Infor XA – Purchasing User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

Before you begin

If you are not familiar with the System i (or previous products AS/400 and iSeries), please complete the system education for the basic concepts of the server and its operating system.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main menus. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the panels associated with the options. The last chapter describes the reports and forms for this application.

Use the appendixes to understand more complicated topics needed to implement Purchasing.

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Summary of changes

The following changes have been made to this application:

- **Integration with EPDM:**

  If EPDM is installed, the Purchasing application is now fully integrated with the EPDM functions and Item Revisions replaces Item Master. While this guide might contain references to Item Master files, the functions in this application now use Item Revisions for item information. For more information, see the *Enterprise Product Data Management Concepts Guide.*

- **Position to Item**:

  If you select option 7 on the Purchase Order Entry/Edit display (AM64A01), with the item number, item number and line number, or item number and release, but the item does not exist, you see an error message and are returned to the previous screen.

  If you select options 6 or 7 with item/warehouse or line number, an item number option is displayed starting with the line number. The item just be for that purchase order and release number is ignored.

- **Outside operation purchase orders:**

  A purchase item/release comment is added on outisde operation purchase orders to identify the manufacturing item, manfuacturing order, and operation. The comment was designed as follows:

  Manufacturing order number/Operation number, Item number, Manufactured item description

- **Warehouse ID on Procurement Requsitions**:

  You can now maintain the warehouse ID for requisitions in Purchasing if the requisitions are not associated with a purchase order.

Contents

Chapter 1. Introducing the Purchasing application

This chapter contains general information about Purchasing (PUR):

Some concepts and features that are common to most of the XA applications are discussed in two other books: *Getting Started with XA* and *Planning and Installing XA*:

- Menus and panels (displays)
- Group Job support
- Master file searches
- Audits and controls
- Security

What Purchasing does

Purchasing is designed to improve productivity and management control in all departments involved in procurement. The objectives of Purchasing are to provide up-to-date information to improve decision making and to enhance communication, both internally and with vendors.

Some benefits of Purchasing include:

- Reduces the time required to enter and maintain requests for quotes, requisitions, purchase orders, purchase order revisions, invoices, debit memos, and order close acknowledgments.

Because Purchasing retrieves the information necessary to complete purchase orders and invoices, data processing personnel spend less time keying data.

- Reduces the time between initiation of the requisition and printing of the purchase order.

Purchasing eliminates paperwork transfers between the purchasing and data processing departments. The application also tracks priority requisitions so these orders receive immediate attention.

- Reduces processing time for quotes, responses to quotes, purchase orders, purchase order changes and acknowledgments, invoices, credits, remittances, and shipping schedules using electronic data interchange (EDI) and the Electronic Commerce (EC) application.

Improves communication between buyers, vendors, dock-to-stock, and payables personnel.

- Purchasing reduces errors that occur because of poor communication. Better communication is achieved with vendors because Purchasing automatically prints standard messages and terms on purchase orders. You also can direct special messages to vendors and internal personnel.
- Improves control of purchasing activities.
- Purchasing controls all purchase order activities from the time the requisition is created until the invoice is paid. Benefits of this improved control include preventing overpayments, highlighting early shipments, and evaluating vendor performance.
- Improves productivity in receiving.
- Purchasing controls dock-to-stock activities by:

  - Identifying receipts that have incomplete documentation.

  - Preparing a preprinted traveller to help identify each receipt as it moves from the loading dock to a stock location.

  - Allowing dock-to-stock personnel to correct transaction errors as they occur.

  - Listing detailed instructions on the purchase traveller. These instructions reduce or eliminate the problem of locating and maintaining separate documentation.

  - Detecting bottlenecks.
- Reduces the time required to fill purchase orders with reliable vendors who have high quality materials at the best price, using the following techniques:

  - Producing quotation requests

  - Rating vendor performance to the item level as to price, delivery, quality, and lead time.

How Purchasing works with other applications

Purchasing can interface with other XA applications. Each of these interfaces provides additional functions either to Purchasing or to the interfacing application. Refer to the general information manuals and user’s guides for the other XA applications for additional information about interfaces. A brief discussion of each application that works with Purchasing follows.

Purchasing interfaces

PUR sends information to …

AP	Purchase order information required to verify that invoiced items were actually ordered, received as ordered, priced as expected, and shipped as expected.
APPR	Approval requests for requisitions and purchase orders.

EC	Information about vendors, quotes, purchase orders and changes, remittances, and shipping schedules so the appropriate EDI transactions can be sent.
GL	Purchase journal distribution.
IFM	Purchase order and receiving data from which IFM can generate suggested invoices, defaults for generating estimated IFM taxes, installment payments, and notes.
IM	Purchase order information; updates the quantities on order; cost adjustments from invoice entry.
MMS	Maintenance, Repair, and Overhaul (MRO) information on various reports and inquiries; vendor and vendor/item maintenance for MMS specific data; contract prices for MRO requisitions; actual invoice amounts and quantities.
MRP	Scheduled receipts for purchased parts.
PC&C	Cost of outside operations and miscellaneous charges.

PUR receives information from …

AP	Invoicing status to determine when purchase orders are ready to close.
APPR	Information on approval routes, approver IDs and limits, and approval status used to update requisitions and purchase orders.
EC	Information about quote responses, purchase order acknowledgments, invoices and credit memos so that the appropriate EDI transactions can be received.
IFM	Updated invoice data, estimated IFM taxes, and estimated installment payment schedules. Purchase orders generated as part of an interdivision transfer.
IM	Purchase order receipt tracking via purchasing transactions, purchase orders, releases, or requisitions generated for order point items from the Reorder report.
MMS	Purchase orders for MRO items and related ledger transactions from purchased MRO item receipts
MRP	Automatically generates planned requisitions and purchase orders for release via purchasing auto release.
EPDM/PDM	Routing information.

Accounts Payable (AP)

If Accounts Payable is installed, invoice entry and vendor file maintenance can occur in Purchasing or AP.

Electronic Commerce (EC)

If Electronic Commerce is installed and interfacing, you can exchange business data electronically with your trading partners. You can process EDI data in both EDIFACT and ANSI standard formats. EC provides an interface between XA and any EDI translator. In addition to handling the sending and receiving of EDI transactions, EC also provides an extensive file maintenance function as a point of entry for all of EC’s setup tasks and for tasks related to transaction sets and error corrections. In particular, Purchasing supports quotes, purchase orders, PO changes, PO acknowledgments, shipping schedules, invoices, credit memos, and remittances.

The EDI product available in prior XA releases is still supported by this release of XA. It remains functionally unchanged. However, the new EC application and the old EDI functions are mutually exclusive and cannot co-reside in the same installation.

General Ledger (GL)

If General Ledger is installed and interfacing and Accounts Payable is not installed, Purchasing passes purchase journal distribution and cash disbursements transactions to it. GL uses these transactions as if they had been entered by the GL application.

International Financial Management (IFM)

If IFM is installed and interfacing, you can tell IFM to generate automatically suggested invoices from purchase orders and receipt data. You can enter default data for IFM ledger entries. You can do business with one vendor in multiple currencies. Purchase orders and purchased items in the Vendor/Item file reference IFM units, natures, and charge types. Purchase order freight and special charges reference IFM charge types. IFM allows you to accrue for invoices that are in “hold” status pending approval. IFM also scans open purchase orders for items that have been received but not invoiced and automatically creates invoices for the received quantities. You also can enter defaults that will be used to calculate an estimate of IFM taxes and installment payments. You can designate a note method to use if this PO will be paid by using a note.

Inventory Management (IM)

Inventory Management is a prerequisite to installing Purchasing. When Purchasing is installed with IM, all purchase orders are entered and closed through Purchasing and all receiving transactions are entered through IM. Purchasing updates the quantities on-order in IM. Purchasing can pass cost adjustment transactions to IM. Purchasing verifies the purchase order, item, and warehouse numbers of a cost adjustment transaction when the transaction is entered. Purchasing also provides IM with purchase order tracking and receiving information. IM’s Reorder report can generate automatically requisitions and purchase orders for order point items that fall below their reorder point.

Maintenance Management System (MMS)

If MMS is installed and interfacing, MMS creates purchase orders for Maintenance, Repair, and Overhaul (MRO) items that are tracked in Purchasing throughout the receiving and invoicing cycle. MMS is used to define entities, do work request and work order processing, and preventive maintenance processing. MMS can generate purchase orders from an inventory reorder report, from an MRO requisition, or from a work order. Purchasing then tracks the receipts against the purchase order and processes the invoices. Receipt and invoice information is passed back to MMS in order to update MRO inventory records. Finally, MMS sends ledger transactions back through IM to be processed by General Ledger.

You can use the MMS Approval application along with the Foundation application to implement electronic approvals for XA Purchasing’s requisitions and purchase orders. You can define approval routes and approver limits. You can review all your pending approvals and forward an approval to someone else along the approval route, as well as add your own comments that others on the route can see. Support for approval processing for requisitions only, purchase orders only, or for both is selected in Purchasing Control file (PURCTL) maintenance.

You can get electronic approvals by using the Approval and Foundation applications without using MRO Inventory or the Maintenance Management applications of entity management, work order management, or preventive maintenance.

IFM and MMS do not integrate with each other. References to MRO fields on Purchasing panels and reports are not applicable if IFM is interfacing with Purchasing.

Material Requirements Planning (MRP)

If MRP is installed and interfacing, requisitions, purchase orders, held purchase orders, blanket and fixed blanket purchase orders, and held blanket and held fixed blanket orders, can be generated automatically from planned orders.

Production Control and Costing (PC&C)

If PC&C is installed and interfacing, Purchasing can pass miscellaneous charge and outside operation transactions to it. Purchasing verifies the manufacturing order number and the miscellaneous charge number for miscellaneous charge transactions. When you enter invoices and credit memos, Purchasing verifies the manufacturing order number and the operation sequence number for an outside operation transaction.

Enterprise Product Data Management (EPDM)/Product Data Management (PDM)

If PDM is installed and interfacing or EPDM is activated, you can retrieve standard dock-to-stock routings for items. However, even without EPDM/PDM, you can create purchase order operations for a particular item.

The Purchasing main menu

To understand the main functions of Purchasing, look at the Purchasing main menu.

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AM6M00                        Purchasing                        **********
                              Main Menu

Type option or command; press Enter.

     1. Purchase Order Processing >>
     2. Payables Processing >>
     3. Inquiry >>
     4. Reports >>
     5. Purchase Order History >>
     6. File Maintenance >>
     7. File Listings >>
     8. Monthly General Ledger Entries >>
     9. Work with Purchasing >>
    10. Revaluation

 _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
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Option 1. Purchase Order Processing. Use this option to enter, edit, or process quotations, contracts, requisitions, purchase orders, and purchase order operations. You can print quotations, purchase orders, debit memos, and travellers and close out and purge purchase orders. You can print the Transaction Register showing all IM transactions that were generated during Purchase Order Enter/Edit. You also can create shipping schedules (printed or EDI'd) from purchase orders.

Option 2. Payables Processing. Use this option to enter invoices and credit memos interactively or from offline files. You also can print the Invoice Transaction Proof/ Register, post entries, and process invoices received via electronic data interchange (EDI). When IFM is installed, this option is disabled; all payables processing is handled using IFM's Accounts Payable Tasks menu.

Option 3. Inquiry. Use this option to access information about an item, purchase order, invoice, and certain master file information. You can also access information about a vendor's or buyer's performance rating.

Option 4. Reports. Use this option to print reports based on information in your Purchasing files.

Option 5. Purchase Order History. Use this option to inquire, archive, restore, and delete purchase order history information.

Option 6. File Maintenance. Use this option to select the Purchasing master file, code file, or control file you want to maintain.

Option 7. File Listings. Use this option to print the contents of the master files used by Purchasing. You also can print the contents of the General Ledger Chart of Accounts.

Option 8. Monthly General Ledger Entries. Use this option to print the Temporary General Ledger Listing, or print and clear the Temporary General Ledger file. When IFM is installed, this option is disabled.

Option 9. Work with Purchasing. Use this option to work with various Purchasing information. You can work with information organized by item, buyer, or purchase order. You also can work with purchase planning schedules created by MRP. Choosing the buyer option gives you access to the Buyer Activity feature that displays a list of all activity logged by Purchasing or other applications so you can work with each event listed as needed.

Option 10. Revaluation. Use this option to recalculate the local currency amounts for quotations and contracts, purchase orders, and open accounts payable. When IFM is installed, open payables revaluation is disabled.

How the information flows within Purchasing

Figure 1-1 on page 1-8 summarizes the flow of information in Purchasing. The numbers in the following discussion refer to this figure.

1. Requisitions are entered at a work station or are created with information from IM or MRP. Requisitions can be approved electronically using the Approval application.
2. Quotations and contracts also are entered at a work station. Requests for quotes can be sent and quote responses received using Electronic Commerce.
3. Purchasing prints various analysis reports to help you make and prioritize purchasing decisions.
4. Purchase orders can be entered at a work station, can be drawn from open requisitions, can be received from the Order Review file in MRP, can be received from MMS, can be received for order point items from IM's reorder report, or can be received from IFM as part of an interdivision transfer. Pricing information can be received from accepted contracts. Purchase orders can be approved electronically using the Approval application. Purchase orders and purchase order changes can be sent and purchase order acknowledgments received using EC. Shipping schedules can be created and sent electronically using EC.
5. Purchasing transactions, entered through IM or automatically generated during Purchase Order Enter/Edit, track all outstanding purchase orders. As orders are received, you can print receiving reports. Purchasing accepts standard routings from PDM and also allows maintenance to the routings for unique purchase order requirements. This lets you define by item per purchase order the specific steps a receipt must go through to get from the dock to stock. Vendor performance is calculated when an item or release is complete.
6. Invoices can be entered at a work station, from a data file you create, or from the vendor via EDI. Purchasing passes invoice information to Accounts Payable or IFM so invoices can be paid.
7. Purchasing can close by date and purge a purchase order only when it is completely received and invoiced. However, you can select and close manually any purchase order at any time. During the purge procedure, vendor performance ratings are calculated again and the entire purchase order is saved to history. Then,

on demand, you can inquire into a vendor's performance or into closed purchase orders.

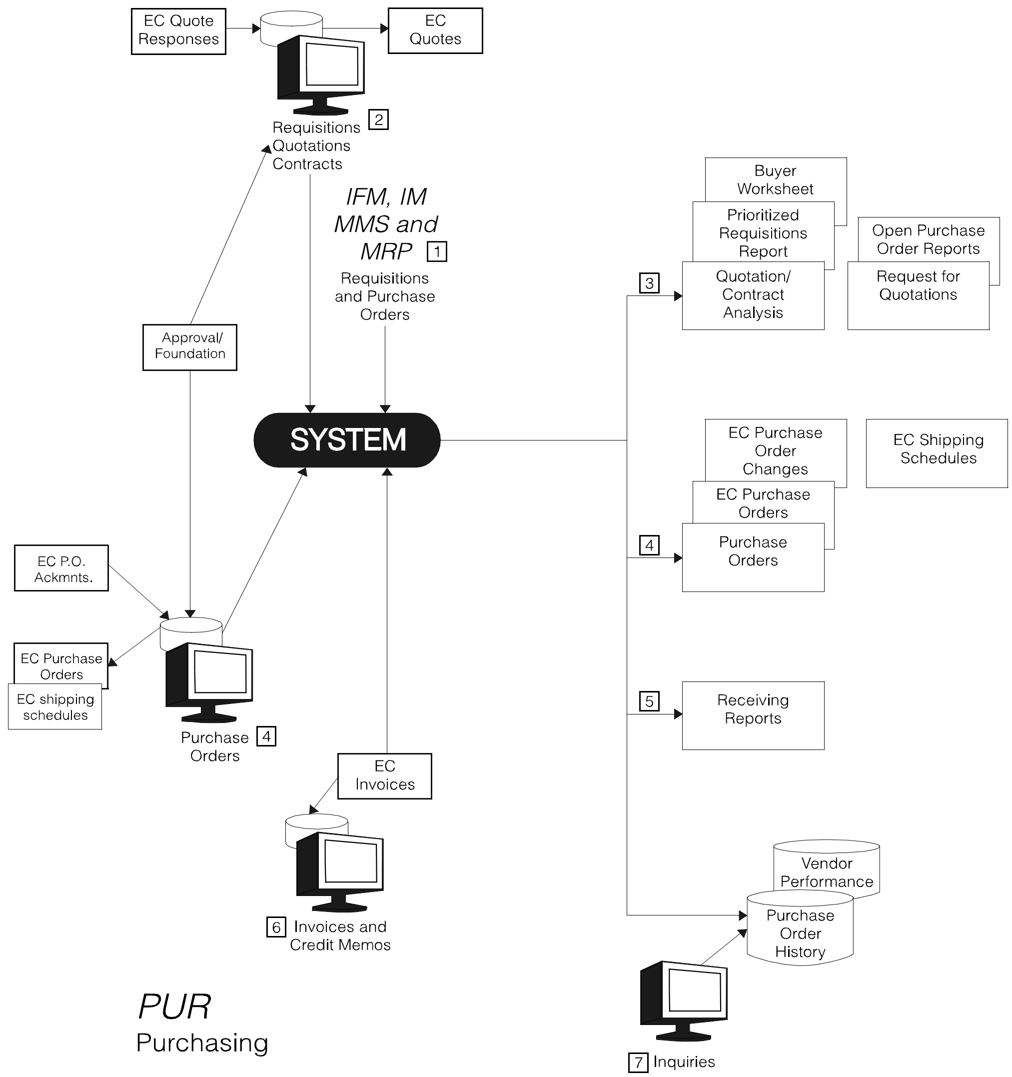

Figure 1-1. Purchasing information flow

How the application is designed

In XA, a standard system structure supports the application and system functions. Most of the structure elements; for example, using menus and displays, and group job support are discussed in *Getting Started with XA*. Some of the structure elements are discussed here.

Files

Information in Purchasing is maintained in three kinds of files: a System Control file, master files, and work files.

System Control file

The System Control file (SYSCTL) is the major system file for XA. It shows information used by more than one application or operation. When you install an application and enter responses to the questionnaire, the information is stored in SYSCTL. It contains the functional options you chose, the report options you chose, and any constant information you entered (such as company name). To change information in the System Control file, answer the questionnaire again or use Cross Application Support file maintenance.

Master files

Purchasing creates master files during application tailoring. Information contained in these files is relatively permanent and is used repeatedly in processing purchase orders, requisitions, quotations, and reports. For example, vendors' names and addresses are stored in the Vendor Master file. This information is termed "static" because it is seldom changed. "Dynamic" information, also contained in master files, includes items such as quantity received. Some of the master files have a field or group of fields called a key. The key is used to identify a record in the file and to access information from the record. Purchasing uses the following master files.

Buyer Master file (BUYERF) . The Buyer Master file contains the records for each buyer. Each record includes information such as name, user id, department, phone number, days early or late, over and under shipment, and buyer performance rating.

Free On Board Master file (FRGHTF) . The Free On Board Master file contains all the codes and descriptions for your FOB points.

General Ledger Master file (GELMAS) . Purchasing uses this file for verification of account numbers and for keeping account balances. Purchasing updates this file only if you chose the General Ledger distribution option during application tailoring. This file is not used if IFM is interfacing.

In the General Ledger Master file, the company number, general ledger account number, and the record type code (assumed to be 1 for current record) are used together to identify each record. A current budget record and a last-year record may also be present for each general ledger account. The type code of these records is 2 and 3 respectively. Each record includes its description and the account balance.

Item Balance file (ITEMBL) . The Item Balance file contains one record for each unique item number per warehouse. Each record includes data for managing inventory, such as quantity on hand, quantity on order, historical usage, and lead time. The purchase unit of measure and conversion factor are also stored here. ITEMBL is shared with IM, COM, PDM, MRP, FCST, MPSP, and PC&C.

Item Master file (ITEMAS) . The Item Master file contains at least one record, the A-record, for each unique item number. The A-record has two types of information: general item and pricing/material planning. The general item information includes fields such as item description, item type, and stocking unit of measure. The pricing/material planning information includes fields such as base price, price unit of measure, and demand time fence. If Product Data Management with product costing or the full version of Material Requirements Planning (MRP) is installed, the Item Master file will have a B-record following the A-record for each item. The B-record has costing and MRP information, such as forecast quantity, standard lot size, and cost technique code.

There is also a C-record containing unique information for purchased items. Each record includes information such as the unit cost, lead times, buyer number, tolerance percentages, weighted averages, item class, preapproved item flag, and purchase commodity code.

The Item Master file belongs to Product Data Management. It is also used by the Forecasting (FCST), Customer Order Management (COM), Inventory Management (IM), Master Production Schedule Planning (MPSP), Material Requirements Planning (MRP), Production Control and Costing (PC&C), Sales Analysis (SA), and other XA applications.

Purchasing Activity file (PURACT). The Purchasing Activity file contains logs of activity against Purchasing documents.

Purchasing Control file (PURCTL) . The Purchasing Control file contains user-set options that control certain purchasing functions, such as electronic approvals or the forms type you want to use for purchase orders. These options are in addition to those defined during Install/Tailor.

Ship Via Master file (SHIPVF) . The Ship Via Master file contains the codes and descriptions for all the ways goods can be shipped.

Standard Message file (STDMSG). The Standard Message file contains standard comments that may be attached to quotes, contracts, requisitions, or purchase orders. The standard messages can be retrieved by number at any point in the future to save you typing time.

Standard Message Header file (STDHDR). The Standard Message Header file contains one record per standard message ID. This file contains the Copy In code to indicate if the message should be copied and retained in the POCOMT file to allow you to change the text or enter variable information.

Terms Master file (TERMSF) . The Terms Master file contains codes and descriptions for all the terms you negotiate with your vendors.

Vendor Master file (VENNAM) . The Vendor Master file is used to provide all information concerning vendors. It has vendor name, address, phone number, contact person, discounts, and last payment date. It also carries information that is unique to Purchasing, such as multiple lines per order, blanket order, and drop-ship order acceptability, as well as vendor statistics. This file also contains the media type that you and the vendor have agreed to use for the various Purchasing documents.

Vendor/Item Master file (VENITF) . The Vendor/Item Master file contains one record for each vendor and item relationship that you have. The vendor/item record contains information particular to this vendor/item combination.

Warehouse Master file (WHSMST) . The Warehouse Master file contains the record for each warehouse you have defined in XA. Each record defines whether the warehouse is a controlled or a primary planning warehouse and a planning warehouse code.

Warehouse Ship-to Master file (SHPMST) . The Warehouse Ship-to Master file contains the records for each warehouse/ship-to identifier (ID). Each record contains information such as name, address, phone number, and contact person.

Three IDs are reserved for special use. Warehouse Ship-to ID 999 is reserved for your default ship-to address. ID 998 is reserved for your default bill-to address. And, ID 997 is reserved for your company's main address; this address prints on Quotation Requests.

Work files

Purchasing creates Work files to hold information that changes frequently as transactions are processed through the system.

Calendar file (CALNDR) . The Calendar file is used to calculate dates from lead times. You can define multiple production and receiving calendars. CALNDR is shared with MRP, PC&C, FCST, MPSP, and IM.

Contract file (CONTRF) . The Contract file contains the details for each contract you have. A contract is for one vendor and one item.

Manufacturing Order Master file (MOMAST) . If Purchasing is interfacing with Production Control and Costing, the Manufacturing Order Master file is used to verify the order number of outside operations transactions.

Open Order Miscellaneous Detail file (MOMISC) . If Purchasing is interfacing with Production Control and Costing, the Open Order Miscellaneous Detail file is used to describe costs for manufacturing orders that cannot be related directly to any particular job step. Miscellaneous charges can be used for fixed as well as variable costs.

Open Order Operations Detail file (MOROUT) . If Purchasing is interfacing with Production Control and Costing, the Open Order Operations Detail file is used to verify the operation number for outside operation costs.

Open Payables file (OPNPAY) . The Open Payables files contain records of all the open invoices and credit memos to be paid. The following files make up the Open Payables files:

OPNPAYH	Purchase Order header
OPNPAYM	Invoice header
OPNPAYN	Invoice detail
OPNPAYO	Name and address
OPNPAYP	Payment detail
OPNPAYS	Special Charge, Tax, and Freight detail
OPNPAYT	Extended Tax

In the Open Payables files, the company number, vendor numbers, payment selection number, record code and a system-generated distribution sequence number are used together to form the key to identify each record. Generally, when you want information about a specific invoice you will need to know only the company number (if you have more than one company), vendor number, and the payment information that was assigned to the invoice when it was added to the Open Payables file.

Override file (OVERRD) . The Override file contains a record for every bill-to override created during the purchase order entry task. A record is also created when miscellaneous vendors are used during the purchase order entry task. The records are removed from the file when the associated POMAST record is deleted.

Purchase Order Detail file (PODATA) . The Purchase Order Detail file is a logical view over physical files Purchase Order Item, Blanket, Comment, and Debit Memo. PODATA contains all the detail information pertaining to the purchase orders.

Purchase Order Master file (POMAST) . The Purchase Order Master file contains one record for each active purchase order in the application. This record contains information such as vendor name and address, ship-to and bill-to addresses.

Purchase Order Comment file (WKPOCO) . The Purchase Order Comment file is used in conjunction with POCOMT for PO message and comments interface.

Purchase Order Item file (POITEM) . The Purchase Order Item file contains one record for each item on each purchase order.

Purchase Order Blanket file (POBLKT) . The Purchase Order Blanket file contains one record for each blanket release on a purchase order.

Purchase Order Comment file (POCOMT) . The Purchase Order Comment file contains all comment records associated with purchase orders. The records can be order comments, item comments, release comments, and/or debit memo comments, and extended descriptions.

Purchase Order Debit Memo file (PODEBT) . The Purchase Order Debit memo file contains a record for each debit memo entered against a purchase order. The records in PODEBT are created during transaction entry by the Vendor Return (VR) transaction and can be maintained in purchase order entry/edit.

Purchase Order History Detail file (POHIST) . The Purchase Order History Detail file is a logical view over physical files Purchase Order History Item, Blanket, Comment, and Debit Memo. POHIST contains all the historical detail information pertaining to online and/or restored purchase orders.

Purchase Order History Item file (POHISTI) . The Purchase Order History Item file contains POITEM records for orders which have been purged.

Purchase Order History Blanket file (POHISTB) . The Purchase Order History Blanket file contains release records for orders which have been purged.

Purchase Order History Comment file (POHISTOC) . The Purchase Order History Comment file contains POCMNT records for orders which have been purged. Application tailoring and each record’s print code together determine which comment records are saved in POHISTOC.

Purchase Order History Debit Memo file (POHISTD) . The Purchase Order History Debit Memo file contains PODEBT records for orders which have been purged.

Purchase Order History Override file (POHSTO) . The Purchase Order History Override file contains OVERRD records for orders which have been purged.

Purchase Order History Vendor/Item file (POHSTV) . The Purchase Order History Vendor/Item file contains the vendor performance for each Purchase Order/Vendor/Item written to history. A record is written to this file at purchase order close and purge if vendor performance is selected to go to history.

Purchase Order Operations file (POROUT) . The Purchase Order Operations file contains records for released purchase orders. The records contain information such as the actual labor performed, hours, and sequence used in routing an item from dock to stock.

Purchased Item Commodity Code file (PURCOM) . The Purchased Item Commodity Code file contains one record per purchased item commodity code.

Quantity/Price file (QTYPRF) . The Quantity/Price file contains up to 20 quantity/ price breaks for a quotation and/or contract.

Quotation file (QUOHDF). The Quotation file contains the details of a quote for a particular vendor/item.

Quotation Comments Master file (QUOCMF) . The Quotation Comments file contains comments related to a particular quotation.

Requisition file (REQHDF) . The Requisition file contains one record for each purchased part requirement. The record contains information such as the quantity and date required, and the originator.

Requisition Comment file (REQCMF) . The Requisition Comment file contains comments related to a particular requisition.

Routing file (ROUTNG) . Purchasing uses the Routing file for standard dock-to-stock operations and their sequences. The records include information such as the facility ID, operation status, previous and next operation, and the standard hours.

Temporary General Ledger file (TEMGEN) . Purchasing posts transactions to the Temporary General Ledger file. The records include transactions that are waiting period close.

Traffic Routing Table file (TRFMAS) . The Traffic Routing table file contains one record per range of postal codes.

Vendor Description file (VENDSF) . The Vendor Description file may contain an extended description for each vendor/item combination. This description prints on the quotation requests.

Major reports

Purchasing provides reports for the control and tracking of the entire purchasing process. The reports provide crucial information to assist in decision making and to avoid costly mistakes resulting from poor communication. The major reports are:

Open Purchase Order Report

Nine open purchase order report options are available. Each prints data on a select range or group of open purchase orders.

Requisition Analysis

Three requisition analysis report options are available. Each prints data on a select group or range of prioritized requisitions. They pinpoint backlogs and help determine purchasing overload and buying bottlenecks.

Purchase Price Variance

This report shows differences between standard, expected, and actual costs. Specific data can be selected and the report printed in a variety of sequences. The report can also be used for comparisons to average and last cost.

Dock to Stock Work List

This report prints prioritized dock to stock workloads by department, work center, or foreman, and tracks the progress of purchase order receiving activities in your warehouses.

Buyer Worksheet

This report prints open orders, recent history, open requisitions, and the primary quote for a given item for use in buyer decision making. An online version of a buyer worksheet also is available through the Work with Purchasing views by buyer.

Cash Commitments

This report forecasts future currency commitments and prints a list of past expenditures.

File Listings

Nine file listing report options are available. Each prints selected data on information currently maintained in the master files.

Invoice Reports

Three invoice report options are available. Each prints data analyzing the invoice status of select data.

Debit Memo Reports

These reports print listings of all open debit memos. Ranges and sequences can be specified.

Quotation/Contract Analysis

This report prints all quotations and contracts in item, vendor or buyer sequence.

Purchase Order Closeout Audit

This report prints all purchase orders selected for close.

Inquiries

In addition to reports, you can request specific information to appear on the display. A request of this type is called an inquiry. Purchasing also provides master file search options on buyer, vendor, item, general ledger account, ship-to, standard message, terms, free on board, and ship via. You can enter a name or description or a portion of a name or description. All entries containing the characters you entered appear on the master file search display. You can then select the entry about which you want to inquire. In Purchasing, you can inquire about:

Purchase Orders: Shows the details of a specific purchase order, all orders for an item, or purchase orders outstanding by vendor.

Item Master: Shows the details of general item information, pricing/material planning information, additional cost/MRP Information, and Purchasing/additional MRP information.

Requisition Master: Shows the details of a specific requisition or all requisitions for a specific item.

Vendor Master: Shows the details of all vendor records stored in the file.

Vendor Performance: Shows vendor performance ratings and statistics for the vendor overall, for each item the vendor supplies, or for each order for each item. You can also use this as a commodity class inquiry to see all vendors supplying items of a particular commodity class. You need special security clearance to take this option.

Buyer Performance: Shows a buyer's performance ratings. You can see the number of orders early and late, and the number of over and under shipments. You need special security clearance to take this option.

Purchase Order History: Shows the details of closed purchase orders by vendor, item, or purchase order number. You can inquire into current history or a restored history file. This option provides the same function as Open Purchase Order inquiry.

Invoices and Credit Memos: Shows the details of specific invoices, invoices for a specific order, and all orders for a specific invoice.

Quotation/Contract Master: Shows all details for a quotation or a contract, including the quantity/price breaks, all current quotes for a specific vendor/item, or all contracts for a vendor or item.

Vendor/Item Master: Shows all the detail about a vendor/item relationship. You can also see all the vendors supplying an item or all items supplied by a vendor.

Data entry and update methods

Data entry is the process of getting your transaction data, such as purchase orders, into the system. Updating is the process of applying the entered transactions to your master files.

You can update the master files with the entered receiving transactions in two ways: immediately after they have been entered and edited or by the batch. The first way is called immediate or online update; the second way is called batch update. Immediate update requires interactive data entry and applies the transactions to the master files as soon as they are entered. Batch update uses an entire batch of transactions that is entered either interactively or from an offline device and then edited and held in a transaction file until the update operation is requested.

The primary advantage of interactive data entry with immediate update is that master files are up-to-the-minute; the response to an inquiry, for example, takes into account the transaction that was entered seconds ago. The primary advantage of batch update is that transactions can be processed whenever you choose—such as during periods when the system is not busy answering inquiries and editing transactions.

Batches

A batch, as indicated in the preceding discussion, is a group of transactions that are to be processed together and applied to the master files. The transactions can be grouped by type, by order of occurrence (such as one batch for each 100 transactions), or by some other category that suits your business.

The transactions are entered into the system from a work station or from an offline device. Either way, they become records in a transaction file in disk storage.

The application keeps track of each batch's status and shows it on the Data Entry Control display. This display, therefore, is the starting place for any interactive data entry, whether for entering a new batch of transactions or for working on an existing batch that was entered interactively or from an offline device.

Conflicting procedures

Purchasing restricts selected functions from occurring at the same time. Refer to *CAS User's Guide* for more information.

Lockups

Under certain conditions, Purchasing programs may lock up (that is, remain input-inhibited) with other programs. These lockups generally occur when two or more work stations attempt to access the same record simultaneously. Although these situations are relatively infrequent, they can occur when files are being updated. Lockups can occur during purchase order/entry edit or file maintenance.

To avoid a lockup situation, it is recommended that you schedule file maintenance such that it does not run simultaneously with purchase order entry/edit. However, if you choose to perform these functions simultaneously and lockups occur, it is recommended that you cancel the file maintenance program, which will unlock any other input-inhibited programs. Do not cancel any other programs. After the lockup has been resolved, restart the file maintenance function. Note that you will need to reenter the changes for the record that was displayed when the lockup occurred.

Overview of euro currency support

As of January 1, 2002, the euro currency became effective and replaced the following European currencies:

- **ATS** Austria, Schilling
- **BEF** Belgium, Franc
- **DEM** Germany, Deutsche Mark
- **ESP** Spain, Peseta
- **FIM** Finland, Markka
- **FRF** France, Franc
- **GRD** Greece, Drachma
- **IEP** Ireland, Pound
- **ITL** Italy, Lira
- **LUF** Luxembourg, Franc
- **NLG** The Netherlands, Guilder (also called Florin)
- **PTE** Portugal, Escudo
- **VAL** Vatican City, Lira

For possible new EU members, the European Monetary Union (EMU) regulations provide for a *transition phase* during which the currencies are said to be *euro-participating*. During this time EMU regulations state that members can comply with governmental reporting requirements in either their national currency or in euros. Your company's employees have the right to be paid in your national currency and government payroll reports must be in that currency once the transition phase is over.

Ensure that your business is completely ready to convert to euros before you attempt this effort. Be aware, though, that the actual conversion process is lengthy, so do not wait to begin the planning process.

Warning: Convert all your systems, offline files, and spreadsheets at the same time. You risk contamination of your data if your conversion is incomplete.

Warning: These XA applications do not support the conversion of local currency amounts to euros:

- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable
- Accounting Management General Ledger
- Financial Analysis
- Payroll

XA provides two types of assistance to help you deal with euro currency:

- Application functional enhancements: XA provides enhancements to help you manage trading currency amounts when your trading partners start doing business in euros in:
  - Customer Order Management (COM)
  - Purchasing/Procurement Management (PUR/PM)
  - International Financial Management (IFM)
  - Accounting Management Accounts Payable (AP)
  - Accounting Management Accounts Receivable (AR).
- Local currency conversion tool: For companies within euro-participating countries, XA provides a tool to convert your local currency when your organization converts your books to euros. Use this tool only once.

The tool, the Euro Currency Conversion Aid (ECCA), is available to all XA Release 5 and later customers. Use the *Euro Currency Conversion Aid Guide* to help plan and implement your conversion efforts. ECCA converts the local currency values from a euro-participating currency to the euro in one or more of the following:

- Local currency values in a Infor environment
- IFM financial divisions in a Infor or non-Infor administrative division
- IFM cash books in a Infor or non-Infor administrative division.

XA provides these functions in support of euro conversion:

- The ability to:
  - Convert current currency through triangulation
  - Print alternate currencies on trading partner documents and reports
  - Toggle between currencies: local, trading, or an alternate
- Additional customer and vendor capabilities for multiple currencies
- Additional COM price book capabilities through offline load and euro price book generation
- Additional IFM capabilities for multiple currencies.

See the XA user's guides for information about euro support for the following specific applications:

- Cross Application Support
- Customer Order Management
- International Financial Management
- Procurement Management
- Purchasing
- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable.

This table shows how XA applications are affected by conversion to euro:

Table 1-1. XA applications affected by euro

Application	Functional changes	Local conversion
Accounting Management Accounts Payable	Yes	No
Accounting Management Accounts Receivable	Yes	No
Accounting Management General Ledger	No	No
Capacity Requirements Planning	No	No
Contract Accounting	No	Yes
Cross Application Support	Yes	No
Customer Order Management	Yes	Yes
EDI support (pre-EC)	Yes	No
Electronic Commerce	No	Yes
Enterprise Product Data Management	No	Yes
Estimate and Quote Management	No	Yes
Executive Information System	Yes	Yes
Financial Analysis	No	No
Finite Capacity Planning/Scheduling	No	No
Forecasting	No	Yes

Table 1-1. (Continued)XA applications affected by euro

Application	Functional changes	Local conversion
International Financial Management	Yes	Yes
InterSite Logistics	No	Yes
Inventory Management	No	Yes
Knowledge-Based Configurator	Yes	Yes
Maintenance Management System	No	No
Manufacturing Performance Analysis	No	Yes
Infor Browser	No	No
Marketing Monitoring and Analysis	Yes	No
Master Production Schedule Planning	No	Yes
Material Requirements Planning	No	No
Materials Management	No	No
Multiple Environment InterSite Logistics	No	Yes
Order-Based Production Management	No	No
Payroll	No	No
PowerVision	No	No
Procurement Management	Yes	No
Production Control and Costing	No	Yes
Product Data Management	No	Yes
PDM*Plus*	No	No
Production Monitoring and Control	No	Yes
Purchasing	Yes	Yes
Repetitive Manufacturing	Yes	No
Sales Analysis	No	Yes

Application functional enhancements

These functional enhancements are used by many XA applications:

- Alternate currency printing
- Toggle between currencies
- Support for financials, depending on which of the following is installed:
  - XA Accounting Management financials
  - XA IFM
  - Third-party financials
- Currency conversion routines
- Currency exchange rate overrides
- Trading partner reports.

Alternate currency printing

Documents you send to your trading partners can be printed with the details in euro-participating currency or in euro. Where applicable, you can print the totals in both euro-participating currencies and euros. These include:

- Customer quotes
- Invoices
- Purchase orders

- Debit memos
- Shipping schedules
- Order acknowledgements
- Customer statements
- Delinquency notices
- Collection letters
- Audit confirmation letters.

Toggle among currencies

With the introduction of the euro, your customers and vendors may convert to the euro at any point of time during the transition period. They may have orders, quotes, invoices, and so forth, denominated in both euro-participating currencies and the euro. The toggling enhancement modifies the current toggling function available in Infor. This function allows a users to view a euro-participating order, quote, invoice, and so forth, in euro and is intended to help you handle inquiries about the status of a trading partner's account.

IFM installations

You can toggle between euro-participating amounts and the euro. Depending on the inquiry you use, if the ledger, entity, or transaction is denominated in a currency that is euro participating, the toggle to euro is available. The following inquiries are included:

- Online Business inquiry
- Personal Ledger inquiry
- Cashbook inquiry.

Non-IFM installations

You can see the amounts of a transaction in up to three currencies: local, trading, and alternate. The alternate currency is available as an alternative to the trading currency when the trading currency is either euro or euro-participating. Toggling capabilities allow you to see amounts in all three currencies when they are different. This provides the ability to work with transactions in currencies other than the currency in which they were entered. This is especially useful during the euro transition period when transactions are sometimes viewed in the national currency and sometimes need to be looked at in the euro currency.

As an example, a payment is made in euros but the quote, contract, order, or invoice is denominated in a euro-participating currency. You can view the original transaction in euro even though it was entered in the national currency. You define the transaction's alternate currency as the euro in order to toggle.

Another example is one in which a euro-denominated order or invoice will be paid in a euro-participating currency. In this case, you define the alternate currency as the national currency and toggle from euro to the national currency.

The following XA applications use this feature:

- COM
- Purchasing/Procurement Management
- AP
- AR.

Euro support with Accounting Management financials installed

A customer or vendor can only have one primary currency. You cannot change the currency ID for these customers and vendors. If a customer or vendor uses a euro-participating currency, you must create a new customer or vendor for the trading partner when the trading partner converts to euro. You can copy an existing customer or vendor record and change the currency to euro.

- COM Customer Copy: This function copies all default customer information such as ship-to and tax registration to the new customer number. It defines a reference between the newly created customer number and the old customer number. Use credit checking to account for the new customer number you created.
- Purchasing Vendor Copy: This function copies all default vendor information and, optionally, all vendor/items records. It also optionally updates the Item Master and Item Balance files with the new vendor number.

Warning: Accounting Management Accounts Payable and Accounting Management Accounts Receivable do not support the conversion of local currency amounts to euro.

Euro support with IFM installed

Multiple currency vendors

If you use IFM financial applications, you may change the currency ID in the vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Multiple currency customers

When IFM and COM are both installed, the IFM financial division is the same as a COM company. The customer number created in COM is a combination of an IFM entity and a two-digit suffix derived from the personal ledger defined for the customer.

You can define a personal ledger on the customer master file. This is the default on order entry. You can override the personal ledger on the customer master on order entry to any valid personal ledger. A personal account data record must exist for the personal ledger override.

Personal accounts

Once you create personal ledgers for IFM accounts receivable and accounts payable for the euro in each financial division, you can “mass create” personal account records for each entity identified. The defaults from the personal ledger are used to create the personal accounts.

Credit check

You can credit check IFM entities within a financial division. In COM, any customers within a COM company for the associated entity can be credit checked in the entity currency.

IFM accounts receivable cash receipt

You may receive a cash payment that is different than the invoice amount because of rounding differences. Because these differences can have a major impact on IFM cash receipt processing, IFM supports both positive or negative adjustments to invoices to allow for efficient processing of cash receipts.

IFM alternate currency automated payments

IFM can automatically generate payments using Payment List and Notes Collection Lists in a currency different from the invoice's transaction or cash book currency. You can:

- Enter an exchange rate override if either the payment currency or the financial division currency are non-euro participating.
- Use a payment currency different than the cash book or invoice currency. Payment lists are generated based on the selection criteria and the personal ledgers you select.
- Check to ensure valid exchange rates exist for a split payment list. In they exist, the payment currency is the same as the original payment list.

Payment list reports and lists identify the payment currency. Any gain or loss is based on the payment currency. The generic payment file records show the payment currency amounts.

Euro support with third-party financials installed

If you use third-party financial applications, you may change the currency ID in the customer or vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Currency conversion routine

The Infor currency conversion routine supports the euro. After you establish any currency as euro participating, no direct exchange rate is recognized between a euro-participating currency and any currency other than euro. All currency conversions between euro-participating currencies and all other non-euro currencies are done via the euro in a process known as triangulation.

Currency exchange rate override

Exchange rates between the euro and euro-participating currencies will be established. These exchange rates will be fixed and will not change throughout the transition period. When you set an exchange rate between the currency of the euro-participating countries and the euro, you cannot change this rate, nor can you create a new effective exchange rate. All Infor orders or transactions ensure the exchange rate cannot be overridden between the euro and the euro-participating currency, and between two euro-participating currencies during:

- COM order entry
- Purchasing order entry

- IFM transaction processing.

Trading partner reports

During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for analyzing trading partner performance and account status, and are not intended to be sent to your trading partners.

Using eWorkPlace with XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows'™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type **2** next to the vendor and press **Enter**.	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use **F6**.	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press **Enter**.	Type values in or select values for the entry fields and click the OK button.
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to......	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Chapter 2. Managing Purchasing

This chapter describes the processes and calculations required to manage the Purchasing (PUR) application.

Before you begin

Before beginning your purchasing operations, some preparation is necessary. For example, you need to:

- Determine if you want to use the Electronic Commerce (EC) application to process electronic data interchange (EDI) data. You will need to take the necessary actions in EC to enable its use with your trading partners. Refer to the *EC User's Guide* for more information on those tasks.
- Determine if you want to use the electronic approval process for approving requisitions and purchase orders. You will need to take the necessary actions in the Maintenance Management System (MMS) Approval and Foundation applications to enable its use in Purchasing. Refer to the Approval documentation for more information on those tasks.
- Determine the tasks involved in managing this application
- Determine how you will group source material into batches
- Establish the accounting controls to be used and determine who will be responsible for applying them.

Guidelines for managing Purchasing are discussed in more detail in this chapter.

Determine the tasks

Examine your Purchasing activities. Then divide the work into several major tasks and decide who is to perform each task. This method can help you organize your entire operation and focus on one major task at a time. For example, you can:

- Enter quotations
- Enter requisitions
- Enter purchase orders
- Create shipping schedules
- Print reports
- Process receipt transactions

- Enter invoices and make payments
- Perform order closeout
- Maintain master files.

Determine source material and batches

Efficient entry requires that all the information the operator needs is in the source material or is readily available. You should review purchase orders as they arrive to determine if all the information is available and conveniently located for efficient entry at the work station. You may want to use a rubber stamp and write the additional information, such as vendor number, buyer number, and item number directly on the source document.

Establish accounting controls

Accounting controls are critical to your business, not only for accurate reporting of payables information, but also for maintaining efficiency and guarding against erroneous information.

Here are some examples of accounting control activities you will need to do:

- Add up the control totals manually for each payables batch.
- Validate information on data entry forms, if applicable, before entry.
- Compare the control totals taken for each payables transaction batch to the totals determined by Purchasing. This procedure eliminates errors early in the payables cycle. The following totals will either appear on a display or print on a report during the payables processing cycle:
  - Number of invoices
  - Gross amount
  - Discount amount
  - Net amount
  - Open payables
  - Prepaid invoices
  - Miscellaneous charges, if interfacing with Production Control and Costing
  - Outside operations, if interfacing with Production Control and Costing
  - Cost adjustments.
- Determine who provides the batch totals and use these totals to fill out control forms.
- Correct any input errors that could not be corrected as the data was entered. Printed listings may show errors that must be corrected, preferably by the person who prepared your data entry forms.

Your operating procedures should include the use of inquiry displays and other features of the application to check information being entered or already on file.

For each monetary denomination other than your own, XA requires a primary currency ID and description. You can have secondary currency IDs within each primary currency ID.

Using Electronic Commerce (EC) for EDI transactions

EC facilitates the movement of electronic data interchange (EDI) transactions easily in and out of XA and also provides an interface between XA and any EDI translator. The previous version of EDI transactions is still supported in Purchasing. However, the EC application supports more completely the previous transactions and fully supports the new transactions. Media flags are available at the vendor level so you can specify, by transaction, the communication media to use. Individual transactions have control files in EC where you can define defaults for each trading partner and transaction set.

The EDI transactions supported in Purchasing provide the function to complete the entire ordering cycle. You can send a request for quote (840) to a supplier. Then you receive a quote response (843) from the supplier. You send the initial order (850), and then you receive a PO acknowledgment (855) from the supplier. If you have changes, you can send a PO Change (860), and the supplier sends a PO Change acknowledgment (865). If you are using MRP planning schedules or blanket orders where you want to pull specific releases as the need arises, you can send shipment schedules (862) as an alternative to the normal purchase order. You also can send planning schedules (830) during the planning process. The other parts of the business process are supported by receiving transactions in IM and invoicing transactions in AP/IFM.

Note: Throughout this book, the term EDI*** transaction means the ANSI X12 or EDIFACT transaction.

ANSI	EDIFACT	Send	Receive	Description
210/ 859	INVOIC		X	Freight Invoice *
810	INVOIC		X	Invoice *
812			X	Credit Adjustment *
820		X		Remittance Advice *
830	DELFOR	X		Planning Schedule
840	REQOTE	X		Request for Quote (RFQ)
843	QUOTES		X	Response to RFQ
850	ORDERS	X		Purchase Order
855	ORDRSP		X	PO Acknowledgment
860	ORDCHG	X		Purchase Order Change
862	DELJIT	X		Shipping Schedule
865	ORDRSP		X	PO Change acknowledgment

* Interface with IFM is not available in Release 4, 5, or 6. XA makes no commitment that the interface to IFM will become generally available.

Transaction sets can be received from a trading partner using any third party translator program that can deliver to the System i flat file in a format defined by EC. From the flat file, EC processes the transactions into interface files where unique requirements of transaction sets and individual trading partners are implemented. Interface of the data into the XA data is through offline load. When you send transactions, EC formats the data into EDI segments to meet the transaction and trading partner requirements. A call to a program supplied by the translator or a user program then moves the data into the translator’s EDI mailbox.

You will need to use the EC application to complete the setup tasks before you can begin using this feature in Purchasing. The setup tasks include:

- Defining the translator software you will use
- Defining trading partner relationships
- Defining the transaction sets to be used for each trading partner
- Setting up options in transaction set control files
- Setting up cross references to business entities (customers, vendors, bank accounts)
- Setting up location cross references to addresses and contacts
- Designing a format for printing a transaction set (optional).

You also must use the EC application to maintain, delete, display, and print a transaction set, work with user exits to alter the data in a transaction set, and to access the error log that is updated during the send or receive process. See the EC User's Guide for more information.

You will need to complete several other tasks before using EC transactions:

- If you will be using planning schedules, you need to define your planning schedule profiles in MRP. Then you can assign a defined profile to a specific vendor, using Vendor Master file maintenance, or you can assign the profile at the item/warehouse level, using Item Balance file maintenance in IM.
- If you will be using shipping schedules, use option 15 on the Purchasing File Maintenance menu (AM6M60) to work with shipping schedule profiles, where you can define the number and length of periods in a schedule. Then you can assign a defined profile to a specific vendor or vendor/item, using the appropriate file maintenance option.
- You need to set the media flags for each vendor, using Vendor Master file maintenance. Purchasing supports a separate flag for printing and for EDI, so you can choose one or both communication media types for each type of transaction for a vendor.

Using planning schedules

The planning schedule transaction (ANSI 830/EDIFACT DELFOR) allows you to send planned/projected/forecasted schedule information to a supplier. The planning schedule is generated in MRP, from planned orders. See the *MRP User's Guide* for a complete discussion of planning schedules.

A planning schedule profile is used to create a planning schedule. In the profile you can specify whether the schedule should be reviewed by a buyer before it is sent to the vendor. Those planning schedules not requiring review are sent when they are created in MRP. Planning schedules requiring review are held until the buyer approves them, using Option 4, Work with Purchase Planning Schedules, on the Work with Purchasing menu (AM6M90).

Using shipping schedules

The shipping schedule transaction (ANSI 862/EDIFACT DELJIT) gives you the ability to convey precise shipping schedule requirements to your supplier. It is intended as a supplement to the planning schedule transaction (EDI 830) created in MRP. The shipping schedule supersedes projected shipping information transmitted in a planning schedule, but it does not replace the 830 transaction.

Using the 862 transaction facilitates Just-in-Time (JIT) manufacturing practices by providing a way to issue precise shipping schedule requirements on a more frequent basis than with the issuing of a planning schedule. For example, you can use daily shipping schedules and weekly planning schedules. Shipping schedules are created based on a user-defined profile that specifies the number and length of periods in the schedule.

Shipping schedules are actually another kind of purchase order. They are kept in the purchase order file set. During PO Entry/Edit and PO Inquiry, there is no visible distinction between normal purchase orders and shipping schedules. The PO is identified internally as either a normal PO or a shipping schedule, based on the setting of shipping profile fields in the Vendor Master and Vendor/Item files.

There are two types of shipping schedules:

- **Daily shipping schedules**. This type of schedule is printed and/or EDI transmitted when you use Option 6, Print Purchase Orders, on the Purchase Order Processing menu (AM6M10). You do not need to define a specific profile for a daily shipping schedule; you can enter *DAILY in the Shipping profile field in the Vendor Master or Vendor/Item files. A separate 862 transaction is created for each purchase order defined as a daily shipping schedule when you select the purchase order for print. No combining of purchase orders occurs.
- **Scheduled shipping schedules**. This type of schedule uses a unique shipping schedule profile you have defined in Purchasing File Maintenance. It is used to combine multiple requirements from outstanding purchase orders into a schedule where you have defined the number and length of periods. Scheduled shipping schedules are printed and/or EDI transmitted when you use Option 12, Create Shipping Schedule, on the Purchase Order Processing menu (AM6M10).

When a purchase order is created, the type of PO is determined by the value in the shipping schedule profile and saved in the Schedule Hold field. This field is maintained at the PO header and item detail level. The purpose of the field is to “hold” purchase orders that are really scheduled shipping schedules so that they do not print with normal purchase orders or daily shipping schedules. The type of PO is determined by using the shipping schedule profile defined at the vendor or vendor/item level. When the first item is added to an order, the value in the shipping schedule profile field for the vendor/item is retrieved. If it is blank, the shipping schedule profile from the Vendor Master file is used.

The schedule hold field governs the entire PO, even though it was determined by the entry of the first item. After the first item is entered, the schedule hold flag is set for that item in POITEM and for the order in POMAST, and will not be revised. If a second item with a contradicting schedule profile is added to a purchase order, no change is made. For every subsequent item added to the PO, the value of the schedule hold field for that item is determined by the value in POMAST. This is necessary because an 862 transaction is sent for an entire purchase order; partial orders are not supported.

Purchase orders generated by MRP or any other function outside of PO Entry/Edit follow these same rules and will set the schedule hold flag according to the shipping schedule profile fields in VENITF and VENNAM.

The table below shows how the value of the shipping schedule profile determines the value of the schedule hold field, which in turn defines the type of purchase order.

Value of Shipping Profile in VENITF (1st) or VENNAM (2nd)	Value of Schedule Hold	Type of Purchase Order	EDI Transaction (Generated from)
*NONE	*BLANK	Normal	850 - PO Print (AM6M10/6)
*DAILY	2	Daily shipping schedule	862 - PO Print (AM6M10/6)
Valid ID from Shipping Schedule Profile file	1	Scheduled shipping schedule	862 - Create Shipping Schedule (AM6M10/12)

EC is not a prerequisite for shipping schedules. You can set up shipping schedule profiles and print them without EC. To create the 862 transactions, however, you must have EC.

Using Purchasing with Maintenance Management System (MMS)

The MMS applications help you control activities and costs associated with maintenance of equipment, vehicles, and facilities. These applications integrate with XA through Purchasing. The integration uses MMS functions to process requisitions, print the reorder report, and create purchase orders that XA can use. XA maintains vendor and vendor/item information, processes quotes, contracts, purchase orders and invoices, handles purchase receipts, and sends item and work order information to MMS. Inventory information is kept separately in both systems. Production inventories are maintained in XA Inventory Management (IM) and Maintenance, Repair, and Overhaul (MRO) inventories are maintained in MRO Inventory Control (IC).

MMS uses its own files to create work orders, requisitions, or reorder report requirements and converts them into XA-style purchase orders. The purchase orders are added to XA files and Purchasing processes them as usual. Purchasing can process both XA (production) and MRO purchase orders, but only XA IM maintains production items and only MRO IC maintains MRO items.

When MRO material is received, IM records the receipt, updates the purchase orders, and sends the inventory information to IC to update the item information.

Purchasing or Accounts Payable takes the purchase orders through the normal invoicing process and sends actual costs to MMS to update MRO requisitions, work orders, and inventory information.

The IC process handles material issues to work orders. For all inventory transactions, MMS calculates amounts, derives account numbers, and sends inventory ledger transactions to XA.

Using electronic approvals with the Approval application

If you have the Approval and MRO Foundation applications installed and interfacing, you can implement an electronic approval process for requisitions and/or purchase orders. The Approval application is a tool for managing the flow of documents through your organization’s approval routing system. Approving documents online allows you to decrease the time between initial creation and final processing by reducing clerical effort, management time, and physical handling and storage required by a manual approval process.

To use the Approval application, you must define a set of approvers and organize them into sequences or approval routes. Documents submitted for approval are assigned a route and the approvers on the route then can approve the documents that are distributed to them.

To install the Approval application, follow the instructions in the MRO manuals for the applications. To interface the Approval application to XA, follow the instructions in the XA *Maintenance Integration Guide*, shipped with the MRO applications.

Using the Approval application, you can:

- Identify approvers, and the amount they are authorized to approve, for requisitions or purchase orders (POs)
- Define approval routes for requisitions and POs, identifying the approvers and sequence
- Determine what approval routes each submitter of a requisition or PO is authorized to use for approval processing
- Determine what approvers, if any, (other than the first approver on the route) each submitter of a requisition or PO is authorized to use for initial routing of an approval request
- Establish “pre-approval” amounts, if desired, below which requisitions or POs do not require approval
- Use the other functions of the Approval application as required, including establishing default approval routes for each submitter of requisitions or POs, enforcing approval route sequence, allowing or preventing the routing (redirecting) of an approval request to another approval route, defining substitute approvers, etc. See the MRO manuals for further information.

The Approval application identifies approvers by their System i user ID. XA identifies buyers in Purchasing by a buyer number. To enable the Approval application to identify a Purchasing buyer who is an approver, you must enter the buyer’s System i user ID into the Purchasing buyer file, using Buyer Master File Maintenance.

When you have installed Approval and MRO Foundation, and you have defined your approval information, you activate the integration to XA from the Foundation application. Next, you can activate in XA the approval process for requisitions, or POs, or both, by selections in Purchasing Control File (PURCTL) maintenance. When you activate approvals in PURCTL, you must identify a default approval route, that you defined in the Approval application, for the type of document (requisition or PO) that you will be approving. In PURCTL you also can:

- Establish increase amounts, if desired, below which re-approval is not required for requisitions or POs that have been changed
- Determine whether you will use “memo approvals” for purchase orders containing only pre-approved items (identified in Item Master file maintenance), or for items on pre-approved contracts (identified in Enter/Edit Quotations/Contracts)
- Determine whether you will allow the approval request amount to be changed on re-approval requests for POs.

Once you have activated approvals, at the end of processing a requisition or PO XA determines whether a new or changed requisition or PO requires approval (or memo approval, for POs), based on the selections you have made. If approval is required, XA next determines whether the document submitter can approve the requisition or PO. If the submitter can approve the document, the approval is logged, and processing continues as before. If the submitter cannot approve the document, a System i message is sent to the next approver on the route, and the document is flagged as requiring approval. If the next approver is a buyer, an activity record is written to that buyer's work queue notifying that an approval is requested.

Approval status is kept for each requisition and purchase order. This is a different kind of status from the approval status in the Approval application. There is just one status associated with the document. On the Approval side, each approval cycle for a document has its own document status. If a document starts down one route and is later redirected to another route, there would be two approval cycles recorded for that document, each with its own status. In Purchasing, there is just the one approval status for the order; only its value changes.

The valid approval status codes are:

- For purchase orders

  0 Approved

  2 Memo or Special approval requested

  4 Change awaiting approval: part of PO awaiting approval

  6 Awaiting approval: whole PO awaiting

  8 Part approval denied / not requested. Part of the purchase order is approved, but either approval has been denied, or no approval has been requested on the rest of the purchase order.

  9 Not approved. Either approval has been denied or no approval has been requested on this purchase order.

- For requisitions

  0 Approved

  6 Awaiting approval

  9 Not approved.

Approval is granted or denied using a function in the Approval application. To access the Approval application, type APPR on the command line, and the Approval Menu is displayed. Document Approval is option 6 on that menu. If you are a buyer, you can access directly the Document Approval option from the Work With Buyer Activity panel by typing option 8, 17, or 27 for a document requiring approval. In the document approval function, you can:

- See all documents requiring your approval
- Access the XA requisition or PO inquiry panels for a document
- Review comments that the document submitter or previous approvers have entered about a document
- Review approval history on a document
- Redirect the document to another approver for approval
- Grant or deny approval on a particular document, specify a reason for your action, or enter your comments about the document.

If you accessed the Approval application by typing APPR on the command line, type END to return to the XA panel where you started, or type any XA fastpath or menu name to go to another menu in XA. If you accessed Document Approval from the Work With Buyer Activity panel, when you end the Document Approval program, you will be returned to the Work With panel.

When the approval process is active, all new requisitions or purchase orders require approval, whether entered in Purchasing, or sent from MRP, IM, IFM, or MMS. Changes to requisitions or purchase orders that increase the value above a user-defined amount require re-approval.

Until approved, a requisition cannot be used on an order. An unapproved order cannot be printed or EDI'd. Approval processing on POs can be bypassed by flagging an item or a contract as pre-approved. When an item is pre-approved, the order can be released to the supplier and normal processing can occur. You also can memo approve pre-approved items or contracts. The approval request is sent, but the order is processed concurrently with obtaining the approval, so the order is not delayed.

Special approvals can be requested where the amount being approved is not necessarily related to the order total. The order must be approved already for its order value. The special approval amount you specify is over and above the order value. This might be used when you need to cancel part of a previously approved order or perhaps there is a cancellation fee owed and you want to get that amount approved even though the order value has decreased.

Using Purchasing Work With

The Work With menu lets you work with items, buyers, purchase orders, and planning schedules. You can view all your related purchasing information from a single entry point by selecting different options and paging through until you find the level of information you need. Work With supports both maintenance and inquiry, initiates print and EDI functions, and allows a preview of purchase orders before printing.

You will find the Activity option on the Work With Buyers panel (AM6WBM01) particularly useful. Any activity that is performed on a buyer's documents (requisitions, quotes, orders, EDI documents) is logged by the transaction processing or maintenance function that made the change. The buyer can review the activity list to know quickly what areas need follow-up. The most current activity is at the top of the list. The activity also can be viewed by purchase order or requisition.

You also can work with shipping profiles, using option 15 on the File Maintenance menu.

See Chapter 11, "Work with Purchasing" for more information on using Work With.

Multi-currency processing

Purchasing incorporates multi-currency processing. This section discusses the Purchasing function in general terms. For detailed information about setting up multi-currency processing and converting currencies, see the *CAS User's Guide*. You install multi-currency processing during application tailoring. Refer to "Overview of euro currency support" on page 1-1 for information on working with euro currency.

Multi-currency processing allows you to do business with vendors in different currencies. Local and trading currencies appear on quotations and contracts, purchase orders, debit memos, and invoices. Alternate currencies also can be used in some cases.

Purchasing supports the new euro currency by enhancements made in Release 5 to make it easier to enter, display, and print information on trading partner documents in trading, local, and/or euro currency. These enhancements include:

The ***Alternate currency*** field allows the display of information in local, trading, or alternate currency.

The ***Print in alternate currency*** field allows printing of a purchase order or debit memo in either the trading or alternate currency and having an additional total printed for the other currency.

- Document transactions can be entered in multiple currencies that are different from the vendor's default currency. This allows quotes, contracts, orders, and invoices to be in a different currency from the vendor (when AP is not installed).

When multi-currency processing is active and you set up a vendor on the Vendor Master File, you must indicate what currency you are using when you do business. A blank means your own national currency. If you do business with a vendor in more than one national currency, and you are using AP, you must set up separate vendor numbers for each currency. An enterprise code field in the Vendor Master lets you link the vendor numbers and create queries that show combined amounts in local currency. See the *AS/400 Query: User's Guide*, SC21-9614, for more information about creating queries.

Purchasing provides a Vendor Master Copy function to allow selection of a vendor master record to use as a source vendor to create a new vendor number. This copy function also provides the option to copy any vendor/item records from the source vendor to the new vendor number.

When multi-currency processing is active and you enter quotations, contracts, purchase orders, and invoices, Purchasing shows the vendor's currency ID from the Vendor Master file. You can change the currency ID to another currency ID that represents the same national currency. You cannot change it to a currency ID that represents a different national currency, if you have AP installed. If IFM is interfacing, you can change the currency for the purchase order to any valid currency ID, but the vendor must have a personal account in a personal ledger of the same currency.

The primary currency ID on the Currency ID file, maintained through the CAS Multiple Currency Support menu option, identifies which Currency IDs belong to the same national currency.

Purchasing calculates the local currency value of your quotes, contracts, purchase orders, and invoices. These local currency values are available to you on displays and reports.

Revaluation

When multi-currency processing is active, a Revaluation menu option lets you recalculate the local currency amounts for quotations and contracts, purchase orders, and open accounts payable. When IFM is interfacing, you cannot revalue open payables here.

If you revalue open payables, you may specify the range of company numbers to be included.

The revaluation mode controls let you revalue in “no file update” and “file update” modes. If you select “no file update” mode, Purchasing produces reports showing the impact of the revaluation and does not actually change the local currency balances on your files. If you select “file update” mode, Purchasing changes your files to reflect the new local currency amounts.

You can limit the revaluation to a range of national currencies. The revaluation date gives Purchasing the date used to retrieve the effective exchange rate for the currency.

Open payables

Accounting principles often require companies to record transaction gains and losses before invoices are actually paid. The Revaluation menu option supports this by recalculating the local currency amounts on various data bases and creating General Ledger journal entries to record the unrealized gain or loss. See Chapter 13, “Report descriptions” for more information.

If Accounts Payable is installed, you can generate cash disbursements transactions for prepaid invoices. It is possible to pay an invoice in any currency.

Sequence of Purchasing tasks

To ensure the easy operation of the Purchasing application, run certain tasks in sequence. The day-to-day use of the application typically occurs in the manner explained here, from the perspective of a single order.

Requisition processing

When you establish a need for goods, you can enter a requisition that contains such information as item number, quantity, required date, requisitioner, and department. A requisition, however, is not required to create a purchase order.

If you are using the electronic approval process for requisitions the Approval Request panel appears when you have completed entry/edit.

If MMS is installed and interfacing, you cannot process requisitions for MRO items here. MRO requisitions are maintained in MMS.

Quotation processing

If quotations are used in the procurement process, entering the required data, printing a quotation request, and storing the quotation information occurs. You can obtain quotations from several vendors for the same item. You can also define preferred vendors in the Purchasing application. A single vendor can also provide several quotations for a single item depending on certain conditions (dates, quantities, and so forth). For each quotation, you can request up to 20 quantity/price breaks. If you want to refer to that quotation when creating a purchase order, you must create a contract for that quotation. If you want to auto release from MRP or IM, you can refer to a contract for the pricing information, but a contract is not required.

You also can store extended description information for a specific vendor and item (for example, detailed specifications). You can choose to print this item information on any quotation to the vendor. You can store up to 999,999 quote records for each vendor/item combination. You do not need to create a record in the Vendor/Item file before you can enter a quote for that vendor/item. When you add a new quote, if there is no vendor/item record, the system will create one automatically.

The maintenance of quote information is performed on the Quotation Entry and Edit display (AM64Q2). The required Buyer Number entry must exist in the Buyer Master file.

If MMS is installed and interfacing, you can enter quotes and contracts for MRO items. MRO pricing information comes from MMS.

Quotation status

A quote can be in various stages of processing. To help you determine the condition of a quote record, the following status codes exist:

10 Quote not yet requested. This is the status of the quote just after it has been entered and before it has been printed or EDI'd to the vendor.

15 Quote printed. This status indicates that the quote has been printed or EDI'd and that you are waiting for a reply from your vendor. Quotation entry provides follow-up dates and request dates for you to manage timely vendor responses to your quotation requests.

20 Quote accepted. After the quote has been received, perform maintenance on the quote to update price and terms information. When an entry is made in the Accept Date field, the status is set to 20 whether or not the quote has been printed or EDI'd. Printing or EDIing the quote does not reset the status value to 15.

99 Quote rejected. A rejected quote cannot be converted to a contract. You can change a rejected quote back to an open one by blanking out the reject date. A report is available to print only rejected quotes.

Since each vendor's lead time may be different, you can use the lead time fields on the quote to override the values stored in the Item Balance file.

You can designate a quote or contract for a particular warehouse. This determines which ITEMBL record to use for lead times and purchase unit of measure.

When you enter a quotation, either the stocking or purchasing unit of measure must be entered as the vendor purchasing unit of measure. The default is purchasing unit measure. For miscellaneous or service items without an ITEMBL record, any unit of measure value can be entered. You can then enter up to 20 quantities per record where price breaks occur. These quantities must be in ascending order and must be entered in the vendor purchasing unit of measure field. The price information received from the vendor is entered for the corresponding price break quantities.

When the contract/quote is later referenced in a purchase order, the price applicable to the quantity being ordered expressed in the vendor purchasing unit of measure is used as an override to the price found in the Item Master file. You may enter a base price to establish prices for small quantities of the item. If the base price is zero, the default is the price from the Item Master or Item Balance file. However, you must enter a base price for foreign currency contracts. Information regarding a specific contract with your vendor is also placed into the contract record. The contract number is used to connect a purchase order to a particular contract/quote record. In addition to being used by MRP and IM, you need to enter the contract quantity limit to help keep track of shipments by the vendor.

Each time a purchase order is entered and items are tied to a contract, the quantity on the purchase order is factored into the Contract Percent field on the contract display. Using the information in this field, the buyer can determine whether a contract should be extended or increased before the contract limit is reached.

The contract start and stop (expire) dates set up processing limits for the Purchasing application. The buyer can also request reports that list the quotes whose contracts have expired or will expire in X days. The buyer is freed from the task of manually searching the Contract Master file for this type of information, allowing the buyer to spend more time negotiating with vendors.

If required by your vendors, the vendor's item number can be keyed into the Vendor Catalog Number field for subsequent printing on purchase orders.

A quote identification number is required for all quotes and a quote stop (expire) date is required for all active quote records. When you first create a quote, you can leave the expiration date blank if you expect the vendor to supply it. However, once you enter the Accept date, the expiration date is required. The quote number can be user defined or system assigned, but it must be unique per vendor/item. You can use the expire date for the same type of reporting found for contracts. Each primary quote record should be identified as such. Only one primary quote can exist for any vendor/item combination. If a record was previously identified as being primary and a new quote is identified for a particular vendor/item combination, the old primary quote has its status changed to indicate that it is no longer the primary quote.

Quote comments

Quote comments are included to provide additional information about a particular quote record. You can use a maximum of 120 characters of information to enhance the description of each quote.

Quote currencies

You must enter quote and contract amounts in trading currency. When you do this, Purchasing converts the amounts to local currency at the latest exchange rate and shows them to you. Similarly, when you look at Contract Master amounts, Purchasing shows contract amounts in both trading and local currency. The trading currency amounts show how the vendor is performing against the contract. The local currency amounts show what the contract is actually costing you in your own currency.

For example, suppose you are a U.S. company and have three quotes for an item. You can buy it for 10,000 French francs, 300,000 Japanese yen, or 2,000 U.S. dollars. If the exchange rates are 5 francs to the dollar and 150 yen to the dollar, the cost of the item in local currency is:

Trading Currency	Local Currency
10,000 francs	2,000
300,000 yen	2,000
2,000 U.S. dollars	2,000

When exchange rates change, your cost for an item changes even though the vendor's quote remains the same. For example, if the exchange rates from the previous example changed to 4 francs to the dollar and 140 yen to the dollar, the cost of the item in U.S. dollars is:

Trading Currency	Local Currency
10,000 francs	2,500
300,000 yen	2,143
2,000 U.S. dollars	2,000

Printing quotations

You can print quotations for a group of items within X days of expiration, or individually by vendor/item identification. If you select a group of quotes to print prior to expiration, only the primary quotes are printed.

For convenience, quotations are printed on preprinted forms. In addition to the line item comments and as many extended description records that you can have for a vendor/item combination, each quote can include up to two heading and two closing messages from the Standard Message file. When printing individual quotations, you can include two additional comment records to add free-form information on the quote.

If you have tied together various quotes via a common reference number, you can print them at one time by selecting the option to print all of a specific reference number. Ship-To number 997 must be setup in the Ship-To Master file in order to print quotations not previously printed.

If the vendor is set up to have quotes sent via EDI using EC, the 840 (REQOTE) transactions are sent from this task.

Address formats. An address format field on the Vendor Master file lets you indicate whether the address is printed in U.S., International, or free format. There is a maximum of six lines available: one for name and up to five address lines.

- If you select the U.S. format (0), the fourth address line will show city, state, and postal code. For example, ATLANTA GA 30323. The fifth address line will show the country. If you leave that field blank, Purchasing suppresses that line when printing.
- If you select the International format (1), the fourth address line will show country, postal code, city. For example, FRA 75001 PARIS. The fifth address line will show the state. If you leave that field blank, Purchasing suppresses that line when printing.
- If you select the free format (2), there are five address lines of text in the format you choose to enter.

Buyer worksheet

When you determine that a specific item is needed, you can request a worksheet for that item. The Buyer Worksheet contains:

- All open orders for the item
- All open requisitions for the item
- All history for the item from the online history file

- All primary quotations, contracts, and quantity/price information for the item
- If multi-currency processing is active, amounts in both local and trading currency.

An online version of the worksheet is available through Work with Purchasing.

Purchase order processing

The Purchase Order Entry/Edit function in the Purchasing application allows for more than just purchase order printing. It also provides a control mechanism to enable you to ensure that material is ordered for delivery at the correct time.

The interface to Material Requirements Planning (MRP) helps to ensure that the correct material is placed on order in the right quantity. You can choose to track the internal processing of your purchase orders through standard receiving steps. Even without Product Data Management, you can create your own routing for a purchase order. This allows you greater visibility of orders that are getting behind schedule and need more attention.

Besides manual entry, a number of different sources can provide input to the creation of purchase orders. If you are using requisitions, data such as quantity and due date provide input to the creation of the purchase order. Once a requisition has been used to create a purchase order, the requisition status is changed to closed. In addition, the identification of the purchase order number is updated in the requisition record.

If you choose, a single requisition can be used to create more than one purchase order. For example, you can split the total quantity of the requisition among multiple vendors, or you can create multiple purchase orders for a single vendor because of ordering constraints. In this case, a warning message is issued, but it can be overridden.

Contracts/quotes can provide input to the purchase order entry process. If used, the contract/quote is tied to a purchase order item via the contract number. During the purchase order entry process, the correct pricing, based on the quote information, is used to generate the purchase order. Contract/quote information is updated when a contract is used to create a purchase order. The **Quantity Used** field is updated in the Contract Master file.

With the Purchasing application, you can use both requisition and quotation information to create a purchase order. If this method is used, quantity, schedule, pricing, and related information can come from data already in your files. All you need to create a purchase order in this case are the buyer, vendor, contract, and requisition numbers.

Material Requirements Planning (MRP) and Inventory Management (IM) can generate purchase orders automatically if you so choose. Depending on the coding of the item’s Auto Release code in the Item Plan file, the applications can automatically create a purchase order with a single line item, or a blanket release item, a held purchase order, or a held purchase order with a blanket release item, a fixed blanket, or a held fixed blanket.

A held purchase order is one that has been flagged with Y in the **Hold Code** field of the purchase order master record. You can also manually enter the hold code if you want. The application withholds the purchase order from printing until the hold code is removed, giving you additional time to review information in the purchase order or add comments prior to releasing the order to your vendor. In all other respects, a held purchase order is treated like any other order. It appears on open purchase order reports and inquiries, and MRP and IM assume it is a scheduled receipt.

MMS also can generate purchase orders for MRO items. MMS creates purchase orders from the MRO Inventory Reorder report, from MRO requisitions entered manually, or MRO requisitions generated from a work order.

If IFM is interfacing, purchase orders can be created as part of an interdivision transfer. The purchase order is linked to an associated customer order in COM as well. Purchase orders created in this way are processed like all other purchase orders.

If a vendor is set up to receive daily or scheduled shipping schedules at the overall vendor level or by item/vendor, a purchase order you enter for that vendor is coded as a daily or scheduled shipping schedule, as appropriate.

Initiate purchase order processing

After you select option 4 on the Purchase Order Processing menu (AM6M10), the Purchase Order Entry/Edit—Order Selection (Select) display (AM64A01) appears so you can select the purchase order to be added, revised, changed, cancelled, or reactivated. You also can initiate IM transactions to enter a vendor accept, or to reopen or complete an order, item, or release. From here you also create a Special Approval request, if the interface to the Approval application is active. You also can inquire into estimated IFM taxes that have been calculated for an order.

If you are using the electronic approval process for purchase orders, and the item or contract is not pre-approved, the Approval Request panel appears when you have completed entry/edit.

All purchase order entry and editing activity must occur through Purchasing. If you attempt any purchase order activity through IM, the application shows the message E AM-7675 SELECTION NOT VALID–PURCHASING INSTALLED and does not let you proceed. Purchase orders are created with the data entered in an online mode in the purchase order summary and detail files.

Fast path entry/access

When you select the Add option on the Order Selection panel and also enter an item and warehouse number, the program retrieves the next purchase order number, retrieves the buyer number from the Item Master file and retrieves the vendor number from the Item Balance file and displays the item entry panel for quick entry of the quantities and due dates. If you also enter a PO number, the item will be added to an existing PO.

When you select the Change or Revise options on the Order Selection panel, and enter the purchase order number and also enter the item, warehouse and release number or enter the line and release number, the program displays the appropriate panel for quick editing.

Tax calculations

If IFM is interfacing, you can have taxes calculated based on state, county, and city information. This makes it easy to handle situations where an item (food, for example) is taxable in one jurisdiction and not taxable in another jurisdiction. During PO Entry/

Edit, you can enter the type of the tax transaction from a table of government-defined transaction types. The tax routine handles special situations such as: tax in price calculations; government specified “prices” for tax purposes; taxes that include other taxes in their tax base; taxes between EEC countries; and taxes that are adjusted to reflect cash discounts taken. The IFM taxes do not appear on the purchase order itself, but the IFM data is saved. There is a tax inquiry that lets you see how taxes were calculated for purchase orders. IFM taxes calculated in PUR are for estimating only. The taxes will be recalculated when the invoice is created in IFM.

Installment payments

If IFM is interfacing, you can have installment amounts calculated taking into consideration order amounts, down payments, number of payments, and interest rates. During PO Entry/Edit, you can specify the installment method you want to use for a purchase order. There is an installment payments inquiry that lets you see how the installment payments were calculated for purchase orders.

Notes/draft payments

If IFM is interfacing, you can handle purchases where payments are made by notes or drafts. During PO Entry/Edit, you can specify the note method you want to use for a purchase order. The note method is passed to IFM invoicing and will be used when the invoice is posted.

Using Advise Price on purchase orders

You can have a standard message appear on the purchase order instead of the price when you want the vendor to advise you of the price of the item you are ordering. You can specify a clip level that sets the acceptable price limit for the purchase of an item. You select these options in Purchasing Control (PURCTL) file maintenance. Then in PO Entry/Edit you specify at the item level if this is to be an advise price order. If it is, and the extended amount of the item exceeds the clip level, an error message appears.

Omitting item quantities on purchase orders

You can choose to omit item quantities on the purchase order when you want to purchase a certain amount from your supplier over a period of time but do not want to show that planned quantity on the purchase order. You can specify a standard message to appear in place of the quantities. You select these options in Purchasing Control (PURCTL) file maintenance. Then in PO Entry/Edit you can adjust the quantities on the PO by creating blanket releases for the actual quantities needed. The release quantities will print, indicating to the vendor how much to send.

Fixed blanket releases

A blanket order can be “fixed”, allowing you to specify a “latest due date” to serve as a time limit on the order. The quantity that you enter on the fixed blanket order serves as a quantity limit. This quantity is not changed when MRP performs auto release or order release, but is used to check that the sum of releases does not exceed the quantity on the fixed blanket. If you do not use contracts with vendors, you can set the contract required code, either by warehouse or by item, to not require contracts for MRP order release. You can use a fixed blanket order as a simple alternative to a contract if you still want to establish date and quantity controls. You create the fixed blanket only at the Item Entry level in PO Order Entry/Edit. The rules for adding releases to a fixed blanket are the same whether MRP or PUR is adding the release:

- The quantity of the release cannot be greater than the quantity remaining on the blanket (that quantity of the blanket item minus the sum of existing releases)
- The due date of the release must be on or before the latest due date of the blanket item.

If you are using Approvals processing for purchase orders, blanket orders must be defined as Fixed blankets, unless the blanket item is a preapproved item or is on a preapproved contract.

Generating IM transactions in PO Entry/Edit

During maintenance of a purchase order, if the order quantity is reduced to equal the quantity received, an RP or PQ transaction with a completion code of C will be created automatically and sent to IM to mark the release, item, or order as complete. If the order quantity is subsequently increased, the release, item, or order will be reopened and another RP or PQ will be generated.

You also can select options from the Order Selection panel to reopen or complete or vendor accept an order, item, or release. The appropriate transactions are generated and sent to IM.

Print Transaction Register, on the Purchase Order Processing menu prints and clears all the VA and RP IM transactions that Purchasing generated. Any PQ transactions that are generated are printed on the Quality Control Transactions Report (AMIQH). See the *IM User's Guide* for more information on that report.

Vendor performance statistics in PO Entry/Edit

When an item or release is completed during PO entry/edit, some vendor performance statistics are collected. If the item or release is subsequently reopened, the vendor performance statistics are deleted. Purchasing records actual performance data for the item or release. Vendor and vendor/item averages are recalculated only when the order is purged.

Cancelling and deleting items and releases

Purchasing makes a distinction between cancelling and deleting records. Cancelling leaves the record in the file and writes it to history when the order is purged. Deleting removes the record immediately and nothing is written to history.

You can cancel items and releases using a function key on the item or release detail panel or by taking the cancel option and using the fast path fields on the Order Selection panel.

Cancelled items and releases appear on the Order Detail Selection panel as "Cancelled", and cannot be selected for further maintenance until you reactivate them. When paging through the purchase order, cancelled items and releases are bypassed. In PO Inquiry, however, you can see cancelled items and releases in their entirety.

The printing of cancelled items and releases on a PO is controlled by a run-time option where you decide whether to include them or not. Cancelled items and releases do not appear on open purchase order reports.

Foreign currency purchase orders

When multi-currency processing is active, the PO Entry/Edit menu option allows you to enter foreign currency purchase orders and see prices in both trading and local currency.

When multi-currency processing is active, the currency ID you assigned to the vendor determines the default trading currency for the purchase order. With AP installed, you can change the currency ID to another currency within the same national currency, but you cannot change it to another national currency. If AP is not installed and interfacing, you can change the currency for the purchase order to any valid currency ID. If IFM is installed and interfacing, the vendor must have a personal account in a personal ledger of the same currency. You can also enter an override exchange rate which lets you lock in the exchange rate for the purchase order.

Purchasing lets you price foreign currency purchase orders by:

- Taking the price from the trading currency price on the contract or quote if you reference a quote or contract.

  Note: Purchase orders from MRP that are based on quotes reflect the correct trading currency price.

- Converting the local currency price from IM to the trading currency and showing the results if you reference a purchase requisition. In most cases, this price is an approximation of what you will pay the vendor and you will have to override it by entering the exact foreign currency price. Trading currency amounts represent the amounts you actually agree to pay the vendor for goods and services. Local currency amounts are the cost of the goods and services.

Casing, insurance, and freight charges. When you import, many vendors include casing, insurance, and freight (CIF) charges on their invoices. In many cases, you will know only the approximate amount of these charges.

When multi-currency processing is active, a special charges field and an estimated freight field appear on the Purchase Order Summary display to let you enter estimated CIF charges. Purchasing and Accounts Payable can use this information to edit invoices in the same way they edit estimated freight. Purchasing also lets you suppress printing of these special charges on the purchase order if you do not want the vendor to know your estimate.

If IFM is interfacing, you also can assign the special charges and freight charges to specific ledger accounts.

Note: You can use the print special charges feature in any situation where you need to record an estimate without showing it to your vendor.

Debit memos. When multi-currency processing is active and a debit memo is issued against a foreign currency purchase order, Purchasing shows the trading and local currency amounts for the item. The cost of the item comes from IM and is in local currency. The trading currency amount is calculated by converting the local currency IM amount at the purchase order exchange rate. When the IM amount is based on a standard or average cost, the trading currency amount will not always be the exact amount that was charged by the vendor. You can correct this by overriding the trading currency amount for the item on the Debit Memo Maintenance display (AM64A51).

Special charge, freight, and tax amounts. If you enter special charge, freight, and tax amounts separately, they appear separately on your purchase orders.

When multi-currency processing is active, you can enter these charges in either trading or local currency and have Purchasing make the conversion at the purchase order exchange rate. You can lock in the exchange rate for these items by entering both trading and local currency amounts.

Purchase order formats

Within the Purchasing application, you can create new purchase orders ranging from the very simple (one item, one shipping address) to the very complex (multiple items and blankets with multiple delivery points).

You should exercise care in determining the structure of the purchase orders because complex orders can be more difficult to manage. All detail relating to an order is kept until the order is purged.

In general, the simpler the structure of the order, the easier the follow-on processing is. However, for those situations where complex orders are necessary, the Purchasing application tracks those orders with the same level of detail as the simpler orders.

You can choose to print purchase orders in 4 formats: two at 9 x 11, 10 characters per inch, and 2 at 8-1/2 x 11, 12 characters per inch. The formats let you choose whether the PO number is to print on the left or right side of the form. You select what format you want to use in Purchasing Control (PURCTL) file maintenance.

Revision-level tracking is kept on an order basis and on an item/release basis. This allows you to print revised orders showing only the changes. An option in PURCTL lets you specify whether or not you want to print revisions only.

There is a major distinction in Purchasing between revising an order and changing an order. If you choose to revise an order during PO Entry/Edit, any change to any field will cause the revision number to be incremented, the revision date to be updated, and the revision print flag to be set.

If you choose to change an order, no matter what you change, the revision number is not incremented, the revision date is not updated, and the order is not flagged as needing to be reprinted.

If you are planning to change a date, a price, or a quantity, use the revise option, since these are considered significant changes.

Cancel and reactivate are always treated as a revision, because they represent a significant change to the order. The revision number does not get incremented again until after a previous revision has been printed. That is, you make as many changes as you want within a revision, but the revision number does not get incremented unless you revise it again after printing it.

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Purchase order preview

You can view an image of what the purchase order will look like before it is printed on the pre-printed form. This allows you to check for formatting problems or errors in a final review of the order before it is released. Use the Preview option on the Work With Purchase Orders panel.

Electronic data interchange

You can print and mail the Purchasing documents or you can send them electronically via EDI. See the *Electronic Commerce User's Guide* for more information on using the EC application. See the *CAS User's Guide* which discusses in detail the steps necessary to activate CAS EDI support when EC is not installed.

Receipt processing

When you receive an order, you should process a receipt using Inventory Management's Transaction Processing option. All purchase order related transactions can be entered through Inventory Management. You can, however, enter a Vendor Accept (VA) transaction or reopen/complete an order, item, or release from within PO Entry/Edit. Since these are Purchasing activities only and do not update inventory balances, they can be done in Purchasing. There is separate security available to allow these transactions from PUR but not from IM. You can specify during application tailoring whether or not to have transactions update your files immediately or later during batch processing. Once transactions have been entered, the Transaction Register provides a printed record of your activity, as well as transaction history. If you choose the batch method of updating your files, the files are updated when the Transaction Register is printed.

Even when MMS is installed and interfacing, purchase receipts for MRO purchase orders are entered and processed through IM.

The following Receiving transactions support MRO items:

- RD - Receipt to dock
- RI - Receipt to inspection
- RP - Receipt to stock
- SP - Purchase order scrap
- VA - Vendor accept
- VR - Return to vendor

For transactions RD, RI, and VA, MRO item numbers are validated against the MMS item master file and MMS item warehouse file. Since no inventory is updated, the transaction is not sent to MMS. Updating the purchase order is the same for MRO items as it is for production items.

Transaction types

All receiving transaction processing takes place in Inventory Management. There are eight transaction types that relate to Purchasing activities.

- **Vendor accept (VA)**: Use this transaction to indicate that a vendor has received the purchase order and has agreed to abide by its terms and conditions.

  You also can enter a VA transaction by using the option on the PO Entry/Edit Order Selection panel.

The required fields are purchase order number and promise date. The warehouse field is required only when multiple warehouses are supported. The release number is required when the VA is confirming a blanket release. The display is shown a second time for you to confirm the promise date. The promise date can be accepted as is or changed.

A VA transaction can be entered only until you have processed a receipt transaction against the order. The VA transaction lets you individually change the promise date of each line item and blanket release. If there is more than one line item on a purchase order, or if a line item has blanket releases, you can specify the item (and release number) to acknowledge a specific part of the order.

If you do not enter a VA for each item number, you can enter one VA for the entire order and the promise date on that VA will be used to update each line item and/or release.

Any VA transaction will update the order status from Vendor Accept Required to Vendor Accept Received but will not update any quantities in either Purchasing or Inventory Management.

The promise date is used to calculate vendor performance during order closeout. Multiple VAs can be entered if the vendor changes the promise date. But once you have processed a receipt transaction against the order, you can no longer enter a VA. Also, the promise date cannot be changed in Purchase Order Entry/Edit.

- **Receipt to dock (RD)**: Use this transaction to indicate that material has been received at the dock.

  The required fields for the RD transaction are purchase order number, item number, and receipt quantity. The warehouse field is required only if multiple warehouses are supported.

  An RD can be entered only if the purchase order is not complete or cancelled and the order status must be less than 40. The item status of the item being received must not be 50 (Item Complete). When an RD is processed, the item and order status codes are changed to indicate that material is at the dock and Purchasing has started the dock to stock process.

  If this is a blanket purchase order and you want the receipt applied to a specific release, you can enter the release number. If you leave the release number blank, the receipt is applied to the oldest open release. Any remaining quantity is applied to the next oldest release until the quantity is fully applied.

  This transaction also gives you the opportunity to review any shortages for the item you are receiving. RD transactions are optional, but they provide valuable information when following up on purchase order status. Dock quantity can affect delivered quantities depending on tailoring options.

- **Receipt to inspection (RI)**: Use this transaction to indicate that material has been placed into inspection during the receiving process. You do not have to enter an RD transaction before entering an RI transaction.

  The required fields are purchase order number, item number, and quantity. The warehouse field is required only if multiple warehouses are supported. If the item is coded in the Item Master file as requiring inspection upon receipt and the receipt is for a controlled warehouse, the location is required. The receipt amount is optional; if it is not entered, a warning message appears. Material received to inspection updates the status of the purchase order. If the receipt is for an inspect-on-receipt item in a controlled warehouse, the location quantity is updated with the receipt quantity but is not available for use because it has not been received to stock and is awaiting inspection status. This transaction does not decrease the total quantity received to dock.

This transaction also gives you the opportunity to review any shortages for the item being put into inspection.

If you have more than one inspection step in your receiving cycle, you should only report against the first inspection step with an RI transaction. Otherwise, you will overstate the amount of material in inspection.

If this is a blanket purchase order and you want the receipt applied to a specific release, you can enter the release number. If you leave the release number blank, the record is applied to the oldest open release. Any remaining quantity is applied to the next oldest release until the quantity is fully applied.

This transaction is valid as long as the material has not been received complete, or the order has not been cancelled. Also, the item must not have a status code of 50 (Item Complete). If an item must be inspected upon receipt, an RI transaction must be entered. After the RI transaction has been processed, the item can be shown in the selected location but is not available for issue since it has not yet been received in stock. You must process a Quality Control transaction (PQ) to complete the receipt to stock. RI transactions provide valuable information when following up on purchase order status.

- **Purchasing quality control for approvals (PQ)**: This transaction must be preceded by an RI transaction. Use this transaction to approve all or part of the inspected material.

  Required fields for the PQ transaction are item number, warehouse, quantity, location, and order number. The blanket release number is required if you are approving a blanket purchase order. If the entire location is not being approved, a transfer to warehouse and location are required. Upon completion of this transaction, the inspected material is available for issue. This transaction also can be generated automatically in PO entry/edit to complete or reopen an order, item, or release.

- **Purchasing quality control for rejects/returns (RQ)**: This transaction must be preceded by an RI transaction. Use this transaction to reject all or part of the inspected material.

  Required fields for the RQ transaction are item number, warehouse, quantity, location, and order number. The blanket release number is required if you are rejecting a blanket purchase order. The rejected quantity is automatically scrapped unless a return quantity is entered. If a return quantity is entered, a debit memo is generated.

- **Receipt to stock (RP)**: Use this transaction to receive material into the stockroom. This transaction is only valid for items on order in uncontrolled warehouses, or for items in controlled warehouses that do not require inspection upon receipt. It does not have to be preceded by an RD or RI transaction.

  Required fields for the RP transaction are purchase order number and item number. The warehouse field is required only if multiple warehouses are supported. The Quantity field is not required if you have already processed the final receipt for this order and you now want to report the order complete (CMP equals C). If you do not type in C in the CMP field, however, the quantity field is required. The Location field is required if you are using controlled warehouses. A warning message is issued if there is no data in the Transaction Amount field.

  An RP transaction can be entered only if the purchase order is not complete or cancelled, and the order status must be less than 40. Also, the item status must not be 50 (Item Complete).

  The transaction quantity can increase the quantity on hand and decrease the quantity on order in the inventory and purchase order records. This transaction has no effect on the total quantities reported to dock or inspection.

On a receipt to stock (RP) transaction, the completion code can be entered. The completion code can be blank, or P (partially received), C (all receipts received), or R (re-opening a completed line item or blanket release). You can reopen only if the status is 40 or 50.

If you enter a blank completion code, Purchasing determines whether the line item or blanket release is completed by checking to see if the quantity received to date is equal to or exceeds the quantity ordered. If the quantity ordered has been received or over-received, the blanket release or line item status is set to C; otherwise, the status is set to P.

If you enter a completion code of P, the line item or blanket release status is set to partially received. The quantity received to date can be less than the quantity ordered (under-received), equal to the quantity ordered, or greater than the quantity ordered (over-received). The line item or blanket release status will remain partially received.

If you enter a completion code of C, the line item or blanket release status is set to completed. The line item or blanket release can be under-received or over-received.

You cannot enter receiving transactions against line items or blanket releases that have a completed status unless you use a completion code of R. However, if you maintain a completed item or release in PO entry/edit, a transaction with completion code of R will be created for you.

You can enter a receipt-to-stock transaction that has a transaction quantity of zero and a completion code of C. This completion code indicates that no more material is expected for this line item or blanket release and that you can invoice the order, line item, or blanket release. If you do not enter a completion code of C, you must enter a transaction quantity.

For example:

- You can receive items into stock using a completion code of P.
- When you determine that the material has been Received Complete, enter a quantity of zero and a completion code of C. The blanket release or line item status becomes complete.
- When the last blanket release of a line item is completed, the line item status is changed to complete.
- When the last line item is completed, the order status is changed to complete.
- If no completion code is used and material has been completely received or over-received, Purchasing assumes a completion code of C.

Therefore, if additional material is expected for an order, use a completion code of P to ensure that the line item or blanket release remains open.

If the blanket release or line item has been completely received (for example, you entered a completion code of C on a previous RP transaction) and you must enter a late receipt, the blanket release or line item can be reopened by entering a completion code of R. If you reopened a blanket release, its line item is also reopened. If the order was received complete, the order is now available again for receipt activity. If you used a completion code of R, you should use a subsequent transaction of C to complete the line item or blanket release.

If this is a blanket purchase order and you want the receipt applied to a specific release, enter the release number. If you leave this field blank and this is a blanket purchase order, the receipt is applied to the oldest open release. Any remaining quantity is applied to the next oldest release(s) until the quantity is fully applied.

Note: A simpler way to complete or reopen releases, items, and orders is by selecting those functions from within Purchase Order Entry/Edit. A summary of the PO is displayed, letting you select the action you want. The system will generate the RP transactions automatically for you.

This transaction also gives you the opportunity to review shortages for the item you are receiving.

If you attempt to enter this transaction for an item that requires inspection upon receipt, the message TRANSACTION NOT VALID–INSPECT ITEM appears. You must first process a Purchase Receipt to Inspection transaction (RI) and then a Quality Control transaction (PQ) to complete the receipt to stock.

Once the Purchase Receipt to Stock transaction has been processed, an item that does not require inspection is available for issue.

- **Vendor return (VR)**: Use this transaction to indicate that material already received (to dock or stock) is being returned. Required fields for the VR transaction are purchase order number, item number, quantity, and resupply. The warehouse field is required only if multiple warehouses are supported.

  VR transactions can be processed against an order, an item, or a release that is complete. The order, item, or release is re-opened by this transaction. The item or release status is reset to 40 (received to stock). If the order status was 40 (received complete to stock), it is reset to 30 (receiving activity reported). If the order status was 50 (invoiced and received complete), it is reset to 35 (invoiced complete but not received complete). The order remains open until either:

  - An RP transaction with a completion code of C and zero quantity is reported, if inspect on receipt is not required. Or, a Quality Control transaction with order number and completion of C is reported, if inspect on receipt is required. One of these transactions should be used if Resupply is N (no).
  - The full order quantity is received by an RP transaction (inspect on receipt not required) or RI and Quality Control transactions (inspect on receipt required). This should be used when Resupply is Y (yes).

  The resupply code indicates whether the vendor is requested to resupply the quantity being returned.

  When the VR transaction is processed, the return quantity you specify is issued from stock and a debit memo is created. From within Purchase Order Entry/Edit debit memo maintenance, you can convert the debit memo to a credit memo if IFM is interfacing.

- **Update purchase order routings (UR)**: Use this transaction to indicate that a step in the purchase order routing has been completed. Required fields for the UR transaction are operation number, order number, item number, quantity, release number (if a blanket release), and sequence number (if a miscellaneous item). The warehouse field is required only if multiple warehouses are supported. Other fields you can type in are order number, unit of measure, release number, reference, reason, and transaction date. You can also type in the actual number of hours it took to complete this operation.

  When you finish typing in the UR transaction, depending on the value in the **Transaction Code** field in the Purchase Order Routing file for the selected operation, another display appears. If you specified that this operation should also generate an RD, RI, RP, or VA transaction, the appropriate display appears to allow further entry of fields.

  See the *Inventory Management User's Guide* for more information on transaction types.

Inventory transaction history

If you selected the Transaction History option when you tailored the Inventory Management application, inventory transactions are written to the Transaction History file. You can use the transaction history inquiry and report menu options to review the purchasing transactions you entered. The transaction history options also allow you to save the history transactions and to restore them back onto the system for later analysis and tracking purposes.

All receipt-type transactions are written to the transaction history file, whether they were for controlled warehouses or uncontrolled warehouses.

When the Inventory Transaction Register is printed, all transactions are written to the Transaction History file, except the UR. A receipt history transaction is written if the quantity accepted is not zero for RP transactions.

Transaction Register (AMV3G)

Use the Inventory Transaction Register (AMV3G) to provide an audit of the data used to update the purchase order and inventory files. If you are processing in a batch mode, this option updates the following files:

- Item Balance
- LIFO/FIFO Transaction
- Transaction History
- Purchase Order Master
- Purchase Order Detail
- Purchase Operations
- Location Quantity
- Goods Received Note.

The Transaction Register shows the following:

- Transactions with errors found during the entry or updating
- Transactions that have been deleted by the operator
- Transactions that have been successfully processed (along with their associated comments)
- Control totals used for audit purposes.

In addition, the effect on quantities in the Item Balance file is calculated and printed on the register.

All transactions, whether entered by transaction code or operation sequence number, are printed on the report. If operation sequence numbers are used, those having an associated transaction code will calculate the net change to the inventory position and print it on the register. See Chapter 13, “Report descriptions” for a description of the report.

Item costing (standard, average, and last)

The Purchasing application supports three inventory costing methods:

- Standard unit cost
- Average unit cost
- Last unit cost.

The standard unit cost method uses unit costs you enter and maintain. An item’s standard unit cost can be entered in the Item Master record, establishing a single standard cost for that item across all warehouses. Or an override standard unit cost can be entered in the Item Balance record, establishing a different standard cost for that warehouse.

The average unit cost method recalculates the average cost of all units in inventory. The total cost of all units currently in inventory is calculated, and added to the cost from the receipt. The sum is divided by the new quantity in inventory. Each time a receipt to stock transaction (containing a transaction amount) is posted, the following calculations are performed:

OTOHVL = OAVCST x OMOHTQ

NAVCST = (OTOHVL + TRAMT) / (OMOHTQ + TRQTY)

Codes are defined as follows:

NAVCST New average unit cost
OAVCST Old average unit cost
OMOHTQ Old quantity on-hand
OTOHVL Old total on-hand value
TRAMT Transaction amount
TRQTY Transaction quantity.

The last unit cost method calculates the average cost per unit for the receipt. The average receipt unit cost replaces the previous last unit cost. Each time a receipt to stock transaction (containing a transaction amount) is posted, the following calculation is performed:

LCOST = (TRAMT) / (TRQTY)

Codes are defined as follows:

LCOST Last unit cost
TRAMT Transaction amount
TRQTY Transaction quantity.

Inventory costing methods are not affected by multi-currency processing. Receiving transaction amounts entered are in your national currency, as are the standard, average, and last costs maintained in the IM files.

Immediate update

When the immediate update option is specified for transaction processing in Inventory Management, the master files in Inventory Management and Purchasing reflect the transaction data as soon as it is accepted.

So you can determine which updates have been made, the transactions are saved in a batch transaction file. You can page through this file to see the transactions used to update the master files.

Reversing transactions

When you enter a transaction in immediate update mode, you cannot change the transaction. If a transaction you entered contained erroneous information, the transaction can be reversed, and a new transaction entered. To reverse the transaction, show the transaction in Review mode and enter an R in the Reverse field. The effects of the erroneous transaction on the purchasing, inventory, and location/lot records will be immediately reversed.

If the transaction is in a closed batch and the Transaction Register has been printed, the transaction has already been posted. You will be unable to select the batch containing the transaction to perform the reversal. To correct the erroneous transaction, you can enter a new transaction with negative quantities and amount.

You cannot reverse a VA transaction. If you want to change the promise date for a line item or blanket release, enter a new VA transaction.

Reporting against receiving routings

If an order has been released with a receiving routing attached, use the receiving operation number instead of the transaction code to receive materials. When the receiving routing was defined, specific operations were associated with certain transaction codes. The application automatically uses an associated transaction code when the operation record is processed. Each operation entered is printed on the Transaction Register even when there is no associated transaction code.

The display used for receiving operations is similar to the receiving transaction display. The differences include the:

- Replacement of the transaction type by the receiving operation sequence number
- Addition of the number of hours consumed by the operation.

When working with receiving routings, the application performs quantity edits to assist you in recording material receipts. If you enter a quantity at a subsequent operation greater than reported at the previous operation, the application shows a warning message. You can override this warning.

If the operation is not yet complete, the amount of time entered into the Hours field is used to decrease the number of expected hours remaining on the Dock To Stock Work List report (AMV750).

You can mix receipts for orders with and without routings in the same batch.

Return/reject/resupply

Using Quality Control transactions in Inventory Management, you can indicate that some of the quantity received was returned or rejected. The quantity received is really the sum of the quantity accepted or approved, quantity returned, and quantity rejected. For example, the application accepts 85 of the item into stock, returns 10 to the vendor, and scraps 5 of the item if you enter:

Approved quantity = 85
Returned quantity = 10
Rejected quantity = 15.

You cannot return and reject more than you have received. When part of the transaction is returned or rejected, the return or reject quantity is no longer tracked and is not in any warehouse.

When you indicate goods are returned, indicate whether or not these goods should be resupplied by the vendor. Type **Y** in the ***Resupply*** field of the Quality Control transaction. If you do not want the goods resupplied, the returned quantity is treated as scrapped.

When you reject and return goods by typing **N** in the ***Resupply*** field, the total quantity on order in the Item Balance file is reduced by the rejected quantity. The line item’s quantity ordered is also reduced (by subtracting the rejected quantity from the quantity deviation of the line item). If the receipt is for a blanket release, the release quantity is reduced. When you reject and return goods by typing **N** in the ***Resupply*** field, the order quantity is not reduced by the return quantity.

An automatic debit memo is created only for material being returned.

Note: Goods not coded as requiring inspection upon receipt can be returned to the vendor by processing a VR transaction.

Blanket order processing

Receipts are posted to a specific blanket release when the blanket release number is entered in the release field of the transaction entry display. You can under-receive or over-receive a particular release, and close (complete) the release to prevent further posting.

If you do not enter a blanket release number, the application automatically spreads the receipt against the open blanket releases:

- The receipt is applied by finding the first open release. If the release has not been over-received, the open quantity is calculated by subtracting the sum of the release's quantity in stock, quantity returned, and quantity rejected from the quantity ordered for the release.
- If the open quantity is positive, the receipt is applied by adding the open quantity to the quantity in stock and reducing the receipt quantity by the same amount. The new receipt quantity is the receipt quantity remaining.
- If this release is the last open release, the receipt quantity remaining is also applied to the release.

Receipts to stock

The install/tailor question, "Do you want to consider the quantity received as the quantity received to stock?" affects several Purchasing displays and reports. If your response to this question is **Y**, the following displays and reports indicate that material is at your company only after a receipt-to-stock transaction has been posted:

- Purchase Price Variance report (AM6DC)
- Invoice Entry display (AMV160, AMV161)
- Purchase Orders with Receipts not yet Invoiced (AM6R3)
- Orders Invoiced not yet Received (AM6R3)
- Open Debit Memos–All Open (AM6S5)
- Purchase Order Print (AM64L1).

If your response is **N**, the displays and reports show material received when it has been received to the dock. Only these reports and displays are affected by this question; the remaining purchasing and inventory reports and displays are changed when a receipt-to-stock transaction is posted. If you are using the invoicing function, type in receipt-to-dock (RD) transactions.

Process information

When location or batch lot functions are tailored, some portions of receipt processing are changed and additional information must be entered before a transaction can be posted into inventory.

Receiving comments

During transaction processing, you can enter 80 characters of information regarding the receipt. This comment is optional.

Receiving comments are typically entered for future reference and include such information as the condition of goods received or comments about overall quality. Although not used for any formal analysis by the application, these comments print on the Transaction Register.

Dock to stock control

The Purchasing application receives material in two different ways:

- **Receiving transactions**. If detailed dock-to-stock control is not necessary for your organization, receive material using transactions with entry codes found in Inventory Management. Through the use of these receiving transactions, you can report material received to the dock, to inspection, and to the stock room.

  All these Purchasing transactions are written to the Inventory Management Transaction History file so you can review them if necessary. For detailed information about receiving transaction entry, see the *Inventory Management User's Guide*.

- **Receiving routings**. The use of receiving routings allows your company to track and schedule material receipts on a more detailed basis. Using this method, you can describe in precise detail how material flows from the receiving dock to the stockroom. The three standard receiving steps can now be expanded to a virtually unlimited number of steps.

  As time is reported during the receiving operations, you can print an up-to-date Dock to Stock Work List. This shows you potential problem orders as they near their required in-stock date. With this information, work can be adjusted in the receiving work centers to expedite material receipt processing.

Dock to Stock Work List (AMV750)

The Dock to Stock Work List (AMV750) prints on demand. This report prints only if purchase order receiving routings have been attached to some or all of the purchase orders in your files.

Use the Work List Generation Options (Select) display (AMV710) to choose whether you want the items on the report prioritized by order due date or by critical ratio. The critical ratio is calculated by subtracting the Run Date from the Due To Stock Date and dividing by the cumulative lead time remaining for the item. Any hours reported for the processing of the item and hours associated with completed operations are subtracted from the cumulative lead time. A critical ratio value of less than one indicates that the item is behind schedule and you need to take expedited action. Any management priority overrides take precedence over either the due date or the critical ratio calculations. These overrides force the applicable orders to the top of the work list; use them with caution.

Use the Work List Horizon field to define the end of the work period for which you want the report to be calculated. This date must be a valid work date and it must be later than the Run Date. The Run Date must be a valid work day and you do not enter a date, defaults to the System Date.

The valid choices for major sort sequence are:

- Work Center
- Department
- Foreman.

You also choose whether you want to see all orders or only those orders under a specific critical ratio printed on your report. For example, by selecting a critical ratio value of 0.50 to 1.20, you can limit the report to include only those items that may need attention now or in the near future.

The work list report is divided into three sections.

- A picture of those operations currently in a work center
- Those operations waiting to enter a work center
- Those operations entering a work center sometime in the near future.

The report is printed on a work center by work center basis within the sort criteria previously defined. Through the use of this report, you can readily see which orders are falling behind schedule and need to be expedited through the receiving cycle.

Materials Requirement Planning and auto release

Purchasing can automatically release purchase orders that the MRP planning run has generated. The MRP planning run plans purchase orders to cover demand across the planning horizons. If the planned order has an exception code of Release or Expedite, the planned order can be automatically converted into a purchase order or requisition by the Purchase Order Auto Release option. The Purchase Order Auto Release option can be invoked from the MRP menu option or it can be selected as a run-time option to the MRP planning run.

Auto release purchase orders

Purchase order auto release is controlled by three fields defined in the Item Planning file (ITMPLN).

Firm time fence. This field establishes an offset to be used with the auto release function for purchase orders and requisitions. The number of days entered is added to the MRP current date to establish this fence.

Authorized time fence. This field establishes an offset to be used with the auto release function for blanket purchase orders. The number of days entered is added to the MRP current date to establish this fence.

Auto release code. This field establishes an item’s type of auto release and its eligibility for the auto release function.

You also can specify whether a contract is required, both at the warehouse level and at the item warehouse level. In the MRP Planning Run Execution options, you can set the “Contract required for auto release” code for all items in the warehouse. In Item Balance file maintenance, using the “Contract required code” in the ITMPLN file you can override that setting for individual items.

Performing the auto release

The application provides safeguards to protect against the accidental automatic release of purchase orders. When the auto release purchase orders option is selected in MRP, automatic release for planned orders fitting the following criteria occurs. To be selected, planned orders must:

- Contain an auto release code greater than 0 for the item.
- Have a start date less than the purchasing time fence, if established.
- Have an exception code of RELEASE or EXPEDITE if the purchasing time fence is not established.
- Not exceed the remaining contract quantity if a contract is required for the item, and the order due date must not be later than the contract expiration date.
- include a fixed blanket if the auto release code is 6 or 7; or if the auto release code is 4 or 5 and purchase orders are being approved, and the item is not pre-approved (it is not flagged in the Item Master or in the Contract Master file).
- Not exceed the remaining fixed blanket quantity, and the order date must not be later than the “latest due date” for the fixed blanket if a fixed blanket exists. If the planned order quantity exceeds the remaining quantity on the fixed blanket, and a second fixed blanket exists for the vendor, the planned order quantity will be split into two releases. One release will be created against the first fixed blanket for the remaining fixed blanket quantity. A second release will be created against the second fixed blanket for the remaining planned order quantity.

In addition, to release a purchase order, there must be a vendor defined in the Item Balance (ITEMBL) file.

Auto release codes

Auto rel code	Release type	Purchasing time fence (MRP cur date plus:)
0	None	Not applicable
1	Requisition	Firm time fence
2	Held purchase order	Firm time fence
3	Purchase order	Firm time fence
4	Held blanket (normal or fixed) purchase order	Greater of Firm or Authorized time fence
5	Blanket (normal or fixed) purchase order	Greater of Firm or Authorized time fence
6	Fixed blanket required	Greater of Firm or Authorized time fence
7	Held fixed blanket required	Greater of Firm or Authorized time fence

Auto release processing

The MRP Planning run must be executed first. This option uses the purchasing horizon times for purchased items to build the Order Review file.

You can release purchase orders and requisitions from MRP in several ways, all using MRP menu options. First, you can choose to have Purchasing Auto Release run immediately after the planning run completes. Or you can choose to run the Purchasing Auto Release as a separate menu option any time after a planning run.

If you choose not to use auto release, you may use the normal MRP Review/Approval process to individually consider each order. Then choose MRP Order Release to create purchase orders and requisitions for each manually approved order.

During auto release, if a candidate is found for automatic requisition creation, a record is added to the Requisition file with a requisitioner identification of MRP AUTO. The planned order is changed to firm planned order and updated with the requisition number. If the requisition is later used to create an order, the next MRP planning run will change the firm planned order to a scheduled receipt.

If a candidate is found for automatic order or blanket release creation, records are added to the Purchase Order Master and Detail files and the planned order is changed to a scheduled receipt. The planned order is also updated with the purchase order number.

Inventory Reorder Report and auto release

In Inventory Management, the Inventory Reorder Report provides the capability to release automatically requisitions and/or purchase orders to Purchasing when an order recommendation is determined for an order point item.

Order point items (with Order Policy Code B or C) can set the auto release code for the item in the Item Plan file to specify that requisitions or held or open purchase orders will be created or that held or open blankets or fixed blankets will have releases added. Logs are written to the Purchasing Activity (PURACT) file for the buyer whose item has a requisition or PO or release generated. If the Approval interface is active, an approval request can be sent as well.

A run-time option on the Reorder report lets you choose whether or not you want to actually perform the auto release.

Lot sizing adjustments

The initial reorder quantity is determined based on the Order Policy code (OPC) and the value of the Fixed Order Quantity (FOQ) parameter in Item Plan.

1. OPC=B and FOQ=not 0: The FOQ represents the reorder quantity
2. OPC=B and FOQ=0: The system calculates an Economic Order Quantity (EOQ) which becomes the reorder quantity
3. OPC=C and FOQ=not 0: The FOQ represents the order up to level. The reorder quantity becomes the difference between the quantity available and the order up to level.

The initial reorder quantity is rounded up to the nearest multiple, if a multiple lot sizing rule is specified.

Then, if a minimum order quantity is specified and the reorder quantity is below the minimum, the actual order quantity will be the minimum. If the reorder quantity is greater than a maximum order quantity, the actual order quantity will be the reorder quantity. A message will be issued stating that the maximum was exceeded.

Auto release of requisitions

If an order recommendation is determined for an item and the auto release code is 1 (requisition), a new requisition will be created and a notification sent to PURACT. The report will show the new requisition number. The report first checks to make sure a duplicate requisition is not being created. If a requisition exists for the same item, amount, and dates, but it has not been associated to a PO yet, no new requisition will be created. Instead the existing requisition number is printed on the report and identified as such.

Auto release of purchase orders

If an order recommendation is determined for an item and the auto release code is 2 through 7, then purchase orders or releases will be created and a notification sent to PURACT. The report will show the new PO or new release number. If the auto release code is 4 or 5, either a normal or fixed blanket can be used to add a release. If the auto release code is 6 or 7, a fixed blanket must exist.

Pricing

Purchase orders

If you enter a contract number and a quotation exists for this item, the unit price that appears is determined by the quantity/price break as defined in the contract for this item. If the order quantity is below the first quantity break, the contract base price is used.

When a blanket purchase order is being processed, it uses the first price break selected for the quote throughout the life of the purchase order. If no quotation is being used and you entered a requisition that contained a unit price, that price appears. Otherwise, the unit price is determined by the purchase price default from the Purchasing Control (PURCTL) file as follows:

0 = No default selected
1 = Current material this level (ITEMAS B-record)
2 = Purchase price (ITEMAS C-record)
3 = Standard unit cost (ITEMBL record)
4 = Unit cost default (ITEMAS A-record)

If the purchase price default is 0 (no default selected), the unit price defaults to one of the following records in the standard default hierarchy. The records are queried in the following order:

- Item Master B-record - Current material this level
- Item Master C-record - Purchase price
- Item Balance record - Standard cost
- Item Master A-record - Unit cost default.

The first non-zero price is used. You can type in a different price to override the one shown.

MMS purchase orders

If MMS is installed and interfacing, purchase orders for MRO items are priced from vendor/item information on requisitions maintained in MMS or from a contract. Prices can be overridden in the purchase order through PO Entry/Edit.

Requisitions

If you also type in a contract number on the purchase order, the system uses the appropriate price from the quotation based on the quantity defined in the requisitions. Otherwise, the unit price is determined by the purchase price default from the Purchasing Control file as follows:

- 0 = No default selected
- 1 = Current material this level (ITEMAS B-record)
- 2 = Purchase price (ITEMAS C-record)
- 3 = Standard unit cost (ITEMBL record)
- 4 = Unit cost default (ITEMAS A-record)

If the purchase price default is 0 (no default selected), the unit price defaults to one of the following records in the standard default hierarchy. The records are queried in the following order:

- Item Master B-record - Current material this level
- Item Master C-record - Purchase price
- Item Balance record - Standard cost
- Item Master A-record - Unit cost default.

The first non-zero price is used. You can type in a different price to override the one shown.

Payables processing with AP

An important requirement of the Purchasing application is that payables transactions be correctly and completely entered. Although you have the ultimate responsibility of reviewing and verifying your payables data using the listings and data entry review features, there are several internal controls in the Purchasing application of which you must be aware to understand and properly utilize the application. These controls are established to aid you in maintaining the integrity of the application.

Payables processing consists of:

- Entering and editing invoices and credit memos
- Selecting and processing EDI invoices (if you are using EDI)
- Printing the Invoice/Transaction Proof/Register
- Printing the Purchase Invoice Journal
- Posting the purchasing transactions to the Open Payables file.

As invoices and credit memos are typed in, the Purchasing application validates that what was ordered was received, and that what was received was invoiced. Any discrepancies between the order, receipt, and invoice immediately appear on the display.

Invoice and credit memo entry controls

When you enter invoices and credit memos from the work station keyboard, edits are performed and you can immediately correct errors.

When processing payables, Purchasing checks the validity of the vendor number, purchase order number, and data relationships and codes. When you enter data from the keyboard, messages appear on the display showing you missing or invalid information, and a request for you to accept the entry. You can accept the errors or may interrupt processing to perform file maintenance to supply some missing data. After adding the missing data, you can continue with keyboard entry.

A suspended or closed batch containing errors cannot be processed beyond printing of an Invoice Transaction Proof. After the errors are corrected, you can print the proof listing again. Records previously accepted with error will no longer cause errors. Once the Invoice Transaction Proof has been printed without errors, you may post that batch to the Open Payables file.

The application also checks the System Control file to find the processing options selected during application tailoring. Line item entries are not accepted by the application until a valid invoice header appears on the display. No header information is accepted without at least one line item. Miscellaneous vendors, those assigned vendor number 000000, are checked for a name entry. An edit is also made to ensure that the vendor's name is not blank. Dates are checked for validity (month must be 01 through 12 and day must be 01 through 31). If no date is entered for either invoice or due date, a default date is used.

In Purchasing, the gross amount of the invoice must be entered and the total of all the invoice line items must balance to the invoice amount.

When Purchasing matches foreign currency invoices to purchase orders, Purchasing uses trading currency amounts to balance. The local currency amounts for these invoices are recorded.

The local currency amounts you see in Purchasing reflect the exchange rates in effect when the invoice was entered in payables processing. In most cases, the rate used to convert the invoice will be different from the rates used to convert the purchase order. It is normal for purchase order and invoice amounts to agree in trading currency and be different in local currency.

Unless you have arranged with your banker to lock in an exchange rate, the local currency amounts for the purchase order do not reflect your actual payment cost. This is because the exchange rate may have changed between the time you enter the purchase order or invoice and make the payment.

You can see batch status totals at any time. The following totals are accumulated and printed when a batch is processed:

- Valid records
- Error records
- Number of invoices
- Gross amount
- Discount amount
- Net amount
- Open payables
- Prepaid invoices
- Miscellaneous charges
- Outside operations
- Cost adjustments
- Other costs
- Control.

Corresponding totals should balance with totals manually calculated. When totals calculated by the application agree with the manual totals taken for the batch and all errors have been corrected, the batch is ready for further processing.

Invoice Transaction Proof controls

An Invoice Transaction Proof listing can be printed at any time for a suspended or closed data entry batch (one that data is not currently being entered into or that is not being used for printing). You will print it ordinarily after the batch status totals balance with the manual totals taken for the batch. Invoice Transaction Proof processing re-edits each entry and ensures there are no duplicate entries. It also re-edits fields that were originally accepted with error and checks that line-item gross amount totals balance with the entered invoice total.

The proof listing shows any out-of-balance conditions between entered invoice gross amount and total line item amounts or between check amounts and total amounts of invoices for which the check was written.

The Invoice Transaction Proof calculates the control totals again. If these totals agree with the previous control totals for the batch, you can print the Purchase Invoice Journal listing to update the master files. Otherwise, the batch must be corrected or deleted. Before you print the listing, ensure:

- There are no errors to correct
- All transactions for the batch have been entered
- The batch has been closed.

When the Purchasing application detects errors while printing the Invoice Transaction Proof listing or the Purchase Invoice Journal listing for a batch, the application automatically suspends the batch.

Purchase Invoice Journal controls

The final control in payables processing takes place when a batch is selected for purchase journal processing. If the batch has not been closed and if an Invoice Transaction Proof listing has not printed for the batch, you must print this listing without errors before you can post it. Nor can you select it if the proof was printed, if serious errors were detected, and if error messages were printed on the proof listing.

Once a transaction batch is selected, a further edit is made to determine whether the transaction can be used to update the files without causing errors. If the updates cannot be made, the error condition is noted on the printed reports. Your data is saved until the problem is corrected and the batch can be selected again for processing.

Payables processing with IFM

When IFM is interfacing, PUR invoicing is done using the IFM Accounts Payable Tasks menu. The processing of PO-related invoices has the following characteristics:

- IM continues to update PUR with receipt information at either the PO item or blanket release level.
- You enter invoice details manually or have IFM automatically generate suggested invoices based on PO and receipt information.
- IFM performs a three-way match, comparing invoice, purchase order, and receipt data and handling any discrepancies that exist.
- IFM updates the PO with actual information and triggers the interface to IM and PC&C.

- IFM has a self-invoicing function that creates an invoiced based on receipts that have not been invoiced by the vendor.

For more information, see the *IFM User's Guide*.

Purchase order closeout and purge

Once an order has been received and invoiced, it is ready to be purged. You must select which orders are to be purged. You can verify that you have chosen the correct orders through the printing of the Order Closeout Audit List.

Purchasing considers an order ready for close and purge when it is completely received and invoiced. You can, however, force close a purchase order if you know you will not be receiving any more items.

A purchase order is completely invoiced once it is posted, and that process sets the order status to completely invoiced (35 or 50). It doesn't matter to Purchasing when the check is written or when the payment is actually made.

When you are ready to proceed, you request that the orders be purged from the Purchasing files and sent to the online Purchase Order History file. When the order is purged and sent to the History file, vendor performance and buyer statistics are calculated and stored.

When the purchase order is closed and purged, Purchasing updates the invoice to show that the Purchasing side is complete. The invoice cannot be purged until the flag is set saying the PO is closed and purged. When the PO is purged, all related data including used requisitions and all the activity logs in the Purchasing Activity (PURACT) file are deleted. None of the Purchasing activity logs go to the History file.

The purged order remains in the online Purchase Order History file until you remove it by saving the history to tape. You determine how much history is kept in the online History file by archiving by order closed date.

When multi-currency processing is active, purchase orders are closed out if they meet closeout criteria in trading currency even if they do not meet closeout criteria in local currency.

Vendor and buyer performance statistics are based on trading currency amounts. This avoids distortions caused by exchange rate fluctuations.

Purchase order history amounts are maintained in both trading and local currency. Purchase price variance reports are available in both trading and local currency. When you compare trading currency amounts to standard costs, Purchasing converts the standard cost (local currency) to trading currency at the purchase order exchange rate.

Note: Once a purchase order has been purged, the same purchase order number can be used again for a new purchase order. The new purchase order, however, cannot be selected for closeout and purge on the same day the old purchase order was already selected for closeout and purge.

General considerations and definitions

Purchasing date fields

Different order date fields appear in the Purchasing application:

- The **Order Date** (ACTDT in POMAST) is the date you entered the purchase order.
- The **Release Date** (POPDT in POMAST) is the date you want printed as the P.O. DATE on the purchase order form. If you enter this date during purchase order entry, it appears on the purchase order form as P.O. Date. If you leave this field blank during purchase order entry, the System Date the day the purchase order is printed is used, and the **Release Date** field shows that date.

  Note: If you leave **Release Date** blank in Add mode and it remains blank in Change mode, the order has not yet been printed. If a date appears in **Release Date**, it is the date the order was printed.

Inventory code definitions

Each item in the Item Master file is assigned an inventory code that controls what activity is allowed.

Inventory code 1–inventory items

These are items you stock and use as end items you sell, components in end items you manufacture, or replacement parts.

Inventory items have an Item Master A-record and an Item Balance record. You can do quotations, contracts, purchase orders, receipts, and invoicing for inventory items. Material Requirements Planning only plans for inventory items.

Inventory code 2–miscellaneous items

These are items used in the maintenance of your business but not necessarily used in production; for example, pens, paper, and office supplies. Miscellaneous items have an Item Master A-record. If the ***Receipt Required*** field is **Y**, an Item Balance record can be created and receipts can be made against miscellaneous items. You can do quotations, contracts, requisitions, purchase orders, receipts, and invoicing for miscellaneous items.

Inventory code 3–service items

These items represent a service being purchased by your company; for example, an order to have your building painted. Service items have an Item Master A-record. Typically, you do not need an Item Balance record because a service item is not stocked. However, if the **Receipt Required** field is **Y**, you can create an Item Balance record. This is useful if you have a blanket order for 12 monthly landscape maintenance services. You could post each month’s service as a “receipt” against the order. You can do quotations, contracts, requisitions, purchase orders, receipts, and invoicing for service items.

Note: Quality control, shelf life, inspection on receipt, and batch/lot control are not allowed for miscellaneous or service items.

No vendor performance is done on service items at all or on miscellaneous items when the **Receipt Required** field is **N.** Vendor performance is done on a miscellaneous item when the **Receipt Required** field is **Y** and the answer to the tailoring question, “Do you want miscellaneous items on a purchase order sent to history?” is **Y**.

If MMS is installed and interfacing, MRO items are stored in MRO inventory where they have similar classifications. When an MRO item appears in Purchasing the MRO item type translates as follows:

- Stores becomes Inventory code 1 - Inventory
- Non-stores becomes Inventory code 2 - Miscellaneous
- Service becomes Inventory code 3 - Service.

Status codes

The tables that follow list order, item, and operation status codes and how they are generated through the Purchasing application.

Order status codes

Status Code	Code Description/Definition	How Generated
10	Acceptance Required: Vendor acceptance of the order is required before processing.	The order is released with VENDOR PO ACCEPT = Y and a confirmation date through Purchase Order Entry.
20	Acceptance Received or Not Required: Vendor acceptance has been received or no confirmation is required.	A VA transaction is entered in IM Transaction Entry or an order is released with confirmation not required through Purchase Order Entry.
30	Activity Reported: Receiving transaction has been reported for the order.	A RD, RI, PQ, RQ, or RP partial transaction is entered in IM Receiving Transaction Entry.
35	Invoiced Complete, Not Received Complete.	This order has been invoiced complete, but not received complete.
40	Order Complete (buyer): The order has been received complete to stock, but not invoiced complete.	The last RP complete to stock (PQ, RQ) transaction is entered in IM Receiving Transaction Entry.
50	Order Complete (vendor): The order has been received and invoiced completely.	The order has been invoiced complete through Payables Entry and received complete.
60	Order Closed: The order has been selected for close.	The order has been selected for close through Order Closeout Selection.
99	Order Cancelled: The order has been cancelled.	The order has been cancelled through Purchase Order Entry.

Item and blanket release status codes

Status Code	Code Description/Definition	How Generated
05	Vendor acceptance required	Order confirm-by date was not zero when item was added in Purchase Order Entry.
10	Open	The order is released through Purchase Order Entry.
20	Received at Dock	An RD transaction is entered in IM Receiving Transaction Entry.
30	Received in Inspection	An RI transaction is entered in IM Receiving Transaction Entry.
40	Received to Stock	An RP, PQ, RQ partial transaction is entered in IM Receiving Transaction Entry.
50	Item Complete: Received complete to stock.	An RP, PQ, RQ complete transaction is entered in IM Receiving Transaction Entry.
99	Item Cancelled: The item has been cancelled.	The order has been cancelled through Purchase Order Entry.

Operation status codes

Status Code	Code Description/Definition	How Generated
00	Inactive: The operation is not active for the order.	Established in Purchase Order Entry.
10	Released/No Activity Reported: The operation has been released but no activity is reported for the order.	Established in Purchase Order Entry.
30	Labor Reported	An operation sequence transaction is entered with a completion code P through Receiving Transaction Entry.
40	Labor Completed	An operation sequence transaction is entered with a completion code C through Receiving Transaction Entry.

Handling freight

Freight can be handled several ways in Purchasing. Freight-related fields appear in the purchase order, the Invoice Select display, the invoice header, and the invoice detail line. An explanation of each field is followed by some alternatives available for handling freight.

- **Invoice Freight**. A field in the invoice header that represents the total freight amount for the entire invoice. When the invoice is posted, this amount is used to update the purchase order header record (POMAST) to show actual freight cost for this order. Vendor performance only uses freight cost from POMAST in its calculations.

- **Item Freight**. A field in the invoice detail line that represents the freight amount for each item. You may know this amount if freight is identified by line item on the invoice, but if the invoice shows a total freight amount, you may want to apportion the freight to each item using your own rules. When the invoice is posted, this amount is used to update the purchase order item record (POITEM or POBLKT) to show actual freight cost for this item.
- **Expected Freight**. A field on the purchase order from the order summary (POMAST) record that represents the amount of freight you expect will be charged for the entire order. There is no expected freight by line item. If you enter an expected freight amount and you automatically create the invoice, an entire detail line is created on the invoice with the reserved word FREIGHT in the **Item Number** field.
- **Freight Amount**. A field used on the initial invoice header display to represent the actual freight amount for the entire invoice. If you had an expected freight amount on the purchase order and type in a value in the **Freight Amount** field at auto generation, the Freight Amount, representing the actual, is used instead of the Expected Freight Amount from the order. If you did not have an expected freight amount on the order, you can type in the Freight Amount at auto generation time. If you entered an expected freight amount and leave the **Freight Amount** field blank, the expected freight amount becomes the actual freight amount used in the invoice. After auto generation, the actual freight amount is written to the **Invoice Freight** field in the invoice header and a detail line is created for reserved word FREIGHT with a gross amount equal to the actual freight amount.
- **FREIGHT (reserved word)**. If you type in an invoice gross amount in the header and it includes freight amount, you need a separate detail line for FREIGHT so the sum of the detail line gross amounts will balance to the invoice header gross amount. When you type in the word FREIGHT in the item number on a detail line, it creates a new detail line item for the freight amount. If you automatically generate an invoice and the purchase order has an expected freight amount, or if you enter the actual freight amount, this detail line is automatically created for you.

The methods for handling freight are flexible in Purchasing. They allow you to choose how you want to track freight costs. Because of the various combinations, there are no edits to force balancing of item freight to invoice freight, or to force balancing of gross amount of a FREIGHT detail line to the sum of freight fields in other detail lines. This allows you to enter whatever freight information you have at the invoice level or the item level.

Understanding how these fields are used will help you determine how you want to handle freight in your company. Your options are:

- Tracking freight at the invoice/purchase order level:
  - Type in the Invoice Freight Amount in the invoice header. This amount is the part of the invoice gross that is the actual freight cost. The Invoice Gross Amount is the total charge, or bottom line, on the invoice. You do not have to subtract the invoice freight amount from the invoice gross amount.
  - Enter the detail lines for the material being invoiced.
  - Add one more detail line so the invoice will balance. Add a detail line for the reserved word FREIGHT. Type in the same amount in this field as you did for Invoice Freight. Leave the **Item Freight** fields blank.

  This method allows you to update the purchase order with the actual freight costs at the order level. Having a separate line item for freight allows you to charge these costs to a separate general ledger account number and the invoice is balanced. The same result is achieved through auto generation of an invoice.

- Tracking Freight at the detail/item level:
  - Follow the steps previously outlined. If the vendor did not itemize the freight costs on the invoice, calculate how you want them distributed.
  - Type in these amounts in the **Item Freight** field for each detail line.
  - On the detail line for the reserved word FREIGHT, leave the **Item Freight** field blank.

Chapter 3. Purchase Order Processing

When you select option 1 on the Purchasing Main Menu (AM6M00), the secondary menu, Purchase Order Processing (AM6M10), appears. From this menu, you can enter, edit, or process quotations, contracts, requisitions, and purchase orders. You also can print debit memos and travellers, close out and purge purchase orders, print the Transaction Register, and create shipping schedules.


```
AM6M10                       Purchasing                           **********
                      Purchase Order Processing

Type option or command; press Enter.

     1. Enter/Edit Quotations/Contracts
     2. Print Quotations Requests
     3. Enter/Edit Requisitions
     4. Enter/Edit Purchase Orders
     5. Enter/Edit Purchase Order Operations
     6. Print Purchase Orders
     7. Print Debit Memos
     8. Print Travellers
     9. Purchase Order Closeout Selection
    10. Purchase Order Closeout Report and Purge
    11. Print Transaction Register
    12. Create Shipping Schedule


==> __________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Edit Quotations/Contracts. Use this option to enter and edit quotations, contracts, and quantity/price breaks.

Option 2. Print Quotation Requests. Use this option to print requests for vendor quotations.

Option 3. Enter/Edit Requisitions. Use this option to enter and edit material or service requisitions.

Option 4. Enter/Edit Purchase Orders. Use this option to enter and edit summary and detail records, including blanket release information, order and item comments, and routing generation.

Option 5. Enter/Edit Purchase Orders Operations. Use this option to enter and edit purchase order operations information.

Option 6. Print Purchase Orders. Use this option to print purchase orders, including revisions and cancellations to those orders. You can print the purchase orders individually or in groups.

Option 7. Print Debit Memos. Use this option to print all debit memos not printed previously and debit memos you have revised. You also can print debit memos individually.

Option 8. Print Travellers. Use this option to print dock to stock travellers for a line item or a group of line items based on expected date to dock.

Option 9. Purchase Order Closeout Selection. Use this option to select the orders you want removed from the Purchasing files. No panel appears.

Option 10.Purchase Order Closeout Report and Purge. Use this option to perform the actual purge of the orders you selected for closeout with option 9. At purge time, the vendor and buyer performance is calculated and the purchase orders are written to history. No panel appears.

Option 11.Print Transaction Register. Use this option to print the Purchasing Transaction Register. No panel appears.

Option 12.Create Shipping Schedule. Use this option to create and print shipping schedules for warehouses and shipping schedule profiles.

Option 1. Enter/Edit Quotations/Contracts (AM6M10)

Use this option anytime you need to add quotes or contracts in the Quotation/ Comments Master or Contract Master file, or to change or delete quotation, contract, or quantity/price break information already in the files.

Maintaining quotations through the Purchasing application allows the buyer to make a more informed decision in the acquisition of material. The application contains information that lets a buyer know the following:

- Who sells a given item
- How much the item costs
- When the item can be expected to arrive at the receiving dock.

In addition, Purchasing notifies the buyers when particular quotes or contracts are due to expire so they can begin to renegotiate with their vendors before the existing quotes become invalid.

In the Purchasing application, four different types of information can be stored as follows:

- Vendor/Item: This information is required in order to establish a relationship between the items in your master files and the vendors with whom you do business. The vendor/item record does not have to exist before a quote can be entered. If there is no vendor/item record for the vendor/item on the quote you are entering, the system creates one. There is an exception, however. When MMS is interfacing, for MRO items, a valid vendor/item record must exist before you can enter a quote.
- Quotes: After you have defined all your vendor/item identifications, you can specify quantity/price break and other information commonly found in quotation information. You can enter up to 999,999 numerically identified quote records for a particular vendor/item combination.
- Comments: You can enter and store two lines of comments for each quote record.
- Vendor/Item Descriptions: You can add descriptions to the vendor/item description file to customize item information as it relates to a particular vendor. You can add as many descriptive lines of text as necessary in order to fully describe what is required of your suppliers.

If MMS is interfacing, quotes/contracts can be entered for MRO items. The item number is edited to MMS files and unit of measure information comes from MMS. Pricing information also comes from the MMS vendor/item file.

What information you need: A valid item number and vendor number. The quotation number or contract number is optional.

What reports are printed: Quotation Contract Entry/Edit (AM64Q).

The basic steps for performing this task follow each panel.

AM64Q1—Quotation/Contract Entry/Edit (Select)

Use this panel to enter and maintain quotations, quotation comments, contracts, and quantity/price breaks.

This panel appears when you select option 1 on the Purchase Order Processing menu (AM6M10).

```
 Date    **/**/**            Quotation/Contract       Select      AM64Q1   8T
                                 Entry/Edit

               Select option:                n
                   1 Quotation/Comments
                   2 Contract

                 Vendor                      aaaaA6
                 Item                        aaaaaaaaaaaaA15
                 Warehouse                   aA3
                 Quote                       aaaaA6
                 Contract                    aaaA5

                 Action code  <A/C/D>        A

Last update
Option *  Vendor ******  Item ***************  Quote ******  Contract *****




F24=Status
```

What to do

- To add, change, or delete a quotation/comment record, type **1** in the ***Select option*** field. Type the vendor, item and quotation, and type the necessary action code (A/C/D) in the ***Action code*** field and press **Enter**. Panel AM64Q2 appears in the appropriate mode for the action you chose.

  Note: If this quotation has an attached contract, you must delete the contract in order to delete the quote.

- To add, change, or delete a contract record, type **2** in the ***Select option*** field. Type the vendor, item, and quotation and contract numbers, and type the necessary action code (A/C/D) in the Action code field and press **Enter**. Panel AM64Q3 appears in the appropriate mode for the action you chose.
- If you leave the quote number field blank, panel AM64Q4 appears, so you can select a quotation to attach to a contract.

Function keys

F24=Status shows you the Quotation/Contract Entry/Edit (Status) panel (AM64QS).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select option. Required. Type one of the following option codes:

1 Quotation/Comments. Select this code to enter and edit quotations and comments for a specific vendor/item record.

2 Contract. Select this code to enter and edit a contract for a specific vendor/item record.

Vendor [?] . Required. Type the vendor number for the record you want to enter or edit. If you want to enter or edit a miscellaneous vendor, type in all zeros.

Item [?]. Required. Type the item number for the record you want to enter or edit.

If the Maintenance Management System (MMS) is interfacing, you can do a master file search on production items, MRO items, or both.

Warehouse. Type the code of the warehouse where the item is stored. The code you enter determines from which ITEMBL record comes the purchasing unit of measure and the unit of measure conversion factor and lead times for production items.

In Add mode, if you leave this field blank, or if the warehouse code is not valid, or if the item is not in that warehouse, a default warehouse will be used. If you have only one warehouse defined in the Warehouse Master file, that warehouse will be used. If there is more than one warehouse defined in the Warehouse Master file, then the default planning warehouse in SYSCTL will be used.

In Change mode, if you leave this field blank, or if the warehouse code is not valid, or if the item is not in that warehouse, the warehouse last used for this quote (whether it was in Add mode or an earlier Change mode action) will be used. If you change the warehouse from what was used when the quote was created, the Item Balance record for the new warehouse will be used to retrieve defaults. This could cause some error conditions in the quote. For example, if the quote's vendor purchase unit of measure was chosen as the purchasing unit of measure from the first warehouse and the purchasing unit of measure in the second warehouse is different, the quote unit of measure no longer will be valid. You can either return to the first warehouse or change the vendor purchase unit of measure in the quote to match the new Item Balance value.

Quote. If you selected option 1 (Quotation/Comments), type the quotation number for the vendor/item record. If you leave this field blank and select option 1 and action code A, the system generates the next available number for this quotation.

If you selected option 2 (Contract) and action code A to add, you must select a quotation. If you do not enter a quote number, the Vendor/Item Quote Selection panel (AM64Q4) appears.

Contract. If you selected option 2 (Contract), type the contract number for the vendor/item record you want to enter or edit. If you leave this field blank and select option 2 and action code A, the system generates the next available number for this contract.

Action code <A/C/D>. Type one of the following action codes for the quotation or contract record you want to enter or edit:

A Add a new record
C Change an existing record
D Delete an existing record

Last update. These fields show the following information for the last record updated during the quotation/contract session:

Option: The option used for the last updated record.

Vendor: The vendor number for the last updated record.

Item: The item number for the last updated record.

Quote: The number identifying the specific quotation.

Contract: The number identifying the specific contract for the last updated record.

AM64Q2—Quotation/Comments Entry/Edit (Add/Change/Delete)

Use this panel in Add mode to type quotations and quotation comments for specific vendor/item records. Use this panel in Change mode to update previously entered quotations and quotation comments for specific vendor/item records. Use this panel in Delete mode to delete previously entered quotations and quotation comments for specific vendor/item records.

This panel appears in the appropriate mode when you select option 1 and an Action Code (add, change, or delete) on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

When you are in Delete mode, you see the prompt, Press **Enter** to Delete. When you press **Enter**, the quotation record is deleted and the Quotation/Contract Entry/Edit (Select) panel (AM64Q1) appears.

Warning: When a quotation record is deleted, all associated comments and quantity/prices are also deleted.

Note: A quotation attached to a contract can be deleted only by deleting the contract record.

```
Date **/**/**      Quotation/Comments Entry/Edit    Add     AM64Q2 **

Vendor ******  ***********************************  Prime * Quote   ******
Item   ************** ****************************** *MRO*  Status  **
U/M ** Purch U/M ** U/M conv **,***,****                 Contract *****

Ext description  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
Buyer          aaaA5                 Qty/Prices           A
Vendor catalog  aaaaaaaaaaaaaaaaaaaaaaA25   Primary quote          A
Eng drawing     aaaaaaaaaaaaA15         Preferred vendor      *
Alternate item  aaaaaaaaaaaaA15         Vendor lead time      nnn
Tax percent     nnn.nnn               Safety lead time    nnn
Terms          aA3 ************************  Vendor Purch U/M     A2
FOB            aA3 ***************       Blanket orders        A
Request date    nnnnnn                 Hold quote           A
Accept date     nnnnnn                 Follow-up date     nnnnnn
Reject date     nnnnnn                 Expiration date    nnnnnn
Reference #     aaaaaaaaaaaaaaaaaaaaaaA25   Quote print date   **/**/**
Currency ID     aA3 **********           Last maintenance   **/**/**
Quote comments   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA60

               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA60

F5=Contract   F18=Refresh   F19=Select   F24=Status
```

What to do

- To add or change information, type the information you need to add or change and press **Enter**. The Select panel appears again.
- To delete the quotation record, all associated comments, and the quantity/price breaks, verify that this is the record that you want to delete and press **Enter**. To return to the select panel without deleting the quotation, use **F19**. The Select panel appears again.
- To review or change quantity/price breaks, type **Y** in the ***QTY/PRICES*** field. The Quantity/Price Entry/Edit panel appears.
- To see the contract for this quotation use **F5**. The Contract Master (Display) panel appears. You cannot change that panel.

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Function keys

F5=Contract shows you the Contract Master Entry/Edit (Display) panel (AM64Q8). All fields are informational and cannot be changed.

F18=Refresh clears the data you have entered and shows the panel as it originally appeared.

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1) so you can select another quotation or contract.

F24=Status shows you the Quotation/Contract Entry/Edit (Status) panel (AM64QS) so you can check your session statistics or end the session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The vendor number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1). The vendor name associated with the number also appears.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Item. The item number for the vendor/item record you entered on the Quotation/ Contract Entry/Edit (Select) panel AM64Q1. The item description associated with the number also appears.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Quote. The quotation number for the vendor/item record you entered on the Quotation/Contract Entry/Edit (Select) panel AM64Q1.

Status (quotation status code). The status of quotations that were previously entered for the record you want to maintain:

10 Quote not yet printed
15 Quote printed
20 Quote received and accepted.
99 Quote rejected.

The values in the next three fields come from MMS if the item is an MRO Stores item. For non-stores and service items, you can enter any valid unit of measure in Vendor Purch U/M. In change mode, for non-stores and service items, the U/M and Purch U/ M default to the Vendor Purch U/M and the conversion factor will be 1.

U/M (unit of measure). The stocking unit of measure associated with this item. It comes from the Item Master file, if this is a production item.

Purch U/M (Purchasing unit of measure). The measurement basis of purchase quantities for this item. It comes from the Item Balance file, if this is a production item.

U/M Conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. It comes from the Item Balance file, if this is a production item.

Contract. The number of the associated contract, if any, for the quotation you want to maintain.

Ext description. Type the extended description associated with this item. The default is the extended description from the Item master file.

Buyer [?]. Required. The buyer number that originally appeared on the panel will default to the buyer number from the Item Master file. If you want a different buyer number, type the buyer number for the person responsible for the item.

Qty/Prices. Type **Y** to show the Quantity/Price Entry/Edit (Add/Change/Delete) panel (AM64Q6), otherwise type **N**.

Vendor catalog. Type the vendor's catalog number for the item.

Primary quote. Only one primary quotation is allowed per vendor/item. Type **Y** if this is the primary quotation for this vendor/item, otherwise type **N**.

Eng drawing. Type the engineering drawing number for the item. The default is the value from the Vendor/Item file.

Preferred vendor. This field indicates whether this is a preferred vendor.

Alternate item. A user-defined identifier for the item. It could represent, for example, an OEM number or UPC code.

Vendor lead time. Type the vendor-quoted number of days between the release of the order and delivery to the dock. You can override the value shown.

Tax percent. Type the percent to be calculated as tax on this quotation. For example, if you want to enter 15%, type 15. To enter .1%, type .1.

Safety lead time. Type the number of days expected for normal delays or variances in the delivery time. You can override the value shown.

Terms (terms code and description) [?]. Type the terms from the Terms Master file that apply to the purchase of this item. In Add mode, these fields show the default from the Vendor Master file. You can type the three-digit code to indicate the method of payment and the associated description.

Vendor Purch U/M (vendor purchasing unit of measure). This field defaults to the purchasing unit of measure described previously. This field must equal either the stocking unit of measure or the purchasing unit of measure. This value is the unit of measure printed on the quotation request. In Add mode, for an MRO non-stores or service item, you can enter any valid U/M. It will be used as the U/M and Purch U/M, and the U/M conversion will be set to 1.

FOB (free on board code and description) [?]. Type the code to indicate the point at which the buyer assumes payment for the purchase order from the Free on Board Master file. The associated description appears when the quotation record is accepted. If you do not type a code, you can type a 15-character description. In Add mode, these fields show the default from the Vendor Master file.

Blanket orders. Type **Y** if the vendor accepts blanket orders for this item, otherwise type **N**.

Request date. Type the date you expect the vendor to reply to the quotation.

Hold quote (quote print hold code). Type **N** to prevent this quotation from being printed during the Print Quotation Requests operation.

Accept date (acceptance date). Type the date that you accept the quotation. This field must be entered before a contract can be attached to this quotation.

Follow-up date. Type the date this quotation should be flagged for follow-up action. Normally, this is a date preceding the Request Date to check for vendor acceptance or confirmation of the quotation.

Reject date (rejection date). Type the date you reject this quotation.

Expiration Date. Type the date the terms of the quotation expire. This field is required if you enter an acceptance date.

Reference #. Type the user-defined code associated with this item. Use this field to relate quotations that may be sent to more than one vendor. You can print all quotations for a reference number.

Quote print date. The date on which this quotation was printed.

Currency ID [?] . The currency identification and description for this record. The default is the vendor currency. If the currency ID is blank, this record is in your national currency. In Change mode, if AP is not installed, you can change the currency ID. However, you can change the currency only if no quantity/price break records exist for the quote. If AP is installed, you can change the currency only within the same primary currency. This field appears only if multi-currency processing is active.

Last maintenance. The date this quotation record was last maintained.

Quote comments. Type any comments that refer to this quotation. The comments are printed on the quotation request.

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AM64Q3—Contract Master Entry/Edit (Add/Change/Delete)

Use this panel in Add mode to enter contracts for vendor/item records. Use this panel in Change mode to update previously entered contracts for vendor/items records. Use this panel in Delete mode to delete previously entered contracts and the associated quote, comments, quantity, and price information.

This panel appears in the appropriate mode when you select option 2 and an Action Code (add, change, or delete) on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

When you are in Delete mode, you see the prompt, Press **Enter** to Delete and the field Delete quote. When you press **Enter**, the contract record is deleted. If you would like to also delete the quote, type **Y** in the ***Delete quote*** field. The quote, comments, and quantity/price breaks are then deleted. If you choose to keep the quote, type **N** and press **Enter**. The contract record is deleted and the contract number is removed from the quotation.

```
 Date  **/**/**        Contract Master Entry/Edit     ******    AM64Q3  **

Vendor ****** *********************************** Prime *      Quote  ******
Item  ************* **********************        *MRO*        Status **
U/M **  Purch U/M **  U/M conv *****.*****
                          ------Contract To-Date------
Contract              *****             Percent used          ***.***%
Description           aaaaaaaaaaaA15      Qty-to-date     *,***,***,***.**
Vendor contract number  aaaaaaaaaaaA15      Amt-to-date *,***,***,***,***.**
Pre-approved            A
--------- *** **********  --------        --------  *** *********  --------
Setup cost          nn,nnn,nnn,nnn.nn     Setup cost    **,***,***,***.**
Base price          nn,nnn,nnn,nnn.nnnn    Base price    **,***,***,***.**
Unit freight       nn,nnn,nnn,nnn.nnnn   Unit freight  **,***,***,***.**
                              Amt-to-date *,***,***,***,***.**
Start date          ******
Expire date          ******             Qty limit        nnnnnnnnn.nnn
Qty/Price          A                   Delete quote       A

Quote comments    ************************************************************
              ************************************************************

 *** Press Enter to Delete ***
F5=Quote     F9=Alt currency   F18=Refresh    F19=Select    F24=Status
```

What to do

- To add or change information, type the information you need and press **Enter**.
- To enter quantity/price breaks, type **Y** in the ***Qty/Price*** field. Panel AM64Q6 appears.
- To delete the contract record and the associated quotation, comments and quantity/prices, type **Y** in the ***Delete Quote*** field and press **Enter**. Panel AM64Q1 appears again.
- To delete the contract only and save the quotation, comments and quantity/prices, type **N** in the ***Delete Quote*** field and press **Enter**. Panel AM64Q1 appears again.
- To return to the select panel without changing or deleting the contract, use **F19**. Panel AM64Q1 appears again.
- To see the quotation to which this contract is attached, use **F5**. Panel AM64Q7 appears. You cannot change that panel.

Function keys

F5=Quote shows the Quotation/Comment Master (Display) panel (AM64Q7). All fields that appear are informational only.

F9=Alt currency allows you to toggle between local and alternate currency. The heading appears appropriately. If the alternate currency is the same as the trading currency, the function key does not appear. If the trading currency is not euro or euro participating, the function key does not appear.

F18=Refresh clears the data you have entered and shows the Contract Master Entry/ Edit panel (AM64Q3) as it originally appeared.

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

F24=Status shows the Quotation/Contract Entry/Edit (Status) panel (AM64QS).

Fields

Vendor. The vendor number and name you entered on the Quotation/Contract Entry/ Edit (Select) panel (AM64Q1).

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quotation number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1) or a system-generated number.

Item. The number and description of the item.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The status code of quotations that were previously entered for the record you want to maintain:

10	Quote not yet printed
15	Quote printed
20	Quote received and accepted.
99	Quote rejected.

U/M (unit of measure). The stocking unit of measure associated with this vendor/ item record. You cannot change this field. For production items, this value comes from the Item Balance file. For MRO non-stores and service items, the value here is what was entered for Vendor Purch U/M.

Purch U/M (purchasing unit of measure). The measurement basis of purchase quantities for this item. For production items, this value comes from the Item Balance file. For MRO non-stores and service items, the value here is what was entered for Vendor Purch U/M.

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U/M conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. You cannot change this field. For MRO non-stores and service items, this is set to 1.

Contract. The contract number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1). If you left the Contract Number field blank and selected option 2 and action A, it shows a system-generated number.

Description. Type the description of this contract. If multi-currency processing is active, this field is required for foreign currency contracts.

Vendor contract number. Type the vendor's contract number.

Contract-to-date.

Percent used: The percent of the quantity limit of the contract that has been used. For example, if the quantity limit is 100 and 50 have been ordered, the percentage used is 50 percent.

Qty-to-date: The quantity ordered to-date against this contract.

Amt-to-date (trading amount-to-date): The amount ordered to-date against this contract. If the contract is in a foreign currency, the amount also appears in local currency.

Pre-approved. A code to indicate if this a pre-approved contract. Processing activity (printing, receipts, and invoicing) can occur immediately without waiting for approval to be obtained. This is used only if you are using the approval process.

N This is a normal contract subject to approval processing. This is the default.

Y This is a pre-approved contract. Either no approval or only memo approval is required for items ordered under this contract, depending on the memo approve pre-approved contracts code in the Purchasing Control file.

Currency ID. The currency identification and description for this record. If the currency ID is blank, this record is in your national currency. This field appears only if multi-currency processing is active.

Trading and ***** currency.*** If multi-currency processing is active, the contract amount appears in both trading and local currencies. If **F9** is used, the vendor’s alternate currency ID and description is displayed. The left column is the trading currency identified by the currency ID and description. The right column is labeled with the ID and currency of the alternate currency. If the alternate currency is not euro or euro participating, or is the same as the trading currency, only local currency will display on the right.

Setup cost: Type the vendor's one-time setup cost for this contract in trading currency.

Base price: Type the base unit price in trading currency for this item for a quantity less than that quoted in the quantity/price field. Required for foreign currency contracts.

Unit freight: Type the unit freight cost that the vendor needs to deliver this item.

Amt-to-date (trading amount-to-date): The amount ordered to-date against this contract. If the contract is in a foreign currency, the amount also appears in local currency.

Start date. Type the date the terms of this contract become effective. This field is required.

Expire date. Type the date on which the terms of the contract expire. This field is required.

Qty limit (quantity limit). Type the maximum quantity that can be ordered under the terms of the contract. This field is required.

Qty/price (quantity/price). At least one quantity/price break is required for a contract. Type **Y** to show the Quantity/Price Entry/Edit panel (AM64Q6), otherwise type **N**. This field is required when adding a contract.

Delete quote. This field appears only in Delete mode. Type **Y** to delete the attached quotation and all associated comments from the file, otherwise type **N**.

Quote comments. The comments that were entered for the quote on the Quotation/ Comments Entry/Edit panel (AM64Q2).

AM64Q4—Vendor/Item Quote Selection (Select)

Use this panel to select the quote to convert to a contract. It shows all unexpired quotes that have been accepted by the vendor but are not yet converted to a contract.

This panel appears when you leave the ***Quote*** field blank on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1) after you have selected option 2 and entered **A** in the ***Action code*** field.

```
DATE  **/**/**         Vendor/
Item Quote Selection            Select   AM64Q4   **

Vendor   ****** ***********************************  Contract    *****      Prime
 *
Enter X beside selection
                                Request  Follow-up  Accept    Expire    Prim
Sel Quote  Item            Buyer Date     Date       Date      Date      Quote MRO

A  ****** *************** ***** **/**/**  **/**/**   **/**/**  **/**/**  *    *
A  ****** *************** ***** **/**/**  **/**/**   **/**/**  **/**/**  *
A  ****** *************** ***** **/**/**  **/**/**   **/**/**  **/**/**  *    *
A  ****** *************** ***** **/**/**  **/**/**   **/**/**  **/**/**  *
A  ****** *************** ***** **/**/**  **/**/**   **/**/**  **/**/**  *







Use roll up/down      F19=Select          F24=Status
```

What to do

To select a quotation to attach to a contract, type **X** next to the quotation that you want to convert to a contract and press **Enter**. Panel AM64Q3 appears again. You can convert the quotation to a contract and add the record to the Contract Master file.

Function keys

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

F24=Status shows the Quotation/Contract Entry/Edit (Status) panel (AM64QS) so you can check your session statistics or end the job.

Fields

Vendor. The vendor number you entered on the Quotation/Contract Entry/Edit panel (AM64Q1). The vendor name also appears.

Contract. The contract number you entered on the Quotation/Contract Entry/Edit panel (AM64Q1).

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Sel (select number). Type **X** next to the quote you want to select.

Quote (quote number). The quotation number for this item.

Item. The item number for this quotation.

Buyer. The buyer number for this quotation.

Request date. The date you expect the vendor to reply to the quotation.

Follow-up date. The date follow-up action should be taken.

Accept date. The date this quotation was accepted by your company.

Expire date. The date this quotation expires.

Prim quote (primary quote) . This field indicates whether this is a primary quote for this vendor/item.

MRO . This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that the item is a spare part item or a maintenance service.

AM64Q6—Quantity/Price Entry/Edit (Add/Change/Delete)

Use this panel to add or change quantity and price breaks quoted by the vendor.

This panel appears in the appropriate mode for the action code you selected, when you type Y in the ***QUANTITY/PRICES*** field on the Quotation/Comments Entry/Edit (Select) panel (AM64Q2) or the Contract Master Entry/Edit panel (AM64Q3).

```
 Date  **/**/**          Quantity/Price           ******    AM64Q6  **
                       Entry/Edit

Vendor ****** ************************************   Prime *     Quote  ******
Item   *************** *************************    *MRO*      Status **

Contract  *****  U/M  Purch U/M    U/M Conv   Currency ID ***   Exchange rate
***************  **    **      ***** *****  ***************   ***** ******

              Quantity     Price            Price
                      *** ************    *** ************

            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****
            nnnnnnn.nnn  nnnnnnnnnnn.nnnn    ***********.****


Use roll up/down    F4=Quote    F9=Alt currency    F19=Select    F24=Status
```

What to do

Type the quantity/price breaks you want to add or change and press **Enter**. The Select panel appears again.

Function keys

F4=Quote/Contract returns you to the Quotation/Comments Entry/Edit panel (AM64Q2) or to the Contract Master Entry/Edit panel (AM64Q3), depending on whether you're working with quotes or contracts.

F9=Alt currency allows you to toggle between local and alternate currency. The heading appears appropriately. If the alternate currency is the same as the trading currency, the function key does not appear. If the trading currency is not euro or euro participating, the function key does not appear.

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

F24=Status shows the Quotation/Contract Entry/Edit (Status) panel (AM64QS).

Fields

Vendor. The vendor number for this quotation. The name appears after the number.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quotation number for this item.

Item. The number of the item for this quotation. The description appears after the number.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The status code of the quotations that were previously entered for the record you want to maintain:

10 Quote not yet printed
15 Quote printed
20 Quote received and accepted.
99 Quote rejected.

Contract. The number of the contract. The description appears under the number.

U/M (unit of measure). The stocking unit of measure associated with this item record. For production items, this value comes from the Item Balance file. For MRO non-stores and service items, the value here is what was entered for ***Vendor Purch U/M***.

Purch U/M (purchasing unit of measure). The measurement basis of purchase quantities for this item. For production items, this value comes from the Item Balance file. For MRO non-stores and service items, the value here is what was entered for Vendor Purch U/M.

Note: Either the unit of measure or the purchasing unit of measure will be highlighted to show the unit of measure in which the quantities and prices are expressed.

U/M conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. For MRO non-stores and service items, this is set to 1.

Currency ID. The currency identification and description for this record. If the currency ID is blank, this record is in your national currency. This field appears only if multi-currency processing is active.

Exchange rate. The effective rate of exchange used to convert trading currency to local currency. This field appears only if the contract is written in a trading currency.

Note: Before a contract is added, you must enter quantity and price break information.

Use the next two fields to enter up to twenty quantity/price break quotes from the vendor. Enter the quotes starting with the lowest quantity.

Quantity. Type the quantity at which the price break occurs.

Price. Type the quoted price in trading currency for the corresponding unit quantity. The currency ID and description appears below the heading.

******* ***currency.*** The local or alternate currency amounts for the quoted price. The system converts the trading currency price you entered in the ***PRICE*** field to local or alternate currency based on the quote's exchange rate. The currency ID and description appears below the heading. This field appears only if multi-currency processing is active and the contract is written in a trading currency. It does not appear in Add mode.

AM64Q7—Quotation/Comment

Use this panel to review quotation and comment information while you are using the Contract Master Entry/Edit panel (AM64Q3).

This panel appears when you use **F5** on the Contract Master Entry/Edit panel (AM64Q3). All fields are informational only and cannot be modified.

```
 Date **/**/**           Quotation/Comments Master      Display    AM64Q7   **

Vendor ****** ***********************************   Prime *       Quote  ******
Item ***************  *************************     *MRO*         Status **
U/M **    Purch U/M **    U/M conv  **,***.*****

Ext description     ****************************************
                    ****************************************
Buyer               *****
Vendor catalog      *************************        Primary quote           *
Eng drawing         *************                    Preferred vendor        *
Alternate item      *************************        Vendor lead time    ***.*
Tax percent         ***.***                          Safety lead time    ***.*
Terms               *** ***********************      Vendor purch U/M       **
FOB                 *** ***********************      Blanket orders          *
Request date        **/**/**                         Hold quote              *
Accept date         **/**/**                         Follow-up date   **/**/**
Reject date         **/**/**                         Expiration date  **/**/**
Reference #         ***************************      Quote print date **/**/**
Currency ID         *** **************               Last maintenance **/**/**
Quote comments      ************************************************************
                    ************************************************************

F5=Contract        F19=Select        F24=Status
```

What to do

After you have reviewed the information on this panel, use **F5** to return to the previous panel.

Function keys

F5=Contract returns you to the Contract Master Entry/Edit (Add/Change/Delete) panel (AM64Q3).

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

F24=Status shows the Quotation/Contract Entry/Edit (Status) panel (AM64QS).

Fields

Vendor. The vendor number and name you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quote number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

Item. The number and description of the item for this quotation.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The status code of the quotation record you are maintaining:

10	Quote not yet printed
15	Quote printed
20	Quote received and accepted
99	Quote rejected.

U/M (unit of measure). The stocking unit of measure for this item.

Purch U/M (purchasing unit of measure). The purchasing unit of measure.

U/M conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. For MRO non-stores and service items, this is set to 1.

Ext description (extended description). The extended description for this vendor/item.

Buyer. The number of the buyer responsible for the item.

Vendor catalog. The vendor's catalog number for this item.

Primary quote. This field indicates whether this is a primary quotation.

Eng drawing. The engineering drawing number for this item.

Preferred vendor. This field indicates whether the vendor is a preferred vendor.

Alternate item. A user-defined identifier for the item. It could represent, for example, an OEM number or UPC code.

Vendor lead time. The vendor-quoted number of days between the release of the order and delivery to the dock.

Tax percent. The tax percentage for this vendor/item.

Safety lead time. The number of days expected for normal delays or variances in the delivery time.

Terms. The terms code and description that apply to this item on the quotation.

Vendor Purch U/M (vendor purchasing unit of measure). The unit of measure of the quantities and price breaks that print on the quotation.

FOB (free on board). The code and associated description appears when the quotation record is accepted. It indicates the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

Blanket orders. This field indicates whether the vendor accepts blanket orders.

Request date. The date on which you expect the vendor reply to the quotation.

Hold quote. This field shows one of the following:

Y	Hold quote. Do not print during the Print Quotation Requests operation.
N	Do not hold quote. Print during the Print Quotation Requests operation.

Accept date (acceptance date). The date that you accept the quotation from the vendor.

Follow-up date. The date this quotation is flagged for follow-up action.

Reject date. The date this quotation was rejected.

Expiration date. The date the terms of this quotation expire.

Reference #. The user-defined code associated with this item. It is used to group related quotations for printing.

Quote print date. The date on which this quotation was printed.

Currency ID. The currency identification and description for this record. If the currency ID is blank, this record is in your national currency. This field appears only if multi-currency processing is active.

Last maintenance. The date this quotation was last maintained.

Quote comments. This field shows any comments that apply to this quotation.

AM64Q8—Contract Master (Display)

Use this panel to review contract information while you are using the Quotation/ Comments Entry/Edit panel (AM64Q2).

This panel appears when you use **F5** on the Quotation/Comments Entry/Edit panel (AM64Q2). The fields in this panel are informational only and cannot be modified.

```
 Date  **/**/**            Contract Master          Display   AM64Q8  **

Vendor ****** ***********************************     Prime *   Quote ******
Item  *************** *******************************  *MRO*     Status **
U/M **  Purch U/M **  U/M conv *****.*****
                              ------Contract-to-date------
Contract              *****              Percent used            *** %
Description            **************     Qty-to-date     *,***,***,***.**
Vendor contract number ***************    Amt-to-date *,***,***,***,***.**
Pre-approved            *
--------- *** ********** ----------      --------- *** *********** ------
Setup cost         **,***,***,***.**     Setup cost     **,***,***,***.**
Base price         **,***,***,***.****    Base price     **,***,***,***.**
Unit freight      **,***,***,***.****    Unit freight  **,***,***,***.**
                                Amt-to-date *,***,***,***,***.**
Start date        **/**/**
Expire date        **/**/**              Qty limit      *,***,***,***.***

Quote comments    ************************************************************
             ************************************************************

F5=Quote     F9=Alt currency   F19=Select    F24=Status
```

What to do

After you have reviewed the information on this panel, use **F5** to return to the previous panel.

Function keys

F5=Quote returns you to the Quotation/Comments Entry/Edit panel (AM64Q2).

F9=Alt currency allows you to toggle between local and alternate currency. The heading appears appropriately. If the alternate currency is the same as the trading currency, the function key does not appear. If the trading currency is not euro or euro participating, the function key also does not appear.

F19=Select returns you to the Quotation/Contract Entry/Edit (Select) panel (AM64Q1).

F24=Status shows the Quotation/Contract Entry/Edit (Status) panel (AM64QS).

Fields

The fields on this panel are described in groups as they appear on the panel rather than in the normal cursor movement order.

Vendor (vendor number). The vendor number you entered on the Quotation/ Contract Entry/Edit (Select) panel (AM64Q1). The vendor name also appears.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quotation number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1) or a system-generated number.

Item. The number and description of the item.

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The status code of quotations that were previously entered for the record you want to maintain:

10 Quote not yet printed
15 Quote printed
20 Quote received and accepted.
99 Quote rejected.

U/M (Unit of measure). The stocking unit of measure associated with this vendor/item record.

Purch U/M (purchasing unit of measure). The measurement basis of purchase quantities for this item. For production items, this value comes from the Item Balance file. For MRO non-stores and service items, the value here is what was entered for Vendor Purch U/M.

U/M conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. For MRO non-stores and service items, this is set to 1.

Contract. The contract number you entered on the Quotation/Contract Entry/Edit (Select) panel (AM64Q1). If you left the ***Contract Number*** field blank and selected option 2 and action A, it shows a system-generated number.

Description. The description of this contract.

Vendor contract number. The vendor's contract number.

Pre-approved. A code to indicate if this a pre-approved contract. Processing activity (printing, receipts, and invoicing) can occur immediately without waiting for approval to be obtained. This is used only if you are using the approval process for purchase orders.

N This is a normal contract subject to approval processing. This is the default.

Y This is a pre-approved contract. Either no approval or only memo approval is required for items ordered under this contract, depending on the memo approve pre-approved contracts code in the Purchasing Control file.

Contract-to-date (trading).

Percent used: The percent of the quantity limit of the contract that has been used. For example, if the quantity limit is 100 and 50 have been ordered, the percentage used is 50 percent.

Qty-to-date: The quantity ordered to-date against this contract.

Amt-to-date (Trading amount-to-date): The amount ordered to-date against this contract. If the contract is in a foreign currency, the amount also appears in local currency.

Trading and ***** currency.*** If multi-currency processing is active, the contract amount appears in both trading and local currencies. If **F9** is used, the vendor's alternate currency ID and description is displayed. The left column is the trading currency identified by the currency ID and description. The right column is labeled with the ID and currency of the alternate currency. If the alternate currency is not euro or euro participating, or is the same as the trading currency, only local currency will display on the right.

Setup cost: The vendor's one-time setup cost for this contract in trading currency.

Base price: The base unit price for this item.

Unit freight: The unit freight cost that the vendor needs to deliver this item.

Amt-to-date (trading amount-to-date): The amount ordered to-date against this contract. If the contract is in a foreign currency, the amount also appears in local currency.

Start date. The date the terms of this contract become effective.

Expire date. The date the terms of the contract expire.

Qty limit. The user-defined limit on the quantities of this item that can be ordered under this contract.

Quote comments. The comments entered for the quote on the Quotation/Comments Entry/Edit panel (AM64Q2).

AM64QS—Quotation/Contract Entry/Edit (Status)

Use this panel to view the status of the current Quotation/Contract Entry/Edit session.

This panel appears when you use **F24** on any of the quotation/comment entry/edit panels.

```
 Date **/**/**                 Quotation/
Contract          Status      AM64QS   **
                                  Entry/Edit


 Session status

  Records added        *******          Records deleted     *******
  Records changed      *******







 F24=Exit
```

What to do

To return to the previous panel, press **Enter**. To end the session, use **F24**.

Function keys

F24=Exit ends the session and shows the Purchase Order Processing menu (AM6M10).

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 2. Print Quotation Requests (AM6M10)

Use this option anytime you need to print a quotation or a group of quotations from the Quotation Master file.

An individual quotation request or group of quotation requests prints when you select an option. In either case, you can enter standard message numbers to print heading or closing messages on the quotation requests.

Once you make the print selections, the selected orders are sent to the print spool with a hold status. They remain on the print spool until you release them for print. This allows time to change the print forms.

There may be times when you want to print a quotation before you have established that you want a vendor/item relationship created. You can print a one-time quotation by entering a vendor and item number, and leaving the quote number blank. The Print Quotation Requests (Options) panel (AM6DH1) allows you to define the individual quotation. This quotation is printed, but nothing is saved in the files. If you later decide you want to accept this quotation, use the Quotation/Contract Entry/Edit panel (AM64QS) to add the records to the files.

If you activate EC or EDI, requests for quotations are automatically sent electronically to vendors for whom you have set up an active trading partner record in EC or EDI/400. If you are using EC or EDI but do not have an active trading partner record set up for a given vendor, the Request for Quotation is printed normally. If you are using EC, you also must set up the media flag to print, EDI, or both in the Vendor Master file record.

What information you need:

- The standard messages you want to print on the quotations
- The number of days until the quotations expire
- Valid vendor and item numbers
- Valid reference numbers.

What reports are printed:

- Quote Request Print Error Listing
- Quotation Request Sample.

The basic steps for performing this task follow each panel.

Contents | Index

AM6DG1—Print Quotation Requests (Options)

Use this panel to select the quotation requests you want to print.

This panel appears when you select option 2 on the Purchase Order Processing menu (AM6M10).

If EC or EDI support is activated, quotations and requests for quotations are sent electronically to any vendor for whom you have set up an active trading partner record. If you are using EC, you also must set up the vendor's media flag.

```
Date **/**/**          Print Quotation Requests          Options    AM6DG1  **



        Select option:   n

            1  All unprinted primary quotations
            2  Individual quotations
            3  All quotations

        Enter request numbers:
              Number of days to expiration          nnn
              Reference number                      aaaaaaaaaaaaaaaaaaaaaaaA25
              Item number                           aaaaaaaaaaaaA15
              Heading standard message numbers      aaaA5   aaaA5
              Closing standard message numbers      aaaA5   aaaA5




F24=Exit
```

What to do

- To print a group of quotation requests, type **1** in the ***SELECT OPTION*** field. Type any standard message numbers and any other optional limits. Press **Enter**. The quotation requests are scheduled for printing.
- To print an individual quotation request, type **2** in the ***SELECT OPTION*** field and press Enter. The Print Quotation Requests (Options) panel (AM6DH1) appears.

Function keys

F24=Exit cancels the quotation request session and shows the Purchase Order Processing menu (AM6M10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select option. Required. Type the code that represents the quantity of quotation requests you want to print:

1 All unprinted primary quotations. Select this option to print all unprinted primary quotation requests.

2 Individual quotations. Select this option to print individual quotation requests. You can select any quotation request for printing, whether primary or not.

3 All quotations. Select this option to print all quotation requests.

Enter request numbers.

Number of days to expiration: This is a required field for option 1 only. If you selected option 1, type in a number of days to specify that you want to print quotation requests for all primary quotations due to expire within that many days.

Reference number: Type the reference number assigned to the group of quotations you want to print.

Item number [?]: Type the item number to print all unprinted quotations assigned that item number.

Heading standard message numbers[?]: Type up to two numbers of the messages you want to print as the heading on your quotation request.

Closing standard message numbers[?]: Type up to two numbers for the messages you want to print as the footing, or closing, on your quotation request.

Note: If you entered an extended description or a standard message in quotation entry/edit, it appears on the quotation request in addition to any messages selected here.

AM6DH1—Print Quotation Requests (Options)

Use this panel to select an individual quotation request you want to print.

This panel appears when you select option 2 on the Quote Requests (Options) panel (AM6DG1).

```
Date **/**/**            Print Quotation Requests      Options    AM6DH1   **


Vendor number              aaaaA6
Item number     aaaaaaaaaaaaA15
Quote number               aaaaA6










**** Press enter to continue ****





F24=Exit
```

What to do

- To print the quotation request, type in the vendor, item, and quotation number, and press **Enter**. Panel AM6DH2 appears.
- If the quotation number is not entered, a warning message appears. When you press **Enter**, you can type in a free form quotation.

Function keys

F24=Exit shows the Purchase Order Processing Menu (AM6M10) so you can select another activity. If you returned to this panel from the Print Quotation Requests (Options) panel (AM6DH2), any quotation requests you selected for printing during this session are sent to the printer on hold.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. Required. Type the number of the vendor for the quotation request you want to print.

Item number [?]. Required. Type the number of the item for the quotation you want to print.

Quote number. Type the quotation number for the vendor/item combination. If you do not enter a quotation number, a warning message appears. You can accept the warning and enter a free-form, one-time quotation.

AM6DH2—Print Quotation Requests (Options)

Use this panel to select individual quotation requests for printing.

This panel appears after you press **Enter** on the Print Quotation Requests (Options) panel (AM6DH1).

If EC or EDI support is activated, quotations and requests for quotations are sent electronically to any vendor for whom you have an active trading partner record set up in EC or EDI/400.

```
 Date **/**/**          Print Quotation Requests         Options    AM6DH2  **

Vendor   ****** ***********************************          Quote    ******
Item     *************** ****************************** *MRO*  U/M      **
Extended description     ***************************************
                         ***************************************
-------------------------------------------------------------------------------
Warehouse aA3  Ship-to ID aA3    Ship via aA3 ************      Lead time nnnnn
FOB aA3
                         ----- Quantities Requested -----
  1 nnnnnnnnnnn   2 nnnnnnnnnnn   3 nnnnnnnnnnn   4 nnnnnnnnnnn   5 nnnnnnnnnnn
  6 nnnnnnnnnnn   7 nnnnnnnnnnn   8 nnnnnnnnnnn   9 nnnnnnnnnnn  10 nnnnnnnnnnn
 11 nnnnnnnnnnn  12 nnnnnnnnnnn  13 nnnnnnnnnnn  14 nnnnnnnnnnn  15 nnnnnnnnnnn
 16 nnnnnnnnnnn  17 nnnnnnnnnnn  18 nnnnnnnnnnn  19 nnnnnnnnnnn  20 nnnnnnnnnnn

Heading standard messages  aaaA5  aaaA5  Closing standard messages  aaaA5  aaaA5

Comments 1  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
         2  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40


 F18=Refresh       F19=Reselect       F24=Exit
```

What to do

To print the quotation request, type any additional information you need and press **Enter**. The previous Options panel appears again.

Function keys

F18=Refresh clears the data you have entered and shows the panel as it originally appeared.

F19=Reselect returns you to Print Quotation Requests (Options) panel (AM6DH1) so that you can select another quotation to print.

F24=Exit cancels the quotation request session and shows you the Purchase Order Processing menu (AM6M10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The vendor number and name of the vendor associated with the quote number you entered on the Print Quotation Requests (Options) panel (AM6DH1). This is the vendor to whom you are going to send this quote.

Quote (quotation number). The number of the quotation you entered on the Print Quotation Requests (Options) panel (AM6DH1).

Item. The number and description of the item you entered on the Print Quotation Requests (Options) panel (AM6DH1).

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

U/M (unit of measure). The purchasing unit of measure used to purchase the item. For example: EA (each) or DZ (Dozen).

The following fields appear with information from the Quotation Master file if you entered a valid quote number on panel AM6DH1. If you did not enter a quote number, you can type information in these fields.

Extended description. This field shows an additional description for this item.

Warehouse. Type the code for the receiving warehouse for this item. The default is 1. This field is required.

Ship-to ID [?]. Type the identifier of the ship-to address for this item. The default is the code for your company's return address.

Ship via [?]. Type the ship via code that describes how this item will be shipped from the vendor.

Lead time. Type the number of days you expect it to take for this item to be delivered.

FOB (Free on board) [?]. Type the code to indicate the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

Include extended descriptions <Y/N>. This field appears only if an extended description was entered during quotation entry/edit. It determines whether the item extended description will print (Y) on the quotation request form.

Quantities requested. Type the quantities to be used for the price breaks, starting with the lowest quantity.

Heading standard messages [?]. Type up to two identifiers for the standard messages you want printed at the top of the quotation.

Closing standard messages [?]. Type up to two identifiers for the standard messages you want printed at the bottom of the quotation.

Comments. Type any additional comments you want to include with this quotation request. Any quotation comments that were previously entered during Quotation/ Contract Entry/Edit do not appear here. However, they are printed with any comments you type in this field.

Option 3. Enter/Edit Requisitions (AM6M10)

Use this option anytime you need to add requisition information to the Requisition Master file, or to change or delete requisition information already in the file.

Although requisitions are an optional feature of the Purchasing application, they serve as an initial point of entry and control in the process of creating purchase orders. You can manually enter requisitions at any work station or automatically generate requisitions through the Material Requirements Planning (MRP) auto release function or through the Inventory Management Reorder Report function . You can process requisitions for inventoried, miscellaneous, and service items.

If MMS is interfacing, requisitions for MRO items must be entered in MMS.

When entered at a work station, requisition information is updated online. Any new or changed information is immediately available to all users of the application.

From the initial entry panel, you have the option of adding, changing, or deleting a requisition. When adding a new requisition, you can either type in a requisition number or you can let the application assign one for you.

- **Creating a requisition**: You can create a requisition, including comments, with minimum information. To do this, select action A and enter the item and requisition numbers on the Requisition Entry/Edit panel (AM64B1).

  During the initial entry of a requisition, certain information is automatically taken from the Item Master file and appears on the entry panel:

  - Stocking unit of measure
  - Price
  - Item description
  - Extended item description.

  When you create a requisition, if a vendor item record does not exist, one is created automatically if you enter a requested vendor.

  When you enter dates for a requisition, they must be already-established workdays in the calendar file. In addition, the dates must be greater than or equal to today's date. Purchasing assumes you cannot order material to be received on a date that has already passed. If you need to change a requisition at a later time and the material receipt date is now earlier than today's date, Purchasing does not require you to re-enter a valid material receipt date.

  If you want to attach comments to the requisition, add them during requisition entry/edit or by changing them after the requisition is created. Any number of comments can be attached to a requisition. You can enter the comments in a free-form manner or create them from information already stored in the Standard Message file. Depending on the print code, comments entered during requisition process are passed through purchase order entry and appear in various places. The print codes are:

  C The comments appear on the vendor closeout acknowledgment sent to the vendor when a purchase order is complete. Closeout acknowledgments are automatically sent to vendors depending on the coding of the vendor closeout acknowledgment code in the Vendor Master file.

  P The associated comments only appear on purchase orders and their revisions. These can be comments requesting special handling of the purchased material by the vendor.

G In addition to printing the comments on purchase orders, the information is retained in the Purchase Order History file for later analysis if you selected to save G comments to history during install/ tailor processing.

Once a requisition is tied to a purchase order, you cannot delete it manually. Once the associated purchase order is closed and purged, the requisition is deleted. If you want to indicate that additional requisitions have been included for a single item on a purchase order, you can enter the appropriate order number in the Purchase Order field. This lets the person who submitted the requisition know that the requirement has been met.

Since requisition processing is treated in the same manner as file maintenance, an audit list of your entry and maintenance activity is printed at the end of a session. If maintenance has been performed on a requisition, a before and after image of the requisition prints.

- **Entering and editing requisition comments**: You can enter requisition comments when in Add or Change mode by answering **Y** to Req Comment (requisition comments). This causes the Requisition Entry/Edit— Comments panel (AM64B4) to appear and allows you to add new or change existing comments. Use the print code field on this panel to direct where to print or show the comment(s).
- **Changing entries**: Change existing requisition entries by selecting action C on the Requisition Entry/Edit (Select) panel (AM64B1). This causes the Requisition Entry/Edit panel (AM64B2) to appear in Change mode, and you can change the entries.
- **Deleting entries**: You can delete existing requisitions, including comments, in their entirety by selecting action D on the Requisition Entry/Edit (Select) panel (AM64B1). This causes the Requisition Entry/Edit (Delete) panel (AM64B3) to appear. When you press ENTER, the requisition and its comments are deleted. You can delete requisition comments without deleting the requisition itself. Do this by answering **Y** to Req Comment (requisition comments) from the Requisition Entry/Edit (Delete) panel (AM64B3). You can blank out comments as needed. If all three comments are blanked out on the Requisition Entry/Edit Comments panel (AM64B4), the record is deleted from the Requisition Comments file.
- **Using approval processing with requisitions**: To activate requisition approval, answer **Yes** to the requisition approval question in the Purchasing Control file. If requisitions are being approved, the approval process is performed on each requisition when it is entered or maintained. Approval rules apply to all requisitions that come into Purchasing, whether by manual entry, from MRP, or from IM's reorder report process.

  A requisition will need approval if it is new or if it has been changed to a value which is greater than the reapproval limit defined for requisitions in the Purchasing Control file. Each requisition must be approved before it can be further processed, for example, before it is used on a purchase order. A requisition quantity is considered either all approved or all unapproved. Only "approved" values are considered open.

  A requisition can have any of the following approval status codes. Requisition approval status is maintained in the Requisition header file (REQHDF).

  0 Approved.

  6 Approval has been requested on the entire purchase order or requisition.

  9 Approval denied / not requested. Either approval has been denied or no approval has been requested on this requisition.

What information you need: A valid item number for each requisition you are adding.

What reports are printed: Requisition Entry/Edit Maintenance (AM64B).

The basic steps for performing this task follow each panel.

AM64B1—Requisition Entry/Edit (Select)

Use this panel to select the requisition/item records you want to maintain and the type of maintenance you want to perform.

This panel appears when you select option 3 on the Purchase Order Processing menu (AM6M10).

```
Date **/**/**                    Requisition            Select     AM64B1   **
                                 Entry/Edit



                       Requisition   R aaaaA6
                       Item            aaaaaaaaaaaaA15

                       Action Code   <A,C,D>   A




Last updated
Req.   *******     Item ***************


                                                      F24=Display status
```

What to do

- To add a requisition, type the requisition number (if you are assigning requisition numbers) and item number. Type **A** in the ***Action code*** field and press **Enter**. Panel AM64B2 appears.
- To change a requisition, type the requisition number or the requisition and item numbers. Type **C** in the ***Action code*** field and press **Enter**. Panel AM64B2 appears.
- To delete a requisition, type the requisition number or the requisition and item numbers. Type **D** in the ***Action code*** field and press **Enter**. Panel AM64B3 appears.

Function keys

F24=Display status shows the Requisition Entry/Edit (Status) panel (AM64B6).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Requisition. Type the number of the requisition you want to add, change, or delete. If you leave this field blank and select action code A, the application assigns the next sequential number to the requisition. The application puts an R at the beginning of the requisition number to show it is a requisition.

Item (item number) [?]. This field is required when you select action code A. Type the number of the item you want to place on this requisition.

Note: This field allows only production items. If you enter an MRO item, an error message appears. Requisitions for MRO items must be entered through MMS.

Action code<A/C/D>. Required. Type one of the following action codes for the requisition you want to enter or edit:

A Add a new record
C Change an existing record
D Delete an existing record

Last updated.

Req: The number of the last requisition that was updated.

Item: The number of the last item that was updated during this session.

AM64B2—Requisition Entry/Edit (Add/Change)

Use this panel in Add mode to enter requisitions or in Change mode to update requisitions and enter requisition comments. The panel appears in the appropriate mode when you select action code **A** or **C** on the Requisition Entry/Edit (Select) panel (AM64B1).

```
Date **/**/**                     Requisition              ******     AM64B2  **
                                  Entry/Edit

Requisition number R ******       Requisition date  ***/**/**  Revision   **
Item  ***************             Descr ******************************
------------------------------------------------------------------------------
Extended description                         Approval status * ****************

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40    Requisitioner
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40    aaaaaaaA10

Quantity      nnnnnnn.nnn                  Dates
Stock UM      **                             To dock            nnnnnn
Purchase UM   **                             To stock           nnnnnn
Conv Factor   **,***.*****                   Follow-up          nnnnnn
Warehouse     aA3                            Last maint       **/**/**
Ship-to ID    nnn
Account       aaaaaaaaaaaaaA15             Purchase order     aaaaaaa
Department    aaA4                         Price              nnnnnnnnnnn.nnnn
Priority      n                            Requested vendor   aaaaA6   **********
Job number    aaaaaaaaaA12                 Req comment (Y/N)  A
Ref number    aaaaaaaA10


                                      F19=Return to select  F24=Display status
```

What to do

- To add the requisition, type the information you need and press **Enter**. If this is not a pre-approved item and requisitions are being approved, the Approval Request panel (AM64F1) appears so you can begin the approval process.
- To change the requisition, type the information you need to change and press **Enter**.
- To add, change, or delete comments for this requisition, type **Y** in the ***Req Comments*** field and press **Enter**. The Requisition Entry/Edit -Comments panel (AM64B4) appears.

Function keys

F19=Return to select returns you to the Requisition Entry/Edit (Select) panel (AM64B1) so you can select another requisition for entry. No update or add is performed.

F24=Display status shows the Requisition Entry/Edit (Status) panel (AM64B6).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

The fields on this panel are described in groups rather than in the normal cursor movement order.

If you are adding a line item and you entered an item number on the Requisition Entry/Edit (Select) panel (AM64B1), the field values that appear are defaults from the Item Master file.

Requisition number. The requisition number entered or assigned on the Requisition Entry/Edit (Select) panel (AM64B1).

Requisition date. The date you entered the requisition.

Revision. The number of times this requisition has been revised.

Item. The item number entered on the Requisition Entry/Edit (Select) panel (AM64B1).

Descr (item description). The item description from the Item Master file.

Extended description. The detailed description from the Item Master file appears. You can change this description for this requisition.

Requisitioner. Type the name of the person making this requisition. This field is required.

Approval status. This field appears only if you responded Y to the Approve requisitions question in the Purchasing Control file. A code to indicate the approval status of the requisition or purchase order. All codes are valid for purchase orders, but only codes 0, 6, and 9 are valid for requisitions.

0 Approved. Approval has been granted for the enter order or requisition.

2 Memo/spec approval requested. Either a memo approval or a special approval has been requested for this purchase order.

4 Approval requested on part. Part of the purchase order is approved, but the order value changed and approval has been requested on the changed part of the order.

6 Approval requested. Approval has been requested on the entire purchase order or requisition.

8 Part denied/not requested. Part of the purchase order is approved, but either approval has been denied, or no approval has been requested on the rest of the purchase order.

9 Approval denied/not requested. Either approval has been denied or no approval has been requested on this entire purchase order or requisition.

Quantity. Type the quantity for the item on this requisition. This field is required.

The quantity you enter is assumed to be in the stocking unit of measure.

Stock U/M (stocking unit of measure). The unit of measure your company uses to stock this item.

Purchase U/M. The purchasing unit of measure associated with this item.

Conv factor (conversion factor). The number of stocking units in one purchasing unit of measure.

Warehouse. Type the number of the warehouse in which this item will be stored.

Ship-to ID [?]. Type the number of the ship-to warehouse location for this item. If left blank, the default is 999.

Account [?]. Type the number of the account to be charged for the requested item. The system checks for account numbers in Company 1 only. If you have multiple companies, the system issues a warning message. To bypass the warning message, press Enter.

If IFM is installed and interfacing, the Account field is replaced with the Unit and Nature fields.

Units and Natures are validated to IFM. Also, the unit/nature combination must be valid if the IFM rule is set to prohibit new combinations. Access to IFM lookup and Work With is available for Unit and Nature fields.

Unit [?]. When the entered item has a Preferred Vendor value, the unit value in the Vendor/Item file is displayed in this field. You can override the entry. When a Vendor/Item file record does not exist, the field is blank.

Nature [?]. When the entered item has a Preferred Vendor value, the nature value in the Vendor/Item file is displayed in this field. When a Vendor/Item file record does not exist, the field initially displays the value in the Item Master C record. You can override the entry.

Department. Type the number of the department responsible for the requested item.

Priority. Type the management code that prioritizes the critical ratio calculations for this item. Your company assigns this code. Valid numbers are 1 through 9, with 9 being the highest priority that can be assigned to a requisition.

Job number (customer job number). Type either a manufacturing order number, a customer order number, or a user-defined reference number to relate this requisition to a manufacturing or customer job. Purchasing writes the number you enter here in the Job field in the purchase order associated with this requisition. Do not type the M prefix for manufacturing orders; the field can accept only 6 positions. If you enter greater than 6 positions, auto-gen will ignore it.

Ref number (reference number). Type the number used for this item when printing on reports. Your company assigns this number.

Dates.

> ***To dock (due date to dock)***: Type a valid work date to indicate when the items are required to arrive at the dock. If blank, the application calculates a date by subtracting the dock to stock and safety lead times from the due date to stock.
>
> ***To stock (due date to stock)***: Type a valid work date to indicate when the items are required to arrive in stock. This field is required.
>
> ***Follow-up***: Type a date to flag the requisition for follow-up action.

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Last maint (last maintenance date): The date this requisition was last updated.

Purchase order. If you want to assign a purchase order number to this requisition, type the number you want to see. If you leave this field blank, the application assigns a number when the actual purchase order is created. If a number is entered, the application edits to ensure a purchase order has been created, and this requisition is not considered open or outstanding.

Note: If you want to indicate that multiple requisitions have been combined on one line item of a purchase order, type that purchase order number. The application automatically does this for the requisition identified in Purchase Order Entry.

Price. Type the price for this item.

Requested vendor. Type the number of the vendor that the originator of the requisition wants to use for the purchase order. The vendor's name abbreviation also appears. This field is only for the buyer's information and is not used automatically when the purchase order is created.

Req comment <Y/N>. Type **Y** if you want to add, change, or remove comments on the requisition. The Requisition Entry/Edit - Comments panel (AM64B4) appears.

AM64B3—Requisition Entry/Edit (Delete)

Use this panel to delete an existing requisition.

This panel appears in Delete mode when you select action code D on the Requisition Entry/Edit (Select) panel (AM64B1).

```
Date **/**/**                    Requisition             Delete     AM64B3   **
                                 Entry/Edit

Requisition number R ******      Requisition date  ***/**/**  Revision    **
Item  ***************            Descr ******************************
------------------------------------------------------------------------------
Extended description                        Approval status * ****************
****************************************    Requisitioner
****************************************    **********
Quantity      *,***,***.***                Dates
Stock um      **                              To dock         **/**/**
Purchase um   **                              To stock        **/**/**
Conv factor   **,***.*****                    Follow-up       **/**/**
Warehouse     ***                             Last maint      **/**/**
Ship-to ID    ***
Account       ***************              Purchase order     *******
Department    ****                         Price          ***********.****
Priority      *                            Requested vendor   ******  **********
Job number    ************
Ref number    **********


***** Press Enter to delete *****

                                    F19=Return to select  F24=Display status
```

What to do

To delete the requisition, verify that this is the requisition that you want to delete and press **Enter**.

Function keys

F19=Return to select returns you to the Requisition Entry/Edit (Select) panel (AM64B1). The requisition is not deleted.

F24=Display status shows the Requisition Entry/Edit (Status) panel (AM64B6).

Fields

The fields on this panel cannot be changed. See “AM64B2—Requisition Entry/Edit (Add/Change)” on page 3-39 for field descriptions.

AM64B4—Requisition Entry/Edit–Comments (Add/Change)

Use this panel in Add mode to add comments to a requisition.

Use this panel in Change mode to update or remove existing comments associated with a requisition.

This panel appears when you type **Y** in the ***Req comment*** field on the Requisition Entry/Edit (Add/Change) panel (AM64B2).

```
 Date **/**/**          Requisition Entry/Edit              ******     AM64B4   **
                                Comments

Requisition number  R ******

Message     Print   Message
Number      Code    Text
aaaA5        A      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

aaaA5        A      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

aaaA5        A      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40



 F2=Page forward  F9=Add comments  F19=Return to select   F24=Display status
```

What to do

- To add or change comments to the requisition, type in the information you need and press **Enter**.
- To delete comments shown, blank out (field exit) through the comment and its data and press **Enter**.

Function keys

F2=Page forward shows more comments for this requisition.

F9=Add comments appears only in Change mode. It allows you to switch to Add mode to enter a new comment to this requisition.

F19=Return to select returns you to the Requisition Entry/Edit (Select) panel (AM64B1) so you can select another requisition for entry or edit.

F24=Display status shows the Requisition Entry/Edit (Status) panel (AM64B6) so you can check your session statistics or end the job.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Requisition number. This field shows the number entered or assigned on the Requisition Entry/Edit (Select) panel (AM64B1).

Message number (standard message number) [?]. Type the number of the standard message you want printed on this requisition. Leave this field blank only if you manually enter a message text.

Note: If you type in a message number, the standard message is used only if the date of use falls within the effective date range as defined for that message.

Print code. Type one of the following codes to show where the comment will print when the purchase order is released:

C Vendor closeout acknowledgments
G Purchase order and history file
P Purchase order only.

Message text. If you did not type in a standard message number, type in the text for the message you want printed on this requisition.

AM64B6—Requisition Entry/Edit (Status)

Use this panel to review the status of the current requisition entry and edit session.

This panel appears when you use **F24** on any of the Requisition Entry/Edit displays.

```
Date **/**/**                    Requisition            Status     AM64B6   **
                                 Entry/Edit


Session status

 Records added        *******             Records deleted     *******
 Records changed      *******



                                                    F24=End of job
```

What to do

- To return to the previous panel, press Enter.
- To end the session, use **F24**.

Function keys

F24=End of job ends the session and shows the Purchase Order Processing menu (AM6M10). The Requisition Entry/Edit report (AM64B) is scheduled for printing.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

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AM64F1—Approval Request (Requisition or Purchase Order)

Use this panel to request approval for a requisition or purchase order requiring approval that you are not authorized to give, to submit a special approval request for a purchase order, or to change information about the approval request.

This panel appears if requisitions or purchase orders are being approved and you have completed the entry and pressed **F19** or **F24** and further approval is required. If further approval is not required, you will be returned to the appropriate Entry/Edit panel with a message noting the approval status.

This panel also appears when you select Option 8 on the Purchase Order Entry/Edit Select panel. The title indicates whether this is a Requisition Entry/Edit or Purchase Order Entry/Edit Approval Request.

```
Date **/**/**              **********************              AM64F1  **
                              Approval Request

Type information; press Enter.

