INFOFLEX®,INC

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

## Purchase Order

*The System To Account On*

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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 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.

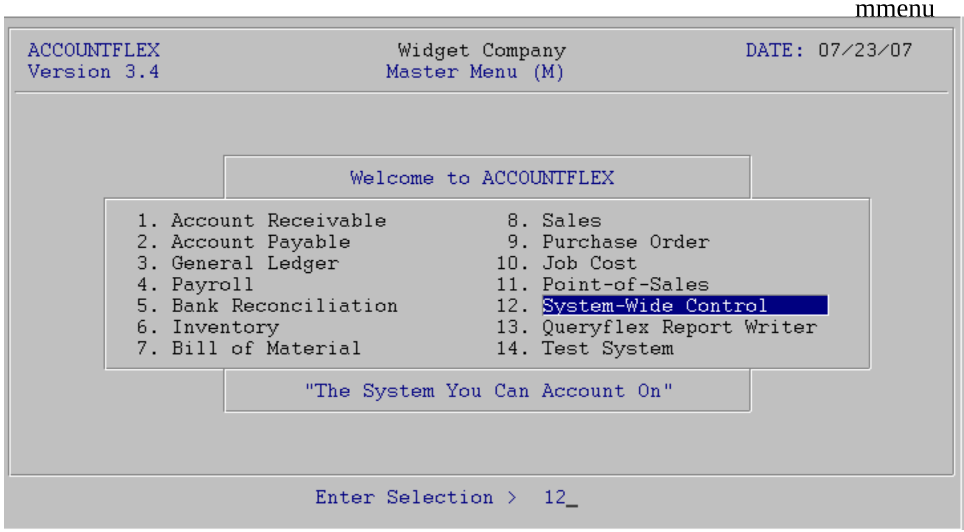
The following sections describe each major program type.

## 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:

mmenu




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.

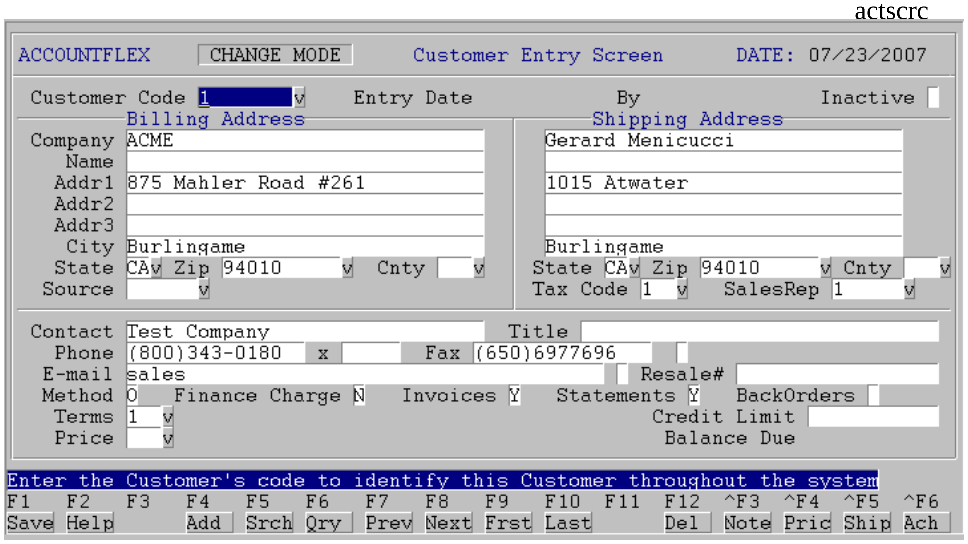
In the following subsections you will learn how to use the three screen types.

*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




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.

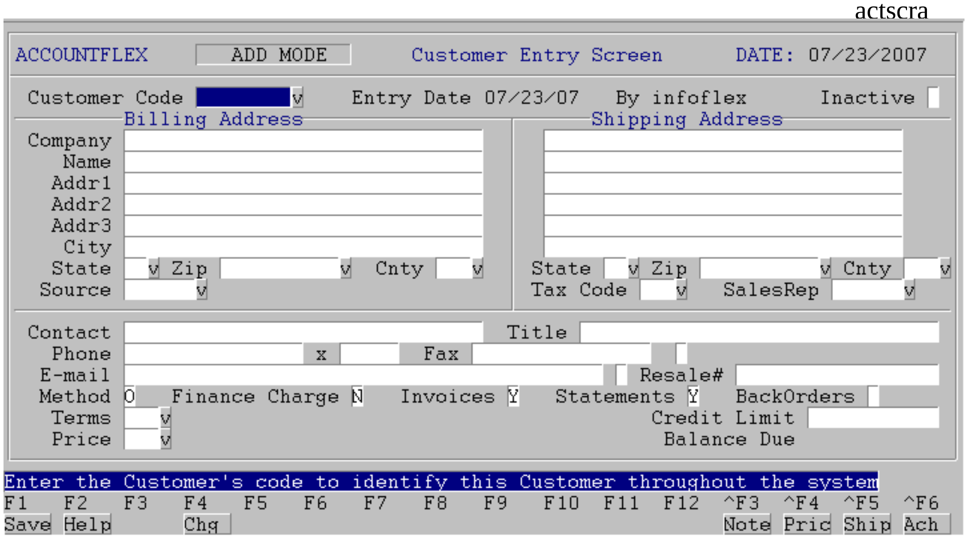
The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

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




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

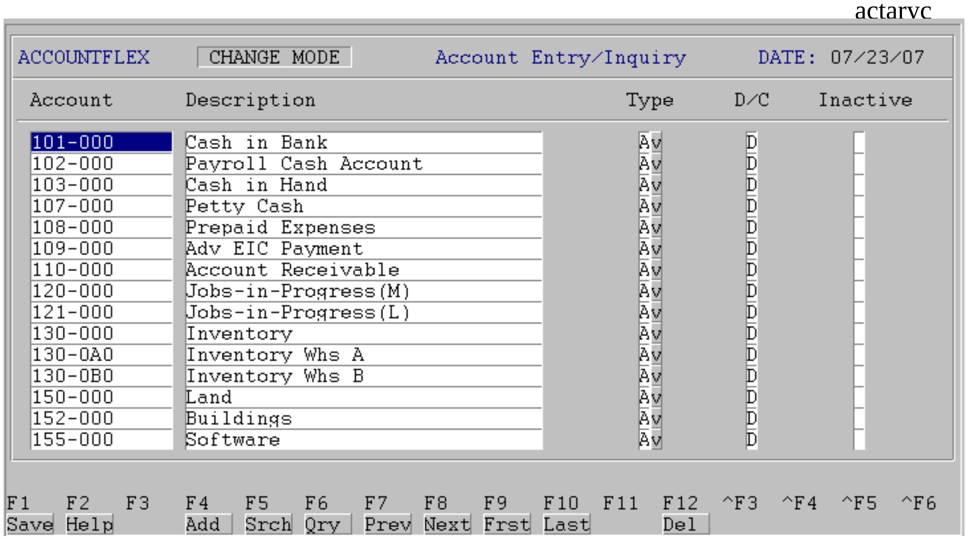
While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

## *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.




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.

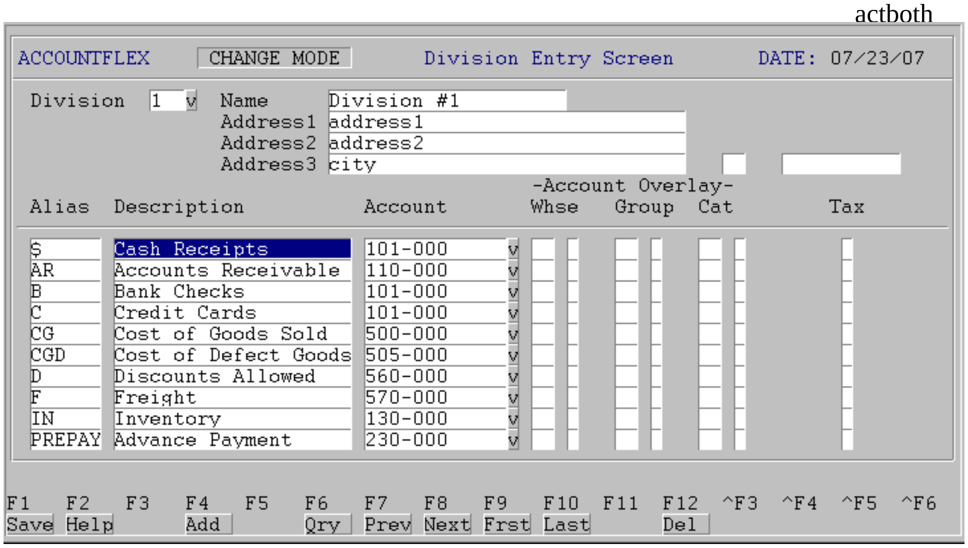
You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

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.

actboth

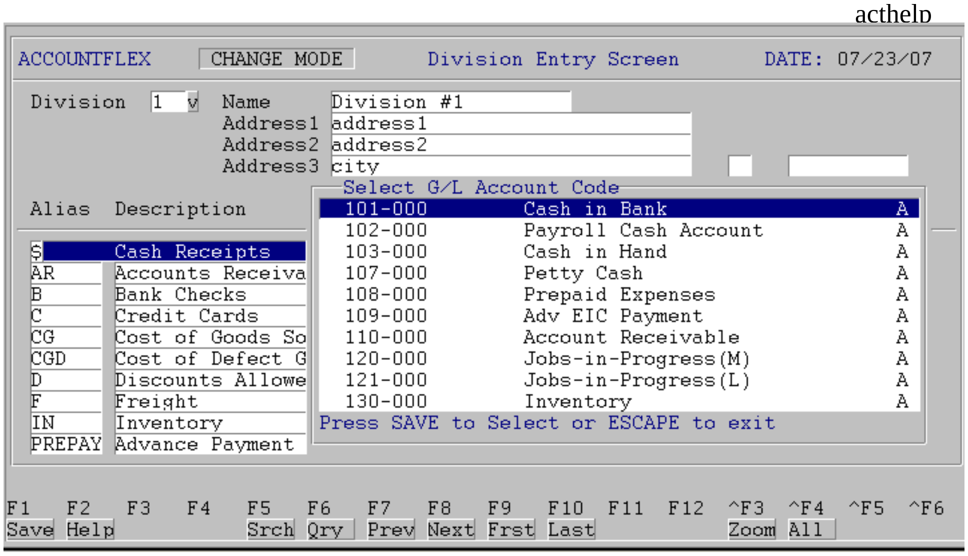



## 2.4 Screens - Help

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




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.

| Operator | Operator Name | Compatable Data Types |
|---|---|---|
| = | Equal | all |
| > | Greater than | all |
| < | Less than | all |
| >= | Greator than or equal | all |
| <= | Less than or equal | all |
| <> | 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.

1) corporation
2) IBM Corporation
3) 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.

