profDAPREX, INC.

Specialists in Data Processing

Presents...

The Purchase Order System

For The IBM AS/400 (R)

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INTRODUCTION TO PURCHASING

This section outlines the general purpose of each menu option on the Purchasing Main Menu. Each of these is then examined in detail in subsequent sections of the manual.

PURCHASE ORDER ENTRY/UPDATE/PRINTING - This menu option allows the user to enter, update, print and delete purchase orders.

PURCHASE ORDER RECEIPTS - This menu option allows users to enter and process full and partial purchase order receipts. Receipts can be approved and inventory ON HAND quantities updated using this job. In addition, if the P.O. system has been set up to interface directly to the A/P system, invoice records can be generated at the time of the receipt.

PURCHASE ORDER CANCELLATIONS - Entire purchase orders as well as unapproved receipts can be canceled using this menu option.

PURCHASING HISTORY INQUIRY - This menu option provides access to purchasing history by product or by vendor.

NEXT PO NUMBER - This menu option automatically assigns (depending on the Purchasing Profile) the next available purchase order number.

FILE MAINTENANCE MENU - All Master files are entered and maintained on this menu.

FILE INQUIRIES - Inquiries into each master file are found on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

REQUISITIONS - This menu contains all of the jobs inherent to the P.O. Requisition subsystem, including entering and issuing requisitions, and posting to the G/L.

PURCHASING ANALYSIS - This menu provides access to all 24-month purchasing history inquiries and reports.

PURCHASING REPORTING - Various purchasing reports including the Open P.O., P.O. History, and P.O. Receipts Edit are found on this menu.

PO/AP MENU - This menu contains the Purchasing/Accounts Payable interface programs.

ON ORDER INQUIRY - This option provides on order quantities and supporting detail for a specific Corp/Warehouse/Product.

CUSTOM FUNCTIONS - This menu contains specific user requested reports, functions etc.

SPECIAL FUNCTIONS MENU – This menu contains supervisory functions.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are be described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

F3=	**EXIT**	Exit the screen and return to the menu.
F4=	**SCAN**	Scan on any input field for which there is a master file. I.E. - product#.
F5=	**RESET**	Reset the screen and re-enter the data.
F6=	**NOTES**	Allows the operator to add notes for a record or view existing notes.
F10=	**ADD**	Go to ADD mode when building a file.
F11=	**DROP LINE**	Displays additional data about individual line items.
F12=	**PREVIOUS**	Go back to the previous screen.
F16=	**BY PO#**	Display the purchase orders in purchase order# sequence.
F17=	**BY TYPE**	Displays the purchase orders by type.
F18=	**BY AGENT#**	Displays the purchase orders in agent# sequence.
F19=	**BY ORDER DATE**	Displays the purchase orders in order date sequence.
F20=	**BY VENDOR**	Displays the purchase orders in vendor# sequence.
F21=	**BY DEPT**	Displays the purchase orders in department# sequence.
F21=	**G/L INFO**	Allows the user to enter the G/L Corp/Div/Dept/Job/Acct data when posting to the DAPREX A/P system.
F22=	**BY STATUS**	Displays the purchase orders by status.
F23=	**REVIEW PO/REQ.**	Displays the purchase order or requisition lines and amounts.
F24=	**INCL. HISTORY**	Includes historical data (fully received purchase orders) when viewing purchasing data.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The P.O. Department File is an example of this type of file. See below.

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Purchasing Agent File is an example of this type of file. See below.

PURCHASING AGENT FILE MAINT.

***CORPORATION 1**
POSITION TO:

AGT#	NAME
001	JACK LOWERY
002	SAM ACKERMAN
003	MELINDA SAMPSON
004	CARY WELLS

When ADDING records to these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type *'999'* (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the position to field.

To CHANGE/UPDATE an existing record, move the cursor to the field in question and key the new data over the old. If the desired record is not displayed, key in the appropriate code at the **POSITION TO** field, or press **F17** (BY DESCRIPTION), and key the first few characters of the code description and press **ENTER**. The system displays the screen on which the first matching record appears. Now move the cursor to the desired field and make the changes. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a *'4'* in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which may or may not be corporate specific AND contains more fields for each record than will fit on the first screen that is displayed. An example is the Product File. When this menu option is selected for the first time, a screen like that shown below appears.

PRODUCT MASTER MAINTENANCE		
POSITION TO:		(BY PRODUCT)
OPT	PRODUCT	DESCRIPTION
	003	120Z HEAD & SHLDRS SHMPO.
	004	6OZ HEAD & SHLDRS. RINSE
	005	BRECK CONDITIONING SHMPO.

Press **F10** to **Add** a record. The actual entry screen then appears, prompting the operator for the Corp#, Warehouse#, etc. After keying all of the necessary fields, press **ENTER** to accept the record. Continue with the next record to be added. When all records have been entered, press **F12-Previous** to return to the previous screen. All of the records that were added will be displayed as shown in the following example.

PRODUCT MASTER MAINTENANCE		
POSITION TO:		(BY PRODUCT)
OPT	PRODUCT	DESCRIPTION
	003	120Z HEAD & SHLDRS SHMPO.
	004	6OZ HEAD & SHLDRS. RINSE
	005	BRECK CONDITIONING SHMPO.
	006	BRECK HOT OIL TREATMENT
	007	SELSUN BLUE - 8 OZ.

To change/update any of the existing records, key a *'1'* in the **OPT** field and press **ENTER**. The selected record is displayed and you may make any updates/changes or delete the record by pressing **F14=Delete**. Almost all of the File Inquiries are accessed using the same utility. Some of the files that contain very few records do not use this utility and are accessed in the same manner as in File Maintenance.

USING THE DAPREX SELECTION UTILITIES

Throughout the Purchasing system, extensive use is made of the Corporation/Warehouse selection utility to designate the entities to be included in reports or inquiries. This section outlines the use of that utility.

On almost every inquiry and report option in the Purchasing System, the above mentioned utility is used to allow the operator to select the corp/warehouse(s) to be included. A screen like that below appears showing each Corp/Warehouse combination.

CORPORATION/WAREHOUSE SELECTION UTILITY

POSITION TO: ____ ____ (CORP/WHS)

SEL	CORP	WHS	NAME	STATE
	001	001	STAMFORD	CT
	001	002	BRONX	NY

Simply key a *'1'* next to the warehouse(s) to be selected and press **ENTER** to proceed. In most cases there is some additional selection, so another screen appears upon pressing **ENTER**. In another type of situation, the operator is prompted to confirm the selections on a secondary screen by pressing **F20**.

PROFILE OPTIONS

When the DAPREX Purchase Order system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative.

There are two levels of profiles; one which is generic to all corporations using the Purchasing system and one which is corporate specific. All profile options should be answered with a *'Y'* or an *'N'.* The generic Purchase Order Profile Options are as follows:

Multi-Corporate - Allows multiple corporations for purchase order processing. Should be set to ‘Y’ unless you have one corporation and 1 warehouse.

Multi-Warehouse - Allows multiple warehouses. Should be set to ‘Y’ unless you have one corporation and one warehouse.

Uses A/R - Customer has DAPREX A/R system installed.

Uses Distribution/Order Entry system - This profile affects the Ship To format that the user sees on the PO header screen. If set to ‘Y’, the DISTRO Alternate Ship To screen is displayed. If ‘N’ the Purchasing Alternate Ship To screen is displayed.

Vendor Scan Default Sort by Name - Always set to ‘Y’.

Sort PO to AP Batch by Vendor Name – A ‘Y’ causes the PO-to-AP voucher batch to be sorted by corp/whse/vendor name. Corporate specific profile #100 will still override this for voucher edit list.

Include No Cost on Report by Product – A ‘Y’ includes products without a cost on the detail P.O. report by Corp/Product. This is run from the P.O. report suite. An ‘N’ excludes products without a cost from the report.

Show Retail$/Margin on Cost Tracking Report - A 'Y' prints the retail price and margin% on the Cost Tracking Report.

Exclude Product if Minimum Qty. to Buy </= Zero – A ‘Y’ excludes products whose minimum quantity to buy is less than or equal to zero on the Product Stocking and Critical Product Stocking reports.

Does Not Use PO Depts. for any Corp.- If set to ‘Y’, only G/L departments are used, not Purchasing departments.

Bypass Printing of PO Receipt Edit - If set to ‘Y’, the PO Receipt Edit does not automatically print.

Validate Vendor PO# in Inventory (Amquip) – If set to ‘Y’, entry of a vendor PO# is required and that PO# is validated against Amquip’s Fleet Master File.

PO Receipts List - Page Break on PO# - A ‘Y’ prints a separate page for each PO# on this report.

Allow Approval of Quantity Only at Receipt – A ‘Y’ allows initial entry/approval of the quantities only in the PO Receipts program with later entry/approval of the cost. An ‘N’ updates both the quantity & cost at the same time and no further changes are allowed. If set to ‘Y’ the same option must be used to verify the costs on each receipt and then the receipt must be reapproved to fully process it and make the receipt available for posting to A/P.

Does Not Use Approving Agents - If set to ‘Y’, there is no approving agent# on the PO Entry screen. The approving agent# will default to buying agent.

Uses EZPRINT for P.O.s - A ‘Y’ indicates that the EZPRINT software is used to print purchase order forms. Refer to the ‘Printing PO’s’ section of the manual for further details.

Print Vendor# on P/O – A ‘Y’ prints the vendor# on the purchase order form.

Show Zero Quantities on Open Receipts - Always set to ‘N’.

Require Warehouse Location in Receipt Entry – A ‘Y’ requires entry of a warehouse location in PO Receipts Entry. AMQ only.

One set of PO#s for all Corporations Y/N - If set to ‘Y’, ONE series of P.O.#s is used for ALL corporations with the next PO# coming from the data area PONUM in PURCHFILE. If set to ‘N’, each corporation has its own set of purchase order numbers, with the next PO# coming from the file PONUMP in PURCHFILE.

Uses Purchase Vendors Y/N - Always set to ‘N’.

Uses Distro Pricing in PO Entry Screens - Always set to ‘N’.

Use Retail$ in On Ord. Inq. - N=Use Cost$ - If set to ‘Y’, the retail price is used in the On Order Inquiry. If set to ‘N’, the cost is used.

Update PO Status=2 during PO Report #10-Select Dates - If set to ‘Y’, the system changes the status of all purchase order included in the PO Report for Selected Date and Entities each time that report is run. These POs are assigned a status of ‘2’, indicating that the PO has been sent for approval prior to being actually issued to the vendor.

Require Vendor# in Next PO# Program - If set to ‘Y’, the operator must enter a vendor# when using the Next PO# program. If set to ‘N’, a vendor# is not required.

Use PO Printing Window or FAX Form Y/N - Always set to ‘N’.

Use Over Cost % Notification on PO Entry - If set to ‘Y’, a warning appears during PO Entry when the entered cost is a percentage over the previous cost for that item. The warning can be overridden with a command key and a record is written to a file indicating the cost and the user, the PO# and the date.

Require Ordered By in PO Next# Program - If set to 'Y' the user must fill in the **ORDERED BY** field in the Next PO Number job. That information is not required if set to 'N'.

Put Line Description into AP Comment in Receipts - If set to 'Y', the system puts the line description into the A/P Comment field in the Receipts program.

Default - Receive Complete Y/N - A 'Y' here indicates that the system should default to receiving orders in full. An 'N' indicates to default to NOT received in full, forcing the operator to enter the received quantities of each line item. Either option can be overridden on an individual P.O. or line item basis.

Uses Purchasing Requisition System - If set to 'Y', the Requisition sub-system is being used.

Use Template Codes with Dept/Prod Profiles - AMC Only.

Do Not Allow Issuing More than Requisition – A 'Y' allows requisition issuing only for quantities less than or equal to the quantity that requisitioned. An 'N' allows issues of any quantity greater than the original requisition.

Product Intake Control – A 'Y' allows for the individual requisitioning departments to recognize receipt of the inventory items once the issue has been approved. This should only be set to 'Y' if the departments are actually individual warehouses. Contact your DAPREX representative.

Don't Print Amounts on Requisition – A 'Y' does NOT print the unit price, extension and total requisition dollar amount on the requisition form. Set to 'N' to print those amounts.

PO Req-G/L Entry Only for Products(P) - If set to 'Y', G/L data (Corp/Div/Dept/Job/Acct) can only be entered for Product 'P' lines on a requisition. If set to 'N', G/L data can be entered for all requisition lines, regardless of line type.

Allow Price Change to Approved Requisitions - If set to 'Y', users can make price changes to approved requisitions. For most users, this should be set to 'N'.

Requisitions: Use GL Dept (Y) or Requisition Dept (N) for Auto PO - If set to 'Y', the G/L department is used as the department# in the resulting purchase order header. If set to 'N' the Requisition department is used.

Allow Product Type Selection - Req. Issue Usage Rpt. – a 'Y' allows the user to select product types when printing the Requisition Issues Usage report.

The corporate specific Purchasing Profile Options are as follows:

Update Standard Cost From PO Entry - A 'Y' updates the Standard Cost in the Product Master) as a result of P/O Entry.

Default "Update Standard Cost' to 'Y' - A 'Y' defaults the "Update Standard Cost" field in P/O Entry)to 'Y' when profile #98 ('Update Standard Cost from P/O entry) is also 'Y'.

Update Std/Avg Cost from PO Receipt Approval – A ‘Y’ updates the standard/average cost in the Product master file when a PO receipt is approved. Profiles #98- Update Standard Cost from P/O Entry and #99 – Default ‘Update Standard Cost’ to ‘Y’ mi=ust also be seet to ‘Y’.

Posts to General Ledger - Indicates whether the DAPREX General Ledger system is installed and whether to post to G/L as a result of Purchasing.

Has Order Entry Installed - This profile affects the Ship To format that the user sees on the PO header screen. If set to ‘Y’, the DISTRO Alternate Ship To screen is displayed. If ‘N’ the Purchasing Alternate Ship To screen is displayed.

Has General Ledger Installed - If set to ‘Y’, G/L data can be entered on the PO Header and Line screens using F21.

Allow Later Determination of Price - If set to ‘Y’, the operator can bypass the unit price and pricing unit of measure when entering a PO line. The operator must however, key an ‘L’ in the **N/L** field at the bottom of the PO line entry screen. If set to ‘N’ the price and unit of measure must be entered.

Has Purchasing Analysis Installed - Always set to ‘Y’.

Has Inventory Installed - Always set to ‘Y’.

Stocking or Picking Location - Req. Y=Stocking, N=Picking - If set to ‘Y’ the stocking location in the Product Warehouse file is printed on the requisition. If set to ‘N’, the picking location is printed.

Release Customer Orders from Purchasing - Always set to ‘N’.

Show ‘On PO’ Quantity before Warehouse Update - N/A
Show Quantity to Update on Hand Before Update - N/A

Default ‘Affect Inventory’ Value Y/N - Always set to ‘Y’ unless you are not using the DAPREX Inventory system.

Use A/P Invoice Comment Window – Not Used.

Default Inv Y/N From Warehouse Master - If set to ‘Y’ the ‘Update Inventory’ Y/N field defaults to the same value (Y or N) as in the Generate Transactions field in the warehouse master. This allows some warehouses to be set for inventory and others not.

Use Single/Multiple A/P system - Y=Single, N=Multiple - If set to ‘Y’ the system allows entry of single Receipt, Freight and Other amounts and corresponding G/L data for the entire receipt in the PO/AP posting. If set to ‘N’, the system allows entry of those same three amounts for EACH line of a PO receipt.

