

# A C C O U N T F L E X

**Purchase Order** 

The System To Account On

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Printed in U.S.A. on March 2007

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# **1. INTRODUCTION**

## 1.1 Overview

The Purchase Order system is for ordering, receiving, and reconciling invoices from your suppliers.

The following sections provide a synopsis of the Purchase Order features, how Purchase Order fits into your accounting system, and the organization of this user's manual.

## **1.2 Features**

The Purchase Order system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Automatically updates vendor and inventory account balances.
- Provides buyer notepad for keeping track of inquiries and order status.
- Reports inventory reordering, backorders, and purchase order status by item or vendor.
- Reconciles Orders against Invoices.
- Allows extensive on-screen inquiries such as vendor balances, aging and invoice history.
- Easy-to-learn menu driven interface with on-line help information.
- Eliminates end of period processing.
- Maintains all periods open for updating and/or reporting.
- Provides on-screen report viewing.
- Maintains multiple divisions and multiple warehouses.
- Provides clear and concise audit trails.
- Automatically traps errors to ensure data integrity.
- Includes comprehensive user manuals.
- Supports UNIX, DOS, or VMS.
- Works with Informix, Micro Focus Cobol, Sun Netisam, C-Isam, D-Isam, and SCO Integra data bases.

## **1.3 About the Document**

This manual is designed to be a comprehensive user guide for the AccountFlex Purchase Order System. This guide is

Introduction

organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

## Chapter 1 Introduction

This chapter provides a synopsis of how the Purchase Order System fits into your accounting system, some advantages of the Purchase Order system, and the organization of this user's manual.

## **Chapter 2 General Operation Procedures**

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistant throughout the accounting system. This chapter should be read before tackling subsequent chapters.

## Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Purchase Order System. The instructions presented in this chapter need only be done once.

## Chapter 4 Work Cycle

This chapter provides instructions for the Purchase Order System Work Flow. The tasks described in this chapter are performed on an on-going basis.

## Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Purchase Order function. Each section in this chapter is dedicated to a specific menu option.

# 2. GENERAL OPERATIONAL PROCEDURES

## 2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

## 2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:



In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the F3 function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

## 2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

## SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

			actscrc
ACCOUNTEI	LEX CHANGE MODE Customer	Entry Screen	DATE: 07/23/2007
Customer	r Code <b>1 v</b> Entry Date Billing Address	By Shipping	Inactive 🗍
Company Name	ACME	Gerard Menic	ucci
Addr1 Addr2 Addr3	875 Mahler Road #261	1015 Atwater	
City	Burlingame	Burlingame	
State Source	CAM Zip 94010 V Cnty V	State <u>CAM Zip</u> Tax Code 1 <u>v</u>	SalesRep 1 v
Contact	Test Company	Title	
Phone	(800)343-0180 x Fax (65	0)6977696	
E-mail	sales	Resa	le#
Method	0 Finance Charge N Invoices	Y Statements	Y BackOrders
Terms		Cre	dit Limit
Price	M	Bal	lance Due
Enter the	Customer's code to identify this	Customer through	qhout the system
F1 F2	F3 F4 F5 F6 F7 F8 F9	F10 F11 F1	2 ^F3 ^F4 ^F5 ^F6
Save Help	Add Srch Qry Prev Next Fr	st Last Del	l Note Pric Ship Ach

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the SAVE key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a SINGLE-RECORD screen in ADD mode is shown below.

actscra
ACCOUNTFLEX ADD MODE Customer Entry Screen DATE: 07/23/2007
Customer Code Company Name Addr1 Addr2 Addr3 City State v Zip v Cnty v State v Zip v Cnty v State v Zip v Cnty v
Contact     Title       Phone     x       E-mail     Resale#       Method     Finance Charge N       Invoices Y     Statements Y       BackOrders     Credit Limit       Price     y
Enter the Customer's code to identify this Customer throughout the system F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Save Help Chg Note Pric Ship Ach

To add a record fill in the screen with the appropriate data and press SAVE.

While in ADD MODE you may return to CHANGE mode by pressing the CHG key.

### MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

						actarvc
ACCOUNTFLEX	CHANGE MODE	Account	Entry/I	nquiry	DA	TE: 07/23/07
Account	Description			Туре	D∕C	Inactive
101-000           102-000           103-000           107-000           108-000           109-000           110-000           120-000           121-000           130-000           130-000           130-000           150-000           155-000	Cash in Bank Payroll Cash Account Cash in Hand Petty Cash Prepaid Expenses Adv EIC Payment Account Receivable Jobs-in-Progress(M) Jobs-in-Progress(L) Inventory Inventory Whs A Inventory Whs B Land Buildings Software				ם חם חם חם חם חם חם	
F1 F2 F3 Save Help	F4 F5 F6 F7 Add Srch Qry Prev	F8 F9 Next Frst	F10 F Last	'11 F12 Del	^F3 ·	^F4 ^F5 ^F6

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

### SINGLE-RECORD and MULTI-RECORD Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

													nen	
ACCO	OUNTE	LEX	CH	IANGE	MODE		Divis	sion	Entry	Scree	≥n	DATE:	07/23	⁄07
Div	visio	on 1	V N A A A	lame Iddres Iddres Iddres	sl ado s2 ado s3 ci	vision dress dress ty	n #1 1 2				=			
									-Accol	unt Ov	verlav-	-		
Ali	ias	Descr	iptic	n		Ассон	int	1	Whse	Grou	ıp Cat	:	Tax	
\$ AR B C CGI D F IN PRI	D	Cash Accou Bank Credi Cost Disco Freig Inven Advan	Recei nts F Check t Car of Go of De unts ht tory ce Pa	pts Receiv S S S S S S S S S S S S S S S S S S S	able old Goods ed	101-( 110-( 101-( 500-( 505-( 560-( 570-( 130-( 230-(	200 200 200 200 200 200 200 200 200 200	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						
F1 Save	F2 Help	FЗ	F4 Add	F5	F6 Qry	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12 Del	`F3 ^F4	^F5	^F6

actboth

## 2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

			acthelp
ACCOUNTFLEX CHANG	E MODE Div:	ision Entry Screen	DATE: 07/23/07
Division <mark>1 v</mark> Name Addı Addı Addı	e Division #1 ress1 address1 ress2 address2 ress3 city Select G/L	Account Code	
Alias Description	101-000 102-000	Cash in Bank Payroll Cash Acco	ount A
S <u>Cash Receipts</u>	103-000	Cash in Hand	A
AR Accounts Rece	viva 107-000	Petty Cash	A
B Bank Checks	108-000	Prepaid Expenses	A
C Credit Cards		Adv EIC Payment	A
CG Cost of Goods	s So 110-000	Account Receivabl	le A
CGD Cost of Defec	t G 120-000	Jobs-in-Progress(	(M) A
D Discounts All	.owe 121-000	Jobs-in-Progress(	(L) A
F Freight	130-000	Inventory	A
IN Inventory PREPAY Advance Payme	ent Press SAVE to	o Select or ESCAPE to	exit
F1 F2 F3 F4 F5	5 F6 F7 F8	F9 F10 F11 F12	^F3 ^F4 ^F5 ^F6
Save Help S1	rch Qry Prev Next	t Frst Last	Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the G/L Account Code field, the rows will be sorted by G/L Account Code. Likewise, if the cursor is positioned on the Description field the screen will be sorted by the Description field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

## 2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, **or LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

## 2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

		Compatable
Operator	Operator Name	Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greator than or equal	all
<=	Less than or equal	all
$\Leftrightarrow$	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

## WILDCARD OPERATORS

Wildcard operators (\*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "\*corp\*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

corporation
 IBM Corporation
 Marine Corp

Note that the query is not case sensitive.

The query value "corp\*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp\*" would only match "IBM Corporation" on the above list.

## RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

## EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

							acto	arv
ACCOUNTFLEX	QUERY	MODE	Customer	Entry	Screen	DATE :	07/23/2	007
Customer C Bi Company *C Name Addr1 18 Addr2 Addr3 City <b>B7</b> State Source	ode 11ing Addre ME* 51*mahler* ?lingame v Zip y	행 Ent: 88 평 C:	nty Date	State	By Shipping e v Zip Code v	g Address p j SalesF	Inacti v Cnty Rep	ve [
Contact Phone E-mail Method Terms Price	Finance C V V	x harge	Fax Invoices	Title Sta	Resa atements Cre Ba	ale# BackO edit Limit alance Due	orders [	
inter the Cu 71 F2 F3 Run Help Or	stomer's co F4 F5 un Clr	de to ide: F6 F7 Exit	ntify this F8 F9	Custor F10	m <mark>er thro</mark> u F11 F:	i <mark>ghout the</mark> 12 ^F3 ^	<mark>system</mark> F4 ^F5	^F6

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT**, **PREV**, **FRST**, **LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks **\*CHANGE MODE**\* letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

## 2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accounflex menu from wherever you are in the system. You will be returned to your current postion upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

## 2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

ACCOUNTFLEX	Print Trial Balance Report	DATE: 07/23/07
Report Destinati Report Copies Report Title Pag Report Detail	on <mark>Sana</mark> (S=Screen, Pn=Printe: <u>1</u> (1 - 10) e Ň (Y=Yes, N=No) Ň (Y=Yes, N=No)	r, Dn=Disk, A=Aux)
Date Ran Account Ran	ge 07/01/07 to 07/23/07 ge vto v	
Show ZERO Balance	es 🗌	
Report Destinations: (D)i:	sk, (E)mail, (F)ax, (P)rint, (S)cree	en, (A)ux.
F1 F2 F3 F4 F5 : Run Help	F6 F7 F8 F9 F10 F11 F12 ·	^F3 ^F4 ^F5 ^F6 Kill

actrnt

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

## **Report Destination**

Enter the report destination. Four options are available:

S - Screen P - Printer D - Disk A - Auxiliary Port

Entering an S will output the report to the screen.

Entering a **P** will output the report to to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

## **Report Copies**

Enter the number of printed report copies you want. One to 10 copies can be specified.

## **Report Title Page**

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

## **Report Detail**

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

		actrpt
ACCOUNTFLE	X	Company Name TRIAL BALANCE
	From: 05/26/99	) to 05/26/99 Account Range:
========		BEGINNING BALANCE
Account	Account Name	Debit Credit
101-000	Cash in Bank	1,759,544.10
102-000	Payroll Cash Account	45,644.00
103-000	Cash in Hand	1,000,000.00
107-000	Petty Cash	
108-000	Prepaid Expenses	200,000.00
110-000	Account Receivable	
120-000	Jobs-in-Progress(M)	
121-000	Jobs-in-Progress(L)	
130-000	Inventory	
130-0A0	Inventory Whs A	
130-0B0	Inventory Whs B	
150-000	Land	
152-000	Buildings	
154-000	Office Equipment	
160-000	Adv EIC Payment	
F1 F2	F3 F4 F5 F6 F7 F8 F9	F10 F11 F12 F13 F14 F15 F16
EXIT	JUMP SRCH PREV NEXT FRS	ST LAST PRNT C132 SHFL SHFR PRN2

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. ESCAPE from the Report Selection Screen leaves the report altogether.