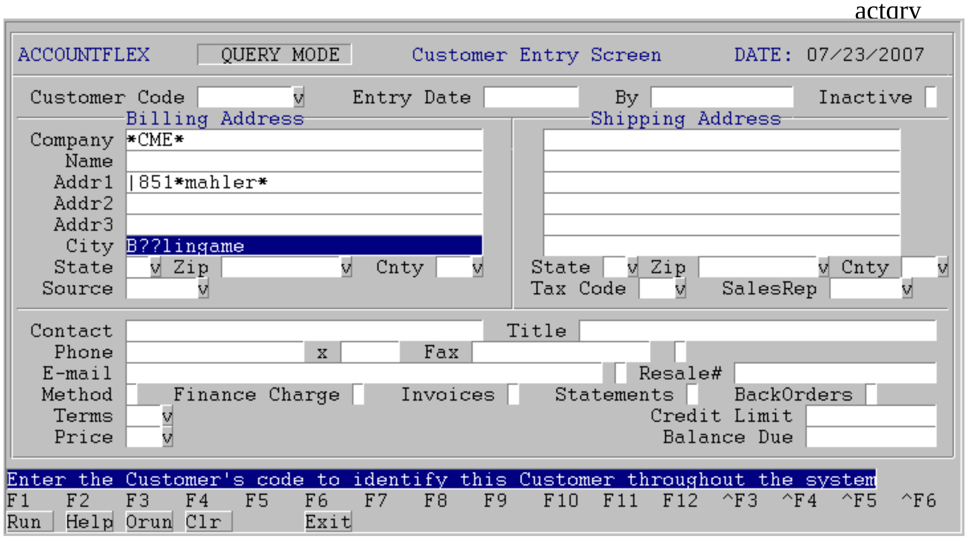
*OR and AND OPERATORS*

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.

actqry




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.

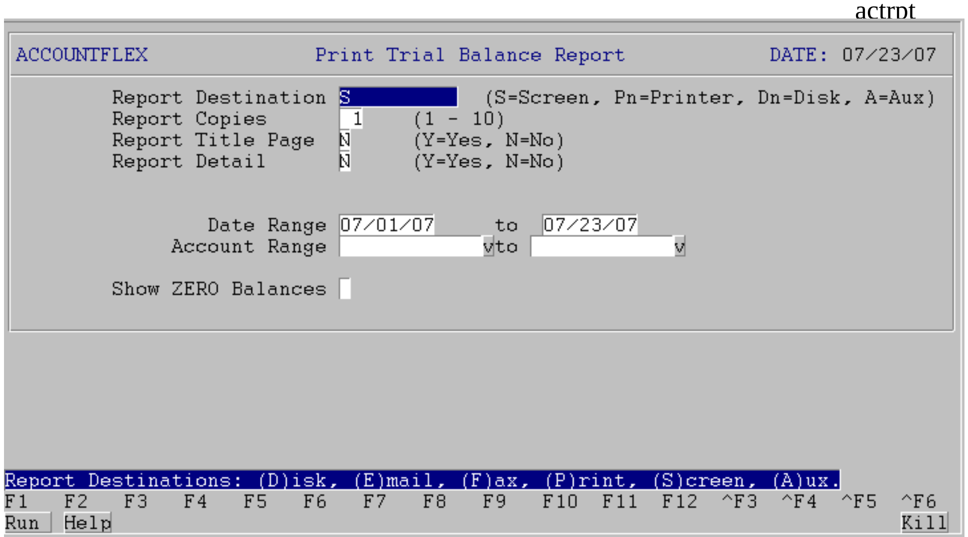
CTL-T Prints the screen image to the default printer.

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.

actrpt




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
ACCOUNTFLEX                                              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 FRST 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 dependant 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 Buyers
Setup Terms
Setup Vendors
Print Vendors
Setup Shipping Addresses
Setup Inventory
Backup Purchase Order Data

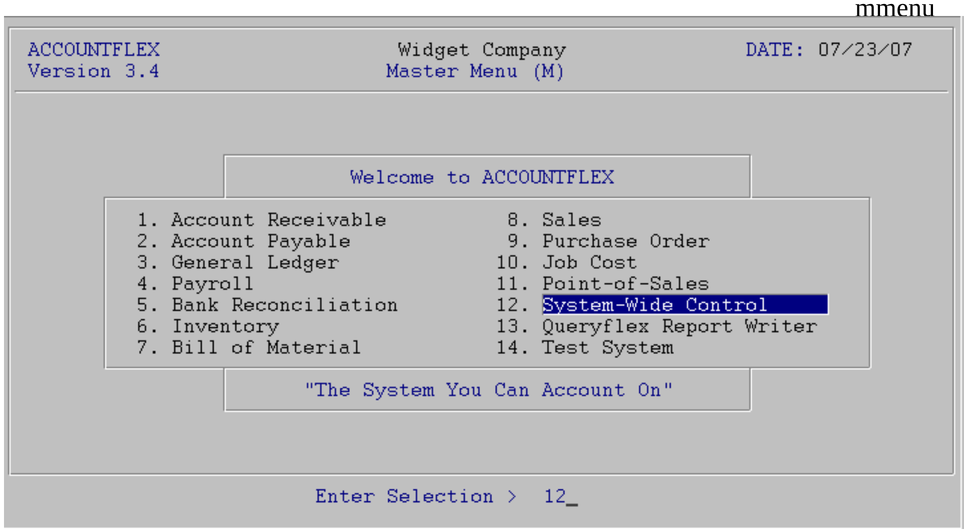
## 3.2 How to Start the System

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



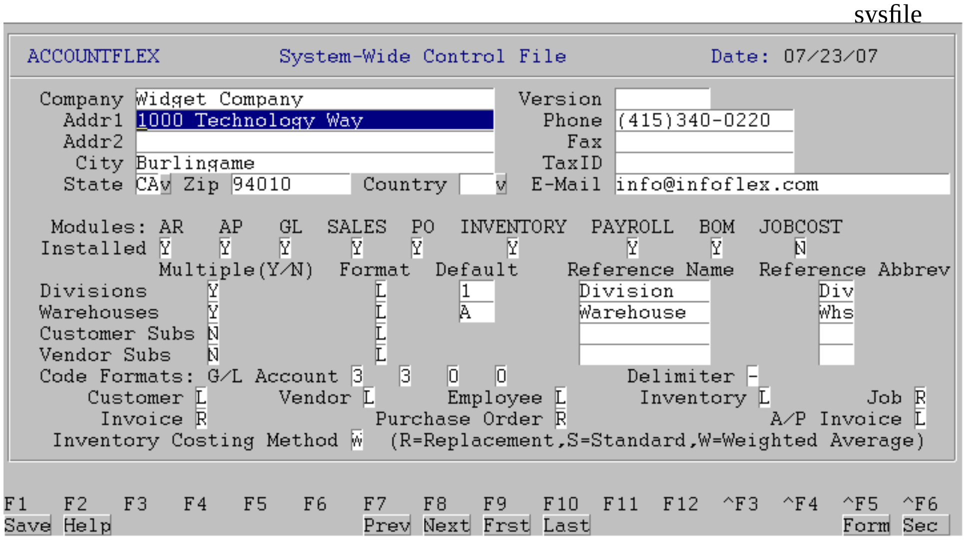

The following sections describe the various setup choices you will be using.

## 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.

sysfile




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 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

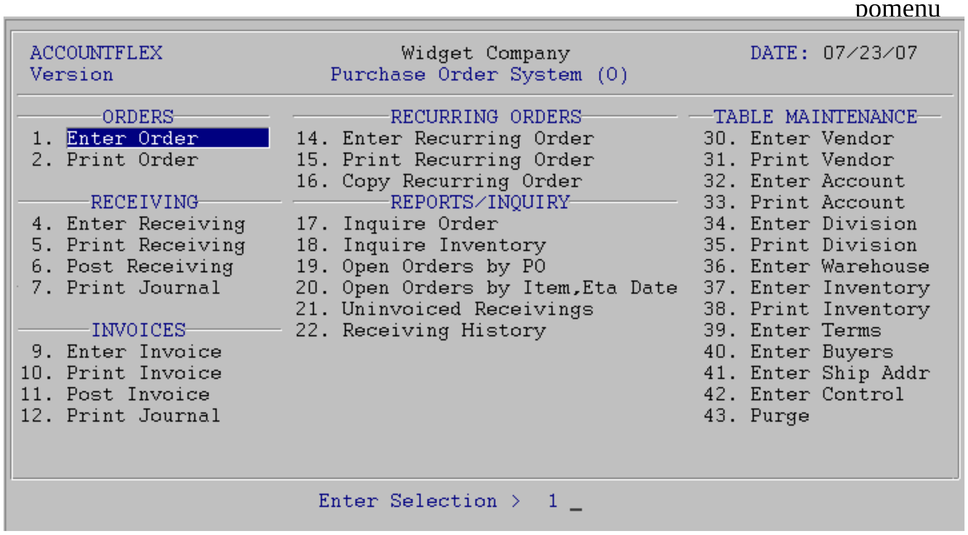
If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

## 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.

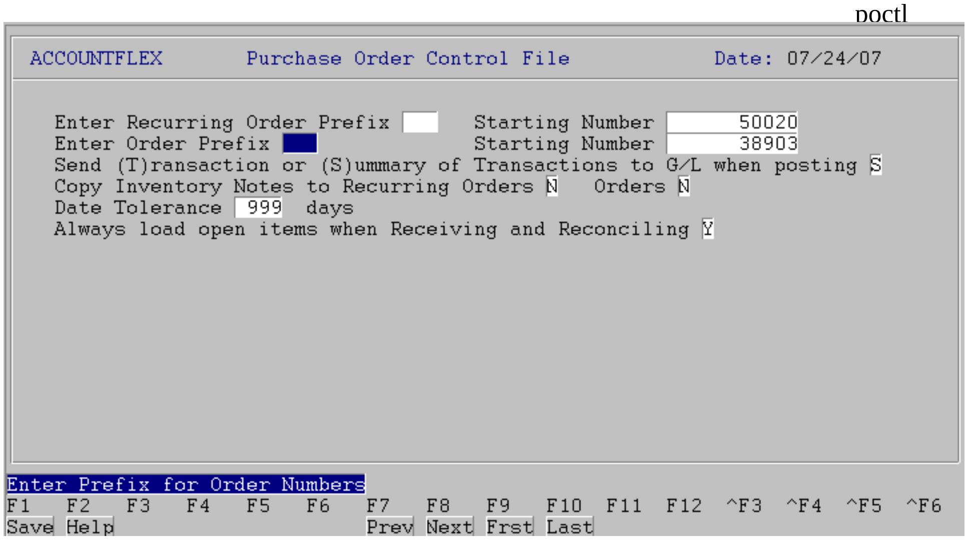
From the master menu, select the menu option **Purchase Order**. The purchase order menu will then appear as follows.

pomenu




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




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

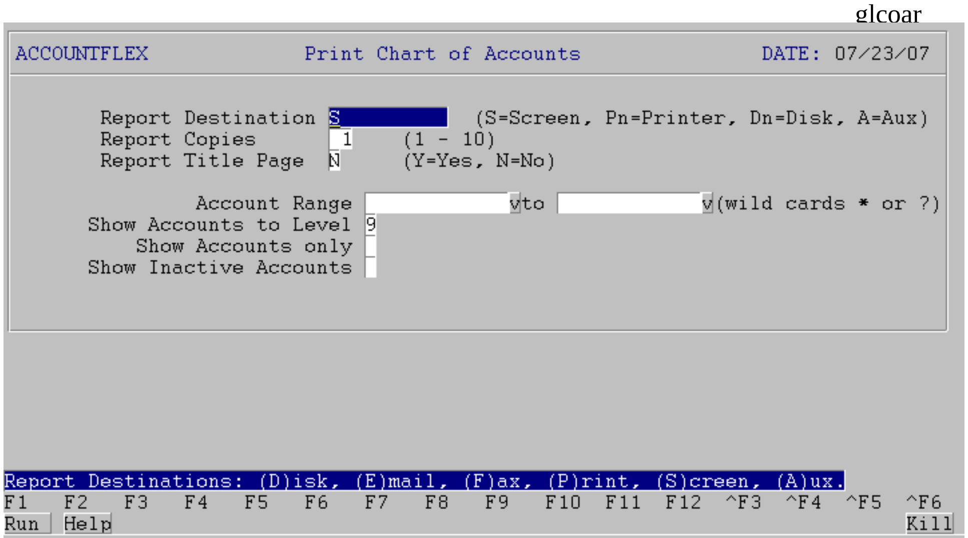
Enter the number of days that transaction or period dates may vary from the current date.

