appx®

Purchase Orders
System Administration Manual

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APPX Software, Inc., Richmond, Virginia

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This publication and the computer software it relates to were authored by APPX Software, Inc.

Chapter 1: General Information

Purpose

This manual provides instructions for completing the Initial Setup phase and for using the Recovery Processing phase of the APPX Purchase Orders application . Chapter 2 provides information on transferring records from your present accounting system to the APPX Purchase Orders application. Use it as a guide for setting up your Purchase Orders application. If you follow each of the steps in the order described, you should have a successful installation. Chapter 3 explains the Recovery Processing phase.

All features and options described in this manual are included in the APPX Purchase Orders application. Any modification of the software or documentation is the responsibility of the licensed software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports and lists

Other Manuals

The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully before working with the system.

The Purchase Orders User manual describes the Live Operations phase of the Purchase Orders application. The APPX User Manual, the Purchase Orders User manual and this manual complete the set of manuals that accompany the APPX Purchase Orders application.

For questions about the computer hardware used at your installation, refer to the manuals provided by the hardware manufacturer.

Phases

The Purchase Orders application operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Each of these phases has a specific role in processing data.

Initial Setup

During Initial Setup, master files and system-maintained files can be set up, and transaction history may be entered. This information provides a basis for the Live Operations phase.

Live Operations

In Live Operations, purchase orders specifying particular products, vendors, and warehouses are entered. Once purchase orders are entered, they can be modified or deleted. Receipts can be entered for partially or fully filled purchase orders, if this option is selected in the Parameters file. If the Accounts Payable application is part of the system, invoices can be entered for purchase orders on file. Certain special programs can be used to enter requests for quotes and to convert requests for quotes to purchase orders. Purchase Orders can produce a variety of reports, including:

- Purchase Order Control Report
- Purchase Orders By Product
- Purchase History By Product
- Purchase History By Vendor
- Inflation Report

Inquiry functions are available to display the status of posted purchase orders on your screen.

Recovery Processing

As you use the Purchase Orders application, there is a certain day-to-day risk of losing data due to sudden power surges or outages, and other system problems. Recovery Processing is used to manually restore information to system-maintained fields and files that are normally not accessible during the Live Operations phase. Recovery Processing is provided as an aid to your software consultant and should only be accessed by your consultant or under his or her direction.

This application is designed to interface with other APPX accounting applications. Check with your software consultant for more information about integrating applications.

Procedures to Follow During Initial Setup

Initial Setup procedures are designed to establish master file records and to help you transfer information from existing records to the Purchase Orders application.

The first step in Initial Setup is to enter master file and historical data for the application. Here is a list of those files:

- Parameters
- Terms
- Vendors
- Product Classes
- Warehouses
- Products
- Products By Warehouse
- Products By Vendor
- Special Instructions
- Status Codes
- Alternate Addresses

You should print lists of these files after you enter master file data to ensure that data was entered completely and correctly.

The second and final step in the Initial Setup procedure is End Initial Setup. After you select this menu option, the system begins the Live Operations phase.

Special Considerations for Initial Setup

Before beginning Initial Setup, you need to consider several options that may affect your system's operation. The Special Considerations section includes discussion of accounting design issues and some optional features, which allow you to tailor your system to your particular organization. The following pages describe these system options.

Running Without General Ledger

If the General Ledger application is not part of the system, General Ledger account number verifications cannot be performed.

Files Shared With Other Applications

Several of the files that Purchase Orders requires are shared with the Accounts Payable and Inventory Control applications.

The following files are shared with Accounts Payable. If Accounts Payable has already been installed, these files already exist. They can be updated from either Purchase Orders or Accounts Payable:

- Vendors
- Terms

The operating phase of Accounts Payable dictates the operating phase of these files. For example, if Accounts Payable is in Live Operations, these files are operationally in Live Operations regardless of the operating phase of Purchase Orders.

The following files are shared with Inventory Control if Inventory Control is part of the system. If Inventory Control has already been installed, these files already exist. They can be updated from either Purchase Orders or Inventory Control:

- Product Classes
- Products
- Warehouses
- Products By Warehouse
- Products By Vendor

The operating phase of Inventory Control dictates the operating phase of these files. For example, if Inventory Control is in Live Operations, these files are operationally in Live Operations regardless of the operating phase of Purchase Orders.

The following files are not shared with Accounts Payable or Inventory Control.

- Parameters
- Special Instructions
- Status Codes

- Alternate Addresses
- Purchase Orders

Data Transfer to Other Applications

The Purchase Orders application requires both the Inventory Control and Accounts Payable applications. The Purchase Orders Parameters file contains options that specify how Purchase Orders interfaces with Accounts Payable and Inventory Control.

Accounts Payable

- Inventoried Purchases must be entered through Purchase Orders.
- Posting of purchase orders and invoices in Purchase Orders automatically updates files in Accounts Payable.

Inventory Control

- On hand and on order quantities, purchase history, and inventory costing data are updated in the files that Purchase Orders shares with Inventory Control.
- Product (on hand) receipts can be entered through one of the two applications. (The application used for receipt entry is specified in the Purchase Orders Parameters file.)
- History in the Products by Vendor file can be updated during end-of-month processing in either application.
- Information in the Products By Vendor file can be maintained on either a calendar or a fiscal year basis. Detail can be maintained with breakdowns by individual vendor, if this option is chosen in the Inventory Control Parameters file.
- The estimated freight option is available, if it is selected in the Inventory Control Parameters file. If this option is selected the system increases the cost of products by a given percentage when invoices are posted, before updating the costs in inventory, to cover the estimated freight cost.

Unit Types

The Purchase Orders application maintains three unit types:

- Pricing units. These are the units in which the vendor quotes prices. Pricing units are defined in the Products By Vendor file. All quantities in the Products By Vendor file are maintained in terms of pricing units.
- Purchasing units. These are the units in which orders are placed. Purchasing units are defined in the Products By Vendor file.

- Stockkeeping units. These are the units in which inventory is maintained. All quantities in the Products By Warehouse file are maintained in stockkeeping units.

The system uses two factors, the pricing factor and the quantity factor, to convert from purchasing units to pricing units and stockkeeping units, respectively. These factors are maintained in the Products By Vendor file. The following formulas are used for conversions:

Purchasing Units x Pricing Factor = Pricing Units

Purchasing Units x Quantity Factor = Stockkeeping Units

Requests for quotes and purchase orders are entered in terms of purchasing units. Receipts are entered in terms of either purchasing or pricing units. Invoice line item quantities are pricing units.

Chapter 2: Initial Setup File Maintenance

Purchase Orders Initial Setup

During the Initial Setup phase, you can establish files by entering data from existing accounting records. You also define parameters under which the system will run.

This is the Initial Setup menu:

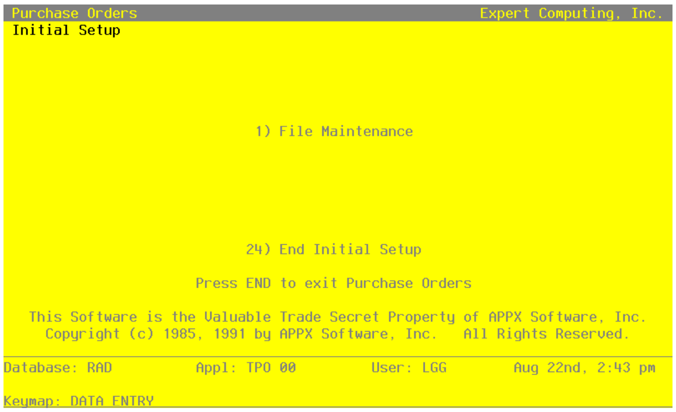


Figure 1. The Purchase Orders Initial Setup Screen

While you are still in the Initial Setup phase of Purchase Orders, you can continue to access and change fields on all screens. Once you have established all necessary master files, and created and processed your opening entries, you may end Initial Setup.

After you select this procedure, the Live Operations phase automatically begins, and certain fields and files may become inaccessible. When Initial setup is ended, the following changes occur:

- Certain fields in the Parameters file become display-only fields and cannot be changed.
- System-maintained fields, such as balances, posted transactions, and dates of entries cannot be changed.
- On-line updates are activated.

When you are ready to end the Initial Setup phase, select “End Initial Setup” from the Initial Setup menu. The screen below appears:

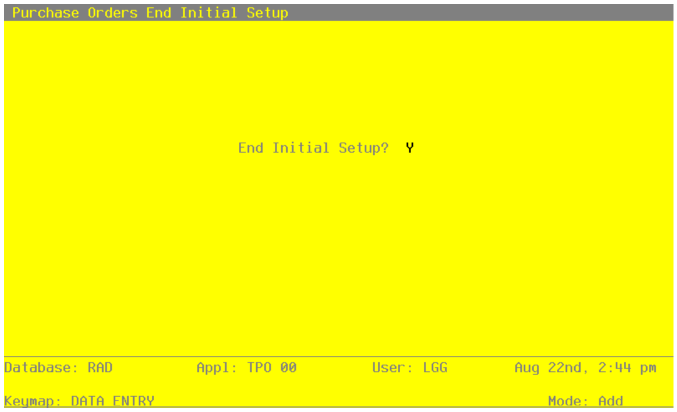


Figure 2. The Purchase Orders End Initial Setup Screen

Data items for the preceding screen are described below.

End Initial Setup?

By default, the system displays 'Y' in this field. Press ENTER to end Initial Setup and begin the Live Operations phase. Enter 'N' to continue in Initial Setup.

Purchase Orders File Maintenance

The File Maintenance selection allows you to enter information into your master and system-maintained files. Once you have finished entering this data, existing open purchase orders (that is, purchase orders that have not been completely invoiced and receipted) can be entered during live operations. The System Installation section of this manual discusses these options in more detail.

Select "File Maintenance" from the Initial Setup menu. The File Maintenance menu is shown below.

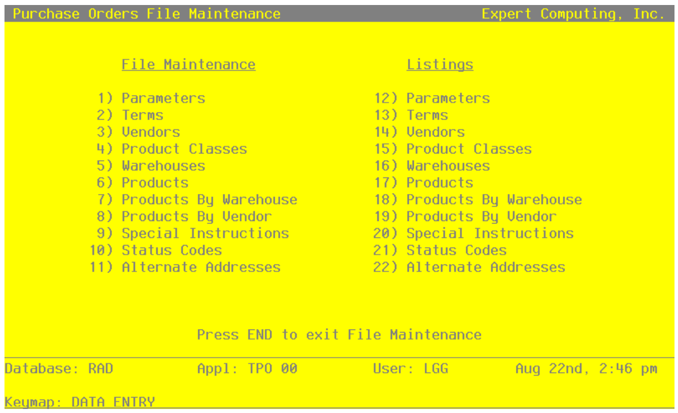


Figure 3. The Purchase Orders File Maintenance Menu

Each File Maintenance selection on this menu represents a master file or a system-maintained file. These files are arranged in logical order on the menu, so that you can enter information into each file in the order shown. If you need to change this information after you complete the Initial Setup phase, you can change most of the fields and files through File Maintenance in the Live Operations phase.

After data has been entered for each File Maintenance function, use the corresponding List function to print out and verify the information. You may print these lists as often as necessary to check the status of each file. (Refer to the “User’s Guide to APPX Financial System Applications” for detailed printing instructions.)

The following pages provide you with instructions for entering file information. Sample screens are shown along with descriptions of each field.

Option 1 - Parameters

The Parameters file defines options that specify how the Purchase Orders application functions. The information in this file specifies interfaces with other applications as well as other information.

The Purchase Orders application refers to this file during routine processing. Remember that any changes to this file will have a major impact on your system and should be made only after careful consideration of the consequences. (Refer to the Special Considerations section of this manual for a discussion of the effects of various options on system operation.)

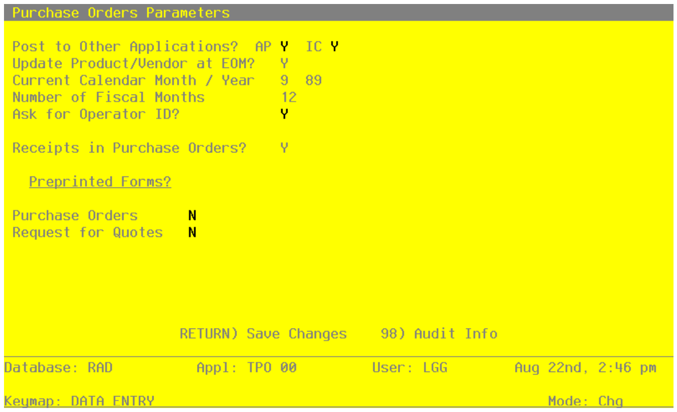


Figure 4. The Purchase Orders Parameters Screen

Data items for the preceding screen are described below:

Post to Other Applications?

Enter ‘Y’ or ‘N’ to tell the system whether or not to allow information transfer to each of the applications listed. Abbreviations are:

AP: Accounts Payable

IC: Inventory Control

Enter ‘Y’ for AP or IC if data will be transferred from Purchase Orders to that application. Enter ‘N’ if data will not be transferred from Purchase Orders to that application. You must enter ‘N’ if that application is not part of the system.

If you enter ‘N’ for AP, you must also enter ‘N’ for IC. (That is, your system must post to Accounts Payable if it will post to Inventory Control.)

Update Product/ Vendor at EOM?

Enter ‘Y’ or ‘N’ to indicate whether or not the Purchase Orders application will update history in the Products By Vendor file during end-of-month processing.

Y: Purchase Orders will update history in the Products By Vendor file during end-of-month processing. You must enter ‘Y’ if the Inventory Control application is not part of your system.

N: Purchase Orders will not update history in the Products By Vendor file during end-of-month processing. Products By Vendor history will be updated through the Inventory Control application.

When the Products By Vendor file is updated, these changes occur:

- The Price 1 Month Ago field is set to the current price.
- The Price 1 Month Ago through Price 5 Months Ago buckets are rolled back one month. That is, the Price 1 Month ago becomes the Price 2 Months ago, the Price 2 Months ago becomes the Price 3 Month Ago, and so on.
- If this is the final month of the year, the LY Units and LY Purchases fields are set to the amounts in the YTD Units and YTD Purchases fields. The YTD Units and YTD Purchases fields are cleared.

The Inventory Control Parameters file specifies whether the “final month” is the final month of the fiscal or calendar year.

Current Calendar Month/Year

Enter the calendar month and year for the first live month. The calendar month can be a value between ‘1’ and ‘13’, depending on the entry you make in the Number of Fiscal Months field (see below).

Number of Fiscal Months

Enter ‘12’ or ‘13’ to specify the number of periods in the fiscal year.

Ask for Operator ID?

If this field is set to ‘Y’, the operator ID is requested at the beginning of Receipts entry within this application. This permits editing of another operator’s transactions. If this field is set to ‘N’, then the system does not request an operator ID at the beginning of Receipts entry. Transactions “belong” to the operator who entered the transactions; therefore it is not possible to edit another operator’s transactions.

Receipts in Purchase Orders?

Enter ‘Y’ or ‘N’ to specify whether or not product receipts will be entered through the Purchase Orders application.
Y: Product receipts will be entered through Purchase Orders.

If the Inventory Control application is part of the system, receipt entry will update the on order, uncosted, and on hand quantities in the Products By Warehouse file.

