

DAC

User Guide

Purchasing

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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
=====
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==>
```

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
=====
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==>
```

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

Old forecast average = 70

Demand week-to-date = 110

Step 1: $1 - 0.10 = 0.90$

Step 2: $0.90 \times 70 = 63$

Step 3: $0.10 \times 110 = 11$

Step 4: $63 + 11 = 74$

Step 5: $74 \times 1 = 74$

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: $74 \times 52 = 3848$
Item order cost = \$1.50 Step 2: $3848 \times 1.50 \times 2 = 11544$
Item net cost = \$5.61 Step 3: $5.61 \times 0.03 = 0.1683$
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: $0.50 \times 6 = 3$ (safety stock days)

Step 2: $3 + 6 = 9$ (reorder point days)

Step 3: $74 / 7 = 10.57$ (daily average usage)

Step 4: $10.57 \times 9 = 95$ (reorder point units)

Step 5: $61 + 45 - 0 = 106$ (quantity available)

Step 6: $9 + 7 = 16$ (line point days)

Step 7: $16 \times 10.57 = 169$ (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
=====
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```

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
=====
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==>
```

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
=====
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==>

```

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

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

DSLODFR		DISPLAY Creative Data Research				6/04/01 16:14:43				
Work with Buyer Control Records										
2=Edit		Forecast		Forecast		Forecast		Safety Stock		
? Number		% Code 0		% Code 1		% Code 2		Codes		
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          Amount  Percent
  Number House Code  Date  Date
  780130 1      ADVIL TABLETS 24'S      5/03/99 5/21/99 Fixed      1.190  .00

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
161160 1      1.30Z  4/01/99 7/31/99 Cents Off      1.500   .00
RONSON BUTANE FUEL 1.30Z 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	CVCVPR	4/12/99 15:53:26 Page		1
Item	Description	Start Date	End Date	Last Ord Date	Deal Number	Amount	Percent	
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
161160 1      1.3OZ 38G  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
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
  AMERICAN MARKER CO    W0300
  AMERICAN POPCORN COMPANY W0320
  AMUROL CONFECTIONS 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 - 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		STATUS						
Vendor No.	BIC001	Order Guide	C	P.O. #	P.O. DATE	SHIP DATE	Buyer KIMCC	G	R	O	000000000					
V BIC CORPORATION		O		CANCELLATION DATE		Whs. 1										
E P.O. BOX 42000		N		P		U										
D		T		Ave. Lead Time :		P										
O HARTFORD		A		Assoc. Vendor :		MIN. Blank										
R		C		T Terms 020 2% 10 NET 30												
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 CRYSTAL	EA	1.89		1	144		1.040	1.040	8.0	0	92.0		84.0		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						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		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						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		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						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		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						YTD Lost Qty	Each/STD Sell								
902026	BIC RED CRYSTAL	EA	1.89		1	144		1.040	1.020	7.0	0	783.0		776.0		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						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		A
WKS CURR		(4)		(5)	(6)		(7)	(8)	(9)	(10)	(11)			TI	HI	A
Lost Sales \$	MTD/YTD ->						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	C	O	P.O. #	CANCELLATION DATE	P.O. DATE	SHIP DATE	Buyer KIMCC	G												
V BIC CORPORATION		E P.O. BOX 42000		N		R		O													
D		T		U		P		Phone:													
O HARTFORD		CT 61501 -		A		Ave. Lead Time :		Fax:													
R		C		T		MIN. Blank		000000000													
Vendor BIC001		T Terms 020 2% 10 NET 30																			
Item	Sugg Qty	Item	Description	MFG Number	CS Pk	Days OH	Qty OH/AVL	On Order	Avg Weekly	Week 1	Week 2	Week 3	Week	Week	Week	Net Cost	Ext.	Net Location	Last-Receive	Weekly	YTD
2026 BIC BLUE CRYSTAL		144	402	402	92.0	1.6	8.0	84.0	1.6	8.0	1.040	95.68	1580.0	2236.0	200	5/11/11	99644				
902400 BIC CLASSIC MED BLACK 2PK		144	889	889	230945.0	1819.2	2018.0	30936.0	1819.2	2018.0	2237.0	1025.0	1750.0	3025.0	3	11/28/12	136017				
802680 BIC LIGHTER COMFORT LITE		144	1	1	493.0	2320.0	3025.0	485.0	2320.0	3025.0	2900.0	900.0	12.350	6088.55	1900	137785					
802662 BIC LIGHTER MINI CLASSIC 3PK		12	1	1	369.0	2374.2	2685.0	365.0	2374.2	2685.0	3103.0	1160.0	1.480	546.12	1017	267158					
902026 BIC RED CRYSTAL		144	1	1	783.0	4612.6	5887.0	776.0	4612.6	5887.0	4972.0	1356.0	1.020	798.66	1998	142563					
902663 ZIPPO BLACK MATT		6	1	1	399.0	2660.4	3522.0	389.0	2660.4	3522.0	2998.0	1032.0	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		P.O. #		P.O. DATE		SHIP DATE		Buyer KIMCC	
V BIC CORPORATION		CANCELLATION DATE						Whs. 1	
E P.O. BOX 42000								G	
N								R	
D								O	
O HARTFORD								U	
R								P	
Fax								Phone:	
								Fax:	
Vendor BIC001								000000000	
Sugg Qty									
Item		Description		MFG Number		CS		Week	
						Pk		3	
						OH		2	
						AVL		1	
						Days		Week	
						On		1	
						Hand		2	
						Order		3	
						On		Week	
						Order		3	
						MIN. Blank		Week	
								3	
								Week	
								2	
								1	
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								Week	

