4. Purchase Orders

This Chapter
The options and functions available from the Work With Purchase Orders display are covered in this chapter.

4.1 How To Work With Purchase Orders

Getting There
The following shows you how to get to the Work With Purchase Orders display:

Signing On
Sign on, and you will see the User Application Menu, as shown in Figure 1.

Figure 1

User →
Application
Menu

```
ZZMENUR   DISPLAY                                        1/02/98 08:00:00
                              User Application Menu
 User Id YOU
 Your Name
 Type options, press Enter.
 1=Select Menu Option  2=Change Current Application Company

 ? Application Description                    Company.
   AP          Accounts Payable               YOURCO
   AR          Accounts Receivable            YOURCO
   CM          Contact management             YOURCO
   GL          General Ledger                 YOURCO
   IC          Inventory Control              YOURCO
   IT          Incident (project) Tracking    OTHERCO
   OE          Order Entry                    YOURCO
   PO          Purchase Orders                YOURCO
   UU          Union Information System       OTHERCO
   ZZ          Run Time                       YOURCO


 F3=Exit
```

The Applications
Here is a display of the applications you have been given to work with.
- In this display, YOURCO is short for Your Company, and OTHERCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

Selecting An Application

We are going to work with the Purchase Orders application. Tab across then down to PO, key in a *1*, as shown in Figure 2, and press **Enter**.

- If you tab too far by mistake, use the ↑ to take you back up.

Figure 2

```
ZZMENUR    DISPLAY            ...................................................
                             :              Run Application Menu               :
User Id YOU                  : KOBELT     TEST    Manufacturing Co. Ltd.       :
Your Name                    : PO          Purchase Order                      :
Type options, press Enter.   : Select Menu options using '1'                   :
1=Select Menu Option  2=Chang : ?  Menu Description                            :
                             :     Work with PO Vendor                         :
?      Application           :     Work with Purchase Orders                   :
1 PO  Purchase Orders        :     Work With PO Item Master                    :
                   1 →       :     PO Setup                                    :
                             :     Common Menu Functions                       :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :  F3=Exit    F17=Change Current Company          :
                             :                                                 :
                             :                                                 :
  F3=Exit                    :.................................................:
```

Here's the new panel

General Ledger

A panel appears on the right, partially covering the previous display.

- Although you are now working with one of the applications, you can still see your user ID and your choice of options on the left.
- This information is useful for troubleshooting.

Work with PO

Tab down and key in a *1* beside Work With Purchase Orders, as shown in Figure 3.

Figure 3

```
ZZMENUR    DISPLAY            ...................................................
                             :              Run Application Menu               :
User Id YOU                  : KOBELT     TEST    Manufacturing Co. Ltd.       :
Your Name                    : PO          Purchase Order                      :
Type options, press Enter.   : Select Menu options using '1'                   :
1=Select Menu Option  2=Chang : ?  Menu Description                           :
                             :     Work with PO Vendor                         :
?      Application           : 1   Work with Purchase Orders                   :
        1 →  1 PO  Purchase Orders :    Work With PO Item Master               :
                             :     PO Setup                                    :
                             :     Common Menu Functions                       :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :                                                 :
                             :  F3=Exit    F17=Change Current Company          :
                             :                                                 :
                             :                                                 :
  F3=Exit                    :.................................................:
```

You're working with this panel

Filled   Press **Enter**, and your display will look like Figure 4.

Figure 4

Work With →
Purchase
Orders
Search Fields ↗
Options ↗

```
POC6DFR    DISPLAY                                      1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                   Order    Shipping
   Number  Number  Required                              Date     Code
       30      23  6/01/98 This is your description       5/22/98 CALL










    F3=Exit    F6=Add    F17=Subset    F21=Print List
```

Function Keys →

Search Fields   At the top, there are fields to help you find Purchase Orders quickly.

The Options   The Options are explained throughout this chapter.

Function Keys   Along the bottom, there is a list of the Function keys and what they do.

This Chapter   Many of the displays and routines in this chapter are identical to the material covered in Chapter 3. Therefore, the instructions in this chapter have been shortened to highlight new and unusual material with references made to Chapter 3 for everything else.

Most of the sections in this chapter begin at the Work With Purchase Orders display.

A Starting Point

- Think of this display as a starting Point for all of the functions available to you in this part of the Purchase Orders Module.
- Knowing this starting point, will be useful to you in the future, if you ever need to look back at this book to refresh your skills.

4.2 How To Add Purchase Orders

Figure 1 shows the Work with Purchase Orders display.

Start Here

Figure 1

Work with →
Purchase
Orders

```
 POC6DFR    DISPLAY                                      1/02/98 08:00:00
                           Work with Purchase Orders
   PO #    Vendor  Required Description                    Order Date


  Type options, press Enter.
  1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
  ? PO     Vendor  Date   Description                    Order     Shipping
   Number   Number  Required                             Date      Code
       30      23  6/01/98 This is your description       5/22/98 CALL









  F3=Exit    F6=Add   F17=Subset   F21=Print List

```

F6 = *Add* →

The Task

We are going to add a new Purchase Order.
- In Figure 1, **F6** lets you add a Purchase Order.

Adding

Press **F6**, and your display will look like Figure 2.

Figure 2

Add PO →
Vendor →
Address
Number

```
 POYLPVR    ENTER                                        1/02/98 08:00:00
                                   Add PO

  Vendor Address Number .
  Account (Buyer) Code  .    KD
  Description . . . . . .

  Order Status Code . . .
  Order Date  . . . . . .    52298
  Date Required . . . . .

  Ship to Warehouse . . .    F
  Shipping Code . . . . .

  Terms Code  . . . . . .
  Currency Code . . . . .






  F3=Exit    F4=Prompt

```

F4 = *Prompt* →

Your Choices

Figure 2 shows the Add PO panel.
- First, we will need to choose a Vendor.

KDI

- **F4** lets you prompt this field.

Prompting   Tab down to Vendor Address Number, and Press **F4**, your display will look like Figure 3.

Figure 3

Select AP →
Vendor

1 = *Select* →

ABS Americas →

```
..............................................................................
:                           Select PO Vendor                                 :
:    Vendor   Name                              Phone Number                  :
:                                                                             :
:                                                                             :
:  Type options, press Enter.                                                 :
:  1=Select                                                                   :
:  ? Vendor# Name                         Phone Number Terms Preference       :
:       21 A & M NON-FERROUS METALS LTD.  555-5511     N30   A                :
:       23 ABS AMERICAS                   412-555-5553 N30   A                :
:       31 ATLAS ALLOYS                   555-5512     N30   A                :
:      387 WESTBURNE SUPPLY (B.C.)        555-5513     N30                    :
:                                                                             :
:                                                                             :
:                                                                             :
:                                                                             :
:                                                                             :
:                                                                             :
:  F3=Exit    F6=Add                                                          :
:                                                                             :
:                                                                             :
:.............................................................................:
 F3=Exit    F4=Prompt
```

You're working with this panel

Your Choices   Figure 3 shows the Select PO Vendor panel.

- Option 1 lets you select a vendor.
- We will choose ABS Americas.

Adding   Tab across, then down to ABS Americas, key in a *1*, and press **Enter**. Your display will look like Figure 4.

Figure 4

Add PO →

Fill in these fields →

```
 POYLPVR    ENTER                                          1/02/98 08:00:00
                                    Add PO

 Vendor Address Number .      23
 Account (Buyer) Code  .   KD
 Description . . . . . .

 Order Status Code . . .
 Order Date  . . . . . .      52298
 Date Required . . . . .

 Ship to Warehouse . . .   F
 Shipping Code . . . . .

 Terms Code  . . . . . .
 Currency Code . . . . .




 F3=Exit    F4=Prompt
```

Your Choices   Figure 4 shows the Add PO display.

- The Vendor Address Number field is filled in.
- We will now fill in the highlighted fields.
- Use **F4** to prompt.

Filled   The highlighted fields have been filled with data, as shown in Figure 5.

Figure 5

```
POYLPVR    ENTER                                           1/02/98 08:00:00
                                  Add PO

 Vendor Address Number .       23
 Account (Buyer) Code  .    KD
 Description . . . . . .    This is your description

 Order Status Code . . .    OPEN
 Order Date  . . . . . .     52298
 Date Required . . . . .     60198

 Ship to Warehouse . . .    F
 Shipping Code . . . . .    AIR-P

 Terms Code  . . . . . .    N10
 Currency Code . . . . .    CAN




 F3=Exit   F4=Prompt
```

Filled →

Your Choices   Figure 5 shows the Add PO display.
- Next, we will fill in the remaining fields
- Manually key in your data for these fields.
- If you need more details on some of the other values available to you, see Subsection 3.5.1, How To Add Vendor Purchase Orders.

Processing   Press **Enter**, to bring up the CONFIRM: Y prompt, as shown in Figure 6.

Figure 6

```
POYLPVR    ENTER                                           1/02/98 08:00:00
                                  Add PO

 Vendor Address Number .       23   ABS AMERICAS
 Account (Buyer) Code  .    KD
 Description . . . . . .    This is your description

 Order Status Code . . .    OPEN
 Order Date  . . . . . .     52298
 Date Required . . . . .     60198

 Ship to Warehouse . . .    F
 Shipping Code . . . . .    AIR-P

 Terms Code  . . . . . .    N10
 Currency Code . . . . .    CAN


       :                                      :  CONFIRM: Y (Y/N) :
                                              :                   :
                                              :...................:
 F3=Exit   F4=Prompt
```

CONFIRM: Y →

Confirming   You will be asked to confirm your request.
The Y for "yes" will be waiting for your response.

Confirming Tips
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning   Press **Enter** to return to the Work with Purchase Orders display.

Figure 7

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                               Work with Purchase Orders
   PO #    Vendor  Required Description                      Order Date


  Type options, press Enter.
  1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
  ? PO     Vendor  Date    Description                     Order    Shipping
   Number  Number  Required                                Date     Code
        30      23  6/01/98 This is your description        5/22/98 CALL
        40      23  6/01/98 This is your description        5/22/98 AIR-P






  F3=Exit    F6=Add   F17=Subset   F21=Print List
```

Work with →
Purchase
Orders

New PO Number →

The Result   You have successfully added a Purchase Order to a Vendor.

You Are Done   This completes Section 4.2, How To Add Purchase Orders.

KDI

4.3 How To Subset Purchase Orders

Start Here

Figure 1 shows the Work with Purchase Orders display.

Figure 1

Work with →

Purchase Orders

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                                Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                    Order    Shipping
   Number  Number  Required                               Date     Code
       30      23  6/01/98 This is your description        5/22/98 CALL
       40      23  6/01/98 This is your description        5/22/98 AIR-P











   F3=Exit   F6=Add   F17=Subset   F21=Print List
```

F17= *Subset* →

The Task

We are going to Subset a Purchase Order.

• In Figure 1, **F17** lets you subset a Purchase Order.

Subset

Press **F17**, and your display will look like Figure 2.

Figure 2

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                                Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date

  ...........................................................................
 T :                        Subset Purchase Orders                          :
 1 :                                                                         :
 ? : Warehouse Code . . . .                                                  :
   : Shipping Code . . . . .                                                 :
   : Currency Code . . . . .                                                 :
   : Address Number  . . . .                                                 :
   : Terms Code  . . . . . .                                                 :
   : Order Status Code . . .                                                 :
   : Account Manager Code .                                                  :
   : Order Date  . . . . . .                                                 :
   : Date Required . . . . .                                                 :
   :                                                                         :
   :                                                                         :
   : F3=Exit                                                                 :
   :                                                                         :
   :                                                                         :
  ...........................................................................:
   F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Subset →

Purchase

Orders

You're working with this panel

Figure 2 shows the Subset Purchase Orders panel.

Your Choices

• First, we will fill in the Warehouse Code field.

• Use **F4**, to prompt this field.

Prompting   Press **F4**, and your display will look like Figure 3.

Figure 3

Select →

Wharehouse

Master

1 = *Select* →

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Ven ...................................................................
            :                        Select Warehouse Master                  :
   ......... :   Warehouse  Address  Description                               :
 T :        :   Code        Number                                             :
 1 :        :                                                                  :
 ? :  Warehous :                                                               :
    :  Shipping :  1=Select request                                            :
    :  Currency :  ? Warehouse  Address  Description                           :
    :  Address  :    Code        Number                                        :
    :  Terms Co :    D            752   Die number & location                  :
    :  Order St :    F            752   Finished Goods Warehouse                :
    :  Account  :    *             10   Main Location                          :
    :  Order Da :                                                              :
    :  Date Req :                                                              :
    :          :                                                               :
    :          :                                                               :
    :  F3=Exit  :  F3=Exit                                                      :
    :          :                                                               :
    :          :                                                               :
    :......... :...............................................................:
   F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

Your Choices   Figure 3 shows the Select Warehouse Master panel.
- Option 1 lets you select a warehouse code.

Selecting   Tab down to F and key in a *1*, as shown in Figure 4.