If the Inventory Control application is not part of the system, this option must be set to ‘Y’, and receipt entry will update only the on order quantity.

N: Receipts will not be entered through Purchase Orders; they must be entered through the Inventory Control application. Receipts will not update posted purchase orders.

In Order Processing for Purchase Orders during the Live Operations phase, the Receipts Data Entry, Journal, and Post functions, and the Receipt Whole PO Special Program, will be disabled.

Preprinted Forms?

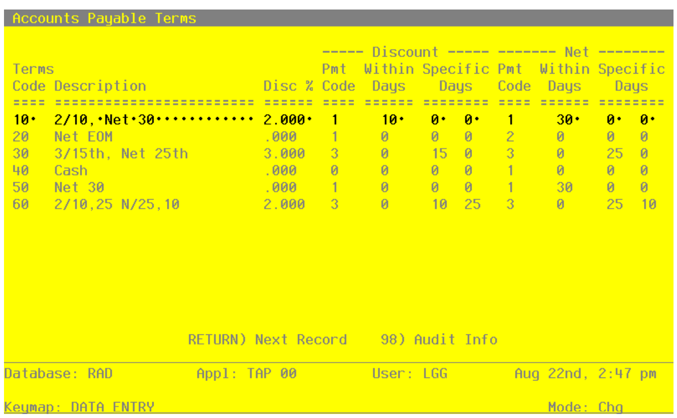
It is possible to get special forms that have been designed specifically for this Purchase Orders application. However, you can print the forms on standard 9-1/2" by 11" paper if you prefer. Enter 'Y' to indicate that you are using the special preprinted form indicated.

The entered data is validated. Press RETURN to save the information on this screen.

Option 2 - Terms

The Terms file contains a set of standard payment schedules and discount terms that are assigned to vendors. By specifying "discount days" and "net days," you can set limits on when an invoice must be paid in order to receive a discount, and when the net invoice amount is actually due. After you end Initial Setup, during invoice entry the system computes and enters the discount amount and due dates for the invoice according to the terms code assigned to the vendor on the invoice.

The due dates for discount and net invoice payments are defined by a payment code. This code specifies whether the system calculates this date based on the invoice date, the end of the month, or up to two specific days in the month.


Accounts Payable Terms

Terms Code	Description	Disc %	Discount Pmt Code	Discount Within Days	Discount Specific Days		Net Pmt Code	Net Within Days	Net Specific Days	
10	2/10, Net 30	2.000	1	10	0	0	1	30	0	0
20	Net EOM	.000	1	0	0	0	2	0	0	0
30	3/15th, Net 25th	3.000	3	0	15	0	3	0	25	0
40	Cash	.000	0	0	0	0	1	0	0	0
50	Net 30	.000	1	0	0	0	1	30	0	0
60	2/10,25 N/25,10	2.000	3	0	10	25	3	0	25	10

RETURN) Next Record 98) Audit Info

Database: RAD Appl: TAP 00 User: LGG Aug 22nd, 2:47 pm

Keymap: DATA ENTRY Mode: Chg

Figure 5. The Purchase Orders Terms Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Terms Code

Enter a code of up to 3 digits to identify this Terms record. This is the code that will be used to recall or reference this record elsewhere in the system.

Description

Enter up to 16 characters to describe the payment terms (for example, ‘2/10, net 30’).

Discount %

Enter the discount percentage for this Terms record. You can enter up to 6 characters, including the decimal point and up to 3 decimal places. For example, 2 1/2% would be entered as ‘2.5’.

Payment Code

Enter one of the following codes to indicate the date from which the payment days are counted:

1) From the invoice date
2) From the last day of the month
3) From a specific day or days of the month (for example, the 15th or the 25th)

“Within” Days (Discount)

Enter the number of days within which invoices must be paid in order to qualify for the discount percentage.

“Within” Days (Net)

Enter the number of days within which invoices must be paid in order to avoid service charges.

Specific Days of the Month

If you entered ‘3’ in the Payment Code field, enter the date(s) of the month from which the payment days will be counted. You can enter up to two dates for discounts and two dates for net payments.

Below is a sample screen showing how you might enter Specific Days of the Month.

```
Accounts Payable Terms

                                      ----- Discount ----- ------- Net --------
Terms                                 Pmt  Within Specific Pmt  Within Specific
Code Description             Disc % Code  Days     Days   Code  Days     Days
==== ======================= ====== ==== ====== ======== ==== ====== ========
10   2/10, Net 30            2.000   1     10     0   0    1     30     0   0
20   Net EOM                 .000    1     0      0   0    2     0      0   0
30•  3/15th,•Net•25th••••••• 3.000•  3     0••    15  0•   3     0••    25  0•
40   Cash                    .000    0     0      0   0    1     0      0   0
50   Net 30                  .000    1     0      0   0    1     30     0   0
60   2/10,25 N/25,10         2.000   3     0      10  25   3     0      25  10

                     RETURN) Next Record    98) Audit Info

Database: RAD          Appl: TAP 00         User: LGG         Aug 22nd, 2:48 pm

Keymap: DATA ENTRY                                                   Mode: Chg
```

Figure 6. A Purchase Orders Specific Days of the Month Entry

In this sample, two sets of terms are defined:

- For invoices dated from the 25th through the 9th, the discount due date is the 10th and the net invoice due date is the 25th.
- For invoices dated from the 10th through the 24th, the discount due date is the 25th and the net invoice due date is the 10th.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Terms record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Terms file.

Option 3 - Vendors

The Vendors file contains a record for each vendor. Each Vendors record includes general information such as the vendor's name and address, the terms to use from the Terms file, and the credit limit with that vendor.

Vendors are also assigned attributes that affect the method and impact of the payment. For instance, you can place a "hold" status on a particular vendor to prevent check generation in the Accounts Payable application. You also assign vendors to a specific liability account so that the system automatically posts payments to this account.

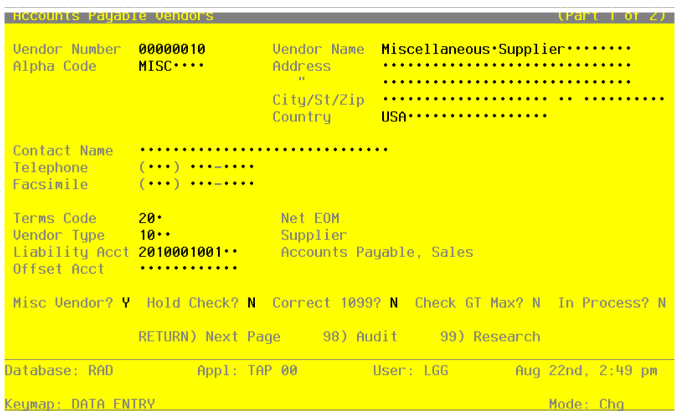


Figure 7. The Purchase Orders Vendors - Part 1 of 2 Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Vendor Number

Enter a unique code of up to 8 characters to identify the vendor. This is the number that will be used to recall or reference this vendor elsewhere in the system.

Vendor Name

Enter up to 30 characters for the vendor name. This field is required.

If this is a miscellaneous vendor, you may want to enter ‘Miscellaneous Vendor’ for the name. During invoice entry in Live Operations, you can change this entry to a specific vendor name.

Alpha Code

Enter a unique code of up to 8 characters for this vendor. You may want to use a portion of the vendor name as the code. This field is required.

The code that you enter allows you to locate the vendor if you do not know the vendor number. Also, the system will use this code to sort data for reports.

Address (Line 1)

Enter up to 30 characters for the first line of the vendor address.

When entering a purchase order for this vendor in Live Operations, if you do not enter a code from the Alternate Addresses file, then the address that you enter here appears in the Ship From and Send To fields. The default address is only printed in the Ship To field on the purchase order.

Address (Line 2)

Enter up to 30 characters for the second line of the vendor address.

City

Enter up to 20 characters for the city in the vendor address. Be sure to enter a comma (,) as the last character if one should be printed between the city and state on the vendor’s check during Accounts Payable Check Processing.

State

Enter the standard 2-letter state abbreviation, if applicable.

Zip Code

Enter up to 10 characters for the zip code in the vendor address, if applicable.

Country

Enter up to 20 characters for the vendor’s country.

Contact Name

Enter up to 20 characters for the name of the contact person for this vendor.

Telephone

Enter up to 14 characters for the vendor's phone number, including area code. You can use any notation or format (for example, '(###) ###-####' or '###-###-####').

Facsimile

Furnish the Vendor's FAX number.

Terms Code

Enter the code from the Terms file that identifies the payment terms for this vendor. You can use the Scan option to find an appropriate entry. The system displays the description of the payment terms so that you can verify your entry.

Vendor Type

The vendor type is another method that can be used to categorize vendors. Many reports can be sorted and selected using vendor type. You can use the Scan option to find an appropriate entry; the system displays the corresponding description.

Liability Account

Enter a liability account number from the General Ledger Chart of Accounts file. This field is required. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Offset Account

Provide an offset account to use as a default on invoices entry for the vendor. You may change the default during transaction entry. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry. For example, if you always purchase office supplies from this particular vendor, enter the expense account for offices supplies. If no offset account is specified, no default will occur during transaction entry.

Misc Vendor?

Enter 'Y' or 'N' to indicate whether or not this vendor is a miscellaneous vendor. Miscellaneous vendor records are normally used for one-time vendors.

During invoice entry, you enter a name and address to differentiate between miscellaneous vendors, rather than allowing the system to use a fixed name and address from the Vendors file.

You can set up more than one miscellaneous vendor.

Hold Checks?

Enter 'Y' or 'N' to indicate whether or not the system will prevent this vendor's checks from being created during Accounts Payable Check Processing.

Y: Do not create checks for this vendor, regardless of pay status. If a Cash Requirements Report is printed in Accounts Payable, all invoices for this vendor will have a "hold" status.

N: Process this vendor's checks as usual.

Tax Number

Enter the social security number or other tax identification number for the recipient of income reported on the 1099 form. Use this field only if you plan to generate a 1099 form for this vendor. If you make an entry in this field, the system automatically reports income for the vendor on a 1099 form.

Payment Status

Enter one of the following codes to define the way in which the vendor is paid:

Code	Description
N	Normal: use the payment terms defined in the Terms file.
T	Take the discount regardless of the payment terms.
H	Hold: place a hold on the check until it is released during Accounts Payable Check Processing (Edit Pay Status).
D	Disputed: Keep the payment on hold until the problem is resolved. This status is similar to "hold" status.

Bank Account No

For vendors expected to receive a 1099 form, an account number identifying the vendor is required. When creating 1099 forms on magnetic media, it is useful to be able to distinguish various accounts in this way.

This entry may be a checking or savings account number, or any other unique combination of characters. Using a vendor's Social Security Number is NOT recommended.

In Process?

The system displays either ‘Y’ or ‘N’ to indicate whether checks have been created for this vendor, but are not yet posted. This field is used in the Cash Requirements Report to prevent the creation of multiple checks for the same invoice.

Correct 1099?

The system defaults ‘N’, which assumes that the creation of 1099 forms has or will run smoothly. If it is necessary to create a correction tape for some vendors, enter ‘Y’ and modify the sort range to create a tape containing only corrections.

Check GT Max

The system displays either ‘Y’ or ‘N’ to indicate whether a check to be created will exceed the user specified ‘maximum check amount.’ This field is used in the Cash Requirements Report to indicate this condition for all checks to be created.

The entered data is validated. Press RETURN to continue. Select Next Record to go to the next Vendors record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Vendors file.

The screen below presents additional information about Vendors.

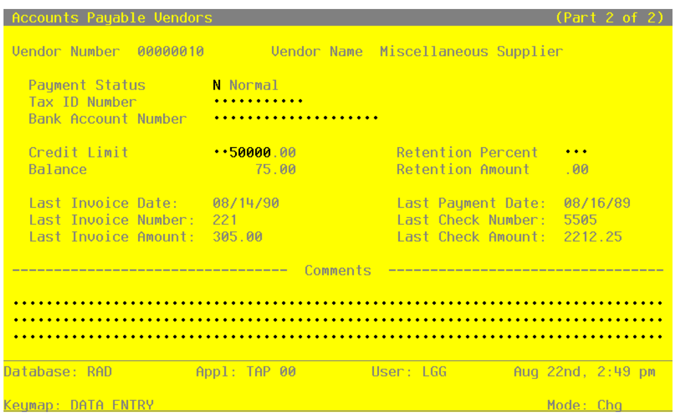


Figure 8. The Purchase Orders Vendors - Part 2 of 2 Screen

Data items for the preceding screen are described below:

Vendor Nmuber

The vendor number and name are displayed from the previous screen, and are not editable.

Credit Limit

Supply the amount of your credit limit with this particular vendor. If you leave a blank or zero (0) entry in this field, the system assumes a limit of zero, not an unlimited line of credit. An unlimited amount of credit is represented by 9999999999. However, the Credit Limit field does not preclude entry of purchases over the limit. For informational purposes only, the Vendor Credit Limit appears on the Accounts Payable Vendor Activity Inquiry and the Vendor Credit Report.

Retention Percent

Enter a nondecimal number of up to 3 digits as a percentage for computing the retention amount. For example, to retain 10% on invoices from this vendor, enter ‘10’.

Balance

During Initial Setup, enter the outstanding balance owed to the vendor. In Live Operations, this balance is maintained by the system based on the invoices, payments, and adjustments posted to the Vendor’s account. For informational purposes only, the Vendor Balance appears on the Accounts Payable Vendor Activity Inquiry and the Vendor Credit Report.

Retention Amount

Provide the retention balance owed to this vendor. During Live Operations, this field is system maintained and display only.

Last Invoice Date

Enter the date of the most recent invoice processed for this vendor.

Last Payment Date

Enter the check date of the last payment made to this vendor.

Last Invoice Number

Enter the number of the last invoice processed for this vendor.

Last Check Number

Enter the check number of the last check processed for this vendor.

Last Invoice Amount

Enter the amount of the last invoice posted for this vendor.

Last Check Amount

Enter the amount of the last check processed for this vendor.

Comments

Enter a text field, up to 237 characters in length. Use this field to store a comment or any other pertinent information relating to this vendor. This text is displayed on several inquiries and reports.

Press RETURN to save the information on these screens. Press Next Record to go to the next Vendors record.

At this screen, the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Vendors file.

Option 4 - Product Classes

The Product Classes file identifies product classifications and the General Ledger accounts used for posting products within each classification.

Each product class is assigned a unique number. The record in the Products file for each product belonging to that class contains a reference to the product class number. Each product is associated with the appropriate General Ledger accounts by identifying its Product Class.

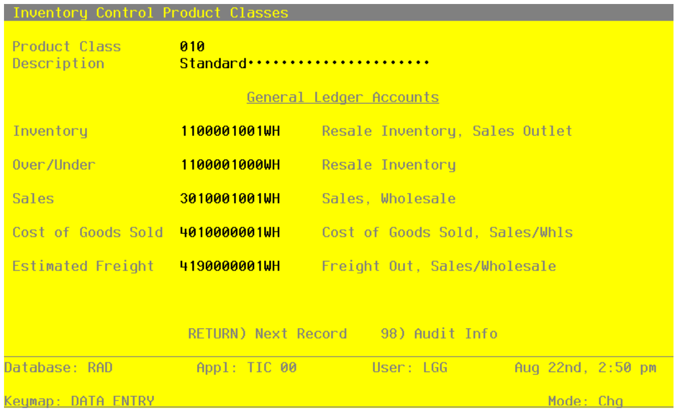


Figure 9. The Purchase Orders Product Classes Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product Class

Enter a unique number of up to 3 digits to identify the product class. This is the number that is used to recall or reference this record elsewhere in the system.

