

Realtime Software Corporation - Purchase Order Manual

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PURCHASE ORDERS

A. MANUAL PURCHASE ORDER ENTRY

For instructions on entering purchase orders for new apparatus, refer to the New Apparatus Procedure Manual.

Manual purchase orders are usually done to bring in items for stock or for office supplies. For purchasing related to customer orders, see the next section "B" on creating purchase orders from sales orders. Type the **Screen Jump PE** at any menu to enter a purchase order. If you know the **vendor number** type it at the prompt. Although they are not displayed you have all of the ?-lookup search options listed below available to you here.

```
'?' + NAME to search for similar-sounding names or  
'??'+ TEXT to search for partial EXACT spelling of a name  
'?#' + NUMBER to search by phone number.  
'VEND*?' to search SHIP-FROM entries.  
'?:'+ VENDOR# To See an Index By Vendor Number  
'?;'+ VENDOR NAME To See an Index By Vendor Name
```

```
PO03A CW REALTIME SOFTWARE CORP PURCHASE ORDER ENTRY 17 Jun 04  
VENDOR ??AKR*NNN.
```

From the listing displayed, select the **seq number** to the left for the correct vendor and **ENTER**

```
PO03A CW REALTIME SOFTWARE CORP PURCHASE ORDER ENTRY 17 Jun 04  
Seq. Vendor Number Searching on AKR  
1 AKRON BRASS COMPANY 10020 CHICAGO IL  
Enter Seq., * To Exit, PB Page Back, C Change Search, or (RTN) to page. 1...
```

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ENTER to continue with the default P for Primary Vendor.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          CODE P = PRIMARY    AKRON BRASS COMPANY
                                     135 S. LASALLE ST. DEPT 4566
                                     CHICAGO
                                     IL 60674-4566
                                     CODE A = ALTERNATE
                                     CODE K = KEYED
ENTER CODE TO SELECT VENDOR ADDRESS ON P/O
'#' FOR INCOMPLETE/RESERVED PO, '*' TO VOID, RTN TO CONTINUE P
```

The PO number is automatically assigned and the date defaults to the current date. **ENTER** through the fields filling out any information that is necessary. **Prompt 3** will be a “Y” for stocked items and an “N” for non-stocked items such as office supplies.

```
PO03A  CW C.W. Williams                    PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY
1.PURCHASE ORDER NO. 136869
2.PURCHASE ORDER DATE 07/01/04
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y AFFIX R TO RESERVE
4.DATE REQUIRED 07/01/04
5.SHIP VIA BEST WAY          16.BUYER NAME
6.FOB                        17.DELIVER TO
SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.                            19.CONFIRMING
8.                            20.DEPARTMENT
9.                            21.SPECIAL INSTRUCTIONS
10.
11.
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE
15. TERMS NET 30 DAYS
```

If this is to be drop-shipped to another place other than the dealer’s location, fill in **lines 7-12** or search a customer’s number on line 7 and the entire address will fill in automatically. It is a good idea to put your name on **Line 16** for the vendor’s reference. Add any Special Instructions to **Line 21**.

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```
PO03A  CW C.W. Williams                PURCHASE ORDER ENTRY                17 Jun 04

VENDOR 10020          AKRON BRASS COMPANY
1.PURCHASE ORDER NO. 136869
2.PURCHASE ORDER DATE 07/01/04
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y  AFFIX R TO RESERVE
4.DATE REQUIRED 07/01/04
5.SHIP VIA BEST WAY                16.BUYER NAME  JOE ALLEN
6.FOB                                17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.                                    19.CONFIRMING
8.                                    20.DEPARTMENT
9.                                    21.SPECIAL INSTRUCTIONS
10.
11.
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE
15. TERMS  NET 30 DAYS                Text Window                Insert
```

```
PO03A  CW C.W. Williams                PURCHASE ORDER ENTRY                17 Jun 04

VENDOR 10020          AKRON BRASS COMPANY
1.PURCHASE ORDER NO. 136869
2.PURCHASE ORDER DATE 07/01/04
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y  AFFIX R TO RESERVE
4.DATE REQUIRED 07/01/04
5.SHIP VIA BEST WAY                16.BUYER NAME
6.FOB                                17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.                                    19.CONFIRMING
8.                                    20.DEPARTMENT
9.                                    21.SPECIAL INSTRUCTIONS
10.                                PLEASE PROCESS THIS ORDER TODAY
11.                                AND CALL W/CONFIRMATION
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE
15. TERMS  NET 30 DAYS

ENTER LINE TO CHANGE, * TO VOID, RTN TO CONTINUE
```

On the detail lines screen, type your **site number**, then type the **quantity** and the **item number**. Although they are not displayed you have all of the ?-lookup search options listed below available to you here.

```
'?' + NAME to search for similar-sounding names or
'??'+ TEXT to search for partial EXACT spelling of a name
'?#'+ NUMBER to search by phone number.
'VEND*?' to search SHIP-FROM entries.
'?:'+ VENDOR# To See an Index By Vendor Number
'?;' + VENDOR NAME To See an Index By Vendor Name
```

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```

PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY-SINGLE  17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY          VIA BEST WAY          DEPT
                                     REQUIRED 06/24/03  SPCL SHIP N  INV P/O Y
PURCHASE ORDER 136869  P/O DATE 06/24/03  PRODUCT TOTAL
LINE  SITE  01
001  QTY  ITEM NUMBER/DESC          UOM          COST PG          PRICE  REFERENCE#
      1  ? :AKR.3 .....
                                     DISCOUNT
                                     (EXTENSION)
TEXT
LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, RTN TO CONTINUE ...
    
```

```

IN03H  CW REALTIME SOFTWARE CORP          INVENTORY INQUIRY          17 Jun 04
      Display of the INVENTORY-MASTER table, by Item#
SQ Item #          Description          AVL01  AVL02  AVL03
1 AKR.3&31/2      BRASS BALL KITS
2 AKR.30          PITOL GAUGE
3 AKR.3020        NOZZLE W/D HANDLE W/ 1 1/2 NS
4 AKR.31          GAUGE 0-200 PSI
5 AKR.3126        EDUCTOR BYPASS 125GPM
6 AKR.31260012    FOAM METERING DIAL
7 AKR.3250        FOAM EDUCATOR
8 AKR.330CAST1.5FX1.5M INT LUG 1.5FNPTX1.5MNST.CAST 0
9 AKR.330INT2.5MX2.5F INT LUG 2.5NPTFX2.5NSTM CAST 0
15 AKR.3405-0071  APOLLO DIRECT CONNECT BASE
16 AKR.34050007  APOLLO SINGLE INLET PLATE
17 AKR.3416        APOLLO SINGLE INLET          0
18 AKR.3416GROUBASE SINGLE INLET GROUND BASE ONLY 0
(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# 3....
    
```

Enter a **sequence number** to “pull the item” back to the purchase order. If you hit **Enter or * to void**, you will return back to the item# prompt. After getting past the item# prompt you can override the purchase price and fill in comments.

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ENTER across the line and change any values as desired. After you post the line item, you will be prompted for the second item number. Keep entering the quantity and item numbers until finished.

PO03A CW REALTIME SOFTWARE CORP		PURCHASE ORDER ENTRY-SINGLE		17 Jun 04	
VENDOR 10020	AKRON BRASS COMPANY	VIA BEST WAY	DEPT		
		REQUIRED 06/24/03	SPCL SHIP N	INV P/O Y	
PURCHASE ORDER 136869		P/O DATE 06/24/03	PRODUCT TOTAL		
LINE	SITE 01				
001	QTY ITEM NUMBER/DESC	UOM	COST PG	PRICE	REFERENCE#
	1 AKR.3020	EA	261.56000 11	261.56000
	NOZZLE W/D HANDLE W/ 1 1/2 NS			DISCOUNT	
			(EXTENSION)	261.56	
TEXT					
LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, RTN TO CONTINUE ...					

You can also type unlimited text for each line item.

PO03A CW REALTIME SOFTWARE CORP		PURCHASE ORDER ENTRY-SINGLE		17 Jun 04	
VENDOR 10020	AKRON BRASS COMPANY	VIA BEST WAY	DEPT		
		REQUIRED 06/24/03	SPCL SHIP N	INV P/O Y	
PURCHASE ORDER 136869		P/O DATE 06/24/03	PRODUCT TOTAL	261.56	
LINE	SITE 01				
002	QTY ITEM NUMBER/DESC	UOM	COST PG	PRICE	REFERENCE#
	3 AKR.5120	EA	488.28000 11	488.28000	
	AKROMATIC NOZZLE			DISCOUNT	
			(EXTENSION)	1464.84	
TEXT ADDTL INFO FOR VENDOR ABOUT					
THIS PART NUMBER					
LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, RTN TO CONTINUE ...					

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If you get to this final screen and you need to change something on the previous detail lines screen, **type D** for Detail line processing to return to the detail lines screen. You can then add additional lines if needed or change existing ones. You can also enter "H" for header to go all the way back to the first screen.

```

PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY          VIA BEST WAY          DEPT
LAST SITE 01          REQUIRED 06/24/03          SPCL SHIP N          INV P/O Y
PURCHASE ORDER 136869  P/O DATE 06/24/03

PRODUCT TOTAL          1,726.40

1.DISCOUNT (%/$)
2.FREIGHT
3.MISC
4.TAX          (%/$)

ORDER TOTAL          1,726.40

ENTER LINE#, (H)EADER, (D)ETAIL, (I)POST/PRINT * TO VOID, ^ TO POST D .
    
```

In the example below, "D" for detail was entered on the totals screen to go back to the line item screen. **Typing a 3** here will allow you to add a third line to this PO. If it is a multi-line PO, you can also type **999** here, and the next unused sequential line number will be displayed.

```

PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY-SINGLE    17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY          VIA BEST WAY          DEPT
REQUIRED 06/24/03          SPCL SHIP N          INV P/O Y
PURCHASE ORDER 136869  P/O DATE 06/24/03          PRODUCT TOTAL          1,726.40
LINE          SITE 01
003          QTY ITEM NUMBER/DESC          UOM          COST PG          PRICE          REFERENCE#

DISCOUNT
(EXTENSION)

TEXT

001          1 01 AKR.3020          EA          261.56000          261.56
002          3 01 AKR.5120          EA          488.28000          1464.84

LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, RTN TO CONTINUE 3 .
    
```

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At the final screen, **type I** to print, fax, or e-mail the purchase order to the vendor.

```

PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY          VIA BEST WAY          DEPT
LAST SITE 01          REQUIRED 06/24/03          SPCL SHIP N          INV P/O Y
PURCHASE ORDER 136869  P/O DATE 06/24/03

PRODUCT TOTAL          3,114.80

1.DISCOUNT (%/$)
2.FREIGHT
3.MISC
4.TAX          (%/$)

ORDER TOTAL          3,114.80

ENTER LINE#, (H)EADER, (D)ETAIL, (I)POST/PRINT * TO VOID, ^ TO POST I
    
```

If you need to stop entering a PO before you have finished entering all of the detail lines, **type N** and ENTER at the change line of the detail lines screen. This will create an “Incomplete Purchase Order”. Some users don’t use the “Incomplete Purchase Order” features while others use it on a regular basis.

