

PURCHASE ORDER ENTRY (QE)

The Purchase Order Entry program ('QE') creates and lets you print a vendor purchase order. The items ordered will get added to what is on order on the inventory record. The screen is displayed below.

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Cache TRM:764
File Edit Help
VENDOR# WHL      SUB#      SHIP-TO# E214      P.O. DATE 08/07/08 F/PLN N
WHIRLPOOL, INC.      EMPIRE - 214, INC.      DUE DATE 08/20/08S-VIA 4
222 MAIN STREET      409 RATZER ROAD      DIRECT(D/S)S ST# 1 FRT 4
BOX 2121      WAYNE NJ 07470      SALES-TM 1      SLIP#0
ANYTOWN, NJ 07111      CONF(Y/N) Y ?      P.O.# 100316
201-123-4567
[QE]
MODEL#      BRD      QTY      PC      BASIS      SPA      EXTRACT      NET      N-NET      DUE-DATE ?
EHH066      WHL      10      550.000      5.000      0.00      509.438      08/20/08
EHH067      WHL      3      279.860      0.000      0.00      272.864      08/20/08 A
E
TOT. POINTS      20.00
TOT. WGHT      0.00
P.O. OK? (Y/VOID) *
5912.97
    
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The screen will prompt the following:

- OP#** Enter your operator#

- VENDOR#** Enter the code of the vendor you are placing the P.O. with or press (CR) to end the program

- SUB#** If you are ordering from someone other than who you are paying the bill to, enter the code for the vendor sub. If it is the same, press (CR).

- SHIP-TO#** Enter the customer code of where the merchandise is to be delivered. This means that your store/warehouse must be set-up as a customer if merchandise is to be delivered to your location.

- P.O.DATE** Today's date will automatically be displayed. To accept it, press (CR); to change it press 'X' and then enter the date in the form of MMDDYY.

- F/PLAN** If the merchandise you are ordering is to be on floor plan, meaning pay as sold, press 'Y'; if not, press 'N'.

- DUE DATE** Enter the date you want the merchandise to be received in the form of MMDDYY. If you just press (CR), the due date becomes the same as the order date. (This is the same as ASAP).

S-VIA	The ship-via code tells how the merchandise is to be shipped. Enter the code you want to use for this purchase order. See 'SSC' for the screen display of available ship-via codes.
DIRECT(D/S)	If you are bringing the merchandise in to your location, press 'S' for stock. If you are having the merchandise drop-shipped to your customer, press 'D' for direct.
STORE#	Enter the store# placing the purchase order.
FRT	Enter the freight code type... 1=Collect 2=Prepaid 3=Prepaid & Bill 4=Blanks
SALES-TM	Enter the payment terms code for this P.O.
SLIP#	Enter a Reference# (up to 6 characters) if there is one, or press (CR).
CONF(Y/N)	If this P.O. is a confirming order (meaning a confirmation of a verbal P.O.), press 'Y'; If not, press 'N'.
?	If the data displayed is correct to this point, press 'A' to accept the header information and have the system pick the P.O.# to be used for this order. If the information is not correct, press 'X' and the prompt will take you back to vendor# to start the order over again or exit the program.
MODEL#	At this point you have three (4) options..Enter the model# you want to order; press '?' to have the system help you find the particular brand and model#; enter '**' to be able to put a note line(s) on the order; or instead of a model#, press 'E' (CR) if there are no more items to be entered on this P.O. (If the model# you enter is not yet on file, the screen will tell you and give you the option of creating it so that you can place a purchase order for it).
BRAND	If there are more than one brand for the item ordered you will be prompted to enter which brand code you want.
CUST-CODE	If you are ordering an item for a specific customer, enter the customer's alpha-numeric code. If you are ordering the item for stock, press (CR)
QTY	Enter the quantity ordered.
PC	If the price code displayed is correct, press (CR); to change it, 'X' and the price code you want to use for this P.O.
BASIS	The starting cost will be displayed. If correct, press (CR); to change it, press 'X' and enter the starting cost you want.
SPA	If the SPA displayed, a deduction off the starting cost, is correct, press (CR); to change it, press 'X' and enter the amount you want to change it to.