Uses Cancel Dates on Purchase Order - If set to ‘Y’, the **CANCEL DATE** field appears on the PO header screen. If set to ‘N’, it does not appear.

Uses Merchandise Discount - Always set to ‘N’.

Uses Job Numbers - If set to 'Y', the **JOB#** field is displayed throughout purchasing whenever G/L data is being entered. If set to 'N', it is not displayed.

Requires Job Numbers - If set to 'Y', a job# is required when entering G/L data. If set to 'N', job# is not required.

Uses Drop Shipping - If set to 'Y', the user can use an alternate shipping address in PO Entry.

Uses Currency Other than US Dollars - Always set to 'N'.

Uses Freight Types - Always set to 'N'.

Requires Freight Types - Always set to 'N'.

Uses Ship Via - If set to 'Y', the **SHIP VIA** field is displayed on the PO header screen.

Requires Ship Via - If set to 'Y', a ship via is required on the PO header screen. If set to 'N' it is not required.

Uses Freight on Board - If set to 'Y', the **FOB** field is displayed on the PO header screen.

Requires Freight on Board - If set to 'Y', an FOB is required on the PO header screen.

Uses Departments - If set to 'Y', the **DEPT#** field is displayed on the PO header screen. There is another profile option that indicates whether the department# comes from the PO department file or the GL.

Requires Departments - If set to 'Y', a department# is required on the PO header screen.

Uses Line Date Overrides - If set to 'Y', an expected date can be entered on a line by line basis. If set to 'N', the expected date can only be entered on the PO header screen.

Allows Line Discount Overrides - Always set to 'N'.

Uses Vendor Product Numbers - If set to 'Y', the **VENDOR'S PRODUCT#** field appears during PO Line entry for all line types except a flat charge. All corresponding vendor product numbers can be stored in a file and defaulted into the line entry or they may be keyed into that field as necessary.

Uses Purchase Order Spacer Character - If set to 'Y', the operator can enter a blank line on a PO where a line of asterisks or dashes is printed, (i.e. *******, =========, ----------).

Uses Weighted Products - Always set to 'N'.

Which Ship To on PO? Y=Corp, N=Whs - If set to 'Y' the corporate address prints on the PO. If set to 'N', the warehouse address prints on the PO.

Call Special Order Processing - Always set to 'N'.

Default Backorder Code: Y=Cancel, N=Backorder - If set to 'Y', the system defaults to a backorder code of 'Cancel' on a PO header and lines. If set to 'N', the defaults is 'Backorder'.

Print G/L Info on PO - If set to 'Y', the system prints the G/L information on the purchase order. This is almost always set to 'N'.

Default G/L Account in PO Line: N=Header, Y=Type - If set to 'Y' the system takes the G/L account# from the header and assigns it to every line of the PO. If set to 'N', the G/L account# comes from the Product Type file.

Use PO or GL Dept. on PO: Y=PO, N=GL - If set to 'Y', the system uses the PO Dept# file whenever asking for a dept#. If set to 'N', the system uses the regular G/L Dept# file.

Protect G/L Acct# in PO Header Entry - If set to 'Y', the g/l account# field does not appear on the PO header and the account# will always come from the Product Type file.

Write or Default PO Line G/L: N=Default, Y=Write - Always set to 'Y'.

Print G/L Info on PO Edit - If set to 'Y', the G/L information is printed on the PO Edit listing.

Use Corp Scan Instead of Dept. in PO Header - If set to 'Y', the user can designate the Corp# on the PO Header screen when purchasing is being used under 1 corporation to buy for multiple corporations. The system uses the field normally designated for Dept# on the PO header screen. If set to 'N' the AP Job# on the PO header screen is NOT validated against the Job master file.

Allow Drop Ship =N Without Valid Order# in AltShip - If set to 'Y', the user can respond with an 'N' to the drop ship prompt when there is no valid Order#.

Default Ship Via on PO Header to '1' - If set to 'Y', the system defaults Ship Via code '1' into the **SHIP VIA** field on the PO. There must be a record for Ship Via code 1 in the Ship Via file.
Default U/M = EA, on all PO 'P' Lines - If set to 'Y' the system defaults the unit of measure to 'EA' on all 'P' lines on a PO.

Default Expected Date 10 days Greater than Current Date - If set to 'Y', the system defaults an expected date 10 days greater than the system date onto the PO header. If set to 'N' the expected date is left blank. If this profile option is set to 'Y', profile option #84, 'Require Entry of Expected Date' must be set to 'N'.

Use Price from Product Master, Not Warehouse - If set to 'Y', the system gets the last cost from the Product File rather than from the Product/Warehouse file during PO Entry.

Force User to Key Vendor# When Creating a PO - If set to 'Y', the user must enter a vendor# when creating a new PO.

Use Discount Y/N as Shipping Charges in PO Header - For Future Use.

Allow PO Print/Update if G/L Not Complete - If set to 'Y', a PO can be printed/updated even though the G/L data is not complete. If set to 'N', the PO CANNOT be printed/updated until the G/L data is complete.

Default 'Affect AP' in PO Lines - If set to 'Y' the system defaults a 'Y' into the **AFFECT AP** field in the PO lines. If set to 'N', it defaults an 'N'.

Allow PO Date Greater than Expected Date - If set to 'y', the system allows the PO Date to be greater than the expected date.

Uses Line Item Ordered For - If set to 'Y', the system allows entry of the person's name for whom the goods are ordered on each line of the PO. This information will show on the receiving screen so the receiver can direct the merchandise appropriately.

Require Entry of Expected Date - If set to 'Y', an Expected Date entry is required on the PO header. When this profile is set to "Y", the system IGNORES both the setting of profile #70 and the vendor defaults.

Require GL Entry When Entering PO - If set to 'Y', G/L header data must be entered at the time the PO is created.

Require Vendor PO# When Entering PO - If set to 'Y', a vendor PO# is required at the time he PO is created.

Reason Required For Manual Void - If set to 'Y' a reason is required when doing a manual PO void.

Allow Changes After Printing –This profile should not be set to 'Y' if you are maintaining Inventory balances. If set to 'Y', allows changes to a PO after it has been printed/updated.

Do Not Print PO on Update - A 'Y' does not generate a printed PO when you update purchase order. No spool file record is created at all.

Show 'Ordered For' on PO Line Entry - A 'Y' shows the line 'Ordered For' field on the P.O. line entry screen, in place of the A/P description field.

Uses Authorized Agents by Department - If set to 'Y', the Agent Authority file is used to determine whether the entering agent is within his dollar limit. When the agent does a print/update on a PO, the system checks the dollar limit and prevents the operator from continuing if the amount is in excess of the limit.

Uses Blanket Purchase Orders - Always set to 'N'.

Auto Generate Purchase Order Numbers - If set to 'Y', the system automatically assigns the next PO# as described in the General Profile section. If set to 'N', the user is allowed to 0 enter PO#. Once this profile is set, DO NOT CHANGE IT!!

Uses Sales Tax - Always set to 'N'.

Use PO/AP Interface at Receipt Posting - If set to 'Y', the user can approve a receipt and enter the information (some or all) required to create an A/P record.

Do Not Default Line Quantity on Receipt - If set to 'Y', the system does not default the Order/Remaining Quantity into the Received Quantity field in PO Receipts Entry. This can be used to override the general profile option #5- Default PO Received Complete, for a particular corporation.

In PO/AP Voucher Edit, Sequence by PO# - If set to 'Y', the A/P Voucher Edit report is printed in purchase order# sequence rather than line# sequence.

Use Auto Approve in PO Receipt Process - If set to 'Y', the user entering PO receipts can also approve the receipt. If set to 'N', one person enters the PO receipt and another must approve the receipt.

Do Not Print Receipt Edit Upon Update - A 'Y' does not generate a printed PO Receipt Edit report when you approve a receipt. No spool file record is created at all.

Allow Add Comments for Inv. From PO Receipts - Always set to 'N'.

Put Product# in Description Field in PO Receipts - Always set to 'N'.

AP is Separate from Receiving - Not active at this time.

PO to AP: Allow Receipt Amount Change - If set to 'Y', changes may be made to the receipt amount in the P/O-to-A/P Purchase Order Receipt/Invoice Maintenance. When set to 'N', the field is protected and cannot be changed.

Uses Cancel Qty. on PO Receipts Program - If set to 'Y' a user can cancel SOME of the remaining quantity on a PO. This provides for a field to enter the quantity to be canceled. If set to 'N', the user can only cancel ALL of the remaining quantity.

Allow U/M Change: Requisition Quick Entry - Always set to 'N'. If set to 'Y', the user is able to change the unit of measure when entering a requisition.
Allow Price Change in Requisition Line Entry - Always set to 'N'. If set to 'Y', the user is allowed to change the unit price when entering a requisition.

In Requisitions, Allow Only Inv. U/M 'P' Line Ordering - If set to 'Y, users can only requisition in the inventory unit of measure during regular requisition entry.

Print G/L Info. On Requisition Form - If set to 'Y' the G/L data prints on the requisition form.

Allow Auto Create of PO at Requisition Send Time - If set to 'Y', the system prompts the user when a requisition is sent as to whether or not to create a PO.

Default Discount G/L from Merchandise G/L - If set to 'Y', the system posts the discount to the same account as the merchandise when entering requisitions. The lines for Discount data will not show, and will not print.

Force G/L Entry in Requisition Header - If set to 'Y', a G/L entry window pops up after a user has filled in the Requisition header screen information. G/L data must be entered in order to proceed.

Automatically Create Req. Header G/L Entry - A 'Y' automatically generates a G/L entry for the requisition header. 'N' allows the user to enter the header G/L information. Note: a header

G/L entry (manual or automatic) is required for automatic generation of requisition line G/L entries (when profile # 35 is 'Y'). If this is 'Y', then during generation of the automatic G/L entry for the requisition header, corp profile #91 is assumed to be 'Y'.

Suppress G/L Acct# on Requisition Header Entry - If set to 'Y', the **G/L ACCOUNT#** field is not displayed on the Requisition header screen. The Corp/Div/Dept/Job data is entered on the header but the account# comes from the product type for each product ordered.

Force G/L Entry in Requisition Lines - If set to 'Y', the operator is required to enter G/L data for each requisition line. This is normally set to 'N'.

Auto Create G/L Requisition Line Records - If set to 'Y', the system uses the Corp/Div/Dept/Job data from the requisition header and the account# from the product type (for each line item), and automatically creates G/L data records for each line of a requisition.

Get Req. G/L Line Entities From PO Dept – A 'Y' gets the default entities for the requisition G/L entry lines from the P.O. department file, instead of the product type file.

Protect G/L Account# in Requisition Line Entry - If set to 'Y', the **GL ACCOUNT#** field cannot be accessed during Requisition line entry. This is because the account# should be coming from the product type.

Allow Requisition to be Sent if G/L Not Complete - Should almost always be set to 'N'. This prevents the requisition from being updated (sent) unless all G/L data exists for the lines.

Allow Change G/L Info. After Requisition Sent - If set to 'Y', the G/L data attached to requisition can be changed even after the requisition is updated (sent).

Entry of "Ordered By" is Required - If set to 'Y', the Ordered By field is required on the requisition header screen.
Entry of Job# is Required - If set to 'Y', the Job# field is required on the requisition header screen.

No Issues If No Qty In Warehouse - If set to 'Y', the system does not permit requisition issues if the quantity of the product in the warehouse is 0 (or less). If some units are available, the system allows a partial issue, with the remaining quantity left on the requisition as un-issued.

Force Create PO When Send a Requisition - If set to 'Y' the system automatically creates a PO for each 'Sent' requisition and displays the created PO# to the user.

Default Corp & Dept. from Requisition Entry into G/L - If set to 'Y', the corp# and dept# used to create a requisition are defaulted into the Requisition Header and Line G/L records. I.E. a requisition entered for Corp. 1/Whse 1/PO Dept. 4 will have Corp 1 and Dept 4 automatically entered into the requisition header and requisition line G/L data. The Line record G/L Div# comes from the Product Type for each line. If set to 'N' the system does not automatically create any header G/L information and the line G/L information comes directly from the Product Type file.

Use Preferred Vendor in Requisitions - If set to 'Y' the **PREFERRED VENDOR** field appears during requisition entry.

Use Job# in Requisition Header - If set to 'Y', the **JOB#** field appears on the requisition header screen.

Use Ship Via in Requisition Header - If set to 'Y', the **SHIP VIA** field appears on the requisition header screen.

Print G/L Info on Requisition Issue Edit Report - If set to 'Y', the G/L information is printed on the Requisition Issue Edit report.

In Requisitions - Use Average Cost=Y, Use Last Cost=N - If set to 'Y', the system uses the average cost from the Warehouse/Product file during Requisition Entry. If set to 'N', the last cost is used.

Update PO G/L on Open PO if Change Requisition GL - If set to 'Y', the system automatically changes the PO G/L data if the PO was a result of a requisition and the requisition GL data is changed.

Protect Product Description in Requisition Add/Update - If set to 'Y', the product description in Requisition Entry/Update cannot be changed or blanked out.

Once the corporate specific profiles have been created for one corporation, they can be cloned to another corporation by pressing **F24=Clone** and entering the To Corp#. If data already exists for the To Corp#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp# or **F12** to cancel the clone procedure.

GENERAL FUNCTIONS FILE MAINTENANCE

The General Functions File Maintenance Menu contains generic files that are used by ALL of the DAPREX libraries. If these files have been built and are in use by other libraries, it is not necessary to recreate them here. The menu appears as below.

1. CORPORATION MAINTENANCE
2. DIVISION MAINTENANCE
3. DEPARTMENT MAINTENANCE
4. CHART OF ACCOUNT MAINTENANCE
5. REJECTION MASK MAINTENANCE
6. JOB MAINTENANCE

11. VALIDATION MASTER MAINTENANCE

10 POSITION VALUES

22. VALUES BY CORP/APPLICATION

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

CORPORATION MASTER

The Corporation is the highest level in the General Ledger hierarchy of Corporation/Division/Department, and represents a single corporate entity. Up to 999 corporations may be active on the system and each has its own fiscal year and A/R aging categories, (Current, Overdue, 30 Days etc.). Multiple corporations may share a Customer File.

DIVISION MASTER

The Division is the second level of the G/L hierarchy Corporation/Division/Department and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of 999 may exist in any one corporation. Each division may be broken down further into departments.

DEPARTMENT MASTER

The Department represents the third level of the G/L hierarchy and its use it entirely optional. It also is a P&L entity as a subsidiary to a division, and departmental reporting can be on an individual or consolidated basis. For those companies where a divisional breakdown is sufficient, it is not necessary to make any entries to this file. For those companies wishing to use departments, it is important to know that up to 999 departments can be active on the system and that they can cut across corporate and divisional boundaries. For Example: Dept #1 - Data Processing, can be used by any division within any corporation except where prohibited by the Rejection Mask.

CHART OF ACCOUNTS

This file contains a master list of ALL possible G/L account numbers and names that are used by the active corporation(s). Using the Chart of Accounts - Rejection Mask (see that section), use of certain accounts can be limited to specific corporate/divisional /departmental entities.

When setting up the Chart of Accounts, you must use the following ranges for your accounts.