                Document type . . . . . . . :  ***
                Document ID . . . . . . . . :  *******

                Approval requested amount . :  nnnnnnnnn.nnnn
                Last approved amount  . . . :  *********.****

                Approval route code . . . . ?  aaaaaaaA10
                Next approver . . . . . . . ?  aaaaaaaA10
                Approval priority . . . . . ?  aA3




F5=Refresh                     F10=Approval comments
F11=Do not request approval    F12=Return to entry/edit
```

What to do

- To begin the approval process, enter the information and press **Enter**. The approval request is submitted, and you are returned to the appropriate Select panel.

Function keys

F5=Refresh causes the panel to appear as it was first displayed without your entries.

F10=Approval comments causes the Text Editor panel in the MMS Approval application to appear so you can enter information for use by the document approvers.

F11=Do not request approval causes the approval process to be suspended pending further expected maintenance. The requisition or purchase order is marked with a status code of 8 or 9, and you are returned to the appropriate Select panel so you can continue with another requisition or purchase order.

F12=Return to entry/edit causes the appropriate Entry/Edit panel to appear so that you can make further changes or additions to this purchase order before submitting the approval request. This function key appears only during Enter/Edit Purchase Orders.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Document type. A code identifying the document in the MMS Approval application. MRQ identifies a XA requisition. MPO identifies a XA purchase order.

Document ID. The requisition or purchase order number.

Approval requested amount. Normally, the total amount of the requisition or purchase order.

If you are re-approving a previously approved PO and Yes was answered to the “Purchase order re-approval value override” option in the Purchasing Control file, you can change the amount to an amount not less that the amount added to the PO nor more than total amount of the PO.

If this is a PO special approval request, this field displays zero, and you must enter the requested amount.

Last approved amount. The amount last approved for this PO. This field does not appear for a requisition.

Approval route code [?]. The default approval route code as defined in either the MMS Approval application or in the Purchasing Control file. Security settings in the MMS Approval application determine if you can change this field.

Next approver [?]. The next approver on the default approval route who will receive the request for approval of this document. Security settings in the MMS Approval application determine if you can change this field.

Approval priority [?] . The priority you want to set for this approval request.

Option 4. Enter/Edit Purchase Orders (AM6M10)

Use this option to perform any of the following:

- Add, change, cancel, reactivate, or delete a purchase order
- Create IM transactions to complete or reopen an order, or to process vendor acceptances
- Initiate requests for special approval
- Inquire into IFM taxes. This feature is available only if IFM is interfacing.

The Purchase Order Entry/Edit function provides a control mechanism to enable you to ensure that material is ordered for delivery at the correct time.

Purchasing allows you to create orders in multiple formats to suit the needs of your company and fulfill the requirements of your vendors. Even though Purchasing can create very complex orders, you should realize that the more complicated you make the order, the longer it is likely to remain open and take up space.

If purchase orders are being approved, the approval process is performed on each purchase order when it is entered or maintained.

- **Purchase Order formats**. Examples of the types of orders that you can create are:
  - **Single Line Item**: This is the simplest way of creating a purchase order. The only entries are a header record, one line item detail record, and as many comment records as necessary.
  - **Multiple Line Item**: If your vendor accepts this type of order (defined by a code in the Vendor Master record), you can create a purchase order with multiple line item details. The order is not considered complete for a normal close until all the line items have been received. Each line item must have a unique identification. For a miscellaneous or service item, you can use the same item number on multiple lines, because a sequence number is also assigned to make the item identification unique. However, you cannot use an inventory item more than once on a PO unless each line is in a different warehouse. In that case, the warehouse makes the identification unique.
  - **Blanket Order**: In this case, an individual item has more than one delivery date (blanket release) associated with it. Whether or not a vendor accepts blanket orders is defined by a code in the Vendor Master file. The order is not considered complete until all the releases have been satisfied. If you want, you can create an order with multiple items on it, each item having multiple releases.
  - **Drop Ship Order**: You can create an order and have the items delivered to more than one address. Whether or not a vendor accepts drop ship orders is defined by a code in the Vendor Master file. This type of order is created in much the same way as a blanket order except each release has a separate ship-to address associated with it.

  On any particular order, you can have a combination of items with blanket releases, items with multiple shipment addresses, and additional line items with no extra data. You also can have orders with just miscellaneous and/or service items, or orders with the combination of all three: inventory, miscellaneous, and service items.

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A purchase order is made up of a summary record, followed by optional order comments, followed by one or more items. If an item does not have blanket releases, it is composed of a detail record, followed by optional item comments, followed by optional routing data, followed by debit memos if they exist. An item with blanket releases is composed of a detail record, followed by optional item comments, followed by one or more blanket releases. A blanket release is composed of a release detail record, followed by optional release comments, followed by optional release routing data, followed by debit memos if they exist. The hierarchical relationship between data records is illustrated as follows:

- Order Summary
  - Order Comment(s)
  - Item Detail (without blanket releases)
    - Item Comment(s)
    - Routing
    - Debit Memo(s)
  - Item Detail (with blanket releases)
    - Item Comment(s)
    - Blanket Release
      - Release Comment(s)
      - Routing.
      - Debit Memo(s)
    - Blanket Release
      - Release Comment(s)
    - Blanket Release
      - Routing
      - Debit Memos

When you are adding a new order, the **Enter** key or **F7** causes the next panel in the data hierarchy to be presented automatically. If a function key is used to move backward through the order, the mode is changed from Add to Change. When you are in Change mode, the **Enter** key causes the panel flow to move forward through the order. Comments and routings are bypassed unless you change the defaults from **N** to **Y** for Add or Review of these records.

After you press **Enter**, a panel appears again if data is changed which causes the program to generate new data or retrieve new data from the master files. You can then review or modify the data before pressing **Enter** to continue.

- **Direct access selection of an existing record**. You can specify the item, release, or order you want by entering details in the appropriate combination of these fields: item number, warehouse, line number, and release number. Then the system displays the record that best matches the details, using the panel that is most appropriate for the information. This search feature is available for options 2-5 on the Order Selection panel.
- **Fastpath creation of a new purchase order**. When you want to add a purchase order quickly, you can enter an item number, a warehouse number, and option 1 (Add) to have the system generate a purchase order header. Then the system displays the Item Detail panel to let you enter quantity and due dates.

  You also can use this feature to add an item to an existing order. You enter an existing PO number, an item number, and warehouse number, then choose the Add option.

Items that are added using the Fastpath approach are considered revisions, just as if you had chosen option 2 (Revise). If you are already in the middle of a revision cycle and the purchase order has not been reprinted, the revision number will not be increased.

- **Using approval processing with purchase orders**. To activate purchase order approval, answer Yes to the purchase order approval question in the Purchasing Control file. If purchase orders are being approved, the approval process is performed on each purchase order when it is entered or maintained. Approval rules apply to all purchase orders that come into Purchasing, whether by manual entry, from MRP, from IM's reorder report process, from MMS, or from IFM's interdivision transfers.

  A purchase order will need approval if it is new or if it has been changed to a value which is greater than the reapproval limit defined for purchase orders in the Purchasing Control file. Each purchase order must be approved before it can be further processed; for example, before it can be printed or transmitted by EDI to a vendor.

  Only approved values are considered open. The system keeps track of approved quantity/price separately from unapproved quantity/price. For example, if you have ordered 100, but have approval for only 80, you can still print the order for 80.

  Approval status for POs is kept at the header level which gives the overall order one status. The status is based, however, on the sum of the items' value and their approval status.

  At the item level in the PO/Item master file (POITEM), there are separate fields for approved and unapproved quantity and unit price. The approved quantity is kept in the ***Quantity Ordered*** (QTYOR) field and the unapproved quantity is kept in the ***Quantity Unapproved*** (QTUA) field. Where the requested quantity is shown, it is the sum of QTYOR and QTUA.

  The current unit price (CURPR) and the current unit price local currency (CURLC) represent the approved price. Unapproved price (PRUA) and unapproved local currency price (PRLU) represent the unapproved price.

  Although the practice is not recommended, you can receive and invoice above the approved amounts. Warning messages are provided when you over receive in IM, or over invoice in AP.

- **Tracking a purchase order**. If Product Data Management (PDM) is installed and interfacing, you can track the internal processing of your purchase orders through their standard receiving steps, allowing you to easily see orders that are getting behind schedule. Even if PDM is not installed and interfacing, you can track the progress of the purchase order by creating an individual routing for each purchase order item.

- **Creating a purchase order**. You can create a purchase order, including order summary, order comments, item details, item comments, and receiving routings with a minimum of information.

  When you select option 1 from the Main Menu and option 4 from the Purchase Order Processing menu (AM6M10), the Order Selection (Select) panel appears. Type an order number or allow the application to assign one, then select option **1**, Add Order.

  Basic data is added for the order when you type in the warehouse, buyer, and vendor numbers on the Order Entry (Add) panel. If there is no vendor/item record for the vendor/item on the purchase order you are entering, the system creates one. You can add dates, billing, and shipping data at this time. You can add comments to the order summary using the Comment Entry/Edit panel and typing in a standard message number or free-form text.

Requisition, quotation, and contract data can be used to create purchase orders. Data from these sources is pulled into the purchase order when line items are added to the order.

If an acknowledgment of the purchase order is required from your vendor, type a date in the ***Confirm By Date*** field. If purchase order confirmation is required (defined by POACCEPT code in the Vendor Master file) a confirm-by date is required. When this date is entered, the purchase order is released with a status of 10 and the line items are released with a status of 05 indicating that vendor acceptance is required. The date and a confirmation message print on the purchase order. After a vendor accept transaction (VA) is entered, the order status is changed to 20 and the line item status to 10. If a date is not entered in the Confirm By Date field, vendor acceptance is not required and the purchase order is released with a status of 20, and all line items have a status of 10.

When initially setting up your master files, you must set up a warehouse ship-to ID record of 999, a warehouse bill-to ID record of 998, and a warehouse return-address ID record of 997 for each warehouse where purchase orders are released. These records contain default ship-to, bill-to and return-address names and addresses for all of your purchase orders. You can enter up to 996 additional warehouse ship-to IDs per warehouse for expanded name and address capability.

You can use one of the preassigned ship-to IDs to create ship-to and bill-to names and addresses, or you can type in one-time vendor ship-to or bill-to names and addresses by leaving the ship-to and bill-to IDs 000. The bill-to information defaults to the ship-to entries unless otherwise noted on the order. Any bill-to data you type in creates a record in the OVERRD file if one does not already exist. Any change or override to the ship-to information directly updates the POMAST file.

Any numbers entered in the ship-to or bill-to ID fields override the information typed in the name and address fields. If the ship-to ID is zero and you enter a one-time name and address in the ship-to fields, the information is written to the PO Master record. If the bill-to ID field is zero and you enter a one-time name and address in the bill-to fields, the application adds a record to the OVERRD file. This record is not removed until you run purchase order close and purge.

If you want to change the vendor contact and telephone information, type in values different from those appearing on the panel. Terms, Ship Via and Free on Board (FOB) information come from the Terms, Ship Via and Free on Board Master files, or you can enter one-time overrides as necessary.

If a value is entered into the ***Expected Freight*** field, this value is used to create a freight line item entry if the Auto Gen option is selected during invoice entry. This way, you can analyze any freight discrepancies later.

If you want to assign an override priority to the purchase order that moves the order to the top of prioritized work lists, you can enter a value of 0 through 9 (9 indicating the highest priority, 0 indicating no priority). After editing the information on the Order Summary panels, the system proceeds to the Comment Entry/Edit (Summary) panel if you entered **Y** in ***Add Comments***. Otherwise, the Item Entry panel appears.

If MMS is interfacing, purchase orders can be created automatically for MRO items. MMS can generate a purchase order from the MRO Inventory Reorder report, from a manually entered requisition, or from a requisition created from a work order. Prices for MRO items can come from a contract, a requisition, or the MMS item/vendor file. Purchase orders created automatically by MMS can be only for MRO items. However, in change mode, production items can be entered on a purchase order to an MRO vendor. If the vendor is a production only vendor (does not exist in MMS), then MRO items are not allowed on the purchase order.

The Omit Quantities feature is helpful for those occasions when you do not want purchase order quantities to be printed or EDI'd. You may, for example, have an agreement that represents plan numbers rather that committed quantities. To use this feature, respond **Y** to the ***Omit quantities*** field on the Order Summary panel. You still enter the item quantity on the Item Detail panel, but a standard message you define will be printed instead of the quantity on the purchase order. You must also use the Purchasing Control file to activate this feature and cause the ***Omit quantities*** field to appear on the Order Summary panel: first, respond **Y** to the ***Activate omit quantities*** field, then enter a valid standard message number (required when you respond **Yes** to the ***Activate omit quantities*** field). See "Option 13. Control File Options" on page 8-124 for more information.

Use the Item Entry (Add) panel to identify items that appear on a purchase order. The Item Detail (Add) panel shows the information retrieved from master files as a result of the data entered on the Item Entry panel and allows you to override it as appropriate.

If the Maintenance Management System (MMS) is interfacing, you can enter MRO items on purchase orders that use MRO vendors. MRO vendors can supply both production and MRO items. Production vendors supply only production items.

Three types of items can appear on a purchase order; however, each type must first have an A-record and a C-record in the Item Master file. The specific item types are:

- Inventoried item. This item has an Inventory Code of 1 in the Item Master file and corresponding records in both the Item Master and Item Balance files. This type of item is typically used on the shop floor as a part of a manufactured item. However, it could be any item you want to track in inventory. This is equivalent to an MRO stores item.
- Miscellaneous item. This item has a Inventory Code of 2 in the Item Master file and may have supporting information in either the Item Master or Item Balance files. This kind of item is typically an expense type of commodity such as office supplies. This is equivalent to an MRO non-stores item.
- Service item. This item has an Inventory Code of 3 in the Item Master file and may have supporting information in the Item Master and Item Balance files. This type of item is usually of a non-product nature such as a recurring utility charge or some type of labor performed for your company like lawn maintenance, and so forth. This is the same as an MRO service item.

Both miscellaneous and service items (Inventory Codes of 2 or 3) can be placed multiple times on a single purchase order using the same item number. For this reason, each time a service or miscellaneous item is added to an order, the sequence number field (SEQ) is automatically incremented by 1 for that item. In all future activity for that line item (purchase order maintenance, transaction entry, invoice processing, and so forth), the sequence number must be referenced for positive identification on the purchase order.

In MMS, purchase orders cannot combine item types. Orders you see from MMS will be all the same type of item.

Unless otherwise specified by the buyer, purchase orders are created using the purchasing unit of measure. You also can create the purchase order using the stocking unit of measure. The purchase order prints the unit of measure used during the order entry process, unless during application tailoring you chose the option to use the purchasing unit of measure for printing.

No matter which unit of measure is used, purchase order inquiries can be made in either unit of measure, depending on the requirements of the user. If the quantities placed on order are for the purchasing unit of measure, the price extracted from the Purchase Price hierarchy is converted and extended through the alternate unit of measure conversion factor.

Likewise, if you manually override the price and use the stocking unit of measure, make sure the price is entered in terms of the alternate quantity. Price in the Item Master C-record is keyed by the user and should be in the stocking unit of measure.

The following fields come from the Item Master and Item Balance files when the item detail record is accepted:

- Item Description
- Extended Item Description
- Unit of Measure (stocking)
- Price (can be overridden)
- Account Number
- Department Number
- Vendor Lead Time
- Safety Lead Time
- Dock-to-Stock Lead Time
- Planner Number
- Engineering Drawing Number
- Alternate Item Number
- Unit of Measure (purchasing)
- Pre-approved item code
- Item tax class
- Unit of Measure Conversion Factor
- Item class (item balance, if inventory item).

When you create a purchase order, if a vendor item record does not exist, one is created automatically for each item on the order.

• **Purchase price hierarchy**. If you entered a contract number, the unit price that appears is determined by the quantity/price break as defined in the quotation for this item. If the quoted price is below the first quantity break, the contract base price is used. If no quotation is being used and you entered a requisition that contained a unit price, that price appears. Otherwise, the unit price is determined by the purchase price default from the Purchasing Control file as follows:

0 No default selected
1 Current material
2 Purchase price
3 Standard unit cost
4 Unit cost default.

The value you choose for the purchase price default is used in:

- Requisition Entry/Edit
- Purchase Order Entry/Edit
- Buyer Worksheet.

If the purchase price default is 0 (no default selected), the unit price defaults to one of the following in the order presented:

- ITEMAS B-record - Current material this level
- ITEMAS C-record - Purchase price
- ITEM BALANCE record - Standard cost
- ITEMAS A-record - Unit cost default.

The first non-zero price is used. You can type in a different price to override the one shown. If MMS is interfacing, the unit price can come from a contract, a requisition, or the vendor/item.

- **Advise Price feature**. At times you may want the vendor to provide the price for the item instead of your company printing the price defined in your XA files on the purchase order. Instead of price, a standard message you define will be printed.

  To activate the Advise Price feature and cause the ***Advise price*** field to appear on PO Entry/Edit panels, use the Purchasing Control file. First, respond **Y** to the ***Activate advise price*** field, then enter a standard message number in the Advise price standard message field, and for the last step, enter an amount in the Advise price clip level field. See “Option 13. Control File Options” on page 8-124 for more information.

  To use this feature on a PO, respond **Y** to the ***Advise price*** field on the Item Detail panel. With the feature active, when you press **Enter** on the Item Detail panel, the system compares the calculated extended amount to the clip level. The clip level represents an upper limit for the value of advise price items and ensures that the item qualifies as an advise price item. For example, for items being ordered where the extended amount (per your price estimate) is less than $2000 (the clip level you specified), you will let the vendor advise you of the price. If, however, the item’s extended value is greater than the $2000 clip level, you may want to negotiate a price before you send a PO.

- **Requisitions**. Enter a valid requisition number on the Item Entry or Item Detail panel if you use requisitions to create item details on a purchase order. The application uses the requisition information to provide the following information from the Requisition Master file:

  - Item number and description
  - Order quantity
  - Unit price
  - Extended item description
  - Dates due to dock and stock
  - Follow-up date
  - Lead times for vendor, dock to stock, and safety
  - Item comments
  - Planner, reference, job, account, and department numbers.

  If the item description, unit price, extended item description, account or department numbers do not exist on the requisition, those fields come from the Item Master records.

  If you also entered a contract number, the unit of measure and unit price come from the Quantity/Price Master file for the quantity/price level break. Even though a requisition is being referenced, fields such as extended description, price, quantity, dates, and reference numbers can be overridden. This provides the ability to combine a number of requisitions on a single purchase order.

  Once the requisition has been used, it is considered closed, and the purchase order number and line number are placed in the requisition record. If you are combining multiple requisitions onto one purchase order, you can update all the requisitions used with the applicable purchase order number to indicate that the requisitions have been closed. You must use requisition maintenance to place the purchase order number in additional requisitions.

  If MMS is interfacing, you cannot generate a purchase order from an MRO requisition through this menu option. It can be done only automatically.

- **Contracts**. Pricing information can be taken automatically from a quote already in your files if contracts are used. Enter a contract number on the Item Entry or Item

Detail panel. Pricing information can be automatically taken from a quote already in your files. Using the item number and order quantity, the application scans the applicable quantity/price record and fills in the correct price for the item. If you want, you can override this price because of exceptional conditions.

Besides the contract price, other fields from the quote and contract are used to provide information for this line item. The tax percent and the lead times for the vendor and safety come from the Quote Master file. The Vendor/Item file supplies the vendor catalog number and the engineering drawing number.

The due date and dock date (if entered) must be valid work days and the same as or later than the system date. If you choose, you can let the application calculate the dock date for you using lead times.

If you want to bring the extended quote descriptions into the body of the purchase order, type **Y** in the appropriate field on the Item Detail panel.

When a contract item's quantity is created or changed on a purchase order, the system checks to ensure that the sum of the new quantity plus the item's contract quantity-to-date does not exceed the contract limit. The system also ensures that the contract has not expired.

Requisitions and contracts can be used in conjunction with each other. Item number, quantity, and dates are taken from the requisition. Price and specific comments are taken from the contract.

If MMS is interfacing, contracts can be used to determine a price for an MRO item during requisition maintenance in MMS. The contract also can be used for manually created orders for MRO items.

- **Other fields**. If you are not using contracts or requisitions to assist you in creating purchase orders, type in the item number, the quantity, and the due date information on the Item Detail panel. Pricing information can be overridden at any point and reflects the unit of measure being used for the line item. You also can use the extended description from the Item Master C-record or type in an override description in the extended description field.

  If you are creating blanket releases for this line item, type **Y** in the ***Blanket*** field; the default is **N.** If you want to generate receiving routings for this item, type **Y** in the ***Generate Routing*** field.

  Dates manually entered during purchase order processing must be valid work days as specified in the XA Calendar file, and must be the same as or later than the system date. If you need to perform order maintenance at some later time, the application does not force you to change stock and dock dates if they have passed. When a purchase order line item is initially loaded to the POITEM file, the Promise Date field is filled in with the original due date to dock. After the initial entry of this date, you can only change it using the Vendor Accept (VA) transaction in purchase order receipt processing. The promise date is used for vendor performance calculations at order close out; therefore, any change to the original promise date is strictly controlled. You can change Promise Date by subsequent VA Transactions until a receipt is posted.

- **Units of measure**. You can create a purchase order using either the purchasing or stocking unit of measure as specified in the Item Master records for each item. The unit of measure conversion factor defines the number of stocking units contained within a purchasing unit for that item.

  Quotations can be created with either the purchasing or stocking unit of measure specified as the vendor unit of measure. The quantity/price breaks of the quote must then be specified in this vendor unit of measure. Requisitions are created using the stocking unit of measure.

The following chart describes the default values for the unit of measure, quantity, and price fields as shown on the Item Detail panel. Their use depends on whether a contract and/or a requisition was specified on the Item Entry panel.

Contr exists	**Req. exists**	**Field**	**Action**
N	N	U/M	Defaults to purchasing units.
		Qty	Entered by user.
		Price	Defaults to converted price from Purchase Price Hierarchy. Can be overridden by the user.
Y	N	U/M	Purchasing or stocking units, as specified by vendor U/M in the contract. Cannot be overridden.
		Qty	Entered by user.
		Price	Generated using the quantity/price breaks or base price from the contract. Can be overridden by the user.
N	Y	U/M	Defaults to purchasing units.
		Qty	Requisition quantity is converted to purchasing units using the U/M conversion factor.
		Price	Defaults to price from requisition (if available), converted by the U/M conversion factor. Otherwise, defaults to converted price from the Purchase Price Hierarchy. Can be entered or overridden by the user.
Y	Y	U/M	Purchasing or stocking units, as specified by vendor U/M in the contract. Cannot be overridden.
		Qty	Requisition quantity is converted, if necessary, using U/M conversion factor.
		Price	Generated using the quantity/price breaks or base price from the contract. Can be overridden by the user.

Unless a contract was specified, you can override the default unit of measure on the Item Detail (Add) panel. The system then recalculates and shows the corresponding quantity and price using the unit of measure conversion factor unless you have also entered override values for the quantity or price.

The following examples illustrate how the unit of measure quantity and price interact on the Item Detail panel.

XA carries decimal positions as follows:

Prices 4 decimal positions (.0000)
Quantities 3 decimal positions (.000)
U/M Conv 5 decimal positions (.00000)

Quantities and prices must be expressed in vendor purchasing units of measure. A unit of measure of Dozen (DZ) is used in the following examples.

For item XYZ, assume the following information exists in the master file records:

Table 3-1. Item Master File

Purchasing U/M	DZ
U/M Conversion Factor	12.00
Price (in Stocking U/M)	1.05

Table 3-2. Requisition Master File

QTY	250
U/M (must be Stocking U/M)	EA

Table 3-3. Quotation/Contract Master File

Vendor Purchasing U/M	DZ
Base Price	11.95

Table 3-4. Quantity Price Breaks File

QTY	5	10	25	100	500
Price	11.40	10.80	10.20	9.60	9.00

- **Example 1**: If you add item XYZ to a purchase order without referencing the requisition number or contract number of the quote, the system shows or accepts the following item detail information.

U/M	DZ	(defaults to Pur U/M)
QTY	blank	
PRICE	12.60	(1.05 x 12)

If you enter a quantity of 20, the system shows or accepts the following item detail information.

U/M	DZ
QTY	20
PRICE	12.60

If you change U/M to EA, without changing the quantity or price, the system shows or accepts the following item detail information.

U/M	EA	
QTY	240	20 ¥ 12)
PRICE	1.05	(12.60 x 12)

If you change U/M to EA, QTY to 230, and PRICE to 1.02, the system shows or accepts the following item detail information.

U/M	EA	
QTY	230	(user changed fields are not converted)
PRICE	1.02	

- **Example 2**: If you add item XYZ to a purchase order and references the contract number but not the requisition, the system shows the following item detail information.

U/M	DZ	(Vendor Purchase U/M)
QTY	blank	
PRICE	11.95	(base price from quote)

If you enter a quantity of 20, the system shows or accepts the following item detail information.

U/M	DZ	
QTY	20	
PRICE	10.80	(quote price break)

- **Example 3**: If you add item XYZ to a purchase order and references the requisition, but not the contract, the system shows or accepts the following item detail information.

U/M	DZ	(defaults to purchasing U/M)
QTY	20.833	(250 / 12)
PRICE	12.60	(Requisition price was blank, so Purchase Price Hierarchy used)

If you change U/M to EA, the system shows or accepts the following item detail information.

U/M	EA	
QTY	250	
PRICE	1.05	(12.60 / 12)

- **Example 4:** If you add item XYZ to a purchase order and references both the requisition and the contract, the system shows or accepts the following item detail information.

U/M	DZ	(Vendor Purch U/M)
QTY	20.833	(250 / 12)
DZ PRICE	10.80	(quote price break)

If you change QTY to 250, the system shows or accepts the following item detail information.

U/M	DZ
QTY	250
PRICE	9.60

- **Creating blanket releases**. When you type **Y** in the ***Blanket*** field on the Item Entry or Item Detail panels, you can enter blanket releases for an item. The Release Detail (Add) panel appears so you can enter the data for a release to a blanket order. Type the quantities and dates of each of the multiple releases.

  The default quantity for a new release is the difference between the item detail quantity and the sum of the existing releases for this item. Purchasing does not allow you to enter a cumulative quantity of releases greater than the total quantity entered for this item on the Item Detail panel.

If you are creating drop-ship records, each release has a ship-to ID or ship-to override associated with it. When using a standard ship-to ID number, you must reference a ship-to ID that is valid for the warehouse being referenced for the item. The ship-to information then prints on the purchase order.

If you want to generate receiving routings or add comments to each blanket release, type **Y** in the ***Generate Routing*** or ***Add Release Comments*** field.

- **Blanket releases and MRP**. If the Materials Requirements Planning application is interfacing with Purchasing, MRP Order Release or Auto Release may add blanket releases to the same item to which you are adding blanket releases. If this occurs, a warning message appears and the Purchase Order Entry program automatically increments the release number so you can add your releases without creating duplicate blanket releases. As with all purchase orders, the application still maintains appropriate edits to ensure that the accumulated release quantities, both from MRP and your maintenance, do not exceed the item quantity ordered.

  If MMS is interfacing, purchase orders created automatically for MRO items will not have blanket releases. However, in change mode, you can change the item to a blanket and then create the releases.

- **Fixed blanket items**. A fixed blanket can serve as a alternative to a simple contract. It provides an upper limit on the quantity of the fixed blanket item. When MRP or IM adds a release, this does not automatically increase the item’s quantity by the release quantity. A ***Latest due date*** field gives you date control for the item. Whether MRP, IM, or Purchasing is used to add a release, the following conditions must be met:

  - The quantity of the release to be added is not greater than the quantity remaining on the blanket (blanket item quantity minus the sum of existing releases).
  - The due date of the release is on or before the Latest due date of the blanket item.
  - A fixed blanket can be created only in the Purchase Order Entry/Edit option.

  The system maintains the sum of the releases and the percent of the blanket remaining/available for additional releases in the Purchase Order Item file (POITEM). This information appears on the PO Inquiry panel and on the Fixed Blanket Status Report (AM62L).

  To support fixed blankets, you can define two auto release codes in the Item Balance file (ITEM BL) which are used by MRP and IM. Using these codes lets you specify that a fixed blanket must exist for auto release to execute. The codes are:

  6 Held fixed blanket required
  7 Fixed blanket required

- **Using Approvals Processing and Fixed Blankets**. If approvals processing is active for purchase orders, blankets must be defined as fixed blankets. Approval processing is performed at the order level, but the system reviews each item to see if it is exempt from approval. When an order is approved, the approval is for the item quantities and prices at that time. If the quantity or price changes, reapproval is required. Reapproval is not triggered, however, if you add releases which total less than the original item quantity. In this way, a fixed blanket with an approved upper limit item quantity lets you avoid additional approval requests. The exception is if the blanket is preapproved or is on a preapproved contract, there is no need for a fixed blanket since approval processing is not required in these situations.

- **Creating receiving routings**. Unlike Inventory Management that only allows three possible receiving areas (dock, inspection, and stock), Purchasing allows an unlimited number of receiving areas and inspection steps. Receiving operations are used as an alternate way to track the movement of purchased items through the dock-to-stock process. The Routing file provides standard operation records for purchased items. The Purchase Order Operations file provides specific operation records for an individual purchase order. Additional purchase order routings can be entered for individual purchase order items.

  Once created, the receiving operation records can be used to prepare a receiving work list report similar to that provided in Production Control and Costing to help determine the relative scheduling priorities of purchased items on their way to the stock room. In addition, a receiving traveller prints as a hard copy reference for dock-to-stock personnel. If the Routing Additional Descriptions file is being used, specific receiving comments provide additional receiving instructions (such as special handling).

  As material is reported on its way through the receiving area, you can inquire about the specific location and status of the receipts for an order.

  Prior to creating receiving routings during the purchase order entry process, the standard routings for an item must already exist in the Routing file (ROUTNG) maintained through the Product Data Management (PDM) application. If you do not have PDM installed and interfacing, or do not have a standard routing for a particular item, you can still create some routing operations for an individual purchase order by using option 5 on the Purchase Order Processing menu. However, if PDM is installed and interfacing with Purchasing, you can enter additional information in the Routing file, including the following:

  - **Inventory Transaction Code**: Since receiving transactions for an item with a receiving routing are entered by receiving operation number and not by transaction code, the appropriate inventory transaction code is embedded in the routing record. Although the receiving routing can be quite long and actually have a number of operations that are basically quite similar (like multiple inspection steps), you should enter a particular transaction code in only one of the receiving steps.

    For instance, if you entered an RI transaction code in two receiving steps being used for an item, by the time the receiving cycle was complete, the order would show that twice as many parts went through inspection as were received to the dock or put into stock. During order release, if an item has more than one receiving step with an RP transaction identified for it, the receiving routing is rejected and a warning message is issued.

- **Select Code**: Using this two position field, you have the ability to create generic routings for your purchased items. For instance, there can be one item (Item A) or group of items that characteristically go through seven receiving steps and another item (Item B) or group of items that only goes through five receiving steps.

  – **Item A**

0010	Receipt to dock
0020	Unwrap and clean
0030	Inspection #1
0040	Quarantine
0050	Inspection #2
0060	Inspection #3
0070	Receipt to stock

  – **Item B**

0010	Receipt to dock
0020	Count
0030	Inspection A
0040	Inspection B
0050	Receipt to stock

  Although a common receiving dock can be used for both items or groups, the inspection steps can be totally different. To handle this type of situation and reduce the amount of similar data to be maintained in the PDM master files, you can create a single routing that covers many situations. Each item or item group that has a specific routing is then identified by a unique select code in the routing record.

Operation	Generic Item Description	Transaction Code	Select
0010	Receipt to dock	DA	
0020	Unwrap and clean		35
0030	Count		16
0040	Inspection # 1		35
0050	Quarantine		35
0060	Inspection # 2		35
0070	Inspection # 3	RI	35
0080	Inspection A		16
0090	Inspection B	RI	16
0100	Receipt to stock	RP	

  When the select code is entered on the Item Routing Generation or Release Routing Generation display, only those records without a select code (all blanks) and those with the specific code that has been referenced are used to create a receiving routing for the item or release. In this way, one generic purchased item with an associated routing can be used for all or most purchased items in your inventory. The Select Code is two alphanumeric positions so you can define and use over a thousand select codes.

  Note: In the preceding example, the receipt-to-dock and receipt-to-stock operations would be used by both items.

- Print Flag: A Y or N determines if a particular operation prints on the Dock-to-Stock Traveller. This flag has no effect on the Dock-to-Stock Work List report.

You may find that although your company normally manufactures a component part, there can be times when that component is purchased from the outside. To cover this situation, you can have a routing with both manufactured and purchased segments, each segment being used at the appropriate time. Should this be the case, you can set up and use the Routing file:

1. Assign the manufacturing operations a status code of 10 (Active) and the purchasing routing operations a status code of 00 (Inactive).
2. For each purchasing routing operation, place a number in the select code field. Use a different number for the manufacturing operations.

When a manufacturing order is released for the item, operations with status of 00 are not added to the MOMAST file. Since the Purchasing application does not use the ***Status Code*** field, all records can be included to create the receiving routing. To choose only the correct receiving records, type in the appropriate select code at the time of routing generation.

If receiving routing records are to be generated for an item or release, enter **Y** in the ***Generate Routing*** field on the Item Detail or Release Detail panel. The Item or Release Routing Generation panel appears. You can enter an item number on the panel for an alternate item whose routing is to be used for this line item or release. A select code also can be entered to select the specific routing operations to be generated for this item or release.

Note: Additional Purchasing Routing Records can be entered for individual purchase order/items using option 5 on menu AM6M10.

If MMS is interfacing, purchase order routings can be used for an MRO item. Either copy a routing from a production item to the MRO item or manually create the routing using option 5 on Menu AM6M10.

- **Creating comment records**. You can add an unlimited number of comment records to a purchase order. The comments either come from the Standard Message file, or you can type them in. If the Standard Message file is used, you can choose from any of the messages created there. Each message can have up to 99 lines of 80 characters of information. Each of these message lines is subject to the effective dates specified in the Standard Message file. You can define that a standard message be copied into a PO. With a copied message you are allowed to make changes or enter variable text that applies only to the specified PO.

  If you choose to type in comment records, the application allows you to enter as many 80-character comment lines as you want for each order, line item, debit memo, or blanket release. These comments are included in addition to those provided as standard order heading and closing comments selected at the time that purchase orders are printed.

  If requisitions are used to create purchase orders, the comments associated with the requisitions are transferred to the order. Only P-, G-, and C-type comments are passed from requisitions.

  You can add, change, or delete comment records for orders, line items, or individual blanket releases at any time during the order entry process. To access the appropriate comment panels, type **Y** in the Add/Review Comments field of the Order Summary panel, Item Detail panel, the Release Detail pane or the Debit Memo Maintenance panel.

For each comment record, you must indicate where you want the comment record to appear. The choices for print codes are:

P Print on all purchase orders and revisions.

D Print the message on the debit memo. This represents a manually entered comment on a debit memo, as contrasted to code R, which is generated by the VR transaction. While you are in PO Entry/Edit, if you maintain a debit memo, you can create debit memo comments manually. When you choose to maintain debit memo comments, the print code of D is assigned, and the code cannot be changed.

G Print on all purchase orders and revisions and, in addition, send the comments to the Purchase Order History file when the order is closed and purged.

Note: A comment with this code is automatically generated whenever a purchase order that has already been printed is later updated for price, dock date or quantity. If the order was revised (option 2), a G-type comment is created. If the order was changed (option 3), a T-type comment is created. These comments automatically print on the purchase order revision and are included in the data that is sent to the Purchase Order History file if you selected this option during application tailoring. (To prevent these comments from printing, change the Print Code and delete.) This provides an audit trail of changes to these critical fields.

R Print on the debit memo or on the Dock-to-Stock Traveller, depending on whether they were manually entered or system generated. When manually entered, comments are allowed only at the PO item, release, or vendor/item level. Manually entered comments print only on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. System generated comments are created by the VR transaction and are associated with the debit memo. These will print on the debit memo or the Traveller.

C Print on the order closeout notice sent to vendors when the order is closed and purged. A vendor receives a closeout notice if the Vendor Closeout Acknowledge is Yes in the Vendor Master file.

T Transaction processing only. The comment is never printed. This type of comment is for the user’s information, and it can be used throughout the Purchasing application. However, only the T type comments entered during receipt entry appear on the Transaction Register, and if you selected this option during application tailoring, they are passed to the history file for later analysis. Use this type of comment to describe the condition of goods as they arrived at the receiving dock, and so forth.

- **Changing existing purchase orders**. Once a purchase order has been entered, you can revise, change, cancel, reactivate, or delete the order using the Purchase Order Entry/Edit function.

  You can readily change purchase order information, including order summary, order comments, item details, item comments, release details, release comments, and debit memos. Select option 2, Revise Order, or option 3, Change Order Do Not Flag as Revised, from the Order Selection panel. This shows the Order Summary (Change) panel where you can change various entries.

  Type **Y** in the ***Review Comments*** field to change order comments. The Comment Entry/Edit—Summary panel allows you to select the comment or message you want to maintain.

Line items, their comments, and their debit memos can be changed by using the Purchase Order Item Detail (Change) panel, the Comment (Change/Review) panel and the Purchase Order Debit Memo (Change) panel. Blanket release items, their comments, and their debit memos can be changed by using the Release Detail (Change) panel, the Comment Entry/Edit (Change/Review) panel, and the Purchase Order Debit Memo (Change) panel.

If you want to change a receiving routing, use Purchase Order Operations Entry/Edit.

Debit Memos are reviewed, or changed on the Debit Memo panel. Enter **Y** in the ***Maintain Debit Memos*** field on the Item Detail (Change) panel or on the Release Detail panel to show the Debit Memo panel. Debit memos can be changed only in Purchase Order Entry and Maintenance. They are created in transaction entry. If IFM is interfacing, you can create an IFM credit memo automatically from the debit memo.

See the *Inventory Management User's Guide* for more information about Purchase Return to Vendor.

Each time a purchase order is revised, you may choose to have it marked for printing. Revision number assignment begins after the purchase order has been printed for the first time. The application automatically tracks revision levels made against the order. All subsequent printings of a purchase order show the order number plus a two-digit revision level number. Revision levels are also tracked at the item and release levels. This allows you to print or EDI revisions only when POs are printed.

Any change to quantity, date to dock, or price creates a comment record on the revised order highlighting the change and showing the date when the change was made if you are tailored to create them. These comments are automatically placed in the Purchase Order History file, if you selected G-type comments to go to History during application tailoring. If you are making an insignificant change to the order, you can choose to maintain the order without setting the revision flag and incrementing the revision level.

The information associated with an existing purchase order can be reviewed, changed, or deleted. New information can be added to the order as long as the order is not complete and has not been cancelled or closed and purged.

Order comments can be reviewed, changed, added, or selected for deletion from an existing purchase order from the Comment Entry/Edit Summary panel. Type **Y** in the ***Add/Review Comments*** field on the Order Summary (Change) panel. New comments can either come from the Standard Message file or can be typed in.

Item comments are reviewed, changed, added, or selected for deletion from the Comment Entry/Edit Summary panel. Type **Y** in the ***Add/Review Item Comments*** field on the Item Detail (Add) panel.

Release comments can be reviewed, changed, added or selected for deletion from the Comment Entry/Edit Summary panel. Type **Y** in the ***Add/Review Release Comments*** field on the Release Detail (Add) panel.

Debit memo comments can be reviewed, changed, added or selected for deletion from the Comment Entry/Edit Summary panel. Type **Y** in the ***Add/Review Debit Memo Comments*** field on the Purchase Order Debit Memo (Change) panel.

Orders can have detail records added as long as the order has not been cancelled or closed and purged. If any activity has been reported against a line item or release, it cannot be deleted from the order. You must force-close the order and then re-enter the order without the item or release.

- **Cancelling a purchase order, item, or release**. An entire order, an item, or a release can be cancelled by selecting Option 4 on the Order Selection (Select) panel, or using **F21** on the Order Summary, Item Detail, or Release Detail (Change) panel, provided no activity has been reported against it. If activity (receipts or invoices) has already been reported, the order must be force-closed. You can reactivate a cancelled order, item, or release by using Option 5 on the Select panel. When you cancel an order, item or release, it remains in the PO files and is written to history when the order is purged.

  A canceled item or release will still appear on the Order Detail panel, but the message 'Canceled' will appear instead of the due date to indicate the entry was originally part of the order. You cannot, however, select the entry for further processing. These entries are also bypassed when you page through the purchase order.

- **Deleting an existing purchase order, item, or release.** You can delete the purchase order, items, releases, comments, or debit memos. Be aware, however, that deleting removes the order, item, or release immediately and there will be no record of it in history. To delete, use **F20** on the following panels:

  - Order Deletion
  - Comment Entry/Edit (Change/Review)
  - Item Deletion
  - Release Deletion
  - Debit Memo Deletion.

  Note: An item cannot be deleted from a purchase order if the PO has been printed. If the PO line item has been printed, you can cancel only the line item.

- **Reopening or completing order, items, and releases and Initiating vendor acceptances**. All these tasks can be performed from either the Purchase Order Enter/Edit option or from the Inventory Management (IM) application. To preserve an audit trail, the system creates a Vendor Acceptance (VA), a Purchase Receipt (RP), or Quality Control Purchase Receipt (PQ).

  When these tasks are performed in Purchasing, the user (buyer) security is different from the security in IM. In Purchasing you cannot enter the receipt quantities as you can in IM. The transaction information is passed from Purchasing to IM which processes the transaction, updates the files, and writes the transaction to IM history immediately. You can print the purchasing/inventory transaction using option 11, Print Transaction Register, on the Purchase Order Processing menu. The history transaction remains in the file until it is cleared after the printing process.

- **Purchase Order Entry/Edit with IFM interfacing**. When IFM is interfacing with Purchasing, there are several features which become available on various Purchasing panels.

  - ***Enter IFM information***. Additional panels and fields appear in the Purchase Order Enter/Edit option to let you record information to be used by IFM when the invoice is processed. Two panels contain only IFM information and let you initiate certain IFM functions:

    - The Order Summary--IFM panel provides order level fields which let you enter units, natures, IFM charges, tax transaction types, and item tax classes for freight and for special charges. In addition to other IFM related fields, you can indicate if detail IFM taxes should be calculated and the IFM method to be used if the PO is to be paid in installments or by a note.

    - The Item Detail--IFM panel provides item level fields which let you override some of the order level fields for the item. Although default values from the Order Summary panel appear in these fields, you can change the IFM charge, unit, nature, apportionment, charge type, tax transaction type, and item tax class.

- ***IFM taxes***. While entering a PO, if you specify that you want taxes calculated using the IFM methods, the PO can be entered net of tax. IFM will then calculate the taxes and hold the tax data for use by IFM when the invoice is posted. The calculated detail taxes are saved in the IFM Tax Estimation History file and the data is available for inquiry. When the PO is purged, IFM removes the estimated tax information associated with the order.

  None of the tax information is shown in Purchasing nor is it printed on the PO or transmitted via EDI. Although the tax data in the IFM file is considered only an estimate, it is available to users who want to write their own report program to merge the tax information with the purchase order information.

  The Tax % field on the Purchase Order item detail panel is retained. It represents a broader estimate of what taxes are expected to be. This field should be used if you want a tax estimate to be printed on the PO. It is also used by the Approval application to estimate the taxes to include in the order value which becomes the approval amount. The taxes resulting from the Tax % field are also used by EC.

  The only use of IFM taxes in Purchasing is to inquire into them. Of the three types of tax inquiry available in IFM, Purchasing uses only line item tax inquiry. You can access the IFM tax inquiry panel by choosing option 9 on the Order Selection panel or with F16 on the Order Summary—IFM panel in PO Inquiry and PO History Inquiry. You can then review the tax calculations and results that occurred when the PO was created.

- **IFM Installment payments**. You can use the Order Summary panel to set up an installment method when you create a purchase order. The method you enter is edited to an IFM table of valid methods and it must be designated an ‘AP type’ method. In Add mode, IFM automatically creates installment payment records. The actual IFM settlement lines for installment payments are generated when the invoice is posted. When the PO is purged, IFM removes the PO’s installment payment information.

  There are two ways to access existing installment information from Purchasing:

  – In Change mode, you can edit installment information by using **F10** to access the IFM Edit Installments panel. If you change the installment method or the value of the order, IFM automatically regenerates installment payments and displays the new schedule. You also can specify the expected date of first payment and the down payment information, and override the installment method defaults.

  – In Purchase Order Inquiry, you can use **F02** to view the generated installment payments.

- ***IFM notes***. If a purchase order is to be paid by note, you can enter this information on the Order Summary panel in Purchase Order Entry/Edit. The note method you enter is edited against an IFM table of valid methods and must be designated an ‘AP type’ method. The note method field also appears on the IFM panel in PO Inquiry and PO History Inquiry. The note method entered in Purchasing is used as a default when you generate the invoice from the purchase order in IFM.

- ***IFM credit memos***. You can create an IFM credit memo automatically from a debit memo while in Purchasing. The Debit Memo panel has a prompt to Create an IFM credit memo. If you respond Yes, an IFM transaction header panel appears to let you enter the required information. You must have previously entered a valid unit and nature for the item. An IFM process then creates a credit memo using information from the debit memo. IFM updates the debit memo with the credit memo quantity and amount (both trading and local currency).The debit memo then appears closed from the Purchasing perspective and will no longer show on the Open Debit Memos report.

What information you need: The purchase order information that you want to maintain.

What reports are printed: Purchase Order Entry/Edit Condensed Audit (AM64A).

The basic steps for performing this task follow each panel.

AM64A01—Purchase Order Entry/Edit–Order Selection (Select)

Use this panel to select the purchase order and to indicate the option you want to perform.

If purchase orders are being approved, PO entry/edit initially shows you requested quantities and prices. This assumes that while you are editing, you always want to see the total amount you have entered regardless of the approval status. On some panels a function key is available to toggle between requested and approved values. When you return to this panel after requesting approval, a message appears with the status of the approval request.

This panel appears when you select:

- Option 1 on the Purchase Order Processing menu (AM6M10)
- **F19** from any of the Add or Change panels for purchase order entry/edit.
- **F20** on the Order Cancellation panel (AM64A22) or the Order Deletion panel (AM64A23)
- or when you press **Enter** on the Order Cancellation panel (AM64A22) when this panel was the previous panel.

```
Date **/**/**      Purchase Order Entry/Edit      Select    AM64A01 **
                  Order Selection

        Order     P aaaaA6

        Item numbe   aaaaaaaaaaaA15  WH aA3  or  Line number  aaaA5

        Release     aaA4

        Option    A

                1  Add order/item
                2  Revise order/item/release
                3  Change, do not flag as revised, order/item/release
                4  Cancel order/item/release
                5  Reactivate cancelled order/item/release
                6  Vendor accept
                7  Reopen/Complete
                8  Special approval
                9  IFM tax inquiry

F24=Display status
```

What to do

To add a purchase order, type in the desired number and enter **1** in the ***Option*** field.

Note: If you leave the purchase order number blank, the system assigns a number to this purchase order.

To utilize fast path entry, you can type specific information in the item number and WH or line number or release fields in addition to the purchase order number and enter the appropriate option number. The appropriate panel appears, based on the information you entered.

Function keys

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order (purchase order number)[?]. When you want to add a purchase order, you can type the purchase order number in this field or leave it blank. If you leave the field blank, the application assigns the next available order number, in sequence. The application puts P at the beginning of the purchase order number to show it is a purchase order. When you want to change an order, you must first type in that purchase order number.

Item number [?]. Type the item number you want to associate with this order.

WH (Warehouse). Type the warehouse associated with this item. The default value is your planning warehouse. An entry is required when you enter an item number.

Line number. Type the purchase order line number associated with this item. Entering a line number is an alternative to entering an item number and warehouse.

Release. Type the release number associated with this item.

Option. Required. Type one of the following codes:

1 To add a new purchase order or item. When you select this option and type an item and warehouse number, the program creates an order header by retrieving the buyer number and vendor number from the master files. Then the Item Detail (Add) panel appears. If you do not enter an item and warehouse, the Order Entry (Add) panel (AM64A20) appears.

2 To add, change, or delete any element of an existing purchase order. You can also change an item or release by typing the item number or release number. The appropriate panel appears.. Any change you make using this option updates the revision date, causes the revision number to be incremented, and flags the order to be reprinted. It is recommended that you use this option for any changes to dates, quantities, or prices since those are considered significant changes.

When you select this option and type the item number, warehouse, or line number in addition to the purchase order number, the Item Detail panel (AM64A31) appears. If you also enter the release number to the data, the Item Release Detail panel (AM64A41) for that release number appears.

Selecting this option causes this order to be included when you print all revised purchase orders.

3 To add, change, or delete any element of an existing purchase order without indicating the order is to be revised. You also can maintain an item or release by typing the item number or release number. The appropriate panel appears. No matter what kind of change you make, the revision date is not updated, the revision number is not incremented, and the order is not flagged for reprint. Use this option for minor changes only.

When you select this option and type the item number, warehouse, or line number in addition to the purchase order number, the Item Detail panel (AM64A31) appears. If you also enter the release number to the data, the Item Release Detail panel (AM64A41) for that release number appears.

The changes you make after selecting this option do not cause the purchase order to be included when you print all revised purchase orders. However, previous or future revisions of this order could cause it to be included.

4 To cancel an entire purchase order and set the revision flag to select the order for reprint. You also can cancel an item or release on the order, by typing the item number or release number. The appropriate panel appears.

5 To change a cancelled purchase order back to an active order before it is closed out. You also can reactivate an item or release on the order, by typing the item number or release number. The appropriate panel appears.

6 To record vendor acceptance. When you select this option and enter a purchase order number, the Purchase Order Vendor Accept panel (AM65B02) appears so you can enter a VA transaction for an item or release. Security settings in CAS determine if you can use this option.

7 To reopen or complete an order. When you select this option and enter a purchase order number, the Purchase Order Reopen/Complete panel (AM65B01) appears, so you can reopen or record completion of a line item. Security settings in CAS determine if you can use this option.

8 To submit a special approval request for a charge related to an existing purchase order. This option appears only if purchase orders are being approved. When you select this option and enter a purchase order number, the Purchase Order Entry/Edit Approval Request panel (AM64F1) appears.

9 To access the IFM Tax Inquiry. When you select this option and enter only a purchase order number, the IFM Tax Inquiry panel, Document line item taxes (UAPMDFR), appears so you can view IFM tax detail at the order level. When you also enter the item/warehouse or line number, the IFM line item inquiry panel, Tax details (UAPSDFR), appears so you can view IFM tax detail at the line item level.

Note: The original session default is to add a purchase order. When returning to this select panel during the same session, the default is the last value you entered on a previous purchase order.

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AM64A20—Purchase Order Entry/Edit–Order Entry (Add)

Use this panel to enter the basic data for a new purchase order.

This panel appears when you select option 1 on the Order Selection panel (AM64A01). If you typed an item and warehouse on the Select panel, this panel is skipped in Add mode.

```
Date **/**/**          Purchase Order Entry/Edit          Add        AM64A20 **
                                Order Entry

      Order                         Buyer                          Vendor
     *******                        aaaA5                          aaaaA6

Confirm by date                Release date       Priority       Hold from print
     nnnnnn                       nnnnnn          <1-9> n        <Y/N> A


       FOB                           Via                            Terms
       aA3                           aA3                             aA3

    Warehouse                      Ship-to                         Bill-to
       aA3                           aA3                             aA3

Omit quantities
    <Y/N>  A



 F19=End of order         F24=Display status
```

What to do

To add a purchase order, type in the information requested and press **Enter**. The Order Summary panel (AM64A21) appears so you can complete the order summary information.

Function keys

F19=End of order returns you to the Order Selection panel (AM64A01) without saving your entries, so you can select another purchase order.

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99) so you can review session statistics or end the session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order (purchase order number). This field shows the number of the purchase order being entered. If you did not enter a number on the Select panel, a system-generated number was assigned and appears here.

Buyer (buyer number) [?]. Required. Type the number of the buyer for this order. The buyer number must be defined in the Buyer master file. If you entered an item number on the Select panel, the buyer number for that item appears. You can change it.

Vendor (vendor number) [?]. Required. Type the number of the vendor with whom this order is being placed. If you entered an item number on the Select panel, the vendor number for that item appears. You can change it.

If you type a vendor number of 000000 (miscellaneous vendor), you must type in the vendor's name and address on the Order Summary Addresses panel (AM64A24)

Vendor number 000000 is not allowed if IFM is installed and interfacing. See the *IFM User's Guide* for information on one time account status in Work with Personal Accounts.

Confirm by date (confirmation date). Type the date by which you require vendor acceptance for this order. If no date is entered, acceptance is not required. If the vendor's purchase order accept code in the Vendor Master file is **Y**, a confirmation date is required. A VA transaction must be entered when Vendor Accept is required.

Release date (order release date). Type the date this order is to be released to the vendor. If you do not type in a date, the application assigns the date the purchase order is printed.

Priority <1-9>. Type a priority override number from 1 through 9. The priority number allows you to control where this purchase order will appear on Prioritized Work Lists. The default of 0 means you are not using priority. A value of 9 is highest priority.

Hold from print <Y/N>. Accept the default of N to release the order for printing. Type **Y** to prevent this order from being printed during the Print Purchase Orders operation.

FOB (free on board) [?]. Type a user-defined FOB code from the Free on Board master file.

If you leave this field blank, you can type in an FOB description on the Order Summary (Add/Change) panel (AM64A21).

Via (ship via) [?]. Type a user-defined ship via code from the Ship Via master file.

If you leave this field blank, you can type in a ship via description on the Order Summary (Add/Change) panel (AM64A21).

Terms [?]. Type a user-defined terms code from the Terms master file. This code does not change the due date in Accounts Payable when creating an invoice from the purchase order.

If you leave this field blank, you can type in a terms description on the Order Summary (Add/Change) panel (AM64A21).

Note: If you leave FOB, VIA, and TERMS codes blank, and a default for any of these codes is defined for the vendor in the Vendor Master file, the code description will be shown on the next panel, AM64A21.

Warehouse. Required. Type the number of the warehouse where the vendor is to ship the items on this purchase order. The XA default warehouse is the default value, and can be overridden to any warehouse defined in the Warehouse master file.

Ship-to [?]. Type a number from 001 to 999 that corresponds to the address in the Warehouse Ship-to master file to which the vendor will ship items on this purchase order. 999 is the default and must exist in the Warehouse Ship-To master file if you use the default. If you type in 000, you must type in the ***SHIP-TO NAME AND ADDRESS*** on the Purchase Order Entry/Edit–Order Summary Addresses (Change) panel (AM64A24).

Bill-to [?]. Type a code for the bill-to address you want the vendor to use for billing. The code must be from 001 to 999 and correspond to the address in the Warehouse Ship-to master file. 998 is the default and must exist in the Warehouse Ship-to master file if you want to use the default.

If you type in 000, type in the ***BILL-TO NAME AND ADDRESS*** or leave these fields blank. If the ***BILL-TO NAME AND ADDRESS*** are left blank, the ***SHIP-TO NAME AND ADDRESS*** are used.

Omit quantities. A code to indicate that item quantities are to be omitted on purchase orders.

N Item quantities are to appear on purchase orders. This is the default.

Y Item quantities do not appear on purchase orders. A standard message is to appear in place of the quantity.

This field appears only if you responded **Y** to the ***Activate Omit Quantities*** field in the Purchasing Control (PURCTL) file.

AM64A21—Purchase Order Entry/Edit–Order Summary (Add/Change)

Use this panel to review the information retrieved from master files as a result of the data entered on the Purchase Order Entry/ Edit–Order Entry (Add) panel (AM64A20), and to modify or override the information when necessary.

This panel appears in Add mode when you press Enter on the Purchase Order Entry/ Edit–Order Entry (Add) panel (AM64A20).

This panel appears in Change mode when you select:

- Options 2, 3, or 5 on the Purchase Order Entry/Edit–Order Selection (Select) panel (AM64A01)
- **F5** on the Purchase Order Entry/Edit–Order Detail Selection (Select) panel (AM64A29), the Purchase Order Entry/ Edit–Item Entry (Add) panel (AM64A30), or the Purchase Order Entry/Edit–Item Detail (Add/Change) panel (AM64A31)
- **F20** on the Purchase Order Entry/Edit–Item Deletion (Delete) panel (AM64A32) if it is the only order comment or item on the order.
- or when you press **Enter** on:
  - The Purchase Order Entry/Edit–Order Delete panel (AM64A23)
  - The Purchase Order Entry/Edit–Order Cancellation (Cancel) panel (AM64A22) and this was the previous panel.

```
Date **/**/**      Purchase Order Entry/Edit      ******     AM64A21 **
                   Order Summary

Order      Buyer  aaaA5              Vendor  aaaaA6
*******   *************************   ***********************************

Confirm by date          Release date          Priority   Hold from print
    nnnnnn              nnnnnn              <1-9> n      <Y/N> A

FOB   aA3                Via   aA3             Terms   aA3
aaaaaaaaaaaaA15           aaaaaaaaaaaaA15       aaaaaaaaaaaaaaaaaaaaaaA25

Currency ID              Exchange rate          Exch rate date
aA3 ***************        nnnn.nnnnnnn            nnnnnn
Alternate currency          Print in alternate
*** ***************        <Y/N>   A
Special charges          Print special charges   Exp. freight
 nnnnnnnnnnn.nn               <Y/N>  A             nnnnnnnnnnn.nn
Review names/addresses   Add comments         Omit quantities
  <Y/N>      A           <Y/N>   A             <Y/N>  A
Approval status  *  *************************

F9=Local currency F13=Change PO currency F14=Use local currency F16=Order detail
F17=Vendor change F19=End of order      F20=Delete order      F21=Cancel order
F24=Display status
```

What to do

- To continue without making any changes, press **Enter**. Panel AM64A30 appears. If IFM is interfacing, panel AM64A2A appears instead, as a continuation of the Order Summary panel.

- To update the information shown, type in your changes and press **Enter**. Then do one of the following:
  - If you made changes to any field that cause other shown information to change, press **Enter** and go to the next panel.
  - If you did not make changes to these fields:
    - If you typed **Y** in the ***Add comments*** field, go to panel AM64E1.
    - If you typed **Y** in the ***Review names/addresses*** field, go to panel AM64A24.
    - If IFM is interfacing, the Order Summary-IFM panel (AM64A2A) always appears before another panel that you select so that you can continue with specific IFM information.

Function keys

F9=Local/alternate currency shows you local currency amounts initially. Then you can toggle to see alternate currency amounts. This function key appears only if multi-currency processing is active and this panel shows trading currency amounts.

F13=Change PO currency appears only if IFM is interfacing and the vendor you are using is defined as a local currency vendor. It causes the currency fields to appear and allows changing to any valid trading currency ID if no items have been entered.

F14=Use local currency appears only if IFM is interfacing and you previously used **F13** to enter a currency ID for a local currency vendor. It allows you to cancel the trading currency and return to the local currency, if no items have been entered.

F16=Order detail appears only in Change mode and shows you the Order Detail Selection panel (AM64A29) with all order details previously entered. If there are no order details, **F16** shows you the Order Summary (Change) panel (AM64A21) with a message that no details exist.

F17=Vendor change appears only in Change mode and lets you change the Vendor number on an unprinted purchase order. You cannot change the vendor once the purchase order has been printed.

F19=End of order returns you to the Purchase Order Entry/ Edit–Order Selection (Select) panel (AM64A01). Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F20=Delete order appears only in Change mode and deletes the order header record and returns you to the Purchase Order Entry/Edit–Order Deletion (Delete) panel (AM64A23).

You can delete a purchase order only before the purchase order has been printed and/or before any goods have been received. You must delete all line items prior to deleting the purchase order.

F21=Cancel order appears only in Change mode and shows you the Order Cancellation panel (AM64A22). If activity has been reported against the order (order status is greater than 20), **F21** shows you the Order Summary (Change) panel (AM64A21) again with a message.

F24=Display status shows you the Purchase Order Entry/ Edit–(Status) panel (AM64A99).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order (purchase order number). This field shows the number of the purchase order being entered or maintained.

Buyer (buyer number and buyer name) [?]. In Add mode, type in the number of the buyer for this purchase order. You can override this field. In Change mode, this field shows the buyer number and name. If the purchase order has not been printed or has not had any receiving activity, you can change the buyer number to another buyer from the Buyer master file.

Vendor (vendor number) [?]. Required. Type the number of the vendor with whom this order is being placed. If the purchase order has not been printed, you can change the vendor number to another vendor from the Vendor master file. If you type in a vendor number from the Vendor master file, the vendor's name, address, contact, telephone number, terms code, and terms description appear on the Purchase Order Entry/Edit–Order Summary Addresses (Change) panel (AM64A24).

If you type in a vendor number of 000000 (miscellaneous vendor), you must type in the vendor's name and address on the Purchase Order Entry/Edit–Order Summary Addresses (Change) panel (AM64A24).

If IFM is installed and interfacing, vendor 000000 is not allowed.

Confirm by date (confirmation date). Type the date by which you require vendor acceptance for this order. An acceptance-required message and the confirmation date prints on the purchase order and on the revision notices. If no date is entered, acceptance is not required.

Release date (order release date). Type the date this order is to be released to the vendor. If you do not type in a date, the application assigns the date the purchase order is printed.

Priority <1-9>. In Add mode, the value in this field comes from the Purchase Order Entry/Edit–Order Entry (Add) panel (AM64A20). In Change mode, type in a priority override number from 1 through 9. The priority number allows you to control where this purchase order appears on Prioritized Work Lists. The default of 0 means you are not using priority. A value of 9 is highest priority.

Hold from print <Y/N>. Type **Y** to prevent this order from being printed during the Print Purchase Orders operation. You can accept the default of N to release the order for printing.

FOB (free on board code) [?]. Type a user-defined FOB code. If you type in an FOB code from the Free on Board master file, the associated description appears when this panel appears again.

If you did not enter an FOB code and a default was defined for the vendor, its code and description appear. Optionally, you can leave the code blank and type in the Free on Board description you want associated with this purchase order. You do not need to enter both an FOB code and an FOB description.

Via (ship via code) [?]. Type a user-defined ship via code. If you type in a ship via code from the Ship Via master file, the associated description appears when this panel appears again.

If you did not enter a ship via code and a default was defined for the vendor, its code and description appear. If the vendor has no ship via default, the vendor's postal code is used to search the Traffic Routing table for a ship via code. Optionally, you can leave the code blank and type in the ship via description you want associated with this purchase order. You do not need to enter both a ship via code and a ship via description.

Terms (terms code) [?]. Type a user-defined terms code. If you type in a terms code from the Terms master file, the associated description appears when this panel appears again.

If you did not enter a terms code and a default was defined for the vendor, its code and description appear. Optionally, you can leave the code blank and type in the terms description you want associated with this purchase order. You do not need to enter both a terms code and a terms description.

Currency ID. Type the currency ID identifying the currency for this record. Leave this field blank if this purchase order is in your national currency. If AP is installed, you cannot change the currency. This field appears only if multi-currency processing is active.

Exchange rate. Type the effective rate of exchange used to convert trading currency to local currency on this purchase order. When the purchase order exchange rate changes, all local currency amounts associated with the purchase order are automatically and immediately recalculated. If you leave this field blank, the effective rate from the Exchange rate file is used. This field appears only if multi-currency processing is active. This rate cannot be overridden if the local currency and the trading currency are either euro or euro-participating currencies.

Exch rate date. Type the date used to look up the exchange rate in the Exchange Rate file. A change to the Exchange Rate takes precedence over a concurrent change to the Exchange Rate Date. This field appears only if multi-currency processing is active.

Alternate currency. Accept the default or type the alternate currency ID identifying the currency for this record. This field appears only if multi-currency processing is active.

Print in alternate. Type **Y** if you want to print the purchase order in the alternate currency.

If IFM is installed and interfacing, the next three fields do not appear on the panel. When you press **Enter**, panel AM64A2A appears with these fields and other specific IFM fields.

Special charges. Type the amount of any special charges (such as casing or insurance) for this purchase order.

Print special charges <Y/N>. Type **Y** to indicate that you want special charges to print on the purchase order.

Exp. freight. Type the freight charge you expect for this purchase order. During invoicing, if you auto generate the invoice from the purchase order and do not override this value, the value entered will be used to create an invoice freight line item.

Review names/addresses <Y/N>. Type **Y** to look at and change if needed ship-to, bill-to, and vendor names and addresses.

****** ***Comments <Y/N> (add/review comments).*** ADD COMMENTS appears when no order comments exist. REVIEW COMMENTS appears when order comments exist. Type **Y** to cause the Comment Entry/Edit (Summary) panel (AM64E1) to appear when you press **Enter**.

Omit quantities. A code to indicate that item quantities are to be omitted on purchase orders.

N Item quantities are to appear on purchase orders. This is the default.

Y Item quantities do not appear on purchase orders. A standard message is to appear in place of the quantity.

Approval status. A code to indicate the approval status of the requisition or purchase order. All codes are valid for purchase orders, but only codes 0, 6, and 9 are valid for requisitions.

0 Approved. Approval has been granted for the enter order or requisition.

2 Memo/spec approval requested. Either a memo approval or a special approval has been requested for this purchase order.

4 Approval requested on part. Part of the purchase order is approved, but the order value changed and approval has been requested on the changed part of the order.

6 Approval requested. Approval has been requested on the entire purchase order or requisition.

8 Part denied/not requested. Part of the purchase order is approved, but either approval has been denied, or no approval has been requested on the rest of the purchase order.

9 Approval denied/not requested. Either approval has been denied or no approval has been requested on this entire purchase order or requisition.

AM64A2A—Purchase Order Entry/Edit–Order Summary - IFM (Add/ Change)

Use this panel to modify or override specific IFM information for this purchase order.

This panel appears in Add mode when you press Enter on the Order Entry (Add) panel (AM64A21) and IFM is installed and interfacing.

This panel appears in Change mode when you press Enter on the Order Entry (Change) panel (AM64A21) and IFM is installed and interfacing.

Units and natures are validated to IFM. The unit/nature combination must be valid if the IFM rule is set to prohibit new combinations. Access to IFM lookup and work with is available for those fields identified with [?] in the field descriptions below.

```
Date **/**/**          Purchase Order Entry/Edit        ******      AM64A2A **
                          Order Summary - IFM
Freight:
  IFM charge        aaaaaaaA10                   Tax transaction type  aaaaaaA10
  Unit              aaaaaaaA10                   Nature                aaaaaaA10
  Expected amount   nnnnnnnnnnn.nn               Local currency        nnnnnnnnnn.nn

  Prorate <Y/
N>     a                            Item tax class        aaaaaaaaaaaaA15

Special charge:
  IFM Charge        aaaaaaaA10                   Tax transaction type  aaaaaaaA10
  Unit              aaaaaaaA10                   Nature                aaaaaaaA10
  Expected amount   nnnnnnnnnnn.nn               Local currency        nnnnnnnnnnn.n
n
  Prorate <Y/
N>     a                            Item tax class        aaaaaaaaaaaaA15
  Print <Y/N>       a

Orig unit           aaaaaaaA10                   Apportionment         aaaaaaaA10
IFM approver        aaaaaaaA10                   Charge type           a
Calculate taxes <Y/N>   a
Tax tran type       aaaaaaaA10   **********************
Installment method  aaaaaaaA10   **********************
Note method         aaaaaaaA10   **********************
LAST UPDATED        ******

F10=Edit installments      F19 Return to Order Summary
```

What to do

To update the information shown, type in your changes and press **Enter**.

Function keys

F10=Edit installments causes the IFM Edit Installments panel to appear so you can change installment defaults, change values in the note method, see the installment schedule, and recalculate the payments.

F19=Return to order summary returns you to the Purchase Order Entry/ Edit–Order Summary panel (AM64A21).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Freight IFM charge [?]. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the freight on this purchase order. An IFM charge can be set up in IFM to predefine a type of charge and other specific characteristics. If both a Freight IFM Charge and a Freight Nature are entered, the Freight Nature overrides the nature defined in the IFM Charge field.

Freight tax transaction type [?]. The taxing authority's classification of the transaction. This field defaults to the value in the Purchasing Control (PURCTL) file.

Freight unit [?]. The organizational unit (department, for example) to be used in determining the account to be charged for the freight on this purchase order.

Freight nature [?]. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for the freight on this purchase order. If both a Freight IFM Charge and a Freight Nature are entered, the Freight Nature overrides the nature defined in the IFM Charge field.

Freight expected amount . The freight charge you expect for this purchase order. During invoicing, if you generate the invoice automatically from the purchase order, and you do not override this value, the value entered will be used to create an invoice freight line item.

Freight local currency . The local currency equivalent for the expected freight charges.

Freight prorate <Y/N>. Type **Y** to prorate freight charges across each line item on this order, for accounting and inventory management purposes. Leave the default N if you do not want to prorate freight charges across each line item on this order.

Freight item tax class [?]. The tax classification of the item.

Special charge IFM charge [?]. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the Special Charge on this purchase order. An IFM charge can be set up in IFM to predefine a type of charge and other specific characteristics. If both a Special Charge IFM Charge and a Special Charge Nature are entered, the Special Charge Nature overrides the nature defined in the IFM Charge field.

Special charge tax transaction type [?]. The taxing authority's classification of the transaction. This field defaults to the value from the Purchasing Control (PURCTL) file.

Special charge unit [?]. The organizational unit (department, for example) to be used in determining the account to be charged for the Special Charge on this purchase order.

Special charge nature [?]. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for the Special Charge on this purchase order. If both a Special Charge IFM Charge and a Special Charge Nature are entered, the Special Charge Nature overrides the nature defined in the IFM Charge field.

Special charge expected amount. The amount of any special charge you expect for this purchase order.

Special charge local currency. The local currency equivalent for the expected special charges.

Special charge prorate <Y/N>. Type **Y** to prorate special charges across each line item on this order, for accounting and inventory management purposes. Leave the default N if you do not want to prorate special charges across each line item on this order.

Special charge item tax class [?]. The tax classification of the item.

Special charge print <Y/N>. Type **Y** to print special charges on the purchase order. Type **N** if special charges are not to be printed on the purchase order.

Orig unit (originating unit) [?]. The identification of the unit that originated this purchase order. It serves as the default unit in case no other unit is entered for IFM charge or Freight or Special Charge unit at the order or item level.

Apportionment [?]. The identification of the IFM apportionment previously defined in IFM that defines the way an amount should be distributed across multiple accounts. Press **F4** to search for apportionment identifiers. If entered here, this becomes the default apportionment for all line items.

IFM approver [?]. This field is required. The identification of the IFM user who handles discrepancies between invoice, purchase order, and receipt data during processing of PO-related invoices. This field is defaulted from the Buyer Master file.

Charge type. This field is required if invoicing passes this detail to IM or to PC&C. The field must be blank if this is an MRO item.

Blank No information is to be passed to IM or PC&C

F Miscellaneous charge (forced add). Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I Cost adjustment. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance file.

M Miscellaneous charge. Passes miscellaneous charge information to PC&C when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O Outside operation. Passes information for an outside operation to PC&C.

Calculate taxes <Y/N>. A code to indicate if IFM taxes are to be calculated for purchase orders. The Save Detail flag for Purchasing defined for the IFM Administrative division determines if you can calculate detail taxes in Purchasing. If the flag is set to Save, you can enter **Y** or **N**. If the flag is not set to Save, N appears in the field and you cannot change it.

N Do not calculate IFM taxes on purchase orders.

Y Calculate IFM taxes on purchase orders. This is the default. You can override it for this particular order.

Tax tran type [?]. The taxing authority's classification of the transaction. This field defaults to the value from the Purchasing Control (PURCTL) file.

Installment method [?]. Identifier of a definition of how installment payments are to be determined. Specifies whether this is for payables or receivables, the number and frequency of payments, and the interest rate.

Note method [?]. Identifier of a definition of how a note is to be created. Specifies whether this is for payables or receivables, the currency, where the note is stored, how the due date and note transaction number is determined, terms, and rules for accepting the note.

AM64A22—Purchase Order Entry/Edit–Order Cancellation (Cancel)

Use this panel to cancel or keep the purchase order to be cancelled.

This panel appears when you select:

- Option 1 on the Order Selection panel (AM64A01)
- **F21** on the Order Summary (Change) panel (AM64A21).

```
Date **/**/**       Purchase Order Entry/Edit      Cancel      AM64A22 **
                     Order Cancellation

Order       Buyer  *****              Vendor  ******
*******   *************************   ***********************************

Confirm by date        Release date          Priority   Hold from print
  **/**/**          **/**/**           <1-9> *       <Y/N> *

FOB   ***           Via   ***           Terms   ***
***************     ***************     *************************

Currency ID           Exchange rate           Exch rate date
*** ***************     *****.******          **/**/**
Alternate currency      Print in alternate
*** ***************     <Y/N>  *
Special charges         Print special charges   Exp. freight
************.**        <Y/N>  *               ***********.**

                              Omit quantities
                                 <Y/N>  *

 Press F21 to cancel this order or Enter to ignore cancel
 F18=Order addresses       F21=Cancel order
```

What to do

- To review the name and address of the vendor with whom this purchase order was placed, use **F18**. The Order Summary Addresses panel AM64A24 appears.
- To cancel this purchase order, use **F21**. The Select panel AM64A01 appears again.
- To continue without cancelling this purchase order, press **Enter**. The Select panel AM64A01 appears again.

Function keys

F18=Order addresses allows you to review name and address of the vendor with whom this purchase order was placed on the Order Summary Addresses panel (AM64A24).

F21=Cancel order cancels the order and returns you to the Order Selection panel (AM64A01).

Fields

All fields are informational only. For additional field information, see “AM64A21—Purchase Order Entry/Edit–Order Summary (Add/Change)” on page 3-75.

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AM64A23—Purchase Order Entry/Edit–Order Deletion (Delete)

Use this panel to delete or keep the purchase order to be deleted.

This panel appears when you select F20 on the Order Summary (Change) panel (AM64A21).

```
Date **/**/**       Purchase Order Entry/Edit      Delete      AM64A23 **
                    Order Deletion

Order      Buyer  *****                Vendor  ******
*******   *************************     ***********************************

Confirm by date        Release date          Priority   Hold from print
  **/**/**            **/**/**              <1-9> *      <Y/N> *

FOB   ***              Via   ***            Terms   ***
***************        ***************        *************************

Currency ID            Exchange rate           Exch rate date
*** ***************    *****.******          **/**/**
Alternate currency      Print in alternate
*** ***************    <Y/N>  *
Special charges         Print special charges   Exp. freight
************.**        <Y/N>  *              ***********.**

                                   Omit quantities
                                     <Y/N>  *

 Press F20 to delete this order or Enter to ignore delete
 F18=Order addresses      F20=Delete order
```

What to do

- To review the name and address of the vendor with whom this purchase order was placed, use **F18**. Panel AM64A24 appears.
- To delete this purchase order, use **F20**. Panel AM64A01 appears again.
- To continue without deleting this purchase order, press **Enter**.

Function keys

F18=Order addresses allows you to review the name and address of the vendor with whom this purchase order was placed on the Order Summary Addresses panel (AM64A24).

F20=Delete order deletes the order and returns you to the Order Selection panel (AM64A01).

Fields

All fields are informational only. For additional field information, see "AM64A21—Purchase Order Entry/Edit–Order Summary (Add/Change)" on page 3-75.

If IFM is installed and interfacing, the ***Special Charges***, ***Print Special Charges***, and ***Exp Freight*** fields do not appear.

AM64A24—Purchase Order Entry/Edit–Order Summary Addresses (Add/ Change)

Use this panel to show and override vendor information, Ship-to, and Bill-to addresses. You cannot override vendor, ship-to, or bill-to names, addresses, and address format information for non-miscellaneous vendors. You can override the vendor contact/telephone information for both miscellaneous and non-miscellaneous vendors.

This panel appears when you type **Y** in the ***REVIEW NAMES/ADDRESSES*** field on the Order Summary panel (AM64A21) or when you use F18 on the Order Cancellation panel (AM64A22) or the Order Deletion panel (AM64A23).

```
Date **/**/**        PO Entry/Edit-Order Summary Addresses    Add      AM64A24 **
Order  *******             *MRO*
 Vendor   aaaaA6    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35   Abbreviation  aaaaaaaa10

 Address 1          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 2          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35   Vendor contact/
Telephone
 Address 3          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35   aaaaaaaaaaaaaaaaaaaaaA2
5
 City               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35   aaaaaaaaaaaaaaaaaaaaaA2
5
 State              A2   Postal aaaaaaaA10   Country aA3  Address format  n
Warehouse  aA3
 Ship-to   aA3      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 1          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 2          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 3          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 City               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 State              A2   Postal aaaaaaaA10   Country aA3  Address format  n
Bill-to    aA3      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 1          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 2          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 3          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 City               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 State              A2   Postal aaaaaaaA10   Country aA3  Address format  n

F7=End of name/address
```

What to do

- To add an address, type the information requested and press **Enter**.
- To change the vendor for this order, enter a different vendor number and use **F17** (**F17** appears after you enter a different vendor number). This panel appears again with the address information for the new vendor.

Note: You cannot change vendor number and address information on purchase orders that have printed or have had activity reported.

Function keys

F7=End of name/address takes you to one of the following Purchase Order Entry/ Edit panels depending on which was the previous panel.

- Order Delete (AM64A23)
- Order Cancellation (AM64A22)
- Order Summary (AM64A21) Add mode

If the previous panel was Order Summary (AM64A21) in Change mode, the next panel for this order appears.

F17=Accept vendor change causes this panel to appear again with the address information for the new vendor.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The number of the purchase order being entered or maintained.

****MRO* (maintenance repair overhaul).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

Note: You cannot change the name and address of a vendor whose information comes from the Vendor Master file. If the vendor name, name abbreviation, or address is incorrect and the information comes from the Vendor Master file, you must use Vendor Master file maintenance to correct the information before you enter the purchase order. You can change the vendor contact and telephone number on this panel, however.

Vendor. This field defaults to the value you entered on panel AM64A20 or AM64A21. If you are using a miscellaneous vendor (000000), type the name of the vendor with whom you are placing this purchase order.

Abbreviation. If you are using a miscellaneous vendor, type the name abbreviation of the vendor with whom you are placing this purchase order.

Address 1, 2, 3, 4, and 5, City, State, Postal, Country. If you are using a miscellaneous vendor, type the address, postal code, and country of the vendor with whom you are placing this purchase order. What lines you see depends on the address format selected.

Vendor contact/telephone. Type the name and telephone number of the person to contact at the vendor location regarding this purchase order.

Address format. The address format selected for the vendor with whom this purchase order is being placed. Formats 0 and 1 display the same on the panel. However, when the PO is printed, format 1 prints in the format shown in the table. The three formats available are:

Format 0	Format 1	Format 2
Name	Name	Name
Address 1	Address 1	Address 1
Address 2	Address 2	Address 2
Address 3	Address3	Address 3
City	Country Postal City	Address 4
State Postal Country	State	Address 5

The default is 0 for the format used in the United States. Accept the default or type 1 for an International format, or 2 for a free-form format. This format is used for all external documents. Purchasing is the only application that uses this address format flag.

Warehouse. Type the number of the warehouse to which the vendor is to ship items on the purchase order.

Ship-to [?]. Type a number from 001 to 999 that corresponds to the address in the Warehouse Ship-to master file to which the vendor is to ship items on this purchase order.

If you use the default (999), it must exist in the Warehouse Ship-to master file. If you type 000, you must type a ship-to name and address.

Note: If the ship-to address information is incorrect and it comes from the Warehouse Ship-to master file, use file maintenance to correct it.

Address 1, 2, 3, 4, and 5, City, State, Postal, Country. Type the address, postal code, and country of the ship-to location to which the vendor is to ship items. What lines you see depends on the address format selected

Address format. The address format selected for the ship-to warehouse where this order is to be shipped. Formats 0 and 1 display the same on the panel. However, when the PO is printed, format 1 prints in the format shown in the table.The three formats available are:

Format 0	Format 1	Format 2
Name	Name	Name
Address 1	Address 1	Address 1
Address 2	Address 2	Address 2
Address 3	Address3	Address 3
City	Country Postal City	Address 4
State Postal Country	State	Address 5

The default is 0 for the format used in the United States. Accept the default or type **1** for an International format, or **2** for a free-form format. This format is used for external documents other than printed checks. Purchasing is the only application that uses this address format flag.

Bill-to [?]. Type the number (001 through 999) that corresponds to the address you want the vendor to use for billing. The default is 998.

If you type a different number from the Warehouse Ship-to master file, the associated name and address appear when this panel appears again. If you type 000, you can type the bill-to name and address or leave the fields blank. If the bill-to name and address fields are left blank, the ship-to name and address are used for billing.

Note: If the bill-to address information is incorrect and it comes from the Warehouse Ship-to master file, use file maintenance to correct it.

Address 1, 2, 3, 4, and 5, City, State, Postal, Country. Type the address, postal code, and country of the bill-to location to which the vendor is to ship items. What lines you see depends on the address format selected

Address format. The address format selected for the bill-to address for this purchase order. Formats 0 and 1 appear the same on the panel. However, when the PO is printed, format 1 prints in the format shown in the table.The three formats available are:

Format 0	Format 1	Format 2
Name	Name	Name
Address 1	Address 1	Address 1
Address 2	Address 2	Address 2
Address 3	Address3	Address 3
City	Country Postal City	Address 4
State Postal Country	State	Address 5

The default is 0 for the format used in the United States. Accept the default or type 1 for an International format, or 2 for a free-form format. This format is used for all external documents. Purchasing is the only application that uses this address format flag.

AM64A29—Purchase Order Entry/Edit–Order Detail Selection (Select)

Use this panel to select a specific line item or blanket release item to be reviewed or maintained.

This panel appears when you use:

- **F16** on the Order Summary (Change) panel (AM64A21), the Item Entry (Add) panel (AM64A30), the Item Detail (Add/Change) panel (AM64A31), or the Release Detail (Add/Change) panel (AM64A41).
- When you press **Enter** on the Order Summary (Change) panel (AM64A21).

```
Date **/**/**       Purchase Order Entry/Edit       Select    AM64A29 **
                  Order Detail Selection

Order  WH  Buyer  *****          Vendor  ******        Currency ID ***
******* *** ************************* ***********************************
                                         ***************

Ref WH  Item number    Rel  Seq Contr   Quantity  UM     Unit price    Due
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**
**  *** *************** **** *** ***** *******.***  ** **********.****  **/**/**




                                              ** End **
 Enter reference number:  nn

 Use roll up/down  F3=Add item  F5=Order summary   F9=Local currency
 F14 =******** values          F19=End of order   F24=Display status
```

What to do

- To select a specific line item or blanket release, type in the reference number of the item or release and press **Enter**.
- If multi-currency processing is active, to change the currency that appears on the panel, use **F9**.
- If purchase orders are being approved, highlighted items mean there is some part of the value unapproved. Use **F14** to see how much is already approved. If an item is pre-approved, it will not be highlighted.

Function keys

F3=Add item shows you the Item Entry (Add) panel (AM64A30) so you can add an item. If the vendor does not allow multiple line items on purchase orders, a message appears.

F5=Order summary shows you the Order Summary (Change) panel (AM64A21) so you can change this order.

F9=Local/Alternate currency allows you to toggle between local or alternate currency. This function key appears only if multi-currency processing is active. The panel default is local currency.

F14=Approved /requested values shows you approved quantity and price. A new line appears under highlighted items showing the approved quantity and price. Lines showing blanket releases are not displayed, because approval quantities and prices are kept only at the item level. When you have finished looking at the Approval view, press **F14** again to display requested values for the item. This function key appears only when approval processing is active for purchase orders.

F19=End of order returns you to the Purchase Order Entry/ Edit–Order Selection (Select) panel (AM64A01). Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99) so you can review session statistics or end the session.

Fields

Order (purchase order number). This field shows the number of the purchase order.

WH. This field shows the number of the warehouse to which the vendor is to ship the items on this purchase order.

Buyer (buyer number and name). This field shows the number and name of the buyer for this order.

Vendor (vendor number and name). This field shows the number and name of the vendor with whom this order is being placed.

Currency ID. This field shows the currency ID and description identifying the currency for this record. This field is blank if this record is in your national currency. This field appears only if multi-currency processing is active.

Ref (reference number). This field shows a sequential number assigned to a specific line item or blanket release. This number is used to identify the item or release to be reviewed or maintained.

WH (warehouse). This field shows the number of the warehouse where this item is to be stored.

Item number. This field shows the number of the item on a specific line item or blanket release. This field is blank if it is the same as the item number on the line above.

Rel (release). This field appears only for blanket items. It shows the individual release number for this blanket item.

Seq (sequence). This field shows the number assigned by the application to a miscellaneous or service item. Miscellaneous or service items may appear more than once on the same purchase order.

Contr (contract number). This field shows the vendor contract number associated with this particular item.

Quantity. This field shows the requested order quantity for this line item or release.

UM (unit of measure). This field shows the unit of measure corresponding to the quantity shown.

Unit price. This field shows the requested price for a single unit of this item or release.

Due (due date). This field shows the date due in stock for an inventory or miscellaneous item. If this is a service item, this is the expiration date for this service item for this purchase order. For blanket items, due dates are shown for each release but not for the item over all. If the item or release is cancelled, the word CANCELLED appears in this field.

Approved quantity and price. When you use **F14**, this field shows the approved quantity and price for the item.

Enter reference number. Type in the reference number for the line item or blanket item release that you want to review or maintain.

AM64A30—Purchase Order Entry/Edit–Item Entry (Add)

Use this panel to enter the basic data for a new item.

If the Maintenance Management System (MMS) is interfacing, you can enter Maintenance, Repair, and Overhaul (MRO) items. MRO vendors can supply both production and MRO items, but production vendors supply only production items.

This panel appears when you use:

Key	on Purchase Order Entry/Edit panel	Panel ID
F3	Order Detail Selection	AM64A29
	Item Detail (Change)	AM64A31
F7	Release Detail (Add)	AM64A41
Enter	Order Summary (Add/Change)	AM64A21
	Item Detail (Add)	AM64A31
	Item Routing Generation (Add)	AM64A37

```
Date **/**/**           Purchase Order Entry/Edit          Add        AM64A30 **
                               Item Entry
                                                                        Fixed
 Order      Warehouse  Item number      Requisition  Contr  Blanket  blanket
P ******       aA3     aaaaaaaaaaaaA15  R aaaaA6     aaaA5     A        A



 F2=Previous item         F5=Order summary       F16=Order detail
 F17=Accept requisition   F19=End of order       F24=Display status
```

What to do

To add an item to the purchase order, type the information requested. If this is a blanket item, be sure to type **Y** in the ***BLANKET*** field. If Approvals processing is active and this is a blanket item, type **Y** in the ***FIXED BLANKET*** field. Press **Enter**. The Item Detail panel (AM64A31) appears.

Function keys

F2=Previous item shows you the Item Detail panel (AM64A31) with the previous item.If there are no previous item details, a message appears.

F5=Order summary shows you the Order Summary (Change) panel (AM64A21) so you can change the order.

F16=Order detail shows you the Order Detail Selection panel (AM64A29) so you can select another record. If there are no order details, a message appears.

F17=Accept requisition shows you the Item Detail (Add) panel (AM64A31) with data from the requisition. This function key is allowed only when the requisition was previously assigned to a different purchase order.

F19=End of order returns you to the Order Selection panel (AM64A01). Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The number of the purchase order being entered or maintained. Any item detail entered is applied to this order.

Warehouse. Required. Type the number of the warehouse to which the vendor is to ship the items on this purchase order. If the item you are entering is stored in a different warehouse, type that warehouse number. The item detail is accepted only for warehouses where the item is stored. The default value comes from the Summary Addresses (Add/Change) panel (AM64A24).

If the Maintenance Management System (MMS) is interfacing and this is an MRO item, the warehouse must be uncontrolled.

Item number [?]. Required. Type the number of the item you want to appear on this purchase order. An inventory item cannot appear more than once on the same purchase order unless each occurrence is from a different warehouse. If you are creating the purchase order item from a requisition, item number is not required.

If MMS is interfacing, you can do a master file search on production items, MRO items, or both.

Requisition. Type the number of the requisition you are filling with this line item. A requisition number can be used only on one purchase order, but you can reassign one to a purchase order by using **F17**. Item number is not required if you are entering a requisition.

If MMS is interfacing and this is an MRO item, this field must be blank.

Contr (contract number). Type the contract number associated with a specific vendor contract for this item.

Blanket (multiple release flag). Type **Y** if this item is to have multiple releases; otherwise, accept the default (N). This field does not appear if this vendor does not allow blanket releases. If the vendor does not allow multiple releases, change the blankets-allowed code using Vendor Master file maintenance to add the releases.

Fixed blanket. Type **Y** if this is a fixed blanket item. Accept the default (N) if it is not a fixed blanket item. If Approvals processing is active, and this is a blanket item, you must enter **Y**. If you leave it as **N**, it will be changed to **Y** when you press **Enter**.

AM64A31—Purchase Order Entry/Edit–Item Detail (Add/Change)

Use this panel to review the information generated for a new line item from the master files and to change the information when necessary. The information was entered on the Item Entry (Add) panel (AM64A30).

This panel appears in Add mode when you use **F17** or press **Enter** on the Item Entry panel (AM64A30).

This panel appears in Change mode when you use:

Key	on Purchase Order Entry/Edit panel	Panel ID
F2	Item Entry (Add)	AM64A30
	Item Detail (Add/Change)	AM64A31
F6	Item Routing Generation	AM64A37
	Release Detail (Add/Change)	AM64A41
F7	Release Detail (Add/Change)	AM64A41
F20	Item Deletion (Delete)	AM64A32
	Release Deletion	AM64A42
Enter	Order Detail Selection	AM64A29
	Item Deletion (Delete)	AM64A32
	Item Routing Generation	AM64A37

```
Date ******          Purchase Order Entry/Edit        ******    AM64A31 **
                     Item Detail

Order   Currency ID     WH  Item  *MRO*      Req    Contr Blnkt Fxd Seq  Line
******* *************** aA3 aaaaaaaaaaaaA15 R aaaaA6 aaaA5   A    A  nnn  nnnn

UM      Unit price     Quantity     Due    Dock  Follow-up  Promise  Planner
A2  nnnnnnnnnnn.nnnn  nnnnnnn.nnn  nnnnnn nnnnnn  nnnnnn    ******    aaaA5
Receipt required      <Y/N> A
Maintain debit memos <Y/N> A  Advise price <Y/N> A  ------ Lead times --------
Generate routings    <Y/N> A  Engineering #        Vendor  Dock/Stock  Safety
Add item comments     <Y/N> A  aaaaaaaaaaaaA15     nnn.n     nnn.n     nnn.n
Country of origin        aA3
Vend catalog # *************************   Quote  Use quote descr    Rsch code
Item descr ******************************   ******  <Y/N> A             0
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
Reference   Job            Account       Dept  Tax %
aaaaaaaA10  aaaaaaaaaA12 aaaaaaaaaaaaA15  aaA4 nnn.nnn
Work order-task: nnnnnn nn   Cost code: aaaaA6
IFM information <Y/N> A

F2=Prev item F3=Add item F5=PO summary F9=Local currency F16=PO detail
F17=Accept requisition   F19=End of order  F24=Display status
```

What to do

- To add the item without making any changes, press **Enter** and go to one of the following:
  - If the ***Blnkt (blanket)*** field is **N**, the Item Entry (Add) panel (AM64A30) appears.
  - If the ***Blnkt (blanket)*** field is **Y**, the Release Detail (Add/Change) panel (AM64A41) appears.

- To update the item detail, type your changes and press **Enter**.
- If you did not make changes to the fields that cause other shown information to change,
  - To generate a routing for this item: If you typed **Y** in the ***GENERATE ROUTING*** field, go to panel AM64A37.
  - To add item comments: If you typed **Y** in the ***ADD ITEM COMMENTS*** field, go to panel AM64E1.
  - To add a blanket release: If you typed **Y** in the ***BLANKET release*** field, go to panel AM64A41.
  - If you did not change any of these fields, go to panel AM64A30.
- If multi-currency processing is active, to display the currency in local or alternate currency, use **F9**.
- If another purchase order has already been assigned to this requisition and you want to assign this purchase order to the requisition instead, use **F17**.

If you reduce the quantity ordered to equal the received quantity, an RP or PQ with a completion code of C is created automatically and sent to IM to adjust the status for the item. If this is the last item to be complete, the order status is also updated to complete. This logic also applies to releases. If the release becomes complete, an RP/PQ will be created. If this causes the item to be complete, the item status also will be changed. The RP transactions also are written to the Purchasing/Inventory Work file and are printed on the Transaction Register. The PQ transactions are printed on the Quality Control Transactions report. If you later increase the quantity ordered and the item status is already at 50, it will reset the status back to 40.

To provide more timely feedback on a vendor's performance, the vendor performance data is calculated more frequently than when the order is purged. When an item or release is complete, some vendor performance calculations are performed. Actuals are written to the POHSTV file. The averages are not updated in BUYERF, ITEMASC, VENITF, and VENNAM until the order is purged. If the item or release is reopened, the vendor performance data is deleted and will be recalculated when the item is closed again. Then vendor performance is calculated again when the order is purged to make sure it is current and based on the final order.

Function keys

If you use any of the function key options other than **F17**, the item is not added.

F2=Prev item (previous item) shows you panel AM64A31 with the previous item.

If there are no previous item details, **F2** shows you panel AM64A31 with a message.

F3=Add item shows you the Item Entry (Add) panel (AM64A30) so you can add an item. This function key appears in Change mode only.

If the vendor does not allow multiple line items, **F3** shows you the Order Detail Selection panel (AM64A29) again with a message.

F5=PO summary shows you the Order Summary (Change) panel (AM64A21) so you can change the order.

F9=Local/Alternate currency allows you to toggle between local or alternate currency. This function key appears only if multi-currency processing is active. The panel default is local currency.

F16=PO detail shows you the Order Detail Selection panel (AM64A29) so you can select another record.

If there are no order details, **F16** shows you the Item Detail (Add) panel (AM64A31) with a message.

F17=Accept requisition assigns the requisition to this purchase order. Use this function key only when you have been warned that the requisition was not accepted when you press **Enter**.

F19=End of order returns you to the Order Selection panel (AM64A01) so you can select another order. Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F20=Delete item (In Change mode) shows you the Item Deletion panel (AM64A32).

F21=Cancel item (In Change mode) shows you the Item Cancellation (Cancel) panel (AM64A33).

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99) so you can see the status and end the job.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The number of the purchase order being entered or maintained. Any item detail entered is applied to this order.

Currency ID. The currency identification and description for this record. This field is blank if this record is in your national currency. This field appears only if multi-currency processing is active.

In Add mode, the values in the following five fields come from the Item Entry (Add) panel (AM64A30).

WH (warehouse). In Change mode, type the number of the warehouse where the item is to be stored. If the item is stored in an alternate warehouse, you can type that warehouse number. The item detail is accepted only for warehouses where the item is stored.

If the Maintenance Management System (MMS) is interfacing and this is an MRO item, the warehouse must be uncontrolled.

Item [?]. An inventory item cannot appear more than once on the same purchase order unless each occurrence is from a different warehouse.

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Req (requisition number). Type the number of the requisition you are filling with this line item. A requisition number can be used only on one purchase order, but you can reassign one to a purchase order by using **F17**. In Change mode, the requisition number appears but cannot be changed.

If you manually enter an order for a Maintenance, Repair, and Overhaul (MRO) item, you cannot automatically generate it from a requisition. In change mode, if this is an MRO item that was generated by an MRO requisition, the requisition number appears but cannot be changed.

Contr (contract number). Type the contract number associated with a specific vendor contract for this item. In change mode, the contract number cannot be changed. If the contract has expired, you cannot change the quantity, but you can change dates or override the price.

Blnkt (blanket - multiple release flag). This field appears if this vendor allows blanket orders and indicates whether or not an item is a blanket item. If the vendor did not previously allow blanket orders and you need to add a release in an item, you must first change the vendor's blankets-allowed code to **Y** through Vendor Master file maintenance and then add the releases.

Fxd (fixed). **Y** indicates this is a fixed blanket item; **N** indicates it is not. If Approval processing is active, all blankets must be fixed.

Seq (sequence number). This field appears if this line item is a miscellaneous or service item. It shows the number assigned by the application to a miscellaneous or service item which may appear more than once on the same purchase order.

Line (line number). The relative position number of this item on the purchase order.

UM (Unit of Measure). This field must be equal to either the purchasing unit of measure or the stocking unit of measure for this item. It comes from the Item Balance file or the Item Master file respectively. If the item is an MRO item, it comes from the Maintenance Management System (MMS). You can override the default.

An application tailoring question allows you to always print purchase orders in the purchase unit of measure. If you did not activate this feature, each item will print in the unit of measure shown during Purchase Order Entry/Edit.

Unit price. If you entered a contract number and a quotation exists for this item, the unit price that appears is determined by the quantity/price break as defined in the contract for this item. If the order quantity is below the first quantity break, the contract base price is used. If no quotation is being used and you entered a requisition that contained a unit price, that price appears. Otherwise, one of the following purchase price defaults from the Purchasing Control file determines the unit price:

0 No default selected
1 Current material
2 Purchase price
3 Standard unit cost
4 Unit cost default.

If the purchase price default is 0 (no default selected), the unit price defaults to one of following options (in the order presented):

- Item Master B-record - current material this level
- Item Master C-record - purchase price
- Item Balance record - standard cost
- Item Master A-record - unit cost default

The first non-zero price is used. You can type a different price to override the one shown. If the Maintenance Management System (MMS) is interfacing and there is no contract or requisition, the price comes from the MRO vendor/item.

Quantity. Required. Type the quantity of this item to be ordered. If a requisition was used that contained an order quantity, that quantity appears. You can override the quantity that appears.If this is an MRO item and the quantity is changed or deleted, the update will be reflected in the Maintenance Management System (MMS) inventory and requisition on order information.

Due (date due to stock). Required. This field appears for non-blanket items. If this is an inventory or miscellaneous item, type the date it is due in stock. If a requisition was used, its due date appears. If this is a service item, type the date the purchase order expires for this service item. This allows the purchase order to be used more that once for the same service or for multiple services listed on the same order.

You can type a different date to replace the one shown. The date you type must be a valid date from the Production Calendar and, when in Add mode, equal to or later than the current date. If this is a fixed blanket, the heading changes to Latest Due Date.

Dock (date due to dock). This field appears for inventory and miscellaneous items that are not blanket items. Type the date this item is due at the dock. If a requisition containing a date due to dock was used, that date appears. You can override the date shown, or if you leave it blank, the application will calculate this date from the due date. If you do type a date, it must be a valid date from the Receiving Calendar. When in Add mode, it must be equal to or later than the system date. If the Date Due to Stock is maintained while in Change mode, the Date Due to Dock will be recalculated if the ***Dock Date*** field is blanked out before pressing **Enter**.

A dock date for a blanket item must be attached separately to each release.

Follow-up. This field shows the date when follow-up action should be taken. It defaults to the dock date.

Promise (date promised). This field appears for inventory and miscellaneous items that are not blanket items. In Add mode, this field is blank. In change mode, this field shows the date the item was promised to be delivered. Until the date is updated using option 6 Vendor Accept on the Order Selection panel or through an IM VA transaction entry, the value originally entered for the due date to dock appears here.

Planner. Type the planner number associated with each item.

Receipt required <Y/N>. **Y** indicates an inventory receipt transaction is required for this item before invoicing can be processed without the system giving a warning message; **N** indicates it is not required. The field defaults to the value from the Item Master file. You can enter **Y** or **N** for any type of item. If an item normally requires a receipt before payment, but you want to make progress payments, set this field to **N**. Later set it back to **Y** before the final receipt.

Maintain debit memos <Y/N>. This field appears in Change mode if debit memos are on the item. Type **Y** if you want to maintain a debit memo. **Y** causes the Debit Memo Maintenance (Add/Change) panel (AM64A51) to appear after the item detail data is accepted. You can change or delete the debit memo. If IFM is interfacing, you can create a credit memo from the debit memo. The default for this field is **N** (do not maintain debit memo).

Advise price <Y/N>. Accept the default of **N** to indicate that the item price is to appear on purchase orders. Type **Y** to indicate that the item price is to be provided by the vendor and the unit price is replaced with a standard message on purchase orders. If Y, the item’s extended amount is compared to the Advise Price clip level defined in the Purchasing Control (PURCTL) file. If it exceeds the clip level, an error message is issued. You must then reduce the quantity or price or type **N** in this field.

Generate routing <Y/N>). In Add mode, this field appears for inventory and miscellaneous items that are not blanket items if the PDM routing function is active. Type **Y** in this field to generate a receiving routing with this line item. Leave the default of **N** if you do not want to generate a routing now. **Y** causes the Item Routing Generation panel (AM64A37) to appear after the item detail and comment data is accepted. After generating routings, the panel shows ROUTINGS GENERATED Y and cannot be changed.

To generate routings for a blanket item, the routing must be attached separately to each release.

Engineering #. The engineering drawing number may come from the following sources: 1) if a contract is used for the purchase order, this number comes from the associated Quote file; 2) If no contract number is used, or when a contract is used with a blank engineering number, this number comes from the Vendor/Item file; 3) when the engineering number in the Vendor/Item file is blank, this number comes from the Item Master file. You can override this field.

Lead times. These fields appear only for inventory and miscellaneous item that are not blankets. They show the lead times from the Item Balance file. If a quote is used for this item, the vendor/safety lead times come from the Quotation master file. If a requisition is used, it comes from the Requisition master file.

These lead times assist you in determining your dates due to dock and stock. In Change mode, you can change the lead times shown only for this purchase order, but dates for existing items or releases are not recalculated. If a new release is added for the item, its lead times default to the item's lead times and the releases dates are calculated using the new lead times.

Vendor: The vendor-quoted number of days between release of the order and delivery to dock.

Dock/Stock (dock to stock): The number of days between delivery to dock and receipt of the item in stock.

Safety: The number of days allocated for unexpected delays.

Add or Review item comments <Y/N>. If no item comments exist, ADD ITEM COMMENTS appears; if item comments exist, REVIEW ITEM COMMENTS appears.

Type **Y** to add or change item comments to print with this line item on the body of the purchase order. Accept the default of N if you do not want to maintain item comments at this time. Entering Y causes the Comment Entry/Edit panel (AM64E1) to appear.

Country of origin. Type the code for the country where this item originates. This can default from Vendor/Item, Item Master, or Purchasing Control.

Vend catalog # (vendor catalog number). The vendor's catalog number for this item that comes from the Vendor/Item file.

Quote (quotation number). This field appears if a contract number was used on this line item. It shows the quotation number. The quotation number for this item appears from the Contract master file, and is used for price/level breaks.

Use quote descr <Y/N> (print extended quotation description). This field appears only when you previously entered a contract number.

Type **Y** to print the extended quotation description on the purchase order, or **N** if you do not want to print the quote description. If this field is **Y** and an extended quotation description exists for this item, the extended quotation description prints on the purchase order in place of this item's extended item description, if any.

Rsch code (reschedule code). Code used to indicate whether or not an individual manufacturing order or purchase order line item can be rescheduled automatically by the system.

0	Default to item reschedule code. This is the default.
1	Cannot be rescheduled automatically
2	Can be scheduled out
3	Can be scheduled in
4	Can be scheduled both out and in

Item descr (item description). The item description from the Item Master file. This description cannot be changed. If additional item description or a description for a miscellaneous item is necessary, use the extended item description that appears below this field.

Extended item descr. Type an additional description for an inventory item or the description for a miscellaneous item. If a requisition containing an extended item description was used, that description appears. Otherwise, the extended description from the Item Master file appears, if one exists. You can type a different extended description to replace the one that appears.

This Extended item description will print on the purchase order as entered on two lines of 40-characters each.

Reference (reference number). Type a user-defined code you want associated with this item. If you entered a requisition that contained a reference number, that reference number appears. You can type a different reference number to replace the one shown.

Job (customer job number). Type either a manufacturing order number, a customer order number, or a user-defined reference number to relate this purchase order to a manufacturing or customer job. Do not type the M prefix for manufacturing orders; the field can accept only 6 positions. If you enter greater than 6 positions, auto-gen will ignore it.

Purchasing writes this field to the ***ORDER M/P*** field in the invoice when you auto-gen the invoice from the purchase order under these conditions:

- You type a manufacturing order number
- Accounts Payable is interfacing with Production Control and Costing (PC&C).

Auto-gen also sets the Charge Type to M so a miscellaneous charge will be generated for the manufacturing order.

If you type a customer order number, Purchasing will not write it to the invoice during the auto-gen. Customer order number is for informational use only.

If a requisition that contains a job number was used to create the purchase order, that number appears here.

Account (account number)[?]. Type the material expense account number to be charged during invoicing for this item with its associated cost. If a requisition containing an account number was used, that account number appears. Otherwise, the account number from the Item Master file appears. The system checks for account numbers in Company 1 only. If you have multiple companies, the system issues a warning message. To bypass the warning message, press **Enter**.

If IFM is installed and interfacing, this field is replaced with ***Unit*** and ***Nature*** fields appearing on Panel AM64A3A.

Dept. Type the department number associated with this item. If a requisition containing a department number was used, that department number appears.

Tax % (tax percentage). Type the expected tax percentage to be printed on the purchase order for this item. For example, if you wish to enter 15%, you must |enter **.15** from the keyboard. If a contract number was used and a quotation exists for his item, the tax percentage from the Quotation master file appears.

If IFM is interfacing and you are using IFM's detailed tax calculations, you still can use this field. IFM's detailed taxes are not used in Purchasing. Enter a tax percent here if you want a high level estimate to be associated with the PO. This tax percentage will be used by Approvals and will print or be EDI'd with the PO.

The next three fields appear only for MRO items if the Maintenance Management System (MMS) is interfacing.

These fields are protected for purchase orders originating from an MMS requisition. If the purchase order was originated from an MMS Reorder report or manually created, these fields are maintainable.

Work order. The number of the work order that originated in MMS.

Task. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

Cost code. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS. For stores items, it will not be displayed.

IFM information <Y/N>. This field appears in Change mode only if IFM is installed and interfacing. If you leave the default Y, panel AM64A3A appears when you press **Enter** so you can change specific IFM information for this item. In Add mode, panel AM64A3A appears automatically after you press **Enter** so you can add specific IFM information.

AM64A3A—Purchase Order Entry/Edit–Item Detail- IFM (Add/Change)

Use this panel to modify or override specific IFM information for this purchase order line item.

This panel appears in Add mode when you press Enter on the Item Detail (Add) panel (AM64A31) and IFM is installed and interfacing.

This panel appears in Change mode when you answer Y to IFM Information and press Enter on the Item Detail (Change) panel (AM64A31) and IFM is installed and interfacing.

Units and Natures are validated to IFM. The Unit/Nature combination must be valid if the IFM rule is set to prohibit new combinations. Access to IFM lookup and work with is available for those fields identified with [?] in the field descriptions below.

```
Date **/**/**          Purchase Order Entry/Edit        ******       AM64A3A **
                           Item Detail - IFM


  IFM charge             aaaaaaaA10

  Unit                   aaaaaaaA10
  Nature                 aaaaaaaA10

  Apportionment          aaaaaaaA10

  Charge type            a

  Tax transaction type   aaaaaaA10

  Item tax class         aaaaaaaaaaaA15




                                                       F19=Return to Item
detail
```

What to do

To update the information shown, type in your changes and press **Enter**.

Function keys

F19=Return to Item detail returns to the Purchase Order Entry/ Edit–Item Detail panel (AM64A31).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

IFM charge [?]. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for this item. This field defaults to the value in the Vendor/Item file.

Unit [?]. The organizational unit (department, for example) to be used in determining the account to be charged for this item. This field defaults to the originating unit on the order summary first, unless an apportionment was entered on the order summary. In that case, unit will not default. Otherwise, it defaults from the Vendor/Item file.

Nature [?]. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for this item. This field is defaulted from the IFM charge if entered; then the Vendor/Item file. Otherwise, it can come from ITEMAS-C.

Apportionment [?] . The identification of the IFM apportionment previously defined in IFM that defines the way an amount should be distributed across multiple accounts. If an apportionment is entered, there is no edit on charge, unit, and nature fields. This defaults to the apportionment entered on the order summary.

Charge type. This field is required if invoicing passes this detail to IM or to PC&C. The field must be blank if this is an MRO item. This defaults to the charge type entered on the order summary.

Blank No information is to be passed to IM or PC&C

F Miscellaneous charge (forced add). Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I Cost adjustment. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance file.

M Miscellaneous charge. Passes miscellaneous charge information to PC&C when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O Outside operation. Passes information for an outside operation to PC&C.

Tax transaction type [?]. The taxing authority's classification of the transaction. This defaults to the tax transaction type on the order summary.

Item tax class [?]. The tax classification of the item.

AM64A32—Purchase Order Entry/Edit–Item Deletion (Delete)

Use this panel to delete or keep a selected line item which is to be deleted. All associated item comments are deleted when the item is deleted.

This panel appears when you use **F20** on the Item Detail (Change) panel (AM64A31).

```
Date **/**/**        Purchase Order Entry/Edit        ******    AM64A32 **
                    Item Deletion

Order  Currency ID   WH  Item  *MRO*     Req   Contr Blnkt Fxd Seq  Line
******* *************** *** *************** ******* *****  *   *  ***  ****

UM     Unit price    Quantity   Due     Dock    Follow-up Promise Planner
**  ************ ***  ******* ***  **/**/** **/**/** **/**/**  **/**/**  *****
Receipt required     <Y/N> *
                     Advise price <Y/N> *  ------ Lead times --------
Generate routings    <Y/N> *  Engineering #        Vendor  Dock/Stock  Safety
Add item comments    <Y/N> *  ***************      *** *     *** *      *** *
Country of origin        ***
Vend catalog # **************************  Quote  Use quote descr    Rsch code
Item descr ******************************   ******  <Y/N> *              *
****************************************

****************************************
Reference   Job            Account      Dept  Tax %
********** ************ *************** **** *** ***
Work order-task: ****** **    Cost code: ******
IFM information <Y/N> *
Press F20 to delete this item or Enter to ignore delete
F20=Delete item
```

What to do

To delete this item and go to the next item detail record, use **F20** and go to the Item Entry (Add) panel (AM64A30).

Function keys

F20=Delete item deletes this item and all associated comments from the purchase order.

If there are more item details, **F20** shows you the Item Detail (Change) panel (AM64A31) with a message.

If there are no active item details, **F20** shows you the Order Summary (Change) panel (AM64A21) with a message.

Fields

The fields on this panel cannot be changed. See “AM64A31—Purchase Order Entry/ Edit–Item Detail (Add/Change)” on page 3-96.

If IFM is installed and interfacing, the ***Account*** field does not appear. It is replaced with the ***Unit*** and ***Nature*** fields.

AM64A33—Purchase Order Entry/Edit–Item Cancellation (Cancel)

Use this panel to cancel or keep a selected line item which is to be cancelled. All associated item comments are cancelled when the item is cancelled.

This panel appears when you use **F21** on the Purchase Order Entry/Edit-Item Detail (Change) panel AM64A31 or when you enter a purchase order number with either an item/warehouse or line number and select option 4 to cancel an item on the Order Selection panel.

```
Date **/**/**          Purchase Order Entry/Edit         ******    AM64A33 **
                     Item Cancellation

Order   Currency ID    WH  Item *MRO*       Req    Contr Blnkt Fxd Seq  Line
******* *************** *** *************** *******  *****   *    *  ***  ****

UM       Unit price     Quantity   Due     Dock     Follow-up  Promise Planner
**  ***********.***  *******.*** **/**/** **/**/** **/**/**  **/**/**  *****
Receipt required     <Y/N> *
                       Advise price <Y/N> *  ------ Lead times --------
Generate routings    <Y/N> *  Engineering #        Vendor  Dock/Stock  Safety
Add item comments    <Y/N> *  ***************       ***.*     ***.*      ***.*
Country of origin        ***
Vend catalog # **************************   Quote  Use quote descr    Rsch code
Item descr ******************************   ******  <Y/N> *              *
****************************************

****************************************
Reference   Job              Account      Dept  Tax %
**********  ************ ***************  **** ***.***
Work order-task: ****** **   Cost code: ******
IFM information <Y/N> *
Press F21 to cancel this item or Enter to ignore cancel
F21=Cancel item
```

What to do

To cancel this item and go to the next item detail record, use **F21** and go to panel AM64A30.

Function keys

F21=Cancel item cancels this item and all associated comments from the purchase order.

If there are more item details, **F21** shows you the Item Detail (Change) panel (AM64A31) with a message.

If there are no active item details, **F21** shows you the Order Summary (Change) panel (AM64A21) with a message.

Fields

The fields on this panel cannot be changed. See “AM64A31—Purchase Order Entry/Edit–Item Detail (Add/Change)” on page 3-96.

If IFM is installed and interfacing, the ***Account*** field does not appear. It is replaced with the ***Unit*** and ***Nature*** fields.

AM64A37—Purchase Order Entry/Edit–Item Routing Generation (Add/ Change)

Use this panel to generate the initial routing for a specific line item. To change a generated routing, you must use Purchase Order Operations Entry/Edit (panel AM64H1).

If the Maintenance Management System (MMS) is interfacing, you can generate a routing for an MRO item, but it must be generated from a production item's routing. Only production item numbers are valid in the Routing Item field. If you enter an MRO item number, an error message appears.

This panel appears when you answer **Y** to ***Generate Routings*** on the Item Detail (Add or Change) panel (AM64A31).

```
DATE ******          Purchase Order Entry/Edit        ******      AM64A37 **
                  Item Routing Generation

Order      WH   Item    *************** *MRO*    Requisition Contr       Seq Line
*******    ***  ******************************   *******    *****        *** ***


           Site              aA3
           Routing ID            aaaaaaaaaaaA15
           Routing version       aaaaA6
           Routing select code   A2









F6=Item detail
```

What to do

- To generate a routing for this item, type the information required and press **Enter**.
- To return without generating a routing for this item, use **F6**.

Function keys

F6 Item detail does not generate the routing. The Item Detail (Change) panel (AM64A31) appears.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The number of the purchase order being entered or maintained.

WH (warehouse). The number of the warehouse where this item is to be stored.

Item. The number and description for the item being entered or maintained. Any routing generated is applied to this line item only on this purchase order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

You can generate a routing for an MRO item, but it must be generated from a production item's routing.

Requisition (requisition number). The number of the requisition assigned to this line item on this purchase order.

Contr (contract number). The contract number associated with a specific vendor contract for this line item.

Seq (sequence number). This field appears if this line item is a miscellaneous or service item. It shows the number assigned by the application to a miscellaneous or service item which may appear more than once on the same purchase order.

Line. The relative position number of this item on the purchase order.

Site [?]. The identifier of the site associated with this item.

Routing item [?]. This field appears if PDM is interfacing. This is the item number whose routing is used for this line item on this purchase order. You can use this to provide support for a generic routing when you don’t have EPDM. By creating a generic item and defining its routing, you can reference that routing in purchase orders for other items that you want to be received the same way.

Only production item numbers are valid in this field. If you enter an MRO item number, an error message appears.

Routing ID [?]. This field appears if EPDM is activated. The item number whose routing is used for this line item on this purchase order. The default is that of the current line item. You can override the default with a different item number.

Routing version[?]. This field appears if EPDM is activated. The version number of the routing.

Routing select code. Type the select code for the specific routing operations you want to generate for this line item. If you enter a routing select code, the routing for this line item consists of only those operations with blank select codes and select codes equal to the routing select code that you entered. Enter **two asterisks** (******) to select all the operations for the routing item.

If you leave this field blank, only base operations are selected.

AM64A41—Purchase Order Entry/Edit–Release Detail (Add/Change)

Use this panel to review or modify the data for any release of a blanket order.

This panel appears in Add or Change mode when you use function keys as follows:

Key	on Purchase Order Entry/Edit panel	Panel ID
Add mode		
F3	Release Detail	AM64A41
Change mode		
F2	Release Detail	AM64A41
F8	Release Routing Generation	AM64A47
F20	Release Deletion	AM64A42
Enter	Order Detail Selection	AM64A29
	Item Detail (Change)	AM64A31
	Release Deletion (Delete)	AM64A42
	Release Routing Generation (Add)	AM64A47

```
Date ******         Purchase Order Entry/Edit        Change    AM64A41 **
                    Release Detail

Order     Currency ID *** WH  Item  *MRO*        Req    Contr Release Seq Line*******   *****
********** ***  ***************   *******   ***** ****   *** ****
UM      Unit price        Quantity            Due date        Dock date
**  nnnnnnnnnnn.nnnn     nnnnnnn.nnn          nnnnnn          nnnnnn

Maintain debit memos    <Y/N> A                 ------ Lead times --------
Generate routings       <Y/N> A               Vendor  Dock/Stock  Safety
****** release comments <Y/N> A                 nnn.n     nnn.n      nnn.n

Override ship-to   aA3    Address format N
Name          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 1     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 2     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 3     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State         A2  Postal aaaaaaaA10  Country  aA3
Contact       aaaaaaaaaaaaaaaaaaaaaaA25   Telephone aaaaaaaaaaaaaaaaaA20


F2=Prev rls F3=Add rls F6=Item detail F7=End of rls  F16=PO detail F19=End order
F20=Delete rls F21=Cancel rls F24=Display status
```

What to do

- To update this release detail, type the changes and press **Enter**.
- To add or review a release comment, do not change any fields that cause the information that appears to change and type **Y** in the ***ADD/REVIEW RELEASE COMMENTS*** field. Go to the Comment Entry/Edit panel AM64E1.
- To generate a routing for this release, do not change any fields that cause the information that appears to change and type **Y** in the ***GENERATE ROUTING*** field. Go to panel AM64A47.
- To continue to the next release detail without making any changes, press **Enter**.

Function keys

F2=Prev rls shows you the previous release record. If there are no previous release details, it shows you Add panel AM64A41 with a message.

F3=Add rls shows you Add panel AM64A41 to add a new release record.

F6=Item detail shows you the Item Detail (Change) panel (AM64A31).

F7=End of rls shows you the next item detail on the Item Detail (Change) panel (AM64A31).

F9=Lcl/Alt currency allows you to toggle between local or alternate currency. This function key appears in Change mode only if multi-currency processing is active. The panel default is local currency.

F16=PO detail shows you the Order Detail Selection panel (AM64A29).

F19=End order returns you to the Order Selection panel (AM64A01). Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F20=Delete rls shows you the Release Deletion (Delete) panel (AM64A42) to confirm the deletion request. This key is available in Change mode only.

F21=Cancel rls shows you the Release Cancellation (Cancel) panel (AM64A43) to confirm the cancellation request. This key is available in Change mode only.

F24=Status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99) so that you can review session statistics.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The number of the purchase order being entered or maintained. Any release entered is applied to this order.

Currency ID. The currency identification and description for this record. This field is blank if this record is in your national currency and appears only if multi-currency processing is active.

WH (warehouse). The number of the warehouse where this item is to be stored.

Item. The item number and description for the blanket release being entered or maintained. Any releases entered will be applied to this line item on this purchase order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Req (requisition number). The number of the requisition assigned to this blanket item on this purchase order.

Contr (contract number). The contract number associated with a specific vendor contract for this blanket item.

Release (multiple release number). The number for the individual release of this blanket item being entered.

Seq (sequence number). This field appears if this release is for a miscellaneous or service blanket item. It shows the number assigned by the application to the item this release is for.

Line. The relative position number of this item on the purchase order.

UM (unit of measure). The unit of measure for this item.

Unit price. In Add mode, this field shows the unit price from the Item Detail (Add/ Change) panel (AM64A31). You can type a different unit price at any time, in either Add or Change mode. Once changed, the new value is retained for this release.

Quantity (release quantity). Required. The the quantity of this item on this release.

If this is a Maintenance, Repair, and Overhaul (MRO) item and the quantity is changed or deleted, the update will be reflected in the Maintenance Management System (MMS) inventory and requisition on order information.

Due date (date due to stock). Required. For inventory or miscellaneous blanket items, this field shows the date this release is due in stock. For service items, it shows the date the purchase order expires for this service. This feature allows the purchase order to be used more than once for the same service, or for multiple services to be listed on the same purchase order. If you do type a date, it must be a valid date from the Production Calendar. In Add mode, the date must be today or later.

Dock date (date due to dock). This field is optional and appears for inventory and miscellaneous items. It shows the date this release is due at the dock. If you leave this date blank, the application calculates it from the due date. If you type a date, it must be a valid date from the Receiving Calendar and equal to or earlier than the due date.

Maintain debit memos <Y/N>. This field appears only when debit memos exist for this order. Type **Y** to maintain debit memos. Accept the default of N if you do not want to maintain debit memos. **Y** causes the Debit Memo Maintenance panel (AM64A51) to appear after the debit memo information is accepted.

Generate routings <Y/N> (routings generated/released). This field appears for inventory and miscellaneous items that are blanket items if the PDM routing function is active. Type **Y** to generate a receiving routing with this line item. Leave the default of N if you do not want to generate a routing now. **Y** causes the Purchase Order Entry/ Edit -- Item Routing Generation panel (AM64A37) to appear after the item detail and comment data is accepted. After generating routings, this panel shows ROUTINGS GENERATED Y and this field cannot be changed.

To generate routings for a blanket item, the routing must be attached separately to each release.

****** ***Release comments <Y/N>.*** This field indicates whether there are comments for a release. If comments are present, it reads “Review Release Comments”. If there are no comments, it reads “Add Release Comments”. An answer of **Y** causes the

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Comment Entry/Edit panel (AM64E1) to appear after the release detail information is accepted.

Type **Y** to add release comments to print with this release on the body of the purchase order. Accept the default of **N** if you do not want to enter release comments now.

Type **Y** to review, change or delete any of the release comments currently defined for this release or add new release comments to the release. Accept the default of **N** if you do not want to review release comments now.

Lead times. This field appears for inventory and miscellaneous items that are blanket items and shows the following lead times from the Item Detail panel AM64A31. These lead times can assist you with dates due to dock and stock. You can override the item's lead times for calculating the release's dates. Once the release is added, you can change the lead times, but you also must blank out the dock date in order for the dock date to be recalculated.

Vendor: The vendor-quoted number of days between release of the purchase order and delivery to dock.

Dock/stock (dock-to-stock): The number of days between delivery to dock and receipt of the item into stock.

Safety: The number of days allocated for unexpected delays.

The following fields appear only if the vendor allows multiple ship-to addresses.

Override ship-to [?]. The number that corresponds to the name and address where the vendor will ship this release of this purchase order. If you want a ship-to name and address for this release that is different from the default specified on the order summary, type that ship-to number from the Warehouse Ship-To Master file.

Address format. The address format selected for the vendor with whom this purchase order is being placed. Formats 0 and 1 display the same on the panel. However, when the PO is printed, format 1 prints in the format shown in the table. The three formats available are:

Format 0	Format 1	Format 2
Name	Name	Name
Address 1	Address 1	Address 1
Address 2	Address 2	Address 2
Address 3	Address3	Address 3
City	Country Postal City	Address 4
State Postal Country	State	Address 5

Name. The name of the Ship-to addressee.

Address 1, 2, 3, 4, and 5, City, State, Postal, Country. The address, postal code, and country of the Ship-to addressee. What lines you see depends on the address format selected.

Contact and Telephone (override ship-to contact). The name and telephone number of the person at the Ship-to address that the vendor should contact on matters concerning the shipment of this release. You can override the telephone number.

AM64A42—Purchase Order Entry/Edit–Release Deletion (Delete)

Use this panel to delete or keep the selected release. All associated release comments are deleted when the release is deleted.

This panel appears when you use **F20** on the Release Detail (Change) panel (AM64A41).

```
Date ******            Purchase Order Entry/Edit          ******     AM64A42 **
                            Release Deletion

Order      Currency ID *** WH   Item  *MRO*      Req     Contr Release Seq Line
*******    *************** ***  ***************  ******* ***** ****   *** ****
UM       Unit price        Quantity              Due date         Dock date
**  ***********.****     *******.***              ******           ******

Maintain debit memos    <Y/N> *                     ------ Lead times --------
Generate routings       <Y/N> *                     Vendor  Dock/Stock  Safety
****** release comments <Y/N> *                     ***.*     ***.*      ***.*

Override ship-to   ***    Address format *
Name          ***********************************
Address 1     ***********************************
Address 2     ***********************************
Address 3     ***********************************
City          ***********************************

State         **  Postal **********  Country  ***
Contact       *************************    Telephone ********************

Press F20 to delete this release or Enter to ignore delete

F20=Delete release
```

What to do

- To delete this release detail and go to the next release, use **F20**.
- To return without deleting this release, press **Enter**.

Function keys

F20=Delete release deletes this release and all associated comments. The Release Detail (Change) panel (AM64A41) appears with the next release detail entered. If there are no active release details, the Item Detail (Change) panel (AM64A31) appears with a message.

Fields

The fields on this panel cannot be changed. See “AM64A41—Purchase Order Entry/Edit–Release Detail (Add/Change)” on page 3-111 for field descriptions.

AM64A43—Purchase Order Entry/Edit–Release Cancellation (Cancel)

Use this panel to cancel or keep the selected release. All associated release comments are cancelled when the release is cancelled.

This panel appears when you use **F21** on the Release Detail (Change) panel (AM64A41) or when you select option 4 to cancel a release on the Order Selection panel and enter information in the appropriate fields.

```
Date ******             Purchase Order Entry/Edit          ******     AM64A43 **
                          Release Cancellation

Order      Currency ID *** WH    Item   *MRO*      Req      Contr  Release Seq Line
*******    *************** ***   *************** ******* *****  ****    *** ****
UM        Unit price        Quantity              Due date         Dock date
**  ***********.****      *******.***             ******           ******

Maintain debit memos    <Y/N> *                          ------ Lead times --------
Generate routings       <Y/N> *                          Vendor  Dock/Stock  Safety
****** release comments <Y/N> *                          ***.*     ***.*      ***.*

Override ship-to   ***    Address format *
Name          ***********************************
Address 1     ***********************************
Address 2     ***********************************
Address 3     ***********************************
City          ***********************************

State         **  Postal **********  Country  ***
Contact       *************************    Telephone ********************

Press F21 to cancel this release or Enter to ignore cancel

F21=Cancel release
```

What to do

- To cancel this release detail and go to the next release, use **F21**.
- To return without deleting this release, press **Enter**.

Function keys

F21=Cancel release cancels this release and all associated comments. The Release Detail (Change) panel (AM64A41) appears with the next release detail entered. If there are no active release details, the Item Detail (Change) panel (AM64A31) appears with a message.

Fields

The fields on this panel cannot be changed. See “AM64A41—Purchase Order Entry/Edit–Release Detail (Add/Change)” on page 3-111 for field descriptions.

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AM64A47—Purchase Order Entry/Edit–Release Routing Generation (Add/Change)

Use this panel to generate the initial routing for a specific release of a blanket order. To change or delete a generated routing, you must use Purchase Order Operations—Entry/Edit (AM64H1).

If the Maintenance Management System (MMS) is interfacing, you can generate a routing for an MRO item, but it must be generated from a production item's routing. Only production item numbers are valid in the ***ROUTING ITEM*** field. If you enter an MRO item number, an error message appears.

This panel appears when you type **Y** in the ***GENERATE ROUTINGS*** field on the Release Detail (Add/Change) panel (AM64A41).

```
Date **/**/**        Purchase Order Entry/Edit    Add/Change     AM64A47 **
                   Release Routing Generation

Order   WH  Item  *************** *MRO*    Requisition Contr  Release Seq Line
******* *** ******************************** *******     *****  ****     *** ****

            Site               aA3
            Routing ID            aaaaaaaaaaaaA15
            Routing version      aaaaA6
            Routing select code   A2

 F8=Release detail
```

What to do

To generate routings for this release, type any additional information required and press **Enter**. When you press **Enter**:

- The selected routing is generated. If you choose to maintain debit memos, the Debit Memo Maintenance panel (AM64A51) appears.
- The selected routing is generated, and the next release detail appears on the Release Detail (Change) panel (AM64A41).
- If there are no more release details and you were in the process of adding a release detail and the sum of the release quantities equals the order quantity for the item, the Item Detail (Change) panel (AM64A31) appears.
- If the sum of the release quantities is less than the order quantity, then the Release Detail (Change) panel (AM64A41) appears.
- If there are no more release details and you were in the process of changing a release detail, then the last release detail appears on the Purchase Order Entry/Edit-item Detail (Change) panel (AM64A31) with a message.

Function keys

F8=Release detail does not generate the routing and shows you the Release Detail (Change) panel (AM64A41).

Fields

Order. The number of the purchase order being entered or maintained.

WH (warehouse). The number of the warehouse where this item is to be stored.

Item. The blanket item number and description for the release being entered or maintained. Any routing generated is applied to this release item on this purchase order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

You can generate a routing for an MRO item, but it must be generated from a production item's routing.

Requisition. The number of the requisition assigned to this blanket item on this purchase order.

Contr (contract number). The contract number associated with a specific vendor contract for this blanket item.

Rel (multiple release number). The number for the individual release of this blanket item.

Seq (sequence number). This field appears if this release is for a miscellaneous or service blanket item. It shows the number assigned by the application to the Item this release is for.

Line. The relative position number of this item on the purchase order.

If you do not have EPDM activated, the following field appears instead of the **Site, Routing ID** and **Routing Version** fields described below.

Routing item [?]. The item number whose routing will be used to generate a routing for this release on this purchase order. The default is that of this release. You can override the default with a different item number. You can use this to provide support for a generic routing when you don’t have EPDM. By creating a generic item and defining its routing, you can reference that routing in purchase orders for other items that you want to be received the same way.

Only production item numbers are valid in this field. If you enter an MRO item number, an error message appears.

Site [?]. The identifier of the site associated with this item.

Routing ID [?]. This field appears if EPDM is activated. The item number whose routing is used for this line item on this purchase order. The default is that of the current line item. You can override the default with a different item number.

Routing version[?]. This field appears if EPDM is activated. The version number of the routing.

Routing select code. Type the select code for the specific routing operations you want to generate for this line item. If you enter a routing select code, the routing for this line item consists of only those operations with blank select codes and select codes equal to the routing select code that you entered. Enter **two asterisks** (**) to select all the operations for the routing item.

If you leave this field blank, only base operations are selected.

AM64A51—Debit Memo Maintenance (Change)

Use this panel to change debit memo records.

This panel appears when you type **Y** in the ***MAINTAIN DEBIT MEMOS*** field on the Item Detail (Add/Change) panel (AM64A31) or the Release Detail (Add/Change) panel (AM64A41).

```
 Date ******          Debit Memo Maintenance          Change    AM64A51 **
Order  Currency ID *** WH  Item  *MRO*      Req      Contr  Release Seq  Line
******* ************** *** ***************  R******   *****  ****    ***  *****

Vendor ******  ***********************************        Buyer *****
Contact ************************* ******************** *************************

Vendor catalog no.            Expected amt   Ordered    Due    Debit date
************************* **,***,***,***.****   ******    **/**/**  **/**/**

 Debit no. Printed UM     Unit price     Debit qty   Return auth  --Resupply--
 **********   ***  ** ***********.*****  ******.**** aaaaaaaA10   <Y/N> A
                                                    Date  nnnnnn
        ***************  ***************
 Item      nnnnnnnnnn.nn ***********.**  Charge description
 Sp chg.... nnnnnnnnnn.nn ***********.**  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
 Frght .... nnnnnnnnnn.nn ***********.**  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
 Taxes .... nnnnnnnnnn.nn ***********.**
 Total .... ***********.** ***********.**
 Review messages <Y/N>  a        Create IFM credit <Y/N>  a

F2=Previous debit     F6=Return to Item detail       F7=End of debits
F9=Alternate currency  F20=Delete debit              F24=Display status
```

What to do

To update the debit memo, type the changes and press **Enter**.

If you made changes to any field that caused other information on the panel to change, press **Enter** again.

Function keys

F2=Previous debit shows you the debit memo preceding this one.

F6=Return to ******* shows you the release or the item that this debit memo belongs to on the Release Detail (Add/Change) panel (AM64A41) or the Item Detail (Add/Change) panel (AM64A31).

F7=End of debits ends the debit memo maintenance session and returns you to the item (AM64A31) or release (AM64A41) panel so you can continue your entry/edit session.

F9=Alternate currency allows you to toggle between local or alternate currency. This function key appears only if multi-currency processing is active. The panel default is local currency.

F20=Delete debit shows you the Debit Memo Maintenance (Delete) panel (AM64A52) so that you can delete this debit memo.

F24=Display status shows you the Purchase Order Entry/Edit (Status) panel (AM64A99) so that you can review session statistics or end the session.

Fields

Order. The order number for this item.

Currency ID. The currency ID and description identifying the currency for this record. This field is blank if this record is in your national currency and appears only if multi-currency processing is active.

WH (warehouse). The number of the warehouse to which this item is to be shipped.

Item. The item number for this debit memo.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Req. The number of the requisition for this item.

Contr (contract number). The number of the contract for this item.

Release. The blanket release number for this blanket item. This field appears only if the debit memo is for blanket items.

Seq (sequence number). The sequence number for this miscellaneous or service item. This field does not show for inventory items.

Line. The relative position number of this item on the purchase order.

Vendor. The vendor number and name.

Buyer. The number and name of the buyer for this item.

Contact. The name and telephone number of the vendor contact.

Vendor catalog no. The catalog number in the vendor's catalog for this item.

Expected amt (expected amount). The expected cost of this item.

Ordered. The date this order was placed.

Due. The date on which this order is due for delivery.

Debit date. The date of this debit memo.

Debit no. The number of this debit memo.

Printed. This field indicates whether this debit memo has printed.

UM (unit of measure). The unit of measure for this item.

Unit price. The price per unit for this order.

Debit qty (debit quantity). The quantity of the item for this debit memo.

Return auth (return authorization). Type a code that authorizes return of this item to the vendor.

Resupply <Y/N>. Type **Y** if this item is to resupplied.

Date. Use this field only if the value in the ***Resupply*** field is **Y**. Type a date on which this item should be resupplied. This must be a valid date in the Production Calendar.

Trading and Local currency.

> ***Item***: The amount of the item cost as entered when the debit memo was created. If multi-currency processing is active, the amount appears in both trading and local currency. The trading currency amount is calculated by the system from the local currency item amount and the purchase order exchange rate. You can change only the trading currency amount. If multi-currency processing is not active or the vendor currency is local, only the Amount field appears.
>
> ***Charge description***: The description of the special and freight charges. You can change this description.
>
> ***Sp chg (special charges)***: Type the amount of special charges on this debit memo. If multi-currency processing is active, type the trading currency amount.
>
> ***Frght (freight)***: Type the amount of freight on this debit memo. If multi-currency processing is active, type the trading currency amount.
>
> ***Taxes***: Type the amount of taxes on this debit memo. If multi-currency processing is active, type the trading currency amount.
>
> ***Total***: The total amount of the debit memo plus the charges you entered. You cannot change this amount. If multi-currency processing is active, the amount appears in both trading and local currency.

Review messages. Type **Y** to review messages. Type **N** if you do not want to review messages. **Y** causes the Comment Entry/Edit panel (AM64E1) to appear.

Create IFM credit. Accept the default of N if you do not want to create a credit memo in IFM. Type **Y** if you want to create a credit memo in IFM. When you type **Y**, and press **Enter**, IFM panel UAKNPVR appears to let you create the IFM credit. See the *IFM User's Guide* for a description of that panel. If a credit memo already has been created in IFM, **N** appears in this field and you cannot change it. A message appears reminding you that a credit memo already exists. This field appears only if IFM is interfacing.

AM64A52—Debit Memo Maintenance (Delete)

Use this panel to delete debit memos.

This panel appears when you select **F20** on the Debit Memo Maintenance (Change) panel (AM64A51).

```
 Date ******          Debit Memo Maintenance        Delete    AM64A52 **
Order  Currency ID *** WH  Item  *MRO*      Req      Contr  Release Seq  Line
******* *************** *** ***************  R******  *****  ****   ***  *****

Vendor ******  ***********************************       Buyer *****
Contact ************************* ******************** *************************

Vendor catalog no.           Expected amt   Ordered    Due    Debit date
************************* ** ***,***,***,***.****    ******    **/**/**  **/**/**

 Debit no. Printed UM     Unit price     Debit qty   Return auth  --Resupply--
 **********   ***  ** ***********.*****   ******.**** aaaaaaaA10   <Y/N> A
                                                  Date  nnnnnn
         ***************  ***************
 Item       ***********.**                Charge description
 Sp chg.... ***********.** ***********.**  ****************************************
 Frght .... ***********.** ***********.** ****************************************
 Taxes .... ***********.** ***********.**
 Total .... ***********.** ***********.**
 Review messages <Y/N>  *        Create IFM credit <Y/N>  *


F20=Delete debit
```

What to do

- To delete this debit memo and go to the next debit memo, use **F20**.
- To return without deleting this debit memo, press **Enter**.

Function keys

F20=Delete debit deletes this debit memo and shows you the next debit memo for this item or release on the Debit Memo Maintenance (Change) panel (AM64A51).

Fields

The fields on this panel cannot be changed. See “AM64A51—Debit Memo Maintenance (Change)” on page 3-121 for field descriptions.

AM64A99—Purchase Order Entry/Edit (Status)

Use this panel to show the session status of the current file maintenance session.

This panel appears when you use **F24** on any of the Purchase Order Entry/Edit Add, Change, or Select displays.

```
Date **/**/**          Purchase Order Entry/Edit          Status     AM64A99 **



Session status
                                           POMAST         PODATA

                Records added              *****          *****
                Records changed            *****          *****
                Records deleted            *****          *****

                Purchase orders added                     *****

                Line items added                          *****

                Total order quantity added
                Total order amount added (local)


F19=End of order        F24=End of job
```

What to do

- To return to the Purchase Order Entry/Edit–Order Selection panel (AM64A01), use **F19**.
- To end the order entry session, print the Purchase Order Entry and Maintenance Condensed Audit Report, and return to the Purchase Order Processing Menu (AM6M10), use **F24**.
- To return to the panel where you requested this status display, press **Enter**.

Function keys

F19=End of order returns you to the Order Selection panel (AM64A01). Depending on what other functions are active, other panels may appear first. For example, approval processing causes another panel to appear when you end an order.

F24=End of job ends the entry session and returns you to the Purchase Order Processing menu (AM6M10). The Purchase Order Entry/Edit—Condensed Audit report (AM64A) is scheduled for printing.

Fields

Session status.

Records added: The number of records added during this session.

Records changed: The number of records changed during this session.

Records deleted: The number of records deleted during this session.

Purchase orders added: The number of purchase orders added less the number cancelled and deleted during this session.

Line items added: The number of line items added less the number deleted during this session.

Total order quantity added: The net change in quantity of all items added, changed, or deleted on all purchase orders during this session.

Total order amount added: The net change in currency value of all purchase orders added, changed, or cancelled during this session.

If multi-currency processing is active, this amount appears in trading currency with the primary currency ID in parentheses. If the orders in this session were in different primary currencies, the word MIXED appears in the parentheses. If all the orders in this session were in local currency, the word LOCAL appears in parentheses.

Total order amount added (local): If multi-currency processing is active and the amount in the previous field was either trading currency or mixed currencies, this field appears. The net change in currency value of all purchase orders added, changed, or cancelled during this session in local currency.

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AM64E1—Comment Entry/Edit (Summary)

You can attach messages and comments to a purchase order at four levels: purchase order, item, release, or debit memo.

Use the Summary panel to select an existing message/comment to change or review, or to press the appropriate function key to add a comment or message.

The Summary panel displays all previously entered PO comments for the current level. The title of the current level appears under the panel title. The Summary panel appears when you do any one of the following:

- Type **Y** in the ***Add/review Comments*** field of the Order Summary panel (AM64A21) to access messages/comments at the purchase order level.
- Type **Y** in the ***Add/review Item Comments*** field of the Item Detail panel (AM64A31) to access messages/comments at the item level.
- Select the release you want from the Order Detail Selection panel (AM64A29), then type **Y** in the ***Add/review Release Comments*** field of the Release Detail panel (AM64A41) to access messages/comments at the release level.
- Type **Y** in the ***Add/review Messages*** field of the Debit Memo Maintenance panel (AM64A51) to access messages/comments at the debit memo level.

```
Date **/**/**          Comment Entry/Edit      Summary      AM64E1   **
                       PO Order

Vendor Order   Item *MRO*      WH   Seq   Rel  Debit memo
****** ******  ***************  ***  ***  ****  **********

To view or maintain a message or comment, type 1 in Opt field; press Enter.

                                          Print  Copy
Opt  Msg/Com   Text                        code   in
 n   ******    ************************************    *     *
 n   ******    ************************************    *     *
 n   ******    ************************************    *     *
 n   ******    ************************************    *     *
 n   ******    ************************************    *     *
 n   ******    ************************************    *     *




F3=Exit          F6=Add comment     F7=Backward       F8=Forward
F10=Add message    F11=Add V/I desc    F13=Select all
```

What to do

- To add a comment, press **F6**. Panel AM64E3 appears to let you type in a comment.
- To add existing vendor/item descriptions when adding item comments in Add mode, press **F11**. After pressing F11, the panel appears again with all vendor/item descriptions in place.
- To select a previously entered comment or message, type **1** in the ***Opt*** field next to the comment or message you want, then press **Enter**. When you select a

message, panel AM64E2A appears to let you view the entry or enter changes. When you select a comment, panel AM64E4 appears to let you view the comment or enter comment changes.

Function keys

F3=Exit ignores changes you typed on this panel, and returns to the panel where you started.

F6=Add comment takes you to panel AM64E3 to let you create a new comment.

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

F10=Add message takes you to panel AM64E2 to let you select a message to be added.

F11=Add V/I desc appears when you are adding item comments only if there are no other comments for the item and if vendor/item descriptions exist. The panel is refreshed, showing all comments/messages associated with the item after inserting the V/I descriptions.

F13=Select all selects all entries on the panel by typing **1** in the ***Opt*** field beside each entry. When you press **Enter**, panel AM64E2A or AM64E4 appears. You then can view all selected comments/messages by pressing Enter to display the next entry.

Fields

Vendor. Vendor number associated with the purchase order.

Order. The number of the currently selected purchase order.

Item. The number of the currently selected item. Any item comments you enter are applied to this item on this purchase order. This field does not appear when you enter comments at the purchase order level.

****MRO* .*** Indicates that this is a spare part item or a maintenance service. This field appears only if the Maintenance Management System (MMS) is interfacing, and only in association with an item number.

WH (warehouse). The number of the warehouse where this item is to be stored.

Seq (sequence number). This field appears if this line item is a miscellaneous or service item. It shows the number assigned by the application to a miscellaneous or service item which may appear more than once on the same purchase order.

Rel (release). The number of the currently selected release. This field appears only when the comments are at the release or debit memo level.

Debit memo. The number of the currently selected debit memo. This field appears only when the comments are at the debit memo level.

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Opt (option). When previously entered comments and messages are listed on this panel, use this field to type **1** to select an entry.

Msg/Com (message/comment). The message number appears to identify a standard message. If the entry is a comment, it is identified by *COM*.

Text. When previously entered comments and messages appear on this panel, the first line of each comment and message text appears.

Print Code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment that is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type in a different code.

P Print the message on the purchase order and revisions.

R Print on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. These comments are available at the PO item, release, or vendor/item level.

T Do not print the message—for internal information only.

Copy in. **Y** indicates that the message is copied into the purchase order and the text can be changed. **N** indicates the message appears by reference from the Standard Message File and cannot be changed by any other option.

AM64E2—Comment Entry/Edit (Add Message)

Use this panel to add a standard message at one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you press **F10** on the Comment Entry/Edit (Summary) panel (AM64E1).

```
Date **/**/**            Comment Entry/Edit           Add    AM64E2   **
                             ********               Message

Vendor Order      Item *MRO*         WH     Seq     Rel      Debit memo
****** *******    ***************    ***    ***     ****     *********

  Message number . . . . . . . aaaA5















F3=Exit            F19=Return to summary
```

What to do

- To add a message, type the number of the standard message you want included on the purchase order and press **Enter**.
- Standard messages must be established previously in the Standard Message Master file, using option 6 on the File Maintenance menu.
- When you select a message that is defined as Copy in, the text appears on the Change Message panel (AM64E2A).
- When you select a message that is not copied in (is included by reference), no text appears. A system message notifies you that the message you selected was included. When you return to the Summary panel, the first line of the message displays in the summary list. You then can select the message and view its text, but you cannot change it.

Function keys

F3=Exit ignores changes you typed on the current panel and returns to the panel where you started.

F19=Return to summary returns you to the Comment Entry/Edit (Summary) panel (AM64E1).

Fields

See “AM64E1—Comment Entry/Edit (Summary)” on page 3-127 for a description of the fields in the panel header.

Message number. Type the number that identifies the standard message you are adding.

AM64E2A—Comment Entry/Edit (Change/Review Message)

Use this panel to change or review a standard message at one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you type **1** in the ***Option*** field beside an existing message listed on the Comment Entry/Edit (Summary) panel (AM64E1).

```
Date **/**/**           Comment Entry/Edit     Change/Review    AM64E2A  **
                             ********            Message

Vendor   Order no.     Item *MRO*        WH     Seq     Rel      Debit memo
******   *******       ***************   ***    ***     ****     **********

Message number *****        Copy in  *         Print code  A

Position to print seq. . . nnnn
                                                                       More:  +
To insert new message text, type 1 in the "Insert after" field; press F6.
Insert      Print      Text 1/
 after      seq.       Text 2
  A         ****       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A         ****       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A         ****       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A         ****       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

F3=Exit                 F6=Insert after        F7=Backward     F8=Forward
F12=Return              F19=Return to summary  F20=Delete message
```

What to do

- For messages that are Copy in=Y, to insert additional text into the message that is displayed on this panel, type **1** in the ***Insert after*** field of the line you want the new text to follow, then press **F6**. Panel AM64E2B appears to let you enter additional text.
- To correct errors in inserted text or change message text, type over existing text, then press **Enter**.
- For standard messages that were not copied in, you see the text as output only fields, and you cannot change or insert.
- To delete a message, press **F20**. Press **F20** again to confirm. The message is then deleted from the order. To ignore the deletion, press **Enter** instead of pressing **F20** a second time.

Function keys

F3=Exit ignores changes you typed on this panel and returns to the panel where you started.

F6=Insert after takes you to panel AM64E2B to let you insert additional text after the line you selected. Before pressing **F6**, you must select a line by entering 1 in the Insert after field next to the line.

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

F12=Return returns to the Comment Entry/Edit (Summary) panel (AM64E1).

F19=Return to summary returns to the Comment Entry/Edit (Summary) panel (AM64E1).

F20=Delete message deletes the message you selected.

Fields

See "AM64E1—Comment Entry/Edit (Summary)" on page 3-127 for a description of the fields in the panel header.

Message number. Number that identifies a standard message.

Copy in. **Y** indicates that the message is copied into the purchase order and the text can be changed. **N** indicates the message appears by reference from the Standard Message File and cannot be changed by any other option.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type in a different code.

P Print the message on the purchase order and revisions.

R Print on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. These comments are available at the PO item, release, or vendor/item level.

T Do not print the message—for internal information only.

Position to print seq. Displays messages starting with the Print Seq number you enter in this field.

Insert after. Type **1** in the field to select the line after which you want to insert new text.

Print seq. The order in which the text lines are to be printed on the purchase order.

Text1/Text2. Two lines of text of the comment or message.

AM64E2B—Comment Entry/Edit (Insert Message)

Use this panel to insert additional text into an existing message. The message is associated with one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you type **1** in the Insert after field beside a line of text in an existing message and press **F6** on the Comment Entry/Edit (Change/Review Message) panel (AM64E2A).

```
Date **/**/**             Comment Entry/Edit         Insert      AM64E2B  **
                               ********              Message

Vendor Order          Item *MRO*          WH       Seq      Rel      Debit memo
****** *******        ****************    ***      ***      ****     **********

Message number  *****       Copy in  *          Print code  A

Print       Text 1/
seq.        Text 2
****        ****************************************
            ****************************************
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40




F12=Return
```

What to do

- To insert additional text in an existing message, type text beginning in the first space of the first blank line following existing text. The cursor is positioned in the space where you are to begin typing.
- You can type as many lines as you need. When you press Enter, the message is changed to include the inserted text. Press **F12** to return to panel AM64E2A. You can correct errors in the inserted text on that panel.

Function keys

F12=Return returns you to the Comment Entry/Edit (Change/Review Message) panel.

Fields

See “AM64E2A—Comment Entry/Edit (Change/Review Message)” on page 3-132 for a description of the fields in the panel header.

Message number. Number that identifies a standard message.

Copy in. **Y** indicates that the message is copied into the purchase order and the text can be changed. **N** indicates the message appears by reference from the Standard Message File and cannot be changed by any other option.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type in a different code.

P Print the message on the purchase order and revisions.

R Print on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. These comments are available at the PO item, release, or vendor/item level.

T Do not print the message—for internal information only.

Print seq. The order in which the text lines are to be printed on the purchase order.

Text1/Text2. Two lines of text for the comment or message appear.

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AM64E3—Comment Entry/Edit (Add Comment)

Use this panel to add a comment at one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you press **F6** on the Comment Entry/Edit (Summary) panel (AM64E1).

```
Date **/**/**            Comment Entry/Edit          Add    AM64E3   **
                             ********              Comment

 Vendor Order       Item *MRO*        WH      Seq      Rel      Debit memo
 ****** *******     ***************   ***     ***      ****     **********

Print          Text 1/
code           Text 2
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
  A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40


F3=Exit        F19=Return to summary
```

What to do

- To add a comment, type a print code, then tab to the ***Text1/Text2*** field and type in your message. Two lines per message are available. Press **Enter** to accept the comment.
- To correct errors in comment text, type over existing text, then press **Enter**.
- You cannot delete a comment on this panel. To delete a comment after you have pressed **Enter**, return to the Summary panel and select option 1 to get to panel AM64E4 where you can use **F20** to delete it.

Function keys

F3=Exit ignores any changes you typed on the current panel and returns to the panel where you started.

F19=Return to summary returns to the Comment Entry/Edit (Summary) panel (AM64E1).

Fields

See "AM64E1—Comment Entry/Edit (Summary)" on page 3-127 for a description of the fields in the panel header.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type in a different code.

P Print the message on the purchase order and revisions.

R Print on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. These comments are available at the PO item, release, or vendor/item level.

T Do not print the message—for internal information only.

Text1/Text2. Two lines of text for the comment or message.

AM64E4—Comment Entry/Edit (Change/Insert Comment)

Use this panel to change an existing comment, insert additional comments, or delete the comment. The comment is associated with one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you type **1** in the ***Option*** field next to an existing comment on the Comment Entry/Edit (Summary) panel (AM64E1).

```
Date **/**/**            Comment Entry/Edit     Change/Insert   AM64E4  **
                              ********             Comment

Vendor  Order        Item *MRO*        WH     Seq     Rel      Debit memo
******  *******      ****************  ***    ***     ****     **********

Print  Print         Text 1/
seq.   code          Text 2
***     A            ****************************************
                     ****************************************
        A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
        A            aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40


F3=Exit         F19=Return to summary          F20=Delete comment
```

What to do

- To change the text of an existing comment, type over existing text with new text.
- To insert a comment, you can begin typing in the first blank space or blank line following the previous comment. Take care not to type in the ***Print Code*** column unintentionally. You cannot leave more than one line blank between text lines.
- To delete a comment, press **F20**. Press **F20** again to proceed with the deletion. The comment is immediately deleted. To ignore the deletion, press **Enter** instead of pressing **F20** for a second time. A comment with Print Code G cannot be deleted, unless you first change it to another print code.

Function keys

F3=Exit ignores any changes you typed on the current panel and returns to the panel where you started.

F19=Return to summary returns you to the Comment Entry/Edit (Summary) panel (AM64E1).

F20=Delete comment deletes the comment.

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Fields

See “AM64E1—Comment Entry/Edit (Summary)” on page 3-127 for a description of the fields in the panel header.

Print seq. The order in which the text lines are to be printed on the purchase order.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type in a different code.

P Print the message on the purchase order and revisions.

R Print on the Dock-to-Stock Traveller, in addition to any added instructions that are placed in the Routing Additional Description file. Use these comments for one time special handling notes for receiving personnel. These comments are available at the PO item, release, or vendor/item level.

T Do not print the message—for internal information only.

Text1/Text2. Two lines of text for the comment or message.

AM65B01—Purchase Order Reopen/Complete

Use this panel to reopen or complete a line item on a purchase order. When you complete the action, the appropriate inventory transactions are generated and passed to IM.

This panel appears when you select option 7 on the Purchase Order Entry/Edit Order Selection panel (AM64A01) and type in a purchase order number.

The only input capable fields are ***Reference***, ***Reason***, and ***Comment***. The fields are not edited, but are passed along with the transaction.

```
 Date **/**/**          Purchase Order Reopen/Complete   ******      AM65B01  **

 Order no. P******  Vendor ***********************************  Order status **


 Type option; press Enter.
    3=Reopen  4=Complete  5=Display

Opt   Item number/     Seq  Line  Release    Status      Reference     Reason
      Comment
 n  ***************    **** ****** *****       **        aaaaaaaA10    aaaaA6
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  ***************    **** ****** *****       **        aaaaaaaA10    aaaaA6
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  ***************    **** ****** *****       **        aaaaaaaA10    aaaaA6
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  ***************    **** ****** *****       **        aaaaaaaA10    aaaaA6
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  ***************    **** ****** *****       **        aaaaaaaA10    aaaaA6
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80




 F7=Backward    F8=Forward    F12=Return
```

What to do

- To reopen an item or release, type **3** in the ***Opt*** field and press **Enter**. The PO status is updated and an RP transaction with an R completion code is sent to IM. A transaction is written to the Purchasing/Inventory Work file (PURIMW) where it remains as an audit trail until the transaction register is printed. If the item or release is an Inspect on Receipt item and the warehouse is controlled, a PQ transaction is generated instead of an RP. PQ transactions are printed on the Quality Control Transaction report.
- To complete an item or release, type **4** in the ***Opt*** field and press **Enter**. The PO status is updated and an RP transaction with a C completion code and zero quantity is sent to IM. A transaction is written to the Purchasing/Inventory Work file (PURIMW) where it remains as an audit trail until the transaction register is printed. If the item or release is an Inspect on Receipt item and the warehouse is controlled, a PQ transaction is generated instead of an RP. PQ transactions are printed on the Quality Control Transaction report.
- To display an item or release, type **5** in the ***Opt*** field and press **Enter**. The Purchase Order Entry/Edit Item Detail or Release Detail panel appears.

Function keys

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

F12=Return returns to the Select panel where you started.

Fields

Order no. (number). The purchase order number typed on the Select panel.

Vendor. The vendor associated with this purchase order.

Order status. The current status of the order:

10	Vendor acceptance required
20	Vendor accept received (VA) or not required
30	Activity reported
35	Order invoiced complete, not received complete
40	Order complete (Receiving)
50	Order complete (Invoicing)
60	Order closed
99	Order cancelled.

Opt (option). Type the option for the action you want to perform against this item.

Item number. The item number on a specific line item or blanket release.

Seq. (sequence). The sequence number assigned to a miscellaneous or service item.

Line. The relative position number of this item on the purchase order.

Release. The blanket release number for this item on the purchase order.

Status (item status code). A code that identifies the current status of this item:

05	Vendor accept required
10	Open
20	Received at dock
30	Received in inspection
40	Received in stock
50	Item complete
99	Cancelled.

Note: The status code that appears represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Reference. You can type the reference number for this reopen/complete action. It is optional.

Reason. You can type the reason for this reopen/complete action. It is optional.

Comment. You can type a comment for this reopen/complete action. It is optional.

AM65B02—Purchase Order Vendor Accept

Use this panel to process a Vendor Accept (VA) transaction for an item or release.

This panel appears when you select option 6 on the Purchase Order Entry/Edit Selection panel (AM64A01) and type in a purchase order number.

```
 Date **/**/**          Purchase Order Vendor Accept     ******      AM65B02  **

 Order no. *******  Vendor ***********************************


 Type option; press Enter.
    1=Select for VA   5=Display
Opt   Item number/   Seq  Line   Rel   St  Promise        Ship via
      Comment                              date
 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80
 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80

 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80

 n  **************   ***  *****  ***** **  nnnnnn  aaaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80




 F5=Refresh      F7=Backward  F8=Forward   F10=Change all promise dates
 F11=Select all  F12=Return
```

What to do

- To select an individual item or release for Vendor Accept (VA), type **1** in the ***Opt*** field and press **Enter**. If you are accepting the entire order, use **F11** to select all items/releases at once. The PO status is updated and a VA transaction is sent to IM. A transaction is written to the Purchasing/Inventory Work file (PURIMW) where it remains as an audit trail until the transaction register is printed.
- To display an item or release, type **5** in the ***Opt*** field and press **Enter**. The Purchase Order Entry/Edit Item Detail or Release Detail panel appears.
- To change all Promise Dates at once, use **F10** and type the promise date in that field on the window that appears.

Function keys

F5=Refresh restores the panel to its original state before you made any changes.

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

F10=Change all promise dates causes a window to appear so that you can type a new promise date. When you press **Enter** in that window, the changed date appears on the panel for all items or releases to reflect the new vendor commitment.

F11=Select all selects for VA all entries on the panel by placing 1 in the ***Opt*** field beside each entry. When you press **Enter**, the VA transaction is processed for each item or release, and you receive a confirmation message.

Fields

Order no. (number). The purchase order number typed on the Select panel.

Vendor. The vendor associated with this purchase order.

Opt (option). Type the option for the action you want to perform against this item.

Item number. The item number on a specific line item or blanket release.

Seq. (sequence). The sequence number assigned to a miscellaneous or service item.

Line. The relative position number of this item on the purchase order.

Rel. (release). The blanket release number for this item on the purchase order.

Status (item status code). A code that identifies the current status of this item:

05	Vendor accept required
10	Open
20	Received at dock
30	Received in inspection
40	Received in stock
50	Item complete
99	Cancelled.

Note: The status code that appears represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Promise date. The date this item is promised. You can change the promise date for this specific item or release by typing the date here. You can change the promise date for all items by using F10.

Ship via. You can type a ship via for this order. It is optional.

Comment. You can type a comment for this vendor accept action. It is optional.

AM65B03—Purchase Order Entry/Edit (Item Detail)

Use this panel to view item detail when you are reopening or completing a purchase order, or when recording a vendor acceptance.

This panel appears when you select an item and type **5** in the ***Option*** field on the Purchase Order Reopen/Complete panel (AM65B01) or the Purchase Order Vendor Accept panel (AM65B02).

```
Date **/**/**        Purchase Order Entry/Edit       View     AM65B03 **
                     Item Detail

Order   Currency ID    WH  Item    *MRO*    Req    Contr Blnkt Fxd Seq Line
******* ************** *** *************** ******* *****  *    *  *** *****

UM      Unit price  Quantity      Due     Dock   Follow-up Promise  Planner
** *********** **** ******* *** ******  ******  ******  ******  *****

Receipt required      *
Maintain debit memos *                      ------ Lead times --------
Generate routings     *       Engineering drawing  Vendor  Dock/stock  Safety
Add item comments     *        ***************      *** *    *** *     *** *
Country of origin    ***
Vendor catalog  *************************   Quote   Use quote descr  Rsch code
Item descr ******************************             *              *
****************************************
****************************************

Reference   Job             Account      Dept  Tax %
********** ************ *************** **** *** ***

Work order-task: ****** **   Cost code: ******


F9=Alternate currency    F12=Return
```

What to do

Pressing **Enter** causes the next selection to appear until there are no more selections.

Function keys

F9=Alternate currency lets you toggle between local, trading, and order alternate currency if you are using multi-currency. If the alternate currency equals the trading currency, only trading and local currency will be displayed.

F12=Return returns to the panel where you started.

Fields

Order. The number of the purchase order for this item.

Currency ID. The currency identification and description for this record. This field is blank if this record is in your national currency. This field appears only if multi-currency is active.

WH (warehouse). The number of the warehouse where the item is stored.

Item. The number of this item.

MRO*. This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Req (requisition number). The requisition number associated with this item.

Contr (contract number). The contract number associated with a specific vendor contract for this item.

Blnkt (blanket - multiple release flag). **Y** appears if this is a blanket item.

Fxd (fixed). **Y** appears if this is a fixed blanket item.

Seq. (sequence). The sequence number assigned to a miscellaneous or service item.

Line. The relative position number of this item on the purchase order.

UM (unit of measure). The unit of measure for this item.

Unit price. The unit price for this item.

Quantity. The quantity of this item to be ordered.

Due. The due date to stock, or the latest date the item is due in stock, if this is a blanket item.

Dock (date due to dock). The date this item is due at the dock.

Follow-up. The date when follow-up action should be taken.

Promise (date promised). The date the item was promised to be delivered. This date can be changed only with a VA transaction.

Planner. The planner number associated with each item.

Receipt required. **Y** indicates an inventory transaction receipt is required before invoicing can be processed.

Maintain debit memos. **Y** indicates debit memos are on the item.

Generate routings. **Y** indicates this item allows receiving routings generated.

Engineering drawing. The engineering drawing number from the Item Master file.

Add/Review item comments. **Y** indicates comments exist.

Lead times. The lead times from the Item Balance file appear:

> ***Vendor***: The vendor-quoted number of days between release of the order and delivery to dock.
>
> ***Dock/stock (dock to stock)***: The number of days between delivery to dock and receipt of the item in stock.

Safety: The number of days allocated for unexpected delays.

Country of origin. The code for the country where this item originates.

Vendor catalog. The vendor's catalog number for this item.

Item descr (item description). The item description from the Item Master file.

Quote (quotation number). The quotation number for this item appears from the Contract master file, and is used for price/level breaks.

Use quote descr (print extended quotation description). Y indicates the extended quotation description is printed on the purchase order instead of the item's extended item description, if any.

Rsch code (reschedule code). Code used to indicate whether or not an individual manufacturing order or purchase order line item can be rescheduled automatically by the system.

0	Default to item reschedule code. This is the default.
1	Cannot be rescheduled automatically
2	Can be scheduled out
3	Can be scheduled in
4	Can be scheduled both out and in

Reference (reference number). The reference number contained on the requisition for this item.

Job (customer job number). If a requisition that contains a job number was used to create the purchase order for the item, that number appears here.

Account (account number)[?]. The material expense account number to be charged during invoicing for this item with its associated cost. If a requisition containing an account number was used, that account number appears. Otherwise, the account number from the Item Master file appears.

If IFM is installed and interfacing, this field is replaced with Unit and Nature fields.

Dept. (department). The department number associated with this item. If a requisition containing a department number was used, that department number appears.

Tax % (tax percentage). The expected tax percentage to be printed on the purchase order for this item. If a contract number was used and a quotation exists for this item, the tax percentage from the Quotation master file appears.

The next three fields appear only for MRO items if the Maintenance Management System (MMS) is interfacing.

Work order. The number of the work order that originated in MMS.

Task. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

Cost code. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS. For stores items, it does not appear.

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AM65B04—Purchase Order Entry/Edit (Release Detail)

Use this panel to view release detail when you are reopening or completing a purchase order, or when recording a vendor acceptance.

This panel appears when you select a release and type **5** in the ***Option*** field on the Purchase Order Reopen/Complete panel (AM65B01) or the Purchase Order Vendor Accept panel (AM65B02).

```
Date **/**/**        Purchase Order Entry/Edit       ******    AM65B04 **
                     Release Detail

Order    Currency ID *** WH  Item  *MRO*         Req    Contr Release Seq Line
*******  *************** ***  ***************  *******  ***** ****  *** ****
UM     Unit price       Quantity          Due date      Dock date
**  ***********.****   *******.***        ******        ******

                                   ------ Lead times --------
Generate routings          *              Vendor  Dock/Stock  Safety
Add release comments        *               ***.*     ***.*      ***.*

Override ship-to   ***   Address format   *
Name          ************************************
Address 1     ************************************
Address 2     ************************************
Address 3     ************************************
City          ************************************
State       **  Postal **********  Country  ***
Contact       *************************  Telephone ********************

F9=Alternate currency    F12=Return
```

What to do

Pressing **Enter** causes the next selection to appear until there are no more selections.

Function keys

F9=Alternate currency lets you toggle between local, trading, and order alternate currency if you are using multi-currency. If the alternate currency equals the trading currency, only trading and local currency will be displayed.

F12=Return returns to the panel where you started.

Fields

Order. The number of the purchase order for this item.

Currency ID. The currency identification and description for this record. This field is blank if this record is in your national currency. This field appears only if multi-currency processing is active.

WH (warehouse). The number of the warehouse where the item is stored.

Item. The number of this item.

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Req (requisition number). The requisition number associated with this item.

Contr (contract number). The contract number associated with a specific vendor contract for this item.

Release. **Y** appears if this is a blanket release.

Seq. (sequence). The sequence number assigned to a miscellaneous or service item.

Line. The relative position number of this item on the purchase order.

UM (unit of measure). The unit of measure for this item.

Unit price. The unit price for this item.

Quantity. The quantity of this item to be ordered.

Due date. The latest date the item is due in stock.

Dock date. The date this item is due at the dock.

Maintain debit memos. **Y** indicates debit memos are on the release.

Generate routings. **Y** indicates this item allows receiving routings generated.

Add release comments. **Y** indicates comments exist.

Lead times. The lead times from the Item Balance file appear:

> ***Vendor***: The vendor-quoted number of days between release of the order and delivery to dock.
>
> ***Dock/stock (dock to stock)***: The number of days between delivery to dock and receipt of the item in stock.
>
> ***Safety***: The number of days allocated for unexpected delays.

The following fields appear only if the vendor allows multiple ship-to addresses.

Override ship-to. The number that corresponds to the name and address where the vendor will ship this release of this purchase order.

Address format. The address format selected for the vendor with whom this purchase order is being placed. Formats 0 and 1 display the same on the panel. However, when the PO is printed, format 1 prints in the format shown in the table.The three formats available are:

Format 0	Format 1	Format 2
Name	Name	Name
Address 1	Address 1	Address 1
Address 2	Address 2	Address 2
Address 3	Address 3	Address 3
City	Country Postal City	Address 4
State Postal Country	State	Address 5

NAME. The name of the Ship-to addressee.

Address 1, 2, 3, 4, and 5, City, State, Postal, Country. The address, postal code, and country of the Ship-to addressee. What lines you see depends on the address format selected.

Contact and Telephone (override ship-to contact). The name and telephone number of the person at the Ship-to address that the vendor should contact on matters concerning the shipment of this release.

AM64F1—Approval Request (Requisition or Purchase Order)

Use this panel to request approval for a requisition or purchase order requiring approval that you are not authorized to give, to submit a special approval request for a purchase order, or to change information about the approval request.

This panel appears if requisitions or purchase orders are being approved and you have completed the entry and pressed **F19** or **F24** and further approval is required. If further approval is not required, you will be returned to the appropriate Entry/Edit panel with a message noting the approval status.

This panel also appears when you select option 8 on the Purchase Order Entry/Edit Select panel. The title indicates whether this is a Requisition Entry/Edit or Purchase Order Entry/Edit Approval Request.

```
Date **/**/**              **********************               AM64F1  **
                              Approval Request

Type information; press Enter.

                Document type . . . . . . . . :  ***
                Document ID . . . . . . . . . :  *******

                Approval requested amount . . :  nnnnnnnnn.nnnn
                Last approved amount  . . . . :  *********.****

                Approval route code . . . . . ?  aaaaaaaA10
                Next approver . . . . . . . . ?  aaaaaaaA10
                Approval priority . . . . . . ?  aA3




F5=Refresh                  F10=Approval comments
F11=Do not request approval    F12=Return to entry/edit
```

What to do

- To begin the approval process, enter the information and press **Enter**. The approval request is submitted, and you are returned to the appropriate Select panel.

Function keys

F5=Refresh causes the panel to appear as it was first displayed without your entries.

F10=Approval comments causes the Text Editor panel in the MMS Approval application to appear so you can enter information for use by the document approvers.

F11=Do not request approval causes the approval process to be suspended pending further expected maintenance. The requisition or purchase order is marked with a status code of 8 or 9, and you are returned to the appropriate Select panel so you can continue with another requisition or purchase order.

F12=Return to entry/edit causes the appropriate Entry/Edit panel to appear so that you can make further changes or additions to this purchase order before submitting the approval request. This function key appears only during Enter/Edit Purchase Orders.

Fields

Document type. A code identifying the document in the MMS Approval application. MRQ identifies a XA requisition. MPO identifies a XA purchase order.

Document ID. The requisition or purchase order number.

Approval requested amount. Normally, the total amount of the requisition or purchase order.

If you are re-approving a previously approved PO and Yes was answered to the “Purchase order re-approval value override” option in the Purchasing Control file, you can change the amount to an amount not less that the amount added to the PO nor more than total amount of the PO.

If this is a PO special approval request, this field displays zero, and you must enter the requested amount.

Last approved amount. The amount last approved for this PO. This field does not appear for a requisition.

Approval route code. The default approval route code as defined in either the MMS Approval application or in the Purchasing Control file. You can type **?** in this field to see valid choices. Security settings in the MMS Approval application determine if you can change this field.

Next approver. The next approver on the default approval route who will receive the request for approval of this document. You can type **?** in this field to see valid choices. Security settings in the MMS Approval application determine if you can change this field.

Approval priority. The priority you want to set for this approval request. You can type **?** in this field to see valid choices.

Option 5. Enter/Edit Purchase Order\Operations (AM6M10)

Use this option anytime you need to add an operation to the Purchase Order Operations file, or to change or delete an operation already in the file.

Use the Enter/Edit Purchase Order Operations option to modify routings. Once a standard routing has been assigned to a given item on an order via Purchase Order Entry/Edit, you can make changes to that routing to accommodate special conditions. For example, if an item is being ordered from a vendor for the first time, an additional inspection step can be required. The standard routing for the item can be assigned as usual and the inspection step added through this option. Even if Product Data Management is not installed and interfacing, you can create your own set of operations for an individual purchase order item.

What information you need: Valid purchase order, item, sequence, warehouse, release, and operation sequence numbers.

What reports are printed: Enter/Edit Purchase Order Operations (AM64H).

The basic steps for performing this task follow each panel.

AM64H1—Purchase Order Operations–Entry/Edit (Select)

Use this panel to select the purchase order and item whose operations you want to enter or edit.

This panel appears when you select option 5 on the Purchase Order Processing menu (AM6M10).

```
Date **/**/**           Purchase Order Operations      Select     AM64H1   **
                                   Entry/Edit


                   Order                             P aaaaA6
                   Item                                aaaaaaaaaaaaA15
                   Sequence                            nnn
                   Warehouse                           aA3
                   Release no.                         nnnn
                   Operation sequence                  aaA4

                   Action code <A,C,D>                 A




Last Updated
Order no  *******    Item  ***************       Oper seq ****


F24=Status
```

What to do

To add, change, or delete an operation in the Purchase Order Operations file, type the information requested and type **A**, **C**, or **D** in the ***Action code*** field. Press **Enter** and go to panel AM64H2 (add and change) or AM64H3 (delete).

Function keys

F24=Status causes the Purchase Order Operations-Entry/Edit (Status) panel (AM64H4) to appear. The panel shows the session status or allows you to end the job.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order [?]. Required. Type the purchase order number for the operation you want to maintain.

Item [?]. Required. Type the item number for the operation you want to maintain.

If the Maintenance Management System (MMS) is interfacing, you can maintain routings for MRO items. You can do a master file search on production items, MRO items, or both.

Sequence. Required. Type the item sequence number if you are maintaining operations for a miscellaneous item that appears more than once on the purchase order.

Warehouse. Required. Type the warehouse number for the purchase order item.

Release no. Type the number assigned to the individual release of an item on a blanket purchase order.

Operation sequence. Required. Type the operation sequence code for the operation detail you want to maintain.

Action code <A,C,D>. Required. Type one of the following action codes:

A Add an operation
C Change an existing operation
D Delete an existing operation.

Last updated. The order, item and sequence number that were last updated appear.

AM64H2—Purchase Order Operations–Entry/Edit (Add/Change)

Use this panel in Add mode to review the fields you entered on the Select panel (AM64H1) and add information to the remaining fields. In this way, you can type an entire operation sequence in addition to those appearing on the standard routing. Or, if you did not have a standard routing, you can create operations for a purchase order now.

Use this panel in Change mode to review the fields entered on the Select panel (AM64H1) and make changes to the fields shown. In this way, you can modify a standard routing to accommodate specific requirements, or make changes to a previously entered purchase order routing.

This panel appears when you select action code **A** or **C** on the Purchase Order Operations- Entry/Edit (Select) panel (AM64H1).

```
Date **/**/**            Purchase Order Operations      Change     AM64H2   **
                                Entry/Edit

                             *MRO*
      Order  *******    Item  ***************  Seq *** Warehouse  ***

      Release no.  ****     Op sequence  ****

      Operation description     aaaaaaaaaaaaaaaaA20

      Scheduled start date      nn/nn/nn       Facility ID        aaaA5
      Scheduled completion      nn/nn/nn       Routing trans code A2

      Std setup labor time      nnn.nn         Time basis code    A
      Std labor time/unit       nnnnn.nn       Tool               aaaaA6
                                               Process sheet no.  aaaaA6
      Move time in days         nn.nn          Print flag  <Y/N>   A


F18=Refresh     F19=Select       F24=Status
```

What to do

To add or change the operation, type the information you need and press **Enter**.

Function keys

F18=Refresh clears the data you have entered and shows you the panel as it originally appeared.

F19=Select returns you to the Purchase Order Operations Entry/Edit (Select) panel (AM64H1).

F24=Status causes the Purchase Order Operations- Entry/Edit (Status) panel (AM64H4) to appear. The panel shows the session status and allows you to end the job.

Contents Index

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Order. The order number for this item.

Item [?]. The item number for the operation you want to maintain.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Seq (item sequence number). The operations for a miscellaneous item that appears more than once on the purchase order.

Warehouse. The warehouse number for the purchase order item.

Release no. The number assigned to the individual release of an item on a blanket purchase order.

Op sequence. The operation sequence code for the operation detail you want to maintain.

Operation description. Type a description of the individual operation.

Scheduled start date. Type the date work is planned to start for this operation.

Facility ID [?]. Type the code that identifies the facility within a department that is responsible for performing the operation. If the Facility file exists, and you enter a value, it must be a valid ID.

Scheduled completion. Type the date that work is planned to be completed for this operation.

Routing trans code (routing transaction code). Type one of the following:

VA Vendor accept. The vendor has accepted the terms of the purchase order.

RD Receipt to dock. The item has been received at the dock without a count.

RI Receipt to inspection. The item has been received in inspection.

RP Receipt to stock. The item has been received into stock without a count.

PQ Purchasing Quality Control. The item has been inspected (for inspect-on-receipt items). You must type an RP routing transaction code to actually place the item in inventory. This code is not allowed for a Maintenance, Repair, and Overhaul (MRO) item.

Std setup labor time (standard setup labor time). Type the number of hours required for machine setup for the operation.

Time basis code. Type the code that relates the standard operation run unit time fields to the expected operation quantities and develops the standard operation run labor hours, run machine hours, and run labor costs for outside transactions.

Type one of the following:

blank	Hours per unit
C	Cost per piece (for outside operations)
H	Hours per lot
M	Minutes per piece
P	Pieces per hour
1	Hours per 10 units
2	Hours per 100 units
3	Hours per 1000 units
4	Hours per 10000 units.

Std labor time/unit (standard labor time/unit). Type the specified labor time required per unit. This value is adjusted according to the Time Basis Code to develop labor costs for an operation.

Tool. Type the code that indicates if a specified tool or list of tools is required for the operation.

Process sheet no. Type a process sheet code indicating if this item requires additional documentation to describe the manufacturing operation to be performed. This field is stored in the Routing file.

Move time in days. The time required to move an item from the previous operation to this operation.

Print flag <Y/N>. Type **Y** to cause this operation to print on travellers.

AM64H3—Purchase Order Operations–Entry/Edit (Delete)

Use this panel to delete operation details.

This panel appears when you select action code **D** from the Purchase Order Operations–Entry/Edit (Select) panel (AM64H1).

```
Date **/**/**            Purchase Order Operations       Delete     AM64H3  **
                                Entry/Edit
                               *MRO*
      Order  *******    Item  ***************  Seq *** Warehouse  ***

      Release no. ****     Op sequence  ****


      Operation description      *******************

      Scheduled start date       **/**/**       Work center ID     *****
      Scheduled completion       **/**/**       Routing trans code **

      Std setup labor time       ***.**         Time basis code    *
      Std labor time/unit        *****.**       Tool               ******
                                                Process sheet no.  ******
      Move time in days          **.**          Print flag *




*** Press Enter to delete ***
F19=Select           F24=Status
```

What to do

To delete the operation, check the panel to make sure that this is the record you want to delete and press **Enter**.

Function keys

F19=Select returns you to the Purchase Order Operations Entry/Edit (Select) panel (AM64H1).

F24=Status causes the Purchase Order Operations--Entry/Edit (Status) panel (AM64H4) to appear. The panel shows the session status of the purchase order processing session.

Fields

The fields on this panel cannot be changed. See “AM6DH2—Print Quotation Requests (Options)” on page 3-32.

AM64H4—Purchase Order Operations–Entry/Edit (Status)

Use this panel to view the session status or to end the job.

This panel appears when you use **F24** from any of the Purchase Order Operations–Entry/Edit displays.

```
Date **/**/**            Purchase Order Operations      Status     AM64H4   **
                               Entry/Edit


Session status

 Records added         *******          Records deleted     *******
 Records changed       *******








F24=Exit
```

What to do

- To return to the previous display, press **Enter**.
- To end the session, use **F24**. The Purchase Order Operations Entry/Edit Report is scheduled for printing.

Function keys

F24=Exit ends the entry/edit session and shows you the Purchase Order Processing menu (AM6M10). The Purchase Order Operations report (AM64H) is printed.

Fields

Session status.

Records added: The number of records added during this session

Records deleted: The number of records deleted during this session

Records changed: The number of records changed during this session.

Option 6. Print Purchase Orders (AM6M10)

Use this option anytime you need to print an individual purchase order, a group of purchase orders, daily shipping schedules, or all cancelled orders.

You can print a single purchase order or a range of orders by selecting one of the following print options:

- Option 1 Unprinted Purchase Orders
- Option 2 Unprinted Revisions
- Option 3 Unprinted Orders and Revisions
- Option 4 Unprinted Cancelled Purchase Orders
- Purchase Orders from __ to __ (range).

You can type in a buyer number or range of buyer numbers, and a warehouse number (for multiple warehouse systems), to limit the range of purchase orders that are printed. In addition, you can enter up to three standard message numbers or type in a message to be printed on the selected orders.

Once the print selections are made, the selected orders are sent to the print spool and automatically held until you are ready to print or transmit them. Purchase orders will be printed or transmitted as EDI documents based on the media flags that have been set up for the vendor (print, EDI, or both). The hold time in the print spool allows time to change to the special print forms used for POs. Ask your system operator to release the POs from the spool file and load the special forms when you are ready to print them.

If the PO was selected to be printed in alternate currency, amounts will be converted to the alternate currency and printed on the PO and the currency description shows the alternate currency. If the trading currency and the alternate currency are different, an additional total line prints on the PO in the currency that is not being used on the PO.

At time of printing, some additional choices are available:

- You can choose to have items and releases that are received complete printed. Normally, these are not printed on a PO, but you can include them if you want.

- You can choose whether or not cancelled items and releases are to be printed on the order.

- You have the option to print blanket items on the order, even if they have no releases. If you select YES and a blanket item is encountered that has no releases, the order header and item detail records print along with a message that there are no open releases. If you select NO, the order header still prints, but it does not contain the item detail record. If there are no valid items or blanket releases on the order, a message is printed at the bottom of the order and on the error report so you will know not to send the order to the vendor.

Purchase orders containing no item detail records will not print. Instead, error message E AM-7580 NO ITEMS FOUND FOR THIS ORDER will print on the Purchase Order Print Error Report (AM64M).

With EC or EDI interfacing. Any purchase orders for vendors with whom you have set up an active trading partner record in EC or EDI/400 are sent electronically. If there is no active trading partner record for a given vendor, the purchase order is printed normally.

With approval processing active. Only approved PO amounts will be printed. If no part of the order is approved (status 6 or 9), the order will not be printed. If there are preapproved items or if the order is partially approved (status 4 or 8), the approved part of the order will be printed.

Print formats. Four formats are available for use with preprinted PO forms. Formats 0 and 1 use 9 x 11 paper size and 10 characters per inch. Formats 2 and 3 use 8.5 x 11 paper size and 12 characters per inch. Formats 0 and 2 print the PO number in the upper left corner, while formats 1 and 3 place the PO number in the upper right corner to allow your logo to be placed in the upper left. Specify the PO form type you are using through Purchasing Control File maintenance.

Printing revised lines only. You can activate a feature that allows you to print/transmit only revised lines when you use options 2, 3, or 5 on the Print Purchase Orders panel. To use this feature, respond Yes to the question, Include only revised lines on PO revisions in the Purchasing Control file. The system distinguishes between changes and revisions. Only revisions made using the Revise option on the Purchase Order Entry/Edit Selection panel are considered by this feature. When you print revisions only, the total on the order reflects the total of only the information that was printed.

Printing Daily Shipping Schedules. When you use the options on this panel, any purchase order that is coded as a daily shipping schedule is included. The POs will print or generate an 862 EDI transaction depending on how the vendor’s media flags are set. A separate 862 is created for each PO defined as a daily shipping schedule. See Chapter 2, “Managing Purchasing” for more information.

What information you need:

- The purchase order forms for the printer. Be sure you have specified in the Purchasing Control file which format (0-3) you want to use.
- Beginning and ending buyer numbers or warehouse number, if you do not want to print all purchase orders
- The standard message numbers for any standard messages that you want to print on the purchase orders
- Any non-standard message that you want to print on the purchase orders.

What reports are printed:

- Purchase Order Print Error Listing (AM64M)
- Purchase orders.

AM64L1—Print Purchase Orders (Options)

Use this panel to select options for printing purchase orders and daily shipping schedules. See “Option 6. Print Purchase Orders (AM6M10)” on page 3-161 for details of the features that are available when you print purchase orders.

This panel appears when you select option 6 on the Purchase Order Processing menu (AM6M10).

```
Date **/**/**              Print Purchase Orders         Options    AM64L1   **

Select print option: . . . . . n  1  All unprinted purchase orders
                                  2  All unprinted revisions
                                  3  All unprinted orders and revisions
                                  4  All unprinted cancelled purchase orders
                                  5  Purchase orders from P aaaaA6  to P aaaaA6


Buyer range . . . . . . . . .  aaaA5 to aaaA5
Warehouse . . . . . . . . . .  aA3

Enter standard message numbers aaaA5    aaaA5   aaaA5
or enter message to print
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

Include the following <Y/N> .  A  Items/releases received complete
                               A  Blanket items with no releases
                               A  Cancelled items/releases

                                                      F24 Cancel the job
```

What to do

- To print all unprinted purchase orders, type **1** in the ***Select print option*** field. Type in any additional information you need and press **Enter**. The Purchase Order Print Error Listing and the purchase orders are scheduled for printing. The Purchase Order Processing menu appears again.
- To print all unprinted revisions, type **2** in the ***Select print option*** field. Type in any additional information you need and press **Enter**. The Purchase Order Print Error Listing and the purchase orders are scheduled for printing. The Purchase Order Processing menu appears again.
- To print all unprinted purchase orders and revisions, type **3** in the ***Select print option*** field. Type in any additional information you need and press **Enter**. The Purchase Order Print Error Listing and the purchase orders are scheduled for printing. The Purchase Order Processing menu appears again.
- To print all unprinted cancelled purchase orders, type **4** in the ***Select print option*** field and press **Enter**. The Purchase Order Print Error Listing and the purchase orders are scheduled for printing.
- To print one or a range of purchase orders, type **5** in the ***Select print option*** field. The ***From*** and ***To*** fields default initially to blank. For a single PO, type the PO number in the From field and leave the To field blank. To print a range of purchase orders, type the beginning and ending order numbers in the Purchase Orders from/to fields.

- Type in any standard message numbers or other message you need and press **Enter**. The Purchase Order Print Error Listing and the purchase orders are scheduled for printing.

When you press **Enter** after selecting an option, the selected purchase orders are sent to the printer with a Hold status. They remain on hold until you release them, allowing time for the forms to be changed.

Function keys

F24=Cancel the job cancels the purchase order print session and shows you the Purchase Order Processing menu (AM6M10).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select print option. Required. Type in one of the following option numbers:

1 All unprinted purchase orders. Select this option to print all purchase orders that do not have a hold code assigned and have never been printed.

2 All unprinted revisions. Select this option to print all revisions that do not have a hold code assigned and have never been printed.

3 All unprinted orders and revisions. Select this option to print all purchase orders and revisions that do not have a hold code assigned and have never been printed.

4 All unprinted cancelled purchase orders. Select this option to print all purchase orders that have been cancelled and have never been printed.

5 Purchase orders from/to. Select this option to print one or a range of purchase orders. To print a range of purchase orders, enter the beginning and ending order numbers in the From and To fields. To print a single PO, enter the PO number in the From field and leave the To field blank.

Buyer range from/to (buyer number range) [?]. Type in the buyer number range for the purchase orders you want to print.

If you enter 99999 in the To field, all buyer numbers starting with the From number to the last number in the file are used for the report.

If you leave the From field blank and enter 99999 in the To field, all buyer numbers are used for the report.

If you enter a buyer number in the From field and leave the To field blank, only the specified buyer number is used for the report.

This field is not used if you are printing a single purchase order.

Warehouse [?]. Type in the warehouse number. Only orders from that warehouse are printed. If you leave this field blank, purchase orders for the XA default warehouse are printed.

Enter standard message numbers [?]. Type in the numbers that correspond to the messages you want to print. Up to three standard messages from the Standard Message file print on the purchase order.

Or enter message to print. Type in a message up to 200 characters that you want to print on the purchase order.

Note: Use either the standard messages or message text. If you enter both, only the standard messages print. When you have typed in a message, you must use blanks to erase the message before printing other purchase orders; otherwise it continues to print.

Include the following <Y/N>. Accept the default or type an entry in the following three fields.

Items/releases received complete: Type **Y** if you want to include items/releases received complete on the PO. The default is **N**.

Blanket items with no releases: Type **Y** if you want to print blanket items that have no releases on the PO. If an order has only blanket items with no releases defined and you type **N**, the order header prints but no item detail prints. You will get a message on the order and on the error report that no detail was printed. If you type **Y**, the order header and item detail print with a message that no releases exist. The default is **N**.

Cancelled items/releases: Type **Y** to print cancelled items on the PO. Type **N** to omit cancelled items/releases from printing. The default is **Y**.

How the print controls relate.

1. If your answer to the ***Include only revised lines on PO revisions*** in PURCTL is **Y**, the print controls you select here override the PURCTL option.
2. An item or release is considered Received complete if one of the following conditions exist:
   a. The status of the item or release is 50 (Received complete)
   b. The status of the item or release is 40 (Partial) but the quantity ordered equals the received quantity. This occurs when the item or release is reopened but the order quantity has not been increased.
3. Blanket items are considered to have no releases if either of the following conditions exist:
   a. Releases have not been added yet to the blanket
   b. Releases exist for the blanket, but all are cancelled.
4. If all releases for a blanket are cancelled, and if you answer **Y** to ***Print blanket items with no releases*** and **N** to ***Print cancelled items/releases***, only the blanket item, not its releases, is printed.

Option 7. Print Debit Memos (AM6M10)

Use this option anytime you need to print all debit memos that have not been printed previously or those which have been revised through maintenance.

This option allows you to print all debit memos that have not been printed previously or those which have been revised through Purchase Order Entry/Edit. It is followed by an error listing report to use as an audit trail.

If the debit memo was selected to be printed in alternate currency, amounts will be converted to the alternate currency and printed on the debit memo and the currency description shows the alternate currency. If the trading currency and the alternate currency are different, an additional total line prints on the debit memo in the currency that is not being used on the debit memo.

See the *Inventory Management User's Guide* for more information about the Purchase Return to Vendor (VR) transaction, which is the process that creates debit memos.

What information you need: None.

What reports are printed:

- Debit memos
- Debit Memo Print Error Listing (AM6S61).

The basic steps for performing this task follow each panel.

Contents Index

AM6SL1—Print Debit Memos (Options)

Use this panel to select options for printing debit memos.

This panel appears when you select option 7 on the Purchase Order Processing menu (AM6M10).

```
Date **/**/**                  Print Debit Memos          Options    AM6SL1   **



        Select print option:  n
            1  All unprinted debit memos
            2  All unprinted revisions
            3  All unprinted debit memos and revisions

            4  Single debit memo       D aaaaaaaA9









F24=Exit
```

What to do

- To print all unprinted debit memos, type **1** in the ***Select print option*** field. The debit memos and Debit Memo Print Error Listing are scheduled for printing.
- To print all unprinted revisions, type **2** in the ***Select print option*** field. The debit memos and Debit Memo Print Error Listing are scheduled for printing.
- To print all unprinted debit memos and revisions, type **3** in the ***Select print option*** field. The debit memos and revisions and the Debit Memo Print Error Listing are scheduled for printing.
- To print a single debit memo, type **4** in the ***Select print option*** field and type the debit memo number in the Single debit memo field. The debit memo and the Debit Memo Print Error Listing are scheduled for printing.

When you press **Enter** after selecting option 1, 2, or 3, the selected debit memos are sent to the printer with a Hold status. They remain on hold until you release them, allowing time for the forms to be changed.

When you select option 4, the single debit memo is sent to the printer with a Hold status and the panel appears again.

Function keys

F24=Exit cancels the debit memo print session and shows you the Purchase Order Processing menu (AM6M10).

Fields

Select print option. Required. Type in one of the following option numbers:

1 All unprinted debit memos. Select this option to print all debit memos that have never been printed.

2 All unprinted revisions. Select this option to print all revisions that have not been printed.

3 All unprinted debit memos and revisions. Select this option to print all debit memos and revisions that have not been printed.

4 Single debit memo. Select this option to print a single debit memo and type in the number of the individual debit memo you want to print.

Note: After you enter a number and press **Enter**, a message appears if this debit memo has already been printed. You can press **Enter** to print it again.

Option 8. Print Travellers (AM6M10)

Use this option anytime you need to print a Dock to Stock Traveller.

Use this option to print Dock to Stock Travellers that identify and track the various operational steps for a purchased item on a particular purchase order. Travellers can print for an individual purchase order or a group of orders. For a group of orders, you can specify the report to include all orders due to arrive at dock within X number of days from the run date. All previously unprinted travellers due on the dock within that number of days are printed.

To print an individual traveller, you must enter the purchase order number, the item, the sequence number, and the warehouse code. When you press **Enter**, the traveller is scheduled for printing. Travellers are printed only for orders that have routings assigned to them.

Travellers will not be printed if approval processing is active and this is not a pre-approved item, and the purchase order has not been approved.

What information you need: The number of days from run date, if you are printing multiple travellers, to define the range of dock due dates to include.

What reports are printed: Dock to Stock Traveller (AM63H).

The basic steps for performing this task follow each panel.

AM63B1—Print Travellers (Options)

Use this panel to select the travellers you want to print.

This panel appears when you select option 8 on the Purchase Order Processing menu (AM6M10).

```
Date  **/**/**               Print Travellers            Options    AM63B1   **



        Select option:  n
            1  All unprinted, due within "X" days
            2  Individual traveller

        Enter traveller numbers:
            Number of days       nnn
            Purchase order     P aaaaA6
            Item                 aaaaaaaaaaaaA15
            Sequence number      nnn
            Warehouse            aA3
            Release number       nnnn
            Quantity             nnnnnnn.nnn



F24=Cancel
```

What to do

- To print all unprinted travellers, type **1** in the ***Select option*** field, and type in the number of days to consider. Press **Enter**.
- To print an individual traveller, type **2** in the ***Select option*** field, and type in the purchase order, item, and warehouse numbers. Type in any additional information you need and press **Enter**. If the item is not a pre-approved item and approval has not been given, you receive an error message and the traveller is not printed.

Function keys

F24=Cancel cancels the print traveller session and shows you the Purchase Order Processing menu (AM6M10) so you can select another activity.

Fields

Select option. Required. Type in one of the following codes to select the travellers you want to print:

1 To specify that the report should include all orders due to arrive at dock within a number of days you specify from the run date. All previously unprinted travellers due on the dock within that number of days are printed, except those with a quantity of zero.

2 To print a traveller for a specific purchase order.

Enter traveller numbers. The following field is for option 1 only:

Number of days: Type in the number of days from the run date to define the range of dock due dates you want to include.

The following fields are for option 2 only:

Purchase order: Type in the number of the purchase order for which this traveller is required.

Item: The specific item on the purchase order for which this traveller is required.

Sequence number: Type in the sequence number for this item.

Warehouse: Type in the warehouse code for this item.

Release number: Type in the specific release for which this traveller is required, if this item has blanket releases.

Quantity: Type in the quantity that is to be received.

Option 9. Purchase Order Closeout Selection (AM6M10)

Use this option anytime you need to select purchase orders for closeout.

Purchase orders are selected by the purchase order number. All items for that order number are closed if the status code is consistent with the action code entered (see “AMI4S1—Order Closeout–Selection–Purchase/Manufacture”.)

Note: Before you select orders for closeout:

- If you are selecting any cancelled orders for closeout, make sure you have cancelled these orders using option 4 on the Purchase Order Entry/Edit Order Selection panel or **F21** on the Entry/Edit panels.
- If you are selecting any completed orders for closeout, make sure the orders have an order status of 50. If they do not, the entire order quantity has not yet been reported as received to stock. To do this, enter a receipt to stock transaction using Inventory Management Transaction Entry or complete the order using option 7 on the Purchase Order Entry/Edit Order Selection panel.

After you select orders for closeout, be sure to purge these orders from the files using option 10 (Purchase Order Closeout Report and Purge) on the Purchase Order Processing menu.

Purchase orders can be selected for closeout at the date of last activity. All orders having a last activity date prior to the date entered are marked for closeout if they are complete. Any orders cancelled during file maintenance can be specified to be automatically selected for closeout.

Note: When Purchasing is installed and interfacing with Inventory Management, manufacturing orders can be selected only from Inventory Management and purchase orders can be selected only from Purchasing.

When you choose this option, the Order Closeout Selection panel (AMI4S1) appears so you can enter the order numbers for those orders you want to close and purge from your operation. From panel AMI4S1, you choose which type of close to use based on the status of the purchase order. When the orders are selected for close, they are set to a status code of 60.

A normal close is used for an order that has had all required activity posted against it. This means that all material has been received complete, against all line items and blanket releases, if applicable, and that the order has been completely invoiced. This activity puts the order at a status of 50 signifying that a normal close can be run. The Accounts Payable application does not have to be installed and interfacing to perform the invoice matching procedure that updates the order to a status of 50. If the Purchasing invoicing procedures are not run, the purchase orders must be force-closed. If you selected not to process invoices, the complete order status becomes a 40 and you can process a normal close.

Orders can be force-closed any time after they have a status code of 20 or higher. For example, a purchase order with multiple line items can be completed for all but one line item that is out of stock at the supplier. Even though this order is not complete, you can remove it from the application and open a new purchase order for the remaining item. If forced-closed orders are the exception for your company and you do not want to include them in the vendor performance calculations, answer **N** to the Install/Tailor question, “Do you want to include forced closed orders for performance analysis?” In any case, any order more than 50% over or under the average order quantity for the item is not considered for any vendor performance analysis.

An order can be cancelled when it has a status code of 10 or 20. This status code indicates that, although the order has been released, there have been no receipts or invoices against it. To remove a cancelled order from the application, you must select the order for closeout and purge. Note that orders can be cancelled or reactivated only through Purchase Order Entry/Edit.

If you have selected an order for closeout in error, you can reverse the closeout selection if the order has not been purged. Simply indicate the order number and choose an action code of **R** on panel AMI4S1.

If approval processing is active for purchase orders and you select a partially approved PO to be closed, a message appears to inform you that the approval is not completed and that the approval request will be removed from the approval process during the purge process.

Approval history can be purged independently of purchase orders. If approval processing is active for purchase orders, you should not purge approval history until you are sure the associated purchase orders are approved.

If you have a large number of orders that are ready for close, you can use panel AMI4S2 to select a range of orders for close. The range can include all cancelled orders and/or all completed (status code is 50) orders having a last activity as of a certain date. Even after you have selected a range of orders for close, you can return to the individual selection panel (AMI4S1) to reverse individual orders to keep them open for further processing.

Note: A purchase order can be selected and purged only once per close date. When the same purchase order is individually selected again for purge with the same close date, an error message is issued. If purchase orders are selected by last activity date, the purchase order is not selected for purge.

The Order Closeout Audit List prints if you select option 7 from the Reports menu (AM6M40). This report provides a detailed picture of the history of the order. Information on the report includes:

- Actual receipt dates compared to promised date
- Descriptive information about the quantities received versus the quantities ordered, including any comments generated for the order
- Invoicing detail information.

If the order contained blanket or drop ship releases, the detail for each release prints. If receiving routings were used for the order, the results of each operation also print on the report. Print this report to provide hard copy history of vendor details of each order. Although most of the information on this report is stored in the Purchase Order History file, this is the last time that detailed information is printed for the orders being closed. Each time this report is selected, it includes all orders selected for close but not yet purged.

What information you need:

- The order numbers you are selecting for closeout, if you are selecting individual orders for closeout
- The cut-off date you want to use, if you are selecting a range of orders for closeout.

What reports are printed: One or more of the following reports is printed, depending on the options you select during Order Closeout Selection:

- Order Closeout by Selection (AMI4P1)
- Orders Re-opened Audit List (AMI4P2)
- Order Closeout by Date Audit List (AMI4P3).

The basic steps for performing this task follow each panel.

AMI4S1—Order Closeout–Selection–Purchase/Manufacture

Use this display to select purchase or manufacturing orders to be closed. The following chart shows the requirements, by action code, for closeout selection:

Action	Order Type	PC&C Interface	Order Status
C (normal close)	Purchase		50
	Manufacturing	No	45
		Yes	55
F (force close)	Manufacturing		40 or above
	Purchase		Any
X (close canceled order)	Both		99

Action code **R** reverses the selection (the order must not have been purged).

The manufacturing order status codes (OSTAT) are defined as follows.

10 Released, but no activity reported.

40 Order started. At least one material, outside operation, labor, machine, or miscellaneous charges transaction processed.

45 IM material receipt to stock has been reported as complete. PC&C has not reported the order as complete (outside operations, labor, machine, and miscellaneous charges).

50 PC&C has reported the order as complete (outside operations, labor, machine, and miscellaneous charges). IM material receipt to stock has not been reported as complete.

55 Order complete. Includes all material, outside operations, labor, machine, and miscellaneous charges.

99 Order canceled, no activity has been reported.

Force closing a manufacturing order with status 40 causes the total allocated quantity in the Item Balance record of each of the components to be reduced by the unissued quantity when you select option 6, Order Closeout Report and Purge, on menu AMIM40.

Before force closing an order, see “How to resolve special situations” in Chapter 5 of the *Inventory Management User’s Guide* for information on how to return unused components to the stockroom when force closing a manufacturing order.

Individual line items on a purchase order can be selected by entering the order number, item number, warehouse, and action. An entire purchase order can be selected by entering only the order number and action. In this case, only the line items on the order whose status code is consistent with the action are entered for close. A manufacturing order can be selected by entering the order number and action since there is only one finished item per manufacturing order.

This display appears when you select option 5 on the IM Order Release and Closeout menu (AMIM40), option 9 on the PUR Purchase Order Processing menu (AM6M10), or option 1 on the PC&C Order Closeout menu (AMCM60).

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```
DATE **/**/**          ORDER CLOSEOUT - SELECTION                AMI4S1   **
                          PURCHASE/MANUFACTURE

ORDER NO     ITEM NUMBER      WH         ACTION
aaaaaA7     aaaaaaaaaaaaA15   aA3          A

                                           C-NORMAL CLOSE
                                           F-FORCE CLOSE
                                           X-CLOSE CANCELED ORDER
                                           R-REVERSE SELECTION




LAST ORDER CLOSED    *******
LAST ORDER ACTION    *******

                                                       F09 CLOSEOUT BY DATE
                                                       F24 END OF JOB
```

What to do

- To select a purchase order for closeout, type in the order number, item number, warehouse, and action and press **Enter**. Display AMI4S1 appears again.
- To select a manufacturing order for closeout, type in the order number and action and press **Enter**. Display AMI4S1 appears again.
- To correct a selection made in error, type in the order number and type **R** in the ***ACTION*** field. Press **Enter**. Display AMI4S1 appears again.

Function keys

F09 CLOSEOUT BY DATE causes the Order Closeout by Date display (AMI4S2) to appear. Use **F09** to close orders as a group rather than individually.

F24 END OF JOB, if used before pressing **Enter**, causes any data entered to be ignored. When it is selected after pressing **Enter**, order closeout is concluded, the orders entered are made available for closeout, and the Order Closeout Selection by Order Audit List report (AMI4S) is scheduled for printing.

Fields

ORDER NO. Required. Type in the manufacturing or purchase order number to be closed. When Purchasing is installed and interfacing with IM, the closeout selection of purchase orders is not allowed through IM. The order is not selected for closeout if an active transaction exists in the PM&C Collected Transaction file.

ITEM NUMBER. For purchase orders only, type in the number of the purchased item.

WH (WAREHOUSE). If you have multiple warehouses defined in the Warehouse Master file and this is a purchase order, type in the code of the warehouse where the purchased item is stored. If you have only one warehouse, the warehouse defined in the Warehouse Master file appears in this field and cannot be changed. When Purchasing is installed, the ***ITEM NUMBER*** and ***WH*** fields do not appear. Only the order number is required to select for close.

ACTION. Required. The action to be taken for the order. Type in one of the following codes:

C Normal close (manufacturing order status = 55 with PC&C interfacing or 45 without PC&C on purchase order status = 40 (received complete) or 50 (received and invoiced complete) or 35 (with warning message))

F Force close (manufacturing order status = 40, 45, or 50 or any purchase order status can be force closed)

R Reverse selection

X Close canceled order (order status = 99)

Force-closing a manufacturing order with status 40 or 50 causes the total allocated quantity in the Item Balance record of each of the components to be reduced by the unissued quantity.

LAST ORDER CLOSED. The order number of the last order closed appears in this field. This field appears only after you have closed an order.

LAST ORDER ACTION. The action taken (NORMAL, FORCE, CLOSE, or REVERSE) on the last order appears in this field. This field appears only after you have closed an order.

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AMI4S2—Order Closeout–By Date–Purchase/Manufacture

Use this display to select a group of purchase or manufacturing orders for closeout. The order is not selected for closeout if an active transaction exists in the PM&C Collected Transactions file.

If EPDM is activated, you can specify a site you want to use. If you leave the ***SITE*** field blank, all orders in all sites will be closed for the selected date, if they are at the proper status.

This display appears when you select **F09 CLOSEOUT BY DATE** on display AMI4S1. All orders completed before the date specified and, optionally, all canceled orders are selected.

```
DATE **/**/**          ORDER CLOSEOUT - BY DATE                     AMI4S2  **
                         PURCHASE/MANUFACTURE

         SITE       aA3

         ALL COMPLETE ORDERS WITH LAST ACTIVITY DATE BEFORE   nnnnnn

         ALL CANCELED ORDERS               A




                                                        F08 CLOSEOUT SELECTION
                                                        F20 CANCEL PREVIOUS DATE
                                                        F24 END OF JOB
```

What to do

- To select orders for closeout by date, type in the information requested and press **Enter**. Display AMI4S2 appears again.
- To select all canceled orders for closeout, type **Y** (yes) in the ***ALL CANCELED ORDERS*** field and press **Enter**. Display AMI4S2 appears again.

