

Purchase Order/Receiving

Release 2.0

User's Manual

for the AS/400

A Product of

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# System Description

## Introduction

The purpose of this manual is to provide you with a step-by-step approach towards using the features of this package as a stand-alone purchasing/receiving system or as part of a complete distribution system.

You will be provided with sufficient information to:

1. Understand the functions of each menu option in the package,
2. Perform the installation tasks, and
3. Operate the system in an efficient, productive manner.

Part 1 of this manual, INSTALLATION AND OPERATION, covers all of the above.

Part 2 of the manual, SYSTEM DOCUMENTATION, contains detailed reference material describing the reports, programs, procedures, and menus used in *Purchase Order/Receiving*. This information will aid a programmer in customizing the package, should you decide to do so.

## Disclaimer of Warranty

This software and manual are sold as is. Acclaim Software or any distributor of this package does not warrant that the software will meet the user's requirements, and can assume no liability for the misuse of any part of the package. It is the user's responsibility to determine if the programs, procedures, and other information are suitable for the user's needs. The user should back up files and libraries periodically to insure against a loss of information.



## System Description

### Package Features

- \* Multi-company capability
- \* Full interface to CSS *Inventory Control*, or may be used as a stand-alone system
- \* On-line entry and editing of purchase orders and receipts
- \* Automatic and/or manual assignment of purchase order numbers
- \* Purchase order entry allows for terms, FOB point, ship via, buyer, override ship-to, date needed, delivery date, requested by, authorized by, order discount percentage, vendor's item number, fractional quantities, and more
- \* Three different types of line items:
  - Inventoried/Non-Inventoried items
  - Miscellaneous charges
  - Comments
- \* Purchase orders printed on standard multi-purpose forms
- \* On-line inquiry of purchase orders and purchases/receipts history
- \* Vendor master file includes contact name, phone number, and default entries for terms, FOB point, and order discount percentage
- \* Orders may be canceled or modified prior to receiving
- \* Open or blind receipts entry
- \* Allows for receipt of partial shipments
- \* Reports for:
  - New order edit
  - Purchase order approvals
  - Vendor master file
  - Open purchase order
  - Overdue items
  - Receiving report
  - Purchases/Receipts history
  - Vendor labels
  - Proof lists of all on-line file maintenance
- \* Reports include multiple sort options with company selection criteria
- \* All files are externally defined so that user may create their own reports with Query, SQL, etc.

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### What's New in This Release

#### - Application options:

Specify a default company code for all entry and inquiry screens

Option to use a single transaction file or the current method of using a separate transaction file for each user.

#### - Data dictionary:

Default entries may be specified for item and transaction entries.

Option to skip certain entry fields on item and transaction entry screens.

#### - User may exit program from directory list screens.

#### - Purchase order form may be printed in two different form sizes.

#### - All programs have been modified to accept and process dates past 12/31/99.

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### Installation Checklist

The entire *Purchase Order/Receiving* library (named CSSPO) is contained on 2 diskettes or 1 tape. This includes the complete source code.

#### **NEW INSTALLATION:**

1. Mount the first diskette or tape
2. Enter: RSTLIB SAVLIB(CSSPO) DEV(device name)
3. If you DO NOT have the *Inventory Control* or *Order Entry/Invoicing* software installed, enter the following:

Enter: RSTLIB SAVLIB(CSSDATA) DEV(device name)

4. Enter: CALL CSSPO/INSTALL
5. If you are upgrading from Version 1.0 which runs in the S/36 environment, enter the following:

Enter: CALL CSSPO/CONVERT

#### **INSTALLING A NEW RELEASE:**

1. Save the existing *Purchase Order/Receiving* library. Mount a diskette or tape and key the following:

Enter: SAVLIB LIB(CSSPO) DEV(device name)  
SAVLIB LIB(CSSDATA) DEV(device name)

2. Rename the existing *Purchase Order/Receiving* library and data library to a different name. Key the following:

Enter: RNMOBJ OBJ(CSSPO) OBJTYPE(\*LIB) NEWOBJ(CSSPOOLD)  
RNMOBJ OBJ(CSSDATA) OBJTYPE(\*LIB) NEWOBJ(CSSDATAOLD)

3. Mount the first diskette or tape
4. Enter: RSTLIB SAVLIB(CSSPO) DEV(device name)
5. If you DO NOT have the *Inventory Control* or *Order Entry/Invoicing* software installed, enter the following:

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Enter: RSTLIB SAVLIB(CSSDATA) DEV(device name)

6. Enter: CALL CSSPO/INSTALL

When you are satisfied that the new release is operating properly, you can delete the renamed *Purchase Order/Receiving* library CSSPOOLD, and data library CSSDATAOLD.

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### Getting Started

Once you have installed the CSSPO library, you may sign on to CSSPO using either of two methods. Method one is to sign off of the current session and sign back on to library CSSPO, menu PO. The second method is to simply enter the command STRPO while signed on to any library. The following menu should appear.

```
PO                ** PURCHASE ORDER/RECEIVING **
                  Release 2.0
                  Main Menu
```

Select one of the following:

