3. PO Vendor

This Chapter

Getting There

Signing On

The options available from the Purchase Order Menu are covered in this chapter.

3.1 How To Work With PO Vendors

The following shows you how to get to the Work With Members display.

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

	Figure 1			
Γ	ZZMENUR DIS	SPLAY		1/02/98 08:00:00
User \rightarrow		User Application	n Menu	
ober /	User Id YOU			
Application	Your Name			
Menu	Type options,	press Enter.		
Menu	1=Select Menu	Option 2=Change Current Applic	cation Company	
	? Application AP AR CM GL IC IT OE PO UU ZZ F3=Exit	Description Accounts Payable Accounts Receivable Contact management General Ledger Inventory Control Incident (project) Tracking Order Entry Purchase Orders Union Information System Run Time	Company. YOURCO YOURCO YOURCO YOURCO OTHERCO YOURCO OTHERCO YOURCO YOURCO	

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 Order 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 \uparrow to take you back up.

Fi	ia	u	re	2
	чy	u	10	-

F	ZZMENUR DISPLAY		
		: Run Application Menu	:
	User Id YOU	: YOURCO Your Company	:
	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	:
	_ AP Accounts Payable	: _ Work With PO Item Master	:
	_ AR Accounts Receivable	: _ PO Setup	:
	_ CM Contact Management	: _ Common Menu Functions	:
	_ GL General Ledger	:	:
	_ IC Inventory Control	:	:
	_ IT Incident (project) Trac	:	:
	_ OE Order Entry	:	:
	1 PO Purchase Orders	:	:
	_ UU Union Information Syste	:	:
\rightarrow	_ ZZ Run Time	:	:
		:	:
		: F3=Exit F17=Change Current Company	:
		:	:
		:	:
	F3=Exit	·····	:

Here's the new panel

General Ledger

1

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.

Selected

Tab down and key in a 1 beside Work With PO Vendor, as shown in Figure 3.

Figure 3

ZZMENUR DISPLAY		
	: Run Application Menu	:
User Id YOU	: YOURCO Your Company	:
Your Name	: PO Purchase Order	:
Type options, press Enter,	: Select Menu options using '1'	
1=Select Menu Option 2=Chang	· ? Menu Description	
1 boroot homa option 2 thang	· 1 Work with PO Vendor	:
2 Application	. Work with Purchase Orders	:
AD Accounts Davable	Work With PO Itom Magter	:
- AF Accounts Fayable	DO Gature	·
- AR ACCOUNTS RECEIVABLE	· _ PO Secup	:
_ CM Contact Management	: _ Common Menu Functions	:
_ GL General Ledger	:	:
_ IC Inventory Control	:	:
_ IT Incident (project) Trac	:	:
_ OE Order Entry	:	:
1 PO Purchase Orders	:	:
_ UU Union Information Syste	:	:
ZZ Run Time	:	:
-	:	:
	: F3=Exit F17=Change Current Company	:
	:	:
	:	:
EQ Estit		

You're working with this panel

PO Vendor

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

	Figure 4						
	POYRDFR	DISPLAY				1/02/98 0	00:00:00
Work With $ ightarrow$			Work with	n PO Vendor			
PO Vendor	Vendor	Vendor Name		Phone Number			
Search Fields \rightarrow	Type optic	ons, press Enter.					
Options \rightarrow	2=Change	4=Delete 5=Di	lsplay 7=Dia	ary History 8	=Detail	ls 9=Notes	3
1	? Vendor	Vendor Name		Phone Number	Terms	Vendor	Notes
	Number 21	A & M NON-FEPROI	IS METALS LTD	555-5511	Code N30	Preference	
	31	ATLAS ALLOYS	DI TEINES LID	555-5512	N30	A	
	387	WESTBURNE SUPPLY	(B.C.)	555-5513	N30		
	F3=Exit	F6=Add F21=Pri	int List				
Function Kevs \rightarrow							

Work With PO Vendor	The Work with PO Vendor display fills up your entire screen.
Search Fields	At the top, there are fields to help you find Vendors quickly.
The Ontions	The Options are explained throughout this chapter.
Vendere Liet	In the lower half, there is a selection of Vendors sorted in Address Number order.
Venuors List	Along the bottom, there is a list of the Function keys and what they do
Function Keys	Thong the bottom, there is a not of the r another Reys and what they do.

Otout I louis	Most of the sections in this chapter begin at the Work With PO Vendors display.
Start Here	Think of this display as Start Here for all of the functions available to you
	in this part of the Purchase Order module.
	We arrive this starting a sint swill be used at the same in the fature if and

• 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.

3.2 How To Add PO Vendors

Figure 1 shows the Work with PO Vendor display.

Figure 1 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work with \rightarrow Vendor Vendor Name Phone Number PO Vendor Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History 8=Details 9=Notes ? Vendor Vendor Name Phone Number Terms Vendor Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 555-5511 N30 Α 31 ATLAS ALLOYS 555-5512 N30 Α 387 WESTBURNE SUPPLY (B.C.) 555-5513 N30 F3=Exit F6=Add F21=Print List $F6 = Add \rightarrow$

The Task

Start Here

We are going to add a new purchase order vendor to the PO Vendor list. $I = D^2$

• In Figure 1, **F6** lets you add PO Vendors.

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

Adding

Figure 2 POYRDF 0:00 Select Address Select \rightarrow Vend : Address Name Phone Number Address Number Search Fields \rightarrow Type o : 2=Chan : Type options, press Enter. Vend : 1=Select 5=Display 9=Note: Numb : ? Number Name : _ 0000411 "A" MISCELLANEOUS : _ 0000413 "C" MISCELLANEOUS ? Vend : 9=Notes es : Phone Number 0000414 "D" MISCELLANEOUS 0000415 "E" MISCELLANEOUS 0000417 "G" MISCELLANEOUS "H" MISCELLANEOUS "I" MISCELLANEOUS 0000418 0000419 0000420 "J" MISCELLANEOUS F3=Exit F6=Add Function Keys \rightarrow :.. F3=Exit F6=Add F21=Print List

You're working with this panel

Your Choices

Figure 2 shows the Select Address panel.

This is a link to the Contact Management module.

- **F6** lets you add new Addresses.
- We will use the search fields to find an existing Address.

Searching Key *AB* in to the Name search field, as shown in Figure 3.

:		Select Address		:
Vend :	Address N	Jame	Phone Number	:
:	Number			:
:	7	AB		:
Туре о :				:
2=Chan :	Type options,	press Enter.		:
? Vend :	1=Select 5=	Display 9=Notes		: es
Numb :	? Number N	Jame	Phone Number	:
:	_ 0000411 '	'A" MISCELLANEOUS	•	:
:	_ 0000413 '	'C" MISCELLANEOUS	•	:
:	_ 0000414 '	'D" MISCELLANEOUS	•	:
:	_ 0000415 '	'E" MISCELLANEOUS	•	:
:	_ 0000417 '	'G" MISCELLANEOUS	•	:
:	_ 0000418 '	'H" MISCELLANEOUS	•	:
:	_ 0000419 '	'I" MISCELLANEOUS		:
:	_ 0000420 '	'J" MISCELLANEOUS		+ :
:				:
:	F3=Exit F6=	Add		:
:				:
:				:

You're working with this panel

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

Found

vendor Type optio 2=Change ? Vendor Number 21 31 387 nd →

You're working with this panel

Your Choices

Figure 4 shows the Select Address panel displaying the search item.

• We will now turn this Address into a PO Vendor.

Selecting

Selected

1

Tab down to ABS Americas, and key a 1, as shown in Figure 5.

:	Select Address		:
Vendor :	Address Name	Phone Number	:
:	Number		:
:	AB		:
Cype optio :			:
2=Change :	Type options, press Enter.		:
? Vendor :	1=Select 5=Display 9=Notes		:
Number :	? Number Name	Phone Number	:
21 :	_ 0003371 ABC MARITIME AG	412-555-5551	:
31 :	_ 0000457 ABERDEEN DYNAMICS	412-555-5552	:
387 :	_ 0002500 ABIMAR	*	:
:	1 0000023 ABS AMERICAS	412-555-5553	:
:	_ 0000004 ACCURATE RUBBER PRODUCTS LTD.	412-555-5554	:
:	_ 0000458 ACF GREW INC.	412-555-5555	:
:	_ 0000005 ACKLANDS-GRAINGER INC	412-555-5556	:
:	_ 0002074 ACTIVATION	412-555-5557	+ :
:			:
:	F3=Exit F6=Add		:
:			:
:			:
:			:

You're working with this panel

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

Figure 6 Add PO Vendor \rightarrow Add PO Vendor : Address Number . ____23 Phone Number т: T: 2: AP Vendor Number 23 ? : Quality Contact Quality \rightarrow : Sales Contact . Contact : Shipping Code . : Shipping Notes . : Terms Code . . . N30_ : MSDS Required ? _ : Vendor Preference : F3=Exit F4=Prompt $F4=Prompt \rightarrow$:.... :.... F3=Exit F6=Add F21=Print List

You're working with this panel

Figure 6 shows the Add PO Vendor panel.
This Address can only be made into a PO Vendor if it has been setup in your system as an PO Vendor.

- First, we will fill in the Quality Contact field.
- **F4** lets you prompt this field.

Your Choices

Prompting Tab down to Quality Contact, and press **F4**. Your display will look like Figure 7.



You're working with this panel

The Result

Figure 7 shows the Select Address Contact.

Figure 8



You're working with this panel

Your Choices

Here is a display of contacts given to you.

- Option 1 lets you select.
- Tab down to Brookes, and key in a 1, as shown in Figure 8.

Filled Press **Enter**, and your display will look like Figure 9.