Function keys

F08 CLOSEOUT SELECTION causes the Order Closeout Selection display (AMI4S1) to appear. When **F08** is selected before pressing **Enter**, any data entered is ignored.

F20 CANCEL PREVIOUS DATE causes the data previously entered to be deleted. This function key is used after you press **Enter**, It permits you to enter a new date to be used in order closeout.

F24 END OF JOB causes the Order Release and Closeout menu (AMIM40) or the Purchase Order Processing menu (AM6M10) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

SITE [?]. Type in a site you want to use if EPDM is activated. If you leave the ***SITE*** field blank, all orders in all production sites will be closed for the selected date. You cannot specify a simulation site.

ALL COMPLETE ORDERS WITH LAST ACTIVITY DATE BEFORE. Type in a cutoff date. All completed purchase or manufacturing orders having dates of last activity before the date entered here are selected for closeout.

If an order is complete and the last activity date is zero (as it will be if the receipt required flag for all the purchase order items is NO), the order will be selected for close if the last invoice date is before the date entered. If you type **Y** to select all canceled orders in the next field, you do not need a date in this field.

When both Inventory Management and Purchasing are installed, only Inventory Management can close out manufacturing orders, and only Purchasing can close out purchase orders.

ALL CANCELED ORDERS. Type in **Y** (yes) to select all canceled orders for closeout. Otherwise, type in **N** (no).

Option 10. Purchase Order Closeout Report and Purge (AM6M10)

Use this option anytime you need to remove previously selected purchase orders and purge them from the files.

Note: Before purging the orders, make sure that you have selected one or more orders for closeout using option 9 (Purchase Order Closeout Selection) on the Purchase Order Processing menu (AM6M10).

A number of file updates occur when you take the option to close and purge purchase orders in Purchasing:

- Vendor and buyer statistics are updated in accordance with the formulas described later in this section. In updating these statistics, the weighting factors defined during application tailoring determine how much emphasis should be placed on the latest order in the areas of lead time, quantity delivered, price difference (expected versus actual), and quality (rejects and returns). The vendor composite ratings and statistics can be viewed using Vendor Performance Inquiry. Although a composite buyer performance rating is not shown on reports, the information is kept in the Buyer Master file for your use. You can view this information through Buyer Performance inquiry. Vendor performance actuals that were previously created in POHSTV for completed items and releases is deleted and recalculated during the purge. This is to ensure that the actuals reflect the latest status of the closed order.
- The Purchase Order History file is loaded with information at order closeout and purge. A mirror image of the open purchase order is sent to the history file, including the following types of information: order summary, line item detail, blanket and drop ship information, order and line item comments entered with a code of G, and any revisions made to prices, dates, or quantities after the order was originally printed. Application tailoring questions allow you to choose the amount of detail written to history.
- If MMS is interfacing and the purchase order item is an MRO item, this process determines if there is any remaining quantity left open on the order. If there is, an adjustment quantity is sent to MMS so the order quantity in the MMS item warehouse file can be updated accordingly.
- When the close and purge option is selected, the purchase order records are deleted.
  - REQHDF. If requisitions were used to create purchase orders, these records remain in the application and are automatically deleted when the associated purchase order is purged.
  - POROUT. This file contains the records needed for transaction processing using receiving routings. These records also remain in the application until deleted by order closeout.
  - OVERRD. This file contains any Bill-to override information either selected by Warehouse Ship-to ID or manually entered. If there is no Bill-to override, no record is created in this file for a purchase order.
  - OPNPAY. This is the Purchasing invoice file. It contains information when the Purchasing invoice entry procedures are run. These records are deleted only if the check has been written for the invoice.
  - PURACT. All activity records associated with the order, including requisition activity, are deleted. A new activity record telling the buyer the PO was closed is written to PURACT.

Note: If IFM is installed and interfacing, Purchasing does not delete invoices automatically. Invoice transactions are deleted using IFM's archive process.

Use Purchase Order Closeout and Purge to remove completed purchase orders from the active files and place the relevant information in the Purchase Order History file. Purchase Order Master records marked for closeout are deleted from the files, and associated order detail records are removed from the files when this option is used. Vendor performance calculations and writing of history data is performed here if you chose these options during application tailoring. The Purchase Orders Purged Audit list is printed for all purged purchase orders.

If purchase orders are being approved, and the PO that was selected for closeout is not fully approved (approval status not 0), any outstanding approval request is cancelled and the order's approval status will print on the Purchase Orders Purged Audit List (AM64J).

- **Order closeout reports**. The Order Close Acknowledgment prints automatically, for selected vendors, whenever order close and purge is run. The acknowledgment provides verification to your vendor that you consider the order complete. Its format is similar to a purchase order except that closing quantities (receipts, scrap) are noted for reference purposes. If a vendor requests that you provide a close acknowledgment, you indicate this with the appropriate code in the Vendor Master. Any orders closed for that vendor then generate an Order Close Acknowledgment.

  The Purchase Orders Purged Audit List (AM64J) is a summary list for all orders being purged. For a detailed list of the orders being closed, refer to the Orders Selected for Closeout Audit List (AM64I) from the Reports menu (AM6M40).

- **Purchase order closeout and purge calculations**. During Purchase Order Closeout and Purge, the application maintains and updates vendor and buyer performance measure calculations. The two resultant ratings are the Composite Vendor Performance Rating and the Vendor/Buyer Weighted Performance Averages.

- **Composite vendor performance ratings**. Vendor performance calculations provide a way to objectively measure vendor performance. They can measure performance for:

  - Different items delivered by a single vendor
  - The total performance of different vendors.

  Vendor performance calculations are performed on all scheduled deliveries. The calculations measure the following factors:

  - Lead time
  - Delivery
  - Quality
  - Price.

- **Tailoring the calculations for your business**. Lead time, delivery, quality, price, and composite vendor performance rating values are calculated by the system as part of the Composite Vendor Performance Rating during the purge operation. The closer the result of the system calculation is to 1, the better the performance of the vendor. The closer the result of the system calculation is to 0, the poorer the performance of the vendor.

  During application tailoring, you define the weight you want each of these areas to carry when the system performs the calculations. The weighting factors allow you to compare and measure vendors based on the relative importance of specific issues. If, for example, price is the most crucial issue, set the weighting factor for price highest and the other factors proportionately lower. Weighting factors are subjective and should be changed as you discover what factors are important to your business.

The weighting factors for lead time, delivery, quality, and price are set during application tailoring for all items. You can override individual values in Item Master file maintenance.

The current standard cost comes from the Item Balance file. If the current standard cost is zero, the value used is the unit cost default taken from the Item Master file A record. You can change the value to another base for standard cost during application tailoring.

The following values are actual measurements of vendor performance as reported through receiving and/or invoicing.

LTa Actual vendor lead time (number of days between the received date and the date you placed the purchase order)

LTq Quoted vendor lead time (number of days between the date you placed the purchase order and the date you promised)

LTd Absolute value of lead-time differential (LTq - LTa)

Qo Quantity ordered

Qr Quantity received (Stock + Scrap + Return supply = No)

Qd Absolute value of the quantity differential (Qo - Qr)

Ce Expected extended cost (Cost from purchase order)

Ceu Expected unit cost (Unit cost from purchase order)

Ca Actual extended cost (Cost from invoice. If there is no invoice, the system does not issue transactions)

Cau Actual unit cost (Invoice unit cost)

Cd Absolute value of the unit cost differential (Ceu - Cau)

Rq Reject quantity (Scrap)

Rt Return quantity

Fe Expected freight cost (Freight amount from purchase order)

Fa Actual freight cost (Freight amount from invoice)

CP Current unit price

Set the following values during application tailoring for all items. You may override individual item values when you use Item master file maintenance.

AF Alpha Factor
WF Weighting factors for lead time, delivery, quality, and price

The following value comes from the Item Balance file. If the current standard cost (C) is zero, the system uses the unit cost default from the Item master file A record. You can change the value to another base for standard cost when you install the system.

C Current standard cost

The application calculates the following values during the purge operation as part of the composite vendor performance rating.

LT Lead time
DL Delivery
QL Quality
PR Price
VP Composite vendor performance rating

The calculations for the following values are as follows:

LT WF x LTd x Ce x (Early or Late WF)
DL WF x Qd x Ce x (Over or Under WF)
QL WF x (Rq + Rt) x CEU
PR (WF x Qo x Cd) + Fd + Ca
VP (C x Qo) / (LT + DL + QL +PR)

The following figure illustrates the components of vendor performance calculations. The system divides the extended standard price by the sum of the error calculations added to the actual extended cost.

Vendor Performance =

Extended Standard Price =
Tailored standard unit cost x
Item or release quantity

Sum of errors
(LT+DL+QL+PR)

Lead time error (LT) =
(Weighted factor (LTWF) x
Early or late weighted factor x
Lead time differential (LTD) x
Expected extended cost (CE)) x

Delivery quantity error (DL) =
(Delivery WF x
Over or under weighted factor (WF) x
Quantity differential (QD) x
Expected Extended Cost (CE)) x

Quality error (QL) =
Weighted factor (Qual WF) x
(Reject Quantity (RQ) +
Return Quantity (RT)) x
Expected unit cost (Ceu) x

Price error (PR) =
((Weighted factor (Price WF) x
Quantity ordered (QO) x
Unit cost differential (CD)) +
Freight cost differential (FD)) +
Actual extended cost (Ca) +

Figure 3-1. Vendor performance calculations

The following are examples of error calculations.

- Lead time errors. An item has an extended value of $20. The weighting factor is 0.1. There are no delivery weighted factors. The lead time error is three days. The lead time component is 20 x 0.1 x 3 = 6. Another item has an extended value or $100, and the lead time error is also three days. The weighting factor remains the same. The lead time component is 100 x 0.1 x 3 = 30.

  Note: Either large dollar amounts or large lead time error can contribute to poor lead time performance.

- Delivery errors. An item has an extended value of $20. The weighting factor is 0.1. There are no change weighted factors. The quantity delivery error is three units. The delivery component is 20 x 0.1 x 3 = 6. Another item has an extended value of $100, and the delivery error is, again, three units. The weighting factor remains the same. The delivery component is 100 x 0.1 x 3 = 30.

  Note: Either large dollar amounts or large quantity delivery error can contribute to poor delivery performance.

- Quality errors. An item has a current value of $20. The weighting factor is 0.1. Three items were rejected, and three were returned, yielding a total quality error of 6. The quality error is 20 x 0.1 x 6 = 12. Another item has an extended value of $100, and the quality error is, again, 6. The weighting factor remains the same. The quality component is 100 x 0.1 x 6 = 6.

  Note: Either large dollar amounts or large quality errors can contribute to poor delivery performance.

- Price errors. You ordered 100 items. The weighting factor is 0.1. The cost differential per item is $.25. The freight cost differential is $6. The price error is (100 x 0.1 x 0.25) + 6 = 31.

• **Vendor/Buyer weighted performance averages**. In addition to calculating the Composite Vendor Performance Rating, the application also maintains running averages of both Vendor and Buyer performance.

  In calculating these averages, Purchasing uses a technique called exponential smoothing which weighs recent performance more heavily than past performance. The user-defined Alpha Factor determines how much weight is placed on current performance.

  You set the Alpha Factor value during application tailoring for all items, but it can be overridden during Purchase Item file maintenance on an item by item basis. The greater the Alpha Factor value, the greater the emphasis placed on recent performance.

What information you need:

- The cost comparison you want to use for the variance report:
  - Standard cost versus expected cost
  - Standard cost versus actual cost
  - Expected cost versus actual cost.
- The sequence of the report:
  - Item number/order number
  - Vendor number/order number
  - Order number
  - Buyer number/vendor number/order number
  - Account number/item number/order number.

What reports are printed:

- Purchase Orders Purged Audit List (AM64J)
- Purchase Price Variance Report (AM6DC).

The basic steps for performing this task follow each panel.

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AM6DB1—Purchase Price Variance Report (Select)

When you select option 10 for closeout, report, and purge, the Purchase Price Variance report is run for all closed orders. Vendor Closeout Acknowledgments are printed for all orders requiring closeout acknowledgments. The closed orders are written to history, vendor performance is calculated and written to history if tailored to do so, and the closed orders are deleted from the master file.

Use this panel to select the run options and sequence for the Purchase Price Variance Report.

Note: For more information on this report, see Chapter 7. "Purchase Order History".

```
Date **/**/**           Purchase Price Variance Report    Select     AM6DB1   **

        Select report sequence:   n
            1 Item number/order number
            2 Vendor number/order number
            3 Order number
            4 Buyer number/vendor number/order number
            5 Account number/item number/order number

        Select costing option:   n        Select overrides (Y/N):       A
            1 Std cost vs Expected        Reporting currency:  n
            2 Std cost vs Actual              1 Trading
            3 Expected vs Actual              2 Local









F24=Exit
```

What to do

- Type in the information requested for standard and actual overrides and press **Enter**. The Purchase Price Variance, Vendor Closeout Acknowledgments, and Purchase Order Purge are placed on the job queue.
- To end the session, use **F24**.

Function keys

F24=Exit cancels the report session and shows you either the Purchase Order Processing menu (AM6M10) or the Reports menu (AM6M40).

Fields

Select report sequence. Required. Type in one of the following option numbers to define the sequence of the report.

1 Item number/order number
2 Vendor number/order number
3 Order number
4 Buyer number/vendor number/order number
5 Account number/item number/order number. This option is the default.

Select costing option. Required. Type in one of the following option numbers to define the variances you want to compare.

1 Standard cost vs. expected cost
2 Standard cost vs. actual cost
3 Expected vs. actual cost.

Since this report is primarily used to provide an accounting variance for standard costing systems, options 1 and 2 compare to standard cost. The standard cost is retrieved from the Item Balance file. If no value is found, the unit cost default from the Item Master A-record is used. You can choose another base by answering Y to ***SELECT OVERRIDES***. Also, options 2 and 3 default actual cost to the received amount. If you are using invoicing and want actual cost to be based on invoiced amount, answer **Y** to ***SELECT OVERRIDES***.

Select overrides <Y/N>. Type in **Y** to select other bases for standard or actual costs to be used in this report. If you type **Y**, the Purchase Price Variance Report panel (AM6DB2) appears for entry. If you type **N**, the received Quantity/Price is used.

Reporting currency. Appears only if multi-currency processing is active. Type in **1** if you want the report to show amounts in trading currency. This will sequence the report by primary currency ID. Run totals are not calculated. Type in **2** if you want the report to show amounts in your local currency. Run totals are calculated.

AM6DB2—Purchase Price Variance Report (Select)

Use this panel to select the cost overrides for the Purchase Price Variance Report.

This panel appears if you answered **Y** to ***SELECT OVERRIDES*** on the Purchase Price Variance Report (Select) panel (AM6DB1).

```
Date **/**/**       Purchase Price Variance Report   Select    AM6DB2  **


      Standard override option:  n
         1) Standard material this level (ITEMASB)
         2) Current material this level (ITEMASB)
         3) Average cost (ITEMBL)
         4) Last cost (ITEMBL)

      Actual override option:  n
         1) Received qty/price
         2) Invoiced qty/price






F24=Exit
```

What to do

Type in the information requested for standard and actual overrides and press **Enter**. The Purchase Price Variance, Vendor Closeout Acknowledgments, and Purchase Order Purge are placed on the job queue.

Function keys

F24=Exit cancels the session and shows you the Purchase Order Processing menu (AM6M10).

Fields

Standard override option. Type in one of the following option numbers to choose a different cost to be used as the base instead of the Standard Cost from the Item Balance file.

1	Standard material this level (Item Master B-record)
2	Current material this level (Item Master B-record)
3	Average cost (Item Balance file)
4	Last Cost (Item Balance file)

Note: If you leave this field blank, the default for standard costing is used (standard unit cost from the Item Master file; if zero, then the unit cost default from the Item Master file–A-record.

Actual override option. Type in one of the following option numbers. Your selection applies only to the Purchase Price Variance report and does not affect vendor performance calculations.

1 Received Quantity/Price. The Actual Costs used in this report are based on what has been received.

2 Invoiced Quantity/Price. The Actual Costs used in this report are based on what has been invoiced. This choice is only available if you selected the invoicing function during application tailoring.

If you leave this field blank, the received Quantity/Price is used. If the cost being used is zero, the current price is used as the default.

Note: This field appears only if invoicing is active.

AM6DB3—Order Closeout Options (Select)

This panel appears only if you are doing AP style invoicing but Accounts Payable is not installed. (This function does not apply to IFM.) Use this panel to purge miscellaneous invoices from the Open Payables file. You can remove all invoices with a blank purchase order number and a C in the Purge Flag field.

This panel appears if you select option 10 from the Purchase Order Process menu (AM6M10) to perform Purchase Order Closeout and Purge and you do not have Accounts Payable installed.

```
Date **/**/**              Order Closeout Options        Select     AM6DB3   **
        Do you want to purge miscellaneous invoices? <Y/N>:  A






F24=Exit
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24=Exit cancels the session and shows you the Purchase Order Processing menu (AM6M10).

Fields

Do you want to purge miscellaneous invoices (Y/N). Type **Y** to purge miscellaneous invoices that have a blank purchase order number and **C** in the ***Purge Flag*** field. Otherwise, type in **N**.

Option 11. Print Transaction Register (AM6M10)

Use this option anytime you need to print a listing of the transactions stored in the Purchasing Inventory Work file (PURIMW). When the listing has been printed, the file is cleared.

What information you need: None.

What reports are printed: Transaction Register (AMV3G).

No panel appears when you select this option.

Option 12. Create Shipping Schedule (AM6M10)

Use this option to create and print shipping schedules for suppliers. The shipping schedules contain period-by-period requirements for an item. Shipping schedules are usually associated with a planning schedule, and authorize the supplier to ship the ordered material. The shipping schedule can be used for printing, faxing, or mailing, or can be used as EDI 862 transactions for those vendors whose media flags allow it. The shipping schedule report is sequenced by vendor, warehouse, and item for those vendors with a shipping schedule media flag in the Vendor Master file that specifies printing.

Note: Throughout this section, the term EDI 862 refers to both the ANSI X12 862 and/or the EDIFACT DELJIT transaction.

Shipping schedule profiles must have been defined and assigned at the vendor or vendor/item level. The purchase orders for these item requirements must have been entered and defined as Schedule Hold type 1. See “Using shipping schedules” on page 2-4.

When you have completed entering runtime options, the system extracts information from the purchase orders as specified in the shipping schedule profile, creates an EDI 862 for each combination of vendor/item/warehouse, optionally prints them, and optionally sends them to the EDI send file and invokes the EC logic. A log entry is made in the Purchasing Activity (PURACT) file for the associated buyer of the item for each EDI 862, to log that a shipping schedule was sent.

This task can be completed using Automated Job Submission with the SHPSCHRUN command.

What information you need: At least one shipping schedule profile ID.

What reports are printed: Shipping Schedule (AM69MRP).

The basic steps for performing this task follow the panel.

Contents Index

AM69B1—Shipping Schedules (Select)

Use this panel to select the criteria for creating shipping schedules.

This panel appears when you select option 12 on the Purchase Order Processing menu (AM6M10).

```
AM69B1                    Shipping Schedules                SELECT

Create shipping schedules for warehouses:
   aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3  aA3

Create shipping schedules for shipping schedule profiles:
   aaaaA6  aaaaA6  aaaaA6  aaaaA6  aaaaA6  aaaaA6  aaaaA6  aaaaA6


Start date for first period . . . . aaaaA6


Reference number  . . . . . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaA30


Include past due quantities . . . . A


Print all schedules created . . . . A




F1=Help     F3-Exit     F5=Refresh
```

What to do

Type in the information requested and press **Enter**.

Function keys

F3=Exit cancels the job and shows you the Purchase Order Processing menu.

F5=Refresh clears the entries you have made and shows the panel as it originally appeared.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Create shipping schedules for warehouses [?]. Type the identifiers of the warehouses for which you want to create shipping schedules. If you do not have multiple warehouses, this field does not appear.

Create shipping schedules for shipping schedule profiles [?]. Type the identifiers of the profiles for which you want to create shipping schedules. Purchase orders for vendors and items using these profiles will be included in the schedule. You must enter at least one valid profile ID.

Start date for first period. Type the starting date of the first period of shipping schedules you want to create. The current date is the default if you do not enter a date. A warning message appears if the date entered is more than 15 days later than the current date.

Reference number. Type a user-defined reference number. If you leave this field blank, the date and time of the report is used as the reference.

Include past due quantities. Determines how to handle purchase order quantities with a dock date earlier than the start date for the first period. If you accept the default of **N**, these past due quantities are ignored. If you type **Y**, these quantities will be added to the first period.

Print all schedules created. Determines whether or not you will get the printed version of each schedule. There is a report format that prints a shipping schedule in a form that can be faxed or mailed. It is designed like a preprinted form rather than a listing. Accept the default of **N** or type **Y** if you want to print all shipping schedules that are created.

Chapter 4. Payables Processing

When you select option 2 on the Purchasing Main Menu (AM6M00), the secondary menu, Payables Processing (AM6M20), appears.

The Payables Processing menu option makes it easier for you to enter and review invoices. The processing and posting portion of this menu option handles foreign currency invoices and gives you more flexibility in the way you account for invoices and credit memos.

If you have both Purchasing and Accounts Payable installed, Payables Processing works the same way in both applications. If you have only Purchasing installed, you can pass invoice data to the General Ledger, Inventory Management, and Production Control and Costing files without the Accounts Payable application.

If you have International Financial Management (IFM) installed and interfacing, all payables processing functions are performed in IFM using the Accounts Payable Tasks menu. You might want to tailor your menus so that this menu does not appear.

All the descriptions of payables processing functions in this chapter refer only to the Accounts Payable style of invoicing.

```
 AM6M20                             Purchasing                           **
********
                               Payables Processing


 Type option or command; press Enter.


      1. Enter/
Edit Invoices and Credit Memos
      2. Enter/
Edit Invoices and Credit Memos from Offline Files
      3. Process Invoices and Credit Memos

      4. Post Invoices and Credit Memos

      5. EDI Invoices

      6. Print Invoice Reports
```

Option 1. Enter/Edit Invoices and Credit Memos. Use this option to type in a new batch or correct an existing batch of invoices and credit memos. The Payables Data Entry report (AMV17) is generated.

Note: This option is not available if International Financial Management (IFM) is installed and interfacing.

Option 2. Enter/Edit Invoices and Credit Memos from Offline Files. Use this option to enter a new batch of invoices and credit memos from offline files.

Note: This option is not available if International Financial Management (IFM) is installed and interfacing.

Option 3. Process Invoices and Credit Memos. Use this option to generate an Invoice Transaction Proof/Register (AMV12) of an existing batch of invoices and credit memos.

Note: This option is not available if International Financial Management (IFM) is installed and interfacing.

Option 4. Post Invoices and Credit Memos. Use this option to post accounts payable entries for an existing batch of invoices and credit memos.

Note: This option is not available if International Financial Management (IFM) is installed and interfacing.

Option 5. EDI Invoices. Use this option to choose invoices received using EDI (electronic data interchange) and process them into payables data entry batches. If EC is interfacing, you cannot use this option. You must go to EC to process invoices. See the *Electronic Commerce User's Guide* for more information.

Note: This option is not available if International Financial Management (IFM) is installed and interfacing.

Option 6. Invoice Reports. Use this option to print invoice reports. The information for these reports comes from the invoice and purchase order files created through Purchasing. This option provides the same reports as option 12 on the Reports menu (AM6M40).

Option 1. Enter/Edit Invoices and Credit Memos (AM6M20)

Use this option anytime you need to enter (add) invoices or credit memos, review (look at, change, or delete) invoices and credit memos already in the batch or back out unpaid invoices and credit memos already posted to the Open Payables file.

As vendor invoices and credit memos are received, manually verify them for accuracy of costs, discounts, taxes and acceptability of the goods or services. Accumulate them into convenient batches containing transactions which can all be posted to the files with the same purchase journal entry date or period, usually weekly or biweekly, and prepare them for entry.

In addition, if you have payables transactions for more than one company, you must accumulate the batches by company. Information contained on the invoices and credit memos can be recorded directly on the invoices or credit memos.

All types of payables transactions (regular invoices and credit memos, and automatic credit memos invoices) can be entered in one batch. The following restrictions apply when grouping transactions into a batch:

- All transactions must be for the same company
- All transactions must be for the same general ledger entry month or period
- All prepaid invoices must be for the same general ledger entry month or period and check date if you are using the immediate cash disbursements feature.

A batch default date should be assigned (the date to be used for invoice date or due date if not entered by the operator) and batch control totals should be established for later verification of data entered into the application. Control totals can be entered on forms AP-40 and AP-41.

Manufacturing interfaces

Purchasing provides totals for all data transferred to either Production Control and Costing or to Inventory Management.

- Miscellaneous Charge Costs. The sum of the gross amounts from all regular invoice and automatic debit memo detail lines that contain miscellaneous order charge information, less the sum of the gross amounts from all regular credit memos and automatic credit memo detail lines that contain miscellaneous order charge information.
- Outside operations. The sum of the gross amounts from all regular invoices and automatic debit memo detail lines that contain outside operation information, less the sum of the gross amounts from all regular credit memos and automatic credit memo detail lines that contain outside operation information.
- Cost adjustments. The sum of the gross amounts from all regular invoice detail lines that contain cost adjustment information.
- Other costs. The sum of the gross amounts from all regular invoice and automatic debit memo detail lines that do not contain miscellaneous order charge, outside operations, cost adjustment, or non-employee compensation information, less the sum of the gross amounts from all regular credit memo and automatic credit memo detail lines that do not contain miscellaneous order charge, outside operation, cost adjustment, or non-employee compensation information.

Cost adjustments

The interface between Accounts Payable and Inventory Management transfers cost adjustments only if they are entered as standard line items. Credit memos, automatic credit memos, and check reversals will not transfer data to Inventory Management.

Purchasing allows data entry of invoice detail lines with cost adjustment information. An edit is performed during data entry to ensure that a record with the purchase order number, item number, and warehouse exists in the Purchase Order Summary file. Purchasing transfers cost adjustments to Inventory Management only for regular invoice line items. Credit memos and automatic credit memos do not transfer data.

Interface to PCC

Purchasing allows entry of invoice detail lines with miscellaneous charge and outside operation information only when Purchasing is interfacing with Accounts Payable and when Accounts Payable is interfacing with Production Control and Costing. Edits are performed during Purchasing data entry to ensure the accuracy of the data. The miscellaneous charge data is edited to ensure that a record exists for the order and item number in the Manufacturing Order Miscellaneous Detail file. This information is posted to Production Control and Costing through Purchasing when the Invoice Post option is selected and provided through Accounts Payable and Production Control and Costing are installed and interfacing. You can force-add the order record during data entry if it not already in the file. Outside operation data is edited to ensure that a record exists in the Manufacturing Order Summary file.

If you enter an automatic credit memo for an invoice which contains a cost adjustment, the invoice is reversed. The cost adjustment is not reversed in Inventory Management. If you enter the invoice again, you probably do not need to enter the cost adjustment information again.

Invoices

An invoice represents money owed by your company to a vendor for services or goods received. To enter an invoice, begin with the header information (such as vendor number, invoice number, invoice date, due date) and information for each line item distribution that appears on the invoice. When you enter an invoice for the first time, you may enter special charge, freight, and tax control amounts. You will automatically generate skeleton invoice detail records for the amounts entered.

If an invoice needs to be handled as a credit from the vendor, enter the invoice with a positive amount and a credit memo code of **C**. This credit memo will reduce the amount of money owed to a specific vendor. Negative gross amounts are not allowed for invoices or credit memos. You may enter negative or positive line items for either invoices or credit memos.

Prepaid invoices

Occasionally, when an invoice is received it has already been paid. You enter a prepaid invoice in the same way as you enter an unpaid invoice. However, when entering a prepaid invoice, you must specify the check number used to pay the invoice, the bank account number, and the payment method. If you leave these fields blank, the system assumes bank account 001 and payment method 1. If you selected general ledger distribution during application tailoring, also specify the cash-in-bank account number against which it was written and the discounts-earned account number against which any discount taken would be credited. If you do not enter an account number, the system will use the default account number for the account that you established during application tailoring.

The system edits a prepaid check number during entry to determine whether a check with the same number was written to a different vendor.

Three-way matching

When a purchase order related invoice is entered, a three-way match is done to compare order, receipt, and invoice information. The edits performed are all warnings, but will tell you of the following conditions:

1. The invoice unit price is not equal to the purchase order unit price.
2. The purchase order is already completely invoiced.
3. The invoice quantity is not equal to the received quantity.
4. The invoice value is not equal to the purchase order expected value (quantity times price).

Prepaid invoice with credit memo

Sometimes a prepaid invoice will include at least one credit memo. When this occurs, the transaction is called a prepaid credit memo. A prepaid credit memo is handled in a similar manner to a prepaid invoice. However, the entries for general ledger distribution are treated as a credit memo.

In instances where a received invoice has only been partially paid, you must enter the invoice as two invoices—the unpaid portion as a regular invoice and the paid portion as a prepaid invoice.

If multi-currency support is active, you must enter the currency type that is invoiced. You may either enter a currency ID that tells the system how to convert the currency amounts to the local currency, reference a prepayment that fixes the exchange rate, or enter an explicit exchange rate. In each case, the entry option validates the data entered, but does not do the actual conversion.

Note: If you selected immediate cash disbursements during application tailoring, you must supply the cash disbursements date or period and the check date when you select the batch for invoice processing. This information is used for the subsequent automatic cash disbursements processing of all prepaid invoices in the batch.

Credit memo

A vendor credit memo can be issued for a specific line item on a specific invoice or, when the total amount of a vendor statement is a credit, for an entire invoice. In the latter case, you can save time by preparing the source documents and entering the transaction as a credit memo. Credit memos are entered like a standard invoice with a special code in the invoice header. The line item distribution amounts are then entered as positive amounts if they are credits, and as negative amounts if they are debits. The credit memo can be selected for payment along with invoices and will be credited against invoices. This does not apply to miscellaneous vendors. For further information, see Chapter 3 “Purchase Order Processing”.

Change or Delete invoices

Change and Delete transactions allow you to make extensive updates to open payables (OPNPAY) that you are unable to perform using the Open Payables File Maintenance menu option.

A Change transaction is a previously posted invoice or credit memo brought into the data entry batch in order to make modifications to it. The transaction consists of a protected and unprotected copy of the invoice or credit memo from open payables (OPNPAY). You can make any necessary changes to the unprotected copy of the Change transaction during data entry.

A Delete transaction is a previously posted invoice or credit memo brought into the data entry batch in order to remove it from open payables (OPNPAY). It consists of a single protected copy of the invoice or credit memo from open payables. The Delete transaction cannot be modified in data entry. Only its summary and header information can be reviewed in the batch.

Data entry Change and Delete transactions differ from file maintenance Change and Delete actions in three ways:

- The data entry Change and Delete transactions must first be brought into a data entry batch using the Invoice & Credit Change/Delete display (AMV166).
- Unlike file maintenance Change and Delete actions which update files immediately, data entry Change and Delete transactions are not reflected in the master files until the batch containing them is posted.
- The data entry Change and Delete transactions create temporary general ledger (TEMGEN) reversal entries for the protected copy of the invoice or credit memo. It also creates TEMGEN entries for the unprotected copy of the change transaction you modify. These entries are created when the batch is posted. File maintenance Change and Delete actions do not affect TEMGEN.

Payables transaction processing

Process Payables transactions as follows:

- Select this option when you are ready to enter a batch of invoices and credit memos. Display AMVBA1 appears.
- Use F04 to enter new transactions in a new batch or enter the batch number to select an existing batch to make corrections.
- Type in new transactions, correct or delete previous transactions, or enter additional transactions to an existing batch. The invoice is processed as a Purchasing-style invoice. Conversely, if you do not enter a purchase order number on the Select display, the invoice is processed as an Accounts Payable-style invoice and you cannot attach purchase orders to it later on.

  Note: If Accounts Payable and Purchasing are both installed, the interface is automatic and cannot be tailored.
- You can enter foreign currency invoices and have the system convert them to your currency for ledger, inventory, and cost accounting purposes.
- The Vendor Master file has a currency ID field that identifies the trading currency you and your vendor are using.

  Note: If you do business with a vendor in more than one national currency, define separate vendor numbers for each currency. A new enterprise code lets you group these vendor numbers for reporting purposes. When you enter an invoice that references a foreign currency vendor, the system shows you the vendor's currency ID and allows you to change the currency ID to another currency ID within the same national currency. The system does not allow you to change the currency ID to blank (local currency) or to any other national currency.

- When you enter invoice amounts, type them in trading currency exactly as they appear on the invoice. All invoice editing and balancing is based on trading currency amounts. When the invoice is correct in trading currency, the system converts it to local currency for General Ledger, Inventory Management, and Production Control and Costing purposes. The system converts the invoice at the exchange rate applicable as of the invoice date.
- The trading and local currency invoice amounts are recorded in the Open Payables file. When you pay the invoice, the system compares these amounts against the actual local currency cost of the payment and records a transaction gain or loss for the difference.
- You can process invoices that reference multiple purchase orders. Enter a purchase order number, process the line items associated with that purchase order (either Auto Gen or non-Auto Gen), enter another purchase order number and repeat the process. Remember that when processing an invoice that references multiple purchase orders, the currency ID for the purchase orders must be within the same primary currency.

  Note: Enter invoices that reference multiple purchase orders by using the Add P.O. function key on the Invoice Summary display. The Add Purchase Order display appears. You may generate data automatically from multiple purchase orders and work with this data as you work with automatically generated data from single purchase order invoices.
- You can automatically create line items for special charges, freight, or taxes at the invoice level by entering an amount in the Special Charge, Freight, or Taxes field on the Select display. You can also prorate special charges, freight, and taxes to other invoice line items.
- When you enter an invoice with charges you want to prorate, type **Y** in the ***PRORATE <Y/N>*** field on display AVM163. The amount on the display is prorated to the regular invoice items when it posts the invoice. The amounts are then passed to the General Ledger. Where applicable, Inventory Management and Production Control and Costing also reflect the proration. For example, an invoice with the following data:

Description	Amount	Prorate
Item #1	300.00	N/A
Item #2	700.00	N/A
Special Charge "A"	175.00	Y
Special Charge "B"	50.00	N
Freight	50.00	N
Tax	25.00	Y

- When AP posts this invoice, it calculates the GL, IM, and PC&C amounts:

Description	Amount	Proration	To GL, IM, PC&C
Item #1	300.00	60.00	360.00
Item #2	700.00	140.00	840.00
Special Charge "A"	175.00	175.00-	----
Special Charge "B"	50.00	----	50.00
Freight	50.00	----	50.00
Tax	25.00	25.00-	----

Note: The way you account for the invoice does not affect the way you record the invoice.

- You can accrue costs not on the invoice such as duty, brokerage, or freight. These costs will be passed to General Ledger, Inventory Management, and Production Control and Costing. For example, suppose you are a U.S. company and you import an item for inventory. If the vendor charges you 100 U.S. dollars and duty on that item is 5%, the inventory cost of that item is 105 U.S. dollars (100 + (100 x 5%)).
- In most cases, importation costs do not appear on the invoice you receive from the vendor. Instead, they come on a separate invoice from your broker or are paid directly to customs authorities. A landed cost accrual feature lets you accrue for importation costs when you enter the vendor’s invoice.
- Figure 4-1 summarizes how landed cost accrual works.

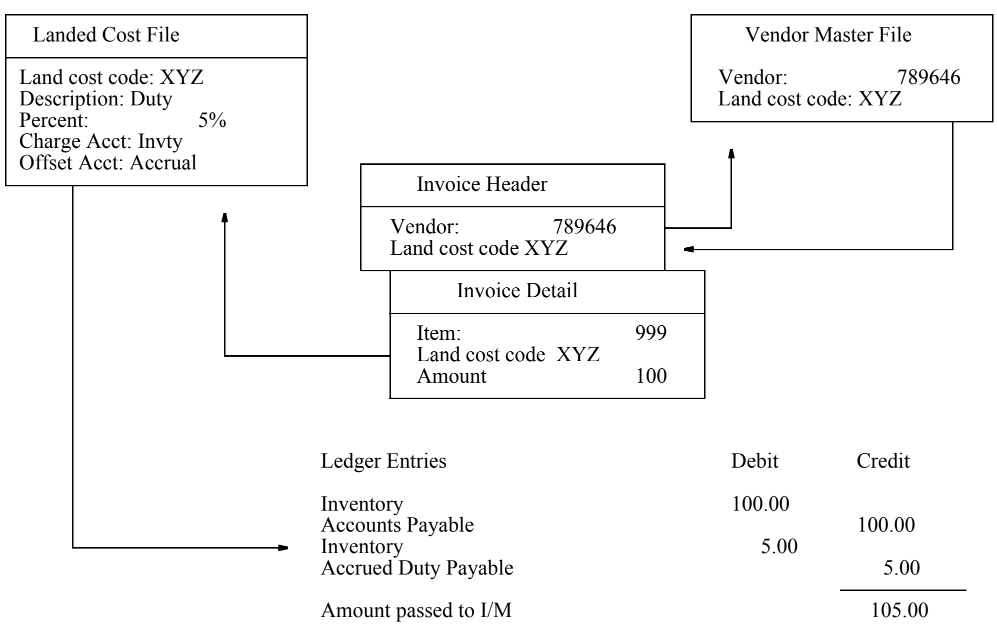

Figure 4-1. Landed cost accrual processing

- You can define how landed cost is accrued by using the Landed Cost file. Typically, the rules for calculating landed cost can be defined by a finite number of patterns associated with groups of vendors or purchased items. Each pattern is identified by a landed cost code. For example, suppose you have a group of vendors or items subject to a 5% duty and a 2% brokerage charge. Define a landed cost code named “5/2” that tells AP to accrue 5% duty on items and 2% brokerage.
- Often, most or all of the items you purchase from a foreign vendor are subject to the same pattern of importation costs. A landed cost code field has been added to the Vendor Master file. Use this field to type in the landed cost code that most frequently applies to your purchases from the vendor.

  Note: In some cases, your imports from a vendor may be so diverse that a single landed cost code does not apply. Nonetheless, type in a landed cost code to serve as a reminder when you enter the invoice data.
- When you enter an invoice, the landed cost code you have assigned to the vendor appears on the Invoice Header and Invoice Detail displays. Override this code by changing it to any other valid landed cost code or setting it to blank.
- When the invoice post program processes an invoice that has a landed cost code, it uses the data in the Landed Cost file to accrue the importation costs as illustrated in Figure 4-1. The amounts passed to GL, IM, and PC&C in these cases reflect both the invoice amount and any accruals. For example, suppose you have an invoice item for 100 subject to 5% duty and 2% brokerage. The cost of the item, for GL, IM, and PC&C purposes, is 107 (100 + 5 + 2) and the entries to GL are:

	Debit	**Credit**
Inventory or Expense	107.00	
Accounts Payable		100.00
Accrued Duty		5.00
Accrued Brokerage		2.00

When you use this feature, monitor the amounts accrued against the amounts incurred. Charge amounts paid for duty and brokerage to accounts that “offset” against the duty and brokerage accrual accounts. For example, suppose you accrue $5.00 for duty on an import invoice.

When this invoice is posted, the following ledger entries are made:

	Debit	**Credit**
Inventory	5.00	
Accrued Duty		5.00

When the broker invoices for the duty, charge the duty to an accrued duty “contra” account when you enter the invoice. Purchasing makes the following ledger entries.

	Debit	**Credit**
Accrued Duty Offset	5.00	
Purchasing		5.00

When you detect discrepancies between the amount accrued and the amount incurred, you can handle them in two ways:

- If the amounts involved are small and offsetting, write off the difference between the accrual and accrual contra accounts at year end.

If the amounts are for an inventory item, enter cost adjustments in IM and journal entries in GL to correct the discrepancy.

The techniques used for landed cost accrual may also be used to accrue freight and apply procurement burden on domestic invoices.

- You can allocate an invoice line item to two or more accounts using the Detail Split display. Type **Y** at the SPLIT <Y/N> prompt on the Invoice & Credit Memo Detail Header (Enter) display (AMV162) and press **Enter**. The Detail Split display (AMV16X) appears. This display shows critical data from the original invoice detail line and prompts you to provide account, percent, and amount data that tells the system how you want to split the invoice line item. There are three ways you can split a line item:
  - Charge fixed amounts to different accounts.
  - Allocate the line item based on percents.
  - Charge part of the line item using fixed amounts and allocate the remainder using percents. For example, suppose you have an invoice line item for 100 and you want to charge 20 to account 1000, and allocate the remainder equally to accounts 2000 and 3000. Enter the following data on the Detail Split display:

Account	Fixed amount	Percent
1000	20.00	----
2000	----	50.0
3000	----	50.0

  - When you press **Enter**, the system calculates your original invoice line item with three invoice line items (the actual update does not take place until you end the split):

Account	Amount	
1000	20.00	
2000	40.00	((100–20) x .5)
3000	40.00	((100–20) x .5)

- When you use the split feature, be aware of the following:
  - The data entered to split the invoice line items must equal the amount for the entire line item. If you split using fixed amounts, the sum of the fixed amounts must equal the sum of the original amount. If you split using percents or a combination of fixed amounts and percents, the sum of the percents must equal 100%.
  - The accounts entered must be valid.
  - The system automatically splits line item quantities and discount amounts in the same way it splits the invoice gross amount.
    - If the original line item quantity is a whole number, the split quantities are whole numbers with the last record adjusted so the split quantities equal the original quantities. For example, if the original quantity is 100 and you split it into thirds, the quantities in the split records are 33, 33, and 34.

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– If the original line item quantity has non-zero amounts to the right of the decimal, the split quantities are calculated to three-decimal point precision and the last record is adjusted to balance to the original quantity. For example, suppose the original quantity is 2.333 and you are dividing the invoice line item equally between two accounts. The invoice line item quantities are 1.167 and 1.166.

- You can use the Invoice Detail display to review and edit the new detail records created by the Detail Split feature.

- You can record detailed tax information about an invoice using the Extended Tax Processing display. Figure 4-2 explains the flow of extended tax processing.
  - If you are subject to sales tax, use this display to accrue use tax for taxable purchases not taxed by the vendor.
  - If you are subject to Value Added Tax, use this display to record VAT paid to your vendors, and to handle situations where VAT is not explicitly stated on your invoices.

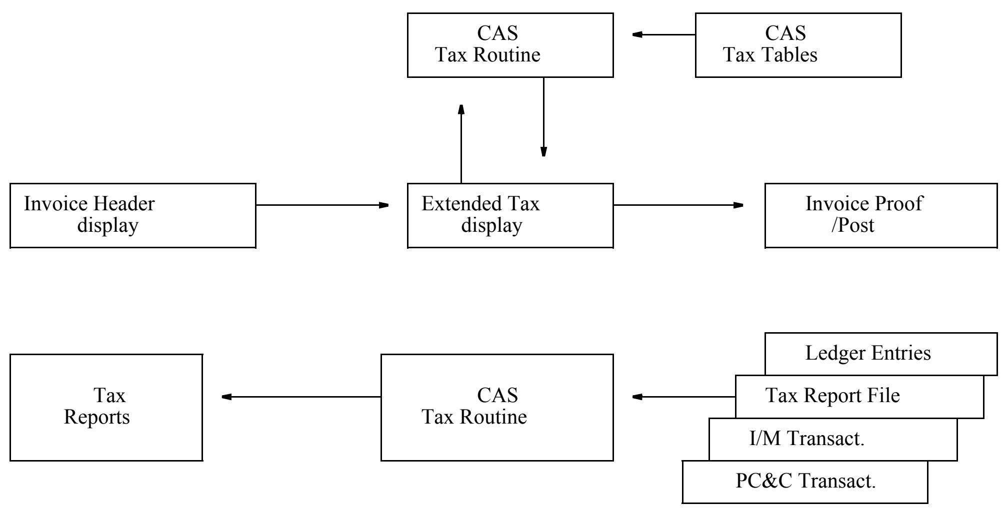

Figure 4-2. Accounts Payable extended tax processing data flow

- An Extended Tax function key appears on the Invoice Header display (AMV161). When you use it, the Invoice & Credit Extended Tax (Review) display (AMV16T) appears.
- Type in the tax information for the invoice on AMV16T and press **Enter**. The Cross Application Support (CAS) Tax Routine verifies your data and calculates tax and/or tax base amounts.

  Note: If you enter extended tax data and then return to the Extended Tax display, the taxes previously recorded appear. You can process them as needed. The taxes that appear on the display when you exit the display replace the taxes previously entered.
- When the posting option processes an invoice with extended tax data, the invoice tax data is included in the information it passes to GL, IM, and PC&C.

- The posting option also passes the invoice and tax data to the tax report files maintained by the CAS Tax Routine. You may report, then use, the tax reporting menu options in the CAS Tax Routine to report the taxes you recorded when you entered the invoice.

Extended tax processing makes extensive use of the CAS Tax Routine. Define the taxes that apply to your business to the CAS Tax Routine and use the CAS Tax Routine to generate reports to support the information on your tax returns.

Compare the Invoice & Credit Batch display (AMV16S) to the Batch Control form. This display shows the total number of invoices entered and the batch control totals for the entered transactions. The display also shows the number of error and valid records in the batch and the number of deleted records for this session.

When you end the session, you can choose to suspend, close, or delete the batch. When a batch is deleted, all transactions entered in the batch are removed.

A Batch Status listing prints as a permanent record of the status of the batch at the end of the data entry session. The listing shows the same information that appears on the batch status displays.

You can request an Invoice Transaction Proof/Register listing The listing shows all transactions entered and performs further editing of the transactions. Review the listing to ensure all transactions and corrections are entered.

A batch does not become available for posting until the Invoice Transaction Proof/ Register listing, printed for the batch, shows all entered transactions and that no errors exist in the batch.

In review mode, the Batch Summary display (AMV16I) shows critical information about each invoice in the batch. It also lets you select invoices to review and delete.

When you review an invoice, the Invoice Summary display (AMV16D) shows all of the detail line items that make up the invoice. You can review or delete these individual line items.

Before ending the session, record the batch number on batch control form AP-40. This batch number is needed to initiate further processing of the batch.

Correcting errors during data entry

You should be able to immediately correct most of the errors found by the application during data entry. However, some errors may require research such as a vendor number or general ledger number that is not found by the application. Each error condition that can occur is identified by a message number.

Notes:

1. If, during application tailoring, you selected not to delete batches after processing (REUSE=NO), it is possible that you may run out of batches during data entry. If this occurs, you will need to save your files. This will free the data entry batches and allow you to enter transactions. The Data Entry Control display (AMVBA1) will show a status of FINISHED for all batches when this situation occurs. However, this situation is not likely to occur unless you have more than 999 in-process batches at one time. See the *CAS User's Guide* for a detailed description of the procedure for saving and restoring your master files.

2. The system assigns batch numbers consecutively. When it reaches 999, it wraps around and starts over with batch 1. If the system attempts to assign a new batch number but an old batch still exists with that number, you will get a message stating that the requested batch is not available. Regardless of the number of actual batches in the file, you cannot proceed until this batch is processed. To avoid this situation, process batches in a timely manner.

The following are exceptions to the normal conversion of trading to local currency:

- For invoices paid by bank draft or letter of credit, type in the bank account, payment method, and check number in the fields on the Invoice & Credit Header (Enter/Review) display (AMV161). The system converts the invoice to local currency at the exchange rate used for the payment, and no transaction gain or loss is recognized.
- For invoices covered by a hedge transaction, such as a currency futures contract, type the hedge transaction exchange rate in the override exchange rate field. The system converts the invoice at that rate.
- To convert an invoice using the exchange rate in effect on a date other than the invoice date, type in an override exchange rate date.
- If you reference a debit memo, the system converts the line item using the exchange rate that applied to the debit memo.

  Note: If you use immediate cash disbursements for a foreign currency invoice, the system values the invoice and payment at the same rate.
- U.S. sales tax: If you are subject to U.S. sales tax, any tax you pay is a cost to your business and you are motivated to pay as little tax as possible under the law. Extended tax processing helps you do this by:
  - Providing resale exemption reminders to your invoice processors
  - Giving you a way to accrue use tax on taxable purchases not invoiced by your vendors
  - Improving your cash flow by using direct payment provisions in some tax laws to defer paying sales taxes on purchases until you file your sales tax return (usually quarterly).

- The Vendor Master file has a tax suffix field that classifies the vendor for tax purposes. If you have filed a resale exemption certificate with the vendor, type in EXEMP in that field. The tax suffix appears on the Invoice Header display (AMV161) as a reminder that this vendor should not charge sales tax on your purchases.
- Use tax accrual: In order to accrue use tax, use the Cross Application Support (CAS) Tax Routine to establish tax file records that define the sales taxes that apply to your business. See the CAS User's Guide for more information on the CAS Tax Routine. In use-tax situations, the tax suffix identifies the place where you made the purchase and the tax indicator classifies the item for tax purposes. Once these have been established, the CAS Tax Routine can identify which taxes apply and calculate the tax amounts.
- Most use-tax accrual situations arise when you are making taxable (for example, non-resale) purchases from out-of-state or foreign vendors. For example, suppose you are a Georgia company and you buy taxable office supplies from an Alabama vendor. If the vendor does not charge tax on your purchase, you are required to accrue Georgia Use Tax on the purchase and pay the tax when you file your Georgia Sales Tax return.
- Use the tax suffix field on the Vendor Master file to identify out-of-state vendors who provide taxable goods and services but do not include sales tax on their invoices. If you assign a tax suffix like USETX to these vendors, it will appear on the invoice header display as a reminder each time the invoice header appears.
- The procedure for accruing use tax is as follows:
  1. Access the Extended Tax Processing display (AMV16T) from the Invoice Header.
  2. Type U in the action field, the tax suffix that identifies the place where you received the goods and services, the tax indicator that classifies the item purchased, the tax code that identifies the tax that applies and the invoice amount subject to tax.
  3. When you press **Enter**, the system calculates the tax and displays it. If it is correct, use a function key to accept the calculation.
- When the Invoice Post program processes a use tax, it accrues use-tax expense against the items on the invoice and makes an offsetting entry to a use-tax liability account. The CAS Tax Routine provides two ways to handle the accrued use-tax expense. You may have the system combine the tax with the cost of the items purchased or you may charge the accrued use tax to a separate expense account that comes from the CAS Tax Routine. For example, suppose you have an invoice with two line items for 40 and 60, and you type in a use-tax accrual of 5. If you combine tax and invoice amounts, the invoice post program makes the following entries:

	Debit	Credit
Line item 1 Expense (40+2)	42	
Line item 3 Expense (60+3)	63	
Accounts payable liability		100
Accrued use tax		5

- If you charge the use tax to a separate account, the entries are:

	Debit	Credit
Line item 1 Expense	40	
Line item 3 Expense	60	
Use tax expense	5	
Accounts payable liability		100
Accrued use tax		5

- When you accrue use tax, the system records this on the tax report files. Report your use tax accrual activity via the CAS Tax routine.

  Note: Use-tax accruals have no impact on invoice control amount balancing.

- Value Added Tax: If you are subject to Value Added Tax, net the tax you pay to your vendors against the tax you collect from your customers and send the government a check for the difference. In this environment, it is important to record all your recoverable VAT payments to vendors because they represent monies owed to you by your government.

  Note: Some countries do not let you recover VAT paid for certain purchases such as business entertainment.

- Extended tax processing records the details about VAT paid to vendors and reports this information via the CAS Tax Routine. It also has a “tax in price” feature that allows you, where permitted, to record VAT paid when it is not explicitly stated on the invoice.

- If you pay VAT on imports at the border, use the use-tax accrual feature to accrue these taxes. Be sure to charge your payments to customs authorities to the use-tax liability account so accrual and payment will be offset.

- In order to record VAT, use the CAS Tax Routine to establish tax file records that define how VAT applies to your business. See the *CAS User’s Guide* for information on how the tax suffix classifies your vendor for tax purposes and the tax indicator classifies the item for tax purposes.

- The procedure for entering VAT amounts invoiced by vendors is:

  1. When you type in the control totals on the Invoice & Credit Memo Select display (AMV160), type in the total tax amount for the invoice in the Taxes field. This makes it much easier to keep invoice control and invoice detail amounts in balance as you process the invoice.

  2. When the Invoice & Credit Extended Tax (Review) display (AMV16T) appears, type in A in the action field; the appropriate tax suffix, tax indicator, and tax code; and the amount of tax that appears on the invoice. Do this for each tax rate invoiced.

  3. When you press **Enter**, the tax base amount and tax rate for each tax appears. You can either accept the calculation by using **F11**, or override the calculation by changing the data you entered or the tax files used by the CAS Tax routine.

- If you have entered a tax control amount on the Invoice and Credit Memo Select display (AMV160), the invoice control and detail amounts will be in balance. If you do not define the tax control amount, adjust the tax control amounts on the Invoice Header display to reflect the amounts entered through extended tax processing.

- When the system processes a VAT invoice, it charges the VAT amounts entered to the account provided by the CAS Tax Routine and writes records to the tax report files that CAS maintains.

  Note: VAT users should select Separate for the purchase accounting method on the CAS Main Menu.

- In some countries, vendors can issue invoices in which VAT is included in the price and is not stated explicitly on the invoice. You may calculate the amount of VAT included in the invoice amounts and claim it against VAT collected from your customers.
- The procedure for doing this is:
  1. If you have vendors that do not show VAT separately on their invoice, assign them a tax suffix such as TXPRI (tax in price) as a reminder.
  2. Complete the Extended Tax Processing display by typing a P in the action field; entering the applicable tax suffix, tax indicator, and tax code; and the invoice amount subject to tax in the tax base amount field.
  3. When you press **Enter**, the new tax base amount and the tax amount that applies to the invoice appear. The formula used to calculate the tax amount works backwards from the invoice amount to the tax base amount and tax amount. For example, if you type in 100 for the tax base amount and the tax rate is 10%, AP changes the tax base amount to 90.90 (100/1.10) and shows 9.10 (100.00 - 90.90) as the tax amount.
- When you enter tax that was not on the invoice, an imbalance between the invoice control and invoice detail amounts equals the amount of the tax you recorded. This is because the line item amounts on the invoice were overstated by the amount of the tax. Correct this by reducing the invoice line item amounts by the amount of the tax.

  Note: The most efficient way to do this is to run extended tax processing first and then adjust the invoice line item amounts as you enter them.

- Provincial sales tax and Goods and Services Tax: If you are subject to provincial sales taxes (PST) and the federal Goods and Services Tax (GST), a value added tax, handle these taxes in the following way:
  1. When you enter an invoice on the Invoice & Credit Memo Select (Enter) display (AMV160), type the combined PST and GST amount in the tax control field. The system generates a tax detail record for the amount of the combined tax.
  2. If you prorate PST to line items, use the Invoice & Credit Detail Summary display (AMV16D) to access the tax record and set the prorate flag to Y.

What information you need:

- The original invoices and credit memos.
- Control forms AP-40 and AP-41.
- The batch default date you want to use, if different from the system date.

What reports are printed: Payables Data Entry (AMV17).

Note: Payment reversals are performed using the Accounts Payable application.

The basic steps for performing this task follow each display.

AMVBA1—Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, suspended, or recurring batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select the following:

- option 1 on the AP or PUR Payables Processing menu
- option 1 OR 4 on the GL Journal Processing menu or option 3 on the GL Post Journal Transactions menu
- option 1 on the AR Transaction Processing menu or option 6 on the AR Master File Processing menu
- option 1 on the PR Time/Adjustment Entry menu or option1 on th PR Payoffs menu.

```
DATE **/**/**                                                     AMVBA1   **
                             DATA ENTRY CONTROL
                                                    BATCHES CURRENTLY IN USE ***
 ENTER BATCH NUMBER  nnn                            LOCATE BATCH nnn
   BATCH        *--ORIGINAL--*  *----LAST----*                     *--RECORDS--*
    NO.   TYPE  WSID       OPID WSID       OPID   STATUS  DATE     USED   ERRORS
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****
    ***   ****  ********** ***  ********** ***    ******  **/**    *****  *****

                                                         USE ROLL UP/DOWN
                                                         F04 NEW BATCH
                                                         F24 CANCEL THE JOB
```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
  - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.
  - To locate a particular batch beyond the next group of batches, type the batch number in the ***LOCATE BATCH*** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the ***ENTER BATCH NUMBER*** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

  Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

> ***WSID (Work Station Identification)***: The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.
>
> ***OPID (Operator Identification)***: The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

> ***WSID (Work Station Identification)***: The identification of the workstation which last selected the batch. For offline batches, asterisks appear.
>
> ***OPID (Operator Identification)***: The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND (Suspend) One of the following conditions:

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- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch. Errors exist in the batch and must be corrected.

You can select this batch for further entry and review from any workstation.

RECURS Batch has been created as a recurring batch. All transactions within this batch are subject to the effective dates specified within. For purposes of data entry, the system treats a RECURS batch the same as a suspended batch; however, they cannot be processed like regular batches; they are templates used to create regular batches. Recurring batches are used only by Accounts Payable.

CLOSED Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE The application has selected the batch for updating the master files.

FINISH The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected. Warning messages also appear as errors.

AMV151—Payables Data Entry (Options)

Use this display to enter the company number and date for a new batch of Payables Processing transactions. The **Recurring Batch** field is used only by Accounts Payable.

This display appears when you use **F04 NEW BATCH** on the Data Entry Control display (AMVBA1).

```
Date **/**/**        Payables Data Entry               Options      AMV151   **
Batch      ***

              Company number      nn
              Batch default date  nn/nn/nn

              Recurring Batch     n




                                                   F24=Cancel the job
```

What to do

Enter the company number and date for a new batch of Payables transactions, and press **Enter**.

Function keys

F24 Cancel the job ends processing and causes the Payables Processing menu (AMAM10) to appear again.

Fields

Batch. The identifying number the application assigned to this batch. This number should be recorded with the control totals for the batch.

Company number. This field is required if it appears on the display. Type in the number of the company for which this batch of transactions applies. The number is entered only once for each batch. This field appears only if you indicated multiple companies during application tailoring.

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Batch default date. Type in the date that will be used as the default for the invoice date and due date of invoices in this batch. If you do not enter a date, the system date is used.

Note: You can subsequently change this date by using **F4** on the Invoice & Credit Batch Status display (AMV16S). The change will only affect later entries, invoices that are in the batch when the batch default date is changed will not be affected.

Recurring Batch. Accept the default of **N**, or type **Y** to create a recurring batch. This field is used only by Accounts Payable.

AMV160—Invoice & Credit Header (Enter)

Use this display to enter information for an invoice or credit memo. You can process invoices that reference multiple purchase orders, auto-generate line items for purchase orders, enter credit memos, and change or delete existing invoices in the Open Payables files.

This display appears when you:

- Press **Enter** on the Payables Data Entry Control display (AMVBA1)
- Press **Enter** on the Payables Data Entry (Options) display (AMV151)

```
Batch ***  Company **       Invoice & Credit Header      ******      AMV160  **
                              Batch date **/**/**


   Vendor number             aaaaA6          Purchase order number  P aaaaA6
   Invoice number        aaaaaaaA10          Completion code  <P/C>         A
   Invoice seq number           nnn          Auto gen  <Y/N/S>              A
   Cr memo code <C>               A           Gen qty  <1=Ord,2=Del,3=Stk>  A
   Voucher                    nnnnn

Totals:                         Control
   Invoice gross amount       nnnnnnnnnnn.nn
   Special charges            nnnnnnnnnnn.nn
   Freight                    nnnnnnnnnnn.nn
   Taxes                      nnnnnnnnnnn.nn
   Discount amount            nnnnnnnnnnn.nn
   Discount percent                    nn.nn


                                                              F17=Accept with error

F1=Batch summary   F5=Change/delete                           F24=Display status
```

What to do

- To create a purchasing style invoice, type in a purchase order number, all requested information, and press **Enter**.
- To automatically generate an invoice from a purchase order, type in the requested information, type **Y** in the ***Auto gen*** field and press **Enter**.
- To manually add a regular invoice, type in the information but leave the ***Auto gen*** field **N**.
- To automatically generate some items from a purchase order, but not all items, type **S** in the ***Auto gen*** field and press **Enter**.

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- To add an invoice with no existing purchase order, type in the invoice (credit memo) number, invoice sequence number, and voucher number and press **Enter**.

Note: The displays associated with this menu option contain message subfiles. To view messages for this display, use the **Roll** keys.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F5 Change/delete causes the Invoice & Credit Change/Delete (Enter) display (AMV166) to appear allowing you to create change or delete transactions from invoice and credit memos already posted in the Open Payables file. The Open Payables file is updated by these transactions when the batch is posted.

Note: If you use **F5**, you do not have to enter any information in the fields on this display.

F17 Accept with error allows you to continue with the record even though the application issues a warning message. The Invoice & Credit Header display (AMV161) appears.

F24 Display status causes the Invoice & Credit Batch Status display (AMV16S) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Vendor number [?]. This is a required field. Type in the vendor number that applies to this invoice. If the invoice is for a one-time vendor, without a vendor number in the Vendor Master file, type in **000000** to indicate a miscellaneous vendor.

Notes:

1. Assignee from the Vendor Master file can be entered.
2. The ***Purchase order number***, ***Completion code***, ***Auto gen*** and ***Gen qty*** fields appear.

Purchase order number [?]. This field is required if this invoice is for a purchase order. Type in the purchase order number that applies to the invoice or credit memo. Entering a purchase order number determines whether Purchasing fields appear on subsequent displays and whether you will be able to add purchase orders to this invoice.

Invoice number. This is a required field. Type in the invoice number for this vendor. The default is 1.

Completion code <P/C>. This is a required field if it appears. This field is used to indicate if the invoice or credit memo you are entering completes invoicing activity for the purchase order. Type in one of the following:

P Partial invoice. More invoicing is to be performed for the purchase order at a later time.

C Invoice complete. This invoice completes invoicing for the purchase order. Its status is updated in the Purchase Order Master file when the batch is posted. This is the default.

Invoice seq number (Invoice sequence number). Use this field to specify when the same invoice number is used on multiple entries.

Note: If the same invoice number and invoice sequence number is used for two different vendors, the sequence number will automatically be incremented.

Auto gen <Y/N/S>(Automatic generation code). This is a required field if you enter a purchase order number. Type in **Y** or **S** or accept the default of N:

Y Automatically create invoice records from information retrieved from the purchase order files

N Manually type in the invoice detail. Invoice information such as the item description and the expense account is defaulted from the purchase order if these fields are left blank on the Invoice & Credit Detail display (AMV162).

S Select from a list of invoice records that would be automatically generated if you answered Y. Only those records selected are automatically generated. The Invoice & Credit Auto Gen display (AMV168) is used to enter your selection criteria.

Cr memo code <C> (Credit memo code). Type in **C** for a credit memo or leave this field blank for an invoice. Recurring batches cannot contain credit memos.

Gen qty (Generation quantity).

1 Auto gen selects records based on ordered quantity
2 Auto gen selects records based on delivered quantity
3 Auto gen selects records based on in stock quantity

The default is 1. Accept the default or type in another value to base the auto gen on either a delivered or in stock quantity. If you choose option 2, the delivered quantity will be the quantity received at dock or to stock, depending on how your system was tailored. The delivered quantity does not consider any vendor returns.

If you choose option 3, the in stock quantity represents the actual stock quantity, which is the net result of any vendor returns.

If you override the default, the new value remains until you end the data entry session or change the value again.

Note: If an item does not require receipts, the item is generated based on the order quantity, even if you chose the delivered or in stock quantity auto gen option.

Voucher. This is a required field if it appears on the display. Type in the voucher number for this invoice. If the field is not shown, the application supplies the number. The method of voucher assignment depends on the choice you made during application tailoring. For more information, refer to the voucher question in the "Accounts Payable Questionnaire" in *Planning and Installing XA*.

Control Totals. When you end an invoice, request a batch summary, or status, the application performs invoice balancing edits against the control totals you enter and the detail totals the application accumulates. If the invoice is out of balance, a message is issued on the Invoice & Credit Header display (AMV161). The totals must balance before the invoice can be ended.

Type in the totals in the following fields you want to use in invoice balancing. When you press **Enter**, these totals appear again on the Invoice & Credit Header display (AMV161) and can be changed on that display.

Invoice gross amount: Type in the total amount of the invoice or credit memo. The application checks the totals of the line items against the invoice total you entered.

Notes:

1. Individual special charge, freight or tax line item records are automatically created.

   There is no default account number for special charges. If you are interfacing with General Ledger, you must manually enter a GL account number into any special charge record that is automatically generated from a control total or a purchase order.

   Control totals are established for invoice balancing purposes. For example, if the sum of the special charge line items you enter does not equal the amount you enter in the Special charges field, an out of balance condition exists and an error message is issued when you try to end the invoice.

2. If you enter a purchase order number on this display and you answered Y or S to Auto gen, we recommend that you do not enter amounts in these fields unless you are entering an invoice containing multiple purchase orders and want to establish a control total for invoice balancing purposes. Otherwise, you will auto generate an out of balance invoice.

Special charges: Type in the total special charges amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all special charge amounts for this invoice to this field when you end the invoice.

Freight: Type in the total freight amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all freight amounts for this invoice to this field when you end the invoice.

Taxes: Type in the total tax amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all tax amounts for this invoice to this field when you end the invoice.

If you plan to use the extended tax features (Value Added Tax (VAT), VAT tax in price, or Use tax), you should consider the following as they relate to control totals and invoice balancing:

Notes:

1. The VAT tax in price and VAT amounts the application creates when you use F11 on display AMV16T are used in balancing the invoice. The Use tax amounts are not used by the application in invoice balancing.

2. When you use the VAT tax in price feature, individual detail line item gross amounts on display AMV162 must be reduced by the amount of tax in price

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calculated on the Extended Tax display (AMV16T). Otherwise the invoice will be out of balance.

3. Tax detail created by the extended tax features can be reviewed only through the Extended Tax display (AMV16T). Standard tax records are reviewed via the Detail Summary display (AMV16D).

Discount amount: Type in the total discount amount for this invoice. This amount is used as a control total in balancing.If you leave this field blank, the application updates the sum of all discount amounts of detail line items for this invoice to this field when you end the invoice.

Discount percent: Type in the discount percent that applies to this invoice. When detail items are entered, the discount amount is automatically calculated by the discount percent entered. The discount percent can be overridden at the detail level for line items to which the discount does not apply.

Note: If you use **F5**, you do not have to enter any information in the fields on this display.

AMV161—Invoice & Credit Header (Enter/Review/Delete)

Use this display to type in the information that pertains to an entire invoice or credit memo.

If this invoice refers to more than one purchase order, the Purchase Order Select pop-up window appears if you use **F7=Add detail** on this display. The pop-up window shows the purchase orders you entered on this invoice. You can identify the purchase order to which you want to attach the detail line item. The window shows up to 10 purchase order numbers per panel. If you have more than 10 purchase orders, use the **Roll** keys to page through the panels until you find the purchase order you want.

The pop-up window also appears on the following displays if you use **F7=Add detail** from a tax, freight, or special charge record that is not attached to a purchase order.

AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail
AMV16D Invoice & Credit Detail Summary

This display appears when you:

- Press **Enter** and have no errors on the Invoice & Credit Header (Enter) display (AMV160)
- Use **F17** on the Invoice & Credit Header (Enter) display (AMV160)
- Use **F19** on the following displays:
  - AMV162
  - AMV163
  - AMV164
  - AMV165
  - AMV16A (Review mode only)
  - AMV16D
  - AMV16P
  - AMV16T.

- Select an invoice or credit memo from the Invoice & Credit Batch Summary (Review) display (AMV16I).
- Use **F20** on this display in Review mode.
- Use the **Roll** keys to move backward from the first detail record.
- Attempt to exit the invoice using **F1**, **F3**, or **F24** when the invoice is incomplete or out of balance.

```
Batch ***  Company **       Invoice & Credit Header       ******     AMV161  **
                              Batch date **/**/**        ********
                                                                     *MRO*
Inv **********    Seq ***  Vendor     ******  *************************  Type
                           Assignee   aaaaA6  ************************* *******
P.O. number       *******  Amt exp    ***********.** Amt inv    ***********.**
Voucher no.         *****  Desc aaaaaaaaaaaaaaaaaA20
Invoice date       nnnnnn  Due date           nnnnnn Halt code <n,0-9>       A
Discount %          nn.nn  Landed cost code      aA3 Tax suffix            aaaA5
FOB code              aA3  Ship Via code         aA3 Terms code              aA3
AP acct  aaaaaaaaaaaaA15  Cash acct aaaaaaaaaaaaA15 Disc acct  aaaaaaaaaaaaA15
Bank account          aA3  Payment method          A Paid check number   nnnnnn
Curr aA3 aaaaaaaaaaaaA15  Exchange rate date nnnnnn Override rate nnnnn.nnnnnn

Totals:          Control          Detail
   Gross       nnnnnnnnnnn.nn   ***********.**
   Special chg nnnnnnnnnnn.nn   ***********.**
   Freight     nnnnnnnnnnn.nn   ***********.**          Use Roll Up/Dn
   Taxes       nnnnnnnnnnn.nn   ***********.**          F12=Next Selection
   Discount    nnnnnnnnnnn.nn   ***********.**          F17=Accept with error

F1=Batch summary  F2=Vendor address  F3=New invoice      F6=Detail summary
F7=Add detail     F8=Extended tax    F13=Add tax         F14=Add special chg
F15=Add freight   F16=Add P.O.       F20=Delete invoice  F24=Display status
```

```
Batch ***  Company **     Invoice & Credit Header       ******       AMV161  **
                            Batch date **/**/**


                                                +eeeeeeeeeeeeeeeeeeeeeeeeeee+
                                                |   Purchase Order Select   |
                                                |                           |
                                                |  **********  **********   |
Inv **********    Seq ***  Vendor     **        |  **********  **********   |
                           Assignee   aa        |  **********  **********   |
P.O. number       *******  Amt exp    **        |  **********  **********   |
Voucher no.         *****  Desc aaaaaaaa        |  **********  ***********  |
Invoice date       nnnnnn  Due date             |                           |
Discount %          nn.nn  Landed cost c        |  Selection: nn            |
FOB code              aA3  Ship Via code        |                           |
AP acct  nnnnnnnnnnnnnnn  Cash acct nnn         |  F12=Return  Roll Up/Dn   |
Bank account          aA3  Payment metho        +eeeeeeeeeeeeeeeeeeeeeeeeeee+

Curr aA3 aaaaaaaaaaaaA15  Exch rate date     nnnnnn Override rate nnnnn.nnnnnn
```

What to do

- To enter an invoice or credit memo, type in the information requested and press **Enter**.

- When you press **Enter** in Review mode, the record is edited and if no errors occurred, the record is processed, the file is updated, and the next record in the direction you were paging appears.
- When you press **Enter** in Delete mode, the record appears again in Review mode and no deletion occurs.
- To add detail lines to an invoice with multiple purchase orders attached use **F7** and type in the appropriate purchase order on the Purchase Order Select window to which the detail should be attached.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance. If errors occur, the Header display (AMV161 appears again.

F2 Vendor address causes the Invoice & Credit Vendor Address display (AMV16A) to appear for you to enter miscellaneous vendor address information. This function key only appears when you are in Review mode and the Vendor field contains all zeros.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance. If the invoice is not in balance, display AMV161 appears again.

F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear and allows you to review all details attached to this invoice. This function key only appears when you are in Review mode.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) to appear in Enter mode and you can add detail lines. F7 appears only in Review mode. If an invoice has more than one purchase order, the Purchase Order Select pop up window appears. Select the appropriate purchase order number from the list on the window and press **Enter**.

F8 Extended tax causes the Invoice & Credit Extended Tax display (AMV16T) to appear. The CAS Tax Routine calculates the tax associated with this invoice. This function key only appears when you are in Review mode.

F12 Resume Entry appears on the display only in Review mode and only if you rolled out of Enter mode or use **F19** from Enter mode. The display you were on when you last were in Enter mode appears.

F12 Next Selection appears only in Review mode, and only if you made more than one selection on the Summary display (AMV16D). For multiple selections, the first selection is processed and **F12 Next selection** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F12 Return appears only on the Purchase Order Select pop up window. This function key will return you to the display under this window.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O.*** field on this display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on this display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on this display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed, you are in Review mode and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the next record even though the application issues a warning message. The error should be corrected before the batch is posted. This function key only appears if a warning message is issued on the display.

F20 Delete invoice is used to confirm deletion of a selection from the Invoice & Credit Summary display (AMV16I) or to request and confirm deletion of an invoice on the Invoice & Credit Header display (AMV161). This function key only appears when you are in Review or Delete mode.

If you are in Review mode and use **F20**, this display appears again in Delete mode. If you are in Delete mode, use **F20** again to confirm the deletion. The invoice and associated detail is deleted from the batch. If there are no more invoices in the batch the Invoice & Credit Header display (AMV160) appears. If you press **Enter** to cancel the delete, the display you were on when you requested **F20** appears again.

F24 Display status causes the Invoice & Credit Batch Status display to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Note: The following field appears on the Purchase Order Select window.

Selection. Type in a number from 1 to 10 that indicates the purchase order to which you want to attach this detail line item.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Inv (Invoice). The vendor's invoice number.

Seq (Invoice sequence number). The invoice sequence number entered on display AMV160. It is used to specify when the same invoice number is used on multiple entries. If the same invoice number and invoice sequence number is used for two different vendors, the invoice sequence number will automatically be incremented.

Vendor. The vendor number and name.

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is an MRO vendor.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

Assignee [?]. Type in the number of the assignee if someone other than the original vendor is to be paid for this invoice. There must be a record for the assignee in the Vendor Master file and the number cannot be all zeros. Leave the field blank if it does not apply. If the assignee number is already in the Vendor Master file for this vendor, the assignee number and name appears on the display. You can override the assignee number that appears.

P.O. number (Purchase order number). The purchase order number that applies to this invoice or credit memo. This field only appears if Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV161).

Amt exp (Amount expected). This field only appears if a purchase order was entered on the Header display (AMV160). The invoice amount expected from the Purchase Order Master file. This is the order quantity times the unit price.

Amt inv (Amount invoiced). This field only appears if a purchase order was entered on the Header display (AMV160). The amount invoiced to date for this purchase order from the Purchase Order Master file.

Voucher no. (Voucher number). An identifier for the invoice. The number is assigned by the application or you typed it in on the Invoice & Credit Select (Enter) display (AMV160).

Desc (Description). Type in a description of the invoice. You can type in either the purchase order number or a physical description; for example, Office Supplies.

Invoice date. Type in the date printed on the invoice or credit memo. If you do not type in a date, the batch default date is used when you press **Enter** on the Invoice & Credit Header (Enter) display (AMV161).

Due date. Type in the last date that the invoice can be paid with a discount. If you do not type in a date, the batch default date is used when you press **Enter** on the Invoice & Credit Header (Enter) display (AMV161).

Halt code <N,0-9>. Type in the code (N,0-9) you assigned to show that an invoice should be held and not paid automatically, or type **N** to prevent the system from assigning a halt code when posting invoices or credit memos for which warning messages have been issued. If you type in a halt code, you must release the invoice during payment selection. The halt codes are user-defined. Code 5, for example, could mean “hold payment until after inspection for damaged goods.”

If you do not type in a code, the application assigns a value based on the invoice status when the Invoice Transaction Proof / Register (AMV12) runs:

Blank Invoices without error

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7 Warning error exists

Note: Halt code 7 can be assigned when errors exist in a purchase order.

Discount % (Discount percent). This is the discount percent used as a default when you enter detail items. You can override the line item discount percent if necessary.

Landed cost code. This code defaults from the Vendor Master file. To override the default, type in a code to adjust for importation costs or additional costs (such as freight) already incurred but not included on the invoice. The code you type in must refer to a record in the Landed Cost file.

Tax suffix. The tax suffix defaults from the Vendor Master file. You can type in a new tax suffix. Use the field to remind you of the type of tax you pay on purchases. For example, if you are required to accrue Use tax on purchases from a vendor, use the tax suffix to identify out-of-state vendors who provide taxable goods and services but do not include sales tax on their invoices. Assign a tax suffix like “Usetx” to these vendors in the Vendor Master file. Then each time the Invoice & Credit Header display (AMV161) appears, the tax suffix will act as a reminder.

FOB code (Free on board) [?]. The purchase order FOB code. This field only appears if a purchase order was entered on the Header display (AMV160). Type in a code only if it is different on the invoice. If multiple purchase orders are entered, the FOB code can be entered or defaulted only for the first purchase order.

Ship Via code [?]. The purchase order ship via code. This field appears only if a purchase order was entered on the Header display (AMV160). Type in a code only if it is different on the invoice. If multiple purchase orders are entered, the Ship Via code can be entered or defaulted only for the first purchase order.

Terms code [?]. The purchase order terms code. This field appears only if a purchase order was entered on the Header display (AMV160). Type in a code only if the terms code on the invoice is different. If multiple purchase orders are entered, the Terms code can be entered or defaulted only for the first purchase order.

Note: The invoice due date is not calculated from the terms code.

AP acct (Accounts payable account) [?]. Type in the Accounts Payable account number if the number is different from the one that was specified during application tailoring.

Cash acct (Cash account) [?]. Type in a cash account only if it is different from the one specified for the bank account in the Bank Account Master file and only if the invoice or credit memo is prepaid.

Disc acct (Discount account) [?]. Type in an account for discounts taken if it is different from the one specified during application tailoring and only if the invoice is prepaid.

Bank account. This field appears only if Accounts Payable is installed. The Bank account, Payment method, and Paid check number together identify an invoice or credit memo as prepaid. If you answered no for immediate cash disbursements during application tailoring, the prepayment must already exist in the Manual Payments file before entering the prepaid invoice. If this invoice is not prepaid, leave this field blank.

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Payment method. This field appears only if Accounts Payable is installed. The payment method must exist for the bank account in the Bank Account Master file. If the invoice is not prepaid, leave this field blank.

Paid check number. Type in the number of the check used to pay this invoice. If Purchasing is installed without Accounts Payable, this field is for reference only. If the invoice is not prepaid, leave this field blank.

Curr (Currency) [?]. The currency ID from the Vendor Master file appears. You can change the currency ID to any ID within the same primary currency of the vendor. This field only appears if multi-currency support is active.

Exchange rate date. Type in a specific date to reference the Exchange Rate file if you want to use an effective date other than that of the invoice date. If you do not type in a date, the application uses the invoice due date. If you type in Exchange rate date and Override rate, the Override rate is used. This field only appears if multi-currency support is active.

Override rate (Override exchange rate). Type in a specific exchange rate for the invoice if you do not want to use an exchange rate from the Exchange Rate file. If you type in Exchange rate date and Override rate, the Override rate is used. This field only appears if multi-currency support is active.

Totals. Control totals for this invoice appear in the left column and can be changed. Detail totals appearing in the right column are totals the application accumulates from the line item gross amounts. VAT and VAT tax in price are also accumulated in these totals. When you use **F1=Batch summary**, **F3=New invoice**, or **F24=Display status**, the application performs invoice balancing edits against the control totals you enter and the detail totals the application accumulates. If the invoice is out of balance, a message is issued and the display appears again for you to correct the control totals. The totals must balance before the invoice can be ended.

> ***Gross***: This is a required field. The amount cannot be negative. Type in the total amount of the invoice or credit memo. The application checks the totals of the line items against the invoice total you entered. An error message appears if the totals do not agree.
>
> ***Special chg (Special charges)***: This is an optional field. Type in the total special charges amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all special charge amounts for this invoice to this field when you end the invoice.
>
> ***Freight***: This is an optional field. Type in the total freight amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all freight amounts for this invoice to this field when you end the invoice.
>
> ***Taxes***: This is an optional field. Type in the total tax for this invoice. If you leave this field blank, the application updates the sum of all tax amounts for this invoice to this field when you end the invoice.
>
> **Discount**: This is an optional field. Type in the total discount that applies to this invoice. Entering an amount establishes a control total for invoice balancing purposes. The sum of the discounts you enter for all line items must equal this amount or the application issues an out of balance error message when you use **F3**. If you leave this field blank, the application updates the sum of all discount amounts for this invoice to this field when you end the invoice.

AMV162—Invoice & Credit Detail (Enter/Review/Delete)

Use this display to type in the detail line items for an invoice or credit memo.

This display shows the header information you entered for this invoice. If you entered a purchase order, totals for the line item appear near the top of the display. In Enter mode, these totals will appear after you enter the item number.

This display appears when you:

- Press **Enter** on one of the following displays:

  AMV161 Invoice & Credit Header (Enter)
  AMV162 Invoice & Credit Header (Enter)
  AMV16D Invoice & Credit Detail Summary (Review)
  AMV16P Invoice & Credit P.O. Header (Enter) and Auto gen=N.

- Use **F07** on AMV161 or AMV16D if you have more than one purchase order on an invoice, or on one of the following displays if the invoice refers to only one purchase order:

  AMV16D Invoice & Credit Detail Summary (Review)
  AMV161 Invoice & Credit Header (Review)
  AMV162 Invoice & Credit Detail (Review)
  AMV163 Invoice & Credit Tax Detail (Review)
  AMV164 Invoice & Credit Special Charge
  AMV165 Invoice & Credit Freight Detail

- Use **F11** and are in Enter mode on the Invoice & Credit Detail Split (Enter) display (AMV16X).

```
Batch ***  Company **      Invoice & Credit Detail        ******     AMV162  **
                              Batch date **/**/**        *********
                                                                     *MRO*
Invoice no. Seq  Vendor                              Voucher  Type      P.O.
**********  ***  *************************            *****  *******   *******

Qty ord  *******.***      Qty retd  *******.***    Amt expd     *******.***
Qty rec  *******.***      Qty inv   *******.***    Amt inv      *******.***

Item no. aaaaaaaaaaaaA15  Misc item seq         nnn  Blanket release no. nnnn
Description   aaaaaaaaaaaaaaaaaaaaaaaaaaaaA30         Line invoice code      A
Landed cost code      aA3  Detail split <Y/N>      A  Grs. amt  nnnnnnnnnnn.nn
Subj disc nnnnnnnnnnn.nn  Discount %           nn.nn  Disc amt  nnnnnnnnnnn.nn
Exp acct   aaaaaaaaaaaA15  Charge type              A  Warehouse number     aA3
Quantity     nnnnnnn.nnn  Unit of measure         A2  Item frt  nnnnnnnnnnn.nn
Order number M/P   aaaaA6  Misc chg  aaaaaaaaaaaaA15  Debit memo      aaaaaaaA10
Charge operation     aaA4  Work order-Task aaaaA6 nn  Cost code           aaaaA6

                                                          F12=Next selection
                                                          F17=Accept with error

F1=Batch summary      F3=New invoice       F6=Detail summary    F7=Add detail
F13=Add tax           F14=Add special chg  F15=Add freight      F16=Add P.O.
F19=Return to header  F20=Delete detail    F24=Display status   Use Roll Up/Dn
```

What to do

- To enter a line item for this invoice or credit memo, type in the information requested and press **Enter**.

- To enter basic information for another purchase order and the invoice associated with it, use **F16**.
- To split an invoice line item into more than one line, type in the information requested, type **Y** in the Detail split field and press **Enter**.

  Note: When you press **Enter** and the Detail split field contains Y, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears. If Detail split is N, depending on what mode you are in, one of the following occurs:

  Enter AMV162–The record is processed and Invoice & Credit Detail (Enter) appears again for entry of new data.

  Review The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.

  Delete The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) to appear in Enter mode. **F7** only appears in Review mode.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if you made more than one selection on the Summary display (AMV16D). For multiple selections, the first selection is processed and **F12 Next selection** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on this display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on this display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O*** field on this display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message for an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs.

Enter The record is processed and AMV162–Invoice & Credit Detail (Enter) appears again for entry of new data.

Review The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete detail causes the Invoice & Credit Detail (AMV162) to appear in Delete mode. Use F20 again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display Status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

****MRO*.*** In Add mode, this field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is an MRO vendor. In Change mode, this indicates the item is an MRO item.

Invoice number. The vendor’s invoice number.

Seq (Sequence). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

Note: The following fields only appear on the display if Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice.

Qty ord (Quantity ordered). The quantity ordered for this item.

Qty retd (Quantity returned). The quantity of this item that was returned to the vendor from dock or stock.

Amt expd (Amount expected). The expected price as calculated by current price (from the Purchase Order Item file) multiplied by the quantity ordered.

Qty rec (Quantity received). The gross quantity received, not netting any returns. It is determined by all of the receiving transactions processed for the purchase order through Inventory Management.

Qty inv (Quantity invoiced). The accumulated quantity invoiced if you have previously entered an invoice for this item.

Amt inv (Amount invoiced). An accumulated cost if you have previously entered an invoice for this item.

Item no. (Item number). Type in the item number associated with this line item. For invoices with purchase orders, this field is required. For invoices without purchase orders, this field is only required when using Charge type I to pass cost adjustments to Inventory Management.

Misc item seq (Miscellaneous item sequence). Type in the miscellaneous item sequence number assigned to this item on the purchase order. This is only used when the same item number was used more than once on the purchase order. This field only appears when Purchasing is installed.

Blanket release no. (Blanket release number). Type in the blanket release number if the invoice detail line is for an item on a purchase order blanket release. This field only appears when Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

Description. Type in the line item description by either typing in the purchase order number or a description of the line item; for example, No. 2 Pencils. If you are entering an invoice that refers to a purchase order, the description is defaulted from the purchase order when you press **Enter** without typing a value in this field.

Line invoice code. Type in one of the following codes:

C	Completely invoicing this line item
P	Partially invoicing this line item

This field only appears when Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

Landed cost code. The code you entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the ***Grs. amt***: ***Subj Disc***, ***Disc amt***, ***Quantity***, ***Item frt***.

Grs. amt (Gross amount). Type in the gross amount for the line item. The amount you type in can be negative. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative. Normal credit memo entry should be positive. You must enter an amount when the quantity is changed.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount. This amount cannot be greater than the amount shown in the ***Grs. amt*** field.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered a discount percent on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example, as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the ***Grs. amt***, ***Subj disc***, or the ***Discount %*** fields, the discount amount must be zeroed out before it is recalculated.

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to Detail split. Type in the general ledger account number to which this line should be debited. If you are typing an invoice that refers to a purchase order, the expense account is defaulted from the P.O. Item Detail file when you press **Enter** without typing a value in this field.

Charge type. The default is a blank. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the ***Charge operation***, ***Order number M/P***, and ***Misc chg*** fields must also be blank.

F Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the ***Misc charge*** and ***Order number M/P*** fields must be entered. If the invoice does not refer to a purchase order, entering a quantity is optional.

I Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the ***Item no***., ***Quantity***, ***Warehouse number*** and the ***Unit of measure*** fields are required. The ***Order number M/P*** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.

M Miscellaneous Charge. Type in ***M*** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, then the ***Misc chg*** and ***Order number M/P*** fields must be entered. If the invoice does not refer to a purchase order, entering a quantity is optional.

N Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

O Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the ***Charge operation*** and ***Order number M/P*** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed I in the Charge type field. Leave this field blank if you typed in any other code in the ***Charge type*** field. If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. This field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge Type **I**. This field is also required if the invoice refers to a purchase order. This field is optional if the credit memo refers to a purchase order. Type in the number of items to which this transaction applies. This quantity has already been converted for unit of measure.

Unit of measure. This field is required if invoicing passes information to IM, and you typed **I** in the ***Charge type*** field. Type in the stocking unit of measure. If the invoice refers to a purchase order, either the purchasing or stocking unit of measure can be used. If you type in the purchasing unit of measure, the Quantity is converted to stocking quantities.

Item frt (Item freight). This field (information only) appears if Purchasing is installed and the invoice refers to a purchase order. Type in the freight charge for this item. If you type in an amount, the value is used in P.O. inquiry and Vendor Performance.

Order number M/P (Order Number, Manufacturing or Purchase). This field is required for Charge type O, F, or M; it is optional for Charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P. The number cannot be greater than 6 positions.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the Charge type is M or F and invoicing is passing information to PC&C and the interface is active.

Debit memo. This field appears only if Purchasing is installed and the invoice or credit memo refers to a purchase order. However, entering a debit memo number in this field is allowed only if you entered **C** in the ***Cr memo*** field on display AMV160 specifying the transaction is a credit memo. Type in the debit memo you want to attach to the credit memo. The debit memo number must exist in the PODEBT file, which is created when a VR transaction is processed.

Charge operation. This field is required if Charge type is O and invoicing is passing information to PC&C and the interface is active. In the left most position of the field, type in the operation sequence number to which this charge applies.

The next three fields appear only for MRO vendors and items if the Maintenance Management System (MMS) is interfacing.

WORK ORDER. The number of the work order that originated in MMS. When you enter a work order number, the invoice date (from the invoice header) is edited against the Last Invoice Allowed date in the work order. If the invoice date is later, a warning message appears.

TASK. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number. If the work order and task are valid, the expense account is derived from MMS.

COST CODE. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS. For stores MRO items, this field is not displayed.

AMV163—Invoice & Credit Tax Detail (Enter/Review/Delete)

Use this display to enter detailed tax information about an invoice or credit memo and to prorate the charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see "AMV161—Invoice & Credit Header (Enter/Review/Delete)".

This display appears when you:

- Use **F13=Add** tax on:

  AMV161 Invoice & Credit Header
  AMV162 Invoice & Credit Detail
  AMV163 Invoice & Credit Tax Detail
  AMV164 Invoice & Credit Special Charge
  AMV165 Invoice & Credit Detail Summary
  AMV16D Invoice & Credit Freight Detail

- Select a tax line item and press **Enter** on the Invoice & Credit Detail Summary (Review) display (AMV16D).
- Press **Enter** on the Invoice & Credit Tax Detail (Enter) display (AMV163).
- Use **F11=Process** split and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).

```
Batch ***   Company **      Invoice & Credit Tax Detail      ******     AMV163   **
                                Batch date **/**/**         ********
                                                                         *MRO*
Invoice no. Seq  Vendor                         Voucher     Type        P.O.
**********  ***  *************************       *****     *******    *******



Item no. aaaaaaaaaaaaA15
Description  aaaaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code     aA3  Detail split <Y/N>      A  Grs. amt nnnnnnnnnnn.nn
Subj disc nnnnnnnnnnn.nn  Discount %           nn.nn  Disc amt nnnnnnnnnnn.nn
Exp acct aaaaaaaaaaaaA15  Charge type              A  Warehouse number    aA3
Quantity      nnnnnnn.nnn Unit of measure         A2  Prorate <Y/N>         A
Order number M/P  aaaaA6  Misc chg  aaaaaaaaaaaaA15
Charge operation     aaA4

                                                         F12=Next Selection
                                                         F17=Accept with error

F1=Batch summary       F3=New invoice        F6=Detail summary  F7=Add detail
F13=Add tax            F14=Add special chg   F15=Add freight    F16=Add P.O.
F19=Return to header   F20=Delete tax        F24=Display status  Use Roll Up/Dn
```

What to do

- To enter detailed tax information about an invoice or credit memo and prorate the charges, type in the information requested, type **Y** in the ***Prorate*** field, and press **Enter**.
- To split an invoice line item into more than one line, type in the information requested and type **Y** in the ***Detail split*** field and go to display AMV16X.
- To add detail on this display, use **F7** and the Purchase Order Select window.
- To add special charges, or freight, use the appropriate function key on the display.
- To add another purchase order to this invoice, use **F16** and go to display AMV16P.
- To perform other functions, refer to the function key descriptions for this display.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) appear in Enter mode.

Note: When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a purchasing style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.

- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders on the invoice, the pop up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be added.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and the next selection appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail display (AMV163) to appear in Enter mode and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a warning message identifying an error. Depending on what mode you are in, one of the following occurs.

Enter The record is processed and AMV163–Invoice & Credit Tax Detail (Enter) appears again for entry of new data.

Review The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete tax causes The Invoice & Credit Tax Detail (AMV163) to appear in Delete mode. To confirm the delete, use **F20** again. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare parts item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this tax. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are being passed to IM.

Description. The default is tax. Type in the line item description using either the purchase order number or a description of the line item. (For example, No. 2 pencils.)

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer **Y**, the following fields, if entered, will be split along with the ***Grs. amt***, ***Subj Disc***, ***Disc amt***, and ***Quantity***.

Grs. amt (Gross amount). Type in the gross amount for the tax. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative. The Quantity, if it applies to this transaction, must be the same sign as the amount.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount. This amount cannot be greater than the amount shown in the ***Grs. amt*** field.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered discount percent on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example, as 2.5. Disc amt takes precedence over this field.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the ***Grs. amt***, ***Subj disc***, and/or the ***Discount %*** fields, the discount amount must be zeroed out before it is recalculated.

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to ***Detail split*** or ***Prorate***. Type in the account number to which this line should be debited. If you do not type in an account number, the expense account defaults to the default tax account you established during installation tailoring when you press **Enter**.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the ***Charge oper*** and ***Misc chg*** fields must also be blank.

F Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the ***Misc chg*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

I Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the ***Item no***., ***Quantity***, ***Warehouse number*** and the ***Unit of measure*** fields are required. The ***Order number*** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears.You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.

M Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the ***Misc chg*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

N Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

O Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the ***Charge operation*** and ***Order number M/P*** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed **I** in the ***Charge type*** field. Leave this field blank if you typed in any other code in the ***Charge type*** field.

If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge type I. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM, and you typed **I** in the Charge type field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is N. Type in **Y** if the line item is to be prorated.

Order number M/P (Order Number, Manufacturing or Purchase). This field is required for Charge type O, F, or M and it is optional for charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P.This order number passes to the temporary G/L record when the expense is posted.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which the line item gross amount is charged. This field is required if the Charge type is M or F and invoicing is passing information to PC&C and the interface is active.

Charge operation. This field is required if Charge Type is O and invoicing is passing information to PC&C. In the left most position of the field, type in the operation sequence number to which this charge applies.

AMV164—Invoice & Credit Special Charge (Enter/Review/Delete)

Use this display to enter Special Charge information for the invoice or credit memo and to prorate these charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see AMV161—Invoice & Credit Header (Enter/Review/Delete) on page 25.

This display appears when you:

- Use **F14=Add special charge** on one of the following displays:

  AMV161 Invoice & Credit Header
  AMV162 Invoice & Credit Detail
  AMV163 Invoice & Credit Tax Detail
  AMV164 Invoice & Credit Special Charge
  AMV165 Invoice & Credit Freight Detail
  AMV16D Invoice & Credit Detail Summary

- Press **Enter** on the Invoice & Credit Special Charge (Enter) display (AMV164).
- Select a special charge line item and press **Enter** on the Invoice & Credit Detail Summary (Review) display (AMV16D). (AMV163).
- Use **F11=Process split** and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).

```
Batch ***  Company **  Invoice & Credit Special Charge  ******    AMV164  **
                            Batch date **/**/**        ********
                                                                  *MRO*
Invoice no. Seq  Vendor                        Voucher   Type      P.O.
**********  ***  *************************      *****   *******   *******



Item no. aaaaaaaaaaaaA15
Description  aaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code     aA3  Detail split <Y/N>      A  Grs. amt nnnnnnnnnnn.nn
Subj disc nnnnnnnnnnn.nn  Discount %          nn.nn  Disc amt nnnnnnnnnnn.nn
Exp acct aaaaaaaaaaaaA15  Charge type             A  Warehouse number    aA3
Quantity      nnnnnnn.nnn  Unit of measure       A2  Prorate <Y/N>         A
Order number M/P  aaaaA6  Misc chg  aaaaaaaaaaaaA15
Charge operation    aaA4


                                                         F12=Next selection
                                                         F17=Accept with error

F1=Batch summary       F3=New invoice        F6=Detail summary  F7=Add detail
F13=Add tax            F14=Add special chg   F15=Add freight    F16=Add P.O.
F19=Return to header   F20=Delete spc chg    F24=Display status  Use Roll Up/Dn
```

What to do

- To enter detailed special charge information and prorate the charges, type in the information requested, type **Y** in the ***Prorate*** field and press **Enter**. If you want to prorate special charges, a detail line item must exist.
- To perform any other function, select one of the function keys on the display.

When you press **Enter** and the ***Detail split*** field contains a Y, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears. If ***Detail split*** is N, depending on what mode you are in, one of the following occurs:

Enter AMV164–Invoice & Credit Special Charge (Enter) appears again for entry of new data.

Review The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.

Delete The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

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F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) appear in Enter mode.

When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a Purchasing-style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.
- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders attached to the invoice, the pop-up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be attached.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and the next selection appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge. **F14** appears only in Review mode.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message for an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs:

Enter AMV164–Invoice & Credit Special Charge (Enter) appears again so you can enter new data.

Review The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete spc chg (special charge) causes the Invoice & Credit Special Charge display (AMV164) to appear in Delete mode. Use **F20** again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to the batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this detail. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are passed to IM.

Description. The default is Special charge. Type in the line item description using either the purchase order number or a description of the line item; for example, No. 2 Pencils.

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the ***Grs. amt***: ***Subj Disc***, ***Disc amt***, and ***Quantity***.

Grs. amt (Gross amount). Type in the gross amount for the special charge. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount.

Discount % (Discount percent). Type in the discount percent that applies to this item. The ***Disc amt*** field takes precedence over this field. If you entered discount percent on either of the Header displays (AMV160 or AMV161), that percentage appears here. Change the percentage if it is different for this detail line. Type in two and a half percent, for example, as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the ***Grs. amt***, ***Subj disc***, or the ***Discount %*** fields, the discount amount must be zeroed out before it is recalculated

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to ***Detail split*** or ***Prorate***. Type in the account number to which this line should be debited. There is no default account number for special charges. If you are interfacing with General Ledger, you must manually enter a GL account number into any special charge record created.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the ***Charge oper*** and ***Misc chg fields*** must also be blank.

F Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the ***Misc charge*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

I Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the ***Item no.***, ***Quantity***, ***Warehouse number*** and the ***Unit of measure*** fields are required. The ***Order number*** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.

M Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the ***Misc chg*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

N Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

O Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the ***Charge operation*** and ***Order number M/P*** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed **I** in the ***Charge type*** field. Leave this field blank if you typed in any other code in the Charge type field. If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge Type I. This field is also required if the invoice refers to a purchase order. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM, and you typed I in the ***Charge type*** field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is N. Type in **Y** if the line item is to be prorated. If you want to prorate special charges, a detail line item must exist.

Order number M/P (Order number, Manufacturing or Purchase). This field is required for Charge type O, F, or M and it is optional for charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the ***Charge type*** is M or F and invoicing is passing information to IM or PC&C and the interface is active.

Debit memo. This field appears only if Purchasing is installed and the invoice or credit memo refers to a purchase order. However, entering an amount in this field is allowed only if you entered **C** in the ***Cr memo field*** on display AMV160 specifying the transaction is a credit memo. Type in the amount you want attached to the purchase order. The debit memo number must exist in the PODEBT file.

Charge operation. This field is required if Charge type is O and invoicing is passing information to PC&C and the interface is active. In the left-most position of the field, type in the operation sequence number to which this charge applies.

AMV165—Invoice & Credit Freight Detail (Enter, Review, Delete)

Use this display to enter detailed freight information about the invoice or credit memo and to prorate the charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see "AMV161—Invoice & Credit Header (Enter/Review/Delete)".

This display appears when you:

- Use **F15=Add** freight on any of the following displays:

  AMV161 Invoice & Credit Header (Enter/Review)
  AMV162 Invoice & Credit Detail (Enter/Review)
  AMV163 Invoice & Credit Tax Detail (Enter)
  AMV164 Invoice & Credit Special Charge (Enter).
  AMV165 Invoice & Credit Freight Detail (Enter/Review)

- Select a freight line item and press **Enter** on the Invoice & Credit Detail Summary display (AMV16D).
- Use **F11=Process** split and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).
- Type **2** or **4** in the ***Opt*** field on the Invoice & Credit Detail Summary (Review) display (AMV16D).
- Press **Enter** on the Invoice & Credit Freight Detail display (AMV165).

```
Batch ***   Company **    Invoice & Credit Freight Detail    ******     AMV165  **
                                Batch date **/**/**          ********
                                                                         *MRO*
Invoice no. Seq  Vendor                              Voucher    Type       P.O.
**********  ***  *************************            *****    *******    *******



Item no. aaaaaaaaaaaaA15
Description  aaaaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code     aA3  Detail split <Y/N>      A  Grs. amt nnnnnnnnnn.nn
Subj disc nnnnnnnnnn.nn  Discount %            nn.nn  Disc amt nnnnnnnnnn.nn
Exp acct aaaaaaaaaaaaA15  Charge type              A  Warehouse number    aA3
Quantity      nnnnnnn.nnn  Unit of measure         A2  Prorate <Y/N>        A
Order number M/P  aaaaA6  Misc chg  aaaaaaaaaaaaA15
Charge operation    aaA4


                                                          F12=Next selection
                                                          F17=Accept with error

F1=Batch summary       F3=New invoice       F6=Detail summary  F7=Add detail
F13=Add tax            F14=Add special chg  F15=Add freight    F16=Add P.O.
F19=Return to header   F20=Delete freight   F24=Display status Use Roll Up/Dn
```

What to do

- To enter detailed freight information about an invoice or credit memo and prorate the charges, type in the information requested, type **Y** in the ***Prorate*** field, and press **Enter**.
- To perform other functions, select the appropriate function key on the display.

When you press **Enter** and the ***Detail split*** field contains Y, the Invoice & Credit Detail Split display (AMV16X) appears. If ***Detail split*** is not Y, depending on what mode you are in, one of the following occurs:

Enter AMV165–Invoice & Credit Freight Detail (Enter) appears again so you can enter new data.

Review The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.

Delete The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162)

Note: When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a Purchasing-style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.
- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders attached to the invoice, the pop-up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be attached.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and **F12** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg (special charge) causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge. If you were in Review mode when you selected **F14**, display AMV164 appears.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the ***P.O***. field on the display. Otherwise the line item is considered an invoice level charge. **F15** appears only in Review mode.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message of an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs.

Enter AMV165–Invoice & Credit Freight Detail (Enter) appears again so you can enter new data.

Review The next record in the direction you were paging appears. Choose a function key to exit.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete freight causes the Invoice & Credit Freight Detail (AMV165) to appear in Delete mode. Use **F20** again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice or credit memo. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this detail. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are passed to IM.

Description. The default is Freight. Type in the line item description by either using the purchase order number or a description of the detail; for example, No. 2 Pencils. If you are entering an invoice that refers to a purchase order, the description is defaulted from the purchase order when you press **Enter** without typing a value in this field.

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the ***Grs. amt***: ***Subj Disc***, ***Disc amt***, and ***Quantity***.

Grs. amt (Gross amount). Type in the gross amount for the detail. On an invoice, if you are entering a credit, the amount should be negative. On a credit memo, if you are entering a debit, the amount should be negative.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered Discount % on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the ***Grs. amt***, ***Subj Disc***, or the ***Discount %*** fields, the discount amount must be zeroed out before it is recalculated

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to **Detail split** or ***Prorate***. Type in the account number to which this line should be debited. If you do not type in an account number, the expense account defaults to the default freight account you established during installation tailoring when you press ***Enter***.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the ***Charge operation***, ***Order number*** and ***Misc chg*** fields must also be blank.

F Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the ***Misc charge*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

I Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the ***Item no.***,***Quantity***, ***Warehouse number*** and the ***Unit of measure*** fields are required. The ***Order number*** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.

M Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the ***Misc chg*** and ***Order number M/P*** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

N Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

O Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the ***Charge operation*** and ***Order number M/P*** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed I in the ***Charge type*** field. Leave this field blank if you typed in any other code in the ***Charge type*** field. If Purchasing is installed or AP is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for charge type I. This field is also required if the invoice refers to a purchase order. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM and you typed **I** in the ***Charge type*** field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is N for manually entered and auto generated invoices. Type in **Y** if the line item is to be prorated. If you want to prorate freight charges, a detail line item must exist.

Order number M/P (Order number, Manufacturing or Purchase). This field is required for ***Charge type*** O, F, or M and it is optional for Charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the ***Charge type*** is M or F and invoicing is passing information to PC&C and the interface is active. Type in the miscellaneous charges assigned to this invoice.

Charge Operation. This field is required if ***Charge type*** is O and invoicing is passing information to PC&C. In the left-most position of the field, type in the operation sequence number to which this charge applies.

AMV166—Invoice & Credit Change/Delete (Enter)

Use this display to bring previously posted invoices or credit memos into the batch. The delete and change transactions you create when you use this display update the Open Payables (OPNPAY) and related files when you post the batch.

You cannot delete or change if one of the following conditions exist in the invoice or credit memo in OPNPAY:

- You have already requested a delete or change transaction but have not yet posted to OPNPAY.
- You selected the invoice for payment during cash disbursements processing.
- You have already paid the invoice. This is true if you entered and posted the invoice or credit memo as prepaid during payables processing or if you paid the invoice through cash disbursements processing.

This display appears when you use **F5=Change/delete** on the Invoice & Credit Header (Enter) display (AMV160) or the Invoice & Credit Batch Summary display (AMV16I).

```
Batch ***   Company **   Invoice & Credit Change/Delete   Enter     AMV166  **
                               Batch date **/**/**


                             Vendor number             aaaaA6
                             Payment select number      nnnnn

                             Change/delete <C/D>        A







F1=Batch summary   F3=New invoice   F24=Display status
```

What to do

To bring change or delete information for an invoice or credit memo already posted back into the batch to permit additional changes or deletions, type in the information requested and press **Enter**.

When you press **Enter** the following occurs:

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- The Invoice & Credit Change/Delete (Enter) display (AMV166) appears again allowing you to create another change or delete transaction.
- The application issues a message confirming that the change or delete transaction has been brought into the batch from the Open Payables file. You can then make your corrections to the change transaction.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear.

F3 New invoice causes the Invoice & Credit Header (Enter) display (AMV160) to appear.

F24 Display status causes the Invoice & Credit Batch Status display (AMV16S) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Vendor number [?]. This is a required field. Type in the vendor number for the invoice or credit memo that you want to delete or change.

Payment select number. This is a required field. Type in the payment selection number that the application assigned to the invoice when it was posted to the Open Payables file. The number appears on the Open Payables by Due Date and Open Payables by Vendor listings, the Purchase Invoice Journal, and on the Invoice and Credit Memo Inquiry.

Change/delete <C/D>. This is a required field. Type in **C** when you want to bring a previously posted invoice or credit memo into the data entry batch in order to change it in OPNPAY and related files when you post the batch. Type in **D** when you want to remove the invoice or credit memo from OPNPAY and related files.

AMV167—Invoice & Credit Batch Date (Change)

Use this display to change the batch default date and to establish default invoice and invoice due dates for new invoices or credit memos you enter.

This display appears if you use **F4=Change batch date** on the Invoice & Credit Batch Status display (AMV16S).

```
Batch ***  Company **  Invoice & Credit Batch Date    Change     AMV167  **


                  New batch default date  nnnnnn
```

What to do

To change the batch default date, type in the date to be used for future invoices and credit memos and press **Enter**. Invoices and credit memos that already exist in the batch will not be affected by this change.

Function keys

None.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

New batch default date. Type in the date you want to use as the batch default date for future entries into this batch.

AMV168—Invoice & Credit Auto Gen (Select)

Use this display to select the line items you want to auto gen for this purchase order.

This display appears if you answer S to ***Auto gen*** on the Invoice & Credit Header display (AMV160) or on the Invoice & Credit P.O. Header display (AMV16P).

```
Batch ***  Company **     Invoice & Credit Auto Gen    Select        AMV168   **

Invoice no.  Seq   Vendor                              Voucher   Type     P.O.
**********   ***   *************************            *****   *******  *******

Type options; then press Enter.
  1=Select
                                                                         Quantity
Opt Item no.       MRO Description                   WH  Seq  Rel     remaining
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***
 A  *************** *  ****************************** *** ***  ****   *******.***

F11=Process selections    F19=Return to header              Use Roll Up/Dn
```

What to do

- To select specific line items to automatically generate, type **1** beside the line you want to select and press **Enter**.
- To process the selections, use **F11**. **F11** processes the selections and AMV16P appears again.

Function keys

F11 Process selections causes the auto generation of the line items you selected and saved by pressing **Enter**. The function key does not appear until you press **Enter**. If you were on AMV160 and answered S to Auto gen, **F11** processes the selections and AMV161 appears in Review mode.

If you were on display AMV16P and answered S to Auto gen, **F11** processes the selections and AMV16P appears again.

F19 Return to header returns the display you were on when you answered S to Auto gen. Any selections made are ignored.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Distinguishes when the same invoice number is used on multiple entries.

Vendor. The name of the vendor

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Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Credit memo code <C>*** field on the Invoice & Credit Header display (AMV160).

P.O. (Purchase order). The purchase order number that applies to this invoice or credit memo. The number you entered on the Invoice & Credit Header display (AMV160) or the Invoice & P. O. Header display (AMV16P) to indicate this invoice refers to a purchase order.

Opt (Option). Type in **1** beside each line item you want to auto gen.

MRO (Maintenance, Repair, Overhaul or Operating supplies). The description of the line item.

Item no. (Item number). The item number associated with the purchase order number or detail item.

Description. The description of the detail. The description can be the purchase order number or a physical description; for example, No. 2 pencils. Freight, tax, and special charges will appear with the full amount even if previously invoiced.

WH (Warehouse). The warehouse number that received the material.

Seq (Item sequence number). The item sequence number if the same item appears more than once on the same purchase order.

Rel (Blanket release number). The blanket release number if this is a detail line on a purchase order blanket release.

Quantity remaining. The quantity remaining to be invoiced. The quantity remaining is the quantity ordered minus any quantity previously invoiced. If you specified the quantity was to be based on the quantity received, the quantity remaining is then the quantity received (to dock or to stock) minus the quantity previously invoiced.

The received quantity (to dock or to stock) is determined by your response to the Purchasing questionnaire during application tailoring.

AMV169—Recurring Batch Header Effective Dates (Enter)

Use this display to enter effective dates for an invoice to be created as a recurring payable. Recurring batches are used only by Accounts Payable.

This display appears when you press **Enter** on the Invoice & Credit Header (Review) display (AMV161) display.

```
Batch ***   Company **        Recurring Batch Header        Enter      AMV169   **
                                 Batch date **/**/**
                                                                       *MRO*
Inv **********    Seq ***  Vendor     *****  *************************  Type
                                                                       Invoice


Voucher no.          ***




              Effective dates  nnnnnn to nnnnnn






F19=Return to header
```

.

What to do

Enter the range of dates in MMDDYY format that this invoice is eligible to be created as a recurring payable and press **Enter.**

Function keys

F19 Return to header causes the Invoice & Credit Header (Enter) display (AMV161) to appear again.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Inv (Invoice number) . The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

MRO (Maintenance, Repair, Overhaul or Operating supplies). The description of the line item.

Vendor (Vendor number). The vendor number and name. For a miscellaneous vendor, 000000 appears.

Voucher number . The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Effective dates. Type in the from and to dates that this invoice is valid for. Invoices should not be created on dates before the first and after the second date entered here.

AMV16D—Invoice & Credit Detail Summary (Review)

Use this display to change, or delete a line item or to change the completion code of the PO header. The display shows detail lines that have been entered for this invoice. Select an invoice line item for further processing by entering **2** or **4** in the ***Opt*** field next to it.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see “AMV161—Invoice & Credit Header (Enter/Review/Delete)”.

This display appears if you use **F6=Detail** summary on any of the following:

AMV161 Invoice & Credit Header
AMV162 Invoice & Credit Detail Header
AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail
AMV16A Invoice & Credit Vendor Address
AMV16P Invoice & Credit P.O. Header
AMV16X Invoice & Credit Detail Split

```
 Batch ***  Company **  Invoice & Credit Detail Summary    Review     AMV16D  **

 Invoice no.  Seq   Vendor                         Voucher     Type
 **********   ***   *************************       *****     *******

 Type options; then press Enter.
   2=Review  4=Delete                                        Page nnnn of ****

Opt   P.O.      Item       MRO       Description              Rel  Gross amount
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**
 A ******* *************** * ****************************** nnnn ***********.**

 F1=Batch summary   F3=New invoice  F7=Add detail  F13=Add tax   F14=Add spc chg
 F15=Add freight    F16=Add P.O.    F19=Return to header         F24=Dsp status
```

What to do

- To review a detail line or change the completion code of a purchase order header, type **2** in the ***Opt*** field beside the record and press **Enter**.

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- To delete a detail line type **4** in the ***Opt*** field beside the record and press **Enter**.
- To add tax, special charges, or freight to the invoice and have the line item reference a purchase order number on the invoice, position the cursor to one of the purchase order's line items and select it for review. When the line item appears, use the appropriate function key (**F13**, **F14**, or **F15**) to add the new line item.
- If option 4 is selected, one of the following appears depending on the kind of line item you selected:

  AMV162 Invoice & Credit Detail (Delete)
  AMV163 Invoice & Credit Tax Detail (Delete)
  AMV164 Invoice & Credit Special Charge (Delete)
  AMV165 Invoice & Credit Freight Detail (Delete)
  AMV16P Invoice & Credit P.O. Header (Delete)

- If option 2 is selected, one of the following appears depending on the kind of detail line you selected:

  AMV162 Invoice & Credit Detail (Review)
  AMV163 Invoice & Credit Tax Detail (Review)
  AMV164 Invoice & Credit Special Charge (Review)
  AMV165 Invoice & Credit Freight Detail (Review)
  AMV16P Invoice & Credit P.O. Header (Review)

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F7 Add detail causes the Invoice & Credit Detail display to appear in Enter mode.

Note: For the following function keys (**F13**, **F14**, and **F15**), if you want to add tax, special charges, or freight to the invoice and have the line item reference a purchase order number on the invoice, position the cursor to one of the purchase order's line items and select it for review. When the line item appears, use the appropriate function key to add the new line item.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail.

F14 Add spc chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F19 Return to header causes the Invoice & Credit Memo Header (Review) display (AMV161) to appear again.

F24 Dsp status causes the Invoice & Credit Batch Status display (AMV16S) to appear if the invoice is in balance.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Credit memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

Page nnnn of nnnn. Use this field when you want to limit the number of times you need to use the **Roll** key to locate a specific line you want to review or delete.

For example, your invoice has 12 pages of line items. When the Invoice & Credit Detail Summary display (AMV16D) first appears, 1 of 12 is shown in this field. Based on the total of 12 pages in our example, you estimate the line item you want to see is on page 10. Move the cursor to the ***Page*** field, type in **10** and press **Enter**. The 10th "page" of line items is shown. You can then enter your option to review the detail of the line item or delete it. If you under or over estimated the line item's location, you can roll up or down from page 10 or type a different number in the ***Page*** field.

Opt (Option). Type in **2** (to review) or **4** (to delete) beside each line item you want to process. The option you select determines the detail display that appears.

Placing 2 beside a purchase order header allows only the completion code to be changed. Placing 4 beside a purchase order header and confirming the delete (on AMV16P) causes all invoice line items for that purchase order to be deleted.

P.O. (Purchase order number). The purchase order number that applies to this invoice or credit memo. This field only appears if Purchasing is installed and the invoice refers to a purchase order.

Item. The item number associated with the purchase order number or detail item.

MRO. This column appears only if the Maintenance Management System (MMS) is interfacing, and this is an MRO vendor. Y (yes) indicates that the item is a spare part or service item.

Description. The description of the detail. The description can be the purchase order number or a physical description; for example, No. 2 Pencils.

Rel (Blanket release number). The blanket release number you entered on the Invoice & Credit Detail display (AMV162).

Gross amount. The gross amount for this record.

AMV16I—Invoice & Credit Batch Summary (Review)

Use this display to review the transactions for the entire batch. You can page through the transactions on the display by using the **Roll** keys or the ***Page*** field. Transactions appear in vendor/voucher sequence.

This display appears when you use **F1=Batch** summary on one of the following displays:

AMV160 Invoice & Credit Header
AMV161 Invoice & Credit Header
AMV162 Invoice & Credit Detail
AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail
AMV166 Invoice & Credit Change/Delete
AMV16D Invoice & Credit Detail Summary

Data entry uses four basic types of transactions:

- Invoices
- Credit memos
- Change transactions
- Delete transactions

Data entry change and delete transactions differ from file maintenance change and delete actions. A change transaction is a previously posted invoice or credit memo brought into the data entry batch in order to modify it. A delete transaction is a previously posted invoice or credit memo brought into the data entry batch in order to remove it entirely from Open Payables. Use change and delete transactions to make extensive updates to open payables that you are unable to perform via the Open Payables File Maintenance menu option. These transactions do not affect your master files until the system posts the batch.

F5 on the Header display (AMV160) or the Batch Summary display (AMV16I) causes the Change/Delete display (AMV166) to appear. You can bring change and delete transactions into the batch.

```
Batch ***  Company **    Invoice & Credit Batch Summary   Review     AMV16I  **

Position to . . . .      Vendor  aaaaA6   Voucher  nnnnn

Type options: then press Enter.
  2=Review  4=Delete  6=Detail summary                        Page nnnn of ****

     Tran                          ----Invoice-----
Opt   ID   Vendor    Voucher   Number        Seq    Inv date  Invoice amount
 A    *    ******    *****     *********     ***    **/**/**  ***********.**  C
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**  C
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**
 A    *    ******    *****     *********     ***    **/**/**  ***********.**

F3=New invoice   F5=Change/delete   F24=Display status         Use Roll Up/Dn
```

What to do

- To start a new invoice, use **F3** and go to display AMV161.
- To bring change and delete transactions into the batch, use **F5**.
- To review, delete, or look at detail summary information, place the appropriate response in the ***ACT*** field and press **Enter**. (2=Review; 4=Delete; 6=Detail summary).
- To review the status of this batch, use **F24** and go to display AMV16S.

Function keys

F3 New invoice causes the Invoice & Credit Memo Header (Enter) display (AMV160) to appear.

F5 Change/delete causes the Invoice & Credit Change/Delete display (AMV166) to appear.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Position to Vendor and Voucher. Use these fields to go to a particular vendor or voucher in the batch. The fields are used for quick repositioning. If you type in only the vendor, the application positions the cursor to the first vendor record that is equal to or greater than the one you entered. If you type in a vendor number and a voucher, the application positions the cursor to the first record for that vendor with a voucher equal to or greater than the one you entered.

Page nnnn of nnnn. Use this field when you want to limit the number of times you need to use the **Roll** key to locate a specific transaction to review or delete.

For example, your batch has 12 pages of transactions. When the Invoice & Credit Batch Summary display (AMV16I) first appears, 1 of 12 is shown in this field. Based on the total of 12 pages, you estimate the transaction you want to see is on page 10. Move the cursor to the ***Page*** field, type in **10** and press **Enter**. The 10th "page" of transactions is shown. You can then enter your option to review the detail of the transaction or delete it. If you under or over estimated the transaction's location, you can roll up or down from page 10 or type a different number in the ***Page*** field.

Opt (Option). Type **2** (to review), **4** (to delete), or **6** (detail summary) beside each transaction you want to process. Selections are processed in the sequence in which they appear on the display. The following list explains what to do:

2 Select the invoice, credit memo, or change transaction for review or modification.

3 Select a delete transaction for review. You can only review the header (AMV161) of a delete transaction.

4 Delete the invoice, credit memo, delete, or change transaction from the batch. The transaction header (AMV161) appears with a delete confirmation message.

6 Show the detail summary display (AMV16D) for this invoice or credit memo. The header (AMV161) appears if you choose this option for a delete transaction.

Tran ID (Transaction identification). This field is for information only. It identifies how the transaction was created in this batch. One of the following IDs appears:

A This invoice or credit memo transaction was created in this batch through invoice entry. You are adding this invoice to the Open Payables file for the first time when the batch is posted.

C This invoice or credit memo was previously posted and brought into the batch in order to modify it in the Open Payables master files when the batch is posted. The transaction was brought into the batch using the Invoice & Credit Change/Delete display (AMV166).

D This invoice or credit memo was previously posted and brought into the batch in order to remove it from the Open Payables file when the batch is posted. The transaction was brought into the batch using Invoice & Credit Change/Delete display (AMV166).

Vendor. The vendor number.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Invoice Number. The vendor's invoice number.

Invoice Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

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Inv date (Invoice date). The date entered on the invoice or credit memo.

Invoice amount. The total amount of the invoice. If this is a credit memo, C appears in the column to the right of the invoice amount.

AMV16P—Invoice & Credit P.O. Header (Enter/Review/Delete)

Use this display to enter each purchase order you want to add to the invoice, or to change the completion code. When you page in Review mode, “Forward” or “Backward” appears beneath the display mode to indicate the direction in which you are paging.

When you make a selection on a Summary display, the default direction is forward. The system processes selections in the order in which they appear on the Summary display. If you selected a display using a function key, the default direction is backward.

This display appears if the invoice refers to a purchase order and you do one of the following:

- Enter a **2** or **4** in the ***Opt*** field on the Invoice & Credit Detail Summary (Enter) display (AMV16D) beside a Purchase Order Header record and press **Enter**.
- Use **F16=Add P.O.** on one of the following displays:

AMV161 Invoice & Credit Header
AMV162 Invoice & Credit Detail
AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail
AMV16D Invoice & Credit Detail Summary

```
Batch ***  Company **    Invoice & Credit P.O. Header    ******      AMV16P  **
                              Batch date **/**/**       ********

Invoice no.  Seq   Vendor                           Voucher    Type
**********   ***   *************************         *****     *******


                   Purchase order number   P  aaaaA6
                   Completion code <P/C>          A
                   Auto gen  <Y/N/S>              A
                    Gen qty  <1=Ord,2=Del,3=Stk>  A

                   Special charges     nnnnnnnnnnn.nn
                   Freight             nnnnnnnnnnn.nn
                   Tax                 nnnnnnnnnnn.nn



                                                            F12=Next selection
                                                            F17 Accept with error

F6=Detail summary  F19=Return to header  F20=Delete P.O.  Use Roll Up/Dn
```

What to do

- To add a purchase order to an invoice, type in the information and press **Enter**.
- To change the completion code, type in the information and press **Enter**.

Function keys

F6 Detail Summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear.

F12 Resume entry appears on the display only in Review mode and only if you rolled out of Enter mode or used **F19 Return** to header from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode and only if there are additional selections from which to choose. For multiple selections, the first selection is processed and the next record in the paging direction appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display. If you were paging backward, using **F12** resets the direction to forward and shows the next selection in the forward direction.

F17 Accept with error allows you to continue with the next record when the application issues a warning message.

F19 Return to header causes the Invoice & Credit Memo Header (Review) display (AMV161) to appear.

F20 Delete P.O. causes the Invoice & Credit P.O. header display (AMV16P) to appear in Delete mode. Use **F20** again to confirm the deletion. All records associated with this purchase order are deleted and the next record in the direction you were paging appears.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

Purchase order number. This is a required field. Type in the purchase order number that appears on the invoice or credit memo. The number must be in the Purchase Order Master file. The vendor number associated with this purchase order number must match the vendor number in the invoice header. This field cannot be changed in Review mode.

Completion Code <P/C>. This is a required field. The code determines the status the order will have in the Purchase Order Master file when the invoice is posted. Type in one of the following codes:

P Partially completed invoice
C Completed invoice

Auto gen <Y/N/S>(Automatic generation code). This is a required field if you enter a purchase order number. The field does not appear on the display when you are in Review mode. Type in **Y** or **S** or accept the default of N:

Y Automatically create invoice records from information retrieved from the purchase order files

N Manually type in the invoice information (default)

S Auto gen only specific line items you select.

To auto gen invoice detail from a purchase order, the line items on the purchase order must meet the following criteria:

- For a line item previously invoiced:

  The invoiced quantity must be less than the purchase order or receipt quantity for the line item. You can choose which quantity type to use in the ***Gen qty*** when you auto gen.

  The invoiced amount for the line item must be less than the purchase order amount or receipt transaction amount for the line item. This is true whether you choose to auto gen invoice detail based on the ordered, delivered, or stock quantity.

- The purchase amount for the line item must not be equal to zero.

Depending on the mode you are in and your entry in this field, different displays appear when you press **Enter**.

- In Enter mode if the ***Auto gen*** field contains Y, display AMV16P appears.
- In Enter mode if you typed **S** in the ***Auto gen*** field, display AMV168 appears and allows you to select the items to be generated.
- In Enter mode if you typed **N** in the ***Auto gen*** field, AMV162 display appears.
- In Review mode, the record is edited and updated and the next record in the direction you were paging is shown. If there are no more records for the invoice in that direction, the previous record is shown and a message is issued that there are no additional records for you to review.
- In Delete mode, the record is shown again in Review mode.

Gen qty (Generation quantity).

1 Auto gen selects records based on ordered quantity
2 Auto gen selects records based on delivered quantity
3 Auto gen selects records based on in stock quantity

The default is 1. Accept the default or type in another value to base the auto gen on either a delivered or in stock quantity. If you choose option 2, the delivered quantity will be the quantity received at dock or to stock, depending on how your system was tailored. The delivered quantity does not consider any vendor returns.

If you choose option 3, the in stock quantity represents the actual stock quantity, which is the net result of any vendor returns.

If you override the default, the new value remains until you end the data entry session or change the value again.

If an item does not require receipts, the item is generated based on the order quantity, even if you chose the delivered or in stock quantity auto gen option.

Note: For the following three fields, a special charge, freight, and/or tax record will be created if you enter an amount here or if you previously entered an amount in the purchase order.

Special charges. Type in the special charge amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. This field appears only in Enter mode.

Freight. Type in the freight amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. The record created will be for the difference between this value or purchase order value and what has been previously invoiced. This field appears only in Enter mode.

Tax. Type in the tax amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. This field appears only in Enter mode.

AMV16S—Invoice & Credit Batch (Status)

Use this display to review amounts for the batch and to end data entry. You cannot type in or change any information on this display. If you selected multi-currency processing during application tailoring, the system issues a message to tell you that the batch may contain mixed currency IDs. When you use **F4=Change batch date**, the Invoice & Credit Batch Date display (AMV167) appears. You can change the batch default date and establish a default invoice and invoice due date for any new invoices you enter.

This display appears if you use **F24=Display** status on any of the following displays:

AMV160 Invoice & Credit Header
AMV161 Invoice & Credit Header
AMV162 Invoice & Credit Detail
AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail
AMV166 Invoice & Credit Change/Delete
AMV16A Invoice & Credit Vendor Address
AMV16D Invoice & Credit Detail Summary
AMV16I Invoice & Credit Batch Summary

```
Batch *** Company **    Invoice & Credit Batch Status  Status     AMV16S  **
                              Batch date **/**/**

   Batch status -- Valid records             **,***
                   Error records             **,***
                   Deleted records           **,***

                   Number of invoices        **,***
                   Gross amount         *,***,***,***,***,***.**
                   Discount amount      *,***,***,***,***,***.**
                   Net amount           *,*** ***,***,***,***.**
                   Open payables        *,***,***,***,***,***.**
                   Prepaid invoices     *,***,***,***,***,***.**

                   NEC amount           *,***,***,***,***,***.**
                   Misc charge costs    *,***,***,***,***,***.**
                   Outside operations   *,***,***,***,***,***.**
                   Cost adjustments     *,***,***,***,***,***.**
                   Other costs          *,***,***,***,***,***.**
                   Control              *,***,***,***,***,***.**

F4=Change batch date  F20=Delete batch  F23=Suspend batch  F24=Close batch
```

What to do

- To change the batch default date, use **F4** and go to display AMV167.
- To perform any other function with this option, use one of the function keys on the display.

Function keys

F4 Change batch date causes the Invoice Batch Date (Change) display (AMV167) to appear and allows you to change the batch default date. When you press **Enter**, the display you were on when you requested the status appears again.

F20 Delete batch causes the display to appear again with a message asking you to confirm the deletion. Use **F20** again to confirm the deletion. The batch is deleted and the data entry session ended. If you do not want to delete the batch, press **Enter** or use one of the valid function keys on the display.

F23 Suspend batch ends this data entry session, marks the batch as suspended (held), and causes the Payables Processing menu (AMAM10) to appear again. You can add more transactions later to a suspended batch.

F24 Close batch ends this data entry session and marks the batch as closed, which makes it available for posting. The Payables Processing menu (AMAM10) appears again. You can select the batch again if necessary to make changes.

When you end the data entry session using **F20**, **F23**, or **F24** on this display, the Invoice Entry/Edit report (AMV17) is scheduled for printing and the Payables Processing menu (AMAM10) appears.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

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Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Batch status.

> ***Valid records***: The number of error-free records in the batch. Both the unprotected and protected copies of a change transaction as well as the protected copy of a delete transaction are included in this count. If you split a line item into two or more line items, the new line items created are included in the valid record count.
>
> ***Error records***: The number of records you asked the application to accept with errors. Protected copies of a change and delete transaction do not affect the total.
>
> ***Deleted records***: The number of records you have deleted during this session. Both the unprotected and protected copies of a change transaction as well as a protected delete transaction are included in this count. If you split a line item, the line item you split is deleted and is included in the deleted record count.

Number of invoices. The number of invoices, credit memos, change and delete transactions in this batch. The protected copy of the change transaction is also included in this count.

Gross amount. The sum of all line item gross amounts that are debits, less the sum of all line item gross amounts that are credits.

Discount amount. The sum of all line item discounts—entered or calculated by the application—that are debits, less the sum of all the line item discounts that are credits.

Net amount. The Gross amount less the Discount amount.

Open payables. The total amount credited or debited to the Accounts Payable account.

Prepaid invoices. The total amount entered for invoices or credit memos with a prepaid check number.

NEC amount (Nonemployee Compensation Amount). The total amounts you entered as nonemployee compensation amounts.

Misc charge costs (Miscellaneous charge costs). The total amounts if you entered miscellaneous charge costs. This field appears only if PC&C is installed.

Outside operations. The total amounts, if entered, for outside operations. This field appears only if PC&C is installed.

Cost adjustments. The total amounts if you entered cost adjustment amounts. This field appears only if IM is installed.

Other costs. The difference between the Gross amount and the sum of Miscellaneous charge costs, Outside operations, Cost adjustments, and NEC amount. If AP is not interfacing with PC&C or IM, the field shows the Gross amount less the NEC amount.

Control. The total of all line item amounts for all invoices, whether positive or negative.

AMV16T—Invoice & Credit Extended Tax (Enter/Review)

Use this display to have the CAS Tax Routine calculate the tax associated with this invoice. You can also use the display to verify the accuracy of the tax amount charged for the invoice. Entries you make do not affect the tax detail records on the invoice. You can review them only from this display.

This display appears if you use **F8=Extended tax** on the Invoice & Credit Memo Header (Review) display (AMV161).

```
 Batch ***  Company **   Invoice & Credit Extended Tax     ******     AMV16T  **

 Invoice no. Seq  Inv date  Vendor                             Voucher     Type
 **********  ***  **/**/**  *************************           *****     *******

   Invoice tax   Tax calculated    Difference        Use tax     Tax in price
 ***********.** ***********.**  ***********.**  ***********.** ***********.**

 Discount % nn.nn  Disc amt nnnnnnnnnn.nn   Tax suffix aaaA5  Tax date nnnnnn

  Type options; then press Enter.
    1=Value Added Tax   2=VAT tax in price   3=Use tax   4=Delete tax

    ---- Tax ----  Invoice amount/ ---- Discount ----    Tax
Opt Ind Sufx Code  Tax base amount %         Amount     Percent    Tax amount
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn
 A   aA3 aaaA5 aaaA5 nnnnnnnnnnn.nn nn.nn nnnnnnnnnnn.nn **.*** nnnnnnnnnnn.nn

F11=Process tax    F19=Return to header                    Use Roll Up/Dn
```

What to do

Use **F11** to have the CAS Tax routine calculate the extended tax and add the extended tax records to the batch. When the display appears again, use a function key to exit.

Function keys

F11 Process tax adds the extended tax records to the batch and causes the Invoice & Credit Header (Review) display (AMV161) to appear.

F19 Return to header causes the Invoice & Credit Header (Review) display (AMV161) to appear. Use **F19** to exit without causing any changes.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Inv date (Invoice date). The date printed on the invoice or credit memo.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

Invoice tax. If you entered an amount in the ***Taxes*** field on either of the Invoice & Credit Memo Header (Enter) displays (AMV160 or AMV161), it appears here.

Tax calculated. The total tax for the invoice. This includes taxes shown separately and taxes that are hidden in the item amounts.

Difference. The invoice tax amount less the tax calculated amounts. This field applies only to the VAT feature.

Use tax. The sum of the Tax amount column for all use tax records you entered for the invoice.

Tax in price. The amount of tax that is hidden in the invoice price and not shown separately on the invoice. Use of this taxing method varies from country to countries.

Discount % (Discount percent). If you entered a discount percent on the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), it appears here. If you did not enter a discount percent on the header displays, you can enter it here. Use this field if you want to apply the same discount percent to all extended tax records for this invoice. Otherwise, use the line discount percent (***Discount %***) on this display. In either case, the percent is applied to the Tax base amount before the tax is calculated by extended tax processing. This field applies only to the tax in price and use tax features. If the tax is defined in the CAS tax table as based on gross, any discount percent you enter on this display is ignored.

Disc amt (Discount amount). If you entered a discount amount on the Invoice & Credit Header displays (AMV160 or AMV161) it appears here. If you did not enter a discount amount on either of the header displays, you can enter it here. Use this field if you want to apply the same discount amount to all extended tax records for this invoice. Otherwise, use the line discount amount (***Discount amount***) on this display. In either case, the discount is subtracted from the Tax base amount before the tax is calculated by extended tax processing. This field applies only to the tax in price and use tax features.

Note: If you enter both a discount percent and a discount amount, the discount amount is used.

Tax suffix. The tax suffix defaults from the Vendor Master file. You can type in a new tax suffix. Use the field to remind you of the type of tax you pay on purchases. For example, if you are required to accrue use tax on purchases from a vendor, use the tax suffix to identify out-of-state vendors who provide taxable goods and services but who do not include sales tax on their invoices. Assign a tax suffix like “Usetx” to these vendors in the Vendor Master file. Then, each time the Invoice & Credit Header display (AMV161) appears, the tax suffix will act as a reminder.

Tax date. The invoice date you entered on the Invoice & Credit Header (Enter) display (AMV161). It is used to access a specific record in the CAS Tax Table, and is the date extracted for reporting. You can override the date.

Opt (Option). This field is required. Type in one of the following options to indicate the action you want to perform.

Blank 1 is assumed

1 Record the VAT (Value Added Tax) invoiced by the vendor, verify and accept it. Type the amount to be recorded in the ***Tax amount*** field. Extended tax processing returns the Tax base amount and the Tax percent when you press **Enter**.

The value in the ***Tax calculated*** field appears in the Taxes control total on the Invoice & Credit (Review) Header display (AMV161) when you use **F11** on this display.

2 Record VAT tax in price when it is included in price but not shown separately on this invoice. On separate lines on the display type in the gross amount for each invoiced item in the ***Tax base amount*** field. When you press **Enter**, Extended tax processing returns the Tax amount and the Tax percent for each line you entered. The Tax amount is subtracted from the invoice.

The value in the ***Tax calculated*** field appears in the Taxes control total on the Invoice & Credit (Review) Header display (AMV161) when you use **F11** on this display.

Using display AMV162, adjust the detail item gross amounts to equal the calculated Tax base amount for each of the detail items. This prevents an out of balance condition when you end the invoice.

3 Accrue the use tax for this invoice. Type in the invoice gross amount in the ***Tax base amount*** field. Extended tax processing returns the use Tax amount and the Tax percent when you press **Enter**. Use tax is not used in balancing. Therefore, the total use tax calculated does not appear in the Taxes control total on display AMV161 when you use **F11**.

4 Delete the tax records already in the batch.

Tax. The following fields (***Ind, Sufx, Code***) are used by extended tax processing to identify the specific tax record in the CAS tax table that is used for tax calculations. The indicator, suffix, code and tax date combination must exist in the tax table. If not, an error message is issued. If any of the fields are left blank, all data on the line is ignored when you press **Enter** or use **F11**.

Ind (Indicator): Type in the tax indicator used to classify the purchased item for tax purposes. For example, food is not taxed or is taxed at a lower rate in many jurisdictions.

Sufx (Suffix): Type in the tax suffix used to classify the vendor for tax purposes. For example, if you are not required to collect tax from a customer, you assign a tax suffix such as Notax to the customer.

Code: Type in the tax code used to identify the specific tax. For example, Georgia state sales tax could be identified by tax code GA. You assign a tax code such as GAFUL to Georgia Fulton county tax.

Invoice Amount/Tax base amount. If you have not been invoiced for tax by your vendor and you want extended tax processing to calculate the tax in price or use tax, enter the amount the tax is to be calculated against in this field. The calculated amount appears in the Tax amount field when you press **Enter**.

If you want extended tax processing to verify the accuracy of the tax invoiced by your vendor, do not enter an amount in this field. The verify tax feature calculates the tax base amount for you using the value you enter in the ***Tax amount*** field.

Note: Negative values entered for this field are displayed as positive amounts.

Discount % Amount. If a value does not appear in the invoice level discount percent (***Disc %***) field on this display, or if one appears and you want to override it for a specific line item, type in the percent here. This field applies only to the VAT tax in price and use tax features: If the tax is defined in the CAS tax table as based on gross, any discount percent you type in is ignored.

If a value does not appear in the invoice level discount amount (***Disc amt***) field on this display, or if one appears and you want to override it for a specific line item, type in the amount here. This field applies only to the tax in price and use tax features.

If the tax is defined in the CAS tax table as based on gross, any discount amount you type in is ignored.

Tax percent. The tax percent calculated by the tax routine.

Tax amount. If you want extended tax processing to verify the accuracy of the tax invoiced by your vendor, enter the amount to be verified here. If you are using the VAT tax in price or use tax features, extended tax processing calculates this amount when you press **Enter**. Negative values entered for this field are displayed as positive amounts.

AMV16X—Invoice & Credit Detail Split (Enter)

Use this display to charge an invoice line item to more than one General Ledger account.

This display appears when you type in **Y** in the Detail split field on one of the following:

AMV162 Invoice & Credit Detail
AMV163 Invoice & Credit Tax Detail
AMV164 Invoice & Credit Special Charge
AMV165 Invoice & Credit Freight Detail

```
Batch ***  Company **   Invoice & Credit Detail Split    Enter       AMV16X  **

Invoice no. Seq  Vendor                                Voucher  Type      P.O.
**********  ***  *************************              *****  *******   *******

 Gross amount        Discount amt      Disc %      Item number      Quantity
***********.**     ***********.**      **.**     ***************  *******.***
 Description: ******************************       *MRO*

 Expense acct      Fixed amount      %     Gross %    Qty dist     Amount dist
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
aaaaaaaaaaaaA15 nnnnnnnnnnn.nn    nn.nn  ***.***    ******.***  ***********.**
Remaining total ***********.**    **.**  ***.***    ******.***  ***********.** +

F6=Detail summary   F11=Process split                             Use Roll Up/Dn
```

What to do

To charge an invoice line item to more than one General Ledger Account, type in the account numbers, the amount to be distributed, and use **F11** to process the split. You must split all percentages in the Fixed Amount Remaining Total before you use **F11**. Refer to the field descriptions and function key descriptions for this display for more information.

Function keys

F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear. All information you entered is ignored.

F11 Process split accepts the item split, writes new detail records, and deletes the original item being split.

- The display and mode from which you began the split determines the display and mode to which you return. If you were in Enter mode, you return to enter the same record type you split. If you were in Review mode, you return to review the next record in the direction you were paging.

  Note: The new records are added to the end of the invoice.

- If the Gross amount has not been completely distributed, the Invoice & Credit Detail Split (Enter) display appears again and indicates the error.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice Sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the ***Cr memo code <C>*** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number for the invoice or credit memo. This field only appears if Purchasing is installed.

Gross amount. The total amount for the line item.

Discount amt (Discount amount). The total discount amount that you are taking.

Note: If you applied a discount amount on display AMV162, the discount is distributed across all detail splits.

Disc % (Discount percent). The discount percent that applies to this item.

Item number. The item number associated with the line item.

Quantity. The quantity invoiced.

Description. The description of the detail being split.

****MRO*.*** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Expense acct (Expense account) [?]. This field is required if you chose General Ledger distribution during installation tailoring. Type in the General Ledger expense account number that applies to this line item.

Fixed amount. Type in the portion of the Gross amount to be distributed to the expense account you entered. Type in either the ***Fixed amount*** or the ***%*** field, but do not type in both fields for the same line item. The sum of the Fixed amount cannot be greater than the Gross amount.

% (Percent). Type in the percentage of the Gross amount to be distributed to the expense account you entered. Type in either the ***Fixed amount*** or the ***%*** field, but do not type in both fields for the same line item.

Note: If on different lines you enter fixed amounts and percents to split the Gross amount, the fixed amounts are subtracted from the Gross amount before the percentages are applied. The percentages are then applied to the Fixed amount remaining total. All of the Fixed amount remaining total must be split before using **F11**.

Gross %. The total percent of the gross amount being distributed to the expense account.

Qty dist (Quantity distributed). The quantity of the item on the new detail record split from the original detail record.

Amount dist (Amount distributed). The amount of the item on the new detail record split from the original detail record.

Remaining total. The gross values for the ***Fixed amount***, ***Gross %***, ***Qty dist***, and ***Amount dist*** fields. As you type in amounts or percents to split and press **Enter**, new Remaining totals are calculated.

Note: The entire gross amount must be distributed across the new detail lines before you use **F11**. The entire gross amount is distributed when gemaining total and gmount distributed remaining total fields are zero. If you mixed fixed amounts and percents to split the gross amount only the percent remaining total must be zero.

Option 2. Enter/Edit Invoices and Credit Memos from Offline Files (AM6M20)

Use this option anytime you need to add transactions that have been previously recorded on diskette or disk to the payables transaction batch.

Note: You can save time by grouping your transactions according to the type of transaction. Group them in the following order:

1. All invoices
2. All regular credit memos
3. All corrections.

Save automatic credit memos (reversing invoices on the Open Payables file) until after you have typed in all invoices and regular credit memos.

See the *CAS User's Guide* for more information about display AXVOL1.

Data entry from offline files differs from the preceding work station procedures in the following ways:

- Enter data onto diskette or disk using offline media support.
- Use the Batch Control form to post control totals.
- Initialize the diskette to VOLID APTRAN and type in file name APTRAN in positions 6 through 11 in the first label. Load the programs required for Accounts Payable data entry.
- The data is edited in a batch program once you have loaded the offline files. After the edit, a list of errors is printed.

When using offline entry, keep the following points in mind:

- You can enter as many transactions per batch as you need, but only one company per batch.
- You must have the company number and batch default date in the first record. Otherwise, the entire batch will be rejected.
- You can keep recurring expenses on diskettes or in a disk file. Remember that the batch default date should be changed each period that a recurring expense is submitted–either in the offline file before it is submitted, or by the operator using interactive data entry after the data has been loaded.
- You must have the correct diskette ready to insert in the diskette reader at the system console if you are using diskettes. The diskette batch can then be processed at the work station.
- Once an offline file is loaded and edited, it is placed in the data entry file. From there, it can be updated using interactive data entry at the work station.

Payables transactions entered from offline files are processed as follows:

- Transcribe information to diskette or disk.
- Select option 2, Enter/Edit Invoices and Credit Memos from Offline files from the Payables Processing menu (AM6M20). When prompted, supply the requested responses so the system knows if the file is coming from diskette or disk.
- Insert the APTRAN diskette at the system console when prompted.

- If you requested the load function, the Invoice Entry Load (Offline) listing (AMV0I) is printed. If you requested the edit function, the Invoice Entry Edit (Offline) listing (AMV0H) is printed and no updating occurs.
- Review the listing to see if you need to change or correct any transactions. You can change transactions interactively by selecting option 1 from the Payables Processing menu (AM6M20). When prompted, enter the batch number that corresponds with the batch number assigned and shown in the edit listing. You can print an Invoice Transaction Proof/Register listing at any time but you must print it before you can post the batch.

Appropriate messages print in the edit listing to indicate each possible problem.

- The first record did not contain the batch options, company number and batch default date.
- Correct the file and repeat the offline data entry procedures.
- No valid transactions processed.
- Use the edit listing to determine the problem, then correct the errors and enter the transactions again.
- Batch accepted but has errors.
- If the errors are not extensive, note the corrections, and enter the corrections for the batch using interactive data entry. If the errors are extensive, prepare a corrected offline file. When the corrected file is ready, delete the first batch and select the offline entry procedures again.
- Invoices have extensive errors.
- Invoices with extensive errors are written to error files labeled APTRANxx, where xx denotes the company number. Once these invoices have been corrected in the error file, the error file can be processed as an offline file. Invoices that pass edit will be loaded to the Payables work file. Invoices still in error will remain in the error file.

What information you need: The diskette or a disk file labeled APTRAN that contains the recorded payables transactions.

What reports are printed:

- Invoice Entry Edit (Offline) (AMV0H)
- Invoice Entry Load (Offline) (AMV0I).

Option 3. Process Invoices and Credit Memos (AM6M20)

Use this option anytime you want a listing of the invoices and credit memos already entered in a closed or suspended batch, and to audit the entries you post to General Ledger.

Before processing of invoices and credit memos can occur, the batch must be closed and error free. Use the Invoice Transaction Proof/Register to detect errors in the batch you want to process. You can print the report for any suspended or closed batch. The batch becomes available for Purchase Invoice Journal processing if the Invoice Transaction Proof/Register report shows that no errors exist in the selected batch.

When you choose the Process Invoices and Credit Memos option, the invoices in the selected batch are processed to the point where the system generates reports to document its edit and audit activity.

Decisions made about monetary discrepancies on foreign currency invoices are based on local currency amounts.

Select the batch you want to process and print the Invoice Transaction Proof/Register. If the Invoice Transaction Proof/Register shows no errors, the batch becomes available for Purchase Invoice Journal processing.

If you want to make additional changes to the batch before you post invoices or credit memos, always reprint this report. Reprinting ensures that you did not create new errors while making corrections or additions to the batch.

The Open Payables Duplicate Invoice Numbers report (AMV0G) prints header information from all of a vendor’s invoices in the Open Payables file that were assigned the same invoice number.

The Invoice Transaction Proof/Register detects the following types of errors:

- Duplicate voucher numbers
- General ledger account numbers you requested be accepted although the account numbers were not in the General Ledger Master file
- Out of balance invoices (the invoice gross amount entered is not equal to the system calculated invoice gross amount).

You must correct errors detected by the Invoice Transaction Proof/Register before printing the Purchase Invoice Journal. You can add missing general ledger account numbers to the General Ledger Master file. Correct other errors using the invoice and credit memo entry procedure. Once you have made corrections, print the Invoice Transaction Proof/Register again.

If MMS is interfacing, work order, task, and cost code fields are re-edited.

What information you need: The batch number for the invoices and credit memos you want to print.

What report is printed: Invoice Transaction Proof/Register (AMV12)

The basic steps for performing this task follow each display.

AMV100—Purchase Journal Proof (Select)

Use this display to print the Invoice Transaction Proof/Register for the batch you select, or to select a batch to be posted to the Open Payables file.

This display appears if you choose option 3 (Process Invoices and Credit Memos) or option 4 (Post Invoices and Credit Memos) on the Payables Processing menu.

Note: If you chose option 3, the title of this display is Purchase Journal Proof (Select). If you choose option 4, the title is Purchase Journal (Select).

```
DATE **/**/**            PURCHASE JOURNAL PROOF           SELECT     AMV100   **


                          ENTER BATCH NO.    nnn

                  BATCH   *----LAST----*
                    NO.   WSID       OPID    STATUS  DATE

                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                   ***    ********** ***     ******  **/**/**
                                                           F02 PAGE FORWARD
** END **                                                  F03 PAGE BACKWARD
                                                           F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**. Go to display AMV103.

Function keys

F02 PAGE FORWARD causes the next page of batches available for processing to appear.

F03 PAGE BACKWARD causes the previous page of batches available for processing to appear.

F24 CANCEL THE JOB cancels the invoice proof/post session, and the Payables Processing menu appears again.

Fields

ENTER BATCH NO. (Enter batch number). This is a required field. You must type in an existing batch number from the list that appears on the display.

BATCH NO. (Batch number). The identifying number the application assigned to this batch.

LAST WSID (Last work station identification). The identification of the work station where the batch was last chosen. For offline batches, asterisks appear in place of the work station ID.

LAST OPID (Last operator identification). The identification of the work station's operator where the batch was last chosen. The operator ID appears only if password security is in effect. For offline batches, asterisks appear in place of the operator ID.

STATUS. Only SUSPND or CLOSED batches will appear for option 3. Only CLOSED batches will appear for option 4.

DATE. The creation date or date of last activity for the batch.

AMV101—Post Invoices & Credit Memos (Options)

Use this display to type in the purchase journal entry date, the check date, and the cash disbursements entry date of the batch being posted to the Open Payables file. The files are updated regardless of whether or not you print the reports.

This display appears when you press **Enter** on the Purchase Journal (Select) display (AMV100).

The files are updated whether you select 1 (PRINT) or 2 (DO NOT PRINT).

```
DATE **/**/**          POST INVOICES & CREDIT MEMOS       OPTIONS       AMV101

BATCH NUMBER                         ***  PURCHASE JOURNAL ENTRY DATE    nnnnnn
CHECK DATE                        nnnnnn  CASH DISBURSEMENT ENTRY DATE   nnnnnn

INVOICE TRAN PROOF REGISTER <1-2>  n  PURCHASE INVOICE JOURNAL <1-2>      n
 1  PRINT                              1  PRINT
 2  DO NOT PRINT                       2  DO NOT PRINT


PURCHASE JOURNAL UPDATE <1-2>      n  CURRENCY CONVERSION AUDIT <1-2>     n
 1  PRINT                              1  PRINT
 2  DO NOT PRINT                       2  DO NOT PRINT


INVOICES TO IM <1-2>               n  INVOICES TO PC&C <1-2>            n
 1  PRINT                              1  PRINT
 2  DO NOT PRINT                       2  DO NOT PRINT
                                                        F17 ACCEPT WITH ERROR
                                                        F19 RETURN TO SELECT
                                                        F24 CANCEL JOB
```

What to do

When you press **Enter**, the reports you selected are scheduled for printing. If you chose the duplicate invoice number edit option during application tailoring, the Open Payables Duplicate Invoice Numbers report (AMV0G) is also scheduled for printing.

Function keys

F17 ACCEPT WITH ERROR allows you to continue with the next record even though the application issues a warning message for an error that you cannot correct now. The Purchase Journal (Status) display (AMV103) appears.

F19 RETURN TO SELECT causes the Purchase Journal (Select) display (AMV100) to appear.

F24 CANCEL THE JOB cancels processing and causes the Payables Processing menu to appear.

Fields

BATCH NUMBER. The number of the batch that you chose for processing on the Purchase Journal (Select) display (AMV100).

PURCHASE JOURNAL ENTRY DATE. If you use a 12-month accounting system, this field appears on the display and is required. Type in the date to be used for posting the transactions to the Temporary General Ledger file.

PJ ENTRY PERIOD <1-13>(Purchase Journal Entry Period). If you use a 13-period accounting system, this field appears on the display and is required. Type in the appropriate period number to be used for posting transactions Temporary General Ledger file.

CHECK DATE. This field is required if it appears on the display. Type in the check date to be used for prepaid invoices in the batch.

CASH DISBURSEMENTS ENTRY DATE
CD ENTRY PERIOD <1-13> (Cash Disbursements Entry Period). This is a required field. If you use a 12-month or 13-period accounting system, one of these fields appear on the display. Type in the date or appropriate period you want to use to post prepaid invoices using the immediate cash disbursements option.

INVOICE TRAN PROOF REGISTER <1-2> (Invoice Transaction Proof Register). The default is 1, which causes the Invoice Transaction Proof / Register (AMV12) to print. Type in one of the following:

1 Print
2 Do not print

PURCHASE INVOICE JOURNAL <1-2>. This field appears if the interface to GL is active. The default is 1, which causes the Purchase Invoice Journal (AMV13) to print. Type in one of the following:

1 Print
2 Do not print

PURCHASE JOURNAL UPDATE <1-2>. The default is 1, which causes the Purchase Journal Update (AMV14) to print. Type in one of the following:

1 Print
2 Do not print

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CURRENCY CONVERSION AUDIT <1-2>. This field appears if multi-currency support processing is active. The default is 1, which causes the Currency Conversion Audit Trail (AMV0E) to print. Type in one of the following:

1 Print
2 Do not print

INVOICES TO IM <1-2> (Invoices to Inventory Management). This field appears if the interface to IM is active. The default is 1, which causes the Purchase Invoices to Inventory Management report (AMV0F1) to print. Type in one of the following:

1 Print
2 Do not print

INVOICES TO PC&C <1-2> (Invoices to Production Control and Costing). This field appears if the interface to PC&C is active. The default is 1, which causes the Purchase Invoices to Production Control and Costing report (AMV0F2) to print. Type in one of the following:

1 Print
2 Do not print

AMV151—Payables Data Entry (Options)

Use this display to enter the company number and date for a new batch of Payables Processing transactions. The **Recurring Batch** field is used only by Accounts Payable.

This display appears when you use **F04 NEW BATCH** on the Data Entry Control display (AMVBA1).

```
Date **/**/**          Payables Data Entry                Options      AMV151   **
Batch        ***

              Company number      nn
              Batch default date  nn/nn/nn

              Recurring Batch     n




                                                         F24=Cancel the job
```

What to do

Enter the company number and date for a new batch of Payables transactions, and press **Enter**.

Function keys

F24 Cancel the job ends processing and causes the Payables Processing menu (AMAM10) to appear again.

Fields

Batch. The identifying number the application assigned to this batch. This number should be recorded with the control totals for the batch.

Company number. This field is required if it appears on the display. Type in the number of the company for which this batch of transactions applies. The number is entered only once for each batch. This field appears only if you indicated multiple companies during application tailoring.

Batch default date. Type in the date that will be used as the default for the invoice date and due date of invoices in this batch. If you do not enter a date, the system date is used.

Note: You can subsequently change this date by using **F4** on the Invoice & Credit Batch Status display (AMV16S). The change will only affect later entries, invoices that are in the batch when the batch default date is changed will not be affected.

Recurring Batch. Accept the default of **N**, or type **Y** to create a recurring batch. This field is used only by Accounts Payable.

Option 4. Post Invoices and Credit Memos (AM6M20)

Use this option after you have printed an error-free Invoice Transaction Proof/Register and you are ready to post invoices and credit memos. You should also select this option at the end of the month.

The Open Payables Duplicate Invoices Numbers report prints if you requested it during application tailoring.

Once the batch has been closed and you have printed the Invoice Transaction Proof/Register, verifying its accuracy, you are ready to begin processing. Processing consists of:

- Printing the Invoice Transaction Proof/Register.
- If no serious errors occur, processing continues. If serious errors occur, messages are printed on the Proof/Register, the batch is suspended, and the job is canceled.
- Passing of miscellaneous charges and outside operations to the Production Control and Costing application if that application is installed and interfacing.
- Passing actual invoice information for MRO items to MMS if that application is interfacing.
- Ensuring that the two sets of local currency amounts in the Open Payables Header file (local currency and revaluation) are both posted with the same amounts.
- Creating journal entries to reverse the old invoice and any revaluation transaction gain/loss associated with the old invoice if the invoice is an Accounts Payable-style invoice.
- Creating a record for the invoice that records the amount of payment in the Open Payables file, if the invoice is prepaid. The amounts used assume the invoice was paid in full. Local currency, banking currency, and payment currency amounts are calculated by prorating the amount of the invoice over the amount of the corresponding amounts on the Manual Payments file.
- The trading currency applied amounts in the Manual Payments file are updated to reflect the invoice.
- After processing, the application posts both trading and local currency amounts to the following files:
    - Cross Application Support (CAS) Tax Report
    - Manual Payments
    - Open Payables
    - Purchase Order Blanket
    - Purchase Order Debit (if credit memo)
    - Purchase Order Master
    - Purchase Order Item.
- If you specified multi-currency support during application tailoring, the Currency Conversion Audit Trail report is printed, documenting how foreign currency invoices and credit memos are converted to local currency.
- The Open Payables Duplicate Invoice Numbers report (AMV0G) prints header information from all of a vendor's invoices in the Open Payables file that were assigned the same invoice number.

The panels associated with this option are the same ones used under Option 3 except that the titles change. Refer to the panel descriptions for Option 3 for more information.

What information you need:

- Entered invoices and credit memos for that month.
- Corrected any balancing errors and printed an error-free Invoice Transaction Proof/Register.

What reports are printed:

- Purchase Invoice Journal (AMV13)
- Purchase Journal Update (AMV14)
- Currency Conversion Audit Trail (AMV0E)
- Purchase Invoices to Inventory Management (AMV0F1)
- Purchase Invoices to Production Control & Costing (AMV0F2)
- Open Payables Duplicate Invoice Numbers (AMV06).

Option 5. EDI Invoices (AM6M20)

This option is not available if you have International Financial Management (IFM) interfacing.

This option is operational only if you do not have EC installed. To use EDI without EC, you must first activate EDI through Cross Application Support (CAS), and have activated trading partner records in EDI/400 for the business associates with whom you are exchanging business documents via EDI. If you are using EC, you must first complete the necessary actions in EC to enable its use with your trading partners and you must use EC to process the invoices. For more information on using EDI without EC, see the *CAS User's Guide*.

Use this option anytime you need to select incoming EDI invoice transactions into your XA environment. If EC is interfacing when you select this option, you receive a message informing you that you must use EC to process the invoices. See the *EC User's Guide* for more information.

The rest of this discussion applies to EDI invoice receipt processing when you do not have EC interfacing.

EDI/400 is designed to support a single XA environment. Therefore, all received transactions are placed into user files from which they must be selected. A list of all invoices in the user files is shown on the panel. You can review the selections you have made. If you have selected an invoice in error you can reverse the selection and "put the invoice back" into the user files.

In addition to selecting and reversing, you can delete an invoice. If a trading partner sends you a bad invoice, you can remove it completely from your system by deleting it here.

The invoices are identified by an internal trading partner ID which you set up in EDI/400. You can set up an internal trading partner ID for each vendor with whom you work. The trading partner record relates the internal trading partner ID you assign to the vendor's external trading partner ID. The vendor's external trading partner ID consists of the vendor's ID and address on the network. You can set up only one such relationship. The internal trading partner ID includes an environment indicator, the company number and vendor number you want to associate with the vendor.

Once you have selected the invoices into XA, you are asked if you want to process the selected invoices. When you answer **YES**, the EDI invoices are placed into suspended payables data entry batches and deleted from both the temporary files in the environment and from the user files in EDI/400.

What information you need: The incoming invoices that belong in your XA environment.

What report is printed: EDI Invoice Audit Report (AMV90).

If you choose to process the selected invoices:

- EDI Invoice Batch Report (AMV91)
- Invoice Entry Edit (Offline) (AMV0H)
- Invoice Entry Load (Offline) (AMV0I)
- Invoice Transaction Proof/Register (AMV12).

Reports AMV91, AMV0H, AMV0I, and AMV12 are printed if you choose to process invoices into a payables batch.

The basic steps for performing this task follow each panel in this section.

AMV900—EDI Invoices (Select)

Use this display to review the input file again.

This display appears when you choose option 5 (EDI Invoices) from the Payables Processing menu (AM6M20) and there are no invoices to be chosen or when you use **F23 SELECT** on display AMV901 and there are no invoices to be reviewed.

When you press **Enter**, the input file is reviewed again by the program. If invoices have been added (by being moved from the incoming Mailbox in IBM EDI/400 or being put back after having been chosen into another XA environment), the EDI Invoices (Select) display (AMV901) appears with the newly available invoices.

```
**/**/**                        EDI INVOICES          ******      AMV900    **

OPTIONS       (NO OPTIONS AVAILABLE)

        CO    VENDOR  INVOICE                    PO      INVOICE    DR    INVOICE
OPT     NUM   NUMBER  FROM                     NUMBER    NUMBER     CR    DATE     ENV







                                                      F23 REVIEW MODE
                                                      F24 END OF JOB
```

What to do

Use one of the function keys on the display.

Function keys

F23 REVIEW MODE causes this display to appear in REVIEW mode.

F24 END OF JOB ends the EDI Invoice session and takes you to the EDI Input display (AMVP91), which lets you process selected EDI invoices.

Fields

OPT. The number for the processing option.

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER (Purchase order number). The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows a DR if the invoice is a debit memo; shows a CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoices belong.

AMV901—EDI Invoices (Select/Review)

Use this display to select, review, or delete any incoming invoice transactions that have not yet been selected or deleted. You can scroll up and down the list of invoices. Use the option numbers to select, reverse select, delete, or view details for an invoice. You can also use this display to change the company number for an invoice.

This display appears when you press **Enter** on the EDI Invoices (Select) display (AMV900) or when you choose option 5 (EDI Invoices) from the Payables Processing menu (AM6M20) and there are invoices from which to choose.

```
**/**/**                     EDI INVOICES              ******      AMV901    **

OPTIONS    1=REVERSE SELECTION,  4=DELETE,  5=DISPLAY DETAILS

     CO   VENDOR  INVOICE                      PO      INVOICE    DR  INVOICE
OPT  NUM  NUMBER  FROM                       NUMBER    NUMBER     CR  DATE     ENV

  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *
  n  nn   ******  ************************* *******  ********** **  **/**/** *

                                                           F14 SELECT ALL
                                                           F23 REVIEW MODE
                                                           F24 END OF JOB
```

What to do

- To select, reverse, delete, or review invoices, refer to the description in the ***OPT*** field, choose the appropriate action and press **Enter**.
- To select all incoming invoices, use **F14**.

Function keys

F14 SELECT ALL chooses all invoices in your XA environment for selection or review. The invoices disappear from the display and move into the EDI files in your environment. The EDI Invoices (Select) display (AMV901) appears again. You must use **F24** to exit the display. This function key appears in SELECT mode only.

F23 REVIEW MODE causes this display to appear in REVIEW mode. If there are no invoices to be reviewed, the EDI Invoices (Select) display (AMV900) appears.

F24 END OF JOB ends the EDI Invoice session and takes you to the EDI Input display (AMVP91), which lets you process selected EDI invoices.

Fields

OPT (Processing option). Type one of the following option numbers next to the invoice you want to see:

1 SELECT. This option appears only in SELECT mode. Type **1** next to the invoice you want to choose. After you choose an invoice, the invoice disappears from the display and has been moved into the EDI files in your environment.

1 REVERSE SELECTION. This option appears only in REVIEW mode. Type **1** next to the invoice you want to put back into the EDI/400 files so it will be available to be selected again.

4 DELETE. This option appears only in SELECT mode. Type **4** next to the invoice you want to delete. The EDI Invoices–Header display (AMV902) for that invoice appears with a message asking you to confirm the delete.

5 DISPLAY DETAILS. In SELECT or REVIEW mode, type **5** next to the invoice whose details you want to see. The EDI Invoices–Header display (AMV902) appears for that invoice, and shows you the detail associated with the transaction.

CO NUM (Company number). The company number for the invoice. This field is taken from the internal trading partner ID you set up in EDI/400 to receive this invoice. In SELECT mode, you can change this number by typing another number in the field. Changing company number causes the invoice to move up or down on the list, since the list is sorted by company number within each environment.

VENDOR NUMBER. The vendor number shown is the same as it appears on the ***Internal Trading Partner ID*** field in the EDI/400 Trading Partner Transaction Type file.

INVOICE FROM. The vendor name from the Vendor Master file. If that vendor number is not found in the Vendor Master file, the following text appears in the field: * * U N K N O W N * *.

PO NUMBER (Purchase order number). The purchase order number assigned to the purchase order when you sent it to the vendor. The vendor is returning it with the invoice so you can relate the invoice to the purchase order.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

AMV902—EDI Invoices–Header (Select/Review/Delete)

Use this display to review detail information about the invoice you indicated using option 5 (Display Details) for an invoice on the EDI Invoices (Select/Review) display (AMV901).

This display appears when you chose option 1, 4, or 5 for an invoice on the EDI Invoices (Select) display (AMV901).

Note: You cannot type in any information on this display.

```
  **/**/**                       EDI INVOICES            ******     AMV902   **
                                    HEADER

      CO   VENDOR  INVOICE                         PO     INVOICE    DR  INVOICE
      NUM  NUMBER  FROM                          NUMBER   NUMBER     CR  DATE    ENV

      **   ******  ************************* *******  ********** **  **/**/** *

 FROM                        CUSTOMER                     SHIP TO
 ************************    ************************     *************************
 ************************    ************************     *************************
 ************************    ************************     *************************
 ************************    ************************     *************************
 **  ***  **********         **  ***  **********          **  ***  **********

 CUSTOMER NO. ********                 CREDIT MEMO INV. REF. - ******
 PARTNER ID - ***************          LAST INVOICE NUMBER   - ******
 TERMS DESC.  *******************      SHIP INSTR. *****************************
                                                           F07 ITEM DETAIL
                                                           F08 INVOICE COMMENTS
                                                           F11 SPECIAL CHARGES
                                                           F13 INVOICE TOTALS
                                                           F19 RETURN TO SELECT
```

What to do

- To review one line item for a selected invoice, use **F7**. Go to display AMV903.
- To review invoice comments, use **F08** and go to display AMV906.
- To review the Special Charges display, use **F11** and go to display AMV907.
- To review the Invoice Totals display, use **F13** and go to display AMV905.

Function keys

F07 ITEM DETAIL causes the EDI Invoices–Item Detail (Review) display (AMV903) to appear.

F08 INVOICE COMMENTS causes the EDI Invoices–Invoice Comments (Review) display (AMV906) to appear.

F11 SPECIAL CHARGES causes the EDI Invoices–Special Charges (Select) display (AMV907) to appear.

F13 INVOICE TOTALS causes the EDI Invoices–Invoice Totals display (AMV905) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices display (AMV901), and allows you to select, delete, or display details from a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

FROM. The vendor name and address for this vendor number.

CUSTOMER. The sold to name and address.

SHIP TO. The address of the receiving location for this invoice.

CUSTOMER NO. (Customer number). The customer number.

CREDIT MEMO INV. REF. (Credit memo invoice reference). If this is a credit memo, the referenced invoice number.

PARTNER ID. The identifier of the internal trading partner from the trading partner record in EDI/400 that was used to receive this transaction. The partner ID is in the following format:

ENNVVVVVV_ _ _ P

Where:

E = Environment Indicator

NN = Company Number

VVVVVV = Vendor Number

_ _ _ = Blanks

P = Print Indicator (P can be 0 or 1 and has significance only for SEND Transactions.)

LAST INVOICE NUMBER. The number of the last invoice that was processed.

TERMS DESC. (Terms description). The description of terms for this invoice.

SHIP INSTR. (Shipping instruction). The shipping instructions for this invoice.

AMV903—EDI Invoices–Item Detail (Select/Review)

Use this display to show one line item at a time for the requested invoice.

This display appears when you use **F07 ITEM DETAIL** on one of the following displays:

- EDI Invoices–Header (Select) display (AMV902)

- EDI Invoices–Item Comments (Review) display (AMV904).

```
**/**/**                      EDI INVOICES           ******     AMV903   **
                              ITEM  DETAIL

    CO   VENDOR  INVOICE                        PO      INVOICE    DR  INVOICE
    NUM  NUMBER  FROM                         NUMBER    NUMBER     CR  DATE     ENV

    **   ******  ************************* *******   ********** **  **/**/** *


    ITEM NUMBER       W/H     DESCRIPTION                         U/M
    ***************    *      ******************************       **

            QUANTITY SHIPPED        *******.***
            QTY. BACKORDERED        *******.***
            UNIT  PRICE             *******.*******
            TOTAL PRICE            ********.**
            DISCOUNT AMOUNT     ***********.**
            DISCOUNT RATE                  .****

            DETAIL RECORD NUMBER      *                  F02 PAGE FORWARD
                                                         F05 RETURN TO HEADER
                                                         F09 ITEM COMMENTS
                                                         F19 RETURN TO SELECT
```

What to do

Use one of the function keys on the display.

Function keys

F02 PAGE FORWARD shows you the next page of items on this invoice.

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F09 ITEM COMMENTS causes the EDI Invoices–Item Comments (Review) display (AMV904) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to select, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

ITEM NUMBER. The number of the item on the invoice.

W/H (Warehouse). The warehouse from which this item was shipped.

DESCRIPTION. The description of the item being invoiced.

U/M (Unit of measure). The unit of measure for the item.

QUANTITY SHIPPED. The number of items shipped.

QTY. BACKORDERED (Quantity backordered). The number of items on backorder.

UNIT PRICE. The price per unit of the item.

TOTAL PRICE. The total price of the item.

DISCOUNT AMOUNT. The amount of discount applied to this item.

DISCOUNT RATE. The rate of discount applied to this item.

DETAIL RECORD NUMBER. The detail record currently appearing on the display.

AMV904—EDI Invoices–Item Comments (Review)

Use this display to see all comments related to the detail line items shown on the EDI Invoices–Item Detail (Review) display (AMV903).

This display appears when you use **F09 ITEM COMMENTS** on the EDI Invoices–Item Detail (Review) display (AMV903).

```
**/**/**                       EDI  INVOICES           REVIEW     AMV904   **
                               ITEM COMMENTS

    CO   VENDOR  INVOICE                         PO      INVOICE    DR  INVOICE
    NUM  NUMBER  FROM                          NUMBER    NUMBER     CR  DATE    ENV

    **   ******  ************************* *******  ********** **  **/**/** *


    ITEM NUMBER                  DESCRIPTION                          U/M
    ***************              ******************************        **

              *****************************************************
              *****************************************************
              *****************************************************
              *****************************************************
              *****************************************************
              *****************************************************
              *****************************************************
              *****************************************************          +

                                                        F05 RETURN TO HEADER
                                                        F07 ITEM DETAIL
                                                        F19 RETURN TO SELECT
```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F07 ITEM DETAIL causes the EDI Invoices–Item Detail display (AMV903) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

Contents | Index

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

ITEM NUMBER. The number of the item on the invoice.

DESCRIPTION. The description of the item being invoiced.

U/M (Unit of measure). The unit of measure in which the item was shipped.

AMV905—EDI Invoices–Invoice Totals (Select/Review)

Use this display to show the fields related to the totals section of the selected invoice.

This display appears when you use **F13 INVOICE TOTALS** on the EDI Invoices–Header display (AMV902).

```
**/**/**                       EDI INVOICES            ******     AMV905   **
                               INVOICE TOTALS

    CO   VENDOR  INVOICE                           PO      INVOICE    DR  INVOICE
    NUM  NUMBER  FROM                            NUMBER   NUMBER     CR  DATE    ENV

    **   ******  ************************* *******  ********** **  **/**/** *

TOTAL AMOUNT DUE     **,***,***,***.**    TOTAL WEIGHT       **,***,***.*
TOTAL NET SALES      **,***,***,***.**    TERMS DISCOUNT         **,***.**
TOTAL FREIGHT CHG    **,***,***,***.**    TRADE DISCOUNT       *,***,***.**
TOTAL MISC CHG 1     **,***,***,***.**    TAX AMOUNT      **,***,***,***.**
TOTAL MISC CHG 2     **,***,***,***.**

                                                         F05 RETURN TO HEADER
                                                         F19 RETURN TO SELECT
```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

TOTAL AMOUNT DUE. The total amount due for the invoice (net sales amount - trade discount + freight + miscellaneous charges + taxes).

TOTAL WEIGHT. The total weight in pounds of the goods shipped for the invoice.

TOTAL NET SALES. The total net sales amounts for all items.

TERMS DISCOUNT. The terms discount for this invoice (cash discount allowed).

TOTAL FREIGHT CHG. The total freight charge for this invoice.

TRADE DISCOUNT. The trade discount for this invoice.

TOTAL MISC CHG 1-2. The miscellaneous charges associated with the order.

TAX AMOUNT. The amount of tax for the taxing jurisdiction.

Note: In Customer Order Management, these values are special miscellaneous charge 1.

AMV906—EDI Invoices–Invoice Comments (Select/Review)

Use this display to review all comments for an invoice.

This display appears when you use **F08 INVOICE COMMENTS** on the EDI Invoices–Header display (AMV902).

```
**/**/**                      EDI INVOICES           ******      AMV906    **
                             INVOICE COMMENTS

    CO    VENDOR  INVOICE                         PO       INVOICE    DR  INVOICE
    NUM   NUMBER  FROM                            NUMBER   NUMBER     CR  DATE     ENV

    **    ******  ************************* ******* ********** **  **/**/** *

                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************
                  *************************                                       +

                                                               F05 RETURN TO HEADER
                                                               F19 RETURN TO SELECT
```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

AMV907—EDI Invoices–Special Charges (Select/Review)

Use this display to see the descriptions of special charges and amounts.

This display appears when you use **F11 SPECIAL CHARGES** on the EDI Invoices–Header display (AMV902).

```
**/**/**                         EDI  INVOICES              ******     AMV907   **
                                SPECIAL CHARGES

    CO   VENDOR  INVOICE                            PO      INVOICE    DR  INVOICE
    NUM  NUMBER  FROM                             NUMBER    NUMBER     CR  DATE     ENV

    **   ******  ************************* *******  ********** **  **/**/** *

    SPECIAL CHARGE DESCRIPTION            AMOUNT
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**
    ******************************    **,***,***,***.**

                                                          F05 RETURN TO HEADER
                                                          F19 RETURN TO SELECT
```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows a DR if the invoice is a debit memo; shows a CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

SPECIAL CHARGE DESCRIPTION. The description of the special charge.

AMOUNT. The amount of the special charge.

AMVP91—EDI Input (Options)

Use this display to process transactions or to cancel the job.

This display appears when you use **F24 END** on one of the following displays:

- EDI Invoices (Select) display (AMV900)
- EDI Invoices (Select/Review) display (AMV901).

```
**/**/**                    EDI  INPUT              OPTIONS          AMVP91 **
PROCESS SELECTED EDI INVOICES NOW      <Y/N>      A




                                                     F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB ignores anything you typed in on the display and returns you to the menu.

Fields

PROCESS SELECTED EDI INVOICES NOW <Y/N>. A **Y** response initiates processing for the invoices you selected. The documents are removed from the EDI/400 user files and invoices are placed in the Accounts Payable batch. An **N** response leaves the documents in the EDI/400 user file and the Payables Processing menu appears again.

Note: Due to processing through offline files, the update process is limited to one company at a time. If invoices have been selected for more than one company, the update process determines the company number to process when the first invoice is read for processing. Any invoice encountered after that must match that company number. If invoices are encountered that do not match the company number, the invoice is placed back into the EDI/400 files to be reselected.

Option 6. Invoice Reports (AM6M20)

Use this option anytime you need to print a report showing the invoice status of open purchase orders.

All invoice reports are selected from Menu AM6M20, option 6. When you choose this option, the Invoice Reports (Options) display (AM6R11) appears. Choose which type of invoice report you want to print. The information for these reports comes from the invoicing and manufacturing order files created through Purchasing. Each report allows you to select ranges to limit the scope of the report, and different sequences to allow for differences in the order information is listed.

The Purchase Orders With Receipts Not Yet Invoiced report (AM6R3) provides a list showing those purchase orders that have had material receipts but have not been invoiced or have been only partially invoiced. You can use this report as a check to see if there is material that has not been received in your business for a length period of time for which you have not been billed. The accounts payable department can use this information for planning or follow-up as required. Purchase orders included on the report must have an order status greater than 20 and less than 60. The purchase order item must have a status greater than 00 and the receipts required field for this item must have a value of 1.

This report shows you the differences between the quantities placed on order, received to dock and stock, and the quantities invoiced (if any). Also, a comparison is made showing the difference between the value of the goods received versus the amount invoiced to date for the order.

The Orders Invoiced Not Yet Received report (AM6R3) lists all of the orders that have been paid for but have not yet been received to stock. If any of these prepaid items have been outstanding for a long time, the purchasing department can initiate follow-up activities with the vendor. The content of this report is similar to the Purchase Orders With Receipts Not Yet Invoiced report. Purchase orders included on the report must have an order status of less than 60 and the receipt required field must have a value of 1.

The Orders With Lines Not Requiring Inventory Processing report (AM6R4) provides a comparison of the difference between the expected and invoiced amounts for miscellaneous items that have been placed on order. Since material receipts are not required to update stock status information, quantity values are not printed. Purchase orders included on the report must have an order status of less than 60 and the receipts required field must have a value of 0.

What information you need:

- The sequence of the report:
  - By vendor/purchase order number
  - By buyer/vendor/purchase order number
  - By item number/purchase order number.
- The report format: summary or detail.
- The beginning and ending vendor numbers, buyer numbers, due dates, variance, and item numbers, if you are not printing all purchase orders.

What reports are printed: Two of the following reports are printed, depending on the options you select:

- Invoicing Reports–Extract (AM6R2)
- Purchase Orders with Receipts not yet Invoiced (AM6R3)
- Orders Invoiced not yet Received (AM6R3)
- Orders with Lines not Requiring Inventory Processing (AM6R4).

The basic steps for performing this task follow each panel.

AM6R11—Invoice Reports (Options)

Use this display to select the invoice report you want to print and the ranges you want to use.

This display appears when you select option 6 on the Payables Processing menu (AM6M20).

```
DATE **/**/**                  INVOICE REPORTS            OPTIONS    AM6R11   **

        SELECT REPORT OPTION:  n
            1  ORDERS WITH RECEIPTS NOT YET INVOICED
            2  ORDERS INVOICED NOT YET RECEIVED
            3  ORDERS NOT REQUIRING INVENTORY PROCESSING

        SELECT REPORT SEQUENCE:  n       SELECT REPORT FORMAT:  n
            1  VENDOR/PO NUMBER                1  FOR SUMMARY
            2  BUYER/VENDOR/PO NUMBER          2  FOR DETAIL
            3  ITEM NUMBER/PO NUMBER     REPORTING CURRENCY:    n
                                               1  TRADING
                                               2  LOCAL
        SELECT OPTIONAL LIMITS
            VENDOR         FROM aaaaA6              TO aaaaA6
            BUYER          FROM aaaA5               TO aaaA5
            DATE           FROM nnnnnn              TO nnnnnn
            VARIANCE       FROM nnnn.n  %           TO nnnn.n  %
            ITEM NUMBER    FROM aaaaaaaaaaaaA15     TO aaaaaaaaaaaaA15


                                                 F24 END OF JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 END OF JOB cancels the invoicing reports session and shows the Payables Processing menu (AM6M20).

Fields

SELECT REPORT OPTION. Required. Type in one of the codes for the type of report you want to print.

SELECT REPORT SEQUENCE. Required. Type in one of the codes for the sequence you want to print.

1 Vendor/P.O. Number sequences the report by vendor number and then by purchase order number. Vendor totals and report totals are printed.

2 Buyer/vendor/P.O. Number sequences the report by buyer number and then by purchase order number. Buyer totals and report totals are printed.

3 Item Number/P.O. Number sequences the report by item number and then by purchase order number. Report totals are printed.

SELECT REPORT FORMAT. Required. Type in one of the following:

1 Summary
2 Detail.

Note: If the value in the Select Report Option or Select Report Sequence field is 3, the value in the Select Report Format field must be 2.

REPORTING CURRENCY. Appears only if multi-currency processing is active. Type in **1** if you want the report to show amounts in trading currency. This will sequence the report by primary currency ID. Run totals are not calculated. Type in **2** if you want the report to show amounts in your local currency. Run totals are calculated.

SELECT OPTIONAL LIMITS (FROM/TO). Type in the limits that you want on the report. If the range fields are left blank, all orders will be printed. To print orders for a specific vendor, buyer, due date, variance, and item, type in the same value in the ***FROM*** and ***TO*** range fields.

Note: For Report Option 1, the date used is the last receipt date. For Report Option 2, the date used is the invoice date. For Report Option 3, the date used is the due-to-stock date.

If the ***TO*** field for any range is left blank, all values starting with the ***FROM*** number to the last number in the file appear on the report.

If the ***FROM*** field for any range is left blank, all values starting with the first number in the file, up to and including the ***TO*** number appear on the report.

If both fields are left blank, all values appear on the report.

VENDOR. Type in the vendor or range of vendor numbers to be included on the report.

BUYER. Type in the buyer or range of buyer numbers to be included on the report.

DUE DATE. Type in the due date or range of due dates to be included on the report.

VARIANCE. Type in the range of variances (invoice value compared to received value) to be included on the report.

ITEM NUMBER. Type in an item number or range of item numbers to be included in the report.

Chapter 5. Inquiry

When you select option 3 on the Main Menu, the Inquiry menu (AM6M30) appears.

The Inquiry option helps you monitor purchasing activities on an as-needed basis by reviewing information stored in various Purchasing files. You select the information you want to see. Usually the information is presented in a hierarchical format; that is, you start with high-level, general information and selectively work your way down to more specific information.

Each different type of information is listed as a separate option on the Inquiry menu. Sometimes the menu option inquires into one file, and sometimes the inquiry gathers information from several files and presents it to you in a meaningful way.


```
AM6M30                         Purchasing                        **********
                                Inquiry

Type option or command; press Enter.

     1. Purchase Orders
     2. Display Item Detail
     3. Requisition Master
     4. Vendor Master
     5. Vendor Performance
     6. Buyer Performance
     7. Invoices and Credit Memos
     8. Vendor/Item Master
     9. Quotation/Contract Masters




==> _________________________________________________________________________

F3=Exit          F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Purchase Orders. Use this option to look at information about active purchase orders. You can access these purchase orders by order number, by vendor number or name, and by item number or description. If IFM is installed, you will see units, natures, and other data associated with the use of the IFM application.

Option 2. Display Item Detail. Use this option to look at information about all items stored in the Item Master file.

Option 3. Requisition Master. Use this option to look at one requisition, or all requisitions for a specific item. Information comes from the Requisition Master file. You can access requisitions by requisition number, or by item number or description. If IFM is installed, you will see units and natures instead of account numbers.

Option 4. Vendor Master. Use this option to view your active vendors. You can access these vendors by vendor number or name.

Option 5. Vendor Performance. Use this option to view composite and detail performance ratings for the vendor overall, for a specific item the vendor supplies, or for a specific vendor purchase order.

Option 6. Buyer Performance. Use this option to view selected data from the Buyer Master file, including the most recent buyer performance rating.

Option 7. Invoices and Credit Memos. Use this option to view your processed invoices and credit memos. You can access the invoices and credit memos by invoice summary, invoices against an order number, and orders on an invoice number. If IFM is installed, this menu option is disabled.

Option 8. Vendor/Item Master. Use this option to view selected data from the Vendor/Item Master file. This option shows all information not pertaining to vendor/item performance. If IFM is installed, you will see unit, nature, and IFM charge defaults.

Option 9. Quotation/Contract Masters. Use this option to view selected data from the Quotation Master file and the Contract Master file.

Option 1. Purchase Orders (AM6M30)

Use this option anytime you want to see information stored in the Purchase Order master files.

What information you need: The purchase order number, item number, vendor number, or item description for the purchase orders you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM6031—Purchase Order Inquiry (Options)

Use this panel to select the type of purchase order inquiry you want to perform. If approval processing is active, inquiry panels initially display only approved amounts. Highlighted quantity and cost fields indicate there are some unapproved amounts.

This panel appears when you select option 1 on the Inquiry menu (AM6M30).

```
DATE **/**/**          Purchase Order Inquiry            Options    AM6031   **


                    Select Inquiry Option:    n

                       1 Purchase order number    P aaaaA6
                                Line number         aaaA5
                                Release number      aaA4
                                Item number         aaaaaaaaaaaA15
                                Sequence            nnn

                       2 Item number                aaaaaaaaaaaA15
                                Warehouse           aA3

                       3 Vendor number              aaaaA6



F24=Exit
```

What to do

- To look at a specific purchase order, type **1** and the purchase order number, and press **Enter**. You can type information in the other fields to narrow the selection to the specific information you want to see.
- To look at all purchase orders for an item, type **2** and the item number, and press **Enter**. You can type in the warehouse number to narrow the selection to a specific warehouse and item.
- To look at all purchase orders for a vendor, type **3** and the vendor number, and press **Enter**.

Function keys

F24=Exit shows you the Inquiry menu (AM6M30) so that you can select another inquiry or end inquiry activity.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select inquiry option. Required. Type the number of the option you want:

1 Purchase order number. Select this option to see purchase order summaries, details, comments, addresses, and multiple releases. You must at least type a purchase order number. The other entries are optional and can narrow the selection to the information you want more quickly.

Line number. Type the P.O. line number of the entry you want to see.

Release number. Type the number that identifies the release you want to see.

Item number[?]. Type the number of the item record you want to look at.

Sequence. Type the sequence number for the item you are inquiring about.

2 Item number [?]. Select this option to see all purchase orders for an item.

Warehouse. Type the number for the warehouse if you want to see item numbers in a specific warehouse.

3 Vendor number [?]. Select this option to see all orders for a specific vendor. You must type the vendor number.

AM61A1—Purchase Order Inquiry—Order Summary (Inquiry)

Use this panel to review all current order summary information for a purchase order.

This panel appears when you perform one of the actions listed below.

If you:	on panel:
Select option 1	Purchase Order Inquiry (Options) (AM6031)
F3	Purchase Order Inquiry—Comment Inquiry (AM64E5)
F13	Purchase Order Inquiry—Item Detail (Inquiry) (AM61A2)
F13	Purchase Order Inquiry—Multiple Releases (AM61A5)
F13	Purchase Order Inquiry—Order Addresses (Inquiry)(AM61A4)

```
 Date **/**/**              Purchase Order Inquiry        Inquiry    AM61A1   **
                                 Order Summary

 Order  *******   Revision  **    Order status ** *************************
 Buyer  *****                  Approval status  * *****************************
                          Vendor  ******
 -------Dates-------      Name    ***********************************
 Order      **/**/**      Contact *************************    Priority code   *
 Confirmed  **/**/**      Phone   **************               Print hold code *
 Revised    **/**/**      Ship-to ***********************************
 Closed     **/**/**      Bill-to ***********************************
 Lst actvty **/**/**      Contact ******************************
 Last maint **/**/
**   Phone    ******************           Omit quantities *

 Terms          *** ************************     FOB *** ***************
 Currency       *** ******************           Via *** ***************
 Alt currency   *** ******************   Print in alt *      F04 Item summary
 Approved item amount   **,***,***,***.**                     F05 Item detail
 Approved PO amount     **,***,***,***.**                     F08 Order comments
 Approval requested     **,***,***,***.**                     F14 Address display
 Last approved amount   **,***,***,***.**                     F15 IFM information
 Invoice amount         **,***,***,***.**                     F17 Alternate currenc
y
 Invoice status         *                                     F19 Reselect options
                                                              F24 End of job
```

What to do

Refer to the function key descriptions for instructions.

Function keys

F04 Item summary shows you the Purchase Order Inquiry–Item Summary (Select) panel (AM61A8), which shows you a list of the items and multiple releases for this purchase order.

F05 Item detail shows you the Purchase Order Inquiry–Item Detail (Inquiry) panel (AM61A2), which shows you the detail information for the first item on this purchase order.

F08 Order comments shows you the Comments Inquiry panel (AM64E5), which shows you any comments attached to this purchase order.

F14 Address display shows the Purchase Order Inquiry—Order Addresses (Inquiry) panel (AM61A4).

F15 IFM information shows the Purchase Order Inquiry—Item Detail—IFM (Inquiry) panel (AM61A1A). This function key appears only if IFM is interfacing.

F17=Alternate currency appears only if multi-currency processing is active. Using **F17** allows you to display the amounts on the panel in either local, trading, or alternate currency. Toggling to alternate currency is available only if it is different from the trading currency. The default is trading currency. The currency ID and description also appear on the panel.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry–All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job shows you the Inquiry menu (AM6M30) so you can select another inquiry or end inquiry activity.

Fields

Order (Purchase Order Number). This field shows the purchase order number.

Revision. This field shows the number of times the purchase order has been printed with revisions.

Order status (order status code). This field shows the current status of this order.

10	Vendor accept required (VA)
20	Vendor accept received (VA) or not required
30	Receiving activity reported
35	Order invoiced complete, not received complete
40	Order received compete to stock
50	Order invoiced and received complete
60	Order closed
99	Order cancelled

Buyer (buyer number). This field shows the buyer number that you entered with the purchase order.

Approval status. A code to indicate the approval status of the purchase order.

0	Approved. Approval has been granted for the enter order.
2	Memo/spec approval requested. Either a memo approval or a special approval has been requested for this purchase order.
4	Approval requested on part. Part of the purchase order is approved, but the order value changed and approval has been requested on the changed part of the order.
6	Approval requested. Approval has been requested on the entire purchase order.
8	Part denied/not requested. Part of the purchase order is approved, but either approval has been denied, or no approval has been requested on the rest of the purchase order.
9	Approval denied/not requested. Either approval has been denied or no approval has been requested on this entire purchase order.

Vendor (vendor number). This field shows the value from the Purchase Order Master file.

Dates. One or more of the following appear:

Order: The date the order was released.

Confirmed: The date the order was confirmed via a Vendor Accept (VA) transaction, if the order requires confirmation.

Revised: The date the purchase order was last revised and printed.

Closed: The date the order was closed.

Lst actvty (last activity): The date of last activity associated with the purchase order.

Last maint (last maintenance): The date any maintenance, other than inventory activity, was last performed against the order.

Name (vendor name). This field shows the value from either the Vendor Master file or the Override file if the purchase order was used for a miscellaneous vendor (VENDOR = 000000).

Contact (vendor contact name). This field shows the name of the primary vendor contact from the Vendor Master file or from the Override file if the field was redefined during Purchase Order Entry/Edit.

Priority code. This field shows the code to prioritize the critical ratio calculation for this P.O. if you entered a priority override number during Purchase Order Entry/Edit.

Phone (vendor telephone number). This field shows the value from the Vendor Master file or from the Override file if the field was redefined during Purchase Order Entry/Edit.

Print hold code. This field shows H if the purchase order was placed on hold print status or it is blank if it was not placed on hold.

Ship to (ship-to name). This field shows the name of the receiving location for this purchase order.

Bill to (bill-to name). This field shows the value from the Warehouse Ship-To Master file, or from the Override file if the bill-to ID is blank and the ***BILL-TO*** fields were typed in manually.

Contact (ship-to contact name). This field shows the name of the primary contact for this ship-to location.

Phone (contact telephone number). This field shows the value from the Vendor Master file or the Override file.

Omit quantities. A code to indicate that item quantities are to be omitted on purchase orders.

N Item quantities are to appear on purchase orders. This is the default.

Y Item quantities do not appear on purchase orders. A standard message is to appear in place of the quantity.

Terms. This field shows the terms code and description that you entered with the purchase order.

FOB (free on board). This field shows the free on board code and description you entered with the purchase order.

Currency. This field shows the currency ID and description identifying the currency for this record. This field appears only if multi-currency processing is active.

Alt currency. This field shows the currency ID and description identifying the alternate currency for this record. This field appears only if multi-currency processing is active. Toggling to alternate currency is available only if it is different from the trading currency.

Print in alt (alternate currency). Y or N appears to indicate if this PO is to be printed in the alternate currency. This field appears only if multi-currency processing is active.

Via (ship via). This field shows the ship via code and description you entered with the purchase order.

Item amount /Approved item amount. The sum of the line item values, not including taxes, appears. When approval processing is active, the field is labeled Approved item amount and is the sum of the approved line item amounts.

Total amount/Approved PO amount. The total amount for this purchase order appears. The total includes freight, tax, special charges, and item amount'. When P.O. approval is used, the field is labeled Approved PO amount, and is calculated as the sum of the freight, tax, and special charges, plus the sum of all approved item amounts. Freight, tax, and special charges always are considered preapproved.

Approval requested. The amount currently on an outstanding approval request in the Approval application. It represents the total value of the PO including freight, tax, special charges and the sum of both preapproved and unapproved item amounts. If this value is different from the total value, the approval requested amount was overridden on the Approval request panel. This field appears only if the Approval application is interfacing.

Last approved amount. The total amount of the P.O. when it was last approved. The Approved amount is normally the same as P.O. amount. This field appears only if the Approval application is interfacing.

Invoice amount. This field shows the actual to-date invoiced amount as entered during Invoice Entry/Edit or Payables Entry/Edit. This can be partial or complete invoicing for the order.

Invoice status (invoicing status). This field shows either:

C	Invoicing complete
blank	Partial or no invoicing.

AM61A1A—Purchase Order Inquiry—Order Summary - IFM (Inquiry)

Use this panel to review all current IFM order summary information for a purchase order.

This panel appears when you use **F15** on the Order Summary (Inquiry) panel.

```
Date **/**/**          Purchase Order Inquiry            Inquiry      AM61A1A **
                          Order Summary - IFM
Freight:
  IFM charge        **********         Tax transaction type  *********
  Unit              **********         Nature                *********
  Expected amount   ***********.**     Local currency        **********.**
  Prorate <Y/N>     *                  Item tax class        ***************

Special charge:
  IFM Charge        **********         Tax transaction type  **********
  Unit              **********         Nature                **********
  Expected amount   ***********.**     Local currency        ***********.**
  Prorate <Y/N>     *                  Item tax class        ***************
  Print <Y/N>       *

Orig unit           **********         Apportionment         **********
IFM approver        **********         Charge type    *
Calculate IFM taxes <Y/N>    *
Tax tran type       **********         ***********************
Installment method  **********         ***********************
Note method         **********         ***********************
Last updated        *******

F02=Installment payments   F16=IFM tax inquiry    F19=Return to order sum
```

What to do

When you have reviewed this information, use one of the function keys to continue.

Function keys

F2=Installment payments shows you the IFM Installment Payments inquiry panel (UAUTDFR).

F16=IFM tax inquiry shows you the IFM tax inquiry, Document line item taxes, panel (UAPMDFR) which lists all the items on the order.

F19=Return to order sum returns you to the Purchase Order Inquiry–Order Summary panel (AM61A1).

Fields

Freight IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the freight on this purchase order. An IFM charge can be set up in IFM to predefine a type of charge and other specific characteristics.

Freight tax transaction type. The taxing authority's classification of the transaction.

Freight unit. The organizational unit (department, for example) used in determining the account that was charged for the freight on this purchase order.

Freight nature. The income, expense, asset, liability, or capital account used in creating a ledger transaction for the freight on this purchase order.

Freight expected amount. The freight charge expected for this purchase order.

Freight local currency . The local currency equivalent for the expected freight charges.

Freight prorate. **Y**=freight charges are prorated across each line item on this order, for accounting and inventory management purposes. **N**=freight charges are not prorated.

Freight item tax class. The tax classification of the item.

Special charge IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the Special Charge on this purchase order.

Special charge tax transaction type. The taxing authority's classification of the transaction.

Special charge unit. The organizational unit (department, for example) used in determining the account to be charged for the Special Charge on this purchase order.

Special charge nature. The income, expense, asset, liability, or capital account used in creating a ledger transaction for the Special Charge on this purchase order.

Special charge expected amount. The amount of any special charge expected for this purchase order.

Special charge local currency. The local currency equivalent for the expected special charges.

Special charge prorate. **Y**=prorate special charges across each line item on this order, for accounting and inventory management purposes. N=special charges not prorated across each line item on this order.

Special charge item tax class. The tax classification of the item.

Special charge print. **Y**=print special charges on the purchase order. **N**=special charges are not to be printed on the purchase order.

Orig unit (originating unit). The identification of the unit that originated this purchase order. It serves as the default unit in case no other unit is entered for IFM charge or Freight or Special Charge unit at the order or item level.

Apportionment. The identification of the IFM apportionment previously defined in IFM that defines the way an amount should be distributed across multiple accounts. If shown, this is the default apportionment for all line items.

IFM approver . The identification of the IFM user who handles discrepancies between invoice, purchase order, and receipt data during processing of PO-related invoices.

Charge type. A code to indicate the charge type for the order.

Blank No information is to be passed to IM or PC&C. The field must be blank if this is an MRO item.

F Miscellaneous charge (forced add). Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I Cost adjustment. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance file.

M Miscellaneous charge. Passes miscellaneous charge information to PC&C when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O Outside operation. Passes information for an outside operation to PC&C.

Calculate taxes. This field shows whether IFM taxes are to be calculated for purchase orders.

N Do not calculate IFM taxes for this purchase order.

Y Calculate IFM taxes on purchase orders. This is the default. You can override it for this particular order.

Tax tran type (tax transaction type). The taxing authority's classification of the transaction.

Installment method. Identifies how installment payments are determined. Specifies whether this is for payables or receivables, the number and frequency of payments, and the interest rate.

Note method. Identifies how a note is was created. Specifies whether this is for payables or receivables, the currency, where the note is stored, how the due date and note transaction number is determined, terms, and rules for accepting the note.

Last updated. The date the purchase order was most recently updated.

AM61A2—Purchase Order Inquiry—Item Detail (Inquiry)

Use this panel to review detail information about an item on a purchase order. If approval processing is active, a message appears to remind you that highlighted quantities and costs are approved values only, but there is some unapproved quantity or cost. If all the requested quantity/cost is approved, there is no message or highlighting.

This panel appears when you perform one of these actions.

If you enter or use:	on panel:
both order and Item numbers	Purchase Order Inquiry (Options) (AM6031)
F05	Purchase Order Inquiry—Order Summary (Inquiry) (AM61A1)
F05	Purchase Order Inquiry—Item Detail (Inquiry) (AM61A2)
F05	Purchase Order Inquiry—Multiple Releases (Inquiry) (AM61A5)
F05	Purchase Order Inquiry—Operations (Inquiry) (AM61A6)
F3	Comment Inquiry (AM64E5)

If the item is not a blanket item, the first view of the panel appears.

```
Date **/**/**            Purchase Order    Item Detail  Inquiry    AM61A2  **

Order *******  Stat **  Contr *****  Job ************  Cls ****  Packing cd **
Vnd catalog *************************   Dept ****  Cur ID *** ***************
Canceled                                                Seq    Req    Line
Item *************** ******************************  ***  *******  ***** *MRO*
*******************************************************************************
Whse ***  Loc *******  Planr *****  Stk UM **  Pur UM **  UM conv **,***.*****
Eng draw no ***************      G/L acct ***************  **************
Work order-task ******-**        Cost code ******        Reschedule code  *
----------Quantities----------   ---------Dates----------
F02 Forward F03 Backward
 Ordered     **,***,***,***.***  Ordered         **/**/** F04 Item summary
 Deviation   **,***,***,***.***  Due to dock     **/**/** F05 Multiple release
 At dock     **,***,***,***.***  Due to stock    **/**/** F07 Operations
 Inspection  **,***,***,***.***  First delivery  **/**/** F08 Source of demand
 Scrapped    **,***,***,***.***  Promised        **/**/** F09 Item comments
 Retrn/vend  **,***,***,***.***  Follow up       **/**/** F10 Alternate UM
 In stock    **,***,***,***.***  Last activity   **/**/** F11 Debit memo
 Invoiced    **,***,***,***.***  Last maintain   **/**/** F13 Order summary
-----------Costs--------------   Advise price       *     F14 Requested values
 Unit      *****,***,***.****    Receipt required   *     F15 IFM information
 Extnd      ********,***.****    Country of origin ***    F17 Alternate currency
 Inv amt    ********,***.**                               F19 Reselect options
                                                          F24 End of job
```

If the item is a blanket or fixed blanket item, the second view appears.

