DAC

User Guide

Purchasing

Table of Contents

Purchasing **1**

Table of Contents 2

Introduction 4
- Purchasing Calculations 6
  - Forecast Average Calculation 6
  - Economic Order Quantity Calculation 7
  - Line Point Calculation 7

Getting Started 10
- Adding Buyer Control File Records 12
- Working With Buying Allowances 17
  - Adding Buying Allowance Records 17
  - Printing Buying Allowances 20
  - Deleting Buying Allowance Records 22
- Printing Buyer Guides 23
  - Using Work With Vendors To Print Buyer Guides 24
  - Using Purchasing Reports To Print Buyer Guides 25
- Setup To Use Wide Screens 33
- Working With Purchase Orders 35

Using The Vendor Items Screen 38
- Creating A Suggested Order 42
- Editing A Suggested Order 46
- Loading A Purchase Order 49

Using The Work With Purchase Orders Screen 51
- Editing A Purchase Order 54
- Cancelling A Purchase Order 59
- Printing Purchase Orders 60
- Emailing Purchase Orders 62
- Printing Purchasing Receipts 64
- Receiving Purchase Orders 66
- Creating Backorders 74
- Transferring Purchase Orders To Accounts Payable 77
- Selecting a Default Accounts Payable Company 84
- Bypassing Transfer To Accounts Payable 86

Working With Purchase Order Messages 89
- Defining Purchase Order Messages 90
- Working With Item Messaging 92
- Working With PO Header Messages 94

Using The Work With Vendor Items Screen 96
Creating A Suggested Order 99
Editing A Suggested Order 102
Loading A Purchase Order 104
Editing Item Movement 105
Displaying Details of Suggested Orders 112
Defining Seasons and Reviewing Seasonal Sales Projections 118

Working With Dock Receiving 122
Using Work With Dock Receiving To Create Backorders 128

Working With RF Receiving 130

Working With Buyer Messages 134
Displaying Buyer Messages 134
Deleting Buyer Messages 137

Working With Purchasing Reports 138
Printing Purchase Order Prompting Reports 139
Printing A Past Due Purchase Orders Report 142
Printing An Open Purchase Orders Report 143
Printing A Daily Item Usage Report 144

Working With Vendor Spoils 146
Designating Vendor Policy 146
Accruing Customer Compensation 149
Reviewing Accrued Amounts 152
Printing Accrual Recap Reports 153

Introduction

The Purchasing system of DAC (option 5 of the Main Operations Menu screen) is primarily used to create purchase orders.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
COPYRIGHT @1992-2012@ Creative Data Research, Inc.

==>
```

After selecting option 5, the Purchasing screen appears.

```
User: JEANNINE                Menu: PUCV1                     Date:  8/06/12

=======================> P U R C H A S I N G <==========================
==========================================================================
!!!!!!!!!   1. Work With Purchase Orders       12. Import Costs
THE    !!   2. Work With Vendors
DAC    !!   3. Work With Items
SYSTEM !!   4. Work With Buyer Control File
!!!!!!!!!   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                       M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

The Work With Purchase Orders and Work With Vendor Items applications are both used to create purchase orders, but Work With Purchase Orders incorporates a “heads down” data entry process. The Work With Vendor Items application is used to create a purchase order which meets a buyer’s designated criteria, or a vendor’s minimum purchase requirements.

Refer to the Vendors document for information about adding vendor records. Refer to Adding Item Records of the Item File Maintenance document for information about using the **Vendor** field of item records to link items to vendors before the Purchasing system is used to create purchase orders.

The Purchasing system uses the forecast average, economic order quantity, and line point calculations to determine when and how much to order from vendors. The

variables on which these calculations are based include item information such as quantity on hand, safety stock requirement, demand and minimum order quantity, and vendor information such as lead time and order cycle. Also, the item movement information used by the Purchasing system is converted from the standard selling unit of measure to produce a suggested order quantity at the item's buying unit of measure. Refer to Working With Items of the Item File Maintenance document for information about the **Standard U/M** and **Buying U/M** fields of item records.

Purchasing Calculations

The Purchasing system uses the result of the forecast average calculation in performing the economic order quantity (EOQ) and line point calculations. After the EOQ and line point calculations are performed, the largest result of the two is used as the suggested order quantity by the Purchasing system.

Forecast Average Calculation

The forecast average calculation is performed during end of week processing, and used by the Purchasing system in both the economic order quantity calculation and the line point calculation. If necessary, the user may override the forecast average of an item, but overrides are cleared during end of week processing.

The four variables used to calculate a new forecast average are:

- Forecast percentages (user-entered) - the percentages used to compensate for irregularities in product demand. The higher the forecast percentage is set by the user, the more sensitive the Purchasing system is to changes in demand week-to-date.

  Forecast percentages are entered in buyer control records. Multiple percentages may be entered for use in forecasting the demand for products which range from highly fluctuating (such as a new item with an initially high demand) to stable to seasonal.
- Old forecast average - the result of the forecast average calculation of the previous end of week processing.
- Demand week-to-date - the demand for items to date for the current week. Note: Demand includes lost sales and actual sales if *D* is entered for the **Post demand or sales** field of the SYS008 default system option. Demand will not include lost sales if *S* is entered. Refer to Getting Started for additional information about the Purchasing Options default system option.

Step 1: Subtract forecast percentage from 1 = Result #1

Step 2: Multiple Result #1 by old forecast average = Result #2

Step 3: Multiple forecast percentage by demand week-to-date = Result #3

Step 4: Add Result #2 to Result #3 = Result #4

Step 5: Multiple Result #4 by 1 and round to the nearest tenth.

Example of the Forecast Average Calculation

If the:	Forecast percentage = 0.10	Step 1: 1 - 0.10 = 0.90
	Old forecast average = 70	Step 2: 0.90 x 70 = 63
	Demand week-to-date = 110	Step 3: 0.10 x 110 = 11
		Step 4: 63 + 11 = 74
		Step 5: 74 x 1 = 74

The result of the forecast average calculation (74 in the example above) is used in the economic order quantity and line point calculations described below.

Economic Order Quantity Calculation

The four variables used in the economic order quantity calculation are:

- Forecast average - estimated demand for an item for one week. Forecast averages are generated during end of week processing, and also used in line point calculations. The user may override the forecast average of a particular item when reviewing the suggested order quantities of a vendor's line.
- Item order cost (user-entered) - the average cost of ordering products. The item order cost is entered in buyer control records.
- Item net cost (user-entered) - the vendor's selling price of an item. The item net cost is entered in item records.
- Carrying cost (user-entered) - the annual interest rate which the distributor pays to carry inventory. The carrying cost is entered in buyer control records.

Step 1: Multiple forecast average by 52 = Result #1

Step 2: Multiple Result #1 by item order cost and by 2 = Result #2

Step 3: Multiple item net cost by carrying cost = Result #3

Step 4: Result #2 is divided by Result #3 = Result #4

Step 5: Calculate the square root of Result #4

Example of the Economic Order Quantity Calculation

If the:	Forecast average = 74	Step 1: 74 x 52 = 3848
	Item order cost = $1.50	Step 2: 3848 x 1.50 x 2 = 11544
	Item net cost = $5.61	Step 3: 5.61 x 0.03 = 0.1683
	Carrying cost = $0.03	Step 4: 11544 / 0.1683 = 68591.8
		Step 5: Square root of 68591.8 = 261.90

The result of the economic order quantity calculation (262 in the example above) is used as the Purchasing system's suggested order quantity if it is greater than the result of the line point calculation.

Line Point Calculation

The variables used in the line point calculation are:

- Safety stock percentage (user-entered) - the percentage used to calculate the additional inventory needed to meet an unforeseen increase in demand. Multiple safety stock percentages may be established by users to provide varying levels of protection. Safety stock percentages are entered in buyer control records, and used to calculate safety stock days (see below).
- Average lead time (per vendor / user-entered) - the average number of days for an item to arrive from a vendor. The vendor's average lead time is entered in vendor records, and used in line point calculations if it is greater than the item's average lead time (see below).
- Average lead time (per item) - the average number of days for an item to

arrive from a vendor. The Purchasing system uses the dates of purchase orders and the purchase order receipts to calculate an item's average lead time. If it is greater than the vendor's average lead time (see above), the item's average lead time is used in line point calculations.

- Safety stock days - the number of days for which items currently in inventory are expected to be available to meet the safety stock level of demand. The user may override the safety stock days of a particular item when reviewing the suggested order quantities of a vendor's line.
- Forecast average - estimated demand for an item for one week. Forecast averages are generated during end of week processing, and also used in economic order quantity calculations. The user may override the forecast average of a particular item when reviewing the suggested order quantities of a vendor's line.
- Daily average usage - the estimated demand for an item for one day.
- Reorder point (ROP) days and units - the reorder point is the latest possible time at which an item can be ordered without falling below its safety stock level of demand. The value of reorder point is expressed in terms of days and units.

  The value of ROP days is calculated by adding the safety stock days to the average lead time. As the value of reorder point days moves closer to 0, the need to reorder the item increases.

  The value of ROP units is calculated by multiplying ROP days by daily average usage. As an item's available quantity decreases and moves closer to equalling the value of ROP units, the need to reorder the item increases.

  A negative value for ROP days and units indicates that the point at which an item can be ordered to continue meeting its safety stock level of demand is past.
- Quantity on hand - the total quantity of items currently in inventory.
- Quantity on order - the total quantity of items which is currently ordered from any and all vendors.
- Quantity allocated - the portion of the quantity on hand which will be used to fill current orders from customers.
- Quantity available - the quantity of items which is currently on hand less the quantity allocated to fill current orders *plus the quantity on order*.
- Vendor order cycle (user-entered) - the number of days which elapse before an order is placed with this vendor. The vendor order cycle is entered in vendor records, and may be increased incrementally. (see increment days below).
- Increment days - the portion of a day or number of days by which the vendor order cycle is increased. The increment days is entered by users when creating a purchase order which meets a vendor's minimum order quantities.
- Line point days and units - the line point, like ROP, is the latest possible time at which an item can be ordered without falling below its safety stock level of demand. The line point is also expressed in terms of days and units, but it is based on the vendor's order cycle.

  The value of line point days is calculated by adding ROP days to the vendor's

order cycle. As the value of line point days moves closer to 0, the need to reorder the item increases.

The value of line point units is calculated by multiplying line point days by daily average usage. As an item's available quantity decreases and moves closer to equalling the value of line point units, the need to reorder the item increases.

A negative value for line point days and units indicates that the point at which an item can be ordered to continue meeting its safety stock level of demand is past.

Step 1: Multiple safety stock percentage by average lead time = safety stock days

Step 2: Add safety stock days to average lead time = reorder point days

Step 3: Forecast average is divided by 7 = daily average usage

Step 4: Multiple daily average usage by reorder point days = reorder point units

Step 5: Add quantity on hand to quantity on order and subtract quantity allocated = quantity available

Step 6: Add reorder point days to vendor order cycle = line point days

Step 7: Multiple line point days by daily average usage = line point units

Step 8: Subtract quantity available from line point units

Example of the Line Point Calculation

If the: Safety stock percentage = 0.50
Average lead time = 6 days
Forecast average = 74
Quantity on hand = 61
Quantity on order = 45
Quantity allocated = 0
Vendor order cycle = 7 days

Step 1: 0.50 x 6 = 3 (safety stock days)
Step 2: 3 + 6 = 9 (reorder point days)
Step 3: 74 / 7 = 10.57 (daily average usage)
Step 4: 10.57 x 9 = 95 (reorder point units)
Step 5: 61 + 45 - 0 = 106 (quantity available)
Step 6: 9 + 7 = 16 (line point days)
Step 7: 16 x 10.57 = 169 (line point units)
Step 8: 169 - 106 = 63

The result of the line point calculation (63 in the example above) is used as the Purchasing system's suggested order quantity if it is greater than the result of the economic order quantity calculation.

Getting Started

Before users begin creating purchase orders, the necessary item, vendor and employee master files must be defined. Refer to the following documents for additional information:

- Customer File Maintenance - Working With Employee Records section.
- Item File Maintenance - Adding Item Records section.
- Vendors document.

Refer to Working With Item Records of the Accounts Payable document for information about A/P item records that must be created before transferring purchase orders to accounts payable.

Refer to the DAC Default System Options document for information about the fields of the SYS008 default system option (Purchasing Options).

The Work With Purchase Orders application is used to create purchase orders using the “quick entry” feature. The Vendor Items screen (and Work With Vendor Items screen) is used to create purchase orders based on system-generated suggested order quantities, or based on a vendor’s minimum purchase requirements or other criteria designated by the buyer.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!!
==========================================================================
!!!!!!!!!                1. File Maintenance Menu
THE    !!                2. Accounts Receivable
DAC    !!                3. Billing System
SYSTEM !!                4. Inventory System
!!!!!!!!!                5. Purchasing System
                         6. Reports Menu
                         7. Truck Scheduling
                         8. Closing Procedures
                         9. Integration
                        10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                        90. Sign Off
==========================================================================
COPYRIGHT @1992-2012@ Creative Data Research, Inc.

==>
```

Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE                Menu: PUCV1                  Date: 12/08/14

=======================> P U R C H A S I N G <==========================
==========================================================================
!!!!!!!!!   1. Work With Purchase Orders       12. Import Costs
THE    !!   2. Work With Vendors
DAC    !!   3. Work With Items
SYSTEM !!   4. Work With Buyer Control File
!!!!!!!!!   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                       M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

Buyers who will use DAC to calculate suggested order quantities must first define buyer control records. Refer to Adding Buyer Control File Records below.

Adding Buyer Control File Records

After the necessary item, vendor and employee master files are defined, buyers who will use DAC to calculate suggested order quantities must define buyer control records. The Work With Buyer Control File application is used to create buyer control records. A global buyer control record (and buyer control records defined for individual buyers) designate percentages and amounts which DAC uses in generating suggested order quantities.

An individual buyer's control record is used, rather than the global buyer control record, when both exist. If needed, multiple buyer control records may be created (using multiple employee records) for a single buyer.

1. Select option 5 (Purchasing) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE                Menu: PUCV1                    Date: 12/08/14

=======================> P U R C H A S I N G <==========================
==============================================================================
|||||||||   1. Work With Purchase Orders       12. Import Costs
THE    ||   2. Work With Vendors
DAC    ||   3. Work With Items
SYSTEM ||   4. Work With Buyer Control File
|||||||||   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==============================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

2. Select option 4 (Work With Buyer Control File) from the Purchasing screen. The Work With Buyer Control Records screen appears.

```
DSL0DFR    DISPLAY Creative Data Research                    6/04/01 16:10:29
                        Work with Buyer Control Records


                                 Forecast  Forecast  Forecast    Safety Stock
2=Edit                           % Code 0  % Code 1  % Code 2       Codes
? Number      Buyer Name          New Old   New Old   New Old     0   1   2

  ...... GLOBAL CONTROL DATA       10  90    15  85    20  80     40  70 100









F3=Exit   F5=Access Global Buyer Data   F10=Add New Buyer Control
```

Values appear under the following headings on the Work With Buyer Control Records screen:

- *Forecast % Code 0 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 0** field below).

- *Forecast % Code 0 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Forecast % Code 1 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 1** field below).

- *Forecast % Code 1 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Forecast % Code 2 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 2** field below).

- *Forecast % Code 2 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Safety Stock Codes 0* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 0** field below).

- *Safety Stock Codes 1* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 1** field below).

- *Safety Stock Codes 2* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 2** field below).

3. Press <F10> (Add New Buyer Control) to define a buyer control file record for a specific purchasing buyer, or press <F5> (Access Global Buyer Data) to define the global buyer control file record. The Edit Buyer Control Record KEY SCREEN screen appears.

```
DSISE1R    ADD     Creative Data Research                    6/04/01 16:11:49
                     Edit Buyer Control Record KEY SCREEN

Purchasing Buyer Number .

F3=Exit   F4=Search   F9=Go to 'Change' mode
```

4. Enter the purchasing buyer's employee number for the **Buyer Employee Number** (6,n) field, or press <F4> to select a number from the Select Employee Master screen.

5. Press <Enter>. The Edit Buyer Control Records Details screen appears.

```
DSISE1R    ADD     Creative Data Research                    6/04/01 16:12:13
                       Edit Buyer Control Record Details

         Buyer Number . :   503     Name BARRY DARRIN

                   Forecast % Code 0 . . . . .
                   Forecast % Code 1 . . . . .
                   Forecast % Code 2 . . . . .
                   Safety % Code 0 . . . . . .
                   Safety % Code 1 . . . . . .
                   Safety % Code 2 . . . . . .
                   Annual Inv. Carrying Rate .
                   Number of Periods . . . . .
                   Order Cost-Item . . . . . .
                   Order Cost-Vendor . . . . .
                   Variance % Limit  . . . . .

 F3=Exit   F11=Delete   F12=Key screen
```

6. Enter data for the following fields, as necessary:
   - **Forecast % Code 0** (3,n) - a percentage of the demand week-to-date to be used with the previous forecast average to calculate a new forecast average for products with a demand which fluctuates more than most. Examples of this type of item are new products with an initially high demand.

   - **Forecast % Code 1** (3,n) - a percentage of the demand week-to-date to be used with the previous forecast average to calculate a new forecast average for products with relatively stable demand. An example of this type of item is candy.

     By default, the value entered for the **Forecast % Code 1** field, and its reciprocal value, are used for calculating the new forecast average for an item. Refer to Editing Item Movement for information about overriding the default values for a particular item by using the **Forecast Alpha Code / %s** field of the Edit Item Movement File Details screen to designate the value entered for the **Forecast % Code 0** field (see above) or the **Forecast % Code 2** field (see below).

   - **Forecast % Code 2** (3,n) - a percentage of the demand week-to-date to be used with the previous forecast average to calculate a new forecast average for products with a demand which fluctuates less than most. Examples of this type of item are seasonal products, such as Gatorade.

   The suggested values for the **Forecast % Code 0**, **Forecast % Code 1** and **Forecast % Code 2** fields are *5*, *10* and *15*, respectively. Some users find that the lower percentages of *3*, *8* and *10* are best for certain items.

7. Enter a percentage for the **Safety % Code 0**, **Safety % Code 1**, and **Safety %**

Code 2 fields (3,n) to designate the percentage of an item's average lead time used to calculate its safety stock days.

The higher the percentage used for these fields, the higher the level of protection will be provided to meet an unforeseen increase in demand for an item. For example, if the value of 40 percent is used for an item with an average lead time of five days, the safety stock days is 2; but if 70 percent is used, the safety stock days is 3.5.

By default, the value entered for the **Safety % Code 1** field is used for calculating the safety stock days for an item. Refer to Editing Item Movement for information about overriding the default value for a particular item by using the **Safety Stock Alpha Code /%** field of the Edit Item Movement File Details screen to designate the value entered for the **Safety % Code 0** field or the **Safety % Code 2** field.

8. Enter data for the following fields, as necessary:
   - **Annual Inv. Carrying Rate** (3,n) - the annual interest rate which the distributor pays to carry inventory.
   - **Number of Periods** (2,n) - This field's data is no longer required for using DAC directly, but could be used (with the IBM Query utility) to produce reports.
   - **Order Cost-Item** (4.2,n) - average cost of ordering products (used in the economic order quantity calculation).
   - **Order Cost-Vendor** (5.2,n) - This field's data is no longer required for using DAC directly, but could be used (with the IBM Query utility) to produce reports.
   - **Variance % Limit** (3,n) - the percentage used to limit the variance between the old forecast average (forecast demand from the previous week) and the new forecast average (forecast demand for the current week).
9. Press <Enter> when data entry is complete.

```
DSISE1R    ADD     Creative Data Research                    6/04/01 16:14:09
                       Edit Buyer Control Record Details

         Buyer Number . :   503     Name BARRY DARRIN

                  Forecast % Code 0 . . . . .    10
                  Forecast % Code 1 . . . . .    15
                  Forecast % Code 2 . . . . .    20
                  Safety % Code 0 . . . . . .    40
                  Safety % Code 1 . . . . . .    70
                  Safety % Code 2 . . . . . .   100
                  Annual Inv. Carrying Rate .     3
                  Number of Periods . . . . .
                  Order Cost-Item . . . . . .    1.50
                  Order Cost-Vendor . . . . .    12.00
                  Variance % Limit  . . . . .    50



F3=Exit   F11=Delete   F12=Key screen
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Buyer Control Record KEY SCREEN screen appears with the *Record added* message.

11. Continue adding buyer control records as previously described, or press <F3> to exit. The Work With Buyer Control Records screen appears.

```
DSL0DFR    DISPLAY Creative Data Research                    6/04/01 16:14:43
                       Work with Buyer Control Records


                                 Forecast  Forecast  Forecast    Safety Stock
2=Edit                           % Code 0  % Code 1  % Code 2       Codes
? Number      Buyer Name          New Old   New Old   New Old     0   1   2

  ...... GLOBAL CONTROL DATA       10  90    15  85    20  80     40  70 100
  503    BARRY DARRIN              10  90    15  85    20  80     40  70 100









F3=Exit   F5=Access Global Buyer Data   F10=Add New Buyer Control
```

Working With Buying Allowances

The Work With Buying Allowances application is used to define deals (also referred to as purchasing allowances) offered to distributors by their vendors. The step-by-step instructions which follow describe how to enter buying allowance records, print a list of buying allowances and delete buying allowance records.

Current buying allowances are included when calculating suggested order quantities. Refer to the DAC Default System Options document for information about the **Days Look Ahead For Deals** field of the SYS008 system default option.

Adding Buying Allowance Records

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears with the *No data to display* message if no buying allowance records have been previously defined.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT            4/12/99 11:39:49
                            Work With Allowances
Item    Ware/   Deal      Start   End     Narrative
Number  House   Code      Date    Date


Type options, press Enter.
2=Edit









F3=Exit   F6=Print   F9=Go to 'Add' mode
No data to display.
```

2. Press <F9> (Go to 'Add' mode). The Prompt For Key screen appears.

```
DSKSPVR    ENTER   Creative Data Research-SUPPORT            4/12/99 11:43:29
                              Prompt For Key

  Item Number......:
  Warehouse Code...: 1

  First Ship Date..:

  Deal Number......:             (optional)









F3=Exit   F4=Search
```

3. Enter the item number for the **Item Number** field (6,n), or press <F4> to select an item number from the Select Item by Description screen.
4. If necessary, enter a warehouse code for the **Warehouse Code** field (6,a).
5. Enter the date on which the buying allowance will begin for the **First Ship Date** field (6,n).

6. If desired, enter a number for the **Deal Number** field (8,n).
7. Press <Enter>. The Edit Purchase Allowance Master screen appears.

```
DSKNE1R    ADD     Creative Data Research-SUPPORT            4/12/99 12:57:50
                        Edit Purchase Allowance Master


Item Number: 780130  ADVIL TABLETS 24'S       02400  CT      Created:  4/12/99
Warehouse..: 1       MAIN WAREHOUSE                        Modified:
Deal Number:                                                By User:

First Ship Date:  5/01/99  Last Ship Date:          Last Order Date:

Narrative.....:

Allowance Type: Pcnt. Disc             Unit Restriction:   Standard Buy Unit

        Amount:                 or     Percent:

 Minimum Type..:                  Minimum Value:

 Maximum Buys Allowed.:           Total Buys Taken To Date:

 Amount To Date:                          Quantity To Date:

F3=Exit-NO UPDATE    F10=Update and Exit         Roll Keys Active for Type
```

8. Enter the date on which the buying allowance will end for the **Last Ship Date** (6,n) field.
9. Enter the last date on which an order can be placed to which the buying allowance will apply for the **Last Order Date** (6,n) field.
10. If desired, enter a description for the **Narrative** (35,a) field.
11. If necessary, press <Page Down> or <Page Up> to designate the buying allowance's type for the **Allowance Type** field. The valid types are *Pcnt. Disc* (percent discount), *Cents Off* (cents off) and *Fixed* (fixed price).
12. To apply the buying allowance to all the item's selling levels (units of measure), enter *A* for the **Unit Restriction** field (1,a). If the field is left blank, the buying allowance will apply to only the item's standard buying unit of measure as displayed for the **Buying U/M** field of the Edit Item screen.
13. If the allowance type is percent discount, enter the percentage which will be deducted from the item's net cost for the **Percent** (5.2,n) field.
14. If the allowance type is cents off, enter the amount which will be deducted from the item's net cost for the **Amount** (9.3,n) field.
15. If the allowance type is fixed price, enter the amount which will be used for the item's net cost for the **Amount** (9.3,n) field.
16. If the allowance is restricted, enter the value for the **Minimum Type** field (1,n) which corresponds to the restriction. Valid values are *0* or *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other). For example, if the vendor limits the buying allowance to the purchase of a minimum of 50 cases, *2* is entered for the **Minimum Type** field.
17. If a value was entered for the **Minimum Type** field, enter a corresponding amount for the **Minimum Value** (9.2,n) field. For example, if the vendor limits the buying allowance to the purchase of a minimum of 50 cases, *50* is entered for the **Minimum Value** field.
18. If the allowance is restricted by number of purchases, enter the maximum quantity which may be ordered from the vendor for the **Maximum Buys Allowed** (3,n) field.
19. Press <F10> (Update and Exit).

```
DSKNE1R    ADD     Creative Data Research-SUPPORT            4/12/99 14:39:57
                        Edit Purchase Allowance Master


Item Number: 780130  ADVIL TABLETS 24'S       02400  CT      Created:  4/12/99
Warehouse..: 1       MAIN WAREHOUSE                        Modified:
Deal Number:                                                By User:

First Ship Date:  5/03/99  Last Ship Date:  52199   Last Order Date:  52199

Narrative.....: CENTS OFF (3 WEEKS)

Allowance Type: Fixed                  Unit Restriction:   Standard Buy Unit

        Amount:      1.190      or     Percent:

 Minimum Type..: 2  Cases         Minimum Value:      10.00

 Maximum Buys Allowed.:  50       Total Buys Taken To Date:

 Amount To Date:                          Quantity To Date:

F3=Exit-NO UPDATE    F10=Update and Exit         Roll Keys Active for Type
```

20. Press <Enter> when prompted to confirm. The Prompt For Key screen appears.
21. Press <F3> to exit. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT            4/12/99 14:44:49
                            Work With Allowances
Item    Ware/   Deal      Start   End     Narrative
Number  House   Code      Date    Date


Type options, press Enter.
2=Edit

?  Item   Ware/   Deal      Start    End       Type
   Number House   Code      Date     Date                    Amount     Percent
   780130 1                  5/03/99  5/21/99  Fixed             1.190    .00
   ADVIL TABLETS 24'S       02400  CT   CENTS OFF (3 WEEKS)









F3=Exit   F6=Print   F9=Go to 'Add' mode
```

Printing Buying Allowances

The following instructions describe using the Work With Allowances application to print a list of buying allowances sorted by item number. Users can limit the list to a range of starting dates.

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT            4/12/99 15:43:24
                           Work With Allowances
Item    Ware/   Deal      Start   End     Narrative
Number  House   Code      Date    Date


Type options, press Enter.
2=Edit

?  Item   Ware/   Deal      Start    End       Type
   Number House   Code      Date     Date                    Amount     Percent
   161160 1                  4/01/99  7/31/99  Cents Off         1.500    .00
   RONSON BUTANE FUEL 1.3OZ 38G         CENTS OFF BUYING ALLOWANCE
   161250 1                  5/20/98  7/10/98  Cents Off          .840    .00
   RONSON LIGHTER FLUID 5 OZ
   161680 1                  5/20/98  7/10/98  Cents Off          .480    .00
   RONSON FLINTS PEG 24/5CT
   400580 1                  3/27/98  5/29/98  Cents Off         1.200    .00
   SUNFLOWER SR FLOUR 5 LB
   400590 1                  3/27/98  5/29/98  Cents Off         2.500    .00
   SUNFLOWER SR MEAL 5 LB                                                  +

F3=Exit   F6=Print   F9=Go to 'Add' mode
```

2. Press <F6> (Print). The Prompt Print Buying Allowance screen appears.

```
CVC5PVR    ENTER   Creative Data Research-SUPPORT            4/12/99 15:45:46
                        Prompt Print Buying Allowance

Type choices, press Enter.

   Warehouse code 1

   Start Date .           to









F3=Exit   F6=Print
```

3. If necessary, enter a warehouse code for the **Warehouse code** field (6,a).
4. Enter dates for the **Start Date to** fields (6,n) to specify the range of buying allowance starting dates to print.
5. Press <F6> (Print).

```
CVC5PVR    ENTER   Creative Data Research-SUPPORT            4/12/99 15:52:06
                        Prompt Print Buying Allowance

Type choices, press Enter.

   Warehouse code 1

   Start Date .    30198  to  53198



F3=Exit   F6=Print
                                                        CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm. The Work With Allowances screen appears.

Buying Allowances Report

```
Creative Data Research-SUPPORT          Print Buying Allowances              JTIPPIN    CVCVPFR     4/12/99 15:53:26 Page     1

    Item                 Description                        Start    End      Last     Deal              Amount  Percent
                                                            Date     Date   Ord Date  Number
   161250 RONSON LIGHTER FLUID 5 OZ                        5/20/98  7/10/98                    3 $ OFF       .840
   161680 RONSON FLINTS PEG 24/5CT                         5/20/98  7/10/98                    3 $ OFF       .480
   400580 SUNFLOWER SR FLOUR 5 LB                          3/27/98  5/29/98                    3 $ OFF      1.200
   400590 SUNFLOWER SR MEAL 5 LB                           3/27/98  5/29/98                    3 $ OFF      2.500
   403780 ORTEGA TACO SHELLS 12CT                          5/14/98  6/05/98                    3 $ OFF      1.680
   404060 LIBBY CORNED BEEF 12 OZ                          5/14/98  7/03/98                    3 $ OFF      2.160
   404100 ARM POTTED MEAT 3 OZ                             5/14/98  7/10/98                    3 $ OFF      1.130
   404150 MORTON HOUSE BF/GRVY 12OZ                        5/14/98  6/05/98                    3 $ OFF      2.700
   404152 MORTON H. STK/GRAVY 12OZ                         5/14/98  6/05/98                    3 $ OFF      2.700
   404200 ARM VIENNA SAUSAGE 5 OZ                          5/14/98  7/10/98                    3 $ OFF      6.000
   404300 VIETTI PORK BBQ 10 OZ                            5/14/98  9/18/98                    3 $ OFF      3.500
   405180 L B BEEF STEW 8.5 OZ                             5/14/98  7/10/98                    3 $ OFF      1.560
   405182 L B CHILI W/BEANS 8.5 OZ                         5/14/98  7/10/98                    3 $ OFF      1.560
   405186 L B LASAGNA 8.5 OZ                               5/14/98  7/10/98                    3 $ OFF      1.560
   405260 RAGU SPAG SAU/MUSH 28 OZ                         5/14/98  6/26/98                    3 $ OFF      2.400
   405280 RAGU SPAG SAU/MEAT 27 OZ                         5/14/98  6/26/98                    3 $ OFF      2.400
   405405 TREET LUNCH MEAT 12 OZ                           5/14/98  7/10/98                    3 $ OFF      9.640
   405610 SPREAD CHICKEN SALAD 7 OZ                        5/14/98  7/03/98                    3 $ OFF      2.340
   405750 VAN CAMP CHILI W/BN 15 OZ                        3/27/98  6/05/98                    3 $ OFF      1.440
   405790 VIETTI CHILI W/BN 15OZ                           5/14/98  8/07/98                    3 $ OFF      5.630
   405800 VIETTI HOT DOG CHILI 10OZ                        5/14/98  9/18/98                    3 $ OFF      1.680
   405810 VIETTI CHILI NO/BN 15 OZ                         5/14/98  9/04/98                    3 $ OFF      9.890
   408200 BUSH BAKED BEANS 16 OZ                           5/14/98 10/02/98                    3 $ OFF       .960
   408225 BUSH BAKED BNS 28 OZ                             5/14/98 10/02/98                    3 $ OFF       .960
   408300 BUSH BLACKEYE PEAS 16 OZ                         5/14/98 10/02/98                    3 $ OFF       .960
   408310 BUSH BABY BUTR BN 16 OZ                          5/14/98 10/02/98                    3 $ OFF       .480
   408400 BUSH CHILI HOT BEAN 15 OZ                        5/14/98 10/02/98                    3 $ OFF       .960
   408405 BUSH CHILI HOT BEAN 29 OZ                        5/14/98 10/02/98                    3 $ OFF       .480
   408500 BUSH CUT GR BEANS 15 OZ                          5/14/98 10/02/98                    3 $ OFF       .240

Final totals

** END OF REPORT **
```

Deleting Buying Allowance Records

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT            4/12/99 15:30:55
                            Work With Allowances
Item    Ware/   Deal      Start   End     Narrative
Number  House   Code      Date    Date


Type options, press Enter.
2=Edit

?  Item   Ware/   Deal      Start    End       Type
   Number House   Code      Date     Date                    Amount     Percent
   161160 1                 5/20/98  7/10/99  Cents Off         1.200    .00
   RONSON BUTANE FUEL 1.3OZ 38G         CENTS OFF BUYING ALLOWANCE
   161160 1                 4/01/99  7/31/99  Cents Off         1.500    .00
   RONSON BUTANE FUEL 1.3OZ 38G         CENTS OFF BUYING ALLOWANCE
   161250 1                 5/20/98  7/10/98  Cents Off          .840    .00
   RONSON LIGHTER FLUID 5 OZ
   161680 1                 5/20/98  7/10/98  Cents Off          .480    .00
   RONSON FLINTS PEG 24/5CT
   400580 1                 3/27/98  5/29/98  Cents Off         1.200    .00
   SUNFLOWER SR FLOUR 5 LB                                                  +

F3=Exit   F6=Print   F9=Go to 'Add' mode
```

2. Press <Page Down> to locate the desired record in the screen's list, and enter *2* (Edit) in the selection column next to the item number.
3. Press <Enter>. The Edit Purchase Allowance Master screen appears.

```
DSKNE1R    CHANGE  Creative Data Research-SUPPORT            4/12/99 15:31:36
                       Edit Purchase Allowance Master


Item Number: 161160  RONSON BUTANE FUEL 1.3OZ 38G           Created:  5/01/98
Warehouse..: 1       MAIN WAREHOUSE                        Modified:  4/07/99
Deal Number:                                                By User: JTIPPIN

First Ship Date:  5/20/98  Last Ship Date:  71099   Last Order Date:

Narrative.....: CENTS OFF BUYING ALLOWANCE

Allowance Type: Cents Off              Unit Restriction:   Standard Buy Unit

        Amount:      1.200      or     Percent:

 Minimum Type..:    Blank         Minimum Value:

 Maximum Buys Allowed.:           Total Buys Taken To Date:

 Amount To Date:                          Quantity To Date:

F3=Exit-NO UPDATE    F10=Update and Exit         Roll Keys Active for Type
```

4. Press <F11>, and <Enter> when prompted to confirm. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT            4/12/99 15:32:41
                            Work With Allowances
Item    Ware/   Deal      Start   End     Narrative
Number  House   Code      Date    Date


Type options, press Enter.
2=Edit

?  Item   Ware/   Deal      Start    End       Type
   Number House   Code      Date     Date                    Amount     Percent
   161160 1                 4/01/99  7/31/99  Cents Off         1.500    .00
   RONSON BUTANE FUEL 1.3OZ 38G         CENTS OFF BUYING ALLOWANCE
   161250 1                 5/20/98  7/10/98  Cents Off          .840    .00
   RONSON LIGHTER FLUID 5 OZ
   161680 1                 5/20/98  7/10/98  Cents Off          .480    .00
   RONSON FLINTS PEG 24/5CT
   400580 1                 3/27/98  5/29/98  Cents Off         1.200    .00
   SUNFLOWER SR FLOUR 5 LB
   400590 1                 3/27/98  5/29/98  Cents Off         2.500    .00
   SUNFLOWER SR MEAL 5 LB                                                   +

F3=Exit   F6=Print   F9=Go to 'Add' mode
```

Printing Buyer Guides

The step-by-step instructions which follow describe using the Work With Vendors and Purchasing Reports applications to print buyer guides. Refer to the pages which follow the instructions for examples of the guides, and for information about using the **Buyer Guide "B" Version** field of the SYS008 default system option.

The suggested order quantities printed in the buyer guides are adjusted to meet vendor minimum purchase requirements if **YES* is entered for the **Bld to Vendor Minimum Ord** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information about the default system options.

A list of "Secondary Items" can be printed in a shortened version of the buyer guide, but only if *3* is entered for the **Buyer Guide "B" Version** field. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for additional information about the **Alt. Vendor's Item #** and **Alt. Vendor Number** fields.

Refer to Adding Vendor Notes of the Vendors document for information about using the **Document Sort:** field to designate the order in which items are listed on a vendor's buyer guide.

Note: The Resequence Purchasing Items application (option 7 of the Purchasing Reports screen) is used to change the print sequence of the items in the buyer guide and order prompting report, and the items displayed on the Work With Vendor Items screen. Caution: Resequencing is a time-consuming process, and it should be rarely used.

Using Work With Vendors To Print Buyer Guides

The Work With Vendors application is used to print a standard version and one of four shortened versions of the buyer guide for a particular vendor.

In order to print system-generated suggested order quantities in a shortened version of the buyer guide, the quantities must be generated before following the instructions below. Refer to Using The Vendor Items Screen (or Using The Work With Vendor Items Screen) for information about the use of <F5> (SOQ) to generate suggested order quantities.

1. Select option 2 (Work With Vendors) from the Purchasing menu screen. The Work With Vendors screen appears.

2. Locate the desired vendor, and in the selection column of the vendor, enter one of the following to designate which buyer guide version is printed:
   - *P* - standard version.
   - *B* - shortened version as designated by the value of the **Buyer Guide "B" Version** field of the SYS008 default system option.
   - *L* - shortened version listing the vendor's items in order by warehouse location.

```
DSI8DFR    DISPLAY Creative Data Research                    8/28/06 11:58:34
                              Work with Vendors
Vendor Name                         Buyer   Vendor    Whse  Vendor
                                    Number  Number    Code  Group
AMER                                                   1

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry
?  Vendor Name                         Buyer   Vendor  Group
   AMERICAN BENEFITS                           02217
   AMERICAN CANDY COMPANY                      W0200
   AMERICAN EXPRESS                            02002
B  AMERICAN MARKER CO                          W0300
   AMERICAN POPCORN COMPANY                    W0320
   AMUROL CONFCTIONS COMPANY                   W0400
   ANCHOR FOOD PRODUCTS, INC                   W0402
   ANDALAN CONFECTIONS                         W0430
   ANDES CANDIES, INC                          W0410
   ANNABELLE CANDY COMPANY                     W0460
   ARROWHEAD WATER COMPANY                     W0463                        +

F3=Exit  F6=Print Vendors by Name F7=Print Buyer's Vendors  F10=Add New Vendor
```

3. Press <Enter>.

Using Purchasing Reports To Print Buyer Guides

The Purchasing Reports application is used to print a standard version and four shortened versions of the buyer guide for individual or multiple buyers, and vendors. Refer to the Vendors document for information about vendor groups.

1. Select option 21 (Purchasing Reports) from the Purchasing screen. The Purchasing Reports screen appears.

2. Select option 3 (Print Buyer Guides) from the Purchasing Reports screen. The Buyers Guide Printing screen appears.

```
GSJYPVR    ENTER   CDR Customer Conference                    11/28/12 12:07:06
                            Buyers Guide Printing


          Buyer's Guides will be printed for all qualifying vendors.

Warehouse code 1      Vendor Number

                      Beginning Buyer .
                      Ending Buyer  . .

                      Beginning Vendor Group
                      Ending Vendor Group    999

                      Vendor Order Day . . .

                      Buyer Guide Version  .     (1 or Blank = Long Form
                                                   2 = Short Form)



F3=Exit   F4=Search   F6=Print Guides
```

3. Enter a warehouse code for the **Warehouse code** field.

4. To print a buyer guide for a single vendor, enter the vendor's code for the **Vendor Number** field.

5. To print buyer guides for one or more buyers, enter buyer employee numbers for the **Beginning Buyer** and **Ending Buyer** fields, or press <F4> to select a number from the Select Employee Master screen.