## 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:

glcoar




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:

| Type | Code |
|---|---|
| Assets | A |
| Expenses | E |
| Liabilities | L |
| Income | I |
| Capital | C |

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.

| Type | Debit/Credit |
|---|---|
| Assets | D |
| Expenses | D |
| Liabilities | C |
| Income | C |
| Capital | C |

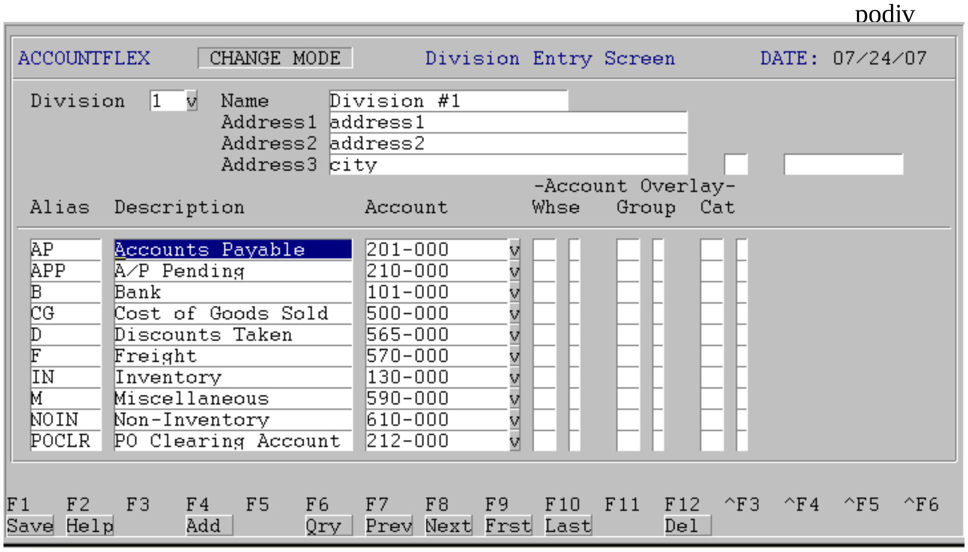
## 3.6 Setup Divisions

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




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**

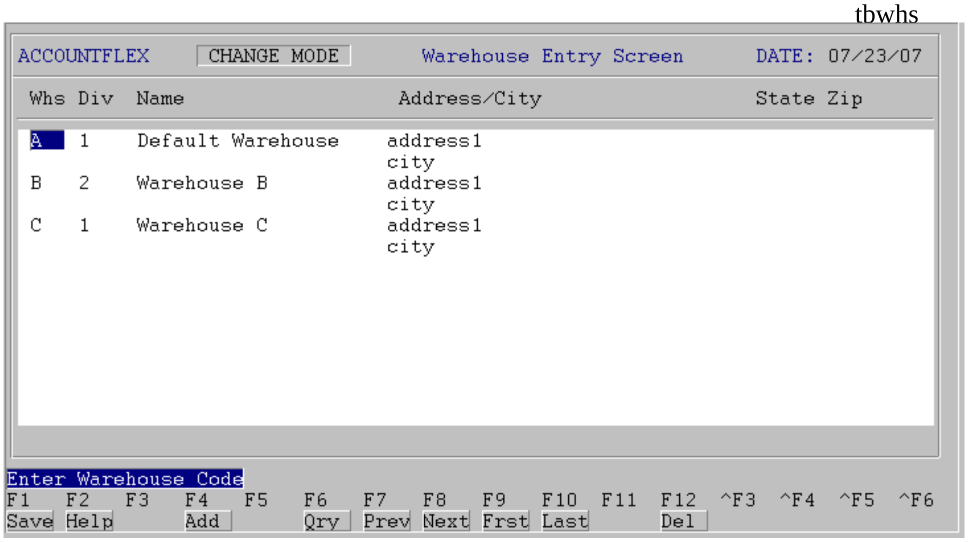
Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account 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.

tbwhs




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**

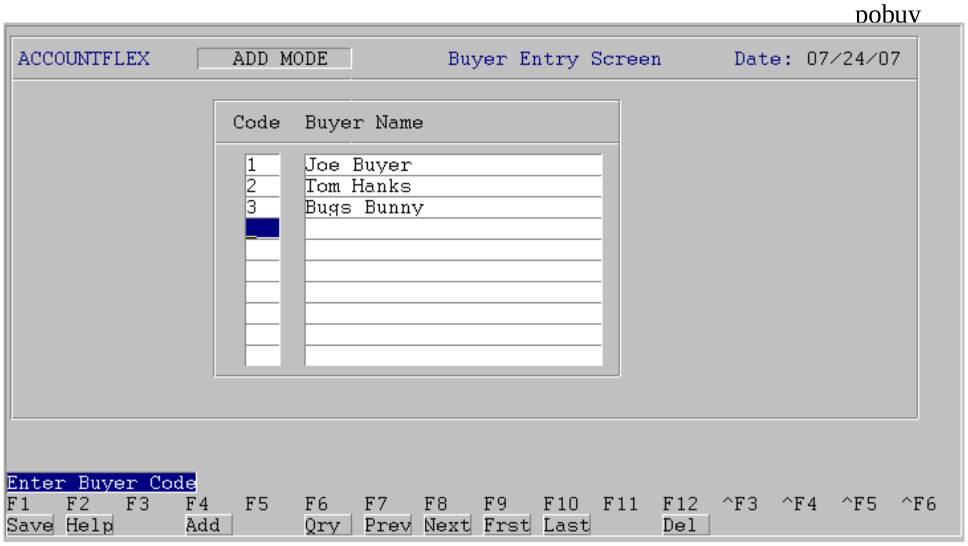
Enter the warehouse Zip Code.

## 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.

pobuy




Below is a description of each field.

**Buyer Code**

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

**Name**

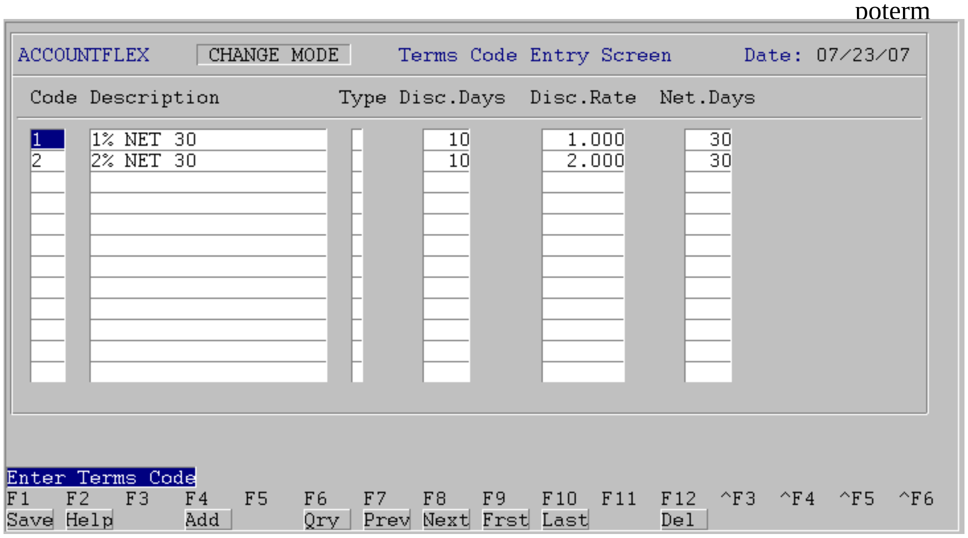
Enter the buyer name.

## 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.

poterm




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**

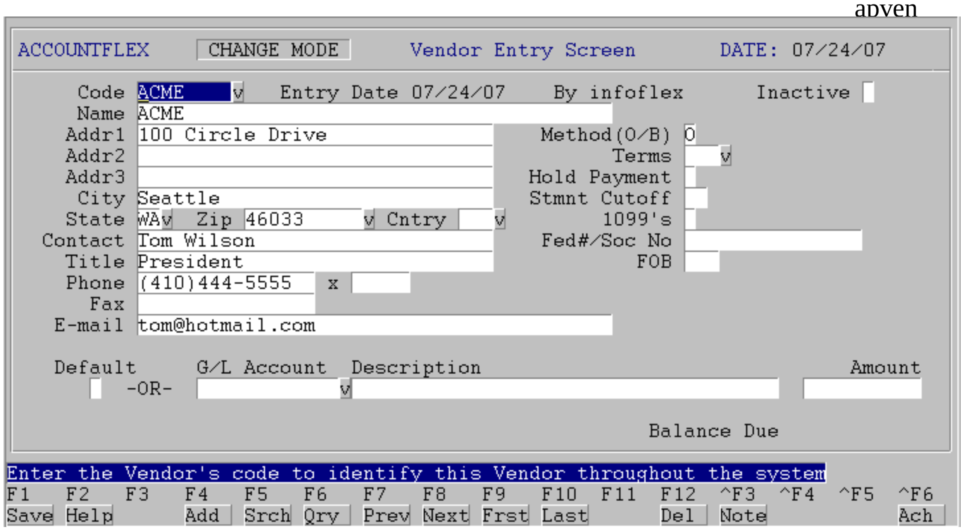
The payment must be made within this number of days otherwise the order will be subject to the penalties.

## 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.

apven




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 necessary. 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.

**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.

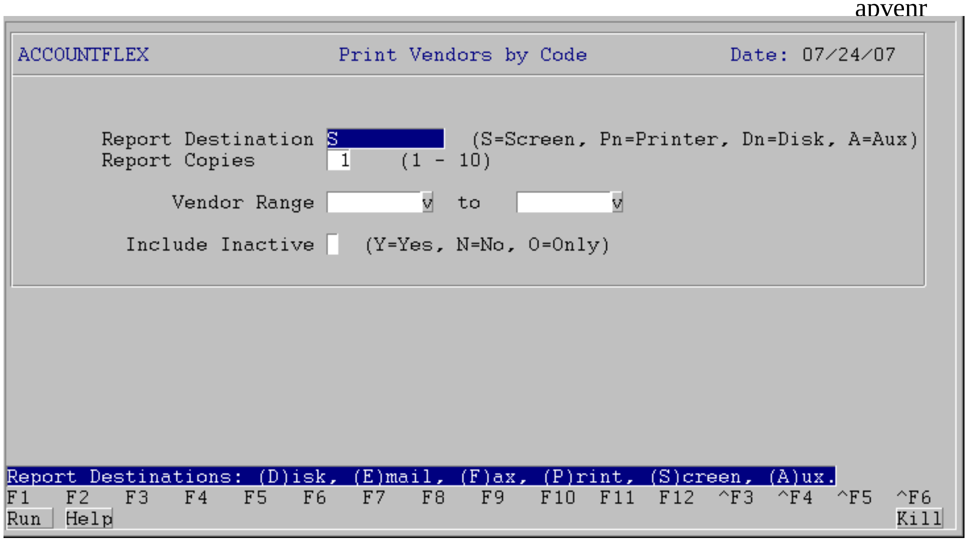
While on the vendor entry screen, you may also enter notes about each vendor. To enter notes you must first position to an existing vendor and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad 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.