```

PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY-SINGLE    17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY          VIA BEST WAY          DEPT
REQUIRED 06/24/03          SPCL SHIP N          INV P/O Y
PURCHASE ORDER 136869  P/O DATE 06/24/03          PRODUCT TOTAL          1,726.40
LINE   SITE 01
003   QTY ITEM NUMBER/DESC          UOM          COST PG          PRICE          REFERENCE#

DISCOUNT
(EXTENSION)

TEXT

001          1 01 AKR.3020          EA          261.56000          261.56
002          3 01 AKR.5120          EA          488.28000          1464.84

LINE# TO CHANGE, (N)OT COMPLETE, (H)EADER, (P)AGE, * TO VOID, (RTN) TO CONTINUE N.
    
```

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When you are ready to resume entering information for an "Incomplete Purchase Order", begin the PO entry process as discussed above. After you have, retrieved the vendor information, **type #** and **ENTER**, instead of entering through the screen.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          CODE P = PRIMARY    AKRON BRASS COMPANY
                                     135 S. LASALLE ST. DEPT 4566
                                     CHICAGO
                                     IL 60674-4566
                                     CODE A = ALTERNATE
                                     CODE K = KEYED
ENTER CODE TO SELECT VENDOR ADDRESS ON P/O
'#' FOR INCOMPLETE/RESERVED PO, '*' TO VOID, RTN TO CONTINUE #
```

A list of incomplete PO's for the vendor will be displayed. Type the **PO number** you were working on and **ENTER**.

```
PO03A  CW C.W. Williams                    PURCHASE ORDER ENTRY          17 Jun 04
VENDOR 10020          AKRON BRASS COMPANY
ORDER#  REASON        ORDER#  REASON        ORDER#  REASON        ORDER#  REASON
136869  INCOMPLETE
ENTER INCOMPLETE/RESERVED PURCHASE ORDER, P TO PAGE, * TO VOID 136869
```

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The header screen of the PO will be displayed. **ENTER** to continue adding lines and continue as described earlier in this section.

```
PO03A  CW C.W. Williams                PURCHASE ORDER ENTRY                17 Jun 04

VENDOR 10020          AKRON BRASS COMPANY
1.PURCHASE ORDER NO. 136869
2.PURCHASE ORDER DATE 07/01/04
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y  AFFIX R TO RESERVE
4.DATE REQUIRED 07/01/04
5.SHIP VIA  BEST WAY                16.BUYER NAME
6.FOB                                17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.                                    19.CONFIRMING
8.                                    20.DEPARTMENT
9.                                    21.SPECIAL INSTRUCTIONS
10.                                PLEASE PROCESS THIS ORDER TODAY
11.                                AND CALL W/CONFIRMATION
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE
15. TERMS  NET 30 DAYS

ENTER LINE TO CHANGE, * TO VOID, RTN TO CONTINUE
```

PURCHASE ORDERS

B. CREATE PO FROM SALES ORDER

A purchase order can be created directly from an open sales order. This is helpful because it ties the purchase order and the sales order together. When the item comes in from the vendor, the system will know which sales order it is for.

An important feature of this program is that once a purchase order has been created for a sales order, if additional lines are added to the linked sales order, *this program can be run again* and an additional purchase order(s) will be created for the “incremental” items added to the sales order. For example, if the original sales order had 10 line items, and a purchase order was created for those 10 lines, then 2 more lines were added to the sales order, re-running this program will create a purchase order for just the 2 new lines added. If quantities were changed on lines of the Sales Order that were previously ordered, those new quantities will NOT be “reviewed” for ordering – only new lines will be ordered.

Type the **Screen Jump PO** at any menu. **Type the order#** at the prompt and **ENTER**.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          09 Oct 04
ORDER#          113531
```

The screen shows how the item is to be shipped, order type, whether it is a drop ship or not, and the vendor. You can enter any of the four line numbers to change. If no other changes are needed, **^** to create the PO.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          09 Oct 04
ORDER#          113531
CUST#          TEST                      SHIP-TO
NAME          TEST CUSTOMER              TEST CUSTOMER
ADDR 1                      S
ADDR 2          123 ABC                   H T 123 ABC
CITY          ANYTOWN                    I O ANYTOWN
ST/CNTY       IL                        P    IL
ZIP/PST       12345                      12345
COUNTRY

1. SHIP VIA                      ORDER DATE 10/09/04
2. ORDER TYPE TEST              TEST
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL BE BILLED UPON RECEIPT, SHOW AS ON DROP
3. TERMS                DUE 22ND DAY OF MONTH
4. VEND#

VENDOR#       1          TEST VENDOR NAME --- VENDOR#       1          TEST VENDOR NAME ---

ENTER # TO CHANGE, D)ETAIL LINE ITEMS, * VOID OR ^ TO CREATE P/O'S .
```

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You will see the purchase order number displayed. **Type P** to print the purchase order and select the appropriate printer. You can pick a different “printer” by typing “?”. If you want to fax or e-mail to a vendor automatically without printing you can enter FAX or EMAIL as the printer.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          09 Oct 04

ORDER#          113531
CUST#   TEST                SHIP-TO
NAME    TEST CUSTOMER      TEST CUSTOMER
ADDR 1                S
ADDR 2  123 ABC          H T 123 ABC
CITY    ANYTOWN         I O ANYTOWN
ST/CNTY IL            P   IL
ZIP/PST 12345         12345
COUNTRY

1. SHIP VIA                ORDER DATE 10/09/04
2. ORDER TYPE TEST        TEST
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL BE BILLED UPON RECEIPT, SHOW AS ON DROP
3. TERMS                DUE 22ND DAY OF MONTH
THE FOLLOWING PURCHASE ORDER(S) HAVE BEEN CREATED
101169
   ENTER P TO PRINT PURCHASE ORDER(S)
```

You will then be returned to the order# prompt to enter another sales order and create another purchase order.

```
PO07A  CW REALTIME SOFTWARE CORP          PRINT PURCHASE ORDERS          02 Jul 03

PRINTER  APO..... ACTIVEFAX PURCHASE ORDER PRINT COPIES 1
ENTER NEW PRINTER, ? FOR DISPLAY OF ALL PRINTERS, OR RETURN TO CONTINUE
```

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If you want to review the line items and vendors that will be used for creating the purchase orders you can enter "D" for detail. You can also make changes to the detail lines that will go on the PO. **Type D** and **ENTER** to adjust the detail lines.

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          09 Oct 04

ORDER#          113532
CUST#          TEST                      SHIP-TO
NAME          TEST CUSTOMER              TEST CUSTOMER
ADDR 1                    S
ADDR 2          123 ABC                  H T 123 ABC
CITY          ANYTOWN                    I O ANYTOWN
ST/CNTY       IL                        P    IL
ZIP/PST       12345                      12345
COUNTRY

1. SHIP VIA                    ORDER DATE 10/09/04
2. ORDER TYPE P          PARTS
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL NOT BE BILLED UPON RECEIPT, DON'T SHOW AS ON DROP
3. TERMS                TERMS CODE 1
4. VEND#

VENDOR#        123456  TEST SIX DIGIT VENDO  VENDOR#        123456  TEST SIX DIGIT VENDO

ENTER # TO CHANGE, D)DETAIL LINE ITEMS, * VOID OR ^ TO CREATE P/O'S D .
    
```

The purchase order will be created for any items with an "*" in the CREATE column. You can:

S-select all lines – all lines will be added to the purchase order being created.

D-Deselect all lines – no lines will be added to the purchase order being created.

SEQ# - inputting an individual sequence number will deselect or select only that line. That item will not be added to the purchase order. All other lines with an "*" will be added to the order. (e.g. This option is sometimes handy when you know you have some of the items on-hand or already on order on a stocking purchase order).

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          09 Oct 04

ORDER#          113532
CUST#          TEST                      SHIP-TO
NAME          TEST CUSTOMER              TEST CUSTOMER

CREATE SEQ VENDOR#  ITEM#                DESCRIPTION                P/O QTY
*      001 123456  WSB-PART2                TEST                        2
*      002 123456  WSB-PART2                TEST                        3

ENTER SEQ, S)ELECT ALL, D)ESELECT ALL, P)AGE, * TO VOID, or Enter    ...
    
```

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You may have instances with more than one vendor when PO's are created from an order.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          02 Jul 03

ORDER#          345958
CUST#    13290          SHIP-TO
NAME     DAVIS FIRE DEPARTMENT          DAVIS FIRE DEPARTMENT
ADDR 1          S
ADDR 2  P O BOX 29          H T P O BOX 29
CITY     DAVIS          I O DAVIS
ST/CNTY NC          P   NC
ZIP/PST 28524          28524
COUNTRY

1. SHIP VIA    UPS GROUND          ORDER DATE 07/02/03
2. ORDER TYPE PD          PARTS DROP SHIP TO CUSTOMER
   DROP SHIP THE UNAVAILABLE INVENTORY -- DIRECTLY TO THE CUSTOMER
   SALES ORDER WILL BE BILLED UPON RECEIPT, SHOW AS ON DROP
3. TERMS      DUE 22ND DAY OF MONTH
4. VEND#

VENDOR# 10020  AKRON BRASS COMPANY  VENDOR# 10020  AKRON BRASS COMPANY
VENDOR# 10191  ELKHART BRASS MFG. C  VENDOR# 10191  ELKHART BRASS MFG. C

ENTER # TO CHANGE, D)ETAILED LINE ITEMS, * VOID OR ^ TO CREATE P/O'S .
```

You will then see the separate purchase order numbers displayed for each vendor.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          02 Jul 03

ORDER#          345958
CUST#    13290          SHIP-TO
NAME     DAVIS FIRE DEPARTMENT          DAVIS FIRE DEPARTMENT
ADDR 1          S
ADDR 2  P O BOX 29          H T P O BOX 29
CITY     DAVIS          I O DAVIS
ST/CNTY NC          P   NC
ZIP/PST 28524          28524
COUNTRY

1. SHIP VIA    UPS GROUND          ORDER DATE 07/02/03
2. ORDER TYPE PD          PARTS DROP SHIP TO CUSTOMER
   DROP SHIP THE UNAVAILABLE INVENTORY -- DIRECTLY TO THE CUSTOMER
   SALES ORDER WILL BE BILLED UPON RECEIPT, SHOW AS ON DROP
3. TERMS      DUE 22ND DAY OF MONTH
THE FOLLOWING PURCHASE ORDER(S) HAVE BEEN CREATED
136872]136873
ENTER P TO PRINT PURCHASE ORDER(S)
```

PURCHASE ORDERS

C. CREATE PO FROM REQUISITION

1. REQUISITION GENERATOR - SALES ORDER TO P/O

The Requisition Generator – Sales Order to P/O serves the exact same purpose as the “Create Purchase Order from Sales Order”. The main difference is that this program allows you to handle the ordering for a large number of sales orders at once. This program will also automatically find all sales orders where the user has not done the “Create P/o From Sales Order”. Another advantage is that if inventory will come into your office first before being sent to the customer, several sales orders can be linked into just one purchase order to the vendor. The sales orders and purchase orders are linked exactly the same using the Requisition method as the manual create p/o from sales order process.

Type the **Screen Jump RGC** at any menu to run the requisition generator that looks at all sales orders and creates suggested purchase orders called requisitions. This process allows you to review the items to order and change as needed before converting to actual purchase orders to the vendor.

You will be presented with profile choices - choose the one you want to use to run the generator.

