

Purchase Order Maintenance User Manual

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Purchase Order Maintenance

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Purchase Order Maintenance Features

The Purchase Order Maintenance system allows you to quickly and easily change over 35 elements of your Purchase Order without entering into TR,440. In addition, the Purchase Order maintenance command will create an audit trail of the changes have made. The Purchase Order Maintenance system also contains a streamlined blanket purchase order release, and a streamlined purchase order creation by part number.

Features:

- * Conversational change capability:
 - You are prompted for a Purchase Order number, and then you can make multiple changes quickly and easily in a question and answer format, rather than block mode.
 - Contains new features that are unavailable with traditional Purchase Order Maintenance:
 - Perform changes to "all" or a "range" of line item numbers
 - Option to automatically increment change order number
 - Ability to immediately reprint without going into UT,430

- * Purchase Order change audit trail capability
 - Each Purchase Order change will be written to a small audit trail data base.
 - The user name who made the change, along with the date and time the change was made is written to the data base
 - With each change, you have the option of entering up to comments describing why the change was made to the Purchase Order.
 - The before and after values are captured
 - A list command is provided which will allow all users to see what changes were made to the Purchase Orders, the comments as to why the changes were made, and who made the change.

Benefits:

- Increase the efficiency of your purchasing group by

enabling easier maintenance capability.

- Provide an audit trail to all users of the changes made to your Purchase Orders and the reason the Purchase Orders were changed.

Enhancements made to Release 2.0

New Input File Capability for TR,446

The MG,TR,446 change a purchase order command has been adapted to except a flat file of input, and process most of the purchase order change functions available in that command. Refer to the batch processing section in the back of the TR,446 command for further information.

LI,446 List Purchase Order Changes

This command is used to list changes made to Purchase Orders using command TR,446.

All Entries are listed in descending (most recent) date sequence.

Prompts

Displays output options.
OPTION (3)?

PURCHASE ORDER NUMBER?
Enter a Purchase Order number.

If the Purchase Order is still on file, the purchase order status and vendor information is listed.

LINE NUMBER (C/R = ALL LINES)?
Enter a specific line number to review, or press return to view all activity on this purchase order

Files Accessed

POFIL	Purchase Order detail file
POMAS	Purchase Order master file
RCHSFIL	Receipt History file
VNDMAS	Vendor master file
POAAUD	Purchase Order audit trail file
POACOM	Purchase Order audit comment file

Screen Format

Line Number
Old Value (integer, real or character string)
New Value (integer, real or character string) -
displayed underneath
Message - type of change made to the purchase order
Change Order - Purchase Order Change order number
Date and Time the change was made
User name (logon) who made the change

Comments associated with change the user entered.

TR,422 Purchase Order Blanket Release

The TR,422 is a streamlined blanket purchase order release command. It is designed as a replacement to the cumbersome Manman TR,420 release a blanket purchase order.

In lieu of your users having to know the purchase order number to release upon, the TR,422 simply prompts for part number and finds the most recent open blanket.

Prompts

PART NUMBER?

Enter a Part number. The purchase order files are searched and the most recent blanket purchase order release information is displayed upon the screen.

QUANTITY TO RELEASE (9999.99)?

Enter the quantity to release upon this blanket. The command defaults to the same quantity of the last blanket release.

DUE DATE (mm/dd/yy)?

Enter the due date of this blanket release. The default is today's date.

Files Accessed

IM	Item master file
PODSFIL	Purchase order description file (updated)
POFIL	Purchase order detail file (updated)
POMAS	Purchase order master file (updated)
VNDMAS	Vendor Master file

TR,423 Purchase Order Creation by Part Number

The TR,423 is designed as a streamlined method to quickly add a purchase order for a part number that has been ordered in the past.

The user enters a part number and the most recent purchase order information for this part is obtained. The user is allowed to override the quantity, price and date, and a new purchase order is added using default values from the previous purchase order.

Prompts

PART NUMBER?