Buyer Guide - Shortened Version

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

VENDOR INFORMATION	ORDER INFORMATION	ITEM INFORMATION	DESCRIPTION	RET. PACK UNIT	MSRP	MANUFACTURER	BOX	CASE	WEIGHT	BASE COST	NET COST	ALLCAT	ON-ORD	FULL	EACH	AVLQTY	LOCAT	STATUS
Vendor No. BIC001	Order Guide																	
V BIC CORPORATION	C																	
E P.O. BOX 42000	O																	
N	N																	
D	T																	
O HARTFORD	A																	
R	C																	
	T																	
	C																	
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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:

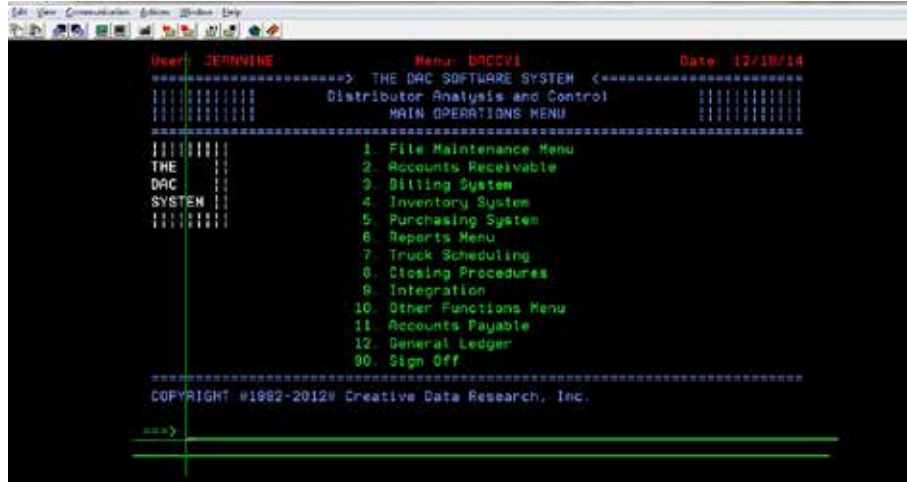
- An asterisk (*) at the beginning of line 3 indicates a suggested quantity is calculated for the item.
- Sug OQ - suggested order quantity calculated by the Purchasing system. If necessary, this quantity is rounded up to meet a required minimum quantity or buying multiple.

- 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.

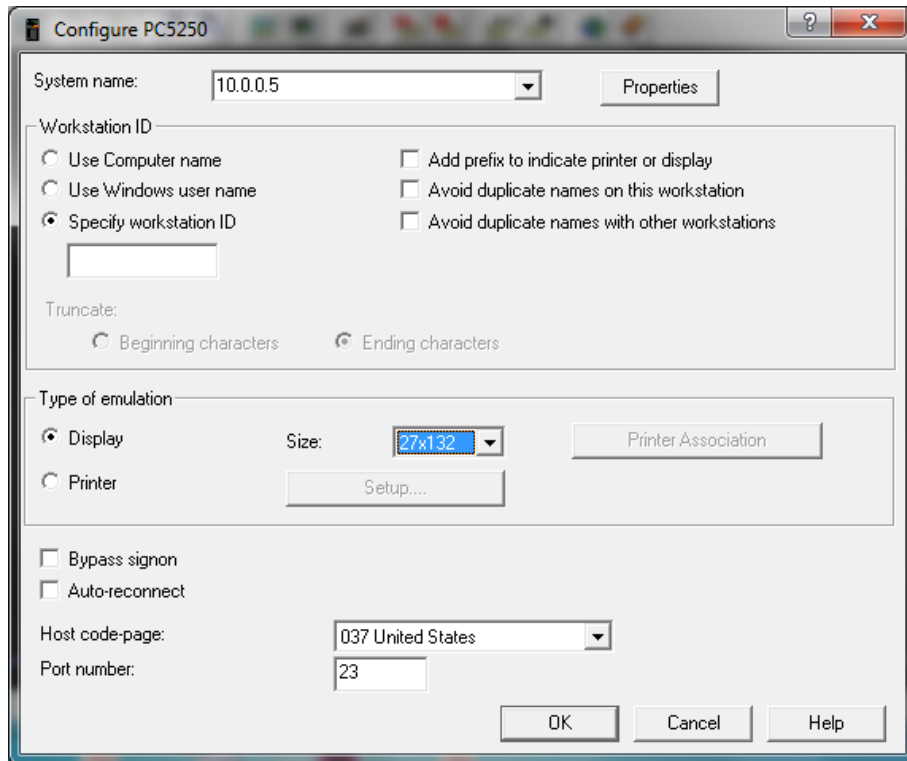
Note: If order build-up is requested, the order cycle calculated for this order will be used in place of vendor order cycle.

