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Purchasing Management eXtra
QuickStart Tour
Chapter 1

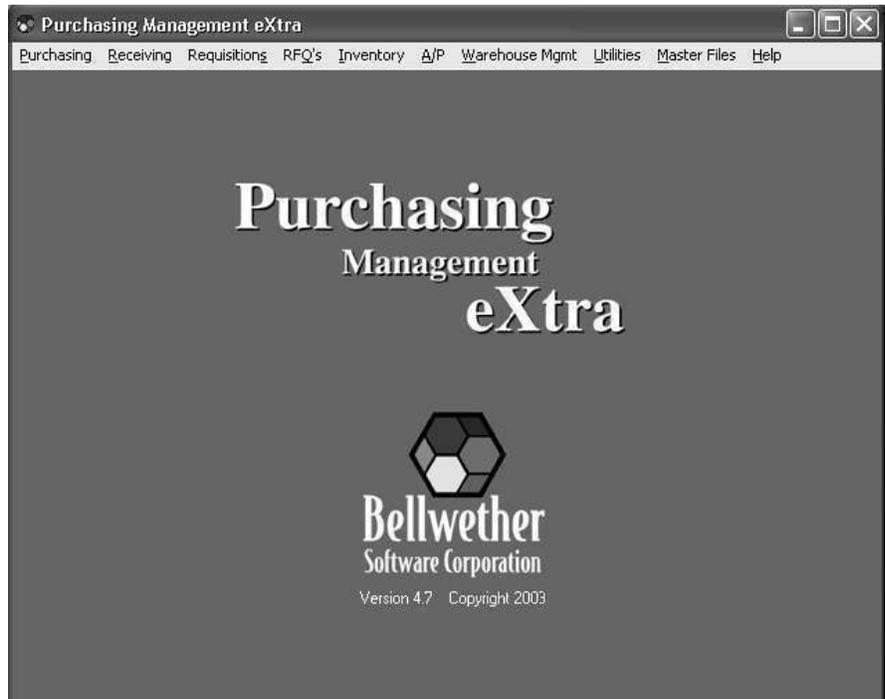


Introduction

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Welcome!

Welcome to Purchasing Management eXtra (PMX), the software system designed exclusively for purchasing professionals. PMX contains nine modules, featured on the System menu shown below.



You can use the Purchasing, Inventory and Request for Quotations (RFQ) modules each as a standalone unit, or combine them with the other modules as a part of a fully integrated system. You can install a few modules now and add more when you are ready.

When all modules are used together, the Purchasing module collects data from the Request for Quotations and Requisitions modules. In turn, the Purchasing module feeds data to the Receiving, Inventory, and Accounts Payable (A/P) Interface modules.

Please Note: *The Master Files and Utilities featured on the PMX system menu are included with the Purchasing, Inventory, and Quotations modules.*

Important: *Before launching into the QuickStart Tour in Chapter 2, please take the time to review the PMX system overview in this chapter.*

Employee Password Security

System administrators may set up employee passwords and access codes to deny specific employees access to any of the secondary menus. For example, an employee who is classified as a Receiver might have access to all of the functions on the Receiving menu but be restricted from accessing functions on the Purchasing menu. In addition, an employee may be allowed access to selected options on a secondary menu, but be denied access to other options on the same menu.

Please refer to the PMX online user's guide for more information about password security.

Easy-to-Use Data Entry Screens

Most important, PMX is easy to use because it was designed to work the way purchasing professionals think. For example, shown below is PMX's Vendor Record screen. You can use this screen to add, modify, and delete Vendor Records.

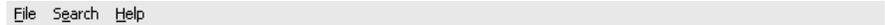
Many of the screen elements should look familiar to you—they are part of the graphical interface common to all Microsoft Windows applications. The following pages briefly highlight the four highlighted screen elements specific to PMX.

The screenshot shows the 'Vendor Record' window with the following data entered:

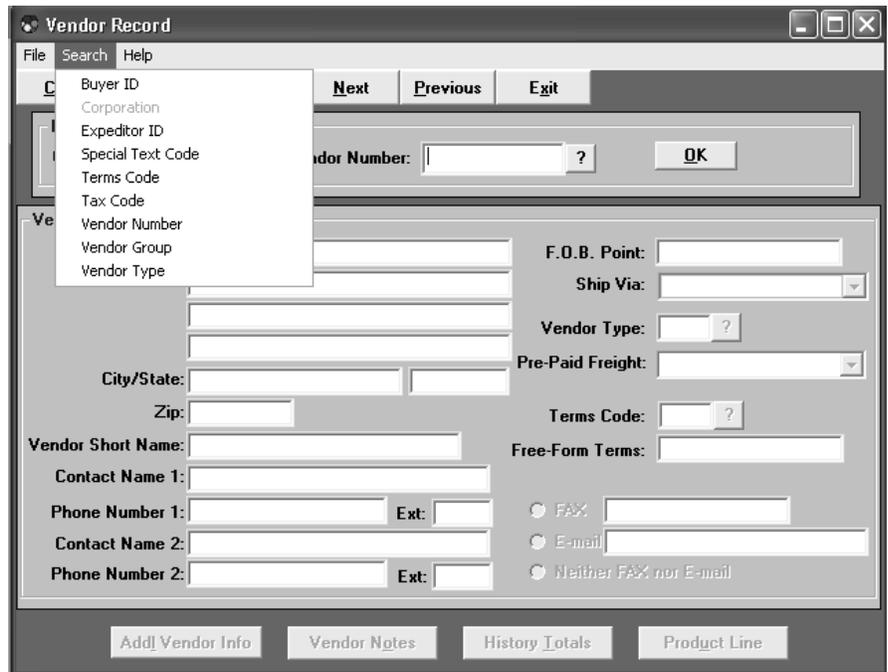
- Required Info:** Corporation: 009, Vendor Number: A3000
- Vendor Info:**
 - Vendor Name: XYZ CORPORATION
 - Vendor Address: MONARCH BUILDING, 2225 NEW CASTLE ROAD, SUITE 6F, LOUISVILLE, KY, 40222
 - F.O.B. Point: UPS RED
 - Ship Via: LOUISVILLE
 - Vendor Type: SBV
 - Pre-Paid Freight: None
 - Terms Code: 001 5.00/10-N30
 - Vendor Short Name: XYZ CORPORATION
 - Contact Name 1: JIM FOX
 - Phone Number 1: (502)729-2929 Ext: 939
 - Contact Name 2: (empty)
 - Phone Number 2: (empty)

PMX Menu Bar

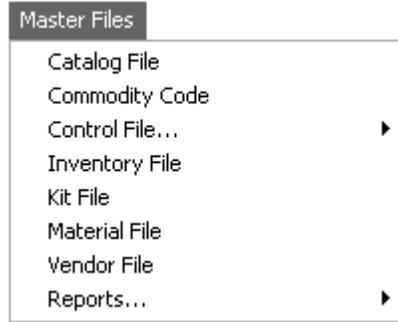
The contents of the PMX menu bar are the same for any screen that is currently active on your desktop. The menu bar, shown below, appears when the Vendor Record screen is active.



When you activate the File, Search or Help menus, PMX displays a drop-down listing of available commands. If a command name is dimmed, that command is not currently available for selection.



The second menu option on the menu bar takes you directly to the PMX secondary menu that you used to access the current active screen. For example, when you use the Master Files menu to access the Vendor Record screen, then this command will read Master Files Menu, as shown below. (By the same token, if you used the Purchasing menu to access the Standard P.O. screen, this menu option would read Purchasing Menu.)



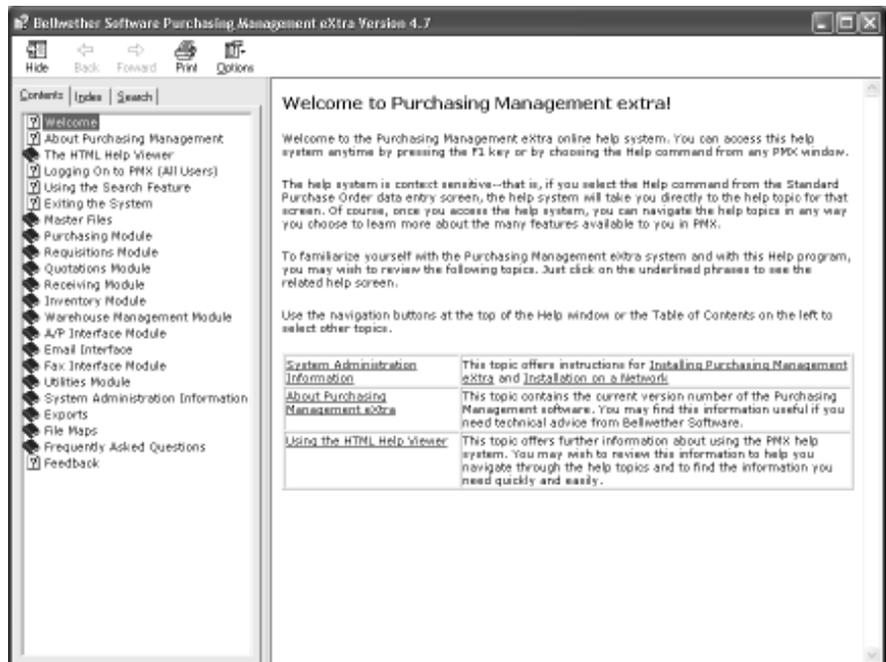
Online Help

Each PMX screen is described in detail on the context-sensitive online help system shipped with PMX. To access online help, choose the **Help** command from the PMX menu bar, or press the **F1** key. PMX will display the help topic related to the current active window.

File Search Help

After accessing the Help system, you may browse the online help by using the Contents, Index and Search tabs on the left side of the help browser window. For more information on using PMX help effectively, click on the Contents tab and select the topic entitled *The HTML Help Viewer*.

Use these tabs to navigate the context-sensitive help system.



Command Buttons

The command buttons that appear below the menu bar on each

PMX data entry screen perform such file-handling tasks as saving and deleting records and clearing the data entry screen.



You may select these buttons by clicking or by pressing the **Alt** key in conjunction with the underlined mnemonic letter on each button. For example, to issue the **Clear** command, you would press **Alt-c**.

Each button is briefly described on the next page:

Button	Description
<u>C</u>lear	Clears the data entry screen of any existing data without saving any changes you have made to the data record. An empty data entry screen appears, ready for entry or retrieval of the next record.
<u>D</u>elete	Deletes the record that is currently displayed on your screen. When you delete a record, the screen is automatically cleared for entry or retrieval of the next record.
<u>S</u>ave	Saves the data record that is currently displayed on your screen. If you create a new record, it will be added to PMX's database. If you revise an existing record, that record will be updated. When you save a record, the screen is automatically cleared for entry or retrieval of the next record.
<u>N</u>ext	Clears the current record from the data entry screens and displays the next record in numerical/alphabetical sequence by record ID. Unless you issue the Save command before selecting Next , any changes you have made to the current data record will be lost when the next record is displayed.
<u>P</u>revious	Clears the current record from the data entry screens and displays the previous record in numerical/alphabetical sequence by record ID. Unless you issue the Save command before selecting Previous , any changes you have made to the current data record will be lost when the previous record is displayed.
<u>E</u>xit	Closes the data entry screens and returns you to the PMX screen or menu that was used to access the current screen.

Search Buttons

A ? symbol appears next to many data entry fields, indicating that a

search window is available for that field. Search windows help you to locate the data you need without having to remember all of the ID codes associated with each data record.

Selection Buttons

Use the selection buttons at the bottom of PMX screens to display related data entry and review screens. The contents of these selection buttons vary according to the screen that is currently active on your desktop. For example, on the Vendor Record screen you'll find the following four buttons:



Use these buttons to display related information and access data entry screens pertaining to the current record.

Instant Access to your Current and Historical Data

PMX efficiently stores multiple years of purchasing and inventory usage history in its real-time database. You can view historical and current transactions online, or print them on standard reports.

With PMX, every detail of every transaction goes into the database automatically. All of your purchasing information is held in real-time status, so it is always current and available for snapshot viewing or to generate reports.

For example, when you need to know the status of open P.O.s, PMX provides up-to-the-second information. Requisitioners can also check the status of their requisitions quickly and easily. When you need to check the data underlying a summary total, PMX lets you instantly "drill down" to the desired level of detail. In an instant, you can go from a summary total to the supporting purchase order.

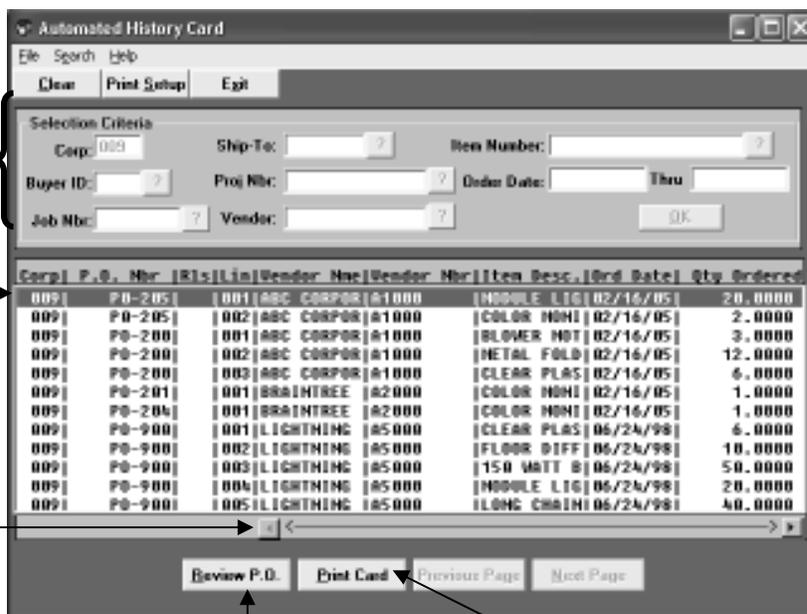
Online Queries

To give you instant access to the PMX database, a complete set of online query screens is available. To illustrate, let's take a look at the Automated History Card, shown on the next page.

List specific groups of P.O.s by entering your selection criteria in these fields. You can use any single parameter or a combination of parameters to narrow your selection even further. PMX lists only those records that meet the parameters you specify.

In this example, notice that PMX provides a summary of each P.O. line item issued to Vendor A2000 in the first quarter of 2004.

Use the left and right scroll buttons to bring additional columns of summary data into view.



To review an entire purchase order, Highlight the desired record from the List, then choose **Review P.O.**

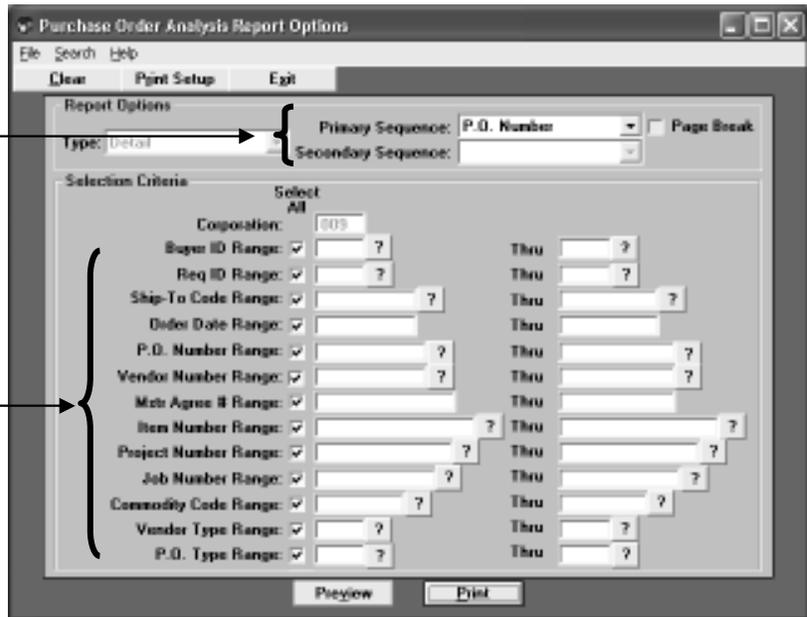
Use the **Print Card** button to Print a hard copy of the Automated History Card list.

Management Reports

PMX comes with a complete set of management reports. Each report has a Report Options screen that lets you tailor the report to your needs. You select the desired report sequences and totals before printing or reviewing the data online. You can also select specific items to print or review and combine current and historical information in the same report. To illustrate, let's take a look at the Purchase Order Analysis Report Options screen shown on the next page.

Select primary and secondary report sequences and totals by choosing the desired sort options from the drop down list boxes.

Select specific groups of records for printing by entering your selection criteria here. You can specify any single parameter or use a combination of parameters to narrow your selection even further. PMX prints only those records that meet the parameters you specify. If you do not specify any parameters, PMX will print all of the records.



Report Writer

In addition to a wide range of built-in management reports, PMX's Report Writer allows you to design custom reports using information stored in the PMX database. Special features include:

- ▼ Create column-style management reports with up to 20 columns
- ▼ Reports may include computed data fields and literal text strings
- ▼ Print multiple subtotals and a grand total
- ▼ Sort report data by number, character, or date sequence in ascending or descending order
- ▼ Enter selection parameters at runtime to isolate and print only the desired information.

Interfaces with Your Existing Systems

The best purchasing software packages don't just operate in a stand-alone environment. PMX interfaces with a variety of systems to quickly become an integral part of your current data processing environment.

PMX interface options allow you to:

- ▼ Export data to virtually all types of databases and spreadsheets
- ▼ Export data to your accounting, inventory, and MRP systems
- ▼ Export invoices created in PMX to your accounts payable

- system for payment
- ▼ Export, purchase orders, material receipts, and inventory transactions to your ERP system
- ▼ Import vendor, part, account code, material receipt, and requisition information from your existing systems into PMX

Standard Purchase Order

PMX comes with a standard form for laser printers, which is also illustrated at the end of this chapter. The number of copies that can be printed and the length of the form are determined by the print parameters that you set in PMX.

Customized Purchase Order Forms

If you wish to use your present (or planned) P.O. form, at a cost, Bellwether Software can customize the print format to your exact specifications.

System Requirements

Operating Systems

Single-user or multi-user versions are available for 32-bit operating systems, including Windows 2000, XP. Most PC-based networks are supported, including Windows 2000/2003 server.

Hardware Requirements

A Windows-class PC with a 1.8 GHz processor and 512 Mb RAM is recommended. Typical hard disk requirements range from 500 to 1000 Mb on the network file server as well as 250 Mb on each client workstation.

Additional Requirements

The optional E-mail module requires a SMTP mail server connection. The Fax module requires a standard faxing device. PDF reports requires .NET Framework 1.1 installed

Remote Access

PMX can be accessed remotely using the following popular application servers:

- ◆ Windows 2000/2003 Server
- ◆ Windows NT Terminal Server
- ◆ Winframe and MetaFrame by Citrix

Database

PMX's SQL version requires Microsoft SQL Server 7.0 or higher to be installed on your file server. PMX's Express version uses File/Server technology and does not require additional database software.

Bellwether

Software
Corporation

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON
ALL INVOICES, BILLS OF LADING
AND PACKAGES

No. **PO-200**

DATE: 03/10/05

PAGE: 1

VENDOR NO. A1000

VENDOR: ABC CORPORATION
2225 NEW CASTLE ROAD
SUITE 6B
LOUISVILLE KY 40222-5463

SHIP TO: MAIN WAREHOUSE
DEMO CORPORATION
1212 PRESTON HIGHWAY
LOUISVILLE KY 40222

Ship VIA AIR FREIGHT	F.O.B. LOUISVILLE	Prepaid Freight	Requisitioner	Vendor Contact & Phone JOHN SMITH 459-6789	
Buyer PAUL XAVIER	Delivery Date 03/13/05	Terms 5.00/10-N30	G/L Account No.	Job Number	Project Number

Line	Quantity	U/M	Item Number/Description	Unit Price	Amount	Tax
1	3	EA	AA-1000 BLOWER MOTOR 2HP, 450 RPM Machined steel gear clamps must be 45 percent steel and meet all specifications for stress testing. Must be machined to within .0100 inch tolerance.	381.00	1,143.00	Y
2	12	EA	METAL FOLDING CHAIRS Grey steel frame with vinyl seat and back.	24.50	294.00	Y
				SUBTOTAL	\$1,437.00	
				TAX	57.48	
TOTAL					\$1,494.48	

AUTHORIZED SIGNATURE

QuickStart Tour

Chapter 2



Getting Started

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Installing the PMX QuickStart Tour

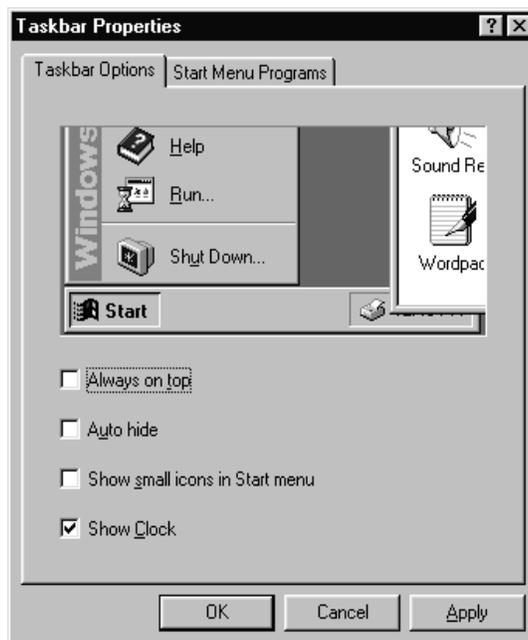
Before installing the PMX QuickStart tour, please make sure that your computer meets the minimum configuration requirements listed below:

- Pentium processor
- 64 megabytes (MB) of RAM
- At least 150 MB available disk space
- Windows 98 or higher
- VGA display – small fonts, 65536 colors
- CD-ROM drive
- Mouse

PLEASE NOTE: *This version of the QuickStart Tour is intended for single-user usage only. Please do not attempt to install this demo on a network. If you would like more information about using PMX on a network, please contact Bellwether Software at (502) 426-5463.*

To install the QuickStart Tour, please follow the instructions below:

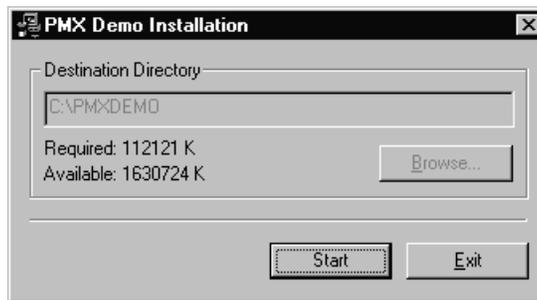
1. From the Windows Start Menu, choose **Settings\Taskbar & Start Menu** and deselect the **Taskbar Always on Top** option. If the Taskbar is set to appear on top, it may obscure the selection buttons that appear near the bottom of the PMX data entry screens. Alternatively, you may use the **Auto Hide** option to hide the task bar when not in use.



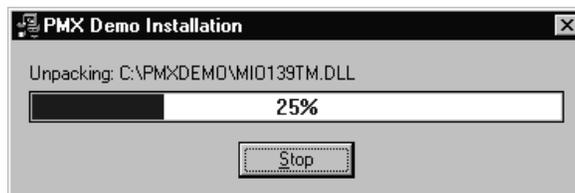
2. Insert the Purchasing Management eXtra Demo CD in your CD-ROM drive.
3. Choose **Run** from the Windows Start Menu and type **E:\WINSTALL** in the command line, as shown below. (Specify the appropriate drive letter for your computer.) Choose **OK** to proceed. You may also use Windows Explorer to access the CD-ROM drive and choose **WINSTALL** to begin installation.



4. The installation utility will build a directory named PMXDEMO on your C: drive with subdirectories named APBRIDGE, BITMAPS, REPORTS, and DATA. Choose **Start** to proceed with the installation.



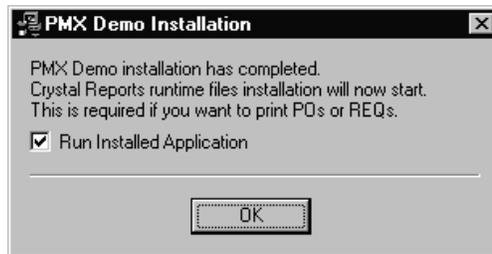
5. A progress bar will appear on your screen as the installation utility transfers the required files to your computer.



6. When the installation is complete, choose **OK** to proceed.



- Crystal Reports runtime files will be installed next. These files are required to print POs and REQs out of the PMX system. If you do not wish to install these files remove the check from the Run Installed Application box and click OK. Otherwise, click OK and you will automatically be sent to step 3 of the next section “Installing Crystal Report Writer Runtime Files for PMX”.



- The installation utility will automatically build a Bellwether Software Demo group window with program icons, as shown below. It will also create a Bellwether Software shortcut on your desktop.



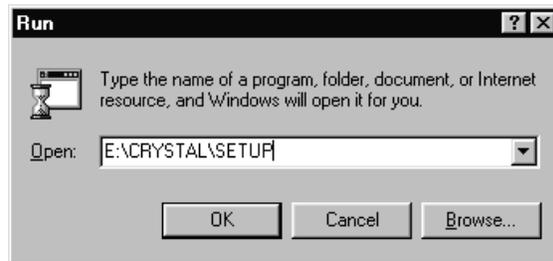
Installing Crystal Report Writer Runtime Files for PMX

The Crystal Report Writer Runtime Files are used by PMX to print an enhanced purchase order, request for quotation and requisition document formats. They are also used to print inventory tags and bar codes in the Inventory Module. These runtime files must be installed **on each workstation** that will print any of the above-mentioned items.

To install the Crystal Report Writer Runtime Files, please follow the steps outlined below.

- 1) Insert the Purchasing Management eXtra Installation CD into your CD-ROM drive.
- 2) From the Windows Start menu choose **Run**. Type the command: E:\CRYSTAL\SETUP, then choose **OK**. Remember that if your CD-ROM drive carries a designation other than **E:**, substitute the appropriate drive letter.

Another alternative is to select the **Browse** option and double-click on the SETUP.EXE program located in the CRYSTAL folder.

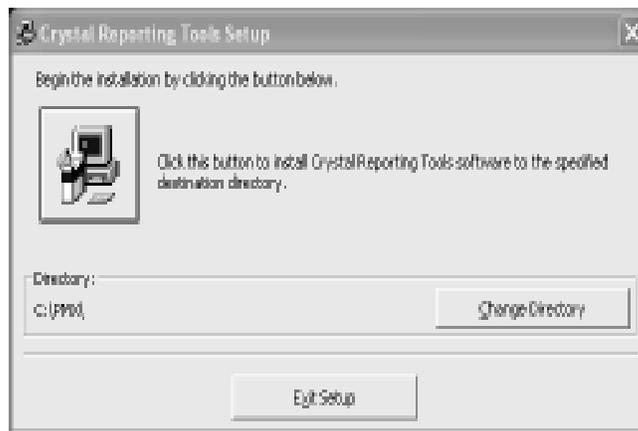


- 3) After a few moments, the following screens appears. Click **OK** to continue.





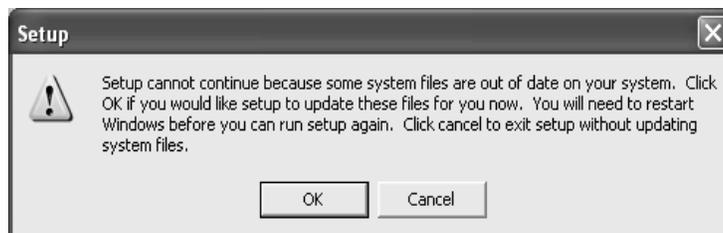
- 4) After the files are copied, the install asks where the Crystal Report Writer report files should be stored.



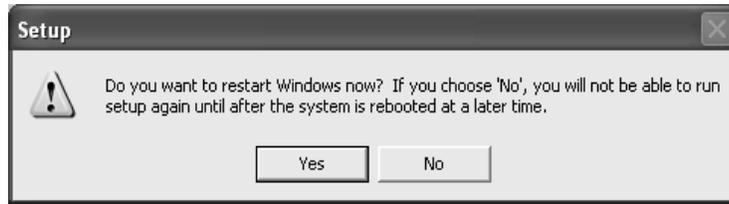
Installation is now complete. You are ready to log on to the PMX system.

Troubleshooting

Crystal must have the most current operating system files installed. If the installation detects some older files you will get the next message. Click **OK** to allow the installation to update these older system files.



You will get the message to restart Windows. You must do this first and then restart the Crystal Installation. Click **Yes** to restart Windows.

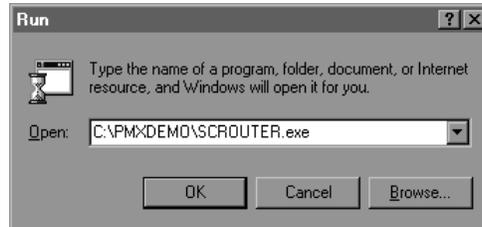


If the installation does not run the second time, you will have to go to Microsoft's web site and download the latest updates for your operating system, or run Windows Update from the Start menu.

Logging on to the PMX System

To open the PMX application, begin by clicking on the **PMX DEMO** desktop icon.

Alternatively, you can access PMX by choosing the Run command from the Windows Start Menu and typing the command line **C:\PMXDEMO\SCROUTER.EXE**, as shown below.



PMX will display the following sign-on screen.



Normally, each PMX user would type his or her unique user ID and password on this security screen. For purposes of the Demo, however, simply type **PMX** in both fields, then choose **OK** or press the **Enter** key. For security purposes, your entries will appear as asterisks (***) .

PMX will display the master system menu on the next page:



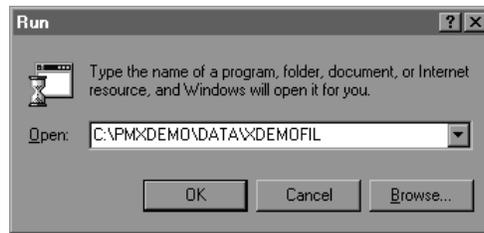
Exiting the PMX System

When you are ready to shut down the PMX system, simply access the PMX master system menu, then press the **Esc** key or click on the **X** button in the upper-right corner of the PMX windows. If any other PMX screens are open on your desktop, the system will prompt you to close those windows before exiting.

The sample data records used in the PMX QuickStart Tour are located on the subdirectory named DATA, located in your PMXDEMO directory. As you walk through each lesson in Chapters 3 and 5, PMX will record your changes and additions to the demo files and store them in the DATA subdirectory.

At some point, you may wish to retrieve the original demo files. For example, if another user wishes to walk through the QuickStart Tour, you can retrieve the original files in order to repeat the sample lessons. Also, if you experience a system failure that damages your data files, you may wish to reinstall the contents of the DATA subdirectory.

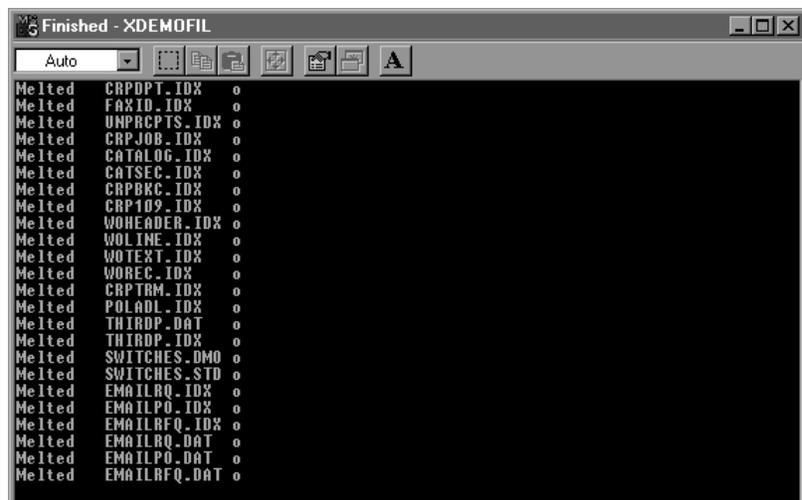
1. If PMX is running, exit from the program.
2. Press the **Start** button on the main Windows screen, and choose **RUN**. Key in **C:\PMXDEMO\DATA\XDEMOFIL** on the command line and press the OK button.



3. The XDEMOFIL Choice screen appears asking you if you want to load the data files. Key in Y.



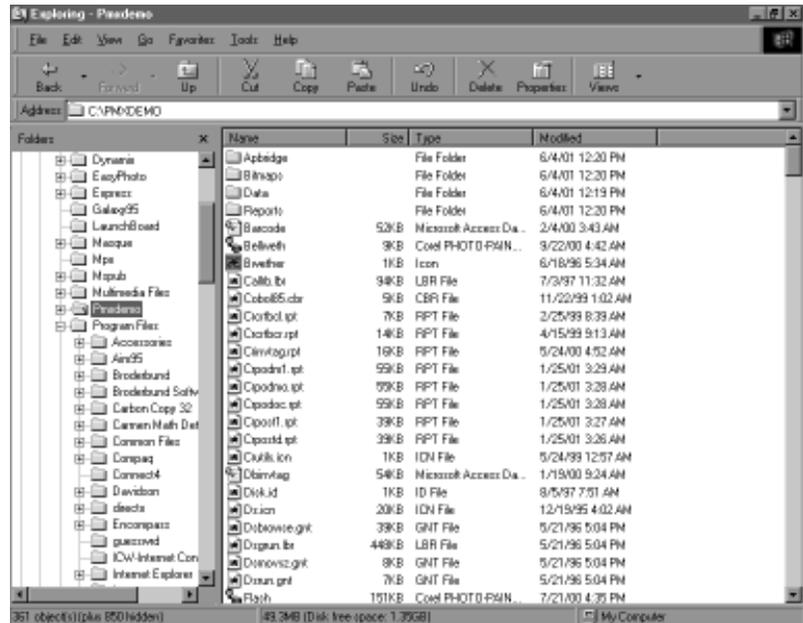
4. When the data files are loaded, the following screen appears. Click the X key in the upper-right corner to exit the screen.



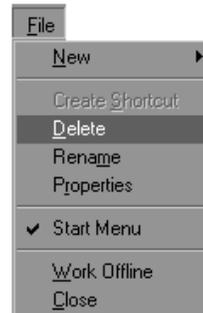
Removing the QuickStart Tour from your PC

To permanently remove the PMX program and data files from your computer, please follow the instructions below.

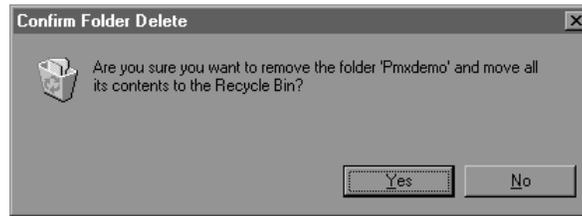
1. Right click on the Start Button from your main systems window. Select **Explore**.
2. Go to the **C:** drive and select the **PMX Demo** folder



3. From the File Menu, select **Delete**.



The following screen appears:



4. Click **Y**es to delete the files.

CONVENTIONS

Bellwether's PMX system uses the same conventions and operating procedures as most standard Windows software. Throughout this manual, we assume familiarity with basic Windows terminology and procedures. If you have questions concerning basic mouse and keyboard techniques, using menus and windows, navigating, entering and editing data, or working in dialog boxes, please refer to your *Microsoft Windows User's Guide*.

PLEASE NOTE: *All mouse operations in PMX are performed with the left mouse button.*

Operating from a Keyboard All menu options, selection buttons, and other commands in PMX can be selected either by clicking the left mouse button or by typing a key combination. If you prefer to use the keyboard for some functions, notice that the "key letter" or mnemonic for each command is underlined on your screen. You can access these functions by pressing and holding the **Alt** key while typing the desired letter. For example, from the PMX Master menu, you can choose the Purchasing button either by clicking on it or by typing **Alt-p**. PMX will then display the Purchasing Module submenu. You can select items from this menu by clicking or by typing the underlined mnemonic for the desired command.

PLEASE NOTE: *There is no need to press Alt when choosing an item from a PMX submenu. Simply type the underlined letter to select the desired button. These are the only buttons in PMX that do not require the Alt key.*

Tab Key vs. Enter Key The default setting in the PMX demo system is that when you press the Enter key, it is equivalent to saving or updating a transaction. Pressing the Tab key move the cursor forward to the next data entry field. In the production version of the system, you may select a Control File operating rule that instructs PMX to treat the Enter key like the Tab key. When this option is selected, you may use either key to move the cursor forward one field at a time.

Symbols The following two symbols are used throughout the tutorial to call attention to data that is displayed by the system or actions that you are instructed to perform.



Represents information displayed by the system.

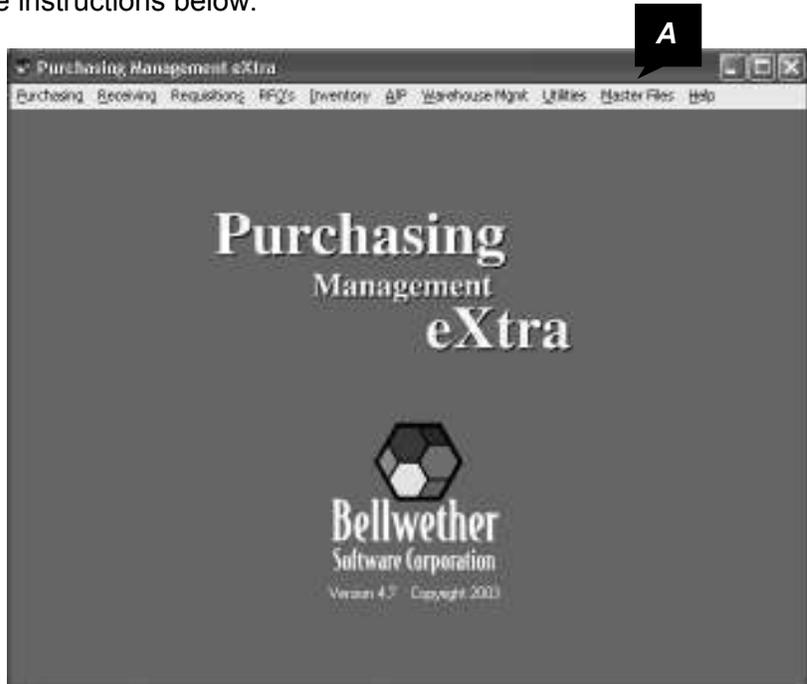


Represents data that you are instructed to enter, commands or options to select, etc.

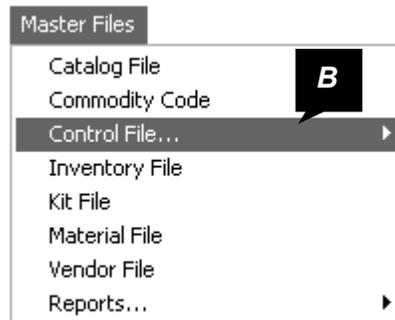
Setting up the Master Files

The foundation of the PMX system is a group of seven master files. These files contain information about how you want PMX to function, who you buy from, what you buy, who does the buying, and so forth. The following pages describe the type of information stored on each Master File.

After successfully installing PMX on your computer and logging on to the system, you are ready to set up the Master Files. To begin, your screen should display the PMX Master menu. Please follow the instructions below.



- A** Choose **Master Files** to display the Master Files Menu.



- B** Let's examine the Control File. From the Master Files Menu, choose **Control File** to display the Control File Menu shown on the next page.

Lesson 1: The Control File

The first master file that you will create is the Control File. This file allows PMX to support your special functional requirements with no need for custom programming. The Control File contains the 22 record types shown below.

Only the Corporation Record is required to run the PMX system. →

- Corporation
- 1099 Code
- Bank Code
- Bill-To Code
- Commodity Code Vendor
- Employee
- G/L Account Code
- Global Dictionary
- Item Number Translation
- Job Number
- P.O. Type
- Project Number
- Receiving Dept.
- Ship-To Code
- Special Text
- System Information
- Tax Code
- Terms Code
- Third Party ERP
- U/M Translation
- Vendor Group
- Vendor Type

The Corporation Record is the only required Control File Record type. If you do not need the functions associated with any of the optional record types, you do not need to add these records to your Control File. However, you will find that many of the optional record types add additional functionality to the PMX system.

For example, before you begin creating requisitions, purchase orders, requests for quotations, and warehouse orders, you may find it useful to predefine such information as Ship-To Address, Project and Job Numbers, General Ledger Account Codes. By developing these record types in advance, you eliminate repetitive data entry tasks, ensure consistent usage of data entry fields, and greatly enhance PMX’s reporting and tracking abilities.

IMPORTANT! *Bellwether Software has already entered a complete set of operating rules in the Control File for this QuickStart Tour. You will not need to modify the Control File to use the sample lessons. However, to illustrate the functionality and flexibility of the PMX system we will briefly review the most frequently used Control File record types, described below.*

Control Record Type	File Description
Corporation	The Corporation Record is the heart of the PMX system. It is the only record type that you are required to create before implementing PMX. This record type allows you to control such factors as system edit options, default settings, business operating rules, etc.
Global Dictionary	Use this record type to create customized field names on your data entry screens.
Employee	<ul style="list-style-type: none"> ◆ Use the Employee Record to store the names, ID codes, phone numbers, and e-mail addresses of company employees.
Project Number	<ul style="list-style-type: none"> ◆ Use this record type to list valid Project Numbers to track purchases or material usage by Project Number.
Job Number	<ul style="list-style-type: none"> ◆ Use this record type to list valid Job Numbers to track purchases or material usage by Job Number.
G/L Account Code	<ul style="list-style-type: none"> ◆ Use this record type to list valid Account Codes to track purchases or material usage by general ledger account.
U/M Translation	<ul style="list-style-type: none"> ◆ Use this record type to store formulas for the conversion of one unit of measure to another (feet to inches).
Ship-To	<ul style="list-style-type: none"> ◆ Use this record type to store your company's receiving addresses. Store multiple Ship-To addresses if items are shipped to more than one location (multiple warehouses, remote sites, satellite offices, etc.). Assign a unique ID code to each Ship-To record. Enter this code on your requisitions, purchase orders, requests for quotations, warehouse orders, and inventory transactions, and PMX automatically fills in the relevant address information for you.

Control File Record Type	File Description (continued)
Commodity Vendor	The Commodity Vendor Record lets you define authorized vendors for specific commodity groups (such as office supplies, equipment, etc.). PMX uses the Commodity Vendor Records to list online all authorized vendors for a specific commodity. This online list can be accessed for vendor selection on requisitions, purchase orders, and requests for quotations.
Special Text	PMX allows you to store standard paragraphs or “boilerplate” text in Special Text Records. You assign a unique ID code to each Special Text record. To include this text on a P.O. or other document, simply enter the desired Special Text Code.
Item Number Translation	<ul style="list-style-type: none"> ◆ Different vendors use different ID numbers for the same material item. Use the Item Number Translation record to cross-reference your vendors’ ID numbers (or manufacturers’ part numbers) to your internal Item Number. PMX can list your internal Item Number along with the vendors’ or manufacturers’ part numbers on RFQ, purchasing and receiving documents.

Processing Multiple Corporations

PMX can operate in a single or multi-corporation environment. Although most PMX users operate as a single corporation, multiple Control Files can be established to distinguish between different entities within your corporation. This capability allows each corporation to implement its own policies and editing rules. Corporations can be processed individually or they can be consolidated.

End of Lesson 1

Lesson 2: The Vendor File

PLEASE NOTE: *If you are interested only in evaluating PMX's Inventory Module, you can skip this lesson and proceed to Lesson 3, on page 2-33.*

The two main pieces of information you must provide on any P.O. are the vendor from whom you wish to make your purchase and the items you wish to buy. PMX helps you automate both of these tasks by providing a set of master files to store commonly used vendor and material data. In this lesson, we will review the main features of the Vendor File. In Lesson 3, we will cover the creation of Material Records before moving on to the actual creation of a purchase order in Chapter 3.

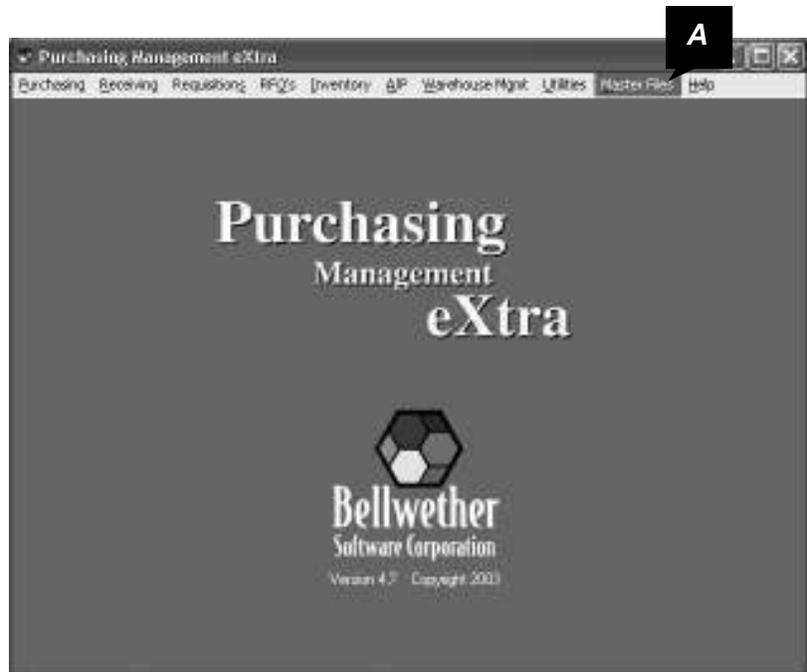
You store standard information about a vendor only one time in PMX. Then, any time you wish to issue a request for quotation or purchase order to that vendor, you need only enter the desired ID code to recall all of the pre-stored information.

PLEASE NOTE: *If you currently have vendor data on your mainframe (or any other in-house computer) you can download it to PMX's Vendor File using the PMX File Import Utility. Also, you can add records to the Vendor File "on the fly" as you create purchase orders and request for quotations..*

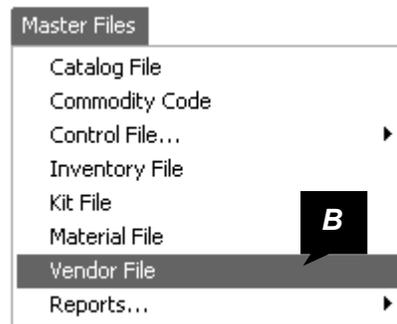
Creating a New Vendor Record

Let's begin by adding a new Vendor Record to PMX's Vendor File. We will describe the types of information stored on the Vendor File and show you how to create and modify Vendor records.

Starting from the PMX System Menu, please follow the steps outlined on the following pages to create a new Vendor Record.



- A** To access the Vendor Record screen, choose **Master Files** from the Master Files Menu. PMX will display the Master Files Menu, shown below.



- B** On the Master Files Menu, choose **Vendor File** to display the Vendor Record screen, shown on the next page.

Each PMX screen can be described in detail by choosing the Help command.

Click here to record additional vendor information such as Duns Number, Alternate Payee, etc.

Click here to open a window for storing vendor number and comments. Vendor Notes are for internal use and do not print on the P. O.

Click here to display two years of purchasing history totals for this vendor.

Click here to see a cumulative listing of items that have been purchased from this vendor.

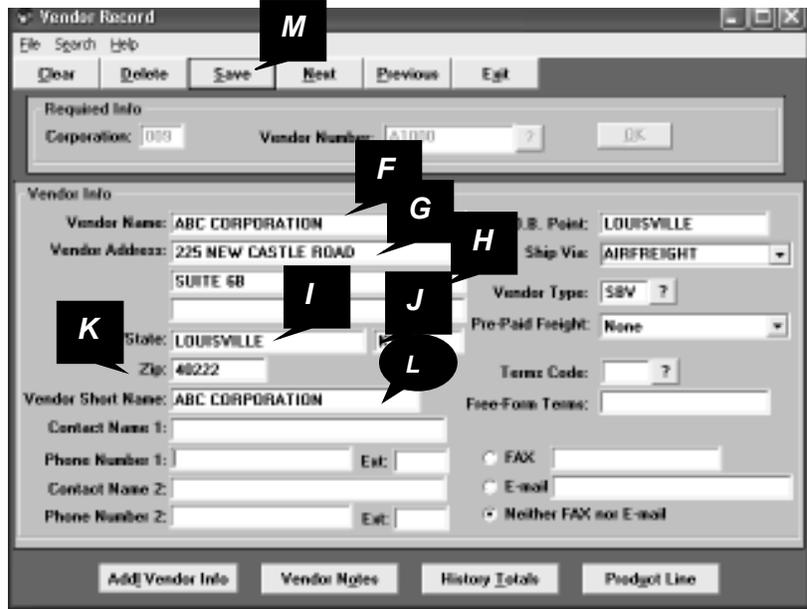
A quick glance at the Vendor Record screen tells you a great deal about some of the features in PMX. Most of the information on this screen is optional. Only the Vendor Number and the Vendor Name fields are required.

- C** As you can see, the Corporation Number assigned to our sample company is already entered in the Corporation field. You need to enter a value in this field only if your company uses multiple corporations to distinguish between various operating units. (Only one sample corporation has been set up in the QuickStart tour.) Notice that the cursor automatically appears in the blank Vendor Number field.

Let's add Vendor **A1000** (ABC Corporation) to the Vendor File.

- D** Type **A1000** in the Vendor Number field.

- E** Choose **OK** to create a new Vendor Record. Notice that the cursor automatically appears in the blank Vendor Name field in the Vendor Info portion of the screen. If you had entered the ID number of an existing Vendor on the Vendor File, PMX would display the information already entered for that vendor. Since this is a new Vendor Number, the Vendor Info portion of the screen remains blank, awaiting entry of the new record. Please follow the steps outlined below to enter the new vendor data.



F Type **ABC CORPORATION** in the Vendor Name field, and then press the **Tab** key to move the cursor to the first Vendor Address field.

Please Note: You can also simply click in the appropriate field to move the cursor.

G Type **2225 New Castle Road** in the first Vendor Address field, and click in the second Vendor Address field.

H Type **Suite 6B** in the second Vendor Address field, and then click in the City field.

I Type **LOUSVILLE** in the City field, and then press the **Tab** key to move the cursor to the State field.

J Type **KY** in the State field, then click in the Zip field.

K Type **40222** in the Zip field.

L Notice that the first 20 characters of the Vendor's name automatically appear in the Vendor Short Name field. The Vendor Short Name is used to sort the Vendor file alphabetically and to look up Vendor Records when the Vendor Number is not available. You can overwrite the default Short Name with another name or alias if you wish.

M Choose **Save**. PMX saves the record, clears the screen and returns to the Vendor Number field to await your next entry.

Changing an Existing Vendor Record

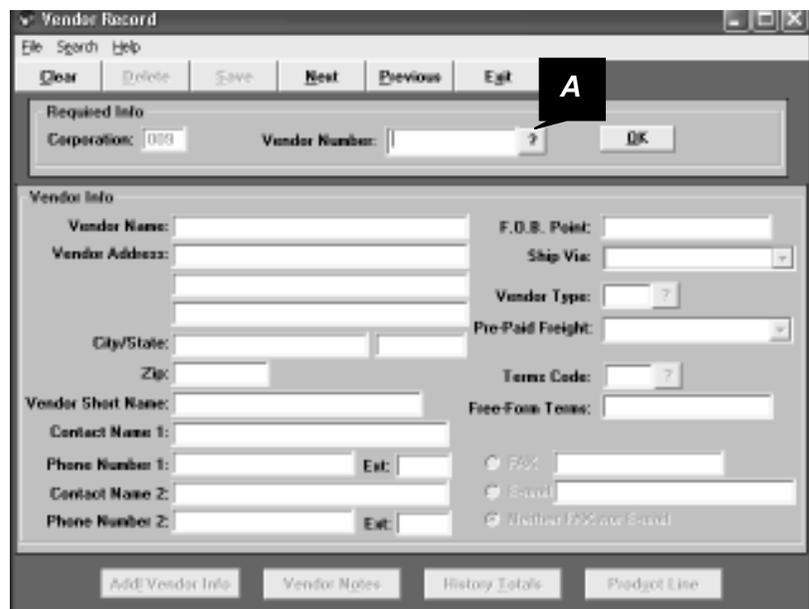
Revising a vendor Record is a simple procedure—just call up the record that you wish to change, enter the desired modifications, then save the record.

To illustrate, let's change ABC Corporation's Zip Code from 40222 to 40222-5463. We'll also add John Smith as the Vendor Contact, Louisville as the FOB point, and AirFreight as the default method of shipment.

Let's assume we do not know ABC Corporation's assigned Vendor Number. We will use the Vendor Number Search feature to find the desired record.

A blank Vendor Record screen should be visible on your screen after completing the previous exercise. If this screen is not already displayed, access the **Master File** menu and choose **Vendor File** to display the data entry screen.

Using the Lookup Feature to Retrieve a Vendor Record



The screenshot shows a software window titled "Vendor Record". At the top, there is a menu bar with "File", "Search", and "Help". Below the menu bar is a toolbar with buttons for "Clear", "Delete", "Save", "Next", "Previous", and "Exit". The main area is divided into sections. The "Required Info" section contains a "Corporation:" field with "000" and a "Vendor Number:" field which is empty and has a cursor. To the right of the Vendor Number field is a question mark icon and an "OK" button. A black callout box with the letter "A" points to this question mark icon. Below this is the "Vendor Info" section, which contains various fields for "Vendor Name", "Vendor Address", "City/State", "Zip", "Vendor Short Name", "Contact Name 1", "Phone Number 1", "Contact Name 2", "Phone Number 2", "F.O.B. Point", "Ship Via", "Vendor Type", "Pre-Paid Freight", "Terms Code", and "Free-Form Terms". At the bottom of the window are four buttons: "Add Vendor Info", "Vendor Notes", "History Entries", and "Budget Line".

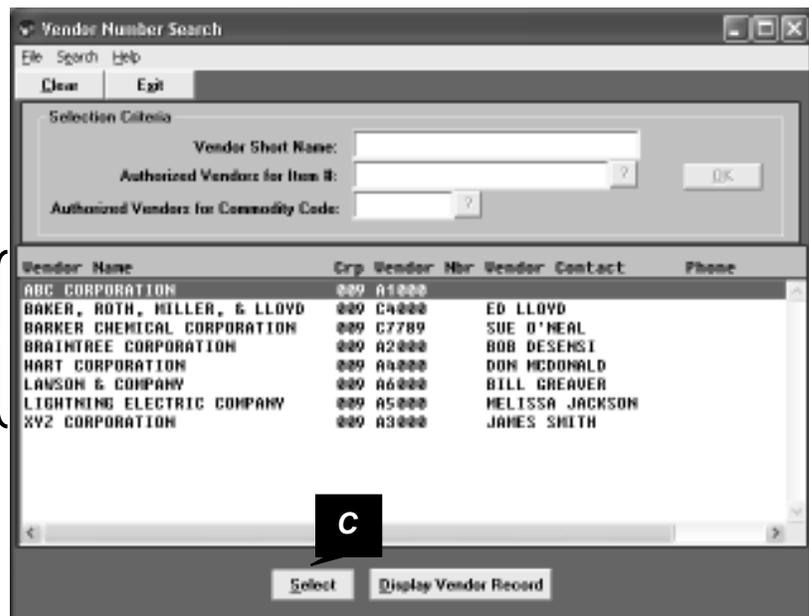
- A** Notice that the cursor appears in the blank Vendor Number field in the Required Info portion of the window. Choose the ? Button to the right of the Vendor Number field to display the Vendor Number Search screen shown on the next page.



Notice that the cursor appears in the Vendor Short Name field. Search for a Vendor by entering the first few characters of the Vendor name or you may list all authorized Vendors for a specific item or commodity. You may also use the **OK** button to see a listing of all Vendors currently in the Vendor File.

- B** To search for ABC Corporation, let's choose **OK**. PMX returns a summary of all Vendor Records, as shown below.

The first record on the search screen is always highlighted. You can choose it by pressing **Enter** or by choosing the **Select** button. To choose another record, highlight the desired line, then choose **Select**. You may also double-click on the desired record to select and retrieve it.



- C** Because the first item in the list is automatically highlighted, you may simply click on the **Select** button to choose ABC

Corporation or double click on ABC Corporation.

PMX retrieves the existing vendor data and displays it on your screen, as shown below.

You can speed up the purchasing process by e-mailing or faxing purchase orders and requests for quotations directly to your vendors. Flag a vendor as an "e-mail" or "fax" vendor by entering an e-mail address and/or fax number. Each time you create a P.O. or RFQ for one of these vendors, PMX automatically transmits an electronic document to your vendor.

The screenshot shows a 'Vendor Record' window with the following data:

- Required Info: Corporation: 000, Vendor Number: A1000
- Vendor Info: Vendor Name: ABC CORPORATION, Vendor Address: 225 NEW CASTLE ROAD SUITE 6B, City/State: LOUISVILLE KY, Zip: 40222, Vendor Short Name: ABC CORPORATION
- Shipping: F.O.B. Point: LOUISVILLE, Ship Via: AIRFREIGHT
- Vendor Type: SBV, Pre-Paid Freight: None
- Contact: Contact Name 1, Phone Number 1, Contact Name 2, Phone Number 2
- Flags: FAX, E-mail, Neither FAX nor E-mail

Editing the Vendor Record

Once the data is displayed on your screen, editing an existing record is simply a matter of overwriting the existing field entries with new data. When you save the record, your update will be recorded on the Vendor File. To illustrate, please follow the steps listed on the next page.