Enter a Part number. The purchase order files are searched and the most recent purchase order information is displayed upon the screen.

QUANTITY ORDERED (9999.99)?

Enter the quantity to order. The command defaults to the same quantity from the last time the part was ordered.

UNIT PRICE (999.999)?

Enter the unit price of this part. The command defaults to the same price from the last time the part was ordered.

DUE DATE (mm/dd/yy)?

Enter the due date for this line item. The default is today's date plus the fixed lead time of this part.

Files Accessed

IM	Item master file
PODSFIL	Purchase order description file (updated)
POFIL	Purchase order detail file (updated)
POMAS	Purchase order master file (updated)
VNDMAS	Vendor Master file

TR,446 Change a Purchase Order

This command is used to change your Purchase Order. You have the option of selecting up to 35 different types of changes you can make to the Purchase Order within this one command.

We recommend that you run TR,447 to set the 'comin' variables that effect the flow of this transaction. The comin variables allow you to take the appropriate defaults for your purchasing environment. Menu flow, automatically incrementing change order numbers, and immediate reprinting of the purchase order are all options available.

At the conclusion of making your changes, you have the option of entering one or more 60 character comments describing why this change was made. To review the changes and comments made to the Purchase Order use command LI,446.

Prompts

PURCHASE ORDER NUMBER?

Enter a Purchase Order number to maintain.

If you enter a ? to this prompt, the following will appear:

INPUT FILE NAME?

Enter an HP3000 file name of input data for TR,446 to process. After you enter the file name, the normal 'output options' prompts will appear so that a report of successful and unsuccessful transactions can be generated. Refer to the batch processing section at the end of the TR,446 documentation for further information on how to use an input file.

If this is your first entrance into the screen, the Change a Purchase Order menu now appears.

You will then see the prompt:

Purchase Order: xxxxx ENTER COMMAND NUMBER ('?' FOR LIST)?

Enter one of the 2 digit command numbers, corresponding to the change you would like to perform. If you would like to see a list of the command numbers, enter a question mark.

The Purchase Order number is always displayed at this prompt so that the user always knows the Purchase Order number that is in the process of being changed.

The status of the Purchase Order is now obtained. If you

are making a "line" change then the purchase order will be listed upon the screen before you will be prompted for the new value to update.

Purchase Order Header Changes

If you are changing the header of the Purchase Order, the command will display the current value of the Purchase Order field, and you will be prompted for the new value.

If you selected option 1 - changing the vendor, includes a custom vendor lookup which allows you to enter either the vendor code - or - the first few letters of the vendor name. If you choose to enter the vendor name, the command will attempt to match what you have entered with a specific vendor number. If more than one match is found, a listing of the vendors that match will appear, and you will be prompted again to enter one of the vendor codes listed.

Purchase Order Line Item Changes

If you are making a change to a line item, the first thing the TR,446 command will do is to begin listing the line items on the purchase order.

If there is only one line on the purchase order, the transaction presumes that is the line being changed. If there is more than one line item, the following prompt appears:

```
PURCHASE ORDER:xxxxx ENTER PO LINE NUMBER (999.99)?  
Enter the line number of the line you wish to change. If you  
press return, the default line number will be used. The  
default line number is the first open line item on your  
Purchase Order.
```

For most line item changes the old value will be displayed, and you will be prompted for the new value. Some of the other options are as follows:

If you selected option 21 - add a line item - the
Following prompts appear:
New Line Number (99.99)?

PART NUMBER?

Enter the part number or MISC for the line item. Any vendor cross reference information on file for the part will be displayed on the screen.

PURCHASING UNIT OF MEASURE? *

The default purchasing unit of measure from the item master record is displayed. Press return to use this unit of measure.

CONVERSION FACTOR (1.000)?

If you will be using a conversion factor to convert from the purchasing unit of measure to the stocking unit of measure enter it now, or press return.

PART REVISION ()?

The part revision will be displayed. If you wish to reference something other than the revision displayed on your purchase order, enter the revision now.