Setup To Use Wide Screens

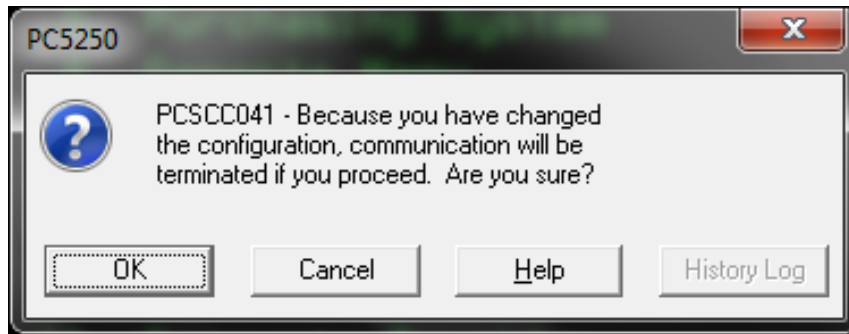
The following instructions describe the setup which enables the use of the wide screen versions of Purchasing system screens.



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?   _

: Order      Entry      Session      Options :

  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.

Working With Purchase Orders

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
=====
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==>

```

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 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 LIMIT 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
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 _____
Z=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 multiplier 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 multiplier 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    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
VENDOR ITEMS

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.

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

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
                      VENDOR ITEMS

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).

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
  
```

- 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.
- 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
                WORK WITH PURCHASE ORDERS

Status  Vendor Vendor Name                V.Group Buyer  W.H.  P.O.#  EDI  Email
*ALL*
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          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
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
Buyer                               Phone          Status
Terms                               Entered     1/20/15
Warehouse 1                         Printed
TOTAL$                               Received
                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
0
0
0
0
0
Mfr. #
Mfr. #
Mfr. #
Mfr. #
Mfr. #
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

```

- 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
HEINZ KETCHUP SQUEEZE 36OZ 36 OZ Mfr. # 002770 4861.44
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

```

- 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.

- 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
                WORK WITH PURCHASE ORDERS

Status  Vendor Vendor Name                V.Group Buyer  W.H.  P.O.#  EDI  Email
-----  -
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 column 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			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 column 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:
Allowance $
On Order      Multiples: N
Type: Not Checked For
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
Buyer	KIMCC	KIM TALLEY	Phone
Terms	011	NET 7	Status Entry
Warehouse	1	MAIN WAREHOUSE	Entered 1/23/15
TOTAL\$	65891.55	Qty 1039	Wt: Cube
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			

- 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.

- 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 column 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.....			P.O. Number 2242			
CREATIVE DATA RESEARCH			PHILLIP MORRIS INC.			Order Date 5/28/13			
205 E LOCKWOOD ST			P.O. BOX 101573			Terms Code E2			
						Ship Date			
Buyer		Warehouse	BRISTOL		VA 00003				
Number		Code	Vendor	Ship	Order Placed With				
JP	JEANNINE PENDER	1	Number	By Number					
			PHI001						
Item Number	Quantity Ordered	Unit	Unit Desc	Weight	Description	Manufacturer Number	Unit Cost	Extended 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 jurisdiction 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 Jurisdiction** 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 column 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   Entry  GMI100     GENERAL MILLS INC

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 PHILLIP MORRIS INC. P.O. BOX 101573 BRISTOL VA 00003	SHIP TO CREATIVE DATA RESEARCH 205 E LOCKWOOD ST	P.O. Number : 2233 Page 1 Date : 5/24/13
Fax Number 0 Phone Number : 888 932-1215 Placed With : Freight Terms : Back Haul : Rate : .00 Back Order : Bla	Fax Number 985 624-5084 Phone Number 985 626-8408 Terms : EFT - 2.50 % Exp Arrival 5/30/13 Buyer : JEANNINE PENDER	

Message Line 1

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

P.O. Number	2233	Case	12	Weight	.0	Cube	.0	Units	420	Allowance		Total Amount	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 column next to its status.