# 3. HOW TO GET STARTED

## 3.1 Overview

This chapter describes the setup procedures for the Purchase Order System.

The Purchase Order system, unlike other modules, is dependent on the AccountFlex Inventory system in order to function. If you have not already setup your Inventory system, you must do so prior to setting up the Purchase Order system.

Once you have setup your Inventory system, you will follow the procedures within this chapter to setup your Purchase Order system. These procedures are performed only once when you install your system.

This chapter contains the following sections:

How to Start the System Setup System-wide Control Setup Purchase Order Control File Setup Accounts Setup Divisions Setup Warehouses Setup Warehouses Setup Buyers Setup Terms Setup Terms Setup Vendors Print Vendors Setup Shipping Addresses Setup Inventory Backup Purchase Order Data

## 3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

## \$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

		mmenu
ACCOUNTFLEX Version 3.4	Widget Company Master Menu (M)	DATE: 07/23/07
	Welcome to ACCOUNTFLEX	
1. 2. 3. 4. 5. 6. 7.	Account Receivable     8. Sales       Account Payable     9. Purchase Order       General Ledger     10. Job Cost       Payroll     11. Point-of-Sales       Bank Reconciliation     12. System-Wide Cont:       Inventory     13. Queryflex Report       Bill of Material     14. Test System	rol Writer
	Enter Selection > 12_	

The following sections describe the various setup choices you will be using.

## 3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

		svsfile
ACCOUNTFLEX Sys	stem-Wide Control File	Date: 07/23/07
Company Widget Company	y Way Versic	on
Addr1 <mark>1000 Technolog</mark>	Phon	le (415)340-0220
Addr2	Fa	ax
City Burlingame	TaxI	ID
State CAy Zip 94010	Country V E-Mai	Il info@infoflex.com
Modules: AR AP GL Installed Y Y Y Multiple(Y/N Divisions Y Warehouses Y Customer Subs N Vendor Subs N Code Formats: G/L Accord	SALES PO INVENTORY Y Y Y ) Format Default Re L A L A L L A L L L L L L L L L L L L L	PAYROLL BOM JOBCOST V V Ñ eference Name Reference Abbrev Division Varehouse Delimiter
Customer L Ven	ndor L Employee L	Inventory L Job R
Invoice R	Purchase Order R	A/P Invoice L
Inventory Costing Metl	hod W (R=Replacement,S=	-Standard,W=Weighted Average)
F1 F2 F3 F4 F5 I	F6 F7 F8 F9 F10	F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help	Prev Next Frst Last	Form Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

### **Company Name**

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

#### Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

#### Version

Leave blank.

#### Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

#### Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

How to Get Started

invoices.

## TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

## E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

## **Modules Installed**

Enter the modules installed using Y=Yes or N=No.

## Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

## Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

## Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

## Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

## **Account Code Format**

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to NNN-NNN. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to NNN.

### Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

### **Code Formats**

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

## **Inventory Costing Method**

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

## 3.4 Setup Purchase Order Control File

This section describes how to set up the Purchase Order control file. This control file is used for defining parameters that apply throughout the Purchase Order System.

From the master menu, select the menu option **Purchase Order**. The purchase order menu will then appear as follows.

		pomenu
ACCOUNTFLEX Version	Widget Company Purchase Order System (0)	DATE: 07/23/07
ORDERS 1. Enter Order 2. Print Order 4. Enter Receiving 5. Print Receiving 6. Post Receiving 7. Print Journal INVOICES 9. Enter Invoice 10. Print Invoice 11. Post Invoice 12. Print Journal	RECURRING ORDERS 14. Enter Recurring Order 15. Print Recurring Order 16. Copy Recurring Order REPORTS/INQUIRY 17. Inquire Order 18. Inquire Inventory 19. Open Orders by PO 20. Open Orders by Item.Eta Date 21. Uninvoiced Receivings 22. Receiving History	TABLE MAINTENANCE30. Enter Vendor31. Print Vendor32. Enter Account33. Print Account34. Enter Division35. Print Division36. Enter Warehouse37. Enter Inventory38. Print Inventory39. Enter Terms40. Enter Ship Addr42. Enter Control43. Purge
	Enter Selection $>$ 1 _	

To set up the control file select the **Enter Control** option on the Purchase Order menu. The Purchase Order control file screen will appear as follows.

poctl

ACCOUNTFLEX       Purchase Order Control File       Date: 07/24/07         Enter Recurring Order Prefix       Starting Number       50020         Enter Order Prefix       Starting Number       38903         Send (T)ransaction or (S)ummary of Transactions to G/L when posting S       Copy Inventory Notes to Recurring Orders N       Orders N         Date Tolerance       999       days       Always load open items when Receiving and Reconciling M       M         Enter Prefix for Order Numbers       F1       F2       F3       F4       F5       F6         F1       F2       F3       F4       F5       F6       F7       F8       F9       F10       F11       F12       F3       F4       F5       ^F6         Save Help       Prev Next Frst Last       Prev Next Frst Last       Prev       Next Frst Last       Next Frst Last														
Enter Recurring Order Prefix Starting Number 50020 Enter Order Prefix Starting Number 38903 Send (T)ransaction or (S)ummary of Transactions to G/L when posting S Copy Inventory Notes to Recurring Orders N Orders N Date Tolerance 999 days Always load open items when Receiving and Reconciling Y <u>Always load open items when Receiving and Reconciling Y</u> <u>Starting Numbers</u> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Save Help Prev Next Frst Last	ACC	COUNTR	FLEX	Purchas	se Order	Cont	rol F:	ile			Date:	07/2	4/07	
Enter Prefix for Order Numbers F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Save Help Prev Next Frst Last	E E S I I P	Inter Inter Send Jopy 1 Jate 7 Always	Recurri Order P (T)ransad Inventor Folerance s load o	ng Order H refix <b>o</b> ction or y <u>Notes</u> to e <u>999</u> da pen items	Prefix (S)umman ) Recurr uys when Re	ry of ring O eceivi	Start: Start: Transa rders ng and	ing N ing N action N (	umber umber ns to Order oncil	G∕L s Ñ ing Ÿ	500 389 when	20 03 posti	ng S	
Save Help Prev Next Frst Last	Enter F1	r <mark>Pre</mark> i F2	fix for F3 F4	Order Numb F5 Ff	ers F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
	Save	Help			Prev	Next	Frst	Last						10

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the SAVE key to save your entries and return to the Purchase Order menu.

The following describes each parameter field.

## **Enter Recurring Order Prefix & Starting Number**

Enter the prefix (up to 3 characters) that will be prepended to the recurring order number. The starting number for recurring orderrs is entered in the field immediately after the prefix field. You may enter a zero or blank if you wish to enter recurring order numbers manually.

## **Enter Order Prefix & Starting Number**

Enter the prefix (up to 3 characters) that will be prepended to the order number. The starting number for orders is entered in the field immediately after the prefix field. You may enter a zero or blank if you wish to enter order numbers manually.

## Send (T)ransactions or (S)ummary of transactions to G/L when posting

Enter "T" if you would like to have each transaction posted to the General Ledger or "S" if you would like only summary totals posted to the General Ledger. You only need to answer this prompt if you are using the General Ledger. By posting each transaction (option "T"), you will be able to see every transaction responsible for period totals while in the General Ledger. The downside of posting individual transactions to the General Ledger is that the posting process will be slower and significantly more disk space will be used up.

### Copy Inventory Notes to Quotes, Orders, Invoices

Enter 'Y' to automatically copy inventory notes to quotes, orders, or Invoices. These notes and any manually entered notes may later be printed as part of the quote, order, or invoice.

## **Date Tolerance**

Enter the number of days that transaction or period dates may vary from the current date.

## 3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

ACCOUNTFLEX       Print Chart of Accounts       DATE: 07/23/0         Report Destination       S       (S=Screen, Pn=Printer, Dn=Disk, A=Aux         Report Copies       1       (1 - 10)         Report Title Page       N       (Y=Yes, N=No)         Account Range       Voto       Voto         Show Accounts to Level       9       Show Accounts only         Show Accounts only       Show Inactive Accounts       Show Inactive Accounts         F1       F2       F3       F4       F5       F6       F7       F8       F9       F10       F11       F12       F3       F4       F5       ^ A         F1       F2       F3       F4       F5       ^ F6       F7       F8       F9       F10       F11       F12       ^ F3       ^ F4       ^ F5       ^ A         F1       F2       F3       F4       F5       ^ F6       F7       F8       F9       F10       F11       F12       ^ F3       ^ F4       ^ F5       ^ A         F1       F2       F3       F4       F5       ^ F6       F7       F8       F9       F10       F11       F12       ^ F3       ^ F4       ^ F5       ^ A <t< th=""><th></th><th></th><th></th><th></th><th></th><th>glco</th><th>ar</th></t<>						glco	ar
Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux Report Copies 1 (1 - 10) Report Title Page N (Y=Yes, N=No) Account Range vito v(wild cards * or Show Accounts to Level 9 Show Accounts only Show Inactive Accounts Show Inactive Accounts Show Inactive Accounts Show Inactive Accounts Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^ Run Help K		ACCOUNTFLEX	Print	Chart of Account	ts	DATE: 07/23/	07
Account Range Show Accounts to Level 9 Show Accounts only Show Inactive Accounts Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^ Run Help K		Report Report Report	Destination <mark>S</mark> Copies 1 Title Page N	(S=Scre (1 - 10) (Y=Yes, N=No)	en, Pn=Printer	, Dn=Disk, A=Au	1X)
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^ Run Help K		Show Acc Show Show Ina	Account Range counts to Level Accounts only active Accounts	9 -	v (1	wild cards * or	?)
<mark>Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.</mark> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^ Run Help K							
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^ Run Help K	ī	Report Destinat	ions: (D)isk. (	Elmail. (Flax. (	P)rint. (S)cre	en. (A)ux.	
	]	F1 F2 F3 Run Help	F4 F5 F6	F7 F8 F9 F	10 F11 F12	^F3 ^F4 ^F5	^F6 Kill

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the Enter Accounts menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

### Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

### Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

## Account #

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

## Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

## Type & Subtype

Enter the account type and subtype. The possible account types are:

Туре	Code
Assets	A
Expenses	E
Liabilities	L
Income	1
Capital	С

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

## **Debit/Credit**

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Туре	Debit/Credit
Assets	D
Expenses	D
Liabilities	С
Income	С
Capital	С

## **3.6 Setup Divisions**

This section describes how to set up your divisions or profit centers and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the menu. Upon selecting the **Enter Divisions** option the following screen will appear.

							podiv
ACCOUNT	FLEX CHANGE MODE	Division	Entry	Screen		DATE:	07/24/07
Divisi	on <u>1 v</u> Name Di Address1 ad Address2 ad Address3 ci	vision #1 dress1 dress2 ty	_				
A1:	Deserintion	Aggeoupt	-Accol	unt Over	lay-		
Allas	Description	Account	wnse	Group	Cat		
AP APP B CG D F IN M NOIN POCLR	Accounts Payable A/P Pending Bank Cost of Goods Sold Discounts Taken Freight Inventory Miscellaneous Non-Inventory PO Clearing Account	201-000 y 210-000 y 101-000 y 565-000 y 570-000 y 130-000 y 590-000 y 610-000 y 212-000 y					
F1 F2 Save Hel	F3 F4 F5 F6 p Add Qry	F7 F8 F9 Prev Next Frs	F10 Last	F11 F1 De	2 ^F: 1	3 ^F4	^F5 ^F6

The Division entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the division name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that division.