```
Date **/**/**            Purchase Order    Item Detail  Inquiry    AM61A2  **

Order *******  Stat **  Contr *****  Job ************  Cls ****  Packing cd **
Vnd catalog *************************   Dept ****  Cur ID *** ***************
Canceled                                                Seq    Req    Line
Item *************** ******************************  ***  *******  ***** *MRO*
*******************************************************************************
Whse ***  Loc *******  Planr *****  Stk UM **  Pur UM **  UM conv **,***.*****
Eng draw no ***************      G/L acct ***************  ************** Blkt
Work order-task ******-**        Cost code ******        Reschedule code  *
----------Quantities----------   ---------Dates----------
F02 Forward F03 Backward
 Ordered     **,***,***,***.***  Ordered         **/**/** F04 Item summary
 Sum of                          Due to dock     **/**/** F06 Multiple release
  releases   **,***,***,***.***  Latest due      **/**/** F07 Operations
 Remaining   **,***,***,***.***  First delivery  **/**/** F08 Source of demand
 Quantity   **,***,***,***.***   Promised        **/**/** F09 Item comments
 Percent    **,***,***,***.***   Follow up       **/**/** F10 Alternate UM
 In stock    **,***,***,***.***  Last activity   **/**/** F11 Debit memo
 Invoiced    **,***,***,***.***  Last maintain   **/**/** F13 Order summary
-----------Costs--------------   Advise price       *     F14 Requested values
 Unit      *****,***,***.****    Receipt required   *     F15 IFM information
 Extnd      ********,***.****    Country of origin ***    F17 Alternate currency
 Inv amt    ********,***.**                               F19 Reselect options
                                                          F24 End of job
```

What to do

Refer to the function key descriptions for instructions.

Function keys

F02 Page forward shows you this panel with the next item detail on the purchase order you selected.

Contents Index

F03 Page backward shows you this panel with the previous item detail on the purchase order you selected.

F04 Item summary shows you the Purchase Order Inquiry—Item Summary (Select) panel (AM61A8), which shows you a list of the items and multiple releases for this purchase order.

F06 Multiple release shows you the multiple release information for this item on the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A5).

F07 Operations shows you the operations associated with this item on the Purchase Order Inquiry—Operations (Inquiry) panel (AM61A6).

F08 Source of demand shows you the Source of Demand panel (AMM771), if MRP is installed and interfacing so you can review source of demand information for this item.

F09 Item comments shows you the comments associated with this item on the Comment Inquiry panel (AM64E5).

F10 Alternate UM shows you the Purchase Order Inquiry—Item Detail (Inquiry) (AM61A2) with the other unit of measure field highlighted and all quantity fields converted to the other unit of measure. To convert the quantities back to the ordered unit of measure, use **F10** again. If the item was ordered in purchasing unit of measure, **F10** first converts to stocking unit of measure. If item was ordered in stocking unit of measure, **F10** converts to purchasing unit of measure.

F11 Debit memo shows you any debit memos attached to this item on the Purchase Order Inquiry—Debit Memo (Inquiry) panel (AM61A9).

F13 Order summary shows you purchase order summary information on the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

F14 Requested/Approved values shows you requested and approved quantity and price. Press F14 to see requested values, press again to display approved values for the item. This function key appears only if you are using the P.O. approvals feature.

F15 IFM information shows you the Purchase Order Inquiry—IFM panel (AM61A2A) to let you review all IFM related fields at the item level. This function key appears only if IFM is interfacing.

F17 Alternate currency appears only if multi-currency processing is active. Using F17 toggles the panel between local, trading, and the purchase order alternate currency. Toggling to alternate currency is available only if it is different from the trading currency. The currency ID and description appear on the panel.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry—All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order. The number of the purchase order whose item you are reviewing.

Stat (item status code). A code that identifies the current status of this line item:

05 Vendor accept required
10 Open
20 Received at dock
30 Received in inspection
40 Received in stock
50 Item complete
99 Cancelled

Note: The status code that appears represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Contr (contract number). The number that identifies the contract for this vendor and item.

Job. The customer order number, or a user-defined reference number, which relates this purchase order to a manufacturing or customer job.

If a requisition that contains a job number was used to create the purchase order, that number appears here.

Cls (class). The code that identifies the item class for this item. Your company assigns this code.

Packing cd (packing code). The code that identifies the group to which this item belongs.

Vnd catalog (vendor catalog number). The vendor's catalog number for this item that comes from the Vendor/Item file when a contract is used.

Dept. The department number for this item.

Cur ID (currency identification). The currency ID and description for this record. This field appears only if multi-currency processing is active.

Canceled. When a canceled item appears, this field also appears.

Item. The number and description of the item you are reviewing. The extended description for this item appears below.

Seq (sequence number). The number assigned by the application to a miscellaneous or service item, which may appear more than once on the same purchase order.

Req. The requisition number for this item.

Line. The relative position number for this item on the order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Whse (warehouse number). The warehouse number for this item if multiple warehouses are used.

Loc (warehouse location). This code identifies this item's location in the warehouse.

Planr (planner number). The code that identifies the person responsible for planning the replenishment strategy for this item.

Stk UM (stocking unit of measure). The unit of measure in which this item is stored in inventory. If this field is highlighted, it is also the ordered unit of measure.

Pur UM (purchasing unit of measure). The unit of measure in which this item is normally purchased. If this field is highlighted, it is also the ordered unit of measure.

UM conv (unit of measure conversion factor). The number of stocking units in one purchase unit.

Eng draw no. (engineering drawing number). The number assigned to the drawing for this item. It comes from the Item Master file. If quotes are used for this purchase order, it comes from the Vendor/Item master file.

G/L acct (general ledger account number). The material expense account number to be charged during invoicing for this item with its associated cost. If a requisition containing an account number was used, that account number appears. Otherwise, the account number from the Item master file appears.

If IFM is installed, this field is replaced with the Unit and Nature fields.

Inventory description. This field identifies the stocking strategy of the item to the Purchasing application.

One of three descriptions appears:	For MRO items, this is equivalent to:
INVENTORY ITEM	Stores
MISCELLANEOUS	Nonstores
SERVICE ITEM	Service

Blkt or Fxbl (Blanket or Fixed blanket). This field indicates that the current item is a blanket or fixed blanket item.

Work order. The number of the work order that originated in MMS.

Task. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

Cost code. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

Reschedule code. Code used to indicate whether or not an individual manufacturing order or purchase order line item can be rescheduled automatically by the system.

0 Default to item reschedule code. This is the default.
1 Cannot be rescheduled automatically
2 Can be scheduled out

3 Can be scheduled in
4 Can be scheduled both out and in

Quantities.

Ordered: The quantity ordered. If POs are being approved, a zero quantity indicates the quantity has not been approved. Quantities are not considered on order until approved. Use **F14** to see the quantity requested.

Deviation: An adjustment to the ordered quantity. A positive deviation can result from over-receiving. A negative deviation can result from under-receiving and forcing the status to complete, or it can result from a vendor return with Resupply=No, or from a purchase scrap transaction.

- When you press **F14**, this field changes to ***REQUESTED***.
- if this is a blanket or fixed blanket item, this field changes to ***SUM OF RELEASES***.

Requested: The value of requested items. This field appears only when POs are being approved and you press **F14 Requested Values**. Press **F14** again to return to the ***Deviation*** field.

Sum of releases: The total value of releases for this blanket item. This field appears only if this is a blanket or fixed blanket item. If POs are being approved, this is the total approved quantity for all releases. It is based on the approval status of the item.

At dock: The quantity received to-date at the dock. This field does not appear if this is a blanket or fixed blanket item.

Inspection: The quantity of this item received to-date in inspection. If this is a blanket or fixed blanket item, this field is replaced by ***REMAINING QUANTITY*** and ***REMAINING PERCENT***.

Remaining quantity: The quantity of this blanket item that remains available for release (Quantity Ordered less Sum of Releases). This field appears only if this is a blanket or fixed blanket item.

Remaining percent: The Remaining Quantity amount is expressed as a percent in this field. This field appears only if this is a blanket or fixed blanket item.

Scrapped: The quantity reported to-date as scrap for this item. This field does not appear if this is a blanket or fixed blanket item.

Retrn/vend (Return to vendor): The quantity returned to-date to the vendor for this item. This field does not appear if this is a blanket or fixed blanket item.

In stock: The total quantity received to-date in stock for this item.

Invoiced: The actual to-date invoiced quantity as entered during Invoice Entry and Edit.

Costs.

Unit: The unit price entered during purchase order entry.

Extnd (Extended cost): The value of this item calculated by multiplying quantity on-order by the unit cost. When you press **F14**, this field name changes to ***REQUESTED***. If POs are being approved, this is based on approved quantities and prices.

Requested (Requested values): The value of requested items. This information is shown only when you press **F14**. When you press **F14** again, the ***Approved Values*** field returns.

Inv amt (Invoice amount): This field appears only if invoicing is active and shows the value of this item's actual invoice amount.

Dates.

Ordered: The date this item was ordered.

Due to dock: The date this item is due to arrive at the dock.

Due to stock: The date this item is required to be in inventory. If this is a fixed blanket item, this field changes to ***LATEST DUE***.

Latest due: All due dates for releases associated with this blanket item must fall on or before the date shown in this field. This field appears only if this is a fixed blanket item.

First delivery: The date when the first receipt transaction was processed against this item.

Promised: The vendor promised delivery date.

Follow up: The date when you will follow up on the purchase order.

Last activity: The last date any transactions occurred against this item.

Last maintain: The last date any changes were made to this record.

Advise price. A code to indicate that you are using advise price purchase orders.

N Item prices are to appear on purchase orders. This is the default.

Y Item price does not appear on purchase orders. A standard message is to appear in place of the item detail price.

Receipt required. **Y** indicates a receipt required. **N** indicates no receipt is required.

Country of origin. The country of origin associated with the item.

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AM61A2A—Purchase Order Inquiry—Item Detail - IFM (Inquiry)

Use this panel to review specific IFM information about an item on a purchase order.

This panel appears when you use **F15** on the Item Detail Inquiry panel.

```
Date **/**/**          Purchase Order Inquiry          Inquiry     AM61A2A **
                          Item Detail - IFM

  IFM charge              **********        ************************

  Unit                    **********        ************************
  Nature                  **********        ************************

  Apportionment           **********        ************************

  Charge type             *

  Tax transaction type    *********         ************************

  Item tax class          ***************   ************************



LAST UPDATED  *******                *****

 F05=Return to Item detail     F16=IFM tax inquiry
```

What to do

Refer to the function key descriptions for instructions.

Function keys

F05=Return to Item detail returns you to Purchase Order Inquiry—Item Detail (Inquiry) (AM61A2).

F16=IFM tax inquiry shows you the IFM line item inquiry, Tax details, panel (UAPSDFR).

Fields

IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for this item.

Unit. The organizational unit (department, for example) to be used in determining the account to be charged for this item.

Nature. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for this item.

Apportionment. The identification of the IFM apportionment previously defined in IFM that defines the way an amount should be distributed across multiple accounts.

Charge type. This field indicates whether invoicing passes this detail to IM or to PC&C. The field is blank if this is an MRO item.

Blank No information is to be passed to IM or PC&C

F Miscellaneous charge (forced add). Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I Cost adjustment. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance file.

M Miscellaneous charge. Passes miscellaneous charge information to PC&C when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O Outside operation. Passes information for an outside operation to PC&C.

Tax transaction type. The taxing authority's classification of the transaction.

Item tax class. The tax classification of the item. which allows you to group items for tax purposes by tax code.

Last updated. The last date this record was updated.

AM61A4—Purchase Order Inquiry—Order Addresses (Inquiry)

Use this panel to review the shipping and billing addresses for this purchase order.

This panel appears when you use **F14** on the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

```
Date **/**/**              Purchase Order Inquiry          Inquiry    AM61A4   **
                               Order Addresses

Order  *******            Status  **    Revision    **

 Vendor name  ***********************************
 Address      ***********************************
              ***********************************
              ***********************************
              ***********************************
              ***********************************
 Ship to name ***********************************
 Address      ***********************************
              ***********************************
              ***********************************
              ***********************************
              ***********************************
 Bill to name ***********************************
 Address      ***********************************
              ***********************************
              ***********************************
              ***********************************        F13 Order summary
              ***********************************        F19 Reselect options
                                                         F24 End of job
```

What to do

Refer to the function key descriptions for instructions.

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Function keys

F13=Order summary returns you to the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

F19=Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry–All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry–All Open Orders for a Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24=End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order (purchase order number). This field shows the number of the purchase order whose addresses you are reviewing.

Status (order status code). This code identifies the current status of this purchase order:

10 Vendor accept required (VA)
20 Vendor accept received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete
60 Order closed
99 Order canceled

Revision (revision number). This field shows how many times this order has been revised since it was originally printed.

Vendor name. This field shows the name you assigned to this vendor.

Address (vendor address). This field shows the vendor address and the vendor postal code.

Ship to name. This field shows the name of this shipping location.

Address (ship-to address). This field shows the order shipping address and the shipping address postal code.

Bill to name. This field shows the name of this billing location.

Address (bill-to address). This field shows the bill-to address and the bill-to address postal code. If a Bill-to ID of 000 was used and no address was entered, these fields show the same address and postal code as the Ship-to.

AM61A5—Purchase Order Inquiry—Multiple Releases (Inquiry)

Use this panel to review the release detail for a multiple release item. If approval processing is active, release detail shows requested quantities and prices.

This panel appears when you use **F06** on the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2) or **F3** on the Comments Inquiry panel (AM64E5).

```
Date **/**/**              Purchase Order Inquiry        Inquiry    AM61A5   **
                             Multiple Releases

Order  *******            Status  **  *************   Revision    **

Item  ***************    WH ***  Seq ***   Release **** Line *****  *MRO*

  Stock UM  **      Purch UM   **      Conv factor **,***.*****


  --------Quantities----------  ---------Dates---------
  Ordered    **,***,***,***.***  Ordered        **/**/** F02 Page forward
  Deviation  **,***,***,***.***  Due to dock    **/**/** F03 Page backward
  At dock    **,***,***,***.***  Due to stock   **/**/** F04 Item summary
  Inspection **,***,***,***.***  First delivery **/**/** F05 Item detail
  Scrapped   **,***,***,***.***                          F07 Operations
  Retrn/vend **,***,***,***.***  Last maintain  **/**/** F08 Source of demand
  In stock   **,***,***,***.***  Last activity  **/**/** F09 Release comments
  Invoiced   **,***,***,***.***                          F10 Alternate UM
  Costs   *** ***************                            F11 Debit memo
  Ex ov price  nn,nnn,nnn,nnn,nnnn                       F13 Order summary
  Ovrd price   nn,nnn,nnn,nnn,nnnn                       F17 Alternate currency
  Inv amt      nn,nnn,nnn,nnn,nn                         F19 Reselect options
                                                         F24 End of job
```

What to do

- To review the release detail for a multiple release item, refer to the function key descriptions.
- To select another purchase order, use **F19** and type another purchase order number.

Function keys

F02 Page forward shows you the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A5) with any additional multiple releases for this item.

F03 Page backward shows you the Purchase Order Inquiry—Multiple Releases panel (AM61A5) with any previous multiple releases.

F04 Item summary shows you the Purchase Order Inquiry—Item Summary (Inquiry) panel (AM61A8), which shows you a list of the items and multiple releases for this purchase order.

F05 Item detail returns you to the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2).

F07 Operations shows you the operations associated with this release on the Purchase Order Inquiry—Operations (Inquiry) panel (AM61A6).

F08 Source of demand shows you the Source of Demand panel (AMM771), if MRP is installed and interfacing.

F09 Release comments shows you the comments associated with this release on the Comments Inquiry panel (AM64E5).

F10 Alternate UM shows you the Purchase Order Inquiry—Item Detail (Inquiry) (AM61A2) with the purchasing unit of measure field highlighted and all quantity fields converted to the purchasing unit of measure. To convert the quantities back to the stocking unit of measure, use **F10** again.

F11 Debit memo shows you the Purchase Order Inquiry—Debit Memo (Inquiry) panel (AM61A9) if any debit memos are attached to this order.

F13 Order summary shows you purchase order summary information on the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

F17 Alternate currency appears only if multi-currency processing is active. Using F17 toggles the panel between local, trading, and the purchase order alternate currency. Toggling to alternate currency is available only if it is different from the trading currency. The currency ID and description appear on the panel.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry—All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order. The purchase order number of the item you are reviewing.

Status (release status code). This code identifies the current status of this release:

05	Vendor accept required
10	Open
20	At dock
30	Inspection
40	Stock
50	Release complete
99	Cancelled

The status code represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Revision. A count of how many times this order has been revised since it was originally printed.

Item. The number of the item you are reviewing.

WH (warehouse number). The warehouse number for items when multiple warehouses are used.

Seq (sequence number). The number assigned by the application to a miscellaneous or service item, which may appear more than once on the same purchase order.

Release. The release number for this order quantity if this is a blanket purchase order.

Line. The relative position number of this item on the order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Stock UM (stocking unit of measure). The unit of measure in which this item is stocked. If this field is highlighted, it is also the ordered unit of measure.

Purch UM (purchasing unit of measure). The unit of measure in which this item is purchased. If this field is highlighted, it is also the ordered unit of measure.

Conv factor (conversion factor). The number of stocking units contained in one purchase unit.

Quantities.

> ***Ordered***: The quantity ordered.
>
> ***Deviation***: An adjustment to the ordered quantity. A positive deviation can result from over-receiving. A negative deviation can result from under-receiving and forcing the status to complete, or it can result from a vendor return with Resupply=No, or from a purchase scrap transaction.
>
> ***At dock***: The quantity received at the dock to-date.
>
> ***Inspection***: The quantity received through inspection to-date.
>
> ***Scrapped***: The quantity scrapped to-date.
>
> ***Retrn/vend (return to vendor)***: The quantity returned to the vendor to-date.
>
> ***In stock***: The quantity received in stock to-date.
>
> ***Invoiced***: The actual to-date invoiced quantity as entered during Invoice Entry and Edit. These can be partial or complete quantities invoiced for the release. This field appears only if invoicing is active.

Costs. If multi-currency processing is active, the currency ID and description appear on the panel.

> ***Ext ov price (extension override price)***: The extension of quantity ordered by override price.
>
> ***Ovrd price (override price)***: The unit cost override.
>
> ***Inv amt (invoice amount)***: The total amount of the invoice.

Dates.

Ordered: The date this item was ordered.

Due to dock: The date this item is due to arrive at the dock.

Due to stock: The date this item is required to be in inventory.

First delivery: The date when the first receipt transaction was processed against this item.

Last maintain: The last date when any changes were made to this record.

Last activity: The last date any transactions occurred against this item.

AM61A6—Purchase Inquiry—Operations (Inquiry)

Use this panel to review the scheduled operations for the item or release selected.

This panel appears when you use **F07** on the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2) or the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A5).

```
  Date **/**/
**                Purchase Order Inquiry         Inquiry    AM61A6 **
                                    Operations
  Order      Item              Seq  WH  Line   Status         Qty  Due date

  *******    ***************  ***  *** *****    ** ************  ******    *MRO

  Oper Fac     Description       Olap                         Qty comp  Start date

  No   ID          Dept    Tool  St                  Lab run   Qty scrp   Comp date

  **** ***** ********************  *               *****.**  *******.***  ******
                 ****  ****** **   *               *****.**  *******.***  ******
  **** ***** ********************  *               *****.**  *******.***  ******
                 ****  ****** **   *               *****.**  *******.***  ******
  **** ***** ********************  *               *****.**  *******.***  ******
                 ****  ****** **   *               *****.**  *******.***  ******
  **** ***** ********************  *               *****.**  *******.***  ******
                 ****  ****** **   *               *****.**  *******.***  ******



                                                        F02 Page forward
                                                        F03 Page backward
                                                        F05 Item detail
                                                        F06 Multiple release
                                                        F19 Reselect options
                                                        F24 End of job
```

What to do

- To review the scheduled operations for the item or release selected, use the appropriate function key.
- To select another purchase order, use **F19** to return to the Options panel to type another purchase order number.

Function keys

F02 Page forward shows this panel again with any additional operations for the item. When all operations for the item have been shown, the message, END appears and **F02** returns you to the first page of operations.

F03 Page backward shows you any previous operations for the item.

F05 Item detail shows you the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2) with the item detail for this operation.

F06 Multiple release shows you the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A5) again with the blanket release associated with this operation.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry—All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order. The number of the purchase order to which this item belongs.

Item. The item number for the routing you are reviewing.

Seq (item sequence number). The sequence number for a miscellaneous item that appears more than once in a purchase order.

WH (warehouse). The warehouse number for an item when multiple warehouses are used.

Line (line number). The relative position number of the item on the order.

Status (status code). This field identifies the current status of this item:

05	Vendor accept required
10	Open
20	At dock
30	Inspection
40	Stock
50	Item complete
99	Cancelled

The status code represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Qty (quantity). The order quantity for this item.

Due date. The date when this item is required to be in stock.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Oper No (operation sequence number) . The operation sequence number for each routing operation for the item number you are reviewing.

Fac ID (facility identifier). The work center where this operation is being performed.

Description. The description of this operation.

Dept. The number that identifies the department.

Tool. The number that identifies a specific special tool or list of tools needed to perform this operation.

St (operation status code). This code identifies open operations with no activity, open operations being worked on, and completed operations:

00	Inactive
10	Released
30	Labor received
40	Labor completed

Olap (overlapped operation code). This code identifies the operations being worked on concurrently within an order. The first open operation within an order is not identified as an overlapped operation.

Lab run (labor runtime). The labor time in hours spent to date on this operation for this item.

Qty comp (quantity complete). The quantity complete to-date for this operation.

Qty scrp (quantity scrapped). The damaged material reported at this operation. This quantity, when extended by the accumulated material and operation unit costs, forms the basis for the scrap cost on an order.

Start date. The scheduled start date for this operation.

Comp date (completion date). The scheduled completion date of this operation.

AM61A8—Purchase Order Inquiry—Item Summary (Select)

Use this panel to select the item or blanket for which you want to see more detail.

This panel appears when you use **F04** on the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A5), the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2), or the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

If approval processing is active, quantities shown are approved amounts. If the item is highlighted, there is some amount of unapproved quantity.

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```
 Date **/**/**              Purchase Order Inquiry        Select     AM61A8   **
                                 Item Summary
 Order  *******

     Item number      WH    Seq    Line     St  Description                    MRO
Ref Dock     UM      Ord qty    Stock qty   Dock qty      Insp qty      Scrap qty

 **  *************** ***  ***   *****   **  ******************************   Y
    ******  **  *******.***-  *******.***- *******.***- *******.***- *******.***-

 **  *************** ***  ***   *****   **  ******************************   Y
    ******  **  *******.***-  *******.***- *******.***- *******.***- *******.***-




                                                              F02 Page forward
  **    End    **                                             F03 Page backward
                                                              F13 Order summary
                                                              F14 Requested quantity
 Enter reference number: nn                                   F19 Reselect options
                                                              F24 End of job
```

What to do

- To look at a line item, type the corresponding reference number and press **Enter**.
- To select another purchase order, use **F19**.

Function keys

F02 Page forward shows you the Purchase Order Inquiry—Item Summary panel (AM61A8) with the next page of items and releases for this order.

F03 Page backward shows you the Purchase Order Inquiry—Item Summary panel (AM61A8) with the previous page of items and releases for this order.

F13 Order summary returns you to the Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

F14 Requested quantity/Normal view shows you the requested quantity for each item on the order. If the item is already approved, a message that the item is completely approved appears. Blanket releases are not shown. To return to the previous view, press **F14** again. This function key appears only if approval processing is active.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry—All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order. The order number to which this item belongs.

Item number. The item number you are reviewing. Releases are listed under the parent item for items with multiple release numbers. The release number appears in this field as ** RL-nnnn, where nnnn is the release number.

WH (warehouse number). The warehouse number associated with this item.

Seq (sequence number). The sequence number for miscellaneous or service items.

Line (line number). The relative position number of the item on the order.

St (status). The status of the item.

Description. The description of this item.

MRO. This column appears only if the Maintenance Management System (MMS) is interfacing. Y (yes) indicates that the item is a spare part or service item.

Ref (reference). The corresponding line reference number used for selecting further detail.

Dock (dock date). The date this item is due to dock.

U/M (unit of measure). The stocking unit of measure.

Ord qty (ordered quantity). The quantity ordered, in stocking unit of measure.

Stock qty (stock quantity). The quantity received to stock, in stocking unit of measure.

Dock qty (dock quantity). The quantity received to dock, in stocking unit of measure.

Insp qty (inspection quantity). The quantity received to inspection, in stocking unit of measure.

Scrap qty (scrap quantity). The quantity that has been scrapped, in stocking unit of measure.

AM61A9—Purchase Order Inquiry—Debit Memo (Inquiry)

Use this panel to review existing debit memos for the order/item selected.

This panel appears when you use **F11** on the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2) and a debit memo exists for the item or release.

```
 Date **/**/
**          Purchase Order History Inquiry       Inquiry    AM61A9  **
                                 Debit Memo

 Order  *******          Item  ***************  Seq  ***  Line  *****  *MRO*

   Vendor  *****
   ***********************************    Order date **/**/**
   Contact *************************      Buyer ***** *************************

 Debit memo number  **********            Debit quantity      *,***,***.***
 IFM credit memo <Y/N>       *            Vendor return auth  **********
 Currency ID *** ***************          Resupply <Y/N>      *
 Unit price **,***,***,***.****           Resupply date       ******

 Item        **,***,***,***.**                          F02 Page forward
 Sp charges  **,***,***,***.**                          F03 Page backward
 Freight     **,***,***,***.**                          F05 Item detail
 Taxes       **,***,***,***.**                          F06 Multiple release
 Total       **,***,***,***.**                          F09 Item comments
                                                        F13 Order summary
                                                        F17 Alternate currency

                                                        F19 Reselect options
                                                        F24 End of job
```

What to do

- To review existing debit memos, use the appropriate function keys.
- To select another purchase order, use **F19**.

Function keys

F02 Page forward shows you the Purchase Order Inquiry—Item Summary panel (AM61A8) with the next page of items and releases for this order.

F03 Page backward shows you the Purchase Order Inquiry—Item Summary panel (AM61A8) with the previous page of items and releases for this order.

F05 Item detail shows you the Purchase Order Inquiry—Item Detail (Inquiry) panel (AM61A2) with the previously selected line item.

F06 Multiple releases shows you the Purchase Order Inquiry—Multiple Releases (Inquiry) panel (AM61A2) with the previously selected blanket item.

F09 Item comments shows you comments associated with this debit memo on the Comment Inquiry panel (AM64E5).

F13 Order summary shows you purchase order summary information on Purchase Order Inquiry—Order Summary (Inquiry) panel (AM61A1).

F17 Alternate currency appears only if multi-currency processing is active. Using F17 toggles the panel between local, trading, and the purchase order alternate currency. Toggling to alternate currency is available only if it is different from the trading currency. The currency ID and description appear on the panel.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031) if inquiry is by order number; to the Purchase Order Inquiry—All Open Orders for an Item (Inquiry) panel (AM61B1) if inquiry is by item; or to Purchase Order Inquiry by Vendor (Inquiry) panel (AM61C1) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Order. The purchase order number for this debit memo.

Item. The item number for an item in inventory.

Seq (sequence number). The sequence number for a miscellaneous item that appeared more than once in a purchase order.

Line (line number). The relative position number of the item on the order.

****MRO*.*** This field appears only if the maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Vendor. The vendor’s number and name.

Order date. The date on which the order was first printed.

Contact. The name of the primary contact for this vendor.

Buyer. The buyer number and name.

Debit memo number. The number given to the debit memo for the item selected.

Debit quantity. The quantity of this purchased item covered by this debit memo.

IFM credit memo. **Y** appears if an IFM credit memo has been created for this debit memo. **N** appears if it has not been created. This field appears only if IFM is interfacing.

Vendor return auth (vendor return authorizer). The code that authorizes the return of this item to the vendor.

Currency ID. The currency identification and description for this record. This field appears only if multi-currency processing is active.

Resupply. **Y** indicates the debit item is to be resupplied. **N** indicates it is not.

Resupply date. The date by which this item is to be resupplied.

Item. The debit amount for this inventory item.

Sp charges (special charges). This field defines any special charge amount applied to the debit memo.

Freight. The freight amount for this debit memo.

Taxes. The tax amount for this debit memo.

Total. The total amount for this debit memo.

AM61B1—Purchase Order Inquiry—All Orders for an Item (Select)

Use this panel to review all of the open purchase orders for an item.

This panel appears when you select option 2 on the Purchase Order Inquiry (Select) panel (AM6031).

If approval processing is active, the quantity ordered is the approved quantity and the field is highlighted if there is some unapproved quantity.

```
 Date **/**/**            Purchase Order Inquiry          Select     AM61B1  **
                          All Orders for an Item
                                                           Stk UM  **
Item ***************  ***************************** WH ***  Pur UM  ** *MRO*
*********************************************************************************

Ref Order      Due     Quantity      Quantity             Ord B  Mlt Rcv'd Ord Req
no.            date    ordered         open               UM  L  shp stat  st
** ******* *Blanket *******.***   *******.***        **  *   *  ***** ** *******
** *******  ******  *******.***   *******.***        **  *   *  ***** ** *******
** *******  ******  *******.***   *******.***        **  *   *  ***** ** *******
** ******* *Blanket *******.***   *******.***        **  *   *  ***** ** *******
** ******* *FxdBlkt *******.***   *******.***        **  *   *  ***** ** *******
** *******  ******  *******.***   *******.***        **  *   *  ***** ** *******
** *******  ******  *******.***   *******.***        **  *   *  ***** ** *******
** *******  ******  *******.***   *******.***        **  *   *  ***** ** *******
** ******* *Blanket *******.***   *******.***        **  *   *  ***** ** *******
 **    End     **

                                                      F02 Page forward
                                                      F03 Page backward
                                                      F10 Alternate UM
 Enter reference number  nn Conv factor    *****.*****  F19 Reselect options
                                                      F24 End of job
```

What to do

- To look at detail for an order, type the corresponding reference number and press **Enter**.
- To look at all purchase orders for another item, use **F19**.

Function keys

F02 Page forward shows you this panel again with any additional orders for the item. When all orders for the item have been shown, the message End appears.

F03 Page backward shows you this panel again with any previous orders for the item. When all orders for the item have been shown, the message Beginning appears.

F10 Alternate UM shows you this panel again with the Purchasing unit of measure field highlighted and all Quantity fields converted to the purchasing unit of measure. These fields can be converted back to the stocking unit of measure by selecting **F10** again.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031).

F24 End of job ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Item. The number of the item you selected for review. If the line is a release of a blanket item, the release number shows in this field as RL-nnnn, where nnnn is the release number.

WH (warehouse). The number of the warehouse where the item is stored. The item description appears next to the warehouse field, and the extended item description appears on the next line.

Stk UM (stocking unit of measure). The unit of measure in which this item is stored in your warehouse.

Pur UM (purchasing unit of measure). The unit of measure in which this item is purchased.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Ref no. The reference number for the order. To see more information about this order, type this number in the ***Enter reference number*** field.

Order (purchase order number). The purchase order number for all blanket orders.

Due date. The expected date that the item is available for issue from the stock room. If an item has releases, the item due date is either *Blanket or *Fxd blkt (fixed blanket). All releases are listed showing their actual due dates.

Quantity ordered. This field shows you the original order quantity for this line item. If the order has an unapproved quantity, this field is highlighted.

Quantity open. The order quantity plus the quantity deviation less the quantity received to stock.

Ord UM (order unit of measure). The purchasing unit of measure.

BL (blanket order code). This field indicates whether the item is coded for blanket releases.

Mlt shp (multiple ship-to flag). This field indicates whether there are multiple ship-to or drop ship destinations for this item.

Rcv'd stat (received status). One of the following shows the status of the item.

OPEN No Receipts

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DOCK Received at the Dock
STOCK Received in Stock
INSPC Received at Inspection
COMPL All Items Received
CNCLD Order Closed.

Ord st (order status code). One of the following shows the status of the item.

10 Vendor accept required (VA)
20 Vendor accept received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete
60 Closed order
99 Canceled order

Req (requisition number). The primary requisition against which this order has been entered.

Enter reference number. Type the reference number of the order for which you want to see more detail.

Conv factor (conversion factor). The number of stocking units contained in one purchase unit.

AM61C1—Purchase Order Inquiry—All Orders for a Vendor (Select)

Use this panel to review all orders for a vendor.

This panel appears when you select option 3 on the Purchase Order Inquiry (Select) panel (AM6031).

```
 Date **/**/**           Purchase Order Inquiry           Select     AM61C1   **
                        All Orders for a Vendor

 Vendor ******   Name *************************     Currency ***  ***************

                                             P  Order    Confirm  Last act  Closed
Ref Order   St Rev     P.O. value     Buyer R  date      date     date      date
** ******* ** ** **,***,***,***.**-  ***** *  ******    ******   ******    ******
** ******* ** ** **,***,***,***.**-  ***** *  ******    ******   ******    ******
** ******* ** ** **,***,***,***.**-  ***** *  ******    ******   ******    ******






 **    End    **                                         F02 Page forward
                                                         F03 Page backward
                                                         F09 Local currency
 Enter reference number: nn                              F19 Reselect options
                                                         F24 End of job
```

What to do

- To look at one of the purchase orders shown, type the purchase order number and press **Enter**. Panel AM61A2 appears.
- To look at additional outstanding orders for this vendor, use **F02**.
- To look at previous outstanding orders for this vendor, use **F03**.
- To look at the alternate currency, if multi-currency processing is active, use **F09**. The panel appears again showing the alternate currency amounts.
- To look at all outstanding orders for another vendor, use **F19**.

Function keys

F02 Page forward shows you more active orders for this vendor if any exist.

F03 Page backward shows you any previous orders for this vendor.

F09 Local/Trading currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local and trading currency. The label shows the currency you can toggle to.

F19 Reselect options shows you the Purchase Order Inquiry (Options) panel (AM6031).

F24 End of job shows you the Purchasing Inquiry menu (AM6M30) so you can select another inquiry or end inquiry activity.

Fields

Vendor. This field shows the number of the vendor whose open orders you are reviewing.

The message ** SUSPENDED ** appears if the vendor has been suspended through Vendor Master Maintenance.

Name. This field shows the name of this vendor.

Currency. This field appears only if multi-currency processing is active. When viewing in trading currency, this field shows the currency ID and description identifying the vendor's currency. When viewing in local currency, this field shows your local currency ID and description.

Ref (reference). This field shows the reference number of the order.

Order. This field shows the purchase order number.

ST (status code). This code identifies the current status of this purchase order:

10	Vendor acceptance required
20	Vendor accept received (VA) or not required
30	Activity reported
35	Order invoiced complete, not received complete
40	Order complete (Receiving)
50	Order complete (Invoicing)

60 Order closed
99 Order canceled

Rev (revision number). This field shows a count of how many times this order has been revised since it was originally printed.

P.O. value. This field shows the expected value of this open order.

Buyer. This field shows the identifier of the buyer who created this purchase order.

PR (priority code). This field shows the priority you have assigned to this purchase order.

Order date. This field shows the date on which the order was first printed.

Confirm date. This field shows the date on which purchase order acceptance was received from the vendor.

Last act date (last activity date). This field shows the date of the last activity for this order.

Closed date. This field shows the date when a specific order was selected for closeout.

Enter reference number. Type the reference number of the order for which you want to see more detail.

AM64E5—Comment Inquiry

Use this panel to review comments and messages in PO Inquiry or PO History Inquiry. Comments and messages are associated with one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you choose one of the function keys shown below. Details of the comment being reviewed appear in the header area of the panel.

If you chose:	on panel:
F8 Order comment	Purchase Order Inquiry panel AM61A1
F9 Item comment	Purchase Order Inquiry panel AM61A2
F9 Release comment	Purchase Order Inquiry panel AM61A5
F9 Item comment	Purchase Order Inquiry panel AM61A9
F9 Item comment	Purchase Order History Inquiry panel AM61AC
F9 Release comment	Purchase Order History Inquiry panel AM61AD

The entire text for all comments and messages for the current level appears. A comment is identified by *COM* in the ***Message/Comment*** field. A message is identified by its number in the ***Message/Comment*** field.

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```
Date **/**/**               Comment Inquiry                       AM64E5  **
                               ********

Vendor  Order        Item *MRO*        WH     Seq     Rel      Debit memo
******  *******      ***************   ***    ***     ****     **********

Message/ Copy  Print          Text 1/
 Comment  in   code           Text 2
*****     *     *             ****************************************
                              ****************************************
*COM*           *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************
*COM*           *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************


F3=Exit         F7=Backward         F8=Forward
```

What to do

Use **F7** and **F8** to scroll through the list of comments and messages.

Function keys

F3=Exit returns to the Inquiry panel where you started.

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

Fields

Vendor. Vendor number associated with the purchase order.

Order. The number of the currently selected purchase order.

Item. The number of the currently selected item. Any item comments you enter are applied to this item on this purchase order. This field does not appear when you view comments at the purchase order level.

****MRO* .*** Indicates that this is a spare part item or a maintenance service. This field appears only if the Maintenance Management System (MMS) is interfacing. This field appears only in association with an item number.

Wh (warehouse). The number of the warehouse where this item is to be stored.

Seq (sequence number). This field appears if this line item is a miscellaneous or service item. It shows the number assigned by the application to a miscellaneous or service item which may appear more than once on the same purchase order.

Rel (release). The number of the currently selected release. This field appears only when the comments are at the release level or the debit memo level.

Debit memo. The number of the currently selected debit memo. This field appears only when the comments are at the debit memo level

Message/Comment. The message number if the text is a standard message. If the text is a comment, *COM* appears.

Copy in. Y indicates that the message is copied into the purchase order and the text can be changed. N indicates the message appears by reference from the Standard Message File and cannot be changed by any other option.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type a different code.

P Print the message on the purchase order and revisions.

T Do not print the message—for internal information only.

Text1/Text2. Two lines of text for the comment or message.

AMM771—Source of Demand

Use this display to review all the sources of demand for the order item being processed.

This display appears when you select one of the actions shown below. Details of the order item being reviewed appear in the header area of the display.

If you chose:	on display:
Action code D (Demand)	MRP displays AMM622, AMM625, AMM62A, AMM62C
Option 6 = Demand	IM display AMIH11
F14 Source of Demand	PC&C displays AMC021, AMC030
F08 Source of Demand	PUR displays AM61A2, AM61A5, AM61E2
F10 Source of Demand	REP displays AMQ1H6, AMQ445, AMQ583

The display also appears when you select option 9 on menu AMMM40. The header area fields allow you to type in the information required, so you can select an order for which source of demand information is to be shown. Source of demand can be selected by order, item, or warehouse, or by any combination of these fields.

```
AMM771                        Source of Demand

 Order      Item                 Sequence   Warehouse    Release
 aaaaaA7    aaaaaaaaaaaaA15      nnnnnnn    aA3          nnnn
                                                                 More: - +
 ----- Source of Demand -----
 Order              Line Release   Demand item       Due date  Quantity required
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-
 ************ ******* *****    ***************   **/**/**      *,***,***.***-



F12=Return          F24=End of job
```

What to do

To select the order for which you want to see source of demand information, if you arrived at this display from option 9 on menu AMMM40, type the information requested and press **Enter**. The source of demand information appears on the display. If you arrived here from IM, PC&C, PUR, or REP, the fields at the top are output only and show the order for which you requested source of demand information.

Function keys

F12=Return causes the display from which you requested demand information to appear again.

F24=End of job ends processing and the menu where you started this task appears again.

Fields

Order. The order number for the associated data.

Item. The item number for the associated data.

Sequence. The sequence number for the associated data.

Warehouse. The planning warehouse for the associated data.

Release. Sequential number assigned by the system to identify individual releases on a customer order line item.

Source of demand. This field displays the customer order or other top level requirement that generated this manufacturing order or purchase order item. For

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PC&C, the value +++ indicated that there are more sources of demand for this order than were tracked, due to selected planning run execution options. If the requirement is a customer order, the following fields appear:

Order: The customer order number.

Line: Line item sequence associated with shipment release detail information.

Release: Date customer manufacturing is due.

Possible values follow. MSSR refers to the Master Schedule Source Planning code.

BLENDED The larger of forecast and customer requirements (MSSR=C)

CUSONLY Combined customer orders (MSSR=C)

Cxxxxxx Customer order number ((MSSR=D or E). The customer order appears in the format of 01-CO-nnnnnnnn.

FORCAST Forecast quantity (MSSR=F)

GENDMND Generated component quantity based on parent planned orders (MSSR not D or E)

MANUAL Manually entered demand. Source of demand is optional at time of entry (MSSR=M)

M FCST Manual forecast

M HELD Manual held requirement

M REQMT Manual requirement

MSAFETY Safety quantity (MSSR=D or E)

Mxxxxxx Manufacturing order number

NEG QOH Negative quantity on hand

P FCST Propagated forecast

P REQMT Propagated requirement

PRODPLN Production planned quantity (MSSR=P)

Sxxxxxx Repetitive Manufacturing order, allocated quantity

XS FCST Forecast quantity in excess of customer requirements (MSSR=D)

Demand item. The top level source of demand for this component.

Due date. The due date of the top level source of demand.

Quantity required. The quantity of this item that is required.

Option 2. Display Item Detail (AM6M30)

Use this option anytime you want to see information about an item in the Item Master file. This option takes you to the Item Detail panels within the Work With Items function.

For detailed information about how to use the work with lists, see *Working with* XA. For navigation information on work with lists and options, see Appendix F “Using work with panels” in the *Inventory Management User’s Guide*.

You can see a list of items in inventory. There is more information than can fit on a single panel. Unless you change the sequence, you see views in this order:

1. General information, including: stocking warehouse ID and description, type classification, as well as the planner assigned to the item in this warehouse.
2. Purchasing information, including: item number, drawing number, vendor, buyer, and commodity.

Use the views to identify which item you want to work with.

Note: You see information in an item’s B-record only if product costing was selected during application tailoring or if the full version of Material Requirements Planning is installed and interfacing. You see information in an item’s C-record only if Purchasing is installed.

What information you need: The item number for each item you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AMVDIM00—Specify Item to Display

Use this panel to select the item detail you want to see.

This panel appears when you select option 1, Display Item Detail, on the PDM Inquiry menu (AMEM02); option 2, Item Master, on the Purchasing Inquiry menu (AM6M30) or option 1, Item Master, on the IM Inquiry menu (AMIM10).

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```
AMVDIM00                    Specify Item to Display

Type information; then press Enter.

  Item number . . . . . . . . . . .  aaaaaaaaaaaaA15











F1=Help             F3=Exit             F5=Refresh          F11=Job status
F12=Cancel          F22=Messages
```

What to do

To display details about an item, type the item number and press **Enter**. Panel AMVDIM01 appears.

Function keys

F3=Exit causes the Inquiry menu to appear again.

F5=Refresh resets the entry field to blank.

F11=Job status shows a list of your current system and job information.

F12=Cancel returns to the previous panel.

F22=Messages shows a list of all the messages currently sent to this panel.

Fields

ITEM (ITNBR). Required. Type in the number of the item whose details you want to see.

AMVDIM01—Display Item Detail

Use this panel to review detailed information for the item you selected. The pages of information appear in the following order unless you change the order on the Change Defaults panel (AMVDIM02):

- Item characteristics
- Engineering information

- Location control information
- Sales information
- Master scheduling information
- Costing parameters
- Costing summary
- Standard cost information
- Current cost information
- Purchasing information
- Vendor performance information
- Shipping information
- Costing maintenance dates

This panel appears when you type **5** next to an item number on the Work With Items panel (AMVWIM01).

```
AMVDIM01                    Display Item Detail

Item number . . . . .   ***************   **************************

To select a page, type page and press Enter, or press Enter to continue.
                                                         Page    1 of 12
  Item characteristics
    Item type . . . . . . . . . . . :   *
    Value class . . . . . . . . . . :   *
    Inventory flag  . . . . . . . . :   **
    Department number . . . . . . . :   ****
    Accounting class  . . . . . . . :   ***
    Default stock location. . . . . :   *******
    Stocking unit of measure  . . . :   ** ******************************

    Carrying rate . . . . . . . . . :   .***
    Country of origin . . . . . . . :   ***



F1=Help             F3=Exit             F5=Refresh
F7=Backward         F8=Forward          F12=Cancel          F24=More keys

F10=Header options  F11=Job status      F18=Change defaults F22=Messages
                                                            F24=More keys
```

What to do

To find specific information, page forward to the category of information you want, or type the page number in the ***Page n of n*** field, and press **Enter**. The appropriate page appears.

Function keys

F3=Exit causes the Inquiry menu to appear again.

F18=Change defaults causes the Change Defaults panel (AMVWIM02) to appear so you can change the order in which you see pages of information on the Display Item Detail panel.

Use online help to understand the other function keys.

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Fields

Online help is available for all the fields on the panels. You also can refer to AMVT02, AMVT03, AMVT04, and AMVT05 in this manual for field descriptions.

Option 3. Requisition Master (AM6M30)

Use this option anytime you want to see information about a requisition in the Requisition Master file. You can look at one requisition or all requisitions for a specific item.

Requisitions can appear by requisition number, to review the detail of a particular requisition, or by item number if the requisition number is unknown. If the inquiry is by item number, all open requisitions for the item appear.

What information you need: The requisition number or item number for the requisitions you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM6033—Requisition Master Inquiry (Select)

Use this panel to select the type of information you want to review in the Requisition Master file. You can choose between reviewing requisitions by requisition number or by all open requisitions for an item.

This panel appears when you select option 3 from the Inquiry menu (AM6M30).

```
Date **/**/**         Requisition Master Inquiry        Select     AM6033   **


                 Select inquiry option -     n

                    1  Requisition number    R aaaaA6
                    2  Item number             aaaaaaaaaaaaA15







F24=Exit
```

What to do

- To look at a specific requisition, type **1** and the requisition number, then press **Enter**. Panel AM61E2 appears.
- To look at all requisitions for an item, type **2** and the item number, then press **Enter**. Panel AM61F2 appears.

Function keys

F24=Exit shows you the Inquiry menu (AM6M30) so you can select another inquiry or end inquiry activity.

Fields

Select inquiry option. Required. Type one of the following option codes for the type of inquiry you want to do:

1 **Requisition number**. Select this code to see a specific requisition. Type the requisition number you want to review.

2 **Item number [?]**. Select this code to see all requisitions for a given item. Type the item number you want to review. All requisitions for that item will appear.

AM61E2—Requisition Inquiry–by Requisition (Inquiry)

Use this panel to review information about a specific requisition. Lead times for the item are taken from the Item Master file and pertinent dates for the requisition appear. The unit price for the item reflects either the price taken from the Item Master file or an override entered during requisition entry. Also, the total expected cost (value) of the requisition provides financial planning information.

This panel appears when you enter a requisition number on the Requisition Master Inquiry (Options) panel (AM6033).

```
Date **/**/**                Requisition Inquiry         Inquiry    AM61E2   **
                               By Requisition

Requisition no. R aaaaA6    Status ******    Order *******    PO date ******
                   Approval status ******************************
Item no.  ***************    ******************************
Extended description         Requested vendor    ****** **********
****************************************
****************************************
Quantity    *,***,***.***       Lead times          Dates
U/M           **                Vendor       ***.*  Requisition      **/**/**
Warehouse     ***               Dock/stock   ***.*  To dock          **/**/**
Ship-to ID    ***                                   To stock         **/**/**
Department    ****              Safety       ***.*  Follow-up        **/**/**
Account       ***************                       Last maintenance **/**/**
Priority      *                 Buyer        *****
Job number    ************      Planner      *****
Ref number    **********        Item class   ****
Requisitioner **********        Packing code **

Unit price     **,***,***,***.****      Extended price      **,***,***,***.****

F08=Source of demand    F09=Comments    F19=Reselect    F24=Exit
```

What to do

- To look at another requisition, type over the value in the ***Requisition no.*** field with another requisition number and press **Enter**.
- To select another requisition, use **F19**.

Function keys

F08=Source of demand shows you the Source of Demand panel (AMM771), if MRP is installed and interfacing, so you can see the source of demand for this item.

F09=Comments shows you the Requisition Inquiry—by Requisition (Inquiry) panel (AM61E3) for any comments attached to this requisition.

F19=Reselect returns you to the Requisition Master Inquiry (Options) panel (AM6033) so you can select another requisition.

F24=Exit shows you the Inquiry menu (AM6M30) so you can select another inquiry or end inquiry activity.

Fields

The fields on this panel are described in groups rather than in the normal cursor movement order.

Requisition no. (number). This is the requisition number you entered on the Requisition Master Inquiry (Options) panel (AM6033).

To see another requisition, type over the value in this field and press **Enter**. The panel appears again showing information on the new requisition.

Status. This field indicates whether the requisition is assigned (CLOSED) or not assigned (OPEN) to a purchase order.

Order (purchase order number). If the requisition is closed, this field shows the number of the order to which this requisition is assigned.

PO date (purchase order date). The date the purchase order was entered.

Approval status . If you are using the approvals feature with requisitions, one of the following approval designations appears: approved, approval requested, approval denied/not requested.

Item no. (number) [?]. The number and description of the item on this requisition.

Extended description. The extended description for the item.

Requested vendor. The number of the vendor that the originator of the requisition wants to use for the purchase order. The vendor's name abbreviation also appears. This field is only for the buyer's information and is not automatically used when the purchase order is created.

Quantity. The number of items originally requested.

U/M (purchasing unit of measure). The unit of measure in which this item is purchased.

Warehouse. The warehouse number for this item.

Ship-to ID. The number for the ship-to warehouse location you have selected.

Department. The department that is requesting this item.

Account. The general ledger account number to be charged for this item. If IFM is installed, this field is replaced with the Unit/Nature field and appears after the Department field.

Priority. The management priority code that your company assigns to override system-calculated priorities for receiving this item into stock.

Job number (customer job number). Either a manufacturing order number, a customer order number, or user-defined reference number.

Ref number (reference number). The code that identifies the item and is for internal reference.

Requisitioner. The person who created this requisition.

Lead times.

> ***Vendor***: The maximum number of days a vendor needs to deliver this item.
>
> ***Dock/Stock***: The time, in days, between the receipt at dock and the receipt to stock of this item.
>
> ***Safety***: The number of additional days that may be required for the vendor to deliver this item or the number of days you want to include for the buffer.

Dates.

> ***Requisition***: The date this requisition was created.
>
> ***To dock***: The date when this item is required to be at the dock.
>
> ***To stock***: The date this item is required to be in inventory.
>
> ***Follow-up***: The date when you should begin a follow-up procedure for this item.
>
> ***Last maintenance***: The last date on which any changes were made to this requisition.

Buyer. The number of the buyer normally associated with this job.

Planner. The number of the person responsible for planning the replenishment strategy for this item.

Item class. The user-defined code that describes the classification for a group of like items.

Packing code. The code for items in a particular group. Use this code to indicate specific packing or shipping requirements for that group.

Unit price. The expected price per unit of the item.

Extended price. The calculated value for this requisition. The price is calculated by multiplying the quantity to be ordered by the unit price.

AM61E3—Requisition Inquiry–by Requisition (Inquiry)

Use this panel to show any comments for the requisition. If more comments exist than can fit on one panel, page forward through the comments by using **F02**. If messages are taken from the Standard Message file, the message and sequence numbers appear along with the message text.

This panel appears when you use **F09** on the Requisition Inquiry–by Requisition panel (AM61E2).

```
 Date **/**/**              Requisition Inquiry          Inquiry    AM61E3   **
                              By Requisition

 Requisition no.  R aaaaA6

      Message #  Seq #   Print    Text
        *****     **       *      ****************************************
                                  ****************************************

        *****     **       *      ****************************************
                                  ****************************************

        *****     **       *      ****************************************
                                  ****************************************


              **    End    **

F02=Forward     F19=Reselect      F24=Exit
```

What to do

- To look at the requisition details, press **Enter**. Panel AM61E2 appears.
- To look at additional comments associated with this requisition, use **F02**.
- To select another requisition, use **F19**.

Function keys

F02=Forward shows you the Requisition Inquiry–by Requisition (Inquiry) panel (AM61E3) again with any additional comments for the requisition. When all comments for the requisition have been shown, the message END appears and **F02** returns you to the first page of comments.

F19=Reselect returns you to the Requisition Master Inquiry (Options) panel (AM6033).

F24=Exit ends the requisition inquiry session and shows you the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Requisition no. (requisition number). Required. This field shows the requisition number you entered on the Requisition Master Inquiry (Options) panel (AM6033) or the Requisition Inquiry–by Requisition (Inquiry) panel (AM61E2.

To see another requisition, type over the value in this field with another requisition number and press **Enter**. The Requisition Inquiry by Requisition (Inquiry) panel (AM61E2) appears showing information on the new requisition.

Message # (standard message number) [?]. This field shows the code corresponding to a standard message text as stored in the Standard Message Master file.

Seq # (sequence number). This field shows the code (1 to 99) assigned to the specific line of a standard message text. Each line of a standard message contains 80 characters.

Messages in excess of 80 characters require multiple lines, each of which is assigned a sequential sequence number.

Print (print code). Shows the code that specifies where the requisition comments are to print or appear.

C Closeout acknowledgment
G Purchase order and history file
P Purchase order only

Text. This field shows the text of a standard or manually entered message.

AM61F2—Requisition Inquiry–by Item Number (Inquiry)

Use this panel to list all outstanding requisitions for a specific item. This information can help you assess the purchasing backlog for a given item. Required dock and stock dates can be reviewed to help analyze bottlenecks at the receiving dock and the stockroom. After reviewing this information, you can combine certain requisitions into a single purchase order. The extended value of each requisition also appears for financial planning purposes.

This panel appears when you type option 2 and an item number on the Requisition Master Inquiry (Options) panel (AM6033).

```
Date **/**/**                Requisition Inquiry          Inquiry    AM61F2   **
                               By Item Number

Item no. aaaaaaaaaaaaA15   ******************************
Extended description       ****************************************
                           ****************************************
Req no./      Quantity      Date     Dock/         Price/     Stk  Requisitioner
Requested vendor  Approval status   Stock         Value       UM  Order

******* **,***,***.***    **/**/**  **/**/** ***********.**** **  **********
****** ********** ***************  **/**/** ***********.****     *******

******* **,***,***.***    **/**/**  **/**/** ***********.**** **  **********
****** ********** ***************  **/**/** ***********.****     *******

******* **,***,***.***    **/**/**  **/**/** ***********.**** **  **********
****** ********** ***************  **/**/** ***********.****     *******

******* **,***,***.***    **/**/**  **/**/** ***********.**** **  **********
****** ********** ***************  **/**/** ***********.****     *******


**    End    **

F02=Forward        F19=Return         F24=Exit
```

What to do

- To look at all requisitions for another item, type over this field with another item number and press **Enter**. The Requisition—by Item Number (Inquiry) panel (AM61F2) appears with information on the new item.
- To select another item, use **F19**.

Function keys

F02=Forward shows you the Requisition Inquiry—by Item (Inquiry) panel (AM61F2) again with any additional requisitions for the item. When all requisitions for the item have been shown, the message END appears and **F02** returns you to the first page of requisitions.

F19=Return returns you to the Requisition Master Inquiry (Select) panel (AM6033).

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Item no. (item number) [?]. The item number you typed on the Requisition Master Inquiry (Options) panel (AM6033).

To see requisitions for another item, type over the value in this field and press Enter. The panel appears again showing information on the new item.

The description of the item requisitioned appears to the right of the number.

Extended description. The extended description of the item requisitioned.

Req no (requisition number). The number of the requisition where the item appears.

Requested vendor. The number of the vendor that the originator of the requisition wants to use for the purchase order. The vendor's name abbreviation also appears. This field is only for the buyer's information and is not used automatically when the purchase order is created.

Quantity. The number of the items requested.

Approval status . If you are using the approvals feature with requisitions, one of the following approval designations appears: approved, approval requested, approval denied/not requested.

Date. The date you entered the requisition.

Dock. The required date for this order to arrive at the dock appears on the first line.

Stock. The required date for this item to arrive in stock appears on the second line.

Price. The expected price per unit of the requested item appears on the first line.

Value. The value of the requisition calculated by multiplying the item quantity by the unit price appears on the second line.

Stk UM (stocking unit of measure). The unit of measure in which this item is stocked.

Requisitioner. The name, number, or ID of the person requesting the item.

Order. The purchase order number associated with this requisition, if applicable.

Option 4. Vendor Master (AM6M30)

Use this option anytime you want to see vendor information in the Vendor Master file. You can access this information by vendor number or by vendor name.

What information you need: A valid vendor number.

What reports are printed: None.

The basic steps for performing this task follow each panel.

If IFM is installed, selecting this menu option takes you to Work With Entities in IFM. From the Work With Entities panel, take option 14 Work With Vendors beside the assignee entity whose vendor information you want to see. From the Work With Vendors panel, take option 5=Display to see data for the Assignee vendor or Buy from vendor. At that point the Vendor Master Inquiry panels AMV732 and AMV733 appear.

Remember, with IFM, all the records in the Vendor Master file represent Buy from information. The Pay to information is kept with the Assignee entity in the IFM files.

AMV731—Vendor Master Inquiry (Options)

Use this panel to enter the vendor number you want to use for inquiry.

This panel appears when you choose the Vendor Master option on the Inquiry menu. It does not appear if IFM is installed.

```
Date **/**/**            Vendor Master Inquiry          Options    AMV731   **

Vendor number     aaaaA6






F24=Exit
```

What to do

Type the vendor number you want to review and press **Enter** to see the Inquiry panel (AMV732).

Function keys

F24=Exit ends the vendor master inquiry session. The Inquiry menu appears again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. This is a required field. To see detail information for a vendor, type a valid vendor number.

AMV732—Vendor Master Inquiry (Inquiry) (Page 1 of 3)

Use this panel to view details of a vendor.

This panel appears when you enter a valid vendor number on the Vendor Master Inquiry (Options) panel (AMV731) or when you use **F7=Backward**, or the **ROLL UP** key, on the next panel (AMV734). It also appears when you select option 5 on the IFM Work with Vendors display.

If a note exists for this vendor number, @ appears on the second line in the right corner of this panel.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.

```
Date **/**/**                Vendor Master              INQUIRY    AMV732  **
                                                             Page 1 of 3

Vendor        aaaaA6                  Address format * *****
Name          ***********************************     Abbreviation  **********
Address 1     ***********************************      *MRO*
Address 2     ***********************************   ** SUSPENDED **
Address 3     ***********************************
Address 4     ***********************************
Address 5     ***********************************
State         **  Country ***         Postal code **********
Telephone     ********************    Fax number  ***************
Contact       *************************

Require PO accept                        *  Send closeout acknowledgement       *
Allow multiple items on a PO             *  Allow multiple ship-to on PO        *
Allow blanket orders                     *  Print vendor catalog number on PO   *
Print engineering drawing on PO          *

Ship via *** ***************                Our customer no. ********************
Terms    *** **************************     FOB  *** *************************
Currency *** ***************                Last payment       **/**/**
Alt curr *** ***************                Last maintenance   **/**/**

F8=Forward        F15=Notes        F19=Select        F24=Exit
```

What to do

To see information for another vendor, type the vendor number and press **Enter**.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F8=Forward causes the second Inquiry panel (AMV734) to appear.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing XA* book.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the vendor inquiry session. The Inquiry menu appears. This function key does not appear if IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor [?]. The number of the vendor you requested on the Vendor Master Inquiry (Options) panel (AMV731) appears. You can type another vendor.

Address format. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields. Refer to AMV772--Vendor Master File Maintenance (Add/Change) for additional information.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Format 0 = US	Format 1 = International
Name	Name
Address 1	Address 1

Format 0 = US	Format 1 = International
Address 2	Address 2
Address 3	Address 3
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in this field.

Name. The vendor's name.

Abbreviation. The abbreviated name you assigned to the vendor.

Address 1, 2, 3, 4, and 5. The lines of the vendor's address. If using Address format 2, you see Address lines 1-5. If using Address format 0 or 1, you see only Address lines 1, 2, and 3.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

** SUSPENDED ** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

City, State, Country, and Postal code. These fields indicate where the vendor's company is located and the code assigned by the postal authorities for the vendor's address.

Telephone. The telephone number of the vendor.

Fax number. The telephone number for the vendor's facsimile system.

Contact. The name of the person you contact for business with this vendor.

Accounts Payable displays the next seven fields only if Purchasing is installed. If AP is installed without Purchasing, the fields do not appear.

Require PO accept. The vendor must accept the terms of the purchase order. If Y appears, a Vendor Accept (VA) transaction is required. Otherwise N appears.

Send closeout acknowledgment. If vendor closeout acknowledgments are printed for the vendor when the purchase order is closed, Y appears. Otherwise N appears.

Allow multiple items on PO. If the vendor accepts multiple line items on a purchase order, Y appears. If the vendor accepts only single line items, N appears.

Allow multiple ship-to on PO. If the vendor accepts multiple drop shipments on a purchase order, Y appears. Otherwise N appears.

Allow blanket orders. If the vendor accepts multiple releases for an item, Y appears. If the vendor accepts only a single date and quantity, N appears.

Print vendor catalog number on PO. If the vendor requires the vendor catalog number on purchase orders, Y appears. If the vendor does not require vendor catalog numbers, N appears.

Print engineering drawing on PO. If the vendor does not require the engineering drawing number on purchase orders, N appears. If the vendor requires engineering drawing numbers, Y appears.

Ship via. The code and description of the method normally used for deliveries from this vendor.

Our customer no. The identifier the vendor uses for your company.

Terms. The code and description of the sales terms that apply to the vendor.

Currency. The code and description of the currency that applies to the vendor.

Alt curr. The code and description of the alternate currency that applies to the vendor. This is an alternative to the trading currency when the trading currency is euro or euro-participating. It allows a transaction to be printed or to appear in a currency other than the transaction's trading or local currency.

FOB (Free on board). The code and description that indicates the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

Last payment. The date you last paid the vendor. This field does not appear if IFM is installed.

Last maintenance. The date the Vendor Master files were last maintained.

AMV734—Vendor Master (Inquiry) (Page 2 of 3)

Use this panel to continue to view details about the vendor.

The fields on this panel are for information only.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.
- Fields that do not relate to IFM are hidden:
  - ***Bank account 1 and 2***
  - ***Fed T/P ID***
  - ***NEC (Y/N)***
  - ***Tax ID 1 and 2***
  - ***Landed cost code***
  - ***Enterprise code***
- If the Vendor number is the same as the ***Entry ID*** and the ***Assignee number*** is blank, this is the assignee vendor. If the Vendor and Assignee numbers are different, this is a Buy from vendor and the Assignee number is the Entity ID.

```
Date **/**/**              Vendor Master                Inquiry    AMV734  **
                                                         Page 2 of 3
Vendor           ******   ***********************************
*MRO*        **SUSPENDED**
Assignee number  ******   ***********************************
Tax city     **********
Tax county   **********
Bank 1       ********************          Bank 2    ********************
Fed T/P ID   **********                    Fed T/P ID   **********
Tax suffix   ****                          Tax suffix   ****
Tax ID 1     ***************               Tax ID 2   ***************
Landed cost  ***                           Enterprise   ******
NEC Vendor   *
Shipping profile   ******                  Planning profile   ******

Media Flags             Print   EDI   Fax  Fax number ********************
Remittance advice         *      *     *       ********************
Purchase orders           *      *     *       ********************
Purchase order changes    *      *     *       ********************
Quotes                    *      *     *       ********************
Receiving advice                 *
Shipping schedules        *      *     *       ********************
Planning schedules        *      *     *       ********************

F7=Backward     F8=Forward      F19=Select      F24=Exit
```

What to do

To view additional details, continue to the next panel.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F7=Backward causes the previous panel, AMV732, to appear.

F8=Forward causes the next panel, AMV733, to appear. You can review the vendor amounts that are currently being tracked if you have second level security clearance.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the inquiry session. The Inquiry menu appears again. This function key does not appear if IFM is installed.

Fields

Vendor. The vendor number and name.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

** SUSPENDED ** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

Assignee number. The number of the vendor, other than the original vendor, that is to be paid for the invoice.

Tax city. The IFM tax city that has taxing authority for this vendor. This field appears only if IFM is installed.

Tax county. The IFM tax county that has taxing authority for this vendor. This field appears only if IFM is installed.

Bank 1 and 2. Additional bank account information for this vendor. This field is for information purposes only. It is not used when IFM is installed.

Fed T/P ID (Federal tax payer identification). The vendor's federal identification number, which is required if the vendor receives nonemployee compensation. This field does not appear if IFM is installed.

Tax suffix. The vendor's classification for tax purposes.

Tax ID 1 and 2. The identification numbers assigned to the vendor by the government. These fields do not appear if IFM is installed.

Landed cost code. The code you assigned to control how landed cost uplifts are applied to the vendor's invoices. This field does not appear if IFM is installed.

Enterprise code. The group code that applies to the vendor used for tax purposes. This field does not appear if IFM is installed.

NEC Vendor. Y appears if the vendor receives nonemployee compensation; N appears if the vendor does not receive nonemployee compensation. This field does not appear if IFM is installed.

Shipping profile. The identifier of the shipping profile that applies to the vendor. This field appears only if Purchasing is installed.

Planning profile. The identifier of the purchase planning profile that applies to the vendor. This field appears only if Purchasing and MRP are installed.

Media flags. The following fields appear only if EC is installed.

> ***Remittance advice***: Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how remittance advices are to be sent for this vendor. This field appears only if AP is installed.
>
> ***Purchase orders***: Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase orders are to be sent for this vendor. This field appears only if Purchasing is installed.
>
> ***Purchase order changes:*** Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase order changes are to be sent for this vendor. This field appears only if Purchasing is installed.
>
> ***Quotes***: Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how quotes are to be sent for this vendor. This field appears only if Purchasing is installed.

Receiving advice: Y or N appears in the ***EDI*** field to indicate how receiving advices are to be sent for this vendor. This field appears only if Purchasing is installed. There is no separate media flag to print a receiving advice. Receiving advice information prints on the Advance Shipping Notice in IM.

Shipping schedules: Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how shipping schedules are to be sent for this vendor. This field appears only if Purchasing is installed.

Planning schedules: Y or N appears in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase planning schedules are to be sent for this vendor. This field appears only if Purchasing and MPR are installed.

Fax number. The default fax telephone number for the vendor is displayed to the right of the field heading. The override fax telephone number, if any, for each document that can be faxed is displayed to the right of the fax flag. Fax telephone numbers in Telex/Fax/400 contain only the characters actually used in dialing. Any other characters are removed by the Fax interface as it formats the number for storage in its Short Code file. If characters are being removed from the default fax number, it is displayed in reverse image.

AMV733—Vendor Master (Inquiry) (Page 3 of 3)

Use this panel to view the vendor amounts that are currently being tracked.

If you have second level security clearance, this panel appears when you use **F8=Forward** or the **ROLL DOWN** key on the previous Inquiry panel (AMV734). The fields on this panel are for information only.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.
- The only fields that display (in trading and local currency) are:
  - Amount to date
  - Amount year to date
  - Amount last year
  - Payment method
  - Electronic Commerce (EC) related fields
  - EEC VAT codes

```
Date **/**/**              Vendor Master               INQUIRY    AMV733   **
                                                            Page 3 of 3
Vendor  ******   *************************
        *MRO*    **SUSPENDED**
                             *** ***************      *** ***************
Amount to date               *,***,***,***,***.**     *,***,***,***,***.**
Amount year to date          *,***,***,***,***.**     *,***,***,***,***.**
Amount last year             *,***,***,***,***.**     *,***,***,***,***.**
Discount year to date        *,***,***,***,***.**     *,***,***,***,***.**
Discount last year           *,***,***,***,***.**     *,***,***,***,***.**
Discount lost year to date   *,***,***,***,***.**     *,***,***,***,***.**
Discount lost last year      *,***,***,***,***.**     *,***,***,***,***.**
NEC amount year to date      *,***,***,***,***.**     *,***,***,***,***.**
NEC amount last year         *,***,***,***,***.**     *,***,***,***,***.**

Payment method            ***
DFI ID number qualifier   **     DFI ID number       *************
Account number qualifier  ***    Account number      ***********************

EEC VAT codes:
Delivery terms      ***     Transaction      **     Transport     **
Port of entry       ******  Country          ***    State         **

F7=Backward     F19=Select         F24=Exit
```

What to do

To return to the previous Inquiry panel AMV734, use **F7**.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F7=Backward causes the previous panel, AMV734, to appear.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the invoice payment history inquiry session. The Inquiry menu appears again. This function key does not appear if IFM is installed.

Fields

Vendor. The vendor number and name.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

** SUSPENDED ** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

*** ************* ***(Currency ID and description).*** The following fields show values in the currency identified when using multi-currency support. If the vendor is using local currency, only one column appears with no heading.

Amount to date. The amount to date in both currencies for this vendor.

Amount year to date. The amount year-to-date in both currencies for this vendor.

Amount last year. The amount for last year in both currencies for this vendor.

Discount year to date. The discount amount year-to-date in both currencies for this vendor. This field does not appear if IFM is installed.

Discount last year. The discount amount last year in both currencies for this vendor. This field does not appear if IFM is installed.

Discount lost year to date. The discount amount lost year-to-date in both currencies for this vendor. This field does not appear if IFM is installed.

Discount lost last year. The discount amount lost last year in both currencies for this vendor. This field does not appear if IFM is installed.

NEC amount year to date. The nonemployee compensation amount year-to-date for this vendor. This field does not appear if IFM is installed.

NEC amount last year. The nonemployee compensation amount last year for this vendor. This field does not appear if IFM is installed.

Payment method. Code identifying type of payment procedures relative to the terms of sale. Values are defined in EDI standards. This field appears only if EC is installed.

DFI ID number qualifier. The user-defined code identifying the type of Depository Financial Institution (DFI) associated with this vendor. This field appears only if EC is installed.

DFI ID number. The Depository Financial Institution (DFI) number to be used for this vendor. This field appears only if EC is installed.

Account number qualifier. The user-defined code identifying the type of bank account used in EFT for this vendor. This field appears only if EC is installed.

Account number. The EFT bank account number to be used for this vendor. This field appears only if EC is installed.

EEC VAT codes (European Economic Community Value Added Tax codes). These fields must be valid codes defined through the VAT Tables Maintenance menu (AMZMPA).

Delivery terms. This code identifies the delivery terms normally used for shipments from the vendor.

Transaction. This code identifies the normal nature of transaction used for shipments from the vendor.

Transport. This code identifies the mode of transportation normally used for shipments from the vendor.

Port of entry. This code identifies the port of entry normally used for goods.

Country. This code identifies the member country for the vendor within the EEC.

State. This code identifies the vendor state within the EEC country.

Option 5. Vendor Performance (AM6M30)

Use this option anytime you want to look at a vendor's performance statistics.

This option allows you to review overall ratings and detail performance statistics at three levels:

- Vendor overall
- A specific item the vendor supplies
- Specific purchase order

You will see two ratings for a vendor, for the vendor/item, and for the order/release:

- Current Average
- Last Average

These ratings are generated by taking the sum of four components:

- Lead time
- Delivery
- Quality
- Price

You can see the values for these intermediate components at the vendor/item or the order/release levels.

At all three levels, you also can see statistics on:

- Days early/late
- Over/under shipments
- Over/under price
- Reject percentage
- Rework percentage
- Average order size

The vendor performance averages, ratings, and actual statistics are calculated during purchase order closeout and purge. During the purge, the Vendor Master, Vendor/Item, and P.O. History files are updated with vendor performance data.

However, you can get interim vendor performance information for purchase orders that remain open for a long period of time; for example, blanket orders. When an item or release is completed, a subset of the vendor performance data is recorded. The actuals for the order are written to P.O. History, but the averages in Vendor Master and Vendor/Item files are not updated. If you subsequently reopen a completed item or release, the vendor performance data is deleted from history.

Vendor performance averages in this menu option do not reflect information from orders not purged, but you can see actuals for orders with completed items and releases on the History Detail panel (AM61D6).

You also can use this option as a purchase commodity class inquiry. By entering only Purchase Commodity you will see a list of all vendors supplying items of that class. This can help you in the vendor selection process.

What information you need: The number of the vendor, the purchase commodity class, or the item number the vendor supplies.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM61D1—Vendor Performance Inquiry (Options)

Use this panel to type the vendor number, item number, or purchase commodity class for the vendor whose performance you want to review.

This panel appears when you select option 5 from the Inquiry menu (AM6M30).

```
Date **/**/**            Vendor Performance Inquiry        Options    AM61D1   **



            Vendor number          aaaaA6
            Item number            aaaaaaaaaaaaA15
            Purchase commodity     aaaA5
            Include restored history  <Y/N>    a













F24=Exit
```

What to do

- To look at a specific item detail record, type the vendor number and the item number and press **Enter**. Panel AM61D5 appears.
- To look at all items for a vendor, type the vendor number only and press **Enter**. Panel AM61D3 appears.
- To look at all vendors that supply a purchase commodity class, type the purchase commodity only and press **Enter**. Panel AM61D2 appears.

Function keys

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. Type the number of the vendor you want to review. To see all items for a vendor, type vendor number and leave the other two fields blank.

Item number [?]. Type the number for the item you want to review. To go directly to an item detail panel, enter only vendor number and item number.

Purchase commodity [?]. Type the number for the purchase commodity class for the item. To see all vendors that supply items in a particular purchase commodity class, enter purchase commodity and leave the other two fields blank.

Include restored history (Y/N). Type **Y** to include orders from restored history when you view the History Summary panel (AM61D4). Otherwise, only orders from current history appear on that panel.

Note: This field appears only when Restored History is present on the system.

AM61D2—All Vendors for Commodity (Inquiry)

Use this panel to view a listing of all vendors who supply items that are included in the purchase commodity class.

This panel appears when you type a value in the Purchase commodity field and leave the Vendor number and Item number fields blank on the Vendor Performance Inquiry (Options) panel (AM61D1).

```
 Date **/**/**            All Vendors For Commodity        Inquiry   AM61D2  **

Purchase commodity  *****

-------------------------------------------------------------------------------
Enter "X" beside selection
     -- Vendor --                          Last      Average
Sel  No.    Name                           rating    rating
-------------------------------------------------------------------------------
    ******  ***************************     *.**      *.**
    ******  ***************************     *.**      *.**
    ******  ***************************     *.**      *.**
    ******  ***************************     *.**      *.**










Use roll up/down    F19=Select    F24=Exit
```

What to do

To look at another purchase commodity or vendor/item, use **F19**.

Function keys

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or purchase commodity class.

F24=Exit ends the Inquiry session and returns you to the Purchasing Inquiry menu (AM6M30).

Fields

Sel (select). Type **X** to select the record for the vendor you want to review. The Vendor Detail panel (AM61D7) appears.

Vendor no. (number). The vendor numbers for all vendors who supply items in this purchase commodity class.

Vendor name. The name of each vendor.

Last rating. The vendor's last average performance rating.

Average rating. The vendor's current average performance rating.

AM61D3—Item Summary (Inquiry)

Use this panel to view a listing of all the items supplied by the vendor.

This panel appears when you enter only a vendor number on the Vendor Performance Inquiry (Options) panel (AM61D1) or when you use **F04** on the Item Detail (Inquiry) panel (AM61D5).

```
 Date **/**/**                    Item Summary                Inquiry   AM61D3   **

Vendor  ****** ************************* Last rating: *.** Average rating: *.**
Purchase commodity *****
--------------------------------------------------------------------------------
Enter "X" beside selection
                         ---------------- Vendor performance -----------------
Sel  Item no.                 Quality     Lead time         Price       Delivery MRO
--------------------------------------------------------------------------------

 A   ***************  *********.**  *********.**  *********.**  *********.**  *
 A   ***************  *********.**  *********.**  *********.**  *********.**  *
 A   ***************  *********.**  *********.**  *********.**  *********.**
 A   ***************  *********.**  *********.**  *********.**  *********.**  *
 A   ***************  *********.**  *********.**  *********.**  *********.**
 A   ***************  *********.**  *********.**  *********.**  *********.**
 A   ***************  *********.**  *********.**  *********.**  *********.**
 A   ***************  *********.**  *********.**  *********.**  *********.**



Use roll up/down    F06=Vendor detail    F19=Select    F24=Exit
```

What to do

To select an item record for review, type **X** beside the item number. The Item Detail panel (AM61D5) appears.

Function keys

F06=Vendor detail shows you the Vendor Detail (Inquiry) panel (AM61D7).

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or purchase commodity class.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and vendor name you entered on the Vendor Performance Inquiry (Options) panel (AM61D1).

Last rating. The last average performance rating for this vendor.

Average rating. The current average performance rating for this vendor.

Purchase commodity. The purchase commodity class for this list of items, if a specific purchase commodity was entered on the Vendor Performance Inquiry (AM61D1) panel.

Sel (select). Type **X** to select an item record for review. The Item Detail panel (AM61D5) appears.

Item no. (number). The number of each item for this vendor.

Vendor performance. The fields under this heading show the current rating for each vendor item in each of four criteria: Quality, Lead time, Price and Delivery.

MRO. This column appears only if the Maintenance Management System (MMS) is interfacing. Y (yes) indicates that the item is a spare part or service item.

AM61D4—History Summary (Inquiry)

Use this panel to view a listing of all completed items and releases on open orders and all closed orders for this vendor/item combination.

This panel appears when you use **F05** on the Item Detail (Inquiry) panel (AM61D5).

```
 Date **/**/**                     History Summary            Inquiry   AM61D4   **

Vendor   ****** ************************ Last rating: *.** Average rating: *.**
Purchase commodity  *****
--------------------------------------------------------------------------------
Enter "X" beside selection
                         ---------------- Vendor Performance -----------------
Item number                         Quality      Lead time          Price       Delivery
*************** *MRO*     *********.**  *********.**  *********.**  *********.**
Sel  Order   Rel  Seq
--------------------------------------------------------------------------------
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**
 A   ******* ****  ***   *********.**  *********.**  *********.**  *********.**



Use roll up/down                  F04=Item summary
F19=Select           F24=Exit
```

What to do

To look at the detail history information for an order, type **X** in the selection field, and press **Enter**. The History Detail panel (AM61D6) appears.

Function keys

F04=Item summary returns you to the Item Summary (Inquiry) panel (AM61D3) so that you can select another item record.

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or purchase commodity class.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name of the vendor for the Item Detail record you were reviewing on the Item Detail (Inquiry) panel (AM61D5).

Last rating. The last average performance rating for this vendor.

Average rating. The current average performance rating for this vendor.

Purchase commodity. The purchase commodity class for this list of items, if a specific purchase commodity was entered on the Vendor Performance Inquiry (AM61D1) panel.

Item number. The number of the item whose detail you want to review.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

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Vendor performance. The fields under this heading show the current rating for this vendor/item combination in each of four criteria: quality, lead time, price, and delivery.

Sel (select). Type **X** to select an order number to review the detail for the order. The History Detail panel (AM61D6) appears.

Order. The number of the order placed for this item number.

Rel (release). The release number if this item was ordered as a blanket order.

Seq (sequence). The number of multiple items on the same purchase order for miscellaneous or service items only.

AM61D5—Item Detail (Inquiry)

Use this panel to view the vendor performance detail for the vendor/item you selected.

This panel appears when you enter a vendor number and item number on the Vendor Performance Inquiry (Options) panel (AM61D1) or when you select an item on the Item Summary (inquiry) panel (AM61D3).

```
 Date **/**/**                     Item Detail                Inquiry   AM61D5   **

Vendor ****** ************************* Last rating: *.** Average rating: *.**
Purchase commodity  *****
-------------------------------------------------------------------------------
                         ---------------- Vendor Performance -----------------
Item no.                       Quality     Lead time         Price      Delivery
-------------------------------------------------------------------------------
*************** *MRO*     *********.**  *********.**  *********.**  *********.**

     Last rating                   *.**
     Average rating                *.**
     Average days early         *******.***
     Average days late          *******.***
     Average overship             *** %
     Average undership            *** %
     Average overprice            *** %
     Average underprice           *** %
     Average reject               *** %
     Average rework               *** %
     Average order size         *******.***

                     F04=Item summary     F05=History summary
F19=Select           F24=Exit
```

What to do

To look at another item detail or purchase commodity class, use **F19**. You can use another function key to see specific information.

Function keys

F04=Item summary returns you to the Item Summary (Inquiry) panel (AM61D3) so that you can select another item record.

F05=History summary takes you to the History Summary (Inquiry) panel (AM61D4) so you can select an order number for this item.

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or commodity class.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name you selected on the Vendor Performance Inquiry (Options) panel (AM61D1).

Last rating. The last average performance rating for this vendor.

Average rating. The current average performance rating for this vendor.

Purchase commodity. The purchase commodity class for this list of items, if a specific purchase commodity was entered on the Vendor Performance Inquiry (AM61D1) panel.

Item no. (number). The number of the item whose detail you are reviewing.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Vendor performance. The fields under this heading show the current rating for this vendor/item combination in each of four criteria: quality, lead time, price and delivery.

The following fields show more specific detail of the performance for the vendor/item combination you selected.

Last rating. The last average performance rating for this vendor/item.

Average rating. The average performance rating for this vendor/item.

Average days early. The average number of days shipments from this vendor or for this item from this vendor have been received before purchase order promise dates.

Average days late. The average number of days shipments from this vendor or for this item from this vendor have been received after purchase order promise dates

Average overship. The quantity received from this vendor is, on the average for all items or a specific item, this percent higher than the quantity ordered.

Average undership. The quantity received from this vendor is, on the average for this item, this percent lower than the quantity ordered.

Average overprice. The price charged on invoices from this vendor is, on the average for this item, this percent higher than the price expected on the purchase order.

Average underprice. The price charged on invoices from this vendor is, on the average for this item, this percent lower than the price expected on the purchase order.

Average reject. The percentage of receipts of this item from this vendor which were rejected.

Average rework. The percentage of receipts of this item from this vendor which required rework.

Average order size. The average order size for this vendor/item.

AM61D6—History Detail (Inquiry)

Use this panel to view the vendor performance detail for the order you selected on the History Summary (Inquiry) panel (AM61D4). This is the only panel that shows interim performance on an order not yet purged. Actuals for a completed item or release are displayed.

```
Date**/**/**                 History Detail              Inquiry   AM61D6   **

Vendor  ****** ************************* Last rating: *.** Average rating: *.**
Purchase commodity  *****
-------------------------------------------------------------------------------
                         ---------------- Vendor Performance------------
Item number                    Quality     Lead time          Price      Delivery
*************** *MRO*        ********.**  *********.**  *********.**  *********.**
     Order  Rel   Seq
-------------------------------------------------------------------------------
     ******* ****  ***    *********.**  *********.**  *********.**  *********.**
     Last rating                   *.**
     Actual rating                 *.**
     Actual days early          *******.***
     Actual days late           *******.***
     Actual overship                *** %
     Actual undership               *** %
     Actual overprice               *** %
     Actual underprice              *** %
     Actual reject                  *** %
     Actual rework                  *** %
     Actual order size          *******.***

F04=Item summary    F05=History summary     F19=Select     F24=Exit
```

What to do

To return to the Vendor Performance Inquiry (Options) panel (AM61D1), use **F19**. You can use another function key to see specific information.

Function keys

F04=Item summary returns you to the Item Summary (Inquiry) panel (AM61D3) so that you can select another item record.

F05=History summary returns you to the History Summary (Inquiry) panel (AM61D4) so that you can select another order number record.

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or purchase commodity class.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name you selected on the Vendor Performance Inquiry (Options) panel (AM61D1).

Last rating. The last average performance rating for this vendor.

Average rating. The current average performance rating for this vendor.

Purchase commodity. The purchase commodity class for this list of items, if a specific purchase commodity was entered on the Vendor Performance Inquiry (AM61D1) panel.

Item number. The number of the item whose detail you are reviewing.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Vendor performance. The fields, on the first line, show the current ratings for this vendor/item combination. The next line shows the current ratings for the order number for this vendor/item.

Order. The order number of this detail record.

Rel (release). The release number, if this item was ordered as part of a blanket order.

Seq (sequence number). The number of multiple items on the same purchase order for miscellaneous or service items only.

The following fields show the more specific detail of the performance of this item.

Last rating. The last average performance rating for this vendor/item for the specific order.

Actual rating. The current average performance rating for this vendor/item for this specific order.

Actual days early. The actual number of days shipments from this vendor or for this item from this vendor have been received before purchase order promise dates.

Actual days late. The actual number of days shipments from this vendor or for this item from this vendor have been received after purchase order promise dates

Actual overship. The quantity received from this vendor for this purchase order is this percent higher than the quantity ordered.

Actual undership. The quantity received from this vendor for this purchase order is this percent lower than the quantity ordered.

Actual overprice. The price charged on invoices from this vendor for this purchase order is this percent higher than the price expected on the purchase order.

Actual underprice. The price charged on invoices from this vendor for this purchase order is this percent lower than the price expected on the purchase order.

Actual reject. The percentage of receipts of this item on this order that were rejected.

Actual rework. The percentage of receipts of this item on this order that required rework.

Actual order size. The actual order size for this item.

AM61D7—Vendor Detail (Inquiry)

This panel shows you the vendor's detail performance.

```
 Date **/**/
**                     Vendor Detail               Inquiry   AM61D7   **

 Vendor ****** *************************  Last rating: *.** Average rating: *.**
______________________________________________________________________________
      Average days early         *******.***
      Average days late          *******.***
      Average overship               *** %
      Average undership              *** %
      Average overprice              *** %
      Average underprice             *** %
      Average reject                 *** %
      Average rework                 *** %
      Average order size         *******.**




F04=Item summary      F19=Select     F24=Exit
```

What to do

- To look at the item summary, use **F04**. Panel AM61D3 appears.
- To look at another vendor or purchase commodity, use **F19**.

Function keys

F04=Item summary returns you to the Item Summary (Inquiry) panel (AM61D3) so that you can select an Item record.

F19=Select returns you to the Vendor Performance Inquiry (Options) panel (AM61D1) so you can select another vendor, item, or commodity class.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. This field shows the vendor number you typed in on the Vendor Performance Inquiry (Options) panel (AM61D1) and the name of that vendor.

Last rating. This field shows the last average performance rating for this vendor.

Average rating. This field shows the current average performance rating for this vendor.

Average days early. The average days early for this vendor.

Average days late. The average days late for this vendor.

Average overship. The quantity received from this vendor is, on the average for all items, this percent higher than the quantity ordered.

Average undership. The quantity received from this vendor is, on the average for all items, this percent lower than the quantity ordered.

Average overprice. The price charged on invoices from this vendor is, on the average for all items, this percent higher than the price expected on the purchase order.

Average underprice. The price charged on invoices from this vendor is, on the average for all items, this percent lower than the price expected on the purchase order.

Average reject. The percentage of receipts from this vendor, across all items, which were rejected.

Average rework. The percentage of receipts from this vendor, across all items, which required rework.

Average order size. The average order size for this vendor.

Option 6. Buyer Performance (AM6M30)

Use this option anytime you want to look at buyer performance from the Buyer Master file.

This option allows you to review the performance rating of any buyer, plus other buyer statistics.

The buyer’s rating is calculated based on a number of criteria, and represents the buyer’s overall performance. A perfect rating is a value of 1. In addition to the buyer’s rating, you can see other buyer statistics, such as number of orders early/late, and number of over/under shipments.

What information you need: The number for the buyer you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

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AM61I1—Buyer Performance Inquiry (Options)

Use this panel to select a buyer number for inquiry into the performance record.

This panel appears when you select option 6 on the Inquiry menu (AM6M30).

```
Date **/**/**          Buyer Performance Inquiry        Options   AM61I1   **


                 Buyer number   aaaA5














F24=Exit
```

What to do

To look at a buyer record, type the buyer number and press **Enter**. Panel AM61I2 appears.

Function keys

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Buyer number [?]. Type the number of the buyer whose record you want to see.

AM61I2—Buyer Performance Inquiry (Inquiry)

This panel shows you the performance of the buyer you selected on the Buyer Performance Inquiry (Options) panel (AM61I1).

```
Date **/**/**            Buyer Performance Inquiry        Inquiry   AM61I2   **


                         Buyer    *****  *************************
                         Buyer rating                  *.**
                         Number of orders late        *****
                         Number of orders early       *****
                         Number of over shipments     *****
                         Number of under shipments    *****









              F19=Select     F24=Exit
```

What to do

- To look at another buyer performance record, use **F19**.

Function keys

F19=Select returns you to the Buyer Performance Inquiry (Options) panel (AM61I1) so that you can select another buyer record.

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Buyer. This field shows the number of the buyer you selected, followed by the buyer name.

The following fields show the performance ratings for this buyer using these criteria:

Buyer rating: This field shows the overall rating of the buyer's performance. A rating of 1.00 reflects perfect performance.

Number of orders late: This field shows the actual number of orders delivered late for this buyer (based on the promised date).

Number of orders early: This field shows the actual number of orders delivered early for this buyer (based on the promised date).

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Number of over shipments: This field shows the actual number of orders overshipped for this buyer.

Number of under shipments: This field shows the actual number of orders undershipped for this buyer.

Option 7. Invoice and Credit Memos (AM6M30)

Use this option anytime you want to look at invoice information for a specific invoice or purchase order.

Note: This option is not available if International Financial Management (IFM) is installed.

This option allows you to look at any invoices that have not yet been purged from your files. The invoicing information is deleted for a particular purchase order when the order is closed and purged from the system unless Accounts Payable is installed. After invoicing information is deleted, summary invoicing information is available through purchase order history inquiries. You can directly review the header and detail invoicing information for a particular purchase order. If you have situations where one invoice covers several purchase orders, or one purchase order has many partial invoices, you can ask to see summary invoice information that shows all orders for an invoice, or all invoices for an order. The application then allows you to choose the particular order or invoice you want to view and then presents the applicable detail for your use.

What information you need: The purchase order number and/or invoice number and sequence number for each invoice you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM61N1—Invoice and Credit Memo Inquiry (Options)

Use this panel to select the invoice or credit memo inquiry you would like to make.

This panel appears when you select option 7 on the Inquiry menu (AM6M30).

```
Date **/**/**       Invoice and Credit Memo Inquiry       Options  AM61N1    **

             Invoice summary    Invoice number      aaaaaaaA10
                                Sequence number     nnn


          Invoices per order    Purchase order number P aaaaA6


          Orders per invoice    Invoice number     aaaaaaaaA10
                                Sequence number    nnn



F24=Exit
```

What to do

- To look at a specific invoice summary, type the invoice number and the invoice sequence number and press **Enter**. Panel AM61N2 appears.
- To look at all invoices for a specific purchase order, type the purchase order number and press **Enter**. Panel AM61N8 appears.
- To look at all purchase orders for a specific invoice, type the invoice number and the invoice sequence number and press **Enter**. Panel AM61N7 appears.

Function keys

F24=Exit ends the Invoice Inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice summary. Type the invoice number and, optionally, an invoice sequence number. If you do not enter a sequence number, the system default is 001. Press **Enter** and the Invoice Summary panel (AM61N2) appears.

Invoices per order. Type the purchase order number. Press **Enter** and the Invoices per Order List panel (AM61N8) appears showing all invoices included with this order.

Orders per invoice. Type the invoice number and, optionally, an invoice sequence number. If you do not enter a sequence number, the system default is **001**. Press **Enter** and the Orders per Invoice List panel (AM61N7) appears showing all orders associated with this invoice.

AM61N2—Invoice and Credit Memo Inquiry–Invoice Summary (Inquiry)

Use this panel to show all summary information about a selected invoice.

This panel appears when you:

- Use the Invoice Summary fields on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1)
- Use **F02** from one of the invoice information panels
- Select an invoice from the Invoice and Credit Memo Inquiry–Invoices per Order (AM61N8) panel.

```
Date **/**/**        Invoice and Credit Memo Inquiry      Inquiry    AM61N2  **
                             Invoice Summary

Company       ** Vendor   *****           Assignee  Pay sel  Invoice no  Seq
*************** ************************* ******     *****   **********  ***

Voucher Inv date  Due date  Tax date  Disc %    Type  Halt Terms FOB Land cost
  ***** **/**/**  **/**/**  **/**/**   **.**  ******    *   *** ***    ***

   AP acct            Disc acct          Tax suff  Tax srce  Description
***************     ***************        ******       *     ***************

Line item gross     ***********.**  Partial pay to-date      ***********.**
Line item discount  ***********.**  Partial pay current     ***********.**
Freight             ***********.**
Spec charges        ***********.**  Currency ID  ***           -- Counts --
Tax amt             ***********.**  ****************            P.O.  *******
Invoice gross       ***********.**                          Line items   *****
Invoice discount    ***********.**


F03=Extended tax     F05=Payments     F07=P.O.list        F19=Reselect options
F04=Spec charge      F06=Items        F09=Alternate curr  F24=Exit
```

What to do

- To look at the extended tax information for this invoice, use **F03**. Panel AM61N3 appears.
- To look at the tax, freight, or special charge information for this invoice, use **F04**. Panel AM61N4 appears.
- To look at the payments on this invoice, use **F05**. Panel AM61N5 appears.
- To look at the items on this invoice, use **F06**. Panel AM61N6 appears.
- To look at the purchase order list for this invoice, use **F07**. Panel AM61N7 appears.

- To show the alternate currency for this invoice, if multi-currency processing is active, use **F09**.
- To select another invoice, use **F19**.

Function keys

F03=Extended tax (Extended Tax List) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charge shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05=Payments (Payments List) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06=Items (Items List) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry–Orders per Invoices panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Company (company number). This field shows you the company number and name.

Vendor (vendor number). This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pay sel (payment selection). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Invoice no. (invoice number). This field shows the vendor's number of the invoice appearing on this panel.

Seq (sequence). This field shows a sequence number which tracks repeated usage of the same invoice number.

Voucher. This field shows the number assigned to this invoice when it was entered.

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you do not enter a date, the date of the invoice batch is used.

Tax date. This field shows the date the invoice date was changed to reflect tax calculations.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the discount amount.

Type. If this is an invoice, INVOICE appears. If this is a credit memo, CR MEMO appears.

Halt. This field shows that an invoice should be held and not paid automatically. This code is a number from 0 to 9, or N for no. If a halt code appears, you must release the invoice during payment selection.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Land cost (landed cost code). This field shows import charges (for example, duty) that apply to this invoice. The code is from the Landed Cost Master file.

AP acct (accounts payable account). If General Ledger distribution is active, this field shows the Accounts Payable account number if the number is different from the number specified during application tailoring.

Disc acct (discount account). If general ledger distribution is active and the invoice is prepaid, this field shows the general ledger account number for discounts taken if the number is different from the one specified during application tailoring.

Tax suff (tax suffix). This field shows a user-defined code to classify vendors for tax purposes.

Tax srce (tax source). This field shows a user-defined code to identify the tax source for the invoice.

Description. This field shows the user-defined description of the invoice. For example, the purchase order number or a physical description entered during Payables Entry/Edit.

Line item gross. This field shows the sum of all the line item gross amounts.

Line item discount. This field shows the sum of all the line item discount amounts.

Freight. This field shows the amount of freight charged to this invoice.

Spec charges (special charges). This field shows the sum of all the special charges for the invoice.

Tax amount. This field shows the estimated tax amount entered for this invoice.

Invoice gross. This field shows the gross amount of the invoice.

Invoice discount. This field shows the discount amount for the entire invoice.

Partial pay to-date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

Partial pay current. This field shows the amount to be paid the next time payments are made by the Accounts Payable application.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Counts.

P.O. (Purchase order). This field shows the number of purchase orders on this invoice.

LIne items. This field shows the number of line items on this invoice.

AM61N3—Invoice and Credit Memo Inquiry (Inquiry)

Use this panel to see all extended tax records for an invoice in a list format.

This panel appears when you use **F03** on any of the invoice information panels.

```
Date **/**/**        Invoice and Credit Memo Inquiry        Inquiry    AM61N3   **

 Invoice     Seq  Inv type  Inv date  Due date  Terms   FOB    Ship via  Disc %
 **********  ***   ******** **/**/**  **/**/**   ***    ***      ***      **.**

Company **       Vendor  ******            Assignee  Pmt sel no  Currency ID ***
*************** ************************* ******          *****  ***************

Gross amt        Discount amt          Freight             Tax     Pay to-date
**********.**    **********.**    **********.**    **********.**  **********.**
-------------------------------- Extended tax --------------------------------
 (x)  Sufx  Ind Code  Description      Base amt       Percent        Tax amt
  A   ***** *** ***** *************** ************.**   **.*** ***********.**




F02=Invoice summ
F03=Extended tax    F05=Payments    F07=P.O. list           F19=Reselect options
F04=Spec charges    F06=Items       F09=Alternate curr      F24=Exit
```

What to do

- To look at further detail about an extended tax record, type **X** next to the corresponding extended tax record. Press **Enter**. Panel AM61N3D appears.
- To look at invoice summary for the invoice shown, use **F02**. Panel AM61N2 appears.
- To look at the tax, freight, or special charge information for this invoice, use **F04**. Panel AM61N4 appears.
- To look at the payments on this invoice, use **F05**. Panel AM61N5 appears.
- To look at the items on this invoice, use **F06**. Panel AM61N6 appears.
- To look at the purchase order list for this invoice, use **F07**. Panel AM61N7 appears.
- To show the alternate currency for this invoice, if multi-currency processing is active, use **F09**.
- To select another invoice, use **F19**.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2) again.

F03 Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if extended tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charge (special charge) shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the number of someone who paid for this invoice, if that is someone other than the vendor. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

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(X). Type **X** next to the tax record for which you wish to see tax detail.

Sufx (suffix). This field shows a user-defined vendor classification for tax purposes.

Ind (indicator). This field shows a user-defined item or services classification for tax purposes.

Code. This field shows a user-defined code to identify specific taxes.

Description. This field shows a description for this tax record.

Base amount. This field shows the taxable amount of the invoice for this tax.

Percent. This field shows the tax rate in effect.

Tax amount. This field shows the calculated tax based on the base amount times the percent.

AM61N3D—Invoice and Credit Memo Inquiry (Inquiry)

Use this panel to review extended tax records for a selected invoice.

This panel appears when you select an extended tax record and press **Enter** on the Invoice and Credit Memo Inquiry-Extended Tax panel (AM61N3)

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N3D **

  Invoice      Seq  Inv type  Inv date  Due date  Terms   FOB  Ship via   Disc %
  **********   ***   *******  **/**/**  **/**/**   ***    ***    ***       **.*

 Company **       Vendor  ******             Assignee  Pmt sel no  Currency ID ***
 ************** ************************ ******          *****  ***************

 Gross amt        Discount amt          Freight             Tax       Pay to-date
**********.**    ***********.**   ***********.**   ***********.**  **********.**
  -------------------------  Extended Tax Detail ------------------------------
  Description  **********************
                                                               Tax      Compound

  Tax  Non-tax    Tax     Tax   Base   Item chg   Tax in  Account      Tax
  Ind    Ind    Suffix   Code   Code    Disc %     Item   Method      Uplift
  ***    ***     *****  *****     *     *.***        *       *         *.****

  Tax base amt            Tax amt         Tax acct charged     Use tax account
   ***********.**     ***********.**                 ****     ***************


F02=Invoice summ
F03=Extended tax     F05=Payments       F07=P.O. list          F19=Reselect option
s
F04=Spec charges     F06=Items          F09=Alternate curr     F24=Exit
```

What to do

Use the function keys to assist you in reviewing the information for the selected invoice.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2).

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if extended tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charge shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

Description. This field shows a description for this record.

Tax ind (tax indicator). This field shows a user-defined item or services classification for tax purposes.

Non-tax ind (non-tax indicator). This field is used in some value-added tax countries to distinguish between non-taxable items and “zero-rated” items. It is used for reporting purposes only.

Tax suffix. This field shows a user-defined code to classify vendors for tax purposes.

Tax code. This field shows a user-defined code used to specify specific taxes.

Base code. This field controls how cash discounts are used in the tax calculation.

Item chg disc % (item charge discount percent). This field shows the tax percent from the CAS tax routine.

Tax in item. In countries where value-added tax is used, this field identifies invoices where tax was not shown as a separate item on the invoice.

Tax account method. This field shows if tax was charged to a single tax account or prorated to other invoice line items for accounting purposes.

1 Single tax account
2 Prorated.

Compound tax uplift. This field is used when a transaction is subject to multiple taxes and the tax amount from the first tax is included in the tax base for the second tax. The default is 1.000.

Tax base amt (tax base amount). This field shows the taxable amount of the invoice.

Tax amt (tax amount). This field shows the calculated tax based on base amount times percent.

Tax acct charged (tax account charged). This field shows the account to which taxes are charged.

Use tax account. This field shows the account used to record use-tax liability.

AM61N4—Invoice and Credit Memo Inquiry

Use this panel to show special charge information records for an invoice in a list format.

This panel appears when you use **F04** from any invoice panel.

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N4  **

  Invoice       Seq  Inv type  Inv date  Due date  Terms   FOB   Ship via   Disc %
  **********    ***   *******  **/**/**  **/**/**   ***    ***     ***      **.**

 Company **      Vendor  ******             Assignee  Pmt sel no  Currency ID ***
 *************** *************************  ******         *****  ***************

 Gross amt       Discount amt          Freight             Tax      Pay to-date
***********.**   ***********.**  ***********.**  ***********.**  ***********.**
 --------------------------  Special Charges  --------------------------
   (x)   P.O.    Item number            Descriptions
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************
    A    ******* **************         *******************************


Use roll up/down
F02=Invoice summ      F05=Payments       F07=P.O. list        F19=Reselect options

F03=Extended tax      F06=Items          F09=Alternate curr   F24=Exit
```

What to do

To look at further detail about a special charge record, type **X** next to the corresponding tax, freight, or special charge record and press **Enter**. Panel AM61N4D appears.

Function keys

F02=Invoice summ shows you the Invoice Summary panel (AM61N2).

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. List shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate**** currency** appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. The invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). The sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an invoice or a credit memo.

Inv date (invoice date). The date you entered the invoice.

Due date. The last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms. The invoice terms code from the Terms Master file.

FOB (free on board code). The invoice code that indicates the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

Ship via. A user-defined code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. The company number and name.

Vendor. The vendor number and name.

Assignee. The vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). The payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the identification and description of the currency for this invoice.

Gross amount. The total amount of charges for this invoice.

Discount amount. The amount of discount being taken.

Freight. The total freight charges for this invoice.

Tax. The total amount of tax charged to this invoice.

Pay to date. The amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

Special charges.

(X): Type **X** next to those records for which you wish to see detail for tax, freight, or special charge records.

P.O.: The purchase order number referenced by this tax, freight, or special charge.

Item number: The number of each item.

Description: The descriptive text associated with the tax, freight, or special charges.

AM61N4D—Invoice and Credit Memo Inquiry—Special Charge Detail

Use this panel to show tax, freight, or special charge information detail for an invoice.

This panel appears when you press **Enter** on the Invoice and Credit Memo Inquiry—Special Charge List panel (AM61N4).

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N4D **

  Invoice     Seq  Inv type  Inv date  Due date  Terms    FOB   Ship via   Disc %
  **********  ***   *******  **/**/**  **/**/**

 Company **      Vendor  ******             Assignee  Pmt sel no  Currency ID ***
 *************** ************************** ******          *****  ***************

 Gross amt       Discount amt        Freight             Tax     Pay to-date
***********.**   ***********.**  ***********.**  ***********.**  ***********.**
 --------------------------  Special Charge Detail  ---------------------------
 Item no  ***************
 Description ******************************
 Landed cost code ***      Warehouse             ***  Gross amt ***********.**
 Subj base ***********.**  Discount pct         **.**  Disc amt  ***********.**
 Exp acct ***************  Charge type              *  Jrnl ref no ************
 Quantity ***********.***  Unit of measure         **  Prorate Y/N            *
 Order no         *******  Misc chg   ***************
 Charge oper         ****  P.O. no           *******

Use roll up/down
F02=Invoice summ      F05=Payments       F07=P.O. list       F19=Reselect options

F03=Extended tax      F06=Items          F09=Alternate curr  F24=Exit
```

What to do

To see invoice information use a function key. Refer to the function key descriptions for additional information.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2) again.

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Refer to the Invoice and Credit Memo Inquiry panel (AM61N4) for an explanation of the fields above the Special Charge Detail line. The other fields are described below.

Item no. (number). The number of the item to which the special charge information is associated.

Description. The descriptive text associated with the special charge.

Landed cost code. This field identifies import charges (for example, duty) that apply to this invoice. The code is from the Landed Cost Master file.

Warehouse. The number of the warehouse that received the material.

Gross amt (gross amount). The total amount of special charges for this record.

Subj base (subject to discount base). If a discount is calculated, this is the amount on which the calculation is based.

Discount pct (discount percent). If a discount is calculated, this is the percent used to calculate the discount amount.

Disc amt (discount amount). The discount being taken.

Exp acct (expense account). The general ledger account number to which this line item will be charged. If the General Ledger application is not interfacing with Purchasing or is not active, this field is blank.

Charge type. One of the following codes appears:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction

N Nonemployee compensation

O Outside operation

M Miscellaneous charge

F Miscellaneous charge (forced add)

I Cost adjustment.

Jrnl ref no (journal reference number). The general ledger journal reference number for this line item.

Quantity. The number of items to which this special charge applies.

Unit of measure. The stocking unit of measure.

Prorate (Y/N). This field indicates that a tax, special charge, or freight item was prorated to the other invoice line items for accounting purposes.

Order no (order number). The purchase or manufacturing order to which this detail transaction is charged.

Misc chg (miscellaneous charges). The miscellaneous charge number to which the detail line applies for charge types F or M. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

Charge oper (charge operation). The operation sequence number to which this charge applies for a charge type of O. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

P.O. no (purchase order number). The purchase order to which the special charge applies.

AM61N5—Invoice and Credit Memo Inquiry—Payments List

Use this panel to show the payment records for an invoice in a list format. Payments are made by the Accounts Payable application.

This panel appears when you use **F05** on any Invoice and Credit Memo Inquiry panel.

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N5   **

  Invoice     Seq  Inv type  Inv date  Due date  Terms    FOB   Ship via    DISC %
  **********  ***  *******   **/**/**  **/**/**   ***     ***     ****       **.**

 Company **       Vendor  ******           Assignee  Pmt sel no  Currency ID ***
 ***************  *************************  ******       *****   ***************

 Gross amt        Discount amt          Freight              Tax     Pay to-date
***********.**    ***********.**    **********.**  ***********.**  ***********.**
 ---------------------------------- Payments ---------------------------------
 (x)  Check no    Check date    Expected payment date    Payment amt       Status
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***
  A   *****       **/**/**             **/**/**          ***********.**     ***

 Use roll up/down
 F02=Invoice summ   F04=Spec charges   F07=P.O. list      F19=Reselect options

 F03=Extended tax   F06=Items          F09=Alternate curr  F24=Exit
```

What to do

- To look at further detail about a payment record, type **X** next to the corresponding payment record. Press **Enter**. Panel AM61N5D appears.
- To look at invoice summary for the invoice shown, use **F02**. Panel AM61N2 appears.
- To look at extended tax records for this invoice, use **F03**. Panel AM61N3 appears.

- To select another invoice for which to view tax, freight, or special charge details, use **F04**. Panel AM61N4 appears.
- To look at the items on this invoice, use **F06**. Panel AM61N6 appears.
- To look at the purchase order list for this invoice, use **F07**. Panel AM61N7 appears.
- To show the alternate currency for this invoice, if multi-currency processing is active, use **F09**.
- To select another invoice, use **F19**.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2) again.

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charge shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

(X). Type **X** next to the records for which you wish to see payment record detail.

Check no. If this is a prepaid invoice, this field shows the check number that matches a record in the Manual Payment file.

Check date. If this is a prepaid invoice, this field shows the date the check was generated.

Expected payment date. This field shows the date you expect a check to be written.

Payment amt. This field shows the amount paid to the vendor by this prepayment.

Status. This field shows one of the following codes:

Paid Paid
Sel Selected for payment
Rev Payment reversal.

AM61N5D—Invoice and Credit Memo Inquiry—Payments Detail

Use this panel to show the detailed information for a specific invoice payment. Payments are made by the Accounts Payable application.

This panel appears when you press **Enter** from the Invoice and Credit Memo Inquiry—Payments List panel (AM61N5).

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N5D **

  Invoice       Seq  Inv type  Inv date  Due date  Terms   FOB   Ship via    Disc %
  **********    ***   *******  **/**/**  **/**/**   ***    ***     ***       **.**

 Company **      Vendor  ******           Assignee  Pmt sel no  Currency  ID ***

 *************** ************************* ******          *****  ***************

 Gross amt       Discount amt         Freight              Tax       Pay to-date
***********.**   **********.**    ***********.**  ***********.** **********.**

 -----------------------------  Payment Detail  --------------------------------
                                                                   A/P cash acct
 Check no   Check date  Exp.pmt.date  Status  Method  Bank acct  ***************
 ******       **/**/**     **/**/**     ***      *       ***
                                                                 Trans. gain/loss
                Payment     Bank acct          Trading       Acct ***************
 Gross   **********.**   **********.**    ***********.**     Amt **********.**
 Disc    **********.**   **********.**    ***********.**
 Curr ID          ***              ***              ***

 Use roll up/down
 F02=Invoice summ   F04=Spec charges    F07=P.O. list       F19=Reselect options
 F03=Extended tax   F06=Items           F09=Alternate curr  F24=Exit
```

What to do

- To look at invoice summary for the invoice shown, use **F02**. Panel AM61N2 appears.
- To look at extended tax records for this invoice, use **F03**. Panel AM61N3 appears.
- To look at tax, freight, or special charges for this invoice, use **F04**. Panel AM61N4 appears.
- To select another payment record, use **F05**. Panel AM61N5 appears.
- To look at the items on this invoice, use **F06**. Panel AM61N6 appears.
- To look at the purchase order list for this invoice, use **F07**. Panel AM61N7 appears.
- To show the alternate currency for this invoice, if multi-currency processing is active, use **F09**.
- To select another invoice, use **F19**.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2).

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Misc charges shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F06=Items (Items List) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if Item records appear for this invoice. This panel shows all the items associated with this invoice.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

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Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

A/P cash acct (accounts payable cash account). If general ledger distribution is active, this field shows the general ledger cash-only account number.

Check no. (number). If this is a prepaid invoice, this field shows the check number that matches a record in the Manual Payment file.

Check date. If this is a prepaid invoice, this field shows the date the check was generated.

Exp. pmt. date (expected payment date). This field shows the date you expect a check to be written.

Status. This field shows one of the following codes:

Paid	Paid
Sel	Selected for payment
Rev	Payment reversal.

Method. This field identifies the payment method (check or wire).

Bank acct. (account). This field identifies the bank used to pay the invoice.

Trans. gain/loss (transaction gain/loss). These fields appear only if multi-currency processing is active.

Acct (account): This field shows the account to which the transaction gain or loss is charged.

Amt (amount): This field shows the difference between the amount invoiced and the amount paid.

Payment. These fields show the amounts paid to the vendor in the payment currency.

Gross: This field shows the total amount of the payment.

Disc (discount): This field shows the total amount of the discount.

Curr ID (currency ID): This field shows the three-character identifier of the payment currency. This field appears only if multi-currency processing is active.

Bank acct. (account). This field shows the amount in the denomination of the bank account.

Gross: This field shows the total amount of the payment.

Disc (discount): This field shows the total amount of the discount.

Curr ID (currency ID): This field shows the three-character identifier of the bank account currency. This field appears only if multi-currency processing is active.

Trading. These fields show the currency used when dealing with the vendor. They only if multi-currency processing is active.

Gross: This field shows the total amount of the payment.

Disc (discount): This field shows the total amount of the discount.

Curr ID (currency ID): This field shows the three-character identifier of the bank account currency.

AM61N6—Invoice and Credit Memo Inquiry—Item List

Use this panel to show the item records for an invoice in a list format.

This panel appears when you use **F06** from any Invoice and Credit Memo Inquiry panel.

```
 Date **/**/
**          Invoice and Credit Memo Inquiry       Inquiry    AM61N6   **

  Invoice     Seq  Inv type  Inv date  Due date  Terms   FOB   Ship via   Disc %
 ********** ****** ********  **/**/**  **/**/**  ***     ***     ***      ***.**

 Company **       Vendor  ******           Assignee  Pmt sel no  Currency ID ***
 *************** ************************* ******         *****  ***************

 Gross amt        Discount amt          Freight             Tax     Pay to-date
 ***********.**   ************.**  ***********.**  ***********.** ************.**

   ------------------------------- Items ------------------------------------

 (X) P.O.    Item number      Rel Description                    Gross amt
  A  ******* *************** **** ****************************** ************.***




 Use roll up/down
 F02=Invoice summ     F04=Spec charges    F07=P.O. list       F19=Reselect optio
ns
 F03=Extended tax     F05=Payments        F09=Alternate curr  F24=Exit
```

What to do

- To look at further detail about an item record, type **X** next to the corresponding item record. Press **Enter**. Panel AM61N6D appears.
- To look at invoice summary for this invoice, use **F02**. Panel AM61N2 appears.
- To look at extended tax records for this invoice, use **F03**. Panel AM61N3 appears.
- To look at tax, freight, or special charges for this invoice, use **F04**. Panel AM61N4 appears.
- To look at payment records for this invoice, use **F05**. Panel AM61N5 appears.
- To look at the purchase order list for this invoice, use **F07**. Panel AM61N7 appears.
- To show the alternate currency for this invoice, if multi-currency processing is active, use **F09**.
- To select another invoice, use **F19**.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2).

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charges (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F07=P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

(X). Type **X** next to the records for which you wish to see details.

P.O. (purchase order). This field shows the purchase order number for the item.

Item number. This field shows the number of each item on the invoice.

Rel. (release). This field shows the release number for this item if this is an invoice for a blanket purchase order.

Description. This field shows the descriptive text associated with the item.

Gross amount. This field shows the total amount of charges for this invoice.

AM61N6D—Invoice and Credit Memo Inquiry—Item Detail

Use this panel to show the detailed information for a specific invoiced line item.

This panel appears when you press **Enter** from the Invoice and Credit Memo Inquiry—Item List panel (AM61N6).

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N6D **

  Invoice      Seq  Inv type  Inv date  Due date  Terms   FOB   Ship via   Disc %
  *******      ***  *******   **/**/**  **/**/**   ***    ***     ***       **.**

 Company **      Vendor  ******                Assignee  Pmt sel no  Currency ID ***
 *************** ************************* ******            *****  ***************

 Gross amt       Discount amt          Freight             Tax      Pay to-date
***********.**   ***********.**  ***********.**  ***********.**  ***********.**
 ------------------------------- Item Detail --------------------------------
 Item no  ***************  Misc item seq        *** Blanket release no    ****
 Description  ******************************       Line invoice code         *
 Landed cost code     ***  Warehouse no        ***  Gross amt    ***********.**
 Subj base ***********.**  Disc pct          **.**  Disc amt     ***********.**
 Exp acct ***************  Charge type           *  Pay to date ***********.**
 Quantity      *******.***  Unit of measure      **  Itm frt      ***********.**
 Order no          *******  Misc chg ***************  Debit memo      **********
 Charge oper          ****  P.O. no        *******
 *MRO*                      Work order-task ******-** Cost code   ******

 Use roll up/down
 F02=Invoice summ    F04=Spec charges    F07=P.O. list        F19=Reselect optio
ns
 F03=Extended tax    F05=Payments        F09=Alternate curr   F24=Exit
```

What to do

To see invoice information use a function key. Refer to the function key descriptions for additional information.

Function keys

F02 Invoice summ (summary) shows you the Invoice Summary panel (AM61N2).

F03 Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04 Spec charges (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05 Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F07 P.O. list shows you the Invoice and Credit Memo Inquiry panel (AM61N7) if Purchase Order records appear for this invoice. This panel shows all the purchase orders associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Most of the fields on this panel are described under the Invoice and Credit Memo Inquiry panels AM61N4 and AM61N4D. The other fields are described below.

Misc item seq (miscellaneous item sequence). The non-inventory sequence number assigned to this item on the purchase order.

Blanket release no. (number). The sequential number assigned to the referenced purchase order blanket release.

Description. The descriptive text associated with the item.

Line invoice code. This field shows whether the item has been completely (C) or partially (P) invoiced.

Pay to date. The amount of payment made to this invoice to date. If the line item has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

Quantity. The number of units invoiced on this line item.

Itm frt (item freight). The freight charges for this item on the purchase order.

Debit memo. The debit memo number entered in data entry. The number must exist in the Purchase Order Debit Memo (PODEBT) file and applies only if the transaction is a credit memo.

AM61N7—Invoice and Credit Memo Inquiry—Orders Per Invoice List

Use this panel to show the orders for an invoice.

This panel appears when you use **F07** from any Invoice and Credit Memo Inquiry panel or when you use the Orders per Invoice fields on the Invoice and Credit Memo Inquiry (Options) panel (AM61N1).

```
Date **/**/**        Invoice and Credit Memo Inquiry       Inquiry    AM61N7  **

 Invoice      Seq  Inv type  Inv date  Due date  Terms   FOB   Ship via   Disc %
 **********   ***   *******  **/**/**  **/**/**   ***    ***     ***      **.**

Company **      Vendor  ******            Assignee  Pmt sel no  Currency ID ***
*************** ************************ ******          *****   ***************

Gross amt       Discount amt          Freight             Tax     Pay to-date
************.** ***********.** **********.** ************.** ***********.**

---------------------------  Orders Per Invoice  -----------------------------

(X)    Order no     Order date     Compl code        P.O. amt invoiced
 A     *******      **/**/**           *             ***********.**
 A     *******      **/**/**           *             ***********.**
 A     *******      **/**/**           *             ***********.**
 A     *******      **/**/**           *             ***********.**
 A     *******      **/**/**           *             ***********.**
 A     *******      **/**/**           *             ***********.**

Use roll up/down
F02=Invoice summ   F04=Spec charges  F06=Items           F19=Reselect options
F03=Extended tax   F05=Payments      F09=Alternate curr  F24=Exit
```

What to do

Use the function keys to assist you in reviewing the information on the panel.

Function keys

F02=Invoice summ (summary) shows you the Invoice Summary panel (AM61N2).

F03=Extended tax (extended tax list) shows you the Invoice and Credit Memo Inquiry panel (AM61N3) if Extended Tax records appear for this invoice. This panel shows all the extended taxes associated with this invoice.

F04=Spec charges (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F05=Payments (payments list) shows you the Invoice and Credit Memo Inquiry panel (AM61N5) if Payment records appear for this invoice. This panel shows all the payments associated with this invoice. Payments are made by the Accounts Payable application.

F06 Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if item records appear for this invoice. This panel shows all the items associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Invoice. This field shows the invoice number you entered on the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

Seq (sequence number). This field shows a sequence number which tracks repeated usage of the same invoice number.

Inv type (invoice type). This field indicates whether this record is for an INVOICE or a CR MEMO (credit memo).

Inv date (invoice date). This field shows the date you entered the invoice.

Due date. This field shows the last date an invoice can be paid and still receive a discount. If you did not type a date, the date of the invoice batch appears.

Terms (terms code). This field shows the invoice terms code from the Terms Master file.

FOB (free on board code). This field shows the invoice Free on Board code from the Free on Board Master file.

Ship via. This field shows a user-defined ship via code from the Open Payables file for this invoice.

Disc % (discount percent). If a discount is calculated, this field shows the percent used to calculate the amount.

Company. This field shows you the company number and name.

Vendor. This field shows the vendor number and name.

Assignee. This field shows the vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Pmt sel no (payment selection number). This field shows the payment selection number the application assigned to the invoice when it was posted to the Open Payables file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency ID and description identifying the currency for this invoice.

Gross amount. This field shows the total amount of charges for this invoice.

Discount amount. This field shows the amount of discount being taken.

Freight. This field shows the freight charges for this invoice.

Tax. This field shows the amount of tax charged to this invoice.

Pay to date. This field shows the amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

(X). Type **X** next to the records for which you wish to see details.

Order no. (number). This field shows the purchase order referenced by this invoice.

Order date. This field shows the date the order was placed.

Compl code (completion code). C indicates that completed invoicing activity has been processed for this purchase order. P indicates that invoice activity is only partially completed.

P.O. amount invoiced. This field shows the total amount invoiced against this purchase order.

AM61N8—Invoice and Credit Memo Inquiry—Invoices Per Order List

Use this panel to show the invoices per order in a list format.

This panel appears when you use **F08** from any Invoice and Credit Memo Inquiry panel or when you enter a purchase order number on the Invoice and Credit Memo Inquiry (Options) panel (AM61N1).

```
 Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N8   **

 P.O. number  Compl Buyer Vendor ******                Assignee  Currency ID  ***
 *******          * ***** *************************    ******    ****************

    Discount          Freight             Tax      Spec chg         Gross amt
 ***********.**   ***********.**   ***********.** ***********.** ***********.**

----------------------- Invoices Per Order ----------------------------

     Invoice     Inv  Mult C=Credit  Invoice  Purchase order       Invoice
(X)  Number      Seq  Y/N    Memo     Date     Amt invoiced      Amt-to-date
 A   ********** ***   *       *     **/**/** ***********.**  ***********.**





 Use roll up/down     F06=Items
 F04=Spec charges     F09=Alternate curr   F19=Reselect options  F24=Exit
```

What to do

Use the function keys to assist you in reviewing the information on the panel.

Function keys

F04=Spec charges (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N4) if tax, freight, or special charge records appear for this invoice. This panel shows all such charges associated with this invoice.

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry panel (AM61N6) if item records appear for this invoice. This panel shows all the items associated with this invoice.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

P.O. number (purchase order number). The number of the purchase order being invoiced.

Compl (completion status code). This field indicates completed invoicing activity (C) for this purchase order or invoicing activity only partially (P) completed.

Buyer. The number of the buyer for the purchase order.

Vendor. The vendor number and name.

Assignee. The vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency identification and description for this invoice.

Discount. The amount of discount being taken.

Freight. The freight charges on the purchase order.

Tax. The amount of tax charged to this purchase order.

Spec chg (special charges). The amount of special charges for this purchase order.

Gross amt (gross amount). The total amount of invoices for this purchase order.

(X). Type **X** next to the records for which you wish to see details.

Invoice number. The number of each invoice referencing this purchase order.

Inv seq (sequence number). The sequence number that tracks repeated usage of the same invoice number.

Mult Y/N (multiple POs). **Y** indicates the invoice references multiple purchase orders. **N** indicates this purchase order is the only one involved.

C=Credit Memo. **C** indicates this record is for a credit memo. A blank indicates this record is for an invoice.

Invoice Date. The date the invoice was entered.

Purchase order amt invoiced. The amount from this invoice that was applied to this purchase order.

Invoice amt to date. The amount paid to date on this invoice. Payments are made through the Accounts Payable application.

AM61N9—Invoice and Credit Memo Inquiry–Special Charge List

Use this panel to select an invoice on which the purchase order tax, freight, or special charges appear.

This panel appears when you use **F04** on any of the following Invoice and Credit Memo Inquiry panels:

AM61N8	Invoices per Order
AM61N9D	Special Charge Detail
AM61N0	Item List
AM61N0D	Item Detail

```
Date  **/**/**      Invoice and Credit Memo Inquiry       Inquiry    AM61N9  **

P.O.number  Compl Buyer Vendor ******                 Assignee  Currency ID ***
*******        *   ****** ************************   ******  ***************

   Discount           Freight              Tax          Misc chg    Gross amt
***********.**   ***********.**   ***********.**  ***********.**  ***********.*

------------------------  Special Charges  --------------------------

(X)  Invoice   Seq Item number              Description
 A   *******   *** ***************          ******************************
 A   *******   *** ***************          ******************************
 A   *******   *** ***************          ******************************
 A   *******   *** ***************          ******************************
 A   *******   *** ***************          ******************************
 A   *******   *** ***************          ******************************


Use roll up/down     F08=Invoice list
F06=Items            F09=Alternate curr     F19=Reselect options    F24=Exit
```

What to do

To look at further detail about a special charge, type **X** next to the corresponding special charge record and press **Enter**. Panel AM61N9D appears.

Function keys

F06=Items (items list) shows you the Invoice and Credit Memo Inquiry—Purchase Order Item List panel (AM61N0) if item records appear for this purchase order. This panel shows all the items associated with this purchase order.

F08=Invoice list shows you the Invoice and Credit Memo Inquiry—Invoices per Order panel (AM61N8) showing any invoices associated with this purchase order.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

P.O. number (purchase order number). The number of the purchase order being invoiced.

Compl (completion status code). This field indicates completed invoicing activity (**C**) for this purchase order or invoicing activity only partially (**P**) completed.

Buyer. The number of the buyer for the purchase order.

Vendor. The vendor number and name.

Assignee. The vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency identification and description for this invoice.

Discount. The amount of discount being taken.

Freight. The freight charges on the purchase order.

Tax. The amount of tax charged to this purchase order.

Misc chg (miscellaneous charges). The amount of miscellaneous charges for this purchase order.

Gross amt (gross amount). The total amount of invoices for this purchase order.

(X). Type **X** in this field to select the special charge for which you wish to see detail.

Invoice. The invoices on which this purchase order's special charges appear.

Seq (sequence number). The number assigned by the application to a miscellaneous or service item. A miscellaneous or service item may appear more than once on the same invoice.

Item number. The number for which special charges appear.

Description. The descriptive text associated with the invoice.

AM61N9D—Invoice and Credit Memo Inquiry–Special Charge Detail

Use this panel to show the special charge records for a specific purchase order.

This panel appears when you press **Enter** from the Invoice and Credit Memo Inquiry—Special Charge List panel (AM61N9).

```
Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry    AM61N9D

P.O. number  Compl Buyer Vendor ******               Assignee  Currency ID ***
*******        *   ***** ************************* ******    ****************

   Discount          Freight              Tax       Spec chg      Gross amt
***********.**   ***********.**   ***********.** ***********.** ***********.*


-----------------------      Special Charges Detail    -------------------------
Item no  ***************
Description ******************************
Landed cost code  ***      Warehouse ***               Gross amt ***********.**
Subj base ***********.**   Discount percent     **.**  Disc amt  ***********.**
Exp acct ***************   Charge type              *  Jrnl ref no ************
Quantity     *******.***   Unit of measure         **  Prorate Y/N            *
Order no         *******   Misc chg ***********.**
Charge oper         ****   Invoice no     **********   Invoice seq          ***



Use roll up/down     F08=Invoice list
F06=Items            F09=Alternate curr     F19=Reselect options    F24=Exit
```

What to do

To see other invoice information, refer to the function key descriptions.

Function keys

F06=Items shows you the Invoice and Credit Memo Inquiry—Purchase Order Item List panel (AM61N0) showing all items associated with this purchase order.

F08=Invoice list shows you the Invoice and Credit Memo Inquiry—Invoices per Order panel (AM61N8) showing any invoices associated with this purchase order.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Except for Special Charges, all the fields above the Special Charges Detail line are described under the Invoice and Credit Memo Inquiry panel (AM61N9). The other fields are described below.

Spec chg (special charges). The total special charges for this purchase order.

Item no. (number). The number of each item for this vendor.

Description. The description of this operation.

Landed cost code. This field identifies import charges (for example, duty) that apply to this item. The code is from the Landed Cost Master file.

Warehouse no. (number). The number of the warehouse that received the material.

Gross amt (gross amount). The total amount of charges for this item.

Subj base (subject to discount base). If a discount is calculated, this is the amount on which the calculation is based.

Discount percent. If a discount is calculated, this field shows the percent used to calculate the discount amount.

Disc amt (discount amount). The discount being taken.

Exp acct (expense account). The general ledger account number to which this line item will be charged. If the General Ledger application is not interfacing with Purchasing or is not active, this field is blank.

Charge type. One of the following codes appears:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction

N Nonemployee compensation

O Outside operation

M Miscellaneous charge

F Miscellaneous charge (Forced Add)

I Cost adjustment.

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Jrnl ref no (journal reference number). The general ledger journal reference number.

Quantity. The number of units to which this special charge applies.

Unit of measure. The stocking unit of measure.

Prorate <Y/N>. This field indicates that this special charge was prorated to the other invoice line items for accounting purposes.

Order no. (number). The purchase or manufacturing order to which this special charge applies as a miscellaneous charge or cost adjustment.

Misc chg (miscellaneous charges). The miscellaneous charge number to which the detail line applies for charge types F or M. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

Charge oper (charge operation). The operation sequence number to which this charge applies for a charge type of O. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

Invoice no. (number). The number of this invoice for this order.

Invoice seq (sequence number). The invoice sequence number which tracks repeated usage of the same invoice number.

AM61N0—Invoice and Credit Memo Inquiry—Item List

Use this panel to show invoice line items referencing this purchase order.

This panel appears when you use **F06** from one of the following Invoice and Credit Memo Inquiry panels:

AM61N8	Invoices per Order
AM61N9	Special Charge List
AM61N9D	Special Charge Detail
AM61N0D	Item Detail

```
Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry  AM61N0    **

P.O. number  Compl Buyer Vendor ******                  Assignee  Currency ID ***
 *******        *  ****** *************************     ******    ***************

   Discount           Freight                Tax     Spec chg    Gross amount
***********.**   ***********.**   ***********.**  *********.**  ***********.**



------------------------------------ Items ------------------------------------

(X) Invoice     Seq Item Number      PO Seq  Rel Description                  MRO
 A  ********** *** ***************  ***    **** ****************************** *






Use roll up/down    F08=Invoice list
F04=Spec charges    F09=Alternate curr     F19=Reselect options        F24=Exit
```

What to do

To look at further detail about a purchase order's invoice, type **X** next to the corresponding item and press **Enter**. Panel AM61N0D appears.

Function keys

F04=Spec charge (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N9) if tax, freight, or special charge records appear for this purchase order. This panel shows all such charges associated with this purchase order.

F08=Invoice list shows you the Invoice and Credit Memo Inquiry—Invoices per Order panel (AM61N8) showing any invoices associated with this purchase order.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

P.O. number. The number of the purchase order being invoiced.

Compl (completion status code). This field indicates completed invoicing activity (**C**) for this purchase order or invoicing activity only partially (**P**) completed.

Buyer. The number of the buyer for the purchase order.

Vendor. The vendor number and name.

Assignee. The vendor number that refers to an address, other than the vendor address, where payment is to be sent. The assignee number must be a record in the Vendor Master file.

Currency ID. This field appears only if multi-currency processing is active. It shows the currency identification and description for this invoice.

Discount. The amount of discount being taken.

Freight. The total freight charges on the purchase order.

Tax. The amount of tax charged to this purchase order.

Spec chg (special charges). The total special charges for this purchase order.

Gross amt (gross amount). The total amount of invoices for this purchase order.

Items.

(X): Type **X** next to those records for which you want to see item details.

Invoice: The invoices on which this purchase order's special charges appear.

Seq (sequence): The sequence number which tracks repeated usage of the same invoice number.

Item number: The number of each item.

PO seq (purchase order sequence number): The number assigned by the application to a miscellaneous or service item. A miscellaneous or service item may appear more than once on the same purchase order.

Rel. (release): The release number for this item if this is a blanket purchase order.

Description: The user-defined description of the invoice line item. For example, the purchase order number or a physical description entered during Payables Entry/Edit.

MRO: This column appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that the item is a spare part or service item.

AM61N0D—Invoice and Credit Memo Inquiry—Item Detail

Use this panel to show the item details for a specific purchase order.

This panel appears when you press **Enter** from the Invoice and Credit Memo Inquiry—Purchase Order Item List panel (AM61N0).

```
Date **/**/**       Invoice and Credit Memo Inquiry       Inquiry  AM61N0D   **

P.O.number  Compl Buyer Vendor ******                   Assignee  Currency ID ***
 *******       *  ****** *************************  ******   ***************

   Discount          Freight              Tax         Spec chg   Gross amount
***********.**   ***********.**   ***********.** **********.**  ***********.**



-------------------------------  Item Detail  --------------------------------
Item no  ***************  Misc item seq        *** Blanket release no    ****
Description  ******************************        Line invoice code      ***
Landed cost code      ***  Warehouse no        *** Gross amt    ***********.**
Subj base ***********.**  Disc percent       **.** Disc amt     ***********.**
Exp acct  ***************  Charge type            * Pay to date ***********.**
Quantity      **********  Unit of measure       ** Itm frt      ***********.**
Order no         *******  Misc chg *************** Debit memo       **********
Charge oper         ****  Invoice no      ********** Invoice seq     ***
*MRO*                     Work order-task ******-** Cost code    ******


Use roll up/down    F08=Invoice list
F04=Spec charges    F09=Alternate curr     F19=Reselect options        F24=Exit
```

What to do

To see item detail for a purchase order, use the function keys. Refer to the function key descriptions for additional information.

Function keys

F04=Spec charges (special charges) shows you the Invoice and Credit Memo Inquiry panel (AM61N9) if tax, freight, or special charge records appear for this purchase order. This panel shows all such charges associated with this purchase order.

F08=Invoice list shows you the Invoice and Credit Memo Inquiry—Invoices per Order panel (AM61N8) showing any invoices associated with this purchase order.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local, trading, and alternate currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to the Invoice and Credit Memo Inquiry (Select) panel (AM61N1).

F24=Exit ends the invoice inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Refer to the Invoice and Credit Memo Inquiry—Item List panel (AM61N0) for an explanation of the fields above the Item Detail line. The other fields are described below.

Item no. (number). The number of each item on the invoice.

Misc item seq (miscellaneous item sequence). The non-inventory sequence number assigned to this item on the purchase order.

Blanket release no. The sequential number assigned to the referenced purchase order blanket release.

Description. The descriptive text associated with the item.

Line invoice code. This field indicates the item has been completely (C) or partially (P) invoiced.

Landed cost code. This field identifies import charges (for example, duty) that apply to this invoice. The code is from the Landed Cost Master file.

Warehouse no. (number). The number of the warehouse that received the material.

Gross amt (gross amount). The total special charges for this line item.

Subj base (subject to discount base). If a discount is calculated, this field shows the amount on which the calculation is based.

Disc pct (discount percent). If a discount is calculated, this field shows the percent used to calculate the discount amount.

Disc amt (discount amount). The discount being taken.

Exp acct (expense account). The general ledger account number to which this line item will be charged. If the General Ledger application is not interfacing with Purchasing or is not active, this field is blank.

Charge type. One of the following codes appears:

Blank No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction

N Nonemployee compensation

O Outside operation

M Miscellaneous charge

F Miscellaneous charge (forced add)

I Cost adjustment.

Pay to date. The amount of payment made to this invoice to date. If the invoice has been paid in full, the message PAID IN FULL appears. Payments are made by the Accounts Payable application.

Quantity. The number of units invoiced on this line item.

Unit of measure. The stocking unit of measure.

Itm frt (item freight). The freight charges for this item on the purchase order.

Order no. (number). The purchase or manufacturing order to which this detail transaction is charged.

Misc chg (miscellaneous charges). The miscellaneous charge number to which the detail line applies for charge types F or M. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

Debit memo. The debit memo number entered in data entry. The number must exist in the Purchase Order Debit Memo (PODEBT) file and applies only if the transaction is a credit memo.

Charge oper (charge operation). The operation sequence number to which this charge applies for a charge type of O. This field does not appear if Production Control and Costing is not interfacing with Purchasing.

Invoice no. (number). The invoice number on which this purchase order detail appears.

Invoice seq (sequence number). The sequence number which tracks repeated usage of the same invoice number.

The next four fields appear only for Maintenance, Repair, and Overhaul (MRO) items if the Maintenance Management System (MMS) is interfacing.

****MRO* .*** This field indicates that this is a spare part or service item.

Work order. The number of the work order that originated in MMS.

Task. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

Cost code. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

Option 8. Vendor/Item Master (AM6M30)

Use this option anytime you want to look at vendor/item information for a specific vendor and item.

This option allows you to find any vendor/item information stored in the Vendor/Item Master file. You can see fields that define the vendor/item relationship, such as purchase commodity class, the vendor's catalog number, an engineering drawing number, whether or not this is a preferred vendor, and if this vendor has been approved as a supplier of this item.

This inquiry starts at a high level by giving you the ability to get a list of all vendors for an item or all items for a vendor. From such a list, you can choose the specific vendor/item record for which you want to see the details.

This option shows all vendor information that does not pertain to vendor/item performance, which you access by selecting option 5 on the Inquiry menu (AM6M30).

What information you need: The vendor number and/or item number for each vendor or item you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM65R1—Vendor/Item Master Inquiry (Options)

Use this panel to select the type of inquiry you want to make.

This panel appears when you select option 8 on the Inquiry menu (AM6M30).

```
Date  **/**/**          Vendor/Item Master Inquiry      Options     AM65R1   **



            Vendor number  aaaaA6
            Item number    aaaaaaaaaaaaaA15












F24=Exit
```

What to do

- To look at a specific vendor/item record, type the vendor number and the item number and press **Enter**. Panel AM65R2 appears.
- To look at all items for a specific vendor, type the vendor number only and press **Enter**. Panel AM65R4 appears.
- To look at all vendors for a specific item, type the item number only and press **Enter**. Panel AM65R3 appears.

Function keys

F24=Exit ends the inquiry session and shows the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. Type the vendor number. To see all vendors for a specific item, leave this blank and type an item number.

Item number [?]. Type the item number. To see all items for a specific vendor, leave this field blank and type a vendor number.

AM65R2—Vendor/Item Master (Inquiry)

Use this panel to view the vendor/item detail information.

This panel appears when you enter a valid vendor and item number on the Vendor/Item Master Inquiry (Options) panel (AM65R1), or when you make a selection from the All Vendors for Item (Inquiry) panel (AM65R3) or All Items for Vendor (Inquiry) panel (AM65R4).

```
 Date  **/**/**              Vendor/Item Master          Inquiry     AM65R2  **

Vendor    ******  ***********************************  ************

Item      ***************  ******************************

                           Preferred vendor  *       Maintenance date ******
Approval date     ******   Approval code     **      Initials           **
Shipping profile  ******   Country of origin ***     Purch commodity    *****
Qty tolerance +%  ***.*    Price tolerance +% ***.*  Date tolerance +   ***
Qty tolerance -%  ***.*    Price tolerance -% ***.*  Date tolerance -   ***
Vendor catalog    *************************  Eng drawing  ***************
Alternate item    *************************  Department   ****
Control comment   ***************************************
                  ***************************************
MRO: Prime vendor *      Unit price  **,***,***,***.****  Currency   ***
     Unit measure **     Conversion factor  **,***.*****
Message #   Description     User code *
 *****      ****************************************
 *****      ****************************************
 *****      ****************************************
 *****      ****************************************  Display IFM data  *
 *****      ****************************************

 F19=Select      F24=Status
```

What to do

- To look at any additional description for this vendor/item, if ***More...*** appears, press **Enter**.
- To look at IFM data, if Y appears in the Display IFM data field, press **Enter.** Panel AM65R5 appears**.**
- To look at another vendor/item record, use **F19**. Panel AM65R1 appears again.

Function keys

F19=Select returns you to the Vendor/Item Master Inquiry (Options) panel (AM65R1).

F24=Status ends the inquiry session and shows the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name. If the vendor has been suspended, the word ** SUSPEND ** appears after the vendor name.

Item. The item number and description.

Preferred vendor. **Y** appears if this is a preferred vendor. **N** appears if not.

Maintenance date. Date this record was last updated.

Approval date. The date on which this item was approved for purchase from the vendor.

Approval code. The user-defined code indicating the item is approved for purchase.

Initials. The initials of the person who approved the vendor/item relationship.

Shipping profile. The shipping profile ID assigned to this vendor/item.

Country of origin. The country of origin associated with the item from this vendor.

Purchase commodity. The purchase commodity class assigned to the item.

Qty tolerance +%. The plus percent by which quantities can deviate from the original purchase order quantity for this vendor/item.

Price tolerance +%. The plus percent by which the price can deviate from the original purchase order price for this vendor/item.

Date tolerance +. The number of days by which required dates for this vendor/item can be exceeded.

Qty tolerance -%. The minus percent by which quantities can deviate from the original purchase order quantity for this vendor/item.

Price tolerance -%. The minus percent by which the price can deviate from the original purchase order price for this vendor/item.

Date tolerance -. The number of days by which required dates for this vendor/item can be missed.

Vendor catalog. The vendor's catalog number for the item.

Eng drawing (engineering drawing number). The number assigned by engineering to identify the drawing for this item, if applicable.

Alternate item. The user-defined alternate identifier for this item. It could be, for example, an OEM number or UPC code.

Department. The department responsible for ordering the item.

Control comment. The user-defined information pertaining to the vendor/item.

MRO. These fields appear only if the Maintenance Management System (MMS) is interfacing and this is an MRO item. Values appear in the fields only if the item is an MRO stores item.

> **Prime vendor**: This field appears only if the Maintenance Management System (MMS) is interfacing. Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.
>
> **Unit price**: The price per unit of the MRO item, expressed in trading currency. The currency ID for this vendor appears after the unit price if the vendor has a trading currency.
>
> **Currency**: The currency in which the vendor’s unit price is expressed, if the vendor has a trading currency.
>
> **Unit measure**: The established ordering (purchasing) unit of measure from the MMS application.

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Conversion factor: The ordering to stores unit of measure conversion factor from MMS.

Message # (standard message number) . The user-defined message number associated with this vendor/item.

Description. The descriptive text associated with the message number or the manually entered message text.

User code . A user-defined code associated with each vendor/item. The system does not perform any processing on this code.

Display IFM data <Y/N> . If **Y** appears in this field, panel AM65R5 appears when you press **Enter**.

Addl desc <Y/N> (additional description). This field indicates whether there are more messages and/or descriptions.

AM65R3—All Vendors for Item (Inquiry)

Use this panel to view all the vendors that supply the item selected.

This panel appears when you enter a valid item number on the Vendor/Item Master Inquiry (Options) panel (AM65R1).

```
  Date  **/**/**         All Vendors for Item             Inquiry   AM65R3    **

Item  ***************  ******************************              *MRO*

Type X beside selection for detail; press Enter.
                                                                    Appr Pref
Sel  Vendor  Commd  Enginnering #     Vendor catalog #          Dept  code vend
-------------------------------------------------------------------------------
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *
 A   ******  *****  ***************  *************************  ****   **    *



 Use roll up/down     F19=Select     F24=Exit
```

What to do

To review the detail information for a record, type **X** next to the record, then press **Enter**. Panel AM65R2 appears.

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Function keys

F19=Select returns you to the Vendor/Item Master Inquiry (Options) panel (AM65R1).

F24=Exit ends the inquiry session and shows the Purchasing Inquiry menu (AM6M30).

Fields

Item. The item number and description.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Sel (selection). Type **X** to select the vendor/item record you want to review. Panel AM65R2 appears. You can make only one selection at a time. If you make additional selections, only the first **X** you enter is processed.

Vendor. The vendor number.

Commd (purchase commodity class). The purchase commodity class of this item.

Engineering # (engineering drawing number). The number assigned by engineering to identify the drawing for this item, if applicable.

Vendor catalog #. The vendor's catalog number for the item.

Dept. (department). The department number associated with this item.

Appr code (approval code). The user-defined code indicating the item is approved for purchase.

Pref vend (preferred vendor). This field indicates whether this is a preferred vendor.

AM65R4—All Items for Vendor (Inquiry)

Use this panel to see all the items this vendor supplies.

This panel appears when you enter a valid vendor number on the Vendor/Item Master Inquiry (Select) panel (AM65R1).

```
  Date  **/**/**        All Items for Vendor             Inquiry   AM65R4   **

Vendor  ****** ************************

Type X beside selection for detail; press Enter.
                                                                             Appr
Sel Item number    MRO Commd Engineering #   Vendor catalog #          Dept  code
-------------------------------------------------------------------------------
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **
 A  *************** *  ***** *************** ************************* ****  **



 F19=Select     F24=Exit
```

What to do

To review an item record for this vendor, type **X** next to the item number, then press Enter. Panel AM65R2 appears.

Function keys

F19=Select returns you to the Vendor/Item Inquiry (Select) panel (AM65R1).

F24=Exit ends the inquiry session and shows the Purchasing Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name.

Sel (selection). Type **X** to select the item record for the vendor you want to review. Panel AM65R2 appears.You can make only one selection at a time. If you make additional selections, only the first **X** you enter is processed.

Item number. The item number for the items this vendor supplies.

MRO . This column appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that the item is a spare part or service item.

Commd (purchase commodity class). The purchase commodity class for this item.

Engineering # (engineering drawing number). The number assigned by engineering to identify the drawing for this item, if applicable.

Vendor catalog #. The vendor's catalog number for the item.

Dept (department number). The department number associated with this item.

Appr code (approval code). The user-defined code indicating the item is approved for purchase.

AM65R5—Vendor/Item Master - IFM Data (Inquiry)

Use this panel to view specific IFM information for a vendor/item record.

This panel appears when **Y** appears in the ***Display IFM Data <Y/N>*** field on the Vendor/Item Master (Inquiry) panel (AM65R2) and you press **Enter**.

```
 Date   **/**/**            Vendor/Item Master          Inquiry    AM65R5   **
                                 IFM Data

        IFM charge     **********          ************************

        Unit           **********          ************************
        Nature         **********          ************************











F19=Return
```

What to do

When you have viewed the information, use **F19**.

Function keys

F19=Return returns you to the Vendor/Item Master Inquiry panel (AM65R2).

Fields

IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for this vendor/item. Press **F4** to search for IFM charges.

Unit. The organizational unit (department, for example) to be used in determining the account to be charged for this vendor/item. Press **F4** to search for units or unit/nature combinations.

Nature. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for this vendor/item. Press **F4** to search for natures or unit/nature combinations.

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Option 9. Quotation/Contract Masters (AM6M30)

Use this option anytime you want to look at vendor price quotations in the Quotation Master file or accepted contracts in the Contract Master file. You can look at a specific quotation or all quotations for a vendor or item. If you don't know the item or vendor number, a master file search is also provided.

This option allows you to look at any quotation or contract information stored in the Quotation/Contract Master files. For quotations, you can see a specific quotation, all quotations for a vendor, or all quotations for an item. For contracts, you can see a specific contract or all contracts for a vendor or item. From these lists, you can then select the specific quotation or contract you want to see.

What information you need: The item number, vendor number, and quote or contract numbers for the quotations you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM64R1—Quotation/Contract Master (Options)

Use this panel to select the type of Quotation/Contract inquiry you want to see.

This panel appears when you select option 9 on the Inquiry menu (AM6M30).

```
 Date  **/**/**         Quotation/Contract Master       Options     AM64R1  **




        Select inquiry option:    n
            1  Quotation/Comments
            2  Contract

        Enter inquiry numbers:
              Vendor                aaaaA6
              Item                  aaaaaaaaaaaaA15
              Warehouse             aA3
              Quote                 aaaaA6
              Contract              aaaA5






F24=Exit
```

What to do

- To look at all quotations for an item, type **1** in the ***Select inquiry option*** field, and type the item number. Press **Enter**. Panel AM64R2 appears.

- To look at all quotations for a vendor/ item, type **1** in the ***Select inquiry option*** field, and type the vendor and the item number. Press **Enter**. Panel AM64R2 appears.
- To look at all contracts for a vendor, type **2** in the ***Select inquiry option*** field, and type the vendor number. Press **Enter**. Panel AM64R3 appears.
- To look at all contracts for an item, type **2** in the ***Select inquiry option*** field, and type the item number. Press **Enter**. Panel AM64R4 appears.
- To look at a specific quotation, type **1** in the ***Select inquiry option*** field, and type the vendor, item, and quote numbers. Press **Enter**. Panel AM64R5 appears.
- To look at a specific contract, type **2** in the ***Select inquiry option*** field, and type the vendor, item, and contract numbers. Press **Enter**. Panel AM64R6 appears.

Function keys

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select inquiry option. Required. Type one of the following option codes:

1 Quotation/Comments. Select this code to see a specific quotation or all quotations for a vendor/item or all quotations for an item.

2 Contract. Select this code to see a specific contract or all contracts for a vendor or item.

Enter inquiry numbers.

Vendor [?]. Type the vendor number.

Item [?]. Type the item number.

Warehouse [?]. Type the warehouse number.

Quote. Type the quote number for the vendor/item specified.

Contract. Type the contract number for the vendor/item specified.

AM64R2—All Quotes for Vendor/Item (Inquiry)

Use this panel to view all quotations for the selected vendor/item or selected item.

This panel appears when you select option 1 and enter valid Vendor/item or item numbers on the Quotation/Contract Master options (Select) panel (AM64R1).

```
  Date  **/**/**         All Quotes for Vendor/Item        Inquiry    AM64R2  **

Vendor ******  ************************************     Prime
*    Currency ID  ***
Item ***************  ********************************* * MRO *
  ****************
---------------------------------------------------------------------------------

Enter X beside selection for detail
                                            Pref Prim          Accept   Expire
Sel Vendor Quote  Reference #               vend quote Buyer   date     date
-------------------------------------------------------------------------------
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**
    ****** ****** *************************   *    *   ***** **/**/** **/**/**



  Use Roll Up/Down    F19=Select      F24=Exit
```

What to do

To see a specific vendor price quotation, type **X** next to the quotation record you want to review and press **Enter**. Panel AM64R5 appears.

Function keys

F19=Select returns you to the Quotation/Contract Master (options) panel (AM64R1).

F24=Exit ends the quotation inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name entered on the Quotation/Contract Master (options) panel (AM64R1). This field comes from the Vendor Master file. This field does not appear if you are looking at all quotes for an item.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Item. The item number you entered on the Quotation/Contract Master (options) panel (AM64R1). The item description also appears. This field is from the Item Master file.

***MRO* .** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Currency ID. The code and description identifying the currency for the vendor. If the currency ID is blank, this record is in the customer's national currency. This field only appears only if multi-currency processing is active.

Sel (Select quotation). Type **X** to select a quotation. The Quotation/Comments Master (Inquiry) panel (AM64R5) appears. You can make only one selection at a time. If you make additional selections, only the first **X** you enter is processed.

Vendor. The vendor number.

Quote. The quote number assigned to the quotation.

Reference #. The reference number assigned to the quotation.

Pref vend (Preferred vendor). This field indicates whether this is a preferred vendor for the item.

Prim quote (Primary quote). This field indicates whether this is a primary quote for the item.

Buyer. The number of the buyer you selected.

Accept date. The date you accepted this quotation.

Expire date. The date this quotation expires.

AM64R3—All Contracts for Vendor (Inquiry)

Use this panel to view all contracts for the selected vendor.

This panel appears when you select option 2 on the Quotation/Contract Master (options) panel (AM64R1) and type only a vendor number.

```
 Date  **/**/**           All Contracts for Vendor        Inquiry    AM64R3   **

Vendor ******  ************************************
Currency ID ***  ***************
------------------------------------------------------------------------------
Enter X beside selection for detail
    ----- Contract ------                        Start     Expire      Contract %
Sel  No.  Description      Item                 date      date        limit    used
------------------------------------------------------------------------------
 A  **** **************** **************** **/**/** **/**/** ***********.** ***
 A  **** **************** **************** **/**/** **/**/** ***********.** ***
 A  **** **************** **************** **/**/** **/**/** ***********.** ***
 A  **** **************** **************** **/**/** **/**/** ***********.** ***







 Use Roll Up/Down     F19=Select      F24=Exit
```

What to do

- To look at a specific contract, type **X** for the desired contract and press **Enter**. Panel AM64R6 appears.
- To look at the contracts for another vendor/item, use **F19**.

Function keys

F19=Select returns you to the Quotation/Contract Master (Options) panel (AM64R1).

F24=Exit ends the quotation inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor (Vendor Number and Name). This field shows the vendor number you entered on the Quotation/Contract Master (options) panel (AM64R1). The vendor name also appears.

Currency ID. This field shows the currency code and description identifying the currency for the record. If the currency ID is blank, this record is in your local currency. This field appears only if multi-currency processing is active.

Sel (Select contract). Type **X** beside the contract desired, press **Enter**. The Contract Master (Inquiry) panel (AM64R6) appears with information on the contract. You can make only one selection at a time. If you make additional selections, only the first **X** you enter is processed.

No. (Contract number). This field shows the number assigned to the contract.

Description (Contract description). This field shows description of this contract.

Item. This field shows the item number.

Start date. This field shows the contract start date.

Expire date. This field shows the date on which this contract expires.

Contract limit. This field shows the quantity limit for the item on this contract.

% used. This field shows the percentage of the contract limit used to date.

AM64R4—All Contracts for Item (Inquiry)

Use this panel to see all contracts for an item.

This panel appears when you select option 2 and type only the item number on the Quotation/Contract Inquiry (Options) panel (AM64R1).

```
  Date  **/**/**         All Contracts for Item           INQUIRY    AM64R4   **

 Item    *************** ****************************
         *MRO*
 ---------------------------------------------------------------------------------

 Enter X beside selection for detail
      --- Contract ---              Curr Start     Expire     Contract         %
 Sel  No. Description          Vendor ID  date      date       limit            used
 ---------------------------------------------------------------------------------

  A  ***** ***************    ****** *** **/**/**  **/**/**  *******.***      ***









  Use Roll Up/Down     F19=Select      F24=Exit
```

What to do

To see a specific vendor price quotation, type **X** next to the contract number and press **Enter**. Panel AM64R6 appears.

Function keys

F19=Select returns you to the Quotation/Contract Master (Options) panel (AM64R1).

F24=Exit ends the quotation inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Item. The number and description of the item whose contracts you are reviewing.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Sel (Select contract). Type **X** next to the contract number you want to review and press Enter. The Contract Master (Inquiry) panel (AM64R6) appears with the contract information.You can make only one selection at a time. If you make additional selections, only the first **X** you enter is processed.

Contract no. (number) and Description. The number assigned to the contract and its description.

Vendor. The vendor number associated with the contract.

Curr ID (currency identification). The code and description identifying the currency for the record. If the currency ID is blank, this record is in the customer's national currency. This field appears only if multi-currency processing is active.

Start date. The contract start date.

Expire date. The date the contract expires.

Contract limit. The quantity limit for the item on this contract.

% used. The percentage of the contract limit used to date.

AM64R5—Quotation/Comments Master (Inquiry)

Use this panel to see quotation information for a vendor and item.

This panel appears when you select option 1 on the Quotation/Contract Master (options) panel (AM64R1) and enter a valid vendor, item, and quote number, when you select a quote from the All Quotes for Vendor/Item panel (AM64R2), or when you press **F5** on the Contract Master (Inquiry) panel (AM64R6).

```
Date **/**/**            Quotation/Comments Master       Inquiry    AM64R5  **

Vendor ****** ***********************************      Prime * Quote    ******
Item   *************** ******************************  *MRO*   Status   **
U/M **  Purch U/M **  U/M conv **,***,****                     Contract *****
                                                               ***************

Ext description   ****************************************
                  ****************************************
Buyer             *****                          Qty/Prices                  *
Vendor catalog    ****************               Primary quote               *
Eng drawing       ****************               Preferred vendor            *
Alternate item    **********************         Vendor lead time        ***.*
Tax percent       ***.***                        Safety lead time        ***.*
Terms             *** ***********************    Vendor purch U/M           **
FOB               *** *****************          Blanket orders              *
Request date      **/**/**                       Hold quote                  *
Accept date       **/**/**                       Follow-up date       **/**/**
Reject date       **/**/**                       Expiration date      **/**/**
Reference #       ****************************   Quote print date     **/**/**
Currency ID           **********                 Last maintenance     **/**/**
Quote comments    ************************************************************
                  ************************************************************

F5=Contract       F12=Return      F19=Select      F24=Exit
```

What to do

If quantity/price breaks exist, **Y** appears in the Qty/Prices field. When you press **Enter** the Quantity/Price Master (Inquiry) panel (AM64R7) appears.

Function keys

F5=Contract shows you the Contract Master (Inquiry) panel (AM64R6) with the detail for the contract that is attached to this quotation.

F12=Return returns you to the All Quotes for Vendor/Item (Inquiry) panel (AM64R2).

F19=Select returns you to the Quotation/Contract Master (Options) panel (AM64R1).

F24=Exit ends the inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The number and name of the vendor selected on the Quotation/Contract Master (options) panel (AM64R1).

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quote number.

Item. The number and description of the item you entered on the Quotation/Contract Master (options) panel (AM64R1).

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The quotation status can be one of the following:

10 Quote not yet printed or quote reopened
15 Quote printed
20 Quote received and accepted
99 Quote rejected

U/M (Unit of Measure). The established stocking unit of measure from the Item Master file, or from MMS if this is an MRO item. For non-stores and service items, the U/M and Purch U/M default to the vendor Purch U/M and the U/M conversion factor is one.

Purch U/M (purchasing unit of measure). The established purchasing unit of measure from the Item Master file, or from MMS if this is an MRO item. For non-stores and service items, the U/M and Purch U/M default to the vendor Purch U/M and the U/M conversion factor is one.

U/M conv (unit of measure conversion factor). The number of stocking units in one purchasing unit of measure.

Contract. The number and description of the contract to which the quotation is assigned, if any.

Ext description (extended description). The extended description for the item.

Buyer. The buyer number.

Qty/prices (quantity/prices). This field indicates whether Quantity/Price breaks exist.

Vendor catalog. The vendor's catalog number.

Primary quote. This field indicates whether this is a primary quote.

Eng drawing (engineering drawing number). The number assigned by engineering to identify the drawing for this item, if applicable.

Preferred vendor. This field indicates whether this is a preferred vendor.

Alternate item. The user-defined alternate identifier for this item. It could be, for example, an OEM number or UPC code.

Vendor lead time. The amount of time it takes the vendor to deliver the goods to the dock.

Tax percent. The tax percentage to be charged for this item.

Safety lead time. The amount of time used as a buffer to cover contingencies.

Terms (terms code). The terms code established for the quotation and the description.

Vendor purch U/M (vendor purchasing unit of measure). This unit of measure is either your stocking or purchasing unit of measure.

FOB (Free on board code). The free on board code and description established for the quotation.

Blanket orders. This field indicates whether blanket orders are allowed.

Request date. The date you expect the vendor to reply to the quotation.

Hold quote. This field indicates whether to hold the quote from printing.

Accept date. The date you accepted the vendor's response.

Follow-up date. The date when you want to begin follow-up if you have not received the vendor's response.

Reject date. The date the quote was rejected.

Expiration date. The date the quote expires.

Reference #. The quote reference number is user-defined and is used to group related quotes together for printing.

Quote print date. The last date the quote was printed.

Currency ID. The code and description identifying the currency for the record. If the currency ID is blank, this record is in the customer's national currency. This field appears only if multi-currency processing is active.

Last maintenance. The last date on which this record was maintained.

Comments. These are comments associated with the quote.

AM64R6—Contract Master (Inquiry)

Use this panel to show a contract for a specific vendor/item.

This panel appears when you select option 2 on the Quotation/Contract Master (options) panel (AM64R1) and enter a valid vendor, item, and contract number or if you use **F5** from the Quotation/Comments Master panel (AM64R5), or if you select a contract the All Contracts for Item panel (AM64R4).

Contents Index


```
 Date  **/**/**              Contract Master            Inquiry    AM64R6  **

 Vendor ****** ***********************************       Prime *   Quote  ******

 Item   ***************  ******************************  *MRO*     Status **

 U/M **  Purch U/M **  U/M conv  ****.*****
                                              --------- Contract To-Date ---------
-
 Contract                ******               Percent used                 ***%
 Description             ***************      Qty-to-
date            *,***,***,***.***
 Vendor contract number ***************       Amt-to-
date            *,***,***,***.**
 Pre-approved            *
 -------------- *** *********** -----------   ---------- *** *********** ---------
--
 Setup cost              **,***,***,***.**    Setup cost        **,***,***,***.**
 Base price              **,***,***,***.****  Base price        **,***,***,***.***
*
 Unit freight            **,***,***,***.****  Unit freight      **,***,***,***.***
*
                                              Amt-to-
date    *,***,***,***,***.****
 Start date              **/**/**
 Expire date             **/**/
**             Qty limit          *,***,***,***.***
```

What to do

To see quantity/price breaks associated with the quote or contract, press **Enter**. Panel AM64R7 appears.

Function keys

F5=Quote shows you the Quotation/Comments Master (Inquiry) panel (AM64R5) with the detail for the quotation to which this contract attaches.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local and alternate currency. The currency ID and description appears above the amounts. If the trading currency is not euro or euro-participating, the function key does not appear.

F12=Return returns you to the panel where you began the inquiry.

F19=Select returns you to the Quotation/Contract Master (Options) panel (AM64R1).

F24=Exit ends the quotation inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quote number.

Item. The number and description of the item you entered on the Quotation/Contract Master (options) panel (AM64R1).

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The quotation status can be one of the following:

10 Quote not yet printed or quote reopened
15 Quote printed
20 Quote received and accepted
99 Quote rejected

U/M (Unit of Measure). The established stocking unit of measure from the Item Master file or from MMS if this is an MRO item.

Purch U/M (purchase unit of measure). The established purchasing unit of measure from the Item Balance file or from MMS if this is an MRO item.

U/M Conv (unit of measure conversion factor). The number of stocking units in one purchasing unit of measure. It comes from the Item Master file or from MMS if this is an MRO item.

Contract and description. The number of the contract and its description.

Vendor contract number. The vendor's contract number.

Pre-approved. A code to indicate if this a pre-approved contract. This code is used only if purchase orders are being approved.

N This is a normal contract, subject to approval processing. This is the default.

Y This is a pre-approved contract. Either no approval or only memo approval is required for items ordered under this contract, depending on the memo approve pre-approved contracts code in the Purchasing Control file.

Contract-to-date.

Percent used: The percentage of the quantity limit used.

Qty-to-date (quantity-to-date): The contract quantity ordered to-date.

Amt-to-date (amount-to-date): If multi-currency processing is active, this is the contract amount ordered to-date in trading currency.

Trading and Local currency. If multi-currency processing is active, after you press **Enter**, the contract amount appears. The currency in which the contract is written appears in the currency section on the left side of the panel.

Setup cost: The agreed to setup cost.

Base price: The agreed to base price.

Unit freight: The freight amount charged for the item.

Amt-to-date (amount-to-date): The contract amount ordered to-date.

Start date. The contract start date.

Expire date. The date on which this contract expires.

Qty limit (quantity limit). The maximum quantity of the item that can be ordered against this contract.

Quote comments. The comments for the quote that is associated with this contract.

AM64R7—Quantity/Price Master (Inquiry)

Use this panel to show the quantity/price breaks associated with the quote and/or contract.

This panel appears when the ***QTY/PRICES*** field on the Quotation/Comments Master (Inquiry) panel (AM64R5) indicates that quantity/price breaks exist and you press **Enter**. This panel also appears when you press **Enter** on the Contract Master (Inquiry) panel (AM64R6).

```
 Date  **/**/**            Quantity/Price Master         Inquiry    AM64R7  **

Vendor ******* ***********************************      Prime * Quote  ******
Item   *************** ******************************** *MRO*   Status **

Contract  *****  U/M  Purch U/M   U/M conv      Currency ID ***
***************  **      **       *****.****    ************

                Quantity            Price               Price
                             *** ***********        *** ************
             *******.***     ***********.****       **,***,***,***.****




Use roll up/
down      F4=Contract     F9=Alt currency     F19=Select      F24=Exit
```

What to do

To see the contract or quote again or to select different options, use a function key. Refer to the function key descriptions for additional information.

Function keys

F4=Quote or Contract returns you to either the Quotation/Comments Master (Inquiry) AM64R5) or the Contract Master (Inquiry) panel (AM64R6), depending on the previous panel.

F09=Alternate currency appears only if multi-currency processing is active. Using **F09** toggles the panel between local and alternate currency. The currency ID and description appears above the amounts. If the trading currency is not euro or euro-participating, the function key does not appear.

F19=Select returns you to the Quotation/Contract Master (Options) panel (AM64R1).

F24=Exit ends the quotation inquiry session and shows you the Inquiry menu (AM6M30).

Fields

Vendor. The vendor number and name.

Prime. This field appears only if the Maintenance Management System (MMS) is interfacing. **Y** indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.

Quote. The quotation number.

Item. The item number and description.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Status. The quotation status can be one of the following:

10	Quote not yet printed or quote reopened
15	Quote printed
20	Quote received and accepted
99	Quote rejected

Contract. The number and the description of the contract.

U/M (unit of measure). The stocking unit of measure associated with this item. It comes from the Item Master file or from MMS if this is an MRO item.

Purch U/M (purchasing unit of measure). The measurement basis of purchase quantities for this item. It comes from the Item Balance file or from MMS if this is an MRO item.

U/M conv (unit of measure conversion). The number of stocking units in one purchasing unit of measure. It comes from the Item Balance file or from MMS if this is an MRO item

Currency ID. The code and description identifying the currency for the record. If the currency ID is blank, this record is in the customer's national currency. This field only appears if multi-currency processing is active.

Quantity. The quantity associated with the price break. Either the ***U/M*** or ***Purchase U/M*** field is highlighted to show which unit of measure the quantities are in.

Price. The price associated with the quantity break. If multi-currency processing is active, this field can appear in local, trading, and alternate currencies. The currency ID and description appear below the heading.

Chapter 6. Reports

When you select option 4 on the Main Menu (AM6M00), the Reports menu (AM6M40) appears. From this menu you can select the report you want printed.

Because you can print these reports as often as necessary, there is no required sequence when printing them.


```
AM6M40                    Purchasing                  **********
                           Reports

Type option or command; press Enter.

    1. Quotation/Contract Analysis
    2. Requisition Analysis
    3. Buyer Worksheet
    4. Open Purchase Orders
    5. Dock to Stock Work List
    6. Purchase Price Variance
    7. Purchase Order Closeout Audit
    8. Cash Commitments
    9. Debit Memos
   10. Vendor Analysis
   11. Vendor Business Analysis
   12. Print Invoice Reports


==> ____________________________________________________________
_

F3=Exit        F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Quotation/Contract Analysis. Use this option to list selected ranges or groups of quotations and contracts.

Option 2. Requisition Analysis. Use this option to list open requisitions in priority or time sequence analysis by department or account, and backlog by buyer.

Option 3. Buyer Worksheet. Use this option to print the Buyer Worksheet for a range of items or buyers.

Option 4. Open Purchase Orders. Use this option to list open purchase orders in a variety of sequences by buyer or by a range of buyers.

Option 5. Dock to Stock Work List. Use this option to print the work list which shows open purchase orders that are between the dock and the stock room and purchase orders scheduled to arrive. The report includes only those orders with attached routings. The work list can be printed by order due date or critical ratio.

Option 6. Purchase Price Variance. Use this option to print the Purchase Price Variance report in either item, vendor, order, buyer, or account number sequence. You can set range limits over item, buyer, vendor, order, or account.

Option 7. Purchase Order Closeout Audit. Use this option to print a detailed report of all purchase orders selected for closeout. When you select this option, the Purchase Order Closeout Audit report is scheduled for printing. No panel appears.

Option 8. Cash Commitments. Use this option to print the Cash Commitments report by buyer or account. You must supply the required dates to print the report.

Option 9. Debit Memos. Use this option to print a report in buyer or vendor sequence of all open debit memos, or unprinted open debit memos.

Option 10.Vendor Analysis. Use this option to print a report showing all purchases (amounts paid) to a vendor in sequence by vendor number. When you select this option, the Vendor Analysis report is scheduled for printing. When IFM is installed, this report shows a reduced number of statistics in local and trading currency.

Option 11.Vendor Business Analysis. Use this option to print a report showing all purchases (amounts paid) to a vendor in descending sequence by purchase amount. When you select this option, the Vendor Business Analysis report is scheduled for printing. When IFM is installed, this report shows a reduced number of statistics in local and trading currency.

Option 12.Print Invoice Reports. Use this option to print invoice reports. The information for these reports comes from the invoice and purchase order files created by Purchasing. This option produces the same reports as Option 6 on the Payables Processing menu (AM6M20).

Option 1. Quotation/Contract Analysis (AM6M40)

Use this option anytime you need to print an analysis of your quotation or contract files.

This option allows you to print reports showing information from the Quotation/Contract Master files. The reports can show one record, all records, or a range of records by item, vendor, or buyer. The application also gives you options to specify certain types of reports and time limitations. If multi-currency processing is active, you can choose to print the report in trading or local currency. The report types are:

1. All Quotations: Lists quotations in numerical sequence by item, vendor, or buyer.
2. Quotations Not Received and Within X Days of Follow-up: Lists quotations not received and within a specified number of days to schedule follow-up by selected item, vendor, or buyer.
3. Quotations Not Received and Overdue: Lists quotations that have not been received and are overdue by item number, vendor number, or buyer number.
4. Quotations Within X Days of Expiration: Lists all quotations due to expire within a specified number of days by item number, vendor number, or buyer number.
5. Quotations Expired: Lists all expired quotations by item number, vendor number or buyer number.
6. Quotations Within X Days of Contract Start Date: Lists quotations with contracts due to start within a specified number of days by item number, vendor number, or buyer number.
7. Quotations Within X Days of Contract Expiration Date: Lists quotations with contracts due to end within a specified number of days by item, vendor, or buyer.
8. Quotations and Contracts Expired: Lists quotations that have expired and have an associated contract that has expired by item, vendor, or buyer.
9. Quotations Rejected: Lists quotations with a status of 99.

For report types 2, 4, 6, and 7, the number of days must be specified.

Note: Printing the reports does not change any of the information in the master files. If you select an option in error, cancel the job and select the correct option. When you use **F24** to cancel the job for any of the reports, processing ends and no report is printed.

What information you need: The number of days the report is to cover, the type of report you need, and, if multi-currency processing is active, the reporting currency.

What reports are printed: Quotation/Contract Analysis (AM62Y).

The basic steps for performing this task follow each panel.

AM62X1—Quotation/Contract Analysis (Options)

Use this panel to select the sequence and range options for the report you want to print.

This panel appears when you select option 1 on the Reports menu (AM6M40).

```
Date **/**/**       Quotation/Contract Analysis       Options    AM62X1  **


      Select report sequence:   n
          1 Item
          2 Vendor
          3 Buyer

      Enter optional limits:
           Item        From aaaaaaaaaaaA15    To  aaaaaaaaaaaA15
           Vendor        From aaaaA6            To  aaaaA6
           Buyer        From aaaA5             To  aaaA5

      Enter reference number: aaaaaaaaaaaaaaaaaaaaaA25

      Report in trading currency: A



F24=Exit
```

What to do

To print the report, type in the report sequence. Then type in the optional limits and the reporting currency, if multi-currency processing is active. Press **Enter**. The next options panel (AM62X2) appears so you can select the report type you want.

Function keys

F24=Exit cancels the Quotation/Contract Analysis report and shows you the Purchasing Reports menu (AM6M40).

Fields

Select report sequence. Required. Type in one of the following option numbers to define the sequence of the report:

1 Item
2 Vendor
3 Buyer.

Enter optional limits. You can select print ranges for items, vendors, buyers, or any combination of these.

If the **To** field is left blank, all values starting with the **From** number to the last number in the file appear on the report. If the **From** field is left blank, all values starting with the first number in the file up to and including the **To** number appear on the report. If both fields are left blank, all numbers for that option appear on the report.

Enter reference number. Type in the reference number that you assigned to the group of quotations that you want to analyze.

Report in trading currency. Accept Y if you want the report in trading currency. Type **N** if you want the report in local currency.

AM62X2—Quotation/Contract Analysis (Options)

Use this panel to select the type of quotation/contract analysis report you want to print. You have the option of printing all quotations or limiting the report to specific quotations.

This panel appears when you press **Enter** on the Quotation/Contract Analysis (Options) panel (AM62X1).

```
Date **/**/**      Quotation/Contract Analysis      Options   AM62X2  **


      Select report type:     n
        1  All quotations
        2  Quotations not received and within X days of follow up
        3  Quotations not received and overdue
        4  Quotations within X days of expiration
        5  Quotations expired
        6  Quotations within X days of contract start date
        7  Quotations within X days of contract expiration date
        8  Quotations and contracts expired
        9  Quotations rejected

      Enter number of days:  nnnn



F19=Return     F24=Exit
```

What to do

To print the report, type the report type. If you select report type 2, 4, 6, and 7, also type the number of days. Press **Enter**. The report is scheduled to print and menu AM6M40 appears again.

Function keys

F19=Return returns you to the Quotation/Contract Analysis (Options) panel (AM62X1).

F24=Exit cancels the Quotation/Contract Analysis file listing session and shows you the Purchasing Reports menu (AM6M40).

Fields

Select report type. Required. Type one of the following option numbers:

1 To print all quotations
2 To print unreceived quotations within X days of follow-up date
3 To print overdue, yet unreceived, quotations
4 To print quotations due to expire within X days
5 To print expired quotations
6 To print all quotations within X days of contract start
7 To print all quotations within X days of contract expiration
8 To print all expired quotations and contracts
9 To print all rejected quotations

Enter number of days. (Required for report type 2, 4, 6, and 7.) Type a specific number of days to represent X (the number of days for the report you chose).

Option 2. Requisition Analysis (AM6M40)

Use this option anytime you need a report showing the status of open purchase requisitions.

A detailed list of open requisitions, with a cash summary for each requested account or department, assists in evaluating the commitment of financial resources. To control the purchase order release process, the analysis of buyer backlog detects purchasing bottlenecks. A prioritized list of open requisitions shows the most critical situations on a daily basis.

This option allows you to print reports on a priority basis, by department or account, or by backlog of requisitions by buyer from the Requisitions Master file. Only open requisitions will print.

If you select a Prioritized Requisitions report, you can choose one of these report types:

- Critical Ratio–Lead Time/Requested Due Date: The critical ratio is expressed by subtracting the run date from the due date to stock and then dividing by the cumulative lead time for the item. The cumulative lead time is the sum of the review, vendor, dock to stock, and safety lead times.

  A critical ratio of 1.00 means the requisition is exactly on schedule. A critical ratio greater than 1.00 indicates ahead of schedule; less than 1.00 indicates behind schedule. Negative ratios print indicating the due date has been passed.
- More Than X Days Since Release: This option prints a report of requisitions prioritized by release date. You type in the number of days since the release date you want to consider. For example, if you type in 30 days, all requisitions released within the last 30 days will be included in the report.

Either type can be sequenced by department, account, or item. In addition, you can select a range or buyers.

If you select Requisition Analysis by Department or Account, you can choose to see the detail for each requisition or a summary of all requisitions and their value by department. Department and account ranges are available.

If you select Backlog by Buyer, the report is submitted for printing. There are no additional options.

Note: Printing the reports does not change any of the information in the master files. If you select an option in error, cancel the job and select the correct option. When you use **F24** to cancel the job for any of the reports, processing ends and no report is printed.

What information you need:

- The format of the report:
  - Prioritized requisitions
  - Analysis by department or account
  - Backlog by buyer.

If you want to print prioritized requisitions, you need the following additional information:

- The type of report you want to print:
  - Critical ratios
  - More than X days since release.
- The sequence/range of the report:
  - By department
  - By account number
  - By item number.
- The beginning and ending buyer number, if you are not including all buyers on the report.

If you want to print requisitions by department or account, you need the following additional information:

- The type of report you want to print:
  - Detail and summary
  - Summary only.
- The format option for the report:
  - By department
  - By account.

What reports are printed: One or more of the following reports is printed, depending on the options you select:

- Requisition Analysis Prioritized by Critical Ratio (AM62C1)
- Requisition Analysis–More than X Days since Release (AM62C2)
- Requisition Analysis–Analysis by Department (AM62E1)
- Requisition Analysis–Analysis by Account (AM62E2)
- Requisition Analysis–Summary by Department (AM62F1)
- Requisition Analysis–Summary by Account (AM62F2)
- Backlog by Buyer–Requisitions Without Orders (AM62G).

The basic steps for performing this task follow each panel.

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AM62A1—Requisition Analysis (Select)

Use this panel to select the options for printing Requisition Analysis reports. These reports print on a priority basis, by department or account, or by backlog of requisitions by buyer.

This panel appears when you select option 2 on the Reports menu (AM6M40).

```
Date **/**/**        Requisition Analysis          Select    AM62A1  **


      Select report type:     n
        1  Prioritized requisitions
        2  Analysis by department or account
        3  Backlog by buyer











F24=Exit
```

What to do

- To print prioritized requisitions, type **1** and press **Enter**. Panel AM62A2 appears.
- To print requisitions by department or account, type **2** and press **Enter**. Panel AM62A3 appears.
- To print the Backlog by Buyer–Requisitions Without Orders report, type **3** and press **Enter**. The report is scheduled to print and menu AM6M40 appears again.

Function keys

F24=Exit returns you to menu AM6M40. The report does not print.

Fields

Select report type. Type one of the following options:

1 To print a report prioritized by critical ratio or by the number of days since release.

2 To print an analysis by department or account. You can select each analysis to show only summary or summary and detail information.

3 To print a report of open requisitions and committed amounts for each buyer.

AM62A2—Requisition Analysis–Prioritized (Select)

Use this panel to select options for the Requisition Analysis report.

This panel appears when you select option 1 on the Requisitions Analysis (Select) panel (AM62A1).

```
Date **/**/**        Requisition Analysis          Select    AM62A2  **
                    Prioritized


      Select report type:      n
         1  Critical ratio - lead time/requested due date
         2  More than x days since release   nnn    (Enter days)

      Select report sequence:  n
         1  Department
         2  Account
         3  Item

      Enter optional limits:
         Department  From  aaA4            To  aaA4
         Account     From  aaaaaaaaaaaaA15   To  aaaaaaaaaaaaA15

         Item        From  aaaaaaaaaaaaA15   To  aaaaaaaaaaaaA15
         Buyer        From  aaaA5            To  aaaA5


F19=Return       F24=Exit
```

What to do

- To print requisitions prioritized by critical ratio, type **1** in the **Select report type** field. Select one of the sequences shown and, if desired, enter a range of optional limits. Press **Enter**. The Requisition Analysis Prioritized by Critical Ratio Report is scheduled for printing. Menu AM6M40 appears again.
- To print requisitions prioritized by more than X days since release, type **2** in the **Select report type** field and enter a number of days. Select one of the sequences shown and, if desired, enter a range of optional limits. Press **Enter**. The Requisition Analysis– More Than X Days since Release Report is scheduled for printing. Menu AM6M40 appears again.
- To select a different report, use **F19**.

Function keys

F19= Return returns you to the Requisition Analysis (Select) panel (AM62A1).

F24=Exit shows you the Reports menu (AM6M40). The report is not printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select report type. Required. Type in one of the following:

1 To print the requisition report prioritized by critical ratio.

This ratio is expressed by subtracting the run date from the due date to dock and then dividing by the cumulative lead time for the item. The cumulative lead time is the sum of the review, vendor, dock-to-stock, and safety lead times.

A critical ratio of 1.00 means the requisition is exactly on schedule. A critical ratio greater than 1.00 indicates ahead of schedule, less than 1.00 indicates behind schedule.

Negative ratios print as 0.00, indicating the due date has been reached or passed.

If the cumulative lead time is zero, the critical ratio is set at 1.00.

2 To print a report of requisitions prioritized by release date.

(Enter days). Required. The number of days represented by X on option 2. Type in the number of days (0 through 999) after the release of the requisition.

Select report sequence. Required. Type in one of the following option numbers for the report sequence you want:

1 Department
2 Account
3 Item.

Enter optional limits.

Department: Type in the department number range to appear on the report.

Account [?]: Type in the account number range to appear on the report.

If IFM is installed, the account field is replaced with the Unit and Nature fields.

Item [?]: Type in the item number range to appear on the report.

Buyer [?]: Type in the buyer number range to appear on the report.

Note: The application recognizes only the ranges entered for the option selected. Only those ranges print on the report.

Leave the **To** field blank on any of the above ranges to print all values starting with the **From** number to the last number in the file on the report.

Leave the **From** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the **To** number on the report.

Leave both fields blank to print all values on the report.

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AM62A3—Requisition Analysis–By Department or Account (Select)

Use this panel to select the options for the Requisition Analysis report.

This panel appears when you select option 2 on the Requisition Analysis (Select) panel (AM62A1).

```
Date **/**/**        Requisition Analysis          Select   AM62A3  **
                  By Department or Account


       Select report type:      n
         1  Detail & summary
         2  Summary only

       Select report sequence:  n
         1  Department
         2  Account

       Enter optional limits:
         Department  From  aaA4            To  aaA4
         Account     From  aaaaaaaaaaaaA15  To  aaaaaaaaaaaaA15




F19=Return      F24=Exit
```

What to do

- To print the detail and summary reports by department, type **1** in the **Select report type** field, type 1 in the Select report sequence field, type in a department range, and press **Enter**. The Requisition Analysis–Analysis by Department Report and the Requisition Analysis–Summary by Department Report are scheduled for printing. Menu AM6M40 appears again.
- To print the detail and summary reports by account, type **1** in the **Select report type** field, type **2** in the **Select report sequence** field, type in an account range, and press **Enter**. The Requisition Analysis–Analysis by Account Report and the Requisition Analysis–Summary by Account Report are scheduled for printing. Menu AM6M40 appears again.
- To print only the summary report by department, type **2** in the **Select report type** field, type **1** in the **Select report sequence** field, type in a department range, and press **Enter**. The Requisition Analysis–Summary by Department Report is scheduled for printing. Menu AM6M40 appears again.
- To print only the summary report by account, type **2** in the **Select report type** field, type **2** in the **Select report sequence** field, type in an account range, and press **Enter**. The Requisition Analysis–Summary by Account Report is scheduled for printing. Menu AM6M40 appears again.
- To select a different report, use **F19**.

Function keys

F19=Return returns you to the Requisition Analysis (Select) panel (AM62A1).

F24=Exit shows you the Reports menu (AM6M40). The report is not printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select report type. Required. Type in one of the following:

1 To print detail from each requisition, and print a summary of all requisitions and their value by department or account.

2 To print only the summary of all requisitions and their value by department or account.

Select report sequence. Required. Type in one of the following numbers for the report sequence you want to print:

1 Department
2 Account.

Enter optional limits.

Department: Type in the department number range to appear on the report.

Account[?]: Type in the account number range to appear on the report. If IFM is installed, this field is replaced with the Unit and Nature fields.

Note: The application recognizes only the ranges entered for the option selected. Only those ranges print on the report.

Leave the **To** field blank on any of the above ranges to print all values starting with the **From** number to the last number in the file on the report.

Leave the **From** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the **To** number on the report.

Leave both fields blank to print all values on the report.

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Option 3. Buyer Worksheet (AM6M40)

Use this option anytime you need a report to facilitate buyer purchasing decisions.

This report accumulates various kinds of information about an item on one report:

- Open requisitions and orders
- Purchase order history
- Primary quote.

Note: Printing the reports does not change any of the information in the master files. You can use the Buyer Activity option in Work with Purchasing to access the information interactively. See Chapter 11, "Work with Purchasing" for detailed information.

Notes:

1. If you select an option in error, cancel the job and select the correct option. When you use **F24** to cancel the job for any of the reports, processing ends and no report is printed.

2. If MMS is installed, this report prints production items first, then prints MRO items. On the MRO report, the open requisitions come from MMS.

What information you need:

- The items you want to include on the report:
  - Only items with active requisitions
  - Only items with active requisitions or held orders
  - All items.
- If multi-currency processing is active, the reporting currency
- The beginning and ending item numbers, buyer numbers, and warehouses, if you are not including all items, buyers, and warehouses on the report.

What reports are printed: Buyer Worksheet All Items (AM64D).

The basic steps for performing this task follow each panel.

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AM64C1—Buyer Worksheet (Options)

Use this panel to select the items you want to print on the Buyer Worksheet report. You can define ranges for warehouse, buyer, and item number.

This panel appears when you select option 3 on the Reports menu (AM6M40).

```
DATE **/**/**          BUYER WORKSHEET          OPTIONS   AM64C1  **



    SELECT REPORT TYPE:  n
      1  ONLY ITEMS WITH ACTIVE REQUISITIONS
      2  ONLY ITEMS WITH ACTIVE REQUISITIONS OR HELD ORDERS
      3  ALL ITEMS

    ENTER OPTIONAL LIMITS:
      WAREHOUSE   FROM  aA3             TO  aA3
      BUYER       FROM  aaaA5         TO  aaaA5
      ITEM        FROM  aaaaaaaaaaaaA15  TO  aaaaaaaaaaaaA15

    REPORTING CURRENCY:  n
      1  TRADING AND LOCAL
      2  LOCAL


                              F24 CANCEL THE JOB
```

What to do

To print the report, type your options and press **Enter**. If multi-currency processing is active, type the reporting currency. The Buyer Worksheet is scheduled to print and the Reports menu (AM6M40) appears again.

Function keys

F24 CANCEL THE JOB returns you to menu AM6M40. The report does not print.

Fields

SELECT REPORT TYPE. Required. Type **1**, **2**, or **3** to print items with open requisitions (default), open requisitions or held orders, or all items in the range you specify.

All report options are sorted by item within buyer.

ENTER OPTIONAL LIMITS. The following fields allow you to specify a range of numbers to limit the information on the report. If you do not enter limits, all the records print. You can use one of any combination of the limits. If you have a single warehouse, buyer, or item, type the same number in the **FROM** and **TO** fields.

> **Warehouse (From and to)**: If you have multiple warehouses, type the range of warehouse codes to appear on the report.

Buyer (From and to): Type the range of buyer numbers to appear on the report.

Item (From and to): Type the range of item numbers to appear on the report.

Leave the **To** field blank on any of the above ranges to print all values starting with the **From** number to the last number in the file on the report.

Leave the **From** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the **To** number on the report.

Leave both fields blank to print all values on the report.

REPORTING CURRENCY. Appears only if multi-currency processing is active.

Type **1** to show amounts in both trading and local currencies. The report sequence is by primary currency ID, and the run totals are not calculated.

Type **2** to show amounts in your local currency only. Run totals are calculated.

Option 4. Open Purchase Orders (AM6M40)

Use this option anytime you need a report listing all open purchase orders.

What information you need:

- The number of days you want included in your report
- The buyer numbers you want included in your report
- The report sequence and other optional limits.

What reports are printed:

- Open Purchase Orders, Sequence (AM62S)
- Overdue Purchase Orders by Date Due to Dock (AM62M1)
- Overdue Purchase Orders by Vendor (AM62M2)
- Items Within 90% of Completion (AM62N)
- Completed Orders Ready for Close (AM62R1)
- Items with Follow-up Date Within X Days of Run Date (AM62U)
- Held Purchase Orders with Dock Date Within X Days of Run Date (AM62T)
- Orders with Last Receipt More Than X Days from Run Date (AM62V)
- Orders With Confirmation Date Within X Days of Run Date (AM62W).
- Fixed Blankets Within X Days of Due Date or X% Remaining

The basic steps for performing this task follow each panel.

AM62P1—Open Purchase Order Report (Options)

Use this panel to select the type of open purchase order report you want to print. You can also type in the buyer range and number of days (X) to appear on the report.

This panel appears when you select option 4 on the Reports menu (AM6M40).

```
Date **/**/**        Open Purchase Order Report    Options    AM62P1  **


Select report type: nn
        1  Open Purchase Orders Sequence Report
        2  Overdue Purchase Orders by Date Due to Dock
        3  Overdue Purchase Orders by Vendor
        4  Purchase Items Within 90% of Completion
        5  Purchase Orders Completed Ready for Close
        6  Purchase Items With Follow-up Date Within x Days of Run Date
        7  Held Purchase Orders with Dock Date Within x Days of Run Date
        8  Purchase Orders with Last Receipt More Than x Days From Run Date
        9  Purchase Orders with Confirmation Date Within x Days of Run Date
       10  Fixed Blankets Within x Days of Due Date, or x% Remaining

Enter optional limits:
        Number of days     nnn                 (For options 6 - 10)
        Buyer range    from aaaA5  to aaaA5    (For options 2 - 10)
        Include status 30 and 35 orders <Y/N> A  (For option  5)
        Percent remaining   nnn                (For option 10)


F24=Exit
```

What to do

- To print the Open Purchase Orders Sequence report, type **1** in the **Select report type** field and press **Enter**. Panel AM62P2 appears.
- To print a report for options 2 through 10, type in the report type and any optional limits and press **Enter**. The report you selected is scheduled to print. Menu AM6M40 appears again.

Function keys

F24=Exit shows you the Reports menu (AM6M40). The report is not printed.

Fields

Select report type. Required. Type in one of the following option numbers:

1 To print a listing of all open purchase orders. Panel AM62P2 appears so you can specify the sequence and limits.

2 To print all overdue purchase orders by due date.

3 To print all overdue purchase orders in vendor number sequence.

4 To print all purchase items that are within 90 percent of completion for the buyer range selected.

5 To print all completed purchase orders that are ready to close. This option also prints the Vendor Closeout Acknowledgment report.

6 To print all purchase items with a follow-up date that falls within X number of days from the system run date.

7 To print all held purchase orders with a dock date that falls within X number of days from the system run date.

8 To print all purchase orders with a last reported receipt date of more than X days before the system date.

9 To print all purchase orders with a confirmation date that falls X number of days from the system run date.

10 To print all fixed blanket purchase orders that fall within X number of days of due date, or X% remaining of the blanket quantity that is available for additional releases.

Enter optional limits:.

Number of days: The number of days represented by X on options 6 through 10. Type in the number of days (001 through 999) to appear on the report. This field is required when you select options 6, 7, 8, or 9.

Buyer range (from/to): The range of buyer numbers on options 2 through 10. Type in the number to appear on the report.

Leave the **To** field blank on any of the above ranges to print all values starting with the **From** number to the last number in the file on the report.

Leave the **From** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the **To** number on the report.

Leave both fields blank to print all values on the report.

Include status 30 and 35 orders (Y/N): For option 5, type in **Y** to print status 30 and 35 orders for which the Quantity in Stock is greater than or equal to the Quantity Ordered or within the negative receiving tolerance percent. If the default value of **N** is accepted, only orders with a status of 40 or 50 will print on the report.

Percent remaining: For option 10, type in the percent remaining (available for additional releases).

AM62P2—Open Purchase Order Report (Options)

Use this panel to select the sequence and range options for the report you want printed.

This panel appears when you select option 1 on the Open Purchase Order Report (Options) panel (AM62P1).

```
Date **/**/**          Open Purchase Order Report    Options    AM62P2  **

      Select report sequence: n
         1  Purchase order number       2  Item number
         3  P.O. within buyer        4  Vendor within buyer
         5  Item within planner        6  Job number
         7  Reference number

      Quantity breakdown <Y/N>: A
      Approval values <Y/N>   : A       (For option 1, 3, 4)

      Enter optional limits:
         P.O.            from P aaaaA6       to P aaaaA6
         Item            from aaaaaaaaaaaaA15 to aaaaaaaaaaaaA15
         Buyer            from aaaA5          to aaaA5
         Vendor            from aaaaA6         to aaaaA6
         Planner          from aaaA5          to aaaA5
         Job             from aaaaaaaaaA12    to aaaaaaaaaA12
         Ref             from aaaaaaaA10      to aaaaaaaA10
         Order date       from nnnnnn          to nnnnnn
         Item status      from nn              to nn
         Approval status  from A               to A

F24=Exit
```

What to do

Type in the report sequence you want and any optional limits, and press **Enter**. The report is scheduled for printing. Menu AM6M40 appears again.

Function keys

F24=Exit shows you the Reports menu (AM6M40). The report is not printed.

Fields

Select report sequence. Required. Type in one of the following sequence codes to define the type of information you want to print on the report.

1	To print the report in purchase order number sequence
2	To print the report in item number sequence
3	To print the report in purchase order number sequence within buyer number
4	To print the report in vendor number sequence within buyer number
5	To print the report in item number sequence within planner number
6	To print the report in job number sequence
7	To print the report in reference number sequence.

Quantity breakdown <Y/N>. Determines if you want the quantity fields that print on the report separated into quantities ordered, open, delivered, inspected, reworked, rejected, to-stock and invoiced. Type in one of the following:

Y Print quantity breakdown.
N Do not print quantity breakdown.

Approval values <Y/N>. Type **Y** to print approval values showing the value of the P.O., the value approved, and, for P.O.s which are only partially approved, the value for which approval has been requested.

Enter optional limits. Sets the range of data you want to include on the report.

- Leave the **To** field blank on any of the above ranges to print all values starting with the **From** number to the last number in the file on the report.
- Leave the **From** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the To number on the report.
- Leave both fields blank to print all values on the report.

Type in ranges in the following **From/To** fields to set the limits for:

P.O: The purchase order numbers.

Item: The item numbers.

Buyer: The buyer numbers.

Vendor: The vendor numbers.

Planner: The planner numbers.

Job: The job numbers. These numbers can be either manufacturing order numbers, customer order numbers, or user-defined numbers.

Ref: The reference numbers for the items.

Order Date: The dates that the orders were placed.

Item status:The item status codes can be one of the following:.

05 Vendor acceptance required
10 Open
20 Received at dock
30 Received in inspection
40 Received in stock
50 Item complete
99 Cancelled.

Approval status:The approval status codes can be one of the following:.

0 Approved.
2 Related approval requested.
4 Change awaiting approval
6 Awaiting approval.
8 Change approval denied/not requested.
9 Approval denied/not requested.

Option 5. Dock to Stock Work List (AM6M40)

Use this option anytime you need a copy of the Work List.

The Dock to Stock Work List (AMV750) prints on demand. This report prints if purchase order receiving routings have been attached to some or all of the purchase orders in your files.

Use the select panel to choose whether you want the items on the report prioritized by order due date or by critical ratio. The critical ratio is calculated by subtracting the Run Date from the Due To Stock Date and dividing by the cumulative lead time remaining for the item. Any hours reported for the processing of the item and hours associated with completed operations are subtracted from the cumulative lead time. A critical ratio value of less than 1 indicates that the item is behind schedule and expedited action needs to be taken. Any management priority overrides take precedence over either the due date or the critical ratio calculations. These overrides force the applicable orders to the top of the work list; use them with caution.

Use the **Work List Horizon** field to define the end of the work period for which you want the report to be calculated. This date must be a valid work date and it must be later than the Run Date. The Run Date must be a valid work day and, if not entered, defaults to the System Date.

The valid choices for major sort sequences are:

- Work center
- Department
- Foreman.

You also choose whether you want to see all orders or only those orders under a specific critical ratio printed on your report. For example, by selecting a critical ratio value of 0.50 to 1.20, you can limit the report to include only those items that need attention now or in the near future.

The work list report is divided into three sections:

- A picture of those operations that are currently in a work center
- Those operations waiting to enter a work center
- Those operations entering a work center sometime in the near future.

The report is printed on a work center-by-work center basis within the criteria previously defined. Through the use of this report, you can readily see which orders are falling behind schedule and need to be expedited through the receiving cycle.

Note: Depending on which option you select, the report that prints will be titled Work List by Work Center, Work List by Department, or Work List by Foreman.

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What information you need:

- The priority you want to use for the report:
  - Priority by order due date
  - Priority by slack time per operation
  - Priority by critical ratio
  - Priority by operation due date.
- The work list horizon date and the run date for the work period you want to see prioritized.
- The format of the report:
  - By work center
  - By work center within department
  - By work center within foreman.

What reports are printed: One of the following reports is printed, depending on the options you select:

- Work List Priority Calculation Edit (AMV714)
- Work List by Work Center (AMV750).

The basic steps for performing this task follow each panel.

AMV71A—Work List Generation (Select Site)

Use this display to select the site for which you want to generate a work list.

This display appears, if EPDM is activated, after you select option 1 on the PM&C Reports menu (AMJM20), option 5 on the Purchasing Reports menu (AM6M40), or option 8 on the PC&C Main Menu (AMCM00).

```
DATE **/**/**              WORK LIST GENERATION          SELECT   AMV71A  BJ


                  SELECT SITE TO BE PROCESSED   aA3















     F4 PROMPT                                         F24 CANCEL THE JOB
```

What to do

- To begin to generate a work list, type in the site you want to use and press **Enter**. Use **F4** to search for sites. The Work List Generation display appears.

- To cancel the session, use **F24**. You return to the menu.

Function keys

F4 PROMPT allows you to search a list of sites.

F24 CANCEL THE JOB cancels the job and causes the menu to appear.

Fields

SELECT SITE TO BE PROCESSED [?]. Type in a site identifier you want to use. The site you enter must be defined already in EPDM and cannot be a simulation site.

AMV710—Work List Generation (Select)

Use this display to generate the Work List report and the Critical Ratio Exception report.

This display appears after you select option 1 on the PM&C Reports menu (AMJM20), option 5 on the Purchasing Reports menu (AM6M40), or option 8 on the PC&C Main Menu (AMCM00).

If EPDM is activated, the display appears after you have selected a site on the Site Select display (AMV71A).