Description

Enter up to 30 characters to describe the product class.

Inventory

Enter the default General Ledger account number for the inventory account to which all activity for products in this class will be posted. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Over/Under

Enter the General Ledger account number for the adjustment account to which all overages and underages for products in this class will be posted. If the General Ledger application is part of the system, these numbers must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Sales

Enter the General Ledger account number for the sales account for products in this class. If the General Ledger application is part of the system, these numbers must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Cost of Goods Sold

Enter the General Ledger account number for the cost of goods sold account for products in this class. If the General Ledger application is part of the system, these numbers must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Estimated Freight

Enter the General Ledger account number for the estimated freight account to which estimated freight costs for products in this class will be posted. If the General Ledger application is part of the system, these numbers must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

If you use this feature in Purchase Orders, you must select it in the Inventory Control Parameters file. The actual percentage is entered on the Products record.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Product Classes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Product Classes file.

Option 5 - Warehouses

The Warehouses file describes each inventory warehouse in the system. Each record in the file includes a unique warehouse number, an address and phone number, and a manager's name.

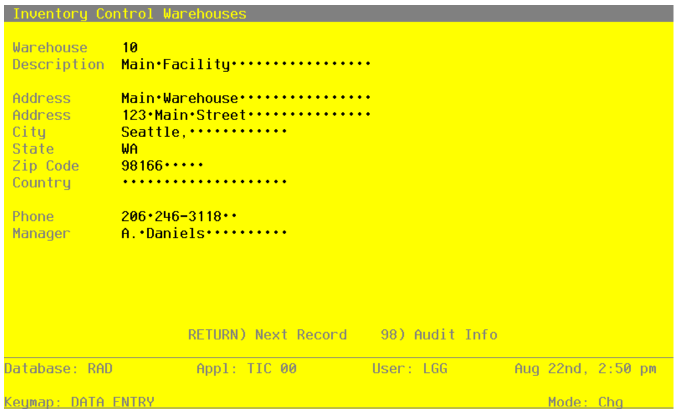


Figure 10. The Purchase Orders Warehouses Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Warehouse

Enter 2 digits to identify the warehouse. This is the number that will be used to recall or reference this record elsewhere in the system.

Description

Enter up to 30 characters to describe the warehouse.

Address (Line 1)

Enter up to 30 characters for the warehouse's address.

During purchase order entry, the system displays the address you enter here as the default "ship to" address.

Address (Line 2)

If needed, enter up to 30 additional characters to complete the warehouse address.

City

Enter up to 20 characters for the city where the warehouse is located.

State

Enter the standard 2-letter state abbreviation.

Zip Code

Enter up to 10 characters for the zip code.

Country

Enter up to 20 characters for the country where the warehouse is located.

Phone

Enter up to 14 characters for the warehouse's phone number, including area code. You can use any notation or format (for example, '(###) ###-####' or '###-###-####').

Manager

Enter up to 20 characters for the warehouse manager's name.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Warehouses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Warehouses file.

Option 6 - Products

The Products file contains a record for each product in inventory. Products in this file can be raw materials, standard inventory products, nonstock items (including services), or manufactured goods.

Each product is identified both by a product number and by a product alpha. You can use the product alpha to locate a product if you do not remember the product number. For each product, a substitute product can be specified, which will be available during Order Entry if the original product is unavailable.

Records in the Products file are tied to Product Class records, which include General Ledger account numbers. Because of this, transactions involving each product can be posted to the appropriate General Ledger account.

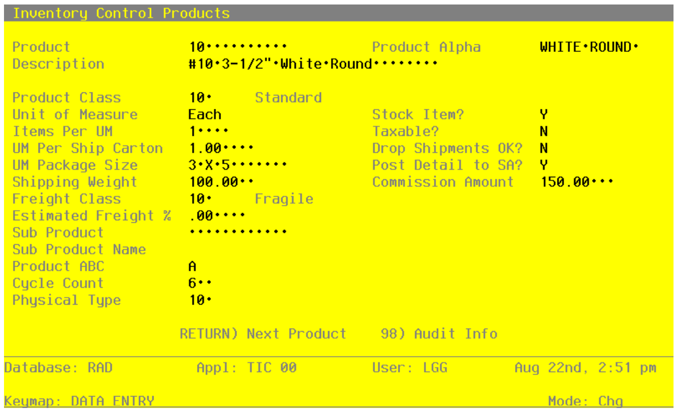


Figure 11. The Purchase Orders Products Screen

Certain fields on the screen do not apply if the Accounts Payable, Inventory Control, Accounts Receivable, Commission Accounting, or Sales Analysis application is not part of the system. In this case, you do not need to make entries in these fields. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product

Enter up to 12 characters to identify the product. This is the identifier that will be used to recall or reference this record elsewhere in the system.

Product Alpha

Enter a unique code of up to 12 characters for this product.

The code that you enter allows you to locate the product if you do not know the product number. Also, the system can use this code to sort data for reports.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

Description

Enter up to 30 characters to identify the product.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

Product Class

Enter the product class to which this product belongs. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry. The product class you enter must be in the Product Classes file. The Product Classes record identifies the General Ledger accounts that are used for this product.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Posted purchase orders are not changed and would require an operator to manually change any affected general ledger accounts on the purchase order.

Unit of Measure

Enter up to 4 characters to describe the stockkeeping unit of measure used for the product as it is stored in inventory. For example, if shirts are stored by the package in inventory, you could enter ‘Pkg’ here.

This field is for your information only. It occasionally displays for reference on other records.

Stock Item?

Enter ‘Y’ or ‘N’ to specify whether or not this is a regularly stocked product.

Y: This is a regularly stocked product. Sales invoices posted with this product number will reduce on hand quantities in inventory.

N: This is a nonstock product. A nonstock item does not have “on hand” quantities that can be reduced. You can also enter ‘N’ here for a service (for example, installation or repair). Sales invoices posted with this product number will not reduce on hand quantities.

Items per UM

Enter up to 5 digits to specify the number of individual items included in the unit of measure. Using the example given for the Unit of Measure field, if each package (unit of measure) contains 3 shirts, you would enter '3' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Taxable?

Enter 'Y' or 'N' to specify whether or not this product is subject to sales tax when sold. This field is used by the Order Entry and Accounts Receivable applications.

Y: This product is subject to sales tax.

N: This product is not subject to sales tax. If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

UM per Ship Carton

Enter up to 5 digits and 2 decimals for the number of units of measure in the shipping carton used for this product. Using the Unit of Measure example, if shirts are shipped in cartons that contain 4 packages (units of measure), you would enter '4' here.

This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Drop Shipments OK?

Enter 'Y' or 'N' to specify whether or not this product can be drop shipped from the vendor directly to the customer's site.

Y: This product can be drop shipped.

N: This product cannot be drop shipped.

Drop shipped products are products in transit that are assigned to a "dummy" warehouse known as a "drop ship" warehouse. The drop ship warehouse is specified in the Parameters file in the Inventory Control application. A drop shipment is recorded as on hand inventory in the drop ship warehouse until a sales invoice is posted against it.

UM Package Size

Enter up to 12 characters to describe the size or dimensions of the package.

This field is for your information only.

Post Detail to SA?

Enter ‘Y’ or ‘N’ to specify whether or not sales data detail for the product (units, dollars, and margin) will be posted to the Sales Analysis application.

Y:Sales data will be posted to Sales Analysis.

N: Sales data will not be posted to Sales Analysis, or Sales Analysis is not part of the system.

This entry can be specified in the Products By Warehouse file if not appropriate at the product level.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Shipping Weight

Enter up to 5 digits and 2 decimals for the weight of the product when it is packaged for shipping. This amount should reflect a consistent, standard unit of measure (for example, ounces, pounds, or tons).

Commission Amount

If your salespeople receive a fixed commission for this product, enter up to 5 digits and 2 decimals for the dollar amount of the commission per unit of measure.

Freight Class

Enter up to 3 digits to identify the freight class under which this product, as packaged for shipping, is shipped. If the Order Entry application is part of the system, this freight class must be on file in the Freight Classes file. If the Order Entry application is part of the system, you can use the Scan option to choose an appropriate entry, and the system will display the corresponding description so that you can verify your entry.

Estimated Freight %

Enter up to 3 digits and 2 decimals to specify the percentage used to cover the estimated freight cost of the product. To use the estimated freight Option, it must be specified in the Parameters file in the Inventory Control application. The estimated freight percentage is used during invoice entry in Live Operations. The percentage is applied to each invoice line item that contains this product before cost records are updated in the Inventory Control application. The added cost is posted to the estimated freight account identified on the product’s Product Class record.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Sub Product

Enter the product number of a product that can be substituted for this product if this product is not available. The product number you enter must be on file in the Products file.

The substitute product number will be available in the Order Entry application to refer orders for the unavailable product to the substitute product.

Sub Product Name*

The system displays the description of the substitute product entered in the preceding field.

Product ABC

Enter ‘A’, ‘B’, or ‘C’ to provide another way to classify this product. (This selection can also be entered by warehouse, using the Product/Warehouse file.)

The “ABC” classification can be used to sort products for reports or inquiry on a dollar or like-type basis. If the Inventory Control application is part of the system, this classification can also be used to select products with similar cost or turnover for partial physical inventory.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Cycle Count

Enter up to 2 digits to specify the number of times per year that physical inventory should be taken for this product. This entry provides another classification to use when selecting products for physical inventory.

Physical Type

Enter up to 3 characters to provide an additional classification for this product.

The physical type can be used to group products of similar types when a partial physical inventory is taken. It can also be used to sort products for reports and inquiry.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products file.

Option 7 - Products By Warehouse

The Products By Warehouse file associates each product in the Products file with the warehouse(s) in which it is stored. If products are found in more than one warehouse, a record is set up in this file for each combination. Each product must be on file in the Products file, and each warehouse must be on file in the Warehouses file. During purchase order entry, a missing Products By Warehouse record can be created by selecting Option 17. However, these records will not contain complete information, and should be completed by entering detail here.

Product By Warehouse records contain the system-maintained cost, quantity, purchases, and sales data, plus the selling price and quantity breaks and the reorder points for the product.

Account numbers for posting product/warehouse transactions are drawn from the Product Class file based on the Product Class stored on the Products By Warehouse file.

Select “Products By Warehouse” from the File Maintenance menu. The first Products By Warehouse entry screen appears below.

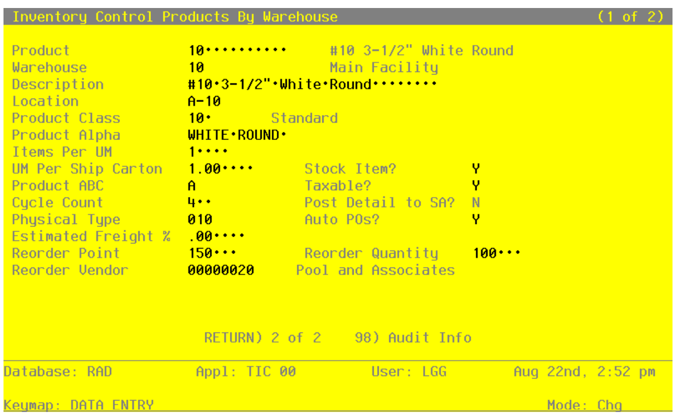


Figure 12. The Purchase Orders Products By Warehouse Screen - Part 1 of 2

Certain fields on the screen do not apply if the Inventory Control, Order Entry, or Sales Analysis application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product

Enter the product number from the Products file that you want to set up on the Product By Warehouse record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Warehouse

Enter the number from the Warehouses file that identifies a warehouse carrying the product. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

You must establish a separate record for each product/warehouse combination.

Description

Enter up to 30 characters to describe the product/warehouse combination.

Location

Enter up to 4 characters to specify the location of the product in the warehouse.

Product locations are printed on physical count sheets to aid in taking physical inventories.

Product Class

The system displays the product class number for this product from the Products file. You can enter a new product class to override the display. The description from the Product Classes file is displayed so that you can verify your entry.

Product Alpha

The system displays the product alpha from the Products record. You can enter a new product alpha to override the display.

Items Per UM

The system displays the Items Per UM entry from the Products record. You can enter up to 5 digits to override the display.

UM Per Ship Carton

The system displays the UM Per Ship Carton entry from the Products record. You can enter up to 5 digits and 2 decimals to override the display.

Stock Item?

The system displays the Stock Item? field (‘Y’ or ‘N’) from the Products record. It may be changed.

Product ABC

The system displays the Product ABC type entry from the Products record. It may be changed.

Taxable?

The system displays the Taxable? field (‘Y’ or ‘N’) from the Products record. It may be changed.

Cycle Count

The system displays the Cycle Count entry from the Products record. You can enter a new cycle count of up to 2 digits to override the display.

Post Detail to SA?

The system displays the Post Detail to SA? field (‘Y’ or ‘N’) from the Products record. It may be changed.

Physical Type

The system displays the Physical Type entry from the Products record. You can enter a new physical type of up to 3 characters to override the display.

Auto POs?

Enter ‘Y’ or ‘N’ to specify whether or not the system will automatically create Inventory Control reorder records when the product reaches the reorder point at the warehouse. If you use this feature, Inventory Control must be part of the system.

Y: Reorder records will be created for the product when it reaches the reorder point.

N: Reorder records will not be created. Enter ‘N’ if Inventory Control is not part of the system. You can review, change, or delete reorder records at any time. The system uses reorder records to generate purchase orders. The entries you make in the Reorder Point, Reorder Quantity, and Reorder Vendor fields on this screen are used on the initial reorder record.

Estimated Freight %

The system displays the Estimated Freight Percentage entry from the Products record. You can enter a new percentage of up to 3 digits and 2 decimals to override the display.

Reorder Point

Enter up to 5 digits to identify the point at which the product should be reordered for this warehouse. The reorder point is the number of on hand stockkeeping units at which more product should be ordered.

Reorder Quantity

Enter up to 5 digits for the number of stockkeeping units to be ordered when the reorder point is reached. The system converts the stockkeeping units entered here into purchasing units (using the Quantity Factor on the Product By Vendor record) for the reorder record.

Reorder Vendor

Enter the number from the Vendors file for the vendor to be used on reorders of this product. You can use the Scan option to find an appropriate entry. The system displays the vendor's name on the screen so that you can verify your entry. You can leave this field blank if you do not know who the reorder vendor will be.

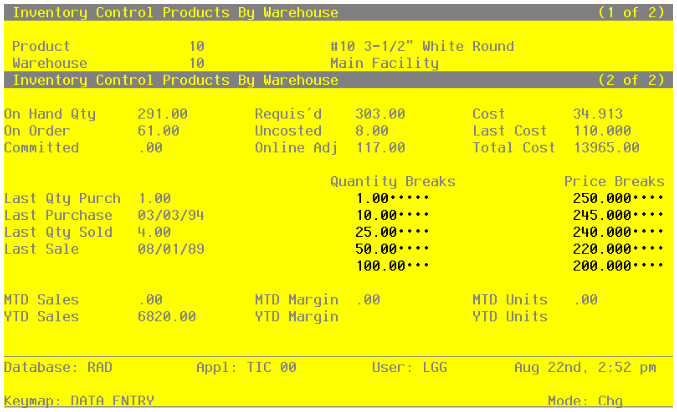
If the Auto POs? Option is used in Inventory Control, the vendor is included on the automatic reorder record before it creates purchase orders. The vendor may be changed on the reorder record. If the Reorder Vendor field is left blank, the vendor name on the reorder record is blank; it can be entered after the record is created.