100000 - 199999	ASSETS
123001 - 123999	RESERVED FOR INTERCORPORATE DUE TO AND DUE FROM ACCOUNTS
200000 - 299999	LIABILITIES & EQUITY
300000 - 999999	INCOME AND EXPENSES

It is important to remember that the descriptions of the accounts will be constant from corporation to corporation. **NOTE**: For the coding of intercorporate Due to and Due From accounts, the last three digits of the account number represent the due to or from Corp#. (i.e. 123001 is for Corp# 001, 123055 is for Corp# 055).

CHART OF ACCOUNTS - REJECTION MASK

The Chart of Accounts Rejection Mask file allows the operator to indicate which account(s) from the master Chart of Accounts are not used or are invalid for certain corporate/divisional/departmental entities. By creating this "Rejection Mask" for an account, no postings can be made to that account within the specified corporation/division/department. For example: In the Chart of Accounts there is a Travel and Entertainment account. This account is only valid in two of the three divisions within the corporation. The operator needs to create a record in this file to indicate that this account is INVALID for the third division. By the same token, the account may be valid for Corporation 1 but invalid for Corporation 2. Or to take it a step further, it may only be valid for certain departments within certain divisions of a corporation.

JOB MASTER

The Job file contains all the job numbers and names to be used in the system. Jobs can be used for a wide range of expense tracking within a G/L account or across many accounts. For example: a company with 5 salesmen wants to track each one's Travel and Entertainment expenses individually but does not want to set up separate T&E accounts. Using this type of setup, the job# is used as a subledger to a G/L account within the Purchasing system for posting to A/P.

VALIDATION MASTER MAINTENANCE

Entry to this file is optional, but if used, it should contain all of the valid entity combinations (Corp/Div/Dept/Job), that are to be used throughout the system. The divisions are already corporate specific so if those two levels are the only ones used, it is not necessary to make any entries here. If you are using either or both the Department and Job levels in the G/L, you can create the matrix of valid combinations to reduce the numbers of errors in posting transactions. As it currently exists, departments and jobs can be used with any Corp. and Div. This file allows the user to define those entities where the department(s) and/or job(s) are valid. In addition to creating this file, the appropriate profile option under General Ledger must be activated.

10 POSITION VALUES BY CORP/APPLICATION

When the DAPREX Purchasing system is installed at your location, the installer will assist you in setting up the necessary entries to this file as applicable. Upon selection of this option, key Corp# 999 and an area code of **PO**. The following screen appears.

DXFM54 CORP PROFILE FILE MAINTENANCE

CORPORATION (*) . . 999 DAPREX INC.
AREA . . . . PO PURCHASING

DLT	REC	DESCRIPTION	VALUE	NOTES
	1	PO-AP DEFAULT FREIGHT G/L CHG - CORP #		
	2	PO-AP DEFAULT G/L CHARGE FREIGHT - DIV#		
	3	PO-AP DEFAULT FREIGHT G/L CHARGE DEPT#		
	4	PO-AP DEFAULT FREIGHT G/L CHARGE ACCT#		
	5	PO-AP DEFAULT FREIGHT G/L CHARGE JOB #		
	6	EZPRINT FORM NAME FOR P.O.	CHOCPO	
	7	EZPRINT 'TO' OUTQ FOR P.O.	PRT01	
	8	EZPRINT # OF COPIES FOR P.O. (0001-9999)	0002	
	999	DEFAULT CORP # (ENTER UNDER COPR 999)		

Enter the appropriate data as described below.

RECORD #6 EZPRINT Form Name for PO - Enter the forms name to be used when creating a PO for EZPRINT.

RECORD #7 EZPRINT ‘To’ Outq for PO - Enter the OUTQ to which the spooled file should be sent.

RECORD #8 EZPRINT # Copies for P.O. - Enter the number of copies of the P.O. to print. Valid responses are 0001-9999.

FILE MAINTENANCE

The File Maintenance Menu contains all the programs necessary to create the files that are used in the Purchasing System. (Some, like the Corporation and Product files, may have already been built in other DAPREX libraries. It is not necessary to recreate them here).

1. CORPORATION MAINTENANCE
2. WAREHOUSE MAINTENANCE
3. PRODUCT MASTER MAINTENANCE
4. WAREHOUSE PRODUCT MAINTENANCE
5. AGENT MAINTENANCE
6. AGENT AUTHORITY MAINTENANCE
7. USER AUTHORITY MAINTENANCE
8. TEXT MAINTENANCE
9. CORP. STANDARD TEXT MAINTENANCE
10. SPECIAL CHARGE CODE MAINTENANCE
11. A/P VENDOR MAINTENANCE
12. PURCHASING VENDOR MAINTENANCE
13. A/P JOB# MAINTENANCE
14. G/L DEPARTMENT MAINTENANCE
15. SHIP VIA MAINTENANCE
16. FREIGHT TYPE MAINTENANCE
17. TERMS CODE MAINTENANCE
18. CURRENCY CODE MAINTENANCE
19. UNIT OF MEASURE MAINTENANCE
20. RECEIVER MAINTENANCE
21. PO DEPARTMENT MAINTENANCE
22. DEPARTMENT/PRODUCT PROFILE
23. VENDOR/PRODUCT MATRIX
24. QUICK UPDATE - VENDOR REQ. PART#
25. PURCHASING FIELD HEADINGS
26. PRODUCT CATEGORY
27. PRODUCT CLASS
28. PRODUCT TYPE
29. ALTERNATE SHIPPING LOCATIONS
30. P.O.DATES - COLUMN HEADINGS

Each of these files is discussed in detail with reference to its function and importance within the system. (The Corporation File has been outlined in the previous section). Refer to the On-line HELP text for further explanations of individual fields.

WAREHOUSE

The Warehouse File contains general information about each warehouse for the various corporations including the number of location levels (row, aisle, bin etc.). There may be up to 999 warehouses per corporation. See sample screen below.

```
INFM01                 WAREHOUSE MAINTENANCE

 CORP#  . . .   001  DAPREX INC.
 WHSE#  . . .   001  COMMERCE RD.

  ---------------------------------------------------------------------------
 ADDRESS1 . . . PURCHASING DEPARTMENT
 ADDRESS2 . . . 1212 COMMERCE RD.
 CITY . . . . .       STAMFORD                   ST CT    ZIP 06902 -

 PHONE  . . . . 203-584-8280
 FAX #  . . . .   203-584-8511
 TELEX  . . . .

  NUMBER OF LOCATION LEVELS FOR WAREHOUSE (0-6) . . .  1
  GENERATE TRANSACTIONS FOR WAREHOUSE (Y/N) . . . . .  Y

  NOTES ON FILE:  Y
```

PRODUCT

The Product File contains general information about each product that is stocked at any or all of the active warehouses, including unit of measure, cost and classification data. When entering products into this file for the first time, you may want to use the **'Duplication Feature'** which allows you to designate those fields which are identical for all products OR for the group of products being entered. (This feature is turned on by pressing **F15=DUP**, placing an *'X'* next to those fields to be duplicated, and pressing **ENTER**. Then press **F12** to return to the entry screen. At the bottom of the screen, **"F15=Dup"** appears in reverse image to indicate that this feature is activated. To turn off this feature, press **F15**, then **F5** to clear the duplicate value selections, and **F12** to return to the entry screen.). After designating the fields to be duplicated, the first product is keyed in with the appropriate values, (i.e. Category = 100, and Taxable Y/N = N) and those fields are duplicated for all subsequent entries until the values of those fields are changed or the Duplication Feature is turned off.

In addition to entering the products into the Product Master File, they must at some point be assigned to the warehouses where they will be stocked. This can be done while entering the product into this file, (if there is only 1 warehouse, it SHOULD always be done now) or later on using the Warehouse/Product Build Utility. (See that section of this manual for a further explanation.) This feature is activated by pressing **F19=Warehouse Distribution**. This allows the operator to select the warehouses in which the products are to be valid. (I.E. Inventory will be maintained at these warehouse locations and orders for the products may be processed for these locations). It also copies certain basic information (selling, purchasing and inventory unit of measure, and average cost) to the Product/Warehouse File. After pressing **F19**, the Warehouse Selection screen appears. Key a *'1'* next to each warehouse in which the products to be entered will be valid and press **ENTER** to return to the entry screen. At the bottom of the screen, **"F19=WhsDist"** appears in reverse image to indicate that this feature is activated. When entering products, they will be distributed to the selected warehouses. To turn off this feature, press **F19**, and then remove the *'1'* in the **SEL** column next to each selected warehouse. When you return to the Product entry screen, the **"F19=WhsDist"** is no longer in reverse image.

If there are going to be many active warehouses, it is recommended that only one be selected here for the Warehouse Distribution as there are more efficient ways of creating the data for the Product Warehouse file. See the section on Inventory Setup for further details.

See sample Product Master screen below.

```
INFM03          PRODUCT MASTER MAINTENANCE          MODE:  UPDATE

 PRODUCT NO . . . 022                          ACTIVE . Y
 DESCRIPTION  . . PENS - BLUE - MEDIUM POINT - SPECIAL      HOT KEY#
---------------------------------------------------------------------------

 CATEGORY (*)   002                                   PROCESS TYPE
 CLASS  . (*)      OFC  OFFICE PRODUCTS
 TYPE . . (*)      ADD  ADDITIONAL PRODUCTS
 STOCK Y/N  :  Y   (IS THIS A STOCK ITEM)
---------------------------------------------------------------------------
                                        UM   U/M DESC     RATIO U/M TO EACH
 ORDER/INVOICE UNIT OF MEASURE (*)     BX    BOX            24
 PRICING UNIT OF MEASURE      (*)      BX    BOX                   24
 RETAIL UNIT of MEASURE      (*)       BX    BOX                   24
---------------------------------------------------------------------------
 ENTER COSTS, PRICING, AND QUANTITIES IN EACHES
 STD/AVG COST      6.9900  STD COST TYPE      COST VAR %
 BASE PRICE       6.99   (P,$,OR%)  %      BASE=ACT SELL PRICE (A)
 RTL PRICE              ROUND TO         ROUNDING CODE (0,1,2,4)  0
 MINIMUM QTY             REORDER PT   2000   ADD ON AMOUNT     .00

ENTER  F4=SELECT*  F12=PREVIOUS  F14=DLT              (C) DAPREX - 1994
```

WAREHOUSE/PRODUCT FILE

The Warehouse/Product File contains the specific unit of measure, costing, stocking and quantity (on-hand, on order etc.) data for each product that is stocked at each warehouse. Since this data varies by warehouse location, all of this information MUST BE maintained separately. The Warehouse/Product file is usually generated either at the time of building the Product Master File, (using **F19-Warehouse Distribution**) or through the Warehouse/Product Build Utility Menu under the Inventory system. (Refer to the Inventory manual.) However, not all fields are generated using either of these methods. It is necessary to use this menu option to enter and maintain fields such as **VENDOR#, USAGE TRACKING**, etc., AFTER the file has been generated using the above methods.

```
INFM09              PRODUCT/WAREHOUSE MAINTENANCE
 CORP#   1
 WHSE#   1                PROD# 22          PENS - BLUE - MEDIUM PONT - SPECIAL
 CATEGORY (*) . .                           OFC    OFFICE PRODUCTS

   UNIT OF MEASURE            COST INFORMATION          STOCKING INFORMATION
 BASE UM (*)  BX  BOX          AVG. COST/ EA       6.5000     STOCK CHECK  Y  (Y/N)
 SELL UM (*)  BX   BOX         LAST COST/ EA       6.5000     STK CHK EXP  12/12/89
 PUR. UM (*)   BX  BOX         AVG.COST UPD      8/18/93     STK WEIGHT
 INV. UM (*)   CS  CASE OF 22  AVG. COST/ CS   143.0000     PRD EFF DATE 12/12/90

 QUANTITIES IN : CASE OF 22   LOCATION INFORMATION      MISC. INFORMATION
 ON HAND . . .          559     (*)STOCKING .  BIN15          VENDOR # (*)
 ON PURCHASE ORDER:    5       (*) PICKING .
 ON CUSTOMER ORDER:   6        (*) OTHER . .                  NOTES . . .  N
 IN TRANSIT . . . :
 UNRELEASED . . . :
 MINIMUM STOCKING :       1
 REORDER POINT  . :         3
```

AGENT

The Agent file contains all of the valid purchasing agent numbers and names for each corporation. An agent is an individual authorized to purchase merchandise. The agent numbers are used when creating a purchase order.

AGENT AUTHORITY

This file allows the user to assign purchasing agents to the specific departments (P.O. departments or G/L departments depending on how Corp. specific profile #57 is set) for which they are authorized to purchase merchandise, along with a dollar approval limit for each. The agent can be authorized to purchase for multiple departments and the purchasing dollar limit can vary by department. Use department ‘999’ to authorize an agent for ALL departments within the corporation. See the following sample screen.

```
POFM03      PURCHASING AGENT AUTHORITY FILE

 (*)CORP#  . . . .    1       CORP NAME  . .  DAPREX INC.


 (*)AGENT #  . . .    1       AGENT NAME . .  ANN HEARN


 (*)P/O DEPT # . .    1       DEPT NAME  . .  SALES


  AGENT/DEPT $$
  APPROVAL LIMIT  . . .    $9,999,999.00

 TO AUTHORIZE AN AGENT FOR ALL DEPARTMENTS WITHIN A
CORPORATION, ENTER THE DEPARTMENT NUMBER AS 999.
```

USER AUTHORITY

The User Authority file contains the user IDs (sign-on IDS) that are allowed access to the interactive purchasing jobs, i.e. P.O. Entry/update/Print and P.O. Receipts. There are 4 different levels of authority that can be assigned in addition to simply allow the user access to the P.O. Entry and Receipts programs.

First the user must be assigned an agent#. The user can have his own agent# or can use the agent# of another individual who is ultimately responsible for the processing performed by the user. (i.e. the user can be the Agent's assistant.) Then by entering a *'Y'* in the appropriate columns, the user can be authorized to change costs, to perform immediate approvals, to have supervisor status, and/or to be able to use the REPRINT function. (In order to use this last function, the user MUST have supervisor status.) Finally, indicate the printer ID where all purchasing documents for this user are to be printed. See sample screen below.

```
POFM09     PURCHASING USER-PROFILE DESCRIPTION FILE MAINTENANCE

 (*) CORPORATION#  . . .    1   DAPREX INC.

    POSITION TO . . . . . . . . .           BY PO USER ID

  4=           (*)                  AUTHORITIES (YES/NO)            ROUTING
 DEL   PO USER ID   AGENT#    COST  IMMAPPRV  SUPV  PRINT     PRINTER
           DAPREX          1         Y          Y             Y       Y          PRT01
           DENIS           1         Y          Y             Y       Y          PRT01
           HEARN           1         Y          Y             Y       Y          P1
```

TEXT

This file contains all of the possible text messages that may need to print on a purchase order for each corporation. The text messages can be one or multiple lines long. These text messages are assigned to a P.O. at the time of purchase order entry. See sample screen below.

```
POFM04          PURCHASE ORDER TEXT MAINTENANCE

  CORPORATION NUMBER (*) . . . .    1  DAPREX INC.

   POSITION TO . . . . . . . . .         BY TEXT/SEQUENCE NUMBER

         TXT#  SQ#  TEXT DESCRIPTION
           1      1    THIS PO MUST BE SHIPPED BY EXPT'D DATE
           1      2    OR THE PURCHASE ORDER IS NOT VALID
           1      3    THIS IS VERY IMPORTANT
           1      4    PLEASE DO NOT IGNORE THIS INSTRUCTION
           4      1    REFERENCE PO# ON ALL CORRESPONDENCE
           5      1    FOR SHIPPING INQUIRIES CALL 324-2474
```

CORP STANDARD TEXT

This file contains the text messages (as entered into the Text File) that are to be printed on EVERY purchase order for a corporation. Its format is identical to the Text File described above. If there are no standard messages to be printed on every purchase order, no entry is made to this file for that corporation.