EXTRACT	If the amount shown, a deduction off the starting cost, is correct, press (CR); to change it, press 'X' and enter the amount you want to change it to.
NET	The net cost of the item will be calculated & displayed.
DUE-DATE	Enter the date, in the form of MMDDYY, if it is different from the date in the header. If it is the same, press (CR).
?	If the line displayed is correct, press 'A' to accept it. To re-do the line press 'X' and the prompt will return to the beginning of the line. When all the line items to be purchased have been entered, instead of entering a model#, key in 'E' to end. The purchase order total amount will be displayed.
P.O. OK? (Y/VOID)	If the purchase order is correct, press 'Y' (CR) to accept it and be given the opportunity to print the P.O.; if not correct, enter 'VOID' and the P.O. entered will be voided. The prompt will return to the beginning to enter another P.O. or exit out of the program.

PURCHASE ORDER WRITING (printed on forms)

The purchase order writing program ('QB') prints on forms. The screen will prompt the following:

ENTER PRINTER TYPE	Enter on which printer you want to print P.O.'s.
ENTER Store #	Enter which store's P.O. you want to print.
ENTER START P.O. #	To start from the beginning enter "1" (CR); to start from a given P.O.#, enter the P.O. #. The purchase orders will print from start point to the end of the file.

DAY'S END PURCHASE ORDER WRITING

This program ('CLOSEQB') prints on regular paper and shows all discounts and accruals. It is a good idea to print all P.O.'s with the above information for your archive. The screen will prompt the following:

ENTER PRINTER TYPE	Enter on which printer you want to print P.O.'s.
Print Orders Already Printed (Y/N)	It is a good idea to answer "Y" so that you can archive them with discounts and accruals. When the P.O.'s have finished printing the screen will prompt:
REPRINT (Y/N)	If you want to re-print, press 'Y' and the program will end leaving the P.O.'s on file for a reprint. If you do not want to reprint, press 'N'. The P.O.'s will be deleted from the writing file and the program will end.

PURCHASE ORDER REGISTER (per store)

At the end of the day you will print the daily purchase order register ('QC'). This printout will show who you issued purchase orders to and for how much. The screen will prompt the following:

- ENTER PRINTER TYPE** Enter on which printer you want to print.
- ENTER Store #** Enter which store's P.O. register you want to print.

OPEN P.O. REPORT BY P.O. #

This program ('QFO') prints in P.O. # sequence open purchase orders not yet received. The screen will prompt the following:

- ENTER PRINTER TYPE** Enter on which printer you want to print.
- PRINT COSTS? (Y/N)** If you want the report to show the cost values, press 'Y';
If not, press 'N'.
- BEGINNING ? (Y/N)** If you want to start from the beginning, press 'Y'
And the program will print everything on the open P.O.
file and end the program.
- SELECTIVE PRINT? (Y/N)** If you want to only print out a P.O. or two, press 'Y'
if not, press 'N'.
- ENTER START P.O. #** Enter the P.O. # you want to print or start from. If you
Press (CR) instead of entering a P.O. #, the program will
end.

OPEN P.O. REPORT BY MODEL # (QF)

This program ('QF') prints in model # sequence open purchase orders not yet received. The screen will prompt the following:

- ENTER PRINTER TYPE** Enter on which printer you want to print.
- PRINT COSTS? (Y/N)** If you want the report to show the cost values, press 'Y'
if not, press 'N'.
- BEGINNING? (Y/N)** If you want to start from the beginning, press 'Y'
and the program will print everything on the open P.O.
file and end the program.
- SELECTIVE PRINT? (Y/N)** If you want to only print out a model or two, press 'Y'
if not, press 'N'.
- ENTER START MODEL#** Enter a model # to start from or press (CR) to end the
program.

SCREEN OPEN P.O. REPORT BY MODEL# (SQF)

This program ("SQF") displays on the screen in model # sequence, those items not yet received. The screen will prompt the following:

- BRAND** To start from the beginning enter a "-" or enter the brand code you want to start with.
- MODEL#** To start at the beginning of a brand, press (CR) or enter the model# you want. The screen will display a page full of data at a time allowing you to step through the file or end at any point.

SCREEN OPEN P.O.'S BY P.O. # (SQFO)

This program ('SQFO') displays on the screen in P.O. # sequence, those P.O.'s not yet received. The screen will prompt the following:

- P.O. #** To start from the beginning of the file, enter '1' (CR) or enter the P.O. # you want to start at. The screen will display a page full of data at a time allowing you to step through the file or end at any point.

PURCHASE ORDER RECEIVING (QO)

This program 'QO' receives into inventory, merchandise ordered in purchase order entry 'QE'. The screen is displayed below.

