AUTOPOWER

INVENTORY FILE MAINTENANCE
&
PURCHASING

HOW-TO WORKBOOK

Are You Looking for Answers to Improve your Inventory Purchasing Strategies?

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TRAINING OBJECTIVE

The purpose of this workbook is to help you the AutoPower end-user master the basic elements of Purchasing. It is designed as a self-help tool, consisting of step-by-step explanations and examples. Fill-in-the-blank and multiple-choice exercises will follow each topic. This will help emphasize the knowledge that is needed to get your job done accurately and quickly.

You are encouraged to use this training book in combination with your AutoPower applications database, or by using the examples in this workbook. However, all the examples may not be hands-on. I will let you know what these examples are when we get to them.

In combination with this workbook, you will have in class a PC or thin client to follow along with the exercises in this workbook.

When you have completed the exercises in this AutoPower Purchasing Workbook you will be able to complete all the modules below with 100% accuracy. You will be measured by completing short fill-in the blanks or multiple-choice questions at the end of each lesson with results provided to management upon completion of training.

Tasks

Understand Inventory File Maintenance
Create a Vendor/Supplier
Create a Purchase Order
Create & Edit a PO using Manually Enter/Adjust a PO
Print PO Review Report
Issue/Print/Fax a PO
Cancel a PO
Lookup Vendor Inquiry
Lookup Vendor PO Inquiry
Lookup Purchase Order Inquiry
Lookup Historical PO Inquiry
Print Purchase Order Reports

SYSTEM OVERVIEW

Before we get started there are only a few areas of the system that the Escape key, Backspace key, Space Bar and the Delete key can be used. When we get to these areas of the application, they will be pointed out to you. These keys cause control characters in some of the data records and should not be used except where we tell you they can be used.

Purchasing and receiving is part of the Inventory system. Purchasing and Receiving is an integral part of inventory control. Keep a copy of this guide handy for day-to-day processing challenges. This workbook may be ordered from AutoPower, as you need them for training others throughout your business for a nominal fee.

PURCHASING

The Purchasing program will allow you to enter, edit and issue a purchase order to your Supplier or Vendor. Purchasing techniques are critical for proper stock replenishment. Inventory turns, service levels, fill rate, lost sales and cash flow all are directly influenced by the Purchase Order System. Understanding its methodology is an important factor in accomplishing the replenishment goals of your organization.

LOGGING ON

Use the user name and password assigned by your manager to logon to the AutoPower System. If you should forget your user name and password please see him so that he can reset it for you.

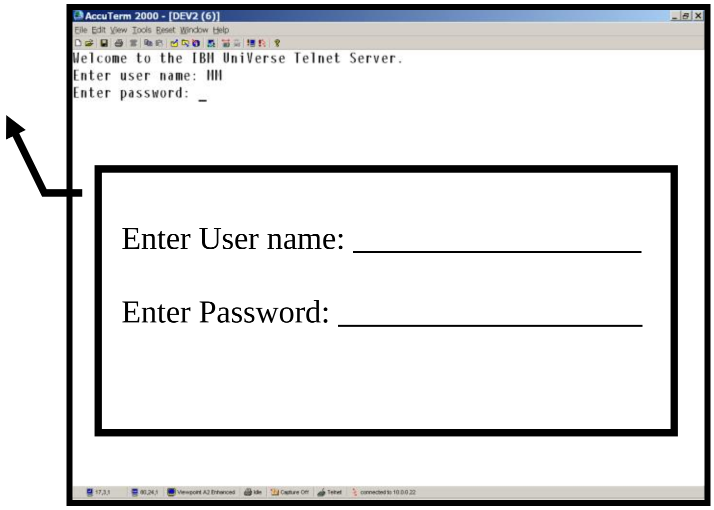
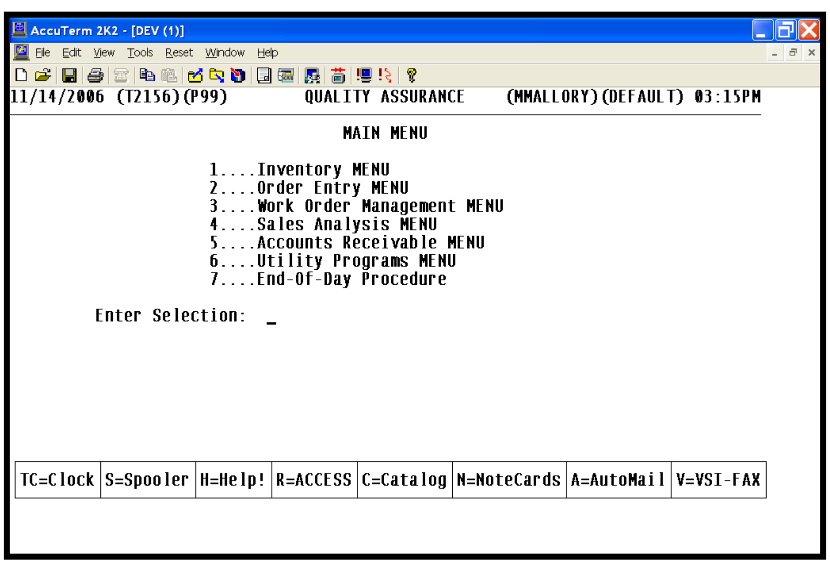


Figure 1 Logon Screen

MAIN MENU

You are now at the Main Menu. Your Main Menu may vary from what you see here. You may have customizations that only apply to your business. The cursor will be positioned at Enter Selection.



Before we get started entering a Purchase Order we need to verify that the file maintenance is setup correctly.

The Vendor/Supplier Records reside in the **Inventory Menu → Purchase Menu → Vendor/Supplier File Maintenance** option. The Part Number Records reside in the Inventory File Maintenance, which is located in the Inventory Menu.

The Purchase Order system depends upon the accuracy and completeness of the setup of these two files maintenance menu options. The majority of the information in these two menu options is used in creating a purchase order.

Let's break these 2 screens down by taking a look at the Vendor/Supplier File Maintenance and the Inventory File Maintenance separately.

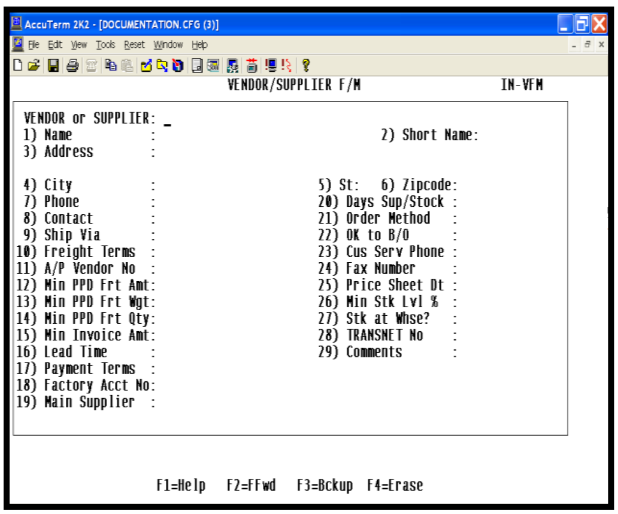


Figure 3 Vendor/Supplier F/M
Vendors/Suppliers

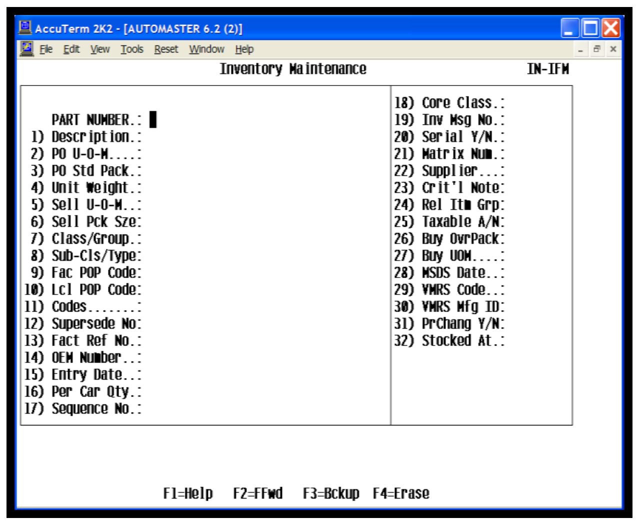
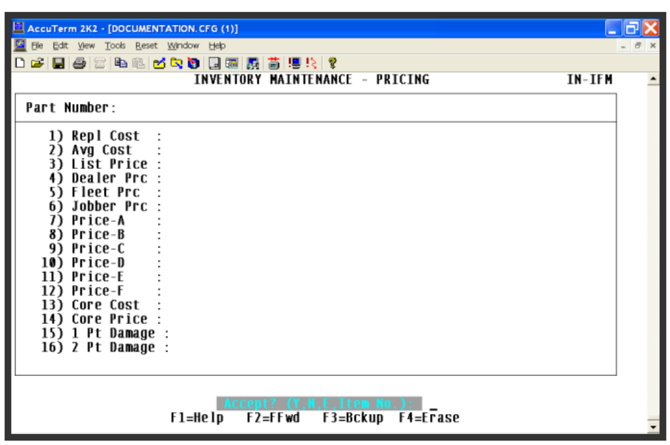


Figure 4 Inventory Maintenance
Part Numbers



Screen 2 (Cost & Pricing)

Vendor/Supplier File Maintenance

From the Main Menu:

Type in #1 and press **ENTER**

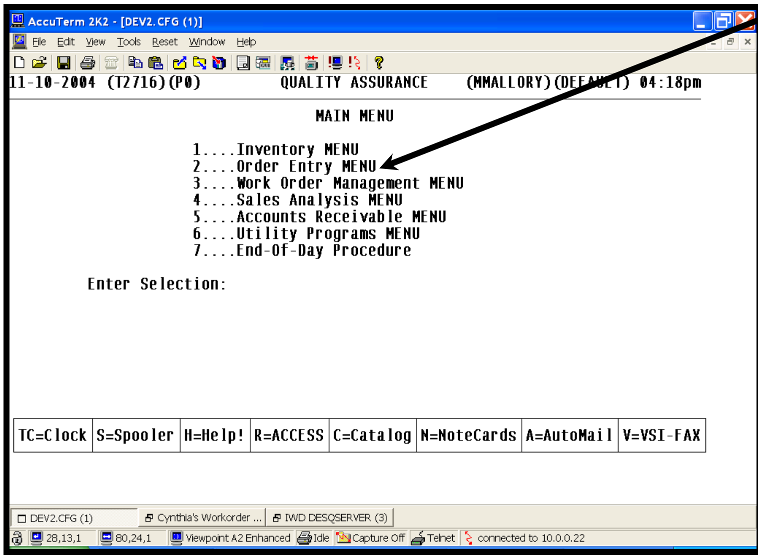


Figure 5 Main Menu

The Inventory Menu screen will display. We will now go to the General F/M Menu.

Type in #6 and press **ENTER**.

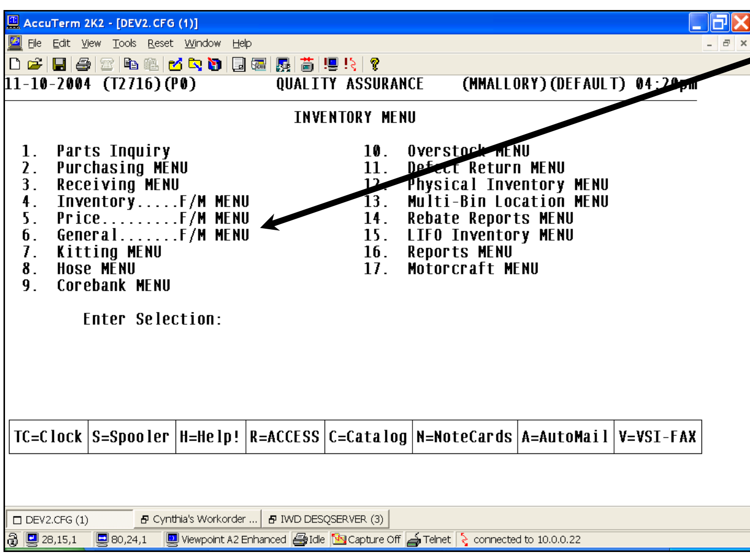
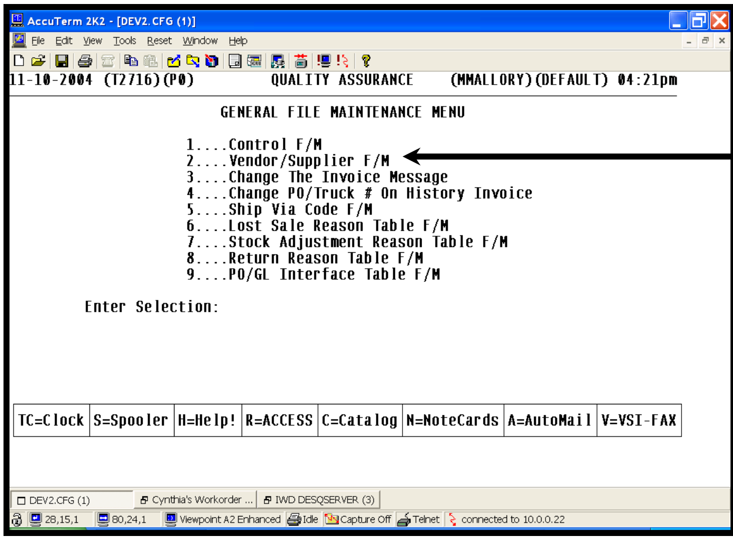


Figure 6 Inventory Menu

The General File Maintenance Menu will display as shown below.

We will now go to the Vendor/Supplier F/M menu.

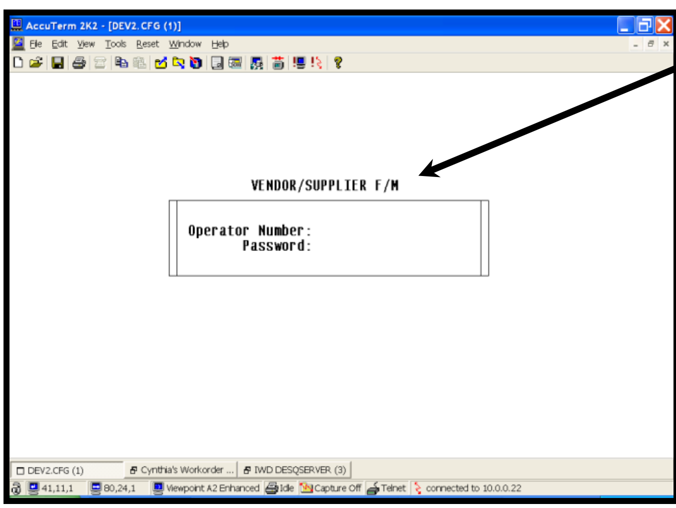


Type in #2 and press **ENTER**.

Figure 7 General File Maintenance Vendor/Supplier F/M

The Vendor/Supplier F/M password screen will display.

Type in your Operator/Salesman Number and press **ENTER** then type in your Password and press **ENTER**.



Operator Number: _________

Password: _______________

Figure 8 Vendor/Supplier Password Screen

Vendor File Maintenance / Vendor Inquiry

The Vendor/Supplier Inquiry is the same screen as the Vendor/Supplier File Maintenance screen. The only difference is that when you are in the inquiry screen you cannot make changes.

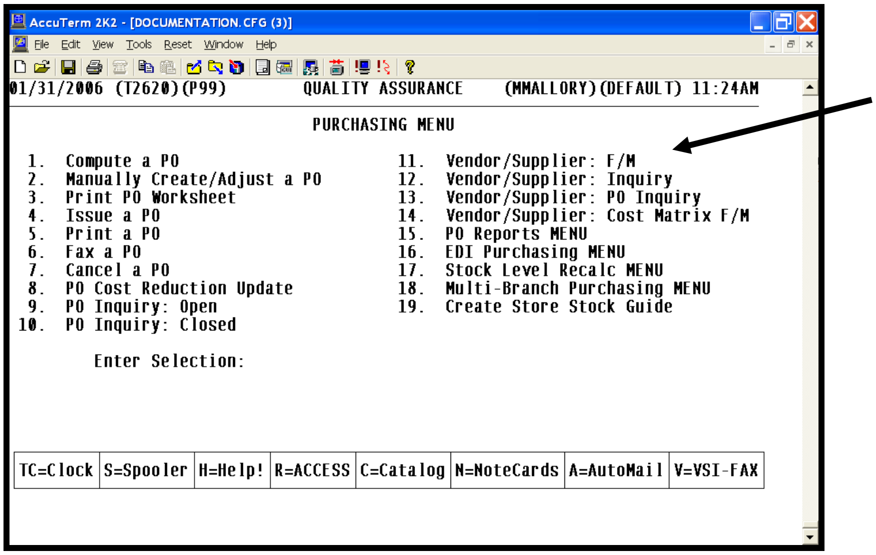


Figure 9 Purchasing Menu

Let’s break down the Vendor/Supplier File Maintenance screen step by step.

There are 2 types of records you can setup in this screen it is the Vendor or Supplier record.

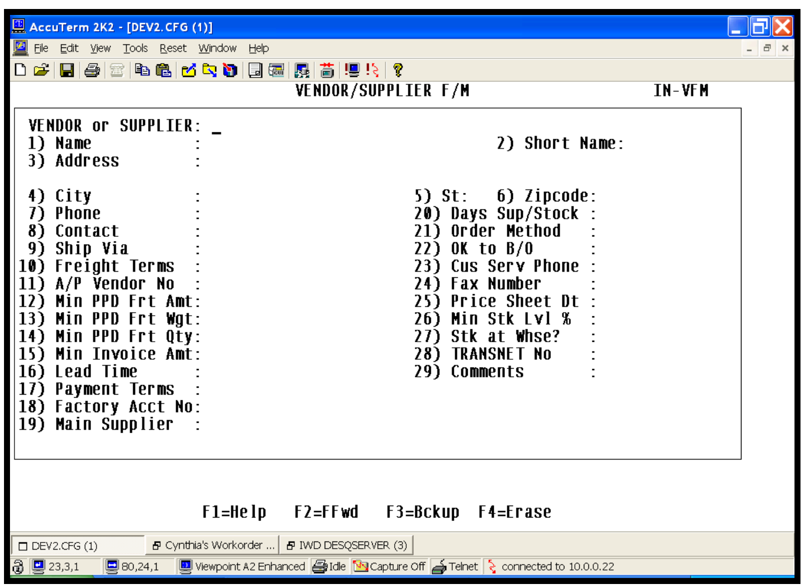
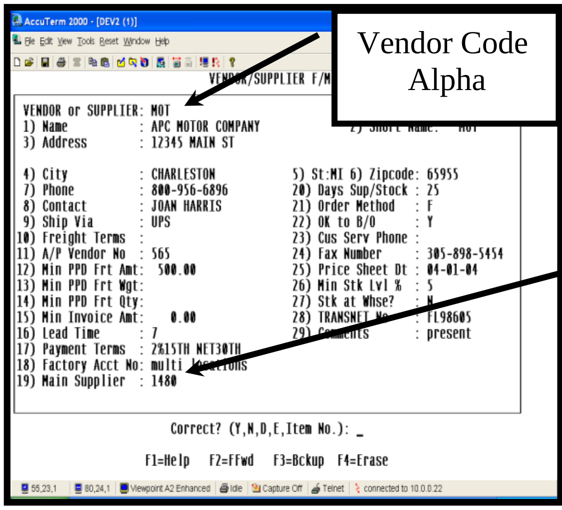


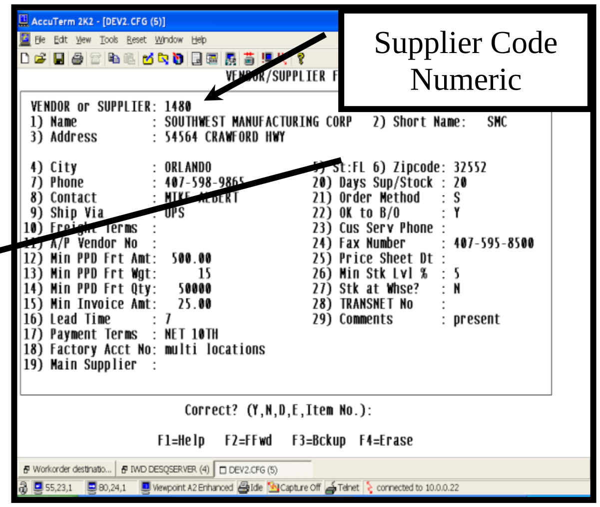
Figure 10 Vendor/Supplier File Maintenance Screen

Vendor Line or Product Line = brand names, example Monroe = MON.

Supplier Codes or Vendor codes = whom you purchase brand names from, example Rockwell = 1234.

Vendor Record | **Supplier Record**





In our example above, the vendor MOT's main supplier is 1480. We can purchase the MOT parts from supplier 1480. You would order MOT's parts from the supplier #1480 instead of MOT.

If there are other part numbers in your inventory that you purchase from supplier 1480 and not from the vendor, you can access that part's number in inventory file maintenance and type in the Main Supplier field 1480.

Fields:

Vendor or Supplier:

Type in the **3 Alpha Character Vendor Code** to setup a new Vendor. Type in a **4-digit numerical supplier** number to setup a Supplier and press **ENTER**.

The 3-character vendor codes are part of the part number. Example: MOT12345. The MOT would be the Vendor Code. In some cases, the vendor code is the same as the brand name.

The 4-digit numerical Supplier numbers are the suppliers you purchase the parts from. In our example above our vendor is MOT but we purchase it from Supplier 1480.

Vendor or Supplier Name:

Type in the **vendor or supplier** name and press **ENTER**.

Type in the name of the vendor or supplier. This is the name that will appear on the purchase order.

Short Name
Type in the **short name** of the vendor or supplier and press **ENTER**. This name is printed on some reports where there is not enough room for the entire name.

Address
Type in the **address** for the vendor/supplier and press **ENTER**.

This information is used when generating purchase orders and will print on the purchase order.

State
Type in the **state** for the vendor/supplier and press **ENTER**.

City
Type in the **city** for the vendor or supplier and press **ENTER**.

Zip Code
Type in the **zip code** for the vendor/supplier and press **ENTER**.

Phone Number
Type in the **phone number** for this vendor/supplier and press **ENTER**. (Format: 1-XXX-XXX-XXXX)

Contact
Type in the **contact** with this vendor or supplier and press **ENTER**. If you select to fax a PO the system will automatically address a fax to the person named in this field. You do have the option to change this name when you are faxing a PO.

Ship Via
Type in the most commonly used **ship via** method for this vendor/supplier and press **ENTER**. This data will be used in the purchasing system, but can be changed by editing a PO.

Freight Terms
Type in the **freight terms** for this vendor/supplier and press **ENTER**. This data will be printed on the purchase order but can be changed by editing a PO.

A/P Vendor No.
Type in the **accounts payable vendor number** for this vendor/supplier and press **ENTER.** For Informational purposes only.

Min PPD Frt Amt:
Type in the **minimum pre-paid freight dollar amount required** on a purchase order to qualify for prepaid freight and press **ENTER.**

Min PPD Frt Wgt:
Type in the **minimum pre-paid weight required** on a purchase order to qualify for prepaid freight and press **ENTER.**

Min PPD Frt Qty:
Type in the **minimum pre-paid freight quantity** (units) required on a purchase order to qualify for prepaid freight and press **ENTER.**

Min Invoice Amt:
Type in the **minimum invoice dollar amount** for this vendor/supplier and press **ENTER**.

NOTE: The end of day process will create and print a PO Analyzer report for all Suppliers meeting the minimum pre-paid requirements. This report is a tool to assist the purchasing agents in determining whether they can meet the minimum Prepaid Freight requirements for a special order. If no minimums are entered in the above Pre-Paid fields the PO analyzer will not print in the EOD Process.

Lead Time
Type in the number of days **lead time** to receive the product from this supplier/vendor and press **ENTER.** The Lead Time in this field will affect how the purchasing system determines order quantities. It is considered and used in the formula to compute a PO.

Payment Terms
Type in the suppliers' **payment terms** and press **ENTER**. The Payment Terms will be used for any purchase order created for this supplier, but can be changed by editing a purchase order (i.e.: Net 30 days = N30). This entry is not required. The AP Vendor establishes these terms.

Factory Account Number
Type in the **factory account number** this is your Acct # with this supplier and press **ENTER**.
If you are a multi-branch location, you will be given the option to type the account number that your supplier uses for each of your branch locations in the company. The factory reference account number entered here will print on the purchase order.

Main Supplier
Type in the **main supplier** of the parts in this vendor line and press **ENTER**. If this is a 3-character vendor code record (example ABC) and you purchase this line from vendor (ABC) leave this field blank. This field affects purchasing. The answer to this field depends on whether this record is a **3-character vendor code (ABC)** or a **4-digit numerical supplier (1234).**

If this is a 3-character vendor code record example (ABC) and you purchase this line from a supplier (1234) then you should enter the 4-digit numerical supplier code (1234) in this field.
This will allow the purchasing system to automatically address PO's to the correct supplier.
If this is a 4-digit supplier record leave this field blank.

Days Sup/Stock
Type in **days supply/stock,** this is the number of days of inventory you would like to maintain for vendor or supplier and press **ENTER**.

The system will use the number of days supply with the 3-character vendor code when recalculating stock levels using the Stock Level Recalculations program.

The Days Supply information will be used as the default number of days for an order and for the setting of stock levels. The default # of days can be changed manually when Computing a Purchase Order.

Order Method
Type in the preferred **order method** for this vendor/supplier and press **ENTER.**

Your options are **(F)orecasting**, **(S)tock Level**, or **(A)veraging**.

Type in **F**, **S**, or **A** and press **ENTER.** The ordering method entered will be the default order method for this vendor/supplier and may be changed at any time when generating a purchase order.

Forecasting Method is used to determine trends in a specified period.

Stock Level Method will look at the Min and Max levels (Status Record)

Averaging Method will determine an average quantity to order. This is a straight average calculation.

OK TO B/O?
Type in **Y** and press **ENTER** if this supplier backorders to you.
Type in **N** and press **ENTER** if the supplier does not backorder to you.

PO's received from a supplier with **N** in this field will not go on backorder even if all parts are not received. There can be no partial receiving. The EOD will then cancel the balance left on a partially received purchase order.

Customer Service Phone Number
Type in the **customer service phone number** and press **ENTER**. (Format: 1-XXX-XXX-XXXX)

Fax Number
Type in the supplier's **fax number** and press **ENTER**.

When faxing an issued purchase order this fax number will display on the screen where it can be changed if necessary. (Format: 1-XXX-XXX-XXXX)

Price Sheet Date
Type in the **price sheet date** and press **ENTER**.

The date of the last price sheet that has been updated in the inventory master file for this brand name of product via Price Tape Updates. This is an optional entry field.

Minimum Stock Level Percentage
Type in the **minimum stock level percentage** and press **ENTER**.

When new stock levels are calculated via Stock Level Recalculation program, the minimum and the maximum will be the same unless a number is entered in this field. The percentage number entered here will be multiplied times the maximum to determine the minimum number to have on hand at all times. You must use whole numbers. What percent of the max to use as the min (Example: 20%)

Stk At Whse?
Type in **Y** and press **ENTER** to the question **Stk At Whse?** If this product is stocked at the main warehouse and available to be used as replenishment inventory for the remote locations type in a **Y** and press **ENTER**.

Type in **N** and **press ENTER** if this product is not stocked at the warehouse. If you mark this field as **N**, then the system will not pick up this product line for a Stock Guide. Although most lines are carried at the main warehouse, some are ordered direct from the supplier by the branches and should not come up on Stock Guides.

Transnet No.
Type in the Transnet No. Supplier Code for this Vendor/Supplier and press ENTER.

This number always begins with "FL79" ... and is 7 characters long. The TRANSNET software uses this number to place your orders with the correct Vendor/Supplier.

If the Vendor you are setting up now is a TRANSNET vendor, then this Vendor will also need to be setup in TRANSNET vendor maintenance under the Electronic Purchasing Menu.

Comments
Type in the Comments and press **ENTER**. You can type in 4 lines of comments. When you come to the end of a line you must press **ENTER**. This is for informational purposes. It does not print.

Function Keys:

F1 - **Help** - Explanation for any given field

F2 - **Ffwd** – Moves the cursor to the bottom of screen.

F3- **Bckup** - Backup the cursor to a previous field

F4 - **Erase** - Delete a field entry. When deleting information in fields on the Vendor/Supplier File Maintenance screen press the **F4**-function key.

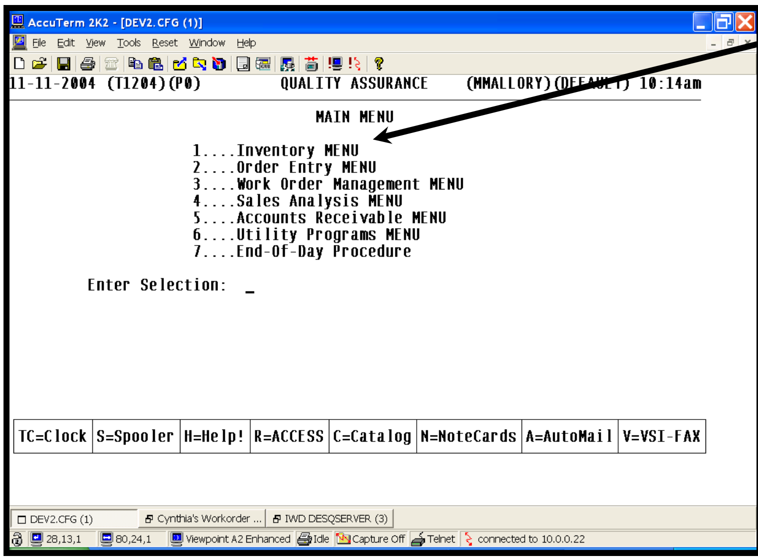
We have completed the Vendor/Supplier File Maintenance Screen!

INVENTORY FILE MAINTENANCE

The Inventory File Maintenance Menu is where the parts information is entered into the system. This is also where the part information can be edited. The Inventory Maintenance screen needs all the information entered about a part number. There are some fields that directly affect how and from whom the part is purchased.

Let's start by drilling down thru the menus to get to the Inventory File Maintenance Screen.

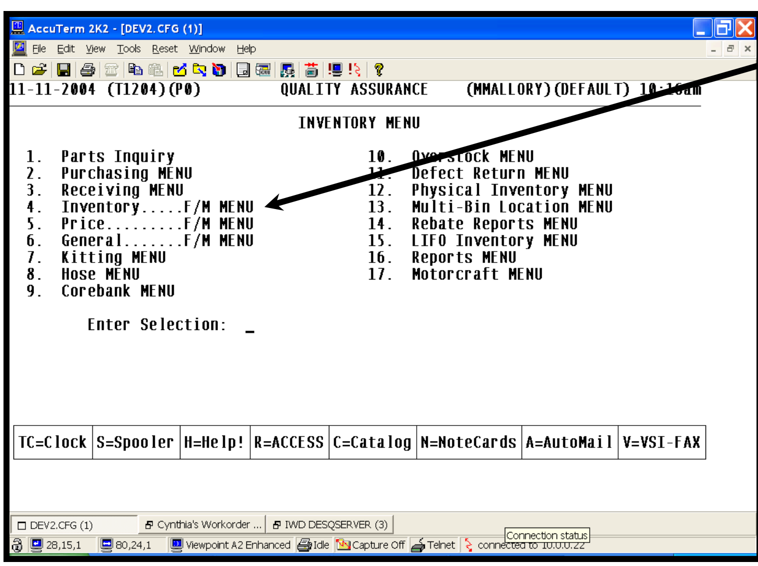
From the Main Menu:



Type in #1 and press **ENTER**.

Figure 11 Main Menu

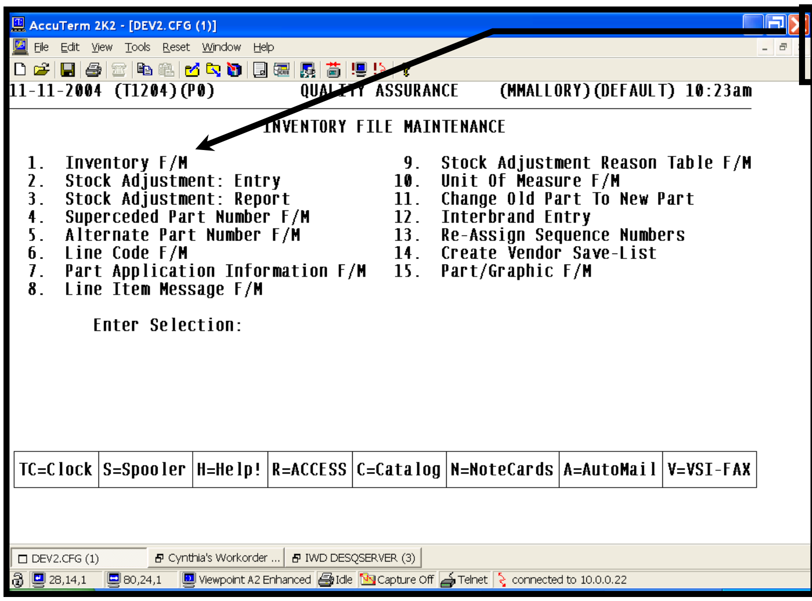
The Inventory Menu will display.



