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Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Purchase Order and Receiving** package.

If you are not familiar with the basic operation of your Personal Computer (PC), then it is suggested that you read your PC's DOS Manual. Before loading this system, you should be able to turn on your computer, start or boot DOS, scan diskette file directories, format diskettes, and copy files between diskettes.

The first few sections of this manual are intended to introduce the user to the **Purchase Order and Receiving (P/O)** system and help get started. The latter sections are for reference when the user has specific questions about each of the **Purchase Order and Receiving** applications. These applications are described later in this section under **P/O Menu Bar Selections and Definitions**.

It is suggested that the user first read this **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Purchase Order and Receiving** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **P/O** sections to understand how each of the **P/O** applications work. A very basic description of each of these applications is also contained under the heading **P/O Menu Bar Selections and Definitions** which is part of this **Package Overview**.

Data Load Sheets are included in this manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **P/O** applications. These are a guide to show the user the type of reports that may be obtained from the system.

P/O Menu Bar Selections And Definitions

There are many **Purchase Order and Receiving** selections which can be performed by this package.

<u>Maintenance</u>

Buyer Code File

Permits you to set up and later modify the file containing buyer codes and their corresponding buyer names.

Comment Code File

Maintains Comment Codes, that access standardized canned comments for inclusion on vendor correspondence.

Reject Reason File

Reject reasons are the reasons why a receiving is rejected. The receivings clerk needs to know valid reasons for refusing a shipment or for rejecting part of it. This application allows these codes to be defined, maintained and listed.

Ship-To File

Permits you to maintain a description of the shipping address, and inventory location information for products shipped to various or multiple receiving address destinations. In addition, you may define a Ship-to address for a single or multiple locations within the same warehouse.

Item Vendor File

Enables you to define the relationship between vendors and the items they provide to your business. This application allows the vendor's identifying number for an item to be associated with your identifying number for the same item, so that both numbers can be printed on the purchase order.

Vendor Service Address File

Enables you to define 2 separate addresses for each vendor. The vendor address in the vendor file will be used for checks, while the vendor service address appears as the order from address on the Purchase Order, **Purchase Order Edit List** and in **Purchase Order Inquiry**. This address serves as a reference when you wish to send direct correspondence to the vendor.

Inquiry

Purchase Order Inquiry

Enables you to inquire about the purchase orders that are on file for a vendor. For example, if you want know which orders are on file for a vendor or what was ordered on a particular purchase order, or what has been received so far against a specific order, you will likely use the this application.

Processing

Purchase Order Processing

Allows the entry of purchase orders. Once entered, purchase orders may later be modified, canceled or printed out on the **Purchase Order Edit List**. Closed orders may be deleted from the file and blanket orders may have releases issued against them.

Receivings Processing

Enables you to enter, change or delete receivings.

Post Receivings Transactions

Allows posting of receivings transactions entered in **Receivings Processing**. This option is only available

if batch processing is selected in **P/O Setup**.

Release Blanket Orders

Through the **Blanket Order Releases** function, you will specify the blanket order against which the release is to be issued. The program will automatically assign the release a unique purchase order number.

Purge Item Vendor File

Allows you to purge obsolete vendor items from the file through a specified last activity date.

Purge Closed Purchase Orders

Allows you to physically delete closed orders, canceled orders, orders that are eligible to be closed and orders that have not yet been printed.

Clear YTD Statistics

Enables you to set the year-to-date vendor totals that are derived from purchase order activity to zero. These totals include the number of purchase orders entered for the vendor, the number of line items that appeared on these purchase orders and the number of line items that were received late

Print Purchase Orders

The purchase orders that were entered through the **Purchase Order Processing** application are printed on either a predefined Purchase Order Form or a form designed by the user through the **P/O Form Setup** application.

Bar Code Options

If the **Elliott** Bar Code Enhancement is installed, this selection allows use of the Bar Code system.

Reports

Scheduled Receipts Report

The reports available through this application let you know what is on order and when you can expect to receive the merchandise.

Drop Shipment Receiving Report

The Drop Ship Receiving Report is the means by which **Customer Order Processing** is informed when to bill a customer for a drop shipment. This report should be printed routinely if drop shipments are a common occurrence.

Purchase Line History Report

When purchase orders are deleted (through the **Purge Closed Purchase Orders** application) certain information regarding the line items on those purchase orders is saved. This data is known as the purchase line history data and it may be printed out on the **Purchase Line History** Report.

Cash Requirements Projection Report

Prints a report that projects your cash requirements for vendors. This information is derived from purchase order line items. These line items may have receivings posted against them. They may even be partially billed. The cash requirement for each line item is simply the unbilled portion of that line item's scheduled receiving. The cash requirement date is the due date of the anticipated invoice, with the assumption being that the invoice will be dated as of the scheduled receipt date.

Commodity Code Vendor Report

This report lists all of the vendors who provide each commodity that you purchase. Information shown on the report includes the vendor's name, telephone number, contact, status and last activity date. A commodity is a category of merchandise that is purchased or manufactured. Different commodities are identified by codes that you define. A vendor may provide one commodity or several commodities. Which commodities a vendor provides is specified in the **Vendor** file in the **Accounts Payable** package. If you wish to know which vendors provide a specific commodity, however, you will need to print this report.

Vendor Performance Analysis Report

Enables you to evaluate the performance of particular vendors, as well as comparing the performance of one vendor with another. The report shows such information as the vendor's last activity date, the number of orders you have submitted during the year, the value of purchases this year and last year, the number of purchase order lines for the year and the number of lines that were late. The report also provides several comparison percentages that give you a very clear idea of the vendor's ability to deliver quality products at the expected cost and on time. These percentages include the percentage of purchase order lines that were late this year and last, the percentage cost variance between expected and billed costs and the percentage of delivered items that were rejected. Finally, the report presents two averages: the average lead time and the average number of days late.

Open Purchase Orders Reports

Enables you to identify items that were ordered and not received into inventory. It displays the quantity ordered, dollar value and quantity not received of each item that was ordered through a specified date.

Receivings Audit Trail Report

This report shows all transactions that occur against a line item during receivings.

Util setup

P/O Setup

Allows you to tailor the **Purchase Order and Receiving** package to the way you do ordering and receiving in your company.

P/O Form Setup

Allows you to customize a form layout designed by you. You can control both the size of the form as well as what information is printed on the form.

Print Spooled Reports

Allows you to display or print reports that were generated in the **Purchase Order and Receiving** package.

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A General Explanation Of The P/O And Receiving Package

Purchase Order and Receiving (**P/O**) is a vital function of both distribution and manufacturing companies. Purchase order and receiving activities do not get the attention they deserve in many manufacturing concerns since management tends to put most of their attention on the shop floor for planning and controlling production. Yet some production problems are created by late deliveries from vendors and by rejection of critical deliveries because of poor quality.

The **Purchase Order and Receiving** package helps ensure that the correct quantity and quality of material is available when it is required. For instance, the analysis of vendor performance available in the package helps reduce shortages and the delivery of off-standard material by summarizing each vendor's performance and letting you see which vendors are reliable and which are not.

One of the major benefits of the package is its ability to enhance a buyer's productivity. Many of the semi-clerical activities such as searching for a copy of an order or figuring out the receiving history for an order are greatly facilitated. The buyer is thereby able to devote more time and attention to the truly important activities of finding the best prices and maintaining reliable sources of supply.

Certain capabilities of the receiving function significantly reduce the overall time from receiving to stores. Critical material can be delivered to the correct destination without delay. Where documents or information are missing, the package provides extensive information, along with improved control and coordination of the receiving functions and minimizes operating costs.

The **Purchase Order and Receiving** package requires **Elliott's Inventory Management** and **Accounts Payable** packages to be installed and functioning. Specific features and capabilities of the **Purchase Order and Receiving** package are discussed below.

Purchase Order Types

The package supports four types of purchase orders: normal orders, blanket orders, releases against blanket orders and drop ship orders. For normal orders, the buyer selects a vendor, decides which items to order, and then writes up the purchase order to be sent to the vendor. The vendor ships according to the dictates of the purchase order.

Blanket orders (also called running orders) are long-term agreements with the vendor to purchase at some future date or in installments (called releases). Blanket orders are usually contracted to obtain lower prices based on the projected volume of purchases over the life of the order.

Releases (also known as supplier releases and blanket order releases) are very similar to normal orders. The difference is that a release pertains to a specific blanket order and specifies shipment of only those items were listed on the blanket order. Whereas the blanket order listed only gross quantities and prices, the release lists specific quantities to be delivered along with the requested delivery date.

Drop ship orders are similar to normal orders except that the purchased items will be delivered to any location other than your default location.

Purchase Order Processing

The on-line entry and editing of purchase orders is allowed.

For each purchase order you may specify the vendor number, the buyer, the means by which merchandise should be shipped, the terms of sale, whether or not an acknowledgment is required, whether or not confirmation is required, whether the merchandise should be shipped collect or prepaid, the address to

which the merchandise should be shipped, the FOB point, general comments and the specific items that are being ordered. For each item that is being ordered you must specify the item's inventory number. The package will verify that the number is that of a valid inventory item. (You do have the option, however, of entering the number of an item that is not defined.) For valid items the description will display automatically; for undefined items you must enter the description manually. In either case, the description may be modified to better communicate your order to the vendor.

Once the item's number and description have been established you will enter such fields as the vendor's item number, the unit of measure in which the merchandise should be delivered, the number of the job for which the item is destined (optional), the cost at which you expect to be billed, the number of units you are ordering for the unit of measure specified above, the date upon which you wish to have the merchandise delivered, the initials of the person who should be notified of its arrival, the area to which the merchandise should be moved upon receipt and comments specific to this item.

Although the bulk of the information stored for an order concerns those things that the vendor needs to know in order to fill the order, there is also a considerable amount of data that is useful for facilitating receiving and deriving reports concerning scheduled receipts and projected cash requirements.

Printing Purchase Orders

For a purchase order to be of any value, it must be printed and sent to the vendor. The **Purchase Order and Receiving** package allows the printing of all four types of purchase orders.

Generally, a purchase order should only be printed once. During the initial printing of an order, it may be reprinted as often as necessary to get the number of clear copies that you want. Once the printing of the order has been finalized, it may not be reprinted as an original. If the original is lost, a duplicate copy, clearly labeled as such, may be printed to replace it. The vendor would not ordinarily ship against a duplicate unless you explicitly instructed him to do so. This feature allows you to reprint lost or damaged orders but makes it very unlikely that the vendor would ship against two versions of the same order.

Receiving

Once merchandise has been ordered, its scheduled receipt date is known since that is the date upon which you requested delivery. A report listing scheduled receiving by vendor, item or job can be obtained on request. This report shows, among other things, when you can expect the merchandise to arrive and whether or not it is now late. The report pinpoints areas where problems might arise because of delayed shipments.

The majority of shipments coming from suppliers cause no problems. Order numbers and quantities are with the original purchase order, inspection is straightforward and the materials arrive in stores on time to meet production/distribution requirements.

Some problems that can arise in ordinary receiving systems:

1. Arrival of material with no paperwork or inadequate identification so that time must be spent tracking down the data by searching through files, phoning the buyer or contacting the vendor.

2. Loss or delay of critical items at the receiving dock because nobody knows they were urgently needed elsewhere; or determining who should be advised of the receipt if it is apparent that the shipment is critically important.

3. Figuring out where to send the items once they have been inspected. With urgently needed items, for example, should a partial quantity be sent directly to the shop floor or should the whole shipment go to stores first?

4. Deciding whether off-standard material should be returned to the vendor or be accepted because of a critical need.

Getting answers to questions such as these takes a large portion of the time and effort of receiving personnel. All of these problems can be handled with the Receiving applications.

For instance, each purchase order bears the initials of the person within the company who should be notified of receipt of the order. You may choose not to utilize this feature for routine orders, but for those that meet a critical demand you would want to make sure that the interested party was identified.

Purchase orders also carry a brief description of the area to where material should be transferred upon receipt. This resolves a lot of the confusion that can be generated by the occasional order that must receive special handling or by routine orders if there is more than one place to which their material could be transferred.

Receivings Processing

Various types of receipts are handled by the **Receivings Processing** application. It is not necessary, for instance, to use different procedures for purchased materials and expense items (supplies).

Material arriving at the receiving area is normally accompanied by a packing slip, invoice, advice note or similar document indicating the original purchase order number, the item number and the quantity shipped. If this documentation is missing or erroneous, the **Receivings Processing** application provides a means of identifying the purchase order number and the numbers of the items that were delivered. For instance, if you only know the vendor number and vendor's item number, you have the option when entering the purchase order number or pressing a function key that brings up a screen upon which you enter the number of the vendor and the item. The program then lists on the screen all purchase orders upon which this item was ordered from this vendor, enabling you to choose the appropriate one. The application is designed to make it as easy for you as possible to match the receiving with the correct purchase order and item.

For routine shipments and shipments which fill the purchase order there is a function available that allows for very rapid entry of the receiving. This feature automatically displays successive lines on the purchase order and allows the entry of the quantity received, disregarding entries for other fields. Most shipments would be eligible for this type of entry so using it can make the entry of receiving a very quick and simple operation.

The package will compare the receipt date with the request date and display a warning if the receipt date is earlier than the request date by a margin larger than company policy allows. Over-shipments are handled in the same way. In each case the message advises the operator to notify the person responsible for authorizing such shipments before continuing with the entry.

Batch vs. On-line Receivings Processing

Receivings Processing has the flexibility to run two different ways. It can record receivings in batches which are posted in a separate step. This allows for distributions to multiple **G/L** accounts. It can also update the necessary files immediately (on-line) when transactions are entered. This capability keeps your Inventory records as up-to-date as possible while still providing you with an audit trail of each receiving.

The flag that determines if you are using batch or on-line processing is in the **P/O Setup** application. There is a similar flag in the **I/M Setup** application that controls how transactions are handled in that package. These two flags should be set for the same type of processing to avoid errors in distributions.

Receivings Accrual Account

If batch processing is being used, you must enter a **Receivings Accrual Account** number in the **P/O Setup** application. This account is used to hold the value of received inventory until the invoice is entered in **Accounts Payable**. The account is "global" in the sense that it is not tied to individual purchase order line items. All received inventory is held in one account.

When distributions are created in batch receivings processing, the accrual account will be credited and the inventory asset or expense account will be debited. When an invoice is entered in **A/P Transaction Processing**, the accrual account will be debited and the **A/P** account credited. For more information on batch and on-line receivings, see the **Receivings Processing** section of this manual.

The following T-Accounts illustrate the debits and credits described above. When batch receivings are posted, the following accounts are affected:

Receivings Accrual Account		*Receivings Asset Account*	
Debit	Credit	Debit	Credit
	100	100	

When invoices are entered in **A/P Transaction Processing**, the following accounts are affected:

A/P Account		*Receivings Accrual Account*	
Debit	Credit	Debit	Credit
	100	100	

If you are not validating account numbers from **Elliott's G/L** package, make sure you define the accrual account number in both the **I/M** Account File and the **A/P** Account File.

During posting in the **Post Receivings Transactions** application, **G/L** entries for the inventory asset or expense and accrual accounts will be created in the **I/M** Distribution File.

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Item/Vendor Relationships

Many vendors can be suppliers of the same item. Conversely, a single vendor can be the supplier of many items. When you order material from a vendor they normally require you to use their item number, not your own, to identify the purchase. The **Purchase Order Processing** application allows you to specify the items that a vendor supplies by both your item number and the vendor's item number. This information automatically updates the **Item Vendor File Maintenance** application and is available to many of the applications in the package. For instance, you may identify the line on a purchase order to which a receiving corresponds by using either your item number or the vendor's item number. Since documents that accompany the shipment seldom reference your item number, this feature makes the receiving process easier and faster.

Ship-To Addresses

Even small companies can have more than one shipping address. The **Purchase Order and Receiving** package allows as many shipping addresses to be stored on file as you would ever want. Each shipping address is accessed by a 4-character code.

There may be several inventory locations at each shipping address. The package allows you to set up Ship-to codes for each inventory location at each shipping address. When you specify the shipping address for a purchase order you are consequently specifying the inventory location for which the material is intended.

Purchase Order Inquiry

Once a purchase order has been entered, printed and sent to the vendor, there are several means by which a buyer, purchasing agent, department manager, shop foreman or other interested party can observe the progress of receiving against the order. The most convenient way to do this is through the purchase order inquiry.

This program allows access to every purchase order on file and displays general order information such as the shipping address, terms, shipping method and order date. Following the display of this data the screen shows detail of each purchase order line, including such information as the quantities ordered, received, rejected and invoiced.

Purchase Order History

The inquiry program is useful for keeping track of active purchase orders. Once a purchase order has served its purpose it is closed, then deleted. Historical information is kept for orders that have been deleted. This information includes the purchase order number, the vendor number and detail for each of the lines on the order. The line data includes the date the item should have been delivered, the date it actually was delivered, how much was ordered, received, rejected and canceled, and the expected and actual prices for the item.

This information, which is available on reports, is designed to assist you in evaluating the performances of vendors, as well as the performance of specific buyers and the overall performance of your purchasing department.

Vendor Analysis

Another, more specific means of evaluating vendors is available. The **Vendor Performance Analysis Report** bases its evaluation upon statistics stored in the Vendor file in the **Accounts Payable** package. Relevant statistics include the value of purchase orders year-to-date and last year, the total number of purchase order lines and the number of lines that the vendor had late deliveries for, the extent to which the

vendor has billed the items at a cost different from the price specified on the purchase order and the vendor's rejection rate.

Cash Requirements Projections

Cash required for the payment of a vendor can be calculated as soon as the purchase order has been printed. The package knows how much was ordered, at what price and when to expect the bill (at about the same time as the receiving). The package also knows the vendor's terms so it knows when the invoice will be due. With this data to hand it is a simple matter to anticipate when the cash payments must occur and how large they will be.

The **Cash Requirements Projection Report** calculates the amounts that must be paid to each vendor over four periods (which you define). These amounts are derived from unreceived purchase order lines, unbilled receiving and unpaid invoices in the **Accounts Payable Open Item** file. For each vendor, the report shows the cash requirements for purchase orders and for accounts payable separately. The report then shows the total aged cash requirements from both sources.

Since both purchase order and accounts payable sources are utilized, the report can give a very accurate projection of your case requirements over the next few weeks or months. How long a period of time the projection will be useful for depends upon the frequency with which purchase orders turn over in your company.

Serialized Items

Serial numbers for items are supported by the **Inventory Management**, **Purchase Order and Receiving**, and **Customer Order Processing** packages. The user has the flexibility of stocking serial numbers for items or only assigning serial numbers to the item when it is sold or issued.

A further explanation on implementation of serialized inventory is contained under **Receiving Processing** in **P/O** and **Inventory Transaction Processing** and **Serial/Lot Processing** in **I/M**.

Lot Number Items

Lots are supported by the **Inventory Management**, **Purchase Order and Receiving**, and **Customer Order Processing** packages. Unlimited lots may be maintained for each item. Each lot contains quantity on hand, quantity allocated and expiration date by month and year.

A further explanation on implementation of Lot Tracking is contained under **Receiving Processing** in **P/O** and **Inventory Transaction Processing** and **Serial/Lot Processing** in **I/M**.

Interface to Inventory Management

Files within the **Inventory Management** package are accessed for a variety of reasons throughout the **Purchase Order and Receiving** package. For instance, during the entry of a line on the purchase order, the program must check the validity of the inventory item which is being ordered. If the item is categorized as a manufactured item, the program will warn the operator that the item is not normally purchased and ask if the entry is OK.

During entry of receiving, the operator can specify the unit of measure in which the material is being counted. If the unit of measure is not one of those allowed for the item, the program will force entry of a unit of measure that is acceptable.

When a purchase order is entered, the quantity on-order for each of the items on the order is updated. When material is received against the order, the quantity on-order for the affected items is reduced.

Receiving also update the quantity on-hand for the item at the appropriate inventory location.

Interface to Accounts Payable

Accounts Payable personnel attempt to match the vendor's invoice with the receiving that corroborate receipt of the merchandise. They require access to **Purchase Order** files for this purpose. When they process the invoice for payment, each purchase order line that is billed has its quantity-invoiced updated. The **Purchase Order and Receiving** package considers a purchase order to be closed when all of its lines have been fully received and fully invoiced, so this billing information is important to those who monitor the status of purchase orders.

If the item received has a item price variance account assigned through **I/M**, when the purchase order is invoiced through **A/P**, you will be asked if you wish to create a cost variance entry if the **P/O** received unit cost is not equal to the billed unit cost in **A/P**. For more information on price variances, see the **P/O Setup** section of this manual.

PURCHASE ORDER CYCLE

This section itemizes the steps that a purchase order goes through from its inception to its retirement. There are four purchase order types (normal, blanket and release). The cycle will be presented for normal orders first. The differences for blanket orders and releases will be explained.

Normal Orders

1. **Order Initiation**

The buyer, purchasing agent, department head or other such person decides what needs to be ordered; which vendor it should be ordered from; at what price; when it should be delivered and to which shipping destination; what the terms of sale are; who pays for freight and how the merchandise should be shipped; etc. Purchase orders can be used to order services as well as merchandise, in which case there are fewer decisions to be made.

This information is written on a form so that it can be readily identified as a purchase order and so that it can be easily read and understood by those who need to approve it as well as by the data entry operator who will be entering the order into the computer.

2. **Purchase Order Entry**

Once the preliminary approvals have been received the order may be stored in the computer for later issue. The data entry operator will probably be reading the information from a special purchase order entry form which contains all of the information that the **Purchase Order Processing** screen requests.

The order is entered in two steps. First the general order information such as the vendor number, the shipping destination and the terms are entered on the screen. This data is called the order header since it is the same for all of the items on the order. A unique order number is assigned at this time.

Then a different screen comes up upon which is entered the items that are being ordered. These items are referred to as line items since each one is a separate line on the purchase order. It is here that the item number, the vendor's item number, the quantity ordered of the item, the date it should be received and so forth are entered.

Thus, each purchase order has a single header with a variable number of line items. When all of the line

items have been entered, the order is on file.

3. **Purchase Order Statuses**

When a purchase order is first entered it is generally assigned a status of unreleased. This means that the order is on file but that it is not to be acted upon just yet. It is still under consideration or awaiting approval or pending activation. Unreleased orders may not be printed on purchase order forms.

When the order is ready to be sent to the vendor, its status is changed to released. This means that the order is fully approved and ready to be activated. Released orders may be printed on purchase order forms.

There are three other purchase order statuses. They will be discussed later in the cycle at the points where they are utilized.

4. **Print Purchase Orders**

It is not much good having a purchase order on file if the vendor does not know about it. You must print the purchase order on a special purchase order form and send this form to the vendor. Once an order has been printed, its order status changes to printed and the date the order was printed is stored with the other header information.

An order should only be printed once to prevent the possibility of duplicate shipment. If the order is somehow lost or damaged before it gets to the vendor, or if the vendor misplaces the orders, you may print a duplicate of the order. Duplicate orders are identified as such so if you wish the vendor to ship against a duplicate order you will have to make this clear on the order copy that you send.

5. **Vendor Acknowledgment**

You may request an acknowledgment from the vendor. There is space on the purchase order form to do so. If you request an acknowledgment, the vendor understood your order and verify that the vendor intends to honor your prices, request dates, terms etc. Acknowledgments can be thought of as the confirmation of the contract between you and the vendor. Your purchase order is a commitment from you that you will pay for what you order. The vendor's acknowledgment is a commitment from the vendor that he will ship and bill in accordance with the details on the acknowledgment.

You may wish to design your purchase order form with an extra carbon copy that the vendor can return as an acknowledgment. The vendor can mark on this form the price changes and the changes to the requested receipt dates that are necessary in order for him to meet his commitment.

6. **List Scheduled Receipts**

Once a purchase order has been launched, it can be thought of as a list of scheduled receipts. The requested receipt dates for each line item, modified per the vendor acknowledgment, indicate when you can reasonably expect the merchandise to arrive.

Scheduled receipts can be listed in order by their item number, by the number of the vendor from which they were ordered or by the number of the job for which they are intended. Management personnel at various positions in the company may be interested in the likely receipt dates of specific items. Late receiving are flagged as such so that they can be easily noticed.

7. **Receipt of Shipment**

When the shipment arrives at the receiving destination, someone there must verify that what was received

was what the vendor claimed to have shipped, and is in acceptable condition. If the order is delivered to the formal receiving dock, there will be receiving personnel on hand to do this. They will count what was received and try to match the receiving up with a purchase order.

The receiving must be entered into the computer just as the purchase order was. Depending upon how large the company is, this may be done by the same people who received the shipment or it may be done by data entry operators who are somewhat remote from the dock. When it is done by the same people, they can enter the receiving data directly as the information comes available. In the other case, the receiving personnel must prepare the information for data entry and make sure that the operator has enough data to log the receiving.

Essentially what happens is that the operator locates the purchase order and line item where the receiving was ordered. The receiving is posted against the line item which means that the line item now shows a quantity received against it. A receiving may embrace several purchase orders and line items but the key factor is that every portion of the receiving must be accounted for in this manner. Receiving for which there is no purchase order are likely to be unauthorized purchases or accidental vendor shipments and must be handled accordingly.

Receivings are entered into the computer through the **Receivings Processing** application. If batch receivings processing is being used, transactions must be posted after being entered.

8. **Receipt of Invoice**

The vendor's invoice arrives at accounts payable. The accounts payable clerk must match the invoice up with purchase orders and line items just as the

receiving clerk did, only here you are more concerned about whether the merchandise was received than you are about whether the merchandise was ordered.

The accounts payable clerk may automatically process the invoice for payment if it matches up with purchase orders and line items that show receiving for what the invoice bills and if the data is otherwise in agreement. The clerk may also pay the invoice if the data does not precisely match. This is a matter of discretion.

9. **Closing the Purchase Order**

The quantity billed is recorded for each line item just as the quantity received was. Once the line item is fully received and fully billed or the line item is fully received and the Close PO's Not Fully Invoiced Flag in **P/O Setup** is **Y**, it can be considered to be closed. Once all of the line items on an order have been fully received and fully billed, the purchase order may be closed.

In order to close a purchase order you need merely change its status from printed to closed. A closed purchase order can no longer have receiving posted against it or have invoices charged against it. It is considered to be dormant and awaiting deletion.

10. **Deleting Closed Purchase Orders**

Closed purchase orders may be deleted (removed from the file). This is done through the **Purge Closed Purchase Orders** application in the **Processing** window. As an order is deleted, certain statistical information is derived and then stored in various files in the **Purchase Order** package. Other modules in the package make use of this information to evaluate vendor performance and present purchase order history data for review.

Blanket and Drop Ship Orders

That is the basic cycle, from inception to deletion, for a normal order. The cycle for drop ship, blanket orders and their releases are similar to a normal order. A condensed representation of the cycle, focusing upon the new steps required, is presented below. If you are not familiar with the concept of a blanket order, refer to the definition of blanket orders in the Glossary.

1. **Enter the Blanket Order**

The entry requirements for a blanket order are nearly identical to those for a normal order. Set the status to released so that the order can be printed.

2. **Print the Blanket Order**

Blanket orders are clearly identified as such on the purchase order form. It will show the items that you plan to order over a period of time and will indicate the degree of certainty you have about ordering specific quantities of specific items. The vendor will interpret the order as a warning of impending purchases and will gear up to meet this demand if he cannot meet it with existing stocks and facilities. The vendor may send an acknowledgment, but if he does it will not have the force that the acknowledgment for an actual order has. It will be more in the nature of a courtesy.

3. **Issue Releases**

When you are ready to place orders for the items that were listed on the blanket order you will issue a release against the blanket order by means of the **Release Blanket Orders** function.

A release may include any or all of the items from the blanket order but items not listed on the blanket order may not be added to the release.

4. **Printing Releases**

Once a release has been created it will be treated as if it were a normal order. You will need to set its status to released, then print it and send the printed purchase order to the vendor.

5. **Deleting Blanket Orders**

A blanket order may be closed when all of its line items have been released and when its releases have been fully received. Once closed, it may be deleted.

A release may be deleted when all of its line items have been fully received and fully billed or the line items have been fully received and the Close PO's Not Fully Invoiced Flag in **P/O Setup** is **Y**, just as for normal orders.

Startup

Application Overview

Before proceeding with this section, you must have already created all directories and loaded the **Elliott** Programs. This is a fairly automated process. For further instructions, please refer to the installation section of the **System Manager** manual.

Setup Procedure

In order to begin using the **Purchase Order and Receiving** system, the following steps must be completed after creating the data files.

1. Both the **A/P** and **I/M** packages are necessary prerequisites. They must be installed and fully functional before **P/O** can be installed.

2. The **P/O** control data must be entered through the **P/O Setup** application in the **Util_setup** window.

3. Select **P/O Form Setup** application the **Util_setup** pull down window and select Reset Option from the menu bar.

4. Enter data for the following applications in any order in the **Maintenance** section of the **P/O** main menu.

   - **Ship-To Code File**
   - **Buyer Code File**
   - **Comment Code File**
   - **Reject Reason Code File**
   - **Item Vendor File**
   - **Vendor Service Address**

The above steps will load the system with the necessary information to process future transactions.

The application sections in this manual may be used to obtain specific information on each application. The file load sheets contained in each of these sections may assist in accumulating and loading data.

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Processing Procedures

Daily Processing

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1*   Enter regular, blanket and drop ship purchase orders
   - Select **Purchase Order Processing - Add** application

☐   *Step 2*   Verify the purchase order transactions
   - Select **Purchase Order Processing - List** application

☐   *Step 3*   Print the purchase orders that should be sent to the vendors
   - Select **Print Purchase Orders - Print** application

☐   *Step 4*   Receive the merchandise
       If you are using on-line receivings:
   - Select **Receivings Processing - Add** application
   - Print the **Receivings Audit Trail Report - Print** to verify all items were received

       If you are using batch receivings:
   - Select **Receivings Processing - Add** application
   - Print an edit list using **Receivings Processing - List** application
   - Post the transactions using **Post Receivings Transactions - Post** application
   - Select **Receivings Audit Trail Report - Print** application to maintain a history of the transactions

☐   *Step 5*   *(optional)* Determine when you can expect to receive your merchandise
   - Select **Scheduled Receipts Reports - Print** application

Weekly Processing

☐   *Step 1*   If unreleased purchase orders are created in **I/M** using the **Create Unreleased PO's By Vendor** application, print an edit list to determine which purchase orders should be released
   - Select **Purchase Order Processing - List** application

☐   *Step 2*   Change the P.O. Status from **U** to **R** and then print the purchase orders
   - Select **Purchase Order Processing - Change** application
   - Select **Print Purchase Orders - Print** application

Period End Processing

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1*   Perform Daily Processing Checklist (Detailed in its entirety on the preceding page - *Step 1 through Step 5*)
   - All reports should be spooled to disk to allow for backup retention

☐   *Step 2*   Perform Period End Processing Checklists for **A/P** and **I/M** packages

☐   *Step 3*   *(optional)* Close any outstanding or unnecessary purchase orders by changing the P.O. Status to **C**
       Note: You will be warned if the purchase order has not been fully received or fully invoiced
       - Select **Purchase Order Processing - Change** application

☐   *Step 4*   Release any blanket orders for the period
       - Select **Release Blanket Orders - Release** application

☐   *Step 5*   Perform the following applications as needed:
       - Print Scheduled Receipts Reports
       - Print Drop Shipment Receivings Reports
       - Print Purchase Line History Report
       - Print Cash Requirements Projection Report
       - Print Commodity Code Vendor Report
       - Print Vendor Performance Analysis Report
       - Print Open Purchase Orders Reports
       - Print Receivings Audit Trail Report
       - Print Item/Vendor Report from Item Vendor File Maintenance application

☐   *Step 6*   Perform a backup
       - Make a period end backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "***Period ___/___/___ End Backup***"

Year End Processing

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1*   Perform Period End Processing Checklist (Detailed in its entirety on the preceding page - *Step 1 through Step 6*)
       - Save the backup labeled "***Period End Backup***" with your other period end backups

☐   *Step 2*   Perform Year End Processing Procedures for **A/P** and **I/M**

☐   *Step 3*   Perform a backup
       - Make a final year end backup and keep for auditing purposes Label this backup "***Final Year 19___ End Backup***"

☐   *Step 4*   Clear the vendor year to date statistics
       - Select **Clear YTD Statistics - Clear** application

☐   *Step 5*   Perform a backup
       - Make a beginning of the year backup and label it "***Beginning Of The Year 20___ Backup***"

Elliott

P/O Main Menu

Application Overview

This application presents the menu of **Purchase Order and Receiving** applications that are available to the user. The menu consists of seven pull down windows.

The user should type the letter of the application he wishes to run and press **RETURN**. After the application has been run to completion, the **P/O** menu will display once again and allow entry of another application.

The **Maintenance** window contains applications to maintain the **P/O** package.

The **Inquiry** window allows you to view the **Purchase Order** file without the ability to change any record.

The **Processing** window is where most all of your activity will take place. Entering transactions and posting/updating this information to other files.

The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

After the application has been run to completion, the **P/O** menu bar will display once again and allow entry of another application.
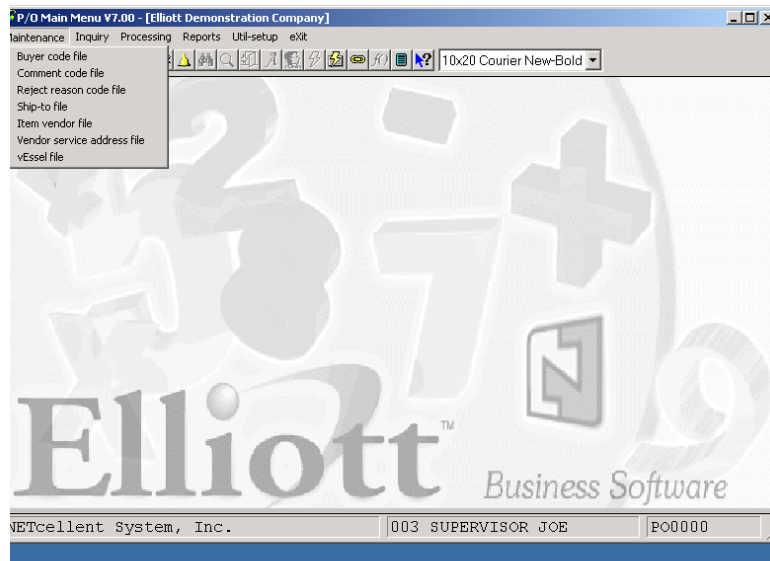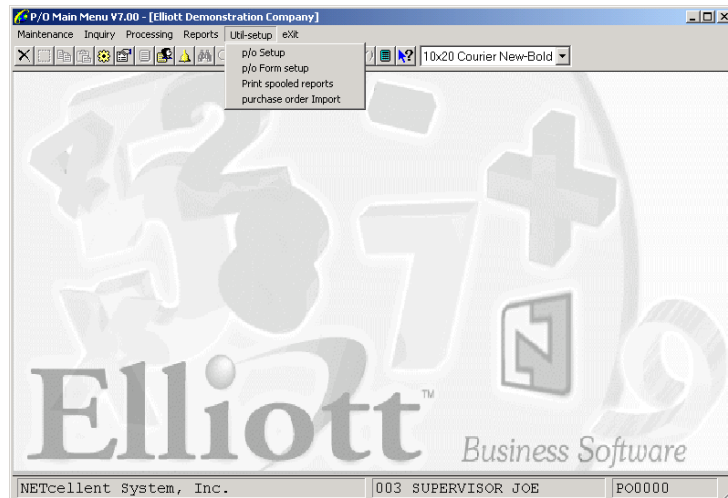
PO Maintenance Menu
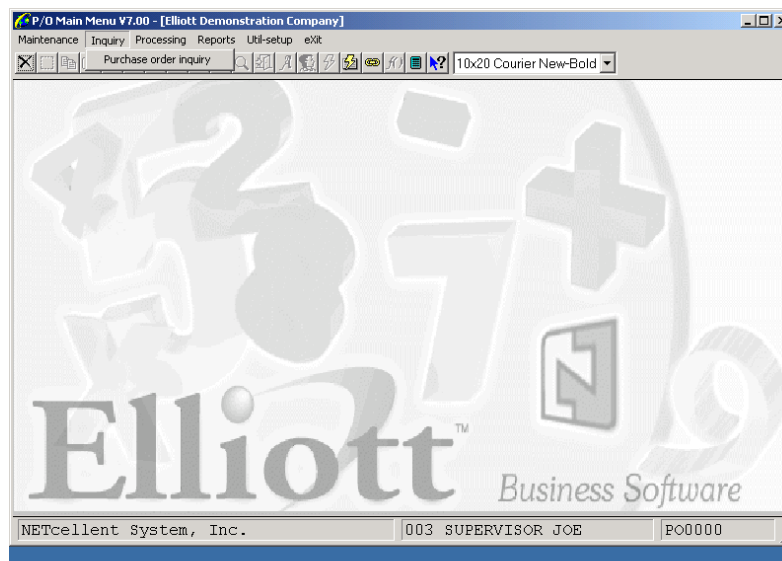
PO Inquiry Menu
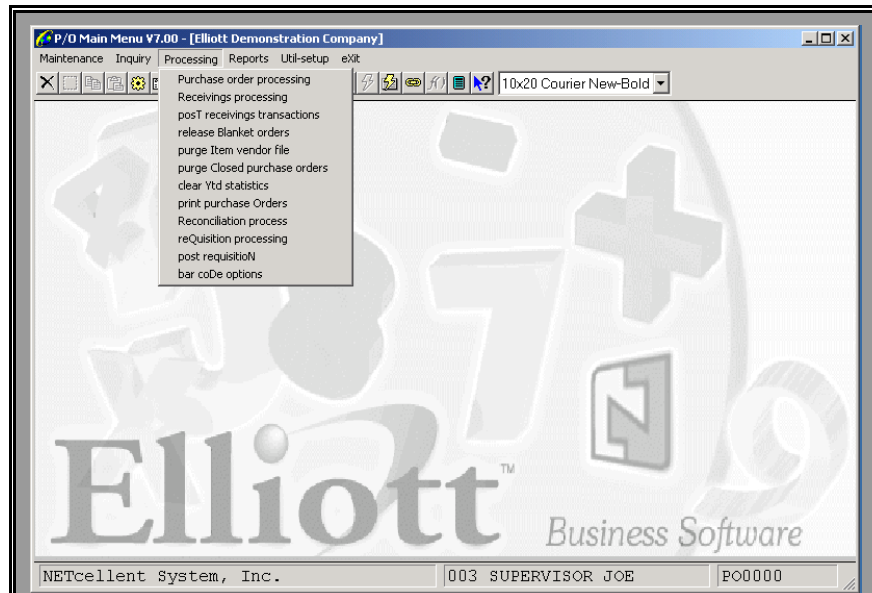
PO Processing Menu
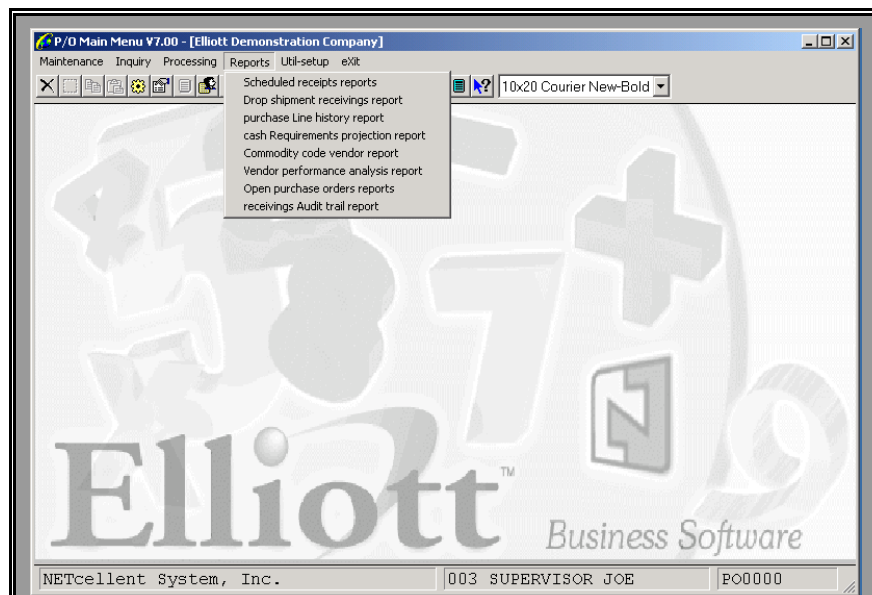
PO Reports Menu

PO Util-Setup Menu

Maintenance

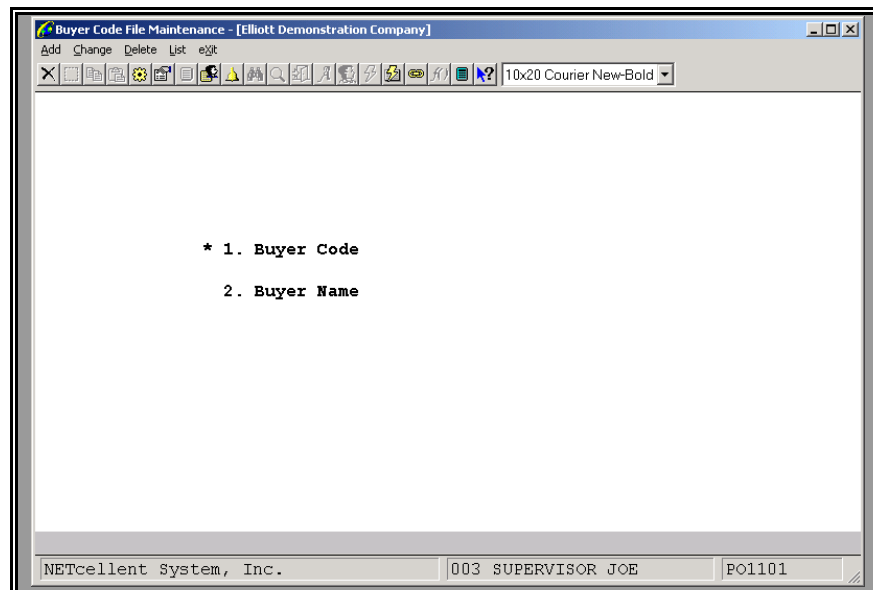## *Buyer Code File Maintenance*

Application Overview

A buyer must be associated with every purchase order that is entered. This is the means by which the person who initiated the order can be identified by Accounts Payable and Receiving personnel, as well as by anyone else who might have questions about the order or the merchandise ordered. Buyers, themselves, will find this attribute useful because certain applications allow them to access information about their specific orders.

Storing the buyer's name on each order is an inefficient use of computer resources, so instead, a two-character code is used to identify the buyer. This application allows you to set up and later modify the file containing buyer codes and the associated buyer names. If there are only a few buyers for your company, you will probably be able to use the buyer's initials as the code. Larger companies will probably need to use a non-significant code or one which has more discrete significance than a part of initials.

In other applications where this code is entered, there will be an option available to the operator to display the buyer codes one by one so that the operator will not have to commit them to memory or be burdened by a printed listing.

<u>RUN INSTRUCTIONS</u>

Select **Buyer Code File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

The following options are available:

> *   Select the desired mode from the **Buyer Code File Maintenance** menu bar
> *   Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

<u>Entry Field Descriptions</u>

Name	Type and Description
1. Buyer Code	2 alphanumeric characters. Enter the code that you wish to have associated with the buyer name that is entered below. In the change or delete mode, press the **F7** key to search for Buyer Code.
2. Buyer Name	15 alphanumeric characters. Enter the buyer's name. This name will display whenever the **Buyer Code** is entered and will also appear on the purchase order form and certain reports.

```
* 1. Buyer Code  1

  2. Buyer Name  Frank Jones
```

```
ield Number ? ▮
NETcellent System, Inc.        003 SUPERVISOR JOE        PO1101
```

```
Run Date: Nov 13, 1992 - 11:52am      Elliott Electronics Co.                                    Page    1


                              B U Y E R   C O D E   L I S T


Buyer  Buyer-Name
Code


 1     Frank Jones
 2     Anna Bellton
 9     Chem Thompson
BC     Janice Johnson


   4 Codes On File
```
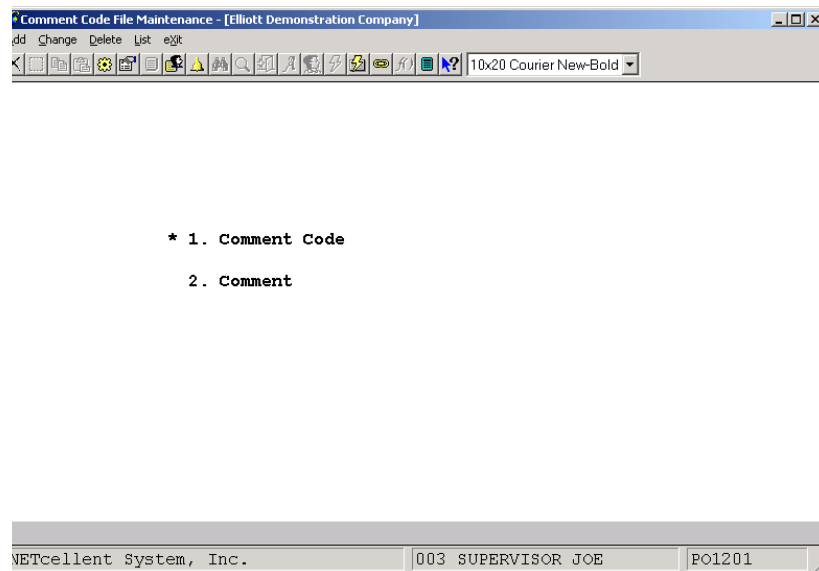
Comment Code File Maintenance

Application Overview

Comments may be entered for each line item on a purchase order, or they may be associated with the order as a whole. Comments are a means by which you may communicate specific instructions to the vendor regarding the purchase or shipment of items on your order.

Comments may be entered on the purchase order as a free-form entry, or they may be assigned to the order by means of **Comment Codes**. By using **Comment Codes**, you will have access to a file of canned comments that have been standardized and approved for inclusion on vendor correspondence.

In order applications where a **Comment Code** is entered, there will be an option available to the operator to display each of the **Comment Codes** that are on file, one at a time, until the correct comment displays. This feature eliminates the need for the operator to memorize the Comment Codes or search through a listing.