```
DATE **/**/**              WORK LIST GENERATION            SELECT    AMV710

SITE                                  ***      ******************************
WORK LIST HORIZON                 nnnnnnn
RUN DATE                          nnnnnnn
PRIORITY METHOD                            A    1 - BY ORDER DUE DATE
                                                2 - BY SLACK TIME PER OPERATION
                                                3 - BY CRITICAL RATIO
                                                4 - BY OPERATION DUE DATE
ORDER UNDER CRITICAL RATIO VALUE LIST      A    <Y/N>
RATIO VALUE                              nnn.nn
WORK LIST OPTIONS  <Y/N>                   A    BY WORK CENTER
                                           A    BY WORK CENTER WITHIN DEPARTMENT
                                           A    BY WORK CENTER WITHIN FOREMAN

WORK CENTER ANALYSIS REPORT                A    <Y/N>
QUEUE ALPHA FACTOR                          .nn
QUEUE RANGE                                n.nn
DAYS IN PERIOD                            nn
TRACKING SIGNAL TRIP                       n.n


                                                     F24 CANCEL THE JOB
```

What to do

- To generate a work list, type in the information requested and press **Enter**.
- To cancel the session, use **F24**. You return to the menu.

Function keys

F24 CANCEL THE JOB cancels the job and causes the menu to appear.

Fields

All defaults are specified during application tailoring.

SITE (STID). The site identifier that you selected on the previous display. The description also appears.

WORK LIST HORIZON (HDATE). Type in a work list horizon date in order to exclude work scheduled to start after a certain date from the work list. The work list then shows only those operations scheduled to be worked before the horizon.

RUN DATE (RDATE). The date you want the work list to be generated. Type in the run date. If you do not type in a run date, the system date is the default.

PRIORITY METHOD (PRIMTH). This field is the priority method selected in PC&C during the last work list generation. Only options 1 and 3 appear for Purchasing. Type in the corresponding number to select how the list of manufacturing orders should be prioritized:

1 BY ORDER DUE DATE. Lists by due date.

2 BY SLACK TIME PER OPERATION. Lists by slack time per operation. Slack time is the total time that the order could wait in the queue and still be completed by the due date.

3 BY CRITICAL RATIO. Lists by critical ratio. The critical ratio is the ratio of the time remaining for order completion to the work remaining.

4 BY OPERATION DUE DATE. Lists by operation due date. Operations furthest behind schedule have the highest priority. This only applies for backward scheduling.

ORDERS UNDER CRITICAL RATIO VALUE LIST (UCRYN). Type in **Y** to print the Critical Ratio Exception Report. Otherwise, type in **N**. The default is the value specified during application tailoring.

RATIO VALUE (RATIO). Type in a value to be used in printing the Critical Ratio Exception Report. The orders printed on this report are as critical or more critical than the ratio value typed in. The default is the value specified during application tailoring.

WORK LIST OPTIONS <Y/N>. Select a list or a combination of lists by typing in **Y** or **N** for each of the three sequence options:

BY WORK CENTER
BY WORK CENTER WITHIN DEPARTMENT
BY WORK CENTER WITHIN FOREMAN

The following fields apply to PC&C only.

WORK CENTER ANALYSIS REPORT (ANS0S). Type in **Y** to print the Work Center Analysis report. The default is N.

QUEUE ALPHA FACTOR (QALPHA). Type in the value used to calculate the average queue time and a new mean average deviation.

QUEUE RANGE (RANGE). Type in the value used to calculate the number of mean average deviations (MADS). This value sets the limits of a range of hours in a queue, above and below which a warning message is printed.

DAYS IN PERIOD (DAYS). Type in the number of days since the last order closeout run cleared this period accumulation field. The number of days in the period is used to calculate the work center utilization and output statistics.

TRACKING SIGNAL TRIP. Type in the number of days that an increasing or decreasing trend in a work center's queue time may be outside the normal range before you want a warning message printed.

Option 6. Purchase Price Variance (AM6M40)

Use this option anytime you need a report showing purchase price variances.

This report is designed to show you the variance between your standard cost and the actual and expected costs of a purchase order. The value for standard cost comes from the Standard Cost field in the Item Balance (ITEMBL) file, which is the standard cost for a particular warehouse. If that field is blank, the Unit Cost Default from the Item Master A-record is used. Although this represents the true XA Standard Cost, you may want to use another field as the basis for comparison as standard. You can override the Standard option to use the Standard Material This Level or the Current Material This Level from the Item Master B-record.

For additional flexibility, you can specify that you do not want the basis to be a standard cost. You can choose the basis to be your Average Cost or Last Cost from the Item Balance file. In this case, the report no longer shows a true accounting variance, but can be very useful as a cost comparison report.

You can print the report for standard, average, or last comparisons regardless of what costing system you selected during application tailoring, as long as you know you have some value in the fields. If you choose a standard override option and no value is found, there is no other default; a 100% variance is assumed.

The expected cost used in this report comes from the purchase order; it represents what you expected to pay for the item. The actual cost used in this report defaults to the cost of the receipts. If you selected to invoice during application tailoring, you can choose to have actual costs based on what has been invoiced.

There are many other options available for this report. You can:

- Choose different sequences
- Look only at closed orders
- Include all orders
- Enter a variance percent to only show variances outside that range
- Limit the report to a range of items, buyers, vendors, orders, or general ledger accounts
- If multi-currency processing is active, report in trading or local currency. (If the report is in trading currency, the standard cost is converted to foreign currency at the purchase order exchange rate for purchase orders in a foreign currency.

Note: You can request a Purchase Price Variance report at any time. It is automatically run every time the Purchase Order Closeout and Purge option is run. Once an order has been purged, it no longer appears on this report.

What information you need:

- The sequence of the report:
  - By order number within item number
  - By order number within vendor number
  - By order number
  - By order number within vendor number within buyer number
  - By order number within item number within account number.
- The orders to be included on the report (all orders or closed orders only).
- The type of variances to be printed on the report:
  - Standard, average, or last cost versus expected cost
  - Standard, average, or last cost versus actual cost
  - Expected cost versus actual cost.
- An optional variance percent, if you want to select only those orders for which the costs differ by more than a specified percent.
- If invoicing was selected during application tailoring, the actual override to be used in calculating variance for actual report 2 and 3. You can choose actual to be based on quantity/price invoiced. If invoicing is not active, the actuals will default to received quantity/price.
- The beginning and ending item numbers, vendor numbers, order numbers, buyer numbers, and account numbers, if you do not want to print all purchase orders.

What reports are printed: Purchase Price Variance (AM6DC).

The basic steps for performing this task follow each panel.

AM6DB1—Purchase Price Variance Report (Select)

Use this panel to select the run options, sequence, and ranges for the Purchase Price Variance Report.

Use this report to compare different costs associated with a purchase order. In addition to comparing actual and expected costs, you can make comparisons to standard, average, or last costs. You can print the report in five different sequences.

This panel appears when you select option 6 on the Reports menu (AM6M40).

```
Date **/**/**        Purchase Price Variance Report   Select    AM6DB1  **

       Select report sequence:   n          Select orders options:   A
          1 Item number/order number                  A=all
          2 Vendor number/order number                  C=closed
          3 Order number
          4 Buyer number/vendor number/order number
          5 Account number/item number/order number

       Select costing option:   n       Select overrides (Y/N):      A
          1 Std cost vs Expected          Reporting currency:  n
          2 Std cost vs Actual             1 Trading
          3 Expected vs Actual               2 Local
                                 Enter variance %:    nn.n
       Enter optional limits:
            Item     From    aaaaaaaaaaaaA15    To    aaaaaaaaaaaaA15
            Buyer    From    aaaA5             To    aaaA5
            Vendor   From    aaaaA6             To    aaaaA6
            Order    From    aaaaaA7            To    aaaaaA7
            Account  From    aaaaaaaaaaaaA15    To    aaaaaaaaaaaaA15



F24=Exit
```

What to do

To print the report, type in the report sequence, orders option, costing option, optional limits, whether you want overrides, and, if multi-currency processing is active, the reporting currency. Press **Enter**. If you typed **Y** in the ***Select overrides*** field, panel AM6DB2 appears. If you typed **N** in that field the report is scheduled for printing. Menu AM6M40 appears.

Function keys

F24=Exit shows you the Reports menu (AM6M40). The report is not printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select report sequence. Required. Type in one of the following option numbers to define the sequence of the report.

1 To print the report in item number within order number sequence

2 To print the report in vendor number within order number sequence

3 To print the report in order number sequence

4 To print the report in buyer number within vendor number within order number sequence

5 To print the report in account number within item number within order number sequence. This is the default sequence.

Select orders option. Required. Type in one of the following order options:

A All orders, excluding canceled orders
C Only orders selected through closeout.

Select costing option. Required. Type in one of the following option numbers to define the variances you want to compare.

1 Standard vs. Expected cost
2 Standard vs. Actual cost
3 Expected vs. Actual cost.

Since this report is primarily used to provide a variance for standard costing systems, options 1 and 2 compare to standard cost. The standard cost is retrieved from the Item Balance file. If no value is found, the unit cost default from the Item Master A record is used. You can choose another base by typing in **Y** to ***Select overrides***. Also, options 2 and 3 default actual cost to the received amount. If you are using invoicing and want actual cost to be based on invoiced amount, type in **Y** to ***Select overrides***.

Select overrides <Y/N>. Type in **Y** to select other bases for standard or actual costs to be used in this report. If you type **Y**, the Purchase Price Variance Report (Select) panel (AM6DB2) appears for additional options.

Reporting currency. Appears only if multi-currency processing is active. Type in **1** if you want the report to show amounts in trading currency. The report will be in sequence by primary currency ID. Run totals are not calculated. Type in **2** if you want the report to show amounts in your local currency. Run totals are calculated.

Enter variance %. Type in the percentage of variance you want included in the report. All variances greater than and including this percentage will appear on the report. If no value is entered, all variances, including zero, appear on the report.

Enter optional limits. Type in a range to limit the data that prints on the report. You can type in any of the following ranges:

Item (From/to) [?]
Buyer (From/to) [?]
Vendor (From/to) [?]
Order (From/to)
Account (From/to)

If IFM is installed, the account field is replaced with ***Unit and Nature*** fields. Use **F4 or ?** to search for units and unit/nature combinations.

Leave the ***To*** field blank on any of the above ranges to print all values starting with the ***From*** number to the last number in the file on the report.

Leave the ***From*** field blank on any of the above ranges to print all values starting with the first number in the file up to and including the ***To*** number on the report.

Leave both fields blank to print all values on the report.

AM6DB2—Purchase Price Variance Report (Select)

Use this panel to select the cost overrides for the Purchase Price Variance Report.

This panel appears if you answered Y to the ***Select overrides*** field on the Purchase Price Variance Report (Select) panel (AM6DB1).

```
Date **/**/**        Purchase Price Variance Report   Select    AM6DB2  **


      Standard override option:  n
         1) Standard material this level (ITEMASB)
         2) Current material this level (ITEMASB)
         3) Average cost (ITEMBL)
         4) Last cost (ITEMBL)

      Actual override option:  n
         1) Received qty/price
         2) Invoiced qty/price



F24=Exit
```

What to do

Type in the standard override option and actual override option and press **Enter**. The report is scheduled for printing. Menu AM6M40 appears.

Function keys

F24=Exit cancels the report session and shows you the Reports menu (AM6M40).

Fields

Standard override option. Type in one of the following option numbers to choose a different cost to be used as the base instead of the Standard Cost from the Item Balance file.

1 Standard material this level (Item Master file–B record)
2 Current material this level (Item Master file–B record)
3 Average cost (Item Balance file)
4 Last cost (Item Balance file).

Note: If this field is blank, the default for standard costing is used (standard unit cost from the Item Balance file; if zero, then unit cost default from Item Master file–A-record is used.)

Actual override option. Type in one of the following option numbers:

1 Received qty/price. The Actual Costs used in this report are based on what has been received.

2 Invoiced qty/price. The Actual Costs used in this report are based on what has been invoiced. This choice is only available if you selected the invoicing function during application tailoring.

Note: If this field is blank, the Received Qty/Price is used. If the cost being used is zero, the current price is used as default.

Option 7. Purchase Order Closeout Audit (AM6M40)

Use this option anytime you want to list all purchase orders that have been selected for closeout since the last purge run and are waiting to be purged.

This report provides information on the history of the details of each order. Although most of the information on this report is stored in the Purchase Order History file, this is the last time that detailed information is printed for the orders being closed. When this report is selected, it includes all orders selected for close but not yet purged. Information on the report includes:

- Actual receipt dates compared to promised date
- Quantities received versus ordered
- Descriptive information including comments generated for the order
- Invoicing detail information
- If multi-currency processing is active, purchase order currency ID and description, and local currency equivalent.

If the order contained blanket or drop ship releases, the detail for each release prints. If receiving routings were used for the order, the results of each operation also print on the report. Print this report to provide a history of vendor performance of each order. Although most of the information on this report is stored in the Purchase Order History file, this is the last time that detailed information is printed for the orders being closed. Each time this report is selected, it includes all orders selected for close but not yet purged.

What information you need: None.

What reports are printed: Order Closeout Selection by Date Audit List (AMI4T)

No panels appear when you select this option.

Option 8. Cash Commitments (AM6M40)

Use this option anytime you need a report showing your future cash commitments.

This option allows you to print reports sequenced by account within buyer or by buyer within account showing your current cash commitments. You can tailor your reports to include requisitions and purchase orders or show only purchase orders and requisitions above a specified amount and with payment offset time limits, and you can limit the report to a selected buyer or range of buyers.

If multi-currency processing is active, you can specify that the report print in trading currency or in local currency. If you select trading currency, the report will print in primary currency ID order. Each report is printed showing amounts due aged across six different user defined date periods.

Note: When you tailor your application to your company's preferences and answer N to the processing of invoices option, cash requirements can be overstated by any amount already invoiced by an open purchase order.

What information you need:

- The format of the report: do you want to include requisitions?
- An optional currency amount above which all requisitions and purchase order line items will be printed.
- The beginning and ending buyer numbers, if you are not including all buyers on the report.
- The number of default offset days to be used on the report.
- The sequence of the report:
  - By account number within buyer number
  - By buyer number within account number
- Six future dates, for aging the cash commitments.
- If multiple currency processing is active, the option of printing in local or trading currency.

What reports are printed: Cash Commitments Report (AM6P3)

The basic steps for performing this task follow each panel.

Contents | Index

AM6P21—Cash Commitments Report (Options)

Use this panel to select the contents and sequence for the Cash Commitments Report.

This panel appears when you select option 8 on the Reports menu (AM6M40).

Note: If you answered **N** (No) regarding the processing of invoices during application tailoring, be aware that cash commitments may be overstated by any amount already invoiced for an open purchase order.

```
DATE **/**/**        CASH COMMITMENTS REPORT      OPTIONS   AM6P21  **

     SELECT REPORT SEQUENCE:  A
       1  BUYER/ACCOUNT
       2  ACCOUNT/BUYER

     INCLUDE REQUISITIONS <Y/N>  A

     PRINT ONLY DETAIL AMOUNTS OVER  nnnnnnnnnn.nn

     DEFAULT OFFSET DAYS  nnn    REPORTING CURRENCY:  A
                                 1  TRADING
                                 2  LOCAL
     ENTER AGING DATES
       AGING DATE 1  nnnnnn       AGING DATE 2  nnnnnn
       AGING DATE 3  nnnnnn       AGING DATE 4  nnnnnn
       AGING DATE 5  nnnnnn       AGING DATE 6  nnnnnn

     ENTER OPTIONAL LIMITS:
       BUYER    FROM  aaaA5  TO  aaaA5


                         F24 CANCEL THE JOB
```

What to do

- To print the Cash Commitments Report by account number within buyer, type **1** in the ***SELECT REPORT SEQUENCE*** field. Type in the requested information. Type in any optional information and, if multi-currency processing is active, the reporting currency. Press **Enter**. The Cash Commitments Report (by Buyer/ Account) is scheduled for printing. Menu AM6M40 appears.
- To print the Cash Commitments Report by buyer within account number, type **2** in the ***SELECT REPORT SEQUENCE*** field. Type in the requested information. Type in any optional information and, if multi-currency processing is active, the reporting currency. Press **Enter**. The Cash Commitments Report (by Account/ Buyer) is scheduled for printing. Menu AM6M40 appears.

Function keys

F24 CANCEL THE JOB shows you the Reports menu (AM6M40). The report is not printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

SELECT REPORT SEQUENCE. Required. Type in one of the following:

1 By buyer number, and by account number within buyer.
2 By account number and by buyer within account.

INCLUDE REQUISITIONS <Y/N>. Required. Type in one of the following:

Y Requisition information prints on the report
N Requisition information does not print on the report.

PRINT ONLY DETAIL AMOUNTS OVER. Type in an amount, and the report includes everything greater than that amount. For example, if you type in 1000, the report includes all requisition items and purchase order items with amounts of 1001 and greater. Leave this field blank to include all requisitions and purchase order line items.

DEFAULT OFFSET DAYS. If the offset days are not defined in the Terms file, you can enter a number. The offset days determine when a payment is expected based on the receipt of goods. The value in offset days is added to the receipt date (stock or dock, depending on your answer in the Questionnaire) to determine expected payment date. This determines in which bucket to show the PO amount.

REPORTING CURRENCY. Appears only if multi-currency processing is active. Type in **1** if you want the report to show amounts in trading currency. The report will be in sequence by primary currency ID. Run totals are not calculated. Type in **2** if you want the report to show amounts in your local currency. Run totals are calculated.

ENTER AGING DATES. Required. Type in six future dates in ascending order. The report uses these dates to show amounts due before each date, and beyond the last date.

ENTER OPTIONAL LIMITS.

BUYER (FROM/TO) [?]: To limit your report to a specific range of buyer numbers, type in the starting number after ***FROM***, and the ending number after ***TO***.

Leave the ***TO*** field blank on the above ranges to print all values starting with the ***FROM*** number to the last number in the file on the report.

Leave the ***FROM*** field blank on the above ranges to print all values starting with the first number in the file up to and including the ***TO*** number on the report.

Leave both fields blank to print all values on the report.

Option 9. Debit Memos (AM6M40)

Use this option anytime you need to print a report showing open debit memo information. This option allows you to print reports showing debit memos by buyer, vendor and item; or by vendor, buyer and item. You can show only the unprinted debits, or all debit memos on the printed report.

What information you need: The sequence of the report:

- By buyer/vendor/item number
- By vendor/buyer/item number.

What reports are printed: One of the following reports is printed, depending on the options you select:

- Open Debit Memos–All Open Sequence (AM6S5)
- Open Debit Memos–Unprinted Only (AM6S5).

The basic steps for performing this task follow each panel.

AM6S31—Debit Memo Report (Options)

Use this panel to select the sequence for the debit memo report you want to print.

This panel appears when you select option 9 on the Reports Menu (AM6M40).

```
DATE xx/xx/xx          DEBIT MEMO REPORT          OPTIONS    AM6S31   **



     SELECT REPORT SEQUENCE:           n
       1  BUYER/VENDOR/ITEM NUMBER
       2  VENDOR/BUYER/ITEM NUMBER

     LIST UNPRINTED DEBITS ONLY  <Y/N>   A

     REPORTING CURRENCY:  A
       1  TRADING
       2  LOCAL




                              F24 CANCEL THE JOB
```

What to do

- To print the Open Debit Memos–All Open Sequence report, type **N** in the ***LIST UNPRINTED DEBITS ONLY*** field. Type in the report sequence you want, and, if multi-currency processing is active, the reporting currency. Press **Enter**. The report is scheduled for printing. Menu AM6M40 appears.
- To print the Open Debit Memos–Unprinted Only report, type **Y** in the ***LIST UNPRINTED DEBITS ONLY*** field. Type in the report sequence you want, and, if multi-currency processing is active, the reporting currency. Press **Enter**. The report is scheduled for printing. Menu AM6M40 appears.

Function keys

F24 CANCEL THE JOB shows you the Reports Menu (AM6M40). The report is not printed.

Fields

SELECT REPORT SEQUENCE. Required. Type in one of the following:

1 ***BUYER/VENDOR/ITEM NUMBER***. Report is sequenced in buyer, vendor, item sequence.

2 ***VENDOR/BUYER/ITEM NUMBER***. Report is sequenced in vendor, buyer, item sequence.

LIST UNPRINTED DEBITS ONLY <Y/N>. Required. Type in one of the following:

Y Print only the unprinted debit memos.
N Print all debit memos.

REPORTING CURRENCY. Appears only if multi-currency processing is active. Type in **1** if you want the report to show amounts in trading currency. Type in **2** if you want the report to show amounts in your local currency. Run totals are not calculated.

Option 10. Vendor Analysis (AM6M40)

Use this option anytime you need a copy of the Vendor Analysis Report.

When AP is installed and interfacing, this option allows you to print a report showing all purchases (amounts paid) to a vendor in sequence by vendor number.

When IFM is installed, the amounts shown represent purchases invoiced instead of paid. The only statistics that print are year-to-date amount, last year amount, and to-date amount.

What information you need: The vendor number.

What report is printed: Vendor Analysis Report (AMV741).

The basic steps for performing this task follow the panel.

AMV0C1—Vendor Analysis Report (Options)

Use this panel to select the print options and the sequence in which you want to print the information on the Vendor Analysis Report (AMV741) or the Vendor Business Analysis Report (AMV742). You can select a report sequence and the kind of vendors to include.

This panel appears when multi-currency support is active or if MMS is interfacing and you choose option 10 or 11 on the Purchasing Reports menu (AM6M40) or option 2 or 3 on the Accounts Payable Demand Reports menu (AMAM40).

The same panel appears for both reports; only the title changes, depending on the option you select.

```
DATE **/**/**                  VENDOR ANALYSIS REPORT     OPTIONS    AMV0C1   **

                        REPORT SEQUENCE <1-2>        n
                        1  PRIMARY CURRENCY/VENDOR NUMBER
                        2  VENDOR NUMBER/LOCAL CURRENCY


                        INCLUDE VENDORS <1-2-3>      n
                        1  PRODUCTION ONLY
                        2  MRO ONLY
                        3  BOTH









                                                          F24 END OF JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 END OF JOB ends processing, prints the Vendor Analysis Report (AMV741) or the Vendor Business Analysis Report (AMV742) and returns you to the menu.

Fields

REPORT SEQUENCE <1/2>. This field appears only if multiple currency support was selected during application tailoring. This is a required field. Type **1** to print the report amounts in primary currency. Type **2** to print the report in vendor number sequence and amounts in local currency. The default is 1.

INCLUDE VENDORS <1-2-3>. This field appears only if the Maintenance Management System (MMS) is interfacing. It allows you to limit the amount of information that prints on the report. This field does not appear if IFM is installed.

You can select to print information for only XA (production) vendors, only Maintenance Repair and Overhaul (MRO) vendors, or both.

Option 11. Vendor Business Analysis (AM6M40)

Use this option anytime you need a copy of the Vendor Business Analysis Report.

When AP is installed and interfacing, this option allows you to print a report showing all purchases (amounts paid) to a vendor in descending sequence by purchase amount.

When IFM is installed, the amounts shown represent purchases invoiced instead of paid. The only statistics that print are year-to-date amount, last year amount, and to-date amount.

What information you need: The vendor number.

What reports are printed: Vendor Business Analysis Report (AMV742).

This option uses the same panel as option 10, with the appropriate title.

Option 12. Print Invoice Reports (AM6M40)

Use this option anytime you need a copy of the Invoice Reports.

The information for these reports comes from the invoice and purchase order files created by Purchasing.

What information you need:

- The sequence of the report:
  - By vendor/purchase order number
  - By buyer/vendor/purchase order number
  - By item number/purchase order number.
- The report format: summary or detail.
- The beginning and ending vendor numbers, buyer numbers, due dates, variance, and item numbers, if you are not printing all purchase orders.

What reports are printed: Two of the following reports are printed, depending on the options you select:

- Invoicing Reports–Extract (AM6R2)
- Purchase Orders with Receipts not yet Invoiced (AM6R3)
- Orders Invoiced not yet Received (AM6R3)
- Orders with Lines not Requiring Inventory Processing (AM6R4).

This option produces the same reports as option 6, Invoice Reports, on the Payables Processing menu (AM6M20), described in Chapter 4.

Chapter 7. Purchase Order History

When you select option 5 on the Purchasing Main Menu (AM6M00) the Purchase Order History menu (AM6M50) appears.

The Purchase Order History menu allows you to review information about closed purchase orders through online inquiry. This menu also lets you archive, restore, and delete history records.

The purchase order history information is stored in the set of Purchase Order History files. These files contain information on price, delivery, vendor performance, quality, and other information accumulated during the life of the purchase order.

All the details of a purchase order that have accumulated during its life are saved, including header information, all line item and release data, comments, and vendor performance.


```
AM6M50                    Purchasing                      **********
                    Purchase Order History

Type option or command; press Enter.

   1. Inquire into Purchase Order History
   2. Archive Current Purchase Order History
   3. Restore Archived Purchase Order History
   4. Delete Restored Purchase Order History
   5. Delete Purchase Order History Archive Records








==> ______________________________________________________________
_

F3=Exit        F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Inquire into Purchase Order History. Use this option to look at purchase orders that have been closed out and purged or purchase orders that have been restored from an archived history file. You can access these purchase orders by order number, vendor number or description, and item number or description.

Option 2. Archive Current Purchase Order History. Use this option to save, by date, purchase orders from the Purchase Order History file to an offline tape file.

Option 3. Restore Archived Purchase Order History. Use this option to restore purchase orders that have been archived to an offline tape file. When you select this option, you are prompted to find the tape containing the purchase orders that you want to restore and load the tape. No Purchasing panel appears.

Option 4. Delete Restored Purchase Order History. Use this option to delete purchase orders that have been restored from an archived Purchase Order History file. When you select option 4, restored purchase orders are deleted. No Purchasing panel appears.

Option 5. Delete Purchase Order History Archive Records. Use this option to delete purchase order history records that have been archived. When you select option 5, purchase order history archive records are deleted.

The following is the sequence of operations involved in Purchase Order History.

1. Purchase Order Purge copies POMAST, PODATA, POITEM, POBLKT, POCOMT, PODEBT, OVERRD, POHDMD, and VENITF records to POHIST (Purchase Order History files).
2. Inquiry from Current Purchase Order History file on demand.
3. Archive to tape.
4. Restore archived history from tape.
5. Inquiry from Restored Purchase Order History file, on demand.

If restored history is no longer needed, it can be removed from the system.

During each Purchase Order Purge, records to be deleted in the Purchase Order Master and Data files are copied to the POHIST file.

Once the purchase order master and detail records are copied to POHIST, the records in POHIST are available for on-demand inquiry.

Periodically, records can be archived and deleted from POHIST. Records can be selectively archived by ranges of order closed dates. These archived records can be saved and later restored to the Restored Purchase Order History file.

Archiving history records is an independent process and is not affected by save/restore for master files. If you restore master files, archived history files are not restored, and you should manually delete files archived on tape since the last save. This prevents duplicate archived history files.

If MRP is interfacing, when Purchase Order History is archived, all the source of demand information is archived also with the order.

Option 1. Inquire into Purchase Order History

Use this option anytime you want to see history information for closed purchase orders.

This option allows you to review summary, detail, and comment information about purchase orders that have been closed out and purged, or purchase orders that have been restored from an archived history file. You can access these purchase orders by order number, vendor number or description, and by item number and description.

What information you need: The purchase order number, vendor number, or item number for the closed purchase orders you want to see.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM6031—Purchase Order History Inquiry (Options)

Use this panel to select the type of purchase order history inquiry you want to see.

This panel appears when you select option 1 on the Purchase Order History menu (AM6M50).

```
 DATE **/**/
**         Purchase Order History Inquiry        Options    AM6031   **


                    Select Inquiry Option:   n


                        1 Purchase order number   P aaaaA6
                               Line number          aaaA5
                               Release number       A2
                               Item number          aaaaaaaaaaaA15
                               Sequence             nnn

                        2 Item number               aaaaaaaaaaaA15
                               Warehouse            aA3

                        3 Vendor number             aaaaA6


                        History type <CUR/RES>     aA3


 F24=Exit
```

What to do

- To look at a specific purchase order, type in **1** and the purchase order number, and press **Enter**. Panel AM61A1 appears.
- To look at all purchase orders for an item, type in **2** and the item number, and press **Enter**. Panel AM61B2 appears.
- To look at all purchase orders for a vendor, type in **3** and the vendor number, and press **Enter**. Panel AM61C2 appears.

Function keys

F24=Exit shows the Purchase Order History menu (AM6M50) so you can select another history activity.

Fields

Select inquiry option. Required. Type in the number of the option you want:

1 ***Purchase order number***. Select this option to see purchase order summaries, details, comments, addresses, and multiple releases. You must enter the purchase order number. For this purchase order number, you can specify the item number and sequence number or line number to go directly to the Item Detail panel (AM61AC). If you also enter the release number, you go directly to the Multiple Releases panel (AM61AD).

2 ***Item number***. Select this option to see purchase orders for an item. For this item number, you can specify a warehouse number.

3 ***Vendor number***. Select this option to see all orders for a specific vendor. You must enter the vendor number.

History type <CUR/RES>. Appears only if restored history exists on the system. Enter **CUR** to inquire into the current history file. Enter **RES** to inquire into a restored history file.

AM61A1—Purchase Order History Inquiry—Order Summary (Inquiry)

Use this panel to view all available summary information for the purchase order selected.

This panel appears when you perform one of the actions listed below.

If you enter or use	on panel:
An order number	Purchase Order History (Select) panel (AM6031)
F3	Comment Inquiry panel (AM64E5)
F13	Purchase Order History-Item Detail (Inquiry) panel (AM61AC)
F13	Purchase Order History-Multiple Releases (Inquiry) panel (AM61AD)
F13	Purchase Order History-Order Addresses (Inquiry) panel (AM61A4)

```
Date **/**/**           Purchase Order Inquiry       Inquiry    AM61A1  **
                        Order Summary

Order  *******   Revision  **    Order status ** *************************
Buyer  *****               Approval status  * *****************************
                 Vendor  ******
-------Dates-------  Name   ************************************
Order      **/**/**  Contact *************************    Priority code   *
Confirmed  **/**/**  Phone    **************              Print hold code *
Revised    **/**/**  Ship-to ***********************************
Closed     **/**/**  Bill-to ************************************
Lst actvty **/**/**  Contact ******************************
Last maint **/**/**  Phone   ******************           Omit quantities *

Terms          *** *************************    FOB *** ***************
Currency       *** *******************          Via *** ***************
Alt currency   *** *******************  Print in alt *   F04 Item summary
Approved item amount  **,***,***,***.**                   F05 Item detail
Approved PO amount    **,***,***,***.**                   F08 Order comments
Approval requested    **,***,***,***.**                 F14 Address display
Last approved amount  **,***,***,***.**                   F15 IFM information
Invoice amount       **,***,***,***.**                 F17 Alternate currency
Invoice status       *                          F19 Reselect options
                                           F24 End of job
```

What to do

- To look at a summary of the items, use **F04**. Panel AM61AE appears.
- To look at the detail for the first item for this order, use **F05**. Panel AM61AC appears.
- To look at the comments associated with this order, use **F08**. Panel AM64E5 appears.
- To look at the addresses associated with this order, use **F14**. Panel AM61A4 appears.
- To look at IFM information, use **F16**. Panel AM61A1A appears.

- To look at alternate currency information, use **F17**. The current panel refreshes to show the local, trading, or alternate currency amounts.
- To select another purchase order, use **F19**.

Function keys

F04=Item summary shows the Purchase Order History Inquiry–Item Summary (Inquiry) panel (AM61AE).

F05=Item detail shows the Purchase Order History Inquiry-Item Detail (Inquiry) panel (AM61AC) with the first item detail on the purchase order.

F08=Order comments shows the Comments Inquiry panel (AM64E5). If no comments exist, a message appears.

F14=Address display shows the Purchase Order History Inquiry-Order Addresses (Inquiry) panel (AM61A4).

F16=IFM information shows the Purchase Order Inquiry-Item Detail-IFM (Inquiry) panel (AM61ACA).

F17=Alternate currency appears only if multi-currency processing is active. Using this key allows you to display the amounts on the panel in either local, trading, or alternate currency. The default is trading currency. The currency ID and description also appear on the panel.

F19=Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor (Inquiry) panel (AM61C2) if inquiry is by vendor.

F24=End of job ends the inquiry session and shows the Purchase Order History menu (AM6M50).

Fields

Order (purchase order number). This field shows the purchase order number.

Revision. This field shows the number of times the purchase order has been printed with revisions.

Order status (order status code). This field shows status 60, order closed.

Buyer (buyer number). This field shows the buyer number that you entered with the purchase order.

Approval status. This field shows the approval status of the order. This field does not appear if the Approvals feature is not being used.

Vendor (vendor number). This field shows the value from the Purchase Order Master file.

Dates. This field shows one or more of the following:

Order: The date the order was released.

Confirmed: The date the order was confirmed via a Vendor Accept (VA) transaction, if the order requires confirmation.

Revised: The date the purchase order was last revised and printed.

Closed: The date the order was closed.

Purged: The date the purchase order was purged.

Last maint: The date any maintenance, other than inventory activity, was last performed against the order.

Name (vendor name). This field shows the value from either the Vendor Master file or the Override file if the purchase order was used for a miscellaneous vendor (Vendor = 000000).

Contact (vendor contact name). This field shows the name of the primary vendor contact from the Vendor Master file or from the Override file if the field was redefined during Purchase Order Entry/Edit.

Priority code . This field shows a number if you entered a priority override number during Purchase Order Entry/Edit.

Phone (vendor telephone number). This field shows the value from the Vendor Master file or from the Override file if the field was redefined during Purchase Order Entry/Edit.

Print hold code. This field shows H if the purchase order was placed on hold print status.

Ship to (ship-to name). This field shows the value from the Warehouse Ship-To Master file, or from the Purchase Order Master file if a blank ship-to ID was entered and the ship-to name was typed in manually.

Bill to (bill-to name). This field shows the value from the Warehouse Ship-To Master file, or from the Override file if the ***Bill-to ID*** is blank and the ***Bill-to*** fields were typed in manually.

Contact (ship-to contact name). This field shows the value from the Vendor Master file or the Override file.

Phone (ship-to contact telephone number). This field shows the value from the Vendor Master file or the Override file.

Omit quantities. N appears if quantities are to appear on the P.O. Y appears if quantities are not to appear on the P.O. A standard message appears on the P.O. instead of quantities if Y appears.

Terms. This field shows the terms code and description that you entered with the purchase order.

FOB (Free on Board). This field shows the free on board code and description you entered with the purchase order.

Currency. This field shows the currency ID and description identifying the currency for this record. This field appears only if multi-currency processing is active.

Alt currency. This field shows the currency ID and description identifying the alternate currency for this record. This field appears only if multi-currency processing is active.

Print in alt. This field shows Y or N to indicate if the purchase order was printed in alternate currency.

Via (Ship via). This field shows the ship via code and description you entered with the purchase order.

Item amount/Approved item amount. The sum of the line item values, not including taxes, appears. When P.O. approval is used, the sum of the approved line item amounts appears.

Total amount/Approved PO amount. The total amount for this purchase order appears. The total includes freight, tax, special charges, and 'item amount'. When P.O. approval is used, the field appears as Approved PO amount and is calculated as the sum of freight, tax, special charges, and all approved item amounts.

Approval requested. This is normally the amount outstanding on an approval request, but if an order is purged with an open approval request, the approval request is cancelled. This field appears only if the Approval application is interfacing.

Last approved amount. The total amount of the PO when it was last approved. This field appears only if the Approval application is interfacing.

Invoice amount. This field shows the actual to-date invoiced amount as entered during Invoice Entry/Edit or Payables Entry/Edit. This can be partial or complete invoicing for the order.

Invoice status (Invoicing status). This field shows either:

C Invoicing complete
blank Partial or no invoicing.

AM61A1A—Purchase Order History Inquiry—Order Summary - IFM (Inquiry)

Use this panel to review all current IFM order summary information for a purchase order.

This panel appears when you use **F15** on the Order Summary (Inquiry) panel.

```
Date **/**/**        Purchase Order Inquiry         Inquiry    AM61A1A **
                     Order Summary - IFM
Freight:
 IFM charge      **********       Tax transaction type *********
 Unit          **********     Nature              *********
 Expected amount ***********.**    Local currency       **********.**
 Prorate <Y/N>    *               Item tax class     ***************

Special charge:
 IFM Charge      **********       Tax transaction type **********
 Unit          **********     Nature              **********
 Expected amount ***********.**    Local currency       ***********.**
 Prorate <Y/N>    *               Item tax class     ***************
 Print <Y/N>     *

Orig unit        **********       Apportionment        **********
IFM approver       **********       Charge type          *
Calculate IFM taxes <Y/N>  *
Tax tran type      **********      ***********************
Installment method **********       ***********************
Note method        **********      ***********************
Last updated       *******

F02=Installment payments   F13=Return to order sum   F16=IFM tax inquiry
```

What to do

When you have reviewed this information, use **F19** to continue.

Function keys

F13=Return to order sum returns you to the Purchase Order History Inquiry–Order Summary panel (AM61A1).

Fields

Freight IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the freight on this purchase order. An IFM charge can be set up in IFM to predefine a type of charge and other specific characteristics.

Freight tax transaction type. The taxing authority's classification of the transaction.

Freight unit. The organizational unit (department, for example) used in determining the account that was charged for the freight on this purchase order.

Freight nature. The income, expense, asset, liability, or capital account used in creating a ledger transaction for the freight on this purchase order.

Freight expected amount. The freight charge expected for this purchase order.

Freight local currency . The local currency equivalent for the expected freight charges.

Freight prorate. Y appears if freight charges are prorated across each line item on this order, for accounting and inventory management purposes. N appears if freight charges are not prorated.

Freight item tax class. The tax classification of the item.

Special charge IFM charge. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for the Special Charge on this purchase order.

Special charge tax transaction type. The taxing authority's classification of the transaction.

Special charge unit. The organizational unit (department, for example) used in determining the account to be charged for the Special Charge on this purchase order.

Special charge nature. The income, expense, asset, liability, or capital account used in creating a ledger transaction for the Special Charge on this purchase order.

Special charge expected amount. The amount of any special charge expected for this purchase order.

Special charge local currency. The local currency equivalent for the expected special charges.

Special charge prorate. Y appears if prorate special charges across each line item on this order, for accounting and inventory management purposes. N appears if special charges not prorated across each line item on this order.

Special charge item tax class. The tax classification of the item.

Special charge print. Y appears if print special charges on the purchase order. N appears if special charges are not to be printed on the purchase order.

Orig unit (originating unit). The identification of the unit that originated this purchase order. It serves as the default unit in case no other unit is entered for IFM charge or Freight or Special Charge unit at the order or item level.

Apportionment. The identification of the IFM apportionment previously defined in IFM that defines the way an amount should be distributed across multiple accounts. If shown, this is the default apportionment for all line items.

IFM approver . The identification of the IFM user who handles discrepancies between invoice, purchase order, and receipt data during processing of PO-related invoices.

Charge type. A code to indicate the charge type for the order.

Blank No information is to be passed to IM or PC&C. The field must be blank if this is an MRO item.

F Miscellaneous charge (forced add). Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I Cost adjustment. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance file.

M Miscellaneous charge. Passes miscellaneous charge information to PC&C when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O Outside operation. Passes information for an outside operation to PC&C.

Calculate taxes. This field shows whether IFM taxes are to be calculated for purchase orders.

N Do not calculate IFM taxes for this purchase order.

Y Calculate IFM taxes on purchase orders. This is the default. You can override it for this particular order.

Tax tran type (tax transaction type). The taxing authority's classification of the transaction.

Installment method. Identifies how installment payments are determined. Specifies whether this is for payables or receivables, the number and frequency of payments, and the interest rate.

Note method. Identifies how a note was created. Specifies whether this is for payables or receivables, the currency, where the note is stored, how the due date and note transaction number is determined, terms, and rules for accepting the note.

Last updated. The date the purchase order was most recently updated.

AM61A4—Purchase Order History Inquiry—Order Addresses (Inquiry)

Use this panel to review the shipping and billing addresses for this purchase order.

This panel appears when you use **F14** on the Purchase Order History-Order Summary (Inquiry) panel (AM61A1).

```
 Date **/**/
**          Purchase Order History Inquiry       Inquiry    AM61A4  **
                               Order Addresses

 Order  *******           Status  **    Revision   **

  Vendor name  ***********************************
  Address      ***********************************
               ***********************************
               ***********************************
               ***********************************
               ***********************************
  Ship to name ***********************************
  Address      ***********************************
               ***********************************
               ***********************************
               ***********************************
               ***********************************
  Bill to name ***********************************
  Address      ***********************************
               ***********************************
               ***********************************
               ***********************************        F13 Order summary
               ***********************************        F19 Reselect options
                                                          F24 End of job
```

What to do

- To look at the purchase order summary information, use **F13**. Panel AM61A1 appears.
- To select another purchase order, use **F19**.

Function keys

F13 Order summary returns you to the Purchase Order History-Order Summary (Inquiry) panel (AM61A1).

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor panel (AM61C2) if inquiry is by vendor

F24 End of job ends the inquiry session and shows the Purchase Order History menu (AM6M50).

Fields

Order (purchase order number). This field shows the number of the purchase order whose addresses you are reviewing.

Status (order status code). This field shows status 60, order closed.

Revision (revision number). This field shows how many times this order has been revised since it was originally printed.

Vendor name. This field shows the name you assigned to this vendor.

Address 1-5. These fields show 5 lines of address for the vendor with whom this purchase order was placed.

Ship to name. This field shows the name of this shipping location.

Address 1-5. These fields show 5 lines of address where the item was shipped.

Bill to name. This field shows the bill-to override name if entered in purchase order entry.

Address 1-5. These fields show 5 lines of address for the override ship-to name.

AM61A9—Purchase Order History Inquiry—Debit Memo (Inquiry)

Use this panel to review debit memos for the order/item selected.

This panel appears when you use **F11** on the Purchase Order History–Item Detail (Inquiry) panel (AM61AC) and a debit memo exists for the item or release.

```
 Date **/**/
**           Purchase Order History Inquiry        Inquiry    AM61A9  **
                                  Debit Memo

 Order  *******          Item  ***************  Seq  ***  Line  *****  *MRO*

   Vendor  *****
   ***********************************    Order date **/**/**
   Contact *************************      Buyer ***** *************************

 Debit memo number  **********            Debit quantity      *,***,***.***
 IFM credit memo <Y/N>       *            Vendor return auth  **********
 Currency ID *** ***************          Resupply <Y/N>      *
 Unit price **,***,***,***.****           Resupply date       ******

 Item       **,***,***,***.**                           F02 Page forward
 Sp charges **,***,***,***.**                           F03 Page backward
 Freight    **,***,***,***.**                           F05 Item detail
 Taxes      **,***,***,***.**                           F06 Multiple release
 Total      **,***,***,***.**                           F09 Item comments
                                                        F13 Order summary
                                                        F17 Alternate currency

                                                        F19 Reselect options
                                                        F24 End of job
```

What to do

Refer to the function key descriptions for additional information.

Function keys

F02 Page forward shows the Purchase Order History Inquiry–Debit Memo (Inquiry) panel (AM61A9) with any additional debit memos.

F03 Page backward shows the Purchase Order History Inquiry–Debit Memo (Inquiry) panel (AM61A9) with any previous debit memos.

F05 Item detail shows the Purchase Order History–Item Detail (Inquiry) panel (AM61AC) with the previously selected line item.

F06 Multiple release shows the Purchase Order History Inquiry–Multiple Releases (Inquiry) panel (AM61AD) with the previously selected blanket item.

F09 Item comments shows the Comment Inquiry panel (AM64E5).

F13 Order summary shows the Purchase Order History/Inquiry–Order Summary (Inquiry) panel (AM61A1) for this order.

F17=Alternate currency appears only if multi-currency processing is active. Using this key allows you to display the amounts on the panel in either local, trading, or alternate currency. The default is trading currency. The currency ID and description also appear on the panel.

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor panel (AM61C2) if inquiry is by vendor

F24 End of job shows the Purchase Order History menu (AM6M50) so you can select another inquiry or end inquiry activity.

Fields

Order. The purchase order number for this debit memo.

Item. The item number for an item in inventory.

Seq (sequence number). The sequence number for a miscellaneous item that appeared more than once in a purchase order.

Line. The relative position of the item on the purchase order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Vendor. The vendor's number and name.

Order date. The date on which the order was first printed.

Contact. The name of the primary contact for this vendor.

Buyer. The buyer number and name.

Debit memo number. The number given to the debit memo for the item selected.

Debit quantity. The quantity of this purchased item covered by this debit memo.

IFM credit memo. Y appears if a credit memo has been created for this debit memo. N appears if it has not been created.

Vendor return auth (authorizer). The user-defined code that identifies who authorized this debit memo.

Currency ID. The currency identification and description for this record. This field appears only if multi-currency processing is active.

Resupply (Y/N). This field indicates whether the returned items are to be resupplied.

Unit price. The price for one unit of this item for this debit memo.

Resupply date. The date by which this item is to be resupplied.

Item. The debit amount for this item. The amount is calculated by multiplying the debit quantity by the unit price.

Sp charges (special charges). This field defines any special charge amount applied to the debit memo.

Freight. The freight charge included on this debit memo for this item.

Taxes. The total amount of tax included on this debit memo for this item.

Total. The total amount of this debit memo for this item.

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AM61AC—Purchase Order History Inquiry—Item Detail (Inquiry)

Use this panel to review detail information about an item on a purchase order in history.

This panel appears when you perform one of the actions listed below.

If you enter or use:	on panel:
Both the order and item numbers	Purchase Order History Inquiry-Options (AM6031)
F5	Purchase Order History Inquiry-Order Summary (AM61A1)
F5	Purchase Order History Inquiry-Multiple Release (AM61AD)
F3	Purchase Order History Inquiry- Comment Inquiry (AM64E5)
A reference number for an order	Purchase Order History Inquiry-Order/Release Summary (AM61B2)

```
Date **/**/**     Purchase Order History  Item Detail  Inquiry    AM61AC  **

Order *******  Stat **  Contr *****  Job ************  Cls ****  Packing cd **
Vnd catalog  *************************  Dept ****  Cur *** Country origin ***
 ***************                        Seq    Req     Line
Item *************** ****************************** ***  *******  ***** *MRO*
*******************************************************************************
Whse *    Loc *******  Planr *****  Stk UM **  Pur UM **  UM conv **,***.*****
Eng draw no ***************    G/L acct ***************  INVENTORY ITEM
Work order-task ******-**      Cost code ******         Freight ***********.**
 ---------Quantities----------  ---------Dates----------  Tax %        ***.***-
 Ordered    **,***,***,***.***  Ordered        **/**/** F02 Forward/F03 Backward
 Deviation  **,***,***,***.***  Due to dock     **/**/** F04 Item summary
 At dock    **,***,***,***.***  Due to stock   **/**/** F06 Multiple release
 Inspection **,***,***,***.***  First delivery **/**/** F08 Source of demand
 Scrapped   **,***,***,***.***  Promised        **/**/** F09 Item comments
 Retrn/vend **,***,***,***.***  Delivery all   **/**/** F10 Alternate UM
 In stock   **,***,***,***.***  Stock all     **/**/** F11 Debit memo
 Invoiced   **,***,***,***.***  Purged         **/**/** F13 Order summary
 ----------Costs--------------  Last maintain  **/**/** F14 Requested values
 Unit       **,***,***,***.**** Days        Lead time  F15 IFM information
 Extended   **,***,***,***.**** Early *****  Exp ***   F17 Alternate currency
 Inv amt    **,***,***,***.***  Late  *****  Act ***   F19 Reselect options
                                           F24 End of job
```

What to do

Refer to the function key descriptions for additional information.

Function keys

F02 Page forward shows the next panel. This function key is active even though it is not displayed on the panel.

F03 Page backward shows the previous panel. This function key is active even though it is not displayed on the panel.

F04 Item summary shows the Purchase Order History Inquiry—Item Summary (Inquiry) panel (AM61AE), which shows a list of the items and multiple releases for this purchase order.

F06 Multiple release shows the Purchase Order History Inquiry—Multiple Releases (Inquiry) panel (AM61AD).

F08 Source of demand shows the Source of Demand panel (AMM771), if MRP is installed and interfacing.

F09 Item comments shows the Item Comments Inquiry panel (AM64E5).

F10 Alternate UM shows the Purchase Order History Inquiry-Item Detail (Inquiry) panel (AM61AC) with the purchasing unit of measure field highlighted and all quantity fields converted to the purchasing unit of measure. To convert the quantities back to the stocking unit of measure, use **F10** again.

F11 Debit memo shows debit memos attached to this order on the Purchase Order History Inquiry-Debit Memo (Inquiry) panel (AM61A9).

F13 Order summary returns you to the Purchase Order History-Item Detail (Inquiry) panel (AM61A1).

F14 Requested values shows you the values of requested items. Press **F14** again to return to Approved Values. This function key appears only if POs are being approved.

F15 IFM Information shows the Purchase Order Inquiry-Item Detail-IFM (Inquiry) panel (AM61A1A). This function key appears only if IFM is interfacing.

F17=Alternate currency appears only if multi-currency processing is active. Using this key allows you to display the amounts on the panel in either local, trading, or alternate currency. The default is trading currency. The currency ID and description also appear on the panel.

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor (Inquiry) panel (AM61C2) if inquiry is by vendor.

F24 End of job ends the inquiry session and shows the Purchase Order History menu (AM6M50).

Fields

Order. The number of the purchase order whose item you are reviewing.

Stat (item status code). The current status of this line item can be one of the following:

05 Vendor accept required
10 Open
20 Received at dock
30 Received in inspection
40 Received in stock
50 Item complete
99 Cancelled.

The status code that appears represents the most complete status for the item. For example, if receipts have been recorded for both dock and inspection, the status code is 30.

Contr (contract number). The number that identifies the contract for this vendor and item.

Job (customer job number). The manufacturing order number, a customer order number, or a user-defined reference number, which relates the purchase order to a manufacturing or customer job.

If a requisition that contains a job number was used to create the purchase order, that number appears here.

Cls (Item class). The code that identifies the item class for this item. Your company assigns this code.

Packing cd. The code that identifies the group to which this item belongs.

Vnd catalog (Vendor catalog number). The vendor's catalog number for this item that comes from the Vendor/Item file when a contract is used.

Dept. The department number for this item.

Cur (Currency identification). The code identifying the currency for this record. This field appears only if multi-currency processing is active.

Country of origin. The country of origin associated with this item.

Item. The number and description of the item you are reviewing. The extended description appears on the next line. The word CANCELED appears above the item number if the item had been cancelled.

Seq (Sequence number). The number assigned by the application to a miscellaneous or service item, which may appear more than once on the same purchase order.

Req (Requisition number). The number of the requisition for this item.

Line. The number of the line on which this item appears on the purchase order.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Extended item description. Additional description information for this item.

Whse (Warehouse number). The warehouse number for this item if multiple warehouses are used.

Loc (Warehouse location). The code that identifies the item's location in the warehouse.

Planr (Planner number). The code that identifies the person responsible for planning the replenishment strategy for this item.

Stk UM (stocking unit of measure). The unit of measure in which this item is stored in inventory.

Pur UM (purchasing unit of measure). The unit of measure in which this item is normally purchased.

UM conv (unit of measure conversion factor). The number of stocking units in one purchase unit.

Eng draw no. (engineering drawing number). The engineering drawing number from the Item Master file. If quotes are used for this purchase order, the engineering number comes from the Vendor/Item file.

G/L acct (General ledger account number). The material expense account number to be charged during invoicing for this item with its associated cost. If a requisition containing an account number was used, that account number appears. Otherwise, the account number from the Item Master file appears.

Note: If IFM is installed, this field is replaced with the ***Unit and Nature*** fields.

Inventory description. This field identifies the stocking strategy of the item to the Purchasing application.

One of three descriptions appears:	For MRO items, this is equivalent to:
INVENTORY ITEM	Stores
MISCELLANEOUS	Nonstores
SERVICE ITEM	Service

The next three fields appear only for Maintenance, Repair, and Overhaul (MRO) items if the Maintenance Management System (MMS) is interfacing.

Work order. The number of the work order that originated in MMS.

Task. This field identifies a step on the MMS work order. It represents the task to charge field, not the task sequence number.

Cost code. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

Freight. The freight amount for this item.

Tax %. The tax percent for this item.

Quantities.

Ordered: The quantity ordered.

Deviation: The difference between the expected quantity and the current open quantity. If POs are being approved, press **F14 Requested values** to replace this with the requested quantity.

At dock: The quantity received to-date at the dock.

Sum of releases: If this is a blanket item, the sum of releases appears in place of Deviation and At dock.

Inspection: The quantity of this item received to-date in inspection.

Scrapped: The quantity reported to-date as scrap for this item.

Retrn/vend: The quantity returned to-date to the vendor for this item.

Remaining quantity and percent: If this is a blanket item, the remaining quantity and percent appear in place of Inspection, Scrapped, and Retrn/Vend.

In stock: The total quantity received to-date in stock for this item.

Invoiced: The actual to-date invoiced quantity as entered during Invoice Entry and Edit.

Dates.

Ordered: The date this item was ordered.

Due to dock: The date this item is due to arrive at the dock.

Due to stock: The date this item is required to be in inventory. If this is a fixed blanket, the Latest due date appears instead.

First delivery: The date when the first receipt transaction was processed against this item.

Promised: The delivery date the vendor promised.

Delivery all: Date when all was delivered for this item.

Stock all: Date when all was received to stock for this item.

Purged: Date when this item was written to history.

Last maintain: The last date any changes were made to this record.

Costs.

Unit: The unit price entered during purchase order entry.

Extended cost: The value of this item calculated by multiplying quantity on-order by the unit cost.

Inv amt (Invoice amount): This field appears only if invoicing is active and shows the value of this item's actual invoice amount.

Days.

Early: The number of days the item arrived early from the vendor.

Late: The number of days the item arrived late from the vendor.

Lead time.

Exp: The number of days in which this item was expected from the vendor.

Act: The actual number of days in which this item was delivered from the vendor.

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AM61ACA—Purchase Order Inquiry—Item Detail—IFM (Inquiry)

Use this panel to review all IFM related fields about an item on a purchase order.

This panel appears when you press **F15** on the Purchase Order History Inquiry-Item Detail (Inquiry) panel (AM61AC).

```
Date **/**/**        Purchase Order History Inquiry      Inquiry     AM61ACA **
                     Item Detail - IFM

  IFM charge          **********          *************************

  Unit           **********          *************************
  Nature           **********          *************************

  Apportionment         **********          *************************

  Charge type         *                  *************************

  Tax transaction type  *********          *************************

  Item tax class      ***************      *************************



  F05=Return to Item detail
```

What to do

Refer to the function key description for additional information.

Function keys

F05=Return to Item detail returns you to the Purchase Order History—Item Detail (Inquiry) panel (AM61AC).

Fields

IFM charge. The class of invoice detail used to derive the nature that is used to create a ledger transaction for this item.

Unit. The organization unit (department, for example) to be used in determining the account to be charged for this item.

Nature. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for this item.

Apportionment. The identification of the IFM apportionment previously defined in IFM that defines the way an amount is to be distributed across multiple accounts.

Charge type. This field shows one of the following codes:

Blank No information is to be passed to IM or PC&C

F ***Miscellaneous charge (forced add)***. Passes the miscellaneous charge to PC&C when the charge number does not exist already in the Manufacturing Order Miscellaneous Detail file (MOMISC).

I ***Cost adjustment***. Passes a CA transaction to IM to update current and last cost of the item in the Item Balance File.

M ***Miscellaneous charge***. Passes miscellaneous charge information to PCC when the charge number already exists in the Manufacturing Order Miscellaneous Detail file (MOMISC).

O ***Outside operation***. Passes information from an outside operation to PCC.

Tax transaction type. The taxing authority's classification of the transaction.

Item tax class. The taxing authority's classification of the item.

AM61AD—Purchase Order History Inquiry—Multiple Releases (Inquiry)

Use this panel to review the release detail for a multiple release item in history.

This panel appears when you use **F06** on the Purchase Order History-Item Detail (Inquiry) panel (AM61AC) or **F3** on the Comments Inquiry panel (AM64E5).

```
Date **/**/**        Purchase Order History Inquiry   Inquiry   AM61AD  **
                     Multiple Releases

Order  *******         Status  **  *************   Revision   **

Item  ***************   WH ***  Seq ***   Release **** Line *****  *MRO*

  Stock UM  **     Purch UM   **      Conv factor **,***.*****

-----------Quantities----------  ----------Dates--------
  Ordered     **,***,***,***.***  Ordered       **/**/**
  Deviation  **,***,***,***.***  Due to dock    **/**/**   F02 Page forward
  At dock    **,***,***,***.***  Due to stock  **/**/**   F03 Page backward
  Inspection **,***,***,***.***  First delivery **/**/**   F04 Item summary
  Scrapped   **,***,***,***.***  Promised      **/**/**   F05 Item detail
  Retrn/vend **,***,***,***.***  Last maintain **/**/**   F08 Source of demand
  In stock   **,***,***,***.***  Purged        **/**/**   F09 Release comments
  Invoiced   **,***,***,***.***                          F10 Alternate UM
  Costs    *** ***************   Days       Lead time   F11 Debit memo
  Ex ov price **,***,***,***.**** Early *****  Exp ***   F13 Order summary
  Ovrd price  **,***,***,***.**** Late  *****  Act ***   F17 Alternate currency
  Inv amt    **,***,***,***.**                            F19 Reselect options
                                              F24 End of job
```

What to do

Refer to the function key descriptions for additional information.

Function keys

F02 Page forward shows the Purchase Order History Inquiry-Multiple Releases (Inquiry) panel (AM61AD) with any additional multiple releases for this item.

F03 Page backward shows the Purchase Order History Inquiry-Multiple Releases (Inquiry) panel (AM61AD) with any previous multiple releases.

F04 Item summary shows the Purchase Order History Inquiry-Item Summary (Inquiry) panel (AM61AE), which shows a list of the items and multiple releases for this purchase order.

F05 Item detail returns you to the Purchase Order History Inquiry-Item Detail (Inquiry) panel (AM61AC).

F08 Source of demand shows the Source of Demand panel (AMM771), if MRP is installed and interfacing.

F09 Release comments shows the Comment Inquiry panel (AM64E5).

F10 Alternate UM shows this panel with the purchasing unit of measure field highlighted and all quantity fields converted to the purchasing unit of measure. To convert the quantities back to the stocking unit of measure, use **F10** again.

F11 Debit memo shows the Purchase Order History Inquiry-Debit Memo (Inquiry) panel (AM61A9), if any debit memos are attached to this order.

F13 Order summary returns you to the Purchase Order History Inquiry-Order Summary (Inquiry) panel (AM61A1).

F17=Alternate currency appears only if multi-currency processing is active. Using this key allows you to display the amounts on the panel in either local, trading, or alternate currency. The default is trading currency. The currency ID and description also appear on the panel.

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor panel (AM61C2) if inquiry is by vendor

F24 End of job ends the inquiry session and shows the Purchase Order History menu (AM6M50).

Fields

Order. The number of the purchase order whose item you are reviewing.

Status. The current status of this item can be one of the following:

10	Open
20	Received at dock
30	Received in inspection
40	Received in stock
50	Item complete
99	Cancelled

Revision. A count of how many times this order has been revised since it was originally printed.

Item. The number of the item you are reviewing.

WH (warehouse number). The warehouse number for the item.

Seq (Sequence number). The sequence number for a miscellaneous item that appeared more than once in a purchase order.

Release. The release number for this order quantity if this is a blanket purchase order.

Line. The number of the line on which the item appears on the P.O.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Stock UM (stocking unit of measure). The unit of measure in which this item is stocked.

Purch UM (purchasing unit of measure). The unit of measure in which this item is purchased.

Conv factor (unit of measure conversion factor). The number of stocking units contained in one purchase unit.

Quantities.

Ordered: The quantity ordered.

Deviation: The difference between the expected quantity and the current open quantity.

At Dock: The cumulative quantity received at the dock for this item.

Inspection: The quantity received to-date in inspection.

Scrapped: The quantity reported as scrap on this line item.

Retrn/vend: The quantity returned to-date to the vendor for this line item.

In Stock: The total quantity received to-date to stock for this item.

Invoiced: The quantity invoiced.

Dates.

Ordered: The date when these goods were ordered.

Due to dock: The date when these goods were required to be on the dock.

Due to stock: The date the item was required to be in inventory.

First delivery: The date that the first receipt transaction was processed against this line item.

Promised: The date the vendor promised the item.

Last maintain: The last date any changes were made to this record.

Purged: The date this item was purged.

Costs. The ID and description that identifies the currency for this record. This field appears only if multi-currency processing is active.

Ex ov price (Extended price): The value of this item calculated by multiplying quantity on-order by the unit cost.

Ovrd price (Unit price): The unit price entered during purchase order entry.

Inv amt (Invoice amount): The value of this item's actual invoice amount.

Days.

Early: The number of days the item arrived early from the vendor.

Late: The number of days the item arrived late from the vendor.

Lead time.

Exp (expected): The number of days in which this item was expected from the vendor.

Act (actual): The actual number of days in which this item was delivered from the vendor.

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AM61AE—Purchase Order History Inquiry—Item Summary (Select)

Use this panel to review a summary of item information for this purchase order in history.

This panel appears when you select **F04** from the Purchase Order History-Order Summary (AM61A1), Purchase Order History-Item Detail (AM61AC), or Purchase Order History-Multiple Releases (AM61AD) panels.

```
Date **/**/**            Purchase Order History Inquiry    Select     AM61AE  **
                                 Item Summary
Order  *******       Currency  *** ***************

    Item number      WH   Seq   Line   St   Description                       MRO

Ref     Ord qty        Del qty        Act price        Item frght     Last rec'd
**  *************** ***  ***   *****  **   *********************************** *

     *******.***-  *******.***- ***********.**-  ***********.**-    ******
**  *************** ***  ***   *****  **   ***********************************
     *******.***-  *******.***- ***********.**-  ***********.**-    ******
**  *************** ***  ***   *****  **   *********************************** *

     *******.***-  *******.***- ***********.**-  ***********.**-    ******
**  *************** ***  ***   *****  **   ***********************************
     *******.***-  *******.***- ***********.**-  ***********.**-    ******
**  *************** ***  ***   *****  **   ***********************************
     *******.***-  *******.***- ***********.**-  ***********.**-    ******
**  *************** ***  ***   *****  **   ***********************************
     *******.***-  *******.***- ***********.**-  ***********.**-    ******
 **    End    **                                        F02 Page forward
                                                        F03 Page backward
                                                        F13 Order summary
                                                        F17 Alternate currency
Enter reference number: nn                              F19 Reselect options
                                                        F24 End of job
```

What to do

To review item detail, type the reference number you want and press **Enter**.

Function keys

F02 Page forward shows the list of items on the next panel.

F03 Page backward shows the list of items on the previous panel.

F13 Order summary returns you to the Purchase Order History Inquiry-Order Summary (Inquiry) panel (AM61A1).

F17=Alternate currency appears only if multi-currency processing is active. Using this key allows you to display the amounts on the panel in either local, trading, or alternate currency. The default is trading currency. The currency ID and description also appear on the panel.

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor panel (AM61C2) if inquiry is by vendor.

F24 End of job shows the Purchase Order History menu (AM6M50).

Fields

Order. The number of the purchase order you are reviewing.

Currency. The ID and description identifying the currency for this record. This field appears only if multi-currency processing is active.

Ref (reference). The reference number of the order.

Item number. The number of the item you are reviewing. For blanket items, each release shows as a separate reference line and ** RL-nnnn appears in the item number field, where nnnn is the release number.

WH (warehouse number). The warehouse number for this item if multiple warehouses are used.

Seq (sequence number). The line sequence for this item.

LIne. The line on which this item appears in the purchase order.

St (Status). The status code for this item.

Description. The description of the item.

MRO . This column appears only if the Maintenance Management System (MMS) is interfacing. Y (yes) indicates that the item is a spare part or service item.

Ord qty (order quantity). The quantity ordered for this item.

Del qty (delivered quantity). The quantity delivered for this item.

Act price (actual price). The price actually invoiced for this item.

Item frght. The freight amount for this item.

Last rec'd (last received). The date any receipts were last made for this item.

Enter reference number. Enter the reference number of the item detail you want to see.

AM61AF—Purchase Order History Inquiry—Order List (Select)

Use this panel to review a summary of orders with the same order number. Since the same order number may exist in history, this panel allows you to select the correct order for inquiry.

This panel appears when you select an order from the Purchase Order History (Select) panel (AM6031) options 1, 2, or 3, and the order appears multiple times in the history files.

```
 Date **/**/
**         Purchase Order History Inquiry          Select     AM61AF  **
                                     Order List

                                                              --- Dates ---
 Ref Order  Vendor   OO                                   Buyer Purged   Ordered

 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
 ** ******* ****** *********************************** ***** **/**/** **/**/**
  **     End     **
                                                            F02 Page forward
                                                            F03 Page backward
 Enter reference number  nn                                 F19 Reselect options
                                                            F24 End of job
```

What to do

Refer to the function key descriptions for additional information.

Function keys

F02 Page forward shows this panel with the next page of orders.

F03 Page backward shows this panel with the previous page of orders.

F19 Reselect options returns you to:

- Purchase Order History (Options) panel (AM6031) if inquiry is by order number
- Order Release Summary panel (AM61B2) if inquiry is by item
- All Orders for a Vendor panel (AM61C2) if inquiry is by vendor

F24 End of job shows the Purchase Order History menu (AM6M50).

Fields

Ref. The reference number for the order.

Order. The order number selected.

Vendor. The vendor number and name associated with this order.

Buyer. The buyer number associated with this order.

Dates.

Ordered: The date this order was entered.

Purged: The date this order was written to history.

Enter reference number. Type the reference number for the order you want to see.

AM61B2–Purchase Order History Inquiry–Order/Release Summary (Select)

Use this panel to review all of the closed and purged purchase orders for an item.

This panel appears when you select option 2 on the Purchase Order History Inquiry (Options) panel (AM6031).

```
Date **/**/**      Purchase Order History Inquiry      Select    AM61B2  **
                  Order/Release Summary

 Item ***************  Description  ****************************  *MRO*
********************************************************************************

Ref Vendor Order   Rel    Del qty       Act price      Curr ID  L/T   Cmp date
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**
 ** ****** ******* **** *******.*** ***********.**      ***     ***.* **/**/**

 **   End   **
                                    F02 Page forward
                                    F03 Page backward
                                    F09 ******** currency
Enter reference number: nn                     F19 Reselect options
                                    F24 End of job
```

What to do

To review a purchase order, type the reference number and press **Enter**.

Function keys

F02 Page forward shows this panel again with any additional orders for the item. When all orders for the item have been shown, the message END appears.

F03 Page backward shows this panel again with any previous orders for the item.

F09 ******* currency** appears only if multi-currency processing is active. Using **F09** allows you to toggle the amounts on the panel between local and trading currency. The currency ID appears on the panel.

F19 Reselect options returns you to the Purchase Order Inquiry (Options) panel (AM6031).

F24 End of job ends the inquiry session and shows the Purchase Order History menu (AM6M50).

Fields

Item and description. The number and description of the item you selected for review.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

Extended item description. . Additional description information for this item.

Ref (Reference). The reference number for the order.

Vendor. The number of the vendor supplying this item.

Order. The purchase order number of the release.

Rel (Order release). The release number for this order.

Del qty (Delivered quantity). The total of all goods delivered for this order.

Act price (Actual price). The amount actually paid for the goods on this order.

Curr ID (Currency identification). The code and description identifying the currency for this record. This field appears only if multi-currency processing is active.

L/T (Lead time). The actual lead time on this item for the vendor and purchase order number.

Cmp date (Completion date). The date this order was completed.

Enter reference number. Type the reference number of the order for which you want to see more detail.

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AM61C2—Purchase Order History Inquiry—All Orders for a Vendor (Inquiry)

Use this panel to review all closed and purged orders for a vendor.

This panel appears when you select option 3 on the Purchase Order History Inquiry (Select) panel (AM6031).

```
Date **/**/**      Purchase Order History Inquiry      Inquiry    AM61C2  **
                 All Orders for a Vendor

Vendor  ******  Name  ************************* Currency ID *** ***************


Ref Order             Exp value        Act value     C/O type    Close dt
**  *******      **,***,***,***.**_  **,***,***,***.**_    *       **/**/**
**  *******      **,***,***,***.**_  **,***,***,***.**_    *       **/**/**
**  *******      **,***,***,***.**_  **,***,***,***.**_    *       **/**/**
**  *******      **,***,***,***.**_  **,***,***,***.**_    *       **/**/**



 **   End   **
                                    F02 Page forward
                                    F03 Page backward
                                    F09 ******* currency
Enter reference number: nn                     F19 Reselect options
                                    F24 End of job
```

What to do

To look at one of the purchase orders, type the reference number and press **Enter**. The Order Summary panel (AM61A1) appears.

Function keys

F02 Page forward shows more orders for this vendor if any exist.

F03 Page backward shows any previous orders for this vendor.

F09 ***** currency** appears only if multi-currency processing is active. Using **F09** allows you to change the amounts on the panel between local and trading currency. The currency ID and description appear on the panel if the panel is in trading currency.

F19 Reselect options returns you to the Purchase Order History Inquiry (Options) panel (AM6031).

F24 End of job shows the Purchase Order History Inquiry menu (AM6M50) so you can select another inquiry or end inquiry activity.

Fields

Vendor. The number of the vendor whose orders you are reviewing.

The message ** SUSPENDED ** appears if the vendor has been suspended through Vendor Master Maintenance.

Name. The name of this vendor.

Currency ID. The currency ID and description identifying the currency for this record. This field appears only if multi-currency processing is active.

Ref (Reference). The reference number of the order.

Order. The purchase order number.

Exp value (Expected Value). The expected value of the order.

Act value (Actual Value). The actual amount paid on this order.

C/O type (Closeout Type). This field indicates whether the order was closed by forced close or normal close.

Close dt (Close Date). The date this order was closed.

Enter reference number. Type the reference number of the order for which you want to see more detail.

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AM64E5—Comment Inquiry

Use this panel to review comments and messages in PO Inquiry or PO History Inquiry. Comments and messages are associated with one of these levels: purchase order, item, release, or debit memo. The level you selected appears under the panel title. The level determines which fields appear in the header.

This panel appears when you choose one of the function keys shown below. Details of the comment being reviewed appear in the header area of the panel.

If you chose:	on panel:
F8 Order comment	Purchase Order Inquiry panel AM61A1
F9 Item comment	Purchase Order Inquiry panel AM61A2
F9 Release comment	Purchase Order Inquiry panel AM61A5
F9 Item comment	Purchase Order Inquiry panel AM61A9
F9 Item comment	Purchase Order History Inquiry panel AM61AC
F9 Release comment	Purchase Order History Inquiry panel AM61AD

The entire text for all comments and messages for the current level appears. A comment is identified by *COM* in the ***Message/Comment*** field. A message is identified by its number in the ***Message/Comment*** field.

```
Date **/**/**              Comment Inquiry                     AM64E5  **
                              ********

Vendor  Order        Item *MRO*       WH     Seq     Rel     Debit memo
******  *******      ***************  ***    ***     ****    **********

Message/ Copy  Print          Text 1/
 Comment  in   code           Text 2
*****     *     *             ****************************************
                              ****************************************
*COM*           *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************
*COM*           *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************
*****     *     *             ****************************************
                              ****************************************


F3=Exit         F7=Backward         F8=Forward
```

What to do

Use **F7** and **F8** to scroll through the list of comments and messages.

Function keys

F3=Exit returns to the Inquiry panel where you started.

F7=Backward shows the previous set of information on the panel.

F8=Forward shows the next set of information on the panel.

Fields

Vendor. Vendor number associated with the purchase order.

Order. The number of the currently selected purchase order.

Item. The number of the currently selected item. Any item comments you enter are applied to this item on this purchase order. This field does not appear when you view comments at the purchase order level.

****MRO* .*** Indicates that this is a spare part item or a maintenance service. This field appears only if the Maintenance Management System (MMS) is interfacing. This field appears only in association with an item number.

Wh (warehouse). The number of the warehouse where this item is to be stored.

Seq (sequence number). This field appears if this line item is a miscellaneous or service item. It shows the number assigned by the application to a miscellaneous or service item which may appear more than once on the same purchase order.

Rel (release). The number of the currently selected release. This field appears only when the comments are at the release level or the debit memo level.

Debit memo. The number of the currently selected debit memo. This field appears only when the comments are at the debit memo level

Message/Comment. The message number if the text is a standard message. If the text is a comment, *COM* appears.

Copy in. Y indicates that the message is copied into the purchase order and the text can be changed. N indicates the message appears by reference from the Standard Message File and cannot be changed by any other option.

Print code. Code that determines the printing of the comment/message.

C Print the message on the vendor closeout acknowledgment which is sent to the vendor when the order is closed and purged.

D Message attached to a debit memo.

G Print the message on the purchase order and revisions, then send this comment to the Purchase Order History file when the order is closed and purged. You cannot delete a message that has a G print code unless you first change the print code because the order is to go to history. G is the default code that appears when you enter a comment/message, but you can type a different code.

P Print the message on the purchase order and revisions.

T Do not print the message—for internal information only.

Text1/Text2. Two lines of text for the comment or message.

Option 2. Archive Current Purchase Order History

Use this option when you are ready to archive current purchase order history.

See the *Cross Application Support User's Guide* for information on the CAS panels used in this task.

This option allows you to archive current purchase orders from the Purchase Order History file to an offline tape file. Do this periodically or when the Purchase Order History file becomes too large.

If this is the first time you have archived current purchase order history, make sure you initialize the tapes on which the records are to be saved before you run this procedure.

When the tapes are initialized, the volume ID you assign is entirely your choice. Use an ID that is meaningful to you and easy to remember. For example, if you are archiving the current history for the first quarter of 19**, you could use 1QTR**. Also, be sure to clearly label the tapes with the volume ID you assign for future use when archiving current history.

What information you need: The cutoff date.

What reports are printed: None.

The basic steps for performing this task follow each panel.

AM68R1—Archive Purchase Order History (Options)

Use this panel to archive current purchase order history records.

This panel appears when you select option 2 on the Purchase Order History menu (AM6M50).

```
DATE **/**/**         ARCHIVE PURCHASE ORDER HISTORY      OPTIONS    AM68R1   **


            ENTER THE CUT-OFF DATE FOR THE HISTORY FILE ARCHIVE.
            ALL ORDERS PURGED ON OR BEFORE THE CUT-OFF DATE
            WILL BE REMOVED FROM THE CURRENT HISTORY FILE AND
            COPIED TO MAGNETIC TAPE.

               ENTER THE CUT-OFF DATE -    nnnnnn










                                                    F24 CANCEL THE JOB
```

What to do

To select purchase orders for archiving, type in the cutoff date, and press **Enter**. Panel AXZ5H1 appears. See the *CAS User's Guide* for information on that panel.

Function keys

F24 Cancel the job cancels the purchase order history save. Menu AM6M50 appears again.

Fields

Enter the cut-off date. Type in a date to specify which orders will be removed from the current history file and copied to tape. All orders with a purge date on or before the cut-off date are archived.

Option 3. Restore Archived Purchase Order History

Use this option when you want to restore purchase order history that has been archived.

This option allows you to restore purchase orders that have been archived to an offline tape file.

You must know the tape that contains the purchase order files you want to restore. Have the tape loaded on the reader before you proceed.

What information you need: The tapes containing the previously saved purchase order history and the archive dates and times.

What reports are printed: None.

AM68P1—Purchase Order History Restore Options (Select)

Use this panel to select how you want archived history records to be restored.

This panel appears when you select option 3 on the Purchase Order History menu (AM6M50).

```
DATE **/**/**        PURCHASE ORDER HISTORY     SELECT    AM68P1  **
                    Restore Options

               Type choice, then press Enter  _

                    1.  Add to Restored History
                    2.  Replace Restored History






 F1=Help       F3=Exit       F12=Cancel
```

What to do

Type in the choice you want and press **Enter**. Panel AM68P2 appears for you to select the records you want to restore.

Function keys

F3=Exit returns you to Menu AM6M50 without processing your action.

F12=Cancel returns you to Menu AM6M50 without processing your action.

Fields

Type choice. Type **1** to add archived records to restored history already on the system. Type **2** to replace archived records with new selections in restored history.

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AM68P2—Purchase Order History Restore Archive Selection

Use this panel to select the Purchase Order History you want to restore.

This panel appears when you press **Enter** after typing in a choice on panel AM68P1.

```
DATE **/**/**       PURCHASE ORDER HISTORY     SELECT    AM68P2  **
                  Restore Archive Selection

Type options, then press Enter.                 Position to
   1=Select offline history to restore         archive date  nnnnnn

     *-------- Archive --------*    Ending
 Opt   date      time      number    purge date  Status    Label

 n    Restore an archive created prior to XA Release 5
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********
 n    **/**/**  **:**:**  *****   **/**/**   *******   ********

 F1=Help      F3=Exit       F5=Refresh     F7=Backward
 F8=Forward     F12=Cancel      F21=Restore files
```

What to do

To restore an archive that was saved prior to XA Release 5, type **1** in the ***Opt*** field next to the first line. To restore a more recent archive, locate the line containing the date and time that archive was created, and type **1** in the ***Opt*** field next to that line. You can select more than one archive. When you press **Enter** your entries will be edited for errors. Press **F21** to begin the restore process.

Function keys

F3=Exit returns you to Menu AM6M50 without processing any entries.

F5=Refresh restores the panel to its original appearance and cancels any selections you typed in.

F7=Backward scrolls to the next page of archive records.

F8=Forward scrolls to the previous page of archive records.

F12=Cancel returns you to panel AM68P1 without processing any entries.

F21=Restore files begins the restore process after you have made your selections.

Fields

Position to archive date. Type in the date of the archive record with which you want to begin the list.

Opt (options). Type in **1** to select offline history records to restore.

Archive date. The date the archive was created.

Archive time. The time the archive was created.

Archive number. The unique number assigned to the archive.

Ending purge date. The purge ending date selected at the time the archive was created.

Status. Online or offline appears to indicate if the archive is already restored to the system.

Label. The system-assigned tape file name in which the archived purchase orders were saved.

Option 4. Delete Restored Purchase Order History

Use this option when you want to delete the entire restored purchase order history file.

This option allows you to delete purchase orders that have been restored from an archived purchase order history file. Use this option if you no longer want the file for inquiries and you need to make the space available for other purposes.

What information you need: None.

What reports are printed: None.

No panels appear when you select this option.

Option 5. Delete Purchase Order History Archive Records

Use this option when you want to delete selected Purchase Order History archive records from the history archive control file.

This option shows you all the archive files that exist, and whether they are online or offline. Then you can select which entries you want to delete.

What information you need: The archive date and time of the records you want to delete.

What reports are printed: None.

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AM68P3—Purchase Order History Delete Archive Selection

Use this panel to select the purchase order history archive entries you want to delete from the control file.

This panel appears when you select option 5 on the Purchase Order History menu.

```
DATE **/**/**       PURCHASE ORDER HISTORY      SELECT    AM68P3  **
                 Delete Archive Selection

Type options, then press Enter.                  Position to
   4=Delete archive record                     archive date  nnnnnn

     *-------- Archive --------*    Ending
Opt   date      time      number    purge date  Status    Label

 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********
 n   **/**/**  **:**:**  *****   **/**/**   *******   ********

F1=Help      F3=Exit     F5=Refresh     F7=Backward
F8=Forward    F12=Cancel   F21=Delete archives
```

What to do

To delete an archive entry, locate the line containing the date and time that archive was created, and type **4** in the ***Opt*** field next to that line. You can select more than one archive. When you press **Enter** your entries will be edited for errors. Press **F21** to begin the delete process.

Function keys

F3=Exit returns you to Menu AM6M50 without processing any entries.

F5=Refresh restores the panel to its original appearance and cancels any selections you typed in.

F7=Backward scrolls to the next page of archive records.

F8=Forward scrolls to the previous page of archive records.

F12=Cancel returns you to Menu AM6M50 without processing any entries.

F21=Delete archives begins the delete process after you have made your selections.

Fields

Position to archive date. Type in the date of the archive record with which you want to begin the list.

Opt (options). Type in **4** to select offline history records to delete.

Archive date. The date the archive was created.

Archive time. The time the archive was created.

Archive number. The unique number assigned to the archive.

Ending purge date. The purge ending date selected at the time the archive was created.

Status. Online or offline appears to indicate if the archive is already deleted to the system.

Label. The system-assigned tape file name in which the archived purchase orders were saved.

Chapter 8. File Maintenance

When you select option 6 on the Main Menu (AM6M00), the File Maintenance menu (AM6M60), appears. Use this menu to select the master file you want to maintain.

File maintenance is the process that allows you to keep current information in your file records. It is used to add records to, change records in, or delete records from the master files. Concurrent master file maintenance lets multiple users maintain the same master file at the same time.

File maintenance in this application uses a technique called online entry, edit, and update. This means that when you enter data for a record and press Enter, the data is immediately edited for accuracy by the application. If no errors are found, the record is updated at that time. The changed data is immediately available for use by other Purchasing procedures or other applications, if applicable.


```
AM6M60                            Purchasing                          **********
                               File Maintenance

Type option or command; press Enter.

     1. Item Master
     2. Vendor Master
     3. Vendor/Item Master
     4. Warehouse Ship-to Master
     5. Buyer Master
     6. Standard Message Master
     7. Ship Via Master
     8. Terms Master
     9. Free on Board Master
    10. Landed Cost Master
    11. General Ledger Master
    12. Code Files >>
    13. Control File Options

==> _________________________________________________________________________

F3=Exit           F4=Prompt         F7=Backward      F8=Forward    F9=Retrieve
F10=Actions       F11=Job status    F12=Return       F22=Messages
```

```
AM6M60                         Purchasing                          **********
                            File Maintenance

Type option or command; press Enter.

    14. Traffic Routing Table
    15. Work With Shipping Profiles









==> _________________________________________________________________________

F3=Exit          F4=Prompt        F7=Backward  F8=Forward    F9=Retrieve
F10=Actions      F11=Job status   F12=Return   F22=Messages
```

Option 1. Item Master. Use this option to create and maintain records in your Item Master file.

Option 2. Vendor Master. Use this option to create and maintain records in your Vendor Master file. If IFM is installed, this option will take you to Work With Entities in IFM.

Option 3. Vendor/Item Master. Use this option to create and maintain records in your Vendor/Item Master file.

Option 4. Warehouse Ship-to Master. Use this option to create and maintain standard shipping and billing address records.

Option 5. Buyer Master. Use this option to create and maintain records in your Buyer Master file.

Option 6. Standard Message Master. Use this option to create and maintain records in your Standard Message Master file.

Option 7. Ship Via Master. Use this option to create and maintain records in your Ship Via Master file.

Option 8. Terms Master. Use this option to create and maintain records in your Terms Master file. If IFM is installed, this option will take you to Work With Payment Terms in IFM.

Option 9. Free on Board Master. Use this option to create and maintain records in your Free on Board Master file.

Option 10.Landed Cost File Master. Use this option to create and maintain records in your Landed Cost Master file. If IFM is installed, this option is not available.

Option 11.General Ledger Master. Use this option to create and maintain records in your General Ledger Master file. If IFM is installed, this option is not available.

Option 12.Code Files. Use this option to add, change, or delete the code values your company uses for certain data fields. This option takes you to the Code File Maintenance menu. The fields for which you define code values appear as options on the Code File Maintenance menu.

Option 13.Control File Options. Use this option to maintain the Purchasing Control file. You define options that define how Purchasing functions. These options are in addition to the ones you selected during Install/Tailor.

Option 14.Traffic Routing Table. Use this option to maintain the Traffic Routing Table so you can set up default ship via information using postal codes.

Option 15.Work With Shipping Profiles. Use this option to create and maintain shipping profiles to use in creating purchase shipping schedules, for printing, or for use as EDI 862 transactions.

Option 1. Item Master

Use this option anytime you need to add a new item to the Item Master file, change or delete an item already in the file, or set defaults for a file maintenance session.

Notes:

1. When EPDM is activated, file maintenance to the Item Master file must be done from EPDM by maintaining the associated item revision record.

2. You can add, change, or delete costing information in the Item Master file B-record only if PDM product costing was selected during application tailoring or if the full version of Material Requirements Planning (MRP) is installed and interfacing with PDM.

3. You cannot perform Item Master file maintenance if product costing is running.

File maintenance for the Item Master file is online. Once the data is entered, the files are immediately updated.

During application tailoring, you choose whether you want an edit list to print for the Item Master file when it is maintained. The edit list can be used to verify that the changes were correct and can be used as an audit trail to track down when and what changes were made to the file.

The Item Master file contains at least one record, the A record, for each unique item number. The A record contains required fields and has general item and pricing/material planning information.

The Item Master file contains a B record for each item if any one of the following conditions is true:

- You chose product costing during application tailoring
- The full version of MRP is installed and interfacing
- Master Production Schedule Planning (MPSP) is installed and interfacing.

The B record contains optional fields and has costing and planning information.

The Item Master file has a C record for each purchased item in Purchasing. The C record contains optional fields and has purchasing and MRP information.

Notes:

1. When you delete an item, the A record, B record, and C record for that item are deleted.

2. When you want to delete an Item Master record, the application checks to make sure that no active balance records, open purchase orders, manufacturing orders, planned orders, or customer orders exist for the item. If they exist or if the item is a component of a higher level item, you cannot delete the item.

   You must also delete the product structure and routing records for every item you want to delete.

   If KBC is interfacing and the item is a configured item, you cannot delete the item here.

3. If MPSP is installed and interfacing, and the item is a production family or an end item assigned to a production family (family member), you must use MPSP

Production Family file maintenance to delete the family or member from the Production Family Relationship file before you can delete the item from the Item Master file.

4. If MRP or MPSP is installed and interfacing, and you want to delete an item that is coded as a master level item or master scheduled item, you must first change the Master Level Item Code to blank and the Order Policy Code to B or C. This automatically removes all planned orders and requirements for the item after the next MRP or MPSP planning run. After the next MRP or MPSP planning run is complete, delete the item using Item Master file maintenance.

5. If MMS is integrated, MRO items are stored in the MMS Item Master file and production items are maintained here. Item numbers, however, must be unique between the two systems. In Add mode, Item Master maintenance edits the item number against the MMS Item Master file. If an item number is found there, you receive a message that the item already exists as an MRO item so it cannot be added here.

When you select option 6 from the Main Menu (AM6M00) and option 1 from the File Maintenance menu (AM6M60), the Item Master File Maintenance (Select) panel (AMVT01) appears.

Use this panel to enter the number of the item you want to maintain, select the type of maintenance action you want, and select the type of information you want to maintain. You can select to add a record, change a record, delete a record, or set the defaults for the session. The options are:

- All Screens (in sequence)
- General Item Information (A record)
- Pricing Information (A record)
- Additional Cost Information (B record)
- Purchasing Information (C record).

When you select **F23 (Status)** from this panel, the Item Master File Maintenance (Status) panel (AMVT06) appears. It shows the number of records added, changed, or deleted during the current file maintenance session.

When you select option 1, you can page through all available panels for the action code you have selected.

When you select option 2, the panels that appear for each action code show the general item information fields in the Item Master A record. Examples of the information include:

- Item number
- Description
- Engineering drawing number
- Stocking unit of measure
- Item type code
- Unit cost default
- Item class
- Unit weight
- Vendor number
- Inventory code.

When using this panel to delete an item, the item on the panel is the item you want to delete. When you press **Enter**, the A record, B record, and C record information is deleted for that item.

When you select option 3, the panels that appear show the pricing/material planning information fields in the Item Master A record. Examples of information shown on the panels include:

- Base price
- Tax codes
- Price discount/markup code
- Discount/markup percentages
- Price/unit of measure
- Price factor
- Price code
- Combine requirements code
- Order policy code
- Period interval code.

When using this panel to delete an item, the item shown on the panel is the item you want to delete. When you press **Enter**, the A record, B record, and C record information is deleted for that item.

When you select option 4, the panels that appear show the additional cost/MRP information fields in the Item Master B record. Examples of information shown on the panels include:

- Quantity and forecast fields used by Material Requirements Planning
- Current and standard content this-level for purchase
- Purchase overhead
- Labor
- Labor overhead.

When using this panel to delete an item, the item shown on the panel is the item you want to delete. When you press **Enter**, the A record, B record, and C record information is deleted for that item.

When you select option 5, the panels that appear show the purchasing/additional MRP information fields in the Item Master C record. Examples of information shown on the panels include:

- Buyer
- Account
- Tolerance and weight percentage fields used by Purchasing.

When using this panel to delete an item, the item shown on the panel is the item you want to delete. When you press **Enter**, the A record, B record, and C record information is deleted for that item.

What information you need: Forms PM-01, PM-02, PM-03, and PM-04.

What reports are printed:

- Item Master File Maintenance Control Sheet (AMVT0)
- Item Master File Maintenance (AMVT0).

The basic steps for performing this task follow each panel.

AMVT01—Item Master File Maintenance (Select)

Use this display to select the type of Item Master file maintenance you want to do and to enter the number of the item you want to maintain.

This display appears when you select option 1 on the,IM File Maintenance menu (AMIM70), or option 1 on the Purchasing File Maintenance menu (AM6M60), or when you press **Enter** or **F19** (Return to Select) on any of the following displays: AMVT02, AMVT03, AMVT04, AMVT05, and AMVT06.

```
DATE **/**/**            ITEM MASTER FILE MAINTENANCE     SELECT     AMVT01   **

                         ENTER-
                              ITEM     aaaaaaaaaaaaA15
                              ACTION   A
                              DISPLAY  A

SELECT ACTION-
     A ADD
     C CHANGE
     D DELETE
     S SET DEFAULTS FOR SESSION

SELECT DISPLAY TO APPEAR FIRST-

     1 ALL DISPLAYS (IN SEQUENCE)

     2 GENERAL INFORMATION
     3 ADDITIONAL INFORMATION
     4 COSTING INFORMATION
     5 PURCHASING INFORMATION

                                                       F23 STATUS
                                                       F24 END OF JOB
```

What to do

Depending on the action code and display code you selected, pressing **Enter** causes one of the following displays to appear:

Action	Display Code	Display
Add	1. All displays in sequence	AMVT02
	2. General Information	AMVT02
Change	1. All displays in sequence	AMVT02
	2. General Information	AMVT02
	3. Additional Information	AMVT03
	4. Costing Information	AMVT04
	5. Purchasing Information	AMVT05
Delete	1. All displays in sequence	AMVT02
	2. General Information	AMVT02
	3. Additional Information	AMVT03
	4. Costing Information	AMVT04
	5. Purchasing Information	AMVT05

Action	Display Code	Display
Set Defaults	1. All displays in sequence	AMVT02
	2. General Information	AMVT02
	3. Additional Information	AMVT03
	4. Costing Information	AMVT04
	5. Purchasing Information	AMVT05

Function keys

F23 STATUS ignores the information you typed in and causes display AMVT06 to appear.

F24 END OF JOB ignores the information you typed in and causes the menu to appear again. The Item Master File Maintenance Report is printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ITEM (ITNBR) [?]. Required except when you want to set defaults for a session. For all actions except S, type in the number of the item you want to add or maintain.

For action A, if MMS is interfacing, the item number must be unique. It must not already exist in MMS as an MRO item.

For action S, the item number is optional. Type in the item number if you want to use the item’s existing information to set defaults for this session. Leave the ***ITEM*** field blank to set new defaults for this session.

SELECT ACTION. Required except when you want to set defaults for a session. Select and type in one of the following action codes:

A Add
C Change
D Delete
S Set defaults for session.

Notes:

1. You cannot delete an item from the Item Master file if any of the following conditions exist:
   - The item has active balance records, open purchase orders, open manufacturing orders, planned orders, or open customer orders.
   - The item is a component of a higher-level item.
   - The item has product structure and routing record.

   In addition, you cannot delete an item from the Item Master file if Master Production Schedule Planning (MPSP) is installed and interfacing, and if any of the following conditions exist:
   - The item is assigned to a production family.
   - The item is a production family with members assigned to it.

2. Use action code S to set defaults for a file maintenance session. If you want to copy an existing item's information to use as defaults, type in that item's number in the ***ITEM*** field. If you want to create new defaults, leave the ***ITEM*** field blank. The defaults you set override any existing defaults and are in effect only for the current file maintenance session.

SELECT DISPLAY TO APPEAR FIRST. Required except when you want to set defaults for a session. Type in one of the following display codes. If you are adding an item (action A), the only valid display codes are 1 or 2. All display codes are valid for changing an item (action C), deleting an item (action D), and setting defaults for a file maintenance session (action S).

1 All Displays (In Sequence)
2 General Information
3 Additional Information
4 Costing Information
5 Purchasing Information.

Note: Display Code 4 is valid only if B-records are in the Item Master file; that is, if product costing was selected during Product Data Management (PDM) application tailoring or if Material Requirements Planning (MRP) is installed. Display Code 5 is valid only if C-records are in the Item Master file; that is, if Purchasing is installed.

AMVT02—Item Master File–General Information (Add/Change/Delete/Set Defaults)

Use this display to add, change, or delete general item information for the item number or to set defaults for general item information for this file maintenance session.

This display appears when you select action A (add), C (change), D (delete) or S (set defaults) and either option 1, All Displays (in sequence), or option 2, General Item Information (A-Record), on display AMVT01. It also appears when you select **F03 PREV DISPLAY** on display AMVT03.

```
DATE **/**/**               ITEM MASTER FILE            ADD        AMVT02  **
                          -GENERAL INFORMATION-
ITEM  AND                                                          INVENTORY
DESCRIPTION  aaaaaaaaaaaaaaaaaaaaaaaaaaaaA30      ENGR DRAWING  aaaaaaaaaaaaA15

  STOCKING UNIT OF MEASURE                A2  ITEM TYPE CODE                  n
  UNIT COST DEFAULT  nnnnnnnnnnn.nnnnnnnnn  ITEM CLASS                     aaA4
  UNIT WEIGHT                    nnnn.nnnn  WEIGHT UNIT OF MEASURE           A2
  ORDER UNIT OF MEASURE CLASS            nn  WAREHOUSE STOCK LOCATION    aaaaaA7
  ALTERNATE ITEM  nnnnnnnnnnnnnnnnnnnnnn  VENDOR-PRIMARY                aaaaA6
  DEPARTMENT                           nnnn  ITEM ACCOUNTING CLASS           aA3
  CARRYING RATE                       .nnnn  VALUE CLASS                       A
  STD SETUP COST/LOT nnnnnnnnnnn.nnnnnnn  PACKING CODE                     A2
  STD BATCH QTY               nnnnnnnn.nnnn  INVENTORY CODE                    n
  BILL OF LADING COMMODITY CODE  aaaaaaA8  QC CONTROL                        n
  PURCHASE TAX INDICATOR                aA3  SHELF LIFE                     nnnn
  SALES TAX INDICATOR                   aA3  BATCH/LOT CTL                     n
  PRINT ON SALES ANALYSIS                 n  INSPECT ON RCPT                   n
  ITEM TAX CLASS          aaaaaaaaaaaaA15  DISCRETE ALLOC                    n
  DATE LAST MAINTAINED               ******  KIT EXTERNAL DOCUMENT PRINT OPT  n
  LAST MAINTAINED BY                 ******             F02 NEXT DISPLAY

                                                        F15 NOTE TASKS
                                                        F18 REFRESH
                                                        F19 RETURN TO SELECT
```

What to do

- If you selected option 1, All Displays (in Sequence), on display AMVT01, press **Enter** to work with additional information for the item. Go to display (AMVT03).
- If you selected option 2, General Information or used **F03** on display AMVT03 or if there are no B-records in the Item Master file, press **Enter** to update the Item Master File accordingly. Go back to the Item Master Maintenance (Select) display (AMVT01).

Note: The Item Master file is updated with information maintained on any of the following displays: AMVT02, AMVT03, AMVT04, or AMVT05.

Function keys

F02 NEXT DISPLAY causes display AMVT03 to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F18 REFRESH erases any information you typed in and shows you AMVT02 as it first appeared.

F19 RETURN TO SELECT ignores the information you just entered and causes display AMVT01 to appear again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

When you use enter a question mark in one of the fields listed below, you can search, select, or add a code value. To change or delete a code value, use the Code Files option on the file maintenance menu for this application. This applies to the following fields:

BILL OF LADING COMMODITY CODE
ITEM CLASS
ORDER UNIT OF MEASURE CLASS
STOCKING UNIT OF MEASURE
WEIGHT UNIT OF MEASURE

In Add, Change or Set Defaults mode, ***DESCRIPTION***, ***STOCKING UNIT OF MEASURE***, and ***ITEM TYPE CODE***, are required, and in Delete mode, all fields are informational.

Note: Do not enter negative values in numeric fields.

The ***UNIT COST DEFAULT*** and ***STD SETUP COST/LOT*** fields do not appear on the display if you do not have the proper security level for maintaining Item Master cost fields.

ITEM (ITNBR). This field shows the number of the item you entered on display AMVT01. If KBC is interfacing and this is a configured item, the word CONFIGURED appears beside the item number.

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INVENTORY DESCRIPTION . This field appears below the display ID and has no heading. This field shows one of four different categories depending on the inventory code:

INVENTORY	If the item is an inventory item
MISCELLANEOUS	If the item is a miscellaneous item
SERVICE	If the item is a service item
UNSTOCKED	If the item is not stocked (no Item Balance file record).

Refer to the *Material Requirements Planning User's Guide* for more information on the following fields:

VENDOR-PRIMARY
CARRYING RATE
STD SETUP COST/LOT

DESCRIPTION (ITDSC). Type in the description of the item that is to appear on inquiries and reports.

ENGR DRAWING (Engineering Drawing) (ENGNO). Type in the number identifying the drawing of an end product or item.

STOCKING UNIT OF MEASURE (UNMSR) [?]. Type in the code (user assigned) that defines the measurement basis of onhand quantity and issue quantity for this item; for example, EA (each), KG (kilogram), or CM (centimeter).

ITEM TYPE CODE (ITTYP). Code that best describes the type of item:

0	Phantom
1	Assembly or subassembly
2	Fabricated item
3	Raw material
4	Purchased item
9	User option (Special)
F	Feature
K	Kit

Notes:

1. If MPSP is installed and interfacing, and the Master Scheduled Item (MSI) code is P, the only valid item type code is 0 (Phantom). See “AMVT03—Item Master File–Additional Information (Add/Change/Delete/Set Defaults)” for a definition of the master scheduled item codes.

2. Item type code 9 (user option) may have purchase, purchase overhead (calculated), labor, labor overhead, and components. If you select item type code 9, labor and labor overhead (this level) are calculated from the routing (cost technique code = R) or from the Labor/Overhead Table (cost technique code = T). Or, if the cost technique code is blank, you must manually enter purchase, labor, and labor overhead costs. PDM does not roll up lower-level costs when the item type is 9 and you must always manually enter purchase cost. Purchase overhead is calculated based on the Purchase Overhead Table code and user-entered purchase content. The lower-level cost fields of an item type 9 are forced to zero, even if the item has components.

3. A kit must have an inventory code of 4 (unstocked item).

UNIT COST DEFAULT (UCDEF). Type in the cost to your company for one unit of the item. Inventory Management (IM) and Customer Order Management (COM) use this field only if the cost field (standard, average, or last) is blank in the Item Balance file. If PDM product costing was selected during application tailoring and IM is installed and interfacing, IM can optionally (during period-end close) change the value in this field to the value of the standard unit cost contained in the Item Master B-record. Forecasting (FCST), if installed and interfacing, can use this field to cost forecast/projection quantities.

ITEM CLASS (ITCLS) [?]. Type in the code (user-assigned) that describes the classification to which this item belongs; for example, ST might be used to code all items made of steel.

Note: Uses of the item class code include the following:

- FCST, if installed and interfacing, can use this field to classify items that have been coded as master level items (MLI codes M or S).
- Sales Analysis can be performed using item class.
- PDM product costing allows percentage change of purchase content (cost) for all items having a specific item class.
- Several PDM and IM reports allow limits to be set using item class and can also be sequenced using item class.
- MPA, if installed and interfacing, can use this field to group item measurement data.

UNIT WEIGHT (WEGHT). Type in the weight of one unit of the item. This field can be used by both COM and MRP (if installed and interfacing).

WEIGHT UNIT OF MEASURE (XBCQCD) [?]. The unit of measure for the weight of this item.

ORDER UNIT OF MEASURE CLASS (XBC8CD) [?]. A code defined by your company used to group or classify items with functionally equivalent units of measure.

WAREHOUSE STOCK LOCATION (WHSLC). Type in the code (user assigned) indicating the location of the item in the warehouse.

Note: IM transaction processing uses the stock location defined in the Item Balance file.

ALTERNATE ITEM (XOEMNS). A user-defined identifier for this item used for informational purposes. For example, it can be a UPC number or an OEM number. It may be sent on EDI documents using Electronic Commerce (EC).

VENDOR-PRIMARY (VNDNR) [?]. Type in the number of the primary supplier of the item. If MRP is installed and interfacing, and items are to be printed on MRP's Purchase Planning report, this field cannot be blank. If Accounts Payable or Purchasing is installed, this field is edited against the Vendor Master file and a warning message is issued if the Vendor Master record does not exist.

DEPARTMENT (DPTNO). Type in the department number for this item. This field is informational only.

ITEM ACCOUNTING CLASS (ITAC). Class, defined by your company, to group or classify items for accounting purposes.

CARRYING RATE (Inventory Carrying Rate) (CARRY). Type in the value used by MRP and MPSP (if installed and interfacing) in lot sizing the planned orders when the order policy code for this item is F or I. This value is expressed as a percentage of the item cost-to-carry inventory for one year and is used as an override to the standard carrying rate entered during IM application tailoring. This field is needed only for items with an exceptional (nonstandard) carrying rate.

VALUE CLASS (VALUC). Type in the user-assigned code that identifies the importance of the item. For example, the classes may be A, B, or C. FCST, if installed and interfacing, can use this field to classify items that have been coded as master level items (MLI codes M or S).

STD SETUP COST/LOT (Standard Setup Cost per Lot) (STDSU). Type in the total standard cost of setting up a production run for this item per lot. This field is used by IM's economic order quantity calculation and the lot sizing formula in MRP and MPSP, if installed and interfacing.

PACKING CODE (PACKC). Type in the appropriate Interstate Commerce Commission Packing Code for this item.

STD BATCH QTY (Standard Batch Quantity) (SBQTY). Type in the quantity that makes up a batch of this parent item. The quantity of each component in the parent item's product structure expresses the quantity required to make a standard batch quantity of the parent item. This quantity can be based on a capacity constraint (such as vessel size), an expected yield, or a production goal. It can also serve as a multiplier to improve the level of precision required for components which are used in very small quantities compared to one unit of the end-item. If a quantity greater than one is entered, the component usage quantities are relative to this number.

For example, if a parent item is produced in batches of five gallons, the quantity requirements for components (quantity per) are based on producing five gallons of the parent instead of one gallon. MPSP can use this field to calculate the quantities for resource profiles. Standard batch quantity can provide the basis for a bill of material for an item with a quantity other than one. The default is 1.

INVENTORY CODE (INVFG). Type one of the following codes to classify this item in inventory:

1 Inventory item
2 Miscellaneous item
3 Service item
4 Unstocked item (valid only for item type code = K).

BILL LADING COMMODITY CODE (XBFOCD) [?]. A code defined by your company that groups or classifies items for a bill of lading. Different types of products can be grouped by commodity code.

QC CONTROL (QCTYP). Type a number that shows if this item requires quality control inspection.

1 The item requires quality control inspection. The ***SHELF LIFE*** field cannot be zero and the ***BATCH/LOT CONTROL*** field must be 1.

0 The item does not require quality control inspection. The ***SHELF LIFE*** field must be zero and the ***BATCH/LOT CONTROL*** field can be either 1 or 0.

PURCHASE TAX INDICATOR (PTAXI) [?]. Type in the user-defined code to classify the item for taxing during Purchasing and Accounts Payable activity.

SHELF LIFE (Shelf Life in Days) (QCDAY). If shelf life is required, type in a number of days from 1 to 9999 that represents the shelf life for this item. At the end of the number of days shown, this item needs to be inspected again. If the ***QC CONTROL*** field is 0, the ***SHELF LIFE*** field must be 0.

SALES TAX INDICATOR (STAXI) [?]. Type in the user-defined code to classify the item for taxing during Customer Order Management and Accounts Receivable activity.

BATCH/LOT CONTROL (Batch/Lot Control) (BLCF). Type in a code that indicates whether this item requires batch/lot control. The valid codes are:

1 The item requires batch or lot control.
0 The item does not require batch or lot control.

Note: You must enter **1** if KBC is interfacing and this item is a configured item.

PRINT ON SALES ANALYSIS (SAFLG). A code that indicates if information about this item is printed on the Sales Analysis reports.

1 The information is printed.
0 The information is not printed.

INSPECT ON RECEIPT (Inspect on Receipt) (INTYP). Type in one of these codes to indicate whether this item needs to be inspected before it is received to stock:

1 The item requires inspection.
0 The item does not require inspection.

ITEM TAX CLASS. The tax classification of an item that allows you to group items for tax purposes and tax code. It can apply to one or many items. Appears only if IFM is installed and interfacing.

DISCRETE ALLOCATION (ALLOC). Type in one of these codes to indicate whether this item can be allocated to manufacturing or customer orders:

1 The item can be allocated to manufacturing or customer orders.
0 The item cannot be allocated to manufacturing or customer orders.

DATE LAST MAINTAINED (MDATE). This field shows the date this Item Master record was last maintained. This field appears on Change, Delete and Set Defaults displays.

KIT EXTERNAL DOCUMENT PRINT OPTION (XIQST). A code that indicates whether an external document is printed for the components of a kit. An external kit document for the parent is always printed.

1 An external document for the kit components is printed.
0 No external document for the kit components is printed.

LAST MAINTAINED BY (XBAHVN). The user ID of the person who last maintained the Item Master record for this item. This field appears on Change, Delete and Set Defaults displays.

AMVT03—Item Master File–Additional Information (Add/Change/Delete/Set Defaults)

Use this display to add, change, or delete pricing information for the item number or to set defaults for pricing information for the item for this file maintenance session.

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This display appears when you press **Enter** or select **F02 NEXT DISPLAY** on display AMVT02, when you select **F03 PREV DISPLAY** on display AMVT04, or when you select option 3 on display AMVT01.

```
DATE **/**/**                 ITEM MASTER FILE        SET DEFAULTS   AMVT03  **
                          -ADDITIONAL INFORMATION-                          @
ITEM  ***************                                          *************
DESCRIPTION  ******************************

COMMISSION PERCENT                nnnn.nnn
BASE PRICE EFFECTIVE DATE         nn/nn/nn  BASE PRICE                  nnn.nnn
ITEM PRICE CLASS                      aaA4  ITEM PRICE UNIT OF MEASURE       A2
WARRANTY PERIOD                      nnnnn
WARRANTY UNIT OF MEASURE                A2
SERIAL NUMBER REQUIRED                   A
COUNTRY OF ORIGIN                      aA3
ITEM SALES GROUP                     aaaA5  SPECIFIC GRAVITY         nnnnn.nnnn
TAX COMMODITY CODE                aaaaaaA8  TAX WEIGHT/UNIT          nnnnn.nnnn
SUPPLEMENTAL WEIGHT             nnnnn.nnnn  SUPPLEMENTAL WEIGHT U/M          A2
UNIT VOLUME                       nnnn.nnn  VOLUME UNIT OF MEASURE           A2

DATE LAST MAINTAINED              **/**/**  LAST MAINTAINED BY       **********
                                                       F02 NEXT DISPLAY
                                                       F03 PREV DISPLAY
                                                       F06 BASE PRICE MAINT
*** PRESS 'E N T E R' TO CONFIRM/DELETE THIS ITEM ***  F15 NOTE TASKS
                                                       F18 REFRESH
                                                       F19 RETURN TO SELECT
```

What to do

- If you selected option 1, All Displays (in sequence), on the display AMVT01 and there are costing records in the Item Master file, press **Enter** to work with costing information for the item. Go to display (AMVT04).
- If you selected option 3, Additional Information; if you used **F02** on display AMVT02 or **F03** on display AMVT04; or if there are no costing records in the Item Master file, press **Enter** to update the Item Master File accordingly. Go back to the Item Master File Maintenance (Select) display (AMVT01).
- To update pricing information for this item, use **F06**.

  Note: **F06** appears on the display only if you are authorized to update pricing information.

The Item Master file is updated with information maintained on any of the following displays: AMVT02, AMVT03, AMVT04, or AMVT05.

Function keys

F02 NEXT DISPLAY causes display AMVT04 to appear. If there are no costing records in the Item Master file, this function key does not appear on the display.

F03 PREV DISPLAY causes display AMVT02 to appear.

F06 BASE PRICE MAINT causes display AMVB4EFR to appear. This function key appears in Change mode only.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F18 REFRESH erases any information you typed in and shows you AMVT03 as it first appeared.

F19 RETURN TO SELECT ignores the information you just entered and causes display AMVT01 to appear again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

When you use enter a question mark in one of the fields listed below, you can search, select, or add a code value. To change or delete a code value, use the Code Files option on the file maintenance menu for this application. The fields this applies to are:

COUNTRY OF ORIGIN
SUPPLEMENTAL WEIGHT UNIT OF MEASURE
WARRANTY UNIT OF MEASURE
VOLUME UNIT OF MEASURE

If you are in Add, Change, or Set Defaults mode, ***ITEM*** and ***DESCRIPTION*** are informational. If you are in Delete mode, all fields are informational.

Note: Do not enter negative values in numeric fields.

ITEM. This field shows the number of the item you entered on display AMVT01.

Inventory Description. This field appears below the display ID and has no heading. This field shows one of four different categories depending on the inventory code:

INVENTORY	If the item is an inventory item
MISCELLANEOUS	If the item is a miscellaneous item
SERVICE	If the item is a service item
UNSTOCKED	If the item is not stocked (no Item Balance file record)

DESCRIPTION (ITDSC). This field shows the description of the item you entered on display AMVT02. This description appears on inquiries and reports.

COMMISSION PERCENT (XBAPPC). The percent of commission a sales representative can make on this item.

BASE PRICE EFFECTIVE DATE (BPEDT). The date that the base price is effective. This field is used by the Customer Order Management (COM) application. It appears only in Add mode.

BASE PRICE (BPRIC). The base price that is defined for this item. This field is used by the Customer Order Management (COM) application. It appears only in Add mode.

ITEM PRICE CLASS (BPRCL). A user-defined code tp group items into categories for pricing. Items assigned the same item price code must have the same pricing unit of measure. This field is used by the Customer Order Management (COM) application. It appears only in Add mode.

ITEM PRICE UNIT OF MEASURE (BPRUM$). The unit of measure assigned for the item price class. This field is used by the Customer Order Management (COM) application. It appears only in Add mode.

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WARRANTY PERIOD (XLBNB). The length of warranty for this item.

WARRANTY UNIT OF MEASURE (XHJCD) [?]. The unit of measure for the warranty period for this item.

SERIAL NUMBER REQUIRED (XIPST). A code that indicates whether or not the item is tracked by serial number. This field is used by the Customer Order Management (COM) application.

1 The item is tracked by serial number.
0 The item is not tracked by serial number.

COUNTRY OF ORIGIN CODE (XCOCD) [?]. A code defined by your company that indicates where the item is manufactured.

ITEM SALES GROUP (XADSB). The user-defined sales group that includes this item. This field is used by the Market Monitoring and Analysis (MMA) application.

SPECIFIC GRAVITY (XKMVA). A ratio of the density of a material to the density of water. (Water = 1gm/ml.)

TAX COMMODITY CODE (XAAB2) [?]. A code defined by your company that defines this item for tax purposes.

TAX WEIGHT/UNIT (XAAS2). The weight of one unit for tax purposes. This field is defined by your company.

SUPPLEMENTAL WEIGHT (BAAS3). A supplementary weight for an item when the tax weight is given in another unit of measure. For instance if the tax weight is given in kilos, the supplementary weight could be in pounds.

SUPPLEMENTAL WEIGHT U/M (XAAPT) [?]. The unit of measure for the supplemental weight.

UNIT VOLUME (XZ93R). The volume of one unit of the item. This field is used by MRP and COM.

VOLUME UNIT OF MEASURE (XAAPT) [?]. The unit of measure for the volume for this item.

DATE LAST MAINTAINED (MDATE). This field shows the date this Item Master record was last maintained. This field appears on Change, Delete, and Set Defaults displays.

LAST MAINTAINED BY (XAHVN). The user ID of the person who last maintained the Item Master record for this item. This field appears on Change, Delete, and Set Defaults displays.

AMVT04—Item Master File–Costing Information (Add/Change/Delete/Set Defaults)

Use this display to add, change, or delete additional cost information for the item or to set defaults for cost information for the item for this file maintenance session.

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This display appears only when B-records are in the Item Master file and you press **Enter** or select **F02 NEXT DISPLAY** on display AMVT03. This display also appears if you select option 4 on display AMVT01.

```
DATE **/**/**              ITEM MASTER FILE          SET DEFAULTS   AMVT04   **
                         -COSTING INFORMATION-                             @
ITEM  ***************                                          *************
DESCRIPTION  ******************************           ITEM TYPE CODE         *
COST TECH CODE   A    LABOR HOURS     nnnnn.nnnn   STD LOT SIZE   nnnnnnn.nnn
                 -----------CURRENT-----------   ----------STANDARD---------
                 TBL CODE        THIS LEVEL      TBL CODE       THIS LEVEL
MATERIAL                     nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnnnnnn
OUTSIDE OPERATIONS           nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnnnnnn
PURCHASE OVERHEAD    A       ***********.********     A   ***********.********
SETUP LABOR                  nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnnnnnn
RUN LABOR            A       nnnnnnnnnnn.nnnnnnnn     A   nnnnnnnnnnn.nnnnnnnn
SETUP MACHINE                nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnnnnnn
RUN MACHINE                  nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnnnnnn
MFG OVERHEAD         A       nnnnnnnnnnn.nnnnnnnn     A   nnnnnnnnnnn.nnnnnnnn
(OTHER 1)                    nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnn
(OTHER 2)                    nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnn
(OTHER 3)                    nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnn
(OTHER 4)                    nnnnnnnnnnn.nnnnnnnn         nnnnnnnnnnn.nnnn
LAST MAINTAINED    **/**/**    BY **********          F02 NEXT DISPLAY
                                                      F03 PREV DISPLAY
*** PRESS 'E N T E R' TO CONFIRM/DELETE THIS ITEM ***  F15 NOTE TASKS
                                                      F18 REFRESH
                                                      F19 RETURN TO SELECT
```

What to do

- If you selected option 1, All Displays (in sequence), on display AMVT01 and there are C-records in the Item Master file, press **Enter** to work with purchasing information for the item. Go to display AMVT05.
- If you selected option 4, Costing Information; used F02 on display AMVT03 or **F03** on display AMVT05; or if C-records are not in the Item Master file, press **Enter** to update the Item Master File accordingly. Go back to the Item Master Maintenance (Select) display (AMVT01).

Note: The Item Master file is updated with information maintained on any of the following displays: AMVT02, AMVT03, AMVT04, AMVT05.

Function keys

F02 NEXT DISPLAY causes display AMVT05 to appear. If there are no C-records in the Item Master file, this function key does not appear on the display.

F03 PREV DISPLAY causes display AMVT03 to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F18 REFRESH erases any information you typed in and shows you AMVT04 as it first appeared.

F19 RETURN TO SELECT ignores the information you just entered and causes display AMVT01 to appear again.

Fields

If you are in Add, Change, or Set Defaults mode, ***ITEM***, ***DESCRIPTION***, and ***ITEM TYPE CODE*** are informational only. If you are in Delete mode, all fields are informational.

Note: Do not enter negative values in numeric fields.

The current/standard cost element information does not appear on this display if you do not have the proper security level for maintaining Item Master cost fields. The ***STD LOT SIZE***, ***COST TECHNIQUE CODE***, and ***LABOR HOURS*** fields always appear on the display, but you cannot type anything in them without the proper security level.

ITEM (ITNBR). This field shows the number of the item you entered on display AMVT01.

Inventory Description. This field appears above the ***ITEM TYPE CODE*** field and has no heading. This field shows one of four different categories depending on the inventory code:

INVENTORY	If the item is an inventory item
MISCELLANEOUS	If the item is a miscellaneous item
SERVICE	If the item is a service item
UNSTOCKED	If the item is not stocked (no Item Balance file record). Applies to kit only.

DESCRIPTION (ITDSC). This field shows the description of the item you entered on display AMVT02. The description appears on inquiries and reports.

ITEM TYPE CODE (ITTYP). Code that best describes the type of item:

0	Phantom
1	Assembly or subassembly
2	Fabricated item
3	Raw material
4	Purchased item
9	User option (Special)
F	Feature
K	Kit

Note: If you selected item type code 9 (user option), PDM does not roll up lower-level costs.

COST TECH CODE (CTECH). Type in the code used to identify the PDM labor costing technique to cost this item. The available codes are:

blank The this-level labor and manufacturing overhead values are not to be calculated by PDM product costing. The labor and manufacturing overhead costs that you enter are used.

R The this-level labor and manufacturing overhead costs for the item are calculated using the routing hours and the facility rates. Cost technique code R is not valid for item types 3 or 4.

T The this-level labor and manufacturing overhead costs for the item are calculated using the labor hours you enter on this display and from the values contained in the Labor/Overhead Table (indicated by the Labor/Overhead TBL codes on this display).

LABOR HOURS (LABHR). Type in the number of labor hours per standard batch quantity for this item. This number is multiplied by the Labor/Overhead Table rates in calculating the labor or manufacturing overhead cost for this-level per unit for this item. This field is used only when the cost technique code equals T.

STD LOT SIZE (Standard Lot Size) (LOTSZ). Type in the standard lot size of the item that is normally ordered. This quantity is used to apportion the setup cost per unit for the item. This field cannot be zeros if the cost technique code is R. MRP (if installed and interfacing) can use this field to determine a quantity based lead time. MPSP (if installed and interfacing) can use this field to calculate resource profiles.

For item types F, 3, 4, and 9, the values you enter in the ***MATERIAL and OUTSIDE OPERATIONS (Current and Standard This Level)*** fields are used by PDM product costing. If the item type is 0, 1, or 2, the outside operation costs (routing operation with TBC=C) or the values you enter are used by PDM product costing. If the item type is 0, 1, or 2, and the cost technique code is R, any values you enter are recalculated and overlaid during the next full costing run.

MATERIAL—CURRENT THIS LEVEL (CMAT). Type in the cost per unit for material based on current costs.

MATERIAL—STANDARD THIS LEVEL (SMAT). Type in the cost per unit for material based on current costs.

OUTSIDE OPERATIONS—CURRENT THIS LEVEL (COOT). Type in the cost per unit for outside operations based on standard costs.

OUTSIDE OPERATIONS—STANDARD THIS LEVEL (SOOT). Type in the cost per unit for outside operations based on standard costs.

PURCHASE OVERHEAD TBL CODE—CURRENT (CPTAB). Type in a code from the Purchase Overhead Table to indicate the percent to be applied to the current purchase cost in calculating the current purchase overhead cost this-level (CPOTL) for this item. This field is used only when the item type code equals 3, 4, or 9.

PURCHASE OVERHEAD— CURRENT THIS LEVEL (CPOT). This field is informational only. It shows the overhead cost per unit for purchased parts or raw material based on current costs. The value shown is calculated by PDM product costing for item types 3, 4, or 9.

PURCHASE OVERHEAD TBL CODE—STANDARD (SPTAB). Type in a code from the Purchase Overhead Table to indicate the percent to be applied to the standard purchase cost in calculating the standard purchase overhead cost this-level (SPOTL) for this item. This field is used only when the item type code equals 3, 4, or 9.

PURCHASE OVERHEAD— STANDARD THIS LEVEL (SPOT). This field is informational only. It shows the overhead cost per unit for purchased parts or raw material based on standard costs. The value shown is calculated by PDM product costing for item types 3, 4, or 9.

SETUP LABOR—CURRENT THIS LEVEL (CSLT). If the Cost Technique Code is blank, type in the direct cost per unit that is made up of run labor using current costs. If the Cost Technique is T or R, leave this field blank.

SETUP LABOR—STANDARD THIS LEVEL (SSLT). If the Cost Technique Code is blank, type in the direct cost per unit that is made up of run labor using current costs. If the Cost Technique is T or R, leave this field blank.

RUN LABOR TBL CODE—CURRENT (CRLC). If the Cost Technique Code is T, type in a code from the labor rate portion of the Labor/Overhead Table to indicate the rate to be applied to the ***RUN LABOR (LABHR***) field in calculating the current run labor cost this-level (CLCTL) for this item. If the Cost Technique Code is blank or R, leave this field blank.

RUN LABOR—CURRENT THIS LEVEL (CRLT). If the Cost Technique Code is blank, type in the direct cost per unit that is made up of run labor using current costs. If the Cost Technique Code is T or R, leave this field blank.

RUN LABOR TBL CODE—STANDARD (SRLC). If the Cost Technique Code is T, type in a code from the labor rate portion of the Labor/Overhead Table to indicate the rate to be applied to the ***RUN LABOR (LABHR***) field in calculating the standard unit labor cost this-level (SLCTL) for this item. If the Cost Technique Code is blank or R, leave this field blank.

RUN LABOR—STANDARD THIS LEVEL (SRLT). If the Cost Technique Code is blank, type in the direct cost per unit that is made up of run labor using standard costs. If the Cost Technique Code is T or R, leave this field blank.

SETUP MACHINE—CURRENT THIS LEVEL (CSMT). If the Cost Technique Code is blank, type in the direct cost per unit for setup machine hours using current costs. If the Cost Technique Code is T or R, leave this field blank.

SETUP MACHINE—STANDARD THIS LEVEL (SSMT). If the Cost Technique Code is blank, type in the direct cost per unit for setup machine hours using standard costs. If the Cost Technique Code is T or R, leave this field blank.

RUN MACHINE—CURRENT THIS LEVEL (CRMT). If the Cost Technique Code is blank, type in the direct cost per unit for run machine hours using current costs. If the Cost Technique Code is T or R, leave this field blank.

RUN MACHINE—STANDARD THIS LEVEL (SRMT). If the Cost Technique Code is blank, type in the direct cost per unit for run machine hours using standard costs. If the Cost Technique Code is T or R, leave this field blank.

MFG OVERHEAD TBL CODE—CURRENT (COHC). If the Cost Technique Code is T, type in a code from the overhead portion of the Labor/Overhead Table to indicate the rate or percent to be applied to the ***LABOR HOURS (LABHR***) field or to the current labor cost in calculating the standard unit labor overhead cost this-level (SOCTL) for this item. If the Cost Technique Code is blank or R, leave this field blank.

MFG OVERHEAD —CURRENT THIS LEVEL (COHT). If the Cost Technique Code is blank, type the direct/indirect cost per unit.

MFG OVERHEAD TBL CODE—STANDARD (SOHC). If the Cost Technique Code is T, type in a code from the overhead portion of the Labor/Overhead Table to indicate the rate or percent to be applied to the ***LABOR HOURS (LABHR***) field or to the standard labor cost in calculating the standard unit labor overhead cost this-level (SOCTL) for this item. If the Cost Technique Code is blank or R, leave this field blank.

MFG OVERHEAD —STANDARD THIS LEVEL (SOHT). If the Cost Technique Code is blank, type the direct/indirect cost per unit.

The following fields may have different titles, depending on what was chosen in the PDM Control file to identify a user-defined cost element.

OTHER COST 1-4—CURRENT THIS LEVEL. If the Cost Technique Code is blank, type in the current cost for the user-defined cost element.

OTHER COST 1-4—STANDARD THIS LEVEL. If the Cost Technique Code is blank, type in the standard cost for the user-defined cost element.

DATE LAST MAINTAINED (MDATE). This field shows the date this Item Master record was last maintained. This field appears on Change, Delete and Set Defaults displays.

AMVT05—Item Master File–Purchasing Information (Add/Change/Delete/ Set Defaults)

Use this display to add, change, or delete purchasing information for the item number or to set defaults for purchasing information for the item for this file maintenance session.

This display appears only when C-records are in the Item Master file and you select action A (add), C (change), D (delete), or S (set defaults) and option 5, Purchasing Information (C-Record) on display AMVT01, or when you press **Enter** or select F02 (Next Display) on display AMVT04.

```
DATE **/**/**                ITEM MASTER FILE          ADD        AMVT05  **
                         -PURCHASING INFORMATION-                          @
ITEM  ***************                                          *************
DESCRIPTION  ******************************           ITEM TYPE CODE         *
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

BUYER            aaaA5    ACCT aaaaaaaaaaaaA15    PUR PRICE  nnnnnnnnnnn.nnnn

RECEIPT REQUIRED     n     -TOLERANCE PERCENTS-        -WEIGHTED PERCENTS-
ALLOW DAYS EARLY   nnn      RECEIVING + %  nnn           LEAD TIME %       nnn
SHIP VIA           aA3      RECEIVING - %  nnn           DELIVERY %        nnn
ALPHA FACTOR      .nnn                                   QUALITY %         nnn
PURCH COMMODITY  aaaA5                                   PRICE %           nnn
PRE-APPROVED         A                                   EARLY DELIVERY % nnn
                                                         LATE DELIVERY %  nnn
                                                         OVERSHIP %        nnn
                                                         UNDERSHIP %       nnn
DATE LAST MAINTAINED       **/**/**         LAST MAINTAINED BY *********

                                                       F03 PREV DISPLAY
                                                       F15 NOTE TASKS
                                                       F18 REFRESH
                                                       F19 RETURN TO SELECT
```

What to do

To update the Item Master file with the information you added, changed, or deleted, press **Enter**. Go back to the Item Master Maintenance (Select) display (AMVT01).

Note: The Item Master file is updated with information maintained on any of the following displays: AMVT02, AMVT03, AMVT04, or AMVT05.

Function keys

F03 PREV DISPLAY causes display AMVT04 to appear.

F15 NOTE TASKS allows you to access the Note Tasks function. If a note exists, an icon, **@**, appears in the upper right corner of the display. For more information on this function, see the *Planning and Installing XA* book.

F18 REFRESH erases any information you typed in and shows you AMVT05 as it first appeared.

F19 RETURN TO SELECT ignores the information you just entered and returns to display AMVT01.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ITEM (ITNBR). The number of the item you entered on display AMVT01.

Inventory Description. This field appears above the ***ITEM TYPE CODE*** field and has no heading. This field shows one of four different categories depending on the inventory code:

INVENTORY If the item is an inventory item

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MISCELLANEOUS	If the item is a miscellaneous item
SERVICE	If the item is a service item
UNSTOCKED	If the item is not stocked (no Item Balance file record). Applies to kit only.

DESCRIPTION (ITDSC). The description of the item you entered on display AMVT02. This description appears on inquiries and reports.

ITEM TYPE CODE (ITTYP). Code that best describes the type of item:

0	Phantom
1	Assembly or subassembly
2	Fabricated item
3	Raw material
4	Purchased item
9	User option (Special)
F	Feature
K	Kit

Extended Description (PITD1, PITD2). These fields appear beneath the ***DESCRIPTION*** field. Use these fields to type in an extended description of the item you are adding. (These fields are used by Purchasing, if installed and interfacing.)

BUYER (BUYNO) [?]. Type in the code that identifies the buyer of the item. This buyer number is used to create purchase orders if no buyer is specified in the primary quotation during MRP Auto-Release.

ACCT (Account Number) (ACCTN) [?]. Required. Type in the number of the account to be charged when this item is invoiced. This field does not appear for IM. The system checks for account numbers in Company 1 only. If you have multiple companies, the system issues a warning message. To bypass the warning message, press **Enter**.

Note: When you search for account numbers, only those valid for company 1 are listed. Valid account numbers for other companies are not listed.

If IFM is installed, the ***ACCT*** (Account) field is replaced with the ***Nature*** field.

NATURE (CHGN) [?]. Type in an account or revenue/expense code. Type a **?** in this field and press **Enter**. A select panel appears for your selection of a valid nature.

PUR PRICE (PURPR). If this is a purchased item, type the purchase price in this field.

RECEIPT REQUIRED (RECRQ). This field shows whether an inventory transaction (receipt) must be recorded before invoicing can be processed. Type one of these values:

1	Receipt required
0	Receipt not required.

ALLOW DAYS EARLY (ALLDE). Type in the number of days that are acceptable for early delivery.

SHIP VIA (VIACD) [?]. Type the code that identifies the means by which this item is normally shipped.

ALPHA FACTOR (ALPHA). Type a value to be used in calculating the vendor and buyer weighted performance percentages. If you do not type anything in this field, the value defaults to the value set during application tailoring.

PURCH COMMODITY [?]. A code defined by your company that identifies the commodity classification for this item. If entered, this must be a valid code in the Purchase Item Commodity Class code file. Type **?** in this field and press **Enter**. A select panel appears for your selection of a valid code or to add a new code.

PRE-APPROVED (PRAP). A code to indicate if this is an item that can be ordered from the vendor without waiting for approval. This code is used only if you are using the approval process for purchase orders. Security settings in CAS determine if you can maintain this field.

0 No. This is a normal item, subject to approval. This is the default.

1 Yes. This is a pre-approved item. Either no approval or only memo approval is required for this item, depending on the code in the Memo Approve Pre-approved Items field in the Purchasing Control file.

TOLERANCE PERCENTS.

RECEIVING + % (Receiving Plus Percent) (TOLPO): Type in the user-defined percentage of receipts that can be overdelivered.

RECEIVING – % (Receiving Minus Percent) (TOLPC): Type in the user-defined percentage of receipts that can be underdelivered.

Tolerances are used only in calculating vendor performance in the category of delivery.

WEIGHTED PERCENTS. These user-defined percentages define the relative importance placed on each of the following aspects of vendor performance.

Note: The defaults selected during application tailoring for Purchasing are used unless you type in new values. However, the Purchasing defaults do not appear on the display.

LEAD TIME % (WTLTM): Type the percentage to be placed on variances between quoted and actual vendor lead times. Because you can place different emphasis on early or late delivery, you can also use secondary delivery factor percentages.

DELIVERY % (WTDEL): Type percentage to be placed on variances between ordered and delivered quantities. Because you can place different emphasis on over or under shipment, you can use secondary delivery factor percentages.

QUALITY % (WTQUA): Type the percentage to be placed on reject quantities.

PRICE % (WTPRC): Type the percentage to be placed on variances between quoted and actual vendor prices.

Use the four following secondary delivery factor percents to place additional emphasis on specific delivery conditions:

EARLY DELIVERY % (WTEDL): Type the percentage to be placed on early delivery.

LATE DELIVERY % (WTLDL): Type the percentage to be placed on late delivery.

OVERSHIP % (WTVOS): Type the percentage to be placed on overshipment.

UNDERSHIP % (WTUVS): Type the percentage to be placed on undershipment.

DATE LAST MAINTAINED (MDATE). This field shows the date this Item Master record was last maintained. This field appears on Change, Delete and Set Defaults displays.

LAST MAINTAINED BY (XBAHVN). The user ID of the person who last maintained the Item Master record for this item. This field appears on Change, Delete and Set Defaults displays.

AMVT06—Item Master File Maintenance (Status)

Use this display to review statistics both for the current session and for the Item Master file.

This display appears when you select **F23 (Status)** on display AMVT01.

```
DATE **/**/**            ITEM MASTER FILE MAINTENANCE     STATUS     AMVT06   **

                              SESSION STATISTICS

                         ADDS ENTERED         ****,***
                         CHANGES ENTERED      ****,***
                         DELETES ENTERED      ****,***
                         TOTAL TRANSACTIONS ****,***

                         MAINTENANCE NUMBER        ***





                                                       F24 END OF JOB
```

What to do

To continue this file maintenance session, press **Enter**. Go back to the Item Master Maintenance (Select) display (AMVT01) to select another record to maintain.

Function keys

F24 END OF JOB causes the menu to appear again.

Fields

SESSION STATISTICS. The following fields show the individual transaction totals and the total transactions for the current session:

ADDS ENTERED. The number of items added.

CHANGES ENTERED. The number of items changed.

DELETES ENTERED. The number of items deleted.

TOTAL TRANSACTIONS. The total number of records added, changed, and deleted.

MAINTENANCE NUMBER. The total number of times the Item Master file has been maintained.

Option 2. Vendor Master

Use this option anytime you need to add a new vendor to the Vendor Master file or to change or delete vendor information already in the file.

If IFM is installed, vendor master maintenance is performed through Work with Entities. In IFM the entity represents who you are paying; the assignee, and the vendor represents who you purchased from. When an entity is created in IFM, and designated as a vendor, two records are created. An assignee entity record is added to the Entity files in IFM to record the pay to information. An assignee vendor record is created in VENNAM in Purchasing to record the buy from information. After you have created the entity, you can add additional vendors to it. This is used when you buy from several vendor locations but pay to a consolidated receivables location.

If MMS is interfacing, this menu option is the sole point of entry for vendor information for both production and MRO vendors. The Purchasing Vendor Master file (VENNAM) will contain all vendors in the file, both production and MRO. The MRO Vendor file (MVNMSP) will contain only MRO vendors. When an MRO vendor is created, maintained, or deleted in Purchasing, the corresponding action is performed immediately in MMS.

Updating the Vendor Master file is controlled by two levels of application security. The first level is the security required for normal file maintenance. This security level allows you to change vendor descriptive data such as name, address and telephone number. The second level of security allows you to also change the monetary information stored in the Vendor Master file. Since changing amount fields could cause the vendor reports to show inaccurate data, it is recommended that the use of the second security level be restricted to management. Normally, there should be no reason to change amount fields because the application automatically updates them with payments, discounts, reversals, and credit memos. When IFM is installed, the amount to date, amount last year, and amount year to date (local and trading) fields are updated when IFM invoices. See the *IFM User's Guide* for information on resetting vendor statistics yearly.

Amount fields are reset as part of the year-end update procedure, if you have Accounts Payable installed and interfacing. During file maintenance, field amounts containing monetary information should be changed only when absolutely necessary.

Since the Vendor Number field is alphanumeric, the field is not right justified; blanks are significant. Remember to enter the vendor number exactly as you want it to appear. If you want to enter vendor number 100 and use the **Field Exit** key, the vendor number will always be 100 blank blank blank (100   ). If you enter blank blank blank 100 (100), the system recognizes that as a different vendor.

Before you assign a unique number to your vendors, you may want to consider that the Vendor Master file keeps only one set of statistics for each vendor, regardless of the company with whom the vendor was doing business. If a vendor does business with several companies, there are no separate statistics on how much business was done with each company.

However, an easy way to get vendor statistics by company is to assign the vendor number so the first two digits represent the company involved and the last four digits represent the unique vendor. For example, vendor 1234 does business with companies 01, 02, and 03.

If you want statistics by company, create three Vendor Master records with vendor numbers 011234, 021234, and 031234. An advantage to using this scheme is that you can print the information by company for any menu option that allows you to enter a range of vendor numbers. For example, you can print the Open Purchase Orders report for company number 02 by entering a range of vendors 020000 to 029999.

There are two ways to update the Vendor Master file with additions, changes and deletions:

- Enter file maintenance transactions as they occur.
- Accumulate transactions into conveniently sized batches using the appropriate data entry forms.

When you are ready to maintain files, choose the appropriate option on the menu. When the Select panel appears, enter the information requested as well as an action code to specify the type of maintenance you want to do. Depending on which action was specified, you can add or change the information in the fields. You can use the copy action code to copy a vendor record to assist in creating a new vendor number. If you chose to delete information, the Vendor Master file record appears on the panel. Press **Enter** to delete the record. The Select panel appears again allowing you to maintain another record. A record cannot be deleted if there are any amounts in the vendor statistics fields.

Before you begin the session, have the necessary vendor numbers to locate the files you want to change. If you selected the option that provides file maintenance listings during application tailoring, you will receive a report. This report shows each file maintenance transaction entered. It is strongly recommended that you request and retain these reports since they can provide an audit trail of file maintenance transactions. Otherwise, in order to have a record of all changes made to the Vendor Master file, you will have to request and keep a listing of the Vendor Master file each time file maintenance is performed.

What information you need: Form AP-21.

What reports are printed: Vendor Master File Maintenance (AMV77)

The basic steps for performing this task follow each panel.

AMV771—Vendor Master–File Maintenance (Select)

Use this panel to specify the vendor master record you want to maintain and to indicate the kind of maintenance you want to perform.

This panel appears when you choose option 2 (Vendor Master) on the File Maintenance menu. It does not appear if IFM is installed.

Contents Index


```
Date **/**/**             Vendor Master                 Select     AMV771  **
                         File Maintenance


                  Vendor number . . . . . . aaaaA6

                  Action code <A/C/D/S/R/X> a

                  A - Add
                  C - Change
                  D - Delete
                  S - Suspend
                  R - Reactivate
                  X - Copy

Last updated
Vendor number           ******

F24=Status
```

What to do

Type the information requested and press **Enter**. The appropriate panel for the action you selected appears.

Function keys

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. This field is required. Type the vendor number.

If MMS is interfacing, vendor number is edited against both Purchasing's Vendor Master and MMS's Vendor Master to determine if the number is a production vendor, an MRO vendor, or both.

If you are entering an MRO vendor number, remember that it can be only six characters in length, even though MMS allows vendor numbers of eight characters.

Action code <A/C/D/S/R/X>. This field is required. Type one of the following codes:

A Add a record
C Change an existing record
D Delete an existing record
S Suspend an existing record
R Reactivate an existing record.
X Copy an existing record.

Note: Suspended vendors are used only by the Purchasing application. Existing purchase orders for a suspended vendor can be processed to completion. If a vendor is suspended, new purchase orders cannot be entered if they reference a suspended vendor. Suspended vendors still can be used for invoicing and for assignee addressing for mailing checks.

If you choose to delete a vendor, be aware of the following:

The system will not delete the vendor if open payables exist for the vendor. The system checks OPNPAY to make sure the vendor is not used as a vendor or assignee on an invoice.

The system checks POMAST for the vendor, and does not delete if any POs exist for that vendor.

The system will not delete the vendor if any quotes, contracts, or vendor/item records exist for that vendor. You cannot delete a vendor if there are any nonzero amounts for Year-to-Date and Last year statistics in the Vendor Master record.

Last updated Vendor number. The last vendor record that was maintained.

AMV772—Vendor Master–File Maintenance (Add/Change) (Page 1 of 3)

Use this panel to add or change an existing record in the Vendor Master file.

This panel is the first of three panels to appear when you enter A or C in the Action Code field on the Vendor Master—File Maintenance (Select) panel (AMV771). If IFM is installed, this panel appears in Change mode when you select option 2=Change by the vendor in Work with Vendors.

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors, and **F16** appears so you can delete a vendor. **F19** and **F24** do not appear.

If a note exists for this vendor, an icon @ appears on the second line in the right corner of this panel.

```
Date **/**/**          Vendor Master - File Maintenance        Add  AMV772   **
                                                           Page 1 of 3  @
Vendor         ******             MRO  A            Address format  n
Name           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35  Abbreviation    aaaaaaaA10
Address 1      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 2      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 3      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

State          A2      Country   aA3   Postal code aaaaaaaaA10
Telephone      aaaaaaaaaaaaaaaaaA20   Fax number  aaaaaaaaaaaaaaaaaA20
Contact        aaaaaaaaaaaaaaaaaaaaaaA25

Require PO accept                    A   Send closeout acknowledgement       A
Allow multiple items on a PO         A   Allow multiple ship-to on PO        A
Allow blanket order                  A   Print vendor catalog number on PO   A
Print engineering drawing on PO      A
                                         Our customer no. aaaaaaaaaaaaaaaaaA20
Ship via  aA3 aaaaaaaaaaaaA15            FOB              aA3 aaaaaaaaaaaaA15
Terms     aA3 aaaaaaaaaaaaaaaaaaaaaaA25  Default GL Acct. aaaaaaaaaaaaA15
Currency  aA3 ***************            Last payment     nn/nn/nn
Alt curr  aA3 ***************            Last maintenance **/**/**


F8=Forward     F10=VAT     F15=Notes     F18=Refresh     F19=Select     F24=Status
```

What to do

Type the information you need and press **Enter**. The second of three panels appears so you can continue adding or changing vendor information.

Function keys

F8=Forward causes the Vendor Master—File Maintenance (Add/Change) panel (Page 2 of 3) to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing XA* book.

F18=Refresh ignores any information you typed and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master—File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

When IFM is installed and this is the assignee vendor, the vendor number, name, address lines, city, state, country, and postal code fields are output only and come from the entity. The vendor number is the entity ID and assignee is always blank, because you cannot assign this record to a different assignee vendor here. Telephone and Fax number fields contain the first telecom number from the entity that is designated as office telephone and fax, respectively.

When IFM is installed and this is the buy from vendor, the vendor number, name, address and telephone information are input capable. In this case, the assignee number is the entity ID and it cannot be changed.

IFM initially defaults a buy-from address to the entity's address, but you can change it. If the entity's address changes, the change will be propagated to all unmodified buy-from addresses.

Vendor. The number of the vendor you typed on the Vendor Master—File Maintenance (Select) panel (AMV771).

MRO. This field appears only if the Maintenance Management System (MMS) is interfacing. It is required. Accept the default **N** (no) or type **Y** (yes) to indicate that you can order MRO items from this vendor. You cannot make a miscellaneous vendor (000000) an MRO vendor. When maintaining an MRO vendor, the following fields must be valid both in Purchasing and MMS: ***STATE***, ***FOB***, ***SHIP VIA***, ***TERMS***, and ***CURRENCY ID***.

Address format. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Format 0 = US	Format 1 =International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3

Format 0 = US	**Format 1 =International**
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

Name. This is a required field. Type the vendor's name.

Abbreviation. This is a required field. Type the abbreviated name for the vendor.

Address 1, 2, and 3. These fields are for the vendor's address. Type the address for the vendor. If you select Address format 2, City is replaced with Address line 4, and Address line 5 appears.

City. Type the name of the city where the vendor is located. If you are using Address format 2, this field appears as Address 4 so you can use a free format.

State. Type the 2-character abbreviation of the state where the vendor is located. This must be a valid state code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

Country. Type the 3-character abbreviation of the name of the country where the vendor is located. This must be a valid country code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

Postal code. Type the designated code assigned by the postal authorities for the vendor's address. When using Address format 2, this field is information only, as it should also be typed on one of the address lines to be included in the formatted address.

Telephone. Type the vendor's telephone number.

Contact. Type the name of the person you contact for business with this vendor. If this is an MRO vendor, you cannot enter more than 15 characters.

Fax number. Type the telephone number for the vendor's facsimile system.

Accounts Payable displays the next 12 fields only if Purchasing is installed and active.

Require PO accept. This is a required field. The default is N. Accept the default if the vendor is not required to accept the conditions of the purchase order or type **Y** to indicate the vendor will confirm acceptance of purchase orders. If you enter **Y**, a Vendor Accept (VA) transaction is required.

Send closeout acknowledgment. The default is N. Accept the default or type **Y** to print closeout acknowledgments for the vendor when the purchase order is closed.

Allow multiple items on a PO. The default is Y. Accept the default or type **N** if the vendor does not allow multiple items on a purchase order.

Allow multiple ship-to on PO. The default is Y. Accept the default or type **N** if the vendor does not accept multiple delivery points.

Allow blanket orders. The default is Y. Accept the default or type **N** if the vendor does not handle blanket orders. Blanket orders are a series of deliveries on different dates for the same item.

Print vendor catalog number on PO. The default is Y. Accept the default or type N if the vendor does not require vendor catalog numbers on purchase orders.

Print engineering drawing on PO. The default is N. Accept the default or type **Y** if the vendor requires engineering drawing numbers on purchase orders.

Our customer number. Type the number that the vendor uses to identify your company in the vendor's receivables system.

Ship via [?]. Type the code for the method normally used for deliveries from this vendor. After you press **Enter**, the Ship via description is retrieved from the Ship Via Master file. Optionally, you can leave the code blank and type the Ship via description you want associated with this vendor. You do not need to enter both a code and a description.

FOB (Free on board) [?]. Type the FOB code that applies to the vendor. When you press Enter, the description is retrieved. Optionally, you can leave the code blank and type the FOB description you want associated with this vendor. You do not need to enter both a code and a description.

Terms[?]. Type the terms code that applies to the vendor. When you press **Enter**, the description is retrieved. Optionally, you can leave the code blank and type the terms description you want associated with this vendor. You do not need to enter both a code and a description. When IFM is installed, searching on this field gives the IFM terms.

Default GL Acct. This field is used by Accounting Management users only. This field enables you to perform fast-path Accounts Payable invoicing for a vendor from which you have a set purchasing requirement. The GL account specified here is generated into the line item record on an AP invoice record for this vendor, allowing you to skip any detail transaction entry. Invoices created in this manner require only entries into the Control Gross Amount section on the invoice header record (AMV161), and do not support entries into the other Control fields (such as Freight, Special Charges, etc.).

Currency [?]. This field appears only when multi-currency processing is active. Type the currency ID that applies to this vendor. If AP is installed, or if this is an MRO vendor, you cannot change the currency ID.

Alt Currency [?]. This field appears only when multi-currency processing is active. Type the alternate currency ID that applies to this vendor. This is an alternative to the trading currency when the trading currency is euro or euro-participating. It allows a transaction to be printed or to appear in a currency other than the transaction's trading or local currency.

Last payment. Type the date you last paid the vendor. This field does not appear when IFM is installed.

Last maintenance. The last date the record was maintained.

To display EEC VAT fields. Use **F10=VAT** from panel AMV772, AMV773, AMV774, AMV775, AMV778, or AMV779, and a pop-up window appears.

```
Date **/**/**                    Vendor Master          Change     AMV773   **
                                File Maintenance

Vendor   ****** ****   __________________________________________
        *MRO*         |              Vendor Master                |
Year-to-date:        n|  Type information, then press Enter.      |
                      |                                           |
 Amount              n|  EEC VAT fields:                          |
 Discount taken      n|                                           |
 Discount lost       n|  Delivery terms code aA3    **************|
 NEC amount          n|  Transaction code    A2     **************|
                      |  Transport code      A2     **************|
Last year:            |  Port of entry code  aaaaA6 **************|
 Amount              n|  EEC country code    ***    **************|
 Discount taken      n|  EEC state code      **     **************|
 Discount lost       n|                                           |
 NEC amount          n|  F12=Cancel       F18=Refresh             |
                      |___________________________________________|
```

What to do

Type the information requested and press **Enter**.

Function keys

F12=Cancel causes the previous panel to appear.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EEC VAT fields. The following fields must be valid codes defined through VAT Tables Maintenance, menu AMZMBA, or you can use the search here to access the edit functions.

Delivery terms code [?]. This field identifies the normal delivery terms used for shipments from the vendor.

Transaction code [?]. This field identifies the normal nature of transaction used for shipments from the vendor.

Transport code [?]. This field identifies the normal mode of transport used for shipments from the vendor.

Port of entry code [?]. This field identifies the normal port of entry for goods.

EEC country code (European Economic Community country code) [?]. This field cannot be changed. It identifies the member country for the vendor within the EEC. It is associated with the vendor country you entered on panel AMV772.

EEC state code (European Economic Community state code) [?]. This field cannot be changed. It identifies the vendor state within the EEC country. It is associated with the vendor state you entered on panel AMV772.

Note: To enter a different EEC country or state code, return to panel AMV772.

AMV778—Vendor Master–File Maintenance (Add/Change) (Page 2 of 3)

Use this panel to continue to add or change a record in the Vendor Master File.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master--File Maintenance (Add or Change) panel (AMV772) (Page 1 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

```
Date **/**/**       Vendor Master - File Maintenance       Add     AMV778  **
                                                              Page 2 of 3
Vendor  ****** **********************************
*MRO*                  **********************************
Assignee number aaaaA6 aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Tax city        aaaaaaaA10
Tax county      aaaaaaaA10
Bank 1          aaaaaaaaaaaaaaaaaA20  Bank 2      aaaaaaaaaaaaaaaaaA20
Fed T/P ID      aaaaaaaaA11           NEC (Y/N)   a
Tax suffix      aaaA5
Tax ID 1        aaaaaaaaaaaaA15       Tax ID 2    aaaaaaaaaaaaA15
Landed cost     aA3                   Enterprise  aaaaA6
Shipping profile aaaaA6               Planning profile aaaaA6

Media Flags              Print    EDI    Fax  Fax number ********************
Remittance advice          A       A      A      aaaaaaaaaaaaaaaaaA20
Purchase orders            A       A      A      aaaaaaaaaaaaaaaaaA20
Purchase order changes     A       A      A      aaaaaaaaaaaaaaaaaA20
Quotes                     A       A      A      aaaaaaaaaaaaaaaaaA20
Receiving advice                   A
Shipping schedules         A       A      A      aaaaaaaaaaaaaaaaaA20
Planning schedules         A       A      A      aaaaaaaaaaaaaaaaaA20


F7=Backward  F8=Forward  F10=VAT  F18=Refresh  F19=Select  F24=Status
```

What to do

Type the information requested and press **Enter**.

Function keys

F7=Backward causes the previous panel to appear.

F8=Forward causes the next panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master-File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The number and name of the vendor.

****MRO* .*** The MRO indicator appears under the vendor number if you entered Y in the MRO field on panel AMV772. This field appears only when MMS is interfacing.

Assignee number. Type a vendor number that refers to an address, other than the vendor address, where payment is to be sent.

Tax city [?]. The IFM tax city that has taxing authority for this vendor. This field appears only when IFM is installed. A valid state and country are required to enter this field.

Tax county [?]. The IFM tax county that has taxing authority for this vendor. A valid state and country are required to enter this field. This field appears only when IFM is installed.

Bank 1 and 2. Additional bank account information you want to maintain for this vendor. This field is for information purposes only. It is not used when IFM is installed.

Fed T/P ID (Federal tax payer's identification number). Type the vendor's federal identification number. This field does not appear when IFM is installed.

NEC (Y/N). Type **Y** if this vendor receives nonemployee compensation. This field does not appear when IFM is installed.

Tax suffix. Type a vendor classification for tax purposes. For example, if you are not required to collect tax from a customer, you assign a tax suffix such as NOTAX to the customer.

Tax ID 1 and 2. Type the identification numbers assigned to the vendor by the government. Theses field do not appear when IFM is installed.

Landed cost. Type a code you assigned to control how landed cost uplifts are applied to vendor's invoices. The code you type must reference a record in the Landed Cost Master file. This field does not appear when IFM is installed.

Enterprise code. Type the group code that applies to the vendor. This field does not appear when IFM is installed.

Shipping profile [?]. Type the identifier of the shipping profile that applies to the vendor. This field is used only by Purchasing to create EDI 862 Shipping Schedules. In addition to the shipping profiles you create, there are two other valid values. *NONE indicates Shipping Schedules are not created for this vendor; normal PO's are created. *DAILY indicates that PO's entered for this vendor will print or be sent via EDI as daily Shipping Schedules.

Planning profile [?]. Type the identifier of the purchase planning profile that applies to the vendor. This field is used only by Purchasing and MRP to create EDI 830 Planning Schedules.

Media flags. The media flags appear only if either EC or Fax is installed. If only EC is installed, you see the ***Print*** and ***EDI*** fields. If only Fax is installed, you see the ***Print*** and ***Fax*** fields. If both EC and Fax are installed, you see the ***Print***, ***EDI***, and ***Fax*** fields.

Remittance advice: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how remittance advices are to be sent for this vendor. This field is used only by Accounts Payable or IFM.

Purchase orders: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase orders are to be sent for this vendor. This field is used only by Purchasing.

Purchase order changes: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase order changes are to be sent for this vendor. This field is used only by Purchasing.

Quotes: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how quotes are to be sent for this vendor. This field is used only by Purchasing.

Receiving advice: Type **Y** in the ***EDI*** field to indicate how receiving advices are to be sent for this vendor. This field is used only by IM. There is no separate media flag to print a receiving advice. Receiving advice information prints on the Advance Shipping Notice in IM.

Shipping schedules: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how shipping schedules are to be sent for this vendor. This field is used only by Purchasing.

Planning schedules: Type **Y** in the appropriate ***Print***, ***EDI***, or ***Fax*** fields to indicate how purchase planning schedules are to be sent for this vendor. This field is used only by Purchasing and MRP.

Fax number. The default fax telephone number for the vendor (that was entered on panel AMV772) is displayed to the right of the field heading. Type the override fax telephone number, if any, for each document that can be faxed in the field to the right of the fax flag. If Y appears in the media flag field, either a default fax number or an override fax number must be specified.

Fax telephone numbers in Telex/Fax/400 contain only the characters actually used in dialing. Any other characters are removed by the Fax interface as it formats the number for storage in its Short Code file. If characters are being removed from the default fax number, it is displayed in reverse image.

AMV773—Vendor Master–File Maintenance (Add/ Change) (Page 3 of 3)

Use this panel to add or change a record in the Vendor Master File. If multi-currency support is active, you can do one of the following:

- Enter both trading and local currency amounts; no conversion occurs
- Enter the trading currency amount and use the currency conversion routine to calculate the local currency amount at the latest exchange rate
- Enter the local currency amount and use the currency conversion routine to calculate the trading currency amount at the latest exchange rate.
- Maintain EEC VAT (European Economic Community Value Added Tax) extensions on a pop-up window.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master--File Maintenance (Add or Change) panel (AMV778) (Page 2 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

Note: You must have second level security clearance to use this panel.

```
 Date **/**/**     Vendor Master - File Maintenance       Add     AMV773   **
 Vendor         ****** ***********************************
 *MRO*

 Year-to-date:       *** ***************         *** ***************
  Amount             nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  Discount taken     nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  Discount lost      nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  NEC amount         nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
 Last year:
  Amount             nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  Discount taken     nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  Discount lost      nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
  NEC amount         nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-
 To date:
  Amount             nnnnnnnnnnnnn.nn-           nnnnnnnnnnnnn.nn-

 Payment method code        aA3
 DFI ID number qualifier    aA3  DFI ID number    aaaaaaaaaA13
 Account number qualifier   aA3  Account number   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA
35

  F7=Backward   F10=VAT   F17=Accept   F18=Refresh    F19=Select    F24=Status
```

Contents | Index

What to do

Type the information requested and press **Enter**.

Function keys

F7=Backward causes the previous panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F17=Accept allows you to continue with the next record even though the application issues a warning message for an error that you cannot correct now. Eventually, you must correct the error.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master--File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The number and name of the vendor.

****MRO* .*** The MRO indicator appears under the vendor number if you entered **Y** in the ***MRO*** field on panel AMV772. This field appears only if MMS is interfacing.

Year-to-date. If multi-currency support is active, the heading indicates the currency ID and description of the amounts being displayed. If currency ID was changed on the previous panel, the heading here reflects the new currency description and the trading amounts display "converted" to the new currency. If multi-currency support is not active, "Amounts" appears as the heading instead of a currency ID and description on the panel.

> ***Amount***: The amount you have paid year-to-date to the vendor. When IFM is installed, this is the amount you have invoiced year-to date.
>
> ***Discount taken***: The amount of discount you have received year-to-date from the vendor. This field does not appear when IFM is installed.
>
> ***Discount lost***: The amount of discount lost year-to-date because of late payment. This field does not appear when IFM is installed.
>
> ***NEC amount***: The amount paid for services furnished by the vendor year-to-date. This field does not appear when IFM is installed.

Last year.

Amount: The amount you paid last year to the vendor. When IFM is installed, this is the amount you invoiced last year.

Discount taken: The amount of discount received from the vendor last year. This field does not appear when IFM is installed.

Discount lost: The amount of discount lost last year because of late payment. This field does not appear when IFM is installed.

NEC amount: The amount paid for services furnished by the vendor last year. This field does not appear when IFM is installed.

To date.

Amount: The total amount to date for this vendor. When IFM is installed, this is the amount invoiced to date.

The following fields appear only if Electronic Commerce (EC) is installed:

Payment method. The method of funds transfer to be used for this vendor. Used on remittance advice.

DFI ID number qualifier. The user-defined code identifying the type of Depository Financial Institution (DFI) associated with this vendor.

DFI ID number. The Depository Financial Institution (DFI) number to be used for this vendor.

Account number qualifier. The user-defined code identifying the type of bank account used in EFT for this vendor.

Account number. The EFT bank account number to be used for this vendor.

AMV774—Vendor Master–File Maintenance (Delete, Suspend, or Reactivate) (Page 1 of 3)

Use this panel to view information that is to be deleted, suspended, or reactivated depending on the action you selected on the Select panel (AMV771). If you decide not to take any action on the record that appears on the panel, use **F19** to return to the Select panel (AMV771).

This panel appears when you enter **D**, **S**, or **R** in the ***Action Code*** field on the Select panel. It is informational only. You cannot enter or change any fields. When IFM is installed, this panel appears when you use **F16** on the Add/Change panel.

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

If a note exists for this vendor number, an icon @ appears on the second line in the right corner of this panel.

```
Date **/**/**          Vendor Master -
File Maintenance     *******  AMV774  **
                                                          Page 1 of 3  *   @
Vendor         ******          MRO  *             Address format  *
Name           ***********************************  Abbreviation    **********
Address 1      ***********************************
Address 2      ***********************************
Address 3      ***********************************
City           ***********************************

State          **     Country ***      Postal code **********
Telephone      ********************    Fax number  ********************
Contact        *************************

Require PO accept                      *   Send closeout acknowledgement       *
Allow multiple items on a PO           *   Allow multiple ship-to on PO        *
Allow blanket order                    *   Print vendor catalog number on PO   *
Print engineering drawing on PO        *

Ship via  *** ***************              Our customer no. ********************
Terms     *** ***********************      FOB              *** ***************
Currency  *** ***************              Last payment     **/**/**
Alt curr  *** ***************              Last maintenance **/**/**

F8=Forward     F10=VAT     F15=Notes     F19=Select     F24=Status
```

What to do

Review the information on the panel. Press **Enter** and go to the next panel. All pages of the vendor information appear in Delete mode before the vendor is deleted.

If you do not have security authorization to go to the next panel, a confirmation message to delete, suspend, or reactivate appears on this panel.

Function keys

F8=Forward causes the next panel to appear if you have security authorization.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing XA* book.

F19=Select causes the Vendor Master--File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV772) (Page 1 of 3).

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AMV779—Vendor Master–File Maintenance (Delete, Suspend, or Reactivate) (Page 2 of 3)

Use this panel to continue to continue to view information you might want to delete, suspend, or reactivate.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master—File Maintenance (Delete, Suspend, or Reactivate) panel (AMV724) (Page 1 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

```
Date **/**/**         Vendor Master -
File Maintenance       Delete     AMV779  **
                                                                    Page 2 of 3


Vendor  ****** **********************************
*MRO*
Assignee number ****** ***********************************
Tax city        **********
Tax county      **********
Bank 1          ********************    Bank 2      *********************
Fed T/P ID      ***********             NEC (Y/N)   *
Tax suffix  *****
Tax ID 1        ***************         Tax ID 2    ***************
Landed cost     ***                     Enterprise  ******

Shipping profile ******               Planning profile ******

Media Flags             Print  EDI   Fax  Fax number ********************
Remittance advice         *     *     *       ********************
Purchase orders           *     *     *       ********************
Purchase order changes    *     *     *       ********************
Quotes                    *     *     *       ********************
Receiving advice                *
Shipping schedules        *     *     *       ********************
Planning schedules        *     *     *       ********************


F7=Backward   F8=Forward   F10=VAT    F19=Select    F24=Status
```

What to do

To delete, suspend, or reactivate a record in the Vendor Master file, Press **Enter**. The next panel of Vendor Master information appears. If you decide not to delete, suspend or reactivate, use **F19**.

Function keys

F7=Backward causes the previous panel to appear.

F8=Forward causes the next panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F19=Select causes the Vendor Master—File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV778) (Page 2 of 3).

AMV775—Vendor Master–File Maintenance (Delete, Suspend, or Reactivate) (Page 3 of 3)

Use this panel to continue to view information that you may want to delete, suspend, or reactivate. A confirmation message appears since this is the last page of vendor information.

You cannot delete a record if the year-to-date or last year amount fields contain a nonzero amount. You must use file maintenance to zero out any year-to-date or last year field that contains a nonzero amount.

If multi-currency processing is active, amounts appear in trading and local currency.

This panel appears when you use **F8** or press **Enter** on the Vendor Master File Maintenance (Delete, Suspend, or Reactivate) panel (AMV779).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

Note: You must have security clearance to use this panel.

```
Date **/**/**                     Vendor Master          Delete     AMV775   **
                                 File Maintenance

Vendor  ****** *************************
        *MRO*
Year-to-date:      *** ***************      *** ***************
 Amount            *,***,***,***,***.**-    *,***,***,***,***.**-
 Discount taken    *,***,***,***,***.**-    *,***,***,***,***.**-
 Discount lost     *,***,***,***,***.**-    *,***,***,***,***.**-
 NEC amount        *,***,***,***,***.**-    *,***,***,***,***.**-

Last year:
 Amount            *,***,***,***,***.**-    *,***,***,***,***.**-
 Discount taken    *,***,***,***,***.**-    *,***,***,***,***.**-
 Discount lost     *,***,***,***,***.**-    *,***,***,***,***.**-
 NEC amount        *,***,***,***,***.**-    *,***,***,***,***.**-

To date:
 Amount            *,***,***,***,***.**-    *,***,***,***,***.**-


***** PRESS ENTER TO DELETE VENDOR *****

F7=Backward    F10=VAT    F19=Select    F24=Status
```

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What to do

To delete, suspend, or reactivate a record in the Vendor Master file, press **Enter**. If you decide not to delete, suspend or reactivate, use **F19**.

Function keys

F7=Backward causes the previous panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F19=Select causes the Vendor Master - File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV773) (Page 3 of 3).

AMV770—Vendor Master–File Maintenance (Copy)

Use this panel to view and change information for a new vendor (target) whose record is being created by copying an existing vendor (source) record. If you decide not to take any action on the record that appears on the panel, use **F19** to return to the Select panel (AMV771).

This panel appears when you enter **X** in the ***Action code*** field on the Select panel.

```
 Date **/**/**           Vendor Master -
 File Maintenance      Copy    AMV770  **

 Source vendor ******
 Target vendor aaaaA6                                        Address format  n
 Name          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35      Abbreviation    aaaaaaaA1
0
 Address 1     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 2     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 Address 3     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
 City          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

 State         A2      Country   aA3   Postal code aaaaaaaaA10
 Telephone     aaaaaaaaaaaaaaaaaA20   Fax number   aaaaaaaaaaaaaaaaaA20
 Contact       aaaaaaaaaaaaaaaaaaaaaaA25
 Currency      aA3 ******************
 Alt currency  aA3 ******************

 Replace vendor in Item Balance       A
 Replace vendor in Item Master        A
 Replace vendor as assignee vendor    A
 Copy performance and statistics      A
 Copy vendor/item records             A


 F19=Select    F24=Status
```

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What to do

To copy an existing vendor record to a new vendor record, type the new vendor number in the ***Target vendor*** field. Then accept the default entries that appear in the other fields, or type over them as needed. When you press **Enter**, the copy action takes place. Use one of the function keys to exit the panel.

Note: When the new vendor number record is used initially, the quote number will be initialized to “000001” and the contract number will be initialized as blanks.

Function keys

F19=Select causes the Vendor Master - File Maintenance (Select) panel (AMV771) to appear again.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear.

Fields

With the exception of the Target vendor field, the fields in the top portion of the panel are described in the Vendor Master-File Maintenance (Add/Change) panel (AMV772) (Page 1 of 3).

Target vendor. Type in the number you want to assign to the new vendor record.

Replace vendor in Item Balance. Accept the default of N or type **Y** to replace the vendor number of all item balance records for the copied vendor with the new vendor number.

Replace vendor in Item Master. Accept the default of N or type **Y** to replace the vendor number of all item master A-records for the copied vendor with the new vendor number.

Replace vendor as assignee vendor. Accept the default of N or type **Y** to replace the vendor number of all vendor master records for the copied vendor with the new vendor number.

Copy performance and statistics. Accept the default of N or type **Y** to copy the performance data and business statistics for the copied vendor to the new vendor number.

Copy vendor/item records. Accept the default of N or type **Y** to copy the vendor/item records for the copied vendor to the new vendor number. When the new vendor number is set up, quote number will be initialized to “000001”. This field appears only if Purchasing is installed.

Note: If you choose to copy performance and statistics, and the currency ID of the target vendor is different from the currency ID of the source vendor, the statistics (all amounts) in Vendor Master are converted to the target vendor’s currency. If vendor/item records are being copied and MMS is interfacing, the vendor/item unit price will be converted to the target vendor’s currency.

AMV776—Vendor Master–File Maintenance (Status)

Use this panel to see the status of the Vendor Master file maintenance session and to end the job. You cannot enter or change any information on this panel. The Vendor Master—File Maintenance report (AMV77) prints if you chose this option during application tailoring.

This panel appears when you use **F24=Status** on one of the following Vendor Master File Maintenance panels:

AMV771 Select
AMV772 Add or Change (Page 1 of 3)
AMV778 Add or Change (Page 2 of 3)
AMV773 Change (Page 3 of 3)
AMV775 Delete, Suspend, or Reactive (Page 3 of 3)
AMV770 Copy

When IFM is installed, this panel does not appear.

```
Date **/**/**              Vendor Master                Status     AMV776  **
                         File Maintenance



Session status
 Records added          *,***,***        Records deleted       *,***,***
 Records changed        *,***,***        Records suspended     *,***,***
 Records copied         *,***,***        Records reactivated   *,***,***










F24=Exit
```

What to do

To return to the previous panel, press **Enter**.

Function keys

F24 EXIT ends the maintenance session and the File Maintenance menu appears again. If indicated during application tailoring, the Vendor Master —File Maintenance report (AMV77) prints.

Fields

Session status. Shows the number of records added, deleted, changed, suspended, reactivated, and copied during this session.

Option 3. Vendor/Item Master

Use this option anytime you need to add, change, or delete vendor/item records or a vendor/item description.

This option allows you to add, change, or delete information about vendors and items in the Vendor/Item Master file. You can also see the status of the current file maintenance session.

If IFM is installed, you can define specific IFM data for each vendor/item combination.

If MMS is interfacing, this menu option is the sole point of entry for vendor/item information for both production and MRO vendor/item relationships. The Purchasing file will contain all vendor/items, both production and MRO. The MRO file will have only records for MRO vendors and MRO items. When a vendor/item relationship is added, maintain, or deleted in Purchasing, the corresponding action is performed immediately in MMS. An MRO item can be associated only with an MRO vendor.

Note: You can enter an initial vendor/item relationship record before any quotations or descriptions for that vendor/item are established in order to pull in vendor/item defaults. If you enter a quotation and the vendor/item record does not already exist, the record will be created automatically.

All of the information contained in the vendor/item record is descriptive and optional. The designation of preferred vendors is provided for internal use in identifying preferred vendors. For this reason, you can specify more than one preferred vendor for an item. The Buyer Worksheet prints the primary quotes from all preferred vendors for a given item.

Once you have created all the vendor/item records, you easily can determine who are the suppliers who have given quotes on a specific item. Use option 9 on the Inquiry menu to access the Quotation/Contract Master (Options) panel (AM64R1). Then, select option 1 and type in the item number for review. Panel AM64R2 then appears, showing all of the vendors that can supply that item. Detailed quotation information does not have to exist in order to display all vendors for an item.

In Add or Change mode, you can enter or change vendor/item information such as vendor catalog number, preferred vendor code, the approval date, and descriptions. Descriptions are specific to the vendor/item for which they are entered, and can appear wherever that vendor/item appears. This can include quotations, purchase orders, inquiries, and reports.

In Add or Change mode, you can include additional information about a particular vendor/item combination. This information is not identified with an individual quote record, but appears on all quotations printed for a vendor for a particular item. You can add as many lines of information as necessary. The text of the description can be entered or changed manually, or you can use a standard message text by entering a corresponding message number. The descriptions can be printed on a purchase order for the vendor/item, if desired. The user code field on this panel is totally user defined. No system action is taken on this field.

What information you need: Vendor number and item number.

What reports are printed: Vendor/Item File Maintenance (AM64O).

The basic steps for performing this task follow each panel.

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AM64O1—Vendor/Item File Maintenance (Select)

Use this panel to select a Vendor/Item Master file record that you want to add or maintain.

This panel appears when you select option 3 on the File Maintenance menu (AM6M30).

If the Maintenance Management System (MMS) is interfacing, you can enter production and Maintenance, Repair, and Overhaul (MRO) vendors and items in the following combinations:

- Production vendor/production item
- MRO vendor/ MRO item
- MRO vendor/production item

```
Date   **/**/**              Vendor/Item              Select      AM64O1   **
                          File Maintenance


                 Vendor number           aaaaA6
                 Item number             aaaaaaaaaaaaA15

                 Action code  <A/C/D>    A



   Last updated
   Vendor ******    Item ***************



 F24=Status
```

What to do

To add, change, or delete a record in the Vendor/Item Master file, type the vendor and item number and action code. Press **Enter**. The appropriate panel for that action code appears.

Function keys

F24=Status shows you the Vendor/Item Master (Status) panel (AM64O3) so that you can review the session statistics or end the job.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. Type the number for the vendor you want to add, change or delete.

Item number [?]. Type the number for the item in the record you want to add or change.

Action code <A/C/D>. Type one of the action codes to choose the kind of maintenance you want to perform on this record.

Last updated vendor/item. These fields show the vendor number and item number of the record that was last maintained in this session.

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AM64O2—Vendor/Item File Maintenance (Add/Change/Delete)

Use this panel to add a Vendor/Item Master file record or to change an existing record.

This panel appears when you select the Add, Change, or Delete action code on the Vendor/Item File Maintenance (Select) panel (AM64O1).

```
 Date  **/**/**       Vendor/Item File Maintenance        Add        AM64O2  **

Vendor  ******            **********************************
Item    **************    *******************************
                          Preferred vendor   A      Maintenance date ******
Approval date    nnnnnn   Approval code      A2     Initials         A2
Shipping profile aaaaA6   Country of origin  aA3    Purch commodity  *****
Qty tolerance +% nnn.n    Price tolerance +% nnn.n  Date tolerance + nnn
Qty tolerance -% nnn.n    Price tolerance -% nnn.n  Date tolerance - nnn
Vendor catalog   aaaaaaaaaaaaaaaaaaaaaaA25  Eng drawing  aaaaaaaaaaaaA15
Alternate item   aaaaaaaaaaaaaaaaaA20       Department   aaA4
Control comment  aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                 aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
MRO:  Prime vendor *    Unit price nn,nnn,nnn,nnn.nnnn   Currency  ***
      Unit measure A2   Conversion factor  nn,nnn.nnnnn
Message #   Description    User code A
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40     Add new description A
aaaA5       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40     Add IFM data        A

F7=Backward  F8=Forward     F18=Refresh     F19=Select     F24=Status
```

What to do

- To add or change the record, type the information you need and press **Enter**. Panel AM64O1 appears.
- To add any associated descriptions, type the standard message number or type specific text to appear on the quotation.
- To change any associated vendor description, type the description you need to change and press **Enter**. If you have more than one page of descriptions, use **F7** and **F8** to scroll to the description you want.
- To delete the description, blank out the description or the message number and press **Enter**.
- To delete the record, press **Enter** again to confirm the deletion.
- To add IFM data, type **Y** in the ***ADD IFM DATA*** field and press **Enter**. Panel AM64OI appears so you can add the data.

Function keys

F7=Backward allows you to page backward to review previous descriptive text. This function key will not appear if no previously entered text exists.

F8=Forward allows you to page forward to review additional descriptive text. This function key will not appear if no more descriptive text exists.

F18=Refresh clears the data you have entered and shows you the panel as it originally appeared.

F19=Select returns to the Vendor/Item Entry/Edit (Select) panel (AM64O1).

F24=Status causes the Vendor/Item File Maintenance (Status) panel (AM64O3) to appear. The panel shows the session status of the file maintenance session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Note: In Delete mode, the fields on this panel cannot be modified.

Vendor [?] . The vendor number and name you selected.

Item. The number and description of the item for this record.

Preferred vendor <Y/N>. Type **Y** in this field if this is a preferred vendor. The default is N.

Maintenance date. Shows you the date this record was last maintained.

Approval date. Type the date on which this vendor/item relationship was approved.

Approval code. Type the user-defined code for the approval.

Initials. Type the initials of the person who approved this vendor/item relationship.

Shipping profile [?]. The shipping profile number assigned to this vendor/item. This field is used by Purchasing to create EDI 862 shipping schedules. In addition to the shipping profiles you create, there are two other valid values:

- *NONE indicates shipping schedules are not created for this vendor/item; normal POs are created.
- *DAILY indicates that POs entered for this vendor will print or be sent via EDI as 862 shipping schedules.

Country of origin. The country of origin associated with this item. In Add mode the default is the value from the Item Master file; if that field is blank, the default comes from the Purchasing Control file.

Purchase commodity. The commodity class assigned to this item number. This field defaults to the value from the Item Master file and cannot be changed here.

The next six fields are used by the EC application to match a PO acknowledgment to the original PO. If the information is within the established tolerances, the acknowledgment is accepted and a Vendor Acceptance transaction is created.

Qty tolerance +%. The plus percent by which quantities can deviate from the original purchase order quantity for this vendor/item.

Price tolerance +%. The plus percent by which the price can deviate from the original purchase order price for this vendor/item.

Date tolerance +. The number of days by which required dates for this vendor/item can be exceeded.

Qty tolerance -%. The minus percent by which quantities can deviate from the original purchase order quantity for this vendor/item.

Price tolerance -%. The minus percent by which the price can deviate from the original purchase order price for this vendor/item.

Date tolerance -. The number of days by which required dates for this vendor/item can be missed.

Vendor catalog. Type the vendor's catalog number. If MMS is interfacing and this is a Maintenance, Repair, and Overhaul (MRO) item, this field can be only 22 characters in length.

Eng drawing. Type the number of the engineering drawing associated with this item.

Alternate item. A user-defined identifier for the item, such as UPC or OEM, or the alternate item that can be used. It is for reference only.

Department. The number of the department associated with this vendor/item.

Control comment. Type any additional comments you want for this vendor/item.

MRO (maintenance repair overhaul item). These fields appear only if the Maintenance Management System (MMS) is interfacing and this is an MRO item.

> ***Prime vendor***: Y indicates that this is the MMS prime vendor. There can be only one prime vendor, and it is used as the default vendor in MMS.
>
> If the field contains N and you change it to Y, a warning message appears saying that another vendor is already designated as the prime vendor. If you continue with the change, this vendor becomes the prime vendor and the original vendor’s record will be changed to Prime=N.
>
> ***Unit price***: Required. The price per unit of the MRO item, expressed in trading currency.
>
> **Currency.** The currency ID for this vendor, if the vendor has a trading currency.
>
> **UM (unit of measure):** The established ordering (purchase) unit of measure from the MMS Item/Vendor file.
>
> ***Conversion factor***: The number of stocking units in one purchasing unit of measure.

Message info.

Message # [?]. Type the number that corresponds to the standard message text you want to print.

Description. Type any descriptive text you want to print on quotations if you did not enter a standard message.

User code. Type a user-defined code associated with this vendor/item. No program functions are conditioned by this code. (This field, PTFLG, is stored in the Vendor Description file, VENDSF.)

Add new description. Type **Y** for another panel so you can enter more description text. Type **N** to indicate that no more text will be added.

Add IFM data. Type **Y** for another panel so you can enter IFM specific data. Type **N** to indicate that no IFM data will be added. This field appears only if IFM is interfacing.

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AM64OI—Vendor/Item File Maintenance - IFM

Use this panel to enter specific IFM information for a vendor/item record.

This panel appears when you type Y in the ***ADD IFM DATA*** field on the Vendor/Item File Maintenance (Add/Change/Delete) panel (AM64O2).

```
 Date  **/**/**             Vendor/Item                 ******     AM64OI  **
                       File Maintenance - IFM

        IFM charge     aaaaaaaA10

        Unit           aaaaaaaA10
        Nature         aaaaaaaA10






F19=Return
```

What to do

Add the IFM information and press **Enter**. You return to the Select panel (AM6401).

Function keys

F19=Return returns to the Vendor/Item File Maintenance panel (AM64O2).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

IFM charge [?]. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for this vendor/item.

Unit [?]. The organizational unit (department, for example) to be used in determining the account to be charged for this vendor/item.

Nature [?]. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for this vendor/item.

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AM64O3—Vendor/Item File Maintenance (Status)

Use this panel to determine the status of the current file maintenance session or to end the job.

This panel appears when you use **F24** on the Vendor/Item File Maintenance (Select) panel (AM64O1) or the Vendor/Item File Maintenance (Add/Change/Delete) panel (AM64O2).

```
Date **/**/**                    Vendor/Item                Status     AM64O3   **
                               File Maintenance


Session status:

 Records added     *******                  Records deleted   *******
 Records changed   *******




F24=End of job
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Vendor/Item File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=End of job ends the file maintenance session and returns to the File Maintenance menu (AM6M60).

Fields

Session status.

Records added: The number of records added during this session

Records deleted: The number of records deleted during this session

Records changed: The number of records changed during this session.

Option 4. Warehouse Ship-to Master

Use this option anytime you need to add a record to the Warehouse Ship-to Master file or to change or delete a record already in the file.

This option allows you to add, change, or delete any warehouse ship-to information in the Warehouse Ship-To Master file. You also can see the status of the current file maintenance session.

What information you need: Warehouse and Ship-to ID.

What reports are printed: Warehouse Ship-to File Maintenance (AM65F).

The basic steps for performing this task follow each panel.

Contents Index

AM65F1—Warehouse Ship-to File Maintenance (Select)

Use this panel to select a Warehouse Ship-to file record that you want to add, change, or delete. You can also use this panel to define a Bill-to ID.

This panel appears when you select option 4 on the Purchasing File Maintenance menu (AM6M60).

```
Date  **/**/**             Warehouse Ship-to          Select     AM65F1  **
                           File Maintenance



                      Warehouse             aA3
                      Ship-to ID            nnn

                      Action code <A/C/D>   A




Last updated
Warehouse        Ship-to ID



F24=Status
```

What to do

To add, change, or delete a record in the Warehouse Ship-to Master file, type in the warehouse number and ship-to ID. Then type in the appropriate code (A/C/D) in the ***Action Code*** field and press **Enter**. Panel AM65F2 appears.

Function keys

F24=Status causes the Warehouse Ship-to File Maintenance (Status) panel (AM65F4) to appear. The panel shows the session status of the file maintenance session.

Fields

Warehouse. Required. Type in the code that specifies the warehouse you want to maintain.

Ship-to ID. Required. Type the code (001 - 999) associated with the ship-to name and address. You also can use this field to define a Bill-to ID. The system does not distinguish between Bill-to IDs and Ship-to IDs in this file.

The ID for your company must be 997 and the warehouse must be the primary warehouse. During Print Quotation Requests, the application defaults to this ID for your return address. You must also set up default names and addresses for:

999 Default Ship-to
998 Default Bill-to

Action code <A/C/D>. Required. Type in one of the following action codes:

A Add a new warehouse ship-to record
C Change an existing warehouse ship-to record
D Delete an existing warehouse ship-to record.

Last updated warehouse/ship-to ID. These fields show the last warehouse and Ship-to ID that was maintained.

AM65F2—Warehouse Ship-to File Maintenance (Add/Change)

Use this panel to add or change information in a warehouse ship-to record.

This panel appears when you enter **A** or **C** as your action code on the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

```
Date  **/**/**               Warehouse Ship-to          Add        AM65F2  **
                             File Maintenance

   Warehouse ***  Ship-to ID ***

   Name           aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   Address 1      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   Address 2      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   Address 3      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   Address 4      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   Address 5      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
   State          A2   Postal code aaaaaaaA10
   Country        aA3
   Telephone      aaaaaaaaaaaaaaaaaA20
   Contact        aaaaaaaaaaaaaaaaaaaaaaA25
   Abbreviation   aaaaaaaaaaaaA15
   Address format n

   Date last maintained   **/**/**


 F18=Refresh       F19=Select       F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. Panel AM65F1 appears.
- To see the panel as it was before you typed anything in the fields, use **F18**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F18=Refresh clears the data you have entered and shows you the panel as it originally appeared.

F19=Select returns to the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

F24=Status causes the Warehouse Ship-to File Maintenance (Status) panel (AM65F4) to appear. The panel shows the status of the file maintenance session.

Fields

Warehouse. This field shows the warehouse code you typed in on the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

Ship-to ID. This field shows the Ship-to ID you typed in on the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

Name. Required. Type the ship-to name.

Address lines 1-5
City
State/Postal code
Country. Type in the ship-to address including postal code. If the address format is 0 or 1, you get address lines 1, 2, and 3 plus City, State, Postal code and Country. If the address format is 2, you get address lines 1-5.

Telephone. Type in the ship-to contact person's telephone number. Do not use hyphens.

Contact. Type the name of the person the vendor is to contact for business at this ship-to location.

Abbreviation (ship-to name). Type in a shorter version of the name you want to appear on your reports. This field is optional.

Address format. The default is 0 for the address format used in the United States. Accept the default or type in 1 for an international address format or 2 for a five-line free format. When you use address format 2, State, Postal Code, and Country become informational only, so be sure to enter them somewhere in address lines 1-5. This format is used in external documents other than printed checks. The address format is used when you print purchase orders and debit memos.

Date last maintained. This field shows you the date this record was last maintained.

AM65F3—Warehouse Ship-to File Maintenance (Delete)

Use this panel to delete any existing Warehouse Ship-to ID record.

This panel appears when you enter **D** as your action code on the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

```
Date  **/**/**                    Warehouse Ship-to         Delete       AM65F2  **
                                  File Maintenance


   Warehouse ***  Ship-to ID ***

   Name           ***********************************
   Address 1      ***********************************
   Address 2      ***********************************
   Address 3      ***********************************
   Address 4      ***********************************
   Address 5      ***********************************
   State          **   Postal code **********
   Country        ***
   Telephone      ********************
   Contact        *************************
   Abbreviation   ***************
   Address format *

   Date last maintained   **/**/**
Press Enter to delete


F19=Return       F24=Status
```

What to do

- To delete the record, check the warehouse number and ship-to ID to make sure that this is the record you want to delete. Press **Enter**. Panel AM65F1 appears.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return returns to the Warehouse Ship-to File Maintenance (Select) panel (AM65F1).

F24=Status causes the Warehouse Ship-to File Maintenance (Status) panel (AM65F4) to appear. The panel shows the session status of the file maintenance session.

Fields

All fields are informational only. For additional descriptions, refer to the Warehouse Ship-to File Maintenance (Add/Change) panel (AM65F2).

AM65F4—Warehouse Ship-to File Maintenance (Status)

Use this panel to view the session status of the current file maintenance session.

This panel appears when you use **F24** on any of the Warehouse Ship-to File Maintenance panels.

```
Date  **/**/**              Warehouse Ship-To          Status     AM65F4   **
                            File Maintenance


Session status

 Records added         *******          Records deleted     *******
 Records changed       *******




F24=Exit
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Warehouse Ship-to File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=Exit ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Warehouse Ship-to File Maintenance report (AM65F) is printed.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 5. Buyer Master

Use this option anytime you need to add a buyer to the Buyer Master file or to change, or delete buyer information already in the file. You also can see the status of the current file maintenance session.

What information you need: Buyer number.

What reports are printed: Buyer Master File Maintenance (AM65K).

The basic steps for performing this task follow each panel.

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AM65K1—Buyer Master–File Maintenance (Select)

Use this panel to enter the buyer number of the record you want to add, change, or delete.

This panel appears when you select option 5 on the File Maintenance menu (AM6M60).

```
Date **/**/**                  Buyer Master             Select     AM65K1   **
                             File Maintenance



                          Buyer number          aaaA5

                          Action code <A/C/D>:  A







Last updated
Buyer number   *****



F24=Status
```

What to do

To add, change, or delete a record in the Buyer Master file, type in the buyer number. Then type in the appropriate code (A/C/D) in the ***Action code*** field and press **Enter**. Panel AM65K2 appears.

Function keys

F24=Status causes the Buyer Master File Maintenance (Status) panel (AM65K4) to appear. The panel shows the session status of the file maintenance session.

Fields

Buyer number. Required. Type in the identifier of the buyer you want to add, change, or delete.

Action code <A/C/D>. Required. Type in one of the following codes:

A Add new buyer record
C Change an existing buyer record
D Delete an existing buyer record.

Last updated buyer number. This field shows the last buyer number that was maintained during this session.

AM65K2—Buyer Master File Maintenance (Add/Change)

Use this panel to add or change information in a buyer record in the Buyer Master file.

This panel appears when you enter action code A or C on the Buyer Master File Maintenance (Select) panel (AM65K1).

```
Date **/**/**                Buyer Master             ******     AM65K2  **
                           File Maintenance



                 Buyer number     *****

                 Buyer userid     aaaaaaaA10
                 Buyer name       aaaaaaaaaaaaaaaaaaaaaaA25
                 Department code  aaA4
                 Telephone number aaaaaaaA10
                 Average orders   nN3

                 IFM approver     aaaaaaaA10



Date last maintained  **/**/**


F18=Refresh            F19=Return                  F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. Panel AM65K1 appears.
- To see the panel as it was before you typed anything in the fields, use **F18**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F18=Refresh clears the data you have typed in and shows you the panel as it originally appeared.

F19=Return returns to the Buyer Master File Maintenance (Select) panel (AM65K1).

F24=Status causes the Buyer Master File Maintenance (Status) panel (AM65K4) to appear. The panel shows the session status of the file maintenance session.

Fields

Buyer number. This field shows the buyer number you typed in on panel AM65K1.

Buyer userid. Type in the user ID of the buyer. This field is used to access information about the buyer in the Approval files, if the Approval application is interfacing.

Buyer name. Required. Type in the buyer name.

Dept code (department code). Type in the user-defined code assigned to this buyer's department.

Telephone number. Type in the telephone number of the buyer. Do not use hyphens.

Average orders (average orders). Type in the average orders this buyer processes. This information is for your own use; it is not used in any calculations.

IFM approver. Type in the ID of the IFM user who handles discrepancies between invoice, purchase order, and receipt data during processing of PO-related invoices. This field appears, and is required, only if IFM is interfacing.

Date last maintained. This field shows the application generated date that indicates when this buyer record was last maintained.

AM65K3—Buyer Master File Maintenance (Delete)

Use this panel to delete an existing buyer record.

This panel appears when you enter action code D on the Buyer Master File Maintenance (Select) panel (AM65K1).

```
Date **/**/**                  Buyer Master         Delete     AM65K3   **
                             File Maintenance


                 Buyer number     *****

                 Buyer userid     **********
                 Buyer name       *************************
                 Department code  ****

                 Average orders   ***

                 IFM approver     **********


Date last maintained  **/**/**

Press Enter to delete


F19=Return  F24=Status
```

What to do

- To delete the record, check the buyer number to make sure that this is the record you want to delete. Press **Enter**. Panel AM65K1 appears.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return returns to the Buyer Master File Maintenance (Select) panel (AM65K1).

F24=Status causes the Buyer Master File Maintenance (Status) panel (AM65K4) to appear. The panel shows the session status of the file maintenance session.

Fields

All fields are informational only. For additional descriptions, refer to the Buyer Master File Maintenance (Add/Change) panel (AM65K2).

AM65K4—Buyer Master File Maintenance (Status)

Use this panel to view the status of the current file maintenance session.

This panel appears when you use **F24** on any of the Buyer Master File Maintenance panels.

```
Date **/**/**                Buyer Master           Status     AM65K4   **
                           File Maintenance


Session status

 Records added         *******          Records deleted     *******
 Records changed       *******







F24=Exit
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Buyer Master File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=Exit ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Buyer Master File Maintenance report (AM65K) is printed.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 6. Standard Message Master

Use this option anytime you need to add a message to the Standard Message Master file, or to change or delete message information already in the files. You also can see the status of the current file maintenance session.

What information you need: Message and sequence numbers, print codes, copy-in codes, message text and effective dates.

What reports are printed: Standard Message File Maintenance (AM65U).

The basic steps for performing this task follow each panel.

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AM65U1—Standard Message File Maintenance (Select)

Use this panel to select the message you want to enter or maintain that is to be printed on requisitions, purchase orders, and quotation requests.

This panel appears when you select option 6 on the File Maintenance menu (AM6M60).

```
Date **/**/**                 Standard Message           SELECT     AM65U1   **
                              File Maintenance



    Message number ..........  aaaA5

    Action code <A/C/D> .....      A





    Last updated
    Message number ..........  *****
    Message sequence ........     **

 F24=Status
```

What to do

To add, change, or delete a record in the Standard Message Master files, type in the message number. Then type the appropriate code in the ***Action code*** field and press **Enter**. The Add/Change panel (AM65U2) appears when you type **A** or **C**. The Delete panel (AM65U4) appears when you type **D**.

Function keys

F24=Status causes the Standard Message File Maintenance (Status) panel (AM65U5) to appear. The panel shows the session status of the file maintenance session.

Fields

Message number. Required. Type in the code identifying the specific message you want to add or update.

Action code <A/C/D>. Required. Type in one of the following action codes:

A Add a new message
C Change an existing message
D Delete an existing message.

Last updated. Message number/ Message sequence. These fields show the message and message sequence number last maintained.

AM65U2—Standard Message Header File Maintenance (Add/Change)

Use this panel to add or change standard message header information.

This panel appears when you select action code **A** or **C** on the Standard Message File Maintenance (Select) panel (AM65U1).

```
Date **/**/**                 Standard Message Header       ADD      AM65U2   **
                                 File Maintenance

Message number .............................. aaaA5

Copy message into purchase orders?             A  <Y/N>

Allow the message to be used with:                         Print code

   Requisition ............................    A  <Y/N>        A  <C/G/P>
   Quote
    Header .................................   A  <Y/N>
    Footer .................................   A  <Y/N>
   Vendor/Item ............................    A  <Y/N>        A  <C/G/P/R/T>
   Purchase order:
    Order ..................................   A  <Y/N>        A  <C/G/P/T>
    Item ...................................   A  <Y/N>        A  <C/G/P/R/T>
    Release ................................   A  <Y/N>        A  <C/G/P/R/T>
   Purchase order print/preview ............   A  <Y/N>
   Debit memo .............................    A  <Y/N>        D


F2=Message text      F5=Refresh     F19=Return to select     F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. The Standard Message Text panel (AM65U3) appears so you can add text.
- To see the panel as it was before you typed anything in the fields, use **F5**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F2=Message causes the Standard Message Text panel (AM65U3) to appear.

F5=Refresh clears the data you have typed in and shows you the panel as it originally appeared.

F19=Return to select returns to the Standard Message File Maintenance (Select) panel (AM65U1).

F24=Status causes the Standard Message File Maintenance (Status) panel (AM65U4) to appear. The panel shows the session status of the file maintenance session.

Fields

Message number. The message number you typed in on the Select panel.

Copy message into purchase orders?. Accept the default of **N** if you do not want the message copied into the Purchase Order Comment file (POCOMT) for retention or modification. Change it to **Y** if you do want to copy in the message to the POCOMT file.

The following fields indicate how this message is to be used:

Requisition. Accept the default of **Y** if you want to allow the message to be used with requisitions. Change it to **N** if you do not want to use it with requisitions. You must make an entry of C, G, or P in the **Print code** field.

Quote. Accept the default of **Y** in the ***Header*** and ***Footer*** fields if you want to allow the message to be used with quotes. Change either field to **N** if you do not want to use it with quotes. There is no print code associated with quotes.

Vendor/Item. Accept the default of **Y** if you want to allow the message to be used with vendor/item documents. Change it to **N** if you do not want to use it with such documents. You must make an entry of C, G, P, R, or T in the ***Print code*** field.

Purchase order. Accept the default of **Y** in the ***Order***, ***Item***, and ***Release*** fields if you want to allow the message to be used with those documents. Change it to **N** in any of those fields if you do not want to use it with such documents. You must make an entry of C, G, P, or T in the ***Print code*** field for order level documents, and make an entry of C, G, P, R, or T in the ***Print code*** field for Item and Release level documents.

Purchase order print/preview. Accept the default of **Y** if you want to allow the message to be used with PO print or preview. Change it to **N** if you do not want to use it with PO print or preview.

Debit memo. Accept the default of **Y** if you want to allow the message to be used with a debit memo. Change it to **N** if you do not want to use it with a debit memo.
D appears in the ***Print code*** field, and you cannot change it.

Print code. A code appears beside each functional area to control how messages are to be printed. The default is **G**, except for Debit memos. The meaning of the codes is as follows:

C Print the message on the vendor closeout acknowledgment sent to the vendor when the order is closed and purged.

D Print the message on the debit memo. (This code indicates a manually created message.) You cannot change this code.

G Print the message on the purchase order and revisions. In addition, send this message to the Purchase Order History file when the order is closed and purged.

P Print the message on the purchase order and revisions, but do not retain it in the Purchase Order History file.

R Print the message on the Dock- to-Stock Traveller.

T Do not print the message. It is for internal information only.

AM65U3—Standard Message Text File Maintenance (Add/Change)

Use this panel to add or change message text.

This panel appears when you press **Enter** or use **F2** on the Standard Message Header File Maintenance panel (AM65U2).

```
 Date **/**/**               Standard Message Text          ADD      AM65U3   **
                                File Maintenance

 Message number. . . . *****          Copy message into purchase orders? ... *
                                      Position to sequence number  ......... nn


 Type options; then press Enter.
   1=Insert before     4=Delete

        Seq   Text 1/
                                          Effective dates
 Option no.   Text 2                                           From        To

   nn    1    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40      **/**/**    **/**/
**
              aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
   nn    2    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40      **/**/**    **/**/
**
              aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
   nn    3    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40      **/**/**    **/**/
**
              aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
   nn    4    aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40      **/**/**    **/**/
**
              aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                                                                            +


 F2=Message header       F5=Refresh                F7=Backward     F8=Forward
```

What to do

Type the number of the option you want to perform and press **Enter**.

Function keys

F2=Message header causes the Standard Message Header File Maintenance panel (AM65U2) to appear.

F5=Refresh clears the data you have typed in and shows you the panel as it originally appeared.

F7=Backward shows the previous page of information on the panel.

F8=Forward shows the next page of information on the panel.

F19=Return to select returns to the Standard Message File Maintenance (Select) panel (AM65U1).

F22=Effective dates causes the effective dates for the messages to appear or not appear on the panel. The initial view does not show effective dates.

F24=Status causes the Standard Message File Maintenance (Status) panel (AM65U4) to appear. The panel shows the session status of the file maintenance session.

Fields

Message number. The message number you typed on the Select panel appears.

Copy message into purchase order?. The copy in code you typed on the Select panel appears.

Position to sequence number. Type the sequence number of the message text you want the display to begin with.

Option. Type **1** on the line before which you want to add message text. Type **4** on the line of the message text you want to delete.

Seq no (sequence number). The sequence number of the message text.

Message text 1. Required. Type up to 40 characters of information on the first line of the message text. To enter additional text, type it in the ***Text 2*** field.

Message text 2. Type up to 40 characters of information on the second line of the message text.

Effective dates from/to. Type the dates to indicate the length of time your message is in effect. If ***Effective Date From*** is left blank, a default value of 000000 is inserted into the field. If ***Effective Date To*** is left blank, a default value of 999999 is inserted into the field, meaning that this message is permanently in effect. These values are minimum and maximum for these fields.

AM65U4—Standard Message Text File Maintenance (Delete)

Use this panel to delete existing message texts.

This panel appears when you select action code **D** on the Standard Message File Maintenance (Select) panel (AM65U1).

```
Date **/**/**                  Standard Message            Delete    AM65U4  **
                               File Maintenance

 Message number ............................ *****
 Copy message into purchase order? ......... *

 Seq    Text 1/                                      Effective dates
 no.    Text 2                                        From       To

 **     ****************************************   ******    ******
        ****************************************
 **     ****************************************   ******    ******
        ****************************************
 **     ****************************************   ******    ******
        ****************************************
 **     ****************************************   ******    ******
        ****************************************



F19=Return to select      F24=Status
```

What to do

- To delete the record, check the message and sequence number to make sure that this is the record you want to delete. A message appears telling you to press **Enter** to confirm the delete. Press **Enter** to delete. The record is deleted and you return to the Select panel.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return to select returns to the Standard Message File Maintenance (Select) panel (AM65U1).

F24=Status causes the Standard Message File Maintenance (Status) panel (AM65U5) to appear. That panel shows the session status of the file maintenance session.

Fields

Message number. The message number you typed in on the Select panel.

Copy message into purchase order?. The copy in code associated with this message that shows if this message is to be copied into the POCOMT file for retention.

Message text 1. The first line of text for this message.

Message text 2. The second line of text for this message

Effective dates from/to. The dates when this message is effective.

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AM65U5—Standard Message File Maintenance (Status)

Use this panel to view the status of the current file maintenance session.

This panel appears when you use **F24** on any of the Standard Message File Maintenance panels.

```
Date **/**/**                Standard Message           Status     AM65U5   **
                             File Maintenance


Session status

 Records added          *******           Records deleted     *******
 Records changed        *******









F24=End of job
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Standard Message File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=End of job ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Standard Message File Maintenance report (AM65U) is printed.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 7. Ship Via Master

Use this option anytime you need to add a record to Ship Via Master file or to change or delete a record already in the file.

What information you need: Ship via code.

What reports are printed: Ship Via File Maintenance (AM67C).

The basic steps for performing this task follow each panel.

AM67C1—Ship Via Master File Maintenance (Select)

Use this panel to select the record that you want to add or maintain. The ship via codes are entered on requisitions, purchase orders, and quotations.

This panel appears when you select option 7 on the File Maintenance menu (AM6M60).

```
Date **/**/**              Ship Via Master           Select     AM67C1   **
                           File Maintenance


                     Ship via code      aA3


                     Action code <A/C/D>  A




Last updated
Ship via code   ***



 F24=Status
```

What to do

To add, change, or delete a record in the Ship Via Master file, type in the Ship via code. Then type in the appropriate code (A/C/D) in the ***Action code*** field and press **Enter**. Panel AM67C2 appears.

Function keys

F24=Status causes the Ship Via File Maintenance (Status) panel (AM67C4) to appear. The panel shows the session status of the file maintenance session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Ship via code [?]. Required. Type in a code that is used as reference for the record you are adding or maintaining.

Action code <A/C/D>. Required. Type in one of the following codes:

A Add a record
C Change an existing record

D Delete an existing record.

Last updated ship via code. This field shows the ship via code last maintained.

AM67C2—Ship Via Master File Maintenance (Add/Change)

Use this panel to add or update ship via codes.

This panel appears when you select action code **A** or **C** on the Ship Via File Maintenance (Select) panel (AM67C1).

```
Date **/**/**              Ship Via Master          *******   AM67C2  **
                           File Maintenance


                    Ship via code          aA3

                    Description            aaaaaaaaaaaaA15

                    Standard carrier code  aaA4



Date last maintained  **/**/**


 F18=Refresh      F19=Return       F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. Panel AM67C1 appears.
- To see the panel as it was before you typed anything in the fields, use **F18**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F18=Refresh clears the data you have typed in and shows you the panel as it originally appeared.

F19=Return returns to the Ship Via File Maintenance (Select) panel (AM67C1).

F24=Status causes the Ship Via Master File Maintenance (Status) panel (AM67C4) to appear. The panel shows the session status of the file maintenance session.

Fields

Ship via code. This field shows the code you typed in on the Ship Via File Maintenance (Select) panel (AM67C1).

Description (ship via description). Required. Type in up to 15 characters to describe the Ship via code.

Standard carrier code. Required. Type in the carrier code for the ship via carrier. This field is used only by Electronic Commerce in EDI transactions that send Ship via information.

Date last maintained. This field shows the application generated date that indicates when the buyer record was last maintained.

AM67C3—Ship Via Master File Maintenance (Delete)

Use this panel to delete ship via codes.

This panel appears when you enter an action code of **D** on the Ship Via File Maintenance (Select) panel (AM67C1).

```
Date **/**/**                Ship Via Master           DELETE     AM67C3   **
                             File Maintenance


                      Ship via code          ***

                      Description            ***************

                      Standard carrier code  ****



Date last maintained  **/**/**

Press ENTER to delete

 F19=Return       F24=Status
```

What to do

- To delete the record, check the Ship Via code to make sure that this is the record you want to delete. Press **Enter**. Panel AM67C1 appears.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return returns to the Ship Via File Maintenance (Select) panel (AM67C1).

F24=Status causes the Ship Via Master File Maintenance (Status) panel (AM67C4) to appear. The panel shows the session status of the file maintenance session.

Fields

All fields are informational only. For additional field information, refer to “AM67C2—Ship Via Master File Maintenance (Add/Change)” on page 8-85.

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AM67C4—Ship Via Master File Maintenance (Status)

Use this panel to view the session status of the current file maintenance session.

This panel appears when you use **F24** on any of the Ship Via File Maintenance panels.

```
Date **/**/**                 Ship Via Master           Status     AM67C4  **
                              File Maintenance


Session status

 Records added              ******       Records deleted           ******
 Records changed            ******







 F24=End of job
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Ship Via Master File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=End of job ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Ship Via File Maintenance report (AM67C) is scheduled for printing.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 8. Terms Master

Use this option anytime you need to add a record to the Terms Master file or to change or delete a record already in the file.