Type in #4 and press **ENTER**.

Figure 12 Inventory Menu

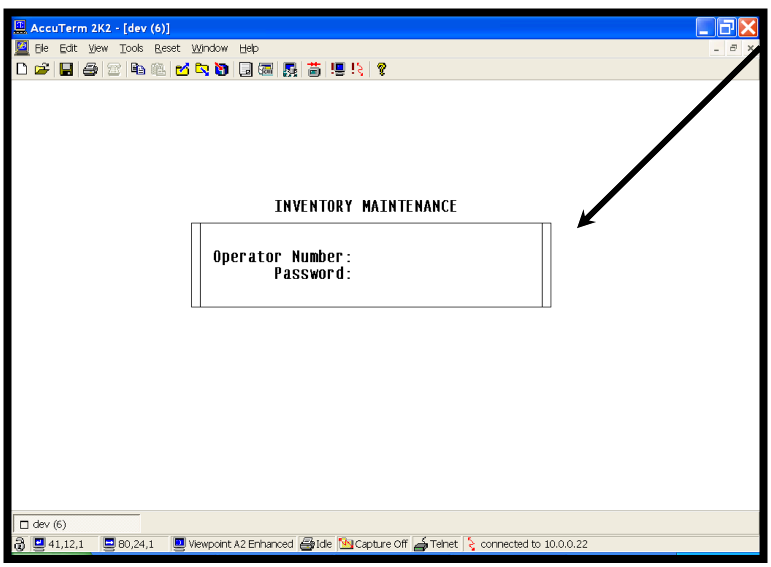
The Inventory File Maintenance Screen will display as shown below.



Type in #1 and press **ENTER**

Figure 13 Inventory File Maintenance

The Inventory Maintenance Password screen will display.



Type in your Operator Number and press **ENTER**. _______________

Type in your Password and press **ENTER**. ____________________

Figure 14 Inventory Maintenance Password Screen

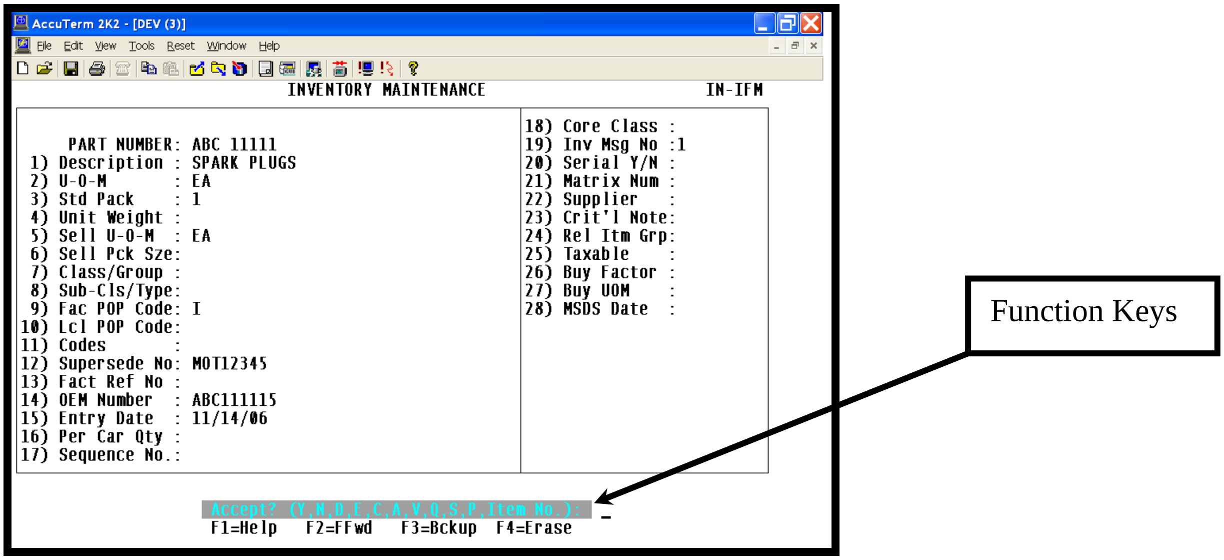


Figure 15 Inventory File Maintenance Screen

Remember: There are only a few areas of the system that you can use the Escape key, Backspace key, Space Bar, Delete and arrow keys. You cannot use these keys to correct a spelling error in a field in the Inventory Maintenance screen. Please use the function keys located at the bottom of the screen for editing text.

Function Keys in Inventory Maintenance Screen Explained

F1 - **Help** for any given field.

If you need information about a field press the **F1** function key.

F2 - **Fwd** the cursor to the bottom of screen.

If you have completed entering a part number and you would like to go to the bottom of the screen you can use the **F2** forward function key to go to the bottom of the screen.

F3 - **Backup** the cursor to a previous field

If you need to go back to a previous field you can press the **F3** function key and you will be taken back one field.

F4 - **Delete** a field entry

To delete data that you have typed in a field and you have saved the record, press the **F4**-function key on that field. You cannot use the arrow keys, backspace, spacebar, or delete key to clear an error.

Entering a New Part Number in Inventory File Maintenance

Type in the part number and **press ENTER.** The part number will begin with the Vendor Code + the part number. Example = ABC1000

Begin by entering the Part number to be added or changed. If this part number exists in the system, the current information will display and the system will allow you to edit the record. The part number always consists of the Vendor Code plus the part number. (I.e.: Vendor Code ABC+ Part number 1000 = ABC1000)

NOTE: The vendor code must be setup in the Vendor/Supplier File Maintenance. The system will not allow new entries for a part number with a vendor that is not in the Vendor Master. The Vendor/Supplier File Maintenance is found in the General F/M Menu.

Description

1) **Type in the description** and press **ENTER**.

Enter the description of the part that is being added. This will print on invoices and purchase orders.

PO U-O-M

2) **Type in the Unit of Measure** and press **ENTER**.

PO UOM represents the Unit of Measure you buy this part in from the manufacturer such as, each, box, or case (EA, BX, CS respectively). By entering a **?** at this prompt you will be able to view the listing that was part of the original setup in the U-O-M File maintenance. Purchase Orders use this Unit of Measure. The Unit of Measure file maintenance is located in the Inventory File Maintenance Menu.

PO Std Pack

3) **Type in the Standard Pack** and press **ENTER**.

Standard pack is used to designate the quantity in the UOM of this product. Some parts come in packages that include more than one part and must be purchased in multiples. If this part comes from the manufacturer prepackaged in multiples, enter the number of parts that come in one pack. (Example: Standard pack of 12 would tell the purchasing system to round the purchase quantity to multiples of 12 when calculating a purchase order).

NOTE: The PO UOM and PO Standard Pack work together in the Purchasing Module.

Before we move on let's take a look at some examples of how the PO UOM, PO Standard Pack, Selling UOM, and Sell Pack work together.

AUTOPOWER PURCHASING UOM

The Compute a PO process calculates the re-order quantity rounded to the nearest standard Pack Quantity. Printing or faxing a PO converts the quantity needed to the Purchase U-O-M (Unit of Measure) based on the Std Pack (Standard Pack) – this quantity is what is being ordered from the Supplier.

Bulk Package Code Key UOM

PK = PACK
CS = CASE
RL = ROLL
QT = QUART
FT = FOOT
EA = EACH
LB = LBS
CY = CYLINDER
PR = PAIR

<u>**Examples:**</u>

I purchase oil by the case.

Purchase UOM = CS
Sell UOM = QT
Sell Pack = 1
Std pack = 12

This tells the Purchasing software that:

I buy it by the case.
I sell it by 1-quart minimum.
There are 12 quarts in every case.

I purchase hoses by the pack.

Purchase UOM = PK
Sell UOM = RL
Sell Pack = 1
Std pack = 4

This tells the Purchasing software that:

I buy it by the pack.
I sell it by the roll.
I sell it by a 1 roll minimum.
There are 4 rolls to a pack.

The Sell Pack quantity is used by the order entry software. It is not used in the purchasing calculations. It tells the countermen in what amount to sell the part number.

I purchase hoses by the Roll.

Purchase UOM = RL
Sell UOM = FT
Sell Pack = 50
Std Pack = 100

This tells the Purchasing software that:

I buy it by the Roll.
I sell it by the FT
I sell it by a 50 Ft minimum.
There are 100 FT in a Roll.

I purchase hoses by the FT.

Purchase UOM = FT
Sell UOM = FT
Sell Pack = 1
Std Pack = 1

This tells the Purchasing software that:

I buy it by the Foot.
I sell it by the Foot.
I sell by a 1 Foot minimum.
There is 1 Foot in a Foot of hose.

By placing one of the Package codes in the PO UOM field in the Inventory Master File Maintenance screen, the system will then process a purchase order to a supplier taking into account the standard pack.

Example: If you set a standard pack to 2, PO UOM = EA, then the system will ignore the standard pack and order this part by the each. If you change the PO UOM from EA to any of the bulk codes listed above, the system will adjust the printed, faxed or transnet PO based on the standard package.

If the system calculates that you need 100 pieces of this part, it will create a PO with 100 as the order quantity. However, your supplier only wants to see a PO with 50 ordered because he ships 2 per package. If the PO UOM on this part is set to EA, the PO will order 100 pieces and the supplier will ship 100 packages of 2. By changing the UOM to a bulk code above, the system will automatically divide the quantity ordered by the standard pack. In our example, this would produce an order quantity of 50 for the supplier. All reports in the system will show 100 pieces ordered. Only the printed PO, faxed PO and transnet PO will show the order quantity, as the supplier wants to see it.

Unit Weight

4) **Type in the Unit Weight** and **press ENTER.**

This field stores the weight of each unit as described in the unit of measure. If your unit of measure is "CS" (case), the weight entered should be entered as the weight of the case. The weight is stored with a two-digit decimal precision (hundredths of a pound).

This field is beneficial when shipping items out via UPS. The weight amount will total and default in the Summary screen on the Totals page of Order Entry and on the summary page of the compute a po worksheet.

Sell U-O-M

5) **Type in the Selling Unit of Measure** and **press ENTER**.

This field represents the code for the selling unit of measure. Examples of some codes are "EA", "BX", or "CS". The customer is then expected to buy in increments of this unit in order entry. If this field is left blank the system will default to EA.

NOTE: The Input here should be a 2-character code that was setup in the UOM file Maintenance. By Entering a '?' at the prompt you can view the listing that was originally setup in the UOM File maintenance.

Sell Pack Size

6) **Type in the Sell Pack Size** and **press ENTER**.

The sell pack size is the number of units per selling pack of measure. For example, if the selling unit of measure is "EA" and the selling pack size is 12, the order entry system will force the Salesperson/Counterman to sell the product in quantities of 12. The input here must be numeric.

Class/Group

7) **Type in the Class/Group** and **press ENTER**.

The Class/Group Code provides a link to the vendor code to categorize or group similar products (I.e.: product category). Customer pricing, sales reports and/or purchasing module can be based on line code and/or vendor class/group combinations. (I.e.: a group of Filters = FIL). The input here can be alphanumeric.

Sub-Class/Type

8) **Type in the Sub-Class/Type** and **press ENTER**.

The Sub-Class code provides a means of further breaking down Class/Group codes (I.e.: product sub-category). The Class/Group codes are not used for customer pricing but it may be used for customer reports. (I.e.: FIL is a Class/Group Code, A Sub-Class/Type code of the Filter can be, Air filters = AIR and Oil Filters = OIL). The input here can be alphanumeric.

Factory PopCode

9) **Type in the Factory PopCode** and **press ENTER**.

The factory POP code reflects the demand for this product nationwide. This demand can vary from the local POP code based on geographical region.

The factory POP code is usually found on the manufacturer's price sheet. It can be loaded manually or from a price tape update. These are ranked from A - Z. 'A' being the most popular and 'Z' being the least popular.

If there is a letter "**I**" typed in Factory Pop Code field for a stocked part number then the part has an OEM part number attached to it.

Some POP codes will not allow a part number to be on an order from the Compute a Purchase Order Program in Purchase Order File Maintenance. The following codes if they are located in the Factory Popcode field will not allow a Part number to be automatically generated via the Compute a PO Program.

S = Superseded Parts.
o = Obsolete Parts
X & **Z** = cannot be used.
K = A kit manufactured at your facility. Not purchased from a supplier.

Local Pop Code

10) **Type in the Local Pop Code and press ENTER**.

The local pop code is based on your company's sales of this product. This code can be set on a company-wide basis or per location.

The Product Ranking Report program found in the Inventory Reports Menu can also rank your inventory by local pop code.

Codes

11) The **CODES** field is used for programming purposes. This field is for AutoPower internal use only.

Supersede Number

12) The **Supersede Number** will display. It is not entered in this field.

This field automatically displays the part number that supersedes the main part number and is for display purposes only.

NOTE: The supersede part number should **never** be typed in this field. The Superseded Number Maintenance program in the Inventory F/M Menu will update this field. Also, the Change Old Part to New Part program will also update this field.

Factory Reference Number

13) **Type in the Factory Reference Number** and **press ENTER**.

The Factory Reference number is used when your inventory part number is in a different format than what is required by your Supplier. When a purchase order is printed or an order is sent through Transnet, the factory reference number is what will be used if present.

OEM Number

14) **Type in the OEM Number** and **press ENTER**. This is not a required field.

The OEM Number is the Original Equipment Manufacturer Number. This is the Manufacture's Long Number.

If you have multiple OEM part numbers that you need to enter, it is easier to go into the Interbrand Entry Program located in the Inventory File Maintenance Menu. You are allowed to enter more than just one part number at a time.

If there is a letter "I" typed in Factory Pop Code field for a stocked part number then the part has an OEM part number attached to it.

Examples of OEM part numbers are shown.

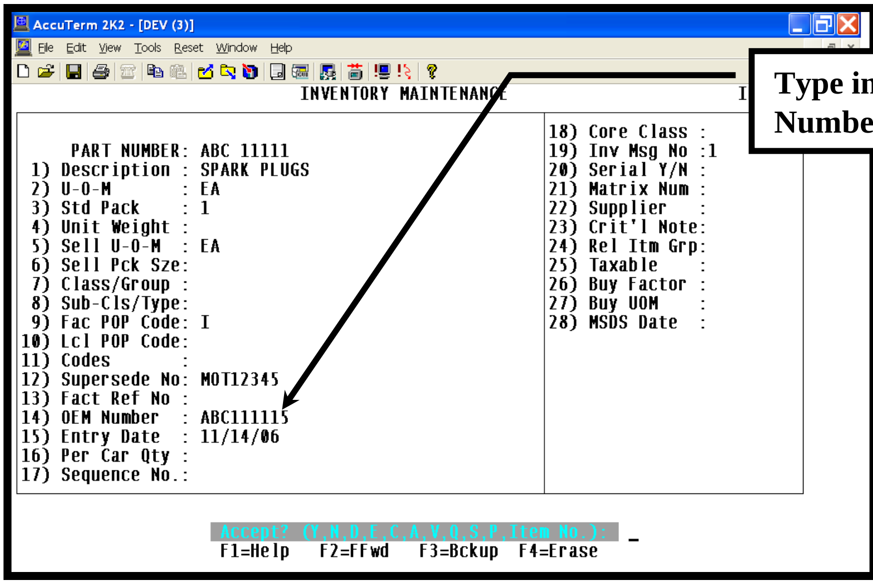


Figure 16 Inventory Maintenance OEM Interbrand field

When you are in Inventory Inquiry viewing part number ABC11111 you will notice the Interbrand/OEM part number displaying on the screen.

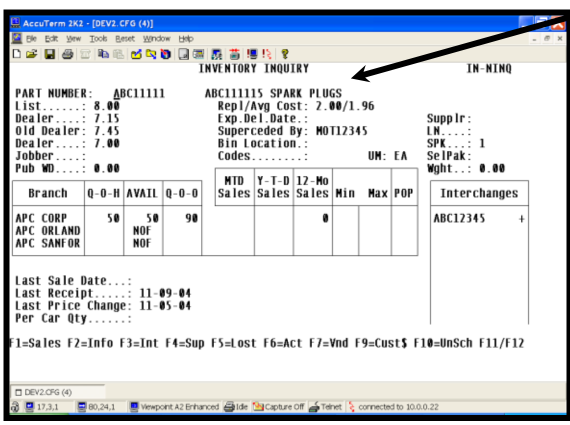


Figure 17 Inventory Inquiry OEM Interbrand Display

Entry Date

15) **Entry Date**. The entry date represents the original date that this part was entered into the Inventory Master File.

When creating a new part the current date will automatically display, but it can be manually changed. The date format is **MM/DD/YY**. (This is useful when re-calculating stocking levels or calculating factory returns of non-moving inventory.)

16) **Per Car Qty** Enter in the quantity that is required per car for this part.

17) **Sequence No.** Some vendors have part numbers that are difficult to sort because the part number has alpha and numeric portions mixed together (Rockwell for instance). Assigning a sequence number to each part number assist the computer in sorting these Parts in the desired order.

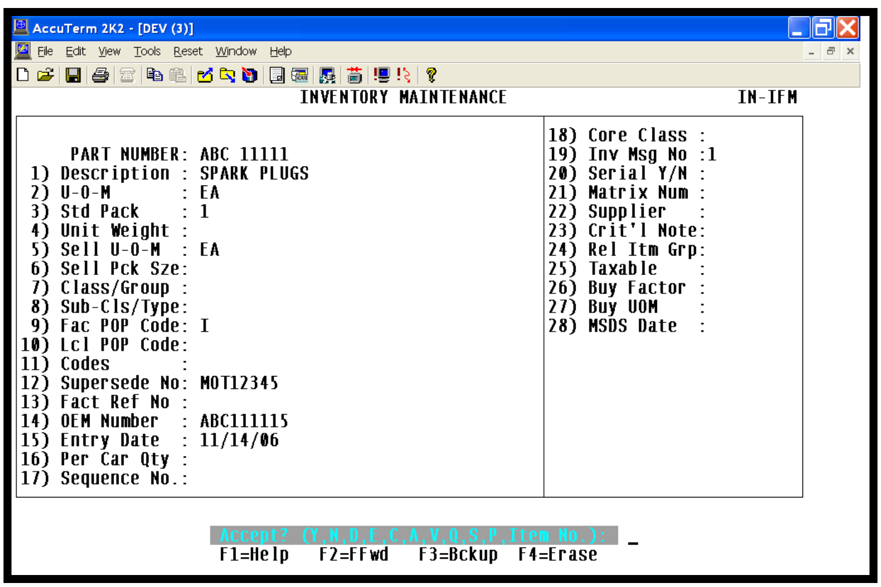
The Re-assign Sequence Number program found in the Inventory File Maintenance Menu will allow you to set the sequence numbers automatically.

18) **CoreClass** (for Core Parts only.) The core class may be used to group like types of inventory items into a common class that a customer can make core returns against. I.e.: Core classes are commonly used for brake shoes.

19) **Inv Message No.** Enter a message number previously established in the Line-Item Message File Maintenance screen, found in the Inventory File Maintenance Menu. The message will automatically print on any invoice with this Part number.

20) **Serial Y/N** Enter Y for Yes if this part has a serial number. Enter N for if this part does not have a serial number.

21) **Matrix Num** Enter the pricing matrix number in this field. The pricing matrix referenced will then be used to calculate the selling prices of this part number. The matrix is setup in Pricing Module.



22) **Supplier** Enter the supplier code for this part number. This field is very important in the purchasing module. The *supplier code must already exist in the vendor master file. A save-list of all parts purchased from this supplier will be created as part of the end of day procedure.

Supplier codes are set up in the Vendor Master File Maintenance. The 4-digit supplier number is the supplier you purchase the actual Parts from.

Vendor Code Record also has a supplier field. The supplier field on the Vendor Record represents the supplier you purchase all parts with this vendor code from. If you use the field on the Vendor Record, this field should be left blank.

If parts within the vendor code are purchased from different suppliers, then the supplier field on the vendor record is blank and you will use the supplier field on the Inventory Master Record.

23) **Critical Note** Enter a message number previously established in the Line-Item Message File Maintenance screen, found in the Inventory File Maintenance Menu. This message will display in Order Entry and in Inventory Inquiry when this part number is keyed in.

24) **Real Item Group** Enter in the related item group that this part number will be assigned. When this part number is entered in Order Entry the group that this part number has been assigned will display in the lower left-hand corner.

25) **Taxable** This field determines if this part is taxable regardless of the customer's tax status. Valid responses are:

A = Always Taxable - regardless of the customer's tax status
N = Never Taxable
Blank = Taxed based upon the customer's tax status.

26) **Buy Factor**
27) **Buy UOM**

These 2 fields would be used for printed PO's, faxed PO's, Truck Pride, VIPAR, Transnet and HDX.

An example of fields #26 & 27 would be if you wanted to buy a roll of hose. There are 4200 inches in a roll of this hose. You can't order the hose as 4200 inches, and you can't order it as 1 roll. You must order it as 350 feet (4200/12). You don't stock it in feet, so there is no way for the system to make the conversion from roll to feet. We could do roll to inches, but not feet while stocking in inches. The Buy Factor and Buy UOM allows you to set a Buy Factor of 12 and a Buy UOM of FT so that the PO's will show 350 feet while still stocking 4200 inches per roll.

28) **MSDS The** entry in the MSDS Date field will be the date the last Material Safety Data Sheet was printed. The MSDS comes from the manufacturer. This sheet will list the poison or possible hazards a product has or may have. It is required by OSHA that you keep this information available to your employees if you are selling the product. MSDS documents must be handed out to the customer when certain products are sold as well as be in the delivery vehicle when they are on the road. The expiration date logic works such that if the customer's last sale date is less than the part number's current MSDS date, then the system will pop up a message in OE indicating that the counterman needs to deliver a new MSDS sheet with the parts. The message won't display again for that same part/customer combination until the part date is changed.

Once all entries are keyed in on the inventory maintenance, the following prompt will display at the bottom of the screen:

"CORRECT (Y, N, D, E, C, A, V, Q, S, P, ITEM NUMBER)?". The definitions for each option are described in the following pages.

Enter **Y** to update the above information.
Enter **N** to return to Description Field.
Enter **DELETE** to delete the Part information. The word DELETE must be typed in full.
Enter line item # to modify a specific field entry. This will allow you to go directly to a specified field.

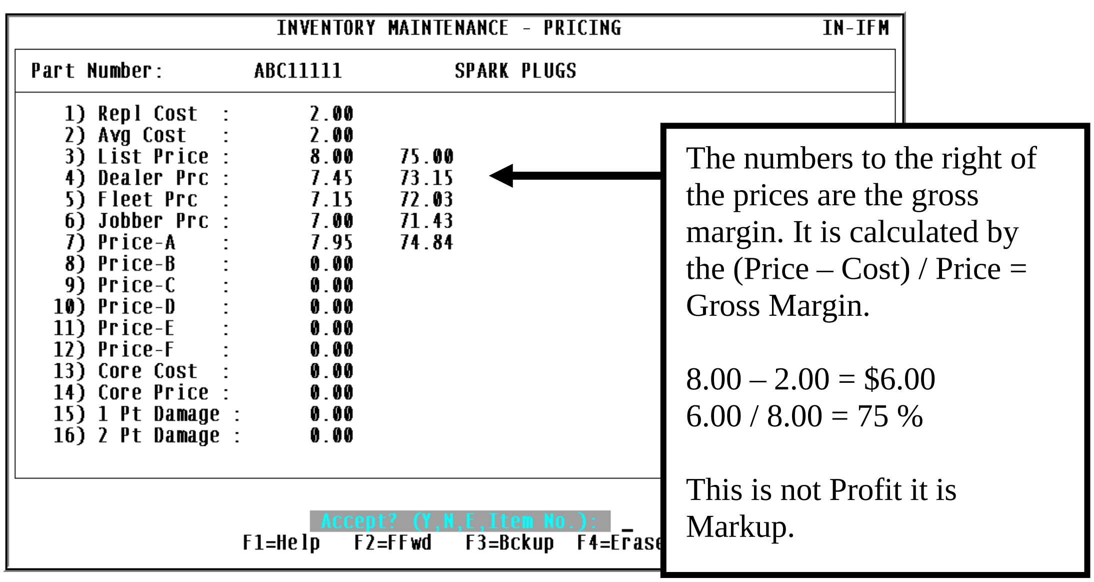
NOTE: Part Information may not be deleted if Purchase Orders are outstanding, and/or if there is a Quantity on Hand (QOH).

Enter **E** to exit without updating. Nothing will be saved.
Enter **C** to copy the parts information from this part number to another.
Enter **A** for Part Application Information.
Enter **V** for Alternate Suppliers.
Enter **Q** for Quantity Volume Table File Maintenance.
Enter **S** for Stocking Level File Maintenance.
Enter **P** for Pricing Levels.

NOTE: Options **A, V, Q,** and **S** will be described in detail in following chapters of this workbook.

P – Pricing Levels

Inventory Maintenance – Pricing Screen



Reply Cost
1) **Type in the REPLACEMENT COST of this part** and **press ENTER**.

The price sheet replacement cost is stored in the replacement cost field. It is updated either manually or via a Price Update supplied by the manufacturer. The actual cost represents the replacement cost of the Part. It is also the cost used to calculate a PO.

Avg Cost

2) **Type in the AVERAGE COST of this part** and **press ENTER**.

The average cost is calculated and updated by the system based on the purchase order cost when the inventory is received and posted in the purchase order-receiving program. Profits can be calculated on a sales ticket based on either the replacement cost or the average cost.

NOTE: Price Matrices are setup in the Inventory Menu, Price F/M Menu, and Price Matrix File Maintenance Menu. Any price can be calculated using various pricing methods available in AutoPower.

Your Price Levels on your screen may differ from the examples shown. Your system may be customized to use your pricing levels and descriptions.

List Price

3) **Type in the LIST PRICE** and **press ENTER**.

The List price for this part number in this field can be typed in or entered via a Manufacturers Price Update or a price matrix.

Dealer Price

4) **Type in the DEALER PRICE** and **press ENTER.**

The Dealer Price for this part number in this field can be typed in or entered via Manufacturers Price Update or a price matrix.

Fleet Price

5) **Type in the FLEET PRICE** and **press ENTER**.

The Fleet price for this part number in this field can be typed in or entered via a Manufacturers Price Update or a price matrix.

Jobber Price

6) **Type in the JOBBER PRICE** and **press ENTER.**

The Jobber price for this part number in this field can be typed in or entered via Manufacturers Price Update or a price matrix.

7-12) **A-F PRICE** The '**A-F' pricing fields** provide additional pricing levels for each part. You can also use these pricing fields for loading additional price matrices calculations.

Core Cost

13) **Type in the CORE COST** and press **ENTER**. **(Core Parts only)**

The Core Cost field stores the cost of a core from a supplier. This field should only be used if the part number is a CORE Part.

Core Price

14) **Type in the CORE PRICE** and **press ENTER (Core Parts only)**

This is the selling price for all customers who are charged for cores. This field should only be used if the part number is a CORE Part.

If there is no core price in this field for a core part then in Order Entry the customer will not be charged for a core.

NOTE: It is very important to fill in a Core Cost and a Core Price for parts with cores. This is to insure the accurate tracking of cores in order entry and the core cost in the core module.

1-PT Damage Amount

15) **Type in the 1-PT DAMAGE AMOUNT** and **press ENTER**.

This field is used to store the percentage or dollar amount that will be deducted from the total core value of a core return. (I.e.: If the customer returns a core that has one major component damaged).

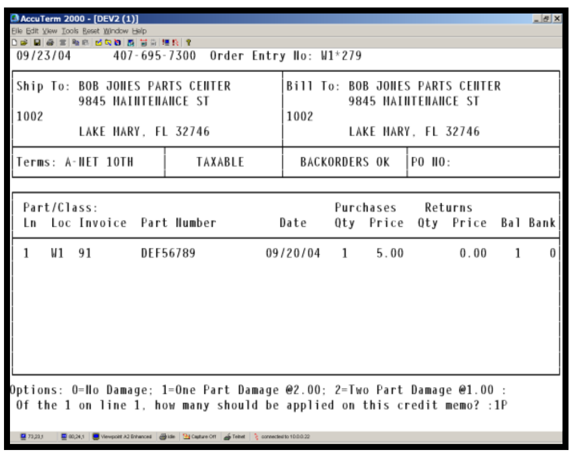


Figure 18 Core 1 Part or 2 Part Damage in Order Entry

NOTE: Before your system is installed, you have the option to make this a dollar amount or a percentage in this field. If using the percentage amount do not use the '% 'percent sign. Whole numbers and decimals may be used. (I.e.: Twenty-five- and one-half percent should be entered as 25.5.)

2-Part Damage

16) **Type in the 2 PART DAMAGE amount** and press **ENTER**.

This field is used to store the percentage or dollar amount that will be deducted from the total core value of a core return when the customer returns a core that has two or more major components damaged)

NOTE: Before your system is installed, you have the option to make this a dollar amount or a percentage in this field. If using the percentage amount do not use the '%' percent sign. Whole numbers and decimals may be used. (I.e.: Twenty-five- and one-half percent must be entered as 25.5)

Let's stop here and do a review.

Quiz #1

Questions?

1. When you are first logging onto the system you will be prompted for your user id and password. If you should forget your User ID and password whom should you ask for help?

    A. Your Customer
    B. Your Vendor
    C. Your Manager
    D. Your Accounting Dept.

2. What will happen if you use the Escape Key, Backspace key, Delete key or Space bar in an area that does not allow the use of these keys in the Purchasing System by mistake? They can only be used in certain areas of the system.

    A. Control Characters in data records.
    B. A Purchase Order will print.
    C. Nothing
    D. A Purchase Order Worksheet will print.

3. A part number is made up of a ____________ plus the _____________.

4. Prior to setting up a new part number with a new Vendor/Supplier Code you must first setup that Vendor/Supplier in _______________________.

5. The Unit of Measure –UOM- in the Inventory File Maintenance is how you ______ the part.

6. The Standard Pack is the ______of parts that come in one pack from the supplier.

7. If the UOM was set to (CS) Case and my selling UOM was set as QT and I have a Standard Pack of 12 what does this tell the purchasing system.

    I buy it by the _________.
    I sell it by the _________.
    There are ________ Quarts in every _________.

8. I purchase hoses by the Roll.

My Purchase UOM = RL
My Selling UOM = FT
My Standard Pack = 100
This tells the purchasing software that:

I buy it by the _______.
I sell it by the _______.
There are _______ FT in a Roll.

9. I purchase a part in singles. (Eaches)

My purchase UOM = EA
My Sell UOM = EA
My Standard Pack = 1

This tells the Purchasing system that I buy in ________. I sell in ________ and there is one in a standard pack.

10. The system will adjust the printed, faxed or transnet PO based on standard package.
    True or False

11. The Factory Pop Code is based on ____________ sales.

12. The Local Pop Code is based on your _________ sales.

13. If the Factory Pop Code field has an S, O, X, Z, K in the field this part number will not be reordered in the Compute A PO program.

True or False

14. The supersede part number should be typed in the Supersede Part Number field in the Inventory File Maintenance screen.

True or False

15. The one-part and two-part damage fields are for ____________ parts only.

16. The actual cost is updated by a Price tape from the manufacturer or is manually updated.

True or False

17. The average cost is calculated when a Purchase Order has been received in and updated by the AutoPower Receiving Menu.

True or False

18. Alternate Suppliers are setup in the Inventory Maintenance Screen using the _____ Option.
    A. D
    B. E
    C. V

19. The 3 fields in the Inventory File Maintenance screen that are used in the ______to produce a Purchase Order Analyzer are: Minimum PPD Freight, Minimum PPD Weight, and Minimum PPD Freight QTY.

20. If you purchase a Part number ABC12345 from the vendor ABC you can leave the Main Supplier field blank.

    True or False

21. The Vendor Save-List is rebuilt in the EOD.

True or False

22. If in the Vendor File Maintenance Screen, the field “OK to B/O” has an “N” the PO’s received from a supplier will not go on backorder even if all parts are not received.

True or False

Inventory File Maintenance Screen Options

Let's take a look at the options that are at the bottom of the Inventory Maintenance screen.

