1. Introduction

Welcome

The <u>Users' Guide to the Purchase Order Module</u> is divided into 8 chapters. Chapters 3 through 8 cover each of the module's run applications, and their sub-menu options, in step-by-step instructions. Chapter 9 is a review for advanced users covering the entire module as briefly as possible.

Conventions

Following this brief discussion of the different sections, there are some important comments about the formatting conventions used throughout the step-by-step instructions, and the function key conventions used throughout the Core Information System.

Common Terms

The common terms used in Accounts Payable are explained throughout this guidebook. Users should use the index to refresh their memories if any of the terms seem confusing.

1.1 What You Should Know About The Text

Text Formatting

To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:

Bold

Aside from the headings, and the text highlighted in the displays, **bold** text is used to describe the use of keyboard keys. Example: Press **Enter**.

Italics

Italics are used in the call-outs which can be seen on the left side of each display figure in Chapters 3 through 8.

Bold Italics

Bold Italics are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction.   Example: Key in ***ABC***...

Courier Font

`Courier Font` is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: ...
`Enter key not allowed`

1.2 How To Use The Function Keys

Function Keys

This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as **Cmd** such as **Cmd1** or **Cmd3**. In most cases they are labeled as **F1** and **F3**.

F1 = Help

F1 will always bring up the on-line help displays.

F3 = Exit

F3 always lets the user exit out the current display.
F3 is used at the User Application Menu, to sign off.

F5 = Refresh

F5 will update the display if the user has made a change to the data.

F7 = Scroll Up

F7 lets the users scroll upwards through lists.

F8 = Scroll Down

F8 lets the users scroll down through lists.

Other F Keys

There are other **F** keys used for different purposes and their uses are displayed at the bottom the displays where they are active. These keys are discussed in Chapter 6, Tips For Advanced Users.

F13 Through F24

On a PC keyboard, **F13** is activated by holding down the **Shift** key and pressing **F1**. **F14** = **Shift**+**F2**, and so on. Below is a chart showing how to activate the higher numbered **F** keys:

These F Keys = Shift+

F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

1.3 How To Use Some Of The Other Keys

Field Exit

This key appears as the right-hand **Ctrl** key on the PC keyboard. The **Field Exit** key is familiar to AS/400 users as a means of clearing a field to the right of the cursor location.

Reset

This key appears as the left-hand **Ctrl** key on the PC keyboard. **Reset** is the normal response to many system error messages. Consult with the installing programmer for clarification.

Escape

The **Esc** key brings down the Attention Key Menu which offers short cut access to commonly used functions such as Work With Addresses , and Price And Availability. The Attention Key Menu is maintained with the Run Time Application.

The Attention Key Menu also has a Display Message option which allows the users to work with any system messages that be holding up their printing or processing jobs.

Print Screen

The **Print Screen** key is useful for making hard copies of static displays. After each screen print, the message Print operation complete to the default printer device file appears, notifying the user that the screen print was successful. This message must be removed, using the **Reset** key, before the user can continue with their task.