	Figure 9	
Add PO Vendor \rightarrow	P : Add PO Vendor :	:
	: Address Number . 23 ABS AMERICAS : Phone Number 412-555-5553 T : AP Vendor Number 23	:
Sales Contact \rightarrow	2 Quality Contact 1 BROOKES JOSEPH 2 Sales Contact . 3 Shipping Code . 5 Shipping Notes . 4 Shipping Notes .	
F4=Prompt →	: Terms Code N30 Net 30 Days : MSDS Required ? : Vendor Preference : : F3=Exit F4=Prompt : : : : : : : : : : : : :	: : : : :

You're working with this panel

Your Choices

Figure 9 shows the Add PO Vendor panel.

- The Quality Contact field has been filled.
- Next, we will fill in the Sales Contact field.
- F4 lets you prompt this field.

Tab down to Sales Contact, and press F4. Your display will look like Figure 10.

Prompting

Figure 10

Select →	:		:	Select Add	ress Contact		:
	:	Add	:	Address Number 23			:
dress	:		:	Seq # Last Name	First Name	Title	:
ntact	т:	AP	:				:
	2 :	_	:				:
	:	Qua	:	Type options, press Enter.			:
	:	Sal	:	1-Sologt roguest			:
		Shi	:	2 Seg # Last Name	First Name	Title	:
		Shi	:	1 BROOKES	JOSEPH	SUR	
Ducation	:		:				:
$brookes \rightarrow$:	Ter	:				:
	:	MSD	:				:
	:	Ven	:				:
	:		:				:
	:	F3=	:				:
	:	No v	:	F3=Exit F6=Add			:
	:		:				:
	-		:				
	F3=	Evit	: F6	5-Add F21-Print List			:

You're working with this panel

Selecting Tab down to Brookes, and key in a *1*, as shown in Figure 11.

Figure 11

:			Select Addr	ess contact		-
:	Add	: Address Number	23			:
:		: Seq # Last Name		First Name	Title	:
т:	AP	·				:
2:		:				:
?:	Qua	: Type options, pres	s Enter.			:
:	Sal	:				:
:		: 1=Select request				-
:	Shi	: ? Seq # Last Name		First Name	Title	
:	Shi	: 1 1 BROOKES		JOSEPH	SUR	
:		:				
:	Ter	:				
:	MSD	:				
:	Ven	:				
:		:				
:	F3=	:				:
: 1	Io v	: F3=Exit F6=Add				:
:		:				
:		:				
	:					:

You're working with this panel

Press Enter, and your display will look like Figure 12.

Figure 12

	P	
Add PO Vendor \rightarrow	: Add PO Vendor	:
	· Address Number 23 ABS AMERICAS	
	: Phone Number 412-555-5553	:
	T : AP Vendor Number 23	:
	2:	:
	: Quality Contact 1 BROOKES JOSEPH	:
	: Sales Contact . I BROOKES JUSEPH	:
	: Shipping Code	:
Chinning Code	: Shipping Cotes .	
snipping code \rightarrow	:	:
	: Terms Code N30 Net 30 Days	:
	: MSDS Required ?	:
	: Vendor Preference	:
	:	:
	: F3=Exit F4=Prompt	:
		:
$\mathbf{F4}=Prompt \rightarrow$		
	:	
	F3=Exit F6=Add F21=Print List	

You're working with this panel

Your Choices

Filled

Figure 12 shows the Add PO Vendor panel.

- The Sales Contact field has been filled.
- Next, we will fill in the Shipping Code field.
- F4 lets you prompt this field.

Prompting Tab down to Shipping Code, and press F4. Your display will look like Figure 13.

	Figure 13	
	P	
Select \rightarrow	: :	Select Shipping Method :
Shipping	: Shipp Address Number : Code	ing Description :
Mothod	: Address Number : Code	
Mechod	T : AP Vendor Number :	
$1 - 0 - 1 - \epsilon t$	2 : : 1=Selec	t request :
$l = \text{Select} \rightarrow$: Quality Contact : ? Shipp	ping Description :
	: Sales Contact . : Code	:
	: : *	Onsite / Pickup :
	· Shipping Notes · AIR	Associated Cargo-Correct :
	· ATR-(AIR FREIGHT COLLECT
	: Terms Code : AIR-	Air freight Prepaid :
	: MSDS Required ? : BUR-1	Burlington Air Overnight :
	: Vendor Preference : BUR-2	Burlington Air 2nd Day :
	: BUS-0	Bus Collect + :
	: F3=Exit F4=Promp :	:
	: No value selected. : F3=Exit	:
	: :	:
	F3-Exit F6-Add F21-Print List	
	IS-BATC IS-RAG IZI-ITINC BIBC	
	You're	working with this panel
	Eigne 12 shares the Calast Chinging	Mathedness
Your Choices	Figure 15 shows the Select Shipping	Method panel.
Tour Onoices	Select a Shipping Method	
	• We will select AIR P.	
		1
Solocting	Tab down to AIR P, and key in a I,	as shown in Figure 14.
Selecting		
	Figure 14	
	P	
	: :	Select Shipping Method :
	: Shipp	ing Description :
	: Address Number . : Code	:
	T : AP Vendor Number	:
	2 : : : : : : : : : : : : : : : : : : :	t request :
	: Quality Contact : ? Shipp	Ding Description :
	: Sales Contact . : Code	:
	: *	Onsite / Pickup :
	: Shipping Code . : ACM-C	Associated Cargo-Collect :
	: Shipping Notes . : AIR	Air Freight company below :
	: AIR-C	AIR FREIGHT COLLECT :
	· MSDS Required 2 · DID-1	Burlington Air Overnight
$1 \rightarrow$: Vendor Preference · BUR-1	Burlington Air 2nd Day
- /	: BUS-0	Bus Collect + :
	: F3=Exit F4=Promp :	:
	: No value selected. : F3=Exit	: :
	: :	:
	:::	:
		:

You're working with this panel

Filled Press Enter, and your display will look like Figure 15. Figure 15 Add PO Vendor Add PO Vendor \rightarrow 23 ABS AMERICAS Address Number . Phone Number 412-555-5553 23 T : AP Vendor Number 2 : . : Quality Contact 1 BROOKES : Sales Contact . 1 BROOKES JOSEPH JOSEPH : Shipping Code . AIR-P Air freight Prepaid Shipping : Shipping Notes . Notes \rightarrow Terms Code . . . N30 Net 30 Days MSDS Required ? Vendor Preference F3=Exit F4=Prompt F3=Exit F6=Add F21=Print List You're working with this panel Figure 15 shows the Add PO Vendor panel. **Your Choices** Next, we will fill in the Shipping Notes field. • Prompt F4 is not valid for this field. • Tab down to Shipping Notes, and manually key in any necessary notes. • Figure 16 Add PO Vendor 23 ABS AMERICAS Address Number . Phone Number 412-555-5553 23 T : AP Vendor Number 2 : : Quality Contact 1 BROOKES : Sales Contact . 1 BROOKES JOSEPH JOSEPH Shipping Code . AIR-P Air freight Prepaid
 Shipping Notes . Any necessary notes Filled \rightarrow : Terms Code . . . N30 Net 30 Days : MSDS Required ? Terms Code \rightarrow : Vendor Preference : F3=Exit F4=Prompt F3=Exit F6=Add F21=Print List *You're working with this panel* Your Choices Figure 16 displays the Add PO Vendor panel.

- Shipping Notes has been filled.
- Next, we will fill in the Terms Code field.
- **F4** lets you prompt this field.

Prompting Tab down to Terms Code, and press **F4**, your display will look like Figure 17.

Select -	:		:		Select AR Te	rms		:
	:		:	Terms	Description	Terms	days	:
(Terms	:	Address	:	Code		Туре		:
	:		:	N30				:
	т:	AP Vendo	:					:
1- Salaat	2 :		:	1=Select	request			:
$1 - Select \rightarrow$? :	Quality	:	? Terms	Description	Terms	days	:
	:	Sales Co	:	Code		Type		:
	:		:	N30	Net 30 Days	D	30	:
	:	Shipping	:	N60	Net 60 Days	D	60	:
	:	Shipping	:					:
	:		:					:
	:	Terms Co	:					:
	:	MSDS Req	:					:
	:	vendor P	:					:
	:		:	F3=EX1C				:
	:	F3=EX1C	:					:
	:	NO VAIUE	:					:
	:		:				• • • • • • • • •	:
	:					• • • • • • • • • • • • • • • •	• • • • • • • • •	
		:	• • • •					:

You're working with this panel

- Your Choices Figure 18 shows Select AR Terms panel.
 - Option 1 lets you select a code.

Tab down to N30, and type a 1, as shown in Figure 18.

Selecting

•		·	-	Select AK 1	erms		•
:		:	Terms	Description	Terms	days	:
:	Address	:	Code		Туре		:
:		:	N30				:
т:	AP Vendo	:					:
2 :		:	1=Select	request			:
?:	Quality	:	? Terms	Description	Terms	days	:
:	Sales Co	:	Code		Туре		:
:		:	1 N30	Net 30 Days	D	30	:
:	Shipping	:	N60	Net 60 Days	D	60	:
:	Shipping	:		-			:
:		:					:
:	Terms Co	:					:
	MSDS Reg						
	Vendor P						
			F3=Exit				
	F3=Exit	:	10 11110				
	No value						
:	10 14140	:					
•		•••					

You're working with this panel

Filled Press Enter, and your display will look like Figure 19.