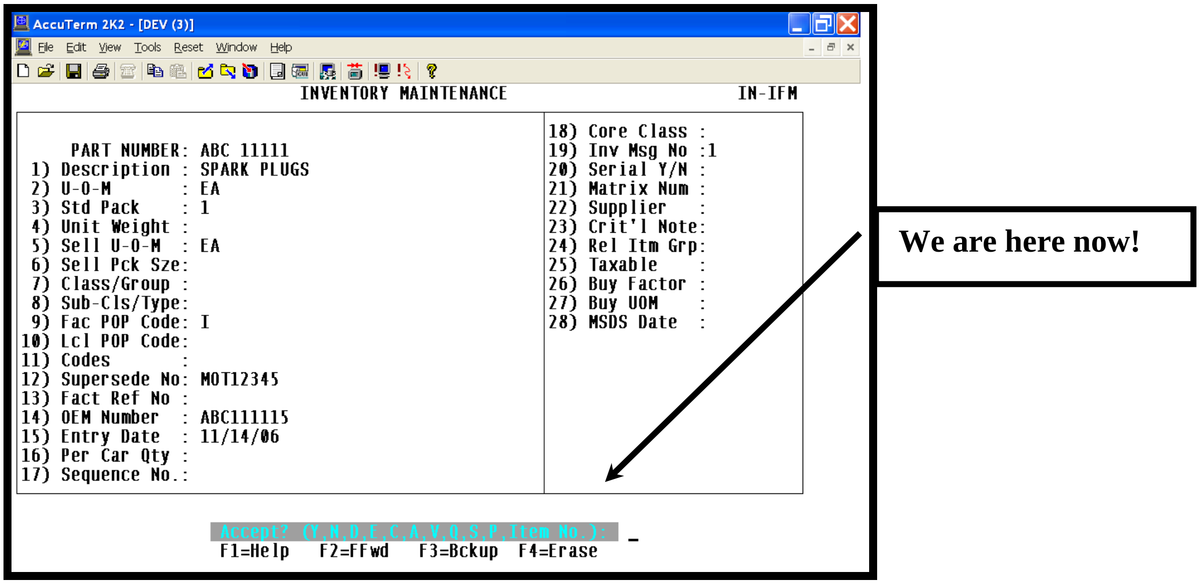


Figure 19 Inventory File Maintenance Screen Options

Once all entries are keyed in the inventory maintenance screen, the following prompt will display at the bottom of the screen:

Accept? (Y, N, D, E, C, A, V, Q, S, P Item No.)

Type in **Y** and press **ENTER** to update and save the above information.

Type in **N** and press **ENTER** to return to Description Field.

Type in the word **DELETE** and press **ENTER** to delete the Part from the inventory master files. The word **DELETE** must be typed out. Typing in the letter "**D**" will not delete the part record.

<u>**NOTE:**</u> Part Number Information may not be deleted if Purchase Orders are outstanding, and/or if there is a Quantity on Hand (QOH).

Type in line item # and press **ENTER** to modify a specific field entry. This will allow you to go directly to a specified field.

Type in **E** (Exit) and press **ENTER** to exit without updating. Nothing will be saved.

Type in **C** (Copy) and press **ENTER** to copy this part number information to another part number.

Type in **A** and press **ENTER** to display the Part Application Information Entry Screen, this will allow you to add information about this part as shown below.

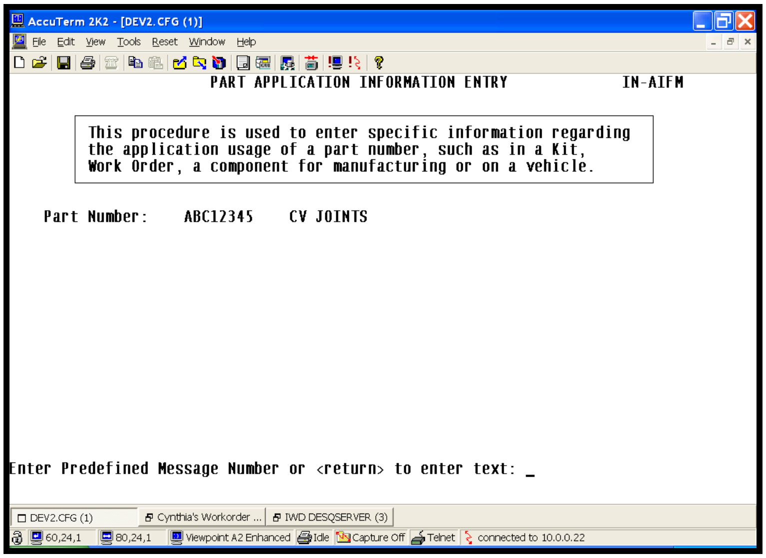


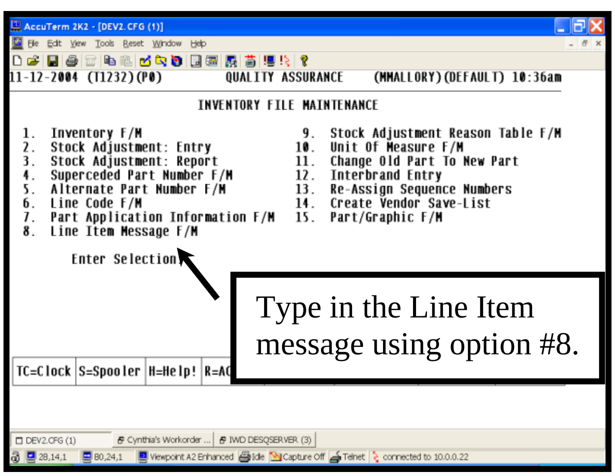
Figure 20 Part Application Information Entry Screen

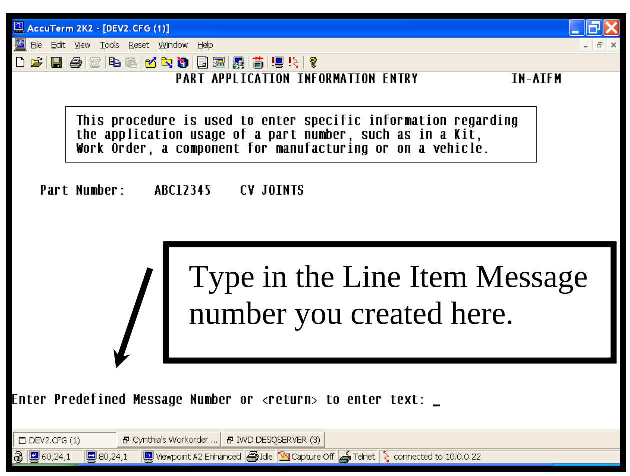
The Application Information is viewed in Order Entry and Inventory Inquiry. It is designed to provide the counterman with detailed information about a part number. It does not print on any document.

At the bottom of the screen, you will see the prompt:

Enter Predefined Message Number or <return> to enter text:

Let's discuss the Predefined Message Number, which is setup in the Line-Item Message F/M from the Inventory Maintenance Menu.





When a message has been created in the Line-Item Message F/M program it will be assigned a message number. You can attach that message to an individual part number. This message will display in the Parts Application Information screen in inventory inquiry.

If this Line-Item Message Number is assigned to the Message Number field in Inventory File Maintenance for a part, it will print on the Invoice.

Press ENTER to type in a text message.

You can create a free form message to this part number also. This message will display in Inventory Inquiry in the Parts Application feature.

Once you have finished entering the information, press the **ESCAPE** key and the system will prompt you with the options.

Press **ENTER** to update the message that you entered. Type in **A** to **Abort** the process or type in the letter **C** to **C**lear the entire message.

After choosing one of the options **A**bort, **C**lear, **ENTER**, the system will then prompt you with the following options to update.

These Options are **A**dd, **C**hange, **R**edisplay, **COPY**, or **DELETE**.

Add -	Add information to the message
Change -	Change the information
Redisplay -	Refresh the screen and display the message
COPY -	Enter number to copy info from
DELETE-	Delete the entire message for this part.

The information that you type in for a part number will appear in Inventory Inquiry in the upper left-hand corner of the screen. You will notice the words “Application Info.

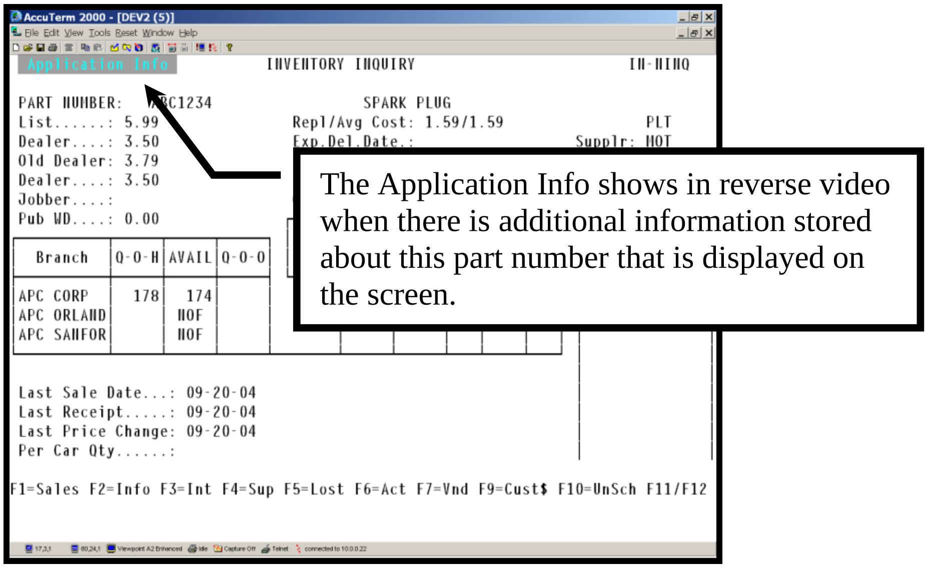


Figure 21 Application Info Screen

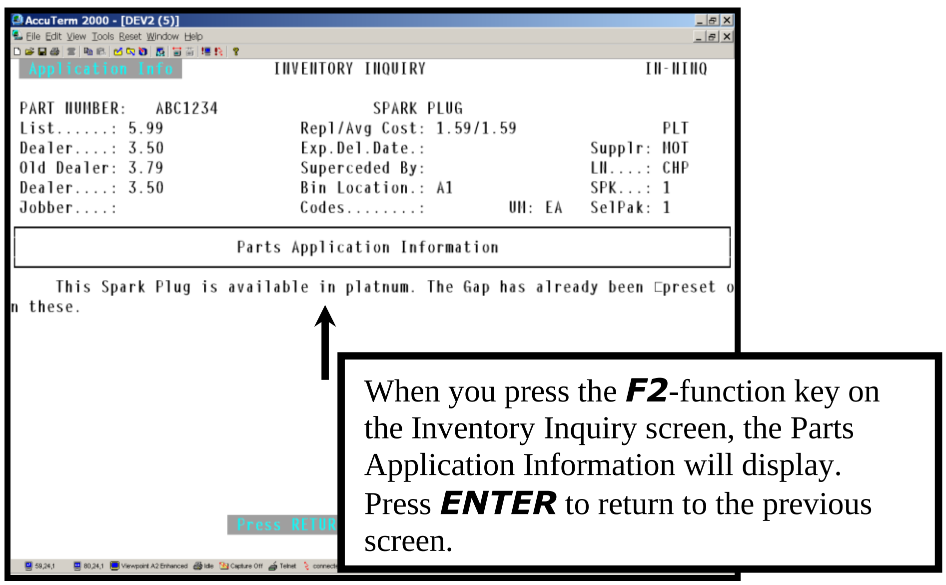


Figure 22 Application Info Screen Example

In our example, the parts application information is, “This Spark Plug is available in platinum. The Gap has been preset on these.”

Press **ENTER** to exit the Parts Application Info Screen.

Alternate Vendors/Suppliers Option

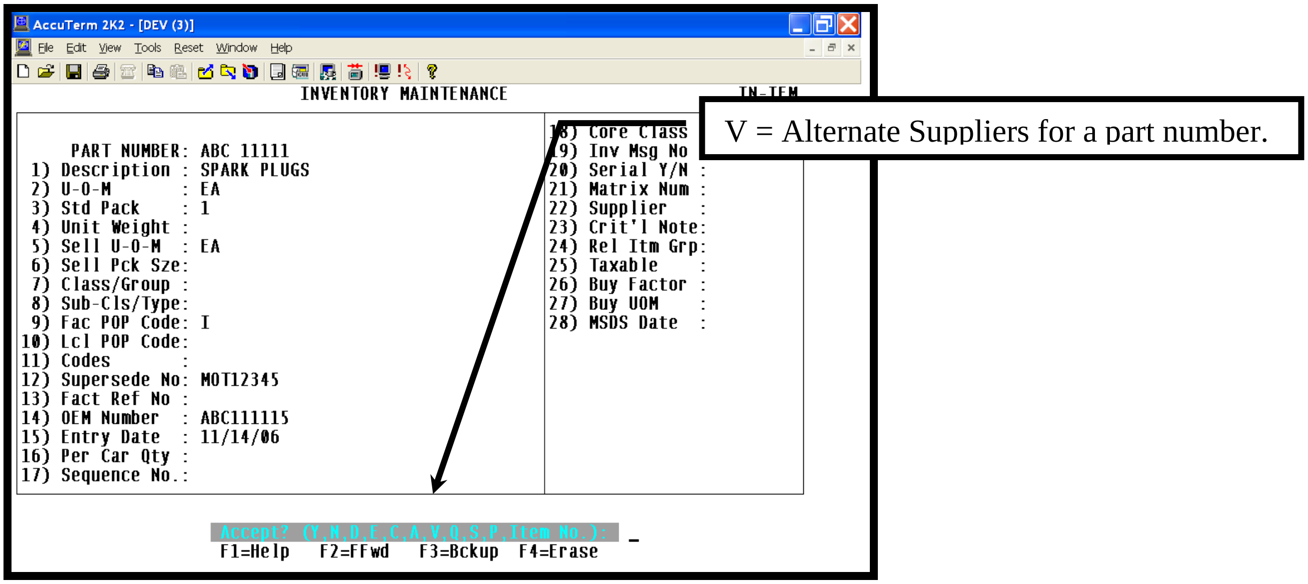


Figure 23 Alternate Suppliers in Inventory File Maintenance

Type in **V** and press **ENTER** for Alternate Suppliers.

Alternate supplier's part number and costs can be selected to print on PO's to allow the purchaser to make the best buying decision.

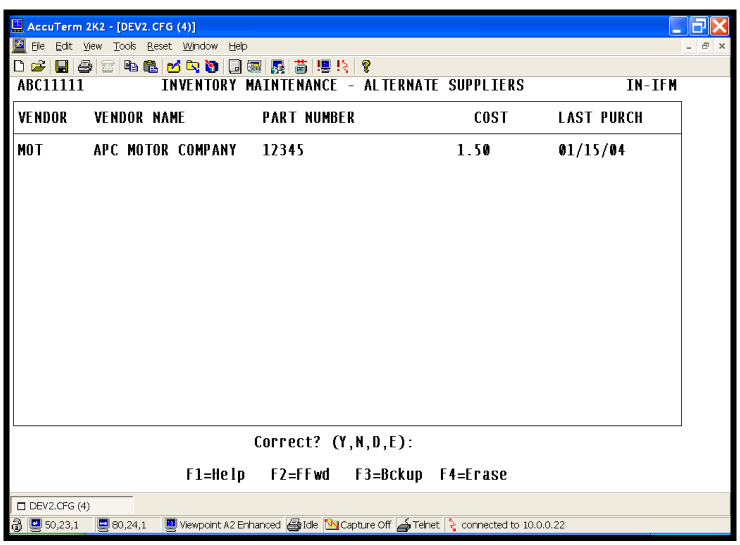


Figure 24 Alternate Suppliers Inventory File Maintenance Example

Type in the 3-character **Vendor Code** and press **ENTER**, the full vendor name will display.

Type in the **Part Number** used by the vendor/supplier.

Type in the **Cost** and press **ENTER**. This cost will only affect the Purchase Ordering when selecting Show Alternate Vendors/Suppliers.

The **Last Purchase Date** that you purchased from this vendor/supplier will display for this part. As you order this part from this vendor/supplier, the system will automatically update this field.

The system will prompt:

CORRECT (Yes, No, Exit, Delete)

Type in **Y** and press **ENTER** to update the above information.

Type in **N** and press **ENTER** to return to Description Field.

Type in **E** and press **ENTER** to exit without updating. Nothing will be saved.

Type in **DELETE** and press **ENTER** to delete the Part information. The word **DELETE** must be typed in completely. The part number cannot be deleted if there is a status record or an open purchase order.

Let's go back to the Inventory File Maintenance Screen.

Quantity Volume Pricing Option

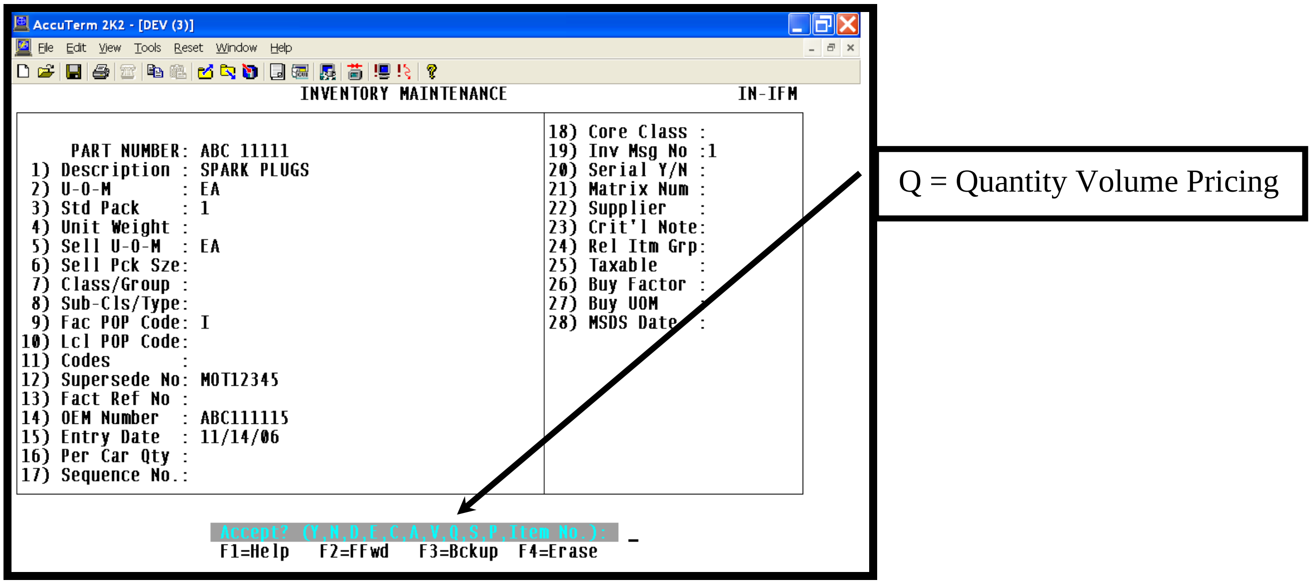


Figure 25 Quantity Volume Pricing Screen

Type in **Q and** press **ENTER** for Quantity Volume Table File Maintenance screen.

This screen is used to establish quantity or volume purchase pricing for a customer or for **ALL** customers. As the customer reaches these quantities, the system will apply the prices indicated to the order.

Additionally, you can maintain this screen from the Quantity Volume Pricing in the Pricing File Maintenance Menu option in the Inventory File Maintenance Screen and specify the customer and/or locations.

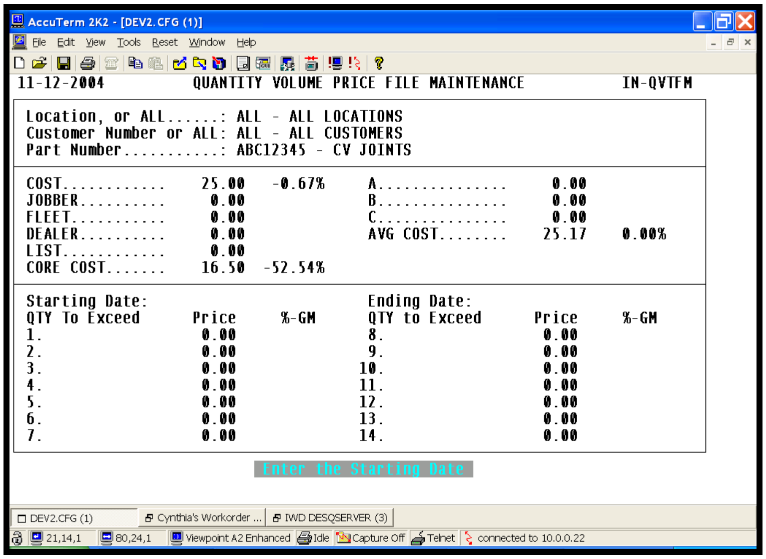


Figure 26 Quantity Volume Pricing Example

Location

Type in the Branch Location and press **ENTER** (i.e., W1, W2 etc...), or ALL

Customer Number or All

Type in the Customer Number and press **ENTER**. This customer will receive the quantity price. If all customers are to receive this quantity price, enter ALL.

Part Number

Type in the Part number or a **?** and press **ENTER** to display an existing record. Once the part number has been entered, the system will automatically display the current pricing that was originally setup in Inventory File Maintenance.

Starting Date

Type in the date the quantity volume discounts will begin and press **ENTER**. Use the date format **MM/DD/YY.**

Ending Date

Type in the date that the quantity volume discounts will end and press **ENTER**. Use the date format **MM/DD/YY.**

Quantity To Exceed

Type in the purchase quantity to exceed where the volume price discount would be applied and press **ENTER.** The system allows you to enter up to fourteen different price-break quantities.

Price

For each Quantity break type in a specified dollar amount and press **ENTER**. The dollar amount is the volume price to charge when a customer purchase exceeds that quantity. The gross margin % (%GM) will automatically calculate and populate the field.

Options:

ACCEPT? (Yes, No, Exit, Delete)

Type in **Y** and press **ENTER** to update the above information.

Type in **N** and press **ENTER** to return to Description Field.

Type in **E** and press **ENTER** to exit without updating. Nothing will be saved.

Type in the word **DELETE** and press **ENTER** to delete the Part information. The word DELETE must be typed out.

Status Record

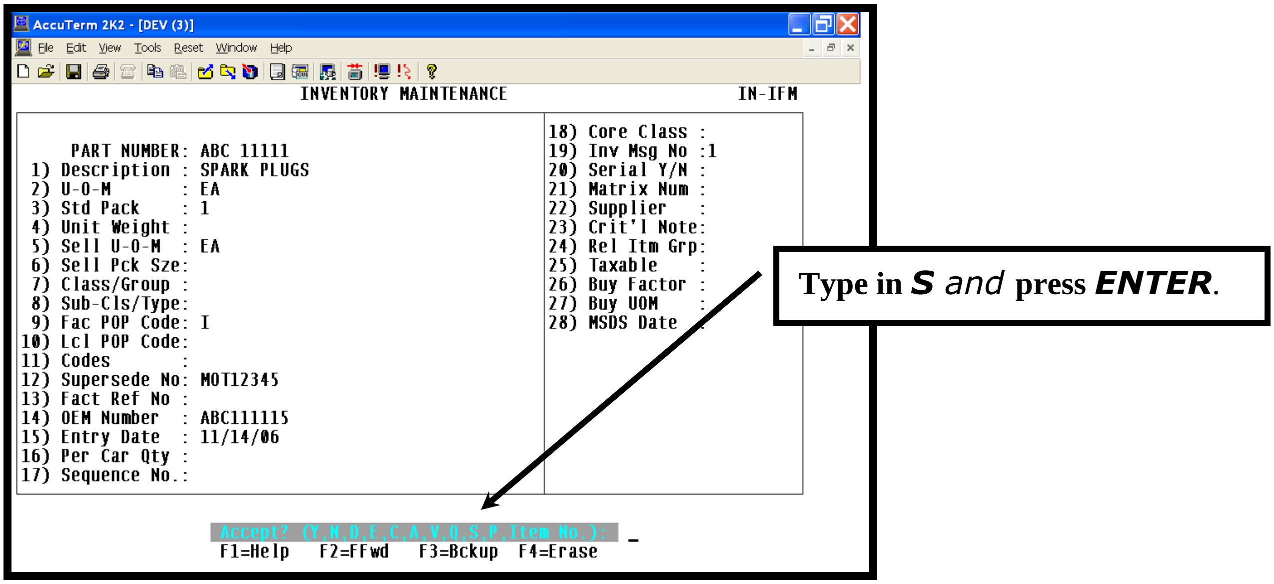


Figure 27 Status Record Screen

The Inventory Status File allows a part to be sold in order entry.

The **Stocking Level** method is the **most commonly used** ordering method. When ordering using the Stocking Level method, the system will scan the inventory one part at a time to determine whether the current QOH is at or below the minimum stock level for that part. The current quantity on order and quantity committed by order are considered also.

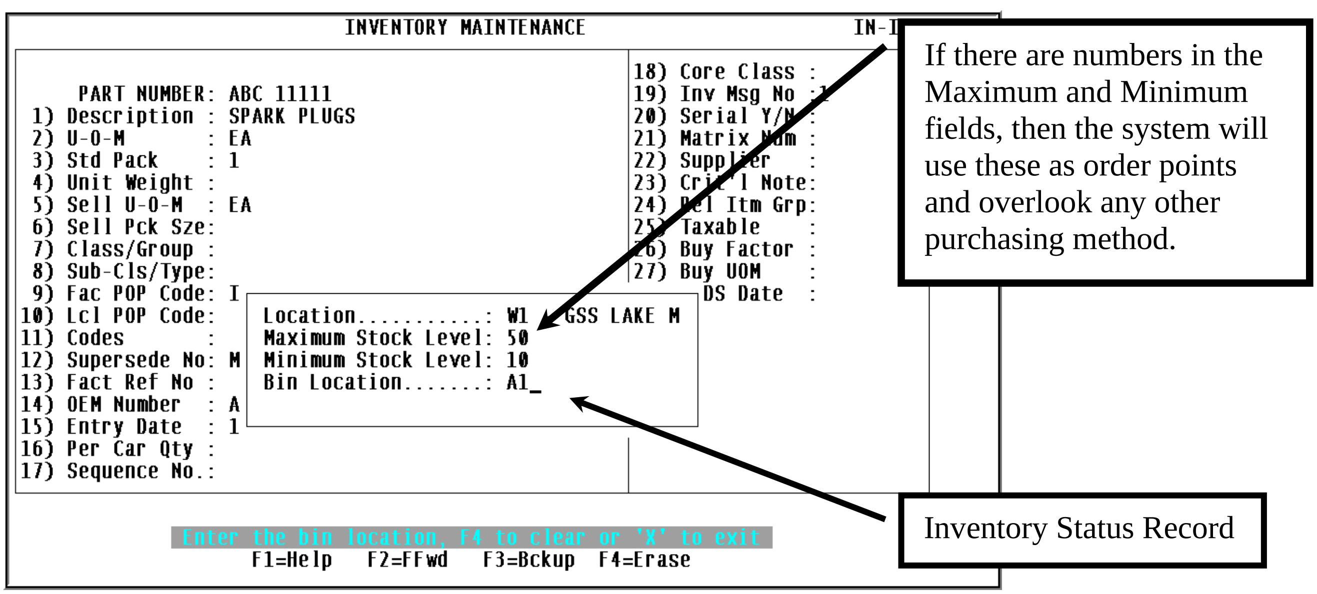


Figure 28 Status Record Screen Example

Type in the Branch Location where this part is stocked and **press ENTER**.
Type in the Maximum Stock Level and **press ENTER**.

The maximum stocking level quantity is the highest quantity that you want to carry in inventory. That is, by taking the current QOH, Customer Back Order (CBO), and Quantity on Order (QOO), and finding the difference necessary for replenishment. Set this quantity to the Reorder Quantity. Round this quantity to the nearest Standard Pack Size. The resulting quantity is suggested for replenishment. You can freeze the stocking level by adding a "0" zero in front of the Maximum quantity. You can manually place the number zero in front of the maximum quantity (i.e.: "06") and the automatic stock level recalculation procedure will not change this value.

Type in the Minimum Stock Level and **press ENTER**.

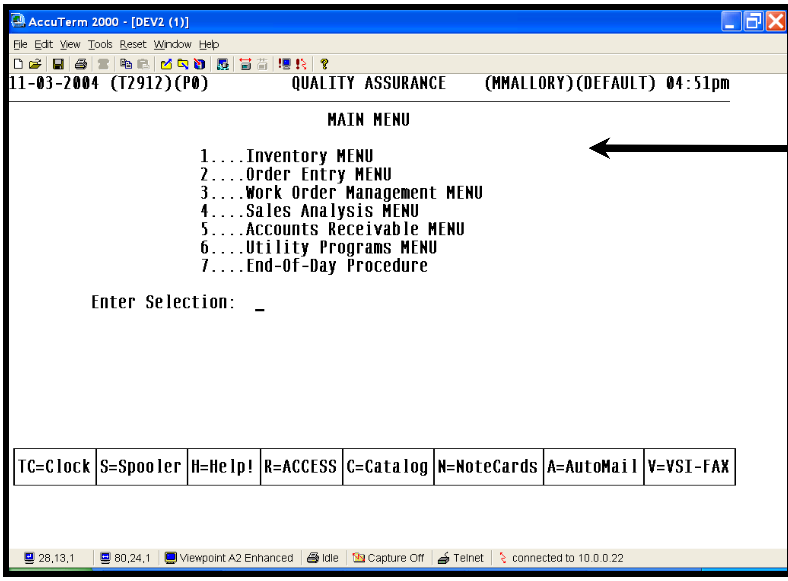
If the quantity on hand is at or below the minimum, the system will order up to the maximum quantity.

Type in the Bin Location and **press ENTER.**

If you assign bin locations to your part numbers, you would enter the bin # in this field. This field also prints on some Inventory Reports that may reflect bin locations or sort by bin location, such as the physical inventory take sheets.

Compute A Purchase Order

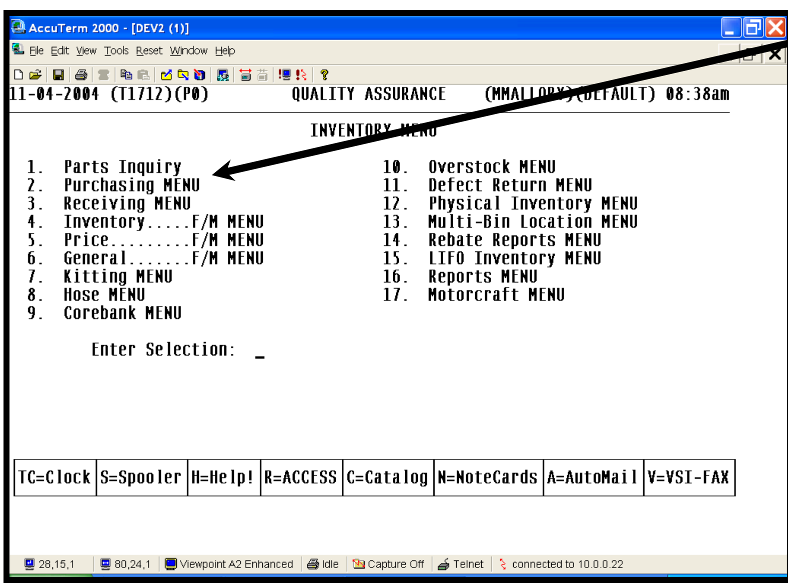
From the Main Menu:



Type in #1 and press ***ENTER***.

Figure 29 Main Menu

The Inventory Menu will display as shown below. We will learn how to purchase parts to replenish our inventory.



Type in #2 and press ***ENTER*** to go to the Purchasing Menu.