RUN INSTRUCTIONS

Select **Comment Code File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

The following options are available:

* Select the desired mode from the **Comment Code File** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Elliott

Entry Field Descriptions

Name	Type and Description
1. Comment Code	2 alphanumeric characters. Enter the code that you wish to have associated with the comment that is entered below. In the change or delete mode, press the **F7** key to search for Comment Code.
2. Comment	30 alphanumeric characters. Enter the comment. This comment will display whenever the Comment Code is entered and will also appear on the purchase order form and certain reports whenever a Comment Code has been specified.

```
Date filled out _____ by _____ ADD   CHANGE  DELETE


                    COMMENT CODE FILE MAINTENANCE FILE LOAD SHEET

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************

Comment Code _ _


Code        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                                ***************
```

```
Comment Code File Maintenance - [Elliott Demonstration Company]                    _ □ X
dd  Change  Delete  List  eXit
< □ ⎙ ⎘ ⚙ ⎙ ⊟ 🖰 ⚠ 🔍 🔍 ⎙ 𝐼 🔧 ⚡ 🔧 🔗 ⨍ ▦ ▶?  10x20 Courier New-Bold ▼




               * 1. Comment Code   2

                 2. Comment        Substitutions not Allowed














ield Number ?  ▁
NETcellent System, Inc.              003 SUPERVISOR JOE         PO1201
```

```
Run Date: Nov 13, 1992 - 11:52am     Elliott Electronics Co.                          Page    1


                             C O M M E N T   C O D E   L I S T


Comment  Comment
 Code


    1      Partial Shipments not Allowed

    2      Substitutions not Allowed

    3      Please notify if shipping late

    4      Invoice w/shipment preferred

    5      Please show PO# on the Invoice

    AA     Early Shipments not Allowed


   6 Codes On File
```
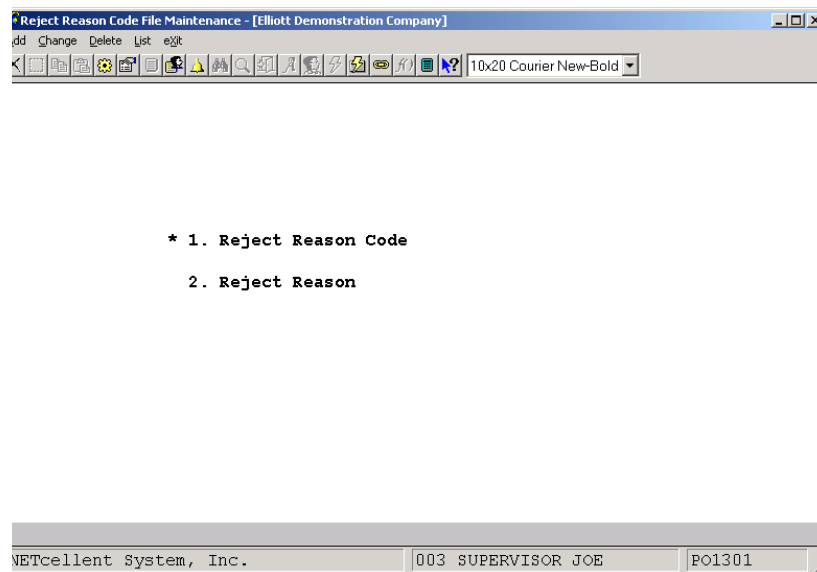
Elliott

Reject Reason Code File Maintenance

Application Overview

Reject reasons are the reasons why a receiving is rejected. The receivings clerk needs to know valid reasons for refusing a shipment or for rejecting part of it. With a set of standardized reasons on file, the clerk or the data entry operator who processes the receiving will be able to choose the most appropriate reason.

When the operator specifies a quantity rejected for a receiving, the screen will prompt him for the entry of a Reject Reason Code. The operator then has the option of entering a specific code or of reviewing the codes on file and selecting one of those that are displayed. The entry of a reject reason, however, is optional.

The **Reject Reason Code File Maintenance** application allows these codes to be defined, maintained and listed.

RUN INSTRUCTIONS

Select **Reject Reason Code File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

The following options are available:

* Select the desired mode from the **Reject Reason Code File** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Reject Reason Code	2 alphanumeric characters. Enter the code that you wish to have associated with the Reject Reason that is entered below. In the change or delete mode, press the **F7** key to search for Reject Reason Code.
2. Reject Reason	20 alphanumeric characters. Enter the Reject Reason. This description will display whenever the **Reject Reason Code** is entered and will also appear on certain reports, such as the **Order Edit List** and the **Receivings Audit Trail Reports**.

```
Reject Reason Code File Maintenance - [Elliott Demonstration Company]        _ □ X
Add  Change  Delete  List  eXit
X □ ▤ ▥ ⊕ ☞ ▤ ▨ ⚠ ▥ Q ▤ 𝐴 ▦ ⚡ ▨ ⊕ 𝑓 ▤ ▶?  10x20 Courier New-Bold ▼




            * 1. Reject Reason Code   5

              2. Reject Reason         Damaged Goods








ield Number ? ▮
NETcellent System, Inc.                 003 SUPERVISOR JOE        PO1301
```

Elliott

R E J E C T   R E A S O N   C O D E   L I S T

Reject   Reject-Reason

 Code

   1   Inadequate Quantity

  10   Not Std Chemical

   2   Wrong Drive Specs

   3   Wrong Monitor Type

   4   Wrong Ram Specs

   5   Damaged Goods

   7   Not to our Standards

   8   Damaged Chemical Pkg

   9   Wrong Chemical Type

  AA   Not Ordered

  10 Codes On File

Ship-To File Maintenance

Application Overview

When a company orders merchandise from a vendor, it must specify on the order where the merchandise is to be shipped. The shipping destination need not be (and frequently is not) the same as the billing address. A small company may have a single place where merchandise is to be shipped, whereas a large company can have several widely separated destination points. Both large and small companies may process drop ship orders where the merchandise gets shipped directly to the customer from the vendor. Every purchase order that the company issues specifies a single shipping destination where the merchandise on the order should be shipped. Rather than require the operator to type in the shipping address on each order, the **Purchase Order and Receiving** package allows the entry of a six-character code to represent the address. This feature saves the operator keystrokes and is a more efficient use of computer resources.
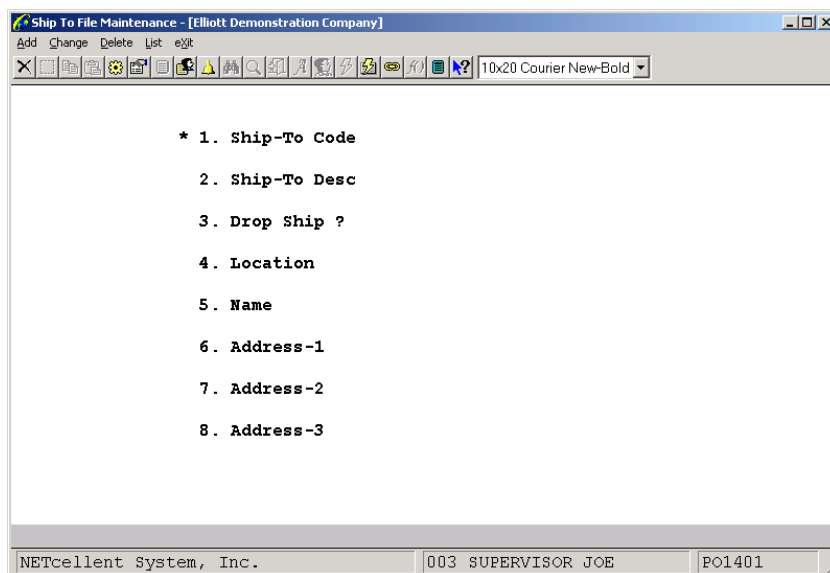
The ship-to information includes a brief description of the shipping destination and the Inventory Location code (defined in the **Inventory Management** package), as well as the shipping name and address. The ship-to data is set up to allow more than one code with the same street address in order to accommodate different inventory locations within a warehouse. The concept of inventory locations is more fully explained in the documentation for the **Inventory Management** package. For our purposes here, it is sufficient to say that a company can define such locations in a variety of ways and it is not uncommon for there to be multiple locations specified for a single warehouse. A purchase order, then, is entered for a single inventory location so there must be one Ship-to code on file for each inventory location.

A location must be specified for drop ship orders just as they are for normal orders. If you do not require inventory to be updated by drop ship transactions you may utilize a Drop Ship Location for which all drop ship activity is accumulated both in **Purchase Order** and in **Customer Order Processing** (if used). Such a location might be identified with a code of **DS**. Only those items capable of being drop shipped would have such a inventory location established. These inventory locations would be artificial to the extent that no merchandise is stored there, but would be useful for keeping track of outstanding drop shipments.

In other **Purchase Order** Applications the operator has the option of displaying the ship-to descriptions, one by one, when entering the Ship-to code. This feature makes it unnecessary for the operator to commit the codes to memory or to refer to a listing of Ship-to codes during data entry. Here and throughout the packages, Ship-to codes are identified by their descriptions, so the description you assign should adequately describe both the address and the location.

RUN INSTRUCTIONS

Select **Ship-To File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

The following options are available:

* Select the desired mode from the **Ship-To File Maintenance** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Ship-To Code	6 alphanumeric characters. Enter the code that you wish to have associated with the ship-to information that is entered below. In the change or delete mode, press the **F7** key to search for Ship-to Code.
2. Ship-To Desc	15 alphanumeric characters. Enter a description of the ship-to destination. This description will display whenever the Ship-to code is entered, and it is the primary means by which the address and location are verified. The description also prints on certain reports in lieu of the full address.

Name	Type and Description
3. Drop Ship ?	**Y** or **N**. If this code is for a drop ship customer, enter **Y**, otherwise enter **N**. Various applications need to distinguish between the two. The distinction is not critical, however, and file updates are unaffected by the value entered here. Defaults to **N**.
4. Location	2 alphanumeric characters. This is the inventory location where the merchandise on the order is to be stored. Enter a valid Location code and the location's description will display beside the entry. Valid or added Location codes are entered through the **Inventory Management** package. If you are not sure of the correct code, you may press the **F1** key to display the first location on file. The program will ask if this is the right location. Answer **Y** if it is. If you answer **N**, the program will display the next location, and so forth, until the location you need is displayed. You may stop this particular function by pressing the **ESC** key instead of answering **Y** or **N**. In the add or change mode, press the **F7** key to search for Location Code.
Location (continued)	Do not ever change this field for a Ship-to code that has been specified for an active purchase order since doing so will change the location for which the ordered merchandise is intended. If the order's location is changed in this manner, receivings will be posted to inventory locations different from those for which the material was on order.
5. Name	30 alphanumeric characters. Enter your company's name as it is to appear on an address label.
6. Address-1	30 alphanumeric characters. Enter the first line of the shipping address.
7. Address-2	30 alphanumeric characters. Enter the second line of the shipping address.
8. Address-3	30 alphanumeric characters. Enter the third line of the shipping address.

List

Name	Type and Description
Show Drop Ship Codes Only ?	**Y** or **N**. Enter **Y** to show drop ship codes or **N** to decline.

Name	Type and Description
	The default is **N**.

```
Date filled out _____ by _____  ADD   CHANGE   DELETE


              SHIP-TO CODE FILE MAINTENANCE FILE LOAD SHEET


Ship-To Code  _ _ _ _ _ _


Ship-To Desc  _ _ _ _ _ _ _ _ _ _ _ _ _ _


Drop Ship?    _


Location      _ _


Name          _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


Address-1     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


Address-2     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


Address-3     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _



                       *******************


Ship-To Code  _ _ _ _ _ _


Ship-To Desc  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


Drop Ship?    _


Location      _ _


Name          _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


Address-1     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
```

Ship To File Maintenance

Ship To File List

```
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                                   S H I P - T O   C O D E   L I S T


Ship-To Description      Drop  Loc Description      Shipping-Address
Code                     Ship?


100     J. Q. Williams    Y    DS   Drop Shipments   John Q. Williams Company
                                                     3479 Peachtree Road N.E.
                                                     Suite #200
                                                     Atlanta GA 30329


100-01  Williams - CA     Y    DS   Drop Shipments   John Q. Williams Comapny
                                                     3212 Burbank Blvd
                                                     Burbank, CA 91102


100-02  Williams - TX     Y    DS   Drop Shipments   John Q. Williams Company
                                                     8201 Kennedy Blvd
                                                     Houston, TX 70332


200-01  21st Cent-Store   Y    DS   Drop Shipments   21st Century Enterprises
```

Elliott

Item Vendor File Maintenance

Application Overview

This application provides the means whereby the **Purchase Order and Receiving** package keeps track of the vendors who provide particular items, and it allows the vendor's identifying number for an item to be associated with your identifying number for the same item, so that both numbers can be printed on the purchase order. The **Item Vendor File Maintenance** application allows you to add, modify, delete, and print lists of such item/vendor relationships.

There are two reports available in the application. One lists the vendors that provide particular items; the other lists the items provided by particular vendors. Both reports are valuable to a buyer because he needs to know which vendors are available for the purchase of an item, as well as what items a vendor is capable of delivering. The reports also provide vendor performance information so that the buyer can judge the reliability of the vendors that are competing for his business. If the vendor is not to be purchased from, a warning to this effect will print on the report as well.
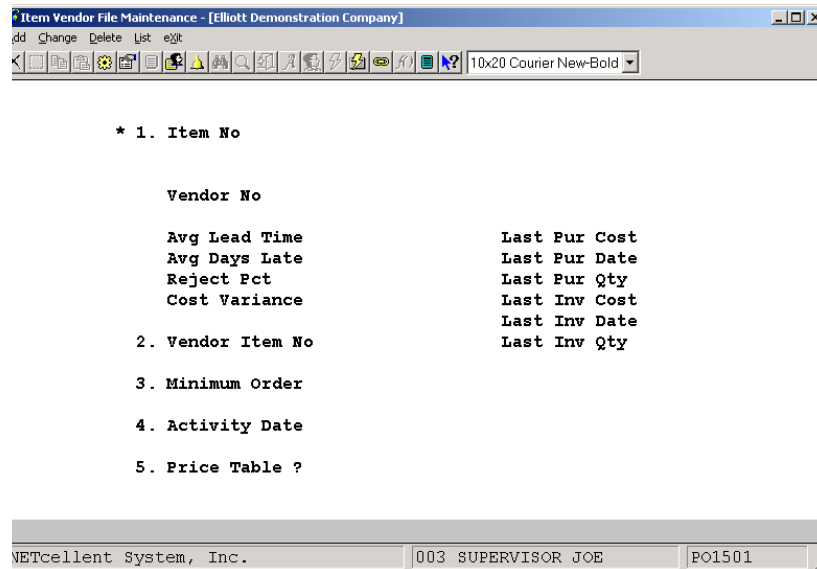
Having the vendor's item number associated with your own item number is a great help to receiving and accounts payable personnel, since they commonly deal with correspondence and documents issued by the vendor that contain only the vendor's identifying numbers for the items in question. In many places throughout the package, the operator may enter either the item number or the vendor's item number in order to identify an item.

There are two ways in which these item/vendor relationships can be established. During the entry of line items on a purchase order, the program will request the entry of the vendor's item number if the item vendor data is not yet on file. After the number has been entered, the program will automatically update the item vendor file to include this relationship. The item vendor data may also be entered manually through the **Item Vendor File Maintenance** application.

In addition to the data already discussed, the Item Vendor file stores the minimum order amount that the vendor requires for a particular item and the vendor's last activity date. Each time an item is ordered from a vendor, the **Purchase Order Processing** program automatically updates the vendor's last activity date in the Item Vendor file. Vendor items which have not been ordered for a long time probably do not need to have their data maintained. The **Item Vendor File Maintenance** application allows you to purge obsolete vendor items from the file through a specified Last Activity Date.

RUN INSTRUCTIONS

Select **Item Vendor File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

```
Item Vendor File Maintenance - [Elliott Demonstration Company]                    _ □ X
dd  Change  Delete  List  eXit
X                                                  10x20 Courier New-Bold ▼


         * 1. Item No


              Vendor No

              Avg Lead Time              Last Pur Cost
              Avg Days Late              Last Pur Date
              Reject Pct                 Last Pur Qty
              Cost Variance              Last Inv Cost
                                         Last Inv Date
           2. Vendor Item No            Last Inv Qty

           3. Minimum Order

           4. Activity Date

           5. Price Table ?



NETcellent System, Inc.              003 SUPERVISOR JOE        PO1501
```

Item Vendor File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Item Vendor File Maintenance** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Item Vendor Entry

Name	Type and Description
Item No	15 alphanumeric characters. Enter the item number. The number need not be that of a valid item in the item file. If the item file specifies that the item is normally manufactured, rather than purchased, the screen will display a warning to that effect, but you will not be prohibited from entering the number of a manufactured item. Once a valid number has been entered, the item's description will display beside the entry. Pressing the **F7** key will allow you to search for an item by number or pressing the **F8** key will allow you to search for an item by name.
Vendor No	6 alphanumeric characters. Enter the Vendor number. The number must be that of a valid vendor. Once a valid number has been entered, the vendor's name will display beside the entry. Pressing the **F7** key will allow you to search for a vendor by number or pressing the **F8** key will allow you to search for a vendor by name. In change and delete modes, you will have the option of pressing the **F1** key to display the first (and subsequent) vendors that provide the item specified above. This feature allows the buyer to quickly review what vendor resources there are when he is evaluating vendors for the purchase of an item. Once a valid vendor number has been entered, the program will check the vendor's status. If the vendor has a status of **N** assigned in the Vendor file, (NO PURCHASES) will display below the vendor's name. The program will then display the vendor's performance statistics. The average lead time is the length of time, in days, that the vendor historically has taken to deliver what was ordered.
Vendor No (continued)	The average days late pertains to merchandise delivered past the requested receipt date. The reject percent indicates how much of the merchandise that the vendor ships is unacceptable. The cost variance represents the historical average difference between the price at which merchandise was ordered and the price at which it was billed. These four fields are derived from the Vendor file in the **Accounts Payable** package. All of this displayed information can influence a buyer's decision to purchase from one vendor as opposed to another. Even where a vendor has the best prices, if it has a history of late deliveries or a large number of rejects, the buyer might be wise to shop elsewhere.
Avg Lead Time	Display only. Displays the average lead time when ordering.
Avg Days Late	Display only.

	Displays the average number of days that a shipment arrives late.
Reject Pct	Display only.
	Displays the average percentage of shipments that are received late from this vendor.
Cost Variance	Display only.
	Displays the cost variance for this product to other vendors.
2. Vendor Item No	15 alphanumeric characters.
	Enter the number the vendor uses to identify this product.
	This number is available from catalogs, price lists and promotional literature, as well as vendor salesmen and order processing clerks.
3. Minimum Order	A standard quantity format.
	Enter the minimum order amount that the vendor requires in the item's stocking unit of measure. This field is purely documentary.
Minimum Order (continued)	The entry you make here will have no influence upon the processing in other programs. It is provided to assist the buyer in the selection of a vendor. An entry of zero (blank) means that there is no applicable minimum.
4. Activity Date	A date in the standard date format.
	Enter the last date when there was activity concerning this vendor and this item. This field is similar to the last activity date in the Vendor file, but here it pertains to activity concerning a specific item. Once entered, it will be automatically updated by the **Purchase Order Processing** application each time an order is placed with this vendor for this item.
	The entry defaults to today's date.

List

Name	Type and Description
Report Type	1 alphabetic character.
	The allowable entries are **V** and **I**.
	V = List the items for each vendor **I** = List the vendors for each item.
	The entry in this field determines which of two versions of the report will print. If you enter **V**, you will be requesting the version that lists the items that each vendor provides, and you will be required to enter a range of vendors. If you enter **I**, you will be requesting the version that lists the vendors who provide each item, and you will be required to enter a range of items.

Maintenance

Name	Type and Description
Starting Vendor No	6 alphanumeric characters. If you selected a **V** report type, this field is displayed. Enter the starting vendor number in the range you want to list, or press **RETURN** to default to **All** vendors.
Ending Vendor No	6 alphanumeric characters. Enter the ending vendor number in the range you want to list.
Starting Item No	15 alphanumeric characters. If you select an **I** report type, this field is displayed. Enter the starting item number in the range you want to list, or press **RETURN** to default to all items.
Ending Item No	15 alphanumeric characters. Enter the ending item number in the range you want to list.

Elliott

```
Date filled out _____ by _____ ADD    CHANGE    DELETE


           ITEM VENDOR FILE MAINTENANCE FILE LOAD SHEET


Item No        _ _ _ _ _ _ _ _ _ _ _ _ _ _


Vendor No      _ _ _ _ _ _


Vendor Item No _ _ _ _ _ _ _ _ _ _ _ _ _


Minimum Order  _ _ _ , _ _ _ . _ _


Activity Date  _ _ / _ _ / _ _


                    *******************


Item No        _ _ _ _ _ _ _ _ _ _ _ _ _ _


Vendor No      _ _ _ _ _ _


Vendor Item No _ _ _ _ _ _ _ _ _ _ _ _ _


Minimum Order  _ _ _ , _ _ _ . _ _


Activity Date  _ _ / _ _ / _ _


                    *******************


Item No        _ _ _ _ _ _ _ _ _ _ _ _ _ _


Vendor No      _ _ _ _ _ _


Vendor Item No _ _ _ _ _ _ _ _ _ _ _ _ _


Minimum Order  _ _ _ , _ _ _ . _ _


Activity Date  _ _ / _ _ / _ _
```

Item Vendor File Maintenance

Item Vendor List

V E N D O R   I T E M   L I S T

Range: For All Vendor Numbers

Vendor-No	Ld-Time	Rej-Pct	Vendor-Item-No	Min-Order	Item-No	Item-Description
Vendor-Name	Days-Lt	Cost-Var		Act-Date		
000100	17.98	1.29	100-CLOCK	10.000	CLOCK	25 Meg Clock For Mother Board
Computer Electronics Center	3	11.23		11/13/92		Clock - 25M
			100-CPU30MG	8.000	CPU-30MEG	Z80 Micro Processor 30 Meg
				11/13/92		CPU - Z80
			100-DATABUS	10.000	DATA-BUS	Data Bus/Buffer 25 Meg
				11/13/92		Data - Buffer
			100-KEYBRD	10.000	KEYBOARD	Key Board For System Computer
				11/13/92		25 MHZ
			100-VIDADD	8.000	VID-AD	Video Addressing Module
				11/13/92		Vid - Address
			100-VIDCLK	10.000	VID-CLKS	Video Clock For 25 Meg Video
				11/13/92		Video - Clock

Vendor Price Table

To enable this function, Vendor Price Table must be set up in Utilities Section P/O Enhancements. To use this function: Elliott Main Menu→ Distribution → Purchase Order & Receiving → Maintenance → Item Vendor File

Figure 3D.7

To Create and Maintain Item Vendor file, answer "Y" to field #5.   At "Y" press the enter key to maintain item pricing (Figure 3D.8)

Figure 3D.8

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Vendor Service Address

Application Overview

A vendor may have more than one address that can be used, depending on what is being sent. A vendor may have one address that they use for receiving payments or Purchase Orders and another that they wish to use for other correspondence such as letters or other direct correspondence. This application allows the use of 2 separate addresses for each vendor. The vendor address in the vendor file will be used for checks, while the vendor service address will appear as the **order from** address on the Purchase Order, **Purchase Order Edit List** and in **Purchase Order Inquiry**. This vendor service address serves as a reference when you wish to send direct correspondence to the vendor.

Run Instructions

Select **Vendor Service Address File** from the pull down **P/O Maintenance** window. The following screen will then be displayed:

Vendor Service Address Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Vendor Service Address Maintenance** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Vendor No	6 alphanumeric characters. Enter the vendor that you wish to have associated with the vendor service address information that is entered below. Press the F7 key to search for Vendor by number or press the F8 key to search for Vendor by name.
2. Service Address Address 1	30 alphanumeric characters. Enter the first line of the vendor's service address.
3. Service Address Address 2	30 alphanumeric characters. Enter the second-line of the vendor's service address.
4. Service Address Address 3	30 alphanumeric characters. Enter the third line of the vendor's service address.
5. Service Address Country	15 alphanumeric characters. Enter the country of the vendor's service address.

List

Name	Type and Description
Starting Vendor No	6 alphanumeric characters. Enter the starting Vendor No in the range you want to list, or press RETURN to list All vendors.
Ending Vendor No	6 alphanumeric characters. Enter the ending Vendor No in the range you want to list.

Date filled out _____ by _____ ADD   CHANGE   DELETE

          SERVICE ADDRESS FILE MAINTENANCE FILE LOAD SHEET

Vendor No   _ _ _ _ _ _

Service Address Address 1

          _

Service Address Address 2

          _

Service Address Address 3

          _

Service Address Country

          _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

               ****

Vendor No   _ _ _ _ _ _

Service Address Address 1

          _
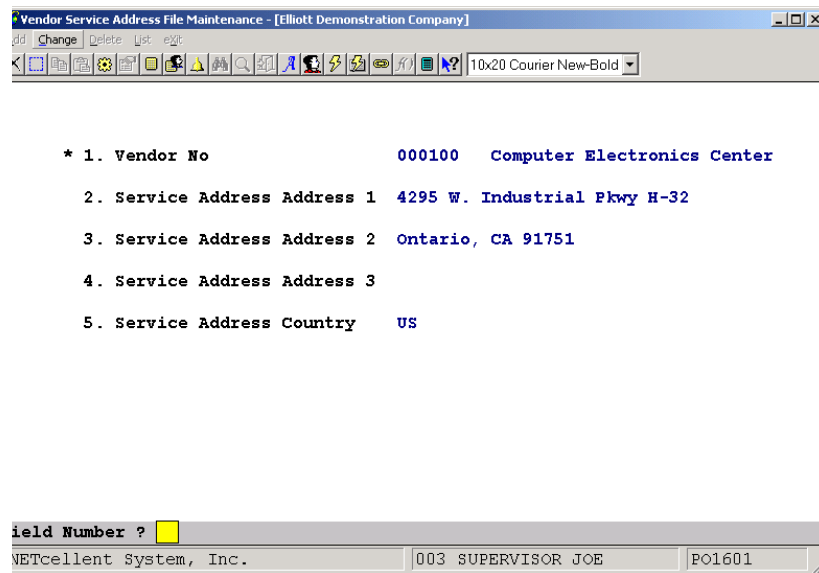
Service Address Address 2

Vendor Service Address File Maintenance

Service Address List

Elliott

V E N D O R   S E R V I C E   A D D R E S S   L I S T

Range: All Vendors

Vendor Name   Service-Address

000100 Computer Electronics Center   1874 North Lake Ave

                                       Los Angeles, Ca

                                       93478

                                       U.S.A.

000200 CompuPart Computer Services   18946 South Riverside Street

                                       San Diego, Ca.

                                       98438

                                       U.S.A.

000300 Anawalt Computer Company   2546 West Tree Street

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Vessel File

This file is here for information purposes only. For detailed information please refer to the Inventory Manual, Maintenance section for Vessel File.

The Vessel File is part of the Landed Cost process and contains the vessels, (boats, ships, transportation modes, etc.), which are used to transport your goods. Each record in the vessel file will hold exclusive information pertaining to a vessel such as departure date, arrival date, freight charges, and miscellaneous charges.

In the past, the Vessel file was used exclusively for Landed Cost calculations. In Elliott V7.4, the Vessel file function has been expanded: (1) The Vessel can now be used as the batch ID for the PO Receiving Process (both regular and warehouse receiving). The user can put a vessel on hold for receiving posting and print the receiving edit list and post the receiving by batch ID. (2) When a vessel's scheduled receiving date is changed, all corresponding receiving transaction's date for the vessel will be changed as well. This also updates the ATP details to reflect the up-to-date estimated arrival date. Since you only need to change the arrival date centrally in the vessel file, it saves you a tremendous amount of time from changing the date on the individual receiving transactions. (3) If users delete the vessel, all corresponding receiving transactions for the vessel will be deleted as well.

```
 Vessel File Maintenance - [Elliott Demonstration Company]                    _|□|×|
 Add  Change  Delete  List  calcUlate  eXit
 X|□|□|□|□|□|□|□|△|▲|Q|□|□|⚡|□|□|□|□|□|? 10x20 Courier New-Bold ▼


        * 1. Vessel Number                  59538
          2. Vessel Description             EVERGREEN EXPRESS
          3. Vessel Category                OC
          4. Departure Date                 09/10/89
          5. Exp Arrive Port Date           09/30/89
          6. Actual Arrive Port Date           /  /
          7. Exp Arrive Warehouse Date         /  /
          8. Act Arrive Warehouse Date         /  /
          9. Miscellaneous Charges          300.00
         10. Total Freight Charges        2,530.00
         11. Freight Dist Method            A
         12. Receiving Through              P

             Display Only Fields
         13. Total Invoice Amounts          300.96
         14. Total Weights                    0.00
         15. Total Volumes                    0.00

 Field Number ?  ▯
 Copy ( Ctrl+C )                   |003 SUPERVISOR JOE      |IMVESMNT
```

Vessel File Entry Screen
The amounts in Fields 9 & 10 will be automatically added to the FOB Cost in Receiving.

Entry Field Descriptions

1. Vessel Number	This alphanumeric field is user-definable. In purchase order receiving, you are asked to enter the Vessel Number after you enter "YES" to field #12 which asks: "Hold Posting?". The reason for the vessel # being entered at this point is, because if you put a hold on posting, then it is assumed that you need to calculate the Landed cost of the item and does not wish to post yet..
2. Vessel Description	Enter the description of the vessel. Lower-case lettering is allowed.

		This field is user-definable. It can be used to print Edit-Lists for "user-defined" groups of vessels. For example, let's say the company Evergreen carries 3 vessels, then for each vessel entry, you could enter "**EVG**" as the **category.** Now, when printing an edit-list, you can specify to print all vessels with a category of "EVG".
3.	Vessel Category	This field is user-definable. It can be used to print Edit-Lists for "user-defined" groups of vessels. For example, let's say the company Evergreen carries 3 vessels, then for each vessel entry, you could enter "**EVG**" as the **category.** Now, when printing an edit-list, you can specify to print all vessels with a category of "EVG".
4.	Departure Date	Enter the date in which the vessel departs. This field allows you to print reports showing your total inventory value on sea at any given time.
5.	Expect Arrive Port Date	This field holds the EXPECTED Arrival Date at Port for the vessel. This is a reference field.
6.	Actual Arrive Port Date	Here you can enter the ACTUAL arrival date at port. When this field is used in conjunction with the "expected arrival port date" you can analyze ocean carrier performance. This field's usage is optional and does not affect the Landed Cost calculations.
7.	Exp Arrive Warehouse Date	This field holds the EXPECTED Arrival Date of inventory at the warehouse. This is a reference field.
8.	Act Arrive Warehouse Date	Here you can enter the ACTUAL arrival date at the warehouse. When this field in used in conjunction with the "expected warehouse arrival date" you can analyze land carriers on custom checkout performance. This field's usage is optional and does not affect the Landed Cost calculations.
9.	Miscellaneous Charge	Here you can enter any other charges such as brokerage or insurance fees for the vessel. This field is always distributed by the value of the inventory. If your merchandise has the same kind of duty rate, you can also put a duty fee into this field, and do not set up duty % in the item file.
10. Total Freight charges		You manually enter the freight charges for this vessel here.
		The amount held in this field will be added to the total purchase price for each purchase order being shipped on this vessel.
11. Freight Dist Method		**11.** Your choices here are the following:
		W: Distribution by **weight.** Airlines are good examples of companies that use weight as their distribution method. If you use this method, be sure to enter the weight for each item in item file maintenance.
		V: Distribution by **volume.** Ocean shipments are usually based on the volume of an item sincethey charge you by the container regardless the weight. If you use this method, be sure to enter the volume for each item in item file maintenance. The VOLUME field in Item File Maintenance is found in conjunction with field 49: Weight. After you enter the weight, a window pops up asking for the Volume information. Figure 42.2, shown above, shows you this pop-up window with the Volume field.
		A: Distribution by **Amount.** In certain shipments, volume and weight are closely tied to the value of an item. In these cases, using the amount to distribute freight will be very close to reality. This method can be handy in a situation that item weight or volume is not properly setup.
12. Receiving Through		**12.** You choices here are:
		I: Receiving through I/M. This means that freight distribution is based upon Inventory Transaction Receiving records in Inventory Management.
		P: Receiving through P/O. This means that freight distribution is based upon Purchase Order Receiving records.
Display Fields Only		
13. Total Invoice Amounts		This field displays a running total of all "received" purchases. Upon receiving a purchase order, the FOB cost (Unit cost * qty), is added to this field. When the receiving is posted, the FOB cost is then deducted from this field. In short, this field displays the total amount of unposted purchase orders not including

14. Total Weights	Landed Cost. If this vessel's **freight distribution method** is "**W**", then this field displays the total weight of all items currently being shipped on this vessel.
15. Total Volumes	If this vessel's **freight distribution method** is "**V**", then this field", then this field displays the total volume of all items currently being shipped on the vessel.

Inquiry

Purchase Order Inquiry

Application Overview
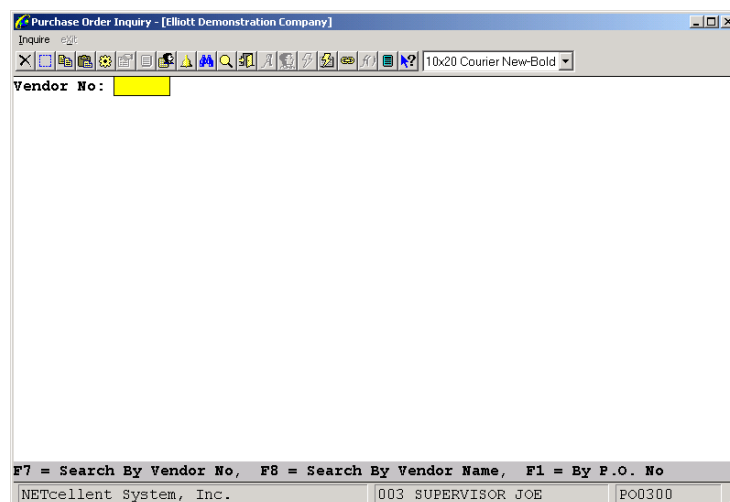
This application enables you to quickly review the purchase orders that are on file for a vendor. If you wish to know which orders are on file for a vendor or what was ordered on a particular purchase order, or what has been received so far against a specific order, you will likely use the Purchase Order Inquiry application to get this data

The Elliot Purchase Order Inquiry allows the user many different ways of accessing and viewing a Purchase Order. Major features include:

1. Accessing by P.O. Number without having to enter the Vendor Number.

2. Lists P.O. Numbers in reverse sequence by listing the highest P.O. number first. If the P.O. numbering sequence is adhered to, then the list order will be by last P.O. entered. This makes it easier and faster to find and access Purchase Orders. If viewing Purchase Orders by Vendor, the P.O.'s are also in reverse sequence.

3. Moving bar highlights the P.O. and shows the details as each P.O. is highlighted.

4. Allows you to view the entire P.O. that is highlighted when you press <Enter>. When you exit this detail screen, the system returns you to the P.O. list.

Run Instructions

Select Purchase Order Inquiry from the pull down P/O Inquiry window. The following screen will then be displayed:

From this screen you have the following three options:

    F7 Search By Vendor Number

    F8 Search By Vendor Name

    F1 Search By P.O. Number

        When inquiring by P.O. Number, the lower menu bar options are:
1. Return = Next Order,
2. F1 = List All Orders
3. F2 = List Orders By Item No.

F7/F8 Options

From the P.O. No. field you may enter the PO number, press return for next vendor PO , F1 to list all PO's for vendor, or F2 for item number / vendor number.

F1:   All PO's for Vendor Inquiry

Highlighted Order No. shows items ordered on PO ←

F2:   By Item or Vendor Item No. Inquiry

Beginning with Elliott 7.4, for Purchase Order Inquiry by Item, the system will now display the total PO Qty and Outstanding Balance to give buyers a quick summary view. In addition, for any un-posted receiving transactions (i.e. goods on ocean), the system will display their quantity in PO Inquiry as "Pending" quantity.

```
Purchase Order Inquiry - [Elliott Demonstration Company]                    _|□|x|
Inquire  exit
X|□|▣|▨|▦|□|▣|⚠|▦|Q|▦|ℵ|▣|ℱ|▨|⚏|ℱ|■|ℵ?| 10x20 Courier New-Bold ▾
Vendor No: 000300 Anawalt Computer Company      P.O. No:000003-00   Normal
                  6232 Verduso Blvd.

                  Glendale        CA  91020
----------------------------------------------------------------------
Order-No  Ord-Date T S SHIP-TO Buyer Item Number      Qty-Ord    Qty-Rec
----------------------------------------------------------------------
000017-00 10/02/01 N P  LA    BC   DATA-BUS         60.00      10.00
000015-00 10/01/01 N P  LA    BC   DATA-CONTRL      50.00      10.00
000003-00 02/03/92 N P  LA    BC   DISPLAY          20.00      10.00




No More P.O. For This Vendor   Return = Specify P.O. N O   Esc = End
NETcellent System, Inc.              003 SUPERVISOR JOE       PO0300
```

F1 List All Orders Mode

Highlighting will display P.O Header in the top half of the screen and detail in the right portion of screen.

Press highlighted P.O. for details.

When inquiring on a specific purchase order, the purchase order header information will display in the top half of the screen. Up to three line items will display in the lower half. If there are more than three line items on the order, a message will display on the bottom line, informing you to press the F1 key to display further line items or to press the ESC key to terminate the inquiry. If there are no more line items on the order, a message will display, informing you that the end of the order has been reached.

Once you reach the end of the order and press the RETURN key or you terminate the inquiry, (using the ESC key), the cursor is positioned for entry of another purchase order number. You may press ESC to return for a selection of another vendor number.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

```
Purchase Order Inquiry - [Elliott Demonstration Company]                    _|□|x|
Inquire  exit
X|□|▣|▨|▦|□|▣|⚠|▦|Q|▦|ℵ|▣|ℱ|▨|⚏|ℱ|■|ℵ?| 10x20 Courier New-Bold ▾
Vendor No: 000300 Anawalt Computer Company      P.O. No:000003-00   Normal

----------Order-From---------- -----------Ship-To----------- --Order-Values--
Anawalt Computer Company       The Computer Unlimited Company Status Printed
6232 Verduso Blvd.             2441 Honolulu                  Cancel No
                               Montrose, CA 91020             Ack    Required
Glendale        CA 91020                                      Confrm Required

Ord-Date  Prt-Date  Buyer  Terms           Fob        Ship-Via      C/Ppd
02/03/92  05/10/92   BC   2% 15 / Net 30  Los Angeles  Trucking Co.
                                                       Accum Amount:0.00
Item-No/Line-No Item-Description       Ord/Rec    Rej/Inv U-Cost/Prom   Sts
DATA-BUS        Data Bus/Buffer 25 Meg                        15.4500 Prt
001  U/M = EA   Data - Buffer          60.00                  02/03/92
                                       10.00
DATA-CONTRL     Data Control Module                           14.7500 Prt
002  U/M = EA   Data - Control         50.00                  02/03/92
                                       10.00
DISPLAY         Display Blanker For 25 MVideo                 12.4300 Prt
003  U/M = EA   Display For Video Card  20.00                 02/03/92
                                       10.00
Inquiry Only - Change Not Allowed Press Return    F3 = Show Header Comments
NETcellent System, Inc.              003 SUPERVISOR JOE       PO0300
```

Entry Field Descriptions

Name	Type and Description
Vendor No	6 alphanumeric characters. Enter the number of the vendor whose orders you wish to review. When you enter the number of a vendor on file in the Vendor file, the vendor's name and address will display beside the entry to help you verify that you have the correct vendor number. Pressing the F7 key will allow you to search for the vendor by number or pressing the F8 key will allow you to search for the vendor by name.
P.O. No	6 numeric digits followed by 2 number digits (999999-99). Defaults to the first (or next) order on file for the vendor. Enter the purchase order number of the vendor's order you wish to review. If you do not know the precise order number, there are three options available to help you locate it. If there are only a few orders on file for the vendor, you may find it most convenient to simply press RETURN. Doing so will cause the program to locate and display the first order's header and line item data. A question will display on the bottom of the screen, asking if you wish to view another order. If you answer Y, the next order for the vendor will be displayed. If you answer N, the cursor will position for the entry of a new purchase order number.
P.O. No (continued)	You may continue displaying the next order in this fashion until all of the vendor's orders have been displayed. Accessing orders one by one to locate the correct one is a slow process, particularly if there are a large number of orders on file. A faster way is to press the F1 key to get a list of all the orders on file for the vendor. This list presents the orders in numerical order and provides key information to help you identify the order you need. If you know the number of one of the items on the order, you may press the F2 key to display a screen upon which you enter the item number (or the vendor's item number). The program then displays all of the orders upon which this item number appears. Line item data is summarized on this list to help you locate the correct order. As an additional convenience, you may access the item number by the item's description.
Item Number Or Vendor Item No	15 alphanumeric characters. Enter the item number. Its description will display beside the entry and the vendor item number will also display if it is on file. If you only know the vendor's item number, you may press RETURN to skip the entry of that field.

	Pressing the F7 key will allow you to search for an item by number or pressing the F8 key will allow you to search for an item by description.
	The entry of the vendor's item number requires that the vendor/item number relationship be defined in the Item Vendor file. If the program cannot locate such a relationship, the entry will be disallowed. You may return for entry of the item number by pressing ESC. If the relationship is defined, the item number and description will display.

Inquiry Display Fields

Name	Type and Description
Order Type	Display only. This is the unlabeled field that displays beside the order number. It also displays labeled as TYPE on the list of orders that is accessed by pressing the F1 key. The order type identifies the order as being a NORMAL, BLANKET, RELEASE or DROP SHIP order.
Qty-Due	Display only. This field appears only on the list of orders activated by the F2 key. It represents the difference between the quantity ordered and the quantity received and is expressed in the item's stocking unit of measure if the item is defined in the Item file.
Expected-Cost	Display only. This field also appears only on the list of orders that are accessed by the F2 key. It shows the unit cost at which the merchandise was ordered (in the stocking unit of measure).
Order-From	Display only. These fields show the vendor's name and address.
Ship-To	Display only. These fields identifies the shipping destination for the order. The address may be that of the receiving warehouse or, in the case of drop shipments, the customer's shipping address.
Status	Display only. This is the purchase order's status. Possible values for this field are NOT REL (Unreleased), RELEASED, PRINTED, CLOSED and CANCEL.
Cancel	Display only. This field indicates whether cancellation of the order has been initiated. Once the order has actually been canceled by printing it as a cancellation order, the status above would display Cancel and this field would be blank. Values for this field are Yes or No.

Name	Type and Description
Ack	Display only. If an order acknowledgment is requested for the order, Yes displays in this field. Otherwise, not required.
Confirm	Display only. If confirmation of the order is requested, Yes displays in this field. Otherwise, not required.
Ord-Date	Display only. This is the date the order was entered.
Prt-Date	Display only. This is the date the order was printed. If unprinted, this field displays as blank.
Buyer	Display only. This is the code of the buyer who is associated with the order.
Terms	Display only. These are the order's terms.
Fob	Display only. This is the description of the order's FOB point.
Ship-Via	Display only. This is the description of the requested shipping method.
C/Ppd	Display only. This field indicates whether the merchandise on the order is to be shipped freight collect or prepaid by the vendor. Possible values for this field are COL, PPD and blank.
Item-No	Display only. This is the line items' number as identified on the purchase order.
Line-No	Display only. This is the line item's line number on the purchase order. It displays below the item number.
U/M	Display only. This is the unit of measure in which quantities for the line item are expressed. For those items that are defined in the Item file, it is always the item's stocking unit of measure regardless of the unit of measure in which the merchandise was ordered. This field displays below the item number and beside the line number.

Name	Type and Description
Item-Description	Display only. This is the description of the item as represented in the purchase order.
Ord	Display only. This is the quantity that was ordered on the line item expressed in the item's stocking unit of measure (when this value is available).
Rec	Display only. This is the quantity that has been received against the line item so far. It displays directly below the quantity ordered in the item's stocking unit of measure.
Rej	Display only. This field shows how many units have been rejected to date in the item's stocking unit of measure.
Inv	Display only. This field shows how many units have been invoiced through the Accounts Payable package. As for the other quantities it is expressed in the item's stocking unit of measure. It displays directly below the reject quantity.
U-Cost	Display only. This is the item's unit cost expressed in item's stocking unit of measure.
Prom	Display only. This is the line item's promise date. If no promise date has been entered for the line item, the request date displays.
Sts	Display only. This is the line item's status. Possible values for this field are NEW, PRT (Printed), CAN (Canceled) or Blank.

Processing

Purchase Order Processing

Application Overview

The Purchase Order Processing application allows the entry of purchase orders. Once entered, purchase orders may later be modified, canceled or printed out on the Purchase Order Edit List. Closed orders may be purged from the file and blanket orders may have releases issued against them. The purpose and function of each of these features is discussed below. Refer to The Purchase Order Cycle in the Package Overview for supplemental information.

Purchase Orders

A purchase order is a formal request for the delivery of merchandise or services. It is also a written contract that itemizes what should be delivered, how much it should cost, where it should be delivered, how it should be shipped, what the payment terms are, etc. This information is printed on a purchase order form by means of the Print Purchase Orders application and is then sent to the vendor. A printed purchase order is a formal commitment to accept delivery of and pay for the goods or services that it lists (except in the case of blanket orders).

The data entered on a purchase order is of two basic types: that which is of interest to the vendor and that which is of purely internal interest. The vendor needs to know what you want, where you want it shipped and when it is supposed to be delivered, for instance. The company needs to keep track of the asset or expense accounts that are affected by the purchase, what job the merchandise or services are for, where the merchandise should be transferred once it is received and who should be notified in the event of any problems that arise during receiving or accounts payable voucher entry. Both types of data are entered on the purchase order and are retained until the order is physically purged from the file.

Purchase Order Types

There are four purchase order types. Both kinds of data are entered on the purchase order regardless of its type. The most common purchase order type is called the normal type. On such purchase orders you simply list what you want to order, print the data on a purchase order form and send it to the vendor. The vendor will then ship you merchandise or deliver services on the basis of the order.

The second type is the drop shipment purchase order. This is an order which is to be delivered to one of your customers directly by the vendor. Except for this difference, it is exactly the same as a normal order.

Another purchase order type is called the blanket type. Like a normal order, a blanket order lists goods and services to be delivered. A blanket order, however, is not a true order. It is, instead, merely an agreement to purchase specific goods and services over a period of time.

Each purchase that is made of items listed on a blanket order is referred to as a release. This is the fourth purchase order type. A release is very similar to a normal purchase order except that it references the blanket order against which it is released and it is allowed to specify only those items that were included on the blanket order.

Adding Purchase Orders

Purchase orders are entered on two screens. The first screen accepts the entry of general order information such as the vendor number, buyer, shipping destination and terms. The program validates the data as it is entered. For instance, the vendor number that is entered must be that of a vendor that has been defined in the Vendor file. If this condition is not satisfied the entry is disallowed and a message displays explaining why. You may enter normal and blanket purchase orders in this manner. The general information on the first screen is sometimes referred to as the purchase order header. You then advance to a second screen upon which specific items or services are ordered. One screen full of data is required to described each item on the order. Each of these items is referred to as a line item since it is a single line on the purchase order and it pertains to a particular item. The data required to describe a line item includes the item number, unit cost, quantity ordered and request date. There may be up to 999 line items on a single purchase order.