The screenshot shows a 'Vendor Record' window with the following fields and callouts:

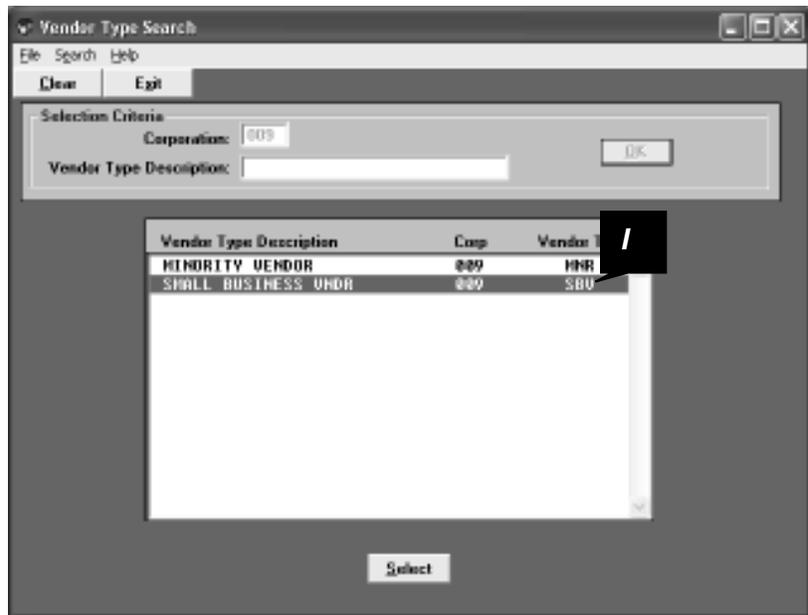
- Required Info:** Corporation: 009, Vendor Number: A1000. Callout **H** points to the Vendor Number field.
- Vendor Info:**
 - Vendor Name: ABC CORPORATION
 - Vendor Address: 225 NEW CASTLE ROAD, SUITE 6B
 - City/State: LOUISVILLE, KY
 - Zip: 40222
 - Vendor Short Name: ABC CORPORA
 - Contact Name 1: JOHN SMITH. Callout **D** points to the Contact Name 1 field, and callout **E** points to the Phone Number 1 field.
 - Phone Number 1: 459-6789
 - Contact Name 2: (empty)
 - Phone Number 2: (empty)
 - F.O.B. Point: LOUISVILLE. Callout **F** points to this field.
 - Ship Via: AIRFREIGHT. Callout **G** points to this field.
 - Vendor Type: [] ?
 - Pre-Paid Freight: None
 - Terms Code: [] ?
 - Free-Form Terms: (empty)
 - Radio buttons: FAX, E-mail, Neither FAX nor E-mail.

Buttons at the bottom: Add Vendor Info, Vendor Notes, History Totals, Budget Line.

- D** In the Contact Name 1 field, type **JOHN SMITH**, then click in the Phone Number 1 field.
- E** Type **459-6789** in the Phone Number 1 field, and then press the **Tab** key again to move the cursor to the Ext field. Type **301**, click in the FOB Point field.
- F** In the FOB Point field, type **LOUISVILLE**, and click in the Ship Via field.
- G** Type **AirFreight** in the Ship Via field.

Classifying a Vendor This useful management tool allows you to classify vendors into categories, such as minority vendors, small business vendor, etc. Using the vendor classification feature, you can run specialized versions of PMX reports to show purchasing activity for selected vendor categories. To illustrate this capability, let's classify ABC Corporation as a small business vendor, using PMX's Vendor Type search feature to locate the appropriate Vendor Type code.

- H** Continuing with the Vendor Record screen shown on the previous page, choose the ? Button to the right of the Vendor Type field to display the search screen shown on the next page.



PLEASE NOTE: Vendor Type Codes and their descriptions are user-defined and are stored in PMX's Control File. For purposes of the demo, a set of Vendor Type Codes has been pre-stored on the Control File.

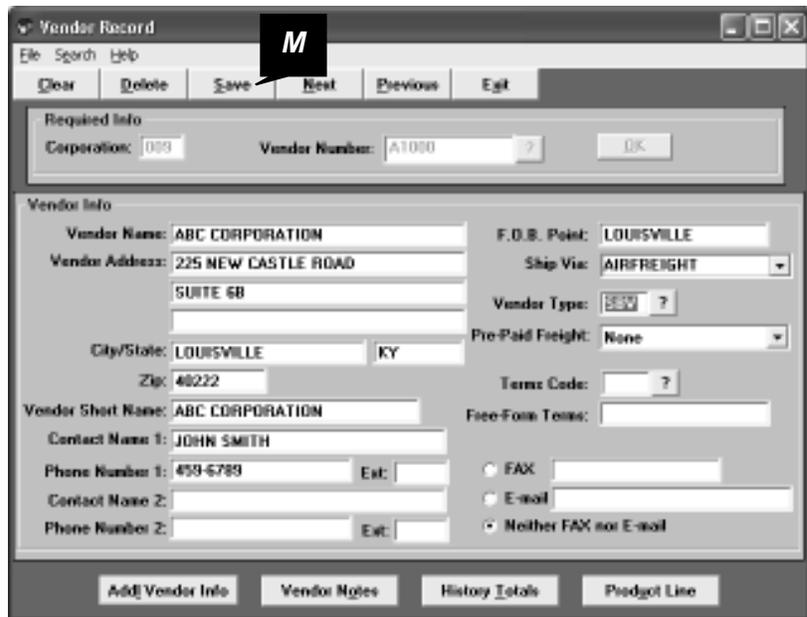
- I Double-click on vendor type **SBV** to choose the desired code.
- J PMX closes the search window, retrieves the selected Vendor Type Code, and displays it in the appropriate field on your data entry screen, as shown below.

Finally, before saving our revisions, lets add a note to the Vendor Record. Please follow the steps outlined below.

Adding Vendor Notes You can enter as many as 30,000 characters of free-form notes and comments for each record on your Vendor File. Vendor Notes are for internal use only and do not print on your P.O. document. Use this note file to store comments or special instructions pertaining to individual vendors.

K Choose **Vendor Notes** to display an empty text window.

L Type the text lines shown above, then choose **OK** to save the note and return to the Vendor Record screen.



- M** On the Vendor Record screen, choose **Save** to store the note along with your other modifications to the Vendor Record. PMX will automatically clear the screen, returning the cursor to the blank Vendor Number field to await your next entry.

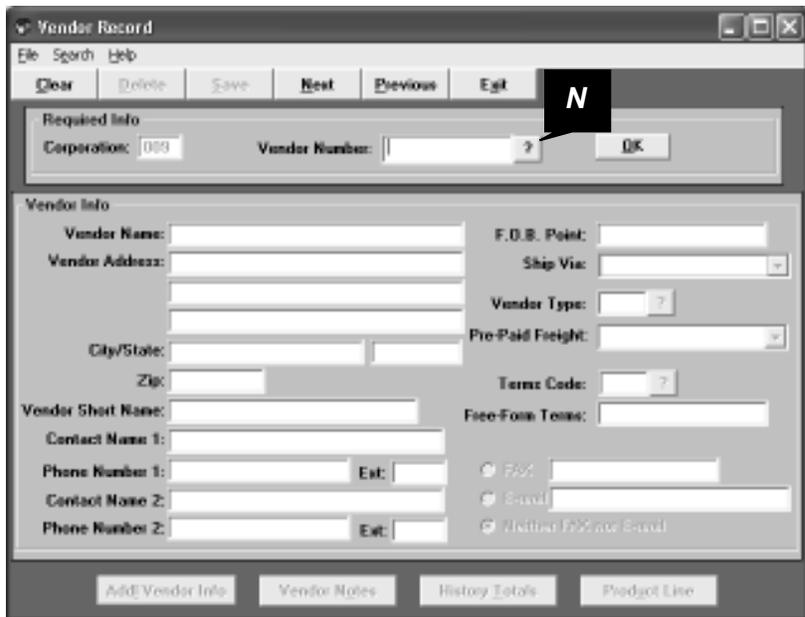
PLEASE NOTE: *In addition to internal vendor notes, you can designate special P.O. instructions for any vendor by entering a Special Text Code on the Additional Vendor Info screen. The Special Text Code refers to a standard text entry that has been pre-stored on the Control File.*

*These instructions are automatically printed each time you issue a purchase order to that vendor. To create special text entries, use the **Special Text** command located on the **Control Files** menu. You may enter Special Text Codes directly on individual purchase order data entry screens as needed.*

Displaying Vendor History Statistics

To illustrate the wealth of vendor statistics maintained by PMX, a vendor named Braintree Corporation has been vpreloaded into the vendor file, with a history of purchases. Please follow the instructions on the next page.

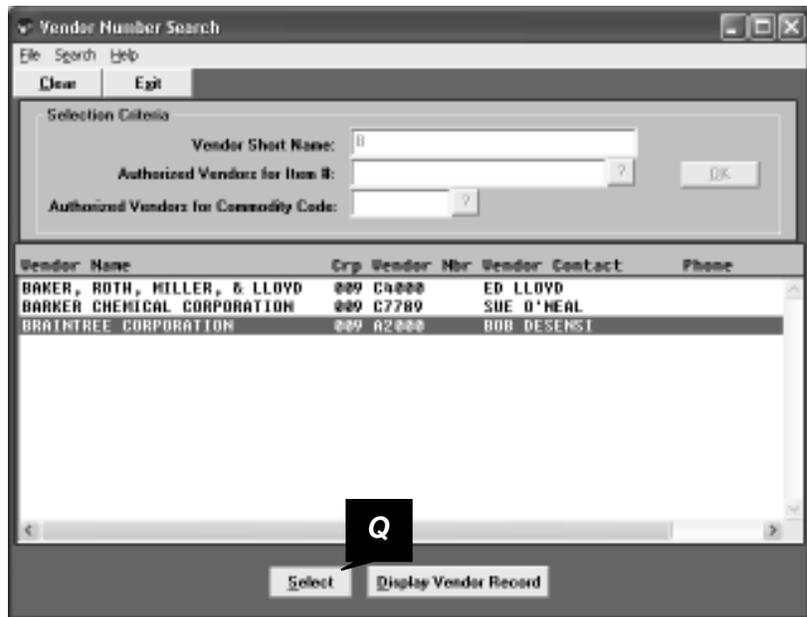
A blank Vendor Record screen should be visible on your screen after completing the previous exercise. If this screen is not already displayed, access the **Master Files Menu** and choose **Vendor File** to display the data entry screen.



N Choose the ? Button to the right of the Vendor Number field to display the Vendor Number Search screen shown below:

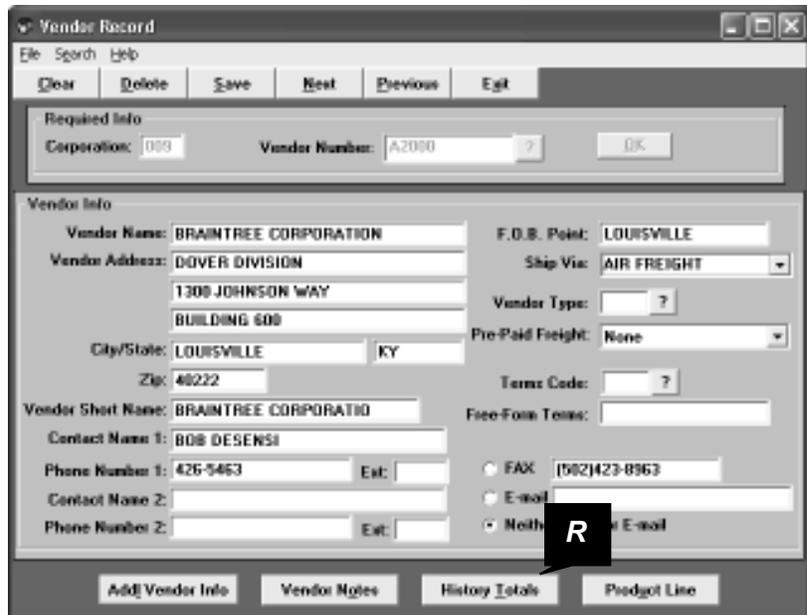


- O** Type **B** (for Braintree Corporation) in the Vendor Short Name field.
- P** Choose **OK** to initiate the search. PMX will return a list of vendors whose names begin with the letter B, as shown on the next page.



- Q Double-click on Braintree Corporation. (You may also highlight the desired vendor, then choose the **Select** button.)

PMX will close the search window and display the selected record on the Vendor Record screen, as shown below.



- R Choose the **History Totals** button. The Vendor Record screen, shown below, displays two years' worth of purchasing history totals for this vendor. This information is automatically maintained in PMX's database.



S Choose **Exit** to return to the PMX System menu.

End of Lesson 2

Lesson 3: The Material File

Use the Material File to create an online catalog of items that your company regularly purchases. Each item's standard ordering information can be stored in the Material File for immediate retrieval. Once you have recorded an item, you need only enter the item's ID code on any of PMX's data entry screens. The item's standard ordering information is immediately retrieved and entered for you.

Of course, you do not have to create a Material Record for every item you purchase. PMX also allows you to create P.O.s for items without Material Records, when you wish to make "spot buys." In addition, you can add records to the Material File "on the fly" as you build a purchase order.

PLEASE NOTE: *If you currently store material data on your mainframe (or any other in-house computer) you can download it to PMX using the File Import Utility described in the online help.*

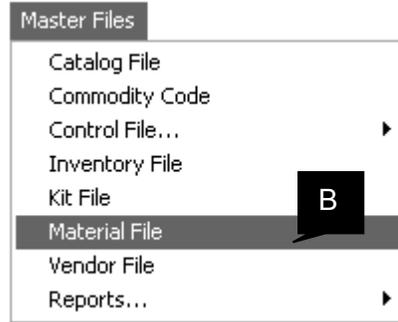
Creating a New Material Record

Let's begin by adding a new Material Record to PMX's Material File to identify Item Number AA-1000, a blower motor. We will describe the types of information stored in the Material File and show you how to create a Material Record.

Starting from the PMX System menu, please follow the steps outlined on the next page to create a new Material Record.

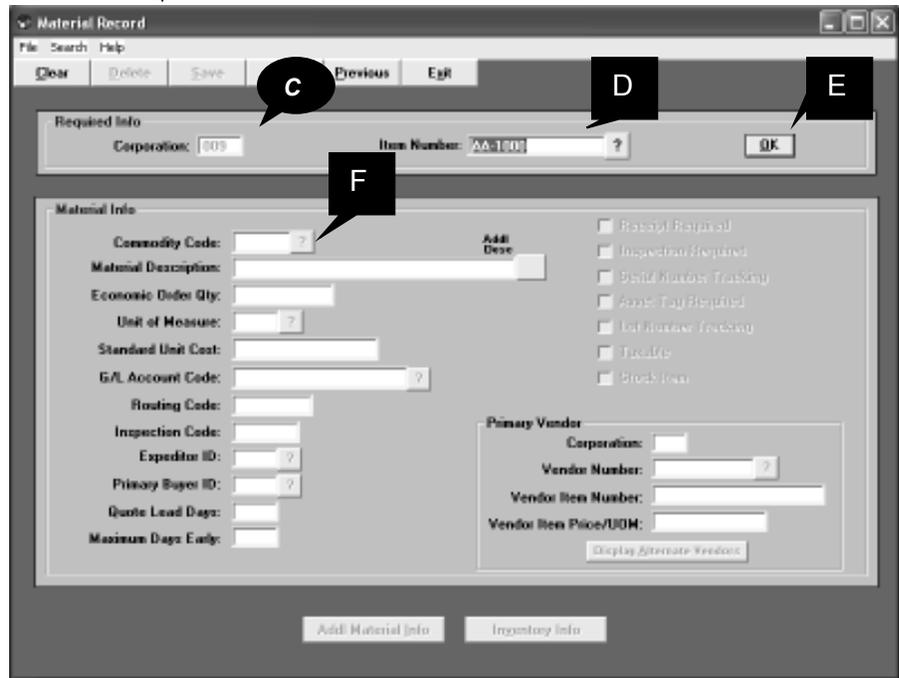


- A To access the Material Record screen, begin by **choosing Master Files** from the PMX System menu. PMX will display the Master Files Menu shown below.



- B When you choose **Material File** from the Master Files Menu, PMX will display the Material Record screen, shown below.

Each PMX screen can be described in detail by choosing the Help command.



Click here to record additional material information such as quantity and price variance limits and vendor evaluation parameters

Most of the information on this screen is optional. Only the Item Number and one line of Material Description are required.

- C** Notice that the Corporation Number assigned to our demo company is already entered in the Corporation field. You need to enter a value in this field only if your company uses multiple corporations to distinguish between various operating units. (Only one sample corporation has been set up in the QuickStart tour.)

Let's add Item Number AA-1000 (Blower Motor) to the PMX Material File. We will assign this item to the Equipment commodity group.

- D** Type **AA-1000** in the Item Number field.
- E** Choose **OK** to create a new Material Record.

Notice that the cursor appears in the blank Commodity Code field in the Material Info portion of the screen. If you had entered the ID code of an existing Material Record, PMX would display the information entered for that item. Since this is a new Item Number, the Material Info portion of the screen remains blank, awaiting a new entry.

The optional Commodity Code field lets you group like items for online listing and reporting purposes. Let's assume that we want item number AA-1000 to be part of the "equipment" commodity group, but we do not know the appropriate code for that commodity group.

- F** Choose the ? Button to the right of the Commodity Code field to access the Commodity Code Search screen, shown below.



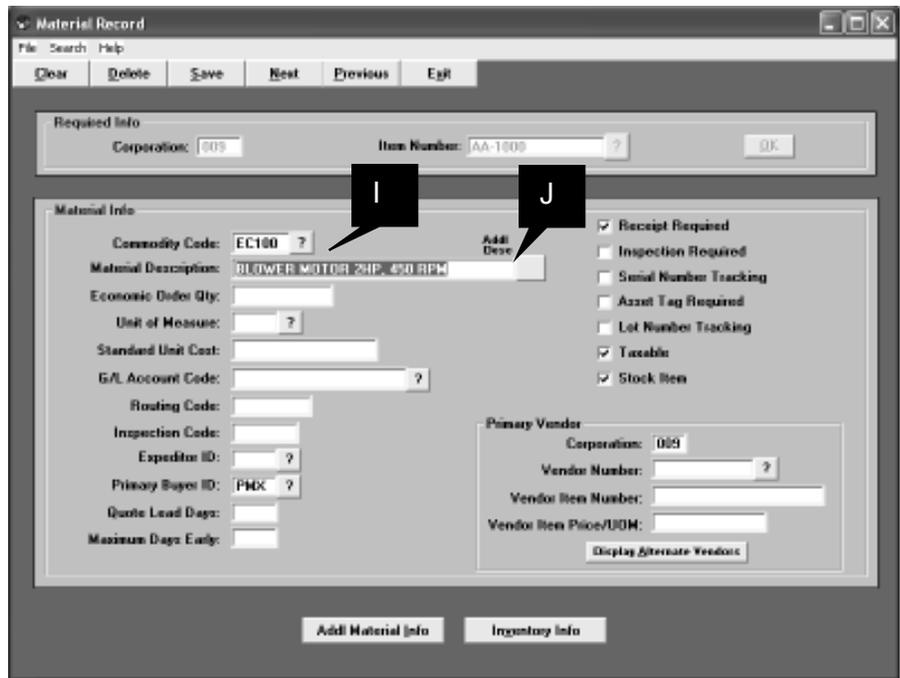
- G** Because the first item in the list is automatically highlighted, you may simply press **Enter** or choose **Select** to retrieve Commodity Code

EQ001 from the search list. (You may also double click on the desired line to retrieve the Commodity Code information and return to the Material Record screen.)

H PMX automatically displays the selected Commodity Code on your Material Record screen.

The screenshot shows the 'Material Record' application window. The 'Required Info' section contains 'Corporation: 000' and 'Item Number: AA-1000'. The 'Material Info' section includes a 'Commodity Code' field with 'EC100' entered, highlighted by a callout bubble with the letter 'H'. Other fields in 'Material Info' include 'Material Description', 'Economic Order Qty', 'Unit of Measure', 'Standard Unit Cost', 'G/L Account Code', 'Routing Code', 'Inspection Code', 'Expeditor ID', 'Primary Buyer ID', 'Quote Lead Days', and 'Maximum Days Early'. The 'Primary Vendor' section includes 'Corporation: 000', 'Vendor Number', 'Vendor Item Number', and 'Vendor Item Price/UDM'. At the bottom of the window are buttons for 'Add Material Info' and 'Inventory Info'.

Please follow the steps outlined below to enter the Material Description for Item AA-1000.

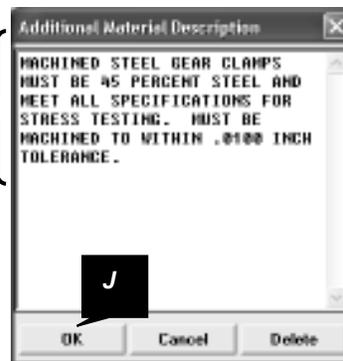


- I Press the **Tab** key twice to move the cursor to the Material Description field, then type **BLOWER MOTOR 2HP, 450 RPM**.

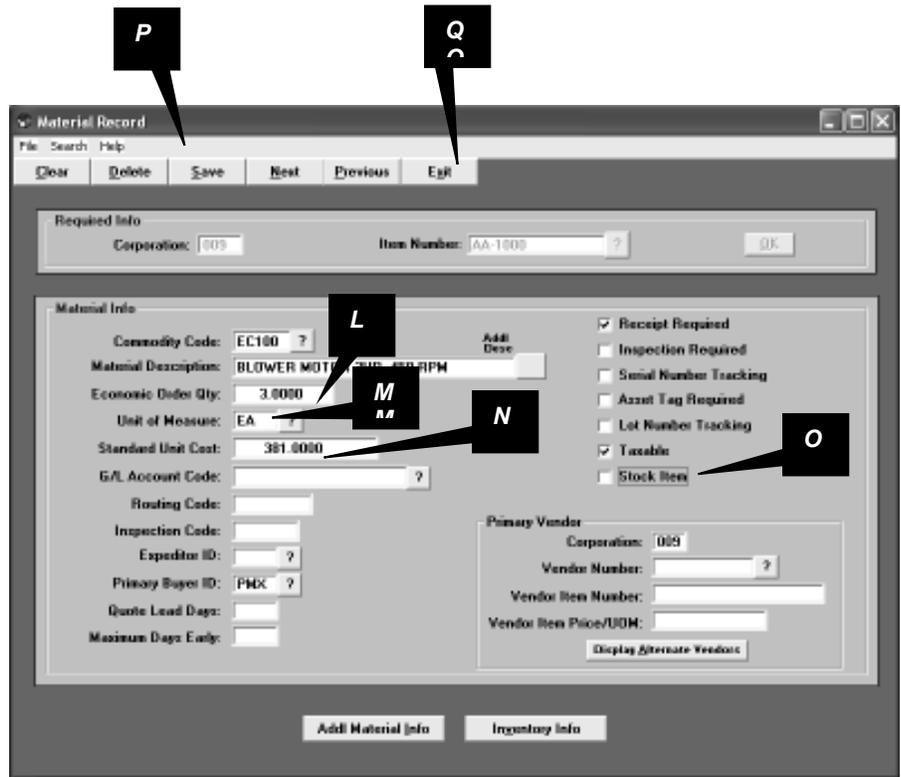
Please Note: You can also simply click on the appropriate field to move the cursor.

- J To add more descriptive information about this item, choose the **Add Desc** button to the right of the Material Description field. PMX will display a blank Additional Material Description text window.

You may enter up to 30,000 characters of descriptive information in this window to appear on all purchase orders entered for an item. Also, the size of this window is determined by settings in PMX's Control File (options are 30, 45, or 60 characters.)



- K Type the descriptive text shown above, and then choose **OK** to add your entry to the Material Record. PMX will record your entry and return to the Material Record data entry screen.



- L** Click in the to the Economic Order Quantity field. Type **3**, and then click in the Unit of Measure field.
- M** Type **EA** in the Unit of Measure field, then click in the Standard Unit Cost field.
- N** Type **381** in the Standard Unit Cost field.
- O** Uncheck the Stock Item flag. (An item is automatically added to inventory when the Stock Item flag is checked.)
- P** Choose **Save** to store the new Material Record and clear the Material Record screen to await your next entry.
- Q** Choose **Exit** to return to the PMX System menu.

PLEASE NOTE: *As with Vendor Records, revising a Material Record is a simple procedure—simply call up the Record you wish to change, enter the desired modifications, then save the record. (This process is illustrated for Vendor Records in Lesson 1.)*

End of Lesson 3

Lesson 4: The Inventory File

PLEASE NOTE: *If you are not evaluating PMX's Inventory Module, you can skip this lesson and proceed to Lesson 5.*

Your first step in setting up your inventory management system is to select the items that you want to track and control in the Inventory Module. You do this by creating an Inventory Record.

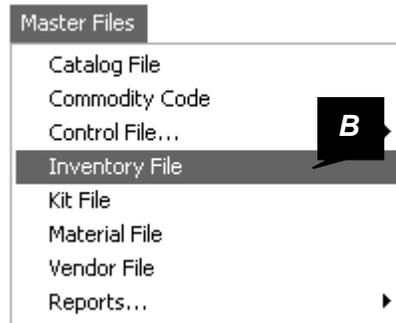
Storing items on the Inventory File is easy, as you'll see in the following lesson. To illustrate let's track the stock levels and usage history for item number AC-2000, Clear Plastic Safety Glasses. (This item has already been stored on the Material File.) We'll create two Inventory Records for this Item—the first to track inventory at the main warehouse (Warehouse 100) and the second to track inventory at a secondary warehouse location (Warehouse 200).

PLEASE NOTE: *You may add an Item to the Inventory File only after you have created a Material Record for that item. Also, an item can be added to inventory immediately after creating the Material Record, as illustrated page 2-34.*

To begin, your screen should display the PMX System menu.



A Choose **Master Files** to access the Master Files Menu, shown on the next page.



B Choose **Inventory File** to access the Inventory Record screen, shown below.

The Inventory Screen can be described in detail by choosing the Help command.

C Type **AC-2000** in the Item Number field. Notice that the default Warehouse Code, 100, already appears in the Warehouse Code field. (The Warehouse Code is equivalent to the Ship-To Code on the Standard Purchase Order screen. This Ship-To Code has been pre-stored on the Control File.)

D Choose **OK** to accept the default warehouse selection. As you can see in the sample screen on the following page, PMX displays the pertinent data from the Material and Ship-To records for this item. All you need to do is add the relevant stocking information.

PMX draws the item description from the Material Record and displays it at the top of the screen. The Economic Order Quantity, Commodity Code, Unit of Measure, and Standard Unit Cost are also extracted from the Material Record. The warehouse name and address are extracted from the Ship-To record for Warehouse 100.

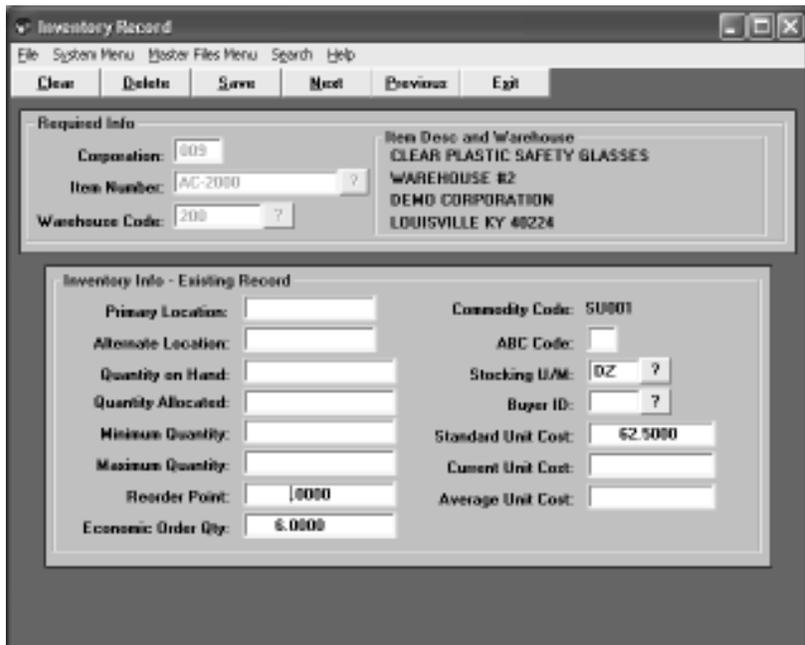
You may override any of the default inventory information on the Inventory Record. For example, if you wish to use a stocking unit of measure that is different from the ordering U/M specified on the Material record, you may revise the Stocking U/M field. PMX will perform all of the necessary U/M conversions for you.

Let's specify a primary storage location and standard reordering point for item AC-2000.

- E** Your cursor will automatically appear in the Primary Location field. Type **J-115** in this field.
- F** Click in the Reorder Point field, then type a **3**.
- G** Choose **Save** to store the new Inventory Record. PMX will update the Inventory File and clear the screen to await your next entry. Now, let's create a second Inventory Record to track stock levels for item AC-2000 at Warehouse 200.



- H* Type **AC-2000** in the Item Number field, and then press the **Tab** key.
- I* Type **200** in the Warehouse Code field.
- J* Choose **OK** to display the pertinent data from the Material and Ship-To Records, as shown below.



As before, PMX fills in the Item Description, Warehouse Info, Economic Order Quantity, Commodity Code, Stocking U/M, and Standard Unit Cost.

Inventory Record

File Search Help

Clear Delete Save Next Previous Exit

Required Info

Corporation: 003

Item Number: AC-2000

Warehouse Code: 200

Item Desc and Warehouse
CLEAR PLASTIC SAFETY GLASSES
WAREHOUSE #2
DEMO CORPORATION
LOUISVILLE KY 40224

Inventory Info - Existing Record

Primary Location: C-210

Alternate Location:

Quantity on Hand:

Quantity Allocated:

Minimum Quantity:

Maximum Quantity:

Reorder Point: 3.0000

Economic Order Qty: 6.0000

Commodity Code: SU001

ABC Code:

Stocking U/M: DZ

Buyer ID:

Standard Unit Cost: \$2.5000

Current Unit Cost:

Average Unit Cost:

- K** Your cursor will automatically appear in the Primary Location field. Type **C-210** in this field.
- L** Click in the Reorder Point field, then type a **3**.
- M** Choose **S****a****v**e to store the new Inventory Record.
- N** Choose **E****x****i**t to return to the PMX System menu.

In Chapter 3, we will enter a purchase order and receipt for this item and see how PMX can help us to track on-order and on-hand inventory balances.

End of Lesson 4

Lesson 5: Other Master Files

The Catalog File, Commodity File, and Kit File are optional Master Files and are not required to run the PMX system. You only need to create records for these Master Files if you need the specific functionality offered by that file.

This lesson offers an overview of each optional Master File and the types of data that can be stored in them. No data entry is required.

The Catalog File

Sub-sets of material items stored in the Material File can be grouped into catalogs for requisitioning and ordering purposes. A single Catalog Record may contain up to 9,999 material items. Material items may be assigned to more than one Catalog Record. Once a catalog is established, users can list all catalog items online simply by entering the catalog's ID code or the first few characters of the catalog name.

Password security is available at the Catalog record level. This allows you to restrict certain users to ordering items only from specific catalogs. Users who are not set up with catalog security records can order all material items.

Catalog Record Screen To access the Catalog Record screen, shown on the next page, choose Master Files from the PMX System menu. Then choose **Catalog File** from the **Master Files Menu**. Use this screen to define the material items in a catalog.



PLEASE NOTE: Each field of the Catalog Record is described in detail in the PMX online help system. To learn more, simply display the Catalog Record screen and press the **F1** key.

The Commodity File

Use the Commodity File to record valid Commodity Codes and descriptions. PMX uses the Commodity File to validate Commodity Codes entered in Material Records.

PLEASE NOTE: If you wish to group Material Records by Commodity Code, you will find it more convenient to create the desired Commodity Code Records before creating the related Material Records.

Commodity Code Record Screen

To access the Commodity Code Record screen, shown on the next page, choose **Master Files** from the PMX System menu, and then choose **the Commodity Code button**. Use this screen to record valid commodity codes for grouping material items.



PLEASE NOTE: Each field of the Commodity Record is described in detail in the PMX online help system. To learn more, simply display the Commodity Record screen and press the **F1** key.

The Kit File

A kit is a product that requires assembly or special packaging before it can be shipped. The Kit Record screen, illustrated on the next page, allows you to record the contents or components of each item in the Kit File.

Kit Transactions (issues, returns and adjustments) affect on-hand inventory of kit components only. The number of components affected is calculated by multiplying the number of kits allocated by the number of components required to build the kit

PLEASE NOTE: The Kit File is used only in the Inventory Module.

Kit Record Screen To access the Kit Record screen, choose **Master Files** from the PMX System menu, then choose **Kit File**. Use this screen to define the components that make up each kit.

Kit Record

File Search Help

Clear Delete Kit Delete Line Save Next Previous Exit

Required Info

Corporation: 000

Kit Number: ?

OK

KR Description: []

Component Info

Item Number	Material Description	Quantity	U/M
?			?
?			?
?			?
?			?
?			?
?			?
?			?
?			?
?			?
?			?

Previous Page Next Page

PLEASE NOTE: Each field of the Kit Record is described in detail in the PMX online help system. To learn more, simply display the Kit Record screen and press the **F1** key.

End of Lesson 5

QuickStart Tour

Chapter 3



Purchasing Module

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Overview

The Purchasing Module with Vendor Management is the heart of the PMX system. You can run the Purchasing module as a standalone unit, or use it with the other modules as part of a fully integrated procurement system. When used with the other modules, the Purchasing module collects data from the Requisitions and Request for Quotations modules. In turn, the Purchasing module feeds data to the Receiving, Inventory, and Accounts Payable Interface modules.

Major functions of the Purchasing module include the capability to:

- ▼ Use comprehensive Vendor and Material files to minimize data entry of purchase orders and help to ensure consistency in P.O. data.
- ▼ Add records to the Vendor and Material Files “on the fly” during P.O. entry.
- ▼ Generate orders for items with or without item numbers.
- ▼ Generate new P.O.s from requisitions, requests for quotations, and existing purchase orders.
- ▼ Generate blanket purchase orders and releases against blanket P.O.s.
- ▼ Check budget balances while generating P.O.s.
- ▼ Manually assign purchase order numbers, or allow PMX to automatically assign them.
- ▼ Enter up to 30,000 characters of informational text to be printed at the top or bottom of your purchase order document.
- ▼ Pre-store frequently used blocks of text and includes them on any P.O. by entering appropriate Special Text Code.
- ▼ Use a text-editor word-wrap feature to enter lengthy P.O. text.
- ▼ Specify multiple delivery dates, job numbers, project numbers, expense account codes, and ship-to addresses on a single P.O.
- ▼ Print, fax or e-mail P.O.s.
- ▼ Automatically calculate sales tax on all taxable items on a P.O.
- ▼ Use an automated history card to display pertinent information about previous purchases.
- ▼ Use a complete set of management reports to analyze your purchasing totals over any date range.

Let’s look at some of these features in the QuickStart Tour.

Lesson 1: Creating Purchase Orders

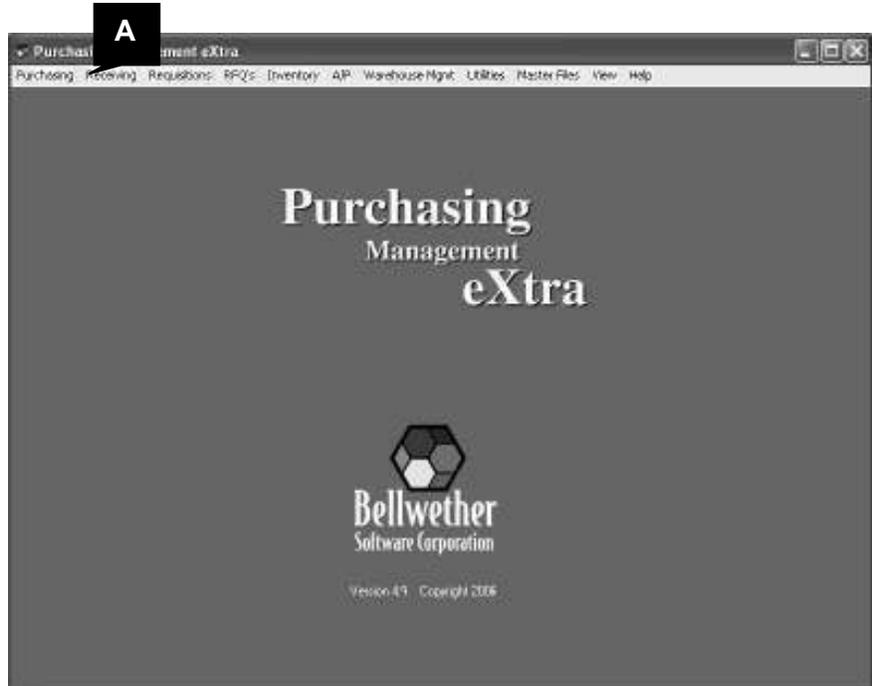
PMX substantially reduces the time required to create a purchase order because most of the information needed on the P.O. can be automatically retrieved and printed by the system. In addition, PMX's integrated design gives you instant access to all Vendor File and Material File data during purchase order entry.

This lesson will step you through the purchase order creation process. You will begin to see how PMX uses the information stored in the Vendor File, Material File, and Control Files to automate the purchasing process.

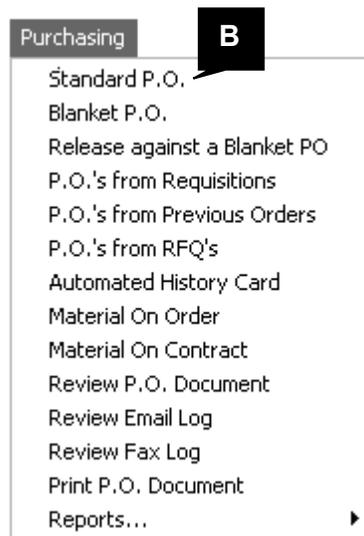
Example 1: Creating a Sample P.O.

Creating a P.O. is as easy as specifying the vendor you wish to buy from and the items you want to purchase. You create purchase orders in two parts, using the P.O. Header Info and the P.O. Line Item Info screens. To familiarize you with these two data entry screens, let's begin by creating a sample purchase order for the two items listed below. You recorded the first item (AA-1000) on the Material File in Chapter 2, Lesson 3; the second item has not been stored on the Material File. We will purchase these items from ABC Corporation, the vendor you stored in the Vendor File in Chapter 2, Lesson 2.

- 1) Three Blower Motors (Item number AA-1000)
- 2) 12 Metal Folding Chairs (No item number)



- A** On the PMX System Menu, choose **Purchasing** to display the Purchasing Menu, shown below.



- B** From the Purchasing Menu, choose **Standard P.O.** to display a blank Standard Purchase Order screen. This is the first of two screens you will use to create the purchase order.

Each PMX screen can be described in detail by choosing the Help command or by pressing the F1 key. For more information, see pages 1-6.

Click here to record additional P.O. Header data, such as Requisitioner and Expeditor IDs, discounts, and freight charges

Click here to record primary Line Item Information about the material that you wish to purchase.

Click here to record additional Line Item information, such as routing instructions, inspection requirements, and priority settings.

Click here to see a preview of the Printed P.O. document.

Click here to open a text window for storing special instructions to be printed on the P.O. document

- C Notice that the cursor automatically appears in the P.O. Number field. Type **PO-200**, and then press **Tab** to move to the Vendor Number field or simply click in the Vendor Number field.

PLEASE NOTE: The only required PO Header Information is the P.O. Number and Vendor Number. If desired, you can select a Control File “operating rule” to instruct PMX to automatically assign P.O. numbers for you. User-defined edit rules on the Control File determine whether the remainder of the information on the P.O. entry screens is optional or required. In the demo, only the P.O. Number and Vendor Number are required.

- D Type **A1000** in the Vendor Number field, then choose **OK**. (A1000 is the vendor number we assigned to ABC Corporation in the previous chapter.)

As shown on the next page, PMX retrieves the standard vendor information you stored in the Vendor File, along with system-default information preloaded into the Control File.

PMX draws the primary Ship-To and Bill-To codes and pre-stored addresses from the Control file and enters them for you.

PMX draws standard vendor information from the Vendor File and enters this information for you.

PLEASE NOTE: You can use PMX's Global Dictionary to rename data fields. Once renamed, all PMX screens and reports will reflect your custom field names. See the online help manual for more details.

E The cursor initially appears in the Ship-To Code field. Click in the

Delivery Date field and type **031305** to specify the date by which the materials we are about to order are needed.

Let's assume that our Header Info is complete at this point. Next, we'll add the Line Item Information to let PMX know what items we wish to purchase.

- F Choose **Line Item Info** to display the second data entry screen, illustrated below.

The screenshot shows a software window titled "Standard Purchase Order - New". It has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons for "Clear", "Delete Line", "Save P.O.", "Next P.O.", "Prev P.O.", and "Exit".

The "Required Info" section contains fields for "Cooperation" (005), "P.O. Number" (PO-200), and "Vendor Number" (A1000). To the right, "Vendor Name and Address" is displayed as "ABC CORPORATION", "225 NEW CASTLE ROAD", "LOUISVILLE KY 40222".

The "Line Item Info" section is titled "P.O. Total" and contains a table with columns: "Line", "Item Number", "Commodity Code", "Material Description", "Add Desc", "Quantity", "U/M", "Unit Price", "Extended Amount", "Discount \$", and "Disc %". The "Line" field contains "001" and the "Item Number" field contains "AA1000". A callout box with the letter "G" points to the "Item Number" field.

Below the table are fields for "Delivery Date" (03/13/05), "G/L Account Code", "Project Number", "Job Number", and "Ship-To Code" (100).

At the bottom of the window are buttons for "Header Info", "Add HDR Info", "Add Line Info", "Review P.O.", "P.O. Instructions", and "Attachments".

Notice that PMX automatically enters the first line item number, 001, in the Line field. The cursor appears in the Item Number field.

- G Type **AA-1000** in the Item Number field, and then press the **Tab** key.

PMX responds by entering for you the standard ordering information that you stored in the Material File for Item Number AA-1000 in the previous chapter. You can override any of this standard ordering information with your own entries on any individual P.O. line.

- H** Notice also that PMX enters the Economic Order Quantity from the Material Record in the Quantity field. (Of course, you can change the default value on any order.) The system automatically calculates the extended amount for the P.O. line and displays a running total as you add line items to the purchase order.
- I** PMX automatically applies all of the data entered on the Header screen to all line items in the purchase order. However, you can make entries in these fields to override the default header information with different data for any individual line item.
- J** Choose the **down arrow** button to the right of the Line field to record the first line item and clear the Line Item Info screen for the next item. You may also press the **↓** key on your keyboard to proceed to the next line.

As you can see in the sample screen on the next page, PMX enters line number 002 for you and repositions the cursor in the Item Number field.

PLEASE NOTE: If you need to return to line number 001, press the ^{up} arrow button or use the [↑] key to display the previous line item. By the same token, you can use the ^{down} arrow button or the [↓] key to move forward through a series of line items on a multi-line P.O. Also, if you want a quick review of the P.O. Header and all Line items entered thus far, choose **Review P.O.**

Buying Materials Without An Item Number

Some of the items you purchase may not have item numbers assigned to them. Other items may be “spot buys” that you do not want to add to your Material File. To illustrate how to purchase materials without an item number, let’s add 12 metal folding chairs to our order.

- K** Click in the Material Description field, then type **METAL FOLDING CHAIRS**.
- L** Notice that an asterisk (*) appears in the Item Number field to indicate that you are ordering an item that is not stored in the Material File (that is, an item that has no Item Number assigned to it).
- M** Choose **Add Desc** to display a blank Additional Line Description window. You can use this text window to enter further descriptive information about the item.

PLEASE NOTE: PMX text window sizes may be defined in the Control File to

display 30, 45, or 60 characters per line.

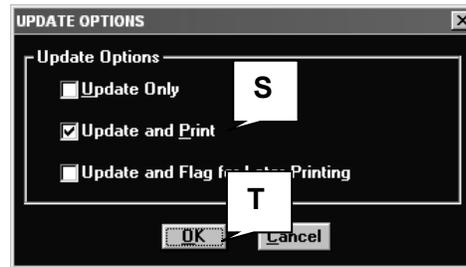
- N Type the text lines shown on the previous page, and then choose **OK** to return to the Line Item Info screen.

- O To complete the P.O. Line, click in the Quantity field and type **12**. Click in the U/M field.
- P Type **EA** in the U/M field, and then click in to the Unit Price field.
- Q Type **24.50** in the Unit Price field, and then press the **Tab** key. Notice that PMX automatically extends the amount for you and adjusts the P.O. total.
- R Choose **Save P.O.** to record the purchase order header and line item information. (You may also type **Alt-s** or press the **Enter** key to save the record.) PMX will display the dialog box shown on the next page.

Printing a P.O. Document

You may print a P.O. document immediately after the purchase order is completed or you may print it later, using the Print P.O. Document command on the Purchasing Menu. To print a copy of the sample P.O. we just created, please follow the instructions outlined on the next page.

PLEASE NOTE: *The Print P.O. Document command on the Purchasing menu allows you to batch print all unprinted purchase orders as well as unprinted amended P.O.s. This function is not illustrated in the QuickStart Tour.*



- S** Choose the **Update and Print** option from the Update Options dialog box.
- T** Choose **OK** to print the P.O. document. PMX will call the Windows Print Setup program to execute the print command.

After executing the print command, PMX will return you to a blank Standard Purchase Order Header Info screen to await your next entry.

The printed P.O. is illustrated on the next page.

Bellwether

Software Corporation

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING AND PACKAGES

No. **PO-200**

DATE: 03/10/02
PAGE: 1

VENDOR NO. A1000

VENDOR: ABC CORPORATION
2225 NEW CASTLE ROAD
SUITE 6B
LOUISVILLE KY 40222-5463

SHIP TO: MAIN WAREHOUSE
DEMO CORPORATION
1212 PRESTON HIGHWAY
LOUISVILLE KY 40222

Ship VIA AIR FREIGHT	F.O.B. LOUISVILLE	Prepaid Freight	Requisitioner	Vendor Contact & Phone JOHN SMITH 459-6789	
Buyer PAUL XAVIER	Delivery Date 03/13/02	Terms 5.00/10-N30	G/L Account No.	Job Number	Project Number

Line	Quantity	U/M	Item Number/Description	Unit Price	Amount	Tax
1	3	EA	AA-1000 BLOWER MOTOR 2HP, 450 RPM Machined steel gear clamps must be 45 percent steel and meet all specifications for stress testing. Must be machined to within .0100 inch tolerance.	381.00	1,143.00	Y
2	12	EA	METAL FOLDING CHAIRS Grey steel frame with vinyl seat and back.	24.50	294.00	Y
				SUBTOTAL	\$1,437.00	
				TAX	57.48	
TOTAL					\$1,494.48	

AUTHORIZED SIGNATURE

**Faxing and
E-Mailing Documents**

You can speed up the purchasing process by e-mailing or faxing purchase orders. You specify in PMX's Vendor File which vendors will be "e-mail" or "fax" vendors. Each time you issue a P.O. to one of these vendors, PMX immediately transmits the document.

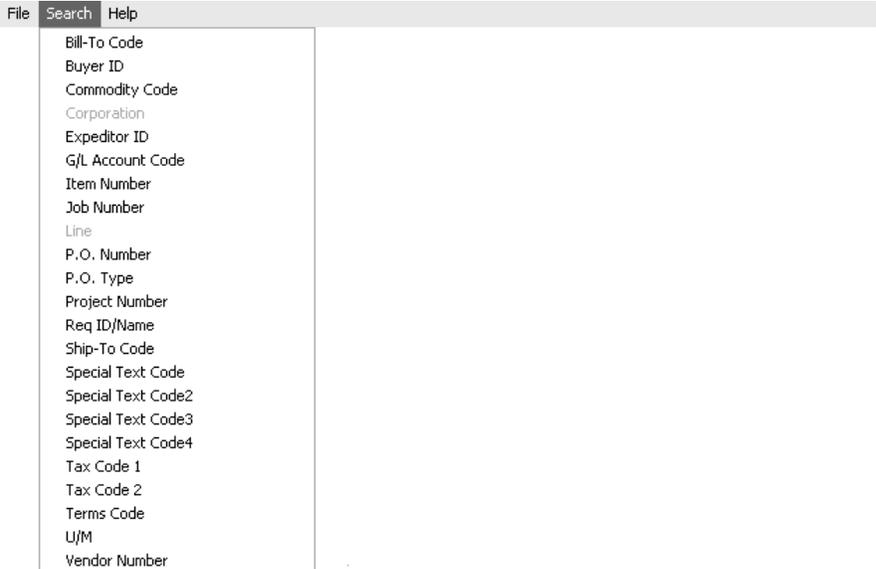
Standard Purchase Order Form

PMX comes with a standard form for laser printers.

If you wish to use your present (or planned) P.O. form, Bellwether Software can customize the print format to your exact specifications for an additional cost.

Example 2: Using PMX's Search Facility

PMX's search facility lets you look up Master File information and then move selected data onto your purchase order screen with just a click or a keystroke. Each of the ? buttons that appear to the right of the data entry fields on the P.O. screens represents a search screen that you can use to retrieve Master File data. You can also access the desired lookup menus from the Search Menu, shown below.



To illustrate PMX's search and retrieval capabilities, let's purchase a color monitor for an IBM 486 PC. We'll buy the monitor from Braintree Corporation and ship it to Warehouse #3, using the search facility to fill in the vendor information, warehouse location, and general ledger account to which the monitor will be charged.

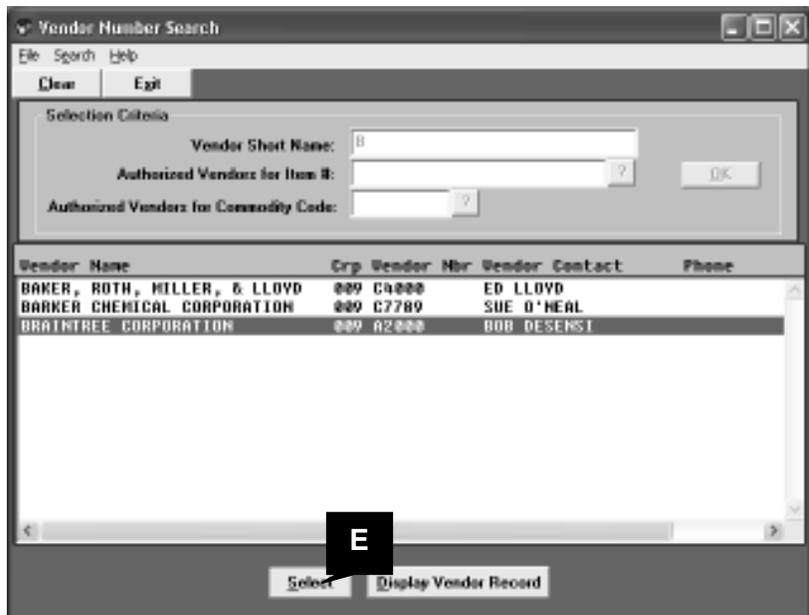
To begin, your screen should display a blank Standard Purchase Order Header Info screen. If this screen is not visible, choose **Standard P.O.** from the **Purchasing Menu**.

- A** Type **PO-201** in the P.O. Number field, and then click in the vendor Number field.
- B** Choose the ? Button next to the Vendor Number field, or choose Vendor Number from the Search Menu to display the lookup screen shown on the next page.

Use the Vendor Number Search screen to browse through your Vendor File and select a vendor for posting to the P.O. Header Info screen. You can search for vendors by entering the first few characters of the vendor's name. You can also use this search screen to locate authorized vendors for specific material items or commodity groups.



- C Type **B** for (Braintree Corporation) in the Vendor Short Name field.
- D Choose **OK** to initiate the search. PMX will return a list of vendors whose names begin with the letter B, as shown below.



PLEASE NOTE: Before selecting a Vendor for the P.O. you can view the complete Vendor Record by choosing the **Display Vendor Record** button on the Vendor Number Search screen. This is particularly useful when you want to review the complete vendor record and related notes

before retrieving the vendor data. After viewing the Vendor record, you can return to the search screen and continue where you left off.

- E To choose Braintree Corporation, highlight the desired line from the search window, then choose **Select**. You may also double-click on the desired record. PMX will automatically return to the Standard Purchase Order screen and post the relevant vendor data, as illustrated below.

The screenshot shows a software window titled "Standard Purchase Order - New". It has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons: "Clear", "Delete P.O.", "Save P.O.", "Next P.O.", "Prev P.O.", and "Exit".

The window is divided into two main sections:

- Required Info:** Corporation: 005, P.O. Number: PD-201, Vendor Number: A2000. Vendor Name and Address: BRAINTREE CORPORATION, DOVER DIVISION, LOUISVILLE KY 40222.
- Header Info:** Ship-To Code: 100 (with a "?" button), Vendor Warehouse, Vendor Contact: BOB DESENSI, P.O. Date: 02/16/95, P.O. Change Number, P.O. Type, Job Number, Project Number, G/L Account Code, Special Text Code, Tax Code 1, Tax % 1, Tax Code 2, Tax % 2. Other fields include: Delivery Date, Ship Via: AIR FREIGHT, F.O.B. Point: LOUISVILLE, Prepaid Freight: None, Buyer ID/Name: PMX, XAWIER, Terms Code: 001, 5.00/10-N30, and Free-Form Terms.

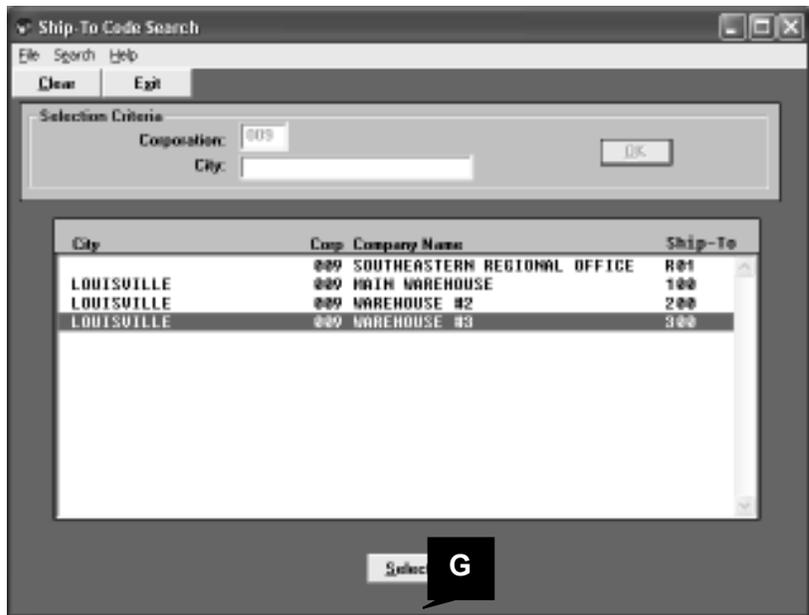
At the bottom of the window are buttons: "Add Header Info", "Line Item Info", "Add Line Info", "Review P.O.", "P.O. Instructions", and "Attachments".

Notice that PMX automatically displays Braintree's standard vendor information on the Header Info portion of the screen. Of course, you may overwrite any of this standard vendor information with your own information on any individual purchase order. PMX also displays default information pre-stored on the Control File, such as the primary Ship-To Code, Buyer, and Payment Terms.

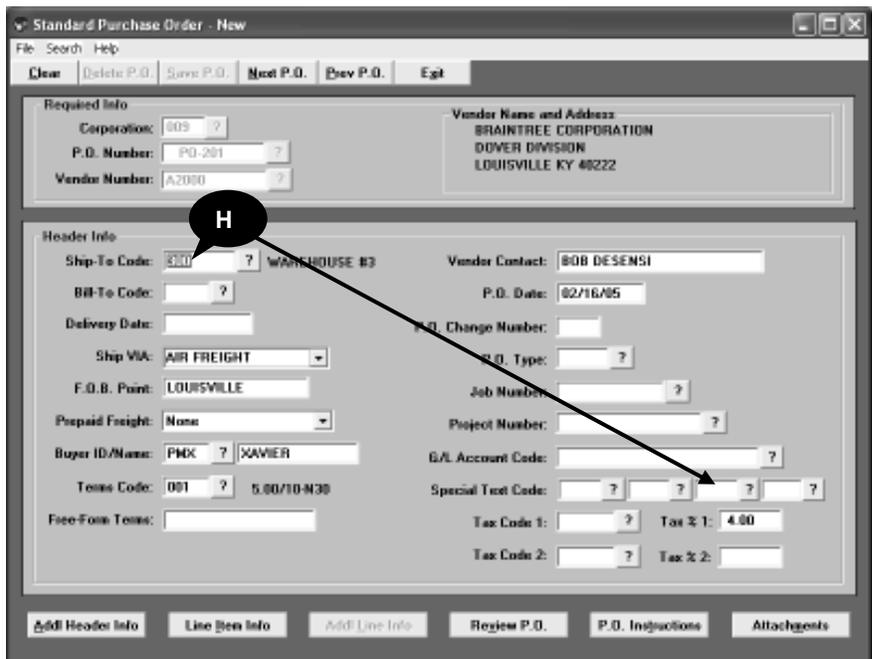
Next we'll overwrite the default Ship-To location shown above and route the color monitor to Warehouse #3.

- F Choose the ? Button next to the Ship-To Code field to display a listing of available ship-to locations, as shown on the next page.

PLEASE NOTE: To quickly locate a Ship-To location in a specific city, enter the first few characters of the location in the City field.