Figure 30 Inventory Menu/Purchasing Menu

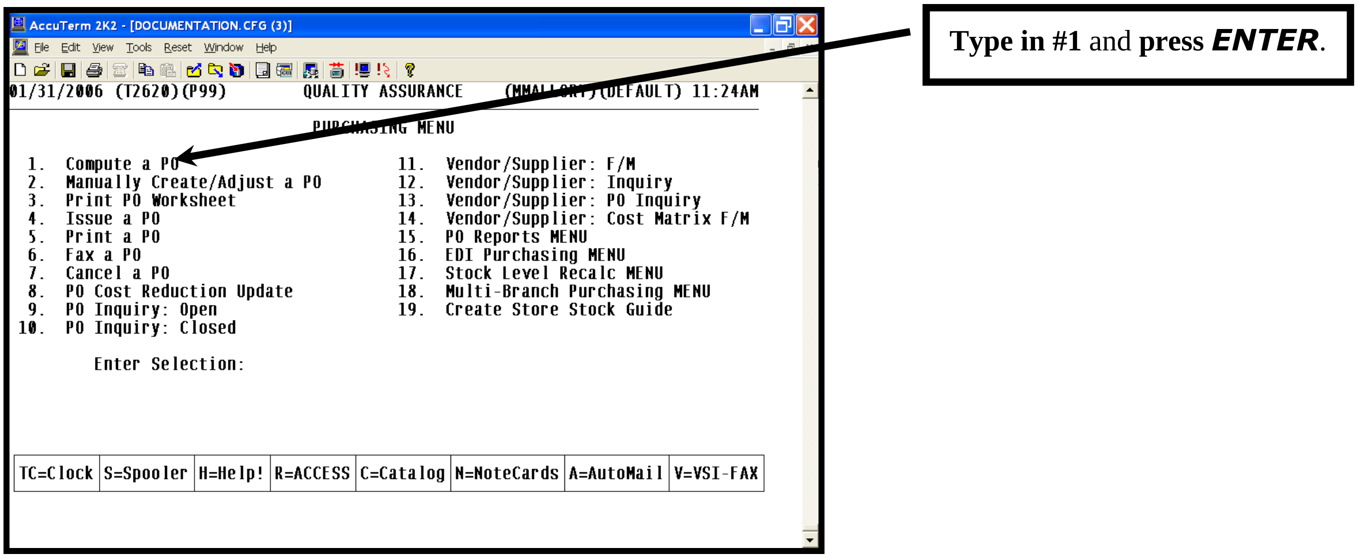


Figure 31 Purchasing Menu/Compute a PO

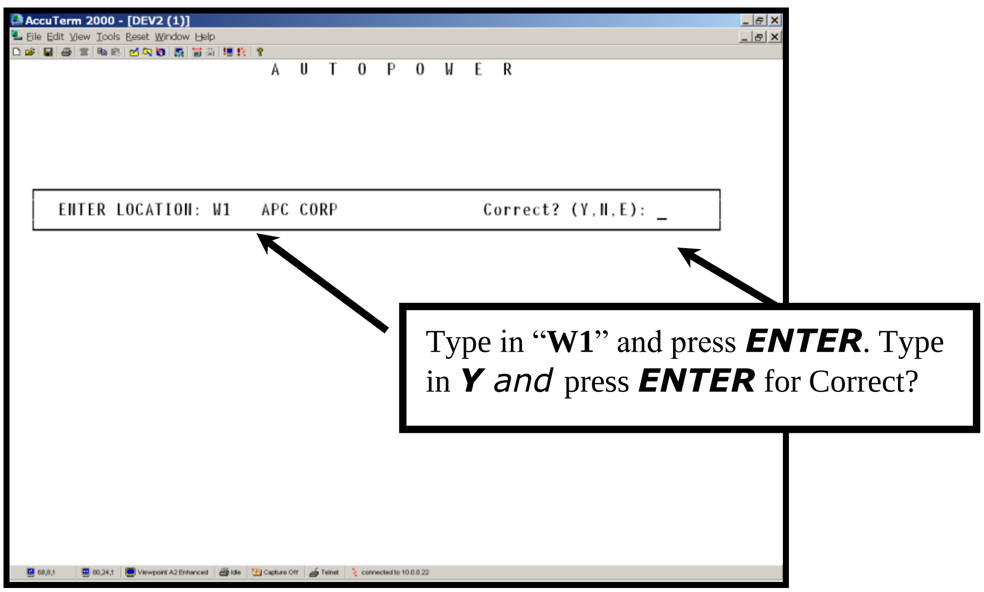


Figure 32 Compute a PO Password Screen

Type in **N** and press **ENTER**, you will be prompted to enter another branch location number.

Type in **E** and press **ENTER**, you will be exited out to the Purchasing Menu.

The **Purchase Order Generation Screen** will display.

Purchase Order Generation screen.

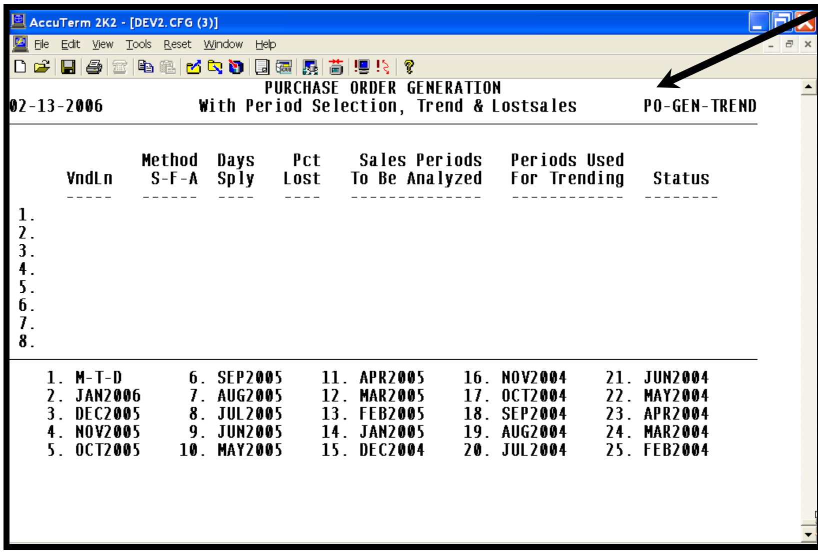


Figure 33 Purchase Order Generation Screen

The Compute Purchase Order program allows you to create Purchase Orders based on one of three methods.

- Stocking Level
- Forecasting
- Averaging

The very first thing you need to do is to decide which one of these ordering methods you will use to compute your Purchase Order. When you are first learning to use the AutoPower Purchasing system we suggest computing a PO using all 3 purchasing methods. Then compare the Purchase Orders to decide which method will fit your purchasing needs.

= The **Stocking Level** method is the **most commonly used** ordering method. The system scans the inventory, one part at a time to determine whether the current QOH is below the minimum stock level for that part. The current quantity on order and quantity committed by order are considered also. **If the quantity is at or below the minimum, the system will order up to the maximum quantit**y. Stocking Level is a safe method for use with those part numbers that have light sales movement, erratic sales history, or are new items recently added to inventory.

If the Part number has a **Min or Max stocking level setup** as shown in the Inventory File Maintenance under the "**S**" option, the system will only use this Stocking Level method. It will not use the Forecasting or Averaging methods.

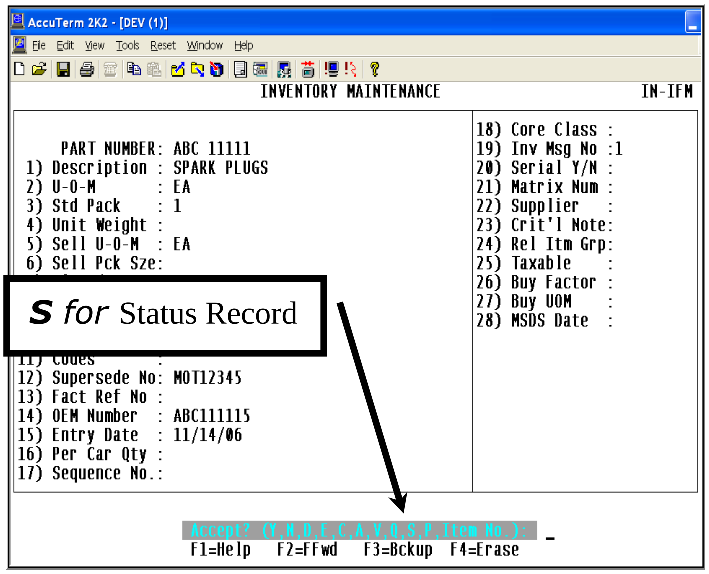


Figure 34 S = Status Record

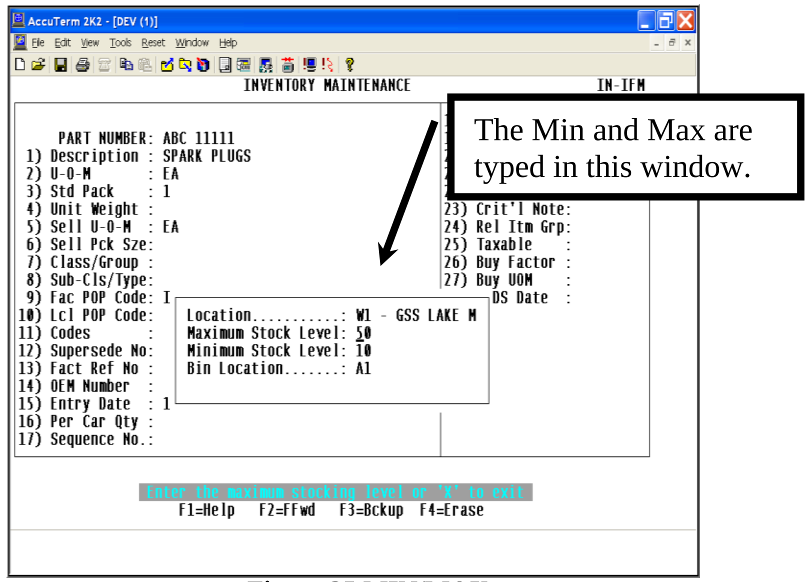


Figure 35 MIN/MAX

= If the **Forecasting Method** is chosen, you will be prompted for the number of days to base the forecast on. Forecasting is often used for product lines whose parts have a steady movement flow, have recorded sales usage of more than 6 months, and follow a replenishment frequency of which lost sales or special orders are uncommon. This method considers a number of different factors:

- This year's sales
- Last year's sales
- Last year's sales at this time
- The last three months sales
- Lost sales

A = The **Averaging Method uses an average quantity based on the sales** from your choice of any number of months within the past twenty-four months. It is possible to place an emphasis on certain months by repeating your selection of those months. This method is most commonly used for purchasing seasonal product lines during the off-season.

After you have decided what calculation method will be used, complete the Purchase Order Generation Screen as displayed below.

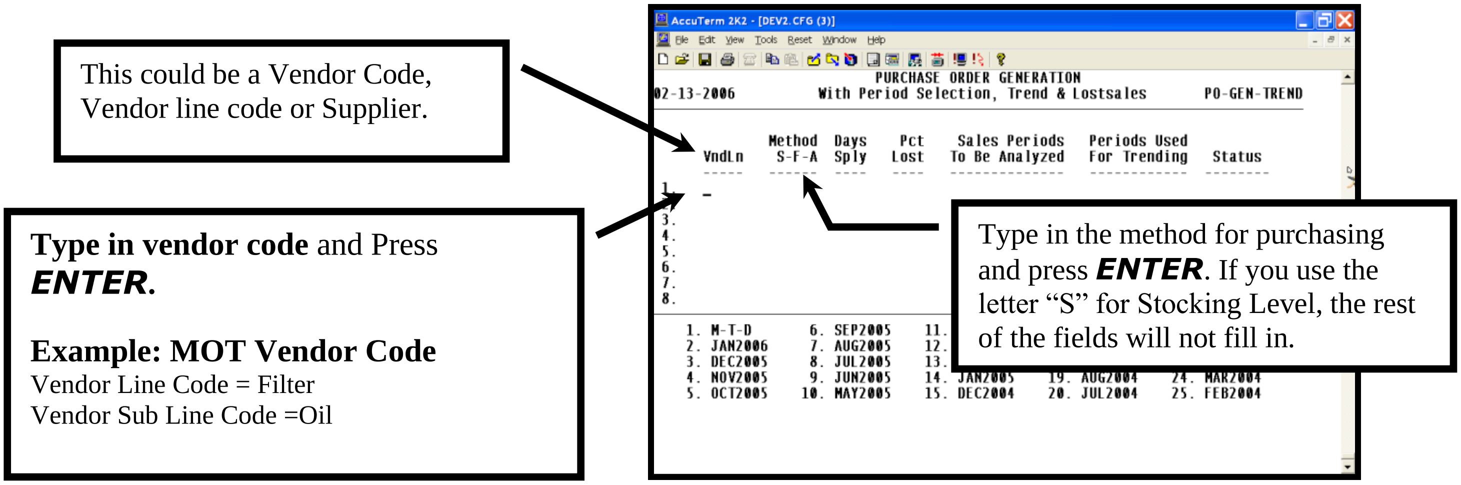


Figure 36 Compute a PO Purchase Order Generation Screen

Type in your Vendor code or Supplier code and press **ENTER**. Example of Vendor Code. (MOT) Example of Supplier Code (####). This is your product line.

Type in **S** for stocking method and press **ENTER**.
Type in **F** for Forecasting method and press **ENTER**.
Type in **A** for Averaging method and press **ENTER**.

p The following fields below will not be filled in IF YOU ARE USING the Stocking Level method of purchasing.

DAYS SUPPLY

Type in the Number of **Days Supply** that you keep in stock to run your business and press **ENTER.** This column will indicate the number days supply you need to keep in stock. A quantity will default from the Vendor File. Type in this figure and press ENTER even if a value defaults, to advance to next field.

Days Supply refers to how much product to stock. If you want a 10 days supply, then the system will calculate the daily usage rate and multiply that by 10. This gives you the quantity expected to be sold in 10 days. After calculating that quantity, the system then figures out how much you have, how much demand you have, how many are already on order and calculates a suggested order amount. The higher the days supply number, the larger the number of pieces the system will attempt to order, assuming that you sell more in 30 days than you do in 10 days.

PCT LOST

This field will display the **percentage of lost sales** for this part in the last six months when calculating the number to purchase. The number of lost sales is then factored by the percent entered.

Type in the Number of Percentage of Lost Sales that you would like to consider in purchasing this vendor line and press ENTER.

These Lost Sales were recorded in order entry using the L option and also in Inventory Inquiry using the F5-function key. The lost sales are due to pricing or availability. You would enter what percentage of the lost sales you want to consider when you are purchasing. Sometimes lost sales can have a margin of error, so you might not consider them all. The replenishment quantity will help prevent future lost sales due to out-of-stock conditions or due to pricing.

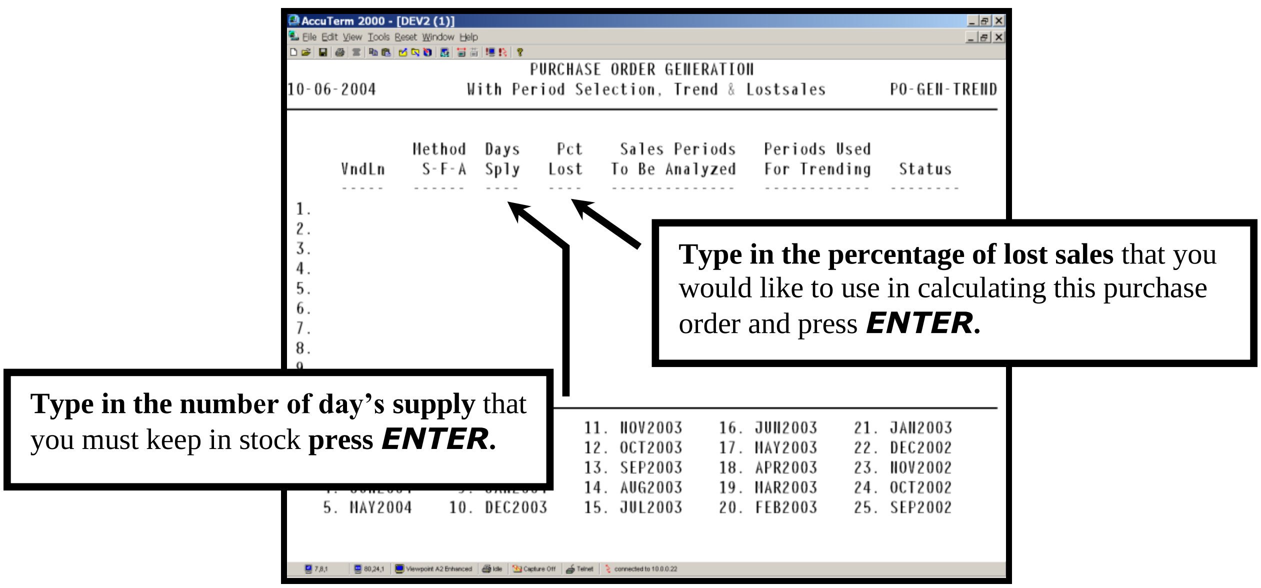


Figure 37Purchase Order Generation Days Supply/Lost Sales

Sales Periods To Be Analyzed

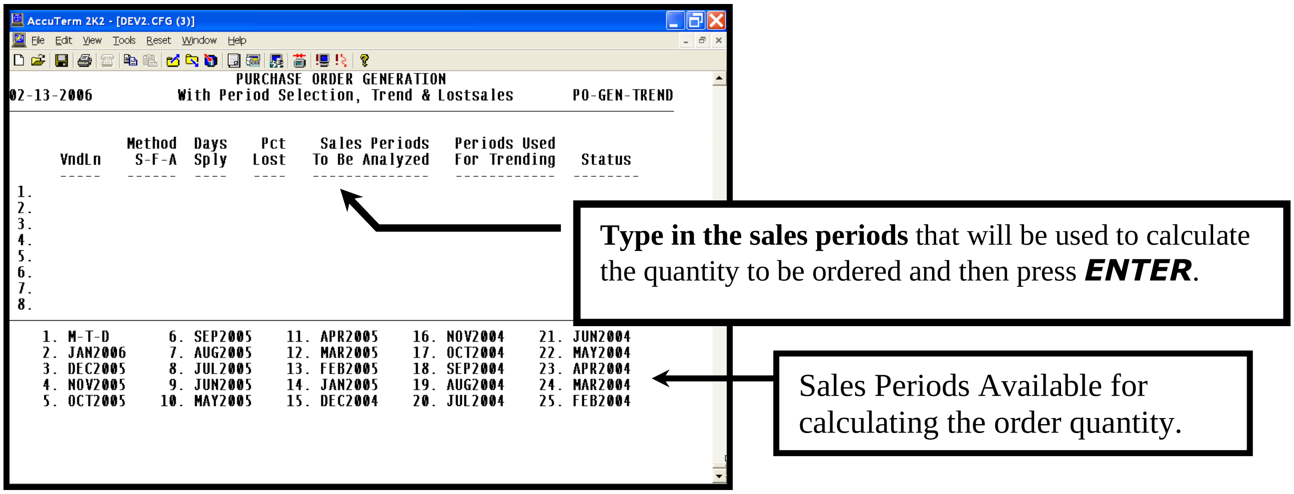


Figure 38 Purchase Order Generation Sales Periods To Be Analyzed

The system will compute a Purchase Order for that amount. The sales periods that can be used for calculation are listed at the bottom of the screen.

The sales periods to be used are entered separated by a comma, such as: 1,2,3,11,12,13. This string of sales periods, for example, would represent sales usage of: last month, 2 months ago, 3 months ago, 11 months ago, 12 months ago, and 13 months ago. These 6 sales periods have their usage summed and then divided by 6, creating a monthly average. This period average is then used to equate a 30 day, 60 day or n-days supply of inventory. Sometimes, even this method should not be used when there are only one to three months of history. There is not enough sales history from which to predict future business. The buyer, in this case, should establish stocking levels (MIN/MAX) on such newly added part numbers or product lines.

Period Used For Trending

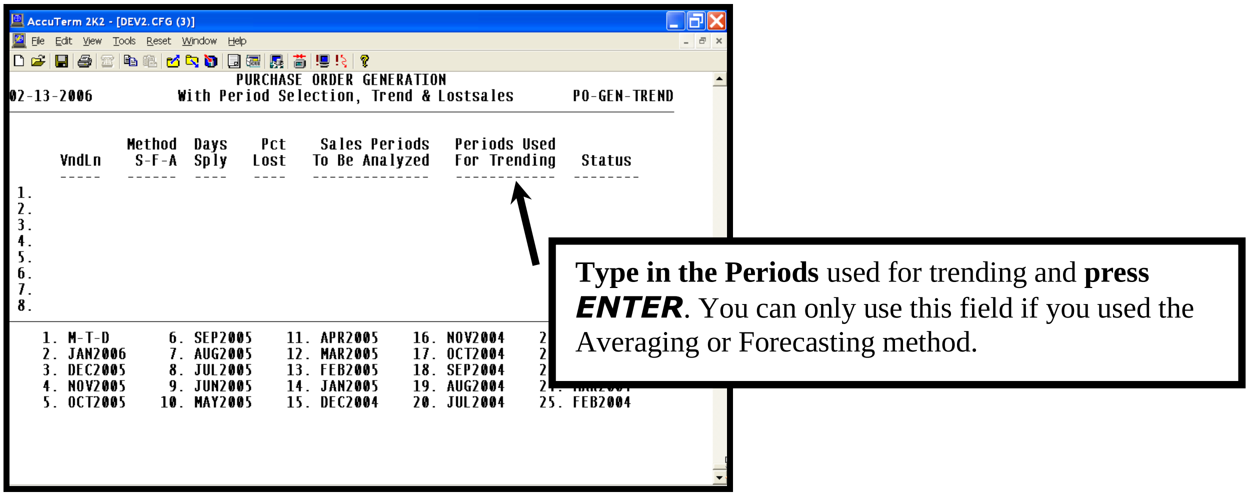


Figure 39 Purchase Order Generation Periods Used for Trending

The cursor will advance to the **Periods Used For Trending field** only if you use the Averaging Method or Forecasting. Enter the sales periods to determine a trend in calculating the sales of these parts. This will enable the system to order a quantity based on trends. If the trend for the periods (months) specified is on an increase, the system will order more than just the average. If the trend is on a decrease, a lesser quantity will be ordered.

Period Used For Trending cannot be used with the Stocking Level method.

NOTES

Status

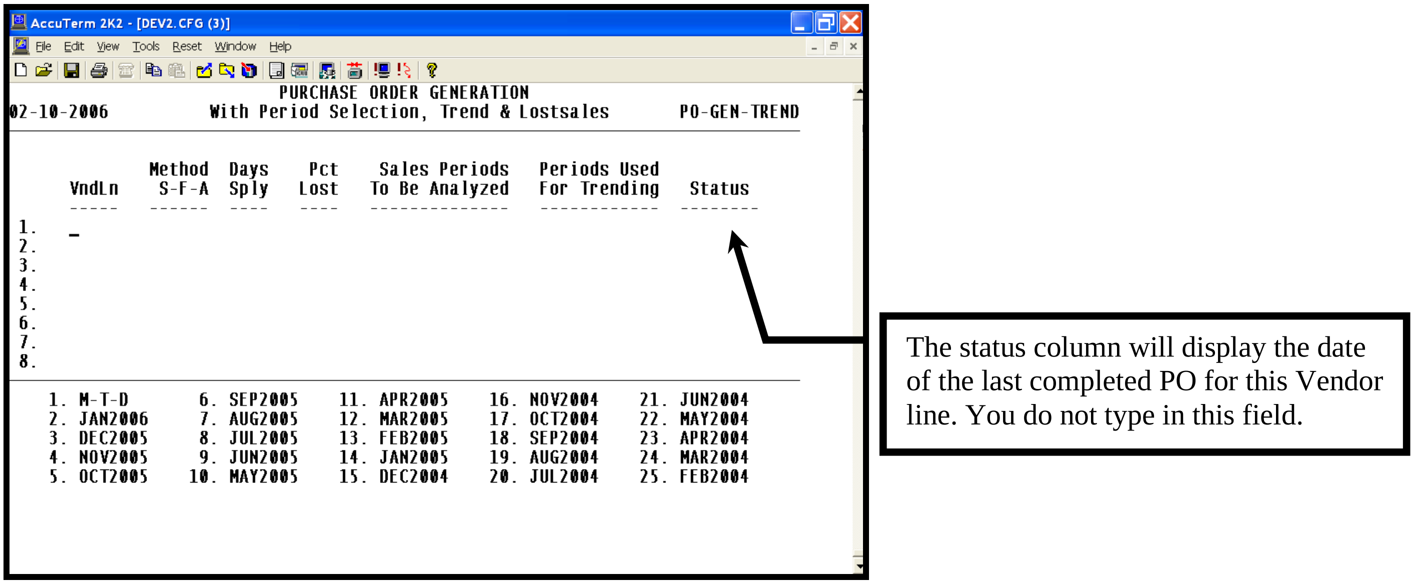


Figure 40 Purchase Order Generation / Status Screen

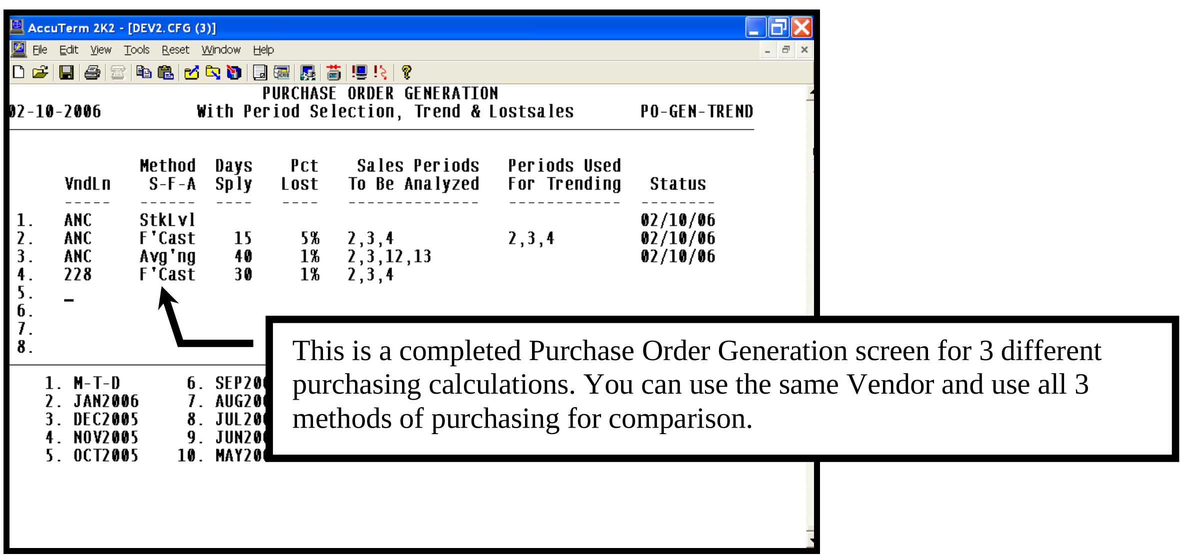


Figure 41 Purchase Order Generation Screen

Print/Display/Generate PO Review Report

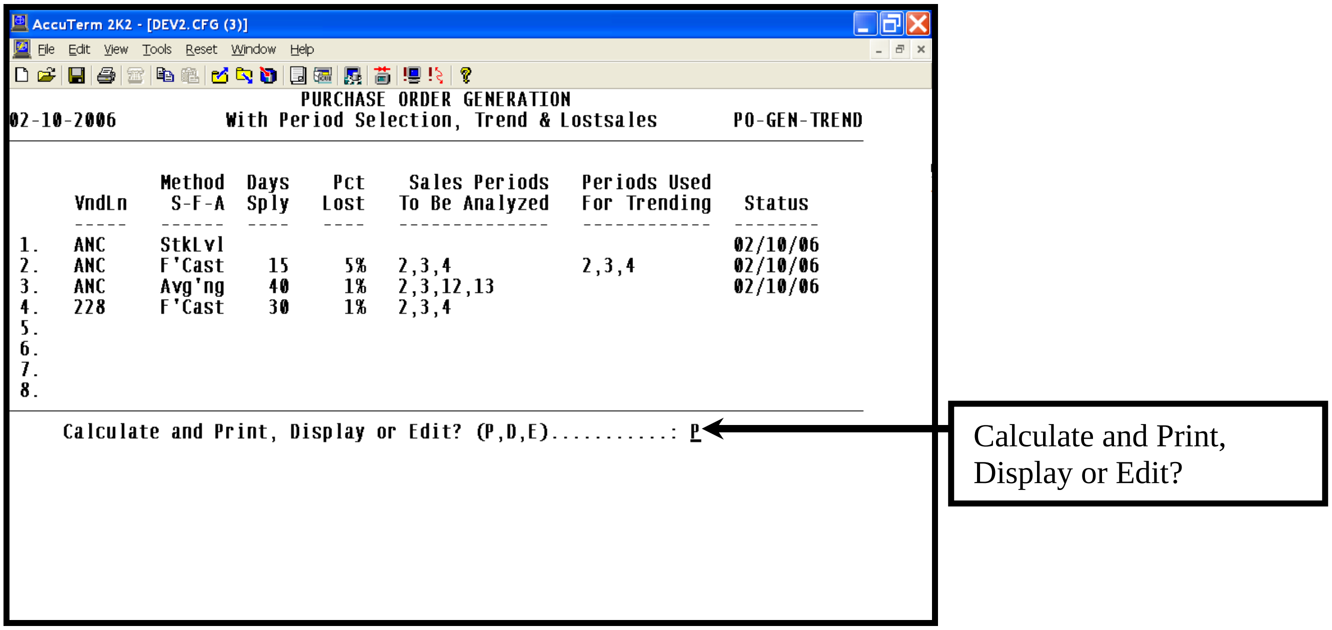


Figure 42 Purchase Order Generation Options Screen

When all the **VNDLN** codes have been added to the PO Generation Screen, with the cursor at the **VNDLN** column, press **ENTER.** The screen will display these options:

Calculate and (P)rint, (D)isplay or Edit? (P,D,E)

= Typing in a **P** and pressing **ENTER** will calculate and print a **PO Review Report.** This is recommended in order to review the information prior to issuing the Purchase Order.

D = Typing in a **D** and pressing **ENTER** will **calculate** the PO Review Report and **Display** the report on the screen for review. The PO Review Report may be printed later from the option Purchase Order Review Report from the Purchasing Menu.

E = Typing in **E** and pressing **ENTER** will allow you to Edit the PO's after they have been calculated. You will go into the Manually create or edit a PO.

Once you have made your selection, the next prompt that will display is:

"Do you wish to Print All Parts in this Line (Y/N)?"

The default answer is for no. If you answer for yes, all the parts associated with the supplier/vendor will be printed on the PO Review Report, whether or not they are to be re-ordered. This could be a very long list. Imagine all of your part numbers in a large vendor line printing out on paper.
Type in **Y** or **N** and press **ENTER** for the question "Do you wish to Print All Parts in this Line?"

The next prompt that will display is: **"Do you want to see Alternate Supplier Cost (Y/N)?"**

If you have alternate suppliers loaded into your Inventory Master File, you may want to answer for yes. Alternate supplier's part number and costs will then be printed to allow the purchaser to make the best buying decision. If you answer for no, the alternate Suppliers/Vendors costs will not print on the PO Review Report.

Type in **Y** or **N** and press **ENTER** for the question "Do you want to see Alternate Supplier Cost?"

Replenish W1 with stock required for ALL branches? (Y,N): N

The code will examine the needs of the ordering branch based on a comparison of the QOH with the MIN/MAX and then determines the necessity of ordering that item based on the same comparison being performed on the other branches in the company.

Type in **Y** or **N** and press **ENTER** if you wish replenish W1 with stock for all locations?

The final prompt to display is: **"Do you wish to compute the PO (Y, N, X)?"**

The default answer is for yes. You may press **ENTER** to accept the default. This will calculate and assign a Purchase Order number. If you answer for no, you will return to the "Print, Display, Generate" prompt. If you answer , the screen will clear so that you are allowed to re-enter the Supplier/Vendor you want to order from.

Type in **Y, N** or **X** and press **ENTER** for the question "Do you wish to compute the PO?"

NOTES

It's that time again for a Review!

<u>Quiz #2</u>

Questions:

1. The very first thing you need to do prior to computing a purchase order is to decide which calculation method you would like to use.

   True or False

2. The ____________ calculation method would be used if you have Minimum and Maximum Stocking Levels setup in the Inventory File Maintenance?

3. _______________ is often used for product lines whose parts have a steady movement flow, have recorded sales usage of more than 6 months, and follow a replenishment frequency of which lost sales or special orders are uncommon.

4. The Averaging Method is the most commonly used for purchasing ____________ product lines during the off-season.

5. The Days Supply field in the Purchase Order Generation screen is the number of days you need to keep in stock.

   True or False

6. Lost Sales are recorded in __________ and in ____________.

7. In the PO Generation screen the question "Do you wish to Print all Parts in this Line (Y/N)?" Should be answered as _______ if you do not want all the part numbers in this vendor line to print on the Purchase Order.

8. The question "Do you want to see Alternate Supplier Cost (Y/N)?" will allow you to the opportunity to see the Alternate Supplier/Vendor part numbers and cost that you set up in the ___________________ Screen.

9. Typing in the "S" option in the Inventory Maintenance Screen will allow you to change the status record.

   True or False

10. The ____________ stocking level is the highest quantity you would want to carry in inventory of one part.

11. If the quantity is below the minimum, the system will order up to the maximum quantity.

True or False

12. You can automatically compute a purchase order using a supplier number.

True or False

13. The three purchasing methods are: Forecasting, Stock Level, Averaging

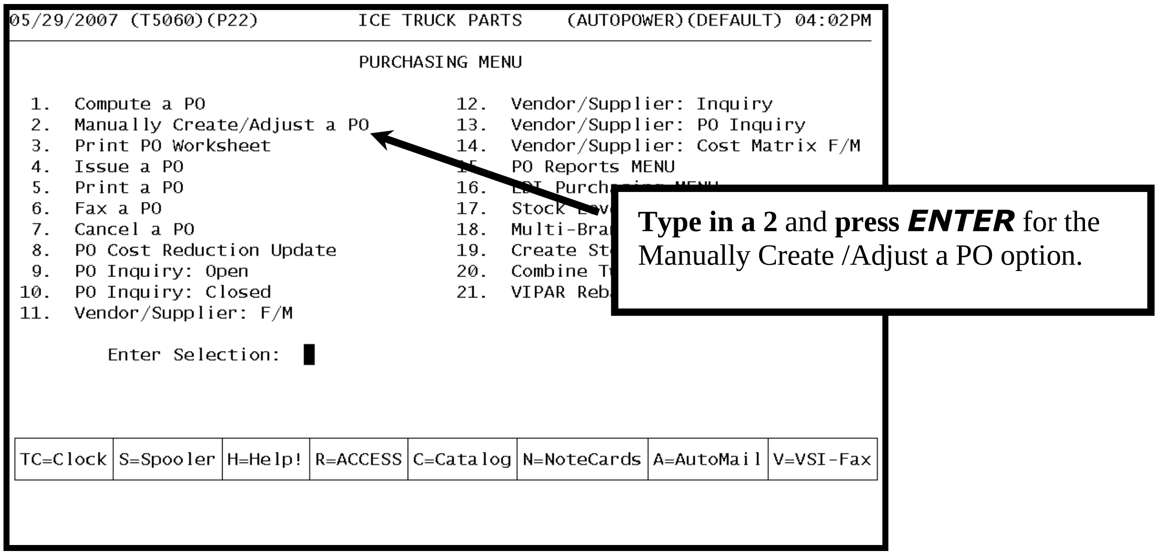
True or False

14. Alternate Supplier part numbers and cost can be selected to print on PO’s to allow the purchaser to make the best buying decisions.