If IFM is installed, this option will take you to Work With Settlement Terms in IFM.

What information you need: Terms code.

What reports are printed: Terms Master File Maintenance (AM67D).

The basic steps for performing this task follow each panel.

AM67D1—Terms Master File Maintenance (Select)

Use this panel to select the terms code that you want to add or maintain. The terms codes are entered on requisitions, purchase orders, and quotations.

This panel appears when you select option 8 on the File Maintenance menu (AM6M60).

```
Date **/**/**                   Terms Master              Select     AM67D1   **
                              File Maintenance



                          Terms code           aA3

                          Action code <A/C/D>  A





Last updated
Terms code    ***



 F24=Status
```

What to do

To add, change, or delete a record in the Terms Master file, type in the Terms code. Then type in the appropriate code (A/C/D) in the ***Action code*** field and press **Enter**. Panel AM67D2 appears.

Function keys

F24=Status shows the Terms Master File Maintenance (Status) panel (AM67D4).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Terms code [?]. Required. Type in a code that specifies the terms code you are adding or maintaining.

Action code <A/C/D>. Required. Type in one of the following codes:

A Add a record
C Change an existing record
D Delete an existing record.

Last updated terms code. This field shows the terms code last maintained.

AM67D2—Terms Master File Maintenance (Add/Change)

Use this panel to add or update terms codes.

This panel appears when you select action code **A** or **C** on the Terms Master File Maintenance (Select) panel (AM67D1).

```
Date **/**/**                 Terms Master           Add        AM67D2  **
                            File Maintenance



                  Terms code     aA3

                  Description    aaaaaaaaaaaaaaaaaaaaaaA25
                  Offset days    nnn




Date last maintained   **/**/**



 F18=Refresh       F19=Return       F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. Panel AM67D1 appears.
- To see the panel as it was before you typed anything in the fields, use **F18**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F18=Refresh clears the data you have typed in and shows you the panel as it originally appeared.

F19=Return returns to the Terms Master File Maintenance (Select) panel (AM67D1).

F24=Status causes the Terms Master File Maintenance (Status) panel (AM67A4) to appear. The panel shows the session status of the file maintenance session.

Fields

Terms code. This field shows the code you typed in on panel AM67D1.

Description (terms description). Required. Type in up to 15 characters to describe the terms code.

Offset days. Type in the number of days payment is due following receipt of goods. This field is used by the Cash Commitment report (AM6P3) to calculate the expected payment date. The expected payment date for an order is calculated by adding the Offset days to the receipt date.

Date last maintained. This field shows the date on which this terms record was added or the date it was last changed.

AM67D3—Terms Master File Maintenance (Delete)

Use this panel to delete terms codes.

This panel appears when you enter an action code of **D** on the Terms Master File Maintenance (Select) panel (AM67D1).

```
Date **/**/**                  Terms Master              Delete     AM67D3   **
                             File Maintenance


                  Terms code    ***

                  Description   *************************
                  Offset days   ***




Date last maintained   **/**/**

Press Enter to delete

F19=Return       F24=Status
```

What to do

- To delete the record, check the terms code to make sure that this is the record you want to delete. Press **Enter**. Panel AM67D1 appears.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return returns to the Terms Master File Maintenance (Select) panel (AM67D1).

F24=Status causes the Terms Master File Maintenance (Status) panel (AM67D4) to appear. The panel shows the session status of the file maintenance session.

Fields

All fields are informational only. For additional field information, refer “AM67D2—Terms Master File Maintenance (Add/Change)” on page 8-92.

AM67D4—Terms Master File Maintenance (Status)

Use this panel to view the session status of the current file maintenance session.

This panel appears when you use **F24** on any of the Terms Master File Maintenance panels.

```
Date **/**/**            Terms Master            Status     AM67D4  **
                      File Maintenance


Session status

 Records added           ******      Records deleted         ******
 Records changed         ******





 F24=End of job
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Terms Master File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=End of job ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Terms File Maintenance report (AM67D) is printed.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 9. Free on Board Master

Use this option anytime you need to add a record to the Free on Board Master file or to change or delete a record already in the file.

What information you need: FOB code.

What reports are printed: Free on Board File Maintenance (AM67A).

The basic steps for performing this task follow each panel.

Contents Index

AM67A1—Free on Board Master File Maintenance (Select)

Use this panel to select the record that you want to add or maintain. The free on board codes are entered on requisitions, purchase orders, and quotations.

This panel appears when you select option 9 on the File Maintenance menu (AM6M60).

```
Date **/**/**               Free On Board Master          Select     AM67A1   **
                              File Maintenance


                        Free on board code   aA3

                        Action code <A/C/D>  A




Last updated
Free on board code    ***



 F24=Status
```

What to do

To add, change, or delete a record in the Free on Board Master file, type in the FOB code. Then type in the appropriate code (A/C/D) in the ***Action code*** field and press **Enter**. Panel AM67A2 appears.

Function keys

F24=Status causes the Free on Board Master File Maintenance (Status) panel (AM67A4) to appear. The panel shows the session status of the file maintenance session.

Fields

Free on board code. Required. Type in a code that is used as reference for the record you are adding or maintaining.

Action code <A/C/D>. Required. Type in one of the following codes:

A Add a record
C Change an existing record
D Delete an existing record.

Last updated free on board code. This field shows the free on board code last maintained.

AM67A2—Free on Board Master File Maintenance (Add/Change)

Use this panel to add or update free on board codes.

This panel appears when you select action code **A** or **C** on the Free on Board Master File Maintenance (Select) panel (AM67A1).

```
Date **/**/**              Free On Board Master          Add       AM67A2   **
                             File Maintenance

                     Free on board code  aA3

                     Description         aaaaaaaaaaaaA15

                     EDI shipment method of payment         A2
                     EDI transportation location qualifier  A2

                     IFM charge          aaaaaaaA10
                     Unit                aaaaaaaA10
                     Nature              aaaaaaaA10
                     Prorate <Y/N>       A


Date last maintained   **/**/**



F18=Refresh      F19=Return      F24=Status
```

What to do

- To add or change the record, type in the information you need. Press **Enter**. Panel AM67A1 appears.
- To see the panel as it was before you typed anything in the fields, use **F18**.
- To return to the Select panel without adding the record, use **F19**.

Function keys

F18=Refresh clears the data you have entered and shows you the panel as it originally appeared.

F19=Return returns to the Free on Board Master File Maintenance (Select) panel (AM67A1).

F24=Status causes the Free on Board Master File Maintenance (Status) panel (AM67A4) to appear. The panel shows the session status of the file maintenance session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Contents Index

Free on board code. This field shows the code you typed in on the Free on Board Master File Maintenance (Select) panel (AM67A1).

Description (free on board description). Required. Type in up to 15 characters to describe the FOB code.

EDI shipment method of payment. Type in the user-defined code that identifies the payment terms for transportation charges; for example, CC for Collect, or PP for Prepaid. This field appears only if EC is installed.

EDI transportation location qualifier. Type in the user-defined code that identifies the type of location for which transportation terms apply; for example, OR for FOB origin, or DE for FOB destination. This field appears only if EC is installed.

The next four fields appear only if IFM is installed. If defined here, they can be used as defaults for freight charges in a purchase order when this FOB code is assigned.

IFM charge [?]. The class of invoice detail line used to derive the nature that is used to create a ledger transaction for freight on a purchase order with this FOB code.

Unit [?]. The organizational unit (department, for example) to be used in determining the account to be charged for freight on a purchase order with this FOB code.

Nature [?]. The income, expense, asset, liability, or capital account to be used in creating a ledger transaction for freight on a purchase order with this FOB code.

Prorate <Y/N>. Type **Y** to prorate all freight charges for this FOB code across all items on a purchase order. Leave the default N if freight charges for this FOB code are not to be prorated.

Date last maintained. This field shows the date on which this FOB record was added or was last changed.

AM67A3—Free on Board Master File Maintenance (Delete)

Use this panel to delete free on board codes.

This panel appears when you enter action code **D** on the Free on Board Master File Maintenance (Select) panel (AM67A1).

```
                                                        Š
Date **/**/**              Free On Board Master            Delete    AM67A3  **
                             File Maintenance

                     Free on board code  ***

                     Description         ***************

                     EDI shipment method of payment        **
                     EDI transportation location qualifier  **


                     IFM charge          **********
                     Unit                **********
                     Nature              **********
                     Prorate <Y/N>       *


Date last maintained  **/**/**

Press Enter to delete

F19=Return       F24=Status
```

What to do

- To delete the record, check the FOB code to make sure that this is the record you want to delete. Press **Enter**. Panel AM67A1 appears.
- To return to the Select panel without deleting the record, use **F19**.

Function keys

F19=Return returns to the Free on Board Master File Maintenance (Select) panel (AM67A1).

F24=Status causes the Free on Board Master File Maintenance (Status) panel (AM67A4) to appear. The panel shows the session status of the file maintenance session.

Fields

All fields are informational only. For additional field information, refer “AM67A2—Free on Board Master File Maintenance (Add/Change)” on page 8-98.

AM67A4—Free on Board Master File Maintenance (Status)

Use this panel to view the session status of the current file maintenance session.

This panel appears when you use **F24** on any of the Free on Board File Maintenance panels.

```
Date **/**/**                Free On Board Master          Status     AM67A4   **
                               File Maintenance



Session status

 Records added               ******        Records deleted        ******
 Records changed             ******









 F24=End of job
```

What to do

- To return to the previous panel, press **Enter**.
- To end the session, use **F24**. The Free on Board Master File Maintenance Report is scheduled for printing. Menu AM6M60 appears.

Function keys

F24=End of job ends the file maintenance session and shows you the File Maintenance menu (AM6M60). The Free on Board Master File Maintenance report (AM67A) is printed.

Fields

Session status.

Records added: The number of records added during this session.

Records deleted: The number of records deleted during this session.

Records changed: The number of records changed during this session.

Option 10. Landed Cost Master

Use this option anytime you need to add a new Landed Cost file record to the Landed Cost master file to change or delete a record already in the file.

Note: This option is not available if International Financial Management (IFM) is installed.

You can change up to five landed cost codes. For each code maintained, enter the description, percent, and the GL account numbers used as the charge and offset accounts.

If you selected the application tailoring option to provide file maintenance reports, a report will be printed each time that you perform Landed Cost file maintenance. This report shows each file maintenance transaction entered. You should retain these reports for an audit trail of file maintenance transaction.

What information you need: Landed cost code.

What report is printed: Landed Cost File Maintenance Report (AMV08).

The basic steps for performing this task follow each panel.

AMV081—Landed Cost Master–File Maintenance (Select)

Use this display to select the Landed Cost file record you want to add, change, or delete and to indicate the type of action you want to perform.

This display appears when you choose option 4 on the Accounts Payable File Maintenance menu (AMAM70) or option 10 on the Purchasing File Maintenance menu (AM6M60).

```
DATE **/**/**                 LANDED COST MASTER          SELECT     AMV081   **
                               FILE MAINTENANCE



                          LANDED COST CODE:      aA3

                          ACTION CODE <A/C/D>:   A




LAST UPDATED LANDED COST CODE     ***


                                                        F24 DISPLAY STATUS
```

What to do

To add, change, or delete a Landed Cost file record, type in the Landed Cost code. Then type the appropriate code (**A/C/D**) in the ***ACTION CODE*** field and press **Enter**. Go to display AMV082.

Function keys

F24 DISPLAY STATUS causes the Landed Cost Master–File Maintenance (Status) display (AMV084) to appear.

Fields

LANDED COST CODE. This is a required field if you are adding a record. Type in the code that identifies accrued import taxes not on the invoice. If you are changing or deleting, the code you type in must reference a record in the Landed Cost Master file.

ACTION CODE <A/C/D>. This is a required field. Type in one of the following:

A Add a record
C Change a record
D Delete a record

LAST UPDATED LANDED COST CODE. The last code you maintained appears on the display for informational purposes.

AMV082—Landed Cost Master–File Maintenance (Add/Change)

Use this display to describe records added or changed in the Landed Cost Master file. The Landed Cost code you are adding or maintaining appears in the header. You can add or change up to five landed cost adders on this display.

This display appears when you enter either **A** or **C** in the ***ACTION CODE*** field on the Landed Cost Master–File Maintenance (Select) display (AMV081).

Contents | Index


```
DATE **/**/**                   LANDED COST MASTER       ******     AMV082  **
                                 FILE MAINTENANCE

LANDED COST CODE   ***

 DESCRIPTION      PERCENT  CHARGE ACCOUNT     OFFSET ACCOUNT

aaaaaaaaaaaaA15  nnn.nnn  aaaaaaaaaaaaA15    aaaaaaaaaaaaA15
aaaaaaaaaaaaA15  nnn.nnn  aaaaaaaaaaaaA15    aaaaaaaaaaaaA15
aaaaaaaaaaaaA15  nnn.nnn  aaaaaaaaaaaaA15    aaaaaaaaaaaaA15
aaaaaaaaaaaaA15  nnn.nnn  aaaaaaaaaaaaA15    aaaaaaaaaaaaA15
aaaaaaaaaaaaA15  nnn.nnn  aaaaaaaaaaaaA15    aaaaaaaaaaaaA15




DATE LAST MAINTAINED   **/**/**
                                                       F18 REFRESH SCREEN
                                                       F19 RETURN TO SELECT
                                                       F24 DISPLAY STATUS
```

What to do

To add or change information, type in the description, percents, and the GL account numbers to be used as the charge account and the offset account and press **Enter**. The Landed Cost Master File Maintenance report prints if you requested maintenance reports during application tailoring.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Landed Cost Master–File Maintenance (Select) display (AMV081) again. No file updating occurs.

F24 DISPLAY STATUS causes the Landed Cost Master–File Maintenance (Status) display (AMV084) to appear. No updating occurs.

Fields

LANDED COST CODE. The landed cost code you typed on the Landed Cost Master–File Maintenance (Select) display (AMV081).

DESCRIPTION. This is a required field. Type in the description for each adder you want to add or change.

PERCENT. This is a required field. Type in the percent that applies to each adder for the landed cost. A negative percent is allowed if applicable.

CHARGE ACCOUNT. Type in the account used to record the landed cost accrual for each adder. The number you type in must exist in the General Ledger Master file if you have one.

OFFSET ACCOUNT. Type in the account used to offset the charge account for each adder. The number you type in must exist in the General Ledger Master file if you have one.

DATE LAST MAINTAINED. This field shows the date the Landed Cost Master file was last maintained.

AMV083—Landed Cost Master–File Maintenance (Delete)

Use this display to view information you selected for deletion in the Landed Cost Master file. The display shows the records you selected to be deleted as well as the last date the record was maintained. Verify this is the record you want to delete and press **Enter** to confirm the deletion. You cannot enter or change any information on this display.

This display appears when you enter D in the ***ACTION CODE*** field on the Landed Cost Master–File Maintenance (Select) display (AMV081).

```
DATE **/**/**                  LANDED COST MASTER          DELETE     AMV083   **
                                FILE MAINTENANCE

LANDED COST CODE   ***

 DESCRIPTION      PERCENT  CHARGE ACCOUNT     OFFSET ACCOUNT

***************  ***.***  ***************    ***************
***************  ***.***  ***************    ***************
***************  ***.***  ***************    ***************
***************  ***.***  ***************    ***************
***************  ***.***  ***************    ***************



DATE LAST MAINTAINED   **/**/**

PRESS ENTER TO DELETE

                                                       F19 RETURN TO SELECT
                                                       F24 DISPLAY STATUS
```

What to do

To delete the record, verify the records to make sure that this is the record you want to delete. Press **Enter** and go to display AMV081.

Function keys

F19 RETURN TO SELECT causes the Landed Cost Master–File Maintenance (Select) display (AMV081) to appear. No file updating occurs.

F24 DISPLAY STATUS causes the Landed Cost Master–File Maintenance (Status) display (AMV084) to appear. No file updating occurs.

Fields

LANDED COST CODE. The landed cost code you typed on the Landed Cost Master–File Maintenance (Select) display (AMV081).

DESCRIPTION. The description for each adder you want to delete.

PERCENT. The percent that applies to each adder for the landed cost. A negative percent is allowed if applicable.

CHARGE ACCOUNT. The account used to record the landed cost accrual for each adder.

OFFSET ACCOUNT. The account used to offset the charge account for each adder.

DATE LAST MAINTAINED. The date the Landed Cost file was last maintained.

AMV084—Landed Cost Master–File Maintenance (Status)

Use this display to see the number of records that were added, changed, or deleted during this file maintenance session. You cannot enter or change any information on this display.

This display appears when you use **F24 DISPLAY STATUS** on one of the following displays:

- Landed Cost Master–File Maintenance (Select) (AMV081)
- Landed Cost Master–File Maintenance (Add/Change) (AMV082)
- Landed Cost Master–File Maintenance (Delete) (AMV083)

```
DATE **/**/**              LANDED COST MASTER           STATUS     AMV084   **
                            FILE MAINTENANCE


SESSION STATUS

 RECORDS ADDED     *,***,***             RECORDS DELETED    *,***,***
 RECORDS CHANGED   *,***,***




                                                        F24 END OF JOB
```

What to do

- To return to the previous display, press **Enter**.

- To end the session, use **F24**. The Landed Cost Master File Maintenance Report is scheduled for printing. The menu appears.

Function keys

F24 END OF JOB ends processing and returns you to the File Maintenance menu. The Landed Cost Master—File Maintenance report (AMV08) prints if you requested it during application tailoring.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records added during this session.

RECORDS DELETED: The number of records deleted during this session.

RECORDS CHANGED: The number of records changed during this session.

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Option 11. General Ledger Master

Use this option anytime you need to add a new account to the General Ledger Master file, or change or delete an account already in the file.

Notes:

1. The General Ledger application handles this task when Purchasing is interfacing with General Ledger.
2. This option is not available if International Financial Management (IFM) is installed.

This procedure does not apply if the General Ledger application is installed. For installations with both Purchasing and General Ledger applications, all maintenance to the General Ledger Master file is performed through the General Ledger application. Consult with the General Ledger application users if you need to add general ledger account numbers used by the Purchasing application to the General Ledger Master file.

If the Accounts Payable, Payroll, Financial Analysis, or Accounts Receivable applications are installed, they may also be using the General Ledger master file. Therefore, before requesting any changes to the file, consult with the other user departments to ensure that your changes will not affect them adversely.

The following information applies only if you do not have the General Ledger application installed.

There are two ways to perform General Ledger Master file maintenance when you make additions, changes or deletions to the files:

- Enter transactions as necessary or as they occur
- Accumulate transactions into convenient sized batches.

When you select the appropriate file maintenance option, the Select display appears. The system asks you for the company number (if more than one company), the general ledger account number, and an action code to indicate whether you are adding, changing, or deleting a record. The information you enter and the action code you specify is used to select the type maintenance to be performed. If you selected to delete information, the general ledger account number record appears again. To actually delete the record, press Enter. The record is deleted and the Select display appears again.

If you selected the application tailoring option to provide file maintenance reports, a report is printed each time you perform General Ledger Master file maintenance. This report shows each file maintenance transaction entered. Retain these reports for an audit trail of file maintenance transactions.

Taking advantage of the automatic report feature during application tailoring is the easiest method of assuring that a record of all maintenance to the file is available.

What information you need: Form AP-20.

What report is printed: General Ledger Master Entry/Change Listing (AMV04).

The basic steps for performing this task follow each display.

AMV041—General Ledger Maintenance (Select)

Use this display to choose the company and account you want to maintain and to indicate the type of action you want to perform. This is the first display to appear when you are maintaining the General Ledger Master file.

This display appears when you select option 5 on the Inventory Management General Ledger Management menu (AMIMB3), option 11 on the Purchasing File Maintenance menu, option 1 on the Accounts Payable File Maintenance menu (AMAM70), and option 8 on the Accounts Receivable Master File Processing menu (AMRM20).

```
DATE **/**/**                                              SELECT     AMV041   **
                          GENERAL LEDGER MAINTENANCE

                        COMPANY NUMBER         nn

                        ACCOUNT NUMBER         aaaaaaaaaaaaA15

                        ACTION CODE <A/C/D>    A



                                                        F24 DISPLAY STATUS
```

What to do

- To add or update or delete a record in the General Ledger Master file (GELMAS), type in the information requested and press **Enter**. The General Ledger Maintenance display (AMV042) appears.
- To review the status of the changes you have made during this session, use **F24**. The General Ledger Maintenance display (AMV043) appears.

Function keys

F24 DISPLAY STATUS causes the General Ledger Maintenance (Status) display (AMV043) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required if the field appears on the display. Type in the company number (1-89) for the general ledger record. This field appears only if multiple companies are supported.

ACCOUNT NUMBER [?]. Required. Number used to classify business activity for financial purposes.Enter the number for the account you want to maintain.

ACTION CODE <A/C/D>. Type in one of the following:

A Add a record
C Change an existing record
D Delete an existing record.

AMV042—General Ledger Maintenance (Add, Change, or Delete)

Use this display to add, change, or delete a general ledger record.

This display appears when you press **Enter** with no errors on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**                                           ********** AMV042   **
                          GENERAL LEDGER MAINTENANCE
COMPANY     **                          ***************
ACCOUNT     ***************             DESCRIPTION     aaaaaaaaaaaaaaaaaaaaaA25
TYPE CODE   * **********                ACCOUNT TYPE    a2




                                                F18 REFRESH SCREEN
                                                F19 RETURN TO SELECT
```

What to do

Type in the information requested and press **Enter**. The General Ledger Master file is updated and display (AMV041) appears again.

Function keys

F18 REFRESH SCREEN causes this display to appear again in its original form. Any data that you typed is ignored.

F19 RETURN TO SELECT causes the General Ledger Maintenance (Select) display (AMV041) to appear. Any data that you typed is ignored.

Fields

COMPANY. The company number and name that you entered on display AMV041. It appears only if multiple companies are supported.

ACCOUNT. The account number that you entered on display AMV041.

DESCRIPTION. Required for a new record. Type in the description of the account. For an existing record, change the description by typing over the old description.

TYPE CODE. Code indicating the accounting year for the record. Type in one of the following:

1 Current year
2 Budget year
3 Previous year (history).

ACCOUNT TYPE. Required for a new record. You can change the account type of an existing record. Type in one of the following to show the type of account:

AS Asset
LI Liability
IC Income
EX Expense.

AMV043—General Ledger Maintenance (Status)

Use this display to view the status of the General Ledger Master File maintenance session and to end the job. You cannot enter or change any fields. The General Ledger Master Entry/Change Listing (AMV04) is printed if you chose this option during application tailoring.

This display appears when you use **F24 DISPLAY STATUS** on the General Ledger Maintenance (Select) display (AMV041).

```
 DATE **/**/**            GENERAL LEDGER MAINTENANCE     STATUS     AMV043   **


SESSION STATUS
 RECORDS ADDED       *,***,***              RECORDS DELETED    *,***,***
 RECORDS CHANGED     *,***,***




















                                                          ENTER TO CONTINUE
                                                          F24 END OF JOB
```

What to do

- To update more records in the General Ledger Master file, press **Enter**. The General Ledger Maintenance (Select) display (AMV041) appears.

- To end the session, use **F24**. The system schedules the General Ledger Master Ledger Entry/Change Listing (AMV04) for printing.

Function keys

F24 END OF JOB causes the session to end and status information shown on the display to print. If specified during application tailoring, before and after images of the record changes are also printed.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

Option 12. Code Files

Use this option on this menu to define information for codes you use with Purchasing. Code files consist of a code and a code description for each record in the file. Code file maintenance allows you to name and describe the values your company uses for these codes. Think of code values as abbreviations your company uses for specific fields.

Before you begin code file maintenance, make sure you have all your entry information at hand. You might find following a pattern is useful for setting up some codes. For example, each Territory code might begin with a letter representing a region of the country, such as “S” for all territories in the “South.”

How you start code file maintenance

Menu	**Option**
Purchasing Main Menu (AM6M00)	File Maintenance option 6
File Maintenance menu (AM6M50)	Code Files option 12
Code File Maintenance menu (AM6M6C)	Options 1–9

AM6M6C—Code File Maintenance

Use this menu to select the code for which you want to display or define information. Code files consist of a code and a code description for each record in the file.

```
AM6M6C                              Purchasing                           **********
                              Code File Maintenance

Type option or command; press Enter.

     1. Bill of Lading Commodity
     2. Country
     3. Item Class
     4. Item Price Class
     5. Item Sales Family
     6. Item Sales Group
     7. Purchased Item Commodity
     8. Transaction Unit of Measure Class
     9. Unit of Measure Master




==>


F3=Exit           F4=Prompt    F9=Retrieve    F10=Actions
F11=Job status    F12=Return   F22=Messages
```

Option 1. Bill of lading commodity. This option allows you to access panels to add, change, or delete your bill of lading commodity codes.

Option 2. Country. This option allows you to access panels to add, change, or delete country codes.

Option 3. Item Class. This option allows you to access panels to add, change, or delete item class codes.

Option 4. Item Price Class. This option allows you to access panels to add, change, or delete your item price class codes.

Option 5. Item Sales Family. This option allows you to access panels to add, change, or delete your item sales family codes. These codes are used by the Market Monitoring and Analysis (MMA) application.

Option 6. Item Sales Group. This option allows you to access panels to add, change, or delete your item sales group codes. These codes are used by the Market Monitoring and Analysis (MMA) application.

Option 7. Purchased Item Commodity. This option allows you to access panels to add, change, or delete purchased item commodity codes.

Option 8. Transaction Unit of Measure Class. This option allows you to access panels to add, change, or delete transaction unit of measure class codes.

Option 9. Unit of Measure Master. This option allows you to access panels to add, change, or delete information in the unit of measure class.

Code file maintenance panels

The code file maintenance panels show you a list of codes or show you entry fields for adding new codes to the list. You have several ways to move through the list of codes.

Scrolling the code list

Your company may have more codes than can be shown on the panel at one time. In that case, a plus sign (+) appears at the bottom of the list. Use **F7=Backward**, **F8=Forward**, **roll keys**, or **page keys** to scroll through the list of codes.

```
AMVAJDFR                       Display Countries                      DISPLAY
                                                               New mail waiting
 Position to code . . . .   aA3
 Subset by name . . . . .   aaaaaaaaaaaaaaaaaaaaaaA25

 Code    Name
 ARG     Argentina
 AST     Austria
 AUS     Australia
 BRZ     Brazil
 CAN     Canada
 CZC     Czechoslovakia
 DNM     Denmark
 FRN     France
 GBR     Great Britain
 GER     Germany
 GRC     Greece
 ITY     Italy
 JAM     Jamaica
 JPN     Japan
+

 F3=Exit      F6=Edit     F7=Backward    F8=Forward
 F12=Cancel   F21=Print
```

When you use **F8=Forward**, the next country codes appear in the list.

```
AMVAJDFR                       Display Countries                      DISPLAY
                                                               New mail waiting
 Position to code . . . .   aA3
 Subset by name . . . . .   aaaaaaaaaaaaaaaaaaaaaaA25

 Code    Name
 MEX     Mexico
 NTH     Netherlands
 POL     Poland
 PRT     Portugal
```

Position to field

You can also move through the list by typing the code you want to see in the **Position to** field at the top of the panel.

```
AMVAJDFR                         Display Countries                      DISPLAY
                                                                  New mail waiting
Position to code . . . .   GER
Subset by name . . . . .   aaaaaaaaaaaaaaaaaaaaaaA25

Code     Name
ARG      Argentina
AST      Austria
AUS      Australia
BRZ      Brazil
CAN      Canada
CZC      Czechoslovakia
DNM      Denmark
FRN      France
GBR      Great Britain
GER      Germany
GRC      Greece
ITY      Italy
JAM      Jamaica
JPN      Japan                                                                   +

F3=Exit       F6=Edit      F7=Backward    F8=Forward
F12=Cancel    F21=Print
```

When you type a code in the ***Position to*** field and press **Enter**, the system moves the list so that the code you typed is at the top of the list. If none of the codes match the one you typed, the list begins with the entry immediately following the code you want.

```
AMVAJDFR                         Display Countries                      DISPLAY
                                                                  New mail waiting
Position to code . . . .   GER
Subset by name . . . . .   aaaaaaaaaaaaaaaaaaaaaaA25

Code     Name
GER      Germany
GRC      Greece
ITY      Italy
JPN      Japan
MEX      Mexico
```

To return to the original list, blank out the value in the ***Position to*** field and press **Enter**.

Subset by field

If you want to limit the list of codes to only those with a certain description, you can type the string of letters or numbers you want to match in the ***Subset by*** field.

```
AMVAJDFR                        Display Countries                      DISPLAY
                                                               New mail waiting
Position to code . . . .    aA3
Subset by name . . . . .    Austr

Code    Name
ARG     Argentina
AST     Austria
AUS     Australia
BRZ     Brazil
CAN     Canada
CZC     Czechoslovakia
DNM     Denmark
FRN     France
GBR     Great Britain
GER     Germany
GRC     Greece
ITY     Italy
JAM     Jamaica
JPN     Japan
+
F3=Exit      F6=Edit     F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

When you press **Enter**, only those codes that match the string you enter appear in the list.

```
AMVAJDFR                        Display Countries                      DISPLAY
                                                               New mail waiting
Position to code . . . .    aA3
Subset by name . . . . .    Aus

Code    Name
AST     Austria
AUS     Australia
```

To return to the original list, blank out the value in the ***Subset by*** field and press **Enter**.

Types of code file maintenance panels

You use two types of panels when you maintain code files: the Display panel and the Edit panel. Both panels show the list of codes. Each entry in the list contains a code and a name or description for that code.

Display panel

This panel is your starting point for code file maintenance. It is the first panel that appears when you choose an option on the Code File Maintenance menu.

The Display panel is like an inquiry panel. You can see information, but you cannot change it. For example, in the following panel, you see a list of three-position country codes and the names of the countries.

Contents Index


```
AMVAJDFR                          Display Countries                         DISPLAY
                                                                    New mail waiting
Position to code . . . .    aA3
Subset by name . . . . .    aaaaaaaaaaaaaaaaaaaaaaA25

Code    Name
ARG     Argentina
AST     Austria
AUS     Australia
BRZ     Brazil
CAN     Canada
ITY     Italy
CZC     Czechoslovakia
DNM     Denmark
FRN     France
GBR     Great Britain
GER     Germany
GRC     Greece
JAM     Jamaica
JPN     Japan                                                                      +

F3=Exit      F6=Edit     F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

Edit panel

This panel appears when you use **F6=Edit** on the Display panel. It contains the same list of codes and code descriptions as the Display panel. It also contains an ***Opt*** field. Enter the number in this field that corresponds to the action you want to take against an entry in the list. The action available in code file maintenance is 4=Delete.

```
AMVAGEFR                          Edit Country Data                          CHANGE
                                                                    New mail waiting
Position to code . . . .    aA3

Type options; press Enter.
4=Delete
                                            - - - - EEC information - - - - -
                                            Country     Statistical    Member
Opt  Code    Name                           code        value %        state?
     ARG     Argentina
     AST     Austria
     AUS     Australia
     BRZ     Brazil
     CAN     Canada
     CZC     Czechoslovakia
     DNM     Denmark
     FRN     France
     GBR     Great Britain
     GER     Germany
     GRC     Greece

F3=Exit      F6=Add      F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

The Edit panel has two modes, Change and Add. In Change mode, you can type over the code name or description with a new name or description. You cannot change the code itself.

Use **F6=Add** to switch from Change mode to Add mode so that you can enter new codes and descriptions.

```
AMVAGEFR                       Edit Country Data                        ADD
                                                           New mail waiting


Type information; press Enter.

                                            - - - - EEC information - - - - -
                                            Country    Statistical    Member
     Code    Name                           code       value %        state?
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
     aA3     aaaaaaaaaaaaaaaaaaaaaaaaa      aA3        nnn.nn           A
+

F3=Exit      F6=Change   F7=Backward   F8=Forward
F12=Cancel   F21=Print
```

Use **F6=Change** to switch back to Change mode. Or, use **F12=Cancel** to return to the Display panel.

Code file report

If you want a report showing all codes defined in a code file, use **F21=Print**. The List Detail report prints for that code file. For example, using **F21** on the Display Country or Edit Country Data panels causes the List Country Detail report (AMVADPFR) to print.

```
                      List Country Detail
AMVADPFR    SPELL                                   7/12/**     Page    1
                                                  08:13:51  ATLA1035   50
                                 - - -  EEC information  - - -
                                 Country    Statistical  Member
 Code    Name                    code       value %      state?
  ARG    Argentina                             .00
  AST    Austria                               .00
  AUS    Australia                             .00
  BRZ    Brazil                                .00
  CAN    Canada                                .00
  CZC    Czechoslovakia                        .00
  DNM    Denmark                               .00
  FRN    France                                .00
  GBR    Great Britain                         .00
  GER    Germany                               .00
```

Example: Maintain code files

Code file maintenance works the same way regardless of the code you want to add, change, or delete. When you first begin code file maintenance, the Display and Edit panels do not contain any code information. Use the Edit panel in Add mode to enter the code values your company uses. These code values make up the lists you see on the Display panel and Edit panel in Change mode.

You may have a long list of code values for some codes and a short list for others, depending on the number of different values your company uses for each code. Once you have added code information, you can change code names and descriptions and delete codes in the list.

The rest of this section demonstrates code file maintenance using one example: the Country code. Remember that you use the same types of panels and take the same actions to maintain information for any code.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Cancel** before you press **Enter**. Once you press **Enter**, the changes are committed to the system.

To see a list of codes

When you select an option on the Code File Maintenance menu, the Display panel appears. This display panel shows you the list of codes already defined.

```
AMVAJDFR                        Display Countries                      DISPLAY
                                                                New mail waiting

Position to code . . . .   ___
Subset by name . . . . .   _________________________

Code     Name
ARG      Argentina
AST      Austria
AUS      Australia
BRZ      Brazil
CAN      Canada
ITY      Italy
CZC      Czechoslovakia
DNM      Denmark
FRN      France
GBR      Great Britain
GER      Germany
GRC      Greece
JAM      Jamaica
JPN      Japan                                                                 +


F3=Exit      F6=Edit     F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

To change, delete, or add code information, use **F6=Edit**. The Edit panel appears in Change mode.

To return to the Code File Maintenance menu, use **F3=Exit**.

To change code information

The Edit panel in Change mode contains the same list of codes and code descriptions as the Display panel. To change the name or description for a code, type over the existing information and press **Enter**.

You cannot change the values in the ***Code*** column. To change a code value, you must first delete the existing code, using **option 4=Delete**, then add a new code.

```
AMVAGEFR                        Edit Country Data                        CHANGE
                                                                New mail waiting
Position to code . . . .   ___

Type options; press Enter.
4=Delete
                                          - - - - EEC information - - - - -
                                          Country    Statistical    Member
Opt  Code    Name                         code       value %        state?
     ARG     Argentina
     AST     Austria
     AUS     Australia
     BRZ     Brazil
     CAN     Canada
     CZC     Czechoslovakia
     DNM     Denmark
     FRN     France
     GBR     Great Britain
     GER     Germany
     GRC     Greece

F3=Exit      F6=Add      F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

For example, if you need to change the name of code CZC from “Czechoslovakia” to “Czech Republic,” you type the new name over the current name and press **Enter**.

```
AMVAGEFR                        Edit Country Data                        CHANGE
                                                                New mail waiting
Position to code . . . .   ___

Type options; press Enter.
4=Delete
                                          - - - - EEC information - - - - -
                                          Country    Statistical    Member
Opt  Code    Name                         code       value %        state?
     ARG     Argentina
     AST     Austria
     AUS     Australia
     BRZ     Brazil
     CAN     Canada
     CZC     Czech Republic
     DNM     Denmark
     FRN     France
```

To add a new code, use **F6=Add**. The Edit Data (Change) panel changes to Edit Data (Add).

To add codes

Use the Edit panel in Add mode to enter new codes with their descriptions. Type the information for the codes you want to add. The ***Code*** field is required.

```
AMVAGEFR                        Edit Country Data                         ADD
                                                                New mail waiting


Type information; press Enter.

                                                   - - - - EEC information - - - - -
                                                   Country     Statistical     Member
     Code     Name                                 code        value %         state?
     BEL      Belgium










                                                                                    +
F3=Exit       F6=Change    F7=Backward    F8=Forward
F12=Cancel    F21=Print
```

When you finish adding code information, press **Enter**. The Edit panel returns to Change mode, and the codes you added now appear in the list.

```
AMVAGEFR                        Edit Country Data                      CHANGE
                                                                New mail waiting
Position to code . . . .    ___

Type options; press Enter.
4=Delete


                                                   - - - - EEC information - - - - -
                                                   Country     Statistical     Member
Opt  Code     Name                                 code        value %         state?
     ARG      Argentina
     AST      Austria
     AUS      Australia
     BEL      Belgium
     BRZ      Brazil
```

To delete codes

Type **4** in the ***Opt*** column next to the codes you want to delete.

```
AMVAGEFR                        Edit Country Data                        CHANGE
                                                                New mail waiting
Position to code . . . .   ___

Type options; press Enter.
4=Delete
                                          - - - - EEC information - - - - -
                                          Country     Statistical    Member
Opt  Code    Name                         code        value %        state?
     ARG     Argentina
     AST     Austria
     AUS     Australia
4    BEL     Belgium
     BRZ     Brazil
     CAN     Canada
     CZC     Czech Republic
     DNM     Denmark
     FRN     France
     GER     Germany
     GRC     Greece
                                                                               +
F3=Exit      F6=Add      F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

After you type 4 next to all of the codes you want to delete, press **Enter**. The system deletes those codes marked with 4. The list appears again without the deleted codes.

```
AMVAGEFR                        Edit Country Data                        CHANGE
                                                                New mail waiting
Position to code . . . .   ___

Type options; press Enter.
4=Delete
                                          - - - - EEC information - - - - -
                                          Country     Statistical    Member
Opt  Code    Name                         code        value %        state?
     ARG     Argentina
     AST     Austria
     AUS     Australia
     BRZ     Brazil
     CAN     Canada
     CZC     Czech Republic
     DNM     Denmark
     FRN     France
     GBR     Great Britain
     GER     Germany
     GRC     Greece

F3=Exit      F6=Add      F7=Backward    F8=Forward
F12=Cancel   F21=Print
```

To end code file maintenance

When you have finished maintaining codes, use **F3=Exit** to return to the Code File Maintenance menu. If you are on an Edit panel, you return to the Display panel. Use **F3=Exit** again to return to the menu.

Option 13. Control File Options

Use this option to access the Purchasing Control file panels that allow you to set tailoring options that control how Purchasing handles certain functions. These options are in addition to those defined during Install/Tailor.

What information you need: None.

What reports are printed: None.

Select the options you want to use on the following panels. These options remain in effect until changed. You will find helpful discussion concerning these options in Chapter 2, “Managing Purchasing”.

AM6PU1—Control File Maintenance (Page 1 of 2)

Use this panel to maintain the Purchasing Control File options.

This panel appears when you use choose option 13 on the File Maintenance menu (AM6M60).

```
AM6PU1                    PURCHASING
                   Control File Maintenance

Select tailoring options, and press Enter.              Page 1 of 2

 Purchase price default . . . . . . . . . :  A   0=No default selected
                                                 1=Current material
                                                 2=Purchase price
                                                 3=Standard unit cost
                                                 4=Unit cost default

 Activate advise price . . . . . . . . . . :  A
 Advise price standard message . . . . . . :  AAAAA
 Advise price clip level . . . . . . . . . :  nnnnnnn

 Activate omit quantity  . . . . . . . . . :  A
 Omit quantity standard message  . . . . . :  AAAAA

 Purchase order form type  . . . . . . . . :  A (0-3)
 Country of origin default . . . . . . . . :  AAA
 Buyer number default  . . . . . . . . . . :  AAAAA
 Include account number on PO  . . . . . . :  A

F5=Refresh    F8=Forward    F24=Exit
```

What to do

Type in the information requested and press **Enter**. The next page of Control File options appears so you can continue adding or maintaining information.

Function keys

F5=Refresh causes the panel to appear again in its original form.

F8=Forward causes the next page of information to appear.

F24=Exit causes the File Maintenance menu (AM6M60) to appear.

Fields

Purchase price default. This is a required entry. Type one of the following options to indicate the pricing default that you want to use:

0	No purchase price default option is selected. (The standard default hierarchy (represented by options 1-4) will be used.)
1	Current material this level from the Item Master B record.
2	Purchase price from the Item Master C record.
3	Standard unit cost from the Item Balance file.
4	Unit cost default from the Item Master A record.

The value you choose will be used as the default for unit price in:

- Requisition Entry/Edit
- Purchase Order Entry/Edit
- Buyer Worksheet.

Activate advise price. This is a required entry. Type **Y** or **N** to control the activation of advise price purchase orders. **N** indicates that item prices are to appear on purchase orders. This is the default. **Y** indicates that item prices do not appear on purchase orders, and a standard message is to appear in place of the item detail price. If this activation flag is Y, you must enter a valid message number in the next field on this panel.

Advise price standard message. If you typed **Y** in the ***Activate Advise Price*** field, you must enter a valid standard message number in this field.

Advise price clip level. Type the acceptable limit on the extended price for purchase of this item when an advise price purchase order is entered. An error message is issued in PO Entry/Edit if the extended item price exceeds this clip level. Order values greater than the clip level should probably already have an agreed price. This entry must be made in local currency.

Activate omit quantity. This is a required entry. Type **Y** or **N** to control the activation of omitting quantities on purchase orders. **N** indicates that item quantities are to appear on purchase orders. This is the default. **Y** indicates that item quantities do not appear on purchase orders, and a standard message is to appear in place of the quantity. If this activation flag is **Y**, you must enter a valid message number in the next field on this panel. When item quantities are omitted, release quantities are still printed.

Omit quantity standard message. If you typed **Y** in the ***Activate Omit Quantity*** field, you must enter a valid standard message number in this field.

Purchase order form type. This is a required field. Type a code to indicate the type of format to use for purchase orders.

0	9 x 11, 10 characters per inch; PO number on left.
1	9 x 11, 10 characters per inch; PO number on right.
2	8-1/2 x 11, 12 characters per inch; PO number on left.
3	8-1/2 x 11, 12 characters per inch; PO number on right.

Country of origin default. Type the code that identifies the country of origin you want to use as the default for items appearing on purchase orders.

Buyer default. Type the identifier of the buyer you want to use as the default for Purchasing documents, if a buyer is not specified.

Include account number on PO. Type **Y** if you want to include your company's GL account number on purchase orders. Type **N** if you do not want them to appear. If IFM is interfacing, this controls whether units and natures appear on POs.

AM6PU2—Control File Maintenance (Page 2 of 2)

Use this panel to continue to maintain the Purchasing Control File options.

This panel appears when you press **Enter** or use **F8** on AM6PU1 (Page 1 of 2).

```
AM6PU2                          PURCHASING
                          Control File Maintenance

Select tailoring options, and press Enter.                    Page 2 of 2

  Include only revised lines on PO revisions:  A

  Activate requisition approval . . . . . . :  A
  Activate purchase order approval  . . . . :  A
  Requisition increase for re-approval  . . :  9999999999.99
  Purchase order increase for re-approval . :  9999999999.99
  Requisition default approval route  . . . :  AAAAAAAAA
  Purchase order default approval route . . :  AAAAAAAAA
  Memo approve pre-approved items . . . . . :  A
  Memo approve pre-approved contracts . . . :  A
  Purchase order re-approval value override :  A

  Tax transaction type default  . . . . . . :  aaaaaaaA10




  F5=Refresh     F7=Backward       F24=Exit
```

What to do

Type in the information requested and press **Enter**. The Purchasing Control file is updated and the File Maintenance menu (AM6M60) appears.

Function keys

F5=Refresh causes the panel to appear again in its original form.

F7=Backward causes the previous page of information to appear.

F24=Exit causes the File Maintenance menu (AM6M60) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Include only revised lines on PO revisions. Type **Y** if you want to include only the most recent revised lines on purchase order revisions. Type **N** if you want the entire purchase order to print.

The following fields appear only if the Approval application is interfacing.

Activate requisition approval. Type **Y** or **N** to indicate whether requisitions require approval.

N Requisitions do not require approval. This is the default.

Y Requisitions require approval. The MMS Approval application must be installed, approval routes must be established, and you must make a valid entry in the Requisition default approval route field on this panel.

Note: If **Y** appears in this field, and you change it to **N**, a popup window appears to confirm that you want to stop approving requisitions.

Activate purchase order approval. Type **Y** or **N** to indicate whether purchase orders require approval.

N Purchase orders do not require approval. This is the default.

Y Purchase orders require approval. The MMS Approval application must be installed, approval routes must be established, and you must make a valid entry in the Purchase order default approval route field on this panel.

Note: If **Y** appears in this field, and you change it to **N**, a popup window appears to confirm that you want to stop approving purchase orders.

Requisition increase for re-approval. Type the amount by which a requisition can be increased in value without requiring re-approval. This entry must be made in local currency.

Purchase order increase for re-approval. Type the amount by which a purchase order can be increased in value without requiring re-approval. This entry must be made in local currency.

Requisition default approval route. Type the default approval route for requisition approval. This field is required if requisitions require approval. This route must be defined in the MMS Approval application for document type MRQ, XA requisitions. This route is used as the default approval route when the submitter of the requisition does not have a prompt approval route established in the MMS Foundation.

Purchase order default approval route. Type the default approval route for purchase order approval. This field is required if purchase orders require approval. This route must be defined in the MMS Approval application for document type MPO, XA purchase orders. This route is used as the default approval route when the buyer for the purchase order does not have a prompt approval route established in the MMS Foundation.

Memo approve pre-approved items. Type **Y** or **N** to indicate whether memo approval is required for purchase orders having pre-approved items (identified by a code in the Item Master file). Memo approval means an approval request is issued but the purchase order can be sent to the vendor before approval is granted.

N Memo approval is not required for purchase orders having pre-approved items. This is the default.

Y Memo approval is required for purchase orders having pre-approved items.

Memo approve pre-approved contracts. Type **Y** or **N** to indicate whether memo approval is required for purchase orders having items ordered under a pre-approved contract (identified by a code in the contract file). Memo approval means an approval request is issued but the purchase order can be sent to the vendor before approval is granted.

N Memo approval is not required for such purchase orders. This is the default.

Y Memo approval is required for such purchase orders.

Purchase order re-approval value override. Type **Y** or **N** to indicate whether, when a change to a purchase order requires re-approval, the user may change the approval request amount to an amount that is not less than the amount added to the purchase order nor more than the total amount of the purchase order.

N The purchase order amount cannot be changed for re-approval. This is the default.

Y The purchase order amount can be changed for re-approval.

Tax transaction type default [?]. Type the tax transaction type that is to be used as the default for the purchase order header tax type when purchase orders are created.

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Option 14. Traffic Routing Table

Use this option anytime you need to maintain the Traffic Routing tables, so you can set up default ship via information using postal codes for use in PO entry if the Vendor Master ship via is blank.

Generally the ‘ship via’ for an order is based on the location of the vendor and its distance from the destination for the shipment. This table lets you relate a range of postal codes (which reflect location) to a particular method of shipment. For example, you might want to request that vendors located in postal codes near the shipment destination always ship via a local carrier; vendors that are far from the shipment destination might be asked to ship via air freight.

Using the Traffic Routing Table, you can associate a ‘ship via’ code with a range of postal codes. Then, during Purchase Order Entry/Edit, the system displays a default ship via code by first looking for a ship via code in the vendor’s master file record. If none is found, the system uses the vendor’s postal code to find the appropriate range in the Traffic Routing Table. For that range, the associated ship via is retrieved as the default for the order. If you have many vendors in the same vicinity, the table lets you use one step to set up the ship via default for all of them. If there are exceptions, you can enter a ship via code in the vendor’s master file record to override the Traffic Routing Table.

What information you need: Postal code and ship via codes.

What reports are printed: Traffic Routing Table List (AM67G).

The basic steps for performing this task follow the panels.

AM67F1—Edit Traffic Routing Table

Use this panel to maintain the Traffic Routing table.

This panel appears when you use choose option 14 on the File Maintenance menu (AM6M60).

```
AM67F1                    Edit Traffic Routing Table                Change

Position To postal code . . . . aaaaaaaA10

Type options; press Enter.
4=Delete
       Postal Code Range           Ship
Opt    From          To            Via    Description
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************
 a     **********    **********    aaa    **************


 F3=Exit      F5=Refresh     F6=Add      F7=Backward        F8=Forward
 F21=Print
```

What to do

- To change a ship via code, type the information requested and press **Enter**.
- To delete a postal code range, type **4** beside it and press **Enter**. The Edit Traffic Routing Table (Delete) panel (AM67F3) appears.
- To add postal code ranges, use **F6**. The Edit Traffic Routing Table (Add) panel (AM67F2) appears.
- To print a listing of postal code ranges, use **F21**. The report is scheduled for printing.

Function keys

F3=Exit returns to the File Maintenance menu (AM6M60).

F5=Refresh causes the panel to appear again in its original form.

F6=Add causes the Edit Traffic Routing Table (Add) panel (AM67F2) to appear so you can add a postal code range.

F7=Backward causes the previous page of information to appear.

F8=Forward causes the next page of information to appear.

F21=Print causes the Traffic Routing Table List (AM67G) to be scheduled for printing. The File Maintenance menu (AM6M60) appears again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Position to postal code. Type the postal code range you want to see first on the list.

Opt (Option). Type **4** beside any postal code range you want to delete.

Postal code range from/to. The beginning and ending postal codes in the range covered by this ship via code. A postal code can belong to only one postal code range. When you add a new range, both the 'From' and 'To' postal codes must be entered. The 'From' postal code must be less than or equal to the 'To' postal code, and no postal code range can overlap with another range.

Ship via [?]. The default ship via code that applies to this postal code range. You can use only ship via codes that you have previously established in the Ship Via Master file. If the ship via field in a vendor's Vendor Master file record is blank, the entry here will be used when a PO is created.

Description. The description of the associated ship via. This field comes from the Ship Via Master file and cannot be changed here.

AM67F2—Edit Traffic Routing Table (Add)

Use this panel to add postal code ranges and ship via information to the Traffic Routing table.

This panel appears when you press use **F6=Add** on the Change panel (AM67F1).

```
AM67F2                  Edit Traffic Routing Table                Add

Type information; press Enter.

       Postal Code Range            Ship
       From         To              Via
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3
       aaaaaaaA10   aaaaaaaA10      aA3




 F3=Exit        F7=Backward         F8=Forward         F12=Return
```

What to do

Type the information requested and press **Enter**. The Traffic Routing Table is updated, and the Change panel (AM67F1) appears again.

Function keys

F3+Exit returns to the File Maintenance menu (AM6M60).

F7=Backward causes the previous page to appear.

F8=Forward causes the next page to appear.

F12=Return returns to the Change panel (AM67F1).

Fields

Postal code range from/to. The beginning and ending postal codes in the range covered by this ship via code. A postal code can belong to only one postal code range. When you add a new range, both the ‘From’ and ‘To’ postal codes must be entered. The ‘From’ postal code must be less than or equal to the ‘To’ postal code, and no postal code range can overlap with another range.

Ship via [?]. The default ship via code that applies to this postal code range. You can use only ship via codes that you have previously established in the Ship Via Master file. If the ship via field in a vendor’s Vendor Master file record is blank, the entry here will be used when a PO is created.

AM67F3—Edit Traffic Routing Table (Delete)

Use this panel to confirm your choices for deletion from the Traffic Routing table.

This panel appears when you use the Delete option on the Change panel (AM67F1).

```
AM67F3                    Edit Traffic Routing Table                Delete

Press Enter to confirm your choices for delete
Press F12 to change your choices.

Postal Code Range            Ship
From         To              Via    Description
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************
**********   **********      ***    **************



 F3=Exit      F7=Backward      F8=Forward      F12=Return
```

What to do

Press **Enter** to confirm that you want to delete, or use **F12** to return to the Change panel (AM67F1).

Function keys

F3=Exit returns to the File Maintenance menu (AM6M60).

F7=Backward causes the previous page of information to appear.

F8=Forward causes the next page of information to appear.

F12=Return returns to the Change panel (AM67F1).

Fields

See “AM67F1—Edit Traffic Routing Table” on page 8-131. You cannot enter information into the fields on this panel.

Option 15. Work With Shipping Profiles

Use this option to create and maintain shipping profiles to use in creating purchase shipping schedules, for printing, or for use as EDI 862 transactions. Shipping profiles are assigned at the vendor level, in Vendor Master maintenance. You can override the profile at the vendor/item level, in Vendor/Item maintenance.

Throughout this section, the term EDI 862 refers to both the ANSI X12 862 and/or the EDIFACT DELJIT transaction.

What information you need: Shipping schedule profile information.

What reports are printed: None.

Only the initial Work with panel and the Create panel are documented here. Online Help is available for all panels and fields.

AM6WSS01—Work With Shipping Schedule Profiles

Use this panel to view a list of profiles and choose an option to work with specific profiles.

This panel appears when you use choose option 15 on the File Maintenance menu (AM6M60).

```
AM6WSS01            Work with Shipping Schedule Profiles

Position to . . . . .  aaaaA6

Type options; then press Enter.
  1=Create    2=Change     3=Copy    4=Delete    5=Display    6=Print
                                                     View  1 of 1
          Profile  Profile                             Zero  Period  Number of
Option    ID       Description                         Pull  Length  Periods
  A2      aaaaA6
  A2      ******   ******************************      ***     **       ***
  A2      ******   ******************************      ***     **       ***
  A2      ******   ******************************      ***     **       ***
  A2      ******   ******************************      ***     **       ***

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve                             F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages                            F24=More keys
```

What to do

- To create a shipping schedule profile, type **1** in the ***Option*** field and type the identifier in the ***Profile ID*** field and press **Enter**. The appropriate panel appears.
- To change, copy, delete, display, or print shipping profiles, type the option number in the ***Option*** field and press **Enter**. The appropriate panel appears.
- To access additional function keys, use **F24**.

Function keys

F1=Help
Shows information about this panel. Pressing F1 or pressing the help key shows you the same information.

F3=Exit
Ignores any options or changes you typed on the current panel, ends the current task, and returns to the panel where you started.

F4=Prompt

Provides assistance for the field where the cursor is positioned. You see a list of values you can select for the field. For example, if you use F4=Prompt with the 'Customer' field, you see a list of customers. You can select the customer you want to use in that field.

If you press F4=Prompt with information in a field, you see a subsetted list. Blank out 'Position to' and press Enter to display a full list.

F5=Refresh

Clears any changes you made and returns the panel to the way it originally appeared. If any fields on the panel have default values, those defaults appear.

F6=Cursor

Moves the cursor to Position to so that you can start the list with the one you type here.

F7=Backward

Shows the previous set of entries for the list. You can press F7 when you see More: - in the upper right part of the panel.

F8=Forward

Shows the next set of entries for the list. You can press F8 when you see More: + in the upper right part of the panel.

F9=Retrieve

Shows the last command you entered from the command line with any parameters you selected. Press F9 again to see the next-to-last command, and so on.

F10=Header options

Shows a window with all the valid options for the object identified at the top of this panel. The list includes options already supplied and those defined by your company.

F11=Job status

Shows a list of your current system and job information. You can see the status of your current job, including: system ID, date, job number, and job name; your ID and your workstation ID; the default output queue and output queue library; and the XA environment.

F12=Cancel

Ignores any options or changes you typed on the current panel, and returns to the previous panel. Processes any other options you typed on the previous panel.

F13=Repeat

Repeats the option in Option from where the cursor is to the end of the list but ignores any other options typed for items earlier in the list.

F16=User options

Shows the options your company has currently defined for this function.

Use F16 to work with user options. On the list that appears, you can type the option you want to perform against the user option you select. There is more information about a user option than can fit on the panel. You can use function keys to see more to the left or to the right of the view you currently see. Unless you change the sequence, you see views in this order: Operator information, then programmer information.

F17=Subset

Shows a panel where you can create a subset of a list. You can narrow the list down to a smaller group that contains only those entries that meet all the criteria you enter.

F18=Change defaults
Shows a panel where you can select which pages of information you want to see and the order in which you want to see them.

F19=Left
Shows information to the left of what you currently see. You can press F19 when you see More: < in the upper right part of the panel.

F20=Right
Shows information to the right of what you currently see. You can press F20 when you see More: > in the upper right part of the panel.

F22=Messages
Shows a list of all the messages currently sent to this panel. From the list, you can choose to see secondary message text for any of the messages.

F24=More keys
Shows additional function keys you can use on this panel.

Fields

Position to. Type the identifier of the profile where you want the list to start.

Option. Type the number of the option you want to perform.

Profile ID. The identifier of the shipping schedule profile. If you typed **1** in the option field, you must also type the profile ID of the shipping schedule profile you want to create in the first blank line. Otherwise, profile IDs are displayed so you can select the one you want to work with.

Profile description. The description of the shipping schedule profile.

Zero pull. **Yes** appears if periods with a zero quantity are included in the shipping schedule. **No** appears if periods with a zero quantity are not sent. Sending zero quantity periods lets the vendor know you have no requirements for that period.

Period length. The length of the time interval in a period; for example, 7 days for a week.

Number of periods. The number of time intervals (periods) to be included in each schedule.

Work with Shipping Schedule Profiles options

The options available on this panel are listed in the table below. Only the Create Shipping Schedule Profile panel is described in this chapter. The Change and Display panels contain the same fields. Online help is available for all the panels and fields in all options.

Option #	Task the option lets you perform	Panel where option takes you
1	Create a new shipping schedule profile	Specify Profile to Create (AM6ASS00). Create Shipping Schedule Profile (AM6ASS01)
2	Change information for a shipping schedule profile	Change Shipping Schedule Profile (AM6CSS01)
3	Copy a shipping schedule profile	Copy Shipping Schedule Profile Window (AM6XSS0D)
4	Delete a shipping schedule profile	Confirm Delete Shipping Schedule Profile (AM6RSS10)
5	Display information for a shipping schedule profile	Display Shipping Schedule Profile (AM6DSS01)
6	Print a shipping schedule profile	No panel. Printing is scheduled when you press **Enter**.

Commands

If you prefer to use commands instead of selecting options, you can use the following commands to access the work with panels. Type in the command you want on the command line of any Purchasing work with panel.

- Change commands. Use the following command to change a particular object:

  CHGSHPPRF shipping schedule profile

- Create commands. Use the following command to create a particular object:

  CRTSHPPRF shipping schedule profile

- Display commands. Use the following command to display detail for a particular object:

  DSPSHPPRF shipping schedule profile

- Print commands. Use the following command to print detail for a particular object:

  PRTSHPPRF shipping schedule profile

- Work with commands. Use the following command to work with a particular object:

  WRKSHPPRF shipping schedule profile

AM6ASS01—Create Shipping Profile

Use this panel to create a shipping schedule profile.

This panel appears when you type **1** in the ***Option*** field and enter a profile ID on the first blank line on the Work with Shipping Schedule Profiles panel (AM6WSS01).

```
AM6ASS01                 Create Shipping Profile

Profile . . . . . . . :   ******

Type information; then press Enter.
                                                          Page    1 of   1
  Profile details
  Send zero pull  . . . . . . . . .  A      (0=No   1=Yes)
  Period length . . . . . . . . . .  nn
  Number of periods . . . . . . . .  nnn

  Forecast qualifier  . . . . . . .  A
  Forecast timing qualifier . . . .  A




F1=Help             F3=Exit             F5=Refresh
F7=Backward         F8=Forward          F12=Cancel          F24=More keys
```

What to do

- To create a shipping schedule profile, type in the appropriate information and press **Enter**. The profile is created. A specify panel appears so you can add another Profile ID.
- To access additional function keys, use **F24**.

Function keys

Refer to “Function keys” on page 8-137.

Fields

Send zero pull. Type **1** (Yes) if periods with a zero quantity are to be included in the shipping schedule. Type **0** (No) if periods with a zero quantity are not to be sent. Sending zero quantity periods lets your vendor know you have no requirements for that period.

Period length. Type the length of the time interval in a period. All periods in a schedule must be the same length. The interval should be specified in full calendar (not work calendar) days; for example, 7 days for a week.

Number of periods. Type the number of time intervals (periods) to be included in each schedule.

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Forecast qualifier. This field indicates the confidence level of the forecast data. You can leave this field blank. If you enter a response, it is not edited, but is sent with the shipping schedule via EC. EDI 862 codes are:

A Immediate
B Pilot/Prevolume
C Firm
D Planning
E Rounded container quantity
F Potential order increase
G Average plant usage
H First time reported firm
M Maximum tooling capacity
N Normal tooling capacity
P Prototype
S Strike protection
T Required tooling capacity
Z Mutually defined

Forecast timing qualifier. This field specifies the interval grouping (‘buckets’) of the forecast. You can leave this field blank. If you enter a response, it is not edited, but is sent with the shipping schedule via EC. EDI codes are:

A Annually
C Daily
D Discrete
F Flexible interval (from Date X through Date Y)
M Monthly bucket (calendar months)
Q Quarterly (calendar quarters)
S Semi-annually (calendar year)
T Four week bucket (13 buckets per year)
W Weekly bucket (Monday through Sunday)
Z Mutually defined

Chapter 9. File Listings

When you select option 7 on the Main Menu (AM6M00), the File Listings menu (AM6M70) appears. Use this menu to print information about current, active data in the Purchasing master files.


```
AM6M70                     Purchasing                    **********
                          File Listings

Type option or command; press Enter.

    1. Item Master
    2. Vendor Master
    3. Vendor/Item Master
    4. Warehouse Ship-to Master
    5. Buyer Master
    6. Standard Message Master
    7. Ship Via Master
    8. Terms Master
    9. Free on Board Master
   10. Landed Cost Master
   11. General Ledger Chart of Accounts - All Accounts
   12. General Ledger Chart of Accounts - Within Limits


==> ______________________________________________________________
_

F3=Exit       F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status   F12=Return   F22=Messages
```

Option 1. Item Master. Use this option to print information about all or some of the items in the Item Master file.

Option 2. Vendor Master. Use this option to print a Vendor Contact report or the Vendor Master file listing. Vendor performance will not print on this report. If IFM is installed, this option will take you to Work With Entities in IFM.

Option 3. Vendor/Item Master. Use this option to print a Vendor/Item report for all or some Vendors and for all or some Items, by vendor or item. Vendor/item performance will not print on this report.

Option 4. Warehouse Ship-to Master. Use this option to print information about some or all of your standard ship-to warehouses.

Option 5. Buyer Master. Use this option to print buyer information by buyer or a range of buyers. Buyer performance will not print on this report.

Option 6. Standard Message Master. Use this option to print information for all your standard messages. When you select this option, information for standard messages is scheduled to be printed. No display appears.

Option 7. Ship Via Master. Use this option to print information from all of the records in your Ship Via Master file. When you select this option, information for records in the Ship Via Master file is scheduled to be printed. No display appears.

Option 8. Terms Master. Use this option to print information from all of the records in your Terms Master file. When you select this option, information for records in the Terms Master file is scheduled to be printed. No display appears. If IFM is installed, this option will take you to Work With Payment Terms in IFM.

Option 9. Free on Board Master. Use this option to print information from all of the records in your Free on Board Master file. When you select this option, information for records in the Free on Board Master file is scheduled to be printed. No display appears.

The next three options are not available if International Financial Management (IFM) is installed.

Option 10.Landed Cost Master. Use this option to print information from all of the records in your Landed Cost Master file. When you select this option, information for records in the Landed Cost Master file is scheduled to be printed. No display appears.

Option 11.General Ledger Chart of Accounts - All Accounts. Use this option to list all accounts in the General Ledger Master file.

Option 12.General Ledger Chart of Accounts - Within Limits. Use this option to list, within limits, accounts in the General Ledger Master file. No display appears.

Option 1. Item Master

Use this option anytime you need a listing of some or all of the items in your Item Master file.

What information you need:

- The format of the listing you want:
  - Brief format provides one line of information per item
  - Complete format provides several lines of information per item
  - Current or Standard Costs Only format provides two lines of current or standard costing information per item. Current or Standard Costs formats are available only if you selected PDM costing during application tailoring.
  - Purchase Item Detail format provides detailed purchasing information about items that have such information associated with them.
  - Purchase Item Descriptions format provides a simple listing of items that have purchasing information associated with them.
- The printing sequence of the listing you want:
  - By item
  - By vendor
  - By item type
  - By item class
  - By buyer.
- If you are not printing all of the records within each of the categories above, you should have the beginning and ending number of the category you want printed.

What reports are printed:

- Item Master File Report–Brief (AMVE40)
- Item Master File Report–Complete (AMVE41)
- Item Master File Report—Current or Standard Costs (AMVE42)
- Item Master File Report—Purchase Item Detail (AMVE43)
- Item Master File Report—Purchase Item Descriptions (AMVE44).

The basic steps for performing this task follow each panel.

AMVE11—Item Master Report (Select)

Use this display to select the run sequence, format, and limits for printing the Item Master Report.

This display appears when you select option 1 on the IM File Listings menu (AMIM23) or option 1 on the Purchasing File Listings menu (AM6M70).

```
DATE **/**/**              ITEM MASTER REPORT          SELECT     AMVE11   **

                  ENTER--
                       RUN SEQUENCE     A
                       REPORT FORMAT    A
                                                              VALID FOR
RUN SEQUENCE BY            LOWER LIMIT      UPPER LIMIT       REPORT FORMATS
 1  SINGLE ITEM            aaaaaaaaaaaaA15                     ALL
 2  RANGE OF ITEMS         aaaaaaaaaaaaA15  aaaaaaaaaaaaA15    ALL
 3  VENDOR                 aaaaA6           aaaaA6            (1-4)
 4  ITEM TYPE              A                A                 (1-4)
 5  ITEM CLASS             aaA4             aaA4              (1-4)
 6  BUYER                  aaaA5            aaaA5             (5-6)
 7  ITEM ACCOUNTING CLASS  aA3              aA3               (1-4)
REPORT FORMAT
 1  BRIEF                   5  PURCHASE ITEM DETAIL
 2  COMPLETE                6  PURCHASE ITEM DESCRIPTIONS
 3  CURRENT COSTS ONLY
 4  STANDARD COSTS ONLY

NOTE: IF NO LIMITS ARE ENTERED, ALL ITEMS WILL BE PRINTED (EXCEPT FOR RUN
      SEQUENCE = 1)
                                                  F24 CANCEL THE JOB
```

What to do

To print the selected Item Master listing, type in the requested information and press **Enter**. The report is scheduled for printing. Go back to the menu.

Function keys

F24 CANCEL THE JOB cancels the job and causes the menu to appear again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

RUN SEQUENCE BY. Required. Option 1, single item, is the default. You can select the report run sequence by typing in one of the following numbers:

1 Single item **[?]**
2 Range of items
3 Vendor **[?]**
4 Item type
5 Item class **[?]**
6 Buyer **[?]**
7 Item accounting class.

Depending on the number selected, a report can be printed in a sequence by item, by item within vendor, by item within item type, by item within item class, by item within buyer, or by item within item accounting class.

REPORT FORMAT. Required. You can select the format of the report by typing in one of the following numbers:

1 Brief
2 Complete
3 Current costs only
4 Standard costs only
5 Purchase item detail
6 Purchase item descriptions.

If you specify 1 (Brief) or 5 (Purchase item detail), the report contains one line of information per item. If you specify 2 (Complete) or 6 (Purchase item descriptions), the report contains multiple lines of detail per item. If you specify 3 (Current costs only), the report contains two lines of current cost information per item. If you specify 4 (Standard costs only), the report contains two lines of standard cost information per item.

Notes:

1. You can select 3 and 4 only if Product Costing is active.

2. You cannot use options 3 or 4 (***CURRENT COSTS ONLY*** or ***STANDARD COSTS ONLY***) if you do not have the security level necessary for working with certain Item Master cost fields.

LOWER LIMIT
UPPER LIMIT. You can specify none, one, or all of the values for the run sequence you choose. This allows you to tailor the report to your requirements. For example, you can choose to see a group of items by entering the beginning and ending item numbers.

If you specify only a lower limit, only that value appears on the report. (For option 2, a range of items, you must enter a lower and an upper limit.) If you want to include all values after the lower limit, type all 9s in the ***UPPER LIMIT*** field. If you do not specify any upper and lower limits for any of the variables, all values are printed on the report.

Note: If you select run sequence option 2, a range of items, and leave the ***ITEM LOWER LIMIT*** and ***UPPER LIMIT*** fields blank, you are asking for all items to be included on the report. This will create a very long report. Be sure this is what you want before you leave the ***ITEM*** fields blank.

Option 2. Vendor Master

Use this option anytime you need a copy of the Vendor Contact Sheet or Vendor Detail Report.

If IFM is installed, this option will take you to Work With Entities in IFM. After selecting the Work With Vendors option there for the chosen entity, then take option 6 to print the vendor information you want.

If MMS is interfacing, the reports include production and MRO vendors.

What information you need:

- The type of report you want to print.
- The beginning and ending vendor numbers, if you are not including all vendors on the report.

What reports are printed: One of the following reports is printed, depending on the options you select:

- Vendor Contact Sheet (AMV76)
- Vendor Master File Listing (AMV79).

The basic steps for performing this task follow each panel.

AM62J1—Vendor Master File Listing (Options)

Use this panel to select one of two reports: the Vendor Contact Sheet and the Vendor Master File List. The reports are printed in vendor number sequence. The vendor number is an alphanumeric field.

This panel appears when you select option 2 on the File Listings menu (AM6M70).

```
DATE **/**/**          VENDOR MASTER FILE LISTING   OPTIONS   AM62J1  **

     SELECT LIST TYPE:        A

          1  VENDOR CONTACT SHEET
          2  VENDOR MASTER FILE LIST

          ENTER OPTIONAL LIMITS:

             VENDOR      FROM aaaaA6 TO   aaaaA6

               OR LEAVE BLANK FOR ALL VENDORS

                                F24 CANCEL THE JOB
```

What to do

- To print a basic report showing vendor name and address and vendor contact information, type **1** in the ***SELECT LIST TYPE*** field. Type in the vendor range, if desired, and press **Enter**. The Vendor Contact Sheet is scheduled for printing. The File Listings menu appears again.
- To print a report showing the major fields for each vendor, type **2** in the ***SELECT LIST TYPE*** field. Type in the vendor range, if desired, and press **Enter**. The Vendor Master File Listing is scheduled for printing. The File Listings menu appears again.

Function keys

F24 CANCEL THE JOB cancels the file listing session and shows you the File Listings menu (AM6M70).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

SELECT LIST TYPE. Required. Type in one of the following option numbers:

1 VENDOR CONTACT SHEET. Select this option to see a report providing the vendor number, name and address, telephone number and name abbreviation, along with the vendor contact name.

2 VENDOR MASTER FILE LIST. Select this option to see a report providing details for each vendor indicating the major purchasing controls (for example, payment terms, multiple lines on a purchase order, multiple ship-to, blanket order capability, and so forth) plus the general payables information.

ENTER OPTIONAL LIMITS.

VENDOR (FROM/TO) [?]. To print a listing for only one vendor, type the same vendor identification in the ***FROM*** and ***TO*** fields.

If you leave the ***TO*** field blank, all values starting with the ***FROM*** vendor number to the last vendor number in the file appear on the report.

If you leave the ***FROM*** field blank, all values starting with the first vendor number in the file up to and including the ***TO*** vendor number appear on the report.

To print a listing for all vendors, leave these fields blank.

Option 3. Vendor/Item Master

Use this option anytime you need a listing of the Vendor/Item Master file.

If MMS is interfacing, the report includes production and MRO vendor/item records.

What information you need: The vendor and item numbers you want to print when you are not printing all vendors and items.

What reports are printed: Vendor/Item File Listing (AM6Q3/AM6Q4)

The basic steps for performing this task follow each panel.

AM6Q21—Vendor/Item File Listing (Options)

Use this panel to select the report sequence and range of data to be printed on the report.

This panel appears when you select option 3 on the File Listings menu (AM6M70).

```
Date **/**/**        Vendor/Item File Listing      Options   AM6Q21    **



            Select report sequence:   n
               1  Item
               2  Vendor

            Select optional limits:
                 Item      From aaaaaaaaaaaA15     to  aaaaaaaaaaaA15
                 Vendor    From aaaaA6             to  aaaaA6








F24=Exit
```

What to do

- Type in the report sequence.
- Type in any optional limits. When you press **Enter**, the Vendor/Item file listing is scheduled to print. The File Listings menu appears again.

Function keys

F24=Exit cancels the vendor/item file listing list session and shows you the File Listings menu (AM6M70).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Select report sequence. Required. Type in one of the following option numbers to define the sequence of the report.

1 Item
2 Vendor

Select optional limits. You can print ranges for items [?] or vendors [?] or a combination of the two.

If you leave the ***To*** field blank, all values starting with the ***From*** number to the last number in the file appear on the report.

If you leave the ***From*** field blank, all values starting with the first number in the file up to and including the To number appear on the report.

If both fields are left blank, all numbers appear on the report.

Option 4. Warehouse Ship-to Master

Use this option anytime you need a listing of the Warehouse Ship-to Master file.

What information you need: The warehouse you want to print, if you are not printing all warehouses.

What reports are printed: Warehouse Ship-to Master File Listing (AM65G).

The basic steps for performing this task follow each panel.

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AM65E1—Warehouse Ship-to File Listing (Options)

Use this panel to enter the code of the warehouses for which you want to print addresses.

This panel appears when you select option 4 on the File Listings menu (AM6M70).

```
DATE **/**/**      WAREHOUSE SHIP-TO FILE LISTING    OPTIONS   AM65E1  **


                   WAREHOUSE:  AAA






LEAVE BLANK FOR ALL WAREHOUSES


                                  F24 CANCEL THE JOB
```

What to do

To print the report, type in the warehouse number, if desired, and press **Enter**. The Warehouse Ship-to Master Listing is scheduled for printing. The File Listings menu appears again.

Function keys

F24 CANCEL THE JOB cancels the warehouse ship-to file listing session and shows you the File Listings menu (AM6M70).

Fields

WAREHOUSE. If you want to print ship-to details from a specific warehouse, type in the warehouse code. If you want to print ship-to details of all warehouses, leave the field blank.

Option 5. Buyer Master

Use this option anytime you need a listing of the Buyer Master file.

What information you need: The beginning and ending buyer numbers, if you are not including all buyers on the report.

What reports are printed: Buyer Master File Listing (AM65L1).

The basic steps for performing this task follow each panel.

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AM65S1—Buyer Master File Listing (Options)

Use this panel to enter the buyer number or buyer number range that you want to include on the Buyer Master File Listing (AM65S1).

This panel appears when you select option 5 on the File Listings menu (AM6M70).

```
DATE **/**/**     BUYER MASTER FILE LISTING       OPTIONS   AM65S1  **



    ENTER OPTIONAL LIMITS:
      BUYER            FROM:  aaaA5      TO:  aaaA5



                         F24 CANCEL THE JOB
```

What to do

To print the report, type in the buyer range, if desired, and press **Enter**. The Buyer Master File Listing is scheduled for printing. The File Listings menu appears again.

Function keys

F24 CANCEL THE JOB cancels the buyer master file listing session and shows you the File Listings menu (AM6M70).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ENTER OPTIONAL LIMITS.

BUYER (FROM/TO) [?].Type in the buyer numbers that you would like the reports to include after the ***FROM*** and ***TO*** fields.

If the ***TO*** field is left blank, all values starting with the ***FROM*** buyer number to the last buyer number in the file appear on the report.

If the ***FROM*** field is left blank, all values starting with the first buyer number in the file up to and including the ***TO*** buyer number appear on the report. If both fields are left blank, all buyer numbers appear on the report.

Option 6. Standard Message Master

Use this option anytime you need a listing of the Standard Message Master file.

When you select this option, the Standard Message Master listing prints. It shows the message number, sequence number, message text, effective dates, and date last maintained for all messages from the Standard Message Master file.

What information you need: None.

What reports are printed: Standard Message File Listing (AM65V).

No panels appear when you select this option.

Option 7. Ship Via Master

Use this option anytime you need a listing of the Ship Via Master file.

When you select this option the Ship Via Master listing prints. It shows the ship via code, description, and date last maintained for each Ship Via code from the Ship Via Master file.

If IFM is installed, this option will take you to Work With Payment Terms in IFM. There you can take the option to print the Ship Via information you want.

What information you need: None.

What reports are printed: Ship Via Master File Listing (AM67E).

No panels appear when you select this option.

Option 8. Terms Master

Use this option anytime you need a listing of the Terms Master file.

When you select this option, the Terms Master listing prints. It shows the terms code, description, offset days, and date last maintained for every terms code from the Terms Master file. If IFM is installed, this option takes you to Work With Settlement Terms. There use **F22** to print a listing.

What information you need: None.

What reports are printed: Terms Master File Listing (AM67U).

No panels appear when you select this option.

Option 9. Free on Board Master

Use this option anytime you need a listing of the Free on Board Master file.

When you select this option, the Free on Board Master listing prints. It shows the FOB code, description, and date last maintained for all FOB destinations from the Free on Board Master file.

What information you need: None.

What reports are printed: Free on Board Master File Listing (AM67B).

No panels appear when you select this option.

Option 10. Landed Cost Master

Use this option anytime you need a list of all records or a range of records in the Landed Cost Master file.

Note: This option is not available if International Financial Management (IFM) is installed.

When you select this option, the Landed Cost Master listing prints. It shows all the information contained in the Landed Cost Master file for landed cost accruals.

What information you need: The beginning and ending codes you want printed on the report.

What reports are printed: Landed Cost File Listing (AMV0A).

No panels appear when you select this option.

Option 11. General Ledger Chart of Accounts - All Accounts

Use this option anytime you need a listing of all the accounts in your General Ledger Master file.

Note: This option is not available if International Financial Management (IFM) is installed.

When you select this option, the General Ledger Chart of Accounts prints for all accounts and all companies. It does not print any monetary information. Monetary information in the General Ledger Master file does not exist unless General Ledger is interfacing.

What information you need: None.

What report is printed: General Ledger Chart of Accounts (AMV03).

No panels appear when you select this option.

Option 12. General Ledger Chart of Accounts - Within Limits

Use this option anytime you need a listing of selected accounts in your General Ledger Master file.

Note: This option is not available if International Financial Management (IFM) is installed.

When you choose this option, the General Ledger Chart of Accounts prints for selected accounts within a selected company. It does not print any monetary information. Monetary information in the General Ledger Master file can only be printed by the General Ledger application, if it is interfacing. Depending on your choice, the listing will contain only the specific accounts for the company you selected or it will contain all accounts for the company you selected.

What information you need:

- The company number for each general ledger chart of accounts you want to print, if this application is installed for more than one company.
- The beginning and ending general ledger account number of the accounts you want printed, if you are not printing all general ledger account numbers.

What report is printed: General Ledger Chart of Accounts (AMV03).

The basic steps for performing this task follow each panel.

AMV021–Chart of Accounts (Options)

Use this display to specify limits for the General Ledger Chart of Accounts.

This display appears if you select the appropriate option in Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, Payroll, and Purchasing. You can print a partial listing if you specify account types and account numbers to include in the listing for the company selected.

```
  DATE **/**/
**                                              OPTIONS    AMV021   **
                               CHART OF ACCOUNTS

   ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

                         CURRENT ACCOUNTS    A
                         BUDGET ACCOUNTS     A
                         LAST YEAR ACCOUNTS  A

                         COMPANY NUMBER      nn

                         FROM ACCOUNT        aaaaaaaaaaaaA15

                         TO ACCOUNT          aaaaaaaaaaaaA15

                        OR LEAVE BLANK FOR ALL ACCOUNTS


                                                     F24 CANCEL THE JOB
```

What to do

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The previous menu appears. Select another option or return to the Main Menu.
- To cancel the session, use **F24**. You return to the Main Menu.

Function keys

F24 CANCEL THE JOB causes the previous menu to appear again. No processing occurs and no listing is printed.

Fields

CURRENT ACCOUNTS
BUDGET ACCOUNTS
LAST YEAR ACCOUNTS. These fields are required. Type in **Y** for each account type for which you want a report. Type in **N** if you do not want a report for that account type.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number.

FROM ACCOUNT. Type in the first general ledger account number to appear on the report. The number must be equal to or less than the ***TO ACCOUNT*** number.

TO ACCOUNT. Type in the last general ledger account number to appear on the report. To print information for only one account, enter the same number that is entered for ***FROM ACCOUNT.***

Chapter 10. Monthly General Ledger Entries

When you select option 8 on the Main Menu (AM6M00), the Monthly General Ledger Entries menu (AM6M80) appears. Two options and one display (AMV601) are associated with Monthly General Ledger Entries processing to allow you to print information contained in general ledger files.

Note: Neither option is available if International Financial Management (IFM) is installed.


```
 AM6M80                          Purchasing                           **
********
                          Monthly General Ledger Entries


 Type option or command; press Enter.


      1. Print Temporary General Ledger Listing

      2. Print Temporary General Ledger Listing and Clear Transactions
```

Option 1. Print Temporary General Ledger Listing. Use this option to print the Temporary General Ledger Listing (AMV61). This option is available if you indicated General Ledger distribution during application tailoring.

Option 2. Print Temporary General Ledger and Clear Entries. Use this option to print the Temporary General Ledger and clear the listed transactions from the file. This option is available only if you chose General Ledger distribution during application tailoring. This option is not available if the General Ledger application is interfacing.

There is no required sequence to perform these procedures. Normally, you should print the Temporary General Ledger Listing to verify that all transactions for the month or accounting period have been posted.

If multi-currency support is active, the Temporary General Ledger Listing includes entries generated by:

- Transaction gains/losses
- Bank charges
- Revaluations
- Partial payments.

All amounts are reported in local currency. When the listing is complete and its accuracy is verified, perform the print and clear procedure.

Option 1. Print Temporary General Ledger Listing

Use this option anytime you need a listing of the general ledger entries created by Purchasing in the Temporary General Ledger file.

You can use this procedure only if you selected general ledger distribution during application tailoring.

Note: This option is not available if International Financial Management (IFM) is installed.

If you chose multiple company support during application tailoring, you must specify whether you want to print the Temporary General Ledger Listing for all companies or for a single company. If you type in an invalid company number, an error message appears on the display. You must also specify the processing period or month and year for which the list is to be printed. The listing shows all transactions including entries generated by transaction gains/losses, bank charges, revaluations, and partial payments. The transactions appear in the local currency for the specified accounting period or month and year. If you are using a 13-period accounting system, no distinction is made between transactions posted to the same period number but for different years. All transactions for the entered period number are processed.

What information you need: The accounting month and year or the accounting period of the transactions you want to print and the company numbers you want to include on the report.

What report is printed: Temporary General Ledger Listing (AMV61).

The basic steps for performing this task follow the display.

AMV601–Temporary General Ledger Print

Use this display to select the transaction records to list from the Temporary General Ledger file.

This display appears if you select the appropriate option on General Ledger menus in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing.

If IFM is installed, this display does not appear.

```
DATE **/**/**              ******************          OPTIONS    AMV601   **
                         TEMPORARY GENERAL LEDGER
                                   PRINT

                INCLUDE ALL COMPANIES <Y/N>      A
                       OR ENTER COMPANY NUMBER  nn

                 MONTH TO BE PROCESSED  <01-12> nn
                 YEAR TO BE PROCESSED   <00-99> nn




                                                     F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type in **Y** to print and clear for all companies. Type in **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed N in the ***INCLUDE ALL COMPANIES*** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13> or
MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print the Temporary General Ledger file. The year that you enter will not be edited.

Option 2. Print Temporary General Ledger Listing and Clear Entries

Use this option anytime you want to print the Temporary General Ledger (AMV61) and clear the Temporary General Ledger file.

Notes:

1. The General Ledger application handles this task when Purchasing is interfacing with General Ledger.
2. This option is not available if International Financial Management (IFM) is installed and interfacing.

Printing and clearing the Temporary General Ledger is available only if you chose general ledger distribution during application tailoring and only if General Ledger is not installed or the Purchasing interface with General Ledger has not been activated. The Temporary General Ledger Listing is printed for all companies (if you chose multiple company support during application tailoring) or is printed for a single company.

In addition to printing the report, this procedure clears the Temporary General Ledger file of the listed transactions. When the file is cleared, all transactions for the specified period are removed and are no longer available for printing. If the General Ledger application is installed, only that application can remove the transactions from the file. This occurs when General Ledger closes a period. If the interface to General Ledger has been activated, you must coordinate your activities with the activities of that application. In this way, you can ensure that General Ledger does not close a processing period and remove transactions before you want them removed.

If you are not interfacing with General Ledger, the use of the security password feature for this procedure will prevent the removal of transactions by an unauthorized system user. The Temporary General Ledger Listing may be used as a source document for manual postings to your general ledger.

This procedure should be initiated only after all Purchase Invoice Journals for a fiscal period have been posted. It is important that you consider carefully the sequence in which you process transactions and especially how you perform functions which may affect other applications you are using. Monthly (period) close is one of these functions. The following list of questions may help you to coordinate the monthly (period) close function with that of other applications.

- Are all transactions processed for the affected month and year or period?
- If the General Ledger application is installed but you are not interfacing with it, are there manual transactions that must be made to General Ledger as a result of the monthly close?
- If you interface with General Ledger, have you coordinated your monthly close activities so that your payables processing transactions are closed before General Ledger?
- Are there any other applications installed that affect the monthly close?

Depending on whether you chose 12-month or 13-period accounting during application tailoring, enter the period or month and year you want to process. You can also indicate whether you want to print the Temporary General Ledger Listing for all companies or a single company. The listing shows all transactions including entries generated by transaction gains/losses, bank charges, revaluations, and partial payments. The transactions appear in the local currency for the specified accounting period or month and year.

If you typed in the wrong company number or accounting period, the transactions listed on the Temporary General Ledger file will no longer be in the system. You can restore the system to its status prior to running this procedure. However, you will have to evaluate whether restore can be run without affecting other users. If you initiate a restore, all tasks performed since the last time you restored your files will have to be repeated in the sequence that they were originally performed. The system operator can provide you with information as to what jobs must be run. You must supply the source documents for entering the information again.

As an alternate procedure, you can save your listing and then run this operation again after the remainder of the transactions for the accounting period have been posted to the Temporary General Ledger file. By combining the totals from the two reports, you will obtain the general ledger activity for the accounting period.

What information you need: The accounting month and year or the accounting period of the transactions you want to print.

What report is printed: Temporary General Ledger Listing (AMV61).

Printing and clearing the Temporary General Ledger performs critical updates to your files. To lessen the chance that it is chosen accidentally, the application issues a message to verify that you want to run the job now. When you choose this option, the following prompt appears:

```
THIS PROCEDURE REMOVES ALL ACCOUNTS
PAYABLE AND PURCHASING TRANSACTIONS FOR
THE ACCOUNTING PERIOD YOU SPECIFY FROM
THE TEMPORARY GENERAL LEDGER FILE.
DO YOU WISH TO CONTINUE?
   0—CONTINUE
   3—CANCEL
...PLEASE TYPE IN DESIRED OPTION
```

If the job should not be run, type in **3**. Otherwise, continue by typing in **0**.

Because printing and clearing changes the Temporary General Ledger (TEMGEN), it is suggested that only a work station operator with security clearance be allowed to initiate this procedure.

The basic steps for performing this task follow the display.

AMV601–Temporary General Ledger Print and Clear

Use this display to select the transaction records to list and clear all transactions associated with a general ledger account number for the period or month selected from the file. You must run this option from the General Ledger main menu if the General Ledger application is installed and interfacing.

This display appears if you select the appropriate option on the General Ledger menu in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing. The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

Before you continue this task, make sure you have processed all entries for the period or month. This option eliminates all transactions from the file for the period or month selected. You can no longer print these transactions.

```
DATE **/**/**              ******************          OPTIONS    AMV601   **
                         TEMPORARY GENERAL LEDGER
                             PRINT AND CLEAR


                 INCLUDE ALL COMPANIES <Y/N>       A
                        OR ENTER COMPANY NUMBER  nn

                  MONTH TO BE PROCESSED   <01-12> nn
                  YEAR TO BE PROCESSED    <00-99> nn




                                                     F24 CANCEL THE JOB
```

What to do

To clear the general ledger entries and print the report, type in the information requested and press **Enter**. The file is cleared.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type **Y** to print and clear for all companies. Type **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed **N** in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13>
MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print and clear the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print and clear the Temporary General Ledger file.

Chapter 11. Work with Purchasing

When you select option 9 on the Purchasing Main Menu (AM6M00), the Work with Purchasing menu (AM6M90) appears.

The options on the Work with Purchasing menu take you to work with panels that provide second-level options to let you work with various Purchasing information. For detailed information about how to use the work with lists, see *Working with XA*. Online help is available for all the panels and fields in all options.

```
 AM6M90                           Purchasing                          *********
*
                             Work with Purchasing


 Type option or command; press Enter.


      1. Work with Items

      2. Work with Buyers

      3. Work with Purchase Orders
      4. Work with Purchase Planning Schedules
```

Option 1. Work with Items. Choose this option when you want to work with information organized by item. The Work with Items panel appears. This panel displays a list of items and second-level options. Locate the item you want on the list, then type an option number next to it to specify the type of work you want to do. The options let you:

- Access the Item Master File to create, display, or change item information
- Access purchase orders (POs), PO history, and requisitions to change line items as well as create, change, delete, and print
- Preview POs to see a PO as it will look when printed in final form
- Access the Work with Item Vendors panel to create, display, or change vendor/ item relationships and quotes/contracts.

Option 2. Work with Buyers. Choose this option when you want to work with information organized by buyer. The Work with Buyer panel appears. This panel displays a list of buyers and second-level options. Locate the buyer you want on the list, then type an option number next to it to specify the type of work you want to do. The options let you:

- Access the Buyer Master File to create, display, delete, or change buyer information.
- Display a list of all Purchasing activity events associated with the specified buyer that have been logged by Purchasing or another application. You can work with each event listed, including requisitions, POs, acknowledgments, quotes, and planning schedules: approve, reject, reassign, update, change, delete, and print as well as respond to documents received via EDI.
- Access items, orders, order history, and requisitions associated with the specified buyer.

Option 3. Work with Purchase Orders. Choose this option when you want to work with information organized by purchase order. The Work with Purchase Orders panel appears. This panel displays a list of purchase orders and second-level options. Locate the purchase order you want on the list that appears, then type an option number next to it to specify the type of work you want to do in regard to the purchase order. The options let you:

- Create, revise, or display a PO
- Access the Work with PO Activity option to see all the activity events logged for a particular PO and to respond to each
- Preview PO information that will appear in the final printed form, then make corrections and adjustments prior to printing
- See a summarized view of a PO and access work with for different parts of the PO.

Option 4. Work with Purchase Planning Schedules. Choose this option when you want to work with purchase planning schedules. First, select the buyer whose schedules you want to work with. The Work with Planning Schedules panel appears. This panel displays a list of planning schedules for the specified buyer and second-level options. Type an option number next to a schedule to specify the type of work you want to do in regard to the schedule.

Highlights of Work with Purchasing panels

The Work with Purchasing options provide fast paths to the purchasing information and functions you want. Access via multiple paths lets you choose the most convenient path to work with information logged in the Purchasing repository.

- Repository of Purchasing activity events. The Purchasing Activity (PURACT) file is a single repository that contains records of activities performed in Purchasing and other interfacing applications that affect purchase orders, requisitions, quotations and certain EDI documents. Some examples of the kinds of activities logged are: PO item created, item quantity changed, requisition due date changed, requisition converted to a PO, PO approval required/granted/denied, planning schedule pending/sent, shipment notice received, and many more.
- Four fast paths to activity events. You can work with Purchasing information organized by item, by buyer, or by purchase order. You also can work with planning schedules. The four primary work with options let you choose the path you want. Then you can choose from the second-level options to ’drill down’ until you reach the level of information or function you need.
- Comprehensive ’to do’ list for each Buyer. The Buyer Activity option lets each buyer work from a comprehensive list of logged events for only those documents, items, and vendors the buyer handles. This lets buyers see the current status of all their activity events and take timely action as needed.
- Fast access with options and commands. You can access work with functions by selecting options shown on a panel or by typing the appropriate work with command to take you directly to the function you want. A list of work with commands is included in this chapter. For an overview of work with options and where they are available, see the option tables throughout this chapter.
- Multiple access routes. You can access essential functions and information from multiple panels. For example, you can select the Work with P.O.s option from the Work with Items and Work with Buyers panels as well as from the Work with P.O.s panel.
- Processing EDI transactions. Work with options let you change, print, and delete PO acknowledgments; and let you accept, change, delete, print, and display quote responses that you receive from your trading partners. Events are also logged when POs, shipping schedules, planning schedules, and quotes are POsent via EDI or when advance shipping notices, quote responses, and PO acknowledgments are received. An event is logged if a planning schedule is awaiting the buyer’s approval.
- Preview Purchase Orders. The Preview PO option lets you see the purchase order information that will be included in the final printed format. PO format 1 is used as the sample of how the order will look. If the previewed PO is not satisfactory, you can use Purchase Order Entry/Edit to correct errors and adjust formatting prior to printing.This option is available on both the Work with Items and the Work with Buyers panels.

Fast paths for each primary option

Use this table to see the fast path routes for each primary work with option (items, buyers, POs, and planning schedules). Find the primary option in the left column, then read to the right to see the second-level options available and the panel where each second-level option takes you.

On the second-level option panels, third-level options let you 'drill down' to further levels of detail and function. In the discussion of each primary option later in this chapter, the second-level and third-level options are listed. To select a different path, you can return to a previous panel that offers the option you want.

Primary option	Second-level options	Panel where second-level option takes you
1. Work with Items (AMVWIM01)	1=Create	Item Master File-General Information (AMVT02)
	2=Change	Item Master File-General Information (AMVT02)
	4=Delete	Item Master File-General Information (AMVT02)
	5=Display	Display Item Detail (AMVDIM01)
	10=Warehouses	Work with Item Warehouses (AMIWIW01)
	20=Purchase orders	Work with Item POs (AM6WIP01)
	2H=PO History	Work with Item PO History (AM6WIH01)
	30=Requisitions	Work with Item Requisitions (AM6WIR01)
	31=Create Requisition	Requisition Entry/Edit (AM64B2)
	40=Vendors	Work with Item Vendors (AM6WIV01)
2. Work with Buyers (AM6WBM01)	1=Create	Buyer Master File Maintenance (AM65K2)
	2=Change	Buyer Master File Maintenance (AM65K2)
	4=Delete	Buyer Master File Maintenance (AM65K3)
	5=Display	Display Buyer Detail (AM6DBM01)
	8=Activity	Work with Buyer Activity (AM6WBA01)
	10=Items	Work with Buyer Items (AM6WBI01)
	20=Orders	Work with Buyer POs (AM6WBP01)
	2H=Order history	Work with Buyer PO History (AM6WBH01)
	30=Requisitions	Work with Buyer Requisitions (AM6WBR01)
3. Work with Purchase Orders (AM6WPO01)	1=Create	Purchase Order Entry/Edit-Order Entry (AM64A20)
	2=Revise	Purchase Order Entry/Edit-Order Summary (AM64A21)
	5=Display	Purchase Order Inquiry-Order Summary (AM61A1)
	8=Activity	Work with PO Activity (AM6WPA01)
	9=Preview	Preview Purchase Order (AM65C1)
	10=Work with PO	Work with Purchase Order Details (AM6WOD01)

Primary option	Second-level options	Panel where second-level option takes you
4. Work with Purchase Planning Schedules (AM6WPS01)		Specify Buyer to Work with (AM6WPS00)
	2=Change	Change Purchase Planning Schedule (AM6CSD01)
	5=Display	Display Purchase Planning Schedule (AM6WSD01)
	6=Print	No panel. Printing begins when you enter option number.
	10=Accept	Confirm Accept of Purchase Planning Schedule (AM6RPS10)
	11=Reject	Confirm Reject of Purchase Planning Schedules (AM6RPS10)
	12=All versions	Purchase Planning Schedule Versions (AM6WSV01)

General options and function keys

Options

The **change**, **delete**, and **display** options are available on all the primary work with panels. The **create** option is available on all primary panels except Work with Purchase Planning Schedules. The **revise** option is available on Work with Purchase Order panels. Some panels for second-level options also provide the options listed below. There are additional options which are presented in tables elsewhere in this section.

- ***1=Create.*** When you type **1** next to an entry on a list, you must first enter a name for the new entry. When you press **Enter**, you go to the appropriate file maintenance panel to finish creating the new record. When you finish creating the entry, you can return only to the panel where you started.
- ***2=Change.*** When you type **2** next to an entry on a list, you go to the appropriate file maintenance panel to modify an existing record. When you finish the changes, you can return only to the panel where you started.

  Note: **2=Revise** is used on Work With Purchase Order panels.
- ***4=Delete.*** When you type **4** next to an entry on a list, you go to the appropriate file maintenance panel to delete an existing record. The message “Press Enter to confirm delete” appears. To proceed with the deletion, press **Enter** on all screens that display the message. To exit without deleting, use **F19**. After you delete the entry, all records associated with the entry are deleted, and you return to the panel where you started.
- ***5=Display.*** When you type **5** next to an entry on a list, you see a panel showing detailed information about that entry. When you finish viewing, you can return only to the panel where you started.

Function keys

The following function keys are displayed on Work with panels when they are available. Some function keys are not available on every panel.

- **F1=Help** shows information about this panel. Pressing **F1** or pressing the help key shows you the same information.
- **F3=Exit** ignores any options or changes you typed on the current panel, ends the current task, and returns to the panel where you started.
- **F4=Prompt** provides assistance for the field where the cursor is positioned. You see a list of values you can select for the field. For example, if you use **F4=Prompt** with the ***Buyer*** field, you see a list of buyers. You can select the buyer you want to use in that field. If you press **F4=Prompt** with information in a field, you see a subsetted list. Blank out ***Position to*** and press **Enter** to display a full list.
- **F5=Refresh** clears any changes you made and returns the panel to the way it originally appeared. If any fields on the panel have default values, those defaults appear.
- **F6=Cursor** moves the cursor to ***Position to*** so that you can start the list with the one you type here.
- **F7=Backward** shows the previous set of entries for the list. You can press **F7** when you see ***More: -*** in the upper right part of the panel.
- **F8=Forward** shows the next set of entries for the list. You can press **F8** when you see ***More: +*** in the upper right part of the panel.
- **F9=Retrieve** shows the last command you entered from the command line with any parameters you selected. Press **F9** again to see the next-to-last command, and so on.
- **F10=Header** options shows a window with all the valid options for the object identified at the top of the current panel. The list includes options already supplied and those defined by your company.

  For example, on the Work with Planning Schedules panel (AM6WPS01) you can use **F10** to open the Buyer Options window and access the Buyer Master File options and Work with Buyer Activity. Then you can create a buyer, change buyer information, delete a buyer, display buyer detail, work with buyer activity, including buyer items, buyer PO history, buyer POs and buyer requisitions.
- **F11=Job status** shows a list of your current system and job information. You can see the status of your current job, including: system ID, date, job number, and job name; your ID and your workstation ID; the default output queue and output queue library; and the XA environment.
- **F12=Cancel** ignores any options or changes you typed on the current panel, and returns to the previous panel. It also processes any other options you typed on the previous panel.
- **F13=Repeat** repeats the option number in ***Option*** field from place where the cursor is to the end of the list but ignores any other options typed for items earlier in the list.

- **F16=User options** shows the options your company has currently defined for this function. Use **F16** to work with user options. On the list that appears, you can type the option you want to perform against the user option you select. There is more information about a user option than can fit on the panel. You can use function keys to see more to the left or to the right of the view you currently see. Unless you change the sequence, you see views in this order:
  1. Operator information
  2. Programmer information.
- **F17=Subset** lets you shorten the list of items shown. When you create a short list (subset), you see only the items that match the values you choose. For example, you might see only the items associated with a particular buyer or vendor. The available selection values are listed to the right of each field.
- **F18=Change** defaults shows a panel where you can select which views of information you want to see and the order in which you want to see them.
- **F19=Left** shows information to the left of what you currently see. You can press F19 when you see ***More:* <** in the upper right part of the panel.
- **F20=Right** shows information to the right of what you currently see. You can press F20 when you see ***More:* >** in the upper right part of the panel.
- **F22=Messages** shows a list of all the messages currently sent to this panel. From the list, you can choose to see secondary message text for any of the messages.
- **F23=More options** shows additional options that do not appear on the current panel.
- **F24=More keys** shows additional function keys you can use on this panel.

Commands

If you prefer to use commands instead of selecting options, you can use the following commands to access the work with panels. Enter the command you want on the command line of any Purchasing panel.

- Change commands. Use one of these commands to change a particular object:

  CHGPLNSCH purchase planning schedule
  CHGSHPPRF shipping schedule profile (See chapter 8)

- Create commands. Use this command to create a particular object:

  CRTSHPPRF shipping schedule profile (See chapter 8)

- Display commands. Use one of the following commands to display detail for a particular object:

  DSPBYR buyer detail
  DSPPLNSCH purchase planning schedule
  DSPSHPPRF shipping schedule profile (See chapter 8)

- Work with commands. Use one of the following commands to work with a particular object:

  WRKBYR buyers
  WRKBYRACT buyer activity
  WRKBYRITM buyer items
  WRKBYRPOH buyer PO history
  WRKBYRPOR buyer POs
  WRKBYRREQ buyer requisitions
  WRKITMPOH item PO history
  WRKITMPOR item POs
  WRKITMREQ item requisitions
  WRKITMVND item vendors
  WRKPLNSCH purchase planning schedule (select by buyer)
  WRKPLNSVR purchase planning schedule (select by schedule)
  WRKPORACT purchase order activity
  WRKPORDTL purchase order detail
  WRKPURORD purchase orders
  WRKREQACT requisition activity
  WRKSHPPRF shipping schedule profile (See chapter 8)

- Additional commands. Several other commands are available that require you to use the **F4** prompt and enter specific details that you may not have readily available. These commands are listed here for your information only:

  ACCPLNSCH accept planning schedule
  DLTPLNSCH delete planning schedule
  DLTSHPPRF delete shipping profile
  PRTPLNSCH print planning schedule
  PRTSHPPRF print shipping profile
  PRTPLNPRF print planning profile
  RJTPLNSCH reject planning schedule

Option 1. Work with Items (AM6M90)

This primary option lists all items in the Item Master File and provides second-level options to let you work with any item listed.

Most second-level options provide third-level options. Refer to "Work with Items options" on page 11-11 to see a list of all second- and third-level options available from the Work with Items panel.

Some second-level options take you to panels that are discussed in another chapter of this book or in the user's guide for another application. Refer to "Work with Items options" on page 11-11 to see where Work with Items options are discussed.

Some panels have more options available than appear on the initial panel. If so, press **F23** to display the additional options.

What information you need: None. From the list of items, you can identify the one you want to work with.

What reports are printed: None.

What forms you need: None.

AMVWIM01—Work with Items

Use this panel to identify the item you want to work with, and to type the option you want to use.

This panel appears when you select option 1 on the Work with Purchasing menu (AM6M90).

There are two views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. Item information which includes item number, item description, type, and class.
2. Purchasing information which includes item number, drawing number, vendor number, buyer number, and purchase item commodity code.

```
AMVWIM01                      Work With Items

Position to . . . . . aaaaaaaaaaaaA15

Type options; then press Enter.
  1=Create     2=Change     4=Delete     5=Display     10=Warehouses
  20=Purchase orders     2H=P.O. history     30=Requisitions
                                             View  1 of 2   MORE:     + >
Option    Item number       Description                    Type   Class
 nn       aaaaaaaaaaaaA15
 nn       ***************   ******************************    *      *
 nn       ***************   ******************************    *      *
 nn       ***************   ******************************    *      *
 nn       ***************   ******************************    *      *

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward          F23=More options    F24=More keys

F6=Cursor           F9=Retrieve                             F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages        F23=More options    F24=More keys
```

What to do

- Type the option number in the ***Option*** field next to the item number you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the items are listed on the panel.

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Work with Items options

The second-level options available on this panel are listed below. A reference is given for options that are discussed in another chapter or another user's guide.

Option #	Task the option lets you perform	Panel where option takes you
1	Create a new item	See “AMVT02—Item Master File–General Information (Add/ Change/Delete/Set Defaults)” on page 8-10.
2	Change information for the item	See “AMVT02—Item Master File–General Information (Add/ Change/Delete/Set Defaults)” on page 8-10.
4	Delete an item	See “AMVT02—Item Master File–General Information (Add/ Change/Delete/Set Defaults)” on page 8-10.
5	Display item information	Display Item Detail (AMVDIM01). See "Inventory Management User’s Guide."
10	Display warehouse information about the item	Work with Item Warehouses (AMIWIW01). See "*Inventory Management User’s Guide.*"
20	Work with POs for the item	Work with Item POs (AM6WIP01) Third-level options on this panel: 2=Revise line item 5=Display line item 10=Work with PO 11= Create PO 12=Revise PO 15=Display PO 18=PO Activity 19=Preview PO
2H	Work with PO History for the item	Work with Item PO History (AM6WIH01) Third-level options on this panel: 5=Display line item 15=Display PO

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Option #	Task the option lets you perform	Panel where option takes you
30	Work with requisitions for the item	Work with Item Requisitions (AM6WIR01) Third-level options on this panel: 1=Create 2=Change 4=Delete 5=Display 8=Activity 10=Work with PO 15=Display PO 18=PO Activity 19-Preview PO
31	Create a requisition for the item	Requisition Entry/Edit (AM64B2). See AM64B2—Requisition Entry/ Edit (Add/Change) .
40	Work with vendors for the item	Work with Item Vendors (AM6WIV01) Third-level options on this panel: 1=Create 2=Change 4=Delete 5=Display 10=Quotes/Contracts 11=Create quote

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. Refer to "Work with Items options" on page 11-11 for a list of options available on this panel.

Item number/Item. The identifier for the item. Use the blank field on the first line to type the identifier for a new item when you use the 1=Create option.

(Item) Description. The description of the item.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Buyer. Number of the buyer responsible for the item.

Class. The code assigned by your company that identifies the class to which this item belongs.

Commodity. Code defined by your company that identifies the purchase item commodity classification for this item.

Drawing number. The engineering drawing number of the item.

Type. The code that describes the type of the item.

Vendor. Identifier of the supplier of the item.

AM6WIP01—Work with Item P.O.s

Use this panel to work with POs for the item you selected.

This panel appears when you type **20** next to an item on the Work with Items panel (AMVWIM01).

There are four views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. **Vendor** information which includes PO number, vendor number, vendor name, and order status.
2. **Order quantity** information which includes PO number, warehouse number, PO line number, blanket order (yes/no), due date, expected quantity, open quantity, and unit of measure.
3. **Item status** information which includes PO number, warehouse number, PO line number, blanket order (yes/no), and item status.
4. **Buyer/requester** information which includes PO number, buyer number, buyer name, requisition number, requisition requester's name, and contract.

```
AM6WIP01                  Work with Item P.O.s

Item number . . . . .  BATTERY          INTERSTATE XL25 HIGH ENERGY 9V
Position to . . . . .  aaaaaA7

Type options; then press Enter.
 2=Revise line item   5=Display line item   10=Work with P.O.   11=Create P.O.
 12=Revise P.O.   15=Display P.O.   18=P.O. Activity   19=Preview P.O.
                                    View  1 of 4   MORE:     + >
Option   Order     Vendor  Name                   Order status
 nn      PMIKE01   12345   New Vendor Name Phase 2 3   20-0 VA rcvd/not req
 nn      PRQTEST   100     ACME OFFICE SUPPLY          10-0 VA required
 nn      PUR10     RAYSTL  RAY ST LOUIS                20-0 VA rcvd/not req
 nn      PUR100    RAYSTL  RAY ST LOUIS                20-0 VA rcvd/not req
 nn      PUR101    RAYSTL  RAY ST LOUIS                20-0 VA rcvd/not req

Command ===>
F1=Help          F3=Exit          F4=Prompt          F5=Refresh
F7=Backward        F8=Forward                        F24=More keys
```

```
F6=Cursor        F9=Retrieve        F10=Header options  F11=Job status
F12=Cancel        F13=Repeat         F16=User options   F24=More keys
```

```
F17=Subset       F18=Change defaults F19=Left          F20=Right
            F22=Messages                         F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the order number you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time.The system processes the options in the sequence the POs are listed on the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Item number. The number and description of the item.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

2	Revise line item
5	Display line item
10	Work with P.O.
11	Create P.O.
12	Revise P.O.
15	Display P.O.
18	P.O. Activity
19	Preview P.O.

Order number. The number for the purchase order.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Blkt (blanket). Yes appears if the item is a blanket item. No appears if it is not.

Buyer and (buyer) Name. The number and name of the buyer responsible for the item.

Contract. The number of the contract associated with the order.

Due date. The expected date the item is required to be in inventory.

Expected. The quantity of this item that is expected under this order.

Item status. The code and description that describes the status of the item.

Line. The relative position number of the item on the PO.

Open. The quantity of this item that is open on this order.

Order status. The code and description that indicates the status of the order.

Req. (requisition). The number that identifies the requisition.

Requester. The name of the person who requested the requisition.

U/M (unit of measure). The unit of measure for this item, such as EA (each) or BX (box).

Vendor and (vendor) Name. The number and name of the vendor who is the supplier of the item.

Whs (warehouse). The number/identifier of the warehouse associated with the item.

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AM6WIH01—Work with Item P.O. History

Use this panel to work with PO history for the item you selected.

This panel appears when you type **2H** next to an item on the Work with Items panel (AMVWIM01).

There are five views to help you identify the item you want: general item information or purchasing information for the items. Unless you change the sequence, you see views in this order:

1. Vendor information which includes order number, vendor number and name, and catalog number.
2. Order quantity information which includes order number, warehouse number, blanket (yes/no), ordered quantity, delivered quantity, rejected quantity, and unit of measure.
3. Schedule/date information which includes order number, warehouse number, blanket item (yes/no), date ordered, dock date, stock date, expected lead time, and actual lead time.
4. Pricing information which includes order number, unit price, expected price, and actual price.
5. Buyer/requester information which includes order number, buyer number and name, requisition number, requisition requester's name, and contract number.

```
AM6WIH01                Work with Item P.O. History

Item number . . . . .   BATTERY           INTERSTATE XL25 HIGH ENERGY 9V
Position to . . . . .   aaaaaA7


Type options; then press Enter.
  5=Display line item     15=Display P.O.

                                                View  1 of 5   MORE:       >
Option    Order    Vendor  Name                     Catalog number
  nn      P000566  005206  Casper & Johnson Distrib. C&J Catalog 13-4444







Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                                                            F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the order number you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the POs are listed on the panel.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Not all fields appear in every view.

Item number. The number and description of the item.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

5 Display line item
15 Display P.O.

Order. The number that identifies the purchase order.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Act LT (actual lead time). The number of days of actual lead time for this item.

Actual price. The actual price for this item on this order.

Blkt (blanket). Yes appears if the item is a blanket item. No appears if it is not.

Buyer and (buyer) Name. The number and name of the buyer responsible for the item.

Catalog number. The number that identifies this item in the vendor catalog.

Contract. The number of the contract associated with the order.

Delivered. The quantity of this item delivered on this order.

Dock date. The date the item was expected at the dock.

Exp LT (expected lead time). The number of days of expected lead time for this item.

Expected price. The expected price for this item on this order.

Ordered.

View 2: The quantity ordered of this item on this order.

View 3: The date the item was ordered on this order.

Rejected. The quantity of this item rejected on this order.

Req. (requisition). The number that identifies the requisition.

Requester. The name of the person who requested the requisition.

Stock date. The date the item was expected in stock.

U/M (unit of measure). The unit of measure for this item, such as EA (each) or BX (box).

Unit price. The unit price for this item on this order.

Vendor and (vendor) Name. The number and name of the vendor who is the supplier of the item.

Whs (warehouse). The number/identifier of the warehouse associated with the item.

AM6WIR01—Work with Item Requisitions

Use this panel to calculate critical ratios for the requisitions and to work with requisitions for the item you selected.

This panel appears when you select 30=Requisitions on the Work with Items panel (AMVWIM01). A window appears to let you indicate whether you want to calculate new critical ratios before advancing to the Work with Item Requisitions panel.

There are four views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. Status information which includes requisition number, warehouse, quantity, unit of measure, dock date, due date, and order number.
2. Priority information which includes requisition number, warehouse, quantity, unit of measure, priority, critical ratio, purchasing lead time, and due date.
3. Pricing information which includes requisition number, warehouse, quantity, unit of measure, unit price, and due date.
4. Requester information which includes requisition number, revision number and date, requester, buyer, planner, department, and comments.

```
AMVWIM01                       Work With Items

Position to . . . . .

Type options; then press Enter.
  1=Create     2=Change     4=Delete     5=Display     10=Warehouses
  20=Purchase orders     2H=P.O. history     30=Requisitions     40=Vendors ...
                                                View  1 of 2   MORE:   - + >
Option    Item number      Description                    Type   Class
        ....................................................
  30    :                                                 : 2
        : Requisition critical ratios were last calculated : 2
        : on  1/26/96 .                                    : 3
        :                                                  : 9
        : Do you want to calculate new critical ratios?    : 4      MPA2
        :                                                  : 0
        :   Response . . .  1   0=No, 1=Yes                : 1
        :                                                  : 1
        :                                                  : 1
        : F1=Help      F12=Cancel                          : 1
        :..................................................:
Command ===>
F1=Help           F3=Exit           F4=Prompt          F5=Refresh
F7=Backward       F8=Forward        F23=More options   F24=More keys
```

What to do

Type a response to the calculate new critical ratios question.

It is recommended that you respond **Yes** if the current date is later than the date the ratios were last calculated, to ensure that critical ratios are up to date. Requisitions are listed by critical ratio, from negative (behind schedule) to positive (ahead of schedule), so the requisitions of most concern are listed first. Then the Work with Item Requisitions panel appears. Refer to the field descriptions for details about critical ratios.

The critical ratio is calculated by subtracting the run date from the due date to stock, then dividing by the cumulative lead time for the item. The cumulative lead time is the sum of the review, vendor, dock to stock, and safety lead times.

```
AM6WIR01                Work with Item Requisitions

Item number . . . . .   BATTERY            INTERSTATE XL25 HIGH ENERGY 9V
Position to . . . . .   aaaaaA7
Type options; then press Enter.
  1=Create     2=Change     4=Delete     5=Display     8=Activity
  10=Work with P.O.     15=Display P.O.     18=P.O. Activity     19=Preview P.O.
                                                 View  1 of 4   MORE:     + >
Option    Req       Whs      Quantity    U/M   Dock date    Due date  Order

  nn      R000006   ATL       222.000    EA     1/16/**     1/16/**
  nn      R000007   ATL       100.000    EA     1/17/**     1/17/**
  nn      R000005   ATL       100.000    EA     1/20/**     1/20/**
  nn      R000008   ATL       600.000    EA     3/15/**     3/15/**
  nn      R000009   ATL       500.000    EA     3/15/**     3/15/**
  nn      R000010   ATL       500.000    EA     3/15/**     3/15/**
  nn      R000011   ATL       500.000    EA     3/15/**     3/15/**
  nn      R000012   ATL       500.000    EA     3/15/**     3/15/**
  nn      R000014   ATL       500.000    EA     3/15/**     3/15/**
  nn      R000018   ATL       500.000    EA     3/15/**     3/15/**

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys
```

```
F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages                            F24=More keys
```

```
F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys
```

Type the option number in the ***Option*** field next to the requisition number you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the requisitions are listed on the panel.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Not all fields appear in every view.

Position to. Type a value in this field to skip to a particular entry in the list.

Item number. The number and description of the item you selected on the previous panel.

Option. Type the number of the option you want to perform. The options available on this panel are:

1	Create
2	Change
4	Delete
5	Display
8	Activity
10	Work with P.O.
15	Display P.O.
18	P.O. Activity
19	Preview P.O.

Req. (requisition). The number that identifies the requisition.

Whs (warehouse). The number/identifier of the warehouse in which this item is currently stocked.

Quantity. Quantity of the item ordered on this requisition.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Buyer. The number of the buyer responsible for the item.

Comments. Yes appears if there are comments associated with the requisition. No appears if there are none.

Critical (critical ratio). The most recently calculated critical ratio for the requisition appears. A critical ratio of 1.00 means the requisition is exactly on schedule. A critical ratio greater than 1.00 indicates ahead of schedule; less than 1.00 indicates behind schedule.

Dept. (department). The assigned department number of the requesting department for this requisition.

Due date. The expected date the item is required to be in inventory.

Dock date. The date the item was expected at the dock.

Order. Control number assigned to the order.

Planner. Number assigned by your company to identify the person responsible for planning the replenishment strategy for this item.

Priority. Code to indicate the priority for this item.

Pur LT. The number of days, weeks, or months needed to place an order, process it, and receive the material into inventory. An estimate of the time required in the shop from order release to availability.

Requester. The name of the person who requested the requisition.

Revision. The number of times this requisition has been revised and the date the last revision was made.

U/M (unit of measure). The unit of measure for this item, such as EA (each) or BX (box).

Unit price. The unit price for this item on this requisition.

AM6WIV01—Work with Item Vendors

Use this panel to work with vendors for the item you selected.

This panel appears when you select 40=Vendors on the Work with Items panel (AMVWIM01).

There are two views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. Status information which includes vendor number and name, catalog number, and preferred vendor status.
2. Priority information which includes vendor number, preferred vendor status, approval code and date, engineering drawing number, purchase item commodity code, department, and whether or not vendor/item descriptions exist (yes/no).

```
AM6WIV01                    Work with Item Vendors

Item number . . . . .   BATTERY           INTERSTATE XL25 HIGH ENERGY 9V
Position to . . . . .   aaaaA6

Type options; then press Enter.
  1=Create     2=Change     4=Delete     5=Display     10=Quotes/Contracts
  11=Create quote
                                             View  1 of 2   MORE:    + >
Option     Vendor  Name                        Catalog number            Pref

  nn       EAC     EAC DISTRIBUTORS                                       No
  nn       MAYSTL  MAYSTEEL                                               Yes
  nn       MPAC1   MPA COMPONENT 1                                        No
  nn       MPAC2   MPA COMPONENT 2             MPAC2 CAT3                 No
  nn       RUSCON  RUSS CONSTRUCTION           4455 BATTERY               No
  nn       RLQ     RLQ, INC                                               No
  nn       SIMMON  SIMMONS AND SIMMONS         AV-9877-4422ZXA            No
  nn       BONLTD  BONJOUR LTD                 9774-8332A                 No
  nn       EDSUPL  EDISON SUPPLIES             14677                      No

Command ===>
F1=Help           F3=Exit           F4=Prompt           F5=Refresh
F7=Backward       F8=Forward                            F24=More keys

F6=Cursor         F9=Retrieve       F10=Header options  F11=Job status
F12=Cancel        F13=Repeat        F16=User options    F24=More keys

F17=Subset        F18=Change defaults F19=Left          F20=Right
                  F22=Messages                          F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the vendor number you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the vendors are listed on the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Item number. The number and description for the item.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number for the option you want to use.

Vendor and Name. The identifier and name for the vendor who is the supplier of this item.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Approval (code and date). The approval code and date the item was approved for purchase from the vendor.

Catalog number. The number that identifies this item in the vendor catalog.

Commodity. Code defined by your company that identifies the purchase commodity classification for this item.

Dept. (department). The assigned department number of the department responsible for ordering the item.

Drawing number. The engineering drawing number of the item.

Dsc (description). Yes appears if there is a vendor/item description on file for the item/vendor. No appears if there is none.

Pref (preferred vendor). Yes appears if this is a preferred vendor. No appears if not.

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Option 2. Work with Buyers (AM6M90)

This primary option lists all buyers in the Buyer Master file and provides second-level options to let you work with any buyer listed.

Option 1. Most second-level options provide third-level options. Refer to “Work with Buyers Options” on page 11-28 to see a list of all second- and third-level options available from the Work with Buyers panel.

Option 2. Some second-level options take you to panels that are discussed in another chapter of this book or in the user’s guide for another application. Refer to “Work with Buyers Options” on page 11-28 to see where Work with Buyers options are discussed.

Some panels have more options available than appear on the initial panel. If so, press **F23** to display the additional options.

What information you need: None. From the list of buyers, you can identify the one you want to work with.

What reports are printed: None.

What forms you need: None.

AM6WBM01—Work with Buyers

Use this panel to select the buyer you want to work with and to type the option you want.

This panel appears when you select option 2 on the Work with Purchasing menu (AM6M90).

```
AM6WBM01                    Work with Buyers

Position to . . . . .  aaaaaaaaaaaaA15

Type options; then press Enter.
  1=Create    2=Change    4=Delete    5=Display    8=Activity
  10=Items    20=Orders    2H=Order history    30=Requisitions
                                    View  1 of 1   MORE:     +
Option    Buyer   Name                        Telephone          Department
 nn       aaaA5
 nn              UNIDENTIFIED BUYER (default)- NOT MAINTAINABLE -
 nn       *****   *************************   ********************   ****
 nn       *****   *************************   ********************   ****
 nn       *****   *************************   ********************   ****
 nn       *****   *************************   ********************   ****

Command ===>
F1=Help          F3=Exit          F4=Prompt          F5=Refresh
F7=Backward          F8=Forward                      F24=More keys

F6=Cursor         F9=Retrieve                      F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left          F20=Right
               F22=Messages                         F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the buyer you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel appears for each option. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the buyers are listed on the panel.

Work with Buyers Options

The second-level options available on this panel follow. A reference is given for options that are discussed in another chapter or another user's guide.

Option #	Task the option lets you perform	Panel where option takes you
1	Create a new buyer record	Buyer Master File Maintenance (AM65K2).
2	Change buyer information	Buyer Master File Maintenance (AM65K2).
4	Delete a buyer from Buyer Master File	Buyer Master File Maintenance (AM65K3).
5	Display information for a buyer	Display Buyer Detail (AM6DBM01).
8	Work with buyer activity	Work with Buyer Activity (AM6WBA01). Third-level options on this panel: 2=Reassign 4=Delete 5=Display 7=Update status 8=Approve docs. 12=Change req. (requisition) 15=Display req. (requisition) 17=Approve req. (requisition) 18=Req. activity 20=W/W P.O. 22=ReviseP.O. 25=Display P.O. 27=Approve P.O. 28=P.O. activity 29=Preview P.O. 32=Revise line item 35=Display line item 42=Revise rel (release) 62=Review P.O. Ack (acknowledgment) 64=Delete P.O. Ack (acknowledgment) 66=Print P.O. Ack (acknowledgment) 71=Accept Quote Rsp (response) 72=Change Quote Rsp (response) 74=Delete Quote Rsp (response) 75=Display Quote Rsp (response) 76=Print Quote Rsp (response) 80=Planning schedules

Option #	Task the option lets you perform	Panel where option takes you
10	Work with items for the buyer	Work with Buyer Items (AM6WBI01) Third-level options on this panel: 1=Create 2=Change 4=Delete 5=Display 10=Warehouses 20=Purchase orders 21=Create P.O. 2H=P.O. History 30=Requisitions 31=Create Requisition 40=Vendors
20	Work with P.O.s for the buyer	Work with Buyer P.O.s (AM6WBP01) Third-level options on this panel: 1=Create 2=Revise 5=Display 8=Activity 9=Preview 10=Work with P.O.
2H	Work with P.O. history for the buyer	Work with Buyer P.O. History (AM6WBH01) Third-level options on this panel: 5=Display
30	Work with requisitions for the buyer	Work with Buyer Requisitions (AM6WBR01) Third-level options on this panel: 1=Create 2=Change 4=Delete 5=Display 8=Activity 10=Work with P.O. 15=Display P.O. 18=P.O. Activity 19=Preview P.O.

Function keys

Refer to “Function keys” on page 11-6

Fields

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the option number for the option you want to use. Refer to "Work with Buyers Options" on page 11-28 for a list of options available on this panel.

Buyer number. The number that identifies the buyer. Use the blank field on the first line to type the number of a new buyer when you use the **1=Create** option.

Name. The name of the buyer.

Note: The 'UNIDENTIFIED BUYER' is a default provided by XA to record any activity event that is generated with no buyer ID specified. The Unidentified Buyer activity file should be reviewed regularly to make appropriate and timely response to the events recorded there. Use 8=Activity on this panel and then use 2=Reassign on the Work with Buyer Activity panel to reassign events to a specific buyer.

Telephone. The telephone number for the buyer.

Department. The department the buyer is associated with.

AM6DBM01—Display Buyer Detail

Use this panel to view detail information for the buyer you selected.

This panel appears when you type **5** next to a buyer on the Work with Buyers panel (AM6WBM01).There is one view (page) of buyer detail information.

```
AM6DBM01                    Display Buyer Detail

Buyer number  . . . .   KEITH  KEITH ROBERTSON

To select a page, type page and press Enter, or press Enter to continue.
                                                                Page   1 of  1
  Buyer information
    Telephone number  . . . . . . . :   404 555-2222
    Department number . . . . . . . :   PUR
    User ID . . . . . . . . . . . . :   KEITHR

    Buyer rating  . . . . . . . . . :   1.00
      Number of orders late . . . . :       2
      Number of orders early  . . . :       2
      Number of over shipments  . . :       1
      Number of under shipments . . :       1

    Average orders per day  . . . :    33

    Date last maintained  . . . . :    2/05/**


F1=Help             F3=Exit             F5=Refresh
F7=Backward         F8=Forward          F12=Cancel          F24=More keys

F10=Header options  F11=Job status      F18=Change defaults F22=Messages
                                                            F24=More keys
```

What to do

When you finish reviewing detail, type another buyer number or press **F3** to exit.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Buyer number. The number and name that identify the buyer you selected. You can type a different number in this field to select another buyer.

Buyer information. The following information appears for the buyer:

- Telephone number
- Department number
- User ID number for the buyer
- Buyer ratings for these topics:
- Number of orders late
- Number of orders early
- Number of over shipments
- Number of under shipments
- Average orders per day for the buyer
- Date the buyer’s record was last maintained

AM6WBA01—Work with Buyer Activity

Use this panel to respond to the activity types (events) that are listed for the buyer you selected.

This panel appears when you specify a buyer and select 8=Activity on the Work with Buyers panel (AM6WBM01).

There are two views to help you identify the activity event you want. The information included in each view is determined by the activity type. Refer to "Activity types" on page 11-36 to see what information is included for each activity type in each view.

Press **F18=Change defaults** to select which view appears first and to determine which types of activities are to appear on the list. Because the volume of recorded events can become large, you may decide you want to list only certain types of events. Buyers can tailor the list by choosing to have any combination of the following types of notices appear on the list. The term 'objects' refers to any of the entities (POs, quotes, requisitions, EDI transmission, and so forth) for which activity can be logged in this option.

Type of notice	Indicates this type of activity has occurred
Create	Objects have been created
Change	Objects have been changed
Cancel	Objects have been cancelled
Reactivate	Objects have been reactivated
Delete	Objects have been deleted
Approval	Objects have had approval activity (if Approval application is interfacing)
Release	Objects have been created
Close	Objects have been closed
Reopen	Objects have been reopened
Completion	Objects have been changed to 'completed' status
Transaction	Inventory transactions have been processed
EDI	EDI transactions have been sent or received (if EC is interfacing)

How the buyer's work list is created

The activities that appear on the work list (work queue) of the Work with Buyers panel are logged in the Purchasing Activity (PURACT) file when an event occurs that affects a Purchasing-related object (such as a requisition, quote, PO, and so forth). The Work with Buyer Activity option sorts and displays the events in the file which are associated with the buyer you specify.

Activities that appear in the work queue are logged by multiple applications:

- The Purchasing application logs activities when requisitions are created or maintained; purchase orders are created, maintained, closed or reopened;

specific items and/or releases are created, changed, cancelled, deleted, or reactivated.

- The Approval application logs activities when requisitions or purchase orders have approval requested, granted, or denied.
- The Inventory Management (IM) application logs activities when purchasing related transactions are processed.
- The Electronic Commerce (EC) application logs activities for POs, shipping schedules, planning schedules and quotes sent, as well as PO acknowledgments, advance shipping notices, and quote responses received.

  Note: When shipping schedules or planning schedules contain several items, each with different responsible buyers, the EDI event is logged for the buyer responsible for the first item on the documents. This buyer identifier will appear in the header of the printed documents.

Activity events are retained until the associated purchase order is purged and written to history. At that time, all the activity related to the purged order is deleted. If requisitions are deleted, either directly or as a result of purging a purchase order, the requisition activity is deleted. Purchasing activity itself is not written to history. However, if you want to remove any activity records before POs are purged, you can use option 4=Delete to manually clear the Purchasing Activity (PURACT) file of the selected records. Remember to follow up with a file reorganization afterwards to actually reclaim the space.

```
AM6WBA01                   Work with Buyer Activity

Buyer number  . . . .   KEITH  KEITH ROBERTSON

Type options; then press Enter.
  2=Reassign 4=Delete  5=Display   7=Update status   8=Approve docs.
  12=Change req. 15=Display req.  17=Approve req.    18=Req. activity

                                                  View  1 of 2   MORE:   - + >
Option  Sts Activity type    Activity detail ------------------
  nn     0  Plan sched sent  RAYSTL  RAY ST LOUIS                 10/02/**
  nn     0  Plan sched sent  RAYSTL  RAY ST LOUIS                  9/21/**
  nn     0  Plan sched sent  RAYSTL  RAY ST LOUIS                  9/21/**
  nn     0  Plan sched sent  RAYSTL  RAY ST LOUIS                  9/21/**
  nn     0  PO aprv grt'd    P12345   EAC      9/20/**
  nn     0  PO item crt'd    P12345   1  ADMIN SUPPORT             9/20/**
  nn     0  PO created       P12345   EAC      9/20/**
  nn     0  PO created       P001438  EAC      9/19/**
  nn     1  Plan sched sent  RAYSTL  RAY ST LOUIS                  9/19/**
  nn     1  Plan sched sent  RAYSTL  RAY ST LOUIS                  9/19/**
  nn     1  PO aprv grt'd    P001436  LAURIE   9/14/**

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward          F23=More options    F24=More keys
```

```
F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys
```

```
F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages        F23=More options    F24=More keys
```

What to do

Type the option number you want to use in the ***Option*** field next to the activity type you want to work with, then press **Enter**. For a list of options available on this panel, see the field descriptions.You can type the same option or different ones next to multiple activities at the same time. The system processes the options in the sequence the activities are listed on the panel.

Activities are grouped on the panel by status. All unreviewed activities (status 0) appear first in descending sequence by the date of the activity. All reviewed activities (status 1) appear at the end of the list.

The table of "Activity types" on page 11-36 lists activities that may appear on the activity queue. The table includes a description of the summarized Activity Detail for each activity event.

To see detailed information about an activity event, type 5=Display in the ***Option*** field next to the activity.

When you have finished responding to an activity, use 7=Update status to change the activity's status from 0 (unreviewed) to 1 (reviewed) and move it to the bottom of the list. An activity maintains a status of 0 until you use the Update option.

To see events that are logged while you are using this option, use **F7** or **Page Up.** A minus (-) appears in the ***More+/-*** field to notify you that more events have been logged during your current session. New events are not displayed at the top of your list while you are using the option.

The events that appear on the sample panel are provided only as illustrations. Any combination of valid activity events may appear on the panel based on the actual activity events that have occurred for the specified buyer.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Buyer number. The number and name that identify the buyer.

Option. Type the option number for the option you want to use. To see options that do not appear on the initial panel, press **F23**. The options listed below are available.

2 *	Reassign activity	29	Preview P.O.
4	Delete	32	Revise line item
5 *	Display activity	35	Display line item
7	Update status	42	Change release
8	Approve documents	62 *	Review P.O. acknowledgment
12	Change requisition	64 *	Delete P.O. acknowledgment
15	Display requisition	66 *	Print P.O. acknowledgment
17	Approve requisition	71 *	Accept quote response
18	Requisition activity	72 *	Change quote response
20	Work with P.O.	74 *	Delete quote response
22	Revise P.O.	75 *	Display quote response
25	Display P.O.	76 *	Print quote response
27	Approve P.O.	80	Planning schedules
28	P.O. Activity		

- Options that are asterisked (*) are discussed under "Work with Buyer Activity options" on page 11-40.
- Options 8, 17, and 27 allow you to access the Approval application. Refer to the Approval application documentation.
- Options 12, 15, and 18 are discussed under "Work with Items options" on page 11-11. The option numbers may vary, but the tasks are the same.
- Options 20-42 are discussed under "AM6WPA01—Work with P.O. Activity" on page 11-73. The option numbers may vary, but the tasks are the same.

Sts (Status). Indicates whether the buyer has used option 7=Update status to mark the activity event as reviewed.

0 Buyer has not reviewed/updated the event.
1 Buyer has reviewed and/or taken action on the event.

Activity type. This column shows a list of purchasing activity events related to purchasing objects (such as requisitions, quotes, POs, etc) that are associated with the specified buyer. Refer to "Activity types" (following) for more information.

Activity detail. This column shows a summary of information to help you identify the event. See the table that follows for a description of the format of detail for each type of event or use option **5=Display** with the event.

Activity types. The table below lists all activity types that may appear on the buyer activity queue and describes the format of information shown in the Activity Detail column.

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In this table EDI means transactions sent via Electronic Commerce (EC).

ACTIVITY TYPE — DESCRIPTION OF ACTIVITY TYPE
Activity Detail: View 1 (V1) and View 2 (V2)

Psch pnd EDI(S) — Planning schedule pending (EDI)
V1&2: Vendor number, Vendor name, Act'y date

Plan sch EDI(S) — Planning schedule sent (EDI)
V1&2: Vendor number, Vendor name, Act'y date

POackdif EDI(R) — PO acknowledgment difference received (EDI)
V1&2: PO number, Vendor number, Act'y date

PO aprv denied — PO approval denied
V1&2: PO number, Vendor number, Act'y date

PO aprv error — PO approval route error
V1&2: PO number, Vendor number, Act'y date

PO aprv granted — PO approval granted
V1&2: PO number, Vendor number, Act'y date

PO aprv needed — PO approval required
V1&2: PO number, Vendor number, Act'y date

PO aprv request — PO approval requested
V1&2: PO number, Vendor number, Act'y date

PO canceled — PO canceled
V1&2: PO number, Vendor number, Act'y date

PO closed — PO closed
V1&2: PO number, Vendor number, Act'y date

PO created — PO created
V1&2: PO number, Vendor number, Act'y date

PO dck date chg — PO item dock date change
V1: PO number, Item sequence, Item number, Days difference
V2: PO number, Item sequence, Vendor number, Old date, New date

-or-

PO release dock date change
V1: PO number, Item sequence, Item number, Release number, Days difference
V2: PO number, Item sequence, Release number, Vendor number, Old date, New date

PO deleted — PO deleted
V1&2: PO number, Vendor number, Act'y date

POI duedate chg — PO item due date change
V1: PO number, Item sequence, Item number, Days difference
V2: PO number, Item sequence, Vendor number, Old date, New date

POR duedate chg — PO release due date change
V1: PO number, Item sequence, Item number, Release number, Days difference
V2: PO number, Item sequence, Release number, Vendor number, Old date, New date

PO inv complete — PO invoiced complete
V1&2: PO number, Vendor number, Act'y date

PO inv trans — PO inventory transaction
V1&2: PO number, Vendor number, Act'y date

PO item cancel — PO item canceled
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO item created — PO item created
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO item deleted — PO item deleted
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO item react PO item reactivated
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO printed PO printed
V1&2: PO number, Vendor number, Act'y date

PO qty changed PO item quantity change
V1: PO number, Item sequence, Item number, Quantity difference
V2: PO number, Item sequence, Vendor number, Old quantity, New quantity

-or-
PO release quantity change
V1: PO number, Item sequence, Item number, Release number, Quantity difference
V2: PO number, Item sequence, Release number, Vendor number, Old quantity, New quantity

PO rcv complete PO received complete
V1&2: PO number, Vendor number, Act'y date

PO reactivated PO reactivated
V1: PO number, Vendor number, Act'y date

PO rel canceled PO release canceled
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO rel created PO release created
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO rel deleted PO release deleted
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO rel react PO release reactivated
V1: PO number, Item sequence, Item number, Act'y date
V2: PO number, Item sequence, Vendor number, Act'y date

PO reopened PO reopened
V1&2: PO number, Vendor number, Act'y date

PO EDI(S) PO sent (EDI)
V1: PO number, Vendor number, Act'y date

Quote EDI(S) Quote request sent (EDI)
V1&2: Quote number, Item number, Vendor number, Act'y date

Requote EDI(R) Quote response received (EDI)
V1&2: Quote number, Item number, Vendor number, Act'y date

Req aprv denied Requisition approval denied
V1&2: Vendor number, Item number, Act'y date

Req aprv error Requisition approval route error
V1&2: Vendor number, Item number, Act'y date

Req aprv grantd Requisition approval granted
V1&2: Vendor number, Item number, Act'y date

Req aprv needed Requisition approval required
V1&2: Vendor number, Item number, Act'y date

Req aprv rqst Requisition approval requested
V1&2: Vendor number, Item number, Act'y date

Req created Requisition created
V1&2: Vendor number, Item number, Act'y date

Req date chg Requisition due date changed
V1: Requisition number, Item number, Days difference
V2: Requisition number, Item number, Old date, New date

Req deleted Requisition deleted

V1&2: Vendor number, Item number, Act'y date

Req into PO   Requisition converted into PO
V1&2: Requisition number, Item number,
PO number, PO Item sequence

Req qty chg   Requisition quantity changed
V1: Requisition number, Item number,
Quantity difference
V2: Requisition number, Item number,
Old quantity, New quantity

Shp note EDI(R)   Shipment notice received (EDI)
V1&2: PO number, Vendor number, Act'y date

Ship sch EDI(S)   Shipping schedule sent (EDI)
V1&2: Vendor number, Vendor name, Act'y date

Work with Buyer Activity options

This section describes the options available on the Work with Buyer Activity panel that are not described elsewhere in this book.

2=Reassign

Use this option to reassign an activity event to another buyer's work list. If you need to reassign activities that were logged in the UNIDENTIFIED BUYER file, use this option to assign activities to the appropriate buyer.

This panel appears when you type **2** next to an entry on the Work with Buyer Activity panel (AM6WBA01).

```
AM6WBA01                  Work with Buyer Activity

Buyer number  . . . .   KEITH  KEITH ROBERTSON

Type options; then press Enter.
  2=Reassign   4=Delete   5=Display   7=Update status   8=Approve docs.
  12=Change ....................................................... vity ...
            :             Change Purchasing Activity                : :     + >
Option  Sts :                                                       :
  2      0  : Type in the buyer number to be assigned to your       :
         0  : choices for 2=Reassign; then press Enter.             :
         0  : To cancel, press PF12.                                : 1/**
         0  :                                                       :
         0  :  Buyer . .   aaaA5  *************************         : 1/**
         0  :                                                       : 1/**
         0  :                                                       :
         0  : F1=Help   F5=Refresh   F12=Cancel                     :
         0  :.......................................................:
         0  PO aprv granted  P001628  LAURIE   2/16/**
         0  Req aprv grantd  R000177  00074G1111        2/16/**

Command ===>
F1=Help           F3=Exit           F4=Prompt         F5=Refresh
F7=Backward       F8=Forward        F23=More options  F24=More keys
```

What to do

Type the identifier of the buyer to whom you are reassigning this entry. When you press **Enter**, the entry is removed from your work list, and placed on the assigned buyer's work list.

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4=Delete

Use this option to delete selected activity event records from the PURACT file. You can select multiple events for deletion. Only those you selected appear on the confirmation panel.

This panel appears when you type **4** next to an event on the Work with Buyer Activity panel (AM6WBA01).

```
AM6RPA10           Confirm Delete of Purchase Activity

Press Enter to confirm your choices for 4=Delete.
Press F12 to return to change your choices.

                                            View  1 of 2   MORE:      >
Option  Sts Activity type    Activity detail ------------------
   4     *  ***************  **********************************
   4     *  ***************  **********************************
   4     *  ***************  **********************************
   4     *  ***************  **********************************
   4     *  ***************  **********************************
   4     *  ***************  **********************************










F1=Help            F7=Backward        F8=Forward         F11=Job Status
F12=Cancel         F19=Left           F20=Right          F22=Messages
```

What to do

Confirm that the event that is displayed is the one you want to delete. When you press **Enter**, the record is deleted. Use **F12** if you do not want to delete the record.

5=Display

Use this option to display detail for an activity event.

This panel appears when you type **5** next to an entry on the Work with Buyer Activity panel (AM6WBA01). The information that appears is determined by the object (requisition, quote, purchase order, and so forth) and activity (printed, created, changed, and so forth) of the entry you specified.

```
AM6DPA01            Display Purchasing Activity Detail
                                                             Page   1 of  1
Activity  . . . . . . . . :   PO printed        2/08/** 17:01:27  Not reviewed
  Function  . . . . . . . :   PRTPOR      DSIMMONS

Buyer . . . . . . . . . . :   KEITH  KEITH REICHEN
Requisition . . . . . . . :
Purchase order  . . . . . :   P00521
Item  . . . . . . . . . . :
Warehouse . . . . . . . . :
Line item sequence  . . . :       0
Release sequence  . . . . :       0
Vendor  . . . . . . . . . :   RAYSTL  RAY ST LOUIS

Quote . . . . . . . . . . :
Transaction . . . . . . . :
                                     Before           After
Date  . . . . . . . . . . :         0/00/00          0/00/00
Quantity  . . . . . . . . :

Buyer maintained  . . . . :    0/00/00
Status maintained . . . . :    0/00/00

F1=Help            F3=Exit            F5=Refresh
F7=Backward        F8=Forward         F12=Cancel          F24=More keys
```

What to do

When you finish reviewing detail, press **F3** to return to the work list.

Processing PO Acknowledgments and Quote Response EDI transactions

You can use options on the Work with Buyer Activity panel to perform EC transaction processing for PO acknowledgments (options 62-66) and Quote responses (options 71-76).

PO acknowledgments

Only acknowledgments that need further review or action are accessible from the Purchasing Activity (PURACT) file.

62=Review P.O. Ack (acknowledgment)

Use this option to review a change in a PO acknowledgment (EDI 855 or 865) when there is a difference between the PO and the acknowledgment values. For example, at the order summary level, differences might appear in Ship via, FOB, Terms, and the overall PO value. At the order summary level, matching is done on these fields. At the item level, differences might appear in the item, quantity, unit of measure, price or dock date information. At the item level, matching is done on these fields.

The following explains what happens in each of the possible scenarios that can occur:

1. Acknowledgment is returned as accepted with no changes
   - VA is created for each item
   - Acknowledgment does not go to PURACT
   - Acknowledgment prints on Load report (AM655)
2. Acknowledgment is returned as accepted with changes
   - For items within tolerances, a VA is created for each item
   - For items not within tolerances, you will need to review them, using this option. Then you can use **F2** to create the VA
   - Acknowledgment goes to PURACT
   - Acknowledgment prints on Load report (AM655)
3. Acknowledgment is returned with a code not recognized by PUR. You will need to review these, using this option.
   - Acknowledgment goes to PURACT
   - Acknowledgment prints on Load report (AM655)

Function keys

Function keys appear on the panels depending on what information is appropriate for that Acknowledgment. For information on the standard function keys, refer to “Function keys” on page 11-6.

F2=Create VA creates a single VA at the order or item level. When selected from the order summary panel, the promise date (if one was sent at the order level, it will be the latest item promise date on the customer order) is used as the default for the promise date field. When selected from the item detail panel, the dock date from the acknowledgement is used as the promise date default. A pop-up panel appears first when you use F2 so you can enter another promise date if desired. The promise date entered is used to update each item.

F9=Addresses causes a panel to appear so you can view Bill-to and Ship-to addresses for the order or item.

F10=Items causes a panel to appear so you can view item summary information. It lists all the items on the order acknowledgment.

F11=Special charges causes a panel to appear so you can view charges for the order or item.

F13=Comments causes a panel to appear so you can view comments for the order or item.

F16=PO edit takes you into PO entry/edit if you want to change the purchase order to match the vendor's changes in the acknowledgment.

PO acknowledgment panels

This panel appears when you type **62** next to a PO acknowledgment differences entry on the Work with Buyer Activity panel (AM6WBA01). Differences are highlighted.

```
Date  *******                PO Acknowledgment                AM6CAK1
                               Order Summary

Purchase order . : P855023   Vendor PO number . . : 10235
Acknowledgment type . : AC ACKNOWLEDGE - WITH DETAIL AND CHANGE
Acknowledgment date . :   5/13/**

 Vendor . . : 500    Varsity Sports
 Contact  . : Jane Jones
 Phone  . . : 615-555-8888
 Currency . :     US DOLLARS

             --Purchase order value--         --Acknowledgment value--
  Ship via   2 FEDEX                          UPS
  FOB
  Terms

  PO value               30.00                            35.00



F2=Create VA             F3=Exit          F9=Addresses         F10=Items
F11=Special charges      F12=Return       F13=Comments         F16=PO edit
```

What to do

This panel displays the original order information and the acknowledgment information at the order summary level. Function keys **F9**, **F10**, **F11**, and **F13** appear only when the associated data exists at the order level.

After reviewing the information, use one of the function keys to continue. To return to the buyer activity list, use **F3**.

Panel AM6CAK2 appears when you use **F10=Items** on panel AM6CAK1. This panel displays a list of all items on the PO Acknowledgment. Items with differences are highlighted.

```
Date  *******                   PO Acknowledgment                  AM6CAK2
                                  Item Summary

Purchase order . . : P855023
Vendor . . . . . . : 500      Varsity Sports

Type options; then press Enter.
 1=Select
  Opt Item number       Item description               Rel
  __  MPC101            MPA COMPONENT 101              0000
  __  MPC102            MPA COMPONENT 102              0000








 F3=Exit        F7=Backward        F8=Forward         F12=Return
```

Panel AM6CAK3 appears when you type **1** in the ***Opt*** field on panel AM6CAK2. This panel displays item detail from the purchase order and the acknowledgment side by side for the item you selected on the previous panel. Differences are highlighted. If there are no differences, the message “VA created for this item” appears and you do not need to take further action. Function keys **F9**, **F11**, and **F13** appear only when the associated data exists at the item level.

```
Date ******                     PO Acknowledgment                  AM6CAK3
                                  Item Detail

Purchase order . : *******
Vendor . . . . . : ******  ***********************************
Warehouse/item . : *** *************** ****************************** Rel ****



              --Purchase order value--         --Acknowledgment value--
Item          ***************                  ***************
Quantity            *********.***     **             *********.***     **
Price         ***************.***              ***************.***
Dock date     *******                          ******




F2=Create VA             F3=Exit          F9=Addresses
F11=Special charges      F12=Return       F13=Comments        F16=PO edit
```

Panel AM6CAK4 appears when you use **F9=Addresses** on panel AM6CAK1.

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```
Date ******                     PO Acknowledgment               AM6CAK4
                                 Order Addresses

Purchase order . : *******
Vendor . . . . . : ******  ***********************************

Bill-to
Name    ***********************************    Contact
Address ***********************************    *************************
        ***********************************    Phone ********************
        ***********************************
        ***********************************    State   Postal code   Country
        ***********************************    **      **********    ***

Ship-to
Name    ***********************************    Contact
Address ***********************************    *************************
        ***********************************    Phone ********************
        ***********************************
        ***********************************    State   Postal code   Country
        ***********************************    **      **********    ***

F3=Exit       F12=Return
```

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Panel AM6CAK5 appears when you use **F11=Special charges** on panel AM6CAK1.

```
Date ******                    PO Acknowledgment                AM6CAK5
                                 Order Charges

Purchase order . : *******
Vendor . . . . . : ******  ***********************************


      Special charge description        Amount
      ******************************    **************.***
      ******************************    **************.***
      ******************************    **************.***
      ******************************    **************.***
      ******************************    **************.***
      ******************************    **************.***
      ******************************    **************.***






 F3=Exit        F7=Backward         F8=Forward         F12=Return
```

Panel AM6CAK6 appears when you use **F13=Comments** on panel AM6CAK1.

```
Date ******                    PO Acknowledgment                AM6CAK6
                                Order Comments

Purchase order . : *******
Vendor . . . . . : ******  ***********************************


      Order comments
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************                          +

 F3=Exit        F7=Backward         F8=Forward         F12=Return
```

Panel AM6CAK7 appears when you use **F9=Addresses** on panel AM6CAK3.

```
Date ******                    PO Acknowledgment                AM6CAK7
                                 Item Addresses

Purchase order . : *******  Vendor . . . . . : ******  ***********
Warehouse/item . : *** *************** ******************************* Rel ****


Bill-to
Name    ***********************************    Contact
Address ***********************************    *************************
        ***********************************    Phone ********************
        ***********************************
        ***********************************    State   Postal code   Country
        ***********************************    **      **********    ***

Ship-to
Name    ***********************************    Contact
Address ***********************************    *************************
        ***********************************    Phone ********************
        ***********************************
        ***********************************    State   Postal code   Country
        ***********************************    **      **********    ***

F3=Exit      F12=Return
```

Panel AM6CAK8 appears when you use **F11=Special** charges on panel AM6CAK3.

```
Date ******                    PO Acknowledgment                AM6CAK8
                                 Item Charges

Purchase order . : *******
Vendor . . . . . : ******  ***********************************
Warehouse/item . : *** *************** ****************************** Rel ****

       Special charge description        Amount
       ******************************    **************.***
       ******************************    **************.***
       ******************************    **************.***
       ******************************    **************.***
       ******************************    **************.***
       ******************************    **************.***
       ******************************    **************.***




 F3=Exit        F7=Backward        F8=Forward        F12=Return
```

Panel AM6CAK9 appears when you use **F13=Comments** on panel AM6CAK3.

```
Date ******                    PO Acknowledgment                AM6CAK9
                                 Item Comments

Purchase order . : *******
Vendor . . . . . : ******  ***********************************
Warehouse/item . : *** *************** ******************************* Rel ****

      Item comments
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************
      ****************************************                            +

 F3=Exit       F7=Backward        F8=Forward        F12=Return
```

64=Delete P.O. acknowledgment

Use this option to delete a purchase order acknowledgment. Perhaps the vendor has made substitutions or deletions that are not satisfactory, so you want to remove the acknowledgment from the files.

This panel appears when you type **64** next to a PO acknowledgment differences entry on the Work with Buyer Activity panel (AM6WBA01).

```
AM6RAK10          Confirm Delete of P O Acknowledgement

Buyer number  . . . .   CS      CARL SMITHSON
Press Enter to confirm your choices for delete.
Press F12 to return to change your choices.

                                                 View  1 of 2   MORE:       >

Option  Sts Activity type    Activity detail ------------------
  64     0  POackdif EDI(R)  P000848  000002   9/26/**





F1=Help             F7=Backward         F8=Forward          F11=Job Status
F12=Cancel          F19=Left            F20=Right           F22=Messages
```

What to do

The acknowledgments you selected for deletion appear.

When you have confirmed that these are the ones you want to delete, press **Enter**. The records are deleted from the EDI transaction set files and the Purchasing Activity file.

To cancel without deleting, press **F12** to return to the buyer activity list.

66=Print P.O. acknowledgment

When you type **66** next to a PO acknowledgment differences entry on the Work with Buyer Activity panel (AM6WBA01), the PO acknowledgment (AM6PAK) is scheduled for printing when you exit the option. No panel appears.

Quote Responses

When responses to requests for quotes (EDI 843) are received into Purchasing, a record is written to the Purchasing Activity (PURACT) file for the associated buyer. Then you can use the options on the Buyer Activity panel to process them.

71=Accept quote response

Use this option to accept a quote response.

Panel AM6AQR10 appears when you type **71** next to a Quote Response entry on the Work with Buyer Activity panel (AM6WBA01).

```
AM6AQR10        Confirm Accept of Request for Quote Response

Buyer number  . . . .    *****  *************************

Press Enter to confirm your choices for 71=Accept.
Press F12 to return to change your choices.

                                                 View  1 of *   MORE: < - + >

Option  Sts Activity type   Activity detail ------------------
  **     *  **************  ****************************************
  **     *  **************  ****************************************
  **     *  **************  ****************************************
  **     *  **************  ****************************************
  **     *  **************  ****************************************
  **     *  **************  ****************************************




F1=Help             F7=Backward         F8=Forward          F11=Job Status
F12=Cancel          F19=Left            F20=Right           F22=Messages
```

What to do

The records you selected on the Buyer Activity list are displayed for confirmation. Press **Enter** to accept. The records are then loaded to the XA Quotation Master file. After a record is loaded, it is deleted from the EDI work files and the Purchasing Activity file. The Quote/Contract Load report (AM69Q) is presented. See Chapter 13. “Report descriptions” for more information on that report.

When creating the quote, if a vendor/item does not exist, one is created automatically.

If error conditions exist, such as invalid terms, FOB, currency, unit of measure, and so forth, the record is not loaded. If a quote response does not match an existing quote, the system adds the quote by using default values. For example, an unsolicited quotation would be added in that way.

Depending on the type of quote response, different updates occur:

- If the type represents acceptance, the system updates the quote accept date and sets the status to 20.

- If the type represents a hold, the system sets the quote hold code to Yes. A quote on hold cannot be converted into a contract, even if it is already accepted.
- If the type represents rejection, the system updates the quote reject date and sets the status to 99. A rejected quote cannot be converted into a contract. To change a rejected quote to an open quote, blank out the reject date.

72=Change quote response

Use this option to change a quote response. You can correct the terms, FOB, expiration date, unit of measure code, and currency ID.

Panel AM69S1 appears when you type **72** next to an entry on the Work with Buyer Activity panel (AM6WBA01).

```
AM69S1                Change Response to Request for Quotation

Vendor ****** ***********************************          Quote        Status
Item   *************** ******************************      ******         **
Bid response code ** **************************************************

                           Original value                Response value
Vendor catalog    *************************         *************************
Eng drawing       ***************                   ***************
Alternate item    **********************            **********************
Reference #       *************************         *************************
Terms             *** *************************     aA3 *************************
FOB               *** ****************              aA3 ***************
Vendor lead time  ***.*                             nnn.n
Expiration date   **/**/**                          nnnnnn
Reject date       **/**/**                          nnnnnn
Vendor Purch U/M  **  *************************     A2  *************************
Currency ID       *** ***************               aA3 ***************

Quantity/Price 1  *******.*** ***********.****      *******.*** ***********.****
Quantity/Price 2  *******.*** ***********.****      *******.*** ***********.****


F1=Help     F3=Exit     F5=Comments     F8=Forward     F12=Return
```

What to do

The records you selected on the Buyer Activity list are displayed with the original values and the response values in two columns. When information for a field is not the same in both columns, the field is highlighted. Fields in the response that would prevent the load from occurring are shown with an error condition.

To make corrections to the terms, FOB, vendor lead time, expiration date, unit of measure code, and currency ID, type the corrected value in the Response value fields.

To review additional comments that were sent with the transaction, use **F5=Comments**. This information is not loaded to XA.

To see quantity/price breaks 3-17, use **F8=Forward**. Panel AM69S2 appears.

```
AM69S2              Display Response to Request for Quotation

Vendor ****** ***********************************          Quote        Status
Item   *************** ******************************      ******         **

                        Original value                 Response value
Quantity/Price 3  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 4  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 5  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 6  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 7  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 8  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 9  *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 10 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 11 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 12 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 13 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 14 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 15 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 16 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 17 *******.*** ***********.****   *******.*** ***********.****


F1=Help    F3=Exit    F5=Comments    F7=Backward    F8=Forward    F12=Return
```

What to do

Use this panel to review the information shown. Press **F8=Forward** to see quantity/price breaks 18-20, extended descriptions, and quote comments. Panel AM69S3 appears.

```
AM69S3              Display Response to Request for Quotation

Vendor ****** ***********************************          Quote        Status
Item   *************** ******************************      ******         **

                        Original value                 Response value
Quantity/Price 18 *******.*** ***********.****   *******.*** ***********.****
Quantity/Price 19 *******.*** ***********.****   *******.*** ***********.
Quantity/Price 20 *******.*** ***********.****   *******.*** ***********.


Extended description
  Original value  ****************************************
                  ****************************************
  Response value  ****************************************
                  ****************************************

Quote comments
  Original value  ************************************************************
                  ************************************************************
  Response value  ************************************************************
                  ************************************************************


F1=Help     F3=Exit     F5=Comments     F7=Backward     F12=Return
```

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What to do

Use this panel to review the information shown. Press **F8=Forward** to see EDI comments that the supplier may have sent. Panel AM69S4 appears.

```
AM69S4              Display Response to Request for Quotation

Vendor ****** ***********************************        Quote        Status
Item   *************** ******************************    ******         **

EDI Comments








F1=Help     F3=Exit     F7=Backward     F8=Forward     F12=Return
```

What to do

The EDI comments that the supplier may have sent are for information only and are not loaded to XA. When you are finished reviewing the comments, press **F12** to return to the first panel.

74=Delete quote response

Use this option to delete a quote response.

This panel appears when you type **74** next to a Quote Response entry on the Work with Buyer Activity panel (AM6WBA01).

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```
AM6RQR10         Confirm Delete of Request for Quote Response

Buyer number  . . . .   *****  ************************

Press Enter to confirm your choices for 74=Delete.
Press F12 to return to change your choices.

                                          View  1 of *   MORE: < - + >

Option  Sts Activity type    Activity detail -----------------
  **     *  **************   ****************************************
  **     *  **************   ****************************************
  **     *  **************   ****************************************
  **     *  **************   ****************************************
  **     *  **************   ****************************************
  **     *  **************   ****************************************



F1=Help             F7=Backward          F8=Forward           F11=Job Status
F12=Cancel          F19=Left             F20=Right            F22=Messages
```

What to do

The quote responses you selected for deletion are displayed.

When you have confirmed that these are the ones you want to delete, press **Enter**. The records are deleted from the EDI transaction set files and the Purchasing Activity file.

To cancel without deleting, press **F12** to return to the buyer activity list.

75=Display quote response

Use this option to display a quote response.

When you type **75** next to a quote response entry on the Work with Buyer Activity panel (AM6WBA01), the same panels used in 72=Change quote response are available. In the display option, however, Information is shown only for review and cannot be changed. For details on the information shown, refer to “72=Change quote response” on page 11-52.

76=Print quote response

When you type **76** next to a quote response entry on the Work with Buyer Activity panel (AM6WBA01) the Quote Response is scheduled for printing when you exit the option. No panel appears.

AM6WBI01—Work with Buyer Items

Use this panel to work with items for the buyer you selected.

This panel appears when you type **10** next to a buyer entry on the Work with Buyers panel (AMWBM01).

There are two views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. Item information which includes item number and description, type, class, and inventory classification code.
2. Vendor information which includes item number, vendor number and name, and purchase item commodity code.

```
AM6WBI01                   Work with Buyer Items

Buyer number  . . . .   KEITH  KEITH ROBERTSON
Position to . . . . .   aaaaaaaaaaaaA15

Type options; then press Enter.
  1=Create      2=Change      4=Delete      5=Display     10=Warehouses
  20=Purchase orders    21=Create PO      2H=PO history   30=Requisitions ...
                                                  View  1 of 2   MORE:       >
Option     Item number       Description                       Type   Class   Inv

  nn       MPC101            MPA COMPONENT 101                   4     MPC1     1
  nn       00074G1111        RICH'S TEST QUALIFIER               4     AZ90     1








Command ===>
F1=Help              F3=Exit              F4=Prompt            F5=Refresh
F7=Backward          F8=Forward           F23=More options     F24=More keys

F6=Cursor            F9=Retrieve          F10=Header options   F11=Job status
F12=Cancel           F13=Repeat           F16=User options     F24=More keys

F17=Subset           F18=Change defaults  F19=Left             F20=Right
                     F22=Messages         F23=More options     F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the item number you want to work with. When you press **Enter**, the appropriate panel appears. You can type the same option or different ones next to multiple items at the same time. The system processes the options in the sequence the items are listed on the panel.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Not all fields appear in every view.

Buyer number. The number and name that identify the buyer.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

1	Create
2	Change
4	Delete
5	Display
10	Warehouses
20	Purchase orders
21	Create P.O.
2H	P.O. history
21	Create P.O.
30	Requisitions
31	Create requisition
40	Vendors

Item number and Description. The number and description that identify the item.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Class. The code assigned by your company that identifies the class to which this item belongs. For example, STEL might mean items made of steel.

Commodity. The code assigned by your company that identifies the purchase item commodity classification for this item.

Inv. (inventory classification code). Code that identifies the classification of the item in inventory.

1	Inventory item
2	Miscellaneous item
3	Service item
4	Kit parent

Type. A code that identifies a category of item, such as feature, assembly, raw material, or purchased item.

Vendor (number) and Name. The number and name that identify the supplier of this item.

AM6WBP01—Work with Buyer P.O.s

Use this panel to work with POs for the buyer you selected.

This panel appears when you type **20** next to a buyer entry on the Work with Buyers panel (AM6WBM01).

There are four views to help you identify the item you want. Unless you change the sequence, you see views in this order:

1. General information which includes order number, vendor number and name, and order status.
2. Status information which includes order number, order status code, revision number and date, hold print code, print completed code, follow-up date, vendor confirmation date.
3. Approval information which includes order number, approval status code and description, approved PO amount, last PO approved amount, requested PO amount.
4. Invoicing information which includes order number, invoice status, invoiced amount.

```
AM6WBP01              Work with Buyer P.O.s

Buyer number . . . .  KEITH  KEITH ROBERTSON
Position to . . . . .  aaaaaA7

Type options; then press Enter.
  1=Create   2=Revise   5=Display   8=Activity   9=Preview
  10=Work with P.O.
                               View  1 of 4   MORE:   + >
Option   Order    Vendor  Name                    Status

  nn    PPUR8    598565  RAY ST LOUIS            10  VA required
  nn    PUR10    RAYSTL  RAY ST LOUIS            20  VA rcvd/not req
  nn    PUR100   RAYSTL  RAY ST LOUIS            20  VA rcvd/not req
  nn    PUR101   RAYSTL  RAY ST LOUIS            20  VA rcvd/not req
  nn    PUR102   RAYSTL  RAY ST LOUIS            20  VA rcvd/not req
  nn    PUR11    RAYSTL  RAY ST LOUIS            10  VA required
  nn    PUR12    RAYSTL  RAY ST LOUIS            10  VA required
  nn    PUR13    RAYSTL  RAY ST LOUIS            10  VA required
  nn    PUR14    RAYSTL  RAY ST LOUIS            20  VA rcvd/not req

Command ===>
F1=Help        F3=Exit        F4=Prompt        F5=Refresh
F7=Backward    F8=Forward                      F24=More keys
```

```
F6=Cursor      F9=Retrieve     F10=Header options  F11=Job status
F12=Cancel     F13=Repeat      F16=User options    F24=More keys
```

```
F17=Subset     F18=Change defaults F19=Left        F20=Right
           F22=Messages                        F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the order number you want to work with. When you press **Enter**, the appropriate panel appears. You can type the same option or different ones next to multiple orders at the same time. The system processes the options in the sequence the POs are listed on the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Buyer number. The number and name that identify the buyer.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

1 Create
2 Revise
5 Display
8 Activity
9 Preview
10 Work with P.O.

Order. The number that identifies the purchase order.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Approval (code). Code and description to indicate the approval status of the purchase order.

0 Approved

2 A memo approval or a special approval has been requested for this purchase order.

4 Part of the purchase order is approved, and approval has been requested on this purchase order.

6 Approval has been requested

8 Part approval denied/not requested. part of the PO is approved, but either approval has been denied, or no approval has been requested on the rest of the PO

9 Approval denied / not requested. Either approval has been denied or no approval has been requested on this purchase order.

Approved PO amt. The total approved amount for this purchase order, in local currency. This includes item amount, freight, tax, and special charges.

Confirm. The date the PO was confirmed via a Vendor Accept (VA) transaction, if the order requires confirmation.

Follow-up. The date on which action should be taken to follow up on the purchase order.

Hold . An H appears if the PO is not to be printed.

Invoice status. Indicates the invoice is either 'complete' or 'not complete'.

Invoiced amt. The amount that has been invoiced on this order.

Last apvd amt (last approved amount). The total amount of the PO the last time it was approved.

Print. P appears if the PO has been printed.

Requested amt. The total amount for this purchase order, in local currency, for which approval or memo approval has been requested. The total includes item amount, freight, tax, and special charges.

Revision. Date on which the PO revision was last printed. The revision sequence number appears before the date.

Status. Code and description that indicates the status of the order.

Total amt . The total dollar amount of the PO, including freight, tax, special charges, and item amount. When the Approvals feature is in use, item amount is the sum of the approved item values.

Vendor and Name. The number and name that identify the supplier for this order.

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AM6WBH01—Work with Buyer P.O. History

Use this panel to work with PO history for the buyer you selected.

This panel appears when you type **2H** next to a buyer entry on the Work with Buyers panel (AM6WBM01).

There are two views to help you identify the order you want. Unless you change the sequence, you see views in this order:

1. Vendor information which includes order number, vendor number and name, and close status.
2. History information which includes order number, date entered, date closed, close method, order status, purge date.

```
AM6WBH01                Work with Buyer P.O. History

Buyer number  . . . .   KEITH  KEITH ROBERTSON
Position to . . . . .   aaaaaA7


Type options; then press Enter.
  5=Display

                                                 View  1 of 2   MORE:       >
Option    Order     Vendor  Name                        Close status
  nn      P359245   CAE     Cameron Auto East           10  VA required
  nn      P001687   MPAC1   Metro Plant                 10  VA required








Command ===>
F1=Help            F3=Exit            F4=Prompt          F5=Refresh
F7=Backward        F8=Forward                            F24=More keys

F6=Cursor          F9=Retrieve        F10=Header options F11=Job status
F12=Cancel         F13=Repeat         F16=User options   F24=More keys

F17=Subset         F18=Change defaults F19=Left          F20=Right
                   F22=Messages                          F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the order number you want to work with. When you press **Enter**, the appropriate panel appears. You can type the same option or different ones next to multiple orders at the same time. The system processes the options in the sequence the orders are listed on the panel.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Not all fields appear in every view.

Buyer number. The number and name that identify the buyer.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type **5** to view PO History details.

Order. The number that identifies the purchase order.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Close method. Code and description that indicates the close method for the PO

Close status. Code and description that indicates the close status of the PO

Closed. The date the PO was closed.

Entered. The date the PO was entered.

Purged. The date the PO was purged.

Status. Code and description that indicates the Close Status of the PO

Vendor and Name. The number and name for the supplier of the order.

AM6WBR01—Work with Buyer Requisitions

Use this panel to work with requisitions for the buyer you selected.

This panel appears when you type **30** next to a buyer entry on the Work with Buyers panel (AM6WBM01).

There are five views to help you identify the requisition you want. Unless you change the sequence, you see views in this order:

1. Item information which includes requisition number, item number and description, and order.
2. Status information which includes requisition number, item number, warehouse, quantity, unit of measure, dock date, and due date.
3. Priority information which includes requisition number, item number, warehouse, priority, critical ratio, purchasing lead time, and due date.
4. Pricing information which includes requisition number, item number, warehouse, quantity, unit of measure, and unit price.
5. Requester information which includes requisition number, revision number and date, requisition requester's name, planner, department, and whether or not requisition comments exist.

```
AM6WBR01                Work with Buyer Requisitions

Buyer number  . . . .   MPC1   MPA COMPONENT 1

Type options; then press Enter.
  1=Create     2=Change     4=Delete     5=Display     8=Activity
  10=Work with P.O.    15=Display P.O.    18=P.O. Activity    19=Preview P.O.
                                                 View  1 of 5   MORE:        >
Option    Req        Item number      Description                     Order

  nn      R000662    MPC101           MPA COMPONENT 101
  nn      R000065    MPC101           MPA COMPONENT 101
  nn      R000098    MPC101           MPA COMPONENT 101
  nn      R000122    MPC101           MPA COMPONENT 101
  nn      R000137    MPC101           MPA COMPONENT 101
  nn      R000004    MPC201           MPA COMPONENT 201
  nn      R000176    SMER01           AUTO CODE 1
  nn      R000092    SMER01           AUTO CODE 1
  nn      R000095    SMER01           AUTO CODE 1
  nn      R000099    SMER01           AUTO CODE 1

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys
```

```
F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys
```

```
F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages                            F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the requisition you want to work with. When you press **Enter**, the appropriate panel appears. You can type the same option or different ones next to multiple requisitions at the same time. The system processes the options in the sequence the requisitions are listed on the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Buyer number. The number and name that identify the buyer.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

1	Create
2	Change
4	Delete
5	Display
8	Activity
10	Work with P.O.
15	Display P.O.
18	P.O. Activity
19	Preview P.O.

Req (requisition). The number that identifies the requisition.

Item number and Description. The number and description of the item on the requisition.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Buyer. The number of the buyer responsible for the item.

Comments. Yes appears if there are comments. No appears if there are none.

Critical (critical ratio). The most recently calculated critical ratio for the requisition appears. A critical ratio of 1.00 means the requisition is exactly on schedule. A critical ratio greater than 1.00 indicates ahead of schedule; less than 1.00 indicates behind schedule.

When the window with the Calculate critical ratios question appears, it is recommended that you respond Yes unless you are certain that critical ratios have already been calculated today. The critical ratio is calculated by subtracting the run date from the due date to stock, then dividing by the cumulative lead time for the item. The cumulative lead time is the sum of the review, vendor, dock to stock, and safety lead times.

Dept (department). The number of the department responsible for this requisition.

Due date. The expected date the item is required to be in inventory.

Dock date. The date the item was expected at the dock.

Order. Control number assigned to the order.

Planner. Number assigned by your company to identify the person responsible for planning the replenishment strategy for this item.

Priority. Code to indicate the priority for this item.

Pur LT (purchasing lead time). The number of days, weeks, or months needed to place an order, process it, and receive the material into inventory. An estimate of the time required in the shop from order release to availability.

Quantity. Quantity of the item ordered on this requisition.

Requester. The name of the person who requested the action.

Revision. The number of times the requisition has been revised and the date the revision was made.

U/M (unit of measure). The unit of measure for this item, such as EA (each) or BX (box).

Unit price. The unit price for this item on this requisition.

Whs (warehouse). The identifier of the warehouse in which this item is currently stocked.

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AM6WRA01—Work with Requisition Activity

Use this panel to respond to the activity types (events) that are listed for the requisition you selected.

This panel appears when you specify a buyer and select 18=Req. Activity on the Work with Buyer Activity panel (AM6WBA01).

There are two views to help you identify the activity event you want. The information included in each view is determined by the activity type. Refer to “Activity types” on page 11-36 to see what information is included for each activity type in each view.

```
AM6WRA01            Work with Requisition Activity

Requisition number. .  RHAMMAC

Type options; then press Enter.
  2=Reassign   5=Display   7=Update status   12=Change requisition
  15=Display requisition   20=Work with P.O.   22=Revise P.O. ...
                                   View  1 of 2   MORE:      >
Option  Sts Activity type   Activity detail -----------------
  nn     0  Req aprv grantd  RHAMMAC  MPC101          5/13/**
  nn     0  Req created      RHAMMAC  MPC101          5/13/**

Command ===>
F1=Help          F3=Exit          F4=Prompt        F5=Refresh
F7=Backward      F8=Forward       F23=More options   F24=More keys

F6=Cursor        F9=Retrieve      F10=Header options  F11=Job status
F12=Cancel       F13=Repeat       F16=User options    F24=More keys

F17=Subset       F18=Change defaults F19=Left         F20=Right
                 F22=Messages     F23=More options   F24=More keys
```

What to do

- Type the option number you want to use in the ***Option*** field next to the activity type you want to work with, then press **Enter**. For a list of options available on this panel, see the field descriptions.You can type the same option or different ones next to multiple activities at the same time. The system processes the options in the sequence the activities are listed on the panel.

  Activities are grouped on the panel by status. All unreviewed activities (status 0) appear first in descending sequence by the date of the activity. All reviewed activities (status 1) appear at the end of the list.

  The table of “Activity types” on page 11-36 lists activities that may appear on the activity queue. The table includes a description of the summarized Activity Detail for each activity event.

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- To see detailed information about an activity event, type **5=Display** in the ***Option*** field next to the activity.
- When you have finished responding to an activity, use 7=Update status to change the activity's status from 0 (unreviewed) to 1 (reviewed) and move it to the bottom of the list. An activity maintains a status of 0 until you use the Update option.
- To see events that are logged while you are using this option, use **F7** or **Page Up**. A minus (-) appears in the ***More+/-*** field to notify you that more events have been logged during your current session. New events are not displayed at the top of your list while you are using the option.

  The events that appear on the sample panel are provided only as illustrations. Any combination of valid activity events may appear on the panel based on the actual activity events that have occurred for the specified buyer.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Requisition number. The number that identifies the requisition.

Option. Type the option number for the option you want to use. To see options that do not appear on the initial panel, press **F23**. The options listed below are available.

2 *	Reassign activity	25	Display p.O.
5	Display activity	26	P.O. Activity
7 *	update status	29	Preview P.O.
12	Change requisition	32	Change line item
15	Display requisition	35	Display line item
20	Work with P.O.	42	Change release
22	Revise P.O.		

- Options that are asterisked (*) are discussed under "Work with Buyer Activity options" on page 11-40.
- Options 12 and 15 are discussed under "Work with Items options" on page 11-11. The option numbers may vary, but the tasks are the same.
- Options 20-42 are discussed under "AM6WPA01—Work with P.O. Activity" on page 11-73. The option numbers may vary, but the tasks are the same.

Sts (Status). Indicates whether the buyer has used option 7=Update status to mark the activity event as reviewed.

0 Buyer has not reviewed/updated the event.
1 Buyer has reviewed and/or taken action on the event.

Activity type. This column shows a list of purchasing activity events related to the requisition that are associated with the specified buyer. Refer to 'Activity types' for more information.

Activity detail. This column shows a summary of information to help you identify the event.

Option 3. Work with Purchase Orders (AM6M90)

This primary option lists all purchase orders (PO) in the Purchase Order Master file and provides second-level options to let you work with any PO listed.

Most second-level options provide third-level options. Refer to“Work with Purchase Orders options” on page 11-70 to see a list of all second- and third-level options available from the Work with Purchase Orders panel.

Some second-level options take you to panels that are discussed in another chapter of this book or in the user’s guide for another application. Refer to “Work with Purchase Orders options” on page 11-70 to see where Work with Purchase Orders options are discussed.

Some panels have more options available than appear on the initial panel. If so, press **F23** to display the additional options.

What information you need: None. From the list of purchase orders, you can identify the one you want to work with.

What reports are printed: None.

What forms you need: None.

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AM6WPO01—Work with Purchase Orders

Use this panel to select the purchase orders you want to work with. You can use the appropriate function key to create a shorter list (subset) of purchase orders to be displayed.

This panel appears when you type **3** on the Work with Purchasing menu (AM6M90).

There are four views with different groups of information to help you identify the purchase order you want. Unless you change the sequence, you see the views in this order:

1. Vendor information which includes order number, vendor number and name, and order status.
2. Buyer Information which includes order number, status, revision number and date, buyer number and name.
3. Invoicing information which includes order number, invoice status, invoiced amount and approved PO amount.
4. Approval information which includes order number, approval code, total approved amount of purchase order, last approved amount, and requested amount.

```
AM6WPO01              Work with Purchase Orders

Position to . . . . . aaaaaA7

Type options; then press Enter.
  1=Create     2=Revise     5=Display     8=Activity     9=Preview
  10=Work with P.O.
                                      View  1 of 4   MORE:     + >
Option   Order    Vendor  Name                     Status
 nn      aaaaaA7
 nn      *******  ******  ************************  **  ** ************
 nn      *******  ******  ************************  **  ** ************
 nn      *******  ******  ************************  **  ** ************

Command ===>
F1=Help          F3=Exit          F4=Prompt          F5=Refresh
F7=Backward        F8=Forward                        F24=More keys
```

```
F6=Cursor        F9=Retrieve                       F11=Job status
F12=Cancel        F13=Repeat        F16=User options    F24=More keys
```

```
F17=Subset        F18=Change defaults F19=Left         F20=Right
              F22=Messages                        F24=More keys
```

What to do

Type the option number you want in the ***Option*** field next to the purchase order number you want to work with. When you press **Enter**, the appropriate panel appears. Use the following table to see which panel each option accesses.

Work with Purchase Orders options

The second-level options available on this panel are listed below. A reference is given for options that are discussed in another chapter of this book.

Option #	Task the option lets you perform	Panel where option takes you
1	Create a new purchase order	Purchase Order Entry/Edit-Order Entry (AM64A20). See “AM64A20—Purchase Order Entry/Edit–Order Entry (Add)” on page 3-72.
2	Revise information for a purchase order	Purchase Order Entry/Edit-Order Summary (AM64A21). See “AM64A21—Purchase Order Entry/Edit–Order Summary (Add/ Change)” on page 3-75.
5	Display information for a purchase order	Purchase Order Inquiry- Order Summary (AM61A1). See “AM61A1—Purchase Order Inquiry—Order Summary (Inquiry)” on page 5-4.
8	Work with P.O. activity	“AM6WPA01—Work with P.O. Activity” Third-level options on this panel: 2=Reassign 5=Display 7=Update status 12=Change requisition 15=Display requisition 18=Requisition activity 20= Work with P.O. 22= Change P.O. 25=Display P.O. 29=Preview P.O. 32=Change line item 35=Display line item 42=Change release
9	Preview the purchase order	Preview Purchase Order (AM65C1)

Option #	Task the option lets you perform	Panel where option takes you
10	Work with P.O. detail	Work with Purchase Order Details (AM6WOD01) Third-level options on this panel: 2=Change 5=Display

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

1 Create
2 Revise
5 Display
8 Activity
9 Preview
10 Work with P.O.

Order. The number that identifies the purchase order.

The following fields are listed here in alphabetical order rather than in the sequence they appear on the panel. The sequence is determined by the view you are using.

Approval (code). Code to indicate the approval status of the purchase order.

0 approved

2 a memo approval or a special approval has been requested for this purchase order.

4 part of the purchase order is approved, and approval has been requested on this purchase order.

6 approval has been requested

8 part approval denied/not requested. part of the PO is approved, but either approval has been denied, or no approval has been requested on the rest of the PO

9 Approval denied / not requested. Either approval has been denied or no approval has been requested on this purchase order.

Apvd PO amount (approved PO amount). The current (most recently) approved amount for this purchase order, in local currency, including item amount, freight, tax, and special charges. When the Approvals feature is in use, item amount is the sum of the approved item values plus freight, tax, and special charges. Also see Last approved amount and Requested amount.

Buyer and Name. The number and name that identify the buyer.

Invoice status. Indicates the invoice is either 'complete' or 'not complete'.

Invoiced amt (amount). The amount that has been invoiced on this order.

Last apvd amt (last approved amount). The total amount of the PO when it was previously (last) approved. This field appears only if you select the Approvals feature in the Purchasing Control File. Also see approved PO amount and Requested amount.

Print. P appears if the PO has been printed.

Requested amt (amount). The total amount for this purchase order, in local currency, for which approval or memo approval has been requested. The total includes item amount, freight, tax, and special charges.

Revision. The number of times the requisition has been revised and the date the revision was made.

Status. Code that indicates the status of the order.

Vendor and Name. The number and name that identify the supplier for this order.

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AM6WPA01—Work with P.O. Activity

Use this panel to respond to the activity types (events) that are listed for the purchase order you selected.

This panel appears when you type **8** next to a purchase order on the Work with P.O.s panel (AM6WPO01).

There are two views to help you identify the activity event you want. The information included in each view is determined by the activity type. Refer to "Activity types" on page 11-36 to see what information is included for each activity type in each view.

Press **F18=Change defaults** to select which view appears first and to determine which types of activities are to appear on the list. Because the volume of recorded events can become large, you may decide you want to list only certain types of events. Buyers can tailor the list by choosing to have any combination of the following types of notices appear on the list. The term 'objects' refers to any of the entities (POs, quotes, requisitions, EDI transmission, and so forth) for which activity can be logged in this option.

Create	Objects have been created
Change	Objects have been changed
Cancel	Objects have been cancelled
Reactivate	Objects have been reactivated
Delete	Objects have been deleted
Approval	Objects have had approval activity (if Approval application is interfacing)
Release	Objects have been created
Close	Objects have been closed
Reopen	Objects have been reopened
Completion	Objects have been changed to 'completed' status
Transaction	Inventory transactions have been processed
EDI	EDI transactions have been sent or received (if EC is interfacing)

How the purchase order activity list is created

The activities that appear on the work list (work queue) of the Work with P.O. Activity panel are logged in the Purchasing Activity (PURACT) file when an event occurs that affects a purchase order. The Work with P.O. Activity option sorts and displays the events in the file which are associated with the purchase order you specify.

Activities that appear in the list are logged by multiple applications:

- The Purchasing application logs activities when purchase orders are created, maintained, closed or reopened; specific items and/or releases are created, changed, cancelled, deleted, or reactivated.
- The Approval application logs activities when purchase orders have approval requested, granted, or denied.
- The Inventory Management (IM) application logs activities when purchasing related transactions are processed.

- The Electronic Commerce (EC) application logs EDI transactions for POs and PO acknowledgments.

Activity events are retained until the associated purchase order is purged and written to history. At that time, all the activity related to the purged order is deleted. If requisitions are deleted, either directly or as a result of purging a purchase order, the requisition activity is deleted. Purchasing activity itself is not written to history. However, if you want to remove any activity records before POs are purged, you can use option 4=Delete to manually clear the Purchasing Activity (PURACT) file of the selected records. Remember to follow up with a file reorganization afterwards to actually reclaim the space.

```
AM6WPA01                  Work with P.O. Activity

Order number  . . . .   PD00001

Type options; then press Enter.
  2=Reassign    5=Display     7=Update status     12=Change requisition
  15=Display requisition    18=Requisition activity    20=Work with P.O. ...
                                                 View  1 of 2   MORE:       >
Option  Sts Activity type     Activity detail -----------------
  nn     0  PO item crt'd     PD00001  1  ROLLERBALLPENS          1/23/**
  nn     0  PO created        PD00001  555555   1/23/**

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward          F23=More options    F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages        F23=More options    F24=More keys
```

What to do

- Type the option number you want to use in the ***Option*** field next to the activity type you want to work with, then press **Enter**. For a list of options available on this panel, see the field descriptions.You can type the same option or different ones next to multiple activities at the same time. The system processes the options in the sequence the activities are listed on the panel.

  Activities are grouped on the panel by status. All unreviewed activities (status 0) appear first in descending sequence by the date of the activity. All reviewed activities (status 1) appear at the end of the list.

  Refer to the table of "Activity types" on page 11-33 for a description of the activity types that appear on the Work with P.O. Activity panel. The table includes a description of the summarized Activity Detail for each activity event.

- To see detailed information about an activity event, type 5=Display in the ***Option*** field next to the event.

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- When you have finished responding to an activity, use 7=Update status to change the activity's status from 0 (unreviewed) to 1 (reviewed) and move it to the bottom of the list. An activity maintains a status of 0 until you use the Update option.

  The events that appear on the sample panel are provided only as illustrations. Any combination of valid activity events may appear on the panel based on the actual activity events that have occurred for the specified order.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Not all fields appear in every view.

Order number. The order number selected on the previous panel appears.

Option. Type the number for the option you want to use. To see options that do not appear on the initial panel, press **F23**. Only the following options are valid for PO activity:

2	Reassign	20	Work with P.O.
5	Display	22	Revise P.O.
7	Update status	25	Display P.O.
12	Change requisition	29	Preview P.O.
15	Display requisition	32	Revise line item
18	Requisition activity	35	Display line item
		42	Revise release

Options 12, 15, and 18 are discussed under "Work with Items options" on page 11-11. The option numbers may vary, but the tasks are the same.

The remaining PO options are discussed under "Work with Purchase Orders options" on page 11-70. The option numbers may vary, but the tasks are the same.

Sts (Status). Indicates whether the buyer has used option 7=Update status to mark the activity event as reviewed.

0 Buyer has not reviewed/updated the event.
1 Buyer has reviewed and/or taken action on the event.

Activity type. This column shows a list of purchasing activity events related to the specified PO. Refer to"Activity types" on page 11-36.

Activity detail. This column shows a summary of information to help you identify the event. For an explanation of information, refer to "Activity types" on page 11-36 or type **5** next to the PO to see a detail panel.

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AM65C1—Preview Purchase Order (Options)

Use this panel to enter information you want included on the purchase order at time of printing and to review the information to be included in the final printed form of the purchase order.

This panel appears when you select 9=Preview on the Work with Purchase Orders (AM6WPO01) panel or 29=Preview P.O. on the Work with P.O. Activity panel (AM6WPA01) or the Work with Buyer Activity panel (AM6WBA01).

```
 AM65C1                    Preview Purchase Order         Options


Purchase order number . . . .  P aaaaA6


Enter standard message numbers aaaA5  aaaA5  aaaA5

           - or -

Enter a message to print . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
                               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40


Include the following <Y/N> .  A  Items/releases received complete
                               A  Blanket items with no releases
                               A  Cancelled items/releases


 F1=Help        F3=Exit       F5=Refresh      F11=Job status      F12=Return
```

What to do

Type the numbers for any standard messages you want to appear, type in any message you want to be printed on the purchase order, select the information you want included on the purchase order, then press **Enter**. The Preview Purchase Order panel (AM65C2) appears.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Purchase order number. The number that identifies a purchase order.

Enter standard message. Type the number of the standard messages you want included on this purchase order.

Enter a message to print. Type a message that is to appear on the final printed purchase order.

Include the following. Type **Y** next to the categories you want included on the final purchase order. Type **N** next to the categories you do not want included.

AM65C2—Preview Purchase Order

Use this panel to view the format and information that is to be included in the final printed form of the purchase order. PO format 1 is used as the form type for the preview. If you are using a different format for printing, the heading areas of the display will not correspond to the format you are using, but the body area will be the same.

If the purchase order is selected to print in the alternate currency, amounts will be converted to that currency and displayed on preview. Currency description will be from the alternate currency. An additional total line is printed in euro if the printed currency is euro-participating. If the printed currency is euro and the trading currency is euro-participating, an additional total line is printed in trading currency.

This panel appears after you enter responses and press **Enter** on the Preview Purchase Order (AM65C1) panel.

```
 AM65C2              Preview Purchase Order P 001411 - 00
                                        Line    1  to   19 of   35  MORE:   +
                                                     ** PURCHASE ORDER **
                                                        P001411 - 00
Vendor                                 Ship to
Thompson Enterprises                   XYZ Corporation
506 South Main Street                  4800 Bridge Place

Suite 200                              Building D Dock D
Attn: Mr. Karisen                      Atlanta, GA 30328-4800
Minneapolis, MN 55905                  USA

Order placed with                      Bill to
                                       BILL-TO NAME-----------***********
Phone - 515-555-3333                   BILL-TO ADD LINE 1------***********
Fax   - 515-555-3331                   BILL-TO ADD LINE 2------***********
                                       Bill-TO add line 3      ***********
IN US DOLLARS                          BILL-TO CITY-----------***********
                                       MN 55903 USA
 PO date  Vendor  Ship via         FOB desc.        Terms
 2/12/96  555555  AIR FREIGHT      OUR DOCK------*  10% 30 DAYS
Special charges Freight            Buyer - Donna D. Simmons          DONNA

F1=Help         F3=Exit           F5=Refresh
F7=Backward     F8=Forward        F11=Job status    F12=Return
```

What to do

Press **F8** to scroll through all sections of the purchase order.

When you have finished reviewing the purchase order, press **F3** to exit.

Function keys

Refer to "Function keys" on page 11-6.

Fields

The fields vary according to the choices you made for formatting the purchase order.

AM6WOD01—Work with Purchase Order Details

Use this panel to work with detail for the PO you selected.

This panel appears when you type **10** next to a purchase order on the Work with POs panel (AM6WP001) as well as other Work with panels.

There is one view. It includes line number, detail type, and PO detail.

```
AM6WOD01           Work with Purchase Order Details

Order . . . . . . . .  PD00001
Position to . . . . .   nnnnn

Type options; then press Enter.
  2=Revise     5=Display

                                View  1 of 1
Option   Line  Detail type     Detail ---------------------------
           Order           555555 Thompson Enterprises
  nn       1  Item             ROLLERBALLPENS  ROLLERBALLPENS
  nn       1   Item cmt        22222  Standard message 22222-1-1--------------
  nn       1   Item cmt        22222  Standard message 22222-1-2--------------
  nn       1   Item cmt        22222  Standard message 22222-3-1--------------
  nn       1   Item cmt        22222  Standard message 22222-3-2--------------




Command ===>
F1=Help          F3=Exit           F4=Prompt          F5=Refresh
F7=Backward       F8=Forward                          F24=More keys

F6=Cursor          F9=Retrieve       F10=Header options  F11=Job status
F12=Cancel          F13=Repeat        F16=User options   F24=More keys

              F18=Change defaults F19=Left          F20=Right
              F22=Messages                        F24=More keys
```

What to do

Type the option number in the ***Option*** field next to the entry you want to work with. When you press **Enter**, the appropriate panel in Purchase Order Enter/Edit or PO Inquiry appears. You can type the same option or different ones next to multiple entries at the same time. The system processes the options in the sequence the entries are listed on the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Order. The number for the order previously selected.

Position to. Type a value in this field to skip to a particular entry in the list.

Option. Type the number of the option you want to perform. The options available on this panel are:

2 Revise. The appropriate PO Enter/Edit panel appears.
5 Display. The appropriate PO Inquiry panel appears.

Line. The relative position number of the detail type on the purchase order.

Detail type. The type of PO detail appears in this field: order, order comment; item, item comment; release, release comment; debit memo, or debit memo comment.

Detail. A summary of details about each entry listed appears. The summarized details and the format in which they appear vary according to the activity type.

Option 4. Work with Purchase Planning Schedules (AM6M90)

This option appears on the Work with Purchasing menu only if MRP is interfacing. Use this option to review and accept planning schedules created in MRP for items assigned to a specific buyer. When you have marked the planning schedule as accepted, the schedule is sent immediately according to the vendor's media flag settings. The Work with Purchase Planning Schedules panel (AM6WPS01) displays second-level options you can select to use with any schedule listed. You can change, display, print, accept or reject the planning schedules that appear.

Some second-level options provide third-level options. Some panels have more options available than appear on the initial panel. If so, the **F23** key appears to let you access additional options. All second- and third-level options available from the Work with Planning Schedules panel are listed in the table on page 11-84.

To help you identify the schedule you want, the list of schedules includes vendor number, item number, warehouse number, schedule frequency, date schedule was created, time schedule was created, and buyer review status.

What information you need: Buyer number. You must enter a buyer number before the buyer's schedules can be displayed.

What reports are printed: None.

What forms you need: None.

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AM6WPS00—Specify Buyer to Work With

Use this panel to enter the buyer number for the first buyer whose schedules you want to view.

This panel appears only if you initiate this option by typing **4** on the Work with Purchasing menu (AM6M90).

```
AM6WPS00                  Specify Buyer to Work With

Type information; then press Enter.

  Buyer number  . . . . . . . . . .




F1=Help             F3=Exit             F5=Refresh          F11=Job status
F12=Cancel          F22=Messages
```

What to do

Type the number for the buyer whose schedules you want to work with. When you press **Enter**, the Work with Planning Schedules panel (AM6WPS01) appears.

Function keys

Refer to “Function keys” on page 11-6.

AM6WPS01—Work with Purchase Planning Schedules

Use this panel to select the purchase planning schedule you want to work with. When you have reviewed and accepted the planning schedule, it can be printed or sent from here. The panel lists the latest planning schedules that exist for each vendor/item/warehouse combination. The status of the buyer review shows those schedules requiring buyer attention.

This panel appears when you type a Buyer number on the Specify Buyer to Work with panel (AM6WPS00) or when you select 80=Planning Schedules on the Work with Buyer Activity or Work with P.O. Activity panels.

```
AM6WPS01             Work with Purchase Planning Schedules

Buyer  . . . . . . . . .   aaaA5          *************************
Position to vendor . . .   aaaaA6
            item . . . .   aaaaaaaaaaaaA15

Type options; then press Enter.
  2=Change    5=Display    6=Print   10=Accept  11=Reject  12=All versions
                                               View  1 of 1
                                     Schedule       Create   Create   Buyer
Option     Vendor  Item            Whs  Frequency      Date     Time     Review
 nn        ******  **************  ***  *******        ******   ******   **
 nn        ******  **************  ***  *******        ******   ******   **




Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages                            F24=More keys
```

What to do

Type the option number you want in the ***Option*** field next to the vendor whose schedule you want to work with. When you press **Enter**, the appropriate panel appears. Use the table below to see which panel each option accesses. To see additional function keys, press **F24**.

When you have finished working with a buyer's schedules, you can select another buyer by typing the next buyer number you want in the ***Buyer*** field.

Work with Planning Schedules Options

The options available on this panel are listed in the table below. Use these options when you want to change, display, accept or reject purchase planning schedules.

Option #	Task the option lets you perform	Panel where option takes you
Initial panel	Enter a buyer number	"AM6WPS01—Work with Purchase Planning Schedules"
2	Change information about the schedule	"AM6CSD01—Change Purchase Planning Schedule"
5	Display information about the schedule	"AM6WSD01—Display Purchase Planning Schedule"
6	Print the schedule	No panel. Printing of the Purchase Planning Schedule report AMM84RP is scheduled when you enter option number. It includes the current and all previous versions. The previous versions are identified as such.
10	Accept the schedule	"AM6RPS10—Confirm Accept or Reject of Purchase Planning Schedule" Third-level options on this panel: Enter to confirm your choices. F12=change your choices.
11	Reject the schedule	"AM6RPS10—Confirm Accept or Reject of Purchase Planning Schedule" Third-level options on this panel: Enter to confirm your choices. **F12=change your choices**.

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Option #	Task the option lets you perform	Panel where option takes you
12	Work with all versions of the schedule	“AM6WSV01—Purchase Planning Schedule Versions”. Third-level options on this panel: 2=Change 5=Display 6=Print

Function keys

Refer to “Function keys” on page 11-6.

Fields

Buyer. Type the identifier of the buyer whose schedules you want to work with. Then the buyer name also appears.

Position to vendor. Type the identifier of the vendor you want the list to start at, or leave blank to display schedules for all vendors associated with the specified buyer.

Position to item. To start the list at a specific vendor/item, after entering the vendor, type the item number of the item you want, or leave blank to display schedules for all items associated with the specified vendor.

Option. Type the option number for the function you want to perform.

Vendor. The vendor number associated with the schedule.

Item. The item number associated with the schedule.

Whs (Warehouse). The warehouse number associated with the schedule.

Schedule frequency. The description of how frequently the schedule is to be created or sent.

- Daily
- Twice a week
- Weekly
- Every 2 weeks
- Every 4 weeks
- Monthly
- Every 2 months
- Quarterly

Create date. The date the schedule was created.

Create time. The time the schedule was created.

Buyer review. The status of the buyer’s review for this schedule. The buyer’s attention is needed only for schedules with a status of ‘Needed’.

NN Buyer review not needed (as defined in the Planning Schedule Profile)
Needed Buyer review needed and not yet done

OK	Buyer review done and approved
Not OK	Buyer review done and rejected

AM6CSD01—Change Purchase Planning Schedule

Use this panel to change the quantities on a purchase planning schedule.

This panel appears when you type **2** in the ***Option*** field on the Work with Purchase Planning Schedules panel (AM6WPS01).

```
AM6CSD01            Change Purchase Planning Schedule

Vendor  . . . . . .   aaaaA6          ***********************************
Item number . . . .   aaaaaaaaaaaaA15 ******************************

Warehouse . . . . .   aA3             ******************************
Schedule date . . .   ******
Position to date. .   nnnnnn        Unit of measure . : **

Type changed quantities as required; press Enter.
                                                 View  1 of 1   MORE:     +
Period  Type  Days   Date      Quantity     Previous Qty      Change
  **    ****   **   ******   nnnnnnnnn.nnn    *********.***-  *********.***
  **    ****   **   ******   nnnnnnnnn.nnn    *********.***-  *********.***
  **    ****   **   ******   nnnnnnnnn.nnn    *********.***-  *********.***

Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel                                                  F24=More keys

                    F22=Messages                            F24=More keys
```

What to do

- Type the changed quantity you want to use, then press **Enter**. To see additional function keys, press **F24**.
- To change another schedule, you can type the identifying information in the fields at the top of the panel.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Vendor. The vendor number for the schedule you selected on the previous panel appears or you can enter a vendor number to see the schedule for a different vendor.

Item number. The item number for the schedule you selected on the previous panel appears or you can enter a item number to see the schedule for a different item.

Warehouse. The warehouse number for the schedule you selected on the previous panel appears or you can enter a warehouse number to see the schedule for a different warehouse.

Schedule date. The date associated with the specified schedule.

Position to date. Type the date you want the list to start with.

Unit of measure. The unit of measure associated with the specified quantities.

Period. The sequence number to identify a time period.

Type. The schedule type:

Make “Make product” schedule. (Vendor is authorized to make the product.)

Buy “Buy materials” schedule. (Vendor is authorized to buy materials for making the product.)

Firm “Firm forecast” schedule. (Quantities are considered firm; vendor can use numbers for planning purposes, but cannot spend money on building yet.)

Plan “Planning forecast” schedule. (Quantities are for planning purposes only; vendor not to assume commitment in any way.)

Days. The number of days in the period.

Date (required date). The date the item is required at the dock.

Quantity. The quantity of the item associated with the schedule. You can change this amount.

Previous qty. The quantity for this same time period from the previous schedule.

Change. The difference between Quantity and Previous Qty. For example, Schedule A created on 1/5/** shows 100 in period 2 with a due date of 1/26/**. Schedule B created on 1/12/** shows 400 due on 1/26/** which has rolled into period 1, for a change quantity of 300.

AM6WSD01—Display Purchase Planning Schedule

Use this panel to display a purchase planning schedule.

This panel appears when you type **5** in the ***Option*** field on the Work with Purchase Planning Schedules panel (AM6WPS01).

```
AM6WSD01            Display Purchase Planning Schedule

Vendor  . . . . . .   aaaaA6            ***********************************
Item number . . . .   aaaaaaaaaaaaA15   ******************************
Warehouse . . . . .   aA3               ******************************
Schedule date . . .   ******
Position to date. .   nnnnnn            Unit of measure . . **

Press Enter to continue.
                                                 View  1 of 1  MORE:
Period  Type  Days    Date       Quantity      Previous Qty      Change
  **    ****   **    ******    *********.***    *********.***-  *********.***
  **    ****   **    ******    *********.***    *********.***-  *********.***
  **    ****   **    ******    *********.***    *********.***-  *********.***




Command ===>

F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel                                                  F24=More keys

                    F22=Messages                            F24=More keys
```

What to do

When you have finished reviewing a schedule, you can type the identifying information for another schedule in the fields at the top of the panel or press **F3** to exit.

Function keys

Refer to“Function keys” on page 11-6.

Fields

Refer to“AM6CSD01—Change Purchase Planning Schedule” on page 11-87.

AM6RPS10—Confirm Accept or Reject of Purchase Planning Schedule

Use this panel to accept or reject a purchase planning schedule. If you are accepting planning schedules, when you press **Enter** the ANSI 830 or EDIFACT DELFOR transaction is sent or printed, depending on the media flag defined for the vendor.