1. File maintenance menu
2. Processing menu
3. Inquiry menu
4. Reports menu
5. Utilities menu
  
20. Application options
50. Applications menu
  
90. Sign off

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```
Selection or command
===>
```

The following menu options are available:

1. Displays the File Maintenance menu named PO1. From this menu, you can make selections regarding the maintenance of company, vendor, closed purchase order, and history files.
2. Displays the Processing menu names PO2. From this menu, you can make selections regarding the entry, approval, and printing of purchase orders, as well as the entry, edit, and update of receipts against open purchase orders.
3. Displays the Inquiry menu named PO3. From this menu, you can make selections

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to display purchase order and purchases/receipts history data.

4. Displays the Reports menu named PO4. From this menu, you can print various purchasing and receiving analysis reports.
5. Displays the Utilities menu named PO5. From this menu, you can backup and restore master files and the CSSPO library.
20. Enter or revise options which control the operation of the application.

The following is the sequence of steps that we recommend you take in getting started using this package.

1. Enter application options, if applicable. (Main menu option #20)
2. Set data dictionary options, if applicable. (Utilities menu option #10)
3. Add all companies. (Maintenance menu option #1)
4. Add all vendors. (Maintenance menu option #2)
5. If you wish to enter receipts for purchase orders which are currently open (i.e. still contain items to be received), you should enter all open purchase orders, print an edit to verify your data entry, and approve all orders. Next, enter all partial receipts for these past orders. This will bring you up to date for future receipts. Previously closed purchase orders (those that have been completely received) may also be entered and received if you desire to have this information available for inquiries and reports, however it is not necessary.
6. At this point you may begin entering, approving, and printing daily purchase orders. Receipts for these orders as well as past orders (those you entered in step #3 above) may also be entered and updated on a periodic basis.

If you need help while using any of the on-line entry programs, pressing the HELP key will display an instructional screen describing that particular program. You may also display help screens from menus and prompt screens.

**Please note:** All prompt screens (screens displayed before printing reports or running batch processing jobs) initially display default options for those entries that are required. If you change these options, the next time you run that job, your previous entries are displayed as the new default value

For example, if you need to print the Receiving report on output queue P3 with a forms number 1412, you would change the printer output queue and the forms

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name options to reflect these choices. The next time you run this report, your entries will be displayed. This allows you to set up default options for each report or job.

The next few pages of the manual discuss the features of each one of the menu options available.

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### Application options

\* Option #20 on the Main Menu (PO) menu

Set options to control the operation of the entire application.

#### **Explanation of entry fields:**

Default company code                   Enter a 3 character alphanumeric code to specify the  
  default company code for all entry screens. This entry is required.

Use a single transaction           Enter Y to use a single transaction file for  
file? (Y/N)                           all users, or enter N to use a separate transaction file for  
  each user ID.

#### **Explanation of command and function keys available:**

F3                                    End the job.



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### File maintenance menu

From this menu you can make selections regarding the maintenance of company, vendor, closed purchase order, and history files.

PO1                   \*\* PURCHASE ORDER/RECEIVING \*\*  
                          File Maintenance Menu

Select one of the following:

1. Company master
2. Vendor master
3. Remove deleted vendors
4. Purge closed purchase orders
5. Purge purchases/receipts history

90. Sign off

Selection or command  
===>

The following menu options are available:

1. Add, update, or delete company(s) using this system.
2. Add, update, or delete (flag) vendors.
3. Remove vendors that have been flagged for deletion.
4. Remove closed purchase orders from the PO master file. You must enter a beginning and ending date to purge.
5. Remove purchases/receipts from the history file. You must enter a beginning and ending date to purge.

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### Company master maintenance

\* Option #1 on the File Maintenance (PO1) menu

Add, revise, or delete company(s) using the purchase order/receiving system.

#### **Explanation of entry fields:**

Company code                      Enter a 3 character alphanumeric code to identify this company. This entry is required.

Company name                      Enter the company name.

Address, City                      Enter the company address, city, state and zip  
State, Zip                      code.

Ship to Address,                      Enter the ship to address, city, state and zip  
City, State, Zip                      code. This address will print as the "SHIP TO" address on your purchase orders unless an override ship to address is entered on that purchase order. If these entries are blank and an override is not entered, the company address defaults as the "SHIP TO" address on the purchase order.

Automatic PO                      Enter Y if you wish to automatically number your  
numbers?                      purchase orders as they are added. The default is N.

Next PO number                      If you entered Y in the previous field, you must enter the next PO number to use. This entry is updated as purchase orders are added, and may be changed at any time.

Print company and                      Enter Y to print the company name and address on  
address on PO?                      your purchase order forms. If your forms are pre-printed with the company name, you should enter N in this field. The default is N.

Use blind                      Enter Y if you wish to enter receipts without  
receipts entry?                      displaying the quantity ordered, unit cost, previous receipts, and current quantity on order. This technique is sometimes used to insure that receiving personnel actually count the items received without prior knowledge of quantities ordered or due. The default is N.

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### **Explanation of command and function keys available:**

F3                   End the job.

F4                   Display an alphabetized directory of all companies that have been entered. You may select a company from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the company you want. Then, enter the line number of that company.

F12                 Return to the company code entry screen.

F23                 Delete this company.

HELP key           Displays a help screen.

ROLL UP            Pages the company directory forward.

ROLL DOWN          Pages the company directory backward.

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### Vendor master maintenance

\* Option #2 on the File Maintenance (PO1) menu

Add, revise, or delete (flag) vendors.

#### **Explanation of entry fields:**

Vendor number                    Enter up to 8 alphanumeric characters for this vendor. This entry is required.

Delete code                    If the vendor has been deleted, a 'D' will be displayed. The vendor is not removed from the file until menu option #3 is run. To un-delete this vendor, replace the 'D' with a blank.

Vendor name                    Enter the vendor name.

Address, City                    Enter the address, city, state, and zip code for  
State, Zip                    this vendor.

Contact name                    Enter the name of a person or department to contact at this company.

Phone number                    Enter the vendor's telephone number. No particular format is required.

Payment terms                    Enter the terms used by this vendor. These terms are the default for this vendor during P/O entry and may be overridden at that time.

FOB point                        Enter the FOB point for this vendor. This FOB point is the default for this vendor during P/O entry and may be overridden at that time.

Order discount %                Enter a discount (if any) offered by this vendor. This may refer to a discount for early payment, a volume discount, etc. This discount is the default for this vendor during P/O entry and may be overridden at that time. Two decimal places are allowed.