Below is a description of each field.

### Division Screen (SINGLE-RECORD).

If you did NOT select the multiple division option on the System-wide control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

## **Division Code**

Enter the Division Code.

#### Name

Enter the name for the division. You can use up to 20 characters.

## Address1, Address2, Address3

Enter the address for the division. You can use up to 30 characters per field.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

#### Division Account Screen(MULTI-RECORD).

For each G/L account description you will enter the appropriate G/L Account Code. These fields are described below.

## Alias

This is a code that represents the G/L Account.

## Description

This is the G/L Account Description.

## Account Code

Enter the G/L Account Code that corresponds to the description and alias. This account MUST exist in the G/L Account file.

## Account Code Offset and Length

Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account is **130-000**, the Group code is **ABC**, the Offset is 4, and the Length is 3, then the G/L Account generated would be **130-ABC**. If we set the Offset to 5 and the Length to 2, the generated G/L Account would be **130-0AB**. Note that the dashes are not included when calculating the offset. Also, generated G/L Account codes must be defined in the Chart of Accounts (described earlier in this chapter) in order to post them to the General Ledger.

## 3.7 Setup Warehouses

This section describes how to set up your warehouses. It is important that your Warehouses be set up properly prior to entering transactions.

The first step in setting up your warehouses is to select the **Enter Warehouses** option from the Menu. Upon making this selection the Warehouse Entry Screen will appear as shown below.

_															tbw	/hs
Γ	ACCO	UNTFI	.EX	CHA	NGE 1	MODE		Ware	house	Entry	7 Scr	een	D.	ATE :	07/23	⁄07
	Whs	Div	Name	Э			Ac	idres	s∕City	7			S	tate	Zip	
	A	1	Defa	ault V	Vareh	ouse	ado	iress	1							
	В	2	Ware	ehouse	∍ B		ado	iress	1							
	С	1	Ware	ehouse	≥ C		add cit	dress ty	1							
		[1]	1													
E F	nter 1 ave	Ware F2 Help	F3	F4 Add	F5	F6 Qry	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12 Del	^FЗ	^F 4	^F5	^F6

Below is a description of each field.

## Whs

Enter the warehouse code.

## Div

Enter the default division code for this warehouse.

## Name

Enter the warehouse name.

### Address1,City

Enter the warehouse address.

## State

Enter the warehouse state.

## Zip Code

Enter the warehouse Zip Code.

## 3.8 Setup Buyers

This section describes how to set up your buyers. It is important that the buyer table be set up properly prior to entering transactions.

The first step in setting up you buyers is to select the **Enter Buyer** option from the menu. Upon making this selection the buyer entry screen will appear as shown below.

			bobuv
ACCOUNTFLEX	ADD MODE	Buyer Entry Screen	Date: 07/24/07
	Code Buyer Name       1     Joe Buyer       2     Tom Hanks       3     Bugs Bunny		
Enter Buyer Code F1 F2 F3 F4 Save Help Ad	l F5 F6 F7 F ld Qry Prev N	78 F9 F10 F11 F Jext Frst Last I	12 ^F3 ^F4 ^F5 ^F6

Below is a description of each field.

## **Buyer Code**

Enter the buyer code to uniquely identify the buyer on orders.

## Name

Enter the buyer name.

## 3.9 Setup Terms

This section describes how to set up your terms. It is important that your Terms be set up properly prior to entering transactions.

The first step in setting up your terms is to select the **Enter Terms** option from the Menu. Upon making this selection the Terms Entry Screen will appear as shown below.



Below is a description of each field.

### **Terms Code**

This is the terms code that will uniquely identify the terms conditions you are about to enter.

## Description

This is a description of the terms.

### Type

This is the type of terms D=Days or P=Prox. This field is not currently active so leave it blank.

### **Disc.Days**

This is the number of days that will qualify an invoice for a discount. The number of days is calculated based on the invoice date.

## **Disc.Rate**

This is the discount rate applied to the order if payment is made within discount days (see previous field).

#### Net.Days

The payment must be made within this number of days otherwise the order will be subject to the penalties.

## 3.10 Setup Vendors

This section describes how to set up your vendors. It is important that your vendors be set up properly prior to entering invoices.

The first step in setting up your vendors is to select the **Enter Vendor** option from the menu. Upon making this selection the vendor entry screen will appear as shown below.

			abven
ACCOUNTFLE	EX CHANGE MODE Vendor E	ntry Screen D	ATE: 07/24/07
Code Name Addr1 Addr2 Addr3 City State Contact Title Phone Fax F-mail	ACME v Entry Date 07/24/07 ACME 100 Circle Drive Seattle WAy Zip 46033 v Cntry v Tom Wilson President (410)444-5555 x tom@hotmail.com	By infoflex Method (0/B) 0 Terms y Hold Payment Stmnt Cutoff 1099's Fed#/Soc No FOB	Inactive
Default	t G/L Account Description -OR- v	Balance	Amount 9 Due
Enter the V F1 F2 H Save Help	Vendor's code to identify this V F3 F4 F5 F6 F7 F8 F9 Add Srch Qry Prev Next Fr	endor throughout th F10 F11 F12 ^ st Last Del N	e system F3 ^F4 ^F5 ^F6 Note Ach

This screen is a *SINGLE-RECORD* screen.

While on this screen you may **ADD** a new Vendor or **CHANGE** existing ones. The following two subsections describe how to **ADD** or **CHANGE**.

### ADD

To **ADD** a new vendor press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you will enter is the vendor code. Your vendor code will identify the vendor throughout the system. After entering the vendor code, press the **Return** key to enter the next field on the screen. When you have filled in all of the vendor fields, press the **SAVE** function key (F1) to save the vendor information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next vendor addition.

### CHANGE

To **CHANGE** an existing vendor first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessay. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the vendor code you wish to locate and press the **Return** key. The vendor information will then be displayed and you may cursor to any field (except the vendor code) and change its contents. If you would like to search for vendors by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key (F1) to save the changes.

Below is a description of each field.

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## Vendor Code

Enter the vendor code to identify the vendor in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

## Name

Enter the vendor's company/name.

## Address1, Address2, Address3

Enter the vendor's address.

## City

Enter the City.

## State

Enter the State code. You may press the HELP function key to select or search from a popup list of valid entries.

## Zip Code

Enter the Zip Code.

## Country

Enter the country code. You may press the **HELP** function key to select or search from a popup list of valid entries.

## Buyer

Enter the Buyer.

## Contact

Enter the contact person in this field.

## Phone, X

Enter vendor's telephone number with extension.

## Fax

Enter the Fax number for the vendor.

## E-mail

Enter the e-mail address for the vendor.

## Method

Enter the method of payment. Valid entries are "O" for Open Item, and "B" for Balance Forward.

## **Terms Code**

Enter the Terms Code for that vendor. You may press the **HELP** function key to select or search from a popup list of valid entries.

## **G/L Expense Account**

Enter the normal G/L expense account to use for charges. You may press the **HELP** function key to select or search from a popup list of valid entries.

## FOB

Enter how Freight On Board will be handled. Valid entries are "D" for Destination, and "S" for Ship Point.

## **Hold Payment**

Enter 'Y' for warning when entering this vendor for payment.

## Statement Cutoff Day

Enter cutoff day of the month for vendor's statments.

## 1099 (Y/N)

Enter if 1099 will be issued for vendor. Valid entries are "Y" for Yes, and "N" for No.

## Fed#/Soc No

Enter the Federal ID number or Social Security Number for the vendor.

## **Current Balance**

This field displays the current balance due.

## Inactive

Enter 'Y' if vendor is inactive. This effect of this action is to exclude this vendor on HELP popup lists.

While on the vendor entry screen, you may also enter notes about each vendor. To enter notes you must first position to an existing vendor and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the vendor entry screen.

## 3.11 Print Vendors Account

This section discusses how to print your Vendors Account.

The first step in reviewing your Vendors Account is to select the menu option **Print Vendor**. Upon making this selection the Report Selection screen will appear.

anvenr ACCOUNTFLEX Print Vendors by Code Date: 07/24/07 (S=Screen, Pn=Printer, Dn=Disk, A=Aux) (1 - 10) Report Destination Report Copies 1 Vendor Range v to v Include Inactive (Y=Yes, N=No, O=Only) Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Run Help Kill

When this screen appears enter P for the report destination and then press the F1 key to send the report to the printer. The Vendor Table Listing will appear as shown below.

07/24/07 5:02am	W Vendor	apvenr Page 1	
Code	Name	Contact	Account Method
1	ACME 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	0
2	CLOROX 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	В
3	Customware Computing 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	В
ACME	ACME 100 Circle Drive Seattle, WA 46033	Tom Wilson Tel: (410)444-5555	0
NOF	NOT ON FILE CA 94010	Te I :	0

Review the Vendor Accounts for completeness and if any additions or changes need to be performed select option 24 Enter Vendor.

When the printing has been completed, press the ESCAPE key to return to the Menu.

## 3.12 Setup Inventory

You Inventory file should already have been setup as a result of setting up your Inventory system. Setting up the Inventory system is required before setting up the Purchase Order system.
## 3.13 Setup Shipping Addresses

This section describes how to set up your shipping addresses. These are the addresses where vendors will be shipping your Orders. It is important that your Shipping Addresses be set up properly prior to entering transactions.

The first step in setting up your shipping addresses is to select the **Enter Ship Addr** option from the Purchase Order menu. Upon making this selection the Shipping Entry Screen will appear as shown below.

					poship
ACCO	UNTFLE	X ADD MC	DE Ship To Addresses	Screen	DATE: 07/24/07
Code	e Name		Address1/City	State	∋ Zip
0	Widge	t Company	1015 Atwater		
1	Widge	t Corporation	Burlingame 1020 Atwater	CA	94010
2	Widge	t Ltd	Burlingame 200 Yakima Drive	CA	94010
			Seattle	WA	43000
Enter	- Shin-	To Code			
F1 Save	F2 F Help	3 F4 F5 Add	F6 F7 F8 F9 F10 F13 Qry Prev Next Frst Last	1 F12 ^F3 Del	^F4 ^F5 ^F6

Note that the first shipping address entered on this screen will become the default address for all purchase orders. Below is a description of each field.