Add PO Vendor \rightarrow	: Add PO Vendor :
	: Address Number . 23 ABS AMERICAS :
	: Phone Number 412-555-5553 :
	2 : :
	?: Quality Contact 1 BROOKES JOSEPH :
	: Sales contact . I BROKES DOSEFN :
	: Shipping Code . AIR-P Air freight Prepaid :
	: :
	: Terms Code N30 Net 30 Days :
ICDC Demined	: Vendor Preference :
ISDS Required ->	: · F3-Frit F4-Dromot
	: :
	:: F3=Exit F6=Add F21=Print List
	You're working with this panel
	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field.
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20.
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20.
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20.
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 P
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Address Number 23 ABS AMERICAS Phone Number 412-555-5553
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Address Number 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Address Number 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 23 23 23 23 24 25 25 21 23 25 21 22 23 24 25 25 23 24 25 25 21 21 22 23 23 24 25 25 21 21 22 23 23 24 25 25 25 26 27 28 29 21 21
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Address Number . 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 2 : Quality Contact 1 BROOKES JOSEPH Sales Contact . 1 BROOKES JOSEPH
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Address Number 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 23 Quality Contact 1 BROOKES JOSEPH Sales Contact 1 BROOKES JOSEPH Shipping Code AIR-P Air freight Prepaid Shipping Notes Any necessary notes
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. F4 lets you display will look like Figure 20. Figure 20 P Add PO Vendor Add PO Vendor Add PO Vendor Add Po Number 412-555-5553 Phone Number 412-555-5553 Y equality Contact 1 BROOKES JOSEPH Sales Contact 1 BROOKES JOSEPH Shipping Code AIR-P Air freight Prepaid Shipping Notes Any necessary notes Terms Code N30 Net 30 Days
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Add PO Vendor Add PO Vendor Add PO Vendor Phone Number 412-555-5553 Phone Number 412-555-5553 Sales Contact 1 BROOKES JOSEPH Shipping Code AIR-P Air freight Prepaid Shipping Notes Any necessary notes Terms Code N30 Net 30 Days Wandor Preference Vendor Preference Vendor Preference
Prompting	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Add PO Vendor Address Number . 23 ABS AMERICAS
Prompting $drop-box \rightarrow$	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Add PO Vendor Address Number . 23 ABS AMERICAS Phone Number 412-555-5553 T AP Vendor Number 23 Quality Contact 1 BROOKES JOSEPH Sales Contact . 1 BROOKES JOSEPH Shipping Code . AIR-P Air freight Prepaid Shipping Notes . Any necessary notes Terms Code N30 Net 30 Days MSDS Required ? Vendor Preference : 1. Yes (MSDS Required) : F3=Exit F4=Promp :
Prompting $drop-box \rightarrow$	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Add PO Vendor Add PO Vendor Address Number . 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 2 ? Quality Contact 1 BROOKES JOSEPH Sales Contact . 1 BROOKES JOSEPH Shipping Code . AIR-P Air freight Prepaid Shipping Notes . Any necessary notes Terms Code N30 Net 30 Days MSDS Required ? Vendor Preference : 1. Yes (MSDS Required) : F3=Exit F4=Promp :
Prompting $drop-box \rightarrow$	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 P Add PO Vendor Address Number 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 2 ? Quality Contact 1 BROOKES JOSEPH Sales Contact . 1 BROOKES JOSEPH Shipping Code . AIR-P Air freight Prepaid Shipping Notes . Any necessary notes Terms Code N30 Net 30 Days MSDS Required ? Vendor Preference : 1. Yes (MSDS Net Required) : F3-Exit F4-Promp :
Prompting $drop-box \rightarrow$	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Address Number . 23 ABS AMERICAS Phone Number 412-555-5553
Prompting $drop-box \rightarrow$	 Terms Code has been filled. Next, we will fill in the MSDS Required field. F4 lets you prompt this field. Press F4, and your display will look like Figure 20. Figure 20 Address Number . 23 ABS AMERICAS Phone Number 412-555-5553 T : AP Vendor Number 23 ? : Quality Contact 1 BROOKES JOSEPH Sales Contact . 1 BROOKES JOSEPH Shipping Code . AIR-P Air freight Prepaid Shipping Notes . Any necessary notes F3-Exit F4-Promp F3-Exit F4-Promp

Your Choices

• We will choose the Yes option.

Selecting Tab down to Yes, and key in a *1*, as shown in Figure 21.

Figure 21

1

:	Address Number .	23 ABS AMERICAS Phone Number 412-555	-5553	:
T: 2.	AP Vendor Number	23		:
?:	Quality Contact	1 BROOKES	JOSEPH	÷
:	Sales Contact .	1 BROOKES	JOSEPH	:
:	Shipping Code . Shipping Notes .	AIR-P Air freight Prepaid Any necessary notes		:
:	Terms Code MSDS Required ?	N30 Net 30 Days		:
:	Vendor Preference	: 1 1. Yes (MSDS Required)	:	:
:		: 2. No (MSDS Not Required)	:	:
:	F3=Exit F4=Promp	:	.:	:
:				:
:				:
:.				. :

You're working with this drop-box

Filled

Press **Enter**, and your display will look like Figure 22.

Figure 22

: Phone Number 412-555-5553	
: FIIOIIE Mulliber 412-555-5555	
T. AD Vondor Number 22	
2.	
2: Quality Contact. 1 BROOKES JOSEPH	
: Sales Contact . 1 BROOKES JOSEPH	
: Shipping Code . AIR-P Air freight Prepaid	
: Shipping Notes . Any necessary notes	
:	
: Terms Code N30 Net 30 Days	
: MSDS Required ? Y	
: Vendor Preference	
:	
: F3=Exit F4=Prompt	

You're working with this panel Figure 22 displays Add PO Vendor panel.

Your Choices

- MSDS Required field has been filled.
- The Vendor Preference field is optional.

Processing Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 23.

Figure 23 Add PO Vendor : Address Number . 23 ABS AMERICAS : Phone Number T : AP Vendor Number 23 Phone Number 412-555-5553 2 : 2 : ? : Quality Contact 1 BROOKES : Sales Contact . 1 BROOKES JOSEPH JOSEPH : : Shipping Code . AIR-P Air freight Prepaid : Shipping Notes . Any necessary notes . : Terms Code . . . N30 Net 30 Days : MSDS Required ? Y Vendor Preference F3=Exit F4=Prompt : CONFIRM: Y (Y/N) : : :.... : : CONFIRM : Y \rightarrow F3=Exit F6=Add F21=Print List

You will be asked to confirm your request. Confirming 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. • Press Enter to return to the Work with PO Vendors display.

Returning

_ ~ 4

	Figure 24		
	POYRDFR DISPLAY	1	/02/98 08:00:00
Work with ->		Work with PO Vendor	
	Vendor Vendor Name	Phone Number	
PO vendors			
	The second data and the second s		
	Type options, press Enter.	7 Diarry Higtory & Dotaila	0 Notor
	2 Vendor Vendor Name	Phone Number Terms Ven	Jenoles dor Notes
	Number	Code Pre	ference
	21 A & M NON-FERROUS M	ETALS LTD. 555-5511 N30 A	
ABS Americas has	23 ABS AMERICAS	412-555-5553 N30 A	
been added \rightarrow	31 ATLAS ALLOYS	555-5512 N30 A	
	387 WESTBURNE SUPPLY (B	.C.) 555-5513 N30	
	E2 Evit E6 Add E21-Drint (Tiat	
	FS-EXIC F6-Add F21=FIIIC		
The Beault	You have successfully added a r	new PO Vendor.	
The Result			
	This completes Section 3.2, How	w To Add PO Vendors	
You Are Done	i ,		

3.3 Printing A PO Vendor List

Figure 1 displays the Work with PO Vendor display.

Figure 1 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work with \rightarrow Vendor Vendor Name Phone Number PO Vendors Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History 8=Details ? Vendor Vendor Name Phone Number Terms Ven 9=Notes Phone Number Terms Vendor Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 555-5511 N30 А 23 ABS AMERICAS 412-555-5553 N30 A 31 ATLAS ALLOYS 387 WESTBURNE SUPPLY (B.C.) 555-5512 N30 Α 555-5513 N30 F3=Exit F6=Add F21=Print List **F21**=*Print List* \rightarrow

The Task

Start Here

We are going to print a list of Purchase Order Vendors.

• In Figure 1, F21 lets you print the purchase order vendor list.

Print List

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

Figure 2

	iguio 2	
	POYRDFR DISPLAY	1/02/98 08:00:00
	Work with PO	Vendor
	Vendor Vendor Name Pl	hone Number
	Type options, press Enter.	
	2=Change 4=Delete 5=Display 7=Diary H	History 8=Details 9=Notes
	? Vendor Vendor Name Pl	hone Number Terms Vendor Notes
	Number	Code Preference
	21 A & M NON-FERROUS METALS LTD. 5	55-5511 N30 A
	23 ABS AMERICAS 41	12-555-5553 N30
	31 ATLAS ALLOYS 55	55-5512 N30 A
	387 WESTBURNE SUPPLY (B.C.) 55	55-5513 N30
	F3=Exit F6=Add F21=Print List	
	Processing Print List	
<i>Processing</i> \rightarrow		

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.

POYRDFR	DISPLAY				1/02/98 08:0	00:00
		Work with	PO Vendor			
vendor	vendor Name		Phone Number			
Type opt	ions, press Enter.					
2=Change	4=Delete 5=Disp	play 7=Diar	y History 8:	Detai	ls 9=Notes	
? Vendor	Vendor Name		Phone Number	Terms	Vendor Not	tes
Number				Code	Preference	
2	1 A & M NON-FERROUS	METALS LTD.	555-5511	N30	A	
2	3 ABS AMERICAS		412-555-5553	N30	A	
3	1 ATLAS ALLOYS		555-5512	N30	A	
38	7 WESTBURNE SUPPLY	(B.C.)	555-5513	N30		
F3=Exit	F6=Add F21=Print	t List				
Complete	d Print List					
$a \rightarrow$						

Printed

The printing is done.