#### **Explanation of command and function keys available:**

F3                                End the job.

F4                                Display an alphabetized directory of all vendors that have been entered. You may select a vendor from this directory for editing. Roll forward

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and backward or position the directory (alpha search) until you find the vendor you want. Then, enter the line number of that vendor.

F12	Return to the vendor number entry screen.
F23	Delete (flag) this vendor.
HELP key	Displays a help screen.
ROLL UP	Pages the vendor directory forward.
ROLL DOWN	Pages the vendor directory backward.

If vendors are added or revised, the following prompts are displayed after the job is ended. You have the option of printing added and/or revised and deleted vendors.

### **Explanation of screen prompts:**

Print added vendors added during this session.	Enter *YES if you wish to print vendors added during this session. The default is *YES.
Print updated/deleted vendors or deleted during this session.	Enter *YES if you wish to print vendors updated or deleted during this session. The default is *YES.
Printer output queue place this report on.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

### **Explanation of command and function keys available:**

F3	Cancel this job.
----	------------------

## System Description

### Remove deleted vendors

\* Option #3 on the File Maintenance (PO1) menu

Remove vendors that have been deleted (flagged) from the master file.

#### **Explanation of screen prompts:**

Run in batch  
batch mode. The default is \*YES.

Enter \*YES if you wish to run this job in

Job queue  
the job queue to run

If you entered \*YES to run in batch, enter

#### **Explanation of command and function keys available:**

F3                   Cancel this job.

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### Purge closed purchase orders

\* Option #4 on the File Maintenance (P01) menu

Remove closed purchase orders from the PO master file within a range of dates. Deleted or cancelled purchase orders are also removed.

#### **Explanation of screen prompts:**

Beginning date to purge wish to remove.	Enter the date of the first purchase orders you
Ending date to purge you wish to remove.	Enter the date of the last purchase orders
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run	If you entered *YES to run in batch, enter

#### **Explanation of command and function keys available:**

F3	Cancel this job.
----	------------------



## System Description

### Purge purchases/receipts history

\* Option #5 on the File Maintenance (PO1) menu

Remove purchase and receipt transactions from the history file within a range of dates. Only closed items are removed.

#### **Explanation of screen prompts:**

Beginning date to purge wish to remove.	Enter the date of the first transactions you
Ending date to purge you wish to remove.	Enter the date of the last transactions
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run	If you entered *YES to run in batch, enter

#### **Explanation of command and function keys available:**

F3	Cancel this job.
----	------------------

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### Processing menu

From this menu you can make selections regarding the entry, approval, and printing of purchase orders, as well as the entry, edit, and update of receipts against open purchase orders.

PO2                   \*\* PURCHASE ORDER/RECEIVING \*\*  
                          Processing Menu

Select one of the following:

1. Purchase order entry
2. Print new order edit
3. Approve purchase orders
4. Print purchase orders
5. Revise/Cancel open purchase orders
6. Reprint purchase orders
7. Receipts entry
8. Print receipts edit
9. Receipts update
  
90. Sign off

Selection or command

====>

The following menu options are available:

1. Add, revise, or delete a new purchase order.
2. Print an edit of all new purchase orders awaiting approval.
3. Approve all new purchase orders.
4. Print all approved purchase orders not previously printed.
5. Revise or cancel an open purchase order.

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6. Reprint one or more open purchase orders.
7. Enter receipts against open purchase order quantities.
8. Print an edit of receipts entered.
9. Update receipts entered.

## System Description

### Purchase order entry

\* Option #1 on the Processing (PO2) menu

Add, revise, or delete a new purchase order.

#### **Explanation of entry fields:**

For purchase order heading .....

Company code                      Enter a valid company code. During entry, this field is automatically duplicated from the previously entered purchase order, however you may press CMD 12 to page back and change the company at any time.

Purchase order number    Enter a P/O number to identify this order. During ADD mode, if this company was set up to use automatic P/O numbers, the next available P/O number will appear. This number may be entered or changed. If the number is changed, the automatic P/O number for this company is not incremented. This entry is required.

Delete code                      If the purchase order has been deleted, this field will be displayed with a 'D'. To un-delete this purchase order, enter a blank.

Vendor number                    Enter a valid vendor number. During ADD mode, default entries for terms, FOB, and discount % will be displayed and may be overridden.

Ship to: Name, Address    Enter an override ship to location for this City, State, Zip            order. This address overrides the ship to address used by this company.

Ship via                            Enter a shipping method or routing.

FOB point                            Enter a freight on board point to define whether you or the vendor will be responsible for freight charges.

Payment terms                    Enter the payment terms required by this vendor.

Order discount %            Enter a discount (if any) offered by this vendor. This may refer to a discount for early payment, a volume discount, etc. Two decimal places are allowed.

Buyer                                    Enter the name of the buyer for this company.

Requested by                    Enter the name of the person or department requesting

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the purchase order.

Authorized by                      Enter the name of the person or department authorizing  
the purchase.

Purchase order date              Enter the date of this order. The default is today's  
date. This entry is required.

Date needed                      Enter the date the goods are required.

Delivery date                    Enter the expected delivery date of the goods.

**Please note:** Upon entering the basic heading information for the purchase order, you are prompted for a line number. Purchase orders may contain up to 999 lines using any of three possible line types: I-item, M-miscellaneous charge, or C-comment.

Line number                      Enter a line number to identify this item, misc. charge, or  
comment. We suggest that you number your lines in such a way as to leave room  
for the insertion of other lines if necessary. For example, 10,20,30,40,etc.  
This entry is required.

Delete code                      If this line has been deleted, this field will be displayed  
with a 'D'. To un-delete this line, enter a blank.

Line type                        Enter one of three possible line types:I,M,C

For item line type .....

Item number                      Enter the item number associated with this item. If you  
have the CSS *Inventory Control* package installed, the item master file will be  
searched for this item. If found, the item's vendor item number, description,  
unit of measure, and last unit cost will be displayed and may be overridden.

Vendor's item number            Enter the item number used by the vendor. If entered,  
the vendor's item number is printed on the purchase order. Otherwise, your item  
number is printed.

Description                      Enter a description of the item. If more space is needed,  
simply continue the description on a comment line type.

Quantity ordered                Enter the quantity ordered. Two decimal places are allowed.

Unit of measure                 Enter the unit of measure.

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Unit cost                                    Enter the unit cost per unit of measure. Although this entry is not required, this cost is used in reports and inquiries. Three decimal places are allowed.

For miscellaneous charge line type .....

Misc. description                    Enter a description of this misc. charge

Misc. amount                            Enter the amount of the misc. charge. Negative amounts may be entered by pressing the Field- key after entry. Two decimal places are allowed.

For comment line type .....

Comment                                    Enter the comment. This field is useful for shipping instructions, continuation of an item description, order confirmation info., etc.

Print comment?                            Enter Y to print the comment on the purchase order. Otherwise, the comment is for display only. The default is N.