6. To print buyer guides for multiple vendors, enter *999999* for the **Ending Buyer** field, and enter vendor group numbers for **Beginning Vendor Group** and **Ending Vendor Group** fields.

7. If desired, enter an order day (*1* for Monday, *2* for Tuesday, etc.) for the **Vendor Order Day** field.

8. Enter *1* (standard version) or *2* (short version) for the **Buyer Guide Version** field, and press <Enter>.

9. To limit the short version buyer guide to seasonal items, enter a season code for the **Restrict To Season** field, or press <F4> to select a code from the Select Season Week Range screen.

10. Press <F6> (Print Guides), and press <Enter> when prompted to confirm.

Buyer Guide - Standard (Long) Version

```
V BIC CORPORATION              C                                                    NORMAL    THIS ORDER   1        PAGE   1  PGM:PWORKU
E P.O. BOX 42000               O                                O                   - - - - - - - - - -     TODAYS  DATE11/28/12
N                              N                                R ORDER CYCLE DAYS                 2.0
D HARTFORD           CT        T                                D                                     B KIM TALLEY
O                 6150-10000   A                                E MINIMUM QTY- U/M         $          U
R                              C   CUST #                       R BKTDISC QTY- U/M         $          Y
                               T                                                                     E
   (   )                          (   )                         D TARGET  QTY- U/M                 $  R   MAX. TARGET 9999999
   VENDOR NUMBER: BIC001          ASSOC. VENDOR:                A ACTUAL  QTY- U/M            10781 $
                                                                T                                        ORDER DATE __/__/__
    ----- MESSAGE -----            ----- MESSAGE -----          A INCREM FACTOR DAYS   1.0      1.0      DELY LEAD TIME     DAYS AVG
                                                                                                         DELY DATE __/__/__
G
R
O
U                                          000000000
P PHONE (              FAX (

OQ O/R   ITEM#CKDG UPC#  ITEM DESCRIPTION - - - - - -   UNIT PACK    NET COST  DEAL SRT  DEAL END  ALLOW$  ALLOW% LST SOLD MFR #            RTL PAK

DYS+/-  CASE     TOTAL  ROP     ROP  LEAD T  SAFSTK  SS O/R  FCST O/R  FCST AVG  LAST FIVE PERIODS ACTUAL DEMAND - - - - - - -  BUY        LOST QTY
   ROP    PACK    AVAIL  UNITS   DYS    DYS     DYS     DYS                        (1)      (2)       (3)       (4)      (5)   CODE        MTD/YTD

SUG OQ  ON ORD   ON HND LINE P  LP   MULT Q  MIN Q   EOQ     DEMAND    ITEM ORDER QUANTITY  EXTENSIONS- - - - - - - - - - - - - - S-CD
                         UNITS   DYS  UNITS   UNITS   UNITS       PTD                              EXT.WGT UNT.WGT

 _____ 002026-2         BIC BLUE CHRYSTAL                EA     1       1.040                                  11/21/12
 + 159     144     84                                   ___  ______._     3.7       8.0                                      1            0
                   92       1    2                                    $:          CS:        WGT:                   CUBE:       A

 _____ 902400-3  090283 BIC CLASSIC MED BLACK 2PK        EA     1        .430                                  11/22/12
 + 844     144 230936                                    ___  ______._  1915.3    2018.0    2237.0    1025.0    1580.0    2236.0   1            0
             1230945     547    2                                    $:          CS:        WGT:                   CUBE:       A

*_____ 802680-0  062112 BIC LIGHTER COMFORT LITE         EA     1      12.350                                  11/28/12
*+   1     144    485                                    ___  ______._  2528.9    3025.0    2900.0     900.0    1750.0    3025.0   1            0
*     2           493     723    2                          30.0   $:  3556.80  CS:     2  WGT:                   CUBE:       A

*_____ 802662-4  060301 BIC LIGHTER MINI CLASSIC 3PK     PK     3       1.480                                  11/28/12
*+   1      12    365                                    ___  ______._  2515.3    2685.0    3103.0    1160.0    1680.0    3243.0   1            0
*    30           369     719    2                           2.0   $:   532.80  CS:    30  WGT:                   CUBE:       A

*_____ 902026-5  091354 BIC RED CHRYSTAL                EA     1       1.020                                  11/28/12
*+   1     144    776                                    ___  ______._  4894.5    5887.0    4972.0    1356.0    4972.0    5876.0   1            0
*     5           783    1398    2                           2.0   $:   734.40  CS:     5  WGT:                   CUBE:       A

*_____ 902663-0         ZIPPO BLACK MATT                 EA     1      14.820                                  11/28/12
*+   1       6    401                                    ___  ______._  2805.8    3522.0    2998.0    1032.0    2236.0    3514.0   1            0
*    67      12    399     802    2                          14.0   $:  5957.64  CS:    67  WGT:                   CUBE:       A

TOTALS FOR VENDOR BIC001: ITEMS LISTED:  6 ITEMS ORDERED:   4  $:  10781.64  CS:    104  WGT:                      CUBE:

LOST SALES $ MTD:            LOST SALES $ YTD:
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *1*)

```
CDR Customer Conference                    Order Guide                        JEANNINE   BSZPPFR    11/28/12 16:19:07 Page     1
                          Vendor No. BIC001
    V BIC CORPORATION                          C                                P.O. # __________   P.O. DATE ________            Buyer KIMCC   G
    E P.O. BOX 42000                           O                                CANCELLATION DATE __________  SHIP DATE ________  Whs.  1       R
    N                                          N                                                                                              O
    D                                          T                                Our Customer No.                                              U                                        000000000
    O HARTFORD                  CT 61501 -     A                                Vendor Order Cycle         Ave.Lead Time  :                   P  Phone:                Fax:
    R                 Fax                      C                                Assoc. Vendor  :
                                               T Terms 020 2% 10 NET 30                      MIN. Blank
Vendor BIC001                                                                                                                   (--QTY ON HAND--)                        STATUS
      ORDER__ITEM_______________DESCRIPTION___________RET._PACK_UNIT__MSRP__MANUFACTURER____BOX___CASE___WEIGHT__BASE_COST__NET_COST_____ ALLCAT_ ON-ORD__ FULL____EACH___AVLQTY___LOCAT _SELL/BUY

    ______    2026 BIC BLUE CHRYSTAL                     EA    1.89                  1   144              1.040      1.040       8.0        0     92.0              84.0            A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902400 BIC CLASSIC MED BLACK 2PK               EA     .99                  1   144               .440       .430       9.0        0 230945.0          230936.0  1999      A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 802680 BIC LIGHTER COMFORT LITE                EA   17.99                  1   144             12.600     12.350       8.0        0    493.0             485.0  1900      A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 802662 BIC LIGHTER MINI CLASSIC 3PK            PK    2.80                  3    12              1.520      1.480       4.0        0    369.0             365.0  1017      A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902026 BIC RED CHRYSTAL                        EA    1.89                  1   144              1.040      1.020       7.0        0    783.0             776.0  1998      A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902663 ZIPPO BLACK MATT                        EA   22.80                  1     6             15.120     14.820      10.0       12    399.0             389.0  1901      A
    AVE. ______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ (9) _________ (10) _________ (11) _________ TI    HI       A
    Lost Sales $ MTD/YTD ->              /                MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

Vendor BIC001    Total Items     6  Total Onhand  233081.0

** END OF REPORT **
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *2*)

```
CDR Customer Conference                    Order Guide                        JEANNINE   BSZPPFR    11/28/12 16:19:39 Page     1
                          Vendor No. BIC001
    V BIC CORPORATION                          C                                P.O. # __________   P.O. DATE ________            Buyer KIMCC   G
    E P.O. BOX 42000                           O                                CANCELLATION DATE __________  SHIP DATE ________   Whs.  1       R
    N                                          N                                                                                                O
    D                                          T                                Our Customer No.                                                U                                        000000000
    O HARTFORD                 CT 61501 -      A                                Vendor Order Cycle         Ave.Lead Time  :                     P  Phone:                Fax:
    R                 Fax                      C                                Assoc. Vendor  :
                                               T Terms 020 2% 10 NET 30                     MIN. Blank
Vendor BIC001
 Sugg          Item          Description                    MFG Number      CS    Days       Qty       On      Avg        Week      Week      Week      Week      Week    Last-Receive  Weekly     YTD
 Qty                                                                        Pk    OH AVL     OH/AVL    Order   Weekly       1         2         3    _________ _________ _____________ _______ _______
                                                                                                                                                   Net Cost   Ext. Net  Location    Cs Wt  TI HI
      ______   2026 BIC BLUE CHRYSTAL                                      144 402 402     92.0                1.6       8.0                                                1  9/12/12              484
                                                                                               84.0            Wks OH   57.5                          $      1.040        95.68
      ______ 902400 BIC CLASSIC MED BLACK 2PK                              144 889 889 230945.0              1819.2    2018.0    2237.0    1025.0    1580.0    2236.0    200  5/11/11            99644
                                                                                            30936.0            Wks OH  126.9                          $       .430     99306.35  1999
    2 ______ 802680 BIC LIGHTER COMFORT LITE                               144   1   1    493.0              2320.0    3025.0    2900.0     900.0    1750.0    3025.0      3 11/28/12          136017
                                                                                              485.0            Wks OH     .2                          $     12.350      6088.55  1900
   30 ______ 802662 BIC LIGHTER MINI CLASSIC 3PK                            12   1   1    369.0              2374.2    2685.0    3103.0    1160.0    1680.0    3243.0     30 11/28/12          137785
                                                                                              365.0            Wks OH     .1                          $      1.480       546.12  1017
    5 ______ 902026 BIC RED CHRYSTAL                                       144   1   1    783.0              4612.6    5887.0    4972.0    1356.0    4972.0    5876.0      5 11/28/12          267158
                                                                                              776.0            Wks OH     .1                          $      1.020       798.66  1998
   67 ______ 902663 ZIPPO BLACK MATT                                         6   1   1    399.0       12     2660.4    3522.0    2998.0    1032.0    2236.0    3514.0     67 11/28/12          142563
                                                                                              389.0            Wks OH     .1                          $     14.820      5913.18  1901

Final totals

** END OF REPORT **
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *3*)

```
CDR Customer Conference                    Order Guide                        JEANNINE   BSZPPFR    11/28/12 16:19:59 Page     1
                         Vendor No. BIC001
    V BIC CORPORATION                          C                                P.O. # __________   P.O. DATE ________            Buyer KIMCC   G
    E P.O. BOX 42000                           O                                CANCELLATION DATE __________  SHIP DATE ________  Whs.  1       R
    N                                          N                                                                                              O
    D                                          T                                Our Customer No.                                              U                                        000000000
    O HARTFORD                 CT 61501 -      A                                Vendor Order Cycle         Ave.Lead Time  :                   P  Phone:                Fax:
    R                Fax                       C                                Assoc. Vendor  :
                                               T Terms 020 2% 10 NET 30                      MIN. Blank
Vendor BIC001
 Sugg          Item          Description                    MFG Number      CS    Days       On       On      Avg        Week      Week      Week      Week      Week    Last-Receive  Weekly     YTD
 Qty                                                                        Pk    OH AVL     Hand     Order   Weekly      1         2         3   _________ _________ _____________ _______ _______
                                                                                                                                                   Net Cost   Ext. Net  Location    Cs Wt  TI HI

      _______   2026 BIC BLUE CHRYSTAL                                     144 402 402     92.0                 1.6       8.0                                                  1  9/12/12              484
                                                                  Rf#        Wks OH   57.5                Curr Week                                $      1.040
      _______ 902400 BIC CLASSIC MED BLACK 2PK                             144 889 889 230945.0              1819.2    2018.0    2237.0    1025.0    1580.0    2236.0    200  5/11/11            99644
                                                                  Rf#        Wks OH  126.9                Curr Week                                $       .430                1999
    2 _______ 802680 BIC LIGHTER COMFORT LITE                              144   1   1    493.0              2320.0    3025.0    2900.0     900.0    1750.0    3025.0      3 11/28/12           136017
                                                                  Rf#        Wks OH     .2                Curr Week      30.0                   $     12.350      3556.80  1900
   30 _______ 802662 BIC LIGHTER MINI CLASSIC 3PK                           12   1   1    369.0              2374.2    2685.0    3103.0    1160.0    1680.0    3243.0     30 11/28/12           137785
                                                                  Rf#        Wks OH     .1                Curr Week       2.0                   $      1.480       532.80  1017
    5 _______ 902026 BIC RED CHRYSTAL                                      144   1   1    783.0              4612.6    5887.0    4972.0    1356.0    4972.0    5876.0      5 11/28/12           267158
                                                                  Rf#        Wks OH     .1                Curr Week       2.0                   $      1.020       734.40  1998
   67 _______ 902663 ZIPPO BLACK MATT                                       6   1   1    399.0       12     2660.4    3522.0    2998.0    1032.0    2236.0    3514.0     67 11/28/12           142563
                                                                  Rf#        Wks OH     .1                Curr Week      14.0                   $     14.820      5957.64  1901

Final totals  Total Units     104   Total Weight              Total $   10781.64

** END OF REPORT **
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *4*)

```
CDR Customer Conference                    Order Guide                        JEANNINE   BSZPPFR    11/28/12 16:20:17 Page     1
                              Vendor No. BIC001
    V BIC CORPORATION                          C                                P.O. # __________   P.O. DATE ________            Buyer KIMCC   G
    E P.O. BOX 42000                           O                                CANCELLATION DATE __________  SHIP DATE ________  Whs.  1       R
    N                                          N                                                                                              O
    D                                          T                                Our Customer No.                                              U                                          000000000
    O HARTFORD                  CT 61501 -     A                                Vendor Order Cycle         Ave.Lead Time  :                  P  Phone:                Fax:
    R                 Fax                      C                                Assoc. Vendor  :
                                               T Terms 020 2% 10 NET 30                      MIN. Blank

Vendor BIC001                                                                                                                   (--QTY ON HAND--)                    STATUS
      ORDER__ITEM_________________DESCRIPTION___________RET._PACK_UNIT__MSRP__MANUFACTURER____BOX___CASE___WEIGHT__BASE_COST__NET_COST_____ ALLCAT_ ON-ORD__ FULL_____EACH____AVLQTY___LOCAT _SELL/BUY

    ______     2026 BIC BLUE CHRYSTAL                          EA    1.89                    1   144              1.040      1.040       8.0        0     92.0              84.0            A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. #                                    A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902400 BIC CLASSIC MED BLACK 2PK                    EA     .99                    1   144               .440       .430       9.0        0 230945.0          230936.0  1999      A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. # 000040                             A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 802680 BIC LIGHTER COMFORT LITE                     EA   17.99                    1   144             12.600     12.350       8.0        0    493.0             485.0  1900      A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. # 000050                             A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 802662 BIC LIGHTER MINI CLASSIC 3PK                 PK    2.80                    3    12              1.520      1.480       4.0        0    369.0             365.0  1017      A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. # 000060                             A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902026 BIC RED CHRYSTAL                             EA    1.89                    1   144              1.040      1.020       7.0        0    783.0             776.0  1998      A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. # 000070                             A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

    ______ 902663 ZIPPO BLACK MATT                             EA   22.80                    1     6             15.120     14.820      10.0       12    399.0             389.0  1901      A
    Avg _______ WKS CURR _________ (2) _________ (3) _________ (4) _________ (5) _________ (6) _________ (7) _________ (8) _________ TI    HI    Seq. # 000410                             A
        Transfers -> (1)        0   (2)        0   (3)        0   (4)        0   (5)        0   (6)        0   (7)        0   (8)        0   Ave. Weekly Transfer
    Lost Sales $ MTD/YTD ->                /                  MTD Lost Qty Each/STD Sell        /          YTD Lost Qty Each/STD Sell        /

Vendor BIC001    Total Items     6  Total Onhand  233081.0

** END OF REPORT **
```

Buyer Guide (Standard) Data

Heading Data:

- Order Cycle Days (Normal) - the number of days which elapse before an order is placed with this vendor.
- Order Cycle Days (This Order) - the number of order cycle days actually used for calculating the order.
- Minimum Qty-U/M (Normal) - the minimum purchasing quantity and type required by this vendor.
- Bktdisc Qty-U/M - the minimum purchasing quantity of bracket discount units and type required by the vendor.
- Target Qty-U/M (This Order) - the minimum purchasing quantity and type entered by the user for this order.
- Actual Qty-U/M (This Order) - the total purchase quantity and type actually used for calculating the order.

Line 1 of Item Order Data:

- An asterisk (*) at the beginning of line 1 indicates a suggested quantity is calculated for the item.
- OQ O/R - order quantity override.

Line 2 of Item Order Data:

- An asterisk (*) at the beginning of line 2 indicates a suggested quantity is calculated for the item.
- Days plus or minus reorder point *(Dys+/- ROP)* - the number of days until or since the item's available stock reached the level of the reorder point units.
- Total Avail - total quantity of items which is currently on hand and on order, but is not allocated to fill current orders.
- ROP Units - reorder point units.
- ROP Dys - reorder point days.
- Lead T Dys - lead time days.
- Safstk Dys - safety stock days.
- SS O/R Dys - Safety stock override days.
- Fcst O/R - forecast override.
- Fcst Avg - forecast average.
- Buy Code - displays the value of the **Forecast Alpha Code** field of the Edit Item Movement File Details screen.

Line 3 of Item Order Data:

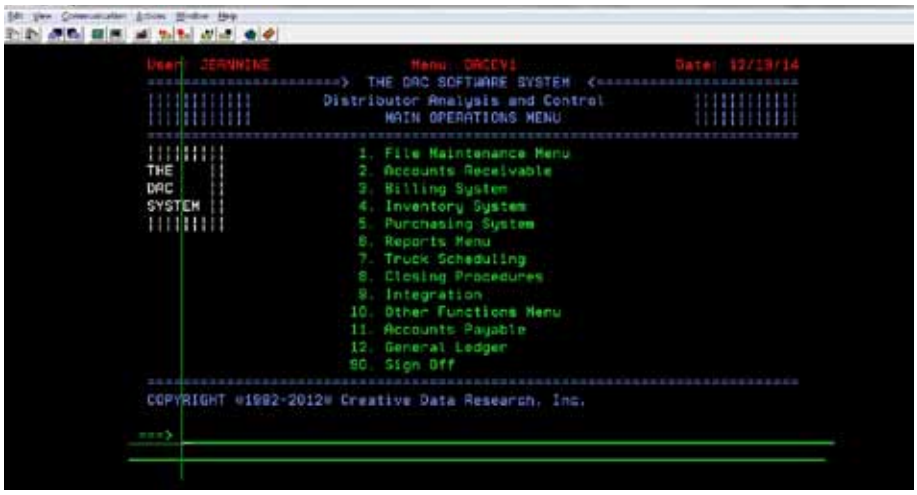
- An asterisk (*) at the beginning of line 3 indicates a suggested quantity is calculated for the item.
- Sug OQ - suggested order quantity calculated by the Purchasing system. If necessary, this quantity is rounded up to meet a required minimum quantity or buying multiple.

- On Ord - quantity on order.
- On Hnd - quantity on hand.
- Line P Units - line point units.
- LP Dys - line point days.
- Mult Q Units - the multiple amount by which this item must be ordered.
- Min Q Units - the minimum quantity of this item that the vendor will ship.
- EOQ Units - result of the economic order quantity calculation.
- Demand PTD - demand for the item to date for the current period. Refer to the DAC Default System Options document for information about the **Post demand or sales** field of the SYS008 default system option.
- Sell Code - Item status (active, inactive, etc.) as specified in user's Item Master File.

Note: If order build-up is requested, the order cycle calculated for this order will be used in place of vendor order cycle.

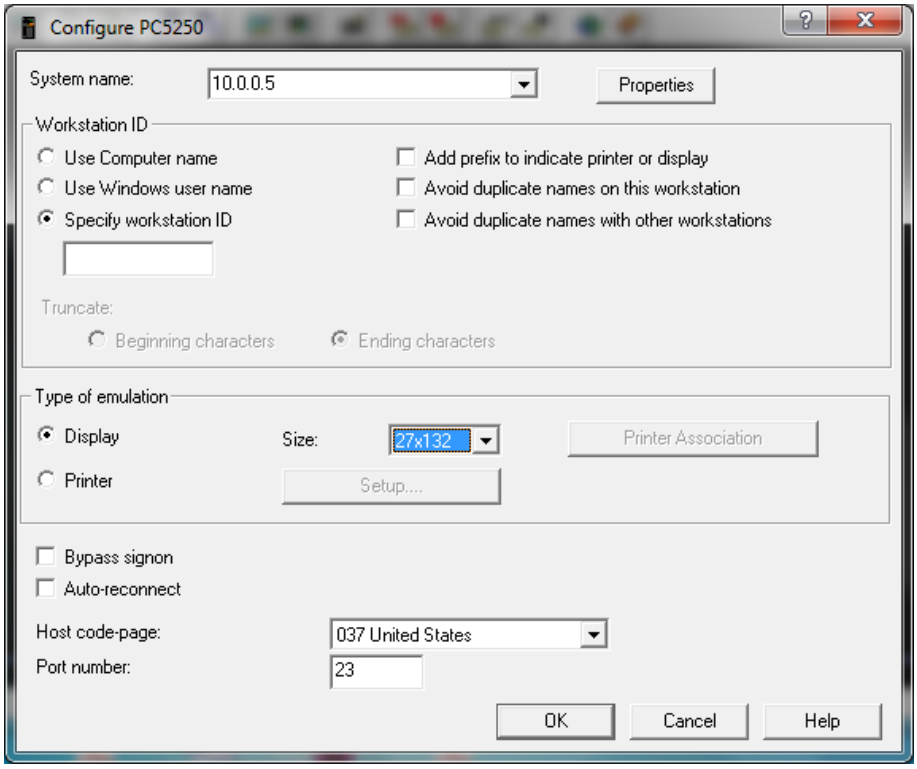
Setup To Use Wide Screens

The following instructions describe the setup which enables the use of the wide screen versions of Purchasing system screens.

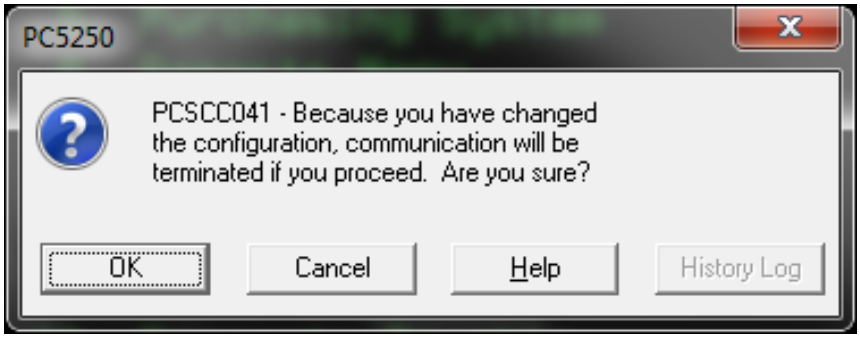


1. Confirm that you have only one DAC session is started.

2. Select Communication in the menu bar at the top of the session screen, and select Configure in the drop-down. The Configure PC5250 screen appears.



3. Select 27x132 in the **Size** drop-down box of the Type of emulation frame as illustrated above, and click the **OK** button. The PC5250 screen appears.



4. Click the **OK** button when the *PCSCC041 - Because you have changed the configuration….* message appears. The DAC session ended.

5. After starting a new DAC session, select File in the menu bar at the top of the session screen, and select Save in the drop-down box.

6. From the Main Operations Menu, select 1 (File Maintenance Menu), select 4 (System Options Maintenance), and select 7 (Work With User Options).

7. Locate the user, and enter *2* (Edit) next to the user's description, and press <Enter>.

```
BSFQE3R    CHANGE  Creative Data Research, Inc.-SUP          12/29/14  9:17:05
                          Edit User Options Page 1

User JEANNINE   Jeannine Pender_______________ Remote System Name __________

Employee: JP____ JEANNINE PENDER                 Send Order Ack? ______ (*YES)
Widescreen?    _

: O r d e r    E n t r y    S e s s i o n    O p t i o n s :

   General:
Auto print invoice? . .  _ (Y/N)  Auto print pick?  . . . . . . . .  _ (Y/N)
A/R Verification? . . .  _ (Y/N)  Enable Auto-Print Spc. Billing Chg? N (Y/N)

   Header:
Lock Invoice Type?  .    _ (Y/N)
Default Invoice Type     I (C,I,P)
Default Warehouse . .    1_____  MAIN WAREHOUSE
Default Terms Code  .


F3=Exit   F11=Delete
```

8. Enter *Y* for the **Widescreen?** field, press <Enter>, and press <Enter> when prompted to confirm.

9. Press <F3> to exit.

The Work With Purchase Orders application (option 1 of the Purchasing screen) is primarily used to print, edit, receive and backorder purchase orders.

```
User: JEANNINE                Menu: PUCV1                    Date:  8/06/12

=======================> P U R C H A S I N G <==========================
==========================================================================
¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders       12. Import Costs
THE    ¦¦   2. Work With Vendors
DAC    ¦¦   3. Work With Items
SYSTEM ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

After selecting option 1, the Work With Purchase Orders screen appears.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/16/99 11:02:38
                        Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number
        *ALL*

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    O Open    FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/16/99       75
    E Entry   FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT                 80
    T Transfe SMI100 SMITH KLINE BEECHAM                               181
    R Receive SMI100 SMITH KLINE BEECHAM                               183
    R Receive SAM100 SAM'S WHOLESALE                                   205
    T Transfe SMI100 SMITH KLINE BEECHAM                               263
    T Transfe KAF100 K.A. FISHER CO.                                   264
    R Receive STA130 STANBACK COMPANY                                  265
    R Receive BAY100 BAYER CORPORATION                                 266
    T Transfe BLO100 BLOCK DRUG COMPANY                                267
    P Partial LIL200 LIL AUTO STORE                        6/09/98     268   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The status of a purchase order is assigned by DAC as follows:

- Entry (*E*) - an order was entered, but not yet printed. It can be edited and printed.
- Open (*O*) - an entry order was printed, or a partial order was backordered. It can be edited (see note below) and reprinted, and received. A *B* appears for the **BO** field of a backorder on the Work With Purchase Orders screen.
- Cancel (*C*) - an entry order or open order was cancelled, a cancelled purchase order report was printed, and the the cancelled order no longer appears on the Work With Purchase Orders screen.
- Partial (*P*) - part of an open order was received. It can be edited (see note below) and reprinted, received, or backordered. If the partial order is backordered, its status changes to received, and the new backorder's status is open.

- Received (*R*) - all of an open order or the remainder of a partial order was received. It can be purged or marked payable to transfer to Accounts Payable.
- Payable (*A*) - the vendor's invoice data for a received order was entered. It can be purged or transferred to Accounts Payable.
- Transferred (*T*) - a payable order has been transferred to accounts payable. It can be purged.

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted.

Refer to the DAC Default System Options document for information about the **Status to Purge POs** and **No. Days After Purge Status** fields of the SYS008 default system option.

When working with the Work With Purchase Orders screen, the **Status** restrictor field at the top of the screen can be used to limit the list of purchase orders to include only those with a particular status. For example, to backorder purchase orders, *P* for partial can be entered and the list is redisplayed with only orders that have been partially received. Refer to Using The Work With Purchase Orders Screen and Using Work With Dock Receiving To Create Back Orders for additional information.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/20/99  8:24:06
                           Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
     P  Partial

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    P Partial LIL200 LIL AUTO STORE                        6/09/98      268
    P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/13/98     3800
    P Partial HOU100 RED LION INTERNATIONAL                5/27/98     3879
    P Partial KAF100 K.A. FISHER CO.                       4/22/99     3920
    P Partial RJR100 R J REYNOLDS TOBACCO CO               5/22/98     5564
    P Partial M&N100 J. C. NEWMAN CIGAR COMPANY            5/22/98     5708
    P Partial PIN100 THE PINKERTON TOBACCO CO              5/29/98     5726




F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

When working with the Work With Purchase Orders screen, the following values may appear or be highlighted (see examples below):

- An *E* displayed to the left of the status of a purchase order (see **P/O #** *3964* below) indicates that it is marked for transmission to the vendor using EDI. Refer to the EDI document for additional information.

```
BSDSDFR    DISPLAY Creative Data Research                    6/04/01 10:54:55
                          Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
        *ALL*                                  3964

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                      Expected   P/O #  BO
  E O Open    GMI100 GENERAL MILLS INC                   6/28/01 S   3964
    E Entry   GMI100 GENERAL MILLS INC                               3965
    O Open    PHI100 PHILIP MORRIS INC                   5/21/01     3966
    E Entry   PHI100 PHILIP MORRIS INC                               3967
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3968 B
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3969
  S R Receive CON100 CONSOLIDATED CIGAR CORP                         3970
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3971
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3972
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3973
    R Receive RJR100 R J REYNOLDS TOBACCO CO                         3974   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

- An *S* displayed to the left of the status of a purchase order (see **P/O #** *3970* above) indicates that it was transmitted to the vendor using EDI. Refer to the EDI document for additional information.
- Expected date is highlighted if a purchase order (see **P/O #** *3966* above) is past due.
- An *S* displayed to the right of the expected date (see **P/O #** *3964* above) indicates that the Trucking Schedule application was used to scheduled the order's delivery. Refer to Working With Truck Scheduling of the Warehousing document for additional information.
- A *B* is displayed for the **BO** field when a purchase order is created with the unreceived items of a partial order. Refer to Using The Work With Purchase Orders Screen and Using Work With Dock Receiving To Create Back Orders for additional information.

Using The Vendor Items Screen

Vendor items are primarily used to create purchase orders based on system-generated suggested order quantities. These orders may also be based on the minimum purchase requirements of a vendor, or other criteria designated by the buyer.

Refer to the Item File Maintenance document for information about the **Vendor** field which designates that an item appears as a vendor's item for ordering. Refer to the Vendors document for additional information about vendor records.

Vendor items are displayed in either the Vendor Items (wide) screen illustrated below, or the Work With Vendor Items screen described in Using The Work With Vendor Items Screen. If necessary, refer to Setup To Use Wide Screens above.

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                    1/27/15  12:04:14 QPADEV0002
                                          V E N D O R    I T E M S

Vendor NST100 NESTLE USA                          Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build _____

Max. Target  _______                              Totals: $_________0.00_ Qty ________ Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                Show PB in Size? N All? N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                      93    33    75    61  _____      12   .81   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                      88    32    71    59  _____       1   .83    33.960
__ 500008 BABY RUTH KING SIZE               18                     110    45    84   100  _____       8  1.19   148.312
__ 500010 BIT O HONEY                       36                     144    42    96   178  _____      10  1.85   208.700
__ 500014 BUTTERFINGER                      36                     168    49   105   257  _____       8  2.45   166.960
__ 500011 BUTTERFINGER CRISP                24                     160    64   129   109  _____       8   .84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                     130    46   103    58  _____       1   .56    33.960
__ 500013 BUTTERFINGER KING SIZE            18                      95    32    75    65  _____       8   .87   148.400
__ 500020 CHUNKY ORIGINAL                   24                      28    11    21    27  _____      10  1.29   145.200
__ 500024 FUN DIP                           36                      48    16    34    69  _____      10  2.03   208.700
__ 500025 GOBSTOPPER                        24                      93    33    75    53  _____      12   .71   174.240
__ 500015 GOBSTOPPERS CANDY                 24                      80    24    56   104  _____      12  1.86   174.240
__ 500026 GOOBERS                           24                     120    45   100    78  _____      10   .78   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                     133         54   455  _____       8  8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

Vendor-related data is displayed for the following fields at the top of the Vendor Items screen:

- **Vendor** - vendor code and description.
- **Buyer** - employee code of the buyer who handles purchases from the vendor.
- **Lead Time** - average number of days for items to arrive from this vendor. Its value defaults from the **Avg. Lead Time** field of the vendor's record. Refer to the Vendors document for additional information.
- **Order Cycle Days** - number of days which elapse before an order is placed with this vendor. Its value defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Last PO** - date that the vendor's last printed purchase order was entered.
- **W.H** - warehouse code which defaults from the user option record of the user.

The following fields at the top of the Vendor Items screen can be used during the process of creating a purchase order:

- Optional: **Target Value** - designates the minimum purchasing quantity and unit type. Its values default from the **Minimum Qty Unit** and **Minimum Qty Unit** fields of the vendor's record, but can be changed as described in the instructions below.
- Optional: **Max. Target** - the maximum purchasing quantity per the unit displayed for the **Target Value** field above.
- **Increment Dys** - the number by which the value of the **Order Cycle Days** field is incrementally increased to produce an order which meets the vendor requirements. Its default value is *1.0.* but can be changed as described in the instructions below.
- Optional: **Item#** - used to add an item of another vendor to a suggested order, or locate and limit the screen's list to a single item. Both are done by entering the item's number and pressing <Enter>, or using <F4> (with the cursor in the **Item#** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.
- Optional: **Season** - used to locate and limit the screen's list to items sold within a designated season by entering a season code and pressing <Enter>, or using <F4> (with the cursor in the **Season** field) to select it from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.
- **Include QTY in WksAvl?** - designates that the value of the **QTY** field (as described in the instructions below) is included in the calculation of the **WksAvl** field's value (as described below) when *Y* is entered.
- Optional: **Wks to Build** - the number of weeks for which an item's demand is met when the system calculates the suggested order quantities.
- **Show PB in Size?** - designates if the value displayed in the **Size/Prebook** field will be retail pack size (*N*) or quantity pending for pre-book orders (*Y*).
- **All?** - designates if *Each* items and items with a discontinued buying status appear on the screen's list (*Y*).

As the fields of the Vendor Items screen are used, the "running total" of the following fields are updated at the top of the screen:

- **Totals: $** - total amount of the purchase order
- **Qty** - total order quantity of the PO.
- **Weight** - total weight of the purchase order's items.
- **Cube** - total cubic measurement of the order's items.

When working with the Vendor Items screen above, data is displayed for each vendor item in the following fields:

- **Item #** - the number of the vendor's item. If the number is highlighted in white, the item's season for selling is approaching.

- **Description** - the description of the vendor's item. If the description is highlighted in green, a buying allowance or purchasing (type 2) vendor deal exists for the item.
- **Pack** - the quantity muliplier of the selling unit of measure. If the quantity is highlighted in red, the item is another vendor's which was added to the suggested order by the buyer.
- **Size/Prebook** - the retail pack description of the vendor's item is displayed by default. If the description appears in pink, the item's sequence number is manually entered. If *Y* is entered for **Show PB in Size?** field, the quantity pending for pre-book orders is displayed with *PB*.
- **OnOrd** - quantity of the item currently on order. If the quantity is highlighted in yellow, the item has an inactive buying status.
- **LstWk** - the item's demand for last week.
- **CurWk** - demand for item to date for the current week.
- **AvgWk** - average of the item's demand for the previous 8 weeks. If this field is highlighted in yellow, a pre-book order exists for the item.
- **Avail** - quantity of the item currently on hand, and not allocated to fill current customer orders.
- **QTY** - the suggested order quantity or override value entered by the buyer.
- **Mult** - the quantity muliplier of the buying unit of measure. If the quantity is highlighted in pink, the item is the *Each* (child) item linked to a *Case* item.
- **WksAvl** - number of weeks for which the item is calculated to be available as based on the item's average demand for the previous 8 weeks. No number is calculated if the **AvgWk** field is blank. If the number appears in turquoise, it is calculated with the value of the **QTY** field.
- **Unit Cost** - the item's net cost at the buying unit of measure.
- **Allow** - the cents off amount is displayed if a buying allowance or purchasing allowance (type 2) vendor deal exists for the item.

When working with the Vendor Items screen above, the following function keys can be used:

- F1 (Ord/All) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity (or override value) appears in the **QTY** field.
- F3 - allows the user to exit the Vendor Items screen without clearing the current values. Suggested order quantities, overrides and other current valuse will be cleared during end of day processing.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F5 (SOQ) - used to create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria.
- F6 (Prt) - used to print the standard version of the buyer guide.
- F8 (Target) - used to create a suggested order based on the vendor's default minimum requirements,
- F12 (PO) - to create a purchase order.

- F18 - used to recalculate the values in the **QTY** field.
- F20 (??) - displays a legend of the screen's symbols, and other related information.
- F22 (Reset) - clears overrides displayed for each vendor item.
- F24 (Var) - displays the Variance In Demand screen.

Creating A Suggested Order

The instructions which follow describe using the Vendor Items screen to create a suggested order which the buyer can load as a purchase order. Buyers without access to the Vendor Items (wide) screen should refer to Using The Work With Vendor Items Screen.

```
User: JEANNINE                Menu: PUCV1                    Date: 12/02/14

=======================> P U R C H A S I N G <==========================
==========================================================================
¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders       12. Import Costs
THE    ¦¦   2. Work With Vendors
DAC    ¦¦   3. Work With Items
SYSTEM ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

1. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears.

