

2. Purchase Order Overview

The Purchasing Terms are used in this module, along with the functions and options.

Purchase Orders

2.1 Navigation Terms

The display that begins and ends each task.

A description of the task being demonstrated in each section and subsection.

Shows the users the results of each step and their available choices. Usually, towards the end of the demonstrations, the choices listed are those that would lead directly to completing the task in progress. At any time before confirming their choices, the users can press **F3** to abandon the task.

A recap of the accomplished task.

Start Here

The Task

Your Choices

The Result

2.2 Document Terms

When used as a noun, it refers to *the full screen image*. When used as a verb, it means *to show*.

The function keys listed at the bottom of the displays and panels. The functions are explained in Section 1.3., How To Use The Function Keys.

Shared, brief comments, attached to data records, used to enhance workplace communications.

The horizontal menu options, these usually range from 1 to 9, and may include letters such as P for Posting.

A bordered image that partially covers the full screen image.

Display

Functions

Notes

Options

Panel

2.3 User Tips

Number Searches

When searching from a Number search field, such as Address Number, press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** key stroke from within the field.

If the **Enter** key is pressed while the cursor is inside a Number search field, the message Enter key not allowed in field will appear. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.

If the search target does not exist in the file, the message, No data to display will appear. When the cursor is in the first search field, and the documentation instruction says, “Tab across, then down to...” use the cursor arrow to drop one space below the search field line, then press **Tab** once.

Tabbing

The phrase “Tab across, then down to...” is used in the documentation because it is the easiest instruction to teach new users how to work with the system.