```
PO02G CW REALTIME SOFTWARE CORP REQ GENERATOR - SALES ORDER TO P/O 12 Jun 03
      Display of the PROFILE-HEADER table, by Profile
SQ  Profile                Description
  1  NEW                   EQP ORDER FOR NEW APPARATUS
  2  NORMAL              NORMAL REQ

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# 1.....
END OF SEARCH INDEX
```

You can change the parameters as needed by selecting the line numbers on the left. Then type **Y** and **ENTER** to execute.

```
PO02G CW REALTIME SOFTWARE CORP REQ GENERATOR - SALES ORDER TO P/O 03 Jul 03

 0.  ENTER PROFILE TO USE      NORMAL  DESC - NORMAL REQ

 1.  ENTER SITE                01
 2.  ENTER CATEGORY
 3.  ENTER MFR CODE
 4.  ENTER ORDER TYPE
 5.  ORDERED BY (OR REPRINT)    TOMMY NORFLEET
 6.  ENTER DATE RANGE          TO C  07/03/03

ENTER #, S)AVE PROFILE, * TO VOID, OR 'Y' TO EXECUTE          Y.
PROFILE DATA HAS CHANGED, SAVE PROFILE WITH 'S' OPTION
```

2. REQUISITION GENERATOR FOR STOCK ORDERS

If you would like the business system to suggest a Stocking Purchase Order, you will need to run a Stock Order Requisition first. This report will allow you to review what the system has determined to be items that are at their reorder point. The Economic Order Quantity (EOQ) formula used, reorder points and reorder quantities are discussed extensively in the Inventory Manual.

o To start a Stock Order Requisition **type RGS** from any menu. If you have any profiles already setup, they will display and you can choose the sequence you want.

```
PO02F  CW REALTIME SOFTWARE CORP  REQ GENERATOR FOR STOCK ORDERS  01 Aug 03

1.  ENTER SITE
2.  ENTER CATEGORY
3.  ENTER MFR CODE
4.  STOCKING, CRITICAL, OR BOOKING
5.  ADD FACTOR %
6.  INCLUDE ROPS OF 0 AND LESS
7.  ORDERED BY (OR REPRINT)
```

Item one is the site you would like to run the suggested stock requisition from.

Item two is which category you would like to run it for, or you may **A** to select all item categories. (Parts, equipment, chemicals, etc)

Item three will allow you to enter a specific Product Line, or **A** to select all.

Item four has three choices – **S,C,or B**.

S will pull all items where (Available + On Order) is less than the re-order point

C will pull all items where (Available + On Order) is less then zero

B will raise the re-order point by a '%' amount that is specified on the
Next prompt. This can help raise requisition values to meet vendor

Minimums or target dollar amounts.

Item five will only work if you selected a “B” for item 4. At this prompt you can enter **20,40,60,80**, or **100, etc**. The number you enter will raise the re-order point by that percentage. This feature is useful if you need to reach a vendors minimum order amount.

Item six is either **Y** or **N**. Always answer "Y" to this question if you are unsure. If this field is set to "N" then only item numbers that HAVE a re-order point are even looked at. If you set to "N" then you may not order infrequently used items that you may have customer orders for. Some users requested the "N" feature because they order items with no re-order points in other manners and wanted the option to ignore these no ROP items.

Item seven can be your name or left blank.

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3. REQUISITION ADJUSTMENT

To adjust the requisitions, type **Screen Jump RA** at any menu to adjust the requisitions that show on the report. There will be a different requisition number for each applicable vendor and in this case there were three different vendors so three requisition numbers. At the prompt, type in the requisition number. In this case, the requisition 548012 has two line items and we want one to come to the office and the other to go directly to the customer.

```
PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO.  548012
```

Type I for items to adjust one of the items off that will be drop-shipped to the customer.

```
PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO.  548012
                                INV P/O Y

1.VENDOR 10020                    12.SHIP VIA  UPS GROUND
2.VENDOR SELECTION (P,A,K) P      13.DEPARTMENT CODE  DS*11ED7
3.AKRON BRASS COMPANY            SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566    14.CW WILLIAMS
5.                                15.P.O.  Box 7757
6.CHICAGO                        16.501 Instrument Drive
7.IL 60674-4566                  17.Rocky Mount
8.                                18.NC
9.REQUISITION DATE 06/12/03       19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03          24.TYPE
    PRODUCT TOTAL          11,525.90    25.TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
    ORDER TOTAL          11,525.90
ENTER LINE#,  D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST  D.
```

Select the line you want drop shipped and **change the quantity to zero**.

```
PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03

VENDOR 10020          AKRON BRASS COMPANY          VIA UPS GROUND          DEPT DS*11E
D7                   EFFECTIVE 06/12/03  REQUIRED 06/19/03  SPCL SHIP Y  INV P/O Y
REQUISITION  548012  RQ'N DT 06/12/03  PRODUCT TOTAL    11,525.90
    SITE 01

LINE
002  QTY ITEM NUMBER/DESC          COST UOM PG          PRICE  REFERENCE#
0..... AKR.3433          2348.42000 EA  11    2348.42000 345943*006
    HI RISER MONITOR          (EXTENSION)  2348.42
001          3 01 AKR.3431          EA    3059.16000  9177.48 345943*005
002          1 01 AKR.3433          EA    2348.42000  2348.42 345943*006

ENTER LINE TO CHANGE, P)AGE, A)DD, H)EADER, * TO VOID, ^ TO POST  2
```

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ENTER to continue and you will see that line 2 is deleted from this requisition.

PO04A	CW REALTIME SOFTWARE CORP	REQUISITION ADJUSTMENT	13 Jun 03
VENDOR 10020	AKRON BRASS COMPANY	VIA UPS GROUND	DEPT DS*11E
D7	EFFECTIVE 06/12/03	REQUIRED 06/19/03	SPCL SHIP Y
REQUISITION	548012	RQ'N DT 06/12/03	PRODUCT TOTAL 9,177.48
	SITE 01		
LINE			
003	QTY ITEM NUMBER/DESC	COST UOM PG	PRICE REFERENCE#
		(EXTENSION)	
001	3 01 AKR.3431	EA 3059.16000	9177.48 345943*005
002	** LINE DELETED **		
ENTER LINE TO CHANGE, P)AGE, A)DD, H)EADER, * TO VOID, ^ TO POST ...			

Type Enter or H for header, then Type C to convert to a Purchase Order. Notice lines 14-19 show where item will be shipped. The default will be to your dealer location unless an order is already designated as a drop ship.

PO04A	CW REALTIME SOFTWARE CORP	REQUISITION ADJUSTMENT	13 Jun 03
REQUISITION NO.	548012	INV P/O Y	
1.VENDOR	10020	12.SHIP VIA	UPS GROUND
2.VENDOR SELECTION (P,A,K) P		13.DEPARTMENT CODE	DS*11ED7
3.AKRON BRASS COMPANY		SPECIAL SHIP TO	
4.135 S. LASALLE ST. DEPT 4566		14.CW WILLIAMS	
5.		15.P.O. Box 7757	
6.CHICAGO		16.501 Instrument Drive	
7.IL 60674-4566		17.Rocky Mount	
8.		18.NC	
9.REQUISITION DATE 06/12/03		19.27804	
10.EFFECTIVE DATE 06/12/03			
11.DATE REQUIRED 06/19/03		24. TYPE	
PRODUCT TOTAL	9,177.48	25. TERMS NET 30 DAYS	
20.DISCOUNT (%/\$)			
21.FREIGHT			
22.MISC			
23.TAX			
ORDER TOTAL	9,177.48		
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST c .			

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Type P for regular Purchase Order.

```
PO04A CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO. 548012                    INV P/O Y
 1.VENDOR 10020                            12.SHIP VIA UPS GROUND
 2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE DS*11ED7
 3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
 4.135 S. LASALLE ST. DEPT 4566           14.CW WILLIAMS
 5.                                         15.P.O. Box 7757
 6.CHICAGO                                 16.501 Instrument Drive
 7.IL 60674-4566                           17.Rocky Mount
 8.                                         18.NC
 9.REQUISITION DATE 06/12/03              19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03                   24. TYPE
    PRODUCT TOTAL          9,177.48        25. TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
    ORDER TOTAL          9,177.48
ENTER 'P' FOR REGULAR P/O OR 'T' FOR TRANSFER P/O (P/T)          P
```

Note the Purchase Order number automatically created. **Type P** to print or **ENTER** to finish. In most cases you will want to print and fax or e-mail to the vendor.

```
REQUISITION NO. 548012                    INV P/O Y
 1.VENDOR 10020                            12.SHIP VIA UPS GROUND
 2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE DS*11ED7
 3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
 4.135 S. LASALLE ST. DEPT 4566           14.CW WILLIAMS
 5.                                         15.P.O. Box 7757
 6.CHICAGO                                 16.501 Instrument Drive
 7.IL 60674-4566                           17.Rocky Mount
 8.                                         18.NC
 9.REQUISITION DATE 06/12/03              19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03                   24. TYPE
    PRODUCT TOTAL          9,177.48        25. TERMS NET 30 DAYS

PURCHASE ORDER# 136853 HAS BEEN CREATED

ENTER 'I' TO PRINT, OR ANY OTHER KEY          I.
```

On the requisition report there may be more requisitions numbers that need to be converted to PO's. Type **Screen Jump RA** at the menu, then C to convert to PO as shown above for each one.

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Then you can go back to **RGC** to run the requisition generator again to pick up the line item that you removed from the first requisition so it could be drop shipped to the customer. A new requisition number will be assigned.

Type **Screen Jump RA** to convert the requisition to a purchase order. Type the new requisition number at the prompt. **Select lines 14-19** to change the ship-to information for the vendor. You want this item to be shipped directly to the customer. **Select line 12** to change the Ship Via if needed.