This panel appears when you type **10** or **11** in the ***Option*** field on the Work with Purchase Planning Schedules panel (AM6WPS01). The title and the instructions on the panel change according to whether you selected the Accept or Reject option. The list displays only those entries you selected.

```
AM6RPS10         Confirm ****** of Purchase Planning Schedule

Press Enter to confirm your choices for *********.
Press F12 to return to change your choices.
                                                 View  1 of 1

                                         Schedule       Create   Create   Buyer
Option    Vendor  Item            Whs  Frequency       Date     Time     Review
  **      *****   ******          ***  ******         ******* ********  **




F1=Help             F7=Backward         F8=Forward          F11=Job Status
F12=Cancel          F19=Left            F20=Right           F22=Messages
```

What to do

Press **Enter** to proceed with accepting or rejecting the specified schedules or press **F12** to exit the panel without an action.

Function keys

Refer to “Function keys” on page 11-6.

Fields

Refer to “AM6WPS01—Work with Purchase Planning Schedules” on page 11-83.

AM6WSV01—Purchase Planning Schedule Versions

Use this panel to work with all current and previous versions of a purchase planning schedule.

This panel appears when you type **12** in the ***Option*** field on the Work with Purchase Planning Schedules panel (AM6WPS01). The panels that appear when you select option 2 or 5 are the same panels that appear when you are working with a current schedule.

```
AM6WSV01          Purchase Planning Schedule Versions

Vendor  . . . . . :   ******           *********************
Item number . . . :   ***************  *********************
Warehouse . . . . :   ***              **************************

Type options; then press Enter.
  2=Change    5=Display    6=Print
                                                View   1 of 1
          Schedule        Create    Create   Buyer    EDI Document     User ID
Option    Frequency        Date      Time    Review   Control Number   If Updated
 nn       ************    ******   ********  **             *****      ****









Command ===>
F1=Help             F3=Exit             F4=Prompt           F5=Refresh
F7=Backward         F8=Forward                              F24=More keys

F6=Cursor           F9=Retrieve         F10=Header options  F11=Job status
F12=Cancel          F13=Repeat          F16=User options    F24=More keys

F17=Subset          F18=Change defaults F19=Left            F20=Right
                    F22=Messages                            F24=More keys
```

What to do

To work with a purchase planning schedule, type an option number in the option field and press **Enter**. To see additional function keys, press **F24**.

Function keys

Refer to "Function keys" on page 11-6.

Fields

Vendor. The identifier and name of the vendor appears.

Item number. The identifier and description of the item appears.

Warehouse. The identifier and description of the warehouse appears.

Option. Type the option number for the function you want to perform.

Schedule frequency. The description of how frequently the schedule should be created or sent.

Create date. The date the specified schedule was created.

Create time. The time the specified schedule was created.

Buyer review. The status of the buyer's review for this schedule:

NN	Buyer review not needed (as defined in the Planning Schedule Profile)
Needed	Buyer review needed and not yet done
OK	Buyer review done and approved
Not OK	Buyer review done and rejected

EDI document control number. The control number assigned to this schedule.

User ID if updated. The identifier of the user who updated the version, if the version was updated.

Chapter 12. Revaluation

Accounting principles often require companies to record transaction gains/losses before the invoice is actually paid. This means you must revalue your foreign currency bank accounts and open accounts payables so their local currency values reflect period-end or year-end exchange rates.

If multi-currency processing is active, the Revaluation option appears on the Main Menu (AM6M00). There is no secondary menu. Revaluation is permitted only against open periods or months.

When you select option 10 on the Purchasing Main Menu (AM6M00), the Revaluations panel (AM68X1) appears, allowing you to choose a revaluation type and mode for revaluing currency amounts in certain master files.

You can choose the revaluation option to recalculate the local currency amounts in these files:

- Quotations and contracts
- Purchase orders
- Open payables (Invoices).
- If IFM is installed, the Open payables option is not available.

You can choose the mode you want to use:

- No update. Allows you to check the impact of the revaluation on the files. Does not change any information in the files.
- Update. Changes information in the files. Keep the report as part of your audit trail.

Revaluation also creates General Ledger journal entries to record the unrealized gain or loss.

When you enter a foreign currency invoice, it is converted to local currency at the exchange rate.

Note: Letters of credit are an exception. They should be entered as manual payments. When the invoice is entered, it is converted at the exchange rate used for the letter of credit and there is no transaction gain or loss. When the invoice is paid, the exchange rate used is usually different. As a result, the cost of the invoice in local currency is either more or less than the local currency cost of the invoice when it was first entered. This difference is called the transaction gain or loss.

For example, suppose you initially recorded a 1000 French franc invoice as being worth 200 US dollars. If exchange rate changes make the invoice worth 220 US dollars at month end, increase the amount owed to 220 US dollars and record a 20 US dollar loss in the general ledger:

	Debit	Credit
Accounts Payable	20.00	
Transaction Loss		20.00-

If you make a payment and it cost 250 US dollars, the loss recognized at payment time is 30 US dollars, the difference between the amount of the payment and the revalued amount of the invoice.

Revaluing quotations and contracts files

When you choose the Quotations and Contracts (type 1) option, the system reads the Quotations and Contract file for records meeting the specified criteria. It calculates the amount of the revaluation, reports the amount, and, if you selected Update mode, updates the file.

The revaluation program converts the following amounts into local currency:

- Base price
- Setup cost
- Amount to date this contract
- Unit freight cost
- Quantity/price break prices.

The Contract Revaluation report (AM68Y) prints, reporting the previous local currency value of the amounts, the new values, and the differences between the new and previous values, The revaluation options are printed on the first page of the report and a line is printed for each record processed. The report totals are in local currency.

If you selected Update mode, it changes the local currency value in the file and prints ***Update*** on the report. If you selected No Update mode, no changes are made in the file and the words ***No Update*** appear on the report.

Revaluing purchase orders

When you choose the Purchase Orders (type 2) option, the system reads the Purchase Order Master file for records meeting the specified criteria. It calculates the amount of the revaluation, reports the amount, and, if you selected Update mode, updates the file.

The revaluation program converts the following amounts into local currency:

- Purchase Order Master file:
    - Freight estimate
    - Expected value
    - Total tax amount
    - Special charges amount
- Purchase Order Item file:
    - Freight amount
    - Current unit price
    - Override price
    - Extended price
- Purchase Order Blanket file:
    - Extended price override
    - Extended price
    - Freight amount
    - Override price.

The Purchase Order Revaluation report (AM68Z) prints, reporting the previous local currency value of the amounts, the new values, and the differences between the new and previous values. The revaluation options are printed on the first page of the report and a line is printed for each record processed. The report totals are in local currency.

If you selected Update mode, it changes the local currency value in the file and prints Update on the report. If you selected No Update mode, no changes are made in the file and the words No Update appear on the report.

Revaluing open payables files

When you choose the Open Payables (type 3) option, the system reads the Open Payables file for records meeting the criteria specified, calculates the amount of the revaluation, reports it, and, if you are processing in update mode, updates the file. General Ledger journal entries are created if you selected General Ledger distribution during application tailoring. An invoice with an override exchange rate is never revalued.

The Open Payables file Invoice Header record contains two sets of local currency amounts. One set shows the local currency value of the invoice at the time the invoice was posted and is never changed. The other set, the revaluation amounts, shows the local currency value of the invoice and is adjusted to reflect any revaluation activity. These are the amounts the system uses in the revaluation calculation.

The revaluation program converts the net payables amount into local currency. It calculates the net payables amount for trading and local currency amounts and generates transaction gain/loss amounts. Offsetting TEMGEN entries are made to the accounts payable cash account and the gain/loss account.

The Open Payables Revaluation report (AMV0B) prints, reporting the previous local currency value, new value, and the difference between the new and previous value. The revaluation options are printed on the first page of the report and a line is printed for each record processed. The title lines vary according to your selection criteria and whether you have period or monthly accounting. The mode you requested (No Update or Update) appears on the report. If you selected Update mode, the net change amounts that appear on the report are the amounts posted to TEMGEN. Report totals are in local currency.

This option is not available if IFM is installed.

Option 10. Revaluation

No secondary menu appears with this main menu option.

Use this option anytime you want to revalue the amounts in your files. You can revalue the following files:

- Quotations and contracts
- Purchase orders
- Open payables.

Note: This option is not available if IFM is installed.

What information you need: The revaluation date; the company number, if applicable; and the primary currency ID.

What reports are printed, depending on the option you choose:

- Contract Revaluation Report (AM68Y)
- Purchase Order Revaluation Report (AM68Z)
- Open Payables Revaluation Report (AMV0B)

The basic steps for performing this task follow the panel.

AM68X1—Revaluation (Options)

Use this panel to select options for printing Revaluation reports and updating files.

This panel appears when you select option 10 on the Purchasing Main Menu (AM6M00) and multi-currency processing is active.

```
DATE **/**/**                  REVALUATION                OPTIONS    AM68X1   XX

 REVALUATION TYPE <1/2>              REVALUATION MODE <1/2>  A
 1  QUOTATIONS & CONTRACTS           1  NO UPDATE
 2  PURCHASE ORDERS                  2  UPDATE
 3  OPEN PAYABLES

 REVALUATION DATE  aaaaA6            PRIMARY CURRENCY ID FROM: aaa    TO aaa

 COMPANY NUMBER FROM: nn    TO nn    TRANSACTION DATE          nnnnnn









**************************************************
**************************************************        F19 RESELECT OPTIONS
**************************************************        F24 CANCEL JOB
```

What to do

- Select the type of file you want to revalue and whether or not you want the revaluation to update the files. Type in the revaluation date and any options. Press **Enter**.
- To see the panel as it was before you typed anything in it, use **F19**.

Function keys

F19 RESELECT OPTIONS shows you this panel again with all selection options reset to the defaults.

F24 CANCEL JOB cancels the revaluation and returns you to the Purchasing Main Menu (AM6M00).

Fields

REVALUATION TYPE. Required. Type in one of the following to select the files you want to report on and/or update.

1 Quotations and contracts.
2 Purchase orders.
3 Open payables. This option is available only if you are doing AP invoicing. It is not available if IFM is installed.

REVALUATION MODE. The default is **1**. Accept the default or type in **2** to update the information in the files.

REVALUATION DATE. Required. The system extracts the exchange rate as of this date.

PRIMARY CURRENCY ID FROM/TO. You can select all currency IDs by leaving the field blank. This is the default. To select a single currency ID, type in the currency ID number. To select a range of currency IDs, type in the FROM currency ID and the TO currency ID. See the *CAS User's Guide* for more information on these IDs.

COMPANY NUMBER FROM/TO. This field appears only if you select Option 3. You can select all companies by leaving the field blank. This is the default. To select a single company, type in the company number. To select a range of companies, type in the FROM company and the TO company. To see the revaluation impact for a single company, type the same company number in both the FROM and TO fields.

TRANSACTION DATE/ACCOUNTING PERIOD. Required. The field that appears is determined by your selection for either period or monthly accounting during application tailoring. This field appears only if you selected Update mode. Type in the date using the YYMMDD format for monthly accounting or type in the period for which you want Temporary General Ledger (TEMGEN) records created. Revaluation is not allowed if closed periods or months are entered.

Chapter 13. Report descriptions

This section contains samples of the reports that the Purchasing application produces. The reports appear in alphabetical order. Depending on which option you choose during application tailoring, you may not need some of the reports.

Table 13-1. (Page 1 of 3) List of reports, sorted by report name

Report	ID	See page
Backlog by Buyer, Requisitions Without Orders	AM62G	13-6
Buyer Master File Listing	AM65L1	13-7
Buyer Master File Maintenance	AM65K	13-8
Buyer Worksheet Active Requisitions	AM64D	13-9
Cash Commitments Report	AM6P3	13-15
Completed Orders Ready for Close	AM62R1	13-17
Debit Memo—Sample	None	13-19
Debit Memo Print Error Listing	AM6S61	13-21
Dock to Stock Traveller	AM63H	13-22
EDI Invoice Audit Report	AMV90	13-25
EDI Invoice Batch Report	AMV91	13-26
Enter/Edit Purchase Order Operations	AM64H	13-28
Fixed Blanket Item Status	AM62L	13-29
Free on Board Master File Listing	AM67B	13-31
Free on Board Master File Maintenance	AM67A	13-32
Generated Item Master File C-Records	AMY61	13-33
Held Orders with Dock Date within X Days of Run Date	AM62T	13-34
Inventory Transaction Register - Processed Items/Totals	AMV3G	13-36
Invoice Transaction Proof/Register - Detail and Summary	AMV12	13-40
Invoicing Reports—Extract	AM6R2	13-45
Item Master File Maintenance	AMVT0	13-46
Item Master File Report—Brief	AMVE40	13-57
Item Master File Report—Complete	AMVE41	13-60
Item Master File Report—Current Costs Sequenced by Item	AMVE42	13-62
Item Master File Report—Purchase Item Description	AMVE44	13-64
Item Master File Report—Purchase Item Detail	AMVE43	13-65
Items With Follow-up Date within X Days of Run Date	AM62U	13-67
Items Within 90% of Completion	AM62N	13-68
Landed Cost File Maintenance	AMV08	13-70
Open Debit Memos—All Open Sequence (Buyer/Vendor/ Item)	AM6S5	13-71
Open Payables Revaluation	AMV0B	13-73
Open Purchase Orders Sequence	AM62S	13-75

Table 13-1. (Page 2 of 3) List of reports, sorted by report name

Table 13-1. (Page 3 of 3) List of reports, sorted by report name

Report	ID	See page
Shipping Schedule	AM69M	13-137
Shipping Schedules Profile Audit	AM6PSS	13-138
Standard Message File Listing	AM65V	13-139
Standard Message File Maintenance	AM65U	13-140
Terms Master File Listing	AM67U	13-141
Terms Master File Maintenance	AM67D	13-142
Traffic Routing Table List	AM67G	13-143
Vendor Analysis Report	AMV741	13-143
Vendor Business Analysis Report	AMV742	13-145
Vendor Closeout Acknowledgement		13-147
Vendor Master Names and Addresses	AMV76	13-148
Vendor Master File Listing	AMV79	13-149
Vendor Master File Maintenance	AMV77	13-151
Vendor/Item File Listing by Item	AM6Q4	13-153
Vendor/Item File Listing by Vendor	AM6Q3	13-153
Vendor/Item File Maintenance	AM64O	13-155
Warehouse Ship-to File Maintenance	AM65F	13-156
Warehouse Ship-to Master File Listing	AM65G	13-157

Table 13-2. (Page 1 of 3) List of reports, sorted by report ID

ID	Report	See page
AMI4P1	Order Closeout by Selection	13-79
AMI4P2	Orders Re-opened Audit List	13-79
AMI4P3	Order Closeout by Date Audit List	13-78
AMVE40	Item Master File Report—Brief	13-57
AMVE41	Item Master File Report—Complete	13-60
AMVE42	Item Master File Report—Current Costs Sequenced by Item	13-62
AMVE43	Item Master File Report—Purchase Item Detail	13-65
AMVE44	Item Master File Report—Purchase Item Description	13-64
AMV0B	Open Payables Revaluation	13-73
AMV08	Landed Cost File Maintenance	13-70
AMV12	Invoice Transaction Proof/Register - Detail and Summary	13-40
AMV13	Purchase Invoice Journal and Check Reversal Listing	13-92
AMV14	Purchase Journal Update	13-94
AMV3G	Inventory Transaction Register - Processed Items/Totals	13-36
AMV741	Vendor Analysis Report	13-143
AMV742	Vendor Business Analysis Report	13-145
AMV76	Vendor Master Names and Addresses	13-148

Table 13-2. (Page 2 of 3) List of reports, sorted by report ID

ID	Report	See page
AMV77	Vendor Master File Maintenance	13-151
AMV79	Vendor Master File Listing	13-149
AMV90	EDI Invoice Audit Report	13-25
AMV91	EDI Invoice Batch Report	13-26
AMVT0	Item Master File Maintenance	13-46
AMY61	Generated Item Master File C-Records	13-33
AM6DC	Purchase Price Variance Report	13-115
AM6DI2	Print Quotation Request—Error Listing	13-91
AM6P3	Cash Commitments Report	13-15
AM6PP	Purchase Planning Schedule Audit	13-114
AM6PS	Shipping Schedules Profile Audit	13-138
AM6PU	Purchasing Control File Maintenance	13-118
AM6Q3	Vendor/Item File Listing by Vendor	13-153
AM6Q4	Vendor/Item File Listing by Item	13-153
AM6R2	Invoicing Reports—Extract	13-45
AM6R3	Purchase Orders with Receipts Not Yet Invoiced	13-113
AM6R4	Orders with Lines Not Requiring Inventory Processing	13-86
AM6S5	Open Debit Memos—All Open Sequence (Buyer/Vendor/Item)	13-71
AM6S61	Debit Memo Print Error Listing	13-21
AM62C1 or AM62C2	Requisition Analysis—Prioritized by Critical Ratio - Lead Time/Requested Due Date or More than X Days Since Release	13-129
AM62E1 or AM62E2	Requisition Analysis—Analysis by Department or Account	13-127
AM62F1 or AM62F2	Requisition Analysis—Summary by Department or Account	13-132
AM62G	Backlog by Buyer, Requisitions Without Orders	13-6
AM62L	Fixed Blanket Item Status	13-29
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None	Purchase Order—Format 1 and 3	13-108
None	Quotation Request—Sample	13-124

Backlog by Buyer–Requisitions Without Orders (AM62G)

```
 NORTHCREEK IND.                                    BACKLOG BY BUYER          DATE  9/14/
**    TIME 13.38.44    AM62G    PAGE    1
                                               REQUISITIONS WITHOUT ORDERS                               US
ER ID V$JEFF

          BUYER     BUYER                       OPEN                 TOTAL REQ     NUMBER OF REQUISITIONS
          NUMBER    NAME                        REQ                  AMOUNT        APPROVED  NOT APPROVED

                    UNIDENTIFIED BUYER            52               80,462.6595     00,000    00,000
            110     MARGARET SKRIBA                1                   37.2750     00,000    00,000
            120     LAURIE ANDREAS                 2                2,510.0000     00,000    00,000
            180     SUSIE FRITTS                  13                  770.3500     00,000    00,000

                                                  68               83,780.2845     00,000    00,000
```

When you select option 3 on the Requisitions Analysis (Select) panel (AM62A1) from the Reports menu (AM6M40), report AM62G is printed. This report contains the number of outstanding requisitions and their total value for each buyer.

Fields

BUYER NUMBER. The buyer number.

BUYER NAME. The buyer name.

OPEN REQ. The number of open requisitions for each buyer.

TOTAL REQ AMOUNT. The total value of all open requisitions for each buyer. At the end of the report also appears the total number of open requisitions and their total value for all buyers listed.

NUMBER OF REQUISITIONS. Information appears in this section only if the Approval application is interfacing and requisition approval has been activated in the Purchasing Control File.

APPROVED. Number of requisitions with a status of Approved (status code 0).

NOT APPROVED. Number of requisitions with a status of Not Approved (status code 6 or 9).

Buyer Master File Listing (AM65L1)

```
    XA                                 BUYER MASTER FILE LISTING              DATE ********   TIME ********  PAGE
    1  AM65L1
                                                                                                            OPER
                                       BUYER RANGE FROM BEGINNING TO END

    BUYER   BUYER        BUYER                        DEPT     TELEPHONE               AVERAGE     IFM           D
ATE LAST
    NO.     USERID       NAME                         CODE                             ORDERS      APPROVER      M
AINTAINED
 ----------------------------------------------------------------------------------------------------------------
------------------
    140     DONNA        DONNA SIMMONS                5000     999-999-
9999            243        SIMMONS      ********
    150     DTURNEY      DIANE TURNEY                 5111     999-999-
9999            148        TURNEY       ********
    120     LANDREAS     LAURIE ANDREAS               5023     999-999-
9999            280        LANDREAS     ********
    100     TENNEY       BOB TENNEY                   5023     999-999-
9999            199        TENNEY       ********
    110     JONES        BILL JONES                   5111     999-999-
9999             91        JONES        ********
```

When you enter a valid buyer number on the Buyer Master File Listing (Options) panel (AM65S1) from the File Listings menu (AM6M70), report AM65L1 is printed. This report lists information on each buyer selected. The report is printed in ascending sequence by buyer number.

If IFM is interfacing, the IFM approver field also appears on the report.

The fields come from the Buyer Master file, and are maintained in Buyer Master File Maintenance.

Buyer Master File Maintenance (AM65K)

```
    XA                              BUYER MASTER FILE MAINTENANCE              DATE ********  TIME ********  PAGE
     1  AM65K
                                                                                                              OPE
R         UPDATE  33

                          BUYER   BUYER        BUYER                      DEPT   TELEPHONE            AVERAGE  IF
M          DATE LAST
                          NO.     USERID       NAME                       CODE                        ORDERS   AP
PROVER     MAINTAINED
 ------------------------------------------------------------------------------------------------------------------
---------------------
  *** ADDED ***           160     AGILES       ANNE GILES                 5001   999-999-
9999             120  GILES        ********
  *** BEFORE CHANGED ***  120     LANDREAS     LAURIE ANDREAS             5023   999-999-
9999             280  LANDREAS     ********

  *** AFTER CHANGED ***   120     LANDREAS     LAURIE ANDREAS             5111   999-999-
9999             341  LANDREAS     ********

  *** DELETED ***         110     JONES        BILL JONES                 5111   999-999-
9999              91  JONES        ********
    XA                              BUYER MASTER FILE MAINTENANCE              DATE ********  TIME ********  PAGE
     1  AM65K

                        SESSION STATUS
                               RECORDS ADDED          1
                               RECORDS CHANGED        1
                               RECORDS DELETED        1
```

If you selected the application tailoring option to print before and after images of File Maintenance, report AM65K is printed. This report details information on each buyer record maintained during the session. It also shows the maintenance action taken on each record.

If IFM is interfacing, the IFM approver field also appears on the report.

When you select **F24** on the Buyer Master File Maintenance (Status) panel (AM65K4), report AM65K is printed. This report shows the session status of your file maintenance session.

Buyer Worksheet Active Requisitions (AM64D)

```
   NORTHCREEK IND.                            BUYER WORKSHEET                                DATE  2/25/
**  TIME 10.07.46  PAGE    1  AM64D
                                             ACTIVE REQUISITIONS                                                     OPE
R 03

                   ITEM NUMBER FROM 1              TO  5                    BUYER NUMBER FROM BEGINNING TO END
BUYER  MCKEE    DEBBIE MCKEEN
                                                                                                            ----
LEAD TIME-----
ITEM             DESCRIPTION                      STK PUR   U/
M          INVENTORY         CURRENT      SFT   VEN    REV  STK   PLANNER
                                                  U/M U/M   CONV        TYPE              PRICE (LOCAL)
1                ADAPTER PLATE                    EA  CS    10.00000 INVENTORY                 1.7500    2.0    3.0
   2.0  3
*MRO*            8" X 4" ELECTRICAL PLATE
------------------------------------------------  OPEN PURCHASE ORDERS  -----------------------------------------
------------------

 ORDER     W/H  ORDER        U/
M   QUANTITY       P.O.     PRICE       VENDOR     DUE TO    DUE TO  CONTRACT  REQ NO   REQUISITIONER
                QUANTITY          OPEN            STAT       LOCAL/TRADING        DOCK      STOCK
 P000024  123       2500.000   CS      25000.000   20           17.5000  12345    1/31/**   2/07/**
                                                                17.5000(    ) US DOLLARS
-----------------------------------------------  PURCHASE ORDER HISTORY -----------------------------------------
------------------

VENDOR  VENDOR NAME             ORDER/REQ NO.   QUANTITY   U/
M   QUANTITY        PRICE           FREIGHT          LEAD TIME  BUYER
VENDOR CATALOG NUMBER                     ORDERED/RECD        REJECTED        EXP/INVD        EXP/
ACTUAL        EXP/ACTUAL
                                                                                  (LOCAL)          (LOCAL)
12345   LAST CHANCE FABRICATORS    PPDM001       8880.000   EA          .000      15104.8800           .00
       28    MCKEE
LCF-1545-
1212                                        .000                               .00              .00              0

                                                     CURRENCY ID (    ) US DOLLARS            (TRADING)        (TRADING)
                                                                                   15104.8800           .00
                                                                                        .00             .00
45678   YAMAMOTO FABRICATORS       P000084      10000.000   EA          .000       166.2500           .00
       29    MCKEE
------------------------------------------------  OPEN REQUISITIONS    -----------------------------------------
------------------

REQ.      W/
H   QUANTITY        REQ.     REQ.              DOCK      STOCK   PRTY   DEPT   PLANNER       REQ.   REQUISITIONER
/  REV.
NO.                               U/
M      PRICE (LOCAL)       DATE        DATE                             DATE    REQST VENDOR      NO.
RAAAAAA   123    1234567.123   EA          1.7500   12/14/**   12/21/**      0                  7   12/08/
**   1A1A1A1A1
    EXTENDED DESCRIPTION:   THIS IS A REQUISITION EXTENDED DESCRIPTION WHICH IS A DESCRIPTION OVERRIDE      /
   123456   WASHINTON
R000018   123         1.000    EA          1.7500     3/29/**    4/05/**      0                  7   12/30/
**   JASON
    EXTENDED DESCRIPTION:   8" X 4" ELECTRICAL PLATE
         12345-01 P  THIS PRODUCT MUST ADHERE TO THE FOLLOWING SPECIFICATIONS AND CANNOT BE OUTSIDE
         12345-02 P  OF THE FOLLOWING TOLERANCE PERCENTAGES  TEMPERATURE 32 DEGREES  FLASHPOINT 580
-----------------------------------------------      PRIMARY QUOTE     -----------------------------------------
------------------

QUOTATION  CONTR   VENDOR    VENDOR NAME               VENDOR CATALOG NUMBER          BASE PRICE     U/
M   QUOTATION   EXPIRATION
NUMBER     NO.     NUMBER                                                           LOCAL/
TRADING          DATE        DATE
1          1       701       ALPHA PRODUCTS HDQTERS                                          .7700  LB     9/28/
**    12/15/**
                                                                                             .8910  (FRA)  FRENCH
 FRANCS
                                   QUANTITY           PRICE (LOCAL)          PRICE (TRADING)
                                         10.000-            999.9500          105645.8730-
 CONTRACT                       QUANTITY             AMOUNT                PERCENT       SETUP COST          START
       EXPIRATION
 QUANTITY TO DATE               LIMIT                TO DATE                              LOCAL/
TRADING         DATE          DATE
            15.006            1500000.000              10015.65                                   .00        9/28/
**         12/15/**
                                              1654932.56-                     164889.90
```

When you complete your report option selection on the Buyer Worksheet (Options) panel (AM64C1) from the Reports menu (AM6M40), the Buyer Worksheet report is printed. Use this report to facilitate buyer purchasing decisions. In a single report, the worksheet prints all current and past history for a specified range of items. This allows you to make decisions concerning pricing, order quantities, vendors, and lead times when converting open requisitions into purchase orders.

Fields

ITEM NUMBER TO and FROM. The item number range that appears on the report.

BUYER. The name of the person responsible for buying the item.

ITEM. The item number.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

DESCRIPTION. The item description.

EXTENDED DESCRIPTION. An extended description prints below the item number.

STK U/M. The stocking unit of measure associated with the item.

PUR U/M. The purchasing unit of measure is the measurement basis of purchase quantities for the item.

U/M CONV. The unit of measure conversion factor is the number of stocking units in one purchasing unit of measure.

INVENTORY TYPE. The stocking strategy of the item to the Purchasing application.

One of three descriptions appears:	For MRO items, this is equivalent to:
INVENTORY ITEM	Stores
MISCELLANEOUS	Nonstores
SERVICE ITEM	Service

Note: The ’unstocked item’ code (code 4) is not valid for Purchasing items.

CURRENT PRICE. The current unit price.

LEAD TIME.

SFT: The safety lead time is the number of days expected for normal delays or variances in the delivery time.

VEN: The vendor lead time is the vendor-quoted number of days between the release of the order and delivery to the dock.

REV: The review lead time is the number of days between creation of the requisition and release of the order to the vendor.

STK: The dock-to-stock lead time is the number of days between the receipt at dock and the receipt to stock of the item.

PLANNER. The code that identifies the person responsible for planning the replenishment strategy for the item.

The following fields appear under ***OPEN PURCHASE ORDERS***:

ORDER. The purchase order number.

W/H. The number of the warehouse where the item is stored.

ORDER QUANTITY. The order quantity.

U/M. The purchasing unit of measure.

QUANTITY OPEN. The open quantity (order quantity plus the quantity deviation less the quantity received to stock).

P.O. STAT. The purchase order status can be one of the following:

10 Confirmation required (VA)
20 Confirmation received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete

PRICE. The current unit price or the value entered on the purchase order.

VENDOR. The vendor number.

DUE TO DOCK. The date this item is due to arrive at the dock.

DUE TO STOCK. The date this item is required to be in inventory.

CONTRACT. The contract number, if used, associated with the vendor and item.

REQ NO. The requisition number, if used.

REQUISITIONER. The requisitioner ID from the Requisition Master file, if used.

The following fields appear under ***PURCHASE ORDER HISTORY***:

VENDOR. The vendor number and name of the vendor with whom you placed the purchase order.

VENDOR CATALOG NUMBER. The vendor's catalog number for the item.

ORDER/REQ NO. The purchase order number.

QUANTITY ORDERED/RECD. The line item order quantity and received quantity.

U/M. The purchasing unit of measure.

QUANTITY REJECTED. The quantity rejected/returned.

PRICE EXP/INVD (LOCAL). The expected price and the invoice price.

FREIGHT EXP/ACTUAL (LOCAL). The expected freight costs and the actual freight costs.

LEAD TIME EXP/ACTUAL. The expected vendor lead time and the actual lead time (the difference in days between release date and the receipt date).

BUYER. The number of the buyer responsible for the item.

The following fields appear under ***OPEN REQUISITIONS*** for production items:

REQ NO. The requisition number for the item.

W/H. The warehouse number.

QUANTITY. The requisitioned quantity.

REQ U/M. The stocking unit of measure.

REQ PRICE. The current unit price or the value entered on the requisition.

DOCK DATE. The date required to dock.

STOCK DATE. The date required to stock.

PRTY. The priority override code (1-9) optionally entered during Purchase Order Entry and Edit.

DEPT. The number of the department from which the requisition originated.

PLANNER. The code that identifies the person responsible for planning the replenishment strategy for the item.

REQ DATE. The date the requisition was placed.

REQUISITIONER. The name of the person making this requisition.

REQST VENDOR. The number and name abbreviation of the vendor that the originator of the requisition wants to use. This is only for the buyer's information.

REV NO. The number of times the requisition has been revised.

The following fields appear under ***PRIMARY QUOTE***:

QUOTATION NUMBER. The quotation number for the vendor/item.

CONTR NO. The number of the associated contract for the quotation.

VENDOR NUMBER and NAME. The number and name of the supplier of the item.

VENDOR CATALOG NUMBER. The vendor's catalog number for the item.

BASE PRICE LOCAL/TRADING. If multi-currency processing is active, the price appears in local and trading currency.

U/M. The stocking unit of measure associated with this item.

QUOTATION DATE. The date you expect the vendor to reply to the quotation.

EXPIRATION DATE. The date the terms of the quotation expire.

QUANTITY. The quantity for the item on this requisition.

PRICE (LOCAL/TRADING). If multi-currency processing is active, the price appears in local and trading currency.

CONTRACT QUANTITY TO DATE. The quantity ordered to-date against this contract.

QUANTITY LIMIT. The maximum quantity that can be ordered under the contract.

AMOUNT TO DATE. The amount ordered to date against this contract.

PERCENT. The percent of the quantity limit of the contract that has been used.

SETUP COST (LOCAL/TRADING). If multi-currency processing is active, the cost appears in local and trading currency.

START DATE. The date the terms of this contract become effective.

EXPIRATION DATE. The date on which the terms of the contract expire.

MRO Open Requisitions format. If the Maintenance Management System (MMS) is interfacing, the Maintenance, Repair, and Overhaul (MRO) format prints. All production items print first, followed by any Maintenance, Repair, and Overhaul (MRO) items. When the item is an MRO item, the item information at the top and any requisitions come from MMS.

```
-----------------------------------  MRO OPEN REQUISITIONS  -----------------------------------------------------
------------------
REQ NO./
   WH          QUANTITY  UM          UNIT PRICE  DATE TO   DATE      DEPT  REQ BY   DATE      REQUISITIONED   --
VENDOR---
LINE NO.                                                  EXPEDITE  REQUIRED         PLANNER  WRITTEN   BY
    NUMBER/NAME
ABCD1234  ABC2 123456789.123456  EA3  123456789.123456  05/12/94  06/01/94  123A  ABCDEF   07/01/
**  123456789ABCDEF 12345678
123    EXTENDED DESCRIPTION:   1234567890123456789012345678901234567890123456789012345678901234567890
123456AB  NEW1       789.009900  BOX        999.999999  05/12/94  06/01/94  5521  111233   07/01/
**  JANE           99001
456    EXTENDED DESCRIPTION:   THIS IS A REQUISITION EXTENDED DESCRIPTION WHICH IS A DESCRIPTION OVERRIDE
-----------------------------------------------------------------------------------------------------------------
------------------
```

The following fields appear under ***MRO OPEN REQUISITIONS***.

REQ NO./LINE NO. The requisition number and the line on the requisition where the item is found.

WH. The code of the warehouse where the item is stored.

QUANTITY. The requisitioned quantity.

UM. The stocking unit of measure.

UNIT PRICE. The current unit price for the item/vendor or the value entered.

DATE TO EXPEDITE. The date on which an expedite letter should be sent to the vendor.

DATE REQUIRED. The date on which the material needs to be received.

DEPT. The number of the department from which the requisition originated.

REQ BY PLANNER. The code that identifies the work order planner if this requisition was a work order.

DATE WRITTEN. The date the requisition was written.

REQUISITIONED BY. The name of the employee that placed the requisition.

VENDOR NUMBER/NAME. The name and number of the vendor that supplies the item.

Cash Commitment Report (AM6P3)

```
   NORTHCREEK IND.                                         CASH COMMITMENT REPORT   BUYER/ACCOUNT   DATE  5/21/
**  TIME 15.13.56  PAGE   1   AM6P3
                                                                                                                     OPER

PRIMARY CURRENCY:
      PAST DUE   -----------------------------------DUE BEFORE-------------------------------------------------
        BEYOND
                        7/15/**         8/15/**         9/15/**        10/15/**        11/15/**        12/15/
**        12/15/**
DEPT             P.O. NO/ BLKT
----             -------------
         ACCOUNT
 ---------------
CURRENCY ID:     FRA   FRENCH FRANCS
BUYER:           1
         674.00            .00             .00             .00             .00             .00             .00
           .00
            .00            .00             .00             .00         1402.50             .00             .00
           .00
            .00            .00             .00             .00         2422.50             .00             .00
           .00
            .00            .00             .00             .00         1402.50             .00             .00
           .00
            .00            .00             .00             .00             .00       120145.66             .00
           .00
            .00            .00             .00             .00             .00             .00          280.50
           .00
            .00            .00             .00             .00          280.50             .00             .00
           .00
            .00            .00             .00             .00        24624.62             .00             .00
           .00
            .00            .00             .00         1402.50             .00             .00             .00
           .00
            .00            .00             .00         1114.35             .00             .00             .00
           .00
            .00            .00             .00          408.00             .00             .00             .00
           .00
            .00            .00             .00             .00         1402.50             .00             .00
           .00
            .00            .00             .00             .00          701.25             .00             .00
           .00
            .00            .00             .00             .00          157.46             .00             .00
           .00
 ** BUYER 1     TOTALS
       19500.00            .00             .00             .00             .00             .00             .00
           .00
 ** ACCOUNT            1455   TOTALS
       19500.00            .00             .00             .00             .00             .00             .00
           .00
 ** CURRENCY ID 1    TOTALS
       19500.00            .00             .00             .00             .00             .00             .00
           .00
 ** PRIMARY ID 500 TOTALS
       19500.00            .00             .00             .00             .00             .00             .00
           .00
```

When you select report sequence 1 on the Cash Commitments Report (Options) panel (AM6P21) from the Reports menu (AM6M40), report AM6P3 is printed. You can print two variations of this report, with or without requisitions. You determine which prints when you type **Y** or **N** in the ***INCLUDE REQUISITIONS*** field on panel AM6P21.

This report looks at all the open purchase orders and presents totals of your expected payment amount by the period date that you defined. The expected payment date for an order is calculated by adding the offset days (entered as a runtime option or on the terms code) to the receipt date.

If multi-currency processing is active, this report sequence is in ascending order by primary currency/currency ID, if you specified printing in trading currency.

- The information on this report is calculated as follows:

- All open purchase orders are grouped and totaled by the period dates that you defined on panel AM6P21. The totals show the expected payment amount for each period.
- The expected payment date for an order is determined by adding the offset days to the receipt date. You enter the number of offset days on panel AM6P21 when you select the report.

Fields

PAST DUE. The amounts that are past due for the purchase order or requisition. The six aging dates are from panel AM6P21. Any amounts which are due beyond the sixth aging date appear in the last column.

DEPT. The department number from the purchase order.

P.O. NO/BLKT. The purchase order and release number appear if this is a blanket item. A requisition number may appear instead depending on the run option you selected. Requisitions are in local currency. If multi-currency processing is active, requisitions are only printed when reporting in local currency.

ACCOUNT. The report is divided by buyer/account or account/buyer number, depending on the option you selected.

If IFM is interfacing, the **Account** field is replaced with the **Unit/Nature** fields.

CURRENCY ID. If multi-currency processing is active, the report is subdivided by currency ID.

BUYER AMOUNT TOTALS. Buyer amount totals.

ACCOUNT AMOUNT TOTALS. Account amount totals.

CURRENCY ID TOTALS. If multi-currency processing is active and you selected to print the report in trading currency, the currency ID totals within the primary currency.

PRIMARY ID TOTALS. If multi-currency processing is active and you selected to print the report in trading currency, the primary currency totals. No totals are reported above the primary currency ID level, and run totals are only printed when you selected to print the report in local currency.

Completed Orders Ready for Close (AM62R1)

```
   NORTHCREEK IND.                                   COMPLETED ORDERS READY FOR CLOSE              DATE   9/19/
**  TIME 15.10.**   PAGE     7   AM62R1
                                                                                                                        OPER
                                                            BUYER RANGE FROM BEGINNING TO END
BUYER  778
ORDER  VENDOR  ITEM NUMBER      SEQ  UM       UNIT         ORDER    CLOSEOUT
NUMBER NUMBER                                 PRICE       STATUS    CONF DATE       QUANTITY                DATE
                BLK
-----------------------------------------------------------------------------------------------------------------------
-------------------
PPINV7    700   07652                EA    123,456.0100    50-
4                     ORDERED        50.00   DUE TO DOCK    9/27/**
                *MRO*             CURRENCY ID FRA FRENCH FRANCS                 DELIVERED        75.00   FIRST RE
C      6/20/**
                                                                                RETURNED           .00   LAST REC
       6/20/**
                                                                                TO STOCK         75.00   STK REQU
IRED   9/29/**
                                                                                SCRAPPED          .000

P000235   701   31313                CS         225.0400    50-
4                     ORDERED         2.00   DUE TO DOCK    9/26/**
                *MRO*             CURRENCY ID FRA FRENCH FRANCS                 DELIVERED         2.00   FIRST RE
C      9/12/**
                                                                                RETURNED           .00   LAST REC
       9/12/**
                                                                                TO STOCK          2.00   STK REQU
IRED 10/02/**
                                                                                SCRAPPED          .000
```

When you select option 5 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62R1 is printed. This report prints all completed purchase orders ready for close. An order is considered ready for close when the quantity received is equal to or greater than the quantity ordered (plus or minus the tolerance percent), or if the order has been flagged as complete. If status 30 and 35 orders are not to be included on the report, on-order is only considered ready for close if it has been flagged as complete (status 40 or 50).

Fields

BUYER. The buyer number.

ORDER NUMBER. The purchase order number.

VENDOR NUMBER. The vendor number.

ITEM NUMBER. The item number.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

SEQ. The number assigned to an item when it appears more than once on the same purchase order.

UM. The unit of measure.

UNIT PRICE. The unit price.

CURRENCY ID. The currency ID and description of the order.

ORDER STATUS. One of the following order status codes is printed:

30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete.

Note: Order status codes 10, 20, 60, and 99 are not printed on this report.

(Approval Status). If you are using approval processing for purchase orders, and the purchase order does not have a status of 0=Approved, one of the following approval status codes is appended to the order status code:

2 Related approval requested
4 Change awaiting approval
6 Awaiting approval
8 Change approval denied/not requested
9 Approval denied/not requested

CLOSEOUT CONFIRMATION DATE. The date the selection for closeout was confirmed appears.

QUANTITY.

- The quantity ordered
- The quantity delivered
- The quantity returned
- The quantity to stock
- The quantity scrapped

DATE.

- The date due to dock
- The date the order was first received against
- The date the order was most recently received against
- The date required in stock

BLK. If an item line prints, blanks will print here. If a release line prints, this is the blanket release number.

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Debit Memo—Sample

DEBIT MEMO D0000D0009
P. O. NUMBER
P100289 - 00 10/23/**

SHIP TO
ALTERNATE DOCK AT 35 ALPHA FOR TEST
WAREHOUSE ROW
SECTION 4
1415 HOLCOMB BRIDGE DR
ROSWELL GA 30076-3714
USA

B&M PLASTICS SUPPLY, INC.
PURCHASING
P.O. BOX 5637
SUITE 63
563 MAPLE DR
TITUSVILLE, FL 37280

PAGE
0001

BILL TO
ALTERNATE BILL TO NAME AT 35 ALPHA*
ACCOUNTING
SECTION 69
1415 HOLCOMB BRIDGE DR
ROSWELL GA
30076 3714 USA

ORDER PLACED WITH: TIM TUCKER
PHONE 1-404-555-3328
FAX 1-404-555-3328

IN US EURO DOLLARS

P.O. DATE	VENDOR	SHIP VIA	F.O.B. DESC	TERMS -	DELIVERY DATE
10/02/**	123456	UPS	OUR DOCK	C.O.D.	SEE BODY

SPECIAL CHARGES
FREIGHT
BUYER: DREW SILLS 235
PHONE: (404) 555-3134 x205

	QUANTITY	UNIT PRICE	AMOUNT
ORIGINAL LINE ITEM			
78235 000	10.000 EA	123.4567	1234.5
4X8X3/4 SHEETS PLASTIC DATE 11/20/**	*BLANKET00 02		
**** DO NOT RESUPPLY	2.000 EA	123.4567	246.9
QUANTITY RETURNED TO VENDOR FOR CREDIT			
ITEMS WILL BE RETURNED TO VENDOR FOR CREDIT			
QTY: 2.000 EA			

** ORDER CONFIRMATION REQUIRED BY 1/26/**
TOTAL IN U.S. DOLLARS

TOTAL 246.9

AUTHORIZED BY

When you select option 7 on the Purchase Order Processing menu (AM6M10), the Debit Memo is printed. It is followed by an error listing report to use as an audit trail. The report is sent to the print spool on 'Hold' status and remains there until manually released by the operator. This allows time for any forms changes to be made.

All fields are identical to those on a purchase order. The debit memo prints using the same format as the PO form type that is specified in the Purchasing Control file. A message indicating that this is a debit memo is printed on the form as a safeguard. The debit memo date prints to the right of the PO number. For further descriptions of the fields, refer to “Purchase Order—Format 0 and 2” on page 13-106.

Note: If the debit memo is selected to print in alternate currency and the alternate currency and trading currency are different, a line is printed with the description and total for the other currency not being used on the debit memo.

Debit Memo Print Error Listing (AM6S61)

```
   NORTHCREEK IND.                         DEBIT MEMO PRINT ERROR LISTING           DATE  9/14/
**  TIME 15.49.14   PAGE   1   AM6S61
                                                                                                                OPER

                           ERROR                          PURCHASE     SHIP   VENDOR
                                                          ORDER        ID

E AM-7596 THE BILL-ID NOT FOUND                           P000024     100     011011
E AM-7596 THE BILL-ID NOT FOUND                           P000024     100     011011
E AM-7596 THE BILL-ID NOT FOUND                           P000024     100     011011
```

When you select option 7 on the Reports menu (AM6M40) from the Purchase Order Processing menu (AM6M10), report AM6S61 is printed. This report prints all errors for debit memos that have not previously been printed, or those that have been revised through maintenance. If no errors exist, the field headings print and a message indicates that no errors were found.

Fields

ERROR. The listing of each error.

PURCHASE ORDER. The purchase order number.

SHIP ID. The ship-to identification number.

VENDOR. The vendor number.

Dock to Stock Traveller (AM63H)

```
   NORTHCREEK IND.                                           DOCK TO STOCK TRAVELLER               DATE  9/14/
**  TIME 14.47.32  PAGE    1  AM63H
                                                                                                                OPER
 46
ORDER   ITEM            REL  W DESCRIPTION                         ORDER        UM  START  STOCK DUE LAST         UNIT
 PRICE
NUMBER  NUMBER          NO.  H                                     QUANTITY          DATE      DATE   ACTIVITY
--------------------------------------------------------------------------------------------------------------------
-------------------
P000117 03421                1 HINGE ARM                              10000.000 EA  9/14/**  9/15/**  0/00/
00          .2485
      VENDOR NUMBER 7734   VENDOR NAME REYNOLD MACHINE
      JOB NUMBER  123456789012     REFERENCE NUMBER                      PLANNER   20160  LOCN   B406   DEPT DB01    BUYE
R 120

* DETAILED OPERATIONS LIST
    OPER         FAC    OPERATION              PROCESS  TOOL     MOVE  QUEUE   SETUP       RUN TBC STATUS AUTO INV
 QUANTITY
    NO     DEPT  ID     DESCRIPTION            SHEET             TIME   TIME    TIME       TIME     CODE   TRN CODE
 TO DATE

    001A  DP20  M0032  MILL                   PS1111   ML0045   .00    3.00    2.00    500.00  3   10
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    0010  DP20  AA001  CUT TO LENGTH                            .20    1.50     .10    200.00  P   10
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    002A  DP20  DR045  DRILL                  PS4444   DR3644   .50    2.00    1.00    200.00  2   10
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    0020  DP10  F0028  FORM                   PS2222            .20    4.00     .50    166.67  P   10
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    003A  DP20  P0010  DEBURR-
POLISH         PS3333            .00    3.00     .00    100.00  4   10                  .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    0030  DP20  DR045  DRILL CONN.HOLES       PS2222   DR4126   .30    2.00     .08    222.22  P   10
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    0040  DP20  P0010  DEBURR-
POLISH                           .50    3.00     .00    400.00  P   10                  .000

        *** NO ADDITIONAL DESCRIPTIONS ***

    0100  DP30  RD123  DOCK RECEIPT ACK PO                      .00    2.22     .00       .00      00
        .000

        *** NO ADDITIONAL DESCRIPTIONS ***

        *** NO ADDITIONAL DESCRIPTIONS ***
```

When you select option 1 or 2 on the Print Travellers (Options) panel (AM63B1) from the Purchase Order Processing menu (AM6M10), report AM63H is printed. An individual traveller is printed for each purchase order due to arrive at the receiving dock within the number of days you specify. If you choose the multiple option, travellers are printed only for those orders that have not previously had a traveller printed. If the Approval application is interfacing and a PO item with an ordered quantity of zero is encountered indicating that the order is not yet approved, no traveller is printed.

Fields

ORDER NUMBER. The purchase order number from panel AM63B1.

ITEM NUMBER. The item number from panel AM63B1.

REL NO. The application-assigned number for an individual release of a blanket item.

WH (Warehouse). The warehouse code from panel AM63B1 or a default of 1 is printed.

DESCRIPTION. The item description from the Purchase Order Detail file.

ORDER QUANTITY. The quantity ordered for the item. The individual release order quantity for blanket items.

U/M. The purchasing unit of measure.

START DATE. The expected date manufacturing operations starts for this order.

STOCK DUE DATE. The date the item is due in stock.

LAST ACTIVITY. The date a transaction was last processed against the order.

UNIT PRICE. The cost per item.

Note: Note: If any comments were entered during Purchase Order Entry/Edit with a Print Code of R, they are shown after this field.

VENDOR NUMBER. The vendor number associated with this order.

VENDOR NAME. The name of the vendor.

JOB NUMBER. The customer job number associated with the purchase order.

REFERENCE NUMBER. A user-defined code associated with the item and used for internal reference.

PLANNER NUMBER. The number identifying the planner for inventory items.

LOCN (Location). The warehouse location of the item.

DEPT (Department). The number of the department that placed the order.

BUYER. The number of the buyer for the order.

OPER NO. (Operation number). The number identifying a specific operation.

DEPT. The number of the department responsible for the operation.

FAC ID (Facility ID). The facility identifier within a department responsible for performing the operation.

OPERATION DESCRIPTION. The description of the individual operations for an order is printed if a print code of Y was entered during Routing File Maintenance.

PROCESS SHEET. The identification number of a document that describes in detail the operation to be performed.

TOOL. The specific tool or list of tools required for the operation.

MOVE TIME. The time required to transport an item from the current work center to the next.

QUEUE TIME. The time that an item is backlogged for processing at a work center.

SETUP TIME. The times required to prepare a work center for processing an item.

RUN TIME. The expected labor time for the operation.

TBC (Time basis code). The time basis code. One of the following is printed:

C	Cost per piece (outside operations)
H	Hours per lot
M	Minutes per piece
P	Pieces per hour
1	Hours per 10 units
2	Hours per 100 units
3	Hours per 1000 units
4	Hours per 10000 units.

STATUS CODE. The status code. One of the following is printed:

00	Inactive
10	Released, no activity reported
30	Labor reported
40	Labor completed
50	Move completed.

AUTO INV TRN CODE. The automatic inventory transaction code. One of the following is printed:

VA	Vendor Acknowledgment
DA	Dock Acknowledgment
RI	Received in Inspection
RP	Received to Stock.

QUANTITY TO DATE. The quantity completed for the operation to-date.

EDI Invoice Audit Report (AMV90)

```
                                                                INVOICING              DATE  4/20/
**  TIME 15.22.27  PAGE    1  AMV90
                                                         EDI INVOICE AUDIT REPORT
      CO.  VENDOR                                      PO     INVOICE  DR  INVOICE
      NUM  NUMBER  INVOICE FROM                      NUMBER   NUMBER     CR    DATE    PARTNER ID       ACTION
       01  VEN01   ABC COMPANY                                0000000018  DR   4/19/**  C01VEN01     1   SELECTED
           1 INVOICES SELECTED
           0 INVOICES DELETED
           0 COMPANY NUMBER CHANGED
                                                       *** END OF REPORT ***
```

This audit report is printed when you select option 5, EDI Invoices, from the Payables Processing menu (AM6M20). Select and review invoices on displays AMV900 and AMV901, and use **F24** to reach the EDI Input (OptionsB) display (AMVP91). Press **Enter** to process the invoices you selected and print the EDI Invoice Audit Report. The report lists invoices received electronically that you felected for processing. Use this report as part of your audit trail to track incoming and deleted invoices received via EDI.

Fields

CO. NUM (Company number). The company number the invoice is billed against.

VENDOR NUMBER. The number assigned to this vendor.

INVOICE FROM. The name of the company who sent the invoice.

PO NUMBER (Purchase order number). The purchase order number.

INVOICE NUMBER. The number on the invoice.

DR CR (Debit/Credit). Indicates whether the record is a debit or credit.

INVOICE DATE. The date that appears on the invoice.

PARTNER ID. The trading partner ID.

ACTION SELECTED. Indicates whether the record was selected or deleted.

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EDI Invoice Batch Report (AMV91)

```
                                                                               INVOICING             DATE  2/15/
**  TIME  8.41.30  PAGE    1  AMV91
                                                                       EDI INVOICE BATCH REPORT

--------------------------------------------------------------------------------------------------------------------
-----------------
                                                                            INVOICE
--------------------------------------------------------------------------------------------------------------------
-----------------
     VENDOR              VENDOR    PO   INVOICE    DR  INVOICE    DUE          GROSS                DISCOUNT
    INVOICED
  CO NUMBER               NAME   NUMBER NUMBER     CR    DATE     DATE         AMOUNT                AMOUNT
     AMOUNT

  01    100                     P999897 1234567890 DR   11/29/**  12/29/
**            1500.00            100.00            1400.00
               B & E MACHINE COMPANY
               SPECIAL CHARGES:   DIE CHARGE                                  500.00

                                -------------------------------------------------------------------
ITEM NUMBER/DESCRIPTION           QUANTITY     U/M     - AMOUNT -     W/H            - - C O M M E N T S - -

BOLTING                            10,000.00   EA          1,000.00   1--
ONE INCH RETENTION RING                                                         BLUEPRINTS INCLUDED

    NO DETAIL RECORDS FOR THIS INVOICE
```

Fields

CO (Company number). The number of the company for which this batch of transactions applies.

VENDOR NUMBER. The number assigned to this vendor.

VENDOR NAME. The name of the vendor from whom this invoice was received.

PO NUMBER (Purchase order number). Purchase order number associated with this invoice.

INVOICE NUMBER. The vendor's invoice number that is printed on the invoice.

DR CR (Debit/Credit). Indicates whether the record is a debit or credit.

INVOICE DATE. The date this invoice was printed.

DUE DATE. The date the invoice must be paid to receive the discount.

GROSS AMOUNT. The total gross amount for this vendor.

DISCOUNT AMOUNT. The total amount of discounts for this vendor.

INVOICED AMOUNT. The gross sum of all line items on this invoice.

SPECIAL CHARGES. The description of the special charge.

ITEM NUMBER/DESCRIPTION. The item number and description associated with this detail.

QUANTITY. The number of items to which this transaction applies.

U/M (Unit of measure). The stocking unit of measure.

AMOUNT. The total amount for the number of items.

W/H (Warehouse number). The number of the warehouse that received material. The default is your control warehouse.

Enter/Edit Purchase Order Operations (AM64H)

```
   NORTHCREEK IND.                         ENTER/EDIT PURCHASE ORDER OPERATIONS       DATE  9/14/
**  TIME 14.48.02  PAGE    1  AM64H
                                                                                                          OPER
ORDER   ITEM            BLK     OPER OPERATION           TB  FAC      START  COMPLETE  SETUP    SETUP MVE TME  P
ROCESS  TOOLS    P T
NUMBER NUMBER           SEQ WH  SEQ. DESCRIPTION         CD  ID       DATE   DATE      HOURS    UNITS IN DAYS  N
UMBER   NUMBER   F C

*** BEFORE CHANGED ***
P000117 03421               1   0010 CUT TO LENGTH        P  AA001   0/00/00  0/00/00    .10    50.00     .20

*** AFTER CHANGED ***
P000117 03421               1   0010 CUT TO LENGTH        P  AA001   9/15/**  9/19/
**    .10    50.00     .20                    N
```

If you selected the application tailoring option to print before and after images of Enter/Edit Purchase Order Operations, report AM64H is printed. This report details information on each operations record maintained during the session. It also shows you the maintenance action taken on each record.

When you select **F24** on Purchase Order Operations Entry/Edit (Status) panel (AM64H4), report AM64H is printed. This report shows the session status of the file maintenance session.

Fixed Blanket Item Status (AM62L)

```
ATLANTA                  FIXED BLANKET ITEM STATUS                               DATE **/**/
**     TIME 10.09.36   PAGE 1        AM62L

           LATEST DUE DATE WITHIN  10 DAYS OF 12/15/
**    OR   PERCENT REMAINING AVAILABLE ON BLANKET WITHIN  25 %

BUYER  KEITH

ORDER    ITEM NUMBER          LINE   STATUS   VENDOR VENDOR NAME                 LATEST    BLANKET QUANTITY    PERC
ENT REMAINING
NUMBER   ITEM DESCRIPTION          ORDER ITEM NUMBER VENDOR CATALOG NUMBER      DUE DATE    SUM OF RELEASES    QUANT
ITY REMAINING
-------------------------------------------------------------------------------------------------------------------
-------------
P000142  123456789012345        3   20-2  10  118935 HANSON J.B. & INDUSTRIES    3/15/
**          12,000.000               20 %
         BLACK THREAD                                THREAD12345                                9,600.000
    2,400.000
```

When you select report type 10 on the Open Purchase Order Report panel (AM62P1), from the Open Purchase Orders reports menu (AM6M40, option 4), the Fixed Blanket Item Status report (AM62L) is printed. You can use this report to monitor fixed blanket P.O.s that will expire soon, either by date or by quantity.

The report prints all fixed blanket items that match the limits you entered in the Enter optional limits fields at the bottom of the panel:

the latest due date of the blanket is within _xx_ days of the run date

the percent remaining on the blanket has fallen to less than _xxx_ percent.

Note: The following definitions are use in calculating the percent remaining:

Quantity remaining is the total blanket quantity minus the sum of releases to date against the blanket. (If purchase orders are being approved, the total blanket quantity is the requested quantity, not just what is approved.)

Percent remaining is the quantity remaining expressed as a percent (Quantity remaining divided by Blanket quantity).

Fields

LATEST DUE DATE WITHIN xx DAYS OF **/**/** OR PERCENT REMAINING AVAILABLE ON BLANKET WITHIN xxx%. The limits you typed at the bottom of the panel print here.

BUYER. The identifier of the buyer associated with the blanket.

ORDER NUMBER. The purchase order number for blankets that match the limits you typed.

ITEM NUMBER and ITEM DESCRIPTION. The item number and item description for blankets that match the limits you typed.

LINE (number) . The relative position number of this blanket item on the order.

STATUS. Status codes print for the purchase order and item. If the approval process is active and the purchase order does not have a status of 0=Approved, the approval status code is appended to the order status code.

VENDOR NUMBER. The vendor number associated with the blanket item.

VENDOR NAME. The vendor name associated with the blanket item.

VENDOR CATALOG NUMBER. The vendor catalog number associated with the blanket item.

LATEST DUE DATE. The latest due date on this fixed blanket item.

BLANKET QUANTITY. The total quantity authorized for the fixed blanket item. If purchase orders are being approved, this is the requested quantity.

SUM OF RELEASES. The sum of the releases to date for the item.

PERCENT REMAINING. The percent remaining for the fixed blanket item.

QUANTITY REMAINING. The quantity remaining for the fixed blanket item.

Free on Board Master File Listing (AM67B)

```
    XA                              FREE ON BOARD MASTER FILE LISTING             DATE ********  TIME ********  PAGE
    1  AM67B
                                                                                                                OPER

              FOB CODE                       DESCRIPTION        CHARGE      UNIT         NATURE         PRORATE
      LAST MAINTAINED
 ----------------------------------------------------------------------------------------------------------------
--------------------
              F1                          TRI-
STAR INC        FREIGHT     KELLY         FREIGHT            Y                       ********
 EDI SHIPMENT METHOD OF PAYMENT  111     EDI TRANSPORTATION LOCATION QUALIFIER 222
              NCI                         NORTHCREEK, IND     FREIGHT     DDSU1         DSN1                Y
             ********
 EDI SHIPMENT METHOD OF PAYMENT  111     EDI TRANSPORTATION LOCATION QUALIFIER 222
              TTT                         TTT Services        FREIGHT     KELLY         FREIGHT             Y
             ********
 EDI SHIPMENT METHOD OF PAYMENT  AAA     EDI TRANSPORTATION LOCATION QUALIFIER BBB
              T1                          T1-
DESC            EXPENSENTX  XAINC      ALLNATURE          N                       ********
 EDI SHIPMENT METHOD OF PAYMENT  AAA     EDI TRANSPORTATION LOCATION QUALIFIER BBB
              1                           POINT A-------
*                                                 N                     ********
 EDI SHIPMENT METHOD OF PAYMENT          EDI TRANSPORTATION LOCATION QUALIFIER
```

When you select option 9 on the File Listings menu (AM6M70), report AM67B is printed. This report prints data from the Free on Board Master file.

If IFM is interfacing, the following fields also appear on this report: Charge, Unit, Nature, and Prorate.

The EDI fields appear only if EC is interfacing.

You maintain the code fields in Free on Board Master File Maintenance. For a description of the fields on this report, see “AM67A2—Free on Board Master File Maintenance (Add/Change)” on page 8-98.

Free on Board Master File Maintenance (AM67A)

```
                                    FREE ON BOARD MASTER FILE MAINTENANCE            DATE  01/02/
**  TIME 15.40.12  PAGE    1  AM67A
                                                                                                                 OP
ER       UPDATE   6
                        FREE ON BOARD CODE    DESCRIPTION      CHARGE        UNIT          NATURE        PRORATE
   LAST MAINTAINED
---------------------------------------------------------------------------------------------------------------------
-------------------

   *** BEFORE CHANGED ***       NCI           NCI              FREIGHT       KELLY         FREIGHT           Y
         1/02/**
   EDI SHIPMENT METHOD OF PAYMENT    CC    EDI TRANSPORTATION LOCATION QUALIFIER  DE
   *** AFTER CHANGED ***        NCI           NORTHCREEK IND.  FREIGHT       KELLY         FREIGHT           Y
         1/02/**
   EDI SHIPMENT METHOD OF PAYMENT    DD    EDI TRANSPORTATION LOCATION QUALIFIER  OR
   *** DELETED ***              176           LEXINGTON, KY

   NORTHCREEK IND.                  FREE ON BOARD MASTER FILE MAINTENANCE            DATE  9/13/
**  TIME 14.55.43  PAGE    2  AM67A
                                                                                                                OPE
R       UPDATE   6

                     SESSION STATUS

                            RECORDS ADDED         2                             RECORDS DELETED       1
                            RECORDS CHANGED       1
```

If you selected the application tailoring option to print before and after images of Free on Board Master File Maintenance, when you select F24 on the Free on Board File Maintenance (Status) panel (AM67A4), report AM67A is printed. This report details information on each record maintained during the session. It also shows you the maintenance action taken on each record. The last page of this report shows the status of your session.

If IFM is interfacing, the following fields also appear on this report: Charge, Unit, Nature, and Prorate.

The EDI fields appear only if EC is interfacing.

For a description of the fields on this report, see “AM67A2—Free on Board Master File Maintenance (Add/Change)” on page 8-98.

Generated Item Master File C-Records (AMY61)

```
       NORTHCREEK IND                 GENERATED ITEM MASTER FILE C-RECORDS            DATE **/**/
**  TIME **.**.**  PAGE 9998  AMY61
C-RECORD ITEM NUMBER 674562          BUYER NUMBER   10001  ACCOUNT  08758934          PUR PRICE          480966
ADDED    EXTENDED DESCRIPTION    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         -WEIGHTED PERCENTS-                                                      -PLANNING HORIZONS-
          -TOLERANCE PCTS-
         LEAD TIME %               5  EARLY DELIVERY %   3  RECEIPT REQUIRED       3  FIRM TIME                 3
  REC PLUS %       2
         DELIVERY %                5  LATE DELIVERY %    5  ALLOW DAYS EARLY       0  AUTH TIME                 0
  REC MINUS %      0
         QUALITY %                 2  OVERSHIP %         3  SHIP VIA             UPS  PLAN TIME
  0
         PRICE %                   0  UNDERSHIP %        0  ALPHA FACTOR        .999
                                                            AUTO RELEASE CODE      9  COMMODITY CLASS        AL45
                                                     RECORDS
                                                       ADDED
                                                           1
```

This report is generated at the time of install/tailor only for new Purchasing installations.

For a description of the fields on this report, see “Item Master File Report—Brief (AMVE40)”.

Held Orders with Dock Date within X Days of Run Date (AM62T)

```
          NORTHCREEK IND      HELD ORDERS WITH DOCK DATE WITHIN   DAYS OF 9/19/** DATE **/**/
**  TIME **.**.**  PAGE      1  AM62T

                                                    BUYER RANGE FROM BEGINNING TO  END

BUYER PO       ITEM                                ITEM                     --VENDOR---
                   QUANTITY         DOCK     RSCH
NO     NUMBER  NUMBER              SEQ  LINE  DESCRIPTION              NUMBER NAME                        ORDERED       DAT
E     CODE REL

----------------------------------------------------------------------------------------------------------------
-------------


778    P000144 50146                      12   ADHESIVE                 701   ALPHA PRODUCTS HDQTRS 2,000,000.000 8/
25/**      0
               *MRO*
778    P000144 50147                      34   GLOVES                   701   ALPHA PRODUCTS HDQTRS    12,000.000 8/
31/**      0
       DEMAND:  P  REQMT
778    P000157 7880               001     02   SERVICE TEST ITEM        701   ALPHA PRODUCTS HDQTRS        10.000 8/
31/**
778    P000159 7788                       79   INV PURCHASING TEST ITEM 701   ALPHA PRODUCTS HDQTRS        50.000 8/
31/**
       DEMAND:  P  REQMT
```

When you select option 7 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40) report AM62T is printed. This report prints all held orders with due-to-dock dates that fall after the system run date but within X number of days from the run date.

Fields

BUYER NO. The buyer number

PO NUMBER. The purchase order number

ITEM NUMBER. The item number

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order

LINE . The relative position number for the item on this P.O.

ITEM DESCRIPTION. The item description

VENDOR NUMBER and NAME. The vendor number and the vendor name

QUANTITY ORDERED. The quantity ordered

DOCK DATE. The date the item is due to the dock

RSCH CODE (Reschedule code). The reschedule code for the order/item. The code is one of the following:

0 Default to item reschedule code. This is the default.
1 Cannot be rescheduled automatically
2 Can be scheduled out
3 Can be scheduled in
4 Can be scheduled both out and in

REL. The blanket release number. If a release line prints, this is the blanket release number. If an item line prints, this is a blank.

DEMAND. The customer order or other top level requirement that generated this manufacturing order or purchase order item. Possible values are listed below. MSSR refers to the Master Schedule Source Planning code.

BLENDED The larger of forecast and customer requirements (MSSR=B)

CUSONLY Customer orders (MSSR=C)

Cxxxxxx Customer orders, not combined (MSSR=D or E). The customer order shows in the format of 01-CO-nnnnnnnn.

FORCAST Forecast quantity (MSSR=F)

GENDMND Generated component quantity based on parent planned orders (MSSR not D or E)

Mxxxxxx Manufacturing order number

MANUAL Manually entered demand. Source of demand is optional at time of entry (MSSR=M)

M FCST Manual forecast

M HELD Manual held requirement

M REQMT Manual requirement

SAFETY Safety stock

NEG QOH Negative quantity on hand

P FCST Propagated forecast

P REQMT Propagated requirement

PRODPLN Production planned quantity (MSSR=P)

Sxxxxxx Repetitive Manufacturing order, allocated quantity

XS FCST Forecast quantity in excess of customer requirements (MSSR=D)

Inventory Transaction Register–Processed Items/Totals (AMV3G)

```
   NORTHCREEK IND.                INVENTORY TRANSACTION REGISTER                  DATE  1/15/
**  TIME 14.16.10  PAGE      1 AMV3G
                                       PROCESSED ITEMS                            OPER #2
                                                                                           * CALCULATED

TRANS. CD:  VA              TYPE:   PURCH. VENDOR ACCEPT  #    BCH-NO:   001                  WS-
ID:        WAR1040001
ORDER NO:   P000701         ITEM NO:    MPC101             MPA COMPONENT 101                  SEQ:           00
000002  BLK: 00000
OP-SEQ:                     RESUPPLY:                      HOURS:                             PROMISE DT:    4/
8/**
LOCATION:   AA01            WHS:        1                  QUANTITY:                          U/M:
TO LOC:                     TO WHS:                        AMOUNT:                            COMP. CD:
                            B/
L NO.:     AA01            FIFO DATE:                          VENDOR:       MPAC1
REASON:     000001          REFERENCE:  REF0000001         OLD TRAN. DT: 2/20/**              NEW TRAN. DT: 2/
20/**


TRANS. CD:  SA              TYPE:   SALE     ***               BCH-NO:  013                   WS-
ID:        WAR1040001
ORDER NO:   A1-01000111C    ITEM NO:    END-
ITEM                                    SEQ:           0000001    BLK: 00000
LOCATION:   AA01            WHS:        1                  QUANTITY:                50.000    U/M:
TO LOC:                     TO WHS:                        AMOUNT:                  50.000f0  * COMP. CD:
                                                           SALES AMOUNT:           150.0000
GRN NO.:                    B/L NO.:    AA01               FIFO DATE:               1/15/93   VENDOR:
REASON:     000001          REFERENCE:  REF0000001         OLD TRAN. DT:           12/22/
92     NEW TRAN. DT:     1/15/**
OLD ON-HAND:        153.000     NEW ON-HAND:       103.000     OLD STD COST:             1.0000
OLD ON-ORDER:      2857.000     NEW ON-ORDER:     2857.000     VALUE CHNG:              50.0000-
   VARIANCE:                  .0000
OLD ALLOC.:            .000     NEW ALLOC.:           .000
OLD AVAIL.:        3010.000     NEW AVAIL.:       2960.000
  AM-3322 NON-INVENTORIED ITEM ON CUSTOMER ORDER

                                                                                         * CALCULATED
TRANS. CD:  RC              TYPE:   PURCH.RECEIPT TO STOCK *   BCH-NO:                 014    WS-
ID:        WAR1040001
ORDER NO:   A1-01000111C    ITEM NO:    TVP1               WATER -
 PURIFIED                SEQ:         00000001   BLK: 00000
LOCATION:                   WHS:        ATL                QUANTITY:              1.000       U/
M:          GL
TO LOC:                     TO WHS:                        AMOUNT:                1.0000      COMP. CD:
GRN NO.:                    B/L NO.:                       FIFO DATE:          11/03/**       VENDOR:
REASON:                     REFERENCE:                     OLD TRAN. DT:                      NEW TRAN. DT: 11
/03/**
OLD ON-HAND:     214521.999     NEW ON-HAND:     214521.999       OLD STD COST:          .0000    NEW STD COST:
OLD ON-ORDER:          .000     NEW ON-
ORDER:          .000       VALUE CHNG:              .0000    VARIANCE:                .0000
OLD ALLOC.:          70.104     NEW ALLOC.:          70.104
OLD AVAIL.:      214451.895     NEW AVAIL.:      214451.895
```

To print this report, use the appropriate selection in the IM Transaction Processing folder or in the PUR Order Processing folder. When you make that selection, the application posts all closed batches to the master files before printing the report.

Fields

TRANS. CD. A two-letter code for the type of inventory transaction.

TYPE. The name of the type of transaction.

BCH-NO. The number of the batch that included the transaction.

WS-ID. The work station ID number where the transaction was entered.

ORDER NO. The order to which the transaction is related. If COM is installed and interfacing, a customer order number includes the company number that initiates the transaction and the order type.

ITEM NO. The item number to which the transaction is related. To the right is the item description. This description is taken from the Item Master file, even though a description may have been entered in order entry or changed in file maintenance.

SEQ. Sequence number of the Manufacturing Order Detail record related to this order.

BLK. A sequence number assigned by the application if this transaction is a blanket release for a purchase order.

LOCATION. The stock location of the item if you are using controlled warehouses.

WHS. The number of the warehouse, if one was selected. For an interwarehouse transfer, this is the issuing warehouse.

QUANTITY. The quantity of the item affected by the transaction.

U/M. The unit of measure. This is an abbreviation for the unit in which the item is stocked and sold. Examples are EA (each), KG (kilogram), or M (meter).

TO LOC. The new stock location for a transferred item.

TO WHS. The receiving warehouse for an interwarehouse transfer.

AMOUNT. The extended cost of the transaction. It equals the unit cost times the quantity transaction.

Note: Because each transaction is costed separately on this report, the amount shown may reflect a rounding variation when compared to the Order Status–Accounting Report (AMC130), which is produced by PC&C.

COMP. CD. The completion code indicates the status of the order when this transaction was posted. Valid codes are:

C Close order
R Reopen order (immediate update only)

GRN NO. Goods received note number.

B/L NO. The batch or lot number used for the transaction, if you chose batch/lot support during application tailoring and it applies to this item.

FIFO DATE. The date when the item was received into stock. This field appears only if the FIFO option is active.

VENDOR. The user-assigned number of the primary vendor for the item.

REASON. User-entered reference information.

REFERENCE. User-defined reference information, such as a contract number. It is the invoice number if you entered it during order release. If you entered no information, this field is blank.

OLD TRAN. DT. The date the quantity on hand for the item was last affected by a transaction. The date prints only when there was prior activity and the transaction code is one of the following:

IA	Inventory adjustment
IP	Planned issue
IS	Miscellaneous issue
RC	Miscellaneous receipt
RM	Production receipt
RP	Purchase receipt to stock
RS	Component return to stock
SA	Sales shipment

NEW TRAN. DT. The date assigned to the transaction shown.

OLD and NEW ON-HAND. The quantity of the item in inventory before and after this transaction was posted. When the item is coded inspect on receipt, this quantity is not adjusted until an MQ transaction is processed from the Quality Control Transaction folder selection.

OLD and NEW STD COST. Old and new unit costs for the item. The accounting cost (standard, average, or last) used depends on the method you selected during application tailoring. Sales (SA) transactions do not affect old and new costs.

OLD and NEW ON-ORDER. The sum of the production and purchase quantities of the item on order but not yet received into inventory before and after this transaction. When the item is coded inspect on receipt, this quantity is not adjusted until an MQ transaction is processed from the Quality Control Transaction menu option.

VALUE CHNG. The amount by which the value of the inventory for the item has changed as a result of the transaction. The balances are shown as of the moment each transaction was processed.

VARIANCE. The amount to be placed in the inventory variance account as a result of the transaction. Variance values are not affected by sales (SA) transactions.

OLD and NEW ALLOC. The sum of manufacturing allocations and customer pick list requirements for the item before and after this transaction.

OLD and NEW AVAIL. The uncommitted quantity of the item before and after this transaction. Quantity available is the quantity on hand plus the quantity on order minus the manufacturing allocated quantity minus the customer pick list requirements.

Note: It is possible, in an immediate update environment, that the old and new balances will not appear to flow logically from one transaction to the next when there are multiple transactions for the same item.

The last page of the report contains totals for each transaction type.

```
   NORTHCREEK IND.                 INVENTORY TRANSACTION REGISTER TOTALS              DATE 10/05/
**  TIME 16.54.09   PAGE      5 AMV3G
                                                                                      OPER 04


                                                                                                          INVENTO
RY       INVENTORY
    TRANSACTION TYPES    TRAN CODE  NO OF TRANS   TOTAL QTY     TOTAL TRANS AMT    TOTAL REPLACE COST   VALUE CHA
NGE    VARIANCE ACCT
MISCELLANEOUS ISSUE         IS                1        10.000              .0000                .0000          12
.5000-          .0000
MISCELLANEOUS RECEIPT **    RC                5       210.000              .0000                .0000       1,262
.5000           .0000
PURCHASE RECEIPT TO INSP    RI                2        10.000              .0000                .0000
.0000           .0000
PURCH. VENDOR ACCEPT #      VA                2          .000              .0000                .0000
.0000           .0000
PURCH.RECEIPT TO STOCK **   RP                3          .000              .0000                .0000
.0000           .0000
   FINAL TOTALS                              11       230.000              .0000                .0000       1,250
.0000           .0000


 ** WITHOUT TRANSACTION AMOUNT
  # NOT INCLUDED IN FINAL TOTALS
```

TRANSACTION TYPES. A list of all transaction types included in the report. Some types are listed twice, when they have had transactions with and without transaction amounts. These are distinguished by the footnotes on the report.

TRAN CODE. A two-letter code for each type of transaction.

NO OF TRANS. The total number of transactions of each transaction type.

TOTAL QTY. The total number of units of the item that were affected by each transaction type.

TOTAL TRANS AMT. The total cost of inventory changes caused by each type of transaction.

TOTAL REPLACE COST. The cost of replacing items taken from inventory as a result of each transaction type. The cost used is the last cost of the item.

INVENTORY VALUE CHANGE. The total inventory value changes caused by each transaction type.

INVENTORY VARIANCE ACCT. The amount to be posted to the inventory variance account as a result of each type of transaction.

FINAL TOTALS. The totals for all items for all transaction types.

Footnotes are comments that describe special conditions for a transaction. The conditions are identified by special characters printed beside the transaction type.

Contents Index

Invoice Transaction Proof / Register – Summary (AMV12)

```
WILDWOOD IND      NO. 01       INVOICE TRANSACTION PROOF / REGISTER            DATE  2/25/
**  TIME 10.46.29  PAGE    1    AMV12
                                                                            BATCH DATE  2/25/
**  OPER 9P        BATCH   9
TRANSACTION TYPE  INVOICE                    ACTION  ADD
INVOICE NUMBER               IS1             VENDOR SIMMON SIMMONS AND SIMMONS         PAYMENT SELECT

INVOICE SEQUENCE NUMBER              1   ADDRESS 1     SIMMONS ADDRESS LINE 1      DUE DATE
       2/25/**
INVOICE DATE                   2/25/
**   ADDRESS 2     SIMMONS ADDRESS LINE 2      INVOICE TYPE                            P
VOUCHER NUMBER                      14   CITY          SIMMONS CITY                DISCOUNT PERCENT
           .00
ASSIGNEE                                 STATE GA  POSTAL 30303-3030 COUNTRY  USA  PAID BANK / METH /
 CHECK       -   -
DESCRIPTION                              HALT CODE                                 LANDED COST CODE
AP ACCOUNT                        2000   CASH ACCOUNT                              DISCOUNT ACCOUNT
FOB CODE                                 SHIP-VIA CODE                             TERMS CODE
CURRENCY                                 OVERRIDE EXCHANGE RATE          .000000   EXCHANGE RATE DATE
       0/00/00
PURCHASE ORDER NUMBER                    COMP CODE
ITEM NUMBER   *MRO*      M123456789      MISC ITEM SEQ                             BLANKET RELEASE NUMBER
DESCRIPTION                                                                        LINE INVOICE CODE
WORK ORDER-TASK               W23654-12  COST CODE                       A54321
LANDED COST CODE                         GROSS AMOUNT                    100.00    ITEM FREIGHT
           .00
DISCOUNT PERCENT                   .00   SUBJ TO DISCOUNT                   .00    DISCOUNT AMOUNT
           .00
QUANTITY                          .000   UNIT OF MEASURE                           WAREHOUSE
           ATL
EXPENSE ACCOUNT                   4100   DEBIT MEMO NUMBER                         CHARGE OPERATION NUMBER
ORDER NUMBER                             CHARGE TYPE
MISC CHARGE NUMBER
-----------------------------------------------------------------------------------------------------
--------------
TOTALS:                        INVOICE ADD                        DETAIL
GROSS AMOUNT                           100.00                            100.00
DISCOUNT AMOUNT                           .00                               .00
NET AMOUNT                             100.00                          --------
LINE ITEMS                             100.00                            100.00
SPECIAL CHARGES                           .00                               .00
FREIGHT                                   .00                               .00
TAX                                       .00                               .00

 WILDWOOD IND      NO. 01       INVOICE TRANSACTION PROOF / REGISTER           DATE  4/23/
**  TIME 17.51.05  PAGE    1    AMV12
                                                                           BATCH DATE  4/16/
**  OPER S1        BATCH 368
VENDOR   NAME      ASSIGNEE  VOUCHER  INVOICE  SEQ INV DATE DUE DATE INV DESCRIPTION     BNK/M/
CHECK  CUR  HALT  TRNS TP   ACTION
  PO NO.  ITEM NO.         ITEM DESCRIPTION      EXP ACCOUNT  WHSE   QUANTITY  U/
M  CHG TYPE           DISCOUNT      GROSS AMOUNT
DDS001 SMITH & CO               678    IN1         1  4/16/**  5/27/
**                                             INVOICE ADD
  PD00010 BLUE             INT/
EXT COLOR OPT (B            4100 ATL     100.000  EA                        .00         500.00
        *MRO*              WORK ORDER-TASK: W23654-12     COST CODE: A54321
  PD00010 BLACK            INT/
EXT COLOR OPTION            4100 ATL      25.000  EA                        .00         137.50

  PD00010 WHITE            INT/
EXT COLOR OPT (W            4100 ATL      30.000  EA                        .00         180.00
                INVOICE TOTALS                                                                    .00
     817.50
    HALT CODE 7 WILL BE ASSIGNED TO THIS INVOICE

   WILDWOOD IND      NO. 01       INVOICE TRANSACTION PROOF / REGISTER           DATE  4/23/
**  TIME 17.51.05  PAGE    2    AMV12
                                                                            BATCH DATE  4/16/
**  OPER S1        BATCH 368
    BATCH TOTALS --
                    NUMBER OF INVOICES             1
                    GROSS AMOUNT                       817.50
                    DISCOUNT AMOUNT                       .00
                    NET AMOUNT                         817.50
                    OPEN PAYABLES                      817.50
                    PREPAID INVOICES                      .00
                    NEC AMOUNT                            .00
                    MISC CHARGE COSTS                     .00
                    OUTSIDE OPERATIONS                    .00
                    COST ADJUSTMENTS                      .00
                    OTHER COSTS                        817.50
                    CONTROL                            817.50
```

You can print this report for a payables data entry batch at any time by selecting one of the following options:

from application	Payables Processing menu	option
Accounts Payable	AMAM10	3 or 4
Purchasing	AM6M20	3 or 4

You can print the report in detail or summary form. In summary form, the transactions appear in vendor/voucher sequence regardless of whether the user or system assigned the voucher numbers.

The Invoice Transaction Proof/Register can help you resolve data entry errors. This report must be free of serious errors before you can select Post Invoices and Credit Memos.

The fields are described in the order in which they appear in the detail report.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The number assigned to this batch.

TRANSACTION TYPE. Invoice or Credit appears in this field depending on the type of transaction.

ACTION. Indicates whether the transaction was added, changed, or deleted.

INVOICE NUMBER. The vendor's invoice number that prints on the invoice.

VENDOR. The name from whom the invoice was received.

PAYMENT SELECT. The payment selection number for changed or deleted invoices.

INVOICE SEQUENCE NUMBER. The number given to an invoice when more than one invoice is entered with the same invoice number.

ADDRESS 1 and 2, CITY, STATE, POSTAL, and COUNTRY. The address information of the vendor that appears on the invoice or credit memo.

DUE DATE. The last date the invoice can be paid.

INVOICE DATE. The date the invoice was created.

INVOICE TYPE. The type of the invoice.

VOUCHER NUMBER. The number of the document that verifies the transaction for this invoice.

DISCOUNT PERCENT. The amount of discount given for the line item.

ASSIGNEE. The number of the vendor that should receive payment.

PAID BANK/METH/CHECK. The bank account, payment method, and check number for this invoice. This appears only for prepaid invoices.

DESCRIPTION. The description of this invoice.

HALT CODE. The code assigned to show that an invoice should be held and not paid automatically.

LANDED COST CODE. The code used to adjust importation costs or additional costs already incurred.

AP ACCOUNT. The accounts payable account number to accrue line item costs.

CASH ACCOUNT. The cash account number for prepaid invoices.

DISCOUNT ACCOUNT. The general ledger discount account number.

FOB CODE (Free on board code). This code identifies the terms of the sale that determines title transfer of goods.

SHIP-VIA CODE. The code that identifies the method of delivery from the vendor.

CURRENCY. The currency used for this invoice.

OVERRIDE EXCHANGE RATE. The exchange rate requested for this invoice.

EXCHANGE RATE DATE. The date on which the system converted the currency amount.

PURCHASE ORDER NUMBER. The purchase order number that applies to this invoice.

COMP CODE (Completion code). The invoice can be completed (C) or partially completed (P).

ITEM NUMBER. The item number associated with this detail line item.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

MISC ITEM SEQ. The miscellaneous item sequence number assigned to this invoice on the purchase order. This is used only when the same item number is used more than once on the purchase order.

BLANKET RELEASE NUMBER. This number appears if the invoice detail line is for an item on a purchase order blanket release.

DESCRIPTION. The description associated with the item number.

LINE INVOICE CODE. This code indicates whether the line item is completely (C) or partially (P) invoiced.

The next three fields appear only if the Maintenance Management System (MMS) is interfacing and this is an MRO item.

WORK ORDER. The number of the work order that originated in MMS.

TASK. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

COST CODE. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

GROSS AMOUNT. The gross amount for the line item.

ITEM FREIGHT. The freight charge for the item.

DISCOUNT AMOUNT. The amount of discount given for the line item.

QUANTITY. The number of items to which this transaction applies.

UNIT OF MEASURE. The stocking unit of measure.

WAREHOUSE. The number of the warehouse that received the material.

EXPENSE ACCOUNT. The account number to which this line is debited.

DEBIT MEMO NUMBER. This number is used to reference a debit memo that exists for a purchase order.

CHARGE OPERATION NUMBER. The operation sequence number to which this charge applies.

ORDER NUMBER. The order to which this transaction is charged.

CHARGE TYPE. The charge code that applies to this detail.

MISC CHARGE NUMBER. Miscellaneous charges assigned to this invoice.

TOTALS. The total amounts entered for an invoice or credit memo and the sum of the detail lines. The report indicates whether the transaction was an add, change, delete or reversal.

BATCH TOTALS. The batch totals for this invoice follow.

NUMBER OF INVOICES. The total number of invoices and credit memos contained in the batch.

GROSS AMOUNT. The sum of all gross amounts for all invoices processed for this batch.

DISCOUNT AMOUNT. The total discount amount that applies to this batch.

NET AMOUNT. The gross amount minus the discount amount.

OPEN PAYABLES. The total amount credited to the accounts payable account.

PREPAID INVOICES. The total amount of all invoices entered with a prepaid check number.

NEC AMOUNT (Non-Employee Compensation Amount). The total of all non-employee compensation line items.

MISC CHARGE COSTS (Miscellaneous charge costs). The other costs represent the total of miscellaneous charges, outside operations, cost adjustments, and nonemployee compensation.

OUTSIDE OPERATIONS. The total amounts for outside operations that were entered with charge type O. This applies only if PC&C is interfacing.

COST ADJUSTMENTS. The total amounts from records that were entered with charge type I. This applies only if IM is interfacing.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments, and NEC amount. If PC&C or IM is not interfacing with invoicing, the field shows the gross amount less the NEC amount.

CONTROL. The total of all line item amounts for all invoices, whether positive or negative.

Invoicing Reports—Extract (AM6R2)

```
   NORTHCREEK IND                                    INVOICING REPORTS-EXTRACT                              DATE   9/08/
**  TIME 10.54.58   PAGE     1   AM6R2
                                                                                                                         OPER

 ERROR DESCRIPTION: E AM-7978 OPNPAY FILE HEADER RECORD MISSING
 MISSING OPNPAY HEADER RECORD KEY:
 PURCHASE ORDER NUMBER PB03069
 INVOICE NUMBER 78666
 INVOICE SEQUENCE NUMBER    1
 PAYMENT SELECTION NUMBER 30759
 DISTRIBUTION SEQUENCE NUMBER    1
```

When you select any of the report options on the Invoice Reports (Options) panel (AM6R11) from the Payables Processing menu (AM6M20), the Invoicing Reports—Extract report (AM6R2) is printed. This report shows you any purchase orders that contain errors, which can affect the information on the invoice report you are printing.

Fields

ERROR DESCRIPTION. The description of the error found.

RECORD KEY. If the error is a missing Open Payables file record, the key to the missing record prints here.

If there are no errors, this message is printed: NO ERRORS FOUND.

Item Master File Maintenance (AMVT0)

```
       NORTHCREEK IND.          ITEM MASTER FILE MAINTENANCE                        DATE  7/01/
**  TIME 15.29.34  PAGE    1  AMVT0
                                                                                    OPER          UPDATE#
GENERAL INFORMATION (CHANGED - OLD VALUE)
     ITEM NUMBER AMTPF0218       DESCRIPTION 18 CU FT AMAXZA TOP FREEZER    ALTERNATE ITEM NUMBER AMTPF0219
     ITEM TYPE CODE      4  ENG DRW                    QC CONTROL         0  ITEM PRICE CLASS
     ITEM CLASS       CI    STD BCH QTY          1.000  SHELF LIFE            SALES TAX IND        T00

     VALUE CLASS           S-NUMBER FLAG               BATCH/
LOT CTL       0  COMMISSION PCT      .000
     INVENTORY CODE     01  LOW LEVEL                2  INSP ON RECEIPT    0  PRICE U/
M                 UNIT VOLUME
     DEPARTMENT      REP3  STD TOT CUM YLD      1.000  DISCRETE ALLOC     0                          VOLUME U/
M
     ITM ACTG CLS     AA1  CUR TOT CUM YLD      1.000  WARRANTY PER          UNIT WEIGHT         .000  TAX COMM C
ODE          TAXCOMM
     CARRYING RATE   .000  AVG TOT CUM YLD      1.000  WARRANTY PER U/M  EA  WEIGHT U/M            EA  TAX WGHT/
UNIT
     COUNTRY OF ORIG  USA  SINGLE LEVEL COMP'S         SERIAL NUM REQD    0  SPEC GRAVITY       .0000  ORDER U/
M CLASS            EA
     W/
H STK LOC           DIRECT USAGES            1  PRT ON SALES ANL    0  PACKING CODE            ITEM SALES GROUP
         ABC
     STOCKING U/M       EA  ROUTING OPERATIONS         KIT DOC PRINT OPT  0  BILL/LAD COM CD      AZP
     STD SETUP COST/
LOT                       .00000000                      SUPP WGHT                 RECORD MAINTENANCE:
     UNIT COST DEFAULT                  314.00000000  VENDR PRIMARY         SUPP WGHT U/
M         EA  CREATED  SCASEY      07/01/**
     BASE PRICE                                 .000  PUR TAX IND           TAX CLASS                  CHANGED  D
HARRIS     07/20/**
     BASE PRICE EFFECTIVE DATE               6/30/**


GENERAL INFORMATION (CHANGED - NEW VALUE)
     ITEM NUMBER AMTPF0218       DESCRIPTION 18 CU FT AMAXZA TOP FREEZER    ALTERNATE ITEM NUMBER AMTPF0219
     ITEM TYPE CODE      4  ENG DRW                    QC CONTROL         0  ITEM PRICE CLASS

     ITEM CLASS       CI    STD BCH QTY          1.000  SHELF LIFE            SALES TAX IND        T00

     VALUE CLASS           S-NUMBER FLAG               BATCH/
LOT CTL       0  COMMISSION PCT      .000
     INVENTORY CODE     01  LOW LEVEL                2  INSP ON RECEIPT    0  PRICE U/
M                 UNIT VOLUME
     DEPARTMENT      REP3  STD TOT CUM YLD      1.000  DISCRETE ALLOC     0                          VOLUME U/
M
     ITM ACTG CLS     AA3  CUR TOT CUM YLD      1.000  WARRANTY PER      36  UNIT WEIGHT      300.000  TAX COMM C
ODE          TAXCOMM
     CARRYING RATE   .000  AVG TOT CUM YLD      1.000  WARRANTY PER U/M  MO  WEIGHT U/M            LB  TAX WGHT/
UNIT
     COUNTRY OF ORIG  USA  SINGLE LEVEL COMP'S         SERIAL NUM REQD    0  SPEC GRAVITY       .0000  ORDER U/
M CLASS            EA
     W/
H STK LOC           DIRECT USAGES            1  PRT ON SALES ANL    0  PACKING CODE            ITEM SALES GROUP
         DEF
     STOCKING U/M       EA  ROUTING OPERATIONS         KIT DOC PRINT OPT  0  BILL/LAD COM CD BILLCOMM
     STD SETUP COST/
LOT                       .00000000                      SUPP WGHT                 RECORD MAINTENANCE:
     UNIT COST DEFAULT                  314.00000000  VENDR PRIMARY         SUPP WGHT U/
M         EA  CREATED  SCASEY      07/01/**
     BASE PRICE                                 .000  PUR TAX IND           TAX CLASS                  CHANGED  D
HARRIS     07/20/**
     BASE PRICE EFFECTIVE DATE               6/30/**
```

```
       NORTHCREEK IND.          ITEM MASTER FILE MAINTENANCE                        DATE   7/01/
**  TIME 15.29.34  PAGE    2  AMVT0
                                                                                    OPER           UPDATE#
COSTING INFORMATION (CHANGED - OLD VALUE)
     ITEM NUMBER AMTPF0218          RECOST FLAG        B                RECOST NEEDED
     CUR UNIT COST                         $312.50000000  CUR COST STATUS CD          CUM F/O COST ROLL FACT    .0000
     STD UNIT COST                         $314.00000000  STD COST STATUS CD          LABOR HOURS               .0000
     CUR SETUP COST/LOT                       $.00000000  CST TECHNIQUE CODE          STD LOT SIZE               .000
     ------CURRENT------        LAST MAINT        TBL    -------THIS LEVEL-------       ------LOWER LEVELS------
     MATERIAL                    5/27/**                             $312.56247182                  $.00000000
     OUTSIDE OPERATIONS
     PURCHASE OVERHEAD                                                  $.00000000                  $.00000000
     SETUP LABOR                 8/28/**                                $.00000000                  $.00000000
     RUN LABOR                                                          $.00000000                  $.00000000
     SETUP MACHINE
     RUN MACHINE
     MFG OVERHEAD
     MISC COST 1
     MISC COST 2
     MISC COST 3
     MISC COST 4
     -----STANDARD------        LAST MAINT        TBL    -------THIS LEVEL-------       ------LOWER LEVELS------
     MATERIAL                    5/27/**                             $314.00000000
     OUTSIDE OPERATIONS
     PURCHASE OVERHEAD                                                  $.00000000
     SETUP LABOR                 8/28/**                                $.00000000
     RUN LABOR                                                          $.00000000
     SETUP MACHINE
     RUN MACHINE
     MFG OVERHEAD
     MISC COST 1
     MISC COST 2
     MISC COST 3
     MISC COST 4
COSTING INFORMATION (CHANGED - NEW VALUE)
    ITEM NUMBER AMTPF0218          RECOST FLAG        B                RECOST
    CUR UNIT COST                         $312.50000000  CUR COST STATUS CD        CUM F/O COST ROLL FACT  .0000
    STD UNIT COST                         $314.00000000  STD COST STATUS CD        LABOR HOURS            50.0000
    CUR SETUP COST/LOT                       $.00000000  CST TECHNIQUE CODE    R   STD LOT SIZE           25.000
    ------CURRENT------        LAST MAINT        TBL    -------THIS LEVEL---         ------LOWER LEVELS------
    MATERIAL                    5/27/**                             $312.5624
    OUTSIDE OPERATIONS
    PURCHASE OVERHEAD                                                  $.0000
    SETUP LABOR                 8/28/**                                $.0000
    RUN LABOR                                                          $.0000
    SETUP MACHINE
    RUN MACHINE
    MFG OVERHEAD
    MISC COST 1
    MISC COST 2
    MISC COST 3
    MISC COST 4
    -----STANDARD------        LAST MAINT        TBL    -------THIS LEVEL---         ------LOWER LEVELS------
    MATERIAL                    5/27/**                             $314.0000
    OUTSIDE OPERATIONS
    PURCHASE OVERHEAD                                                  $.0000
    SETUP LABOR                 8/28/**                                $.0000
    RUN LABOR                                                          $.0000
    SETUP MACHINE
    RUN MACHINE
    MFG OVERHEAD
    MISC COST 1
    MISC COST 2
    MISC COST 3
    MISC COST 4
```

```
      NORTHCREEK IND.          ITEM MASTER FILE MAINTENANCE                    DATE  7/01/
**  TIME 15.29.34  PAGE    2  AMVT0
                                                                               OPER          UPDATE#
PURCHASING INFORMATION (CHANGED - OLD VALUE)
     ITEM NUMBER AMTPF0218        BUYER NUMBER          ACCOUNT                 PURCHASE PRICE
     EXTENDED DESCRIPTION-
     -WEIGHTED PERCENT-
     LEAD TIME %                  -TOLERANCE PERCENT-  RECEIPT REQUIRED        1 AVG ORDER SIZE
     DELIVERY %                   REC PLUS %           ALLOW DAYS EARLY          PURCH COMMODITY      APPLC
     QUALITY %                    REC MINUS %          SHIP VIA                  PRE-APPROVED            0
     PRICE %                                           ALPHA FACTOR          .000
     EARLY DELIVERY %
     LATE DELIVERY %
     OVERSHIP %
     UNDERSHIP %
PURCHASING INFORMATION (CHANGED - NEW VALUE)
     ITEM NUMBER AMTPF0218        BUYER NUMBER   NW331  ACCOUNT            842850 PURCHASE PRICE
     EXTENDED DESCRIPTION-
     -WEIGHTED PERCENT-
     LEAD TIME %                  -TOLERANCE PERCENT-  RECEIPT REQUIRED        1 AVG ORDER SIZE
     DELIVERY %                   REC PLUS %           ALLOW DAYS EARLY          PURCH COMMODITY      APPLC
     QUALITY %                    REC MINUS %          SHIP VIA                  PRE-APPROVED            0
     PRICE %                                           ALPHA FACTOR          .000
     EARLY DELIVERY %
     LATE DELIVERY %
     OVERSHIP %
     UNDERSHIP %
```

```
      NORTHCREEK IND.          ITEM MASTER FILE MAINTENANCE CONTROL SHEET      DATE  7/01/
**  TIME 15.29.34  PAGE    3  AMVT0
                                                                               OPER          UPDATE#
             ----------- TRANSACTION UPDATE STATISTICS -----------
                   ITEMS             ITEMS             ITEMS
                   ADDED             CHANGED           DELETED
                       0                 1                 0
```

These reports print only if, during application tailoring, you selected to print before and after images of master files that have changed. The Item Master File Maintenance report and the Item Master File Maintenance Control Sheet print each time you use **F24** to end an Item Master file maintenance session. The control sheet provides the number of items added, changed, and deleted. If IFM is installed, the ***ACCOUNT*** field is replaced with a ***NATURE*** field.

Note: The titles of the cost elements shown in costing information on this report depend on the titles that were selected in the PDM Control file.

Fields

ITEM NUMBER. The unique alphanumeric identification of this item.

DESCRIPTION. The description or name of this item that appears on inquiries and reports.

ALTERNATE ITEM NUMBER. A user-defined alternate identifier number used for this item, such as the OEM or UPC number. This is used by Electronic Commerce (EC).

ITEM TYPE CODE. Code that best describes the type of item:

0 Phantom
1 Assembly or subassembly
2 Fabricated item
3 Raw material
4 Purchased item
9 User option (Special)
F Feature
K Kit

Note: Item type code 9 (user option) may have purchase, purchase overhead (calculated), labor, labor overhead, and components. If you selected item type code 9, labor and labor overhead (this-level) are calculated from the routing (cost technique code = R) or from the Labor/Overhead Table (cost technique code = T). Or, if the cost technique code was blank, the manually-entered purchase, labor, and labor overhead costs are used. PDM does not roll up lower-level costs when the item type is 9, and you must always manually enter purchase cost. Purchase overhead is calculated based on the Purchase Overhead Table code and user-entered purchase content. The lower-level cost fields of an item type 9 are forced to zero, even if the item has components.

ENG DRW (Engineering Drawing Number). A number used to identify a drawing of an item.

QC CONTROL. A number that indicates if this item requires quality control inspection.

1 The item requires quality control inspection. The ***SHELF LIFE*** field cannot be zero and the ***BATCH/LOT CTL*** field must be 1.

0 The item does not require quality control inspection. The ***SHELF LIFE*** field must be zero and the ***BATCH/LOT CTL*** field can be either 1 or 0.

ITEM PRICE CLASS. A code defined by your company to group or classify items for pricing purposes.

ITEM CLASS. A code that identifies the item class for this item according to how you classified your items into groups. FCST (if installed and interfacing) can use this field to classify items that have been coded as master level items (MLI code M or S).

STD BCH QTY (Standard Batch Quantity). The quantity that makes up a batch of this parent item. The quantity of each component in the parent item's product structure expresses the quantity required to make a standard batch quantity of the parent item. This quantity can be based on a capacity constraint (such as vessel size), an expected yield, or a production goal. It can also serve as a multiplier to improve the level of precision required for components which are used in very small quantities compared to one unit of the end item. If a quantity greater than 1 is entered, the component usage quantities are relative to this number. MPSP (if installed and interfacing) can use this field to calculate the quantities for resource profiles. The default is 1.

SHELF LIFE. If shelf life is required, this field shows the number of days (1-9999) that represents the shelf life for this item. At the end of the number of days shown, this item needs to be inspected again. If the ***QC CONTROL*** field is 0, the ***SHELF LIFE*** field must be 0.

SALES TAX IND (Sales Tax Indicator). The user-defined code used to classify the item for taxing during Customer Order Management and Accounts Receivable activity.

PROD FAM PLANNER (Production Family Planner). The number (user-assigned) that identifies the person responsible for planning the replenishment strategy for these production families.

VALUE CLASS. A code defined by your company that identifies the importance of the item. FCST (if installed and interfacing) can use this field to classify items that have been coded as master level items (MLI code M or S).

S-NUMBER FLAG. A code that indicates if the item has features. The available codes are:

R This item is an end-item with features; at least one of the features is required.
N This item is an end-item with features; no features are required.

BATCH/LOT CTL (Batch/Lot Control). A code that indicates whether this item requires batch/lot control. The valid codes are:

1 The item requires batch or lot control.
0 The item does not require batch or lot control.

COMMISSION PCT (Commission Percent). The percent of commission a sales representative can make on this item.

INVENTORY CODE. A code that classifies this item in inventory:

1 Inventory item
2 Miscellaneous item
3 Service item
4 Unstocked item.

LOW LEVEL. The lowest level in any product structure in which this item is directly used.

INSP ON RECEIPT (Inspect on Receipt). A code that indicates if this item needs to be inspected before it is received to stock.

1 The item requires inspection
0 The item does not require inspection

PRICE U/M (Price Unit of Measure). The unit of measure currently in effect for this item as defined in the Item Base Price file.

RESOURCE NUMBER. The unique number used by MPSP (if installed and interfacing) to identify this item as a critical resource.

Note: You must enter the Resource Number in the MPSP Resource Master file before you can enter it into the Item Master file.

DEPARTMENT. The number of the department responsible for this item. This field is informational only.

STD TOT CUM YLD (Standard Total Cumulative Yield). The standard operation yield for this item processed through all of its routing operations. Calculated from the standard operation yield, this percentage represents the amount (or size) of the parent item expected to be available at the end of the production process.

DISCRETE ALLOC (Discrete Allocation). A code that indicates if this item is allowed to have allocations.

1 The item can be allocated to manufacturing or customer orders.
0 The item cannot be allocated to manufacturing or customer orders.

RESOURCE BUILD FLAG. A code used by MPSP (if installed and interfacing) indicating which items or production families can have resource profiles generated. The available codes are listed below.

Y Build profile
N Do not build profile.

ITM ACTG CLS (Item Accounting Class). Class, defined by your company, to group or classify items for accounting purposes.

CUR TOT CUM YLD (Current Total Cumulative Yield). The production department's estimate of the current total operation yield for this item processed through all of its routing operations. Calculated from the current operation yield, this percentage represents today's or the near-term future amount of the parent item expected to be available at the end of the production process.

WARRANTY PER (Warranty Period). The length of warranty for this item, for example, a period of time, a quantity of units produced by a machine, a quantity of copies printed by a copier, and so forth.

UNIT WEIGHT. The weight of each item unit.

TAX COMM CODE (Tax Commodity Code). A code defined by your company that defines this item for tax purposes.

CARRYING RATE. The cost of carrying this item in inventory. This cost is used in computing the economic order quantity for this item.

AVG TOT CUM YLD (Average Total Cumulative Yield). The historical average based on past operation yield performance for this item processed through all of its routing operations. Calculated from the average yield, this percentage represents an historical average of the amount of the parent item expected to be available at the end of the production process. This average is based on past actual performance and is consistent with the averaging of actual hours reporting in Production Control and Costing (PC&C), if it is installed and interfacing with PDM.

WARRANTY PER U/M (Warranty Period Unit of Measure). The unit of measure for the warranty for this item.

WEIGHT U/M (Weight Unit of Measure). The unit of measure for the weight of this item.

TAX WGHT/UNIT (Tax Weight per Unit). The weight of one unit for tax purposes. This field is defined by your company.

COUNTRY OF ORIG (Country of Origin). A code defined by your company that indicates where the item is manufactured.

SINGLE LEVEL COMP'S. The number of components in this item's single level product structure.

SERIAL NUM REQD (Serial Number Required). A code that indicates whether or not the item is tracked by serial number. This field is used by the Customer Order Management (COM) application.

1 The item is tracked by serial number.
0 The item is not tracked by serial number.

SPEC GRAVITY (Specific Gravity). A ratio of the density of a material to the density of water. (Water = 1gm/ml.)

ORDER U/M CLASS. A code defined by your company used to group or classify items with functionally equivalent units of measure.

W/H STK LOC (Warehouse Stocking Location). A code defined by your company that indicates the location of the item in the warehouse.

DIRECT USAGES. The number of parent items for which this item is used as a component.

PRT ON SALES ANL (Print on Sales Analysis). A code indicating whether information about this item prints on the Sales Analysis report. A code of 1 indicates that information prints on the report, and a code of 0 indicates that it does not.

PACKING CODE. A code defined by your company that indicates how the item should be packed for shipment.

ITEM SALES GROUP . The user-defined sales group that includes this item.

STOCKING U/M (Stocking Unit of Measure). The unit used to express on-hand quantity and issue quantity

ROUTING OPERATIONS. The number of operations contained in the routing for this item.

KIT DOC PRINT OPT (Kit External Document Print Option). A code that indicates if an external document is printed for the components of a kit. An external kit document for the parent is always printed.

1 An external document for the kit components is printed.
0 No external document for the kit components is printed.

BILL/LAD COM CD (Bill of Lading Commodity Code). A code defined by your company that groups or classifies items for a bill of lading. Different types of products can be grouped by commodity code.

STD SETUP COST/LOT (Standard Setup Cost per Lot). The total standard cost of setting up a production run for this item per lot. This field is used by the economic order quantity calculation in IM, and the lot-sizing formulas in MRP and MPSP (if installed and interfacing).

SUPP WGHT (Supplemental Weight). A supplementary weight for the item when the tax weight is given in another unit of measure. For instance if the tax weight is given in kilos, the supplementary weight could be in pounds.

RECORD MAINTENANCE.

CREATED: The user ID of the person who created this item record and the date on which the record was created.

CHANGED: The user ID of the person who last maintained this record and the date on which the maintenance was performed.

UNIT COST DEFAULT. The numeric value that shows the cost to your company for one unit of the item. IM, and COM can use this field only if the cost field (standard, average, or last) is blank in the Item Balance file. FCST (if installed and interfacing) can use this field to cost forecast/projection quantities.

VENDOR PRIMARY. The number of the primary supplier of the item.

SUPP WGHT U/M (Supplemental Weight Unit of Measure). The unit of measure for the supplemental weight.

BASE PRICE. The unit price currently in effect for the item as defined in the Item Base Price file (used by IM analysis reports and by COM, if it is installed and interfacing with IM).

PUR TAX IND (Purchase Tax Indicator). The classification of this item for taxing during Purchasing and Accounts Payable activity.

TAX CLASS (Item tax class). The tax classification of an item; for example, special charge, surcharge, or IFM charge. (Any goods or services.)

BASE PRICE EFFECTIVE DATE . The date that the base price is effective. This field is used by the Customer Order Management (COM) application.

RECOST FLAG. The code used to identify the manufacturing costs (current, standard, or both) that need costing for this item. The available codes are:

blank The item does not need costing.
C The item needs current costing.
S The item needs standard costing.
B The item needs current and standard costing.
N This is a new item and needs current and standard costing.
O This is a new item and needs current costing.
P This is a new item and needs standard costing.

RECOST NEEDED
NO RECOST NEEDED. Depending on the Recost Flag code, this field indicates whether the unit cost for the item needs to be recosted.

CUR UNIT COST (Current Unit Cost). The sum of this item's current purchase, labor, and overhead content for both this-level and lower-level costs. The item's purchase content includes the outside operations cost.

CUR COST STATUS CD (Current Cost Status Code). The code used to identify the status of this item's current costs after product costing. If the item has more than one condition, the highest priority code is shown. In order of priority, D is the highest, followed by T and L. The available codes are:

blank All costs are complete.
D The item's product structure, routing, or both are inconsistent with it
T Some of the item's this-level costs are inconsistent with its item type.
L Some of the item's lower-level costs are inconsistent with its item type.

CUM F/O COST ROLL FACT (Cumulative Feature/Option Cost Roll Factor). The total cost percentage of all the options for a feature. This field does not exceed 1.000 (100%).

STD UNIT COST (Standard Unit Cost). The sum of this item's standard purchase, labor, and overhead content for both this-level and lower-level costs. The item's purchase content includes the outside operations cost.

STD COST STATUS CD (Standard Cost Status Code). The code used to identify the status of this item's standard costs after product costing. If the item has more than one condition, the highest priority code is shown. In order of priority, D is the highest, followed by T and L. The available codes are the same as for the ***CUR UNIT COST*** field.

LABOR HOURS. The number of labor hours per standard batch quantity for this item. This number is multiplied by the Labor/Overhead Table rates in calculating the labor or labor overhead cost for this-level per unit for this item. This field is used only when the Cost Technique code equals T.

CUR SETUP COST/LOT (Current Setup Cost Per Lot). The total current cost per lot for setting up a production run for this item. This field is used by MPSP (if installed and interfacing).

Note: If the cost technique code for this item is R, the current setup cost per lot was calculated by the system. For the other cost technique codes, the cost was entered through Item Master file maintenance.

CST TECHNIQUE CODE (Cost Technique Code). The code used to identify the PDM labor costing technique selected for this item. The available codes are:

blank The this-level labor and labor overhead values are not to be calculated by PDM product costing. The labor and labor overhead costs that you entered during Item Master file maintenance are shown.

R The this-level labor and labor overhead costs for the item are calculated using the routing hours and the facility rates. Cost Technique code R is not valid for item types 3 or 4.

T The this-level labor and labor overhead costs for the item are calculated using the labor hours you entered during Item Master file maintenance and the values in the Labor/Overhead Table.

STD LOT SIZE (Standard Lot Size). The standard lot size of the item that is normally ordered. This quantity is used to apportion the setup cost per unit for the item. This field may not be 0 (zero) if the item's Cost Technique code equals R. MRP (if installed and interfacing) can use this field to determine a quantity-based lead time. MPSP can use this field to calculate resource profiles.

TBL (Overhead Table Code)
CURRENT
STANDARD.

> ***PURCHASE OVERHEAD***: The code assigned to this item that references the entry in the Purchase Overhead Table containing the percent to be applied to the purchase amount used to calculate the unit purchase overhead cost (current or standard) this-level for this item. This code can be applied only to items that have item type codes 3, 4, or 9. This code has no relation to the cost technique code.

LABOR CONTENT: The code assigned to this item that references the entry in the Labor/Overhead Table containing the rate to be applied to the labor hours to calculate the unit labor cost (current or standard) this-level for this item. This code is required only if the cost technique code is T.

LABOR OVERHEAD: The code assigned to this item that references the entry in the Labor/Overhead Table containing the rate/percent to be applied to the labor hours to calculate the current unit overhead cost (current or standard) this-level for this item. This code is required only if the cost technique code is T.

THIS LEVEL CURRENT STANDARD.

PURCHASE CONTENT: The cost (current or standard) per unit for purchased parts, raw material, and outside operations for this item at this-level.

PURCHASE OVERHEAD: The overhead cost (current or standard) per unit for purchased parts or raw material at this-level.

LABOR CONTENT: The direct cost (current or standard) per unit that is made up of run labor plus setup labor for this item at this-level.

LABOR OVERHEAD: The indirect cost (current or standard) that is made up of run and setup machine costs, plus a portion of labor or machine cost for this item at this-level.

LOWER LEVELS CURRENT STANDARD.

PURCHASE CONTENT: The cost (current or standard) per unit for purchased parts, raw material, and outside operations for this item at this-level.

PURCHASE OVERHEAD: The overhead cost (current or standard) per unit for purchased parts or raw material at this-level.

LABOR CONTENT: The direct cost (current or standard) per unit that is made up of run labor plus setup labor for this item at this-level.

LABOR OVERHEAD: The indirect cost (current or standard) that is made up of run and setup machine costs, plus a portion of labor or machine cost for this item at this-level.

BUYER NUMBER. The number of the buyer for this item.

ACCOUNT. The number of the account associated with this item.

NATURE. An account or revenue/expense code.

PURCHASE PRICE. The purchase price for this item.

EXTENDED DESCRIPTION. An extension of the item's description in the A-record. This field is used by Purchasing, if installed and interfacing.

WEIGHTED PERCENT.

LEAD TIME%: The percentage to be placed on variances between quoted and actual vendor lead times.

DELIVERY%: The percentage to be placed on variances between ordered and delivered quantities.

QUALITY%: The percentage to be placed on reject quantities.

PRICE%: The percentage to be placed on variances between quoted and actual vendor prices.

EARLY DELIVERY%: The percentage to be placed on early delivery.

LATE DELIVERY%. The percentage to be placed on late delivery.

OVERSHIP%: The percentage to be placed on overshipment.

UNDERSHIP%: The percentage to be placed on undershipment.

Contents | Index

TOLERANCE PERCENT.

PLUS%: The percentage of receipts defined by your company that can be overdelivered.

MINUS%: The percentage of receipts defined by your company that can be underdelivered.

RECEIPT REQUIRED. A code that indicates whether an inventory transaction (receipt) must be recorded before invoicing can be processed.

1 Receipt required
0 Receipt not required.

AVG ORDER SIZE. The average quantity ordered for this item.

ALLOW DAYS EARLY. The number of days that are acceptable for early delivery.

PURCH COMMODITY . A code defined by your company that identifies the commodity classification for this item.

SHIP VIA. A code identifying the means by which this item is normally shipped.

PRE-APPROVED. A code to indicate if this is a pre-approved item. This code is used only if purchase orders are being approved.

0 No. This is a normal item. This is the default.

1 Yes. This is a pre-approved item. Either no approval or only memo approval is required for this item, depending on the code in the Memo Approve Pre-approved Items field in the Purchasing Control file.

ALPHA FACTOR. The value in this field is used in calculating the vendor and buyer weighted performance percentages.

Item Master File Report—Brief (AMVE40)

```
       NORTHCREEK IND             ITEM MASTER FILE REPORT-BRIEF                      DATE 08/07/
**  TIME 13.57.36   PAGE    1   AMVE40
                                      SEQUENCED BY ITEM                              OPER  TOUSET
                             ITEMS FROM SKT107          TO SKT109
                                              INV  STK PRI I     ITEM                VAL           WHSE  COST ENGI
NEERING
ITEM NUMBER     DESCRIPTION                   CODE U/M U/
M T IAC CLASS VENDOR DEPT  CLS  WEIGHT   STLC  TECH DRAWING NO

SKT107          FAB ITEM                       01  EA  EA  2     SKT                      .000    P104    R

SKT108          FAB ITEM2                      01  EA  EA  2                              .000            R
SKT109          FAB ITEM3                      01  EA  EA  2                              .000            R



       NORTHCREEK IND             ITEM MASTER FILE REPORT-BRIEF                      DATE 08/07/
**  TIME 13.57.36   PAGE    2   AMVE40
                                      SEQUENCED BY ITEM                              OPER  TOUSET
                             ITEMS FROM SKT107           TO SKT109
                                          3 ITEMS LISTED
```

To print this report, use option 1 on the File Listings menu.

The header indicates the sequence you selected. The sequence can be by

- Item
- Vendor
- Item type
- Item class
- Buyer
- Item accounting class

You can also print this report in one of these formats:

- Brief
- Complete
- Current costs only
- Standard costs only
- Purchase item detail
- Purchase item description

Note: To print the Item Master File Report in the current cost or standard cost format, you must have the security level necessary for handling Item Master cost information.

The format you choose determines the content and length of the report:

- If you specify Brief or Purchase item detail, the report contains one line of information per item.
- If you specify Complete or Purchase item description, the report contains multiple lines of detail per item.
- If you specify Current costs only, the report contains two lines of current cost information per item.
- If you specify Standard costs only, the report contains two lines of standard cost information per item.

Fields

ITEMS FROM/TO. The beginning and ending numbers identifying the range of items you selected for this report.

ITEM NUMBER. The unique alphanumeric identification of this item.

DESCRIPTION. The description or name of this item that appears on inquiries and reports.

INV CODE (Inventory Code). This field shows one of the following codes, which classify this item in inventory:

1 Inventory item
2 Miscellaneous item
3 Service item
4 Unstocked item.

STK U/M (Stocking Unit of Measure). The unit used to express on-hand quantity and issue quantity

PRI U/M (Price Unit of Measure). The unit of measure you use to price the item to customers. For example, if a box of bolts is sold by the box, but priced by the individual bolt, the pricing unit of measure is EA for each.

I T (Item Type Code). Code that best describes the type of item:

0 Phantom
1 Assembly or subassembly
2 Fabricated item
3 Raw material
4 Purchased item
9 User option
F Feature
K Kit

IAC (Item Accounting Class). Class, defined by your company, to group or classify items for accounting purposes.

ITEM CLASS. A code that identifies the item class for this item according to how you classified your items into groups. FCST (if installed and interfacing) can use this field to classify items that have been coded as master level items (MLI code M or S).

VENDOR. The number of the primary supplier of the item.

DEPT (Department Number). The number of the department responsible for this item. This field is informational only.

VAL CLS (Value Class). A user-assigned code that identifies the importance of the item. For example, the classes may be “A, B, C.” FCST (if installed and interfacing) can use this field to classify items that have been coded as master level items (MLI code M or S).

WEIGHT. The weight of each item unit.

WHSE STLC (Warehouse Stock Location). A code that shows the item’s location in the warehouse.

COST TECH (Cost Technique Code). This code identifies the costing technique selected for this item.

blank Uses values entered in during Item Master maintenance
R Routing hours and facility rates
T Costing Labor/Overhead Table rates and percentages

ENGINEERING DRAWING NO. A number used to identify a drawing of an item.

Item Master File Report—Complete (AMVE41)

```
       NORTHCREEK IND.           ITEM MASTER FILE REPORT-COMPLETE        DATE  8/06/
**  TIME 15.38.51  PAGE    1  AMVE41
                                       SEQUENCED BY ITEM                             OPER  TOUSET
                            ITEMS FROM 'BEGINNING'     TO 'END'
                          VENDORS FROM 'BEGINNING'     TO 'END'
                       ITEM TYPES FROM 'BEGINNING'     TO 'END'
                     ITEM CLASSES FROM 'BEGINNING'     TO 'END'
                           BUYERS FROM 'BEGINNING'     TO 'END'
            ITEM ACCOUNTING CLASS FROM 'BEGINNING'     TO 'END'

                            ITEMS FROM SKT107          TO SKT107
GENERAL INFORMATION
     ITEM NUMBER SKT107           DESCRIPTION FAB ITEM                    ALTERNATE ITEM NUMBER AMTPF0219
     ITEM TYPE CODE      2  ENG DRW                    QC CONTROL         0  ITEM PRICE CLASS

     ITEM CLASS      CI     STD BCH QTY          5.000  SHELF LIFE            SALES TAX IND        T00
     VALUE CLASS            S-NUMBER FLAG               BATCH/
LOT CTL      0  COMMISSION PCT      .000
     INVENTORY CODE     01  LOW LEVEL                   INSP ON RECEIPT    0  PRICE U/
M            UNIT VOLUME             .000
     DEPARTMENT      REP3   STD TOT CUM YLD        .648  DISCRETE ALLOC     0                          VOLUME U/
M
     ITM ACTG CLS     AA2   CUR TOT CUM YLD        .648  WARRANTY PER      36  UNIT WEIGHT          .000  TAX COMM C
ODE        TAXCOMM
     CARRYING RATE   .000   AVG TOT CUM YLD        .000  WARRANTY PER U/M      WEIGHT U/M             EA  TAX WGHT/
UNIT         .0000
     COUNTRY OF ORIG        SINGLE LEVEL COMP'S       1  SERIAL NUM REQD    0  SPEC GRAVITY       .0000  ORDER U/
M CLASS            EA
     W/
H STK LOC           DIRECT USAGES               PRT ON SALES ANL    0  PACKING CODE             ITEM SALES GROUP
         ABC
     STOCKING U/M       EA  ROUTING OPERATIONS        4  KIT DOC PRINT OPT  0  BILL/LAD COM CD      AZP
     STD SETUP COST/
LOT             650.65894737                               SUPP WGHT              RECORD MAINTENANCE:
     UNIT COST DEFAULT                       .00000000  VENDR PRIMARY         SUPP WGHT U/
M            CREATED  BSEDLOCK    07/03/**
     BASE PRICE                                   .000  PUR TAX IND           TAX CLASS                  CHANGED  T
OUSET      08/01/**
     BASE PRICE EFFECTIVE DATE              09/30/**
COSTING INFORMATION
     ITEM NUMBER SKT107           RECOST FLAG                      NO RECOST NEEDED
     CUR UNIT COST                      3,568.35817933  CUR COST STATUS CD         CUM F/O COST ROLL FACT   .0000
     STD UNIT COST                      4,536.44664548  STD COST STATUS CD         LABOR HOURS              50.0000
     CUR SETUP COST/LOT                   639.25894737  CST TECHNIQUE CODE   R     STD LOT SIZE             25.000
     ------CURRENT------       LAST MAINT       TBL     -------THIS LEVEL-------       ------LOWER LEVELS------
     MATERIAL                    06/20/**                          308.60000000                      .00000000
     OUTSIDE OPERATIONS                                            282.40740741                      .00000000
     PURCHASE OVERHEAD                                              33.94600000
     SETUP LABOR                                                    18.72336842                      .00000000
     RUN LABOR                                                     426.06725146                      .00000000
     SETUP MACHINE               07/01/**                            7.50315789
     RUN MACHINE                                                   493.49415205
     MFG OVERHEAD                                                  997.61684210
     OTHER COST 1                07/20/**                          100.00000000
     OTHER COST 2                07/20/**                          200.00000000
     OTHER COST 3                07/20/**                          300.00000000
     OTHER COST 4                07/20/**                          400.00000000
     -----STANDARD------       LAST MAINT       TBL     -------THIS LEVEL-------       ------LOWER LEVELS------
     MATERIAL                                                      339.46000000
     OUTSIDE OPERATIONS                                            280.86419753
     PURCHASE OVERHEAD                                              37.34060000
     SETUP LABOR                                                    19.12968421
     RUN LABOR                                                     361.03801170
     SETUP MACHINE                                                   7.50315789
     RUN MACHINE                                                   493.49415205
     MFG OVERHEAD                                                  997.61684210
     OTHER COST 1                 07/20/**                         200.00000000
     OTHER COST 2                 07/20/**                         400.00000000
     OTHER COST 3                 07/20/**                         600.00000000
     OTHER COST 4                 07/20/**                         800.00000000
PURCHASING INFORMATION
     ITEM NUMBER SKT107           BUYER NUMBER          ACCOUNT                    PURCHASE PRICE
     EXTENDED DESCRIPTION-   FOR DOMESTIC USE ONLY
     -WEIGHTED PERCENT-
     LEAD TIME %                  -TOLERANCE PERCENT-  RECEIPT REQUIRED         1 AVG ORDER SIZE
     DELIVERY %                   REC PLUS %           ALLOW DAYS EARLY           PURCH COMMODITY          125
     QUALITY %                    REC MINUS %          SHIP VIA                   PRE-APPROVED               0
     PRICE %                                           ALPHA FACTOR           .000
     EARLY DELIVERY %
     LATE DELIVERY %
     OVERSHIP %
     UNDERSHIP %
```

```
      NORTHCREEK IND.          ITEM MASTER FILE REPORT-COMPLETE                    DATE   8/06/
**  TIME 15.38.51   PAGE    2  AMVE41
                                     SEQUENCED BY ITEM                             OPER   TOUSET
                           ITEMS FROM SKT107          TO SKT107
                                         1 ITEMS LISTED
```

To print this report, use option 1 on the File Listings menu. Only fields that are not described on other Item Master reports are described here.

This sample report uses the XA default title for the cost element fields. The titles of these fields depend on what was entered in the PDM Control file for the cost elements.

The ***BASE PRICE*** fields do not appear on the report if you do not have the security level necessary for viewing and maintaining Item Master price fields.

The ***UNIT CST DFT***, ***CUR SETUP/LOT***, ***STD SETUP LOT***, ***CUR UNIT COST***, ***STD UNIT COST***, and current or standard cost element fields do not appear on the report if you do not have the proper security level for viewing and maintaining Item Master cost fields.

Fields

ITEMS FROM/TO. The beginning and ending numbers identifying the range of items you selected for this report.

VENDORS FROM/TO. The beginning and ending numbers identifying the range of vendors you selected for this report.

ITEM TYPES FROM/TO. The beginning and ending code values for the range of item types you selected for this report.

ITEM CLASSES FROM/TO. The beginning and ending code values for the range of item classifications you selected for this report.

BUYERS FROM/TO. The beginning and ending numbers identifying the range of buyers you selected for this report.

ITEM ACCOUNTING CLASS FROM/TO. The beginning and ending code values for the range of item accounting classes you selected for this report.

VENDR PRIMARY. The number of the primary supplier of the item.

For more detail on the remaining fields, see report AMVT0.

Item Master File Report—Current Costs Sequenced By Item (AMVE42)

```
       NORTHCREEK IND          ITEM MASTER FILE REPORT-CURRENT COSTS              DATE  8/07/
**  TIME 13.58.17  PAGE   1   AMVE42
                                    SEQUENCED BY ITEM                             OPER  TOUSET
                             ITEMS FROM SKT107          TO SKT109
ITEM NUMBER     DESCRIPTION                    UM I/T          ICLASS  ENGR DRAWING NO
                             PURCHASE            LABOR                 MACHINE           OVERHEAD/
MISC           UNIT-COST
SKT107          FAB ITEM                       EA   2              SKT
                  TL           591.00740741        444.79061988        500.99730994      2031.56284210
    3568.35817933
                  LL               .00000000           .00000000           .00000000          .00000000

SKT108          FAB ITEM2                      EA   2
                  TL          1267.90400000            .00000000           .00000000          .00000000
    1267.90400000
                  LL               .00000000           .00000000           .00000000          .00000000

SKT109          FAB ITEM3                      EA   2
                  TL          1021.32664000            .00000000        528.00000000          .00000000
    1549.32664000
                  LL               .00000000           .00000000           .00000000          .00000000
```

```
       NORTHCREEK  IND         ITEM MASTER FILE REPORT-CURRENT COSTS           DATE  3/07/
**  TIME 11.11.52  PAGE   2   AMVE42
                                    SEQUENCED BY ITEM

                             ITEMS FROM SKT107            TO SKT109

                                          3 ITEMS LISTED
```

Only fields that are not described on other Item Master reports are described here.

Fields

ITEMS FROM/TO. The beginning and ending numbers identifying the range of items you selected for this report.

ITEM NUMBER. The unique alphanumeric identification of this item.

DESCRIPTION. The description or name of this item that appears on inquiries and reports.

UM (Unit of Measure). The unit used to express on-hand quantity and issue quantity.

I/T (Item Type Code). Code that best describes the type of item:

0 Phantom
1 Assembly or subassembly
2 Fabricated item
3 Raw material
4 Purchased item
9 User option (Special)
F Feature
K Kit

ICLASS (Item Class). A code that identifies the item class for this item according to how you classified your items into groups. FCST (if installed and interfacing) can use this field to classify items that have been coded as master level items (MLI code M or S).

ENGR DRAWING NO. The number used to identify a drawing of an item.

Note: The cost element titles on your report may have different titles depending on what was entered in PDM Control File Maintenance. Costs are shown for this-level (TL) and lower level (LL). The sum of the cost elements in both levels is shown is the unit cost field.

TL (This Level).

PURCHASE: The cost (current or standard) per unit for purchased parts, raw material, and outside operations for this item at this level.

PUR-OVERHEAD: The overhead cost (current or standard) per unit for purchased parts or raw material at this level.

LABOR: The direct cost (current or standard) per unit that is made up of run labor plus setup labor for this item at this-level.

LABOR-OVERHEAD: The indirect cost (current or standard) that is made up of run and setup machine costs, plus a portion of labor or machine cost for this item at this-level.

LL (Lower Level).

PURCHASE: The purchase part, raw material, and outside operations cost (current or standard) built up from lower levels for this item's product structure.

PUR-OVERHEAD: The overhead cost (current or standard) per unit for purchased parts or raw material based on current or standard costs, built up from lower levels for this item's product structure.

LABOR: The direct cost (current or standard) per unit that is made up of run labor plus setup labor (current or standard), built up from lower levels for this item's product structure.

LABOR-OVERHEAD: The indirect cost (current or standard) that is made up of run and setup machine costs plus a portion of labor or machine cost built up from lower levels for this item's product structure.

UNIT COST. The sum of this item's purchase, purchase overhead, labor, and labor overhead content (current or standard) for both this level and lower levels.

Item Master File Report—Purchase Item Description (AMVE44)

```
       NORTHCREEK IND.            ITEM MASTER FILE REPORT-PURCHASE ITEM DESCRIPTION   DATE 10/10/
**   TIME 13.11.09   PAGE    1   AMVE44
                                                SEQUENCED BY ITEM                     OPER

                                      ITEMS FROM 8322           TO 'END'

BUYER  ITEM NUMBER      ITEM DESCRIPTIONS

  1       8322          STATIONERY
                             9 1/2 BY 12 WHITE BOND ENVELOPE WITH
                             EMBLEM AND RETURN ADDRESS
  1       8323          STATIONERY
                             8 BY 12 WHITE BOND LETTER HEAD

  1       8324          STATIONERY
                             8 BY 12 WHITE BOND PLAIN

  1       8330          DESK
                             EXECUTIVE DESK MAHOGANY WITH BROWN
                             LEATHER TOP INLAID WITH GOLD
  1       8331          DESK
                             EXECUTIVE DESK MAHOGANY PLAIN

  1       8332          DESK
                             SECRETARIAL DESK LEFT DROP

  1       8333          DESK
                             SECRETARIAL DESK RIGHT DROP

  1       8340          CHAIR
                             EXECUTIVE SWIVEL CHAIR BROWN LEATHER
                             WITH SIDE ARMS
  1       8341          CHAIR
                             CONFERENCE CHAIR SWIVEL BLUE TWEED

                                           9 ITEMS LISTED
```

Only fields that are not described on other Item Master reports are described here.

Fields

ITEMS FROM/TO. The beginning and ending numbers identifying the range of items you selected for this report.

BUYER. The number of the buyer for this item.

ITEM NUMBER. The unique alphanumeric identification of this item.

ITEM DESCRIPTIONS. The description or name of this item that appears on inquiries and reports.

Item Master File Report—Purchase Item Detail (AMVE43)

```
       NORTHCREEK IND.           ITEM MASTER FILE REPORT-PURCHASE ITEM DETAIL        DATE 10/10/
**  TIME 12.59.59  PAGE   1   AMVE43
                                       SEQUENCED BY ITEM                             OPER
                            ITEMS FROM 'BEGINNING'     TO 8341
                                                                               TOLERANCE   -----------
 WEIGHTED PERCENT ------------
ITEM            BUYER  PKG          PURCHASE        SHIP          ACCOUNT NUMBER   PERCENT     LEAD  DLV  QLT  PRC  -
DELIVERY-   SHIPPED
NUMBER                 CDE           PRICE          CODE                                       TIME
                                                                               REC-
 REC+                        EARLY LATE  OVR UND
0115456            4              1.5000         3                   1000    5    5      25   25   25   25
   6    6    8    8
0121214            2            261.5900         6                   1000    5    5      25   25   25   25
   5    5    3    5
01258556           3               .7500         7                   1000    5    5      25   25   25   25
   3    3    4    4
0147852            3               .0500         2                   1000    5    5      25   25   25   25
   7    5   10   10
0154686            2              3.5000         6                   1000    5    5      25   25   25   25
   4    3    7    7
015556462          1               .3200         4                   1000    3    7      15   20   40   25
   7   10   10   15
01726              1            233.5000         1                   1000    7    5      25   25   25   25
   0    5   12   20
11114569           1            212.5000         5                   1000    5    5      25   25   25   25
   3    0   15    0
11212145           2              3.4890         9                   1000    8    0      40   15   15   30
   0   17    7   13
1214598                           5.0000         8                   1000    0    0      30   30   30   30
   4    2   12   10
1236963            3         17,365.0000         3                   1000    1    2      15   20   30   32
   4    3    8    4
125874             4              7.3500         7                   1000    3    3      10   10   50   30
   5    3    2    4
128436             1             33.0000         9                   1000    5    5      25   25   25   25
   5   15   30   10
1357412            4             17.3300         6                   1000    3    0       5   25   35   35
   7    4    3    2
1456321            2             63.2500         4                   1000    5    5      25   25   25   25
  10   10    7    7
1458923                         176.0000         5                   1000    3    6       7    7   35   51
   2    3    5    5
1478547            3          1,523.4000         8                   1000    5    5      25   25   25   25
   3    2   10   10
154826             2            150.0000         1                   1000    5    5      25   25   25   25
   5   15   30   10
159874             2              6.5000         6                   1000    5    5      25   25   25   25
   5   15   30   10
1656554            3          1,600.0000         7                   1000    5    5      25   25   25   25
   5    5    8    5
1741741            2               .6250         5                   1000    5    5      25   25   25   25
   1    1    0    0
1753951            4             89.0000         9                   1000    5    5      25   25   25   25
   8    5   10    0
1895623            2             26.7500         7                   1000    5    5      25   25   25   25
   6    0    0    2
196325             4            633.1500         6                   1000    5    5      25   25   25   25
   5    0   15    0
1963258            2             15.9500         3                   1000    5    5      25   25   25   25
   6    6    5    5
1984573            1             66.5000         9                   1000    4    4      55    5   20   20
   7    5    8   10
8322               1              7.0000                             1000    0    0       0    0    0    0
   0    0    0    0
8323               1               .0000                             1000    0    0       0    0    0    0
   0    0    0    0
8324               1               .0000                             1000    0    0       0    0    0    0
   0    0    0    0
8330               1               .0000                             1000    0    0       0    0    0    0
   0    0    0    0
8331               1               .0000                             1000    0    0       0    0    0    0
   0    0    0    0
8341               1               .0000                             1000    0    0       0    0    0    0
   0    0    0    0
                                        35 ITEMS LISTED
```

Only fields that are not described on other Item Master reports are described here.

Fields

ITEMS FROM/TO. The beginning and ending numbers identifying the range of items you selected for this report.

ITEM NUMBER. The unique alphanumeric identification of this item.

BUYER. The number of the buyer for this item.

PKG CDE (Packing Code). A field that is available for your use to code how the item should be packed for shipment.

PURCHASE PRICE. The purchase price for this item.

SHIP CODE. This field shows a code identifying the means by which this item is normally shipped.

ACCOUNT NUMBER. The account number to be invoiced for the item.

NATURE. If IFM is installed, ***ACCOUNT NUMBER*** is replaced with ***NATURE***. This is an account revenue/expense code.

TOLERANCE PERCENT.

> ***REC -***: This field shows the user-defined percentage of receipts that can be underdelivered.
>
> ***REC +***: This field shows the user-defined percentage of receipts that can be overdelivered.

WEIGHTED PERCENT.

> ***LEAD TIME***: The percentage to be placed on variances between quoted and actual vendor lead times.
>
> ***DLV***: The percentage to be placed on variances between ordered and delivered quantities.
>
> ***QLT***: The percentage to be placed on reject quantities.
>
> ***PRC***: The percentage to be placed on variances between quoted and actual vendor prices.
>
> ***EARLY DELIVERY***: The percentage to be placed on early delivery.
>
> ***LATE DELIVERY***: The percentage to be placed on late delivery.
>
> ***OVR SHIPPED***: The percentage to be placed on overshipment.
>
> ***UND SHIPPED***: The percentage to be placed on undershipment.

Items with Follow-up Date Within X Days of Run Date (AM62U)

```
   NORTHCREEK IND.        ITEMS WITH FOLLOW-UP DATE WITHIN      DAYS OF  9/19/**    DATE  9/19/
**  TIME 15.10.16     PAGE 1  AM62U

 OPER
                                                                       BUYER RANGE BEGINNING TO END

BUYER ORDER    ITEM NUMBER     SEQ LINE  ITEM DESCRIPTION          --VENDOR---
                     QUANTITY    FOLLOW-UP     DOCK REL
NO.   NUMBER                                                       NO.    NAME                     ORDERED
  DATE      DATE
---------------------------------------------------------------------------------------------------------------
-------------------
180   P262222 030246789112345 123    1  SHELL6789                  20001  INDIA INC                    1200.000  9
/23/** 10/23/**  N
              *MRO*
180   P26     03036                  2  BELT                       2000   INDIA INC                     550.000
       10/31/**  Y
180   P26     03024                  3  SHELL                      2000   INDIA INC                     600.000
       10/30/**  Y
              *MRO*
```

When you select option 6 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62U is printed.This report prints all purchase orders with follow-up dates that fall after the system run date (X number of days from the run date).

Fields

BUYER NO. The buyer number.

ORDER NUMBER. The purchase order number.

ITEM NUMBER. The item number.

****MRO* (Maintenance Repair Overhaul item).*** This field appears under the item number only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number for the item in this purchase order.

ITEM DESCRIPTION. The item description.

VENDOR NO. and NAME. The vendor number and name.

QUANTITY ORDERED. The quantity ordered.

FOLLOW-UP DATE. The follow-up date.

DOCK DATE. The date the item is due to the dock.

REL. If an item line prints, either Y or N prints to show whether this is a blanket item or not. If a release line prints, the release number prints here.

Items Within 90% of Completion (AM62N)

```
   NORTHCREEK IND.                   ITEMS WITHIN 90% OF COMPLETION              DATE  9/19/
**  TIME 15.09.39  PAGE    1  AM62N
                                                                                                          OPER

                                                   BUYER RANGE FROM BEGINNING TO END

 BUYER  ORDER    ITEM NUMBER                          SEQ  LINE  ---VENDOR---                          -----QUANTITY-----
--      DATE DUE  REL.
  NO.    NUMBER   ITEM DESCRIPTION                                NO.     NAME                         ORDERED     TO STO
CK      TO DOCK   NO.
-----------------------------------------------------------------------------------------------------------------------
-------------------
  290    P000136  50146                                  3  701     ALPHA PRODUCTS HDQTRS      2000000.000  18000
00.000  9/19/**
                  ADHESIVE                                 *MRO*
  290    P000139  50145  09360100                       27  701     ALPHA PRODUCTS HDQTRS          108.000
98.000  9/17/**
                  BACKING PAPER
  290    P000139  50146                                 16  701     ALPHA PRODUCTS HDQTRS      4000000.000  36000
00.000  8/31/**
                  ADHESIVE                                 *MRO*
  290    P000139  50147                                 68  701     ALPHA PRODUCTS HDQTRS          864.000      8
00.000  9/03/**
                  GLOVES
         DEMAND:  C000147  C004672  C459823
  290    P000140  50147                                 10  701     ALPHA PRODUCTS HDQTRS        12000.000    108
00.000  9/03/**
                  GLOVES
  290    P000143  50146                                  5  701     ALPHA PRODUCTS HDQTRS        64000.000    575
00.000  9/13/**


   XA                                 ITEMS WITHIN 90% OF COMPLETION              DATE  1/04/
96  TIME 17.29.15  PAGE    2  AM62N
                                                                                                          OPER

  BUYER  ORDER    ITEM NUMBER                      SEQ  LINE ---VENDOR---                         -----QUANTITY-------
      DATE DUE  REL.
  NO.    NUMBER   ITEM DESCRIPTION                          NO.    NAME                           ORDERED     TO STOCK
   TO DOCK    NO.
-----------------------------------------------------------------------------------------------------------------------
-------------------
  LGH    P000445  MPC101                            00001 ITEMAS USED FOR DEFAULT TEST FRO      100.000        93.00
0            0000
                  MPA COMPONENT 101
                                                                                                50.000        43.00
0  12/20/**  0002
  LGH    P000445  MPC102                            00002 ITEMAS USED FOR DEFAULT TEST FRO      200.000       195.00
0            0000
                  MPA COMPONENT 102
  LGH    P000459  MPC101                            00001 LGH    Vendor LGH                     100.000        97.00
0  12/08/**  0001
                  MPA COMPONENT 101
  LGH    P000506  MISC01                            00010 HODGE  LAWRENCE G HODGE               100.000        91.00
0  12/27/**  0001
                  MISCELLANEOUS ITEM 01
```

This report prints all items within 90 percent of completion for the buyer range selected. An item is considered 90 percent complete when you receive 90 percent or more of the quantity ordered. When you select option 4 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), this report prints.

Fields

BUYER NO. The buyer number.

ORDER NUMBER. The purchase order number.

ITEM NUMBER. The item number.

ITEM DESCRIPTION. The item description.

****MRO* (Maintenance Repair Overhaul item).*** This field appears after the item description only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number of the item on this purchase order.

VENDOR NO. and NAME. The vendor number and name.

QUANTITY ORDERED. The quantity ordered.

QUANTITY TO STOCK. The quantity sent to stock.

DATE DUE TO DOCK. The date the item is due to the dock.

REL NO. The blanket release number.

DEMAND. The customer order or other top level requirement that generated this manufacturing order or purchase order item. Possible values are listed below. MSSR refers to the Master schdeule Source Planing code.

BLENDED	The larger of forecast and customer requirements (MSSR=B)
CUSONLY	Customer orders (MSSR=C)
Cxxxxxx	Customer order, not compbine (MSSR=d or E). The customer order shows in the format of 01-CO-nnnnnnnn.
FORCAST	Forecast quantity (MSSR=F)
GENDMND	Generated component quantity based on parent planned orders (MSSR not D or E)
Mxxxxxx	Manufacturing order number
MANUAL	Manually entered demand. Source of demand is optional at time of entry (MSSR=M)
M FCST	Manual forecast
M HELD	Manual held requirement
M REQMT	Manual requirement
SAFETY	Safety stock
NEG QOH	Negative quantity on hand
P FCST	Propagated forecast
P REQMT	Propagated requirement
PRODPLN	Production planned quantity (MSSR=P)
Sxxxxxx	Repetitive Manufacturing order, allocated quantity
XS FCST	Forecast quantity in excess of customer requirements (MSSR=D)

Landed Cost File Maintenance (AMV08)

```
                                                       LANDED COST MASTER                    DATE  3/14/
**  TIME 10.27.59  PAGE    1    AMV08
                                                        FILE MAINTENANCE                                                          OPER
51     UPDATE 010
LANDED COST CODE     IMP                               LAST MAINTENANCE DATE  3/14/
**                                                  **** BEFORE ****
DESCRIPTION           PERCENT                     CHARGE ACCOUNT      OFFSET ACCOUNT
LANDING FEE             5.000                                2000                1050
IMPORT COST             7.000                                2000                1050

LANDED COST CODE     IMP                               LAST MAINTENANCE DATE  3/14/
**                                                  ****  AFTER  ****
DESCRIPTION           PERCENT                     CHARGE ACCOUNT      OFFSET ACCOUNT
LANDING FEE             5.000                                2000                1050
IMPORT COST             7.000                                2000                1050
OVERSEAS                2.000                                2000                1050
                   SESSION STATUS
                    RECORDS ADDED                1               RECORDS DELETED       0
                    RECORDS CHANGED              0
```

Fields

LANDED COST CODE. A code that identifies duty or brokerage costs not invoiced.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the landed cost master file record.

DESCRIPTION. The description associated with each percentage that you specify.

PERCENT. The land cost percent that applies to this invoice.

CHARGE ACCOUNT. The account used to record the landed cost accrual.

OFFSET ACCOUNT. The account used to offset the charge account.

Note: BEFORE and AFTER images of the Landed Cost Master information print for each record change (if requested during application tailoring).

SESSION STATUS. The number of records added, changed, or deleted.

RECORDS ADDED: The number of records added for the session.

RECORDS CHANGED: The number of records changed for the session.

RECORDS DELETED: The number of records deleted for the session.

Open Debit Memos—All Open Sequence (Buyer/Vendor/Item) (AM6S5)

```
   ****************               OPEN DEBIT MEMOS - ALL OPEN                          DATE **/**/
**  TIME **.**.**  PAGE     1   AM6S5
                                 SEQUENCE - BUYER/VENDOR/
ITEM                                                OPER
 BUYER: CATHY  CATHERINE LEWIS
VENDOR NUMBER/
NAME                ORDER   ITEM             MISC   REL  DEBIT     FREIGHT AMT     DEBIT QTY         UNIT PRICE
CODES
  DEBIT MEMO                                                SEQ        DATE          TAX AMT  RECEIVED QTY
DEBIT AMOUNT   RESUP
                        CHARGE DESCRIPTION
 MISC AMOUNT   PRINT
        *** VENDOR NOT FOUND ***  P000071 REDPNT........x  000   0000  9/91/
05 11234567890.00 1234561.000 123456789012343.8500
D000000007 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00       2.000
       3.85     N
                                          *MRO*
        .00     1
        *** VENDOR NOT FOUND ***  P000073 SLTSOL           000   0000 13/91/
05          .00       5.000             .0120
D000000010 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00        .000
        .06     N

        .00     1
        *** VENDOR NOT FOUND ***  P000073 SLTSOL           000   0000 13/91/
05          .00       5.000             .0120
D000000011 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00      85.000
        .06     N

        .00     1
12345  LAST CHANCE FABRICATORS-*  P000081 METAXL           000   0000 13/91/
05          .00      50.000             .1200
D000000009 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00    1000.000
       6.00     N
                                          *MRO*
        .00     1
12345  LAST CHANCE FABRICATORS-*  P000081 METWHLS          000   0000 13/91/
05          .00      24.000             .2538
D000000008 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00     200.000
       6.09     N

        .00     1
12345  LAST CHANCE FABRICATORS-*  P000035 PLSPEL           000   0001  5/03/
91          .00        .500             .2800
D000000005 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00        .000
        .14     Y

        .00     1
12345  LAST CHANCE FABRICATORS-*  P000035 PLSPEL           000   0002  5/03/
91          .00        .500             .2800
D000000006 CURRENCY ID                    VENDOR RETURN AUTHORITY                          .00        .500-
               .14     Y


        .00     1
```

When you enter N in the List Unprinted Debits Only field on the Debit Memo Report panel (AM6S31) from the Reports menu (AM6M40), this report prints. It includes data from all debit memos, printed or unprinted. The formats are similar for either report sequence you select.

See the *Inventory Management User's Guide* for more information about Purchase Return to Vendor.

Fields

BUYER. The name of the buyer.

VENDOR NUMBER/NAME. The number and name of the vendor.

DEBIT MEMO. The debit memo number that was created.

ORDER. The purchase order number.

ITEM. Item numbers appear in ascending order within the vendor or buyer number, depending on the report sequence you selected.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints under Vendor Return Authority.

MISC SEQ. The miscellaneous sequence number.

REL. The release number if the purchase order has one.

DEBIT DATE. The date the debit memo was created.

FREIGHT AMT. The amount of freight on the debit memo.

TAX AMOUNT. The tax on the debit memo.

DEBIT QTY. The Debit Quantity is used with the Unit Price to calculate the Debit Amount.

RECEIVED QTY. The quantity received.

UNIT PRICE. The price for one unit of the item for this debit memo.

DEBIT and MISC AMOUNT. The debit memo and miscellaneous amounts represent additional charges.

CODES RESUP/PRINT. The resupply code indicates whether the vendor will resupply the item (Y) or not resupply (N), and the print code indicates whether the debit is printed (1) or not printed (0).

Open Payables Revaluation (AMV0B)

```
   NORTHCREEK IND.  NO. 01            OPEN PAYABLES REVALUATION                DATE  2/18/
**  TIME 10.06.45  PAGE    2    AMV0B
                                            NO UPDATE MODE

PRIMARY CURRENCY YEN JAPANESE YEN 1                                     ----------------- NET PAYABLES AMOUNT --
-----------------
                                                                        TRADING CURR  ********** LOCAL CURRENCY
AMOUNTS *********
INVOICE NO  SEQ   DATE   VENDOR CURR  AP LIABILITY ACCT   GAIN/
LOSS ACCT      AMOUNT      BEFORE REVAL     AFTER REVAL   GAIN / LOSS
0711        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0721        001 12/30/
** 100     YEN              4000              5000        1000.00         500.00          7.56       492.44
0751        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0771        001 12/30/
** 100     YEN              4000              5000        1045.00         261.25          7.90       253.35
0781        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0791        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0811        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0821        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0831        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0841        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0851        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0861        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
0871        001 12/30/
** 100     YEN              4000              5000        1000.00         250.00          7.56       242.44
                                           CURRENCY TOTAL                      13045.00      3511.25          9
8.62       3412.63
                                           COMPANY TOTAL                                     3511.25          9
8.62       3412.63
                                           REPORT TOTAL                                      3511.25
  98.62       3412.63
```

```
                                      OPEN PAYABLES REVALUATION                DATE  2/18/
**  TIME 10.06.45  PAGE    1    AMV0B
                                                 OPTIONS
                                      REVALUATION MODE - 1 NO FILE UPDATE
                                  COMPANY NUMBER RANGE - FROM 01  TO 89

                         PRIMARY CURRENCY ID RANGE - FROM   A  TO 999
                                      REVALUATION DATE -  2/18/**
                                      TRANSACTION DATE - 11/25/**
```

Fields

REVALUATION MODE. The mode selected to either UPDATE or NOT UPDATE the files with revalued amounts.

COMPANY NUMBER RANGE. A single number, company number, a range of company numbers, or blank to revalue and print all companies on this report.

PRIMARY CURRENCY ID RANGE. A primary ID range of primary currency IDs or blank to revalue and print all primary currency IDs on the report.

REVALUATION DATE. The date as of which open payables are to be revalued.

TRANSACTION DATE. The date or period to be used when posting gains or losses to your general ledger.

PRIMARY CURRENCY. The type of currency used for this revaluation.

INVOICE NO (Invoice number). The number assigned to the invoice by the application during invoice entry.

SEQ (Invoice sequence number). A unique number assigned to this invoice.

DATE. The invoice date.

VENDOR. The vendor number for the revalued invoice.

CURR (Currency). The primary currency ID for this revaluation.

AP LIABILITY ACCT. The account number assigned to this accounts payable liability.

GAIN/LOSS ACCT. The account number assigned to hold the price fluctuations when using multi-currency.

TRADING CURR AMOUNT (Trading currency amount). The trading currency amount for this invoice.

LOCAL CURRENCY AMOUNTS.

> ***BEFORE REVAL*** (Before revaluation): The local currency amounts taken before the revaluation request.
>
> ***AFTER REVAL*** (After revaluation): The local currency amounts taken after the revaluation request.
>
> ***GAIN / LOSS***: The local currency amounts reported for gains/losses.

CURRENCY TOTAL. The currency total for both local and trading.

COMPANY TOTAL. The company totals for local currency.

REPORT TOTAL. The report totals for local currency.

Contents | Index

Open Purchase Orders Sequence (AM62S)

```
 NORTHCREEK                   OPEN PURCHASE ORDERS SEQUENCE:  P.O. WITHIN BUYER     DATE **/**/
**  TIME 10.09.36  PAGE 1        AM62S

               ORDER NUMBER FROM BEGINNING  TO END                ITEM NUMBER FROM BEGINNING        TO END
               BUYER NUMBER FROM       4    TO  4                VENDOR NUMBER FROM BEGINNING       TO END
             PLANNER NUMBER FROM BEGINNING  TO END                 JOB NUMBER FROM 00000000001      TO 123456789
012
           REFERENCE NUMBER FROM BEGINNING  TO END                 ORDER DATES FROM BEGINNING       TO END
            APPROVAL STATUS FROM        2   TO  6                 APPROVAL VALUES REQUESTED         Y

 BUYER NO.   4

 PO NO.  ITEM NUMBER     SEQ  LINE   STATUS   VENDOR VENDOR NAME             CONF  BLK      OPEN  INSPECTED    R
ETURNED   INVOICED
               DESC.     NO.        ORDER ITEM NUMBER VENDOR CATALOG NUMBER  DOCK DATE  ORDERED   DELIVERED   REJE
CTED    STOCKED
_____________________________________________________________________________________________________________________
__________________
 P000142  200201         001      2   20-
6 10  118935 HANSON J.B. & INDUSTRIES               .000       .000        .000       .000
 *MRO*       BLACK THREAD                                                 2/31/
**      .000       .000       .000       .000
      PO ITEM / BLANKET PRICE REQUESTED:            2.00 QUANTITY REQUESTED:          200.000
 APPROVED PO VALUE  .00       APPROVED VALUE:        .00    APPROVAL REQUESTED:       400.00


 P000166  200205                  7   30-
6 50  118935 BARNES D.T. & INDUSTRIES               .000       .000       .000        .000
             BEIGE THREAD                                                 8/28/
**      .000       .000       .000       .000
      PO ITEM /
 BLANKET PRICE REQUESTED:            4.00 QUANTITY REQUESTED:           15.000
 APPROVED PO VALUE: .00       APPROVED VALUE:        .00 APPROVAL REQUESTED:           60.00


 P000165  200206                  3   30-
2 30  118935 BARNES D.T. & INDUSTRIES         2,000.000       50.000   125.000        .000
             GRAY THREAD                                                  8/24/
** 2,100.000       50.000     25.000    100.000
      PO ITEM / BLANKET PRICE REQUESTED:            4.00 QUANTITY REQUESTED:      2,100.000
 APPROVED PO VALUE: .00       APPROVED VALUE:     8,200.00 APPROVAL REQUESTED:        900.00 (SPECIAL)
```

When you select a report sequence option on the Open Purchase Order Report (Options) panel (AM62P2) from the Reports menu (AM6M40), report AM62S is printed.

Fields

BUYER NO. The number of the buyer.

PO NO. The purchase order number.

ITEM NUMBER and DESC. The item number and description.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints under the item description.

SEQ NO. (Sequence number). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number of the item in this purchase order.

STATUS ORDER. The order status code can be one of the following:

10 Confirmation required (VA)
20 Confirmation received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete

Note: Order status codes 60 and 99 do not print on this report.

(Approval Status) . If you are using approval processing for purchase orders, and the purchase order does not have a status of 0=Approved', one of the following approval status codes is appended to the order status code:

2 Related approval requested
4 Change awaiting approval
6 Awaiting approval
8 Change approval denied/not requested
9 Approval denied/not requested

STATUS ITEM. The item status code can be one of the following:

05 Vendor acceptance required
10 Open
20 Received at dock
30 Received in inspection
40 Received in stock
50 Item complete
99 Cancelled.

VENDOR NUMBER. The vendor number.

VENDOR NAME. The vendor name.

VENDOR CATALOG NUMBER. The vendor's catalog number for the item.

CONF (Confirmation). If confirmation is required but not yet received, it is represented by four asterisks (****).

BLK. The blanket release number.

DCK DATE. The dock date.

ORDERED. The quantity ordered.

OPEN. The quantity open.

DELIVERED. The quantity delivered.

INSPECTED. The quantity inspected.

REJECTED. The quantity rejected.

RETURNED. The quantity returned.

STOCKED. The quantity stocked.

INVOICED. The quantity invoiced.

Approval status information. If you are using approval processing, one of the following information lines is printed for POs. that have an approval status other than fully approved (status=0). You can limit which approval statuses will print this information by entering a range of statuses on the report selection panel.

APPROVED PO VALUE, ***LAST APPROVED VALUE***, and ***APPROVAL REQUESTED [value]***. A line showing these amounts is printed once for each P.O. at the end of all items in the PO.

(SPECIAL) or ***(MEMO)***. At the end of the PO Value line, one of these words may be printed. Special appears if a Special Approval has been requested for the PO Memo appears if you selected Memo Approval in the Purchasing Control file.

Approval values requested. If you are using approval processing, you also can see the requested price and quantity for orders not completely approved. An option on the report selection panel lets you determine whether the ***PO ITEM/BLANKET PRICE REQUESTED*** and ***QUANTITY REQUESTED*** fields print. A line showing these amounts is printed for each item or blanket.

Order Closeout by Date Audit List (AMI4P3)

```
    NORTHCREEK IND.                                         PURCHASING       DATE 8/01/
**  TIME  12.50.26   AMI4P3    PAGE  1
                                                    ORDER CLOSEOUT BY DATE AUDIT LIST

                             SELECTING ALL CANCELED ORDERS
                             SELECTING ALL COMPLETE ORDERS WITH LAST ACTIVITY DATE BEFORE 7/05/**
 ------------------------------------------------------------------------------------------------------
-------------
        ORDER    PREV STATUS                  BUYER  VENDOR    ORDER    CLOSED   LAST ACT  INVC  ACT VALUE     EXP
 VALUE

        PGML101 99 CANCELLED                  MPC1   000000   7/24/**   8/01/
**                                     50.00

   BLNKT   ITEM           W/H    DEPT   REQ NO.   REQ DATE   DUE DATE        QUANTITY   U/
M   LINE ITEM   DATE RECEIVED
                                                             TO STOCK        ORDERED           SEQUENCE    COMPLET
E
          MPC101          MPA                     8/24/**    8/24/**         100.000    EA      000
 ------------------------------------------------------------------------------------------------------
-------------
         ORDER    PREV STATUS                  BUYER  VENDOR    ORDER    CLOSED   LAST ACT   INVC  ACT VALUE     EXP
 VALUE

         PHODGE   99  CANCELLED                MPC1    000000    7/24/**    8/01/**


    BLNKT    ITEM            W/H    DEPT   REQ NO.   REQ DATE   DUE DATE
                                                                 TO STOCK

  -----------------------------------------------------------------------------------------------------
-------------
```

When you select option 9, Purchase Order Closeout, from the Purchase Order Processing menu (AM6M10), reports AMI4P1, AMI4P2, and AMI4P3 are printed.

Fields

ORDER. The purchase order number.

PREV STATUS. The previous status of the order.

BUYER. The identifier of the buyer associated with this order.

VENDOR . The identifier of the vendor associated with this order.

ORDER. The date of the order.

LAST ACT. The date of the last activity on this order.

INVC. The invoice completion code:

C Complete
P Partial

ACT VALUE. The actual invoiced value of this order.

EXP VALUE. The value of this order from the purchase order.

BLNKT. The release number if this is a blanket release.

ITEM. The number of the item on the order.

W/H. The warehouse associated with the item.

DEPT. The department associated with this item on the purchase order.

REQ NO. The requisition number associated with this order.

REQ DATE. The date of the requisition.

DUE DATE TO STOCK. The date the item is due to stock.

QUANTITY ORDERED. The quantity of the item ordered.

U/M. The item's unit of measure.

LINE ITEM SEQUENCE. The relative position number of the item in this purchase order.

DATE RECEIVED COMPLETE. The date the order was completely received.

Order Closeout by Selection (AMI4P1)

This report is the same as the Order Closeout by Date Audit List (AMI4P3).

Orders Re-opened Audit List (AMI4P2)

This report is the same as the Order Closeout by Date Audit List (AMI4P3).

Orders Waiting Vendor Closeout Acknowledgment (AM62R2)

```
   NORTHCREEK IND.          ORDERS WAITING VENDOR CLOSEOUT ACKNOWLEDGEMENT      DATE  5/10/
**     TIME 11.30.54    PAGE 1        AM62R2
                                                                                                         OPER

                                                  BUYER RANGE FROM BEGINNING TO END

BUYER  1

  ORDER  VENDOR  ITEM NUMBER      SEQ  LINE  UM         UNIT   ORDER     QUANTITY             DATE
           BLK
  NUMBER NUMBER                                         PRICE  STATUS
--------------------------------------------------------------------------------------------------------------------
-------------------

P000362  100100  2020               2    34  EA      108.0000    50      ORDERED         10   DUE TO DOCK     4/
08/**     N
                  *MRO*                   CURRENCY ID FRA FRENCH FRANCS  DELIVERED       10   FIRST REC       4/
03/**
                                                                         RETURNED         0   LAST REC        4/
20/**
                                                                         TO STOCK        10   STK REQUIRED    4/
22/**
                                                                         SCRAPPED         0

P000363  100100  2020                    19  EA      108.0000    50-2    ORDERED         20   DUE TO DOCK     4/
24/**     N
                                                                         DELIVERED       20   FIRST REC       4/
03/**
                                                                         RETURNED         0   LAST REC        4/
30/**
                                                                         TO STOCK        20   STK REQUIRED    4/
30/**
                                                                         SCRAPPED         0
```

When you select option 5 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62R2 is printed. This report prints all completed orders waiting vendor closeout acknowledgments.

Note: If you answered N to the application tailoring question to process invoices, only orders with a status of 40 will print.

Fields

BUYER. The buyer number.

ORDER NUMBER. The purchase order number.

VENDOR NUMBER. The vendor number.

ITEM NUMBER. The item number.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints under the item number.

SEQ. The sequence number.

LINE. The relative position number of the item in this purchase order.

UM. The unit of measure.

UNIT PRICE. The price for one unit of this item for this order.

ORDER STATUS. The order status code. Prints one of the following:

40 Order received complete to stock
50 Order invoiced and received complete.

(Approval status code). If you are using approval processing for purchase orders, and the P.O. has not been approved (approval status is not zero), one of the following approval status codes is appended to the order status code (for example, 40-2):

2 Related approval requested
4 Change awaiting approval
6 Awaiting approval
8 Change approval denied/not requested.
9 Approval denied/not requested.

QUANTITY.

ORDERED: The quantity ordered.

DELIVERED: The quantity delivered.

RETURNED: The quantity returned.

TO STOCK: The quantity to stock.

SCRAPPED: The quantity scrapped.

DATE.

DUE TO DOCK: The date due to dock.

FIRST REC: The date first received.

LAST REC: The date last received.

STK REQUIRED: The date required in stock.

BLK. The Blanket Release Code. Prints either:

Y This item has blanket releases.
N This is a single release item.

Orders with Confirmation Date Within X Days of Run Date (AM62W)

```
   NORTHCREEK IND.        ORDERS WITH CONFIRMATION DATE WITHIN    0 DAYS OF  9/19/** DATE  9/19/
**  TIME 15.10.55     PAGE 1  AM62W
                                                                                                                      OPER

                                                             BUYER RANGE FROM BEGINNING TO END

BUYER ORDER    ITEM NUMBER      SEQ LINE ITEM DESCRIPTION                ---VENDOR---
                   QUANTITY        CONFIRM   BLK
NO.   NUMBER                                                             NUMBER  NAME
 ORDERED           BY DATE
-------------------------------------------------------------------------------------------------------------------
-------------------
130     P04      03024           3  123 SHELL                            100     REED'S WHOLESALE          1200.00
0     5/31/**    N
                 *MRO*
130     P06      03410           1    4 BRACKET                          100     REED'S WHOLESALE           100.00
0     5/31/**    Y
130     P06      03410           2   10 BRACKET                          100     REED'S WHOLESALE            25.00
0
130     P06      03410           3   21 BRACKET                          100     REED'S WHOLESALE            45.00
0
130     P33      SERVICE1        1   23 SERVICE ITEM FOR CLEANING        1000    SKRIBA INTERNATIONAL       100.00
0     7/31/**    Y
130     P33      SERVICE1        2   57 SERVICE ITEM FOR CLEANING        1000    SKRIBA INTERNATIONAL
130     P33      SERVICE1        3   89 SERVICE ITEM FOR CLEANING        1000    SKRIBA INTERNATIONAL
```

When you select option 9 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62W is printed. This report prints all purchase orders with confirmation dates that fall prior to the system run date (X number of days from the run date).

Fields

BUYER NO. The buyer number.

ORDER NUMBER. The purchase order number.

ITEM NUMBER. The item number.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints under the item number.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number of the item in this purchase order.

ITEM DESCRIPTION. The item description.

VENDOR NUMBER and NAME. The vendor number and name.

QUANTITY ORDERED. The quantity ordered.

CONFIRM BY DATE. The confirm by date.

BLK. The Blanket code or Release number. If an item line prints, Y or N indicates whether it is a blanket item. If a release line prints, the release number is printed.

Orders with Last Receipt More than X Days from Run Date (AM62V)

```
   NORTHCREEK IND.        ORDERS WITH LAST RECEIPT MORE THAN   30 DAYS FROM  9/19/** DATE  9/19/
**  TIME 15.10.43   PAGE     1  AM62V
                                                                                                                              OPE
R
                                                                  BUYER RANGE FROM BEGINNING TO END

  BUYER  ORDER   ITEM NUMBER                           SEQ  LINE  VENDOR  VENDOR NAME           QUANTITY  DATE LAST  QU
ANTITY       BLK
  NO.    NUMBER  ITEM DESCRIPTION                                 NUMBER                        ORDERED   RECEIPT    DE
LIVERED
______________________________________________________________________________________________________________________
___________________
  130    P000043 03023                                   1    3   100     REED'S WHOLESALE      150.000    6/08/
**         50.000   N
         *MRO*   DISCHARGE FERRULE

  130    P000043 03023                                   2    7   100     REED'S WHOLESALE      100.000    6/08/
**         50.000   0001
                 DISCHARGE FERRULE

  130    P000044 03592                                   1    4   100     REED'S WHOLESALE      500.000    6/08/
**        100.000   N
                 PIN

  130    P000044 03592                                   2   18   100     REED'S WHOLESALE      250.000    6/08/
**        100.000   0001
                 PIN

  130    P000044 03592                                   3   45   100     REED'S WHOLESALE      250.000    6/08/
**            .000   0002
                 PIN
```

When you select option 8 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62V prints.This report prints purchase orders that have a Last Reported Receipt Date which is more than X days before the system date.

Fields

BUYER NO. The buyer number.

ORDER NUMBER. The purchase order number.

ITEM NUMBER. The item number.

ITEM DESCRIPTION. The item description.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints to the left of the item description.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number of the item in this purchase order.

VENDOR NUMBER. The vendor number.

VENDOR NAME. The vendor name.

QUANTITY ORDERED. The quantity ordered.

DATE LAST RECEIPT. The last receipt date.

QUANTITY DELIVERED. The total delivered.

BLK. The Blanket code or Release number. If an item line prints, Y or N indicates whether it is a blanket item. If a release line prints, the release number is printed.

Orders with Lines Not Requiring Inventory Processing (AM6R4)

```
   NORTHCREEK IND.            ORDERS WITH LINES NOT REQUIRING INVENTORY PROCESSING  DATE  9/08/
**  TIME 10.30.21  PAGE     1 AM6R4
                                                                                                    OPER

         VENDOR   FROM BEGINNING TO END          BUYER FROM       BEGINNING TO END           DUE DATE FROM BEGIN
NING TO END
         VARIANCE FROM BEGINNING TO END          ITEM  FROM       BEGINNING TO END

VENDOR VENDOR NAME              BUYER P.O. NO. WH ITEM NUMBER     SEQ DUE DATE LAST INV   EXPECTED     INVOICED
   DIFFERENCE DIFF
                             REL                DESCRIPTION                     DATE        AMOUNT       AMOUNT
     AMOUNT       %

10000  B&A SERVICES, INC.       40000  P000013 1 123456789012345   1  9/16/**  8/26/
**      100.00       100.00          .00       %
                                                 SNOW REMOVAL                  *MRO*
10000  B&A SERVICES, INC.       40000  P000015 1 80004             1  9/16/**  8/26/
**         .00          .00          .00       %
                                                 EQUIPMENT LEASING
11140  SANDERS SUPPLIES         20000  P000016 1 80005             1  9/23/**  8/26/
**       25.00        25.00          .00       %
                                                 TYPEWRITER REPAIR AND MAINTENANCE
10047  HOWELL ENTERPRISES       50002  P750035 1 200218            1  8/23/**  0/00/
00    5,000.00          .00     5,000.00    100%
                                                 WINE DEC BUT SNAP SETS
10047  HOWELL ENTERPRISES       50002  P750035 1 200218               8/23/**  0/00/
00    5,000.00          .00     5,000.00    100%
                                                 WINE DEC BUT SNAP SETS

                                                 REPORT TOTAL                      10,125.00       125.00
 10,000.00     99%
```

When you select option 3 on the Invoice Reports (Options) panel (AM6R11) from the Reports menu (AM6M40), report AM6R4 prints. The data shown on this sample report is for purchase orders for miscellaneous items.

When multi-currency processing is active, you can print this report in trading or local currency. The local currency version is the same as this report. The trading currency version shows the primary currency ID and description and is sequenced by primary currency. Totals that combine different primary currencies do not print.

The following fields come from the invoice and purchase order files and were entered during Invoice Entry/Edit or Purchase Order Entry/Edit.

Fields

VENDOR. The vendor number.

VENDOR NAME. The vendor name.

BUYER. The buyer number.

P.O. NO. The purchase order number.

WH. The warehouse number.

ITEM NUMBER and DESCRIPTION. The number and description of the item.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints after the item description.

SEQ. The sequence number.

DUE DATE. The due date.

LAST INV DATE. The date last invoiced.

EXPECTED AMOUNT. The expected amount.

INVOICED AMOUNT. The invoiced amount.

DIFFERENCE AMOUNT. The difference between the expected and invoiced amounts.

DIFF %. The percentage difference amount.

Overdue Purchase Orders—by Date Due to Dock (AM62M1)

```
   NORTHCREEK IND.              OVERDUE PURCHASE ORDERS - BY DATE DUE TO DOCK        DATE  9/14/
**  TIME 9.23.59     PAGE    1  AM62M1
                                                                                            OPER

                                                       BUYER RANGE FROM  3        TO  5


 BUYER    ORDER     ITEM NUMBER          SEQ  LINE  --STATUS---
   VENDOR   VENDOR NAME                QUANTITY        DOCK       REL
 NO.        NUMBER     ITEM DESCRIPTION                ITEM   ORDER  NUMBER    VENDOR CATALOG NUMBER        OPEN
     DATE        NO.
------------------------------------------------------------------------------------------------------------------
-------------------
 200       P000010    05230                     3  10      20    100101    ANDREAS INC.                    10.00
0    7/15/**     **
          *MRO*      NAMEPLT RETRACTION

 200       P000020    05230                     5  20      30-
2  100101     ANDREAS INC.                120.000     7/15/**     **
                     NAMEPLT RETRACTION


 200       P000030    05213                    10  10      20-
4    2002     HOOD'S IMPORT CO.            10.000     7/20/**     **
                     PLT, COVER PF, TANK


 200       P000040    05417                     3  10      20      2010    HUDSON'S MFG. CO.               25.00
0    7/20/**     **
                     MASTER B.O.M.

 200       P000050    05240                    24  10      20-
6    2010     HUDSON'S MFG. CO.            10.000     7/21/**     **
                     NAMEPLT EXTRUDER SPEED
```

When you select option 2 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62M1 prints.

This report shows, in order of due date to dock within buyer number, all overdue purchase orders for the buyer range selected. An order is considered overdue if the quantity received is less than the quantity ordered and if the order is undelivered by the due date.

Fields

BUYER NO. The buyer number.

ORDER NUMBER. The purchase order number.

ITEM NUMBER and DESCRIPTION. The item number and description.

****MRO* (Maintenance Repair Overhaul item):.*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints to the left of the item description.

SEQ (Sequence). The number assigned to an item when it appears more than once on the same purchase order.

LINE. The relative position number of the item in this purchase order.

STATUS.

ITEM. One of the following codes prints:

05 Waiting Vendor Acceptance
10 Open
20 Received at dock
30 Received in inspection
40 Received to stock
50 Item complete
99 Cancelled

ORDER. The order status code prints one of the following:

10 Confirmation required (VA)
20 Confirmation received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete.

Note: Order status codes 40, 50, 60, and 99 do not print on this report.

(Approval status code). If you are using approval processing for purchase orders, and the P.O. has not yet been approved (status is not zero), one of the following approval status codes is appended to the order status code (for example, 10-2):

2 Related approval requested
4 Change awaiting approval
6 Awaiting approval
8 Change approval denied/not requested.
9 Approval denied/not requested.

VENDOR NUMBER and NAME. The number and name of the supplier of this item.

VENDOR CATALOG NUMBER. The vendor's catalog number for the item.

QUANTITY OPEN. The quantity of the item not yet received.

DOCK DATE. The date the item is due to the dock.

REL NO. Release number. Prints either the number of this release for a blanket order or asterisks (**) for a single release item.

Overdue Purchase Orders—by Vendor (AM62M2)

```
   NORTHCREEK IND.             OVERDUE PURCHASE ORDERS - BY VENDOR                 DATE  9/14/
**  TIME  9.23.59  PAGE    1  AM62M2
                                                                                                                       OPE
R
                                                BUYER RANGE FROM  3        TO 5

 BUYER    ORDER     ITEM NUMBER         SEQ  LINE  ---STATUS---
   VENDOR    VENDOR NAME                 QUANTITY      DOCK      REL
 NO.      NUMBER    ITEM DESCRIPTION              ITEM   ORDER   NUMBER   VENDOR CATALOG NUMBER        OPEN
      DATE      NO.
-------------------------------------------------------------------------------------------------------------------
-------------------


 200      P000010   05230                     3  10     20      10101    ANDREAS INC.                       10.0
00    7/15/**
          *MRO*     NAMEPLT RETRACTION


 200      P000020   05230                     5  20     30-
2    10101    ANDREAS INC.                  120.000     7/15/**
                    NAMEPLT RETRACTION


 200      P000030   05215                    10  10     20-
4     2002    HONG'S IMPORT CO.               10.000     7/20/**
                    PLT. COVER, PF, TANK


 200      P000060   05240                     3  10     20       2002    HONG'S IMPORT CO.                  25.0
00    7/22/**
                    NAMEPLT, EXTRUDER SPEED


 200      P000060   05213                    24  10     20       2002    HONG'S IMPORT CO.                  10.0
00    7/22/**
                    NAMEPLATE, J2400


 200      P000060   05425                        10     20-
6     2010    HONG'S IMPORT CO.               50.000     7/22/**
                    FEMALE CONNECTOR TYPE
```

When you select option 3 on the Open Purchase Order Report (Options) panel (AM62P1) from the Reports menu (AM6M40), report AM62M2 prints. This report shows, in order of vendor number, all overdue purchase orders for the buyer range selected. An order is considered overdue when the quantity received is less than the quantity ordered, and the order is undelivered by the due date.

For information on the fields, see “Overdue Purchase Orders—by Date Due to Dock (AM62M1)” on page 13-88.

Print Quotation Requests—Error Listing (AM6DI2)

```
   NORTHCREEK IND                                          PRINT QUOTATION REQUESTS       DATE 10/18/
**    TIME 14.59.15     PAGE    1  AM6DI2
                                                           ERROR LISTING
ITEM                VENDOR     QUOTE       ERROR
                                           E AM-7521 THE SHIP-TO ID 997 WAS NOT FOUND
          *** NO UPDATE PERFORMED - CORRECT  ERRORS AND RETRY ***
```

When you select option 2 on the Purchase Order Processing menu (AM6M10) and select option 1, All Unprinted Primary Quotations, on the Print Quotation Requests panel (AM6DG1), report AM6DI2 is printed.

This report prints all errors for quotations that have not previously been printed. If no errors exist, the field headings are printed and a message indicates that no errors were found.

Fields

ITEM. The item number.

VENDOR. The vendor number.

QUOTE. The quotation number.

ERROR. The error number and error text if one exists.

Purchase Journal and Check Reversal Listing (AMV13)

```
  NORTHCREEK IND.   NO. 02            PURCHASE INVOICE JOURNAL                  DATE  1/15/
**  TIME 15.34.36  PAGE    1   AMV13
                                                                           BATCH DATE  1/15/
**  OPER  81       BATCH  81
                                                                           ENTRY DATE  1/15/**
INV NUMBER/SEQ     A-17653 001  INVOICE DATE  1/15/
**  VOUCHER     200  PAYMENT NO.  10073   HALT CD    TYPE   INVOICE   ADD
VENDOR 2000        BOB SMITH-DBA    DUE DATE  1/15/**  ASSIGNEE                                    BANK/
METH/CHECK  001-1-508

ENTRY      ITEM NUMBER           DESCRIPTION          ACCOUNT NUMBER  JOURNAL REF    AMOUNT ENTERED       PRORAT
IONS    GL AMOUNT
ACCT PAY HEADER                                                   2000 PJ00054-
00001       96076.00                    96076.00-
SPEC CHG               SPECIAL CHARGE                             7500                          234.00          234
.00-           .00
TAX                    TAX                                        8200 PJ00054-
00002          5677.00           .00       5677.00
FREIGHT                FREIGHT                                    6000 PJ00054-
00003          1229.00           .00       1229.00
EXPENSE    123         PAPER PRODUCTS                             7010 PJ00054-
00004       24458.00          64.35      24522.35
L CST EX   123         TARIFFS                                    7030 PJ00054-
00005                                      326.00
L CST OF   123         TARIFFS                                    2030 PJ00054-
00006                                      326.00-
EXPENSE    123         PAPER PRODUCTS                             7020 PJ00054-
00007       28993.00          76.28      29069.28
L CST EX   123         TARIFFS                                    7030 PJ00054-
00008                                      386.00
L CST OF   123         TARIFFS                                    2030 PJ00054-
00009                                      386.00-
EXPENSE    123         PAPER PRODUCTS                             7030 PJ00054-
00010       35485.00          93.37      35578.37
L CST EX   123         TARIFFS                                    7030 PJ00054-
00011                                      473.00
L CST OF   123         TARIFFS                                    2030 PJ00054-
00012                                      473.00-
         *MRO*

BATCH TOTALS:
GROSS AMOUNT                  96,076.00
ACCRUED EXPENSE                1,185.00
GL DEBITS                     97,261.00
GL CREDITS                    97,261.00
```

This report prints when you select option 4 on the Main Menu and option 4 on the Payables Processing menu (AM6M20). This report represents all the transactions that have successfully been added to the Open Payables file and the total amounts that have been debited and credited to the Temporary General Ledger file. If any unrecoverable errors are encountered, messages are printed to inform you of the problem, the batch is suspended, and the operation is canceled. If the IM and PC&C application interfaces are active, credit memos are passed to those applications if they do not reference a debit memo number.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

ENTRY DATE. The posting date for updating the purchase journal transactions to the Temporary General Ledger file.

INV NUMBER/SEQ (Invoice number/Invoice sequence number). The vendor's invoice number that is printed on the invoice.

INVOICE DATE. The date printed on the invoice.

VOUCHER. A number used to further identify an invoice. It can be assigned by the work station operator or by the application.

PAYMENT NO. (Payment number). The payment selection number that the application assigned to the invoice when it was posted to the Open Payables file.

HALT CD (Halt Code). The code assigned to show that an invoice should be held and not paid automatically.

TYPE. Invoice or Credit appears depending on the type of transaction and the action used (add, change, delete, or reverse). add, change, delete, or reverse

VENDOR. The vendor number and name.

DUE DATE. The last date the invoice can be paid with a discount.

ASSIGNEE. The number that is given to the assignee in the Vendor Master file. It appears only if payment of this invoice is to be redirected to someone other than the vendor.

BANK/METH/CHECK (Bank account/Payment method/Check number). The bank, payment method, and check number for this invoice if it is a prepaid check.

ITEM NUMBER. The item number associated with this detail.

DESCRIPTION. A description of the item.

ACCOUNT NUMBER. The general ledger account number for this item.

JOURNAL REF (Journal reference number). The Purchase Journal reference number for this item.

AMOUNT ENTERED. The amount entered for this entry.

PRORATIONS. The amount of charges prorated to this item.

GL AMOUNT (General ledger amount). The General Ledger amount for this invoice item.

BATCH TOTALS. The fields below represent the following totals for the batch:

> ***GROSS AMOUNT***: The total debit and credit amount in the ***AMOUNT ENTERED*** column for expense accounts.
>
> ***ACCRUED EXPENSE***: The total debit and credit amount in the ***GL AMOUNT*** column for landed cost accrual expense accounts.
>
> ***GL DEBIT***: The total debit amount in the ***GL AMOUNT*** column for all accounts.
>
> ***GL CREDIT***: The total credit amount in the ***GL AMOUNT*** column for all accounts.

Contents | Index

Purchase Journal Update (AMV14)

```
   NORTHCREEK IND.    NO. 01              PURCHASE JOURNAL UPDATE               DATE  3/14/
**  TIME 15.34.39   PAGE    1   AMV14
                                                                       BATCH DATE  3/14/
**  OPER DON        BATCH 418
                                                                       ENTRY DATE  3/14/**
                    NUMBER OF INVOICES              1
                                              TRADING CURRENCY        LOCAL CURRENCY
                    GROSS AMOUNT                 1,090.00                  8.24
                    DISCOUNT AMOUNT                 15.00                   .11
                    NET AMOUNT                   1,075.00                  8.13
                    OPEN PAYABLES                1,090.00                  8.24
                    PREPAID INVOICES                  .00                   .00
                    NEC AMOUNT                        .00                   .00
                    MISC CHARGE COSTS                 .00                   .00
                    OUTSIDE OPERATIONS                .00                   .00
                    COST ADJUSTMENTS                  .00                   .00
                    OTHER COSTS                  1,090.00                  8.24
                    CONTROL                      1,090.00                  8.24
```

This report is initiated by selecting option 3 on the Payables Processing menu (AM6M20). It prints as a result of posting entries in a batch to the Purchasing files. The report serves as a record of the total amounts of the invoices and credit memos that were added to the Open Payables file and, if general ledger distribution was selected, the total amounts debited and credited to the Temporary General Ledger file.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

ENTRY DATE. The posting date for updating the purchase journal transactions to the Temporary General Ledger file.

NUMBER OF INVOICES. The total number of invoices and credit memos that were added to the transaction file from this batch.

GROSS AMOUNT. The sum of all gross amounts for all invoices processed for this batch on trading and local currency.

DISCOUNT AMOUNT. The total discount amount that applies to this batch on trading and local currency.

NET AMOUNT. The gross amount minus the discount amount on trading and local currency.

OPEN PAYABLES. The total amount credited to the accounts payable account on trading and local currency.

PREPAID INVOICES. The total amount of all invoices entered with a prepaid check number on trading and local currency.

NEC AMOUNT (Non-employee compensation amount). The total of all non-employee compensation line items on trading and local currency.

MISC CHARGE COSTS (Miscellaneous charge costs). The other costs represent the total of miscellaneous charges, outside operations, cost adjustments, and non-employee compensation on trading and local currency.

OUTSIDE OPERATIONS. The total amounts for outside operations that were entered with charge type O on trading and local currency. This applies only if PC&C is interfacing.

COST ADJUSTMENTS. The total amounts from records that were entered with charge type 1 on trading and local currency. This applies only if IM is interfacing.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments, and NEC amount on trading and local currency. If PC&C or IM is not interfacing with invoicing, the field shows the gross amount less the NEC amount.

CONTROL. The total of all line item amounts for all invoices, whether positive or negative on trading and local currency.

Purchase Order Closeout Audit (AM64I)

```
   NORTHCREEK IND.                             PURCHASE ORDER CLOSEOUT AUDIT           DATE  6/14/
**  TIME  9.30.31  PAGE    1  AM64I
                                                                                                              OPER
  54

---------------------------------------------------------------------------------------------------------------
-------------------
ORDER P007928                                                                                            CURRENCY FRC FREN
CH FRANC
             VENDOR A2880   A/
L SYSTEMS                 BUYER MW     MITCHELL WOHL              CONTACT  ERIC TESSLER
  WAREHOUSE 1 1  ------ORDER DATES------  ---------AMOUNTS (TRADING)---------  FOB
  REVISION   01  ORDER           9/19/**  EXPECTED ORDER VALUE         169.25  TERMS            30  NET 30
  ORIGIN      P  CONFIRMED       0/00/**  ORDER INVOICED VALUE                 SHIP VIA
  CLOSE TYPE     CLOSED                   EXPECTED FREIGHT                     ACTUAL SHIP VIA      SHIP-
TO ID 999
  HISTORY        CLOSE CONF               ACTUAL FREIGHT                       SHIP-
TO NAME    HYDROVALVE COMPANY INC.
  PRIORITY       REVISION PRINT  9/19/**  TAX AMOUNT                           ADDRESS 1
  STATUS      60-4LAST REVISION  9/19/**  ---------AMOUNTS (LOCAL)-----------  ADDRESS 2        35 GILPIN AVENUE
                 LAST ACTIVITY            EXPECTED ORDER VALUE         169.25  CITY             AMHERST, NH
                 LAST INVOICE             ORDER INVOICED VALUE     8888888.88  STATE/POSTAL              11788
                 LAST MAINT               EXPECTED FREIGHT           66666.66  APPROVAL VALUE
                                          ACTUAL FREIGHT         999999999.99  APPROVAL REQUESTED
                                          TAX AMOUNT
* ITEM DETAILS
   ITEM NO. RS-903-LBL        W/H 1 1 DESCRIPTION                                 VENDOR ITEM NUMBER
            *MRO*
    DEPT                       -------DATES---------   -------QUANTITIES-------  -------AMOUNTS (TRADING)--------
  DCK/STK L/T    .0
    PLANNER                   LAST ACTIVITY            DOCK                      CURRENT UNIT                .0677
  REVIEW  L/T    .0
    CONTRACT                  LAST MAINTAIN  9/19/
**   INSPECTION                EXTENDED PRICE          169.2500  VENDOR  L/T    .0
    REFERENCE                 FIRST RECEIPT            SCRAPPED                  ACTUAL PRICE
  SAFETY  L/T    .0
    JOB NO      123456789012  TO STOCK                 STOCK                     ACTUAL FREIGHT
    LOCATION                  PROMISE        9/20/
**   DEVIATION                 REQUESTED UNIT                    DAYS EARLY
    ACCOUNT             4102  DUE TO DOCK    9/20/**   INVOICED                  -------AMOUNTS (LOCAL)----------
  DAYS LATE
    REQUISITION               DUE TO STOCK   9/20/
**   ORDERED         2500.000  CURRENT UNIT            169.2500
    PACKING CODE              COMPLETION               RETURNED                  EXTENDED PRICE
  STOCK U/M     EA
    ITEM CLASS                LAST RECEIPT             LAST RECEIPT              ACTUAL PRICE
  ORDER U/M     EA
    TAX %                     FOLLOW-
UP                 REQUESTED              ACTUAL FREIGHT                  PURCH U/M    EA
    WORK ORD-TASK: 123456-12                           LINE
              1     REQUESTED UNIT                    CNVF      1.00000
    COST CODE:        123456
* ITEM COMMENT
    STANDARD MSG NO              REVISION NO  00      WHERE USED FLAG  A        DATE LAST MAINTAINED    9/19/**
    LABELS FOR RS-903
* ITEM COMMENT
    STANDARD MSG NO              REVISION NO  00      WHERE USED FLAG  G        DATE LAST MAINTAINED    9/19/**
    THIS ITEM PRICE    WAS CHANGED                WAS 00000006770, CHANGED 091989
```

When you select option 7 on the Reports menu (AM6M40), report AM64I prints. This report lists all purchase orders previously closed but not yet purged. See “Option 4. Enter/Edit Purchase Orders (AM6M10)” on page 3-49 for additional information. Unless otherwise noted, the fields come from the Purchase Order Master files.

Fields

ORDER. The purchase order number.

CURRENCY. The identifier and the description of the currency associated with the order.

VENDOR. The vendor number and name.

BUYER. The buyer number and name.

CONTACT. The vendor contact name.

WAREHOUSE. The warehouse number.

REVISION. The number of times the purchase order has been revised.

ORIGIN. Origin indicates that the order was generated through one of the following:

P Purchase Order Entry/Edit
M MRP Auto Release
I Inventory Management
W Maintenance Management System (MMS).

CLOSE TYPE. Close Type shows the action entered to close the order:

C Normal close
F Force close
X Close canceled order
R Reverse selection.

HISTORY. The details of the order.

PRIORITY. The priority override code (1-9) optionally entered during Purchase Order Entry/Edit.

STATUS. The order status code prints one of the following:

10 Confirmation required (VA)
20 Confirmation received (VA) or not required
30 Receiving activity reported
35 Order invoiced complete, not received complete
40 Order received complete to stock
50 Order invoiced and received complete
60 Order closed
99 Order canceled.

(Approval status). If you are using approval processing for purchase orders, and the P.O. does not have a status of 0=Approved, one of the following approval status codes is appended to the order status code (for example, 40-2):

2 Related approval requested
4 Change awaiting approval
6 Awaiting approval
8 Change approval denied/not requested.
9 Approval denied/not requested.

ORDER DATES.

ORDER: The date the order was released.

CONFIRMED: If the order required confirmation, the date the order was confirmed via a Vendor Acknowledgment.

CLOSED: The date the order was selected for close out.

CLOSE CONF: The close confirmation date.

REVISION PRINT: The date the purchase order was last revised.

LAST REVISION: The date the last purchase order revision was printed.

LAST ACTIVITY: The date inventory activity was last reported against the order.

LAST INVOICE: The date the most recent invoice was received for the order.

LAST MAINT: The date any maintenance, other than inventory activity, was last performed against the order.

AMOUNTS (TRADING and LOCAL). In the following fields, if multi-currency processing is active, the amounts are in both trading and local currency.

EXPECTED ORDER VALUE: The expected order value.

ORDER INVOICED VALUE: The invoiced order value.

EXPECTED FREIGHT: The expected freight cost.

ACTUAL FREIGHT: The actual freight cost.

TAX AMOUNT: The tax amount.

FOB (Free-on-board). The code that indicates the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

TERMS. The terms code.

SHIP VIA. The ship via code originally entered on the purchase order.

ACTUAL SHIP VIA. The actual means of shipment if different than the original order entry.

SHIP-TO ID. The number for the ship-to warehouse location.

SHIP-TO NAME. The ship-to name.

SHIP-TO ADDRESS. The ship-to address.

APPROVED VALUE. The total amount of the P.O. when it was approved. This is normally the P.O. amount, but will not be so if the P.O. has decreased in value since it was approved or has increased in value by less than the “Purchase order increase for re-approval” value specified in the Purchasing Control file. This field does not appear if you did not select approvals processing on the Purchasing Control File Maintenance panel or if the order was fully approved.

APPROVAL REQUESTED. The total value of the P.O., including unapproved amounts if the P.O. is currently in approval status 2 (memo approval), 4, or 6 (out for approval). This field does not appear if you did not select approvals processing on the Purchasing Control File Maintenance panel or if the order was fully approved.

ITEM NO. The item number and description.

MRO* (Maintenance Repair Overhaul item). This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

DEPT. The department number.

PLANNER. The planner number.

CONTRACT. The contract number. If the purchase order has been entered against a specific vendor contract, that number prints.

REFERENCE. The reference number.

JOB NO. The job number.

LOCATION. The stock location.

ACCOUNT. The account number. If IFM is interfacing, this field is replaced with the Unit and Nature fields.

REQUISITION. The requisition number.

PACKING CODE. The packing code.

ITEM CLASS. The item classification.

TAX %. The tax percentage.

The next three fields appear only for MRO items, if the Maintenance Management System (MMS) is interfacing.

WORK ORD. The number of the work order that originated in MMS.

TASK. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

COST CODE. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

W/H. The warehouse in which this item was held.

DATES.

> ***LAST ACTIVITY***: The date inventory activity was last reported against the order.
>
> ***LAST MAINTAIN***: The date any maintenance other than inventory activity was.
>
> ***FIRST RECEIPT***: The date the order was first received.
>
> ***TO STOCK***: The date the order was received in stock.
>
> ***PROMISE***: The vendor quoted delivery date.

DUE TO DOCK: The date due to dock.

DUE TO STOCK: The date due to stock.

COMPLETION: The completion date.

LAST RECEIPT: The date of last receipt.

FOLLOW-UP: The date of the last follow-up.

QUANTITIES.

DOCK: The dock quantities.

INSPECTION: The inspection quantities.

SCRAPPED: The scrapped quantities.

STOCK: The stock quantities.

DEVIATION: The deviation quantities.

INVOICED: The quantity invoiced.

ORDERED: The quantity ordered.

RETURNED: The quantity returned.

LAST RECEIPT: The quantity last received.

REQUESTED: The quantity requested. This is shown only if POs are being approved and this item has some unapproved quantity.

LINE: The relative position number of the item on this purchase order.

VENDOR ITEM NUMBER. The vendor item number.

AMOUNTS (TRADING and LOCAL). If multi-currency processing is active, the following amounts are in trading and local currency:

CURRENT UNIT: The current unit amount expressed in stocking unit of measure.

EXTENDED PRICE: The extended price amount.

ACTUAL PRICE: The actual price amount.

ACTUAL FREIGHT: The actual freight amount.

REQUESTED UNIT: The requested unit amount. This is shown only if POs are being approved and this item has some unapproved price.

DCK/STK L/T. The dock to stock lead time.

REVIEW L/T. The review lead time.

VENDOR L/T. The vendor lead time.

SAFETY L/T. The safety lead time.

DAYS EARLY. The number of days early.

DAYS LATE. The number of days late.

STOCK U/M. The stocking unit of measure.

ORDER U/M. The requisition unit of measure.

PURCH U/M. The purchasing unit of measure.

CNVF. The unit of measure conversion factor.

STANDARD MSG NO. The item comment message number.

REVISION NO. The item comment revision number.

WHERE USED FLAG. This flag prints one of the following:

P Purchase order and revisions print
G Purchase order and revisions print following comment additions
T Transaction processing panel
R Receiving transaction panel
C Confirmation close out print.

DATE LAST MAINTAINED. The date the comment was last maintained.

Purchase Order Comment Entry and Edit Maintenance (AM64E)

```
   XA                          PURCHASE ORDER COMMENT ENTRY AND EDIT MAINTENANCE   DATE 1/03/
**   TIME  9:42.46 PAGE 1  AM64E

   OPER JPARK


ORDER      BUYER    VENDOR
P000657    LJAND    ADRFM2

                                                                          ** INSERTED **
ORDER COMMENT/MESSAGE                                                   STD MSG CODE  MESSAGE TEXT OR COMMENT
                                                                        12345     G   Between 6 and 8 AM.



ORDER      BUYER    VENDOR
P000521    ITMAS    ADAMS INC

                                                                          **ADDED**
ITEM            ITEM DESCRIPTION              W/
H                        STD MSG CODE  MESSAGE TEXT OR COMMENT
GREENFELTIPS    GREEN FELT TIP PENS-
 FINE PT    ATL                       XMASH    G    Happy holidays and a Happy New Year
                                                                                      from all of us at ANDERSO
N, INC.

                                                                          **ADDED**
                                                                        STD MSG CODE  MESSAGE TEXT OR COMMENT
                                                                        XMASH     G   We will be closed for the
 period of
                                                                                      December 25th through Jan
uary 1st.

                                                                          **ADDED**
                                                                        STD MSG CODE  MESSAGE TEXT OR COMMENT
                                                                        XMASH     G   We appreciate the busines
s that
                                                                                      (insert company name) did
 with us!

                                                                          **BEFORE CHANGED**
                                                                        STD MSG CODE  MESSAGE TEXT OR COMMENT
                                                                        XMASH     G   We appreciate the busines
s that
                                                                                      (insert company name) did
 with us!

                                                                          **AFTER CHANGED **
                                                                        STD MSG CODE  MESSAGE TEXT OR COMMENT
                                                                        SMASH     G   We appreciate the busines
s that
                                                                                      Olsen Inc. did with us!


ORDER      BUYER    VENDOR
P000657    LJAND    ADRFM2

                                                                          **ADDED**
ITEM            ITEM DESCRIPTION              W/H        REL            STD MSG CODE  MESSAGE TEXT OR COMMENT
MPC101          MPA COMPONENT 101             MPA          1            COM       G   If this release is going
to be late
                                                                                      please let us know as soo
n as possible.
  XA                  PURCHASE ORDER COMMENT ENTRY AND EDIT MAINTENANCE  DATE 1/03/
**  TIME   9:42.46 PAGE   1 AM64E


            SESSION STATUS           POCOMT
               RECORDS ADDED           4
               RECORDS CHANGED         1
               RECORDS DELETED         0
```

When you exit any of the Comment Entry/Edit panels, this report is printed. If you have added or edited a comment at any of the four levels available (order, item, release, and debit memo), the report shows the changes you made and prints the session status summary.

Purchase Order Entry and Edit Condensed Audit (AM64A)

```
   NORTHCREEK IND.                  PURCHASE ORDER ENTRY AND EDIT CONDENSED AUDIT   DATE  9/08/
**  TIME 15.30.50  PAGE    1  AM64A
                                                                                                                             OPE
R 44
------------------------------------------------------------------------------------------------------------------
------------------
** ORDER SHOWN:
ORDER    BUYER    VENDOR     CURRENCY ID  FRA
PDEMO3   22222    001012     FRANCS

                                                                       ** CHANGED ******
 RSCH
ITEM *MRO*      ITEM DESCRIPTION               W/
H  SEQ  LINE  REL     QUANTITY  UM   DOCK DATE  DUE DATE  FOLLOW-UP  CODE    VALUE
BELT1           CONVEYOR BELT 1                1            1     1      29.000  DZ   11/15/**    1/01/**  **/
**/**     *  270550.6512
                WORK ORDER-TASK:  123456-12    COST CODE:     ELECTR
                                                                    ** CHANGED *****
ITEM            ITEM DESCRIPTION               W/
H  SEQ      2  REL  DEBIT NO.  RETURN AUTH    QUANTITY    CHARGES      RESUPPLY   DATE
05235           NAMEPLT, CARD                  1                  1 D000000016 ALABAMA OK       1.000      30.5
0          YES    2/01/*

** TOTAL  ********
ORDER   BUYER BUYER NAME              VENDOR VENDOR NAME              RELEASE DATE CONFIRM BY DATE  ORDER VALUE
     CURRENCY ID FR
PDEMO3  22222 BARRY JONES             001012 AMERICAN STEEL             10/10/**    12/12/
**            635,185.31  FRENCH FRANCS
------------------------------------------------------------------------------------------------------------------
------------------

** ADDED ********
ORDER    BUYER    VENDOR     CURRENCY ID FRA
PDEMO5   22222    001012     FRENCH FRANCS
                                                                  ** ADDED ********
ITEM            ITEM DESCRIPTION               W/H  SEQ  LINE    REL                    DOCK      DUE      FOLLOW
                                                                              QUANTITY  UM   DATE      DATE       UP
  RESH        VALUE
BELT2           CONVEYOR BELT 2                1      1     1            23.000    EA 11/15/**  1/01/**  11/15/
**  0    130596.8382
                                                                   ** ADDED ********
ITEM            ITEM DESCRIPTION               W/H  SEQ  LINE    REL  STD MSG   MESSAGE TEXT OR COMMENT
BELT2           CONVEYOR BELT 2                1      1     2                   THIS ITEM COMMENT REMINDS THE VEN
DOR OF
                                                                                THE IMPORTANCE OF THIS ITEM'S QUA
LITY
** TOTAL ********
                                                                                      RELEASE   CONFIRM
   ITEM
ORDER   BUYER BUYER NAME              VENDOR VENDOR NAME                              DATE      BY DATE
  VALUE   CURRENCY
PDEMO5  22222 BARRY JONES             001012 AMERICAN STEEL                         10/10/**  12/12/
**          130,596.84    FRANCS
   ORDER APPROVAL REQUESTED ON ROUTE: R1           NEXT APPROVER:  TURNEY        PRIORITY:        APVD ITEM VALUE
:               .00
------------------------------------------------------------------------------------------------------------------
------------------

** CANCELED *****
ORDER   BUYER BUYER NAME              VENDOR VENDOR NAME              RELEASE DATE CONFIRM BY DATE  ORDER VALUE
   CURRENCY ID  FRA
PDEMO2  22222 BARRY JONES             001012 AMERICAN STEEL             10/10/**    12/12/
**            85,171.85 FRANCS

ORDER APPROVED
ORDER APPROVAL NOT REQUESTED
ORDER APPROVAL NOT REQUIRED: ALL ITEMS PRE-APPROVED
ORDER APPROVAL NOT REQUIRED: RE-APPROVAL NOT REQUIRED FOR ORDER VALUE
SPECIAL APPROVAL OBTAINED
SPECIAL APPROVAL REQUESTED ON ROUTE: R3         NEXT APPROVER: HENRICKS    APPROVER PRIORITY:
MEMO APPROVAL     REQUESTED ON ROUTE: R2         NEXT APPROVER: JOHNSON     APPROVER PRIORITY:
ORDER APPROVAL    REQUESTED ON ROUTE: R5         NEXT APPROVER: CALDWELL    APPROVER PRIORITY:              APVD ITE
M VALUE:
```

```
   NORTHCREEK IND.                  PURCHASE ORDER ENTRY AND EDIT CONDENSED AUDIT   DATE  9/08/
**  TIME 15.30.50  PAGE    2  AM64A
                                                                                                   OPE
R 44

                    SESSION STATUS                         POMAST        PODATA

                                   RECORDS ADDED              1             3
                                   RECORDS CHANGED            0             3
                                   RECORDS DELETED            0             0
                                   PURCHASE ORDERS ADDED                    0
                                   LINE ITEMS ADDED                         1

                                   TOTAL ORDER QUANTITY ADDED              23.000

                                   TOTAL ORDER AMOUNT ADDED (MIXED)      135291.51
                                   TOTAL ORDER AMOUNT ADDED (LOCAL)       27921.35
```

When you select **F24** on the Purchase Order Entry/Edit (Status) panel (AM64A99) from the Purchase Order Processing menu (AM6M10), report AM64A prints. It shows a summary of all activity performed in Purchase Order Entry/Edit at a work station.