True or False

Manually Create or Adjust a PO **(Edit a PO)**

If you would like to manually create a Purchase Order or Adjust an existing Purchase Order you can select the Manually Create/Adjust a PO option from the Purchasing Menu.



The Manually Create/Adjust a PO screen will display as shown below.

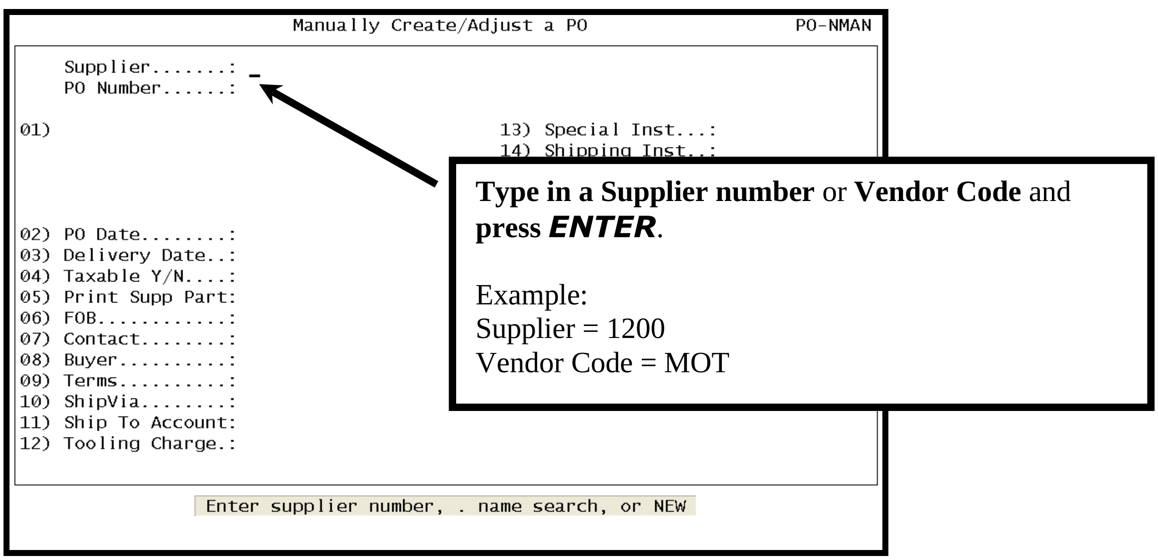
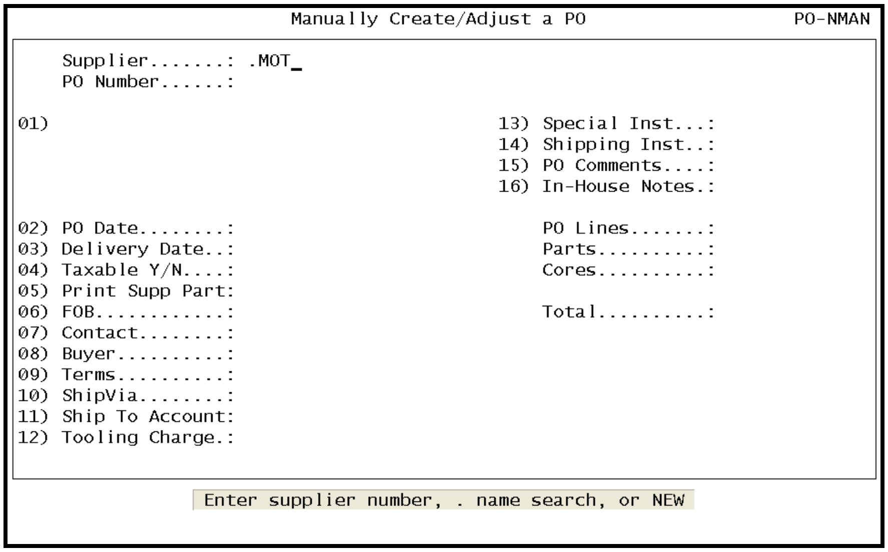


Figure 43 Manually Create or Adjust a PO

If you know the Supplier, you can type in the Supplier number. If you need to search for the Supplier type in a period followed by the name and this will start a search. Example: **.MOT**

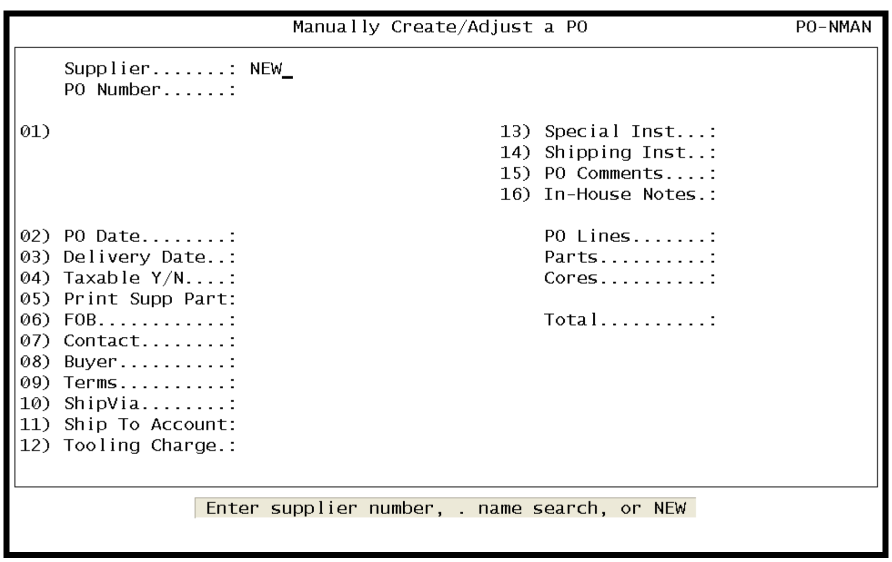


```
                     Manually Create/Adjust a PO                    PO-NMAN
    Supplier.......: .MOT_
    PO Number......:

01)                                         13) Special Inst...:
                                            14) Shipping Inst..:
                                            15) PO Comments....:
                                            16) In-House Notes.:

02) PO Date........:                            PO Lines.......:
03) Delivery Date..:                            Parts..........:
04) Taxable Y/N....:                            Cores..........:
05) Print Supp Part:
06) FOB............:                            Total..........:
07) Contact........:
08) Buyer..........:
09) Terms..........:
10) ShipVia........:
11) Ship To Account:
12) Tooling Charge.:

                Enter supplier number, . name search, or NEW
```

Figure 44 Manually Create or Adjust a PO

To manually create a PO for a **Supplier that does not exist** you can **create a new Supplier** by typing in the word **"NEW" and pressing ENTER** in the Supplier field. The message New Supplier will display. The system will create a Vendor Master Record with no detailed information.

You must go to the Vendor/Supplier Master Record in Vendor or Supplier File Maintenance and type in the remaining information for this Vendor or Supplier prior to issuing the PO.



```
                     Manually Create/Adjust a PO                    PO-NMAN
    Supplier.......: NEW_
    PO Number......:

01)                                         13) Special Inst...:
                                            14) Shipping Inst..:
                                            15) PO Comments....:
                                            16) In-House Notes.:

02) PO Date........:                            PO Lines.......:
03) Delivery Date..:                            Parts..........:
04) Taxable Y/N....:                            Cores..........:
05) Print Supp Part:
06) FOB............:                            Total..........:
07) Contact........:
08) Buyer..........:
09) Terms..........:
10) ShipVia........:
11) Ship To Account:
12) Tooling Charge.:

                Enter supplier number, . name search, or NEW
```

Figure 45 Manually Create/Adjust a PO

Type in the Supplier number and press **ENTER**. The Supplier/Vendor code and name will display while prompting you for a PO number.

If the Supplier should have open purchase orders in the system, they will display. You can select one of the existing purchase orders or press **ENTER** to start a new purchase order for this Supplier.

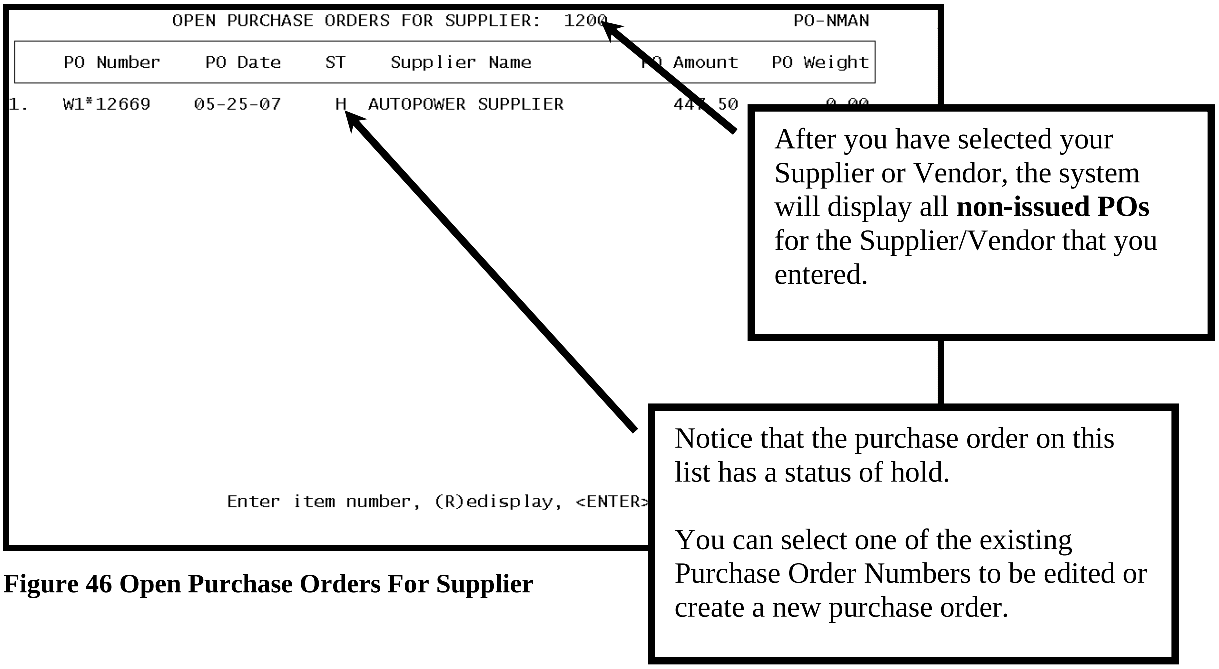


Figure 46 Open Purchase Orders For Supplier

Type in the PO number and press **ENTER**. If the PO number is an existing purchase order, the Supplier/Vendor code and the name will display. You can add, change or delete the purchase order. Type in the word "NEW" and press **ENTER** to manually create a new Purchase Order from this screen.

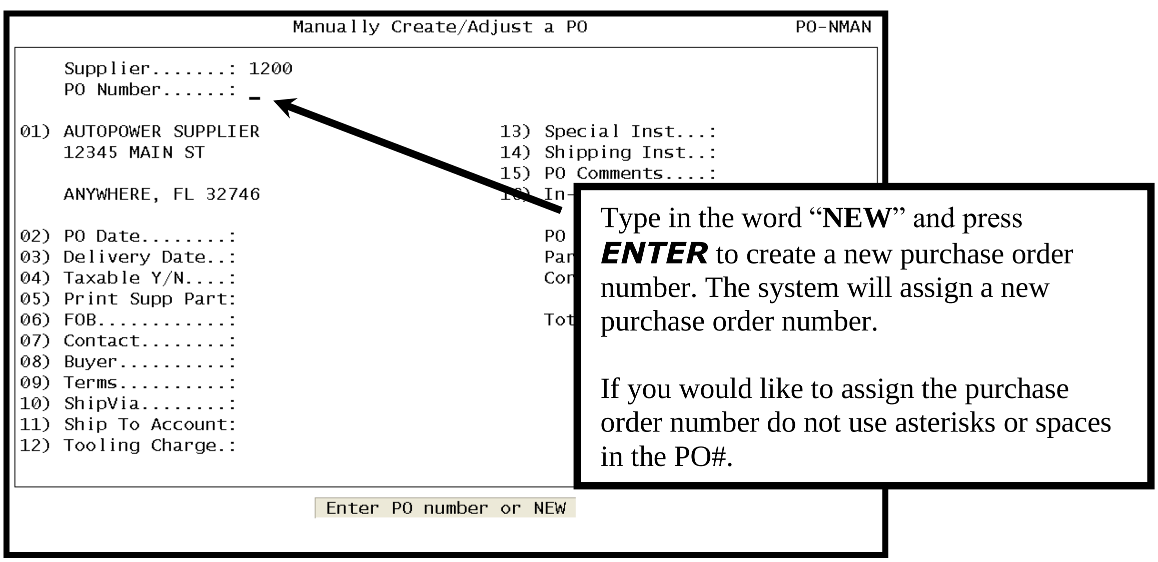
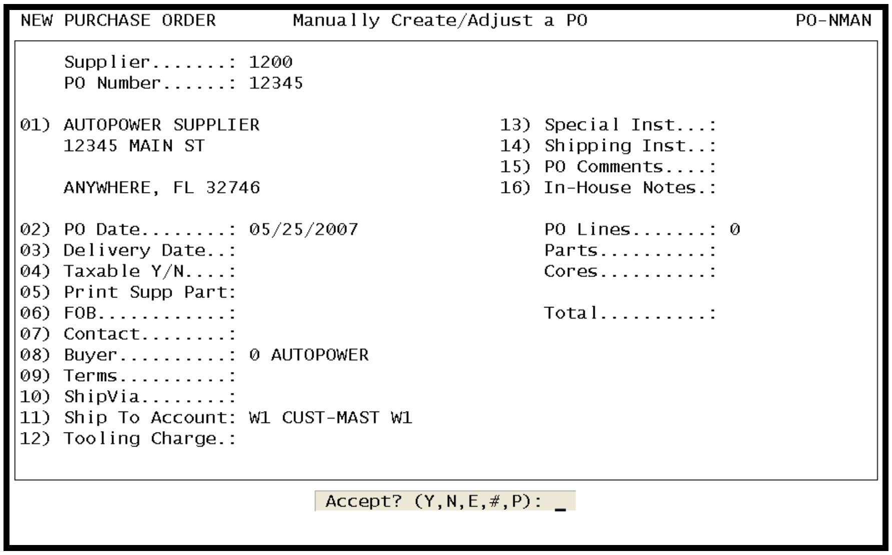


Figure 47 Manually Create/Adjust a PO, New PO

If you use a verbal Purchase Order number, type that Purchase Order number here. The system will accept a number that it did not assign.

After you type in the Purchase Order Number and press **ENTER** you will then type in the PO Date and press **ENTER**. The default is today's date but you can change it using the **mm/dd/yy** format.



```
NEW PURCHASE ORDER       Manually Create/Adjust a PO              PO-NMAN

    Supplier.......: 1200
    PO Number......: 12345

01) AUTOPOWER SUPPLIER                        13) Special Inst...:
    12345 MAIN ST                             14) Shipping Inst..:
                                              15) PO Comments....:
    ANYWHERE, FL 32746                        16) In-House Notes.:

02) PO Date........: 05/25/2007                   PO Lines.......: 0
03) Delivery Date..:                              Parts..........:
04) Taxable Y/N....:                              Cores..........:
05) Print Supp Part:
06) FOB............:                              Total..........:
07) Contact........:
08) Buyer..........: 0 AUTOPOWER
09) Terms..........:
10) ShipVia........:
11) Ship To Account: W1 CUST-MAST W1
12) Tooling Charge.:

                         Accept? (Y,N,E,#,P): _
```

Figure 48 Manually Create/Adjust a PO, PO Date

Type in an expected Delivery Date for this Purchase order and then press **ENTER**. This field is not a required field but it is reflected in the Inventory Inquiry screen when a part number is on order.

If the materials/parts on the PO are taxable, type in **Y** and press **ENTER**. If not type in **N** and press **ENTER.** This is not a required field.

If you wish to print the **Supplier Part number** on the PO type in **Y.** If not type in **N** and press **ENTER**. This is the Factory Ref No. in the Inventory Maintenance Screen.

Type in the text for the **FOB** and press **ENTER**. It is a Free Form field. Freight On Board.

Type in the Contact for the Vendor/Supplier and press **ENTER.**

Type in the operator number of the person who is issuing this Purchase Order and press **ENTER.** On some systems this will default to the salesman number who is entering the purchase order.

The Terms Code and the ShipVia codes fields will default from the Vendor/Supplier Master record located in the Vendor/Supplier File Maintenance for this Supplier.

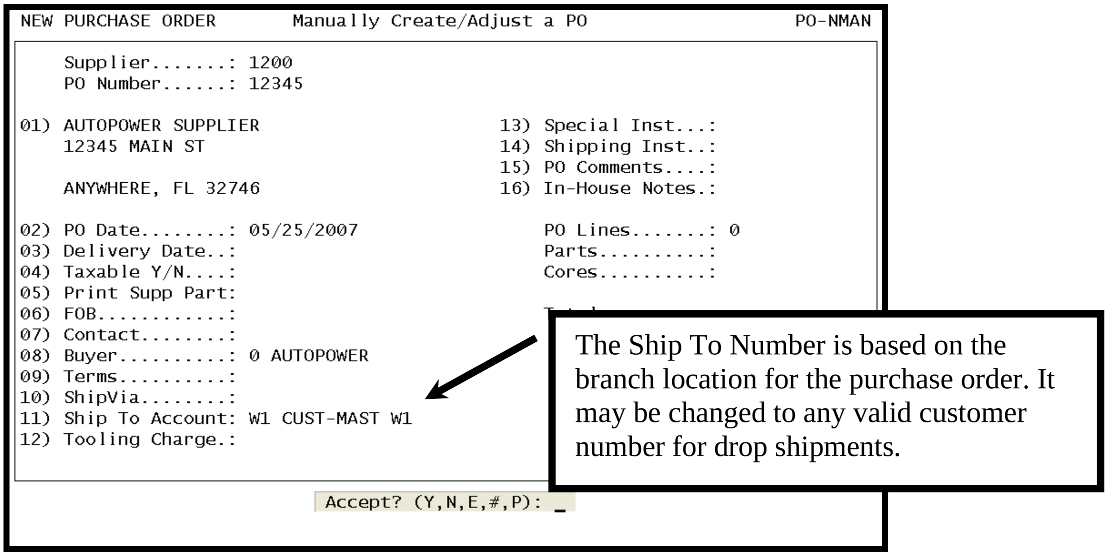


Figure 49 Manually Create/Adjust a PO, Ship To

Type in the **Tooling Charge cost** and press **ENTER**. This cost will be added to the cost of your PO.

A Tooling Charge is a charge that a supplier may add to the cost of your purchase order because he had to "tool up" to build something special for you.

Type in the Special Instructions for this Purchase Order and press **ENTER**.

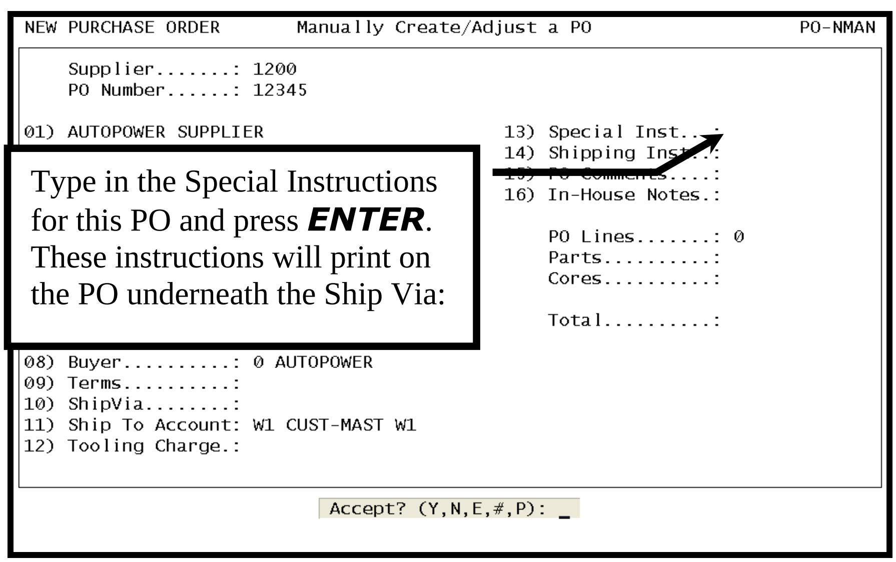
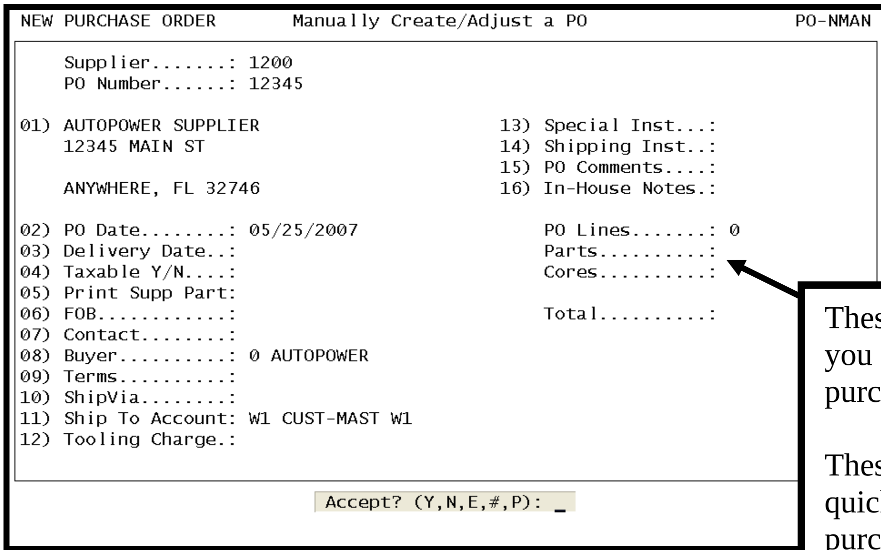


Figure 50 Manually Create/Adjust a PO, Special Instructions

Type in the **Shipping Information** for this PO and press **ENTER**. These instructions will print on the Purchase Order below the Special Instructions.



```
NEW PURCHASE ORDER       Manually Create/Adjust a PO                  PO-NMAN

    Supplier.......: 1200
    PO Number......: 12345

01) AUTOPOWER SUPPLIER                          13) Special Inst...:
    12345 MAIN ST                               14) Shipping Inst..:
                                                15) PO Comments....:
    ANYWHERE, FL 32746                          16) In-House Notes.:

02) PO Date........: 05/25/2007                     PO Lines.......: 0
03) Delivery Date..:                                Parts..........:
04) Taxable Y/N....:                                Cores..........:
05) Print Supp Part:
06) FOB............:                                Total..........:
07) Contact........:
08) Buyer..........: 0 AUTOPOWER
09) Terms..........:
10) ShipVia........:
11) Ship To Account: W1 CUST-MAST W1
12) Tooling Charge.:

                         Accept? (Y,N,E,#,P): _
```

These fields will update as you add line items to the purchase order.

These fields are used for a quick summary of the purchase order.

Figure 51 Manually Create/Adjust a PO, PO Summary

You will now be prompted to **Accept?** the Purchase Order.

Your options are:

-Exit and **save changes** to this Purchase Order.

N – No, do not accept the purchase order. This will allow you to make changes to the current purchase order that is being displayed.

E -Exit **without saving the changes** to this Purchase Order.

 # - Select a line number to change.

P - Add new part numbers to this Purchase Order.

ADD PARTS TO A MANUALLY CREATED PO

Type in P and press **ENTER** to add parts to the purchase order.

The Part Entry Screen below will display.

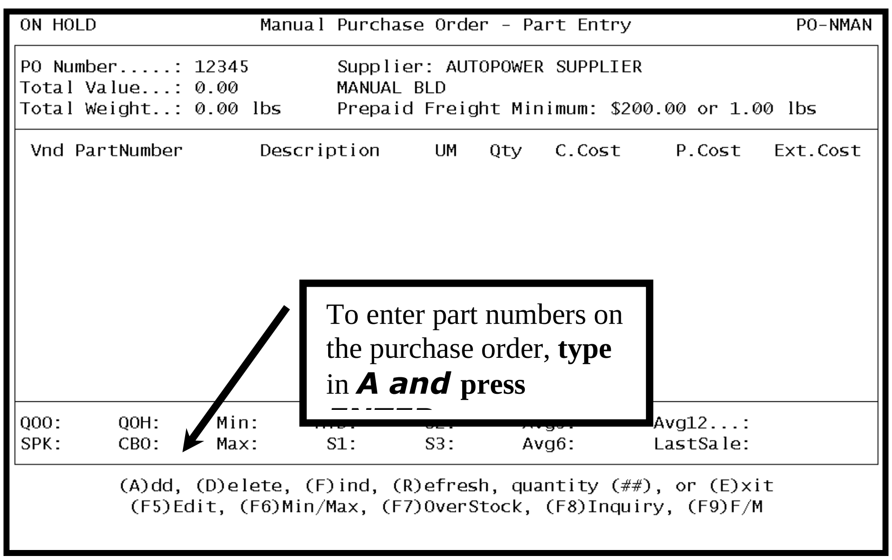


Figure 52 Manual Purchase Order - Part Entry

The PO Number that we are creating is 12345. The Supplier is AutoPower Supplier. This is a Manual Build PO. There is a Prepaid Freight Minimum of $200.00.

To add part numbers to this purchase order, type in **A** and press **ENTER**.

Type in the part number that you wish to order in the part number field and press **ENTER**. You can also perform part number searches in this field. Type in (**.**) followed by the first three numbers or characters in the part number. You can use all the search features that are in Order Entry also in this screen.

```
ON HOLD               Manual Purchase Order - Part Entry              PO-NMAN

PO Number.....: 6598          Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00          MANUAL BLD
Total Weight..: 0.00 lbs      Prepaid Freight Minimum: $200.00 or 100 lbs

                          Add/Change/Delete a PO Line

    Part Number....: .ACC
01) Order Qty......:                              PO Line Qty...:
02) Core Cost......:                              PO Core Cost..:
03) Part Cost......:                              PO Part Cost..:
                                                  PO Ext.Amount.:
04) Order Desc.....:                    <<
05) Message........:
06) Release Dates..:


QOO: 0      QOH: 0      IFM Description:
SPK: 0      CBO: 0      Superseded By..:
UOM:        AVL: 0
```

Figure 53 Manual Purchase Order, Part Entry

A listing of the part numbers that match your criteria will display.

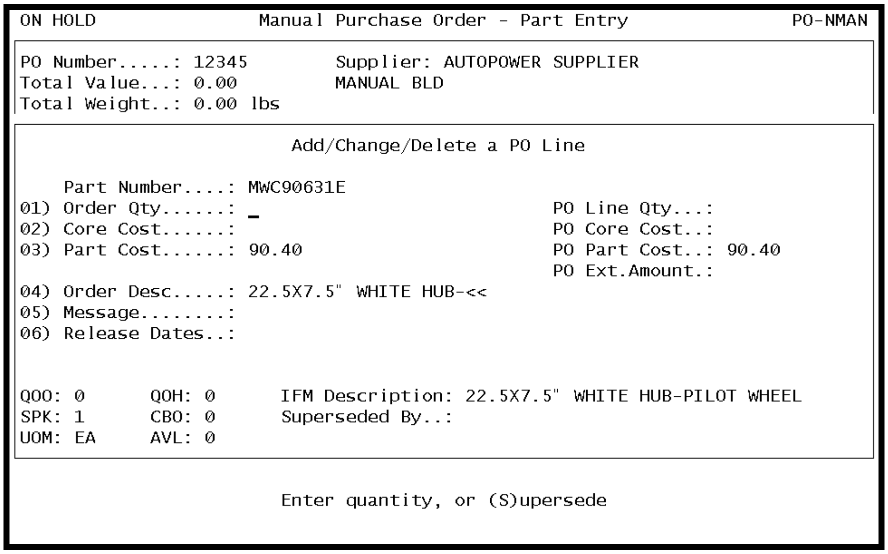
```
ON HOLD               Manual Purchase Order - Part Entry              PO-NMAN

PO Number.....: 12345         Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00          MANUAL BLD
Total Weight..: 0.00 lbs      Prepaid Freight Minimum: $200.00 or 100 lbs

                          Add/Change/Delete a PO Line
36 Stocked (50 Non-Stock) for "ACC/"
 1.    ACC  27403E            22.5"X7.5" 10 HOLE DCN WHITE W   20   20    0
 2.    ACC  27404E            22.5X8.25 WHITE DCN WHEEL        43   43    8
 3.    ACC  27406E            24.5X8.25 WHITE DCN WHEEL        48   48    0
 4.    ACC  27599AIP          ACCURIDE 24.4X8.25 ALUMINUM WH    0    0    0
 5.    ACC  27599AOP          ALUMINUM WHEEL 24.5X8.25          0    0    0
 6.    ACC  28004             19.5X6.00 WHEEL                   0    0    2
 7.    ACC  28112             WHEEL 17.5X6.75 10 HOLE 8.75"B   12   12    0
 8.    ACC  28112E            17.5X6.75 10 HOLE WHITE WHEEL     1    1    0
 9.    ACC  28145E            ACCURIDE 17.5X6.75 6 HOLE WHIT    6    6    0
10.    ACC  28157             22.5X6.75 FORD WHEEL 6 HOLE 8.   20   20    0
11.    ACC  28157E            22.5X6.75 WHITE WHEEL 6-8.75"     0    0    0
12.    ACC  28160             ACCURIDE 22.5"X6.75" W H E E L    2    2    1
13.    ACC  28192E            22.5"X9" 3.12" OFFSET D.C.N. W    3    3    0
14.    ACC  28408             ACCURIDE 22.5X8.25 10 HOLE 285    2    2    0

       Select Item#, (F)wd, (B)wd, (N)on-(S)tock, (A)ll, or (E)xit:
```

After selecting the part number and pressing **ENTER**, you will be prompted to enter the Order Qty.

Type in the **Quantity** you wish to order and press **ENTER**.

The quantity entered must equal the purchase Standard Pack quantity. Example, if there is a quantity of 8 in the SPK field, you must type in 8.

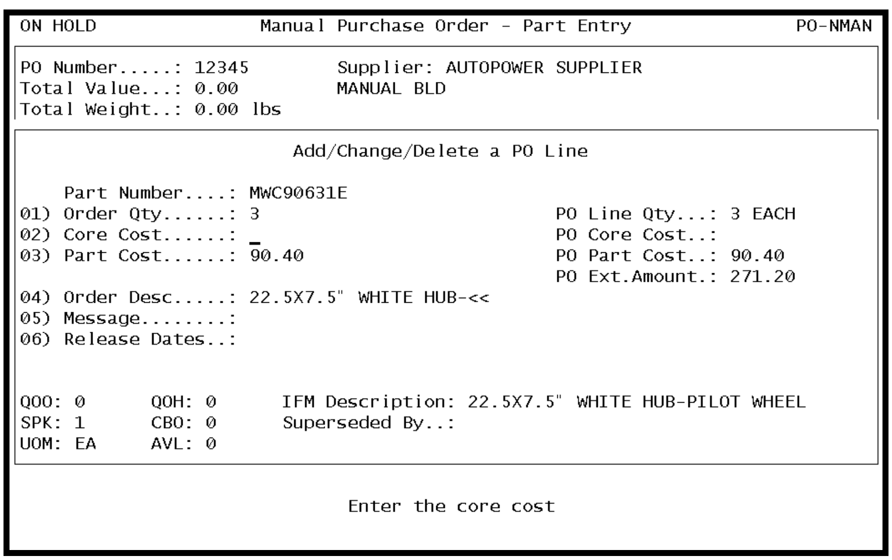
If you wish to type in the Supersede number for this part number, you will enter an “S” in this field. This will bring the Supersede up to the current Part Number field.



```
ON HOLD              Manual Purchase Order - Part Entry             PO-NMAN

PO Number.....: 12345        Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00         MANUAL BLD
Total Weight..: 0.00 lbs

                         Add/Change/Delete a PO Line

    Part Number....: MWC90631E
01) Order Qty......: _                          PO Line Qty...:
02) Core Cost......:                            PO Core Cost..:
03) Part Cost......: 90.40                      PO Part Cost..: 90.40
                                                PO Ext.Amount.:
04) Order Desc.....: 22.5X7.5" WHITE HUB-<<
05) Message........:
06) Release Dates..:

QOO: 0      QOH: 0      IFM Description: 22.5X7.5" WHITE HUB-PILOT WHEEL
SPK: 1      CBO: 0      Superseded By..:
UOM: EA     AVL: 0

                        Enter quantity, or (S)upersede
```

Figure 54 Manual Purchaser Order, Order Qty

You will now be prompted to enter the core cost for the part if applicable. Type in the core cost and press **ENTER**.



```
ON HOLD              Manual Purchase Order - Part Entry             PO-NMAN

PO Number.....: 12345        Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00         MANUAL BLD
Total Weight..: 0.00 lbs

                         Add/Change/Delete a PO Line

    Part Number....: MWC90631E
01) Order Qty......: 3                          PO Line Qty...: 3 EACH
02) Core Cost......: _                          PO Core Cost..:
03) Part Cost......: 90.40                      PO Part Cost..: 90.40
                                                PO Ext.Amount.: 271.20
04) Order Desc.....: 22.5X7.5" WHITE HUB-<<
05) Message........:
06) Release Dates..:

QOO: 0      QOH: 0      IFM Description: 22.5X7.5" WHITE HUB-PILOT WHEEL
SPK: 1      CBO: 0      Superseded By..:
UOM: EA     AVL: 0

                              Enter the core cost
```

Figure 55 Manual Purchase Order, Core Cost Entry

The part cost will automatically display if it has been updated in the Inventory File Maintenance screen for this part number. If not, you will need to type in the parts cost in this field.