SPECIAL CHARGE CODES

This file contains all of the Special Charge codes and descriptions that can be used by each corporation in the Purchase Order Entry program. Special charges are things like freight, handling, etc. or any sort of miscellaneous charge. Each special charge has a code as to whether the dollar amount can be entered/updated by the user and an associated G/L account# to which it is posted if General Ledger is being used.

A/P VENDOR

If you are using the DAPREX Accounts Payable system, this file has already been created and can be used by the Purchasing system. Refer to the Accounts Payable manual for further documentation.

PURCHASING VENDOR

The Purchasing Vendor can be used instead of the A/P Vendor File if you are not using the DAPREX Accounts Payable system, and it contains the data required by the Purchasing system for each vendor. One important field here is whether the vendor requires HIS part# on the P.O. See sample screen below.

```
INFM13                VENDOR MASTER

 VND#  . . .      746
 NAME  . . .    CARPENTRY UNLIMITED
 --------------------------------------------------------------------------
 ADDRESS1 . . . 1456 HIGHVIEW AVENUE
 ADDRESS2 . . .
 CITY . . . . . STAMFORD                    STATE (*)  CT
 ZIP  . . . . .   06907 - 0000
 PHONE  . . . . 203 665-8125
 FAX  . . . . .    203 665-8155                 TELEX
 VENDOR CONTACT . .  JAMES WOODSON
 CONTACT TITLE  . .
 SHIP VIA (*) . . .    1 UPS REGULAR
 TERMS (*)  . . . .   10 TEN DAYS                  DISCOUNT . . 2
 REQUIRE THEIR PART# ON P.O. (Y/N) . . .  Y
 NOTES ON FILE:
```

A/P JOB NUMBER & G/L DEPARTMENT

These two files are explained in the General Functions section of this manual.

SHIP VIA

This file contains all of the Ship Via codes and descriptions that are used by the Purchasing system. Valid Ship Via codes are *001-999*, and refer to an actual method of shipment (i.e. UPS, Federal Express, C.O.D., Ace Trucking etc.). The Freight Code, if any, associated with the Ship Via is also entered in this file. The customer field is not applicable to the Purchasing system. See sample screen below.

DLT	VIA	DESCRIPTION	FRT CODE	CUSTOMER
	1	UPS REGULAR		
	2	UPS OVERNIGHT		
	3	THEIR TRUCK		
	4	FEDX 1 DAY AM	3	
	5	FEDX 1 DAY PM	3	

FREIGHT TYPE

This file contains all of the freight type codes and descriptions that are used throughout the system. Valid freight type codes are *01-99*. In addition to freight type code and description, there is a field, **UPS Y/N**, where a *'Y'* should be keyed if it is a UPS freight type or an *'N'* if it is any other type.

TERMS CODE

All of the terms codes to be assigned to the A/P and/or Purchasing Vendors must be entered in this file. Any number of terms codes may be created. There are two types of terms; Straight (i.e. 30 days) and End of Month (i.e. EOM + 10). When entering straight terms the operator enters the **NUMBER OF DAYS** to be added to the invoice date in order to calculate the due date. When entering EOM terms, the operator enters the **END OF MONTH CUTOFF DAY**, (i.e. 25th), and the number of days to be added to that in order to calculate the due date (i.e. 10). The field **ADDITIONAL DAYS** should be left blank.

CURRENCY CODE

The Currency Code file contains all of the currency codes, descriptions and conversion rates to be used throughout the system. Currency codes refer to the different monetary currencies that are used; i.e. French franc, English pound, Italian lira etc.

UNIT OF MEASURE

The Unit of Measure File contains the various units of measure used in the system. Each unit of measure is assigned a code, description, and its ratio to one. For example, a dozen would have a ratio of 12 to one, a gross, 144 to one, etc. For things like cases where the ratio to one can vary by product, set up codes like C6-Case/6, C12-Case/12, etc. If there is a unique unit of measure that is valid for only one product, key in the product# at the **PRODUCT NUMBER** field. This will prevent that unit of measure from being assigned to any other product than that specified here. The **TYP** field is reserved for future use. See sample screen below.

INFM11 UNIT OF MEASURE MAINTENANCE

ENTER/UPDATE UNIT OF MEASURE AND RATIOS . . .
POSITION TO . . . . U/M & P

DLT	U/M	U/M DESC	PRODUCT NUMBER	RATIO
	DZ	DOZEN	12	12
	EA	EACH	1	1
	M	THOUSAND	FORM1	1000
	CS2	CASE OF 22	FX9011B	22

RECEIVER

The Receiver file contains the valid receiver numbers and names for each individual authorized to process receipts of merchandise at each Corp/Warehouse location. The Receiver codes are entered during P.O. Receipts Entry.

PO DEPARTMENT

The P.O. Department file contains the department numbers and names of the valid purchasing entities, primarily used in the Requisition subsystem. These departments do not necessarily correspond to the G/L departments. Use of the P.O. departments is optional.

DEPARTMENT/PRODUCT PROFILE

This file contains the products most commonly ordered by each department and is used in the Requisition Quick Line Entry program to facilitate order entry.

VENDOR/PRODUCT MATRIX

This is a cross-reference file by vendor containing the Vendor's Product# and the corresponding product# used in the DAPREX Inventory system. It is used to print the vendor's product# on the purchase order when so indicated in the Purchasing Vendor file.

QUICK UPDATE - AP VENDOR REQUIRES PART#

This file allows the user to indicate which A/P vendors require their part# on the printed purchase order without having to go into the A/P Vendor file and update individual records. All of the A/P vendors are listed here and the user has only to key a *'Y'* or an *'N'* in the **REQUIRES Y/N** field next to the desired vendor(s). Any changes made using this program are then reflected in the A/P Vendor File.

PURCHASING FIELD HEADINGS

As with the accounting applications, the purchasing system allows you to assign heading names and abbreviations to the 3 G/L levels commonly referred to as Corporation, Division and Department in this documentation. Since these 3 entity levels are user defined, enter the entity descriptions that are meaningful to you. For example, if your organizational hierarchy is Fund, Cost Center, and Location, the following entries could be made. See sample screen on the following page.

CORPORATION	DIVISION	DEPARTMENT
F	C	L
FD	CC	LO
FND	C/C	LOC
FUND	CCTR	LOC.
FUND	C CTR	LOC.
FUND	CSTCTR	LOC.
FUND	CST CTR	LOCAT.
FUND	COST CTR	LOCAT.
FUND	COST CTR.	LOCATION
FUND	COST CENTR	LOCATION
FUND	COST CENTER	LOCATION

PRODUCT CATEGORY

The Product Category file contains all of the product category codes and descriptions to be used in the Product File. Product Categories are general classifications of the products. Use of this file is optional.

PRODUCT CLASS

This file contains all of the Product Class codes and descriptions to be used in the Product file. Product classes are another classification of your products, typically a sub-classification to a product category. Use of this file is optional.

PRODUCT TYPE

This file contains all of the Product Type codes and descriptions to be used in the Product file. Product types are yet another classification for your products, and are also used for grouping like products together when posting departmental requisitions and revenue from sales to the General Ledger. IF you are using the Purchasing Requisition subsystem, AND want to create G/L entries for those transactions, you should enter the G/L codes (Corp#, Div#, Dept#, Acct#/MAD#) as applicable. If yours is a multi-corporate/divisional/departmental environment, you may only want to make entries to the Acct#/MAD# fields, letting the Corp#, Div# and Dept# default from the Requisition Header screen. Use of this file is optional.

ALTERNATE SHIPPING LOCATIONS

If you will be drop shipping merchandise ordered on a P.O. to any locations other than the warehouse out of which to the P.O. is generated, those alternate addresses can be stored in this file. After selecting the corporation for which to enter alternate shipping locations, press **F10=Add** and enter the name/address information. The system assigns sequential ship to numbers.

P.O. DATES - COLUMN HEADINGS

There are five user defined date fields that can be attached to purchase orders through the P.O. Entry/Update program. This menu option allows you to create the column heading descriptions for the five date fields.

FILE INQUIRIES

The FILE INQUIRIES menu contains the following options.

1.	**CORPORATION**
2.	**WAREHOUSE**
3.	**PRODUCT MASTER**
4.	**WAREHOUSE PRODUCT**
5.	**AGENT**
6.	**AGENT AUTHORITY**
7.	**USER AUTHORITY**
8.	**TEXT**
9.	**CORP. STANDARD TEXT**
10.	**SPECIAL CHARGE CODE**
11.	**A/P VENDOR**
12.	**PURCHASING VENDOR**
13.	**A/P JOB#**
14.	**G/L DEPARTMENT**
15.	**SHIP VIA**
16.	**FREIGHT TYPE**
17.	**TERMS CODE**
18.	**CURRENCY CODE**
19.	**UNIT OF MEASURE**
20.	**RECEIVER**
21.	**PO DEPARTMENT**
22.	**DEPARTMENT/PRODUCT PROFILE**
23.	**VENDOR/PRODUCT MATRIX**

Each menu option allows the operator to inquire on each of the master files listed here.

USING THE DAPREX FILE INQUIRY UTILITY

Almost all of the File Inquiries are all accessed using the same utility. Some of the files which contain very few records do not use this utility and are accessed in the same manner as in File Maintenance.

The Inquiry Utility allows the operator to search by code, (i.e. Product Category Code) or by description, (i.e. Household Items, Pharmaceuticals). The function keys **F16-By Code** and **F17-By Description**, allow the operator to select the search method. **'By Code'** is the default mode. (In certain cases where the file being inquired upon is corporate specific, it is necessary to first key in the corporation number.)

Upon selection of any of the File Inquiry menu options, a screen similar to that shown below appears. With the cursor positioned at the **POSITION TO** field, key in the code with which to start your inquiry. (To search by description, press **F17** and key in the description with which to start the search.) Let's use the Product Category File as an example.

PRODUCT CATEGORY FILE INQUIRY

KEY SELECTION FOR INQUIRY

POSITION TO: **(BY CATEGORY)**

CAT.	DESCRIPTION
H&B	HEALTH & BEAUTY PRODUCTS
HSE	HOUSEHOLD ITEMS
RX	PHARMACEUTICALS
STN	STATIONERY

If the screen is not displaying the record in which you are interested, key in either the code or description on which to search and press **ENTER**. The system then displays all records in the file starting with the one you have requested. Use the ROLL FORWARD key to view additional records or key in a new code or description at the **POSITION TO** field and press **ENTER**.

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

1. **CORPORATION**
2. **WAREHOUSE**
3. **PRODUCT MASTER**
4. **WAREHOUSE PRODUCT**
5. **AGENT**
6. **AGENT AUTHORITY**
7. **USER AUTHORITY**
8. **TEXT**
9. **CORP. STANDARD TEXT**
10. **SPECIAL CHARGE CODE**
11. **A/P VENDOR**
12. **PURCHASING VENDOR**
13. **A/P JOB#**
14. **G/L DEPARTMENT**
15. **SHIP VIA**
16. **FREIGHT TYPE**
17. **TERMS CODE**
18. **CURRENCY CODE**
19. **UNIT OF MEASURE**
20. **RECEIVER**
21. **PO DEPARTMENT**
22. **DEPARTMENT/PRODUCT PROFILE**
23. **VENDOR/PRODUCT MATRIX**
24. **INACTIVE PRODUCTS**
25. **PRODUCTS IN WAREHOUSES**

Each menu option prints a listing of the master file.

PURCHASE ORDER ENTRY/UPDATE/PRINTING

This menu option provides the means to enter, change, print and delete purchase orders. Purchase order numbers can be automatically generated by the system or user assigned, depending on the PO Profile for the corporation. If they are to be generated by the system, there are two methods by which to assign them.

The first method is simply by creating a new purchase order using this menu option. For a purchase order# to be generated this way, the P.O. *must at least* designate the vendor to whom it will be issued. If you have all of the information regarding the P.O. at this time, it can be entered using this menu option. (Refer to the section entitled, Creating a New Purchase Order.)

The second method is to create a new purchase order# using the Next PO Number menu option. It allows you to assign the next P.O.# *without requiring* the designation of the vendor or entering any other information about the purchase order. The system does allow the operator to enter the vendor#, if known, the P.O. date, (or default to the current date), and the person placing the P.O., though none of this data is required. This method allows the user to reserve the next P.O.# for an indefinite time until the specific details are available. With that in mind, a series of P.O. numbers can be created and assigned to a user for use over a period of time.

NEXT PO NUMBER

This menu option generates the next available purchase order# for a specific Corp/Warehouse, without requiring the operator to enter any specific information about the P.O. as described in the previous paragraph. After entering the Corp/Warehouse for which to create a new P.O., any outstanding unassigned purchase orders are displayed. (Unassigned meaning that these purchase order numbers do not yet have header or line records attached to them.) Move the cursor to the **P.O. NUMBER** field on the first blank line and press **F10** to create the next P.O.#. The new P.O.# is displayed and the operator can enter the **A/P VENDOR#** to whom the P.O. will be issued, the **P.O. DATE**, (it defaults to the current date if left blank) and the person placing the P.O., (it defaults to the user ID of the individual running this job if left blank). When all entries have been made, press **ENTER** and **F20** to accept the new P.O.#. Once accepted here, a P.O.# can only be deleted from the P.O. Entry/Update/Print menu option. In order to add other detail to the P.O., (header and line data), use the P.O.Entry/Update/Print menu option. See sample screen below.

POIA21 PURCHASE ORDER NEXT NUMBER

CORP . . : 1 DAPREX INC.
WHS . . : 1 COMMERCE RD.
POSITION TO . . . BY PURCHASE ORDER NUMBER

P.O. #	VENDOR#	NAME	PO DATE	ORDERED BY
1085	122	ACORN ELECTRIC	3/24/95	TOM R.
1086	1525	CCI CORP.	3/24/95	JOE M.
1105			4/08/95	
1110			4/27/94	LISA

CREATING A NEW PURCHASE ORDER

As previously discussed, a new P.O.# can be generated using this job or the Next PO Number menu option. After entering the Corp/Warehouse for which to create a P.O. press **ENTER** to display existing purchase orders. To create a new P.O. press **F10=Add Regular PO.** To create a new blanket P.O., press **F11=Blanket**.

Those purchase orders created using Next PO Number job are displayed along with the outstanding PO's with a status of *'0'* in the **S** field. To create the header and line records for one of these P.O.'s key a *'2'* in the **OPT.** Field next to that PO and press **ENTER**. Then press **F13=Chg Header** and follow the instructions below.