Figure 4

1 →

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Ven ...................................................................
            :                        Select Warehouse Master                  :
   ......... :   Warehouse  Address  Description                               :
 T :        :   Code        Number                                             :
 1 :        :                                                                  :
 ? :  Warehous :                                                               :
    :  Shipping :  1=Select request                                            :
    :  Currency :  ? Warehouse  Address  Description                           :
    :  Address  :    Code        Number                                        :
    :  Terms Co :    D            752   Die number & location                  :
    :  Order St :  1 F            752   Finished Goods Warehouse                :
    :  Account  :    *             10   Main Location                          :
    :  Order Da :                                                              :
    :  Date Req :                                                              :
    :          :                                                               :
    :          :                                                               :
    :  F3=Exit  :  F3=Exit                                                      :
    :          :                                                               :
    :          :                                                               :
    :......... :...............................................................:
   F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

KDI

Filled

Press **Enter**, and your display will look like Figure 5.

Figure 5

```
 POC6DFR    DISPLAY                                         1/02/98 08:00:00
                             Work with Purchase Orders
   PO #    Vendor  Required Description                        Order Date

  ...............................................................................
 T :                        Subset Purchase Orders                            :
 1 :                                                                          :
 ? :  Warehouse Code  . . . .   F    Finished Goods Warehouse                 :
   :  Shipping Code . . . . .                                                 :
   :  Currency Code . . . . .                                                 :
   :  Address Number  . . . .                                                 :
   :  Terms Code  . . . . . .                                                 :
   :  Order Status Code . . .                                                 :
   :  Account Manager Code  .                                                 :
   :  Order Date  . . . . . .                                                 :
   :  Date Required . . . . .                                                 :
   :                                                                          :
   :                                                                          :
   :  F3=Exit                                                                 :
   :                                                                          :
   :                                                                          :
   :..........................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

Your Choices

Figure 5 shows the Subset Purchase Orders panel.

- Warehouse Code has been filled.
- Next, we will fill in the Shipping Code.
- Use **F4**, to prompt this field.

Prompting

Tab down to Shipping Code and press **F4**, your display will look like Figure 6.

Figure 6

```
 POC6DFR    DISPLAY    ..............................................................
                      :                 Select Shipping Method                 :
   PO #    Vendor  Requi :    Shipping Description                              :
                      :    Code                                                 :
  ...................... :                                                      :
 T :                  :                                                         :
 1 :                  :  1=Select request                                      :
 ? :  Warehouse Code . :  ? Shipping Description                               :
   :  Shipping Code . . :    Code                                               :
   :  Currency Code . . :    *       Onsite / Pickup                           :
   :  Address Number . :    ABF-C   ABF - Freight Collect                      :
   :  Terms Code  . . . :    ACM-C   Associated Cargo-Collect                  :
   :  Order Status Code :    AER-C   Aerocar-Freight Collect                   :
   :  Account Manager Co :   AIR     Air Freight company below                 :
   :  Order Date  . . . :    AIR-C   AIR FREIGHT COLLECT                       :
   :  Date Required . . :    AIR-O   Air Freight Co. to be advised             :
   :                  :    AIR-P   Air freight Prepaid                    + :
   :                  :                                                        :
   :  F3=Exit         :  F3=Exit                                               :
   :                  :                                                        :
   :                  :                                                        :
   :................. :........................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

Your Choices

Figure 6 shows the Select Shipping Method panel.

- Option 1 lets you select a shipping code.

Selecting   Tab down to AIR-P and key in a *1*, as shown in Figure 7.

Figure 7

```
 POC6DFR    DISPLAY    ...............................................
                       :                 Select Shipping Method       :
   PO #   Vendor  Requi :   Shipping Description                       :
                       :   Code                                        :
 ....................  :                                               :
 T :                   :                                               :
 1 :                   :   1=Select request                           :
 ? :  Warehouse Code  . :   ? Shipping Description                     :
   :  Shipping Code . . :     Code                                     :
   :  Currency Code . . :     *        Onsite / Pickup                 :
   :  Address Number  . :     ABF-C    ABF - Freight Collect           :
   :  Terms Code  . . . :     ACM-C    Associated Cargo-Collect        :
   :  Order Status Code :     AER-C    Aerocar-Freight Collect         :
   :  Account Manager Co :     AIR      Air Freight company below      :
   :  Order Date  . . . :     AIR-C    AIR FREIGHT COLLECT             :
   :  Date Required . . :     AIR-O    Air Freight Co. to be advised   :
   :                    :   1 AIR-P    Air freight Prepaid          + :
   :                    :                                             :
 1 → :  F3=Exit          :   F3=Exit                                   :
   :                    :                                             :
   :                    :                                             :
   :....................:.............................................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

Filled   Press **Enter**, and your display will look like Figure 8.

Figure 8

```
 POC6DFR    DISPLAY                                     1/02/98 08:00:00
                       Work with Purchase Orders
   PO #   Vendor  Required Description                    Order Date

 ...........................................................
 T :                  Subset Purchase Orders                :
 1 :                                                        :
 ? :  Warehouse Code  . . . .   F    Finished Goods Warehouse :
   :  Shipping Code . . . . .  AIR-P  Air freight Prepaid    :
   :  Currency Code . . . . .                               :
   :  Address Number  . . . .                               :
   :  Terms Code  . . . . . .                               :
   :  Order Status Code . . .                               :
   :  Account Manager Code  .                               :
   :  Order Date  . . . . . .                               :
   :  Date Required . . . . .                               :
   :                                                        :
   :                                                        :
   :  F3=Exit                                               :
   :                                                        :
   :                                                        :
   :........................................................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Subset Purchase Orders →

Currency Code →

You're working with this panel

Your Choices   Figure 8 shows the Subset Purchase Orders panel.
- Shipping Code has been filled
- Next, we will fill in the Currency Code.
- Use **F4** to prompt this field.

Prompting   Tab down to Currency Code and press **F4**, your display will look like Figure 9.

Figure 9

```
 POC6DFR    DISPLAY                                               1/02/98 08:00:00
                            Work with Purchase Orders
    PO #     Vendor   ......................................................................
                      :                  Select GL Currency                   :
    ................ :     Currency Description                                :
 T :                  :     Code                                              :
 1 :                  :                                                       :
 ? :   Warehouse Cod :                                                        :
    :   Shipping Code :  1=Select request                                     :
    :   Currency Code :  ? Currency Description                               :
    :   Address Numbe :     Code                                             :
    :   Terms Code  . :     CAN      Canadian Dollar                          :
    :   Order Status  :     NGL      Dutch (Holland) Guilders                 :
    :   Account Manag :     USD      US Dollar                                :
    :   Order Date  . :                                                       :
    :   Date Required :                                                       :
    :                 :                                                       :
    :                 :                                                       :
    :   F3=Exit       :  F3=Exit                                              :
    :                 :                                                       :
    :                 :                                                       :
    :............... :......................................................:
   F3=Exit    F6=Add   F17=Subset   F21=Print List
```

Select GL →

Currency

1 = *Select* →

You're working with this panel

Your Choices   Figure 9 shows the Select GL Currency panel.
- Option 1 lets you select a currency code.

Selecting   Tab down to CAN and key in a *1*, as shown in Figure 10.

Figure 10

```
 POC6DFR    DISPLAY                                               1/02/98 08:00:00
                            Work with Purchase Orders
    PO #     Vendor   ......................................................................
                      :                  Select GL Currency                   :
    ................ :     Currency Description                                :
 T :                  :     Code                                              :
 1 :                  :                                                       :
 ? :   Warehouse Cod :                                                        :
    :   Shipping Code :  1=Select request                                     :
    :   Currency Code :  ? Currency Description                               :
    :   Address Numbe :     Code                                             :
    :   Terms Code  . :  1 CAN      Canadian Dollar                           :
    :   Order Status  :     NGL      Dutch (Holland) Guilders                 :
    :   Account Manag :     USD      US Dollar                                :
    :   Order Date  . :                                                       :
    :   Date Required :                                                       :
    :                 :                                                       :
    :                 :                                                       :
    :   F3=Exit       :  F3=Exit                                              :
    :                 :                                                       :
    :                 :                                                       :
    :............... :......................................................:
   F3=Exit    F6=Add   F17=Subset   F21=Print List
```

1 →

You're working with this panel

KDI

Filled   Press **Enter**, and your display will look like Figure 11.

Figure 11

```
 POC6DFR   DISPLAY                                        1/02/98 08:00:00
                              Work with Purchase Orders
    PO #    Vendor  Required Description                       Order Date

    ...........................................................................
 T :                        Subset Purchase Orders                          :
 1 :                                                                        :
 ? : Warehouse Code  . . . .   F    Finished Goods Warehouse                 :
   : Shipping Code . . . . .   AIR-P  Air freight Prepaid                    :
   : Currency Code . . . . .   CAN                                          :
   : Address Number  . . . .                                                :
   : Terms Code  . . . . . .                                                :
   : Order Status Code . . .                                                :
   : Account Manager Code  .                                                :
   : Order Date  . . . . . .                                                :
   : Date Required . . . . .                                                :
   :                                                                        :
   :                                                                        :
   : F3=Exit                                                                :
   :                                                                        :
   :                                                                        :
   :........................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Subset → (Subset row)
Purchase Orders (rows)
Address → (Address Number row)
Number

You're working with this panel
Figure 11 shows the Subset Purchase Orders panel.

Your Choices

- Currency Code has been filled
- Next, we will fill in the Address Number field.
- Use **F4** to prompt this field.

Prompting   Tab down to Address Number, and press **F4**, your display will look like
                       Figure 12.

Figure 12

```
    ...........................................................................
    :                          Select PO Vendor                              :
    :    Vendor  Name                         Phone Number                   :
    :       23                                                               :
    :                                                                        :
    : Type options, press Enter.                                             :
    : 1=Select                                                               :
    : ? Vendor# Name                      Phone Number Terms Preference      :
    :      23 ABS AMERICAS                 713-873-0700 N30    A              :
    :      25 ANALYTIC SYSTEMS WARE LTD.   604-543-7378 N30    A              :
    :      28 ARPEL SECURITY SYSTEMS LTD.  437-3317     N30    A              :
    :      29 ATOM DELIVERY                255-3131     N30    A              :
    :      31 ATLAS ALLOYS                 534-8999     N30    A              :
    :      32 ATN VISUALS INC.             253-5569     N30    A              :
    :      40 B.C. HYDRO & POWER AUTHORITY 299-0321     N30    A              :
    :      41 B.C. SHIPPER SUPPLIES        526-6761     N30    A              :
    :      48 BORDER BROKERAGE CO.,INC     536-7636     N30    A          +  :
    :                                                                        :
    : F3=Exit   F6=Add                                                       :
    :                                                                        :
    :                                                                        :
    :........................................................................:
    F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Select PO → (Select PO Vendor heading)
Vendor
1 = *Select* → (1=Select row)

You're working with this panel
Figure 12 shows the Select PO Vendor panel.

Your Choices

- Option 1 lets you select a vendor.

KDI

Selecting Tab down to ABS AMERICAS, and key in a *1*, as shown in Figure 13.

Figure 13

```
:.............................................................................:
:                           Select PO Vendor                                  :
:   Vendor   Name                              Phone Number                    :
:                                                                              :
:                                                                              :
:  Type options, press Enter.                                                  :
:  1=Select                                                                    :
:  ? Vendor# Name                           Phone Number Terms Preference      :
:         5 ACKLANDS-GRAINGER INC           596-6121     N30   A               :
:         8 A.C.T. EQUIPMENT SALES LTD.     294-6271     N30   A               :
:        21 A & M NON-FERROUS METALS LTD.   272-2422     N30   A               :
:  1     23 ABS AMERICAS                    713-873-0700 N30   A               :
:        25 ANALYTIC SYSTEMS WARE LTD.      604-543-7378 N30   A               :
:        28 ARPEL SECURITY SYSTEMS LTD.     437-3317     N30   A               :
:        29 ATOM DELIVERY                   255-3131     N30   A               :
:        31 ATLAS ALLOYS                    534-8999     N30   A               :
:        32 ATN VISUALS INC.                253-5569     N30   A          +    :
:                                                                              :
:  F3=Exit   F6=Add                                                            :
:                                                                              :
:                                                                              :
:                                                                              :
:.............................................................................:
 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

1 →

You're working with this panel

Filled Press **Enter**, and your display will look like Figure 14.

Figure 14

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
    PO #    Vendor   Required Description                   Order Date

   .............................................................................
 T :                         Subset Purchase Orders                            :
 1 :                                                                           :
 ? :  Warehouse Code  . . . .   F    Finished Goods Warehouse                   :
   :  Shipping Code . . . . .   AIR-P  Air freight Prepaid                      :
   :  Currency Code . . . . .   CAN                                            :
   :  Address Number  . . . .       23                                         :
   :  Terms Code  . . . . . .                                                  :
   :  Order Status Code . . .                                                  :
   :  Account Manager Code .                                                   :
   :  Order Date  . . . . . .                                                  :
   :  Date Required . . . . .                                                  :
   :                                                                           :
   :                                                                           :
   :  F3=Exit                                                                  :
   :                                                                           :
   :                                                                           :
   .............................................................................
 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

Subset →
Purchase
Orders

Terms Code →

You're working with this panel

Your Choices Figure 14 shows the Subset Purchase Orders panel.
- Address Number has been filled
- Next, we will fill in the Terms Code field.
- Use **F4** to prompt this field.

Prompting   Tab down to Terms Code, and press **F4**, your display will look like Figure 15.

Figure 15

Select AR →

Terms

1 = *Select* →

```
POC6DFR    DI ............................................................
         :                         Select AR Terms                     :
  PO #    Ven :    Terms  Description                   Terms  days     :
         :       Code                                   Type           :
 .......... :                                                          :
T :             :                                                      :
1 :             :  1=Select request                                    :
? :  Warehous : ? Terms  Description                   Terms  days     :
   : Shipping :    Code                                 Type           :
   : Currency :    *      FREE OF CHARGE                P       0       :
   : Address  :    CASH   C.O.D.                        D       0       :
   : Terms Co :    DOR    Due on Receipt                D       9       :
   : Order St :    N10    Net 10 Days                   D      10       :
   : Account  :    N30    Net 30 Days                   D      30       :
   : Order Da :    N60    Net 60 Days                   D      60       :
   : Date Req :                                                        :
   :          :  F3=Exit                                               :
   :          :                                                        :
   : F3=Exit  :                                                        :
   :          :...........................................................:
   :                                                                    :
   :..........................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

Your Choices   Figure 15 shows the Select AR Terms panel.
- Option 1 lets you select a terms code.