- G** Highlight **Warehouse #3**, then choose **Select** (or double-click on the desired record). PMX automatically closes the search window and returns you to the P.O. screen.



- H** Notice that the ID code 300 now appears in the Ship-To Code field along with the notation Warehouse #3. Also notice that the Tax Percent is automatically entered once you enter the Ship-To Code. When you store default Tax Codes on the Control File Ship-To Record, PMX automatically enters the tax percent on your P.O.

I Click in the delivery Date field, and then type **031305**.

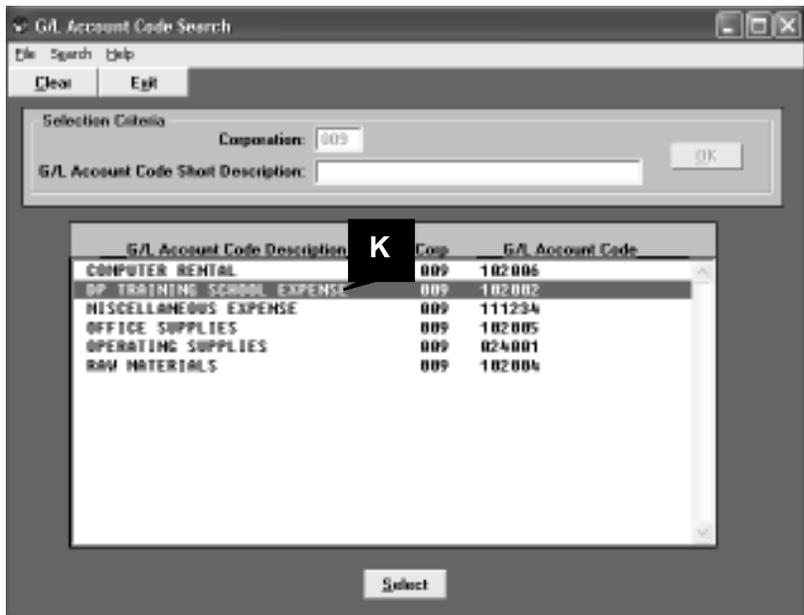
Next, let's expense the color monitor we are about to purchase to the DP Training School Expense account.

PLEASE NOTE: The G/L Account Information, like the Project Number and Job Number, can be entered with the P.O. Header Information or with the Line Item Information. When you want to specify one account for all line items, enter the Account Code with the Header Info. When you want to specify multiple G/L Account Codes on a single P.O., enter the Account Code with the Line Item information. (If you do enter default G/L Account Code on the Header Info screen, you can overwrite that account code any single P.O. Line on the Line Item Info screen.)

J Choose the ? Button next to the G/L Account Code field to display all of the valid G/L Account Codes, as shown on the next page.

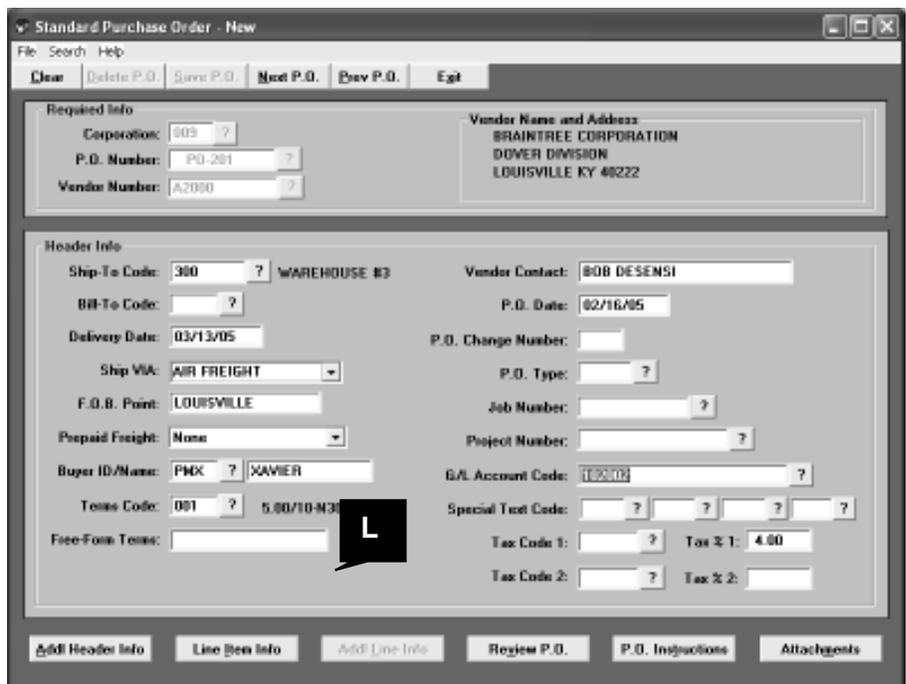
IMPORTANT! You can use PMX's Global Directory to rename data fields. Once renamed, all PMX screens and reports will reflect your custom field names.

PLEASE NOTE: To quickly locate a specific G/L Account Code, enter the first few characters of the account description in the G/L Account Code Short Description field.



K Highlight **DP Training School Expense**, then choose **Select**.

PMX automatically closes the Search window and returns to the P.O. Header Info screen. As you can see in the sample screen below, the account record you selected has been posted to the G/L Account Code field.



L This completes the P.O. Header Info screen. Next, to order the color

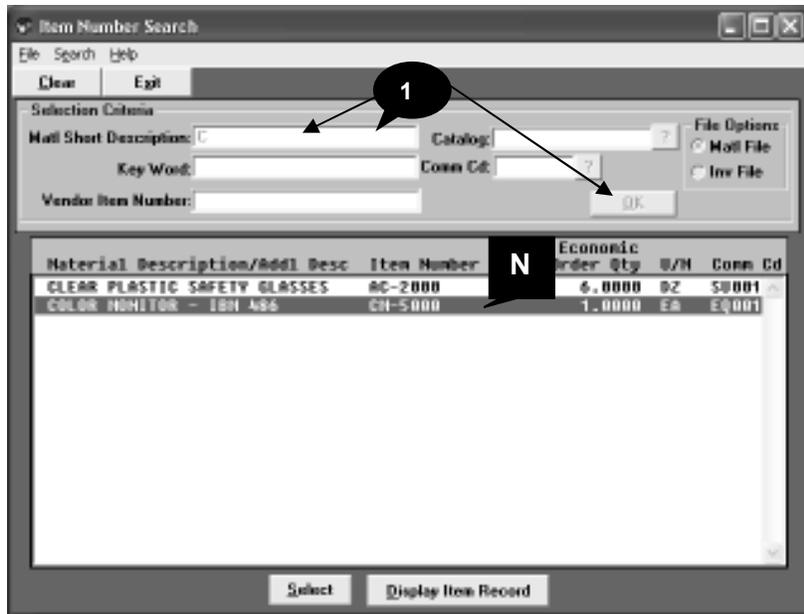
monitor, choose **Line Item Info** to display the Line Item Info data entry screen shown below:

Line	Item Number	Commodity Code	Material Description	Add Desc
001	M			

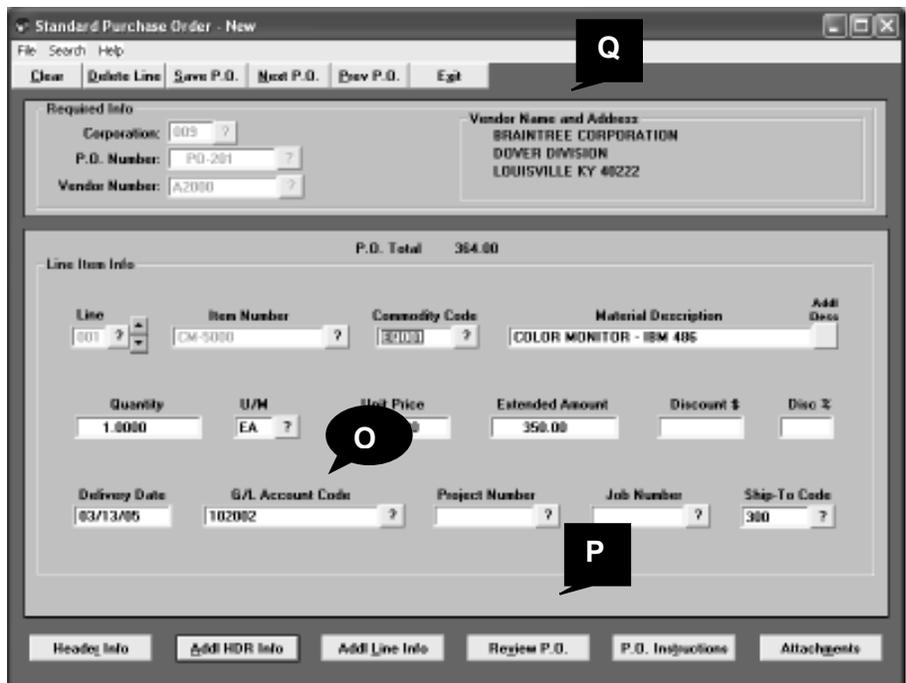
M Notice that your cursor appears in the Item Number field. Choose the ? Button next to this field to look up the Item Number for color monitors. The system returns the screen shown on the next page.

There are several ways to complete searches from this screen. The system can only complete one search criteria at a time. You may enter the first few characters of the item's Material Description, the Key word, Vendor Item Number, the Catalog Code, or the Item's Commodity Code. Listed below is an example of the one of the options available:

1. Key a **C** in the Matl Short Description field, and choose **OK**. (You may enter one or more alpha letters.) The system returns a list of items beginning with the alpha letter(s) you keyed.



- N Double-click on the entry for color monitors to retrieve that record and return to the Line Item Info screen. As you can see in the sample screen at the top of the next page, all of the standard ordering information pre-stored in the Material File for this item has been entered on the order screen for you. If desired, you can overwrite any of this default data.



- O Notice that the G/L Account Code you entered with the P.O. Header information is automatically posted to this item. Like the other pre-

stored standard ordering information, you may overwrite the Account Code, if desired. You may also store an Account Code on the Material Record. PMX will automatically post the specified Account Code for you whenever you order that item.

This completes the purchase order. Before saving and printing the P.O. document, let's take a moment to review the data we have entered.

- P Choose **Review P.O.** to display the Purchase Order Review screen shown on below. Use the horizontal and vertical scroll bars to see the entire P.O.

Line	Qty/UM	Item Number/Description	Unit Price	Amount	Tax
1	1	CH-5000 EA COLOR MONITOR - IBM 486 DELIVERY DATE: 03/13/05 G/L ACCT: 102002	350.00	350.00	Y
			SUBTOTAL	\$350.00	
			TAX	14.00	
			P.O. TOTAL	\$364.00	

- Q When you have finished reviewing the P.O., choose **Exit** to return to the Standard Purchase Order Header Info screen.

R Choose **Save P.O.** to record the P.O. Header and Line Item information. PMX will display the dialog box shown below.

S Choose the **Update and Print** option in the Update Options dialog box.

T Choose **OK** to initiate printing. When printing is complete, PMX will return you to a blank P.O. Header Info screen to await your next entry.

Lesson 2: Purchase Order Maintenance

From time to time, you will need to revise an existing purchase order. You may wish to add new line items, delete existing line items, or edit existing ordering information on the P.O. document. PMX allows you to revise any purchase order once you have entered it into the system—either before or after it is printed.

As with new P.O.s, you can print an amended P.O. immediately after making your revisions, or you can print it later using the Print P.O. Document command on the Purchasing Menu. (This command, which is not illustrated in the QuickStart Tour, prints all unprinted P.O.s as well as unprinted amended P.O.s).

You may also need to delete or void a purchase order occasionally. When you delete a P.O., PMX immediately removes the record from the P.O. file, allowing you to reuse the P.O. number. When you void a P.O., PMX does not actually remove the record from the P.O. file right away. Instead, it flags the record for deletion but retains it for audit trail purposes until you use the purge procedures (described in chapter 4 of the PMX User's Guide) to physically delete the record. Thus, you have the opportunity to reactivate a P.O. that has been voided up until the time you permanently purge the record from the P.O. file.

This lesson will step you through the P.O. maintenance process. As you will see, you do not need to learn any complex new procedures for P.O. maintenance. You use the same data entry screens to revise, delete, void, and reactive existing orders that you used to create P.O.s in previous lessons.

The P.O. Maintenance Report contains an audit trail of purchase order maintenance activity covering any user-defined date range.

Adding a Line Item to a P.O.

After completing Lesson 1, your screen should display a blank Standard Purchase Order Header Info screen. If this screen is not visible, choose the Standard P.O. button from the Purchasing menu.

Please follow the steps outlined on the following pages to add an additional line item to the purchase order you created in Lesson 1 (PO-200).

The screenshot shows a window titled "Standard Purchase Order" with a menu bar (File, Search, Help) and a toolbar (Clear, Delete P.O., Save P.O., New P.O., Rev P.O., Exit). The window is divided into two main sections: "Required Info" and "Header Info".

Required Info:

- Corporation: 003
- P.O. Number: PO-200
- Vendor Number: ?
- OK button

Header Info:

- Ship-To Code: ?
- Bill-To Code: ?
- Delivery Date: ?
- Ship Via: ?
- F.O.B. Point: ?
- Prepaid Freight: ?
- Buyer ID/Name: ?
- Terms Code: ?
- Free-Form Terms: ?
- Vendor Contact: ?
- P.O. Date: ?
- P.O. Change Number: ?
- P.O. Type: ?
- Job Number: ?
- Project Number: ?
- G/L Account Code: ?
- Special Text Code: ? ? ? ?
- Tax Code 1: ? Tax % 1: ?
- Tax Code 2: ? Tax % 2: ?

At the bottom of the window are buttons: Add Header Info, Line Item Info, Add Line Info, Review P.O., P.O. Instructions, and Attachments.

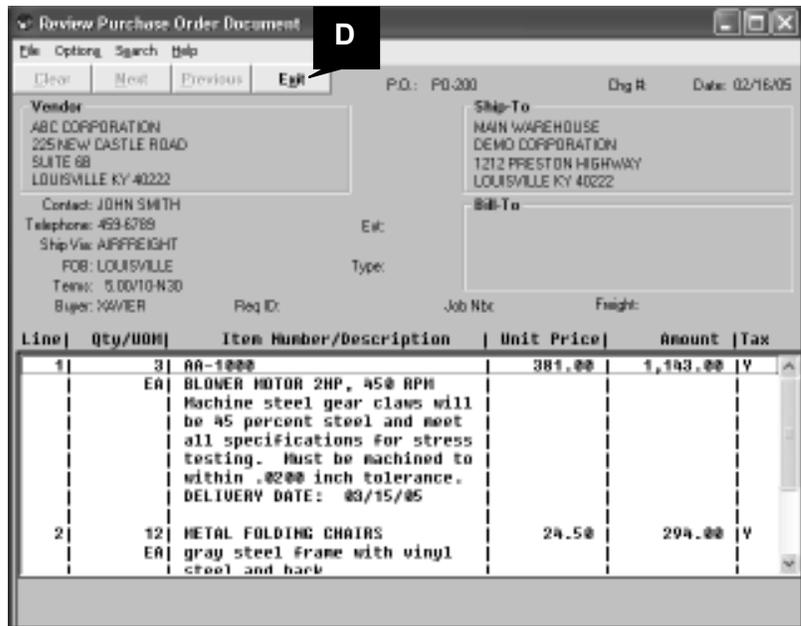
A Type **PO-200** in the P.O. Number field.

B Choose **OK** to retrieve the P.O. PMX displays the P.O. Header information as it was originally entered into the system in Lesson 1.

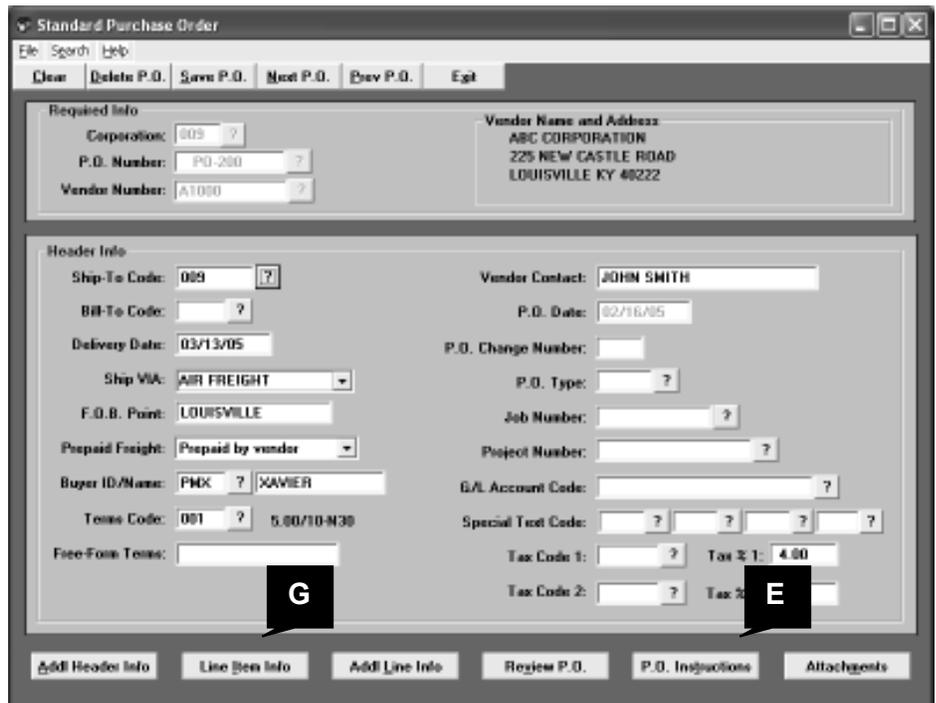
PLEASE NOTE: *There is no need to enter a Vendor Number in the Required Info portion of the screen when retrieving an existing P.O. PMX automatically fills in the Vendor Number along with the rest of the information stored on the P. O. Record.*

You can add, change, or delete any of the Header Info fields—with the exception of the Vendor Number—by moving the cursor to the appropriate field(s) and performing the necessary maintenance. Use the screen selection buttons at the bottom of the Standard Purchase Order screen to access the other P.O. screens and make any necessary revisions. After saving the revised P.O., you can print the amended P.O. document.

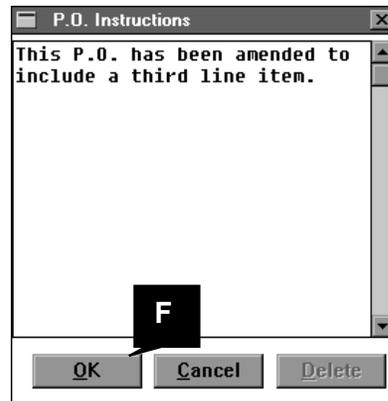
- C** To see the entire P.O. before adding any revision, choose **Review P.O.** PMX will display the review screen shown on the next page.



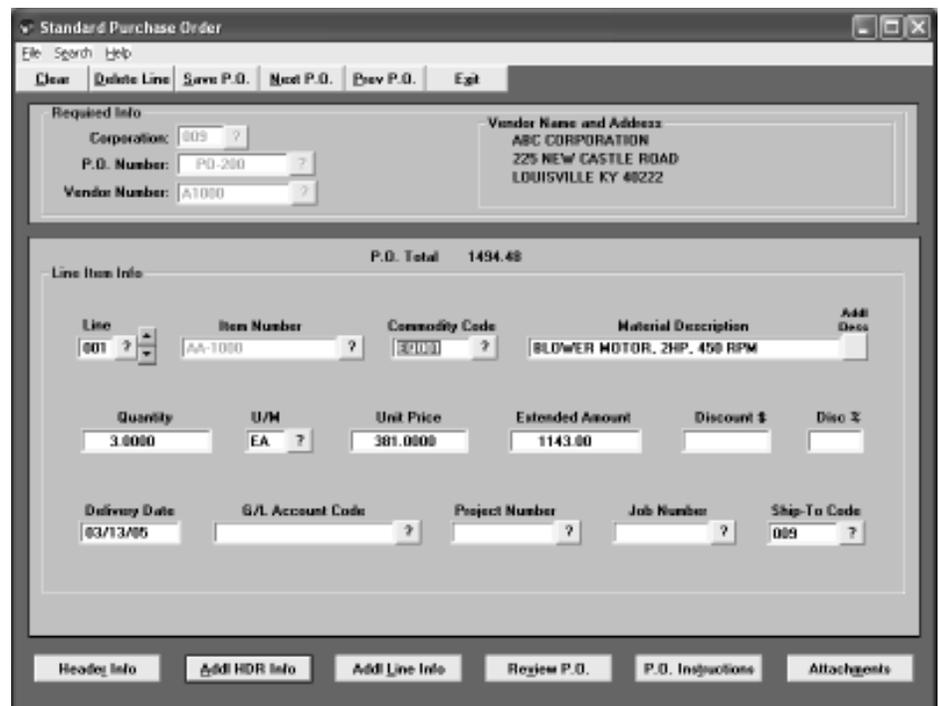
- D** When you have finished reviewing the original P.O., choose **Exit** to return to the Header Info screen.



- E** Before adding a third line item to the purchase order, let's add a note describing the change. Begin by choosing **P.O. Instructions**. PMX will display a blank P.O. Instructions text window.



- F Type the text lines shown above, and then choose **OK** to save the note. PMX will close the text window and return you to the Header Info screen.
- G Next, choose **Line Item Info** to display the Line Item Info data entry screen, shown below.



As you can see, PMX displays the first line item on the purchase order. If the P.O. contains many line items, you can choose the ? Button next to the Line field to see a listing of all line items for this P.O. When you select the line item you want to revise from the search screen, PMX will display the desired line item on the data entry screen.

Once the desired line item appears, you can add, change, or delete any of the existing line item information, with the exception of the Item Number, by moving the cursor to the appropriate field(s) and performing the necessary maintenance. To delete the entire line item, choose **Delete Line**.

Please follow the instructions below to add a new line item to PO-200.

- H** Press the down arrow key twice to display Line 003. PMX clears the remainder of the Line Item Info screen to await your next entry, as shown below.

Line	Item Number	Commodity Code	Material Description	Add Date
003	AC-2000			

- I** Type **AC-2000** in the Item Number field, and then press the **TAB** key. PMX will display the standard ordering information prestored in the Material File for item number AC-2000, as illustrated on the following page.

Standard Purchase Order

File Search Help

Clear Delete Line Save P.O. Add P.O. Rev P.O. Exit

Required Info

Corporation: 003 ?

P.O. Number: PO-200 ?

Vendor Number: A1000 ?

Vendor Name and Address:
ABC CORPORATION
225 NEW CASTLE ROAD
LOUISVILLE KY 40222

P.O. Total 1884.48

Line Item Info

Line	Item Number	Commodity Code	Material Description	Add Desc
003 ?	AC-2000 ?	SU001 ?	CLEAR PLASTIC SAFETY GLASSES	

Quantity	U/M	Unit Price	Extended Amount	Discount \$	Disc %
6.0000	DZ ?	\$2.5000	375.00		

Delivery Date: 03/13/05

G/L Account Code: ?

Project Number: ?

Job Number: ?

Ship-To Code: 111 ?

Header Info Add HDR Info Add Line Info Review P.O. P.O. Instructions Attachments

PMX automatically fills in all of the necessary ordering information for Clear Plastic Safety Glasses. Assuming that we want to accept all of the default ordering information, this completes the purchase order.

- J** Choose **Save P.O.** to store your entries. PMX will display the Update Options dialog box shown below.

UPDATE OPTIONS

Update Options

Update Only

Update and Print

Update and Flag for Later Printing

OK Cancel

- K** Choose the **Update and Print** option.

- L Choose **OK** to initiate printing, following the procedures outlined earlier.

When you print your purchase order, the P.O. Change Number (001) shown near the top right-corner of the document indicates the number of times the purchase order has been amended. After printing, your screen should display a blank Standard Purchase Order Header Info screen. Choose **Exit** to return to the PMX System Menu.

End of Lesson 2

Lesson 3: Adding Vendor and Material Records “On the Fly”

When you issue a purchase order to a vendor that has never been entered into the Vendor File, PMX allows you to add that vendor “on the fly” as you are creating the P.O. You do not have to display any PMX menus to access the Vendor File screen. The system handles this step automatically, then draws the new vendor information into the current P.O. for you.

Similarly, if you want to order an item that has not yet been added to the Material File, you can add the item “on the Fly” as you create the P.O. PMX will permanently add the record to the Material File and draw the appropriate data onto the Standard Purchase Order Line Item Info screen.

End of Lesson 3

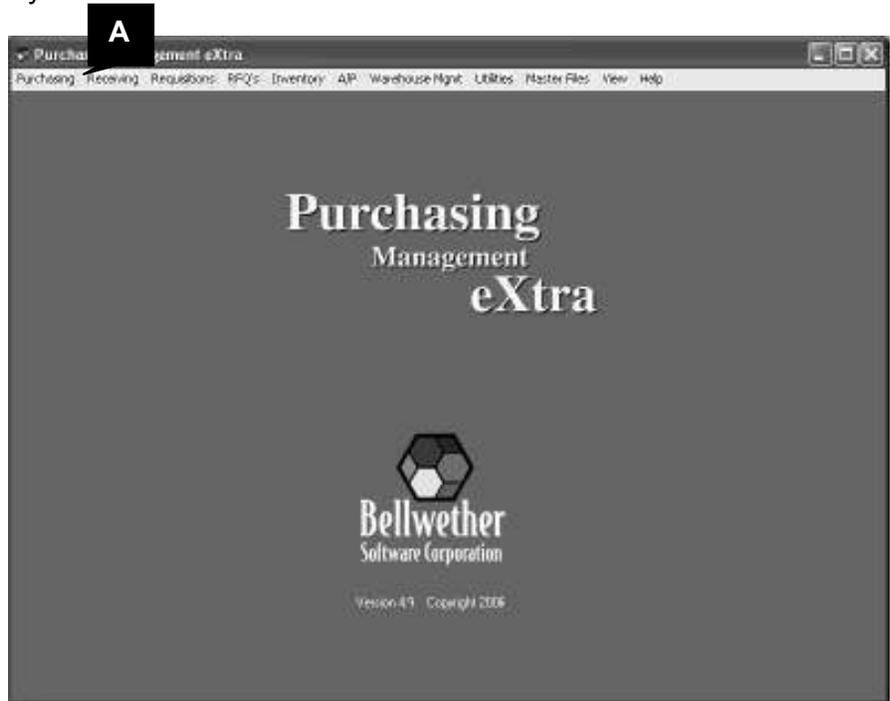
Lesson 4: Creating P.O.s from Previous Orders

Once you have created a purchase order for an item, subsequent buys become much faster. PMX maintains detailed historical information on all previous orders, giving you a detailed “history card” of previous purchases for the item you want to buy.

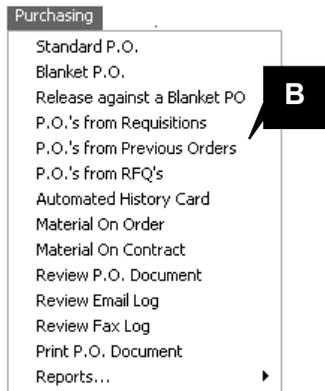
As you will see, PMX’s “copy” feature allows you to quickly create a new purchase order from any previous orders to dramatically reduce purchase order preparation time.

In Lesson 1, Example 2, you created a purchase order for item Number CM-5000. Let’s create a second order for this item, using PMX’s copy feature. When you copy a P.O., the original purchase order is not altered in any way. You can copy the same P.O. as many times as you like.

After completing Lesson 3, your screen should display the PMX System Menu.



- A** Choose **Purchasing** to display the Purchasing Menu, shown on the next page.



- B** On the Purchasing Menu, choose **P.O.s from Previous Orders** to display the lookup screen, shown below.

List specific groups of P.O.'s by entering your selection criteria here. PMX lists only those P.O.'s that meet the parameters you specify.

As you can see PMX gives you a variety of selection parameters for locating the P.O. you wish to duplicate. In addition to searching for a previously ordered item, you can look for P.O.s issued to a particular vendor, orders shipped to a particular warehouse, and so forth.

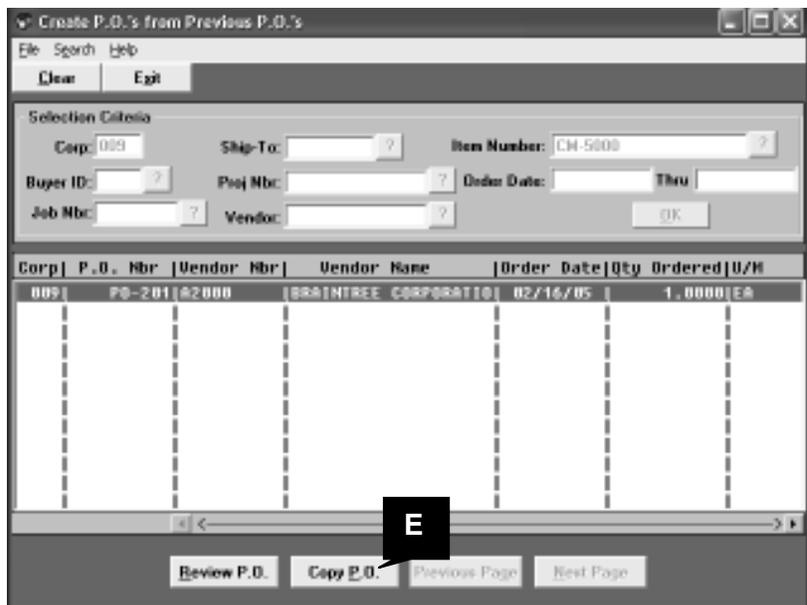
As you might guess, the more parameters you enter, the more PMX will narrow the resulting listing to reflect only those P.O.s that meet your specific requirements.

- C** Notice that the cursor initially appears in the Ship-To field. Click in the Item Number field, and then type **CM-5000**.



D Choose **OK** to initiate the record search.

As shown below, PMX displays summary information from PO-201, the only purchase order for item numbers CM-5000. (As your purchase history accumulates, the lookup screen will show multiple orders for the specified item.)

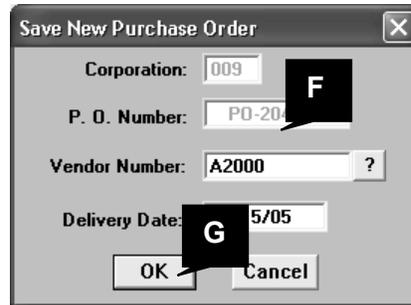


PLEASE NOTE: If you wish to see the entire P.O. before copying it, choose Review P.O.

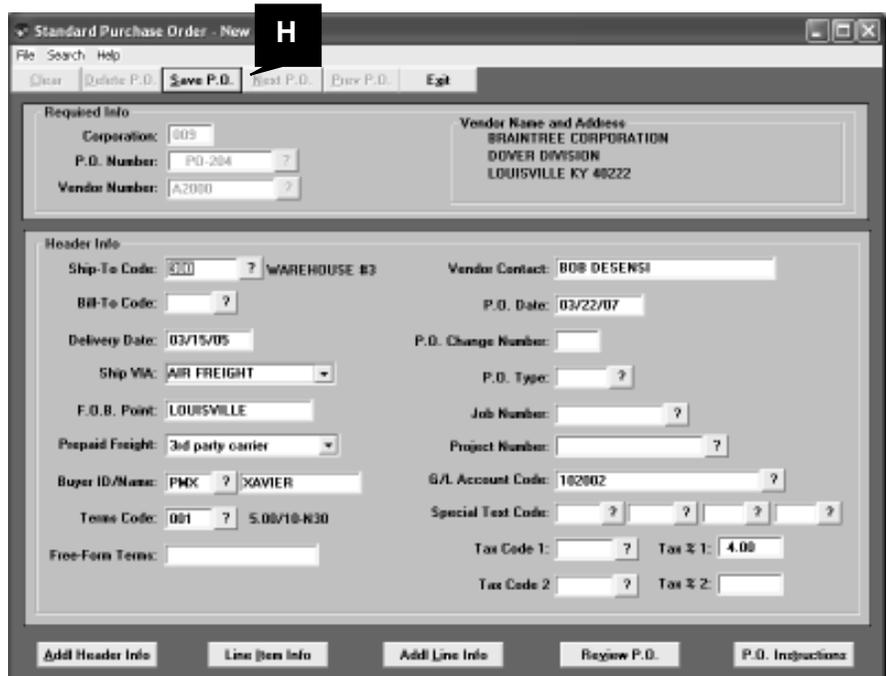
- E Since the desired record is already highlighted in the search window, just choose **Copy P.O.** to duplicate PO-201. (You may also double-click on the record you wish to duplicate.)

As shown below, PMX displays a dialog box in which you may enter the new P.O. Number. You may also change the Vendor Number and Delivery Date for the new P.O., if desired.

- F Type **PO-204** in the Purchase Order field.



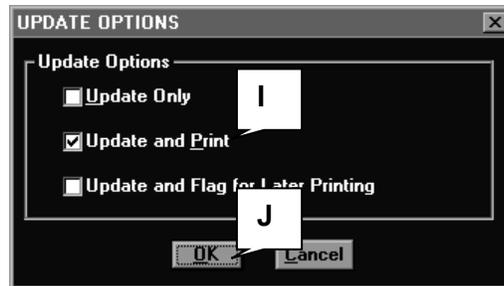
- G Choose **OK** to display the duplicated P.O. on your screen. If desired, you can make further changes to the new P.O. as needed before saving it.



PLEASE NOTE: You may review the entire P.O. prior to saving it simply by choosing **Review P.O.**

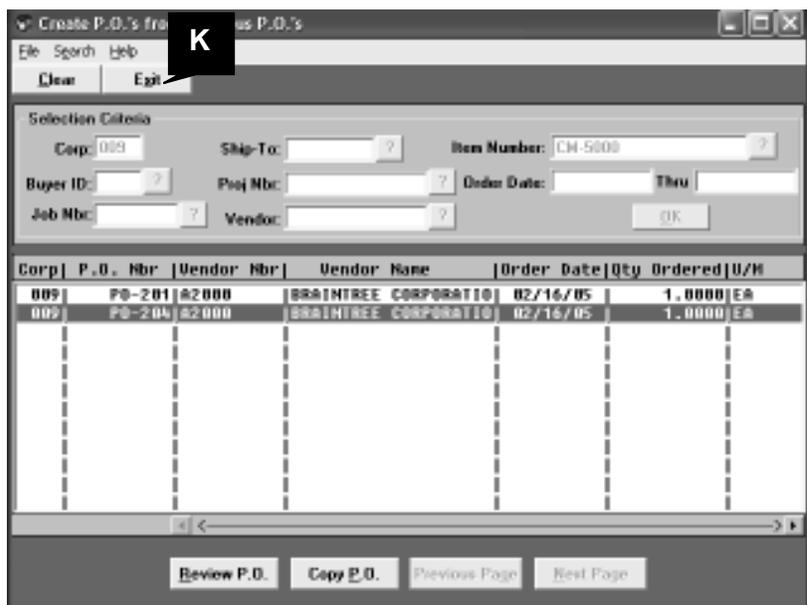
- H Let's assume that the newly created P.O. is complete and needs no

further modifications. Choose **Save P.O.** to store the new purchase order. PMX will display the Update Options dialog box, shown below.



- I Select the **Update and Print** option.
- J Choose **OK** to initiate printing. Follow the procedures outlined in this section to print the P.O. document.

After printing the P.O., PMX automatically returns to the Create POs from Previous Orders lookup screen. (Notice your new P.O. is also listed.)



- K Choose **Exit** to close the lookup window and return to the PMX System Menu.

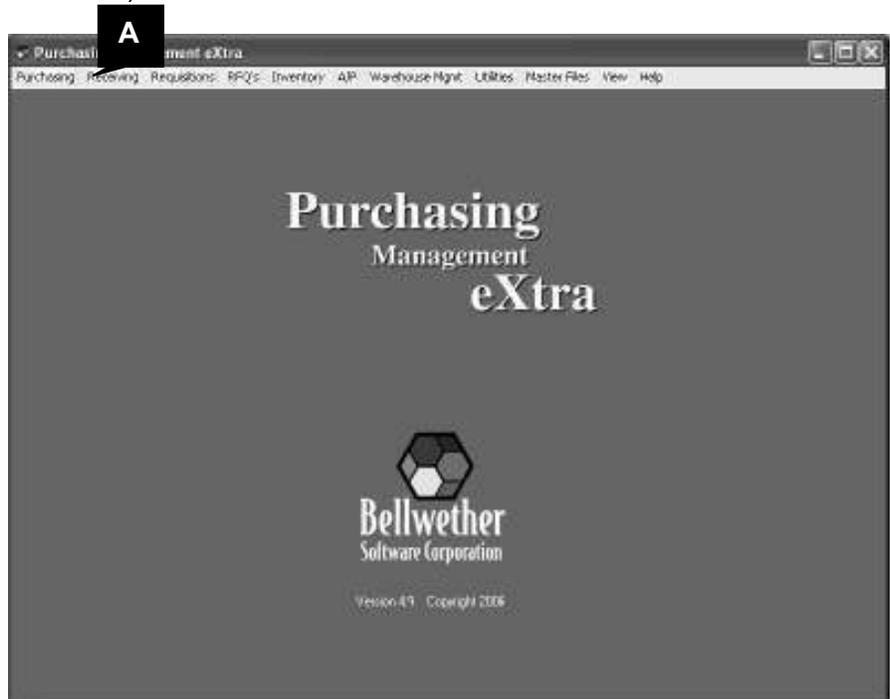
End of Lesson 4

Lesson 5: Automated History Card

PMX maintains detailed information on all purchase orders entered into the system and can instantly display this information on your screen.

In this lesson, you will see PMX's P.O. History File in action. As you enter P.O. information into the system, PMX automatically updates this file with detailed historical information on all of your orders.

To begin, your screen should display the PMX System Menu. Please follow the instructions below to view the purchasing history for Vendor Number A1000 (the vendor you created in Chapter 2, Lesson 2).



- A** On the PMX System Menu, choose **Purchasing** to display the Purchasing Menu illustrated on the next page.



B On the Purchasing Menu, choose **Automated History Card** to display a blank Automated History Card screen.

List specific groups of P.O.s by entering your selection criteria here. You can use any single parameter or a combination of parameters to narrow your selection even further. PMX lists only those P.O.s that meet the parameters you specify.



C Click in the Vendor field, then type **A1000**.

D Choose **OK** to initiate the search.

PMX responds with a summary of each purchase order line item issued to the specified vendor. (In this case, the only purchase order issued to ABC Corporation is PO-200, the three-line P.O. we updated in Lesson 2. As your purchasing history accumulates, of course, more data will appear on the Automated History Card screen.)

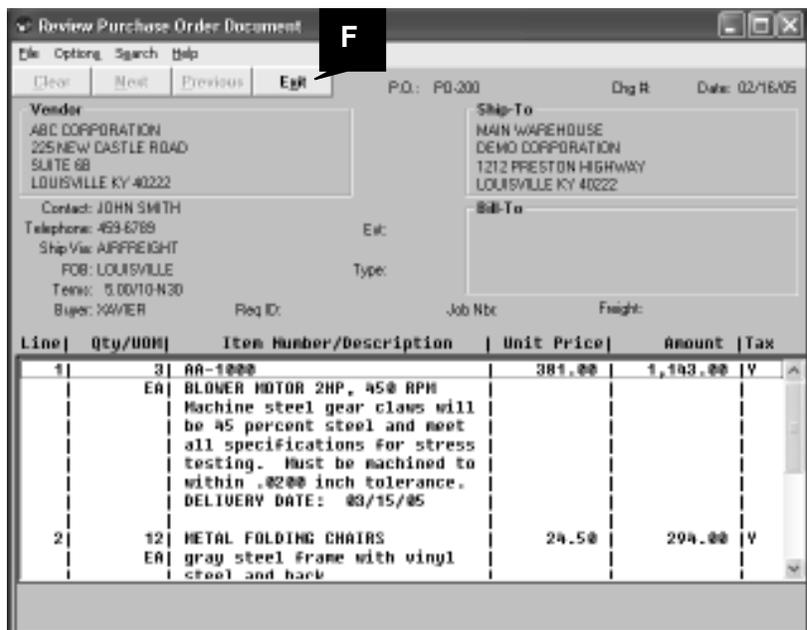


PMX displays a one-line summary of each P.O. Line Item that meets the selection criteria.

Choose the arrow button to display additional summary information for each P.O. line.

You can choose **Print Card** to print a hard copy of the History Card display.

- E** To review the entire purchase order, simply highlight any P.O. Line from the list, then choose **Review P.O.** PMX displays the selected P.O. You may also double-click on any line to see the related P.O.



- F** After reviewing the P.O., choose **Exit** to return to the Automated History Card display. Choose **Exit** again to return to the PMX System Menu.

End of Lesson 5

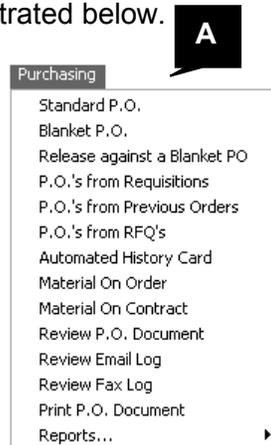
Lesson 6: Management Reports

PMX maintains a detailed history of all purchase orders entered into the system and can produce reports to help you select, organize, and analyze purchasing data. PMX's management reports can access this historical data to track dollars purchased by multiple categories, such as vendor, item, buyer, job number, vendor type, project number, general ledger account code, etc. User-defined report sequences, totals, and selection parameters allow you to tailor each report to your department's specifications.

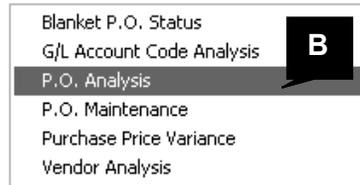
This lesson will step you through the reports available in the Purchasing Module. You will begin to see that all the information you require is at your fingertips.

After completing Lesson 6, your screen should display the PMX System Menu. Instructions for accessing and printing PMX management reports begin on the next page.

On the PMX System Menu, choose **Purchasing** to display the Purchasing Menu, illustrated below.



- A On the Purchasing Menu, choose **Reports** to display the Purchasing Reports submenu shown below.



To print a management report, click on the desired button to display the Report Options screen for the report you wish to print. You use this screen to select and print specific groups of purchase orders and to specify the sort order for the selected records.

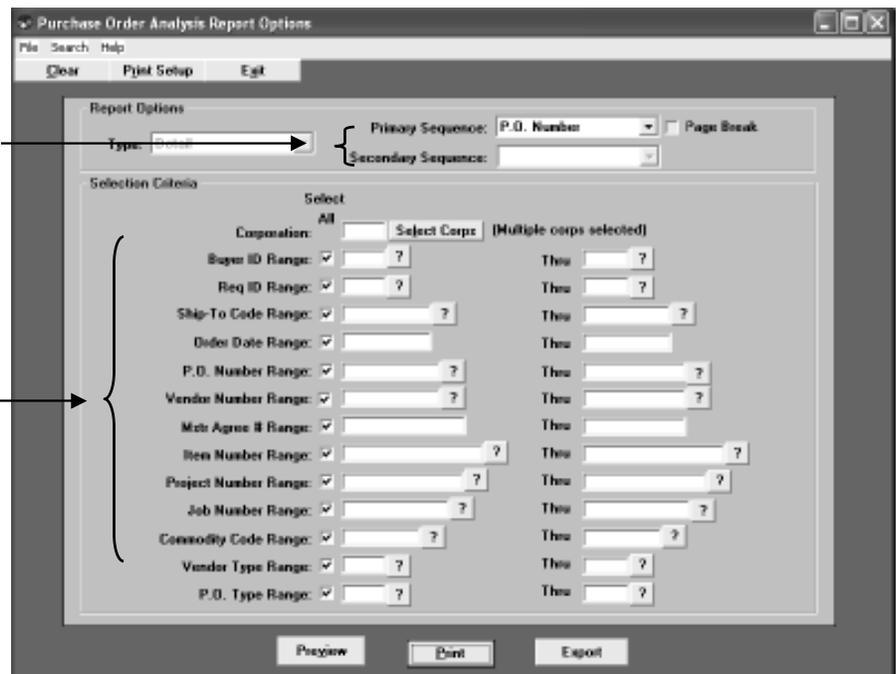
To illustrate, let's print a copy of the P.O. Analysis Report.

(Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.)

- B Choose **P.O. Analysis** to display the screen shown below.

Select primary and secondary report sequences and totals by choosing the desired sort options from the drop down list boxes.

Select specific groups of records for printing by entering your selection criteria here. You can specify any single parameter or use a combination of parameters to narrow your selection even further. PMX prints only those records that meet the parameters you specify. If you do not enter any selection parameters, PMX will print all of the records.

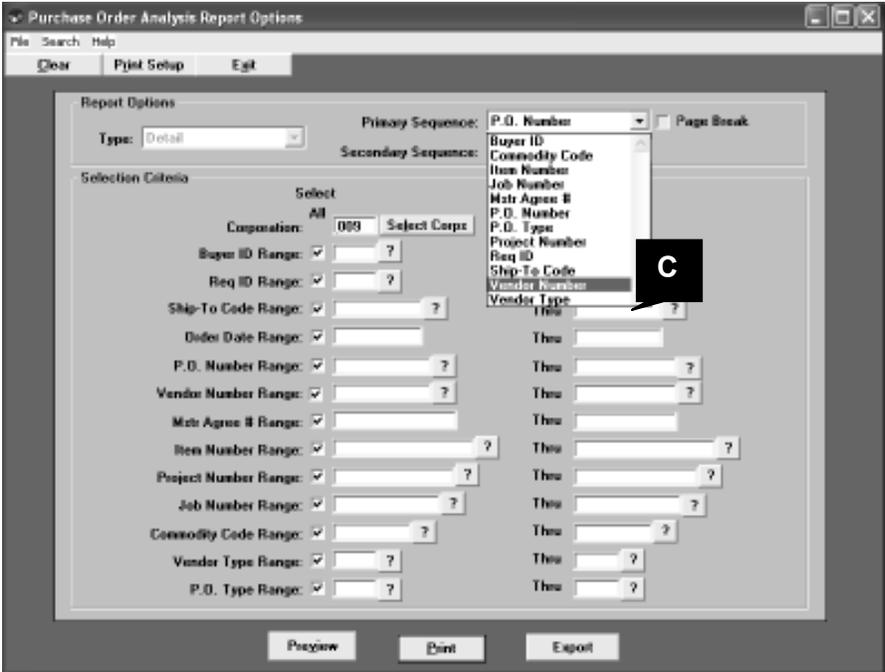


PLEASE NOTE: All PMX Report Options screens are very similar. If you learn to use the P.O. Analysis Report screen, you will know how to generate all PMX reports.

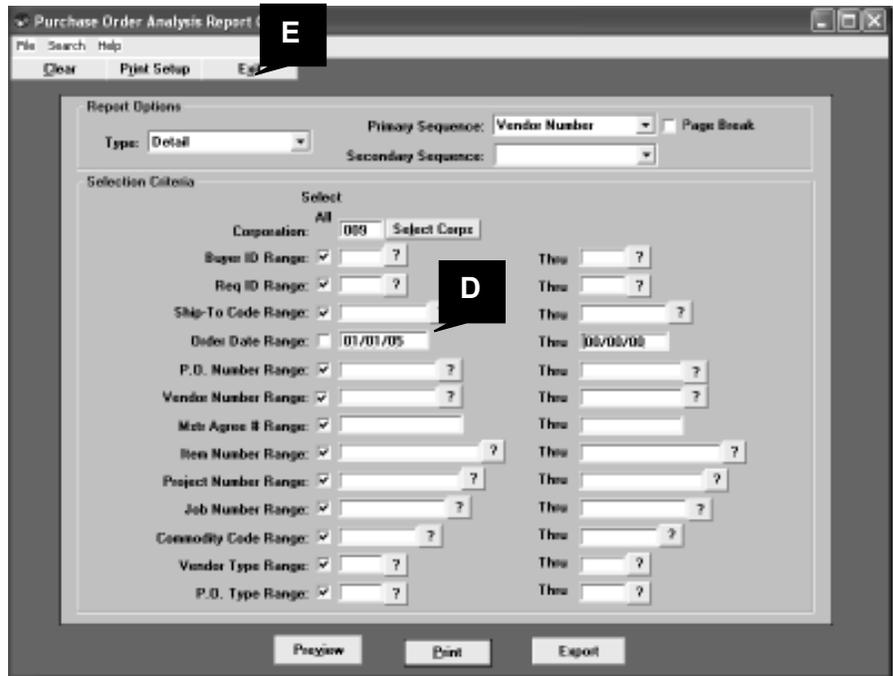
Let's print the P.O. Analysis Report in Vendor Number sequence. We will list only those materials ordered after 12/31/2004.

- C Click on the Primary Sequence list box to activate it, then choose the **Vendor Number** option.

Select "Detail" or "Summary".
Detail prints each selected P.O. line item and Summary prints summary total only.



- D Click on the first Order Date Range field, and then type **010105**. Leave the Thru field blank to indicate that you wish to print all records from January 1, 2005 to the present.



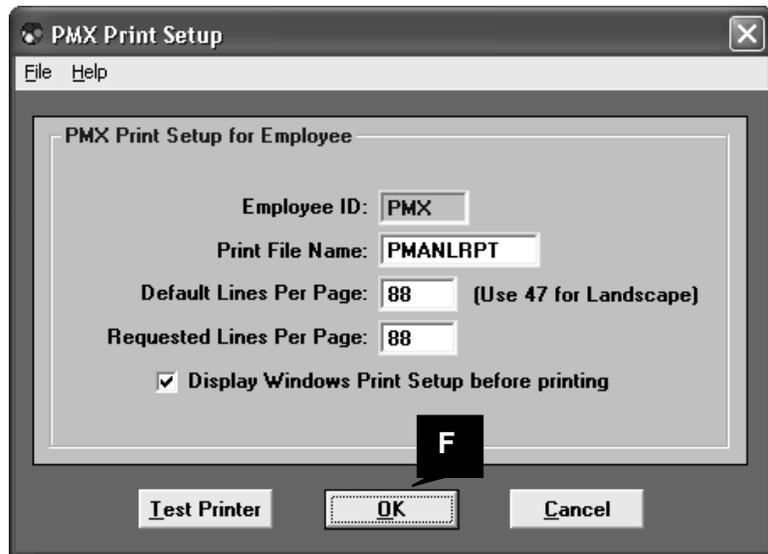
PLEASE NOTE: If you do not specify a secondary print sequence, PMX will sort the report in the primary sequence only. If you do not specify any selection criteria, PMX will include all of the available records in the printed report.

Select Print Settings

Each PMX Report Options screen has a Print Setup command button, which allows you to select the type of printer, the number of lines per page, and the option of displaying the Windows Print Setup screen each time you print. PMX stores these default print settings for each employee.

Before printing the report, let's take a brief look at the Print Setup options available in PMX.

E Choose **Print Setup** to display the screen shown below.



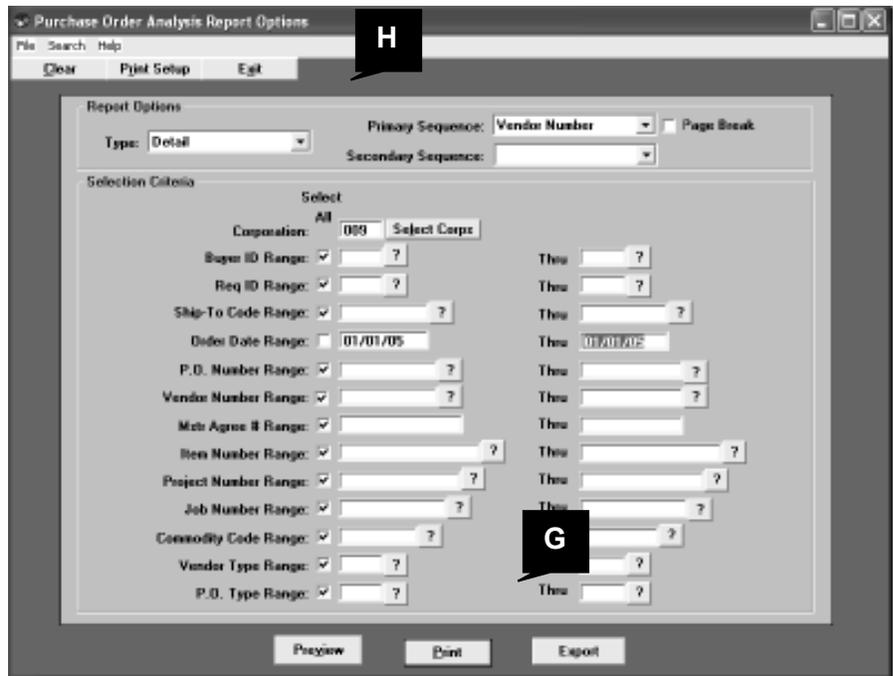
The default settings you select will become the suggested settings for each report that you print in PMX.

If you choose the Display Windows Print Setup before printing option, the system will display the Windows Print Setup dialog box each time you issue a print request.

Each report is actually written to a file on your PMX Reports directory, which is then passed to your Windows printing system. The report file name is initially set by PMX, but you may temporarily modify the default report name by typing a new entry in the Report File Name field. The report with the temporary name will remain in the PMX/REPORTS sub-directory until you delete it. When stored under its default name the current report remains on file only until the next time the report is printed.

PLEASE NOTE: *Before printing, we recommend that you enable the Window Print Manager. The Print Manager lets you install and configure printers, connect to network printers, etc. (You must install the required printer driver before printing in PMX.) The Print Manager also works in the background, sending documents to the printer while you continue working. You can use it to monitor and change the print status of your reports. Please see your Microsoft Windows User's Guide for more information about the Print Manager.*

F After making any needed changes to the PMX Print Setup screen, choose **OK** to return to the Report Options screen.



G Choose **Print** to initiate printing or choose **Export** to initiate creation of an export file containing data for each of the report's detail lines. (The export file can be imported into a spreadsheet and manipulated within the spreadsheet.) The P.O. Analysis report is illustrated on the next page.

H Choose **Exit** to return to the PMX System Menu.

Sample Purchase Order Analysis Report

CORPORATION: 009		PURCHASE ORDER ANALYSIS REPORT							PAGE: 1		
PMANLRPT		VENDOR NUMBER SEQUENCE							DATE: 03/15/05		
P.O. NUMBER	RLS LNE	ORDER DATE	VENDOR NAME	BYR ID	ITEM NUMBER	DESCRIPTION	QUANTITY ORDERED	QUANTITY RECEIVED	U/M	DLV DATE	AMOUNT ORDERED
PO-200	001	03/10/05	ABC CORPORATION	PMX AA-1000		BLOWER MOTOR 2HP,	3.0000		EA	03/13/05	1143.00
	002			PMX *		METAL FOLDING CHA	12.0000		EA	03/13/05	294.00
	003			PMX AC-2000		CLEAR PLASTIC SAF	6.0000		DZ	03/13/05	375.00
TOTALS FOR VENDOR NUMBER						A1000					1,812.00**
BL100	001 001	03/14/05	BRAINTREE CORPO	PMX AA-1000		BLOWER MOTOR 2HP,	2.0000		EA	03/19/05	762.00
	001 002	03/14/05		PMX AE-3000		150 WATT BULB FOR	50.0000		EA	03/19/05	175.00
PO-201	001	03/10/05	BRAINTREE CORPO	PMX CM-5000		COLOR MONITOR - I	1.0000		EA	04/10/05	350.00
PO-204	001	03/12/05	BRAINTREE CORPO	PMX CM-5000		COLOR MONITOR - I	1.0000		EA	04/10/05	350.00
TOTALS FOR VENDOR NUMBER						A2000					1,637.00**
PO-203	001	03/12/05	BRONSON MANUFAC	PMX MB-5000		MOTOR BRUSHES	12.0000		EA	04/20/05	215.40
TOTALS FOR VENDOR NUMBER						B1000					215.40**
TOTALS FOR CORPORATION						009					3,664.40**
GRAND TOTALS					5 PO'S			8 PO LINES			3,664.40**

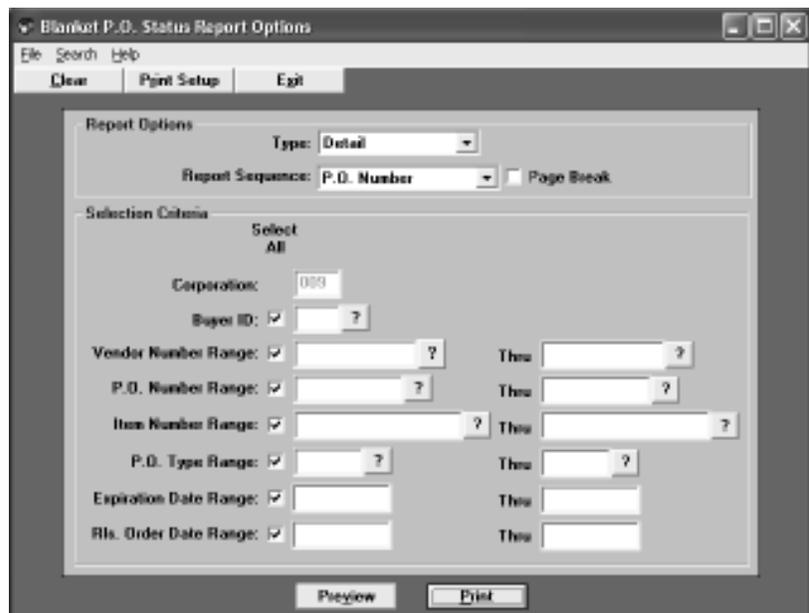
Each of the remaining Purchasing Module Report Options screens are illustrated on the following pages, along with a sample page from each printed report. (No data entry is required for the following illustrations.)