The header screen is now displayed as shown below. Enter the vendor# and other appropriate data and press **ENTER** to continue. The function keys available are listed at the bottom of the screen and vary according to the Profile. Essentially they provide access to additional screens as briefly described here. The information for these additional screens can be entered/updated until the purchase order is printed and updated. Only the G/L posting data can be updated AFTER that point.

```
               PURCHASE ORDER HEADER INFORMATION

CORP# . . . . :  1  DAPREX INC.                 PO DATE: 12/29/98
WHS # . . . . :  1  DAPREX WAREHOUSE        ALT. SHIP.  LOC.
PO# . :   40058 - 1

(*) A/P VENDOR . . . .                 (*) PURCHASE VENDOR . .

   ORDERED BY  . . .               EXPECTED DATE .   1/08/99
(*) AGENT # . . .   7 LISA        (*) APPR. AGT .            7 -TED
(*) DEPT  . . . .                      INV Y/N/Q: Y
(*) TERMS . . . .                      TERMS DISC %  .
(*) SHIP VIA  . .
                                     CANCEL DATE . .   0/00/00
    FOB . .
(*) A/P JOB#  .                        B/O OR CNL RCTS  B  (B OR C)
```

F13 displays the special charge screen, allowing the operator to enter special charges to apply to this purchase order.

F14 displays the Alternate Shipping/Order screen, allowing the operator to enter a drop ship address or to cross reference the customer# or order# for which the P.O. is being issued.

F15 displays the Vendor Reference Order# screen, allowing the operator to enter the vendor's internal order#.

F16 displays the Comment screen, allowing the operator to enter comments to be printed on the purchase order.

F20 displays the PO Text Selection screen, allowing the operator to select the Corporate Standard Text messages to be printed on the purchase order.

F21 displays the General Ledger Posting screen, allowing the operator to enter the G/L Corp#, division#, department#, job# and account# for the posting of the expense and discount dollars. (If entered here, these can be the defaults for the entire P.O., or this data can be entered or overridden on a line by line basis.) A Multiple Account Distribution# can be entered here if an automatic allocation is to be used. If no entry is made here, the system checks the A/P Vendor File for the G/L default division#, department#, job# and account#, if any. If no entry is made to the P.O. header AND the Vendor File does not contain defaults, the G/L data can be on a line by line basis, allowing each line to be posted to a different Corp/Div/Dept/Job/Acct# combination if desired. If the G/L data is not entered on either the header or the lines during P.O. Entry, it can be entered at the time of processing the receipt, (if the profile has been set to allow the creation of PO/AP entries at that time) OR when processing the PO/AP file on the PO/AP Processing menu. These fields should only be entered if you are automatically updating Accounts Payable as a result of P.O. receipts.

F24 includes/excludes historical data (i.e. purchase orders that have been completely received).

These screens can be updated at any time as necessary. Once all of the header data has been keyed, press **ENTER** and **F10** to enter the detail lines. There are 3 line types that can be entered onto a P.O.; a *Product* line containing quantity, product# and cost, a *Quantity* line containing quantity, cost and description, and a *Flat Charge* line containing a description and an amount. A purchase order can contain any combination of these line types in any sequence.

Product lines are the most common elements of a purchase order, (see sample screen that follows). The operator enters the **QUANTITY ORDERED, PRODUCT#, UNIT COST, PURCHASING UNIT OF MEASURE, AND COSTING UNIT OF MEASURE**. (I.E. An item can be purchased by the case but priced by the dozen.) Instead of entering the **PURCHASING UNIT OF MEASURE, UNIT COST AND COSTING UNIT OF MEASURE**, (and **VENDOR'S PRODUCT#** if applicable), these values can be automatically fed into this screen from the Warehouse/Product file by pressing **F15=Last Cost** - always with the ability to override. Alternatively, those same fields can be pulled from the last P.O. issued to the same vendor by pressing **F13=Vendor Cost**. Using either one of these methods cuts the data entry time in half and provides accurate ordering information. If a product needs to be added to the Product Master file, use **F24=Add New Product**. In order to be able to immediately use that new product# in the P.O., be sure to assign it to the appropriate warehouse(s) using **F19=WhsDst**.

Additional information that can be entered includes the vendor product#, (this can be automatically loaded from the Vendor/Product Matrix file if the appropriate data has been entered there AND if the P.O. Vendor is coded as requiring his part numbers on the P.O.), **BACKORDER/CANCEL** (defaults from the P.O. header, but can be overridden for this line), **NO CHARGE N/L**, (indicates whether the item is non-chargeable OR that the cost is to be entered later), **EXPECTED DATE**, **SHIP VIA**, **DISCOUNT CODE** and **AMOUNT**, (if different), the codes for **PO ANALYSIS Y/N, AFFECT A/P Y/N**, and **AFFECT INV. Y/N/Q**, **# OF SPACER LINES** to print following this line and the **SPACER CHARACTER**, (i.e. a line of asterisks). These fields pertain only to the current line, if used. Otherwise the header defaults are used. The function keys **F16=Comment** and **F21=GL Info** can be used to enter line specific comments and G/L posting data. If posting to A/P from the P.O. system and the G/L posting data IS NOT entered on a line by line basis, the defaults from the P.O. header can be used.

```
                    REGULAR PURCHASE ORDER LINE ITEMS

PURCHASE ORDER #:   40058   1      CRP :   1
P.O. DATE . . . : 12/29/98         WHS :   1    DAPREX WAREHOUSE
ORDERED BY:                        AGT#:   7    LISA
DEPT:                              VND#:    122 METTA MANUFACTURING COMPANY
--------------------------------------------------------------------------------
LINE NUMBER:   1  LINE TYPE: P  (P=PRODUCT, Q=QTY X COST, F=FLAT CHARGE)
--------------------------------------------------------------------------------
QUANTITY:               PRODUCT (*):                 COST . :

U/M (*) . . EA                                       U/M (*) . . EA

RATIO:                  VND PROD # .                 RATIO:
--------------------------------------------------------------------------------
A/P DESC:               B/O OR CNL: B                NO CHRG:   (N/L)
EXPECTED DATE  .:  1/08/99  (IF DIFFERENT FROM HEADER EXPECTED DATE)
SHIP VIA (*) . .:
                        AFFECT A/P (Y/N):   Y      AFFECT INV (Y/N/Q):  Y
# OF SPACER LINES AFTER LINE . . . . . .:            SPACER CHARACTER .:

F4=SEL(*)  F5=END PO   F12=PREV  F13=VNDCOST/UM  F14=ATCH ORD  F15=LAST CST
F16=POCMT  F17=INTCMT  F18=DO REQS  F21=GL INFO         F24=ADD NEW PROD
```

If you are using the Requisition subsystem, function key **F18=Do Reqs.** displays all open requisition lines for the product# entered. The operator can then select some or all of those line quantities for inclusion in the purchase order. The system effectively totals the quantities of the selected requisition lines and plugs that amount into the **QUANTITY** field on the P.O. line. It also updates the requisitions with the appropriate P.O.# so that a requisition user can see that his items have been ordered. When all line information has been keyed, press **ENTER** to proceed with the next line.

Quantity lines allow entry of non-inventory items to a purchase order, keying a **QUANTITY, UNIT COST, PURCHASING UNIT OF MEASURE, DESCRIPTION**, and **COSTING UNIT OF MEASURE**, along with the additional fields outlined above. A flat charge line allows entry of a **DESCRIPTION** and a **DOLLAR AMOUNT** for including miscellaneous items on a purchase order. Both of these line types can be assigned G/L posting data using the **F21=GL Info** key, or the defaults from the header can be used as previously described. See samples below.

```
PURCHASE ORDER #:   40058   1      CRP :   1
P.O. DATE . . . : 12/29/98         WHS :   1    DAPREX WAREHOUSE
ORDERED BY:                        AGT#:   7    LISA
DEPT:                              VND#:    122 METTA MANUFACTURING COMPANY
--------------------------------------------------------------------------------
LINE NUMBER:   1  LINE TYPE: Q  (P=PRODUCT, Q=QTY X COST, F=FLAT CHARGE)
--------------------------------------------------------------------------------
QUANTITY:                                            COST . :
U/M (*) . . EA          ______________________       U/M (*) . . EA

RATIO:                  VND PROD # .                 RATIO:
```

```
PURCHASE ORDER #:   40058   1        CRP :   1
  P.O. DATE . . . : 12/29/98         WHS :   1    DAPREX WAREHOUSE
  ORDERED BY:                        AGT#:   7    LISA
  DEPT:                              VND#:    122 METTA MANUFACTURING COMPANY
  ------------------------------------------------------------------------------
  LINE NUMBER:   1  LINE TYPE: F  (P=PRODUCT, Q=QTY X COST, F=FLAT CHARGE)
  ------------------------------------------------------------------------------

CHARGE DESCRIPTION  ____________________________        AMOUNT _______________
```

When all lines have been entered, you can press **F23=PO Review** to display the PO Review screen or **F5=End PO** to return to the initial display screen. On the review screen, each line is displayed for checking. The function keys listed at the bottom of the screen can be used to add, lines, display additional line data, return to the previous screen or change the P.O. header. To delete a line, key a *'4'* into the **OPT.** field next to the line and press **ENTER**. To change a line, key a *'2'* next to the line and press **ENTER** to display the entry screen for that line. Make the necessary changes and press **ENTER** to accept. When all lines have been properly entered, press **F12=Previous** from the PO Review screen. This returns you to the original screen displaying all outstanding purchase orders for the Corp/Warehouse.

CHANGING/DELETING AN EXISTING NEW PURCHASE ORDER

To change/update a purchase order that has not been updated (status 0, 1, or 2 only) , key a *'2'* in the **OPT.** field next to the desired purchase order on the Purchase Order Entry/Update screen and press **ENTER**. When the P.O. lines are displayed, use the options to change, add or delete lines as previously described. The G/L posting data can be changed using **F21=GL Info**. Comments (both PO and internal) can be viewed by placing the cursor on the desired line item and pressing **ENTER**.

To delete a purchase order that has not yet been printed and updated (status 0,1, or 2 only), key a *'4'* in the **OPT.** field next to the desired purchase order and press **ENTER**. The PO status after deleing will change to a status 7 (voided). Once a purchase order has been printed and updated (status 3 or higher), it cannot be deleted; rather it must be canceled using the P.O. Cancellation menu option. Refer to that section of the manual for further instructions.

ATTACHING USER DEFINED DATES TO A PURCHASE ORDER

To assign values to any or all of the user defined dates, key a *'5'* in the **OPT.** field next to the desired purchase order on the Purchase Order Entry/Update screen and press **ENTER**. Another screen appears displaying the 5 user defined dates. Simply make the appropriate entries in MMDDYY format and press **ENTER** to accept and **F3** to return to the previous screen.

PRINT A P.O. EDIT- NO UPDATE

Once a purchase order has been entered and is ready to be issued, you may first want to print a preliminary copy to make sure it is correct. This option allows you to print but not update the status of a purchase order, (meaning that on order quantities are not updated and receipts can not yet be processed). Key an *'8'* in the **OPT.** field next to the desired purchase order on the Purchase Order Entry/Update screen and press **ENTER** to print the preliminary purchase order.

PRINT A P.O. - UPDATE

To print a purchase order, update the on order quantities in the Corp/Warehouse file and ready the P.O. for receipts processing, key an *'6'* in the **OPT.** field next to the desired purchase order on the Purchase Order Entry/Update screen and press **ENTER**. The status of the purchase order changes from a *'1'* to a *'3'*, (**Printed**), and lines can no longer be added, changed or deleted from the purchase order. (The G/L data can still be added/changed on the purchase order header or individual lines at this time.) Once a purchase order has been printed and updated, it cannot be deleted; rather it must be canceled using the P.O. Cancellation menu option. Refer to that section of the manual for further instructions. If Corp. specific profile #92- **Do Not Print PO on Update** is set to *'Y'*, the PO is updated but no printed output is generated.

****NOTE**** If the profile option indicating the EZPRINT is used has been set to *'Y'*, you must make sure that the 10 Position Values by Corp/Application file contains the correct forms name under record #6, the 'To' outq name under record #7 and the #copies under record #8. This file can be found on the **General Functions File Maintenance #1**. Select menu option #22 and enter Corp# '*999*' and an area code of *'PO'*. Contact your DAPREX representative for further details.

COPY A P.O.

To copy an existing purchase order to a new PO#, key a *'7'* in the **OPT** field next to the desired purchase order and press **ENTER**. The PO copy function creates a new PO# and copies the contents of the existing PO into the new PO. You may choose to copy both the G/L data and any comments as well. After pressing **ENTER** to proceed, the following screen appears. Change the **COPY TO CORP/WHS** if necessary and the **PO ORDERED DATE,** (defaults to system date) and **EXPECTED DATE AND** press **F20** to accept. The system then prompts as to whether or not to copy the G/L data and/or comments.

```
                         CRP    WHS       P.O. #
PO TO COPY:       1         1       40014
FOR VENDOR:       G & R FOREIGN AUTO P
COPY TO CRP/WHS(*):   1   1
PO DATE ORDERED     12/30/98
DATE EXPECTED         00/00/00

F12=PREVIOUS/CANCEL    F20=COPY PO
```

Once you have pressed **F20**, the PO Review screen appears, allowing you to add/change/view/delete lines on the newly created PO. Use the functions described in the previous sections.

CREATE A CHANGE ORDER

To create a change order on an existing posted and updated PO, key a *'9'* in the **OPT** field next to the desired purchase order and press **ENTER**. The change order function creates a second record for the same PO# with a new sequence number, (i.e. PO# 50111-002 - This does not create a new PO#, but a new SEQ). The change order function is used to make additions to a PO that has already been updated. After pressing **ENTER** to proceed, you can access the newly created record using a '2' to change the PO. Remember that the header information is identical to the original PO and that the change order record does not have any line records at this time. Use the functions described in the previous sections to add lines to the change order.

PURCHASE ORDER RECEIPTS

This option provides for the entry, deletion and approval of receipts. Depending on the size and distribution of labor in your organization, the receipts may be entered by certain individuals and approved by others within a Purchasing department, or these tasks may be performed by the same individuals. In the same vein, the invoicing of approved receipts may be an Accounts Payable function or a Purchasing department function. All of these scenarios can be handled through a combination of the DAPREX Purchasing Profiles and the IBM Security module.

Several P.O. Profile options need to be explained with regard to how they impact the processing of P.O. receipts. The first**, "ALLOW APROVAL OF QTY ONLY AT RECEIPT**", allows the user to enter a receipt and approve only the quantities with a secondary verification and approval of the costs. If set to *'Y'* the next two profile options must be set to *'N'*. The next, **"USE AUTO APPROVE IN P.O. RECEIPT PROCESSING"**, indicates whether or not entered receipts (when doing quantity and cost at same time) are to be automatically approved without the operator assigning an approved status in a second step. The third, **"USE PO/AP INTERFACE IN RECEIPT POSTING"**, indicates whether the person approving the receipt also has the ability to create an A/P invoice information record which is subsequently posted to an A/P batch file. If this option is set to *'N'*, the individual cannot perform this function, usually because it is only to be performed by an authorized person in Purchasing or because it is an A/P Department function. (In either case, the PO/AP interface can be accessed on the PO/AP Processing menu.) If this option and the Auto Approve are both set to *'Y'*, the operator has the option at receipt entry time to create the A/P invoice information record using a function key option. The last profile option, **"USE SINGLE OR MULTIPLE A/P SYSTEM-Y=SINGLE, N=MULTIPLE"**, indicates whether each receipt posts to ONLY ONE G/L Corp/Div/Dept/Job/Acct combination, or whether each line can post to its own. These options are also referred to as the Basic and the Extended interfaces, respectively, and are explained in more detail in a later paragraph.