```

PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO.  548028                    INV P/O Y

1.VENDOR 10020                               12.SHIP VIA  UPS GROUND
2.VENDOR SELECTION (P,A,K) P                 13.DEPARTMENT CODE  DS*11F2F
3.AKRON BRASS COMPANY                        SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566              14.CW WILLIAMS
5.                                             15.P.O. Box 7757
6.CHICAGO                                    16.501 Instrument Drive
7.IL 60674-4566                             17.Rocky Mount
8.                                             18.NC
9.REQUISITION DATE 06/13/03                 19.27804
10.EFFECTIVE DATE 06/13/03
11.DATE REQUIRED 06/19/03                    24. TYPE
    PRODUCT TOTAL          9,177.48          25. TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
    ORDER TOTAL          2,348.42
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST 14
    
```

If there is an address line that needs to be blanked out (in this case line 19), a “shift underline” in the field will delete anything that is already in that field. **Type C** to convert to a PO.

```

PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO.  548028                    INV P/O Y

1.VENDOR 10020                               12.SHIP VIA  UPS GROUND
2.VENDOR SELECTION (P,A,K) P                 13.DEPARTMENT CODE  DS*11F2F
3.AKRON BRASS COMPANY                        SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566              14.HALLS FIRE DEPT.
5.                                             15.8170 KEENEN ROAD
6.CHICAGO                                    16.CLINTON
7.IL 60674-4566                             17.NC
8.                                             18.28328
9.REQUISITION DATE 06/13/03                 19.
10.EFFECTIVE DATE 06/13/03
11.DATE REQUIRED 06/19/03                    24. TYPE
    PRODUCT TOTAL          9,177.48          25. TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
    ORDER TOTAL          2,348.42
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST C.
    
```

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After the PO is created, **type I** to print or **ENTER** to return to the menu.

REQUISITION NO. 548028	INV P/O Y
1.VENDOR 10020	12.SHIP VIA UPS GROUND
2.VENDOR SELECTION (P,A,K) P	13.DEPARTMENT CODE
3.AKRON BRASS COMPANY	SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566	14.HALLS FIRE DEPT.
5.	15.8170 KEENEN ROAD
6.CHICAGO	16.CLINTON
7.IL 60674-4566	17.NC
8.	18.28328
9.REQUISITION DATE 06/13/03	19.
10.EFFECTIVE DATE 06/13/03	
11.DATE REQUIRED 06/19/03	24. TYPE
PRODUCT TOTAL 9,177.48	25. TERMS NET 30 DAYS
PURCHASE ORDER# 136856 HAS BEEN CREATED	
ENTER 'I' TO PRINT, OR ANY OTHER KEY .	

PURCHASE ORDERS

D. PURCHASE ORDER INQUIRY

Type the **Screen Jump PI** at any menu to view an existing purchase order. At the first prompt, **type in the PO# and ENTER.**

```
PO03D  CW REALTIME SOFTWARE CORP          PURCHASE ORDER INQUIRY      17 Jun 04
ORDER #  136869
```

Type D for detail to see the detail lines screen.

```
PO03D  CW C.W. Williams                    PURCHASE ORDER INQUIRY      17 Jun 04
ORDER #  136869
VENDOR  10020                               S
NAME    AKRON BRASS COMPANY                 H T
ADDR 1  135 S. LASALLE ST. DEPT 4566       I O
ADDR 2                                     P
CITY    CHICAGO
ST/CNTY IL
ZIP/PST 60674-4566
COUNTRY
TERMS   NET 30 DAYS
ORDER DATE 07/01/04
SINGLE/MULTIPLE SHIP DATES (S/M) S
DATE REQUIRED 07/01/04
FOB
SPECIAL INSTRUCTIONS

BUYER NAME
CONFIRMING
STATUS      NOT PRINTED
RECORD TYPE INVENTORY P/O
SHIP VIA    BEST WAY
SALES ORDER#

DELIVER TO
PROJECT#
PO TYPE
DEPARTMENT

ENTER * OR RTN FOR NEXT ORDER, (F)AX , (E)ONE INFO
(A)DDITIONAL, (U)SER HIST, (P)AGE INSTR, (D)ETAIL OR (T)OTALS      D
```

Another way to inquire with a purchase order if you're not sure of the PO# is through Vendor Inquiry. Type **Screen Jump VI**, type the vendor number or search by name and select. **Type PO** to see all purchase orders for that vendor. You can view by newest or by oldest.

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If you **know the item number** and want to see if there is a PO# for it, type the **Screen Jump II** at any menu for Inventory Inquiry. Then **type the item#** and **ENTER**.

```

IN03H  CW REALTIME SOFTWARE CORP          INVENTORY INQUIRY          17 Jun 04

ITEM NUMBER 588.....

Enter ITEM number or
'?' + DESCRIPTION to search for similar-sounding names or
'??'+ DESCRIPTION to search for partial EXACT spelling of a Description
'?:'+ ITEM NUMBER to see an INDEX By Item number
'?;'+ DESCRIPTION to see an INDEX By Description
    
```

You can see there are 5 on order (**O/O**). **Type PD** for Purchase Order Display, then type your **site number** for the Site and the PO's will be displayed.

```

IN03H  CW REALTIME SOFTWARE CORP          INVENTORY INQUIRY          17 Jun 04

ITEM NUMBER AKR.588
DESCRIPTION      HOSE CLAMP
PROD GROUP      11          CATEGORY/COMMODITY E      WEIGHT
STOCK UOM       EA          TYPE          POR          PKG. QTY
PRICE           313.52000   STATUS          LAST DATE          03/26/03
COST            277.68000   ABC CLASS
MSRP            313.52000   PC/CATALOG     EACH          PRIMARY VENDOR 10020
LAST COST       277.68000   REPLACED BY
PRICE DISC CODE          AKR  PRICE CALC CODE      EQU  NLA FLAG/DATE
SI LOCATN  ON-HAND  COMM  AVAIL  O/O  DROP  FUTURE  TRNSFR  QTY  QTY
01         0        0        0      5   0     ORDER  QTY   YTD  LYR
-----
           0        0        0      5   0     0      0   4    0

ENTER S)ITE, 'DISC', X)REF, SA)LES, 'IO' ORDERS, 'IH' HISTORY, 'PI' INVOICES,
'SN' S/N'S ON HAND, I)NDEX, N)EXT, P)REVIOUS, RTN FOR ITEM#, O)PTIONS PD..
    
```

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The first PO has no balance outstanding so is received and complete. The second PO is the one we just entered and shows 5 outstanding so is still open.

PO03C CW REALTIME SOFTWARE CORP							PURCHASE ORDER DISPLAY		17 Jun 04	
							BY ITEM			
FOR ITEM AKR.588							HOSE CLAMP		UOM = EA	
O SI	ORDER	LINE	DUE	ORDERED	BALANCE	VENDOR	VENDOR			
S	NUMBER	NBR	DATE	QUANTITY	OUTSTAND	NUMBER	NAME			
	01 136477	005	04/01/03	1		10020	AKRON BRASS COMPANY			
	01 136869	003	06/24/03	5		5 10020	AKRON BRASS COMPANY			

RETURN FOR ANOTHER ITEM, P TO PAGE, OR * TO VOID .

You can also find the PO# associated with a sales order in either **OI** (order inquiry) or **OA** (order adjustments). This would not be for PO's entered manually with purchase order entry, but for PO's that were created from sales orders either manually or with the requisition generator. On the first screen of the order you can see the PO#. If there is a ++ to the right it indicates there is more than one PO for this order. **Type O and ENTER** to see the other PO#'s.

OE12 CW REALTIME SOFTWARE CORP				OPEN ORDER INQUIRY		03 Jul 03	
ORDER #	345958						
CUST#	13290			SHIP-TO			
NAME	DAVIS FIRE DEPARTMENT				DAVIS FIRE DEPARTMENT		
ADDR 1					S		
ADDR 2	P O BOX 29				H T P O BOX 29		
CITY	DAVIS				I O DAVIS		
ST/CNTY	NC				P NC		
ZIP/PST	28524				28524		
COUNTRY					ORDERED BY		
ORDER DATE	07/02/03				TERMS		30
SINGLE/MULTIPLE SHIP DATES (S/M)	S				ORDER TYPE		PD
SHIP DATE	07/02/03				SHIP VIA		UPS GROUND
CUST P.O.					FOB		
SPECIAL INSTRUCTIONS					SLMN1 22 SLMN2 15 SLMN2 %		
					OVERRIDE LINE ITEM TAX CD		
					QUOTE#		P/O# 136872 ++
					A/R CUSTOMER#		
(S)ERVICE, (L)ABOR, (M)ANIFEST, (U)SER HIST					ORDER STATUS		
ENTER * FOR NEXT ORDER, PI/PO TO PAGE INSTR/ORDER NOTES, (A)CCT DIST.					(D)ETAIL LINES, (T)OTALS, RTN FOR NEXT ORDER, (O)THER HEADER INFORMATION		O .

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```
OE12    CW REALTIME SOFTWARE CORP                OPEN ORDER INQUIRY                03 Jul 03

ORDER #  345958
CUST#    13290                                SHIP-TO
NAME     DAVIS FIRE DEPARTMENT                DAVIS FIRE DEPARTMENT
ADDR 1   S
ADDR 2   P O BOX 29                            H T P O BOX 29
CITY     DAVIS                                I O DAVIS
ST/CNTY  NC                                  P    NC
ZIP/PST  28524                                28524
COUNTRY

ORDER DATE 07/02/03                            ORDERED BY
OUTSTANDING PICKING TICKETS                    DATE OF LAST SHIPMENT
                                                NUMBER OF TIMES SHIPPED
                                                INVOICES CREATED FROM ORDER

ATTACHED PO#'S
136872 136873

ENTER * FOR NEXT ORDER, P)AGE TICKETS/INVOICES, (A)CCT DIST.
      D)ETAIL LINES, T)OTALS, M)ANIFEST, OR RTN TO REDISPLAY HEADER .
```

In order adjustments (**OA**) you will also see the PO# on the very first screen. If there is more than one PO# there will be a **j** after the first one as shown here. You must type Y to continue to the detail screen. On the detail screen you can also select a sequence number for any of the item numbers see the PO# linked to that particular item.

```
OE07A  CW REALTIME SOFTWARE CORP                OPEN ORDER ADJUSTMENTS            03 Jul 03

ORDER#   345958
CUST#    13290                                SHIP-TO
NAME     DAVIS FIRE DEPARTMENT                1.    DAVIS FIRE DEPARTMENT
ADDR 1   S                                    2.    S
ADDR 2   P O BOX 29                            3.    H T P O BOX 29
CITY     DAVIS                                4.    I O DAVIS
ST/CNTY  NC                                  5.    P    NC
ZIP/PST  28524                                6.    28524
COUNTRY  S                                    7.
SINGLE/MULTIPLE SHIP DATES (S/M) S
8. ORDER DATE 07/02/03
9. SHIP DATE  07/02/03 CANCEL                14. ORDER TYPE PD    NO $ TICKET

THIS ORDER IS ATTACHED TO THE FOLLOWING PURCHASE ORDER(S):
101168
*** PLEASE NOTE: CHANGES TO SALES ORDER CAN CORRUPT LINKS TO P/O ***
    'Y' TO ACKNOWLEDGE .
```