#### Code

This is the ship-to code that identifies the shipping address you are about to enter.

#### Name

Enter the ship-to name.

#### Address1,City

Enter the ship-to address.

#### State

Enter the ship-to state.

#### Zip Code

Enter the ship-to Zip Code.

# 3.14 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

# 4. WORK CYCLE

## 4.1 Overview

This chapter gives instructions for the Purchase Order Work Cycle. The steps described in this chapter are performed on an on-going basis.

## 4.2 Daily Cycle

On a regular basis you will be performing the following steps:

- 1) Enter orders using the Enter Order menu selection.
- 2) Print orders to verify correctness.
- 3) Correct mistakes if necessary, by using the change function key while in the Enter Order screen.
- 4) Enter receivings using the Enter Receivings menu selection.
- 5) Print receivings and correct errors.
- 6) Post receivings against orders.
- 7) Enter vendor invoices using the Enter Invoices menu selection.
- 8) Print invoices and correct errors.
- 9) Post invoices against orders.
- 10) Review posting journal to ensure that all orders were posted correctly.
- 11) Backup data to floppy from the master menu option.

# 5. OPERATIONS/REFERENCE SECTION

## 5.0 Overview

This chapter provides detailed instructions on how to operate each Purchase Order function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Purchase Order menu.

The Purchase Order menu appears as follows.

ACCOUNTFLEX       Widget Company         Version       Purchase Order System (0)         ORDERS       RECURRING ORDERS         1. Enter Order       14. Enter Recurring Order         2. Print Order       15. Print Recurring Order         3. ECCEIVING       REPORTS/INQUIRY         4. Enter Receiving       17. Inquire Order         5. Print Receiving       18. Inquire Inventory         6. Post Receiving       19. Open Orders by Item,Eta Date         7. Print Journal       20. Open Orders by Item,Eta Date	DATE: 07/23/07 ABLE MAINTENANCE
ORDERSRECURRING ORDERS1. Enter Order14. Enter Recurring Order312. Print Order15. Print Recurring Order313. ECEIVINGRECEIVING814. Enter Receiving17. Inquire Order325. Print Receiving18. Inquire Inventory336. Post Receiving19. Open Orders by PO337. Print Journal20. Open Orders by Item,Eta Date3321. Uninvoiced Receivings34	ABLE MAINTENANCE-
INVOICES22. Receiving History339. Enter Invoice4010. Print Invoice4111. Post Invoice4212. Print Journal43	<ol> <li>Enter Vendor</li> <li>Print Vendor</li> <li>Enter Account</li> <li>Print Account</li> <li>Enter Division</li> <li>Enter Warehouse</li> <li>Enter Inventory</li> <li>Enter Terms</li> <li>Enter Ship Addr</li> <li>Enter Control</li> <li>Purge</li> </ol>

## 5.1 Enter Orders

This menu option (1) is for entering orders. Upon selecting this option the following Order screen will appear.

						<b>D</b> 00	rd
CHANGE MODE	PURCHASE	ORDER	ENTRY				
PO#38904v Order Date	07/24/07	By in	foflex	St	atus R O	I O P	
Vendor Address				—Ship T	o Address		
Vendor CISCO v			Ship	To Code	0 1		
Name Cisco Systems			Widge	et Compa	ny		
Addr1 100 Tech Way			1015	Atwater	· .		
Addr2							
Addr3							
City Silicon Valley			Burl	ingame			
State CAv Zip 94401	v Cntrv	v	St C.	Av Zip 9	4010 v	Cntrv	v
						· · ·	
Contact Neil Armstrong		E	mail N	eil@cisc	o.com		_
Phone (650)333-4444 x			Fax				
Buver		Т	erms	v			
Warehouse A v		Divi	sion 1	v			
Ord From	Date	e Regu	ired				
Ship VIA		Ship T	erms	_			
Remarks					TaxS		_
Sales# v					ShipS		_
					MiscS		_
Enter Order number (press HE	LP key to s	see li:	st)				
F1 F2 F3 F4 F5 F6	F7 F8	F9	F10 3	F11 F12	^F3 ^F4	^F5	^F6
Save Help Add Srch Qry	Prev Next	t Frst	Copy	Prnt Del	Note	Ship	Ven

Below is a description of each field.

#### **Order Screen** (SINGLE-RECORD)

#### Purchase Order #

This is the unique purchase order number assigned to this purchase. This number will automatically be assigned the next sequential number if you assigned a non zero value to the starting order number field in the control file. When automatic numbering is active the phrase \*\*\*AUTO\*\*\* appears in this field. You may press the **HELP** function key to select or search from a popup list of valid entries.

#### **Order Date**

The date you wish to have printed on the purchase order should be entered here. The field defaults to the system date.

#### Status (R) (I)

There are 2 Status fields to indicate the (R)eceiving and the (I)nvoice status of the purchase order. The status fields may take on values of either "O" or "C" indicating that the order is Open or Closed.

#### Vendor

The vendor field is a data entry field for the vendor's code. The vendor code must be defined in the vendor file or an error will result. Pressing the **HELP** function key will display a list of valid codes. ZOOMING while viewing the **HELP** list will allow you to enter a new vendor into the vendor file. When you cursor off the vendor code field, the vendor's name and address information will be displayed on the screen.

#### Name

Enter the vendor's name.

#### Addr1,Addr2,Addr3

Enter the vendor's address.

## City

Enter the vendor's city.

## State

Enter the vendor's state code. You may press the **HELP** function key to select or search from a popup list of valid entries.

## Zip Code

Enter the vendor's zip code.

## **Country Code**

Enter the vendor's country code. You may press the **HELP** function key to select or search from a popup list of valid entries.

## Ship To Code

This is the code representing where the order is to be shipped. Pressing the **HELP** function key will display a list of valid codes.

## Ship To: Name, Addr1, Addr2, Addr3, City, State, Zip, Country

These fields represent the address where the order is to be shipped. These fields may be assigned as a result of entering a Ship To Code or may be entered directly.

## Contact

Enter the contact person in this field.

## E-mail

Enter the e-mail address for the contact person.

## Phone, X

Enter contact's telephone number with extension.

## Fax

Enter the contact's Fax number.

## Buyer

This data entry field allows you to enter the buyer's code. Pressing the **HELP** function key will display a list of valid codes.

#### Terms

This data entry field allows you to enter the terms code. Pressing the **HELP** function key will display a list of valid codes.

## Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file. Pressing the **HELP** function key will display a list of valid codes.

#### Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code specified in the warehouse file. This field will only appear if you selected the multiple division option on the System-wide control file. Pressing the **HELP** function key will display a list of valid codes.

### **Ordered From**

This is an additional field for specifying description information as to who originated the order.

### **Date Required**

This is the date the order is required.

## Ship VIA

The carrier you want to enter on your purchase order will be entered here.

### Ship Terms

Enter Shipping Terms (FOB, CFR, etc).

### Tax\$, Ship\$, Misc\$

These are memo fields for keeping track of other quoted costs.

### Remarks

The remarks field is a data entry field which will print on the purchase order and can be used for special instructions to the vendor.

While on the Order screen, there are 3 supporting screens for entering notes, shipment addresses, and new vendors. These supporting screens are accessed using the function keys **NOTE**, **SHIP**, and **VEN** respectively.

The **NOTE** function key is operational on all order screens and is used to enter notes about the purchase order. After pressing the **NOTE** function key the following popup screen will appear.

autor v		poordnote
PO# 38	904v Order Date 07/24/07 By	infoflex Status R 0 I 0 P
Vendor CI	dor Address	Ship To Address
Name Ci	sco Svstems	Widget Company
Addr1 10	0 Tech Way	1015 Atwater
Addr2	Notes	
Addr3	Please send via COD in la:	rge box
City Si	1 <u>i</u>	
State CA	v Left message 7∕31 undeliv	erable v Cntry v
	John called and said to de	eliver
Contact Net	11 between 1UAM and 12AM	only
Phone (6)	50 8/10 Contacted UPS to del:	iver between IU-12AM
Warehouse A		
Ord From		
Ship VIA		
Remarks		x\$
Sales#	V	Ship\$
		Misc\$
F1 F2 F3	F4 F5 F6 F7 F8 F	9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
save neip	Add Vry Prev Next F:	rsy Lasy Dei Note

Pressing the SAVE or ESCAPE key will return you to the Order screen.

The supporting screen for entering shipment information can be accessed by pressing the **SHIP** function key. After pressing the **SHIP** function key the following popup screen will appear.

duande Mode	DUDGUAGE ODDE		n	oordshir
PO# 38904v Ord	er Date 07/24/07 By i	R ENIRI nfoflev Stat	Ne PO TO	рГ
Vendor Addr	ese	Shin To	Address	-
Vendor CISCO V		Ship To Code	1 0	
Name Cisco Syst	ems	Widget Company	7	
Addr1 100 Tech W	av	1015 Atwater		
Addr2				
Addr3				
City Silicon Va	lley	resses CHANGE N	10DE	
State CAv Zip 94	401 🛛 🗹 Ship Code 🛽			V
	Name W	/idget Ltd		
Contact Neil Armst	rong Address1 2	200 Yakima Drive		
Phone (650)333-4	444 x Address2			
Buyer v	Address3			
Warehouse A v	City S	eattle		
Ord From	State M	/Av Zip 43000	V V	
Ship VIA	1			
Remarks			laxş	
Sales#	4		Ships	
			MISCŞ	
Enter Ship-To Code				
F1 F2 F3 F4 F	5 F6 F7 F8 F9	F10 F11 F12	^F3 ^F4 ^F	5 ^F6
Save Help Add	Prev Next Frs	t Last Del		

Pressing the SAVE or ESCAPE key will return you to the Order screen.

The last supporting screen on the order screen is the one for adding new vendors. To access this screen, you will press the **VEN** function key. After pressing the **VEN** function key the vendor entry screen will appear. This is the same screen as documented in the Setup Chapter of this manual.

When you are satisfied with your entries on the Order screen press the **SAVE** function key to save the current screen and move on to the Line Item screen for entering inventory item orders.

The Line Item screen for entering the inventory items to be ordered will appear as follows.

				D		ODDI		15.7			polines
P	urchase	Order	#	38904	CISCO	Cis	ar ENIF Sco Sys	(Y stems		Order	07/24/07
Liı	ne Our⁄V	endor	Item		Unit	Qty	Order	Qty	Rec	: Cost	Ext.Cost
Г	1 CABLE			CABLE	EA		100			10.00	1000.00 A
	2 COM48	6		Computer	EA 486-25	mhz	5			400.00	2000.00 A
	3 BAR			Bar Code	EA Reader		12			200.00	2400.00 A
	-OnHand 3000	Cor	mitte	d Avail O =	able 3000	-0n0:	rder—E 100	ackord	er O	Totals	5,400.00
F1 Save	F2 F Help	3 F4 Ac	4 F5 ld	F6 F Qry P	7 F8 rev Nex	F9 t Fra	F10 st Last	F11 Prnt	F12 Del	^F3 ^F4 Note Jobs	^F5 ^F6 Move

1.