Message Type in a Message to Print on this PO.

Release Dates Type the Release Dates for this part number on this PO.

```
ON HOLD              Manual Purchase Order - Part Entry             PO-NMAN

PO Number.....: 23456        Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00         MANUAL BLD
Total Weight..: 0.00 lbs     Prepaid Freight Minimum: $200.00 or 1.00 lbs

 Vnd PartNumber      Description          Qty   C.Cost     P.Cost   Ext.Cost
 ACC 28408                                  8    25.00      64.71     717.68
                              1. ../../....   ......
  Quantity                    2. ../../....   ......
  Release                     3. ../../....   ......
  Schedule:                   4. ../../....   ......
                              5. ../../....   ......
                              6. ../../....   ......
                              7. ../../....   ......
                              8. ../../....   ......
                              9. ../../....   ......
                             10. ../../....   ......
                             11. ../../....   ......
```

Figure 56 Manual Purchase Order, Release Date Entry

The cursor will then go to the bottom of the page prompting you to accept the part number entry.

```
ON HOLD              Manual Purchase Order - Part Entry             PO-NMAN

PO Number.....: 12345        Supplier: AUTOPOWER SUPPLIER
Total Value...: 0.00         MANUAL BLD
Total Weight..: 0.00 lbs

                         Add/Change/Delete a PO Line

    Part Number....: MWC90631E
01) Order Qty......: 3                           PO Line Qty...: 3 EACH
02) Core Cost......:                             PO Core Cost..:
03) Part Cost......: 90.40                       PO Part Cost..: 90.40
                                                 PO Ext.Amount.: 271.20
04) Order Desc.....: 22.5X7.5" WHITE HUB-<<
05) Message........:
06) Release Dates..:


QOO: 0      QOH: 0      IFM Description: 22.5X7.5" WHITE HUB-PILOT WHEEL
SPK: 1      CBO: 0      Superseded By..:
UOM: EA     AVL: 0

      Accept? (Y)es, (N)o, (E)xit, line (#), (D)elete, or (S)upersede:
```

Figure 57 Manual Purchase Order Part number entry

Y – Accept the part number entry.

N – Do not accept this part number allow you to make changes.

E -Exit **without saving the changes** to this Purchase Order.

 # - Select a line number to change.

D –Delete the part number from the Purchase Order.

S – Allows you to type in a supersede part number. You can also enter in the supersede part when you are on line #1 entering the quantity.

After typing in (**Y**) to accept this part number on this purchase order, you will return to the main screen to add another part number to this purchase order. Each new part number will be added to the top of the list.

Function Keys

While in the Qty field, you can utilize the function keys at the bottom of the screen.

I will explain each one of the function keys below.

```
ON HOLD                 Manual Purchase Order - Part Entry             PO-NMAN

PO Number.....: 12345        Supplier: AUTOPOWER SUPPLIER
Total Value...: 1,452.12     MANUAL BLD
Total Weight..: 1,490.00 lbs

 Vnd PartNumber          Description     UM   Qty   C.Cost      P.Cost   Ext.Cost
 ACC 27406E              24.5X8.25 WHITE EA     8!                70.49     563.92
 ACC 28157               22.5X6.75 FORD  EA     2!   20.00       120.06     280.12
 ACC 28408               ACCURIDE 22.5X8 EA     8!                64.71     517.68
 MWC 90631E              22.5X7.5" WHITE EA     1                 90.40      90.40

QOO:0     QOH:48   Min:6    MTD:0     S2:5     Avg3:1.6    Avg12...:2.4
SPK:8     CBO:0    Max:8     S1:0     S3:4     Avg6:2.0    LastSale:02/21/2006

         (A)dd, (D)elete, (F)ind, (R)efresh, quantity (##), or (E)xit
          (F5)Edit, (F6)Min/Max, (F7)OverStock, (F8)Inquiry, (F9)F/M
```

Figure 58 Manual Purchase Order, Function Key Entry

A)dd Add a new part number to the Purchase Order.

D)elete Delete will remove the part number off of the Purchase Order.

F)ind Find Text. This will allow you to type in a part number or description and locate it on the purchase order.

R)efresh The Purchase Order may be more than one page in length. If you should perform a search and you need to refresh your screen to take you back to the top of the page you can type in the "R" to refresh the screen.

Quantity ## The Quantity function will allow you to change the quantity being ordered.

E)xit The Exit function will allow you to exit the screen.

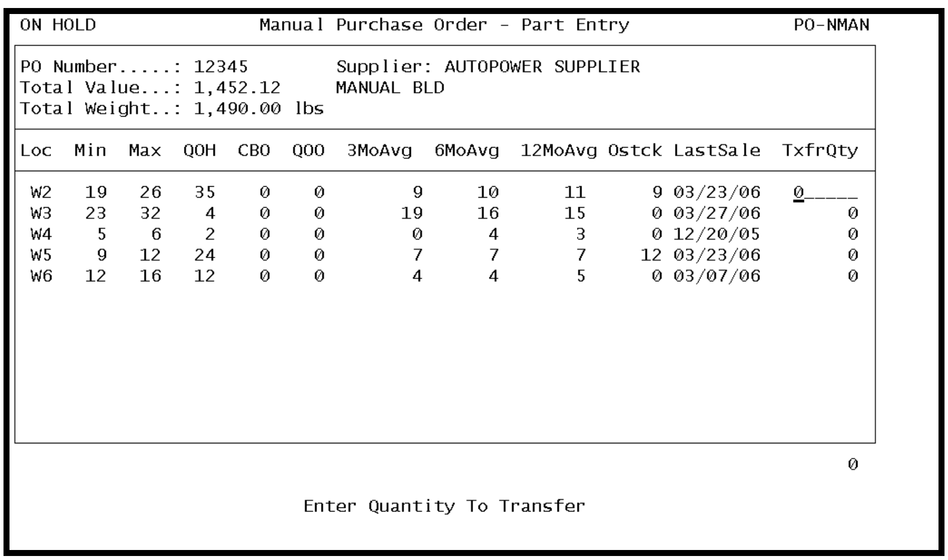
F5)Edit The F5 Edit function will allow you to edit a part number on the purchase order.

F6)Min/Max The F6 Function will allow you to change the Min/Max for a part number.

F7)Overstock The F7 Function will allow you to view what another location has on hand for this part number and automatically create a branch transfer and only order the quantity that is not available from the other location on the purchase order you are creating now.

When an “!” is followed by the Quantity, this is an indication that there is a quantity available from another branch location.

The exclamation point is notating that this part is available from another location. Go to the line item with the exclamation point and press the F7 function key to view the status of the stock at the other locations. You can then type in the quantity for the part that you need and this will flag the part for a transfer. If you cannot transfer the total amount of the quantity that is needed, the quantity ordered on the PO will be reduced so that you can order the remainder from the supplier. An asterisk will be displayed in place of the exclamation point. You will also have the option to delete the part number from the PO.



ON HOLD Manual Purchase Order - Part Entry PO-NMAN

PO Number.....: 12345 Supplier: AUTOPOWER SUPPLIER
Total Value...: 1,452.12 MANUAL BLD
Total Weight..: 1,490.00 lbs

Loc	Min	Max	QOH	CBO	QOO	3MoAvg	6MoAvg	12MoAvg	Ostck	LastSale	TxfrQty
W2	19	26	35	0	0	9	10	11	9	03/23/06	0_____
W3	23	32	4	0	0	19	16	15	0	03/27/06	0
W4	5	6	2	0	0	0	4	3	0	12/20/05	0
W5	9	12	24	0	0	7	7	7	12	03/23/06	0
W6	12	16	12	0	0	4	4	5	0	03/07/06	0

0

Enter Quantity To Transfer

Figure 59 Manual Purchase Order, Overstock

After the PO is issued, the branch transfers will be printed at the location that you are requesting a part from. The other location will confirm it via Branch Transfer Confirmation and then your will receipt it via the Branch Transfer Receipt in Order Entry.
The Quantity on Order in Inventory Inquiry is affected by the total amount of the quantity you have on a transfer and the remaining quantity for the part number on the PO if any. Example on the PO you wanted to order 10, but you realized you could request a transfer of 7 from another location. In Inventory inquiry, the QOO will include the total amount of 10. When you type in P to view the

purchase order it will include the 3 that you have on order with the supplier and the 7 that you have requested to be transferred from the other location.

After the other branch has confirmed the transfer and then your receipt the transfer, the Quantity on Order will be reduced by that amount. In this example the QOO will be reduced by 7 and then reflect the 3 that is on order.

After the PO is received, the remaining Qty of 3 that is shown on order will be reduced completing the required amount that is needed.

The F6 activity in Inventory Inquiry will be updated with the Transfer In/Out at both branches for this part number after the confirmation and receipt has taken place. Also, the F6 activity in Inventory Inquiry will be updated after the receiving in the PO or vice-versa.

F8) Function – The F8 Function Key will allow you view Inventory Inquiry for a particular part number on the purchase order.

F9) F/M – The F9 Function Key will allow you quick access to the Inventory file maintenance screen for the part number.

Please notice below, that dark shadow is a colored line that is highlighting the current part number that is being added or edited on the purchase order. This line on your screen will be in color. In this screen you can use your arrow keys to move up or down from the beginning and ending part number on the purchase order.

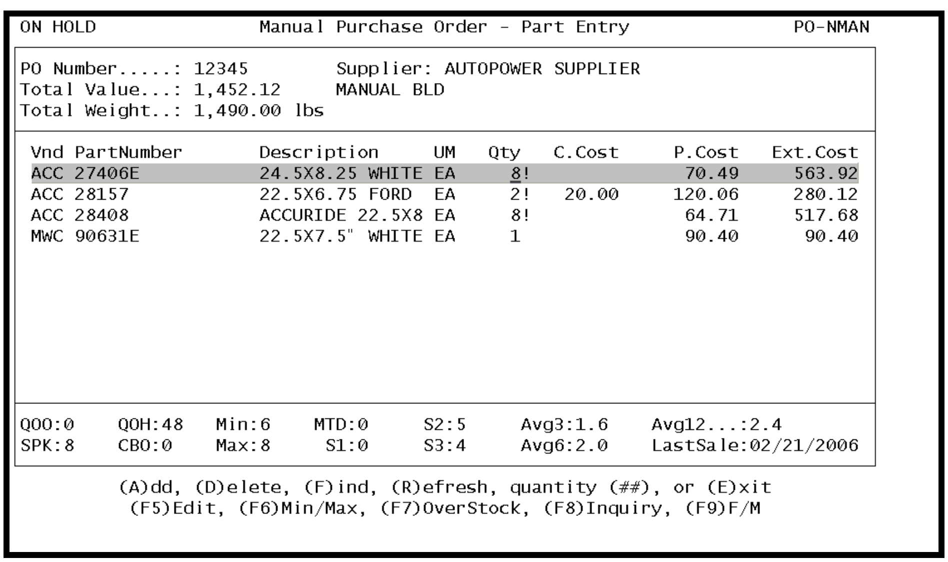


Figure 60 Manual Purchase Order, Navigation

Type in (**E**) to exit the part entry screen.

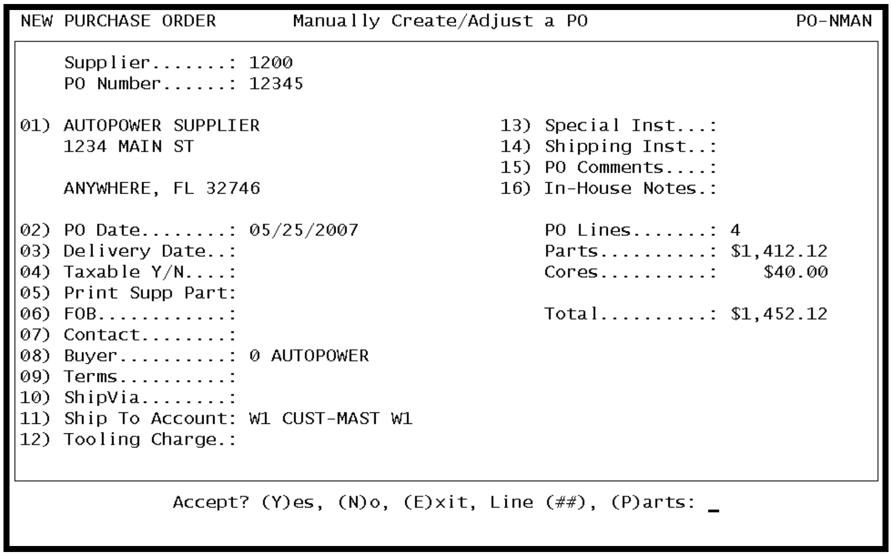


Figure 61 Manual Purchase Order, Options

Type in (**Y**) to accept this purchase order.

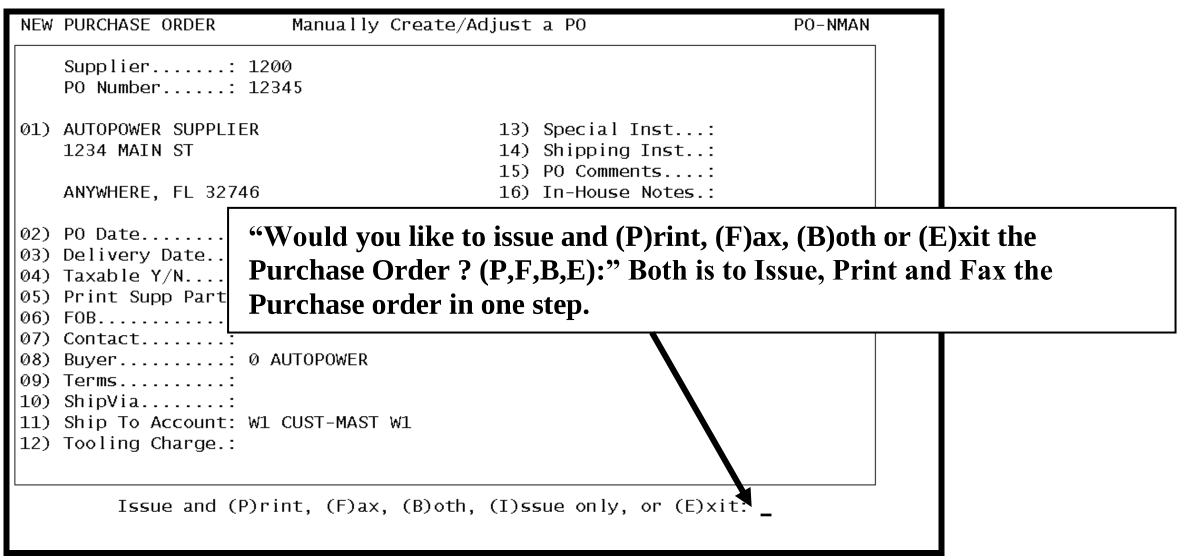


Figure 62 Manual Purchase Order, Fax, Print

Options

Print

The purchase order will be printed and issued. The QOO in Inventory Inquiry will now be updated with purchase quantities.

Fax

A fax window will display. If the information exists in the Vendor/Supplier record, then it will display. If not, the information will need to be typed in. The purchase order will be faxed and issued. The QOO in Inventory Inquiry will now be updated with purchase quantities.

```
 1. Fax phone number...........: 407-695-8001
 2. Attention to...............: MIKE MALLORY
 3. Company name...............: AUTOPOWER SUPPLIER
 4. Your name or number........: _
                  Press 'E' or 'X' to exit
```

Figure 63 Manual Purchase Order, Fax

Both

The purchase order will be printed, faxed and issued. The QOO in Inventory Inquiry will now be updated with purchase quantities

Issue Only

The purchase order will only be “Issued”. This will update the QOO in the Inventory Inquiry screen. The purchase order will not print or fax using this option.

```
ISSUED                Manually Create/Adjust a PO                 PO-NMAN

    Supplier.......: 1200
    PO Number......: 12345

01) AUTOPOWER SUPPLIER                        13) Special Inst...:
    1234 MAIN ST                              14) Shipping Inst..:
                                              15) PO Comments....:
    ANYWHERE, FL 32746                        16) In-House Notes.:

02) PO Date........: 05/25/2007                   PO Lines.......: 4
03) Delivery Date..: 05/25/2007                   Parts..........: $1,412.12
04) Taxable Y/N....:                              Cores..........:    $40.00
05) Print Supp Part:
06) FOB............:                              Total..........: $1,452.12
07) Contact........:
08) Buyer..........: 0 AUTOPOWER
09) Terms..........:
10) ShipVia........:
11) Ship To Account: W1 CUST-MAST W1
12) Tooling Charge.:

              Accept? (Y)es, (N)o, (E)xit, Line (##), (P)arts: _
```

Figure 64 Manual Purchase Order, Issue

It's time for a review again!

Quiz #3

Questions:

1. In the Manually Create or adjust a PO screen you can edit a PO that was computer generated.

True or False

2. In the Supplier field on the Manually Create or adjust a PO screen you can type in a supplier number.

True or False

3. You can create a new vendor/supplier in the manually create/adjust a PO screen but you must go into the ____________ File Maintenance screen and setup the new vendor/supplier prior to issuing the PO.
4. In the Purchase Order Number field, you can type in the word ___________ to create a purchase order number.
5. For the Factory Reference number from the Inventory Maintenance screen to appear on the PO's you must answer "Y" to the prompt Print Supplier Part (Y, N).

True or False

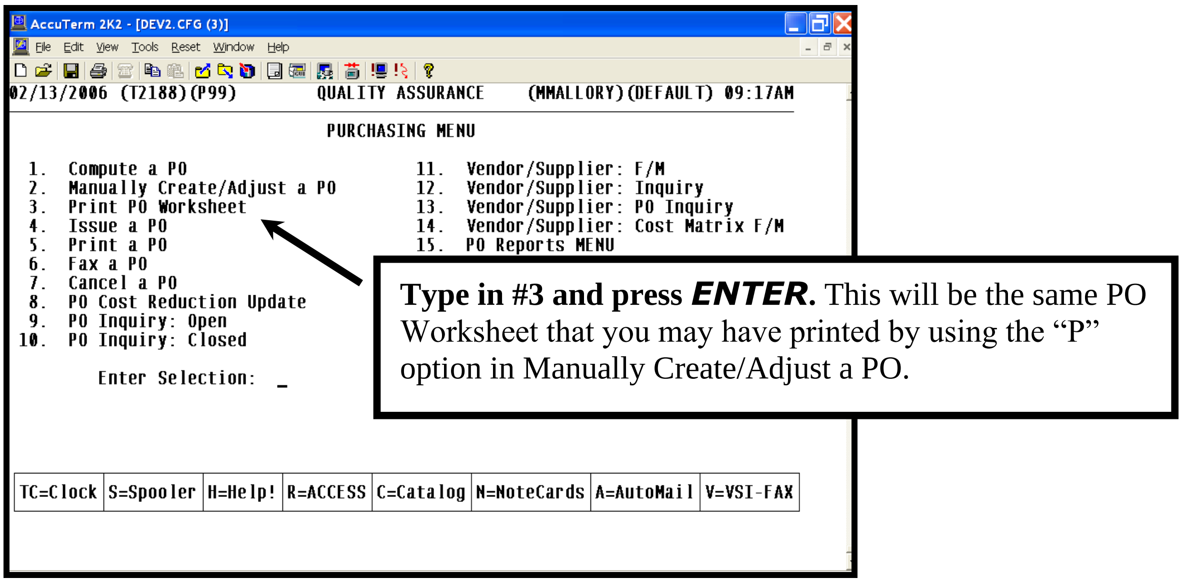
6. To delete a part number off of a PO you must first type in a _______ in the Quantity field.
7. In the Manual Purchase Order Entry, you can use the function key ______ to pull up the Inventory Inquiry screen.
8. If a part number has a superseded part number attached to it you can type in _______to order the superseded part number.
9. To change the cost on a part number that you have keyed on a purchase order you can type in the ________ to be prompted to change the cost.
10. Typing in the letter _______ and ________ options will both issue a purchase order.

PURCHASE ORDER REVIEW REPORT

This program will allow you to print a purchase order worksheet. You may wish to re-print a copy of a worksheet after making adjustments to a purchase order or you originally chose not to print a worksheet when the order was generated.

You will be prompted after you run the worksheet asking if you would like to issue the Purchase Order. If you do not wish to issue the PO at this time then type in **N** and press **ENTER**.

From the Purchasing Menu:



Type in #3 and press *ENTER*. This will be the same PO Worksheet that you may have printed by using the “P” option in Manually Create/Adjust a PO.

Figure 65 Purchase Order Worksheet Menu

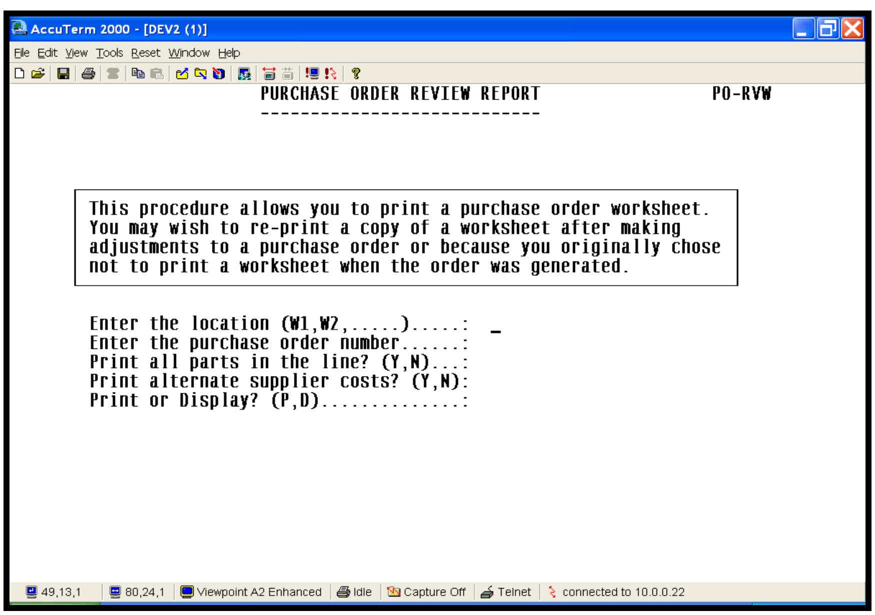


Figure 66 Purchase Order Review Report Screen

Enter the location (W1, W2.) Type in "**W1**" and press **ENTER** for the location.

Enter the Purchase Order Number Type in the purchase order number and press **ENTER**.

Print All Parts in the line? (Y/N)

Type in **y and press ENTER**. All part numbers in this vendor line will print even though you may not be purchasing that part.

Type in **N** and press **ENTER** for only the part numbers that you will be purchasing on this purchase order.

Print Alternate Suppliers Cost? Type in **N and press ENTER** if you do not want to print the Alternate Supplier costs.

If alternate suppliers have been loaded into your Inventory Master File, you may want to answer for yes. Alternate supplier's part number and costs will then be printed to allow the purchaser to make the best buying decision.

Print or Display? P/D

Type in **P** and press **ENTER** to Print the Purchase Order Review Report to the printer.

Type in **D** and press **ENTER** to Display the Purchase Order Review Report to the screen.

An example of a Purchase Order Review Report.

Qty being ordered

```
01:31:52pm  08 Nov 2004                  PURCHASE ORDER WORKSHEET (TREND) -- REVIEW REPORT                        PAGE:   1
MOT - APC MOTOR COMPANY     Buyer:
PURCHASE ORDER NO:  W1#108.....
                                  for  days supply using % of any lost sales.

 QTY                                    F:L                                                TY  12MO   LY                 WD  LS
Order Part Number      Descript   St-Dt P:P Spk  QOH  QOO CBO  SL  MTD  AUG  JUL  JUN  MAY  12MO  AVG  12MO  SEP  OCT  NOV  COST SL
-------------------------------------------------------------------------------------------------------------------------------------
-

--- ABC ---
50    11111          SPARK PLUG 11-04 S:    1        90                                       0  0.0     0                  2.00 0
1     12345          CV JOINTS  11-04  :    1        27                                       0  0.0     0                 30.00 0
-------------------------------------------------------------------------------------------------------------------------------------


-----------------------------------------------            ---------------------------------------------
                PO TOTALS                                              FACTORY ORDER REQUIREMENTS
-----------------------------------------------            ---------------------------------------------
   Total Items                          51                 Minimum Pieces:                            0
   Total Weight:                      0.00 LBS             Minimum Freight Weight:                 0 LBS.
   Total WD Cost:                  $130.00                 Minimum Freight Amount:          $500.00
   Total Core Value:                $25.00                 Minimum Order Amount:              $0.00
                                ----------
                                   $155.00                 Freight Policy:

01:32:05pm  08 Nov 2004                  PURCHASE ORDER WORKSHEET (TREND) -- REVIEW REPORT                        PAGE:   2
MOT - APC MOTOR COMPANY     Buyer:
PURCHASE ORDER NO:  W1#108.....
                                  for  days supply using % of any lost sales.

 QTY                                    F:L                                                TY  12MO   LY                 WD  LS
Order Part Number      Descript   St-Dt P:P Spk  QOH  QOO CBO  SL  MTD  AUG  JUL  JUN  MAY  12MO  AVG  12MO  SEP  OCT  NOV  COST SL
-------------------------------------------------------------------------------------------------------------------------------------
-
   Total part numbers to order:          2
   Total stocked parts:                  2
   Q-O-H Inventory Value:             0.00
   Quantity on Order Value:         180.00
   Stock Level Value:                 0.00

                                                           Preferred Freight Carrier: UPS
                                                           Standard Payment Terms: W1,W2,W3
   Last Stock Order was on 11/08/04.
   This vendor's lead time is 7 days.
   This purchase order's status is Issued to Factory.

-------------------------------------------------------------------------------------------------------------------------------------
   Issued To:                                               Ship To:
```

```
01:32:06pm  08 Nov 2004                    PURCHASE ORDER WORKSHEET (TREND) -- REVIEW REPORT                         PAGE:   3
MOT - APC MOTOR COMPANY     Buyer:
PURCHASE ORDER NO:  W1#108.....
                              for  days supply using % of any lost sales.

 QTY                                F:L                                                       TY  12MO   LY                WD  LS
Order Part Number      Descript   St-Dt P:P Spk  QOH  QOO CBO  SL  MTD  AUG  JUL  JUN  MAY  12MO  AVG  12MO  SEP  OCT  NOV  COST SL
----------------------------------------------------------------------------------------------------------------------------------
_

     APC MOTOR COMPANY




   Order Taken By:  ____________________


Press RETURN...
```

Figure 67 Purchase Order Worksheet Review Report

The information that will print on this report will be:

Quantity that you are ordering
Part number
Description of the part
Start date for the part
Factory and Local Pop code,
Standard pack
Quantity on Hand
Quantity on Order
Customer back order
Stock Level
Month-to-Date sales
Monthly Sales
This year sales
Rolling 12-month sales
Last Year Sales
Cost
Last Sale date.

ISSUE/PRINT/FAX PURCHASE ORDERS

You can also Issue/Print or Fax a PO to the Vendor or Supplier from this menu option. This will update your Quantity on Order in the Inventory Inquiry screen. The Quantity on Order will be taken into consideration for future purchase orders until the outstanding purchase orders have been received.

From the Purchasing Menu:

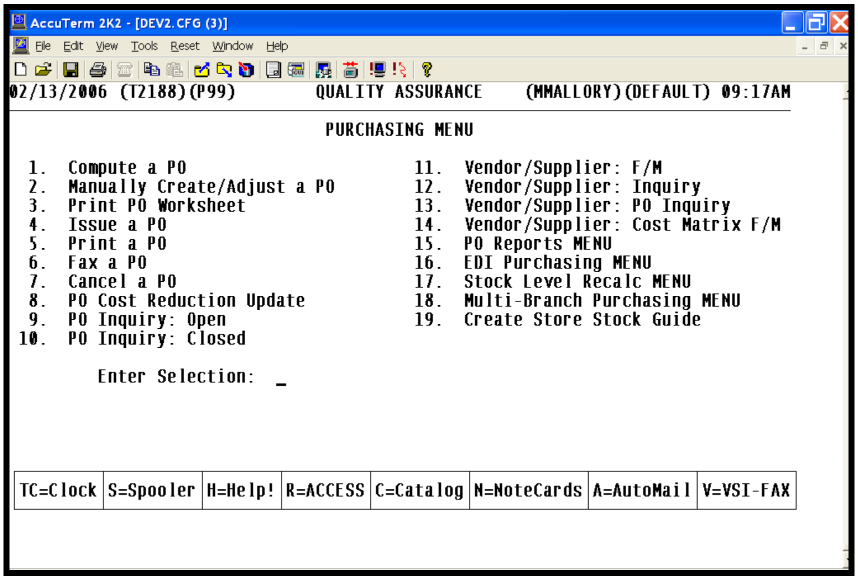


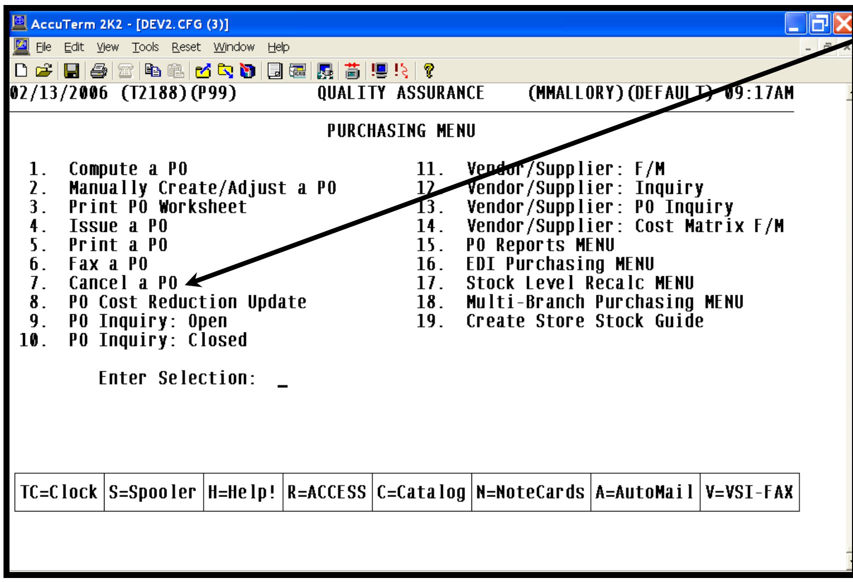
Figure 68 Issue/Print/Fax a PO From the Menu

Congratulations! You have now created a purchase order and issued it.

Cancel a Purchase Order

We will now cancel a PO. We will use PO #108 for location W1. You can cancel up to 18 purchase orders at one time. These Purchase orders can be in a HOLD, ISSUED or BACKORDER status. If a PO had been issued and then it is cancelled, the (QOO) Quantity on Order in Inventory Inquiry will be reset. It will no longer show as being on order.

From the Purchasing Menu:



Type in #7 and **press *ENTER*.**

Figure 69 Cancel a PO Menu

The Cancel Purchase Orders screen will display as shown below.