Press RETURN to continue.

Select Next Record to go to the next Products By Warehouse record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Warehouse file.

The second Products By Warehouse screen is shown below.



```
Inventory Control Products By Warehouse                          (1 of 2)

Product              10                #10 3-1/2" White Round
Warehouse            10                Main Facility
Inventory Control Products By Warehouse                          (2 of 2)

On Hand Qty     291.00      Requis´d     303.00      Cost         34.913
On Order        61.00       Uncosted     8.00        Last Cost    110.000
Committed       .00         Online Adj   117.00      Total Cost   13965.00

                                       Quantity Breaks            Price Breaks
Last Qty Purch  1.00                      1.00•••••             250.000••••
Last Purchase   03/03/94                  10.00••••             245.000••••
Last Qty Sold   4.00                      25.00••••             240.000••••
Last Sale       08/01/89                  50.00••••             220.000••••
                                          100.00•••             200.000••••

MTD Sales       .00         MTD Margin   .00         MTD Units    .00
YTD Sales       6820.00     YTD Margin               YTD Units

Database: RAD          Appl: TIC 00         User: LGG        Aug 22nd, 2:52 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

Figure 13. The Purchase Orders Products By Warehouse Screen - Part 2 of 2

Certain entries on this screen will be automatically displayed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

Certain fields on the screen do not apply if the Inventory Control or Order Entry application is not part of the system. In this case, you do not need to make entries in these fields.

Product*

The system displays the Product No entry from the previous screen and the corresponding description.

Warehouse*

The system displays the Warehouse No entry from the previous screen and the corresponding description from the Warehouses file.

On Hand Qty*

The system displays the number of stockkeeping units of the product that are on hand at the warehouse.

Requis’d*

The system displays the number of stockkeeping units of the product that are requisitioned (in Inventory Control) for this warehouse.

Cost*

The system displays the current unit cost of the product at this warehouse. The unit cost includes both the purchase price of the unit and any additional prorated costs applied to the cost of the product (for example, freight and tax).

On Order*

The system displays the number of stockkeeping units of the product that are on order for this warehouse.

Uncosted*

The system displays the number of stockkeeping units of the product that have been received but not yet invoiced (costed).

If the Inventory Control application is part of the system, Inventory Control transactions update this field on line.

Last Cost*

The system displays the most recent unit cost of the product at the warehouse.

Committed*

The system displays the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

If the Order Entry application is part of the system, this field is updated by sales order entry.

Online Adj*

The system displays the number of stockkeeping units of the product that have been sold (and shipped) but not invoiced (posted).

Total Cost*

The system displays the total cost of all stockkeeping units on hand at this warehouse. For example, if 50 of these products are on hand at the warehouse, the system displays the combined cost of these 50 products.

Due to fluctuations in the Cost field, the Total Cost field should not be expected to contain a value equal to the quantity of the product multiplied by its cost.

Last Qty Purch*

The system displays the number of stockkeeping units of the product that were last purchased for this warehouse.

This field is updated during purchase order entry (on line) and during invoice posting.

Last Purchase*

The system displays the date on which the product was last purchased for the warehouse.

During purchase order posting, this field is updated to the purchase order date. During invoice posting, this field is updated to the invoice date.

Last Qty Sold*

The system displays the number of units of the product that were included in the last sale of the product from this warehouse. Invoice posting updates this field.

Last Sale*

The system displays the date that the product was last sold from this warehouse.

Quantity Breaks

You can enter up to 5 quantity/price breaks. The quantities for each price break are identified here. (The prices are entered in the column to the right.) Enter up to 5 digits and 2 decimals to identify each of the quantity breaks. The quantity/price breaks are used by the Order Entry application.

Price Breaks

The prices for each quantity break are identified here. (The quantities are entered in the column to the left.) Enter up to 6 digits and 3 decimals to identify the selling price offered at each quantity break. Here is a sample table of quantity and price breaks:

Quantity Breaks	Price Breaks
1.00	15.000
100.00	13.000
10000.00	11.000

This table indicates the following pricing:

- Purchases of 1 to 99 units are priced at $15.00 per unit
- Purchases of 100 to 9,999 units are priced at $13.00 per unit
- Purchases of 10,000 units and up are priced at $11.00 per unit

MTD Sales*

The system displays the month-to-date sales dollars earned on the product at this warehouse. This is updated from the Order Entry application.

MTD Margin*

The system displays the month-to-date sales margin (sales dollars less cost) for the product at this warehouse. This is updated from the Order Entry application.

MTD Units*

The system displays the number of units of the product that have been sold from this warehouse during the current month. This is updated from the Order Entry application.

YTD Sales*

The system displays the year-to-date sales dollars earned on the product at this warehouse. This is updated from the Order Entry application.

YTD Margin*

The system displays the year-to-date sales margin (sales dollars less cost) for the product at this warehouse. This is updated from the Order Entry application.

YTD Units*

The system displays the number of units of the product that have been sold at this warehouse during the current year. This is updated from the Order Entry application.

The entered data is validated. Press RETURN to save the information on these screens.

Select Next Record to go to the next Products By Warehouse record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Warehouse file.

Option 8 - Products By Vendor

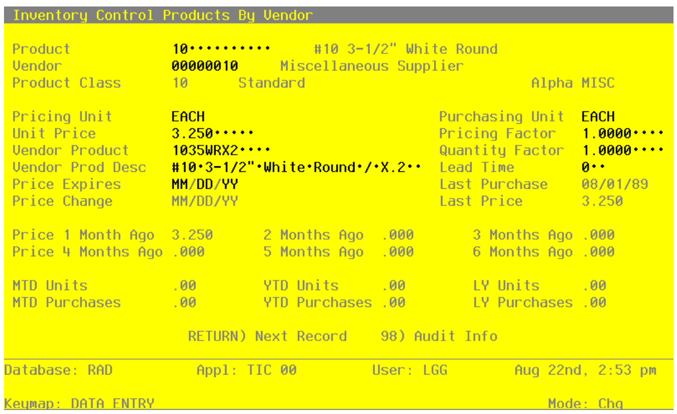
The Products By Vendor file associates each product with a vendor. If the Inventory Control application is part of the system, the option to keep detail by vendor can be chosen in the Inventory Control Parameters file. If this option is chosen, a separate record is established for each product/vendor combination if more than one vendor supplies the product. If this option is not chosen, detail is kept by product only. If Inventory Control is not part of the system, detail must be kept by vendor.

Information in this file is kept in terms of the supplier's pricing units. You can enter conversion factors used by the system to calculate the correct purchasing and stockkeeping units.

Month-to-date and year-to-date purchase data is kept for all purchase orders processed during the month or year. Last-year totals for the number of units purchased and the dollar amounts of those purchases from each supplying vendor are also maintained. The system maintains price changes for the six months previous to the current month.

Records in this file are maintained on a calendar year basis if Inventory Control is not present. With Inventory Control in the system, you have the option of maintaining records on a calendar or fiscal year basis.

Select "Products By Vendor" from the File Maintenance menu. The Products By Vendor entry screen is shown below.


```
Inventory Control Products By Vendor

Product            10••••••••••     #10 3-1/2" White Round
Vendor             00000010     Miscellaneous Supplier
Product Class      10      Standard                           Alpha MISC

Pricing Unit       EACH                            Purchasing Unit  EACH
Unit Price         3.250•••••                      Pricing Factor   1.0000••••
Vendor Product     1035WRX2••••                    Quantity Factor  1.0000••••
Vendor Prod Desc   #10•3-1/2"•White•Round•/•X.2••  Lead Time        0••
Price Expires      MM/DD/YY                        Last Purchase    08/01/89
Price Change       MM/DD/YY                        Last Price       3.250

Price 1 Month Ago  3.250      2 Months Ago  .000       3 Months Ago .000
Price 4 Months Ago .000       5 Months Ago  .000       6 Months Ago .000

MTD Units          .00        YTD Units     .00        LY Units     .00
MTD Purchases      .00        YTD Purchases .00        LY Purchases .00

                     RETURN) Next Record    98) Audit Info

Database: RAD          Appl: TIC 00        User: LGG        Aug 22nd, 2:53 pm

Keymap: DATA ENTRY                                            Mode: Chg
```
Figure 14. The Purchase Orders Products By Vendor Screen

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product

Enter the product number from the Products file to be set up on the Products By Vendor record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Vendor

If the Inventory Control application is part of the system and you choose to keep detail by vendor, or if Inventory Control is not part of the system, enter a number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the vendor name so that you can verify your entry.

Multiple vendors can be entered on separate Products By Vendor records. If Inventory Control is part of the system and you do not choose to keep detail by vendor in the Products By Vendor file, leave this field blank.

Product Class*

The system displays the product class number to which the product belongs. The corresponding description from the Product Classes file is also displayed.

The system changes this field automatically if the Product Class field on the Products record is changed.

Alpha*

The system displays the Vendor Alpha from the Vendors record.

Pricing Unit

Enter up to 4 characters to identify the pricing unit used by the vendor when quoting prices. For example, if the vendor price for this product is quoted as $.06 per foot (for example, of wire), the pricing unit would be ‘Foot’.

Purchasing Unit

Enter up to 4 characters to identify the purchasing unit of measure. For example, if the pricing unit is a foot, and it is purchased by rolls, the Purchasing Unit would be ‘Roll’.

The Purchase Units Ordered field on a purchase order must be entered in terms of purchasing units. This field is for your information only.

Unit Price

Enter up to 7 digits and 2 decimals for the current price of the pricing unit.

Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing units. The default is ‘1.00’, the pricing factor used if the pricing and purchasing units are the same. For example, if the purchasing unit is gallons and the pricing unit is pints, then the Pricing Factor entry would be ‘8’. If the purchasing unit is pints and the pricing unit is gallons, then the Pricing Factor entry would be ‘.125’.

As another example, if the purchasing unit is tons and the pricing unit is pounds, the Pricing Factor would be ‘2000’. If the purchasing unit is pounds and the pricing unit is tons, the Pricing Factor would be ‘.0005’.

Vendor Product

Enter up to 12 characters to identify the vendor’s product number for the product. This information is included on purchase orders to the vendor.

Quantity Factor

Enter up to 5 digits and 2 decimals for the factor used to convert the purchase unit to your inventory or stockkeeping unit.

For example, if you buy a product in gallons, but price and stock the product in pints, the Quantity Factor is ‘8’. On the other hand, if you purchase the product in pints but price and stock the product in gallons, the Quantity Factor is ‘.125’.

This factor is used to determine how many products are entered into the inventory from a purchase. It is also used by the reorder function in Inventory Control to determine the reorder quantity for automatically generated purchase orders. When the reorder point is reached, the system uses this factor to convert your reorder quantity into purchasing units.

The default is ‘1.00’, the Quantity Factor used if the purchase unit and the stockkeeping unit are the same.

Here is an example of the relationship between the conversion factors:

Purchasing Unit	Gallons (Stock purchase in ‘gallons’)
Pricing Factor	8
Pricing Unit	Pint (stock priced in ‘pints’)
Quantity Factor	8
Stockkeeping Unit	Pint (Stock quantity maintained in ‘pints’)

Vendor Prod Desc

Enter up to 30 characters for the vendor's description of the product. This information is included on purchase orders to the vendor.

Lead Time

Enter up to three digits to identify the number of days of lead time needed when ordering the product from this vendor.

Lead time is printed on the Request for Quotes form.

Price Expires

Enter the date on which the Unit Price expires.

This field is for your information only.

Last Purchase*

The system displays the date of the last invoice for this product from this vendor.

This field is updated when invoices are posted.

Price Change*

The system displays the date of the last price change for the product from this vendor. The date comes from entries made using the Purchase Price By Product or Purchase Price By Percentage utility in Inventory Control.

Last Price*

The system displays the price charged on the last invoice of this product from this vendor (that is, the unit price on the last posted invoice).

If the Inventory Control application is present, this figure is updated during invoice posting.

The following items reflect the current price in effect at each month-end for the last six months. These prices are updated during Close Month processing through Purchase Orders or Inventory Control.

Price 1 Month Ago*

The system displays the unit price charged by the vendor one month ago. After you run Close Month processing, the unit price in the Current Price field rolls back into this field.

Price 2 Months Ago*

The system displays the unit price charged by the vendor two months ago.

After you run Close Month processing, the unit price in the Price 1 Month Ago field rolls back into this field.

Price 3 Months Ago*

The system displays the unit price charged by the vendor three months ago.

After you run Close Month processing, the unit price in the Price 2 Months Ago field rolls back into this field.

Price 4 Months Ago*

The system displays the unit price charged by the vendor four months ago.

After you run Close Month processing, the unit price in the Price 3 Months Ago field rolls back into this field.

Price 5 Months Ago*

The system displays the unit price charged by the vendor five months ago.

After you run Close Month processing, the unit price in the Price 4 Months Ago field rolls back into this field.

Price 6 Months Ago*

The system displays the unit price charged by the vendor six months ago.

After you run Close Month processing, the unit price in the Price 5 Months Ago field rolls back into this field.

MTD Units*

The system displays the number of pricing units purchased from the vendor in the current month.

YTD Units*

The system displays the number of pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

LY Units*

The system displays the number of pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

MTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current month.

YTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current year, including the current month. Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

LY Purchases*

The system displays the cost of the pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products By Vendor record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Vendor file.

Option 9 - Special Instructions

This file contains special instructions that are printed on purchase order forms. Each instruction in this file is identified by a code. To include a special instruction on an order, enter the code on the purchase order during data entry. Special instructions can apply either to an entire purchase order (these are printed at the bottom of the form) or to a specific line item on a purchase order (these are printed with the line item on the form).

Select “Special Instructions” from the File Maintenance menu. Here is the Special Instructions entry screen:

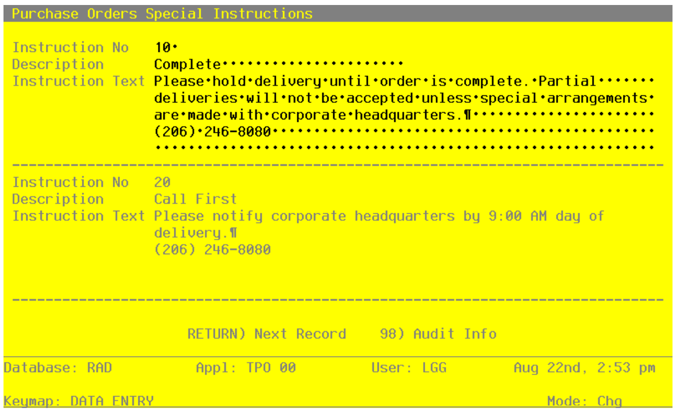


Figure 15. The Purchase Orders Special Instructions Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Instruction No

Enter a unique code of up to 3 digits to identify the instruction. This is the number requested when the item is recalled or referenced on a purchase order.

Description

Enter up to 10 characters to describe the instruction. This description is displayed when the code is entered on a purchase order.

Instruction Text

Enter up to 5 lines of 60 characters each for the special instruction or standard message. This instruction or message is printed on the purchase order form.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Special Instructions record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Special Instructions file.

Option 10 - Status Codes

This file contains codes for each type of purchase order status (for example, confirmed, pending, or backordered). A status code can be entered on a purchase order for reference, and it is included in the Purchase Orders report. As the status of a posted Purchase Order changes, the code can be updated. The status code is also a sort option on the Purchase Orders report.

Select "Status Codes" from the File Maintenance menu. Here is the Status Codes entry screen:

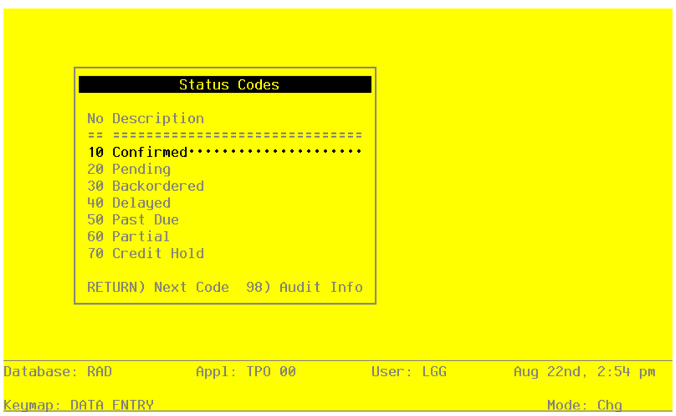


Figure 16. The Purchase Orders Status Codes Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Status No

Enter a unique code of up to 2 digits. This is the number requested whenever the item is recalled or referenced elsewhere in the system.

Description

Enter up to 11 characters to describe the corresponding status. Examples might be 'CONFIRMED' or 'PENDING'.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Status Codes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Status Codes file.

Option 11 - Alternate Addresses

This file contains alternate addresses that are used regularly as the "ship to", "send to", or "ship from" addresses on purchase orders. The "ship to" address refers to where the merchandise is sent; "send to" is where the paperwork should go; and "ship from" is the address from which the merchandise originates.

By default, the system uses the address from the Warehouses file for the "ship to" address. It uses the address from the Vendors file for the "send to" and "ship from" addresses. These default addresses are used if these fields are left blank during purchase order entry. If you often use alternate addresses, they can be set up here and identified by code on the purchase order.

Select "Alternate Addresses" from the File Maintenance menu. Here is the Alternate Addresses entry screen:

```
 Purchase Orders Alternate Addresses

     Code  Addressee Name                Address
     ===== ============================= ===============================
     00010 Commercial•Supplies•••••••••• 114•E.•Marginal•Way•••BLDG•12•
                                         Attn:•••A.•Daniels••••••••••••
                             City/St/Zip Seattle,•••••••••••• WA 981166••••
                             Country     ••••••••••••••••••••
     -------------------------------------------------------------------
     00020 Commercial Supplies (OFFSITE) 8900 Olympic Way West
                                         Attn:   J. Jangaard
                             City/St/Zip Seattle,             WA  98119
                             Country
     -------------------------------------------------------------------
     00030 Commercial Supplies (OUTLET)  9000 Airport Way
                                         Attn:   R. Wolff
                             City/St/Zip Seattle,             WA  98166
                             Country
     -------------------------------------------------------------------
                     RETURN) Next Address    98) Audit Info

Database: RAD          Appl: TPO 00         User: LGG        Aug 22nd, 2:54 pm

Keymap: DATA ENTRY                                                 Mode: Chg
```

Figure 17. The Purchase Orders Alternate Addresses Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Address Code

Enter a unique code of up to 5 characters to identify the alternate address.

This code could be associated with the vendor number or the warehouse number to make it easier to remember. For example, the alternate “ship from” address for vendor 500 might have ‘500’ for the Address Code.

Addressee Name

Enter up to 30 characters for the name of the addressee.

Address Line 1

Enter up to 30 characters for the first line of the address.

Address Line 2

Enter up to 30 characters for the second line of the address.

City

Enter up to 30 characters for the name of the city.

State/Zip Code

Enter 2 characters to identify the state and up to 10 characters for the zip code, if applicable.

Country

Enter up to 20 characters to identify the country.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Alternate Addresses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Alternate Addresses file.

Option 12 - Parameters List

You can print the contents of any file by selecting the corresponding list from the File Maintenance menu. Lists include those items in each record that can be entered or changed, as well as system-maintained information.

During Initial Setup, you should print lists to check the accuracy of the data that is being entered. These lists provide you with a printed record of the information used during Initial Setup.

A sample output is shown below.

```
                                        Expert Distributing, Inc.
04/18/91 03:59 pm                                                                          KAY Page:  1
                                      Purchase Orders Parameters List
=========================================================================================================

                        Post to Other Applications?  AP Y  IC Y
                        Update Product/Vendor at EOM?   Y
                        Current Calendar Month / Year    8 89
                        Number of Fiscal Months         12
                        Receipts in Purchase Orders?    Y

                           Preprinted Forms?
                           -----------------

                        Purchase Orders        N
                        Request for Quotes     N
```

Option 13 - Terms List

This option prints a listing of the Terms file. A sample output is shown below.

Expert Distributing, Inc.

04/30/91 11:49 am KAY Page: 1

Terms List

Terms Code	Description	Disc %	Disc Code	Disc Days	Code Description	Discount Day of Mo	Discount Day of Mo	Net Code	Net Days	Code Description	-- Net -- Day of Mo	-- Net -- Day of Mo
010	2/10, Net 30	2.000	3	10	Specific Days	25	9	3	30	Specific Days	25	
020	Net EOM	0.000						2	0	End of Month		
030	3/15th, Net 25th	3.000	3	0	Specific Days	15		3	0	Specific Days	25	
040	Cash	0.000						1	0	Invoice Date		
050	Net 30	0.000	1	0	Invoice Date			1	30	Invoice Date		
060	2/10,25 N/25,10	2.000	3	0	Specific Days	10	25	3	0	Specific Days	25	10

Option 14 - Vendors List

This option prints a listing of the Vendors file. The screen shown below allows you to choose to print the short Vendors List.

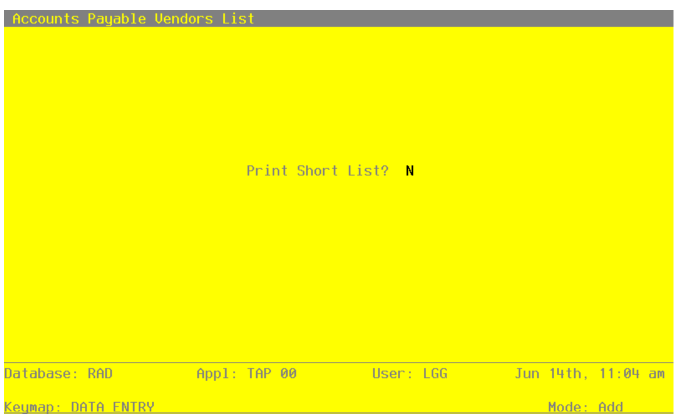


Figure 18. The Purchase Orders Vendors List Screen

Data items for the preceding screen are described below:

Print Short List?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘N.’ This field is required.

Indicate whether or not you wish to print the short Vendors List.

Press RETURN to save the information on this screen.

A sample Vendors List (long form) is shown below.

```
                                            Expert Distributing, Inc.
04/18/91 11:26 am                                                                                            KAY Page:  1
                                                   Vendors List
=================================================================================================================================

00000040 ALBERT    Albert Materials, Inc.              Hold Checks?   N   Misc Vendor? N      Balance:             12698.00
                   10112 West Smith                    Pay Status:    Normal                  Credit Limit:        9999999
                                                       Tax ID No:                             Retention:      3 %  1767.15
                   Seattle, WA 98112                   Bank Acct No:  205698                  Last Invoice Date:   08/14/89
                   USA                                 Correct 1099?  N                       Last Invoice No:     96215
                   Phone:        206-555-1256          FAX:           206-555-9874            Last Invoice Amt:    2058.00
                   Contact:      Milton Albert         Terms:         060  2/10,25 N/25,10    Last Pymt Date:      08/11/89
                   Vendor Type:  10    Supplier                                               Last Check No:       312
                   Liab Acct:    2010001001  Accounts Payable, Sales                          Last Check Amt:      427.55
                   Offset Acct:  4010000000MA  Cost of Goods Sold, Corp./Mfg.                 Check GT Max? N      In Process? Y
                   Comment:  Prompt Supplier.
---------------------------------------------------------------------------------------------------------------------------------


00000150 CARPENTR  Carpenter's Union #101              Hold Checks?   N   Misc Vendor? N      Balance:             0.00
                   Union Hall                          Pay Status:    Normal                  Credit Limit:        9999999
                                                       Tax ID No:                             Retention:      0 %  0.00
                   Seattle WA 98101                    Bank Acct No:                          Last Invoice Date:
                   USA                                 Correct 1099?  N                       Last Invoice No:
                   Phone:        (206)441-2367         FAX:                                   Last Invoice Amt:    0.00
                   Contact:      Fritz Holden          Terms:         000                     Last Pymt Date:
                   Vendor Type:  40    Agent                                                  Last Check No:       0
                   Liab Acct:    2050600000  Carpenter's Union #101                           Last Check Amt:      0.00
                   Offset Acct:                                                               Check GT Max? N      In Process? N
                   Comment:
---------------------------------------------------------------------------------------------------------------------------------


00000160 ELECTRIC  Electrician's Union #238            Hold Checks?   N   Misc Vendor? N      Balance:             0.00
                   Electrician's Hall                  Pay Status:    Normal                  Credit Limit:        9999999
                                                       Tax ID No:                             Retention:      0 %  0.00
                   Seattle WA 98111                    Bank Acct No:                          Last Invoice Date:
                   USA                                 Correct 1099?  N                       Last Invoice No:
                   Phone:        (206)431-8909         FAX:                                   Last Invoice Amt:    0.00
                   Contact:      Cal Worthington       Terms:         000                     Last Pymt Date:
                   Vendor Type:  40    Agent                                                  Last Check No:       0
                   Liab Acct:    2050700000  Electrician's Union #238                         Last Check Amt:      0.00
                   Offset Acct:                                                               Check GT Max? N      In Process? N
                   Comment:
---------------------------------------------------------------------------------------------------------------------------------


00000050 HARDWARE  Hardware Services, Inc.             Hold Checks?   N   Misc Vendor? N      Balance:             2385.56
                   1330 Third Avenue North             Pay Status:    Normal                  Credit Limit:        50000
                   Bldg. E-10                          Tax ID No:                             Retention:      0 %  0.00
                   Tacoma, WA 98332                    Bank Acct No:                          Last Invoice Date:   08/07/89
                   USA                                 Correct 1099?  N                       Last Invoice No:     05981
                   Phone:        206-555-0079          FAX:           206-555-1008            Last Invoice Amt:    432.81
                   Contact:      George Johnson        Terms:         010  2/10, Net 30       Last Pymt Date:      06/01/89
                   Vendor Type:  20    Subcontractor                                          Last Check No:       5101
                   Liab Acct:    2010001001  Accounts Payable, Sales                          Last Check Amt:      8795.22
                   Offset Acct:  4090000000MA  Repairs and Maintenance, Mfg.                  Check GT Max? N      In Process? Y
                   Comment:  Repairs and services automated factory equipment.
---------------------------------------------------------------------------------------------------------------------------------
```

A sample Vendors List (short form) is shown below.

Expert Distributing, Inc.

04/18/91 11:31 am KAY Page: 1

Vendors List (Short)

Name	Vendor	Contact	Phone	FAX	Trm	Description
Albert Materials, Inc.	00000040	Milton Albert	206-555-1256	206-555-9874	60	2/10,25 N/25,10
Carpenter's Union #101	00000150	Fritz Holden	(206)441-2367		0	
Electrician's Union #238	00000160	Cal Worthington	(206)431-8909		0	
Hardware Services, Inc.	00000050	George Johnson	206-555-0079	206-555-1008	10	2/10, Net 30
Insurances Unlimited	00000070	Scott Hansen	206-555-9988	206-555-6000	40	Cash
Internal Revenue Service	00000110	Henry Worthmeyer	456-7890		40	Cash
Sam Jones	00000080		313/568-9652		20	Net EOM
Miscellaneous Supplier	00000010				20	Net EOM
Mountain Air Conditioning	00000030	Herman Hill	206-555-9872	206-555-9871	30	3/15th, Net 25th
George Peters	00000090		303/987-5515	303/987-2274	20	Net EOM
Pool and Associates	00000020	Susan White	206-555-4778	206-555-4777	20	Net EOM
State Industrial Insurance	00000130	Joel Bomburg	352-9821		40	Cash
State Withholding Agency	00000120	Janice Sdmith	352-1456		40	Cash
State Unemployment Insurance	00000140		352-0764		40	Cash
Travel Planners	00000060	Jill Peterson	206-555-4112	206-555-1212	50	Net 30
Kris Williams	00000100		262/987-6541		20	Net EOM

Option 15 - Product Classes List

This option prints a listing of the Product Classes file. A sample output is shown below.

```
                                              Expert Distributing, Inc.
04/18/91 11:37 am                                                                                       KAY Page:    1
                                                 Product Classes List

Account                         Description                     Account                          Description
===============================================================================================================================
010  Standard

Inventory          1100001001WH  Resale Inventory, Sales Outlet   Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                  Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/
Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale

020  Special Order

Inventory          1100001000WH  Resale Inventory                 Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                  Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/
Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale

030  Custom

Inventory          1100001001WH  Resale Inventory, Sales Outlet   Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                  Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/
Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale
```

Option 16 - Warehouses List

This option prints a listing of the Warehouses file. A sample output is shown below.

```
                                                    Expert Distributing, Inc.
04/18/91 12:17 pm                                                                                            KAY Page:    1
                                                         Warehouses List

                Warehouse                                Ship to Address                    Manager/Phone
================================================================================================================================
                10     Main Facility                     Main Warehouse                     A. Daniels
                                                         123 Main Street                    206 246-3118
                                                         Seattle,             WA
                                                         98166

                20     South End Facility                South End Warehouse                B. Smith
                                                          114 E. Marginal Way   Bldg 12     206 246-3118
                                                         Seattle,             WA
                                                         98166

                30     North End Facility                North End Warehouse                J. Jangaard
                                                          8900 Olympic Way North            206 282-9998
                                                         Everett,             WA
                                                         98119

                99     Drop Ship Warehouse               Drop Ship Warehouse                Corporate Office
                                                         123 Main Street                    (202) 246-7022
                                                         Seattle,             WA
                                                         98166
```

Option 17 - Products List

This option prints a listing of the Products file. The screen shown below allows you to choose to print the short Products List.

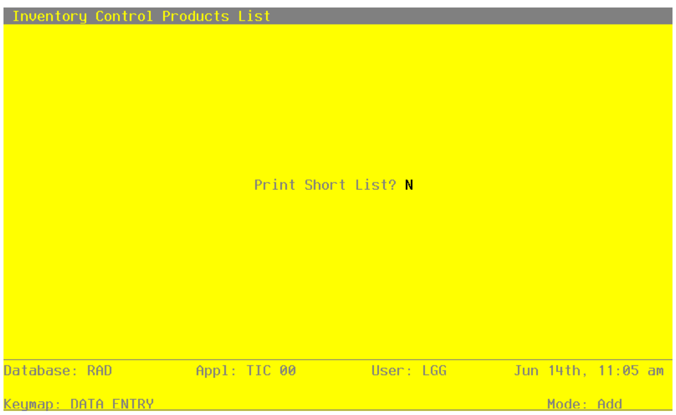


Figure 19. The Purchase Orders Products List Screen

Data items for the preceding screen are described below:

Print Short List?

Enter 'Y' (yes) or 'N' (no). The initial default value is 'N.' This field is required.

Indicate whether or not you wish to print the short Products List.

Press RETURN to save the information on this screen.

A sample output (long form) is shown below.