1 DESCRIPTION LINE

2

ENTER ADDITIONAL DESCRIPTION LINES OR 'E' TO CONTINUE

DESC LINE (3)?

The default description(s) are displayed based on your purchasing comin variables. If you wish to add additional lines of text for this line item enter them now. Enter an 'E' when finished.

QUANTITY ORDERED?

Enter the Quantity Ordered.

LAST PRICE PAID: 999.999 STANDARD COST: 999.999

UNIT COST (999.999)?

The last price paid and material cost field from the item master record are displayed. Enter the unit price for this purchase order line item.

FIXED LEAD TIME: 0 DOCK TO STOCK LEAD TIME: 0

REQUESTED DATE (12/29/03)?

ORIGINAL DATE (12/29/03)?

LATEST DATE (12/29/03)?

STOCK DUE DATE (12/29/03)?

The lead time of the part is displayed and the default dates for the line item are calculated based on the lead time. Enter a date or press return to use the date in the parenthesis. f

Your line item will now appear on your purchase order.

***** update this are with the date change variables

***** for the "range"

For option 134 and 135 - change the requested date or the scheduled ship date, the following prompt appears:

ENTER LINE NUMBER ('A' FOR ALL, '?' FOR RANGE)?

With these two date options you may update the dates on all line items by entering 'A' or 'ALL', or you

may enter a range of line items by entering a '?'.

If you requested a range of line items ('?'), the following prompts appear:

```
BEGINNING LINE NUMBER?  
ENDING LINE NUMBER?
```

After entering the new Purchase Order value, the following prompt appears:

```
COMMENTS?  
COMMENTS (C/R TO CONTINUE)?  
Enter one or more lines of 30 character comments describing  
why the change was made. Enter C/R to continue.
```

If you have set your purchase order reprint comin variable (with TR,447) to prompt the user, the following prompt will appear:

```
REPRINT PURCHASE ORDER OPTION:  
1. REPRINT IN BATCH (UT,430 'ALL')  
2. REPRINT IMMEDIATELY  
3. DO NOT REPRINT  
OPTION(1)? 1
```

Returns to the Purchase Order command number prompt
Purchase Order: xxxxx ENTER COMMAND NUMBER ('?' FOR LIST)?

When you have completed making changes to this purchase order then enter an 'E', and the following prompts will appear:

Files Accessed

```
EXTDFIL Extended Description file  
IM      Item Master File  
OWOF    Work order file  
PODSFIL Purchase Order description file (updated)  
POMAS   Purchase Order master file (updated)  
POFIL   Purchase Order detail file (updated)  
RCHSFIL Receipt History file  
SNPOFIL Special note code file  
SNFIL   Special notes files  
TERMMAS Terms master file
```

VNDMAS Vendor master file
 VNCRFIL Vendor Cross Reference File

POAAUD Purchase order audit trail file
 POACOM Purchase order audit trail comment file

Using an Input file with TR,446

The TR,446 has been enhanced to read an input file and perform a series of purchase order changes. The input file must reside on the HP3000 and be a flat ascii file of 80 characters in length. The file format is as follows:

	<u>Length</u>	<u>Position in Record</u>
Change Function number	2	1 - 2
Purchase Order number	10	3 - 12
Line number	6	13 - 18 include a period and 2 decimals
Character field	18	19 - 37
Date field	8	38 - 45 format is MM/DD/YY
PO Quantity	14	46 - 58 include a period and 3 decimals
PO Price	14	59 - 71 include a period and 3 decimals

1) Change function number - this is the 2 digit number of the command as displayed on the menu. For example, if you wanted to change the order date, you would put a 2 in this field. If you wanted to change the latest date on the purchase order you would put a 41 in this field.