The ResultYou have successfully printed a Purchase Order Vendor list.You Are DoneThis completes Section 3.3, Printing The PO Vendor List.

3.4 How To Display A PO Vendor Address

Work with PO Vendor

1/02/98 08:00:00

Start Here

Figure 1 shows the Work with PO Vendor display.

```
    Figure 1

    POYRDFR
    DISPLAY

    Work with →
    Vendor

    0 Vendors
    Vendor
```

PO Vendors	Vendor	Vendor Name		Phone Number			
$5 = Display \rightarrow$	Type opti 2=Change ? Vendor 21 23 31 387	ons, press Enter. 4=Delete 5=Display Vendor Name A & M NON-FERROUS MET ABS AMERICAS ATLAS ALLOYS WESTBURNE SUPPLY (B.C	7=Diary MALS LTD.	7 History 8= Phone Number 555-5511 412-555-5553 555-5512 555-5513	Detail Terms Code N30 N30 N30 N30 N30	.s 9=Notes Vendor Preference A A	3 Notes
	F3=Exit	F6=Add F21=Print Li	st				

The Task

We are going to display a Purchase Order Vendor address.

- In Figure 1, option 5 lets us display.
- We will be displaying the PO Vendor we created in Chapter 3.2.

Tab do

Tab down to ABS AMERICAS, and key in a 5, as shown in Figure 2.

Displaying

Fig	ure	2

POYF	RDFR	DISPLAY						1/02/98	08:00:00
				Work wit	h PO Veno	lor			
Ve	endor	Vendor Na	me		Phone	Number			
Type 2=Cl ? Ve	e optio nange endor	ons, press 4=Delete Vendor Na	Enter. 5=Displ me	lay 7=Di	ary Histo Phone	ory 8 Number	=Detai Terms	ls 9=Note Vendor	es Notes
Nu	umber						Code	Preference	е
	21	A & M NON	-FERROUS N	METALS LTD	. 555-5	511	N30	A	
5	23	ABS AMERI	CAS		412-5	55-5553	N30		
、	31	ATLAS ALL	OYS		555-5	512	N30	A	
7	387	WESTBURNE	SUPPLY (E	3.C.)	555-5	513	N30		
F3=E	Exit	F6=Add	F21=Print	List					

Purchase Orders

Filled

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

	Figure	3		
	POYR .			. 0:00
$Display \rightarrow$:		Display Address	:
Dibpidy /	Ve :	Address Number . :	0000023	:
Address	:			:
	:	Name :	ABS AMERICAS	:
	Type :	Address Line 1 . :	P.O. BOX 844	:
	2=Ch :	Address Line 2 . :		:
	? Ve :	Address Line 3 . :		: es
	Nu :	City :	WINNIPEG	:
	:	Country Code :	CAN Canada	:
	5:	Region code :	MB Manitoba	:
	:	Postal Code :	R3C 2R6	:
	:			:
	:	Phone Number :	412-555-5553	:
	:	Fax number :	0	:
	:			:
	:	Address Source Code	BASE Base Customer	:
	:	Address Status Code	ACTIVE Active	:
	:			:
	:	F3=Exit		:
	:			:
$F3 = Erit \rightarrow$:			:
15 $\mathbf{L}\mathbf{M}$ $\mathbf{-}$	F3=E :			:

You're working with this panel

Returning

Press F3 to return to the Work with PO Vendor display.

Figure 4 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work with \rightarrow Vendor Vendor Name Phone Number PO Vendors Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History 8=Details ? Vendor Vendor Name Phone Number Terms Vendor 9=Notes Phone Number Terms Vendor Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 555-5511 N30 Α 412-555-5553 N30 23 ABS AMERICAS 555-5512 N30 555-5513 N30 А 31 ATLAS ALLOYS 387 WESTBURNE SUPPLY (B.C.) 555-5513 F6=Add F21=Print List F3=Exit

You have successfully displayed a Purchase Order Vendor address. The Result This completes Section 3.4, How To Display A PO Vendor Address.

You Are Done

3.5 How To Work With PO Vendor Details

Start Here

Figure 1 shows the Work with PO Vendor display.

Figure 1 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work with \rightarrow Vendor Vendor Name Phone Number PO Vendors Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History **8=Details** 9=Notes ? Vendor Vendor Name Phone Number Terms Vendor M $8 = Details \rightarrow$ Notes 21 A & M NON-FERROUS METALS LTD. 555-5511 N30 A Number
 21 A & M NON-FERROUS METALS LTD.
 555-5511
 0.000

 23 ABS AMERICAS
 412-555-5553
 N30

 31 ATLAS ALLOYS
 555-5512
 N30

 32 ADS AMERICAS
 555-5512
 N30
 A 387 WESTBURNE SUPPLY (B.C.) 555-5513 F3=Exit F6=Add F21=Print List

We are going to work with Purchase Order details.

• In Figure 1, option 8 lets us bring up the Work with Vendor Orders panel.

Tab down to ABS AMERICAS, and key in an **8**, as shown in Figure 2.

Selecting

8

The Task

	Figure 2				
	POYRDFR	DISPLAY		1/02/98 0	00:00:00
		Worl	k with PO Vendor		
	Vendor	Vendor Name	Phone Number		
→	Type opti 2=Change ? Vendor 21 8 23 31 387	ons, press Enter. 4=Delete 5=Display Vendor Name A & M NON-FERROUS METAL ABS AMERICAS ATLAS ALLOYS WESTBURNE SUPPLY (B.C.)	7=Diary History 8 Phone Number S LTD. 555-5511 412-555-5553 555-5512 555-5513	=Details 9=Notes Terms Vendor Code Preference N30 A N30 N30 A N30	Notes
	F3=Exit	F6=Add F21=Print List			

Purchase Orders

Filled

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

	Figure 3
	POBIDFR DISPLAY 1/02/98 08:00:00
Work With $ ightarrow$	Work with Vendor Orders
Vendor Orders	Vendor Number 23
Search Fields \rightarrow	Type options, press Enter.
$Options \rightarrow$	<pre>2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details</pre>
	F3=Exit F6=Add F17=Subset F21=Print List No data to display.
Function Keys \rightarrow	
Your Choices	 Figure 3 shows the Work with Vendor Orders display. The highlighted options and functions are explained in the following 5 Subsections
	 The remaining options and functions are explained thoroughly in Chapter 4, Purchase Orders.
A New Starting Point	This display will act as the Starting Point for the next 5 Subsections.

3.5.1 How To Add Details To A Vendor PO

Figure 1 shows the Work with Vendor Orders display.

Figure 1 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders Work with \rightarrow PO Number Status Date Required Vendor Orders Vendor Number 23 Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details F3=Exit F6=Add F17=Subset F21=Print List $F6 = Add \rightarrow$ We are going to add details to a Vendor PO. The Task In Figure 1, **F6** lets you add. •

Adding

Start Here

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

Auuniy

Figure 2

```
1/02/98 08:00:00
                         POGDPVR
                                    ENTER
                                                          Add VendorPO
Add Vendor PO \rightarrow
                                                        23 ABS AMERICAS
                         Vendor Address Number .
                         Account (Buyer) Code .
                                                   KD
                         Description . . . . .
                         Order Status Code . . .
                         Order Date . . . . . . . Date Required . . . .
                                                    50698
                         Ship to Warehouse . . .
                                                   F
                                                   CALL
                         Shipping Code . . . .
                         N30
                         F3=Exit F4=Prompt
                                                                                                       +
```

Your Choices

Figure 2 shows the Add Vendor PO display.

• First, we will fill in the description field.

Tab down to Description, and manually key in the description. Description

	Figure 3		
	POGDPVR ENTER	Add VendorPO	1/02/98 08:00:00
	Vendor Address Number .	23 ABS AMERICAS	
Filled \rightarrow	Description	This is your description	
Order → Status Code	Order Status Code Order Date Date Required	50698	
	Ship to Warehouse Shipping Code	F CALL	
	Terms Code Currency Code	N3 0	
	F3=Exit F4=Prompt		

Your Choices

Figure 3 shows the Add Vendor PO display.

- Description field has been filled. •
- Next, we will fill in the Order Status Code field. ٠
- **F4** lets us prompt. •

Tab down to Order Status Code , and press F4, your display will look like Figure 4.

Prompting

	POGDPVR ENTER			1/0	2/98 08:00:00
lect PO \rightarrow Status	Vendor Address Number . Account (Buyer) Code . Description	 : : :	Order Status	Select PO Status Description	:
$1 = Select \rightarrow$	Order Status Code Order Date	:	1=Select ? Status	Description	:
	Date Required	::	CLOSED OPEN QUOTE	Closed Open PO Out for Quotation	:
	Terms Code Currency Code	: : :			: : :
		:	F3=Exit		:
	F3=Exit F4=Prompt	: :.			:

You're working with this panel

Your Choices

Figure 4 shows the Select PO Status panel. • Option 1 lets you select a status code.

Selecting

1

Tab down to OPEN, and key in a 1, as shown in Figure 5.