```
                                                 Expert Distributing, Inc.
04/18/91 11:42 am                                                                                                      KAY Page:    1
                                                        Products List

   Class   I/U     U/Ctn  Stk? Tax?  U/M DS?  Package     Frt Cl  Est Frt  S/A?  Ship Wt   Commiss   Sub Product  ABC  Cycle
Phys
====================================================================================================================================
10            #10 3-1/2" White Round         Alpha = WHITE ROUND
   010       1      1.00   Y    N    Each  N  3 X 5          010     0.00    Y    100.00    150.00                   A     06  10

20             #4 12" Gold Plated Black Round  Alpha = BLACK ROUND
   020       1      1.00   Y    Y    Each  N  2 X 2          020     0.00    Y     15.00    250.00                   B     04  20

30            #56 10" Red Cylinder           Alpha = RED CYLINDER
   030       1      1.00   Y    N    Each  N  3 X 6          010     0.00    N     25.00    300.00  40               C     06  10

40            #58 10" Yellow Cylinder        Alpha = YEL CYLINDER
   030       1      1.00   Y    N    Each  N  3 X 6          010     0.00    N     25.00      7.00                   C     01  10
```

Another sample Products List (short form) is shown below.

04/18/91 11:48 am Expert Distributing, Inc. KAY Page: 1

Products List (Short)

Product	Description	Alpha	Product Class	Unit Measure	Stock Item?	Taxable?
10	#10 3-1/2" White Round	WHITE ROUND	10	Each	Y	N
20	#4 12" Gold Plated Black Round	BLACK ROUND	20	Each	Y	Y
30	#56 10" Red Cylinder	RED CYLINDER	30	Each	Y	N
40	#58 10" Yellow Cylinder	YEL CYLINDER	30	Each	Y	N

Option 18 - Products By Warehouse List

This option prints a listing of the Products By Warehouse file. A sample output is shown below.

```
                                                   Expert Distributing, Inc.
04/18/91 12:40 pm                                                                                              KAY Page:    1
                                                   Products By Warehouse List

                                                                                                           Phys
Product                                  Warehouse                          Loc   Alpha         Class  Type  ABC  Stk?  Tax?
==============================================================================================================================
10           #10 3-1/2" White Round      10  Main Facility                  A-10  WHITE ROUND    010  010    A    Y     Y

             Reorder Point      150      On Hand      291.00      Cost                  34.913  Items/Unit          1
             Reorder Quantity   100      On Order      61.00      Last Cost            110.000  Units Per Carton    1.00
             Reorder Vendor    00000020  Committed      0.00      Total Cost          13965.00  Post to S/A     N
             Auto POs             Y      Requis'd     301.00      Estimated Freight %     0.00  Cycle Count     04
                                         Uncosted       6.00

                                                                                        Quantity Breaks   Price Breaks
             Last Qty Purch     5.00     MTD Sales      1000.00   YTD Sales      6820.00      1.00          250.000
             Last Purchase    05/29/89   MTD Units         4.00   YTD Units        31.00     10.00          245.000
             Last Qty Sold      4.00     MTD Margin      440.00   YTD Margin     3400.00     25.00          240.000
             Last Sale        08/01/89                                                       50.00          220.000
                                                                                            100.00          200.000


10           #10 3-1/2" White Round      20  South End Facility             B-02  WHITE ROUND    020  010    A    Y     Y

             Reorder Point      100      On Hand      722.00      Cost                  16.146  Items/Unit          1
             Reorder Quantity     0      On Order     260.00      Last Cost             62.500  Units Per Carton    1.00
             Reorder Vendor    00000020  Committed      0.00      Total Cost          14402.50  Post to S/A     N
             Auto POs             N      Requis'd      90.00      Estimated Freight %     0.00  Cycle Count     04
                                         Uncosted      12.00

                                                                                        Quantity Breaks   Price Breaks
             Last Qty Purch   6000.00    MTD Sales         0.00   YTD Sales         0.00      1.00          320.000
             Last Purchase    05/29/89   MTD Units         0.00   YTD Units         0.00     10.00          315.000
             Last Qty Sold      0.00     MTD Margin        0.00   YTD Margin        0.00     25.00          310.000
             Last Sale                                                                       50.00          305.000
                                                                                            100.00          295.000


10           #10 3-1/2" White Round      99  Drop Ship Warehouse            D-09                 010              Y     Y

             Reorder Point        0      On Hand        1.00      Cost                   0.000  Items/Unit          1
             Reorder Quantity     0      On Order     500.00      Last Cost              0.000  Units Per Carton    0.00
             Reorder Vendor              Committed      1.00      Total Cost              0.00  Post to S/A     N
             Auto POs             N      Requis'd       0.00      Estimated Freight %     0.00  Cycle Count     00
                                         Uncosted       0.00

                                                                                        Quantity Breaks   Price Breaks
             Last Qty Purch     0.00     MTD Sales         0.00   YTD Sales         0.00      1.00          250.000
             Last Purchase               MTD Units         0.00   YTD Units         0.00     10.00          245.000
             Last Qty Sold      0.00     MTD Margin        0.00   YTD Margin        0.00     25.00          240.000
             Last Sale                                                                       50.00          220.000
                                                                                            100.00          200.000
```

Option 19 - Products By Vendor List

This option prints a listing of the Products By Vendor file. A sample output is shown below.

```
                                                     Expert Distributing, Inc.
04/18/91 12:51 pm                                                                                                     KAY Page:    1
                                                      Products By Vendor List

Product
Vendor         Description                       Alpha     Vendor           Pricing    Pricing    Purch      Quantity    Lead
                                              Prod Class   Product          Unit        Factor    Unit         Factor    Time
====================================================================================================================================
10            #10 3-1/2" White Round
00000020      Pool and Associates                POOL
              #10 3-1/2" White Round / X.2           010   1035WRX2         EACH       1.0000    EACH         1.0000     010

              Unit Price        110.250          Price 1 Month  Ago      97.000             MTD Units          234.00
              Price Expires                            2 Months Ago      95.000             YTD Units         1500.00
              Price Change     07/31/85                3 Months Ago      96.000             LY  Units         5000.00
                                                        4 Months Ago      92.000             MTD Purchases    20000.00
              Last Purchase    05/29/89                5 Months Ago                         YTD Purchases   120000.00
              Last Price        100.250                6 Months Ago                         LY  Purchases   250000.00

20            #4 12" Gold Plated Black Round
00000020      Pool and Associates                POOL
              #4 12" Gold Pl. Blk. Rnd / X.2         020   0412GPBRX2       EACH       1.0000    EACH         1.0000     021

              Unit Price        155.750          Price 1 Month  Ago     145.500             MTD Units          125.00
              Price Expires                            2 Months Ago     142.750             YTD Units          125.00
              Price Change     07/31/85                3 Months Ago     140.000             LY  Units          500.00
                                                        4 Months Ago     138.750             MTD Purchases    18750.00
              Last Purchase    05/29/89                5 Months Ago     135.000             YTD Purchases    18750.00
              Last Price        150.750                6 Months Ago     133.300             LY  Purchases    50000.00

30            #56 10" Red Cylinder
00000020      Pool and Associates                POOL
              #56 10" Red Cylinder / X.3             030   4510RCX3         EACH       1.0000    EACH         1.0000     010

              Unit Price         98.000          Price 1 Month  Ago     105.000             MTD Units            0.00
              Price Expires                            2 Months Ago     102.000             YTD Units           25.00
              Price Change     07/31/85                3 Months Ago     100.000             LY  Units          135.00
                                                       4 Months Ago                         MTD Purchases        0.00
              Last Purchase    06/10/89                5 Months Ago                         YTD Purchases     2375.00
              Last Price         98.100                6 Months Ago                         LY  Purchases    14200.00

40            #58 10" Yellow Cylinder
00000020      Pool and Associates                POOL
              #58 10" Yellow Cylinder / X.3          030   7839YCX3         EACH       1.0000    EACH         1.0000     015

              Unit Price         25.350          Price 1 Month  Ago      22.750             MTD Units          320.00
              Price Expires                            2 Months Ago      21.500             YTD Units          400.00
              Price Change                             3 Months Ago      20.350             LY  Units            0.00
                                                        4 Months Ago      18.750             MTD Purchases     8125.00
              Last Purchase    04/05/89                5 Months Ago      17.500             YTD Purchases    12500.00
              Last Price          0.000                6 Months Ago      15.000             LY  Purchases        0.00
```

Option 20 - Special Instructions List

This option prints a listing of the Special Instructions file. A sample output is shown below.

```
                                        Expert Distributing, Inc.
04/18/91 03:58 pm                                                                                   KAY Page:  1
                                        Special Instructions List

  Instruction No         Description           Text
====================================================================================================================
            010              Complete              Please hold delivery until order is complete. Partial
                                                    deliveries will not be accepted unless special arrangements
                                                   are made with corporate headquarters.
                                                  (206) 246-8080

            020              Call First            Please notify corporate headquarters by 9:00 AM day of
                                                  delivery.
                                                  (206) 246-8080

            030              No B/Order            Back orders are not acceptable. Quantities not filled in
                                                    original shipment will be considered cancelled unless prior
                                                    arrangement is made with corporate headquarters.
                                                  (206) 246-8080

            040              No Sub                Receiving department is not allowed to accept any
                                                    substitutions without written acknowledgement from
                                                    corporate headquarters. Please notify in advance of any
                                                  substitution.
                                                  (206) 246-8080
```

Option 21 - Status Codes List

This option prints a listing of the Status Codes file. A sample output is shown below.

```
                                              Expert Distributing, Inc.
04/18/91 03:57 pm                                                                                         KAY Page:  1
                                                 Status Codes List

                                       Status
                                       Number              PO Status
=========================================================================================================================
                                          10               Confirmed

                                          20               Pending

                                          30               Backordered

                                          40               Delayed

                                          50               Past Due

                                          60               Partial

                                          70               Credit Hold
```

Option 22 - Alternate Addresses

This option prints a listing of the Alternate Addresses file. A sample output is shown below.

```
                                              Expert Distributing, Inc.
04/18/91 11:36 am                                                                                         KAY Page:  1
                                              Alternate Addresses List

                            Addr Code  Address
=========================================================================================================================
                            00010      Commercial Supplies
                                       114 E. Marginal Way   BLDG 12
                                       Attn:   A. Daniels
                                       Seattle,              WA  981166

                            00020      Commercial Supplies (OFFSITE)
                                       8900 Olympic Way West
                                       Attn:   J. Jangaard
                                       Seattle,              WA   98119

                            00030      Commercial Supplies (OUTLET)
                                       9000 Airport Way
                                       Attn:   R. Wolff
                                       Seattle,              WA   98166

                            00040      International Affiliate
                                       1000 Harbour Avenue
                                       Building 909A
                                       Victoria              BC  N6B 2H8     Canada

                            00050      East Coast Subsidiary
                                       9010 Boylston Avenue
                                       Suite 3600
                                       Boston                MA  20038
```

Chapter 3: Recovery Processing

This menu contains function that allows recovery from abnormal situations. The functions on this menu are not used during normal processing. Special security should be required to access this menu.

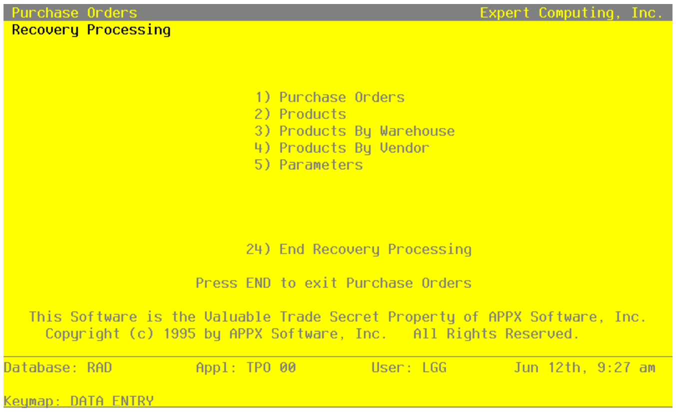


Figure 20. The Purchase Orders Recovery Processing Menu

Option 1 - Purchase Orders

This function allows entry and maintenance of Purchase Orders. These records are updated during receipts entry and invoices post. These records are deleted by the Delete Completed Purchase Orders function.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

```
Purchase Orders Entry                                              (Purchase Order)

PO No       ••••••••                                    PO Date        MM/DD/YY
Desc        ••••••••••••••••••••••••••••••              Date Required  MM/DD/YY
Vendor No   ••••••••
Terms No
Ship To     •••••                                       Retention Pct
Send To     •••••                                       Originating?   Y
Ship From   •••••                                       Prepaid Amt    .00•••••••••
Warehouse   ••
Ship Via    ••••••••••••••••••••                        Spec Inst  •••
FOB         ••••••••••••••••••••                        Status     ••
Ship Date   MM/DD/YY      BO Date        MM/DD/YY       Vendor Order   ••••••••
Ackn Date   MM/DD/YY      Last Adjust                   Printed?       N
                          Revision No                   Modified?      N

Last Inv    MM/DD/YY      Accum Sub      .00•••••••••   Accum Tax      .00•••••••••
Accum Inv   .00•••••••••  Accum Freight  .00•••••••••   Accum Discount .00•••••••••
                          Accum Retentn  .00•••••••••   Accum Other    .00•••••••••