Blanket P.O. Status Report

Use the Blanket P.O. Status Report Options screen to select report sequences and totals for the Blanket P.O. Status Report. You can use the Selection Criteria to print specific groups of purchase orders.

Sort options include:

- P.O. Number
- Vendor Number
- Buyer ID



The screenshot shows a window titled "Blanket P.O. Status Report Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into two sections. The top section, "Report Options", contains a "Type:" dropdown menu set to "Detail" and a "Report Sequence:" dropdown menu set to "P.O. Number". There is also a "Page Break" checkbox. The bottom section, "Selection Criteria", has a "Select:" dropdown menu set to "All". Below this are several fields for selection criteria: "Corporation:" with a text box containing "000"; "Buyer ID:" with a checked checkbox and a text box containing "?"; "Vendor Number Range:" with a checked checkbox and two text boxes containing "?"; "P.O. Number Range:" with a checked checkbox and two text boxes containing "?"; "Item Number Range:" with a checked checkbox and two text boxes containing "?"; "P.O. Type Range:" with a checked checkbox and two text boxes containing "?"; "Expiration Date Range:" with a checked checkbox and two empty text boxes; and "Rls. Order Date Range:" with a checked checkbox and two empty text boxes. At the bottom of the dialog are "Preview" and "Print" buttons.

The Blanket P.O. Status Report, illustrated on the next page, lists blanket items and releases issued against blanket items. The report is printed in P.O. Number sequence.

Sample Blanket P.O. Status Report

CORPORATION: 009		BLANKET P.O. STATUS REPORT						PAGE: 1				
PMBLKRP		P.O. NUMBER SEQUENCE						DATE: 03/15/05				
P.O. NUMBER	VENDOR NAME	LINE	BUYER ID	ITEM NUMBER	DESCRIPTION	SHIP-TO	QUANTITY ORDERED	QUANTITY RECEIVED	ORDER DT/ RLSE DT	EXP DT/ DUE DATE	U/M	BLANKET AMT/ RELEASE AMT
BL100	BRAINTREE CORPO	001	PMX AA-1000		BLOWER MOTOR 2	100	30.0000		03/13/05	03/19/03	EA	11430.00
REL 001	LINE 001		PMX AA-1000		BLOWER MOTOR 2	100	2.0000		03/14/05	03/19/05	EA	762.00
					LINE 001 QUANTITY REMAINING		28.0000					AMOUNT REMAINING 10668.00
BL100	BRAINTREE CORPO	002	PMX *		OFFICE SUPPLIE	100			03/13/05	03/19/05		1000.00
REL 001	LINE 002		PMX AE-3000		150 WATT BULB	100	50.0000		03/14/05	03/19/05	EA	175.00
					LINE 002 QUANTITY REMAINING		*****					AMOUNT REMAINING 825.00
					PO NUMBER	BL100	TOTAL AMOUNT	CONTRACTED				12,430.00
								RELEASED				937.00
								REMAINING				11,493.00
					CORPORATION	009	TOTAL AMOUNT	CONTRACTED				12,430.00
								RELEASED				937.00
								REMAINING				11,493.00

G/L Account Code Analysis Report

Using the G/L Account Code Analysis Report Options screen to create a variety of divisional and departmental accounting reports. You can sequence and total the accounting reports by any level (or segment) of your General Ledger account structure. Use the selection Criteria to select specific groups of purchase orders.

PLEASE NOTE: *Your company's unique General Ledger Account structure can be defined in the Control File. PMX can accommodate up to a 20-character, six-level account structure. After your accounting structure is defined, your account levels appear on the print request screen.*

Primary and secondary sort options include:

- Job Number
- Project Number
- Vendor Number
- 1st Level Account Structure
- 2nd Level Account Structure
- 3rd Level Account Structure
- 4th Level Account Structure
- 5th Level Account Structure
- 6th Level Account Structure
- All Levels

The screenshot shows the 'G/L Account Code Analysis Report Options' window. The 'Report Options' section is configured with 'Type: Detail', 'Primary Sequence: Job Number', and 'Page Break' checked. The 'Selection Criteria' section is set to 'All' and includes several criteria with checkboxes and input fields for ranges. The 'Add Criteria' button is highlighted at the bottom.

Use the **Add Criteria** button at the bottom of the screen to select specific levels or segments of your account structure.

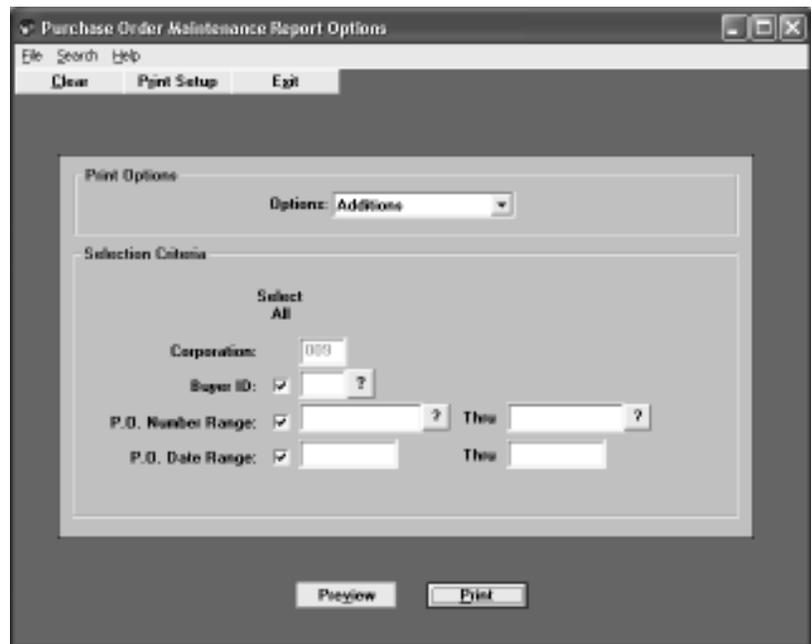
Sample G/L Account Code Analysis Report

CORPORATION: 009		G/L ACCOUNT CODE REPORT					PAGE: 1		
PMDSTRPT		JOB NUMBER		SEQUENCE		DATE: 03/15/05			
G/L ACCOUNT CODE	JOB NBR	PROJ NBR	REQ ID	P.O. NUMBER	RLS LNE	ORDER DATE	VENDOR NAME	ITEM DESCRIPTION	AMOUNT ORDERED/ INVOICE AMOUNT
				PO-200	001	03/10/05	ABC CORPORATION	BLOWER MOTOR 2HP, 450	1,143.00
				PO-200	002	03/10/05	ABC CORPORATION	METAL FOLDING CHAIRS	294.00
				PO-200	003	03/10/05	ABC CORPORATION	CLEAR PLASTIC SAFETY	375.00
				PO-203	001	03/12/05	BRONSON MANUFACT	MOTOR BRUSHES	215.40
				PO-900	001	06/24/98	LIGHTNING ELECTR	CLEAR PLASTIC SAFETY	375.00
				PO-900	004	06/24/98	LIGHTNING ELECTR	MODULE LIGHT	250.00
				PO-900	005	06/24/98	LIGHTNING ELECTR	LONG CHAIN NOSE PLIER	300.00
011001				BL100	001	03/14/05	BRAINTREE CORPOR	BLOWER MOTOR 2HP, 450	762.00
011001				PO-900	002	06/24/98	LIGHTNING ELECTR	FLOOR DIFFUSER	12.50
011001				PO-900	003	06/24/98	LIGHTNING ELECTR	150 WATT BULB FOR FIX	175.00
102002				BL100	001	03/14/05	BRAINTREE CORPOR	150 WATT BULB FOR FIX	175.00
102002				PO-201	001	03/10/05	BRAINTREE CORPOR	COLOR MONITOR - IBM 4	350.00
				PO-204	001	03/12/05	BRAINTREE CORPOR	COLOR MONITOR - IBM 4	350.00
	JOB NUMBER							TOTAL AMOUNT ORDERED	4,776.90
	**							GRAND TOTAL AMOUNT ORDERED	4,776.90**

Purchase Order Maintenance Report

The Purchase Order Maintenance Report Options screen, illustrated below precedes the Purchase Order Maintenance Report. Use the print request screen to select new purchase orders, amended purchase orders, voided purchase orders, or all of the above. You can use the Selection Criteria to choose specific groups of purchase orders. Print options include:

- Additions
- Changes
- Voids
- All Maintenance



The screenshot shows a window titled "Purchase Order Maintenance Report Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into two sections. The first section, "Print Options", contains a dropdown menu labeled "Options:" with "Additions" selected. The second section, "Selection Criteria", contains a "Select All" button and several input fields: "Corporation:" with a text box containing "000", "Super ID:" with a checked checkbox and a text box containing "?", "P.O. Number Range:" with a checked checkbox, a text box containing "?", and a "Thru" text box containing "?", and "P.O. Date Range:" with a checked checkbox, a text box containing "?", and a "Thru" text box containing "?". At the bottom of the window are two buttons: "Preview" and "Print".

The P.O. Maintenance Report is illustrated on the next page. It offers a detailed audit trail for all purchase orders or selected groups of purchase orders. The report is printed in P.O. Number sequence.

Sample Purchase Order Maintenance Report

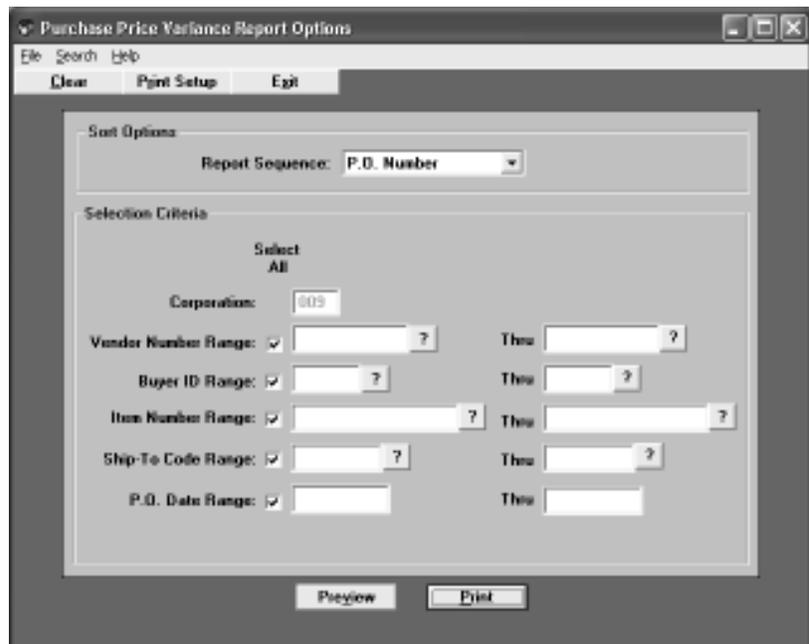
CORPORATION: 009		PURCHASE ORDER MAINTENANCE REPORT										PAGE: 1	
PMMNTRPT		----- CHANGES -----										DATE: 03/15/05	
P.O. NUMBER	CHG NBR	P.O. CLASS	ORDER DATE	MAINT. DATE	VENDOR NUMBER	BUY ID	SHIP VIA	FOB POINT	JOB NBR	PAYMENT TERMS	TAX CODE	TAX COD2	SHIP-TO
PO-200	1	STANDARD	03/10/05	03/15/05	A1000	PMX AIR	FREIGHT	LOUISVILLE		5.00/10-N30			100
----- TEXT LINES -----													
This P.O. has been amended to include a third line item.													
LINE	ITEM NUMBER	SHIP TO COMM.	MATERIAL DESC.	DLV DATE	QUANTITY	U/M	UNIT PRICE	GROSS AMT	DISCOUNT	TAX AMT 1	TAX AMT 2	FREIGHT	NET AMOUNT
001	AA-1000	100	BLOWER MOTOR 2HP,	03/13/05	3.0000	EA		1143.00		45.72			1188.72
		EQ001			381.0000								
002	*	100	METAL FOLDING CHAI	03/13/05	12.0000	EA		294.00		11.76			305.76
					24.5000								
003	AC-2000	100	CLEAR PLASTIC SAFE	03/13/05	6.0000	DZ		375.00		15.00			390.00
		SU001			62.5000								
** TOTAL **								1812.00					1884.48

Purchase Price Variance Report

Use the Purchase Price Variance Report Options screen, shown below, to select report sequences and totals for the Purchase Price Variance Report. Use the Selection Criteria to print specific groups of purchase orders.

Sort options include:

- Buyer ID
- Item Number
- P.O. Number
- Ship-To Code
- Vendor Number



The screenshot shows a software dialog box titled "Purchase Price Variance Report Options". It features a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into two sections. The "Sort Options" section contains a "Report Sequence:" dropdown menu currently set to "P.O. Number". The "Selection Criteria" section includes a "Select All" button and a "Corporation:" text field with the value "605". Below this are five rows of range selection criteria, each with a checked checkbox, a range input field, and a "Thru" input field. The criteria are: "Vendor Number Range", "Buyer ID Range", "Item Number Range", "Ship-To Code Range", and "P.O. Date Range". At the bottom of the dialog are "Preview" and "Print" buttons.

The Purchase Price Variance report is illustrated on the next page. It compares the actual price on your purchase order to the standard price assigned to the item in the Material File. PMX also calculates the dollar variance and percent variance for each item.

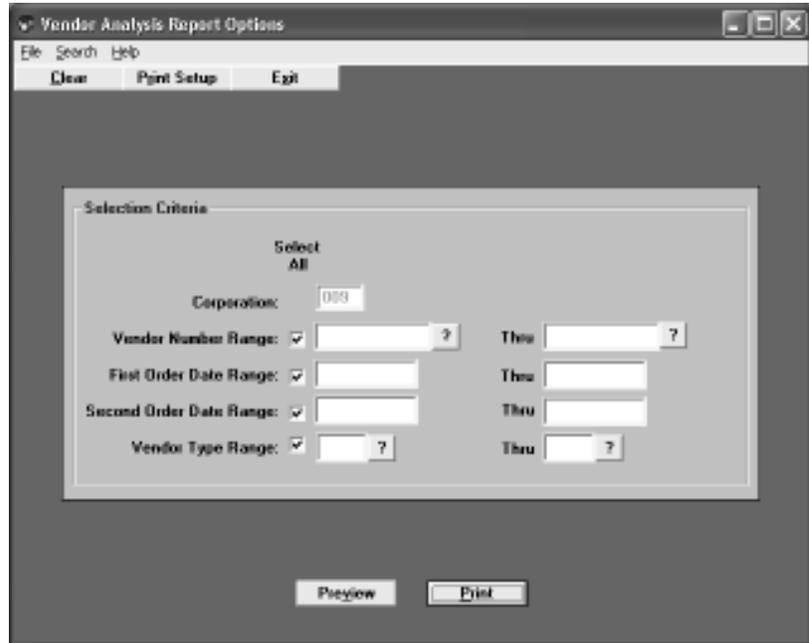
Sample Purchase Price Variance Report

CORPORATION: 009		PURCHASE PRICE VARIANCE REPORT										PAGE: 1	
PMPURVAR		P.O. NUMBER SEQUENCE										DATE: 03/15/05	
P.O. NUMBER	RLS	LNE	VENDOR NUMBER	BUYER ID	ITEM NUMBER	U/M	QUANTITY	PURCHASE UNIT PRICE	TOTAL PURCHASE	STANDARD UNIT COST	TOTAL STANDARD	DOLLAR VARIANCE	PERCENT VARIANCE
BL100	001	001	A2000	PMX	AA-1000	EA	2.00	381.00	762.00	381.00	762.00	.00	.00
		001	002		AE-3000	EA	50.00	3.50	175.00	3.50	175.00	.00	.00
PO-200		001	A1000	PMX	AA-1000	EA	3.00	381.00	1143.00	381.00	1143.00	.00	.00
		003			AC-2000	DZ	6.00	62.50	375.00	62.50	375.00	.00	.00
PO-201		001	A2000	PMX	CM-5000	EA	1.00	350.00	350.00	350.00	350.00	.00	.00
PO-203		001	B1000	PMX	MB-5000	EA	12.00	17.95	215.40	17.95	215.40	.00	.00
PO-204		001	A2000	PMX	CM-5000	EA	1.00	350.00	350.00	350.00	350.00	.00	.00
PO-900		001	A5000	WJA	AC-2000	DZ	6.00	62.50	375.00	62.50	375.00	.00	.00
		002			AC-3000	EA	10.00	1.25	12.50	1.25	12.50	.00	.00
		003			AE-3000	EA	50.00	3.50	175.00	3.50	175.00	.00	.00
		004			AE-5000	EA	20.00	12.50	250.00	12.50	250.00	.00	.00
		005			BB-1789	EA	40.00	7.50	300.00	7.50	300.00	.00	.00
		CORPORATION		009		TOTALS		4482.90		4482.90		.00 .00	
		GRAND TOTAL						4482.90		4482.90		.00 .00	

NOTE: Asterisks indicate that the purchased item is not on the material file or a unit of measure translation record is missing.

Vendor Analysis Report

Use the Vendor Report Analysis Report Options screen shown below, to select vendor purchases over two date ranges for comparative purposes.



The screenshot shows a window titled "Vendor Analysis Report Options". At the top, there is a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area of the window is a "Selection Criteria" dialog box. Inside this dialog, there is a "Select" dropdown menu currently set to "All". Below this is a "Corporation:" label followed by a text input field containing "000". There are four rows of selection criteria, each with a checked dropdown menu, a text input field, and a "Thru" label followed by another text input field. The rows are: "Vendor Number Range:", "First Order Date Range:", "Second Order Date Range:", and "Vendor Type Range:". At the bottom of the dialog box are two buttons: "Preview" and "Print".

The Vendor Analysis Report is illustrated on the next page. It compares vendor purchases in the first date range to vendor purchases in the second date range.

Sample Vendor Analysis Report

CORPORATION: 009

VENDOR ANALYSIS REPORT

PAGE: 1

PMVENANL

DATE: 03/15/05

VENDOR NBR/ VENDOR NAME	----- 01/01/05 THRU 12/31/05 -----					----- -00/00/00 THRU 00/00/00 -----				
	# OF ORDRS	AMOUNT ORDERED	DISC AMOUNT	--SHIPMENTS-- ON-TIME LATE	PERCENT ON-TIME	# OF ORDRS	AMOUNT ORDERED	DISC AMOUNT	--SHIPMENTS-- ON-TIME LATE	PERCENT ON-TIME
A1000 ABC CORPORATION	1	1,812.00								
A2000 BRAINTREE CORPORATION	3	1,637.00								
B1000 BRONSON MANUFACTURING	1	215.40								

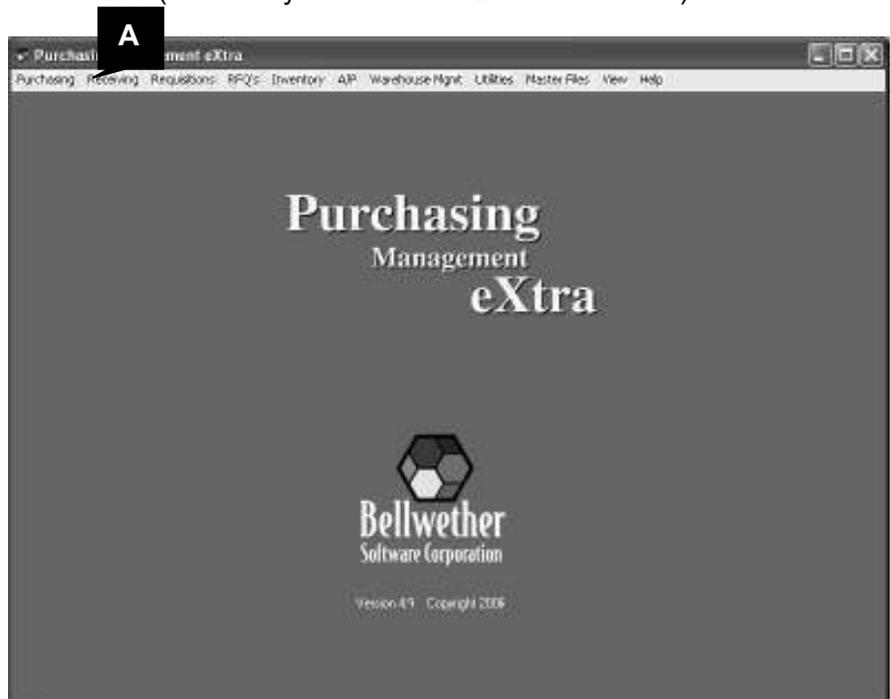
End of Lesson 6

Lesson 7: Change Vendor Number on Existing P.O.

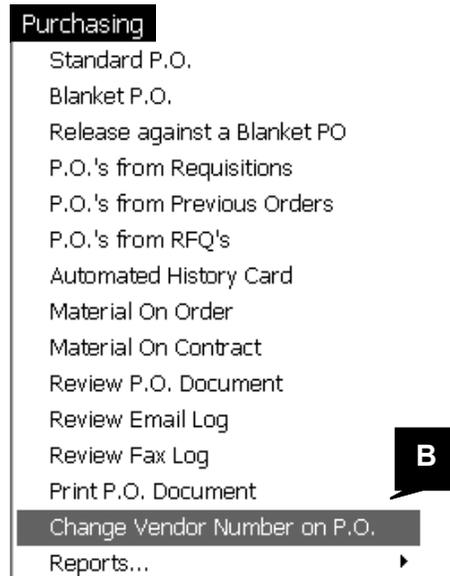
PMX provides the capability of changing the vendor number on a P.O. that has already been created.

In this lesson, you will learn how to change the vendor number on an existing P.O.

To begin, your screen should display the PMX System Menu. Please follow the instructions below to change the vendor number on PO-200 (the P.O. you created in Lesson 1 above).



- A** On the PMX System Menu, choose **Purchasing** to display the Purchasing Menu, shown below.



- B** From the Purchasing Menu, choose **Change Vendor Number on P.O.** to display the Change Vendor screen.

Each PMX screen can be described in detail by choosing the Help command or by pressing the F1 key.

The screenshot shows a window titled "Change Vendor Number on P.O." with a menu bar containing "File", "Search", and "Help". Below the menu bar are "Clear" and "Exit" buttons. The main content area features a "Required Information" box with the following fields: "Composition: 009 ?", "P.O. Number: ?", "Vendor:", "Vendor Name:", "New Vendor: ?", and "New Vendor Name:". At the bottom of this box are "Review PD" and "Enter" buttons.

Notice that the cursor automatically appears in the P.O. Number field. Type **PO-200**, and then press **Tab** to move to the New Vendor Number field or simply click in the New Vendor Number field. Once the P.O. Number has been entered, the system automatically displays the current vendor name and number from the P.O.

Click here to review the P.O. with current vendor number.

Change Vendor Number on P.O.

File Search Help

Clear Exit

Required Information

Cooperation: 009

P.O. Number: PO-200 ?

Vendor: A1000

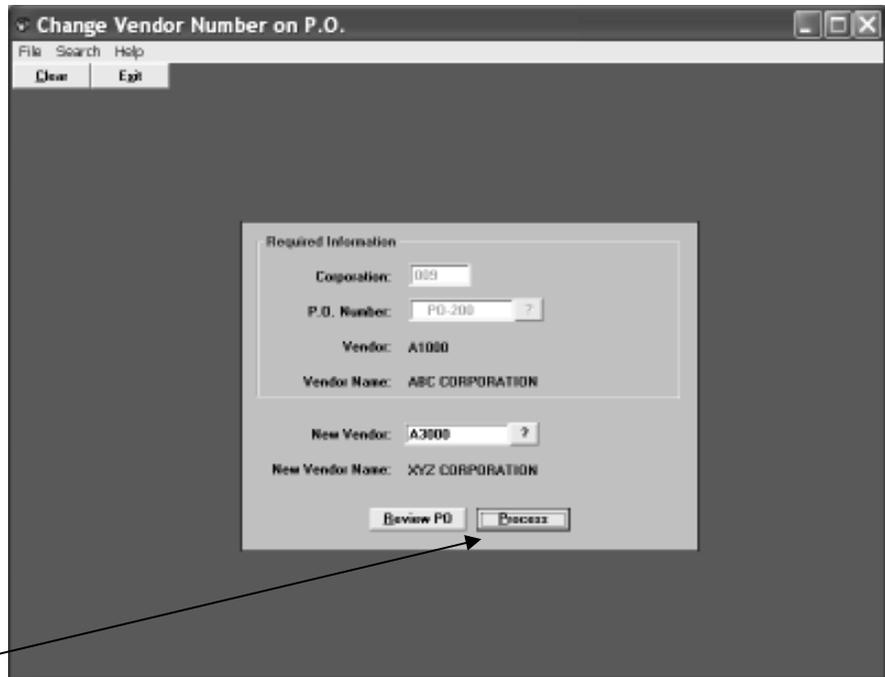
Vendor Name: ABC CORPORATION

New Vendor: ?

New Vendor Name:

Review PO Escape

- C Notice that the cursor automatically appears in the P.O. Number field. Type **PO-200**, and then press **Tab** to move to the New Vendor Number field. Once the P.O. Number has been entered, the system automatically displays the current vendor name and number from the purchase order.



- D** Enter New Vendor **A3000** and then press **Tab**. The system will automatically display the name of the new vendor.

Choose **Process** or **Alt-p** to change the vendor number from **A1000** on the P.O. to **A3000**.

QuickStart Tour

Chapter 4



Receiving Module

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Overview

The integrative power of the PMX system becomes even more apparent with the addition of the Receiving module. There is no longer any need to file a copy of the purchase order to act as a receiving document. Just call up the P.O. and enter the quantity-received and quantity-rejected amounts online.

When you enter material receipts online in PMX, the system automatically updates the status of open purchase orders. If you use the Receiving module in conjunction with the Inventory module, the system also updates the on-hand quantity for each inventory item received and reduces the on-order quantity.

If it is not practical to use a terminal in the receiving area, you can use a system-produced receiving worksheet to record receiving data for later entry into the Receiving module.

Major functions of the Receiving module include the ability to:

- Enter receipts on line as material is received.
- Enter multiple partial receipts for the same purchase order line.
- Enter receipts using a different unit of measure from the unit of measure entered on the purchase order. PMX automatically performs the U/M conversion for you.
- Print receiving tickets to accompany received items.
- Maintain vendor performance ratings based on your weighting factors for delivery, quality, and price.
- Instantly display receipt information and the status of open purchase orders on your screen.
- Print receiving reports showing the receipt history for any user-defined date range.
- Print expediting reports that show open purchase order items that are scheduled to be received, purchase order items that are overdue, and purchase orders that are closed.

PLEASE NOTE: *The Receiving Module is optional. It can be installed at the same time as the Purchasing module, or it can be added later, as needed.*

Lesson 1: Material on Order

The Material on Order function is one of the most basic tools for a buyer. Use it to display open orders and their due dates. Before entering any receipts, let's take a look at this useful inquiry function.

To begin, your screen should display the PMX System Menu. Please follow the instructions below to display the Material on Order screen.



- A** Choose **Receiving** to display the Receiving Menu, shown below.



- B** Choose **Material On Order** to display the Material On Order screen shown on the next page.

The Selection Criteria entered here lets you choose which group of open purchase orders you wish to display. You may enter any single selection parameter or a combination of selection parameters to narrow your search.

Let's begin by displaying all open purchase orders.

- C Choose **OK** to display a one-line summary of each open P.O. line.

Corp	P.O. Nbr	Rls	Lin	Vendor Nbr	Item Number	Qty Ordered	U/M	Div Date
009	P0-200	001	01000	00-1000		3.0000	EA	03/15/05
009	P0-200	002	01000	*		12.0000	EA	03/15/05
009	P0-200	003	01000	0C-2000		6.0000	02	03/15/05
009	P0-201	001	02000	0N-5000		1.0000	EA	03/13/05
009	P0-204	001	02000	0N-5000		1.0000	EA	03/15/05
009	P0-900	001	05000	0C-2000		6.0000	02	08/01/96
009	P0-900	002	05000	0C-3000		10.0000	EA	08/01/96
009	P0-900	003	05000	0E-3000		50.0000	EA	08/01/96
009	P0-900	004	05000	0E-5000		20.0000	EA	08/01/96
009	P0-900	005	05000	0B-1789		40.0000	EA	08/01/96

Choose the right arrow button to list additional summary information.

Often, you may wish to display the complete P.O. in order to see more detailed information concerning materials on order. To illustrate, please display the P.O. document for P.O. 200.

- D If the P.O. number PO-200 is not already highlighted, click on any P.O. line item to highlight. Choose **Review P.O.** to display the complete P.O. document, shown below.

Review Purchase Order Document

File Options Search Help

Clear Next Previous **Exit** P.O.: PO-200 Chg R Date: 02/16/05

Vendor
 ABC CORPORATION
 225 NEW CASTLE ROAD
 SUITE 68
 LOUISVILLE KY 40222
 Contact: JOHN SMITH
 Telephone: 493-6789
 Ship Via: AIRFREIGHT
 FOB: LOUISVILLE
 Terms: 5.00/10-N30
 Super: W/NER

Ship-To
 MAIN WAREHOUSE
 DEMO CORPORATION
 1212 PRESTON HIGHWAY
 LOUISVILLE KY 40222

Bill-To

Est: _____ Type: _____
 Req ID: _____ Job Nbr: _____ Freight: _____

Line	Qty/Unit	Item Number/Description	Unit Price	Amount	Tax
1	3	AA-1000 EA BLOWER MOTOR 2HP, 450 RPM Machine steel gear claws will be 45 percent steel and meet all specifications for stress testing. Must be machined to within .0200 inch tolerance. DELIVERY DATE: 03/15/05	381.00	1,143.00	V
2	12	EA METAL FOLDING CHAIRS gray steel frame with vinyl steel and back	24.50	294.00	V

- E When you are finished reviewing the P.O. document, choose **Exit** to return to the Material On Order screen.

Material On Order

File Search Help

Clear **Exit**

Selection Criteria:
 Comp: 009 Sgs: ? Proj Nbr: ? Dlv Date: Thru
 Ship-To: ? Vendor: ? Item Nbr: ?
 Job Nbr: ? P.O. Number: ? Thru ? [OK]

Corp	P.O. Nbr	R1s	Lin	Vendor Nbr	Item Number	Qty Ordered	U/H	Dlv Date
009	PO-200		001	01000	AA-1000	3.0000	EA	03/15/05
009	PO-200		002	01000	AA-1000	12.0000	EA	03/15/05
009	PO-200		003	01000	AC-2000	6.0000	02	03/15/05
009	PO-201		001	02000	CH-5000	1.0000	EA	03/13/05
009	PO-204		001	02000	CH-5000	1.0000	EA	03/15/05
009	PO-900		001	05000	AC-2000	6.0000	02	08/01/96
009	PO-900		002	05000	AC-3000	10.0000	EA	08/01/96
009	PO-900		003	05000	AE-3000	50.0000	EA	08/01/96
009	PO-900		004	05000	AE-5000	20.0000	EA	08/01/96
009	PO-900		005	05000	BB-1789	40.0000	EA	08/01/96

Review P.O. Previous Page Next Page

- F Choose **Exit** to return to the PMX System Menu.

End of Lesson 1

Lesson 2: Receipt Entry

To enter a receipt, first display the related purchase order information on the screen. You then enter your receiving information on the same screen. This is similar to recording the quantity received and quantity rejected counts on a “hard” copy of the purchase order. The difference is that no physical copy of the order needs to be sent to the receiving area, filed, and later extracted and matched.

In this lesson you will see how to use the purchase orders you created in prior lessons to take the purchasing process one step further into receiving.

Example 1: Entering the First Receipt

Let’s begin by entering a receipt against PO-200, the purchase order you created in Lesson 3 of the previous chapter.

To begin, your screen should display the PMX System Menu. Please follow the instructions outlined below to enter your first receipt.



- A On the PMX System Menu, choose **Receiving** to display the Receiving Menu, shown below.



- B On the Receiving Menu, choose **Material Receipt** to display a blank Material Receipt screen.

Each PMX screen can be described in detail by choosing the Help command or by pressing the F1 key

A screenshot of the "Material Receipt" window. The window has a title bar "Material Receipt" and a menu bar "File Search Help". Below the menu bar are buttons for "Clear", "Print Setup", "Delete", "Save", and "Exit". The main area is divided into several sections. The "Required Info" section contains fields for "Company:" (003), "P.O. Number:" (PO-200), and "Receipt Number:" (1). A callout box "C" points to the "P.O. Number:" field, and a callout box "D" points to the "Receipt Number:" field. Below this is a section for "Receiver ID:" and "Receipt Date:". The "Receipt Info" section has fields for "P.O. Line", "Receiving U/M", "Quantity Accepted", "Quantity Rejected", and checkboxes for "Complete Shipment" and "Partial Shipment". The "P.O. Line Info" section has fields for "Item Number", "Material Description", "U/M", "Qty Remaining", "Vendor Item Number", "Req ID/None", "Routing", and "Qty Received". At the bottom are buttons for "Auto Receive", "Review P.O.", "Change P.O.", "Serial/Tag Nbrs", and "Lot Numbers".

- C Notice that the cursor appears in the P.O. Number field. Type **PO-200**, then press the **Tab** key to move to the Receipt Number field.

PMX automatically enters a **1** in the Receipt Number field, since this is the first receipt we have entered against this purchase order. (If you wish to revise a receipt that you have already entered, you can overwrite the Receipt Number.)

- D Choose **OK** to display the ordering information for the first line item on PO-200, as shown on the next page.

PLEASE NOTE: If you do not know the P.O. Number or Receipt Number, you can click on the ? Button to the right of the P.O. Number or Receipt Number field or choose the appropriate command from the Search Menu to initiate a search for the desired P.O. and Receipt Numbers.

The screenshot shows the 'Material Receipt - New' window. Key elements include:

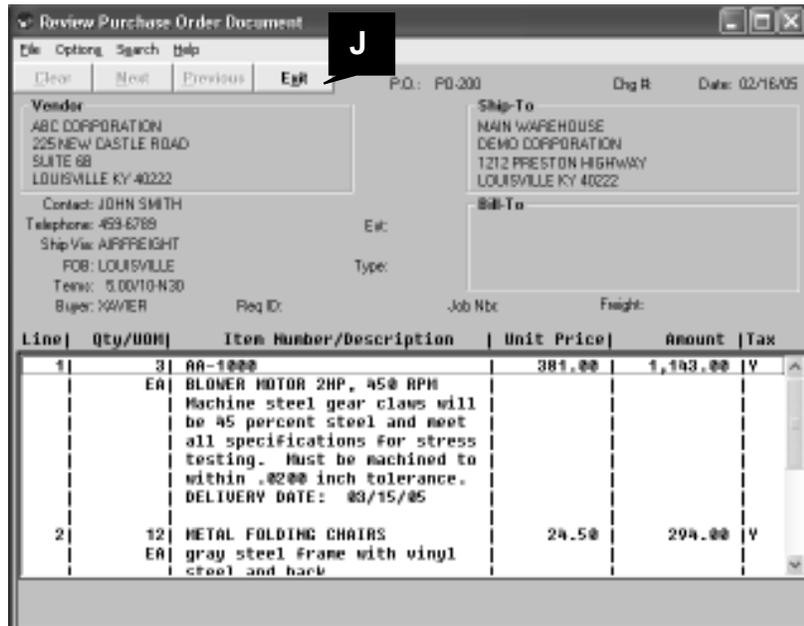
- Required Info:** Corporation: 003, P.O. Number: PO-280, Receipt Number: 1.
- Vendor Name and Address:** ABC CORPORATION, 225 NEW CASTLE ROAD, LOUISVILLE, KY 40222.
- Receiver ID:** PMX, XAMIER. **Receipt Date:** 02/16/05.
- Receipt Info:**

P.O. Line	Receiving U/M	Quantity Accepted	Quantity Rejected	Complete Shipment	Partial Shipment
001	EA	1000		<input type="checkbox"/>	<input type="checkbox"/>
- P.O. Line Info:**

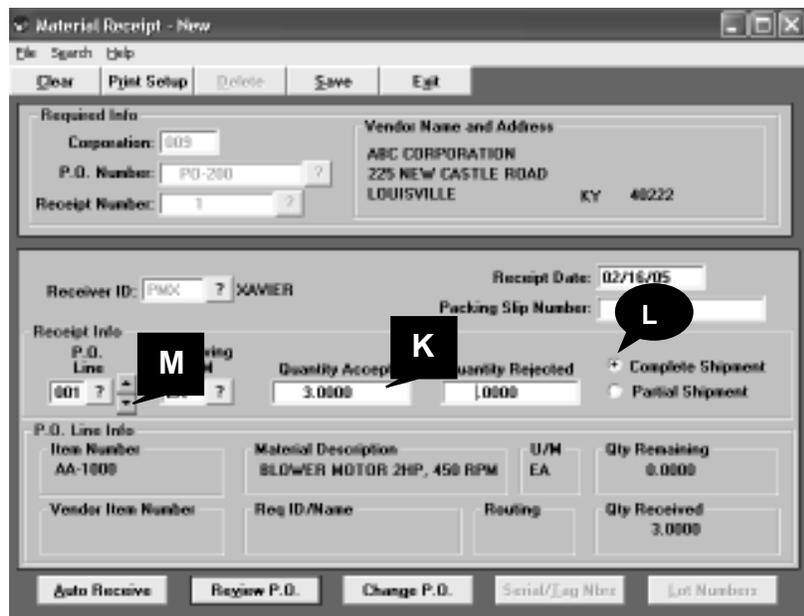
Item Number	Material Description	U/M	Qty Remaining
AA-1800	BLOWER MOTOR	EA	3.0000
- Buttons:** Auto Receive, Review P.O., Change P.O., Serial/Seq Mtr, Lot Numbers.

- E** Notice the Receiver ID is entered for you.
- F** The cursor bypasses the optional Receipt Date, and Packing Slip fields and is positioned in the Quantity Accepted field. (PMX automatically enters the current system date in the Receipt Date field. You may override the default date, if desired.)
- G** Notice that the Item Number, Material Description, and Ordering U/M for the first line item on the P.O. are shown in the display-only fields in the bottom portion of the screen.
- H** As you can see, a 3 (the number of Blower Motors we originally ordered) initially appears in the Quantity Remaining field, since we have not yet entered any receipts against this line item.
- I** If desired, you can review the complete P.O. document anytime during receipt entry. To illustrate this feature, choose **Review P.O.** to display the requested P.O. document, as

shown below.



J When you have finished reviewing the P.O., choose **Exit** to return to the Material Receipt screen.



PLEASE NOTE: *In this example, there is no need to make an entry in the Receiving U/M field. You use this field only when the receiving unit of measure is different from the ordering unit of measure. In this case, the receiving and ordering U/Ms are the same. When they are different, simply override the default unit of measure with the receiving unit of measure. PMX automatically performs the unit of measure conversion for you.*

- L** Notice that PMX automatically selects the Complete Shipment button on the right side of the screen to show that all of the items for this line have been received.

When the quantity received is equal to or greater than the quantity ordered, PMX assumes that the shipment is complete and the line item can be closed. Otherwise, the system flags the shipment as partial. You can override these settings by choosing the **C**omplete Shipment or **P**artial Shipment button for any individual line item.

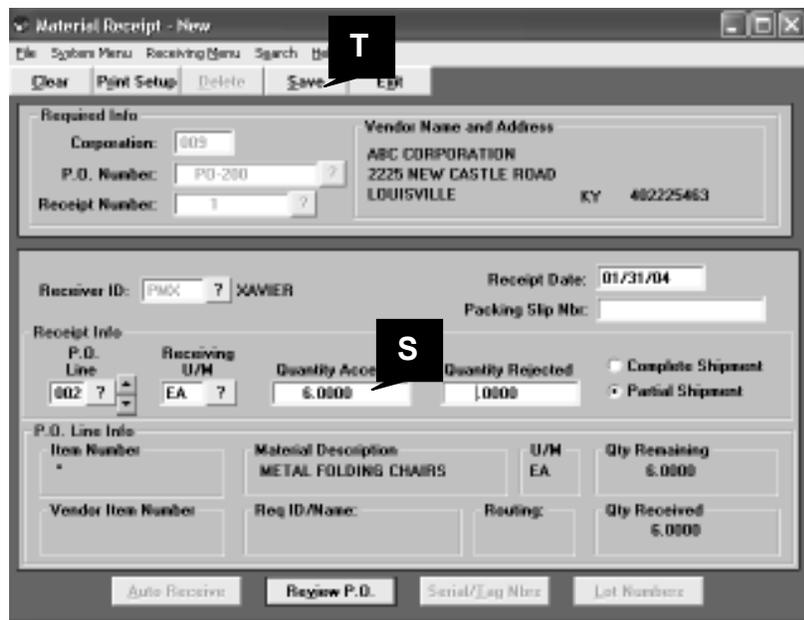
In the information area at the bottom of the screen, PMX also calculates the quantity remaining and received, based on the values you have entered in the Quantity Accepted and Quantity Rejected fields.

- M** To receive the next line item, choose the **down arrow** button to the right of the P.O. Line field. PMX displays the ordering information for the second P.O. line, as shown on the next page.

- N Notice that a 12 (the original order quantity) initially appears in the Quantity Remaining field at the bottom of the screen, since we have not yet entered any receipts against this line item. This time, let's enter a partial receipt against the line item.

- O Type a **6** in the Quantity Accepted field, then press the **Tab** key.

- P** Notice that the Partial Shipment option remains selected, since only 6 of the 12 items we ordered have been received. (If you override this setting by choosing Complete Shipment, PMX will treat this line as closed, even though all items have not been received.)
- Q** At the bottom of the screen, PMX displays the new Quantity Remaining and Quantity Received values, based on our entry in the Quantity Accepted field.
- R** To receive the next line item, choose the **down arrow** button to the right of the P.O. Line field. PMX displays the ordering information for item number AC-2000, as shown on the next page.



- S** Type a **6** in the Quantity Accepted field, then press the **Tab** key.

PLEASE NOTE: *If the P.O. contains many line items and you only want to receive against a few lines, you can click on the ? Button to the right of the P.O. Line field to see a listing of all line items for this P.O. When you select the line item you want to receive against from the search screen, PMX will display the desired line item information on the Material Receipt screen.*

- T** Choose **Save** to store the receipts and clear the screen for your next receipt entry.

Receiving Tickets: If desired, PMX can automatically print a Receiving Ticket after each receipt is entered into the system. The printing of Receiving Tickets is optional and is determined by an operating rule in the Control File. The QuickStart Tour is not set up to print Receiving Tickets.

Example 2: The Auto Receive Feature

When it is visually apparent that all of the materials ordered have been received and you do not want to enter the quantity-received count for each line item, you can use the Auto Receive feature to receive against the entire P.O. To illustrate, let's enter an automatic receipt transaction against purchase order number PO-900. (This purchase order has been pre-loaded into the system for you.)

To begin, your screen should display a blank Material Receipt screen. If this screen is not visible, choose **Material Receipt** from the **Receiving** Menu. Notice that the cursor appears in the P.O. Number field.

- A** Type **PO-900**, then press the **Tab** key to move to the Receipt Number field. (PMX will automatically enter a 1 in the Receipt Number field for you.)
- B** Choose **OK** to retrieve the P.O. information for PO-900.

C Choose **Auto Receive**.

You will see a series of status messages on your screen as PMX processes each line of the receipt. When all of the receipt transactions have been completed, the system will save the receipt transactions and clear the screen to await your next entry.

D Choose **OK**.



The system returns a blank Material Receipt screen.



- E Choose **Exit** to close the Material Receipt screen and return to the PMX System Menu.

Next, let's take a look at the Material Receipts Summary screen to review the receiving information for the items we just received.

End of Lesson 2

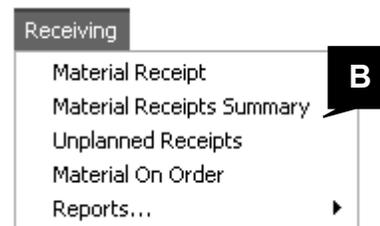
Lesson 3: Material Receipts Summary

Another useful management feature in the Receiving Module is the Material Receipts Summary screen. Use this screen to display up-to-the-second receiving information for selected receipt transactions. Use the Selection Criteria to choose which group of receipts you wish to display. You may enter any single selection parameter or a combination of parameters to narrow your selection.

Let's review the receiving information for PO-900, the purchase order we just received in the previous lesson.

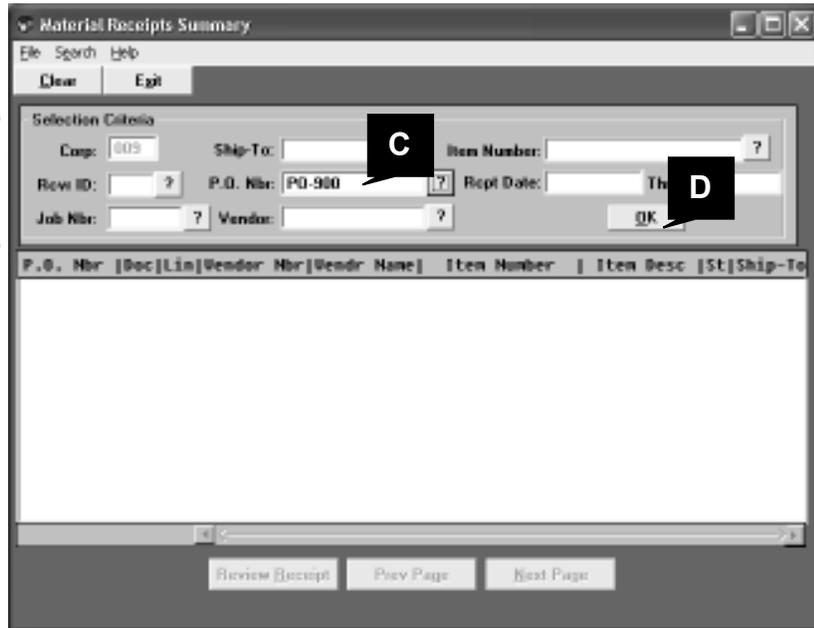


- A** On the PMX System Menu, choose **Receiving** to display the Receiving Menu, shown below.



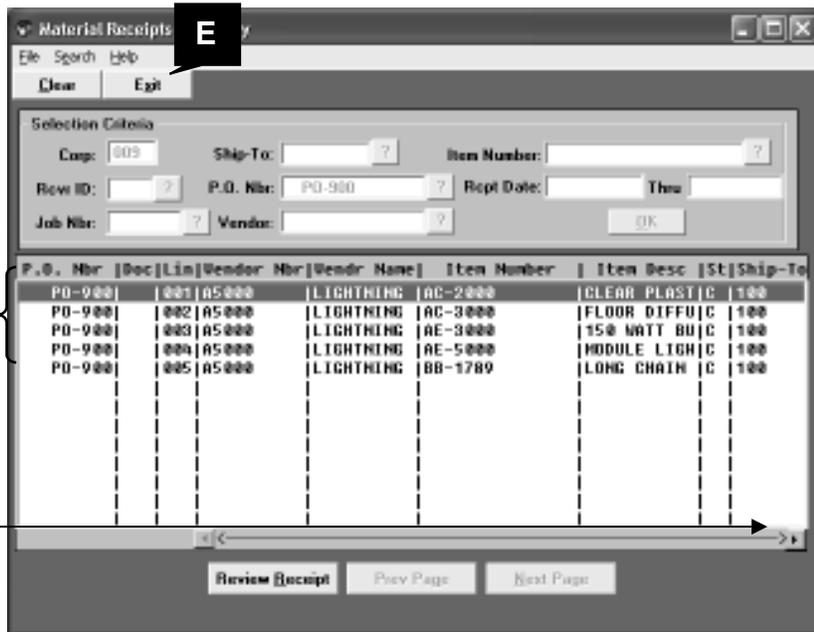
- B** On the Receiving Menu, choose **Material Receipts Summary** to display a blank Material Receipts Summary screen like the one shown on the next page.

List specific groups of receipts by entering your selection criteria here. PMX lists only those receipts that meet the parameters you specify.



- C Click in the P.O. Nbr field, then type **PO-900**.
- D Choose **OK** to display a summary of the receipt transactions entered in the previous lesson, as shown below.

Notice that PMX lists a summary of each P.O. line item received against PO-900



Choose the right arrow button to list additional receiving information..

- E Choose **Exit** to close the Material Receipt screen and return to the PMX System Menu.

End of Lesson 3

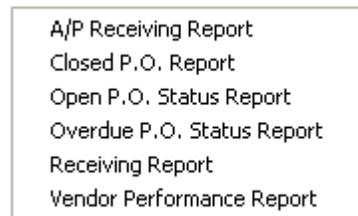
Lesson 4: Receiving Reports

PMX maintains a detailed history of all receipt information entered into the system and can produce reports to help you select, organize, and analyze receiving data. User-defined report sequences, totals, and selection criteria allow you to tailor each report to your department's specifications.

This lesson will step you through the reports available in the Receiving Module.



- A To access the Receiving reports, choose **Reports. . .** from the Receiving Menu. PMX will display the Receiving Reports submenu, shown below.



Choose the desired button to display the print options screen for the report you wish to print.

Each of the Receiving module report options screens is illustrated on the following pages.

Accounts Payable Receiving Report

The Accounts Payable Receiving precedes the Accounts Payable Receiving Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of reports.



The screenshot shows a window titled "Accounts Payable Receiving Report Options". The window has a menu bar with "File", "System Menu", "Reports Menu", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area of the window is titled "Selection Criteria" and contains the following fields and controls:

- A "Select" dropdown menu with "All" selected.
- A "Corporation:" label followed by a text box containing "000".
- A "Receiver ID Range:" label followed by a checked checkbox, a text box with "?", the word "Thru", another text box with "?", and a small question mark icon.
- A "Vendor Number Range:" label followed by an unchecked checkbox, a text box with "PD-200", a text box with "?", the word "Thru", a text box with "PD200", a text box with "?", and a small question mark icon.
- A "P.O. Number Range:" label followed by a checked checkbox, a text box with "?", the word "Thru", another text box with "?", and a small question mark icon.
- A "Receipt Date Range:" label followed by a checked checkbox, a text box with "?", the word "Thru", another text box with "?", and a small question mark icon.
- A "P.O. Type Range:" label followed by a checked checkbox, a text box with "?", the word "Thru", another text box with "?", and a small question mark icon.

At the bottom of the window are two buttons: "Preview" and "Print".

The Accounts Payable Receiving Report is illustrated on the next page. The Accounts Payable Receiving Report prints purchase order and receiving information. You can use this data to match an invoice to a purchase order and receipt. The report is generated in Vendor Number sequence and prints one purchase order per page.

Sample Accounts Payable Receiving Report

CORPORATION: 009 ACCOUNTS PAYABLE RECEIVING REPORT PAGE: 1
 PMAPRECV VENDOR NUMBER SEQUENCE DATE: 03/15/05
 P.O. NUMBER PO-200
 RECEIPT NUMBER 1

PO NBR/ CHG NBR	PO DATE/ CLASS	VENDOR NUMBER/ NAME	G/L ACCOUNT CODE/ PURCHASE ORDER COMMENTS	BYR/ REC	PAYMENT TERMS/ F.O.B. POINT	TAX INFORMATION/ SHIP VIA	SHIP-TO	TOTAL AMOUNT/ TAX AMT/FRT AMT
PO-200 001	03/10/05	A1000 STANDARD ABC CORPORATION		PMX PMX	5.00/10-N30 LOUISVILLE	TX: AIR FREIGHT	TAX 100	1665.00

This P.O. has been amended to include a third line item.

LINE NO	ITEM NUMBER/ ITEM DESCRIPTION	U/M	QTY ORDER/ QTY RECVD	SHP P/C	DATE RECEIVED	TAX FLG	G/L ACCOUNT CODE/ TAX INFORMATION	PRICE/UNIT	DISCOUNT AMOUNT	AMOUNT RECEIVED
1	AA-1000 BLOWER MOTOR 2HP, 450 RPM Machined steel gear clamps must be 45 percent steel and meet all specifications for stress testing. Must be machined to within .0100 inch tolerance.	EA	3.0000 3.0000	C	03/15/05	Y	TX: TAX	381.0000		1143.00
2	METAL FOLDING CHAIRS Grey steel frame with vinyl seat and back.	EA	12.0000 6.0000	P	03/15/05	Y	TX: TAX	24.5000		147.00
3	AC-2000 CLEAR PLASTIC SAFETY GLASSES	DZ	6.0000 6.0000	C	03/15/05	Y	TX: TAX	62.5000		375.00

Closed Purchase Orders Report

The Closed Purchase Orders Report precedes the Closed Purchase Orders Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of closed P.O.s.

Sort options include:

- Buyer ID
- Commodity Code
- Item Number
- Job Number
- P.O. Number
- P.O. Type
- Project Number
- Ship-To Code
- Vendor Number

The screenshot shows the 'Closed Purchase Orders Report Options' dialog box. It has a menu bar with 'File', 'System Menu', 'Reports Menu', 'Search', and 'Help'. Below the menu bar are buttons for 'Clear', 'Print Setup', and 'Exit'. The main area is divided into several sections: 'Print Options' with radio buttons for 'Closed Lines Only' and 'Closed PO's Only'; 'Sort Options' with dropdown menus for 'Primary Sequence' (set to 'P.O. Number') and 'Secondary Sequence'; 'Selection Criteria' with a 'Select' dropdown (set to 'All') and a 'Corporation' field (set to '000'); and a list of criteria including 'Buyer ID', 'Ship-To Code Range', 'Order Date Range', 'Vendor Number Range', 'P.O. Number Range', 'Item Number Range', 'Project Number Range', 'Job Number Range', 'Commodity Code Range', and 'P.O. Type Range', each with a checked checkbox and range input fields. At the bottom are 'Preview' and 'Print' buttons.

The Closed Purchase Orders Report is illustrated on the following page. This report lists purchase order line items that are closed.

Open Status Report

The Open Purchase Orders Status Report precedes the Open Purchase Orders Status Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of open P.O.s.

(Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.)

Sort options include:

- Buyer ID
- Commodity Code
- Delivery Date
- Item Number
- P.O. Number
- P.O. Type
- Project Number
- Ship-To Code
- Vendor Number

Open Purchase Order Status Report Options

File Search Help

Clear Print Setup Exit

Report Options

Report Sequence: P.O. Number Amount Column: Amount Ordered

Selection Criteria

Select All

Blanket P.O.:

Standard P.O.:

Corporation: Select Corps (Multiple corps selected)

Buyer ID: ?

Ship-To Code Range: ? Thru ?

Delivery Date Range: Thru

Vendor Number Range: ? Thru ?

P.O. Number Range: ? Thru ?

Item Number Range: ? Thru ?

Project Number Range: ? Thru ?

Job Number Range: ? Thru ?

Commodity Code Range: ? Thru ?

P.O. Type Range: ? Thru ?

Preview Print Export

The Open Purchase Status Report is illustrated on the following page. This report prints open orders scheduled for delivery during a specified period. You can use this information for inventory planning and cash flow projections as well as purchase order tracking and expediting.

Sample Open Status Report

CORPORATION: 009

OPEN PURCHASE ORDER STATUS REPORT

PAGE: 1

PMOPENPO

P.O. NUMBER SEQUENCE

DATE: 03/15/05

P.O. NUMBER	RLS	LNE	VENDOR NAME	BYR ID	ITEM NUMBER	DESCRIPTION	QUANTITY ORDERED	QUANTITY RECEIVED	ORDER DATE	DLV DATE	U/M	AMOUNT ORDERED
BL100	001	001	BRAINTREE CORPO	PMX	AA-1000	BLOWER MOTOR 2HP	2.0000		03/14/05	03/19/05	EA	762.00
	001	002		PMX	AE-3000	Machined steel gear clamps 150 WATT BULB FO	50.0000		03/14/05	03/19/05	EA	175.00
PO-200		002	ABC CORPORATION	PMX	*	METAL FOLDING CH	12.0000	6.0000	03/10/05	03/13/05	EA	294.00
PO-201		001	BRAINTREE CORPO	PMX	CM-5000	COLOR MONITOR -	1.0000		03/10/05	04/10/05	EA	350.00
PO-203		001	BRONSON MANUFAC	PMX	MB-5000	MOTOR BRUSHES	12.0000		03/12/05	04/20/05	EA	215.40
PO-204		001	BRAINTREE CORPO	PMX	CM-5000	COLOR MONITOR -	1.0000		03/12/05	04/10/05	EA	350.00
CORPORATION							009		TOTAL AMOUNT ORDERED			2,146.40**
GRAND TOTAL AMOUNT ORDERED											2,146.40**	

Overdue P. O. Status Report

The Overdue Purchase Order Status Report precedes the Overdue Purchase Order Status Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of overdue P.O.s.

Sort options include:

- Buyer ID
- Delivery Date
- Expeditor ID
- P. O. Number

Overdue Purchase Order Status Report Options

File System Menu Reports Menu Search Help

Clear Print Setup Exit

Sort Options

Report Sequence: P.O. Number

Selection Criteria Select

All

Blanket P.O.:

Standard P.O.:

Corporation: 000

Days Late:

Expeditor ID: ?

Buyer ID: ?

Vendor Number Range: ? Thru ?

P.O. Number Range: ? Thru ?

Item Number Range: ? Thru ?

Delivery Date Range: ? Thru ?

P.O. Type Range: ? Thru ?

Priority Code Range: ? Thru ?

Preview Print

The Overdue Purchase Order Status Report is illustrated on the following page. This report lists orders not received by the vendor's committed due date.

