

# Purchasing

## Creating Purchase Orders

1. From the Main Operations Menu, select #5 (Purchasing System) and press Enter.
2. Select #1 (Work With Purchase Orders) and press Enter.
3. Press F10 (Create PO).
4. Type the vendor's code for the Vendor field and press Enter.
5. Press F5 (Quick Entry), and press Enter to confirm.
6. Type the item number for the Item field and press field +.
7. Type the quantity for the Quantity field, press field + and press Enter.
8. Repeat step 6 and step 7 to continue entering items.
9. Press F3 to return to the Purchase Order Entry/Updt screen.
10. Press F7 (Update/Exit), and press Enter to confirm.

## Printing Purchase Orders

1. From the Main Operations Menu, select #5 (Purchasing System) and press Enter.
2. Select #1 (Work With Purchase Orders) and press Enter.
3. Use Page Down, or use one of the following to find the desired orders:
  - Type E (Entry) for the Status field and press Enter.
  - Type the vendor's code for the Vendor field and press Enter.
  - Type an order's number for the P.O.# field, press field + and press Enter.
4. Type P in the ? column to the left of the desired orders and press Enter.
5. Press F3 (Exit) to print the PO.

## Receiving An Entire Purchase Order

1. From the Main Operations Menu, select #5 (Purchasing System) and press Enter.
2. Select #1 (Work With Purchase Orders) and press Enter.
3. Use Page Down, or use one of the following to find the desired order:
  - Type O (Open) or P (Partial) for the Status field and press Enter.
  - Type the vendor's code for the Vendor field and press Enter.
  - Type an order's number for the P.O.# field, press field + and press Enter.
4. Type R in the ? column to the left of the desired order and press Enter.
5. Press Shift + F2 (F14=Rcv Whole PO).
6. Press F7 (Update/Exit), and press Enter to confirm.
7. Press F3 (Exit). The *P/O Receiving Posting Report* prints.

## Receiving Part Of A Purchase Order

1. From the Main Operations Menu, select #5 (Purchasing System) and press Enter.
2. Select #1 (Work With Purchase Orders) and press Enter.
3. Find the desired order as described above.
4. Type R in the ? column to the left of the order and press Enter.
5. Optional: Press Shift + F2 (F14=Rcv Whole PO) if the bulk of the order was received.
6. To change the quantity received of an item:
  - a) Type Z in the ? column to the left of the item and press Enter.
  - b) Type the quantity for the Expected Receipt field, press field + and press Enter twice.
7. Repeat step 6 as necessary.
8. Press F7 (Update/Exit), and press Enter to confirm.
9. Press F3 (Exit). The *P/O Receiving Posting Report* prints.

## Transferring Purchase Orders to Accounts Payable

1. From the Main Operations Menu, select #5 (Purchasing System) and press Enter.
2. Select #1 (Work With Purchase Orders) and press Enter.
3. Use Page Down, or use one of the following to find the desired orders:
  - Type R (Received) for the Status field and press Enter.
  - Type the vendor's code for the Vendor field and press Enter.
  - Type an order's number for the P.O.# field, press field + and press Enter.
4. Type Z in the ? column to the left of the desired order and press Enter.
5. If desired, the cost of an item can be overridden by:
  - a) Typing Z in the ? column to the left of the item and pressing Enter.
  - b) Typing the cost for the Unit Cost field, pressing field + and pressing Enter once.
  - c) Pressing Enter again to confirm.
6. Press F10 (Header).
7. Tab to the Invoice # field, type the vendor's invoice number, and press field +.
8. Type the date for the Invoice Date field and press field +.
9. Press Enter once, and press Enter again to confirm.
10. Press F7 (Update/Exit), and press Enter to confirm.
11. Press F3 (Exit).
12. Select #7 (Work With A/P Transfers) and press Enter.
13. Use Page Down, or use one of the following to find the desired orders:
  - Type the order's number for the P.O. Number field, press field + and press Enter.
  - Type the invoice's number for the Invoice Number field and press Enter.
  - Type the vendor's code for the Vendor field and press Enter.
14. Type X in the ? column to the left of the desired orders and press Enter.
15. Press F10 (Transfer to A/P). A *Requested For Transfer To Accounts Payable* report prints.
16. Press F3 (Exit).