Below is a description of each field on the Line Item screen.

#### Order Detail Screen (MULTI-RECORD)

### Purchase Order #

The purchase order number assigned on the prior screen is displayed here. This is a display only field.

#### Vendor

The vendor ID entered on the prior screen is displayed here followed by the vendor's name.

### Order

The date entered on the prior screen is displayed in this field.

### Line

The line field displays the line number for the item about to be entered. This is a display only field which is automatically incremented as items are added to the purchase order.

### Item

The Item field is a data entry field where your part number for the item being ordered is entered. The **HELP** function will display the contents of the Inventory Master file, and you can use the **ZOOM** function from the **HELP** table to Add to or Change the Inventory Master file.

### Vendor Item

This field defaults to the vendor part number in the Inventory Master file, however, alphanumeric characters can be entered into this field.

## Qty Ord

Enter the quantity you are ordering in this field.

## Qty Rec

This field is empty until goods are received on the purchase order.

#### Cost/Unit

Enter the cost per unit ordered. This value will print on the purchase order and defaults to the cost value contained in the inventory master file. The unit field displays the unit value from the inventory master.

## Ext.Cost

The extended cost is displayed in this field.

#### Description

The unlabeled description field defaults to the description from the Inventory Master file for this part number. This field may be modified to reflect whatever information you wish to print on the purchase order.

## **On Order**

The on-order field displays the contents of the on-order field in the inventory master record. You cannot change this field.

## On Hand

The on-hand field displays the contents of the on-hand field in the inventory master record. You cannot change this field.

## Totals

This field presents the total of the extended line item field of this purchase order.

While on the Line Item screen, there are 2 supporting screens for entering notes, and job numbers. These supporting screens are accessed using the function keys **NOTE**, and **JOBS** respectively.

The supporting screen for entering entering notes appears like the one described for the Order screen above. The difference is that the notes entered here are specific to the line item you are cursored on.

The last supporting screen on the Line Item screen is the Job number entry screen. This screen will only be operational if you have the Job Cost module installed. The purpose of this screen is for distributing the order quantity across multiple job numbers.

After pressing the **JOBS** function key the following popup screen will appear.

									poord	liobs
Pu	rchase O	rder #	38904	-PURCHASE CISCO	ORDER ENT Cisco Sys	RY stems		Order	)7/24/	07
Line	e Our⁄Ve	ndor It	em	Unit	Qty Order	Qty R	ec	Cost	Ext.C	ost
	1 CABLE			EA Tab Num	100	Line 2		10.00	1000	.00
	2 COM486		Job No	Due Da	te Qty 0	rder Q	ty Rec	Qty	Inv	.00
:	3 BAR		2	1	_	3				.00
				v v v v Tot	als	5				
	OnHand 1020	-Commi -	tted Ava 0 =	ilable 1020	-OnOrder-15	Backorder O	Total	s !	5,400.	00
<mark>Enter</mark> F1 Save	<mark>r Job Nu</mark> F2 F3 Help	m <mark>ber (</mark> p F4 Add	ress HELP F5 F6 Qry	to see li F7 F8 Prev Nex	<mark>st)</mark> F9 F10 t Frst Las	F11 F1 t De	2 ^F3	^F4	`F5 ^	F6

Pressing the SAVE or ESCAPE key will return you to the Line Item screen.

When you are finished entering your order you may press the **SAVE** function key to start a new order, or press the **ESCAPE** key to return to the purchase order menu.

## 5.2 Print Orders

This menu option (2) is for print orders. Upon selecting this option the following screen will appear.

Jan Wid	get Company						
1000 Technology Way Burlingame, CA 94010				88904	07/24/07	7 0	CISCO
Phon E-ma OR: Cisco Syst 100 Tech Silicon Va	e:(415)34()4(220) il: info@infoflex.com ems Way Jley, CA 94401		Contae Phone SHIP TR	ct: Neil A : (650)333 D: Wid 200 Seat	mstrong 3-4444 get Ltd Yakima Drive tle, WA 43000		
SHIP VIA	SHIPPING TERMS	REQUIRED	TERMS	1	SUYER	REM	ARKS
ITEM	DESC	RIPTION		I	QUANTITY	UNIT PRICE	EXTENDED
	Computer 486 25mltz Bar Code Reader				5 12	400.00 200.00	2,000,00 2,400,00
						Subtotal Tax	<u>5,400.00</u> 0.00
						MOUNT DUE	5 400 00

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the purchase order report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

#### **PO# Range**

Enter the beginning and ending purchase order numbers you want to print.

#### **PO# Date Range**

Enter the beginning and ending dates for the purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

### Vendor No. Range

**Operations/Reference Section** 

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

When you are satisfied with your answers, press the **RUN** function key to generate the report. Below is the Graphical version of the purchase order.



Phone:(415)340-0220 E-mail: info@infoflex.com

VENDOR: Cisco Systems 100 Tech Way Silicon Valley, CA 94401 PURCHASE ORDER

PO NUMBER	PO DATE	VENDOR
38904	07/24/07	CISCO

Contact: Neil Armstrong Phone: (650)333-4444

SHIP TO: Widget Ltd 200 Yakima Drive Seattle, WA 43000

SHIP VIA	SHIPPING TERMS	REQUIRED	TERMS	BUYER	REM	ARKS
ITEM	DES	CRIPTION		QUANTITY	UNIT PRICE	EXTENDED
	CABLE Computer 486 25mhz Bar Code Reader			100 5 12	10.00 400.00 200.00	1,000.00 2,000.00 2,400.00
	•				Subtotal	5,400.00
					Tax	0.00
				А	MOUNT DUE	5,400.00

PURCHASE ORDER

poordr

Widget Company	Purchase Order #:	38904
1000 Technology Way	Order Date:	07/24/07
Burlingame, CA 94010	Page:	1

Phone: (415)340-0220 Fax: E-mail: info@infoflex.com

Attn: Neil Armstrong

Phone: (650)333-4444 Fax

TO: CISCO		
Cisco Systems		
100 Tech Way		
Silicon Valley,	CA	94401

SHIP TO: Widget Ltd 200 Yakima Drive Seattle, WA 43000

SHIP VIA:   BUYER:   REMARKS:		SHIP	TERMS : TERMS :	DATE REQUIRED:	
   Our Item	Vendor	ltem	Q.Ord Q.Rec Q.Inv	Cost/Unit	Ext.Cost
CABLE BIN1 CABLE			100	10.00 EA	1,000.00
COM486	100.05.1		5	400.00 EA	2,000.00
BIN1 Computer BAR	486 25mhz		12	200.00 EA	2,400.00
BIN1 Bar Code	Reader				

Approved by

SubTotal:	5,400.00
Tax:	1
Freight:	
Misc:	
TOTAL :	5,400.00

## 5.4 Enter Receivings

This menu option (4) is for entering receivings. Upon selecting this option the following screen will appear.

											por	cv
ACCO	UNTFLEX	[	ADD	MODE	Purchas	se Orden	Recei	ving	DATE	: 07	/24/03	7
PO# Ven	dor CISCO	904v )	- Cisc	Receive o Systems	Date 07/	24/07	Stat	us O	Po	st N	þ	
Line	0ur/Vend	dor 3	[tem	Unit	Qty Due	Qty	Rec		Cos	t	Ext.	Cost
1	CABLE			EA	100		100		10.0	0	1000	0.00
2	COM486			EA Computer	5 486 25mł	nz	5		400.0	0	2000	0.00
3	BAR			EA Bar Code	12 Reader		12		200.0	0	2400	0.00
Ord		12	Rec		Inv			To	otals		5,400	0.00
F1 Save	F2 F3 Help	F4 Ado	F5	F6 F7 Qry Pr	F8 H ev Next H	79 F10 Frst Las	) F11 st	F12 Del	^FЗ	^F4 Jobs	^F5 Sno	^F6

Below is a description of each field.

#### **Receiving Screen** (SINGLE-RECORD)

#### Purchase Order #

The purchase order being received is entered in this field. The HELP function is operational and the Help table displays all of the open purchase orders.

#### **Order Date**

Defaults to the system date. This field can be changed.

#### Status

Displays the order status "O" if the order is open and "C" if the order is closed.

#### Vendor

The vendor field displays the vendor ID and the vendor name from the purchase order file. This is a display only field.

When you are satisfied with your entries press the **SAVE** function key to save the above data. Upon pressing the **SAVE** key, the following message will be displayed at the bottom of the screen:

Load Open Line No's (Y/N)?

Answering "Y" to this question will fill the screen with open line items from this purchase order. You will then be positioned onto these line items for entering the additional information described below.

#### **Receiving Detail Screen** (MULTI-RECORD)

#### Line

The line field contains the line number from the purchase order. Press the ENTER key and the cursor will jump to the

Qty Rec field for this line item number.

## **Qty Due**

This field displays the quantity due from the vendor on this purchase order.

## Qty Rec

Enter the quantity received in this field. If the item you are receiving is serialized, you will be prompted for serial numbers. This procedure is discussed later in this section.

## Date Rec

This field defaults to the system date. If the system date is not acceptable enter any date you wish in this field.

## Cost/Unit

Displays the cost per unit ordered from the purchase order.

## Ext.Cost

The extended cost is displayed in this field.

## Vendor Item

This field displays the vendor part number entered on the purchase order to this vendor

## Description

The unlabeled description field displays the description from the purchase order.

## Ord

The ord field displays the quantity ordered on this purchase order.

## Rec

The Rec Field shows the quantity received to date.

## Inv

The Inv field displays the quantity of the line item that has been invoiced to date.

## Totals

The Totals Field contains the sum of the extended costs for each of the Line Items.

When entering items on the above Receiving Detail screen you will be required to enter serial numbers for those items designated as serialized in the Inventory file. To access the serial number entry screen, you will press the **SNO** function key. Upon pressing this key the following popup serial number entry screen will appear.

					porcvs
ACCOUNTFLEX	CHANGE MODE	Purchase Order	Receiving	DATE: 07	/24/07
PO# 3890 Vendor CISCO	4 <mark>0</mark> - Receive Cisco Systems	Date 07/24/07	Status O	Post N	o
Line Our/Vendo	Sonial Number(c)			Cost	Ext.Cost
1 CABLE	Count- 511223	5-Job No		10.00	1000.00
2 COM486	S12345 S12355		v	400.00 *	2000.00
3 BAR	\$23453 \$44433			200.00	2400.00 0
Ord			V T	otals	5,400.00
F1 F2 F3 Save Help Jobs	F4 F5 F6 F7 Add Qry Pr	F8 F9 F10 ev Next Frst Last	F11 F12 Del	^F3 ^F4	^F5 ^F6

To return to the Receiving Detail screen from the serial screen, you may press the **SAVE** function key or the **ESCAPE** key. Pressing the **SAVE** or **ESCAPE** key while on the Receiving Detail screen will return you to the Purchase Order menu.