```
DSI8DFR    DISPLAY CDR Customer Conference                  12/02/14 12:35:32
                              Work with Vendors
Vendor Name                          Buyer# Vendor Vendor Whse      Ord
                                                   Group            Day
_________________________________    ______ ______  ___   1_____     _

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
? Vendor Name                        Buyer  Vendor Group
_ ALTADIS USA                        SHERI  ALT001
_ AMERICAN SNUFF COMPANY             SHERI  AMER01
_ BIC CORPORATION                    KIMCC  BIC001    4
_ CADBURY                            SHERI  CAD001
_ CONWOOD CORP.                      SHERI  CON001
_ DOT FOODS INC.                     KIMCC  DOT001
_ HEINZ USA                          KIMCC  HEI001
_ HERSHEY CHOCOLATE                  KIMCC  HER001    3
_ JOHN MIDDLETON INC.                KIMCC  JOH001  110
_ KEEBLER COMPANY                    KIMCC  KEE001    3
_ KRAFT FOODS                        JP     KRA001                          +

F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs
```

2. Enter *5* (Vendor Items) in the selection column next to the desired vendor and press <Enter>. The Vendor Items screen appears.

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                  1/27/15  12:04:14 QPADEV0002
                                              V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build _____

Max. Target  _______                             Totals: $           0.00_ Qty ________ Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                Show PB in Size? N All?
N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                        93    33    75    61  _____      12   .81   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                        88    32    71    59  _____       1   .83    33.960
__ 500008 BABY RUTH KING SIZE               18                       110    45    84   100  _____       8  1.19   148.312
__ 500010 BIT O HONEY                       36                       144    42    96   178  _____      10  1.85   208.700
__ 500014 BUTTERFINGER                      36                       168    49   105   257  _____       8  2.45   166.960
__ 500011 BUTTERFINGER CRISP                24                       160    64   129   109  _____       8   .84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                       130    46   103    58  _____       1   .56    33.960
__ 500013 BUTTERFINGER KING SIZE            18                        95    32    75    65  _____       8   .87   148.400
__ 500020 CHUNKY ORIGINAL                   24                        28    11    21    27  _____      10  1.29   145.200
__ 500024 FUN DIP                           36                        48    16    34    69  _____      10  2.03   208.700
__ 500025 GOBSTOPPER                        24                        93    33    75    53  _____      12   .71   174.240
__ 500015 GOBSTOPPERS CANDY                 24                        80    24    56   104  _____      12  1.86   174.240
__ 500026 GOOBERS                           24                       120    45   100    78  _____      10   .78   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                       133          54   455  _____       8  8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

Refer to Setup To Use Wide Screens if the Work With Vendor Items screen, and not the Vendor Items screen illustrated above, appears.

3. To prohibit the calculation of a suggested order quantity for a specific item, enter *X X* (Exclude SOQ) in the selection column of an item and press <Enter>. The *X X* option can be used as a toggle to include the SOQ after excluding it.

4. To create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria (as described in the instructions below), press <F5> (SOQ).

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                  1/27/15  12:15:41 QPADEV0002
                                              V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build _____
  SOQ  Actual  514073                               Pricing Bracket Level -> 5
Max. Target  _______                             Totals: $     514,101.31_ Qty   5771_ Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                Show PB in Size? N All? N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                        93    33    75    61     48      12  8.49   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                        88    32    71    59    535       1  8.37    33.960
__ 500008 BABY RUTH KING SIZE               18                       110    45    84   100     75       8  8.33   148.312
__ 500010 BIT O HONEY                       36                       144    42    96   178     63      10  8.42   208.700
__ 500014 BUTTERFINGER                      36                       168    49   105   257     76       8  8.24   166.960
__ 500011 BUTTERFINGER CRISP                24                       160    64   129   109    121       8  8.35   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                       130    46   103    58    822       1  8.54    33.960
__ 500013 BUTTERFINGER KING SIZE            18                        95    32    75    65     71       8  8.44   148.400
__ 500020 CHUNKY ORIGINAL                   24                        28    11    21    27     16      10  8.90   145.200
__ 500024 FUN DIP                           36                        48    16    34    69     21      10  8.21   208.700
__ 500025 GOBSTOPPER                        24                        93    33    75    53     49      12  8.55   174.240
__ 500015 GOBSTOPPERS CANDY                 24                        80    24    56   104     31      12  8.50   174.240
__ 500026 GOOBERS                           24                       120    45   100    78     77      10  8.48   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                       133          54   455              8  8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F5>:

- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *SOQ* is displayed under **Target Value** at the top of the screen.

- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

5. To create a suggested order based on the vendor's default minimum requirements, press <F8> (Target). If necessary, first enter new values for the **Target Value** fields (and press <Field Exit> after each) before using <F8>. Valid values for unit type are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                    1/27/15  12:25:38 QPADEV0002
                                              V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _550000 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build _____
TARGET Actual  559229              Days Actual   4.0 Pricing Bracket Level -> 5
Max. Target   _______                Totals: $   559,259.78 Qty   6284  Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                Show PB in Size? N All? N
?  Item #      Description               Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                        24                        93    33    75    61     52      12   9.13   174.840
__ 500007 BABY RUTH FUN SIZE CASE          12                        88    32    71    59    580       1   9.00    33.960
__ 500008 BABY RUTH KING SIZE              18                       110    45    84   100     82       8   9.00   148.312
__ 500010 BIT O HONEY                      36                       144    42    96   178     69      10   9.04   208.700
__ 500014 BUTTERFINGER                     36                       168    49   105   257     85       8   8.92   166.960
__ 500011 BUTTERFINGER CRISP               24                       160    64   129   109    132       8   9.03   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE       12                       130    46   103    58    890       1   9.20    33.960
__ 500013 BUTTERFINGER KING SIZE           18                        95    32    75    65     77       8   9.08   148.400
__ 500020 CHUNKY ORIGINAL                  24                        28    11    21    27     17      10   9.38   145.200
__ 500024 FUN DIP                          36                        48    16    34    69     24      10   9.09   208.700
__ 500025 GOBSTOPPER                       24                        93    33    75    53     53      12   9.19   174.240
__ 500015 GOBSTOPPERS CANDY                24                        80    24    56   104     34      12   9.14   174.240
__ 500026 GOOBERS                          24                       120    45   100    78     83      10   9.08   145.200
__ 500033 LAFFY TAFFY APPLE JAR           165                       133          54   455      1       8   8.57    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F8>:

- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *TARGET Actual* and its value is displayed under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

6. To create a suggested order based on the number of weeks for which the items' demand will be met, enter the number of weeks for the **Wks to Build** field, press <Field Exit>, and press <F5> (SOQ).

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                  1/27/15  13:16:52 QPADEV0002
                                              V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build 8.00
  SOQ  Actual  514073                                Pricing Bracket Level -> 5
Max. Target   _______                              Totals: $   584,051.60 Qty   6596  Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                Show PB in Size? N All? N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                      93    54    75    61     57      12   9.93   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                      88    52    71    59    638       1   9.82    33.960
__ 500008 BABY RUTH KING SIZE               18                     110    75    84   100     86       8   9.38   148.312
__ 500010 BIT O HONEY                       36                     144    66    96   178     68      10   8.94   208.700
__ 500014 BUTTERFINGER                      36                     168    84   105   257     76       8   8.24   166.960
__ 500011 BUTTERFINGER CRISP                24                     160    96   129   109    145       8   9.84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                     130    77   103    58    983       1  10.11    33.960
__ 500013 BUTTERFINGER KING SIZE            18                      95    53    75    65     85       8   9.93   148.400
__ 500020 CHUNKY ORIGINAL                   24                      28    18    21    27     18      10   9.86   145.200
__ 500024 FUN DIP                           36                      48    26    34    69     23      10   8.79   208.700
__ 500025 GOBSTOPPER                        24                      93    54    75    53     57      12   9.83   174.240
__ 500015 GOBSTOPPERS CANDY                 24                      80    40    56   104     34      12   9.14   174.240
__ 500026 GOOBERS                           24                     120    75   100    78     92      10   9.98   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                     133    14    54   455                 8   8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F5>:

- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *SOQ* is displayed under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

Editing A Suggested Order

The instructions which follow describe using the Vendor Items screen to review and edit a suggested order before the buyer loads it as a purchase order.

When editing a suggested order, the following function keys can be used:

- F1 (Ord/All) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity (or override value) appears in the **QTY** field.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F18 - used to recalculate the values in the **QTY** field.
- F20 (??) - displays a legend of the screen's symbols, and other related information.
- F22 (Reset) - clears overrides displayed for each vendor item.
- F24 (Var) - displays the Variance In Demand screen.

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                    1/27/15  13:16:52 QPADEV0002
                                          V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build  8.00
  SOQ  Actual  514073                                Pricing Bracket Level -> 5
Max. Target   _______                             Totals: $   584,051.60  Qty   6596  Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                          Show PB in Size? N All? N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                      93    54    75    61     57      12   9.93   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                      88    52    71    59    638       1   9.82    33.960
__ 500008 BABY RUTH KING SIZE               18                     110    75    84   100     86       8   9.38   148.312
__ 500010 BIT O HONEY                       36                     144    66    96   178     68      10   8.94   208.700
__ 500014 BUTTERFINGER                      36                     168    84   105   257     76       8   8.24   166.960
__ 500011 BUTTERFINGER CRISP                24                     160    96   129   109    145       8   9.84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                     130    77   103    58    983       1  10.11    33.960
__ 500013 BUTTERFINGER KING SIZE            18                      95    53    75    65     85       8   9.93   148.400
__ 500020 CHUNKY ORIGINAL                   24                      28    18    21    27     18      10   9.86   145.200
__ 500024 FUN DIP                           36                      48    26    34    69     23      10   8.79   208.700
__ 500025 GOBSTOPPER                        24                      93    54    75    53     57      12   9.83   174.240
__ 500015 GOBSTOPPERS CANDY                 24                      80    40    56   104     34      12   9.14   174.240
__ 500026 GOOBERS                           24                     120    75   100    78     92      10   9.98   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                     133    14    54   455                 8   8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

1. To override an item's SOQ, enter the override quantity for its **QTY** field, press <Field Exit>, and press <Enter>.

2. To prohibit the calculation of a suggested order quantity (SOQ) for a specific item, enter *XX* (Exclude SOQ) in the selection column of an item and press <Enter>. The *XX* option can be used as a toggle to include the SOQ after excluding it.

3. To add an item of another vendor to a suggested order, enter the item's number for the **Item#** field and press <Enter>, or use <F4> (with the cursor in the **Item#** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.

4. To limit a suggested order to a maximum target after the **Target Value** field is used to build it to a minimum target, enter the maximum quantity for the **Max. Target** field, press <Field Exit>, and press <F8> (Target).

5. To review the buying allowance or purchasing vendor deal existing for an item, enter *S* (Show Deals) in the selection column of the item, and press <Enter>.

   One of the following screens appears:
   - VR Deal:PO Item Discounts displays the vendor deal for the item. After pressing <F3> (Exit), the Purchasing Allowances screen appears with a function key (F10) to add a buying allowances and (F12) to display current and future purchasing vendor deals. Press <F3> as needed to redisplay the Vendor Items screen.
   - Purchasing Allowances screen displays the buying allowance for the item. It appears with a function key (F10) to add buying allowances for the vendor and (F12) to display current and future purchasing vendor deals. Press <F3> as needed to redisplay the Vendor Items screen.

6. To review the pre-book demand for an item, enter *P* (Prebooks) in the selection column of the item, and press <Enter> to display the Pre-book Requirements screen. Press <F3> (Exit) when the review is done.

   TIP: For a detailed view of the pre-book demand of an item, enter *PD* (PB Details) in the selection column of the item, and press <Enter> to display the Pre-book Demand for Item screen. Press <F3> (Exit) when the review is done.

7. To review detailed sales information of an item, enter *IS* (Item Sales) in the selection column of the item, and press <Enter> to display the Item Sales for Buyers screen. If the item is linked to another item, enter *X* (Select) next to the desired item when the Select Parent/Child screen appears. Press <F3> (Exit) when the review is done.

8. To review the movement for a vendor's item, enter *8* (History) in the selection column of the item, and press <Enter>.

   The Two Year Movement screen appears with the item's monthly ***shipped*** quantities for the year to date and for the previous year. Press <F3> (Exit) when the review is done.

   TIP: To review the movement for an earlier year, press <F12> from the Two Year Movement screen; enter the year for the **Year Number** field; press <Enter>; and press <Enter> again when the **Choice** field appears. Press <F3> (Exit) when the review is done.

   TIP: To review the item's monthly ***demand*** for the year, press <F12> from the Two Year Movement screen; press <Enter>; enter *Y* for the **Choice** field;

and press <Enter>. The Two Year Movement screen appears with *Demand Qty Y* highlighted in red at the top of the screen. Press <F3> (Exit) when the review is done.

9. To review the shipped, demand and lost quantities for an item at the standard selling unit of measure for each day during a designated month, enter *MC* (Calen.) in the selection column of the item, and press <Enter>. Daily inventory snapshot functionality must be enabled to display this data.

   When the Data Selection screen appears, enter the desired month and year for the **Month** (2,n) and **Year** (2,n) fields, enter one of the following for the **Type** (1,a) field, and press <Enter>.
   - *D* for demand
   - *L* for lost sales
   - *S* for shipped quantities.

   The Calendar screen appears with the desired quantities for the designated month. The <F7> and <F8> function keys can be used to display the same type of data for the previous and next months, respectively. Press <F3> (Exit) when the review is done.

10. To review demand for an item for the last 8 weeks, enter *WK* (Wks) in the selection column of the item, and press <Enter>. Press <F3> when the review is done.

    TIP: Use the F24 (Var) function key to review the variance in demand for an item, and project spikes in product demand based on the last year's activity versus forecast demand.

11. To review the inventory transactions posted for an item, enter *IV* (Inventory) in the selection column of the item, and press <Enter> to display the Item Inventory Transactions screen. Press <F3> (Exit) when the review is done.

12. To review the sales projection of a seasonal item, enter *V* (Season) in the selection column of the item, and press <Enter> to display the Seasonal Item Projection screen. Press <F3> (Exit) when the review is done.

    TIP: The **Season** field at the top of the Vendor Items screen can be used to locate and limit the screen's list to items sold within a designated season. With the cursor in the field, press <F4> to select a season code from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

Loading A Purchase Order

The instructions which follow describe using the Vendor Items screen to load a suggested order as a purchase order.

```
DISPLAY DMMPDFR    JEANNINE        CDR Customer Conference                                  1/27/15  13:16:52 QPADEV0002
                                              V E N D O R    I T E M S

Vendor NST100 NESTLE USA                        Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _______ 1 Dollar     Increment Dys 1.0 Item# ______ Season _ Include QTY in WksAvl? Y Wks to Build  8.00
  SOQ  Actual  514073                             Pricing Bracket Level -> 5
Max. Target  _______                             Totals: $     584,051.60  Qty    6596  Wght _________ Cube _________
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                                  Show PB in Size? N All? N
?  Item #      Description                Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                         24                        93    54    75    61     57      12   9.93   174.840
__ 500007 BABY RUTH FUN SIZE CASE           12                        88    52    71    59    638       1   9.82    33.960
__ 500008 BABY RUTH KING SIZE               18                       110    75    84   100     86       8   9.38   148.312
__ 500010 BIT O HONEY                       36                       144    66    96   178     68      10   8.94   208.700
__ 500014 BUTTERFINGER                      36                       168    84   105   257     76       8   8.24   166.960
__ 500011 BUTTERFINGER CRISP                24                       160    96   129   109    145       8   9.84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE        12                       130    77   103    58    983       1  10.11    33.960
__ 500013 BUTTERFINGER KING SIZE            18                        95    53    75    65     85       8   9.93   148.400
__ 500020 CHUNKY ORIGINAL                   24                        28    18    21    27     18      10   9.86   145.200
__ 500024 FUN DIP                           36                        48    26    34    69     23      10   8.79   208.700
__ 500025 GOBSTOPPER                        24                        93    54    75    53     57      12   9.83   174.240
__ 500015 GOBSTOPPERS CANDY                 24                        80    40    56   104     34      12   9.14   174.240
__ 500026 GOOBERS                           24                       120    75   100    78     92      10   9.98   145.200
__ 500033 LAFFY TAFFY APPLE JAR            165                       133    14    54   455  _____       8   8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

1. Press <F12> (PO). The PO Header Information screen appears.

```
DMSVE1R    CHANGE  CDR Customer Conference                    1/27/15 13:26:06
                              PO Header Information

Purchase Order Number   3348

Vendor NST100                              Terms  E1 Warehouse 1      Status E
NESTLE USA
20 INVERNESS PLACE EAST


ENGLEWOOD                 CO 80112         Phone 281 9998177

Expected Date  ______

Special Order? _


Message ____________________________________________________________
Message ____________________________________________________________
Message ____________________________________________________________


F3=Exit
```

2. If necessary, enter data for the following fields:
   - Optional: **Expected Date** (6,n) - the expected date of delivery.
   - Optional: **Special Order?** (1,a) - designates that this PO's item quantities should not be used when calculating suggested order quantities in the future.
   - Optional: **Message** (70,a) - three lines of text. The first message line prints on the purchase order above the list of ordered items with the ***Message Line 1*** heading. Refer to the Vendors document for information about using vendor notes to print one line of text following the ***Message Line 1*** heading on all the purchase orders of a specific vendor.

3. Press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

4. Press <F7> (Update/Exit), and press <Enter> when prompted to confirm. The *Purchase Order Number …. has been created* message appears at the bottom of the screen.

5. To print the PO, enter *Y* for the **OK?** field when the *Do you want to print the PO at this time? This will update On Order QTYS!!* message appears, and press <Enter>.

6. If necessary, enter *N* for the **OK?** field when the *Would you like to calculate applicable discounts for the total PO?* message appears, and press <Enter>.

7. After the Vendor Items screen appears with the printed PO's number highlighted in red at the top of the screen below the *PO SENT* message, press <F3> to exit.

A purchase order which is not yet printed appears with the *Entry* status on the Work With Purchase Orders screen. The status of a printed purchase order is *Open*. If necessary, changes can be made to both types of purchase orders. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.

Refer to Printing Purchase Orders for information about using the Work With Purchase Orders application to print a PO.

Refer to Receiving Purchase Orders which includes information about receiving partial purchases orders.

Using The Work With Purchase Orders Screen

The instructions which follow describe using the “quick entry” feature of the Work With Purchase Orders application to enter a purchase order manually rather than using a system-generated suggested order.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DMO7DFR    JEANNINE        CDR Customer Conference                                    1/20/15  13:30:27 QPADEV0028
                                W O R K  w i t h  P U R C H A S E  O R D E R S

Status    Vendor Vendor Name                          V.Group Buyer   W.H.   P.O.#   EDI  Email
  *ALL*                                                            1

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
        Status  Vendor         Name                          Expected   P/O #  BO  Lines   OnOrd QTY
      E Entry   DOT001 DOT FOODS INC.                                     3333         1        12
      O Open    SWE001 SWEDISH MATCH NORTH AMERICA          1/20/15     3330         1         5
      O Open    RJR100 R.J. REYNOLDS TOBACCO INC.           1/23/15     3329         2         2
      O Open    PHI001 PHILLIP MORRIS INC.                  1/26/15     3328        43        64
      O Open    NST100 NESTLE USA                           2/03/15     3327        55      1491
      O Open    HER001 HERSHEY CHOCOLATE                    1/27/15     3326         8       654
      O Open    DOT001 DOT FOODS INC.                       1/20/15     3325         5       144
      O Open    BIC001 BIC CORPORATION                      1/20/15     3324         2        44
      O Open    AMER01 AMERICAN SNUFF COMPANY               1/20/15     3323         1         1
      R Receive SWE001 SWEDISH MATCH NORTH AMERICA                      3322         0
      R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                       3321         0
      O Open    NST100 NESTLE USA                           1/26/15     3320        55      2758
      R Receive LIG001 LIGGETT & MEYERS TOBACCO                         3319         0
      R Receive KEE001 KEEBLER COMPANY                                  3318         0
      R Receive HER001 HERSHEY CHOCOLATE                                3317         0

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR    DISPLAY CDR Customer Conference                    1/20/15 13:43:10
                         Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
                                1

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                        Expected   P/O #  BO
?
      E Entry   DOT001 DOT FOODS INC.                                     3333
      O Open    SWE001 SWEDISH MATCH NORTH AMERICA          1/20/15     3330
      O Open    RJR100 R.J. REYNOLDS TOBACCO INC.           1/23/15     3329
      O Open    PHI001 PHILLIP MORRIS INC.                  1/26/15     3328
      O Open    NST100 NESTLE USA                           2/03/15     3327
      O Open    HER001 HERSHEY CHOCOLATE                    1/27/15     3326
      O Open    DOT001 DOT FOODS INC.                       1/20/15     3325
      O Open    BIC001 BIC CORPORATION                      1/20/15     3324
      O Open    AMER01 AMERICAN SNUFF COMPANY               1/20/15     3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Press <F10> (New PO). The Purchase Order Entry/Updt screen appears.

```
BSDRETR    ADD     CDR Customer Conference                    1/20/15 13:47:09
                          Purchase Order Entry/Updt
P/O#: 999999 Vendor                                            Status
Buyer                                  Phone                  Entered   1/20/15
Terms                                                         Printed
Warehouse  1                                                 Received
TOTAL$                Qty         Wt:          Cube           Line
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
      0
                                                Mfr. #
      0
                                                Mfr. #
      0
                                                Mfr. #
      0
                                                Mfr. #
      0
                                                Mfr. #

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F12=Load Order Guide F16=Note
```

3. Enter the vendor code for the **Vendor** field (6,a), and press <Enter>. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.

4. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
   - **Buyer** (6,a) - the employee number of the buyer who handles purchases from the vendor. If necessary, press <F4> to select an employee number from the Select Employee Master screen.
   - **Terms** (3,a) - a terms code If necessary, press <F4> to select a terms code from the Select Terms Description screen.
   - **Warehouse** (6,a) - a warehouse code If necessary, press <F4> to select a warehouse code from the Select Warehouse Master screen.

5. Press <F5> (Quick Entry), and <Enter> when prompted to confirm. The Heads Down P.O. Entry screen appears.

```
GSMIDFR    DISPLAY CDR Customer Conference                    1/20/15 13:57:26
                            Heads Down P.O. Entry
 P.O.   Warehouse   Item   Quantity  U/M
  3333  1

Type options, press Enter.
2=Edit   M=Add Message   A=Allowance Override

F3=Exit   F4=Search  F10=Edit Header
```

7. To add an item to the order, enter data for the following fields, and press <Field Exit> after each entry:
   - **Item** (6,n) - the item number of the product to be ordered.
   - **Quantity** (7,n) - the number of items to be ordered.
   - Optional: **U/M** (1,n) - the default buying level (unit of measure) of the item can be overridden by entering a valid value of *1, 2, 3* or *4*.

Press <Enter> when an item's entry is complete. A line item list of the order is created and displayed on the screen (see below) as items are added to the order. Repeat this step until the order is complete.

```
GSMIDFR    DISPLAY CDR Customer Conference                    1/20/15 14:15:58
                            Heads Down P.O. Entry
 P.O.   Warehouse   Item   Quantity  U/M
  3333  1

Type options, press Enter.
2=Edit   M=Add Message   A=Allowance Override

? Line  Item     Qty      U/M Description                            Ext.Amt
      5 801498       9  3 CSE HEINZ 57 SAUCE 5 OZ                      243.43
      4 801516      16  3 CSE HEINZ WORCESTERSHIRE SAUCE               432.77
      3 801514      96  3 CSE HEINZ KETCHUP SQUEEZE 36OZ              4861.44
      2 810512      11  3 CSE HEINZ KETCHUP EZ SQ 20OZ                 218.46
      1 801510      12  3 CSE HEINZ COCKTAIL SAUCE 12OZ                228.24









F3=Exit   F4=Search  F10=Edit Header
```

8. When the purchase order is complete, press <F3> (Exit). The Purchase Order Entry/Updt screen appears with a line item list of the order.

```
BSDRETR    CHANGE  CDR Customer Conference                    1/21/15 11:21:20
                         Purchase Order Entry/Updt
P/O#:   3333 Vendor DOT001 DOT FOODS INC.                      Status Entry
Buyer KIMCC  KIM TALLEY                Phone 800 627-7101    Entered   1/20/15
Terms 021 1% 45 NET 60                                       Printed
Warehouse  1      MAIN WAREHOUSE                            Received
TOTAL$      6004.20  Qty     145 Wt:          Cube          Line     5
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
      3 801514      96   3 CSE              12     50.640     4861.44
HEINZ KETCHUP SQUEEZE 36OZ          36 OZ      Mfr. # 002770
      4 801516      16   3 CSE               1     27.048      432.77
HEINZ WORCESTERSHIRE SAUCE          5 OZ       Mfr. # 002850
      5 801498       9   3 CSE               1     27.048      243.43
HEINZ 57 SAUCE 5 OZ                 5 OZ       Mfr. # 002770
      8 810512      12   3 CSE               1     19.860      238.32
HEINZ KETCHUP EZ SQ 20OZ            20 OZ      Mfr. # 006400
      9 801510      12   3 CSE               1     19.020      228.24
HEINZ COCKTAIL SAUCE 12OZ           12 OZ      Mfr. # 1130

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

9. If necessary, changes can be made to the following fields which are displayed for each item of the order's items:
   - Optional: **Item#** (6,n) - the item number of the ordered product.
   - Optional: **Order Qty** (7,n) - the quantity ordered.
   - Optional: The ordered item's buying level (1,n) is displayed to the left of the **U/M** display field. Valid values are *1, 2, 3* or *4*.

   Note: If changes are made *after the purchase order is printed*, the purchase order must be reprinted.

10. Press <F7> (Update/Exit) when data entry of the purchase order is complete, and press <Enter> when prompted to confirm. The purchase order appears with the *Entry* status on the Work With Purchase Orders screen. If necessary, changes can be made to the purchase order before it is printed. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

Editing A Purchase Order

The instructions which follow describe using the Purchase Order Entry/Updt screen to edit a purchase order before or after it is printed. ***If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.***

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DMO7DFR    JEANNINE        CDR Customer Conference                                    1/23/15  13:46:36 QPADEV0001
                                W O R K  w i t h  P U R C H A S E  O R D E R S

Status    Vendor Vendor Name                          V.Group Buyer   W.H.   P.O.#   EDI  Email
_         ______ ___________________________________   ___   ______ 1_____ ______     _     _

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
        Status  Vendor         Name                          Expected   P/O #  BO  Lines   OnOrd QTY
_     E Entry   SWE001 SWEDISH MATCH NORTH AMERICA                       3347         1         3
_     E Entry   RJR100 R.J. REYNOLDS TOBACCO INC.                        3346         1         1
_     E Entry   PHI001 PHILLIP MORRIS INC.                               3345        44        67
_     E Entry   NST100 NESTLE USA                                        3344        55      5217
_     E Entry   LIG001 LIGGETT & MEYERS TOBACCO                          3343         1         1
_     E Entry   KEE001 KEEBLER COMPANY                                   3342         5        80
_     E Entry   HER001 HERSHEY CHOCOLATE                                 3341         8      1039
_     E Entry   DOT001 DOT FOODS INC.                                    3340         5        51
_     E Entry   BIC001 BIC CORPORATION                                   3339         2        18
_     R Receive DOT001 DOT FOODS INC.                                    3333         0
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                       3330         0
_     R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                        3329         0
_     R Receive BIC001 BIC CORPORATION                                   3324         0
_     R Receive AMER01 AMERICAN SNUFF COMPANY                            3323         0
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                       3322         0

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR    DISPLAY CDR Customer Conference                    1/20/15 13:43:10
                          Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
_         ______  ___    ______ 1_____ ______      _        _

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                        Expected   P/O #  BO
?
_     E Entry   DOT001 DOT FOODS INC.                                   3333
_     O Open    SWE001 SWEDISH MATCH NORTH AMERICA        1/20/15     3330
_     O Open    RJR100 R.J. REYNOLDS TOBACCO INC.         1/23/15     3329
_     O Open    PHI001 PHILLIP MORRIS INC.                1/26/15     3328
_     O Open    NST100 NESTLE USA                         2/03/15     3327
_     O Open    HER001 HERSHEY CHOCOLATE                  1/27/15     3326
_     O Open    DOT001 DOT FOODS INC.                     1/20/15     3325
_     O Open    BIC001 BIC CORPORATION                    1/20/15     3324
_     O Open    AMER01 AMERICAN SNUFF COMPANY             1/20/15     3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, enter *Z* (Edit) in the selection colunm next to its status, and press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  CDR Customer Conference                    1/23/15 13:51:02
                          Purchase Order Entry/Updt
P/O#:   3341 Vendor HER001 HERSHEY CHOCOLATE                  Status Entry
Buyer KIMCC  KIM TALLEY               Phone                 Entered   1/23/15
Terms 011 NET 7                                             Printed
Warehouse  1      MAIN WAREHOUSE                           Received
TOTAL$     65891.55  Qty    1039 Wt:          Cube          Line     8
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
_     1 616600      2   3 CSE              1     34.800       69.60
HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ          Mfr. #
_     2 439397     12   3 CSE              1    660.480     7925.76
HERSHEY HUGS  12 OZ                          Mfr. #
_     3 439394    287   3 CSE             12     54.840    15739.08  Y
HERSHEY KISSES  12 OZ                        Mfr. #
_     3 999100          3 ALW              1                            $
Type 2 deal                                  Mfr. #
_     4 439399    265   3 CSE             12     55.040    14585.60
HERSHEY KISSES  12 OZ  CHRISTMAS             Mfr. #                        +

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

When working with the Purchase Order Entry/Updt screen, the following values may appear to the right of the Ext.Amount column for a specific item:

- A *Y* indicates that a buying allowance or purchasing (type 2) vendor deal exists for the ordered item.
- An *S* indicates that a buying allowance was selected for pricing the ordered item as described below.
- An *O* indicates that the cost of the ordered item was overridden described below.
- A *$* indicates that a buying allowance or purchasing (type 2) vendor deal exists for the ordered item as described below.
- A *%* indicates that a buying allowance percentage was entered for the ordered item as described below.

3. To change an item's order quantity, enter the quantity in the **Order Qty** (7,n) field to the right of its item number, and press <Field Plus>.

4. To change the buying level (unit of measure) of an ordered item, enter a valid value of *1, 2, 3* or *4* for the **U/M** (1,n) field, and press <Enter>.

5. To delete an item from the order, enter *D* (Delete) in the selection colunm next to its line number.

6. If a free item must be added to the order to complete a vendor deal, such as "buy one, get one free," enter *F* (Free Line Item) in the selection column next to the item to be added, and press <Enter>. The free item is added to the order's line item list with *F* appearing to the far right.

7. To change the unit cost of an ordered item, enter *Z* (Zoom) in the selection column next to its line number, press <Enter>, enter the cost for the **Unit Cost** (9.3,n) field of the Prompt Detail Information screen, press <Field Exit>.

```
DSJLPVR    ENTER   CDR Customer Conference                    1/23/15 14:39:07
                          Prompt Detail Information

P/O#:   3341 Warehouse: 1

Line No.:     8 Item Number: 439336 HERSHEY PLAIN GIANT BAR
                Manufacturer Number:

 Qty              Total    Expected            Extended         Last Receipt
Ordered Unit     Receipt   Receipt  Unit Cost  Amount              Cost
      8    3 CSE                     361.320    2890.56

Unit Weight   Unit Cube
     .00           .0   Allowance Found?:
                        Allowance Start Date:           Multiples: N
                        Allowance $             Type: Not Checked For
                          On Order                On Hand      Code Date
Posted This Line Item:
     Unit of Measure 1:                         1:
     Unit of Measure 2:                         2:      46
     Unit of Measure 3:                         3:
     Unit of Measure 4:                         4:
F3=Exit    F5=Display All Allowances   F10=Override Allowance
```

Press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears with the letter *O* displayed to the far right on the screen.

8. To review all the item's past, current and future buying allowances, enter *S* (Select Allowance) in the selection column next to the item's line number and press <Enter>. The Select PO Buying Allowance screen appears.

```
DCTESRR    SELECT  CDR Customer Conference                    1/23/15 11:02:34
                         Select PO Buying Allowance
 Warehouse   Item
 1          439393  HERSHEY MINIATURES 12 OZ

Type options, press Enter.
X=Select request

?   Start      End   Last Ship  Deal No  Type   Amount    Percent
_  1/01/15   1/31/15   1/31/15             3       .150     .00
  JAN BUYING ALLOWANCE                                          .00









F3=Exit
```

To apply a different buying allowance, enter *X* (Select request) in the selection column next to the start date of the desired allowance and press <Enter>. The Purchase Order Entry/Updt screen appears with the letter *S* displayed to the far right on the screen.

```
BSDRETR    CHANGE  CDR Customer Conference                    1/26/15 11:21:19
                          Purchase Order Entry/Updt
P/O#:   3341 Vendor HER001 HERSHEY CHOCOLATE                  Status Entry
Buyer KIMCC  KIM TALLEY                Phone                 Entered   1/23/15
Terms 011 NET 7                                              Printed
Warehouse  1_____ MAIN WAREHOUSE                            Received
TOTAL$     65891.55  Qty    1039 Wt:          Cube          Line     8
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
Z     1 616600 _____2_  3 CSE               1     34.800       69.60
HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ            Mfr. #
_     2 439397 ____12_  3 CSE               1    660.480     7925.76
HERSHEY HUGS  12 OZ                            Mfr. #
_     4 439399 ___265_  3 CSE              12     55.040    14585.60
HERSHEY KISSES  12 OZ  CHRISTMAS               Mfr. #
_     5 440024 ___233_  3 CSE              12     50.890    11857.37  Y
HERSHEY KISSES 24 OZ                           Mfr. #
_     6 439393 ___177_  3 CSE              24     54.890     9715.53  Y
HERSHEY MINIATURES 12 OZ                       Mfr. #                        +

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

9. To enter a one-time allowance for an ordered item, enter *Z* (Zoom) in the selection column next to its line number (as illustrated above), press <Enter>, press <F1> (Override Allowance) when the Prompt Detail Information screen appears. The Override Allowance screen appears.

```
                    Override Allowance

     Key a Special One-Time Allowance or % to Calculate One
     Item Number 616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ
     Mfr#  . :
     Qty Ordered       2 Cost     34.800  Ext.      69.60
     Allowance % ______ Allowance $ __________

     F3=Exit
```

Enter data for one of the following fields and press <Field Exit>:

- **Allowance %** (5.2,n) - the percentage which will be deducted from the item's net cost.
- **Allowance $** (5.3, n) - the amount which will be used for the item's net cost.

Press <Enter>, press <Enter> when prompted to confirm, and press <Enter> to confirm when the Prompt Detail Information screen appears. The Purchase Order Entry/Updt screen.

10. To add an item-specific message to print on the purchase order, enter *M* (Message) in the selection column next to its line number, and press <Enter>. The Add Message To P.O. Line screen appears.

```
                    Add Message To P.O. Line

          P.O. #:   3326  Line #:     9
          Item: 439399 HERSHEY KISSES  12 OZ  CHRISTMAS

           Message: ________________________________
```

Enter the message for the Message (35,a) field, press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears with the message listed as a line item.

11. When the editing is done, press <F7> (Update/Exit) and press <Enter> when prompted to confirm. ***If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.***

Cancelling A Purchase Order

Only purchase orders with a status of *E* (entry) and *O* (open) can be cancelled. As illustrated below, a Cancelled Purchase Order Report is printed, and the cancelled order no longer appears on the Work With Purchase Orders screen.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *C* (Cancel) in the selection colunm next to its status.

```
BSDSDFR    DISPLAY CDR Customer Conference                    5/28/13 10:08:07
                          Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
E Entry   ______  ___    ______ ______ ______      _        _

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                        Expected   P/O #  BO
?
_     E Entry   SWE001 SWEDISH MATCH NORTH AMERICA                      2244
_     E Entry   LA0000 STATE OF LA DEPT OF REVENUE                      2243
C     E Entry   PHI001 PHILLIP MORRIS INC.                              2242
_     E Entry   HER001 HERSHEY CHOCOLATE                                2241
_     E Entry   DOT001 DOT FOODS INC.                                   2240



F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter> to cancel the PO, and press <F3> to exit.

Cancelled Purchase Order Report

```
CDR Customer Conference                    CANCELLED Purchase Order Report    JEANNINE   DSKPPFR     5/28/13 10:13:58 Page    1

==================================================================================================================================

Ship To.............                                  Vendor..............
CREATIVE DATA RESEARCH                                PHILLIP MORRIS INC.                          P.O. Number   2242
205 E LOCKWOOD ST                                     P.O. BOX 101573                              Order Date  5/28/13
                                                                                                   Terms Code  E2
                                                                                                   Ship Date
                                                      BRISTOL                     VA  00003
Buyer                                  Warehouse      Vendor      Ship          Order Placed With
Number                                 Code           Number     By Number
JP      JEANNINE PENDER                1              PHI001

 ____________________________________________________________________________________________________________________________
 Item   Quantity  Unit Unit                                                Manufacturer                    Extended
 Number Ordered        Desc  Weight                Description               Number       Unit Cost      Amount

 100005       8    3   CSE        .00  MARLBORO BLEND BOX KING  #27        2640             1127.370      9018.96
 100006       5    3   CSE        .00  MARLBORO BLEND BOX KING  #54        9416             1127.370      5636.85
 100007       4    3   CSE        .00  MARLBORO BLEND BOX 100  #54         9426             1127.370      4509.48
 100013       1    3   CSE        .00  MARLBORO BLUE MEN 72                9616             1127.370      1127.37
 100017       3    3   CSE        .00  MARLBORO RED LABEL BOX KING         3680             1127.370      3382.11
 100022       4    3   CSE        .00  MARLBORO SILVER MENTHOL BOX KING    4816             1127.370      4509.48
 100024       3    3   CSE        .00  MARLBORO BLACK SPEC BLEND BOX KING  9526             1127.370      3382.11
 100029       4    3   CSE        .00  MARLBORO SPEC BLEND RED BOX KING    5650             1127.370      4509.48
 100031       5    3   CSE        .00  MARLBORO VIRGINIA BLEND BOX KING    9726             1127.370      5636.85
 100045       3    3   CSE        .00  MERIT GOLD BOX KING                 30096            2752.020      8256.06
 100047       2    3   CSE        .00  MERIT GOLD 100                      30086            2752.020      5504.04
 100049       2    3   CSE        .00  MERIT SILVER MENTHOL 100            30156            2752.020      5504.04

Purchase Order Number   2242  P/O Total Weight          P/O Total Qty    44        P/O Total Dollars     60976.83

 ** END OF REPORT **
```

Printing Purchase Orders

After a purchase order is entered, its status appears as *E* (entry) on the Work With Purchase Orders screen. The step-by-step instructions which follow describe using the Work With Purchase Orders application to print a purchase order, and change the status to *O* (open).

If necessary, changes can be made to a printed purchase order at any time before the order is received by the user. Note: If changes are made *after the purchase order is printed*, the purchase order must be reprinted.

If *2* is entered for the **P.O. Print Version** field of the SYS008 default system option, item warehouse location codes are included on the purchase orders. To display stamp tax on the purchase orders:

- Enter *2* for the **P.O. Print Version** field of the SYS008 default system option,
- Create a home state tax jurisdication record if it does not exist,
- Create stamp tax records using the home state tax jurisdiction record if they do not exist,
- Enter the tax jurisdiction code of the home state tax jurisdiction record for the **Home State Jurisdication** field of the SYS034 default system option.

Refer to Tracking Unlevied Stamp Tax of the Tax System document, and the DAC Default System Options document for additional information.

Refer to the DAC Default System Options document for information about using the **Fax Output Queue** field of the SYS008 default system option to fax purchase orders.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *P* (Print) in the selection colunm next to its status.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/14/99  8:39:41
                          Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number
        *ALL*    GMI100

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status  Vendor           Name                       Expected   P/O #  BO
    O Open    GMI100 GENERAL MILLS INC                     4/27/99     3916
P   E Entry   GMI100 GENERAL MILLS INC                                 3917









F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

3. Press <Enter>.
4. Press <F3> to exit.

After a purchase order is printed, its status appears as *O* (open) on the Work With Purchase Orders screen. Refer to Working With Purchasing Reports for information about printing an Open Purchase Orders report.

Purchase Order

```
Vendor Number PHI001                                  SHIP TO                                  P.O. Number :   2233    Page     1
               PHILLIP MORRIS INC.                          CREATIVE DATA RESEARCH                  Date :  5/24/13
               P.O. BOX 101573                              205 E LOCKWOOD ST
               BRISTOL                    VA  00003

          Fax Number       0                            Fax Number   985  624-5084
          Phone Number : 888  932-1215                  Phone Number 985  626-8408
          Placed With :
          Freight Terms :                               Terms : EFT - 2.50 %
          Back Haul :      Rate :    .00                Exp Arrival  5/30/13
          Back Order : Bla                              Buyer : JEANNINE PENDER
 Message Line 1

 Cases  Unit Case  Manufacturer                                     Our    Units                    O/I                Extended
Ordered Desc Pack     Number                  Description           Number Ordered  Case Cost       Allow   Net Cost      Amount

      1 CSE     30 9426            MARLBORO BLEND BOX 100  #54     100007      30    1127.370                1127.370     1127.37
                   UPC 2820009426      Line No.     5 Ref No.
      3 CSE     30 4710            MARLBORO GOLD MEN BOX 100       100012      90    1127.370                1127.370     3382.11
                   UPC 2820004710      Line No.     6 Ref No.
      1 CSE     30 9616            MARLBORO BLUE MEN 72            100013      30    1127.370                1127.370     1127.37
                   UPC 2820009616      Line No.     7 Ref No.
      3 CSE     30 5650            MARLBORO SPEC BLEND RED BOX KING 100029     90    1127.370                1127.370     3382.11
                   UPC 2820005650      Line No.    15 Ref No.
      2 CSE     30 5680            MARLBORO SPEC BLEND RED BOX 100 100030      60    1127.370                1127.370     2254.74
                   UPC 2820005680      Line No.    16 Ref No.
      1 CSE     60 30166           MERIT BLUE 100                  100042      60    2752.020                2752.020     2752.02
                   UPC 2820030166      Line No.    21 Ref No.
      1 CSE     60 30136           MERIT BRONZE BOX KING           100043      60    2752.020                2752.020     2752.02
                   UPC 2820030136      Line No.    22 Ref No.