Selecting   Tab down to N10, and key in a *1*, as shown in Figure 16.

Figure 16

```
POC6DFR    DI ............................................................
         :                         Select AR Terms                     :
  PO #    Ven :    Terms  Description                   Terms  days     :
         :       Code                                   Type           :
 .......... :                                                          :
T :             :                                                      :
1 :             :  1=Select request                                    :
? :  Warehous : ? Terms  Description                   Terms  days     :
   : Shipping :    Code                                 Type           :
   : Currency :    *      FREE OF CHARGE                P       0       :
   : Address  :    CASH   C.O.D.                        D       0       :
   : Terms Co :    DOR    Due on Receipt                D       9       :
   : Order St :  1 N10    Net 10 Days                   D      10       :
   : Account  :    N30    Net 30 Days                   D      30       :
1 → : Order Da :    N60    Net 60 Days                   D      60       :
   : Date Req :                                                        :
   :          :  F3=Exit                                               :
   :          :                                                        :
   : F3=Exit  :                                                        :
   :          :...........................................................:
   :                                                                    :
   :..........................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

You're working with this panel

KDI

Filled

Press **Enter**, and your display will look life Figure 17.

Figure 17

```
POC6DFR    DISPLAY                                         1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                       Order Date

  ...........................................................................
 T :                        Subset Purchase Orders                          :
 1 :                                                                        :
 ? :  Warehouse Code  . . . .    F    Finished Goods Warehouse              :
   :  Shipping Code . . . . .    AIR-P  Air freight Prepaid                 :
   :  Currency Code . . . . .    CAN                                        :
   :  Address Number . . . .         23                                    :
   :  Terms Code  . . . . . .    N10   Net 10 Days                         :
   :  Order Status Code . . .                                              :
   :  Account Manager Code  .                                              :
   :  Order Date  . . . . . .                                              :
   :  Date Required . . . . .                                              :
   :                                                                       :
   :                                                                       :
   :  F3=Exit                                                              :
   :                                                                       :
   :                                                                       :
   :.......................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Subset →

Purchase

Orders

Order Status

Code →

You're working with this panel

Your Choices

Figure 17 shows the Subset Purchase Orders panel.
- Terms Code has been filled.
- Next, we will fill in the Order Status Code.
- Use **F4**, to prompt this field.

Prompting

Tab down to Order Status Code, and press **F4**, your display will look like Figure 18.

Figure 18

```
POC6DFR    DISPLAY          ......................................................
                            :              Select PO Status                      :
   PO #    Vendor  Require : Order  Description                                   :
                            : Status                                             :
 ......................     :                                                     :
 T :                      : :                                                     :
 1 :                      : 1=Select                                             :
 ? :  Warehouse Code  . . : ? Status  Description                                :
   :  Shipping Code . . . :   CLOSED  Closed                                     :
   :  Currency Code . . . :   OPEN    Open PO                                    :
   :  Address Number . . . :  QUOTE   Out for Quotation                         :
   :  Terms Code  . . . . :                                                     :
   :  Order Status Code . :                                                     :
   :  Account Manager Code :                                                    :
   :  Order Date  . . . . :                                                     :
   :  Date Required . . . :                                                     :
   :                      :                                                     :
   :                      :  F3=Exit                                            :
   :  F3=Exit             :                                                     :
   :                      :                                                     :
   :                      :.....................................................:
   :.......................................................................:
 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Select PO →

Status

1 = *Select* →

You're working with this panel

Your Choices

Figure 18 shows the Select PO Status panel.
- Option 1 lets you select a status.

KDI

Selecting	Tab down to OPEN and key in a *1*, as shown in Figure 19

Figure 19

```
POC6DFR    DISPLAY        .................................................
                         :               Select PO Status                :
   PO #   Vendor  Require :   Order    Description                        :
                         :   Status                                       :
.......................  :                                                :
T :                      :                                                :
1 :                      :   1=Select                                     :
? :  Warehouse Code  . . :   ? Status   Description                       :
  :  Shipping Code . . . :     CLOSED   Closed                            :
  :  Currency Code . . . :   1 OPEN     Open PO                           :
  :  Address Number  . . :     QUOTE    Out for Quotation                 :
  :  Terms Code  . . . . :                                                :
  :  Order Status Code . :                                                :
  :  Account Manager Code :                                               :
  :  Order Date  . . . . :                                                :
  :  Date Required . . . :                                                :
  :                      :                                                :
  :                      :   F3=Exit                                      :
  :  F3=Exit             :                                                :
  :                      :                                                :
  :                      :................................................:
  :....................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

1 → (annotation at left)

You're working with this panel

Filled	Press **Enter**, and your display will look like Figure 20.

Figure 20

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #   Vendor  Required Description                    Order Date
  .........................................................................
T :                      Subset Purchase Orders                           :
1 :                                                                       :
? :  Warehouse Code  . . . .    F    Finished Goods Warehouse             :
  :  Shipping Code . . . . .    AIR-P  Air freight Prepaid                :
  :  Currency Code . . . . .    CAN                                       :
  :  Address Number  . . . .         23                                   :
  :  Terms Code  . . . . . .    N10   Net 10 Days                         :
  :  Order Status Code . . .    OPEN    Open PO                           :
  :  Account Manager Code  .                                              :
  :  Order Date  . . . . . .                                              :
  :  Date Required . . . . .                                              :
  :                                                                       :
  :                                                                       :
  :  F3=Exit                                                              :
  :                                                                       :
  :                                                                       :
  :.......................................................................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Subset → *Purchase* *Orders* (annotation at left)

Account → *Manager* *Code* (annotation at left)

You're working with this panel

Your Choices	Figure 20 shows the Subset Purchase Orders panel.

- Order Status Code has been filled.
- Next, we will fill in the Account Manager Code field
- **F4** lets you prompt this field.

KDI

Prompting	Tab down to Account Manager Code and press **F4**. Your display will look like Figure 21.

Figure 21

```
POC6DFR    DISPLAY       ...............................................
                        :                    Select Buyer               :
    PO #    Vendor  Required :   Buyer Description                        :
                        :                                                 :
  ........................ :                                              :
T :                     :        1=Select                                :
1 :                     :        ? Buyer Description                      :
? :  Warehouse Code  . . .  :     DT    Dennis Turnbull                   :
  :  Shipping Code . . . .  :     KD    Kurt Dreger                       :
  :  Currency Code . . . .  :     TK    Tom Kobelt                        :
  :  Address Number  . . .  :                                             :
  :  Terms Code   . . . . . :                                             :
  :  Order Status Code . .  :                                             :
  :  Account Manager Code   :                                             :
  :  Order Date   . . . . . :                                             :
  :  Date Required . . . .  :                                             :
  :                         :                                             :
  :                         :                                             :
  :  F3=Exit                :        F3=Exit                              :
  :                         :                                             :
  :                         :                                             :
  :......................... :.............................................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Select Buyer →

1 = *Select* →

You're working with this panel

Your Choices	Figure 21 shows the Select Buyer panel.
	• Option 1 lets you select a buyer.

Selecting	Tab down to DT, and key in a *1* as shown in Figure 22.

Figure 22

```
POC6DFR    DISPLAY       ...............................................
                        :                    Select Buyer               :
    PO #    Vendor  Required :   Buyer Description                        :
                        :                                                 :
  ........................ :                                              :
T :                     :        1=Select                                :
1 :                     :        ? Buyer Description                      :
? :  Warehouse Code  . . .  :   1 DT    Dennis Turnbull                   :
  :  Shipping Code . . . .  :     KD    Kurt Dreger                       :
  :  Currency Code . . . .  :     TK    Tom Kobelt                        :
  :  Address Number  . . .  :                                             :
  :  Terms Code   . . . . . :                                             :
  :  Order Status Code . .  :                                             :
  :  Account Manager Code   :                                             :
  :  Order Date   . . . . . :                                             :
  :  Date Required . . . .  :                                             :
  :                         :                                             :
  :                         :                                             :
  :  F3=Exit                :        F3=Exit                              :
  :                         :                                             :
  :                         :                                             :
  :......................... :.............................................:
  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

1 →

You're working with this panel

Filled   Press **Enter**, and your display will look like Figure 23.

Figure 23

```
 POC6DFR    DISPLAY                                          1/02/98 08:00:00
                                Work with Purchase Orders
   PO #    Vendor  Required Description                      Order Date

   ...........................................................................
 T :                            Subset Purchase Orders                       :
 1 :                                                                         :
 ? :  Warehouse Code  . . . .   F    Finished Goods Warehouse                :
   :  Shipping Code . . . . .   AIR-P  Air freight Prepaid                   :
   :  Currency Code . . . . .   CAN                                         :
   :  Address Number  . . . .        23                                     :
   :  Terms Code  . . . . . .   N10   Net 10 Days                           :
   :  Order Status Code . . .   OPEN   Open PO                              :
   :  Account Manager Code  .   DT                                         :
   :  Order Date  . . . . . .                                              :
   :  Date Required . . . . .                                              :
   :                                                                        :
   :                                                                        :
   :  F3=Exit                                                              :
   :                                                                        :
   :                                                                        :
   :...........................................................................:
 F3=Exit    F6=Add   F17=Subset   F21=Print List
```

Subset →

Purchase

Orders

Order Date →

Date Required ↗

You're working with this panel

Your Choices   Figure 23 shows the Subset Purchase Orders panel.
- Account Manager Code has been filled.
- Next, we will fill in the Order Date and Date required fields.
- Both these fields are to be keyed in manually.

Figure 24

```
 POC6DFR    DISPLAY                                          1/02/98 08:00:00
                                Work with Purchase Orders
   PO #    Vendor  Required Description                      Order Date

   ...........................................................................
 T :                            Subset Purchase Orders                       :
 1 :                                                                         :
 ? :  Warehouse Code  . . . .   F    Finished Goods Warehouse                :
   :  Shipping Code . . . . .   AIR-P  Air freight Prepaid                   :
   :  Currency Code . . . . .   CAN                                         :
   :  Address Number  . . . .        23                                     :
   :  Terms Code  . . . . . .   N10   Net 10 Days                           :
   :  Order Status Code . . .   OPEN   Open PO                              :
   :  Account Manager Code  .   DT                                         :
   :  Order Date  . . . . . .   060798                                     :
   :  Date Required . . . . .   100798                                     :
   :                                                                        :
   :                                                                        :
   :  F3=Exit                                                              :
   :                                                                        :
   :                                                                        :
   :...........................................................................:
 F3=Exit    F6=Add   F17=Subset   F21=Print List
```

filled →

filled ↗

You're working with this panel

Filled   Figure 24 shows Order Date and Dated Required fields have been filled.

KDI

Returning   Press **Enter** to return to the Work with Purchase Orders display.

Figure 25

Work with →

**Purchase
Orders**

```
 POC6DFR    DISPLAY                                            1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                          Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date     Description                      Order     Shipping
   Number  Number  Required                                  Date      Code
       30      23  6/01/98 This is your description          5/22/98 CALL
       40      23  6/01/98 This is your description          5/22/98 AIR-P






     F3=Exit    F6=Add    F17=Subset   F21=Print List
```

You Are Done   This completed Subsection 3.5.2, How To Subset Purchase Orders.

4.4 How To Print A Purchase Order List

Figure 1 shows the Work with Purchase Orders display.

Start Here

Figure 1

Work with →

**Purchase
Orders**

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description               Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO     Vendor  Date    Description                   Order     Shipping
  Number  Number  Required                              Date      Code
       30      23  6/01/98 This is your description      5/22/98 CALL








 F3=Exit   F6=Add   F17=Subset    F21=Print List
```

F21 = *Print List* →

The Task

We are going to print the Purchase Order list.

- In Figure 1, **F21** lets you print the list.

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description               Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO     Vendor  Date    Description                   Order     Shipping
  Number  Number  Required                              Date      Code
       30      23  6/01/98 This is your description      5/22/98 CALL








 F3=Exit   F6=Add   F17=Subset    F21=Print List
 Processing Print List
```

Processing →

The Processing Print List message appears in the bottom left.

Completed   In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

Figure 3

```
POC6DFR    DISPLAY                                            1/02/98 08:00:00
                            Work with Purchase Orders
  PO #     Vendor   Required Description                      Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO       Vendor  Date     Description                      Order    Shipping
   Number   Number  Required                                  Date     Code
        30      23  6/01/98 This is your description           5/22/98 CALL










 F3=Exit   F6=Add   F17=Subset   F21=Print List
 Completed Printing List
```

Completed →

Printed   The Printing is done.