Sample Overdue P. O. Status Report

CORPORATION: 009 OVERDUE PURCHASE ORDER STATUS REPORT PAGE: 1

PMOVRDUE P.O. NUMBER SEQUENCE DATE: 03/15/05

P.O. NUMBER	RLS	LNE	VENDOR NAME	ITEM NUMBER	DESCRIPTION	QUANTITY ORDERED	QUANTITY RECEIVED	ORDER DATE	DLV DATE	U/M	UNIT PRICE	PRI	DAYS CDE	LATE
PO-200		002	ABC CORPORATION *		METAL FOLDING C	12.0000	6.0000	03/10/05	03/13/05	EA	24.5000	1		2

Receiving Report

The Receiving Report precedes the Receiving Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of reports.

(Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.)

Sort options include:

- Commodity Code
- Item Number
- Job Number
- P.O. Number
- P. O. Type
- Project Number
- Receipt Date
- Ship-To Code
- Vendor Number

Receiving Report Options

File Search Help

Clear Print Setup Exit

Sort Options

Report Sequence: P.O. Number

Selection Criteria

Select: All

Over Shipments:

Partial Shipments:

Commodity: Select Comps (Multiple comps selected)

Ship-To Code Range: ? Thru ?

Receipt Date Range: Thru

Vendor Number Range: ? Thru ?

P.O. Number Range: ? Thru ?

Item Number Range: ? Thru ?

Project Number Range: ? Thru ?

Job Number Range: ? Thru ?

Commodity Code Range: ? Thru ?

P.O. Type Range: ? Thru ?

Preview Print Export

The Receiving Report is illustrated on the following page. This report lists materials received during a specified time period.

Receiving Report

CORPORATION: 009

RECEIVING REPORT

PAGE: 1

PMRECRPT

P.O. NUMBER SEQUENCE

DATE: 03/15/05

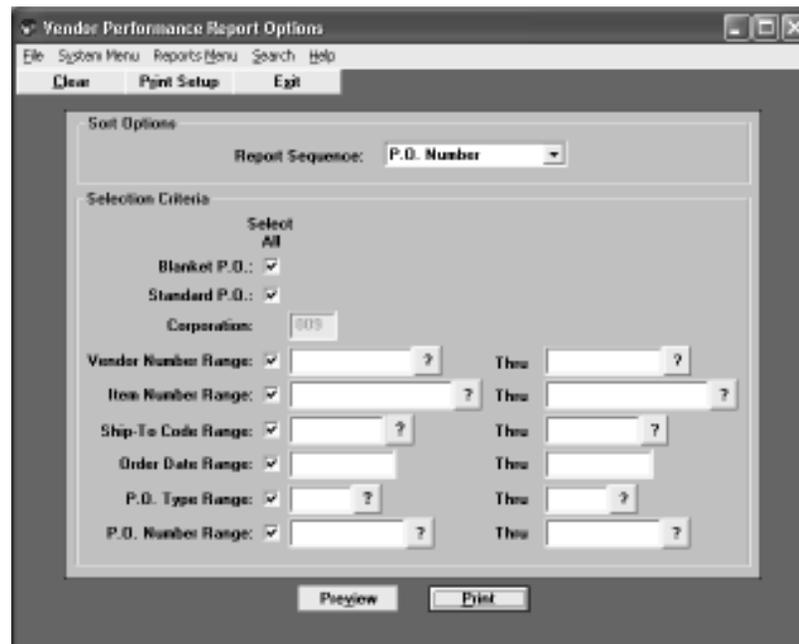
P.O. NUMBER	LIN	PO TYPE	VENDOR NUMBER/ VENDOR NAME	SHIP-TO	RECEIPT NUMBER	COMM CD	ITEM NUMBER/ DESCRIPTION	P.O. UNIT PRICE	PO UM/ RC UM	QTY ORD/ QTY RCVD	AMOUNT RECEIVED	SHP DT P/C	RCVD/ EARLY/LT
PO-200	001		A1000 ABC CORPORATION	100	1	EQ001	AA-1000 BLOWER MOTOR 2H	381.0000	EA	3.0000	1143.00	C	03/15/05
	002		A1000 ABC CORPORATION	100	1	*	METAL FOLDING C	24.5000	EA	12.0000	147.00	P	03/15/05
	003		A1000 ABC CORPORATION	100	1	SU001	AC-2000 CLEAR PLASTIC S	62.5000	DZ	6.0000	375.00	C	03/15/05
P.O. TOTAL AMOUNT RECEIVED											1,665.00**		
PO-900	001		A5000 LIGHTNING ELECT	100	1	SU001	AC-2000 CLEAR PLASTIC S	62.5000	DZ	6.0000	375.00	C	03/15/05
	002		A5000 LIGHTNING ELECT	100	1	SU001	AC-3000 FLOOR DIFFUSER	1.2500	EA	10.0000	12.50	C	03/15/05
	003		A5000 LIGHTNING ELECT	100	1	SU001	AE-3000 150 WATT BULB F	3.5000	EA	50.0000	175.00	C	03/15/05
	004		A5000 LIGHTNING ELECT	100	1	SU001	AE-5000 MODULE LIGHT	12.5000	EA	20.0000	250.00	C	03/15/05
	005		A5000 LIGHTNING ELECT	100	1	SU001	BB-1789 LONG CHAIN NOSE	7.5000	EA	40.0000	300.00	C	03/15/05
P.O. TOTAL AMOUNT RECEIVED											1,112.50**		
CORPORATION 009 TOTAL AMOUNT RECEIVED											2,777.50**		
GRAND TOTAL AMOUNT RECEIVED											2,777.50**		

Vendor Performance Report

The Vendor Performance Report precedes the Vendor Performance Report Options screen, shown below. This screen allows you to select report sequences and totals. Use the Selection Criteria to define your own parameters for printing specific groups of records.

Sort options include:

- Buyer ID
- Item Number
- P.O. Number
- P. O. Type
- Ship-To Code
- Vendor Number



The screenshot shows a window titled "Vendor Performance Report Options". At the top, there is a menu bar with "File", "System Menu", "Reports Menu", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area of the window is titled "Sort Options" and contains a "Report Sequence:" dropdown menu currently set to "P.O. Number". Below this is a "Selection Criteria" section with a "Select" dropdown menu set to "All". There are several checkboxes and input fields: "Blanket P.O.:" (checked), "Standard P.O.:" (checked), "Corporation:" (text input with "003"), "Vendor Number Range:" (checkbox checked, with "From" and "Thru" text boxes), "Item Number Range:" (checkbox checked, with "From" and "Thru" text boxes), "Ship-To Code Range:" (checkbox checked, with "From" and "Thru" text boxes), "Order Date Range:" (checkbox checked, with "From" and "Thru" text boxes), "P.O. Type Range:" (checkbox checked, with "From" and "Thru" text boxes), and "P.O. Number Range:" (checkbox checked, with "From" and "Thru" text boxes). At the bottom of the window are "Preview" and "Print" buttons.

The Vendor Performance Report is illustrated on the following page. This report details each vendor's delivery and quality performance percentages.

Vendor Performance Report

CORPORATION: 009

VENDOR PERFORMANCE REPORT

PAGE: 1

PMVENPER

P.O. NUMBER SEQUENCE

DATE: 03/15/05

P.O. NUMBER	RLS LNE	ORDER DATE	VENDOR NAME	BUYER ID	ITEM NUMBER	DESCRIPTION	QUANTITY RECEIVED	U/M	DUE DATE	PCT ON-TIME	PCT ACCT	
BL100	001 001	03/14/05	BRAINTREE CORPORATIO	PMX AA-1000		BLOWER MOTOR 2HP, 450 R		EA	03/19/05			
	001 002	03/14/05		PMX AE-3000		150 WATT BULB FOR FIXTU		EA	03/19/05			
PO-200	001 002	03/10/05	ABC CORPORATION	PMX AA-1000		BLOWER MOTOR 2HP, 450 R	3.0000	EA	03/13/05	90.00	100.00	
	002			PMX *		METAL FOLDING CHAIRS	6.0000	EA	03/13/05	90.00	100.00	
	003			PMX AC-2000		CLEAR PLASTIC SAFETY GL	6.0000	DZ	03/13/05	90.00	100.00	
PO-201	001	03/10/05	BRAINTREE CORPORATIO	PMX CM-5000		COLOR MONITOR - IBM 486		EA	04/10/05			
PO-203	001	03/12/05	BRONSON MANUFACTURIN	PMX MB-5000		MOTOR BRUSHES		EA	04/20/05			
PO-204	001	03/12/05	BRAINTREE CORPORATIO	PMX CM-5000		COLOR MONITOR - IBM 486		EA	04/10/05			
PO-900	001 002	06/24/98	LIGHTNING ELECTRIC C	WJA AC-2000		CLEAR PLASTIC SAFETY GL	6.0000	DZ	08/01/05	50.00	100.00	
	002			WJA AC-3000		FLOOR DIFFUSER	10.0000	EA	08/01/05	50.00	100.00	
	003			WJA AE-3000		150 WATT BULB FOR FIXTU	50.0000	EA	08/01/05	30.00	100.00	
	004			WJA AE-5000		MODULE LIGHT	20.0000	EA	08/01/05	50.00	100.00	
	005			WJA BB-1789		LONG CHAIN NOSE PLIERS	40.0000	EA	08/01/05	50.00	100.00	
CORPORATION							009		TOTALS	47.16	100.00	
GRAND TOTAL											47.16	100.00

End of Lesson 4

QuickStart Tour

Chapter 5



Requisitions Module

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Lesson 3: Creating a P.O. from a Requisition		5-14
	Lesson 4: Requisition Status Inquiry	5-20
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	Sample Requisition Status Report	5-25

Overview

Individual user departments can create requisitions from an online catalog, or in a free-form mode. Requisitioners can be located anywhere on the business enterprise and individual users with granted security can access the system through their PCs. A multi-level, online approval process prevents items from being ordered before all necessary sign-offs are obtained. You may print formal purchase requisitions, if desired, or you may handle the entire process in a paperless mode.

PLEASE NOTE: *Requisitions can be imported directly from the PMX Inventory Module for items at or below their reorder points. Requisitions can also be imported from your existing systems into PMX.*

Online Approvals A multi-level online approval process prevents items from being ordered prior to all necessary sign-offs. Approvals are automatically routed to the next approver, based on hierarchy level.

Requisition Maintenance Once in the system, a requisition can be changed until it is converted into a purchase order. You can change existing requisition information, add new items to the requisition, and delete existing items from the requisition.

Purchase Order Creation Before converting requisitions to purchase orders, you can review requisition information online in a variety of ways, including by commodity, item, buyer, requisition number, requisitioner, and date required. You can review requisition summary information or the complete requisition. You can convert requisitions to purchase orders without rekeying any of the original requisition information. Before launching the actual order, you can review the complete order on your screen and make any necessary changes or additions.

P.O. Consolidation and Splitting Multiple requisitions for similar material or services can be consolidated into a single purchase order, or a single requisition can be split among multiple vendors on multiple purchase orders.

Creating Requests for Quotations Instead of converting requisitions directly to purchase orders, you can convert requisitions to RFQs for selected vendors. After you make your bid award, the original requisition information and the successful vendor's bid information can be converted to a purchase order without rekeying any information.

Requisition Status You can view on your screen an up-to-the-second status of requisitions, including expected delivery date, back-order conditions, and assigned buyer.

Status Reports PMX keeps detailed information on all requisitions entered into the system and can report the status of each requisition. To isolate the desired information, the system can print:

- ◆ All requisitions
- ◆ Approved requisitions
- ◆ Requisitions pending approval
- ◆ Ordered requisitions
- ◆ Received requisitions
- ◆ Requisitions copied to RFQs
- ◆ Rejected requisitions

To further isolate the desired information, PMX can print selected requisitions, requisitioners, buyers, P.O. numbers, items, and dates.

Lesson 1: Creating a Requisition

As you'll see in the following lesson, creating a requisition in PMX is quite similar to creating a purchase order. However, the user is not required to enter most header info. (Control File edit options determine which header fields the requisitioner must enter.). By the same token, optional line item information such as Shipping information and G/L Account Code may be entered either by the requisitioner or by the buyer when the P.O. is created.

Let's begin by creating a requisition for two items:

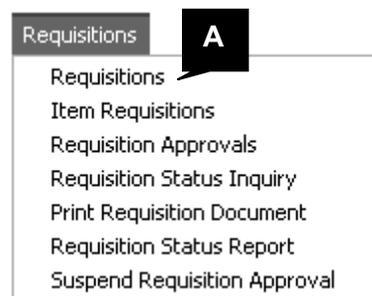
- 1) Two Module Lights (Item Number AE-2000)
- 2) Two Color Monitors (No item number)

The first item has been pre-stored in the Material File. You'll see how easy it is to select an item from PMX's Material File. The second item is a "spot buy" and carries no item number. We will enter the pertinent ordering data directly onto the Requisition Line Item Info screen.

In Lesson 2 and 3, you'll see how easy it is to approve the requisition and then convert it into a purchase order.

To begin, your screen should display the PMX System Menu. Choose the **Requisitions** button to display the Requisitions Menu shown below.

- A Choose **Requisitions** to access the Requisitions screen shown below.

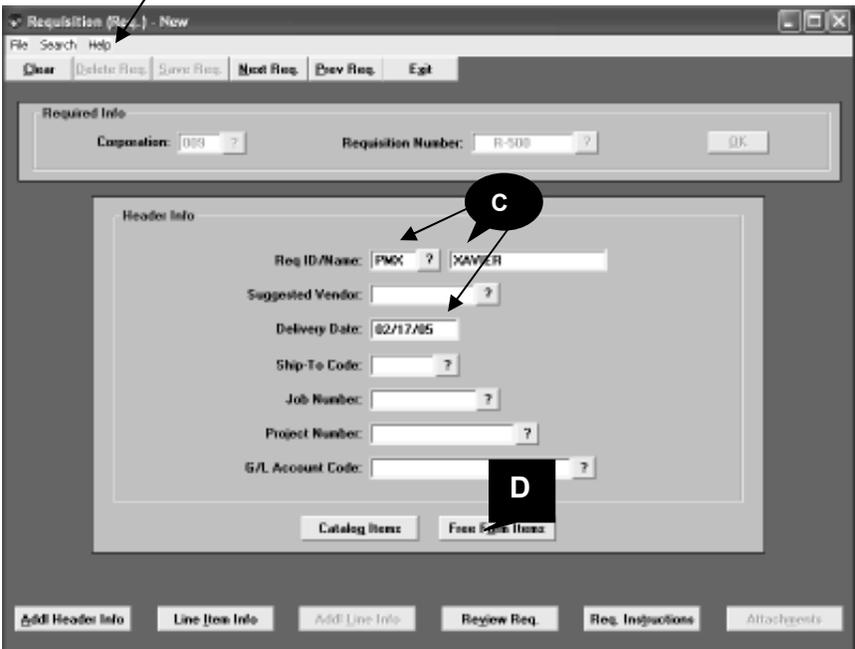




- B Type **R-500** in the Requisition Number field, and then choose **OK** to create a new requisition. Your cursor will automatically move to the Requisitioner ID/Name field.

PLEASE NOTE: If desired, you can select a Control File operating rule to instruct PMX to automatically assign requisition numbers for you.

Each PMX screen can be described in detail by choosing the Help command.



- C As you can see, Req ID (PMX), requisitioner name (Xavier), and Delivery Date (current date plus two days) are entered for you. (Please Note: These three options are determined by Control File Options selected for this demo.)

This completes the header information for this requisition. Next, let's requisition our first item, Module Lights. We'll use the lookup feature to choose Module Lights from PMX's online catalog.

- D Choose **Free Form Items** to proceed to the Line Item Info screen, shown below.

PLEASE NOTE: You can use PMX's Global Directory to rename data fields. Once renamed, all PMX screens and reports will reflect your custom field names.

- E Notice that the cursor appears in the Item Number field. Click on the ? Button to the right of this field to look up the item number for Module Lights.

PMX displays the search screen, shown on the next page. You can search for items by entering the first few characters of the item's Material Description, Key Word, Catalog Code, or Commodity Code. Since Module Lights have been pre-assigned to the Supplies catalog, we'll enter Catalog Code SU001 on the Item Number Search screen to narrow our catalog search.

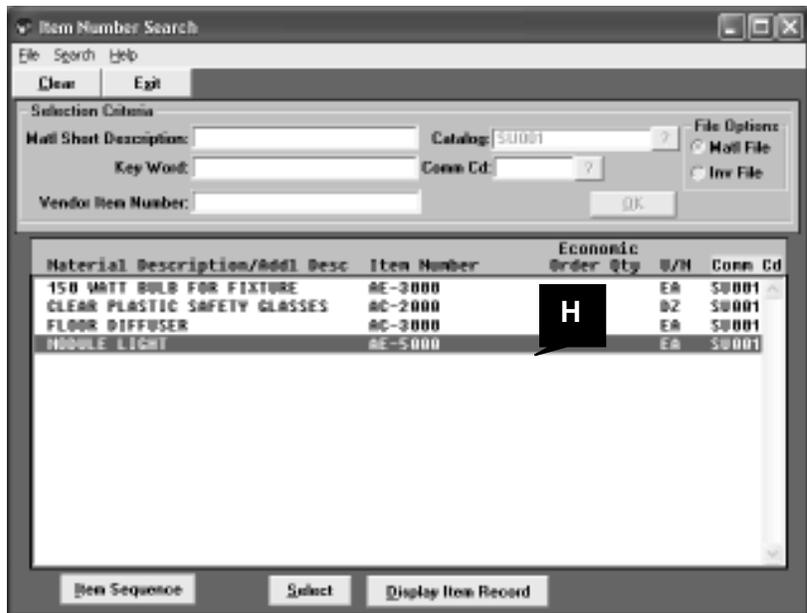


PLEASE NOTE: *If you do not know the Catalog Code for Supplies, choose the ? Button to the right of the Catalog field. PMX will display an additional search screen, allowing you to look up the Catalog Code by entering the first few characters of the Catalog Description.*

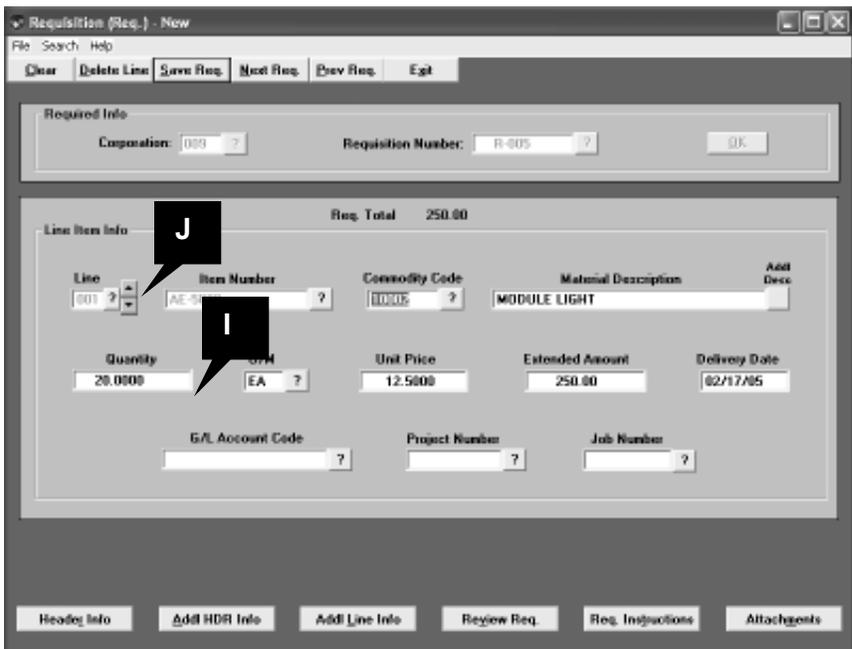
F Type **SU001** in the Catalog field.

G Choose **OK** to display all items in the supply catalog, as shown on the next page.

PLEASE NOTE: *User security can be established for individual catalogs. PMX can then streamline requisition entry by automatically displaying all items in the user's catalog. No selection input is necessary.*



H Double-click on item number **AE-5000**, to extract the pertinent data from the Material Record and enter it on your Requisition Line Item Info screen, as shown below.



I Click on the Quantity field, then type a **20** to indicate that you wish to order 20 module lights. When you press the **Tab** key, PMX automatically recalculates the Extended Amount and displays the current requisition total.

J This completes the line item information for our first item. Choose the **down arrow** key to enter the ordering information for the two color monitors.

PMX displays 002 in the Line field and clears the remainder of the screen, awaiting entry of your next line item.

K Since the next item is a “spot buy” and has no Material Record, click the Material Description field, then type **COLOR MONITOR 15-INCH**.

The screenshot shows the 'Requisition (Req.) - New' window. The 'Required Info' section has 'Corporation: 000' and 'Requisition Number: R-005'. The 'Line Item Info' section shows 'Reg. Total: 250.00'. The 'Line' field is '002'. The 'Material Description' field contains 'COLOR MONITOR 15-INCH'. The 'Add Desc' button is highlighted with callout 'L'. Other fields include 'Quantity', 'U/M', 'Unit Price', 'Extended Amount', 'Delivery Date' (02/17/05), 'G/L Account Code', 'Project Number', and 'Job Number'. Buttons at the bottom include 'Header Info', 'Add HDR Info', 'Add Line Info', 'Review Req.', 'Req. Instructions', and 'Attachments'.

L Next, click on the **Add Desc** button to display a blank Additional Material description window.

The screenshot shows the 'Additional Line Description' window. The text area contains the text 'Includes swivel base and surge protector outlet for six other devices'. The 'OK' button is highlighted with callout 'M'. Other buttons include 'Cancel' and 'Delete'.

- M Type the descriptive text shown in the window, and then choose **OK** to return to the Line Item Info screen.

- N Click the Quantity field, then type a **2**. Click on the U/M field.
- O Type **EA** in the U/M field, and then click on the Unit Price field.
- P Type **800** in the Unit Price field, and then press the **Tab** key. As you can see in the sample screen shown above, PMX automatically extends the purchase amount for this line and displays the new requisition total.
- Q This completes our sample requisition. To save the requisition record, chose **Save Req.** PMX will display the Update Options dialog box, shown below.

R,S If desired, you may print the completed requisition to retain a hard copy for reference purposes. However, as you'll see in the following lessons, the requisition can be processed in a purely paperless mode. Choose the **Update Only** option, then choose **OK** to save requisition R500.

Requisition (Req.)

File Search Help

Clear Delete Req. Save Req. Next Req. Prev Req. Exit

Required Info

Corporation: [OK ?] Requisition Number: [?] OK

Header Info

Req ID/Name: [?]

Suggested Vendor: [?]

Delivery Date: [?]

Ship-To Code: [?]

Job Number: [?]

Project Number: [?]

G/L Account Code: [?]

Add Header Info Line Item Info Add Line Info Review Req. Req. Instructions Attachments

T After saving the record, PMX displays a blank Requisition Header Info screen, awaiting your next entry. Choose **Exit** to return to the PMX System Menu.

End of Lesson 1

Lesson 2: Approving a Requisition

PMX places requisitions “on hold” when the requisition’s dollar amount exceeds the requisitioner’s authorized purchase limit. Requisitions on hold may not be converted to P.O.’s until someone with the proper purchase dollar limit approves them.

You may record up to five levels of requisition approval. Using E-mail, PMX automatically routes each requisition to the next approver in the user-defined approval hierarchy. All approvers for a requisition can “approve” it, but the requisition is only authorized when approved by the person who can authorize the total dollar amount

Once a requisition is approved, it is electronically routed to purchasing. Rejected requisitions can be electronically routed back to the original requisitioner.

To approve a requisition, you would choose Requisition Approvals from the Requisition menu. (PMX’s demo version does not have access to this screen.)

Select specific groups of requisitions by entering your selection criteria here. PMX lists only those requisitions that meet the parameters you specify.

When active, a requisition selection list will appear in this area. You may choose one or more lines from the selection list by clicking on each desired line, then pressing the appropriate button below.

Click the Review Approvers button to review the approvers for the selected requisition line.

Click the Approve button to record your approval for the selected requisitions.

Click the Reject button to reject the selected requisitions.

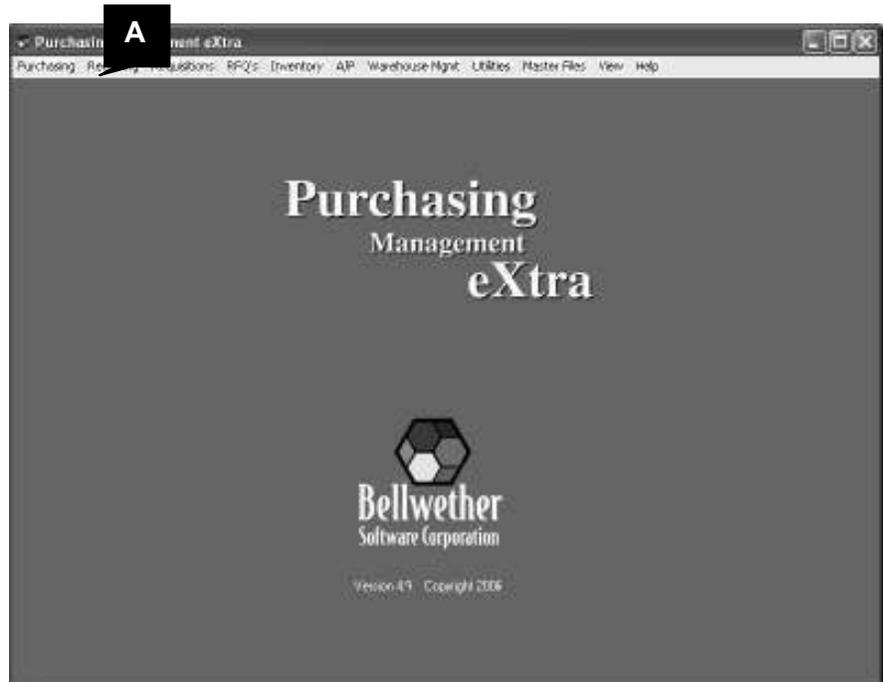
Click the Review Req. button to review the complete selected requisition line.

End of Lesson 2

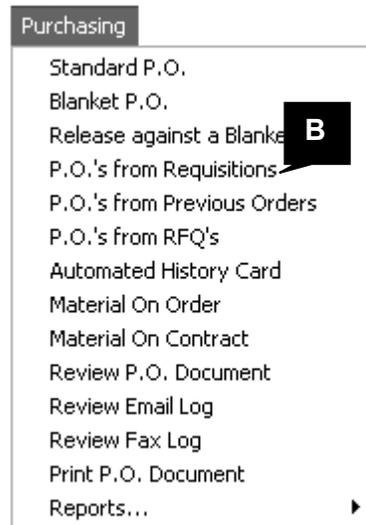
Lesson 3: Creating a P.O. from a Requisition

Once a requisition has been approved, it is ready for conversion to a P.O. As you'll see, none of the original requisition data needs to be rekeyed when creating the P.O. The buyer simply chooses the line items to be converted, adds any needed information, and processes the new P.O. record as usual.

Let's convert requisition R-500, created in Lesson 1, to a purchase order. To begin, your screen should display the PMX System Menu. Please follow the instructions outlined below.



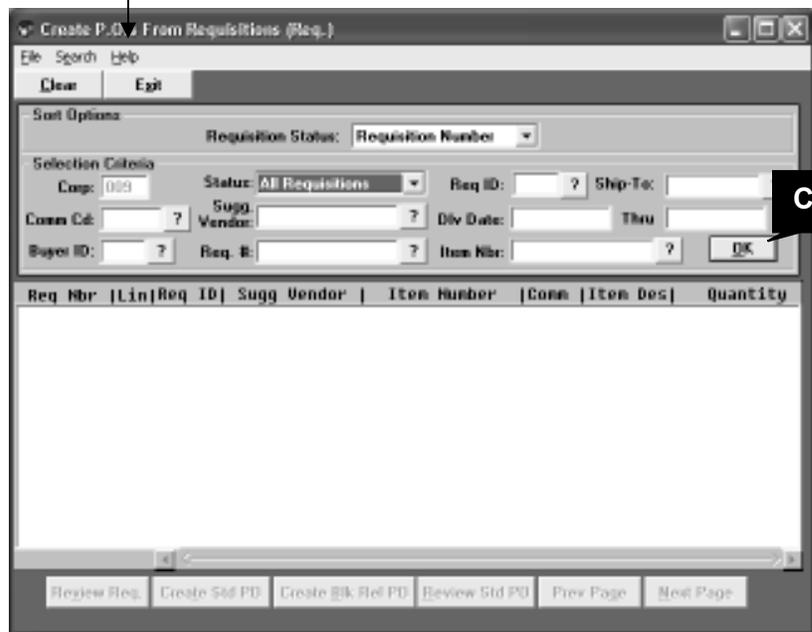
- A To access the Purchasing module, choose **Purchasing** from the system menu.



B Choose **P.O.s from Requisitions** to access the selection screen illustrated below.

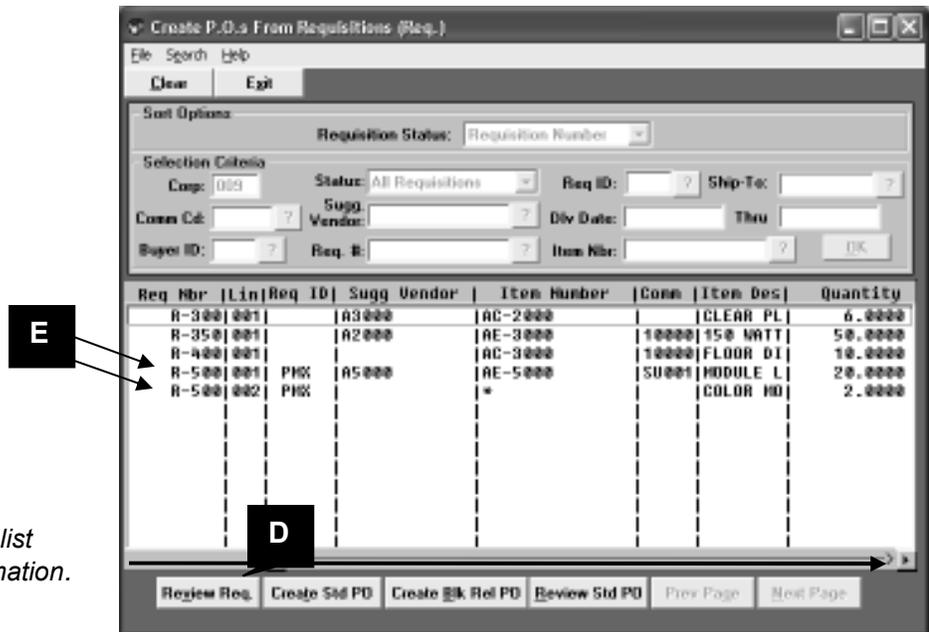
Processing steps for each PMX screen can be described in detail by choosing the *Help* command.

Select specific groups of requisitions by entering your selection criteria here.



As you can see, PMX's Selection Criteria offers a variety of ways to locate the desired requisitions. When combining several requisitions into one P.O., you might request a list of all requisition lines with the same suggested vendor or the same item number. Alternatively, you might wish to locate all of the requisitions issued by a particular requisitioner or buyer.

C Choose **OK** to see a listing of all open requisitions, as shown on below.



Choose the > button to list additional requisition information.

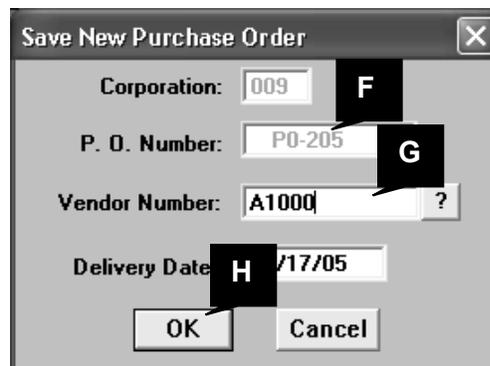
D

If desired, you can select any requisition line and choose the **Review Req** button to see the complete requisition document.

PLEASE NOTE: You may select two or more lines from the selection list by clicking on each desired line or by pressing < to highlight a line, then pressing the **Space Bar** to select it. To deselect a line, simply click on it a second time, or highlight it and press the **Space Bar** again.

E Click on lines 001 and 002 of requisition R-500 to highlight both lines as shown on the previous page, then choose **Create Std PO** button.

PMX displays the Save New Purchase Order dialog box, shown on the previous page.



F Type **PO-205** in the P.O. Number field, and then press the **Tab** key.

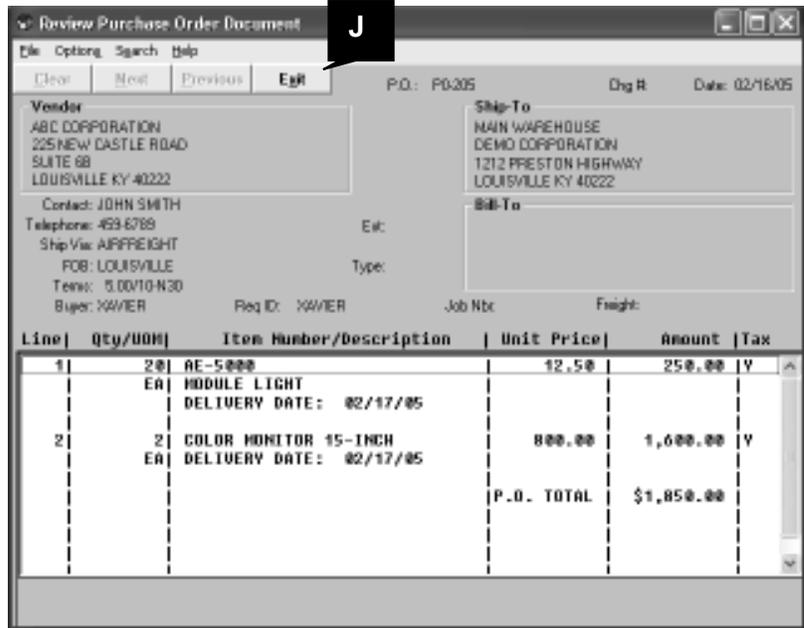
- G Type **A1000** in the Vendor Number field. Notice that PMX automatically inserts the delivery date that was entered on the requisition.
- H Choose **OK** to accept this delivery date and proceed to the P.O. screen.

PMX displays the Standard Purchase Order data entry screen, shown below. From this point, the process for converting the Requisition to a P.O. is identical to the steps you followed in Chapter 3 to create a standard purchase order. The buyer may add or revise any needed header and line information before saving the record, review the P.O., add P.O. instructions, and so forth.

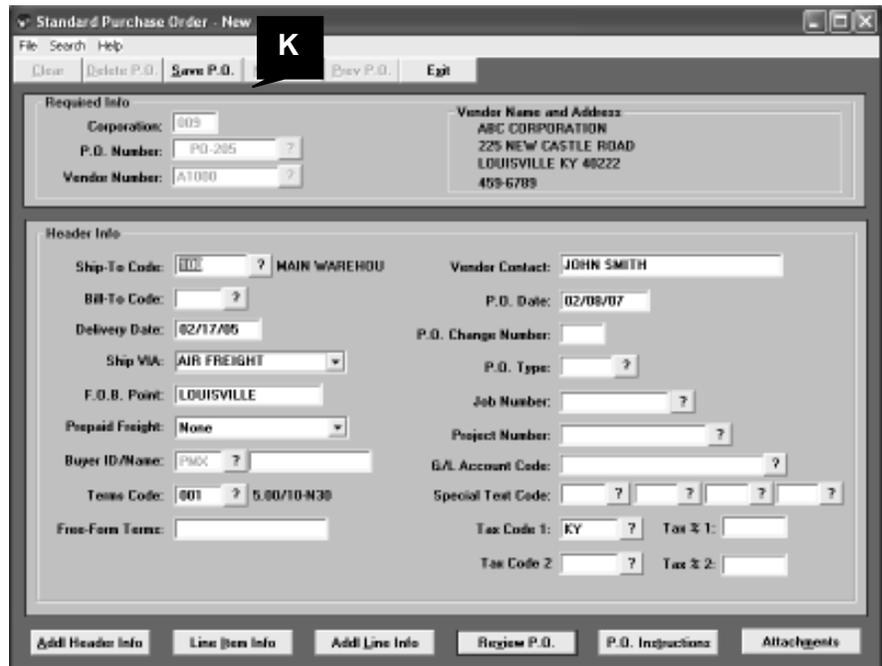
Let's preview the completed P.O. before launching an order.

- I Choose **Review P.O.** to preview the sample P.O. document.

PMX displays the Review Purchase Order Document screen shown on the next page.



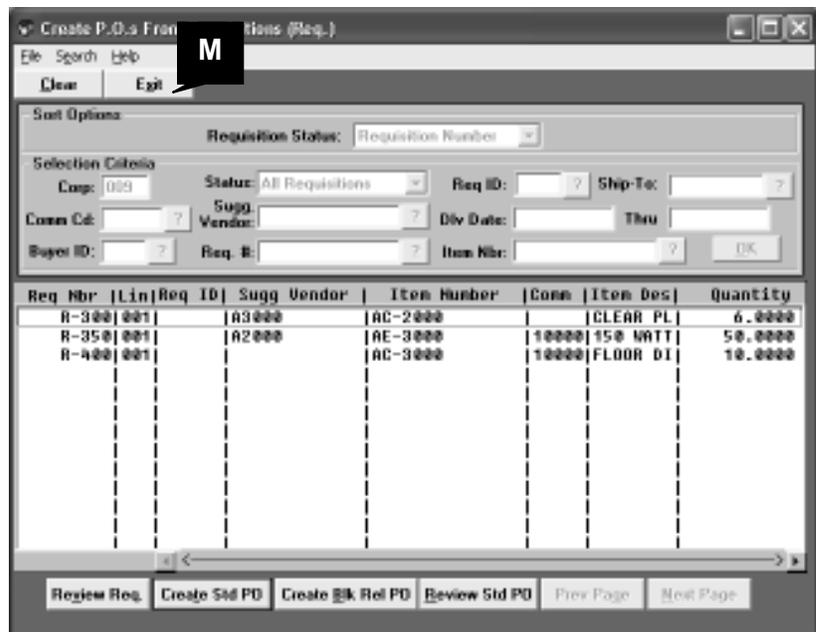
J After reviewing the P.O. document, choose **Exit** to return to the Standard Purchase Order Header Info screen.



K Choose **Save P.O.** to launch the order.



- L Choose **Update and Print** option in the Update Options dialog box, and then choose **OK** to initiate printing.



When printing is complete, PMX returns you to the Create P.O.s from Requisitions selection screen. (Notice that R-500 has now been removed from the selection list.)

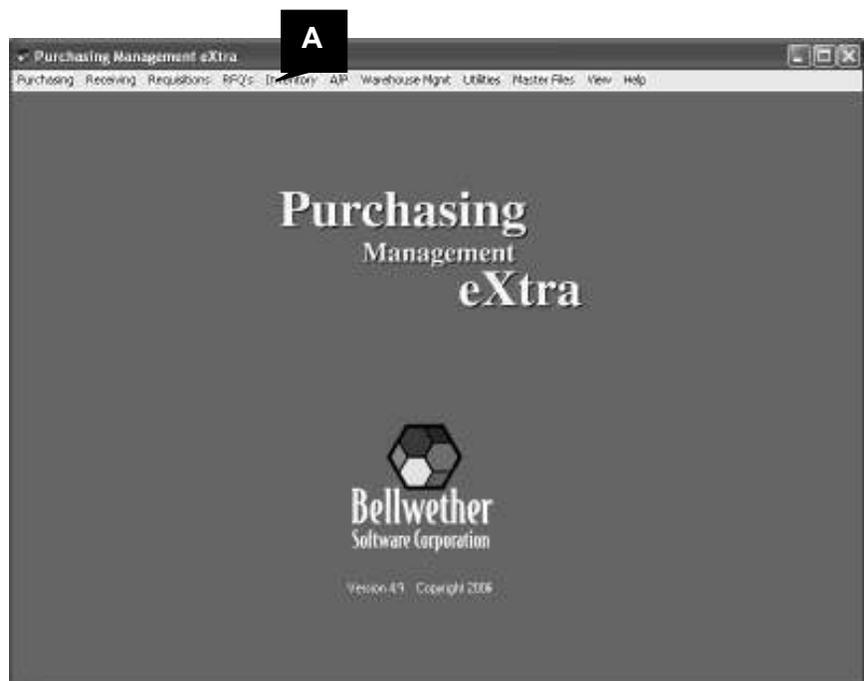
- M Choose **Exit** return to the PMX System Menu.

End of Lesson 3

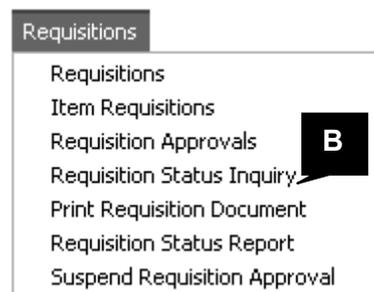
Lesson 4: Requisition Status Inquiry

The Requisition Status inquiry screen offers an up-to-the-second status for every requisition entered into the system. PMX's advanced lookup features allow you to locate requisitions by category – including buyer, requisitioner ID, item number, current status, etc.

Let's take a look at this valuable management tool. To begin, your screen should display the PMX System Menu. Please follow the instructions outlined below.

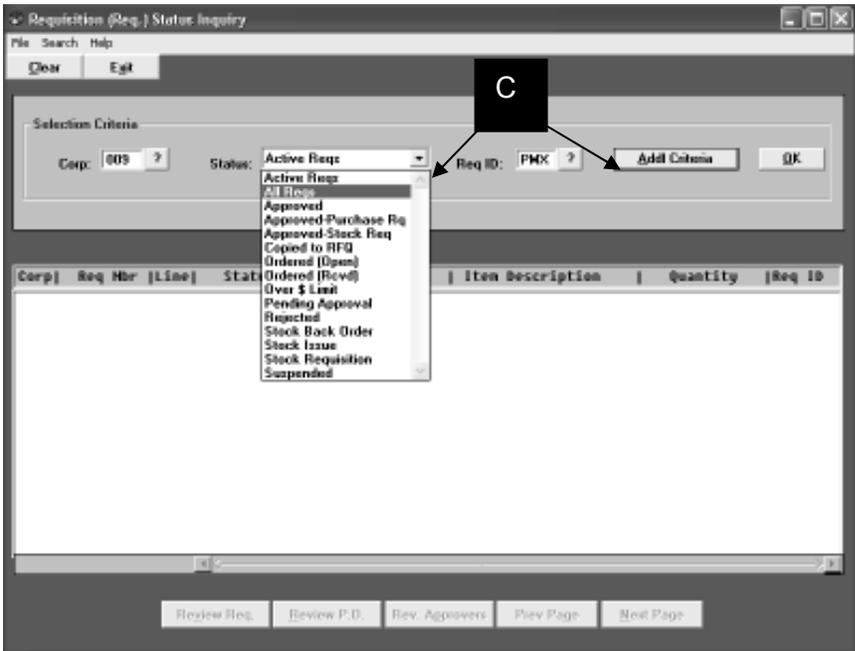


- A Choose **Requisitions** from the PMX System Menu to display the Requisitioning menu, shown below.



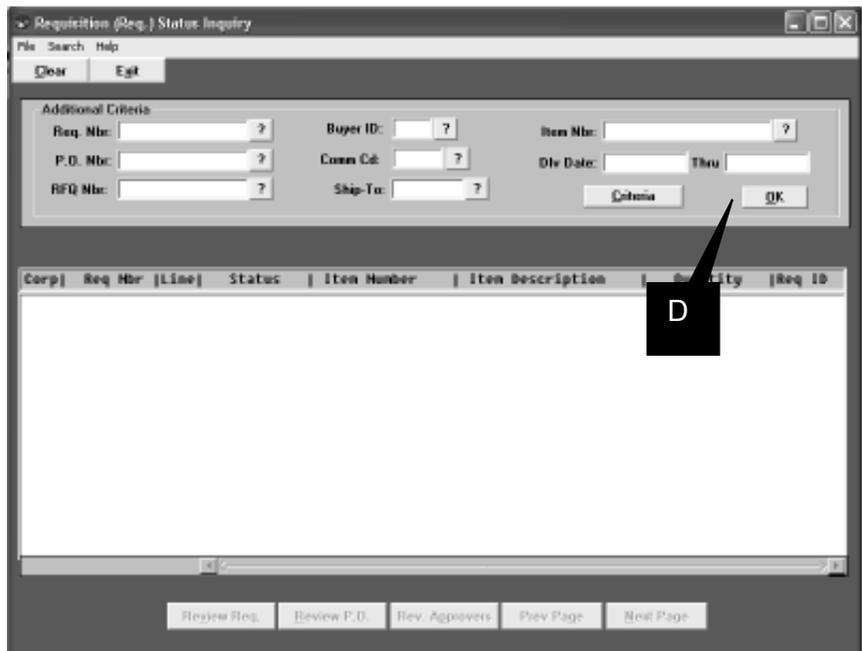
- B Choose **Requisition Status Inquiry** to access the Requisition Status screen shown below.

PMX automatically fills in the status and Req ID fields.



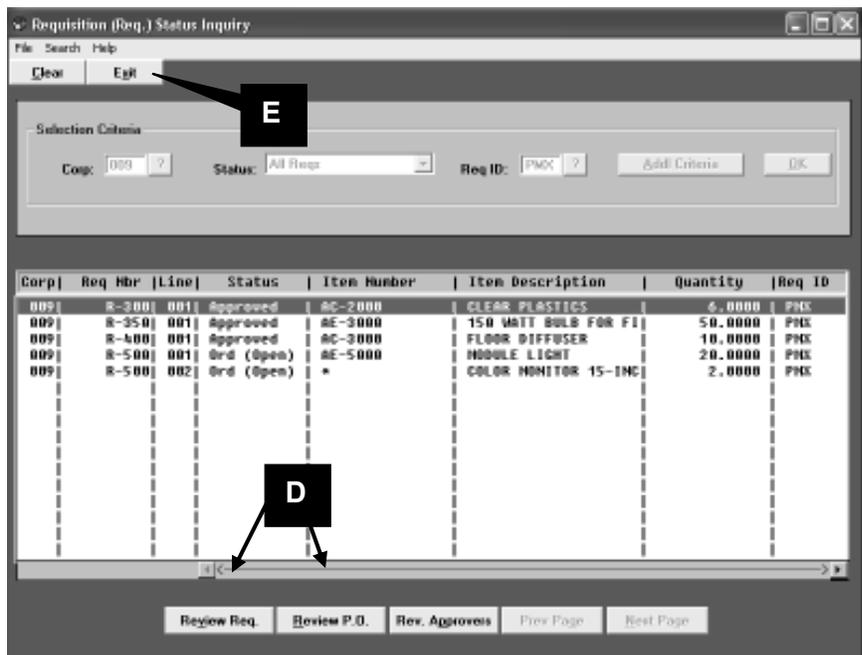
- C Press on the down arrow in the status field to bring up a menu of status options from which to choose. Highlight **All Reqs**. Then press **Add Criteria** to see the additional criteria screen where PMX provides you the opportunity to refine your search.

List specific groups of requisitions by entering your selection criteria here. PMX lists only those requisitions that meet the parameters you specify.



PMX offers a full range of lookup options to help narrow your selection. Let's look at all of the requisitions that have been entered in PMX.

D Choose **OK** to see a listing of all requisitions, as shown below.



Notice the status of R-500, the requisition that we converted to a P.O. in the previous lesson is listed as Ordered (Open). Once the P.O. lines are received, R-500 will be listed as Ordered (Received).

- D* After locating the desired record, you may see the original requisition or the related P.O. document by choosing the **Review Req** or **Review P.O.** buttons at the bottom of the screen.
- E* After completing your review, choose **Exit** to return to the PMX system menu.

End of Lesson 4

Lesson 5: Requisition Status Report

Use the Requisition Status Report Options screen, shown below, to select and print specific groups of requisitions.

To access this screen, choose **Requisitions Status Report** from the Requisitions menu.

Print Options include

- All Requisitions
- Approved Reqs
- Copied to RFQ
- Ordered (Open) Reqs
- Ordered (Rcvd) Reqs
- Over \$ Limit
- Pending Approval
- Rejected
- Stock Back Order
- Stock Issue
- Stock Requisition
- Suspended

Requisition Status Report Options

File Search Help

Clear Print Setup Exit

Print Options

Print: All Requisitions

Selection Criteria

Select All

Corporation: 003

Req ID: ?

Buyer ID: ?

G/L Account Code: ?

Item Number Range: ? Thru ?

Requisition Number Range: ? Thru ?

Requisition Date Range: ? Thru ?

P.O. Number Range: ? Thru ?

RFQ Number Range: ? Thru ?

Ship-To Code Range: ? Thru ?

Preview Print

The Requisition Status Report is illustrated on the following page. This report shows the status of open requisitions on the PMX Requisitions File according to the selected criteria.

Purchasing Management eXtra
QuickStart Tour
Chapter 6



Inventory Module

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Overview

PMX helps you to stay in control of your inventory every minute of every business day with online access to all inventory information. The integrated tracking system automatically updates on-order inventory balances when you create purchase orders in the Purchasing Module. On-hand inventory balances are also updated as materials are received in the Receiving Module. The Inventory Module keeps an up-to-the-second status of all inventoried items and current stock levels at multiple warehouses. Features include:

- ◆ **Statistical Inventory Control**—The Inventory Module supports full statistical inventory control, including reorder point, reorder quantity, and minimum and maximum stock levels. PMX tracks which items are being taken and by whom, letting buyers know when and how much to order.
- ◆ **Three Inventory Costing Methods**—The system tracks the standard cost, average cost, and current cost of items to value your on-hand inventory and inventory usage.
- ◆ **ABC Analysis**—PMX can identify and report on items by ABC category to achieve more efficient inventory management.
- ◆ **Issues, Returns, Receipts, and Adjustments**—Use the Inventory Transaction screen to issue items from or return and receive them to inventory. You can also make inventory adjustments on the same screen. When entering an inventory transaction, you can record the receiving department, consumer, job, and general ledger charge account for reporting purposes.
- ◆ **Warehouse Transfers**—Quickly record transfers of stock from one warehouse to another with the Warehouse Transfers screen.
- ◆ **Automatic Reorder**—Automatically updates PMX's Requisitions Module with purchase requisitions for items at or below their reorder points.
- ◆ **Kits**—Special Kit Files help you track products that require assembly or special packaging prior to shipment. Once you define the kit components in the Kit File, PMX tracks inventory levels for all kit components as you issue, return, and adjust kit items. A single kit transaction affects inventory levels for all kit components.
- ◆ **Usage History Inquiry**—PMX can instantly display the usage history for an item over any date range.
- ◆ **Inventory Status Inquiry**—You can Instantly display up-to-the-second inventory status for an item at one warehouse or all warehouses. The display screen shows both on-order and on-hand inventory balances.
- ◆ **Inventory Reports**—A complete set of inventory reports show inventory balances and inventory costs, items at or

below their reorder levels, and items issued from inventory and their value.

Lesson 1: Incrementing Quantity On-Order and Quantity On-Hand

Please Note!! Your first step in setting up your Inventory System is to select the items you want to track and control. This topic is discussed in Chapter 2, Lesson 4 (Inventory File, pages 39 through 44).

PMX's Inventory module can be used standalone or with the other PMX modules as part of an integrated system.

Standalone When the Inventory module is used standalone, on-order inventory quantities are not available. On-hand inventory balances are incremented when Receipt transactions are processed (see Inventory transactions on page 6-8).

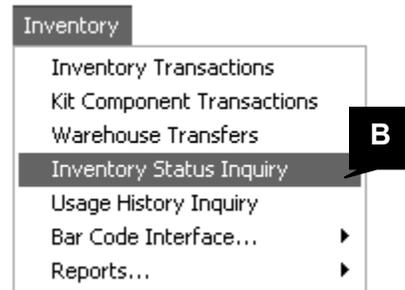
Integrated When the Inventory module is used with PMX's Purchasing and Receiving modules, on-order inventory quantities are incremented when purchase orders are issued for inventory items. By the same token, on-hand inventory balances are incremented when material receipts are recorded against these open orders. These two topics are discussed in Chapter 3 (The Purchasing Module) and Chapter 4 (The Receiving Module).

Tracking Inventory Status

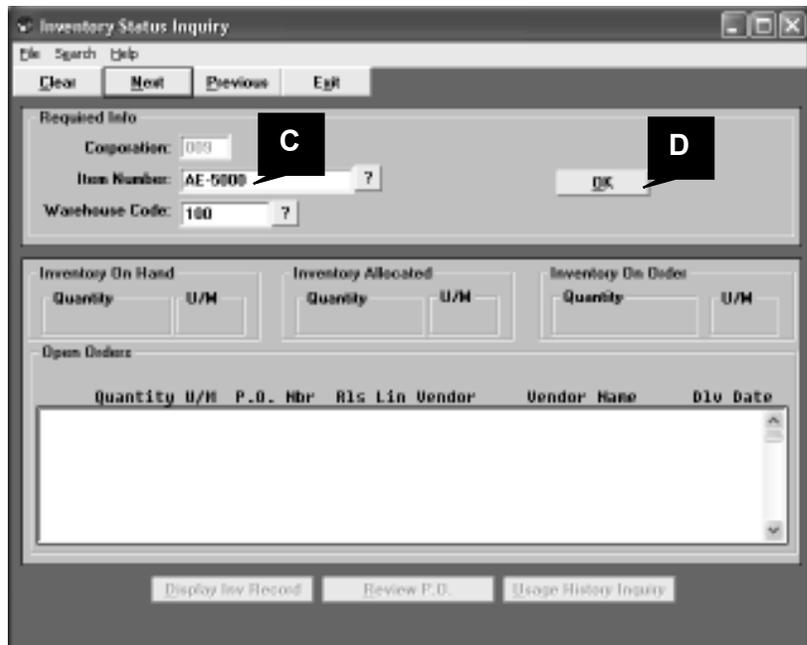
To illustrate PMX's tracking features, an Inventory Record for Module Lights (Item Number AE-5000) has been pre-recorded in PMX's database. Let's begin by reviewing the inventory status of Module Lights



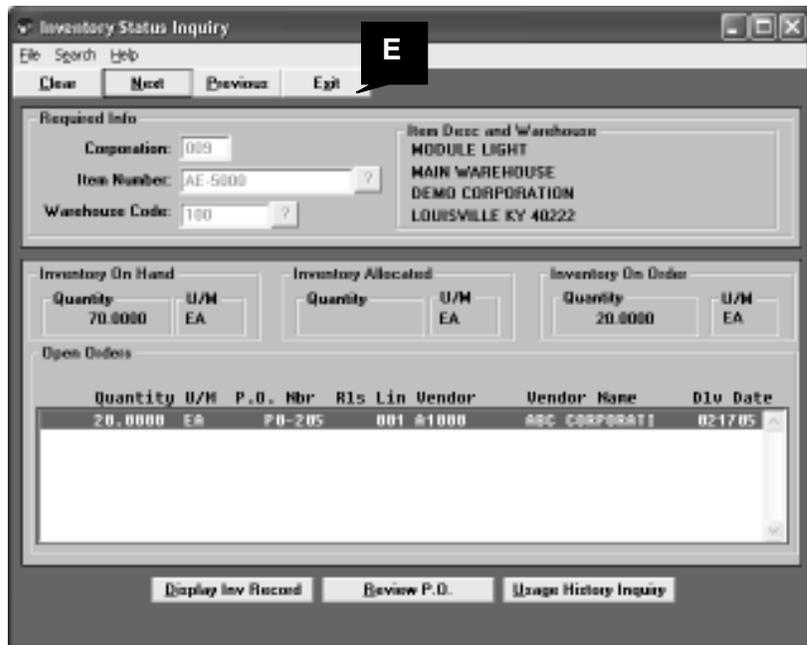
- A** On the PMX System Menu, choose Inventory to display the Inventory Menu, illustrated below.



- B** Choose **Inventory Status Inquiry** to display the blank Inventory Status Inquiry screen, shown below.



- C** Type **AE-5000** in the Item Number Field.
- D** Choose **OK** to accept the default Warehouse Code 100.



Notice PMX displays the current inventory levels for Module Lights. In the Open Orders portion of the screen, PMX summarizes the ordering information for any open orders for Module Lights.

- E** After reviewing the Inventory Status record, choose **Exit** to return to the PMX System Menu.

End of Lesson 1

Lesson 2: Inventory Transactions

Now that we have established an inventory balance for item number AE-5000, let's take a look at the Inventory Transactions screen. Five types of inventory transactions are available in the Inventory module:

Issue	Enter an issue transaction to reduce on-hand inventory by the quantity issued.
Return to Warehouse	Enter a return transaction to increase on-hand inventory by the quantity returned to the warehouse.
Return to Vendor	Enter a return transaction to decrease on-hand inventory by the quantity returned to the Vendor.
Receipt	Enter a receipt transaction to increase on-hand inventory by the quantity received.
Adjustment	Enter an adjustment transaction to correct current inventory levels. A negative adjustment decreases on-hand inventory; a positive adjustment increases on-hand inventory.

Every inventory transaction is recorded in an inventory transaction "session." You may enter as many as 999 transactions in each session record. Each transaction is entered on a separate line, much like the line items on a P.O. You may enter issues, returns, receipts, and adjustments for multiple items during the same session.

Entering an Issue Transaction

To illustrate, let's begin by issuing one Module Light (Item Number AE-5000) to the R&D department. To begin, your screen should display the PMX System Menu.