apvenr




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.

```
                                                                        apvenr
07/24/07                          Widget Company                    Page      1
  5:02am                      Vendor Listing by Code
================================================================================
                                                                        Account
Code      Name                           Contact                         Method
--------  ------------------------------ ------------------------------ -------
1         ACME                           Gerard Menicucci                   O
          875 Mahler Road #261              Tel: (415)340-0220
          Burlingame, CA   94010


2         CLOROX                         Gerard Menicucci                   B
          875 Mahler Road #261              Tel: (415)340-0220
          Burlingame, CA   94010


3         Customware Computing           Gerard Menicucci                   B
          875 Mahler Road #261              Tel: (415)340-0220
          Burlingame, CA   94010


ACME      ACME                           Tom Wilson                         O
          100 Circle Drive                  Tel: (410)444-5555
          Seattle, WA   46033


NOF       NOT ON FILE                                                       O
          CA   94010                        Tel:
```

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

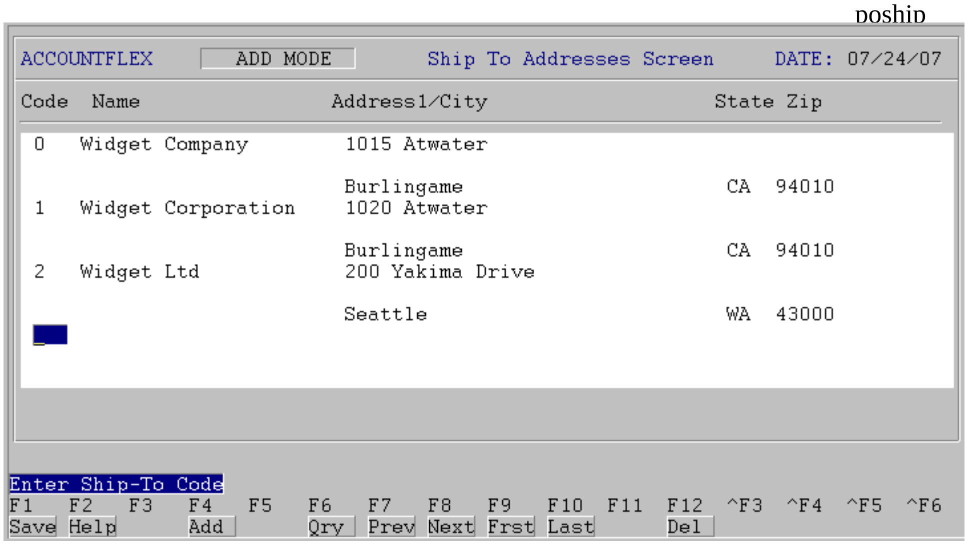
You Inventory file should already have been setup as a result of setting up your Inventory system. Setting up the Inventory system is required before setting up the Purchase Order system.

## 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




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.

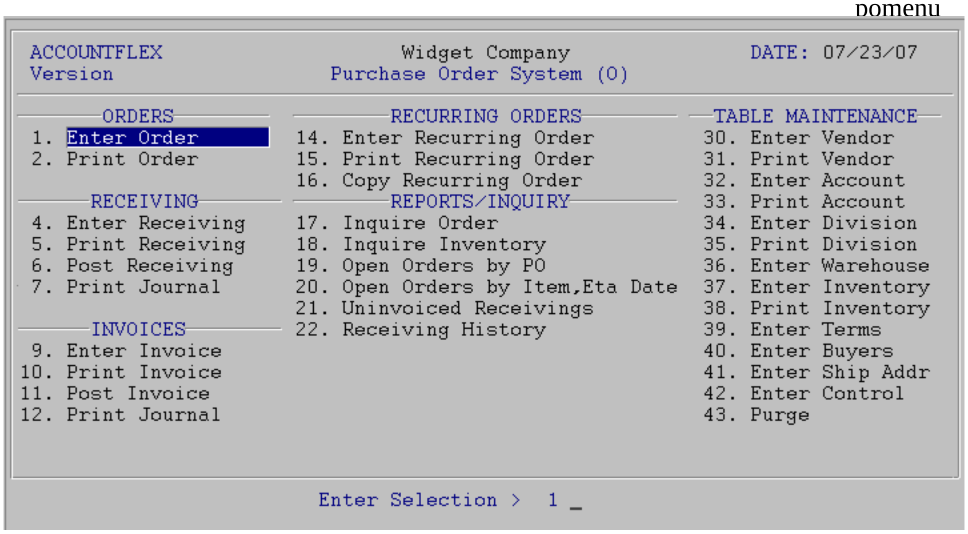
# 5. OPERATIONS/REFERENCE SECTION

## 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.

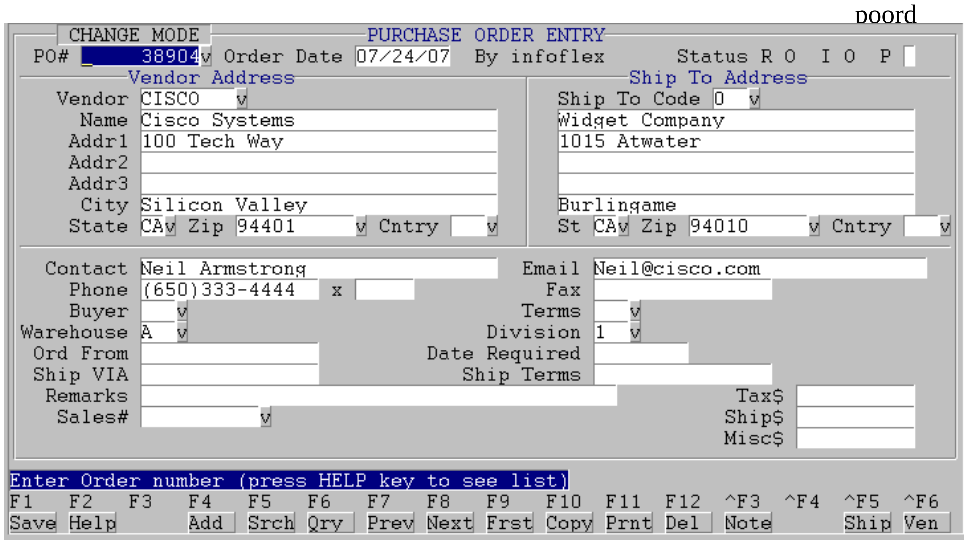
pomenu



## 5.1 Enter Orders

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

poord




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.

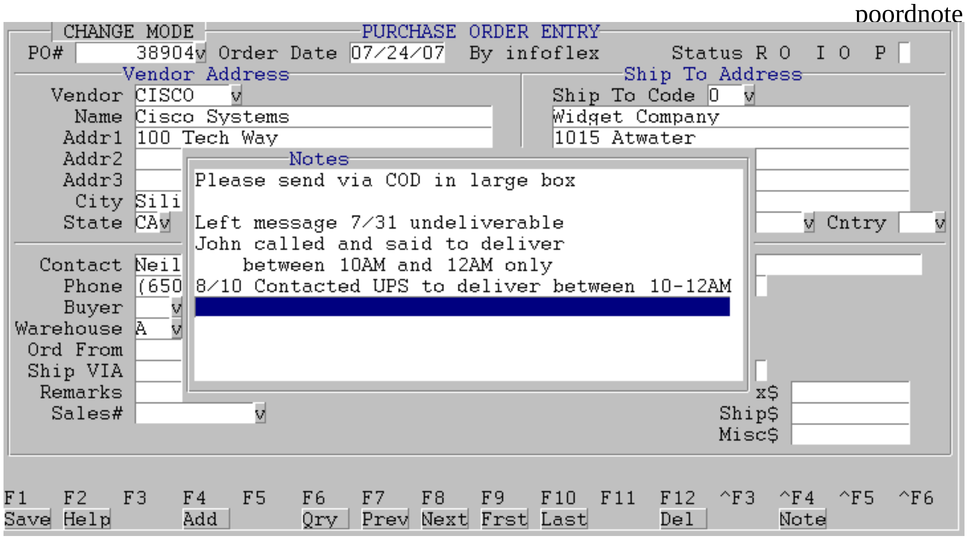
**Remarks**

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.

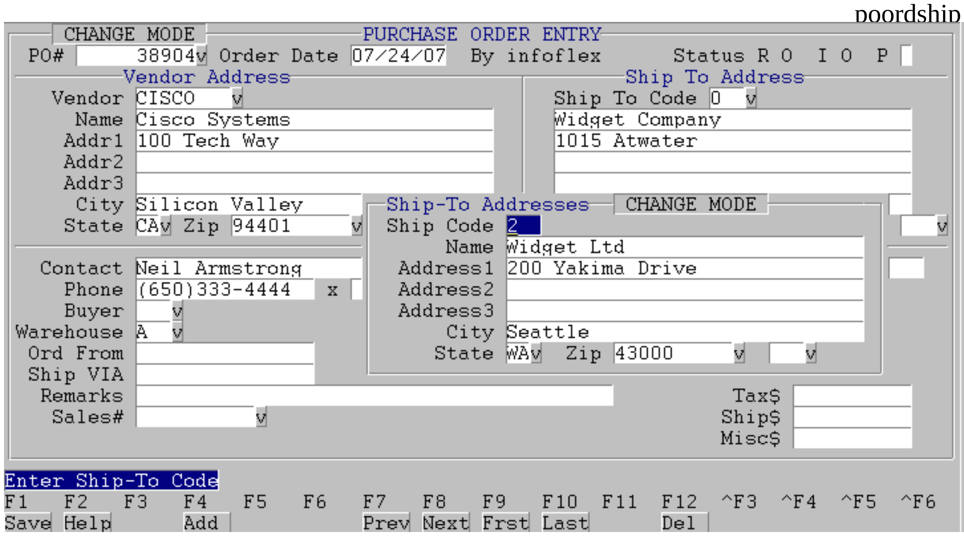
poordnote



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.

poordship



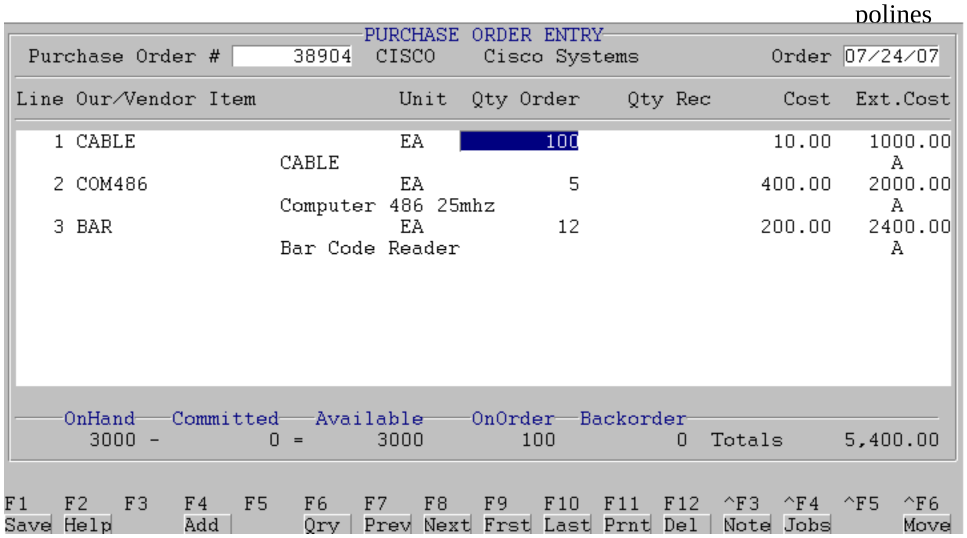

Pressing the **SAVE** or **ESCAPE** key will return you to the Order screen.