Almost Done   Go to the printer and gather your print-out.

The Result   You have successfully printed the Purchase Order list.

You Are Done   This completes Section 4.3, How To Print A Purchase Order List.

4.5 How To Display Purchase Orders

Start Here

Figure 1 shows the Work with Purchase Orders display.

Figure 1

Work with →

Purchase
Orders

5 =Display →

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                    Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                    Order    Shipping
   Number  Number  Required                              Date     Code
        30      23  6/01/98 This is your description       5/29/98 AIR-P










 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

The Task

We are going to display A Purchase Orders.

- In Figure 1, Option 5 lets us display.

Displaying

Tab down to Number 30 and key in a *5*, as shown in Figure 2.

Figure 2

5 →

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                    Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                    Order    Shipping
   Number  Number  Required                              Date     Code
 5      30      23  6/01/98 This is your description       5/29/98 AIR-P










 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

Filled   Press **Enter**, and your display will look like Figure 3.

Figure 3

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                        Order Date

   .........................................................................
 T :                        Display PO Header Details                      :
 1 :                                                                       :
 ? : PO Number . . . . . . :        30                                     :
   : Warehouse Code  . . . :   F      Finished Goods Warehouse             :
 5 : Vendor Number . . . . :        23                                     :
   : Account Manager Code  :                                               :
   :                                                                       :
   : Terms Code  . . . . . :   N10    Net 10 Days                          :
   : Order Status Code . . :   OPEN   Open PO                              :
   : Order Date  . . . . . :   5/29/98                                     :
   : Date Required . . . . :   6/01/98                                     :
   : Description . . . . . :   This is your description                    :
   : Shipping Code . . . . :   AIR-P  Air freight Prepaid                  :
   :                                                                       :
   :                                                                       :
   : F3=Exit                                                               :
   :                                                                       :
 F :                                                                       :
   :.......................................................................:
```

Display PO → appears at left pointing to the panel; **Header Details** at left; **F3** = *Exit* → at lower left.

You're working with this panel

Your Choices   Figure 3 shows the Display PO Header Details panel.
- **F3** lets you exit.

Returning   Press **F3**, to return to Work with Purchase Orders.

Figure 4

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                              Work with Purchase Orders
   PO #    Vendor  Required Description                        Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                      Order    Shipping
   Number  Number  Required                                 Date     Code
      30       23  6/01/98 This is your description          5/29/98 AIR-P













 F3=Exit    F6=Add   F17=Subset   F21=Print List
```

Work With → **Purchase Orders** at left; *Function Keys* → at lower left.

The Result   You have successfully displayed a Purchase Order.

You Are Done   This completes Section 4.5, How To Display Purchase Orders.

KDI

4.6 How To Prompt Print Purchase Orders

Start Here

Figure 1 shows the Work with Purchase Orders display.

Figure 1

Work with →

**Purchase
Orders**

6 = *Print* →

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date     Description                   Order     Shipping
   Number  Number  Required                              Date      Code
        30      23  6/01/98 This is your description       5/29/98 AIR-P








 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

The Task

We are going to print a Purchase Order.

- In Figure 1, Option 6 lets us print.

Printing

Tab down to Number 30, and key in a *6*, as shown in Figure 2.

Figure 2

6 →

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date     Description                   Order     Shipping
   Number  Number  Required                              Date      Code
 6      30      23  6/01/98 This is your description       5/29/98 AIR-P








 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

You're working with this panel

KDI

Filled   Press **Enter**, and your display will look like Figure 3.

Figure 3

Prompt →

Print PO

```
POB8PVR     ENTER                                          1/02/98 08:00:00
                                  Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :     5/29/98
 Date Required . . . . :      6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .
```

PO Order →

Print Format

```


 F3=Exit    F4=Prompt
```

Your Choices Figure 3 shows the Prompt Print PO panel.
- We will fill in the PO Order Print Format field.
- **F4** lets us prompt this field.

Prompting   Tab down to PO Order Print Format, and press **F4**, your display will look like Figure 4.

Figure 4

```
POB8PVR     ENTER                                          1/02/98 08:00:00
                                  Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :     5/29/98
 Date Required . . . . :      6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .  ............................
                          :  1. Purchase Order         :
                          :  2. Request for Quotation :
```
drop-box →
```
                          :  3. Order                  :
                          :  4. Receiving Document    :
                          :...........................:




 F3=Exit    F4=Prompt
```

You're working with this drop-box

Your Choices Figure 4 shows a drop-box.
- This drop-box gives you 4 options to Choose from.
- We are going to use choose Purchase Order.

KDI

Selecting　　　　Tab down to Purchase Order, and key in a *1*, as shown in Figure 5.

Figure 5

```
 POB8PVR    ENTER                                              1/02/98 08:00:00
                                  Prompt Print PO

  Type choices, press Enter.

  PO Number . . . . . . :        30
  Address Number  . . . :        23
  Order Date  . . . . . :     5/29/98
  Date Required . . . . :     6/01/98
  Description . . . . . :    This is your description

  PO Order Print Format .   .............................
                            : 1 1. Purchase Order       :
                            :   2. Request for Quotation :
  1 →                       :   3. Order                 :
                            :   4. Receiving Document    :
                            :...........................:




  F3=Exit   F4=Prompt
```

You're working with this panel

Purchase Order　　　　Press **Enter**, and your display will look like Figure 6.

Figure 6

```
 POB8PVR    ENTER                                              1/02/98 08:00:00
                                  Prompt Print PO

  Type choices, press Enter.

  PO Number . . . . . . :        30
  Address Number  . . . :        23
  Order Date  . . . . . :     5/29/98
  Date Required . . . . :     6/01/98
  Description . . . . . :    This is your description

  PO Order Print Format .   P

  P →




  F3=Exit   F4=Prompt
```

Filled　　　　Figure 6 shows the PO Order Print Format has been filled.

Processing   Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 7.

Figure 7

```
 POB8PVR    ENTER                                             1/02/98 08:00:00
                               Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :     5/29/98
 Date Required . . . . :     6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .    P




 F3=Exit    F4=Prompt
                                                          CONFIRM: Y (Y/N)
```

CONFIRM: Y →

Confirming   You will be asked to confirm your request.

Confirming Tips   The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning   Press **Enter** to return to the Work with Purchase Orders display.

Figure 8

```
 POC6DFR    DISPLAY                                           1/02/98 08:00:00
                          Work with Purchase Orders
   PO #    Vendor  Required Description                      Order Date

 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO       Vendor  Date     Description                     Order    Shipping
   Number   Number  Required                                 Date     Code
        30      23  6/01/98 This is your description          5/29/98 AIR-P








 F3=Exit   F6=Add   F17=Subset   F21=Print List
 Completed Printing List
```

Work With →

Purchase
Orders

Completed →

Completed   In Figure 8 the Completed Printing List message appears.

The Result   You have successfully printed a Purchase Order.

KDI

You Are Done   This completes Section 4.6, How To Print Purchase Orders.

4.7 How To Work With PO Details

Figure 1 shows the Work with Purchase Orders display.

Start Here

Figure 1

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
    PO #     Vendor   Required Description                    Order Date


  Type options, press Enter.
  1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
  ? PO       Vendor  Date    Description                    Order     Shipping
   Number    Number  Required                               Date      Code
        30       23   6/01/98 This is your description       5/29/98 AIR-P











  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Work With →

Purchase
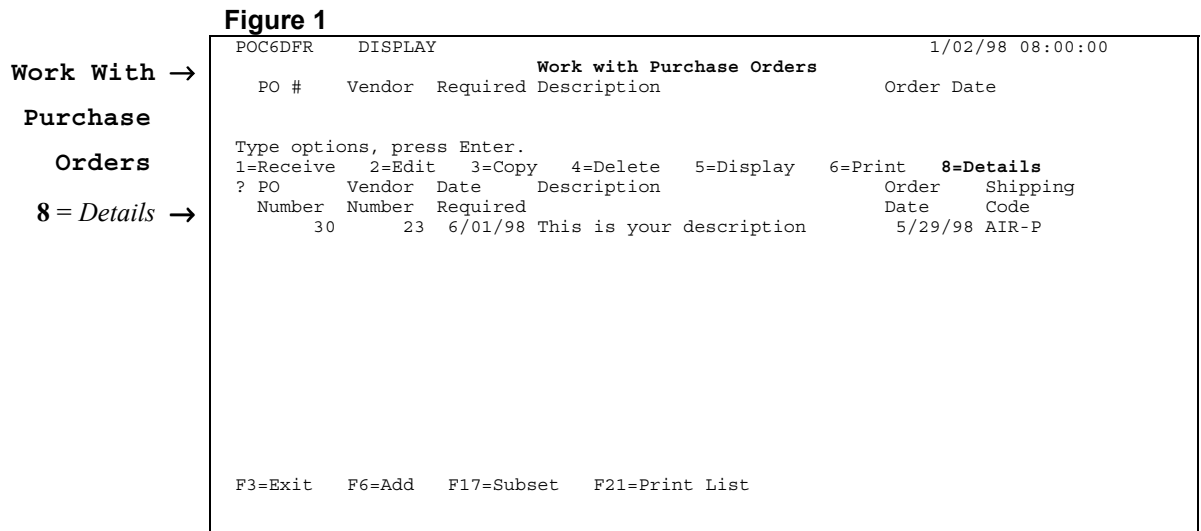
Orders

8 = *Details* →

The Task

We are going to work with purchase order details.

- In Figure 1, option 8 lets us bring up the Work with Purchase Orders Details panel.

Details

Tab down to Number 30 and key in a *8*, as shown in Figure 2.

Figure 2

```
 POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
    PO #     Vendor   Required Description                    Order Date


  Type options, press Enter.
  1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
  ? PO       Vendor  Date    Description                    Order     Shipping
   Number    Number  Required                               Date      Code
  8      30       23   6/01/98 This is your description       5/29/98 AIR-P










  F3=Exit   F6=Add   F17=Subset   F21=Print List
```

8 →
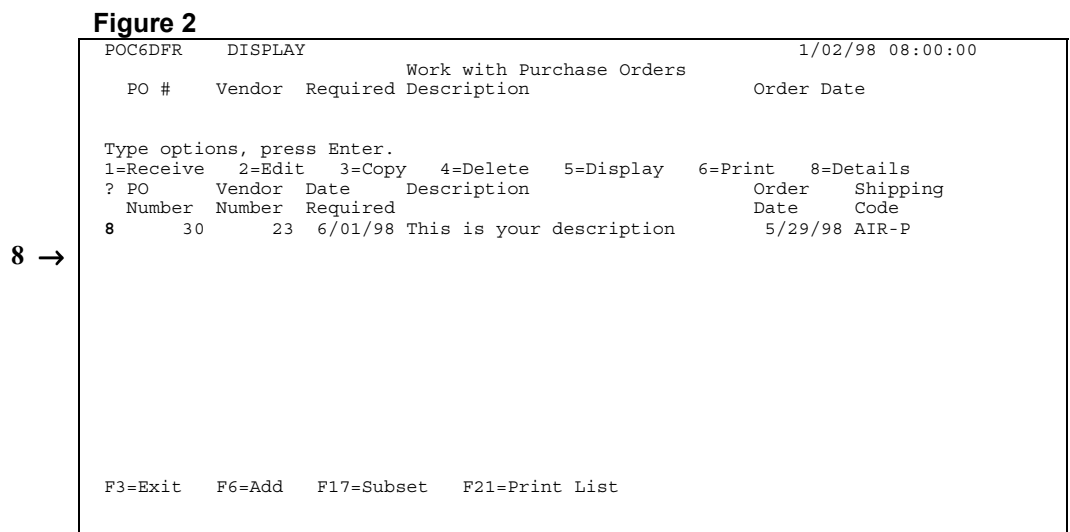
Filled   Press **Enter**, and your display will look like Figure 3.

Figure 3

Work With →
PO Vendor
Search Fields →

Options →

Function Keys →

```
POC3DFR    DISPLAY                                              1/02/98 08:00:00
                                 Work With PO Details
   Line      Quantity     Description                   Unit
   Number    Ordered                                    Price


Type options, press Enter.
2=Change   3=Copy   4=Delete    5=Display    9=Notes












 F3=Exit    F6=Add   F21=Print List
```

Your Choices   Figure 3 shows the Work With PO Details display.

- This display has a complete set of options and functions which are explained in the following 7 Subsections.

A New Starting Point   This display will act as the new Starting Point for the next 7 Subsections.

4.7.1 How To Add PO Details

Figure 1 shows the Work With PO Details display.

Start Here

Figure 1

Work With →

PO Details

```
POC3DFR   DISPLAY                                        1/02/98 08:00:00
                          Work With PO Details
   Line    Quantity    Description                   Unit
   Number  Ordered                                   Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes









 F3=Exit   F6=Add   F21=Print List
 No data to display.
```

F6 = *Add* →

The Task

We are going to add a purchase order detail.

- In Figure 1, **F6** lets you Add.

Adding

Press **F6**, and your display will look like Figure 2.