### **Explanation of command keys available:**

F3	End the job.
F10	Switch to ADD mode.
F11	Switch to UPDATE mode.
F12	Return to previous entry screen.
F23	Delete this purchase order or line.
ROLL UP	Move forward through existing lines.
ROLL DOWN	Move backward through existing lines.

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### Print new order edit

\* Option #2 on the Processing (PO2) menu

Print an edit of all new purchase orders awaiting approval.

#### **Explanation of screen prompts:**

Print detail or summary                      Enter D to print all data entered for this purchase order, or S to print only basic and total information. The default is D.

Company code to print                      Enter a valid company code to print (blank for ALL)                      only the new orders for that company, or leave this entry blank to print for all companies. The default is to print all.

Run in batch                                      Enter \*YES if you wish to run this job in batch mode. The default is \*YES.

Job queue    If you entered \*YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue                      Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch                                      Enter the number of print lines per inch. The default is 6.

Characters per inch                              Enter the number of characters per inch. The default is 10.

Form type    Enter a special form type to use. The default is \*STD.

Copies    Enter the number of copies to be printed. The default is 01.

Hold spooled file                              Enter \*YES if you wish to hold the printout on the output queue for printing at a later time. The default is \*NO.

#### **Explanation of command and function keys available:**

F3                                      Cancel this job.

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### Approve purchase orders

\* Option #3 on the Processing (PO2) menu

Approve all new purchase orders.

#### **Explanation of screen prompts:**

Generate purchase transactions for Inventory Control      This prompt will appear only if you have the CSS *Inventory Control* library (CSSINV) installed on your system. Enter \*NO if you do not wish to create purchase transactions. These transactions are used as input to the inventory control package. The default is \*YES.

**Please note:** Purchase transactions created by this step are output to a transaction file just as if they were keyed using the inventory control transaction entry step. These transactions must be updated using option #3 on the inventory control processing menu.

Company code to print (blank for ALL)      Enter a valid company code to print only the new orders for that company, or leave this entry blank to print for all companies. The default is to print all.

Print approval listing      Enter \*YES if you wish to print a listing of all new purchase orders. The default is \*YES.

Run in batch      Enter \*YES if you wish to run this job in batch mode. The default is \*YES.

Job queue      If you entered \*YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue      Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch      Enter the number of print lines per inch. The default is 6.

Characters per inch      Enter the number of characters per inch. The default is 10.

Form type      Enter a special form type to use. The default is \*STD.



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Copies    Enter the number of copies to be printed.  
      The default is 01.

Hold spooled file                            Enter \*YES if you wish to hold the printout on  
      the output queue for printing at a later time. The default is \*NO.

### **Explanation of command and function keys available:**

F3    Cancel this job.

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### Print purchase orders

\* Option #4 on the Processing (PO2) menu

Print all approved purchase orders not previously printed.

**Please note:** This step prints purchase orders based on a preformatted multi-purpose form available through Moore® Business Forms, Uarco® Business Forms, and many other computer forms and supplies vendors. These forms are available unimprinted or imprinted with your company name, address, logo, etc. If you order an imprinted form, be sure to enter N to the company maintenance option regarding printing your company name and address on the PO.

#### **Explanation of screen prompts:**

Company code to print (blank for ALL) leave this entry blank to print for all companies.	Enter a valid company code to print the purchase orders for that company, or The default is to print all.
Form size to print a 8½" x 11" form.	Enter 1 to print a 8½" x 7" form. Enter 2 The default is 1.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

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**Explanation of command and function keys available:**

F3                    Cancel this job.

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### Revise/Cancel open purchase orders

\* Option #5 on the Processing (PO2) menu

Revise or cancel an open purchase orders.

This step will allow you to revise or cancel a purchase order which has been approved and possibly even printed. If receipts have been updated to this order, the order cannot be canceled, and vendor number or purchase order date may not be revised. Line types and/or item numbers may not be revised. If you must correct an item number, you should delete that line and add a new line containing the correct item number. The entry fields and command/function keys are the same as those detailed under option #1 of this menu. Refer to that section of this manual for more information if needed.

If you have the CSS *Inventory Control* library (CSSINV) installed on your system, the following prompt will appear prior to entry:

#### **Explanation of screen prompts:**

Generate transactions for Inventory Control transactions. These transactions are used as input to the inventory control package. The default is \*YES. Enter \*NO if you do not wish to create purchase and/or on order adjustment transactions.

**Please note:** Transactions created by this step are output to a transaction file just as if they were keyed using the inventory control transaction entry step. These transactions must be updated using option #3 on the inventory control processing menu.

#### **Explanation of command and function keys available:**

F3 Cancel this job.

## System Description

### Reprint purchase orders

\* Option #6 on the Processing (PO2) menu

Reprint one or more open purchase orders.

**Please note:** Only open orders that have printed (option #4) may be reprinted. This option is useful when purchase orders jam in the printer or are lost in the mail.

#### **Explanation of screen prompts:**

Beginning Company code order you wish to reprint.	Enter the company code of the first purchase
Beginning P/O number first orders you wish to reprint.	Enter the purchase order number of the
Ending Company code purchase order you wish to reprint.	Enter the company code of the last
Ending P/O number order you wish to reprint.	Enter the purchase order number of the last
Print 'REPRINT' notation on purchase orders orders. The default is *YES.	Enter *NO to suppress the printing of the word 'REPRINT' on the purchase
Form size to print a 8½" x 11" form.	Enter 1 to print a 8½" x 7" form. Enter 2 The default is 1.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Form type default is *STD.	Enter a special form type to use. The
Copies	Enter the number of copies to be printed.

## System Description

The default is 01.

## System Description

Hold spooled file                               Enter \*YES if you wish to hold the printout on  
the output queue for printing at a later time. The default is \*NO.

### **Explanation of command and function keys available:**

F3                               Cancel this job.

## System Description

### Receipts entry

\* Option #7 on the Processing (PO2) menu

Enter receipts against open purchase order quantities.

#### **Explanation of entry fields:**

Company code                      Enter the company code. During entry, this field is automatically duplicated from the previously entered purchase order, however you may press CMD 12 to page back and change the company at any time.

**Please note:** If this company was set up for blind receipts entry (company file maintenance), quantity ordered, unit cost, previous receipts, quantity on-order, and date of last receipt will not be displayed while entering receipts.

Purchase order number      Enter the P/O number used to identify this order.

Line number                      Enter a line number for a type I line.

Delete code                      If this receipt has been deleted, this field will be displayed with a 'D'. To un-delete this receipt, enter a blank.

Quantity received              Enter the quantity received. If items are to be returned, those quantities should not be included in this amount. Two decimal places are assumed. Do not enter a decimal point.