POGDPVR ENTER			1/02/98 08:00:00
		Galast DO Gratus	
	:	Select PO Status	:
Vendor Address Number .	: Order	Description	:
Account (Buyer) Code .	: Status		:
Description	:		:
	:		:
Order Status Code	: 1=Select		:
Order Date	: ? Status	Description	:
Date Required	: CLOSED	Closed	:
-	: 1 OPEN	Open PO	:
Ship to Warehouse	: OUOTE	Out for Quotation	:
Shipping Code	:	-	:
II S			-
Terms Code			
Currency Code			
currency code			
			:
	· EO Errit		
	: FS=EXIC		:
	:		:
	:		:

You're working with this panel

Filled

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

Figure 6

	POGDPVR ENTER	Add VendorPO	1/02/98 08:00:00
	Vendor Address Number . Account (Buyer) Code . Description	23 ABS AMERICAS KD This is your description	
Data Darwingd	Order Status Code Order Date Date Required	OPEN 50698	
Date Required \rightarrow	Ship to Warehouse Shipping Code	F CALL	
	Terms Code Currency Code	N3 0	
	F3=Exit F4=Prompt		

Your Choices

Figure 6 shows the Add Vendor PO panel.

- Order Status field has been filled.
- Next, we will fill in the Date Required field.
- F4 prompt is not valid for this field.

Date Required Tab down to Date Required, and manually key in a date.

	Figure 7		
	POGDPVR ENTER	Add VendorPO	1/02/98 08:00:00
	Vendor Address Number . Account (Buyer) Code .	23 ABS AMERICAS KD	
	Order Status Code Order Date Date Required	OPEN 50698 60198	
	Ship to Warehouse Shipping Code	F CALL	
	Terms Code	N30	
Currency Code \rightarrow			
	F3=Exit F4=Prompt Value required.		

Your Choices Figure 7 shows the Add Vendor PO display.

- Date Required has been filled.
- Next, we will fill in the Currency Code field.
- **F4** prompts this field.

Tab down to Currency Code, and press F4, your display will look like Figure 8.

Prompting

Select GL \rightarrow Currency	POGDPVR ENTER : Select GL Currency : Currency Description Vendor Address Num : Code Account (Buyer) Co : Description : InSolast request	
$1 = Select \rightarrow$	Figure Crequest Order Status Code ? Currency Description Order Date Code Date Required CAN Canadian Dollar Ship to Warehouse	
r Choices	Value required. You're working with this panel Figure 8 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 9.

Figure 9

Vendor Address Num Account (Buver) Co	: Currency Description : Code	:
Vendor Address Num Account (Buver) Co	: Code	
Account (Buver) Co		-
	:	:
Description	:	:
	: 1=Select request	:
Order Status Code	: ? Currency Description	:
Order Date	: Code	:
Date Required	: 1 CAN Canadian Dollar	:
	: NGL Dutch (Holland) Guilders	:
Ship to Warehouse	: USD US Dollar	:
Shipping Code	:	:
	:	:
Terms Code	:	:
Currency Code	:	:
	: F3=Exit	:
	:	:
	:	:
	· · · · · · · · · · · · · · · · · · ·	:

You're working with this panel

Filled

Press Enter, and your display will look like Figure 10.

Figure 10

-			
	POGDPVR ENTER		1/02/98 08:00:00
Add Vendor PO \rightarrow		Add VendorPO	
	Vendor Address Number . Account (Buyer) Code . Description Order Status Code Order Date Date Required Ship to Warehouse Shipping Code Terms Code	23 ABS AMERICAS KD This is your description OPEN 50698 60198 F CALL N30 CAN	
	F3=Exit F4=Prompt		

Processing

Press Enter, to bring up the CONFIRM: Y prompt, as shown in Figure 11.

	Figure 11				
	POGDPVR ENTER	Add VendorPO	1/02/98 08:00:00		
	Vendor Address Number .	23 ABS AMERICAS			
	Description	This is your description			
	Order Status Code Order Date Date Required	OPEN 50698 60198			
	Ship to Warehouse Shipping Code	F CALL			
	Terms Code Currency Code	N30 CAN			
	F3=Exit F4=Prompt		CONFIRM: Y (Y/N)		
CONFIRM : Y \rightarrow					
Confirming	You will be asked to confin	rm your request.			
Confirming Tips	The Y for "yes" will be wa	iting for your response.			
	 If you want to mak If you want to esca 	e a correction, press N.	N the F3		
	- If you want to esed	pe without processing, press			
Returning	Press Enter to return to the Work with Vendor Orders display.				
	Figure 12				
Work with \rightarrow	POBIDFR DISPLAY	Work with Vendor Orders	1/02/98 08:00:00		
Vendor Orders	PC Vendor Number 23) Number Status Date Require	ed		
Nav Ordar ->	Type options, press Enter 2=Change 3=Copy 4=Del ? PO Shipping Accour Number Code Manage 30 CALL	r. .ete 5=Display 6=Print PO 7 nt Terms Order Order Date er Code Status Date Required N30 OPEN 5/22/98 6/01/98	7=Reassign 8=Details Description 3 3 This is your descrip		
New Order -					
	F3=Exit F6=Add F17=Su	ubset F21=Print List			
The Result	You have successfully add	ed a detail to a Vendor Purchase C	Order.		

KDI

3.5.2 How To Display PO Header Details

Figure 1 shows the Work with Vendors Orders display.

Figure 1 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders Work with \rightarrow PO Number Status Date Required Vendor Orders Vendor Number 23 Type options, press Enter. 5 = Display \rightarrow F3=Exit F6=Add F17=Subset F21=Print List We are going to display a PO Header Detail. The Task In Figure 1, Option 5 lets you display.

Tab down to Number 40, and key in a 5, as shown in Figure 2.

Displaying

Start Here

Figure 2



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

	Figure 3	0.8 - 0.0 - 0.0
	Work with Vendor Orders	00:00:00
	PO Number Status Date Required	
	Vendor Number 23	
Display PO $ ightarrow$	Type : Display PO Header Details 2=Cha :	:
Header	? PO : PO Number : 40	:
Details	Num : Warehouse Code : F Finished Goods Warehouse	:
Decails	5 : Vendor Number : 23	:
	: Account Manager code :	
	: Terms Code : N30 Net 30 Days	:
	: Order Status Code : OPEN Open PO	:
	: Order Date : 5/14/98	:
	· Date Required : 6/01/98 · Description · This is your description	:
	: Shipping Code : CALL Call for pickup	
	:	:
		:
	: F3=Exit	:
	F3=Ex :	
	······	
	You're working with this panel	
Your Choices	 Figure 3 shows the Work with Vendor Order panel. This is a static display, no changes can be made. F3 lets you exit. 	

Press F3 to return to Work with Vendor Orders panel.

Returning

	Figure 4	
	POBIDFR DISPLAY 1/02/98 08:00:00	
Work with → Vendor Orders	Work with Vendor Orders PO Number Status Date Required Vendor Number 23	
	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details ? PO Shipping Account Terms Order Order Date Description Number Code Manager Code Status Date Required 40 CALL N30 OPEN 5/14/98 6/01/98 This is your descrip	
	F3=Exit F6=Add F17=Subset F21=Print List	

The Result

You have successfully displayed PO Header Details.

Your Are Done

This completes Subsection 3.5.2, How To Display PO Header Details.

3.5.3 How To Reassign PO Details

Figure 1 shows the Work with Vendor Orders display

Figure 1 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders Work with \rightarrow PO Number Status Date Required Vendor Orders Vendor Number 23 Type options, press Enter.

 Type Options, product

 2=Change 3=Copy 4=Delete 5=Display 6=Print ro , recurrent

 ? PO
 Shipping Account Terms Order Order Date Description

 Number Code
 Manager Code Status Date Required

 40 CALL
 N30
 OPEN 5/14/98 6/01/98 This is your descrip

 $7=Reassign \rightarrow$ F3=Exit F6=Add F17=Subset F21=Print List We are going to Reassign a Vendor PO Detail. The Task

• In Figure 1, Option 7 lets you reassign.

Tab down to Number 40, and key in a 7, as shown in Figure 2.

Reassigning

Start Here

Figure 2



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

	POBIDFR DISPLAY 1/02/98	08:00:00
	Work with Vendor Orders	
	PO Number Status Date Required	
	Vendor Number 23	
Reassign →	Typ : Reassign Purchase Order	:
Dunghago	2=C :	:
Purchase	? P : PO Number	:
Order	N : Warehouse Code : F Finished Goods Warehouse	:
	7 : Vendor Address Number . 23	:
-	: Account Manager Code .	:
Account \rightarrow	: Terms Code N30 Net 30 Days	:
anager Code		:
	: Order Status Code : OPEN Open PO	:
	: Order Date : 5/14/98	:
	Date Required : 6/01/98	:
	: Description : This is your description	
	: Shipping Code : CALL Call for pickup	
	F3-Exit F4-Prompt	
	· · · · · · · · · · · · · · · · · · ·	
	· ·	•

You're working with this panel

Your Choices

Figure 3 shows the Reassign Purchase Order panel.

- To continue, we will need to fill in the Account Manager Code. •
- F4 prompts this field. ٠

Tab down to Account Manager Code, and press F4, your display will look like Figure 4.

Prompting

	Figure 4	
	POBIDFR DISPLAY	
Select Buyer \rightarrow	: Select Buyer :	
Dereet Dayer /	PO N : Buyer Description :	
	Vendor Number 23 :	
	· · · · · · · · · · · · · · · · · · ·	
1 - Soloot	Typ : : 1=Select :	
$\mathbf{I} - Select \rightarrow$	2=C : : ? Buyer Description :	
	? P : PO Number : DT Dennis Turnbull :	
	N : Warehouse Code : KD Kurt Dreger :	
	7 : Vendor Address Numbe : TK Tom Kobelt :	
	: Account Manager Code : :	
	: Terms Code : :	
	· · · · · · · · · · · · · · · · · · ·	
	: Order Status Code . : :	
	: Order Date : :	
	· Date Required :	
	· · · · · · · · · · · · · · · · · · ·	
	· F3=Exit F4=Prompt ·	
	· No value selected ·	
	F3= : :	

You're working with this panel

Your Choices

- Figure 4 shows the Select Buyer panel.
- Option 1 lets you select a buyer.