2) Purchase order number - the PO you wish to update

3) Purchase order line number - if you are changing one of the data elements not associated with a po line (change function numbers 1 to 15), you can leave this field blank or zero. If you are doing a change specific to a line number, enter this field with a period and 2 decimal positions. For example, if you are changing line number 1 on a purchase order format the purchase order line number as 1.00

4) Character field - if you are changing one of the alphanumeric values of the purchase order, put the new value in this area. This area is used for the following change functions:

- 1 vendor code
- 4 change order number
- 6 buyer code
- 7 ship to vendor
- 8 bill to vendor
- 9 terms code
- 10 requestor
- 11 deliver to
- 12 confirm to
- 13 ship method
- 14 agent
- 15 contact name

21 part number
31 account number

5) Date field - when changing any of the dates on the purchase order, place the date in this field. Be sure to include the slashes in positions 3 and 6 of the date in MM/DD/YY format. The change functions using this field are 2, 21, 41, 42, 43, 44.

6) Purchase Order Quantity - use this field to place the purchase order quantity. The field is 14 characters in length and must contain a decimal point and 3 decimal positions. For example, a quantity of 1 would be expressed as 1.000

7) Purchase Order Unit Price - use this field to place the purchase order price. The field is 14 characters in length and must contain a decimal point and 3 decimal positions. For example, a unit price of 1 would be expressed as 1.000

TR,447 Purchase Order Maintenance Comin Variables

This command is used to set the 'comin' variables for the Purchase Order Maintenance Command TR,446. These variables are used to set defaults or suppress a number of the prompts within TR,446.

Prompts

RESTRICT SECURITY ON SELECTED TR,446 FUNCTIONS (N/Y)?

This prompt will allow you to prohibit users from using individual functions within the TR,446 maintenance command. If you respond 'Y' then the following prompt will appear:

COMMAND NUMBER (99)?

Enter the two digit function as displayed in the TR,446 menu

1. RESTRICT
2. ALLOW

OPTION(1)?

Enter 1 or 2 to restrict or allow the function. Initially, the software allows all users access to all functions unless you specifically restrict a function in TR,447.

MENU DISPLAY OPTION:

1. DISPLAY MENU ONCE WHEN YOU ENTER THE COMMAND
2. DISPLAY THE MENU AFTER EACH TRANSACTION

OPTION(1)? 1

The menu of 35 different changes to choose from appears when you first enter the TR,446 transaction. After the first change, the menu no longer appears. If you would like the menu to appear after each change, set this variable to a '2'.

INCREMENT CHANGE ORDER NUMBER OPTION:

1. AUTOMATICALLY INCREMENT WITH EACH CHANGE
2. DO NOT INCREMENT CHANGE ORDER NUMBER

OPTION(1)? 1

Upon finishing changing a Purchase Order, you have the option of automatically incrementing the Purchase Order revision number. The purchase order revision number will be numeric and begin with "01," "02," "03", up to "99".

REPRINT PURCHASE ORDER OPTION:

1. PROMPT THE USER
2. ALWAYS REPRINT IN BATCH (UT,430 'ALL')
3. ALWAYS REPRINT IMMEDIATELY
4. DO NOT PROMPT, NEVER REPRINT

OPTION(1)? 1

Upon finishing changing a Purchase Order, you have the option of

reprinting the Purchase Order. This variable will allow the user to choose whether they want to reprint the Purchase Order or not. Option 1 will prompt the user in TR,446 as to whether they wish to reprint. Option 2, will set the purchase order print flag so that the next run of UT,430 "all" will print the purchase order. Option 3, will call UT,430 from within the TR,446 program allowing an immediate reprint of the PO without exiting from TR,446. Option 4, will not prompt or reprint the purchase order after it is changed.

```

*****
*
* Example of listing purchase order changes made in command
* MG, TR, 446 using list command MG, LI, 446.
*
*****

```

COMMAND (TEST, MG, 0)? L 446 *

List Purchase Order Changes (V1.01)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
 - 1. TERMINAL, 132 COLUMNS
 - 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
 - 3. TERMINAL
- OPTION (3)? 3

PURCHASE ORDER NUMBER? 105271 *

105271 09/18/02 SEV THE MATRIXX GROUP OPEN CHGD: 09/18/02

LINE NUMBER (C/R = ALL LINES)?