Changing Purchase Orders

The change mode allows you to change, within limits, information on purchase orders. If changes occur after the purchase order is printed, there are certain changes that the vendor needs to be informed of. For instance, if an additional item is added to the order or if the quantity of an item on the order changes, it would be pointless to merely make the changes without notifying the vendor. Consequently, changes of this nature trigger the printing of change orders. A change order lists the original order plus the changes. Change orders, like original orders, are printed by means of the Print Purchase Orders application.

Cancel Purchase Orders

Just as you cannot arbitrarily change an active purchase order without notifying the vendor, you cannot delete one unless you first cancel it and inform the vendor of the cancellation. The Cancel Purchase Orders function provides you with the ability to cancel orders. The package sees to it that a cancellation order is later printed through the Print Purchase Orders applications. Once the cancellation order has been printed, the status of the purchase order will automatically be set to X (canceled) and the order will then be eligible for deletion.

Closed orders, (those which have been fully received and invoiced and which have had their order status set to C), and canceled orders may be deleted by means of the Purge Closed Purchase Orders application. This application optionally allows the deletion of orders which have not been formally closed (have not had their order status changed to C), but which are eligible to be closed. It also allows the deletion of disapproved orders that were never printed.

During the purge process, the program posts historical information about the order to the Vendor file and the Purchase Line History file. This information is later accessed to produce the Vendor Performance Analysis Report and the Purchase Line History Report.

Copy PO Function

When users press F3, they may create a PO by copying from an existing PO. Once the PO is copied, the user will be in the change mode to make further changes if necessary. In addition, this PO Copy function has been improved to support copying the comments and notes.

Printing the Edit List

The final major function in this application is the Purchase Order Edit List. This function enables you to print for internal use the information entered on the purchase orders. The report accommodates a variety of range parameters. For instance, you can specify which purchase order types and statuses are to be included; which vendor's orders, which buyer's orders and which shipping destination's orders should be included (one or all in each case); a range of purchase order dates; and a range of purchase order numbers. Consequently you can evaluate the purchase orders that are on file from a number of different viewpoints. This makes the edit list useful as a tool for management, purchasing and even finance.

Create PO by Sales History

The F3 key has been enabled in the P/O Line Item Screen "1. Line No" field. Pressing the F3 key will provide up to two years of sales history breakdown by month, to assist the buyer with purchasing, in a popup window that prompts for the following selection criteria:

- Product Categories
- User Defined Codes
- Buyer Codes
- For Qty Available Less Than
- Show Item Qty on Order > 0
- Only Show Qty Available < Re-Order Level
- (Qty Avail/Last Year Usage) Less Than
- (Qty Avail/YTD Qty Usage) Less Than

Based on the criteria the user provides, a list of items will be displayed in the next list window. In the list window, as each item is highlighted, the details of sales/usage history of that item will be displayed. In addition, the user can drill down to stock status inquiry and further drill down to many other functions to obtain more details of this item. The information provided will assist the buyer with determining how many to purchase for each item. The buyer can simply indicate how many to order in the list window. Once the user is done editing the list window, they can simply exit by using the ESC key. The system will create the PO line items based on the quantity the user indicated in the list window.

Run Instructions

Select Purchase Order Processing from the pull down P/O Processing window. The following screen will

then be displayed:

```
Purchase Order Processing - [Elliott Demonstration Company]                    _|□|X|
Add  Change  caNcel  List  eXit
K|□|□|□|☼|□|□|□|⚠|△|ᴀᴀ|Q|𝐴|□|🔋|⚡|□|◉|ƒ()|■|☓?|10x20 Courier New-Bold ▼

        *  1.  P.O. No
           2.  P.O. Type
           3.  P.O. Date
           4.  P.O. Status

           5.  Vendor No
           6.  Buyer
           7.  Ship-To                        12.  Acknowledge ?
           8.  Ship-Via                        13.  Confirm ?
           9.  Terms              Due Days    Disc Days     Disc %
          10.  Fob                              14.  Print Price ?
          11.  Col/Ppd                          15.  P.O. Amount

          16.  Comment-1
          17.  Comment-2
          18.  Comment-3
          19.  Additional
               Comments

          20.  Lead Time

NETcellent System, Inc.          003 SUPERVISOR JOE        PO0100
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Purchase Order Processing Entry Screen

The following options are available:

* Select the desired mode from the Purchase Order Processing menu bar
* Enter the data requested on the screen
* When you add an order a screen will display upon which you enter general order information such as the order type, order date, vendor number, buyer code, terms, etc. This information is sometimes referred to as the order header.
* Once you have entered the general order data, you will advance to a screen upon which you specify the items you are ordering. These items are referred to commonly as line items or order lines. There is only one order header per order but there are as many line items as you choose to enter, up to 999. When you have entered all of the line items for the order, you may F10 or ESC for entry of a new order.
* To Cancel Purchase Orders you will be asked to specify the number of the order you wish to cancel. After the program has verified that the order exists, that it is an order that has not already been canceled or closed and that it is an order that has been printed, a message will display on the screen asking if you wish to cancel the order. If you answer Y, a message will then display on the screen asking if the order is being canceled because of vendor negligence. If you answer Y, the program will cause the vendor's performance statistics to be updated accordingly when the order is deleted. Whether you answer Y or N, the order will be marked for cancellation but the order will not actually be canceled yet. In this manner you may mark as many orders for cancellation as you like. When there are no more orders to cancel, press ESC while the cursor is positioned for entry of the purchase order type. Once an order has been canceled it can only be reinstated if the cancellation order has not been printed. If the cancellation order has been printed, then it cannot be reinstated. To do so you must re-enter the order through the add mode, assigning it a different number and treating it as an entirely new order.
* Next you must print the orders through the Print Purchase Orders application. This application will complete the cancellation process for you automatically. Once the

cancellation orders have been printed you may physically delete the orders by means of using the Purge Closed Purchase Orders application

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Order Header Entry

The field descriptions presented here are valid for the Add, Change, Cancel and List modes. Restrictions that pertain to a particular mode of operation are specified for the entry field to which they apply.

Name	Type and Description
1. P.O. No	6 numeric digits (999999). In the add mode, you may press the F1 key to default to the next available order number. In the cancel mode, two additional numeric digits are required to specify the release number. When adding an order, enter the purchase order number (or press the F1 key for the next order number. You may specify any number that you like but the program will check to make sure that the number has not been used by another order currently on file.
2. P.O. Type	1 alphabetic character. N, B or D. A submenu will display to remind you of the options. Enter the purchase order type. The valid entries are N = Normal B = Blanket D = Drop-Ship Order. The entry defaults to N. In the cancel mode, enter the 6-digit purchase order number and then enter the 2-digit release number. For normal and blanket orders the release number is zero, so you may press RETURN for the release number to default the entry to zero. A non zero release number is only required for releases of blanket orders.
3. P.O. Date	A date in the standard date format. Enter the purchase order date. This is a reference date for determining how long a purchase order has been on

Name	Type and Description
	file. It is not a reliable indicator of how long the vendor has had the order, however, since an order may remain on file indefinitely before it is printed and sent to the vendor. The package automatically keeps track of the date the order was printed since that is a more useful indicator of how long the vendor has had the order. The entry defaults to the current date.
4. P.O. Status	1 alphabetic character. U or R. In the add mode this field defaults automatically to U, unreleased but you may change the value to R, for released. There are several valid purchase order statuses, but some of them are assigned by various programs in the package and cannot be modified by the operator once they have been set. The possible values are: U = Unreleased R = Released X = Canceled P = Printed C = Closed An unreleased order is one which is on file pending modifications and approval. It may or may not be in the state it will be in when the vendor receives it. Line items on an unreleased order may be changed and deleted at will. The package will not make any effort to keep track of these changes since the vendor need not be notified of them. The Print Purchase Orders application will disregard orders that have a status of U when it is determining which orders should be printed.
P.O. Status (continued)	A canceled order is one which was previously a released order for which a purchase order was printed and sent to the vendor. Later, the decision was made to retract the order so it was canceled through the Cancel mode. A cancellation order was printed by the Print Purchase Orders application and during the process of printing the cancellation, the program automatically set the order status to X. You are not allowed to manually change the status to X since to do so would bypass the steps necessary to get the cancellation order printed. Also, once an order has a status of X, the status may not be changed. A canceled order, once printed, may not be uncanceled. A closed order is one for which all line items have either been fully received and fully invoiced, canceled, or fully received and the Close P.O.'s Not Fully Invoiced flag in Purchase Order Setup is Y. You may change the status to C manually from the status of P if all of the line items are fully received and billed or canceled. The primary advantage of manually setting the status of an obsolete order to C is that doing so will speed up processing for those programs that are designed to

Name	Type and Description
	specifically ignore or specifically look for closed purchase orders. In the change mode, you are allowed to change the purchase order status from U to R or R to U. The status may also be changed from P to C (providing the other qualifications for closing an order are met) or C to P. The normal sequence of events is that a purchase order begins with a status of U. The status is then changed to R once the order has been approved. The order next then gets printed and its status is automatically changed to P. Once all items on the order have been received and invoiced, the status gets set to C. Later, the order is purged. A released order is one which has been finalized and is ready to printed. You must set the status of an unreleased order to R in order for the Print Purchase Orders application to print it.
P.O. Status (continued)	A printed order is a released order which has been printed through the Print Purchase Orders application. This application automatically changes the status from R to P. Once an order has a status of P you may not change the status back to U or R.
5. Vendor No	6 alphanumeric characters. Enter the number of the vendor with whom this order is being placed. The vendor's name will display beside the entry. The vendor that you specify must be on file in the Vendor file. Pressing the F7 key will allow you to search for the vendor by number or pressing the F8 key will allow you to search for the vendor by name. The program will check to make sure that the vendor is one from whom purchases are allowed. If the A/P Vendor File specifies that the vendor should not be purchased from, a message will display on the bottom of the screen asking Vendor Should Not Be Purchased From - Ok to place order ? You must respond to the question by answering Y or N. There is no default. If you answer N, the program will position the cursor for re-entry of the vendor number. Generally when this situation arises, you will want to stop the order. You may do so by pressing the ESC key for the vendor number's entry.
6. Buyer	2 alphanumeric characters. Enter the Buyer code of the buyer for whom this order is being entered. The code entered must be that of a buyer that is on file. The buyer's name will display beside the entry. If you know the buyer's name but not his code, you may press the F1 key to display the code and name of the first (and subsequent) buyers that are on file. You may page through all of the Buyer codes in this manner. When the Buyer code that you require displays, answer Y to the Right Buyer ? question; remember that 1 and 2 are also valid answers to Yes/No questions.

	In add or change mode, press the F7 key to search for Buyer Code.
7. Ship-To	6 alphanumeric characters. Enter the Ship-To code for the warehouse or receiving location where the merchandise on the order should be shipped. The code entered must be that of a valid Ship-to code on file. Once a valid code has been entered, its description will display beside the entry. You may review the Ship-To codes that are on file by pressing the F1 key while the cursor is positioned for entry of the Ship-To code. Once the correct code displays, answer the Right Ship-To ? question by entering Y. Changing the Ship-To code for an order that has already been printed is not allowed since it is this code that identifies the location for which the material is on order. If the wrong Ship-To code was entered, the order must be canceled and a new order released. For drop-shipment orders the Ship-To code must be one that specifies the address of one of your customers. There is a code on each Ship-to record which indicates whether the record is of this type. You may enter the code directly or use the F1 key to page through the ship-to on file if the one you need has been entered previously. In the add or change mode, press the F7 key to search for Ship-to Code.
8. Ship-Via	2 alphanumeric characters. Enter the Ship-via code for the means by which the merchandise should be shipped. The code entered must be that of a valid Ship-via code on file. Once a valid code has been entered, its description will display beside the entry. You may review the Ship-via codes that are on file by pressing the F1 key while the cursor is positioned for entry of the Ship-via code. Once the correct code displays, answer the Right Ship-Via? question by entering a Y. In Add or Change mode, press the F7 key to search for Ship-via code. Defaults to the vendor's recommended ship-via method as specified in the Vendor file.
9. Terms	15 alphanumeric characters. Defaults to the vendor's terms specified in the Vendor file. Enter the description of the terms of sale. The terms entered here will print on the purchase order to advise the vendor of the terms you expect, but they serve a documentary purpose only. The package will not take any measures to enforce them.
10. Fob	2 alphanumeric characters. Defaults the FOB code for the FOB point. The code entered must be that of a valid code on file. Once a valid code has been entered, its description will display beside the entry.

	You may review the FOB codes that are on file by pressing the F1 key while the cursor is positioned for entry of the FOB code. Once the correct code displays, enter Y. In add or change mode, press the F7 key to search for FOB code.
11. Col/Ppd	1 alphabetic character. C, P or Blank. Valid entries are C for Collect and P for Prepaid. A submenu will display to remind you of the options. You may leave this field blank if the proper code is unknown. Enter the Collect/Prepaid code. Enter C if you wish to be billed for freight by the freight company; enter P if you wish the vendor to pay freight and bill you for it along with the merchandise. This information will print on the purchase order to advise the vendor of how you wish to be billed for freight but the package will not actually enforce this condition. The field serves a documentary purpose only.
12. Acknowledge ?	1 alphabetic character. The valid entries are Y for acknowledgment required, N for acknowledgment not required and A for acknowledgment received. A menu will display to remind you of the options. A is only allowed from Field Number ? Defaults to the vendor's acknowledgment requirements specified in the Vendor file. Order acknowledgments are useful in that they allow you to verify that the vendor has (or has not) correctly interpreted your purchase order. This is particularly important for such factors as terms, shipping address, quantities ordered, unit costs and request dates. It is also important just to know that the vendor received the order and intends to fill it. You would enter Y or N at the time the order is being entered. You would change this value to A once the acknowledgment is received.
13. Confirm ?	1 alphabetic character. The valid entries are Y for confirmation required, N for confirmation not required and C for confirmation received. C is only allowed from Field Number ? Defaults to the vendor's confirmation requirements specified in the vendor file. An order confirmation is notification from the vendor that the merchandise on an order has been shipped. The value entered here prints on the purchase order so that the vendor will know whether or not confirmation is required. Once confirmation has been received you may change the value to C so that there will

	be a record of the confirmation.
14. Print Price ?	Y or N.
	Answer Y if you wish the unit price that you expect to pay to be shown on the purchase order. Answer N if you wish the prices to be blank on the purchase order.
	Defaults to the vendor's price printing response specified in the vendor file.
15. P.O. Weight	10 numeric characters with 4 decimal positions (999,999.9999).
	The entry of this field is not allowed during add mode. The program will automatically calculate the purchase order weight as line items are entered. Changes are allowed to this field during the change mode to provide override capability.
16. Comment-1	2 alphanumeric characters.
	Order header comments print at the bottom of each page of the purchase order.
	You may press RETURN to skip the entry of any field.
	You may review the Comment codes that are on file by pressing the F1 key while the cursor is positioned for entry of any code. Once the correct code displays, answer Y to the Right Comment ? question by entering Y.
	In add or change mode, press the F7 key to search for Comment code.
	Enter here the Comment codes for up to three comments that you wish to appear on the purchase order.
17. Comment-2	2 alphanumeric characters.
	Order header comments print at the bottom of each page of the purchase order.
18. Comment-3	2 alphanumeric characters.
	Order header comments print at the bottom of each page of the purchase order.
19. Additional Comments	3 lines of 30 alphanumeric characters.
	Space for additional comments is allowed so that comments specific to a particular vendor can be communicated on the purchase order without setting up Comment codes for them. This field allows the free-form entry of three lines of comments that will print on the bottom of each page of the purchase order.
	For drop ship orders you will want to use these comments to take advantage of the opportunity to pass information about the customer and the customer's order back to COP to facilitate billing. The Drop Ship Receivings Report (See Receivings Processing) prints these comments verbatim. It is this report that is reviewed in COP to determine when to bill the customer for a drop shipment.

Line Item Entry

The field descriptions presented here are valid for the add, change and list modes. Restrictions that pertain to a particular mode of operation are specified for the entry field to which they apply.

Name	Type and Description
1. Line No	3 numeric digits (999). The entry defaults to the next available line number in the add mode. The line number is the means by which one line item is distinguished from another. Line items will appear in numeric order on the purchase order form and on other reports where the order data is printed. You may specify any line number for an item that you like, as long as the number has not already been used on the order. In change mode you can access a particular line item by specifying its line number. You may also add a line item to the order by specifying a line number that has not yet been used, then answering Y to the question that asks whether you wish to add the line item. You may bring up previously entered line items for change by pressing the F1 key in change mode.
1. Line No (continued)	In add and change modes, you can press the F6 key to display all line items currently on the order. You can then highlight a line item using the up/down arrow keys, and then display it by pressing the RETURN key. In add mode, you can press the F3 key to obtain sales history for the vendor based on certain criteria. You will be prompted in a new window for Product Categories, User Defined Codes, Buyer Codes, For Qty Available Less Than, Show Item Qty On Order > 0, Only Show Qty Available < Re-Order Level, (Qty Avail/Last Year Usage) Less Than, and (Qty Avail/YTD Qty Usage) Less Than.
2. Item No	15 alphanumeric characters. Enter the line item's item number. The item's description will display below the entry, if the number entered is a valid item number. The item number does not need to be an item on file in the Item file if you are not using the Lifo or Fifo costing methods. (If you are using the Lifo or Fifo costing methods, the Item number entered here must be defined in the Item file.) For instance, the item may be some customer order that will never be stocked, it may be an expense item or it may be a service. If you enter an invalid item number, the program will display a warning message and ask if you are sure the number is okay. You may also enter the item number of an item that is normally manufactured in-house rather than ordered from a vendor. The program will display a warning and ask if the entry is okay. The only requirement for an item number is that something be entered. A blank item number on a purchase order is not allowed. Pressing the F7 key will allow you to search for an item by number or pressing the F8 key will allow you to search for an item by description.

Name	Type and Description
3. Item Desc	2 fields of 30 alphanumeric characters each. The item description will display automatically if a valid item number is entered. It is possible to change the description of an item that is on file but the change will be effective only on the purchase order. Changing the description here has no effect upon the item description in the item file. If the item number entered above is not that of a valid item, you will be required to enter a description here. Any non-blank entry is allowed.
4. Vnd Itm No	15 alphanumeric characters. The vendor's item number will automatically display here if there is a Item Vendor record on file for the order's vendor number and the line item's item number.
4. Vnd Itm No (continued)	You will not be allowed to change it (unless you first change the Item Vendor record through the Item Vendor Maintenance application). If no such record exists, you will be prompted to enter the number and what you enter will generate an Item Vendor record. If you do not know the vendor's item number, leave this field blank. A blank vendor item number will not generate an Item Vendor record, nor will an Item Vendor record be created in the case where the item number entered above is that of an invalid item.
5. Account No	An account number in the standard format. Enter the number of the inventory asset or expense account that will be affected by the payment for goods or services received against this line item. An entry is not required but accounts payable processing will be more productive if an account number is available on the purchase order. Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description. The field defaults to the account number in the Material Cost Type/Loc File or the Inventory Setup if nothing is found in the first file.
6. Line Stat	1 alphabetic character. This field is automatically assigned. Its value may not be changed through this program. During the initial entry of the line item in the add mode, the line status is automatically assigned a value of N for New. Once the line item has appeared on a printed purchase order, its status is assigned a value of P for Printed. If the line item is ever canceled, it will be assigned a status of X once the line item has appeared as canceled on a printed purchase order.
7. Cancel ?	Y or N.

Name	Type and Description
	During the initial entry of the line item, this field is automatically assigned a value of N for No. A change is not needed to this field during the add mode since if you wish to eliminate the line item from the order at this stage, you need merely press the ESC key to stop the entry.
7. Cancel ? (continued)	In the change mode, you may change the value to Y for Yes. If the line item has not yet appeared on a printed purchase order, changing this field to Y means that you wish to delete the line from the order. The program will verify that this is your intention, then remove the line from the order. If it has appeared on a printed purchase order, it means that you wish the line item to be printed on a change order as a canceled line. Once it has been printed as a canceled line its line status (see above) will automatically be changed to X.

There are two basic reasons why you would want to cancel a line item. You decide you no longer want the item or you are forced to procure the item elsewhere because the vendor has failed to deliver it on time. Whenever you cancel a line item, a question will display on the screen asking if the cancellation is required because of vendor negligence. If it is, the program will keep track of this information so that the vendor performance statistics can be updated accordingly.

Once an item has been canceled, and has appeared as such on a change order, it may not be uncanceled. To reinstate a canceled item you will be required to add it newly to the order. |
| 8. U Of M | 2 alphanumeric characters.

Defaults to the item's purchase unit of measure in the item record.

You may enter either the purchase or stock unit of measure that is specified in the item record. |
| 9. Unit Cost | 10 numeric digits with 4 decimal positions (999,999.9999).

Defaults to the last cost at which the item was ordered (specified in the Item file).

Enter the item's unit cost that you expect to pay when the vendor bills you for the order. The difference between this expected unit cost and the actual unit cost at which you get billed is the basis for the price variance statistic by which the vendor's performance is evaluated. |
| 10. Commod Cd | 4 alphanumeric characters.

If the line item is for a valid item, this field will automatically display the item's commodity code from the item file and you will not be allowed to change it. If the item is not on file in the item file you may enter any value. |
| 11. Notify | 3 alphanumeric characters.

Defaults to the default notification initials specified in P/O Setup.

Enter the initials of the individual within the company who should be notified of problems and major developments with the order. These should be the initials of someone such as the buyer or the department head whose department will receive |

	the merchandise, someone who is aware of the terms and price agreements on the order and who is in a position of authority.
12. Move To	3 alphanumeric characters. Defaults to the default move-to location specified in P/O Setup. Enter the identifying abbreviation, initials or department number of the area to which the merchandise should be relocated once it has been received.
13. Job No	6 alphanumeric characters. Enter the number of the job for which this merchandise or service is destined. This must be a valid code in the Job Code File in the Maintenance section of A/P. In add or change mode, press the F7 key to search for Job number.
14. Blank Type	1 alphabetic character. Defaults to E on blanket orders. This field is only required if the order type is B (blanket).
Blank Type (continued)	The entry here indicates to the vendor the degree of commitment you are making on a blanket order. The allowable entries are: F = Firm E = Estimate N = Minimum X = Maximum Firm means that the amount on the blanket order is the amount that you actually expect to order. Estimate means that the amount you end up ordering may be more or it may be less but that this is the best guess you have. Minimum means you will order at least the amount specified. Maximum means you will order no more than the amount specified. For blanket orders one of these values must be entered.
15. Req Date	A date in the standard date format. Enter the date on which you wish to receive the shipment.
16. Prom Date	A date in the standard date format. This field is not entered in the add mode. In the change mode you may enter a promise date. The promise date is a negotiated request date. If the vendor is unable to meet the request date for the line item, he will propose a different date that can be met. You should enter that date as the promise date, leaving the request date as it was originally entered. Doing so will enable you to see how late the shipment was compared to the original request date.
17. Qty Ord	A standard quantity format. Enter the quantity ordered for this line item.

	In the change mode you may delete a new line item by changing its quantity ordered to zero. The screen will ask if you wish to delete the line item and will physically remove the line from the order if you answer Y. If the line item does not have a status of new, a message will display to inform you that the line cannot be deleted; it can only be canceled.
18. Comment-1	2 alphanumeric characters. Line item comments print on the purchase order immediately below the line item's order data. Enter here the comment codes for the comments that you wish to have associated with a particular line item. You may press RETURN to skip entry of either field. If you are unsure of what comment code to enter, you may press the F1 key while the cursor is positioned for entry of either code to display, in order, the cost that are on file. Once the correct code displays, answer Y to Right Comment ? to accept it. In the add or change mode, press the F7 key to search for Comment code.
19. Comment-2	2 alphanumeric characters. Line item comments print on the purchase order immediately below the line item's order data. Enter here the comment codes for the two comments that you wish to have associated with a particular line item. You may press RETURN to skip entry of either field. If you are unsure of what comment code to enter, you may press the F1 key while the cursor is positioned for entry of either code to display, in order, the cost that are on file. Once the correct code displays, answer Y to Right Comment ? to accept it.
20. Additional Comments	2 lines of 30 alphanumeric characters. This field allows free-form entry of two lines of comments that will print on the purchase order immediately below the line item's order data. The F2 key allows for expanded comments to be entered on the purchase order immediately below the line items order data.

Line Item Display Fields

Name	Type and Description
P.O. No	Display only. This is the number of the purchase order that is currently being added or changed. It serves to remind you of which purchase order you are working on.
Last Line No	Display only. This is the last number of the last line item added to the order. During entry of the first line item on an order this field is blank. This field helps you to keep track of your position on the purchase order.
Last Item No	Display only. This is the item number of the last line item to be added to the order. This field is blank during entry of the order's first line number. Like the last line number, it helps you keep track of your position on the purchase order.
Qty-On-Hand	Display only. This is the quantity of the item that is on-hand at the warehouse location specified in the Ship-To record. If the ship-to location is the item's default location, the quantity that displays is the quantity for All locations; otherwise it is merely the quantity at the location where the order is destined to be shipped. The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Qty-Allocated	Display only. This is the quantity of the item that is currently allocated. As for the quantity on-hand, the amount that displays depends upon the ship-to location. If the order is for the item's default location, the amount that displays is the quantity allocated at All locations; otherwise it is merely the quantity allocated at the location where the order is to be shipped. The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Qty-On-Order	Display only. This is the quantity of the item that is currently on order at the order's ship-to location. The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Reorder-Level	Display only. When the stock level of the item hits this level at the order's ship- to location, reordering is recommended. The display of this field allows you to compare the quantity on-hand with the reorder-level to see where you stand. The reorder-level displays as it was entered in the Item file in the item's stocking unit of measure.
Line Weight	Display only.

Name	Type and Description
	The program automatically multiplies the weight of an item by the number of items, then displays the extended line weight.
Receipt Date	Display only. Change mode only. This is the date of the most recent receiving against this line item.
Qty Received	Display only. Change mode only. This is the quantity received against this line item so far. It displays in the unit of measure entered for the purchase order line.
Qty Rejected	Display only Change mode only. This is the quantity the vendor shipped against this line item that was rejected. For blanket orders, the quantity that has been released displays instead. The units display in the unit of measure entered for the purchase order line.
Qty Invoiced	Display only. Change mode only. This is the quantity that has been invoiced against this line item. It displays in the unit of measure entered for the purchase order line.

List

Name	Type and Description
Starting P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99). Defaults to All. Enter the purchase order number of the first purchase order that is to be eligible to appear on the Edit List.
Ending P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99). Defaults to the starting number's value. Enter the purchase order number of the last purchase order that is to be eligible to appear on the Edit List.
Starting P.O. Date	A date in the standard format. Defaults to All. Enter the earliest purchase order date that will enable a purchase order to appear on the Edit List.
Ending P.O. Date	A date in the standard date format. Defaults to the starting date's value. Enter the latest purchase order date that will qualify a purchase order to appear on the Edit List.
P.O. Type	Four 1-character alphabetic fields. The valid entries are N, B, and D. The first field defaults to All. Enter the purchase order types that will qualify a purchase order to appear on the Edit List.
P.O. Status	Five 1-character alphabetic fields. The valid entries are U, R, P, X, and C. The first field defaults to All. Enter the purchase order statuses that will qualify a purchase order to appear on the Edit List. This feature enables you to print lists of only closed orders, only canceled orders, only closed and canceled orders, only unreleased orders and other such combinations.
Vendor Number	6 alphanumeric characters.

Name	Type and Description
	Defaults to All. Enter the vendor number of the vendor whose purchase orders are to appear on the Edit List. The vendor's name will display below the entry. The Edit List may be printed to include one or all vendors.
Ship-To Code	2 alphanumeric characters. Defaults to All. Enter the Ship-To code of the shipping destination which is to receive the order. The Ship-To code's description will display beside the entry. The Edit List may be printed to include orders for one or all Ship-To codes. You may display each Ship-To code that is on file by pressing the F1 key while the cursor is positioned for entry of the code. Once the correct code displays, press RETURN to accept it.
Buyer	6 alphanumeric characters. Enter the appropriate buyer code or F1 to display the next buyer on file. Once the correct code displays, press RETURN to accept it.
Show Headers Only ?	Y or N. Defaults to N. Answer Y if you wish the Edit List to show purchase order header information only. This feature allows you to print an abbreviated version of the Edit List which excludes the item information. Answer N if you wish all purchase order information to be shown.

Purchase Order Processing Screen 1

Purchase Order Processing (Screen #2)

Purchase Order Processing (F5 Display Order)

Run Date: Nov 13, 1992 - 12:05pm   Elliott Electronics Co.   Page   1

P U R C H A S E   O R D E R   E D I T   L I S T

```
     Range: All Purchase Order Numbers

            All Purchase Order Dates

            All Purchase Order Types

            All Purchase Order Statuses

            All Vendors

            All Ship-To Codes

            All Buyers
```

```
P.O. Number: 000001-00  Ordered From:              Ship To:                   Order Comments:

P.O. Date:   02/03/92   Computer Electronics Center  The Computer Unlimited Company

P.O. Type:   Normal     1874 North Lake Ave        2441 Honolulu

P.O. Status: Printed    Los Angeles, Ca            Montrose, CA 91020

Cancelled ? N           93478

Changed ?   Y                                      Code: LA     LA Whse

Print Date:  05/10/92                              Location: LA  Los Angeles


Vendor No: 000100  Name: Computer Electronics Center    Buyer: Janice Johnson       Terms: 5% 30 / NET 60   Col/Ppd:
```

Receivings Processing

Application Overview

The Receivings Processing application records the receipt of shipments ordered through the Purchase Order Processing application. Once recorded, receivings may also be changed or deleted.

The application allows the recording of multiple receivings transactions for each line item on a purchase order. A receivings transaction updates an item's quantity on hand and quantity on order. It also sends a record to the Receivings Audit Trail File. These records may be printed via the Receivings Audit Trail Report application.

The P/O package offers two options for recording receivings transactions and updating the appropriate data files.

The user may choose to record receivings on-line. This means that inventory quantities and other files will be updated as soon as a receiving is entered. This method provides the most up to the minute status of inventory for those applications that access the inventory files. To select this option, set the Online Update Receivings Trx ? flag (#15) in P/O Setup to Y.

The second option is batch processing where entered receivings are sent to a Transaction File to be posted later via the Post Receivings Transactions application. This method offers the flexibility of verifying the accuracy of transactions before they effect inventory levels. It also allows the user to distribute the value of the received inventory to one or more G/L accounts. To select this option, set the Online Update Receivings Trx ? flag (#15) in P/O Setup to N.

Note: Switching back and forth between on-line and batch processing can corrupt the data files. It is recommended to choose one method or the other and to stay with it.

If it is necessary to change from on-line processing to batch processing, first post any receivings remaining in the receivings TRX files, then re-initialize the Receivings Transaction, Receivings Transaction Distribution, and Receivings Transaction Serial Files using the File Utilities application under the Util_setup window of the Elliott main menu.

Warning: Initializing these files will erase any receivings information recorded in them. Changing from batch type processing to on-line is not recommended.

For more specific information on the two types of receivings processing, refer to the Online Receivings Processing and Batch Receivings Processing sub-sections of this Application Overview.

Mass Receiving

The Elliott Systems allows receiving an individual Purchase Order all at once rather than line by line. It will receive items at the price ordered and at the quantity ordered. Once received, the P/O receiving is still open for review, editing or changes prior to posting the receiving.

Locating The Correct Order And Line Item

When you enter a receiving you may be working from a packing slip, invoice or other such vendor document. You may not know which purchase order the merchandise was ordered on or which line items

on the purchase order are represented in the shipment. The receivings processing application is set up to help you locate the correct purchase orders and then to locate the correct line items on those purchase orders to record the receiving against.

The first field that you must enter is the purchase order number. If you do not know the receiving's purchase order number, you may press the F1 key to display a screen upon which you can obtain a list of likely order numbers based upon the vendor number and item number that you enter. This screen will list every purchase order upon which this item was ordered from this vendor. For each order that is listed, the screen will show the purchase order number, the line number for this item, the line item's promise date, quantity ordered, quantity due, unit of measure and expected cost. All of this information can help you distinguish among similar line items to locate the one that the vendor actually intended to fill with this shipment.

Once you have entered the correct purchase order number you must specify which line item on the order was received. If you have the purchase order in front of you, you may simply enter the line item's line number. If you do not know the precise line number, you may press a function key to display the purchase order's line items one at a time until the correct one comes up. If you do not know the line number and the order is too big to step through all of its line items, you may enter the line item's item number. During the entry of this field you will have the option of entering the item's description to locate the item number. If you do not know the line item's line number or its item number, you may enter the vendor's item number from the shipping document to locate the correct line item. By one of these means you will be able to locate the line item in question, assuming that you entered the correct order number.

Streamlined Transaction Entry

There is another means of accessing a line item that provides the means for rapidly entering large numbers of transactions. You will be allowed to press a function key during entry of the line number that will cause the program to display the next line item on the purchase order that has not yet been fully received. The receiving will display default values for all fields except the quantity received, then immediately prompt you for that field's entry. Once the quantity has been entered, you will be asked if there are any changes and, if not, the receiving will be written out.

This method reduces the number of key strokes required to enter a receiving and it can be used for the majority of all receivings. Certain receivings, such as those with a quantity rejected or those whose unit cost is different from the cost at which the item was ordered, would not be eligible to be processed in this manner.

Receivings Data

Once the line item has been selected, information about it will display on five lines in the center of the screen. This information includes the line item's average cost, last cost, standard cost, notification initials, move to location, job number, promise date, request date, (if no promise date was entered), commodity code, expected cost, purchase unit of measure, quantity ordered, quantity due, the ship-to location's description and the inventory location's description. This data merely displays for informational purposes. It cannot be altered.

At this point you are ready to enter data pertinent to the receiving. You will need to enter the receipt date, quantity received, quantity rejected, unit of measure in which the goods were received, the unit cost (optional) and the initials or code of the person responsible for verifying and processing the receiving.

Warning Messages

During the entry of these fields there are a few situations that could trigger warning messages on the screen. If the receipt date is earlier than the scheduled receipt date by a margin greater than what is acceptable per P/O Setup, the screen will display:

Shipment XXX Days Early - Notify XXX - Accept Shipment ?

In most cases this will simply be an indication that you are posting the receiving against the wrong purchase order, in which case you would stop the transaction and re-enter it for the correct order. If the vendor really did ship early, you may notify the person in your company responsible for making decisions about such problems, as the message suggests, before accepting the receiving. If your company has specific policy regarding such situations, follow it. The message on the screen is merely a means of informing you about a problem. If you wish to continue processing the transaction, answer Y. If you answer N, the transaction will be discontinued.

Another situation that could arise is over-shipment. If the vendor ships more than you ordered, the following message will display:

Over-Ship By XXX,XXX - Notify XXX - Accept Shipment ?

This situation is also frequently an indicator of the wrong purchase order. It may also indicate that the vendor consolidated purchase orders before shipping, so you would need to post the receiving against two or more purchase orders. If it was simply a case of negligent over-shipment, notify the appropriate person in your company as the message suggests or do as your company policy requires.

The final situation that the program warns you about is overprice. If the unit cost that is entered is too great by a margin that exceeds what is acceptable per P/O Setup, the following message will display:

Overprice By XXX,XXX.XXX - Notify XXX - Accept Shipment ?

An overprice is not so likely to be the result of the wrong purchase order, but it could be. Take whatever actions are necessary when this situation arises.

Quantities Received And Rejected

When merchandise is received it is customarily examined for shortages, damage and defects before the receiving is posted against the purchase order. Certain problems with the shipment are the responsibility of the vendor while others are the responsibility of the shipper. The problem may be a case shortage or a shortage concealed within the case, for instance. The shipper would be responsible for a case shortage while the vendor would be responsible for a concealed shortage. Other considerations such as the FOB point and whether the merchandise is shipped prepaid or collect can complicate the issue. This is an area that can best be left to the freight department and to receivings personnel on the dock. Receivings personnel who encounter such problems should be trained to write down all pertinent information and gather as much corroborating evidence as possible.

When you post a receiving against its purchase order you need merely look at the documentation provided by receiving personnel to see what was received, what was rejected and what was short. This documentation should also tell you the reason for any rejections.

The quantity received that you enter is the quantity that was received in good condition and that you are willing to pay for.

The quantity rejected is the amount received in poor condition or in the wrong size, color, model, brand, etc. Following the entry of the quantity rejected, you will be required to enter the reason for rejection. Rejected items are processed outside of the Purchase Order and Receiving package and will not be paid for when billed.

The purchase order does not keep track of shortages in receivings that are posted against it so the entry of a quantity short is not relevant.

The Unit Of Measure

The vendor may ship the merchandise in a unit of measure different from what you ordered. For instance, you order boxes and the vendor ships cases.

Every item that is defined in the Item File has two units of measure that are acceptable, the purchase unit of measure and the stocking unit of measure. The unit of measure that you enter on the screen must be one or the other. If the vendor shipped in some completely different unit of measure, you will have to manually calculate the quantity at one of the two acceptable units of measure before entering the quantities received and rejected.

Inventory records are updated in the stocking unit of measure. The purchase order is updated in the unit of measure at which the merchandise was ordered, which may be either the purchase or stock unit of measure.

The Unit Cost

The entry of a unit cost is optional at this time. The vendor may not have provided this information with the shipping documentation. It is also possible that the vendor provided only the extended line amount, not the unit cost.

You may skip the unit cost field if the unit cost is not available. If you have only the total cost, you may press a function key that allows entry of this figure and then automatically calculates the unit cost from the quantities received and rejected.

LIFO And FIFO Cost Method

A layer is a single record in the LIFO/FIFO file that records for each item each receipt or purchase and associated cost and quantity. Posted receivings from the Inventory Management, Bill Of Material Processor, and Purchase Order and Receiving packages will create LIFO/FIFO layers. Posted credit memos from the Customer Order Processing package will also create a layer.

A further explanation on implementation of LIFO/FIFO is contained under Inventory Transaction Processing in I/M.

Serial Transactions

If the Serialized/Lot Items flag is S in I/M Setup, then serialized items and transactions are allowed. All items are not automatically assumed to be serialized. The second screen of Item File Maintenance has both a serialized item question and length of warranty question. These fields are used to selectively create

serialized inventory.

Entry of serial numbers on receipts is not mandated.

Lot Transactions

If the Serialized/Lot Items flag is L in I/M Setup, then lot items and transactions are allowed. All items are not automatically assumed to be tracked by lot. The second screen of Item File Maintenance has a lot number question to allow selective creation of inventory items requiring lot tracking.

Each receipt of a lot item and issue of a lot item creates a record in the Serial/Lot file. These history records may be inquired or printed through the Serial/Lot Processing application.

Lot records are created by receivings from both the Inventory Management and Purchase Order and Receiving packages. Each receipt transaction relates directly to a stocked lot record in the Serial/Lot file.

Change And Delete Modes

In order to access a receiving transaction to change it or to delete it, you must enter the transaction's purchase order number and item number. The program will prompt you to enter these fields, skipping the entry of the purchase order line number. You may press RETURN for the item number to display the first (and subsequent) receivings for the purchase order. If you enter a specific item number, the program will display the first receiving on file for that item on that purchase order and ask if it is the correct receiving. You may review all receivings of a particular item on a particular purchase order in this manner. Once you select the correct receiving, you will be asked for the Field Number or you will be asked if you wish to delete this receiving, depending upon whether you are in change or delete mode.

In change mode you will be allowed to change all fields from Receipt Date through Receiver with the exception of the Unit Of Measure field.

If you are using on-line processing, in delete mode you will in effect be creating a delete transaction rather than actually deleting the original transaction. This delete transaction will show up on the Audit Trail Report along with the add and change transactions.

If you are using batch processing, deleting a transaction will simply remove it from the Transaction File.

On-Line Receivings Processing

When a receiving is entered, an audit trail record is created to record the addition of the transaction. This original transaction is referred to as an Add transaction. If the data about the receiving gets changed through the change mode, the add record is unaffected. A Change transaction is created to record the changes. Each subsequent change to the record causes a new change record to be created with all prior transaction records being unaffected. Therefore, after the fifth time a receivings transaction has been changed there will be one add record and five change records for that transaction in the Audit Trail file. If the transaction is then deleted, a Delete transaction is created. Once a receiving has been deleted it is no longer accessible except through the Audit Trail Report where you would see listed one add record, five change records and one delete record.

It is important for you to understand how the information that you enter is stored, primarily so that you will know how to interpret the Audit Trail Report. The application functions pretty much as if it were a more traditional type of transaction entry module. You do not need to worry about locating the most recent change transaction, for instance, since the program will automatically do that for you when you specify which receiving you want.

Standard Cost Variance

Beginning with Elliott V7.4, the system now supports both Purchase Cost Variance as well as Standard Cost Variance. Standard Cost Variance is the difference between Standard Cost and Receiving Cost. Standard Cost Variance is created during PO Receiving (the same principle applies to Landed Cost Variance). The receiving accrual is created from the receiving cost. Purchase Cost Variance is the difference between Receiving Cost and Invoice Cost. Purchase Cost Variance is created during the AP Voucher Process. This behavior is different from previous Elliott versions because (1) There was no differentiation of Standard Cost Variance and Purchase Cost Variance in the past and everything was lumped into one Purchase Cost Variance Account; (2) The receiving accrual was created from the standard cost; (3) The variance was created through the AP voucher process only.

In I/M Material Cost Type Location Account File, you may see the "Standard Variance" account now if you are using standard cost. You may leave it blank, which implies your standard variance account is the same as the purchase variance account. In the same maintenance screen, you may decide whether you wish to "Use Standard Cost Variance." In most situations, you should answer "Y." You may answer "N" for certain material cost types where your standard cost is zero. This may be, for example, expense items like manufacturer tooling where it is not a real inventory item, but you may want to keep them in your item master to track their quantity.
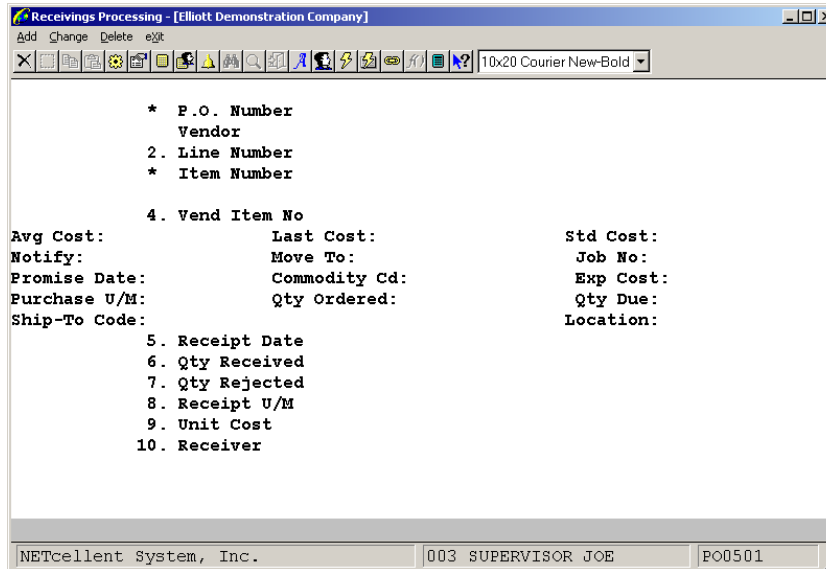
Prior to Elliot V7.3, Elliott did not create standard cost variance for any item where the standard cost was zero. In Elliott V7.3 or higher, if you do not wish to create standard cost variance you must define this in the material cost type location account file and answer "N" to "Use Standard Cost Variance."

Receive PO Parent Line Item's Components

This is a special enhancement for purchasing manufactured parent items. For example, you may wish to purchase all the components of a manufactured parent item from a vendor (like your parent company) for assembly. It is mutually understood between you and your vendor the purchase is for the components, not the assembled parent item itself. You may use this feature by indicating "Y" to field 13 (Recv Comp) in the PO Line Item Screen and the ATP details will be created for the parent item. Upon actual receiving, the quantity updates will be made to the component items. To use this feature, you must turn on P/O Global Control "23. Allow to Receive Parent Item's Components in PO" and the PO Line Item must be a Manufacturing Parent Item as defined in Bill of Material Structure.

Run Instructions - On-Line Receivings Processing

Select Receivings Processing from the pull down P/O Processing window. The following screen will then be displayed:

```
Receivings Processing - [Elliott Demonstration Company]                    _ |□| X|
Add  Change  Delete  eXit
X □ ▣ ▣ ▣ □ ▣ ▲ ▦ ▣ ▣ A ▣ ▱ ▣ ▣ ▣ ▣ ▣? 10x20 Courier New-Bold ▼

              *  P.O. Number
                 Vendor
              2. Line Number
              *  Item Number

              4. Vend Item No
Avg Cost:            Last Cost:             Std Cost:
Notify:             Move To:               Job No:
Promise Date:       Commodity Cd:          Exp Cost:
Purchase U/M:       Qty Ordered:           Qty Due:
Ship-To Code:                              Location:
              5. Receipt Date
              6. Qty Received
              7. Qty Rejected
              8. Receipt U/M
              9. Unit Cost
             10. Receiver