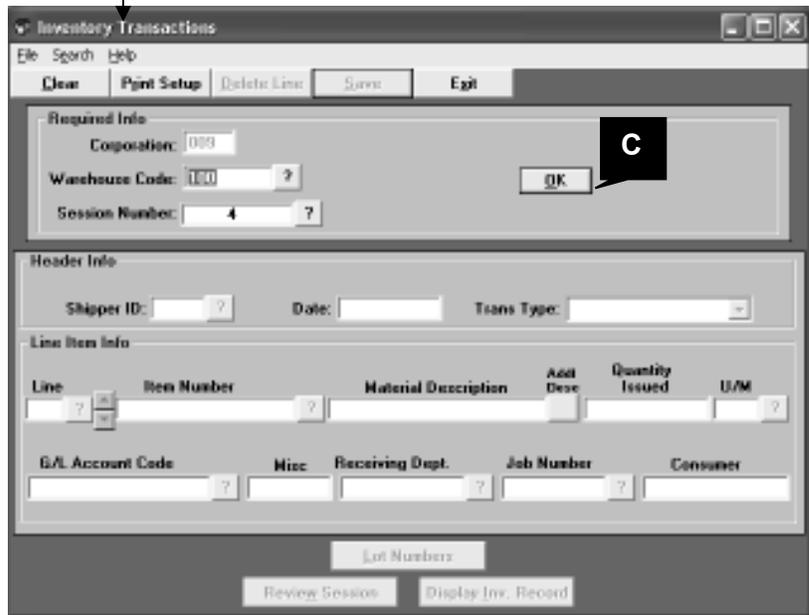


- A** On the PMX System Menu, choose **I**nventory to display the Inventory menu, illustrated below.



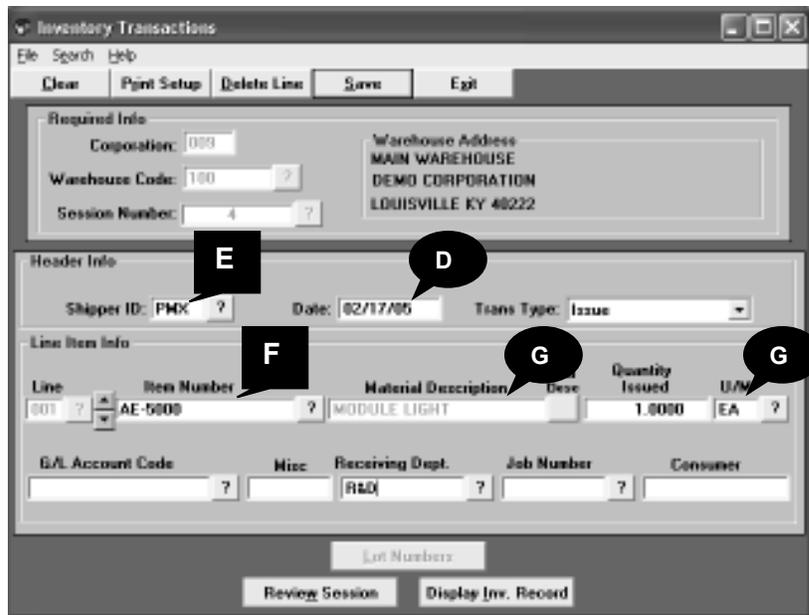
- B** Choose **I**nventory Transactions to display the blank Inventory Status Inquiry screen, shown on the next page

Each PMX screen can be described in detail by choosing the Help command.



- C Notice that PMX has already entered the default Warehouse Code and Session Number in the Required Info area at the top of the screen. Choose **OK** to accept these default entries. PMX displays the warehouse address at the top of the screen and moves the cursor to the Shipper ID field.

PLEASE NOTE: *The Session Number is sequentially assigned by the system. You may override the system-assigned Session Number to make adjustments to previous sessions.*



- D** Notice that the date automatically appears in the Date field. You may override the default date entry, if desired. Also notice that the default Transaction type—Issue—is already selected in the Trans Type List box. You may override the default selection by choosing another transaction type from the list box.
- E** Type **PMX** in the Shipper ID field, then click in the Item Number field.
- F** Type **AE-5000** in the Item Number field, and then press the **Tab** key. (When you do not know the Item Number, choose the ? button next to this field to look up the Item Number.)
- G** PMX automatically enters the Material Description and default unit of measure for you. All that remains is to indicate the quantity issued and the department receiving the module lights.

- H** Type a **1** in the Quantity field, then click in the Receiving Dept. field.
- I** Type **R&D** in the Receiving Dept. field.

This completes our first transaction for this session.

PLEASE NOTE: In addition to tracking material usage by Receiving Dept., you can also track it by G/L Account Code, Job Number, and Consumer.

PLEASE NOTE: You can also use PMX's Global Dictionary to rename data fields on the above screen. Once renamed, all screens and reports will reflect your custom name fields.

Entering a Return Transaction

Now let's assume that the Engineering department has returned three module lights to Warehouse 100. We will add these items to our on-hand inventory by recording a return transaction.

Line	Number	Material Description	Add Desc	Quantity Issued	U/M
001	RE-000	MODULE LIGHT		1.000	EA

- A** Begin by choosing the down arrow button to clear the Line Item Info screen so that we may add the next inventory transaction to this session.
- B** Notice that the Corporation, Warehouse, Session Number, Shipper ID, and Date fields remain the same for all transactions entered during this session. PMX activates the Trans Type list box, to allow you to indicate what type of transaction you wish to perform next.

- C** Choose the down arrow button to display the Trans Type Lise box. Choose the **Return to Warehouse** option, and then click in the Item Number field.
 - D** Type **AE-5000** in the Item Number field, and then press the **Tab** key. Notice that PMX automatically extracts the Material Description from the Material File and the default-stocking unit of measure from the Inventory File.
 - E** Type **3** in the Quantity field, and then click the Receiving Dept. field.
 - F** Type **ENG** to indicate that the Engineering department made the return.
- This completes the return transaction.
- G** Next, choose Save to record both transactions.

End of Lesson 2

Lesson 3: Warehouse Transfers

As you learned in Chapter 2, Lesson 4, on page 2-40, you must specify a primary warehouse code for each item on the Inventory File. For greater flexibility, you may also stock items at any number of secondary warehouse locations. Transferring inventory from one warehouse location to another is easy—simply enter the item number, the two warehouse codes, and the quantity being transferred. PMX automatically reduces the quantity on-hand at the source location and increases the quantity on-hand at the destination.

To illustrate, let's transfer two module lights from Warehouse 100 to Warehouse 200. To begin, your screen should display the PMX System Menu.



- A On the PMX System Menu, choose **Inventory** to display the Inventory Menu, illustrated below.



- B** Choose **Warehouse Transfers** to display the data entry screen, shown below.

Warehouse Transfers

File Search Help

Clear Save Exit

Required Info

Corporation:

Item Number: AE-5000 ?

Warehouse From: 100

Warehouse To: 200

OK

Transfer Info

Transfer Date:

Shipper ID: ?

Unit of Measure: ?

Quantity Transferred:

Job Number: ?

- C** Type **AE-5000** in the Item Number field.
- D** Warehouse 100 appears in the Warehouse From field. Click in the Warehouse To field.
- E** Type **200** in the Warehouse To field.
- F** Choose **OK** to proceed. PMX automatically fills in the transfer date and the default unit of measure. (You may override either of these fields, if desired.)

The screenshot shows a 'Warehouse Transfer' window with the following fields and callouts:

- Callout I:** Points to the 'New' button in the top right corner.
- Callout J:** Points to the 'Exit' button in the top right corner.
- Required Info Section:**
 - Corporation: 009
 - Item Number: AE-5000 ? MODULE LIGHT
 - Warehouse From: 100 ? MAIN WAREHOUSE
 - Warehouse To: 200 ? WAREHOUSE #2
- Transfer Info Section:**
 - Transfer Date: 02/17/05
 - Shipper ID: PMX ? **Callout G**
 - Unit of Measure: EA ? **Callout H**
 - Quantity Transferred: 2000
 - Job Number: ?

- G** Click in the Shipper ID field and type **PMX**, then click the Quantity Transferred field.
- H** Type **2** in the Quantity Transferred field.
- I** Choose **Save** to record the warehouse transfer.
- J** Choose **Exit** to return to the PMX System Menu.

End of Lesson 3

Lesson 4: Usage History Inquiry

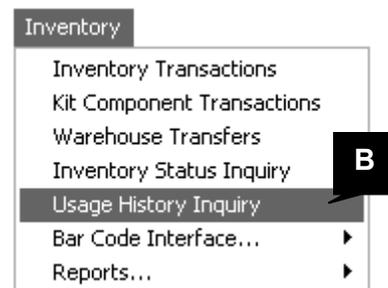
PMX maintains detailed information on every inventory transaction and warehouse transfer that you perform. Flexible selection criteria help you find the information you want quickly and easily.

To illustrate, let's review the transactions we performed in the last two lessons. To begin, your screen should display the PMX System Menu.

PLEASE NOTE: *The Inventory Status Report, described later in this chapter, offers the same type of information as the Usage History Inquiry screen described in this Lesson.*



A On the PMX System Menu, choose **I**nventory to display the Inventory Menu, illustrated below.



B Choose **U**sage History Inquiry to display the inquiry screen, shown on the next page.

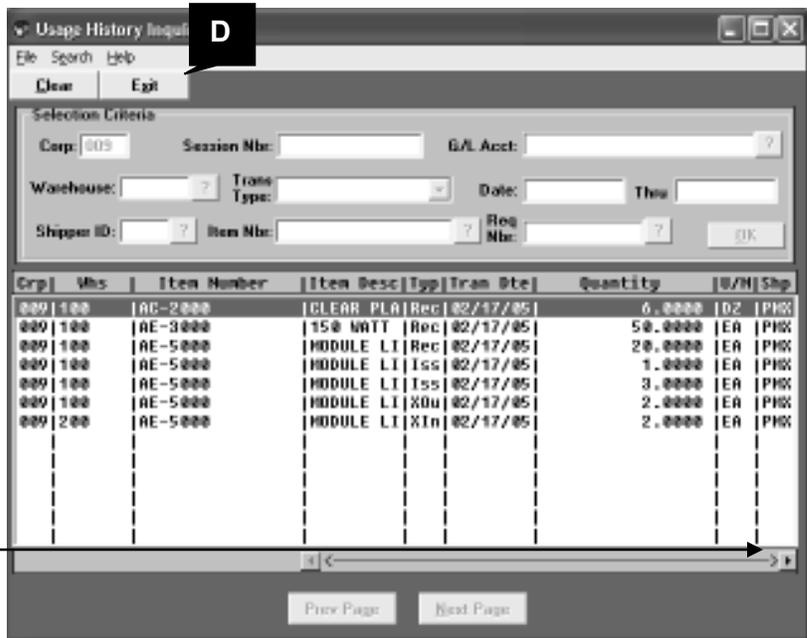
List specific groups of inventory transactions by entering your selection criteria here. PMX lists only those transactions that meet the parameters you specify.

Corp	Mts	Item Number	Item Desc	Typ	Tran Dte	Quantity	U/M Shp
------	-----	-------------	-----------	-----	----------	----------	---------

This screen lists previously entered inventory transactions. You may use one or more of the selection parameters at the top of the screen to select the transactions you wish to view. For example, you might use the Shipper ID and Trans Type fields to review all of the Issue transactions entered by a given employee, or you might use the G/L Account Code and Date fields to review all of the transactions entered against a given account over a specified time period.

Since we have entered only a few transactions for a single item, let's use the **OK** Button to see all of the transactions recorded thus far.

- C** Choose **OK** to review the issues, returns, adjustments, and transfers entered for item number AE-5000. PMX responds with the listing shown on the next page.



Click the arrow button to display additional usage information.

Notice that the warehouse transfer we performed in Lesson 3 is actually recorded as two transactions—the notation Whse Xfer Out indicates a reduction of stock levels at Warehouse 100, while the notation Whse Xfer In indicates an increase on the quantity on-hand at Warehouse 200.

- D** After reviewing the listing choose **Exit** to return to the PMX System Menu.

End of Lesson 4

Lesson 5: Kit Component Transactions

A kit is a product that requires assembly or special packaging before it can be shipped. The Kit File, illustrated in Chapter 2, on page 2-47, allows you to record the contents or components of each kit.

Use the Kit Component Transaction screen, shown below, to issue, receive, return, and adjust kit items. This screen functions in much the same way as the Inventory Transaction screen, described in Lesson 2, except that kit transactions affect all items on the Kit Record.

This lesson offers a brief overview of the data screen for processing kit components. No data entry is required.

To access the Kit Component Transaction screen, choose the **Inventory** button from the PMX System Menu, then choose **Kit Component Transactions** from the Inventory Submenu.

Each of the Kit Component transactions data fields are described in detail by choosing the Help command

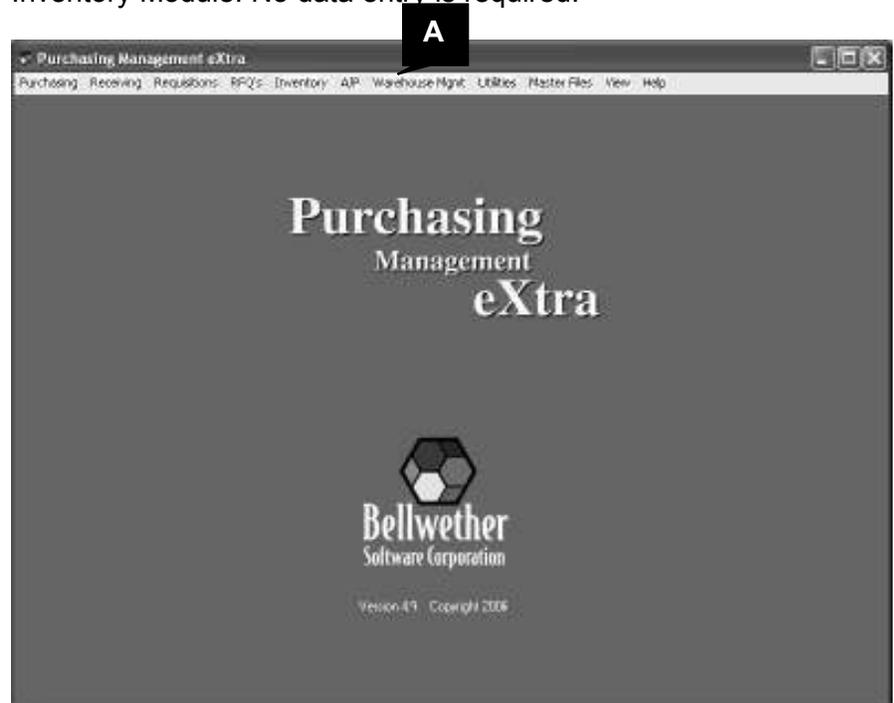
The screenshot shows the 'Kit Component Transactions' window. It has a menu bar with 'File', 'Search', and 'Help'. Below the menu bar are buttons for 'Clear', 'Delete Lines', 'Save', and 'Exit'. The main area is divided into sections: 'Required Info' with fields for 'Composition' (000), 'Warehouse Code' (100), and 'Session Number' (6); 'Shipper ID', 'Date', and 'Trans Type' fields; 'Kit Info' with 'Kit Number', 'Kit Description', and 'Quantity Issued' fields; and a bottom section with 'G/L Account Code', 'Misc', 'Receiving Dept.', 'Job Number', and 'Consumer' fields. At the bottom of the screen are 'Review Session' and 'Display Kit Record' buttons.

End of Lesson 5

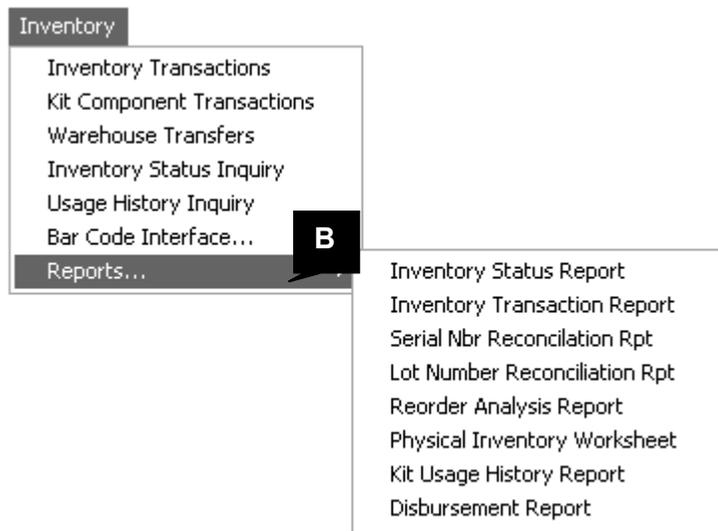
Lesson 6: Inventory Reports

PMX maintains a detailed history of all inventory-related transactions. In addition to online inquiries, you can produce reports to help you select, organize, and analyze inventory data to track stock levels and usage. User-defined report sequences, totals, and selection parameters allow you to tailor each report to your department's specifications.

This lesson will step you through the reports available in the Inventory Module. No data entry is required.



- A On the PMX System Menu, choose **Inventory** to display the Inventory Menu, illustrated on the next page.



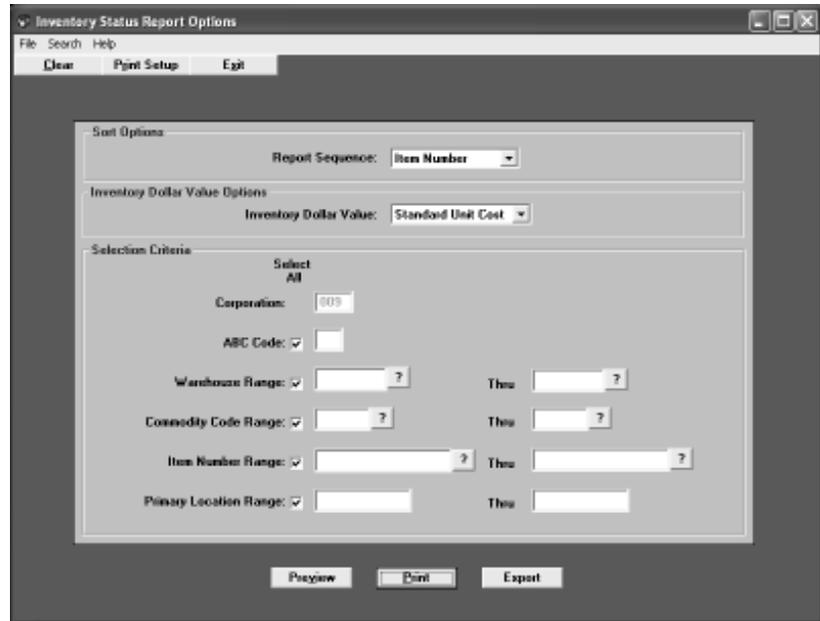
- B** On the Inventory Menu, choose **Reports** to display the Inventory Reports submenu.
Choose the desired report to display the related print request screen. Use the report options screens to select specific groups of records to print and to specify the sort order for the selected records.

Each inventory report and its related report options screen are described on the following pages.

Inventory Status Report

The Inventory Status Report prints inventory balances and inventories costs. Use the Inventory Status Report Options to choose the sort option, valuation method, and record selection criteria.

(Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.)



Use one of the following sort keys to organize the report:

ABC Code	Item Number
Warehouse	Primary Location
Commodity Code	

Choose one of the following Inventory Dollar Value options to determine how stock prices are reported.

Average Unit Cost Current Unit Cost Standard Unit Cost

PLEASE NOTE: *Please reference PMX Help screens for a definition of the Inventory module's three-dollar valuation options.*

The Inventory Status Report is illustrated on the following page. This report lists all items controlled by the Inventory module, along with their balances. The report prints in accordance with the print criteria selected.

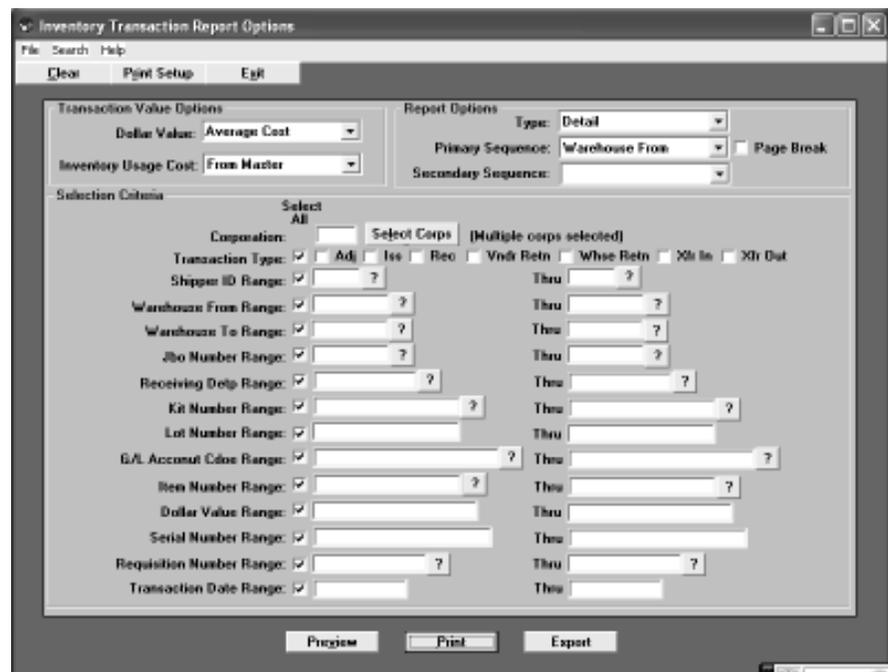
Sample Inventory Status Report

CORPORATION: 009		INVENTORY STATUS REPORT							PAGE: 1		
PMINVSTP				/ INVENTORY VALUED AT STANDARD UNIT COST						DATE: 03/15/05	
ITEM/ DESCRIPTION	COMM CD	ABC	WHSE	RE-ORDER PT/ ECON ORD QTY	MINIMUM QTY/ MAXIMUM QTY	QTY ON HAND/ QTY ALLOCATED	U/M	QUANTITY ON ORDER	U/M	UNIT COST/ VALUE ON HAND	
AC-2000	SU001		100	3.0000	.0000	14.7500	DZ	2.0000	DZ	62.5000	
CLEAR PLASTIC SAFETY GLASSES				6.0000	.0000	.0000				921.8750	
			200	3.0000	.0000	2.0000	DZ			62.5000	
				6.0000	.0000	.0000				125.0000	
ITEM NUMBER						AC-2000	TOTAL VALUE ON HAND		1046.8750		
AE-3000	SU001		100	.0000	.0000	100.0000	EA	50.0000	EA	3.5000	
150 WATT BULB FOR FIXTURE				50.0000	.0000	.0000				350.0000	
ITEM NUMBER						AE-3000	TOTAL VALUE ON HAND		350.0000		
AE-5000	SU001		100	.0000	.0000	70.0000	EA	2.0000	EA	12.5000	
MODULE LIGHT				20.0000	.0000	.0000				875.0000	
ITEM NUMBER						AE-5000	TOTAL VALUE ON HAND		875.0000		
CORPORATION						009	TOTAL VALUE ON HAND		2271.8750		
								GRAND TOTAL VALUE ON HAND		2271.8750	

Inventory Transaction Report

The Inventory Transaction Report prints detailed information on all quantities received, issued, returned, adjusted, and transferred during any user-defined time period. Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.

Use the Inventory Transactions Report Options screen, illustrated below, to select report sequences and totals and to specify the method used to value inventory usage. You may also use the Selection Criteria to print selected groups of inventory transactions.



The Transaction Value Options let you specify how you wish to value inventory usage. Inventory Usage Cost may be drawn from the Master File or from the transaction. Dollar Value options include:

- Standard Cost
- Current Cost
- Average Cost

The Report Options let you specify how you wish the inventory transactions listing to be sorted and totaled. You may select either a detailed or summary report.

The Inventory Transaction Report is illustrated on the next page. This report summarizes selected inventory activity according to the print criteria you select.

Sample Inventory Transaction Report

CORPORATION: 009		INVENTORY TRANSACTION REPORT VALUED AT AVERAGE UNIT COST							PAGE: 1	
PMINVTN		WAREHOUSE FROM SEQUENCE							DATE: 03/15/05	
TYPE	DATE	ITEM NUMBER/ DESCRIPTION	G/L ACCOUNT CODE/ MISC/ RQ #/WO #	WHSE FROM WHSE TO	CONSUMER/ RCV DEPT	SHIP ID/ JOB NBR	QUANTITY	U/M	UNIT COST	USAGE VALUE
REC	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 1		100		PMX	6.0000	DZ	62.5000	-375.00
REC	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 2		100		PMX	6.0000	DZ	62.5000	-375.00
REC	03/15/05	AE-3000 150 WATT BULB FOR SESSION 3	011001	100		PMX	50.0000	EA	3.5000	-175.00
REC	03/15/05	AE-5000 MODULE LIGHT SESSION 4		100		PMX	20.0000	EA	12.5000	-250.00
REC	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 5		100		PMX	4.0000	DZ	62.5000	-250.00
ISS	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 6		100	R&D	WJA	1.0000	DZ	62.5000	62.50
RTN	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 6		100	ENG	WJA	3.0000	EA	62.5000	-15.62
ADJ	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 6		100		WJA	6.0000	EA	62.5000	-31.25
ADJ	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 6		100	R&D	WJA	1.0000	DZ	62.5000	-62.50
OUT	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 7		100 200		WJA	2.0000	DZ	62.5000	125.00
				WAREHOUSE FROM		100			NET USAGE VALUE	-1346.87
IN	03/15/05	AC-2000 CLEAR PLASTIC SAF SESSION 1		200 100		WJA	2.0000	DZ	62.5000	-125.00
				WAREHOUSE FROM		200			NET USAGE VALUE	-125.00
				CORPORATION		009			NET USAGE VALUE	-1471.87
									NET USAGE VALUE	-1471.87

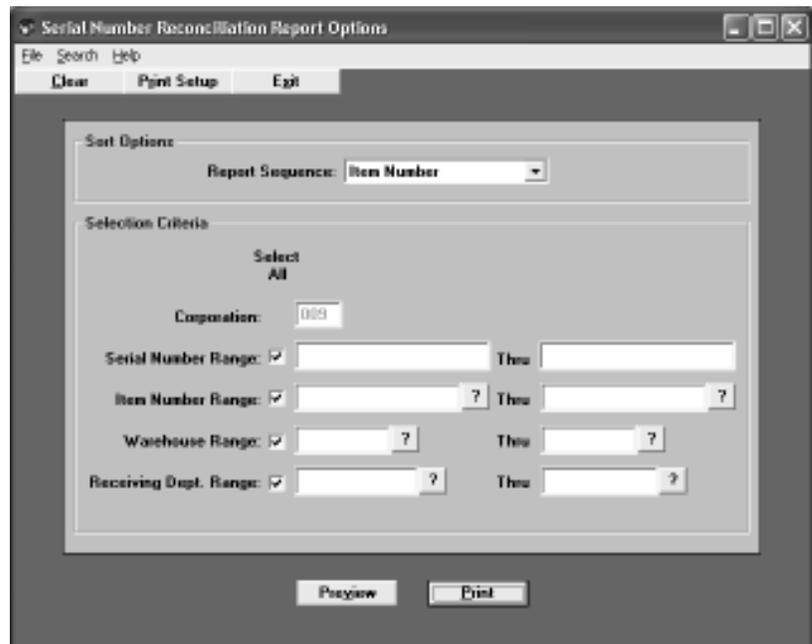
* -- SYSTEM GENERATED ADJUSTMENT RESULTING FROM RECEIPT DELETION OR MODIFICATION

Serial Number Reconciliation Report

The Serial Reconciliation Report prints the location of each item's recorded serial number and asset tag number.

Use the Serial Reconciliation Report Options screen, illustrated below, to specify report sequences and selection criteria. Sort options include:

Item Number
Receiving Department
Serial Number
Warehouse ID



The screenshot shows a window titled "Serial Number Reconciliation Report Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons for "Clear", "Print Setup", and "Exit". The main area is divided into two sections: "Sort Options" and "Selection Criteria".

Sort Options: A dropdown menu labeled "Report Sequence:" is set to "Item Number".

Selection Criteria: A "Select All" button is present. Below it is a "Copiation:" field with the value "009". There are four range selection options, each with a checked checkbox and a "Thru" field:

- Serial Number Range: [] Thru []
- Item Number Range: [] ? Thru [] ?
- Warehouse Range: [] ? Thru [] ?
- Receiving Dept. Range: [] ? Thru [] ?

At the bottom of the dialog are "Preview" and "Print" buttons.

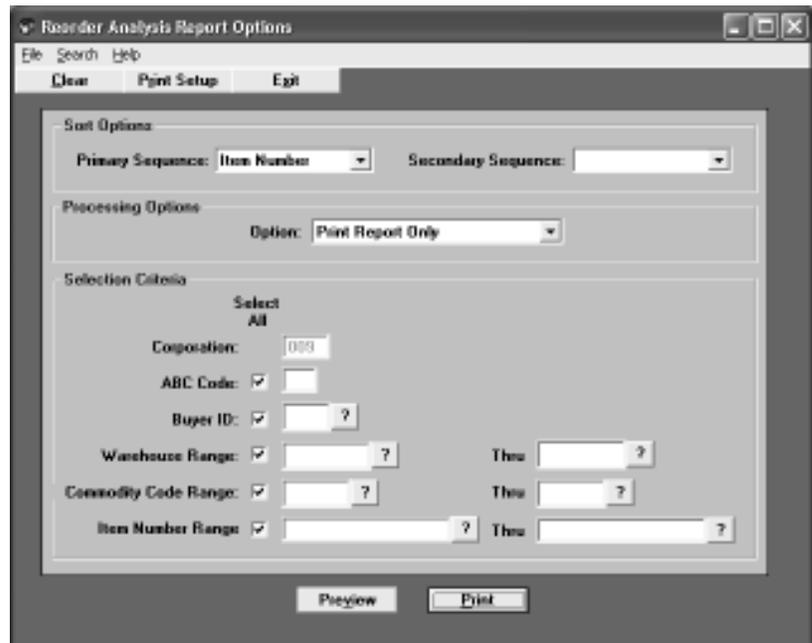
The Serial Number Reconciliation Report is illustrated on the next page. This report lists all "tagged" material items and their location within the company in accordance with the print criteria you select.

Sample Serial Number Reconciliation Report

CORPORATION: 009		SERIAL NUMBER RECONCILIATION REPORT				PAGE: 1	
PMINVSR		ITEM NUMBER SEQUENCE				DATE: 03/15/05	
SERIAL NUMBER	TAG NUMBER	ITEM NUMBER	ITEM DESCRIPTION	WHSE	RECEIVING DEPT.	P.O. NUMBER	P.O. DATE
90	90	PHH1	14" COLOR MONITOR	100			
91	91	PHH1	14" COLOR MONITOR	100			
92	92	PHH1	14" COLOR MONITOR	100			
93	93	PHH1	14" COLOR MONITOR	100			
94	94	PHH1	14" COLOR MONITOR	100			
		ITEM NUMBER	PHH1	TOTAL QUANTITY ON HAND:		5	
				TOTAL QUANTITY ISSUED:		0	

Reorder Analysis Report

The Reorder Analysis Report illustrated on the next page prints a listing of those items at or below their reorder levels. Use the Reorder Analysis Report Options screen to specify report sequences and to select specific groups of inventory items to be included in the report. You may also use this screen to create requisitions for selected groups of inventory items that need to be reordered. (Either the Minimum/Maximum Quantity Calculation or the Reorder Point/Economic Order Quantity calculation described in the Inventory Records Online Help may be used to determine the recommended order quantity.)



The screenshot shows a window titled "Reorder Analysis Report Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into three sections:

- Sort Options:** Contains two dropdown menus. "Primary Sequence" is set to "Item Number" and "Secondary Sequence" is empty.
- Processing Options:** Contains a dropdown menu labeled "Option" set to "Print Report Only".
- Selection Criteria:** Contains a "Select" button and a "All" button. Below these are several fields with checkboxes:
 - Corporation: [000]
 - ABC Code: []
 - Buyer ID: [?]
 - Warehouse Range: [?] Thru [?]
 - Commodity Code Range: [?] Thru [?]
 - Item Number Range: [?] Thru [?]

At the bottom of the dialog are two buttons: "Preview" and "Print".

Use the Processing Options list box to indicate whether you wish PMX to:

- Create requisitions only (requisitions are automatically loaded into PMX's Requisitions module).
- Print the Reorder Analysis Report and create requisitions.
- Print the Reorder Analysis Report only.

If you indicate that you wish PMX to create requisitions for those items whose stock levels are at or below the reorder point specified in the Inventory File, you may then convert those requisitions to P.O.s using **the P.O.s from Requisitions** command on the **Purchasing Menu**.

Sample Reorder Analysis Report

CORPORATION: 009

REORDER ANALYSIS REPORT

PAGE: 1

PMINVRAP

ITEM NUMBER SEQUENCE

DATE: 03/15/05

ITEM NUMBER/ DESCRIPTION	COMM CD	WHSE	BYR/ ABC	PRIMARY LOCATION	QUANTITY ON ORDER	U/M	QUANTITY AVAILABLE	U/M	REORDER PT/ ECON ORD QTY	MINIMUM QTY/ MAXIMUM QTY	RECOMMENDED ORDER QTY	U/M
AC-2000 CLEAR PLASTIC SAFETY GLASSES	SU001	200		C-210	.0000		2.0000	DZ	3.0000 6.0000	.0000 .0000	6.0000	DZ
				ITEM NUMBER			AC-2000		TOTAL ORDER QUANTITY		6.0000	DZ

Physical Inventory Worksheet

The Physical Inventory Worksheet prints a working document to facilitate a fast and accurate inventory count. Use the Physical Inventory Worksheet Report Options screen, shown below, to select the desired report type and report sequence and to choose the items you wish to inventory.

The screenshot shows a software window titled "Physical Inventory Worksheet Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into three sections: "Print Options", "Report Options", and "Selection Criteria".

- Print Options:** A dropdown menu labeled "Print:" is set to "All Items".
- Report Options:** "Report Sequence:" is set to "Item Number". There are checkboxes for "Page Break:", "Print Unit Cost", and "Print Quantity on Hand". "Last Column Heading:" is set to "INITIALS".
- Selection Criteria:** A "Select All" button is present. Below it is a "Corporation:" field with a "Select Corps (Multiple corps selected)" button. There are four range selection fields, each with a checked checkbox and a "Thru" field:
 - Commodity Code Range: [] Thru []
 - Warehouse Range: [] Thru []
 - Item Number Range: [] Thru []
 - Primary Location Range: [] Thru []

At the bottom of the window are three buttons: "Preview", "Print", and "Update Qty".

Sort options include:

- Commodity Code
- Item Description
- Item Number
- Primary Location
- Warehouse

The Physical Inventory Worksheet is illustrated on the next page. This worksheet lists the current stock levels and storage locations of selected inventory items. The report prints according to the print criteria you select.

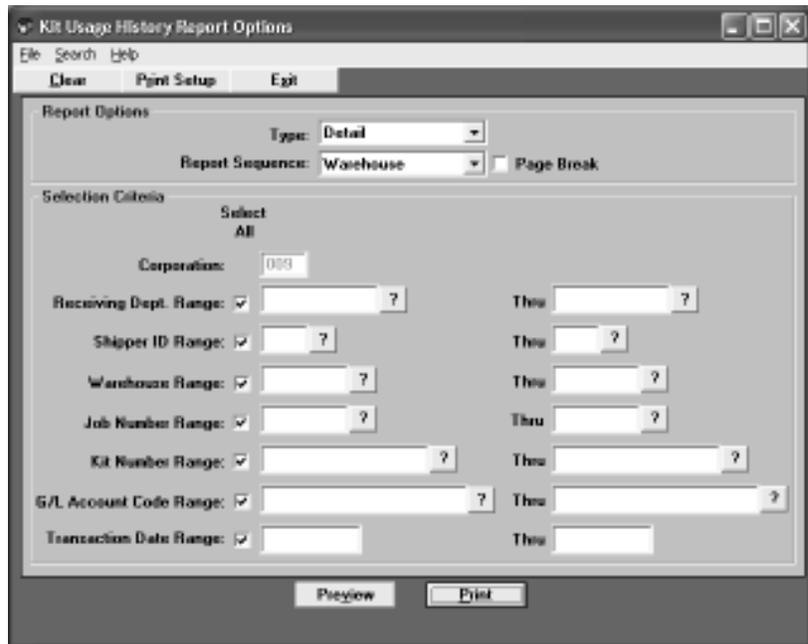
Sample Physical Inventory Worksheet

CORPORATION: 009		PHYSICAL INVENTORY WORKSHEET				Page 1		
PROGRAM: PMINVWSP		ITEM NUMBER SEQUENCE				Date: 3/15/05		
WHSE	PRIM/ALT LOCATION	ITEM NUMBER/ ITEM DESCRIPTION	STOCK U/M COMM CD	UNIT COST	QUANTITY ON HAND	QUANTITY	INITIALS	
100	J-115	AC-2000 CLEAR PLASTIC SAFETY GLASSES	DZ SU001			_____	_____	
200	C-210	AC-2000 CLEAR PLASTIC SAFETY GLASSES	DZ SU001			_____	_____	
100		AE-3000 150 WATT BULB FOR FIXTURE	EA SU001			_____	_____	
100		AE-5000 MODULE LIGHT	EA SU001			_____	_____	
100		PHH1 14" COLOR MONITOR	EA			_____	_____	

Kit Usage History Report

The Kit Usage History Report lists issues, returns, and adjustments to Kit items. Use the report options screen shown below to select the kit-related inventory activity you wish to include in your report.

To access this screen, choose the Kit Usage History Report button from the Inventory Reports submenu.



The screenshot shows a window titled "Kit Usage History Report Options". At the top, there is a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into sections. The "Report Options" section contains a "Type:" dropdown menu set to "Detail", a "Report Sequence:" dropdown menu set to "Warehouse", and a "Page Break" checkbox. The "Selection Criteria" section has a "Select" dropdown menu set to "All". Below this, there are several fields for filtering the report: "Corporation:" with a text box containing "000"; "Receiving Dept. Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; "Shipper ID Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; "Warehouse Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; "Job Number Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; "Kit Number Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; "G/L Account Code Range:" with a checked checkbox, a text box with a question mark, and a "Thru" text box with a question mark; and "Transaction Date Range:" with a checked checkbox, a text box, and a "Thru" text box. At the bottom of the window are two buttons: "Preview" and "Exit".

Use the following sort options to organize the report:

- G/L Account Code
- Job Number
- Kit Number
- Receiving Department
- Warehouse

The Kit Usage History Report is illustrated on the next page. This report lists all inventory activity for kit items according to the print criteria you select.

Sample Kit Usage History Report

CORPORATION: 009		KIT USAGE HISTORY REPORT							PAGE: 1		
PMKITUH		WAREHOUSE SEQUENCE							DATE: 03/15/05		
TYPE	DATE	KIT NUMBER	G/L ACCOUNT CODE	MISC	WHSE	CONSUMER	RCV DEPT	JOB NBR	ID	SHIPPER ID	QUANTITY
I	03/15/05	KT-1000 LIGHT KIT			100		ENG			WJA	3,000 EA
R	03/15/05	KT-1000 LIGHT KIT			100		ENG			WJA	-1,000 EA
					WAREHOUSE	100			TOTAL QUANTITY	2,000	
					CORPORATION	009			TOTAL QUANTITY	2,000	

Disbursement Report

The Disbursement Report prints inventory items that need to be pulled and issued from inventory. The inventory items listed on this report were generated from the Requisitioning Module's Item Requisitions option as stock requisitions. The report can list new stock requisitions and/or backordered stock requisitions.

Use the Disbursement Report Options screen, illustrated below, to select all lines or only lines that can be filled, specify report sequences, and enter selection criteria. Sort options include:

- Requisition Number
- Deliver Date
- Primary Location
- Receiving Department
- Requisition Date

Disbursement Report Options

File Search Help

Clear Print Setup Exit

Print Options

Print: All Lines

Report Options

Report Sequence: Requisition Number Page Break

Selection Criteria

Select All

Corporation: 000

Ship From Warehouse: 100

Requisition Status: New Requisitions Back Orders

Requisition Number Range: From ? Thru ?

Rcv Dept Range: From ? Thru ?

Delivery Date Range: From ? Thru ?

Req ID/Name: ?

Preview Print

The Disbursement Report is illustrated on the next page.

Sample Disbursement Report

CORPORATION: 009		DISBURSEMENT REPORT						PAGE: 1	
PMINVDSB		REQUISITION NUMBER SEQUENCE						DATE: 03/15/05	
		SHIP-FROM WAREHOUSE: 100							
ITEM NUMBER/ ITEM DESCRIPTION	QUANTITY REQUESTED	U/M	PRIMARY LOCATION/ ALTERNATE LOCATION	REQ NUMBER	REQ LIN	RCV DEPT	CONSUMER	REQ DATE/ DLV DATE	-ITEM PULLED QUANTITY U/M
AC-2000 CLEAR PLASTIC SAFETY GLASSES	2.0000	DZ	J-115	STK-RQ1	001	ENG		03/15/05 03/17/05	_____ ____
AE-5000 MODULE LIGHT	5.0000	EA		STK-RQ2	001	R&D		03/15/05 03/17/05	_____ ____
AE-3000 150 WATT BULB FOR FIXTURE	7.0000	EA		STK-RQ3	001	MAINT		03/15/05 03/17/05	_____ ____

End of Lesson 6



Warehouse Module

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Overview

The Warehouse Management module lends additional functionality to the Inventory Control module by automating the transfer of inventory items from multiple warehouses to internal user departments and remote sites within a corporation. Online tracking capabilities allow users to check the status of warehouse orders from the initial request through shipping, back orders and receiving. Management reports help you track and analyze warehouse activity.

PLEASE NOTE:: *In order to use the Warehouse Management Module, you must already have installed the Inventory Control Module, described in Chapter 6.*

Major functions of the Warehouse Management module include:

- ◆ Warehouse orders may contain up to 999 inventory items and can include multiple expense accounts, project numbers, job numbers, and department codes.
- ◆ Picking tickets, packing slips, and shipping labels are produced automatically.
- ◆ Orders for out-of-stock items are automatically filled when the items are re-supplied.
- ◆ Internal users or Central Receiving can record deliveries of shipments.
- ◆ Online queries and status reports spotlight order status (e.g., shipped, pending shipment, back-ordered, or received).

Lesson 1: Creating a Warehouse Order

Creating a Warehouse Order is almost identical to the process you learned for creating a purchase order in Chapter 3. There are a few important differences to note, however:

- ◆ Rather than ordering items from a vendor, you indicate the warehouse from which the items are to be delivered.
- ◆ You may only order items that are stocked at the specified warehouse.

Let's create a sample warehouse order, then we'll track it through the Warehouse Management module. To begin, your screen should display the PMX System Menu

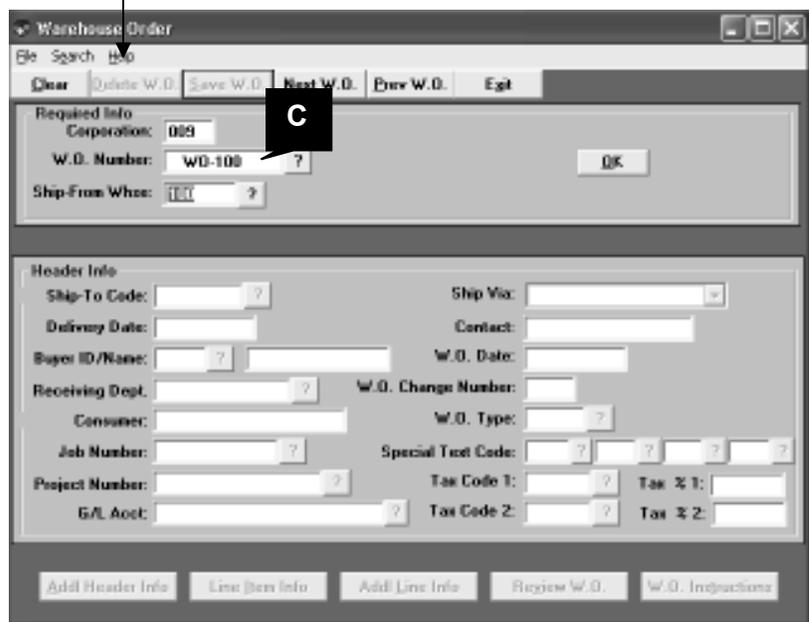


A Choose **Warehouse Management** from the PMX System Menu.



B Next, choose **Warehouse Order** from the Warehouse Management Menu. PMX displays the data entry screen .

Each PMX screen can be described in detail by choosing the **Help** Command.



PLEASE NOTE: Like all PMX screens, each of the ? Buttons that appear to the right of the data entry fields represents a search screen that you can use to retrieve Master File data. For more information on searches, see Chapter 3, pages 3-16 through 3-26.

C Notice that the cursor automatically appears in the W.O. Number field. Type **WO-100** in this field, and then press the **Tab** key to display the default Ship-From Whse code. Choose **OK** to continue.

PLEASE NOTE: If desired, you can select a Control File “operating rule” to instruct PMX to automatically assign W.O. Numbers for you.

Used by PMX to track inventory usage. These same five fields are also available at the line item level.

D PMX displays the Warehouse name and address in the upper right corner of the screen. Let's fill in the header data, then we'll move on to the line item information.

PLEASE NOTE: You can use PMX's Global Dictionary to rename data fields. Once renamed, all PMX screens and reports will reflect your custom field names.

E Notice that the default Ship-to Code, 100, is highlighted in the Header Info portion of the Warehouse Order screen. Let's ship the order to the Southeastern Regional Office, R01. (This Ship-to Code has been preloaded into the Control File for you.)

F Type **R01** in the Ship-to Code field.

Please Note The ? Button to the right of the Ship-To Code field can be used to look up the Ship-To Code for the Southeastern Regional Office.

G Click in the Delivery Date field. Type **031305**, then click the Consumer field.

H Type **R. Jansen** in the optional Consumer field. This completes the Header Info portion of the Warehouse Order.

I Choose the **Line Item Info** button to display the next data entry screen shown on the next page.

J To order the first item, type **AE-5000** in the Item Number field, then press the **Tab** key. As shown below, PMX responds by entering for you the standard ordering information pre-stored in the Material File for Item Number AE-5000. You can override any of the default ordering information with your own information for any single warehouse order.

K PMX automatically applies all of these data fields entered on the Header Info screen to all inventory items on the warehouse order. However, you can override the default header information with

different data for any inventory item.

The screenshot shows the 'Warehouse Order - New' window. The 'Required Info' section includes Corporation: 009, W.D. Number: WD-100, and Ship-From Whse: 100. The 'Warehouse Name and Address' section lists MAIN WAREHOUSE, DEMO CORPORATION, 1212 PRESTON HIGHWAY, LOUISVILLE KY 40222. The 'Line Item Info' section shows a table with one line item:

Line	Item Number	Commodity Code	Material Description	Add Desc
001		SU801	MODULE LIGHT	

Below the table, the 'Quantity' field is set to 1.0000, 'Unit Price' is 12.5000, 'Extended Amount' is 12.50, and 'Delivery Date' is 03/13/05. The 'W.D. Total' is 13.00. Other fields include G/L Account Code, Receiving Dept., Project Number, Consumer (R.JANSEN), and Ship-To (R01).

- L** Move the cursor to the Quantity field and type a **1**, and then press the **Tab** key. This completes the first W.O. line. Notice PMX updates the Extended Amount and W.O. total.
- M** Next, press the **DOWN ARROW** button to the right of the Line field to proceed to the next line item. You may also press the **DOWN ARROW** key to proceed to the next line.

The screenshot shows the 'Warehouse Order - New' window with the second line item selected. The 'Required Info' and 'Warehouse Name and Address' sections are the same as in the previous screenshot. The 'Line Item Info' section shows a table with two line items:

Line	Item Number	Commodity Code	Material Description	Add Desc
001				
002				

The 'Quantity' field for line 002 is empty, and the 'Unit Price' field is set to U/M. The 'W.D. Total' is 13.00. Other fields are the same as in the previous screenshot.

- N Type **AE-3000** in the Item Number field, and then press the **Tab** key.

Warehouse Order - New

File Search Help

Clear Delete Line Save W.O. Next W.O. Prev W.O. Exit

Required Info

Corporation: 009 Warehouse Name and Address
 MAIN WAREHOUSE
 DEMO CORPORATION
 1212 PRESTON HIGHWAY
 LOUISVILLE KY 40222

W.O. Number: WD-100 ?

Ship-From Whse: 100 ?

W.O. Total 195.00

Line Item Info

Line	Item Number	Commodity Code	Material Description	Add Desc
002 ?	AE-3000 ?	SU001 ?	150 WATT BULB FOR FIXTURE	
Quantity	U/M	Unit Price	Extended Amount	Delivery Date
50.0000	EA ?	3.5000	175.00	03/13/05
Job Number	?			
G/L Account Code	Receiving Dept.	Project Number	Consumer	Ship-To
011001 ?	?	?	RJANSEN	R01 ?

Header Info Add HDR Info Add Line Info Review W.O. W.O. Instructions

PMX displays the standard ordering information stored in the Material File for the Item Number AE-3000.

Warehouse Order - New

File Search Help

Clear Delete Line Save W.O. Next W.O. Prev W.O. Exit

Required Info

Corporation: 009 Warehouse Name and Address
 MAIN WAREHOUSE
 DEMO CORPORATION
 1212 PRESTON HIGHWAY
 LOUISVILLE KY 40222

W.O. Number: WD-100 ?

Ship-From Whse: 100 ?

W.O. Total 27.56

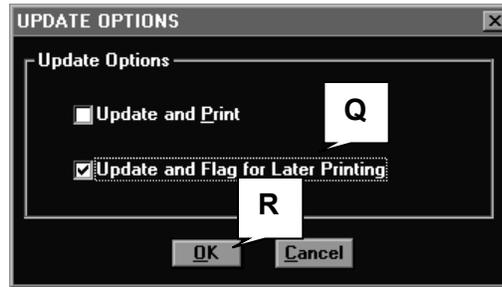
Line Item Info

Line	Item Number	Commodity Code	Material Description	Add Desc
002 ?	?	SU001 ?	150 WATT BULB FOR FIXTURE	
Quantity	U/M	Unit Price	Extended Amount	Delivery Date
4.0000	EA ?	3.5000	14.00	03/13/05
Job Number	?			
G/L Account Code	Receiving Dept.	Project Number	Consumer	Ship-To
011001 ?	?	?	RJANSEN	R01 ?

Header Info Add HDR Info Add Line Info Review W.O. W.O. Instructions

- O Move the cursor to the Quantity field and type **4**, then press the **Tab** key. Again, PMX updates the W.O. Total.
- P This completes the warehouse order. Choose **Save W.O.** to record

the order. PMX will display the dialog box shown below.



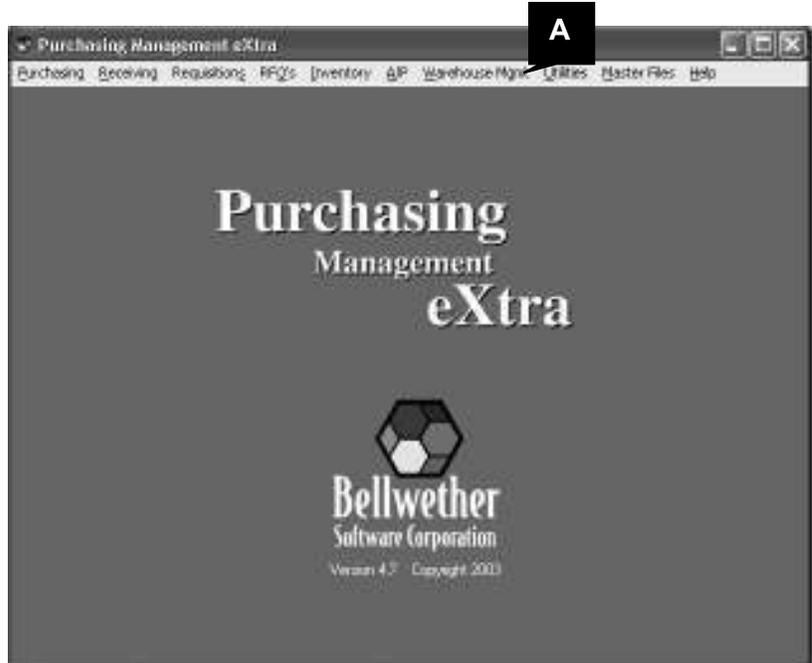
- Q** Notice PMX defaults to the **Update and Flag for Later Printing** option.
- R** Choose **OK**. PMX clears the Warehouse Order entry screen to await your next entry.
- S** Choose **Exit** to return to the Master System Menu.

End of Lesson 1

Lesson 2: Printing W.O. Documents

Once warehouse orders have been updated and flagged for later printing, warehouse personnel can group and print them at their warehouse location. Warehouse orders serve as picking tickets for requested inventory items.

After creating your first warehouse order in Lesson 1, your screen should display the PMX System Menu.



- A Choose **Ware**house **Man**agement to display the Warehouse Management Menu, shown below.



- B** Choose **Print W.O. Document** to display the print options screen shown below.



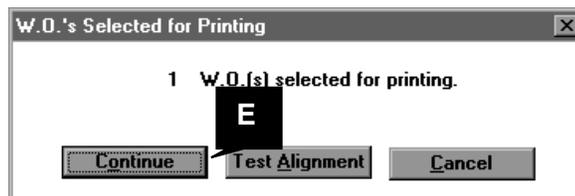
Use this screen to select which warehouse orders you want to print. Two print options are available. They are:

Option	Meaning
--------	---------

- | | |
|----------------|-----------------------------------------------------------------------------------------------|
| Print | Prints only unprinted warehouse orders that have been updated and flagged for later printing. |
| Reprint | Prints only previously printed warehouse orders. |

The Selection Criteria lets you select for printing (or reprinting) a single warehouse order or a group of warehouse orders.

- C** Type **100** in the Ship From Whse field.
- D** Choose the **Print** button to initiate printing. PMX displays the dialog box shown below.



- E** Choose **Continue** to proceed with printing. When printing is complete, the system returns you to the Print Warehouse Order screen.

F Choose **Exit** to return to the Master System Menu. Warehouse Order.

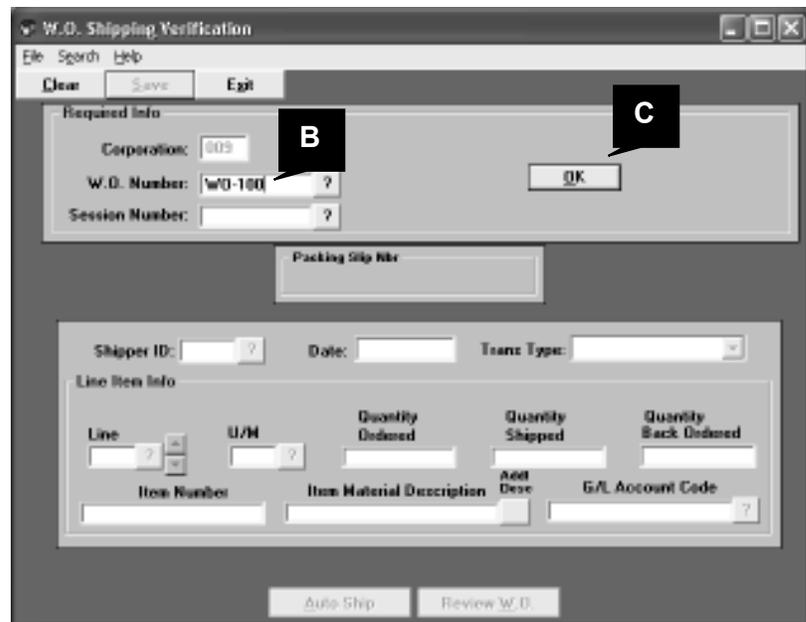
End of Lesson 2

Lesson 3: Verifying a Shipment

The next step in the ordering process is the shipping of the order from the warehouse to the regional office. Once the requested items have been assembled for shipping, the warehouse staff completes a shipping verification screen. To illustrate, begin by accessing the Warehouse Management Menu.



- A Choose **S**hipping Verification from the Warehouse Management Menu. PMX displays the data entry screen shown below.

A screenshot of a software window titled "W.O. Shipping Verification". The window has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons for "Clear", "Save", and "Exit". The main area is divided into sections. The "Required Info" section contains three input fields: "Corporation:" with the value "003", "W.O. Number:" with the value "WO-100", and "Session Number:" which is empty. A black callout box with the letter "B" is over the "W.O. Number" field, and another with "C" is over the "Session Number" field. An "OK" button is to the right of these fields. Below this is a "Packing Slip Nbr" field. The "Shipper Info" section contains "Shipper ID:", "Date:", and "Trans Type:" fields. The "Line Item Info" section contains a table with columns for "Line", "U/M", "Quantity Ordered", "Quantity Shipped", and "Quantity Back Ordered". Below the table are fields for "Item Number", "Item Material Description", "Acct Desc", and "G/L Account Code". At the bottom are "Auto Ship" and "Review W.O." buttons.