Status	Vendor	Vendor Buyer Group	W.H.	P.O.#	EDI	Email	Status	Sts
ALL								
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 COFFEE 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 COFFEE 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
=====
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==>

```

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
Date      P.O. Expt      Carrier  Time      W.H.  Vendor
          Number Date      _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 column 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 0:00:00 1 Number
102313 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.Rev.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

```

PURCHASING RECEIPT
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
DALLAS TX 78284 Back Order : Bla

Message Line 1
Line# Cases Case Manufacturer Our Pick
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: _____

P.O.Number 2480 Cases 193 Weight .0 Cube .0 Units 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
=====
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==>
```

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 column 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 U/M Received Unit Cost 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
  0
                                     Mfr. #:
                                     Mfr. #:
-----
F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO

```

- 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:      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:      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
  7            563

Posted This Line Item:
Unit of Measure 1:
Unit of Measure 2:
Unit of Measure 3:
Unit of Measure 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
?
Line#  Item  Quantity  U/M  Received  Unit Cost  Extended
      Number Ordered  U/M  Quantity  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
0
Mfr. #:
Mfr. #:

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

```

- 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
?
Line#  Item  Quantity  U/M  Received  Unit Cost  Extended
      Number Ordered  U/M  Quantity  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
0
Mfr. #:
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
		1	110200	7 3	CSE	4	267.390
			BLACK & MILD CIGARS 5 PK				Mfr. #: 118
		2	110240	1 3	CSE	1	132.210
			BLACK & MILD CIG UPRIGHT				Mfr. #: 70137
		3	144060	1 3	CSE	1	149.760
			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

- 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
		1	110200	7 3	CSE	4	267.390
			BLACK & MILD CIGARS 5 PK				Mfr. #: 118
		2	110240	1 2	CTN	1	4.407
			BLACK & MILD CIG UPRIGHT				Mfr. #: 70137
		3	144060	1 3	CSE	1	149.760
			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.

- 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.

D=Delete		F=Free		Line Item		Z=Zoom		S=Select		Allowance	
?		Item		Quantity		Quantity		Unit Cost		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.

- 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.

- 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.

D=Delete		F=Free		Line Item		Z=Zoom		S=Select		Allowance	
?		Item		Quantity		Quantity		Unit Cost		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	Unit Cost	Extended
Line#	Number	Ordered	U/M	Received	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	16	307.020 4912.32
	DORAL F F 100 B8G2F				Mfr. #: 25293
4	860332	16	3 CSE	16	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	Unit Cost	Extended
Line#	Number	Ordered	U/M	Received	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	16	307.020 4912.32
	DORAL F F 100 B8G2F				Mfr. #: 25293
4	860332	16	3 CSE	16	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 JEANNINE DSJ9PFR 5/24/13 10:46:48 Page 1
Ship To: CREATIVE DATA RESEARCH
 205 E LOCKWOOD ST
Vendor: PHILIP MORRIS INC.
 P.O. BOX 101573
Buyer: JEANNINE PENDER
Warehouse Code: 1
BRISTOL
 Vendor Number: PH1001
Ship By Number: PH1001
Order Placed With: VA 00003
Received By Rcv Date: JEANNINE 5/24/13

Item Number	Alt #	Bil Partial Received	Total Received	Total Ordered	Unit Case	Mult	Sell Units	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 SILVER MENTHOL K/S	30186	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	
100052		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	
Total Qty This Run: 84													Total Weight This Run: 2910		Total Value This Run: 110070.72	
Total o/I Discount													Total o/I Discount		Total o/I Discount	

P/O Number: 2229 **Total Qty This Run:** 84 **Total Weight This Run:** 2910 **Total Value This Run:** 110070.72
Total Billback

*** 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
?   Line# Item Quantity U/M Quantity Unit Cost Extended
    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 3 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.

- Enter *B* (Backorder PO) in the selection column 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#

```

- Press <Enter>.

- 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.
- 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
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
  3 BOX 40          A F CURLY HEAD MAD 111066         3     38.300          38.300     114.90
UPC

P.O. Number 3931      Case 4      Weight .0      Cube .0      Units 4      Allowance      Total Amount
183.34
P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS *****
DELIVERY APPOINTMENT REQUIRED FOR 100 CASE OR MORE *****
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
501     JANE SANFORD              Terms
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
501     JANE SANFORD              Terms
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

```

Line#	Number	Ordered	U/M	Received	Unit Cost	Extended 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

```

Line#	Number	Ordered	U/M	Received	Unit Cost	Extended 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
=====
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==>

```

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      Vendor Name      Value
A   264 102553  KAF100  K.A. FISHER CO.    4006.48
A   2190 102336  SC0100  SCORE DISTRIBUTION  445.50
A   2226 22358   SC0100  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      Number
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

```

- 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      Number
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

```

- 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      Number
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

```

- 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      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      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 GSDWFR 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
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 CRYSTAL                      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
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).