NETcellent System, Inc.          003 SUPERVISOR JOE        PO0501
```

The following options are available:

*   Select the desired mode from the Receivings Processing menu bar
*   If you select to Add Receivings, you will be asked to identify the purchase order and line item against which a receiving is to be posted. First, you will be prompted to enter the purchase order number. Once you have entered a valid order number, you will be prompted to enter the purchase order line number. If you do not know the line number, you may skip this field to enter the item number. You may even skip the entry of this field to enter the vendor item number. You are required to enter a value for at least one of these fields since the line item could be located by a combination of

     the purchase order number and the line number, item number or vendor item number. There are options available during the entry of these fields that provide you with even more flexibility when locating a line item. These features are presented below in the discussion of the entry requirements for each field.
*   If you entered a specific line number, the line item will display and you will be allowed to enter the receivings data. If you entered an item number or vendor item number, the program will display the first line item on file for that item and ask if this is the right line item. if you answer N, the next line item on the order for that item will display. In this manner all line items on the order that have the item number that you entered can be displayed until you locate the correct one. Once you find the one you want and answer Y, the cursor will be positioned for entry of the receivings data.
*   During entry of the line number there will be two function key options. You may press the F1 key to display the next line item on the purchase order that has not yet been fully received. Having done so, the program will ask if this is the right line item and allow you to enter the

receiving against it.

* You may also press the F2 key at this point. Like the F1 key option, this option will display the next line item that has not yet been fully received and ask if this is the right line item. Once the line item has displayed, the cursor will be positioned for immediate entry of the quantity received. You may enter some positive quantity or zero. If no receiver has yet been entered, the cursor will next prompt you for entry of the receiver's initials. Otherwise, this field along with all others will default to appropriate values.

* If you have selected the line item by any means other than the F2 option, enter the receivings data in fields five through ten and make any changes that are required. The data entry requirements for these fields are discussed below. When there are no more changes, press RETURN in response to Field Number ? The receiving will be written out and the cursor will be positioned for entry of the next receiving's purchase order number.

* When there are no more receivings to enter, press ESC while the cursor is positioned for entry of the purchase order number.

* If you select to Change Receivings, you can specify the receiving that you wish to review or change. You will first be prompted to enter the purchase order number of the order against which the receiving was posted. You will then be prompted to enter the receiving's item number. You may press RETURN to display the first (and subsequent) receiving on file for the purchase order; or you may enter a specific item number, in which case the program will display the first (and subsequent) receiving on file for the purchase order and the item number. In either case you will be asked if the receiving that is displayed is the one you want. If you answer Y, you will be allowed to change fields five through ten except eight.

* When there are no more changes, press RETURN in response to Field Number ? and the screen will be cleared for the selection of another receiving to change or review.

* If you select to Delete Receivings, you will be able to select a receiving to delete just as you selected one to change in the change mode. Once you have answered Y to the right transaction question, a question will display asking if you wish to delete this receiving. If you answer Y, the receiving will be deleted. What actually happens is that a delete transaction is created. This delete transaction will be invisible to all applications except for the Audit Trail Report application. So for all practical purposes you can consider the receiving to be physically deleted and inaccessible.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. P.O. Number	6 numeric digits followed by 2 digits (999999-99).
	Enter the purchase order number of the order against which the receiving is to be posted.
	You may press the F1 key to display a screen upon which you enter the vendor number and item number of the receiving. The program then lists all of the vendor's purchase orders upon which the item was ordered. You may choose the appropriate purchase order number from this list and then enter it for the receiving.
	Defaults to the purchase order number of the previously entered receiving.

Name	Type and Description
Vendor	The vendor number and name for the purchase order selected above will automatically be displayed.
2. Line Number	3 numeric digits (999). Enter the line number of the purchase order line item against which this receiving is to be posted. The line number, if entered, must be that of a line number that actually exists on the purchase order. You may press RETURN to disregard this field and skip to the entry of the item number. You also have the option of pressing the F1 key or the F2 key to display the first (and subsequent) line item on the order that has not been fully received. (Refer to the Application Overview for an explanation of the difference between the F1 and F2 keys at this level of entry). The information from the line item will display and the screen will ask Right Line Item ?. You may scan through all of the line items on the order in this manner until you find the one you want. You may press the F2 key to display the line items for that purchase order number which have not been fully received yet. Pressing this key will allow for fast entry of the receivings data as described earlier.
3. Item Number	15 alphanumeric characters. Enter the item number of the line item against which the receiving should be posted. The item number need not be that of a valid item on file in the Item file. The item's description will display beside the entry. You may press RETURN to disregard this field and skip to the entry of the vendor item number. Pressing the F7 key will allow you to search for an item by number or pressing the F8 key will allow you to search for an item by description.
4. Doc Number	6 numeric digits. Press F1 or Enter to get the Next Sequential Document Number. This is a unique number for each receiving.
5. Vend Item No	15 alphanumeric characters. Enter the vendor item number of the item for which the receiving is to be entered. The program will locate purchase order line items for which this vendor item number is referenced.
6. Receipt Date	A date in the standard date format. Enter the date the merchandise was received. Defaults to today's date the first time through and to the previously entered receipt date thereafter.
7. Qty Received	A standard quantity format. Enter the quantity received. This is the quantity that was received in good condition

Name	Type and Description
	and for which you are willing to be billed.
8. Qty Rejected	A standard quantity format. Enter the quantity rejected. This field represents merchandise that was received in the shipment but which was unacceptable because of damage or because the vendor shipped the wrong style, color, size, model or any of a number of other reasons. The quantity rejected is noted within the Purchase Order package but rejected items are not handled. Bookkeeping records, return shipment preparation and other such activities required to process rejects must be handled outside of the Purchase Order package.
Reject Reason:	2 alphanumeric characters. If you enter a quantity rejected, you should also enter a reason for the rejection. You must select one of the Reject Reason Codes that were entered in the Reject Reason Code File application. The code you enter must be that of a valid reject reason. The code's description will display beside the entry. If you do not remember the code for the reason that applies to this rejection, you may press the F1 key to display the first (and subsequent) reject reason that is on file. When the appropriate reject reason displays, press RETURN to accept it. The entry of a Reject Reason Code is not required. You may press RETURN to skip to entry of the next field. In the add or change mode, press the F7 key to search for reject reason code.
9. Receipt U/M	2 alphanumeric characters. Enter the unit of measure in which the merchandise is being received. The only acceptable units of measure are the item's purchased unit of measure and the item's stocked unit of measure (referred to as simply the unit of measure in I/M). The Inventory Management package keeps track of the ratio between these two units of measure so the entry of one or the other is acceptable. Defaults to the unit of measure specified on the purchase order.
10. Unit Cost	10 numeric digits with 4 decimal positions with an optional minus sign (999,999.9999-). You may press RETURN to default to the unit cost on the purchase order. If the vendor specified a total cost for all units that were shipped, you may press the F1 key to enter this value. The program will then compute and display the unit cost based upon the total cost and the number of units received. If the vendor specified a unit cost for the merchandise that was shipped, enter that value here. Defaults to the unit cost at which the line item was ordered.
11. Receiver	3 alphanumeric characters. Enter the initials or identifying code of the individual responsible for receiving the

Name	Type and Description
	shipment.
12. Vessel #	5 alphanumeric characters. This field is verified against the Vessel File. Receivings can be grouped together by vessel number and posted together. This field can be left blank.
13. Inv/Doc #	8 alphanumeric characters. This is a reference field for the user to indicate the invoice number of the products received.
14. Hold Posting?	Y or N. This flag indicates if the receiving needs to be held.

The following entries will be requested if the item has serial numbers:

Name	Type and Description
Enter Serial Numbers	Y or N. Enter whether or not you would like to enter serial numbers or not. If you answer Y then you will be prompted to enter serial numbers for these items.
12. Serial No	15 alphanumeric characters. This is the serial number of the item being received. You will be prompted to enter serial numbers equal to the number of units that were received. e.g., If you have a quantity received of 5, you will be prompted to enter 5 serial numbers, one at a time.

The following entries will be requested if the item has lot numbers:

Name	Type and Description
12. Lot No	15 alphanumeric characters. This is the lot number of the item being received.
13. Exp Month	2 numeric digits. This is the expiration month of the lot item.
Exp Year	2 numeric digits. This is the expiration year of the lot item.

Receivings Display Fields

Name	Type and Description
Avg Cost:	Display only. This is the average cost for this item in the Inventory Item file.
Last Cost:	Display only. This is the last cost for this item in the Inventory Item file.
Std Cost:	Display only. This is the standard cost for this item in the Inventory Item file. This will appear only if LIFO/FIFO costing is not being used.
LIFO Cost:	Display only. This is the average cost for this item in the Inventory Item file. This cost will appear in place of Std Cost if LIFO is the inventory costing method.
FIFO Cost:	Display only. This is the average cost for this item in the Inventory Item file. This cost will appear in place of Std Cost if FIFO is the inventory costing method.
Notify:	Display only. These are the initials of the individual within the company who should be notified in the event of problems with the receiving. This should be someone who can resolve price conflicts, for instance, or someone who has the authority to reject a shipment that arrives too early.
Move To:	Display only. This is the area to which the shipment should be moved after receipt. How this feature is utilized may be some what different at different companies. It may represent a physical area, a department, an individual or an inventory location for example.
Job No:	Display only. This is the number of the job for which that part of the shipment represented by this line item is intended.
Promise Date:	Display only. This is the date the merchandise was expected to arrive. It may be the original request date or a date proposed by the vendor as being more realistic.
Commodity Cd:	Display only. This is the item's commodity code.

Exp Cost:	Display only.
	This is the line item's expected unit cost for the unit of measure in which the merchandise was ordered.
Purchase U/M:	Display only.
	This is the unit of measure in which the merchandise was ordered.
Qty Ordered:	Display only.
	This is the quantity that was ordered on the line item in the purchase unit of measure.
Qty Due:	Display only.
	This is the quantity that remains to be delivered. Over-shipments will be represented as negative quantities due.
Ship-To Code:	Display only.
	This is the purchase order's ship-to code. The ship-to description displays beside the code.
Location:	Display only.
	This is the inventory location for which merchandise on the purchase order is intended.

P.O. Number Search Screen

Name	Type and Description
Vendor Number	6 alphanumeric characters.
	Enter the vendor number of the vendor whose orders are to be listed. The entry must be that of a vendor on file in the Vendor file. The vendor's name will display beside the entry.
Item Number or Vendor Item No	15 alphanumeric characters.
	Enter the receiving's item number or press RETURN to skip to entry of the receiving's vendor item number.
	If you enter the item number, it must be that of an item on file in the Item file. The item's description will display beside the entry.
	If you enter the vendor item number it must be that of a vendor item number that is defined in the Item Vendor file. If the vendor item number is defined and if the item number that is associated with it is that of an item on file in the Item file, the entry will be accepted and the item number and item description will display.
	Pressing the F7 key will allow you to search for an item by number or pressing the F8

Name	Type and Description
	key will allow you to search for an item by description.

Online Receivings Processing Screen 1

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Batch Receivings Processing

This option allows you to enter multiple receivings for each line item on a purchase order. Each transaction is stored in the Transaction File and is identified by a unique document number. Information stored with each transaction record includes receipt date, quantity received, quantity rejected and unit cost.

You may define multiple G/L accounts to distribute the receivings. The asset account(s) to be debited will be entered after each receiving transaction. You may distribute receivings by dollar amount or by item quantity depending on how flag #17 (Distribute By Amt Or Qty ?) is set in P/O Setup. The application will prompt you to enter an account number followed by the amount or quantity to be distributed to it. The total amount of each transaction must be distributed before the application will allow you to go on to the next one.

The Receivings Accrual Account to be credited must be entered in P/O Setup before receivings can be entered. This global accrual account holds the value of received inventory until the appropriate invoice is entered in the Accounts Payable package. The account is not tied to individual line items. For more information on using the Receivings Accrual Account, see the Package Overview section of this manual.

After entering all receivings and distributions, you should print the Receivings Edit List to verify that the information is correct. For each transaction, the list prints such details as item number and description, vendor, quantity received, unit and total cost, and distribution accounts. After any corrections are made, you may post the transactions using the Post Receivings Transactions application.

Run Instructions - Batch Processing

Select Receivings Processing from the pull down P/O Processing window. The following screen will then be displayed:

Batch Receivings Processing Entry Screen

The following options are available:

*   Select the desired mode from the Receivings Processing menu bar
*   If you select to Add Receivings, you will be asked to identify the purchase order and line item against which a receiving is to be posted. First, you will be prompted to enter the purchase order number. Once you have entered a valid order number, you will be prompted to enter the purchase order line number. If you do not know the line number, you may skip this field to enter the item number. You may even skip the entry of this field to enter the vendor item number. You are required to enter a value for at least one of these fields since the line item could be located by a combination of

    the purchase order number and the line number, item number or vendor item number. There are options available during the entry of these fields that provide you with even more flexibility when locating a line item. These features are presented below in the discussion of the entry requirements for each field.
*   If you entered a specific line number, the line item will display and you will be prompted to enter a document number. If you entered an item number or vendor item number, the program will display the first line item on file for that item and ask if this is the right line item. If you answer N, the next line item on the order for that item will display. In this manner all line items on the order that have the item number that you entered can be displayed until you locate the correct one. Once you find the one you want and answer Y, the cursor will be positioned for entry of the receivings data.
*   During entry of the line number there will be two function key options. You may press the F1 key to display the next line item on the purchase order that has not yet been fully received. Having done so, the program will ask if this is the right line item and allow you to enter the receiving against it if it is.
*   You may also press the F2 key at this point. Like the F1 key option, this option will display the next line item that has not yet been fully received and ask if this is the right line item. Once the line item has displayed, the cursor will be positioned for immediate entry of the quantity received. You may enter some positive quantity or zero. If no receiver has yet been entered, the cursor will next prompt you for entry of the receiver's initials. Otherwise, this field along with all others will default to appropriate values.
*   If you have selected the line item by any means other than the F2 option, enter the receivings data in fields six through twelve and make any changes that are required. The data entry requirements for these fields are discussed below. When there are no more changes, press RETURN in response to Field Number ? The application will prompt you to enter the distribution account number(s).

* If you are receiving a lot item and lot items are being used (see field #9 in I/M Setup), you will be required to enter a lot number and expiration date for each transaction. If you are receiving a serialized item and serial items are being used, you will have the option of entering serial numbers after each transaction.
* After entering the receivings data, you must enter one or more distribution accounts to counterbalance the receivings accrual account read from the P/O Setup. Enter an asset account number or search for a valid G/L account number using the F7/F8 options, then enter the amount to be distributed to that account. You may distribute to as many accounts as you wish. You may enter negative amounts or amounts greater than the transaction amount but the net amount remaining to distribute must be zero before the application will allow you to exit the screen.
* When there are no more receivings to enter, press ESC while the cursor is positioned for entry of the purchase order number.
* If you select to Change Receivings, you can specify the receiving that you wish to review or change. You will first be prompted to enter the purchase order number of the order against which the receiving was recorded. You will then be prompted to enter the receiving's item number. You may press RETURN to display the first (and subsequent) receiving on file for the purchase order; or you may enter a specific item number, in which case the program will display the first (and subsequent) receiving on file for the purchase order and the item number. In either case you will be asked if the receiving that is displayed is the one you want. If you answer Y, you will be allowed to change fields six through twelve except nine.
* When there are no more changes, press RETURN in response to Field Number ? and the screen will be cleared for the selection of another receiving to change or review.
* If you select to Delete Receivings, you will be able to select a receiving to delete just as you selected one to change in the change mode. Once you have answered Y to the right transaction question, a question will display asking if you wish to delete this receiving. If you answer Y, the receiving will be deleted.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. P.O. Number	6 numeric digits followed by 2 digits (999999-99).
	Enter the purchase order number of the order against which the receiving is to be posted.
	In add and change mode, you may press the F1 key to display a screen upon which you enter the vendor number and item number of the receiving.
	The program then lists all of the vendor's purchase orders upon which the item was ordered. You may choose the appropriate purchase order number from this list and then enter it for the receiving.
	Defaults to the purchase order number of the previously entered receiving.
Vendor	The vendor number and name for the purchase order selected above will automatically be displayed.

Name	Type and Description
2. Line Number	3 numeric digits (999). Enter the line number of the purchase order line item against which this receiving is to be posted. The line number, if entered, must be that of a line number that actually exists on the purchase order. In add mode you may press RETURN to disregard this field and skip to the entry of the item number. In change mode, you may press RETURN to sequentially view the line numbers on the purchase order. When the appropriate line number displays, press Y to bring it up. In add mode you also have the option of pressing the F1 key or the F2 key to display the next line item on the order that has not been fully received. (Refer to the Application Overview for an explanation of the difference between the F1 and F2 keys at this level of entry). The information from the line item will display and the screen will ask Right Line Item ?. You may scan through all of the line items on the order in this manner until you find the one you want.
Line Number (continued)	If a line number is entered here, the screen will automatically display the item number, vendor item number, and a window showing information about the line item. In change mode, once entered, this key field may not be changed.
3. Item Number	15 alphanumeric characters. Enter the item number of the line item against which the receiving should be recorded. The item number need not be that of a valid item on file in the Item File but must be an item listed on the purchase order. The item's description will display beside the entry. You may press RETURN to disregard this field and skip to the entry of the vendor item number. In change mode, this key field may not be changed. Pressing the F7 key will allow you to search for an item by number or pressing the F8 key will allow you to search for an item by description.
4. Doc Number	6 numeric digits (999999). Enter the document number to be associated with this receivings transaction. This number allows more than one receipt transaction to be recorded for each line number. In add mode, press the F1 key to assign the next sequential document number from the P/O Setup application. In change mode, the application will display all receivings transactions on file for each line number. Press RETURN to scan through them one at a time. Enter Y to select the appropriate transaction. Also in change mode, once selected, this key field may not be changed.

Name	Type and Description
5. Vend Item No	15 alphanumeric characters. Enter the vendor item number of the item for which the receiving is to be entered. The program will locate purchase order line items for which this vendor item number is referenced. In change mode, this field may not be changed.
6. Receipt Date	A date in the standard date format. Enter the date the merchandise was received. Defaults to the current date the first time through and to the previously entered receipt date thereafter.
7. Qty Received	A standard quantity format. Enter the quantity received. This is the quantity that was received in good condition and for which you are willing to be billed. You may enter a negative quantity or a quantity greater than the quantity ordered.
8. Qty Rejected	A standard quantity format. Enter the quantity rejected. This field represents merchandise that was received in the shipment but which was unacceptable because of damage or because the vendor shipped the wrong style, color, size, model or any of a number of other reasons. The quantity rejected is noted within the Purchase Order package but rejected items are not handled. Bookkeeping records, return shipment preparation and other such activities required to process rejects must be handled outside of the Purchase Order package.
Rej. Reason	2 alphanumeric characters. If you enter a quantity rejected, you should also enter a reason for the rejection. You must select one of the Reject Reason Codes that were entered in the Reject Reason Code File Maintenance application. The code you enter must be that of a valid reject reason. The code's description will display beside the entry. If you do not remember the code for the reason that applies to this rejection, you may press the F1 key to display the next reject reason that is on file. Press RETURN to scan through the reasons one at a time. When the appropriate reason displays, press Y to accept it.
Rej. Reason (continued)	The entry of a Reject Reason Code is not required. You may press RETURN to skip to entry of the next field. In the add or change mode, press the F7 key to search for reject reason codes.
9. Receipt U/M	2 alphanumeric characters. Enter the unit of measure in which the merchandise is being received. The only acceptable units of measure are the item's purchased unit of measure and the item's

Name	Type and Description
	stocked unit of measure (referred to as simply the unit of measure in I/M). The Inventory Management package keeps track of the ratio between these two units of measure so the entry of one or the other is acceptable. NOTE: For serial/lot items, this <u>must</u> be the stocking unit of measure. In change mode this field may not be changed. Defaults to the unit of measure specified on the purchase order.
10. Unit Cost	10 numeric digits with 4 decimal positions with an optional minus sign (999,999.9999-). Enter the unit cost of the received line item. If the vendor specified a total cost for all units that were shipped, you may press the F1 key to enter this value. The program will then compute and display the unit cost based upon the total cost and the number of units received. If the vendor specified a unit cost for the merchandise that was shipped, enter that value here. Defaults to the unit cost at which the line item was ordered.
11. Receiver	3 alphanumeric characters. Enter the initials or identifying code of the individual responsible for receiving the shipment.

If serial numbers are being used and the item is a serialized item, you will be asked if you wish to enter serial numbers. If you answer Y, the following field will appear:

Name	Type and Description
Serial Number	15 alphanumeric characters. Enter a serial number to be associated with each item received in this transaction. Each item must be assigned a different serial number. If the Esc key or F10 key is pressed before all items are serialized, the quantity received will automatically be adjusted to the number of serial numbers entered.

If lot numbers are being used and the item is a lot item, the following fields will appear:

Name	Type and Description
12. Lot No	15 alphanumeric characters. Enter a lot number to be used to track the items received in this transaction. The lot number may be one that already exists in the serial/lot file.
13. Exp Month	2 numeric digits. Enter the expiration month for the entered lot number. this number must be an integer from one (1) to twelve (12).
Year	2 numeric digits. Enter the last two digits of the expiration year for the entered lot number.

Distributions:

Account Number	An account number in the standard format.
	Enter a valid G/L account number to be debited with the receiving amount or quantity. The asset account(s) entered here must be on file in the I/M Account File or the G/L account file if I/M Setup flag #11 is set for G/L accounts.
	You may distribute a transaction to as many accounts as you wish.
	If you alter the quantity received or unit cost in change mode, you will be required to adjust the distribution.
	This account number defaults to the one entered in field #5 of the Purchase Order Processing application.
Account Number (continued)	Press the F7 key to search by account number or press the F8 key to search by account description.
Description	The description of the entered account number will automatically display.

The next field will display a Distribution Amount or Distribution Qty depending on how P/O Setup field #17 (Distribute By Amt Or Qty) is set.

Distribution Amount	11 numeric digits with two decimal places and an optional minus sign (-999,999,999.99).
	If distributions are being made by a dollar amount enter the amount to be distributed to this account. You may enter negative amounts or amounts greater than the transaction amount. The only requirement is that the amount remaining to distribute displayed at the bottom of the screen must be zero before you may exit the screen.
	To remove a distribution to an account, enter zero in this field.
	If you alter the quantity received or unit cost in change mode, you will be required to adjust the distribution amounts.
Distribution Qty	A quantity in the standard format.
	If distributions are being made by item quantity, enter the quantity to be distributed to this account. You may enter negative quantity or quantities greater than the total transaction quantity. The only requirement is that the total net distributed must equal the total for the transaction before you may exit the screen. The quantity entered here is multiplied by the unit cost entered in field #10 to determine the value of the received item(s).
Amount Remaining To Distribute or Qty Remaining To Distribute	11 numeric digits with 2 decimal places and an optional minus sign (-999,999,999.99), or A quantity in the standard format.
	The net amount/quantity left to be distributed is automatically displayed. This field must equal zero before the user can leave the screen.

Receivings Display Window

Name	Type and Description
Avg Cost:	Display only. This is the average cost for this item in the Inventory Item file.
Last Cost:	Display only. This is the last cost for this item in the Inventory Item file.
Std Cost:	Display only. This is the standard cost for this item in the Inventory Item file. This will appear only if LIFO/FIFO costing is not being used.
LIFO Cost:	Display only. This is the average cost for this item in the Inventory Item file. This cost will appear in place of Std Cost if LIFO is the inventory costing method.
FIFO Cost:	Display only. This is the average cost for this item in the Inventory Item file. This cost will appear in place of Std Cost if FIFO is the inventory costing method.
Notify:	Display only. These are the initials of the individual within the company who should be notified in the event of problems with the receiving. This should be someone who can resolve price conflicts, for instance, or someone who has the authority to reject a shipment that arrives too early.
Move To:	Display only. This is the area to which the shipment should be moved after receipt. How this feature is utilized may be somewhat different at different companies. It may represent a physical area, a department, an individual or an inventory location for example.
Job No:	Display only. This is the number of the job for which that part of the shipment represented by this line item is intended.
Promise Date:	Display only. This is the date the merchandise was expected to arrive. It may be the original request date or a date proposed by the vendor as being more realistic.
Commodity Cd:	Display only. This is the item's commodity code.

Name	Type and Description
Exp Cost:	Display only. This is the line item's expected unit cost for the unit of measure in which the merchandise was ordered.
Stocking U/M	Display only. This is the strait of measure in which the unit is stocked in I/M.
Qty Ordered:	Display only. This is the quantity that was ordered on the line item in the purchase unit of measure.
Qty Due:	Display only. This is the quantity that remains to be delivered. Over-shipments will be represented as negative quantities due.
Purchase U/M:	Display only. This is the quantity that was ordered on the line item in the purchase unit of measure.
Purchase Ratio	Display only. This is the purchase to stock ratio entered in the Item File.
Line Std:	Display only. This is the standard cost of the line item.
Ship-To Code:	Display only. This is the purchase order's ship-to code. The ship-to description displays beside the code.
Location:	Display only. This is the inventory location for which merchandise on the purchase order is intended.
Recv. Accrual Acct.	Display only. This is the receivings accrual account entered in P/O Setup.

P.O. Number Search Screen

Name	Type and Description
Vendor Number	6 alphanumeric characters. Enter the vendor number of the vendor whose orders are to be listed. The entry must be that of a vendor on file in the Vendor File. The vendor's name will display

Name	Type and Description
	beside the entry.
	Press the F7 key to search for vendor numbers or press the F8 key to search for vendor names.
Item Number or Vendor Item No	15 alphanumeric characters. Enter the receiving's item number or press RETURN to skip to entry of the receiving's vendor item number. If you enter the item number, it must be that of an item on file in the Item File. The item's description will display beside the entry. If you enter the vendor item number it must be that of a vendor item number that is defined in the Item Vendor file.
Item Number or Vendor Item No (continued)	If the vendor item number is defined and if the item number that is associated with it is that of an item on file in the Item file, the entry will be accepted and the item number and item description will display. Pressing the F7 key will allow you to search for an item by number or pressing the F8 key will allow you to search for an item by description.
PO-Number	This field displays the purchase order numbers on file for the specified item and vendor.
Line-No	This field displays the line numbers for the specified item in each purchase order.
Prom-Date	This field displays the promise date for each line item.
Qty-Ord	This field displays the quantity ordered for each item.
Qty-Due	This field displays the quantity remaining to be received for each item.
U/M	This field displays the unit of measure for each item.
Exp-Cost	This field displays the expected cost per unit of each item. The expected unit cost is the same as the unit cost entered on the purchase order.

List

Name	Type and Description
Starting P.O.	6 numeric digits followed by 2 numeric digits (999999-99). Enter the starting purchase order number for the range to be printed. Only purchase orders with receivings transactions on file will be printed. Press the Return key to default to All purchase orders.
Ending P.O.	6 numeric digits followed by 2 numeric digits (999999-99). Enter the ending purchase order number for the range to be printed.

Name	Type and Description
	Defaults to the starting purchase order number.

```
Date filled out _____ by _____     ADD   CHANGE   DELETE


                        RECEIVINGS PROCESSING FILE LOAD SHEET



1.    P.O. Number      _ _ _ _ _ _ ‾ _ _


2.    Line Number      _ _ _


3.    Item Number      _ _ _ _ _ _ _ _ _ _ _ _ _


4.    Doc Number       _ _ _ _ _


5.    Vend Item No     _ _ _ _ _ _ _ _ _ _ _ _ _


6.    Receipt Date     _ _ / _ _ / _ _


7.    Qty Received     _ _ _ , _ _ _ . _ _ _


8.    Qty Rejected     _ _ _ , _ _ _ . _ _ _


             Rej. Reason     _ _


9.    Receipt U/M      _ _


10.   Unit Cost        _ _ _ , _ _ _ . _ _ _ _


             (or Total Cost  _ _ , _ _ _ , _ _ _ . _ _ )


11.   Receiver         _ _ _


      Serial/Lot       _ _ _ _ _ _ _ _ _ _ _ _ _


12.   Lot Number       _ _ _ _ _ _ _ _ _ _ _ _ _


13.   Exp Month        _ _


14.   Exp Year         _ _
```

Batch Receivings Processing Screen 1

Batch Receivings Processing Screen 2

Batch Receivings Processing Screen 3

Mass Receiving

The Elliott System that allows receiving an individual Purchase Order all at once rather than line by line. It will receive items at the price ordered and at the quantity ordered. Once received, the P.O. receiving is still open for review, editing or changes prior to posting the receiving.

To utilize the feature go to P.O. Receiving Menu. At the main Receiving menu bar, select Mass Receiving. Once selected, a secondary window pops up and prompts you for P.O. information (See Figure below). After you have entered the P.O. #, Receipt Date, and Hold Posting status, Elliott will receive the P.O. in its entirety, print a MASS PO RECEIVING REPORT, and then prompt you for the next P.O. for which you wish to do a Mass Receiving for.

Mass Receiving – P/O information entry screen
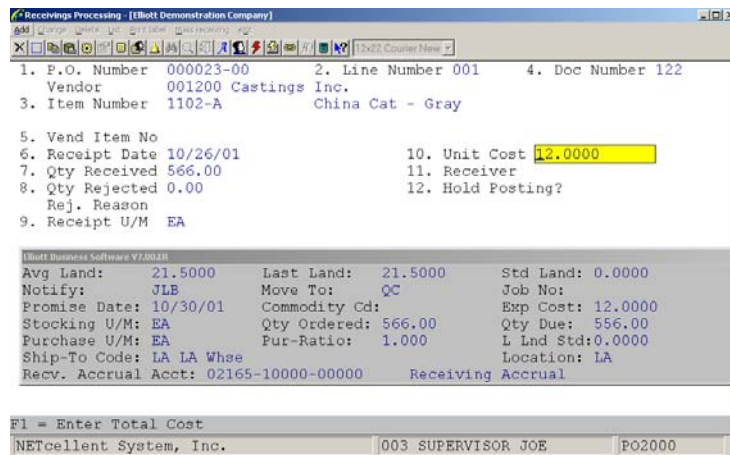
Landed Cost Receivings

The Landed Cost feature touches 4 packages:

System Manager: Landed Cost Setup
Purchase Orders: Receive Landed Costs Items
Inventory: Calculate Item Landed Cost
Accounts Payable: Post and Distribute Landed Cost

It is advisable that all data entry people from the above four departments coordinate and be aware of how Landed Cost works through out the system.

Purchase Order Receiving

Field 10:   Default Unit Cost from Purchase Order. When you press enter here, a window will pop up with displaying the Landed Cost with the Landed Cost Factor applied, (Inventory Item File Maintenance, Field 92), or the last Landed Cost. The cost that displays is based on the Landed Cost Setup Field 7.

```
5. Vend Item No
6. Receipt Date 10 Elliott Business Software         t Cost 12.0000
7. Qty Received 56 Landed Cost :   25.8000           eiver
8. Qty Rejected 0.00                        12. Hold Posting?
   Rej. Reason
9. Receipt U/M  EA
```

In this popup window, the users has three choices:

1.   Manually enter a Landed Cost Amount
2.   Accept as is (Landed Cost Factor applied or the last Landed Cost)
3.   Accept as is and put the line receiving on Hold, Field 12.

Field 12:   If you select "N" the system will use the Landed Cost displayed above when you post.

If you select "Y" you will be prompted for a Vessel Number. When the Inventory manager runs the calculation process in Vessel Maintenance, he/she can release this line item for posting.

In the distribution screen for this "Hold Posting: Y" line item, the system will display the default calculated Landed cost. The true Landed Cost will be calculated in Inventory Vessel File Calculation. After this process has been run, the P.O. line item receiving can be posted.

Distribution Screen:

Landed Cost Calculation (Inventory Vessel File Maintenance)

Post Receivings Transactions

Application Overview

The **Post Receivings Transactions** application transfers all transactions previously created in **Receivings Processing** from the **P/O** Transaction File to several files and accounts. Among the files updated are the **I/M** Item File, and **I/M** Distribution to **G/L** File. Receivings transactions are also posted to the **I/M** Transaction Audit File if the Audit Trail On Inv. Transactions ? flag is set to **Y** in **I/M Setup**.

The application automatically generates a journal of all transactions posted during a run. The journal provides essentially the same information as the **Receivings Processing** Edit List including purchase order number, item number, **G/L** accounts effected, unit and total cost.

Note: This application will only be used if **P/O** is set up for batch receivings processing. The Online Update Receiving Trx ? flag in **P/O Setup** must be set to **N** for the system to allow access to this application.

Run Instructions

Select **Post Receivings Transactions** from the pull down **P/O Processing** window. The following screen will then be displayed:
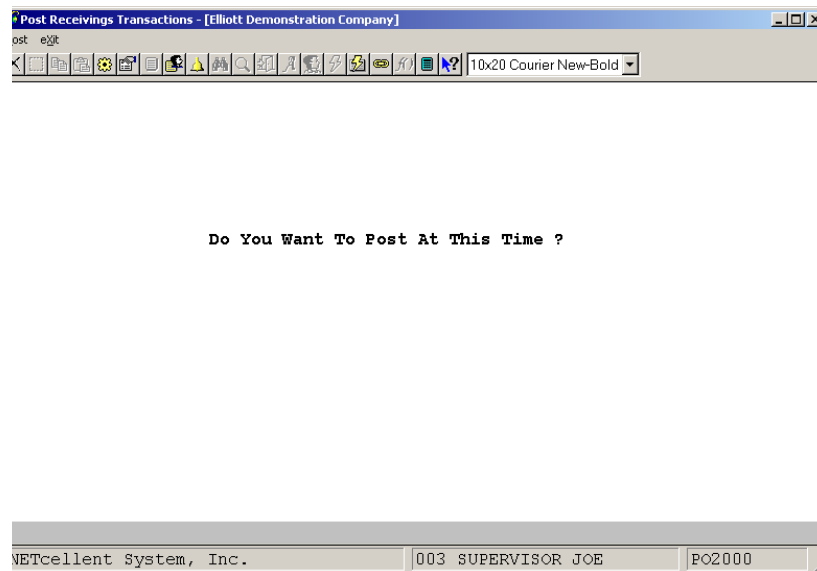
Post Receivings Transactions Entry Screen
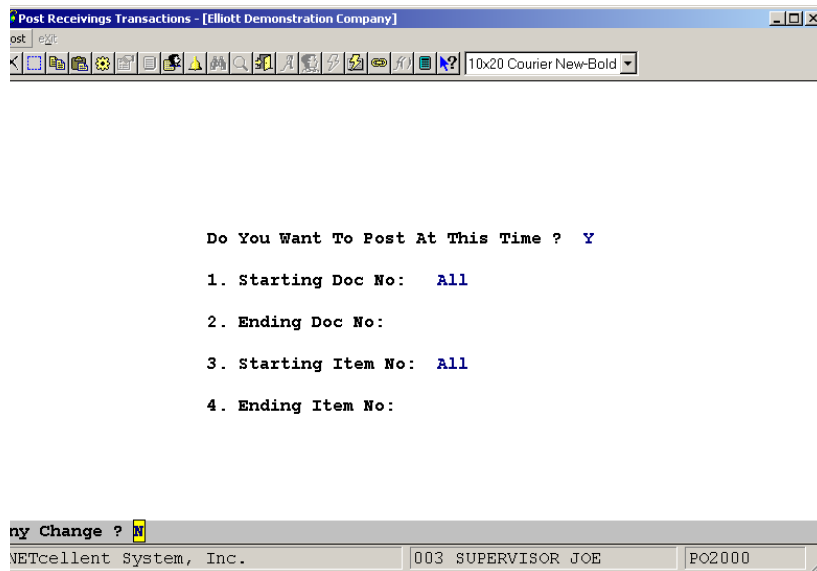
The following options are available:

* Select the desired mode from the **Post Receivings Transactions** menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	**Y** or **N**. Enter **Y** to post all receivings in the Transaction File to the appropriate files. Defaults to **N**.

Post Receivings Transactions

```
Run Date: Oct 26, 2001 -  3:37am      Elliott Demonstration Company                        Page    1


               R E C E I V I N G S   P R O C E S S I N G   J O U R N A L


Journal Number: PO0041


P.O. Num  Line  Item Num       Item Description        Loc  Vendor Recvr  Qty Received      Land Unit Cost   Total Cost
          Doc No  Rec Date  Um                         Serial/Lot  Exp M/Y  Qty Rejected   Reject Reason    Total Std Cost


000016-00 001 K-6INWRNCH     6" Wrench                 LA  000100           12.00           2.7200          32.64
          000118  10/26/01  EA  (Tool Kit)


     Accrual Acct:     02165-10000-00000     Receiving Accrual                   12.00-


     Distributions:    02165-10000-00000     Receiving Accrual                   12.00


000016-00 001 K-6INWRNCH     6" Wrench                 LA  000100  22        12.00           2.7200          32.64
          000119  10/26/01  EA  (Tool Kit)


     Accrual Acct:     02165-10000-00000     Receiving Accrual                   12.00-


     Distributions:    01190-10000-00000     Kit Component                       12.00
```

Release Blanket Orders
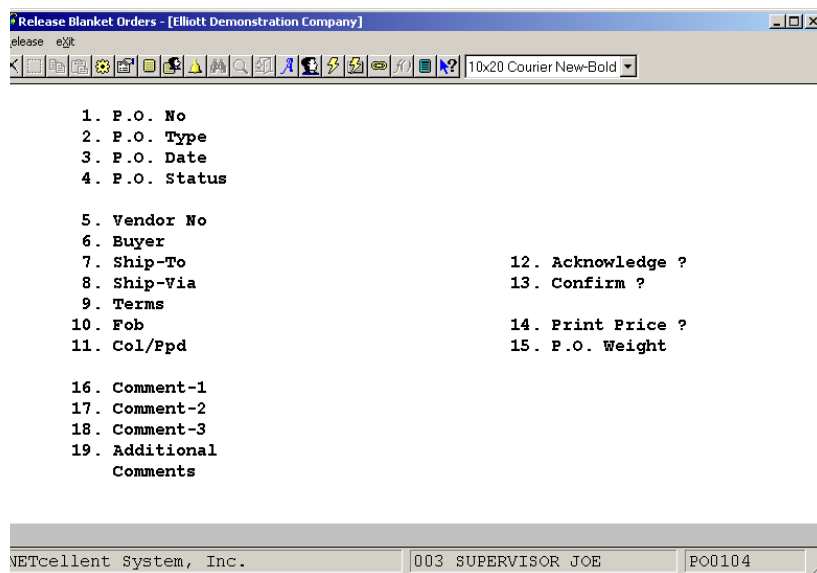
Application Overview

Through the Release Blanket Order function, you will specify the blanket order against which the release is to be issued. The program will automatically assign the release a unique purchase order number. Order numbers are in the format 999999-99, where 999999 is considered to be the order number and 99 is referred to as the release number. Releases use the same order number as the blanket order from which they were derived but the release number is unique for each release of a given blanket order. Up to 99 releases may be issued against a single blanket order.

After the release's order number has been assigned and its header information has been modified as appropriate, you will specify which of the line items on the blanket order are to appear on the release. Once the release has been created, it will be treated similarly to a normal type order. The idea is that only those items which appeared on the blanket order should appear on a release, and that the release should refer back to the blanket order it was issued against, so that both you and the vendor will know that you are meeting your blanket order commitments.

Run Instructions

Select Release Blanket Orders from the pull down P/O Processing window. The following screen will then be displayed:

Release Blanket Orders Processing Entry Screen

The following options are available:

- *   Select the release mode from the Release Blanket Orders menu bar
- *   Enter the data requested on the screen
- *   With this application, you will be able to specify which of the line items on a blanket order are to appear on the release and in what quantities.
- *   This application functions much the same as the change mode in the Purchase Order Processing application. You may access the application in order to create a release of a blanket order or to modify

    an existing release of a blanket order. When you enter the application you will be prompted to enter the Purchase Order number. If you wish to create a new blanket order release, press RETURN at the release number of the Purchase Order number. The program knows that the order number is that of a new blanket order. If you wish to modify a release, enter the Purchase Order number and the release number of the release that is to be modified. In either case, the number you enter must be that of a valid blanket order or release. The program will then display the header information of the order. After you have selected or entered a blanket order number, you must then release the blanket order. This is accomplished by entering an R in the P/O status field to release the blanket order release.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Order Header Entry

Name	Type and Description
1. P.O. No	6 numeric digits (999999). Enter the purchase order number of the blanket order from which a release is to be created or enter the number of the release that you intend to modify.
2. P.O. Type	1 alphabetic character. This field displays the previously defined type for this order. Valid P.O. Types are: B = Blanket
3. P.O. Date	A date in the standard date format. This field displays a reference date for determining how long a purchase order has been on file.
PO Date (continued)	It is not a reliable indicator of how long the vendor has had the order, however, since an order may remain on file indefinitely before it is printed and sent to the vendor. The package automatically keeps track of the date the order was printed since that is a more useful indicator of how long the vendor has had the order.

Name	Type and Description
	The date can be changed by selecting #3 from the Field Number ? prompt.
	The entry defaults to the current date.
4. P.O. Status	U or R.
	This field delineates whether the order is U unreleased or R released.
	A released order is one which has been finalized and is ready to printed. You must set the status of an unreleased order to R in order for the Print Purchase Orders application to print it.
	It defaults to U unreleased, but you may change the value to R, for released through Field Number ?.
5. Vendor No	6 alphanumeric characters.
	Displays the number of the vendor with whom this order was placed. The vendor's name is also displayed beside the entry. This information is obtained from the Vendor File.
	It defaults to the vendor associated with this order. This field may not be changed.
	If the vendor number needs to be changed, then this order must be canceled if a new order is generated.
6. Buyer	2 alphanumeric characters.
	Displays the Buyer code of the buyer for whom this order was entered.
	It defaults to the buyer associated with this order. You may change the information from the Field Number ? prompt.
Buyer (continued)	If you know the buyer's name but not his code, you may press the F1 key to display the code and name of the first (and subsequent) buyers that are on file. You may page through all of the Buyer codes in this manner. When the Buyer code that you require displays, answer Y to the RIGHT BUYER ? question.
	If you need to change the buyer code, pressing the F7 key will allow you to search for the appropriate buyer code. The code entered must be that of a buyer that is on file. The buyer's name will display beside the entry.
7. Ship-To	6 alphanumeric characters.
	Displays the Ship-To Code for the warehouse or receiving location where the merchandise on the order will be shipped.
	You may review the Ship-To codes that are on file by pressing the F1 key while the cursor is positioned for entry of the Ship-To code. Once the correct code displays, answer the RIGHT SHIP-TO ? question by entering Y.
	If you need to change the Ship-To code, pressing the F7 key will allow you to search for the appropriate ship-to code. The code entered must be that of a code that is on

Name	Type and Description
	file. The ship-to code name will display beside the entry. Changing the Ship-To Code for an order that has already been printed is not allowed since it is this code that identifies the location for which the material is on order. If the wrong Ship-To code was entered, the order must be canceled and a new order released. For drop-shipment orders the Ship-To code must be one that specifies the address of one of your customers. There is a code on each Ship-to record which indicates whether the record is of this type. It defaults to the Ship-To Code associated with this order. You may change the information from the Field Number ? prompt.
8. Ship-Via	2 alphanumeric characters. Displays to the vendor's recommended ship-via method as specified in the Vendor File.
Ship-Via (continued)	It identifies how the merchandise should be shipped. You may review the Ship-Via codes that are on file by pressing the F1 key while the cursor is positioned for entry of the Ship-via code. Once the correct code displays, answer the RIGHT SHIP-VIA ? question by entering Y. The code entered must be that of a code that is on file. The ship-via code name will display beside the entry. If you need to change the Ship-Via code, pressing the F7 key will allow you to search for the appropriated ship-via codes This field defaults to the Ship-via code associated with this order. You may change the information from the Field Number ? prompt.
9. Terms	15 alphanumeric characters. Displays the vendor's terms specified in the Vendor File. You may change the information for this order from the Field Number ? prompt. The terms description will print on the purchase order to advise the vendor of the terms you expect. However, they serve a documentary purpose only. The package will not take any measures to enforce them.
10. Fob	2 alphanumeric characters. Displays the Fob code for the Fob point. You may change the information for this order from the Field Number ? prompt. You may review the Fob codes that are on file by press the F1 key while the cursor is positioned for entry of the Fob code. Once the correct code displays, enter Y. If you need to change the Fob code, pressing the F7 key will allow you to search for the appropriate Fob code.

Name	Type and Description
11. Col/Ppd	1 alphabetic character. Displays whether this order is Collect or Prepaid. The Valid entries are C, P or Blank. You may change the information for this order from the Field Number ? prompt. A submenu will display to remind you of the options. You may leave this field blank if the proper code is unknown. Enter C if you wish to be billed for freight by the freight company; enter P if you wish the vendor to pay freight and bill you for it along with the merchandise. This information will print on the purchase order to advise the vendor of how you wish to be billed for freight but the package will not actually enforce this condition. The field serves a documentary purpose only.
12. Acknowledge ?	1 alphabetic character. Displays Y for acknowledgment required, N for acknowledgment not required and A for acknowledgment received. You may change the information for this order from the Field Number ? prompt. A submenu will display to remind you of these options. Order acknowledgments are useful in that they allow you to verify that the vendor has (or has not) correctly interpreted your purchase order. This is particularly important for such factors as terms, shipping address, quantities ordered, unit costs and request dates. It is also important just to know that the vendor received the order and intends to fill it. You would enter Y or N at the time the order is being entered. You would change this value to A once the acknowledgment is received. Defaults to the vendor's acknowledgment requirements specified in the Vendor File.
13. Confirm ?	1 alphabetic character. Displays whether this order is to be confirmed. The valid types are Y for confirmation required, N for confirmation not required and C for confirmation received. You may change the information for this order from the Field Number ? prompt. An order confirmation is notification from the vendor that the merchandise on an order has been shipped. The value entered here prints on the purchase order so that the vendor will know whether or not confirmation is required. Once confirmation has been received you may change the value to C so that there will be a record of the confirmation.

Name	Type and Description
	It defaults to the vendor's confirmation requirements specified in the Vendor File.
14. Print Price ?	Y or N. Displays whether the price is to be displayed on the purchase order. You may change the information for this order from the Field Number ? prompt. The valid entries are: Y = The Unit price is displayed on purchase order. N = The Unit price is not displayed on the purchase order. This field defaults to the vendor's price printing response specified in the Vendor File.
15. P.O. Weight	10 numeric characters with 4 decimal positions (999,999.9999). This field displays the total weight of line items that were previously added to the purchase order. You may change the information for this order from the Field Number ? prompt.
P.O. Weight (continued)	The changes made to this field provide you with an override capability over the original settings.
16. Comment-1	2 alphanumeric characters. Displays the Order header comments that will subsequently be printed at the bottom of each page of the purchase order. You may change the information for this order from the Field Number ? prompt. You may review the Comment codes that are on file by pressing the F1 key while the cursor is positioned for entry of any code. Once the correct code displays, answer Y to the RIGHT COMMENT ? question by entering Y. In you need to change the Comment code, pressing the F7 key will allow you to search for the appropriate Comment code. Enter here the Comment codes for up to three comments that you wish to appear on the purchase order.
17. Comment-2	2 alphanumeric characters. Order header comments print at the bottom of each page of the purchase order.
18. Comment-3	2 alphanumeric characters. Order header comments print at the bottom of each page of the purchase order.
19. Additional Comments	3 lines of 30 alphanumeric characters. Space for additional comments is allowed so that comments specific to a particular vendor can be communicated on the purchase order without setting up Comment

Name	Type and Description
	codes for them. This field allows the free-form entry of three lines of comments that will print on the bottom of each page of the purchase order.

Line Item Entry

Name	Type and Description
1. Line No	3 numeric digits (999). You must specify which of the blanket order's line items are to be included on the release. You do so by entering the line number of the blanket order's line item. If the line item is already included on the release, its data will display and you will be allowed to modify it. If it is not yet included on the release, it will display and you will be asked if you wish to release this line item, in which case you will be allowed to make changes to it. You may press the F1 key to have the program locate and display the next line item on the release. You also have the option of pressing the F2 key to display the next unreleased line item on the blanket order.
2. Item No	15 alphanumeric characters. Once you select to correct the line number, the item number and the description will display below the entry and no change to the item number will be allowed. The item number does not need to be an item on file in the Item file. For instance, the item may be some customer order that will never be stocked, it may be an expense item or it may be a service. If you need to change an item number then this order must be canceled and a new blanket order must be entered in the P/O Processing application.
3. Item Desc	2 fields of 30 alphanumeric characters each. The item description will display automatically. This is the description that was entered on the Blanket order. It is possible to change the description of an item that is on file but the change will be effective only on the purchase order. Changing the description here has no effect upon the item description in the item file. If the item number entered above is not that of a valid item, you will be required to enter a description here. Any non-blank entry is allowed.
4. Vnd Itm No	15 alphanumeric characters. The vendor's item number will automatically display here if there is a Item Vendor record on file for the order's vendor number and the line item's item number. You will not be allowed to change it (unless you first change the Item Vendor record through the Item Vendor Maintenance application). If no such record exists, you will be prompted to enter the number and what you enter will generate an Item Vendor

Name	Type and Description
	record. If you do not know the vendor's item number, leave this field blank. A blank vendor item number will not generate an Item Vendor record, nor will an Item Vendor record be created in the case where the item number entered above is that of an invalid item.
5. Account No	An account number in the standard account format. Enter the number of the inventory asset or expense account that will be affected by the payment for goods or services received against this line item. An entry is not required but accounts payable processing will be more productive if an account number is available on the purchase order. Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description. The field defaults to the account number in the Material Cost Type/Loc File or Inventory Setup if nothing is found in the first file.
6. Line Status	1 alphabetic character. This field is automatically assigned. Its value may not be changed through this program. During the initial entry of the line item in the add mode of P/O Processing, the line status is automatically assigned a value of N for New.
Line Status (continued)	Once the line item has appeared on a printed purchase order, its status is assigned a value of P for Printed. If the line item is ever canceled, it will be assigned a status of X once the line item has appeared as canceled on a printed purchase order.
7. Cancel ?	Y or N. During the initial entry of the line item in the P/O Processing application, this field is automatically assigned a value of N for No. A change is not allowed to this field during the add mode since if you wish to eliminate the line item from this release at this stage, you need merely stop the entry. If this line has appeared on a printed purchase order, and you wish the line item to be printed on a change order as a canceled line then change the value to Y for Yes. Once it has been printed as a canceled line its line status (see above) will automatically be changed to X. There are two basic reasons why you would want to cancel a line item. You decide you no longer want the item or you are forced to procure the item elsewhere because the vendor has failed to deliver it on time. Whenever you cancel a line item, a question will display on the screen asking if the cancellation is required because of vendor negligence. If it is, the program will keep track of this information so that the vendor performance statistics can be updated accordingly.

	Once an item has been canceled, and has appeared as such on a change order, it may not be uncanceled. To reinstate a canceled item you will be required to add it newly to the order.
8. U Of M	2 alphanumeric characters. Displays the item's purchase unit of measure that was used on the blanket order in the item record.
9. Unit Cost	10 numeric digits with 4 decimal positions (999,999.9999). Displays the cost at which the item was ordered on the Blanket order (specified in the Item file).
Unit Cost (continued)	Enter the item's unit cost that you expect to pay when the vendor bills you for the release order. The difference between this expected unit cost and the actual unit cost at which you get billed is the basis for the price variance statistic by which the vendor's performance is evaluated.
10. Commod CD	4 alphanumeric characters. This field will automatically display the item's commodity code which was entered on the Blanket order and you will not be allowed to change it.
11. Notify	3 alphanumeric characters. Displays to the notification initials specified on the Blanket order. Please see the section on Notify in the P/O Processing application.
12. Move To	3 alphanumeric characters. Displays to the default move-to location specified on the Blanket order. Please refer to the section on Move To in the P/O Processing application. You may change the field information from the Field Number ? prompt.
13. Job No	6 alphanumeric characters. Displays the job for which this merchandise or service is destined. This must be a valid code in the Job Code file. Press the F7 key to search for Job number.
14. Blank Type	1 alphabetic character. This field is only required if the order type is B (blanket). Defaults to E on blanket orders.
Blank Type (continued)	The entry here indicates to the vendor the degree of commitment you are making on a blanket order. The allowable entries are: F = Firm E = Estimate

	N = Minimum X = Maximum Firm means that the amount on the blanket order is the amount that you actually expect to order. Estimate means that the amount you end up ordering may be more or it may be less but that this is the best guess you have. Minimum means you will order at least the amount specified. Maximum means you will order no more than the amount specified. For blanket orders one of these values must be entered.
15. Req Date	A date in the standard date format. Enter the date on which you wish to receive the shipment.
16. Prom Date	A date in the standard date format. This field is not entered the first time you release the blanket order. If you go into and change a release order then you may enter a promise date. The promise date is a negotiated request date. If the vendor is unable to meet the request date for the line item, he will propose a different date that can be met. You should enter that date as the promise date, leaving the request date as it was originally entered. Doing so will enable you to see how late the shipment was compared to the original request date.
17. Qty Ord	A standard quantity format. Enter the quantity ordered for this line item. Once you have entered a Release order you may delete a line item by changing its quantity ordered to zero. The screen will ask if you wish to delete the line item and will physically remove the line from the order if you answer Y. If the line item does not have a status of new, a message will display to inform you that the line cannot be deleted; it can only be canceled.
18. Comment-1	2 alphanumeric characters. Line item comments print on the purchase order immediately below the line item's order data. Enter here the comment codes for up to two comments that you wish to have associated with a particular line item. You may press RETURN to skip entry of either field. If you are unsure of what comment code to enter, you may press the F1 key while the cursor is positioned for entry of either code to display, in order, the cost that are on file. Once the correct code displays, answer Y to RIGHT COMMENT ? to accept it. In the add or change mode, press the F7 key to search for Comment code.
19. Comment-2	Line item comments print on the purchase order immediately below the line item's order data. Enter here the comment codes for up to two comments that you wish to have associated with a particular line item. You may press RETURN to skip entry of either field. If you are unsure of what comment code to enter, you may press the F1 key while the cursor is positioned for entry of either code to display, in order, the cost that are

	on file. Once the correct code displays, answer Y to RIGHT COMMENT ? to accept it. In the add or change mode, press the F7 key to search for Comment code.
20. Additional Comments	2 lines of 30 alphanumeric characters. This field allows free-form entry of two lines of comments that will print on the purchase order immediately below the line item's order data.

Line Item Display Fields

Name	Type and Description
PO No	Display only. This is the number of the purchase order that is currently being added or changed. It serves to remind you of which purchase order you are working on.
Last Line No	Display only. This is the last number of the last line item added to the order. During entry of the first line item on an order this field is blank. This field helps you to keep track of your position on the purchase order.
Last Item No	Display only. This is the item number of the last line item to be added to the order. This field is blank during entry of the order's first line number. Like the last line number, it helps you keep track of your position on the purchase order.
Qty-on-Hand	Display only. This is the quantity of the item that is on-hand at the warehouse location specified in the Ship-To record. If the ship-to location is the item's default location, the quantity that displays is the quantity for All locations; otherwise it is merely the quantity at the location where the order is destined to be shipped. The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Qty-Allocated	Display only. This is the quantity of the item that is currently allocated. As for the quantity on-hand, the amount that displays depends upon the ship-to location. If the order is for the item's default location, the amount that displays is the quantity allocated at All locations; otherwise it is merely the quantity allocated at the location where the order is to be shipped. The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Qty-on-Order	Display only. This is the quantity of the item that is currently on order at the order's ship-to location.

Name	Type and Description
	The quantity displays in the item's stocking unit of measure and the description for this unit of measure displays beside the quantity.
Reorder-Level	Display only. When the stock level of the item hits this level at the order's ship-to location, reordering is recommended. The display of this field allows you to compare the quantity on-hand with the reorder-level to see where you stand. The reorder-level displays as it was entered in the Item file in the item's stocking unit of measure.
Line Weight	Display only. The program automatically multiplies the weight of an item by the number of items, then displays the extended line weight.
Receipt Date	Display only. This is the date of the most recent receiving against this line item.
Qty Received	Display only. This is the quantity received against this line item so far. It displays in the unit of measure entered for the purchase order line.
Qty Rejected/Qty Released	Display only. This is the quantity that has been released. They display in the unit of measure entered for the purchase order line.
Qty Invoiced	Display only. This is the quantity that has been invoiced against this line item. It displays in the unit of measure entered for the purchase order line.

Release Blanket Orders Screen 1

Release Blanket Orders Screen 2

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Purge Item Vendor File

Application Overview

This application enables you to purge obsolete vendor items that have not been ordered for a long time. It purges items from the Item Vendor File through a specified Last Activity Date.

Run Instructions

Select Purge Item Vendor File from the pull down P/O Processing window. The following screen will then be displayed:

```
Purge Item Vendor File - [Elliott Demonstration Company]                    _ □ X
urge  eXit
X                                       10x20 Courier New-Bold ▼




              1. Purge File Thru Vendor Last Activity Date








NETcellent System, Inc.              003 SUPERVISOR JOE          PO1502
```
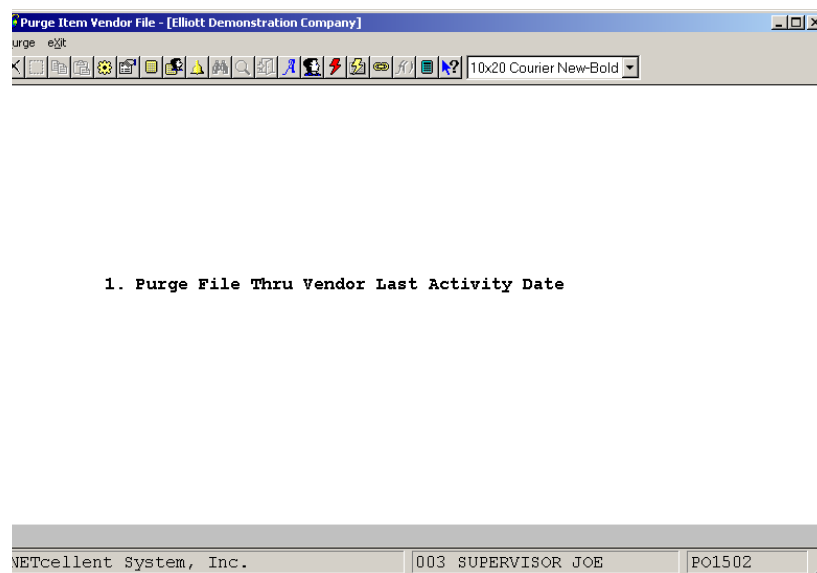
The following options are available:

* Select the desired mode from the Purge Item Vendor File menu bar
* Enter the data requested on the screen
* All item/vendor relationships for which the last activity date is on or before the date you enter will be deleted from the file. Once you have verified the entry as correct, the program will begin processing. You will be asked to wait until processing occurs. A message will display on the screen to inform you when processing is complete.
* This function requires exclusive use of the Item Vendor file. It should be run at a time when it will not interfere with other functions and other applications that require use of the file. If anyone else is using the file, a message will appear on the screen, informing you to have them exit their application so that the purge may continue.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when

positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Purge File Through Vendor Last Activity Date	A date in the standard date format. Enter the date that will serve as the cut-off during the purge of the Item Vendor file. The purge program will delete all Item Vendor records for which the last activity date is the same as or before the date you enter here.

Purge Item Vendor File

Purge Closed Purchase Orders
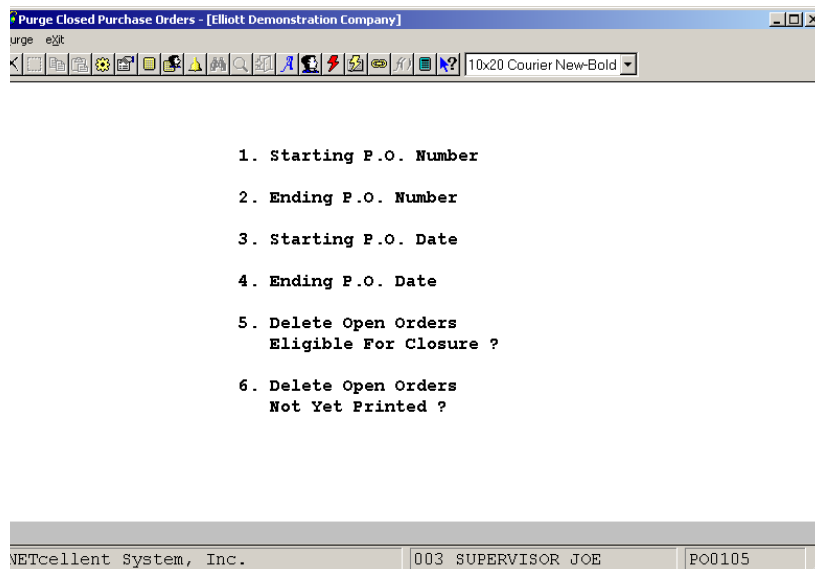
Application Overview

The Purge Closed Purchase Orders function deletes fully received, invoiced, or canceled orders. Those Purchase Orders that maintain an order status set of C, may also be deleted by this application. You may optionally delete orders that are not formally closed (have not had their order status changed to C), but which are eligible to be closed. This application also allows the deletion of disapproved orders that were never printed.

During the deletion process, the program posts historical information about the order to the Vendor file and the Purchase Line History file. This information is later accessed to produce the Vendor Performance Analysis Report and the Purchase Line History Report.

Run Instructions

Select Purge Closed Purchase Orders from the pull down P/O Processing window. The following screen will then be displayed:

The following options are available:

*   Select the Purge mode from the Purge Closed Purchase Orders menu bar
*   Enter the range of order numbers to be considered for deletion and other pertinent information.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the first purchase order that is to be included among those considered for deletion. Enter the 6-digit purchase order number followed by the 2-digit release number. Defaults to All.
2. Ending PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the last purchase order that is to be included among those considered for deletion. Defaults to the starting number's value.
3. Starting PO Date	A date in the standard date format. Enter the earliest purchase order date that will qualify an order to be included among those considered for deletion. Defaults to All.
4. Ending PO Date	A date in the standard date format. Enter the latest purchase order date that will qualify an order to be included among those considered for deletion. Defaults to the starting date's value.
5. Delete Open Orders Eligible for Closure ?	Y or N. Answer Y if you wish the program to automatically delete orders for which all line items are either canceled, fully received and invoiced, or fully received and the Close PO's Not Fully Invoiced Flag in P/O Setup is Y. If the order is qualified to have its status set to C, it will be selected for deletion when you answer Y. Answer N if you do not wish the program to delete such orders. Defaults to N.
6. Delete Open Orders Not Yet Printed ?	Y or N. Answer Y if you wish the program to automatically delete orders with a status of U or R. This capability enables you to delete orders that were entered but which were not approved for release and consequently have never been printed. You must be careful to enter a range of order numbers and date, in such a manner that you will not inadvertently delete valid orders that simply have not been printed yet. Answer N if you do not wish to have such orders deleted.

Name	Type and Description
	Defaults to N.

Purge Closed Purchase Orders

Elliott

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Clear Year-To-Date Statistics

Application Overview

The Clear Year-To-Date Statistics application sets the year-to-date vendor totals that are derived from purchase order activity to zero. These totals include the number of purchase orders entered for the vendor, the number of line items that appeared on these purchase orders and the number of line items that were received late.

The program also calculates the percentage of line items that were late and updates the percent late last year with this value.

These fields must be cleared annually since year-to-date totals have no meaning if they are allowed to accumulate past the end of the year. You should run this application at the end of the fiscal year as the last purchase order activity of the year.

The program requires exclusive use of the Vendor file so if another user is accessing the file, you will be advised of the usage conflict and the program will terminate before any processing is actually done.

Run Instructions

Select Clear YTD Statistics from the pull down P/O Processing window. The following screen will then be displayed:


```
This Program Should Be Run Annually At The
End Of The Fiscal Year.  It Will Set Vendor
Year-To-Date Purchase Order Statistics To Zero.

Are You Sure You Wish To Run This Program ?
```
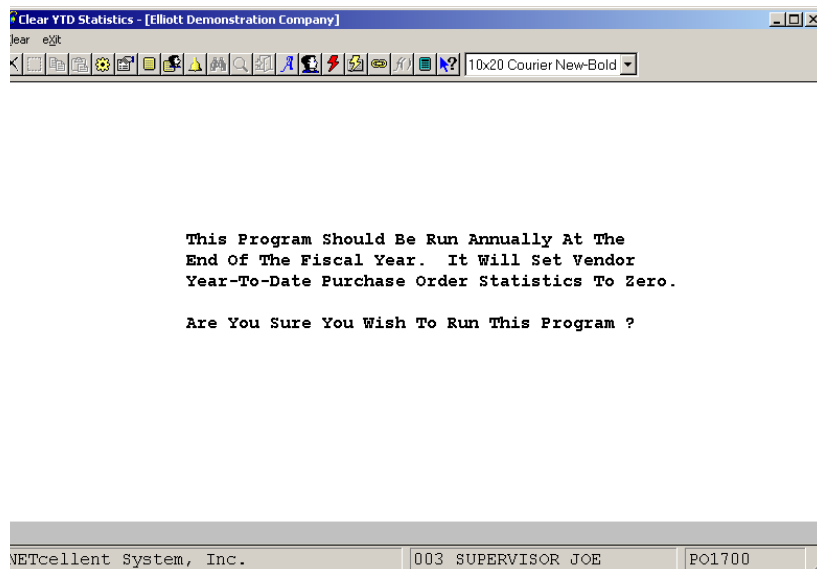
The following options are available:

* Select the Clear mode from the Clear YTD Statistics menu bar
* Enter the data requested on the screen
* Enter a Y for Yes if you are ready to process the Clear YTD Statistics routine.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
This Program Should Be Run Annually At The End Of The Fiscal Year. It Will Set Vendor Year-To-Date Purchase Order Statistics To Zero. Are You Sure You Wish To Run This Program ?	Y or N. Answer Y to set the vendor order statistics to zero, or N to decline. This field defaults to N.

Clear Vendor YTD Statistics

Print Purchase Orders

Application Overview

The purchase orders that you entered through the Purchase Order Processing application are printed on a purchase order form in this application. It is this form that is actually sent to the vendor.

The purchase order contains a great deal of information. If you use the standard Elliott P/O Form layout, order header information of interest to the vendor is printed in labeled blocks on the top of the form. Line items are listed in order by line number with all pertinent data shown. If there are more line items than will fit on one page, as many additional pages will be printed for the order as are necessary. Order header comments print at the bottom of each page.

The purchase order header information that is shown could include such data as the order number, order date, order type (normal, blanket, and release), issue type (original, change, and cancel), buyer, terms, FOB point, ship via instructions, whether an acknowledgment is necessary, whether a confirmation is necessary, and whether the merchandise should be shipped collect or prepaid. A page number prints to identify the sequence of pages that are associated with a single purchase order.

The line item information could include the line number, quantity ordered, blanket type (for blanket orders - can be firm, estimated, maximum, or minimum), unit of measure, item number, item description, the vendor's item number, unit price, request date, and a column for indicating changes and cancellations on a change order. Line item comments print immediately below the line item to which they pertain and appear in the area where the item description prints. There is one blank line between line items, so the number of line items that can be printed on one page is dependent, to a large degree, upon the number of comments that are printed for each line item.

When you select this application, you will first be asked to mount purchase order forms on the printer. You will then be given the opportunity to print dummy forms for the purpose of aligning the printed characters within the blocks and columns on the form. Each time you print such a dummy form, you must check the printed output to see whether things are now lined up properly. Continue printing the dummy form, checking it and correcting the alignment until the alignment is the way you want it.

You will then be prompted to enter the range of orders for which purchase order forms are to be printed. You will enter the starting and ending purchase order numbers, the starting and ending purchase order dates, the order types and issue types for which orders should be printed, and an answer to the question of whether or not an order that has already been printed should be printed again.

The program will locate and print the orders that fall within the range selected. When all of the orders have been printed, you will be asked if the orders printed are okay. There is a certain amount of processing that occurs after the printing of orders. This process is designed to occur for orders that are printed successfully. When you attest that the orders are okay, you are informing the program that it may go ahead with this process. Following the completion of this processing, the program prompts you for the entry of another range.

If the printer jammed, or if the orders were for any other reason unacceptable, you must answer N to the question. Doing so will allow you to realign the form and then enter the range over again.

When all orders have been printed, you will be reminded to replace the purchase order forms with regular computer paper. The program will then update relevant files with information derived from the purchase

orders that were printed. This update occurs after you remove the purchase order forms from the printer so that the printer will not be tied up during the processing. Depending upon how many orders were printed, and how many orders are on file, this processing may take a while to complete. You will be requested to wait while the processing occurs. When it is complete, the program will return automatically to the Purchase Order and Receiving menu.

The range data that you must enter for each batch of purchase orders is designed to let you focus upon very specific orders or to allow you to select a generalized group. You may, for instance, select to print only cancellations of blanket orders; or, perhaps, you are only interested in change orders with purchase order dates in March and April. These would be examples of specific groups. An example of a generalized group could be all purchase orders dated from January through July for which orders have not yet been printed, regardless of order type or issue type.

You would want to print duplicates of orders already printed to replace missing copies. Such forms are clearly labeled as duplicates to prevent the possibility of the vendor shipping against two copies of the order. If the original vendor copy is missing, and you need to provide another original copy, you may override the printed warning with an official notation, such as Use As Original.

Run Instructions

Select Print Purchase Orders from the pull down P/O Processing window. The following screen will then be displayed:


```
Print Purchase Orders - [Elliott Demonstration Company]                     _|□|x|
rint   eXit
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10x20 Courier New-Bold ▼




                1. Starting Purchase Order No

                2. Ending Purchase Order No

                3. Starting Purchase Order Date

                4. Ending Purchase Order Date

                5. Purchase Order Types

                6. Issue Types

                7. Print Duplicate Orders ?




NETcellent System, Inc.              003 SUPERVISOR JOE        PO0200
```

Print Purchase Orders Entry Screen

The following options are available:

* Select the Print mode from the Print Purchase Orders menu bar
* A message will display on the screen requesting that you mount purchase order forms on the printer.

---

* Mount the forms so that the form separation perforations are positioned just above the printer head. The print pressure should be adjusted for the thickness of the paper and the number of copies. Type DONE in response to the message once the forms have been mounted.

* A question will then display on the screen, asking if you wish to print an alignment. An alignment form is a printed purchase order for which X's and 9's print within the blocks and columns where alphanumeric and numeric data will print on the actual purchase order. These values show you where the fields will print so that you can reposition the purchase order form in the printer, if necessary, so line the fields up with the lines and columns where they are supposed to be positioned. You may print as many alignments as you require. Type N in response to the alignment question when there are no more alignments to print.

* You will then be asked to enter the range of purchase orders to be considered for printing. Enter the starting and ending purchase order numbers, the starting and ending purchase order dates, the purchase order types to be considered, the issue types to be considered, and answer the question as to whether duplicates should be printed.

* Only purchase orders with a status of R (Released) or P (Printed) will be considered for printing, regardless of the range you enter. Purchase orders with a status of U (Unreleased), X (Canceled) or C (Closed) will be ignored. Orders with a status of U must have their status manually changed to R through change mode of Purchase Order Processing before they will be eligible to be printed. Orders with a status of P will be printed only if you specify that the purchase order range should include duplicates.

* The program will then print the purchase orders.

* When printing is complete, a question will display asking if the purchase orders just printed are okay. Answer Y if all of the orders printed correctly and if there were no orders that should not have been included in the range. Answer N if you notice that you entered the range incorrectly, thereby allowing the later printing of orders that were not yet ready to be printed.

* If the printer malfunctioned during the printing of orders, you may or may not wish to answer N to the question. If you answer N, you must print the entire range over again. If the malfunction occurred toward the end of the batch, you may want to just print over again those few orders that were ruined. In this case, it would be wiser to answer Y to the question, realign the forms from the range entry screen, enter a range that includes merely those orders from the earlier range that failed to print and print those orders again.

* There is one note of caution regarding this question. If you answer Y, the program will think that the orders printed successfully, and when you exit from this application, there is processing that is done to such orders. Be certain that you have usable copies of all purchase orders that you intended to print before exiting the application.

* If you answered N to the above question, there will be a period of processing before the range screen displays again. If you answer Y, the program returns immediately for the entry of a new range.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Purchase Order No	6 numeric digits followed by 2 numeric digits (999999-99). Enter the number of the first purchase order that is to be considered for printing. You may press the F1 key here to display the alignment screen again. Perhaps the orders in the first batch were not as well aligned as they could have been. Or the printer may have jammed during printing, throwing the orders out of alignment. Whatever the reason, you will occasionally find it useful to realign the forms. Defaults to All.
2. Ending Purchase Order No	6 numeric digits followed by 2 numeric digits (999999-99). Enter the number of the last purchase order that is to be considered for printing. Defaults to the starting purchase order number's value.
3. Starting Purchase Order Date	A date in the standard date format. Enter the date of the earliest order that is to be considered for printing. Defaults to All.
4. Ending Purchase Order Date	A date in the standard date format. Defaults to the starting purchase order date's value.
5. Purchase Order Types	3 one-character alphabetic fields. Defaults to all blanks, which means All types. Valid entries are: N = Normal B = Blanket D = Drop-ship Enter the purchase order types of the orders that are to be considered for printing. A submenu will display to remind you of the valid entries.
6. Issue Types	3 one-character alphabetic fields. Valid entries are: O = Original C = Change X = Cancellation Enter the issue types that are to be considered when orders are evaluated for printing. A submenu will display to remind you of the valid entries. Defaults to All.

Name	Type and Description
7. Print Duplicate Orders ?	Y or N. Defaults to N. Answer Y if you wish the program to reprint orders that have already been printed. A message will print on each page of each duplicate order, identifying it as a duplicate. If you wish to reprint a specific order, make sure that the range you enter is specific enough to isolate that particular order since the program will reprint any other orders that fall within the range also.

Printer Malfunction

There are many types of printer malfunctions that can occur. The forms may jam in the printer, the printer may run out of paper, or you may notice that the alignment is incorrect.

When the question asking if the orders printed are okay displays you will answer Y or N to this questions, depending upon the situation. (The advantages of answering Y or N are discussed in the Run Instructions above.) You will then be asked to re-enter the range selection. You have the ability to realign the orders at this point, if that is necessary. If you answered N, you will need to reprint the orders that failed to print properly.
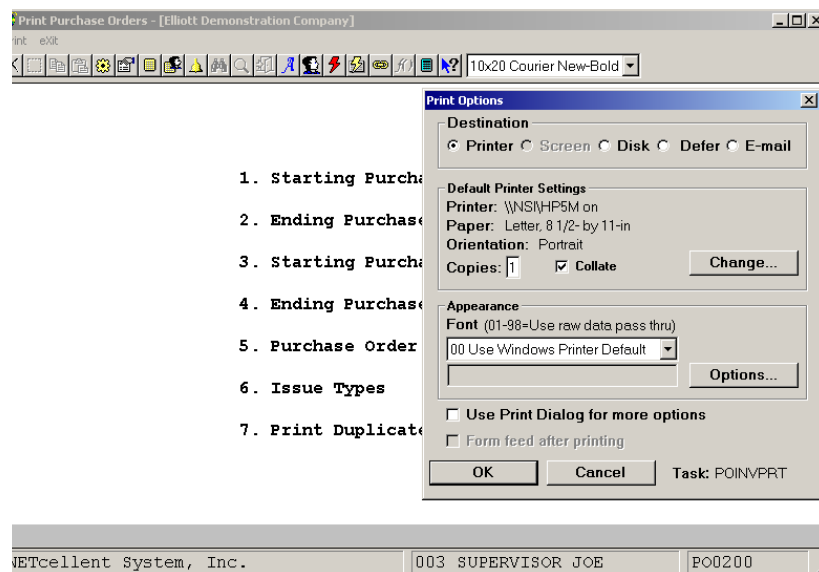
Print Purchase Orders Screen 1

Print Purchase Orders (Screen #2)

P/O Reconciliation Process

Difference between On-Line Receiving and Batch Receiving

Before we talk about the purpose of this feature, we have to understand the difference between On-Line and Batch receiving. The following table outlines the difference between these two receiving methods:

	On-Line Receiving	Batch Receiving
P/O & I/M transactions	Once a transaction is entered, the inventory is update immediately. Easy to use and less control.	Once transaction is entered, you can review and edit the data. You will need to post transactions to update inventory.
Inventory Trx. Audit Trail Report	Show in audit trail format.	Show in inventory ledger format for all transactions that affect inventory quantity balance. Great report!
I/M Distribution	No impact on I/M distribution	Dr. Inventory Account Cr. Receiving Accrual Account
A/P vouchering when received a PO invoice	Cr. Accounts Payable Dr. Inventory	Cr. Accounts Payable Dr. Receiving Accrual Account
Month End Reconciliation	G/L Inventory balance will not match I/M Stock Status Report. Therefore, you need to find all the receiving not invoice, or invoice not receiving transaction to reconcile G/L and Inventory sub-ledger. This is a manual process and can be time consuming.	G/L Inventory balance should match I/M Stock Status Report. However, there will be value in Receiving Accrual Account to reconcile at month end. If you do not enable "Receiving Accrual Account Reconciliation" feature, there's no easy way to reconcile.
G/L Financial Statement	G/L Inventory does not reflect your true inventory value.	Add "Receiving Accrual Account" to your Balance Sheet as a temporary liability account.

Application Overview

If you are using batch receiving in Purchase Order, posting PO receiving updates the General Ledger (via the GL Inventory Interface) by debiting inventory and crediting the receiving accrual account as a temporary liability account. Without enabling this feature, there are no sub-ledger detail reports that could be used reconcile the ending balance in the G/L receiving accrual account.

The purpose of this feature is to provide a means of reconciliation for the P/O receiving accrual account. For data accuracy and integrity, the Reconciliation Process should be done prior to your End of Month Reporting. As a bonus, this feature will also speed up A/P voucher processing.

If you are using on-line receiving method, there's no need to enable this feature because there's no such a concept as "Receiving Accrual Account" in on-line receiving process. However, we do recommend most users to use batch receiving instead of on-line for the additional features and benefits of batch receiving process.

NOTE: This use of this feature is controlled, (turned off and on), in Accounts Payable Global Setup.

Additional Files Used by This Feature:

Accounts Payable

1. APRCNFIL - Receiving Account Reconciliation File. This file will be updated when posting AP Transactions. Two reports will be generated from this file: The Outstanding Report (similar to A/P Open Items), and The Date by Date Report. We will discuss the purpose of these reports later in this document.

2. APRCNHIS - Receiving Reconciliation History File. This file will be updated when you purge the APRCNFIL file. The purpose of this file is to provide history information. You can generate an Outstanding Report from this file.

Purchase Order

1. PORCNFIL - Receiving Account Reconciliation File. This file will be updated after posting Receiving Transactions in P/O. Two reports will be generated from this file: The Outstanding Report, and The Date by Date Report.

2. PORCNHIS - Receiving Reconciliation History File. This file will be updated when you purge the PORCNFIL file. The purpose of this file is to provide history information. You can generate an Outstanding Report from this file.

Setting Receiving Accrual Account in P/O Setup

Before we can begin using this feature, you will need to setup the Receivings Accrual Account. Figure 2A.4 shows how to do this. Field 16 under P/O setup is where you define the account. In our example, we set this account to 02165-10000-00000.

Figure 2A.4 P/O Setup

Run Instructions

Purchase Order Menu → Processing → Reconciliation Processing

Updating and Maintaining P/O & A/P Account Reconciliation Files
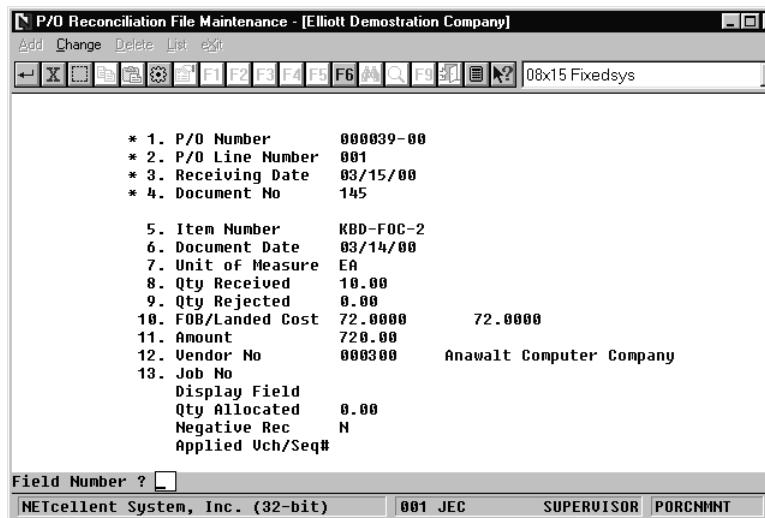
P/O Receiving: We will start by entering and receiving a purchase order as shown in Figure 2A.5. After posting P/O Receiving, the system will update the Receiving Account Reconciliation File where it can be maintained as shown in Figure 2A.6.

Figure 2A.5 shows a purchase order being received.

Figure 2A.6.

After posting P/O Receiving, the system automatically updates The P/O Account Reconciliation file.

Processing A/P Transactions

During A/P transaction, the system will display a P/O Reconciliation Search window, (Figure 2A.7 next page). You can easily select the line item by highlighting it and pressing <Enter>. The voucher no. is 50138, and applied to P/O 000039-00. *Note: If you prepaid a P/O without receiving it, you will still need to enter the "Receiving Accrual Account", "P/O No.", "Line No.", "Qty", and "Unit of Measure".* After posting the A/P Transactions, the system updates the A/P Receiving Account Reconciliation File, Figure 2A.8 next page. This is a maintained file that can be edited.

After you enter the P.O. Sub-account number, or press enter to default to "00", the reconciliation window pops up as in Figure 2A.7a below.

Figure 2A.7

P/O Reconciliation Search Window

Figure 2A.7a

Figure 2A.8 *A/P Reconciliation File Maintenance Screen*

Posting Considerations   P.O. 000039-00

Posting P.O. Receiving:	DR Inventory	$720.00
	CR Rec Accrual	720.00
Posting A/P Voucher	DR Rec Accrual	$720.00
	CR Accts Payable	720.00

If Invoice had come in at $750.00

Posting A/P Voucher	DR Rec Accrual	$720.00
	DR PPV	30.00
	CR Accts Payable	750.00

Reporting

The Reporting Function is accessed from:

Elliot Main Menu → Distribution → Purchase Order & Receiving → Processing → Reconciliation Processing → Report

What makes this feature powerful is that it provides detailed reporting to reconcile the ending balance in the G/L receiving accrual account. This function gives you the option to print three reports: 1. Outstanding Report, 2. Date by Date Report, and 3. History Report.

1. Outstanding Report: This report should be run at the end of the accounting period. The report will list all Receivings that have not been invoiced and Invoices that have not been received, and compare the net balance to the GL Receiving Accrual Account. This report is generated from the A/P and P/O Account Reconciliation Files.

Elliott

2. Date by Date Report: This report should be run when the Outstanding Report net balance does not match the GL Receiving Accrual Account balance. This report compares the subledger net changes with the G/L Accrual Account and isolates any discrepancies on a day by day basis.

If the net changes for a day match, that day will be skipped. If net changes do not match, the report will print the subledger detail and the G/L Accrual Account detail for that day. By isolating discrepancies to a day, it then becomes relatively easy to identify where the problems come from, e.g., someone updates the G/L Accrual Acct, but not from A/P or P/O. This report is generated from the A/P and P/O Reconciliation Files, and the GL Transaction File.

2. History Report: This is exactly like the Outstanding Report. The difference is that it is generated from the history files: APRCNHS and PORCNHS. These two history files are updated when you purge the A/P and the P/O Account Reconciliation files.

Oustanding Report

This report items from the AP Reconciliation File and the P/O Reconciliation File. At the time of printing, you have the option to report fully reconciled items. When you purge these files, only the reconciled items get purged by a cut-off date.

The report is in four sections:

1. Unapplied A/P
2. Outstanding P/O
3. Fully Applied P/O
4. Grand Total (Net Balance)

Section 1:   Unapplied A/P

These are A/P invoices posted against prepaid Purchase Orders or those P/O's or line items that have net been received yet. When the P/O lines are received, they will be reported as Outstanding P/O line items in Section 2. To reconcile the P/O line items just received against the Unapplied A/P's, you must go to Reconciliation Processing Menu, Processing Sub Menu Re-apply. After this has been done, the posted voucher and posted line items will appear in Section 3, Fully Applied Purchase Order line items.

```
                              O U T S T A N D I N G   R E P O R T

Show Fully Applied: Yes

Ranges: Date 03/01/00 Thru 03/31/00

Print Unapplied A/P


Vnd-No Vendor Name              Vouch# Seq P.O.-No   Ln# Vch-Date Inv-No   Inv-Date Item-No            Trx-Qty   Dist-Amount


000300 Anawalt Computer Company 500139 001 000039-00 002 03/15/00 500139   03/14/00 KEYBOARD             10.00        759.80

000500 Ronson Electronics       500110 001 000009-00 001 03/04/00 500110   03/04/00 CLOCK               144.00      1,123.20
                                                                                     Unapplied A/P Sub Total:      1,883.00
```

Section 2: Outstanding P/O Line Items

This reports items from the P/O Reconciliation file and these line items are P/O line items that have been received but not vouchered in A/P.

```
                             O U T S T A N D I N G   R E P O R T
Show Fully Applied: Yes
Ranges: Date 03/01/00 Thru 03/31/00
Print Outstanding P/O

P.O.-No   Ln# Doc-No Vnd-No Item-No          Rcv-Date  Qty-Received     Trx-Amount

000038-00 001 000143 000200 CLOCK            03/15/00        10.00         125.40CR

000038-00 002 000144 000200 K-PR-PAPER       03/15/00        10.00         135.00CR

                                  Outstanding P/O Sub Total:         260.40CR
```

Section 3: Fully Applied P/O Line Items

This report lists the P/O line items matched up, (reconciled) to the corresponding A/P voucher. If one P/O line item had two receivings, it would appear twice and each with it's corresponding A/P voucher. This is also the information, (reconciled items), that gets purged when you run the Purge function.

```
                              O U T S T A N D I N G   R E P O R T

Show Fully Applied: Yes
Ranges: Date 03/01/00 Thru 03/31/00
Print Fully Applied P/O

P.O.-No   Ln# Doc-No Vnd-No Item-No       Rcv-Date Qty-Received      Trx-Amount

000039-00 001 000145 000300 KBD-FOC-2      03/15/00      10.00         720.00CR


                    Vouch# Seq Vch-Date Inv-No   Inv-Date      Trx-Qty    Dist-Amount
                    500138 001 03/15/00 500138   03/14/00       10.00       720.00
                                                 Sub Total:                    .00

                              Fully Applied P/O Sub Total:                     .00
```

Section 4: Grand Total (Net Balance)

This is the last page of the Outstanding Report and reports the difference between Unapplied A/P transactions and outstanding P/O line items.

```
                              O U T S T A N D I N G   R E P O R T

Show Fully Applied: Yes
Ranges: Date 03/01/00 Thru 03/31/00
Print Fully Applied P/O

P.O.-No   Ln# Doc-No Vnd-No Item-No       Rcv-Date Qty-Received      Trx-Amount

                                          Grand Total:     1,622.60
```

Grand Total: A Debit balance indicates there are more unapplied A/P transactions than P/O line item receivings. A Credit Balance indicates more posted receivings than posted vouchers for line items in A/P.

In addition to Prepaid Purchase Orders and line items posted before P/O Receiving, a Debit balance can also occur when you post an A/P voucher without processing it against the P.O. Receiving. This also another good reason why you should reconcile at Month End.

A zero balance will indicate that all the P/O receivings have been matched up to an A/P voucher and that there are no Unapplied A/P transactions.

Remember:

P/O Receivings: DR Inventory   CR Accrual Account

A/P Vouchers   DR Accrual Account   CR Accounts Payable
                   DR Purchase Price Variance (PPV)

Day By Day Report

This report groups and isolates all transactions on a Date By Date reporting basis, thus making it easier to find transactions that do not match up.

```
                            D A T E   B Y   D A T E   R E P O R T

 G/L Accural Account: 02165-10000-00000
 Date Ranges: 03/14/00 Thru 03/15/00

 Trx-Date                              G/L Net Change                        A/P,P/O Net Change

   D# 000139 Itm# CLOCK        PO0036                                                 601.92CR
   D# 000136 Itm# CLOCK-ADJ    PO0035                                                 888.00CR
   D# 000140 Itm# CLOCK-ADJ    PO0036                                                 888.00CR
   D# 000137 Itm# DATA-BUS     PO0035                                                 741.60CR
   D# 000141 Itm# DATA-BUS     PO0036                                                 741.60CR
   D# 000138 Itm# K-BASFDS/HD  PO0035                                                 624.00CR
   D# 000142 Itm# K-BASFDS/HD  PO0036                                                 624.00CR

 03/14/00                                  8,834.70                                      0.00

 GL Trx
 Reference                     Source                                               Amount
 VCH# 500127  VEND# 000200     AP0001                                             1,488.48
 VCH# 500131  VEND# 000100     AP0001                                               357.90
 VCH# 500132  VEND# 000500     AP0001                                             1,123.20
 VCH# 500133  VEND# 000200     AP0001                                             3,009.60
 VCH# 500134  VEND# 000500     AP0001                                             2,855.52

 03/15/00                                   260.40CR                                   499.40

 GL Trx
 Reference                     Source                                               Amount
 VCH# 500138  VEND# 000300     AP0005                                               720.00
   D# 000143 Itm# CLOCK        PO0002                                               125.40CR
   D# 000144 Itm# K-PR-PAPER   PO0002                                               135.00CR
   D# 000145 Itm# KBD-FOC-2    PO0004                                               720.00CR

 AP Trx
 Vendor Vendor-Name                   Vouch# Invoice# Inv-Date Item-No    PO#        Doc-No      Quantity       Amount
 000300 Anawalt Computer Company      500138 500138   03/14/00 KBD-FOC-2  000039-00  000145      10.000         720.00
 000300 Anawalt Computer Company      500139 500139   03/14/00 KEYBOARD   000039-00  000000      10.000         759.80