There are also several considerations when using the PO/AP interface. First of all, there are the two previously mentioned methods of posting to A/P; the Basic Interface and the Extended Interface. The Basic being that where the total charges for a receipt are always to post to ONLY ONE Corp/Div/Dept/Job/Acct combination. In this scenario, the Freight and Other charges also always post to one Corp/Div/Dept/Job/Acct apiece. This means that the G/L merchandise expense data can be entered on the P.O. header, or it can be pulled from the defaults in the Vendor Master file. (The Freight and Other G/L expense data can only be entered at the time of creating the AP invoice information record.)

The Extended Interface allows each line on a receipt to be posted to its own G/L Corp/Div/Dept/Job/Acct combination. In this scenario, a default can be entered on the P.O. header and later duplicated for each line, (and overridden for individual lines if necessary), or the header can be left blank and the G/L data can be entered on each line. Again, the Freight and Other G/L expense data for these lines can only be entered at the time of creating the AP invoice information record, using **F11=Drop Line GL**. Using this key it is possible to assign freight and other charges to individual lines and to post to different G/L accounts for each line.

The system determines which options are allowable based on the profile option settings and whether G/L data has been entered on the header and/or lines.

The system handles the processing of both full and partial receipts, and unit costs can be changed when entering a receipt. After keying the Corp/Warehouse for which to enter a receipt, press **ENTER** to display outstanding receipts. To add a receipt, press **F10=Add Receipt**. There are 3 ways of accessing a P.O. for receipts processing; by P.O#, vendor#, or product#, assuming that the operator has at least one of those pieces of information. For this explanation assume that none of the three aforementioned profile options are activated.

BY P.O.#

Enter the P.O.# for which to enter a receipt and a *'Y'* at the **OPTION** field if received in full, or an *'N'* if partial and press **ENTER**. If *'Y'* is entered, all P.O. lines are displayed with received quantities identical to the original order/remaining (when prior receipts have been made) quantities. Enter the **RECEIPT DATE, PACKING LIST#**, if any, and the **RECEIVER#**. Make any necessary changes to the **QUANTITY, UNIT OF MEASURE**, and **UNIT COST** fields and press **ENTER** to accept. If you need to cancel any remaining quantities on individual line items, press **F11=Cancel Qtys** to display the **CANCEL QUANTITY FIELD**. When all entries have been made for this receipt press **F15** to accept. The system returns to the previous screen allowing you to proceed with the next receipt. From there press **F3** to return to the P.O. Receipt Maintenance screen. The new receipts appear with a status of *In Progress*.

BY VENDOR# AND BY PRODUCT#

These two methods are identical once the desired vendor or product has been keyed. (All instructions here refer to entry of the vendor#.)

Enter the **VENDOR#** for which to enter a receipt and press **ENTER** to display a list of all the printed/updated purchase orders for that vendor. Key a *'2'* in the **OPT.** field to process a partial receipt, or a *'3'* to receive the P.O. complete. If a *'2'* is entered, the P.O. Receipts screen appears. Enter the **RECEIPT DATE, PACKING LIST#**, if any, the **RECEIVER#**, and the **RECEIVED QUANTITY** for each line item. Make any necessary changes to the **UNIT OF MEASURE** or **COST** fields, (use **F11** to enter cancel quantities if necessary), and press **ENTER** to accept. If a *'3'* is entered, all P.O. lines are displayed with received quantities identical to the original order/remaining quantities. Enter the **RECEIPT DATE, PACKING LIST#**, if any, and the **RECEIVER#**. If no changes need to be made to the **QUANTITIES, UNITS OF MEASURE**, and/or **UNIT COST**, press **ENTER** and **F15** to accept. If any changes ARE required to any of those fields, make the changes and press **ENTER** and **F15** . The system returns to the previous screen allowing you to proceed with the next receipt. From there press **F3** to return to the P.O. Receipt Maintenance screen. The new receipts appear with a status of *In Progress*. A P.O. Receipts Edit is automatically printed when you exit the Receipts program, (unless the profile option to bypass the Receipt Edit is set to ‘Y’). This should be carefully checked for any errors prior to approval.

CHANGING/DELETING/APPROVING A RECEIPT

An **In Progress** receipt can be changed, deleted or approved using options *'1', '4'* or *'7'* in the **OPT.** field. Changing or updating a receipt allows the operator to change any information (**DATE, RECEIVER, QUANTITIES RECEIVED, COST**) on the receipt. Deleting an unapproved receipt allows the operator to cancel the receipt, resetting the received quantities to zero. Approving a receipt completes the processing of that receipt, updating the on purchase order and on hand quantities, last cost and average cost fields in the Warehouse/Product file. No further changes can be made to a receipt once it has been approved. The approved receipt(s) for a specific P.O. remain on the P.O. Receipt Maintenance screen until the purchase order is completely received, OR until outstanding UNRECEIVED quantities are canceled using the Purchase Order Cancellation menu option.

USING THE PO/AP INTERFACE DURING RECEIPTS PROCESSING

As stated earlier, there are three P.O. Profile options that affect the processing of P.O. receipts. If the system HAS been set to interface with A/P in the P.O. Receipt Entry, several different things may occur at the time of Receipt Entry. If the Auto Approve option is set to *'Y'* the operator can create the A/P invoice information record using **F20** in the Receipt Entry program. If Auto Approve is not active, the A/P invoice information record can be created when the receipt is actually approved. Creating this record in either case involves entering an invoice#, date, and the G/L expense information for the receipt. If using ONLY the Basic Interface as previously described, the operator is prompted to enter the G/L data for the receipt lines, the freight amount, description and G/L data, if any, and the same for any 'Other' charges, which apply. Remember that the G/L Corp/Div/Dept/Job/Acct data for the receipt lines may have already been entered on the P.O. Header, and so will already exist when this screen appears. That data can be overridden if necessary.

If using the Extended Interface for PO/AP processing, and if the G/L posting data has NOT been previously entered OR if it has been entered on the PO header record ONLY, the system displays the screen below upon pressing **F20=Create A/P Invoice Record**.

PURCHASE ORDER RECEIPTS
ACCOUNTS PAYABLE SELECTION SCREEN

THE PURCHASING SYSTEM HAS BEEN SET UP TO USE THE EXTENDED ACCOUNTS PAYABLE INTERFACE FOR THIS CORP.

THE G/L INFORMATION HAS NOT BEEN ENTERED FOR THE LINES OF THE PO YOU ARE ATTEMPTING TO RECEIVE. PLEASE MAKE A CHOICE FROM THE FOLLOWING LIST IN ORDER TO CORRECTLY PROCESS THE RECEIPT FOR PO NUMBER XXXXX.

1. **USE BASIC A/P INTERFACE FOR THIS RECEIPT. ONE G/L LINE FOR ENTIRE RECEIPT.**
2. **DUPLICATE PO HEADER G/L INFO. INTO LINES AND USE THE EXTENDED INTERFACE.**
3. **LEAVE G/L ENTRIES BLANK AND USE EXTENDED INTERFACE. G/L MUST BE KEYED.**

Any of the three listed options may be used for a single receipt, yet other receipts on the same P.O. may be treated differently. Option 1 means that the Basic Interface is to be used; one G/L Corp/Div/Dept/Job/Acct for the line receipts amounts, one for freight and one for other charges. This option appears only when no G/L data was entered on a line by line basis in P.O. Entry. Option 2 uses the Extended Interface and duplicates the G/L data from the P.O. header onto each line of the receipt, allowing for overrides on a line by line basis. In this case, freight and other charges can be assigned by line and also posted to their own G/L combinations. It also appears only when no G/L data was entered on a line by line basis during P.O. Entry. Option 3 uses the Extended Interface, forcing the operator to enter the G/L data for each line on the receipt, if not already entered during P.O. Entry. If any line specific G/L data WAS entered during P.O. Entry, the system defaults to this mode without displaying this screen. Again, Freight and Other charges can be entered by line.

When the A/P Invoice information records are created, they are stored in a PO/AP Maintenance File, which can be accessed through menu option #1 on the PO/AP Processing menu. This is essentially a holding file where records accumulate until they are selected for posting to an A/P batch file. Refer to the section entitled PO/AP Maintenance for further information.

PURCHASE ORDER CANCELLATIONS

Printed and updated (status 3), and or partially received (status 4) purchase orders can only be deleted from the system using this menu option. An entire purchase order can be deleted, meaning that no receipts have been processed and approved, individual lines within a P.O. can be deleted, OR outstanding UNRECEIVED lines can be deleted, leaving previous approved receipts intact. Once a purchase order has been received in full, it will not appear in this job for cancellation.

After entering the Corp/Warehouse for which to cancel a purchase order, all printed/updated purchase orders that have not yet been received in full are displayed. Key a *'2'* in the **OPT.** field to view the lines to be canceled - this then displays the REMAINING UNRECEIVED lines and quantities. Key a *'4'* next to each line to be canceled/deleted and press **ENTER**. The line(s) selected for deletion are redisplayed for verification. Press **F20** to accept your selection and delete those lines, **F12** to cancel, or key a *'4'* next to the individual line(s) NOT to be deleted. A P.O. Cancellations report is automatically printed when you exit the Cancellation program.

Once the purchase order is cancelled the status will change. For canceled status 3 (printed and updated) po’s, the cancel status will now be a status 9-Cancelled. For cancelled status 4 (partially received) po’s, the new status will be 6-Closed.

PURCHASING HISTORY INQUIRY

This menu option provides access to historical purchasing/receiving data using vendor or product selection criteria.

BY PRODUCT#

After entering the desired Corp/Warehouse, enter the product# (use **F4** to scan for a product#) on which to inquire. You may also enter a date that will be used to calculate product quantity usage.

After both the product# and the date have been keyed, press **ENTER**. The system displays current inventory quantities, costs and quantity used for the product, as well as the vendor#, name, P.O.#, line#, order price and ordering unit of measure of each purchase order on which the selected product was purchased. By pressing **F11=Drop**, the order date, vendor product#, order quantity, receipt date, received quantity, and are displayed for each line, providing complete history. See sample screens that follow.

```
POIA22          PURCHASING HISTORY INQUIRY - BY PRODUCT

 DEPT . . . . . :    1            DAPREX INC.
 CORP . . . . . :    1            COMMERCE RD.
 PROD # (*) . . :  22             GIFT WRAP PAPER - ROLL - CHRISTMAS

 U/M  ON HAND   ON P.O.  QTYUSED   MIN QTY  AVG. COST    LAST COST  LOC
 CS      559          5          202          1       143.0000    143.0000      BIN15

    VEND#    VENDOR NAME                 P.O. #  LN#  RCT  PO DATE   STATUS
       133 CHRISTMAS WHOLESALERS     885     25      1     7/13/93    RECEIVED
       133 CHRISTMAS WHOLESALERS     776     10      1     7/13/93    RECEIVED
```

```
POIA22          PURCHASING HISTORY INQUIRY - BY PRODUCT

 DEPT . . . . . :   1             DAPREX INC.
 CORP . . . . . :    1            COMMERCE RD.
 PROD # (*) . . :  22              GIFT WRAP PAPER - ROLL - CHRISTMAS

 U/M  ON HAND   ON P.O.  QTYUSED   MIN QTY  AVG. COST    LAST COST  LOC
 CS         559          5          202          1       143.0000    143.0000     BIN15

    VEND#    VENDOR NAME                 P.O. #  LN#  RCT  PO DATE   STATUS
       133 CHRISTMAS WHOLESALERS     885      25      1      7/13/93    RECEIVED
    QTY ORD:        2 UM: CS   ORDER PRICE:      143.0000
    QTY RCV:        2 UM: CS   RECVD PRICE:      143.0000  DATERCV:   8/15/93
    QTY CNL:          VPRD#:                   CUST#:       ORD#: 0000000
 ------------------------------------------------------------------------------------------------------------------
       133 CHRISTMAS WHOLESALERS     776      10      1      7/13/93    RECEIVED
    QTY ORD:        2 UM: CS   ORDER PRICE:       143.0000
    QTY RCV:      180 UM: CS   RECVD PRICE:      143.0000  DATERCV:  10/28/92
    QTY CNL:          VPRD#:                   CUST#:       ORD#: 0000000
```

BY VENDOR#

After entering the desired Corp/Warehouse, enter the vendor# (use **F4** to scan for a vendor#) on which to inquire and press **ENTER**. The system displays each product purchased from the vendor, the received quantity and received cost. By pressing **F11=Drop**, the receipt date, vendor product#, purchase order# and line# are displayed for each line.

POIA22 PURCHASING HISTORY:30: 40 INQUIRY - BY VENDOR

WHS . . . . 1 DAPREX INC.
CORP . . . . 1 COMMERCE RD.
VEND # . . . . . : 133 CHRISTMAS WHOLESALERS

POSITION TO . . . BY PRODUCT NUMBER

PRODUCT#	PRODUCT DESCRIPTION	RECVD QTY	U/M	RECEIVED PRICE
1050	SPONGES CASE OF 2400 2X3	15	CS	89.2800
1050	SPONGES CASE OF 2400 2X3	15	CS	89.2800
1050	SPONGES CASE OF 2400 2X3	15	CS	89.2800
1225	CRYSTAL ANGEL TREE TOP	100	EA	45.0000
1225	CRYSTAL ANGEL TREE TOP	3	EA	45.0000
1225	CRYSTAL ANGEL TREE TOP	100	EA	47.9900
1225	CRYSTAL ANGEL TREE TOP	150	EA	47.9900
1225	CRYSTAL ANGEL TREE TOP	100	EA	45.0000
1226	CHRISTMAS TREE SKIRT - COUNTRY P	100	EA	12.5000
1226	CHRISTMAS TREE SKIRT - COUNTRY P	3	EA	12.5000

FIND PO# IN CORP/WAREHOUSE INQUIRY

This option allows you to search for a PO# across all corporation/warehouse combinations. Simply enter the desired PO# and press **ENTER**.

CHANGE WAREHOUSE OF A PO

This option allows you to change the warehouse# on an existing P.O. In order to make such a change, the PO status must be *'3'* - Printed and Posted. See the sample screen below.

CHANGE WAREHOUSE OF PO

TYPE CORP#, WHSE#, PO#, PRESS ENTER.

CORP# . . . (*) . .
FROM WHSE# (*) . .
PO# . . . .

After entering the above data, press **ENTER** to display the vendor# and PO date as shown below. Now key the new warehouse# and press **F20** to accept.

```
CORP# . . . . . . :      1     DAPREX INC.
FROM WHSE#  . . . :      1     DAPREX WAREHOUSE
PO# . . . . . . . :   40000

VENDOR# . . . . . :       10
DATE  . . . . . . :  11/02/98

TO WHSE#  . (*) . .
```

ENTER RETURNS

This option allows you to enter returns on a PO receipt, in effect creating a negative receipt and updating the inventory accordingly. Returns can ONLY be processed for PO's that have receipts. Upon selection of the job the following screen appears. Enter the appropriate data and press **ENTER** to proceed.

```
            PROCESS RETURNS

CORPORATION (*) . .        1
WAREHOUSE . (*) . .        1
PO #  . . . . . . .
PO SEQ #  . . . . .
```

The following screen now appears showing all receipts against this PO.

```
            PROCESS RETURNS

1=SELECT
CORPORATION . . . :        1    DAPREX INC.
WAREHOUSE . . . . :        1    DAPREX WAREHOUSE
PO #  . . . . . . :    40013    VENDOR:  75025
PO SEQ #  . . . . :        1    PO DATE: 11/09/98

 SEL   RECEIPT #      DATE        QTY RECEIVED       $$ RECEIVED
              1       11/12/98          5                  50.50
```

Select the receipt against which to enter a return by keying a *'1'* and **ENTER** in the **SEL** field on the far left of the screen. On the following screen enter the return date, the packing list# (optional), the receiver# and the quantity returned and press **F20** to accept. A negative receipt is created and the inventory quantities are adjusted by the returned quantity.