RECORDS SELECTED: 2

LINE NO	OLD VALUE / NEW VALUE	MESSAGE	CHG ORD	DATE/TIME	USER
2.00	53-11750	ADD A LINE	01	02/03/04 4:33 PM	BYRNS
3.00	53-11740	ADD A LINE	02	02/03/04 5:09 PM	BYRNS

PURCHASE ORDER NUMBER? 104123 *

104123 02/19/01 SEV AGRICULTURAL & INDUSTRIAL CANCEL ON: 03/23/02

LINE NUMBER (C/R = ALL LINES)?

RECORDS SELECTED: 1

LINE NO	OLD VALUE / NEW VALUE	MESSAGE	CHG ORD	DATE/TIME	USER
1.00	1	COMMODITY CODE	01	12/29/03 8:17 AM	BYRNS

PURCHASE ORDER NUMBER? E *

 *
 * Example of the MG,TR,422 streamlined blanket release command *
 *

COMMAND (TEST, MG, 0)? T 422 *

Purchase order Blanket Release (v1.01)

PART NUMBER? 53-11750 *
 GASKET .510" OD x.040 B

BLANKET PURCHASE ORDER FOUND - LAST RELEASE INFORMATION:

PURCHASE ORDER NO	LINE NO	VENDOR NAME	LATEST DATE	QUANTITY ORDERED	PO UOM
LMO4130	1.05	VI NYLAR CORP	12/31/04	1.00	LB

QUANTITY TO RELEASE (1.00)? 1

DUE DATE (01/16/04)? *

FRI, JAN 16, 2004, 2:50 PM PURCHASE ORDER NUMBER: LMO4130

VI NYLAR CORP CONTACT: JOSEPH PASSADINO
 1420 VI NYLAR DR FAX NO : 972-246-4528
 PHONE : 972-246-4525
 VENDOR : VIN750

CARROLLTON TX

PART NUMBER: 53-11750 GASKET .510" OD x.040

LINE NO	RELEASE QUANTITY	---- DUE DATE ---- FROM TO	BUYER
** 1.06	1.00	01/16/04	RM

PART NUMBER?

*
* Example of the MG,TR,423 purchase order creation command *
*

COMMAND (TEST, MG, 0)? T 423 *

Purchase Order Creation by Part Number (v1.01)

PART NUMBER? 11-LAAE-X79BX *
STEEL1R06 F2A.125 80.00X120.00 M
USING DATA FROM PO: 106294 02374 SPRUCE INTERNATIONAL ADDED: 02/28/04
QUANTITY ORDERED (10.00)? 12
UNIT PRICE (79.560)?
DUE DATE (03/01/04)? *

FRI, FEB 27, 2004, 12:38 PM PURCHASE ORDER NUMBER: 106307

SPRUCE INTERNATIONAL - WHITEN CONTACT: TERRY LENAGHAN
P O BOX 34 FAX NO : 011441254874202
WHITEN LANCASHIRE BB3 1QB PHONE : 011-44-642-522523
ENGLAND VENDOR : 02374

PART NUMBER: 11-LAAE-X79BX STEEL1R06 F2A.125 80.00X120.00

LINE NO	QUANTITY	UNIT PRICE	EXTENSION	DUE DATE
1.00	12.00	79.560	954.72	03/01/04

PART NUMBER? E *

COMMAND (TEST, MG, 0)? TR, 446 *

STREAMLINED PURCHASE ORDER MAINTENANCE (V1.03)