MODEL#	OPEN	RECV	BO	PC	BASIS	SPA	NET	EXT-NET
8998-030	1	1			50.000	0.00	50.000	50.000
844149001425	1	1			68.000	0.00	68.000	68.000

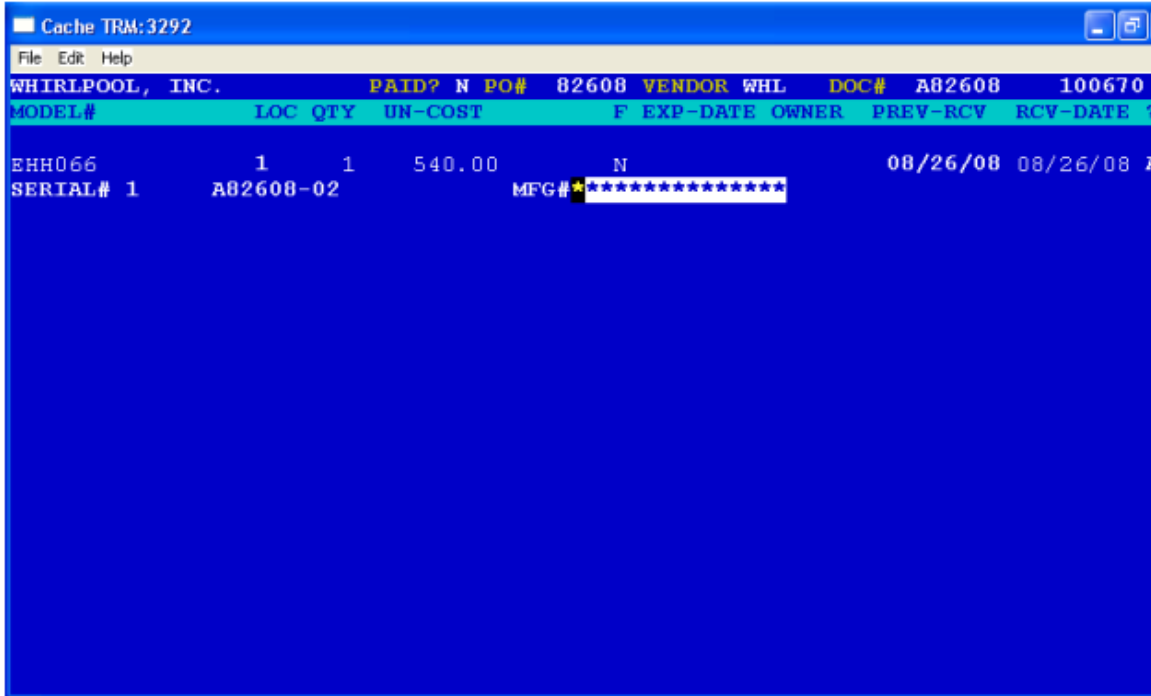
Enter Item# Or 'E' To End Or '?' To Search Inv

The screen will prompt the following:

OP#	Enter your operator#
LOC#	Enter the store/warehouse# the merchandise will be received in at or press (CR) to end the program.
P.O.#	Enter the P.O.# to be received.
RCV-DATE	The receiving data displayed will be today's date. If correct press (CR); to change it, press 'X' and enter the date the merchandise was received.
DOC#	Enter the packing slip#, or invoice, or whatever unique number, the merchandise came in on. (This is a very important field because it is used to match the vendor's invoice to the merchandise received).
DIRECT (D/S)	The P.O. type (direct or stock) will be displayed. If correct, press (CR); to change it, press 'X' and enter the code it should be.
?	<p>If the header information is correct, press 'A' to accept it and to generate a computer receiving# for the merchandise being received. If a mistake was made, press 'X' and the screen will send you back to LOC# to start over again or exit the program.</p> <p>The screen will display each line item open on the P.O. a line at a time. The prompt will be positioned at the end of the line asking you whether you want to accept the line, change it, or back-order/skip it. If the line item has not been received but it is still on order, press 'S' to skip it and go to the next line. If the line is correct as shown, press 'A' to accept it. If you need to modify the line, the quantity or the cost, press 'X'.</p>
RECV	If the quantity received is correct, press (CR); to change it, press 'X' and enter the quantity actually received. The quantity back/ordered will then be calculated and displayed.
B/O	If the quantity back/ordered is correct, press (CR). To change it, press 'X' and enter the quantity being back/ordered.
PC	If the price code displayed is correct, press (CR); to change, press 'X' and enter the price code you want to change it to.
BASIS	If the starting cost displayed is correct, press (CR). To change it, press 'X' and enter the starting cost you want.
SPA	If the SPA amount is correct, press (CR); to change it, press 'X' and enter the SPA amount you want. The extended cost will be re-calculated and displayed and the prompt will be at the end of the line for acceptance or change.