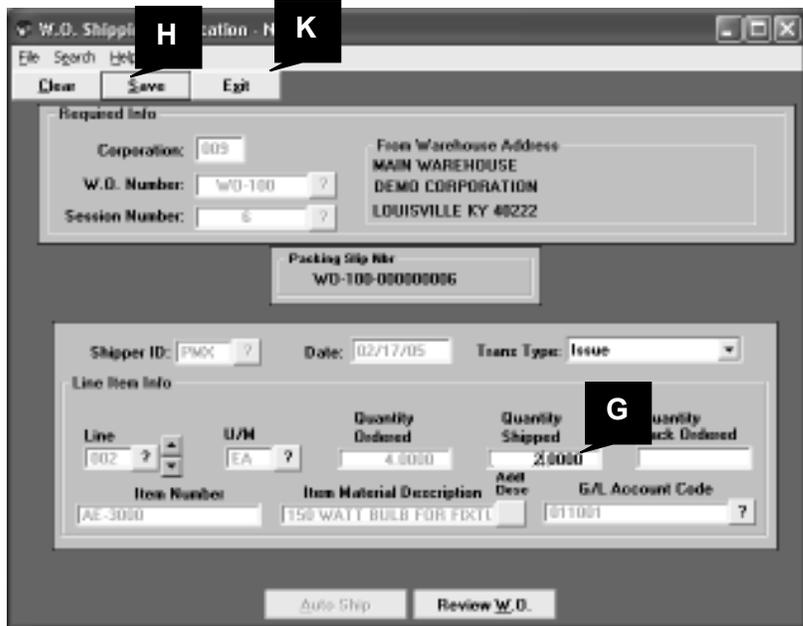
- B Type **WO-100** in the W.O. Number field, and then press the **Tab** key.
- C PMX automatically fills in the Session Number. Choose **O**K to proceed.

Notice that the From Warehouse Address and Packing Slip Nbr fields are also filled in for you. You need only enter the quantity shipped for each item.

PLEASE NOTE: Combining the W.O. Number and Session Number creates the Packing Slip Number. Use this number for tracking purposes to uniquely identify each order.

Let's assume that the module light (Item Number AE-5000 is ready for shipping, but only two of the four requested light bulbs (Item Number AE-3000) are available. We'll ship two and back-order two. Notice that the ordering information from the first item on the order is displayed.

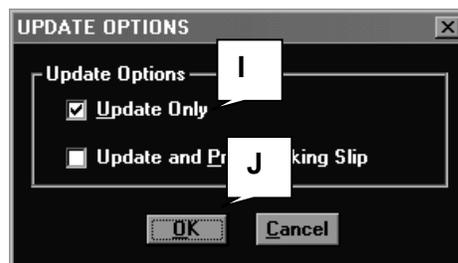
- D** Click in the Shipper ID field, and type **PMX**.
- E** Click in the Quantity Shipped field, type **1**, and then press the **Tab** key. The cursor moves to the Quantity Back Ordered field, which remains set to 0 since all of the requested items for this line are in stock.
- F** Next, click the **DOWN ARROW** Button to the right of the Line field to move to the next line item.



- G Type **2** in the Quantity Shipped field, and then press the **Tab** key. PMX automatically places the remaining two light bulbs on back order, as indicated in the Quantity Back Ordered field.

PLEASE NOTE: *If all items in the order are being shipped, there is no need to perform a line-by-line accounting of each item. You may select the Auto Ship button to indicate that all items in the order are present and ready for shipping.*

- H Choose **Save** to record the W.O. Shipping Verification data. PMX displays the dialog box shown below.



PLEASE NOTE: *If you do not wish to print a packing slip at this time, you can choose the Update Only option, then use the Print Packing Slip command on the Warehouse Management menu to print the packing slip later. You might use this option to print a group of packing slips at one time rather than printing them individually.*

- I* Choose the **Update Only** option.
- J* Choose **OK**. PMX returns you to the blank Shipping Verification screen to await your next entry.
- K* Choose **Exit** to return to the Master System Menu.

End of Lesson 3

Lesson 4: Checking the Status of Open Warehouse Orders

Users can quickly track the status of open warehouse orders. You can locate open orders by category—including buyer, item number, project number, etc.

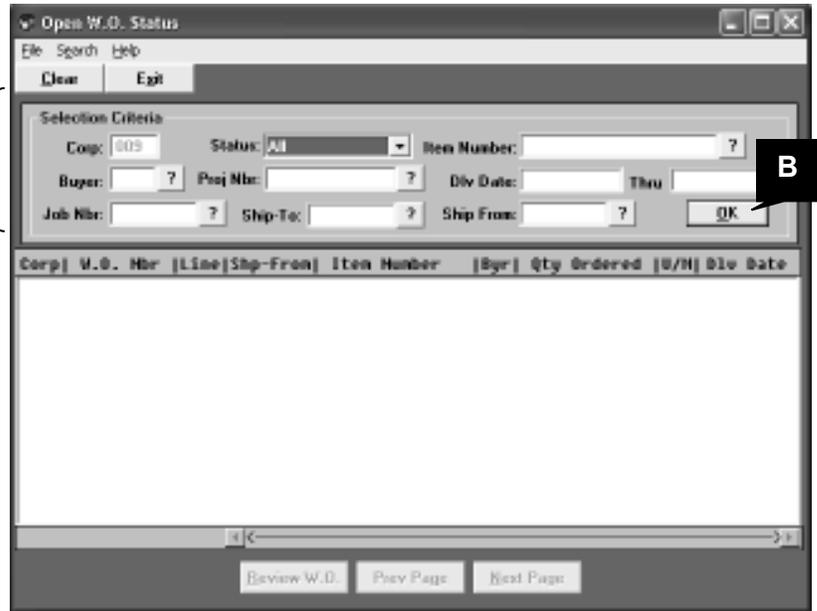
PLEASE NOTE: *A warehouse order remains open until all items on the order are acknowledged as received. If receipt acknowledgement is not required, you can select a Control File “operating rule” to instruct PMX to automatically close all warehouse orders. This “operating rule” can also be selectively set only for specific inventory items.*

Let’s check the status of the warehouse order we created in Lesson 1. To begin, your screen should display the PMX Master System Menu. Choose **Warehouse Management** to display the Warehouse Management Menu, shown below.

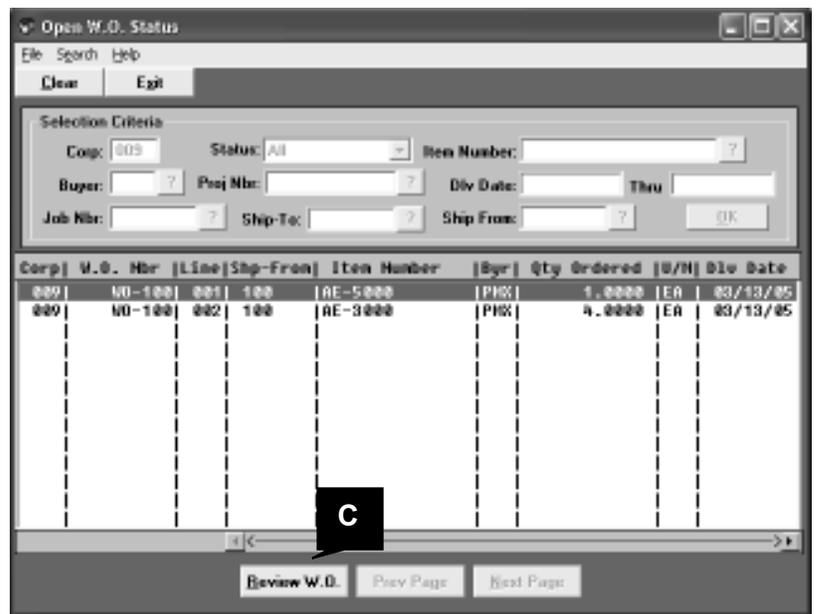


A Choose **Open W.O. Status** to access the Open W.O. Status screen shown on the next page.

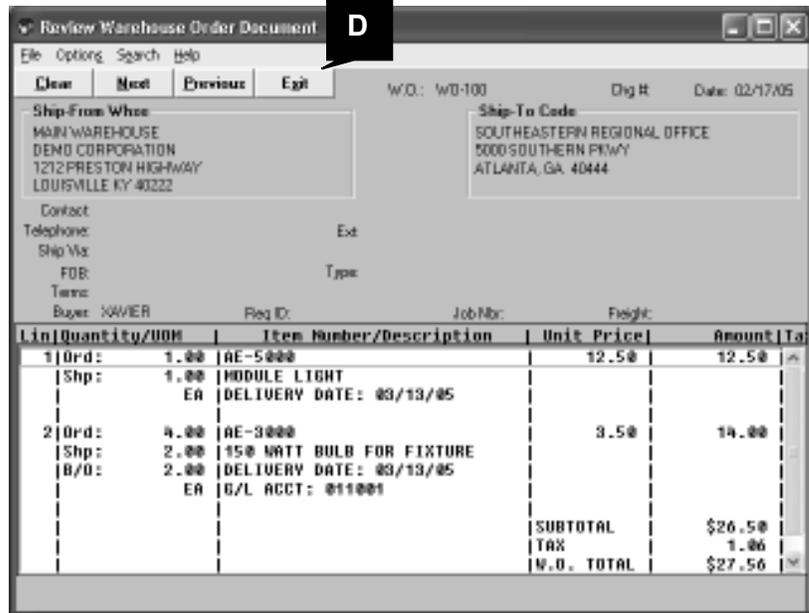
List specific groups of open warehouse orders by entering your selection criteria here. PMX lists only those open orders that meet the parameters you specify.



B Since we only have one warehouse order in the system, choose **OK**.



C As you can see, all items are open. To review the entire warehouse order, simply highlight either item, then choose **Review W.O.** PMX displays the warehouse order, as shown on the next page. You may also double-click on either item to see the related warehouse order.



D After reviewing the warehouse order, choose **Exit** to return to the Open W.O. Status screen.

Choose **Exit** again to return to the PMX Master System Menu.

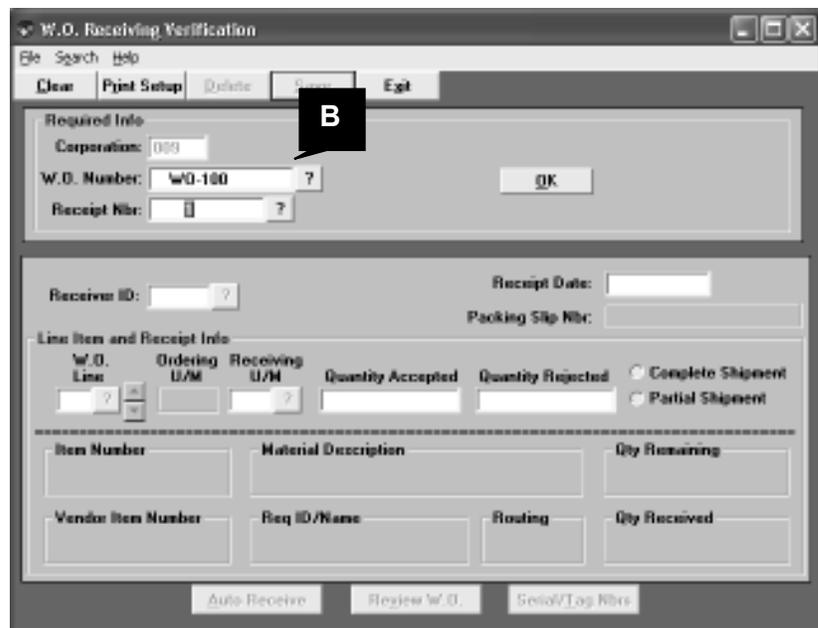
End of Lesson 4

Lesson 5:Receiving a Warehouse Order

Use the W.O. Receiving Verification screen when you need to track shipments in transit from warehouses to ordering locations. It lets you acknowledge receipt of items ordered from the warehouse. A warehouse order is not closed until all items are acknowledged as received.



- A** Choose **Receiving Verification** from the Warehouse Management menu to display the data entry screen shown below.

A screenshot of the "W.O. Receiving Verification" window. The window title is "W.O. Receiving Verification". It has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons for "Clear", "Print Setup", "Update", "Cancel", and "Exit". The main area is divided into sections: "Required Info" with fields for "Corporation:" (value: 000), "W.O. Number:" (value: WO-100), and "Receipt Nbr:" (value: 1); "Receiver ID:" and "Receipt Date:"; "Packing Slip Nbr:"; "Line Item and Receipt Info" with columns for "W.O. Line", "Ordering U/M", "Receiving U/M", "Quantity Accepted", "Quantity Rejected", and radio buttons for "Complete Shipment" and "Partial Shipment"; a table with columns "Item Number", "Material Description", and "Qty Remaining"; and another table with columns "Vendor Item Number", "Req ID/Name", "Routing", and "Qty Received". At the bottom are buttons for "Auto Receive", "Review W.O.", and "Goods/Tag Nbrs". A callout box labeled 'B' points to the "W.O. Number:" field.

- B** Notice that **WO-100** is the W.O. Number field and the system has already assigned the receipt number.

- C** Choose **OK** to proceed. PMX displays the receipt information for the Quickstart Tour

first line item in the order.

W.O. Line	Receiving U/M	Quantity Accepted	Quantity Rejected	Complete Shipment
001	EA	1,000		Complete Shipment

Item Number	Material Description	Qty Remaining
AE-3000	150 WATT BULB FOR FIXTURE	2,000

Vendor Item Number	Req ID/Name	Routing	Qty Received
			2,000

D Notice that the default “PMX” appears in the Receiver ID field.

E Type **1** in the Quantity Accepted field to acknowledge receipt of the Module Light (Item Number AE-5000). Press the **Tab** key to proceed.

PLEASE NOTE: *If it is visually apparent that all items in the order have been delivered, you may choose the Auto Receive option to acknowledge receipt of the entire order rather than verifying each line item.*

F Since no items were rejected, the Quantity Rejected field remains set to 0. PMX automatically selects the Complete Shipment option to indicate that this W.O. line has been closed.

G Choose the **down arrow** button to the right of the W.O. Line field to move to the next line item.

H Now type **2** in the Quantity Accepted field to acknowledge receipt of the 2 light bulbs (item number AE-3000). Press the **Tab** key to proceed.

Notice that PMX selects the Partial Shipment option for this line since only two of the four requested light bulbs were delivered. The two remaining light bulbs are noted in the Qty Remaining field in the bottom portion of the screen.

I This completes the receipt acknowledgement. Choose **Save** to record the receipt. PMX will clear the screen to await your next entry.

J Choose **Exit** to return to the PMX Master System Menu.

End of Lesson 5

Lesson 6: Processing Back Orders

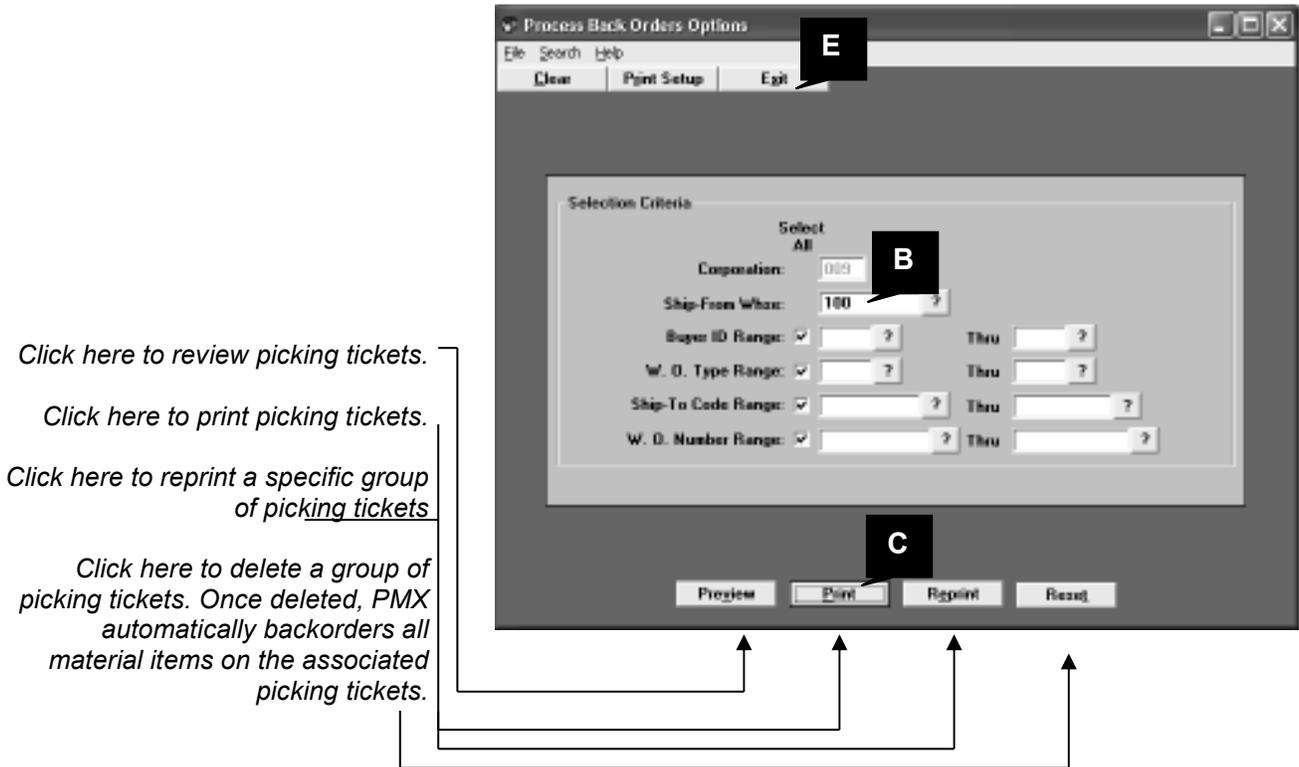
Requested inventory items that are not currently available in inventory can be back-ordered. The Process Back Orders option prints picking tickets only for back-ordered items that are now available in inventory.

In Lesson 2 we were able to ship only two of the four light bulbs requested on order number WO-100. Let's assume the light bulbs have been restocked and we want to ship the remainder of the order.

To begin, please display the Warehouse Management Menu.



- A** Choose **Process Back Orders** from the Warehouse Management Menu to display the record selection screen shown on the next page.



Click here to review picking tickets.

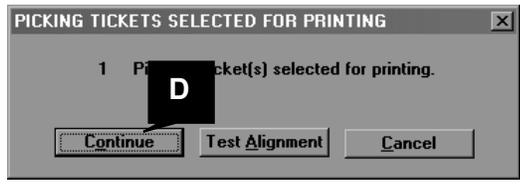
Click here to print picking tickets.

Click here to reprint a specific group of picking tickets

Click here to delete a group of picking tickets. Once deleted, PMX automatically backorders all material items on the associated picking tickets.

PLEASE NOTE: Use the Selection Criteria to process specific groups of back-ordered items.

- B** Type **100** in the Ship-From Whse field to indicate that you want to print picking tickets for all back orders for the Main Warehouse.
- C** Choose **Print** to process the picking ticket(s). PMX displays the dialog box shown below.



- D** Choose **Continue** to proceed with printing. After printing, PMX will return you to the Process Back Orders Options screen.

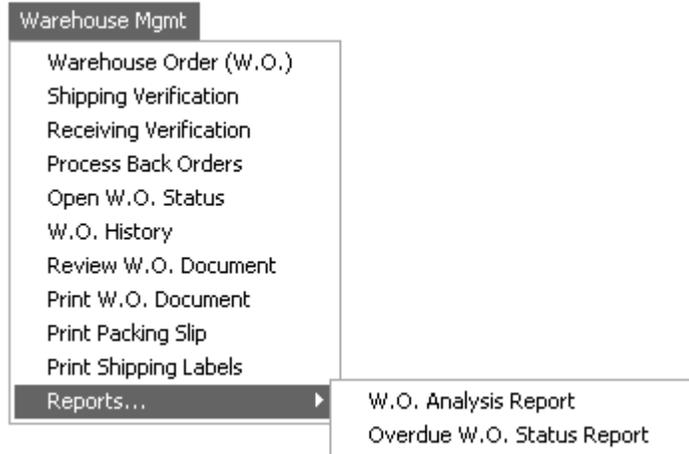
Now we can continue processing the order by completing the shipping verification, as described in Lesson 2.

- E** Choose **Exit** to return to the Master System Menu.

End of Lesson 6

Lesson 7: Management Reports and Shipping Labels

PMX keeps detailed history of all warehouse orders and offers two reports to help you analyze these orders. To access these reports, choose the Reports option from the Warehouse Management Menu. PMX displays the submenu shown below.



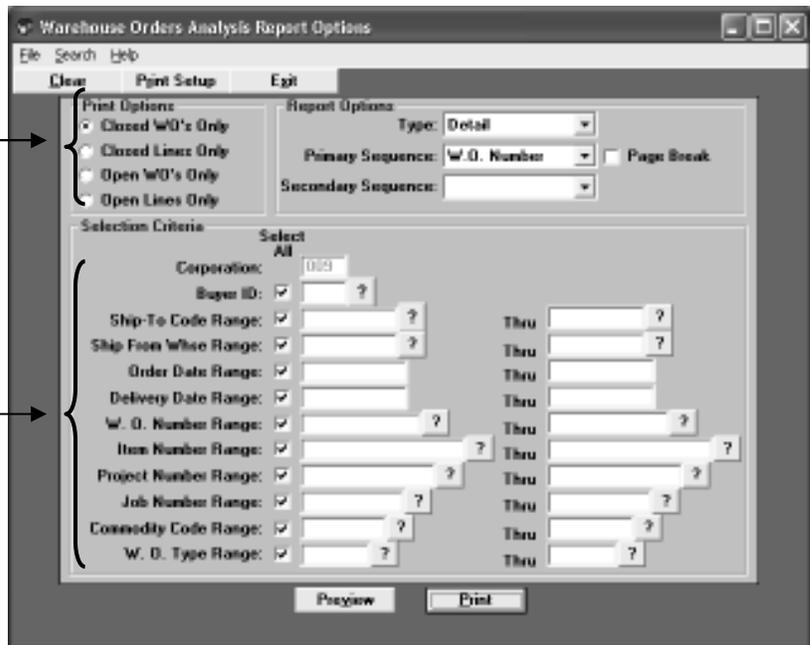
PLEASE NOTE: *In addition to the printed Warehouse Management reports, PMX offers an online review of warehouse order activity through the W.O. History option on the Warehouse Management menu.*

Warehouse Order Analysis Report

A copy of the Warehouse Order Analysis Report is illustrated on the next page. Use this report to track open orders and to analyze warehouse order history.

Select open, closed, or all warehouse orders.

Select specific groups of records for printing by entering your selection criteria here. You can specify any single selection parameter or use a combination of parameters to narrow your selection even further. PMX prints only those records that meet the parameters you specify. If you do not enter any selection parameters, PMX will print all of the records.



The image shows a software dialog box titled "Warehouse Orders Analysis Report Options". It has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit".

The dialog is divided into several sections:

- Print Options:** Contains four radio buttons: "Closed W/O's Only", "Closed Lines Only", "Open W/O's Only", and "Open Lines Only".
- Report Options:** Contains a "Type:" dropdown menu set to "Detail", a "Primary Sequence:" dropdown menu set to "W.O. Number", a "Secondary Sequence:" dropdown menu, and a "Page Break" checkbox.
- Selection Criteria:** A section with a "Select" dropdown menu set to "All". It contains a list of selection criteria, each with a checked checkbox and a range input field (two text boxes with "Thru" in between). The criteria are:
 - Corporation: [text box]
 - Buyer ID: [text box] ?
 - Ship-To Code Range: [text box] ? Thru [text box] ?
 - Ship From Whse Range: [text box] ? Thru [text box] ?
 - Order Date Range: [text box] Thru [text box]
 - Delivery Date Range: [text box] Thru [text box]
 - W. O. Number Range: [text box] ? Thru [text box] ?
 - Item Number Range: [text box] ? Thru [text box] ?
 - Project Number Range: [text box] ? Thru [text box] ?
 - Job Number Range: [text box] ? Thru [text box] ?
 - Commodity Code Range: [text box] ? Thru [text box] ?
 - W. O. Type Range: [text box] ? Thru [text box] ?

At the bottom of the dialog are two buttons: "Preview" and "Print".

Sample Warehouse Order Analysis Report

W.O. NUMBER		LINE	ORDER DATE	SHIP-FROM	SHIP-TO	BUYER ID	ITEM NUMBER	DESCRIPTION	QUANTITY ORDERED	QUANTITY RECEIVED	U/M	DLV DATE	AMOUNT ORDERED		
WO-100		001	03/15/05	100	R01	PMX	AE-5000	MODULE LIGHT	1.0000	1.0000	EA	03/30/05	12.50		
								CORPORATION	009				TOTAL AMOUNT ORDERED	12.50*	
														GRAND TOTAL AMOUNT ORDERED	12.50*

Overdue Warehouse Order Status Report

The Overdue Warehouse Order Status Report is illustrated below. Use this report to review orders, which were not received by the expected delivery date.

Overdue Warehouse Order Status Report Options

File Search Help

Clear Print Setup Exit

Sort Options

Report Sequence: W.D. Number

Selection Criteria Select

All

Corporation: 000

Days Late: []

Expeditor ID: [?]

Buyer ID: [?]

Ship-From Whse Range: [?] Thru [?]

W. D. Number Range: [?] Thru [?]

Item Number Range: [?] Thru [?]

Delivery Date Range: [] Thru []

W. D. Type Range: [?] Thru [?]

Priority Code Range: [] Thru []

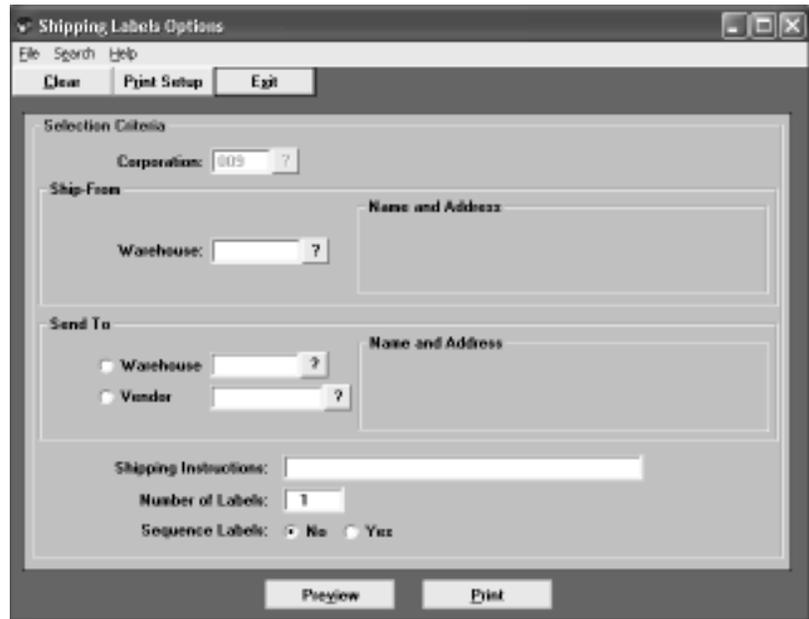
Preview Print

Sample Overdue Warehouse Order Status Report

CORPORATION: 009		OVERDUE WAREHOUSE ORDER STATUS REPORT										PAGE: 1	
PMODUEWO		W.O. NUMBER SEQUENCE										DATE: 04/10/05	
W.O. NUMBER	LINE	SHIP-FROM	SHIP-TO	ITEM NUMBER	DESCRIPTION	QUANTITY ORDERED	QUANTITY RECEIVED	ORDER DATE	DLV DATE	U/M	UNIT PRICE	PRI CDE	DAYS LATE
WO-100	002	100	R01	AE-3000	150 WATT BULB F	4.0000	2.0000	03/15/05	03/30/05	EA	3.5000	1	1

Printing Shipping Labels

If desired, you may also print shipping labels for warehouse orders. Just choose the Print Shipping Labels option from the Warehouse Management menu to display the selection screen shown below.



The screenshot shows a window titled "Shipping Labels Options" with a menu bar (File, Search, Help) and buttons for "Clear", "Print Setup", and "Exit". The main area is divided into several sections:

- Selection Criteria:** A text box for "Corporation:" containing "009" and a question mark icon.
- Ship-From:** A text box for "Warehouse:" and a larger "Name and Address" text area.
- Send To:** Radio buttons for "Warehouse" and "Vendor", each followed by a text box and a question mark icon. A "Name and Address" text area is to the right.
- Shipping Instructions:** A long text box.
- Number of Labels:** A text box containing "1".
- Sequence Labels:** Radio buttons for "No" and "Yes".

At the bottom are "Preview" and "Print" buttons.

Simply enter the appropriate Warehouse Codes in the Ship-From and Send To portions of the screen, then indicate the number of labels you wish to print.

If you wish the labels to be sequenced, choose **Yes**. For example, if you are printing three shipping labels, PMX will include the notation 1 of 3, 2 of 3, and 3 of 3 on each label in turn.

You may also add up to 35 characters of shipping instruction to each label. A sample-shipping label appears on the next page.

End of Lesson 7

QuickStart Tour

Chapter 8



A/P Interface Module

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Sample A/P G/L Account Code Report	8-20

Overview

The matching of invoices to purchase orders and receipts has always been a very time-consuming, paper-based, manual process. Now, with PMX's Accounts Payable Interface Module. You simply enter the P.O. number on PMX's Invoice Entry Screen and PMX immediately creates the complete invoice from the purchase order and receipt information already in the system. Invoice data can then be passed to your accounts payable system for payment.

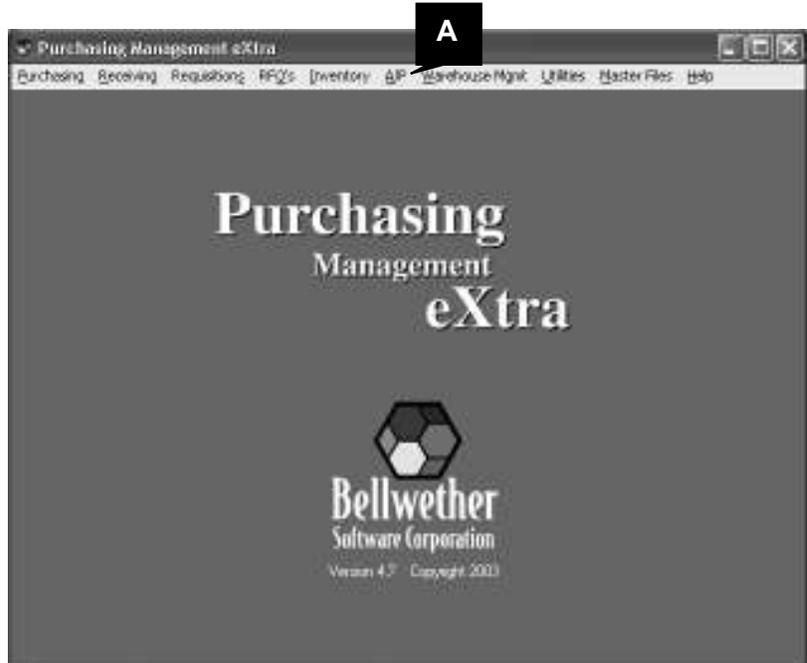
Major functions of the A/P Interface module include:

- ◆ Sales tax is automatically calculated from the tax percent on the purchase order and the taxable dollar amounts.
- ◆ You are immediately alerted if freight charges are authorized on the invoice.
- ◆ You can override system-generated invoice dollar amounts and you are immediately alerted if the discrepancy falls outside your user-defined tolerances.
- ◆ During invoice entry, you can view the complete P.O., including any comments from the buyer, and all receipt activity against the P.O.
- ◆ You can automatically charge freight and tax amounts to predetermined expense accounts or prorate the cost to invoice line items.
- ◆ A complete set of status reports show material received but not yet invoiced, invoices approved for payment during a specified time period, and invoice distribution amounts, along with their G/L expense accounts, during a specified date range.

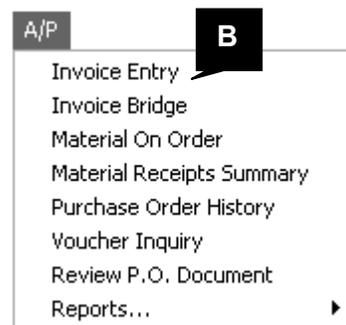
Lesson 1: Invoice Entry

This lesson will step you through the invoice entry process. You will see how PMX uses the purchase order and receipt information already in the system to streamline invoice entry.

To begin, your screen should display the PMX System Menu. Please follow the instructions below to display the Invoice Entry screen.



- A** Choose **A**ccounts **P**ayable to display the Accounts Payable menu, shown below.



- B** Choose **I**nvoice **E**ntry from the Accounts Payable Menu to display the data entry screen shown on the next page.

Each PMX screen can be described in detail by choosing the Help command.

The screenshot shows the 'Invoice Entry - New' window. At the top, there is a menu bar with 'File', 'Search', and 'Help'. Below the menu bar are buttons for 'Clear', 'Delete Line', 'Delete Vchr', 'Save', 'Next Vchr', 'Prev Vchr', and 'Exit'. The main area contains several sections: 'Batch Number: 6', 'Voucher Count: 0', 'Batch Total: 0.00'; 'Required Info' section with 'Corporation: 009' and 'Voucher Nbr: 1'; 'Header Info' section with fields for 'P.O. Number', 'Vendor Number', 'Invoice R/Date', 'Tax Code/Pct', 'Terms Code', 'Disc Amt/Date', 'Net Date', and three 'USER FIELD' boxes; and a 'Line Item Info' table with columns for 'Item Number', 'Description', 'Add', 'Quantity', 'U/M', 'Net Amount', and 'Ext. Amt'. At the bottom, there are summary fields for 'Line Total', 'Tax Amt', 'Freight Amt', and 'Inv Gross', along with buttons for 'Review P.O.', 'Review Inv.', 'Add Hdr Info', and 'Batch Info'. A callout box labeled 'C' points to the 'OK' button in the 'Required Info' section.

C Choose OK to accept PMX's default Voucher Number.

This screenshot is identical to the previous one, but the 'P.O. Number' field in the 'Header Info' section now contains the text 'PO-200'. A callout box labeled 'D' points to this field.

D Your cursor will appear in the P.O. Number field, ready for entry of the first invoice. **Type PO-200**, and then press the **Tab** key. PMX displays the pertinent data from the requested P.O. and related receipt(s), as shown on the next page.



As you can see PMX creates the invoice for you. To complete the invoice, you only have to enter the Invoice Number and Invoice Date. The following chart shows the source of the default data that PMX automatically enters for you on the Invoice Entry screen:

---From---	---From---	System Calculated
Purchase Order	Material Receipt	
Vendor Number and name	Quantity	Extended Amount (Quantity x Unit Price)
Tax Code and Percent	U/M	Tax Amount (Tax % x P.O. Taxable Amount)
Terms		Line Total
Item Number and Description		Invoice Gross (Line Total + Tax Amount + Freight Amount)

E Your cursor now appears in the Invoice#/Date field. To complete the Invoice Header information, type **INVC-01** in the Invoice # field, then press the **Tab** key.

F Type **013104** in the Date field, as shown on the next page.

- G** To complete the invoice, let's add freight charges. Click in the Freight Amt field and type **20**, then press the **Tab** key. Notice that PMX automatically updates the Inv. Gross field to include freight charges. (PMX alerts you if freight charges are unauthorized.)

PLEASE NOTE: Before saving the invoice, you must compare the default invoice information to your invoice source document. If there are any discrepancies, override PMX's default invoice information with data from the invoice document. PMX will immediately highlight any discrepancies falling outside your user-defined tolerance ranges. PMX also matches the freight charges entered on the invoice to the authorized freight charges on the P.O., alerting you immediately if freight charges are unauthorized

- H** Assuming that all of the information is correct, choose **Save** to update the invoice. PMX clears the invoice screen, then enters a 2 in the Voucher Number field, awaiting your next invoice record entry. Notice that the batch total is displayed on your screen.

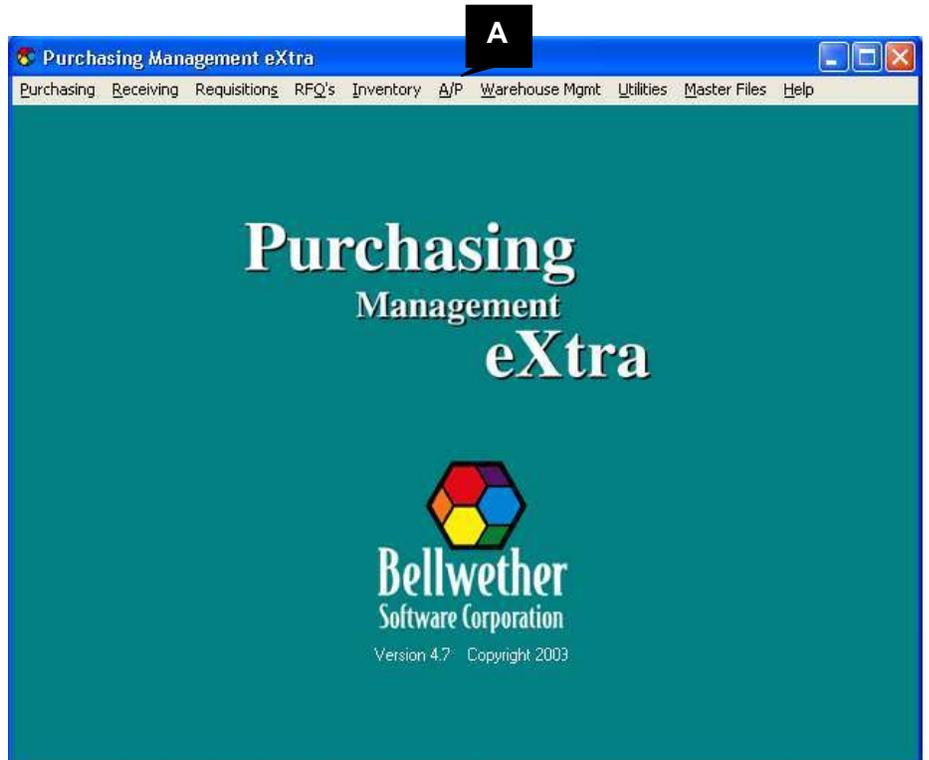
PLEASE NOTE: Lesson 2 describes how invoices updated in PMX's Approved Invoice File are passed to your accounts payable system for payment.

- I** Choose **Exit** to return to the PMX System Menu.

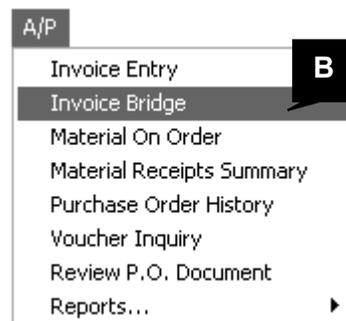
End of Lesson 1

Lesson 2: Invoice Bridge

The Invoice Bridge selects invoices in PMX's Approved Invoice File and passes them to your accounts payable system for payment. The Invoice bridge is usually executed at the end of each day, but can be run as often as necessary.



- A** Choose **A**ccounts **P**ayable to display the A/P Interface menu, shown below.



- B** Choose **I**nvoice **B**ridge from the A/P Interface menu to display the Invoice Bridge Options screen, shown on the next page.



The Invoice Bridge Options screen allows you to select specific groups of invoices to pass to your accounts payable system for payment. Once an invoice is selected, it is recorded in PMX's Invoice Export Files (see file definitions on the next two pages). Invoice data in PMX's Invoice Export Files can be reformatted and converted into ASCII format and passed to your accounts payable system. Selected invoices remain in PMX's Approved Invoice File and are "flagged" as passed to your A/P system.

Invoice Options

PMX gives you two choices: process only invoices not already "flagged" as passed to your A/P system, or process only invoices "flagged" as passed to your A/P system.

Selection Criteria

Enter desired selection parameters to select specific groups of invoices for processing. Enter any single parameter, or use a combination of parameters to narrow your selection. The Invoice Bridge program processes only those invoices that meet all of your parameters. If you do not enter any selection parameters, the Invoice Bridge program will process all invoices specified by the process option. PMX's Invoice Export File consists of the Invoice Header File and the Invoice Line file, described on the following pages.

- C Choose **Exit** to return to the PMX System Menu.

Invoice Header File Specifications

The Invoice Header File contains one record for each invoice header selected to be passed to your accounts payable system. The file is in sequence by Corporation and Voucher Number.

Field Name	Length	Picture
Corporation	3	9(3)
Voucher Number	6	9(6)
Batch Number	5	x(5)
P.O. Number	9	x(9)
Vendor Number	10	x(10)
Alternate Payee Vendor Number	10	x(10)
Document Type	1	X(1)
Invoice Number	12	x(12)
Invoice Date	8	9(8)
Invoice Gross	12	S9(10)V99
Tax Amount	8	S9(6)V99
Freight Amount	6	S9(4)V99
Check Description	26	x(26)
Payment Terms	10	x(10)
Terms Code	3	x(3)
Discount Due Date	8	9(8)
Net Due Date	8	9(8)
Discount Amount	7	S9(5)V99
User-Defined Fields	57	x(57)
1099 Code	8	x(8)
1099 Amount	12	S9(10)V99
Prepaid Check Number	8	9(8)
Prepaid Check Date	8	9(8)
Bank Code	3	x(3)
Hold Code	1	x(1)
Accounting Period	6	9(6)
Repeat Payment Start Date	8	9(8)
Total Number Repeat Payments	3	9(3)
Number Repeat Payments/Year	2	9(2)
User ID	3	x(3)
Date Selected	8	9(8)
Tax Code	4	X(4)
Tax Percent	5	9(3) V99

Invoice Line Specifications

The Invoice Line File contains one record for each invoice line item selected to be passed to your accounts payable system. In addition, if freight and tax amounts are not prorated, the file may also contain one record for freight (if the freight amount is not equal to zero) and one record for tax (if the tax amount is not equal to zero). The file is in sequence by Corporation, Voucher Number, and Invoice Line Number.

Field Name	Length	Picture
Corporation	3	9(3)
Voucher Number	6	9(6)
Invoice Line Number	3	9(3)
Item Number	15	X(15)
Item Description	49	X(49)
Quantity	11	S9(7)V9999
Unit of Measure	3	X(3)
Amount	11	S9(9)v99
Distribution Account	20	X(20)
Taxable	1	X(1)
Job Number	7	X(7)
Vendor Item Number	15	X(15)
User-Defined Fields	108	(X108)
Tax Amount	8	S9(6)v99
Discount Amount	7	S9(5)v99

End of Lesson 2

Lesson 3: Management Reports

PMX keeps detailed information on all purchase order, receiving, and invoice data entered into the system and can produce reports to help you analyze this information. User-defined report sequences, totals, and selection parameters allow you to tailor each report to your department's specifications.

This lesson will illustrate the reports available in the A/P Interface Module and their Print Request Screens. No data entry is required in this lesson.

Unmatched Receipts Report

The Unmatched Receipts Report illustrated on the next page is preceded by the Unmatched Receipts Report Options screen shown below. This screen allows you to select report sequences and totals. Use the Print Selection Parameters to make selections for printing specific groups of receipts.

The screenshot shows a window titled "Unmatched Receipts Report Options". At the top, there is a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit". The main area is divided into two sections. The first section, "Report Options", contains a "Type:" dropdown menu set to "Detail" and a "Primary Sequence:" dropdown menu set to "P.O. Number". There is also a "Page Break" checkbox which is currently unchecked. The second section, "Selection Criteria", has a "Select" dropdown menu set to "All". Below this, there are several rows of input fields, each with a checked checkbox and a "Thru" field. The rows are: "Corporation:" with a text box containing "000"; "Ship-To Code Range:" with a text box containing "?" and a "Thru" field containing "?"; "Receipt Date Range:" with a text box containing "?" and a "Thru" field containing "?"; "Vendor Number Range:" with a text box containing "?" and a "Thru" field containing "?"; "P.O. Number Range:" with a text box containing "?" and a "Thru" field containing "?"; "Item Number Range:" with a text box containing "?" and a "Thru" field containing "?"; and "G/L Account Code Range:" with a text box containing "?" and a "Thru" field containing "?". At the bottom of the dialog are two buttons: "Preview" and "Print".

Unmatched Receipts Report prints according to the print parameters you select from the list above. You can use the Print Selection Parameters illustrated on the above list to print only receipts that have not been invoiced after "x" number of days.

Sample Unmatched Receipts Report

CORPORATION: 009		UNMATCHED RECEIPTS REPORT										PAGE: 1	
PMUNMREC		P.O. NUMBER SEQUENCE										DATE: 03/15/05	
P.O. NUMBER	RLS	LIN	ORDER DATE	VENDOR NUMBER	VENDOR NAME	ITEM NUMBER	DESCRIPTION	SHIP-TO	QUANTITY RECEIVED	REC U/M	AMOUNT RECEIVED	DATE RECEIVED	SHP P/C
PO-500		001	03/15/02	A2000	BRAINTREE CO	AC-2000	CLEAR PLASTIC	100	4.0000	DZ	250.00	03/15/02	P
			P.O. NUMBER	PO-500		TOTAL:	NUMBER OF RECEIPTS =	1	AMOUNT =		250.00*		
PO-900		001	06/24/98	A5000	LIGHTNING EL	AC-2000	CLEAR PLASTIC	100	6.0000	DZ	375.00	03/15/05	C
		002	06/24/98	A5000	LIGHTNING EL	AC-3000	FLOOR DIFFUSER	100	10.0000	EA	12.50	03/15/05	C
		003	06/24/98	A5000	LIGHTNING EL	AE-3000	150 WATT BULB	100	50.0000	EA	175.00	03/15/05	C
		004	06/24/98	A5000	LIGHTNING EL	AE-5000	MODULE LIGHT	100	20.0000	EA	250.00	03/15/05	C
		005	06/24/98	A5000	LIGHTNING EL	BB-1789	LONG CHAIN NOS	100	40.0000	EA	300.00	03/15/05	C
			P.O. NUMBER	PO-900		TOTAL:	NUMBER OF RECEIPTS =	5	AMOUNT =		1,112.50*		
CORPORATION		009		TOTAL:		NUMBER OF RECEIPTS =		6	AMOUNT =		1,362.50		
GRAND		TOTAL:		NUMBER OF RECEIPTS =		6	AMOUNT =		1,362.50*				

Approved Invoice Report

The Approved Invoice Report illustrated below is preceded the Approved Invoice Report Options screen shown below. This screen allows you to select report sequences and totals. Use the Print Selection Parameters to make selections for printing specific groups of invoices.

The screenshot shows the 'Approved Invoice Report Options' dialog box. The window title is 'Approved Invoice Report Options'. It has a menu bar with 'File', 'Search', and 'Help'. Below the menu bar are buttons for 'Clear', 'Print Setup', and 'Exit'. The main area is divided into two sections: 'Report Options' and 'Selection Criteria'. In 'Report Options', 'Type' is set to 'Detail', 'Primary Sequence' is 'Voucher Number', and 'Secondary Sequence' is empty. There is a 'Page Break' checkbox. In 'Selection Criteria', there are checkboxes for 'Not Passed to A/P' and 'Passed to A/P', both checked. A 'Corporation' field contains '003'. Below are several 'Range' fields with 'From' and 'Thru' sub-fields, each with a '?' icon. At the bottom are 'Preview' and 'Print' buttons.

The Approved Invoice Report lists invoices approved for payment. You can use the Print Selection Parameters illustrated above to list only invoices not yet passed to your accounts payable system for payment, or you can list only invoices already passed to your accounts payable system.

Sample Approved Invoice Report

CORPORATION: 009		APPROVED INVOICE REPORT							PAGE: 1			
PMAPPINV		VOUCHER NUMBER SEQUENCE							DATE: 03/15/05			
VOUCHER NUMBER	VENDOR NUMBER	VENDOR NAME	BATCH	BANK CODE	P.O. NUMBER	RLS	INVOICE NUMBER	INVOICE DATE	GROSS	DISCOUNT	NET	PASSED TO A/P
1	A1000	ABC CORPORAT	1	KY	PO-200		INVC-01	03/15/05	1,751.60	83.25	1,668.35	
CORPORATION 009		TOTALS:		NUMBER OF VOUCHERS =			1		1,751.60	83.25	1,668.35	
		GRAND TOTALS:		NUMBER OF VOUCHERS =			1		1,751.60	83.25	1,668.35	

A/P G/L Account Code Analysis

The A/P Distribution Account Report illustrated on the next page is preceded by the A/P G/L Distribution Account Code Analysis Options screen shown below. Use this screen to select report sequences and totals. You can use the Print Selection Parameters to print specific groups of accounts.

(Additionally, you can create an export file containing data for each of the report's detail lines. The export file can be imported into a spreadsheet and manipulated within the spreadsheet.)

The screenshot shows a software window titled "A/P G/L Account Code Analysis Options". The window has a menu bar with "File", "Search", and "Help". Below the menu bar are three buttons: "Clear", "Print Setup", and "Exit".

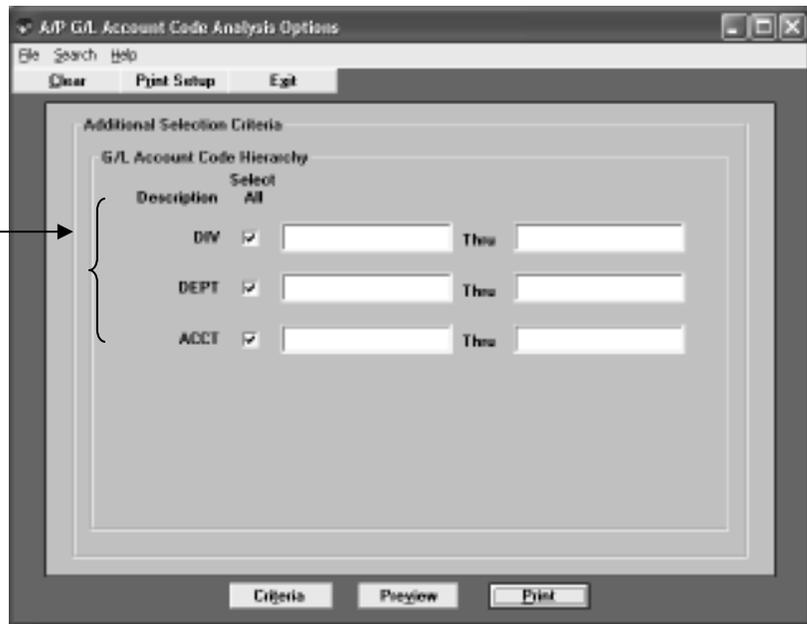
The main area is divided into two sections:

- Report Options:** This section contains three dropdown menus: "Type" (set to "Detail"), "Primary Sequence" (set to "Invoice Number"), and "Secondary Sequence". There is also a checkbox labeled "Page Break".
- Selection Criteria:** This section is for filtering data. It starts with a "Select" dropdown set to "All". Below this are several checkboxes and input fields:
 - "Not Passed to A/P:" with a checked checkbox.
 - "Passed to A/P:" with a checked checkbox.
 - "Corporation:" with a text box containing "009" and a question mark icon.
 - A series of "Range" filters, each with a checked checkbox and two text boxes for "From" and "Thru" values, separated by "Thru". These include:
 - Accounting Period Range
 - Date Passed to A/P Range
 - Batch Number Range
 - Project Number Range
 - Job Number Range
 - Voucher Number Range
 - User ID Range
 - Vendor Number Range

At the bottom of the window are four buttons: "Add Criteria", "Preview", "Print", and "Export".

Use the **Add'l Criteria** button to display a second parameters screen where you may specify the G/L account levels you wish to include in your report.

Your company's unique G/L Account structure can be defined in the Control File. PMX can accommodate up to a 20-character, six-level G/L Account structure. After your account structure is defined, your account levels appear on the Print Options screen. In the Demo, the sample corporation's account structure was pre-defined with the three levels shown at right (DIV, DEPT, and ACCT).



The A/P Distribution Account Report lists invoice distribution amounts that have been passed (or will be passed) to your accounts payable system. This report provides an audit trail for invoice distributions passed from PMX's A/P Interface Module to your accounts payable system

Sample A/P G/L Account Code Report

CORPORATION: 009		A/P G/L ACCOUNT CODE REPORT					PAGE: 1	
PMAPGLAC		JOB NUMBER		SEQUENCE		DATE: 03/15/05		
G/L ACCOUNT CODE	JOB NBR -VOUCHER- USER ID NUMBER LIN	INVOICE NBR/ INVOICE DATE	P.O. NUMBER	REL	VENDOR NAME	ITEM/DESCRIPTION	QUANTITY	AMOUNT
	1 001	INVC-01 03/15/05	PO-200		ABC CORPORATI	AA-1000 BLOWER MOTOR 2H	3.0000	1,202.45
	1 003	INVC-01 03/15/05	PO-200		ABC CORPORATI	AC-2000 CLEAR PLASTIC S	6.0000	221.30
102002	1 002	INVC-01 03/15/05	PO-200		ABC CORPORATI	* METAL FOLDING C	6.0000	154.65
		JOB NUMBER				TOTAL AMOUNT:		1,578.40
		**				GRAND TOTAL AMOUNT:		1,578.40**

End of Lesson 5

QuickStart Tour

Chapter 9



Request for Quotations Module

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Overview

To determine the best price and terms for an order, use PMX's optional Requests for Quotations module. Create a Request for Quotation (RFQ) from an existing requisition, or simply enter your bid items and selected vendors. Print, fax, or e-mail completed RFQs to selected vendors, then enter the vendors' quotes into the system as you receive them.

When you make the bid award, PMX automatically converts the original request for quotation and the successful vendor's bid information into a purchase order. All P.O. information can be reviewed and modified before launching the actual order. Like requisitions, RFQs are easily modified until they are converted to P.O.s. Amended RFQs can also be printed, faxed or e-mailed directly to vendors.

A variety of bid analysis reports and inquiries simplify the vendor selection process. Review bids online or on the printed Bid Analysis Report. PMX displays bid information for each line item, grouped by RFQ, commodity, item, vendor, buyer, or date range.

RFQ status inquiry gives you up-to-the-second tracking of bids, including each vendor's bid information, the successful vendor receiving the bid, and the final purchase order. Status Reports offer detailed information on all RFQs entered into the system and the P.O. to which they were converted. Review data on open or closed RFQs organized by RFQ, vendor, item, commodity, buyer, and date required

PLEASE NOTE: *You can run the Request for Quotations module as a standalone unit or use it with PMX's other modules as part of a fully integrated system. Complete vendor and material file management capabilities are built into the RFQ module.*

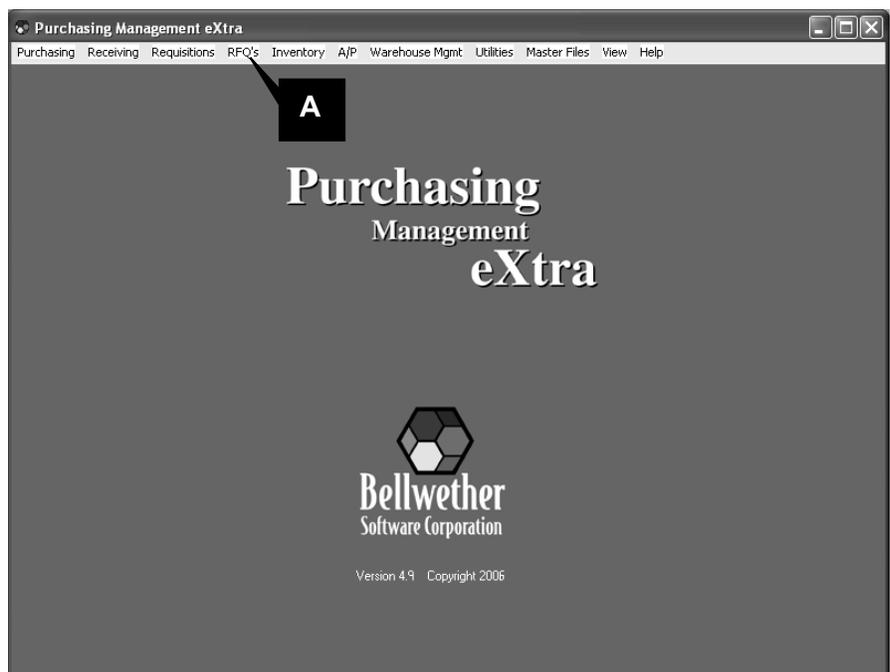
Lesson 1: Creating a Request for Quotation

To familiarize yourself with the RFQ creation process, let's enter a sample RFQ for the following two items:

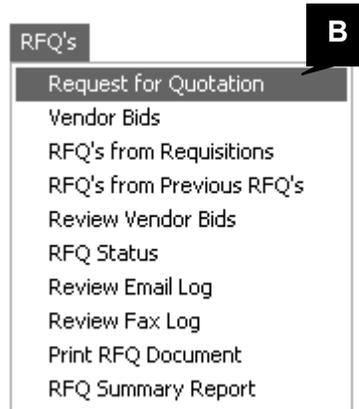
Item #1 Blower Motor, 2HP, 450 RPM
(Item Number AA-1000)

Item #2 Axial Pipe cutter, Model 208 (no Item Number)

We'll send the RFQ to vendors A2000, A3000, and A4000. To begin your screen should display the PMX Master System Menu.



- A** Choose **RFQ's** from the PMX Master System Menu. PMX will display the Request For Quotation Menu, shown on the next page.



B Select the **Request for Quotation** button from the Requests for Quotations Menu.

The RFQ Header Info screen, shown below, is the first screen you'll see when you create an RFQ. A description of the RFQ data entry fields appears in Lesson 9 at the end of this chapter.