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.

polines



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.

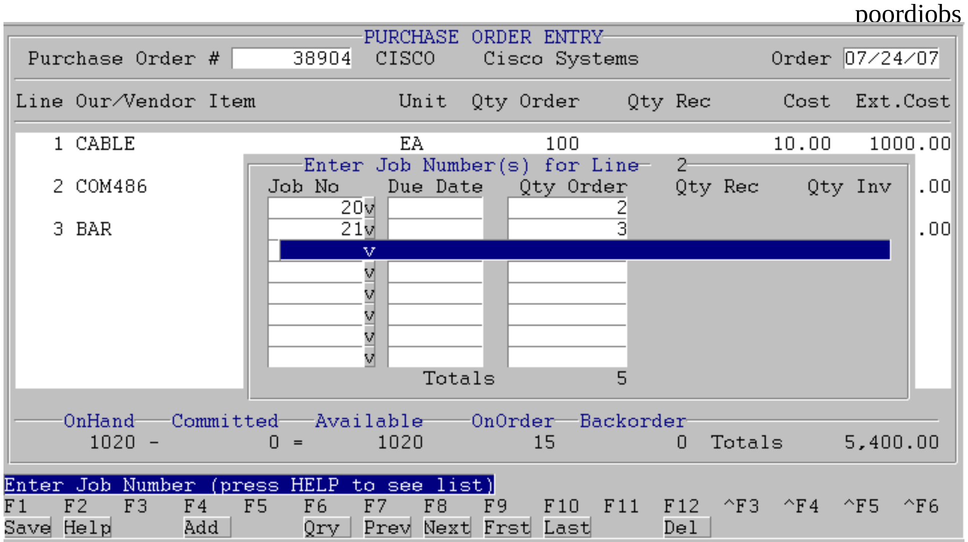
While on the Line Item screen, there are 2 supporting screens for entering notes, and job numbers. These supporting screens are accessed using the function keys **NOTE**, and **JOBS** respectively.

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.

poordjobs




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.

poordl

PURCHASE ORDER

Widget Company
1000 Technology Way
Burlingame, CA 94010

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

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

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

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

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

| SHIP VIA | SHIPPING TERMS | REQUIRED | TERMS | BUYER | REMARKS |
|---|---|---|---|---|---|
| | | | | | |

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| | CABLE | 100 | 10.00 | 1,000.00 |
| | Computer 486 25mhz | 5 | 400.00 | 2,000.00 |
| | Bar Code Reader | 12 | 200.00 | 2,400.00 |
| | | | Subtotal | 5,400.00 |
| | | | Tax | 0.00 |
| | | | **AMOUNT 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**

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.

poordl

# PURCHASE ORDER

Widget Company
1000 Technology Way
Burlingame, CA 94010

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

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

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

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

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

| SHIP VIA | SHIPPING TERMS | REQUIRED | TERMS | BUYER | REMARKS |
|---|---|---|---|---|---|
| | | | | | |

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| | CABLE | 100 | 10.00 | 1,000.00 |
| | Computer 486 25mhz | 5 | 400.00 | 2,000.00 |
| | Bar Code Reader | 12 | 200.00 | 2,400.00 |
| | | | Subtotal | 5,400.00 |
| | | | Tax | 0.00 |
| | | | **AMOUNT DUE** | **5,400.00** |

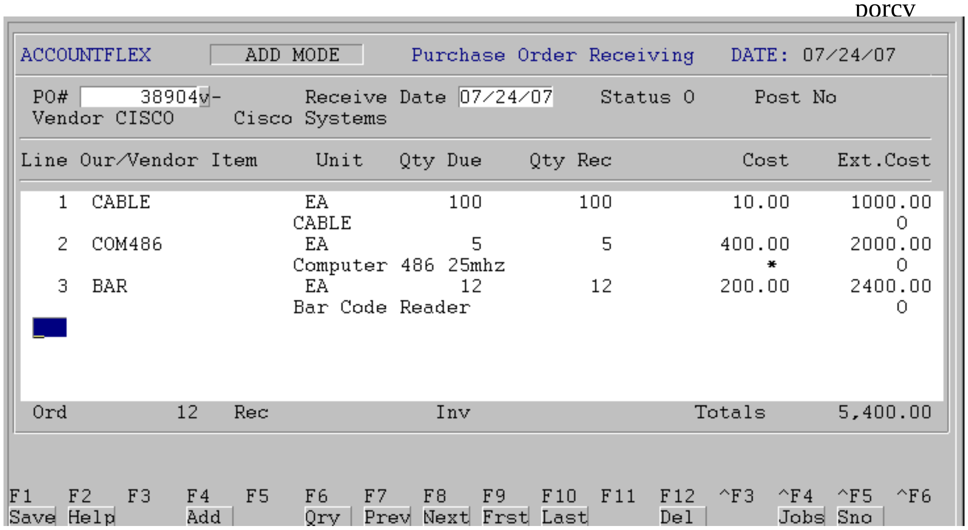
Below is the non-Graphical version of the purchase order.

```
                                                               poordr
                    P U R C H A S E    O R D E R

  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                              SHIP TO:
  Cisco Systems                           Widget Ltd
  100 Tech Way                            200 Yakima Drive
  Silicon Valley, CA   94401              Seattle, WA   43000


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




                                                        _______________________
   ___________________________________                |SubTotal:     5,400.00 |
   Approved by                                         |     Tax:              |
                                                       | 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.

porcv




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**

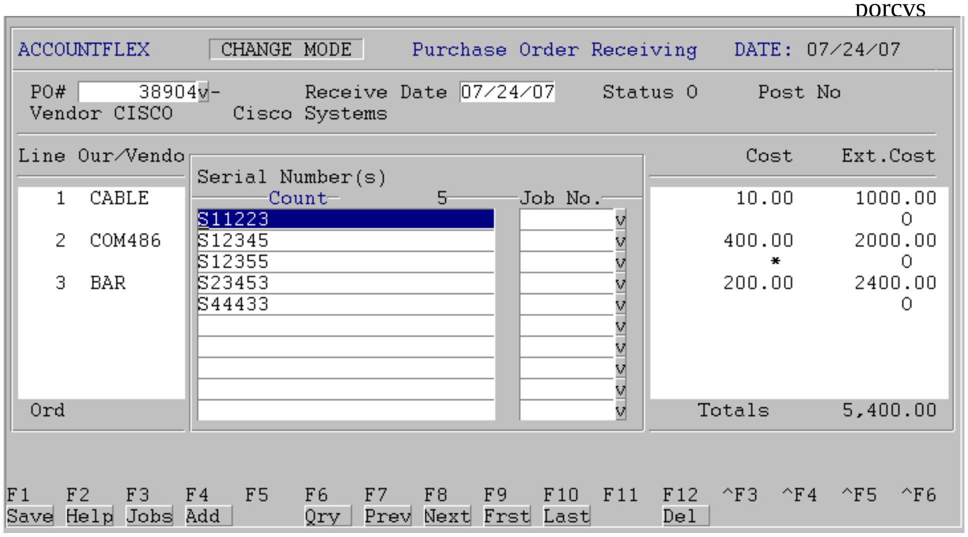
The Inv field displays the quantity of the line item that has been invoiced to date.

**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




To return to the Receiving Detail screen from the serial screen, you may press the **SAVE** function key or the **ESCAPE** key.

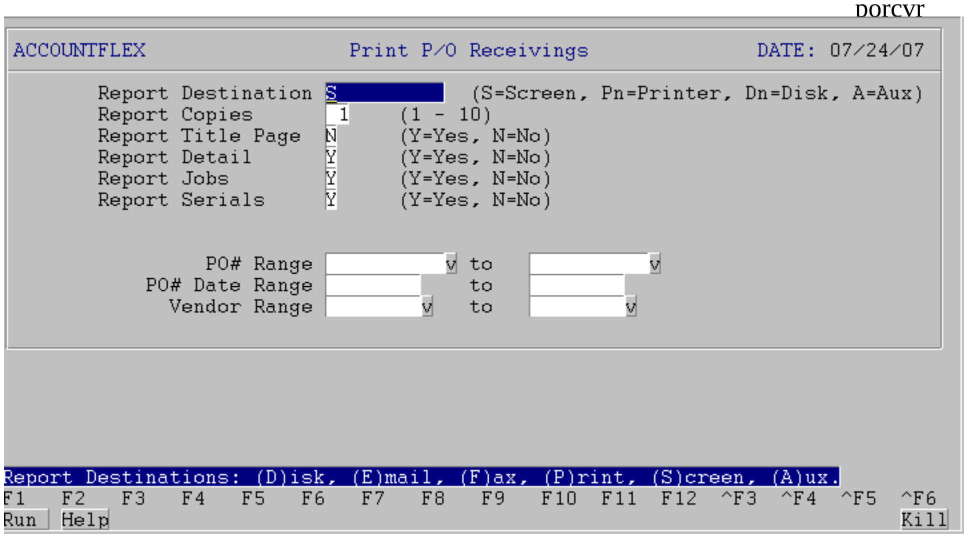
Pressing the **SAVE** or **ESCAPE** key while on the Receiving Detail screen will return you to the Purchase Order menu.

## 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




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.

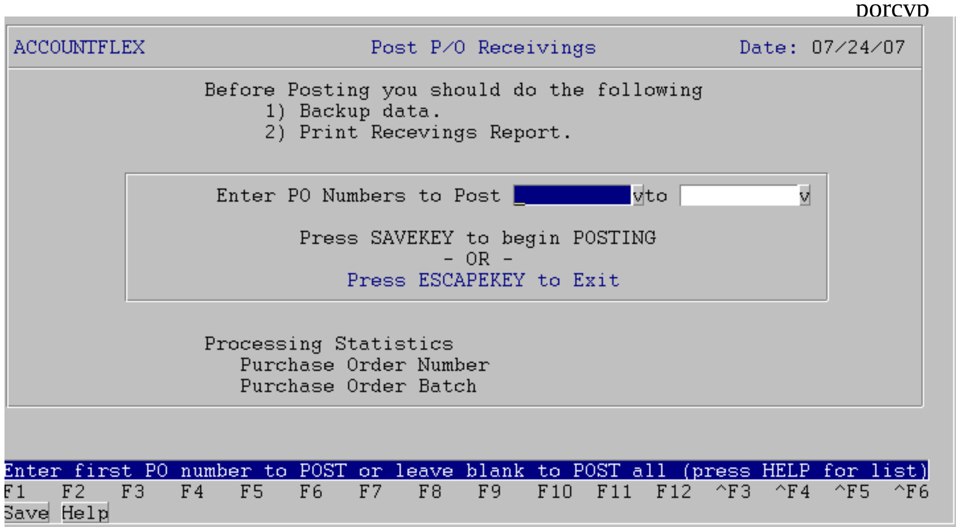
When you are satisfied with your answers, you may press the **RUN** function key to generated the report.