DSQBFR		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	
---	---		_____	
---	---		_____	
---	---		_____	
---	---		_____	
---	---		_____	
---	---		_____	
---	---		_____	+
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 purchasing receipts.

```
DSQBFR   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
BIC CLASSIC MED BLACK 2PK      902400 9   850
BIC LIGHTER COMFORT LITE      802680 9   850
BIC LIGHTER MINI CLASSIC 3PK      802662 9   850
BIC RED CHRYSTAL      902026 9   850
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#           _____
 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
                    WORK WITH PURCHASE ORDERS

Status  Vendor Vendor Name          V.Group Buyer  W.H.  P.O.#  EDI  Email
-----  -
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 column 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 11.5OZ 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 multiplier 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
=====
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==>

```

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  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
Dys ROP + 0 AVBL 600600 Forcst Avg GREEN GIANT CORN (CASE) A
- 24 8OZ. CSE Pk 1 A
Dys ROP + 0 AVBL 600601 Forcst Avg GREEN GIANT CORN (EACH) A
- 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)			
Dys ROP +	0	AVBL	Forcst Avg	- 24	8OZ.	CSE Pk	1 A
		600601		GREEN GIANT CORN (EACH)			
Dys ROP +	0	AVBL	Forcst Avg	- 24	8OZ.	CSE Pk	24 A
		18 801510	1130	HEINZ COCKTAIL SAUCE 12OZ			
Dys ROP -	2	AVBL	22- Forcst Avg	86.5	- 12	OZ	CSE Pk 12 A
		20 810512	006400	HEINZ KETCHUP EZ SQ 20OZ			
Dys ROP -	1	AVBL	20- Forcst Avg	100.7	- 20	OZ	CSE Pk 12 A
		127 801514	002770	HEINZ KETCHUP SQUEEZE 36OZ			
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 138381 1 Dollar Increment Dys 1.0 Season
SOQ Actual
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 Ovrdr. . . . . 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 Resequencing 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 Ovrld** 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 Ovrld** 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 Ovrdr. . . . . 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 . . . . . 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 **Ovrdr** 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 **Ovrdr** 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 Ovrdr. . . . . 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 . . . . . 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 Ovrdr** (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 Override30	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 Ovr.	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 :					
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 Number	Item Description	Warehouse Code				Unit BOX	
659100	GATORADE CITRS COOLER 24/01600	OZ	1				
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

- 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	GATORADE CITRS COOLER 24/01600				Warehouse 1		
Master Vendor	W4730	QUAKER OATS COMPANY			Alt. Vendor W4730		
Primary Vendor	W4730	QUAKER OATS COMPANY			Sequence No. 041130		
Order QTY Override30	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 Ovr. .			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

- Press <Enter> when editing (or review) of the item's movement-related fields is complete.
- 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
Dys ROP - 34 AVBL 3 238966 24083 HERSHEY SHIPPER 372 CT 3/99¢ A
          239502 20004 .3 B/UM SHI S/UM SHI Pk 372 A
          239504 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 Ovr** - 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.
- **Ovr** - 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	OVERVERRIDE
QTY Available 9	Item Ld Time	14.0	
Suppress SOQ	Dly Forecast Avg :	.614	
OQ Ovr	ROP (34 X Dly Avg)	21	
OQ \$ 114.24	EOQ	204	O/I Sell? S
OQ Cases . : 17	V-Order Cycle		
OQ Weight	Line Point (34 X Dly Avg)	21	
OQ Cube	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			
Ovr .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 schedule 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 Ovr		ROP	(34 X Dly Avg) 21
OQ \$	114.24	EOQ	204 O/I Sell? S
OQ Cases	17	V-Order Cycle	
OQ Weight		Line Point (34 X Dly Avg)	21
OQ Cube		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
Ovr	.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 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 Ovr** field at the Edit Item Movement File Details screen, *VERRIDE* 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 Avg614		
OQ Ovrd	. .	ROP	(34 X Dly Avg)	21		
OQ \$	114.24	EOQ	204	O/I Sell? S	
OQ Cases	. .					
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

- 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																													
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<table border="1"> <thead> <tr> <th>Forcast Avg.</th> <th>Pct.</th> <th colspan="5">Last 12 Periods Actual Demand</th> </tr> </thead> <tbody> <tr> <td>Old</td> <td>5.1 .85 (Last/7)</td> <td>(2/8)</td> <td>(3/9)</td> <td>(4/10)</td> <td>(5/11)</td> <td>(6/12)</td> </tr> <tr> <td>New</td> <td>4.3 .15</td> <td>.0</td> <td>.0</td> <td>8.0</td> <td>14.0</td> <td>6.0 9.0</td> </tr> <tr> <td>Ovrdr</td> <td>.0</td> <td>.0</td> <td>.0</td> <td>8.0</td> <td>7.0</td> <td>.0</td> </tr> </tbody> </table>						Forcast 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	Ovrdr	.0	.0	.0	8.0	7.0	.0
Forcast Avg.	Pct.	Last 12 Periods Actual Demand																															
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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.

```

GSXOEFR  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 Ovrdr. . . 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 **Forecast 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 appear 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
=====
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==>
```

