

BSHP - MAINTAIN SHIP-TO ADDRESS FILE

PURPOSE: TO ADD/UPDATE/DELETE SHIP-TO ADDRESSES USED IN PRINTING PURCHASE ORDERS.

ENTER: BSHP=XXXX

XXXX = SHIP-TO IDENTIFIER

ENTER A "+" OR "-" IN THE FIRST CHARACTER OF THE SHIP-TO IDENTIFIER TO MOVE FORWARD OR BACKWARD TO THE NEXT ENTRY IN THE SHIP-TO FILE.

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT THE DATA FROM THE SCREEN AND, IF NO ERRORS, PLACE THE DATA INTO THE SHIP-TO FILE (OP11).

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. DATA TYPED SINCE THE ENTER KEY WAS PRESSED IS NOT WRITTEN TO THE FILE.

FIELDS:

NAME: THE ADDRESS TO WHICH THE ORDER IS TO BE DELIVERED.
ADDRESS LINE 1: ADDRESS LINE 2 AND THE LAST 4 DIGITS OF THE ZIP
ADDRESS LINE 2: CODE ARE OPTIONAL, THE OTHERS FIELDS ARE REQUIRED.
CITY:
STATE:
ZIP:

COMMENT LINE: AN OPTIONAL COMMENT LINE, AND A "Y" OR "N" TO INDICATE WHETHER IT IS TO BE PRINTED ON THE PURCHASE ORDER.

RECORD UPDATED: THE LAST DATE THE RECORD WAS ADDED OR CHANGED.

RECORD LAST USED: THE DATE THE RECORD WAS LAST USED

DELETE RECORD: ENTER A "D" IF YOU WISH TO DELETE THE RECORD.
A RECORD CANNOT BE DELETED IF IT HAS BEEN USED IN THE LAST TWO YEARS.

MESSAGES:

PLEASE ENTER A SHIP_TO IDENTIFIER
A 4-CHARACTER SHIP-TO IDENTIFIER IS REQUIRED

A NAME MUST BE ENTERED.
AN ADDRESS MUST BE ENTERED.
A CITY MUST BE ENTERED.
A STATE MUST BE ENTERED.
A NUMERIC ZIP CODE MUST BE ENTERED.
THESE FIELDS ARE REQUIRED

PRINTING OF COMMENTS MUST BE "Y" OR "N".
ENTER A "Y" OR "N"

IF COMMENTS ARE TO BE PRINTED, THEY MUST BE ENTERED.
YOU ENTERED "Y" TO PRINT THE COMMENT LINE ON THE PURCHASE
ORDER, BUT ENTERED NO COMMENT LINE.

RECORD ADDED
RECORD UPDATED
RECORD DELETED
THE ACTION HAS BEEN COMPLETED.

NOTHING CHANGED -- NO UPDATE DONE.
YOU PRESSED THE ENTER KEY WITHOUT CHANGING ANYTHING.
NO ACTION IS TAKEN.

RECORD USED WITHIN THE LAST 2 YEARS -- YOU CANNOT DELETE IT.
THE RECORD LAST USED DATE IS LESS THAN TWO YEARS AGO.

START OF FILE
END OF FILE

THERE ARE NO MORE ENTRIES IN THE SHIP-TO FILE

THE SHIP_TO FILE IS NOT AVAILABLE. PLEASE NOTIFY THE DATACENTER.

*PCT IF PERCENTS ARE ENTERED THEY MUST TOTAL
TO 100% WITHIN EACH GROUP. A PO MAY BE
ONE OR MORE GROUPS

*ACCOUNT ENTER THE ACCOUNT NUMBER. WILL BE
VALIDATED AGAINST THE BUDGET FILE. IF THE
AMOUNT IS GREATER THAN THE BALANCE IN
THE ACCOUNT A MESSAGE SCREEN WILL
APPEAR. THIS IS A WARNING MESSAGE ONLY
AND WILL NOT PREVENT THE PO FROM BEING
PRINTED UNLESS YOUR DISTRICT HAS TURNED
ON THE POLOCK DICTIONARY RECORD.

ERROR TYPE CONTAINS ACCOUNT LINE ERROR MESSAGES
DURING EDITING PHASE.

“D” ENTER A “D” TO DELETE THE LINE

GROUPING ACCOUNTS ON THE LONG FORM PURCHASE ORDER:

GROUP NUMBERS ARE USED TO IDENTIFY WHICH ITEMS ON THE YITM
SCREEN RELATE TO WHICH ACCOUNTS ON THE YACC SCREEN.