Receipt cost                      Enter the unit cost per unit of measure. Although this entry is not required, this cost is used in reports and inquiries. Three decimal places are assumed. Do not enter a decimal point.

Quantity returned              Enter the quantity returned (if any). This entry is used in the vendor performance report and has no bearing on the quantity received or on order. Two decimal places are allowed.

Closed? (Y/N)                      Enter Y if this item has been completely received for this purchase order line. This also applies to those cases where the total receipts do not equal the quantity ordered. If this is a partial receipt and more of this line item is expected, you should enter N. The default is N.



## System Description

Date received                                Enter the date of this receipt. The default is today's date.

### **Explanation of command keys available:**

F3                                End the job.

F12                               Return to previous entry screen.

F23                               Delete this receipt.

ROLL UP                           Move forward through existing line items.

ROLL DOWN                       Move backward through existing line items.

## System Description

### Print receipts edit

\* Option #8 on the Processing (PO2) menu

Print an edit of receipts entered from this workstation.

#### **Explanation of screen prompts:**

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

#### **Explanation of command and function keys available:**

F3                      Cancel this job.

## System Description

### Receipts update

\* Option #9 on the Processing (PO2) menu

Update receipts entered from this workstation.

#### **Explanation of screen prompts:**

Generate transactions for Inventory Control                      This prompt will appear only if you have the CSS *Inventory Control* library (CSSINV) installed on your system. Enter \*NO if you do not wish to create receipt and/or on-order adjustment transactions. These transactions are used as input to the inventory control package. The default is \*YES.

**Please note:** Transactions created by this step are output to a transaction file just as if they were keyed using the inventory control transaction entry step. These transactions must be updated using option #3 on the inventory control processing menu.

Print update listing    Enter \*YES if you wish to print a report showing updates of receipts against purchases. The default is \*YES.

Run in batch    Enter \*YES if you wish to run this job in batch mode. The default is \*YES.

Job queue    If you entered \*YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue    Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch    Enter the number of print lines per inch. The default is 6.

Characters per inch    Enter the number of characters per inch. The default is 10.

Form type    Enter a special form type to use. The default is \*STD.

Copies    Enter the number of copies to be printed. The default is 01.

Hold spooled file    Enter \*YES if you wish to hold the printout on the output queue for printing at a later time. The default is \*NO.

## System Description

### Explanation of command and function keys available:

F3                    Cancel this job.

## System Description

### Inquiry menu

From this menu, you can make selections to display purchase order and purchases/receipts history.

PO3                   \*\* PURCHASE ORDER/RECEIVING \*\*  
                          Inquiry Menu

Select one of the following:

1. Purchase order
2. Purchases/Receipts history
  
90. Sign off

Selection or command  
===>

The following menu options are available:

1. Display purchase order information, including order status, reference fields, the extended costs for each item, and the order total.
2. Display a history of purchases and receipts for a particular item. Transactions are grouped by purchase order.

## System Description

### Purchase order inquiry

\* Option #1 on the Inquiry (PO3) menu

Display purchase orders.

#### **Explanation of entry fields:**

Company code                    Enter a valid company code.

P/O number                    Enter a valid purchase order number for this company.

#### **Explanation of command and function keys available:**

F3                                End the job.

F4                                Display an alphabetized directory of all purchase orders that have been entered. You may select an order from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the purchase order you want. Then, enter the line number of that order.

F12                              Return to the company code, P/O number entry screen.

HELP key                        Displays a help screen.

ROLL UP                         Move forward through lines.

ROLL DOWN                      Move backward through lines.

## System Description

### Purchases/Receipts history inquiry

\* Option #2 on the Inquiry (PO3) menu

Display purchase and receipt information. Transactions are grouped by purchase order.

#### **Explanation of entry fields:**

Company code                    Enter a valid company code.

Item number                    Enter an item number entered on a purchase order.

#### **Explanation of command and function keys available:**

F3                                End the job.

F4                                Display an alphabetized directory of all items that have been entered. You may select an item from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the item you want. Then, enter the line number of that item.

F12                              Return to the company code, item number entry screen.

ENTER                            Page forward another group of transactions.

HELP key                        Displays a help screen.

ROLL UP                         Pages the item directory forward.

ROLL DOWN                      Pages the item directory backward.

## System Description

### Reports menu

From this menu, you can print various purchasing and/or receiving analysis reports.

PO4                   \*\* PURCHASE ORDER/RECEIVING \*\*  
                          Reports Menu

Select one of the following:

1. Vendor master listing
2. Open purchase order report
3. Closed purchase order report
4. Receiving report
5. Purchases/Receipts history
6. Vendor performance report
7. Vendor labels
  
90. Sign off

Selection or command  
===>

The following menu options are available:

1. Print a master listing of vendors.
2. Print a listing of all approved purchase orders which contain items to be received. Overdue orders are noted.
3. Print a listing of all purchase orders that have been fully received.
4. Print a listing of items to be received. This report aids receiving personnel in forecasting and logging receipts.
5. Print a history of purchases and receipts for each item.



## System Description

6. Print an analysis of vendor performance based on purchase vs. receipts history information.
7. Print labels with vendor information listed.

## System Description

### Vendor master listing

\* Option #1 on the Reports (P04) menu

Print a master listing of vendor information.

#### **Explanation of screen prompts:**

Sort sequence vendor name. Enter 2 to sort by vendor number. The default is 1.	Enter 1 to print the report sorted by
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

#### **Explanation of command and function keys available:**

F3 Cancel this job.

## System Description

### Open purchase order report

\* Option #2 on the Reports (P04) menu

Print a list of purchase orders containing items to be received.

#### **Explanation of screen prompts:**

Company code to print    Enter a valid company code to print  
(blank for ALL)    only the purchase orders for that company,  
or leave this entry blank to print for all companies. The default is to print  
all.

Print only orders that    Enter \*YES to print only those  
orders are overdue    that were not received by their delivery  
date. Enter \*NO if you wish to print all orders with an asterisk beside those  
that are overdue. The default is \*YES.

Run in batch    Enter \*YES if you wish to run this job in  
batch mode. The default is \*YES.

Job queue    If you entered \*YES to run in batch, enter  
the job queue to run from. The default is QBATCH.

Printer output queue    Enter the name of the output queue to  
place this report on. This entry defaults to your default output queue.

Lines per inch    Enter the number of print lines per inch.  
The default is 6.

Characters per inch    Enter the number of characters per inch.  
The default is 10.

Form type    Enter a special form type to use. The  
default is \*STD.

Copies    Enter the number of copies to be printed.  
The default is 01.

Hold spooled file    Enter \*YES if you wish to hold the printout on  
the output queue for printing at a later time. The default is \*NO.

#### **Explanation of command and function keys available:**

F3    Cancel this job.

## System Description

### Closed purchase order report

\* Option #3 on the Reports (PO4) menu

Print a list of purchase orders that have been fully received.