## 5.5 Print Receivings

This menu option (5) provides a report of the goods received, and should be run prior to posting the receivings.

Upon selecting this option, the following report selection screen will appear.

		porcvr
ACCOUNTFLEX	Print P/O Receivings	DATE: 07/24/07
Report Destination S Report Copies Report Title Page N Report Detail Y Report Jobs Y Report Serials Y PO# Range	(S=Screen, Pn=Printer 1 (1 - 10) (Y=Yes, N=No) (Y=Yes, N=No) (Y=Yes, N=No) (Y=Yes, N=No) (Y=Yes, N=No)	r, Dn=Disk, A=Aux)
PO# Date Range Vendor Range	to V to V	
Report Destinations: (D)isk, F1 F2 F3 F4 F5 F6	(E)mail, (F)ax, (P)rint, (S)cre F7 F8 F9 F10 F11 F12	een, (A)ux. ^F3 ^F4 ^F5 <u>^F6</u>
kun Help		Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

## **PO# Range**

Enter the beginning and ending purchase order numbers you wish to print.

### **PO# Date Range**

Enter the beginning and ending dates for the purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

When you are satisfied with your answers, you may press the RUN function key to generated the report.

07/24/07 8:20am			Widget P/O Rece	Compan eivings	у			p F	orcvr Page 1
PO	Ordered	Received	Vendor						Cost
38904 Line Our It 1 CABLE 2 COM486	07/24/07 em Job(s) Job(s)	07/24/07 Descript CABLE Computer 20	CISCO ion/Seria 486 25mh	Cisco alno nz	Sys Qty 100	tems Rec 100 5	Cost 10.00 100 400.00 0	Unit EA EA	5,400.00 Ext.Cost 1000.00 2000.00
3 BAR	Serial(s Job(s)	21 ) Bar Code	Reader		12	3 S112 S123 S123 S234 S444 12  Rec	0 23 45 55 53 33 200.00 12 eipt Tota	EA 	2400.00

*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	G	ì	а	n	d		Т	0	t	а	I	:									5	4	0	0		0	0	

## **5.6 Posting Receivings**

This menu option (6) posts the receivings information to the inventory file.

									bor	CVD	
ACCOUNTFLE	LEX Post P/O Receivings Date: 07										
	I	Before H 1) 2)	Posting yo Backup da Print Rec	u shoul ta. evings	d do th Report.	e foll	owing				
		Enter H	0 Numbers	to Pos	t	V	to 🗌	V			
Press SAVEKEY to begin POSTING - OR - Press ESCAPEKEY to Exit											
	I	Processi Purch Purch	.ng Statis Nase Order Nase Order	tics Number Batch							
Enter first	: PO nur	uber to	POST or 1	eave bl	ank to	POST a	ll (pre	ss HELP	for li	ist)	
F1 F2 F Save Help	73 F4	F5	F6 F7	F8 F	'9 F10	F11	F12 ^	F3 ^F4	^F5	^F6	

You may press the SAVE function key to begin POSTING or the ESCAPE key to EXIT.

As the posting takes place, the screen will display the following information.

#### **Processing Statistics**

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

#### **Purchase Order Number**

The purchase order number being processed is displayed here.

#### **Purchase Order Batch**

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the ESCAPE key to return to the Purchase Order menu.

## 5.7 Enter Invoices

This menu option (7) is for entering invoices.

This option is for entering invoices for your purchase orders. These invoices will be automatically checked to see that goods have been received with the correct charges. Also, the invoice information will be posted to the Account Payable module for payment.

Selecting option 7, Enter Invoices, on the Purchase Order menu produces the following screen:

			DOINV
ACCOUNTFLEX	NGE MODE Purchase	e Order Invoicing	DATE: 07/24/07
PO# 38904v- Vendor CISCO Ci	Vendor Invoice [ sco Systems	1122345 Status	0 Post No
Invoice Date 07/24/ Tax\$ 600.00 Shi	07 Period Date p\$ 120.00 Misc\$	07/24/07 Due Da 18.00 Discount	te
Line Our/Vendor Item	u Unit Otv Due	Oty Inv Co	st Ext.Cost
1 CABLE	EA 100	100 10.	00 1000.00
2 COM486	CABLE EA 5	5 400.	0 2000.00
3 BAR	EA 12 Bar Code Reader	12 200.	
			, i i i i i i i i i i i i i i i i i i i
Ord 12 Re	ec 12 Inv	T	otals 5,400.00
F1 F2 F3 F4 F Save Help More Add	75 F6 F7 F8 F Qry Prev Next F:	9 F10 F11 F12 rst Last Del	^F3 ^F4 ^F5 ^F6 Jobs

The fields on this screen are discussed below.

Invoice Screen (SINGLE-RECORD)

## Purchase Order #

Enter the purchase order number into this field. After checking to see that this is a valid purchase order, the display fields originating from this purchase order will be displayed.

## **Order Date**

The order date displays the purchase order date from the purchase order.

#### Status

The status field indicates wether purchase order status is open or closed.

#### Vendor

This field displays the vendor ID and name from the purchase order.

#### **Vendor Invoice**

Enter the vendor's invoice number into this field. It will accommodate up to 12 characters.

#### **Invoice Date**

Enter the invoice date into this field.

#### **Due Date**

Enter the date this invoice is due.

## Tax

Enter the amount of tax included on this invoice.

## Freight

Enter the amount of freight included on the invoice.

## Misc

Enter the amount of miscellaneous charges included on the invoice.

## Discounts

Enter the amount of discount allowed on the invoice into this field.

## INVOICE TOTAL

This is a calculated field that is the sum of the Tax, Freight, Misc, Discounts, and the total of the Ext.Cost fields.

When you are satisfied with your entries press the **SAVE** function key to save the above data. Upon pressing the **SAVE** key, the following message will be displayed at the bottom of the screen:

Load Open Line No's (Y/N)?

Answering "Y" to this question will fill the screen with open line items from this purchase order. You will then be positioned onto these line items for entering the additional information described below.

## Invoice Detail Screen (MULTI-RECORD)

## Line

The Line field contains the line number from the purchase order. Press Enter and the cursor will jump to the Qty Rec field for this line item number.

## **Qty Due**

This field displays the Quantity due from the vendor on this Purchase Order.

## Qty Inv

Enter the quantity invoiced in this field.

## Cost/Unit

Enter the cost per unit invoiced. The cost will default value to the cost on the last purchase ordeer The unit of measure is obtained from the inventory file.

## Ext.Cost

The extended cost is displayed in this field.

## Vendor Item

This field displays the vendor item number entered on the purchase order to this vendor

### Description

The unlabeled description field displays the description from the purchase order.

## **Item Status**

This unlabeled field shows the status of this line item, Open or Closed.

## Ord

The Ord field displays the quantity ordered on the purchase order.

## Rec

The Rec Field shows the quantity received to date.

## Inv

The Inv field displays the quantity of the line item that have been invoiced to date.

### Totals

The Totals Field contains the sum of the extended costs for each of the Line Items.

The following support screen is used to distribute costs to a specific line item of the purchase order. This screen is accessed by pressing the **MORE** function key while position on a line item.

					poinv2
ACCOUNTFLEX	CHANGE MODE	Purchase	Order Invo	icing DATE:	07/24/07
PO# 38904 Vendor CISCO	- Vendo Cisco System	or Invoice 1	122345 :	Status O Post	No
Invoice Date 07 Tax\$ 600.00 Desc	7/24/07 Pe Ship\$ 120.	eriod Date 0. 00 Misc\$	7/24/07 1 18.00 Di	Due Date scounts\$50 INVOICE TOTAL	0.00 5,668.00
Line Our/Vendor	Item Unit	Qty Due	Qty Inv	Cost	Ext.Cost
1 CABLE	EA	100	100	10.00	1000.00
G∕L Code 500-000 v	Γ	Tax\$ 20.00	Ship\$ 10.00	Misc\$ Disc	ountŞ
Cost of Goods	Sold TOTALS	20.00	10.00	0.00	0.00
0rd 12	Rec	12 Inv		Totals	5,400.00
Enter G/L Account F1 F2 F3 F4 Save Help	: Code (press H 4 F5 F6 H	HELP key to s 77 F8 F9	<mark>see list)</mark> F10 F11	F12 ^F3 ^F	4 ^F5 ^F6

## 5.8 Print Invoices

This menu option (8) is for printing invoices. The print invoice option prepares and prints a report of all Invoices entered into the Purchase Order System that have not been posted. Selecting option 8 on the menu causes the following display

					DO1	nvr
ACCOUNTFLEX	Print	P∕O In	nvoices	Date:	07/24/07	
Report Destination Report Copies Report Title Page Report Detail Report Jobs	S 1 Y Y Y	(1 - (Y=Yes (Y=Yes (Y=Yes	(S=Screen, 10) s, N=No) s, N=No) s, N=No) s, N=No)	Pn=Printer, D	n=Disk, A=A	ux)
PO# Range PO# Date Range Vendor Range		v	to to to	v v		
Report Destinations: (D)is	k. (E):	mail.	(F)ax. (P)r	int. (S)creen.	(A)11x.	
F1 F2 F3 F4 F5 F Run Help	6 F7	F8	F9 F10	F11 F12 ^F3	^F4 ^F5	^F6 Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the purchase order listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in General Operational Procedures.

### **PO# Range**

Enter the beginning and ending purchase order numbers you wish to print.

#### **PO# Date Range**

Enter the beginning and ending dates for purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

When you are satisfied with your answers, press the RUN function key to generate the report.

07/24 8:2	4/07 25am			Widg P/O	et Co Invoi	mpany ces			po Pa	invr ge 1
PO-#		Ordered		Vend	or-#	Name				Cost
	38904 Ven	07/24/07 dor Invoi Descripti	07/24/07 ce: 112234 on:	CISC 45	O Invo	Cisco S ice Dat	Systems e: 07/2	24/07 Due	Date:	
Line	e Our It	em Des	cription			Qua	antity	Cost	Unit	Ext.Cost
1	CABLE		CABLE				100	10.00	EA	1,000.00
		Job(s)				100		100		
2	COM486		Computer	486 2	5mh z		5	400.00	EA	2,000.00
		Job(s)				5		5		
3	BAR		Bar Code	Reade	r		12	200.00	EA	2,400.00
		G/L	: 500-000		Tax:	20.00	Ship:	10.00		
		Job(s)				12		12		
								Subtota	al	5,400.00
								Tax		620.00
								Shippir	ng	130.00
								Misc		18.00
								Discour	nts	-500.00
								Total		5,668.00
							* * *	* * * * * * * * * * *	* * * * * * *	* * * * * * * * * * * *

Grand Total: 5,668.00

## 5.9 Post Invoices

This menu option (9) posts the information from the invoice reports to the Accounts Payable batch file and creates an invoice register. The same cautions regarding backing up data and printing reports applies to the receiving posting process.