```
                                                                         porcvr
07/24/07                           Widget Company                        Page       1
  8:20am                           P/O Receivings
==================================================================================
 PO           Ordered   Received Vendor                                       Cost
----------------------------------------------------------------------------------
      38904  07/24/07 07/24/07 CISCO     Cisco Systems                    5,400.00
 Line Our Item          Description/Serialno     Qty Rec  Cost      Unit   Ext.Cost
   1 CABLE              CABLE                        100      10.00 EA      1000.00
              Job(s)                            100          100
   2 COM486             Computer 486 25mhz             5     400.00 EA      2000.00
              Job(s)        20                      2            0
                            21                      3            0
              Serial(s)                              S11223
                                                     S12345
                                                     S12355
                                                     S23453
                                                     S44433
   3 BAR                Bar Code Reader               12     200.00 EA      2400.00
              Job(s)                             12           12
                                                     -----------------------------
                                                      Receipt Total:        5400.00


                                                      *****************************
                                                      *****************************
                                                       Grand Total:         5400.00
```

## 5.6 Posting Receivings

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

porcvp




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.

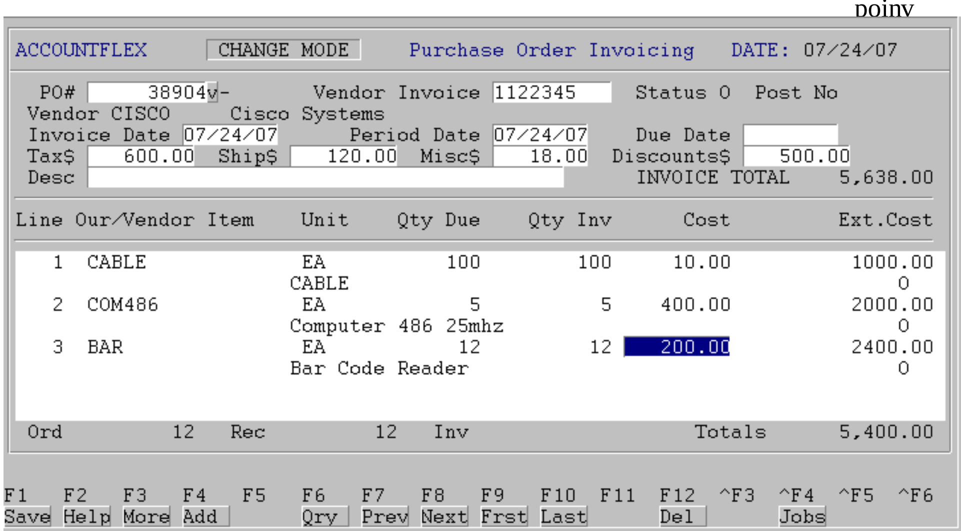
## 5.7 Enter Invoices

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:

poinv




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

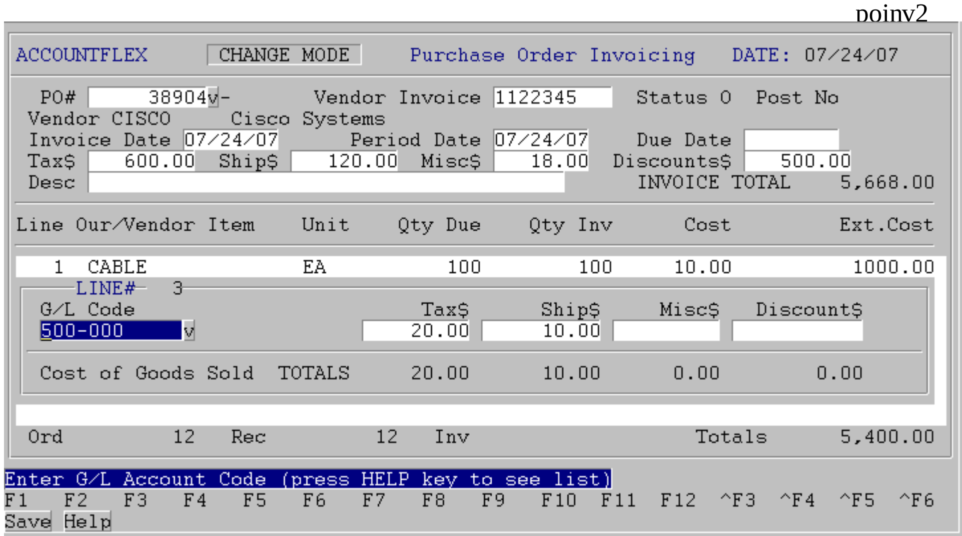
The Inv field displays the quantity of the line item that have been invoiced to date.

### 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.

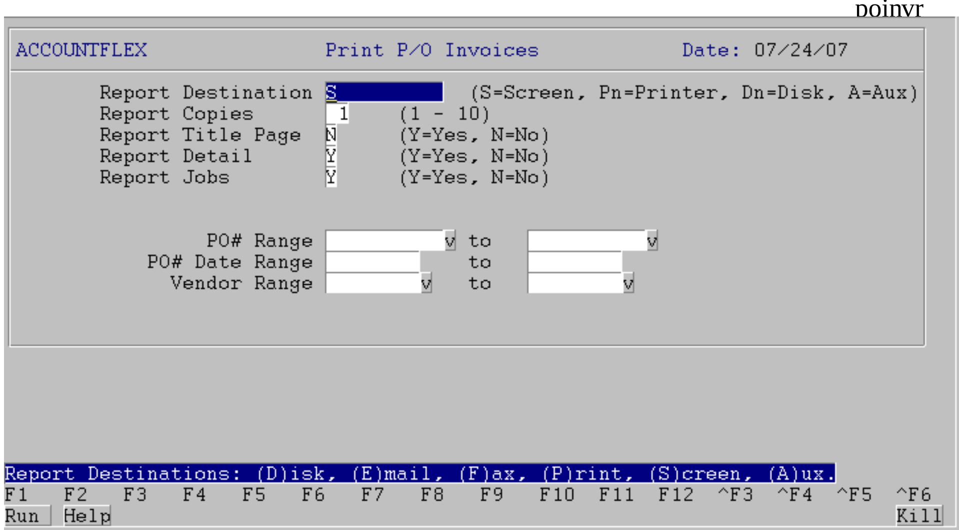
poinv2



## 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

poinvr




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.

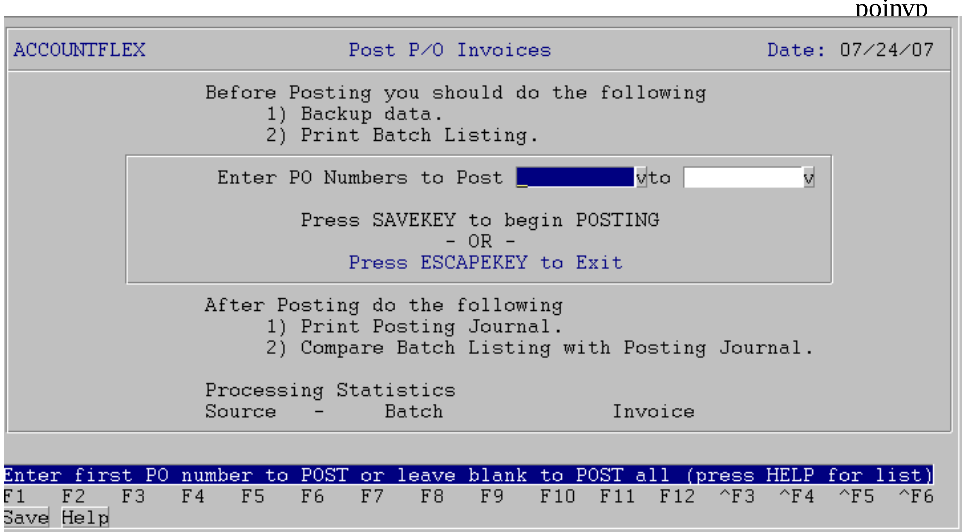
When you are satisfied with your answers, press the **RUN** function key to generate the report.

```
                                                                          poinvr
07/24/07                         Widget Company                           Page       1
  8:25am                         P/O Invoices
===================================================================================
PO-#          Ordered            Vendor-#  Name                                   Cost
-----------------------------------------------------------------------------------
      38904  07/24/07 07/24/07  CISCO    Cisco Systems
         Vendor Invoice: 1122345     Invoice Date: 07/24/07  Due Date:
            Description:
 Line Our Item    Description                Quantity      Cost Unit   Ext.Cost
   1 CABLE             CABLE                        100     10.00 EA     1,000.00
             Job(s)                        100         100
   2 COM486            Computer 486 25mhz             5    400.00 EA     2,000.00
             Job(s)                          5           5
   3 BAR               Bar Code Reader               12    200.00 EA     2,400.00
                  G/L: 500-000       Tax: 20.00  Ship: 10.00
             Job(s)                         12          12
                                                           ---------------------
                                                           Subtotal      5,400.00
                                                           Tax             620.00
                                                           Shipping        130.00
                                                           Misc             18.00
                                                           Discounts      -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.

poinvp




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
```

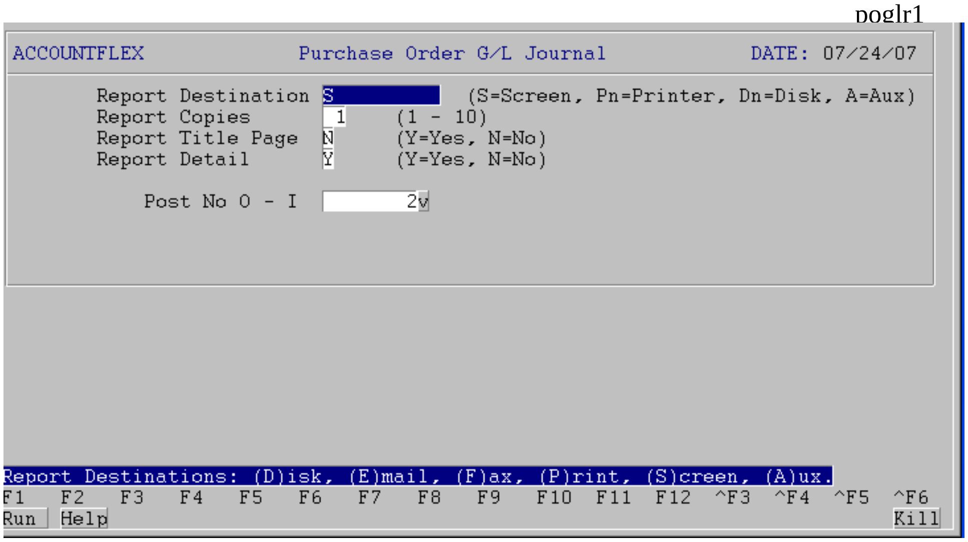
Once this message appears, you may then press the **ESCAPE** key to return to the Purchase Order menu.

## 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

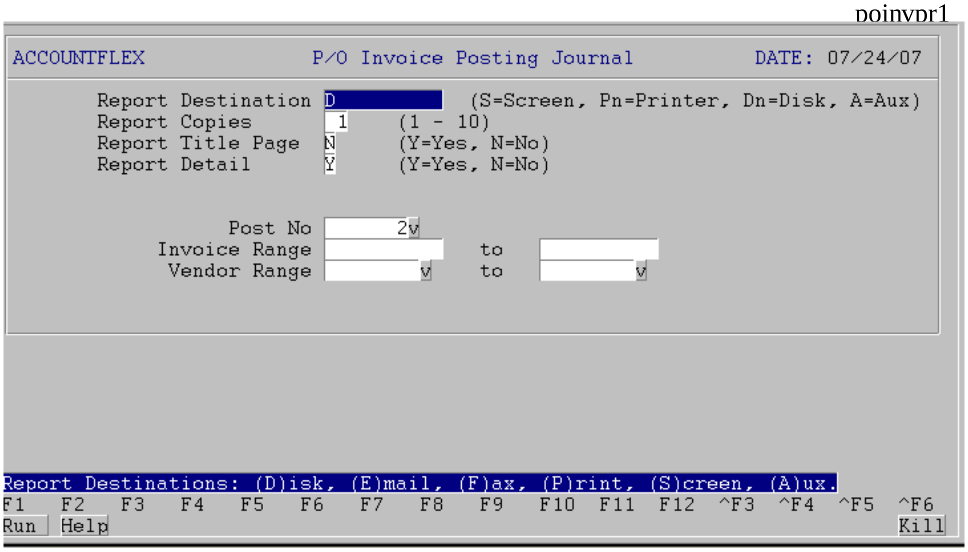



When you run the G/L journal report it will appear as shown below.