#### **Explanation of screen prompts:**

Company code to print (blank for ALL) or leave this entry blank to print for all companies. The default is to print all.	Enter a valid company code to print only the purchase orders for that company, The default is to print all.
Beginning date to print (MMDDYY) wish to print.	Enter the date of the first purchase orders you wish to print.
Ending date to print (MMDDYY) wish to print.	Enter the date of the last purchase orders you wish to print.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file the output queue for printing at a later time. The default is *NO.	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

#### **Explanation of command and function keys available:**

## System Description

F3

Cancel this job.



## System Description

### Purchases/Receipts history

\* Option #5 on the Reports (P04) menu

Print a history of purchases and/or receipts for each item. Two different report formats are available. If both P & R (ALL) transaction types are printed (3rd screen prompt), a history of quantities ordered, received, and on order is printed. If only type P or type R is chosen, the extended cost of those purchases or receipts is printed.

#### **Explanation of screen prompts:**

Sort sequence number. Enter 2 to sort by vendor, by item number. The default is 1.	Enter 1 to print the report sorted by item number.
Company code to print (blank for ALL) this entry blank to print for all companies. The default is to print all.	Enter a valid company code to print only the items for that company, or leave this entry blank to print for all companies. The default is to print all.
Transaction type(s) to print (P,R or blank for ALL) and receipts. The default is blank.	Enter P to print purchases, R to print receipts, or blank to print both purchases and receipts. The default is blank.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch. The default is 6.
Characters per inch The default is 10.	Enter the number of characters per inch. The default is 10.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed. The default is 01.

## System Description

Hold spooled file                                 Enter \*YES if you wish to hold the printout on  
  the output queue for printing at a later time. The default is \*NO.

### **Explanation of command and function keys available:**

F3                                 Cancel this job.



## System Description

### Vendor performance report

\* Option #6 on the Reports (PO4) menu

Print an analysis of vendor performance based on purchases/receipts history.

**Please note:** This report shows an average order amount and total orders amount per vendor. These amounts do not include miscellaneous charges or order discounts.

#### **Explanation of screen prompts (1st screen):**

Company code to print                            Enter a valid company code to print  
(blank for ALL)                                  only for that company, or leave this entry  
blank to print for all companies.    The default is to print all.

Beginning date to analyze (MMDDYY)    Enter the date of the first purchase orders you  
wish to analyze.

Ending date to analyze (MMDDYY)            Enter the date of the last purchase orders  
you wish to analyze.

Run in batch                                      Enter \*YES if you wish to run this job in  
batch mode.    The default is \*YES.

Job queue                                        If you entered \*YES to run in batch, enter  
the job queue to run from.    The default is QBATCH.

Printer output queue                          Enter the name of the output queue to  
place this report on.    This entry defaults to your default output queue.

Lines per inch                                  Enter the number of print lines per inch.  
The default is 6.

Characters per inch                            Enter the number of characters per inch.  
The default is 10.

Form type                                        Enter a special form type to use.    The  
default is \*STD.

Copies    Enter the number of copies to be printed.  
The default is 01.

Hold spooled file                              Enter \*YES if you wish to hold the printout on

## System Description

the output queue for printing at a later time. The default is \*NO.

### **Explanation of command and function keys available:**

F3                    Cancel this job.

## System Description

### Print vendor labels

\* Option #7 on the Reports (P04) menu

Print labels with vendor name and address listed. File folder labels (label size 2) print vendor name only.

#### **Explanation of screen prompts (1st screen):**

Beginning vendor number                      Enter the first vendor number you wish to print.

Ending vendor number                      Enter the last vendor number you wish to print.  
print.

Label size                                      Enter 1 to print 15/16" x 3 1/2" labels. Enter 2 to print 7/16" x 3 1/2" labels. The default is 1.

Run in batch                                      Enter \*YES if you wish to run this job in batch mode. The default is \*YES.

Job queue                                      If you entered \*YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue                      Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Form type                                      Enter a special form type to use. The default is \*STD.

Copies    Enter the number of copies to be printed. The default is 01.

Hold spooled file                              Enter \*YES if you wish to hold the printout on the output queue for printing at a later time. The default is \*NO.

#### **Explanation of command and function keys available:**

F3                                      Cancel this job.

## System Description

### Utilities menu

From this menu, you can backup and restore master files and the CSSPO library.

PO5                   \*\* PURCHASE ORDER/RECEIVING \*\*  
                          Utilities Menu

Select one of the following:

1. Backup master files
2. Restore master files
3. Backup purchase order library
  
10. Data dictionary
  
90. Sign off

Selection or command  
===>

The following menu options are available:

1. Copy all CSS master files to diskette.
2. Restore all CSS master files to disk.
3. Copy the *Purchase Order/Receiving* library (CSSPO) to diskette.
  
10. Enter or revise default data for item and transaction entry screens.  
Set options to skip the entry of certain entries.

These options utilize the AS/400 SAVLIB and RSTLIB commands. Please consult your AS/400 manuals for detailed information on these commands.

## System Description

### Data dictionary

\* Option #10 on the Utilities (PO5) menu

Enter or revise default data for vendor and purchase order entry screens. Set options to skip the entry of certain entries.

#### **Explanation of entry fields:**

Default data                      Enter the default data that will be displayed for item additions and/or new transactions.

Skip entry? (Y/N)              Enter Y to skip and prevent the entry of data into this field. Enter N to allow entry. The default is N.

#### **Explanation of command keys available:**

F3                              End the job.

F12                             Return to previous entry screen.

# System Description

TIME- 14:26:21

DATE- 8/23/89 VENDOR MASTER LISTING

PAGE 1  
REPORT ID- PO401

DISC	CONTACT NAME				
VENDOR #	NAME & ADDRESS	PHONE NUMBER	PAYMENT TERMS	FOB	%
C47567 2.00	ALLEN LUMBER 5001 ALTON ROAD DALLAS TX 20110	TOM ALLEN 555-4544	NET 10		
A23222	AMERICAN FLAG CO. 122 OXMOOR ROAD DALLAS TX 10101	BILL 234-4444 OR 233-4004	COD	DALLAS	
J12122	MOORE BUSINESS FORMS 1001 OFFICE PARK DRIVE OFFICE PARK SOUTH RALEIGH NC 40050	LEE GAMBLE 942-1111			
F90010	PELLA WINDOW COMPANY ONE PELLA DRIVE MILWAUKEE MN 50005			MILWAUKEE	
K10020 10.00	PLUMBING SUPPLY WHOLESAL 101 DISTRIBUTION DRIVE P.O. BOX 9201 BIRMINGHAM AL 35209-9201				
C20000	REYNOLDS ALUMINUM 1 REYNOLDS DRIVE P.O. DRAWER 302 DES MOINES IA 20110	SAM PECK (404)666-2222		DES MOINES	
S10001	ROSWELL SIDING AND SCREEN 101 WALL STREET P.O. BOX A131 ROSWELL GA 50440				
B10010	SAM'S WHOLESAL 500 PARKWAY EAST RALEIGH NC 50050	(919)888-1234			
Z10101	SAM'S WHOLESAL CRESTWOOD BLVD. BIRMINGHAM AL 35201				
A11023	VALLEY SUPPLY COMPANY 222 WEST VALLEY AVENUE ALBANY NY 10019	BILL FRENCH (111)555-8111 EXT 50	NET 30	ALBANY	

System Description

Sample Purchase Order

DALLAS HAREWARE CO.  
123 BROAD STREET  
P.O. BOX 1111  
DALLAS TX 37101

PURCHASE ORDER 8/22/89 00000101

VENDOR:  
VALLEY SUPPLY COMPANY  
222 WEST VALLEY AVENUE  
ALBANY NY 10019

SHIP TO:  
DALLAS HAREWARE CO.  
123 BROAD STREET  
DOCK #12-A  
DALLAS TX 37101

SHIP VIA: FOB POINT: PAYMENT TERMS: DATE NEEDED:  
ALBANY NET 30 8/30/89

LINE #	QUANTITY ORDERED	U/M	ITEM NUMBER / DESCRIPTION	UNIT COST	EXTENDED COST
10	10.00	EA	T100A0000 FLAG STOP	1.245	12.45
20	5.00	EA	AW12100 AWNING COVER	45.000	225.00
30	1,000.00	BOX	C001W1200 SCREW	.390	390.00
40			SHIPPING & HANDLING		10.00
50			PLEASE RUSH		

ORDER TOTAL ..... 637.45

# System Description

TIME- 14:26:21

DATE- 8/23/89 OPEN PURCHASE ORDER REPORT

\*OVERDUE

PAGE 1  
REPORT ID- PO402

COMPANY DTX - DALLAS

DELIVERY  