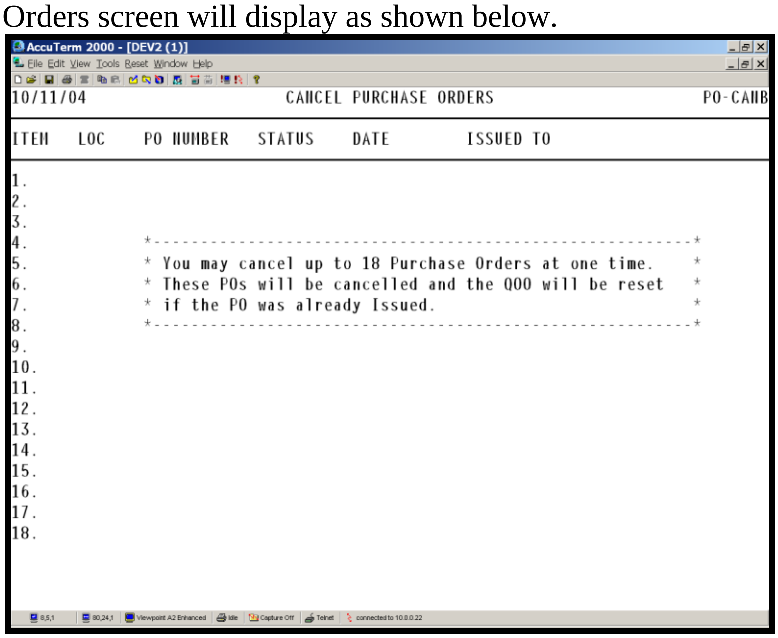
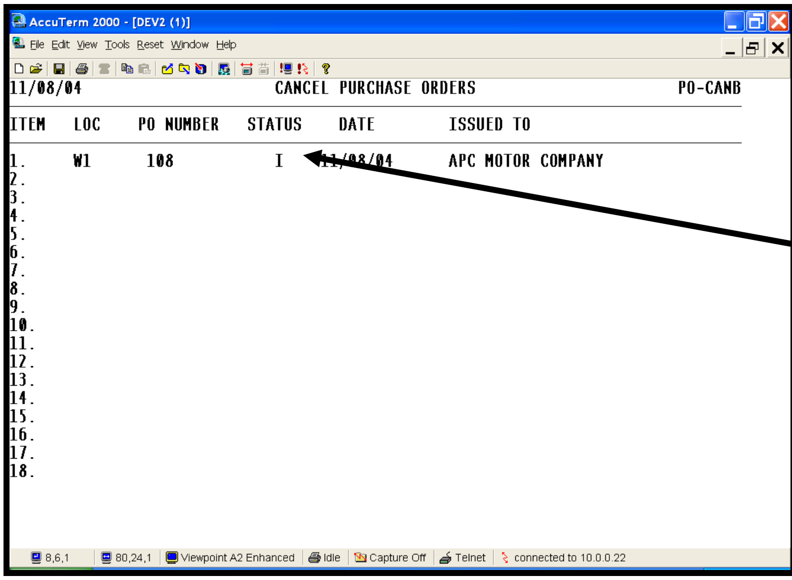


Figure 70 Cancel Purchase Orders Screen

Type in the location W1 and press ENTER.

Type in the PO # and the status of the invoice and date will display. Press **ENTER** to go line #2 to enter your next purchase order to cancel. After entering your last purchase order to cancel press **ENTER**.



There are only 3 statuses that will display in the status field.

The Purchase Order is on hold and has not been issued.

The Purchase Order has been issued.

The Purchase Order is completed/received.

Figure 71 Cancel Purchase Orders Example

You will be prompted:

Do you wish to cancel these PO's?"

If you answer for yes, the Purchase Orders will be cancelled from the system and a prompt will display as **"PO Cancellation Complete"**

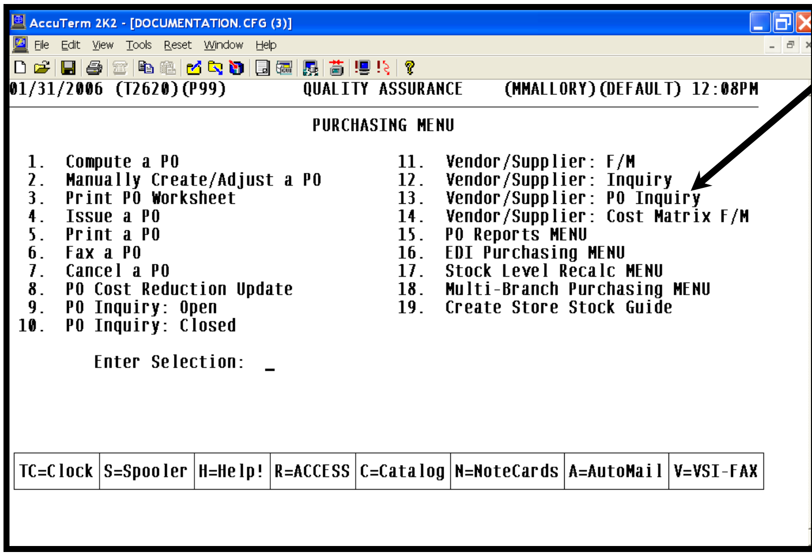
If you answer for no, the cursor will return to the Location field.

Once a PO has been cancelled it cannot be recovered. It has been deleted from the system.

VENDOR PO INQUIRY

This Vendor PO Inquiry allows you to view purchasing information for a particular supplier or Vendor.

From the Main Menu →Inventory Main Menu → Purchasing Menu → Vendor/Supplier: PO Inquiry



Type in #13 and **press *ENTER*.**

Figure 72 Vendor/Supplier PO Inquiry Menu

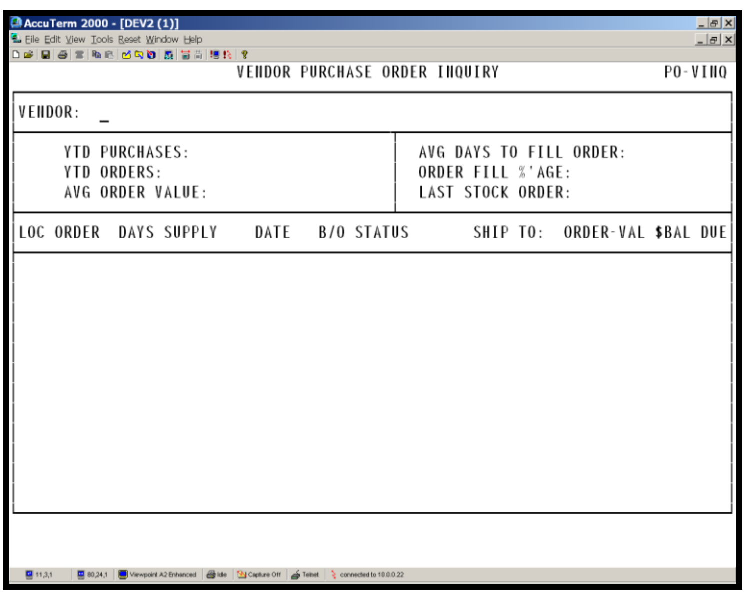
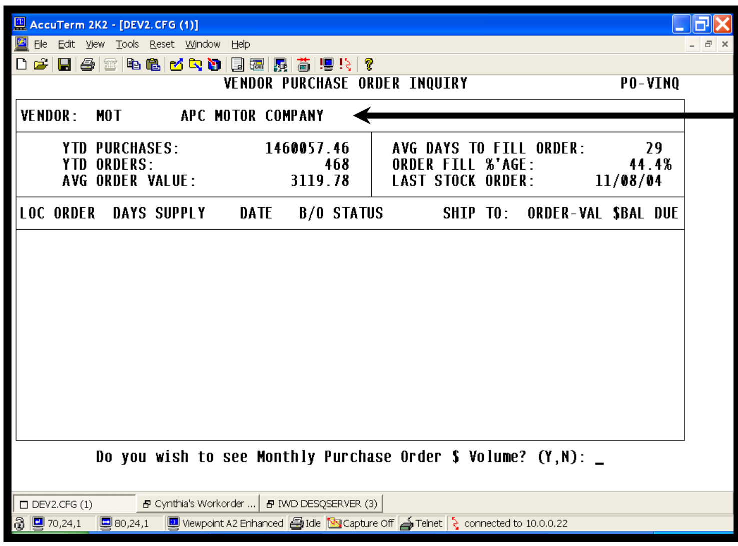


Figure 73 Vendor Purchase Order Inquiry Screen

Field Descriptions

YTD Purchases	Year –to-date purchases in Dollar Volume
YTD Orders	Number of orders placed this year
AVG Order Values	Dollar Average per order
AVG Days to fill an Order	Average number of days to fill an order
Orders Fill Percentage	Percentage of the line items that are filled by the supplier
Last Stock Order	Date of last Purchase Order



Type in the Vendor Code and press ***ENTER***.

Figure 74 Vendor Purchase Order Inquiry Example

The system will display the following prompt at the bottom of the screen.

"Do you Wish to See Monthly Purchase Order $ Volume? (Y/N)"

If you answer for yes, the system will display 24 months of purchase history.

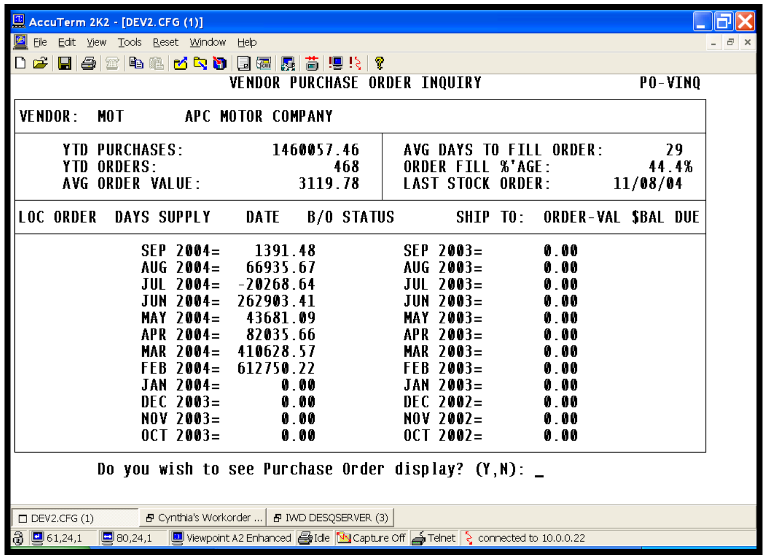


Figure 75 Vendor Purchase Order Inquiry Example

If you answer for no to the prompt, **“Do you Wish to See Monthly Purchase Order $ Volume?”** The following screen will display listing all of the selected Vendors PO’s.

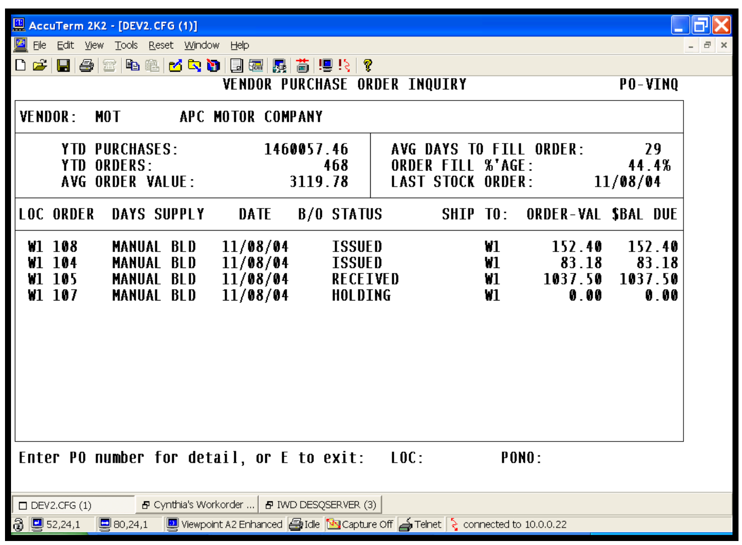


Figure 76 Monthly Purchase Order Volume

The following prompt will allow you to view a specific Purchase Order.

"Enter PO number for detail, or E to exit: LOC: PONO:"

Type in **location** and press **ENTER.** The cursor will advance to the **PONO** field.

Type in **Purchase Order number** and press **ENTER**. The detailed line items for the selected purchase order will display.

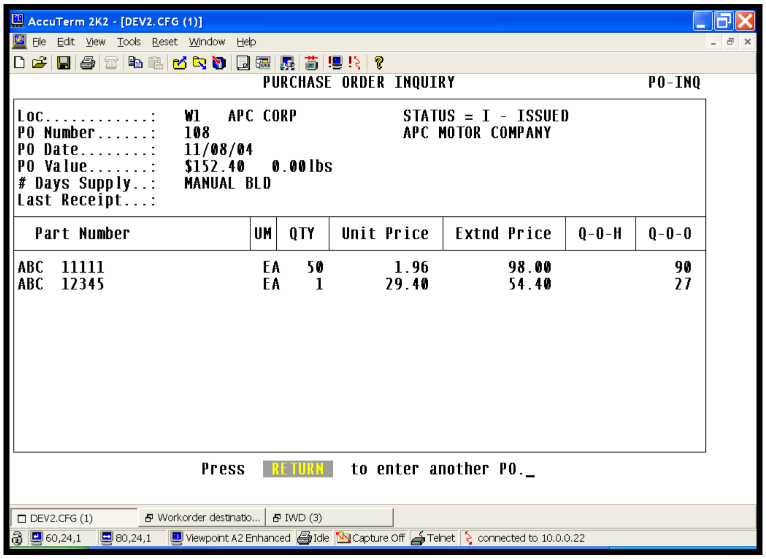
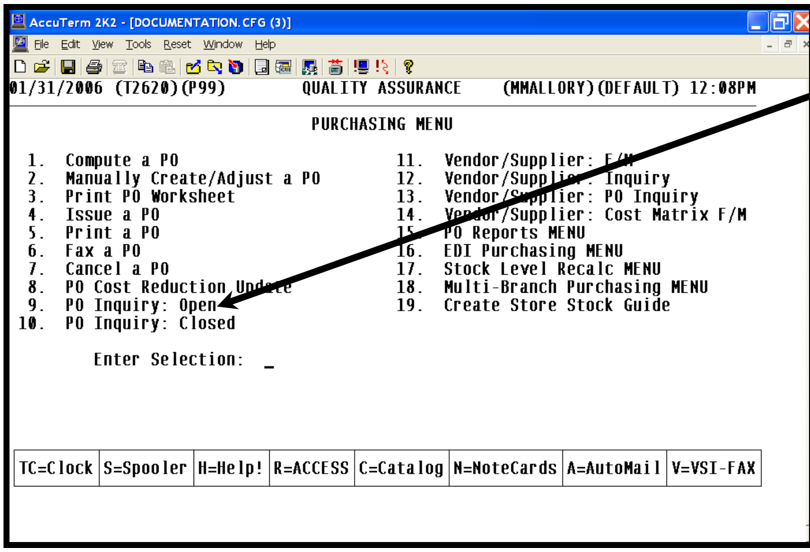


Figure 77 Purchase Order Inquiry

Purchase Order Inquiry

The Purchase Order Inquiry allows you to view the status of Purchase Orders that have been generated. This will only show PO's that are open and have not gone to history.

From the Main Menu >**Inventory Main Menu> Purchasing Menu> PO Inquiry**



Type in #9 and press ***ENTER***.

Figure 78 Purchase Order Inquiry Open

The Purchase Order Inquiry Screen will display as shown.

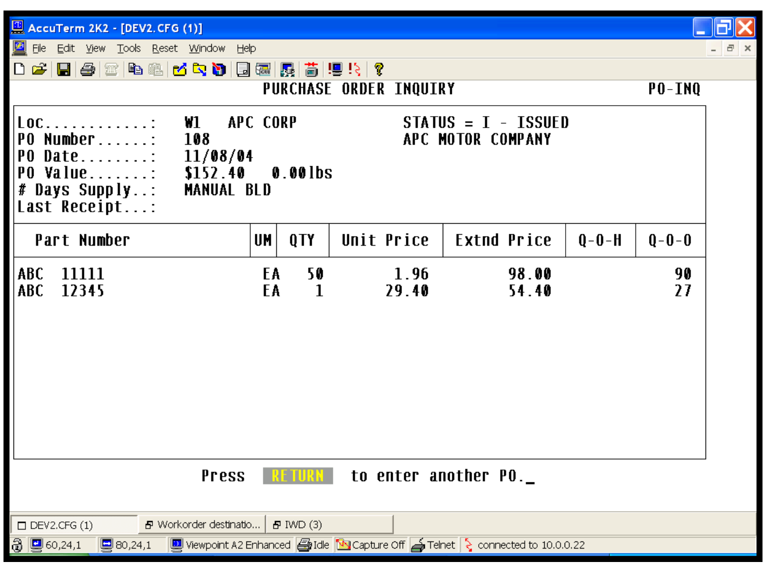


Figure 79 Purchase Order Inquiry Field Descriptions

Type in the **branch location number** and press **ENTER**.

Type in the **Purchase Order number** and press **ENTER**.

The Purchase order will display to the screen if it is a valid open PO number that you entered. If not, the message "**PO is not on file, re-enter**" will display.

PO Date will display the date the PO was generated.

Dollar Value will display the total cost of this PO.

 # Days Supply – If the PO was manually created then in this field would display **MANUAL BLD**. If this PO was computer generated then the # of days supply would display in this field. Example – Avg 50 Days.

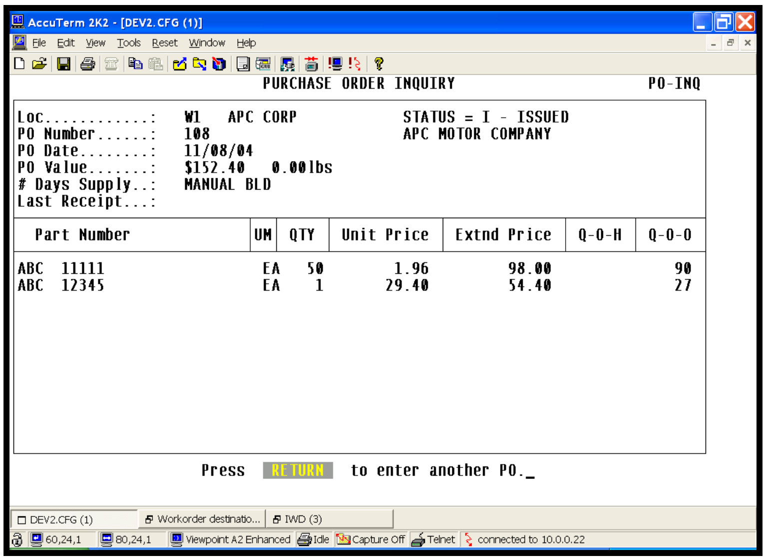


Figure 80 #Days Supply Manual Bld

Date of Last Receipt will display the date all parts on the PO were received or when partial orders with backorders have been received.

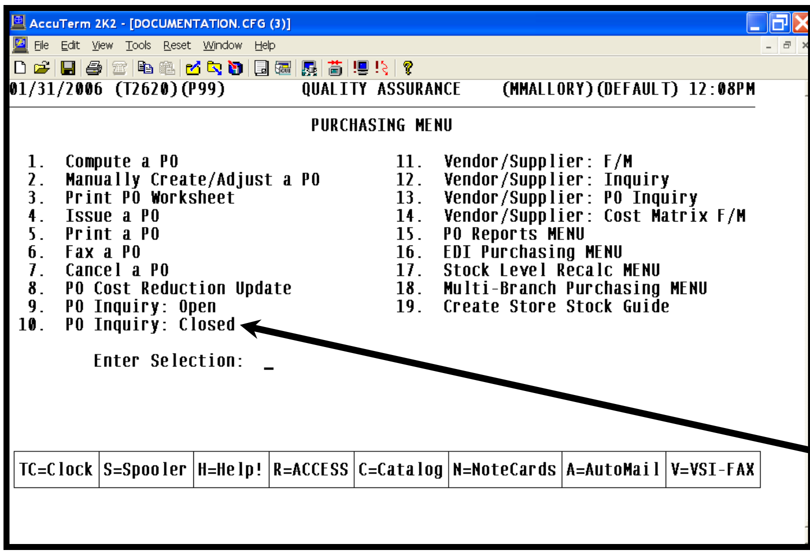
The detail for the part numbers will display on the second half of the screen. The information that will display to the screen about each part number is:

Unit of Measure
Quantity that was ordered
The receiving date
The total quantity received
The unit cost
The extended price

Purchase Order History Inquiry (Closed)

The Historical Purchase Order History Inquiry will allow you to view a closed Purchase Order with the line-item detail. A **Purchase Order is moved to the History File when it has been received and posted.**

From the Main Menu >Inventory Main Menu> Purchasing Menu> PO Inquiry: Closed



Type in #**10** and press ***ENTER.***

Figure 81 Purchase Order Inquiry Closed

Status = **X** Completed – Posted

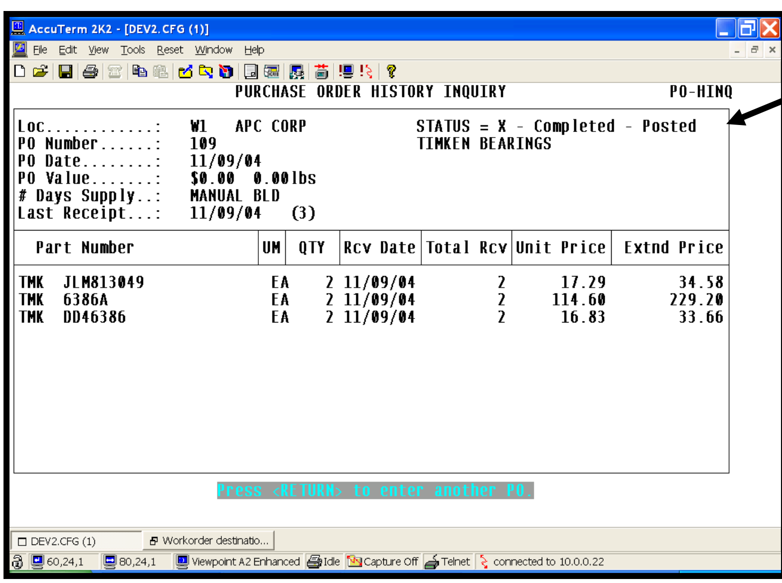


Figure 82 Purchase Order History Inquiry Screen

Type in **Location W1** and press **ENTER**.

Type in the **Branch Location Number** and press **ENTER**.

Type in the **Purchase Order Number or a Part Number** and press **ENTER**.

The information pertaining to this PO or Part Number will display to the screen.

PO Date will display the date the PO was generated.

Dollar Value will display the total cost of this PO.

 # Days Supply will tell you if the PO was manually created or if it was computer generated by the system.

Date of Last Receipt will display the date all parts on the PO were received. Also, in this field will display how many receiving (backorders) there were for the purchase order being displayed.

The detail for the part numbers will display on the second half of the screen. The information that will display to the screen about each part number is:

Unit of Measure
Quantity that was ordered
The receiving date
The total quantity received
The unit cost
The extended price

It' time for a Review Again!

Quiz #4

Questions:

1. Purchase Orders can be issued from the Purchasing Menu and also, they can be issued when you print a PO from the Manually Create/Adjust a PO program.

True or False

2. Purchase Orders must be issued to show the Quantity on Order in the Inventory Inquiry Menu.

True or False

3. If a PO has been issued and then it is cancelled the Quantity on Order will be reset.

True or False

4. You can cancel an issued PO.

True or False

5. When a Purchase Order has been received and posted it is moved to the History File. You must then view this PO in the Purchase Order HISTORY inquiry.

True or False

6. You have 2 types of PO's. A Manual Build purchase order and a Computer-Generated PO.

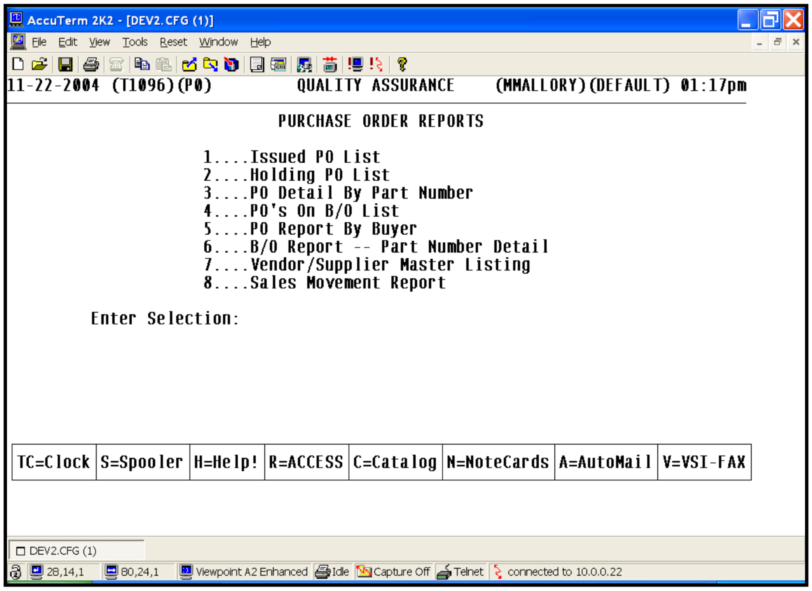
True or False

7. You cannot view line-item detail for a purchase order that is viewed in Purchase Order History Inquiry.

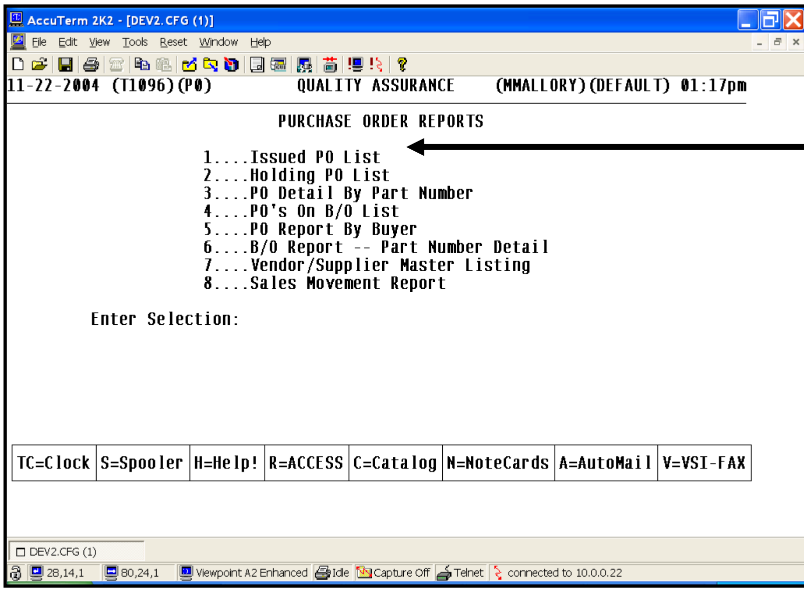
True or False

Purchase Order Reports

On the next few pages, we will list the Purchase Order Reports as they are shown on the menu giving examples of each report. These reports can be run at any time during the month as a purchasing tool for you to make the best buying decisions.



Issued PO List



Type in #1 and press ***ENTER***.

This report will reflect all Open Purchase Orders and Back Orders for one or all branch locations.

Enter Location or ALL: Type in the branch location W1, W2 or the word "ALL" and press **ENTER.**

Do you wish to produce this report? (Y, N):

Type in a **Y** and press **ENTER** to print the report.

Type in an **N** and press **ENTER** to return to the menu**.**

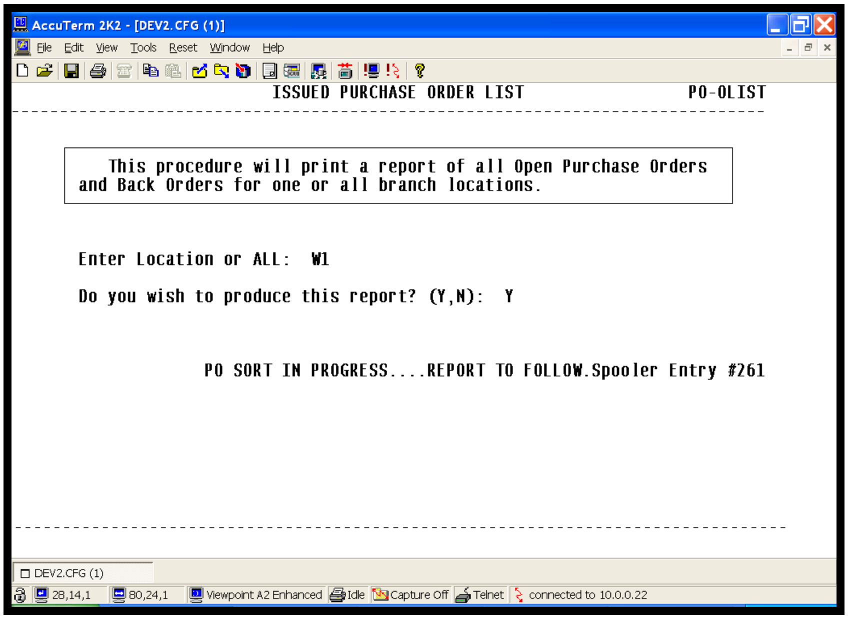


Figure 83 Issued Purchase Order List Screen

Example of Issued Purchase Order List

20 Oct 2004 ISSUED PURCHASE ORDER LIST PAGE 1

SUPPLIER	SUPPLIER NAME	LOC	ORDER	DATE	ST	BO	P/O AMOUNT	EXP-DELDT
102	ABC TRUCK PARTS	W1	7258	10-20-04	I	12	494.40	10/25/04
102	ABC TRUCK PARTS	W1	7259	10-21-04	I	22	589.50	10/25/04
102	ABC TRUCK PARTS	W1	7260	10-23-04	I	35	225.50	10/30/04
102	ABC TRUCK PARTS	W1	7262	10-25-04	I	21	344.58	10/31/04
102	ABC TRUCK PARTS	W1	7267	10-28-04	I	12	659.50	11/01/04
102	ABC TRUCK PARTS	W1	7269	10-29-04	I	19	658.60	11/04/04
102	ABC TRUCK PARTS	W1	7270	10-30-04	I	12	365.65	11/07/04
102	ABC TRUCK PARTS	W1	7271	10-31-04	I	5	568.50	11/08/04
***							3906.23	
110	BIG BROS. HAULING	W1	7360	10-15-04	I	4	125.04	10/14/04
***							125.04	
780	BACKYARD JUNKERS	W1	9890	10-31-04		10	250.00	11/15/04
***							250.00	
							4281.27	

11 records listed

Figure 84 Issued Purchase Order List

Holding Purchase Order List

This procedure will print a list of all purchase orders, which are currently on hold, awaiting issuance to the supplier.

Enter Location or ALL:

Do you wish to produce this report? (Y, N):

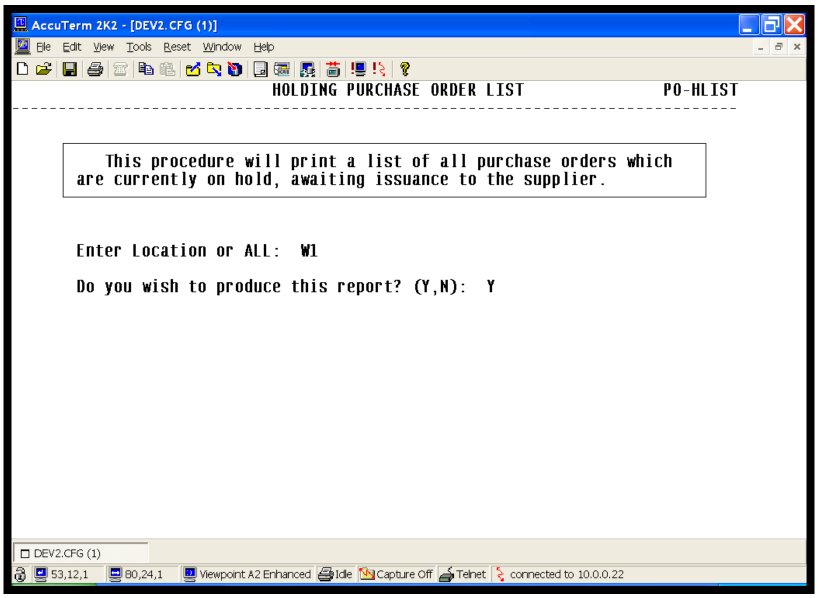


Figure 85 Holding Purchase Order List Screen

20 Oct 2004 HOLDING PURCHASE ORDER LIST PAGE 1

PO-HDNG....

SUPPLIER	SUPPLIER NAME	LOC	ORDER	DATE	ST	BO	P/O AMOUNT	SHIP TO
W1*7566	ABC TRUCK PARTS	W1	7566	10-01-04	H		1375.00	W1
***							1375.00	
W1*8540	ACME SPARK PLUGS	W1	8540	10-15-04	H		862.91	APC CO. 123 MAIN ST ORLANDO, FL 32807
***							862.91	

Figure 86 Holding Purchase Order List Example

Purchase Order Detail by Number List

This procedure will print a report of the part number detail for a specific purchase order and branch location.

Enter Location, or All: Type in the location or the word **"ALL"** and press **ENTER.**

Enter PO Number or All: Type in the Purchase Order Number or the word **"ALL"** and press **ENTER**.

Do you wish to produce the report? (Y, N): Type in **Y** and press **ENTER** to print the report. Type in **N** and press **ENTER** to return to the menu.