You may press the SAVE function key to begin posting or the ESCAPE key to EXIT.

As the posting takes place, the screen will display the following information.

### **Processing Statistics**

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

#### **Purchase Order Number**

The purchase order number being processed is displayed here.

#### **Purchase Order Batch**

The batch number that is currently being posted will be displayed here. The message displayed in this field once posting has been completed will reflect the last batch posted.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed

Once this message appears, you may then press the ESCAPE key to return to the Purchase Order menu.

# 5.10 Print Invoice Journal

This menu option (10) is for printing the G/L journal and/or Invoice journal.

Selecting G/L journal option will cause this screen to be displayed:

		poglr1
ACCOUNTFLEX	Purchase Order G/L Journal	DATE: 07/24/07
Report Destinati Report Copies Report Title Pag Report Detail	on <mark>Sanata</mark> (S=Screen, Pn=Prints 1 (1 - 10) e N (Y=Yes, N=No) Y (Y=Yes, N=No)	ər, Dn=Disk, A=Aux)
Post No 0 -	I 29	
Report Destinations: (D)	isk, (E)mail, (F)ax, (P)rint, (S)cr	reen, (A)ux.
Run Help		rs r4 rs r6 Kill

When you run the G/L journal report it will appear as shown below.

07/24/07 5:37am		Pt	V urcha: Postl	Vidget ( se Orde No:	Compan rG/L 1	y Journal		poglr1 Page	1
Source:< 0 -	I > B;	======================================		Entrv	Date:	07/24/07	, ,		
				,		D/C:	72,360.00	73,36	0.00
Trans-#	Refno	Date		Period			Debit	Cre	∋dit
summa ry	N/A summa	07/24 ry	4/07	07/24/0	)7		72,360.00	73,36	0.00
Accoun	t	Descript	ion				Debit	Cr	edit
130-00	0	Inventory	/				36,000.00		
130-00	0	Inventory	/					36,00	0.00
201-00	0	Accounts	Payat	ble				36,560	).00
212-00	0	Purchase	Clea	ring Aco	count		36,000.00		
565-00	0	Discounts	s lake	en				800	).00
570-00	0	Freight					200.00		
590-00	0	Miscellar Othor Tox	neous				10.00		
090-00	0	Other ia	les				150.00		
				Transa	iction	Total	72,360.00	73,360	).00
				=====					
				Batch	Total	:	72,360.00	73,360	).00
				* * * * * *	* * * * * *	* * * * * * * * *	* * * * * * * * * * * *	* * * * * * * * *	* * * *
				*****		* * * * * * * * *		*******	* * * *
				Grand	lotal	:	72,360.00	73,360	).00
Posting Log	#1: 0	7/24/07	05:36	6:50					

Post P/O Invoices has been completed successfully

Selecting Invoice journal option will cause this screen to be displayed:

	poinvpr1
ACCOUNTFLEX P/O Invoice Posting Journal	DATE: 07/24/07
Report Destination D (S=Screen, Pn=Print Report Copies 1 (1 - 10) Report Title Page N (Y=Yes, N=No) Report Detail Y (Y=Yes, N=No)	ter, Dn=Disk, A=Aux)
Post No 2y Invoice Range to vendor Range y to y	
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)o F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F13 Run Help	<mark>creen, (A)ux.</mark> 2 ^F3 ^F4 ^F5 ^F6 <u>Kill</u>

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the RUN function key to run the A/P invoice batch listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

## Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you run the Invoice batch listing report it will appear as shown below.

07/24/07 8:27am		Wi P/O Invoi PostNo	dget Company ce Posting Journal 2 PostDate 07/24/07	poinvpr1 Page 1
Invoice-#	Vendor		Invoice Period Due	Amount
1122345		Cisco System 2 1	s 07/24/07 07/24/07 07/24/07	5,668.00
		Account-#	Description	Amount
		130-000	Inventory	3,000.00
		212-000	Purchase Clearing Account	5,400.00
		130-000	Inventory	-5,400.00
		500-000	Cost of Goods Sold	2,430.00
		690-000	Other Taxes	600.00
		570-000	Freight	120.00
		590-000	Miscellaneous	18.00
		565-000	Discounts Taken	-500.00
			Invoice Total:	5,668.00

*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
G	r	а	n	d		т	o	t	а	I	:										5	,	6	6	8		0	0

Posting Log #2: 07/24/07 08:25:56

Post P/O Invoices has been completed successfully

## 5.14 Enter Recurring Order

This menu option (14) is for entering Recurring Orders. Entering Recurring Order will not effect inventory or order/sales reporting.

The recurring order entry screens are similar in operation and appearance to the purchase order entry screens.

## 5.15 Print Recurring Order

This menu option (15) is for printing recurring orders.

Printing recurring orders is similar in operation and appearance to printing orders.

# 5.16 Copy to Orders

This menu option (16) is for converting quotes to orders.

										por	ecn
ACCOUNT	FFLEX	Co	py Recurri	ing P∕O Or	ders			D	late:	07/24	/07
	This	program Press S Pr	will conve AVEKEY to - OF ress ESCAPF	ert Recurr begin Con ? - EKEY to Ex	ring Or versio: tit	ders n	to Or	ders			
	Recu	rring Ord Vend	er Range or Range	_	v to to			v			
	Delet	e Recurri	ng Order a	after conv	ersion	(Y∕N	) ? 🕅				
P: Vi	rocessin enno	g Statist Rec	ics urring Ord	ler No		0	rder	No			
<mark>Enter O:</mark> F1 F2 Save Hei	rder num F3 1p	ber (pres F4 F5	s HELP key F6 F7	<mark>/ to see l</mark> F8 F9	<mark>ist)</mark> F10	F11	F12	^FЗ	^F4	^F5	^F6

# 5.17 Inquire Orders

This menu option (17) is for viewing orders.

						poordi
ACCOUNTFLEX	VIEW M	ODE	Order Inq	uiry Screen	DATE	: 07/24/07
PO# Vendor CISCO	38904 <mark>v</mark> 0 Cisco	rder Date ( Systems	)7/24/07	Status H Purcha	RCICP ase Total	5,400.00
Invoice S	Date	Description	1			Amount
						5,668.00
F1 F2 F3 Save Help	F4 F5	F6 F7 Qry Prev	F8 F9 Next Frst	F10 F11 Last	F12 ^F3 Zoom	^F4 ^F5 ^F6 Po Inv

# 5.18 Inquire Orders

														poi	nver
ACCO	UNTFI	LEX	[	VIEW	MODE		Purch	nase (	Order	Hist	ory		DATE:	07⁄2	4⁄07
En	ter 3	Inve	ntory	/ Code	<u>1</u>			vCom	puter	386	25mhz				
	Min 2220		Max	01	nhand 1094	Comm	itted O	Ava	ilable 109	∋ 4	Onor	der 37	Back	order 24	
				Press	SAVE	funct	ion ke	ey to	VIEW	Orde	rs				
1 ave	F2 Help	FЗ	F 4	F5 Srcl	F6	F7 Prev	F8 Next	F9 Frst	F10 Last	F11	F12	^F3	^F4 Open	^F5 Hist	^F6

This menu option (18) is for inquiring about orders. Upon selecting this option the following screen will appear.

Enter the item number you are researching. The item number must be on file in the Inventory Master. The **HELP** function key is operable for this field and will display the Inventory Master.

Pressing the SAVE function key after you have selected a part number will cause the On-order screen to appear as shown below.

	noeta
ACCOUNTFLEX VIEW MODE Purchase Order History	DATE: 07/24/07
Enter Inventory Code 1 Computer 386 25mhz	
Min Max Onhand Committed Available Onorder 2220 1094 0 1094 37 ETA Lead Vendor Whs Unit Qty Due	Backorder 24
1         ACME         A         EA         2           2         CLOROX         A         EA         10           1         ACME         A         EA         20	07/23/07
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 Save Help	^F4 ^F5 ^F6

The fields on this screen are display only fields and are intended for use in ascertaining the status of items on open purchase orders.

### **ETA Date**

The ETA Date field displays the estimated time of arrival date from the purchase order Detail file.

### Vendor

The vendor field displays the vendor code from the open purchase orders.

### Name

The Name field shows the vendors name from the Accounts Payable vendor master file.

## **Qty Order**

The Qty Order field indicates the quantity currently on open Purchase Orders whether received or not.

## Qty Rec

Qty Rec shows the quantity of this item that has been received.

## **Qty Due**

Qty Due is the difference between Qty Order and Qty Rec, that is how many more are due to arrive.

### Vendor Contact

The vendor contact name from the A/P vendor master file.

### **Vendor Phone**

The vendor's phone number from the A/P vendor master file.

Pressing the SAVE function key while in the On-order screen will cause it to be replaced with the following Order History screen.

		potran
ACCOUNTFLEX VIEW MODE	Purchase Order History	DATE: 07/24/07
Enter Inventory Code 1	vComputer 386 25mh	Z
Min Max Onhand 2220 1094 Receive Lead Vendor	Committed Available Onor 0 1094 Whs Unit Qty 9	rder Backorder 37 24 Received Cost
07/24/07 0 ACME ACME	A EA	1000 1.00
Contact Tom Wilson	(410)444-5555 PO#	38903 07/24/07
F1 F2 F3 F4 F5 F6 Save Help Qry	F7 F8 F9 F10 F11 F12 Prev Next Frst Last	^F3 ^F4 ^F5 ^F6

The field descriptions are below.

## **Order Date**

The date of the open purchase order is displayed here.

## Vendor

Operations/Reference Section

The vendor field displays the vendor code from the open purchase orders.

## Name

The Name field shows the vendors name from the Accounts Payable vendor master file.

## **Qty Ordered**

The Qty Ordered field indicates the quantity ordered whether received or not.

## Cost

Cost displays the purchase price of the item.

## **Vendor Contact**

The vendor contact name from the A/P vendor file.

## **Vendor Phone**

The vendor's phone number from the A/P vendor file.

Pressing the ESCAPE key will return you to the Purchase Order menu.

## 5.19 Print Open Orders

					<b>D</b> 00	rdr1
ACCOUNTFLEX	Open 1	Purchase Orders	by PO#		Date: 07/24	4⁄07
Report D Report C Report T Report D	estination <mark>S</mark> opies 'itle Page N etail N	(S=S 1 (1 - 10) (Y=Yes, N= (Y=Yes, N=	Creen, Pn= No) No)	Printer, Dn	=Disk, A=Au	1X)
0 Order Ve	rder Range Date Range ndor Range	v to to v to	v	V		
St St	atus Order O atus Items O	(C=Close, 0=C (C=Close, 0=C	pen) pen)			
				(6)		
Report Destinati F1 F2 F3 F Run Help	ons: (D)18k, 4 F5 F6	(E)mail, (F)ax F7 F8 F9	F10 F11	(S)Creen, F12 ^F3	^F4 ^F5	^F6 Kill

This menu option (19) is for printing **Open Orders**. Upon selecting this option the following screen will appear.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the RUN function key to run the Purchase order invoices listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

#### **PO# Range**

Enter the beginning and ending purchase order numbers you wish to print.