DIRECT RECEIVING ENTRY

This program ('DQO') receives into inventory directly without having to create a purchase order. The screen is displayed below.



The screen will prompt the following:

- OP#** Enter your operator#
- VENDOR** Enter the vendor code of the vendor you are receiving merchandise from.
- PAID?** If the merchandise has already been paid for press 'Y'. If not, press 'N'.
- P.O.#** Enter a P.O.# you want associated with this merchandise shipment.
- DOC#** Enter the packing slip#, or invoice, or whatever unique number, the merchandise came in on. (This is a very important field because it is used to match the vendor's invoice to the merchandise received).

The screen will prompt you line by line to:

- MODEL#** Enter model# of the item received
- LOC#** The default loc# will be displayed. To accept it, press (CR).
To change it, press 'X' and enter the store/whse# the merchandise was received.
- QTY** Enter the quantity received. If you are bringing inventory in, the quantity is entered as a positive number. To take the quantity out of inventory the quantity is entered as a negative number.

BASIS	If the starting cost displayed is correct, press (CR). To change it, press 'X' and enter the starting cost you want.
BIN-LOC	If the bin-loc# is correct press (CR); to change press 'X' and enter the bin-loc# of where the merchandise is.
F	If the item is floor-planned, press 'Y'. If not, press 'N'. If it is floored you will be prompted to enter a floor-plan expiration date and a floor plan owner#.
RCV-DATE	Enter the date the merchandise came in.
?	You have two options, accept the line or do the line over. A= line accept. X= Re-do the line

THE RECEIVING REGISTER (DO)

This program ("DO") will list all merchandise received in for the day. The screen will prompt the following:

ENTER PRINTER TYPE	Enter the printer you want to print on. After everything has printed, the screen will display:
REPRINT ? (Y/N)	If you want to re-print the register, press 'Y' and the program will end leaving the data on file for reprint. If you do not want to reprint, press 'N' and the data will be deleted from the file and a final register # will print on the report and end the program.

VENDOR DASHBOARD (VENDINFO)

This program, ('VENDINFO'), is a screen display that gives you all the pertinent information at this moment in time for a given vendor. The upper portion of the screen will display the vendor's name and address, telephone number, email address, fax number, G/L#, current open P.O. balance, current A/P balance, purchase dollars both this year to date and last year. At the bottom of the screen, the following options will be displayed:

- ❖ (O) Show open purchase order(s) not yet received
- ❖ (U) Show items received into inventory not yet invoiced by vendor
- ❖ (A) Show aged accounts payable
- ❖ (P) Show payment history
- ❖ (R) Show inventory receiving history
- ❖ (V) Show invoice dollars month by month for a given year

To see the vendor's outstanding purchase orders (orders not yet received), for example, press 'O' or to see their current accounts payable invoices, press 'A'. The program will display the information requested and return you to the options to choose another option or press (CR) to return to vendor code to enter another vendor or exit the program.

SCREEN RECEIVING REGISTER (SDO)

The Screen Receiving Register ('SDO') program displays of all merchandise received into the system through either P.O. Receiving ('QO') or Direct Receiving ('DQO') since the last P.O. receiving register was printed. It lists the shipping document#, P.O.#, receiving date, vendor code, brand code, store#, model#, whether it is floor planned or not, the floor plan owner#, quantity received, unit cost, and extended cost. The screen will prompt the following:

ENTER START S/DOC#

To start from the beginning, enter '1' (CR) or enter the shipping document # you want to start from. To end the program, press (CR) instead of entering a number.

ENTER MODEL#

Enter '1' (CR) to start from the beginning, or enter the model# you want.

At the bottom of the screen "(CR) to continue (E) to end" will be displayed. To start from a different document # or to end the program, press 'E' and the prompt will return to "ENTER START S/DOC #" where you can enter another doc# or press (CR) to end the program. If you want to continue on to the next screen, if there is more, press (CR).