Figure 2

Add PO Detail →

```
POC3DFR   DISPLAY                                        1/02/98 08:00:00
 ...........................................................................
 : Lin :                        Add PO Detail                             :
 : Num :                                                                  :
 :     : PO Number . . . :         30                                     :
 :     : Line Number . . .         10                                     :
 Type o :                                                                 :
 2=Chan : Item Number . . .                                               :
 :     : Description . . :                                                :
 :     : sequence number .                                                :
 :     : Purchase Part Description                                        :
 :     : Manufacturer Part Number                                         :
 :     : Description . . .                                                :
 :     : Unit of Measure .                                                :
 :     : Quantity Ordered                                                 :
 :     : Unit Price  . . .                                                :
 :     : PO Extended Amount            .00                                :
 :     :                                                                  :
 :     : F3=Exit                                                          :
 :     :                                                                  :
 :     :                                                                  :
 :.........................................................................:
 F3=Exit   F6=Add   F21=Print List
```

You're working with this panel

Your Choices

Figure 2 shows the Add PO Detail panel.

- First, we will fill in the Item Number field.
- Press **Enter** to prompt this field.

KDI

Prompting   Tab down to Item Number, and press **F4**, your display will look like Figure 3.

Figure 3

Select IC →

Item Master

1 = *Select* →

```
P ...............................................................................
  :                          Select IC Item Master                            :
  :    Item Number       Class Description                                     :
  :                                                                            :
  :                                                                            :
  :  1=Select   A=Alternates   7=Item History   5=Display   9=Notes           :
T :  ? Item Number      Class Description                        Delete date   :
2 :    A-PGW040220       96    PACIFIC GRINDING WHEEL4x2x20mm                   :
  :    A-PGW120103       96    PACIFIC GRINDING WHEEL 12x1x3                    :
  :    A-18NH40N         97    NORZON 18" NO HOLE 40 GRIT BLU                   :
  :    A-18NH40V         97    VITEX 18" NO HOLE 40 GRIT RED                    :
  :    ABS               92    ABS Inspection Charges                          :
  :    ACCOM             92    Accomodation                                    :
  :    ACH-0001          63    Spring        FSCM 38658                        :
  :    ACH-0004          63    Spring        FSCM 38658                        :
  :    ACH-0005          63    Spring        FSCM 38658                        :
  :    ACH-0006          63    Spring        FSCM 38658                  +      :
  :                                                                            :
  :  F3=Exit                                                                   :
  :                                                                            :
  :                                                                            :
  :...........................................................................:
 F3=Exit   F6=Add   F21=Print List
 No data to display.
```

You're working with this panel

Your Choices   Figure 3 shows the Select IC Item Master panel.
- This panel gives you a new set of options which are explained in Chapter 5.
- Option 1 lets you select a item number.

Selecting   Tab down to ACH-001, and key in a *1*, as shown in Figure 4.

Figure 4

1 →

```
P ...............................................................................
  :                          Select IC Item Master                            :
  :    Item Number       Class Description                                     :
  :                                                                            :
  :                                                                            :
  :  1=Select   A=Alternates   7=Item History   5=Display   9=Notes           :
T :  ? Item Number      Class Description                        Delete date   :
2 :    A-PGW040220       96    PACIFIC GRINDING WHEEL4x2x20mm                   :
  :    A-PGW120103       96    PACIFIC GRINDING WHEEL 12x1x3                    :
  :    A-18NH40N         97    NORZON 18" NO HOLE 40 GRIT BLU                   :
  :    A-18NH40V         97    VITEX 18" NO HOLE 40 GRIT RED                    :
  :    ABS               92    ABS Inspection Charges                          :
  :    ACCOM             92    Accomodation                                    :
  :  1 ACH-0001          63    Spring        FSCM 38658                        :
  :    ACH-0004          63    Spring        FSCM 38658                        :
  :    ACH-0005          63    Spring        FSCM 38658                        :
  :    ACH-0006          63    Spring        FSCM 38658                  +      :
  :                                                                            :
  :  F3=Exit                                                                   :
  :                                                                            :
  :                                                                            :
  :...........................................................................:
 F3=Exit   F6=Add   F21=Print List
 No data to display.
```

You're working with this panel

Continuing Press **Enter**, and your display will look like Figure 5.

Figure 5

```
POC3DFR    DISPLAY                                          1/02/98 08:00:00
     .............................................................
   Lin :                        Add PO Detail                        :
   Num :                                                              :
       : PO Number . . . :        30                                 :
       : Line Number . . .        10                                 :
Type o :                                                             :
2=Chan : Item Number . . .   ACH-0001                                :
       : Description . . :    Spring       FSCM 38658                 :
       : sequence number .                                           :
       : Purchase Part Description                                   :
       : Manufacturer Part Number  ACH-0001                          :
       : Description . . .    Spring       FSCM 38658                 :
       : Unit of Measure .   EA                                      :
       : Quantity Ordered                                            :
       : Unit Price  . . .                                           :
       : PO Extended Amount          .00                             :
       :                                                             :
       : F3=Exit                                                     :
       :                                          ...................  :
       :                                          :  CONFIRM: Y (Y/N) : :
       :...........................................:                 : :
F3=Exit   F6=Add   F21=Print List               :...................:
No data to display.
```

CONFIRM:Y →

Confirming You will be asked to confirm your request.

Confirming Tips The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning Press **Enter** to return to Work With PO Details.

Figure 6

Work With →

PO Details

Detail has been

added →

```
POC3DFR    DISPLAY                                          1/02/98 08:00:00
                           Work With PO Details
   Line      Quantity    Description                    Unit
   Number    Ordered                                    Price

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description                    Unit      Notes
    Number   Ordered                                    Price
       10         .0000 Spring       FSCM 38658            .000




 F3=Exit    F6=Add   F21=Print List
```

The Result You have successfully added a purchase order detail.

You Are Done This Completes Subsection 4.7.1, How To Add Purchase Order Details.

KDI

4.7.2 How To Print A PO Details List

Figure 1 shows the Work With PO Detail display.

Start Here

Figure 1

Work With →
PO Details

```
POC3DFR    DISPLAY                                        1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity     Description                   Unit
   Number    Ordered                                    Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ? Line      Quantity    Description                    Unit      Notes
   Number    Ordered                                    Price
       10          .0000 Spring       FSCM 38658              .000









 F3=Exit    F6=Add    F21=Print List
```

F21 = *Print List* →

The Task

We are going to print a Purchase Order details list.

• In Figure 1, **F21** lets you print.

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

```
POC3DFR    DISPLAY                                        1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity     Description                   Unit
   Number    Ordered                                    Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ? Line      Quantity    Description                    Unit      Notes
   Number    Ordered                                    Price
       10          .0000 Spring       FSCM 38658              .000








 F3=Exit    F6=Add    F21=Print List
 Processing Print List
```

Processing →

Processing

The Processing Print List message appears in the bottom left corner.

Continuing	In a few second, the Prompt Print PO panel appears, as shown in Figure 3.

Figure 3

```
POB8PVR    ENTER                                          1/02/98 08:00:00
                              Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .



 F3=Exit    F4=Prompt
```

Prompt →

Print PO

PO Orders

Print

Format →

Your Choices	Figure 3 shows the Prompt Print PO display.

- To continue, we will need to fill in the PO Orders Print Format field.
- **F4** prompts this field.

Prompting	Tab down to PO Order Print Format, and press **F4**, your display will look like Figure 4.

Figure 4

```
POB8PVR    ENTER                                          1/02/98 08:00:00
                              Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .   ............................
                          :   1. Purchase Order       :
                          :   2. Request for Quotation :
                          :   3. Order                 :
                          :   4. Receiving Document    :
                          :...........................:



 F3=Exit    F4=Prompt
```

drop-box →

You're working with this drop-box

Your Choices	Figure 4 shows a drop-box.

- This new panel gives you 4 options to Choose from.
- We are going to use choose Purchase Orders.

Selecting   Tab down to Purchase Orders and key in a *1*, as shown in Figure 5.

Figure 5
```
POB8PVR    ENTER                                          1/02/98 08:00:00
                              Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98
 Description . . . . . :   This is your description

 PO Order Print Format .   ..............................
                          : 1 1. Purchase Order        :
                          :   2. Request for Quotation :
1 →                       :   3. Order                 :
                          :   4. Receiving Document     :
                          :............................:




 F3=Exit   F4=Prompt
```
You're working with this drop-box

Filled   Press **Enter** and your display will look like Figure 6.

Figure 6
```
POB8PVR    ENTER                                          1/02/98 08:00:00
                              Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98
 Description . . . . . :   This is your description

 PO Order Print Format .   P
P →




 F3=Exit   F4=Prompt
```

Processing   Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 7.

Figure 7

```
POB8PVR    ENTER                                            1/02/98 08:00:00
                              Prompt Print PO

 Type choices, press Enter.

 PO Number . . . . . . :        30
 Address Number  . . . :        23
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98
 Description . . . . . :    This is your description

 PO Order Print Format .    P




 F3=Exit    F4=Prompt
                                                       CONFIRM: Y (Y/N)
```

CONFIRM: Y →

Confirming   You will be asked to confirm your request.
                  The Y for "yes" will be waiting for your response.
Confirming Tips   • If you want to make a correction, press **N**.
                       • If you want to escape without processing, press **N** the **F3**.

Returning   Press **Enter** to return to the Work With PO Details display.

Figure 8

Work With →
```
POC3DFR    DISPLAY                                          1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                    Unit
   Number    Ordered                                    Price

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line      Quantity    Description                  Unit      Notes
    Number    Ordered                                  Price
       10          .0000 Spring      FSCM 38658              .000
```

PO Details

```

 F3=Exit   F6=Add   F21=Print List
 Completed Printing List

```

Completed →

Completed   In Figure 8 the Completed Printing List message appears.
The Result   You have successfully printed a purchase order detail.

You Are Done   This Completes Subsection 4.7.2, How To Print A PO Detail.

4.7.3 How To Display A PO Detail Line

Figure 1 shows the Work With PO Details display.

Start Here

Figure 1

Work With →

PO Details

5 = *Display* →

```
POC3DFR    DISPLAY                                          1/02/98 08:00:00
                              Work With PO Details
    Line     Quantity    Description                      Unit
    Number   Ordered                                      Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description                      Unit      Notes
    Number   Ordered                                      Price
       10          .0000 Spring        FSCM 38658              .000







 F3=Exit   F6=Add   F21=Print List
```

The Task

We are going to display a purchase order detail.

• In Figure 1, option 5 lets you display.

Displaying

Tab down to Number 10, and key in a *5*, as shown in Figure 2.

Figure 2

```
POC3DFR    DISPLAY                                          1/02/98 08:00:00
                              Work With PO Details
    Line     Quantity    Description                      Unit
    Number   Ordered                                      Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description                      Unit      Notes
    Number   Ordered                                      Price
 5     10          .0000 Spring        FSCM 38658              .000
```

5 →

```
 F3=Exit   F6=Add   F21=Print List
 Completed Printing List
```

KDI

Filled   Press **Enter** and your display will look like Figure 3.

Figure 3

Display PO →

Detail Line

```
POC3D ...............................................................................:08
      :                        Display PO Detail Line                      :
   Li :                                                                     :
   Nu :                                                                     :
      : PO Number  . . . . . . :          30                               :
      : Line Number  . . . . . :          10                               :
Type  :                                                                     :
2=Cha : Item Number  . . . . . :                                           :
      : Description  . . . . . :                                           :
?  Li : sequence number  . . . :           0                               :
   Nu : Purchase Part Description                                          :
5     : Manufacturer Part Number                                          :
      : Unit of Measure  . . . :    EA                                    :
      : Quantity Ordered . . . :           .0000                          :
      : Unit Price . . . . . . :          .000                            :
      : Description  . . . . . :    Spring        FSCM 38658              :
      : OE Extended Amount . . :           .00                            :
      :                                                                     :
      : F3=Exit                                                            :
      :                                                                     :
      :                                                                     :
      :...............................................................:
 F3=Exit   F6=Add   F21=Print List
```

You're working with this panel

Your Choices   Figure 3 shows the Display PO Detail Line panel.

 • **F3** lets you exit.

Exiting   Press **F3** to return to the Work With PO Details panel.

Figure 4

Work With →

PO Details

```
POC3DFR    DISPLAY                                    1/02/98 08:00:00
                        Work With PO Details
   Line      Quantity    Description                    Unit
   Number    Ordered                                    Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line      Quantity    Description              Unit        Notes
    Number    Ordered                              Price
       10          .0000 Spring        FSCM 38658          .000








 F3=Exit    F6=Add   F21=Print List
```

The Result   You have successfully displayed a purchase order detail.

You Are Done   This completes Subsection 4.7.3, How To Display A PO Detail Line.