THERE ARE THREE WAYS TO SPECIFY WHICH ACCOUNTS RELATE TO EACH
ITEM ON THE YITM SCREEN.

IN THE FIRST INSTANCE (APPENDIX: EXAMPLE A), IF ALL ITEMS ON THE
PO ARE TO BE DISTRIBUTED TO THE SAME ACCOUNT(S) YOU DON'T
HAVE TO ENTER A GROUP NUMBER FOR EACH ITEM IN THE YITM
SCREEN NOR DO YOU HAVE TO ENTER A GROUP NUMBER FOR EACH
ACCOUNT IN THE YACC SCREEN. WHEN EDITING TAKES PLACE, THE
PERCENTS WILL HAVE TO EQUAL 100% AND/OR THE AMOUNTS WILL
HAVE TO EQUAL THE PO TOTAL.

IN THE SECOND INSTANCE (APPENDIX: EXAMPLE B), EACH ITEM IS
ENCUMBERED TO A SEPARATE ACCOUNT. IN OTHER WORDS EACH
ITEM HAS ITS OWN GROUP OF ONLY A SINGLE ACCOUNT. IN THIS CASE,
EACH ITEM WOULD HAVE A SEPARATE GROUP NUMBER THAT WOULD
CORRESPOND TO THE SAME GROUP NUMBER ON THE ACCOUNT LINE IN
THE YACC SCREEN. HERE EACH ACCOUNT WOULD BE 100% AND THE
TOTAL AMOUNTS WOULD HAVE TO EQUAL THE PO TOTAL.

IN THE THIRD CIRCUMSTANCE (APPENDIX: EXAMPLE C), ONE OR MORE
ITEMS MAY BE DISTRIBUTED TO A CERTAIN SET OF ACCOUNTS (GROUP)
AND OTHER ITEMS MAY BE DISTRIBUTED TO A DIFFERENT SET OF
ACCOUNTS. HERE THE PROGRAM WILL EDIT TO ENSURE THAT THE
ACCOUNTS TOTAL 100% WITHIN A GROUP AND
THAT ALL GROUP'S AMOUNTS EQUAL THE PO TOTAL.

WHILE THIS MAY SEEM COMPLICATED AT FIRST, YOU WILL GET USED TO IT RAPIDLY AND IT DOES GIVE YOU THE FLEXIBILITY YOU WILL NEED LATER ON TO BE ABLE TO COMBINE REQUISITIONS FROM MANY SITES INTO A SINGLE PO.

YCIT - PURCHASE ORDER CHANGE LINE ITEM SCREEN

PURPOSE: TO CHANGE LINE ITEMS IN A PURCHASE ORDER. LINE ITEMS MAY BE CHANGED IN ANY WAY AS LONG AS THE RESULTING LINE ITEM IS VALID. THEY MAY EVEN BE DELETED AND UNDELETED.

ENTER: YCIT=YYP PPPPL

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|   |   |
|   |   | LINE ITEM LINE NUMBER
|   |   | PURCHASE ORDER NUMBER
|   |   | FISCAL YEAR
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SCREENS:

THE SCREEN WILL APPEAR SHOWING THE CURRENT DATA IN THE LINE ITEM. IT WILL APPEAR ON A CURRENT LINE AND A CHANGED LINE. ONLY THE DATA ON THE CHANGED LINE MAY BE ALTERED TO CREATE A NEW LINE ITEM RECORD.

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES.
THE DESCRIPTION FIELD MAY CONTAIN ANYTHING. THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP'.
THE UNIT COST FIELD HAS THE SHIPPING AMOUNT AND GROUP FIELD IDENTIFIES THE ACCOUNT GROUP. THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER. THE OTHER FIELDS WILL BE EDITED AS DESCRIBED LATER.

ANY DATA MAY BE CHANGED AS LONG AS THE RESULTING LINE ITEM IS VALID. THE LINE ITEM TYPE MAY EVEN BE CHANGED BY CHANGING THE APPROPRIATE FIELDS.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS.

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS.

THE FOLLOWING PF KEYS EDIT THE DATA PLUS PERFORM THE INDICATED ACTION:

PF1: POST CHANGES OR ADDITIONS AND EXIT.

PF2: POST CHANGES OR ADDITIONS AND BALANCES THE PO.
THEN RETURNS TO THE YACC SCREEN.

PF3: POST CHANGES OR ADDITIONS AND ENCUMBERS THE PO.
THEN RETURNS TO THE YACC SCREEN.

PF4: POST CHANGES OR ADDITIONS AND BRING UP THE PO
HEADER SCREEN.