PURCHASE ORDER NUMBER? 6543212 *

6543212 01/16/04 REG DUPONT OPEN CHGD: 01/16/04

PO CHANGE COMMANDS

PO LINE CHANGE COMMANDS

- | | | | | |
|---------------------|---|---------------------------|---|--------------------------|
| 1. VENDOR CODE | ! | 21. ADD A LINE | ! | 41. LATEST DATE |
| 2. ORDER DATE | ! | 22. DELETE A LINE | ! | 42. ORIGINAL DATE |
| 3. RESET PRINT FLAG | ! | 23. OPEN/CLOSE/CAN A LINE | ! | 43. REQUESTED DATE |
| 4. CHANGE ORDER NO. | ! | 24. OPEN/CLOSE/CAN A PO | ! | 44. STOCK DUE DATE |
| 5. FOB CODE | ! | | ! | |
| 6. BUYER CODE | ! | | ! | 45. TAXABLE FLAG |
| 7. SHIP TO | ! | 27. CHANGE PART NUMBER | ! | 46. INSPECTION CODE |
| 8. BILL TO | ! | | ! | 47. PART REVISION |
| 9. TERMS CODE | ! | 28. ORDER QUANTITY | ! | 48. NETTABLE FLAG |
| 10. REQUESTOR | ! | 29. UNIT COST | ! | 49. PROJECT / COST CATEG |
| 11. DELIVER TO | ! | 30. UNIT MEAS/CONV FACT | ! | 50. COMMODITY CODE |
| 12. CONFIRM TO | ! | 31. ACCOUNT NUMBER | ! | 51. PO WEIGHT |
| 13. SHIP METHOD | ! | | ! | 52. TERMS OF DELIV |
| 14. AGENT | ! | 32. MAINTAIN PO NOTES | ! | |
| 15. CONTACT NAME | ! | | ! | |

PURCHASE ORDER: 6543212 ENTER COMMAND NUMBER ('?' FOR LIST)? 1

VENDOR CODE
CURRENT VENDOR CODE: DUP282 DUPONT
NEW VENDOR CODE OR SEARCH STRING? VINCENT *

VENDOR CODE	VENDOR NAME	ADDRESS	LAST INVOICE
VINWEM	VINCENT J WILLIAMS	5 HASLET WAY, WESTHAVEN WILMINGTON MA 09807	02/25/00
VIN776	VINCENTS A/C REPAIR	2366 62ND STREET PORT ARTHUR TX 77640	02/19/01

ENTER ONE OF THE ABOVE VENDOR CODES OR ANOTHER VENDOR CODE OR SEARCH STRING
NEW VENDOR CODE OR SEARCH STRING? VIN776 *

VINCENTS A/C REPAIR

** RECORD UPDATED **
ENTER COMMENTS - PRESS RETURN OR 'E' WHEN FINISHED...
COMMENT? WRONG VENDOR ENTERED *
COMMENT? *

PURCHASE ORDER: 6543212 ENTER COMMAND NUMBER ('?' FOR LIST)? E

REPRINT PURCHASE ORDER OPTION:
1. REPRINT IN BATCH (UT, 430 'ALL')
2. REPRINT IMMEDIATELY
3. DO NOT REPRINT
OPTION(1)? E

PURCHASE ORDER NUMBER? E *

COMMAND (TEST, MG, 0)? T 447

*

Purchase Order Maintenance Comin Variables (v1.01)

RESTRICT SECURITY ON SELECTED TR, 444 FUNCTIONS (N/Y)? N *

MENU DISPLAY OPTION:

1. DISPLAY MENU ONCE WHEN YOU ENTER THE COMMAND
 2. DISPLAY THE MENU AFTER EACH TRANSACTION
- OPTION(2)? 2

INCREMENT CHANGE ORDER NUMBER OPTION:

1. AUTOMATICALLY INCREMENT WITH EACH CHANGE
 2. DO NOT INCREMENT CHANGE ORDER NUMBER
- OPTION(1)? 1

REPRINT PURCHASE ORDER OPTION:

1. PROMPT THE USER
 2. ALWAYS REPRINT IN BATCH (UT, 430 'ALL')
 3. ALWAYS REPRINT IMMEDIATELY
 4. DO NOT PROMPT, NEVER REPRINT
- OPTION(1)? 1

COMMAND (TEST, MG, 0)? E

*

*