 PO Trx
 PO#        Doc-No Item-No         Vendor Vendor-Name                Qty-Received  Qty-Rejected   Unit-Cost       Amount
 000038-00 000143 CLOCK           000200 CompuPart Computer Services    10.000        0.000       15.0000       125.40CR
 000038-00 000144 K-PR-PAPER      000200 CompuPart Computer Services    10.000        0.000       13.5000       135.00CR
 000039-00 000145 KBD-FOC-2       000300 Anawalt Computer Company       10.000        0.000       72.0000       720.00CR
```

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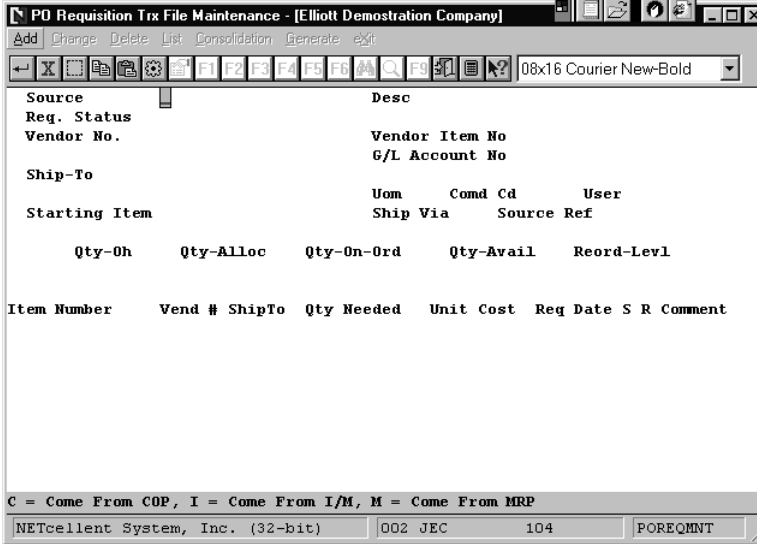
Purchase Order Requisition

Run Instructions

This function requires a setup procedure as per the Utilities Section P/O Requisition setup. Users should read this section thoroughly for a better understanding of P/O Requisition defaults and how the system is intended to be used.

Manually Entering a Requisition

When you create a transaction, either by manually entering, or generating from COP, I/M, MRP, the record will be written to the Requisition Transaction File (POREQTRX). The purchasing agent can then maintain the requisition(s) from the PO Requisition Trx File Maintenance.

Figure 3E.10

When you enter a transaction manually, the system will prompt you for the "Source." The system is asking if this is coming from COP, I/M, or MRP. Since this requisition is a manual entry and coming from neither of these, press <Enter> and the "Source" defaults to "All."

The system will next prompt you for the "Req. Status". This should be set to "N" = Not Confirmed so that you make changes before generating a PO. If you specified in the enhancement set-up that non-supervisors cannot confirm transactions, then only Supervisors can select "C" (Confirmed) or change the status to a confirmed requisition. This set-up will prevent unauthorized changes and security loopholes after a Supervisor has confirmed the transaction and non-supervisors will no longer be able to view their requisitions.

Figure 3E.11, next page, shows the completed requisition.

Figure 3E.11- Completed Requisition

Generating Requisitions from COP, IM, & MRP

With this enhancement, you can also generate requisitions from COP, IM, & MRP. When you generate requisitions from COP, the system will create a requisition for each line item. You can consolidate COP Trx's after generating if they are not Drop Shipments. To generate requisitions from COP, first select Generate from the Requisitions Processing menu and then select "Gen req. from cop" from the drop-down menu. After selecting COP, a pop up window will prompt you for options, (Figure 3E.14).

Figure 3E.14

Generating purchase orders from I/M and MRP is similar to the standard Elliott create unreleased purchase orders through I/M and MRP.   When you generate unreleased purchase orders standard Elliott will create a PO for each line item. Rather than create purchase orders immediately, the PO Requisition Process Enhancement will create requisition transactions and allows the purchasing agent to make changes and consolidate before generating purchase orders. (Figure 3E.15 and 3E.16)

Processing and Options Screen for generating requisitions from Inventory.

Figure 3E15

Figure 3E.16

Consolidating Requisitions

One of the most powerful features this enhancement offers is the capability to organize, edit, view, and consolidate requisitions.   If you have entered manual requisitions and generated requisitions from COP, I/M, or MRP that contain the same item for a vendor, you can consolidate all these requisitions and generate just one purchase order rather than generating multiple purchase orders.

Figure 3E.17 shows five requisition transactions for vendor 100. Four of these transactions contain the same line items (CLOCK and CHAR-GEN). Figure 3E.18 shows the process of consolidating requisitions for this vendor.

Figure 3E.19 shows the requisition transaction screen after consolidating. You will notice that there are only four requisitions for this vendor displayed. This is because requisitions with the line item (CHAR-GEN) were consolidated.   The two requisitions for item CLOCK were not consolidated because the system will not allow consolidating requisitions for different locations (Ship-To's).
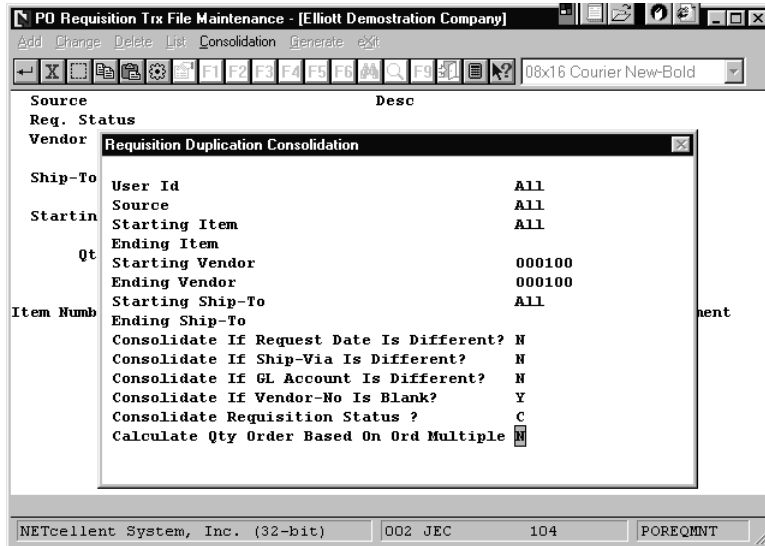
Figure 3E.17

Consolidation Options and Processing Screen

Figure 3E.18

You can only consolidate by Requisition Status: C, N, or S. If you have an item with a "N" status and wish to consolidate it with "C" status same item, you must go to change mode and flag "N" item as "C" and run the consolidation process again.

Figure 3E.19

Consolidation Rules

The following are guidelines to performing requisition consolidation. You cannot consolidate if:

1.   Different Vendors
2.   Different Ship-to
3.   Different Line Items
4.   Different Unit Cost
5.   Different Request Date *
6.   Different Ship Via *
7.   Different GL Account Number *
8.   Sales Order is a Drop Ship

* System will allow if you specify "Y" in Consolidating Options. (See Figure 3E.18 previous page)

Shopping Requisitions

For items purchased from multiple vendors, you may want to determine which vendor can provide you with the best price before you purchase. To do so, enter the item(s), vendor(s), and price(s), mark the transaction "S" for Shopping. Once you have entered your Shopping item(s), print out "Potential Vendor Worksheet" from the List Menu of Requisition Processing. Another term for this worksheet is "Shopping List". Each qualified vendor for the items marked as shopping will be printed on this worksheet. A qualified vendor for an item is a Vendor defined in the Item Vendor File for that item. This set-up is in the Maintenance menu of the Purchase Order module.

It is necessary to mark this transaction as "S" for "Shopping." The system uses this field to generate Worksheets for the qualified vendors.

Figure 3E.20

Note: It is not necessary to enter a vendor for a Shopping Item because the system will generate a Potential Vendor Worksheet, (Shopping List), for all qualified vendors. The Worksheet can then be used as a Request for Quote or analysis tool to determine which vendors have the best price.

If you wish to view all vendors for a Shopping item in the above window, Figure 3E.20, you must enter each vendor individually. If you enter a nonqualified vendor for a Shopping item, the system will generate a Shopping List for them and for all qualified vendors as well.
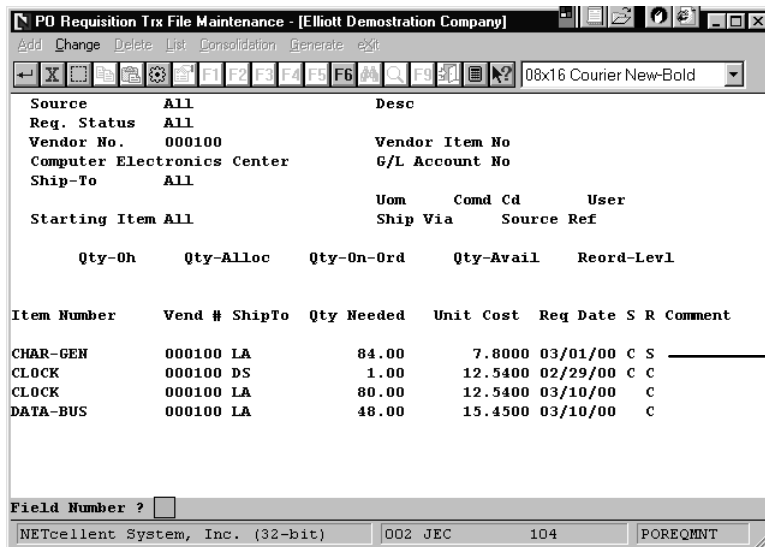
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Post Requisitions

Application Overview

The **"Post Requisitions Process" generates purchase orders**. However, before posting requisitions and generating purchase orders, you will need to confirm the requisition status for items that are ready to be purchased, (Figure 3E.11). Once you have finished changing and consolidating requisitions, you can now turn them into purchase orders. To do this, go to PO processing and select Post Requisition, (Figure 3E.21).

Posting Notes:

System will not post requisitions or generate P.O.'s for "S" (Shopping) type status items*. This "S" type is for information only such as vendor pricing comparisons.

Figure 3E.20

Post Requisitions Selection Criteria

Figure3E.21

The Purchase Orders generated by Posting Requisitions are now available in P.O. processing for final review, adjustments if needed, and printing.

Figure 3E.22

Bar Code

Application Overview

The **Elliott** system supports a Bar Code enhancement that may be purchased separately. **Bar Code Options** also appears as a selection on the Processing pull-down menus in the **COP** and **I/M** packages, and on the **Elliott** main menu **Util_Setup** pull-down window. These selections may not be accessed unless the Bar Code Enhancement is installed. Contact your **Elliott** reseller or **Elliott Incorporated** for information on the Bar Code enhancement.

If you have purchased the **Elliott** Bar Code enhancement, consult the Bar Code manual that came with the enhancement for information on its installation and use.

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Update Vendor Statistics

Application Overview

The Update Vendor Statistics updates the Vendor File statistics the same way as the Purge Closed Purchase Orders function without deleting purchase orders.

Run Instructions

Select Update Vendor Statistics from the pull down P/O Processing window. The following screen will then be displayed:
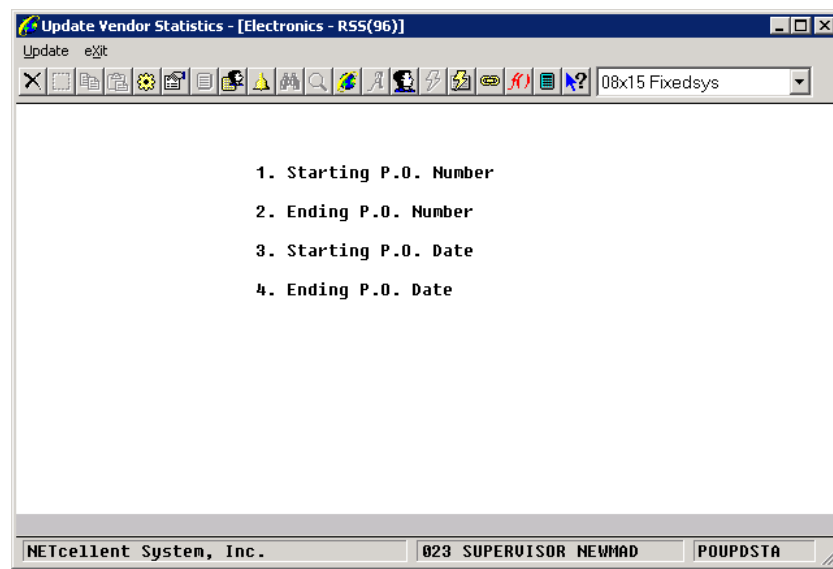
Update Vendor Statistics Entry Screen

The following options are available:

* Select the Purge mode from the Purge Closed Purchase Orders menu bar
* Enter the range of order numbers to be considered for deletion and other pertinent information.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the first purchase order that is to be included among those considered for deletion. Enter the 6-digit purchase order number followed by the 2-digit release number. Defaults to All.
2. Ending PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the last purchase order that is to be included among those considered for deletion. Defaults to the starting number's value.
3. Starting PO Date	A date in the standard date format. Enter the earliest purchase order date that will qualify an order to be included among those considered for deletion. Defaults to All.
4. Ending PO Date	A date in the standard date format. Enter the latest purchase order date that will qualify an order to be included among those considered for deletion. Defaults to the starting date's value.

Warehouse Receiving Process

Application Overview

The **P/O Warehouse Receiving Process** can help expedite the receiving process. Unlike the legacy PO receiving process, the Warehouse Receiving process skips the unit-cost field and does not require the user to perform accounting distribution. The process has been designed to allow the warehouse personnel to participate in the P/O receiving process by making it easy and secure. The Warehouse Receiving process also supports scanning which makes it ideal to run on a tablet PC or light weight notebook computer with wireless access.

In Elliott V7.4, both Legacy Receiving and Warehouse Receiving transaction quantities will be displayed in PO Inquiry and in the F5 window of the PO Line Item Maintenance as pending. Both can work with the Vessel file for batch control. If you change the vessel arrival date, all corresponding receiving transactions' scheduled receiving date will be changed as well (and reflect in the ATP details). Users can enter the receiving transactions in advance and place the vessel on hold for posting. In addition to the visibility of the PO data showing on the ATP, the un-posted (on-hold) receiving transactions will now show up on the ATP to give customer service better visibility of the goods on the ocean. This On Ocean ATP information will have a much more accurate arrival date than those ATP transactions for a PO.

Therefore, if you are an importer, you can consider importing the spreadsheet data provided by your overseas vendors as warehouse receiving transactions. This will give the Goods on Ocean ATP visibility to customer service. Upon the actual arrival of the container, you can let the warehouse personnel verify the already imported receiving data against the actual receiving. If it matches, then release the vessel and now you can post the warehouse receiving transactions. We believe this is a much more streamline, productive and informative receiving method.

Some users have already used the Elliott Warehouse Receiving, with great success, to receive items by scanning the UPC barcodes. Typically, they will have the warehouse setup with Wi-Fi devices. Since covering the entire warehouse with Wi-Fi can be expensive, some only cover the receiving area with Wi-Fi by purchasing a single wireless router. A notebook or tablet PC is used to run Elliott in the warehouse and the users will either carry the computer with them or set it on a small cart and move around the warehouse. The barcode scanner will connect to the computer's PS/2 or USB port by wire. For ultimate flexibility, the scanner can connect to the computer through another wireless connection. This type of scanner is typically not expensive and does not have a screen or keypad, since they are simply a keyboard wedge scanner.

Keep in mind the notebook computer is not limited to run Warehouse Receiving. It can be used to run any Elliott application, like Shipping Verification, Physical Count, Inventory Transfer (especially for Multi-Bin operations) or simply Stock Status Inquiry. Throughout the Elliott application, wherever the system prompts for an item number, the user can scan the barcode item number (like the UPC, GTIN or Manufacture Item Number) and the system will convert it into the Elliott Item Number.

Run Instructions

Select **Warehouse Receiving Process** from the pull down **P/O Processing** window**.**

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┌──────────────────────────────────────────────────────────────────────┐
│ 🐦 Warehouse Receiving File Maintenance - [Electronics - RSS(96)]  _ □ ✕ │
├──────────────────────────────────────────────────────────────────────┤
│ Add  Change  Delete  List  print laBel  Post  pEnding  eXit            │
├──────────────────────────────────────────────────────────────────────┤
│ ✕ ▢ 🗎 🗎 ⚙ 🗗 ▤ 🗋 ⚠ 🛦 🔍 🗃 🗛 🛐 ⚡ 🔂 🔗 ƒ() ▤ ▶?  08x15 Fixedsys ▾ │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│      1. PO Number                                                      │
│      2. Item No                                                        │
│      3. Line Number                                                    │
│      4. Our Doc Number                                                 │
│      5. Receipt Date                                                   │
│      6. Unit Cost                   Landed Cost                        │
│      7. Receiver                    Total FOB                          │
│      8. Received Qty                Total Landed                       │
│      9. Inv/Doc Number                                                 │
│     10. Comment                                                        │
│      ** Display Only **                                                │
│         Vendor No                                                      │
│         Ship To                                                        │
│         Request Date                                                   │
│         Exp/Last Cost                                                  │
│         Avg/Std Cost                                                   │
│         Qty Due                                                        │
│                                                                        │
│         Vessel Number                                                  │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│ NETcellent System, Inc.          023 SUPERVISOR NEWMAD      POWHRMNT   │
└──────────────────────────────────────────────────────────────────────┘
```

This is where maintenance on warehouse receiving takes place. Transactions can be added, changed and deleted from here. Also, this menu provides the post function. Warehouse Receiving transactions must be posted from here since they are separate from the regular receiving transactions.

PO Close Processing

Application Overview
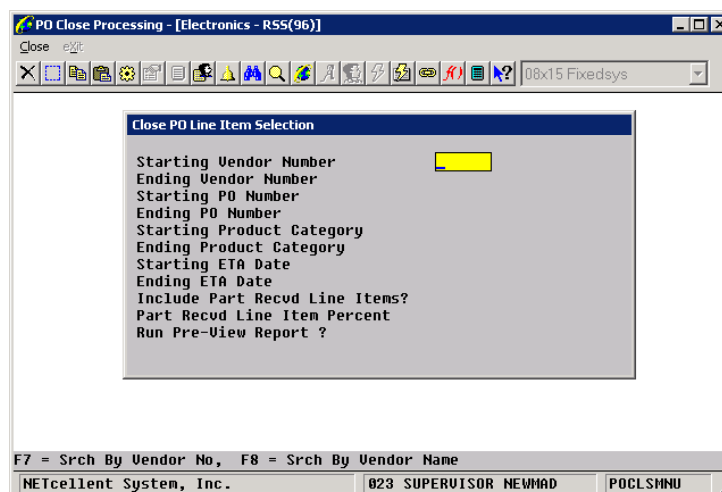
The **P/O Close Processing** allows you to close a line item on a purchase order or the entire purchase order. Before Elliott V7.4 you could flag the PO as closed, however nothing really happened until you purged the closed PO. Still, the quantity on order and ATP details would appear in the system. Since most Elliott users were reluctant to purge the closed PO, the PO close process was not very functional.

In Elliott V7.4, we have addressed many Close PO issues:
(1) You can now close a PO at the individual line item level. This gives you a lot of flexibility since the entire PO does not have to be closed. In addition, when a PO Line Item is closed the Quantity on Order and ATP details will be reflected in real-time, even though the closed PO Line Item has not been purged. Flexibility extends further by allowing the user to unclose the line item if closing was a mistake, restoring the line item back to its original state without any consequences. This function will give you much more control over the PO quantity in advance when the goods are on the ocean. As discussed previously with the new ATP, when goods are on the ocean you can input (or import) the receiving transactions and put them on hold. This will result in the pending receiving showing up in ATP to help customer service identify the goods on the ocean. This can assist you with making the decision of whether the balance quantity on a PO should be closed or not. You may close a PO line item even though there are receiving transactions for that PO line item.
(2) A new batch utility allows users to close the PO Line Items based on certain selection criteria. For example, you may choose to close all PO Line Items that are over three months past due. You can run a pre-view report to verify the line items before you commit to closing PO Line Items in mass.
(3) Similarly, a batch utility has been introduced to allow the user to close the entire PO based on certain selection criteria.

Run Instructions

Select **Close Processing** from the pull down **P/O Processing** window. To close by line item, select **Close** and **Close PO Line Item**:

To close by header, select **Close** and **Close PO Header**:

Entry Field Descriptions – Close PO Line Item

Name	Type and Description
Starting Vendor Number	6 alphanumeric characters. Enter a valid vendor number of the first vendor whose line items are to be included among those that are to be closed. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to **All**.
Ending Vendor Number	6 alphanumeric characters. Enter a valid vendor number of the last vendor whose line items are to be included among those that are to be closed. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to the starting vendor number.
Starting PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the first purchase order that is to be included among those considered for closure. Enter the 6-digit purchase order number followed by the 2-digit release number. Defaults to **All**.
Ending PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the last purchase order that is to be included among those considered for closure. Defaults to the starting number's value.
Starting Product Category	3 alphanumeric characters. Enter the beginning product category of the line items that are to be included among those that are to be closed. Defaults to **All**.
Ending Product Category	3 alphanumeric characters. Enter the ending product category of the line items that are to be included among those that are to be closed. This field is skipped if all product categories are selected. Defaults to the starting product category.

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Name	Type and Description
Starting ETA Date	A date in the standard date format. Enter the earliest ETA date that will qualify a line item to be included among those considered to be closed. Defaults to **All**.
Ending ETA Date	A date in the standard date format. Enter the latest ETA date that will qualify a line item to be included among those considered to be closed. Defaults to the starting date's value.
Include Part Recvd Line Items?	**Y** or **N**. Answer **Y** if you wish to include partially received line items in your close. Defaults to **N**.
Part Recvd Line Item Percent	5 numeric digits with 2 decimal positions (999.99). Enter the percent of items that must be received before the close function will consider them for closing. Entering zero will indicate that you want the percentage to be 100%. This field will be skipped if the above field is **N**. Defaults to zero (100%).
Run Pre-View Report ?	**Y** or **N**. Answer **Y** if you wish to print a report of the results based on your selections. Defaults to **Y**.

Entry Field Descriptions – Close PO Header

Name	Type and Description
Starting Vendor Number	6 alphanumeric characters. Enter a valid vendor number of the first vendor whose purchase orders are to be included among those that are to be closed. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to **All**.
Ending Vendor Number	6 alphanumeric characters.

Name	Type and Description
	Enter a valid vendor number of the last vendor whose purchase orders are to be included among those that are to be closed. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to the starting vendor number.
Starting PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the first purchase order that is to be included among those considered for closure. Enter the 6-digit purchase order number followed by the 2-digit release number. Defaults to **All**.
Ending PO Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the last purchase order that is to be included among those considered for closure. Defaults to the starting number's value.
Starting PO Date	A date in the standard date format. Enter the earliest purchase order date that will qualify the PO to be included among those considered to be closed. Defaults to **All**.
Ending PO Date	A date in the standard date format. Enter the latest purchase order date that will qualify a PO to be included among those considered to be closed. Defaults to the starting date's value.
Buyer Code	2 alphanumeric characters. Enter a valid buyer code that must appear on the purchase orders that are to be included among those that are to be closed. Press **F7** to search by Buyer Code. Defaults to **All**.
Include Partially Invcd PO?	**Y** or **N**. Answer **Y** if you wish to include partially invoiced purchase orders in your close. Defaults to **N**.
Include Partially Recvd PO?	**Y** or **N**. Answer **Y** if you wish to include partially received purchase orders in your close.

Name	Type and Description
	Defaults to **N**.
Print PO Line Items?	**Y** or **N**. Answer **Y** if you wish to include the purchase order line items on the report. This does not have any effect on the selection criteria. Defaults to **Y**.
Run Pre-View Report ?	**Y** or **N**. Answer **Y** if you wish to print a report of the results based on your selections. Defaults to **Y**.

Invoice Processing

Application Overview
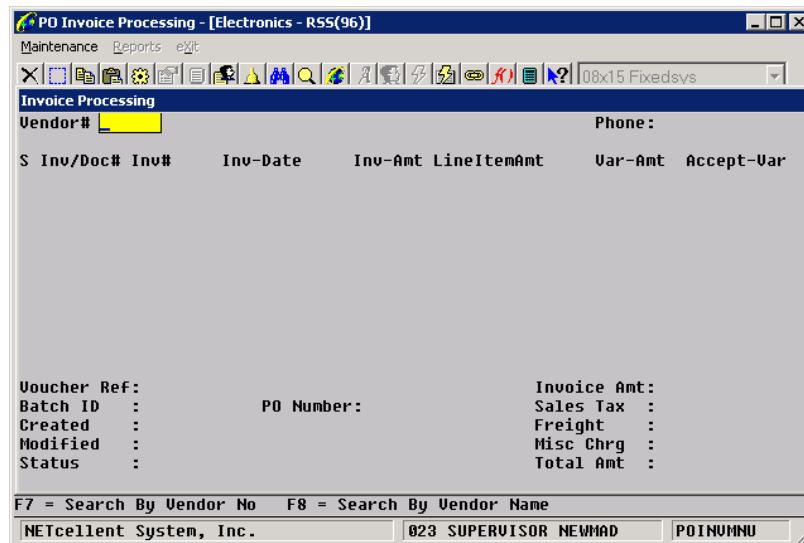
The **P/O Invoice Processing** can create AP Vouchers from the receiving transactions. Any receiving transaction with "Inv/Doc Number" will be able to create an A/P Invoice automatically. The "Inv/Doc Number" can be either the vendor's invoice number, if available, or Packing Slip Number (Bill of Lading Number).

Upon posting the PO Receiving Transactions, records will be added to the Pending A/P Invoice database. When the actual invoice is received, the A/P person can inquire this pending database and select the receiving transactions grouped by vendor number and Inv/Doc Number. Most of the information should match based on the PO receiving. Users may only need to confirm the invoice number and invoice date and the A/P Voucher will be created instantaneously. If there are any discrepancies, the A/P person can use the provided user interface to easily adjust it with variance distributions and create the A/P Voucher.

Some features were added in the past to speed up A/P voucher data entry for invoices related to the PO receiving, but they tended to have certain limitations. This new process will greatly improve the A/P Voucher data entry for invoices related to the PO receiving.

Run Instructions

Select **Invoice Processing** from the pull down **P/O Processing** window**.**

This is where maintenance on the AP Invoices takes place. Several reports are available in the Reports menu.

Pending Invoices Report

Select **Invoice Processing** from the pull down **P/O Processing** window. Select **Reports** and **Pending Invoices Report**.
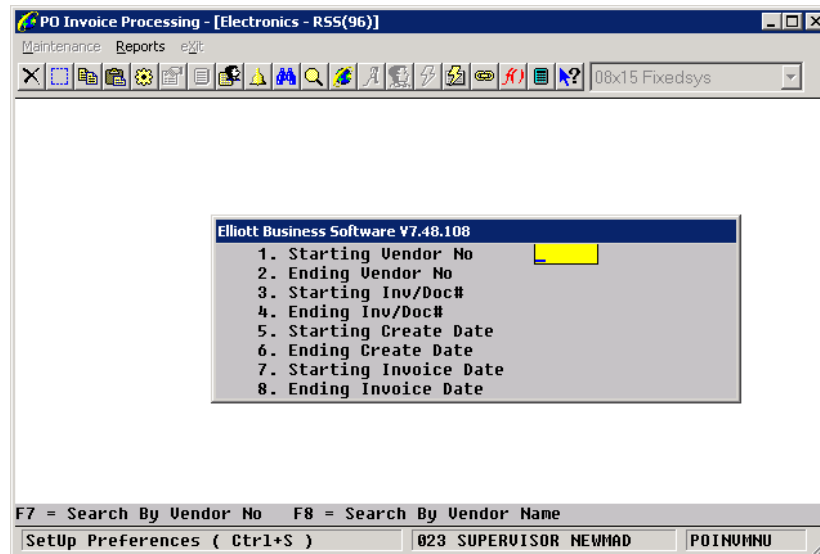
This report will give you the outstanding invoices that have not been processed.

Invoice History Report

Select **Invoice Processing** from the pull down **P/O Processing** window. Select **Reports** and **Invoice History Report**.
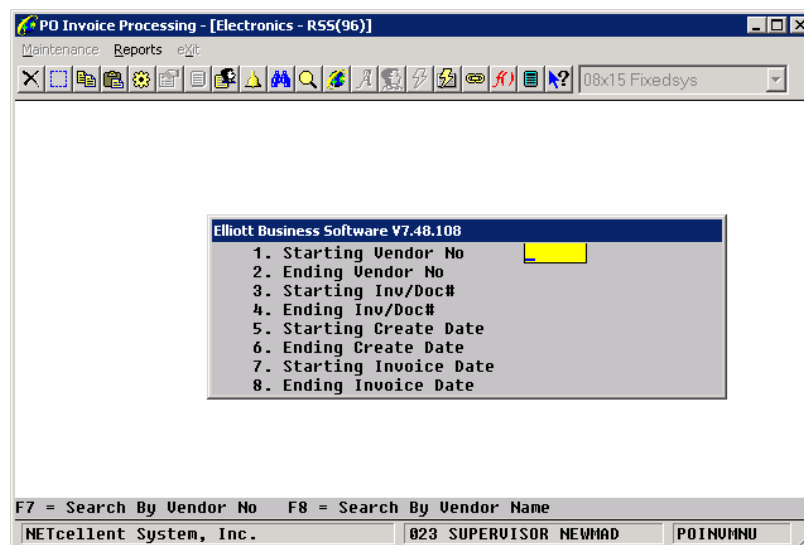
This report will give you a history of invoices that have been processed.

Receiving Not Invoiced Report

Select **Invoice Processing** from the pull down **P/O Processing** window. Select **Reports** and

Receiving Not Invoiced Report.

This report will give you a report of receiving transactions that have not been invoiced.

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Reports

Scheduled Receipts Reports

Application Overview

As soon as you print a purchase order, the items on the order can be thought of as being scheduled to be received. The purchase order specified a scheduled receipt date that the vendor is expected to meet. The reports available through this application let you know what is on order and when you can expect to receive the merchandise. Every purchase order on file is represented, except for blanket-type orders and orders that have been closed or canceled. If a scheduled receipt is late, it will be flagged on the report so that you will notice it more easily. Quantities ordered and received as shown on the report in their stocking unit of measure regardless of the unit of measure in which they were ordered. The unit of measure's description also appears on the report for reference.

Scheduled receipts can be printed in order by the vendor from whom they were ordered, by the number of the item that was ordered, or by the job for which they were ordered. The report by vendor helps you monitor the performance of the vendor and take action on late shipments before the situation becomes serious. The report by item is valuable if you order the same item from different vendors. It enables you to compare the performance of competing vendors. It also gives you a list of purchase orders outstanding on a particular item for use in case of shortages. The report by job is useful for job shops where the late delivery of a single item can signal problems for the entire job. This allows managers to stay on top of the situation and ward off disasters that result from unavailable material.
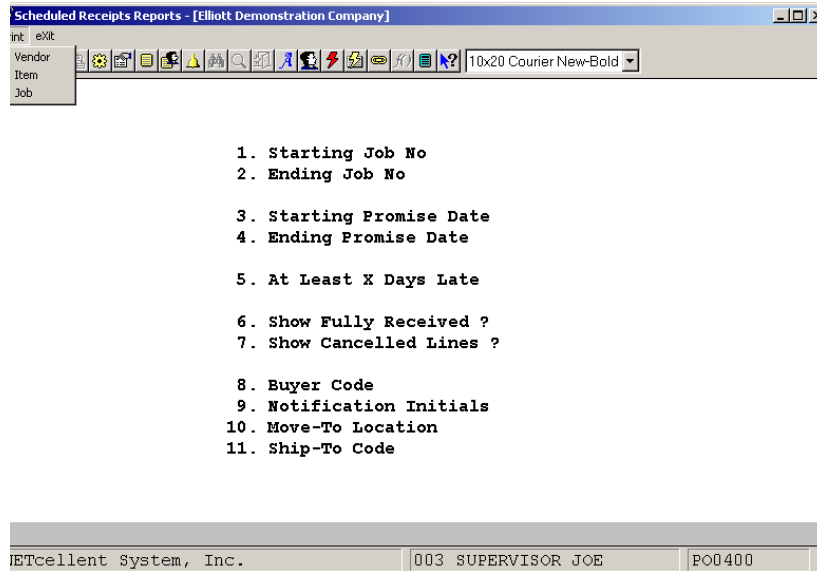
For each report there are many parameters that can be specified. These parameters provide you with the ability to really pinpoint the specific receivings that you are concerned about. For instance, if you are interested in seeing only those receivings that are already late, you may specify how many days late a receiving must be in order for it to show up on the report. A buyer may be concerned only about scheduled receivings on those orders that he initiated. If so, he may specify this in the range parameters. These and other similar parameters make these reports a powerful management tool for keeping track of, and identifying problems with, scheduled receivings.

For each of the three reports, there is a work file that is generated that stores purchase order information in a sequence the report requires. The very first time you run each of these reports, the file will be generated automatically. Thereafter, you will have the option of regenerating the work file each time you run the report. You would want to regenerate the file if orders have been added, changed, canceled, closed, or deleted since the last file generation. You would also want to generate it again if there have been receivings entered since then.

In most companies, these activities occur daily, so a work file would become obsolete shortly after its creation. You may find a certain degree of obsolescence acceptable when weighed against the time required to regenerate the file. Also, there will be times when you wish to run several versions of the same report, one after the other. In this case, it would clearly be to your advantage to use the same generation of the work file for each version of the report. How often you need to regenerate these files depends upon how much traffic there is through your order processing department and how much data obsolescence you can tolerate in the Scheduled Receipts report.

Run Instructions

Select Scheduled Receipts Report from the pull down P/O Reports window. The following screen will then be displayed:

```
Scheduled Receipts Reports - [Elliott Demonstration Company]                    _ □ X
int  eXit
Vendor   |⚙🖥□📁⚠🔍🔎🔍🔠ℛ🔧⚡🔧◎ℱ▤ℕ? 10x20 Courier New-Bold ▼
Item
Job


                            1. Starting Job No
                            2. Ending Job No

                            3. Starting Promise Date
                            4. Ending Promise Date

                            5. At Least X Days Late

                            6. Show Fully Received ?
                            7. Show Cancelled Lines ?

                            8. Buyer Code
                            9. Notification Initials
                           10. Move-To Location
                           11. Ship-To Code




NETcellent System, Inc.                      003 SUPERVISOR JOE        PO0400
```

The following options are available:

* Select the desired mode from the Print Scheduled Receipts Report menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Vendor No Starting Item No Starting Job No	6 alphanumeric characters for the vendor. 15 alphanumeric characters for the item. 6 alphanumeric characters for the job. Depending upon which report you selected, you will be entering one of these three fields. Enter the starting number of the range of numbers that are to be considered for inclusion of the report. The entry need not be that of a valid vendor, item or job. Press the F7 key to search for vendor, item, or job numbers. Press the F8 key to search for vendor or item names.

Name	Type and Description
	Defaults to All.
2. Ending Vendor No Ending Item No Ending Job No	6 alphanumeric characters for the vendor. 15 alphanumeric characters for the item. 6 alphanumeric characters for the job. Enter the ending number of the range of numbers that are to be considered for inclusion on the report. As for the starting number, the entry need not be that of a valid vendor, item or job. Press the F7 key to search for vendor, item, or job numbers. Press the F8 key to search for vendor or item names. Defaults to the starting entry's value.
3. Starting Promise Date	A date in the standard date format. The promise date is, in effect, the scheduled receipt date. For many line items, a promise date was never entered because the original request date remained in force. In such cases, the program will use the request date for determining whether the line item should be included on the report. Enter the earliest scheduled receipt date that will qualify a line item to be considered for inclusion on the report. Defaults to All.
4. Ending Promise Date	A date in the standard date format. Enter the latest scheduled receipt date that will qualify a line item to be considered for inclusion on the report. Defaults to the starting date's value.
5. At Least X Days Late	3 numeric digits (999). If you wish to include on the report only those scheduled receipts that are late, enter here the number of days late a receipt must be. You may press RETURN to skip this field and disregard the parameter.
6. Show Fully Received ?	Y or N. Answer Y if you wish the report to show line items that have been fully received. You may wish to see such lines simply so that you can be sure that all lines from a purchase order are represented on the report. The fact that a line has been fully received can tell you as much about a vendor's performance as lines that still have receivings pending. Defaults to N.

7. Show Canceled Lines ?	Y or N. Answer Y if you wish the report to show line items that have been canceled. Line items are often canceled because of a vendor inadequacy of one sort or another. Therefore, even though a canceled line is no longer scheduled to be received, its appearance on the report can give you valuable information about the order and about the vendor. Defaults to N.
8. Buyer Code	2 alphanumeric characters. Enter the code of the buyer whose purchase orders are to be represented on the report, or press RETURN to default to All buyers. If a buyer code is entered, it must be one that is defined in the Buyer Code File Maintenance application. The buyer's name will display beside the entry. If you know the buyer's name but not his code, you can press the F1 key to display the code and name of the first (and subsequent) buyers that are on file. You may page through all of the Buyer codes in this manner. When the Buyer code that you require displays, answer Y to the RIGHT BUYER ? question. Press the F7 key to search for Buyer codes. Defaults to All.
9. Notification Initials	3 alphanumeric characters. Every line item specifies the initials of someone who should be notified in the event of problems that arise at any point during the processing of the line item. This person may be the buyer, or it may be the manager of the area the merchandise or service is ordered for. Different companies will utilize this field for different purposes. Whether this parameter is of value to you depends upon what you use notification initials for. It is another means at your disposal for customizing the scheduled receipts reports. Defaults to All.
10. Move-To Location	3 alphanumeric characters. Every line item specifies an area where merchandise should be moved, once the receiving has been processed. This code identifies that location. The specification of a move-to location is optional, however, so not all companies will find a use for it. If used, it gives you another parameter with which to customize the report. Defaults to All.
11. Ship-To Code	6 alphanumeric characters. Every purchase order specifies an address to which the merchandise should be shipped. This is accomplished by assigning a ship-to code to the order. If you wish to list scheduled receivings for a particular shipping destination, enter that destination's ship-to code here. The entry must be that of a code defined in the Ship-To file. The ship-to location's description will display beside the entry.

	Press the F1 key to display the code and name of the first (and subsequent) ship-to codes that are on file. You may page through all of the Ship-to codes in this manner. When the Ship-to code that you require displays, answer Y to the RIGHT SHIP-TO ? question.

Press the F7 key to search for ship-to codes.

Defaults to All. |
| The Work File For This Report Was Generated xx/xx/xx. If Any Purchase Orders Have Been Added, Changed, Canceled, Deleted, Or Closed Since Then Or If Receivings Have Been Entered, The Work File Must Be Regenerated For The New Data To Be Included On The Report.

Do You Wish To Regenerate The Work File ? | Y or N.

If you have ever run this report before, select Y to regenerate the work file or N to decline.

Answer Y if you want the most up-to-date information to be shown on the report. The data on the report will be the data as of the work file's generation date. Answer N if the work file was recently regenerated or if the degree of data obsolescence is acceptable to you. |

Run Date: Nov 13, 1992 - 12:27pm   Elliott Electronics Co.   Page   1

                                S C H E D U L E D   R E C E I P T S   B Y   V E N D O R

Range: All Vendors

        All Promise Dates

        Items Shown Regardless Of Number Of Days Late

        Late Lines Are Shown Preceded By "L"

        Fully Received Lines Are Not Shown

        Cancelled Lines Are Not Shown

        All Buyers

        Notify: All Move-To Location: All

Vendor-No   Item-No   * Job-No Po-Number Prt-Date   Qty-Ord   Qty-Rec Req-Date Prom-Dte Ni

Vendor-Name   Item-Description

000100 Phone: 213-723-8377 CHAR-GEN   U/M = EA   L PC100 000001-00 05/10/92   50.000   10.000 02/03/92   JLB

Computer Electronics Center   Character Generator At 25 Meg   Item Totals: 50.000   10.000

 Contact: Harvey   Character - Gen - 25

                      PAR-PORT   U/M = EA   L PC100 000001-00 05/10/92   40.000   10.000 02/03/92   JLB

Run Date: Nov 13, 1992 - 12:28pm   Elliott Electronics Co.   Page   1

                                S C H E D U L E D   R E C E I P T S   B Y   I T E M

Range: All Items

        All Promise Dates

        Items Shown Regardless Of Number Of Days Late

        Late Lines Are Shown Preceded By "L"

        Fully Received Lines Are Not Shown

        Cancelled Lines Are Not Shown

        All Buyers

        Notify: All Move-To Location: All

        All Ship-To Codes

Item-No   Item-Description   * Vend-No Job-No Po-Number Prt-Date U/M   Qty-Ord   Qty-Rec Req-Date Prom-Dte Ni

CHAR-GEN   Character Generator At 25 Meg L 000100 PC100 000001-00 05/10/92 EA   50.000   10.000 02/03/92   JLB

             Character - Gen - 25   Item Totals: 50.000   10.000

CLOCK   25 Meg Clock For Mother Board L 000400 PC100 000004-00 05/10/92 EA   30.000   10.000 02/03/92   JLB

             Clock - 25M   Item Totals: 30.000   10.000

Run Date: Mar 8, 1993 - 11:10am   Elliott Electronics Co.   Page   1

S C H E D U L E D   R E C E I P T S   B Y   J O B

Range: All Jobs

        All Promise Dates

        Items Shown Regardless Of Number Of Days Late

        Late Lines Are Shown Preceded By "L"

        Fully Received Lines Are Shown Preceded By "F"

        Cancelled Lines Are Shown Preceded By "X"

        All Buyers

        Notify: All Move-To Location: All

        All Ship-To Codes

Job-No	Item-No	Item-Description	* Vend-No	Po-Number	Prt-Date	U/M	Qty-Ord	Qty-Rec	Req-Date	Prom-Dte	Ni
PC100	CHAR-GEN	Character Generator At 25 Meg	L 000100	000001-00	05/10/92	EA	50.000	10.000	02/03/92		JLB
		Character - Gen - 25			Item Totals:		50.000	10.000			
	CLOCK	25 Meg Clock For Mother Board	L 000400	000004-00	05/10/92	EA	30.000	10.000	02/03/92		JLB
		Clock - 25M			Item Totals:		30.000	10.000			

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Drop Shipment Receivings Report

Application Overview

The Drop Ship Receivings Report is the means by which Customer Order Processing is informed when to bill a customer for a drop shipment. This report should be printed routinely if drop shipments are a common occurrence.

When the manufacturer or distributor drop ships your order to your customer, it will send you notification of shipment and bill you for the order. At that point you will enter a receiving in order to record the fact that the invoice can be paid. (Whether you pay without confirmation of receipt from the customer is up to you, of course). There is no direct interface with the Customer Order Processing package so COP does not immediately know that the customer can be billed. This report provides the manual interface between P/O and COP.

The report lists receivings in order by purchase order number and provides information that will help the billing clerk determine how to bill the customer for the drop shipment. This information includes the item number, item description, vendor number, date received, unit of measure, quantities ordered, received and rejected, and comments from the purchase order. Note that the unit of measure that is shown is the item's stocking unit of measure regardless of the unit of measure specified on the purchase order. Quantities are shown in the stocking unit of measure.

The purchase order comments are included to provide you with a means of carrying information from COP to P/O when the purchase order is originally entered. The comments can be used to identify the customer for instance, or the customer's order number or other such data that will help the billing clerk process the invoice that bills the drop ship customer.

Run Instructions

Select Drop Shipment Receivings Report from the pull down P/O Reports window.

The following options are available:

* Select the Print mode from the Drop Shipment Receivings menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the purchase order number of the first purchase order that is to be included among those considered for printing. The number need not be that of a valid purchase order. Defaults to All.
2. Ending P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99). Defaults to the starting order number's value. Enter the purchase order number of the last purchase order that is to be included among those considered for printing. The number need not be that of a valid purchase order.
3. Starting Date Entered	A date in the standard date format. Enter the entry date of the earliest receiving that is to be included among those considered for printing. Defaults to All.
4. Ending Date Entered	A date in the standard date format. Enter the entry date of the latest receiving that is to be included among those considered for printing. Defaults to the starting date.

Purchase Line History Report

Application Overview

When purchase orders are deleted (through the Delete Closed Purchase Orders application) certain information regarding the line items on those purchase orders is saved. This data is known as the purchase line history data and it may be printed out on the Purchase Line History Report.

The report is structured to show each purchase order line item (in order by receipt date), for each vendor from whom the item was ordered, for each inventory item. For instance, suppose you have an item in stock that you call a widget and its item number is 100. Suppose also that you order widgets from three different vendors and that you have recently had receivings of widgets from each of the vendors. You could use this report to list all receivings of widgets for each vendor and compare how well the vendors did.
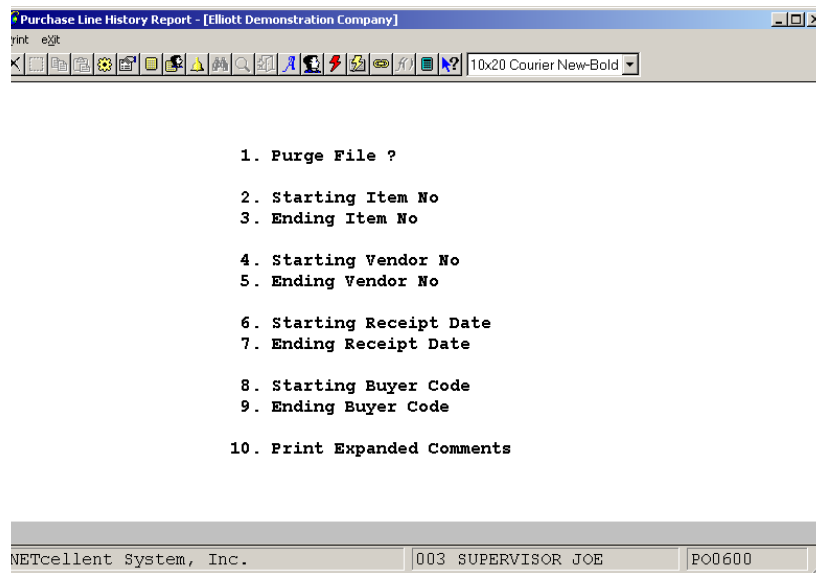
Data on the report that can be used to evaluate vendors includes the receipt date (the last receipt date if there was more than one), the request date and promise date (to be compared with each other and with the receipt date), the expected price of the item and the actual price, the quantity ordered, quantity received, quantity rejected and quantity canceled. Additionally, the line item's purchase order number is shown to help you identify where the line item came from.

You might find, for instance, that one of the vendors shipped on time but there was a high rejection rate, while another shipped a few days late but there were no rejects. Perhaps the third vendor shipped on time with no rejections but billed you at a higher price than you ordered at. All of these factors can assist you in determining whether to emphasize one vendor over the others or to locate another source of supply altogether.

In addition to providing a means of evaluating vendor performance in the delivery of particular items, this report can be used simply as an historical reference. When printing the report, you have the option of selecting a range of items, vendors and receipt dates. This will enable you to focus upon those items or vendors you are most interested in. You also have the option of purging the file within these parameters. When you purge the file you will probably be most interested in purging all items for all vendors within a range of receipt dates (for instance, every line item with a receiving dated on or before March 31). This is likely to be the case since the older a line item is the less valuable it is. This file should be purged occasionally to prevent it from taking up too much disk space.