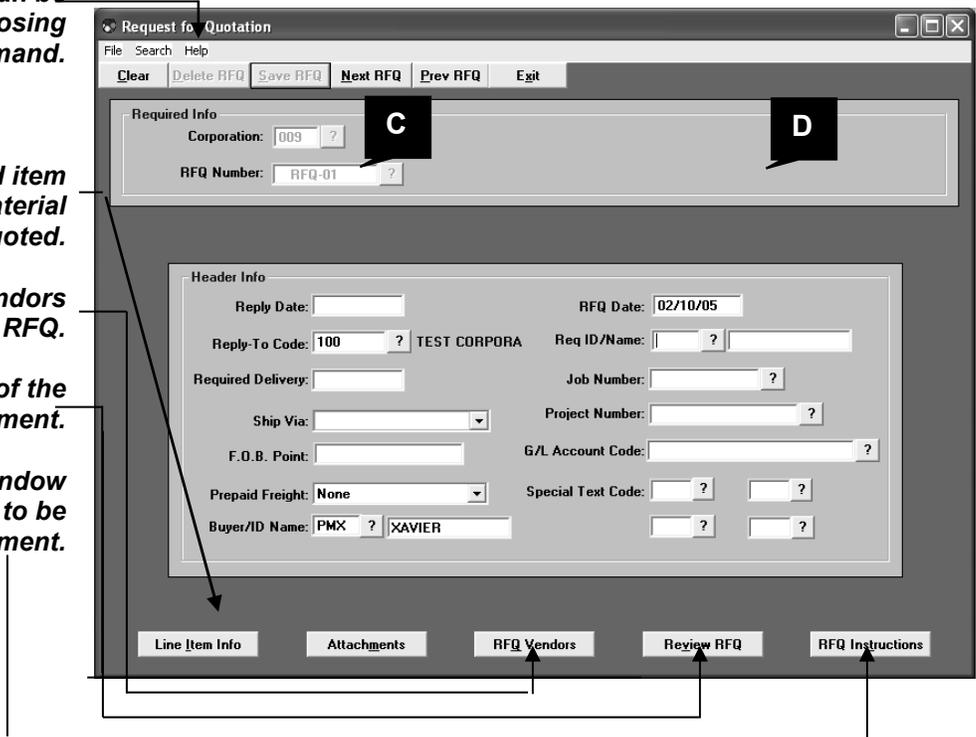
Each PMX screen can be described in detail by choosing the Help command.

Click here to record item information about the material you want quoted.

Click here to select the vendors who will receive the RFQ.

Click here to see a preview of the printed RFQ document.

Click here to open a text window for storing instructions to be printed on the RFQ document.



C Type **RFQ-01** in the RFQ Number field.

D Click **OK**.

PLEASE NOTE: If desired, you can select a Control File “operating rule” to instruct PMX to automatically assign RFQ Numbers for you.

PLEASE NOTE: You can use PMX’s Global Dictionary to rename data fields. Once renamed, all PMX screens and reports will reflect your custom field names.

As shown below, PMX displays the system-default information pre-loaded in the Control File. You can override any of the system-default data with your own information for any single RFQ.

In addition to the Required Delivery Date, the RFQ contains a Reply Date to inform vendors of the deadline for entering bids.

The Reply To Code is similar to the Ship-To Code on the P.O. Header Info screen. PMX draws the primary Reply-To Code and pre-stored address from the Control File and enters it for you.

PMX draws the primary Buyer ID and Buyer Name from the Control File and enters them for you

PLEASE NOTE: The only required RFQ Header Information is the Corporation Number, RFQ Number, RFQ Date, and the Reply Date. User-defined edit rules on the Control File determine whether the remainder of the information on the RFQ entry screen is optional or required. In the demo, all other RFQ information is optional.

- D** Type **033005** in the Reply Date field.
- E** Click the Required Delivery field, then type **042705**.
- F** Type **AIR FRIEGHT** in the Ship Via field.
- G** Type **LOUISVILLE** in the F.O.B. Point field.
- H** Move the cursor to the Special Text Code field and type **RFQ**. This Special Text Code is associated with a pre-stored paragraph in the control File. (The complete paragraph appears at the bottom of your RFQ document.)

Let's assume the RFQ Header Information is complete. Now we'll enter the RFQ Line Item information.

- I** Choose **Line Item Info** to display the RFQ Item Information screen.

The RFQ Line Item Info window, shown on the next page, is the second screen you'll see when creating an RFQ. Use this screen to specify the items to be included in the bid. If you enter a valid Item Number in the Item Number field, PMX will automatically enter the default Material File information. You may override any of the default data with your own information. Alternatively, you can leave the Item Number field blank and enter the item information in free-form mode.

Notice the cursor appears in the Item Number field. To familiarize yourself with the RFQ Item information, please enter the two sample RFQ items.

Item Number	Material Description	Add Desc	Quantity	U/M	Add Info
AA-1000					

J Type **AA-1000** in the Item Number field, and then press the **Tab** key.

As shown on the next page, PMX responds by entering for you the standard ordering information pre-stored in the Material File for Item Number AA-1000. You can override any of the standard ordering information with your own information for any single RFQ item.

PLEASE NOTE: When you don't know an item's assigned Item Number, the ? Button to the right of the Item Number field allows you to look up the Item Number by entering the first few characters of the item's material description or keyword. An illustration of the Item Number search appears on pages 3-22 through 3-24.

K Click the Material Description field of line 2, then type **AXIAL PIPE CUTTER, MODEL 2**.

PLEASE NOTE: You may choose the **Add'l Desc** button to the right of the Material Description field to enter additional information to further describe an item.

L Click the Quantity field, then type **5**.

M Move the cursor to the U/M field, then type **EA**.

PLEASE NOTE: You may also use the **Addl Info** button to the right of the U/M field to specify a different Required Delivery Date, Job Number, Special Text Code or G/L Account code for an individual line item.

Let's assume the RFQ item information is complete. Next we'll specify the vendors selected to receive the RFQ.

N Choose the **RFQ Vendors** button to display the RFQ Vendor Screen, on the next page.

Click the OK button to record your RFQ vendor selections.

To delete a vendor from the list, click on the Vendor Number field and choose the Delete button.

The Next Page and Previous Page buttons allow you to scroll through the vendor list to add, delete, or edit vendor entries.

Click the Cancel button to close the RFQ Vendors window without recording any changes.

The screenshot shows the 'RFQ Vendors' window with three identical vendor entry forms. Each form has fields for 'Vendor Number', 'Vendor Name', and 'Vendor Contact'. To the right of each 'Vendor Number' field is a small question mark icon. To the right of each form is a section titled 'Update Options for Vendor RFQ' with checkboxes for 'Update Only', 'Update and Flag for Later Printing', 'Update and Fax', 'Update and E-mail', and 'Update and E-mail with Attachments'. At the bottom of the window are five buttons: 'OK', 'Delete', 'Next Page', 'Prev Page', and 'Cancel'. Arrows from the callout boxes point to these buttons. A black speech bubble is positioned above the first question mark icon.

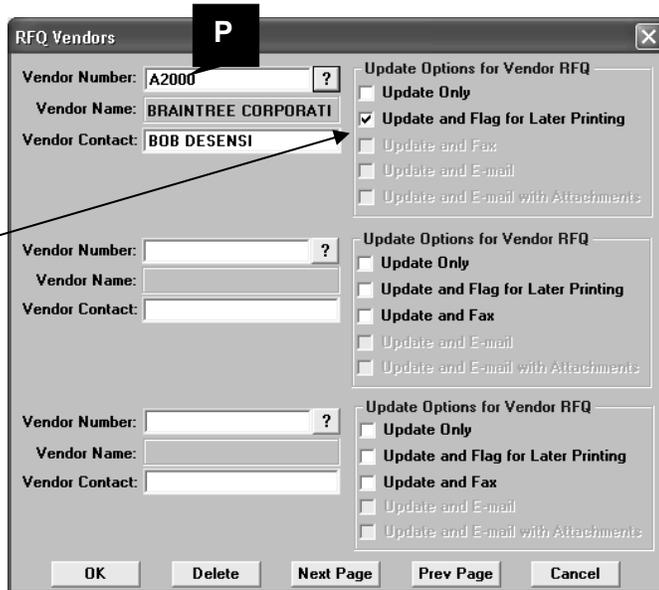
Use the RFQ Vendors screen to select the vendors who will receive the RFQ. After completing the RFQ Vendor information, you may print or fax a separate RFQ document for each RFQ vendor.

- Notice the cursor appears in the first Vendor Number field.

PLEASE NOTE: *If you do not know a vendor's assigned Vendor Number, the ? Button to the right of the Vendor Number field allows you to look up the Vendor Number by entering the first few characters of the vendor's name. Also, if you do not know the best vendor to receive the RFQ, the vendor search key allows you to display all authorized vendors for a specific item or commodity group. You can select multiple vendors from the lookup. In this example, please send the RFQ to vendors A2000, A3000, and A4000.*

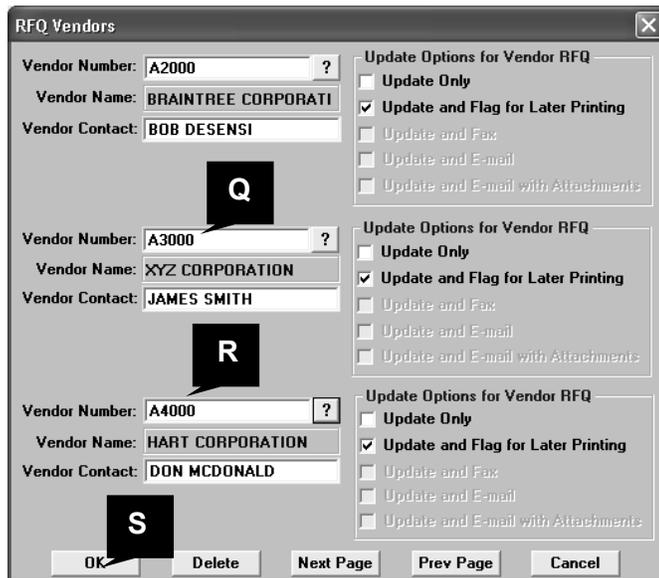
- P Type **A2000** in the Vendor Number field, and then press the **Tab** key.

The Update Options for Vendor RFQ checkbox next to each vendor indicate whether you wish to print or fax the RFQ document. Notice the Print checkbox was defaulted. If Vendor A2000 was set up as a fax or e-mail vendor, either the fax or e-mail checkbox would default. You can override the default checkbox for any individual vendor. Any changes to the default checkbox are on a "this time only" basis. Subsequent notices to the vendor will use the default checkbox, unless changed again on a "this time only" basis.



PMX responds by displaying the vendor name (and contact name, if any).

- Q Click on the second Vendor field and type **A3000**, then press the **Tab** key.



- R Move the cursor to the third Vendor Number field and type **A4000**, and then press the **Tab** key. Again, PMX displays the Vendor Name to confirm your vendor selection.

PLEASE NOTE: If you wish to send the RFQ to more than three vendors, you may use the Next Page button to enter additional vendor numbers. You may use the Next Page and Previous Page buttons to scroll back and forth through the vendor listing.

S Choose **OK** to return to the Line Item Info screen.

T Choose **Save RFQ** to store the RFQ. PMX will display a blank RFQ Header Info screen, ready to accept your next entry.

U Choose **Exit** to return to the PMX Master System Menu.

End of Lesson 1

Lesson 2: RFQ Maintenance

Maintaining requests for quotations is as simple as calling up the RFQ you want to work with and making the desired changes. Begin by accessing the Request for Quotations data entry screen, described in the previous lesson, and then enter the ID number assigned to the RFQ you wish to maintain. PMX will retrieve the RFQ record and display it on your screen.

PLEASE NOTE: *If you do not know the RFQ Number, you may use the ? Button to the right of the RFQ Number field to initiate a search for the desired record. You may also use the **Next RFQ** and **Previous RFQ** buttons to browse RFQ records*

You may overwrite any existing information on the Header Info, Line Item Info, RFQ Vendor and RFQ Instructions screens by highlighting the desired entries and typing the new data.

Use the **Delete** button on the Header Info screen to delete the entire RFQ record. To delete an individual RFQ line, choose **Line Item Info**, click on the line you wish to remove from the RFQ, then choose **Delete Line**.

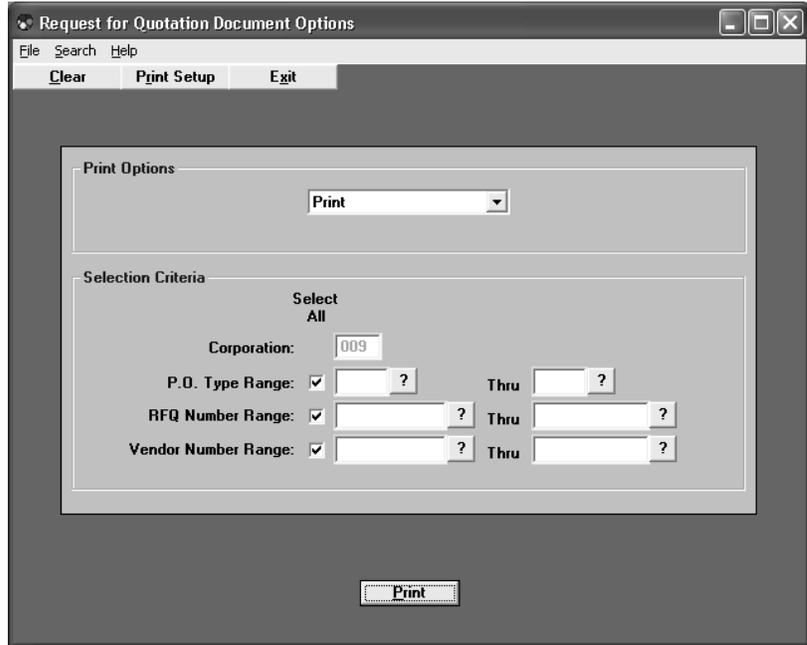
To delete a vendor, click on the ID number of the vendor you wish to remove from the RFQ list, then choose **Delete**.

To add a vendor, click in the first empty Vendor Number field, and type the ID number of the vendor you wish to add. Use the **Next Page** and **Previous Page** buttons to scroll through the vendor list, if necessary.

End of Lesson 2

Lesson 3: Printing, Faxing and E-Mailing RFQ Documents

To print a quotation request choose the **Print RFQ Document** button from the Request for Quotation menu. PMX will present a selection screen like the one shown below.



To print all unprinted RFQs, simply select the **Print** button. If desired, you may use the selection criteria to print a selected range of RFQ documents. PMX will print one RFQ document for each “print” vendor.

Faxing and E-Mailing RFQ Documents

You can speed up the quoting process by e-mailing or faxing RFQs. You can specify in PMX’s Vendor File which vendors will be “e-mail” or “fax” vendors. Each time you issue a RFQ to one of those vendors, PMX immediately transmits the RFQ document.

End of Lesson 3

Lesson 4: Recording Vendor Bids

The next step in the RFQ process is to record bids received from vendors. To familiarize yourself with the vendor bids entry procedure, please enter the following bids against RFQ Number RFQ-01:

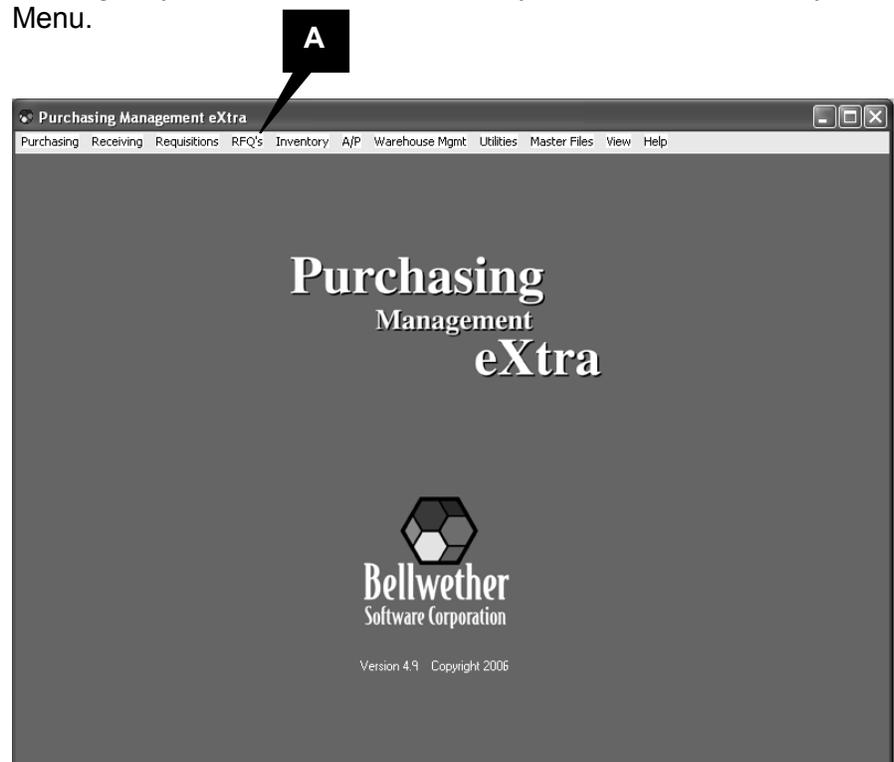
Item #1: Blower Motor, 2 HP, 450 RPM

	Bid Amount	Lead Days
Vendor A3000:	\$380	8
Vendor A4000:	\$375	5
Vendor A5000:	\$370	5

Item #2: Axial Pipe Cutter, Model 208

	Bid Amount	Lead Days
Vendor A3000:	\$140	8
Vendor A4000:	\$130	5
Vendor A5000:	\$128	5

To begin, your screen should display the PMX Master System Menu.



- A Choose **RFQ's** from the PMX Master System Menu. PMX will display the Request for Quotation Menu, shown on the next page.



- B** Select the **Vendor Bids** button from the Request for Quotation Menu. PMX will display the following data entry screen.

The image shows the "Vendor Bids" data entry screen. It has a menu bar with "File", "Search", and "Help". Below the menu bar are buttons: "Clear", "Delete Bid", "Save Bid", "Next Bid", "Prev Bid", and "Exit". The "Required Info" section contains fields for "Corporation:" (009), "RFQ Number:" (RFQ-01), and "Vendor Number:" (A2000). There is an "OK" button to the right. Below this are fields for "Bid Expiration Date:", "Vendor Lead Days:", "Tax Code 1:", "Tax % 1:", and "Terms Code:". The "Line Item Info" section is a table with columns: "Item Number", "Material Description", "Add Desc", "Quantity", "U/M", "Unit Price", "Amount", and "Add Info". The table has five rows, each with a "?" in the "Item Number" column. At the bottom are buttons for "Next Page", "Prev Page", "Review RFQ", and "RFQ Instructions". Callout boxes "C" and "D" point to the "RFQ Number:" and "Vendor Number:" fields respectively.

- C** Type **RFQ-01** in the RFQ Number field, and then click in the Vendor Number field.
- D** Type **A2000**, then choose **OK**.

As shown on the next page, the vendor's name appears for verification purposes. Also displayed are the vendor's default Payment Terms and the two RFQ items you entered in Lesson 1.

PLEASE NOTE: *If you do not know the RFQ Number or Vendor Number, you can click on the ? Button to the right of each field to initiate a search for the desired RFQ Number or Vendor Number.*

The screenshot shows the 'Vendor Bids' application window. At the top, there are menu options (File, Search, Help) and buttons (Clear, Delete Bid, Save Bid, Next Bid, Prev Bid, Exit). A callout 'E' points to the 'Vendor Name and Address' field.

Required Info

Corporation: 009
 RFQ Number: RFQ-01 ?
 Vendor Number: A2000 ?

Vendor Name and Address
 BRAINTREE CORPORATION
 DOVER DIVISION
 LOUISVILLE KY 40222

Bid Expiration Date: 00/00/00
 Vendor Lead Days:
 Tax Code 1: ? Tax % 1:
 Terms Code: 001 ? 5.00/10-N30

Line Item Info

Item Number	Material Description	Add Desc	Quantity	U/M	Unit Price	Amount	Add Info
AA-1000	BLOWER MOTOR		3.0000	EA	?		
*	AXIAL PIPE CU		5.0000	EA	?		
?							
?							
?							

Buttons: Next Page, Prev Page, Review RFQ, RFQ Instructions

E As you can see, PMX draws the vendor and ordering information from the original quotation request. In addition to entering each vendor's bid prices, you may specify each vendor's bid expiration date, number of lead days, tax percent and terms. Let's enter the bid information for vendor A2000. To begin, your cursor will appear in the Bid Expiration Date field.

The screenshot shows the 'Vendor Bids' application window with bid information entered. Callouts J, F, G, H, and I point to specific fields.

Required Info

Corporation: 009
 RFQ Number: RFQ-01 ?
 Vendor Number: A2000 ?

Vendor Name and Address
 BRAINTREE CORPORATION
 DOVER DIVISION
 LOUISVILLE KY 40222

Bid Expiration Date: 05/15/05
 Vendor Lead Days: 5
 Tax Code 1: ? Tax % 1:
 Terms Code: 001 ? 5.00/10-N30

Line Item Info

Item Number	Material Description	Add Desc	Quantity	U/M	Unit Price	Amount	Add Info
AA-1000	BLOWER MOTOR		3.0000	EA	380.0000		
*	AXIAL PIPE CU		5.0000	EA	140.0000		
?							
?							
?							

Buttons: Next Page, Prev Page, Review RFQ, RFQ Instructions

Please Note: If the "Default Unit Price" checkbox under RFQ OPTIONS on the 1st additional corporation record screen is checked, PMX will auto-

atically draw the unit price from the vendor's unit price for this item. PMX will then calculate and display the extended amount for the item based on the vendor's unit price. You may always override the unit price field at which time PMX will automatically re-calculate the extended amount on the line.

- F Type **051504** in the Bid Expiration Date field.
- G Type **5** in the Vendor Lead Days field.
- H Click on the Unit Price field in the first line and type **380**.
- I Click on the Unit Price field in the second line and type **140**.

PLEASE NOTE: The Addl Info button, located to the right of the Amount field, allows you to enter additional bid information, such as discount percent and freight amount

- J Choose **Save Bid** to update (store) the vendor bid. PMX will clear the screen to await your next entry.

Please enter vendor A3000's bid information.

The screenshot shows the 'Vendor Bids' application window. At the top, there is a menu bar with 'File', 'Search', and 'Help'. Below the menu bar are buttons for 'Clear', 'Delete Bid', 'Save Bid', 'Next Bid', 'Prev Bid', and 'Exit'. The main area is divided into several sections:

- Required Info:** Contains fields for 'Corporation' (009), 'RFQ Number' (RFQ-01), and 'Vendor Number' (A3000). To the right is a box for 'Vendor Name and Address' containing 'XYZ CORPORATION', '2225 NEW CASTLE ROAD', and 'LOUISVILLE KY 40222'.
- Additional Info:** Contains 'Bid Expiration Date' (05/20/04), 'Vendor Lead Days' (5), 'Tax Code 1' (?), 'Tax % 1' (?), and 'Terms Code' (001 ?).
- Line Item Info Table:** A table with columns: Item Number, Material Description, Addl Desc, Quantity, U/M, Unit Price, and Addl Info. It contains two rows:

Item Number	Material Description	Addl Desc	Quantity	U/M	Unit Price	Addl Info
AA-1000	BLOWER MOTOR		3.0000	EA	375.0000	
*	AXIAL PIPE CU		5.0000	EA	130.0000	650.00
?						
?						
?						

At the bottom of the window are buttons for 'Next Page', 'Prev Page', 'Review RFQ', and 'RFQ Instructions'. Callout letters Q through P are placed over the interface to indicate specific fields and buttons mentioned in the instructions.

- K Type **RFQ-01** in the RFQ Number field, and then press the **Tab** key.
- L Type **A3000** in the Vendor Number field, then choose **OK**. PMX will display the bid and vendor information.
- M Type **052004** in the Bid Expiration Date field.

- N** Type **5** in the Vendor Lead Days field.
- O** Click on the first Unit Price field and type **375**.
- P** Click on the second Unit Price field, type **130**, and press the **Tab** key.
- Q** Choose **Save Bid** to update (store) the vendor bid. PMX will clear the screen to await your next entry.

Please enter vendor A4000's bid information.

The screenshot shows the 'Vendor Bids' application window. The 'Required Info' section contains the following fields: Corporation (009), RFQ Number (RFQ-01), Vendor Number (A4000), Bid Expiration Date (05/31/05), Vendor Lead Days (8), Tax Code 1 (?), Tax % 1 (?), Terms Code (001), and 5.00. The 'Vendor Name and Address' section shows: HART CORPORATION, 300 SOUTH THIRD STREET, LOUISVILLE KY 40222. The 'Line Item Info' table is as follows:

Item Number	Material Description	Add Desc	Quantity	U/M	Unit Price	Add Info
AA-1000	BLOWER MOTOR		3.0000	EA	370.0000	
*	AXIAL PIPE CU		5.0000	EA	128.0000	640.00
?						
?						
?						

Buttons at the bottom include 'Next Page', 'Prev Page', 'Review RFQ', and 'RFQ Instructions'. Callout letters X through W point to: X (Save Bid button), Y (Exit button), R (RFQ Number field), S (Vendor Number field), T (Bid Expiration Date field), U (Vendor Lead Days field), V (Unit Price field), W (Unit Price field), and U (Bid Expiration Date field).

- R** Type **RFQ-01** in the RFQ Number field, and press the **Tab** key.
- S** Type **A4000** in the Vendor Number field, and choose **OK**. PMX will display the bid and vendor information.
- T** Type **053105** in the Bid Expiration Date field.
- U** Type **8** in the Vendor Lead Days field.
- V** Click on the first Unit Price field and type **370**.
- W** Click on the second Unit Price field, type **128**, and press the **Tab** key.
- X** Choose **Save Bid** to update (store) the vendor bid. PMX will clear the screen to await your next entry.

Y Choose **Exit** to return to the PMX Master System Menu.

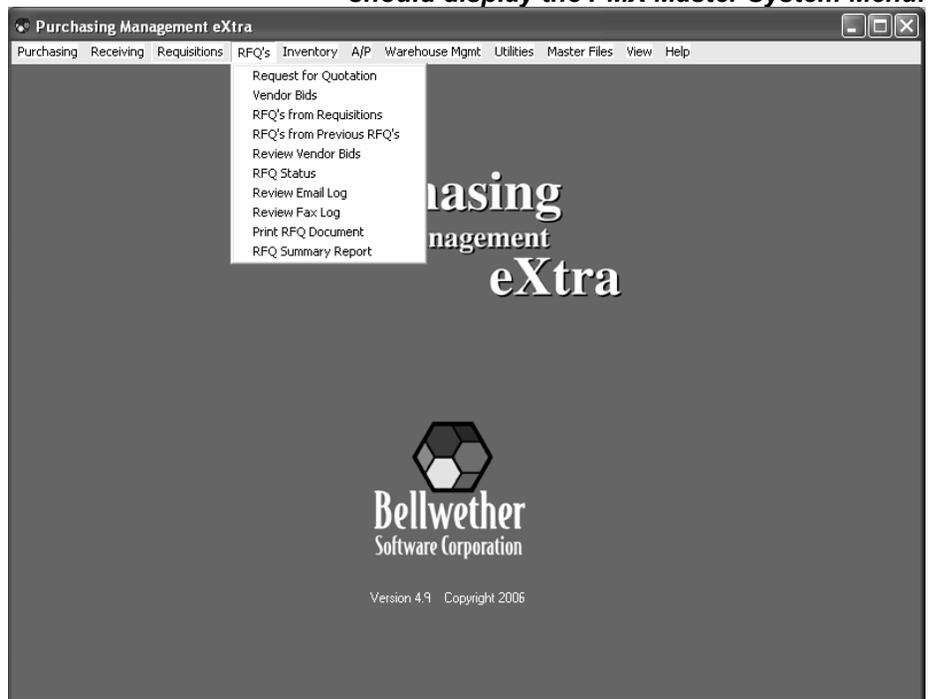
End of Lesson 4

Lesson 5: Reviewing Vendor Bids

You can review bids received from vendors on your screen prior to issuing a purchase order. If you have not received any bid information, the Unit Price field will contain zeros.

The screen shown on the next page allows you to display bid information for either a single bid or a specific group of bids. Use any combination of the Selection Parameters to select which group of bids you want to display. PMX will display only that bid specified by your Selection Parameters(s).

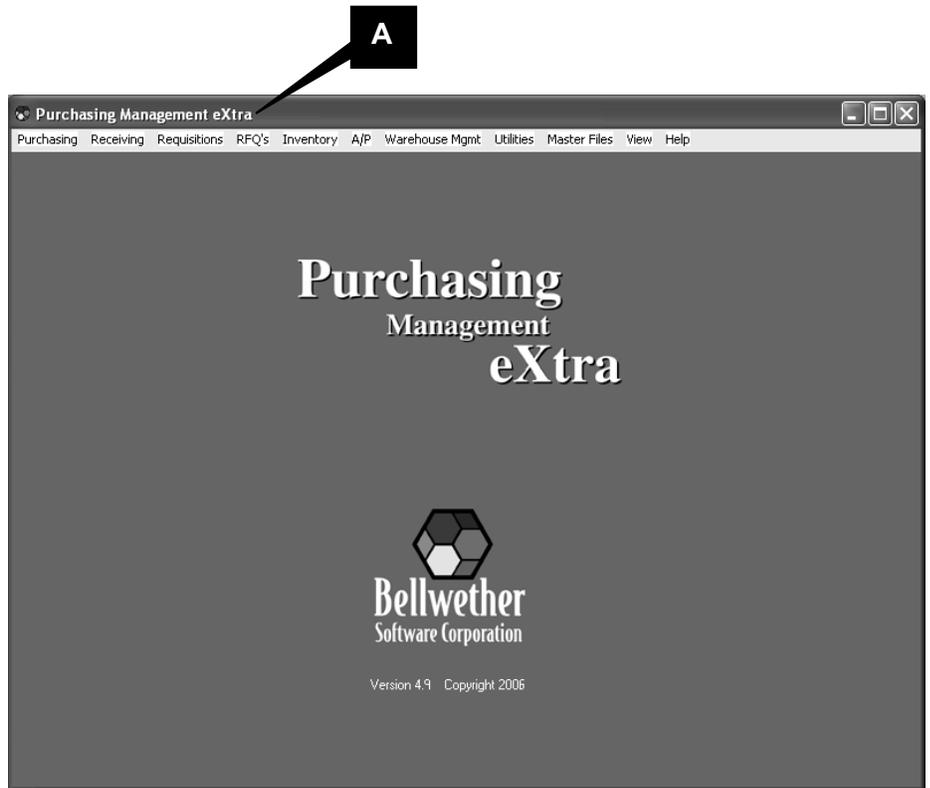
Let's review all bids recorded against RFQ-01. To begin, your screen should display the PMX Master System Menu.



You can review bids received from vendors on your screen prior to issuing a purchase order. If you have not received any bid information, the Unit Price field will contain zeros.

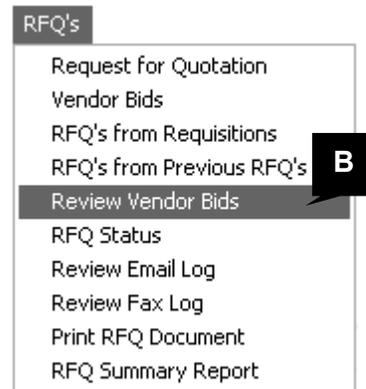
The screen shown on the next page allows you to display bid information for either a single bid or a specific group of bids. Use any combination of the Selection Parameters to select which group of bids you want to display. PMX will display only that bid specified by your Selection Parameter(s).

Let's review all bids recorded against RFQ-01. To begin, your screen should display the PMX Master System Menu.



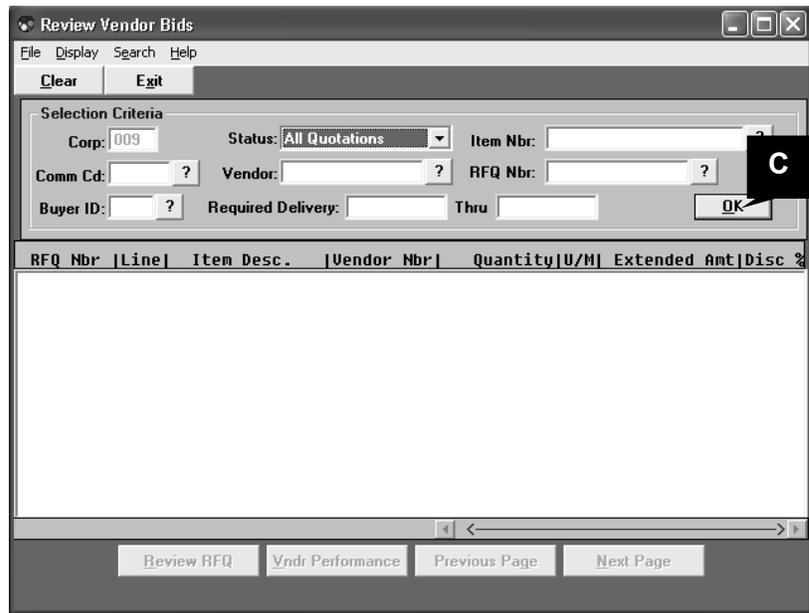
A

Choose **RFQ's** from the PMX Master System Menu. PMX will display the Request for Quotation menu, shown on the next page.



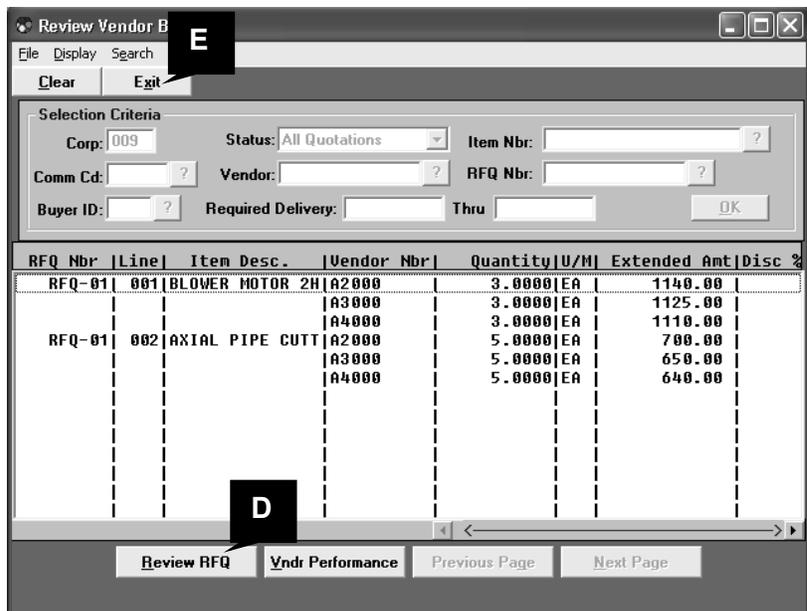
B Choose **Review Vendor Bids** from the Request for Quotations Menu.

List specific groups of RFQs by entering your selection criteria here. You can use any single parameter or a combination of parameters to narrow your selection even further.



C Since we have only one RFQ entered into the system at this point, we can simply choose **OK** to display the bid information.

As shown on the next page, PMX responds by displaying the bid information recorded against RFQ-01.



D If desired, you can select an item from the list and choose **the Review RFQ** button to review the original Request for Quotation in its entirety.

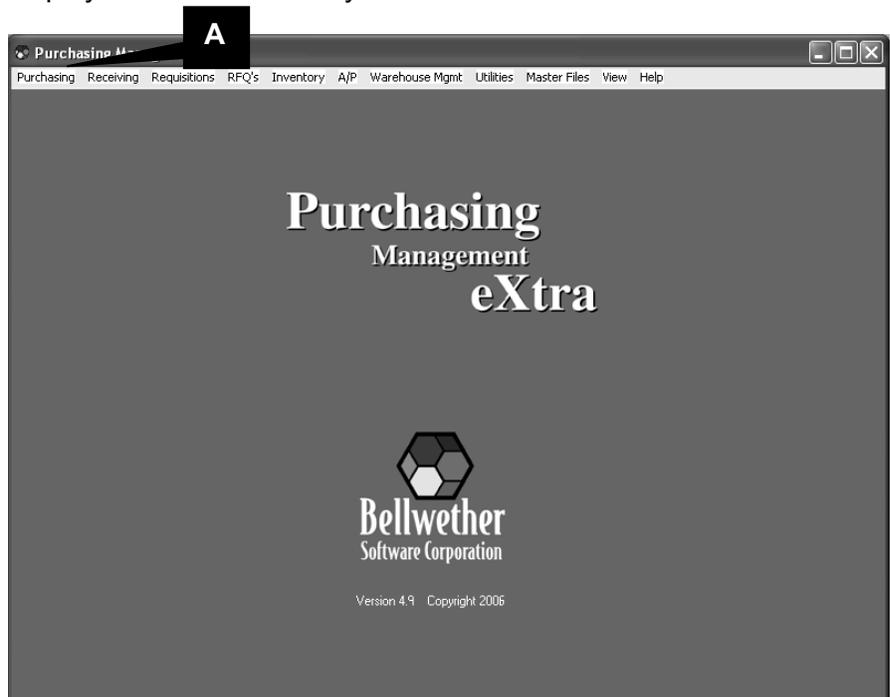
E After reviewing the bid information, choose **Exit** to return to the PMX Master System Menu.

End of Lesson 5

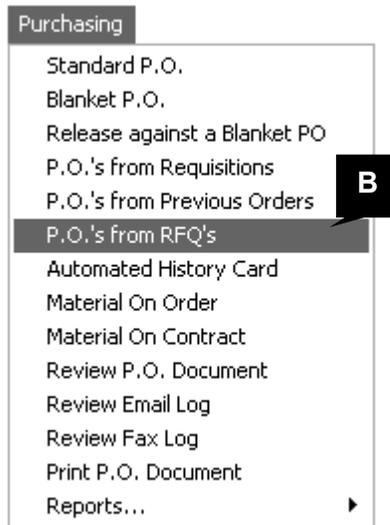
Lesson 6: Creating P.O.s from RFQs

When it is time to award the bid, PMX lets you convert the successful vendor's bid into a purchase order. You will see that the program automatically carries forward the needed RFQ and bid information to create the purchase order. This lesson will step you through the purchase order creation process.

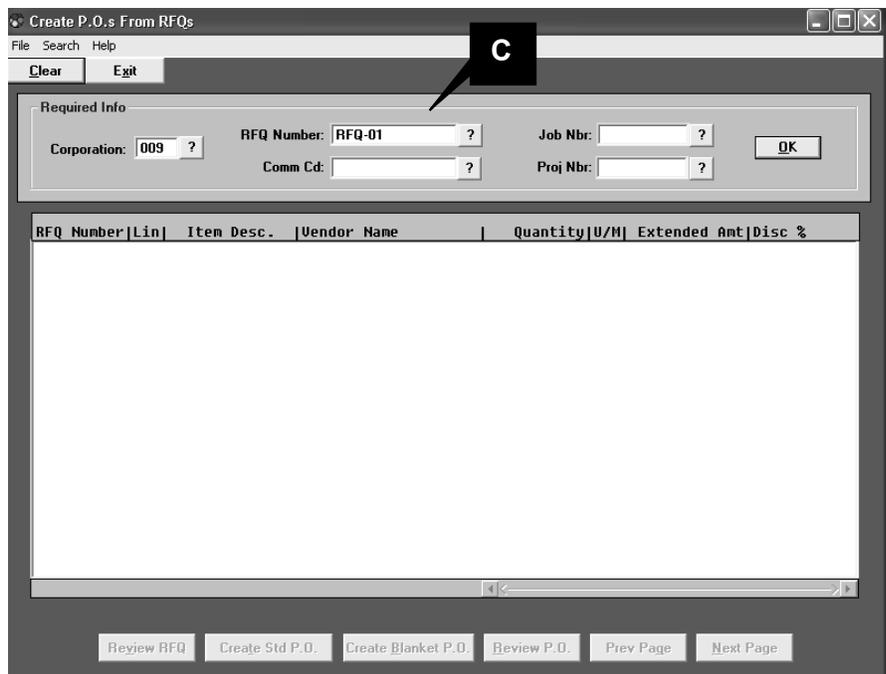
Create a purchase order from the RFQ that you created in Lesson 1. Select vendor A3000 as the successful vendor and assign P.O. Number PO-600 to the new order. To begin, your screen should display the PMX Master System Menu.



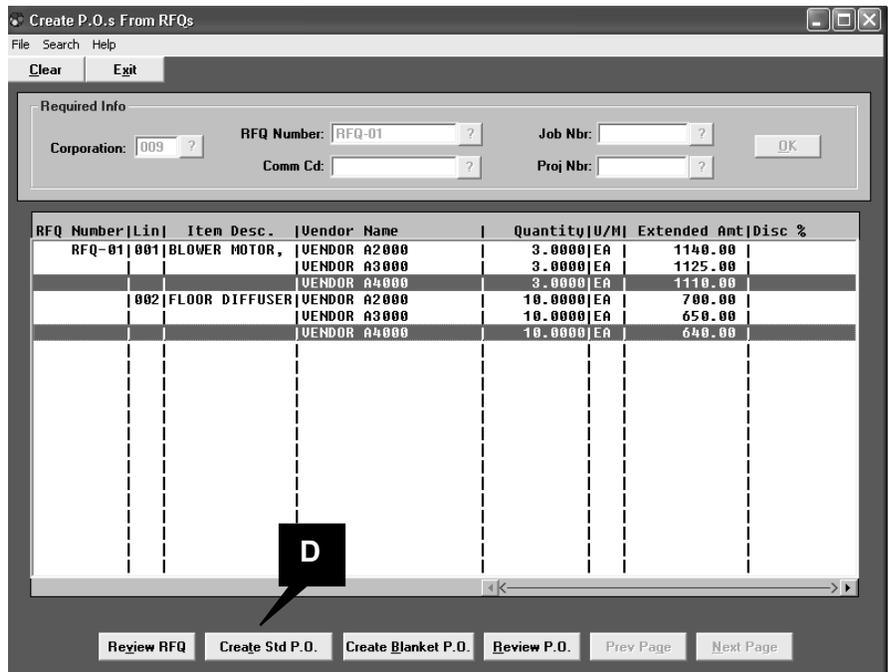
- A** Choose Purchasing from the PMX Master System Menu.



B Choose **P.O.'s from RFQ's** from the Purchasing Menu. PMX will display a search screen like the one shown below.



C Type **RFQ-01** in the RFQ Number field, then choose **OK**. PMX will display a listing of the bids entered against each line of the selected RFQ, as shown on the next page. NOTE: The RFQ Number field is not required, but for purposes of this lesson, it is being entered.

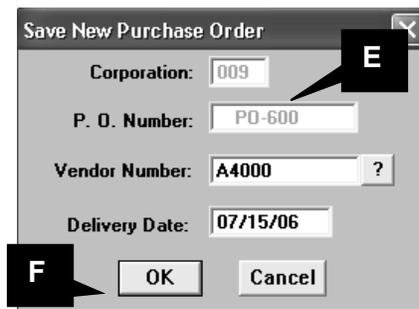


PLEASE NOTE: To award an RFQ line to a successful vendor, simply click on the vendor's bid you want to select. To deselect a bid, simply click on it a second time.

All selected lines must refer to the same vendor, unless you have selected the checkbox for Allow Multiple Vendors for P.O.s from RFQs, on the Corporation Info screen. This checkbox allows you to select multiple vendors who have responded with bids on each RFQ line. A P.O. will be created for each selected vendor.

Click on Vendor A4000's bid in lines 001 and 002. Use the **Shift** key to select multiple lines.

- D** Choose the **Create Std P.O.** button to convert Vendor A4000's bid into a purchase order. PMX will display the following window.



E Type **PO-600** in the New P.O. Number field.

- F Choose **OK** to accept the default delivery date and create the new P.O. As shown below, PMX displays the new purchase order header information. You will notice this is the screen you used to maintain purchase orders in Chapter 3. Let's assume the new purchase order is complete and ready for printing.

- G Choose **Save P.O.** to complete the RFQ to P.O. conversion process. PMX will display the Update Options dialog box.

- H Select the **Update and Print** option, then choose **OK** to initiate printing. Follow the procedures outlined in Chapter 3 to print the P.O. Document. After closing the dialog box, PMX returns to the Create P.O.s from RFQs screen.
- I Choose **Exit** to return to the PMX Master System Menu.

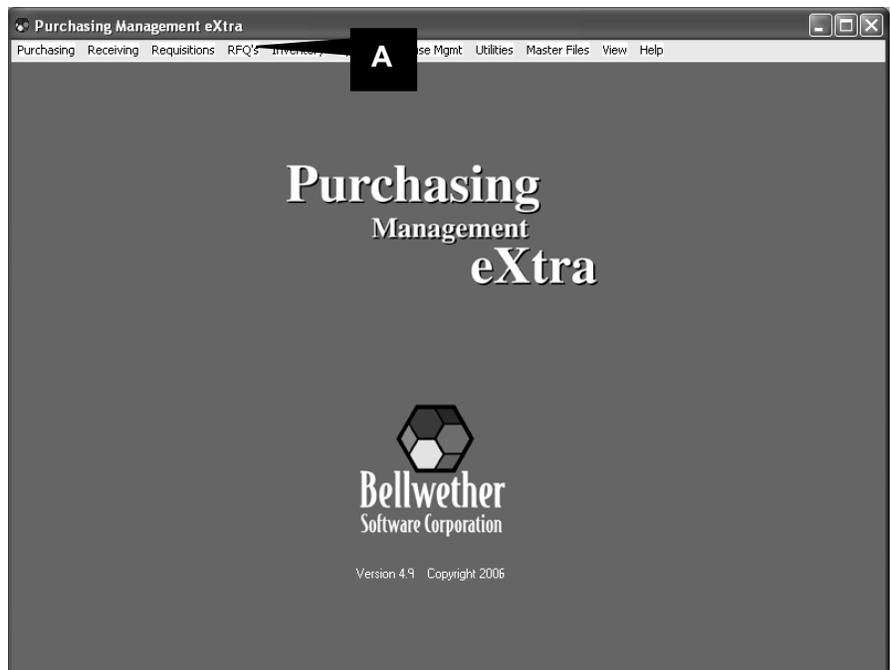
End of Lesson 6

Lesson 7: Creating RFQs from Previous RFQs

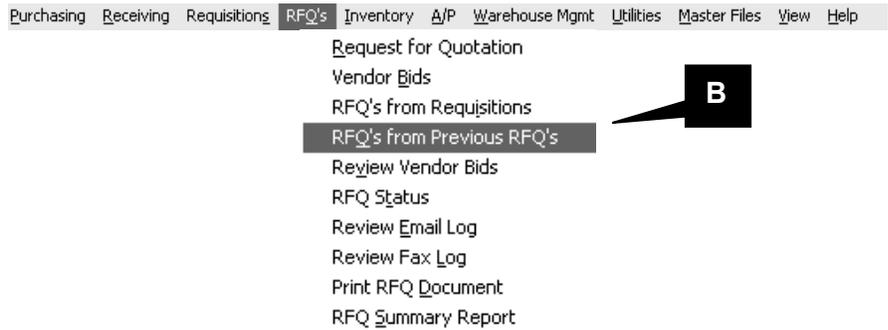
PMX lets you use one RFQ to create another RFQ. You will see that the program automatically carries forward the needed RFQ information to create the new RFQ. This lesson will step you through the RFQs from Previous RFQs process.

Create an RFQ identical to the one you created in Lesson 1, only this time use **RFQ-02** for the RFQ number. Once completed, follow the instructions below to use this RFQ to create another RFQ.

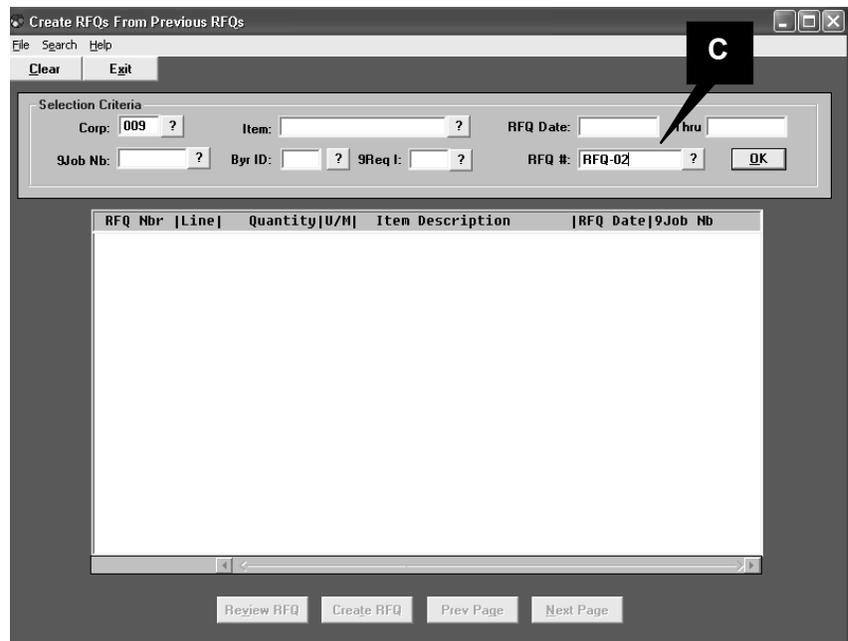
To begin, your screen should display the PMX Master System Menu.



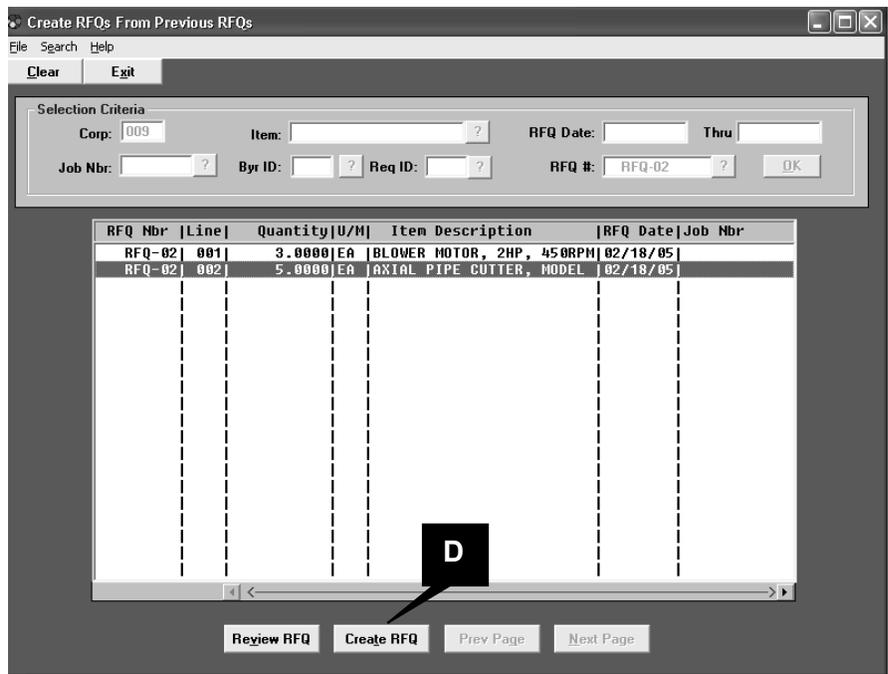
- A Choose **RFQ's** from the PMX Master System Menu.



- B** Choose **RFQ's from Previous RFQ's** from the RFQ's Menu. PMX will display a search screen like the one shown below.

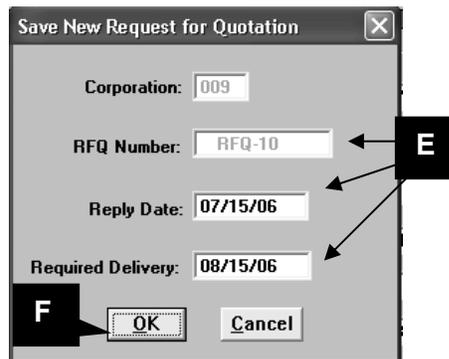


- C** Type **RFQ-02** in the RFQ # field, then choose **OK**. PMX will display a listing of all lines on this RFQ as shown on the next page. **NOTE:** The RFQ Number field is not required, but for purposes of this lesson, it is being entered.



PLEASE NOTE: To create a new RFQ, simply click on any line of the RFQ you wish to copy. To deselect an RFQ, simply click on it a second time.

- D** Click on line 002 of RFQ-02. Choose the **Create RFQ** button to create a new RFQ. PMX will display the following window.



- E** Type **RFQ-10** in the RFQ Number field, type **071506** in the Reply Date field and type **081506** in the Required Delivery field.

- F** Choose **OK** to accept the entered fields and create the new RFQ. As shown below, PMX displays the new RFQ header information. You will notice this is the screen you used to maintain RFQs in Chapter 1.

G Choose the **RFQ Vendors** button to display the RFQ Vendor Screen shown below.

*Click the **OK** button to record your RFQ vendor selections.*

*To delete a vendor from the list, click on the **Vendor Number** field and choose the **Delete** button.*

*The **Next Page** and **Previous Page** buttons allow you to scroll through the vendor list to add, delete, or edit vendor entries.*

*Click the **Cancel** button to close the RFQ Vendors window without recording any changes.*

As you can see, the vendors selected on the original RFQ have been copied to the new RFQ. You may add or delete vendors for this new RFQ. Let's assume that this RFQ is complete and ready to be saved.

H Select **Cancel** to exit the Vendor Screen. PMX returns you to the

RFQ Header screen shown below.

Request for Quotation

File Search Help

Clear Delete RFQ **Save RFQ** Next RFQ Prev RFQ Exit

Required Info

Corporation: 009

RFQ Number: RFQ-10

Header Info

Reply Date: 07/15/06 RFQ Date: 02/26/07

Reply-To Code: 100 ? TEST CORPORA Req ID/Name: ?

Required Delivery: 08/15/06 Job Number: ?

Ship Via: AIR FREIGHT Project Number: ?

F.O.B. Point: LOUISVILLE G/L Account Code: ?

Prepaid Freight: None Special Text Code: RFQ ? ?

Buyer/ID Name: PMX ? XAVIER ? ?

Line Item Info RFQ Vendors Review RFQ RFQ Instructions

- G** Choose **Save RFQ** to complete the RFQ to RFQ conversion process. PMX returns you to the Create RFQs from Previous RFQs screen.

End of Lesson 7

Lesson 8: Reviewing RFQ Status

RFQ status inquiry gives you up-to-the-second tracking of bids, including each vendor's bid information, the successful vendor receiving the bid, and the final purchase order.

To access the inquiry screen shown below, choose the **RFQ Status** button from the Request for Quotation Menu. Use the Selection Criteria provided to view selected groups of RFQs.

Corp	RFQ Nbr	Line	Item Description	Byr	Rqd Date	P.O. Nbr	Ord Date	Rcv Date
009	RFQ-01	001	BLOWER MOTOR 2HP	PMX	04/27/05	PO-600	02/18/05	
009	RFQ-01	002	AXIAL PIPE CUTTER	PMX	04/27/05	PO-600	02/18/05	

End of Lesson 8

Lesson 9: RFQ Reports

PMX keeps detailed information on all RFQ's entered into the system and records the purchase orders to which they were converted. This information appears on the RFQ Summary Report illustrated on the next page.

Use the RFQ Summary Report Options screen, shown below, to select report sequences and totals. The Selection Criteria allow you to print selected groups of RFQs.

To access this screen, choose the **RFQ Summary Report** button from the RFQ's menu.

RFQ Summary Report Options

File Search Help

Clear Print Setup Exit

Print Options

- All RFQ's
- Closed RFQ's Only
- Open RFQ's Only

Sort Options

Primary Sequence: RFQ Number

Selection Criteria

Select All

Corporation: 009 Select Corps

Rqd. Delivery Range: [] Thru []

Vendor Number Range: [] ? Thru [] ?

Job Number Range: [] ? Thru [] ?

RFQ Number Range: [] ? Thru [] ?

Item Number Range: [] ? Thru [] ?

Commodity Code Range: [] ? Thru [] ?

Project Number Range: [] ? Thru [] ?

Buyer ID Range: [] ? Thru [] ?

Preview Print

Enter the selection criteria you wish to print the report.

Sample RFQ Report

CORPORATION: 009
PMRFQSUM

RFQ SUMMARY REPORT
RFQ NUMBER SEQUENCE

PAGE: 1
DATE: 03/15/05

RFQ NBR/ PO NBR	LIN	RFQ DATE	ITEM NUMBER	COMM CD	MATERIAL DESCRIPTION	REQUIRED DELIVERY	BUYER ID	QUANTITY	U/M	UNIT PRICE	DISC PCT	NET AMOUNT
RFQ-01	1	03/15/05	AA-1000		EQ001 BLOWER MOTOR 2HP, 450 RPM	04/20/05	PMX	3.0000	EA			
PO-600					HART CORPORATION (#A4000)	04/20/05	PMX	3.0000	EA	370.0000	0.00	1110.00
					BRAINTREE CORPORATION (#A2000)	04/20/05	PMX	3.0000	EA	380.0000	0.00	1140.00
					XYZ CORPORATION (#A3000)	04/20/05	PMX	3.0000	EA	375.0000	0.00	1125.00
RFQ-01	2	03/15/05	*		AXIAL PIPE CUTTER, MODEL 2	04/20/05	PMX	5.0000	EA			
PO-600					HART CORPORATION (#A4000)	04/20/05	PMX	5.0000	EA	128.0000	0.00	640.00
					BRAINTREE CORPORATION (#A2000)	04/20/05	PMX	5.0000	EA	140.0000	0.00	700.00
					XYZ CORPORATION (#A3000)	04/20/05	PMX	5.0000	EA	130.0000	0.00	650.00
RFQ RFQ-01 TOTAL FOR:											HART CORPORATION	\$1750.00
											BRAINTREE CORPORATION	\$1840.00
											XYZ CORPORATION	\$1775.00

End of Lesson 9