Database: RAD          Appl: TPO 00         User: LGG        Jun 12th, 9:26 am

Keymap: DATA ENTRY                                                Mode: Add
```

Figure 21. The Recovery Processing Purchase Orders Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

PO No

Enter a unique code of up to 8 characters to identify the purchase order. This is the number that will be used to recall or reference this record elsewhere in the system.

PO Date

Enter the date for the purchase order.

Desc

Enter up to l6 characters to describe this purchase order.

If Option 17 is used to create an invoice record from the purchase order (see the description of the Invoices Data Entry program), the description is transferred as the invoice description.

Date Required

Enter the date the order is required. This date is used as a sort option for the Purchase Orders report.

Vendor No

Enter the supplying vendor's number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the corresponding name so that you can verify your entry.

Terms No

The system displays the terms code for the vendor you identified in the preceding field. You can enter another terms code from the Terms file to change this display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry. The system uses the terms selected here to calculate discount dates and amounts and due dates during invoice entry.

Ship To

If the product will be shipped to an address other than that of the warehouse you select (see the Warehouse field description below), enter the corresponding code from the Alternate Addresses file. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the description from the Warehouses record.

This address is only printed on the purchase order form if you enter an alternate address code.

Retention Pct

The system displays the Retention Percent field from the Vendors record. You can enter a different, nondecimal retention percentage to override the display.

The system uses this percentage to compute the retention amount during invoice entry.

Send To

If the purchase order (that is, the physical paperwork) will be sent to an address other than the address on the Vendors record (see the Vendor No field description), enter the code from the Alternate Addresses file for that address. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the name from the Vendors record.

Originating?

Enter 'Y' or 'N' to indicate whether this purchase order is an original order to the supplying vendor, or whether it is a confirmation of an order already placed with the vendor.

Y: This purchase order is the initial order to the vendor.

N: The purchase order is a confirmation of an order already placed with the vendor.

This field is for your information only.

Ship From

If the order will be shipped from an address other than the address on the Vendors record (see the Vendor No field description), enter a code of up to 5 characters from the Alternate Addresses file for that address. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the name from the Vendors record.

The “ship from” address is only printed on the purchase order form if it is different from the address on the Vendors record.

Prepaid Amt

Enter up to 7 digits and 2 decimals for the amount prepaid against this purchase order.

The prepayment is carried over to the invoice to reduce the invoice amount.

Warehouse

Enter a warehouse number to identify the warehouse to which the order will apply. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Warehouses file so that you can verify your entry.

This entry appears as the default Warehouse No when you enter line items for this purchase order.

Ship Via

Enter up to 20 characters to identify the freight company to be used.

This entry is printed on the purchase order.

Spec Inst

Enter a code of up to 3 digits from the Special Instructions file for the instructions that will be printed on the bottom of the purchase order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

FOB

Enter up to 20 characters to identify the destination or shipping point to which the order will be shipped “free on board.”

This entry is printed on the purchase order.

Status

Enter a 2-digit code from the Status Codes file to describe the status of this order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

The status code is included on the Purchase Orders Report and provides a way to selectively print purchase orders.

Ship Date

Enter the date the order will be (or was) shipped. This field is for your information only.

BO Date

If the purchase order is backordered, enter the date the order was placed on backorder. This field is for your information only.

Vendor Order

Enter up to 8 characters for the vendor’s order number for the purchase order.

Ackn Date

Enter the date that the vendor acknowledged the purchase order. This field is for your information only.

Last Adjust

If the purchase order is revised or adjusted you may enter the date of the most recent revision.

Printed?*

The system displays ‘Y’ or ‘N’ to indicate whether or not the purchase order has been printed since it was last modified.

Y: This purchase order has been printed.

N: This purchase order has not been printed.

This flag is reset to ‘N’ if any changes are made to this purchase order.

Revision No

If the purchase order is revised, you may enter a Revision Number which will be printed on the Purchase Order form.

Modified?*

The system displays 'Y' or 'N' to indicate whether or not the purchase order has been modified since the last time the Delete Completed POs function was run.

Y: This purchase order has been modified.

N: This purchase order has not been modified.

The system sets this flag to 'Y' if any changes are made to this purchase order, and resets the flag to 'N' when the delete completed POs function is run.

Last Inv*

The system displays the date of the last invoice posted for the purchase order. The system updates this date as invoices are processed for the purchase order.

Accum Sub*

The system displays the subtotal amount (line items exclusive of freight, tax, and "other" amounts) already invoiced on the purchase order. The system updates this figure as invoices are posted.

Accum Tax*

The system displays the tax amount already invoiced on the purchase order. The system updates this figure as invoices are posted.

Accum Inv*

The system displays the amount already invoiced on the purchase order. The system updates this figure as invoices are posted.

Accum Frt*

The system displays the freight amount already invoiced for the purchase order. The system updates this figure as invoices are posted.

Accum Discount*

The system displays the discount amount already taken on invoices for the purchase order. The system updates this figure as invoices are posted.

Accum Retention*

The system displays the retention amount already withheld on invoices for the purchase order. The system updates this figure as invoices are posted.

Accum Other*

The system displays “other” charges already invoiced on the purchase order. The system updates this figure as invoices are posted.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Not a Miscellaneous Vendor

Press ENTER to save the information on this screen.

Select Next Record to go to the next Miscellaneous Vendor Name and Address record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Miscellaneous Vendor Name and Address file.

Option 2 - Products

This Recovery Processing job allows maintenance of product records. Many of the values contained on the following entry screen will be changed automatically in the Products by Warehouse file when changed using this job.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Products.

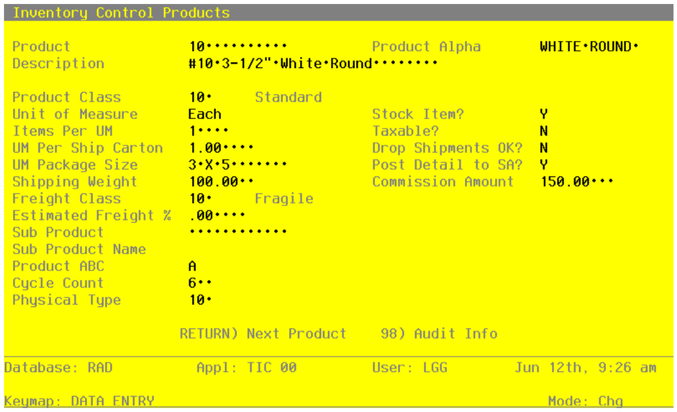


Figure 22. The Recovery Processing Products Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product

Enter up to 12 characters to identify the product. This is the code that will be used to recall or reference this record elsewhere in the system.

Product Alpha

Enter a unique code of up to 12 characters for this product. The code that you enter allows you to locate the product if you do not know the product number. Also, the system can use this code to sort data for reports.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

Description

Enter up to 30 characters to identify the product.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

Product Class

Enter the product class to which this product belongs. You can use the Scan option to find an appropriate entry. The product class you enter must be in the Product Classes file. The system displays the corresponding description so that you can verify your entry. The Product Classes record identifies the General Ledger accounts that are used for this product.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Posted purchase orders are not changed and would require an operator to manually change any affected General Ledger accounts on the purchase order.

Unit of Measure

Enter up to 4 characters to describe the stockkeeping unit of measure used for the product as it is stored in inventory. For example, if shirts are stored by the package in inventory, you could enter ‘Pkg’ here.

This field is for your information only. It is occasionally displayed for reference on other records.

Stock Item?

Enter ‘Y’ or ‘N’ to specify whether or not this is a regularly stocked product.

Y: This is a regularly stocked product. Sales invoices posted with this product number in the Product No field will reduce on hand quantities in inventory.

N: This is a nonstock product. A nonstock item does not have “on hand” quantities that can be reduced. You can also enter ‘N’ here for a service (for example, installation or repair). Sales invoices posted with this product number will not reduce on hand quantities.

Items per UM

Enter up to 5 digits to specify the number of individual items included in the unit of measure. Using the example given for the Unit of Measure field, if each package (unit of measure) contains 3 shirts, you would enter ‘3’ here. This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Taxable?

Enter ‘Y’ or ‘N’ to specify whether or not this product is subject to sales tax when sold. This field is used by the Order Entry and Accounts Receivable applications.

Y: This product is subject to sales tax.

N: This product is not subject to sales tax. If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

UM per Ship Carton

Enter up to 5 digits and 2 decimals for the number of units of measure in the shipping carton used for this product. Using the Unit of Measure example, if shirts are shipped in cartons that contain 4 packages (units of measure), you would enter ‘4’ here. This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Drop Shipments OK?

Enter ‘Y’ or ‘N’ to specify whether or not this product can be drop shipped from the vendor directly to the customer’s site.

Y: This product can be drop shipped.

N: This product cannot be drop shipped.

Drop shipped products are products in transit that are assigned to a “dummy” warehouse known as a “drop ship” warehouse. The drop ship warehouse is specified in the Parameters file in the Inventory Control application. A drop shipment is recorded as on hand inventory in the drop ship warehouse until a sales invoice is posted against it.

UM Package Size

Enter up to 12 characters to describe the size or dimensions of the package. This field is for your information only.

Post Detail to SA?

Enter ‘Y’ or ‘N’ to specify whether or not sales data detail for the product (units, dollars, and margin) will be posted to the Sales Analysis application.

Y: Sales data will be posted to Sales Analysis.

N: Sales data will not be posted to Sales Analysis, or Sales Analysis is not part of the system.

This entry can be specified in the Products By Warehouse file if not appropriate at the product level.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Shipping Weight

Enter up to 5 digits and 2 decimals for the weight of the product when it is packaged for shipping. This amount should reflect a consistent, standard unit of measure (for example, ounces, pounds, or tons).

Commission Amount

If your salespeople receive a fixed commission for this product, enter up to 5 digits and 2 decimals for the dollar amount of the commission per unit of measure.

Freight Class

Enter up to 3 digits to identify the freight class under which this product, as packaged for shipping, is shipped. If the Order Entry application is part of the system, this freight class must be on file in the Freight Classes file, and the system will display the corresponding description so that you can verify your entry.

Estimated Freight %

Enter up to 3 digits and 2 decimals to specify the percentage used to cover the estimated freight cost of the product. To use the estimated freight Option, it must be specified in the Parameters file in the Inventory Control application. The estimated freight percentage is used during invoice entry in Live Operations. The percentage is applied to each invoice line item that contains this product before cost records are updated in the Inventory Control application. The added cost is posted to the estimated freight account identified on the product's Product Classes record.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Sub Product

Enter the product number of a product that can be substituted for this product if this product is not available. The product number you enter must be on file in the Products file.

The substitute product number will be available in the Order Entry application to refer orders for the unavailable product to the substitute product.

Sub Product Name*

The system displays the description of the substitute product entered in the preceding field.

Product ABC

Enter ‘A’, ‘B’, or ‘C’ to provide another way to classify this product. (This selection can be entered by warehouse, using the Product/Warehouse file.)

The “ABC” classification can be used to sort products for reports or inquiry on a dollar or like-type basis. If the Inventory Control application is part of the system, this classification can also be used to select products with similar cost or turnover for partial physical inventory.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Cycle Count

Enter up to 2 digits to specify the number of times per year that physical inventory should be taken for this product. This entry provides another classification to use when selecting products for physical inventory.

Physical Type

Enter up to 3 characters to provide an additional classification for this product.

The physical type can be used to group products of similar types when a partial physical inventory is taken. It can also be used to sort products for reports and inquiry.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Option 3 - Products by Warehouse

This Recovery Processing function allows changes to be made to Products by Warehouse records which cannot be accessed during Live Operations.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Products by Warehouse.

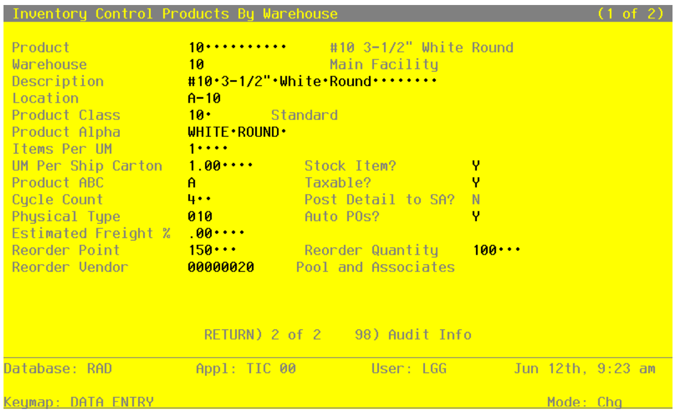


Figure 23. The Recovery Processing Products by Warehouse Screen - Part 1 of 2

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Product

Enter the product number from the Products file to be set up on the Product By Warehouse record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Warehouse

Enter the number from the Warehouses file that identifies a warehouse carrying the product. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

You must establish a separate record for each product/warehouse combination.

Description

Enter up to 30 characters to describe the product/warehouse combination.

Location

Enter up to 4 characters to specify the location of the product in the warehouse.

Product locations are printed on physical count sheets to aid in taking physical inventories.

Product Class

The system displays the product class number for this product from the Products file. You can enter a new product class to override the display. The description from the Product Classes file is displayed so that you can verify your entry.

Product Alpha

The system displays the product alpha from the Products record. You can enter a new product alpha to override the display.

Items Per UM

The system displays the Items Per UM entry from the Products record. You can enter up to 5 digits to override the display.

UM Per Ship Carton

The system displays the UM Per Ship Carton entry from the Products record. You can enter up to 5 digits and 2 decimals to override the display.

Stock Item?

The system displays the Stock Item? flag (‘Y’ or ‘N’) from the Products record. It may be changed.

Product ABC

The system displays the Product ABC type entry from the Products record. It may be changed.

Taxable?

The system displays the Taxable? flag (‘Y’ or ‘N’) from the Products record. It may be changed.

Cycle Count

The system displays the Cycle Count entry from the Products record. You can enter a new cycle count of up to 2 digits to override the display.

Post Detail to SA?

The system displays the Post Detail to SA? flag (‘Y’ or ‘N’) from the Products record. It may be changed.

Physical Type

The system displays the Physical Type entry from the Products record. You can enter a new physical type of up to 3 characters to override the display.

Auto POs?

Enter ‘Y’ or ‘N’ to specify whether or not the system will automatically create Inventory Control reorder records when the product reaches the reorder point at the warehouse. If you use this feature, Inventory Control must be part of the system.

Y: Reorder records will be created for the product when it reaches the reorder point.

N: Reorder records will not be created. Enter ‘N’ if Inventory Control is not part of the system. You can review, change, or delete reorder records at any time. The system uses reorder records to generate purchase orders. The entries you make in the Reorder Point, Reorder Quantity, and Reorder Vendor fields on this screen are used on the initial reorder record.

Estimated Freight %

The system displays the Estimated Freight Percentage entry from the Products record. You can enter a new percentage of up to 3 digits and 2 decimals to override the display.

Reorder Point

Enter up to 5 digits to identify the point at which the product should be reordered for this warehouse. The reorder point is the number of on hand stockkeeping units at which more product should be ordered.

Reorder Quantity

Enter up to 5 digits for the number of stockkeeping units to be ordered when the reorder point is reached. The system converts the stockkeeping units entered here into purchasing units (using the Quantity Factor on the Product By Vendor record) for the reorder record.

Reorder Vendor

Enter the 5-digit number from the Vendors file for the vendor to be used on reorders of this product. You can use the Scan option to find an appropriate entry. The system displays the vendor's name on the screen so that you can verify your entry. You can leave this field blank if you do not know who the reorder vendor will be.

If the Auto POs? option is used in Inventory Control, the vendor is included on the automatic reorder record before it creates purchase orders. The vendor may be changed on the reorder record. If the Reorder Vendor field is left blank, the vendor name on the reorder record is blank; it can be entered after the record is created.

The entered data is validated. Press RETURN to continue.

Select Next Record to go to the next Products By Warehouse record.

At this screen, the use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products By Warehouse file.

Below is the second Products By Warehouse screen.

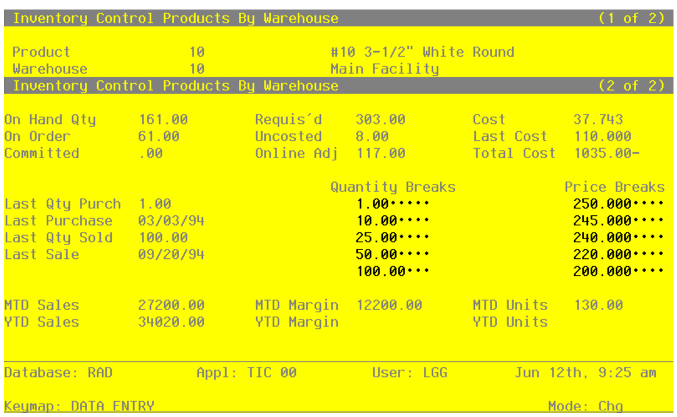


Figure 24. The Products By Warehouse Screen - Part 2 of 2

Certain entries on this screen will be automatically displayed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

Also, certain fields on the screen do not apply if the Inventory Control or Order Entry application is not part of the system. In this case, you do not need to make entries in these fields. An asterisk (*) appears next to these fields.

Product*

The system displays the Product entry from the previous screen and the corresponding description.

Warehouse*

The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file.

On Hand Qty*

The system displays the number of stockkeeping units of the product that are on hand at the warehouse.

Requis’d*

The system displays the number of stockkeeping units of the product that are requisitioned (in Inventory Control) for this warehouse.

Cost*

The system displays the current unit cost of the product at this warehouse. The unit cost includes both the purchase price of the unit and any additional prorated costs applied to the cost of the product (for example, freight and tax).

On Order*

The system displays the number of stockkeeping units of the product that are on order for this warehouse.

Uncosted*

The system displays the number of stockkeeping units of the product that have been received but not yet invoiced (costed).

If the Inventory Control application is part of the system, Inventory Control transactions update this field on line.

Last Cost*

The system displays the most recent unit cost of the product at the warehouse.

Committed*

The system displays the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

If the Order Entry application is part of the system, this field is updated by Sales Order Entry.

Online Adj*

The system displays the number of stockkeeping units of the product that have been sold (and shipped) but not posted.

If the Order Entry application is part of the system, this field is updated by Sales Order Entry or Shipping Confirmation.

Total Cost*

The system displays the total cost of all stockkeeping units on hand at this warehouse. For example, if 50 of these products are on hand at the warehouse, the system displays the combined cost of these 50 products.

Due to fluctuations in the Cost field, the Total Cost field should not be expected to contain a value equal to the quantity of the product multiplied by its current cost.

Last Qty Purch*

The system displays the number of stockkeeping units of the product that were last purchased for this warehouse.

This field is updated during purchase order entry (on line) and during invoice posting.

Last Purchase*

The system displays the date on which the product was last purchased for the warehouse.

During purchase order posting, this field is updated to the purchase order date. During invoice posting, this field is updated to the invoice date.

Last Qty Sold*

The system displays the number of units of the product that were included in the last sale of the product from this warehouse. Invoice posting updates this field.

Last Sale*

The system displays the date that the product was last sold from this warehouse.

Quantity Breaks

You can enter up to 5 quantity/price breaks. The quantities for each price break are identified here. (The prices are entered in the column to the right.) Enter up to 5 digits and 2 decimals to identify each of the quantity breaks. Quantity/price breaks are used by the Order Entry application.

Price Breaks

The prices for each quantity break are identified here. (The quantities are entered in the column to the left.) Enter up to 6 digits and 3 decimals to identify the selling price offered at each quantity break.

Here is a sample table of quantity and price breaks:

Quantity Breaks	Price Breaks
1.00	15.000
100.00	13.000
10000.00	11.000

This table indicates the following pricing:

- Purchases of 1 to 99 units are priced at $15.00 per unit
- Purchases of 100 to 9,999 units are priced at $13.00 per unit
- Purchases of 10,000 units and up are priced at $11.00 per unit

MTD Sales*

The system displays the month-to-date sales dollars earned on the product at this warehouse. This field is updated from Order Entry.

MTD Margin*

The system displays the month-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated from Order Entry.

MTD Units*

The system displays the number of units of the product that have been sold from this warehouse during the current month. This field is updated from Order Entry.

YTD Sales*

The system displays the year-to-date sales dollars earned on the product at this warehouse. This field is updated from Order Entry.

YTD Margin*

The system displays the year-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated from Order Entry.

YTD Units*

The system displays the number of units of the product that have been sold at this warehouse during the current year. This field is updated from Order Entry.

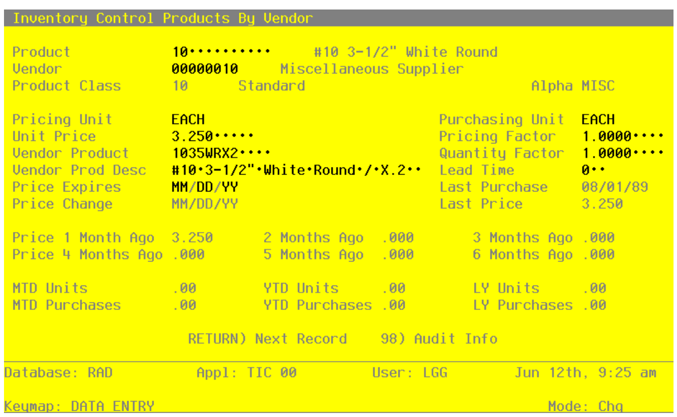
The entered data is validated. Press RETURN to save the information on these screens.

Option 4 - Products by Vendor

You can use this function to maintain the Products by Vendor file.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Products by Vendor.