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OE07A CW REALTIME SOFTWARE CORP		OPEN ORDER ADJUSTMENTS			03 Jul 03	
CUST # 13290	DAVIS FIRE DEPARTMENT		SLM1 22	ON ORD	1,902.20	
ORDER# 345958	ORD DT 07/02/03 CR LIMIT			A/R BAL	193.99	
SITE # 01				ORD VAL	340.20	
REM						
SEQ	QTY	ITEM NO.	ORD	QTY TO	PRICE	EXTENSION
		ORD'D DESCRIPTION	UOM	SHIP		
001	1	ELK.15063	EA	0	32.70000	0.00
		VALVE KIT		BIN#	PO# 136873*001	
002	2	AKR-106430	EA	0	153.75000	0.00
		PUMP FLANGE ADAPTOR		BIN#		
ENTER SEQ TO CHANGE, (H)EADER, (P)AGE, * TO VOID, RTN TO CONTINUE 1						

PURCHASE ORDERS

E. PURCHASE ORDER ADJUSTMENTS

Type the **Screen Jump PA** at any menu to make changes to an existing purchase order. **Type the PO#** at the prompt and **ENTER**.

```
PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT    26 Jun 03
PURCHASE ORDER NO.    136869
```

You can select the number to the left of the fields to make changes. You can print the PO by typing **I**. To change items **type D** for detail lines screen.

```
PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT    26 Jun 03
PURCHASE ORDER NO.    136869    SOURCE P          INV P/O Y
VENDOR 10020          10.SHIP VIA BEST WAY
1.VENDOR SELECTION (P,A,K) P      11.FOB
2.AKRON BRASS COMPANY          SPECIAL SHIP TO
3.135 S. LASALLE ST. DEPT 4566    12.
4.          13.
5.CHICAGO          14.
6.IL 60674-4566    15.
7.          16.
8.PURCHASE ORDER DATE 06/24/03    17.
9.DATE REQUIRED 06/24/03          SINGLE/MULTIPLE RELEASE DATES (S/M) S
PRODUCT TOTAL          3111.40    22.TERMS NET 30 DAYS
18.DISCOUNT (%/$)          23.BUYER NAME
19.FREIGHT          24.DELIVER TO
20.MISCELLANEOUS          25.PROJECT NO.
21.TAX (%/$)          26.CONFIRMING
ORDER TOTAL          106.71    27.DEPARTMENT
ENTER LINE TO CHANGE, * TO VOID,    28.SPECIAL INSTRUCTIONS
I TO INSTANT PRINT/POST, D FOR DETAIL ITEMS, DEL TO DELETE, ^ TO POST    29. PO-TYPE
... 
```

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If you need to change a line, **type the line number** to the left and make the necessary changes. If you need to add lines, type the number for the next line or 999. If this were a really long PO, the line number will be to the top left so you'll know which number to select. Then add the item quantity and item number and complete the line.

PO05A CW REALTIME SOFTWARE CORP		PURCHASE ORDER ADJUSTMENT			26 Jun 03	
VENDOR 10020		AKRON BRASS COMPANY		VIA BEST WAY		DEPT
SOURCE P		REQUIRED 06/24/03		SPCL SHIP N		INV P/O Y
PURCHASE ORDER 136869		P/O DATE 06/24/03		PRODUCT TOTAL		3,114.80
LINE	SITE 01					
004	QTY	ITEM NUMBER/DESC	UOM	COST PG	PRICE	REFERENCE#
					DISCOUNT	
					(EXTENSION)	
TEXT						
001	1	01 AKR.3020	EA	261.56000	261.56	
002	3	01 AKR.5120	EA	488.28000	1464.84	
003	5	01 AKR.588	EA	277.68000	1388.40	
ENTER LINE TO CHANGE, A TO ADD, P TO PAGE, * TO VOID, N/L TO CONTINUE						4 ..

PO05A CW REALTIME SOFTWARE CORP		PURCHASE ORDER ADJUSTMENT			26 Jun 03	
VENDOR 10020		AKRON BRASS COMPANY		VIA BEST WAY		DEPT
SOURCE P		REQUIRED 06/24/03		SPCL SHIP N		INV P/O Y
PURCHASE ORDER 136869		P/O DATE 06/24/03		PRODUCT TOTAL		3,114.80
LINE	SITE 01					
004	QTY	ITEM NUMBER/DESC	UOM	COST PG	PRICE	REFERENCE#
	3	AKR-8804	EA	30.16000 12	30.16000
	1	1/2 BRASS BALL SERVICE KIT			DISCOUNT	
					(EXTENSION)	90.48
ENTER LINE TO CHANGE, A TO ADD, P TO PAGE, * TO VOID, N/L TO CONTINUE						

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Either **type I to print or ^ to post.**

PO05A	CW REALTIME SOFTWARE CORP	PURCHASE ORDER ADJUSTMENT	26 Jun 03
PURCHASE ORDER NO. 136869		SOURCE P	INV P/O Y
VENDOR 10020		10.SHIP VIA BEST WAY	
1.VENDOR SELECTION (P,A,K) P		11.FOB	
2.AKRON BRASS COMPANY		SPECIAL SHIP TO	
3.135 S. LASALLE ST. DEPT 4566		12.	
4.		13.	
5.CHICAGO		14.	
6.IL 60674-4566		15.	
7.		16.	
8.PURCHASE ORDER DATE 06/24/03		17.	
9.DATE REQUIRED 06/24/03		SINGLE/MULTIPLE RELEASE DATES (S/M) S	
PRODUCT TOTAL 106.71		22.TERMS NET 30 DAYS	
18.DISCOUNT (%/\$)		23.BUYER NAME	
19.FREIGHT		24.DELIVER TO	
20.MISCELLANEOUS		25.PROJECT NO.	
21.TAX (%/\$)		26.CONFIRMING	
ORDER TOTAL 106.71		27.DEPARTMENT	
ENTER LINE TO CHANGE, * TO VOID,		28.SPECIAL INSTRUCTIONS	
I TO INSTANT PRINT/POST, D FOR DETAIL ITEMS, DEL TO DELETE, ^ TO POST		29. PO-TYPE	

You can change the vendor number on an open purchase order. You can perform this function if the purchase order has already been either partially or entirely received. The Change Vendor Number on Purchase Order program is on menu **SPO06** choice **3**.

SCREEN CW REALTIME SOFTWARE CORP	Purchase Order Adjustment	09 Oct 04
1 BCP-TEST6		KAS
SPO06	ENTER SELECTION NUMBER:	12:54:29
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Adjustment
	2	Purchase Order Adjustment Report
	3	Change Vendor Number on Purchase Order

Type the **PO number** and **ENTER**.

PO05C	CW REALTIME SOFTWARE CORP	CHANGE P/O VENDOR#	09 Oct 04
ENTER PURCHASE ORDER#		500982	

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The old vendor number and name will be displayed. Type the **new vendor number** and **ENTER**.

```
PO05C  CW REALTIME SOFTWARE CORP                CHANGE P/O VENDOR#                09 Oct 04

ENTER PURCHASE ORDER#          500982
OLD VENDOR#                    Test      TEST VENDOR WITH LONG NAME
ENTER NEW VENDOR NUMBER        2.....
```

The new vendor name will be displayed. Type the **Y** to confirm and **ENTER**. If you type N and ENTER you will be returned the first prompt.

```
PO05C  CW REALTIME SOFTWARE CORP                CHANGE P/O VENDOR#                09 Oct 04

ENTER PURCHASE ORDER#          500982
OLD VENDOR#                    Test      TEST VENDOR WITH LONG NAME
ENTER NEW VENDOR NUMBER        2          BEST STUFF

ARE YOU SURE YOU WANT TO CHANGE VENDOR NUMBER?  Y
```

PURCHASE ORDERS

F. PURCHASE ORDER RECEIVING

1. REGULAR ORDERS COMING TO DEALER LOCATION

When items on a purchase order come in from the vendor, they need to be received into inventory from the packing list. Type the **Screen Jump PR** at any menu to receive the items. **Type the PO#** at the prompt.

PO11A	CW REALTIME SOFTWARE CORP	PURCHASE ORDER RECEIPTS	26 Jun 03
PURCHASE ORDER NO		ENTRY	
136869			

Verify that you have pulled up the correct purchase order, and then **ENTER** to accept the default of **Y**.

PO11A	CW REALTIME SOFTWARE CORP	PURCHASE ORDER RECEIPTS	26 Jun 03
PURCHASE ORDER NO 136869		ENTRY	
PURCHASE ORDER NO 136869		PURCHASE ORDER DATE 06/24/03	
VENDOR NO. 10020		SOURCE CODE P	
NAME AKRON BRASS COMPANY		B/O - REQ NO	
ADDR1 135 S. LASALLE ST. DEPT 4566		EXPECTED DELIVERY DATE 06/24/03	
ADDR2		FOB	
CITY CHICAGO		SHIP VIA BEST WAY	
ST/CNTY IL		P/O TYPE -	
ZIP/POST 60674-4566			
SPECIAL SHIP TO:			
NAME			
ADDR1			
ADDR2			
CITY			
ST/CNTY			
ZIP/POST			
*** STOCK ITEMS WILL GO TO STATUS 0 ***			
*** NON-STOCK ITEMS WILL GO TO STATUS 0 ***			
IS THIS THE CORRECT PURCHASE ORDER? (Y/N) Y			

ENTER at date received or change the date if necessary. A **receiving report number** will automatically be assigned. Write this number on the packing list and make sure the correct PO# is on the packing list or write it as well. This is very important for the accounting department. **ENTER** to continue with the default of **Y to backorder**.

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PO11A CW REALTIME SOFTWARE CORP	PURCHASE ORDER RECEIPTS	26 Jun 03
	ENTRY	
PURCHASE ORDER NO 136869	PURCHASE ORDER DATE	06/24/03
	SOURCE CODE	P
VENDOR NO. 10020	B/O - REQ NO	
NAME AKRON BRASS COMPANY	EXPECTED DELIVERY DATE	06/24/03
ADDR1 135 S. LASALLE ST. DEPT 4566	FOB	
ADDR2	SHIP VIA	BEST WAY
CITY CHICAGO	P/O TYPE	-
ST/CNTY IL		
ZIP/POST 60674-4566	DATE RECEIVED	06/26/03
SPECIAL SHIP TO:		
NAME	RECEIVING REPORT NO	152047
ADDR1		
ADDR2	CARRIER NAME	
CITY		
ST/CNTY	ADVISE NOTE	
ZIP/POST		
*** STOCK ITEMS WILL GO TO STATUS 0 ***		
*** NON-STOCK ITEMS WILL GO TO STATUS 0 ***		
ENTER 'Y' TO BACKORDER, OR 'N' TO RECEIVE ALL LINE ITEMS (Y)		

If you need to change the date received you can still do so at this time by **typing C** to change. Otherwise **ENTER** to accept the **default of A**.