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. USE THIS KEY IF
YOU ARE JUST VIEWING THE DATA.

FIELDS:

PO#: PURCHASE ORDER NUMBER.

STATUS: STATUS OF THE PO.

VENDOR NAME.

VENDOR#: VENDOR NUMBER.

PO TYPE: PURCHASE ORDER TYPE.

TOTAL: THE TOTAL OF THE PURCHASE ORDER.
EXTENSIONS + SHIPPING + TAX

ITM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE SPACES: DESCRIPTION LINE
'SHIP ': SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
WHEN NUMERIC, IT IS MULTIPLIED TIMES THE
UNIT COST TO CALCULATE THE EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS. OPTIONAL

*UNIT COST UNIT COST WILL BE MULTIPLIED BY THE
QUANTITY TO GIVE THE EXTENSION. IF THIS IS
A SHIPPING RECORD, IT IS THE SHIPPING AMT.
11 DIGITS WITH 3 DECIMALS SIGNED.
REQUIRED.

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).
REQUIRED.

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR 'N' OR SPACE. IF SPACE, THEN LOOK UP DICTIONARY RECORD (POFA0000). IF UNIT COST IS GREATER THAN DICTIONARY AMOUNT, PUT A 'Y' IN THIS FIELD ELSE PUT AN 'N' IN.

*STORE#: STORE NUMBER. 6 CHARACTERS FREE FORM. FUTURE USE.

EXTENSION: CALCULATED FROM QUANTITY AND UNIT COST IF THIS IS A LINE ITEM LINE.

*A/C: ACCOUNT GROUP. THIS TWO DIGIT NUMBER RELATES THIS LINE TO THE ACCOUNT LINES TO BE USED TO DISTRIBUTE THE EXPENSES INVOLVED. REQUIRED.

ERROR TYPE: AN ERROR MESSAGE RELATING TO A FIELD IN THE SPECIFIC LINE ITEM.

* : A 40 CHARACTER FREE FORM DESCRIPTION. THIS FIELD CAN BE USED WITH ALL THREE TYPES OF LINES. OPTIONAL.

*DELETE: ENTER 'DEL' TO FLAG THIS LINE ITEM AS DELETED. A DELETED RECORD WILL STILL SHOW ALL THE ORIGINAL DATA IN IT. TO UNDELETE A LINE ITEM, ENTER DATA IN ANY FIELD. BE SURE TO ENTER ALL DATA NECESSARY TO MAKE THIS THE VALID LINE ITEM DESIRED.

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

LINE NUMBER MUST BE NUMERIC:

PURCHASE ORDER RECORD NOT FOUND:
THE PO NUMBER ENTERED WAS NOT FOUND ON THE PO FILE.

UPDATE COMPLETE:
THE DATA ENTERED ON THE PREVIOUS SCREEN WAS PROCESSED COMPLETELY AND THE FILE UPDATED.

PO VOIDED - PO MAY NOT BE CHANGED:

THIS PO HAS BEEN VOIDED. IF THIS WAS DONE
ERRONEOUSLY, CONTACT PROGRAMMING.

PAYMENT MADE - PO MAY NOT BE CHANGED:

A PAYMENT HAS BEEN MADE TO THIS PO AND NO FURTHER
CHANGES MAY BE MADE TO IT.

PURCHASE ORDER VENDOR RECORD NOT FOUND:

CONTACT PROGRAMMING - MUST BE PROGRAM ERROR.

LINE NUMBER REQUESTED NOT FOUND:

NO DATA ENTERED:

YOU HAVE NOT ENTERED ANY DATA ON THE SCREEN. IT
MAKES NO SENSE TO CONTINUE.

THERE ARE ERRORS, PLEASE CORRECT:

FIELDS WILL BE HIGHLIGHTED AND MESSAGES WILL
APPEAR ON THE LINES TO INDICATE THE SPECIFIC ERRORS.

PF KEY TO POST AND: PF1=EXIT PF2=BALANCE PF3=ENCUMBER PF4=YACC:

ANY ONE OF THE FOUR PF KEYS INDICATED WILL CAUSE THE DATA
ENTERED TO BE EDITTED AND IF CORRECT, POSTED TO THE FILE. IN
ADDITION THEY WILL CAUSE THE FOLLOWING TO HAPPEN.

PF1 - EXIT TRANSACTION

PF2 - BALANCE THE PO.

PF3 - BALANCE AND ENCUMBER THE PO. (YOU CAN ONLY
ENCUMBER ONCE)

PF4 - BRING UP YACC.