                                  Case          Weight          Cube            Units              Allowance         Total Amount
P.O.Number    2233                   12             .0              .0            420                                    16777.74
        P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
        DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
        RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
```

Users can define one to four message lines for printing at the bottom of purchase orders as illustrated above. Refer to Defining Purchase Order Messages below for additional information.

Emailing Purchase Orders

Before proceeding with the instructions below:

- Outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information, and refer to Working With Outbound Email of the System File Maintenance document for additional information.
- The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. Refer to Working With Directory Entries of the System File Maintenance document for additional information.
- Vendor email addresses must be entered. Refer to the Vendor document for information about using vendor notes to add email addresses, or refer to the System File Maintenance document for information about using the Work With Vendor Emails screen.

Purchase orders are emailed as attachments to the vendor by using the E (Email) option on Work With Purchase Orders screen after the PO is printed. The PO is printed again with *** E-MAILED *** appearing at the top to the right of the vendor number, and an *S* (for *Sent*) code appears in the column to the left of the open Status code (*O*) on the Work With Purchase Orders screen. If an emailing error occurs, an *E* (for *Error*) code appears in the column to the left of the open Status code (*O*). After the cause of the error is resolved, the E option can be used again to email the PO.

The email message sent to the vendor will have the subject of *POEMAIL.PDF* and the message as defined during outbound email setup, and ending with *The PO number is ######*. (*######* is purchase order's number)

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *E* (Email) in the selection colunm next to its status.

```
BSDSDFR    DISPLAY CDR Customer Conference                    11/16/15 14:48:21
                           Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
_ *ALL*   ______  ___    ______ 1_____ ______      _        _

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                       Expected   P/O #  BO
?
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                     3925
_     E Entry   LA0000 STATE OF LA DEPT OF REVENUE                     3924
_   S R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                      3923
_     O Open    PHI001 PHILLIP MORRIS INC.               11/19/15     3922
_     O Open    NST100 NESTLE USA                        11/27/15     3921
_     R Receive LIG001 LIGGETT & MEYERS TOBACCO                        3920
_     E Entry   KEE001 KEEBLER COMPANY                                 3919
_     R Receive JOH001 JOHN MIDDLETON INC.                             3918
_     E Entry   JAV001 JAVA COFFFEE COMPANY                            3917
E     O Open    HER001 HERSHEY CHOCOLATE                 11/20/15     3916   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter>.

```
BSDSDFR    DISPLAY CDR Customer Conference                    11/16/15 14:52:06
                           Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
_ *ALL*   ______  ___    ______ 1_____ ______      _        _

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                       Expected   P/O #  BO
?
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                     3925
_     E Entry   LA0000 STATE OF LA DEPT OF REVENUE                     3924
_   S R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                      3923
_     O Open    PHI001 PHILLIP MORRIS INC.               11/19/15     3922
_     O Open    NST100 NESTLE USA                        11/27/15     3921
_     R Receive LIG001 LIGGETT & MEYERS TOBACCO                        3920
_     E Entry   KEE001 KEEBLER COMPANY                                 3919
_     R Receive JOH001 JOHN MIDDLETON INC.                             3918
_     E Entry   JAV001 JAVA COFFFEE COMPANY                            3917
_   S O Open    HER001 HERSHEY CHOCOLATE                 11/20/15     3916   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

4. Press <F3> to exit.

After a purchase order is emailed, an *S* code appears in the column to the left of the open Status code (*O*) on the Work With Purchase Orders screen.

Printing Purchasing Receipts

The Dock Receiving application is used to print purchasing receipts.

```
User: JEANNINE                Menu: PUCV1                    Date: 10/22/13

=======================> P U R C H A S I N G <==========================
==========================================================================
¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders       12. Import Costs
THE    ¦¦   2. Work With Vendors
DAC    ¦¦   3. Work With Items
SYSTEM ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                      M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu             21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu        90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

===>
```

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears.

2. Press <Field Exit> and <Enter> to clear the **Date** restrictor field, and use <Page Down> to display all the outstanding open and partial purchase orders.

```
DSK7DFR    DISPLAY CDR Customer Conference                  10/22/13 10:05:15
                          Work With Dock Receiving
          P.O.  Expt                    W.H.   Vendor
  Date    Number Date   Carrier  Time            Number
 ______   ______ ______ ________ _0:00:00 1_____ ______     Sort Option: D
                                                        (D=Desc. L=Line# M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status            Vendor Name                Vendor  Buyer
_     2470  OPEN     NESTLE USA                            NST100  KIMCC
   Carrier           Schedule           Time  0:00:00  Expected 10/23/13
_     2480  OPEN     HERSHEY CHOCOLATE                     HER001  KIMCC
   Carrier           Schedule           Time  0:00:00  Expected 10/23/13
_     2491  OPEN     NESTLE USA                            NST100  KIMCC
   Carrier           Schedule           Time  0:00:00  Expected 11/05/13
_     2492  OPEN     AMERICAN SNUFF COMPANY                AMER01  SHERI
   Carrier           Schedule           Time  0:00:00  Expected 10/22/13
_     2494  OPEN     BIC CORPORATION                       BIC001  KIMCC
   Carrier           Schedule           Time  0:00:00  Expected 10/22/13    +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order (as illustrated below).

3. Enter one of the following values for the **Sort Option** (1,a) field to designate the order in which line items are printed on purchasing receipts:
   - *D* - sorted by item description.
   - *L* - sorted by purchase order's line number.
   - *M* - sorted by manufacturer's number of the item.

4. Enter *P* (Mark for Print) in the selection colunm next to the purchase order numbers, and press <Enter>. A *2* appears next to the purchase orders' numbers to designate those which are marked for receipt printing.

```
DSK7DFR    DISPLAY CDR Customer Conference                    10/22/13 10:21:53
                          Work With Dock Receiving
           P.O.  Expt                      W.H.   Vendor
  Date    Number Date   Carrier  Time             Number
 ______   ______ 102313 ________ _0:00:00 1_____ ______      Sort Option: D
                                                        (D=Desc. L=Line# M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status            Vendor Name                Vendor  Buyer
_ 2   2470  OPEN     NESTLE USA                            NST100  KIMCC
    Carrier           Schedule           Time  0:00:00  Expected 10/23/13
_ 2   2480  OPEN     HERSHEY CHOCOLATE                     HER001  KIMCC
    Carrier           Schedule           Time  0:00:00  Expected 10/23/13




F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

5. Press <F10> (Process Selected Orders). The *Report Submitted to Batch* message appears.

6. Press <F3> to exit. The Purchasing screen appears.

Purchasing Receipt

```
                                   P U R C H A S I N G   R E C E I P T

Vendor Number HER001                                SHIP TO                          P.O. Number :   2480    Page     1

              HERSHEY CHOCOLATE                            CREATIVE DATA RESEARCH            Date : 10/22/13
              P.O. BOX 845848                              205 E LOCKWOOD ST                Buyer : KIM TALLEY
                                                                                        Back Order : Bla
              DALLAS                     TX  78284

Message Line 1

             Cases            Case  Manufacturer                                                Our                      Pick
Line#       Ordered       U/M Pack     Number                  Description                     Number  Alt #    Wt.   Location

    4             1 _____ CSE    24                HERSHEY BITES 11 OZ                          439635                 3205

    5             1 _____ CSE    24                HERSHEY HUGS  12 OZ                          439397                 3220

    6            34 _____ CSE     1                HERSHEY KISSES  12 OZ                        439394                 3222

    1            28 _____ CSE     1                HERSHEY KISSES  12 OZ  CHRISTMAS             439399

    2            56 _____ CSE     1                HERSHEY KISSES 24 OZ                         440024

    7            64 _____ CSE     1                HERSHEY MINIATURES 12 OZ                     439393                 3225

    8             6 _____ CSE     1                HERSHEY NUGGET ASSORTED                      403078                 3230

    9             2 _____ CSE    12                HERSHEY PLAIN GIANT BAR                      439336                 3229

    3             1 _____ CSE     4                REESES FAST BREAK
     500500



  Date Received: _______________  Cases Received: _________  Received By: ____________________________________

                                  Cases         Weight         Cube             Units
P.O.Number    2480                 193            .0             .0               264


        P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
        DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
        RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
```

Users can define one to three message lines for printing at the bottom of purchase receipts as illustrated above. Refer to Defining Purchase Order Messages below for additional information.

Receiving Purchase Orders

After the vendor invoice for a purchase order is received, the Work With Purchase Orders application (option 1 of the Purchasing screen) is used to receive the purchase order.

```
User: JEANNINE                Menu: PUCV1                    Date:  8/06/12

========================> P U R C H A S I N G <==========================
==========================================================================
!!!!!!!!!   1. Work With Purchase Orders       12. Import Costs
THE    !!   2. Work With Vendors
DAC    !!   3. Work With Items
SYSTEM !!   4. Work With Buyer Control File
!!!!!!!!!   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                         M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

As described in the instructions below, the Work With Purchase Orders application can also be used to:

- Change the buying level (unit of measure) of an ordered item when it differs from the received item.
- Change the item's net cost on the purchase order.
- Delete an item from the purchase order.
- Add an item to the purchase order.

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders application is used to receive it.

When receipt of the purchase order is complete, the on-hand quantities in the item records are updated, and the P/O Receiving Posting Report is printed. Refer to the DAC Default System Options document for information about the **Print Cat. on POPOSTRPT** and **Seq. of POSTRPT** fields of the SYS008 default system option.

Refer to Working With Dock Receiving for information about using the Work With Dock Receiving application (option 6 of the Purchasing screen). If necessary, refer to Working With RF Receiving for information about using the Work With RF Receiving application (option 8 of the Purchasing screen) to complete the receiving process when radio frequency devices (scanners) are used to receive inventory.

Refer to Working With Purchasing Reports for information about printing a Past Due Purchase Orders report.

The instructions which follow include receiving partial purchase orders.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *R* (Receive) in the selection colunm next to the purchase order's status.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/14/99 12:45:53
                           Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number
     O  Open     MID100

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status  Vendor           Name                       Expected   P/O #  BO
    O Open    MID100 JOHN MIDDLETON INCORPORATED           5/06/98     5490
R   O Open    MID100 JOHN MIDDLETON INCORPORATED           5/31/98     5728









F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears with a detailed line item list of the order.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 12:46:27
                           Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Open
Buyer: 502    WILLIAM J. ANDERSON                            Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                           Received:
TOTAL $      2285.91  Qty:      10 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity               Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  110200        7   3  CSE               267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        2   3  CSE               132.210       264.42
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE               149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Note: After <F14> (Rec. Complete PO) is used, and the **Status** field changes from *Open* to *Received* on the Purchase Order Entry/Updt screen, the user cannot "unreceive" the purchase order. In the event that an order is received in error, adjustments to the quantity on hand of the received items must be made using Inventory Batch Entry application of the Warehousing system. Refer to Adding An Inventory Batch and Posting An Inventory Batch of the Warehousing document for information about using adjustment inventory transactions.

4. If the bulk of the order was received, press <F14> (Rec. Complete PO); otherwise, continue with the following step. Note: If changes must be made to the purchase order, such as adding and deleting items, or changing the buying level (unit of measure) received, continue with steps 7 through 9 below to make the changes, and do not press <F14>.

If <F14> is pressed, the value of the **Quantity Received** field of each item changes to equal the value of the **Quantity Ordered** field, and the value of the **Status** field changes from *Open* to *Receive*.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 12:47:29
                         Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Receive
Buyer: 502    WILLIAM J. ANDERSON                              Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                            Received:
TOTAL $      2285.91  Qty:      10 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity               Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  110200        7   3  CSE        7      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        2   3  CSE        2      132.210       264.42
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

5. If the quantity received of an item is less than the number ordered, enter *Z* (Zoom) in the selection column next to the item's line number (otherwise proceed to step 6), and press <Enter>. The Prompt Detail Information screen appears.

```
DSJLPVR    ENTER   Creative Data Research-SUPPORT            4/14/99 13:24:26
                         Prompt Detail Information

P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS  5 PK
                Manufacturer Number: 118

 Qty              Total    Expected            Extended         Last Receipt
Ordered Unit     Receipt   Receipt  Unit Cost  Amount              Cost
      7    3 CSE                7     267.390    1871.73

Unit Weight   Unit Cube
     .00           .0         Allowance Found?: N  Type: Not Checked
                               Allowance Start Date:          Multiples: N

                           On Order                On Hand      Code Date
Posted This Line Item:           7
     Unit of Measure 1:                         1:
     Unit of Measure 2:                         2:     563
     Unit of Measure 3:          7              3:
     Unit of Measure 4:                         4:
F3=Exit                                             F5=Display All Allowances
```

Enter the partial quantity received for the **Expected Receipt** field (7,n), and press <Field Exit>.

```
DSJLPVR    ENTER   Creative Data Research-SUPPORT            4/14/99 13:28:18
                         Prompt Detail Information

P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS  5 PK
                Manufacturer Number: 118

 Qty              Total    Expected            Extended         Last Receipt
Ordered Unit     Receipt   Receipt  Unit Cost  Amount              Cost
      7    3 CSE                4     267.390    1871.73

Unit Weight   Unit Cube
     .00           .0         Allowance Found?: N  Type: Not Checked
                               Allowance Start Date:          Multiples: N

                           On Order                On Hand      Code Date
Posted This Line Item:           7
     Unit of Measure 1:                         1:
     Unit of Measure 2:                         2:     563
     Unit of Measure 3:          7              3:
     Unit of Measure 4:                         4:
F3=Exit                                             F5=Display All Allowances
```

Press <Enter>. The partial quantity received appears for the **Total Receipt** field. The value of the **Expected Receipt** field is not changed at the Prompt Detail Information screen until receiving is completed.

```
DSJLPVR    ENTER   Creative Data Research-SUPPORT            4/14/99 13:33:01
                          Prompt Detail Information
P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS  5 PK
                Manufacturer Number: 118

 Qty              Total    Expected            Extended         Last Receipt
Ordered Unit     Receipt   Receipt  Unit Cost  Amount              Cost
      7    3 CSE       4         4     267.390    1871.73

Unit Weight   Unit Cube
     .00           .0         Allowance Found?: N  Type: Not Checked
                               Allowance Start Date:          Multiples: N

                           On Order                 On Hand      Code Date
Posted This Line Item:           7
     Unit of Measure 1:                          1:
     Unit of Measure 2:                          2:     563
     Unit of Measure 3:          7               3:
     Unit of Measure 4:                          4:
F3=Exit                                              F5=Display All Allowances
                                                              CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears. The partial quantity received is displayed (and highlighted) for the **Quantity Received** field, and the value of the **Status** field is *Partial*.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 13:39:02
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Partial
Buyer: 502    WILLIAM J. ANDERSON                             Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                            Received:
TOTAL $      2285.91  Qty:      10 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost    Amount
       1  110200        7   3  CSE        4      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        2   3  CSE        2      132.210       264.42
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

6. If an unreceived portion of an ordered item's quantity will not be received later and will not be backordered, enter the partial quantity received for the **Quantity Ordered** field (7,n), and press <Enter>. The values of the **Extended Amount** and **Total** fields will change as illustrated for item number 110240 below.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 13:58:20
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Partial
Buyer: 502    WILLIAM J. ANDERSON                             Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                            Received:
TOTAL $      2153.70  Qty:       9 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost    Amount
       1  110200        7   3  CSE        4      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        1   3  CSE        2      132.210       132.21
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

When <F14> (Rec Complete PO) was used prior to changing the quantity ordered, the zoom option is used, as previously described, to change the **Quantity Received** field.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 14:06:23
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Partial
Buyer: 502    WILLIAM J. ANDERSON                            Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                           Received:
TOTAL $      2153.70  Qty:       9 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity               Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  110200        7   3  CSE        4      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        1   3  CSE        1      132.210       132.21
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

7. If the buying level (unit of measure) of an item received is different than the buying level of an item ordered, change the value of the ordered item's buying level (1,n) which is displayed to the right of the **Quantity Ordered** field, and press <Enter>. The value of the **U/M**, **Unit Cost**, **Extended Amount** and **Total** fields will change as illustrated for item number 110240 below.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 14:09:57
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Partial
Buyer: 502    WILLIAM J. ANDERSON                            Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                           Received:
TOTAL $      2025.90  Qty:       9 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity               Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  110200        7   3  CSE        4      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        1   2  CTN        1        4.407         4.41
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
       3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

8. To delete an item which is not available from the vendor (or to correct a data entry error), enter *D* (Delete) in the selection column next to the item's line number.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 14:09:57
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED         Status Partial
Buyer: 502    WILLIAM J. ANDERSON                            Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                            Received:
TOTAL $      2025.90  Qty:       9 Weight:         Cube:          Lines:     3
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  110200        7   3  CSE        4      267.390      1871.73
          BLACK & MILD CIGARS  5 PK            Mfr. #: 118
       2  110240        1   2  CTN        1        4.407         4.41
          BLACK & MILD CIG UPRIGHT             Mfr. #: 70137
D      3  144060        1   3  CSE        1      149.760       149.76
          PRINCE ALBERT TIN STYLE              Mfr. #: 40531
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Press <Enter>. The line item is not deleted at the Purchase Order Entry/Updt screen until receiving is completed.

Note: If an item is deleted from a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

9. To add an item, move the cursor to the bottom of the purchase order (use <Page Down> if necessary), and enter data for the following fields:
   - **Item Number** (6,n) - the item number of the product received.
   - **Quantity Ordered** (7,n) - the number of items received.
   - Optional: **U/M** (1,n) - the buying level (unit of measure) of the item received. The value of this field defaults from the **Buying Unit** field of the item's record. If necessary, enter a valid value of *1, 2, 3* or *4* to override the item record's value.

   Press <Enter> when an item's entry is complete. Note: If an item is added to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

10. If any items displayed on the Purchase Order Entry/Updt screen appear with no value for the **Quantity Received** field, and the total ordered quantity was received, use the zoom option to update these items on a line-by-line basis.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 15:42:18
                          Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO             Status Open
Buyer: 502    JOHN ANDERS                                    Entered:   5/19/98
Terms:  61 1/2% CIGARETTE(EFT)         R E C E I V I N G    Printed:   5/19/98
Warehouse:  1      MAIN WAREHOUSE                            Received:
TOTAL $     34386.24  Qty:     112 Weight:         Cube:          Lines:     7
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
Z      1  850316       16   3  CSE              307.020      4912.32
          DORAL LT KING B8G2F                  Mfr. #: 25291
Z      2  860330       16   3  CSE              307.020      4912.32
          DORAL LT 100 B8G2F                   Mfr. #: 25292
       3  860331       16   3  CSE              307.020      4912.32
          DORAL F F 100 B8G2F                  Mfr. #: 25293
       4  860332       16   3  CSE              307.020      4912.32
          DORAL LT MEN 100 B8G2F               Mfr. #: 25294
Z      5  860333       16   3  CSE              307.020      4912.32
          DORAL U L 100 B8G2F                  Mfr. #: 25295                 +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Z may be entered for multiple items before pressing <Enter>. When the Prompt Detail Information screen appears for each received item, press <Enter> twice. When completed, the Purchase Order Entry/Updt screen appears with changed values for the **Quantity Received** field of each received item.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 15:44:21
                          Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO             Status Open
Buyer: 502    JOHN ANDERS                                     Entered:   5/19/98
Terms:  61 1/2% CIGARETTE(EFT)         R E C E I V I N G      Printed:   5/19/98
Warehouse:  1      MAIN WAREHOUSE                             Received:
TOTAL $     34386.24  Qty:     112 Weight:         Cube:          Lines:     7
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  850316       16   3  CSE       16      307.020      4912.32
          DORAL LT KING B8G2F                   Mfr. #: 25291
       2  860330       16   3  CSE       16      307.020      4912.32
          DORAL LT 100 B8G2F                    Mfr. #: 25292
       3  860331       16   3  CSE               307.020      4912.32
          DORAL F F 100 B8G2F                   Mfr. #: 25293
       4  860332       16   3  CSE               307.020      4912.32
          DORAL LT MEN 100 B8G2F                Mfr. #: 25294
       5  860333       16   3  CSE       16      307.020      4912.32
          DORAL U L 100 B8G2F                   Mfr. #: 25295                +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

11. When receipt of the purchase order is complete, press <F7> (Update/Exit).

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/14/99 15:45:37
                          Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO             Status Partial
Buyer: 502    JOHN ANDERS                                     Entered:   5/19/98
Terms:  61 1/2% CIGARETTE(EFT)         R E C E I V I N G      Printed:   5/19/98
Warehouse:  1      MAIN WAREHOUSE                             Received:
TOTAL $     34386.24  Qty:     112 Weight:         Cube:          Lines:     7
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  850316       16   3  CSE       16      307.020      4912.32
          DORAL LT KING B8G2F                   Mfr. #: 25291
       2  860330       16   3  CSE       16      307.020      4912.32
          DORAL LT 100 B8G2F                    Mfr. #: 25292
       3  860331       16   3  CSE               307.020      4912.32
          DORAL F F 100 B8G2F                   Mfr. #: 25293
       4  860332       16   3  CSE               307.020      4912.32
          DORAL LT MEN 100 B8G2F                Mfr. #: 25294
       5  860333       16   3  CSE       16      307.020      4912.32
          DORAL U L 100 B8G2F                   Mfr. #: 25295                +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
                                                          CONFIRM: Y (Y/N)
```

12. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

13. Press <F3> to exit. The Purchasing screen appears, and the P/O Receiving Posting Report is printed (see the example on the following page).

    Refer to Using The Work With Purchase Orders Screen for information about creating a backorder from a purchase order with a partial status.

    Refer to the DAC Default System Options document for information about using the **Status to Purge POs** and **No. Days After Purge Status** fields of the SYS008 default system option to delete purchase orders.

P/O Receiving Posting Report

CDR Customer Conference P/O Receiving Posting Report JEANNINE DSJ9PFR 5/24/13 10:46:48 Page 1

Ship To.....
CREATIVE DATA RESEARCH
205 E LOCKWOOD ST

Vendor.....
PHILLIP MORRIS INC.
P.O. BOX 101573
BRISTOL VA 00003

P.O. Number 2229
Order Date 5/24/13
Terms Code E2
Ship Date 5/30/13

Buyer Number	Warehouse Code	Vendor Number	Ship By Number	Order Placed With	Received By	Rcv Date
JP JEANNINE PENDER	1	PHI001			JEANNINE	5/24/13

Item Number	Alt #	Bil StS	Partial Receipt	Received This Run	Total Received	Total Ordered	Unit	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run	Cat No.	Tax Class
100005				4	4	4	CSE	30	120	CTN	.00	MARLBORO BLEND BOX KING #27	2640	1127.370	4509.48	1	100
100046				1	1	1	CSE	60	60	CTN	.00	MERIT GOLD MENTHOL 100	30076	2752.020	2752.02	1	100
100047				1	1	1	CSE	60	60	CTN	.00	MERIT GOLD 100	30086	2752.020	2752.02	1	100
100045				1	1	1	CSE	60	60	CTN	.00	MERIT GOLD BOX KING	30096	2752.020	2752.02	1	100
100044				1	1	1	CSE	60	60	CTN	.00	MERIT BRONZE BOX 100	30136	2752.020	2752.02	1	100
100042				1	1	1	CSE	60	60	CTN	.00	MERIT BLUE 100	30166	2752.020	2752.02	1	100
100048				1	1	1	CSE	60	60	CTN	.00	MERIT SILVER MENTHOL K/S	30186	2752.020	2752.02	1	100
100034				1	1	1	CSE	60	60	CTN	.00	BASIC BLUE BOX 100	30366	2094.420	2094.42	1	100
100038				1	1	1	CSE	60	60	CTN	.00	BASIC GOLD MENTHOL BOX KING	30426	2094.420	2094.42	1	100
100036				1	1	1	CSE	60	60	CTN	.00	BASIC GOLD BOX KING	30430	2094.420	2094.42	1	100
100037				2	2	2	CSE	60	120	CTN	.00	BASIC GOLD BOX 100	30460	2094.420	4188.84	1	100
100035				1	1	1	CSE	60	60	CTN	.00	BASIC BLUE 100	30496	2094.420	2094.42	1	100
100033				1	1	1	CSE	60	60	CTN	.00	BASIC BLUE BOX KING	30506	2094.420	2094.42	1	100
100017				2	2	2	CSE	30	60	CTN	.00	MARLBORO RED LABEL BOX KING	3680	1127.370	2254.74	1	100
100018				1	1	1	CSE	30	30	CTN	.00	MARLBORO RED LABEL BOX 100	3690	1127.370	1127.37	1	100
100008				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLUE MEN BOX K/S	3766	1127.370	2254.74	1	100
100009				2	2	2	CSE	30	60	CTN	.00	MARLBORO GOLD BOX KING	3840	1127.370	2254.74	1	100
100021				2	2	2	CSE	30	60	CTN	.00	MARLBORO SILVER BOX 72	3866	1127.370	2254.74	1	100
100012				4	4	4	CSE	30	120	CTN	.00	MARLBORO GOLD MEN BOX 100	4710	1127.370	4509.48	1	100
100020				2	2	2	CSE	30	60	CTN	.00	MARLBORO SILVER BOX 100	4780	1127.370	2254.74	1	100
100022				2	2	2	CSE	30	60	CTN	.00	MARLBORO SILVER MENTHOL BOX KING	4816	1127.370	2254.74	1	100
100023				3	3	3	CSE	30	90	CTN	.00	MARLBORO SILVER MENTHOL BOX 100	4856	1127.370	3382.11	1	100
100029				4	4	4	CSE	30	120	CTN	.00	MARLBORO SPEC BLEND RED BOX KING	5650	1127.370	4509.48	1	100
100030				2	2	2	CSE	30	60	CTN	.00	MARLBORO SPEC BLEND RED BOX 100	5680	1127.370	2254.74	1	100
100001				3	3	3	CSE	30	90	CTN	.00	MARLBORO BLEND BOX K/S SOFTPACK	57260	824.700	2474.10	1	100
100002				3	3	3	CSE	30	90	CTN	.00	MARLBORO BLACK BOX K/S SOFTPACK	58450	979.200	2937.60	1	100
100003				3	3	3	CSE	30	90	CTN	.00	MARLBORO BLACK BOX 100	58460	979.200	2937.60	1	100
100056				2	2	2	CSE	30	60	CTN	.00	VIRGINIA SLIMS MENTHOL 100	7326	1173.900	2347.80	1	100
100051				2	2	2	CSE	30	60	CTN	.00	VIRGINIA SLIM GOLD BOX 100	7336	1173.900	2347.80	1	100
100052				2	2	2	CSE	30	60	CTN	.00	VIRGINIA SLIM GOLD MEN BOX 100	7346	1173.900	2347.80	1	100
100054				3	3	3	CSE	30	90	CTN	.00	VIRGINIA SLIM GOLD 120	7356	1173.900	3521.70	1	100
100053				2	2	2	CSE	30	60	CTN	.00	VIRGINIA SLIM GOLD MEN 120	7396	1173.900	2347.80	1	100
100055				3	3	3	CSE	30	90	CTN	.00	VIRGINIA SLIMS MENTHOL BOX 100	7746	1173.900	3521.70	1	100
100006				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLEND BOX KING #54	9416	1127.370	2254.74	1	100
100007				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLEND BOX 100 #54	9426	1127.370	2254.74	1	100
100024				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLACK SPEC BLEND BOX KING	9526	1127.370	1127.37	1	100
100027				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLACK SPEC BLEND BOX 100	9536	1127.370	2254.74	1	100
100026				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLACK MEN SPEC BLEND BX KS	9546	1127.370	2254.74	1	100
100013				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLUE MEN 72	9616	1127.370	1127.37	1	100
100028				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLACK MEN SPEC BLEND B 100	9646	1127.370	1127.37	1	100
100015				2	2	2	CSE	30	60	CTN	.00	MARLBORO BLUE MEN 72	9650	1127.370	2254.74	1	100
100031				3	3	3	CSE	30	90	CTN	.00	MARLBORO VIRGINIA BLEND BOX KING	9726	1127.370	3382.11	1	100
100032				2	2	2	CSE	30	60	CTN	.00	MARLBORO VIRGINIA BLEND BOX 100	9746	1127.370	2254.74	1	100

P/O Number: 2229 Total Qty This Run: 84 Total Selling Units: 2910 Total Weight This Run: Total Value This Run: 110070.72
Total Billback Total O/I Discount

** END OF REPORT **

Creating Backorders

The instructions which follow describe using the Work With Purchase Orders application to create backorders. Only purchase orders with a partial status can be backordered. A backorder can be created regardless of the value entered for the **Backorder Code** field of the vendor's record.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears. If necessary, use the restrictor fields at the top of the screen to locate the desired purchase order.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/20/99  8:45:31
                          Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
     P  Partial

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    P Partial LIL200 LIL AUTO STORE                        6/09/98      268
    P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/13/98     3800
    P Partial HOU100 RED LION INTERNATIONAL                5/27/98     3879
    P Partial KAF100 K.A. FISHER CO.                       4/22/99     3920
    P Partial RJR100 R J REYNOLDS TOBACCO CO               5/22/98     5564
    P Partial M&N100 J. C. NEWMAN CIGAR COMPANY            5/22/98     5708
    P Partial PIN100 THE PINKERTON TOBACCO CO              5/29/98     5726




F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

2. To view detailed information about an order, enter *Z* (Zoom/Edit) in the selection column next to the order's status and press <Enter>. The Purchase Order Entry/Updt screen appears. The **Quantity Received** fields of items that are not completely received are highlighted.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/20/99  9:07:39
                          Purchase Order Entry/Updt
P/O#:   3800 Vendor: FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT Status Partial
Buyer: 502    JOHN ANDERS                                    Entered:   4/13/98
Terms:  10 NET 30 DAYS                                       Printed:   4/13/98
Warehouse:  1      MAIN WAREHOUSE                           Received:   4/20/99
TOTAL $      1157.80  Qty:      23 Weight:         Cube:          Lines:     9
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity               Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  111057        2   2  BOX        2       68.447       136.89
          A F CHURCHILL MAD                     Mfr. #:
       2  111056        4   2  BOX        3       68.447       273.79
          A F CHURCHILL NAT                     Mfr. #:
       3  111062        2   2  BOX        2       58.297       116.59
          A F CORONA EMPERIAL MAD               Mfr. #:
       4  111066        3   2  BOX           38.300       114.90
          A F CURLY HEAD MAD                    Mfr. #:
       5  111053        3   2  BOX        3       28.003        84.01
          A F DOUBLE CHATEAU MAD                Mfr. #:                        +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

The <F3> key can be used at the Purchase Order Entry/Updt screen to exit without saving any changes made to a purchase order, or the <F7> key is used to save changes. The Work With Purchase Orders screen appears.

3. Enter *B* (Backorder PO) in the selection colunm next to desired order's status.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/20/99  9:14:31
                           Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
     P  Partial

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    P Partial LIL200 LIL AUTO STORE                        6/09/98      268
B   P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/13/98     3800
    P Partial HOU100 RED LION INTERNATIONAL                5/27/98     3879
    P Partial KAF100 K.A. FISHER CO.                       4/22/99     3920
    P Partial RJR100 R J REYNOLDS TOBACCO CO               5/22/98     5564
    P Partial M&N100 J. C. NEWMAN CIGAR COMPANY            5/22/98     5708
    P Partial PIN100 THE PINKERTON TOBACCO CO              5/29/98     5726




F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

4. Press <Enter>.

5. Press <Enter> when the *A Backorder PO will be created. Press enter to proceed or "N" to cancel* message appears. The list of purchase orders is redisplayed, and the status of the partial purchase order changes to received.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/20/99 10:35:30
                           Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
        *ALL*                                  3800

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    R Receive FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT             3800
    R Receive M&N100 J. C. NEWMAN CIGAR COMPANY                      3803
    R Receive RAG200 C B RAGLAND COMPANY-HBC                         3805
    R Receive SAM100 SAM'S WHOLESALE                                 3806
    R Receive RAG100 C B RAGLAND COMPANY-GROCERIES                   3811
    R Receive SWI100 SWISHER INTERNATIONAL, INC.                     3814
    R Receive RAG200 C B RAGLAND COMPANY-HBC                         3819
    R Receive RAG100 C B RAGLAND COMPANY-GROCERIES                   3821
    T Transfe QUA200 QUAKER OATS COMPANY                             3823
    R Receive SWI100 SWISHER INTERNATIONAL, INC.                     3826
    R Receive FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT             3832   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

A new purchase order with an open status is created with the unreceived items of the partial order, and is printed with a reference to the order number of the partial order (see the example on the following page).

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/20/99 10:50:39
                          Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number  EDI Status
     O  Open                                  3931

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor           Name                       Expected   P/O #  BO
    O Open    FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/13/98     3931 B
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5563
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5565
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5566
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5567
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5569
    O Open    RJR100 R J REYNOLDS TOBACCO CO              5/22/98     5570
    O Open    NAT200 NATIONAL TOBACCO COMPANY,L P         5/23/98     5686
    O Open    HAV100 HAVATAMPA INCORPORATED               5/27/98     5693
    O Open    CON100 CONSOLIDATED CIGAR CORP              5/27/98     5695
    O Open    CON150 CONWOOD COMPANY L P                  5/24/98     5706   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The new purchase order appears on the Work With Purchase Orders screen with a status of *O* (open) and with a *B* (backorder) for the **BO** field.

6. Press <F3> to exit. The Purchasing screen appears.

```
Vendor Number FAN100                                SHIP TO 9107210                        P.O. Number :   3931    Page     1
               FUENTE & NEWMAN PREMIUM CIGARS LIMT          CREATIVE DATA RESEARCH                 Date :  4/13/98
               PREMIUM CIGARS LIMITED, INC.                 1150 N CAUSEWAY BLVD
               P.O. BOX 76219
               TAMPA                     FL  33605          MANDEVILLE                 LA  70471
 Printed  4/20/99
               Fax Number       0                            Fax Number   205  776-4717
               Phone Number : 800  477-1884                  Phone Number 205  776-3268
               Placed With :
               Freight Terms : Blank                        Terms : NET 30 DAYS
               Back Haul : Bla  Rate :    .00                Ship Date :           ASAP
               Back Order :                                 Buyer : JOHN ANDERS
P.O. Message Line 1 BO PO REF: 0003800

 Cases  Unit Case  Manufacturer                                  Our    Units             Off Invoice             Extended
Ordered Desc Pack     Number                  Description        Number Ordered Case Cost  Allow. Amt. Net Cost     Amount
      1 BOX     25                A F CHURCHILL NAT             111056       1     68.447                 68.447      68.44
   T1440           UPC
      3 BOX     40                A F CURLY HEAD MAD            111066       3     38.300                 38.300     114.90
                 UPC

                                 Case          Weight           Cube            Units              Allowance         Total Amount
P.O.Number    3931                4            .0              .0              4                                     183.34
        P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS xxxxxxxxxxxxxxxxxxxxxxxx
        DELIVERY APPOINTMENT REQUIRED FOR 100 CASE OR MORE xxxxxxxxxxxxxxxxxx
        RECEIVING MONDAY -THURSDAY 8:00- 2:30 FRIDAY 8:00 11:30 (616-530-6600)
```

Transferring Purchase Orders To Accounts Payable

After an order and vendor invoice is received, the purchase order can be transferred to accounts payable. Partially received orders cannot be transferred. Refer to Creating Back Orders for information about changing a partial purchase order's status to received.

The instructions which follow describe using the Work With Purchase Orders application to handle invoice price checking and change the status of an order from received to payable.

If using DAC Accounts Payable, the Work With A/P Transfers application is then used to change the purchase order status from payable to transferred, and create a corresponding vendor invoice. Refer to Working With Item Records of the Accounts Payable document for information about the records that must be created before transferring purchase orders to accounts payable.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *Z* (Zoom/Edit) in the selection column next to the item's received status.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 13:30:42
                           Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status  Vendor           Name                       Expected   P/O #  BO
    T Transfe SMI100 SMITH KLINE BEECHAM                               181
    R Receive SMI100 SMITH KLINE BEECHAM                               183
    R Receive SAM100 SAM'S WHOLESALE                                   205
    T Transfe SMI100 SMITH KLINE BEECHAM                               263
Z   R Receive KAF100 K.A. FISHER CO.                                   264
    R Receive STA130 STANBACK COMPANY                                  265
    R Receive BAY100 BAYER CORPORATION                                 266
    T Transfe BLO100 BLOCK DRUG COMPANY                                267
    O Open    LIL200 LIL AUTO STORE                         6/09/98    268
    O Open    LIL300 LIL NECESSITIES                        6/09/98    269
    O Open    LIL100 LIL DRUG STORE                         6/09/98    270   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/15/99 13:34:58
                           Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.                     Status Receive
Buyer: 501    JANE SANFORD                                   Entered:   5/14/98
Terms:  01 NET 10 DAYS                                        Printed:   5/14/98
Warehouse:  1      MAIN WAREHOUSE                            Received:   4/14/99
TOTAL $      4006.48  Qty:    2196 Weight:         Cube:          Lines:    30
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity              Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  510580      288   2  BTL      288        1.850       532.80
          PEPTO-BISMOL 4 OZ                     Mfr. #: 784843    PK12
       2  510590       60   2  BTL       60        2.590       155.40
          PEPTO BISMOL 8 OZ                     Mfr. #: 784876   PK 12
       3  510592       48   2  BTL       48        2.590       124.32
          PEPTO BISMOL MAX STR 4 OZ             Mfr. #: 784447    PK12
       4  510600       24   2  BOX       24        2.700        64.80
          PEPTO BISMOL TABLETS 30CT             Mfr. #: 784892    PK12
       5  513117       24   2   EA       24        3.660        87.84
          CHLORASEPTIC CHRY SPRY 6 OZ           Mfr. #: 786350    PK12        +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

If necessary, use <Page Down> to check the vendor's invoice prices.