P/O # VENDOR # VENDOR NAME CONTACT PHONE NUMBER P/O DATE  
DATE  
-----  
ABC12345 J12122 MOORE BUSINESS FORMS LEE GAMBLE 942-1111 6/23/89  
7/30/89 \*

LINE#	TYPE	ITEM NUMBER	DESCRIPTION	VENDOR'S ITEM#	QUANTITY ORDERED	U/M	QUANTITY RECEIVED	QUANTITY ON ORDER	UNIT COST
10	I		1 PART 18# 14 7/8 X 11	1412RHA	20.00	BOX	20.00	.00	14.000
N									
20	I		2 PART NCR 14 7/8 X 11	1412TQ	10.00	BOX	.00	10.00	23.000
N									
30	I		6 PART NCR 14 7/8 X 11	1412TQ	10.00	BOX	5.00	5.00	52.000
N									
40	I		1 PART 20# 8 1/2 X 11	9510CK	30.00	BOX	30.00	.00	13.000
Y									
50	C		CONFIRMING ORDER TO JOHN	PRINT COMMENT ... Y					

00000108 F90010 PELLA WINDOW COMPANY FRANK SMITH (212)515-4544 8/23/89  
9/15/89

LINE#	TYPE	ITEM NUMBER	DESCRIPTION	VENDOR'S ITEM#	QUANTITY ORDERED	U/M	QUANTITY RECEIVED	QUANTITY ON ORDER	UNIT COST
10	I	A131W1200	AWNING COVER	BG1022202	2.00	EA	.00	2.00	6.000
N									
20	C		ABOVE ITEM S/B IMPRINTED	PRINT COMMENT ... Y					
30	I	T100A0000	FLAG STOP		15.00	EA	.00	15.00	15.000
N									
40	I	C001W1200	SCREWS - BRONZE		500.00	DOZ	.00	500.00	.375
N									
50	I	A131W1200	AWNING COVER - PLAIN	BG1022202	5.00	EA	.00	5.00	5.000
N									
60	M		SHIPPING AND HANDLING CHARGE	25.00					



# System Description

TIME- 14:26:21

DATE- 8/23/89 CLOSED PURCHASE ORDER REPORT

PAGE 1  
REPORT ID- PO403

COMPANY STX - SAN ANTONIO

P/O #	VENDOR	SHIP TO:	SHIP VIA .. BEST WAY	DISC % ...
00000108 2.00	C47567			
8/10/89	ALLEN LUMBER	J & H CONSTRUCTION	FOB POINT .	P/O DATE .
8/31/89	5001 ALTON ROAD	C/O JONES JOB	TERMS ..... NET 10	NEEDED ...
9/01/89		123 WEST OXMOOR ROAD	BUYER ..... JIM	DELIVER ..
	DALLAS TX	BIRMINGHAM AL	REQ. BY ... TOM	
	20110	35209	AUTH. BY .. JOHN CARPENTER	

EXTENDED LINE#	TYPE	ITEM NUMBER	DESCRIPTION	VENDOR'S ITEM#	QUANTITY ORDERED	U/M	QUANTITY RECEIVED	RECEIPT COST
10	I	T100A0000	FLAG STOP	FLGSTP01	1.00	EA	1.00	123.300
123.30								
20	I	T101A0000	CUTTING UNIT		2.00	EA	2.00	1234.000
2,468.00								
30	I	T009A0000	MASTIC STICK		5.00	FT	4.00	12.000
48.00								
50	I	S430P0000	D/5 SIDING PEBBLE		430.00	SQ	450.00	1.230
535.50								
60	M		SHIPPING AND HANDLING					
23.00								
70	C		RUSH SHIPMENT	PRINT COMMENT ... Y				
64.32								LESS 2.00 % DISCOUNT
								ORDER TOTAL .....
3,151.48								

00000109 .00	S10001				SHIP VIA .. UPS BLUE			DISC % ...
8/23/89	ROSWELL SIDING AND SCREEN				FOB POINT . BIRMINGHAM			P/O DATE .
8/31/89	101 WALL STREET				TERMS ..... NET 30			NEEDED ...
9/10/89	P.O. BOX A131				BUYER ..... JOHN SMITH			DELIVER ..
	ROSWELL GA				REQ. BY ... SAM SPADE			
	50440				AUTH. BY .. PERRY JUDD			

EXTENDED LINE#	TYPE	ITEM NUMBER	DESCRIPTION	VENDOR'S ITEM#	QUANTITY ORDERED	U/M	QUANTITY RECEIVED	RECEIPT COST
10	I	A131W1200	AWNING COVER	BG1022202	2.00	EA	2.00	6.000
12.00								
20	C		ABOVE ITEM S/B SHIPPED WITH HOLES - R/S	PRINT COMMENT ... Y				
30	I	T100A0000	FLAG STOP		15.50	FT	15.00	14.500
217.50								
50	M		SHIPPING CHARGE					
15.00								
								ORDER TOTAL .....

# System Description

244.50

3,395.98

COMPANY TOTAL .....

# System Description

TIME- 14:26:21

DATE- 8/23/89 RECEIVING REPORT

PAGE 1  
REPORT ID- PO404

COMPANY STX - SAN ANTONIO

ITEM NUMBER U/M	DESCRIPTION	VENDOR #	VENDOR NAME	P/O #	P/O DATE	DELIVERY DATE	QUANTITY ON ORDER
A131W1200 EA	AWNING COVER	S10001	ROSWELL SIDING AND SCREEN	00000109	8/23/89	9/10/89	2.00
T100A0000 EA	FLAG STOP	S10001	ROSWELL SIDING AND SCREEN	00000109	8/23/89	9/10/89	15.50
T100A0000 EA	FLAG STOP	A11023	VALLEY SUPPLY COMPANY	00000110	8/23/89	0/00/00	5.00

# System Description

TIME- 14:26:21

DATE- 8/23/89 PURCHASES/RECEIPTS HISTORY

PAGE 1  
REPORT ID- PO405

COMPANY BHM - BIRMINGHAM

ITEM NUMBER	DESCRIPTION	VENDOR #	P/O #	TYPE	DATE	QUANTITY	U/M	UNIT COST	QUANTITY ON ORDER
A131W1200	AWNING COVER	S10001	00000109	PUR	8/23/89	2.00	EA	6.000	2.00
				REC	8/23/89	2.00	EA	6.000	
CLOSED									
S430P0000	D/5 SIDING PEBBLE	C47567	00000108	PUR	8/10/89	430.00	SQ	1.000	430.00
				REC	8/22/89	450.00	SQ	1.230	
CLOSED									
T009A0000	MASTIC STICK	C47567	00000108	PUR	8/10/89	5.00	FT	12.100	5.00
				REC	8/22/89	4.00	FT	12.000	
CLOSED									
T100A0000	FLAG STOP	C47567	00000108	PUR	8/10/89	1.00	EA	123.300	1.00
				REC	8/22/89	1.00	EA	123.300	
CLOSED									
		S10001	00000109	PUR	8/23/89	15.50	EA	15.000	15.50
				REC	8/23/89	15.00	EA	14.500	
CLOSED									
		A11023	00000110	PUR	8/23/89	5.00	EA	123.300	5.00
				REC	8/23/89	2.50	EA	123.300	2.50
T101A0000	CUTTING UNIT	C47567	00000108	PUR	8/10/89	2.00	EA	1234.000	2.00
				REC	8/22/89	2.00	EA	1234.000	
CLOSED									

# System Description

TIME- 14:26:21

DATE- 8/23/89 PURCHASES/RECEIPTS HISTORY

PAGE 1  
REPORT ID- PO405

COMPANY BHM - BIRMINGHAM

ITEM NUMBER	DESCRIPTION	VENDOR #	P/O #	TYPE	DATE	QUANTITY	U/M	UNIT COST	EXTENDED COST
T100A0000	FLAG STOP	A11023	00000110	PUR	8/23/89	5.00	EA	123.300	616.50
								ITEM TOTAL	616.50
								VENDOR TOTAL	616.50
S430P0000	D/5 SIDING PEBBLE	C47567	00000108	PUR	8/10/89	430.00	SQ	1.000	430.00
								ITEM TOTAL	430.00
T009A0000	MASTIC STICK	C47567	00000108	PUR	8/10/89	5.00	FT	12.100	60.50
								ITEM TOTAL	60.50
T100A0000	FLAG STOP	C47567	00000108	PUR	8/10/89	1.00	EA	123.300	123.30
								ITEM TOTAL	123.30
T101A0000	CUTTING UNIT	C47567	00000108	PUR	8/10/89	2.00	EA	1234.000	2,468.00
								ITEM TOTAL	2,468.00
								VENDOR TOTAL	3,081.80
A131W1200	AWNING COVER	S10001	00000109	PUR	8/23/89	2.00	EA	6.000	12.00
								ITEM TOTAL	12.00
T100A0000	FLAG STOP	S10001	00000109	PUR	8/23/89	15.50	EA	15.000	232.50
								ITEM TOTAL	232.50
								VENDOR TOTAL	244.50
								COMPANY TOTAL	3,942.80

# System Description

TIME- 14:26:21

DATE- 8/23/89 VENDOR PERFORMANCE REPORT

PAGE 1  
REPORT ID- PO406

COMPANY BHM - BIRMINGHAM

		TOTAL	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	AVERAGE
		TOTAL	CLOSED	DEL ON	DEL	AT	BELOW	ABOVE	WITH	ORDER
ORDERS	VENDOR #	ORDERS	ITEMS	TIME	LATE	QUOTE	QUOTE	QUOTE	RETURNS	AMOUNT
VENDOR NAME										
A11023	VALLEY SUPPLY COMPANY	2	5	3	2	5	0	0	1	172.50
345.00										
C47567	ALLEN LUMBER	1	4	4	0	2	1	1	1	3,192.80
3,192.80										
S10001	ROSWELL SIDING AND SCREEN	1	2	2	0	1	1	0	0	229.50
229.50										
COMPANY TOTALS		4	11	9	2	8	2	1	2	941.83
3,767.30										

System Description

Vendor Labels

VALLEY SUPPLY COMPANY  
222 WEST VALLEY AVENUE  
ALBANY NY 10019

AMERICAN FLAG CO.  
122 OXMOOR ROAD  
DALLAS TX 10101

SAM'S WHOLESALE  
500 PARKWAY EAST  
RALEIGH NC 50050

REYNOLDS ALUMINUM  
1 REYNOLDS DRIVE  
P.O. DRAWER 302  
DES MOINES IA 20110

ALLEN LUMBER  
5001 ALTON ROAD  
DALLAS TX 20110

PELLA WINDOW COMPANY  
ONE PELLA DRIVE  
MILWAUKEE MN 50005

MOORE BUSINESS FORMS  
1001 OFFICE PARK DRIVE  
OFFICE PARK SOUTH  
RALEIGH NC 40050

## System Description

PLUMBING SUPPLY WHOLESAL

101 DISTRIBUTION DRIVE

P.O. BOX 9201

BIRMINGHAM

AL 35209-9201



# System Description

## FILE LAYOUTS

### Company Master File

This file contains one record for every company entered.

File Name: CSSCOMP  
Record Format: COMPREC  
Key Field(s): COCOMP

---

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	COCOMP	3	3	Company code
A	CONAME	30	30	Company name
A	COMETH	1	1	Costing method (A,F,L,R)
A	COADR1	30	30	Company address line 1
A	COADR2	30	30	Company address line 2
A	COCITY	20	20	Company city
A	COSTTE	2	2	Company state
A	COZIP	10	10	Company zip code
A	COAUPO	1	1	Automatic PO numbers?
N	CONXTP	8	8,0	Next PO number
A	COPRTP	1	1	Print name & address on PO?
A	COSHA1	30	30	Ship-to address line 1
A	COSHA2	30	30	Ship-to address line 2
A	COSHCT	20	20	Ship-to city
A	COSHST	2	2	Ship-to state
A	COSHZP	10	10	Ship-to zip code
A	COBLND	1	1	Blind receipts entry?
A	COAUOR	1	1	Automatic order numbers?
N	CONXTO	8	8,0	Next order number
A	COPRTO	1	1	Print name & addr on order
N	CONXTI	8	8,0	Next invoice number
A	COPRTI	1	1	Print name & addr on invoice
A	COTERM	1	1	Terms code

System Description

FILE LAYOUTS

**Vendor Master File**

This file contains one record for every vendor entered.

File Name: CSSVEND  
Record Format: VENDREC  
Key Field(s): VNVEND

---

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	VNDELT	1	1	Delete code
A	VNVEND	8	8	Vendor number
A	VNNAME	30	30	Vendor name
A	VNADR1	30	30	Vendor address line 1
A	VNADR2	30	30	Vendor address line 2
A	VNCITY	20	20	Vendor city
A	VNSTTE	2	2	Vendor state
A	VNZIP	10	10	Vendor zip code
A	VNCONT	30	30	Contact name
A	VNPHON	20	20	Telephone number
A	VNPTRM	20	20	Payment terms
A	VNFOB	20	20	Freight On Board (FOB)
P	VNDISC	3	4,2	Order discount %

# System Description

## FILE LAYOUTS

### Purchase Order Master File

This file contains both open and closed purchase orders. Each purchase order consists of a header record (AAA) and up to 999 detail lines, which may be any of 3 line types (I=item, M=misc. charge, C=comment).

Record type AAA - Header record .....

File Name: CSSPOAAA                      Logical Files(s): CSSPO  
 Record Format: POAAAREC                      Key Field(s): PACOMP, PAPONO, PALINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	PADEL	1	1	Delete code - D
A	PACOMP	3	3	Company code
A	PAPONO	8	8	Purchase order number
A	PALINE	3	3	Line number - AAA
A	PAVEND	8	8	Vendor number
A	PAFOB	20	20	FOB point
A	PASVIA	20	20	Ship via
A	PAPTRM	20	20	Payment terms
A	PABYER	20	20	Buyer
A	PAPOPR	1	1	P/O has been printed?