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 column 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    2    DORAL F F 100 BOX B8G2F
860331  4    0    4    4    DORAL F F 100 B8G2F
860332  3    0    3    3    DORAL LT MEN 100 B8G2F
860335  1    0    1    1    DORAL LT 100 BOX B8G2F

F3=Exit  F10=Receive P.O.

```

- To review detailed information about a line item, enter Z (More Info) in the selection column 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    2    DORAL F F 100 BOX B8G2F
860331  4    0    4    4    DORAL F F 100 B8G2F
860332  3    0    3    3    DORAL LT MEN 100 B8G2F
860335  1    0    1    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      2      DORAL F F 100 BOX B8G2F
860331   4     4      4      4      DORAL F F 100 B8G2F
860332   3     3      3      3      DORAL LT MEN 100 B8G2F
860335   1     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      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      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      2      DORAL F F 100 BOX B8G2F
860331   4     2      4      4      DORAL F F 100 B8G2F
860332   3     2      3      3      DORAL LT MEN 100 B8G2F
860335   1     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							
Date	P. O. Number	Expt Date	Time	Carrier	Vendor Number	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.....
 CREATIVE DATA RESEARCH
 205 E LOCKWOOD ST
 Vendor.....
 PHILLIP MORRIS INC.
 P.O. BOX 101573
 P.O. Number 2233
 Order Date 5/24/13
 Terms Code E2
 Ship Date 5/30/13

Buyer JEANNINE FENDER Warehouse Code 1
 Vendor BRISTOL VA 00003
 Order Placed With
 Received By JEANNINE 5/24/13
 Rcv Date

Item Number	Alt #	Bill Partial Received	Total Received	Total Ordered	Unit Case	Sell Units	U/M	Sel	Description	Manufacturer Number	Unit Cost	Ext. Amount This Run	Cat No.	Tax Class
100043		1	1	1	1 CSE	60	CTN	60	.00 MERIT BRONZE BOX KING	30136	2752.020	2752.02	1	100
100042		1	1	1	1 CSE	60	CTN	60	.00 MERIT BLUE 100	30166	2752.020	2752.02	1	100
100012		3	3	3	3 CSE	90	CTN	90	.00 MARLBORO GOLD MEN BOX 100	4710	1127.370	3382.11	1	100
100029		3	3	3	3 CSE	90	CTN	90	.00 MARLBORO SPEC BLEND RED BOX KING	5650	1127.370	3382.11	1	100
100030		2	2	2	2 CSE	60	CTN	60	.00 MARLBORO SPEC BLEND RED BOX 100	5680	1127.370	2254.74	1	100
100007		1	1	1	1 CSE	30	CTN	30	.00 MARLBORO BLEND BOX 100 #54	9426	1127.370	1127.37	1	100
100013		1	1	1	1 CSE	30	CTN	30	.00 MARLBORO BLUE MEN 72	9616	1127.370	1127.37	1	100
Total Qty This Run: 12										Total Value This Run:	16777.74			
Total O/I Discount										Total Weight This Run:	420			

** 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.Rev.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 Management 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 Receiving 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 Receiving								
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 Receiving 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 Receiving
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

```

- 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  Expt  U/M  Qty  Rcv  PK  Qty  Description  Ret.  Pack  Mfg. No.
1      801498  1  CSE  1      1      12  HEINZ 57 SAUCE 5 OZ  5 OZ  002770
2      801510  6  CSE  6      6      12  HEINZ COCKTAIL SAUCE 12OZ  12 OZ  1130
3      801514  40 CSE  40     40     2   HEINZ KETCHUP SQUEEZE 36OZ  36 OZ  002770
4      801516  6  CSE  6      6      12  HEINZ WORCESTERSHIRE SAUCE  5 OZ  002850
5      810512  10 CSE  10     10     12  HEINZ KETCHUP EZ SQ 20OZ  20 OZ  006400