4. Press <F10>. The Prompt Header Information screen appears.

```
DSJJPVR    ENTER   Creative Data Research-SUPPORT            4/15/99 13:36:06
                          Prompt Header Information
P/O#:    264 Warehouse: 1      MAIN WAREHOUSE                 Status Receive

Ship-To  Our Customer Number:             Vendor: KAF100
     CREATIVE DATA RESEARCH               K.A. FISHER CO.
     1150 N CAUSEWAY BLVD                 805 FIRST AVE. S.W.
                                          P.O. BOX 1025

     MANDEVILLE                LA 70471   CULLMAN                    AL 35056
Buyer                                     Terms
501    JANE SANFORD                        01   NET 10 DAYS
Backorder Code .            Freight Terms .      Blank
Back Haul Status      Bla   Back Haul Rate .

Order Place With FAXED BILL                Shipped:        Delivered:
Invoice #:            Invoice Date:        Due:        Pay:

P.O. Messages



F3=Exit
```

5. Enter data for the following fields:
   - **Invoice #** (10,a) - the vendor's invoice number.
   - **Invoice Date** (6,n) - the date of the vendor's invoice.
   - Optional: **Due** (6,n) - the due date which appears on the vendor's invoice.
   - Optional: **Pay** (6,n) - the date on which accounts payable should pay the vendor for the order.
   - Optional: **P.O. Messages** (70,a) - comments regarding the purchase order. When the purchase order's transfer is completed, the voucher number, which is automatically generated by the Accounts Payable System to identify and track each vendor invoice, appears in the **P.O. Messages** field with the *VCH* prefix.
6. Press <Enter>.

```
DSJJPVR    ENTER   Creative Data Research-SUPPORT            4/15/99 13:57:42
                          Prompt Header Information
P/O#:    264 Warehouse: 1      MAIN WAREHOUSE                 Status Receive

Ship-To  Our Customer Number:             Vendor: KAF100
     CREATIVE DATA RESEARCH               K.A. FISHER CO.
     1150 N CAUSEWAY BLVD                 805 FIRST AVE. S.W.
                                          P.O. BOX 1025

     MANDEVILLE                LA 70471   CULLMAN                    AL 35056
Buyer                                     Terms
501    JANE SANFORD                        01   NET 10 DAYS
Backorder Code .            Freight Terms .      Blank
Back Haul Status      Bla   Back Haul Rate .

Order Place With FAXED BILL                Shipped:        Delivered:
Invoice #: 102553     Invoice Date:  40199 Due:  50199 Pay:

P.O. Messages


F3=Exit
                                                        CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/15/99 13:58:40
                          Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.                     Status Receive
Buyer: 501    JANE SANFORD                                   Entered:   5/14/98
Terms:  01 NET 10 DAYS                                       Printed:   5/14/98
Warehouse:  1      MAIN WAREHOUSE                            Received:   4/14/99
TOTAL $      4006.48  Qty:    2196 Weight:         Cube:          Lines:    30
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  510580      288   2  BTL      288        1.850       532.80
          PEPTO-BISMOL 4 OZ                     Mfr. #: 784843    PK12
       2  510590       60   2  BTL       60        2.590       155.40
          PEPTO BISMOL 8 OZ                     Mfr. #: 784876   PK 12
       3  510592       48   2  BTL       48        2.590       124.32
          PEPTO BISMOL MAX STR 4 OZ             Mfr. #: 784447    PK12
       4  510600       24   2  BOX       24        2.700        64.80
          PEPTO BISMOL TABLETS 30CT             Mfr. #: 784892    PK12
       5  513117       24   2   EA       24        3.660        87.84
          CHLORASEPTIC CHRY SPRY 6 OZ           Mfr. #: 786350    PK12        +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

8. Press <F7> (Update/Exit). The order's status changes from received to payable.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT            4/15/99 14:01:32
                          Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.                     Status Payable
Buyer: 501    JANE SANFORD                                   Entered:   5/14/98
Terms:  01 NET 10 DAYS                                       Printed:   5/14/98
Warehouse:  1      MAIN WAREHOUSE                            Received:   4/14/99
TOTAL $      4006.48  Qty:    2196 Weight:         Cube:          Lines:    30
_____________________________________________________________________________
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                Extended
   Line#  Number  Ordered      U/M  Received   Unit Cost   Amount
       1  510580      288   2  BTL      288        1.850       532.80
          PEPTO-BISMOL 4 OZ                     Mfr. #: 784843    PK12
       2  510590       60   2  BTL       60        2.590       155.40
          PEPTO BISMOL 8 OZ                     Mfr. #: 784876   PK 12
       3  510592       48   2  BTL       48        2.590       124.32
          PEPTO BISMOL MAX STR 4 OZ             Mfr. #: 784447    PK12
       4  510600       24   2  BOX       24        2.700        64.80
          PEPTO BISMOL TABLETS 30CT             Mfr. #: 784892    PK12
       5  513117       24   2   EA       24        3.660        87.84
          CHLORASEPTIC CHRY SPRY 6 OZ           Mfr. #: 786350    PK12        +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
                                                          CONFIRM: Y (Y/N)
```

Users who do not transfer purchase orders to accounts payable, should refer to the DAC Default System Options document for information about using the **Status to Purge POs** field of the SYS008 default system option to delete purchase orders.

9. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 14:03:31
                          Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number
        *ALL*

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status  Vendor           Name                      Expected   P/O #  BO
    T Transfe SMI100 SMITH KLINE BEECHAM                              181
    R Receive SMI100 SMITH KLINE BEECHAM                              183
    R Receive SAM100 SAM'S WHOLESALE                                  205
    T Transfe SMI100 SMITH KLINE BEECHAM                              263
    A Payable KAF100 K.A. FISHER CO.                                  264
    R Receive STA130 STANBACK COMPANY                                 265
    R Receive BAY100 BAYER CORPORATION                                266
    T Transfe BLO100 BLOCK DRUG COMPANY                               267
    O Open    LIL200 LIL AUTO STORE                        6/09/98    268
    O Open    LIL300 LIL NECESSITIES                       6/09/98    269
    O Open    LIL100 LIL DRUG STORE                        6/09/98    270   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

10. Press <F3> to exit. The Purchasing screen appears.

```
User: JEANNINE                Menu: PUCV1                    Date:  8/06/12

=======================> P U R C H A S I N G <==========================
==========================================================================
!!!!!!!!!   1. Work With Purchase Orders       12. Import Costs
THE    !!   2. Work With Vendors
DAC    !!   3. Work With Items
SYSTEM !!   4. Work With Buyer Control File
!!!!!!!!!   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

If using DAC Accounts Payable (A/P), the following instructions should be used to change the purchase order status from payable to transferred, and create a corresponding vendor invoice. Note: Do not proceed without first verifying that no one will be using DAC A/P during the transfer process.

11. Select option 7 (Work With A/P Transfers) from the Purchasing screen. The Work With Approved PO'S screen appears.

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 14:20:38
                           Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
  A    264 102553     KAF100 K.A. FISHER CO.                          4006.48
  A   2190 102336     SCO100 SCORE DISTRIBUTION                        445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION                        716.40
  A   3431 45698      LIL200 LIL AUTO STORE                             10.80
  A   3896 00         PHI100 PHILIP MORRIS INC

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

Only approved purchase orders, as designated by the *A* next to the order numbers, appear on the Work With Approved PO'S screen.

12. Enter *X* (Select request) in the selection column next to the purchase orders which will be transferred for payment by the company specified by the **Default A/P Company** field. Users who have defined multiple companies should refer to Selecting a Default Accounts Payable Company for information about changing the value of the **Default A/P Company** field.

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 14:58:42
                           Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
X A    264 102553     KAF100 K.A. FISHER CO.                           4006.48
  A   2190 102336     SCO100 SCORE DISTRIBUTION                         445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION                         716.40
X A   3431 45698      LIL200 LIL AUTO STORE                              10.80
X A   3896 002255     PHI100 PHILIP MORRIS INC

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

13. Press <Enter> to mark the purchase orders for transfer, as designated by the *M* next to the order numbers. When transferred to Accounts Payable, all the marked purchase orders appear as individual vendor invoices in a single invoice batch. Refer to Working With Vendor Invoices of the Accounts Payable document for additional information.

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 14:59:49
                           Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
  M    264 102553     KAF100 K.A. FISHER CO.                           4006.48
  A   2190 102336     SCO100 SCORE DISTRIBUTION                         445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION                         716.40
  M   3431 45698      LIL200 LIL AUTO STORE                              10.80
  M   3896 002255     PHI100 PHILIP MORRIS INC

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

14. To redisplay the screen with only the purchase orders which are marked for transfer, press <F1> (Show Selected Only).

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 15:12:08
                           Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
  M    264 102553     KAF100 K.A. FISHER CO.                           4006.48
  M   3431 45698      LIL200 LIL AUTO STORE                              10.80
  M   3896 002255     PHI100 PHILIP MORRIS INC

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

15. If necessary, enter *U* (UnSelect) in the selection column next to the purchase orders which will not be transferred for payment, and press <Enter>.

16. To redisplay the screen with all the purchase orders which are approved for transfer, press <F2> (Show All).

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 15:18:02
                          Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
  M    264 102553     KAF100 K.A. FISHER CO.                          4006.48
  A   2190 102336     SCO100 SCORE DISTRIBUTION                        445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION                        716.40
  M   3431 45698      LIL200 LIL AUTO STORE                             10.80
  M   3896 002255     PHI100 PHILIP MORRIS INC

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

17. Press <F10> (Transfer to A/P) to transfer the selected purchase orders to accounts payable. The purchase order report, as illustrated on the following page, is printed.

```
GSDXDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 15:22:41
                          Work With Approved PO'S
 P. O.     Invoice   Vendor  Warehouse
 Number    Number    Number  Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name                    Total
    Number   Number   Number                                           Value
  A   2190 102336     SCO100 SCORE DISTRIBUTION                        445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION                        716.40

F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

18. Press <F3> to exit. The Purchasing screen appears.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT            4/15/99 16:31:11
                        Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO

?     Status  Vendor           Name                      Expected   P/O #  BO
    T Transfe SMI100 SMITH KLINE BEECHAM                             181
    R Receive SMI100 SMITH KLINE BEECHAM                             183
    R Receive SAM100 SAM'S WHOLESALE                                 205
    T Transfe SMI100 SMITH KLINE BEECHAM                             263
    T Transfe KAF100 K.A. FISHER CO.                                 264
    R Receive STA130 STANBACK COMPANY                                265
    R Receive BAY100 BAYER CORPORATION                               266
    T Transfe BLO100 BLOCK DRUG COMPANY                              267
    O Open    LIL200 LIL AUTO STORE                     6/09/98      268
    O Open    LIL300 LIL NECESSITIES                    6/09/98      269
    O Open    LIL100 LIL DRUG STORE                     6/09/98      270   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The status of the transferred purchase order changes from payable to transferred on the Work With Purchase Orders screen.

Accounts Payable Transfer Report

Creative Data Research-SUPPORT Purchase Order Report JTIPPIN GSDWPFR 4/15/99 15:21:03 Page 1

*** Requested For Transfer To Accounts Payable ***

P.O. #	Vendor	Vendor Name	Invoice #	Terms	Inv. Date	Due Date	Approved By	Date	P.O. Amount
264	KAF100	K.A. FISHER CO.	102553	01	4/01/99	5/01/99	JTIPPIN	4/15/99	4006.48
3431	LIL200	LIL AUTO STORE	45698	35	3/30/99	4/30/99	JTIPPIN	3/30/99	10.80
3896	PHI100	PHILIP MORRIS INC	002255	61	4/22/98	4/22/98	JTIPPIN	4/15/99	.00

Final totals Number Of P.O.'s: 3 Total Amount: 4017.28

** END OF REPORT **

Selecting a Default Accounts Payable Company

Before transferring purchase orders to accounts payable, users who have defined multiple companies must designate a particular company as the value of the **Default A/P Company** field which appears on the Work With Approved PO'S screen.

The following instructions describe using A/P Options application to select a default company. Refer to Working With A/P Options of the Accounts Payable document for additional information.

1. Select option 11 (Accounts Payable) from the Main Operations Menu screen, select option 20 (A/P File Maint) from the Accounts Payable screen, and select option 16 (A/P Options) from the A/P File Maintenance screen. The Work With A/P Options screen appears.
2. Enter *2* in the selection column next to *AP0001*.

```
SYW4DFR    DISPLAY Creative Data Research                    9/18/00 10:50:41
                                  Work with A/P Options
A/P Option  Key Text
Key

Type option and press enter:  2=Edit Record

?  A/P Options  Key Text
   Key
2  AP0001       General A/P Options
   AP0002       A/P System Options 2 (Reports)









F3=Exit   F10=Actions
```

3. Press <Enter>. The General A/P Options Details screen appears.

```
SYW5E1R    CHANGE  Creative Data Research                    9/18/00 10:52:25
                             General A/P Options Details



                       Default company number         CCC
                       Default terms code             30
                       Default bank code              FNB
                       Default Pay Date From......... 2
                       Take A/P Disc If Past Due Date 2
                       A/P Check Date (PD,BP,DD)      BP
                       G/L Custom Report Headings     22
                       Restrict A/P Batch To User?    *NO
                       Default Cost Center            100









F3=Exit
```

4. Press <F4> to select a company code from the Company Selection screen.
5. Enter *1* in the selection column next to the desired company code.

```
SY9100R    SELECT   Creative Data Research                    9/18/00 10:52:43
JTIPPIN                        COMPANY SELECTION             QPADEV0005
 Cmpny  Name                                        City                 St


Type options, press Enter.
1=Select request

1  CDR  CREATIVE DATA RESEARCH                      Mandeville           LA
   CCC  CREATIVE DATA RESEARCH                      Slidell              LA









F3=Exit
```

6. Press <Enter>. The General A/P Options Details screen appears.

```
SYW5E1R    CHANGE  Creative Data Research                    9/18/00 10:54:31
                              General A/P Options Details



                       Default company number         CDR
                       Default terms code             30
                       Default bank code              FNB
                       Default Pay Date From......... 2
                       Take A/P Disc If Past Due Date 2
                       A/P Check Date (PD,BP,DD)      BP
                       G/L Custom Report Headings     22
                       Restrict A/P Batch To User?    *NO
                       Default Cost Center            100





F3=Exit
                                                       CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Work With A/P Options screen appears.

```
SYW4DFR    DISPLAY Creative Data Research                    9/18/00 10:56:43
                                   Work with A/P Options
A/P Option  Key Text
Key

Type option and press enter:  2=Edit Record

?  A/P Options  Key Text
   Key
   AP0001       General A/P Options
   AP0002       A/P System Options 2 (Reports)









F3=Exit   F10=Actions
```

8. Press <F3> (Exit). The A/P File Maintenance screen appears.
9. Select option 23 (DAC Main Menu). The Main Operations Menu screen appears.

Bypassing Transfer To Accounts Payable

If using DAC Accounts Payable, the Work With Purchase Orders application can be used, if necessary, to change the purchase order status from received to transferred ***without*** creating a corresponding vendor invoice.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *Z* (Edit) in the selection column next to the item's received status.

```
BSDSDFR    DISPLAY CDR Customer Conference                    6/06/11 12:49:05
                          Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
R Receive

Type options, press Enter.                                 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                      Expected   P/O #  BO
?
      R Receive LIG001 LIGGETT & MEYERS TOBACCO                        318
      R Receive JOH001 JOHN MIDDLETON INC.                             316
      R Receive CON001 CONWOOD CORP.                                   313
Z     R Receive BIC001 BIC CORPORATION                                 312





F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  CDR Customer Conference                     6/06/11 12:55:26
                          Purchase Order Entry/Updt
P/O#:    312 Vendor BIC001 BIC CORPORATION                     Status Receive
Buyer KIM    KIM TALLEY                Phone                  Entered   3/07/11
Terms 020 2% 10 NET 30                                        Printed   3/07/11
Warehouse  1      MAIN WAREHOUSE                             Received   3/07/11
TOTAL$     23532.60  Qty:     329 Weight:          Cube:          Lines:     3
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
?  Line#  Item#   Order Qty     U/M  Rec.Qty    Unit Cost  Ext.Amount
       1  802662       91    3  CSE       91       17.760     1616.16
          BIC LIGHTER MINI CLASSIC 3PK         Mfr. #:
       2  902026       13    3  CSE       13      146.880     1909.44
          BIC RED CHRYSTAL                     Mfr. #:
       3  902663      225    3  CSE      225       88.920    20007.00
          ZIPPO BLACK MATT                     Mfr. #:
       0
                                               Mfr. #:
       0
                                               Mfr. #:

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

4. Press <F10>. The Prompt Header Information screen appears.

```
DSJJPVR    ENTER   CDR Customer Conference                    6/06/11 12:59:45
                         Prompt Header Information
P/O#:    312 Warehouse: 1      MAIN WAREHOUSE                  Status Receive
                                                            Special Order Y/N
Ship-To  Our Customer Number:             Vendor: BIC001
     CREATIVE DATA RESEARCH               BIC CORPORATION
     250 E LOCKWOOD ST                    P.O. BOX 42000


                                          HARTFORD                  CT 61501
Buyer                                     Terms
KIM    KIM TALLEY                         020   2% 10 NET 30
Backorder Code .      Bla   Freight Terms .
Back Haul Status            Back Haul Rate .

Placed With                           Exp. Arrival  30711 Delivered
Invoice #:            Invoice Date:        Due:        Pay:

P.O. Messages



F3=Exit  F18=Bypass A/P Transfer
```

5. Enter data for the following fields:
   - **Invoice #** (10,a) - the vendor's invoice number, or descriptive text as illustrated below.
   - **Invoice Date** (6,n) - the date of the vendor's invoice, or current date.
   - Optional: **Due** (6,n) - the due date which appears on the vendor's invoice.
   - Optional: **Pay** (6,n) - the date on which accounts payable should pay the vendor for the order.
   - Optional: **P.O. Messages** (210,a) - comments regarding the purchase order. **AP-BYPASS** will appear on the third line of the **P.O. Messages** field when the bypass process is complete.

```
DSJJPVR    ENTER   CDR Customer Conference                    6/06/11 12:59:45
                         Prompt Header Information
P/O#:    312 Warehouse: 1      MAIN WAREHOUSE                  Status Receive
                                                            Special Order Y/N
Ship-To  Our Customer Number:             Vendor: BIC001
     CREATIVE DATA RESEARCH               BIC CORPORATION
     250 E LOCKWOOD ST                    P.O. BOX 42000


                                          HARTFORD                  CT 61501
Buyer                                     Terms
KIM    KIM TALLEY                         020   2% 10 NET 30
Backorder Code .      Bla   Freight Terms .
Back Haul Status            Back Haul Rate .

Placed With                           Exp. Arrival  30711 Delivered
Invoice #: NOT FOR AP Invoice Date: 060611 Due:        Pay:

P.O. Messages



F3=Exit  F18=Bypass A/P Transfer
```

6. Press <F18> (Bypass A/P Transfer).
7. Press <Enter> when prompted to confirm.
8. Enter Y for the **OK?** field when the *This PO Will Not Be Sent to Payables . . .* **** *ARE YOU SURE* **** *?* message appears.
9. Press <Enter>.
10. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

```
BSDSDFR    DISPLAY CDR Customer Conference                    6/06/11 13:55:15
                          Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                         Status    Sts
T Transfe

Type options, press Enter.                                 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                      Expected   P/O #  BO
?
      T Transfe BIC001 BIC CORPORATION                                 338
      T Transfe KEE001 KEEBLER COMPANY                                 333
      T Transfe KEE001 KEEBLER COMPANY                                 317
      T Transfe HER001 HERSHEY CHOCOLATE                               315
      T Transfe CON001 CONWOOD CORP.                                   313
      T Transfe BIC001 BIC CORPORATION                                 312
      T Transfe CON001 CONWOOD CORP.                                   311
      T Transfe BIC001 BIC CORPORATION                                 310
      T Transfe USS001 U.S. SMOKELESS TOBACCO                          309
      T Transfe RJR100 R.J. REYNOLDS TOBACCO INC.                      308   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

As illustrated above, the purchase order's status is received.

As illustrated below, **AP-BYPASS** appears on the third line of the **P.O. Messages** field when the bypass process is complete.

```
DSJJPVR    ENTER   CDR Customer Conference                    6/06/11 14:03:47
                        Prompt Header Information
P/O#:    312 Warehouse: 1      MAIN WAREHOUSE                 Status Transfe
                                                            Special Order Y/N
Ship-To  Our Customer Number:             Vendor: BIC001
     CREATIVE DATA RESEARCH               BIC CORPORATION
     250 E LOCKWOOD ST                    P.O. BOX 42000


                                          HARTFORD                  CT 61501
Buyer                                     Terms
KIM    KIM TALLEY                         020   2% 10 NET 30
Backorder Code .      Bla   Freight Terms .
Back Haul Status            Back Haul Rate .

Placed With                          Exp. Arrival  30711 Delivered
Invoice #: NOT FOR AP Invoice Date:  60611 Due:        Pay:

P.O. Messages


 *AP-BYPASS*
F3=Exit  F18=Bypass A/P Transfer
```

Working With Purchase Order Messages

Messages can be designated to print on purchase orders and purchasing receipts in the following ways:

- Use form messages (with *PUR* app codes) to define one to four message lines that are printed at the bottom of all purchase orders. Refer to Defining Purchase Order Messages below.

- Use form messages (with *PUR* app codes) to define one to three message lines that are printed at the bottom of all purchase orders and purchasing receipts. Refer to Defining Purchase Order Messages below.

- Use a purchase order's header information to define one message line that is printed above the list of ordered items with the ***Message Line 1*** heading on the PO. Refer to Working With PO Header Messages below.

- Define messages that are automatically printed for specific items below an item's description on all purchase orders, and can be printed during a designated date range. Refer to Working With Item Messaging below.

- Define a message that is printed with an item's description on a specific purchase order. Refer to Editing A Purchase Order for additional information.

- Use vendor notes to define one message line that is printed above the list of ordered items with the ***Message Line 1*** heading on every purchase order created for a specific vendor. Refer to Adding Vendor Notes of the Vendor document for additional information.

Defining Purchase Order Messages

The Edit Form Messages application can be used to define one to four message lines for printing at the bottom of all purchase orders. As described below, three of the message lines also print at the bottom of all purchasing receipts.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 4 (System Options Maintenance) from the File Maintenance screen.

3. Select option 4 (Edit Form Messages) from the System Options screen. The Edit Form Messages File screen appears.

4. Press <F9> (Go to 'Add' mode).

```
DSQBEFR    ADD     CDR Customer Conference                    11/17/11 15:03:56
                            Edit Form Messages File


Type options, press Enter.
D=Delete request

? App   Message
  code  Number
_ ___    ___            Message Text
         ____________________________________________________________
_ ___    ___            Message Text
         ____________________________________________________________
_ ___    ___            Message Text
         ____________________________________________________________
_ ___    ___            Message Text
         ____________________________________________________________
_ ___    ___            Message Text
         ____________________________________________________________
_ ___    ___            Message Text
         ____________________________________________________________ +

F3=Exit   F9=Go to 'Change' mode
```

5. Enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *1*.
   - **Message Text** - enter the first message line to be printed at the bottom of the purchase orders and purchasing receipts.

6. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *2*.
   - **Message Text** - enter the second message line to be printed at the bottom of the purchase orders and purchasing receipts.

7. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *3*.
   - **Message Text** - enter the third message line to be printed at the bottom of the purchase orders and purchasing receipts.

8. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *4*.
   - **Message Text** - enter the fourth message line to be printed at the bottom of the purchase orders. This message line will not be printed on purhasing receipts.

```
DSQBEFR    ADD     CDR Customer Conference                    11/17/11 15:03:56
                          Edit Form Messages File


Type options, press Enter.
D=Delete request

? App   Message
  code  Number
_ PUR      1             Message Text
      P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
_ PUR      2             Message Text
      DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
_ PUR      3             Message Text
      RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
_ ___    ___             Message Text
      ____________________________________________________________
_ ___    ___             Message Text
      ____________________________________________________________
_ ___    ___             Message Text
      ____________________________________________________________ +

F3=Exit   F9=Go to 'Change' mode
```

9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.

10. Press <F3> to exit.

Working With Item Messaging

The step-by-step instructions which follow describe using the Work With Items application to create messages that are printed for specific items below the item's description on all purchase orders, and can be limited to printing during a designated date range.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen.

3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DSDYDFR    DISPLAY CDR Customer Conference                  11/10/11 13:00:02
                                Work With Items
Item Description                    Cat. Sales Product  Tax   Book Vendor Sts
                                     #   Class  Class  Class  Head


Item Number         Action         Restrict To Items In Warehouse:
Type options, press Enter.
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item
? Item Description                   Rtl Pack  Item   Ct Sales Prod.  Tax
                                               Number  # Class Class Class
  B&H MENT 100 LT                    20PK      108300  1   100    52   100 A
  BASIC FF 100 BOX                   20PK      131761  1   101    55   100 A
  BEST VALUE MENT 100 LT             20PK      131200  1   101    56   100 A
  BIC BLUE CHRYSTAL                            002026  9   850             A
  BIC CLASSIC MED BLACK 2PK                    902400  9   850             A
  BIC LIGHTER COMFORT LITE                     802680  9   850             A
  BIC LIGHTER MINI CLASSIC 3PK                 802662  9   850             A
  BIC RED CHRYSTAL                             902026  9   850             A
  BLACKJACK FULL FLAVOR 16OZ                   770130  2   200    20   200 A
  CAMEL FILTER 85 BOX                20PK      100500  1   100    51   100  +

F3=Exit F4/F5=Search F7=Surcharge F8=Messages F10=Add F11=Set Status
```

4. Press <F8> (Messages). The Edit Item Messaging screen appears.

```
HIF9EFR    CHANGE  CDR Customer Conference                  11/10/11 13:33:01
                              Edit Item Messaging
 Item:         Whse:

Type options, press Enter.
D=Delete request









F3=Exit   F9=Go to 'Add' mode
No data to display.
```

5. Press <F9> (Go to 'Add' mode).

```
HIF9EFR    ADD     CDR Customer Conference                    11/10/11 13:34:08
                              Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse   Description
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _     +


F3=Exit   F9=Go to 'Change' mode
```

6. Enter data for the following fields:
   - **Item #** - the item number.
   - **Whse** - the warehouse code.
   - **Msg #** - *1* must be entered to print the message on purchase orders.
   - **Description** - the message.
   - **Start** and **End** - dates to designate a date range during which the message is printed.
   - **Typ** - *P* (purchasing).

7. Press <Enter> when data entry is complete.

```
HIF9EFR    ADD     CDR Customer Conference                    11/10/11 13:34:08
                              Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse   Description
  801510 1                                        Start   End   Typ Prt
    Msg# 1      First delivery is 12/01/11        111011 113011  P
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _
_ ______ 1                                        Start   End   Typ Prt
    Msg# _____ ___________________________________ ______ ______  _   _     +

F3=Exit   F9=Go to 'Change' mode
                                                   CONFIRM: Y (Y/N)
```

The *Item Balance Master not found* message appears if an invalid item number is entered.

8. Press <Enter> when prompted to confirm.

9. Press <F3> to exit. The Work With Items screen appears.

Working With PO Header Messages

The step-by-step instructions which follow describe using a purchase order's header information to define one message line that is printed above the list of ordered items with the ***Message Line 1*** heading on the PO.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DMO7DFR    JEANNINE        CDR Customer Conference                                    1/23/15  13:46:36 QPADEV0001
                                W O R K  w i t h  P U R C H A S E  O R D E R S

Status    Vendor Vendor Name                          V.Group Buyer   W.H.   P.O.#   EDI  Email
_         ______ ___________________________________   ___   ______ 1_____ ______     _     _

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
        Status  Vendor         Name                        Expected   P/O #  BO  Lines   OnOrd QTY
_     E Entry   SWE001 SWEDISH MATCH NORTH AMERICA                     3347         1         3
_     E Entry   RJR100 R.J. REYNOLDS TOBACCO INC.                      3346         1         1
_     E Entry   PHI001 PHILLIP MORRIS INC.                             3345        44        67
_     E Entry   NST100 NESTLE USA                                      3344        55      5217
_     E Entry   LIG001 LIGGETT & MEYERS TOBACCO                        3343         1         1
_     E Entry   KEE001 KEEBLER COMPANY                                 3342         5        80
_     E Entry   HER001 HERSHEY CHOCOLATE                               3341         8      1039
_     E Entry   DOT001 DOT FOODS INC.                                  3340         5        51
_     E Entry   BIC001 BIC CORPORATION                                 3339         2        18
_     R Receive DOT001 DOT FOODS INC.                                  3333         0
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                     3330         0
_     R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                      3329         0
_     R Receive BIC001 BIC CORPORATION                                 3324         0
_     R Receive AMER01 AMERICAN SNUFF COMPANY                          3323         0
_     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                     3322         0

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR    DISPLAY CDR Customer Conference                    1/20/15 13:43:10
                           Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
_         ______  ___    ______ 1_____ ______      _        _

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                        Expected   P/O #  BO
?
_     E Entry   DOT001 DOT FOODS INC.                                  3333
_     O Open    SWE001 SWEDISH MATCH NORTH AMERICA        1/20/15     3330
_     O Open    RJR100 R.J. REYNOLDS TOBACCO INC.         1/23/15     3329
_     O Open    PHI001 PHILLIP MORRIS INC.                1/26/15     3328
_     O Open    NST100 NESTLE USA                         2/03/15     3327
_     O Open    HER001 HERSHEY CHOCOLATE                  1/27/15     3326
_     O Open    DOT001 DOT FOODS INC.                     1/20/15     3325
_     O Open    BIC001 BIC CORPORATION                    1/20/15     3324
_     O Open    AMER01 AMERICAN SNUFF COMPANY             1/20/15     3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, enter *Z* (Edit) in the selection colunm next to its status, and press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  CDR Customer Conference                    1/29/15 13:23:52
                          Purchase Order Entry/Updt
P/O#:   3342 Vendor KEE001 KEEBLER COMPANY                     Status Open
Buyer KIMCC  KIM TALLEY                Phone 888 150-4084    Entered   1/23/15
Terms 012 3.75% 7 NET 7                                      Printed   1/27/15
Warehouse  1_____ MAIN WAREHOUSE                            Received
TOTAL$      8732.53  Qty      80 Wt:          Cube          Line     5
    Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____________________________________________________________________________
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
_     1 561158 ______6   3 CSE               8     31.320      187.92
KEEBLER CHIPS DELUXE  2OZ           2 OZ PACK  Mfr. #
_     2 561759 ____15   3 CSE              24    120.480     1807.20
KEEBLER CLUB CRACKER  5.25 OZ       5.25 OZ PK Mfr. #
_     3 631127 _____13  3 CSE              12    150.720     1959.36
KEEBLER FUDGE STRIPE COOKIES 11.5OZ 11.50 Z PK Mfr. #
_     4 561161 ____21   3 CSE               8     43.812      920.05
KEEBLER PECAN SANDIES  2 OZ         2 OZ PK    Mfr. # 429001
_     5 561167 _____25  3 CSE               8    154.320     3858.00
KEEBLER VIENNA CREMES 2OZ           2 OZ PK    Mfr. #

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

3. Press <F10> (Header). The Prompt Header Information screen appears.

```
DSJJPVR    ENTER   CDR Customer Conference                    1/29/15 13:26:44
                          Prompt Header Information
P/O#:   3342 Warehouse: 1      MAIN WAREHOUSE                  Status Open
                                                            Special Order Y/N
Ship-To ______ Our Customer Number:             Vendor: KEE001
     CREATIVE DATA RESEARCH                 KEEBLER COMPANY_____________________
     205 E LOCKWOOD ST                      P.O. BOX 185258_____________________
                                            ____________________________________
                                            ____________________________________
                                            ATLANTA_____________________ GA 30368
Buyer                                       Terms
KIMCC  KIM TALLEY                           012   3.75% 7 NET 7
Backorder Code .    _  Bla   Freight Terms .   _
Back Haul Status   Y  Yes   Back Haul Rate .   ______

Placed With ___________________________ Exp. Arrival _13115 Delivered ______
Invoice #: __________ Invoice Date: ______ Due: ______ Pay: ______

P.O. Messages
DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE_____________________
_______________________________________________________________________
_______________________________________________________________________
F3=Exit  F18=Bypass A/P Transfer
```

4. To print a message with the ***Message Line 1*** heading above the list of ordered items on the PO, enter the text on the first line of the **P.O. Messages** (70,a) field as illustrated above.

5. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

6. Press <F7> (Update/Exit), and press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

Using The Work With Vendor Items Screen

Vendor items are primarily used to create purchase orders based on system-generated suggested order quantities. These orders may also be based on the minimum purchase requirements of a vendor, or other criteria designated by the buyer.

Refer to the Item File Maintenance document for information about the **Vendor** field which designates that an item appears as a vendor's item for ordering. Refer to the Vendors document for additional information about vendor records.

Vendor items are displayed in either the Work With Vendor Items screen illustrated below, or the Vendor Items (wide) screen described in Using The Vendor Items Screen above.

```
DSJBDFR    DISPLAY CDR Customer Conference                  12/29/14 10:56:39
                           Work with Vendor Items
Vendor NST100 NESTLE USA                          Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28         Item No.
Target Value          1 Dollar     Increment Dys 1.0 Season

Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID            Description
                500009 1588           BABY RUTH                          A
  Dys ROP +  29 AVBL   454  Forcst Avg     60.5  -              CSE Pk    12 A
                500007 51980          BABY RUTH FUN SIZE CASE            A
  Dys ROP +  28 AVBL   427  Forcst Avg     57.5  -              CSE Pk     1 A
                500008 89090          BABY RUTH KING SIZE                A
P Dys ROP +  29 AVBL   540  Forcst Avg     71.7  -              CSE Pk     8 A
                500010 91087          BIT O HONEY                        A
  Dys ROP +  28 AVBL   634  Forcst Avg     84.7  -              CSE Pk    10 A
                500014 1159           BUTTERFINGER                       A
  Dys ROP +  28 AVBL   747  Forcst Avg    100.6  -              CSE Pk     8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

Vendor-related data is displayed for the following fields at the top of the Work With Vendor Items screen:

- **Vendor** - vendor code and description.
- **Buyer** - employee code of the buyer who handles purchases from the vendor.
- **Lead Time** - average number of days for items to arrive from this vendor. Its value defaults from the **Avg. Lead Time** field of the vendor's record. Refer to the Vendors document for additional information.
- **Order Cycle Days** - number of days which elapse before an order is placed with this vendor. Its value defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Last PO** - date that the vendor's last printed purchase order was entered.
- **W.H** - warehouse code which defaults from the user option record of the user.

The following fields at the top of the Work With Vendor Items screen can be used during the process of creating a purchase order:

- Optional: **Target Value** - designates the minimum purchasing quantity and unit type. Its values default from the **Minimum Qty Unit** and **Minimum Qty Unit** fields of the vendor's record, but can be changed as described in the instructions below.
- Optional: **Max. Target** - the maximum purchasing quantity per the unit displayed for the **Target Value** field above.
- **Increment Dys** - the number by which the value of the **Order Cycle Days** field is incrementally increased to produce an order which meets the vendor requirements. Its default value is *1.0.* but can be changed as described in the instructions below.
- Optional: **Item No.** - used to add an item of another vendor to a suggested order, or locate and limit the screen's list to a single item. Both are done by entering the item's number and pressing <Enter>, or using <F4> (with the cursor in the **Item No.** field) to select it from the Select Item By Description screen. The **Item No.** field must be cleared to redisplay all the vendor's items.
- Optional: **Season** - used to locate and limit the screen's list to items sold within a designated season by entering a season code and pressing <Enter>, or using <F4> (with the cursor in the **Season** field) to select it from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

When working with the Work With Vendor Items screen above, data is displayed for each vendor item in the following fields:

- Optional: **O/QTY** - the order quantity entered by the buyer.
- Optional: **(X)** - *X* can be entered to prohibit the calculation of a suggested order quantity for the item.
- Optional: **SOQ** - the suggested order quantity calculated by DAC.
- **Item #** - the number of the vendor's item. If the number is highlighted in white, the item's season for selling is approaching.
- Optional: **MFG ID** - the manufacturer's (or vendor's) item number defaults from the item record's **Mfr#** field.
- **Description** - the description of the vendor's item. If the description is highlighted in green, a buying allowance or purchasing (type 2) vendor deal exists for the item.
- If a *P* highlighted in yellow is displayed to the left of the **Dys ROP** field, a pre-book order exists for the item.
- **Dys ROP** - the number of days left before the item's available stock will reach the reorder point follows a plus (+) sign, or the number of days since the item's available stock passed the reorder point follows a minus (-) sign.
- If a *N* highlighted in yellow is displayed to the right of the **Dys ROP** field, the item was added less than 45 days ago.

- **AVBL** - total quantity of the item currently on order and on hand, but not allocated to fill current customer orders. If the quantity is highlighted in green, the item is on order.
- **Forcst Avg** - the estimated demand for the item for one week. Forecast averages are generated during end of week processing, but can be overridden as described in the instructions below. If the forecast average is highlighted in white, seasonal information is available for the item.
- The retail pack description (if entered for the item's record) and the description of the item's buying unit of measure is displayed between the forecast average calculation and the **Pk** field.
- **Pk** - the quantity muliplier of the selling unit of measure.
- The buying status of the item is displayed to the right of the **Pk** field's value.
- The selling status of the item is displayed above the **Pk** field's value.

When working with the Work With Vendor Items screen above, the following function keys can be used:

- F1 (Ord/All/PB) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity appears in the **QTY** field, or for which a pre-book order exists.
- F3 - allows the user to exit the Vendor Items screen without clearing the current values. Suggested order quantities, overrides and other current values will be cleared during end of day processing.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F5 (SOQ) - used to create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria.
- F6 (Print OG) - used to print the standard version of the buyer guide.
- F8 (Target) - used to create a suggested order based on the vendor's default minimum requirements,
- F12 (Load PO) - to create a purchase order.
- F24 (Variance) - displays the Variance In Demand screen.

Creating A Suggested Order

The instructions which follow describe using the Work With Vendor Items screen to create a suggested order which the buyer can load as a purchase order. Buyers with access to the Vendor Items (wide) screen should refer to Using The Vendor Items Screen for additional information.

```
User: JEANNINE                Menu: PUCV1                    Date: 12/17/14

=======================> P U R C H A S I N G <==========================
==========================================================================
|||||||||   1. Work With Purchase Orders       12. Import Costs
THE    ||   2. Work With Vendors
DAC    ||   3. Work With Items
SYSTEM ||   4. Work With Buyer Control File
|||||||||   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

1. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears.

```
DSI8DFR    DISPLAY CDR Customer Conference                  12/29/14 10:39:25
                              Work with Vendors
Vendor Name                           Buyer# Vendor Whse      Ord
                                             Group            Day
                                                    1

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
? Vendor Name                         Buyer  Vendor Group
  ALTADIS USA                         SHERI  ALT001
  AMERICAN SNUFF COMPANY              SHERI  AMER01
  BIC CORPORATION                     KIMCC  BIC001    4
  CADBURY                             SHERI  CAD001
  CONWOOD CORP.                       SHERI  CON001
  DOT FOODS INC.                      KIMCC  DOT001
  HEINZ USA                           KIMCC  HEI001
  HERSHEY CHOCOLATE                   KIMCC  HER001    3
  JOHN MIDDLETON INC.                 KIMCC  JOH001  110
  KEEBLER COMPANY                     KIMCC  KEE001    3
  KRAFT FOODS                         JP     KRA001                          +

F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs
```

2. To review a printed report of the suggested order quantities of a vendor's items before creating a purchase order, enter *B* (Shortened) in the selection column next to the vendor's name, and press <Enter>.

3. Enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY CDR Customer Conference                  12/29/14 10:56:39
                          Work with Vendor Items
Vendor NST100 NESTLE USA                          Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28         Item No.
Target Value          1 Dollar     Increment Dys 1.0 Season

Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID             Description
                 500009 1588            BABY RUTH                          A
  Dys ROP +  29 AVBL   454  Forcst Avg     60.5  -              CSE Pk    12 A
                 500007 51980           BABY RUTH FUN SIZE CASE            A
  Dys ROP +  28 AVBL   427  Forcst Avg     57.5  -              CSE Pk     1 A
                 500008 89090           BABY RUTH KING SIZE                A
P Dys ROP +  29 AVBL   540  Forcst Avg     71.7  -              CSE Pk     8 A
                 500010 91087           BIT O HONEY                        A
  Dys ROP +  28 AVBL   634  Forcst Avg     84.7  -              CSE Pk    10 A
                 500014 1159            BUTTERFINGER                       A
  Dys ROP +  28 AVBL   747  Forcst Avg    100.6  -              CSE Pk     8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

4. To print the standard version of the buyer guide, press <F6> (Print OG).

5. To prohibit the calculation of a suggested order quantity for a specific item, enter *X* in the **(X)** column of an item and press <Enter>. If entered, the *X* value will be cleared during end of day processing.