PO11A CW REALTIME SOFTWARE CORP	PURCHASE ORDER RECEIPTS	26 Jun 03
	ENTRY	
PURCHASE ORDER NO 136869	PURCHASE ORDER DATE	06/24/03
	SOURCE CODE	P
VENDOR NO. 10020	B/O - REQ NO	
NAME AKRON BRASS COMPANY	EXPECTED DELIVERY DATE	06/24/03
ADDR1 135 S. LASALLE ST. DEPT 4566	FOB	
ADDR2	SHIP VIA	BEST WAY
CITY CHICAGO	P/O TYPE	-
ST/CNTY IL		
ZIP/POST 60674-4566	DATE RECEIVED	06/26/03
SPECIAL SHIP TO:		
NAME	RECEIVING REPORT NO	152048
ADDR1		
ADDR2	CARRIER NAME	
CITY		
ST/CNTY	ADVISE NOTE	
ZIP/POST		
*** STOCK ITEMS WILL GO TO STATUS 0 ***		
*** NON-STOCK ITEMS WILL GO TO STATUS 0 ***		
ENTER C TO CHANGE, * TO VOID, A TO ADJUST QTY REC'D: (A)		

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You can type the line number you want to receive or **ALL** to receive all lines. You will still work each line separately if you type ALL but it will scroll to the next line automatically which is easier.

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS			26 Jun 03			
				ENTRY						
PURCHASE ORDER NO		136869		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *						
RECEIVING REPORT NO		152048		BAL TO DIST						
				DATE	VEND.	ITEM NO.				
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE	B/O
ALL										
001	01		AKR.3020	06/24/03		1	0		261.56000	
002	01		AKR.5120	06/24/03		3	0		488.28000	
003	01		AKR.588	06/24/03		5	0		277.68000	
004	01		AKR-8804	06/24/03		3	0		30.16000	
ALL LINE ITEMS NOT ENTERED WILL BE BACKORDERED										

When entering through the line, the quantity received will automatically default to whatever was ordered. You can change the quantity if what was actually received is different.

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS			26 Jun 03			
				ENTRY						
PURCHASE ORDER NO		136869		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *						
RECEIVING REPORT NO		152048		BAL TO DIST						
				DATE	VEND.	ITEM NO.				
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE	B/O
001	01		AKR.3020	06/24/03		1		1 EA	261.56000	
			DESC NOZZLE W/D HANDLE W/ 1 1/2 NS							
001	01		AKR.3020	06/24/03		1	0		261.56000	
002	01		AKR.5120	06/24/03		3	0		488.28000	
003	01		AKR.588	06/24/03		5	0		277.68000	
004	01		AKR-8804	06/24/03		3	0		30.16000	

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS			26 Jun 03			
				ENTRY						
PURCHASE ORDER NO		136869		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *						
RECEIVING REPORT NO		152048		BAL TO DIST						
				DATE	VEND.	ITEM NO.				
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE	B/O
002	01		AKR.5120	06/24/03		3		2 EA	488.28000	
			DESC AKROMATIC NOZZLE							
001	01		AKR.3020	06/24/03		1	1		261.56000	
002	01		AKR.5120	06/24/03		3	0		488.28000	
003	01		AKR.588	06/24/03		5	0		277.68000	
004	01		AKR-8804	06/24/03		3	0		30.16000	

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After all the lines are received, at the bottom of the screen if you want you can type V to see the total amount of what you've received for reference. Type **^ to post** once you have verified that the receipt has been done correctly. If a line is incorrect, type the line number and make the changes before posting. **Review this screen carefully for accuracy before posting.**

PO11A	CW	REALTIME SOFTWARE CORP		PURCHASE ORDER RECEIPTS		26 Jun 03
				ENTRY		
PURCHASE ORDER NO	136869			* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *		
RECEIVING REPORT NO	152048			BAL TO DIST		
			DATE	VEND. ITEM NO.		
LINE	SITE	OUR	ITEM NUMBER	REQUIRED ON-ORDER	QTY RECD	UOM PRICE B/O
001	01		AKR.3020	06/24/03	1	1 261.56000
002	01		AKR.5120	06/24/03	3	2 488.28000 Y
003	01		AKR.588	06/24/03	5	5 277.68000
004	01		AKR-8804	06/24/03	3	3 30.16000
						RECEIPT VALUE 2717.00000
ENTER LINE#, (V)ALUE, * TO VOID, (A)DD, (P)AGE, OR ^ TO POST RECEIPTS ^....						
Value Is Required						

PURCHASE ORDERS

F. PURCHASE ORDER RECEIVING AND BILLING

2. DROP SHIP ORDERS DIRECT TO CUSTOMERS

When an invoice is received from a vendor showing items direct shipped to a customer, they need to be received into inventory from the invoice. If a sales order has an order type for a drop shipment, then when the inventory is received in on the purchase order the sales order will automatically be invoiced to the customer. If a partial shipment is being received for a customer that has been flagged as no partial invoices, no invoice will be created. A warning will appear on the screen, and the user will need to bill the sales order manually. Type the **Screen Jump PR** at any menu to receive the items. **Type the PO#** at the prompt.

```
PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      03 Jul 03
                                           ENTRY
PURCHASE ORDER NO  136874
```

Verify that you have pulled up the correct purchase order, then **ENTER** to accept the default of Y. Notice the comments on the bottom that warn you this is a drop ship and the sales order will be billed upon posting this purchase order receipt.

```
PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      03 Jul 03
                                           ENTRY
PURCHASE ORDER NO  136874                PURCHASE ORDER DATE  07/03/03
                                           SOURCE CODE        P
VENDOR NO. 10194                          B/O - REQ NO
  NAME      EMERGENCY ONE, INC.            EXPECTED DELIVERY DATE 07/03/03
  ADDR1     C/O SUN TRUST BANK             FOB
  ADDR2     P O BOX 116135                SHIP VIA  UPS NEXT DAY AIR
  CITY      ATLANTA                       P/O TYPE   -
  ST/CNTY   GA
  ZIP/POST  30368-6135
SPECIAL SHIP TO:
  NAME      LA GRANGE FIRE DEPARTMENT
  ADDR1     P O BOX 603
  ADDR2
  CITY      LAGRANGE
  ST/CNTY   NC
  ZIP/POST  28551

*** STOCK ITEMS WILL GO TO STATUS 0 ***
*** NOTE, THIS IS AN 'ON DROP' PURCHASE ORDER ***
THIS IS A DROP SHIP P/O - SALES ORDER# 345959 WILL BE BILLED UPON POSTING
IS THIS THE CORRECT PURCHASE ORDER? (Y/N) Y
```

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ENTER at the default date **or change** to the date the invoice shows it was shipped to the customer. A receiving report number will automatically assign. Write this number on the invoice that is being used as a packing list. **ENTER** at the default of **Y**.

PO11A CW REALTIME SOFTWARE CORP PURCHASE ORDER NO 136874 VENDOR NO. 10194 NAME EMERGENCY ONE, INC. ADDR1 C/O SUN TRUST BANK ADDR2 P O BOX 116135 CITY ATLANTA ST/CNTY GA ZIP/POST 30368-6135 SPECIAL SHIP TO: NAME LA GRANGE FIRE DEPARTMENT ADDR1 P O BOX 603 ADDR2 CITY LAGRANGE ST/CNTY NC ZIP/POST 28551	PURCHASE ORDER RECEIPTS 03 Jul 03 ENTRY PURCHASE ORDER DATE 06/25/03 SOURCE CODE P B/O - REQ NO EXPECTED DELIVERY DATE 06/25/03 FOB SHIP VIA UPS NEXT DAY AIR P/O TYPE - DATE RECEIVED 06/25/03 RECEIVING REPORT NO 152049 CARRIER NAME ADVISE NOTE *** STOCK ITEMS WILL GO TO STATUS 0 *** *** NOTE, THIS IS AN 'ON DROP' PURCHASE ORDER *** THIS IS A DROP SHIP P/O - SALES ORDER# 345959 WILL BE BILLED UPON POSTING ENTER 'Y' TO BACKORDER, OR 'N' TO RECEIVE ALL LINE ITEMS (Y)
---	---

If you need to change the date received you can still do so at this time by **typing C** to change. Otherwise **ENTER** to accept the **default of A**.

PO11A CW REALTIME SOFTWARE CORP PURCHASE ORDER NO 136874 VENDOR NO. 10194 NAME EMERGENCY ONE, INC. ADDR1 C/O SUN TRUST BANK ADDR2 P O BOX 116135 CITY ATLANTA ST/CNTY GA ZIP/POST 30368-6135 SPECIAL SHIP TO: NAME LA GRANGE FIRE DEPARTMENT ADDR1 P O BOX 603 ADDR2 CITY LAGRANGE ST/CNTY NC ZIP/POST 28551	PURCHASE ORDER RECEIPTS 03 Jul 03 ENTRY PURCHASE ORDER DATE 07/03/03 SOURCE CODE P B/O - REQ NO EXPECTED DELIVERY DATE 07/03/03 FOB SHIP VIA UPS NEXT DAY AIR P/O TYPE - DATE RECEIVED 06/25/03 RECEIVING REPORT NO 152049 CARRIER NAME ADVISE NOTE *** STOCK ITEMS WILL GO TO STATUS 0 *** *** NOTE, THIS IS AN 'ON DROP' PURCHASE ORDER *** THIS IS A DROP SHIP P/O - SALES ORDER# 345959 WILL BE BILLED UPON POSTING ENTER C TO CHANGE, * TO VOID, A TO ADJUST QTY REC'D: (A)
---	---

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You can type the line number you want to receive or **ALL** to receive all lines. You will still work each line separately if you type ALL but it will scroll to the next line automatically which is easier.