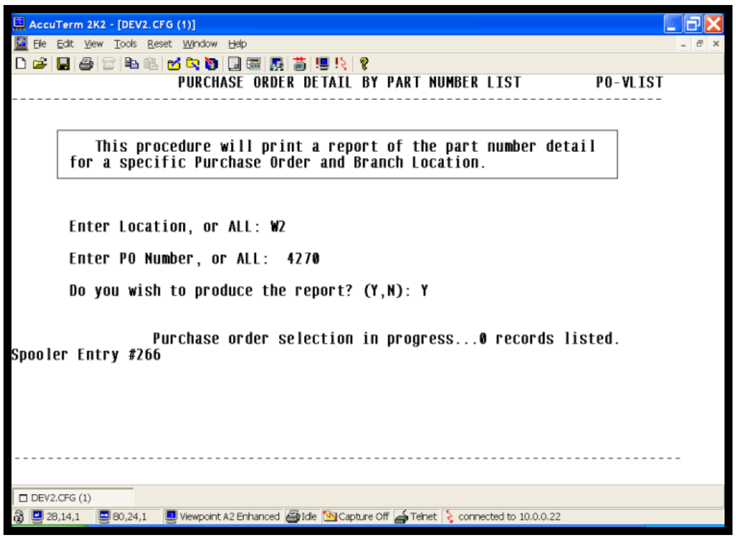
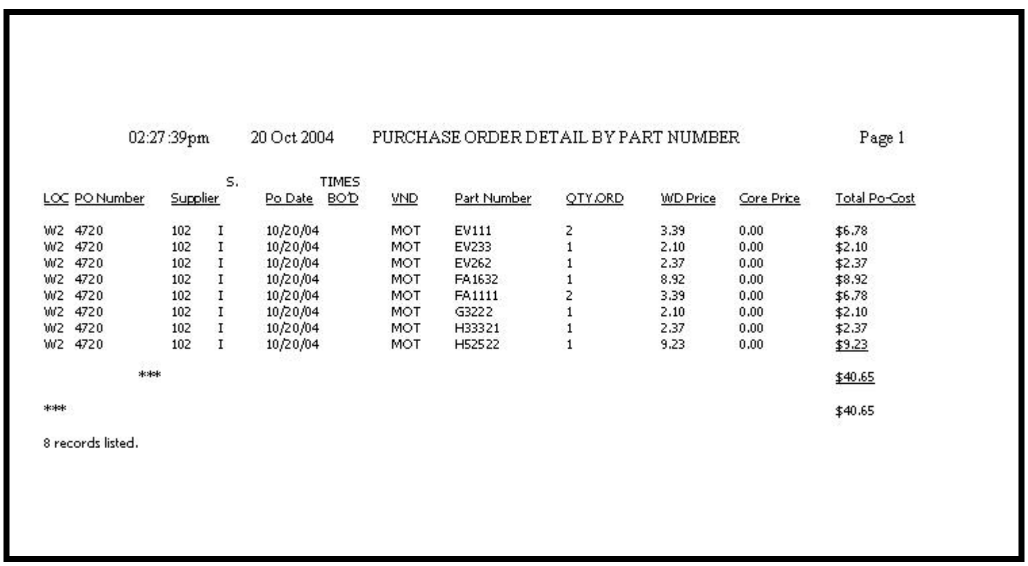


Figure 87 Purchase Order Detail by Part Number List Screen



02:27:39pm 20 Oct 2004 PURCHASE ORDER DETAIL BY PART NUMBER Page 1

LOC	PO Number	Supplier	S.	Po Date	TIMES BO'D	VND	Part Number	QTY.ORD	WD Price	Core Price	Total Po-Cost
W2	4720	102	I	10/20/04		MOT	EV111	2	3.39	0.00	$6.78
W2	4720	102	I	10/20/04		MOT	EV233	1	2.10	0.00	$2.10
W2	4720	102	I	10/20/04		MOT	EV262	1	2.37	0.00	$2.37
W2	4720	102	I	10/20/04		MOT	FA1632	1	8.92	0.00	$8.92
W2	4720	102	I	10/20/04		MOT	FA1111	2	3.39	0.00	$6.78
W2	4720	102	I	10/20/04		MOT	G3222	1	2.10	0.00	$2.10
W2	4720	102	I	10/20/04		MOT	H33321	1	2.37	0.00	$2.37
W2	4720	102	I	10/20/04		MOT	H52522	1	9.23	0.00	$9.23
		***									$40.65
***											$40.65

8 records listed.

Figure 88 Purchase Order Detail by Part Number Example Report

Purchase Orders on Back Order List

This procedure will print a report of the Back Ordered Purchase Orders for a specific Location or a Specific Supplier.

Enter Location, or ALL: Type in the **branch location** or the word "**ALL**" and press **ENTER**.

Enter Supplier/Vendor Code, or ALL: Type in the **Supplier/Vendor Code** or the word **"ALL"** and press **ENTER**.

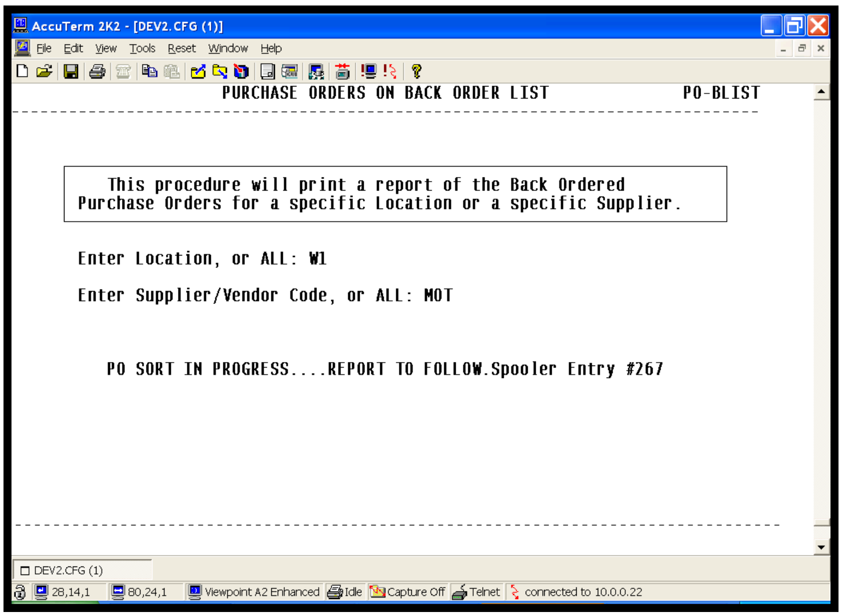


Figure 89 Purchase Orders on Back Order List Screen

03:25:13pm 20 Oct 2004 PURCHASE ORDERS ON BACK ORDER LIST PAGE 1

LOC	ORDER	DATE	ST	BO	P/O AMOUNT	SUPPLIER	NAME	SHIP TO:
W1	7474	10/01/04	I	20	9,750.00	MOT	FORD MOTOR CO	W1
W1	7595	10/15/04	I	10	5,555.00	MOT	FORD MOTOR CO	W1

Figure 90 Purchase Orders on Back Order Report Example

Report of Purchase Orders by Buyer

This procedure will print a report of Purchase Orders that are in the status of:

I-Issued, **H**- Holding, **X** – Completed, **ALL** – Listing All purchase order.

Branch Loc, or ALL: Type in the Branch location or the word **"ALL"** and press **ENTER**.

PO Status (I, H, X, ALL): Type in the PO Status and press **ENTER**.
I = Issued
H= Hold
X = Completed and Posted.
OS = Overstock Return

Late Pos only? (Y, N): Type in **Y** if you would like to print only late PO's and press **ENTER**.
This is based on the expected delivery date.
Types in **N** if you would like to print all PO's and press **ENTER**.

Buyer ID, or ALL: Type in the Operator Number or the word **"ALL"** and press **ENTER**.

(P) rint, or (D)isplay: Type in **P** and press **ENTER** to print the report. Type in **D** and press **ENTER** to display the report to the screen.

Do you wish to proceed with the report? (Y, N): Type in **Y** and press **ENTER** to print the report. Type in **N** and press **ENTER** to return to the menu.

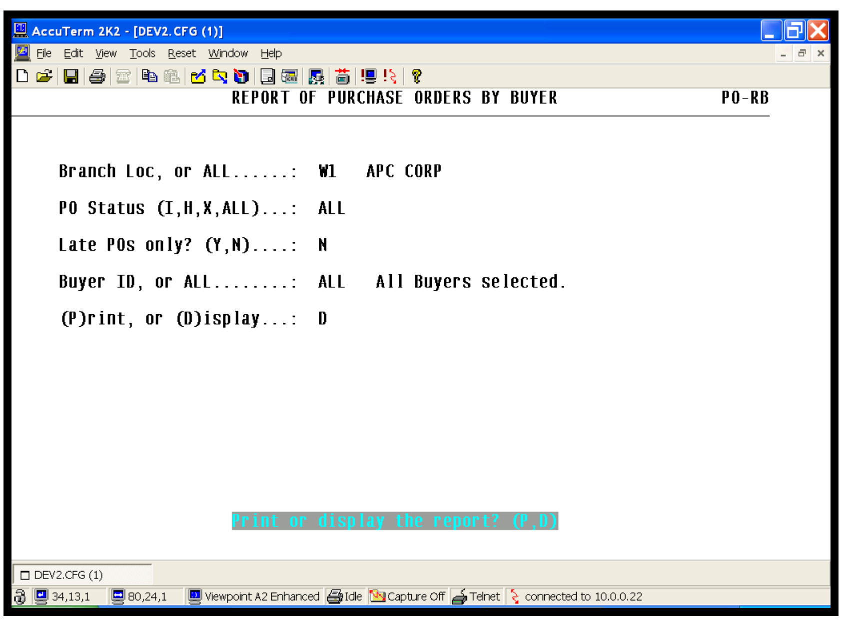


Figure 91 Purchase Orders by Buyer Report Screen

Example of Purchase Orders by Buyer Report

10-21-2004 REPORT OF PURCHASE ORDERS BY BUYER

LOC	ORDER	OPER NBR	DATE	SUPPLIER	VENDOR NAME	ST	BO	P/O AMOUNT	EXP-DELDT
W1	3516	0	04/25/04	CRB	CRB	I	1	45.00	10/01/04
W2	3212	0	10/01/04	MOT	MOT	I	6	85.00	10/31/04
W2	3218	2	10/15/04	WIX	WIX	I	0	65.00	10/24/04
								165.00	

Figure 92 Purchase Orders by Buyer Report

BACK-ORDER REPORT – PART NUMBER DETAIL

This procedure will print a report of the PO Back Ordered part numbers for a specific Branch Location, specific vendor or all vendors.

Enter Location, or ALL: Type in the branch location or the word **"ALL"** and press **ENTER**.

Enter the Vendor Code or "All" for all vendors: Type in the Vendor Code or the word **"ALL"** for all vendors and press **ENTER**.

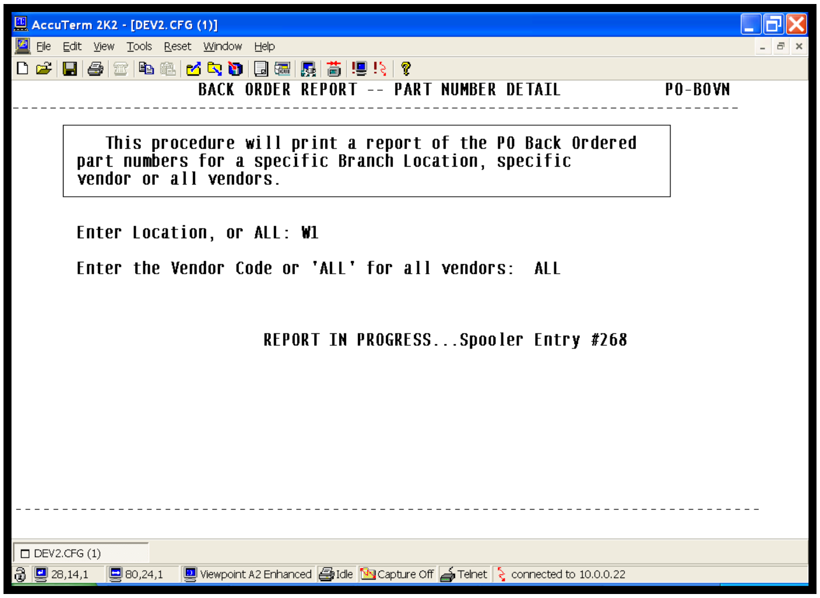
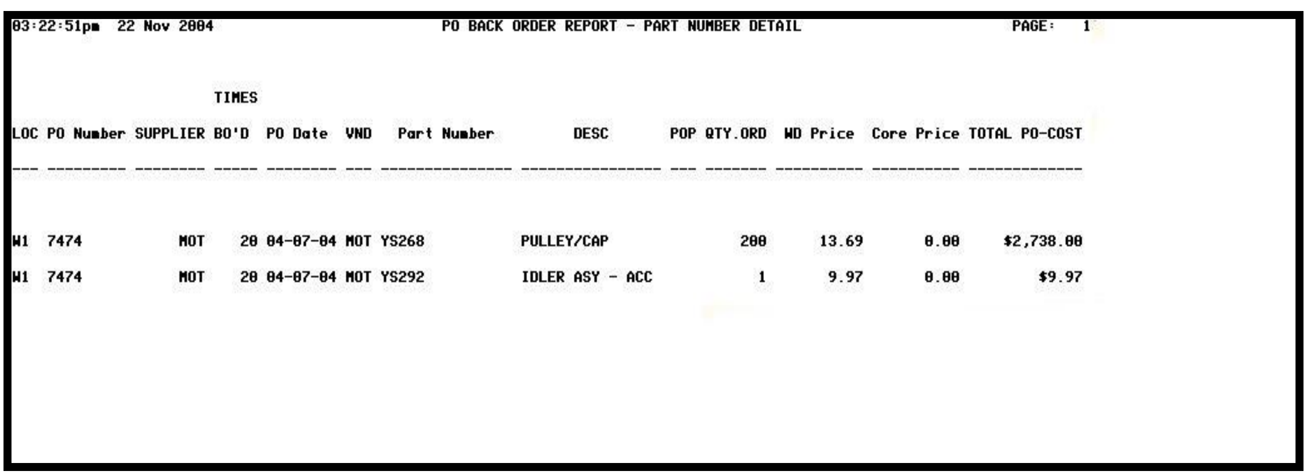


Figure 93 Back Order Report by Part Number Screen

Example of the PO Back Order Report – Part Number Detail. This report will show totals.



03:22:51pm 22 Nov 2004 PO BACK ORDER REPORT - PART NUMBER DETAIL PAGE: 1

LOC	PO Number	SUPPLIER	TIMES BO'D	PO Date	VND	Part Number	DESC	POP	QTY.ORD	WD Price	Core Price	TOTAL PO-COST
W1	7474	MOT	20	04-07-04	MOT	YS268	PULLEY/CAP		200	13.69	0.00	$2,738.00
W1	7474	MOT	20	04-07-04	MOT	YS292	IDLER ASY - ACC		1	9.97	0.00	$9.97

Figure 94 PO Back Order Report by Part Number Detail Report Example

VENDOR/SUPPLIER MASTER LISTING

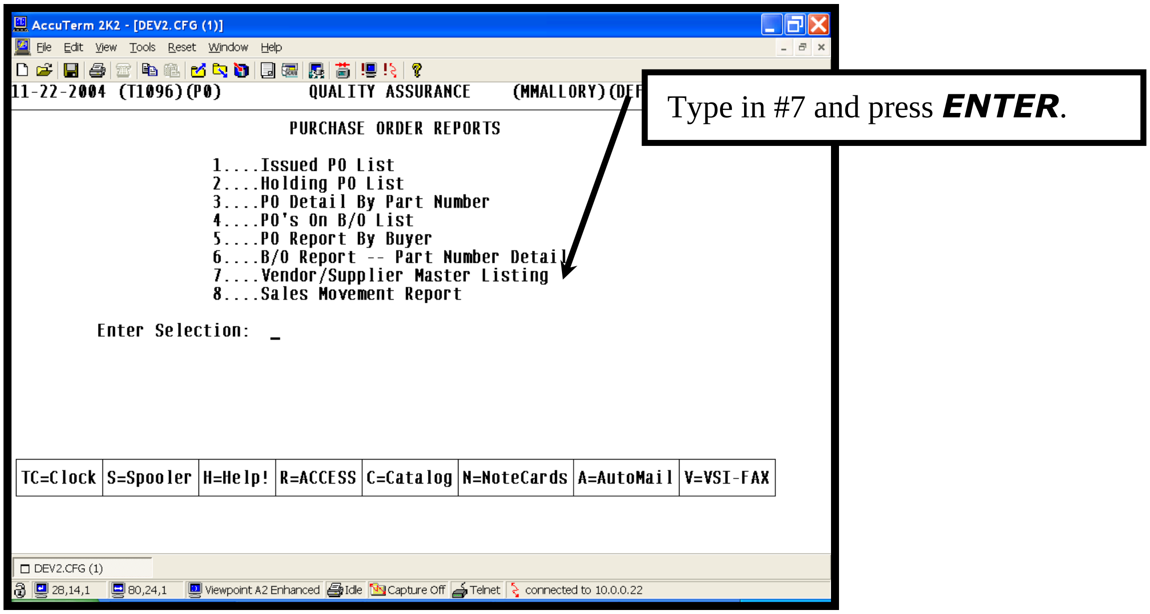


Figure 95 Vendor/Supplier Master Listing Menu

There are three report options from this screen.

Vendor/Supplier List with P.O. Minimums

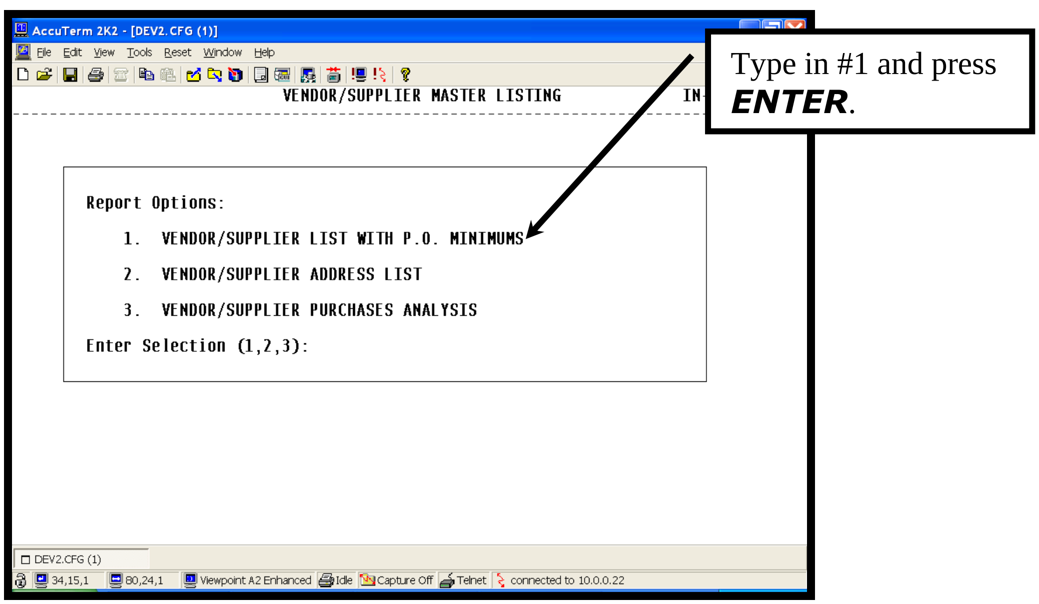


Figure 96 Vendor/Supplier List with PO Minimums Menu

Below is an example of the Purchasing Vendor/Supplier Master Listing with minimums. This is with just one vendor but your report will list all of your vendors and suppliers. The report will list the Vendor/Supplier name number, name, phone number, minimum freight amount, minimum quantity and minimum weight. This information that prints on this report is what has been typed in the Vendor/Supplier File Maintenance.

```
03 Dec 2004        PURCHASING VENDOR/SUPPLIER MASTER LISTING          PAGE    1

VEND-MAST.                                           MIMINUM
                                                     FREIGHT MINIMUM MINIMUM
                       NAME                  PHONE   AMOUNT    QTY   WEIGHT
           ------------------------------ ------------ ------- ------- -------

ABC        ABC TEST VENDOR                407-695-7300 1000.00      10     300
```

Figure 97 Purchasing Vendor/Supplier Master Listing Report Example

Vendor/Supplier Address List

The Vendor/Supplier Address List Report will print all Vendors and Suppliers names, telephone number and complete addresses. This report is sorted by Vendor Code or Supplier Number.

Enter Selection (1,2,3): Type in #2 and press **ENTER** to print the Vendor/Supplier Address List.

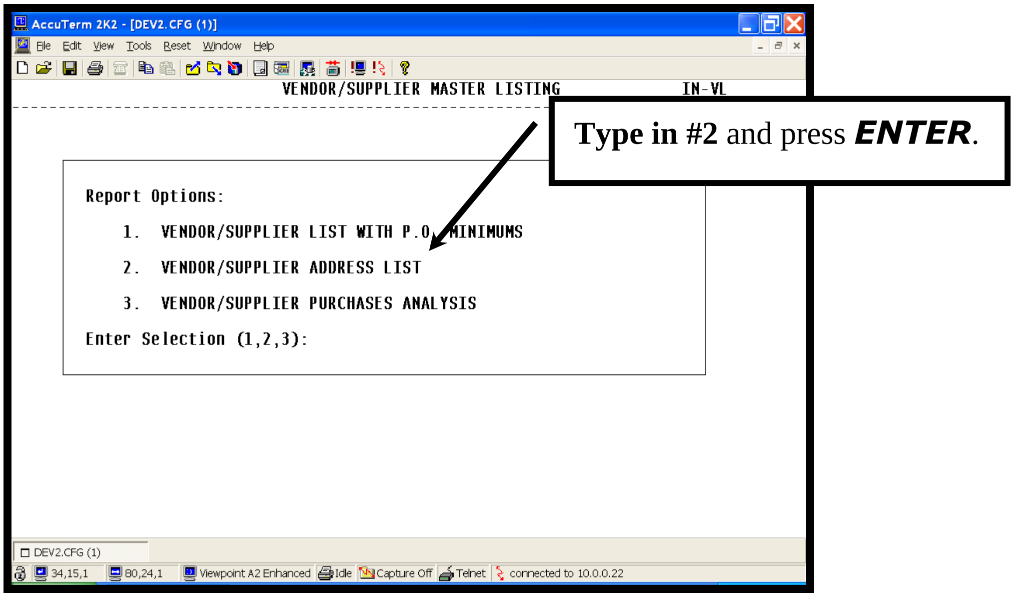


Figure 98 Vendor/Supplier Address List

Example of the Purchasing Vendor/Supplier Address List

```
22 Nov 2004                     PURCHASING VENDOR/SUPPLIER ADDRESS LIST                    PAGE     1

VEND-MAST.

                   NAME                     ADDRESS            CITY      STATE   ZIP       PHONE
         ------------------------------ -------------------- --------------- ----- ---------- ------------

ABC      ABC TEST VENDOR                525 TECHNOLOGY PARK  LAKE MARY       FL         32746 407-695-7300
```

Vendor/Supplier Purchases Analysis

The Vendor/Supplier Purchases Analysis report will reflect the Vendor/Supplier's Year-To-Date purchases, Year-To-Date Average Purchases, Last Year's purchases, Last Year's Average Purchases, Inventory Average Value and the Fill Ratio for this Vendor. There are no entries require for this report.

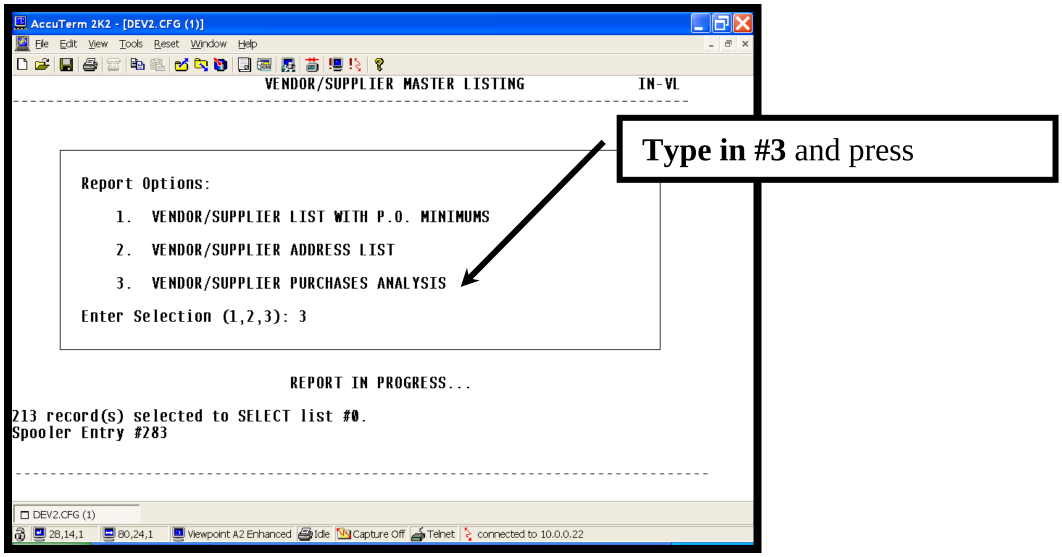
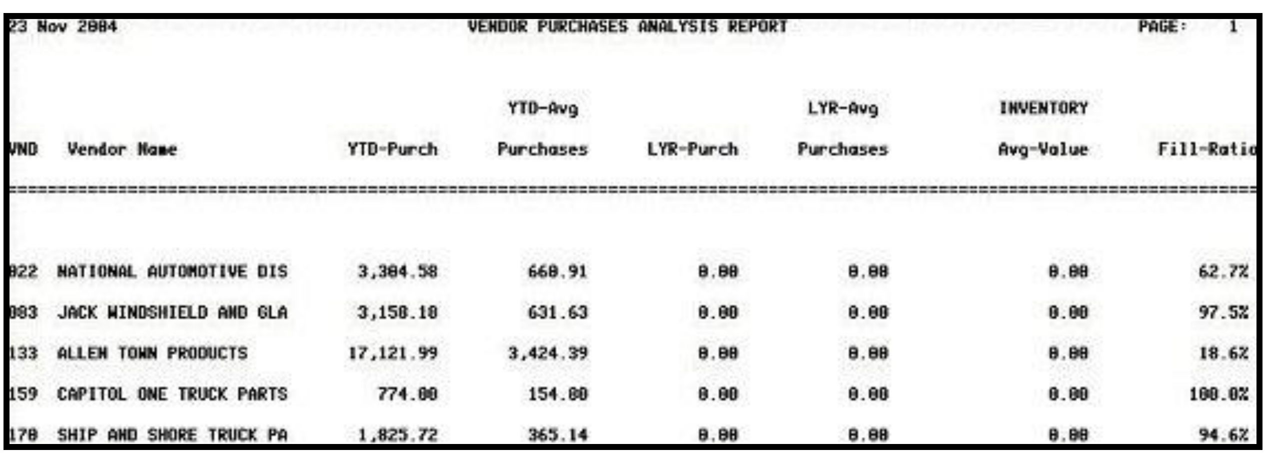


Figure 99 Vendor/Supplier Purchases Analysis Menu

Enter Selection (1,2,3): Type in #3 and press **ENTER** to print the Vendor/Supplier Purchases Analysis report.

Vendor Code and Name
YTD Purchases and Totals for all Vendors YTD
YTD Average Purchases and Totals for all Vendors YTD Average
LYR Purchases
LYR Average Purchases
Inventory - Average Value
Fill Ratio



23 Nov 2004 VENDOR PURCHASES ANALYSIS REPORT PAGE: 1

VND	Vendor Name	YTD-Purch	YTD-Avg Purchases	LYR-Purch	LYR-Avg Purchases	INVENTORY Avg-Value	Fill-Ratio
022	NATIONAL AUTOMOTIVE DIS	3,304.58	660.91	0.00	0.00	0.00	62.7%
083	JACK WINDSHIELD AND GLA	3,158.18	631.63	0.00	0.00	0.00	97.5%
133	ALLEN TOWN PRODUCTS	17,121.99	3,424.39	0.00	0.00	0.00	18.6%
159	CAPITOL ONE TRUCK PARTS	774.00	154.80	0.00	0.00	0.00	100.0%
178	SHIP AND SHORE TRUCK PA	1,825.72	365.14	0.00	0.00	0.00	94.6%

Figure 100 Vendor Purchase Analysis Report Example

Sales Movement Report

The Sales Movement Report will print a report of all parts in a vendor line, listing sales movement data. You may elect to print the whole line or just special-order parts.

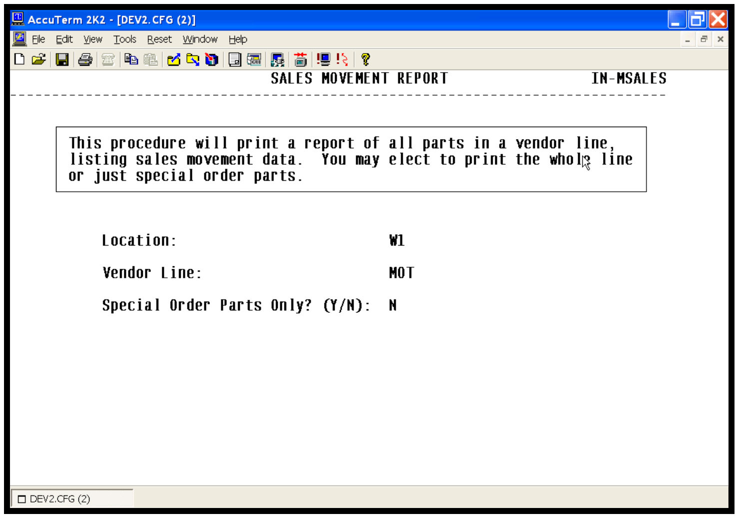


Figure 101 Sales Movement Report Screen

Location, or ALL: Type in the location you want to print the report for and press **ENTER**. (i.e.: W1)

Vendor Line: Type in a specific vendor code and press **ENTER**. If you want to print the report for all vendors, enter the word **'ALL'**.

The final prompt to display is:

"Special Order Parts Only? (Y/N)"

To just print special order parts on the report, answer for yes.

If you do not want to print special-order parts on the report, answer for no.

The information that is provided on this report is:

Vendor Line Code
Part Number and Description
Quantity on Hand
Quantity on Order
Quantity Available
12-Month Sales
YTD Sales
Prior Year Sales
Breakdown of Quantities Sold in the Prior 6 Months

09:15:33am 23 Mar 2005 SALES MOVEMENT REPORT PAGE: 217

FOR LOCATION MOT

VEN	Part Number	DESCRPTION	QOH	QOO	AVAIL	12MONTH SALES	YTD	PYS	FEB2005 SALES.	JAN2005 SALES.	DEC2004 SALES.	NOV2004 SALES.	OCT2004 SALES.	SEP2004 SALES.
MOT	ZC45	POL-BDY	0		0	1		1					1	
MOT	ZC53A	QUICK POLISH	8		8	4		4			4	0		
MOT	ZC6A	WASH/WAX CONCENT	12		12	33								2
MOT	ZC7	ENG SHAMPOO/ BAG N B	1		1	7		2				2		2
MOT	ZC8A	CLEAR COAT POLISH/16	12		12	107		12				12	11	0
MOT	ZD11	SPARK PLUG	3742		3742	7280		1524			410	1114	1281	1275
MOT	ZD12	SPARK PLUG	197		197	18		0			8	-8		1
MOT	ZD13	SPARK PLUG	8		8	24		8				8	8	8
MOT	ZD1A	SPARK PLUG	33		33	77		36			-9	45	8	0
MOT	ZD2	SPARK PLUG	12		12	0								0
MOT	ZD3	SPARK PLUG	2		2	0								0
MOT	ZD4	SPARK PLUG	4		4	-1								0
MOT	ZD6	SPARK PLUG	8		8	0								0
MOT	ZD9	SPARK PLUG	44		44	583		138			84	54	23	60

11030 records listed.

Figure 102 Sales Movement Report

We made it thru Purchasing.

PURCHASE ORDER DEFINITIONS

12-MO SALES = These are the sales recorded in the last 12 months.
AVAIL = Total number of the part available to be sold.
AVG12 = Average 12 Month Sales
AVG3 = Average 3 Month Sales
AVG6 = Average 6 Month Sales
F/M = Inventory File Maintenance
INQ = Inventory Inquiry
LASTSALE =Last Sale Date for this Part Number
MAX = Maximum Stocking Level
MIN-= Minimum Stocking Level
MTD= Month to Date
Q-O-H = Quantity on hand, which is the total number of the specified part by location.
Q-O-O = Quantity on order, which is the total number specified on a Purchase Order.
QTY = Quantity
S1= 30 days sales
S2 = 60 days sales
S3 = 90 days sales
Sell Pk = Sell Pack (Is the Quantity denomination that I sell in.)
SPK = Standard Pack (How you need to purchase this part.)

Index of Screens in Workbook (Links)