6. To create a suggested order which is not based on the vendor's minimum purchase requirements, press <F5> (SOQ).

```
DSJBDFR    DISPLAY CDR Customer Conference                  12/29/14 11:02:49
                          Work with Vendor Items
Vendor NST100 NESTLE USA                          Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28         Item No.
Target Value          1 Dollar     Increment Dys 1.0 Season
  SOQ  Actual    8042              Days Actual   1.0
Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID             Description
                 1 500009 1588          BABY RUTH                          A
  Dys ROP +  29 AVBL   454  Forcst Avg     60.5  -              CSE Pk    12 A
                 8 500007 51980         BABY RUTH FUN SIZE CASE            A
  Dys ROP +  28 AVBL   427  Forcst Avg     57.5  -              CSE Pk     1 A
                 1 500008 89090         BABY RUTH KING SIZE                A
P Dys ROP +  29 AVBL   540  Forcst Avg     71.7  -              CSE Pk     8 A
                 1 500010 91087         BIT O HONEY                        A
  Dys ROP +  28 AVBL   634  Forcst Avg     84.7  -              CSE Pk    10 A
                 2 500014 1159          BUTTERFINGER                       A
  Dys ROP +  28 AVBL   747  Forcst Avg    100.6  -              CSE Pk     8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

After pressing <F5>:

- Suggested order quantities are displayed for the **SOQ** fields.
- The total purchase quantity for the suggested order is displayed for the **SOQ Actual** field under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

7. To create a suggested order based on the vendor's default minimum requirements, press <F8> (Target). If necessary, first enter new values for the **Target Value** fields (and press <Field Exit> after each) before using <F8>. Valid values for unit type are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).

```
DSJBDFR    DISPLAY CDR Customer Conference                    12/30/14 16:19:18
                           Work with Vendor Items
Vendor DOT001 DOT FOODS INC.                        Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time    .0   Order Cycle Days   0         Item No.
Target Value    10000 1 Dollar     Increment Dys 1.0 Season
TARGET Actual    7924              Days Actual  15.0
Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID             Description
                  600600                 GREEN GIANT CORN (CASE)           A
  Dys ROP +   0 AVBL        Forcst Avg           - 24 8OZ.      CSE Pk     1 A
                  600601                 GREEN GIANT CORN (EACH)           A
  Dys ROP +   0 AVBL        Forcst Avg           - 24 8OZ.      CSE Pk    24 A
               18 801510 1130            HEINZ COCKTAIL SAUCE 12OZ         A
  Dys ROP -   2 AVBL    22- Forcst Avg     86.5  - 12 OZ        CSE Pk    12 A
               20 810512 006400          HEINZ KETCHUP EZ SQ 20OZ          A
  Dys ROP -   1 AVBL    20- Forcst Avg    100.7  - 20 OZ        CSE Pk    12 A
              127 801514 002770          HEINZ KETCHUP SQUEEZE 36OZ        A
  Dys ROP -   2 AVBL    31- Forcst Avg    103.9  - 36 OZ        CSE Pk     2 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

After pressing <F8>:

- Suggested order quantities are displayed for the **SOQ** fields.
- Total purchase quantity for the suggested order is displayed for the **TARGET Actual** field under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

Editing A Suggested Order

The instructions which follow describe using the Work With Vendor Items screen to review and edit a suggested order before the buyer loads it as a purchase order.

When editing a suggested order, the following function keys can be used:

- F1 (Ord/All/PB) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity appears in the **QTY** field, or for which a pre-book order exists.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F24 (Variance) - displays the Variance In Demand screen.

```
DSJBDFR    DISPLAY CDR Customer Conference                    12/30/14 16:19:18
                           Work with Vendor Items
Vendor DOT001 DOT FOODS INC.                        Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time    .0   Order Cycle Days   0         Item No.
Target Value    10000 1 Dollar     Increment Dys 1.0 Season
TARGET Actual    7924              Days Actual  15.0
Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID             Description
                  600600                 GREEN GIANT CORN (CASE)           A
  Dys ROP +   0 AVBL        Forcst Avg           - 24 8OZ.      CSE Pk     1 A
                  600601                 GREEN GIANT CORN (EACH)           A
  Dys ROP +   0 AVBL        Forcst Avg           - 24 8OZ.      CSE Pk    24 A
               18 801510 1130            HEINZ COCKTAIL SAUCE 12OZ         A
  Dys ROP -   2 AVBL    22- Forcst Avg     86.5  - 12 OZ        CSE Pk    12 A
               20 810512 006400          HEINZ KETCHUP EZ SQ 20OZ          A
  Dys ROP -   1 AVBL    20- Forcst Avg    100.7  - 20 OZ        CSE Pk    12 A
              127 801514 002770          HEINZ KETCHUP SQUEEZE 36OZ        A
  Dys ROP -   2 AVBL    31- Forcst Avg    103.9  - 36 OZ        CSE Pk     2 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

1. To override an item's SOQ, enter the override quantity for its **O/QTY** field, press <Field Exit>, and press <Enter>.

2. To prohibit the calculation of a suggested order quantity (SOQ) for a specific item, enter *X* (Exclude SOQ) in the selection column of an item and press <Enter>. The *X* can be removed to include the item before using <F5> or <F8> again.

3. To add an item of another vendor to a suggested order, enter the item's number for the **Item No.** field and press <Enter>, or use <F4> (with the cursor in the **Item No.** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.

4. To limit a suggested order to a maximum target after the **Target Value** field is used to build it to a minimum target, enter the maximum quantity for the **Max. Target** field, press <Field Exit>, and press <F8> (Target).

5. To review or add a buying allowance for an item, enter *S* (Show Deals) in the selection column of the item, press <Enter>, and press <F3> (Exit) if the VR Deal:PO Item Discounts appears. The Show All For This Item screen displays the buying allowance if one exists. It appears with a function key (F10) to add a buying allowance. Press <F3> as needed to redisplay the Work With Vendor Items screen.

6. To review the pre-book demand for an item, enter *P* (Prebooks) in the selection column of the item, and press <Enter> to display the Pre-book Requirements screen. Press <F3> (Exit) when the review is done.

7. To review the movement for a vendor's item, enter *8* (History) in the selection column of the item, and press <Enter>.

   The Two Year Movement screen appears with the item's monthly ***shipped*** quantities for the year to date and for the previous year. Press <F3> (Exit) when the review is done.

   TIP: To review the movement for an earlier year, press <F12> from the Two Year Movement screen; enter the year for the **Year Number** field; press <Enter>; and press <Enter> again when the **Choice** field appears. Press <F3> (Exit) when the review is done.

   TIP: To review the item's monthly ***demand*** for the year, press <F12> from the Two Year Movement screen; press <Enter>; enter *Y* for the **Choice** field; and press <Enter>. The Two Year Movement screen appears with *Demand Qty Y* highlighted in red at the top of the screen. Press <F3> (Exit) when the review is done.

8. To review demand for an item for the last 12 weeks, enter *5* (Details) in the selection column of the item, and press <Enter>. The Explode Vendor/Item Details screen appears with the demand data listed under *Last 12 Periods Actual Demand* at the bottom of the screen. Press <F3> when the review is done.

   TIP: Use the F24 (Variance) function key to review the variance in demand for an item, and project spikes in product demand based on the last year's activity versus forecast demand.

9. To review the sales projection of a seasonal item, enter *V* (View Seasonal) in the selection column of the item, and press <Enter> to display the Seasonal Item Projection screen. Press <F3> (Exit) when the review is done.

   TIP: The **Season** field at the top of the Vendor Items screen can be used to locate and limit the screen's list to items sold within a designated season. With the cursor in the field, press <F4> to select a season code from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

Loading A Purchase Order

The instructions which follow describe using the Work With Vendor Items screen to load a suggested order as a purchase order.

```
DSJBDFR    DISPLAY CDR Customer Conference                    1/20/15 11:42:54
                            Work with Vendor Items
Vendor NST100 NESTLE USA                                Last PO  1/12/15 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28         Item No.
Target Value          1 Dollar     Increment Dys 1.0 Season
  SOQ  Actual  138381
Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID             Description
               12 500009 1588            BABY RUTH                          A
  Dys ROP +  16 AVBL   466  Forcst Avg     81.9  -              CSE Pk    12 A
             133 500007 51980            BABY RUTH FUN SIZE CASE            A
  Dys ROP +  16 AVBL   435  Forcst Avg     76.4  -              CSE Pk     1 A
               19 500008 89090           BABY RUTH KING SIZE                A
  Dys ROP +  16 AVBL   497  Forcst Avg     87.0  -              CSE Pk     8 A
               15 500010 91087           BIT O HONEY                        A
  Dys ROP +  17 AVBL   540  Forcst Avg     92.2  -              CSE Pk    10 A
               16 500014 1159            BUTTERFINGER                       A
  Dys ROP +  19 AVBL   577  Forcst Avg     94.3  -              CSE Pk     8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

1. After the review of the suggested order is complete, press <F12> (Load PO).

2. If necessary, enter *N* for the **OK?** field when the *Would you like to calculate applicable discounts for the total PO?* message appears, and press <Enter>.

3. After the Work With Vendor Items screen appears with the printed PO's number highlighted in red at the top of the screen below the *PO SENT* message, press <F3> to exit.

```
BSDSDFR    DISPLAY CDR Customer Conference                    1/20/15 12:13:21
                            Work With Purchase Orders
Status    Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                  Group                          Status    Sts
                                 1

Type options, press Enter.          3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor         Name                        Expected   P/O #  BO
?
      E Entry   SWE001 SWEDISH MATCH NORTH AMERICA                      3330
      E Entry   RJR100 R.J. REYNOLDS TOBACCO INC.                       3329
      E Entry   PHI001 PHILLIP MORRIS INC.                              3328
      E Entry   NST100 NESTLE USA                                       3327
      E Entry   HER001 HERSHEY CHOCOLATE                                3326
      E Entry   DOT001 DOT FOODS INC.                                   3325
      E Entry   BIC001 BIC CORPORATION                                  3324
      E Entry   AMER01 AMERICAN SNUFF COMPANY                           3323
      R Receive SWE001 SWEDISH MATCH NORTH AMERICA                      3322
      R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                       3321   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

The purchase order appears with the *Entry* status on the Work With Purchase Orders screen. If necessary, changes can be made to the purchase order before it is printed. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

Refer to Printing Purchase Orders for information about using the Work With Purchase Orders application to print a PO.

Editing Item Movement

The Edit Item Movement File Details screen displays an item's movement-related fields. Users may review this information after producing a system-generated suggested order. If necessary, some fields of the Edit Item Movement File Details screen can be edited before using <F5> (SOQ) and <F8> (Target) of the Work With Vendor Items screen to generate a new suggested order for the vendor.

Many of the values displayed on this screen, such as the item's lead time average and current period (week), are system-generated, and extreme caution should be used if changes are made to these.

1. Select option 2 (Work With Vendors) from the Purchasing screen, enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY Creative Data Research                    12/05/05 11:57:08
                           Work with Vendor Items
Vendor W4730  QUAKER OATS COMPANY                 Last PO 11/15/05 W.H 1
Buyer         Lead Time   3.0   Order Cycle Days   7         Item No.
Target Value     1200 1 Dollar     Increment Dys 1.0

Max. Target

Type options, press Enter.
S=Show Deals  2=Edit  5=Details  8=History  A=Alt.Costs  V=View Seasonal
? O/Qty (X)  SOQ  Item #   MFG ID            Description
               6 659001                 GATORADE XYZ DISPLAY              A
   Dys ROP -   5 AVBL        Forcst Avg      1.6  B/UM DSP S/UM DSP Pk     1 A
                659100 52000-33500      GATORADE CITRS COOLER 24/01600  O A
   Dys ROP +  92 AVBL   159  Forcst Avg     11.5  B/UM CSE S/UM BOX Pk    24 A
                992942 52000-33836      GATORADE CITRUS COOLER 8/06400  O A
   Dys ROP + 513 AVBL   185  Forcst Avg      2.5  B/UM CSE S/UM BOX Pk     8 A
               3 220060 33905/05788     GATORADE CITRUS 12/32 OZ  0.00    A A
   Dys ROP +  10 AVBL    12  Forcst Avg      6.1  B/UM CSE S/UM BOX Pk    12 A
                220041 33916/05774      GATORADE CITRUS 24/16 OZ  0.00    A A
   Dys ROP +  44 AVBL    24  Forcst Avg      3.5  B/UM CSE S/UM BOX Pk    24 +

F1=Ord/All  F3  F4  F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

2. Enter *2* (Edit) in the selection column next to the desired item, and press <Enter>. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research                    12/05/05 11:57:52
                       Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY                 Alt. Vendor
Primary Vendor W4730   QUAKER OATS COMPANY                 Sequence No. 041130

Order QTY Override  . . .            .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1        .70 Old Forecast Average       16.4
Forecast Average Override                Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70      Unit Multiplier  :       8
Safety Stock Days Ovrd. .                Lead Time Average . . .
Safety Stock Days . . . :     2.0        Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .                Pallet Tie  . . . . . .
Buying Qty Multiplier . .                Pallet High . . . . . .
Maximum Days Shelf Life .                Suppress Suggested Order Qty
Suggested Order QTY . . :                Item Buying Status  . . . .   A
Current Buyer Number  . .                QTY On Order Unit 1 :
Current Movement Unit . .   2            QTY On Order Unit 2 :
Current Period No.- Item    12           QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :                QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

3. Enter, as necessary, for the following fields, but use extreme caution when editing system-generated data:
   - Displayed field: **Item Number** (6,n) is a number used to access an item record.
   - Displayed field: **Warehouse** (6,a) is used to identify where an item is stored.

- Optional: **Master Vendor** (6,a) defaults from the **Vendor** field of the Item Master File. The **Master Vendor** field's value can be edited by pressing <F22> (Access ALL), but this should only be done ***with caution*** because it affects the **Vendor** field. Refer to Adding Item Records of the Item File Maintenance document for additional information about the **Vendor** field.

- Optional: **Alt. Vendor** (6,a) is used to indicate a secondary source for ordering a product. This field's value, which can be edited by pressing <F20> (Open Primary/Alt Vendor), also appears for the **Alt. Vendor Number** field of the Item Master File. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for additional information.

- Optional: **Primary Vendor** (6,a) is the vendor code of the primary source for purchasing the item. This field's value initially defaults from the **Vendor** field of the Item Master File, but can be edited by pressing <F20> (Open Primary/Alt Vendor).

- Optional: **Sequence Number** (6,a) displays the item's sequence number which is generated by the Resequence Purchasing Items application (option 7 of the Purchasing Reports screen).

- Optional: **Order QTY Override** (7,n) designates a quantity used to override the system-generated suggested order quantity (see **Suggested Order QTY** field below). If entered, the quantity will also be displayed for the **O/Qty** field of the Work With Vendor Items screen, displayed for the **OQ Ovrd** field of the Explode Vendor/Items Details screen, and cleared during end of day processing. Refer to Displaying Details of Suggested Orders for information about the **OQ Ovrd** field.

- Optional: **Forecast Alpha Code/ %s** (1,n) designates the percentage of the demand/weekly usage to be used with the old forecast average (forecast demand from the previous week) to calculate the new forecast average (forecast demand for the current week). The value of this field defaults from the **Forecast % Code 1** field of the buyer control record. Refer to Adding Buyer Control File Records for additional information.
  Valid values for the **Forecast Alpha Code/ %s** field are *0*, *1* and *2*, which correspond to the values of **Forecast % Code 0**, **Forecast % Code 1**, and **Forecast % Code 2**, respectively, of the buyer control record file.
  The percentage, which is designated by the value entered for the **Forecast Alpha Code/ %s** field, appears on the Edit Item Movement File Details screen immediately to the left of the **New Forecast Average** field (see *.30* highlighted below).

```
DSF7E1R    CHANGE  Creative Data Research                    12/05/05 11:57:52
                       Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY                 Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY                 Sequence No. 041130

Order QTY Override  . . .            .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1        .70 Old Forecast Average       16.4
Forecast Average Override                Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70      Unit Multiplier  :       8
Safety Stock Days Ovrd. .                Lead Time Average . . .
Safety Stock Days . . . :     2.0        Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .                Pallet Tie  . . . . . .
Buying Qty Multiplier . .                Pallet High . . . . . .
Maximum Days Shelf Life .                Suppress Suggested Order Qty
Suggested Order QTY . . :                Item Buying Status  . . . .   A
Current Buyer Number  . .                QTY On Order Unit 1 :
Current Movement Unit . .   2            QTY On Order Unit 2 :
Current Period No.- Item    12           QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :                QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

The reciprocal of the percentage described above, which is also used to calculate the new forecast average, also appears on the Edit Item Movement File Details screen immediately to the left of the **Old Forecast Average** field (see *.70* highlighted above).

- Optional: **Forecast Average Override** (7.1,n) designates an amount used to override the forecast average for this item. If entered, the quantity will also be displayed for the **Ovrd** field of the Explode Vendor/Items Details screen, and cleared during end of week processing. Refer to Displaying Details of Suggested Orders for information about the **Ovrd** field.
  Typically, an override amount should be entered for new items because the system has no data with which to accurately calculate a forecast average. A value need only be entered once to generate the suggested order quantity the first time a new item is ordered. In the weeks that follow, the system will calculate the new forecast average for that item.

- Optional: **Safety Stock Alpha Code /%** (1,n) designates the percentage used to calculate the safety stock days. The value of this field defaults from the **Safety % Code 1** field of the buyer control record. Refer to Adding Buyer Control File Records for additional information.
  Valid values for the **Safety Stock Alpha Code /%** field are *0*, *1* and *2*, which correspond to the values of **Safety % Code 0**, **Safety % Code 1**, and **Safety % Code 2**, respectively, of the buyer control record file.
  The percentage, which is designated by the value entered for the **Safety Stock Alpha Code/ %** field, appears on the Edit Item Movement File Details screen immediately to the right of the value (see *70* highlighted below).

```
DSF7E1R    CHANGE  Creative Data Research                    12/05/05 11:57:52
                       Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY                 Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY                 Sequence No. 041130

Order QTY Override  . . .            .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1        .70 Old Forecast Average       16.4
Forecast Average Override                Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70      Unit Multiplier  :       8
Safety Stock Days Ovrd. .                Lead Time Average . . .
Safety Stock Days . . . :     2.0        Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .                Pallet Tie  . . . . . .
Buying Qty Multiplier . .                Pallet High . . . . . .
Maximum Days Shelf Life .                Suppress Suggested Order Qty
Suggested Order QTY . . :                Item Buying Status  . . . .   A
Current Buyer Number  . .                QTY On Order Unit 1 :
Current Movement Unit . .   2            QTY On Order Unit 2 :
Current Period No.- Item    12           QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :                QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

- Optional: **Safety Stock Days Ovrd** (3,n) designates an alternate value for use in overriding the system-generated value of the **Safety Stock Days** field.

- Displayed field: **Safety Stock Days** (3,n) displays the system-generated number of days that the item will remain on hand in inventory, and is used to calculate reorder point days and line point days.
  The percentage designated by the **Safety Stock Alpha Code /%** field and the item's average lead time is used to calculate the safety stock days. For example, if an item has a average lead time of five days and the safety stock code designates 40 percent, the safety stock days are two. The item's average lead time is designated by the greater value of either the **Avg. Lead Time** field of the vendor's record or the **Lead Time Average** field described below.

- Optional: **Minimum Vendor Ship Qty** (5,n) is the multiple by which the vendor's required ship quantity is calculated. For example, if the item is only shipped in pallets of 8 cases each, *8* is entered for the **Minimum Vendor Ship Qty** field, and the item must be purchased in quantities of 8, 16, 24, etc.

- Optional: **Buying Qty Multiplier** (5,n) is the multiplier by which minimum ship quantity above is used to calculate the quantity purchased. For example, if the item is only shipped in full pallets with 4 layers of 8 cases each, *8* is entered for the **Minimum Vendor Ship Qty** field above, *4* is entered for the **Buying Qty Multiplier** field, and the item must be purchased in quantities of 32, 64, 96, etc.

- Optional: **Maximum Days Shelf Life** (3,n) is the maximum number of days that an item should be stored in a warehouse before shipping, This data is not required for using DAC directly, but could be used (with IBM Query utility) to produce reports.

- Displayed field: **Suggested Order QTY** (5,n) is the suggested order quantity of this item in the last printed order guide.

- Optional: **Current Buyer Number** (6,a) is used to override the employee number defined in the Vendor Master file.

- Optional: **Current Movement Unit** (1,n) is the current selling level of the item. Valid values are 1 through 4.

- Optional: **Current Period No. - Item** (2,n) displays the current week of the calendar year, and is maintained by the system for tracking seasonal items (see **Seasonal Info** below).

- Optional: **Prev Week's Lost Sales** displays total amount of lost sales for the previous week.

- Optional: **Seasonal Info** is a season code used to designate a seasonal item, and alert buyers to upcoming periods of increased sales of the item. Refer to Defining Seasons and Reviewing Seasonal Sales Projections for additional information. If necessary, press <F4> to select a season code from the Select Season Week Range screen.

```
DSF7E1R    CHANGE  Creative Data Research                    12/05/05 11:57:52
                       Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY                 Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY                 Sequence No. 041130

Order QTY Override  . . .            .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1        .70 Old Forecast Average       16.4
Forecast Average Override                Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70       Unit Multiplier  :       8
Safety Stock Days Ovrd. .                Lead Time Average . . .
Safety Stock Days . . . :     2.0        Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .                Pallet Tie  . . . . . .
Buying Qty Multiplier . .                Pallet High . . . . . .
Maximum Days Shelf Life .                Suppress Suggested Order Qty
Suggested Order QTY . . :                Item Buying Status  . . . .   A
Current Buyer Number  . .                QTY On Order Unit 1 :
Current Movement Unit . .   2            QTY On Order Unit 2 :
Current Period No.- Item    12           QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :                QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

- Displayed field: **New Forecast Average** (7.1,n) is the forecast demand for the current week. Refer to Forecast Average Calculation for additional information.

- Displayed field: **Old Forecast Average** (7.1,n) is the forecast demand for the previous week. Refer to Forecast Average Calculation for additional information.

- Optional: **Buying Unit** (1,n) displays the item's standard buying unit of measure as displayed for the **Buying U/M** field of the item's record. Enter a valid value of *1, 2, 3* or *4* to override the item record's value.

- Displayed field: **Unit Multiplier** (1,n) displays the quantity multiplier of the buying unit of measure described above.

- Optional: **Lead Time Average** (3.1,n) displays the system-generated average number of days for this item to arrive from the vendor.

Note: A lead time average is used by DAC for such purchasing calculations as safety stock days, reorder point days and line point days. The lead time average that is used is the larger of either 1) the system-generated value of the **Lead Time Average** field displayed at the Edit Item Movement File Details screen, or 2) the value of the **Lead Time** field displayed at the Work With Vendor Items screen. Refer to Using The Work With Vendor Items Screen for additional information about the **Lead Time** field.

- Optional: **Lead Time Maximum** displays the system-generated maximum number of days for this item to arrive from the vendor.

- Optional: **Pallet Tie** (2,n) designates the number of boxes of this item found on each level of a pallet. This field's value is entered for the **Pallet Tie** field of the item record at the Edit Item screen.

- Optional: **Pallet High** (2,n) designates the number of levels per pallet for this item. This field's value is entered for the **Pallet High** field of the item record at the Edit Item screen.

- Optional: **Suppress Suggested Order Qty** (1,a) an *X* can be entered to exclude the item from the suggested order. If entered, an *X* will also be displayed for the **(X)** field of the Work With Vendor Items screen, displayed for the **Suppress SOQ** field of the Explode Vendor/Items Details screen, and cleared during end of day processing. Refer to Using The Work With Vendor Items Screen for information about the **(X)** field. Refer to Displaying Details of Suggested Orders for information about the **Suppress SOQ** field.

- Optional: **Item Buying Status** (1,a) Status codes are: A = active, I = inactive and D = delete.

- Displayed field: **Quantity On Order Unit 1 - Quantity On Order Unit 1** fields (7,n) designate the quantities of unit of measure 1 through 4, respectively, currently on order from any and all vendors.

4. To review the item's demand over the last 52 weeks, or edit this movement data, press <F5> (Edit Movement). The Movement Fields screen appears.

```
DSJEPVR    ENTER   Creative Data Research                    12/05/05 13:59:00
                                  Movement Fields
Item   Item Description                    Warehouse
Number                                     Code
659100 GATORADE CITRS COOLER 24/01600  OZ     1       Unit BOX

Week 1        2.0  Week 2        4.0  Week 3        2.0  Week 4        1.0
Week 5        4.0  Week 6        5.0  Week 7       13.0  Week 8        1.0
Week 9        4.0  Week 10       5.0  Week 11       3.0  Week 12       6.0
Week 13       5.0  Week 14       3.0  Week 15       6.0  Week 16       3.0
Week 17       1.0  Week 18       5.0  Week 19       6.0  Week 20       6.0
Week 21       4.0  Week 22        .0  Week 23        .0  Week 24        .0
Week 25       7.0  Week 26      10.0  Week 27       3.0  Week 28       5.0
Week 29       7.0  Week 30      15.0  Week 31       4.0  Week 32       5.0
Week 33       7.0  Week 34       3.0  Week 35      13.0  Week 36      12.0
Week 37       5.0  Week 38       8.0  Week 39      14.0  Week 40       4.0
Week 41       6.0  Week 42       7.0  Week 43       9.0  Week 44      11.0
Week 45       7.0  Week 46       4.0  Week 47       3.0  Week 48       5.0
Week 49       7.0  Week 50       7.0  Week 51      12.0  Week 52       1.0



F3=Exit
```

5. If necessary, new values may be entered for the **Week 1-52** (7.1,n) fields which designate the quantity ordered each week. Press <F3> (Exit) to redisplay the Edit Item Movement File Details screen.

```
DSF7E1R    CHANGE  Creative Data Research                    12/05/05 14:01:05
                        Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY                 Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY                 Sequence No. 041130

Order QTY Override  . . .            .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1        .70 Old Forecast Average       16.4
Forecast Average Override                Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70      Unit Multiplier  :       8
Safety Stock Days Ovrd. .                Lead Time Average . . .
Safety Stock Days . . . :     2.0        Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .                Pallet Tie  . . . . . .
Buying Qty Multiplier . .                Pallet High . . . . . .
Maximum Days Shelf Life .                Suppress Suggested Order Qty
Suggested Order QTY . . :                Item Buying Status  . . . .   A
Current Buyer Number  . .                QTY On Order Unit 1 :
Current Movement Unit . .   2            QTY On Order Unit 2 :
Current Period No.- Item    12           QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :                QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

6. Press <Enter> when editing (or review) of the item's movement-related fields is complete.
7. Press <Enter> when prompted to confirm. The Work With Vendor Items screen appears.

If changes were made to the movement-related fields of an item that could affect the system-generated suggested order quantities for the vendor's items, refer to Using The Vendor Items Screen (or Using The Work With Vendor Items Screen) for information about using <F5> (SOQ) and <F8> (Target).

Displaying Details of Suggested Orders

The Explode Vendor/Items Details screen displays purchasing-related information about an item such as balance, movement, order quantities, forecasting and demand. Users may review this information after producing a system-generated suggested order at the Work With Vendor Items screen. If necessary, three fields of the Explode Vendor/Items Details screen can be edited before using <F5> (SOQ) and <F8> (Target) of the Work With Vendor Items screen to generate a new suggested order for the vendor.

1. After producing a system-generated suggested order at the Work With Vendor Items screen, enter *5* (Details) in the selection column next to the desired item.

```
DSJBDFR    DISPLAY Creative Data Research                    6/04/01 19:21:25
                            Work with Vendor Items
Vendor HER100 HERSHEY CHOCOLATE COMPANY            Last PO  6/04/01 W.H 1
Buyer  503    Lead Time  14.0   Order Cycle Days   0         Item No.
Target Value     1000 3 Weight     Increment Dys 1.0
TARGET Actual     530              Days Actual  15.0


Type options, press Enter.
S=Show Deals  2=Edit  5=Details  8=History  A=Alt.Costs  V=View Seasonal
? O/Qty (X)  SOQ  Item #   MFG ID            Description
               3 238966 24083           HERSHEY SHIPPER 372 CT 3/99¢      A
   Dys ROP -  34 AVBL        Forcst Avg       .3  B/UM SHI S/UM SHI Pk   372 A
                239502 20004         $ J R APPLE BAG 4 OZ                 A
   Dys ROP +  42 AVBL    90  Forcst Avg      8.3  B/UM CSE S/UM BAG Pk     1 A
                239500 20000         $ J R ASSORTED BAG 4 OZ              A
   Dys ROP +  39 AVBL   213  Forcst Avg     20.3  B/UM CSE S/UM BAG Pk     1 A
               5 211372 13000         $ J R ASSORTED TRAYS                 A
   Dys ROP +   0 AVBL    17  Forcst Avg      3.5  B/UM CSE S/UM BOX Pk    20 A
5              17 239504 20006         $ J R CHERRY BAG 4 OZ                A
   Dys ROP -  19 AVBL     9  Forcst Avg      4.3  B/UM CSE S/UM BAG Pk     1 +

F1=Ord/All  F3=Exit F4=Search  F5=SOQ  F6=Print OG  F8=Target  F12=Load PO
```

2. Press <Enter>. The Explode Vendor/Items Details screen appears.

```
DSJ8D1R    DISPLAY Creative Data Research                    6/04/01 19:22:12
                        Explode Vendor/Items Details
J R CHERRY BAG 4 OZ                BAG          239504 - 5  Sell UM BAG     1
                            Mfr 20006         $             Buy  UM CSE    12
  QTY On Hand        9                  DAYS - - - - - UNITS
  QTY On Order             SS Days . :    20.0  OVERRIDE
  QTY Available      9     Item Ld Time   14.0
    Suppress SOQ           Dly Forecast Avg . . . :       .614
  OQ Ovrd  . .             ROP          (  34 X Dly Avg)     21
  OQ $           114.24    EOQ . . . . . . . . . . . :     204  O/I Sell? S
  OQ Cases . :      17
  OQ Weight  :             V-Order Cycle
  OQ Cube  . :             Line Point  (  34 X Dly Avg)     21
                           SOQ (Line Pt Units - Avail)      12 / CS PK       1
Demand WTD      4.0
                     Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56   CHERRY BG PCNT. DISC.      6/20/01  9/30/01            10.00
Net        .560
   Forcst Avg. Pct.                Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)    (2/8)     (3/9)    (4/10)    (5/11)    (6/12)
New      4.3   .15       .0        .0       8.0      14.0       6.0       9.0
Ovrd                   .0        .0        .0       8.0       7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

The item's description, retail pack, manufacturer's part number, item number, its selling unit of measure's description and quantity multiplier, and its buying unit of measure's description and quantity multiplier are displayed at the top of the screen.

3. Of the remaining fields appearing on the Explode Vendor/Items Details screen, only values for the following three can be entered to generate a new suggested order for the vendor:

- **Suppress SOQ** - an *X* can be entered to exclude the item from the new suggested order. If entered, an *X* will also be displayed for the **(X)** field of the Work With Vendor Items screen, displayed for the **Suppress Suggested Order Qty** field of the Edit Item Movement File Details screen, and cleared during end of day processing. Refer to Using The Work With Vendor Items Screen for information about the **(X)** field. Refer to Editing Item Movement for information about the **Suppress Suggested Order Qty** field.
- **OQ Ovrd** - a quantity can be entered to override the system-generated suggested order quantity (see **OQ Cases** field below). If entered, the quantity will also be displayed for the **O/Qty** field of the Work With Vendor Items screen, displayed for the **Order QTY Override** field of the Edit Item Movement File Details screen, and cleared during end of week processing. Refer to Editing Item Movement for information about the **Order QTY Override** field.
- **Ovrd** - an amount can be entered to override the forecast average for this item. If entered, the quantity will also be displayed for the **Forecast Average Override** field of the Edit Item Movement File Details screen, and cleared during end of week processing. Refer to Editing Item Movement for information about the **Forecast Average Override** field.
  Typically, an override amount should be entered for new items because the system has no data with which to accurately calculate a forecast average. A value need only be entered once to generate the suggested order quantity the first time a new item is ordered. In the weeks that follow, the system will calculate the new forecast average for that item.

```
DSJ8D1R    DISPLAY Creative Data Research                    6/04/01 19:22:12
                        Explode Vendor/Items Details
J R CHERRY BAG 4 OZ                BAG          239504 - 5  Sell UM BAG     1
                          Mfr 20006         $             Buy  UM CSE    12
  QTY On Hand        9                   DAYS - - - - - UNITS
  QTY On Order                 SS Days . :    20.0  OVERRIDE
  QTY Available      9         Item Ld Time   14.0
    Suppress SOQ               Dly Forecast Avg . . . :       .614
  OQ Ovrd                      ROP          (  34 X Dly Avg)     21
  OQ $          114.24         EOQ . . . . . . . . . . . :     204  O/I Sell? S
  OQ Cases . :      17
  OQ Weight                    V-Order Cycle
  OQ Cube                      Line Point  (  34 X Dly Avg)     21
                               SOQ (Line Pt Units - Avail)      12 / CS PK       1
Demand WTD      4.0
                        Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56   CHERRY BG PCNT. DISC.      6/20/01  9/30/01            10.00
Net        .560
   Forcst Avg. Pct.                Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)    (2/8)     (3/9)    (4/10)    (5/11)    (6/12)
New      4.3   .15       .0        .0       8.0      14.0       6.0       9.0
Ovrd                   .0        .0        .0       8.0       7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

4. Data is displayed, if available, for the fields highlighted above:
   - **QTY On Hand** - total quantity of the item currently in inventory at the standard selling unit of measure.
   - **QTY On Order** - total quantity of the item that is currently ordered at the standard selling unit of measure from any and all vendors. The value of this field is highlighted if an expected or scheduled receive date is not met.
     To view all open orders of an item, press <F1> (Show On Order). The Show Item On Order screen appears with information such as purchase order number, and order quantities at the selling and buying level unit of measure. The expected date also appears and is highlighted if a purchase order is

past due. An *S* displayed to the right of the date indicates that the Trucking Schedule application was used to scheduled the order's delivery. Press <F3> (Exit) to redisplay the Explode Vendor/Items Details screen.

- **QTY Available** - quantity of the item that is currently on hand, at the standard selling unit of measure, less the quantity allocated for customer orders *plus the quantity on order*.
- **OQ $** - the suggested order's total purchasing cost for this item.
- **OQ Cases** - the suggested order quantity (SOQ) of this item appears ***at the standard buying unit of measure***, and is highlighted.
  The calculation of the SOQ (*17* cases below) is equal to the largest result of either 1) the economic order quantity (EOQ) calculation (*204* bags below), or 2) the line point calculation (*12* bags below).
- **OQ Weight** - the total weight in pounds of the suggested order quantity of this item. This value is displayed if the weight is entered for the **Weights** field of the item's record.
- **OQ Cube** - the total cubic size of the suggested order quantity of this item. This value is displayed if the length, width and height are entered for the **Length, Width** and **Height** fields of the item's record.
- **Demand WTD** - the demand for items (at the standard selling unit of measure) to date for the current week. Note: Demand includes lost sales and actual sales if *D* is entered for the **Post demand or sales** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information about the Purchasing Options default system option.

```
DSJ8D1R    DISPLAY Creative Data Research                    6/04/01 19:22:12
                        Explode Vendor/Items Details
J R CHERRY BAG 4 OZ              BAG          239504 - 5  Sell UM BAG     1
                     Mfr 20006         $                  Buy  UM CSE    12
  QTY On Hand        9              DAYS - - - - - UNITS
  QTY On Order                 SS Days . :    20.0  OVERRIDE
  QTY Available      9         Item Ld Time   14.0
    Suppress SOQ               Dly Forecast Avg                .614
  OQ Ovrd  . .                 ROP          (  34 X Dly Avg)     21
  OQ $          114.24         EOQ                               204  O/I Sell? S
  OQ Cases . :      17
  OQ Weight  :                 V-Order Cycle
  OQ Cube  . :                 Line Point  (  34 X Dly Avg)     21
                               SOQ (Line Pt Units - Avail)      12 / CS PK       1
Demand WTD      4.0
                       Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56   CHERRY BG PCNT. DISC.      6/20/01  9/30/01            10.00
Net        .560
   Forcst Avg. Pct.                Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)    (2/8)     (3/9)    (4/10)    (5/11)    (6/12)
New      4.3   .15       .0        .0       8.0      14.0       6.0       9.0
Ovrd                    .0        .0        .0       8.0       7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

5. The purchasing calculation data is displayed for the following fields:
   - **SS Days** - the item's safety stock days as calculated by the system for this item. If the value which appears was entered for the **Safety Stock Days Ovrd** field at the Edit Item Movement File Details screen, *OVERRIDE* appears to the right.
   - **Item Ld Time** - the lead time average used to calculate safety stock days, reorder point days and line point days. The lead time average that is used is the larger of either 1) the system-generated value of the **Lead Time Average** field displayed at the Edit Item Movement File Details screen, or 2) the value of the **Lead Time** field displayed at the Work With Vendor Items

screen. Refer to the Vendors document for information about the **Avg. Lead Time** field of the Edit Vendor Master Page 1 screen.

- **Dly Forecast Avg** - the estimated demand for an item for one day (also referred to as daily average usage).
- **ROP** - reorder point days calculated using safety stock days (see **SS Days** above) and average lead time (see **Item Ld Time** above), and reorder point units calculated using reorder point days and daily average usage (see **Dly Forecast Avg** above).
- **EOQ** - the result of the economic order quantity calculation is displayed ***at the standard selling unit of measure*** for this item. The result of the EOQ is converted to the buying level unit of measure and used as the suggested order quantity (see **OQ Cases** above) when it is larger than the result of the line point calculation (see **SOQ** below).
- **O/I Sell?** - appears with either *S* (for selling allowance) or *V* (for billing-related vendor deal) when either are active for the item. Refer to Working With Selling Allowances of the Billing File Maintenance document and Adding Billing-Related Vendor Deals below for additional information.
- **V-Order Cycle** - the number of days which elapse before an order is placed with this vendor. The value of this field defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Line Point** - line point days calculated using safety stock days (see **SS Days** above), average lead time (see **Item Ld Time** above) and vendor order cycle days (see **V-Order Cycle** above), and line point units calculated using line point days and daily usage (see **Dly Forecast Avg** above).
- **SOQ** - the result of the line point calculation is displayed ***at the buying and standard selling units of measure*** for this item. The result of the EOQ is used as the suggested order quantity (see **OQ Cases** above) when it is larger than the result of the economic order quantity calculation (see **EOQ** below).

```
DSJ8D1R    DISPLAY Creative Data Research                    6/04/01 19:22:12
                        Explode Vendor/Items Details
J R CHERRY BAG 4 OZ                BAG          239504 - 5  Sell UM BAG     1
                            Mfr 20006         $             Buy  UM CSE    12
  QTY On Hand        9                   DAYS - - - - - UNITS
  QTY On Order             SS Days . :    20.0  OVERRIDE
  QTY Available      9     Item Ld Time   14.0
    Suppress SOQ           Dly Forecast Avg . . . :       .614
  OQ Ovrd  . .             ROP          (  34 X Dly Avg)     21
  OQ $          114.24     EOQ . . . . . . . . . . . :     204  O/I Sell? S
  OQ Cases . :      17
  OQ Weight  :             V-Order Cycle
  OQ Cube  . :             Line Point  (  34 X Dly Avg)     21
                           SOQ (Line Pt Units - Avail)      12 / CS PK       1
Demand WTD      4.0
                      Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56   CHERRY BG PCNT. DISC.      6/20/01  9/30/01            10.00
Net        .560
   Forcst Avg. Pct.                Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)    (2/8)     (3/9)    (4/10)    (5/11)    (6/12)
New      4.3   .15       .0        .0       8.0      14.0       6.0       9.0
Ovrd                   .0        .0        .0       8.0       7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

6. Data is displayed, if available, for the fields highlighted above:
   - **Base Cost** - the item's net cost plus administrative expenses for its standard selling unit of measure.
   - **Net Cost** - the vendor's actual selling price of the item's standard selling unit of measure.

- **Deal Description** - description of a buying allowance which defaults from the **Narrative** field of a buying allowance record. If this field is highlighted in red, more than one buying allowances exists for the item. To review all the item's allowances, press <F5> (AllDeals). The Show All For This Item screen appears. Press <F3> (Exit) to redisplay the Explode Vendor/ Items Detail screen.

- **Starting** - the date on which the buying allowance will begin. The value of this field defaults from the **First Ship Date** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Ending** - the date on which the buying allowance will end. The value of this field defaults from the **Last Ship Date** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Allow. $** - the amount which will be deducted from the item's net cost if the allowance type is cents off, or the amount which will be used for the item's net cost if the allowance type is fixed price. The value of this field defaults from the **Amount** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Allow.%** - the percentage which will be deducted from the item's net cost if the allowance type is percent discount. The value of this field defaults from the **Percent** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.