PROCESS RETURNS

```
CORPORATION . . . :       1    DAPREX INC.
 WAREHOUSE . . . . :      1    DAPREX WAREHOUSE
 PO #  . . . . . . :    40013    VENDOR:  75025
 PO SEQ #  . . . . :      1    PO DATE:  11/09/98  QTY REC:        5
 RECEIPT#  . . . . :      1    REC DATE: 11/12/98  AMT REC:        50.50
   RETURN DATE . . .                   (MM/DD/YY)
   PACKING LIST  . .                   (OPTIONAL)
   RETURNED BY (*) .
```

LN#	PRODUCT	DESCRIPTION	QTY REC'D	PRICE	QTY RETURN
2	1W2	2" WIGIT	5	10.1000	

PURCHASING REPORTING

The PURCHASING REPORTING menu contains the following options.

1.	**OPEN PURCHASE ORDER REPORT**
2.	**PURCHASE ORDER HISTORY REPORT**
3.	**DEPARTMENT REQUISITION STATUS REPORT**
4.	**OVERDUE PURCHASE ORDER REPORT**
5.	**PRODUCT STOCKING REPORT**
6.	**PURCHASE ORDER RECEIPTS EDIT**

Each of these reports is discussed in detail on the following pages. Refer to the On-line HELP text for further explanations of individual fields.

OPEN PURCHASE ORDER REPORT

This menu option prints a list of open purchase orders for a specific Corp/Warehouse. The report can be printed in detail or summary and can be run for selected purchase orders or vendors. The summary version by P.O.# prints one line per P.O. showing P.O.#, vendor# and name, vendor P.O.#, order and expected dates, agent name, ordered by, total P.O. value, total received and percentage received. The detail version by P.O.# prints that same information along with the line item detail. The summary version by vendor prints one line for each open P.O. issued to the selected vendor. The detail version by vendor prints that same information along with the line detail for each P.O. issued to the vendor.

PURCHASING RECEIVING REPORT

The P.O. History report prints the historical receiving data for selected products/vendors within a selected date range. The information included in the report is identical to that shown in the Purchasing History Inquiry.

BY PRODUCT#

After entering the desired Corp/Warehouse, enter a *'P'* for the *By Product* version of this report, the desired date range and press **ENTER**. The Product Selection screen appears, allowing the operator to select the product(s) to include in the report (individual products or a range of products can be selected). Once product selection is complete, press **F15** to print the report. The report prints current inventory quantities and costs for the selected product(s), as well as the vendor#, name, P.O.#, line#, order price, ordering unit of measure, order date, vendor product#, order quantity, receipt date, received quantity and cost for each P.O. on which the selected product(s) was purchased.

BY VENDOR#

After entering the desired Corp/Warehouse, enter a *'V'* for the *By Vendor* version of the report the desired date range and press **ENTER**. The Vendor Selection screen appears allowing the operator to select the vendor(s) to include in the report. Once vendor selection is complete, press **F15** to print the report. The report prints one line for each instance a product was purchased from the vendor showing the product# and description, P.O.#, line#, order cost, costing unit of measure, order date, vendor product#, order quantity, received quantity, and received cost.

OVERDUE PURCHASE ORDER REPORT

The Overdue Purchase Order Report prints a list of those purchase orders that have not yet been completely received as of their expected dates. The report can be run for a selected Corp/Warehouse and all dates or a range of dates. Additionally it can be run for selected products or vendors.

PURCHASE ORDER RECEIPTS EDIT

This report prints an edit listing of the purchase order receipts for all dates or a range of dates. Both *In Progress* and *Approved/Posted* receipts are included. The report format is the same as the edit printed after receipts processing.

REQUISITIONS

The REQUISITION subsystem menu contains the following options.

1. REQUISITION ENTRY/UPDATE
2. REQUISITION STATUS INQUIRY
3. REQUISITION STATUS REPORT
4. REQUISITION ISSUES
5. REQUISITION ISSUE EDIT
6. REQUISITION CANCELLATIONS
7. REQUISITION ORDER INQUIRY
8. PO DEPARTMENT MAINTENANCE
9. PO DEPARTMENT INQUIRY
10. PO DEPARTMENT LISTING
11. DEPT/PRODUCT PROFILES
12. COPY DEPARTMENT PROFILE
13. CHANGE REQ. WAREHOUSE PRINTER
14. CREDIT ACCOUNT DEFAULTS
15. CHANGE NON-POSTED TO POSTED
16. CHANGE POSTED TO NON-POSTED
17. LIST UNUSED PRODUCTS
18. MAINTAIN PO ORDER INFORMATION
19. REQ/PO DEFAULT AGENT IDS
20. REQUISITION G/L POSTING EDIT
21. REQUISITION G/L POST/UPDATE
22. REQUISITION REPOST
23. CREATE DEPT. PROFILE FROM PRODUCT MASTER
24. REQUISITION – G/L INQUIRY

28. REQUISITION ISSUES RETURNS
30. REQUISITION STATUS REPORT BY DEPT
31. REQUISITION STATUS REPORT BY CORP/WHSE

35. REQUISITION INTAKES
36. REQUISITION INTAKES REPORT
37. PURGE APPROVED REQUISITION INTAKES
38. ISSUE/INTAKE EXCEPTION LIST

Each of these options is discussed in detail on the following pages. Refer to the On-line HELP text for further explanations of individual fields.

REQUISITION ENTRY/UPDATE

This menu option provides the means to enter, change, print, send and delete departmental requisitions. There are 2 types of requisitions: an Inventory requisition, meaning an inventory product is being requisitioned for internal use; or a Purchase requisition, meaning an item has to be purchased in order to fill the requisition. This second type is based on the logic that a purchase order will be issued for the requisitioned item(s). Both types of requisitions can include inventory and non-inventory items, as well as miscellaneous charges. A separate series of requisition numbers is kept by department and those numbers are automatically assigned by the system.

CREATING A NEW REQUISITION

After entering the Corp/Warehouse/Dept for which to create a requisition, press **ENTER** to display existing requisitions. To create a new requisition, press **F10=Add Req**.

The header screen is now displayed. Enter the requisition type (as previously described), date items needed, A/P vendor# and other appropriate data and press **ENTER** to continue. The function keys available are listed at the bottom of the screen and vary according to the Profile. Essentially they provide access to additional screens as briefly described here. The information for these additional screens can be entered/updated until the requisition is sent. Only the G/L posting data can be updated AFTER that point.

F16 displays the Comment Entry screen, allowing the operator to enter comments to be printed on the requisition.

F21 displays the General Ledger Posting screen, allowing the operator to enter the G/L account#, division# and department# for the posting of the expense and discount dollars. A Multiple Account Distribution# can be entered here if an automatic allocation is to be used. If no entry is made here, the system checks the A/P Vendor File for G/L default account#, division# and department# to use when updating G/L. If no entry is made to the P.O. and the Vendor File does not contain defaults, the G/L data must be entered at the time of processing the Requisition/GL file. These fields should only be entered if you are automatically updating General Ledger as a result of requisition receipts.

These screens can be updated at any time as necessary. Once all of the header data has been keyed, press **ENTER** and **F10** to enter the detail lines. There are 3 line types that can be entered onto a requisition; a **Product** line containing quantity, product# and cost, a **Quantity** line containing quantity, cost and description, and a **Flat Charge** line containing a description and an amount. A requisition can contain any combination of these line types in any sequence.

Product lines are by far the most common elements of an Inventory requisition. The operator enters the quantity, product#, unit cost, requisitioning unit of measure, and costing unit of measure. (I.E. An item can be requisitioned by the case but priced by the dozen.) Instead of entering the requisition unit of measure, unit cost and costing unit of measure, these values can be automatically fed into this screen from the Warehouse/Product file by pressing **F15=Last Cost** - always with the ability to override. If that function is used, the inventory unit of measure from the Warehouse/Product file becomes the requisitioning unit of measure, the purchasing unit of measure becomes the costing unit of measure and the last cost at that unit of measure is used as the price. If the Purchasing Profile has been set NOT to allow price changes during Requisition line entry, the costing fields do not appear on the screen. The Profile has an additional setting that permits ONLY product# and quantity entry, no unit of measure or cost. The function keys **F16=Comment** and **F21=GL** Info can be used to enter line specific comments and G/L posting data. When all line information has been keyed, press **ENTER** to proceed with the next line.

Quantity lines allow entry of non-inventory items on a requisition, keying a quantity, unit cost, unit of measure, description, and costing unit of measure. Flat charge lines allow entry of a description and a dollar amount for including miscellaneous items on a requisition.

When all lines have been entered, press **F23=Review Req**. to review all of the requisition lines and see the total dollar amount. The function keys listed at the bottom of the screen can be used to add lines, display additional line data, return to the previous screen or change the Requisition header. To delete a line, key a *'4'* into the **OPT.** field next to the line and press **ENTER**. To change a line, key a *'2'* next to the line and press **ENTER** to display the entry screen for that line. Make the necessary changes and press **ENTER** to accept. When all lines have been properly entered, press **F12=Previous** from the Requisition Review screen. This returns you to the original screen displaying all outstanding requisitions for the Corp/Warehouse/Dept.

CHANGING/DELETING AN EXISTING REQUISITION

To change/update a requisition, key a *'2'* in the **OPT.** field next to the desired requisition on the Requisition Entry/Update screen and press **ENTER**. When the lines are displayed, use the options to change, add or delete lines as previously described.

To delete a requisition that has not yet been sent,
key a *'4'* in the **OPT.** field next to the desired requisition and press **ENTER**. Once a requisition has been sent, it cannot be deleted; rather it must be canceled using the Requisition Cancellation menu option. Refer to that section of the manual for further instructions.

PRINT A REQUISITION

Once a requisition has been entered and is ready to be issued, key a *'6'* in the **OPT.** field next to the desired requisition on the Requisition Entry/Update screen and press **ENTER**. The requisition is now assigned a status of *'2', Printed.*

SEND A REQUISITION

To send a requisition, key an *'7'* in the **OPT.** field next to the desired requisition on the Requisition Entry/Update screen and press **ENTER**. The status of the requisition changes from a *'2'* to a *'3'*, (*Sent*), and lines can no longer be added, changed or deleted from the requisition. (The G/L data can still be changed at this time.) Once a requisition has been sent, it cannot be deleted; rather it must be canceled using the Requisition Cancellation menu option. Refer to that section of the manual for further instructions.

REQUISITION STATUS INQUIRY

This menu option provides access to current and historical requisitioning/receiving data for a specific department. After entering the desired Dept#, press **ENTER** to display the departmental requisitions. The system displays the req#, warehouse#, date, ordered by person, needed by date and current status for each requisition. Press **F11=Drop** to display the vendor name, job#, ship via code and urgency code. To view the line detail of the requisition, key a *'2'* in the **OPT.** field next to the desired requisition and press **ENTER**. Each line is displayed with the description, quantity ordered, unit of measure, unit cost and extension. From here, press **F11** to display the complete order data, (if a Purchase requisition - shows PO#, line#. and vendor), and the receipt data.

REQUISITION STATUS REPORT

This menu option prints a summary status list of departmental requisitions for specific departments. The report prints one line per requisition showing req#, date, user, ordered by, needed by date, status, vendor# and name, job# and name, ship via and urgency code. The summary information is identical to that shown in the Requisition Status Inquiry.

REQUISITION ISSUE

This option provides for the entry, deletion, approval, G/L Edit and posting to G/L of requisition issues. Both full and partial issues can be processed, and unit costs can be changed when entering an issue (depending on the PO Profile). After keying the Corp/Warehouse/Dept for which to enter an issue, press **ENTER** to display outstanding issues. To add an issue, press **F10=Add Issue**. There are 2 ways of accessing a requisition for issue processing; by Req# or product#.

BY REQ#

Enter the Req# for which to enter an issue and a *'Y'* at the **OPTION** field if issued in full, or an *'N'* if partial and press **ENTER**. If *'Y'* is entered, all lines are displayed with issue quantities identical to the original order quantities. Enter the issue date, packing/reference#, if any, and the issued by#. Make any necessary changes to the quantity, unit of measure, and unit cost fields and press **ENTER** to accept. If any changes ARE required to any of those fields, make the changes and press **ENTER**. The Requisition Issue Maintenance screen reappears, showing the new issue with a status of *In Progress*.

BY PRODUCT#

Enter the product# for which to enter an issue and press **ENTER** to display a list of all the printed/sent requisitions for that product. Key a *'2'* in the **OPT.** field to process a partial issue, or a *'3'* to issue the requisition complete. If a *'2'* is entered, the Requisitions Issues Entry screen appears. Enter the issue date, packing/reference#, if any, the receiver#, and the issue quantity for each line item. Make any necessary changes to the unit of measure or cost fields, and press **ENTER** to accept. If a *'3'* is entered, all requisition lines are displayed with issued quantities identical to the original order quantities. Enter the issue date, packing/reference#, if any, and the receiver#. If no changes need to be made to the quantities, units of measure, and/or unit cost, press **ENTER** to accept. If any changes ARE required to any of those fields, make the changes and press **ENTER**. The Requisition Issues Maintenance screen reappears, showing the new receipt with a status of *In Progress*.

A Requisition Issues Edit should be printed and carefully checked for any errors prior to approval.

CHANGING/DELETING/APPROVING AN ISSUE

An *In Progress* issue can be changed, deleted or approved using options *'1', '4'* or *'7'* in the **OPT.** field. Changing or updating an issue allows the operator to change any information (date, receiver, quantities issued, cost) on the receipt. Deleting an unapproved issue allows the operator to cancel the issue, resetting the issued quantities to zero. Approving an issue completes the processing of that issue. No further changes can be made to an issue once it has been approved. The approved issue(s) for a specific requisition remain on the Requisition Issue Maintenance screen until the requisition is completely issued, OR until outstanding UNISSUED quantities are canceled using the Requisition Cancellation menu option.

G/L EDIT AND POSTING OF APPROVED ISSUES

Once a requisition issue has been approved, (and assuming that all of the G/L expense account data has been entered) a G/L Edit can be printed using option *'8'* in the **OPTION** field. The edit lists the debit Corp/Div/Dept/Acct information for each issued item. If a MAD# has been used to expense a line item, the MAD# distribution data is listed beneath the line item with the appropriate percentage allocations. The calculated values ARE NOT printed for the allocations.

To post the approved requisition issue to the G/L posting file, use option *'9'* in the **OPTION** field. (In order to post an approved issue, all of the G/L debit data for each line item must have been entered. If it has not yet been entered, return to Requisition Entry/Update to key it in using the **F21-G/L Info** key for each line). This flags the issue as being ready to post to the General Ledger using menu option 21, Requisition G/L Posting/Update.

REQUISITION ISSUE EDIT

This report prints an edit listing of the requisition issues for all or selected corporations and warehouses for a selected date range. Both *In Progress* and *Approved/Posted* issues are included.

REQUISITION CANCELLATIONS

Printed and sent requisitions can only be deleted from the system using this menu option. An entire requisition can be deleted, meaning that no issues have been processed and approved, individual lines within a requisition can be deleted, OR outstanding UNISSUED lines can be deleted, leaving previous approved issues intact. Once a requisition has been received in full, it will not appear in this job for cancellation.