#### **PO# Date Range**

Enter the beginning and ending dates for purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

#### **Status Order**

Enter the order status you wish to select for the report. Entering "O" for open orders, or "C" for closed orders.

#### **Status Items**

Enter the item status you wish to select for the report. Entering "O" for open items, or "C" for closed items.

When you are satisfied with your answers, press the RUN function key to generate the report.

Operations/Reference Section

07/24/07 8:31am		P/0 0	Widget Company pen Purchase Orders		p F	oordr1 Page	1
PO-#	Vendor		Date	Cost	Div	Whs	
38900	1	ACME	07/23/07	2.00	1	A	
38901	2	CLOROX	07/23/07	10.00	1	А	
38902	1	ACME	07/23/07	20.00	1	А	
38903	ACME	ACME	07/24/07	41,000.00	1	А	

Grand Total: 12032.00

## 5.20 Print Open Orders by ETA Date

					00	orar2
ACCOUNTFLEX	Open Purchas	e Orders	by Item, Et	a Date	Date: 07/24/	′07
Report I Report C Report T Report I	Destination <mark>S.</mark> Copies 1 Citle Page N Detail N	(1 - (Y=Ye (Y=Ye	(S=Screen, 10) s, N=No) s, N=No)	Pn=Printer,	Dn=Disk, A=A	ux)
ETA Ve	Item Range Date Range endor Range	v	v to to to		V	
	Status 🛛	(C=Close	, 0=0pen)			
	Status D	(C=Close	, 0=0pen)			
eport Destinati	ions: (D)isk,	(E)mail,	(F)ax, (P)r	int, (S)cree	n, (A)ux.	
1 F2 F3 F un Help	74 F5 F6	F7 F8	F9 F10	F11 F12 ^	F3 ^F4 ^F5	^F6 Kil

This menu option (20) is for printing open orders by ETA Date. Upon selecting this option the following screen will appear.

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the purchase order listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

#### **Item No Range**

Enter the beginning and ending item numbers which you wish to print.

#### **ETA Date Range**

Enter the beginning and ending ETA dates which you wish to print. All items with ETA dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

#### Status

Enter the status you wish to select for the report. Entering O will select the open items, C will select the closed items.

When you are satisfied with your answers, press the RUN function key to generate the report.
07/24/07 8:32am		Widget Company P/O Open Purchase Orders by Item, Eta Date								
======= Item No =========	========	Descript	==== i on =====		======================================	======  inimum =======	On Ord	======= er On =========	===== Hand =====	
1		Computer	386	25mh z		2220	:	37	1094	
	ETA Date	Vendor			Qty	Order	Qty Red	; Qty	.Due	
	PO# PO# PO#	1 38900 2 38901 1 38902	 1 1 1	ACME CLOROX ACME	Co Co Co	2 st: 10 st: 20 st:	1.00 E/ 1.00 E/ 1.00 E/	4 4 4	2 10 20	
COM486		Computer	486	25mh z		100		10	1025	
	ETA Date	Vendor			Qty	Order	Qty Red	; Qty	.Due	
	PO#	ACME 38903	3	ACME	Co	30 st:	400.00 E	20 A	10	

### 5.21 Print Uninvoiced Orders by Vendor, PO#

This menu option (21) is for printing uninvoiced orders by vendor. Upon selecting this option the following screen will appear.

						_poordr3_
ACCOUNTFLEX	Uninvoiced	Receivin	gs by Ven	dor,PO#	Date:	07/24/07
Report Desti Report Copie Report Title Report Detai	nation <mark>S</mark> s 1 Page N l N	(1 - 10 (Y=Yes, (Y=Yes,	S=Screen, ) N=No) N=No)	Pn=Printer,	, Dn=Disk,	A=Aux)
Vendor	Range	v	to	v		
PO# PO# Date Status Status	Range Range Order O (( Items O ()	d=Close, C=Close,	to to 0=Open) 0=Open)	<u> </u>		
Report Destinations:	(D)isk. (E	)mail. (F	)ax, (P)r	int, (S)cree	en, (A)ux.	
F1 F2 F3 F4 Run Help	F5 F6 F1	7 F8	F9 F10	F11 F12 /	`F3 ^F4	^F5

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the RUN function key to run the purchase order listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

#### **PO# Range**

Enter the beginning and ending purchase order numbers you wish to print.

#### **PO# Date Range**

Enter the beginning and ending dates for purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

#### **Status Order**

Enter the Order Status you wish to select for the Report. Entering O will select the Open Orders, C will select the closed orders.

#### **Status Items**

Enter the Item Status you wish to select for the Report. Entering O will select the Open Items, C will select the closed items that have not been purged.

When you are satisfied with your answers, press the RUN function key to generate the report.

**Operations/Reference Section** 

COUNTFLEX							1	ooordr3	
COUNTFLE	X L	Jninvoiced	Receivings	by	Vendor	, PO#	Page:		1
						Date:	12:19:48	05/26/9	9
				===		======		========	====
ndor Na	me PO-	# PO Date	2						

	===========	========	==========
Vendor	Name	PO-#	PO Date
======	===============		
1	ACME	5	05/26/99
2	CLOROX	2	05/26/99
-	020110/1	-	00/20/00
		3	05/26/99

## 5.22 Print Receiving History, PO#

This menu option (22) is for printing receiving history. Upon selecting this option the following screen will appear.

		porcvr2
ACCOUNTFLEX	Print P/O Receivings	DATE: 07/24/07
Report Destination Report Copies Report Title Page Report Detail Report Jobs Report Serials	S (S=Screen, 1 (1 - 10) N (Y=Yes, N=No) Y (Y=Yes, N=No) Y (Y=Yes, N=No) Y (Y=Yes, N=No) Y (Y=Yes, N=No)	Pn=Printer, Dn=Disk, A=Aux)
Item Range Receive Date Range PO# Range PO# Date Range Vendor Range	vito vito vito vito	V
Report Destinations: (D)is	k, (E)mail, (F)ax, (P)r 6	int, (S)creen, (A)ux.
Run Help		Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the RUN function key to run the purchase order listing report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

#### **PO# Range**

Enter the beginning and ending purchase order numbers you wish to print.

#### **PO# Date Range**

Enter the beginning and ending dates for purchase orders you wish to print. All purchase orders with dates between those entered will be printed.

#### Vendor No. Range

Enter the beginning and ending vendor ID numbers for the vendors you wish to print.

#### **Status Order**

Enter the Order Status you wish to select for the Report. Entering O will select the Open Orders, C will select the closed orders.

#### **Status Items**

Enter the Item Status you wish to select for the Report. Entering O will select the Open Items, C will select the closed items that have not been purged.

When you are satisfied with your answers, press the RUN function key to generate the report.

Operations/Reference Section

07/24/07 8:35am		Widget Company P/O Receivings History								
Item PO#	Vendor	Date Rec	Qty Rec	Cost Unit	Ext.Cost					
1	Computer 38903 ACME Job(s)	386 25mhz 07/24/07 1 07/24/07 20 07/24/07	1000 900 100	1.00 EA 900 100	1000.00					
		Total:	1000		1000.00					
2	Monitor 38903 ACME Job(s)	(14 inch) 07/24/07	4000 4000	2.00 EA 4000	8000.00					
		Total:	4000		8000.00					
BAR	Bar Code 38904 CISCO Job(s)	Reade r 07/24/07	12 12	200.00 EA 12	2400.00					
		Total:	12		2400.00					
CABLE	CABLE 38903 ACME Job(s)	07/24/07	2000 2000	10.00 EA 2000	20000.00					
I tem PO#	38904 CISCO Job(s)	07/24/07	100 100	10.00 EA 100	1000.00					
		Total:	2100		21000.00					
COM486	Computer	486 25mhz	-							
	Job(s)	07/24/07 20 21	5 2 3	400.00 EA 0 0	2000.00					
	Serial(s)		S S S S							
		Total:	5		2000.00					

## 5.30 Enter Vendor

This menu option (30) is for entering vendors. This option is described in the Setup Chapter.

### 5.31 Print Vendor

This menu option (31) is for printing vendors. This option is described in the Setup Chapter.

### 5.32 Enter Account

This menu option (32) is for entering Accounts. This option is described in the Setup Chapter.

# 5.33 Print Account

This menu option (33) is for printfing Accounts. This option is described in the Setup Chapter.

### **5.34 Enter Divisions**

This menu option (34) is for entering Divisions. This option is described in the Setup Chapter.

# 5.35 Print Divisions

This menu option (35) is for printing Divisions. This option is described in the Setup Chapter.

### **5.36 Enter Warehouses**

This menu option (36) is for entering Warehouses. This option is described in the Setup Chapter.

### 5.37 Enter Inventory

This menu option (37) is for entering inventory. This option is described in the Setup Chapter.

# 5.38 Print Inventory

This menu option (38) is for printfing inventory. This option is described in the Setup Chapter.

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Operations/Reference Section
```

# 5.39 Enter Terms

This menu option (39) is for entering terms. This option is described in the Setup Chapter.

# 5.40 Enter Buyers

This menu option (40) is for entering buyers. This option is described in the Setup Chapter.

# 5.41 Enter Shipping Addresses

This menu option (41) is for entering shipping addresses. This option is described in the Setup Chapter.

## 5.42 Enter Control

This menu option (42) is for entering control information. This option is described in the Setup Chapter.

## 5.43 Purge

This menu option (43) is for purging orders. Upon selecting this option the following screen will appear.

														001	ourge
ACCOUNTFLEX Purchase Order Purge										D	ate:	07⁄24	⁄07		
This program is run to Purge data that is no longer needed. Before running this program make sure BACKUPS have been don												ed. done			
	Purg	e ord Purg	lers I je cl	befo: Purge Losed	re th orde: orde:	is da rs fr rs on	Pu te om to ly Y	rge D	ate v v	Ρ	revio	us Pu	rge I	)ate	
				Pres	ss SA Press	VEKEY - ESCA	to b OR - PEKEY	egin to E	Proce xit	ssing					
Proce	essing	Stai	tisti	ics			:Inv	oice							
F1 F Save H	2 F Help	.3 I	74	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6

Below is a description of each field.

### Last Purge Date

This is a non-enterable field that displays the last date used to purge.

### **New Purge Date**

Enter the New Purge Date. All purchase orders closed prior to this date will be purged.

The purchase order number that is currently being processed will be displayed as the purging process takes place.

When the Purging has been completed you will see the following message:

Purging has been Successfully Completed

Once this message appears you may press the ESCAPE key to return to the Purchase Order menu.

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