```
DSJ8D1R    DISPLAY Creative Data Research                    6/04/01 19:22:12
                        Explode Vendor/Items Details
J R CHERRY BAG 4 OZ                BAG          239504 - 5  Sell UM BAG     1
                           Mfr 20006         $             Buy  UM CSE    12
  QTY On Hand        9                    DAYS - - - - - UNITS
  QTY On Order             SS Days . :    20.0  OVERRIDE
  QTY Available      9     Item Ld Time   14.0
    Suppress SOQ           Dly Forecast Avg . . . :       .614
  OQ Ovrd  . .             ROP          (  34 X Dly Avg)     21
  OQ $          114.24     EOQ . . . . . . . . . . . :     204  O/I Sell? S
  OQ Cases . :      17
  OQ Weight  :             V-Order Cycle
  OQ Cube  . :             Line Point  (  34 X Dly Avg)     21
                           SOQ (Line Pt Units - Avail)      12 / CS PK       1
Demand WTD      4.0
                      Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56   CHERRY BG PCNT. DISC.      6/20/01  9/30/01            10.00
Net        .560
   Forcst Avg. Pct.                Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)    (2/8)     (3/9)    (4/10)    (5/11)    (6/12)
New      4.3   .15       .0        .0       8.0      14.0       6.0       9.0
Ovrd                   .0        .0        .0       8.0       7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

- **Forecast Ave Old** - the forecast demand for the previous week. Refer to Forecast Average Calculation for additional information.
- **Forecast Ave New** - the forecast demand for the current week. Refer to Forecast Average Calculation for additional information.
- **Pct. Old** - the reciprocal of the forecast percentage (see **Pct. New** below) which are both used to calculate the new forecast average. Refer to Forecast Average Calculation for additional information.
- **Pct. New** - the forecast percentage which is used to calculate the new forecast average. Refer to Forecast Average Calculation for additional information.

- **Last 12 Periods Actual Demand** - the demand for the item the previous 12 weeks. Of the two rows of weekly totals illustrated in the screen above, the demand for the last week (*.0*) is displayed as top amount under **(Last/7)** and six weeks ago (*9.0*) is displayed as the top amount under **(6/12)**. Refer to the DAC Default System Options document for information about the **Post demand or sales** field of the SYS008 default system option.

7. To review the item's demand over the last 52 weeks, or edit this movement data, press <F8> (52 Weeks). The Movement Fields screen appears. Refer to Editing Item Movement for additional information.

8. Press <F3> (Exit) to redisplay the Work With Vendor Items screen.

Defining Seasons and Reviewing Seasonal Sales Projections

The Edit Season Week Range screen is used to define season records for tracking the sale of seasonal items.

1. Select option 2 (Work With Vendors) from the Purchasing screen, enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY Creative Data Research-SUPPORT             4/07/99  9:41:47
                          Work with Vendor Items
 Vendor HER100  HERSHEY CHOCOLATE COMPANY           Order Cycle Days   0
 Vendor Buyer 503     BARRY DARRIN                  Item No.        W.H 1
 Target Value:    1000 Weight      3 :Target Unit   Increment Days 1.0
 Target Actual       0     Ave.Lead Time  14.0      Days Actual     .0
 Last PO Order Date

Type options, press Enter.
S=Show Deals  2=Edit  5=Display Details  A=Alt.Costs  V=View Seasonal
? O/Qty (X)  SOQ  Item #   MFG ID             Description
                  202480 16300         $ HERSHEY KISSES 120 CT             A
   Dys ROP +  22 AVBL    31  Forcst Avg      3.9  B/UM CSE S/UM BOX Pk   120 A
                  203520 42600         $ REESE'S CUP CHANGEMAKERS          A
   Dys ROP +  21 AVBL    96  Forcst Avg     12.3  B/UM CSE S/UM BOX Pk   120 A
                  206700 6630          $ YORK MINT PATTIES 200 CT          A
   Dys ROP +  62 AVBL    11  Forcst Avg       .8  B/UM CSE S/UM BOX Pk   200 A
                  210100 00320         $ ALMOND JOY                        A
   Dys ROP +  17 AVBL   104  Forcst Avg     14.2  B/UM CSE S/UM BOX Pk    36 A
                  210710 00340         $ CARAMELLO                         A
   Dys ROP +   6 AVBL    56  Forcst Avg      9.7  B/UM CSE S/UM BOX Pk    36 +

F3=Exit   F4=Search   F6=Print OG   F8=Target   F12=Load PO   F22=Clr SOQ
```

2. Enter *2* (Edit) in the selection column next to the seasonal item, and press <Enter>. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research-SUPPORT             4/07/99  9:45:20
                       Edit Item Movement File Details
Item Number    292120 CADBURY CREAM EGGS BOX               Warehouse 1
Primary Vendor HER100 HERSHEY CHOCOLATE COMPANY
Vendor Number Alt. 1  . . :              Sequence Number . . .

Order QTY Override  . . . .              New Forecast Average        1.0
Forecast Alpha Code . . . .   1          Old Forecast Average        1.2
Forecast Average Override .              Buying Unit .   3  CSE
Safety Stock Alpha Code . .   1          Unit Multiplier  :       6
Safety Stock Days Ovrd. . .    20.0      Lead Time Average . . .     1.4
Safety Stock Days . . . . :    10.0      Lead Time Maximum . . .     8
Minimum Vendor Ship QTY . .              Pallet Tie  . . . . . .
Buying Qty Multiplier . . .              Pallet High . . . . . .
Maximum Days Shelf Life . .              Suppress Suggested Order Qty
Suggested Order QTY . . . :              Item Buying Status  . . . .   A
Current Buyer Number  . . .   503        QTY On Order Unit 1 :
Current Movement Unit . . .   2          QTY On Order Unit 2 :
Current Period No.- Item  .   22         QTY On Order Unit 3 :
Prev. Week's Lost Sales . .              QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

3. Place the cursor at the **Seasonal Info** field, and press <F4>. The Select Season Week Range screen appears.

```
GSXZSRR    SELECT  Creative Data Research-SUPPORT            4/07/99  9:46:37
                            Select Season Week Range
Season
Code


Type options, press Enter.
X=Select request

?  Season  Season Description         Season      Season
   Code                               Start Week  End Week
   S       Pre Summer Build Up        22          34
   V       Valentines                  3           6









F3=Exit F9=Edit/Add Seasons
```

4. Press <F9> (Edit/Add Seasons). The Edit Season Week Range screen appears in change mode. If previously defined season records appear, as illustrated below, these may be edited.

```
GSX0EFR    CHANGE  Creative Data Research-SUPPORT            4/07/99  9:48:36
                           Edit Season Week Range
 Season Code

Type options, press Enter.
D=Delete request

?  Season  Season Description         Season      Season
   Code                               Start Week  End Week
   S       Pre Summer Build Up        22          34
   V       Valentines                  3           6









F3=Exit   F9=Go to 'Add' mode
```

5. Press <F9> (Go to 'Add' mode). The Edit Season Week Range screen is redisplayed without any previously defined values.

```
GSX0EFR    ADD     Creative Data Research-SUPPORT            4/07/99  9:50:09
                           Edit Season Week Range


Type options, press Enter.
D=Delete request

?  Season  Season Description         Season      Season
   Code                               Start Week  End Week









                                                                          +
F3=Exit   F9=Go to 'Change' mode
```

6. Enter a unique season code for the **Season Code** (1,a) field.
7. Enter the season's name for the **Season Description** (25,a) field.
8. Enter a numbers designating the first and last week of the season for the **Season Start Week** (2,n) and **Season End Week** (2,n) fields, respectively. Valid values are *1* through *52*.

9. Continue entering season records, as necessary, and press <Enter> when data entry is complete.

```
GSX0EFR    ADD     Creative Data Research-SUPPORT            4/07/99 10:16:44
                            Edit Season Week Range


Type options, press Enter.
D=Delete request

?  Season  Season Description         Season      Season
   Code                               Start Week  End Week
   E       Pre-Easter                  9          13









                                                                          +

F3=Exit   F9=Go to 'Change' mode
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Season Week Range screen is redisplayed without any previously defined values.
11. Press <F3> to exit. The Select Season Week Range screen appears.

```
GSXZSRR    SELECT  Creative Data Research-SUPPORT            4/07/99 10:22:21
                          Select Season Week Range
Season
Code


Type options, press Enter.
X=Select request

?  Season  Season Description         Season      Season
   Code                               Start Week  End Week
   E       Pre-Easter                  9          13
   S       Pre Summer Build Up        22          34
   V       Valentines                  3           6









F3=Exit F9=Edit/Add Seasons
```

12. To enter a season code for the **Seasonal Info** field of the seasonal item, enter *X* in the selection column and press <Enter>, or press <F3> to exit. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research-SUPPORT            4/07/99 10:42:24
                        Edit Item Movement File Details
Item Number    292120 CADBURY CREAM EGGS BOX              Warehouse 1
Primary Vendor HER100 HERSHEY CHOCOLATE COMPANY
Vendor Number Alt. 1  . . :              Sequence Number . . .

Order QTY Override  . . . .              New Forecast Average        1.0
Forecast Alpha Code . . . .   1          Old Forecast Average        1.2
Forecast Average Override .              Buying Unit .   3  CSE
Safety Stock Alpha Code . .   1          Unit Multiplier  :       6
Safety Stock Days Ovrd. . .    20.0      Lead Time Average . . .     1.4
Safety Stock Days . . . . :    10.0      Lead Time Maximum . . .     8
Minimum Vendor Ship QTY . .              Pallet Tie  . . . . . .
Buying Qty Multiplier . . .              Pallet High . . . . . .
Maximum Days Shelf Life . .              Suppress Suggested Order Qty
Suggested Order QTY . . . :              Item Buying Status  . . . .   A
Current Buyer Number  . . .   503        QTY On Order Unit 1 :
Current Movement Unit . . .   2          QTY On Order Unit 2 :
Current Period No.- Item  .   22         QTY On Order Unit 3 :
Prev. Week's Lost Sales . .              QTY On Order Unit 4 :
Seasonal Info V Valentines               ( Season Week  3 -  6 )
F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
                                                        CONFIRM: Y (Y/N)
```

13. If a code was not selected for the **Seasonal Info** field, the *No value selected* message is displayed at the bottom of the screen.

14. If a code is entered for the **Seasonal Info** field, press <Enter> when prompted to confirm. The Work With Vendor Items screen appears, and the value of the **Forcst Avg** field is highlighted if a season code was entered for the **Seasonal Info** field.
15. To review seasonal projection data for the item, enter *V* (View Seasonal) in the selection column of the item at the Work With Vendor Items screen, and press <Enter>. The Seasonal Item Projection screen will appears as illustrated in the samples below.
16. Press <F3> (Exit) to redisplay the Work With Vendor Items screen.

```
GSX1PVR    ENTER   CDR Customer Conference                    12/09/14 12:57:11
                          Seasonal Item Projection

Item 439399 HERSHEY KISSES  12 OZ  CHRISTM      Warehouse 1
==============================================================================

Season D Week 45                   Current Week 50
Start Week 45 End Week 52
Weeks Until Season     Weeks Remaining in Season  2  Season Length  8
Weeks remaining in season
Lead Time   8.7 (days) Lead Time  1.2  (weeks)

Seasonal Weekly Average     84.0
Seasonal Total Qty  :      672.0
           QTY On Order    121
           QTY On Hand      91
           QTY Available   212




F3=Exit
```

```
GSX1PVR    ENTER   CDR Customer Conference                    12/09/14 13:00:42
                          Seasonal Item Projection

Item 440016 HERSHEY ALMOND 36CT CHRISTMAS       Warehouse 1
==============================================================================

Season E Week 46                   Current Week 50
Start Week 51 End Week 52
Weeks Until Season  1  Weeks Remaining in Season     Season Length  2
Approaching season.
Lead Time   7.0 (days) Lead Time  1.0  (weeks)

Seasonal Weekly Average
Seasonal Total Qty  :
           QTY On Order
           QTY On Hand     123
           QTY Available   123




F3=Exit
```

The *Approaching season* message is displayed when the season's starting week is less than four weeks from the current week.

Working With Dock Receiving

The Work With Dock Receiving application (option 6 of the Purchasing screen) is used to receive a complete or partial order, and backorder purchase orders.

Note: If the Work With Purchase Orders application is used to make changes to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Dock Receiving application is used to receive it.

```
User: JEANNINE                Menu: PUCV1                   Date:  8/06/12

=======================> P U R C H A S I N G <==========================
==========================================================================
¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders       12. Import Costs
THE    ¦¦   2. Work With Vendors
DAC    ¦¦   3. Work With Items
SYSTEM ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                       M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

When receipt of the purchase order is complete, the on-hand quantities in the item records are updated, and the P/O Receiving Posting Report is printed.

If necessary, refer to Working With RF Receiving for information about using the Work With RF Receiving application (option 8 of the Purchasing screen) to complete the receiving process when radio frequency devices (scanners) are used to receive inventory.

The instructions which follow include receiving partial purchase orders.

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears with a list of the open and partial purchase orders that are scheduled for the current date.

```
DSK7DFR    DISPLAY Creative Data Research                    5/04/01 14:45:07
                          Work With Dock Receiving
           P.O.     Expt                        Vendor
  Date    Number    Date    Time      Carrier  Number
  50401                       0:00:00                        Sort Option D
                                                          (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status             Vendor Name                Vendor  Buyer
      3964  OPEN     GENERAL MILLS INC                     GMI100  503
    Carrier STS       Schedule  5/04/01  Time  7:01:00  Expected
      3975  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier STS       Schedule  5/04/01  Time  7:01:00  Expected





F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, press <Field Exit> and <Enter> to clear the **Date** restrictor field, and display all the outstanding open and partial purchase orders.

```
DSK7DFR    DISPLAY Creative Data Research                    5/04/01 14:46:37
                          Work With Dock Receiving
           P.O.     Expt                        Vendor
  Date    Number    Date    Time      Carrier  Number
                              0:00:00                        Sort Option D
                                                          (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status             Vendor Name                Vendor  Buyer
      5567  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5569  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5563  PARTIAL  R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5564  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5686  OPEN     NATIONAL TOBACCO COMPANY,L P          NAT200  502
    Carrier           Schedule           Time  0:00:00  Expected             +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order.

2. Enter *R* (Receive) in the selection colunm next to the purchase order's number.

```
DSK7DFR    DISPLAY Creative Data Research                    5/04/01 14:46:44
                          Work With Dock Receiving
           P.O.     Expt                        Vendor
  Date    Number    Date    Time      Carrier  Number
                              0:00:00                        Sort Option D
                                                          (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status             Vendor Name                Vendor  Buyer
      5567  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5569  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5563  PARTIAL  R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
R     5564  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5686  OPEN     NATIONAL TOBACCO COMPANY,L P          NAT200  502
    Carrier           Schedule           Time  0:00:00  Expected             +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

3. Press <Enter>. The Dock Receiving Program screen appears with a detailed line item list of the order.

```
DSK5EFR    CHANGE  Creative Data Research                    5/04/01 14:47:31
                          Dock Receiving Program
 Purchase Order Number :     5564                       Line No. .
 Vendor R J REYNOLDS TOBACCO CO
Type options, press Enter.
Z=More Info

? Item     Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       0        2          DORAL F F 100 BOX B8G2F
  860331       4       0        4          DORAL F F 100 B8G2F
  860332       3       0        3          DORAL LT MEN 100 B8G2F
  860335       1       0        1          DORAL LT 100 BOX B8G2F









F3=Exit   F10=Receive P.O.
```

4. To review detailed information about a line item, enter *Z* (More Info) in the selection colunm next to the line item's number, and press <Enter>. The More Receiving Info screen appears.

```
DSLPPVR    ENTER   Creative Data Research                    5/04/01 15:11:02
                            More Receiving Info

  DORAL F F 100 B8G2F                   Manufacturer Number 25293

Code Date .

Unit Ordered . . . . :   3 CSE            Quantity Ordered       4

Unit Weight  . . . . :        .00         Unit Cost :      307.020

                            Extended Amount  . . :      1228.08
P.O. Quantity Received  . :         0

Qty Received Posted  :         0

P.O. Allowance Found  . . :   N
P.O. Allowance Start Date :

P.O. Last Receipt Cost  . :


F3=Exit
```

The information appearing on the More Receiving Info screen, such as the item's net cost (**Unit Cost**), is displayed for informational purposes only, and cannot be changed.

Press <F3> to exit. The Dock Receiving Program screen appears.

```
DSK5EFR    CHANGE  Creative Data Research                    5/04/01 15:11:31
                          Dock Receiving Program
 Purchase Order Number :     5564                       Line No. .
 Vendor R J REYNOLDS TOBACCO CO
Type options, press Enter.
Z=More Info

? Item     Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       0        2          DORAL F F 100 BOX B8G2F
  860331       4       0        4          DORAL F F 100 B8G2F
  860332       3       0        3          DORAL LT MEN 100 B8G2F
  860335       1       0        1          DORAL LT 100 BOX B8G2F









F3=Exit   F10=Receive P.O.
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm.

5. Press <F10> (Receive P.O.). The value of the **Total Received** field of each item is updated. If the entire purchase order was received, continue with step 8.

```
DSK5EFR    CHANGE  Creative Data Research                    5/04/01 15:12:04
                          Dock Receiving Program
 Purchase Order Number :     5564                        Line No. .
 Vendor R J REYNOLDS TOBACCO CO                RECEIVING
Type options, press Enter.
Z=More Info

? Item     Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2        2          DORAL F F 100 BOX B8G2F
  860331       4       4        4          DORAL F F 100 B8G2F
  860332       3       3        3          DORAL LT MEN 100 B8G2F
  860335       1       1        1          DORAL LT 100 BOX B8G2F









F3=Exit   F10=Receive P.O.
```

6. To receive a partial order, enter the quantities received for the **Qty Received** (7,n) fields.

```
DSK5EFR    CHANGE  Creative Data Research                    5/04/01 15:13:04
                          Dock Receiving Program
 Purchase Order Number :     5564                        Line No. .
 Vendor R J REYNOLDS TOBACCO CO                RECEIVING
Type options, press Enter.
Z=More Info

? Item     Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2        2          DORAL F F 100 BOX B8G2F
  860331       4       4        4       2  DORAL F F 100 B8G2F
  860332       3       3        3       2  DORAL LT MEN 100 B8G2F
  860335       1       1        1          DORAL LT 100 BOX B8G2F









F3=Exit   F10=Receive P.O.
```

Press <Enter> when data entry is complete. The value of the **Total Received** fields are updated.

```
DSK5EFR    CHANGE  Creative Data Research                    5/04/01 15:13:39
                          Dock Receiving Program
 Purchase Order Number :     5564                        Line No. .
 Vendor R J REYNOLDS TOBACCO CO                RECEIVING
Type options, press Enter.
Z=More Info

? Item     Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2        2          DORAL F F 100 BOX B8G2F
  860331       4       2        4          DORAL F F 100 B8G2F
  860332       3       2        3          DORAL LT MEN 100 B8G2F
  860335       1       1        1          DORAL LT 100 BOX B8G2F









F3=Exit   F10=Receive P.O.
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm.

7. Press <F3> to exit. The Work With Dock Receiving screen appears, and the P/O Receiving Posting Report is printed (see the example on the following page).

```
DSK7DFR    DISPLAY Creative Data Research                    5/04/01 15:13:44
                        Work With Dock Receiving
           P.O.     Expt                        Vendor
  Date    Number    Date    Time      Carrier  Number
                             0:00:00                        Sort Option D
                                                         (D=Description M=MFG#)

Type options, press Enter.
P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status            Vendor Name                Vendor  Buyer
      5567  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5569  OPEN     R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5563  PARTIAL  R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5564  PARTIAL  R J REYNOLDS TOBACCO CO               RJR100  502
    Carrier           Schedule           Time  0:00:00  Expected
      5686  OPEN     NATIONAL TOBACCO COMPANY,L P          NAT200  502
    Carrier           Schedule           Time  0:00:00  Expected             +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If the entire purchase order is received, it will not appear on the Work With Dock Receiving screen. If it is partially received, the value of the **Status** field of the order changes from *Open* to *Partial*.

8. Press <F3> to exit. The Purchasing screen appears.

Refer to Using Work With Dock Receiving To Create Backorders below for information about using the Work With Dock Receiving application to create a backorder from a purchase order with a partial status.

P/O Receiving Posting Report

```
CDR Customer Conference                    P/O Receiving Posting Report     JEANNINE   DSJ9PFR     5/24/13 16:25:42 Page    1
==================================================================================================================================
Ship To............                                Vendor.............
CREATIVE DATA RESEARCH                            PHILLIP MORRIS INC.                          P.O. Number   2233
205 E LOCKWOOD ST                                 P.O. BOX 101573                              Order Date  5/24/13
                                                                                               Terms Code  E2
                                                                                               Ship Date  5/30/13
                                                  BRISTOL                    VA  00003
Buyer                                Warehouse    Vendor      Ship          Order Placed With
Number                               Code         Number     By Number                           Received By  Rcv Date
JP      JEANNINE PENDER              1            PHI001                                           JEANNINE    5/24/13
```

Item Number	Alt #	Bil StS	Partial Receipt	Received This Run	Total Received	Total Ordered	Unit	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run	Cat No.	Tax Class
100043				1	1	1	CSE	60	60	CTN	.00	MERIT BRONZE BOX KING	30136	2752.020	2752.02	1	100
100042				1	1	1	CSE	60	60	CTN	.00	MERIT BLUE 100	30166	2752.020	2752.02	1	100
100012				3	3	3	CSE	30	90	CTN	.00	MARLBORO GOLD MEN BOX 100	4710	1127.370	3382.11	1	100
100029				3	3	3	CSE	30	90	CTN	.00	MARLBORO SPEC BLEND RED BOX KING	5650	1127.370	3382.11	1	100
100030				2	2	2	CSE	30	60	CTN	.00	MARLBORO SPEC BLEND RED BOX 100	5680	1127.370	2254.74	1	100
100007				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLEND BOX 100 #54	9426	1127.370	1127.37	1	100
100013				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLUE MEN 72	9616	1127.370	1127.37	1	100

```
P/O Number:   2233    Total Qty This Run:      12   Total Selling Units:     420    Total Weight This Run:              Total Value This Run:     16777.74
Total Billback              Total O/I Discount
_____________________________________________________________________________________________________________________________
 ** END OF REPORT **
```

Using Work With Dock Receiving To Create Backorders

The instructions which follow describe using the Work With Dock Receiving application to create backorders. Only purchase orders with a partial status can be backordered.

Unlike the Work With Purchase Orders application, the Work With Dock Receiving application cannot be used to create a backorder unless *Y* (yes) is entered for the value of the **Backorder Code** field of the vendor's record. Refer to the Vendors document for information about the **Backorder Code** field of the vendor's record.

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears with a list of the open and partial purchase orders if any are scheduled for the current date.

```
DSK7DFR    DISPLAY Creative Data Research                    8/10/05 17:55:53
                         Work With Dock Receiving
           P.O.  Expt                    W.H.   Vendor
  Date    Number Date   Carrier  Time            Number
  81005                          0:00:00 1                Sort Option: D
                                                        (D=Description M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.









F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
No data to display.
```

If necessary, press <Field Exit> and <Enter> to clear the **Date** restrictor field, and display all the outstanding open and partial purchase orders.

```
DSK7DFR    DISPLAY Creative Data Research                    8/10/05 17:59:54
                         Work With Dock Receiving
           P.O.  Expt                    W.H.   Vendor
  Date    Number Date   Carrier  Time            Number
                                 0:00:00 1                Sort Option: D
                                                        (D=Description M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status             Vendor Name                Vendor  Buyer
       663  PARTIAL  R.J. REYNOLDS                         012300  050568
    Carrier          Schedule           Time  0:00:00  Expected  8/10/05
                681  OPEN     QUAKER OATS COMPANY                 W4730   000001
    Carrier          Schedule           Time  0:00:00  Expected  8/21/05
       685  OPEN     ADAMS & BROOKS INC                   000120  00001
    Carrier          Schedule           Time  0:00:00  Expected  8/21/05
       686  OPEN     R.J. REYNOLDS                        012300  050568
    Carrier          Schedule           Time  0:00:00  Expected  8/17/05
       690  OPEN     TOPPS CO.,INC.,THE                   041116  02
    Carrier          Schedule           Time  0:00:00  Expected  8/17/05    +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order.

2. Enter B (Backorder PO) in the selection column next to the purchase order's number.

```
DSK7DFR    DISPLAY Creative Data Research                    8/10/05 17:59:54
                         Work With Dock Receiving
           P.O.  Expt                     W.H.   Vendor
  Date    Number Date   Carrier  Time            Number
                                 0:00:00 1                 Sort Option: D
                                                        (D=Description M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.

?     P.O.   Status            Vendor Name               Vendor  Buyer
B      663  PARTIAL  R.J. REYNOLDS                        012300  050568
    Carrier           Schedule           Time  0:00:00  Expected  8/10/05
               681  OPEN     QUAKER OATS COMPANY                  W4730   000001
    Carrier           Schedule           Time  0:00:00  Expected  8/21/05
       685  OPEN     ADAMS & BROOKS INC                    000120  00001
    Carrier           Schedule           Time  0:00:00  Expected  8/21/05
       686  OPEN     R.J. REYNOLDS                         012300  050568
    Carrier           Schedule           Time  0:00:00  Expected  8/17/05
       690  OPEN     TOPPS CO.,INC.,THE                    041116  02
    Carrier           Schedule           Time  0:00:00  Expected  8/17/05    +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

3. Press <Enter>.
4. Press <Enter> when the *A Backorder PO will be created. Press enter to proceed or "N" to cancel* message appears. The list of purchase orders is redisplayed, and *Backorder PO ###### was created and printed* message appears.

   A new purchase order with an open status is created with the unreceived items of the partial order, and is printed with a reference to the order number of the partial order. Refer to Creating Backorders for an example.

Working With RF Receiving

After radio frequency devices (scanners) are used to create and close a scan batch, the Work With RF Receiving application is used to complete the receiving process by posting the batch. Refer to the RF Warehouse System document for information about using scanners to receive purchase orders.

If RF Backstock Mangement is used, RF Stock Putaway is used to designate the locations where the items are put away after the Work With RF Receiving application is used to complete the receiving process. Refer to the Warehousing document for information about replenishment.

Note: More than one scan batch can be created to receive a purchase order, but only as long as none of the scan batches are posted. For this reason, the Work With RF Receiving application should not be used until all the expected items of a purchase order are scanned.

Refer to Working With Buyer Messages for information about viewing the messages which scanner users can send to buyers when creating a scan batch.

1. Select option 8 (Work With RF Receiving) from the Purchasing screen. The Work With RF Receivings screen appears with a list of the scan batches that have a scan status of active (*A*) and closed (*C*). If necessary, press <F2> (Display ALL) to include the batches which were previously posted (*P*).

```
CVLSDFR    DISPLAY CDR Customer Conference                    10/22/13 11:37:17
                              Work With RF Receivings
 P.O.   Receiver  Sts
______  ________    _

Type options, press Enter.
5=Display   M=Merge   P=Print   R=Receive

?   P.O. Receiver   Err    Date  Vendor      Name                   Qty  Items
_   2491 RF       C     10/22/13 NST100 NESTLE USA                  174     9
_   2492 RF       C     10/22/13 AMER01 AMERICAN SNUFF COMPANY        3     1
_   2494 RF       C     10/22/13 BIC001 BIC CORPORATION               9     3
_   2496 RF       C     10/22/13 DOT001 DOT FOODS INC.               63     5
_   2497 RF       C     10/22/13 JOH001 JOHN MIDDLETON INC.           1     1
_   2501 RF       C   3 10/22/13 RJR100 R.J. REYNOLDS TOBACCO INC     4     3
_   2502 RF       A     10/22/13 SWE001 SWEDISH MATCH NORTH AMERI     0     0
_   2503 RF       C     10/22/13 USS001 U.S. SMOKELESS TOBACCO        1     1



F2=Display ALL   F3=Exit
```

   The restrictor fields at the top of the Work With RF Receivings screen can be used to limit the list of scan batches by purchase order number, user ID of the scanner and scan status.

2. To confirm that all the expected items of a PO are received, enter *5* (Display Record) in the selection column next to the purchase order number, and press <Enter>.

```
 TOTALS: DISPLAY

PO   2501 By RF

    Scanned Expected

Qty       4    12 X

Items     3     7 X

Lines     3     7

Error     3
```

The Totals: Display screen appears with the total quantity ordered, number of items ordered, line items of the purchase order, and the corresponding amounts for quantity, items and lines that were received when scanning was done.

The scanned error quantity (**3** above) designates one or more of the following which can occur when scanners are used to receive purchase orders:

- Adding an item to the purchase order.
- Changing the case pack size.
- Linking a UPC number to a scanned item.

A change of the order quantity is not considered a scanning error.

Press <Enter>. The Display Scan Details screen appears.

```
CVLTDFR    DISPLAY CDR Customer Conference                    10/22/13 12:06:29
                              Display Scan Details
  P.O.  Received By  Item
  2496    RF         ______

Type options, press Enter.
2=Edit Record
? Item   Item Description                    Scan            Scan  P.O.
  Number                                     UPC             Qty   Line
_ 100500 CAMEL FILTER 85 BOX                 01230010312         1     1
          E-Sts                                  O/Pk        N/Pk
_ 101300 CARLTON MENTHOL                     04330003707         1     2
          E-Sts                                  O/Pk        N/Pk
_ 125800 DORAL FF MENT 100                   01230019112         2     3
          E-Sts                                  O/Pk        N/Pk

F2=Toggle   F3=Exit
```

If necessary, press <F2> (Display Errors) to limit the list to items for which scan errors occurred.

Press <F3> (Exit) to redisplay the Totals: Display screen. Press <F3> (Exit) to redisplay the Work With RF Receivings screen.

```
CVLSDFR    DISPLAY CDR Customer Conference                  10/22/13 12:12:34
                        Work With RF Receivings
 P.O.   Receiver  Sts
______  ________   _

Type options, press Enter.
5=Display   M=Merge   P=Print   R=Receive

?   P.O. Receiver   Err    Date  Vendor      Name                   Qty  Items
_   2491 RF       C     10/22/13 NST100 NESTLE USA                  174     9
_   2492 RF       C     10/22/13 AMER01 AMERICAN SNUFF COMPANY        3     1
_   2494 RF       C     10/22/13 BIC001 BIC CORPORATION               9     3
_   2496 RF       C   3 10/22/13 DOT001 DOT FOODS INC.               63     5
_   2497 RF       C     10/22/13 JOH001 JOHN MIDDLETON INC.           1     1
_   2502 RF       C     10/22/13 SWE001 SWEDISH MATCH NORTH AMERI     0     0
_   2503 RF       C     10/22/13 USS001 U.S. SMOKELESS TOBACCO        1     1




F2=Display ALL   F3=Exit
```

3. To print a scan data list of a batch before posting it, enter *P* (Print) in the selection column next to the purchase order number, and press <Enter>.

Scan Data List

```
CDR Customer Conference                  Scan Data Edit List                JEANNINE   CVLIPFR    10/22/13 12:49:31 Page     1

  Received By RF       P.O. Number   2496  Date          Time 11:24:02            Print Only
  Vendor No. DOT001  DOT FOODS INC.

 Line #    Item  Qty Expct U/M  Qty Rcv       PK Qty           Description               Ret. Pack  Mfg. No.
    1     801498       1   CSE      1            12 HEINZ 57 SAUCE 5 OZ                5 OZ       002770
    2     801510       6   CSE      6            12 HEINZ COCKTAIL SAUCE 12OZ          12 OZ      1130
    3     801514      40   CSE     40             2 HEINZ KETCHUP SQUEEZE 36OZ         36 OZ      002770
    4     801516       6   CSE      6            12 HEINZ WORCESTERSHIRE SAUCE         5 OZ       002850
    5     810512      10   CSE     10            12 HEINZ KETCHUP EZ SQ 20OZ           20 OZ      006400

Final totals  P/O   2496  Order Qty      63  Rcv Qty      63  Excpt Qty


** END OF REPORT **
```

The Scan Data Edit List is automatically printed with **Receiving Active** in the heading (rather than **Print Only** as illustrated abov) when a batch is posted.

4. To post a scan batch, enter *R* (Receive) in the selection column next to the purchase order number. Only batches with a scan status of closed (*C*) can be posted.

5. Press <Enter>. The *Updating P/O* message appears, and the scan status of the batch changes to posted (*P*). A scan data list of the batch and the P/O Receiving Posting Report (see the example on the following page) are printed.

6. Press <F3> to exit. The Purchasing screen appears.

Purchase Order Receiving Posting Report

Creative Data Research P/O Receiving Posting Report JTIPPIN DSJ9PFR 9/08/00 16:14:08 Page 1

Ship To.....
CREATIVE DATA RESEARCH
1150 N CAUSEWAY BLVD

Vendor.....
R J REYNOLDS TOBACCO CO
P O BOX 101589

P.O. Number 5721
Order Date 5/26/98
Terms Code 61
Ship Date

MANDEVILLE LA 70471

ATLANTA GA 30392

Buyer Number		Warehouse Code	Vendor Number	Ship By Number	Order Placed With	Received By	Rcv Date
502	JOHN ANDERS	1	RJR100		RHONDA	JTIPPIN	9/08/00

RECEIVE 5-27-98

Item Number	Sts Part	Received This Run	Total Received	Total Ordered	Buy U/M	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run
100750		1	1	1	CSE	60	60	CTN	.00	CAMEL LIGHT KING	10412	924.240	924.24
100960		1	1	1	CSE	60	60	CTN	.00	DORAL LIGHT KING	15112	767.520	767.52
100962	OVR	12	12	1	CSE	30	360	CTN	.00	DORAL LIGHT KING BOX	84106	383.760	4605.12
100970	***			1	CSE	66		CTN	.00	DORAL FULL FLAVOR KING	16612	767.520 *	.00
100985		1	1	1	CSE	30	30	CTN	.00	DORAL F F MEN KING BOX	23285	383.760	383.76
100990		1	1	1	CSE	30	30	CTN	.00	DORAL LIGHT MENTHOL KING	15706	383.760	383.76
100995		1	1	1	CSE	30	30	CTN	.00	DORAL ULTRA KING	25506	383.760	383.76
103270		1	1	1	CSE	60	60	CTN	.00	VANTAGE KING	13012	924.240	924.24
103350		1	1	1	CSE	30	30	CTN	.00	VANTAGE ULTRA KING	13306	462.120	462.12
103580		1	1	1	CSE	30	30	CTN	.00	WINSTON LIGHT KING BOX	11906	462.120	462.12
103600	***			2	CSE	60		CTN	.00	WINSTON KING	11012	924.240	.00
103670	***			1	CSE	60		CTN	.00	WINSTON LIGHT KING	11112	924.240	.00
103710	***			1	CSE	30		CTN	.00	WINSTON ULTRA LIGHT KING	11706	462.120	.00
105180		2	2	2	CSE	60	120	CTN	.00	DORAL LIGHT 100	15212	767.520	1535.04
105183	***			1	CSE	30		CTN	.00	DORAL LIGHT 100 BOX	22084	383.760	.00
105190	***			1	CSE	60		CTN	.00	DORAL FULL FLAVOR 100	15312	767.520	.00
105193	***			1	CSE	30		CTN	.00	DORAL FULL FLAVOR 100 BOX	22081	383.760	.00
105200	***			1	CSE	60		CTN	.00	DORAL LT MENTHOL 100	15812	767.520	.00
105210	***			1	CSE	30		CTN	.00	DORAL F F MEN FLAVOR 100	19106	383.760	.00
105220	***			1	CSE	60		CTN	.00	DORAL ULTRA 100	16712	767.520	.00
105222	***			1	CSE	30		CTN	.00	DORAL NON-FILTER	84606	383.760	.00
107350	***			1	CSE	60		CTN	.00	SALEM MEN 100	12212	924.240	.00
108550	***			1	CSE	60		CTN	.00	WINSTON 100	11412	924.240	.00
108660	***			1	CSE	30		CTN	.00	WINSTON ULTRA LIGHT 100	11806	462.120	.00

P/O Number: 5721 Total Case Qty 22 Total Sell Units 810 Total Weight Total Value This Run: 10831.68

** END OF REPORT **

Working With Buyer Messages

The Work With Buyer Messages application is used to view the messages which are sent to buyers when radio frequency devices (scanners) are used to receive purchase orders. Refer to the RF Warehouse System document for additional information.

The step-by-step instructions which follow describe how to display, acknowledge and delete buyer messages. By acknowledging a message, users can temporarily remove it from the screen without permanently deleting it.

Displaying Buyer Messages

1. Select option 9 (Work With Buyer Messages) from the Purchasing screen. The Display Buyer Messages screen appears with the *UNACKNOWLEDGED* heading, and is limited to unacknowledged buyer messages.

```
CVJHDFR    DISPLAY Creative Data Research                    9/18/00 16:13:36
                            Display Buyer Messages
Buyer                                  Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *UNACKNOWLEGED*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       11      9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
   2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN
   2       14      9/06/00
Order 10 minimum please PO# 005726 ITM# 120110
THE PINKERTON TOBACCO CO   | APPLE THICK PLUG                              +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

2. To display both acknowledged and unacknowledged messages, press <F1> (Toggle View). The screen appears with the *ALL* heading, and all the buyer messages are displayed.

```
CVJHDFR    DISPLAY Creative Data Research                    9/18/00 16:42:58
                            Display Buyer Messages
Buyer                                  Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *ALL*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |  DORAL LIGHT KING
   2       11      9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
   2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                         +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

By pressing the <F1> key when all the buyer messages are displayed, the user can limit the screen's list to unacknowledged messages.

Values can appear for the following display fields for each buyer message on the Display Buyer Messages screen:

- **Type** - for use with a future upgrade of DAC.
- **Msg#** - the number used by DAC to identify and track each buyer message.
- **Sts** - the message status of *V* designates that the message is acknowledged. No value appears for this field if the message is unacknowledged. Acknowledged messages only appear on the Display Buyer Messages screen if the <F1> key is used to display all messages.
- **Dte Sent** - the date on which the buyer message was sent.
- **Notify Dte** - the date by which a pack size change should be made. The value of the **Notify Dte** field is calculated by the system, and appears only when a *PACK SIZE CHANGE* message (see below) is sent to the buyer. The default value of the field is the current date.