Selecting

Tab down to DT, and type a 1, as shown in Figure 5.

<pre>PO N : Select Buyer PO N : Buyer Description Vendor Number 23 Typ : 23 Typ : 21 PO Number : PO Number</pre>	
PON: Buyer Description Vendor Number 23 : Typ: : 1=Select 2=C: : ? Buyer Description ? P: PONmber: 1 DT Dennis Turnbull N: Warehouse Code: KD Kurt Dreger 7 : Vendor Address Numbe : TK Tom Kobelt : : : : Order Status Code: : : Order Date: : : Description: : : Date Required: : : Shipping Code: F3=Exit	
<pre>Vendor Number 23 : '</pre>	
Typ :	
<pre>Typ : : : 1=Select 2=C : : ? Buyer Description ? P : PO Number : 1 DT Dennis Turnbull N : Warehouse Code : KD Kurt Dreger 7 : Vendor Address Numbe : TK Tom Kobelt : Account Manager Code : : Terms Code : : Order Status Code . : : Order Date : : Date Required : : Shipping Code : F3=Exit : : Terms Code : : : Terms Code : : : Terms Code : : : : : : : : : : : : : : : : :</pre>	
<pre>2=C : : ? Buyer Description ? P : PO Number : 1 DT Dennis Turnbull N : Warehouse Code : KD Kurt Dreger 7 : Vendor Address Numbe : TK Tom Kobelt : Account Manager Code : : Terms Code : : : : Order Status Code . : : Date Required : : Description : : : : Shipping Code : F3=Exit</pre>	
<pre>? P : PO Number : 1 DT Dennis Turnbull N : Warehouse Code : KD Kurt Dreger 7 : Vendor Address Numbe : TK Tom Kobelt 2 Account Manager Code : 3 Terms Code : 4</pre>	
<pre>N : Warehouse Code . : KD Kurt Dreger 7 : Vendor Address Numbe : TK Tom Kobelt Account Manager Code : Terms Code : Order Status Code . : Date Required : Date Required : Shipping Code : F3=Exit Terms Code . : : Shipping Code : : : Shipping Code : : : Shipping Code : : : : : : : : : : : : : : : : :</pre>	
<pre>7 : Vendor Address Numbe : TK Tom Kobelt Account Manager Code : Terms Code : Order Status Code . : Order Date : Date Required : Description : Shipping Code : F3=Exit : </pre>	
: Account Manager Code : : Terms Code : : : : Order Status Code . : : Order Date : : Date Required : : Description : : Shipping Code : F3=Exit	
<pre>: Terms Code : :</pre>	
:	
: Order Status Code . : : Order Date : : Date Required : : Description : : Shipping Code : F3=Exit :	
: Order Date : : Date Required : : Description : : : : Shipping Code : F3=Exit : :	
: Date Required : : Description : : Shipping Code : F3=Exit :	
: Description : : : : Shipping Code : F3=Exit : :	
: : Shipping Code : F3=Exit	
: Shipping Code : F3=Exit : : :	
: F3=Exit F4=Prompt :	
: No value selected. :	

You're working with this panel

Press Enter, and your display will look like Figure 6



Figure 6

	POBIDFR DISPLAY 1/02/98	08:00:00
	Work with Vendor Orders	
	PO Number Status Date Required	
	Vendor Number 23	
	Typ : Reassign Purchase Order	:
Reassign →	2=C :	:
Purchase	? P : PO Number : 30	:
0	N : Warehouse Code : F Finished Goods Warehouse	:
Order	7 : Vendor Address Number . 23	:
	: Account Manager Code . DT	:
	: Terms Code N30 Net 30 Days	:
		:
	: Order Status Code : OPEN Open PO	:
	: Order Date : 6/01/98	:
	: Date Required : 6/01/98	:
	: Description : This is your description	:
		:
	: Shipping Code : AIR-P Air freight Prepaid	:
		:
	: F3=Exit F4=Prompt	:
		:
	F3= :	:
	:	:

You're working with this panel

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

	POBIDFR DISPLAY	1/02/98 08:00:00
	Worl	with Vendor Orders
	PO Number	r Status Date Required
	Vendor Number 23	*
	Tvp : Reas	ssign Purchase Order :
	2=C :	
	? P : PO Number	30
	N : Warehouse Code :	F Finished Goods Warehouse :
	7 : Vendor Address Number .	23
	: Account Manager Code .	DT :
	: Terms Code	N30 Net 30 Davs :
	:	
	: Order Status Code :	OPEN Open PO :
	: Order Date	6/01/98
	: Date Required :	6/01/98
	: Description	This is your description :
	:	· · · · · · · · · · · · · · · · · · ·
	: Shipping Code :	AIR-P Air freight P
	:	: CONFIRM: Y (Y/N) : :
	: F3=Exit. F4=Prompt	: : : :
NETDM. V	:	· · · · · · · · · · · · · · · · · · ·
INFIRM: I ->	F3- ·	

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 Vendor Orders display.

	Figure 8	
	POBIDFR DISPLAY 1/02/98 08:00:00	
Work with \rightarrow	Work with Vendor Orders	
Non dana Oradaman	PO Number Status Date Required	
vendor Orders	Vendor Number 23	
	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details ? PO Shipping Account Terms Order Order Date Description Number Code Manager Code Status Date Required 40 CALL N30 OPEN 5/14/98 6/01/98 This is your descrip	
	F3=Exit F6=Add F17=Subset F21=Print List	

You have successfully reassigned a purchase order detail.

The Result You Are Done

This completes Q has the 25.2 How To Describe DO Detail

3.5.4 How To Edit PO Header Details

Figure 1 shows the Work with Vendor Orders display.

Figure 1 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders Work with \rightarrow PO Number Status Date Required Vendor Orders Vendor Number 23 Type options, press Enter. $2 = Change \rightarrow$ F3=Exit F6=Add F17=Subset F21=Print List We are going to bring up the Edit PO Header panel. The Task • In Figure 1, option 2 lets you make changes. Tab down to the item we created in the last subsection, and key in a 2, as shown in Figure Changing 2. Figure 2 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders PO Number Status Date Required 23 Vendor Number Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details
 PO Shipping Account Terms Order Order Date Description Number Code Manager Code Status Date Required
 40 CALL N30 OPEN 5/14/98 6/01/98 This is your descrip $2 \rightarrow$ F3=Exit F6=Add F17=Subset F21=Print List

Start Here

Filled

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

	POBIDFR DISPLAY 1/02,	/98 08:00:00
	Work with Vendor Orders	
	PO Number Status Date Required	
	Vendor Number 23	
Edit PO		
Headers ->	Typ : Edit PO Header	:
neauers -	2=C :	:
	? P : PO Number : 40	:
	N : Warehouse Code F Finished Goods Warehouse	:
	2 : Vendor Address Number . 23	:
	: Account Manager Code . DT	:
	: Terms Code N30 Net 30 Days	:
	: Order Status Code OPEN Open PO	:
	: Order Date 51498	:
	: Date Required 60198	:
	: Description This is your description	:
	:	:
	: Shipping Code CALL Call for pickup	:
	:	:
	:	:
actions Vans	: F3=Exit F4=Prompt	:
$iclions Keys \rightarrow$:	:
	F3= :	

Your Choices

Figure 3 shows the Edit PO Header panel.

- Use this panel to make desired changes.
- Press F4 to prompt.
- **F3** lets you exit without making changes.

Exiting

Press F3 to return to the Work with Vendor Orders display.

•

	Figure 4
	POBIDFR DISPLAY 1/02/98 08:00:00
Work with \rightarrow	Work with Vendor Orders
Vondor Ordorg	PO Number Status Date Required
venuor orders	Vendor Number 23
	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details ? PO Shipping Account Terms Order Order Date Description Number Code Manager Code Status Date Required Number Code Manager Code Status Date Required
	30 AIR-P N30 OPEN 6/18/98 7/18/98 This is you descript
	F3=Exit F6=Add F17=Subset F21=Print List

The Result

You have successfully brought up the panel that lets you make changes to a purchase order header detail. This completes section 3.5.4, How To Edit PO Header Details.

You Are Done

3.5.5 How To Return To The Work With PO Vendors Display

Figure 1 show the Work with Vendor Orders display.

Start Here Figure 1 POBIDFR DISPLAY 1/02/98 08:00:00 Work with Vendor Orders Work with \rightarrow PO Number Status Date Required Vendor Orders Vendor Number 23 Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print PO 7=Reassign 8=Details ? PO Shipping Account Terms Order Order Date Description Number Code Manager Code Status Date Required F3=Exit F6=Add F17=Subset F21=Print List $F3 = Exit \rightarrow$ We are going to return to Work with PO Vendors. The Task In Figure 1,**F3** lets you exit. • Press **F3** to return to the Work with PO Vendors display. Exiting Figure 2 DISPLAY 1/02/98 08:00:00 POYRDFR Work with PO Vendor Work With \rightarrow Vendor Vendor Name Phone Number PO Vendors

Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History ? Vendor Vendor Name Phone Num 8=Details 9=Notes Phone Number Terms Vendor Notes Code Preference Number 21 A & M NON-FERROUS METALS LTD. 555-3311 N30 Α 23 ABS AMERICAS 31 ATLAS ALLOYS 412-555-5553 N30 555-5512 N30 Δ 387 WESTBURNE SUPPLY (B.C.) 555-5513 N30 F3=Exit F6=Add F21=Print List

The Result This completes Sub

You have successfully returned to Work with PO Vendors.

You Are Done This completes Subsection 3.5.5, How To Return To The Work With PO Vendors Display, and Section 3.5, How To Work With PO Vendor Details.