4.7.4 How To Edit Purchase Order Details

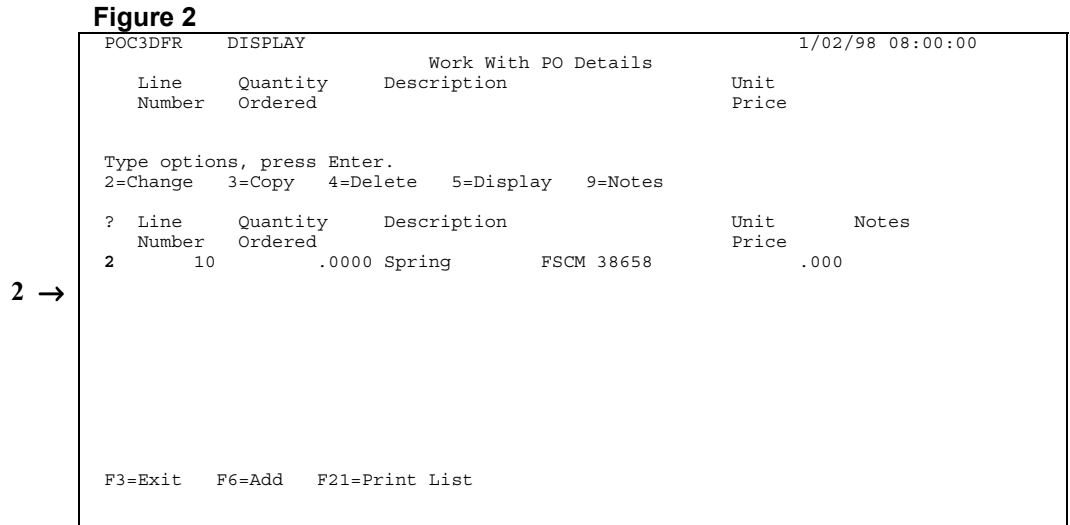Figure 1 shows the Work With PO Details display.

Start Here

Figure 1

Work With →

PO Details

2 = *Change* →

```
POC3DFR   DISPLAY                                    1/02/98 08:00:00
                         Work With PO Details
   Line     Quantity    Description                  Unit
   Number   Ordered                                  Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description               Unit      Notes
    Number   Ordered                               Price
        10          .0000 Spring      FSCM 38658            .000








 F3=Exit    F6=Add   F21=Print List
```
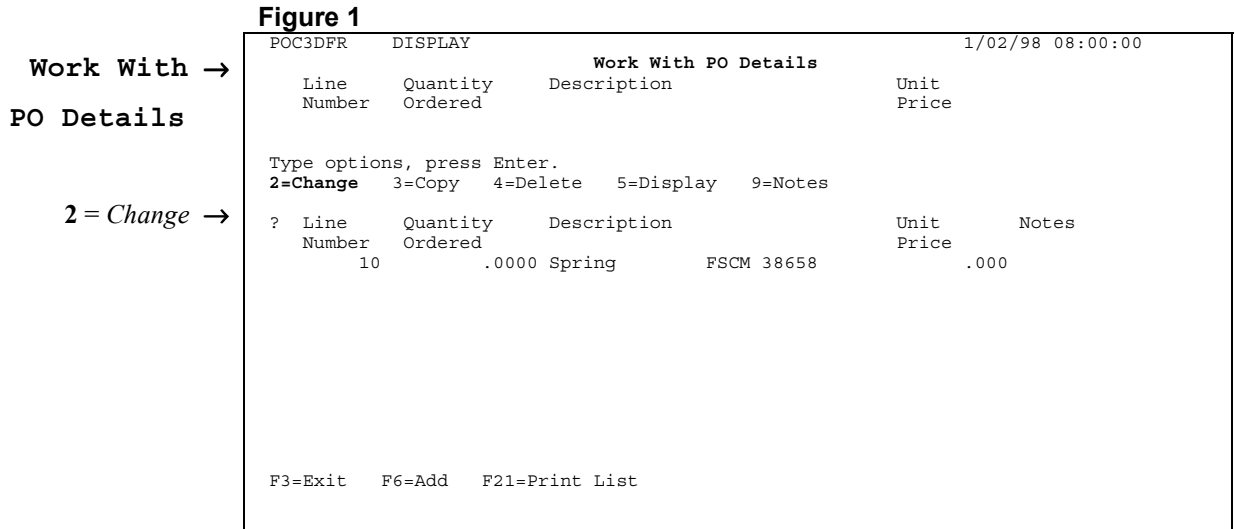
The Task

We are going to edit a purchase order detail.

• In Figure 1, option 2 lets you make changes.

Changing

Tab down to Number 10, and key in a *2*, as shown in Figure 2.

Figure 2

2 →

```
 POC3DFR   DISPLAY                                   1/02/98 08:00:00
                         Work With PO Details
   Line     Quantity    Description                  Unit
   Number   Ordered                                  Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description               Unit      Notes
    Number   Ordered                               Price
 2     10          .0000 Spring      FSCM 38658            .000







 F3=Exit    F6=Add   F21=Print List
```

KDI

Filled

Press **Enter** and your display will look like Figure 3.

Figure 3

Edit PO →

Detail

Details

```
POC2E1R     CHANGE                                        1/02/98 08:00:00
                              Edit PO Detail Details

PO Number . . . . . . :        30
Line Number . . . . . :        10

Item Number . . . . . :
Item Description  . . :    Spring        FSCM 38658

Vendor Description  . .    Spring        FSCM 38658

Quantity Ordered  . . .

Unit of Measure . . . .    EA

Unit Price  . . . . . .

Quantity Received . . :          .0000




F3=Exit    F4=Prompt
```

Quantity →

Ordered

Unit Price →

Your Choices

Figure 3 shows the Edit PO Detail Details display.
- To continue you will need to fill in the Quantity Ordered and Unit Price fields.
- Manually key in the values.
- This display also allows you to make changes to the remaining fields.
- Use **F4** to prompt these fields.

Figure 4

```
POC2E1R     CHANGE                                        1/02/98 08:00:00
                              Edit PO Detail Details

PO Number . . . . . . :        30
Line Number . . . . . :        10

Item Number . . . . . :
Item Description  . . :    Spring        FSCM 38658

Vendor Description  . .    Spring        FSCM 38658

Quantity Ordered  . . .    500

Unit of Measure . . . .    EA

Unit Price  . . . . . .    .10

Quantity Received . . :          .0000




F3=Exit    F4=Prompt
Value required.                                                        +
```

500 →

.10 →

Filled

Figure 4 shows the Quantity Ordered and Unit Price fields have been filled.

KDI

Processing   Press **Enter** to bring up the CONFIRM: Y prompt, as shown in Figure 5.

Figure 5

```
POC2E1R    CHANGE                                            1/02/98 08:00:00
                           Edit PO Detail Details

 PO Number . . . . . . :        30
 Line Number . . . . . :        10

 Item Number . . . . . :
 Item Description  . . :    Spring         FSCM 38658

 Vendor Description  . .    Spring         FSCM 38658

 Quantity Ordered  . . .       500.0000

 Unit of Measure . . . .    EA

 Unit Price  . . . . . .          .100

 Quantity Received . . :          .0000




 F3=Exit    F4=Prompt
                                                       CONFIRM: Y (Y/N)
```

CONFIRM: Y →

Confirming   You will be asked to confirm your request.

Confirming Tips   The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning   Press **Enter** to return to the Work With PO Details display.

Figure 6

Work With →
PO Details

```
POC3DFR    DISPLAY                                           1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                  Unit
   Number    Ordered                                  Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line      Quantity    Description                 Unit       Notes
    Number    Ordered                                 Price
      10      500.0000 Spring        FSCM 38658          .100








 F3=Exit    F6=Add   F21=Print List
```

**The Result**   You have successfully changed a purchase order detail.

You Are Done   This completes Subsection 4.7.4, How To Edit Purchase Order Details.

KDI

4.7.5 How To Copy Purchase Order Details

Start Here

Figure 1 shows the Work With PO Details display.

Figure 1

Work With →

PO Details

3 = Copy →

```
POC3DFR    DISPLAY                                      1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                    Unit
   Number    Ordered                                    Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description                    Unit      Notes
    Number   Ordered                                    Price
         10      500.0000 Spring      FSCM 38658                .100







    F3=Exit   F6=Add   F21=Print List
```
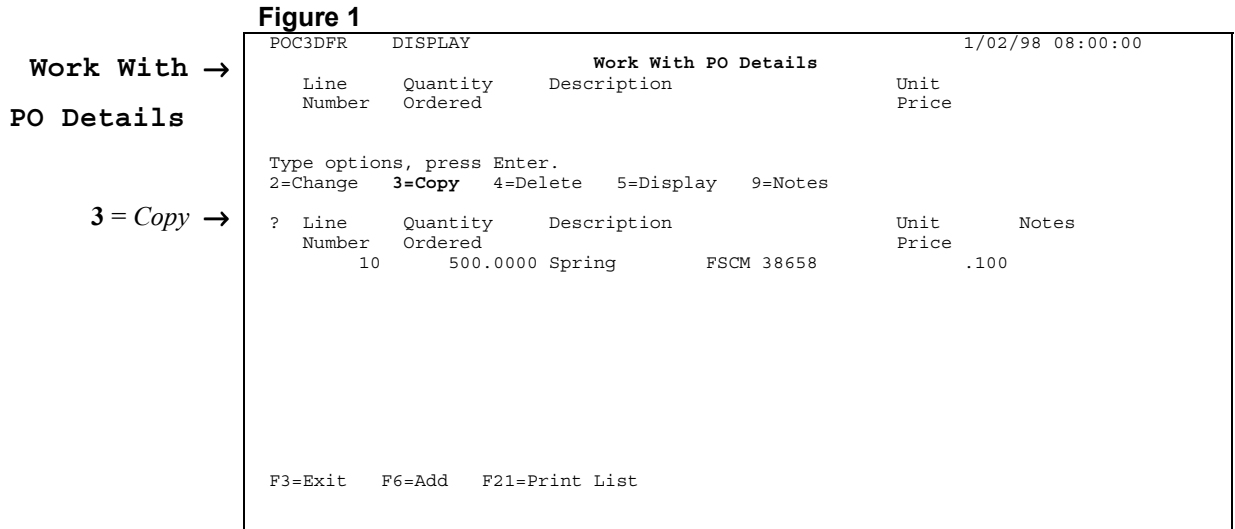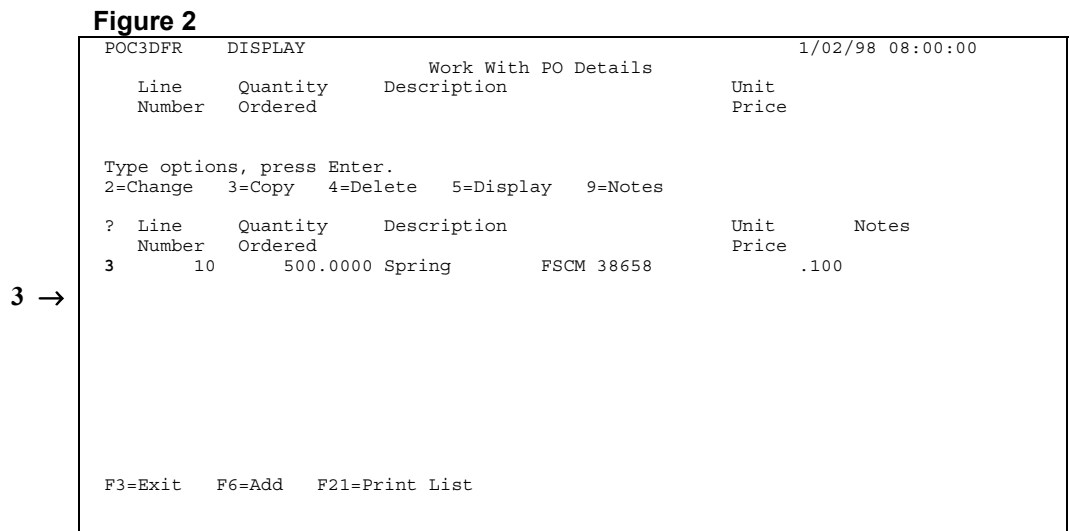
The Task

We are going to copy a purchase order detail.

- This options is used to copy the details of a purchase order without having to go through the lengthy process of creating new ones
- In Figure 1, option 3 lets you copy.

Copying

Tab down to Number 10, and key in a *3*, as shown in Figure 2.

Figure 2

3 →

```
POC3DFR    DISPLAY                                      1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                    Unit
   Number    Ordered                                    Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity    Description                    Unit      Notes
    Number   Ordered                                    Price
 3      10      500.0000 Spring      FSCM 38658                .100







    F3=Exit   F6=Add   F21=Print List
```

Filled   Press **Enter** and your display will look like Figure 3.

Figure 3

```
POC3DFR    DISPLAY                                           1/02/98 08:00:00
...............................................................................
:                               Copy PO Detail                                :
:                                                                             :
:  PO Number . . . :        30                                               :
:  Line Number . . .        15                                               :
:                                                                             :
:  Item Number . . :   ACH-0001                                              :
:  Description . . :                                                          :
:  sequence number .                                                          :
:  Purchase Part Description                                                  :
:  Manufacturer Part Number                                                   :
:  Unit of Measure .   EA                                                     :
:  Quantity Ordered                                                           :
:  Unit Price  . . .                                                          :
:  Description . . .   Spring      FSCM 38658                                 :
:  OE Extended Amount          .00                                           :
:                                                                             :
:                                                                             :
:                                                                             :
:  F3=Exit                                                                    :
:                                                                             :
:                                                                             :
:.............................................................................:
```

You're working with this panel

Your Choices

Figure 3 shows the Copy PO Detail display.

- All the highlighted fields may be changed.
- To continue, we will need to fill in the Unit Price
- Manually key in a price.

Filled   Figure 4 shows that the Unit Price has been filled.