Refer to the Purchase Order Entry/Edit Add or Change panels in Chapter 3 for field information.

The report shows what was added, changed, or deleted for an item, release, debit memo, or comment. The values that print are after maintenance.

Summary information about the edited order prints before the next order is started.

If approval processing is active, one or two of the approvals messages shown at the bottom of the sample report will be printed.

Message	Is printed:
ORDER APPROVED	if the order is either pre-approved or approved by the user.
ORDER APPROVAL NOT REQUESTED	if approval was not requested for the order by the user.
ORDER APPROVAL NOT REQUIRED: ALL ITEMS PRE-APPROVED	if the order contains no regular items, but does contain either pre-approved items where memo approval is not required or items on a pre-approved contract where memo approval is not required.
ORDER APPROVAL NOT REQUIRED: RE-APPROVAL NOT REQUIRED FOR ORDER VALUE	if the order does not require re-approval because its current value is less than the following calculation: order approved value plus minimum increase to force re-approval as defined in the Purchasing Control File.
SPECIAL APPROVAL OBTAINED	if the user approved the special approval request.
SPECIAL APPROVAL REQUESTED ON ROUTE	to document further approval required for a special approval that was made.

Message	Is printed:
MEMO APPROVAL REQUESTED ON ROUTE	to document further approval required for an order that contains no regular items, but does contain either pre-approved items where memo approval is required or items on a pre-approved contract where memo approval is required
ORDER APPROVAL REQUESTED ON ROUTE	to document further approval required for a normal purchase order (i.e., a P.O. that contains at least one item that was not pre-approved). The approval route, next approver, approval priority, and approved value also appear.

Purchase Order—Format 0 and 2

PURCHASE ORDER P. O. NUMBER P001704 - 00	SHIP TO ALTERNATE DOCK AT 35 ALPHA FOR TEST WAREHOUSE ROW SECTION 4 1415 HOLCOMB BRIDGE DR ROSWELL GA 30076-3714 USA
B&M PLASTICS SUPPLY, INC. PURCHASING P.O. BOX 5637 SUITE 63 563 MAPLE DR TITUSVILLE, FL 37280	PAGE 0001
ORDER PLACED WITH: TIM TUCKER PHONE 1-404-555-3328 FAX 1-404-555-3328 IN EURO DOLLARS	BILL TO ALTERNATE BILL TO NAME AT 35 ALPHA* ACCOUNTING SECTION 69 1415 HOLCOMB BRIDGE DR ROSWELL GA 30076-3714 USA

P.O. DATE	VENDOR	SHIP VIA	F.O.B. DESC	TERMS	DELIVERY DATE
01/16/**	123456	AIR FREIGHT	FOB TEST	2%10NET30	SEE BODY
SPECIAL CHARGES		FREIGHT	BUYER: DREW SILLS PHONE: (404) 555-3134 x205		235

	QUANTITY	UNIT PRICE	AMOUNT
1 ITEM - AUSTIN ENG DWG - DRAWING VENITM TEST SHIPPING SCHEDULED ITEM TEST ITEM WITH ADDITIONAL DESCRIPTIONS DELIVER ON 2/26/**	4000000.000 EA	4.0000	16000000.00
** ORDER CONFIRMATION REQUIRED BY 1/26/** TOTAL IN U.S. DOLLARS		TOTAL	16000000.00

AUTHORIZED BY

This is a sample representation of a typical purchase order generated through the Print Purchase Orders option. Note that the purchase order number appears on the left side. Format 0 is printed at 9x11, 10 characters per inch. Format 2 is printed at 8-1/2x11, 12 characters per inch. See *Planning and Installing XA* for printer layouts for these formats.

Note: If the PO is selected to print in alternate currency and the alternate currency and trading currency are different, a line is printed with the description and total for the other currency not being used on the PO.

Purchase Order—Format 1 and 3

** PURCHASE ORDER **
P.O. NUMBER
P001704 - 00

B&M PLASTICS SUPPLY, INC.
PURCHASING
P.O. BOX 5637
SUITE 63
563 MAPLE DR
TITUSVILLE, FL 37280
ORDER PLACED WITH:
TIM SMITH

PHONE 404-555-3133
FAX 404-555-3213
IN EURO DOLLARS

SHIP TO
ALTERNATE DOCK AT 35 ALPHA FOR TEST
WAREHOUSE ROW
SECTION 4
1415 HOLCOMB BRIDGE DR
ROSWELL GA 30076-3714
USA

BILL TO
PAGE 1
ALTERNATE BILL TO NAME AT 35 ALPHA*
ACCOUNTING
SECTION 69
1415 HOLCOMB BRIDGE DR
ROSWELL
GA 30076-3714 USA

P.O. DATE	VENDOR	SHIP VIA	FOB DESC	TERMS	DELIVERY DATE
01/16/**	12345	AIR FREIGHT	OUR DOCK	2%10NET30	SEE BODY
SPECIAL CHARGES		FREIGHT	BUYER: DREW SILLS PHONE: (404) 555-3134 x205		23584

	QUANTITY	UNIT PRICE	AMOUNT
1 ITEM-AUSTIN ENG DWG - DRAWING VENITM TEST SHIPPING SHEDULED ITEM TEST ITEM WITH ADDITIONAL DESCRIPTIONS DELIVER ON 2/26/**	4000000.000 EA	4.0000	16000000.00

** ORDER CONFIRMATION REQUIRED BY 01/26/** **
TOTAL IN U.S. DOLLARS

TOTAL 16000000.00

AUTHORIZED BY

This is a sample representation of a typical purchase order generated through the Print Purchase Orders option. Note that the purchase order number appears on the right side. Format 1 is printed at 9x11, 10 characters per inch. Format 3 is printed at 8-1/2x11, 12 characters per inch. See *Planning and Installing XA* for printer layouts for these formats.

Note: If the PO is selected to print in alternate currency and the alternate currency and trading currency are different, a line is printed with the description and total for the other currency not being used on the PO.

Purchase Order Print Error Listing (AM64M)

```
   NORTHCREEK IND.                         PURCHASE ORDER PRINT ERROR LISTING       DATE 10/11/
**  TIME 14.48.06   PAGE    1   AM64M
                                                                                                   OPER

                         ERROR                                  PURCHASE     SHIP    VENDOR/ITEM
                                                                ORDER        ID

     NO RELEASES EXIST FOR THIS BLANKET ITEM                    P200         ATL     932101

     E AM-4319 Purchase order is not approved                   P300         ATL     932110

     E AM-4320 Purchase order is not all approved               P400         ATL     93222


                                                          ***  END OF PRINT  ***
```

When you select **F24** on the Print Purchase Orders (Options) panel (AM64L1) from option 6 on the Pudrchase Order Processing menu (AM6M10), report AM64M is scheduled for printing. This report lists any errors that occurred during the print purchase order session.

Fields

ERROR. Prints messages to alert you to errors associated with the printing of the purchase order. If the Approval application is interfacing, a message prints if the order is not completely approved.

PURCHASE ORDER. The number of the purchase order in error.

SHIP ID. The ship-to identification number.

VENDOR/ITEM. The vendor number or item number associated with this error.

Purchase Orders Purged Audit (AM64J)

```
   NORTHCREEK IND.                                    PURCHASE ORDERS PURGED AUDIT           DATE  9/15/
**  TIME 15.03.25  PAGE    1  AM64J
                                                                                                                 OPER
  26

-----------------------------------------------------------------------------------------------------------------
-------------------
       ORDER      BUYER   VENDOR   ORDER DATE   CLOSED DATE  LAST ACTIVITY
       PB02583    3       67648      7/10/**                      7/15/**
 ORDER APPROVAL STATUS 2 MEMO/SPECIAL APPROVAL REQUESTED   APPROVAL REQUEST CANCELLED
 BLNKT  ITEM              WH     DEPT    REQ NO.   REQ DATE    DUE DATE   QUANTITY      UM   DATE RECEIVED    MRO
                                                               TO STOCK   ORDERED              COMPLETE

                                                    7/17/**     9/30/**          50.000 EA                     Y

       05230              1     0500        1       7/17/**     7/17/**         100.000 EA
        DEMAND:  C001001 C000099

       05230              1     0500        2       7/17/**     7/17/**          15.000 EA

       05310              1     0500                7/17/**     7/17/**          12.000 EA                      Y
        DEMAND   C001426 C066724 C001007

       05300              1     0500                7/17/**     7/17/**          12.000 EA

       05235              1     0500                7/17/**     7/17/**         200.000 EA

       05210              1     0500                7/17/**     7/17/**         200.000 EA

       05220              1     0500                7/17/**     7/17/**          20.000 EA

       05225              1     0500                7/17/**     7/17/**          30.000 EA

       05311              1     0500                7/17/**     7/17/**          50.000 EA
```

This report lists all orders purged from the purchase order files. The fields on this report come from the purchase order master files.

For any P.O. with an approval status other than 0=Approved, one of the following is printed in the Order Approval Status field:

2 memo/special approval requested
4 approval requested on part
6 approval requested
8 part denied/not requested
9 approval denied/not requested

If the P.O.'s approval status is 2, 4, or 6, the message Approval Request Cancelled is printed following the status code description to remind you that the approval request is removed from the Approval application.

If MRP is interfacing, source of demand information will print after each item.

If MMS is interfacing, the MRO column will print. Any MRO items will be identified by a Y in the MRO column.

See "Option 4. Enter/Edit Purchase Orders (AM6M10)" on page 3-49 for field descriptions.

Purchase Order Revaluation Report (AM68Z)

```
                                                     PURCHASE ORDER REVALUATION REPORT        DATE **/**/
**  TIME **.**.**  PAGE    1  AM68Z
                                                      PRIMARY CURRENCY FROM *** TO ***
                                                           **  NO UPDATE  **
PRIMARY CURRENCY - YEN JAPANESE YEN
 PURCHASE           CURR.   TRADING CURRENCY  ---------- LOCAL CURRENCY EXPECTED VALUE -----------
  ORDER    VENDOR    ID     EXPECTED  VALUE         BEFORE            AFTER              CHANGE
 P000079   56789     YEN       10859210.46         103162.50        814440784.50       814337622.00
 P000094   56789     YEN            320.51              5.00            24038.25           24033.25
 TOTAL FOR CURRENCY ID                             103167.50        814464822.75       814361655.25
 TOTAL FOR REPORT                                  103167.50        814464822.75       814361655.25
```

Fields

PRIMARY CURRENCY FROM *** TO ***. The range of the currency IDs you selected.

PRIMARY CURRENCY. The currency ID and description of the primary currency you selected.

PURCHASE ORDER. The purchase order number.

VENDOR. The vendor number/vendor short name.

CURR. ID (Currency Identification). The currency ID and short description.

TRADING CURRENCY EXPECTED VALUE. The expected value you expect for this trading currency for this purchase order.

LOCAL CURRENCY EXPECTED VALUE. The expected value of the local currency before and after you revalued the amounts. The ***CHANGE*** column shows the difference between the ***BEFORE*** and ***AFTER*** amounts.

TOTAL FOR CURRENCY ID. The total value of the local currency before and after you revalued the amounts. The ***CHANGE*** column shows the difference between the ***BEFORE*** and ***AFTER*** totals.

TOTAL FOR REPORT. The total value of the all currencies before and after you revalued the amounts. The ***CHANGE*** column shows the difference between the ***BEFORE*** and ***AFTER*** currencies.

Purchase Orders with Receipts Not Yet Invoiced (AM6R3)

```
   NORTHCREEK IND.                PURCHASE ORDERS WITH RECEIPTS NOT YET INVOICED    DATE  9/08/
**  TIME 10.23.53  PAGE    1 AM6R3
                                              VENDOR/
PURCHASE ORDER SUMMARY                               OPER

         VENDOR   FROM BEGINNING TO END          BUYER FROM       BEGINNING TO END             DATE RECEIPT FROM
BEGINNING TO END
         VARIANCE FROM BEGINNING TO END          ITEM  FROM       BEGINNING TO END
                                                                                                             AMT
 DIFF T/D      DIF
VENDOR 006593                     BUYER   P.O. NO.  WH  ORD STS   INV CD   RECEIVABLE VALUE   INVOICE VALUE      V
ARIANCE        VAR%
006593 ALPHA CORPORATION          200      P006593    1   30        P           116.0000            .00
 116.00        100%

          ITEM NUMBER      SEQ  DESCRIPTION
REL   STS IN  LAST REC LAST INV DOCK QTY   ORDER QTY   RECVD QTY    INVCD QTY   RECEIVED AMT      INVOICE AMT
  DIFF T/D     DIF%
          05152            001  FITTING 3/4 - 1/2 CONDUIT           *MRO*
      40      9/03/**   0/00/
00        .000      4.000      25.000         .000      76.0000        .00          76.00         100%
          05153            001  PLATE, COVER
                                CHROME PLATED BY SMITH PLATING
      40      9/03/**   0/00/
00        .000      4.000      25.000         .000      40.0000        .00          40.00         100%

                                       VENDOR NUMBER 006593 TOTALS             116.00               .00       11
6.00           100%

                                REPORT TOTAL                    202,288.2476                       .00    62,28
8.12            30%
```

The data on this report is for purchase orders with receipts that are not yet invoiced or orders that are invoiced but are not yet received. This report prints with one of two headings:

Purchase Orders with Receipts Not Yet Invoiced is the report heading when you select report option 1 on the Invoice Reports (Options) panel (AM6R11) from the Payables Processing menu (AM6M20). Purchase orders included on this report must have an order status greater than 20 and less than 60. The purchase order item must have a status greater than 00 and the receipt required field for this item must have a value of 1.

Orders Invoiced Not Yet Received is the heading when you select report option 2 on panel AM6R11. Purchase orders included on this report must have an order status of less than 60 and the receipt required field must have a value of 1.

When multi-currency processing is active, this report prints amounts in either trading or local currency. The local currency version shows the currency ID and description and is sequenced by currency ID. No totals are printed that combine currencies.

If MMS is interfacing, an MRO indicator prints after the item description for MRO items.

The fields come from the Open Payables Master file and the purchase order files and were entered during either Invoice Entry/Edit or Purchase Order Entry/Edit. See "Option 4. Enter/Edit Purchase Orders (AM6M10)" on page 3-49 for field information.

Contents | Index

Purchase Planning Schedule Audit (AM6PPS0P)

```
AM6PPS0P  CTR3                        Purchase Planning Schedule  Audit                            1/
23/**     Page    1
                                                                                                  16.
35.54  ATLA5051  3K
Buyer:  KEITH    Vendor:  MPAC1     Item:  MPC101           Warehouse:  MPA     User:  SUP3         Schedule c
hanged
Buyer:  KEITH    Vendor:  MPAC1     Item:  MPC304           Warehouse:  MPA     User:  SUP3         Schedule r
ejected

   **End of report**
```

When you select Option 6 (Print) on the Work With Purchase Planning Schedules panel (AM6WPS01), the Purchase Planning Schedule Audit report is printed. The report logs all actions (change, accept, reject, print) taken by the user against a planning schedule.

Purchase Price Variance Report (AM6DC)

```
   ANDREAS INDUSTRIES                                         PURCHASE PRICE VARIANCE REPORT     DATE  2/27/
**  TIME 14.06.34  PAGE    1  AM6DC
                                                                                                          OPER
  02
    US DOLLARS                                                                TRADING CURRENCY
     COST OPTION:   STD COST VS ACTUAL                                             ITEM NUMBER  FROM  BEGINNING       TO  E
ND
    ORDER OPTION:   ALL ORDERS                                                  VENDOR NUMBER  FROM  BEGINNING       TO  E
ND
        SEQUENCE:   ITEM NUMBER/
ORDER NUMBER                           ORDER NUMBER  FROM  BEGINNING        TO  END
       OVERRIDES:   STANDARD = STANDARD UNIT COST/
UNIT COST DEFAULT    BUYER NUMBER  FROM  BEGINNING        TO  END
                    ACTUAL = RECEIVED                                          ACCOUNT NUMBER  FROM  BEGINNING       TO  E
ND

ITEM            ORDER   VENDOR  VENDOR    ACCOUNT              STANDARD COST    -------VARIANCE-------
       QTY ORDERED
NUMBER          NUMBER  NUMBER  NAME      NUMBER               ACTUAL COST                TOTAL      %     QTY RE
C. STOCK
-----------------------------------------------------------------------------------------------------------------
-------------------
AIRKIT          P000150        NOT FOUND                             257.2000             .0000        .0*
 10.000           *
                                                                     230.0000
   .000
AIRKIT          P000151 7      TEST VEN                              257.2000             .0000        .0*
 10.000           *
                                                                     230.0000
   .000
AIRKIT          P000160 000007 EDI                                   257.2000             .0000        .0*
 10.000           *
                                                                     230.0000
   .000
AIRKIT          P000161 000007 EDI                                   257.2000             .0000        .0*
 10.000           *
                                                                     230.0000
   .000
                            *MRO*      ITEM EXTENDED TOTAL              .0000             .0000        .0
                  *
                                                                        .0000
AUTO            P000001 12345  LAST CHANC                            400.0000             .0000        .0
 10.000           *
                                                                     250.0000
   .000
AUTO            P000022 001000 JIMVEND                               400.0000             .0000        .0*
 80.000           *
                                                                   2,500.0000
   .000
AUTO            P000025 001000 JIMVEND                               400.0000      168,000.0000-   525.0-
       80.000
                                                                   2,500.0000
 80.000
                                 ITEM EXTENDED TOTAL              32,000.0000      168,000.0000-   525.0-
                                                             200,000.0000
```

When you enter a run option and sequence on the Purchase Price Variance Report (Select) panel (AM6DB1) from the Reports menu (AM6M40), report AM6DC prints. This report provides cost and price variance information on all orders selected for close.

The Purchase Price Variance Report identifies the difference between standard, expected, and actual costs as defined by the run options you select.

Note: If you select one of the two standard cost options, the value used for items is the standard unit cost from the Item Balance record. If the standard cost is zero, the unit cost default from the Item Master A-record is used. You may select another base cost for standard cost by selecting to override.

When multi-currency processing is active and the report is in trading currency, the words TRADING CURRENCY appear at the top of the page and the purchase order primary currency ID appears at the top of each page. The report is sequenced by primary currency ID. No totals print that combine amounts from different currencies.

Fields

ITEM NUMBER. The item number.

****MRO* (Maintenance Repair Overhaul item).*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service. The indicator prints to left of the Item Extended Total.

ORDER NUMBER. The purchase order number.

VENDOR NUMBER. The vendor number.

VENDOR NAME. The vendor short name.

ACCOUNT NUMBER. The account number. If IFM is interfacing, this field is replaced with the Unit and Nature fields.

STANDARD COST. The standard unit cost or the expected unit cost entered on the purchase order.

ACTUAL COST. The actual cost for the item. If invoicing was selected for actuals, this is the invoiced unit price. If receiving was selected for actuals and the quantity received is the quantity received to stock, this is the transaction amount unit price, if not zero. If the transaction amount is zero or the quantity received is the quantity received to dock, this is the purchase order unit cost. If the standard vs. the expected cost option was selected, the expected unit cost appears here.

VARIANCE TOTAL. The Total Variance in dollar amount. The variance percent against the expected. Depending on the costing option selected, one of the following is printed:

(Standard Cost - Expected Cost) x Quantity Ordered)
(Standard Cost - Actual Cost) x Qty Invoiced or Qty Received
(Expected Cost - Actual Cost) x Qty Invoiced or Qty Received.

Note: An asterisk (*) following this field indicates that the standard/expected cost is equal to zero.

QTY ORDERED. The quantity invoiced or received, expressed in stocking units of measure. If receive quantity/price was selected, this field shows quantity delivered based on application tailoring of dock or stock being received against.

Note: An asterisk (*) following this field indicates the quantity invoiced or received is not equal to the quantity ordered.

Depending on the report sequence selected, the item, vendor, order, buyer, or account extended totals print for the following:

STANDARD vs EXPECTED: Standard Cost x Quantity Ordered = STAND
Expected Cost x Quantity Ordered = EXP

STANDARD vs ACTUAL: Standard Cost x Quantity Invoiced/Received = STD
Actual Cost x Quantity Invoiced/Received = ACT

EXPECTED vs ACTUAL: Expected Cost x Quantity Invoiced/Received = EXP
Actual Cost x Quantity Invoiced/Received = ACT

ITEM EXTENDED TOTAL. The total of each of the extended columns.

Purchasing Control File Maintenance (AM6PU)

```
  XA                       Purchasing Control File Maintenance               Date  1/03/
**  Time  9.50.25  Page   1  AM6PU

    *** Before Changed ***
Purchase price default                               0
Activate advise price                                N     Advise price standard message
Advise price clip level                              0
Activate omit quantity                               N     Omit quantity standard message          OMIT
Purchase order form type                             3     Country of origin default               PUR
Buyer number default                               UNK     Include account number on PO            N
Print only changed items on revisions                N
Activate requisition approvals                       Y     Requisition default approval route      R3
Requisition increase for re-approval            200.00
Activate purchase order approvals                    Y     Purchase order default approval route   R1
Purchase order increase for re-approval         200.00     Purchase order re-approval value override  Y
Memo approve pre-approved items                      N     Memo approve pre-approved contracts     Y

    *** After Changed ***
Purchase price default                               1
Activate advise price                                Y     Advise price standard message            2
Advise price clip level                              0     Omit quantity standard message          OMIT
Purchase order form type                             3     Country of origin default               PUR
Buyer number default                               UNK     Include account number on PO            N
Print only changed items on revisions                N
Activate requisition approvals                       Y     Requisition default approval route      R3

Requisition increase for re-approval            200.00
Activate purchase order approvals                    Y     Purchase order default approval route   R1
Purchase order increase for re-approval         200.00     Purchase order re-
approval value override  Y
Memo approve pre-approved items                      N     Memo approve pre-approved contracts     N
  XA                       Purchasing Control File Maintenance                 Date 1/3/
**  TIME 14.25.08  Page 2  AM6PU
                                                                                                 OPER   UP
DATE #1
                    Session status

                           Records added                0      Records deleted       0
                           Records changed              1
```

When you press **Enter** or use **F24** on the Purchasing Control File Maintenance panel AM6PU2, the Purchasing Control File Maintenance report is printed.

See “AM6PU1—Control File Maintenance (Page 1 of 2)” on page 8-125 and “AM6PU2—Control File Maintenance (Page 2 of 2)” on page 8-127 for field descriptions.

Quotation/Contract Analysis (AM62Y)

```
   NORTHCREEK IND.                                    QUOTATION/CONTRACT ANALYSIS              DATE   9/14/
**     TIME 10.43.25      PAGE      1   AM62Y
                                        QUOTATIONS REPORT BY ITEM
                                        ALL QUOTATIONS
                                        ITEM RANGE    FROM  BEGINNING        TO  END
                                        VENDOR RANGE FROM  BEGINNING        TO  END
                                        BUYER RANGE   FROM  BEGINNING        TO  END
                                        REFERENCE NUMBER    ALL
-----------------------------------------------------------------------------------------------------------------
------------------
ITEM  05154            TECHNICAL DATA                  VENDOR 015773  DOGGET MANUFACTURING CO.  BUYER 120   LAUR
IE ANDREAS
      *MRO*                                            PRIME  Y

--------------------------------------- QUOTATION -------------------------------------------
NUMBER              00001    STATUS                        10    TERMS       30 NET 60
REQUEST DATE       0/00/00                                       FOB         OUR DOCK
FOLLOW-UP DATE     0/00/00   BLANKET ORDERS                 Y    TAX PERCENT          .0000
ACCEPT DATE        0/00/00   PREFERRED VENDOR               N    VENDOR LEAD TIME   20.0
REJECT DATE        0/00/00   PRIMARY QUOTE                  N    SAFETY LEAD TIME    4.0
EXPIRATION DATE   12/17/**   VENDOR U/M                    EA    CURRENCY ID       US DOLLARS
PRINT DATE         0/00/00   PURCHASE U/M                  EA
PRINT FLAG               N   STOCKING U/M                  EA
HOLD PRINT               N   CONVERSION FACTOR      1.00000
REFERENCE NO                                                     ENG DRAWING
VENDOR CATALOG NO   SDT40-3170-3                                 ALT ITEM
EXT DESCRIPTION     BOOK T72-045-J
-----------------------------------------------QUANTITY/PRICE BREAKS ----------------------------------------
------------------
     QUANTITY          PRICE          QUANTITY          PRICE          QUANTITY          PRICE          QUANTITY
   PRICE
     10.000         200.0000          20.000        190.0000          30.000        150.0000          40.000
170.0000
     50.000         160.0000          60.000        150.0000            .000        140.0000          80.000
130.0000
     90.000         120.0000         100.000        100.0000            .000           .0000            .000
   .0000

--------------------------------------- QUOTATION -------------------------------------------  ----------
 CONTRACT ---------------
NUMBER              000010   STATUS                         20   TERMS                                NUMBER
              00010
REQUEST DATE       0/00/00                                       FOB                                  DESCRIPTION
FOLLOW-UP DATE     0/00/00   BLANKET ORDERS                  Y   TAX PERCENT           .0000          VENDOR CONTRACT
ACCEPT DATE       12/01/**   PREFERRED VENDOR                N   VENDOR LEAD TIME    20.0             PRE-
APPROVED         N
REJECT DATE        0/00/
00   PRIMARY QUOTE              N  SAFETY LEAD TIME        0             SETUP COST                    .00
EXPIRATION DATE   12/30/**    VENDOR U/
M                EA   CURRENCY ID       US DOLLARS           BASE PRICE                    0000
PRINT DATE         0/00/00   PURCHASE U/
M                EA                                            START DATE               12/01/**
PRINT FLAG               0   STOCKING U/
M                EA                                            EXPIRATION DATE          12/30/**
HOLD PRINT               N   CONVERSION FACTOR       1.00000                                          UNIT FREIGHT
              .0000
REFERENCE NO.       MPC101-QUO-REF                               ENG DRAWING MPC101-ITF-
001           QUANTITY LIMIT          100000.000
VENDOR CATALOG      MPAC1-MPC101-QUO-CATALOG                     ALT ITEM     MPC101-ITF-
4412          PERCENT USED                  .35
EXT DESCRIPTION     EXTENDED DESCRIPTION FOR QUOTE LINE1
                    EXTENDED DESCRIPTION FOR QUOTE LINE2
```

When you enter an option on the Quotation/Contract Analysis (Options) panel (AM62X1) from the Reports menu (AM6M40), report AM62Y prints. In this sample, ranges were not specified so all quotations were selected.

This report prints detail information on all quotations selected. You can request the report by item, vendor, or buyer.

The fields come from the Quotation Master file and are entered in Quotation Entry/Edit. See “AM64Q1—Quotation/Contract Entry/Edit (Select)” on page 3-4 for field information.

Contents Index

Quotation/Contract Entry/Edit (AM64Q)

```
   XA                                          Quotation/Contract             Date  1/05/
**     Time 14.55.02     Page     1    AM64Q
                                                       Entry/
Edit                                                Oper          Update    1
------------------------------------------------------------------------------------------------------------------
-------------------
Vendor    12345    LAST CHANCE FABRICATORS-*              Contract   00002 BLUPNT CNTRCT2          Prime     N
  Quote 000001
Item      BLUPNT          BLUE PAINT                      Warehouse MPA   Status 20               *MRO*
------------------------------------------------------------------------------------------------------------------
-------------------
--------------------
------ Quote -------
--------------------
*** Before ***
Buyer                 MCKEE                                     Primary quote        Y
Vendor catalog        BLUE PAINT B785214------*                 Preferred vendor     Y
Engineering drawing                                             Vendor lead time       2.0
Alternate item                                                  Safety lead time       1.0
Tax percent                .000                                 Vendor purch U/M     PT
Terms                 30  NET 30 DAYS-------------*             Blanket orders       Y
FOB                   2   TERMINAL ANNEX                        Hold quote           N
Request date           4/22/**                                  Follow-up date        4/22/**
Accept date            4/22/**                                  Expiration date       5/31/**
Reject date            0/00/**                                  Quote print date      4/22/**
Reference #                                                     Currency ID               US DOLLARS
Extended description *-BLUE PAINT EXTENDED DESCRIPTION 1----*
                      *-BLUE PAINT EXTENDED DESCRIPTION 2----*
Quote comments
*** After ***
Buyer                 GWEN                                      Primary quote        Y
Vendor catalog        BLUE PAINT B785214------*                 Preferred vendor     Y
Engineering drawing                                             Vendor lead time       2.0
Alternate item                                                  Safety lead time       1.0
Tax percent                .000                                 Vendor purch U/M     EA
Terms                 30  NET 30 DAYS-------------*             Blanket orders       Y
FOB                   2   TERMINAL ANNEX                        Hold quote           N
Request date           4/22/**                                  Follow-up date        4/22/**
Accept date            4/22/**                                  Expiration date       5/31/**
Reject date            0/00/**                                  Quote print date      4/22/**
Reference #                                                     Currency ID               US DOLLARS
Extended description *-BLUE PAINT EXTENDED DESCRIPTION 1----*
                      *-BLUE PAINT EXTENDED DESCRIPTION 2----*
Quote comments
   XA                                          Quotation/Contract             Date  1/05/
**     Time 14.55.02     Page     2    AM64Q
                                                       Entry/
Edit                                                Oper          Update    1
------------------------------------------------------------------------------------------------------------------
-------------------
Vendor    12345    LAST CHANCE FABRICATORS-
*             Contract  00002 BLUPNT CNTRCT2                      Quote 000001
Item      BLUPNT          BLUE PAINT                      Warehouse MPA   Status 20
------------------------------------------------------------------------------------------------------------------
-------------------
--------------------
----- Contract -----
--------------------
*** Before ***
Description          BLUPNT CNTRCT2          Vendor contract number  12345 CONTRACT2         Pre-approved  N

                                             Base price                        1.9000
Start date            4/22/**                Setup cost                      125.00
Expiration date       5/31/**                Unit freight                        .1000
Qty limit                   50,000.000
*** After ***
Description          BLUPNT CNTRCT2          Vendor contract number  12345 CONTRACT2         Pre-approved  N

                                             Base price                        1.9000
Start date            4/22/**                Setup cost                      125.00
Expiration date       5/31/**                Unit freight                        .1000
Qty limit                   50,000.000
   XA                                          Quotation/Contract             Date  1/05/
**     Time 14.55.02     Page     3    AM64Q
                                                       Entry/
Edit                                                Oper          Update    1
                      Session Status
                             Records added              0          Records deleted              0
                             Records changed            2
```

If you request option 1 from the Purchase Order Processing menu (AM6M10) and your application is tailored for before and after images of Quotation/Contract/Entry/Edit, report AM64Q prints after your maintenance session.

When you select **F24** on the Quotation/Contract Entry/Edit (Status) panel (AM64QS), this report prints the session status.

This report details information on each vendor/item quotation contract and comment record maintained during the session. It also shows the maintenance action taken on each record.

See "AM64Q2—Quotation/Comments Entry/Edit (Add/Change/Delete)" on page 3-7 for field information.

Quotation/Contract Revaluation Report (AM68Y)

```
                                   QUOTATION AND CONTRACT REVALUATION REPORT       DATE **/**/
**  TIME 17.29.30   PAGE     1   AM68Y
                                        PRIMARY CURRENCY FROM    A TO 999
                                                **  NO UPDATE  **
PRIMARY CURRENCY - YEN JAPANESE YEN
VENDOR    ITEM NUMBER    QUOTE   CONTR    DESCRIPTION                      BEFORE REVAL              AFTER REVAL
      NET CHANGE
56789  RADIO             000001 00001                 BASE PRICE                  1.4250            11,250.0000
       11,248.5750
                                                      AMT TO DATE                  .00                      .00
             .00
                                                      UNIT FREIGHT                .4750              3,750.0000
        3,749.5250
                                                      SETUP COST                   .99               7,875.00
        7,874.01
                               QTY/PRICE BREAKS       QUANTITY
                                                            500.000               1.1875              9,375.0000
        9,373.8125
```

Fields

PRIMARY CURRENCY FROM *** TO ***. The range of the currency IDs you selected.

PRIMARY CURRENCY. The currency ID and description of the primary currency you selected.

VENDOR. The vendor number/vendor short name.

ITEM NUMBER. The number of the item.

QUOTE. The number of the quotation.

CONTR. The number of the contract.

DESCRIPTION. The description of the quotation or contract.

BEFORE REVAL (Before revaluation). The amount of the quotation or contract before you revalued the amounts.

AFTER REVAL (After revaluation). The amount of the quotation or contract after you revalued the amounts.

NET CHANGE. The difference between the before and after amounts.

BASE PRICE. The base price of the item in local currency.

AMT TO DATE (Amount to date). The amount of the quotation or contract to date.

UNIT FREIGHT. The amount of unit freight costs for this quotation or contract.

SETUP COST. The amount of setup costs for this quotation or contract.

QTY/PRICE BREAKS. Any quantity price breaks.

QUANTITY. The number of the item quoted on this quotation or contract.

Quotation Request—Sample

REQUEST FOR QUOTATION

BACKUP COPY OF DOCUMENT SENT VIA EDI

FROM: YOUR FIRM NAME HERE
123 MAIN STREET
YOUR TOWN, STATE AND ZIP

BUYER: THOMAS SMITH
PHONE: 404-956-0000

PAGE
1

TO: R&S PLASTICS, INC.
P.O. BOX 6775
ATLANTA, GA. 30011

QUOTE NO.
000003

QUOTE DATE
09/07/**

REFERENCE NUMBER

VENDOR NUMBER 91161

ITEM NUMBER 93001 DESCRIPTION: NYLON RODS U/M: EA

NYLON RODS THAT CAN WITHSTAND
100 DEGREE HEAT

FOB: _______________ SHIP VIA: _______________ UNIT FREIGHT: _______________

TERMS: _________________________

BASE PRICE: ____________ SETUP COST: _______________ LEAD TIME (DAYS): _______

YOUR ITEM NUMBER: NONE__________________ EXPIRATION DATE: _____________

--- PRICE BREAKS ---

QUANTITY	PRICE	QUANTITY	PRICE	QUANTITY	PRICE
1 ______1,000	____________	2 ______5,000	____________	3 ____100,000	_________
4 ____500,000	____________	5 ____________	____________	6 ____________	_________
7 ____________	____________	8 ____________	____________	9 ____________	_________
10 ____________	____________	11 ____________	____________	12 ____________	_________
13 ____________	____________	14 ____________	____________	15 ____________	_________
16 ____________	____________	17 ____________	____________	18 ____________	_________
19 ____________	____________	20 ____________	____________		

PLEASE SHIP BETWEEN THE HOURS OF 9:00 AM AND 5:00 PM, MON-FRI. THANK YOU

AUTHORIZED BY

When you select option 2 on the Purchase Order Processing menu (AM6M10), and enter the necessary information on the Print Quotation Requests (Options) panel (AM6DG1), a request for quotation is printed. See “Option 1. Enter/Edit Quotations/ Contracts (AM6M10)” on page 3-3 for field information.

Quote/Contract Load (AM69Q)

```
                                                                    XA, SYSTEM ATLA1025
                                                       Quote/Contract  Load                       Date **/**/
**  Time ********  Page    1    AM69Q
                                                                                                              Oper
 JPAR   Update   1
Vendor             015773 DOGGET MANUFACTURING CO.                                          **** Response ****
Item               05154           TECHNICAL DATA                 *MRO*
Quote              000001          Status 10              Last maintenance    03/26/**
Buyer                 120                                 Primary quote       Y
Vendor catalog        SDT40-3170-3                        Preferred vendor    Y
Engineering drawing                                       Vendor lead time     20.0
Alternate item                                            Safety lead time      4.0
Tax percent                .000                           Vendor purch U/M    EA
Terms                 30 NET 30 DAYS                      Blanket orders      Y
FOB                    2 TERMINAL ANNEX                   Hold quote          N
Request date          3/22/**                             Follow-up date      04/10/**
Accept date           3/22/**                             Expiration date     05/20/**
Reject date                                               Quote print date    03/26/**
Reference number                                          Currency ID         USD DOLLARS
Extended description  BOOK T72-045-J

 Comments


Quantity/Price Breaks
      Quantity        Trading Price          Local Price
               10              200.00
----------------------------------------------------------------------------------------------
                                      Good Records    Error Records   Total Records
   Add transactions                            1               0               1
   Change transactions                         0               0               0
   Delete transactions                         0               0               0
```

When quote responses (ANSI 843 or EDIFACT QUOTES transactions) are received from your trading partners, you can load them into the Purchasing quote files. This function is available only if EC is interfacing. EC will write an activity record to the Purchasing Activity file for the buyer. Use option 71=Accept quote response from the Work with Buyer Activity panel to load the quote responses and print this report.

See “AM64Q2—Quotation/Comments Entry/Edit (Add/Change/Delete)” on page 3-7 and to “AM64Q3—Contract Master Entry/Edit (Add/Change/Delete)” on page 3-11 for field information.

Requisition Analysis—Analysis by Department (AM62E1) or Account (AM62E2)

```
   NORTHCREEK IND                                 REQUISITION ANALYSIS                        DATE   9/14/
**     TIME 13.31.45    AM62E1     PAGE     1
                                                                                                                  USER I
D ******
                                                ANALYSIS BY DEPARTMENT
                                         DEPARTMENT RANGE FROM BEGINNING TO END
 DEPARTMENT     1234
REQ NO.   WH    ITEM NUMBER       REQ DATE        QUANTITY       UM         ITEM COST           ITEM              ACCO
UNT REQ
APPROVAL STATUS                   DUE DATE        REQUESTED VENDOR           VALUE              DESCRIPTION       NUMB
ER   ID

R000003  231  03385               3/31/
**       50,000.000       EA                     .3500     WRENCH              5686     JEFFREY
 Approved                         6/16/**         123456 AndreCarma              17,500.0000
```

```
   NORTHCREEK IND.                                REQUISITION ANALYSIS                        DATE   9/14/
**     TIME 13.32.15    AM62E2     PAGE     1
                                                                                                                    USER
 ID ******
                                                  ANALYSIS BY ACCOUNT
                                             ACCOUNT RANGE FROM BEGINNING TO END
 ACCOUNT        5686

REQ NO.   WH    ITEM NUMBER       REQ DATE        QUANTITY       UM         ITEM COST          ITEM              DEPT
   REQ
APPROVAL STATUS                   DUE DATE        REQUESTED VENDOR           VALUE              DESCRIPTION       NUMB
ER   ID


R000003  123  03385               3/31/
**       50,000.000       EA                     .3500     WRENCH                       SAMUEL
Approved                          6/16/**         123456 AndreCarma              17,500.0000
             151-01 P NO DELIVERIES ACCEPTED AFTER 5:00 P.M. FRIDAY
             152-01 P NEW SAT HOURS ARE 10 - 5

R000005  231  03410               3/31/
**          150.000       EA                     .0900     BRACKET                      SAMUEL
Approved                          7/31/**         987654 DahansenCo                   13.5000

R000007  231  03416               3/31/**        25,000.000      EA                    .0315    BOLT 1/4 BY 1
Approval requested                5/25/**         843196 Northcreek                  787.5000

R000011  231  03592               3/31/
**       35,000.000       EA                     .0100     PIN                          SAMUEL
Approved                          7/27/**         843196 Northcreek                  350.0000

R000015  231  05325               3/31/
**      150,000.000       EA                     .0775     CONNECTOR                    SAMUEL
Approval denied/not requested 10/25/**            333336 THOPHANInc              11,625.0000

R000018  231  07243               3/31/
**     8,000,000.000      EA                     .0095     NUT                 1256     TAYLOR
Approved                          9/13/**         456876 MPICKLESCO              76,000.0000
```

You can print report AM62E1 (analysis by department) or report AM62E2 (analysis by account), depending on the report sequence you select. The reports are available in detail and summary versions. For the summary versions, see “Summary by Department (AM62F1) or Summary by Account (AM62F2)” on page 13-132.

Fields

DEPARTMENT. The department number.

REQ NO. The requisition number.

WH. The warehouse number.

APPROVAL STATUS. If requisitions are being approved, one of the following appears in this field:

Approved (status=0)
Approval requested (status=6)
Approval denied/not requested (status=9)

ITEM NUMBER. The number of the item requisitioned.

REQ and DUE DATE. The requisition and due date.

QUANTITY. The requisition quantity.

REQUESTED VENDOR. The number and name abbreviation of the vendor that the originator of the requisition wants to use. This is only for the buyer's information.

UM. The unit of measure.

ITEM COST. Shows the expected unit cost from the Item Master file or entered with the requisition.

VALUE. Shows the requisition quantity multiplied by the unit cost.

ITEM DESCRIPTION. The item description.

ACCOUNT NUMBER. The account number. If IFM is interfacing, account number is replaced by the Unit/Nature fields.

REQ ID. The requisitioner identification.

Prioritized by Critical Ratio—Lead Time/Requested Due Date (AM62C1)
Prioritized by Critical Ratio—More than X Days Since Release (AM62C2)

```
   NORTHCREEK IND.                                      REQUISITION ANALYSIS      DATE  9/14/
**    TIME 13.23.55   AM62C1    PAGE    1
                                 PRIORITIZED BY CRITICAL RATIO - LEAD TIME /
 REQUESTED DUE DATE              OPER ******
                                     BUYER RANGE      FROM BEGINNING TO END
                                     DEPARTMENT RANGE FROM BEGINNING TO END
BUYER:   110    MARGARET SCRIBA
REQ NO   MGT    C/
R    WH   REQN     DUE      DUE          QUANTITY  UM          VALUE        DEPT    ACCOUNT            REQ ID
APPRVL PRITY              DATE     DOCK      STOCK

R000060  7     1.00    123  8/26/**  8/31/**   8/31/
**     1,500.000  EA          3,750.0000   4125       5686          DM
Apprvd ITEM NUMBER:  05152           ITEM DESC:"FITTING 3/4 - 1/2 CONDUIT 11       EXT DESC:
       REQUESTED VENDOR: 123456 ANDREASINC
R000038  3      .05-    123 8/31/**    9/13/**   9/15/
**     2,500.000  EA            50.000      1254                     JOE SMITH
Reqstd
       ITEM NUMBER:  03587           ITEM DESC: HINGE WASHER                    EXT DESC:  1/4 X 1/
2 HINGE WASHER
       DEMAND:  P REQMT              01-C0000001/0010000/00001
R000047  3     2.12    223  3/31/**  11/21/**  11/27/
**     2,000.000 EA            10.2000     1252                     SAWYER
Not OK ITEM NUMBER:  98908           ITEM DESC: WASHER                          EXT DESC:
```

```
   NORTHCREEK IND.                                      REQUISITION ANALYSIS      DATE  9/14/
**    TIME 13.29.45   AM62C2    PAGE    1
                                            MORE THAN   5 DAYS SINCE RELEASE                            OPER
 ******
                                     BUYER RANGE      FROM BEGINNING TO END
                                     DEPARTMENT RANGE FROM BEGINNING TO END

BUYER     120   LAURIE ANDREAS
REQ NO MGT   NO. OF    WH   REQN     DUE       DUE          QUANTITY  U/
         VALUE        DEPT    ACCOUNT          REQ ID
APPRVL PRITY  DAYS        DATE     DOCK      STOCK                    /M

R000060  7       19    123  8/26/**  8/31/**   8/31/
**     1,500.000  EA          3,750.0000   4125       5686          DM
Apprvd ITEM NUMBER - 05152           ITEM DESC "FITTING 3/4 - 1/2 CONDUIT 11       EXT DESC
       REQUESTED VENDOR: 987656 GREATELECT
R000032  3      167    223  3/31/** 12/01/**  12/01/
**       250.000  EA             19.3750                             JOE SMITH
Reqstd
       ITEM NUMBER - 05325           ITEM DESC-  CONNECTOR                      EXT DESC-
       REQUESTED VENDOR: 567896 CONNECTION
       DEMAND:  P REQMT              01-C0000001/0010000/00001

R000047  3      167    223  3/31/** 11/21/**  11/27/
**     2,000.000  EA             10.2000    1252                     STATLER
Not OK
       ITEM NUMBER - 98908           ITEM DESC-  WASHER                         EXT DESC-
       REQUESTED VENDOR: 234567 SUPERWASH
R000038  3      167    123  3/31/**  9/13/**   9/15/
**     2,500.000  EA             50.0000    1254                     STATLER
Apprvd
       ITEM NUMBER - 03587           ITEM DESC-  HINGE WASHER                   EXT DESC-1/4 X 1/
2 HINGE WASHER
       REQUESTED VENDOR: 720686 CARMACKINC
R000019  1      167    123  3/31/**  8/23/**   8/25/
**       500.000  EA              5.0000                             STATLER
Apprvd
       ITEM NUMBER - 07652           ITEM DESC-  SCREW                          EXT DESC-
       REQUSTED VENDOR: 745667 THOPHANINC
R000037  1      167    123  3/31/**  9/13/**   9/15/
**    50,000.000  EA            255.0000                             STATLER
Reqstd
       ITEM NUMBER - 98908           ITEM DESC-  WASHER                         EXT DESC-
       REQUESTED VENDOR: 8456A6 DAHANSONCO
```

When you select a report type on the Requisitions Analysis (Select) panel (AM62A2) from the Reports menu (AM6M40), one of two reports prints.

If you select report type 1, report AM62C1 lists requisitions in order of their lowest critical ratio (highest priority) first. However, those requisitions assigned a management priority override code appear at the top of the list.

If you select report type 2, report AM62C2 lists all requisitions released more than a specified number of days before the run date.

You can sort the information by department, account, and item. You can also specify ranges to limit the amount of information on the report.

Fields

BUYER. The number of the buyer for the listed requisitions.

REQ NO. The requisition number.

APPRVL (Approval). The approval status of the requisition.

Apprvd	status=0, approved
Reqstd	status=6, requested
Not OK	status=9, denied

MGT PRITY. The priority code that overrides the critical ratio and places the requisitions at the top of the report.

C/R. The critical ratio, calculated by subtracting the run date from the due date to stock and then dividing by the cumulative lead time for the item. The cumulative lead time is the sum of the review, vendor, dock-to-stock, and safety lead times.

NO. OF DAYS. The number of days after the release of the requisition.

WH. The warehouse number.

REQN DATE. The date you entered the requisition.

DUE DOCK. The date the item is due at the receiving dock. The application calculates it by subtracting the vendor lead time from the due date to stock.

DUE STOCK. The date the item is due in stock.

QUANTITY. The requisition quantity.

UM. The purchasing unit of measure.

VALUE. The value of the requisition calculated by multiplying the requisition quantity by the unit of cost.

DEPT. The department placing the requisition.

ACCOUNT. The general ledger account to be invoiced for this requisition.

If IFM is interfacing, the ***Account*** field is replaced with the ***Unit/Nature*** fields.

REQ ID. The name, number or initials of the requisitioner who placed the order.

ITEM NUMBER. The number of the item.

ITEM DESC. The description of the item from the Item Master file.

EXT DESC. The description for a miscellaneous item, or an extended description for an inventory item.

REQUESTED VENDOR. The number and name abbreviation of the vendor that the originator of the requisition wants to use. This is only for the buyer's information.

DEMAND. The customer order or other top level requirement that generated this manufacturing order or purchase order item. Possible values are listed below. MSSR refers to the Master Schedule Source Planning code.

BLENDED	The larger of forecast and customer requirements (MSSR=B)
CUSONLY	Customer orders (MSSR=C)
Cxxxxxx	Customer orders, not combined (MSSR=D or E). The customer order shows in the format of 01-CO-nnnnnnnn.
FORCAST	Forecast quantity (MSSR=F)
GENDMND	Generated component quantity based on parent planned orders (MSSR not D or E)
Mxxxxxx	Manufacturing order number
MANUAL	Manually entered demand. Source of demand is optional at time of entry (MSSR=M)
M FCST	Manual forecast
M HELD	Manual held requirement
M REQMT	Manual requirement
SAFETY	Safety stock
NEG QOH	Negative quantity on hand
P FCST	Propagated forecast
P REQMT	Propagated requirement
PRODPLN	Production planned quantity (MSSR=P)
Sxxxxxx	Repetitive Manufacturing order, allocated quantity
XS FCST	Forecast quantity in excess of customer requirements (MSSR=D)

Summary by Department (AM62F1) or Summary by Account (AM62F2)

```
 NORTHCREEK IND.                            REQUISITION ANALYSIS                        DATE   9/14/
**     TIME 13.32.47    AM62F1     PAGE     1
                                           SUMMARY BY DEPARTMENT                                                        US
ER ID ******

                                 DEPARTMENT RANGE FROM BEGINNING TO END

          DEPT                   NUMBER OF                TOTAL REQ      NUMBER OF REQUISITIONS
          NUMBER                 REQUISITIONS              AMOUNT        APPROVED  NOT APPROVED

          DP10                      46                   55,631.0095        41         5
          1220                      14                      807.6250        12         2
          1234                       1                    2,500.0000         1
          1252                       3                       40.2000         1         2
          1254                       1                       50.0000                   1
          1256                       1                   76,000.0000                   1
          2145                       1                  145,001.4500         1
          4125                       1                    3,750.0000         1

 TOTAL                              68                  283,780.2845        57        11
```

```
 NORTHCREEK IND.                            REQUISITION ANALYSIS                        DATE   9/14/
**     TIME 13.33.14    AM62F2     PAGE     1
                                                                                                                         U
SER ID ******
                                            SUMMARY BY ACCOUNT
                                    ACCOUNT RANGE FROM BEGINNING TO END

         ACCOUNT                 NUMBER OF                TOTAL REQ      NUMBER OF REQUISITIONS
          NUMBER                 REQUISITIONS              AMOUNT        APPROVED  NOT APPROVED

                     712            59                  129,893.3345        56         3
                     987             1                    2,500.0000         1
                    1000             3                       25.5000         1         2
                    1686             1                    3,750.0000         1
                    2040             2                    2,510.0000         2
                    2030             2                  145,101.4500         1         1

 TOTAL                              68                  283,780.2845        62         6
```

When you select report type 2 and report sequence 1 or 2 on the Requisitions Analysis by Department or Account (Select) panel (AM62A3) from the Reports menu (AM6M40), report AM62F1 or AM62F2 prints.

If approval processing is active, the number of approved and not approved requisitions is shown.

If IFM is interfacing, the ***Account Number*** field is replaced with the ***Unit/Nature*** fields.

These reports print a summary analysis by department or account.

Requisition Enter/Edit Maintenance (AM64B)

```
 NORTHCREEK IND.                                   REQUISITION ENTER/EDIT           DATE  9/15/
**  TIME 13.06.27  PAGE     1  AM64B
                                                       MAINTENANCE                                            OPER
  26

----------------------------------------------------------------------------------------------------------------
-------------------
*** BEFORE CHANGE ***
 REQ #   R009409     ITEM #      05570      REQUISITIONER    T HALL       REVISION NUMBER     01
 DESCRIPTION:                TECHNICAL DATA
 EXTENDED DESCRIPTION:       MANUALS FOR MACHINES
 QTY ORD             150.000          DATES                          LEAD TIMES
 UM STOCK            EA                 REQ DATE         9/15/
**   VENDOR                      PLANNER        99999
 WAREHOUSE           A                  TO DOCK         12/29/**   STOCK                         BUYER NO       1
 SHIP ID             999                TO STOCK        12/29/**   REVIEW                        INV CODE
 ACCOUNT NUMBER                 1000    FOLLOW UP       12/22/**   SAFETY                        ITEM CLASS
 DEPARTMENT          9999               LAST MAINT       9/15/**                                 PACKING CODE
 REQUESTED VENDOR    123456  ANDREASINC
 PRIORITY            9                                             PURCHASED UM
 JOB NO              123456789012       PURCHASE ORDER             UM CONVERSION
 REFERENCE NO        9876543210         PRICE             .0001    VALUE

*** AFTER  CHANGE ***
 REQ #   R009409     ITEM #      05570                           REVISION NUMBER      2
 DESCRIPTION:                TECHNICAL DATA
 EXTENDED DESCRIPTION:       MANUALS FOR MACHINES
 QTY ORD             150.000          DATES                          LEAD TIMES
 UM STOCK            EA                 REQ DATE         9/15/**   VENDOR                        PLANNER
 WAREHOUSE           A                  TO DOCK         12/29/**   STOCK                         BUYER NO
 SHIP ID             999                TO STOCK        12/29/**   REVIEW                        ITEM TYPE
 ACCOUNT NUMBER                 1000    FOLLOW UP       12/21/**   SAFETY                        ITEM CLASS     1000
 DEPARTMENT          9999               LAST MAINT       9/15/**                                 PACKING CODE
 REQUESTED VENDOR    745667  THOPHANINC
 PRIORITY            9                  REQUISITIONER     T HALL     PURCHASED UM
 JOB NO              123456789012       PURCHASE ORDER             UM CONVERSION
 REFERENCE NO        9876543210         PRICE             .0001    VALUE
 REQ APPROVED
 REQ APPROVAL NOT REQUESTED
 ERROR IN PROCESSING REQ APPROVAL
 REQ APPROVAL NOT REQUIRED-RE-APPROVAL NOT REQUIRED FOR REQUISITION VALUE
 REQ APPROVAL REQUESTED ON ROUTE   Samuells  NEXT APPROVER  JeanPullen  APPROVAL PRIORITY    3
   NORTHCREEK IND.                                 REQUISITION ENTER/EDIT           DATE  9/15/
**  TIME 13.06.27  PAGE     2  AM64B
                                                       MAINTENANCE                                            OPER
 26

                     SESSION STATUS

                            RECORDS ADDED
                            RECORDS CHANGED        1
                             RECORDS DELETED
```

When you select **F24** on the Requisition Entry/Edit (Status) panel (AM64B6) from the Purchase Order Processing menu (AM6M10), report AM64B prints. This report shows the requisition record activity during the current session and the status.

If IFM is interfacing, the ***Account Number*** field is replaced with the ***Unit/Nature*** fields.

If approval processing is active, one of the approval messages shown at the bottom of the sample report will be printed.

Message	Is printed:
REQ APPROVED	if the requisition is either pre-approved or approved by the requisitioner.
REQ APPROVAL NOT REQUESTED	if approval was not requested for the requisition.
ERROR IN PROCESSING REQ APPROVAL	if an error occurred while updating files in the Approval application. The error must be corrected and the approval request resubmitted.
REQ APPROVAL NOT REQUIRED: REQ APPROVAL NOT REQUIRED FOR REQUISITION VALUE	if requisition value has been increased but the increase is less than the amount in the Requisition increase for approval field in the Purchasing Control file.
REQ APPROVAL REQUESTED ON ROUTE	if (further) approval requested. The Approval Route, Next Approver, and the Approval Priority are also shown.

See “AM64B2—Requisition Entry/Edit (Add/Change)” on page 3-39 for field information.

Ship Via Master File Listing (AM67E)

```
   NORTHCREEK IND.                                    SHIP VIA MASTER FILE LISTING                 DATE   9/13/
**  TIME 15.02.39   PAGE     1   AM67E
                                                                                                                        OPER
                                SHIP VIA CODE                    DESCRIPTION          STANDARD CARRIER CODE
  MAINTENANCE DATE
-----------------------------------------------------------------------------------------------------------------
------------------
                                AIR                              AIR CARGO                   AIR1
          9/13/**
                                BST                              BEST WAY                    BEST
          7/15/**
                                NDA                              CAROLINA FRT                CF
          7/15/**
                                UPS                              UPS                         UPS
          7/15/**
                                1                                MONTVALE                    MTV
          7/15/**
                                2                                YELLOW FREIGHT              YEL
          7/15/**
                                10                               NEXT DAY AIR                NXT
          7/15/**
                                15                               VENDOR'S TRUCK              VTRK
          7/15/**
                                20                               OUR TRUCK                   TRK1
          7/15/**
                                30                               FEDERAL EXPRESS             FEDX
          3/25/**
```

This report prints data from the Ship Via file.

You maintain the fields in Ship Via File Maintenance. When you select option 7 on the File Listings menu (AM6M70), report AM67E is printed.

Ship Via Master File Maintenance (AM67C)

```
   NORTHCREEK IND.                  SHIP VIA MASTER FILE MAINTENANCE              DATE  9/13/
**  TIME 14.50.01  PAGE    1  AM67C
                                                                                                      OPER
        UPDATE   2
                              SHIP VIA CODE               DESCRIPTION       STANDARD CARRIER CODE
----------------------------------------------------------------------------------------------------------
------------------
   *** ADDED ***              UPS                         UPS               UPS

   *** ADDED ***              AIR                         AIR FREIGHT       AIR

   *** BEFORE CHANGED ***     AIR                         AIR FREIGHT       AIR

   *** AFTER CHANGED ***      AIR                         AIR CARGO         AIR

   *** DELETED ***            500                         GOLDEN TRUCK      TRK
   NORTHCREEK IND.                  SHIP VIA MASTER FILE MAINTENANCE              DATE  9/13/
**  TIME 14.50.01  PAGE    2  AM67C
                                                                                                       OPE
R       UPDATE   2
                    SESSION STATUS

                           RECORDS ADDED          2                          RECORDS DELETED       1
                           RECORDS CHANGED        1
```

If you selected the application tailoring option to print before and after images of Ship Via Master File Maintenance, report AM67C is printed. This report details information on each record maintained during the session. It also shows you the maintenance action taken on each record.

When you select **F24** on the Ship Via File Maintenance (Status) panel (AM67C4), report AM67C is printed. This report shows the status of your work station session.

Shipping Schedule (AM69D or AM69M)

```
                                      Shipping Schedule      3/27/
**  ******
                                      Reference number      03/27/**  ******

Ship    ACME Supply                                                   Warehouse  ATL
To      P. O. Box 253                                                 Ship-to ID 999
        1545 East Capitol Avenue
        Suite 120                                                     Buyer  Turney
        Atlanta, GA 30532
        USA

For     862 Vendor                                                    Vendor 862 VND
        One 862 Vendor Drive
        Suite 862
        Doraville GA 30502                                            Attn  Mr. Jones
        USA                                                                 404-952-3695

Item    5220              U/M  EA             Vendor catalog
        862 EC TEST ITEM                      Alternate item
        Extended description here             Eng drawing

Shipping schedule            Forecast qualifier A    Forecast timing qualifier  Z
Start date        End date      Quantity
 3/27/**           4/2/96         10.000
```

When you select option 12 on the Purchase Order Processing menu (AM6M10), you can create and print shipping schedules for suppliers. When you have completed entering runtime options, the system creates an EDI 862 for each combination of vendor/item/warehouse and schedules it for printing. The shipping schedule prints Start and End dates and quantities.

The same format is used when you select option 6 on the Purchase Order Processing menu (AM6M10) to print purchase orders and the PO you select is a Daily shipping schedule. The shipping schedule prints Delivery date, quantity and PO number.

See “Option 6. Print Purchase Orders (AM6M10)” on page 3-161.

Shipping Schedule Profiles (AM6PSS0P)

```
AM6PSS0P       JPARK                              Shipping Schedule Profiles                                   12/
18/**     Page    1
                                                                                                               19:
41:40  SYST5051  **

-----------------------------------------------------------------------------------------------------------------
-------------------
  Profile:  BIMON   Send Shipping Schedule 2x mo     Send zero pull:  Yes
  Period length:    5       Number of periods:    4  Forecast qualifier:  ?    Forecast timing qualifier:  D

  Profile:  DAILY   Daily Shipping Schedule          Send zero pull:  Yes
  Period length:    1       Number of periods:   14  Forecast qualifier:  D    Forecast timing qualifier:  B


** End of report **
```

When you select option 15 on the File Maintenance menu, the Work With Shipping Schedule Profiles panel (AM6WSS01) appears. When you select option 6 for a specific profile on that panel, this report is printed. If you make more than one selection, all the schedules print on one report.

See “AM6WSS01—Work With Shipping Schedule Profiles” on page 8-137 for field descriptions.

Contents | Index

Standard Message File Listing (AM65V)

```
   XA                              STANDARD MESSAGE FILE LISTING                DATE  2/01/
**  TIME 15.04.58  PAGE    1  AM65V
-------------------------------------------------------------------------------------------------------------------
-------------------
MESSAGE                                        COPY       ------ ALLOW TO USE  /  PRINT CODE  ------
  ID                                           IN         REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
    2                                                      /              /    /    /    /         /
         SEQUENCE                                                                                     EFFECTIVE
 DATES    LAST
           NO.  MESSAGE TEXT                                                                            FROM
   TO     MAINT
            1   ALL NEEDED BEFORE THE END OF THE MONTH                                              12/01/
**  12/31/**   7/29/**
MESSAGE                                        COPY       ------ ALLOW TO USE  /  PRINT CODE  ------
  ID                                           IN         REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
    9                                                      /              /    /    /    /         /
         SEQUENCE                                                                                     EFFECTIVE
 DATES    LAST
           NO.  MESSAGE TEXT                                                                            FROM
   TO     MAINT
            1   HAVE A HAPPY HOLIDAY SEASON                                                          0/00/
00  99/99/99   6/10/**
MESSAGE                                        COPY       ------ ALLOW TO USE  /  PRINT CODE  ------
  ID                                           IN         REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
   10                                                      /              /    /    /    /         /
         SEQUENCE                                                                                     EFFECTIVE
 DATES    LAST
           NO.  MESSAGE TEXT                                                                            FROM
   TO     MAINT
            1   HELLO AND HAVE A NICE DAY                                                            0/00/
00  99/99/99   6/10/**
MESSAGE                                        COPY       ------ ALLOW TO USE  /  PRINT CODE  ------
  ID                                           IN         REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
AP                                              N         N/G  N      N   N/G  Y/G  N/G  N/G  Y    N/D
         SEQUENCE                                                                                     EFFECTIVE
 DATES    LAST
           NO.  MESSAGE TEXT                                                                            FROM
   TO     MAINT
            1   Deliver material ordered by deliver date and submit your price information to the   0/00/
00  99/99/99   4/20/**
            2   buyer listed above before invoicing.                                                 0/00/
00  99/99/99   4/20/**
MESSAGE                                        COPY       ------ ALLOW TO USE  /  PRINT CODE  ------
  ID                                           IN         REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
COPYI                                           Y         Y/G  Y      Y   Y/G  Y/G  Y/G  Y/G  Y    Y/D
         SEQUENCE                                                                                     EFFECTIVE
 DATES    LAST
           NO.  MESSAGE TEXT                                                                            FROM
   TO     MAINT
            1   This confirms our purchase order per     our phone call with                         0/00/
00  99/99/99   4/18/**
            2   on                                                                                   0/00/
00  99/99/99   4/18/**
```

When you select option 6 on the File Listings menu (AM6M70), report AM65V is printed. This option automatically prints all Standard Message information. No range can be selected.

The fields come from the Standard Message file, and are maintained in Standard Message File Maintenance.

Standard Message File Maintenance (AM65U)

```
   XA                              STANDARD MESSAGE FILE MAINTENANCE            DATE  1/05/
**  TIME 10.17.59  PAGE    1  AM65U
                                                                                                              OPER
        UPDATE  23
------------------------------------------------------------------------------------------------------------------
-------------------
    *** ADDED ***
MESSAGE                                         COPY       ------  ALLOW TO USE  /  PRINT CODE  ------
  ID                                             IN        REQ  QOH  QOF  VNI  POO  POI  POR  POH  DBM
XMAS                                              Y        Y/G  Y     Y   Y/G  Y/G  Y/G  Y/G   Y   Y/D
         SEQUENCE                                                                                        EFFECTIVE
 DATES
           NO.  MESSAGE TEXT                                                                              FROM
   TO
            1   Happy Holidays from all of us at       XYZ Corporation!                            **/**/**    **/
**/**
------------------------------------------------------------------------------------------------------------------
-------------------
*** BEFORE CHANGED ***
MESSAGE  SEQUENCE                                                                                        EFFECTIVE
 DATES
  ID       NO.  MESSAGE TEXT                                                                              FROM
   TO
XMAS        1   Happy Holidays from all of us at       XYZ Corporation!                            **/**/**    **/
**/**
*** AFTER CHANGED ***
         SEQUENCE                                                                                        EFFECTIVE
 DATES
           NO.  MESSAGE TEXT                                                                              FROM
   TO
            1   Happy Holidays from all of us at        XYZ Corporation!                            **/**/**    **/
**/**
------------------------------------------------------------------------------------------------------------------
-------------------
*** BEFORE CHANGED ***
         SEQUENCE                                                                                        EFFECTIVE
 DATES
           NO.  MESSAGE TEXT                                                                              FROM
   TO
            1   Happy Holidays from all of us at        XYZ Corporation!                            **/**/**    **/
**/**
*** AFTER CHANGED ***
         SEQUENCE                                                                                        EFFECTIVE
 DATES
           NO.  MESSAGE TEXT                                                                              FROM
   TO
            1   Happy Holidays from all of us at        XYZ Corporation!                            **/**/**    **/
**/**
   XA                              STANDARD MESSAGE FILE MAINTENANCE            DATE  1/05/
**  TIME 10.17.59  PAGE    2  AM65U
                                                                                                              OPER
        UPDATE  23
------------------------------------------------------------------------------------------------------------------
-------------------
                     SESSION STATUS
                            RECORDS ADDED          2                          RECORDS DELETED        0
                            RECORDS CHANGED        2
```

If you selected the application tailoring option to print before and after images of Standard Message Master File Maintenance, report AM65U is printed when you end your maintenance session. This report details information on each message record maintained during the session. It also shows you the maintenance action taken on each record.

Terms Master File Listing (AM67U)

```
  NORTHCREEK IND.                  TERMS MASTER FILE LISTING                   DATE 09/13/
**     TIME 14.03.35  PAGE    1   AM67U
                                                                                                          OPER
                         TERMS CODE                 DESCRIPTION                                  TERMS OFFSET DAYS
MAINTENANCE DATE
-----------------------------------------------------------------------------------------------------------------
----------------
                         130                           1-
10 NET 30                                            30                6/30/**
                         230                           1-
20 NET 30                                            30                3/17/**
                         330                           1-
30 NET 30                                            30                3/17/**
                         160                           1-
10 NET 60                                            60                3/17/**
                         260                           1-
20 NET 60                                            60                3/17/**
                         360                           1-
30 NET 60                                            60                3/17/**
                         460                           1-
40 NET 60                                            60                3/17/**
                         512                           1-
50 NET 120                                           60                3/17/**
                         112                           1-
10 NET 120                                           60                6/30/**
                         212                           1-
20 NET 120                                          120                6/30/**
                         312                           1-
30 NET 120                                          120                7/12/**
                         412                           1-
40 NET 120                                          120                7/30/**
```

When you select option 8 on the File Listings menu (AM6M70), report AM67U is printed. This report prints data from the Terms Master file.

Terms Master File Maintenance (AM67D)

```
   NORTHCREEK IND.                    TERMS MASTER FILE MAINTENANCE                DATE  9/13/
**  TIME 14.52.23  PAGE    1  AM67D
                                                                                                         OPER
        UPDATE   2
                                TERMS CODE                   DESCRIPTION                   TERMS OFFSET DAYS
-------------------------------------------------------------------------------------------------------------------
-------------------
   *** ADDED ***                180                          15% DOWN ON DELIVERY                        45

   *** BEFORE CHANGED ***       130                          1-10 NET 30                                 45

   *** AFTER CHANGED ***        130                          1-10 NET 30                                 30

   *** DELETED ***              260                          1-10 NET 60                                 30

   *** ADDED ***                190                          15% DISCOUNT PER 1,000                      60
   NORTHCREEK IND                     TERMS MASTER FILE MAINTENANCE                DATE  9/13/
**  TIME 14.52.23  PAGE  2    AM67D
                                                                                                         OPER
        UPDATE   2
                     SESSION STATUS

                            RECORDS ADDED          2                          RECORDS DELETED        1
                            RECORDS CHANGED        1
```

If you selected the application tailoring option to print before and after images of Terms Master File Maintenance, report AM67D is printed when you end your maintenance session. This report details information on each record maintained during the session. It also shows you the maintenance action taken on each record.

Traffic Routing Table List (AM67G)

```
                                Traffic Routing Table List
 AM67G        SILLS                                       **/**/**      Page 1
                                                          12:12:41  ATLA5051  9R

      Postal Code Range            Ship
      From         To              Via
      30073-4120   30073-4900      555    LOCAL TRUCKING
      33600-0000   36999-9999      UPS    UNITED PARCEL
      10022-0000   10022-9999      FDX    FEDERAL EXPRES
```

When you select **F21** on the Edit Traffic Routing Table panel (AM67F1), report AM67G is printed. See “AM67F1—Edit Traffic Routing Table” on page 8-131 for information on the fields

Vendor Analysis Report (AMV741)

```
 NORTHCREEK IND.                                       VENDOR ANALYSIS REPORT         DATE  3/14/
**  TIME 15.46.36  PAGE   1   AMV741
 PRIMARY CURRENCY I.D. US DOLLARS                 PRIMARY CURRENCY/VENDOR SEQUENCE
                                                     MRO AND PRODUCTION VENDORS

              LAST
VENDOR  VENDOR  -------------  A M O U N T  ---------------  --------  DISCOUNTS TAKEN  -------  ----
  DISCOUNTS LOST  -----PAYMENT
NO.     NAME    TO-DATE             Y-T-D         LAST YEAR            Y-T-D         LAST YEAR            Y-T-
D         LAST YEAR

GMLVN3   PAUL MELROY
           3/08/**
  *MRO*          100.00            100.00

10000   STANDARD CHEM
           3/07/**
  *MRO*      2000.00          2000.00
V12346  ABC
           1/25/**

2000    BOB SMITH-
DBA                                                                                                 1/28/
**
                 5000.00           5000.00         4000.00          4000.00         2000.00          1000.00
           2000.00


000000 1         500.00
          12/12/**

01REG1  COMPANY 01REG1
           3/05/**
                 6000.00           6000.00                                                             50.00


02REG1  COMPANY 02REG1
           2/15/**
                  200.00            200.00

*TOTAL         13800.00          13800.00         4000.00          4000.00          2000.00          1000.00
           2000.00
```

This report prints when you select

From application	Menu	Option
Accounts Payable	Demand Reports (AMAM40)	2
Purchasing	Reports (AM6M40)	10

The report prints in either primary currency/vendor number or vendor number/local currency sequence. To print by primary or local currency sequence, multi-currency support must be active. If you requested primary currency sequence, the primary currency ID prints at the top of each page. A new page is forced when the primary currency ID changes.

The report shows the statistical information in alpha sequence by vendor number for all vendors in the Vendor Master file.

By providing, at a glance, the volume of business (amount paid) conducted with a certain vendor, this report can be used as input to many decisions regarding vendors.

If IFM is installed, the only statistics reported are amount to date, amount Y-T-D, and amount last year. The amounts represent how much was invoiced by the vendor.

If MMS is interfacing, you can get the report for production vendors, MRO vendors, or both.

Fields

PRIMARY CURRENCY I.D.. The primary currency associated with this vendor.

VENDOR NO. and NAME. The number and name of the vendor for which you are running the analysis report.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor. The indicator prints under the vendor number.

AMOUNT. The comparative volume of business conducted with this vendor for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS TAKEN. Comparative amounts all companies have saved by paying on time and taking advantage of discounts, for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS LOST. Comparative amounts all companies have lost by not paying within due dates, for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

LAST PAYMENT. The date this vendor was last paid.

TOTAL. The combined totals for amount, discounts taken, discounts lost, and last year payments, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

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Vendor Business Analysis Report (AMV742)

```
 NORTHCREEK IND.                                VENDOR BUSINESS ANALYSIS REPORT     DATE  3/14/
**  TIME 15.46.47  PAGE   1   AMV742
 PRIMARY CURRENCY I.D. US DOLLARS              PRIMARY CURRENCY/VENDOR SEQUENCE
                                                   MRO AND PRODUCTION VENDORS

              LAST
VENDOR  VENDOR  -------------  A M O U N T  ---------------  --------  DISCOUNTS TAKEN  -------  ----
  DISCOUNTS LOST  ----- PAYMENT
 NO.     NAME   TO-DATE      Y-T-D          LAST YEAR         Y-T-D          LAST YEAR             Y-T-
D        LAST YEAR
1000   STANDARD CHEM
 *MRO*         9000.00
5000.00       4000.00        1000.00           2000.00           1000.00          2000.00
01REG1 HEATHER CHEM
          1033447740.28   1033447740.28           .00            .00               .00
          3/05/**
V12345 JOSH PHARMACY
             1999998.00      1999998.00           .00            .00               .00                .00
    3/07/**
02REG1 SCHREER & CO
 *MRO*        21002.87
  21001.87               .00               .00               .00               .00          2/15/**
GMLVN3 PAUL MELROY
                100.00
     100.00               .00               .00               .00               .00          1/25/**
                     .00             .00               .00               .00               .00                .00
*TOTAL  9000105469341.15        105468841.15            4000.00           1000.00           2000.00
 1000.00            2000.00
```

This report prints when you select one of the following options:

From application	Payables Processing menu	Option
Accounts Payable	AMAM40	3
Purchasing	AM6M40	11

Like the Vendor Analysis Report, it prints the statistical information for all the vendors in the Vendor Master file and prints amounts in descending Y-T-D sequence.

If IFM is installed, the only statistics reported are amount to date, amount Y-T-D, and amount last year. The amounts represent how much was invoiced by the vendor.

If MMS is interfacing, you can get the report for production vendors, MRO vendors, or both.

Fields

PRIMARY CURRENCY I.D.. The primary currency identification associated with this vendor.

VENDOR NO. (Vendor number). The number associated with the vendor.

VENDOR NAME. The name of the vendor.

****MRO* .*** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

AMOUNT. The comparative volume of business conducted with this vendor for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS TAKEN. Comparative amount that all companies have saved by paying on time and taking advantage of discounts, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS LOST. Comparative amount that all companies have lost by not paying within due dates, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

LAST PAYMENT. Date this vendor was last paid.

TOTAL. The combined totals for amount, discounts taken discounts lost, and last year payments, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

Vendor Closeout Acknowledgement—Sample

VENDORS ACKNOWLEDGMENT
P.O. NUMBER
P001704 - 00

SHIP TO
ALTERNATE DOCK AT 35 ALPHA FOR TEST
WAREHOUSE ROW
SECTION 4
1415 HOLCOMB BRIDGE DR
ROSWELL GA 30076-3714
USA

B&M PLASTICS SUPPLY, INC.
PURCHASING
P.O. BOX 5637
SUITE 63
563 MAPLE DR
TITUSVILLE, FL 37280

PAGE
0001

BILL TO
ALTERNATE BILL TO NAME AT 35 ALPHA*
ACCOUNTING
SECTION 69
1415 HOLCOMB BRIDGE DR
ROSWELL GA
30076-3714 USA

ORDER PLACED WITH: TIM TUCKER
PHONE 1-404-555-3328
FAX 1-404-555-3328

IN EURO DOLLARS

P.O. DATE	VENDOR	SHIP VIA	F.O.B. DESC	TERMS	DELIVERY DATE
04/29/**	123456	AIR FREIGHT	FOB TEST	2%10NET30	SEE BODY

SPECIAL CHARGES	FREIGHT	BUYER / PHONE	
1-10 NET 30		BUYER: DREW SILLS PHONE: (404) 555-3134 x205	235

	QUANTITY	UNIT PRICE	AMOUNT
1940 WASHER, FLAT, #10X9 / 1600X3/64 THK *THIS NOTICE CLOSES ABOVE PURCHASE ORDER* ***DO NOT SHIP ANYTHING*** DATE OF LAST RECEIPT 07/18/**	2.000 DZ	.50000	1.00
** ORDER CONFIRMATION REQUIRED BY 1/26/** IN U.S. DOLLARS		TOTAL	16000000.00

AUTHORIZED BY

This report is an example of a closeout acknowledgement.

Vendor Closeout Acknowledgements are sent to each vendor at the close of each purchase order. They are placed on the print spool on hold status following close out. Then you can make any necessary change of forms.

You must manually release the acknowledgements for print. Acknowledgements print only if specified on a vendor by vendor basis in Vendor File Maintenance.

Vendor Master Names and Addresses/Vendor Contact Sheet (AMV76)

```
   NORTHCREEK IND.                    VENDOR MASTER NAMES AND ADDRESSES             DATE 08/11/
**  TIME 14.17.17  PAGE   1     AMV76
                                                                                    OPER
 BEGINNING VENDOR  001011             ENDING VENDOR  001011
 VENDOR     VENDOR NAME/                VENDOR ADDRESS 1/          VENDOR ADDRESS 2/          CITY & STATE/
                POSTAL CODE/
 NUMBER     ABBREVIATION                  TELEPHONE NO.              FAX NUMBER                 CONTACT
           COUNTRY
 001011     AMERICAN STEEL              RT.45                                                 MOBILE, AL
         38059-0361
  *MRO*     AMERCNSTEL ** SUSPENDED **    205-351-5426               678-514-
4343                KAREN LONG                     USA
                 *** TOTAL NUMBER OF RECORDS --      1
```

The title of this report changes depending on the application you are using. This report prints when you select one of the following:

From Application	File Listings Menu	Option	Report Name
Accounts Payable	AMAM80	3	Vendor Master Names and Addresses
Purchasing	AM6M70	2	Vendor Contact Sheet

Only names, addresses, and telephone numbers of the vendors appear in this report. No monetary information appears in this report.

Fields

BEGINNING VENDOR
ENDING VENDOR. The range of vendor numbers selected for this report.

VENDOR. The identifier of the vendor.

ABBREVIATION. The abbreviated form of the vendor’s name.

** SUSPENDED **. appears under the abbreviated name if the vendor number was suspended through Vendor Master Maintenance.

MRO. This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

(Vendor name, Address, City, State, Postal code, and Country). The vendor’s name and address.

CONTACT. The person to contact at the company.

TELEPHONE NO. (Telephone number). The vendor's area code and telephone number.

FAX NUMBER. The vendor's area code and telephone number used for faxes.

FORMAT. The address format used for the vendor: 0=US, 1=International, 2=free format.

TOTAL NUMBER OF RECORDS. Total number of Vendor Master file records.

Vendor Master File Listing (AMV79)

```
AMV79    XA                 Vendor Master File Listing             1/03/**    9.14.19      Oper   Henry    Page    1
 Beginning vendor  10000      Ending vendor  70000


Vendor        12345                 *MRO*         Address format 0
Name          PLASTIC FABRICATORS                 Abbreviation    PLAS FAB
Address 1     INDUSTRIAL BLVD                     Address 2       SUITE #25
Address 3                                         City            JENKINSVILLE
                                                  State   GA      Country  USA       Postal code   30067-4534
Telephone     800-555-2222           Fax 800-555-3332             Contact   SMEDLEY WINIFER
Require PO accept confirmation      Y      Send closeout acknowledgement         Y    Allow multiple items on a PO
  Y
Allow multiple ship-
to on a PO       Y      Allow blanket orders                 Y    Print vendor catalog no PO     N
Print engineering drawing on PO      N
Ship via                                   Our customer no.                          Shipping profile          *N
ONE
Terms        30   NET 30 DAYS              FOB                2 TERMINAL ANNEX       Planning profile
Assignee                                                                             Last maintenance       12/
14/**
Bank 1       CITY NATIONAL BANK            Bank 2             CITIZENS & CHEMICAL    Fed T/
P ID              AZ300-45
Tax suffix   EXEMT                         Tax ID 1           TN20-5988              Tax ID 2               EX20-
890

Landed cost                                Enterprise code                           Last payment           12/
15/**
Currency     FRG FRENCH FRANC              Alternate currency    EUR EURO CURRENCY
Media Flags:             Print   EDI   Fax                           Print    EDI   Fax                   Print
EDI   Fax
 Purchase orders          Y      N     N   Purchase order changes    Y       N     N    Quotes                  Y
 N    N
 Receiving advice                N         Shipping schedules        Y       N     N    Planning schedules    Y
 N    N
 Remittance advice        Y      N     N
EEC VAT Codes:
 Delivery terms                                    Transaction                                    EEC State
 Port of entry                                     Transport                                      EEC country
Amounts:    Year-to-date                                         Last Year
 Amount                 124,009,635.00                                            .00
 Discount taken                    .00                                            .00
 Discount lost                     .00                                            .00
 NEC amount                        .00                                            .00
 Amount-to-date         124,009.635.00
Payment method              DFI 30-500x                     Account number

         Total number of vendors printed:       1
```

This report prints when you select one of the following options:

From application	File Listings menu	Option	Report version
Accounts Payable	AMAM80	4/5	All Vendors/Within Limits
Purchasing	AM6M70	2	All Vendors

If multi-currency support is active, vendor amounts (Year-to-date and Last Year) are identified as to what currency they appear in.

If IFM is installed, the only statistics fields that print are year-to-date amount, last year amount, and amount to date. The amounts represent purchases invoiced instead of purchases paid.

For information on the fields on the report, refer to “AMV772-Vendor Master File Maintenance (Add/Change)” display.

Vendor Master File Maintenance (AMV77)

```
AMV77                          Vendor Master File Maintenance        1/04/
**  17.27.16       Oper       Update 051  Page    1
 Vendor      VESTED                *MRO*        Address format 2                   ***  Before  ***
 Name        Vested Industries                  Abbreviation   VESTED
 Address 1   1515 North Avenue                  Address 2      Suite 300
 Address 3                                      Address 4
 Address 5   Atlanta                            State   GA     Country  USA     Postal code  30028
 Telephone   404/396-7777            Fax    404/396-7888       Contact  David Lang
 Require PO accept confirmation     N      Send closeout acknowledgement        N    Allow multiple items on a P
O       Y
 Allow multiple ship-
to on a PO     Y       Allow blanket orders                 Y    Print vendor catalog on PO         Y
 Print engineering drawing on PO    N
 Ship via     1   RYDER/MMS                Our customer no. NX-123499                Shipping profile    *NONE
 Terms        2   20% 20/ NET 60 DAYS      FOB                                       Planning profile
 Assignee     VESTED Vested Industries                                               Last maintenance     1/04/
**
 Bank 1                                    Bank 2                                    Fed T/P ID
 Tax suffix                                Tax ID 1                                  Tax ID 2
 Landed cost                               Enterprise code                           Last payment         0/00/
00
 Tax city     ATLANTA    Atlanta, Georgia
 Tax county
 Currency        US DOLLARS
Media Flags:             Print  EDI  Fax                      Print  EDI  Fax                        Prin
t  EDI  Fax
 Purchase orders           Y     N    Y    Purchase order changes   Y     N    N    Quotes                   Y
    N    N
                                 404-396-8412
 Receiving advice                N         Shipping schedules       Y     N    N    Planning schedules       Y
    N    N
 Remittance advice         Y     N    N
EEC VAT Codes:
 Delivery terms                                    Transaction                                EEC state
 Port of entry                                     Transport                                  EEC country
Amounts:    Year-To-Date                                          Last Year
 Amount                              .00                                                 .00
 Discount taken:                     .00                                                 .00
 Discount lost:                      .00                                                 .00
 NEC amount:                         .00                                                 .00
 Amount-to-date                      .00                                                 .00
Payment method            DFI ID number                          Account number

 Vendor      VESTED                *MRO*        Address format 2                   ***  After  ***
 Name        Vested Industries                  Abbreviation   VESTED
 Address 1   1515 North Avenue                  Address 2      Suite 300
 Address 3                                      Address 4
 Address 5                                      State   GA     Country  USA     Postal code  30028
 Telephone                           Fax                       Contact  James Mason
 Require PO accept confirmation     N      Send closeout acknowledgement        N    Allow multiple items on a P
O       Y
 Allow multiple ship-
to on a PO     Y       Allow blanket orders                 Y    Print vendor catalog on PO         Y
 Print engineering drawing on PO    N
 Ship via     1   RYDER/MMS                Our customer no. NX-123499                Shipping profile    *NONE
 Terms        2   20% 20/ NET 60 DAYS      FOB                                       Planning profile
 Assignee     VESTED Vested Industries                                               Last maintenance     1/04/
**
 Bank 1                                    Bank 2                                    Fed T/P ID
 Tax suffix                                Tax ID 1                                  Tax ID2
 Landed cost:                              Enterprise code                           Last payment         0/00/
00
 Tax city     ATLANTA    Atlanta, Georgia
 Tax county
 Currency        US DOLLARS                Alternate currency    FRANCS              Default GL Acct.     123456
Media Flags:             Print  EDI  Fax                      Print  EDI  Fax                        Prin
t  EDI  Fax
 Purchase orders           Y     N    N    Purchase order changes   Y     N    N    Quotes                   Y
    N    N
 Receiving advice                N         Shipping schedules       Y     N    N    Planning schedules       Y
    N    N
 Remittance advice         Y     N    N
EEC VAT Codes:
 Delivery terms                                    Transaction                                EEC state
 Port of entry                                     Transport                                  EEC country
Amounts:    Year-To-Date                                          Last Year
 Amount                              .00                                                 .00
 Discount taken:                     .00                                                 .00
 Discount lost:                      .00                                                 .00
 NEC amount:                         .00                                                 .00
 Amount-to-date                      .00                                                 .00
Payment method            DFI ID number                          Account number
```

```
AMV77                          Vendor Master File Maintenance         1/04/
**  17.27.16        Oper        Update 051  Page    2
                    Session Status
                     Records added           0           Records deleted          0
                     Records changed         1           Records suspended        0
                     Records copied          0           Records reactivated      0
```

This is a sample representation only. Every field is not depicted in this example.

If multi-currency support is active, vendor amounts (Year-to-date and Last Year) are identified as to what currency they appear in.

This report prints each time you perform Vendor Master file maintenance, if you chose the file maintenance report option during application tailoring. It serves as an audit trail of all activity against the Vendor Master file. It shows before and after images of all changed records and notes any records that were added or deleted. It also shows what copy options were selected for any copy actions. If IFM is installed, the only statistics fields that print are year-to-date amount, last year amount, and amount to date. The amounts represent purchases invoiced instead of purchases paid.

Vendor/Item File Listing by Item (AM6Q4)

```
   XA                                   Vendor/Item File Listing by Item        Date  3/25/
**    Time 14.02.34      Page     1   AM6Q4
                                           Item Range    from  BEGINNING        to   END
                                           Vendor Range from  BEGINNING        to   END

Item    BATTERY         INTERSTATE XL25 HIGH ENERGY 9V *MRO*


Vendor  ABC             ABC AUTOMOTIVE,INC.
Preferred vendor         N          Vendor catalog      ABC CAT NO. Z43F99             Approval date       0/00/
00
Purch commodity                     Engineering drawing 95-XL250001                    Approval code
Department                          Alternate item                                     Approval initials
Shipping profile                    Country of origin                                  Maintenance date     2/29/
**
Quantity tolerance + %      .0      Price tolerance + %    .0                          Date tolerance +     0
Quantity tolerance - %      .0      Price tolerance - %    .0                          Date tolerance -     0
MRO:  Prime vendor  N               Unit price:                     3.000000           Conversion factor
    1.000000
Currency ID
Control comment     THIS IS THE BEST BATTERY WE HAVE FOUND. IT SEEMS TO LA

Message     Description        User code
           MUST RECEIVE BEFORE THE END OF THE MONTH

         *** End of Report ***
```

Vendor/Item File Listing by Vendor (AM6Q3)

```
   XA                                   Vendor/Item File Listing by Vendor      Date  3/25/
**    Time 14.03.42      Page     1   AM6Q3
                                           Item Range    from  BEGINNING        to   END
                                           Vendor Range from  BEGINNING ABC    to   END    ABC

Vendor  ABC             ABC AUTOMOTIVE, INC.  *MRO*


Item    BATTERY         INTERSTATE XL25 HIGH ENERGY 9V *MRO*
Preferred vendor         N          Vendor catalog      ABC CAT NO.Z43F99              Approval date       0/00/
00
Purch commodity                     Engineering drawing 95-XL250001                    Approval code
Department                          Alternate item      FGH BATTERY                    Approval initials
Shipping profile                    Country of origin                                  Maintenance date     2/29/
**
Quantity tolerance + %      .0      Price tolerance + %    .0                          Date tolerance +     0
Quantity tolerance - %      .0      Price tolerance - %    .0                          Date tolerance -     0
MRO:  Prime vendor  N               Unit price:                    5.000000            Conversion factor
    1.000000
Currency ID
Control comment     THIS IS THE BEST BATTERY WE HAVE FOUND. IT SEEMS TO LAST THE LONGEST.
Message     Description       User code

           PLEASE SHIP BEFORE THE END OF THE MONTH

         *** End of Report ***
```

When you select a report sequence and enter a range of valid item or vendor numbers on the Vendor/Item File Listing (Options) panel (AM6Q21),a report prints in vendor sequence (AM6Q3) or in item sequence (AM6Q4).

If MMS is interfacing and this is an MRO vendor/item, the ***MRO* indicator** and ***MRO pricing*** fields appear.

If IFM is interfacing the following fields also appear on the report: ***Charge***, ***Unit and Nature***.

The fields come from, and are maintained in, the Vendor/Item Master file. See “AM64O2—Vendor/Item File Maintenance (Add/Change/Delete)” on page 8-53 for information on the fields.

Vendor/Item File Maintenance (AM64O)

```
   XA                                        Vendor/Item                    Date  1/05/
**    Time 10.28.16     Page    1   AM64O
                                               File Maintenance                                                 Oper
         Update  59
Vendor  MPAC1           MPA COMPONENT 1                                   *** Added ***
Item    MPR101          MPA RAW MATERIAL 101
Preferred vendor         N          Vendor catalog      RC-01-9837                Approval date      12/03/
**
Purch commodity                     Engineering drawing AMX-1010                  Approval code
Department                          Alternate item                                Approval initials
Shipping profile                    Country of origin   USA                       Maintenance date    1/05/
**
Quantity tolerance + %       .0     Price tolerance + %     .0                    Date tolerance +     0
Quantity tolerance - %       .0     Price tolerance - %     .0                    Date tolerance -     0
MRO:  Prime vendor  N    UM EA      Unit price              .0                    Conversion factor
.0
Currency ID
Control comment     VENDOR IS CLOSED FOR BUSINESS ON FRIDAYS.

Vendor  MPAC1           MPA COMPONENT 1                                   *** Before ***
Item    MPR101          MPA RAW MATERIAL 101
Preferred vendor         N          Vendor catalog      RC-01-9837                Approval date      12/03/
**
Purch commodity                     Engineering drawing AMX-1010                  Approval code
Department                          Alternate item                                Approval initials
Shipping profile                    Country of origin   USA                       Maintenance date    1/05/
**
Quantity tolerance + %       .0     Price tolerance + %     .0                    Date tolerance +     0
Quantity tolerance - %       .0     Price tolerance - %     .0                    Date tolerance -     0
MRO:  Prime vendor  N    UM EA      Unit price              .0                    Conversion factor
.0
Currency ID
Control comment     VENDOR IS CLOSED FOR BUSINESS ON FRIDAYS.

Vendor  MPAC1           MPA COMPONENT 1                                   *** After ***
Item    MPR101          MPA RAW MATERIAL 101
Preferred vendor         N          Vendor catalog      RC-01-9837                Approval date      12/03/
**
Purch commodity                     Engineering drawing AMX-2010                  Approval code
Department                          Alternate item                                Approval initials
Shipping profile                    Country of origin   USA                       Maintenance date    1/05/
**
Quantity tolerance + %       .0     Price tolerance + %     .0                    Date tolerance +     0
Quantity tolerance - %       .0     Price tolerance - %     .0                    Date tolerance -     0
MRO:  Prime vendor  N    UM EA      Unit price              .0                    Conversion factor
.0
Currency ID
Control comment     VENDOR IS CLOSED FOR BUSINESS ON FRIDAYS.
                     Session status
                            Records added                1             Records deleted              0
                            Records changed              1
|
```

If your application is tailored for before and after images of Vendor/Item File Maintenance, report AM64O prints and shows the status of your session when you end your maintenance session.

If IFM is interfacing the following fields also appear on the report: ***Charge***, ***Unit*** and ***Nature***.

If MMS is interfacing and this is an MRO vendor/item, the ****MRO* indicator*** and the ***MRO pricing*** fields appear.

See “AM64O2—Vendor/Item File Maintenance (Add/Change/Delete)” on page 8-53 for information on the fields.

Warehouse Ship-to File Maintenance (AM65F)

```
   XA                              Warehouse Ship-To File Maintenance           Date  3/25/
**  Time 14.19.58  Page    1  AM65F
                                                                                                         Oper
        Update 120
 Warehouse ATL  Ship-to ID 123                   Address format 2   *** Before changed ***
 Name        IBV Corporation                     Abbreviation   IBV
 Address 1   3200 WILDWOOD PLAZA                 Address 2      7TH FLOOR
 Address 3                                       Address 4
 Address 5                                       State    GA     Country  USA     Postal code  30303-0040
 Telephone   404-835-
8720                         Contact        Augusta Cameron          Last maintenance    12/19/**

 Warehouse ATL  Ship-to ID 123                   Address format 2   *** After changed ***
 Name        IBV Corporation and Associates      Abbreviation   IBV
 Address 1   3200 WILDWOOD PLAZA                 Address 2      7TH FLOOR
 Address 3                                       Address 4
 Address 5                                       State    GA     Country  USA     Postal code  30303-0040
 Telephone   404-835-
8720                         Contact        Augusta Cameron          Last maintenance     3/25/**


                     Session status
                            Records added          0                          Records deleted       0
                            Records changed        1
```

If you selected the application tailoring option to print before- and after-images of File Maintenance, report AM65F is printed when you end your maintenance session. This report shows you information on each ship-to record maintained during the session. It also shows you the maintenance action taken on each record.

This sample shows address format 2. If the address format is 0 or 1, Address line 4 changes to City and Address line 5 does not appear.

When you select **F24** on the Warehouse Ship-to File Maintenance (Status) panel (AM65F4), report AM65F is printed. This report shows the status of your work station session.

See “AM65F2—Warehouse Ship-to File Maintenance (Add/Change)” on page 8-62 for information on the fields.

Warehouse Ship-to Master File Listing (AM65G)

```
   XA                             Warehouse Ship-to Master File Listing          Date  3/25/
**  Time 14.15.44  Page    1  AM65G
                                                                                                      Oper

 Warehouse ATL  Ship-to ID 001                  Address format 1
 Name        ACE PRODUCTS                       Abbreviation   ACE
 Address 1   P.O. BOX 2254                      Address 2      8563 PEACHTREE ROAD
 Address 3                                      City           ATLANTA
                                                State    GA    Country  USA     Postal code  30512
 Telephone   404-457-
5800                        Contact       BEN JONES                 Last maintenance     1/24/**

 Warehouse ATL  Ship-to ID 123                  Address format 2
 Name        ALPHARETTA TOWN SUPPLIERS, INC     Abbreviation   ATS
 Address 1   3200 WILDWOOD PLAZA                Address 2      7TH FLOOR
 Address 3   Suite 700                          Address 4
 Address 5   Alpharetta                         State    GA    Country  USA     Postal code  30303-0040
 Telephone   404-835-
8720                        Contact       CASEY JANE LOUISTON       Last maintenance    12/19/**

 Warehouse ATL  Ship-to ID 777                  Address format 2
 Name        North Side Hospital                Abbreviation   NHS
 Address 1   Emergency Drive                    Address 2
 Address 3   Atlanta GA 40566-5555              Address 4
 Address 5                                      State    GA    Country  USA     Postal code  40566-5555
 Telephone   404-555-
1111                        Contact       Room 222                  Last maintenance     1/31/**

 Warehouse ATL  Ship-to ID 999                  Address format 2
 Name        IBV Corporation and Associates     Abbreviation   IBV
 Address 1   3605 Hwy 52 North                  Address 2      Building 205 Dock
 Address 3   Suite A                            Address 4      Rollingham MN 55901-7809
 Address 5   USA                                State    MN    Country  USA     Postal code  55901-7809
 Telephone   507-253-
6666 x3134                  Contact       Lou Taylor                Last maintenance     2/23/**

 Warehouse BEN  Ship-to ID 126                  Address format 1
 Name        BIGGER ENERGY CORP                 Abbreviation   BEC
 Address 1   BEC OCEAN WAY                      Address 2
 Address 3                                      City           ALBANY
                                                State    NY    Country  USA     Postal code  87880
 Telephone   710-999-
8787                        Contact       JEWEL                     Last maintenance     5/15/**
```

When you select option 4 on the File Listings menu (AM6M70) and enter a valid warehouse code on the Warehouse Ship-to File Listing (Select) panel (AM65E1), report AM65G is printed.

This report lists warehouse ship-to information.

The fields come from the Warehouse Ship-to Master file, and are maintained in Warehouse Ship-to Master File Maintenance. See “AM65F2—Warehouse Ship-to File Maintenance (Add/Change)” on page 8-62 for information on the fields.

Chapter 14. File maintenance forms

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Accounts Payable Offline Input–AP-1

Company record -- Invoice header, part 1 *Indicates a required field
Record code* (A2) CO Company no. (N2) _ _ Batch date (N6) _ _ _ _ _ _

Record code (A2) MA Invoice number* (A10) _ _ _ _ _ _ _ _ _ _

Invoice sequence (N3) _ _ _ Transaction subtype (A1) _

Vendor number* (A6) _ _ _ _ _ _ Voucher number (N5) _ _ _ _ _

Assignee number (A6) _ _ _ _ _ _ Check number (N6) _ _ _ _ _ _

Invoice description (A20) _

Invoice date (N6) _ _ _ _ _ _ Due date (N6) _ _ _ _ _ _

Halt code (A1) _ Invoice type code (A1) _

Gross amount* (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Discount percent (N4.2) _ _ . _ _ Ship via code (A3) _ _ _

Terms code (A3) _ _ _ Free on board code (A3) _ _ _

Landed cost code (A3) _ _ _ Bank account (A3) _ _ _
Payment method (A1) _

Invoice header, part 2
Record code (A2) MB AP account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL cash account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

GL discount account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Currency ID (A3) _ _ _ Override exchange date (N6) _ _ _ _ _ _

Override exchange rate (N11.6) _ _ _ _ _ . _ _ _ _ _ _

Tax suffix (A5) _ _ _ _ _ Tax date (N6) _ _ _ _ _ _

Discount amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Invoice Completion (A1) _

Invoice header, part 3
Record code (A2) _ _ User field - switch A (A1) _

User field - code A (A5) _ _ _ _ _ User field - quantity 1 (N15) _ _ _ _
_ _ _ _ _ _

User field - amount 1 (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

User field - date 1 (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

User field - text 4 (A40) _

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Invoice header, part 4
Record code (A2) MO
Vendor name* (A35) _

Vendor name abb. (A10) _ _ _ _ _ _ _ _ _ _

Vendor address line 1* (A35) _

Vendor address line 2 (A35) _

Vendor address line 3 (A35) _

Vendor address line 4 (A35) _

Vendor address line 5 (A35) _

City* (A25) _

State code* (A2) _ _
Country (A3) _ _ _ Vendor postal code (A) _ _ _ _ _ _ _ _ _ _

Quantity (N10.3) _ _ _ _ _ _ _ . _ _ _

Charge type (A1) _ Order number (A7) _ _ _ _ _ _ _

Accounts Payable Offline Input–AP-1 (continued)

```
Regular detail, part
1_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ *Indicates a required field
Record code (A2)  NA              Item number* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Warehouse* (A3)                   _ _ _      Entry unit of measure* (A2)  _ _

Item description (A30)            _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _

GL expense account* (A15)         _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Discount percent (N4.2)           _ _ . _ _
  Gross amount* (N13.2)    _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Subject to discount (N13.2)       _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Discount amount (N13.2)           _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Regular detail, part 2
Record code  (A2)                  NB      Misc charge detail
no. (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Operation sequence no. (A4)        _ _ _ _   Landed cost code  (A3) _ _ _

Purchase order number (A7)         _ _ _ _ _ _ _

Freight amount (N13.2)             _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Misc item sequence (N3)            _ _ _     Blanket sequence  (N4) _ _ _ _

Debit memo no. (A10)               _ _ _ _ _ _ _ _ _ _

Completion code (A1)               _         Prorate code  (A1)  _

Regular detail (Part 3)
Record code (A2)                   _ _         User field - switch A (A1)     _

User field - code A (A5)           _ _ _ _ _   User field - quantity 1 (N15)    _ _ _ _
_ _ _ _ _ _

User field - amount 1 (N15)        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

User field - date 1 (N15)          _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

User field - text 40 (A40)         _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                                   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Freight detail, part 1
Record code  (A2) RA               Item number (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Warehouse (A3)                     _ _ _        Entry unit of measure* (A2) _ _

Item description (A30)             _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _

GL Expense account (A15)           _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Discount percent (N4.2)            _ _ . _ _
   Gross amount (N13.2)    _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _

Subject to discount (N13.2)        _ _ _ _ _ _ _ _ _ _ _ . _ _

Discount amount (N13.2)            _ _ _ _ _ _ _ _ _ _ _ . _ _

Quantity  (N10.3)                  _ _ _ _ _ _ _ . _ _ _

Charge type (A1)                   _            Order number (A7)  _ _ _ _ _ _ _

Freight detail, part 2
Record code (A2) RB        Misc charge detail no.* (A15)   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Operation sequence no. (A4)        _ _ _ _      Landed cost code (A3)            _ _ _


Purchase order number (A7)         _ _ _ _ _ _ _

Freight amount (N13.2)             _ _ _ _ _ _ _ _ _ _ _ . _ _

Misc item sequence (N3)            _ _ _        Blanket sequence  (N4)           _ _ _ _

Debit memo no. (A10)               _ _ _ _ _ _ _ _ _ _

Line invoice  code (A1)            _            Prorate code (A)                 _
```

Accounts Payable Offline Input–AP-1 (continued)

Special charge detail, part 1

*Indicates a required field

Record code (A2) SA Item number* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Warehouse* (A3) _ _ _ Entry unit of measure (A2) _ _

Item description (A30) _

GL Expense account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Discount percent (N4.2) _ _ . _ _
Gross amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Subject to discount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Discount amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Quantity (N10.3) _ _ _ _ _ _ _ . _ _ _

Charge type (A1) _ Order number (A7) _ _ _ _ _ _ _

Special charge detail, part 2
Record code (A2)
SB Misc charge detail no.* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Operation sequence no. (A4) _ _ _ _ Landed cost code (A3) _ _ _

Purchase order number (A7) _ _ _ _ _ _ _

Freight amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Misc item sequence (N3) _ _ _

Blanket sequence (N4) _ _ _ _
Debit memo no. (A10) _ _ _ _ _ _ _ _ _ _

Line invoice code (A1) _ Prorate code (A) _

Tax detail, part 1
Record code (A2) TA Item number* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Warehouse* (A3) _ _ _ Entry unit of measure (A2) _ _

Item description (A30) _

GL Expense account (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Discount percent (N4.2) _ _ . _ _
Gross amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Subject to discount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Discount amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Quantity (N10.3) _ _ _ _ _ _ _ . _ _ _

Charge type (A1) _ Order number (A7) _ _ _ _ _ _ _

Tax detail, part 2
Record code (A2) TB Misc charge detail no.* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Operation sequence no. (A4) _ _ _ _ Landed cost code (A3) _ _ _

Purchase order number (A7) _ _ _ _ _ _ _

Freight amount (N13.2) _ _ _ _ _ _ _ _ _ _ _ . _ _

Misc item sequence (N3) _ _ _ Blanket sequence (N4) _ _ _ _

Debit memo no. (A10) _ _ _ _ _ _ _ _ _ _

Line invoice code (A1) _ Prorate code (A) _

Contents Index

General Ledger Master File Maintenance–AP-20

Display AMV0941, AMV042

Company number (N2) _ _

Account no.* (A15) (A25)

Account type (A1) (A/C/D)

Action code* (A2)

General ledger account description

_ _
_ _

* Indicates a required field

Vendor Master File Maintenance–AP-21

Panel AMV771
Vendor number* (A6) _ _ _ _ _ _

Action code (check one) (A)
Add _
Change _
Delete _
Suspend _
Reactivate _

Panel AMV772 (Page 1 of 3)
MRO <Y/N> _ Address format <0/1/2> (N) _

Name (A35) * _

Name abbreviation * (A10) _ _ _ _ _ _ _ _ _ _

Address line 1 (A35) _

Address line 2 (A35) _

Address line 3 (A35) _

City (A35) _

Address line 5 (A35) _

State (A2) _ _ Country (A3) _ _ _ Postal code (A10) _ _ _ _ _ _ _ _ _ _

Telephone (A20) _

Fax number (A20) _

Contact (A25) _

Require PO accept <Y/N> (A) _ Send closeout acknowledgement <Y/N> (A) _

Allow multiple lines on a PO <Y/N> (A) _ Allow multiple ship-to on PO <Y/N> (A) _

Allow blanket orders <Y/N> (A) _ Print vendor catalog number on PO <Y/N> (A) _

Print engineering drawing on PO <Y/N> (A) _

Ship via (A13) (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Our custoner no (A20) _

Terms (A3) (A25) _

FOB (A3) (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Currency (A3) (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Alt currency (A3) (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Last payment (N6) _ _ _ _ _ _

Last maintenance (N6) _ _ _ _ _ _

* Indicates a required field

Vendor Master File Maintenance–AP-21 (continued)

```
Panel AMV778 (Page 2 of 3)
Assignee number (A6) (A35)       _ _ _ _ _ _   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _
Tax city (A10)                   _ _ _ _ _ _ _ _ _ _
Tax county (A10)                 _ _ _ _ _ _ _ _ _ _
Bank 1 (A20)                     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Bank 2 (A20)                     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Fed T/P I (A11)                   _ _ _ _ _ _ _ _ _ _ _          NEC (Y/N)
(A)         _
Tax suffix (A5)                  _ _ _ _ _
Tax ID 1 (A15)                   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _      Tax ID2 (A15)     _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
Landed cost (A3)                 _ _ _                              Enterprise (A6)   _
_ _ _ _ _
Shipping profile (A6)            _ _ _ _ _ _                        Planning profile (A6) _
_ _ _ _ _
Media Flags                      Print       EDI       Fax      Fax number (A20)
Remittance advice (A)            _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Purchae orders (A)               _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Purchase order changes (A)       _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Quotes (A)                       _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Receiving advice (A)             _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Shipping schedules (A)           _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
Planning schedules (A)           _           _         _        _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _

* Indicates a required field
```

Vendor Master File Maintenance–AP-21 (continued)

```
Panel AMV773 (Page 3 of 3)

Year-to-date:                          Trading currency                  Local
currency

  Amount (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  Discount taken (N15.2)               _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  Discount lost (N15.2)                _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  NIC amount (N15.2)                   _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

Last Year:

  Amount (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  Discount taken (N15.2)               _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  Discount lost (N15.2)                _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

  NIC amount (N15.2)                   _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

To Date:

  Amount (N15.2)                       _ _ _ _ _ _ _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ _
_ _ _ _ _ . _ _

Payment method (A3)                    _ _ _

DFI ID number qualifer (A3)            _ _ _           DFI ID number (A13)   _ _ _ _ _
_ _ _ _ _ _ _ _

Account number qualifier (A3)          _ _ _

Account number (A35)                   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _


EEC VAT fields:

Delivery terms code (A3)               _ _ _      Transaction code (A2)     _
_     Transport coded (A2)  _ _

Port of entry code (A6)                _ _ _ _ _ _  EEC country code (A3)  _ _ _    EEC state
code (A2)  _ _


*Indicates a required field
```

Contents | Index

Batch Control–AP-40

Batch number ______________

Company number ____________

Period/month number ___________

Total number of invoices, credit memos _____________

Total gross amount _____________________________

Control amount _______________________________

Comments _________________________________

____

____

____

Control form–AP-41

Company number __ ________Period or month of , 19___

Purchase	Batch no.	No. of Invoices	Gross amount	Open payables	Prepaid invoices
Manual				////////	//////////
Status					
Proof/Register					
Purchase Invoice Journal			////////		
Batch totals			////////		
Posting					

Purchase	NEC amt.	Misc. Charges	Outside oper.	Cost adj.	Control	Init/Date
Manual	//////	///////	//////	////////	///	
Status						

Purchase	NEC amt.	Misc. Charges	Outside oper.	Cost adj.	Control	Init/Date
Proof/ Register						
Purchase Invoice Journal						
Batch totals						
Posting						

Disbursements	Batch no.	Gross amount	Prepaid discount	Payment discount	Prepaid amount	Payment amount	Init/Date
Cash requirements	/ / / / / /						
Cash disbursements	/ / / / / /						
Posting	/ / / / / /						

Vendor/Item File Maintenance–PU-62

Panel AM6401

Vendor number * (A6) ______

Item number * (A15) _______________

Action code * <A/C/D> _

Panel AM6402

Preferred vendor <Y/N>> A _

Approval date (N6) ______ Approval code (A2) __ Initials (A2) __

Shipping profile (A6) ______ Country of origin (A3) ___

Qty tolerance +% (N4.1) ___._ Price tolerance +% (N4.1) ___._ Date tolerance + (N3) ___

Qty tolerance +% (N4.1) ___._ Price tolerance +% (N4.1) ___._ Date tolerance + (N3) ___

Vendor catalog number (A25) _________________________

Eng drawing (A15) _______________

Alternate item (A20) ____________________ Department (A4) ____

Control comment (A40) ____

Control comment (A40) ____

MRO:
Prime vendor <Y/N> (A _ Unit price (N15.4) ___________.____ Currency (A3) ___

Unit of measure (A2) __ Conversion factor (N10.5) _____._____

Message number (A5) Description (A40) User code (A) _

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

Add new description <Y/N> _

Add IFM data <Y/N> _
* Indicates a required field

Warehouse Ship-to Master File Maintenance–PU-63

Panel AM65F2 or AM65F3

_ Add
_ Change (A1)*
_ Delete

Warehouse (A3) * ___

Ship-to ID (N3) * ___

Name (A35) * ___________________________________

Address 1 (A35) * ___________________________________

Address 2 (A35) * ___________________________________

Address 3 (A35) ___________________________________

Address 4 (A35) ___________________________________

City (A35) * ___________________________________

Address 5 (A35) ___________________________________

State (A2) * __

Postal code (A10) * __________

Country (A3) * ___

Telephone (A20) * ____________________

Contact (A25) * _________________________

Abbrev (A15) * _______________

Address Format (N1) _

* indicates a required field

Buyer Master File Maintenance–PU-64

Panel AM65K2 or AM65K3

_ Add
_ Change (A1) *
_ Delete

Buyer number (A5) * _ _ _ _ _

Buyer userID (A10) _ _ _ _ _ _ _ _ _ _

Buyer name (A25) * _

Dept code (A4) _ _ _ _

Telephone (A10) _ _ _ _ _ _ _ _ _ _

Average orders (N3) _ _ _

IFM Approver (A10) _ _ _ _ _ _ _ _ _ _

* indicates a required field

Standard Message File Maintenance–PU-65

Panel AM65U1

Message number * (A5) _ _ _ _ _

Action code <A/C/D> (A) _

Panel AM65U2

Copy in (A) _

Allow the message to be used with	<Y/N>:	Print code (A) <C/D/g/P/R/T>
Requisition (A)	_	_
Quote: Header (A)	_	_
Footer (A)	_	_
Vendor/Item (A)	_	_
Purchase order: Order (A)	_	_
Irwm (A)	_	_
Release (A)	_	_
Purchase order print/preview (A)	_	_
Debit memo (A)	_	_

Panel AM65U3

Position to sequence number* (N2) _ _

		Effective dates from (N6)	to (N6)
Text 1 * (A40)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ / _ _ / _ _	_ _ / _ _ / _ _
	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _		
Text 1 * (A40)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ / _ _ / _ _	_ _ / _ _ / _ _
	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _		

* Indicates a required field

Free on Board Master File Maintenance–PU-66

_ Add

_ Change * A1

_ Delete

Panel AM67A1, AM67AA1, and AM67A3

Free on Board code (A3) _ _ _

Description (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

IFM charge (A10) _ _ _ _ _ _ _ _ _ _

Unit (A10) _ _ _ _ _ _ _ _ _ _

Nature (A10) _ _ _ _ _ _ _ _ _ _

Panel AM67A!, AM67A2, and AM67A3

_ Add

_ Change * A1

_ Delete

Free on Board code (A3) _ _ _

Description (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

IFM charge (A10) _ _ _ _ _ _ _ _ _ _

Unit (A10) _ _ _ _ _ _ _ _ _ _

Nature (A10) _ _ _ _ _ _ _ _ _ _

Ship Via Master File Maintenance–PU-67

Panel AM67C!, AM67C2, and AM67C3

_ Add

_ Change * A1

_ Delete

Ship via code (A3) _ _ _

Description (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Standard carrier code (A4) _ _ _ _

Terms Master File Maintenance–PU-68

Panel AM67D1, Am67D2, and AM67D3

_ Add

_ Change * A1

_ Delete

Terms code (A3) _ _ _

Description (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Offset days (N3) _ _ _

Appendix A. Offline file load and data entry

As an alternative to loading master files or entering transaction data interactively at a work station, you can prepare the information offline in files on a separate system. The files that you create offline can then be processed by XA. Offline files can be created on a diskette or written to a disk file; the same format requirements apply to both.

To use data from offline files in XA, you must:

1. Gather the information to be entered
2. Create a file with the information on diskette or disk; the file must follow the corresponding file layout given in this appendix
3. Process the offline files by selecting a XA menu option.

This appendix describes those activities.

Gathering the information

Blank versions of all the entry forms are provided in Chapter 14 “File maintenance forms”. These entry forms explain exactly what information you need, a code listing and the special values available, as well as show you the format and length of each enterable field.

Fill out the input forms as though you were going to use them to enter the data directly into the system.

Creating a diskette or disk file

You can create offline files on diskette or disk. To create a diskette file, you need an offline data entry device. However, you can create a disk file in several ways:

- A user-written program creates the records and writes them to a disk file.
- Another system creates the records on tape using the required file layout. You copy the tape file to disk.
- A remote location sends the records via telecommunications and writes them to a disk file.

It does not matter how or where the records originate. As long as they reside in a disk file that has the defined file layout, they can be processed by XA.

Understanding the file format

Use the file format shown later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each enterable field:

- A brief description of the field
- The short field name (5 characters)
- The position of the field in the record (From and To)
- Whether the field is alphabetic or numeric (A/N)
- For numeric fields only, the number of decimal positions in the field (Dec. pos.).

The long field names in the format match the information fields on the entry forms you filled out.

Assigning a file name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

Master file to be loaded or updated	Offline file name (default)
Accounts Payable Data Entry (PAYWRK) file (CO, MA, MB, MO, NA, NB, RA, RB, AW, SA, SB, TA, and TB records)	APTRAN
Vendor Master (VENNAM) file	DAMKA4
General Ledger Master (GELMAS) file (LA records)	DAMKV1

Record length

Assign a record length of 128, unless otherwise specified.

Special data requirements

When you enter the information for an offline record, type in the record code shown on the input form as the first two characters of the record.

If you enter dates, type them in using the date format you specified in answering the Questionnaire.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing the offline files

When you have finished creating the offline files, you are ready to load the information onto the system. For instructions on how to load master files from offline files, see the "Load data from offline files" section in the *CAS User's Guide*.

The following pages list the record formats for the offline files you can load for this application.

File formats

Accounts Payable Offline Input file format

Master file name: Payables Work (PAYWRK)
Offline file name (default): Accounts Payable Offline Input (APTRAN)
Record length: 128
Function: Add invoice and credit memo information to the Payables Work file.

Field description	Field name	From	To	A/N	Dec pos
Record type: CO - Required					
Company record					
Record code (CO)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Batch update	DFLDT	5	10	N	0
Reserved	RS118	11	128	A	
Record type: MA					
Invoice header (part 1)					
Record code (MA)	RCDCD	1	2	A	
Invoice number	INVNO	3	12	A	
Invoice sequence	INVSQ	13	15	N	0
Transaction subtype	SUBTP	16	16	A	
Vendor number	VNDNR	17	22	A	
Voucher number	VCHNO	23	27	N	0
Assignee number	ASSIG	28	33	A	
Check number	CHKNO	34	39	N	0
Invoice description	ADESC	40	59	A	
Invoice date	INVDT	60	65	N	0
Due date	DUEDT	66	71	N	0
Halt code	HALTC	72	72	A	
Invoice type code	AITYP	73	73	A	
Gross amount	GRAMT	74	86	N	2
Invoice percent discount	INPCT	87	90	N	2
Ship via code	VIACD	91	93	A	
Terms code	TRMCD	94	96	A	
Free on board code	FOBCD	97	99	A	
Landed cost code	LCSTC	100	102	A	
Bank account	BANKA	103	105	A	

Field description	Field name	From	To	A/N	Dec pos
Payment method	PAYME	106	106	A	
EDITERROS (XA use only)	ERINV	107	107	A	
Reserved	RS021	108	128	A	

Field description	Field name	From	To	A/N	Dec pos
Record type: MB					
Invoice header (part 2): MB					
Record code (MB)	RCDCD	1	2	A	
AP Liability account	GLANO	3	17	A	0
GL cash account	GLCSH	18	32	A	0
GL discount account	GLDIS	33	47	A	0
Currency ID	CURID	48	50	A	
Override exchange date	OEXDT	51	56	N	0
Override exchange rate	OEXRT	57	67	N	6
Tax suffix	TXSUF	68	72	A	
Tax date	TXDAT	73	78	N	0
Discount amount	DSAMT	79	91	N	2
Invoice completion code	INCP	92	92	A	
Record type: MC					
Invoice header (part3)					
Record code	RCDC	1	2	A	
User field - switch A	UUSA	3	3	A	
User field - code A	UUCA	4	8	A	
User field - quantity1	UUQ1	9	19	P	
User field - amount 1	UUA1	20	34	P	
User field - date 1	UUD1	35	41	S	
User field - text 40	UU40	42	81	A	
Record type: MO					
Inv. header (part 4)					
Miscellaneous vendor					
Record code (MO)	RCDCD	1	2	A	
Vendor name	VNAME	3	27	A	
Vendor name abbreviation	VNAMA	28	37	A	
Vendor address line 1	VADD1	38	62	A	
Vendor address line 2	VADD2	63	87	A	
City	CITYN	88	112	A	
State code	STACD	113	114	A	
Country	CTYNA	115	117	A	
Vendor postal code	VZIPC	118	127	A	

Field description	Field name	From	To	A/N	Dec pos
Record type: NA					
Invoice detail part 1					
Record code (NA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	0
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: NB					
Invoice detail (part 2)					
Record code (NB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTI	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	
Record type: NC					
Invoice detail (part 3)					
Record code	RCDC	1	2	A	
User field - switch A	UUSA	3	3	A	
User field - code A	UUCA	4	8	A	
User field - quantity 1	UUQ1	9	19	P	
User field - amount 1	UUA1	20	34	P	
User field - date 1	UUD1	35	41	S	
User field - text 40	UU40	42	81	A	

Field description	Field name	From	To	A/N	Dec pos
Record type: RA					
Freight detail (part 1)					
Record code (RA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	0
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: RB					
Freight detail (part 2)					
Record code (RB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTC	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	

Field description	Field name	From	To	A/N	Dec pos
Record type: SA					
Special charge detail (part 1)					
Record code (SA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	0
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: SB					
Special charges detail (part 2)					
Record code (SB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTC	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	

Field description	Field name	From	To	A/N	Dec pos
Record type: TA					
Tax detail (part 1)					
Record code (TA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	0
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: TB					
Tax detail (part 2)					
Record code (TB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTC	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RSO65	64	128	A	

Vendor Master Offline Load file format

Master file name: Vendor Master File (VENNAM)
Offline file name (default): Vendor Master Files Offline Load (DAMKA4))
Externally described file: TMP114
Record length: 1120
Function: Add, change, delete, suspend, or activate a record in the Vendor Master file.

* Use the transaction code for the type of maintenance to be performed:

A0VM0100 Add
A0VM0200 Change
A0VM0300 Delete
A0VM0400 Suspend
A0VM0500 Reactivate

Field description	Field name	From	To	A/N	Dec. Pos.
Transaction ID *	TRID14	1	8	A	
DAE Generated Seq Number	DAES14	9	17	S	0
MPOI generated Seq Number	MPOS14	18	26	S	0
Level of response flag	RSPF14	27	27	A	
Vendor number	VNDR14	28	33	A	
Vendor name 35 alpha	VN3514	34	68	A	
Vendor name abbreviation	VNMA14	69	78	A	
Address format flag	AFMT14	79	79	S	0
Vendor address 1 35 alpha	V13514	80	114	A	
Vendor address 2 35 alpha	V23514	115	149	A	
Vendor address 3 35 alpha	V33514	150	184	A	
Vendor address 4 35 alpha	V43514	185	219	A	
Vendor address 5 35 alpha	V53514	220	254	A	
Vendor state code	VSTA14	255	256	A	
Vendor postal code	VZIP14	257	266	A	
Vendor country	CTRY14	267	269	A	
Vendor telephone number	VNPH14	270	289	A	
Fax telephone number	VFAX14	290	309	A	
Vendor contact	VNCN14	310	334	A	
P.O. acceptance required code	POAC14	335	335	A	

Field description	Field name	From	To	A/N	Dec. Pos.
Vendor closed acknowledgements flag	VNAF14	336	336	A	
Multiple lines to PO flag	MLPO14	337	337	A	
Multiple ship-to flag	MLST14	338	338	A	
Blanket allowed	BLKF14	339	339	A	
Vendor catalog print flag	CATP14	340	340	A	
Engineering drawing number print flag	DRWP14	341	341	A	
Our customer number	OURC14	342	361	A	
Terms code	TRMC14	362	364	A	
Ship via code	VIAC14	365	367	A	
Free on board code	FBCD14	368	370	A	
Last payment date	DLPY14	371	377	S	0
Assignee number	ASGN14	378	383	A	
Soc Sec/Fed ID number	NCCD14	384	394	A	
Tax suffix	TXSF14	395	399	A	
Sales tax ID 1	STX114	400	414	A	
Sales tax ID 2	STX214	415	429	A	
Bank account 1	BNK114	430	449	A	
Bank account 2	BNK214	450	469	A	
Enterprise code	ENTP14	470	475	A	
Landed cost code	LCST14	476	478	A	
Planning schedule profile	PSPR14	479	484	A	
Shipping schedule profile	SSPR14	485	490	A	
P.O. print flag	PPRT14	491	491	A	
P.O. EDI flag	PEDI14	492	492	A	
P.O. Fax flag *	PFAX14	493	493	A	
PO change print flag	CPRT14	494	494	A	
PO change EDI flag	CEDI14	495	495	A	
PO change Fax flag *	CFAX14	496	496	A	
Quote EDI flag	QEDI14	497	497	A	
Quote Fax flag *	QFAX14	498	498	A	
Quote print flag	QPRT14	499	499	A	

Field description	Field name	From	To	A/N	Dec. Pos.
P.O. receipt print flag	RPRT14	500	500	A	
P.O. receipt EDI flag	REDI14	501	501	A	
P.O. receipt Fax flag *	RFAX14	502	502	A	
Shipping schedule print flag	HPRT14	503	503	A	
Shipping schedule EDI flag	HEDI14	504	504	A	
Shipping schedule Fax flag *	HFAX14	505	505	A	
Planning schedule print flag	SPRT14	506	506	A	
Planning schedule EDI flag	SEDI14	507	507	A	
Planning schedule Fax flag *	SFAX14	508	508	A	
Payment method code	PAYM14	509	511	A	
DFI ID number qualifier	DFQU14	512	514	A	
DFI identification number	DFID14	515	526	A	
EFT account number qualifier	EFTQ14	527	529	A	
EFT account number	EFTA14	530	564	A	
EEC vendor country code	ECCU14	565	567	A	
EEC state code	ECST14	568	569	A	
EEC mode of transportation code	ECTP14	570	571	A	
EEC terms of delivery code	ECDT14	572	574	A	
EEC nature of transaction code	ECTR14	575	576	A	
EEC port of entry code	ECPE14	577	582	A	
Tag number	TAGN14	583	612	A	
Tag origin	TAGR14	613	614	A	
Amount to date	APTD14	615	622	P	2
Amount year-to-date	AYTD14	623	630	P	2
Amount last year	ALYR14	631	638	P	2
Discount taken year-to-date	DCTY14	639	646	P	2
Discount taken last year	DCTL14	647	654	P	2
Discount lost year-to-date	DCLY14	655	662	P	2
Discount lost last year	DCLL14	663	670	P	2
NEC current YTD amount	NCAY14	671	678	P	2

Field description	Field name	From	To	A/N	Dec. Pos.
NEC prior year amount	NCAP14	679	686	P	2
Currency ID	CUID14	687	689	A	
Amt to date LC	LCAT14	690	697	P	2
Amt YTD LC	LCAY14	698	705	P	2
Amount last year LC	LCAP14	706	713	P	2
Discount taken YTD LC	LCTY14	714	721	P	2
Disc taken prior yr LC	LCTP14	722	729	P	2
Disc lost YTD LC	LCLY14	730	737	P	2
Disc lost pr yr LC	LCLP14	738	745	P	2
NEC current amt LC	LCNT14	746	753	P	2
NEC amount YTD LC	LCNY14	754	761	P	2
NEC amount prior yr LC	LCNP14	762	769	P	2
User field - switch A	UUSA14	770	770	A	
User field - switch B	UUSB14	771	771	A	
User field - switch C	UUSC14	772	772	A	
User field - switch D	UUSD14	773	773	A	
User field - switch E	UUSE14	774	774	A	
User field - switch F	UUSF14	775	775	A	
User field - code A	UUCA14	776	780	A	
User field - code B	UUCB14	781	785	A	
User field - code C	UUCC14	786	790	A	
User field - code D	UUCD14	791	795	A	
User field - code E	UUCE14	796	800	A	
User field - quantity 1	UUQ114	801	806	P	3
User field - amount 1	UUA114	807	814	P	2
User field - amount 2	UUA214	815	822	P	2
User field - amount 3	UUA314	823	830	P	2
User field - date 1	UUD114	831	837	S	0
User field - text 25	UU2514	838	862	A	
User field - text 40	UU4014	863	902	A	

Field description	Field name	From	To	A/N	Dec. Pos.
Remittance advice print	APRT14	903	903	A	
Remittance advice EDI	AEDI14	904	904	A	
Remittance advice Fax	AFAX14	905	905	A	
NEC Include flag	NEC114	906	906	A	
Vendor tax county	TXCN14	907	916	A	
Vendor tax city	TXCI14	917	926	A	
E-mail address	EADR14	927	996	A	
MRO vendor	MROV14	997	997	A	
P.O. FAX override number	PFOV14	998	1017	A	
P.O. Change FAX override number	CFOV14	1018	1037	A	
Quote request FAX override number	QFOV14	1038	1057	A	
Planning schedule FAX override number	SFOV14	1058	1077	A	
Shipping schedule FAX override number	HFOV14	1078	1097	A	
Remittance advice FAX override number	AFOV14	1098	1117	A	
Alternate currency	ACUR14	1118	1120	A	

General Ledger Master Offline File Load file format

Master file name: General Journal Transaction Entry (GELWRK)
Offline file name (default): General Journal Transaction Offline Entry (GLTRAN)
Record length: 91
Function: Used to store transaction data entered offline before entry into the General Journal Transaction Entry file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LI					
Record code	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Transaction Source	TSRCE	5	14	A	
Transaction Description	ITDSC	15	29	A	
General Ledger Debit Account Number	GLDNO	30	44	A	0
General Ledger Debit Amount	AMTDR	45	57	N	2
General Ledger Credit Account Number	GLCNO	58	72	A	0
General Ledger Credit Amount	AMTCR	73	85	N	2
Posting Period	PSTPR	86	87	N	0
Posting Date	PSTDT	88	89	N	0
Posting Year	PSTYR	90	91	N	0

General Ledger Master Offline Load file format

Master file name: General Ledger Master (GELMAS)
Offline file name (default): General Ledger Master Offline File Load (DAMKV1)
Record length: 128
Function: Used to store data entered offline before entry into the General Ledger Master file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LA					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
General Ledger Account Description	GLDES	21	45	A	
Account Type	ACTYP	46	47	A	
Currency ID	CURID	48	50	A	
Consolidated Company Number	CONCO	51	52	N	0
Consolidated Account Number	CONAC	53	67	A	0
Reserved	RS058	68	128	A	
Record type: LB					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Debit	BALFD	21	35	N	2
Period 01 Debit Amount	PDR01	36	50	N	2
Period 02 Debit Amount	PDR02	51	65	N	2
Period 03 Debit Amount	PDR03	66	80	N	2
Period 04 Debit Amount	PDR04	81	95	N	2
Period 05 Debit Amount	PDR05	96	110	N	2
Period 06 Debit Amount	PDR06	111	125	N	2
Record type: LC					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Debit Amount	PDR07	21	35	N	2
Period 08 Debit Amount	PDR08	36	50	N	2
Period 09 Debit Amount	PDR09	51	65	N	2
Period 10 Debit Amount	PDR10	66	80	N	2
Period 11 Debit Amount	PDR11	81	95	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Period 12 Debit Amount	PDR12	96	110	N	2
Period 13 Debit Amount	PDR13	111	125	N	2

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LD					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Credit	BALFC	21	35	N	2
Period 01 Credit Amount	PCR01	36	50	N	2
Period 02 Credit Amount	PCR02	51	65	N	2
Period 03 Credit Amount	PCR03	66	80	N	2
Period 04 Credit Amount	PCR04	81	95	N	2
Period 05 Credit Amount	PCR05	96	110	N	2
Period 06 Credit Amount	PCR06	111	125	N	2
Record type: LE					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	0
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Credit Amount	PCR07	21	35	N	2
Period 08 Credit Amount	PCR08	36	50	N	2
Period 09 Credit Amount	PCR09	51	65	N	2
Period 10 Credit Amount	PCR10	66	80	N	2
Period 11 Credit Amount	PCR11	81	95	N	2
Period 12 Credit Amount	PCR12	96	110	N	2
Period 13 Credit Amount	PCR13	111	125	N	2

General Ledger Balance Transfer file format

Master file name: General Ledger Balance Transfer (GLXFER)
Offline file name (default): General Ledger Balance Transfer Offline File Load (GLXFER)
Record length: 128
Function: Used to store data entered from the transfer balance function before entry into the General Journal Transaction Entry file.

Field description	Field name	From	To	A/N	Dec. pos.
Record type: RC					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
Transaction Source	TSRCE	5	14	A	
Description	ITDSC	15	29	A	
General Ledger Debit Account Number	GLDNO	30	44	A	0
Period Debit Array Element	XFRDR	45	57	N	2
General Ledger Credit Account Number	GLCNO	58	72	A	0
Period Credit Array Element	XFRCR	73	85	N	2
Post Date	PSTDT	86	91	N	0
Reserved	RS037	92	128	A	

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Appendix B. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area. Each security area is identified by a type, for example, a GRP (group) area or a MNT (maintenance) area. An application may contain one or more types of areas.

GRP areas protect access to a group of menu options. The following table shows the application GRP areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

Table 14-1. Purchasing security areas

Security area	Menu/ option	Description	Task ID
PUR Shared Application Security Clearances	AM6M60/1	Item Master	AMVP5A
	AM6M90/1	Work with Items	WRKITM
General Inquiries and Reports	AM6M10/3	Enter/Edit Requisitions	AM6M1003
	AM6M10/8	Print Travellers	AM6M1008
	AM6M30/1	Purchase Orders	AM6M3001
	AM6M30/2	Item Master	AM6M3002
	AM6M30/3	Requisition Master	AM6M3003
	AM6M30/4	Vendor Master	AM6M3004
	AM6M30/7	Invoices and Credit Memos	AM6M3007
	AM6M30/8	Vendor/Item Master	AM6M3008
	AM6M30/9	Quotation/Contract Masters	AM6M3009
	AM6M40/2	Requisition Analysis	AM6M4002
	AM6M40/4	Open Purchase Orders	AM6M4004
	AM6M40/5	Dock to Stock Work List	AM6M4005
	AM6M40/9	Debit Memos	AM6M4009
	AM6M50/1	Inquire into Purchase Order History	AM6M5001
	AM6M70/1	Item Master	AM6M7001
	AM6M70/2	Vendor Master List	AM6M7002
	AM6M70/3	Vendor/Item Master List	AM6M7003
	AM6M70/4	Warehouse Ship-to Master List	AM6M7004
	AM6M70/5	Buyer Master List	AM6M7005
	AM6M70/6	Standard Message Master List	AM6M7006
	AM6M70/7	Ship Via Master List	AM6M7007
	AM6M70/8	Terms Master List	AM6M7008
	AM6M70/9	Free on Board Master List	AM6M7009
Payables Processing	AM6M20/1	Enter/Edit Invoices & Credit Memos	AM6M2001
	AM6M20/3	Print Purchase Journal Proof	AM6M2003
	AM6M20/4	Post Invoices	AM6M2004
	AM6M20/5	EDI Invoices	AM6M2005
	AM6M20/6	Print Invoice Reports	AM6M2006
	AM6M40/12	Print Invoice Reports	AM6M4012

Table 14-1. (Continued) Purchasing security areas

Security area	Menu/ option	Description	Task ID
	AM6M60/10	Landed Cost Master	AM6M6010
	AM6M60/11	General Ledger Master	AM6M6011
	AM6M70/11	General Ledger Chart of Accounts - All Accounts	AM6M7011
	AM6M70/12	General Ledger Chart of Accounts - Within Limits	AM6M7012
	AM6M80/1	Print Temporary General Ledger Listing	AM6M8001
	AM6M80/2	Print Temporary GL Listing and Clear Transactions	AM6M8002
Financial Reports	AM6M10/11	Print Transaction Register	AM6M1011
	AM6M40/6	Purchase Price Variance	AM6M4006
	AM6M40/8	Cash Commitments	AM6M4008
	AM6M40/10	Vendor Analysis	AM6M4010
	AM6M40/11	Vendor Business Analysis	AM6M4011
Quotations and Purchase Orders	AM6M10/1	Enter/Edit Quotations/Contracts	AM6M1001
	AM6M10/2	Print Quotation Requests	AM6M1002
	AM6M10/3	Enter/Edit Requisitions	AM6M1003
	AM6M10/4	Enter/Edit Purchase Orders	AM6M1004
	AM6M10/6	Print Purchase Orders	AM6M1006
	AM6M10/7	Print Debit Memos	AM6M1007
	AM6M40/1	Quotation/Contract Analysis	AM6M4001
	AM6M40/3	Buyer Worksheet	AM6M4003
Purchase Order Closeout	AM6M10/9	Purchase Order Closeout Selection	AM6M1009
	AM6M10/10	Purchase Order Closeout Report and Purge	AM6M1010
	AM6M40/7	Purchase Order Closeout Audit	AM6M4007
Performance Inquiries	AM6M30/5	Vendor Performance	AM6M3005
	AM6M30/6	Buyer Performance	AM6M3006
File Maintenance	AM6M00/10	Revaluation	AM6M0010
	AM6M10/5	Enter/Edit Purchase Order Operations	AM6M1005
	AM6M60/2	Vendor Master	AM6M6002
	AM6M60/3	Vendor/Item Master	AM6M6003
	AM6M60/4	Warehouse Ship-to Master	AM6M6004
	AM6M60/5	Buyer Master	AM6M6005
	AM6M60/6	Standard Message Master	AM6M6006
	AM6M60/7	Ship Via Master	AM6M6007
	AM6M60/8	Terms Master	AM6M6008
	AM6M60/9	Free on Board Master	AM6M6009
	AM6M60/13	Control File Options	AM6M6013
	AM6M60/14	Traffic Routing Table	AM6M6014
Purchase Order Archive/Restore	AM6M50/2	Archive Current Purchase Order History	AM6M5002
	AM6M50/3	Restore Archived Purchase Order History	AM6M5003
	AM6M50/4	Delete Restored Purchase Order History	AM6M5004

Table 14-1. (Continued) Purchasing security areas

Security area	Menu/ option	Description	Task ID
PUR Code File Maintenance	AM6M6C/1	Bill of Lading Commodity	AMVA5DFR
	AM6M6C/2	Country	AMVAJDFR
	AM6M6C/3	Item Class	AMVBADFR
	AM6M6C/4	Item Price Class	AMVBDDFR
	AM6M6C/5	Item Sales Family	AMVCHDFR
	AM6M6C/6	Item Sales Group	AMVCIDFR
	AM6M6C/7	Language	AMVBEDFR
	AM6M6C/8	Transaction Unit of Measure Class	AMVBJDFR
	AM6M6C/9	Unit of Measure Master	AMVBKDFR
Work with Purchasing	AM6M10/12	Create Shipping Schedule	Work With (Subtask ID)
	AM6M60/15	Work With Shipping Profiles	Work With (Subtask ID)
	AM6M90/2	Work With Buyers	Work With (Subtask ID)
	AM6M90/3	Work With Purchase Orders	Work With (Subtask ID)
	AM6M90/4	Work With Purchase Planning Schedules	Work With (Subtask ID)

Appendix C. Entry and release for orders and schedules

In XA, the term release has different meanings in different applications. This appendix describes the entry and release process in the applications using it. This appendix has two parts: an overview and a detailed explanation for each application

Overview

The following XA applications have order or schedule entry, create, and/or release functions:
- InterSite Logistics (ISL/MISL)
- Inventory Management (IM)
- Material Requirements Planning (MRP)
- Order-Based Production Management (OBPM)
- Procurement Management (PM)
- Production Control and Costing (PC&C)
- Purchasing (PUR)
- Repetitive Production Management (REP)

Order release refers to releasing manufacturing orders, purchase orders, and intersite orders. Orders may be created by an application such as MRP or entered through a work station as in IM and then released. The **creation or entry** of the order puts information such as order number, part number, quantity, and due date into data entry batches. When you release the order, the open order files are updated with the information you entered along with other application generated information.

Schedule release refers to releasing manufacturing schedules (in REP) similar to the order release process used by manufacturing orders. However, it differs in the way in which schedules are entered and selected for release. The entry process does not use data entry batches, but instead uses a method of processing that bypasses the need for batch control.

Key elements to a manufacturing schedule are warehouse, production line, finished item, the quantity of the item to be built on the line, and the day the quantity is expected to be completed. When the schedule is released, the release process sets up the necessary database records to begin production. In addition to the release, the schedule must also be primed. Priming can be specified at the time of release or done later. Priming must occur before schedules can be reported against.

Releasing a manufacturing order authorizes production to begin on the order; therefore, the shop paperwork is usually produced at this time also. Releasing an intersite order authorizes the supplying warehouse to ship items to you. Releasing a purchase order authorizes a vendor to ship products to you or to perform services for you. Releasing either manufacturing orders, purchase orders, intersite orders, or schedules creates records in the open order files to track and report progress and costs.

The IM application is the cornerstone of order and schedule information. ISL/MISL, MRP, OBPM, PC&C, PM, PUR, and REP all have IM as a prerequisite. The order release functions of MRP and PC&C enhance order releasing in IM by supplying additional release function while REP's release function is all contained within its application. REP also depends on EPDM or PDM to define production lines, reporting points, and component materials used in the manufacturing process. For IM and PC&C, EPDM or PDM are optional applications.

Manufacturing orders

Inventory Management

Releasing a manufacturing order in IM creates an order master record and an order detail record to hold the allocation information for each component required to complete the order. If the EPDM or PDM application are activated or interfacing, the allocations can optionally be created at order entry or at order release using bill of material information. If EPDM is activated, you can choose an item process to use with the order. Once the order is released, issues of the components are reported through IM and used to update the order detail records and the master record.

Material Requirements Planning

MRP recommends that you release a manufacturing order based on the lead time and the future requirements for the item. Using the MRP order/schedule review and release function, you can approve an order for release. If EPDM is activated, you also can change its item process prior to releasing the order. IM is notified then and actually creates the open order records using its order release process.

Order-Based Production Management

OBPM provides a customizable client interface to creating manufacturing orders. It provides most of the order entry and release function in IM, MRP, and PC&C. In addition, it provides a Reorder Recommendation object that lets you create orders easily for order point items requiring replenishment. It also allows you to copy existing released manufacturing orders or manufacturing history orders to create a new order. OBPM works with either EPDM or PDM.

OBPM also allows maintenance of all types of manufacturing order information, updating the IM and PC&C files.

Production Control and Costing

By itself, PC&C cannot create or release manufacturing orders; it can, however, complete the order release process begun by IM.

There are four basic types of information about a manufacturing order in XA:
- Master data
- Material (component or allocation) data
- Operation (routing) data
- Miscellaneous charges.

In order release, IM controls the master and material information, and PC&C controls the operation routing and miscellaneous charge information.

During IM order release, you can create routings and enter miscellaneous charges as part of the order release process, or you can defer to PC&C to create routings and enter miscellaneous charges at a later time. If you choose to create routings as part of the IM order release process, IM either calls a standard routing from EPDM or PDM routing files or allows you to type in an alternative routing. IM then passes the routing and any miscellaneous charges to PC&C programs, which automatically complete order release.

If you choose not to enter routing information or miscellaneous charges during IM order release, perhaps because the data is not available or must be provided by another department, you can create the master and material records through IM and then add the routing information and miscellaneous charges later using PC&C's order release options.

In either case, once order release is complete, you must make any further changes to the files through PC&C's file maintenance.

Purchase orders

Inventory Management

When a purchase order is released in IM, records are created in the open order files for tracking receipts against the order. IM does not print the actual purchase order. Once PUR or PM is installed, all purchase orders must be entered through one of those applications..

Material Requirements Planning

MRP recommends the release of purchase orders in the same way that it handles manufacturing orders. Using the MRP order/schedule review and release function, you can authorize the release of a purchase order for an item. IM recognizes this activity and creates the open order records.

If Purchasing is installed and interfacing, you may choose to automatically create purchase orders and requisitions from the MRP planned order file of orders that have been recommended for release. If a requisition is created, the requisition number is posted into the MRP Planned Order file and the order becomes a firm planned requisition order. Then, PUR or PM can use the requisitions to create purchase orders after being reviewed by a buyer.

Order-Based Production Management

OBPM provides a customizable client interface to creating purchase orders and requisitions from two client objects:

- MRP Recommendations (uses the MRP files)
- Reorder Recommendations (an OBPM file)

OBPM requires PM for these capabilities, and uses PM function to create and maintain purchase orders.

Procurement Management

PM provides a customizable client interface to creating and maintaining purchase orders and requisitions. It allows you to combine multiple requisitions on one purchase order. It also allows you to copy existing purchase orders or purchase history orders to create a new order.

Purchasing

When a purchase order is entered in Purchasing, order header and detail records are immediately created in the open order files. There is no separate process to release the purchase order.

Intersite orders

InterSite Logistics

InterSite Logistics (ISL/MISL) can release orders if MRP is not installed, or in exceptional circumstances, where there is no time to wait for an MRP order release or for an MRP planning run, if there is no planned order to release. The intersite order and the associated COM customer order in the supplying warehouse are created.

Inventory Management

IM cannot create or release intersite orders. In fact, intersite orders are almost invisible to IM except that, since intersite orders are scheduled receipts being shipped from offsite, ISL/MISL maintains the quantity on order from intersite orders for an item as part of the on order from purchasing field in the Item Balance file. Therefore, the IM total on order for an item includes intersite orders.

Material Requirements Planning

Typically it is best to release intersite orders in MRP, or in OBPM, the same way manufacturing and purchase orders are released. Minimal data entry is required using the review/approve and release functions, and the MRP files are updated as well. ISL/MISL interfaces with these functions, and creates the intersite order and the associated COM customer order in the supplying warehouse.

Order-Based Production Management

OBPM provides a customizable client interface to creating intersite orders from two client objects:

- MRP Recommendations (uses the MRP files)
- Reorder Recommendations (an OBPM file)

OBPM requires InterSite Logistics for these capabilities, and uses ISL/MISL functions to create and maintain intersite orders.

Manufacturing schedules

Material Requirements Planning

Within MRP, you can review planned orders and exception messages related to schedule controlled items. However, you cannot release these planned orders, since this function is done solely from REP’s Release Schedules menu option.

To assist you in working with MRP planned orders, REP provides an Extract Schedule Requirements menu option that copies the MRP planned orders to REP. Within REP, the MRP planned orders are shown as demand on the Enter and Maintain Schedules display. From this display, you can view “demand” and create or adjust schedules individually, or accept all demand as is, which automatically creates or adjusts schedules equal to demand. This latter function is known as Accept Proposed Change.

Repetitive Production Management

Enter and Maintain Schedules is the focal point for determining manufacturing schedules based on an item’s demand. Once these schedules are determined and entered, they can be released later through REP’s Release Schedules menu option. This option allows a user to select by warehouse, production line, and horizon dates, which schedules are candidates for release. In addition, you can specify if a schedule is to be automatically primed when it is released and if component shortage reports are to be printed.

Summary

For your daily operations, the applications you have installed and activated determine which entry and release activities you perform and which applications you use for those activities. The following table shows the recommended application in which to start order or schedule release for the various combinations of installed applications.

Orders/ schedules	IM	IM MRP	IM PC&C	IM PC&C MRP	IM PUR	IM PUR MRP	IM EPDM/ PDM REP	IM EPDM/ PDM REP MRP	IM ISL/ MISL MRP
Manufacturing orders									
Master data	IM	MRP	IM	MRP	IM	MRP	IM	MRP	MRP
Material data (allocations) [a]	IM	MRP	IM	MRP	IM	MRP	IM	MRP	MRP
Routing data [b]	n/a	n/a	IM or PC&C	MRP or PC&C	n/a	n/a	n/a	n/a	n/a
Miscellaneous charges [c]	n/a	n/a	IM or PC&C	IM or PC&C	n/a	n/a	n/a	n/a	n/a
Purchase orders									
Purchase orders	IM	MRP	IM	MRP	PUR	PUR	IM	MRP	MRP
Receiving routing	n/a	n/a	n/a	n/a	PUR	PUR	n/a	n/a	n/a
Intersite orders									
Intersite orders	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	MRP
Schedules									
Material data	n/a	n/a	n/a	n/a	n/a	n/a	REP	REP	MRP
Routing data	n/a	n/a	n/a	n/a	n/a	n/a	REP	REP	n/a
Replenishment data	n/a	n/a	n/a	n/a	n/a	n/a	REP	REP	n/a

Legend:
n/a not applicable

a. If EPDM or PDM is activated or interfacing, you can use the bill of material to create the allocation records in the open order files.
b. If EPDM or PDM is activated or interfacing, you can use the standard routing to create the operation records in the open order files. With EPDM activated, you can override the default item process with an alternate.
c. If AP or IFM is installed and interfacing, you can add miscellaneous charge records to the open order files at a later time through AP or IFM.

Notes:

1. OBPM is not included in the above table because it provides a customizable client interface as an alternative to creating manufacturing, purchase, and intersite orders using the “base” applications shown in the table. IM and PC&C are always required for OBPM, and ISL/MISL, MRP and PUR or PM are required for certain OBPM functions.

2. PM is not included in the above table because it provides a customizable client interface as an alternative to creating purchase orders using PUR, which is required for PM.

Details

The open order data base

All orders and schedules are stored in the open order data base.

Manufacturing orders have a record in the Manufacturing Order Master file indicating the item to be made, a record in the Manufacturing Order Detail file for each component that goes directly into making that item, and a record in the Manufacturing Order Routing Detail file where one record per operation is stored.

Purchase orders have one record in the Purchase Order Item Detail file for each item to be purchased. If the item is to be shipped in several installments through a blanket order, there is a record in the Purchase Order Blanket Release Detail file for each shipment, or release, of that blanket order. If Purchasing is installed and interfacing, each purchase order has a record in the Purchase Order Master file and at least one record in the Purchase Order Item Detail file.

Intersite orders have a record in the Intersite Order file and an associated COM order in the supplying warehouse for the item being transferred.

Schedules entered but not released are called unreleased schedules. They are reserved in the MOMAST order master file as status 00 records. These records are created when the schedule is initially entered in Enter and Maintain Schedules. When the schedule is released, the status code changes to a status 10 and component records are created in the MODATA allocation file based on the item's bill of material in the PSTRUC product structure file. In addition, operation records are created in the MOROUT operations file from the routing records for the finished item in EPDM or PDM. If priming is selected, replenishment records are created based on a component's supply rules as defined in the ITMLIN item/line definition file.

InterSite Logistics order release

Intersite orders can be released either from planned orders in MRP using the review/approve and release functions, or in ISL/MISL using the work orders and release functions. In either case, an intersite order record is created in the Intersite Order file and an associated COM order is created in the supplying warehouse.

Inventory Management order release

Manufacturing orders

If the IM-to-EPDM or PDM interface is activated, IM order entry allows you to bypass the individual entry of each of the components needed on a manufacturing order. If you enter REL or NOW in the manufacturing order entry field ***B/M***, IM order release uses the parent item number and, through the Item Master file, retrieves from the Product Structure file all the component items needed to manufacture that item. This is single-level retrieval. If EPDM is activated and the order is associated with a site, the process identifier determines which bill of material is used to retrieve the component items needed.

The parent item is copied, along with other master manufacturing order data, into a record in the Manufacturing Order Master file. Each component item is copied, along with extended order quantity and unit cost data, into a record in the Manufacturing Order Detail file. The method of unit costing to be used is determined during application tailoring. The Manufacturing Allocated Quantity field (MALQT) for component items and the On-Order Production Quantity field (MPRPQ) for parent items in the Item Balance file are updated at the end of order release.

If the IM-to-PC&C and IM-to-PDM interfaces are activated and PDM has its optional Routing file, IM order entry allows you to bypass the individual entry of each of the operations needed on a manufacturing order. When YES appears in the manufacturing order entry field ***RTG***, IM order release uses the parent item number and, through the Item Master file, retrieves from the Routing file all the operations (including inactive) to manufacture that parent item. If EPDM is activated and the order is associated with a site, the process identifier determines which routing is used to retrieve the operations.

Operation times from the Routing file and rates for those operations from the Work Center Master file are copied into a record in the Manufacturing Order Routing file for each operation.

In addition, if the IM-to-PC&C interface is activated, IM order entry allows you to enter miscellaneous data. This includes anything not covered by assigned material or labor, such as consumable supplies or outside operations. Any miscellaneous data from IM order entry is put into the Manufacturing Order Miscellaneous Detail file by IM order release.

At the conclusion of IM order release, you can print shortage reports that indicate shortages on manufacturing orders, if you specified those reports during installation.

Purchase orders

IM allows you to track purchase orders that you create manually. Data about the purchase order is entered in IM order entry.

You also can enter purchase orders with blanket releases. If you enter YES in the purchase order entry field ***BLNKT***, you see a display on which you enter due date and quantity for each blanket release. These orders can be for individual items only; you can have only one item number on any one blanket purchase order.

For each item number/warehouse combination, IM order release copies the purchase order data into a record of the Purchase Order Item Detail file; each of the blanket releases for the purchase order has its own record in the Purchase Order Blanket Release Detail file.

The On-Order Purchase Quantity field for parent items in the Item Balance file is updated at the end of order release.

Consigned or subcontracted orders (where material is supplied to the vendor) should be handled as manufacturing orders.

If Purchasing is interfacing, the IM Reorder Report can generate purchase orders automatically and send them to PUR.

Split orders

You may need a portion of an existing manufacturing order quantity before it is due, or you may need to start work on a manufacturing order that is short some components. IM allows you to split off a portion of the manufacturing order and send it ahead. You can have up to nine splits per manufacturing order. IM order release creates one additional record in the Manufacturing Order Master file for each split order while updating the Quantity in Split Orders field in the base (original) manufacturing order's Manufacturing Order Master file record. The materials (components) on a manufacturing order are assumed to be issued to the base order, so no material records are automatically created in the Manufacturing Order Detail file for split orders. If EPDM is activated, you can split an order associated with a site as long as the split is for the same site and item revision.

If the IM-to-PC&C interface is activated, you specify the beginning operation for the split order in IM or PC&C. However, if you decide to split an order after activity has been reported on the original order and you are using milestone reporting, this splitting can be done only before or at a milestone start operation or after a milestone stop operation.

Manufacturing order per customer order

This IM function requires both the IM-to-EPDM or PDM and IM-to-COM interfaces to be activated. If you enter the customer order number on the IM order entry display, each release on that customer order appears for approval. Pressing the **Enter** key causes action identical to that of entering a manufacturing order with B/M = REL or NOW. It also puts the customer order number in the Customer Job Number field in the Manufacturing Order Master file. B/M = KEY is not allowed here if the end item has features and options.

IM order release is the same as for regular manufacturing orders.

Customer orders can be for standard items, items with features/options, or items configured by the Knowledge Based Configurator (KBC). For standard items, you can use any option available regarding the bill of material and routing for the item, depending on whether EPDM or PDM is in use.

For items with features/options, the bill of material that was determined when the customer order was entered (and stored with the customer order) is used for the manufacturing order.

For KBC configured items, the bill of material and routing for the item that were built by KBC when the customer order was entered (and stored in KBC) are used for the manufacturing order.

Summary—Inventory Management order release

Reads the Order Release Data Entry file for order data entered through IM.

Completes the creation of master records (started in IM order entry): Manufacturing Order Master records for manufacturing orders and Purchase Order Item Detail records for purchase order items.

Creates detail records: Manufacturing Order Detail records for manufacturing order component items and Purchase Order Blanket Release Detail records for purchase order blanket releases.

Prints shortage reports specified in the IM Questionnaire.

Updates the Manufacturing Allocation Quantity (MALQT) field for component items in the Item Balance file.

Updates the On-Order Production Quantity (MPRPQ) field and the On-Order Purchase Quantity (MPUPQ) field for purchase order items in the Item Balance file.

The orders that are released are only those entered through IM order entry; no planned orders from MRP are handled by order release selected from IM.

At the conclusion of order release, all closed batches in the Order Release Data Entry file have their status changed to finished (if REUSE = NO) or available (if REUSE = YES).

Material Requirements Planning order release

MRP has no order entry. It generates requirements for components of master level items (MLIs) based on MLI requirements entered, propagated, or accepted from Master Production Schedule Planning (MPSP). The on-hand and on-order quantities by date are subtracted from requirements generated, and the net requirements then are offset by lead time, resulting in dated planned orders. If EPDM is activated, the primary item process that is active on the planned order's start date is assigned to the order. Since planned orders are suggestions only, someone must indicate agreement with MRP through Review/Approve and then run order release from MRP.

Summary—Material Requirements Planning order release

If the MRP-to-IM interface is activated, calls the IM order release procedure and copies planned orders from the Order Review file to Batch 999 of the Order Release Data Entry file. Batch 999 is reserved for this purpose. If the MRP to IM interface is deactivated, orders cannot be released using this interface.

Prints the Order Action Detail report for those planned order exceptions that could not be performed. This report is needed to do file maintenance in IM to existing manufacturing and purchase orders.

If the MRP-to-IM interface is activated, updates the Planned Order and Order Review files to reflect newly released manufacturing and purchase orders and adjusts in the Requirements file any associated component requirements that were generated by the MRP planning run. These requirements now have been allocated. If the MRP-to-IM interface is deactivated, prints the Planned Order Error List, showing planned orders approved but not released.

If ISL/MISL is installed, releases intersite orders and associated COM orders in the supplying warehouse, and updates the Planned Order and Order Review files accordingly.

If the MRP-to-MPSP interface is activated, component-generated requirements will be adjusted based on the quantity of the order that was released and on the amount of the component allocations. Planned and firm planned orders are adjusted in MPSP by the amount of the order released in MRP. Planned and firm planned orders are updated to show that the orders are released.

If EPDM is activated, you can override the primary item process with an alternative item process before releasing the order.

Order-Based Production Management order create

Manufacturing orders. OBPM allows manufacturing orders to be created from item warehouse records, customer order line items, MRP planned orders, and from the OBPM Reorder Recommendations object containing order point items requiring replenishment. It also allows you to copy an open manufacturing order or manufacturing history order to create a new order. While creating the order, you can use bills of material and routings from either EPDM or PDM, or import them from other items or manufacturing orders.

Purchase orders. OBPM allows purchase orders to be created, if PM is installed, from MRP planned orders and from the OBPM Reorder Recommendations object containing order point items requiring replenishment.

Intersite orders. OBPM allows intersite orders to be created, if ISL/MISL is installed.

In all cases, OBPM creates the order directly in the IM, PUR, or ISL/MISL files.

Procurement Management order create

Purchase orders. PM allows purchase orders to be created from one or more requisitions and, if OBPM is installed, from MRP planned orders and from the OBPM Reorder Recommendations object containing order point items requiring replenishment.

PM creates the order directly into the PUR files.

Production Control and Costing order release

PC&C by itself cannot create or release manufacturing orders. Rather, it allows you to split order release between two departments, Inventory and Production Control, so that Production Control can make last-minute decisions on which work centers to use, based on backlog or on the availability of facilities.

Because of this flexibility, you can choose either to release the order entirely through IM or to complete the release of the order through PC&C. The method you use is determined by your company’s policy, but the difference is largely a matter of whether you choose to establish routings through IM or through PC&C. You can also enter miscellaneous charges through either application.

Order release completed by IM. If you choose to use standard routings by answering yes to the routing question on display AMI4A4 (RTG=Y), IM automatically releases the order by creating a manufacturing order record in the Manufacturing Order Master file (MOMAST), retrieving standard routing information from PDM’s Routing file (ROUTNG), and passing that information to PC&C’s order release programs. These programs create a routing record in the Manufacturing Order Operation Detail file (MOROUT). If you have entered miscellaneous charges, records are also created in the Manufacturing Order Miscellaneous Detail file (MOMISC). As far as the operator is concerned, the order is released completely through IM; PC&C's part in order release is not visible. Any changes to the miscellaneous detail or to the routings can be entered later through PC&C's file maintenance.

If you choose not to use standard routings (RTG=N), you can type in alternative routings and miscellaneous charges, if there are any. IM releases the order automatically, using PC&C's programs, but without using PDM's standard routings. Records are created in the Manufacturing Order Master file (MOMAST), in the Manufacturing Order Operation Detail file (MOROUT), and, if there are miscellaneous charges, in the Manufacturing Order Miscellaneous Detail file (MOMISC). Any changes to these files can be made later using PC&C's file maintenance.

Order release completed by PC&C. If you choose not to use standard routings (RTG=N), but do not choose to type in alternative routings or miscellaneous charges through IM, IM passes the order to PC&C for completion of the order release process. In this case, IM creates records in the Manufacturing Order Master file (MOMAST), but not in the Manufacturing Order Operation Detail file (MOROUT) or the Manufacturing Order Miscellaneous Detail file (MOMISC).

Whoever is responsible for decisions about routings, operation sequence, and miscellaneous and labor charges can complete the release of the order using PC&C's order release options.

In PC&C, as in IM, if EPDM or PDM is also activated or interfacing, you can choose standard routings by typing Y in the SELECT ROUTING field on the PC&C Order Release—Summary Selection display (AMC200), or you can enter alternative routings.

You can enter miscellaneous charges in PC&C on the Order Release—Miscellaneous Detail display (AMC202); or, if AP or IFM is installed and interfacing, you can record miscellaneous charges using those applications.

Whether you complete order release through IM or through PC&C, you can release an order only once. Once miscellaneous detail records are written to MOMISC, or operation details to MOROUT, you must make all changes through file maintenance.

Summary—Production Control and Costing work file release

Reads the Order Release Data Entry file for operation and miscellaneous data entered.

Creates detail operation records in the Manufacturing Order Miscellaneous Detail file and connects them to their existing parent manufacturing orders in the Manufacturing Order Master file.

Prints the Operations Detail Addition report.

Prints the Miscellaneous Detail Addition report.

Updates the above-mentioned Manufacturing Order Master file records with the remaining operation/miscellaneous data.

Purchasing order create

Purchase orders. PUR allows purchase orders to be created from one or more requisitions and, if MRP is installed, from MRP planned orders, directly from MRP order release. You also can enter a purchase order directly.

Repetitive Production Management Schedule Release

REP’s schedule release process can be divided into three main segments:
- Entering schedules
- Selecting schedules
- Releasing schedules

Entering schedules

Entering schedules is an online interactive process that allows you to intelligently create a schedule by viewing demand and production line capacity information. It may be ideal to have a production schedule equal demand for a specific date, but if the capacity to build the schedule is not attainable, then the schedule is not valid. For this reason REP presents both item demand and line utilization information on a single display. This presentation helps a planner develop realistic schedules that meet both criteria.

Before you can enter schedules, you must have created an Item/Line definition of the finished item you want to produce. The Item/Line definition describes an item’s manufacturing rates for a specific production line and the component supply technique that it will use. If EPDM is activated, the Item/Line definition considers revisions and item processes.

Schedules are entered using the REP menu option Enter and Maintain Schedules. This option allows you to select the warehouse within which you want to work and then select a sequence of viewing items. You can select to see items by primary production line, planner, or merely in ascending item sequence. If you select by production line or planner, all items having a primary production line or planner specified in their item balance record are shown for the line or planner specified.

Data on the initial Enter and Maintain Schedules display is shown by item and presents a composite of information for all production lines the item is scheduled on. Displayed are total demand quantities, total scheduled quantities, the differences between total demand and what is scheduled, plus total production line utilization for all lines the item is scheduled on. If an item is dedicated to a single production line, then obviously the information shown is a composite of a single item. The purpose of this display is to allow you a view of how schedules are meeting demand and the status of production line capacity in relation to the schedules that have been released.

When you choose one of the dates shown on the initial display, the Enter and Maintain Schedules Detail display appears. The Detail display shows you the total demand for the day, the quantity scheduled to be produced, and the line utilization for each production line on which you currently have a schedule. On the Detail display, you can create schedules or change schedule due dates, quantities, and the production line on which a schedule is run. Schedules that have not been started can be cancelled by changing the schedule quantity to zero.

Using information from the Detail display, you can use function keys to assist in creating or changing schedules. You can create a schedule using the Schedule Add function key. This function key shows a display that allows you to create a schedule for a quantity on a specific date or on a range of dates. If a range of dates is selected, the schedule quantity is prorated over the number of consecutive days you specified. The created schedule is placed in the MOMAST file with a status code of 00.

The Use Proposed Change function key allows you to create or alter schedules to make the scheduled quantity meet the daily demand. Proposed Change is the difference between a day’s Net Demand and the quantity scheduled to be produced that day. You can press the function key, after selecting a specific day on the Schedule Entry and Maintenance display, and schedules will be created or altered as needed to meet the daily demand. You also can select a specific schedule on the Detail display and have that schedule’s quantity increased or decreased by the proposed change. If you have production constraints that dictate a minimum or maximum production quantity, the schedule quantities are lot sized to fit within the constraints.

Before selecting a schedule for release, the Detail display allows you to navigate to other displays where you can see more information in preparation for schedule release. One display, Material Check, allows you to do an on-line component availability check to help determine if there are any known component shortages. Another display, Sequence Schedules, allows you to order the sequence in which schedules may be built on a specific date.

Selecting schedules for release

Schedules are selected for release through the Release Schedules menu option. This option allows you to selectively choose schedules for release based on a status code of 00 in the schedules header record. On the Release Schedules Selection display, you can choose the warehouse, the release horizon, the production line you are interested in, and whether a shortage report should print. From this criteria, the application will build a subfile of schedules and display them for your review on the Released Schedules display. Key information shown is planned schedule start date, due date, production line, warehouse, item, description, and reference field. From this list of schedules, you can selectively choose a specific schedule, or all schedules. You can also decide at this time to prime a schedule when it is released.

Releasing schedules

Schedule release merely takes the schedules that you have selected and updates the released schedules data base. The files that are updated were identified previously in the section that describes the open order data base. Any changes to the schedules must be accomplished on the Enter and Maintain Schedules display for date and quantity changes, or the Released Schedule Maintenance display if there are material or operation changes.

Summary—Repetitive Production Management Schedule Release

Schedule entry and release functions can be found on REP’s Schedule Management menu. From this menu you can select the following options:

Extract schedule requirements to bring in schedules from MRP, COM, or the schedule demand interface file

Enter and maintain schedules to create and change REP schedules

- Select and release schedules to update the released schedules data base.

Appendix D. APIs for Integration to MMS and Approval

The integration of XA and Maintenance Management System (MMS) or XA and Approval (APPR) depends on communication between the two sets of applications. Application program interface (API) programs are used to accomplish this data transfer. These APIs are used to validate, retrieve, update, or delete information from both systems. APIs can be owned by XA or MMS and Approval.

The naming convention for the XA APIs is AMaAIyyR, where:

AM Atlanta XA
a Application designator (I for IM, 6 for PUR, V for CAS)
AI Application interface
yy 2-character sequential identifier, beginning with 00
R RPG program

The naming convention for the MMS and Approval APIs is MIXnnn, where:

MIX XA Integration
nnn 3-character sequential identifier

This appendix contains a brief description of the function of each API. A list of the parameters it needs to validate, retrieve, update, or delete is not provided here. However, these elements are passed as an externally described data structure within a passed parameter. The elements of the APIs can be viewed by looking at the data structure elements on the system.

Other functions within XA have adopted the use of some of these APIs to create purchase orders. Purchase orders created by IM's Reorder Report and IFM's Interdivision Transfer also use these APIs.

These APIs are provided to support internal processes within XA or MMS and Approval. They do not provide full offline load capability nor are they intended to be used by user-written modifications.

API parameters

Four common parameters are used for each API:

- RTNCD: return code.

  blank or 0 No error. The requested function completed normally.
  1 Warning. The requested function partially completed.
  2 Severe error. The requested function did not complete.

- FNCTN: function code.

  0 Validate data only. Use for existence check.
  1 Retrieve data.
  2 Update data.
  3 Create data
  4 Delete data.

- LCKOUT: lock record code. This parameter locks the record during a retrieval so an update function can be performed later. It is used in conjunction with FNCTN code 1.

  0 Do not lock the record.
  1 Lock the record.

- Data structure that defines the actual data fields to be passed between the calling program and the API.

APIs owned by XA

AMIAI00R: Create INVTXN record for GL

This API creates INVTXN records for MMS inventory transactions that affect the General Ledger application. This API creates the INVTXN record only if you selected GL distribution. It calls a Cross Application Support API program to calculate a token for the record to be added. The token is passed back to the calling program which, in turn, returns the token to the program that initiates the transaction to be updated to the IMHIST file (receiving transactions only).

An example is the receiving transaction from XA inventory. The RP transaction calls MMS API (MIX140) to update MRO files. MMS API (MIX140) then calls this API to create INVTXN. This API calls the CAS API to create the tokens and returns the token to MMS API (MIX140). Then the MMS API returns the token and some other required fields to the XA receiving transaction program (AMI3G or AMI3L) to be used as input to create a record in the IMHIST file.

Note: Issue and CA transactions sent from MMS do not go to XA IMHIST file.

In Delete mode, the calling program passes the transaction type and the token fields to the API. The program uses these two fields as a key field to get the record. If found, the system deletes the record from the INVTXN file. If the record does not exist in the file, the API returns to the calling program with a return code of 2.

AMIAI01R: Access and maintain POMAST record

In retrieval mode, this API returns information for a purchase order in the format of a POMAST record. It can lock out the retrieved record if the calling program needs to manipulate the information of the retrieved record before it updates the record. If it fails to find a record from the POMAST file, the API returns to the calling program with a return code of 2.

In update mode, this API updates the POMAST record with the information passed to it by the calling program. If the record to be updated does not exist in the POMAST file, the API returns to the calling program with a return code of 2. For data integrity purposes, the update function should be called after a retrieval function with the lock-out record option selected.

In create mode, this API creates a record for the POMAST file with the selected information passed to it by the calling program. If the record to be created already exists and the reserved flag (INUSE) is not set to X, or if the write is unsuccessful, the API returns to the calling program with a return code of 2. If the record does not exist, the program creates a reserved record with the INUSE flag initialized to Y.

AMIAI02R: Access and maintain POITEM record

In retrieval mode, this API returns information for purchase order in the format of a POITEM record. It can lock out the retrieving record if the calling program needs to manipulate the information before it updates the record. If it fails to find a record from the POITEM file, the API returns to the calling program with a return code of 2.

In update mode, this API updates the POITEM record with the information passed to it by the calling program. If the record does not exist in the POITEM file, the API returns to the calling program with a return code of 2. For data integrity purposes, the update function should be called after a retrieval function with the LCKOUT record parameter set to 1.

In create mode, this API creates a record for the POITEM file with the information passed to it by the calling program. If the record to be created already exists or if the write is unsuccessful, the API returns to the calling program with a return code of 2. Inventory management calculates the turnaround number for the item. The API also updates the contract file with the order quantity and amount if a valid contract is used.

AMIAI03R: Retrieve default vendor

This API determines the default vendor to use for a purchase order. It retrieves the vendor for the last order for a specified item number. It reads the POITEM file with the Order Due Date as a key field and retrieves the last order for the requested item. Once it finds the last order, it returns the vendor number to the calling program.

AMIAI04R: Validate date from Calendar File

This API retrieves a date from the XA calendar file. It receives an input date and calendar type from the calling program and checks the appropriate calendar file for a valid working date against the input date. If the input date is not found, the API returns to the calling program with a return code of 2 and the dates before and after the requested date. If the requested date is less than the first date in the calendar file, the date before the requested date will be zeros and the date after the requested date will be the first date. If the requested date is greater than the last date in the calendar file, the date before the requested date will be the last date in the calendar file and the date after the requested date will be all nines (9999999).

AMIAI05R: Calculate committed cost from purchase order

This API is called during Work Order Inquiry to retrieve committed costs for outstanding purchase orders for non-store and service items for the specified work order. Committed costs represent costs that have not been invoiced yet. It reads all records in the POITEM file by Work Order Number and the Task ID. Then it calculates the cost by accumulating all amounts not yet invoiced from the detail file. It returns to the calling program when no purchase orders are found in the POITEM file for the requested work order. If no detail record is found for the requested work order or if a purchase order is found but has been completely invoiced, the API returns to the calling program with a return code of 2.

Service Item purchase orders

The calculation remains unchanged whether or not the service has been partially or completely received.

COMMITTED COST = EXTENDED PRICE of PO line item - ACTUAL PRICE invoiced
(EXTPL) (ACTPL)

The amounts for the calculation are in local currency.

Non-store item purchase orders

First, the API determines the committed quantity. If no receipts have been recorded, the committed cost is based on the order quantity (QTYOR). If receiving has been completed for the item, it calculates the committed quantity by subtracting the quantity invoiced from the quantity received.

QTY RECEIVED - ACTUAL QUANTITY FOR ORDER (ACTQY)

The quantity received will either be received at dock (DKQTY) or stock (STKQT), depending on the selection you made at install/tailor.

If partial receipt has been made against the line item, the committed quantity is calculated by one of two ways, depending on whether or not the quantity received is greater than or less than the quantity ordered.

If the quantity received is greater than the quantity ordered, the committed quantity is:

QTY RECVD - ACTUAL QTY FOR ORDER

If the quantity received is not greater than the quantity ordered, the committed quantity is:

QTY ORD - ACTUAL QTY FOR ORDER

The actual quantity for the order is the invoiced quantity. The quantity received will be either dock or stock, depending on the selection you made at install/tailor. The committed cost then will be calculated like this:

COMMITTED COST = COMMITTED QUANTITY * LOCAL UNIT PRICE

AMIAI06R: Validate work order for outstanding purchase order

This API determines if an open purchase order for the requested work order exists. It reads all records in the POITEM file by Work Order Number. If the record is found for the requested work order number, it checks the item status to be less than 50 (invoice complete). If the status is less than 50, it retrieves the purchase order master record to determine if the order is still open. The order status must be less than 40 (order received complete to stock). The API returns to the calling program with a return code of 0 when it detects an open order. Otherwise, it processes until no more purchase orders are found with the requested work order number. If no open order record is found for the requested work order, the API returns to the calling program with a return code of 2.

AMIAI07R: Validate/Retrieve Warehouse master file

This API determines if a warehouse exists in the Warehouse master file (WHSMST) or retrieves information for a particular warehouse. Uses the input warehouse as the key field and chains to the Warehouse master file. If the warehouse is not found, the API returns to the calling program with a return code of 2. Because only uncontrolled warehouses can be used with MMS, MMS issues an error message if the retrieved warehouse is defined as controlled.

AMIAI08R: Access open purchase order information for an item/ warehouse

This API determines if an open order exists in the POITEM file for the requested item/ warehouse combination.

1. The API validates that the item/warehouse combination exists on an open purchase order in the POITEM file and that the item status is less than 50 and the order status less than 40. If it finds the record, it resets the pointer to the record to make it available for step 2 and returns to the calling program with a return code of 0. If no open order exists for the requested item/warehouse combination, the API returns to the calling program with a return code of 2.
2. The API retrieves all open orders found in step 1and returns the requested values to the calling program. It skips all closed or completed orders. If the saved item/ warehouse combination does not match the item/warehouse combination from the parameter data portion, the program uses the SETLL operation code to reposition the file to the first item/warehouse record in the POITEM file. The API reads the POITEM file at the point at which the first part set the pointer or from the previous call of the second step. When the API reaches the end of the open orders, the API returns to the calling program with a return code of 2.

If you determined at install/tailor that you want the quantity received to stock to be used as the quantity received, the system uses stock quantity to update the field. Otherwise, it uses dock quantity.

AMIAI09R: Return RNI quantity for item/warehouse

This API calculates the total Received-Not-Invoiced (RNI) quantity for the item/ warehouse combination specified. It reads POITEM by key values passed to it from the calling program and then calculates any uninvoiced quantity for the order. It returns the total calculated value for the selected item/warehouse combination to the calling program. If the Purchasing application is not tailored for invoicing, the API returns to the calling program with a return code of 2. If the item selected is not found on an order, the API returns to the calling program with a return code of 1. If all orders for the item/warehouse combination are completely invoiced, the API returns to the calling program with a return code of 1. The received quantity will be either dock quantity or stock quantity based on your install/tailor choice. The calculation for Received Not Invoiced Quantity is:

QRNI = DKQTY - ACTQY (if INVFL in SYSCTL rec PURCTL=0)
QRNI = STKQT - ACTQY (if INVFL in SYSCTL rec PURCTL=1)

See “AMIAI08R: Access open purchase order information for an item/warehouse” on page D-5 for more information.

AMIAI10R: Assign purchase order number

This API gets the next purchase order number and reserves the header record in the POMAST file. It gets the SYSCTL record STATI1, adds one to the last purchase order number from this record, and concatenates it with a prefix of P. If the order is not found in the POMAST file, the API creates a reserve order in the POMAST file with the INUSE flag set to X and updates the SYSCTL record with this purchase order number as the last purchase order number. If the order already exists, the program increments the last PO number by one and repeats the process.

AM6AI00R: Retrieve price from Contract file

This API gets a list or unit price from the contract file for the requested vendor/item. If a valid, unexpired contract is not found, the API returns to the calling program with a return code of 2. If valid, unexpired contracts are found, the API returns the unit price, vendor purchasing unit of measure, and a return code of 0 to the calling program.

AM6AI01R: Create and delete POCOMT record

This API adds a purchase order comment or an extended description to the POCOMT file. It increases the comment sequence by one if a comment record for the order/item exists and if the record is being added as a comment record. If an extended description is being added, the API sets the comment sequence number to zeros. Then, it gets the POITEM record for the item and sets the extended description flag to 1.

In delete mode, the API removes all records (extended description and item comments) associated with the line item.

AMVAI00R: Validate invoice to the Invoice file

This API determines if an invoice exists in the XA invoice file (OPNPAY) for a particular vendor in a particular company. MMS calls this API only when Accounting Management Accounts Payable is installed because the API uses the existing invoice file.

This API uses the invoice number passed to it from the calling program as a key value to the invoice file. If it does not find a record in the invoice file, it returns to the calling program with a return code of 2.

AMVAI01R: Validate work order number for outstanding invoice

This API determines if an outstanding invoice exists for a work order number. MMS calls this API only when Accounting Management Accounts Payable is installed because the API uses the existing invoice file.

This API receives the input work order from MMS and then uses the QCMDEXEC API to execute the OPNQRY command against the OPNPAYN file to select the requested work order. If it selects no work orders from the OPNPAYN file, it returns to the calling program with a return code of 2.

AMVAI02R: Validate GL number to GL master file

This API determines if the GL number requested exists in the GL master file. It uses the input parameters passed to it from the calling program as a key value to the GELMAS file. If it does not find a record that matches the request, the API returns to the calling program with a return code of 2.

AMVAI03R: Check for item uniqueness

This API checks a requested item to see if it exists in the ITEMASA file. It uses the input number passed to it from the calling program to chain to the ITEMASA file. If the item is not found, the API returns to the calling program with a return code of 2.

APIs owned by MMS or Approval

MIX100: MMS Item Master interface

This API checks for the existence of an item in MMS or retrieves information from the MMS MITEM and MITDESP files. XA calls this API only if the requested item number is less than 11 characters long and MMS is interfacing with XA.

MIX102: MMS Item/Warehouse Master interface

This API checks for the existence of an item/warehouse record in MMS and retrieves information from the item/warehouse file.

XA calls this API for MRO items when MMS is interfacing to XA. This API does not update any item/warehouse file information. MIX140 handles Inventory transaction updates . MIX110 handles updates resulting from purchase order changes.

MIX103: MMS Vendor Master interface

This API checks for the existence of a vendor record in the MMS vendor master file. It also updates selected fields in the vendor master file. All maintenance to MMS Vendor master file is done through XA Vendor Master file maintenance.

MIX105: MMX Item/Vendor master interface

This API checks for the existence of an item/vendor record in the MMS item/vendor master file. It also updates selected fields in the item/vendor master file. All maintenance to the MMS Item/Vendor file is done through XA Vendor/Item file maintenance.

MIX110: MMS On-order maintenance

This API is called by XA during purchase order entry/edit and purchase order closeout. It updates the MMS files to change the on-order quantity when you change the quantity ordered during maintenance to a purchase order.

MIX125: Validate warehouse to MMS warehouse file

This API is called by XA during warehouse master file maintenance to ensure the warehouse number entered exists in the MMS Warehouse file. If the warehouse exists in the MMS Warehouse file, the maintenance function prevents it being added as a controlled warehouse or being changed from an uncontrolled warehouse to a controlled warehouse.

MIX130: Retrieve MMS open requisition

This API is called by XA when it prints the Buyer Worksheet in order to retrieve all open requisitions for a selected item/warehouse combination. The API checks for the open requisition using the SETLL operation code. If it finds an open requisition, XA calls the API again to retrieve the open requisitions until no more open requisitions exist for the item.

MIX140: MMS receiving transactions

This API is called by XA to perform receiving transaction processing for MMS if the item it receives is an MRO item. This API calls AMIAI00R if XA General Ledger is installed. It then creates the INVTXN record. That API also calculates the token for the INVTXN record and passes it to this API. This API returns the token fields and other required fields to XA transaction update programs to be used to create a transaction history record in IMHIST.

MIX150: MMS update invoice information to MRO

This API is called by XA during the posting process in Accounting Management Accounts Payable if the invoice is for an MRO item. If the invoice requires a cost adjustment transaction in the INVTXN file, this API calls AMIAI00R if XA General Ledger is installed.

MIX160: MMS work order to MRO maintenance

This API is called by XA during purchase order or invoice entry to validate the work order, task, and cost code entered against an MMS file. If you did not enter a GL number, this API returns the GL account number based on MMS account-number derivation rules. If the API is called from the invoicing program and this is an invoice for a work order, it edits the invoice date to the work order Last Invoice Allowed date.

MIX400: APPR Purchasing approval request interface

This API is used only when the Approval module is interfacing with XA Purchasing. It is called from Requisition or Purchase Order Entry/Edit to initiate an approval request when one or both of those documents are being approved in Purchasing. This API then interacts with other Approval programs and files to write approval request records and to write approval detail records when the document submitter is an authorized document approver.

Glossary

This glossary defines terms that are important for this application. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other XA publications.

This glossary includes definitions from:

- The American National Dictionary for Information Processing Systems, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
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accounting system. The classification of accounts, and the books of account, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

accounts payable. (1) The amount of money owed by a company to its creditors. (2) The maintenance of records that represent the money owed by a company to its creditors.

adjustment. (1) A transaction that changes a specific balance in a master file, such as the quantity on-hand of an inventory item. (2) In MPSP, the shipment of production quantities among periods in an item trial plan to achieve level production or build held inventory against later demand. (3) In payroll applications, an amount added to gross or net pay.

alpha factor. It determines how much weight is given to the current demand in relation to the past demand. A statistical constant used in the exponential smoothing of a weighted average.

alphanumeric. Pertaining to a character set that contains letters, numbers, and usually other characters, such as punctuation marks, and mathematical symbols. Synonymous with alphameric.

alternate currency. An alternative to the trading currency when the trading currency is euro or euro-participating. Allows a transaction to be printed or to appear in a currency other than the transaction’s trading or local currency.

assembly. The combination of two or more items to make a new item.

assignee number. A number, other than the vendor address, that indicates where the payment is to be sent.

audit trail. Data, in the form of a logical path linking a sequence of events, used for tracing the transactions that have affected the contents of a record. (2) Information that allows you to trace the history of an account, item record, order, and so forth. The more recent information may be stored online so you can retrieve it.

authorization time. The number of days during which orders can be intended or payment for vendor raw materials can be committed.

available. The net quantity not yet committed to a production schedule. (Onhand plus on order minus allocated.)

average cost. The cost of each piece of an item in inventory, arrived at by dividing the total value of the item by the number of pieces in inventory.

base price. The basic unit of price for a purchase item contract.

batch. (1) An accumulation of data to be processed. (2) A group of jobs to be run on a computer at one time with the same program.

batch mode. A method of running jobs that does not require continuous attention; that is, processing that is not interactive. Contrast with interactive mode.

batch number. A number printed on a document to delineate a group of transactions.

batch update. The process of updating master files using a group of transactions that are being held in a transaction file. Contrast with interactive and online update.

bill of material. A list of raw materials or components and the quantities needed to make an item, assembly, or end product.

blanket order. A purchase order allowing multiple shipments, or releases, of an item over time.

blanket release. The release of a purchase order that contains multiple shipments of an item on different due dates.

cancel. To end the current job before it is completed.

character. A digit, letter, or other symbol that is used as part of the organization, control, or representation of data.

component. An item used to make a higher-level item.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

credit. An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

credit memo. A document issued to the customer, detailing merchandise returned to the vendor, or other adjustments reducing the amount owed by the customer to the vendor. Contrast with debit memo.

critical ratio. The time available divided by the normal time required to accomplish the work remaining to be done (the sum of standard run, setup, and planned interoperation time). The smaller the ratio the more critical the job. It can be used to establish work priorities within a work center.

cursor. A movable character (underscore) on a display that indicates where the next character typed by the operator will appear.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or automatic means.

data base. A collection of stored data.

data file. A collection of related data records organized in a specific manner. For example, a payroll file (one record for each employee, showing rate of pay, and so on) or an inventory file (one record for each inventory item showing the cost, selling price, number in stock, and so on).

debit. An addition to an expense or asset account, a deduction from a revenue, net worth, or liability account.

debit memo. (1) In Customer Order Management, a document representing a charge to the customer for corrections, additions or special or unusual charges. (2) In accounts receivable, a document increasing the original amount of an invoice because of a billing or shipping error. (3) In accounts payable, a document increasing the amount owed a vendor. (4) Contrast with credit memo.

default. An alternate attribute, option or value that is assumed when none has been specified.

delete. To remove a unit of data such as a character, field, file, or record.

demand. The required shipment of an item in a specific time period. (Orders for shipment in some future time period are not considered part of the current period's demand.)

disk. A round flat plate coated with a magnetic substance on which data for a computer is stored.

disk file. An organized collection of related records on disk that are treated as a unit.

disk storage. Direct access storage that uses one or more magnetic disks to store data files and programs.

diskette. A small, flexible, magnetic disk permanently enclosed in a protective jacket. Diskettes are a removable medium used to store information until it is required for processing.

diskette file. An organized collection of related records on diskette that are treated as a unit.

display. (1) A visual presentation of data. (2) To present an image on a display of information.

due date. (1) The date on which, according to the terms and the date of the invoice, payment must be made. (2) The date by which the work on a shop order is to be completed or a purchase order is to be received.

edit. To verify the form or format of data; for example, to test a data field such as customer number.

electronic data interchange (EDI). A technique whereby business documents are exchanged electronically rather than by printed paper copies.

EDI. electronic data interchange.

end item. The product shipped to the customer.

enter. To send coding, data, or a message to a computer from a keyboard.

entry. (1) The record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date. The date on which a transaction is entered into a master file.

error message. (1) *An indication that an error has been detected. (2) Contrast with informational message.

European Monetary Union (EMU). Created by the Maastricht Treaty, comprised of 15 European countries. Predecessor was the European Economic Community (EEC) formed in 1958.

euro. The single European currency as defined in the *Regulation on the introduction of the euro.*

euro-participating country. EMU countries that initially will participate in the euro currency transition.

execute. To cause an instruction, program, procedure, or other machine function to be performed.

expedite. To accelerate the progress of a shop order on the shop floor.

exponential smoothing. A mathematical technique that simplifies calculating historical weighted averages and reduces the need for retaining historical data. It is superior to normal weighted averages because it allows more recent periods to be weighted in the average more heavily than older periods.

extended price. The unit price multiplied by the number of units purchased. See unit price.

fabricated part. An item manufactured, made, or worked on as opposed to an item assembled or put together.

field. In a form, display, or record, a specified area used for particular category of data. For example, the area on a display that is regularly used to show an item number.

FIFO. See ‘First in first out.’

file. An organized collection of related records treated as a unit.

file name. An arbitrary symbol created by the programmer or program to identify and refer to a collection-of-related records.

firm planned order. An order whose date and quantity have been fixed, but for which no paper work authorizing production has been released and components have not been allocated.

first in first out (FIFO). A method of valuing inventory which assumes that goods are consumed in the same sequence in which they are received. Contrast with last in first out.

FOB. Free on Board, also known as Freight on Board. Indicates the point at which the buyer assumes payment for the purchased order.

forecast. An estimate of customer (independent) demand for an item for a specific period in the future.

function. A request for the performance of an operation or the execution of a particular program.

function key. One of the keys of the work station keyboard, used to request specific functions from the system or application program.

general ledger. A book, file, or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

gross requirements. The required quantity of an item from all sources, such as higher-level subassemblies or the master production schedule.

hash total. A control total, accumulated manually from a batch of input documents, that helps ensure that entry of data into the computer system is correct and documents are not lost. Hash totals can be kept on quantities, part number, invoice number, and so on.

hold code. Indicates whether approval is required. For example, the release of a quote or purchase order.

immediate update. The process of updating master files immediately upon receiving a transaction from a work station. Contrast with batch update.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message.

inquiry. (1) A request for information in storage. (2) A request for information that puts the system into inquiry mode.

inquiry mode. (1) A request for information in storage. (2) A request for information that puts the system into inquiry mode.

interactive mode. A mode of operation in which information is entered, acted upon by the computer, and then responded to by the computer. Contrast with batch mode.

interface. (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another.

interoperation time. The elapsed time between the completion of one operation and the start of the next operation on the same job. It includes move time plus wait time at the next operation. It does not include setup time.

Inventory code. A numeric code, indicating one of the following:

- Inventory item
- Miscellaneous item
- Service item.

invoice. A description of goods or services sold, including how much is to be paid and the terms of payment.

item. Any raw material, manufactured or purchased part, or assembly.

item class. A code that describes the classification to which an item belongs. For example, CS = Customer service item.

item type. A numeric code indicating one of the following:

0	Phantom
1	Assembled part
2	Fabricated part
3	Raw material
4	Purchased part
9	User defined (usually part with labor assigned)

job. (1) A unit of work for a computer; for example, printing of checks is an Accounts Payable job. (2) One or more related procedures or programs grouped into a first-level procedure.

job queue. A waiting list of the jobs that have been defined for the computing system.

keyboard. An assemblage of systematically arranged keys by which a machine is operated and from which data is entered.

last in first out (LIFO). A method of valuing inventory using the cost of the goods received last as the cost of goods consumed.

lead time. (1) The number of days, weeks, or months needed to place an order, process it, and receive the material into inventory. (2) An estimate of the time required in the shop from order release to availability.

ledger. A group of accounts in which are recorded the financial transactions of a company.

level. A relative point in the assembly process where components are added. Levels help describe assembly dependencies. A level-0 assembly is shipped to the customer. Raw material is the lowest level (highest level number) in a company's bill structure.

library. An area on disk that can contain load members, procedure members, source members, and subroutine members.

LIFO. See 'Last in first out.'

line item. An individual entry on a voucher.

load. (1) To enter data or programs into storage; for example, to load a master file. (2) The amount of capacity requirements for manufacturing facilities (usually by time period) based on the master production schedule, the material requirements plan, and standard operating times.

local currency. The currency you use for internal record-keeping purposes. In U.S. FAS52 accounting, referred to as functional currency.

Main Menu. The first or primary menu in a series of menus. See secondary menu.

manufacturing lead time. The elapsed time from point of order to receipt in the stockroom of a manufactured item. It is calculated by summing the average wait time (queue) in each work center and adding run and setup time.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change.

master production schedule (MPS). A statement of how many of what items (products and options specified by customers) are planned to be produced and when. It is the major control point for planning the level of manufacturing activity. The master production schedule is one of the major inputs to material requirements planning.

material requirements planning (MRP). The technique of planning the acquisition of items required to produce products stated in a master production schedule.

materials planning horizon (MPH). The time range over which material requirements are calculated. It is usually fixed at one length for all master-level items, and it is normally stated in number of periods, for example, 36 weeks.

menu. A displayed list of items from which the operator makes a selection.

message. A series of words or symbols, appearing on the display or printed output, that convey information. See error message, informational message.

mode. A method of operation. See batch mode, interactive mode.

MPH. Materials planning horizon.

MRO. An acronym for maintenance, repair, and overhaul; or, maintenance, repair, and operating supplies. Used to describe items used in support of general operations and maintenance, such as, maintenance supplies, spare parts, consumables used in the support of the manufacturing process, etc. (Compare to production items, which represent the raw materials, subassemblies, and assemblies that are components of an end item that is produced by the manufacturing process.)

MRP. Materials requirements planning.

offline. Pertaining to equipment or devices not under control of the processing unit.

offset. To schedule lower-level components to be completed at the time they will be needed in production.

offset payment days. Number of days from the receipt of an order to its payment.

on-hand. (1) Pertaining to stock that is immediately available for shipment. See available. (2) Pertaining to items available in the stockroom. Stock now on the receiving dock or issued to the shop floor is not considered on-hand stock.

online. Pertaining to equipment or devices under control of the processing unit.

on-order. Pertaining to stock that has been requested but has not been received.

operation description. The additional descriptive information for a specific operation within a manufacturing order. See routing operation description.

operation sequence number. A number assigned to an operation which defines the sequence within a routing.

order. (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

order acknowledgment. A notice to the customer that his order has been received by the vendor.

order closeout. The final processing of an order and removing it from the file.

order point. A quantity which is the sum of forecast demand through replenishment lead time plus safety stock.

order policy code. A code that selects from a menu of lot-sizing techniques, such as discrete, fixed order quantity, order up to quantity, and part-period balancing.

order release. (1) In order processing, authorization to fill a customer’s orders. (2) In manufacturing, authorization to assemble or fabricate a product identified by a shop order.

overlapping operations. The sending ahead of part of a shop order to the next operation before the entire order has been processed at the current operation.

packing code. Code that defines items in a particular group and is most often used to indicate specific packing or shipping requirements for that group. For example, FL = Flammable items.

password. An alphanumeric security code that allows access to a set of computer operations or data.

picking list. A list of items to be taken from stock.

planned order. An order, which specifies delivery date and quantity, developed in a material requirements planning system. It should become a firm order when the order release date on the schedule is within the cumulative material lead time. It is used to plan lower-level component requirements or capacity requirements. A planned order is not committed to the vendor or shop floor until it is released.

planner. Person responsible for determining the replenishment strategy of manufactured or purchased items.

planning horizon. See materials planning horizon.

planning lead time. The sum of order handling lead time, plus quoted (vendor) lead time or manufacturing lead time, plus safety lead time. It is used by material requirements planning to offset component requirements from the due date of the higher-level assembly in which they are used. It represents an estimate of the average elapsed time from the point of recognizing the need to order until receipt in the stockroom. See quoted lead time, manufacturing lead time.

post. To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry.

product cost. The sum of estimated direct material and labor costs plus an appropriate share of overhead costs.

production control. The functional area of the business responsible for the day-to-day scheduling of plant-floor resources. Shop order release, expediting, and order tracking are the primary responsibilities of this area.

product structure. A technique for organizing bills of material on a computing system.

program. A sequence of instructions to a computer that are written in a special form the computer can interpret. A program tells the computer where to get input data, how to process it, and where to put the results.

purchase order. A document sent to a vendor requesting goods or services.

purchase requisition. A request to the purchasing department authorizing purchase of materials or services.

queue. (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In manufacturing planning systems, the backlog of work waiting to be processed at a work center.

quoted lead time. The elapsed time (from point of order to receipt at the receiving dock) the vendor quotes for delivery.

receipts. (1) Merchandise or stock that is received in inventory. (2) Cash received.

reconciliation. Comparing two values of the same measurement and adjusting to force agreement; for example, reconciling book inventory to the physical count.

record. (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk, diskette, or punched cards.

reference number. An internal number to which the requisition is linked.

register. A record for the consecutive entry of a certain class of events, documents, or transactions with a proper notation of all the required particulars.

release. (1) To authorize an order commitment by changing a planned order into a purchase order or shop order. (2) To specify a date and quantity to be shipped under a blanket order. (3) See blanket release.

release date. The date on which a planned order is reviewed for release to the shop floor. See start date.

released order. An order that is in the process of being issued or has already been issued to the shop floor or a vendor. Once issued, it is a commitment that can only be canceled or rescheduled through negotiation.

requisition. An authorization to purchase materials or release quantities of items from stock.

returns. Items that are sent back to the vendor and for which a credit is given.

rework. Defective fabricated parts that are sent through extra operations to correct the defect.

routing. A list describing the sequence of operations required to make an item.

routing operation description. A record providing descriptive information about a manufacturing or purchasing routing in addition to that contained in the original routing record. Multiple records can be used.

run time. The elapsed time an item is actually being worked on in a machine center. It is calculated, at standard, by multiplying order size by time per piece.

secondary file. Any file, other than the primary file, used in multifile processing.

secondary menu. A menu showing an expanded list of options for an item that appears on a Main Menu. See Main Menu.

service level. (1) The number of items shipped compared to the number of items ordered. (2) A constant (that can vary for each independent demand item) which helps determine the planned level of safety stock and the number of planned stockouts.

service part. A part, assembly, or kit shipped to a customer for maintenance purposes.

session. The elapsed time between operator sign-on and operator sign-off.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See system date.

setup. The procedure (costs) associated with getting a production facility (machine) ready to produce a new item. The procedure is not dependent on the number of items to be produced. For the sake of simplicity, the costs of removing the setup (teardown) are usually included.

shrinkage factor. A percentage used to increase the quantity on a planned or released shop order to allow for scrap. An alternate method is to use it to increase gross requirements.

sign off. To end a session at a work station.

sign on. To begin a session at a work station.

sort. To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

spool file. An area on disk where spooled output is stored while waiting to be printed.

standard batch quantity. The quantity of a parent item used as basis for specifying the material requirements of components for production. Typically applicable when components are used in small quantities, for example, process industries.

start date. The date work is to begin on an order. This is when materials are picked and delivered to the first work center.

system configuration record. Information stored on disk that describes system characteristics and programming support; for example, system date format, disk capacity, and main storage capacity.

system date. The date assigned by the system operator during initial program load. Generally, the system date is the same as the actual date. See session date.

system operator. A person who uses a work station and activates certain system functions and controls and monitors system operation.

system printer. The printer, designated during system configuration, that is used for system and work station printed output, unless the output is specifically directed to another printer.

terms. The conditions on which a sale is made.

time-phased requirements. The spreading of requirements by time period through the materials planning horizon. Time-phasing depends upon the manufacturing lead-time offsets between levels of production.

tolerance percent. The percentage of acceptable quantities delivered for an item or an order.

trading currency. The currency you use in your dealings with your trading partners. It can be your own local currency or any foreign currency.

transaction. An item of business, such as receipt of an order or paying a bill.

transaction code. Indicates the method by which goods are received.

traveller. See routing.

unit of measure. A code indicating the measurement basis for inventory, such as each, pound, tons, gallons, feet.

unit of measure conversion factor. The number of stocking units in each purchase unit of measure.

unit price. The price per standard unit of a product or service. See extended price.

update. To modify a file with current information according to a specified procedure.

variance. The difference between historical standard cost and current standard cost. It can be used to measure cost changes or cost-projected differences in a product.

vendor. A seller of goods or services.

voucher. A document that verifies a transaction, usually indicating the accounts that are affected.

warehouse stock location. The identification of the physical location of inventory storage.

weighted percent. Percentage value assigned to the various factors that are used to rate vendor performance. Some of the factors are quality, price, delivery date.

work center. A facility, normally a group of machines having similar characteristics, used to perform a manufacturing process; for example, an assembly area or milling machine center.

work station. An input/output device that contains a display on which data appears and an attached keyboard through which data is entered. A work station lets a person transmit information to and receive information from a computer as needed to perform a job.

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