3.6 How To Make Changes To A Vendor PO

Start Here	Figure 1 shows the Work with PO Vendor display.
	Figure 1
	POYRDFR DISPLAY 1/02/98 08:00:00
Work with \rightarrow PO Vendors	Vendor Vendor Name Phone Number
$2 = Change \rightarrow$	Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History 8=Details 9=Notes ? Vendor Vendor Name Phone Number Terms Vendor Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 555-3311 N30 A 23 ABS AMERICAS 412-555-5553 N30 31 ATLAS ALLOYS 555-5512 N30 A 387 WESTBURNE SUPPLY (B.C.) 555-5513 N30
The Task	F3=Exit F6=Add F21=Print List We are going to bring up the display that lets us make changes to a vendor purchase order

• Option 2 lets you make the changes.

Tab down to ABS Americas, and key in a **2**, as shown in Figure 2.

Changing

2

Eiguro 2

	i igule z		
	POYRDFR	DISPLAY	1/02/98 08:00:00
		Work with	PO Vendor
	Vendor	Vendor Name	Phone Number
	Type optio	ons, press Enter.	
	2=Change	4=Delete 5=Display 7=Dia	y History 8=Details 9=Notes
	? Vendor	Vendor Name	Phone Number Terms Vendor Notes
	Number		Code Preference
	21	A & M NON-FERROUS METALS LTD.	555-5511 N30 A
	2 23	ABS AMERICAS	412-555-5553 N30
_	31	ATLAS ALLOYS	555-5512 N30 A
~	387	WESTBURNE SUPPLY (B.C.)	555-5513 N30
	F3=Exit	F6=Add F21=Print List	

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

<u>ا</u> _
Edit PO → Vendor Details

Your Choices

Figure 3 shows the Edit PO Vendor display.

- For an example we are going to make a change to the Shipping Code field.
- **F4** to prompts this field.
- **F3** lets you exit without making changes.

Tab down to Shipping Code, and press F4, your display will look like Figure 4.

Prompting

Figure 4

<pre>Shipping Description Shipping Method I = Select → I = Select Shipping Description I = Select</pre>	Select -	:	: Select Shipping Method	:
Anipping : Type changes, press : Code : AIR-P Method : Phone Number : : : I=Select request 1 = Select → : Phone Number : : : I=Select request : Quality Contact : : Code : : Sales Contact : : AIR-P : : BUR-1 : I=Select request : : Sales Contact : : Code : : Shipping Code : : BUR-1 Burlington Air Overnight : Shipping Notes : : BUS-C Bus Collect : Terms Code : : CALL Call for pickup : Terms Code : : CON-C Concord Collect : Wandor Preference . : : CON-P Concord - Prepay : F3=Exit : F3=Exit : :		:	: Shipping Description	:
<pre>Method i</pre>	hipping	: Type changes, press	: Code	:
$1 = Select \rightarrow \begin{array}{c} : \text{Vendor Number:} : \\ : \text{Phone Number::} : 1=Select request : \\ : \text{Pay to Address Numbe : } ? Shipping Description : \\ : \text{Quality Contact:} Code : \\ : \text{Quality Contact:} AIR-P Air freight Prepaid : \\ : \text{Sales Contact:} BUR-1 Burlington Air Overnight : \\ : \text{Shipping Code:} BUR-2 Burlington Air Overnight : \\ : \text{Shipping Notes:} BUS-C Bus Collect : \\ : \text{CALL Call for pickup : } \\ : \text{Vendor Preference:} CON-C Concord Collect : \\ : \text{Vendor Preference:} F3=Exit : \\ : \\ : \\ : \\ : \\ : \\ : \\ : \\ : \\ : $	Method	:	: AIR-P	:
$1 = Select \rightarrow$ $: Phone Number : : 1=Select request$ $: Pay to Address Numbe : ? Shipping Description$ $: Quality Contact : Code$ $: Sales Contact : AIR-P Air freight Prepaid$ $: BUR-1 Burlington Air Overnight$ $: Shipping Code : BUR-2 Burlington Air 2nd Day$ $: Shipping Notes : BUR-2 Bus Collect$ $: CALL Call for pickup$ $: Terms Code : CAN-C Canadian Freightways Collect$ $: WSDS Required ? . : CON-C Concord Collect$ $: F3=Exit F4=Prompt$ $: F3=Exit$	moomou	: Vendor Number :	:	:
<pre>I = Select → : Pay to Address Numbe : ? Shipping Description : Quality Contact : Code : Sales Contact : AIR-P Air freight Prepaid : BUR-1 Burlington Air Overnight : BUR-1 Burlington Air Overnight : Shipping Code : BUR-2 Burlington Air 2nd Day : Shipping Notes : BUS-C Bus Collect : CALL Call for pickup : Terms Code : CAN-C Canadian Freightways Collect : MSDS Required ? . : CON-C Concord Collect : Vendor Preference . : CON-P Concord - Prepay : : F3=Exit F4=Prompt :</pre>	1 - 0 1 / .	: Phone Number :	: 1=Select request	:
: Quality Contact . : Code : : Sales Contact : AIR-P Air freight Prepaid : : BUR-1 Burlington Air Overnight : : Shipping Code : BUR-2 Burlington Air 2nd Day : : Shipping Notes : BUS-C Bus Collect : : CALL Call for pickup : : MSDS Required ? . : CON-C Concord Collect : : Vendor Preference : CON-P Concord - Prepay + : : F3=Exit F4=Prompt : F3=Exit : :	$\mathbf{I} = Select \rightarrow$: Pay to Address Numbe	: ? Shipping Description	:
: Sales Contact : AIR-P Air freight Prepaid : : : : : : : : : BUR-1 Burlington Air Overnight : : : : : : : : : : : : BUR-2 Burlington Air 2nd Day : : : : : : : : : : : : : : : : : : :		: Quality Contact	: Code	:
: BUR-1 Burlington Air Overnight : Shipping Code : BUR-2 Burlington Air 2nd Day : Shipping Notes : BUS-C Bus Collect : CALL Call for pickup : Terms Code : CAN-C Canadian Freightways Collect : MSDS Required ? : CON-C Concord Collect : Vendor Preference . : CON-P Concord - Prepay + : F3=Exit F4=Prompt : F3=Exit : 		: Sales Contact	: AIR-P Air freight Prepaid	:
: Shipping Code : BUR-2 Burlington Air 2nd Day : : Shipping Notes : BUS-C Bus Collect : : CALL Call for pickup : : Terms Code : CAN-C Canadian Freightways Collect : : MSDS Required ? . : CON-C Concord Collect : : Vendor Preference : CON-P Concord - Prepay + : : F3=Exit F4=Prompt : F3=Exit : :		:	: BUR-1 Burlington Air Overnight	:
: Shipping Notes : BUS-C Bus Collect : : CALL Call for pickup : : Terms Code : CAN-C Canadian Freightways Collect : : MSDS Required ? : CON-C Concord Collect : : Vendor Preference : CON-P Concord - Prepay + : : F3=Exit F4=Prompt : F3=Exit : :		: Shipping Code	: BUR-2 Burlington Air 2nd Day	:
: CALL Call for pickup : : Terms Code : CAN-C Canadian Freightways Collect : : MSDS Required ? : CON-C Concord Collect : : Vendor Preference : CON-P Concord - Prepay + : : F3=Exit F4=Prompt : F3=Exit : :		: Shipping Notes	: BUS-C Bus Collect	:
: Terms Code : CAN-C Canadian Freightways Collect : : MSDS Required ? : CON-C Concord Collect : : Vendor Preference . : CON-P Concord - Prepay + : : F3=Exit F4=Prompt : F3=Exit : :		:	: CALL Call for pickup	:
: MSDS Required ? : CON-C Concord Collect : : Vendor Preference . : CON-P Concord - Prepay + : : : F3=Exit F4=Prompt : F3=Exit : : : : : : : : : : : : : : : : : : :		: Terms Code	: CAN-C Canadian Freightways Collect	:
: Vendor Preference . : CON-P Concord - Prepay + : : : : : : : : : : : : : : : : : : :		: MSDS Required ?	: CON-C Concord Collect	:
: : : : : : : : : : : : : : : : : : :		: Vendor Preference .	: CON-P Concord - Prepay	+ :
: F3=Exit F4=Prompt : F3=Exit : : : : : : : : : : : : : : : : : : :		:	:	:
		: F3=Exit F4=Prompt	: F3=Exit	:
		:	:	:
		:	:	:
		:	:	:

You're working with this panel

Selecting

Tab down to CALL, and key in a 1, as shown in Figure 5.

Figure 5

1

:		:	Select Shi	pping Method :
:		:	Shipping Description	:
:	Type changes, press	:	Code	:
:		:	AIR-P	:
:	Vendor Number :	:		:
:	Phone Number :	:	1=Select request	:
:	Pay to Address Numbe	:	? Shipping Description	:
:	Quality Contact	:	Code	:
:	Sales Contact	:	AIR-P Air freight	Prepaid :
:		:	BUR-1 Burlington	Air Overnight :
:	Shipping Code	:	BUR-2 Burlington	Air 2nd Day :
:	Shipping Notes	:	BUS-C Bus Collect	:
:		:	1 CALL Call for pi	ckup :
:	Terms Code	:	CAN-C Canadian Fr	eightways Collect :
:	MSDS Required ?	:	CON-C Concord Col	lect :
:	Vendor Preference .	:	CON-P Concord - P:	repay + :
:		:		:
:	F3=Exit F4=Prompt	:	F3=Exit	:
:		:		:
:		:		:
• .		• .		

You're working with this panel

Press Enter, and your display will look like figure 6.