```
                                                                    poglr1
07/24/07                         Widget Company                     Page       1
  5:37am                   Purchase Order G/L Journal
                             PostNo:         1
================================================================================
Source:< O - I > Batch#:        1  Entry Date: 07/24/07
                                              D/C:       72,360.00      73,360.00
--------------------------------------------------------------------------------
 Trans-#      Refno      Date       Period                      Debit          Credit
--------------------------------------------------------------------------------
    summary  N/A        07/24/07  07/24/07               72,360.00      73,360.00
             summary
      Account      Description                            Debit          Credit
      130-000      Inventory                          36,000.00
      130-000      Inventory                                         36,000.00
      201-000      Accounts Payable                                  36,560.00
      212-000      Purchase Clearing Account          36,000.00
      565-000      Discounts Taken                                      800.00
      570-000      Freight                               200.00
      590-000      Miscellaneous                          10.00
      690-000      Other Taxes                           150.00
                                  ---------------------------------------------
                                  Transaction Total     72,360.00      73,360.00

                                  =============================================
                                  Batch Total:          72,360.00      73,360.00



                                  *********************************************
                                  *********************************************
                                  Grand Total:          72,360.00      73,360.00


Posting Log #1:  07/24/07   05:36:50

Post P/O Invoices has been completed successfully
```

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

poinvpr1




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.

8:27am P/O Invoice Posting Journal
PostNo 2 PostDate 07/24/07

```
--------------------------------------------------------------------------
  Invoice-#  Vendor                 Invoice  Period   Due            Amount
--------------------------------------------------------------------------
    1122345  CISCO    Cisco Systems   07/24/07 07/24/07 07/24/07     5,668.00
             O - I       2  1
                      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


                                                  *****************************
                                                  *****************************
                                                  Grand Total:     5,668.00
```

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

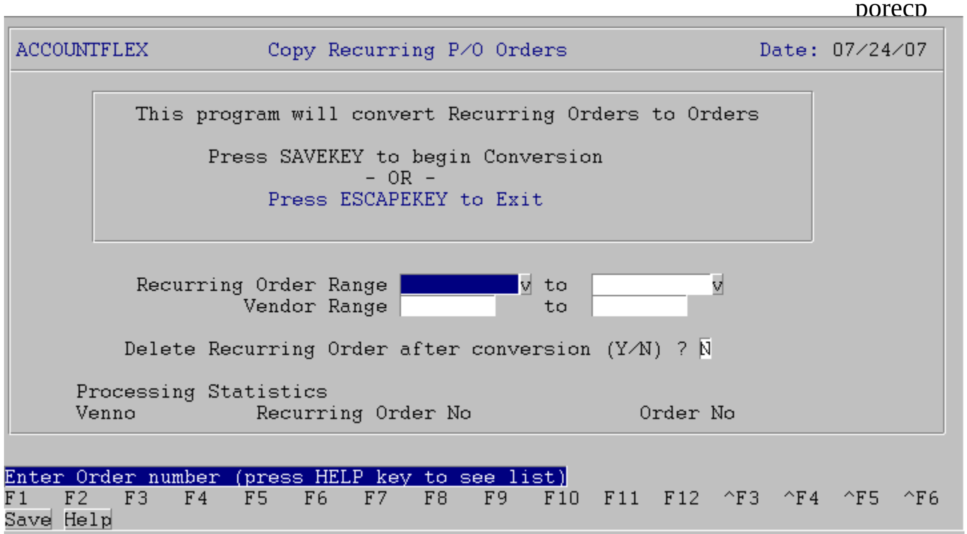
This menu option (15) is for printing recurring orders.

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.

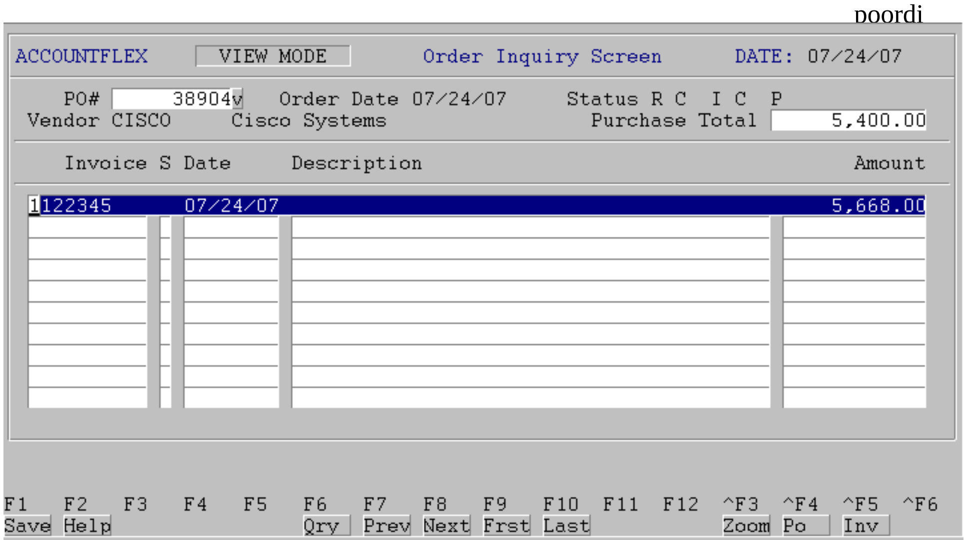
porecp



## 5.17 Inquire Orders

This menu option (17) is for viewing orders.

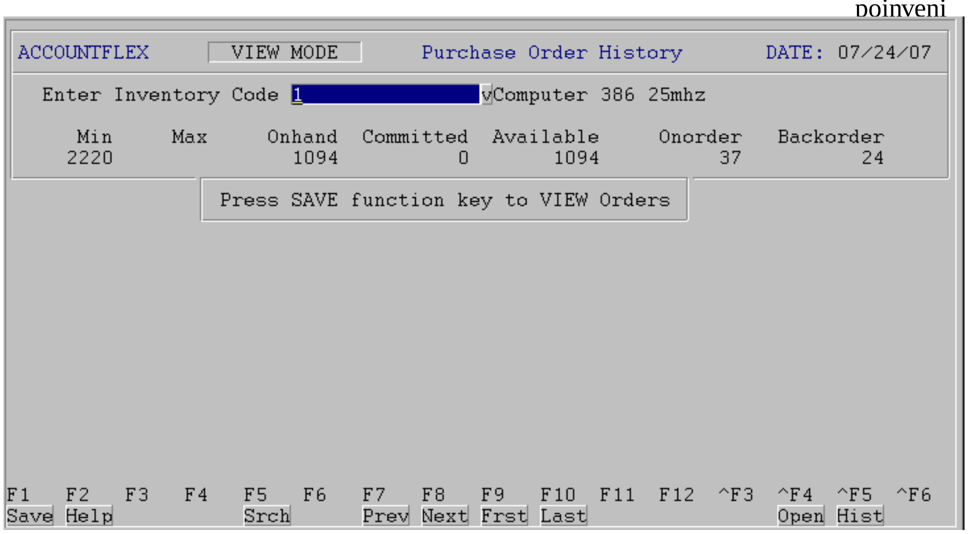
poordi



## 5.18 Inquire Orders

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

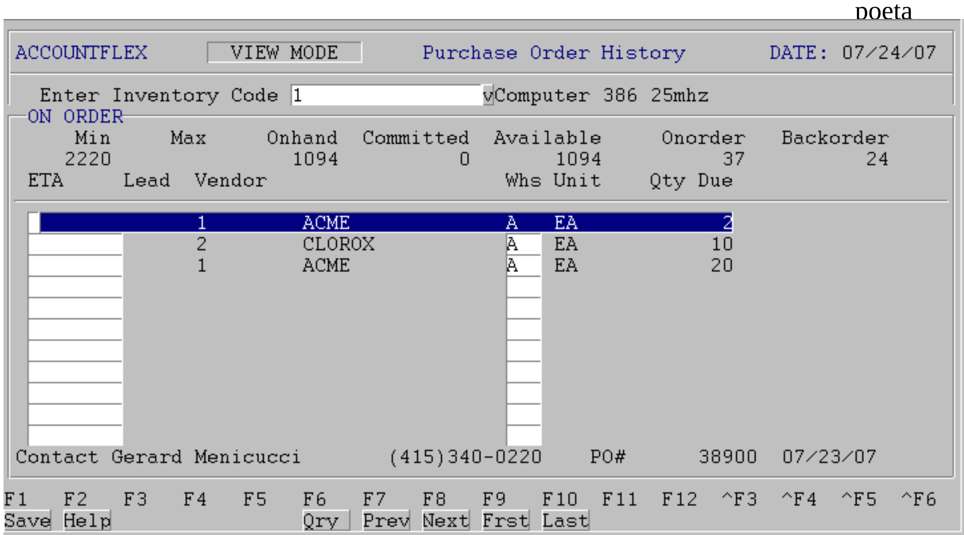
poinveni




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.

poeta




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**

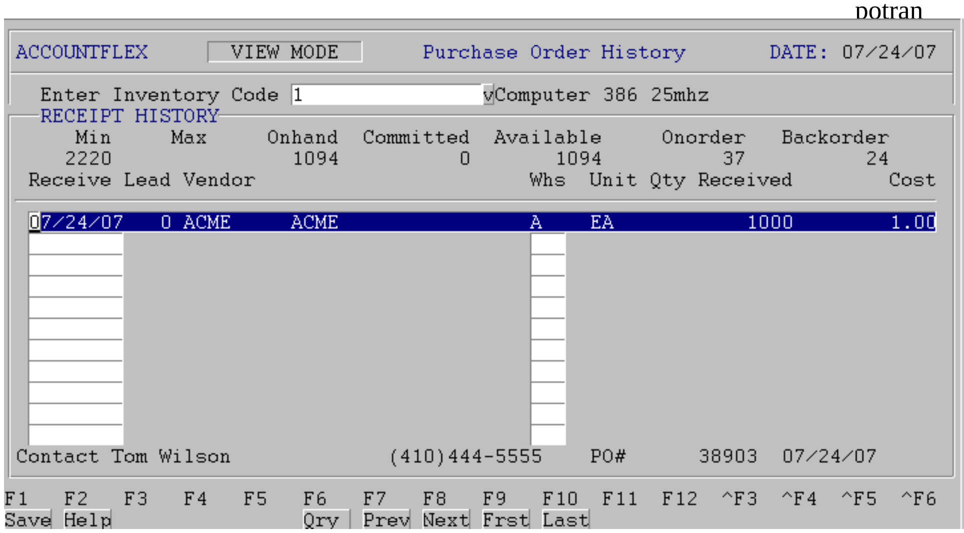
The vendor contact name from the A/P vendor master file.

**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




The field descriptions are below.

**Order Date**

The date of the open purchase order is displayed here.

**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 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**

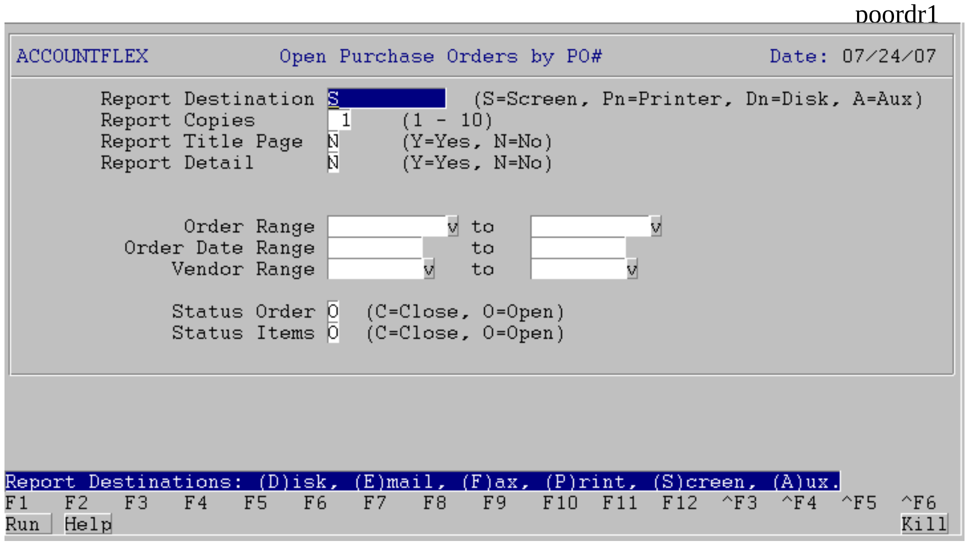
The vendor's phone number from the A/P vendor file.

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

# 5.19 Print Open Orders

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

poordr1




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.

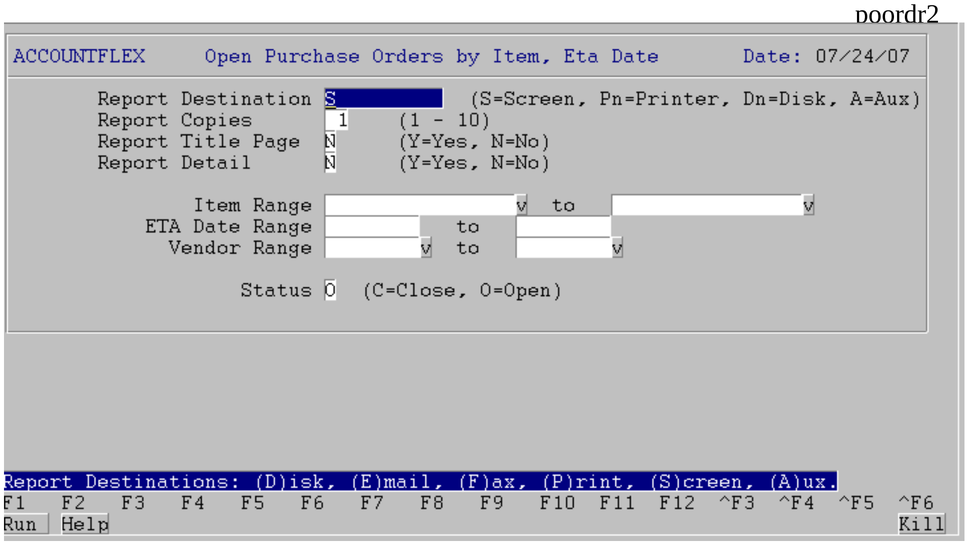
When you are satisfied with your answers, press the **RUN** function key to generate the report.