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS				03 Jul 03	
				ENTRY					
PURCHASE ORDER NO		136874		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *					
RECEIVING REPORT NO		152049		BAL TO DIST					
		DATE		VEND.		ITEM NO.			
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE B/O
ALL									
001	01		EON-106162	07/03/03		1	0		6.06000
002	01		EON-126192	07/03/03		3	0		130.03000
ALL LINE ITEMS NOT ENTERED WILL BE BACKORDERED									

When entering through the line, the quantity received will automatically default to whatever was ordered. You can change the quantity if what was actually received is different. On a drop shipment, if the vendor invoice shows that only a partial shipment was sent, you will only receive what was shipped and the customer will be invoiced just for that portion of their order. When the invoice arrives showing the rest of the shipment, the customer will receive a second invoice when those items are received on the purchase order. *For customers flagged as no partial shipments see the end of this manual section.*

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS				03 Jul 03	
				ENTRY					
PURCHASE ORDER NO		136874		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *					
RECEIVING REPORT NO		152049		BAL TO DIST					
		DATE		VEND.		ITEM NO.			
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE B/O
001	01		EON-106162	07/03/03		1	1	EA	6.06000
			DESC 8' HOSE BED FLOORING						
001	01		EON-106162	07/03/03		1	0		6.06000
002	01		EON-126192	07/03/03		3	0		130.03000

PO11A CW REALTIME SOFTWARE CORP				PURCHASE ORDER RECEIPTS				03 Jul 03	
				ENTRY					
PURCHASE ORDER NO		136874		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *					
RECEIVING REPORT NO		152049		BAL TO DIST					
		DATE		VEND.		ITEM NO.			
LINE	SITE	OUR	ITEM NUMBER	REQUIRED	ON-ORDER	QTY	RECD	UOM	PRICE B/O
002	01		EON-126192	07/03/03		3	3	EA	130.03000
			DESC TREDPLATE AROUND WHEEL						
001	01		EON-106162	07/03/03		1	1		6.06000
002	01		EON-126192	07/03/03		3	0		130.03000

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After all the lines are received, at the bottom of the screen if you want you can type V to see the total amount of what you've received for reference. Type **^ to post** once you have verified that the receipt has been done correctly. If a line is incorrect, type the line number and make the changes before posting. **Review this screen carefully for accuracy before posting.**

```

PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      03 Jul 03
                                           ENTRY
PURCHASE ORDER NO  136874  * INSPECTION OF ITEMS REQUIRED AT STATUS 0 *
RECEIVING REPORT NO 152049          BAL TO DIST
                                           DATE  VEND.  ITEM NO.
LINE SITE OUR ITEM NUMBER      REQUIRED ON-ORDER  QTY RECD  UOM      PRICE  B/O

001  01  EON-106162          07/03/03          1          1          6.06000
002  01  EON-126192          07/03/03          3          3          130.03000

                                           RECEIPT VALUE      396.15000
ENTER LINE#, (V)ALUE, * TO VOID, P TO PAGE, OR ^ TO POST RECEIPTS ^....
    
```

You will then be prompted with the date shipped (defaults to the date entered on the first screen of receiving) and invoice date (defaults to current date). Enter the freight amount you want to charge the customer. **ENTER** to finish posting. If you need to change the dates or freight amount, you can **type C** to change before posting. If the order has been flagged as free freight, a warning message will be displayed and you will not be allowed to input a freight amount to be billed.

```

PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      03 Jul 03
                                           ENTRY
PURCHASE ORDER NO  136874  * INSPECTION OF ITEMS REQUIRED AT STATUS 0 *
RECEIVING REPORT NO 152049          BAL TO DIST
                                           DATE  VEND.  ITEM NO.
LINE SITE OUR ITEM NUMBER      REQUIRED ON-ORDER  QTY RECD  UOM      PRICE  B/O

001  01  EON-106162          07/03/03          1          1          6.06000
002  01  EON-126192          07/03/03          3          3          130.03000

                                           NOTE: SALES ORDER FREIGHT AMOUNT, IF ANY,
                                           IS LOADED AS A DEFAULT.  IF SALES ORDER
DATE SHIPPED          06/25/03          FREIGHT IS NULL, THEN P/O FREIGHT IS USED.
INVOICE DATE          06/30/03
FREIGHT                15.50          PO FREIGHT AMT.
                                           SO FREIGHT AMT.

ENTER '*' TO VOID OR (C)HANGE DATA OR RETURN TO FINISH POSTING .
    
```

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ENTER at the printer prompt. The invoice will print right at that time instead of waiting for the manual print invoice program to be run.

BL03A	CW REALTIME SOFTWARE CORP	SHIPMENT ENTRY	03 Jul 03
CUST# 15660	LA GRANGE FIRE DEPARTMENT	SLM1 14	ON ORD 534.80
ORDER# 345960	ORD DT 06/25/03	CR LIMIT	A/R BAL 572.24
INVOICE# 430310	TERMS 30	0.000%	ORD VALUE 534.80
PRODUCT TOTAL		534.80	
2. DISCOUNT (\$/%)	\$ 0.00	DISCOUNTABLE AMOUNT	534.80
		-TAXABLE-- TAX	
		ORDER LINE CODE	RATE% TAX AMT
3. FREIGHT	15.50	Y	
4. MISCELLANEOUS			
5. MINIMUM ORDER CHG			
6. INVOICE TAX AMOUNT		550.30 T	7.000 (%/\$) \$ 38.52
TOTAL TAX AMOUNT		38.52	
INVOICE TOTAL		588.82	
PRINTER AINVOICE..... ACTIVEFAX INVOICE COPIES 1 ENTER NEW PRINTER, ? FOR DISPLAY OF ALL PRINTERS, OR RETURN TO CONTINUE			

You will then be reminded of the invoice number which can be written on the vendor invoice as a reference that the entire receiving and billing of that drop shipment has been completed.

CUST# 15660	LA GRANGE FIRE DEPARTMENT	SLM1 14	ON ORD 534.80
ORDER# 345960	ORD DT 06/25/03	CR LIMIT	A/R BAL 572.24
INVOICE# 430310	TERMS 30	0.000%	ORD VALUE 534.80
PRODUCT TOTAL		534.80	
2. DISCOUNT (\$/%)	\$ 0.00	DISCOUNTABLE AMOUNT	534.80
		-TAXABLE-- TAX	
		ORDER LINE CODE	RATE% TAX AMT
3. FREIGHT	15.50	Y	
4. MISCELLANEOUS			
5. MINIMUM ORDER CHG			
6. INVOICE TAX AMOUNT		550.30 T	7.000 (%/\$) \$ 38.52
TOTAL TAX AMOUNT		38.52	
INVOICE TOTAL		588.82	
Entry # 8			
*** INVOICE# 430310 HAS BEEN CREATED - ANY KEY TO CONTINUE ***			

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Customers flagged for NO Partial Invoices:

If a partial shipment is being received for a customer that has been flagged as no partial invoices, no invoice will be created. A warning will appear on the screen, and the user will need to bill the sales order manually.

Y – purchase order will be received as entered. User will then need to wait to receive the balance of the linked items and then manually invoice the customer for the entire order.

N – user will be taken back to the detail receipts screen to add/adjust items received

PO11A	CW REALTIME SOFTWARE CORP	PURCHASE ORDER RECEIPTS	03 Jul 03
		ENTRY	
PURCHASE ORDER NO 136874		* INSPECTION OF ITEMS REQUIRED AT STATUS 0 *	
RECEIVING REPORT NO 152049		BAL TO DIST	
		DATE	VEND. ITEM NO.
LINE	SITE OUR ITEM NUMBER	REQUIRED	ON-ORDER QTY RECD UOM PRICE B/O
001	01 EON-106162	07/03/03	1 1 EA 6.06000
DESC 8' HOSE BED FLOORING			
001	01 EON-106162	07/03/03	1 0 6.06000
002	01 EON-126192	07/03/03	3 0 130.03000
LINKED SALES ORDER 345960 IS FOR A SHIP COMPLETE ORDER. LINE ITEM 002 ON P/O DOESN'T MATCH SALES ORDER BALANCE. SALES ORDER WILL HAVE TO BE BILLED MANUALLY. ENTER Y TO RECEIVE P/O WITHOUT INVOICING CUSTOMER.			

PURCHASE ORDERS

F. PURCHASE ORDER RECEIVING AND BILLING

3. PURCHASE ORDER RECEIPTS REINSTATEMENT (UN-RECEIVING)

***** NOTE: This program should NOT be used to correct pricing on items received. All pricing adjustments should be made during a/p invoice entry with purchase order (APPO). See the Accounts Payable Manual for further details *****

If an item has been received in error (incorrect quantity, item#, etc), it can be un-received and the detail line re-instated on the purchase order. Inventory will be adjusted to reflect the adjustment and a negative receiver record will be created. The re-instated quantity will be reflected on the purchase order. The detail line of the purchase order will show information on both the original receiver and the new negative receiver. The Purchase Order Receipts Reinstatement is located on menu **SPO11** choice **15**.

The reinstatement program should NOT be used if there are pricing errors. When you enter the A/P Invoice with Purchase Order any inventory that is still on hand can be revalued (if it is still on hand and if you are using LIFO or FIFO costing). See Accounts Payable Manual for details.

SCREEN CW REALTIME SOFTWARE CORP	Receipts Processing	09 Oct 04
1 BCP-TEST6		KAS
SPO11	ENTER SELECTION NUMBER:	13:28:26
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Receipts Entry
	2	Purchase Order Receipts Report
	3	Status Analysis Report
	4	Receipts Status Change/Reject Entry
	5	Receipts Status Change/Reject Report
	6	Daily Purchase Order Receipts Register
	7	Receipts Booked Distribution Report
	8	P/O Receipts Totals Maintenance
	9	P/O Receipts Totals Report
	10	P/O Receipts Pending Invoices Report
	11	Material Traveler Print
	12	Partially Processed Receipts Status Report
	13	P/O Receipts Standard Cost Update
	14	Open P/O Receipts/Rejection Inquiry
UNRECEIVE	15	Purchase Order Receipts Reinstatement
	16	Receiver Re-Print

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Type the **purchase order number** and **ENTER**

```

PO11P  CW REALTIME SOFTWARE CORP                PURCHASE ORDER RECEIPTS      09 Oct 04
                                                REINSTATEMENT
PURCHASE ORDER NO  500969
    
```

The first few lines of the purchase order header will be displayed, along with all of the receiver(s) detail lines created to date. Select a **LNE number** of the receiver containing the item you wish to reject and **ENTER**

```

PO11P  CW REALTIME SOFTWARE CORP                PURCHASE ORDER RECEIPTS      09 Oct 04
                                                REINSTATEMENT
PURCHASE ORDER NO  500969                PURCHASE ORDER DATE      05/29/01
                                                SOURCE CODE
VENDOR NO. 12345
  NAME      TEST VENDOR NAME                EXPECTED DELIVERY DATE 05/26/01
  ADDR1     ADDRESS 1                        FOB FOB FILLED IN
  ADDR2     ADDRESS 2                        SHIP VIA
  CITY      CITY
  COUNTY    IL
  POST CD   66666

```

SEQ	LNE	RCV#	LNE	ITEM/DESCRIPTION	DATE	QUANTITY RECEIVED	QUANTITY REJECTED
001	001	856157	001	WSB-PART2 TEST	01/01/05	2	

NOTE: ALL QUANTITIES SHOWN AT PURCHASE UNIT OF MEASURE
ENTER LNE TO SELECT RECEIVER, P TO PAGE, * TO VOID **001**
 END OF DISPLAY

The receiver selected and all of its detailed lines will be displayed. Type the **seq number** of the item number you wish to reject and **ENTER**.

```

PO11P  CW REALTIME SOFTWARE CORP                PURCHASE ORDER RECEIPTS      09 Oct 04
                                                REINSTATEMENT                POR
PURCHASE ORDER 500969 RECEIVER NUMBER      856157 DATE RECEIVED 01/01/05
VENDOR 12345          TEST VENDOR NAME

```

SEQ	ITEM/DESCRIPTION	QUANTITY RECEIVED	QUANTITY REJECTED	AVAIL TO REINSTATE	QUANTITY INSTATED	QUANTITY IN-STATUS
001	WSB-PART2 TEST	2		2		

NOTE: ALL QUANTITIES SHOWN AT PURCHASE UNIT OF MEASURE
ENTER SEQ TO CHANGE, A TO REINSTATE ALL, P TO PAGE, * TO VOID, ^ TO POST **001**
 END OF DISPLAY

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The receiver line selected will be re-displayed in an edit line above the detail line display. **ENTER** the quantity you wish to reject and **ENTER**. Repeat this process for other detail lines you need to change.