SCREEN RECEIVING HISTORY (SDOH)

The Screen Receiving History ('SDOH') program displays by brand and model #, and date received, everything you have received either through P.O. receiving ('QO') or direct receiving ('DQO'). The screen will prompt the following:

ENTER START BRAND

To start from the beginning, enter '1' (CR) or enter the brand code you want to start from. To end the program, press (CR) instead of entering a brand code.

ENTER MODEL#

Enter the model# you want to start at or enter '1' (CR) to start from the beginning of the brand.

ENTER START DATE

Enter the starting date received you want displayed.

The screen will list the shipping document #, P.O. #, the date received, vendor code, brand code, store #, model #, whether it is floor planned or not, the floor plan owner #, quantity received, unit cost, and extended cost. At the bottom of the screen "(CR)=Continue (E)=End" will be displayed. To start from a another brand or to end the program, press 'E'. To continue on to the next screen, if there is more, press (CR).

RECEIVING HISTORY REPORT (DOH)

The Receiving History Report ('DOH') program prints on hard copy those items received into inventory, from a date to a date. It also allows you to delete items from the history file, from a date to a date. The report will print shipping document #, P.O. #, date received, vendor code, brand, store received, model #, whether it is floor planned, and if is, the owner #, quantity received, unit cost, and the extended cost. The screen will prompt the following:

ENTER START BRAND

To start from the beginning, enter '1'(CR) or enter the brand code you want to start from. To end the program, press (CR) instead of entering a code.

ENTER MODEL#

Enter the model # you want to start at or enter '1'(CR) to start from the beginning of the brand.

ENTER START DATE

Enter the starting date merchandise was received in (MMDDYY). If a (CR) is pressed instead of a date, the prompt will return to "ENTER START BRAND"

ENTER DUE DATE

Enter the ending date you want printed in the format of (MMDDYY). If a (CR) is pressed instead of a date, the prompt will return to "ENTER START DATE" At the end of the report, the screen will display:

DO YOU WANT TO DELETE BY DATE ? (Y/N)

If you do not want to delete any records from the file, press 'N' and the program will end. If you want to delete some records from the history press 'Y'. The screen will next display:

ENTER DELETE DATE

The date you enter here will purge the receiving history of all records received on or before the delete date entered. The program will end automatically.

UNMATCHED RECEIPTS REPORT (DX)

The unmatched receipts report ('DX') is a list of all purchase orders received in but not yet vouchered. To print this report, the screen will prompt the following:

ENTER PRINTER TYPE

Enter on which printer you want to print. This report will print everything on the unmatched receipts file.

SCREEN UNMATCHED RECEIPTS REGISTER (SDX)

The Screen Unmatched Receipts Register ('SDX') program will display on screen all merchandise received in through both the P.O. receiving program ('QO') and direct receiving ('DQO') that has not yet been vouchered. The screen will display P.O. #, model #, major category, date received, location, vendor code, floor plan owner #, quantity received, quantity still open, unit cost, and receiving document #. The screen will prompt the following:

ENTER START VEND. CODE

To start from the beginning, enter "-" or enter the vendor code you want to start from. If a (CR) is pressed instead of entering a vendor code, the program will end. At the bottom of the screen "(CR)=Continue (B)=Page Back (E)=End" will be displayed. If you want to continue on to the next screen, press (CR). To re-display the previous page, press 'B'. To exit the program or start at a different vendor press 'E' and the prompt will return to "ENTER START VEND. CODE" where you can enter another code or press (CR) to end the program.

CHANGE FLOOR PLAN OWNER# ON 'SDX' FOR DOCUMENT#

This program ('FPDX') lets you change the floor plan owner# on merchandise received into inventory and sitting in the unmatched receipts file (merchandise not yet put into accounts payable). The screen will prompt the following:

Enter Start Vendor Code	Enter the purchase order vendor code.
Start Doc#	Enter the receiving Document# it came in on at the time of P.O. Receiving.
F/P Owner#	Enter the correct floor plan owner# to be assigned to the document# or press (CR) if it should not be floored.
CORRECT? (Y/N)	If information entered is correct, press 'Y'; If not correct, press 'N' to start over.