Run Instructions

Select Purchase Line History Report from the pull down P/O Reports window. The following screen will then be displayed:

```
Purchase Line History Report - [Elliott Demonstration Company]                    _ □ X
rint  eXit
X □ □ □ ⊗ □ □ □ ⚠ ⚙ ⚒ Q □ ⚡ ⚡ ⚡ ⚡ ⚡ ⚡ □ ⚡ 10x20 Courier New-Bold ▼


                    1. Purge File ?

                    2. Starting Item No
                    3. Ending Item No

                    4. Starting Vendor No
                    5. Ending Vendor No

                    6. Starting Receipt Date
                    7. Ending Receipt Date

                    8. Starting Buyer Code
                    9. Ending Buyer Code

                   10. Print Expanded Comments



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The following options are available:

* Select the Print mode from the Purchase Line History Report menu bar
* Enter the data requested on the screen
* If you choose to print the report without purging the file, you will be allowed to select another range immediately. The file can be purged for only one set of range parameters at a time so if you select the purge option, the program will return automatically to the Purchase Line History Report Screen.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Purge File ?	Y or N. Enter Y to purge the file or N to decline. This field defaults to N.
2. Starting Item No	15 alphanumeric characters.

Name	Type and Description
	Enter the number of the first item that is to be included in the range of items to be printed or purged. The number need not be that of a valid item on file in the Item file. Press the F7 key to search by item number. Press the F8 key to search by item description. Defaults to All.
3. Ending Item No	15 alphanumeric characters. Enter the number of the last item that is to be included in the range of items to be printed or purged. The number need not be that of a valid item on file in the Item file. Press the F7 key to search by item number. Press the F8 key to search by item description. Defaults to the starting item number's entry.
4. Starting Vendor No	6 alphanumeric characters. Enter the number of the first vendor whose line items are to be included among those that are printed or purged. The number need not be that of a valid vendor on file in the Vendor file. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to All.
5. Ending Vendor No	6 alphanumeric characters. Enter the number of the last vendor whose line items are to be included among those that are printed or purged. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. The number need not be that of a valid vendor on file in the Vendor file. Defaults to the starting vendor number's entry.
6. Starting Receipt Date	A date in the standard date format. Enter the earliest receipt date that will qualify a line item to be included among those that are printed or purged. Defaults to All.
7. Ending Receipt Date	A date in the standard date format. Enter the latest receipt date that will qualify a line item to be included among those that are printed or purged.

Name	Type and Description
	Defaults to the starting receipt date's entry.
8. Starting Buyer Code	2 alphanumeric characters. Enter the code of the first buyer for whose orders line item are to be included among those that are printed or purged. The entry need not be that of a valid buyer code. Press the F7 key to search by Buyer code. Defaults to All.
9. Ending Buyer Code	2 alphanumeric characters. Enter the code of the last buyer for whose orders line items are to be included among those that are printed or purged. The code need not be that of a valid buyer code. Press the F7 key to search by Buyer code. Defaults to the starting buyer code's entry.
10. Print Expanded Comments	Y or N. Enter Y to print expanded comments or N to decline. This field defaults to Y.

Run Date: Jan 14, 1993 - 11:35am   Elliott Electronics Co.   Page   1

P U R C H A S E   L I N E   H I S T O R Y   R E P O R T

Range: All Items

      All Vendors

      All Receipt Dates

      All Buyers

Item-No	Item-Description	Vendor-No	Receipt-Date	Req-Date	Exp-Price	Qty-Ord	Qty-Rej	Po-Number
		Vendor-Name		Prom-Dte	Act-Price	Qty-Rec	Qty-Can	Um Buyer
CHAR-GEN	Character Generator At 25 Meg	000100	02/11/92	02/03/92	7.8000	5.000	.000	000013-00
	Character - Gen - 25	Computer Electronics Center			7.8000	5.000	.000	EA BC

		Vendor Totals:	5.000	.000
			5.000	.000
		Item Totals:	5.000	.000
			5.000	.000

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Cash Requirements Projection Report

Application Overview

When you enter a purchase order line item you specify, by means of the request date, when you would like to receive the item. If the vendor cannot deliver by the request date but offers a later delivery date, you may enter this date as the line item's promise date (unless you wish to cancel the order). At some point you will receive all or part of the ordered quantity and the vendor will bill you for the merchandise. Once you have billed you know what your cash requirement is.

It is possible to project your cash requirements before you are billed, however. Such projections are based upon the expected receipt dates for the items you have ordered and the expected costs of these items. To be totally comprehensive, the projection should also take into account unpaid invoices on file in the Accounts Payable package. Such invoices are actually known cash requirements but they are not all due at the same time so you can project when the actual cash outflow will occur.

This application accomplishes such a projection. It derives the cash requirements data from the purchase order line items and from the Accounts Payable Open Item file.

How The Report Is Structured

This report first lists the cash requirements for a vendor that are derived from purchase order line items. These line items may have receivings posted against them. They may even be partially billed. The cash requirement for each line item is simply the unbilled portion of that line item's scheduled receiving. The cash requirement date is the due date of the anticipated invoice, with the assumption being that the invoice will be dated as of the scheduled receipt date.

The report next provides a summary of projected cash requirements from purchase orders for the vendor. This summary categorizes cash requirements by their age. Below this summary, the report shows the cash requirements that are derived from Accounts Payable data. Those line items that have been billed, but not yet paid, are included in this section of the report. They are summarized in categories based upon their age, just as items were categorized. Note that these totals include payables from non-purchase order sources such as expense billings. They also include any recurring vouchers that have not yet been posted to the A/P Open Item file.

Finally, there is a summary of the vendor's total cash requirements from both sources. This summary is also categorized by the age of the cash requirements that are included.

At the end of the report there are three additional summaries of aged cash requirements. These are the total cash requirements from purchase orders, the total cash requirements from Accounts Payable and the total cash requirements. These summaries are for the entire company and include all of the cash requirements listed above for individual vendors.

Defining The Aging Categories

For each report that you print you will be required to define the categories that are used to age the projected cash requirements. For purchase of this report, aging is simply the means used to determine during which of four periods a cash requirement will fall due. You define the aging periods before the report is printed.

In order to define an aging period you must enter the period's ending date and provide a brief description of the period. You need to define four such periods. The first period includes all cash requirements from the earliest that are on file to those dated as of the period ending date that you enter. The period description that you choose will be determined by the significance of the ending date. It might say Current, for instance; or Before April; or As Of XX/XX/XX; where XX/XX/XX is the period ending date. You are free to label this category as you see it. You next enter the second period's ending date and its description. This category includes all cash requirements whose due dates come after the first period's ending date and fall on or before the second period's ending date. Again, whatever description you enter is determined by the significance of the date.

Following this you enter the ending dates and descriptions of the last two periods. Cash requirements that are dated past the fourth period's ending date are ignored by the report.

Evaluating The Report

The report shows the projected cash requirements for each vendor before showing the company's total projected cash requirements. The cash requirements derived from the purchase order data are less likely to be accurate than those derived from the Accounts Payable data. For this reason you are given the option of itemizing the purchase order lines from which cash requirements are derived. Seeing the purchase order line data can help you determine how reliable the projection for a particular vendor is. Purchase order lines are listed in order by their cash requirement date.

For each line item that prints, the report indicates whether the projection is based upon an actual receiving or merely an expected receiving. Projections based upon actual receivings are more reliable than those based upon expected receivings since the expected receiving may arrive late or it may only be partially shipped or it may be canceled. For each cash requirement date, actual receivings are grouped together on the report above the group of expected receivings to further assist you in differentiating between them.

You may wish to de-emphasize the cash requirements from purchase orders somewhat in order to compensate for the inherent unreliability of the data. The cash requirements from the Accounts Payable is accurate, however, since it is based upon actual invoices in-house with known due dates. Even though there is a certain degree of inaccuracy in such projections, by including the expected receivings against purchase orders on the report you have a much larger window through which you can view your financial commitments than you would have if you only considered your Accounts Payable. This report can help you spot a tight financial situation far enough in advance to be able to do something about it, particularly if you use this report in conjunction with projects of cash receipts from sales and other such tools of financial analysis.

![Elliott logo]

Run Instructions

Select Cash Requirements Projection Report from the pull down P/O Reports window. The following screen will then be displayed:

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Cash Requirements Projection Report - [Elliott Demonstration Company]          _ □ ×
rint  eXit
< □ ▣ ▣ ⚙ ▣ ▢ 🔧 ⚠ 🔍 🔍 ▣ 𝐴 ⚡ ⚡ ⚡ ⊕ 𝑓 ▣ ▶?  10x20 Courier New-Bold ▼



                    1. Summary Or Detail ?

                    2. Period-1 Ending Date
                    3. Period-1 Description

                    4. Period-2 Ending Date
                    5. Period-2 Description

                    6. Period-3 Ending Date
                    7. Period-3 Description

                    8. Period-4 Ending Date
                    9. Period-4 Description




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The following options are available:

* Select the Print mode from the Cash Requirement Projection Reports menu bar
* Enter the data requested on the screen
* Before you select this report make sure that all Accounts Payable transactions have been posted. Unposted A/P open items will not show up under either the cash requirements from purchase orders or Accounts Payable. A warning message will appear if you have any unposted A/P transactions.
* A screen will display upon which you specify whether the report should be printed in summary or detail. You must also define the aging periods into which report data will be categorized.
* The report then begins processing in the background. There is a considerable amount of processing that must be done before the report begins printing. This processing involves the consolidation of purchase order data into a new file from which the Cash Requirements Projection Report can be printed. The data can be prepared for only one report at a time, so as soon as processing begins, the program will return to the Cash Requirements Projection Report screen.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Summary or Detail ?	1 alphabetic character. S or D. A submenu will display to remind you of the options. Default is D. Enter D if you wish to see each of the line items that contribute to the projected cash requirements from purchase orders. Enter S if you only wish to see the projected cash requirement totals.
2. Period-1 Ending Date	A date in the standard date format. Enter the ending date of the first aging period. All cash requirements for which the cash requirement date is on or before the date you enter here will be included in the first period's total.
3. Period-1 Description	14 alphanumeric characters. Enter the description for this aging period.
4. Period-2 Ending Date	A date in the standard date format. Enter the ending date of the second aging period. All cash requirements for which the cash requirement date follows the first period's ending date, but is on or before the date you enter here, will be included in the second period's total.
5. Period-2 Description	14 alphanumeric characters. Enter the description for this aging period.
6. Period-3 Ending Date	A date in the standard date format. Enter the ending date of the third aging period. All cash requirements for which the cash requirement date follows the second period's ending date, but is on or before the date you enter here, will be included in the third period's total.
7. Period-3 Description	14 alphanumeric characters. Enter the description for this aging period.
8. Period-4 Ending Date	A date in the standard date format. Enter the ending date of the fourth aging period. All cash requirements for which the cash requirement date follows the third period's ending date, but is on or before the date you enter here, will be included in the fourth period's total. Cash requirements dated later than this date will not be included on the report.
9. Period-4 Description	14 alphanumeric characters. Enter the description for this aging period.

Cash Requirements Projection Entry Screen

```
Run Date: Oct 26, 2001 - 5:30am        Elliott Demonstration Company                                              Page    1
                          C A S H   R E Q U I R E M E N T S   P R O J E C T I O N   R E P O R T
For Receipt Dates - "Act" Means Actual, "Exp" Means Expected

Vendor-No  Vendor-Name                 Vendor-Terms
 000100    Computer Electronics Center     5% 30 / NET 60


        Aged Vendor Cash Requirements From Purchase Orders:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
              24,127.68         1,450.00        22,372.40          305.28             .00

        Aged Vendor Cash Requirements From Accounts Payable:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               3,000.00             .00         2,150.00          850.00             .00

        Total Aged Vendor Cash Requirements:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
              27,127.68         1,450.00        24,522.40        1,155.28             .00

 000200    CompuPart Computer Services     6% 30 / net 60


        Aged Vendor Cash Requirements From Purchase Orders:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               1,449.60         1,449.60              .00             .00             .00

        Total Aged Vendor Cash Requirements:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               1,449.60         1,449.60              .00             .00             .00

 000300    Anawalt Computer Company        2% 15 / Net 30


        Aged Vendor Cash Requirements From Purchase Orders:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               3,052.38         1,978.38         1,074.00             .00             .00

        Total Aged Vendor Cash Requirements:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               3,052.38         1,978.38         1,074.00             .00             .00

 000400    Computers of America


        Aged Vendor Cash Requirements From Purchase Orders:

           Total-Cash-Req  Thru October    Thru Novemeber  Thru December
               9,298.30         9,298.30              .00             .00             .00
==================================================================================================================
Run Date: Oct 26, 2001 - 5:30am        Elliott Demonstration Company                                              Page    2
                          C A S H   R E Q U I R E M E N T S   P R O J E C T I O N   R E P O R T
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Page 1 – Summary Report

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Elliott

Commodity Code Vendor Report

Application Overview

A commodity is a category of merchandise that is purchased or manufactured. Different commodities are identified by codes that you define. A vendor may provide one commodity or several commodities. Which commodities a vendor provides is specified in the Vendor file in the Accounts Payable package. If you wish to know which vendors provide a specific commodity, however, you will need to print this report.

The report lists all of the vendors who provide each commodity that you purchase. Information shown on the report includes the vendor's name, telephone number, contact, status and last activity date.

There are three vendor statuses that might print for a particular vendor. Normal status means that the vendor maintains good relations with your company and may be purchased from. A status of No Purchases means that there is some unresolved problem with the vendor and that the vendor is not to be purchased from at this time. A status of Hold Payment has a similar connotation. Such a vendor is not to be paid and this indicates that there is some problem with the vendor's account. The vendor may be purchased from but you would issue this vendor a purchase order only with caution.

The Commodity Code Vendor Report is used to review those vendors who can fulfill a specific product need. This would be particularly useful if you were dissatisfied with the vendors you currently purchase from and needed a reminder of all the vendors you have on file who might also be able to provide these products.

Run Instructions

Select Commodity Code Vendor Report from the pull down P/O Reports window. The following screen will then be displayed:

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┌──────────────────────────────────────────────────────────────────────┐
│ Commodity Code Vendor Report - [Elliott Demonstration Company]   _□×   │
│ Print  eXit                                                            │
│ ┌──────────────────────────────────────────────────┐  10x20 Courier New-Bold ▼ │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                    1. Starting Commodity Code                          │
│                                                                        │
│                    2. Ending Commodity Code                            │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ NETcellent System, Inc.        003 SUPERVISOR JOE        PO0800        │
└──────────────────────────────────────────────────────────────────────┘
```
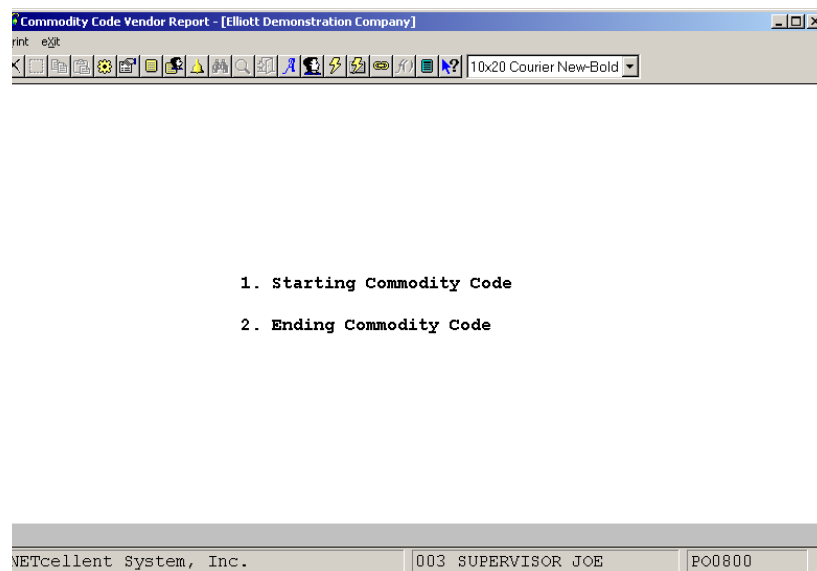
The following options are available:

* Select the Print mode from the Commodity Code Vendor Report menu bar
* Enter the data requested on the screen
* Once the data has been entered and all changes have been made, press RETURN when the cursor is positioned for entry of the Field Number ?.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Commodity Code	4 alphanumeric characters. Enter the starting code of the range of codes that are to be included on the report. The entry need not be that of a valid Commodity Code. Defaults to All.
2. Ending Commodity Code	4 alphanumeric characters. Enter the ending code of the range of codes that are to be included on the report. Defaults to the Starting Commodity Code's value.

Run Date: Oct 26, 2001 - 5:38am   Elliott Demonstration Company   Page   1

                              C O M M O D I T Y   C O D E   V E N D O R   R E P O R T

Range: For All Commodity Codes

Commodity Code	Vendor-No	Vendor-Name	Telephone-No	Contact-Name	Status	Last-Activity Date
PRTS	000100	Computer Electronics Center	213-723-8377	Kirby Zandoratineos	Normal	10/18/01
	000200	CompuPart Computer Services	834-834-8388	Garish	Normal	09/10/89
	000300	Anawalt Computer Company	213-823-8238	Sammy Jones	Normal	09/17/89
SRVC	000100	Computer Electronics Center	213-723-8377	Kirby Zandoratineos	Normal	10/18/01
SVC	000300	Anawalt Computer Company	213-823-8238	Sammy Jones	Normal	09/17/89
	000400	Computers of America	213-823-3000		Normal	10/17/89

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Vendor Performance Analysis Report

Application Overview

This application gives you the capability of evaluating the performance of particular vendors, as well as comparing the performance of one vendor with another. The report shows such information as the vendor's last activity date, the number of orders you have submitted during the year, the value of purchases this year and last year, the number of purchase order lines for the year and the number of lines that were late. The report also provides several comparison percentages that give you a very clear idea of the vendor's ability to deliver quality products at the expected cost and on time. These percentages include the percentage of purchase order lines that were late this year and last, the percentage cost variance between expected and billed costs and the percentage of delivered items that were rejected. Finally, the report presents two averages: the average lead time and the average number of days late.

The report may be printed for a range of vendor numbers and for one or all commodity codes. The report will selectively disregard vendors with a last activity date that is earlier than a date that you specify.

Perhaps the most powerful feature of this application is the capability it provides of showing vendors that fall within a range of performance characteristics that you specify. For instance, you can show all vendors that have had less than 10% lines late, less than 5% cost variance and less than a 7% rejection rate. Or you can focus upon desirable vendors by specifying that only those with a rejection rate greater than 20% and a cost variance percent greater than 10% be shown. You will probably find the report most useful when you use it to compare vendors that provide a particular commodity. A buyer or department manager can determine what kind of service his vendors have been providing and then seek other vendors if he finds the level of service to be unsatisfactory. A buyer could also use these statistics as leverage for acquiring better service, prices or terms from a vendor who has been operating below par. This information can be valuable to anyone in your organization who deals with vendors and particularly valuable to those who have responsibility for selecting vendors.

Run Instructions

Select Vendor Performance Analysis Report from the pull down P/O Reports window.

The following options are available:

- * Select the Print mode from the Vendor Performance Analysis Report menu bar
- * Enter the data requested on the screen
- * Answer Y to the question asking if you wish to restrict by percentages, a second screen will display upon which you specify which percentages apply and what their amounts are.
- * The report then prints.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Range Screen

Name	Type and Description
1. Starting Vendor No	6 alphanumeric characters. Enter the first vendor in the range of vendors that are to be considered for inclusion on the report. The number need not be that of a vendor on file in the Vendor file. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to ALL.
2. Ending Vendor No	6 alphanumeric characters. Enter the last vendor in the range of vendors that are to be considered for inclusion on the report. The number need not be that of a vendor on file in the Vendor file. Press the F7 key to search by vendor number. Press the F8 key to search by vendor name. Defaults to the starting vendor number.
3. Commodity Code	4 alphanumeric characters. Enter the commodity code for which the vendors who are included on the report are suppliers. Only those vendors who fall within the range of starting and ending vendor numbers and who provide this commodity will be shown. Defaults to All.

4. Earliest Activity Date	A date in the standard date format. This activity date refers to the vendor's last activity date. You can selectively ignore those vendors who have not had recent activity by means of the date that you specify. Enter the earliest last activity date which will quality a vendor for inclusion on the report. Defaults to All.
5. Restrict by Percentages ?	Y or N. Answer Y if you wish to advance to the second screen, where you can enter additional parameters that pertain to performance statistics. The second screen has no effect upon which data prints for individual vendors but it does affect which vendors will show up on the screen. Answer N if you do not wish to qualify by their performance statistics the vendors that are to appear on the report. Defaults to N.

Percentages Screen

Name	Type and Description
1. Restrict by Lines Late Pct ?	Y or N. Lines Late refers to those purchase order line items for which the merchandise was received later than it was requested. Line items that are canceled because of delays shipment are also considered to be late for purposes of this statistic. The lines late percent is the ration (expressed as a percentage) between the number of lines late and the total number of purchase order line items that were ordered from the vendor.
Restrict by Lines Late Pct ? (continued)	Answer Y if you wish to qualify a vendor for inclusion on this report by his percentage of lines late. If you answer Y, you will be allowed to enter the next two fields. If you answer N, the program will advance to entry of the fourth field. Defaults to N.
2. Target Lines Late Pct	3 numeric digits (999). Enter the percentage of lines late that will be used for determining whether a vendor shows up on the report or not. The program will use your entry for this field in conjunction with your entry for the next field to qualify vendors. Defaults to zero.
3. Show Vendors Over/Under 999% Lines Late	1 alphabetic character. O or U. A submenu will display to remind you of the valid options.

	Enter O if you wish to show only those vendors who percent lines late is over the target percent entered in #2 above. Enter U if you wish to show those vendors whose percent is under the target percent.
4. Restrict by Cost Variance Pct ?	Y or N. A cost variance is the difference between the price at which you ordered something and the price at which you were billed for it. Generally you are concerned if the vendor consistently charges more for what you order than your purchase order specified. You might also be interested in seeing those vendors who charge less. Defaults to N.
5. Target Cost Variance Pct	3 numeric digits (999). Enter the cost variance percentage that will be used for determining whether a vendor shows up on the report or not. The program will use your entry for this field in conjunction with your entry for the next field to qualify vendors. Defaults to zero.
6. Shows Vendors Over/Under 999% Variance	1 alphabetic character. O or U. 999% Variance A submenu will display to remind you of the valid options. Enter O if you wish to show only those vendors whose percent cost variance is over the target percent entered in #5 above. Enter U if you wish to show those vendors whose percent is under the target percent.
7. Restrict by Item Rejection Pct ?	Y or N. Answer Y if you wish to qualify a vendor for inclusion on this report by his rejection percentage. If you answer Y, you will be allowed to enter the next two fields. Defaults to N.
8. Target Item Rejection Pct	3 numeric digits (999). The rejection percentage is the ratio between the number of items that were rejected and the number of items that were received. A high rejection rate indicates low-quality products or careless packing or an inability on the vendor's part to ship precisely what was ordered. Enter the rejection percent that will be used for determining whether a vendor shows up on the report or not. The program will use your entry for this field in conjunction with your entry for the next field to qualify vendors. Defaults to zero.
9. Show Vendors Over/Under 999% Rejection	1 alphabetic character. O or U. A submenu will display to remind you of the valid options.

	Enter O if you wish to show only those vendors whose rejection percent is over the target percent entered in #8 above. Enter U if you wish to show those vendors whose percent is under the target percent.

Vendor Performance Analysis Report

Vendor Performance Analysis If Restricted By Percentages

V E N D O R   P E R F O R M A N C E   A N A L Y S I S   R E P O R T

Range: All Vendors

All Commodity Codes

All Activity Dates

Vendor No	Vendor-Name	Telephone-No	Activ-Date Ytd-Orders	Ytd-Purchases Purchases-Lyr	Ytd-Lines Ytd-Late	Pct-Lns-Lte Pct-Lte-Lyr	Pct-Cost-Var Pct-Rejected	Avg-Lead-Time Avg-Days-Late
000100	Computer Electronics Center	213-723-8377	10/18/01	1,700.00	0	.00	11.23	17.98
			0	.00	0	.00	1.29	3
000200	CompuPart Computer Services	834-834-8388	09/10/89	.00	0	.00	5.23	7.83
			0	.00	0	.00	.09	2
000300	Anawalt Computer Company	213-823-8238	09/17/89	.00	0	.00	6.23	4.00
			0	.00	0	.00	2.22	0
000400	Computers of America	213-823-3000	10/17/89	.00	0	.00	.00	.00
			0	.00	0	.00	.00	0
000500	Ronson Electronics	213-827-7333	09/15/89	.00	0	.00	.00	.00
			0	.00	0	.00	.00	0
000600	Maintenance Electronics	432-3424	10/14/91	.00	0	.00	.00	.00
			0	.00	0	.00	.00	0
000700	Southern Electronics	213-888-5555	02/18/92	5,000.00	0	.00	.00	.00
			0	.00	0	.00	.00	0

Elliott™

Open Purchase Orders Reports

Application Overview

The Open Purchase Orders Reports application enables you to identify items that were ordered and not received into inventory. You can select to print the report in vendor or item number order. It can display the quantity ordered, dollar value and quantity not received of each item ordered through a specified date.

The Received/Not Invoiced report prints items that have been ordered and received, but that you have not yet received an invoice for. It prints the quantity ordered and received of each item as well as the quantity invoiced and dollar value not yet invoiced.

Run Instructions

Select Open Purchase Orders Reports from the pull down P/O Reports window. The following screen will then be displayed:

```
Open Purchase Orders Reports - [Elliott Demonstration Company]                    _|□|_
int  eXit
by Vendor         [toolbar icons]  12x22 Courier New ▾
by Item
Rec/not invoiced


                    1. Starting Vendor

                    2. Ending Vendor

                    3. Use Request Or Promise Date ?

                    4. Starting Date

                    5. Ending Date

                    6. Include Unprinted Po's ?

                    7. Include Qty Rejected In Calc ?

                    8. Include Blanket Orders ?


ETcellent System, Inc.            003 SUPERVISOR JOE        PO1800
```

The following options are available:

*   Select the Print mode from the Open Purchase Orders Reports menu bar
*   Select the Open Purchase Orders Report By Vendor, the Open Purchase Orders Report By Item, or the Received/Not Invoiced Report from the print pull-down window.
*   Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Vendor

Name	Type and Description
1. Starting Vendor	6 alphanumeric characters. Enter the starting vendor number in the range you want to print, or press RETURN to print All vendors. To search by Vendor No. enter F7, or F8 to search by Vendor Description.
2. Ending Vendor	6 alphanumeric characters. Enter the ending vendor number in the range you want to print. To search by Vendor No. enter F7, or F8 to search by Vendor Description.
3. Use Request Or Promise Date ?	R or P. Enter R to select purchase orders by request date or P to select by promise date. Defaults to R.
4. Starting Date	A date in the standard date format. Enter the starting date in the range you want to print.
5. Ending Date	A date in the standard date format. Enter the ending date in the range you want to print.
6. Include Unprinted Po's ?	Y or N. Enter Y to include unprinted Po's or N to decline.
7. Include Qty Rejected In Calc ?	Y or N. If you answer Y, the inventory that has been received, but rejected and not placed into inventory will be included in the "Not Received Quantity" and "Not Received Dollar Amount" totals. Otherwise, it will not be used for these totals. Default is N.
8. Include Blanket Orders?	Answer Y to include Blanket Orders on the report. Default is N.

Item

Name	Type and Description
1. Starting Item	6 alphanumeric characters. Enter the starting item number in the range you want to print, or press RETURN to print All items. To search by Item No. enter F7, or F8 to search by Item Description.
2. Ending Item	6 alphanumeric characters. Enter the ending item number in the range you want to print. To search by Item No. enter F7, or F8 to search by Item Description.
3. Use Request Or Promise Date ?	R or P. Enter R to select purchase orders by request date or P to select by promise date.
4 . Starting Date	A date in the standard date format. Enter the starting date in the range you want to print.
5. Ending Date	A date in the standard date format. Enter the ending date in the range you want to print.
6. Include Unprinted Po's ?	Y or N. Enter Y to include unprinted Po's or N to decline.
7. Include Qty Rejected In Calc ?	Y or N. If you answer Y, the inventory that has been received, but rejected and not placed into inventory will be included to the "Not Received Quantity" and "Not Received Dollar Amount" totals. Otherwise, it will not be used for these totals. Default is N.
8. Include Blanket Orders?	Answer Y to include blanket orders on the report. Default is N.

Received/Not Invoiced

Name	Type and Description
1. Starting P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99).

Name	Type and Description
	Enter the starting purchase order number for the range to be printed. Defaults to All.
2. Ending P.O. Number	6 numeric digits followed by 2 numeric digits (999999-99). Enter the ending purchase order number for the range to be printed. Defaults to the starting purchase order number.
3. Starting Date Entered	A date in the standard date format. Enter the earliest purchase order entry date for the range to be printed. Only purchase orders entered between this and the ending date will be printed. Defaults to All.
4. Ending Date Entered	A date in the standard date format. Enter the latest purchase order entry date for the range to be printed. Defaults to the starting date.

```
Open Purchase Orders Reports - [Elliott Demonstration Company]          _|□|x|
int  edit
⟨|□|🔳|🔳|⚙|📄|🗐|🗐|⚠|🔍|🔍|🗐|A|🔳|⚡|🗐|∞|🗐|■|▶?| 12x22 Courier New ▾
y Vendor



            1. Starting Vendor               All

            2. Ending Vendor

            3. Use Request Or Promise Date ?  R

            4. Starting Date                  All

            5. Ending Date

            6. Include Unprinted Po's ?       N

            7. Include Qty Rejected In Calc ? N

            8. Include Blanket Orders ?       N

ield Number ? ▯
NETcellent System, Inc.            |003 SUPERVISOR JOE        |PO1800
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Open Purchase Report By Vendor

Open Purchase Report By Item

Open Purchase Report Received/Not Invoiced

Reports


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Run Date: Nov 13, 1992 - 12:39pm        Elliott Electronics Co.                                          Page    1


                              O P E N   P U R C H A S E   O R D E R S   B Y   V E N D O R


Ranges: For All Vendors

       For All Dates

       For All Printed Purchase Orders

       Qty Rejected Not Included In Qty Not Received Calculation


Vendor-Number          Item-Number    Item Description          Po-No    Um    Quantity    Quantity    Qty/Dollars
Vendor-Name                  Request-Date                                      Ord/Rec     Rejected    Not Received


000100                 CHAR-GEN       Character Generator At 25 Meg 000001-00 EA   50.000    .000        40.000
Computer Electronics Center   02/03/92 Character - Gen - 25                        10.000                312.00


                       PAR-PORT       Parallel Port For I/O     000001-00 EA     40.000    .000        30.000
                             02/03/92 Parallel Port                              10.000                300.00


                       SER-PORT       Serial Port For Z80 25 Meg 000001-00 EA    40.000    .000        30.000
                             02/03/92 Serial - Port                              10.000                240.00




Run Date: Nov 13, 1992 - 12:40pm        Elliott Electronics Co.                                          Page    1


                               O P E N   P U R C H A S E   O R D E R S   B Y   I T E M


Ranges: For All Items

       For All Dates

       For All Printed Purchase Orders

       Qty Rejected Not Included In Qty Not Received Calculation


Vendor-Number          Item-Number    Item Description          Po-No    Um    Quantity    Quantity    Qty/Dollars
Vendor-Name                  Request-Date                                      Ord/Rec     Rejected    Not Received


000100                 CHAR-GEN       Character Generator At 25 Meg 000001-00 EA   50.000    .000        40.000
Computer Electronics Center   02/03/92 Character - Gen - 25                        10.000                312.00


               Item Totals:        50.000 Ordered       .000 Rejected        40.000 Not Received Quantity
                                   10.000 Received                           312.00 Not Received Dollar Amount


000400                 CLOCK          25 Meg Clock For Mother Board 000004-00 EA   30.000    .000        20.000
Computers of America          02/03/92 Clock - 25M                                10.000                250.80


000700                 CLOCK          25 Meg Clock For Mother Board 000006-00 EA   15.000    .000        .000
Southern Electronics          02/06/92 Clock - 25M                                15.000                .00
```

224 Open Purchase Orders Reports

Elliott

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Run Date: Nov 13, 1992 - 12:41pm      Elliott Electronics Co.                                    Page    1


                                 R E C E I V E D / N O T   I N V O I C E D   R E P O R T


Ranges: For All PO-Nos

        For All Dates


PO-Number  Vendor-Number           Item-Number    Item Description          Um    Quantity   Quantity    Dollars

           Vendor-Name                 Receipt-Date                               Ord/Rec    Invoiced    Not Invoiced


000001-00  000100                  CHAR-GEN       Character Generator At 25 Meg EA   50.000      .000

           Computer Electronics Center  02/03/92  Character - Gen - 25              10.000                  78.00


                                   PAR-PORT       Parallel Port For I/O      EA     40.000      .000

                                        02/03/92  Parallel Port                     10.000                 100.00


                                   SER-PORT       Serial Port For Z80 25 Meg EA     40.000      .000

                                        02/03/92  Serial - Port                     10.000                  80.00


                                                                                  Total:       258.00
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Receivings Audit Trail Report

Application Overview

You may print the Receivings Audit Trail Report as often as you like. It may be printed for a range of purchase order numbers, item numbers and receipt dates. This report lists a great deal of information from the purchase order line item, as well as the information that was entered for the receiving. Each add, change and delete record for each receiving is itemized on the report. The user ID of the operator who entered, changed or deleted the receiving, the number of the terminal upon which this was done and the date and time of day when it was done are all recorded on this report.

You may purge Audit Trail records from the file during the printing of the report or as a separate action. Be sure to retain a copy of the report to be used for reference after the records have been purged.

Run Instructions

Select Receivings Audit Trail Report from the pull down P/O Reports window. The following screen will then be displayed:

The following options are available:

* Select the desired mode from the Receivings Audit Trail menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Purge File ?	Y or N. Defaults to N. If you wish the file to be purged, answer Y. Otherwise, answer N.
2. Starting PO No	6 numeric digits followed by 2 numeric digits (999999-99). Defaults to All. Enter the purchase order number of the first purchase order that is to be included among those considered for printing or purging. The number need not be that of a valid purchase order.
3. Ending PO No	6 numeric digits followed by 2 numeric digits (999999-99). Defaults to the starting order number's value. Enter the purchase order number of the last purchase order that is to be included among those considered for printing or purging. The number need not be that of a valid purchase order.
4. Starting Item No	15 alphanumeric characters. Defaults to All. Enter the item number of the first item that is to be included among those considered for printing or purging. The number need not be that of a valid item.
5. Ending Item No	15 alphanumeric characters. Defaults to the starting item number's value. Enter the item number of the last item that is to be included among those considered for printing or purging. The number need not be that of a valid item.
6. Starting Date Entered	A date in the standard date format. Defaults to All. Enter the entry date of the earliest receiving that is to be included among those considered for printing or purging.
7. Ending Date Entered	A date in the standard date format. Defaults to the starting date. Enter the entry date of the latest receiving that is to be included among those considered for printing or purging.

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Run Date: Nov 13, 1992 - 12:43pm        Elliott Electronics Co.                                    Page    1


                                R E C E I V I N G S   A U D I T   T R A I L   R E P O R T


Range: All Purchase Orders

      All Items

      All Entry Dates


Po-Number  Line  Item-Number       Comm-Cd     Vendor-No    Prom-Date     Qty-Ord Um  Expctd-Cost     Qty-Rej  Um  Rej-Reason
                 Item-Description               Vendor-Item-No  Rcpt-Date  Qty-Rec Um  Actual-Cost  Old-Qty-Oh  Um  Old-Avg-Cost
                                   Notify  Move-To   Job-No     Tot-Rec Um  Recv   Loc  New-Qty-Oh  Um  New-Avg-Cost


000001-00  001   CHAR-GEN                        000100      02/03/92      50.000 EA      7.8000        .000 EA
                 Character Generator At 25 Meg               02/03/92      10.000 EA      7.8000        .000 EA      7.8000
                 Character - Gen - 25      JLB    QC   PC100                10.000 EA         LA      10.000 EA      7.8000
                        Transaction  Added   At 20:18:04 On 02/03/92


000001-00  002   PAR-PORT                        000100      02/03/92      40.000 EA     10.0000        .000 EA
                 Parallel Port For I/O                       02/03/92      10.000 EA     10.0000        .000 EA     10.0000
                 Parallel Port            JLB    QC   PC100                10.000 EA         LA      10.000 EA     10.0000
                        Transaction  Added   At 20:18:21 On 02/03/92
```


Receivings Audit Summary Report

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Utilities Setup

P/O Setup

Application Overview

P/O Setup stores information which allows you to tailor the Purchase Order and Receiving package to your specific needs. It includes such information as the starting purchase order number, various default values used throughout the package, how much deviation is allowed from the requested receipt date, the requested amount and the expected price, and whether the package should print the company name and address on purchase order forms and other pertinent information.

The information in this file is used throughout the package, but it is particularly useful during the entry of orders and receivings and the printing of orders. For instance, in Purchase Order Processing, a Ship-To destination must be specified for the order. Companies which have a single shipping address, or which have a central receiving warehouse where most merchandise is received, will find the availability of a default ship-to code very valuable, since the operator will be able to select the shipping destination by simply pressing RETURN.

In another example, if the operator enters an amount received that is greater than the amount ordered, and if this difference exceeds the variance allowed in P/O Setup, a message will display on the screen, warning the operator of the situation and suggesting that authorization be received before continuing. The operator may have selected the wrong order when assigning the receiving of the vendor may have simply over-shipped. Whatever the case turns out to be, the operator needs to be alerted to the fact that such a discrepancy is unacceptable.

One of the P/O Setup fields is especially important in determining how receivings are handled. Flag #15, (Online Update Receivings Trx) controls whether receivings are recorded on-line or using batch processing. Batch processing requires the extra step of posting receivings transactions, but provides greater flexibility in terms of allowing distributions to multiple G/L accounts. It also gives you greater control by allowing you to print an edit list to verify and make corrections to transactions before they are posted. For more information on online and batch processing, refer to the application overview section of the Receivings Processing documentation.

The data in P/O Setup can be used to improve or to establish criteria for acceptable variances. Since the data in this file affects programs throughout the package, you must take care to ensure that the data entered is correct and appropriate for your company.

Run Instructions

Select P/O Setup from the pull down P/O Util-Setup window. The following screen will then be displayed:
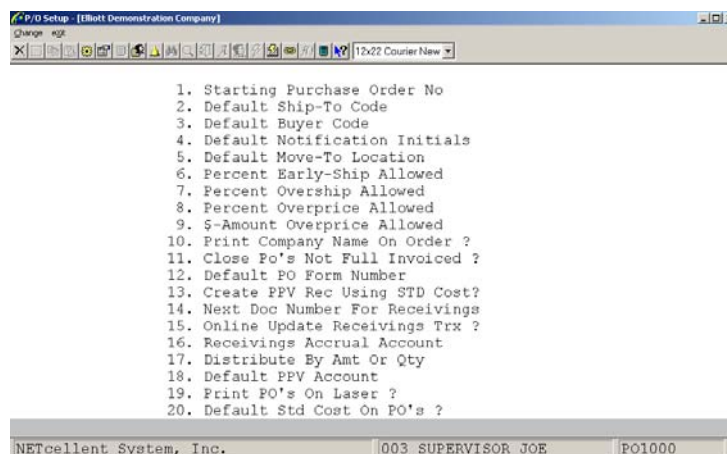
The following options are available:

* *   Select the add/change mode in the P/O Setup menu bar
* *   Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions
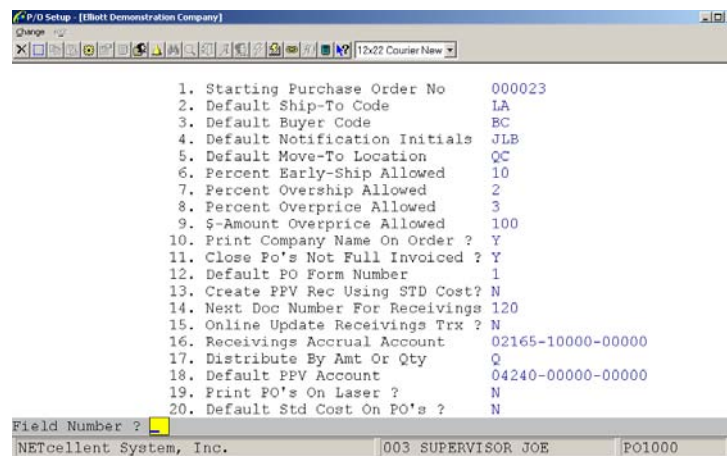
Name	Type and Description
1. Starting Purchase Order No	6 numeric digits (999999). Enter the number of the next purchase order number to be used when purchase orders are entered.
2. Default Ship-To Code	6 alphanumeric characters. Enter the Ship-To Code that the package should display as a default when purchase orders are entered through Purchase Order Processing. The code does not need to be on file at the time this field is entered, but for the default to function, you must ensure that the code is ultimately defined in the Ship-To File Maintenance application.

Name	Type and Description
	If there is a single receiving warehouse, you would enter here its Ship-To Code. If there is more than one receivings location, enter the Ship-To Code of the one that is most commonly used. You may leave this field blank to disregard the default capability.
3. Default Buyer Code	2 alphanumeric characters. Enter the Buyer Code that the package should display as a default when purchase orders are entered, or leave the field blank to disregard the default capability. The code, if entered, need not be on file at this time, but you must be sure to enter it eventually, through the Buyer File Maintenance application, for the default feature to work.
4. Default Notification Initials	3 alphanumeric characters. The notification initials are the initials of the person who should be notified when shipments of a particular item are received. The initials are entered for each line item on an order. When merchandise is received, the receivings personnel will check the line item against which the receiving will be logged, in order to determine who should be notified of the shipment. This field is displayed as the default, during the entry of line items on an order. Enter the initials of the person who most commonly receives the notification of shipments, or leave this field blank.
5. Default Move-To Location	3 alphanumeric characters. The Move-To Location is the area to which shipments are relayed after receipt. This location is specified for each line item on an order. Enter the descriptive abbreviation or code of the most common location to which merchandise is moved, following receipt, or leave this field blank.
6. Percent Early-Ship Allowed	2 numeric digits (99). Vendors sometimes ship merchandise earlier than the request date on the order specified. Enter here the greatest percent early-ship that the package will allow before warning the operator, who logs the receiving, that authorization is required to accept the shipment. This feature also serves to identify the case where the operator accidentally logs the receiving against the wrong purchase order. In order to enter a meaningful value here, you must understand how the value will be used. Programs that determine the percent early-ship do so by computing the number of days between the purchase order's print date and the line item's request date. This is the "expected" number of days. They next compute the number of days between the order's print date and the actual receipt date. This is the actual number of days. Then they subtract the actual days from the expected days to get the number of days early and divide the early days by the expected days to get the percent early. It is this value that is compared to the allowable percent early-ship to determine if the

Name	Type and Description
	shipment is too early.
7. Percent Overship Allowed	2 numeric digits (99). Just as vendors occasionally ship too early, they sometimes ship more than was requested. They might also consolidate orders in a shipment or specify the wrong purchase order number on the shipping documents, thereby causing it to appear that too much was shipped. Enter here the percent over-shipment that is allowable before the package warns the operator that authorization is required to continue processing the receiving.
8. Percent Overprice Allowed	2 numeric digits (99). When a purchase order is issued, a price is usually specified on the order for each line item. When the vendor sends the invoice for the goods that were shipped, a unit price will also, of course, be specified. Enter here the percentage difference that is allowed between the ordered price and the invoiced price before the package warns the operator that authorization is required to continue processing the invoice.
9. $-Amount Overprice Allowed	5 numeric digits (99,999). If the percent overprice allowed (entered above) causes the actual dollar value of the overprice for a single item to become too large, much of the benefit of the feature is lost. You can specify here the maximum dollar value of the over-price that is allowed before a warning message displays. The percent overprice allowance is most valuable for lower-priced items. The dollar-value overprice allowance comes into play for expensive items where the percent overprice is actually still acceptable.
10. Print Company Name On Order ?	Y or N. Answer Y if your purchase order forms do not have your company name pre-printed on them. The package will print this information on each order form when purchase orders are printed. Answer N if the forms have the name and address pre-printed on them.
11. Close Po's Not Full Invoiced ?	Y or N. Enter whether or not you will allow purchase orders to be closed when fully received but not fully invoiced in A/P. Default is N.
12. Default PO Form Number	2 numeric characters. Enter the default form number you want to use when printing purchase orders. Default is 1.
13. Create PPV Rec Using Std Cost	Y or N. PPV = Purchase Price Variance

Name	Type and Description
	If this field is set to Y, the PPV records will be created in A/P using inventory standard cost. This will occur only if the Standard Cost is not set to zero in the inventory master file. If the Standard Cost is set to zero in the inventory master file or this flag is set to N, the PPV records will be created using the actual cost.
14. Next Doc Number For Receivings	6 numeric digits. Enter the next document number to be used for recording receivings transactions in the Receivings Processing application if posting type receivings processing is being used. If the F1 key is pressed while on the Doc number field in that application, the program will read the document number from this field and then increment it by one. If a document number is user-entered in Receivings Processing this field will not be changed.
15. Online Update Receivings Trx ?	Y or N. Enter Y to select online receivings processing. If this is selected, inventory levels will be updated immediately when receivings are recorded. Enter N to select batch receivings processing. If this option is selected, receivings will be posted via the Post Receivings Transactions application; allowing for distributions to G/L accounts. IMPORTANT: To avoid errors in distributions, this field should be set the same as field #24 (Online Update Inventory Trx ?) in I/M Setup.
16. Receivings Accrual Account	An account number in the standard format. Enter the number of the account to be used to hold the value of received inventory if batch processing is being used. If field #15 is set to N, this account must be entered before receivings can be entered in the Receivings Processing application.
Receivings Accrual Account (continued)	When receivings distributions are created, this account will be credited and the distribution accounts will be debited. When the appropriate invoice is entered in the A/P Transaction Processing application, this account will be debited and the A/P account will be credited. In order for the Receivings Processing application to recognize the number entered here as a valid account, it must be on file in the I/M Account File.
17. Distribute By Amt or Qty	1 alphabetic character Enter A to distribute transactions in the Receivings Processing application by dollar amount. Enter Q to distribute receivings by item quantity. If you are using the Landed Cost feature, this flag must be set to "Q".
18. Default PPV Account	An account number in the standard format. Enter a G/L account number to be used as the default Purchase Price Variance account. The following three criteria must be met in order for this account to be used during posting of receivings transactions:

Name	Type and Description
	A. Field # 15, (Online Update Receivings Trx ?), in P/O Setup is set to N for batch processing. B. Field # 1 (Inventory Cost Method) in I/M Setup is set to S for standard costing. C. The item being received does not have a Purchase Price Variance account recorded in I/M's Material Cost Type/Loc File Maintenance application. If all three of the above criteria are met, the default PPV account is used to record any difference between an item's standard cost and the actual cost entered in the Receivings Processing application.
19. Print PO's on Laser	Y or N Enter Y if you will be printing Purchase Orders on a laser printer. Enter N for all other types of printers.
20. Default Std cost on PO	"Y" to use standard cost.

Elliott

P/O Form Setup

Application Overview

We are constantly striving to develop flexible and compatible business applications. The **P/O Form Setup** application enhances this objective, by combining **Elliott's** standard form definitions, with a procedure that customizes form layout so forms can be printed on any form designed by your art department or acquired through an outside vendor. This capability also permits maintenance of up to 99 definitions that serve various requirements.

The **P/O Form Setup** is loaded with our standard **P/O** form definition. You may use it in conjunction with **Elliott** Form No. 110, or as a template in designing a new definition. If you are using this form, then **stop** reading here. You don't need to go any further with the **P/O Form Setup**. All the work involved in defining a definition has already been completed, and you are ready to start printing.

However if you select some other preprinted form, consider the following questions **before** proceeding further.

1. Which Fields Are To Be Printed?

    This refers to the **Data** or **Literal** field information printed on your form.

    The first type, **Data fields** are those that display resulting output information from the program. They print only the actual data that will appear in a given field. For example, if the field is named "Company Name",and the data in the field is "Jones Inc.", you are selecting to print that field information, and not the "Company Name" title.

    Some additional examples include, the Form Number, Purchasing Company Address, Order Dates, Order Types, Vendor Name, Vendor Address, Ship-To Address, Buyer Name, and other field variables.

    In contrast, **Literal Fields** enable you to print special text messages, such as:

        DUPLICATE ORDER
       ONLY SHIP WITH AUTHORIZED REL.

    If you plan to use **Elliott's** default form definition as a template please note that it's **Data** and **Literal** field definitions are preset to match the requirements of our form. Consequently, you will need to change these settings, and determine which fields must be printed or eliminated from your form.

2. What Is The Physical Length And Width Of Your Form?

    You need to know the physical line length and column width of the form. Is it 66 lines long and 80 columns wide?...or some other dimension. By using the **Print Grid** application, print a layout grid on your preprinted form. Then mark the appropriate line length and column width of each field you want to print. This may require several forms until the proper dimensions are determined.

3. What is the Vertical Line And Horizontal Column Position Of Each Field To Be Printed?

    This refers to the starting physical line, column,and ending column location position of each printed

field. The **Print Layout Grid** function is your road map in designing a new invoice form. It labels vertical lines and horizontal columns "1234567890." As illustrated, you can coordinate a given physical location field position, by matching the numbered vertical lines with their corresponding column position. In this example the **Starting** Vertical Line, and Horizontal column location positions are equal to 3 and 3.

The **Ending** Vertical Line, and Horizonal column location positions are 3 and 7.

	1	2	3	4	5	6	7	8	9	0
1			X							
2			X							
3	X	X	B	U	Y	E	R	X	X	
4										
5										
6										
7										
8										
9										
0										

4. What Is The Starting And Ending Location Of Line Items?

There are twelve input screens in this program. The first requires you to designate the beginning and ending vertical line settings for line item fields.

This becomes the virtual starting point that directs your printer to a physical location where line item literal or data information is printed.

In every subsequent related Line Item input screen, you specify only the relevant Line Item position of a given entry field.

5. How Many Lines Of Information Are To Be Printed For Each Line Item?

You need to specify the amount of line item information to be printed for each transaction.

6. How Many Characters Are To Be Printed In Each Field?

Each data field prints a predetermined number of characters. For example the **Vendor Name** Data field will print 30 alphanumeric characters.

This rule has the same significance when defining a Literal Field. For example, if you want to print ***** **DUPLICATE ORDER** ***** at a given location position, the literal field must support at least 27 characters. If only 20 characters were supported, the printed message would appear as:

 ***** **DUPLICATE ORDE**

Finally, the **Form Setup** program can print a detailed or summary report of all forms on file.

Run Instructions

Select **Form Setup** from the pull down **PO Util_setup** window. The following screen will then be displayed:

The following options are available:

* Change the form definition
* Copy the form definition
* Delete a form definition
* Print a detail or summary report listing all forms on file.
* Print a sample of the form you are defining.
* Reset the application to the default form definition
* Print a grid

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Screen 1

Name	Type and Description	Default Setting	New Setting
1. Form Number	2 numeric characters. Enter the form number you wish to change.		
2. Number Of Lines On Form	3 numeric characters from 1 to 999. Enter the total number of lines on the form.	66	
3. Number Of Columns On Form	3 numeric characters from 1 to 132. Enter the total number of horizonal columns on the form.	80	
4. Starting Line For Line Items	3 numeric characters that can not exceed the total number of lines on the form. Enter the location position, where you wish to start printing line items.	27	
5. Ending Line For Line Items	3 numeric characters. This entry cannot be less than the starting line entry or exceed the total number of lines on the form. Enter the location where you wish printing of line items to end.	56	
6. Maximum Lines Per Line Item	1 numeric character. Enter the number of lines that separate each line item.	9	

Screens 2-12

Name	Type and Description
7. Purchasing Company Name	Literal or data entry permitted. Prints company name.
8. Purchasing Co. Address 1	Literal or data entry permitted. Prints the first line of company address.
9. Purchasing Co. Address 2	Literal or data entry permitted. Prints the second line of the company address.
10. Purchasing Co. Address 3	Literal or data entry permitted. Prints company city, state, and zip code.
11. Purchase Order Number	Literal or data entry permitted. Prints Purchase Order Number.
12. Page Number	Literal or data entry permitted. Prints the page number.
13. Drop Ship Flag	Literal or data entry permitted. Prints the drop ship flag.