PO11P CW REALTIME SOFTWARE CORP		PURCHASE ORDER RECEIPTS			09 Oct 04	
		REINSTATEMENT			POR	
PURCHASE ORDER 500969 RECEIVER NUMBER		856157 DATE RECEIVED		01/01/05		
VENDOR 12345 TEST VENDOR NAME						
SEQ	ITEM/DESCRIPTION	QUANTITY RECEIVED	QUANTITY REJECTED	AVAIL TO REINSTATE	QUANTITY INSTATED	QUANTITY IN-STATUS
001	WSB-PART2 TEST	2		2	2	
001	WSB-PART2 TEST	2		2		

NOTE: ALL QUANTITIES SHOWN AT PURCHASE UNIT OF MEASURE
 ENTER SEQ TO CHANGE, A TO REINSTATE ALL, P TO PAGE, * TO VOID, ^ TO POST 001

Once you enter through the line, it is re-displayed below and the edit line is cleared. Type **^** and **ENTER** to post your changes.

PO11P CW REALTIME SOFTWARE CORP		PURCHASE ORDER RECEIPTS			09 Oct 04	
		REINSTATEMENT			POR	
PURCHASE ORDER 500969 RECEIVER NUMBER		856157 DATE RECEIVED		01/01/05		
VENDOR 12345 TEST VENDOR NAME						
SEQ	ITEM/DESCRIPTION	QUANTITY RECEIVED	QUANTITY REJECTED	AVAIL TO REINSTATE	QUANTITY INSTATED	QUANTITY IN-STATUS
001	WSB-PART2 TEST	2		2	2	

NOTE: ALL QUANTITIES SHOWN AT PURCHASE UNIT OF MEASURE
 ENTER SEQ TO CHANGE, A TO REINSTATE ALL, P TO PAGE, * TO VOID, **^** TO POST ...

A reject report number (receiver) will automatically be assigned. You will be prompted for a reason for the reject (optional). At the Reinstatement on P/O prompt, you have two options:

- 1) Y – this will remove the item from inventory, create a negative receiver AND add the quantity/item back to the original purchase order.
- 2) N - this will remove the item from inventory and create a negative receiver. The purchase order will NOT be adjusted.

Type **your initials** and **ENTER** to post your changes.

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```

PO11P  CW REALTIME SOFTWARE CORP                PURCHASE ORDER RECEIPTS      09 Oct 04
                                                REINSTATEMENT                POR
PURCHASE ORDER 500969 RECEIVER NUMBER      856157 DATE RECEIVED 01/01/05
VENDOR 12345          TEST VENDOR NAME

REJECT REPORT NUMBER 856158
REASON FOR REJECT
REINSTATE ON P/O Y/N Y

001 WSB-PART2                2                2                2
    TEST

NOTE: ALL QUANTITIES SHOWN AT PURCHASE UNIT OF MEASURE
ENTER C TO CHANGE, * TO VOID, INITIALS TO POST
    
```

The purchase order inquiry screen for the detail line shows both the original receiver and the new receiver created above. Note this receiver also references which receiver it was created from, in the event there were more than one receiver per item.

```

PO03D  CW REALTIME SOFTWARE CORP                PURCHASE ORDER INQUIRY      09 Oct 04

VENDOR  12345          TEST VENDOR NAME
ORDER#   500969        ORD DATE 05/29/01          PURCHASE ORDER AMOUNT      257.20
SITE#    01           REQ DATE 05/26/01          OPEN INVOICE AMOUNT
QTY CANCELLED                                0

SEQ  QTY  ITEM NO.          ORD  REMAIN  RECEIVED  PURCHASE  EXTENSION
ORD'D DESCRIPTION        UOM  QTY-DUE  TO-DATE  PRICE
001   2  WSB-PART2          EA    2        0        1.000    2.00
      TEST
      PGC 04-ACCOUNT 1000
REF#   110135*003        TEST
      LINE ITEM TEXT          RECEIVED HISTORY
                                01/01/05          10/09/04
                                856157          856157
                                001            001
                                2            -2
                                A/P#          856158
                                A/P#
                                A/P#

ENTER * FOR NEXT ORDER, P TO PAGE DATA
      T FOR TOTALS SCREEN OR RTN TO REDISPLAY DETAIL INFO.
    
```

PURCHASE ORDERS

G. REPORTS

Various purchase order reports are available to the user from menu **SPO04** and elsewhere. The three most common are reviewed below.

1. OPEN PURCHASE ORDERS REPORT

Typing the Screen Jump OPO at any menu can print an open purchase order report. Choose the profile you wish to run.

Select the number for the profile you want to use and **ENTER**.

```
PO03J  CW REALTIME SOFTWARE CORP  OPEN PURCHASE ORDERS REPORT      03 Jul 03
      Display of the PROFILE-HEADER table, by Profile
SQ  Profile          Description
  1  DEMO            DEMO TRUCKS ON ORDER
  2  EQP/PTS        PARTS & EQPMT LIST
  3  NEW            NEW TRUCKS ON ORDER

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  2....
END OF SEARCH INDEX
```

You can change any of the report parameters to further customize your report. **Type Y** to run the report.

```
PO03J  CW REALTIME SOFTWARE CORP  OPEN PURCHASE ORDERS REPORT      03 Jul 03

  0.  ENTER PROFILE TO USE      EQP/PTS DESC - PARTS & EQPMT LIST

  1.  ENTER SELECTION              11  BY PURCHASE ORDER
  2.  SALES ORDER DEPARTMENT
  3.  SITE
  4.  ITEM#
  5.  PO TYPE
  6.  CATEGORY
  7.  PURCHASE ORDER DATE          TO
  8.  VENDOR NUMBER
  9.  PRODUCT GROUP CODE          11 12
 10.  STOCK ORDER FLAG
 11.  KIND

ENTER #, S)AVE PROFILE, * TO VOID, OR 'Y' TO EXECUTE      Y.
```

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2. P/O RECEIPTS PENDING INVOICES REPORT

The report P/O Receipts Pending Invoices Report (menu **SPO11** choice **10**) lists purchase order receivers (both positive and negative) that have not been matched to a/p invoices. This is an extremely important tool for reconciling Inventory Clearing accounts – when a purchase order receipt is posted; Inventory Clearing is the offset to the inventory g/l account entry.

```
SCREEN CW REALTIME SOFTWARE CORP           Receipts Processing           09 Oct 04
1 BCP-TEST6                                KAS
SPO11                                     ENTER SELECTION NUMBER:           11:23:14
HS
```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Receipts Entry
	2	Purchase Order Receipts Report
	3	Status Analysis Report
	4	Receipts Status Change/Reject Entry
	5	Receipts Status Change/Reject Report
	6	Daily Purchase Order Receipts Register
	7	Receipts Booked Distribution Report
	8	P/O Receipts Totals Maintenance
	9	P/O Receipts Totals Report
	10	P/O Receipts Pending Invoices Report
	11	Material Traveler Print
	12	Partially Processed Receipts Status Report
	13	P/O Receipts Standard Cost Update
	14	Open P/O Receipts/Rejection Inquiry
UNRECEIVE	15	Purchase Order Receipts Reinstatement
	16	Receiver Re-Print

Select the number for the profile you want to use and **ENTER**. The RT-DF profile uses the current day for a receipt cutoff, while the RT-ME-A profile uses the EOM date from date screening to provide a clean cutoff for reconciling the clearing accounts at month end.

```
PO11J CW REALTIME SOFTWARE CORP           P/O RECEIPTS PENDING INVOICES REP 09 Oct
04
      Display of the PROFILE-HEADER table, by Profile
SQ  Profile           Description
1   RT-DF             DEFAULT - BY G/L BY RECEIVER
2   RT-ME-A           MONTH-END - A/P CLOSE
3   CUSTOM            CREATE YOUR OWN PROFILE
```

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#
END OF SEARCH INDEX

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You can change any of the report parameters to further customize your report. **Type Y** to run the report. Users with more than one Inventory Clearing account should choose a sort option (prompt 1) that sort by g/l account for easier use.

```
PO11J  CW REALTIME SOFTWARE CORP          P/O RECEIPTS PENDING INVOICES REP 09 Oct
04

      ENTER PROFILE TO USE          RT-DF  DESC - DEFAULT - BY G/L BY RECEIVER

1. ENTER SELECTION                  C 4    DETAIL BY G/L ACCOUNT BY VENDOR
2. WITH DATE RECEIVED THROUGH      X C   10/09/04
3. SORT BY P/O# OR RCVR REPORT#    C R    SORT BY RECEIVER REPORT#

Select #, S)AVE, DEL)ETE PROFILE, OR 'Y' TO EXECUTE          ...
      PROFILE DATA HAS CHANGED, SAVE PROFILE WITH 'S' OPTION
```

The clearing of old receivers, and receivers that net to \$0, that appear on this report is discussed in the Accounts Payable Manual.

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3. PO RECEIVER RE-PRINT

A purchase order receiver can be re-printed if necessary. Go to menu **SPO11** choice **16**.

SCREEN CW REALTIME SOFTWARE CORP	Receipts Processing	09 Oct 04
1 BCP-TEST6		KAS
SPO11	ENTER SELECTION NUMBER:	11:23:14
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Receipts Entry
	2	Purchase Order Receipts Report
	3	Status Analysis Report
	4	Receipts Status Change/Reject Entry
	5	Receipts Status Change/Reject Report
	6	Daily Purchase Order Receipts Register
	7	Receipts Booked Distribution Report
	8	P/O Receipts Totals Maintenance
	9	P/O Receipts Totals Report
	10	P/O Receipts Pending Invoices Report
	11	Material Traveler Print
	12	Partially Processed Receipts Status Report
	13	P/O Receipts Standard Cost Update
	14	Open P/O Receipts/Rejection Inquiry
UNRECEIVE	15	Purchase Order Receipts Reinstatement
	16	Receiver Re-Print

Type the **receiver#** and **ENTER**. Select a **sort option** and **ENTER**. Type **Y** and **ENTER** to run the report. Users who store items using bin locations should use option 1 – by bin location.

PO11Q CW REALTIME SOFTWARE CORP	P/O-RECEIVER RE-PRINT	09 Oct 04
04		
1. ENTER RECEIVER NUMBER	X	875592
2. ENTER SORT OPTION	C	1
1 = BY BIN LOCATION		
2 = BY PART#		
Select #, DEL)ETE PROFILE, OR 'Y' TO EXECUTE		Y..