```
                                                                              poordr1
07/24/07                          Widget Company                             Page       1
 8:31am                     P/O Open Purchase Orders
==========================================================================
 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     A
      38902  1        ACME                    07/23/07            20.00  1     A
      38903  ACME     ACME                    07/24/07        41,000.00  1     A


                                                             ****************************
                                                             ****************************
                                                             Grand Total:          12032.00
```

## 5.20 Print Open Orders by ETA Date

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

poordr2




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.

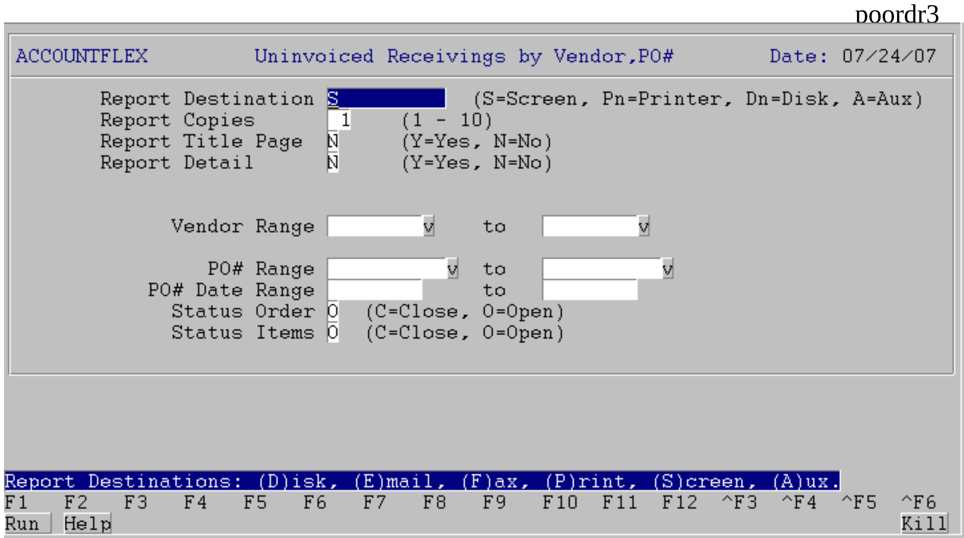
When you are satisfied with your answers, press the **RUN** function key to generate the report.

```
==========================================================================
Item No          Description                        Minimum  On Order   On Hand
==========================================================================


1                Computer 386 25mhz                    2220        37      1094
          -------------------------------------------------------------------
          ETA Date   Vendor                     Qty Order   Qty Rec   Qty.Due
          -------------------------------------------------------------------
                  1        ACME                         2                    2
           PO#     38900   1                    Cost:       1.00 EA
                  2        CLOROX                      10                   10
           PO#     38901   1                    Cost:       1.00 EA
                  1        ACME                        20                   20
           PO#     38902   1                    Cost:       1.00 EA

COM486           Computer 486 25mhz                     100        10      1025
          -------------------------------------------------------------------
          ETA Date   Vendor                     Qty Order   Qty Rec   Qty.Due
          -------------------------------------------------------------------
                  ACME     ACME                        30        20         10
           PO#     38903   3                    Cost:     400.00 EA
```

## 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




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.

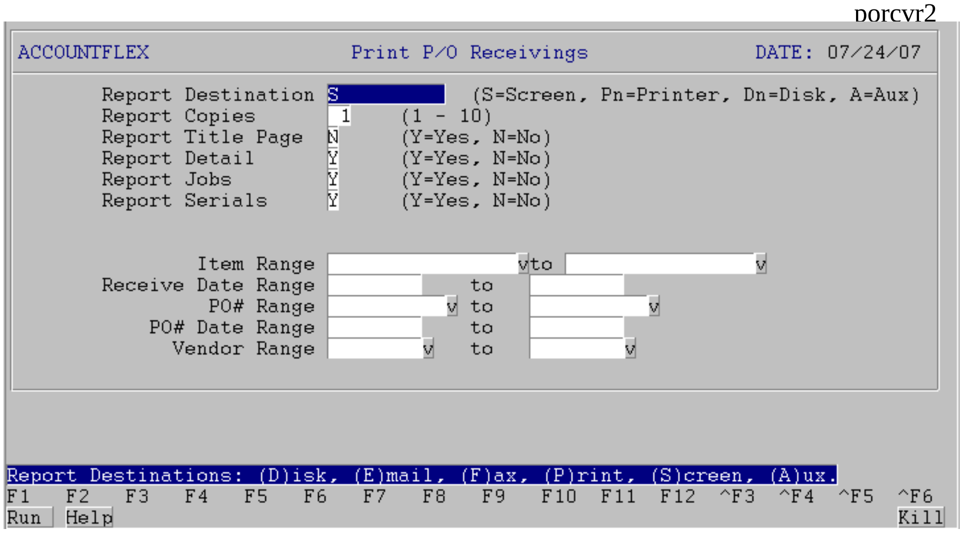
When you are satisfied with your answers, press the **RUN** function key to generate the report.

```
                                                                     poordr3
ACCOUNTFLEX         Uninvoiced Receivings by Vendor, PO#     Page:        1
                                                     Date: 12:19:48  05/26/99
==============================================================================
Vendor  Name        PO-#  PO Date
==============================================================================
  1       ACME          5  05/26/99

  2       CLOROX        2  05/26/99
                        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




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.

```
                                                                        porcvr2
07/24/07                     Widget Company                             Page       1
  8:35am                  P/O Receivings History
==============================================================================
 Item   PO#        Vendor    Date Rec    Qty Rec      Cost Unit   Ext.Cost
------------------------------------------------------------------------------

 1                Computer 386 25mhz
            38903  ACME      07/24/07       1000      1.00 EA      1000.00
            Job(s)         1  07/24/07        900          900
                          20  07/24/07        100          100
                           ---------------------------------------------
                           Total:           1000                   1000.00

 2                Monitor (14 inch)
            38903  ACME      07/24/07       4000      2.00 EA      8000.00
            Job(s)                         4000        4000
                           ---------------------------------------------
                           Total:           4000                   8000.00

 BAR              Bar Code Reader
            38904  CISCO     07/24/07         12    200.00 EA      2400.00
            Job(s)                           12          12
                           ---------------------------------------------
                           Total:             12                   2400.00

 CABLE            CABLE
            38903  ACME      07/24/07       2000     10.00 EA     20000.00
            Job(s)                         2000        2000
            38904  CISCO     07/24/07        100     10.00 EA      1000.00
            Job(s)                           100         100
                           ---------------------------------------------
                           Total:           2100                  21000.00

 COM486           Computer 486 25mhz
            38904  CISCO     07/24/07          5    400.00 EA      2000.00
            Job(s)        20                   2           0
                          21                   3           0
            Serial(s)                          S11223
                                               S12345
                                               S12355
                                               S23453
                                               S44433
                           ---------------------------------------------
                           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.

## 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.

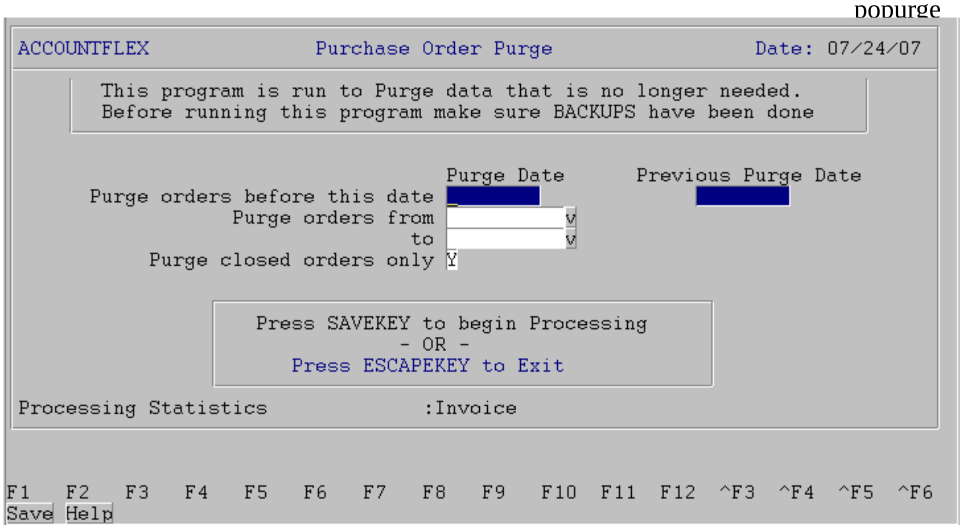
## 5.42 Enter Control

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.

popurge




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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