A	PAPOAP	1	1	P/O has been approved?
A	PACNCL	1	1	P/O has been cancelled?
A	PACLS	1	1	P/O has been closed?
A	PARECV	1	1	Receipts have been posted?
P	PAPODT	4	7,0	Purchase order date (CYMMDD)
A	PASHNM	30	30	Ship-to name
A	PASHA1	30	30	Ship-to address line 1
A	PASHA2	30	30	Ship-to address line 2
A	PASHCT	20	20	Ship-to city
A	PASHST	2	2	Ship-to state
A	PASHZP	10	10	Ship-to zip code
P	PADIND	4	7,0	Date needed (CYMMDD)
P	PADLVR	4	7,0	Delivery date (CYMMDD)
A	PARQBY	20	20	Requested by
A	PAAUTH	20	20	Authorized by
P	PADISC	3	4,2	Order discount %

Continued on next page...

System Description

FILE LAYOUTS

**Purchase Order Master File**

...Continued

Record type I - Item .....

File Name: CSSPOI                      Logical Files(s): CSSPO  
 Record Format: POIREC                      Key Field(s): PICOMP, PIPONO, PILINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	PIDELТ	1	1	Delete code - D
A	PICOMP	3	3	Company code
A	PIPONO	8	8	Purchase order number
N	PILINE	3	3,0	Line number (001-999)
A	PILTYP	1	1	Line type - I
A	PIITEM	15	15	Item number
A	PIVITM	15	15	Vendor's item number
A	PIDESC	25	25	Item description
P	PIQTYO	5	9,2	Quantity ordered
P	PICSTP	5	9,3	Unit cost
A	PIPUUM	3	3	Unit of measure
P	PIQTYR	5	9,2	Quantity received
P	PICSTR	5	9,3	Last receipt cost
P	PIDATR	4	7,0	Date of last receipt(CYYMMDD)
A	PICLSI	1	1	Item is closed?

Record type M - Miscellaneous charge .....

File Name: CSSPOM                      Logical Files(s): CSSPO  
 Record Format: POMREC                      Key Field(s): PMCOMP, PMPONO, PMLINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	PMDELТ	1	1	Delete code - D
A	PMCOMP	3	3	Company code
A	PMPONO	8	8	Purchase order number
N	PMLINE	3	3,0	Line number (001-999)
A	PMLTYP	1	1	Line type - M
A	PMMDES	40	40	Miscellaneous description

System Description

P	PMMAMT	5	9,2	Miscellaneous amount
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System Description

FILE LAYOUTS

**Purchase Order Master File**

...Continued

Record type C - Comment .....

File Name: CSSPOC                      Logical Files(s): CSSPO  
Record Format: POCREC                      Key Field(s): PNCOMP, PNPONO, PNLIN

---

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	PNDELT	1	1	Delete code - D
A	PNCOMP	3	3	Company code
A	PNPONO	8	8	Purchase order number
N	PNLINE	3	3,0	Line number (001-999)
A	PNLTYP	1	1	Line type - C
A	PNCMNT	40	40	Comment
A	PNPRTC	1	1	Print comment?

System Description

FILE LAYOUTS

**Purchases/Receipts History File**

This file contains a history of all purchases and receipts.

Record type P - Purchase .....

File Name: CSSHISTP                      Logical Files(s): CSSHIST  
 Record Format: HISTPREC                      Key Field(s): \*NONE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	HPCOMP	3	3	Company code
A	HPITEM	15	15	Item number
A	HPPONO	8	8	Purchase order number
N	HPLINE	3	3,0	Line number (001-999)
A	HPTYPE	1	1	Transaction type (P)
A	HPVITM	15	15	Vendor's item number
A	HPDESC	25	25	Item description
P	HPQTYO	5	9,2	Quantity ordered
P	HPCSTP	5	9,3	Unit cost
A	HPPUUM	3	3	Unit of measure
A	HPVEND	8	8	Vendor number
N	HPPODT	4	7,0	Purchase order date (CYMMDD)
A	HPCNCL	1	1	P/O has been cancelled?
A	HPDELT	1	1	Delete code - D
A	HPCLSI	1	1	Item is closed?
P	HPDLVR	4	7,0	Delivery date (CYMMDD)

Record type R - Receipt .....

File Name: CSSHISTR                      Logical Files(s): CSSHIST  
 Record Format: HISTREC                      Key Field(s): \*NONE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	HRCOMP	3	3	Company code
A	HRITEM	15	15	Item number
A	HRPONO	8	8	Purchase order number
N	HRLINE	3	3,0	Line number (001-999)
A	HRTYPE	1	1	Transaction type (R)



## System Description

P	HRQTYR	5	9,2	Quantity received
P	HRCSTR	5	9,3	Receipt cost
P	HRQTYT	5	9,2	Quantity returned
P	HRDATR	4	7,0	Date received (CYMMDD)
A	HRCLSI	1	1	Item is closed?
A	HRVEND	8	8	Vendor number
N	HRPODT	4	7,0	Purchase order date (CYMMDD)

# System Description

## FILE LAYOUTS

### Receipts Entry File

This file contains one record for every receipt entered.

File Name: CSSRCPT

Record Format: RCPTREC

Key Field(s): RECOMP, REPONO, RELINE

---

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	REDELT	1	1	Delete code - D
A	RECOMP	3	3	Company code
A	REPONO	8	8	Purchase order number
N	RELIN	3	3,0	Line number (001-999)
P	REQTYR	5	9,2	Quantity received
P	RECSTR	5	9,3	Receipt cost
P	REQTYT	5	9,2	Quantity returned
A	RECLSI	1	1	Item is closed?
P	REDATR	4	7,0	Date received (CYMMDD)

## System Description

### Program Descriptions

Program

Name            Description

---

PO101 Company master file maintenance  
PO102 Vendor master file maintenance  
PO104 Purge closed purchase orders  
PO105 Purge purchases/receipts history  
PO112 Print vendor file maintenance listing  
PO201 Purchase order entry  
PO202 Print new order edit  
PO203 Approve purchase orders  
PO204 Print purchase orders  
PO205 Revise/Cancel open purchase orders  
PO206 Reprint purchase orders  
PO207 Receipts entry  
PO208 Print receipts edit  
PO209 Receipts update  
PO219 Check for and mark purchase orders as closed  
PO301 Purchase order inquiry  
PO302 Purchases/Receipts history inquiry  
PO401 Print vendor master listing  
PO402 Print open purchase order report  
PO403 Print closed purchase order report

## System Description

PO404 Print receiving report

PO405 Print purchases/receipts history

PO406 Print vendor performance report

PO407 Print vendor labels

PO414 Build receiving report work file

## System Description

### Program Descriptions

Program

Name

Description

---

PO510 Enter or revise data dictionary defaults

PARAM1 Read control file and place parameters from last run into  
the Local Data Area

PARAM2 Update parameters from last run into control file

## System Description

### CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
INSTALL	Install STRPO command into QGPL
INV	Switch to <i>Inventory Control</i> library and main menu
OE	Switch to <i>Order Entry/Invoicing</i> library and main menu
PARAM1CL	Read parameters from control file
PARAM2CL	Update parameters to control file
PO	Switch to <i>Purchase Order</i> library and main menu
PO101CL	Company master file maintenance
PO102CL	Vendor master file maintenance
PO103CL	Remove deleted vendors
PO103P	Display prompt screen for PO103
PO104CL	Purge closed purchase orders
PO104P	Display prompt screen for PO104
PO105CL	Purge purchases/receipts history
PO105P	Display prompt screen for PO105
PO112CL	Print vendor master maintenance listing
PO120CL	Enter application options
PO201CL	Purchase order entry
PO202CL	Print new order edit
PO202P	Display prompt screen for PO202
PO203CL	Approve purchase orders

## System Description

PO203P	Display prompt screen for PO203
PO204CL	Print purchase orders
PO204P	Display prompt screen for PO204
PO205CL	Revise/Cancel open purchase orders
PO206CL	Reprint purchase orders

## CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
PO206P	Display prompt screen for PO206
PO207CL	Receipts entry
PO208CL	Print receipts edit
PO208P	Display prompt screen for PO208
PO209CL	Receipts update
PO209P	Display prompt screen for PO209
PO301CL	Purchase order inquiry
PO302CL	Purchases/Receipts history inquiry
PO401CL	Print vendor master listing
PO401P	Display prompt screen for PO401
PO402CL	Print open purchase order report
PO402P	Display prompt screen for PO402
PO403CL	Print closed purchase order report
PO403P	Display prompt screen for PO403
PO404CL	Print receiving report

## System Description

PO404P	Display prompt screen for PO404
PO405CL	Print purchases/receipts history
PO405P	Display prompt screen for PO405
PO406CL	Print vendor performance report
PO406P	Display prompt screen for PO406
PO407CL	Print vendor labels
PO407P	Display prompt screen for PO407
PO414	Build receiving report work file
PO501P	Backup CSS master files
PO502P	Restore CSS master files

### CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
PO503P	Backup CSSPO purchase order/receiving library
PO510CL	Enter or revise data dictionary defaults



# System Description

## Menu Descriptions

<u>Menu Name</u>	<u>Description</u>	<u>Commands for menu option</u>
PO	Main menu	1. GO CSSPO/PO1 2. GO CSSPO/PO2 3. GO CSSPO/PO3 4. GO CSSPO/PO4 5. GO CSSPO/PO5 20. CALL CSSPO/PO120CL 50. GO CSSPO/CSS 90. SIGNOFF
PO1	File maintenance menu	1. CALL CSSPO/PO101CL 2. CALL CSSPO/PO102CL 3. CALL CSSPO/PO103P 4. CALL CSSPO/PO104P 5. CALL CSSPO/PO105P 90. SIGNOFF
PO2	Processing menu	1. CALL CSSPO/PO201CL 2. CALL CSSPO/PO202P 3. CALL CSSPO/PO203P 4. CALL CSSPO/PO204P 5. CALL CSSPO/PO205CL 6. CALL CSSPO/PO206CL 7. CALL CSSPO/PO207CL 8. CALL CSSPO/PO208P 9. CALL CSSPO/PO209P 90. SIGNOFF
PO3	Inquiry menu	1. CALL CSSPO/PO301CL 2. CALL CSSPO/PO302CL 90. SIGNOFF
PO4	Reports menu	1. CALL CSSPO/PO401P 2. CALL CSSPO/PO402P 3. CALL CSSPO/PO403P 4. CALL CSSPO/PO404P 5. CALL CSSPO/PO405P

## System Description

- 6. CALL CSSPO/PO406P
- 7. CALL CSSPO/PO407CL
- 90. SIGNOFF

PO5            Utilities menu

- 1. CALL CSSPO/PO501P
- 2. CALL CSSPO/PO502P
- 3. CALL CSSPO/PO503P
- 10. CALL CSSPO/PO510CL
- 90. SIGNOFF

### Menu Descriptions

Menu  
Name

Description

Commands  
for menu option

CSS            CSS Applications menu

- 1. CALL CSSPO/INV
- 2. CALL CSSPO/PO
- 3. CALL CSSPO/OE
- 90. SIGNOFF