After entering the Corp/Warehouse/Dept for which to cancel a requisition, all printed/sent requisitions that have not yet been received in full are displayed. Key a *'2'* in the **OPT.** field to view the lines to be canceled - this then displays the REMAINING UNISSUED lines and quantities. Key a *'4'* next to each line to be canceled/deleted and press **ENTER**. The line(s) selected for deletion are redisplayed for verification. Press **F20** to accept your selection and delete those lines, **F12** to cancel, or key a *'4'* next to the individual line(s) NOT to be deleted.

REQUISITION ORDER INQUIRY

This menu option allows the operator to inquire as to the PO# on which a specific requisitioned product was ordered. Using this job, a user can tell whether his requisitioned items have indeed been ordered.

PO DEPARTMENT MAINTENANCE

The P.O. Department file contains the department numbers and names of the valid purchasing entities used in the Requisition subsystem. These departments do not necessarily correspond to the G/L departments. This is the same job as found on the Purchasing File Maintenance menu. The Inquiry and File Listing programs follow on the menu.

DEPARTMENT/PRODUCT PROFILE MAINTENANCE

The Department/Product Profile allows the operator to enter the most commonly ordered inventory products for each active PO department. This departmental profile is used in the Requisition Quick Line Entry program to facilitate requisition entry by only requiring the operator to enter the order quantities for the desired products.

Once a profile has been created, it can be changed, deleted and even copied to another department using the Copy Department Profile menu option.

COPY DEPARTMENT/PRODUCT PROFILE

This program copies the Dept/Product profile of one department to another. This can be used to create identical or almost identical profiles for multiple departments, as well as add to an existing profile based on another department. Simply enter the FROM and TO department numbers and indicate whether to update existing products in the TO department and press **ENTER**. A new or revised profile is created immediately.

CHANGE REQUISITION WAREHOUSE PRINTER

This program allows the user to specify the printer at which the *'Sent'* requisitions are to be printed. Most often, this printer is located in the warehouse.

CREDIT ACCOUNT DEFAULTS

This file contains the offsetting credit accounts to be used when posting requisition issue debits to the G/L. There can be up to 3 different credit accounts. Consult with your DAPREX representative before making any entries to this file.

CHANGE NON-POSTED TO POSTED

This program allows the user to change the posting status of individual approved BUT NOT YET POSTED requisition issues. The operator can select NOT TO POST individual issues for a specific Corp/Warehouse/Dept simply by keying a *'Y'* in the **G/L POSTED Y/N** field next to those records. If at a later point in time you DO want to post those issues, you must use the menu option allowing you to change posted issues to non-posted issues.

CHANGE POSTED TO NON-POSTED

This program allows the user to change the status of ALREADY posted requisition issues back to non-posted. This option should be used ONLY if the Requisition Posting procedure was interrupted or out of balance in any way, (see the section entitled Requisition Repost Procedure for further details), OR if you flagged non-posted requisition issues as posted and now want to reverse the process. The status can be changed by keying an *'N'* in the **G/L POSTED Y/N** field. If the status needs to be changed back at some point, use the menu option allowing you to change non-posted issues to posted issues.

LIST UNUSED PRODUCTS

This option prints a list of all products that have NOT been requisitioned within a user specified time period.

MAINTAIN PO ORDER INFORMATION

This option allows the operator to change the PO# and/or line# assigned to a requisitioned item if in error.

REQUISITION/PO DEFAULT AGENT ID

This option allows you to designate the default purchasing and approving agent# to be used when automatically creating a PO from a requisition.

REQUISITION G/L POSTING EDIT

This menu option prints an edit list of the G/L postings to be made as a result of Requisition Issues. It can be run for a range of dates or all dates.

REQUISITION G/L POSTING UPDATE

This menu option calculates and posts the approved and flagged for posting Requisition Issues to the G/L. It prints a final version of the Requisition G/L Posting report as well as a G/L Journal Entry Final Edit listing all of the postings. (The offsetting credit accounts that are used have been set up through menu option #14, Req. G/L Credit Account Defaults.

The operator enters the Corp# for which to post to the G/L as well as the month end closing date. All approved issues PRIOR to this date will be posted to the accounting period that closes on the date entered here. If there are certain approved issues that you DO NOT WANT to post at this time, use menu option 15, Change G/L Posted - Setup to flag the appropriate issues as NOT TO BE POSTED.

REQUISITION REPOST

This menu option allows you to RESET the posting status of the last batch of approved requisition issues when an abnormal interruption of the posting procedure occurred or an out of balance batch of G/L entries was created. The first thing to do when running this job is to press **F15** to run the Query. This Query procedure lists the last batch of submitted requisition issues that will be made available for reposting. This list should be carefully checked before proceeding. If it is correct, press **F20** to run the procedure changing the 'Posted' flag in each record back to 'Non-Posted' so that the batch can be reposted. Now use the Requisition G/L Post/Update option to repost that batch of approved issues.

CREATE DEPT. PROFILE FROM PRODUCT MASTER

This option adds ALL active products in the Product Master file to the Department Profile, eliminating the need to add all of the products to the profile manually.

REQUISITION G/L INQUIRY

REQUISITION ISSUE RETURNS

This option allows you to enter merchandise returns from an issued requisition, in effect creating a negative issue, increasing inventory levels and creating a reversing entry to the G/L. Returns can ONLY be processed for requisitions that have issues. Upon selection of the job the following screen appears. Enter the appropriate data and press **ENTER** to proceed.

```
          PROCESS RETURNS

CORPORATION (*) . .        1
WAREHOUSE . (*) . .        1
DEPT# (*) . . . . . . . . .        5
REQ #  . . . . . . . . . . .       42
```

The following screen now appears showing all issues against this requisition.

```
POIA93          PROCESS REQUISITION ISSUES RETURNS


        CORPORATION . . . :     1   DAPREX, INC.
        WAREHOUSE . . . . :     1   DAPREX WAREHOUSE
        DEPARTMENT  . . . :     1   DEPT 1
        REQUISITION # . . :     1   REQ DATE:  11/20/00

        POSITION TO . . .       (ISSUE #)
1=
SEL    ISSUE #     DATE        QTY ISSUED      AMOUNT ISSUED
          1       11/20/01         300              7,471.64
```

Select the issue against which to enter a return by keying a *'1'* and **ENTER** in the **SEL** field on the far left of the screen. On the screen below enter the return date, the packing list# (optional), the receiver# and the quantity returned and press **ENTER** and **F20** to accept. A negative issue is created, the inventory quantities are adjusted by the returned quantity and a reversing G/L entry is created.

POIA93	PROCESS REQUISITION ISSUES RETURNS		3/20/02

CORPORATION . . . : 1 DAPREX, INC.
WAREHOUSE . . . . : 1 DAPREX WAREHOUSE
DEPARTMENT . . . : 1 DEPT 1
REQUISITION # . . : 1 REQ DATE: 11/20/00 QTY ISSUED 300
RECEIPT (ISSUE) # : 2 ISS DATE: 11/20/00 AMT ISSUED 7,471.64
RETURN DATE . . .
PACKING LIST . . (OPTIONAL)
RETURNED BY (*) .
POSITION TO . . (LINE #)

LN#	PROD#	DESCRIPTION	QTY ISSUED	U/M	PRICE	QTY RETURN
1	10	TYLENOL CAPLETS 50	100	EA	12.4564	
2	20	PENTEL STAPLER HEA	100	CS	48.0000	
3	30	GE TOASTMATIC	100	EA	14.2600	

PO/AP MENU

The PO/AP menu contains the following options.

1. PO/AP MAINTENANCE
2. PO/AP VOUCHER REVIEW
3. PO/AP VOUCHER EDIT
4. PO/AP VOUCHER UPDATE

6. SET DEFAULT FREIGHT G/L CHARGE FOR PO/AP RECEIPTS

11. PO/AP FILE LISTING

Each of these options is discussed in detail on the following pages. Refer to the On-line HELP text for further explanations of individual fields.

PO/AP MAINTENANCE

This menu option provides the means to prepare an approved P.O. receipt into an A/P invoice information record by entering the invoice#, date and G/L expense posting data. Freight and other miscellaneous charges that appear on an invoice may be entered here as well. This creates 'A/P Information Records' which are subsequently posted to an A/P batch. The batch is then posted using the normal A/P edit and update programs that can be found on this menu.

If some or all A/P invoice information records were created during P.O. Receipts Entry, those records are already in this file and have only to be posted to A/P at the appropriate time. Any receipts for which invoice information records were NOT created during Receipts Entry must be processed here.

The first step is to add a payment at the PO/AP Maintenance screen. After entering the Corp/Warehouse and pressing **ENTER**, press **F10** to display the receipt/A/P data entry screen. See below.

```
POFM22        PURCHASE ORDER RECEIPT/INVOICE MAINTENANCE

 KEY PO#, SEQ#, RECEIPT#, THEN PRESS ENTER TO RETRIEVE DEFAULTS. THEN F15.
--------------------------------------------------------------------------------
CORP . . :   1   DAPREX, INC.
WHSE . . :   1   DAPREX WAREHOUSE
--------------------------------------------------------------------------------
PO # (*) :        -          A/P VENDOR:
RCT# (*) :    LN#:      RCT DATE:   0/00/00
--------------------------------------------------------------------------------
INVOICE NUMBER . . . . . :   ________   INVOICE DATE . . . . . . :  ________
A/P COMMENT  . . . . . . :   ____________________
--------------------------------------------------------------------------------
   RECEIPT AMOUNT/DESC  . . :    ________________
 G/L (*): CRP    DIV    DPT    JOB#     ACCT      MAD
   FREIGHT AMOUNT/DESC  . . :    ________________
 G/L (*): CRP    DIV    DPT    JOB#     ACCT      MAD
   OTHER AMOUNT/DESC  . . . :    ________________
 G/L (*): CRP    DIV    DPT    JOB#     ACCT      MAD

   INVOICE TOTAL  . . . . . :
                         ================
F4=SEL(*)   F8=GET G/L DFLTS  F12=PREVIOUS  F15=CREATE A/P INFO RECORD
```

After entering the PO# and receipt# (and line# if using the Extended Interface), for which to enter the A/P data, press **ENTER** to retrieve the receipt/line total, and G/L expense Corp/Div/Dept/Acct from the purchase order, if any. Now enter the invoice# and date, an AP Comment if desired, a receipt description, if desired, and appropriate freight and other charges along with the G/L expense data and descriptions for those charges. If using the Extended Interface, this process must be repeated for each line of the receipt. (If Corp. specific profile #95 - Receipt Change, is set to *'Y'*, the receipt amount can be changed in this program.) When all of the necessary data has been keyed, press **F15=Create A/P Information Record** to finalize the entry. The screen returns to the PO/AP Maintenance screen with the just completed record displayed along with its invoice total. After an invoice record has been processed, it can be posted to the A/P Batch #99 with any other existing records. Whenever you decide to post to Batch #99, (whether it is one or many invoices) key a *'7'* next to each record and press **ENTER**. To post ALL of the displayed records, press **F15=Select All Entries to be Posted**. (Any previously created Batch #99 must have already been updated to the accounts payable. The system does not allow you to post additional records to an existing Batch #99.) You are then prompted to enter the A/P Corp#, Credit Account# and Accounting Period to which the batch should be posted. At this time you may also delete a previously selected entry from being posted to Batch #99 by keying a *'4'* into the **OPTION** field to the left of each record. To proceed, press **F20** to accept the displayed records. All of the selected records are now transferred to A/P Batch #99 and can be accessed through menu option #2, PO/AP Voucher Review.

PO/AP VOUCHER REVIEW

This menu option is identical to A/P Voucher Entry except that Batch #99 has already been created. You can review the batch by keying in batch 99 and the Corp# for which it was created. Any changes can be made at this point if necessary. For all update and delete functions, refer to the section entitled, A/P Voucher Entry, in the DAPREX Accounts Payable manual.

PO/AP VOUCHER EDIT

This menu option is identical to the A/P Voucher Edit found on menu DXAP01. Refer to the Accounts Payable manual for further instructions. If Corp. Profile #100, In PO/AP Voucher Edit, Sequence by PO#, is set to ‘Y’, the edit prints in purchase order# sequence rather than line# sequence.

PO/AP VOUCHER UPDATE

This menu option is identical to the A/P Voucher Update found on menu DXAP01. Refer to the Accounts Payable manual for further instructions.

SET DEFAULT FREIGHT CHARGE FOR PO/AP RECEIPTS

This menu option allows the entry of a default Corp/Div/Dept/Acct/Job for the posting of PO freight charges.

PO/AP FILE LISTING

This menu option prints a list of all records in the PO/AP Maintenance File (#1 on the menu) that have not yet been moved to an Accounts Payable batch. The listing should be checked carefully before proceeding. Upon selection of this option select the desired Corp/Warehouse.

ON ORDER INQUIRY

This inquiry provides On Hand and On P.O. quantities along with the supporting purchase order detail for any product. After keying the Corp/Warehouse/Product#, the On Hand and On P.O. are displayed. Each outstanding purchase order line for the product is also shown along with the quantity order and received (if partial), and the expected date of receipt. See sample screen below.

```
POIA50          PURCHASING INQUIRY - BY PRODUCT

 CORP . . . . . :    1            DAPREX INC.
 WHS  . . . . . :    1            COMMERCE RD.
 PROD # (*) . . :  22               GIFT WRAP PAPER - ROLL - CHRISTMAS

   U/M    ON HAND   ON P.O.   ON ORDER   AVAIL TO SELL       COST
   CS        559              5          0000006             553          $143.00

 VENDOR VENDOR NAME                   P.O. #  LN#  EXPDATE  PO DATE
   123 NEWTOWN QUALITY REPRODUCTIONS     1259    5   2/15/94  1/04/95
       QTY ORD:        2      U/M: CS            QTY RCVD:          FOR ORDER#:
       COMMENT:                                  FOR CUST #:
 ------------------------------------------------------------------------------------
   124 NEWTOWN CRAFT DESIGNS           1261    5   1/15/95  1/05/95
       QTY ORD:        1      U/M: CS            QTY RCVD:          FOR ORDER#:
       COMMENT:                                  FOR CUST #:
 ------------------------------------------------------------------------------------
 19500 W. DUNN INC.                 1262   13   1/16/95  1/05/95
       QTY ORD:        1      U/M: CS            QTY RCVD:          FOR ORDER#:
       COMMENT:                                  FOR CUST #:
```

CUSTOM FUNCTIONS

The Custom Functions Menu contains specific user requested functions, reports etc. The menu appears as below.

1. REQUISITION ISSUES SUMMARY
2. REQUISITION ISSUES USAGE FOR SELECTED DEPTS
3. REQUISITION ISSUES USAGE FOR SELECTED DEPTS/PROD TYPES

Each option is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

REQUISITION ISSUES SUMMARY

This report provides a summary of total dollar amounts issued to each department during a selected date range. The dollars for each department are broken down by product type and totaled for each department. Upon selection of this menu option the operator is prompted to enter the starting and ending dates for the report. After the dates have been keyed, press **ENTER** to submit the report.

REQUISITION ISSUES USAGE FOR SELECTED DEPTS.

This report provides the detailed product usage for all or selected departments during a selected date range.

REQUISITION ISSUES USAGE FOR SELECTED DEPTS/PROD. TYPES

This report provides the detailed product usage for all or selected departments and/or product types during a selected date range.

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