Figure 4

```
POC3DFR    DISPLAY                                           1/02/98 08:00:00
...............................................................................
:                               Copy PO Detail                                :
:                                                                             :
:  PO Number . . . :        30                                               :
:  Line Number . . .        15                                               :
:                                                                             :
:  Item Number . . :   ACH-0001                                              :
:  Description . . :                                                          :
:  sequence number .                                                          :
:  Purchase Part Description                                                  :
:  Manufacturer Part Number                                                   :
:  Unit of Measure .   EA                                                     :
:  Quantity Ordered                                                           :
:  Unit Price  . . .   .00                                                    :
:  Description . . .   Spring      FSCM 38658                                 :
:  OE Extended Amount          .00                                           :
:                                                                             :
:                                                                             :
:                                                                             :
:  F3=Exit                                                                    :
:                                                                             :
:                                                                             :
:.............................................................................:
```

Filled →

You're working with this panel

Processing

Press **Enter** to continue to bring up the CONFIRM: Y prompt, as shown in Figure 5.

Figure 5

```
 POC3DFR   DISPLAY                                               1/02/98 08:00:00
.................................................................................
:                               Copy PO Detail                                  :
:                                                                               :
:  PO Number . . . :        30                                                  :
:  Line Number . . .        15                                                  :
:                                                                               :
:  Item Number . . :   ACH-0001                                                 :
:  Description . . :    Spring        FSCM 38658                                 :
:  sequence number .                                                            :
:  Purchase Part Description                                                     :
:  Manufacturer Part Number                                                     :
:  Unit of Measure .    EA                                                      :
:  Quantity Ordered                                                             :
:  Unit Price  . . .        .000                                                :
:  Description . . .    Spring        FSCM 38658                                 :
:  OE Extended Amount        .00                                                :
:                                                                               :
:                                                          ....................: :
:                                                          :  CONFIRM: Y (Y/N) : :
:  F3=Exit                                                 :                  : :
:                                                          :..................: :
:                                                                               :
:...............................................................................:
```

CONFIRM: Y →

Confirming

You will be asked to confirm your request.

Confirming Tips

The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning

Press **Enter** to return to the Work With PO Details display.

Figure 6

```
 POC3DFR   DISPLAY                                               1/02/98 08:00:00
                             Work With PO Details
   Line     Quantity   Description                        Unit
   Number   Ordered                                       Price


 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity   Description                       Unit      Notes
    Number   Ordered                                      Price
       10       .0000 Spring        FSCM 38658                .000
       15       .0000 Spring        FSCM 38658                .000




    F3=Exit   F6=Add   F21=Print List
```

Detail has been →

copied

Exiting   Press **F3** to return to the Work with Purchase Orders display.

Figure 7

Work with →

Purchase

Orders

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                           Work with Purchase Orders
   PO #    Vendor  Required Description                    Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO     Vendor  Date    Description                 Order     Shipping
   Number  Number  Required                            Date      Code
       30      23  6/01/98 This is your description    5/22/98 AIR-P











   F3=Exit    F6=Add    F17=Subset    F21=Print List

```

The Result   You have successfully copied a purchase order detail.

You Are Done   This completes Section 4.7.5, How To Copy Purchase Order Details

KDI

4.7.6 How to Delete Purchase Order Details

Figure 1 shows the Work With PO Details display.

Start Here

Figure 1

Work With →

PO Details

4 = *Delete* →

```
POC3DFR    DISPLAY                                        1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                      Unit
   Number    Ordered                                      Price


 Type options, press Enter.
 2=Change    3=Copy    4=Delete    5=Display    9=Notes

 ?  Line      Quantity    Description                     Unit      Notes
    Number    Ordered                                     Price
       10       500.0000 Spring        FSCM 38658              .100








 F3=Exit    F6=Add    F21=Print List
```

The Task

We are going to delete a purchase order detail.

• In Figure 1, option 4 lets you delete.

Deleting

Tab down to Number 10, and key in a *4*, as shown in Figure 2.

Figure 2

```
 POC3DFR    DISPLAY                                       1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity    Description                      Unit
   Number    Ordered                                      Price


 Type options, press Enter.
 2=Change    3=Copy    4=Delete    5=Display    9=Notes

 ?  Line      Quantity    Description                     Unit      Notes
    Number    Ordered                                     Price
 4     10       500.0000 Spring        FSCM 38658              .100
```

4 →

```



 F3=Exit    F6=Add    F21=Print List
```

Filled   Press **Enter** and your display will look like Figure 3.

Figure 3

```
POC3D ................................................................... :20
Delete PO →        :                        Delete PO Detail                 :
                 Li :  Press Enter to Confirm Deletion                        :
    Detail       Nu :                                                         :
                   :  PO Number  . . . . . . :        30                      :
                   :  Line Number . . . . . :        10                       :
                 Type :                                                       :
                 2=Cha :  Item Number  . . . . . :                            :
                   :  Description  . . . . . :                                :
                 ?  Li :  sequence number . . . :        0                    :
                 Nu :  Purchase Part Description                              :
                 4   :  Manufacturer Part Number                             :
                   :  Unit of Measure  . . . :    EA                          :
                   :  Quantity Ordered . . . :       500.0000                 :
                   :  Unit Price . . . . . . :        .100                    :
                   :  Description  . . . . . :    Spring      FSCM 38658       :
                   :  OE Extended Amount . . :         .00                    :
                   :                                                          :
                   :  F3=Exit                                                 :
                   :                                                          :
                   :                                                          :
                   :..........................................................:
                 F3=Exit   F6=Add   F21=Print List
```

You're working with this panel

Your Choices   Figure 3 shows the Delete PO Detail panel.

- **F3** lets you exit.
- **Enter** lets you proceed.

Continuing   Press **Enter**, and your display will look like Figure 4.

Figure 4

```
POC3D ................................................................... :20
                   :                        Delete PO Detail                 :
                 Li :  Press Enter to Confirm Deletion                        :
                 Nu :                                                         :
                   :  PO Number  . . . . . . :        30                      :
                   :  Line Number . . . . . :        10                       :
                 Type :                                                       :
                 2=Cha :  Item Number  . . . . . :                            :
                   :  Description  . . . . . :    Spring      FSCM 38658       :
                 ?  Li :  sequence number . . . :        0                    :
                 Nu :  Purchase Part Description                              :
                 4   :  Manufacturer Part Number                             :
                   :  Unit of Measure  . . . :    EA                          :
                   :  Quantity Ordered . . . :       500.0000                 :
                   :  Unit Price . . . . . . :        .100                    :
                   :  Description  . . . . . :    Spring      FSCM 38658       :
                   :  OE Extended Amount . . :         .00                    :
                   :                                                          :
                   :  F3=Exit                                                 :
                   :                             ....................... :
                   :                             :  CONFIRM: Y (Y/N)  : :
                   :........................................... :      : :
                 F3=Exit   F6=Add   F21=Print List      :...................:
CONFIRM:Y →
```

Confirming   You will be asked to confirm your request.

                  The Y for "yes" will be waiting for your response.

Confirming Tips

- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Returning   Press **Enter** to return to Work With PO Details.

Figure 5

Work With →

PO Details

```
POC3DFR    DISPLAY                                              1/02/98 08:00:00
                                Work With PO Details
   Line       Quantity     Description                    Unit
   Number     Ordered                                     Price

 Type options, press Enter.
 2=Change    3=Copy    4=Delete    5=Display    9=Notes

 ?  Line       Quantity     Description                   Unit       Notes
    Number     Ordered                                    Price







    F3=Exit    F6=Add    F21=Print List
```

The Result   You have successfully deleted a purchase order detail.

You Are Done   This completes Section 4.7.6, How To Delete Purchase Order Details.

4.7.7 How To Return To Work With Purchase Orders

Figure 1 shows the Work With PO Details display.

Start Here

Figure 1

Work With →

PO Details

```
POC3DFR    DISPLAY                                         1/02/98 08:00:00
                            Work With PO Details
   Line      Quantity     Description                  Unit
   Number    Ordered                                   Price

 Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display   9=Notes

 ?  Line     Quantity     Description                  Unit       Notes
    Number   Ordered                                   Price









    F3=Exit    F6=Add    F21=Print List
```

F3 = *Exit* →
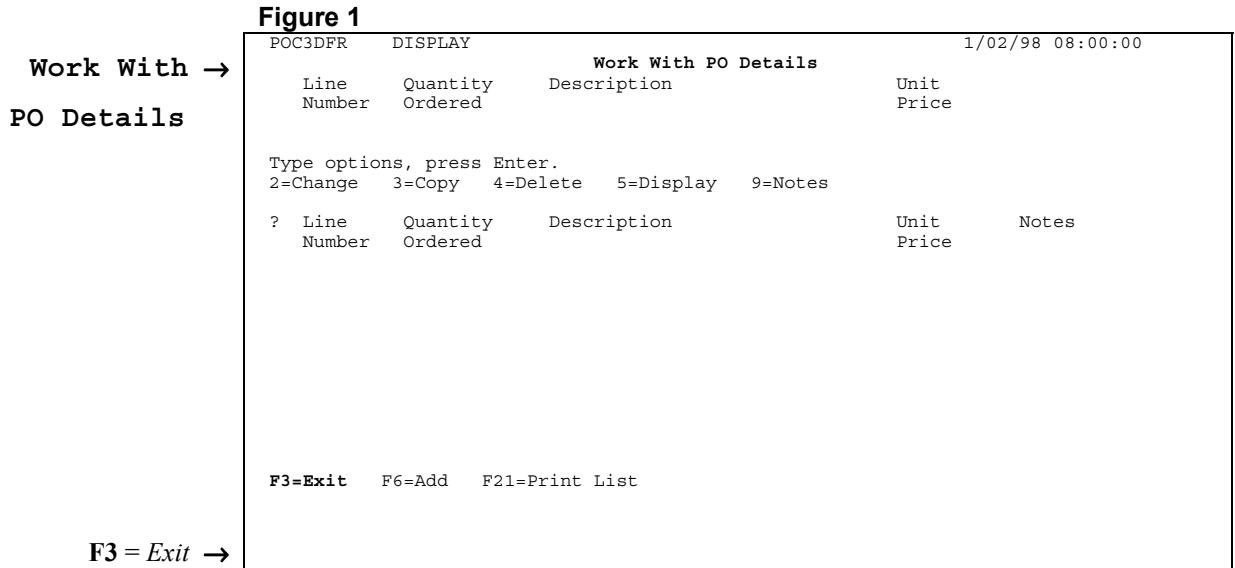
The Task

We are going to return to Work With Purchaser Orders.

- In Figure 1, **F3** lets you exit.

Exiting

Press **F3** to return to the Work With Purchase Orders display.

Figure 2

Work With →

Purchase

Orders

```
POC6DFR    DISPLAY                                         1/02/98 08:00:00
                          Work with Purchase Orders
  PO #    Vendor  Required Description                    Order Date

 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date      Description                    Order     Shipping
   Number  Number  Required                                 Date      Code
        30      23  6/01/98 This is your description        5/29/98 AIR-P











   F3=Exit    F6=Add    F17=Subset    F21=Print List
```
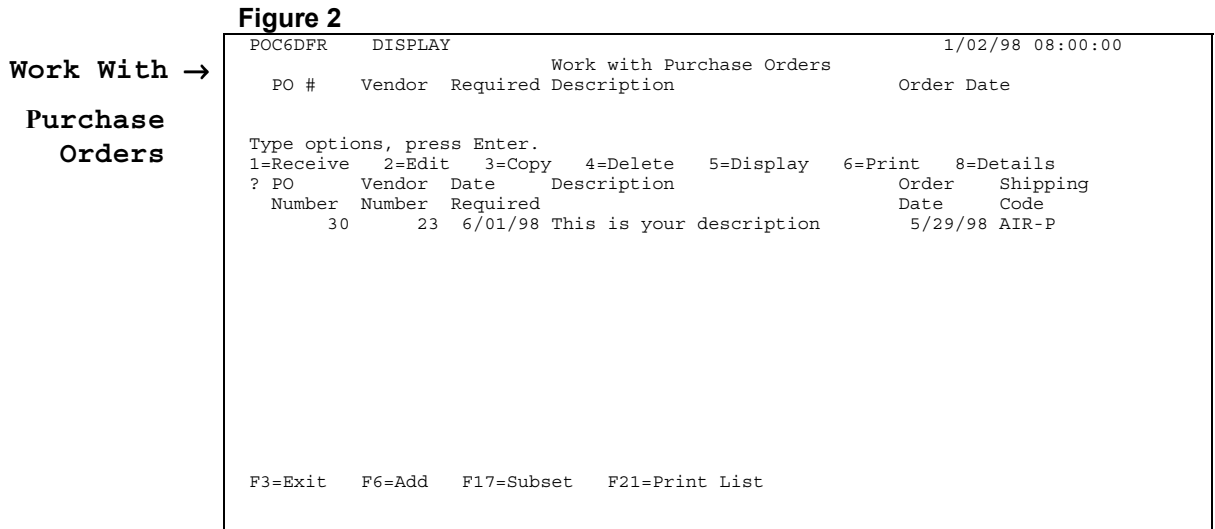
The Result

You have successfully returned to Work With Purchase Orders.

You Are Done

This completes Subsection 4.7.7, How To Return to Work With Purchase Orders, and Section 4.7, How To Work With PO Details.

4.8 How To Receive Goods

Start Here

Figure 1 shows the Work with Purchase Orders display.

Figure 1

Work with →

**Purchase
Orders**

1 = *Receive* →

```
POC6DFR    DISPLAY                                            1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                       Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date     Description                        Order    Shipping
   Number  Number  Required                                    Date     Code
       30      23  6/01/98 This is your description           5/29/98 AIR-P









 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

The Task

We are going to work with receiving goods.