Filled

Figure 6

dit PO \rightarrow	:	Edit PO Vendor Detail:	8	:
/endor	: Type changes, press En	ter.		
etails	: : Vendor Number :	23 ABS AMERICAS		:
	: Phone Number : : Pav to Address Number	412-555-5553 23		:
	: Quality Contact	1 BROOKES	JOSEPH	:
	: Sales Contact	1 BROOKES	JOSEPH	:
	: Shipping Code	CALL		
$Call \rightarrow$: Shipping Notes			:
	: : Terms Code : MSDS Required ?	N30 Y		:
	: Vendor Preference .			:
	: F3=Exit F4=Prompt			:
	:			:

Your Choices

Figure 6 shows the Edit PO Vendor Details display.

- Shipping Code field had been changed to CALL.
- If needed you can make changes to the other fields.
- **F4** lets you prompt.

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

Figure 7

: Edit PO Vendor	Details
: Type changes, press Enter.	
: Nonder Number	
: Vendor Number: 23 ABS AME	RICAS
Phone Number : 412-555-5553	
: Pay to Address Number 23	IOCEDII
: Quality Contact I BROOKES	JOSEPH
: Sales Contact I BROOKES	JUSEPH
: Chinning Codo	
· Shipping Notes	
. Shipping Notes	
. Terms Code N30	
· MSDS Required 2 V	
· Vendor Preference	
. vendor riererence .	
F3=Exit F4=Promot	
	: CONFIRM: Y (Y/N) :
:	:
F3=Exit F6=Add F21=Print List	:

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.

Press Enter to return to the Work with PO Vendors display.

• If you want to escape without processing, press N the F3.

Returning

	Figure 8			
]	POYRDFR	DISPLAY		1/02/98 08:00:00
Work With \rightarrow PO Vendors	Vendor	Work with Vendor Name	PO Vendor Phone Number	
	Type opti 2=Change ? Vendor 21 23 31 387	ons, press Enter. 4=Delete 5=Display 7=Diar Vendor Name A & M NON-FERROUS METALS LTD. ABS AMERICAS ATLAS ALLOYS WESTBURNE SUPPLY (B.C.)	y History 8=Deta Phone Number Terr Coda 272-2422 N30 713-873-0700 N30 534-8999 N30 298-7500 N30	ails 9=Notes ns Vendor Notes e Preference A NONE A
	F3=Exit	F6=Add F21=Print List		

The Result You hav

You Are Done

You have successfully made changes to a Vendor PO.

This completed Section 3.6., How To Make Changes To A Vendor PO.

3.7 How To Delete PO Vendors

Start Here

Figure 1 shows the Work With PO Vendors display.

Figure 1 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work With \rightarrow Vendor Vendor Name Phone Number PO Vendors Type options, press Enter. 2=Change **4=Delete** 5=Display 7=Diary History 8=Details 9=Notes ? Vendor Vendor Name Phone Number Terms Vendor M $4 = Delete \rightarrow$ Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 272-2422 N30 А 23 ABS AMERICAS 713-873-0700 N30 NONE 31 ATLAS ALLOYS 534-8999 N30 А 387 WESTBURNE SUPPLY (B.C.) 298-7500 N30 F3=Exit F6=Add F21=Print List

The TaskWe are going to Delete PO Vendor.• In Figure 1, option 4 lets you delete.

Tab down to ABS Americas, and key in a 4, as shown in Figure 2.

Deleting

Figure 2



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

	Figure 3	
Delete Vendor $ ightarrow$: Delete Vendor	:
	: : Press Enter to Confirm Deletion	:
	: : Address Number : 23 ABS AMERICAS	:
	: Phone Number 412-555-5553 : AP Vendor Number 23 ABS AMERICAS	:
	: : Quality Contact 1 : Sales Contact : 1	:
	: : Shipping Code : AIR-P : Shipping Notes : Any necessary notes	:
	: : Terms Code : N30	:
	: : F3=Exit	:
$F3 = Erit \rightarrow$:
	:	. :
	F3=Exit F6=Add F21=Print List	
	You're working with this panel	
	Figure 3 shows the Delete Vendor panel.	
Your Choices	• F3 lets you exit without deleting.	
	• Enter lets you proceed	
	Enter lets you proceed.	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4.	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4.	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4.	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Delete Vendor	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Delete Vendor Press Enter to Confirm Deletion	 : :
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Press Enter to Confirm Deletion Address Number : 23 ABS AMERICAS	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Press Enter to Confirm Deletion Address Number : 23 ABS AMERICAS Phone Number 412-555-5553 AP Vendor Number 23 ABS AMERICAS	- - - - - - - - - - - - - - - - - - -
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Press Enter to Confirm Deletion Address Number : 23 ABS AMERICAS AP Vendor Number 23 ABS AMERICAS Quality Contact 1 BROOKES JOSEPH Sales Contact : 1 BROOKES JOSEPH	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Press Enter to Confirm Deletion Address Number : 23 ABS AMERICAS Address Number : 23 ABS AMERICAS Address Number : 23 ABS AMERICAS ADVendor Number 23 ABS AMERICAS ADVendor Number 23 ABS AMERICAS ADVendor Number 23 ABS AMERICAS ADVendor Number 23 ABS AMERICAS Support 1 BROOKES JOSEPH Sales Contact : 1 BROOKES JOSEPH Shipping Code : AIR-P Air freight Prepaid	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Address Number : 23 ABS AMERICAS ADVendor : 1 BROOKES : JOSEPH ADVENDOR : 1 A	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Address Number : 23 ABS AMERICAS AP Vendor : 1 BROOKES JOSEPH AP Vendor : 1 BROOKE	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Address Number to Confirm Deletion Address Number 23 ABS AMERICAS Phone Number 412-555-5553 AP Vendor Number 23 ABS AMERICAS Quality Contact 1 BROOKES JOSEPH Sales Contact 1 BROOKES JOSEPH Shipping Code : AIR-P Air freight Prepaid Shipping Notes : Any necessary notes Terms Code : N30 Net 30 Days F3=Exit CONFIRM: Y (Y/N) :	
Processing	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Figure 4 Confirm Delete Vendor Delete Vendor Delete Vendor Press Enter to Confirm Deletion Address Number : 23 ABS AMERICAS Address Number : 23 ABS AMERICAS Address Number : 23 ABS AMERICAS AP Vendor Number 23 ABS AMERICAS Quality Contact 1 BROOKES JOSEPH Sales Contact : 1 BROOKES JOSEPH Shipping Code : AIR-P Air freight Prepaid Shipping Notes : Any necessary notes Terms Code : N30 Net 30 Days F3=Exit CONFIRM: Y (Y/N) :	
Processing CONFIRM : Y→	Press Enter to bring up the CONFIRM: Y prompt, as shown in Figure 4. Figure 4 Press Enter to Confirm Deletion Address Number 23 ABS AMERICAS Phone Number 412-555-5553 AP Vendor Number 23 ABS AMERICAS Quality Contact 1 BROKES JOSEPH Sales Contact 1 BROKES JOSEPH Shipping Code : AIR-P Air freight Prepaid Shipping Notes : Any necessary notes F3=Exit F3=Exit F6=Add F21=Print List	

Confirming

You will be asked to confirm your request.

Confirmation Tips	٠	The Y for "yes" will be waiting for your response.
	٠	If you want to make a correction, press N.

• If you want to escape without deleting, press N then F3.

Returning Press **Enter** to return to the Work with PO Vendors display.

	Figure 5	
	POYRDFR DISPLAY	1/02/98 08:00:00
Work with $ ightarrow$ PO Vendors	Work with PO Vendor Vendor Vendor Name Phone Num	mber
ABS Americas is gone \rightarrow	<pre>Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History ? Vendor Vendor Name Phone Nuu Number 21 A & M NON-FERROUS METALS LTD. 555-5511 31 ATLAS ALLOYS 555-5512 387 WESTBURNE SUPPLY (B.C.) 555-5513</pre>	8=Details 9=Notes mber Terms Vendor Notes Code Preference N30 A N30 A N30 A N30
	F3=Exit F6=Add F21=Print List	
The Result	You have successfully deleted ABS Americas using	option 4.

You Are Done This completes Section 3.7, How To Delete PO Vendors.

3.8 How To Return To The PO Menu

Figure 1 shows the Work with PO Vendors display.

Start Here Figure 1 POYRDFR DISPLAY 1/02/98 08:00:00 Work with PO Vendor Work with \rightarrow Vendor Vendor Name Phone Number PO Vendors Type options, press Enter. 2=Change 4=Delete 5=Display 7=Diary History 8=Details ? Vendor Vendor Name Phone Number Terms Ve 9=Notes Phone Number Terms Vendor Notes Number Code Preference 21 A & M NON-FERROUS METALS LTD. 555-5511 N30 Α 31 ATLAS ALLOYS 555-5512 N30 Α 387 WESTBURNE SUPPLY (B.C.) 555-5513 N30 F3=Exit F6=Add F21=Print List **F3** = $Exit \rightarrow$ We are going to return to the Purchase Order menu. The Task In Figure 1, **F3** lets you exit. • Press **F3** to return to the Purchase Order Menu. Exiting Figure 2 ZZMENUR DISPLAY . Run Application Menu User Id YOU : KOBELT Test Manufacturing Co. Ltd. Purchase Order Your Name : PO Purchase \rightarrow Type options, press Enter. Select Menu options using '1' : Order Menu 1=Select Menu Option 2=Chang : ? Menu Description Work with PO Vendor : Work with Purchase Orders 2 Application 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

You have successfully returned to the Purchase Order Menu. This completes Section 3.8, How To Return To The Purchase Order Menu, and Chapter 3, Purchase Order Vendors.