One of the following system-generated message texts can appear for a buyer message on the Display Buyer Messages screen:

- *ITEM NOT ON P.O.* message is sent when an item is added to the purchase order by the radio frequency device user. The purchase order number, the item's number and the quantity received appear after the message (see *PO#*, *ITM#* and *QTY* illustrated below). The vendor name and item description appear below the message.
- *PACK SIZE CHANGE* message is sent when an item's pack size is changed by the radio frequency device user. The purchase order number, the item's number, the previous pack size amount and the new pack size amount appear after the message (see *PO#*, *ITM#, OLDPK* and *NEWPK* illustrated below). The vendor name and item description appear below the message.

Messages appearing on the Display Buyer Messages screen can also include those generated by the radio frequency device users, such as *Order 10 minimum* illustrated below.

3. To acknowledge a buyer message, locate the desired message in the screen's list (use the **Dte Sent** or **Msg #** restrictor field, or <Page Down> if necessary), and enter *A* (Acknowledge) in the selection column above the message's test.

```
CVJHDFR    DISPLAY Creative Data Research                    9/18/00 16:46:44
                            Display Buyer Messages
Buyer                                Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *ALL*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |  DORAL LIGHT KING
A  2       11      9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
   2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                          +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

Press <Enter>. The Display Buyer Messages screen is redisplayed. If both acknowledged and unacknowledged messages are currently displayed (as illustrated below), *V* appears for the **Sts** field of the acknowledged message. If only unacknowledged messages are currently displayed, the acknowledged message does not appear.

```
CVJHDFR    DISPLAY Creative Data Research                    9/19/00  8:36:10
                            Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *ALL*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |  DORAL LIGHT KING
   2       11 V    9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
   2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                          +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

4. Continue using the A=Acknowledge option to acknowledge buyer messages, or press <F3> to exit. The Purchasing screen appears.

Deleting Buyer Messages

Only buyer messages which are acknowledged by the user, can be permanently deleted from the Display Buyer Messages screen.

1. Select option 9 (Work With Buyer Messages) from the Purchasing screen. The Display Buyer Messages screen appears with the *UNACKNOWLEDGED* heading and is limited to unacknowledged buyer messages.

```
CVJHDFR    DISPLAY Creative Data Research                    9/19/00 10:27:00
                            Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *UNACKNOWLEDGED*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN
   2       14      9/06/00
Order 10 minimum please PO# 005726 ITM# 120110
THE PINKERTON TOBACCO CO   | APPLE THICK PLUG
   2       15      9/06/00
Future order minimum 10 PO# 005721 ITM# 100985
R J REYNOLDS TOBACCO CO   | DORAL F F MEN KING BO
   2       16      9/06/00     9/13/00
PACK SIZE CHANGE PO# 005721 ITM# 100970 OLDPK 00066 NEWPK 00060
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                          +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

2. If necessary, press <F1> (Toggle View) to review the acknowledged messages. The screen appears with the *ALL* heading, and all the buyer messages are displayed.

```
CVJHDFR    DISPLAY Creative Data Research                    9/19/00 10:32:57
                            Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001   JEANNINE TIPPIN                                  *ALL*

Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
   2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |  DORAL LIGHT KING
   2       11 V    9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
   2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
   2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                          +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

   Acknowledged messages appear with *V* for the **Sts** field (see the first two messages illustrated above).

3. Press <F16> (Remove All Acknowledged). The Display Buyer Messages screen is redisplayed without the acknowledged messages.

4. Press <F3> to exit. The Purchasing screen appears.

Working With Purchasing Reports

The Purchasing Reports application (option 21 of the Purchasing screen) is used to print the following reports:

- Order Prompting Report
- Vendor Lists - refer to Printing Vendor Lists of the Vendors document for additional information.
- Buyer Guides - refer to Printing Buyer Guides for additional information.
- Past Due Purchase Orders Report
- Open Purchase Orders Report
- Daily Item Usage Report

```
User: JEANNINE                Menu: PUCV1                    Date:  8/06/12

========================> P U R C H A S I N G <==========================
==========================================================================
¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders       12. Import Costs
THE    ¦¦   2. Work With Vendors
DAC    ¦¦   3. Work With Items
SYSTEM ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                        M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

After selecting option 21, the Purchasing Reports screen appears.

```
User: JEANNINE                Menu: PURCV1                   Date:  3/05/10

==================> P U R C H A S I N G   R E P O R T S <=================
==========================================================================
¦¦¦¦¦¦¦¦¦                1. Order Prompting Report
THE    ¦¦                2. Vendor List Options
DAC    ¦¦                3. Print Buyer Guides
SYSTEM ¦¦                4. Print Past Due PO
¦¦¦¦¦¦¦¦¦                5. Purge Buying Allowances
                         6. Print Open PO
                         7. Resequence Purchasing Items
                         8. Print Daily Item Usage Report
                         9. Print PO Receiving Exceptions
                        10. Less Than 5 Days On-Hand Report
                        11. Partial/Received PO Report
                         M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

Printing Purchase Order Prompting Reports

Based on the results of the Purchasing system's calculations, the Purchase Order Prompting report displays reorder point units and days, days to reorder, total available days, quantity available, quantity on order, quantity on-hand, and lead days for each of the vendor's products. Refer to Purchasing Calculations for detailed descriptions of the report's values.

If buyer/vendor is selected for the print sequence of the report's pages, the report also displays the forecast average, service level and lost sales of the previous week.

Note: The Resequence Purchasing Items application (option 7 of the Purchasing Reports screen) is used to change the print sequence of the items in the buyer's guide and order prompting report, and the items displayed on the Work With Vendor Items screen. Caution: Resequencing is a time-consuming process, and it should be rarely used.

```
User: JEANNINE                Menu: PURCV1                  Date:  3/05/10

==================> P U R C H A S I N G   R E P O R T S <=================
==========================================================================
!!!!!!!!!               1. Order Prompting Report
THE    !!               2. Vendor List Options
DAC    !!               3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!               5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than 5 Days On-Hand Report
                       11. Partial/Received PO Report
                        M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

1. Select option 1 (Order Prompting Report) from the Purchasing Reports menu. The Print Order Prompting screen appears.

```
BSZ8PVR    ENTER   Creative Data Research-SUPPORT            4/08/99 10:35:33
                            Print Order Prompting

Type choices, press Enter.


Warehouse code . . . . . . . . .   1


Vendor Number  . . . . . . . . .


Current Buyer Number . . . . . .


Print Buyer/Vendor Sequence (B)
Print Vendor Sequence (V) . .




F3=Exit   F4=Search   F6=Print
```

2. If necessary, enter a warehouse code to change the default warehouse number which appears for the **Warehouse code** field (6,a).

3. To restrict the report to a particular vendor, enter a vendor code or press <F4> to select a number from the Select Vendor Master screen for the **Vendor Number** field (6,a). Leave the field blank to include all vendors.
4. To restrict the report to a particular buyer, enter a buyer number or press <F4> to select a number from the Select Employee Master screen for the **Current Buyer Number** field (6,a). Leave the field blank to include all buyers.
5. Enter *B* for the buyer/vendor print sequence, or enter *V* for the vendor print sequence.
6. Press <F6> to print the report.

```
BSZ8PVR    ENTER   Creative Data Research-SUPPORT            4/08/99 10:38:09
                            Print Order Prompting

Type choices, press Enter.


Warehouse code . . . . . . . . .   1       MAIN WAREHOUSE


Vendor Number  . . . . . . . . .   PHI100  PHILIP MORRIS INC


Current Buyer Number . . . . . .


Print Buyer/Vendor Sequence (B)
Print Vendor Sequence (V) . .   V



F3=Exit   F4=Search   F6=Print
                                                   CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm.

Purchase Order Prompting Report (By Buyer)

```
Creative Data Research-SUPPORT          Order Prompting by Buyer             JTIPPIN    DSZEPFR     3/31/99 10:22:32 Page    1

                                                        |--------|       |------|
 Item   WHSE         Item Description                    Reorder Point  +/-Dys  Available   On Ord Onhand   Lead    Forcast  Service  Last Week
 Number                                                  Units &  Days  To ROP  Days  Units  Units  Units   Days     Avg.     Level   Lost Sale

 Warehouse Code 1       MAIN WAREHOUSE

  Current Buyer 502     WILLIAM J. ANDERSON

 Vendor PHI100  PHILIP MORRIS INC

 100415 1      BASIC LIGHT KING BOX                     53.7   5.0  +  11.7  16.7    179    180      1-   3.0      75.2     77.91         19

 100418 1      BASIC F F MENT KING BOX                  10.9   5.0  +  49.9  54.9    120    120           3.0      15.3     84.62          4

 106360 1      MARLBORO MEN 100 BOX                       .6   5.0  + 573.9 578.9    180    180           3.0        .8

 850286 1      BASIC LT KING B8G2F (1 CTN)              10.9   5.0  -   5.0    .0                         3.0      15.2     88.89

 860205 1      V S LT B2G1F (15 PK CTN)                  3.5   5.0  -   3.6   1.4      1             1    3.0       4.9    100.00

 860206 1      V S LT MEN B2G1F (15 PK CTN)              3.1   5.0  -   1.7   3.3      2             2    3.0       4.3    100.00

 860208 1      V S U L MEN B2G1F (15 PK CTN)             3.1   5.0  -   5.0    .0                         3.0       4.3    100.00

 860293 1      BASIC U L 100 B8G2F (1 CTN)              48.1   5.0  -   3.3   1.7     16            16    3.0      67.3    100.00

 860320 1      BASIC LT 100 BOX B8G2F (1 CTN)           44.4   5.0  -   2.3   2.7     24            24    3.0      62.2    100.00

 900120 1      STALE BEST BUY                            4.8   5.0  -   5.0    .0                         3.0       6.7     96.23

 999901 1      STALE PHILIP MORRIS PREMIUM              32.6   5.0  -   4.8    .2      1             1    3.0      45.7    700.00

 999902 1      STALE PHILIP MORRIS DISCOUNT             25.1   5.0  -   5.0    .0                         3.0      35.1     91.39

                       Vendor PHI100  Minimum                 0  Total Needed     4953                     Service Level  99.57         32

** END OF REPORT **
```

Purchase Order Prompting Report (By Vendor)

```
 Creative Data Research-SUPPORT          Order Prompting Report - By Vendor    JTIPPIN    DSJGPFR     3/31/99 10:21:27 Page    1

                                                        |--------|           |--------|
    Item   WHSE         Item Description                  Reorder  Point    +/-Dys   Total Available  On Order   Onhand    Lead
    Number                                                Units &   Days     To ROP  Days     Units     Units    Units     Days

 Vendor PHI100  PHILIP MORRIS INC

    850286 1       BASIC LT KING B8G2F (1 CTN)             10.9    5.0   -   5.0     .0                                    3.0

    860205 1       V S LT B2G1F (15 PK CTN)                 3.5    5.0   -   3.6    1.4       1.0                   1.0     3.0

    860206 1       V S LT MEN B2G1F (15 PK CTN)             3.1    5.0   -   1.7    3.3       2.0                   2.0     3.0

    860208 1       V S U L MEN B2G1F (15 PK CTN)            3.1    5.0   -   5.0     .0                                    3.0

    860293 1       BASIC U L 100 B8G2F (1 CTN)             48.1    5.0   -   3.3    1.7      16.0                  16.0     3.0

    860320 1       BASIC LT 100 BOX B8G2F (1 CTN)          44.4    5.0   -   2.3    2.7      24.0                  24.0     3.0

    900120 1       STALE BEST BUY                           4.8    5.0   -   5.0     .0                                    3.0

    999901 1       STALE PHILIP MORRIS PREMIUM             32.6    5.0   -   4.8     .2       1.0                   1.0     3.0

    999902 1       STALE PHILIP MORRIS DISCOUNT            25.1    5.0   -   5.0     .0                                    3.0

 Final totals

  ** END OF REPORT **
```

Printing A Past Due Purchase Orders Report

The Print Past Due PO application is used to print a list of purchase orders that were not received by the expected ship date entered by the user with the Work With Truck Scheduling application. Refer to the Warehousing document for additional information about the Truck Scheduling application.

Select option 4 (Print Past Due PO) from the Purchasing Reports screen.

```
User: JEANNINE                Menu: PURCV1                  Date:  3/05/10

==================> P U R C H A S I N G   R E P O R T S <=================
==========================================================================
!!!!!!!!!               1. Order Prompting Report
THE    !!               2. Vendor List Options
DAC    !!               3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!               5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than 5 Days On-Hand Report
                       11. Partial/Received PO Report
                        M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

Past Due Purchase Orders Report

```
Creative Data Research-SUPPORT          Print Past Due P.O.'s                JTIPPIN    GSK7PFR     4/15/99 11:01:45 Page     1

Buyer 501     JANE SANFORD

   P.O.   Terms Vendor           Vendor Name                Lead P.O.        Order                Entry    Print     Expected
   Number Code  Number                                      Time Status      Placed With          Date      Date       Date

      270  40   LIL100 LIL DRUG STORE                        14    O    FAXED                       5/26/98  5/26/98   6/09/98
      268  35   LIL200 LIL AUTO STORE                        14    O    FAXED                       5/26/98  5/26/98   6/09/98
      269  35   LIL300 LIL NECESSITIES                       14    O    FAXED                       5/26/98  5/26/98   6/09/98
```

```
Creative Data Research-SUPPORT          Print Past Due P.O.'s                JTIPPIN    GSK7PFR     4/15/99 11:01:45 Page     2

Buyer 503     BARRY DARRIN

   P.O.   Terms Vendor           Vendor Name                Lead P.O.        Order                Entry    Print     Expected
   Number Code  Number                                      Time Status      Placed With          Date      Date       Date

   844461  20   GAR100 GARDETTO'S                            14    O                                5/19/98  5/19/98   6/02/98
    84457  02   HAC100 THE H.T. HACKNEY CO                    5    O                                5/26/98  5/26/98   5/31/98
   844551  02   HAL100 W L HALSEY GROCERY CO INC              5    O                                5/26/98  5/26/98   5/31/98
   844371  20   JAC350 JACKSON COOKIE COMPANY                21    O                                5/15/98  5/15/98   6/05/98
    84441  40   KEE100 KEEBLER COMPANY                       10    O                                5/15/98  5/15/98   5/25/98
   844541  35   MMM100 M & M MARS                            14    O                                5/25/98  5/25/98   6/08/98
   844521  25   NAB103 NABISCO BRANDS INC                    10    O                                5/22/98  5/22/98   6/01/98
    84439  35   SOU400 SOUTHERN BEVERAGE PACKERS INC         14    O                                5/15/98  5/15/98   5/29/98
     3888  40   TOO100 TOOTSIE ROLL IND                      14    O                               10/22/98  3/30/99   4/13/99
    84384  35   TOP100 TOPPS CHEWING GUM INC                 14    O                                4/13/98  4/13/98   4/27/98
    84455  05   VEN100 VEND SERVICES INC                     10    O                                5/26/98  5/26/98   6/05/98
   844501  10   WAR300 WARREN DISTRIBUTION                    7    O                                5/21/98  5/21/98   5/28/98
    84446  35   WIL100 WILLY WONKA                           14    O                                5/19/98  5/19/98   6/02/98


** END OF REPORT **
```

Printing An Open Purchase Orders Report

The Print Open PO application is used to print a list of open purchase orders by selecting option 6 (Print Open PO) from the Purchasing Reports screen.

```
User: JEANNINE                Menu: PURCV1                    Date:  3/05/10

==================> P U R C H A S I N G   R E P O R T S <=================
==========================================================================
!!!!!!!!!               1. Order Prompting Report
THE    !!               2. Vendor List Options
DAC    !!               3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!               5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than 5 Days On-Hand Report
                       11. Partial/Received PO Report
                        M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

Open Purchase Orders Report

```
Creative Data Research-SUPPORT          Print Open P.O.'s                    JTIPPIN    GSN2PFR     4/15/99 11:32:56 Page     1

Buyer 501     JANE SANFORD

  P.O.   Terms Vendor           Vendor Name                    Phone        Entry    Print    Expected
  Number Code  Number                                                   Sts Date      Date      Date

     268  35   LIL200 LIL AUTO STORE                      800 255-7629  O   5/26/98  5/26/98  6/09/98

     269  35   LIL300 LIL NECESSITIES                     800 255-7629  O   5/26/98  5/26/98  6/09/98

     270  40   LIL100 LIL DRUG STORE                      800 255-7629  O   5/26/98  5/26/98  6/09/98

    3920  01   KAF100 K.A. FISHER CO.                     800 868-6710  P   4/15/99  4/15/99  4/22/99

    3921  01   KAF100 K.A. FISHER CO.                     800 868-6710  O   4/15/99  4/15/99  4/22/99
```

```
Creative Data Research-SUPPORT          Print Open P.O.'s                    JTIPPIN    GSN2PFR     4/15/99 11:32:56 Page     2

Buyer 503     BARRY DARRIN

  P.O.   Terms Vendor           Vendor Name                    Phone        Entry    Print    Expected
  Number Code  Number                                                   Sts Date      Date      Date

   84384  35   TOP100 TOPPS CHEWING GUM INC               615 687-9665  O   4/13/98  4/13/98  4/27/98

  844371  20   JAC350 JACKSON COOKIE COMPANY                  643-9890  O   5/15/98  5/15/98  6/05/98

   84439  35   SOU400 SOUTHERN BEVERAGE PACKERS INC       706 724-2677  O   5/15/98  5/15/98  5/29/98

   84441  40   KEE100 KEEBLER COMPANY                                   O   5/15/98  5/15/98  5/25/98

   84446  35   WIL100 WILLY WONKA                         205 942-6641  O   5/19/98  5/19/98  6/02/98

  844461  20   GAR100 GARDETTO'S                          800 257-3663  O   5/19/98  5/19/98  6/02/98

  844501  10   WAR300 WARREN DISTRIBUTION                 800 338-1235  O   5/21/98  5/21/98  5/28/98

  844521  25   NAB103 NABISCO BRANDS INC                  800 841-5925  O   5/22/98  5/22/98  6/01/98

  844541  35   MMM100 M & M MARS                          800 631-7630  O   5/25/98  5/25/98  6/08/98

  844551  02   HAL100 W L HALSEY GROCERY CO INC           205 772-9691  O   5/26/98  5/26/98  5/31/98

    3916  35   GMI100 GENERAL MILLS INC                                 O   4/13/99  4/13/99  4/27/99

    3917  35   GMI100 GENERAL MILLS INC                                 O   4/14/99  4/14/99  4/28/99

** END OF REPORT **
```

Printing A Daily Item Usage Report

The Print Daily Item Usage Report application is used to print an item movement report by selecting option 8 (Print Daily Item Usage Report) from the Purchasing Reports screen. The report (see the example on the following page) is generally used for tracking cigarette sales, and lists items sold by vendor.

An item is included in the report if *Y* (yes) is entered for the **Daily Tracking Status** field of the item's record. Refer to Working With Items of the Item File Maintenance document for additional information.

The daily totals for each item listed on the report is limited to quantities sold for the previous seven days. The average for each item is calculated using the daily sales quantity for the current and previous week, and equals the total of the new daily movement, old daily movement and average movement divided by three (3).

```
User: JEANNINE                Menu: PURCV1                  Date:  3/05/10

=================> P U R C H A S I N G   R E P O R T S <=================
==========================================================================
!!!!!!!!!               1. Order Prompting Report
THE    !!               2. Vendor List Options
DAC    !!               3. Print Buyer Guides
SYSTEM !!               4. Print Past Due PO
!!!!!!!!!               5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than 5 Days On-Hand Report
                       11. Partial/Received PO Report
                        M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

Refer to the Item File Maintenance document for information about printing a Vendor Weekly Movement report which lists 12 weeks of sales activity for a designated vendor's items at the standard selling level.

Daily Item Usage Report

Creative Data Research Daily Item Usage Report JTIPPIN BSOBPFR 9/18/00 12:50:45 Page 1

Item	Description	WTD Total	Monday Mvmt.	Monday Avg.	Tuesday Mvmt.	Tuesday Avg.	Wednesday Mvmt.	Wednesday Avg.	Thursday Mvmt.	Thursday Avg.	Friday Mvmt.	Friday Avg.	Saturday Mvmt.	Saturday Avg.	Sunday Mvmt.	Sunday Avg.
Vendor —> AME200	AMERICAN CHICLE															
890002	AMERICAN CHICLE 4' RACKS	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
237455	BUBBLICIOUS B.GUM BIG PAK	0	.0	.0	1.0	.3	1.0	1.0	.0	.0	.0	.0	.0	.0	.0	.0
220090	CERTS CINNAMON	4	4.0	2.0	2.0	4.7	2.0	2.7	3.0	2.0	.0	.0	.0	.0	.0	.0
220280	CERTS MIXED FRUIT	4	4.0	4.0	11.0	5.0	5.0	4.7	3.0	3.3	.0	.7	.0	.3	.0	.0
220390	CERTS PEPPERMINT	3	3.0	2.3	1.0	.3	2.0	2.3	4.0	3.3	1.0	.3	.0	.0	.0	.0
220430	CERTS SPEARMINT	2	2.0	2.0	3.0	2.0	2.0	3.0	1.0	1.0	.0	.0	.0	.0	.0	.0
220470	CERTS WINTERGREEN	4	4.0	3.0	.0	.7	3.0	1.3	.0	1.0	.0	.0	.0	.0	.0	.0
237111	MINT-A-BURST BONUS PACK	2	2.0	2.3	1.0	.3	3.0	1.7	1.0	1.0	.0	.0	.0	.0	.0	.0
234876	MINT-A-BURST GUM REG 25›	0	.0	1.0	4.0	1.3	.0	1.0	.0	1.3	.0	.0	.0	.0	.0	.0
237426	TRIDENT CINN VAL-U-PAK	1	1.0	1.7	1.0	.3	.0	.3	2.0	.7	.0	.0	.0	.0	.0	.0
235659	TRIDENT FRESHMINT	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
237424	TRIDENT FRSHMNT VAL-U-PAK	0	.0	1.3	.0	.0	1.0	.3	.0	.0	.0	.0	.0	.0	.0	.0
Vendor Totals For: AME200		20	20.0	19.6	24.0	14.9	17.0	16.3	14.0	13.6	1.0	.4	.0	.3	.0	.0
Vendor —> BAY100	BAYER CORPORATION															
510105	ALKA SELTZER TAB 12 6CT	0	.0	.0	.0	3.0	2.0	.7	1.0	.3	.0	.0	.0	.0	.0	.0
516580	MIDOL MAX CAPLETS PEG 8CT	0	.0	.0	.0	.0	.0	1.7	.0	.3	.0	.0	.0	.0	.0	.0
516582	MIDOL PMS CAPLET 8 CT	0	.0	.0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0	.0	.0
516592	NEO-SNEPHRN NAS SPR .5 OZ	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
Vendor Totals For: BAY100		0	.0	.0	.0	3.0	2.0	3.1	1.0	.6	.0	.0	.0	.0	.0	.0
Vendor —> BIC100	BIC CORPORATION															
160663	BIC LIGHTER REFILL, REG	0	.0	.7	.0	.3	2.0	.7	3.0	2.0	.0	1.0	.0	.0	.0	.0
160665	BIC LIGHTER 2 TIER LCX199	0	.0	.7	.0	.3	.0	1.3	2.0	.7	.0	.0	.0	.0	.0	.0
160660	BIC LIGHTERS	2	2.0	2.0	1.0	3.0	1.0	1.0	1.0	1.3	.0	.0	.0	.0	.0	.0
160655	MINI BIC LIGHTERS 2 CT	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
Vendor Totals For: BIC100		2	2.0	3.4	1.0	3.6	3.0	3.0	6.0	4.0	.0	1.0	.0	.0	.0	.0
Vendor —> BRO100	BROWN & WILLIAMSON TOBACCO CO															
100390	BARCLAY KING	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
104720	BARCLAY 100	0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
100500	BELAIR FILTER KING	0	.0	.0	.0	1.3	.0	.0	.0	2.0	.0	.0	.0	.0	.0	.0
104830	BELAIR 100	0	.0	.0	.0	.3	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
105010	CAPRI LIGHT MEN 100	0	.0	.0	.0	1.0	.0	.7	.0	1.7	.0	.0	.0	.0	.0	.0
105000	CAPRI LIGHT 100	0	.0	.0	.0	2.0	.0	.3	.0	3.0	.0	.0	.0	.0	.0	.0
108852	CAPRI MENTHOL 120	0	.0	.0	.0	.7	.0	.7	.0	2.0	.0	.0	.0	.0	.0	.0
105014	CAPRI ULTRA MENTHOL 100	0	.0	.0	.0	.3	.0	.3	.0	1.7	.0	.0	.0	.0	.0	.0
105012	CAPRI ULTRA 100	0	.0	.0	.0	1.0	.0	.3	.0	.7	.0	.0	.0	.0	.0	.0
108850	CAPRI 120	0	.0	.0	.0	2.0	.0	1.0	.0	3.3	.0	.0	.0	.0	.0	.0
100830	CARLTON KING	0	.0	.0	.0	1.3	.0	.7	.0	3.3	.0	.0	.0	.0	.0	.0
100833	CARLTON KING BOX	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
100900	CARLTON MENTHOL KING	0	.0	.0	.0	.7	.0	.0	.0	1.3	.0	.0	.0	.0	.0	.0
105090	CARLTON MENTHOL 100	0	.0	.0	.0	2.0	.0	1.0	.0	.7	.0	.0	.0	.0	.0	.0
105070	CARLTON MENTHOL 100 BOX	0	.0	.0	.0	.0	.0	.7	.0	2.0	.0	.0	.0	.0	.0	.0
108930	CARLTON MENTHOL 120	0	.0	.0	.0	.0	.0	.3	.0	1.0	.0	.0	.0	.0	.0	.0
105030	CARLTON 100	0	.0	.0	.0	2.7	.0	2.0	.0	3.3	.0	.0	.0	.0	.0	.0
105150	CARLTON 100 BOX	0	.0	.0	.0	2.3	.0	2.0	.0	5.7	.0	.0	.0	.0	.0	.0
108860	CARLTON 120	0	.0	.0	.0	1.0	.0	.7	.0	7.3	.0	.0	.0	.0	.0	.0
860281	GPC F F MEN 100 2.00 OFF	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
100340	GPC FULL FLAVOR KING	0	.0	.0	.0	11.3	.0	1.7	.0	6.3	.0	.0	.0	.0	.0	.0
100342	GPC FULL FLAVOR KING BOX	0	.0	.0	.0	3.3	.0	.7	.0	14.7	.0	.0	.0	.0	.0	.0
100345	GPC FULL FLAVOR MEN KING	0	.0	.0	.0	1.0	.0	.3	.0	.7	.0	.0	.0	.0	.0	.0

Working With Vendor Spoils

The Vendor Spoils applications are used to store information about how vendors compensate the distributor for the return of spoiled items. If desired, these applications can also be used to accrue compensation for customers who purchase these items. The compensation is based on item sales, and users have the option of automatically deducting accrued amounts off customer invoices.

Designating Vendor Policy

The Work With Vendor Spoils Policies is used to store information about how a specific vendor compensates the user for the return of spoiled items. If desired, this may include detailed information about which items qualify for compensation, and the rates used for calculating the compensation.

```
User: JEANNINE                Menu: PUCV1                   Date:  8/06/12

=======================> P U R C H A S I N G <==========================
==========================================================================
|||||||||   1. Work With Purchase Orders       12. Import Costs
THE    ||   2. Work With Vendors
DAC    ||   3. Work With Items
SYSTEM ||   4. Work With Buyer Control File
|||||||||   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                         M E N U   C A L L S
19. Truck Scheduling     20. A/P Menu              21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen.
3. Select option 1 (Work With Vendor Spoils Policies) from the Vendor Spoils screen. The Work With Spoils Policy screen appears.

```
GWD5DFR    DISPLAY Creative Data Research                    5/13/05 16:50:52
                           Work with Spoils Policy
 Vendor  Audit Method


Type options, press Enter.
2=Edit   5=Vendor Rates   9=Customer Rates

? Vendor Vendor Name                          Active? Method
  W0200  AMERICAN CANDY COMPANY                  Y      D









F3=Exit  F4=Search  NOTE:Select Vendor and Press Enter to Add Record
```

4. Enter a vendor code for the **Vendor** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.
5. Press <Enter>.
6. Press <Enter> when the *Would you like to add a spoils policy for this vendor?* message appears. The Edit Spoils Policy Details screen appears.

```
GWD6E1R    CHANGE  Creative Data Research                    5/13/05 17:10:46
                         Edit Spoils Policy Details

 Vendor W0700  B.I.T. USA INC.

Type changes, press Enter.

  Spoils Allowance Active?
  Product Audit Method .     (H=Hold, D=Destroy)

                            POLICY DESCRIPTION









F3=Exit   F11=Delete   F12=Key screen
```

7. Enter *Y* (yes) for the **Spoils Allowance Active?** (1,a) field to designate that the vendor is currently compensating the distributor for the the return of spoils.
8. Enter *H* (Hold) or *D* (Destroy) to designate how the vendor wants the user to handle spoils.
9. Enter any other pertinent information under the *POLICY DESCRIPTION* heading.
10. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.

```
GWD5DFR    DISPLAY Creative Data Research                    5/13/05 18:04:34
                            Work with Spoils Policy
 Vendor  Audit Method


Type options, press Enter.
2=Edit   5=Vendor Rates   9=Customer Rates

? Vendor Vendor Name                          Active? Method
  W0200  AMERICAN CANDY COMPANY                  Y      D
  W0700  B.I.T. USA INC.                         Y      D









F3=Exit  F4=Search  NOTE:Select Vendor and Press Enter to Add Record
```

11. Enter *5* (Vendor Rates) in the selection column next to the vendor code, and press <Enter>. The Work With Spoils Rates screen appears.
12. Press <F10> (Add Rate). The Enter Spoils Rate screen appears.

```
GWEBPVR    ENTER   Creative Data Research                    5/13/05 18:19:24
                              Enter Spoils Rate

Type choices, press Enter.

Vendor . :   W0700  B.I.T. USA INC.



Product Scope
Category . . .
Items Class
Product Class
Item Number









F3=Exit   F4=Search   F10=Create Record
```

13. Enter data for one of the following fields to include detailed information about which items qualify for compensation:
    - **Category** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
    - **Items Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
    - **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
    - **Item Number** (6,n) - the item number for the desired item. If necessary, press <F4> to select an item from the Select Item screen.
14. Press <F10> (Create Record), and press <Enter> when prompted to confirm. The Edit Spoils Rate Details screen appears.

```
GWEDE1R    CHANGE  Creative Data Research                    5/19/05 12:58:52
                           Edit Spoils Rate Details

Vendor W0700  B.I.T. USA INC.



Sls Cls   500 LITTLE CIGARS



Type changes, press Enter.
  % Rate
  $ Rate









F3=Exit   F11=Delete
```

15. Enter data for one of the following fields to describe how the compensation is calculated.
    - **% Rate** - compensation for handling spoils is calculated by using a percentage of the items' cost.
    - **$ Rate** - a specific amount is deducted from the items' cost as compensation.

    Note: Values entered for the **% Rate** and **$ Rate** fields have no effect on purchasing and billing calculations. They are entered for informational purposes only.
16. Press <Enter> when complete, and press <Enter> when prompted to confirm.
17. Repeat the previous steps as necessary, or press <F3> to exit.

Accruing Customer Compensation

After designating a vendor's policy, the Work With Vendor Spoils Policies can be used to accrue compensation for the return of spoils by customers. The compensation is based on item sales, and users have the option of automatically deducting accrued amounts off customer invoices.

Before users begin accruing compensation to be taken off invoices, an item record (see example below) must be added using the Work With Items application, and the item's number must be entered for the **Spoils Allowance Item#** field of the SYS008 default system option. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as an off invoice item, which should be excluded from profitability and sales analysis calculations.

```
DCBJE1R    CHANGE  Creative Data Research                    5/19/05 16:48:19
                                  Edit Item
W.H. 1                  Description                     Retail PK    Status
Item 000300 - 7     SPOILS ALLOWANCE ITEM                              C A
Category . . .   10 Vendor        Mfr#                  Standard U/M  1
Sales Class     999 Mfg. List        .010               Buying U/M    1   A
Product Class       Net Cost         .010 N%M    .00    Catch Weight  N
Tax Class .         Base Cost        .010 B%M    .00    Inventory Sts Y
Book Heading        List Price       .010 L%M    .00    Location
Book Seq. .         MSRP . . .            R%M    .00    Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand   Avail.  On Order
1 EA      1  Y        N
2         1           N
3         1           N
4         1           N

Substitute Item/Type .            Mfr. Out of Stock Code   Guarantee Return Y
Max. Allocation Qty & U/M         Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .            Daily tracking Status  N
Pallet Tie/High . . .      /      Original Date    4/06/05
F1=Show Command Keys  F3=Exit
```

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
User: JEANNINE                Menu: VSACV1                  Date:  5/17/05

=====================> V E N D O R   S P O I L S <=======================
==========================================================================
!!!!!!!!!               1. Work with Vendor Spoils Policies
THE    !!               2. Work with Accrued Allowances
DAC    !!               3. Print Spoils Accrual Report
SYSTEM !!
!!!!!!!!!


                        M E N U   C A L L S
19. Purchasing           20.                     21.
22.                      23. Dac Main Menu       90. Sign Off

===>
```

3. Select option 1 (Work With Vendor Spoils Policies) from the Vendor Spoils screen. The Work With Spoils Policy screen appears.

```
GWD5DFR    DISPLAY Creative Data Research                    5/17/05 16:35:59
                           Work with Spoils Policy
 Vendor  Audit Method


Type options, press Enter.
2=Edit   5=Vendor Rates   9=Customer Rates

? Vendor Vendor Name                          Active? Method
  W0200  AMERICAN CANDY COMPANY                  Y      D
  W0700  B.I.T. USA INC.                         Y      D









F3=Exit  F4=Search  NOTE:Select Vendor and Press Enter to Add Record
```

4. Enter *9* (Customer Rates) in the selection column next to the vendor code of the desired vendor, and press <Enter>. The Work With Customer Rates screen appears.

```
GWEEDFR    DISPLAY Creative Data Research                    5/19/05 16:21:58
                        Work with Customer Rates
Vendor                                      Cat# S.Class P.Class Item#  Type
W0700  B.I.T. USA INC.
Cust#
Corp#

Type options, press Enter.
2=Edit









F3=Exit    F10=Add Rate
No data to display.
```

5. Press <F10> (Add Rate). The Enter Spoils Rate screen appears.

```
GWEBPVR    ENTER   Creative Data Research                    5/19/05 16:22:26
                              Enter Spoils Rate

Type choices, press Enter.

Vendor . :   W0700  B.I.T. USA INC.
Customer #
Corp # . .

Product Scope
Category . . .
Items Class
Product Class
Item Number









F3=Exit   F4=Search   F10=Create Record
```

6. Enter data for one of the following fields:
   - **Customer #** (6,n) a customer number If necessary, press <F4> to select a customer from the Select Customer Master screen.
   - **Corp #** (6,n) - a customer corporate number. If necessary, press <F4> to select a number from the Select Corp Type C Only screen.

7 Enter data for one of the following fields:
   - **Category** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
   - **Items Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
   - **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
   - **Item Number** (6,n) - the item number for the desired item. If necessary, press <F4> to select an item from the Select Item screen.
8. Press <F10> (Create Record), and press <Enter> when prompted to confirm. The Edit Spoils Rate Details screen appears.

```
GWEDE1R    CHANGE  Creative Data Research                    5/19/05 16:24:56
                          Edit Spoils Rate Details

Vendor W0700  B.I.T. USA INC.
Cust #  10089 AITKIEN'S QUICK STOP
Corp #

Sls Cls   500 LITTLE CIGARS



Type changes, press Enter.
  % Rate
  $ Rate
  Rebate/Off-Invoice   (R or O)





F3=Exit   F11=Delete
```

9. Enter data for one of the following fields to designate how the customer's compensation is accrued:
   - **% Rate** - a percentage of the item's net cost is used to calculate the compensation.
   - **$ Rate** - a specific amount is accrued for each item sold at the standard selling unit of measure, and converted as necessary when the item is sold at other units.
10. Enter one of the following values for the **Rebate/Off-Invoice** field:
   - *R* - to specify that accrued amounts will be tracked for rebate to the customer.
   - *O* - to specify that accrued amounts will be automatically deducted as a line item from the customer's orders.
11. Press <Enter> when complete, and press <Enter> when prompted to confirm.
12. Repeat the previous steps to continue designating customers and selecting items, or press <F3> to exit.

Reviewing Accrued Amounts

The Work With Accrued Allowances can be used to review the compensation accrued by customers.

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
User: JEANNINE                Menu: VSACV1                  Date:  5/18/05

======================> V E N D O R   S P O I L S <=======================
==========================================================================
!!!!!!!!!              1. Work with Vendor Spoils Policies
THE    !!              2. Work with Accrued Allowances
DAC    !!              3. Print Spoils Accrual Report
SYSTEM !!
!!!!!!!!!


                       M E N U   C A L L S
19. Purchasing          20.                      21.
22.                     23. Dac Main Menu        90. Sign Off

==>
```

3. Select option 2 (Work With Accrued Allowances) from the Vendor Spoils screen. The Work With Spoils Accrual screen appears.

```
GWEQDFR    DISPLAY Creative Data Research                    5/25/05 15:36:18
                        Work with Spoils Accrual
Customer Item   Vendor  Invoice  Date   Type
                                 52505

Type options, press Enter.

?  Cust#  Item   Invoice Vendor Date     Qty   U/M % Rate   $ Rate   Type
    10089 222227    8249 W0300   5/25/05    10  2     .0000   .0300   R
   Net       7.00  Amount Earned     .3000
    10089 222228    8250 W0300   5/25/05    15  2     .0000   .0500   O
   Net      10.50  Amount Earned     .7500


F3=Exit  F4=Search
```

As illustrated above, one or more of the restrictor fields at the top of the screen can be used to locate the desired compensation.

4. Press <F3> to exit.

Printing Accrual Recap Reports

The Print Spoils Accrual Report can be used to print the Accrual Recap report listing total amounts accrued by customers.

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
User: JEANNINE                Menu: VSACV1                  Date:  5/18/05

=====================> V E N D O R   S P O I L S <=====================
==========================================================================
!!!!!!!!!               1. Work with Vendor Spoils Policies
THE    !!               2. Work with Accrued Allowances
DAC    !!               3. Print Spoils Accrual Report
SYSTEM !!
!!!!!!!!!
```

7. If desired, enter *R* (rebate) or *O* (Off Invoice) for the **Types To Include** (1,a) field to limit the report.
8. Press <Enter>.

```
GWERPVR    ENTER   Creative Data Research                    5/25/05 15:55:29
                     Vendor Spoils Accrual Print Selection

Type choices, press Enter.

                         Beginning Customer  10089
                         Ending Customer     10089
                         Beginning Vendor   W0300
                         Ending Vendor  .   W0300
                         Beginning Date .    52505
                         Ending Date  . .    52505

        Types to Include   (blank=All, R=Rebate, O=Off Invoice)









F3=Exit   F6=Print
```

9. Press <F6> (Print), and press <Enter> when prompted to confirm.

Accrual Recap

```
Creative Data Research                  Accrual Recap                        JEANNINE   GWESPFR     5/25/05 15:33:48 Page     1

 Selection: Type -   From  1/01/05 - 12/31/05

Customer  10089 AITKIEN'S QUICK STOP

Vendor   W0300  AMERICAN LICORICE CO                Accrual Amount       1.0500

Customer  10089 *Totals*                                                 1.0500

Final totals                                                             1.0500

** END OF REPORT **
```