• In Figure 1, Option 1 lets you bring up the Receive Goods display.

Receiving

Tab down to Number 30, and key in a *1*, as shown in Figure 2.

Figure 2

```
POC6DFR    DISPLAY                                            1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                       Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date     Description                        Order    Shipping
   Number  Number  Required                                    Date     Code
 1     30      23  6/01/98 This is your description           5/29/98 AIR-P
```

1 →

```
 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

KDI

Processing

Press **Enter** to bring up the CONFIRM: Y prompt display, as shown in Figure 5.

Figure 5

```
 POERPVR    ENTER                                             1/02/98 08:00:00
                                 Receive Goods

 Vendor Address Number :       23
 Account (Buyer) Code  :
 Terms Code  . . . . . :   N10
 Description . . . . . :   This is your description

 Order Status Code . . :   OPEN
 Order Date  . . . . . :    5/29/98
 Date Required . . . . :    6/01/98

 Ship to Warehouse . . :   F
 Shipping Code . . . . :   AIR-P

 Waybill Number  . . . .   1234
 Date Last Received  . .   52998




 F3=Exit    F21=Print List
                                                          CONFIRM: Y (Y/N)
```

CONFIRM: Y →

Confirming

You will be asked to confirm your request.

Confirming Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing, press **N** the **F3**.

Continuing

Press **Enter** and the Receive PO Items display appears.

Figure 6

Receive PO →

Items

```
 POESDFR    DISPLAY                                           1/02/98 08:00:00
                              Receive PO Items
   Line     Quantity     Description
   Number   Ordered


 Type options, press Enter.
 9=Notes

 ? Line    Ordered     Description                    Received    Loc    Note
       10        .0000 Spring       FSCM 38658









 F3=Exit    F21=Print List
```

Your Choices

This display shows the details of the PO Item received.

- **F21** lets you print.
- **F3** lets you exit.

KDI

Exiting   Press **F3** to return to the Work with Purchase Orders display.

Figure 7

Work with PO →

```
 POC6DFR    DISPLAY                                       1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                      Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO     Vendor  Date     Description                      Order     Shipping
   Number  Number  Required                                 Date      Code
       30      23  6/01/98 This is your description         5/29/98  AIR-P








  F3=Exit    F6=Add    F17=Subset    F21=Print List

```

The Result   You have successfully worked with the Receive PO Items display.

You Are Done   This completes Section 4.8, How To Receive Goods.

4.9 How To Edit Purchase Orders

Figure 1 shows the Work with Purchase Order display.

Start Here

Figure 1

Work with →

Purchase

Orders

2 = Edit →

```
POC6DFR    DISPLAY                                      1/02/98 08:00:00
                          Work with Purchase Orders
  PO #    Vendor  Required Description                    Order Date


 Type options, press Enter.
 1=Receive  2=Edit  3=Copy  4=Delete  5=Display  6=Print  8=Details
 ? PO     Vendor Date    Description                    Order   Shipping
  Number  Number Required                               Date    Code
       30     23  6/01/98 This is your description       5/29/98 AIR-P







 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

The Task

We are going to edit a purchase order.

• In Figure 1, Option 2 lets you edit.

Editing

Tab down to Number 30, and key in a *2*, as shown in Figure 2.

Figure 2

2 →

```
POC6DFR    DISPLAY                                      1/02/98 08:00:00
                          Work with Purchase Orders
  PO #    Vendor  Required Description                    Order Date


 Type options, press Enter.
 1=Receive  2=Edit  3=Copy  4=Delete  5=Display  6=Print  8=Details
 ? PO     Vendor Date    Description                    Order   Shipping
  Number  Number Required                               Date    Code
 2     30     23  6/01/98 This is your description       5/29/98 AIR-P







 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Continuing Press **Enter**, and your display will look like Figure 3.

Figure 3

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                          Work with Purchase Orders
    PO #   Vendor  Required Description                     Order Date

    ......................................................................
 T :                          Edit PO Header                              :
 1 :                                                                      :
 ? : PO Number . . . . . . :       30                                     :
    : Warehouse Code . . . .   F     Finished Goods Warehouse             :
 2 : Vendor Address Number .      23                                      :
    : Account Manager Code .                                              :
    : Terms Code  . . . . . .   N10    Net 10 Days                        :
    : Order Status Code . . .   OPEN   Open PO                            :
    : Order Date  . . . . . .   52998                                     :
    : Date Required . . . . .   60198                                     :
    : Description . . . . . .   This is your description                  :
    :                                                                     :
    : Shipping Code . . . . .   AIR-P  Air freight Prepaid                :
    :                                                                     :
    :                                                                     :
    : F3=Exit   F4=Prompt                                                 :
    :                                                                     :
 F :                                                                      :
    :.....................................................................:
```

← Edit PO Header

You're working with this panel

Your Choices
- Figure 3 shows the Edit PO Header panel.
- The changeable fields are highlighted in bold type.
- **F4** lets you prompt the code fields.
- **F3** lets you exit without making changes.

Returning Press **F3** to return to Work with Purchase Orders.

Figure 4

```
POC6DFR    DISPLAY                                          1/02/98 08:00:00
                         Work with Purchase Orders
    PO #   Vendor  Required Description                     Order Date

 Type options, press Enter.
 1=Receive   2=Edit  3=Copy  4=Delete  5=Display  6=Print  8=Details
 ? PO     Vendor Date    Description                 Order     Shipping
   Number Number Required                            Date      Code
      30     23  6/01/98 This is your description    5/29/98 AIR-P




 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

← Work with Purchase Orders

The Result You have successfully brought up the display that lets you make changes to purchase orders.

You Are Done This completes Section 4.9, How To Edit Purchase Orders

4.10 How To Copy Purchase Orders

Figure 1 shows the Work with Purchase Order display.

Start Here

Figure 1

Work with →

Purchase

Orders

3 = Copy →

```
POC6DFR    DISPLAY                                      1/02/98 08:00:00
                        Work with Purchase Orders
  PO #    Vendor  Required Description                  Order Date


 Type options, press Enter.
 1=Receive  2=Edit   3=Copy   4=Delete   5=Display  6=Print  8=Details
 ? PO     Vendor Date    Description                  Order   Shipping
   Number Number Required                             Date    Code
       30     23  6/01/98 This is your description      5/22/98 AIR-P








 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

The Task

We are going to bring up the Copy PO panel.

• In Figure 1, option 3 lets you copy.

• This option is used to copy a purchase order without having to go through the lengthy process of creating a new one.

• **F3** lets you exit without copying.

Copy

Tab down to Number 30, and key in a **3**, as shown in Figure 2.

Figure 2

3 →

```
POC6DFR    DISPLAY                                      1/02/98 08:00:00
                        Work with Purchase Orders
  PO #    Vendor  Required Description                  Order Date


 Type options, press Enter.
 1=Receive  2=Edit   3=Copy  4=Delete   5=Display  6=Print  8=Details
 ? PO     Vendor Date    Description                  Order   Shipping
   Number Number Required                             Date    Code
 3     30     23  6/01/98 This is your description      5/22/98 AIR-P








 F3=Exit   F6=Add   F17=Subset   F21=Print List
```

Filled

Press **Enter**, and your display will look like Figure 3.

Figure 3

Copy PO →

```
POCAPVR     ENTER                                          1/02/98 08:00:00
                                   Copy PO

Vendor Address Number .      23
Account (Buyer) Code .   DT
Description . . . . . .   This is your description

Order Status Code . . .  OPEN
Order Date  . . . . . .   52298
Date Required . . . . .   60198

Ship to Warehouse . . .  F
Shipping Code . . . . .  AIR-P







F3=Exit    F4=Prompt
```

Your Choices

Figure 3 shows the Copy PO display.
- The highlighted fields may be changed.
- Use **F4** to prompt.

Exiting

Press **Enter** to return to the Work with Purchase Orders display.

Figure 8

Work with →

Vendor Orders

Copied PO

Number →

```
POC6DFR    DISPLAY                                         1/02/98 08:00:00
                          Work with Purchase Orders
 PO #    Vendor  Required Description                      Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                         Order    Shipping
  Number   Number  Required                                    Date     Code
      30       23  6/01/98 This is your description          5/22/98 AIR-P
      40       23  6/01/98 This is your description          5/22/98 AIR-P








 F3=Exit    F6=Add    F17=Subset   F21=Print List
```

The Result

You have successfully copied a purchase order.

You Are Done

This completes Section 4.10, How To Copy Purchase Orders.

4.11 How To Delete Purchase Orders

Figure 1 shows the Work with Purchase Orders display.

Start Here

Figure 1

Work with →

Purchase

Orders

4 = *Delete* →

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #     Vendor   Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                      Order    Shipping
   Number  Number  Required                                 Date     Code
        30      23  6/01/98 This is your description         5/22/98 AIR-P











 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

The Task

We are going to delete a purchase order.

- In Figure 1, Option 4 lets you delete.

Deleting

Tab down to Number 30, and key in a *4*, as shown in Figure 2.

Figure 2

```
POC6DFR    DISPLAY                                        1/02/98 08:00:00
                            Work with Purchase Orders
   PO #     Vendor   Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO      Vendor  Date    Description                      Order    Shipping
   Number  Number  Required                                 Date     Code
 4     30      23  6/01/98 This is your description         5/22/98 AIR-P
```

4 →

```
 F3=Exit    F6=Add    F17=Subset    F21=Print List
```

Filled   Press Enter, and your display will look like Figure 3.

Figure 3

Cancel PO →

```
POB9PVR    ENTER                                        1/02/98 08:00:00
                               Cancel PO

 Type choices, press Enter.

 Vendor Address Number :        23
 Account (Buyer) Code  :
 Description . . . . . :   This is your description
 Order Date  . . . . . :    5/22/98

 Order Status Code . . .   OPEN






 F3=Exit   F4=Prompt
```

F3 = *Exit* →

Your Choices   Figure 3 shows the Cancel PO display.
- **F3** lets you exit without deleting.
- **Enter** lets you proceed.

Continuing   Press **Enter**, and your display will look like Figure 4.

Figure 4

```
POB9PVR    ENTER                                        1/02/98 08:00:00
                               Cancel PO

 Type choices, press Enter.

 Vendor Address Number :        23
 Account (Buyer) Code  :
 Description . . . . . :   This is your description
 Order Date  . . . . . :    5/22/98

 Order Status Code . . .   OPEN






 F3=Exit   F4=Prompt
                                                   CONFIRM: Y (Y/N)
```

CONFIRM:Y →

Confirming   You will be asked to confirm your delete request.

Confirmation Tips   The Y for "yes" will be waiting for your response.
- If you want to make a correction, press **N**.
- If you want to escape without processing your request, press **N**

- then **F3**.

Returning   Press **Enter** to return to the Work with Purchase Orders display

Figure 5

Work with →

Purchase

Orders

```
POC6DFR    DISPLAY                                         1/02/98 08:00:00
                            Work with Purchase Orders
   PO #    Vendor  Required Description                     Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO       Vendor  Date    Description                   Order    Shipping
  Number    Number  Required                              Date     Code









   F3=Exit    F6=Add   F17=Subset    F21=Print List

```

The PO is gone →

The Result   You have successfully deleted a purchase order.

You Are Done   This completes Section 4.11, How To Delete Purchase Orders.

KDI

4.12 How To Return To The PO Menu

Start Here

Figure shows the Work with Purchase Orders display.

Figure 1

Work with →

Purchase

Orders

```
 POC6DFR    DISPLAY                                    1/02/98 08:00:00
                             Work with Purchase Orders
   PO #    Vendor  Required Description                  Order Date


 Type options, press Enter.
 1=Receive   2=Edit   3=Copy   4=Delete   5=Display   6=Print   8=Details
 ? PO       Vendor  Date     Description                Order     Shipping
   Number   Number  Required                            Date      Code












   F3=Exit   F6=Add   F17=Subset   F21=Print List


```

F3 = *Exit* →

The Task

We are going to return to the Purchase Order Menu
- In Figure 1, **F3** lets you exit.

Exiting

Press **F3** to return to the Purchase Order Menu.

Figure 2

Purchase →

Order Menu

```
 ZZMENUR    DISPLAY      ..................................................
                        :            Run Application Menu              :
 User Id YOU            : KOBELT    TEST   Manufacturing Co. Ltd.      :
 Your Name              : PO        Purchase Order                     :
 Type options, press Enter. : Select Menu options using '1'            :
 1=Select Menu Option  2=Chang : ?  Menu Description                   :
                        :      Work with PO Vendor                     :
 ?     Application      :      Work with Purchase Orders               :
 1 PO  Purchase Orders  :      Work With PO Item Master                :
                        :      PO Setup                                :
                        :      Common Menu Functions                   :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        :                                              :
                        : F3=Exit   F17=Change Current Company         :
                        :                                              :
                        :                                              :
 F3=Exit                :..............................................:
```

The Result

You have successfully returned to the Purchase Order Menu.

You Are Done

This completes Section 4.11, How To Return To The Purchase Order Menu, and Chapter 4, Purchase Orders.

KDI