SCREEN INVENTORY FOR PURCHASING (SDIP)

The Screen Inventory for Purchasing program ('SDIP') displays inventory information to help you make better purchasing decisions. The screen displays brand, model #, the quantity committed for future delivery (from 'OE' and 'POE'); what is scheduled for delivery; the present on-hand quantity; what is on-order with the vendor (processed in purchase order entry 'QE'); what is available for sale (on-hand + on-order - committed - assigned); quantity sold month-to-date; quantity sold last month; and any quantity placed on hold in 'OE' and 'POE'. The screen will prompt the following:

ENTER START BRAND

If you want to start from the beginning, enter '1', or enter the brand you want to start at. If (CR) is pressed instead of entering a brand code, the program will end.

ENTER START MODEL#

To start from the beginning of the brand, press (CR) or enter the model # you want to start at. The display will start from the code you enter. At the bottom of the screen "(CR)=Next Page (B)=Page Back (E)=End" will be displayed. If you want to re-display the previous page press 'B'. To continue on to the next screen, press (CR). To exit the program or start from a different brand press 'E' and the prompt will send you back to "ENTER START BRAND" where you can enter another brand code or press (CR) to end the program.

INVENTORY MERCHANDISING REPORT (IMR)

The Inventory Merchandising Report program ('IMR') prints out on hard copy a history by brand and model, of what the starting on-hand quantity was at the beginning of the month, month by month, what was received into inventory during each month, and the quantity sold each month. The screen will prompt the following:

BEGINNING? (Y/N)

If you want to print the report from the beginning press 'Y'. If not, press 'N' and the screen will prompt:

SELECTIVE PRINT ? (Y/N)

If you only want to print data on an individual model or two, press 'Y'. If not, press 'N'.

ENTER BRAND

Enter the brand code you want to start at. If you press (CR) instead of entering a code, the program will end.

ENTER MODEL#

Enter the model # you want to start with. To start from the beginning of the brand, press (CR). The report will either start from the beginning or from the brand and model code you entered and print to the end of the file except if you answered yes to selective print. In that case, it will print the history for the brand and model you requested then the prompt will return to "ENTER BRAND" where you can enter another brand and model or press (CR) to end the program.

SUGGESTED PURCHASING REPORT (SPO)

The Suggested Purchasing Report program ('SPO') prints out on hard copy, inventory information to help you make better purchasing decisions. The report prints in brand and model # order and will show the quantity committed for future delivery (orders processed in 'OE' and 'POE'); the quantity scheduled for delivery; the present on-hand quantity; the quantity on-order with the vendor (processed in 'QE'); and the quantity needed to be ordered to fill the orders. The screen will prompt the following:

SELECTIVE PRINT ? (Y/N)

If you only want to print a few brands and models, press 'Y'. If you want to start from a brand and process to the end of the file, press 'N'.

ENTER START BRAND

Enter the brand you want to start at. If you press (CR) instead of entering a brand code, the program will end.

ENTER START MODEL#

To start from the beginning of the brand, press (CR). or enter the model # you want to start at. The report will print from the brand and model # you enter to the end of the file, except if you answered yes to selective print. In that case, it will print the brand and model information you requested then the prompt will return to "ENTER START BRAND" where you can process another or press (CR) to end the program.

SET CO-OP WAREHOUSE % (SETWHSE)

The Set Co-Op Warehouse % program ('SETWHSE') is used if you deal with a co-operative that charges you a percentage for warehouse charge on merchandise purchased. The screen will display:

CHANGE CO-OP 1 OR CO-OP 2 ? (1,2)

Enter the co-op# you want to change. The screen will display the current warehouse % value. Enter the percentage you want to change it to.

SET CO-OP ADMINISTRATION % (SETCOOP)

The Set Co-Op Administration % program ('SETCOOP') is used if you deal with a co-operative that charges you a percentage for administrative charge on merchandise purchased. The screen will display:

CHANGE CO-OP 1 OR CO-OP 2? (1/2)

Enter the co-op# you want to change. The screen will display the current Co-Op code and allow you to change it.

DAILY SUGGESTED PURCHASING REPORT (DPR)

The Daily Suggested Purchasing Report program ('DPR') prints on hard copy. It prints those orders entered in order entry ('OE') and Point of Sale Order Entry ('POE'), where there isn't enough stock available to ship the order. The report will be printed in vendor code order and list the brand model, major category, description, order #, order-date, customer requested due-date, quantity, customer code, store #, as well as the inventory present information such as total quantity committed, what's on-hand and on purchase order. At the end of the report the screen will prompt:

REPRINT? (Y/N)

If you want to print the report again, press 'Y' and the program will end. If you do not want to reprint, press 'N' and the file will be zeroed and the program will end.