Name	Type and Description
14. Change Or Original Flag	Literal or data entry permitted. Prints the change or original flag.
15. Order Date	Literal or data entry permitted. Prints the order date.
16. Order Type	Literal or data entry permitted. Prints the order type.
17. Current Date	Literal or data entry permitted. Prints the date of this transaction.
18. Duplicate	Literal or data entry permitted. Prints if it is a duplicate purchase order.
19. Blanket	Literal or data entry permitted. Prints blanket order information.
20. Do Not Ship If Blanket	Literal or data entry permitted. Comment about do not ship if blanket order.
21. Vendor Name	Literal or data entry permitted. Prints the Vendor Name.
22. Vendor Address 1	Literal or data entry permitted. Prints first address line of the vendor.
23. Vendor Address 2	Literal or data entry permitted. Prints the second address line of the vendor.
24. Vendor Address 3	Literal or data entry permitted. Prints the third address line of the vendor's address.
25. Ship To Name	Literal or data entry permitted. Prints the shipping name of the consignee that will receive the shipment.
26. Ship To Address 1	Literal or data entry permitted. Prints the first line of the consignee's ship to address.
27. Ship To Address 2	Literal or data entry permitted. Prints the second line of consignee's address.
28. Ship To Address 3	Literal or data entry permitted. Prints the third line of consignee's address.
29. Buyer Name	Literal or data entry permitted. Prints the buyer's name.
30. Terms	Literal or data entry permitted. Prints the terms code associated with this vendor.
31. Acknowledge Flag	Literal or data entry permitted. Prints if need acknowledge or not.
32. Confirm Flag	Literal or data entry permitted. Prints if confirmation is required.
33. Fob Flag	Literal or data entry permitted. Prints Fob flag status.
34. Ship Via Flag	Literal or data entry permitted. Prints Ship-Via flag status.
35. Collect or Pre-paid	Literal or data entry permitted. Prints if shipping is collect or pre-paid.
36. Line Number	Literal or data entry permitted. Prints the line number.
37. Quantity Ordered Changed	Literal or data entry permitted. Prints if the quantity ordered has been changed.
38. Quantity Ordered	Literal or data entry permitted. Prints the quantity of this item that was ordered.
39. Unit Of Measure	Literal or data entry permitted. Prints the measurement unit by which this item is sold.
40. Item Number	Literal or data entry permitted. Prints the item number.
41. Vendor Item Number	Literal or data entry permitted. Prints the vendor's item number.

Name	Type and Description
42. Request Date Changed	Literal or data entry permitted. Prints the new request date if it was changed.
43. Order Request Date	Literal or data entry permitted. Prints the date that the order is being requested.
44. Cancel Indicator	Literal or data entry permitted. Prints if order was canceled.
45. Blanket Type (If Blanket)	Literal or data entry permitted. Prints what type of blanket order.
46. Item Description Line 1	Literal or data entry permitted. Prints the first line of information that describes this item.
47. Item Description Line 2	Literal or data entry permitted. Prints the second line of information that describes this item.
48. Unit Price	Literal or data entry permitted. Prints the price for one unit of this item.
49. Extended Price	Literal or data entry permitted. Prints the extended price for the each line item.
50. PO Line Item Comment 1	Literal or data entry permitted. Prints comment number 1.
51. PO Line Item Comment 2	Literal or data entry permitted. Prints comment number 2.
52. Line Additional Comment 1	Literal or data entry permitted. Prints the additional comments.
53. Line Additional Comment 2	Literal or data entry permitted. Prints the additional comments.
54. Extended Comments (1-15)	Literal or data entry permitted. Prints the extended comments.
55. Items Total Price	Literal or data entry permitted. Prints the total price for all items.
56. Header comment 1	Literal or data entry permitted. Print header comment line 1.
57. Header Comment 2	Literal or data entry permitted. Prints header comment line 2.
58. Header Comment 3	Literal or data entry permitted. Prints header comment line 3.
59. Header Additional Comment	Literal or data entry permitted. Prints additional comment line
60. Header Addit. Comment 2	Literal or data entry permitted. Prints header additional comments.
61. Header Addit. Comment 3	Literal or data entry permitted. Prints header additional comments.
62. Drop Ship Literal	Literal or data entry permitted. Prints if order is drop ship.
63. Purchase Order Header	Literal field entry. This is the header to the purchase order.
64. User Defined Line 1	Literal field entry. You may enter any additional text in this field.
65. User Defined Line 2	Literal field entry. This is an extra line for adding additional text.
66. User Defined Line 3	Literal field entry. This is an extra line for adding additional text.
67. User Defined Line 4	Literal field entry. This is an extra line for adding additional text.
68. User Defined Line 5	Literal field entry. This is an extra line for adding additional text.

Name	Type and Description
69. User Defined Line 6	Literal field entry. This is an extra line for adding additional text.
70. User Defined Line 7	Literal field entry. This is an extra line for adding additional text.
71. User Defined Line 8	Literal field entry. This is an extra line for adding additional text.
72. User Defined Line 9	Literal field entry. This is an extra line for adding additional text.

Copy Form

Name	Type and Description
Enter Form Number To Copy From	2 numeric characters. This will copy one form to another. This allows changes to be made without having to build the entire form from scratch.
Enter Form Number To Copy To	2 numeric characters. Enter the new form number.

Delete

Name	Type and Description
Enter Form Number To Delete	2 numeric digits Enter the invoice form number you wish to delete.

List

Name	Type and Description
Starting Form No	2 numeric digits. Enter the starting form number, or press **RETURN** for **All**.
Ending Form No	Enter the ending form number.
Print Detail/Summary ?	1 alphabetic character. Enter **D** for detail or **S** for summary. The default is **S**.

Grid

Name	Type and Description
Enter Number Of Lines On The Form	2 numeric characters. Enter the number of lines to print on the form.
Enter Number Of Columns On The Form	2 numeric characters. Enter the number of columns.
Enter Interval To Mark Lines	2 numeric characters. This will mark a horizontal line on the grid for every interval.
Enter Interval To Mark Columns	2 numeric characters. This will mark a vertical line on the grid for every interval.

Purchase Order Form Setup Screen 1

Purchase Order Form Setup Screen 2

Purchase Order Form Setup Screen 3

Purchase Order Form Setup Screen 4

Purchase Order Form Setup Screen 5

Purchase Order Form Setup Screen 6

Purchase Order Form Setup Screen 7

Purchase Order Form Setup Screen 8

Purchase Order Form Setup Screen 9

Purchase Order Form Setup Screen 10

Purchase Order Form Setup Screen 11

Purchase Order Form Setup Screen 12

```
        P U R C H A S E    O R D E R


        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX         999999-99    99
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX


                                             XXXX      XXXXXXXX
                                    99/99/99 XXXXXXXX  99/99/99




        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXX


    12345678901234567890123456789012345678901234567890123456789012345678901234567890
    2.......|.........|.........|.........|.........|.........|.........|........2
    3.......|.........|.........|.........|.........|.........|.........|........3
    4.......|.........|.........|.........|.........|.........|.........|........4
    5.......|.........|.........|.........|.........|.........|.........|........5
    6.......|.........|.........|.........|.........|.........|.........|........6
    7.......|.........|.........|.........|.........|.........|.........|........7
    8.......|.........|.........|.........|.........|.........|.........|........8
    9.......|.........|.........|.........|.........|.........|.........|........9
    10_____|_____|_____|_____|_____|_____|_____|_____10
    11......|.........|.........|.........|.........|.........|.........|.......11
    12......|.........|.........|.........|.........|.........|.........|.......12
    13......|.........|.........|.........|.........|.........|.........|.......13
    14......|.........|.........|.........|.........|.........|.........|.......14
    15......|.........|.........|.........|.........|.........|.........|.......15
    16......|.........|.........|.........|.........|.........|.........|.......16
    17......|.........|.........|.........|.........|.........|.........|.......17
    18......|.........|.........|.........|.........|.........|.........|.......18
    19......|.........|.........|.........|.........|.........|.........|.......19
    20_____|_____|_____|_____|_____|_____|_____|_____20
    21......|.........|.........|.........|.........|.........|.........|.......21
    22......|.........|.........|.........|.........|.........|.........|.......22
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Elliott

Print Spooled Reports

Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The **Print Spooled Reports** application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

When you are sure that a spooled report has been printed correctly, you should then use this application to delete it from the disk. If you neglected to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

RUN INSTRUCTIONS

Select Print Spooled Reports from the pull down **P/O Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).
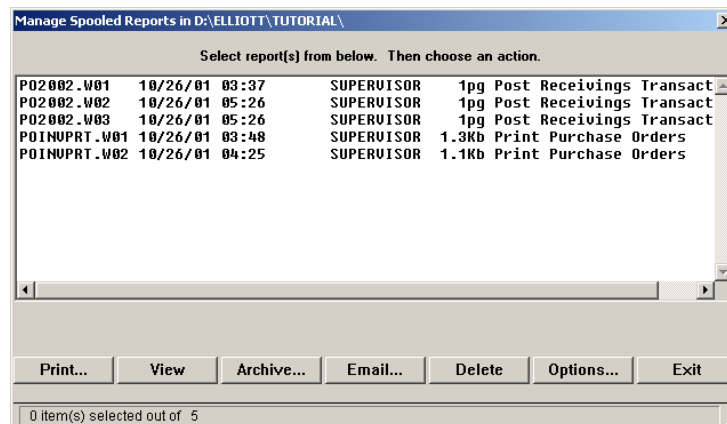
The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the P/O menu then only reports spooled to disk from P/O will be displayed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

    Note: You can only select one report for viewing from this window
    E-mail will take you to your default e-mail program

- **Select Print takes you to the window shown below:**
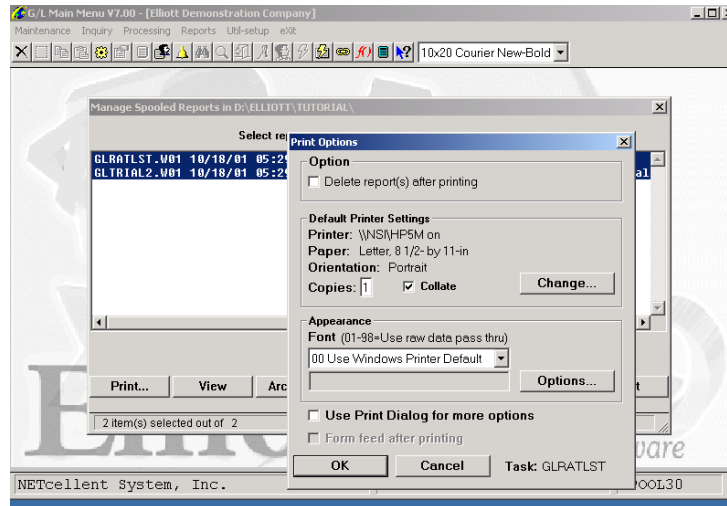
Option: Delete Reports after printing

Change: Change default printer
        Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles

Purchase Order Import

Application Overview

The import module is designed to import a pre-defined ASCII file to create PO orders. It is intended to provide an easy way for developers to create add-on solutions for creating purchase orders. This includes, but is not limited to, EDI (Electronic Data Interchange), E-Commerce and using a notebook computer or portable device to capture off-line purchase orders. Since a third party developer does not need to know how to update various different files that are required to create PO orders, the task is easy to accomplish.

Not only does this relieve the developers to interface with Elliott's Btrieve® or Micro Focus® ISAM files, it also simplifies the task to create an import ASCII file by requiring only the vendor number and item number in the ASCII file. For other fields, the system will honor the information in the ASCII file or if a field is left blank a default value is assumed. Therefore, a developer only needs to populate a few important fields that are relevant to its application without needing to know the meaning of every field. The formatted ASCII file layout is included in the later portion of this document.

Run Instructions

Purchase Order Import is a vertical add-on that requires a separate license. Please contact our Sales Department for additional information.

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Reset PO Rec/Inv Qty

Application Overview

This resets the quantity received and/or invoiced for a particular range of purchase orders.

Run Instructions

From the **Util-setup** menu, select **Reset PO Rec/Inv Qty**.
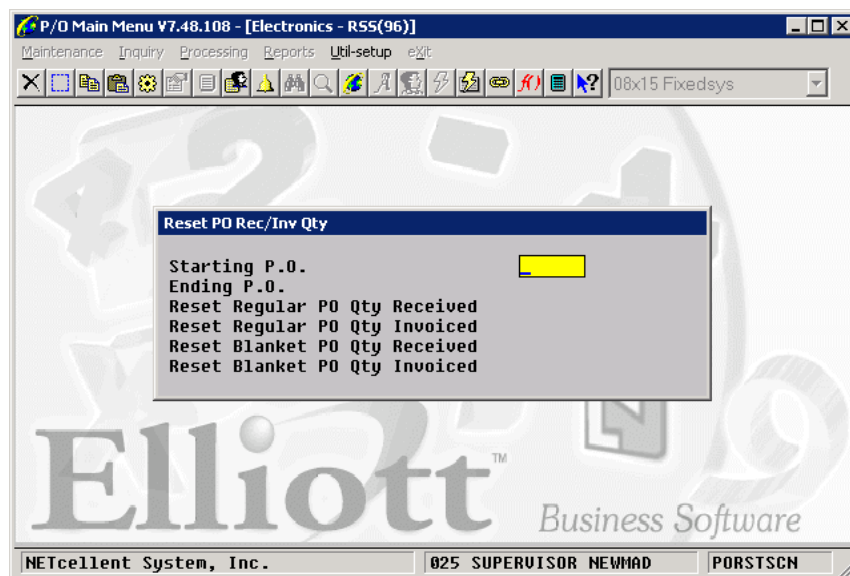
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Warehouse Receiving Import

Application Overview

If you are an importer, most likely your overseas vendors can provide you with container details in a spreadsheet format as soon as the ship departs the port. This data can be imported into Warehouse Receiving Transaction tables to save you data entry.

Run Instructions

From the **Util-setup** menu, select **Warehouse Recv Import**.

```
Warehouse Receiving Import - [Electronics - RSS(96)]                     _□×
Pre-interface  Interface  Layout  eXit
X           ⚙     ⚔ ⚠ ⚙ ⚙  ⚙ A ⚙ ⚡ ⚙ ⊙ f() ⊟ ⚙  08x15 Fixedsys        ▼


         1. Receipt File Name & Path:

         2. Comment

         3. Receiver

         4. Inv/Doc#

         5. Include Header




NETcellent System, Inc.              026 SUPERVISOR NEWMAD   POWRIMNT
```
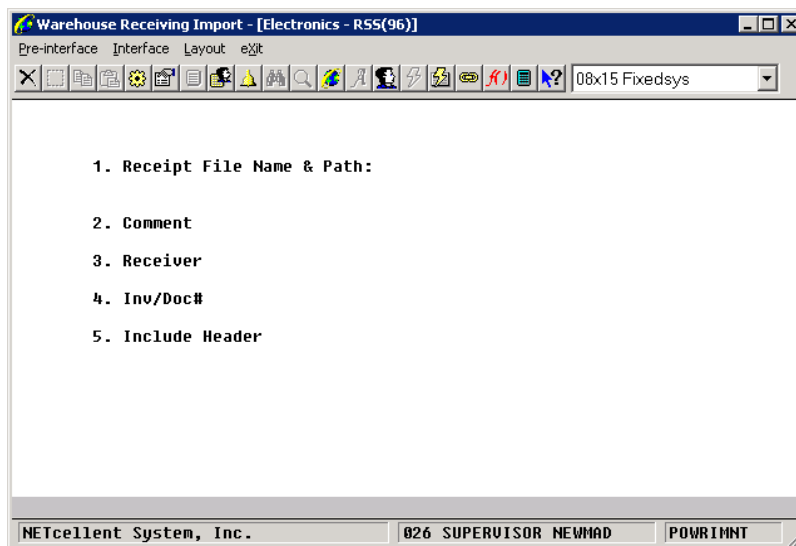
You can run the Pre-interface option to make sure the data you want to import is correct. The Interface option will import the data into Elliott. The Layout menu option will give you the layout of the spreadsheet columns the data must be in, which can be saved as a CSV file, for the import file.
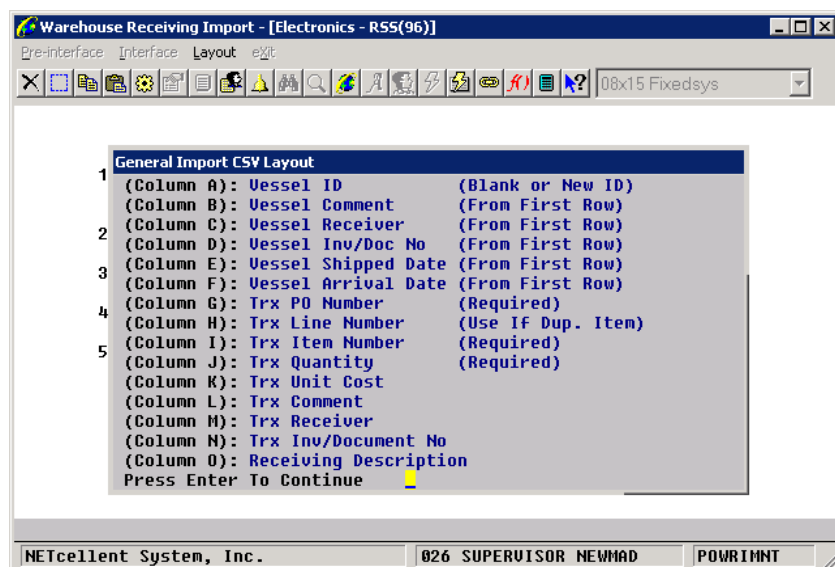
Purchase Order Export

Application Overview

The export module is designed to export purchase orders to a pre-defined ASCII file. It is intended to provide an easy way for developers to create add-on solutions for transmitting purchase orders. This includes, but is not limited to, EDI (Electronic Data Interchange) and E-Commerce. Since a third party developer does not need to know how to update various different files that are required to create PO orders, the task is easy to accomplish.

Not only does this relieve the developers to interface with Elliott's Btrieve® or Micro Focus® ISAM files, it also simplifies the task of creating an ASCII file of the purchase order data. This ASCII file can be transferred to other Elliott users for import or translated into an EDI format to be sent to EDI trading partner vendors.

Run Instructions

Purchase Order Export is a vertical add-on that requires a separate license. Please contact our Sales Department for additional information.

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Global Setup

P/O Global Control

Setup

1. Select Util-Setup from the Elliott Main Menu.
2. Select Global Setup
3. Select Dist.
4. Select P/O Global Control

```
Global Setup - [Elliott Demonstration Company]                               _ □ ×
System  Acct  Dist  cop-Ctl  cop-Func  Vertical  Utility  eXit
↵ X    🗎 🖺 ⚙ 🗗 F1 🗗 F2 🗗 F3 F4 F5 F6 A 🔍 F9 🗗 📋 🗨?  10x20 Courier New-Bold ▾
        P/O Global Control
            1. Display Total Wgt or Volume Or Amt During PO Entry   A
            2. Use Hold Posting Flag In P/O Receiving ?             Y
            3. Allow Printing PO to Disk ?                          Y
            4. Eliminate Print Alignment Msg For PO ?               Y
            5. Eliminate Mount Form Message For PO ?                Y
            6. Print Immediate Purchase Order ?                     Y
            7. PO Order Entry Default Status                        U
            8. Page Break By Po# On Recv Edit List & Post Jnl ?     N
            9. Enable PO Vendor Item Price Table ?                  Y
           10. Enter Terms Detail on PO Header ?                    Y
           11. Post PO for PO Printing Range Only ?                 N
           12. Generate Count Tag By Location or Bin Sequence ?     L




Field Number ? __
NETcellent System, Inc. (32-bit)         001 SUPERVISOR SUPERVISOR NSCTLMN3
```

Display Total Weight/Volume/Amount During Po Entry

During Purchase Order Entry, the system will show either the weight or volume information. It will also show the accumulated weight or volume information for each line item. This is helpful when you need to determine if a container has reached its maximum weight or volume capacity.

Usage Instructions

As mentioned earlier, with this enhancement the system will allow you to enter volume information in the Item File Maintenance. If you answered "V" in the enhancements setup as shown in Figure 3D.1, make sure that you have the volume information defined in the Item Master File field (89) as shown in Figure 3D.2.

Figure 3D.2.

After setting up the enhancement, during PO Order Entry, the system will show the line volume field in the line item screen. In our example (Figure 3D.3), the first line item quantity ordered is 12. After entering 12 and pressing <Enter> the system automatically calculates the line volume based on the volume information entered in Item File Maintenance (Figure 3D.2). After completing the first line item, the system displays the accumulated volume at the upper right corner of the screen as shown in Figure 3D.4. The accumulated volume field has been updated to reflect the total volume of both line items entered for this purchase order.

Figure 3D.3 *shows the Line Volume field in PO Order Entry.*

Figure 3D.4 *shows the accumulated volume field at the upper right corner of the screen.*

The examples above show how volume information is displayed in PO Order Entry. Should you decide to use weight or amount instead of volume, the entry screen will have the accumulated weight or amount information instead of volume information.
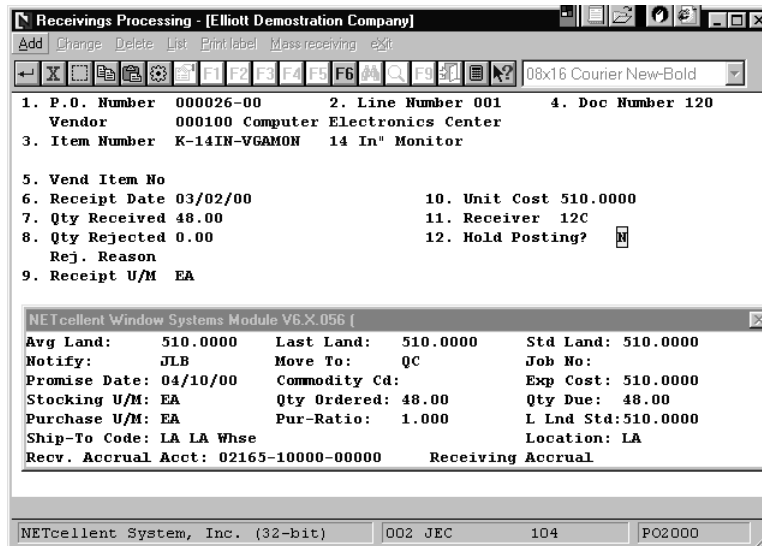
Warning: You can override the PO order header weight/volume field (Figure 3D.4) in the header screen. However, you should not override this field because you will cause the accumulated weight/volume/amount in the line item screen to display an incorrect value.

Use Hold Posting Flag in P/O Receiving

This function allows you to put the receiving transaction(s) on hold. When using Landed Cost and using the vessel file to automatically calculate Landed Cost, this flag must be set to "Y". When you press <Enter>, the system will display a window prompting you for the vessel number. For more information regarding Landed Cost, refer to Section 1, Landed Cost. This function can also be used by the purchasing agent to inspect the received items before posting.

2.   Use Hold Posting Flag In P/O Receiving?
     Answer "Y" to use this function. If you answer "Y", then during PO Receiving, the System will display an additional field (field 12) prompting to "Hold Posting". If you answer "N", then this field will not display (Figure 3D.1).

Figure 3D.5

Allow Printing of Purchase Order(s) to Disk

This function allows you to print a purchase order to disk (file). This function is very useful when a printer is not available. You can spool to disk and print from another workstation, or when a printer becomes available (Figure 3D.1).

3.   Allow Printing PO to Disk?
     Answer "Y" to enable this function (Figure 3D.1).

Eliminate Print Alignment Message for Purchase Order

Standard Elliott displays this message every time you print a purchase order. This function allows you to bypass the print alignment message.

> 4.   Eliminate print alignment msg for PO?
> Answer "Y" to enable this function.

Eliminate Mount Form Message For Purchase Order

Standard Elliott displays this message every time you print a purchase order. With this function, you can eliminate the mount form message (Figure 3D.1).

> 5.   Eliminate Mount Form Message for PO?
> Answer "Y" to enable this function.

Print Immediate Purchase Order

This Enhancement allows for the convenience of printing a Purchase Order at time of entry or when in Change (Edit) mode. This will only work when Purchase Order Status is R, (Field #4, P/O Header Screen).

> 6. Print Immediate Purchase Order?
> Answer "Y" to enable this enhancement.

Printing Immediate Purchase Orders

Upon completion of Adding New Purchase Order or Change, message pops up in lower status bar asking if you want to print P.O. immediately (Figure 3D.6).
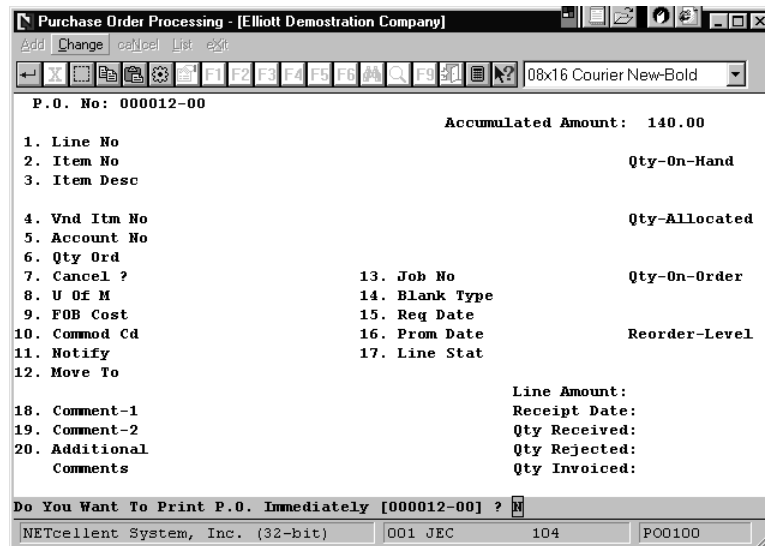
Figure 3D.6

System defaults to N and pressing enter here will clear the screen
and move you to the next P.O.

Purchase Order Entry Default Status

When adding new Purchase Orders the system defaults to a status of "U" (unreleased). This was designed for those organizations requiring systematic Purchase Order Procedures & Policies, i.e., review, approval, second review and approval, etc. Additionally, and in consideration of this, the Elliott system will not allow printing an unreleased P.O. nor will it reflect Status Type "U" in key reports.

For those companies not requiring such stringent Procedures and Policies or wishing to print a Purchase Order on demand, Elliott Software allows you to set the default status choice for Released or Unreleased default status.

> 7. PO Order entry Default Status?
> Choose "R" for Released Default Status or "U" for Unreleased Default Status.
> (Figure 3D.7)
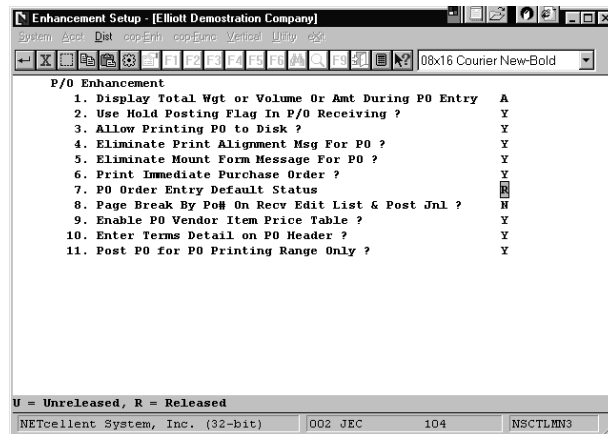
Figure 3D.7

Page Break By Po# On Receiving Edit List & Posting Journals

The Elliott System is designed to print the above reports continuously on full pages until completion for total session reporting and documentation storage. For those companies requiring receiving reports with payables processing , Elliott Software offers this enhancement by specific P.O. Number and Posting Journal

8. Page Break by PO# On Receiving Edit List & Posting Journals?
   Answer "Y" for page breaks or "N" for continuous report.

Enable PO Vendor Item Price Table

The Elliott system is designed to default to the last cost or standard cost at the line item cost when adding a new Purchase Order. However, there are many vendors offering price breaks by quantity ordered. Elliott Software offers an enhancement to record, maintain and update vendor quantity pricing. This enhancement also offers the convenience of defaulting to vendor price based on quantity ordered, as well as, viewing vendor quantity pricing *using the F2 key* at the line item entry of P.O. processing.

9. Enable PO Vendor Item Price Table?
   Select "Y" to enable or "N" to not use the feature.
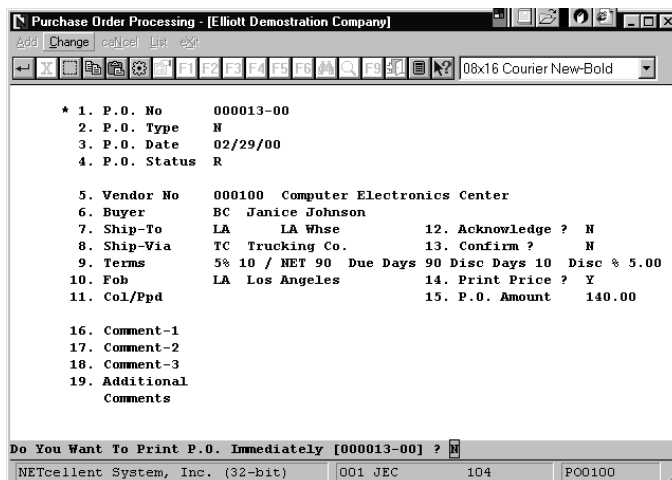
   Note: If "Y" is selected, then you will be given the option of maintaining a Vendor Price Table. This table, 5 pricing levels based on quantity, is maintained in the Item Vendor file of the Purchase Order Module. See Figures 3D.7 and 3D.8.

Enter Terms Detail On PO Header

When entering Purchase Orders, the system defaults to the terms code in the vendor file. However, there are occasions when special terms are negotiated on a case by case basis or the term are applicable to a specific purchase, i.e., 5% 10 days Net 90, etc. Elliott software offers an enhancement to handle such situations.   Additionally, revised terms in the P.O. Header will be the default terms when processing vendor invoice by the P.O. Number.

10. Enter Terms Detail on PO Header?
    Answer "Y" to enable function.

Figure 3D.9

P.O. Processing
Field 9: Terms Code changed to reflect new PO Terms. The 5% 10 / Net 90 are descriptive only.   The Due Day, Disc. Days, and Disc are used by Elliott for terms calculations.

Revised terms are carried over to Voucher Processing. (Fig. 3D.10)

```
A/P Transaction Processing - [Elliott Demostration Company]               08x16 Courier New-Bold
Add  Change  Delete  List  eXit
        * Voucher No    500100     1. Trx Type  V        Batch ID JEC
        2. Vendor No    000100     Computer Electronics Center
                                   Terms: 5% 30 / NET 60
        3. P.O. No      000013-00
        4. Inv Date     02/29/00      Dist To G/L Date     02/29/00
        5. Inv No       20000229
        6. Invoice Amt  140.00        Non-Disc Amt       0.00
        7. Sales Tax    0.00          Discountable ?     Y
        8. Freight      0.00          Discountable ?     Y
        9. Misc Charges 0.00          Discountable ?     Y

          Total Amount  140.00
       10. Due Days      90           Due Date           05/29/00
       11. Disc Days     10           Disc Date          03/10/00
       12. Disc Percent  5.000
       13. Disc Amount   7.00

       14. Voucher Ref
       15. A/P Account   02000-00000-00000  Accounts Payable - Trade



NETcellent System, Inc. (32-bit)      001 JEC       104        APO200
```

A/P Trx Processing

Fields 10-13 are from P.O. Terms and not the default from the Vendor File.

Figure 3D.10

Post PO for PO Printing Range Only

This is a performance enhancement for companies who maintain a large P.O. file and who do not purge historical data on a frequent basis. Rather than scan the entire database for purchase orders to post, this enhancement will read only the range of P.O.'s printed and only post that range.

The primary purpose of posting printed P.O.'s is to update the ordering information in the inventory item file. Posting of Purchase Orders occurs as a second step to Printing P.O.'s. After P.O.'s are printed, a window pops up and asks the user if the Purchase Orders just printed are okay. Answering "Y" to this question starts the posting (updating of the inventory item file) process.

For companies with a small P.O. file, the posting time is negligible and almost unnoticed. Processing (posting) time for companies with a large P.O. file might take several minutes and it is for them that this enhancement was added.

10. Post PO for PO Printing Range Only?
    Answer "Y" if you have a large P.O. File and if Posting P.O.'s might be a lengthy process.

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Purchase Order Requisition

Application Overview
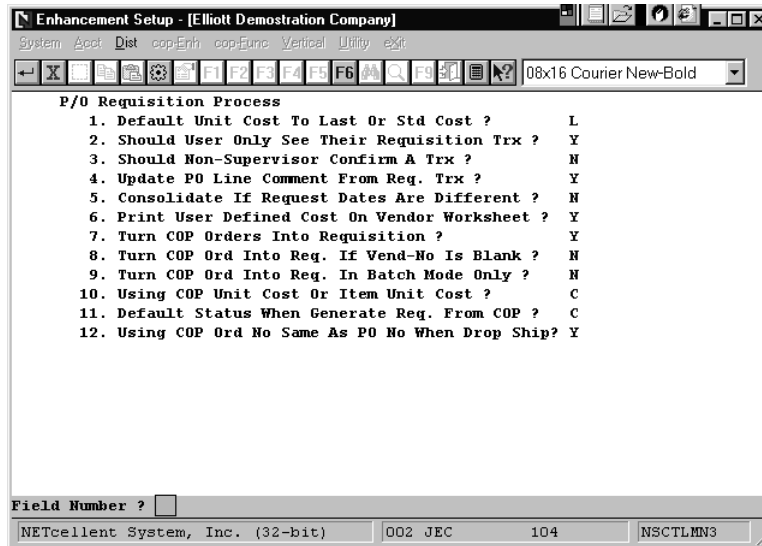
This Enhancement is a ***preprocessing function*** for creating purchase orders by allowing you to enter requisition data from various modules into the PO Requisition Trx File. It will allow the purchasing supervisor to evaluate, adjust and confirm the requisition before creating purchase orders. The purchasing agent can use this enhancement to consolidate duplicate requisition trx. When used effectively, the price shopping work sheet will help to analyze costs for negotiation with vendors for better pricing.

The advantage of this Enhancement is to manage and make adjustments to the requisition trx before creating a PO. This includes choosing a different vendor, negotiating a better price, choosing different shipping methods, different ship-to's, and consolidating the same vendor's requisitions into one single PO. The enhancement also allows COP orders to copy to the PO Requisition Trx file. Here, you can consolidate and combine requisition trx's on a single PO when they are going to the same vendor.

Processing Purchase Orders and Purchase Order Requisitions.

With P/O Requisition Enhancement

Default method: Creating unreleased PO's from IM and MRP.

Run Instructions

Goto → Elliott main menu → Util-Setup → Global Setup → Dist → p/o reQuisition Process

Figure 3E.1 - P/O Requisition Process Setup Screen.

1. **Default Unit Cost To Last Or Std Cost?**
   This is the default cost for P.O.'s. It comes from the Inventory Item File and the two options are "L" for Last Cost and "S" for Standard Cost. This cost can be overridden at time of entering Purchase orders.

2. **Should User Only See Their Requisition Trx?**
   This function also comes with security features, one of which is to allow users to only see their own requisition transaction. Answer "Y" to enable this function. If you answer "Y", a window will display allowing you to define supervisors (users) who are authorized to see all requisitions (Figure 3E.2). You can define up to five supervisors.
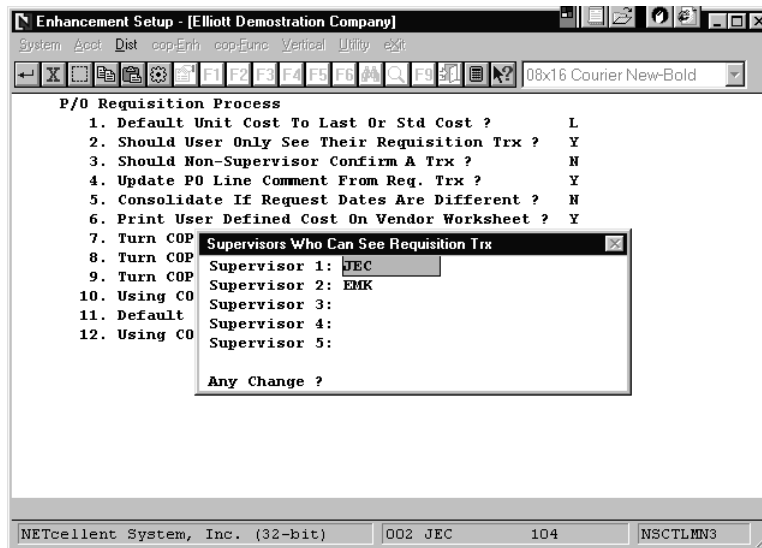
Figure 3E.2

3. Should Non-Supervisor Confirm A Trx?
This flag provides an additional security feature. If you answer "Y" to this question, the system will allow non-supervisors to confirm requisitions (Figure 3E.3). However, if you answer "N", then only supervisors can confirm requisitions, and non-supervisors will not be able to see the confirmed requisition(s).
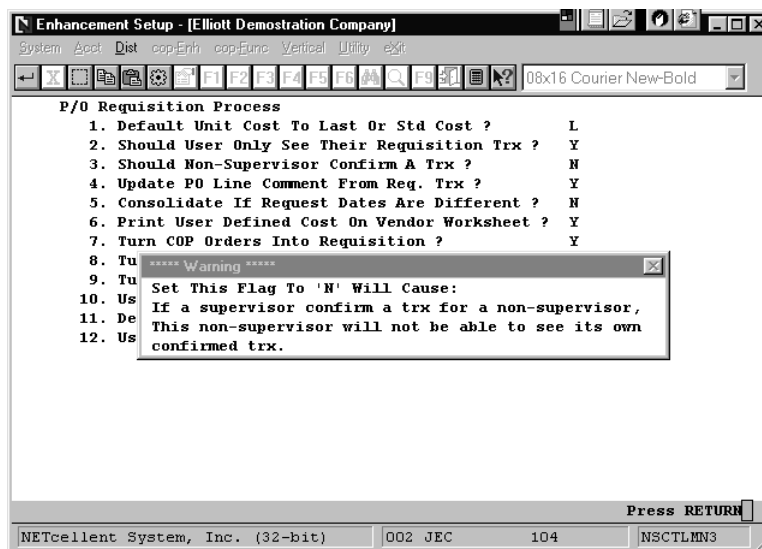
Figure 3E.3

4. Update PO Line Comment From Req. Trx?
The Requisition Transaction allows you to enter comments. If you answer "Y" to this question, the system will copy the comments entered in Req. Trx. to the PO.

5. Consolidate If Request Dates Are Different?
One of the powerful features of this enhancement is the ability to consolidate requisitions before generating a PO. Normally, requisitions are consolidated if they have the same request dates. If you answer "Y" to this question, then requisition with different request dates can be consolidated.

6. Print User Defined Cost On Vendor Worksheet?
This flag is used for reference purposes. It can be used to assist the purchasing agent to determine which vendor(s) is providing the best deal. The worksheet can be printed and evaluated before consolidating, confirming, and generating POs. There are eight options to define cost on the vendor worksheet (Figure 3E4: 1 = Item Std Cost, 2 = Item Avg Cost, 3 = Item Last Cost, 4 = Item User Amount, 5 = Item Vendor Last Cost, 6 = FOB Std Cost, 7 = FOB Avg Cost, and 8 = Fob Last Cost.
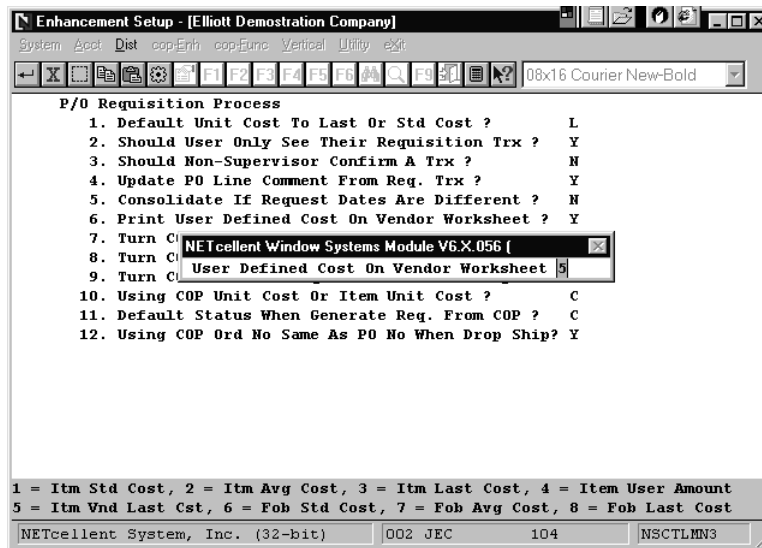
Figure 3E.4

7. Turn COP Orders Into Requisitions?
This function will allow you to generate requisitions from COP sales order(s).
Answer "Y" to enable function. Upon completion of entering line items, a window will pop up prompting user if they wish to generate a P.O. Requisition. (Figure 3E.4a)

If you do not want Sales Order people generating Requisitions, then select "Y" to both this field and the Batch Mode Field (#9, page 37). By selecting "Y" to Batch Mode the system will not prompt the user if they want to Automatically Update P/O and Requisition, (Figure 3E.5)

Figure 3E.5

If a Sales Order has been changed and it's associated Requisition has already been converted to a P.O., then entering "Y" will update the P.O. The same process applies if the Requisition is still open.

If a Sales Order or line item is being cancelled, answering "Y" here will also delete the line item requisition or the complete requisition if the sales order is being cancelled. The same process applies if the Requisition has been converted to a P.O.

If you select "N" here, you can generate the Requisition from Purchasing Requisitions menu in the P.O. module or answer "Y" the next time you change the Sales Order line item qty.

8. **Turn COP Ord. Into Req. If Vendor-No. Is Blank?**
   Answer "Y" to allow or "N" to disallow. If "N" the system will not generate Requisitions for blank Vendor-No from COP Sales Orders or the Batch Mode Requisition method. Vendor-No is Field #12 on line item entry screen (Figure 3E.6)

Figure 3E.6

9. Turn COP Ord. Into Req. In Batch Mode Only?
Answer "Y" to enable this function. Answering "Y" returns generating Requisitions over to the Purchasing Department. The Batch Mode Generation is done in the Purchase Order module: Processing Menu Õ Requisition Processing Õ Generate.

10. Using COP Unit Cost Or Item Unit Cost?
When generating COP orders into requisitions, the system will allow you to use the COP Unit Cost, or Item Unit Cost. Answer "C" to use COP Unit Cost, or "I" to use
Item Unit Cost. This is a default cost and can be overridden in the requisition or P.O.

Figure 3E.7

11. Default Status When Generating Requisition From COP?

Before requisition(s) can be converted to Purchase Orders, the requisition status must be Confirmed. The status of a requisition can be "S" = Shopping, "N" = Not Confirmed, "C" = Confirmed. Normally, requisitions status is set to "N". However, if you wish to change this default enter the requisition status code you want to use. Note: Shopping status means that you are looking at other vendor(s) quotes and have not decided which vendor to purchase from.

```
 Enhancement Setup - [Elliott Demostration Company]
System  Acct  Dist  cop-Enh  cop-Func  Vertical  Utility  eXit
  08x16 Courier New-Bold

      P/O Requisition Process
         1. Default Unit Cost To Last Or Std Cost ?        L
         2. Should User Only See Their Requisition Trx ?   Y
         3. Should Non-Supervisor Confirm A Trx ?          N
         4. Update PO Line Comment From Req. Trx ?         Y
         5. Consolidate If Request Dates Are Different ?   N
         6. Print User Defined Cost On Vendor Worksheet ?  Y
         7. Turn COP Orders Into Requisition ?             Y
         8. Turn COP Ord Into Req. If Vend-No Is Blank ?   N
         9. Turn COP Ord Into Req. In Batch Mode Only ?    N
        10. Using COP Unit Cost Or Item Unit Cost ?        C
        11. Default Status When Generate Req. From COP ?   C
        12. Using COP Ord No Same As PO No When Drop Ship? Y




S = Shopping, N = Not Confirmed, C = Confirmed
NETcellent System, Inc. (32-bit)         002 JEC      104      NSCTLMN3
```

Figure 3E8

12. Using COP Ord. No. Same As PO No When Drop Shipping?

Answer "Y" to match P.O. number to Sales Order number and make tracking easier. To avoid mixing different ship-to address orders on one PO, the Requisition process does not consolidate sales order drop ship transactions. Each sales order line item that generates a requisition will become an independent purchase order. The purchase order release number segment is used to represent each line item of a sales order. If this flag is set to Y, the following is a COP to PO numbering example when a drop ship sales order becomes a purchase order:
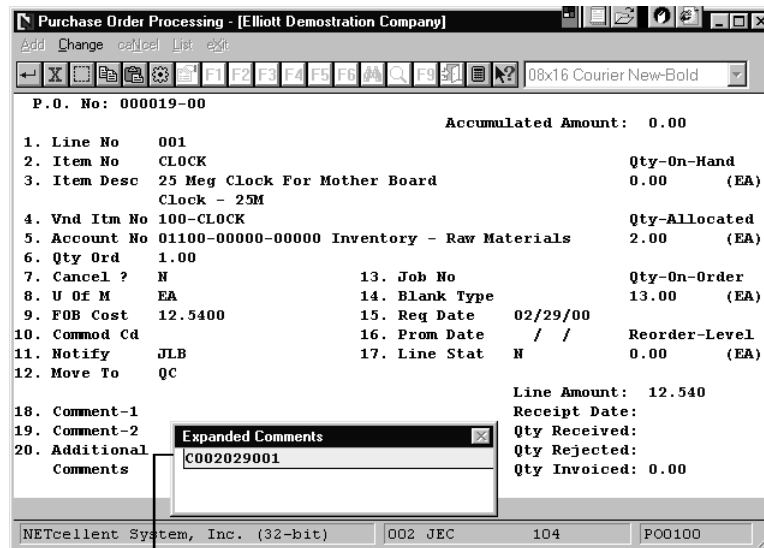
Sales Order #	Line #	Item Number	Vendor
1234	1	Clock	100
1234	2	Char-Gen	200
1234	3	Display	200

Purchase Order #	Line #	Item Number	Vendor
1234-01	1	Clock	100
1234-02	2	Char-Gen	200
1234-03	3	Display	200

If you answer "Y" to this question, then you can have up to 99 line items in sales order so as to not to exceed the purchase order release number limitation. You should ensure that PO and COP setup have starting order numbers with two different ranges to avoid duplication.

Cross Reference COP to PO

Any Purchase Order line item that was generated via a Requisition Trx will be cross-referenced to the originating process and process number. This cross-reference can be accessed in the Additional Comments (Expanded Comments, F2 Key) of the P.O. line item screen.

Figure 3E.9

COP Origin - 002029 (Sales Order #) - 001 (Line item sequence**)**