Final totals  P/O  2496  Order Qty  63  Rev Qty  63  Expt Qty
** END OF REPORT **

```

The Scan Data Edit List is automatically printed with **Receiving Active** in the heading (rather than **Print Only** as illustrated above) when a batch is posted.

- 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.
- 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.
- 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 Warehouse Vendor Order Placed With
 Number Code Number By Number 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 Case U/M	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run
100750	1	1	1	1	1 CSE	60	60	CTN	.00	CAMEL LIGHT KING	10412	924.240	924.24
100960	1	1	1	1	1 CSE	60	60	CTN	.00	DORAL LIGHT KING	15112	767.520	767.52
100962	OVR	12	12	1	1 CSE	30	360	CTN	.00	DORAL LIGHT KING BOX	84106	383.760	4605.12
100970	***			1	1 CSE	66		CTN	.00	DORAL FULL FLAVOR KING	16612	767.520 *	.00
100985	1	1	1	1	1 CSE	30	30	CTN	.00	DORAL F F MEN KING BOX	23285	383.760	383.76
100990	1	1	1	1	1 CSE	30	30	CTN	.00	DORAL LIGHT MENTHOL KING	15706	383.760	383.76
100995	1	1	1	1	1 CSE	30	30	CTN	.00	DORAL ULTRA KING	25506	383.760	383.76
103270	1	1	1	1	1 CSE	60	60	CTN	.00	VANTAGE KING	13012	924.240	924.24
103350	1	1	1	1	1 CSE	30	30	CTN	.00	VANTAGE ULTRA KING	13306	462.120	462.12
103580	***			1	1 CSE	30	30	CTN	.00	WINSTON LIGHT KING BOX	11906	462.120	462.12
103600	***			2	2 CSE	60		CTN	.00	WINSTON KING	11012	924.240	.00
103670	***			1	1 CSE	60		CTN	.00	WINSTON LIGHT KING	11112	924.240	.00
103710	***			1	1 CSE	30		CTN	.00	WINSTON ULTRA LIGHT KING	11706	462.120	.00
105180	***	2	2	2	2 CSE	60	120	CTN	.00	DORAL LIGHT 100	15212	767.520	1535.04
105183	***			2	2 CSE	30		CTN	.00	DORAL LIGHT 100 BOX	22084	383.760	.00
105190	***			1	1 CSE	60		CTN	.00	DORAL FULL FLAVOR 100	15312	767.520	.00
105193	***			1	1 CSE	30		CTN	.00	DORAL FULL FLAVOR 100 BOX	22081	383.760	.00
105200	***			1	1 CSE	60		CTN	.00	DORAL LT MENTHOL 100	15812	767.520	.00
105210	***			1	1 CSE	30		CTN	.00	DORAL F F MEN FLAVOR 100	19106	383.760	.00
105220	***			1	1 CSE	60		CTN	.00	DORAL ULTRA 100	16712	767.520	.00
105222	***			1	1 CSE	30		CTN	.00	DORAL NON-FILTER	84606	383.760	.00
107350	***			1	1 CSE	60		CTN	.00	SALEM MEN 100	12212	924.240	.00
108550	***			1	1 CSE	60		CTN	.00	WINSTON 100	11412	924.240	.00
108660	***			1	1 CSE	30		CTN	.00	WINSTON ULTRA LIGHT 100	11806	462.120	.00

F/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          *UNACKNOWLEDGED*

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
=====
=> PURCHASING REPORTS <=====
=====
|||||||
THE  ||          1. Order Prompting Report
DAC  ||          2. Vendor List Options
SYSTEM ||        3. Print Buyer Guides
|||||||          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 Number	WHSE	Item Description	Reorder Units & Days	Point To	+/-Dys To ROP	Available Days	On Ord Units	Onhand Units	Lead Days	Forecast Avg.	Service Level	Last Week 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	DSJGPF	3/31/99 10:21:27		Page	1		
Item Number	WHSE	Item Description	Reorder Units & Days	Point To	+/-Dys To ROP	Total Available Days	On Order Units	Onhand Units	Lead 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

===== > PURCHASING REPORTS < =====
=====
|||||||
THE  ||          1. Order Prompting Report
DAC  ||          2. Vendor List Options
SYSTEM ||        3. Print Buyer Guides
|||||||          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
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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. Number	Terms Code	Vendor Number	Vendor Name	Lead Time	P.O. Status	Order Placed With	Entry Date	Print Date	Expected 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. Number	Terms Code	Vendor Number	Vendor Name	Lead Time	P.O. Status	Order Placed With	Entry Date	Print Date	Expected 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 < =====
|||||||
THE  ||           1. Order Prompting Report
DAC  ||           2. Vendor List Options
SYSTEM ||         3. Print Buyer Guides
|||||||           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
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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. Number	Terms Code	Vendor Number	Vendor Name	Phone	Entry Sts	Entry Date	Print Date	Expected 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. Number	Terms Code	Vendor Number	Vendor Name	Phone	Entry Sts	Entry Date	Print Date	Expected 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

======> PURCHASING REPORTS <=====
|||||||
THE  || 1. Order Prompting Report
DAC  || 2. Vendor List Options
SYSTEM || 3. Print Buyer Guides
||||||| 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
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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							9/18/00 12:50:45 Page 1								
Item Description	WTD	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	WTD	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	Total	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	Avg.	Mvmt.	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	.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	.0	.0
220090 CERTS CINNAMON	4	4.0	2.0	4.7	2.0	2.7	3.0	2.0	.0	.0	.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	.0	.0	.0	.0	.0	.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	.0	.0
220430 CERTS SPEARMINT	2	2.0	2.0	3.0	2.0	3.0	3.0	1.0	1.0	.0	.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	.0	.0
237111 MINT-A-BURST BONUS PAK	2	2.0	2.3	1.0	.3	3.0	1.7	1.0	1.0	.0	.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	.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	.0	.0
235659 TRIDENT FRESHMINT	0	.0	.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	.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	.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	.0	.0
516580 MIDOL MAX CAPLETS PEG 8CT	0	.0	.0	.0	.0	.0	1.7	.0	.3	.0	.0	.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	.0	.0
516592 NEO-SNEPHRN NAS SPR .5 OZ	0	.0	.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	.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	.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	.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	.0	.0
160655 MINI BIC LIGHTERS 2 CT	0	.0	.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	.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	.0	.0
104720 BARCLAY 100	0	.0	.0	.0	.7	.0	.0	.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	.0	.0
104830 BELAIR 100	0	.0	.0	.0	.3	.0	.0	.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	.0	.0
105000 CAPRI LIGHT 100	0	.0	.0	.0	2.0	.0	.3	.0	3.0	.0	.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	.0	.0
105014 CAPRI ULTRA MENTHOL 100	0	.0	.0	.0	.3	.0	.3	.0	1.7	.0	.0	.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	.0	.0
108850 CAPRI 120	0	.0	.0	.0	2.0	.0	1.0	.0	3.3	.0	.0	.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	.0	.0
100833 CARLTON KING BOX	0	.0	.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	1.3	.0	.0	.0	.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	.0	.0
105070 CARLTON MENTHOL 100 BOX	0	.0	.0	.0	.0	.0	.7	.0	2.0	.0	.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	.0	.0
105030 CARLTON 100	0	.0	.0	.0	2.7	.0	2.0	.0	3.3	.0	.0	.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	.0	.0
108860 CARLTON 120	0	.0	.0	.0	1.0	.0	.7	.0	7.3	.0	.0	.0	.0	.0	.0	.0	.0
860281 GFC F MEN 100 2.00 OFF	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
100340 GFC FULL FLAVOR KING	0	.0	.0	.0	11.3	.0	1.7	.0	6.3	.0	.0	.0	.0	.0	.0	.0	.0
100342 GFC FULL FLAVOR KING BOX	0	.0	.0	.0	3.3	.0	.7	.0	14.7	.0	.0	.0	.0	.0	.0	.0	.0
100345 GFC FULL FLAVOR MEN KING	0	.0	.0	.0	1.0	.0	.3	.0	.7	.0	.0	.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
=====
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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.