```
Inventory Control Products By Vendor

Product            10••••••••••     #10 3-1/2" White Round
Vendor             00000010     Miscellaneous Supplier
Product Class      10      Standard                    Alpha MISC

Pricing Unit       EACH                           Purchasing Unit  EACH
Unit Price         3.250•••••                     Pricing Factor   1.0000••••
Vendor Product     1035WRX2••••                   Quantity Factor  1.0000••••
Vendor Prod Desc   #10•3-1/2"•White•Round•/•X.2•• Lead Time        0••
Price Expires      MM/DD/YY                       Last Purchase    08/01/89
Price Change       MM/DD/YY                       Last Price       3.250

Price 1 Month Ago  3.250      2 Months Ago   .000       3 Months Ago .000
Price 4 Months Ago .000       5 Months Ago   .000       6 Months Ago .000

MTD Units          .00        YTD Units      .00        LY Units     .00
MTD Purchases      .00        YTD Purchases .00         LY Purchases .00

                    RETURN) Next Record    98) Audit Info

Database: RAD          Appl: TIC 00         User: LGG        Jun 12th, 9:25 am

Keymap: DATA ENTRY                                           Mode: Chg
```

Figure 25. The Recovery Processing Products by Vendor Screen

Data items for the preceding screen are described below:

Product

Enter the product number from the Products file to be set up on the Products By Vendor record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

Vendor

If the Inventory Control application is part of the system and you choose to keep detail by vendor, or if Inventory Control is not part of the system, enter a 5-digit number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the vendor name so that you can verify your entry.

Multiple vendors can be entered on separate Products By Vendor records. If Inventory Control is part of the system and you do not choose to keep detail by vendor in the Products By Vendor file, leave this field blank.

Product Class*

The system displays the product class number to which the product belongs. The corresponding description from the Product Classes file is also displayed.

The system changes this field automatically if the Product Class No field on the Products record is changed.

Alpha*

The system displays the Vendor Alpha from the Vendors record.

Pricing Unit

Enter up to 4 characters to identify the pricing unit used by the vendor when quoting prices. For example, if the vendor price for this product is quoted as $.06 per foot (for example, of wire), the pricing unit would be ‘Foot’.

Purchasing Unit

Enter up to 4 characters to identify the purchasing unit of measure. For example, if the pricing unit is a foot, and it is purchased by rolls, the Purchasing Unit would be ‘Roll’.

The Purchasing Units Ordered field on a purchase order must be entered in terms of purchasing units.

This field is for your information only.

Unit Price

Enter up to 7 digits and 2 decimals for the current price of the pricing unit.

Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing units. The default is '1.00', the pricing factor used if the pricing and purchasing units are the same. For example, if the purchasing unit is gallons and the pricing unit is pints, then the Pricing Factor entry would be '8'. If the purchasing unit is pints and the pricing unit is gallons, then the Pricing Factor entry would be '.125'.

As another example, if the purchasing unit is tons and the pricing unit is pounds, the Pricing Factor would be '2000'. If the purchasing unit is pounds and the pricing unit is tons, the Pricing Factor would be '.0005'.

Vendor Product

Enter up to 12 characters to identify the vendor's product number for the product. This information is included on purchase orders to the vendor.

Quantity Factor

Enter up to 5 digits and 2 decimals for the factor used to convert the purchase unit to your inventory or stockkeeping unit.

For example, if you buy a product in gallons, but price and stock the product in pints, the Quantity Factor is '8'. On the other hand, if you purchase the product in pints but price and stock the product in gallons, the Quantity Factor is '.125'.

This factor is used to determine how many products are entered into the inventory from a purchase. It is also used by the reorder function in Inventory Control to determine the reorder quantity for automatically generated purchase orders. When the reorder point is reached, the system uses this factor to convert your reorder quantity into purchasing units.

The default is '1.00', the Quantity Factor used if the purchase unit and the stockkeeping unit are the same.

Here is an example of the relationship between the conversion factors:

Purchasing Unit	Gallons (stock purchased in 'gallons')
Pricing Factor	8
Pricing Unit	Pint (stock priced in 'pints')
Quantity Factor	8
Stockkeeping Unit	Pint (stock quantity maintained in 'pints')

Vendor Prod Desc

Enter up to 30 characters for the vendor's description of the product. This information is included on purchase orders to the vendor.

Lead Time

Enter up to three digits to identify the number of days of lead time needed when ordering the product from this vendor.

Lead time is printed on the Request for Quotes form.

Price Expires

Enter the date on which the Unit Price expires. This field is for your information only.

Last Purchase*

The system displays the date of the last invoice for this product from this vendor.

This field is updated when invoices are posted.

Price Change*

The system displays the date of the last price change for the product from this vendor. The date comes from entries made using the Purchase Price By Product or Purchase Price By Percentage utility program in Inventory Control.

Last Price*

The system displays the price charged on the last invoice of this product from this vendor (that is, the unit price on the last posted invoice).

If the Inventory Control application is present, this figure is updated during invoice posting.

The following items reflect the current price in effect at each month-end for the last six months. These prices are updated during Close Month processing through Purchase Orders or Inventory Control.

Price 1 Month Ago*

The system displays the unit price charged by the vendor one month ago. After you run Close Month processing, the unit price in the Current Price field rolls back into this field.

Price 2 Months Ago*

The system displays the unit price charged by the vendor two months ago.

After you run Close Month processing, the unit price in the Price 1 Month Ago field rolls back into this field.

Price 3 Months Ago*

The system displays the unit price charged by the vendor three months ago.

After you run Close Month processing, the unit price in the Price 2 Months Ago field rolls back into this field.

Price 4 Months Ago*

The system displays the unit price charged by the vendor four months ago.

After you run Close Month processing, the unit price in the Price 3 Months Ago field rolls back into this field.

Price 5 Months Ago*

The system displays the unit price charged by the vendor five months ago.

After you run Close Month processing, the unit price in the Price 4 Months Ago field rolls back into this field.

Price 6 Months Ago*

The system displays the unit price charged by the vendor six months ago.

After you run Close Month processing, the unit price in the Price 5 Months Ago field rolls back into this field.

MTD Units*

The system displays the number of pricing units purchased from the vendor in the current month.

YTD Units*

The system displays the number of pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

LY Units*

The system displays the number of pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

MTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current month.

YTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

LY Purchases*

The system displays the cost of the pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

The entered data is validated. Press RETURN to save the information on this screen.

Option 5 - Parameters

You can use this function to maintain the Parameters file, specifying the fundamental information defining how the Purchase Orders application operates and interfaces with other applications. This allows you to “customize” your Purchase Orders system.

Only one record is required for the Purchase Orders Parameters file. During Initial Setup, Parameter information must be entered. During Live Operations, however, much of the Parameters information is display only and changes must be made through Recovery Processing.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Parameters.

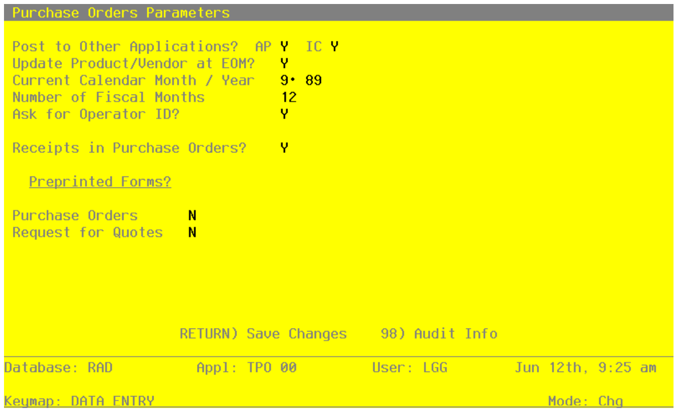


Figure 26. The Recovery Processing Parameters Screen

Data items for the preceding screen are described below:

Post to Other Applications - AP? IC?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Indicate ‘Y’ or ‘N’ to tell the system whether or not to allow information to be transferred to the Accounts Payable or the Inventory Control application.

Update Product/Vendor at EOM?

Enter "Y" or "N" to indicate whether or not the Purchase Orders application will update Product by Vendor history during end-of month processing.

Y: Purchase Orders will update Product by Vendor history during end-of-month processing. You must enter "Y" if the Inventory Control application is not part of your system.

N: Purchase Orders will not update Product by Vendor history during end-of-month processing. Product by Vendor history will be updated in the Inventory Control application.

During Live Operations, this field is system-maintained and cannot be changed.

Current Calendar Month

The system displays a positive number with up to 2 digits.

During Initial Setup, specify the first calendar month of “live operation” of you Accounts Payable system. In Live Operations, the system displays the current calendar month. If you are using 13-period accounting this field is blank.

Current Calendar Year

The system displays a positive number with up to 2 digits.

During Initial Setup, specify the current calendar year. In Live Operations, the system displays the current calendar year. If you are using 13-period accounting this field is blank.

Number of Fiscal Months

Enter a positive number with up to 2 digits.

Indicate the number of months in your fiscal year. An entry of ‘12’ means you operate on a calendar month basis, and ‘Start Fiscal Month’ determines the first month of your fiscal year. An entry of ‘13’ means you operate on a 13-period basis. If General Ledger is part of your system, the number of periods is supplied for you and you cannot change it.

Ask for Operator ID?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

If this field is set to ‘Y’, any operator can change the operator ID on any transaction file during data entry. This permits editing of another operator’s transactions. If this field is set to ‘N’, then the system does not allow the operator ID in any transaction file to be changed. This creates an “operator exclusive” environment wherein an operator may not access any transactions except those s/he entered.

Receipts in Purchase Orders?

Enter "Y" or "N" to specify whether or not product receipts will be entered through the Purchase Orders application. In Live operations, it cannot be changed.

Y: Product receipts will be entered through Purchase Orders. If the Inventory Control application is part of the system, receipt entry will update the on order, uncosted, and on hand quantities in the Products by Warehouse file. If the Inventory Control application is not part of the system, receipt entry will update only the on order quantity.

N: Receipts will not be entered through Purchase Orders; they must be entered through the Inventory Control application. In Live Operations Transaction Processing, the Receipts Data Entry, Journal and Post functions, and the Receipt Whole PO Special Program, will be disabled.

Preprinted Forms - Purchase Orders?

Enter "Y" or "N" to indicate whether or not preprinted forms should be used when printing Purchase Orders.

Preprinted Forms - Request for Quotes?

Enter "Y" or "N" to indicate whether or not preprinted forms should be used when printing Request for Quotes

APPX Software, Inc.
Purchase Orders System Administration Manual
Published 5/95