```

GWEEBPVR  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.

```

GWEEDE1R  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	Catch Weight	N
Tax Class			Base Cost	.010 B%M	Inventory Sts	Y
Book Heading			List Price	.010 L%M	Location	
Book Seq.			MSRP . . .	R%M	Consumable Units	
Book Exclusion						
U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights On Hand
1 EA	1	Y		N		Avail.
2				N		On Order
3				N		
4				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.

```

GWEEPVFR  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.

```

GWED1R      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 < =====
|||||
THE  ||          1. Work with Vendor Spoils Policies
DAC  ||          2. Work with Accrued Allowances
SYSTEM ||        3. Print Spoils Accrual Report
|||||

19. Purchasing          M E N U   C A L L S          21.
22.                    20.                    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

=====VENDOR SPOILS=====
|||||||
THE  ||      1. Work with Vendor Spoils Policies
DAC  ||      2. Work with Accrued Allowances
SYSTEM ||    3. Print Spoils Accrual Report
|||||||

M E N U   C A L L S
19. Purchasing      20.
22.                 23. Dac Main Menu      21.
                                     90. Sign Off

==>
```

3. Select option 3 (Print Spoils Accrual Report) from the Vendor Spoils screen. The Vendor Spoils Accrual Print Selection screen appears.

```
GWERPVR  ENTER  Creative Data Research      5/18/05 12:55:15
Vendor Spoils Accrual Print Selection

Type choices, press Enter.

Beginning Customer
Ending Customer
Beginning Vendor
Ending Vendor .
Beginning Date .
Ending Date . .

Types to Include (blank=All, R=Rebate, O=Off Invoice)

F3=Exit  F6=Print
```

4. Enter customer numbers for the **Beginning Customer** and **Ending Customer** (6,n) fields, and press <Field Exit> after each, to limit the report to one or more customers. If necessary, press <F4> to select a customer from the Select Customer Master screen.
5. Enter vendor codes for the **Beginning Vendor** and **Ending Vendor** (6,a) fields, and press <Field Exit> after each, to limit the report to one or more vendors. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
6. Enter dates for the **Beginning Date** and **Ending Date** (6,n) fields, and press <Field Exit> after each, to limit the report to customer orders by posting date.

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  GWESPPR  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 **

```