UPDATE COMPLETE:

THE CHANGES HAVE PASSED EDITING AND THE FILE
UPDATED.

CAN ONLY ENTER "DEL":

TO DELETE A LINE ITEM, YOU MUST ENTER 'DEL'.

MUST BE NUMERIC:

FOR QUANTITY, YOU MUST ENTER SPACES, 'SHIP ' OR
NUMBERS.

UNIT COST NOT VALID:

UNIT COST IS AN 11 DIGIT 3 DECIMAL SIGNED NUMBER.

TAX CODE NOT VALID:

MUST ENTER A 'Y' OR 'N' OR SPACE.

ASSET IND Y OR N:

YOU MUST ENTER A 'Y' OR 'N' OR SPACE.

NUMERIC LINE GROUP REQ:
LINE GROUP MUST BE A 2 DIGIT NUMERIC FIELD.

UNIT NOT ALLOWED:

TAX-CODE NOT ALLOWED:

ASSET IND NOT ALLOWED:

STOCK NUM NOT ALLOWED:
IF QUANTITY IS NOT NUMERIC, UNITS, TAX CODE, ASSET
INDICATOR, AND STOCK NUMBER ARE NOT ALLOWED. MOVE
SPACES TO THESE FIELDS TO DELETE THEM IF QUANTITY IS
CORRECT.

UNIT COST NOT ALLOWED:
QUANTITY IS SPACES AND UNIT COST IS NOT ZERO.
CORRECT THE APPROPRIATE FIELD.

UNIT COST REQUIRED:
QUANTITY IS 'SHIP ' AND UNIT COST IS ZERO. CORRECT ONE
OR THE OTHER.

TAX CODE REQUIRED:
QUANTITY IS NUMERIC AND TAX CODE IS ZERO. CORRECT
ONE OR THE OTHER.

PO UNIT COST REQUIRED:
QUANTITY IS NUMERIC AND UNIT COST IS ZERO. CORRECT
ONE OR THE OTHER.

YHAC - PURCHASE ORDER ACCOUNT HISTORY

PURPOSE: THIS SCREEN SHOWS THE HISTORY OF CHANGES TO A SPECIFIC ACCOUNT LINE.

ENTER: YHAC=YPPPPPLLSS

				SEQUENCE NUMBER (OPT)
				LINE ITEM LINE NUMBER
				PURCHASE ORDER NUMBER
				FISCAL YEAR

SEQUENCE NUMBERS ARE USED TO KEEP A HISTORY OF CHANGES TO LINE ITEMS. WHEN THE RECORD IS CREATED, A SEQUENCE NUMBER OF ZERO IS ASSIGNED. IF THE LINE ITEM IS MODIFIED A NEW RECORD IS REALLY CREATED WITH THE CHANGES AND THE NEXT SEQUENCE NUMBER.

THE SEQUENCE NUMBER IS OPTIONAL AND WILL START WITH ZERO.

IF THERE ARE MORE THAN 18 RECORDS IN THE CHAIN, HIT ENTER TO GET THE NEXT SCREEN OF RECORDS.

IF ENTER IS HIT AND THERE ARE NO MORE RECORDS, YOU WILL BE RETURNED TO SEQUENCE NUMBER ZERO SCREEN.

SCREENS:

THE SCREEN WILL APPEAR SHOWING UP TO 18 LINES OF DATA.

THIS IS A DISPLAY ONLY SCREEN AND NO DATA MAY BE ENTERED.

FIELDS:

PO#: PURCHASE ORDER NUMBER.

STATUS: STATUS OF THE PO.

VENDOR NAME.

VENDOR#: VENDOR NUMBER.

PO TYPE: PURCHASE ORDER TYPE.

TOTAL: THE TOTAL OF THE PURCHASE ORDER.
EXTENSIONS + SHIPPING + TAX

LN: LINE NUMBER OF THE LINE.

AMOUNT: THE AMOUNT CHARGED TO THIS ACCOUNT.
THIS IS EITHER ENTERED BY THE USER (THE
PERCENT IS EMPTY) OR CALCULATED BY THE
SYSTEM WHEN BALANCED.

PCT: PERCENT TO BE CHARGED TO THIS ACCOUNT.

ACCOUNT:

D: DELETE FLAG. A 'D' INDICATES THAT THIS LINE
ITEM IS DELETED. (NOT USED)

SQ: SEQUENCE NUMBER OF THE RECORD.

DATE CHNGD: THIS IS THE DATE THE ADD OR CHANGE
OCCURED TO CREATE THIS RECORD.

OPID: THE 3 CHARACTER OPERATOR ID OF THE USER
MAKING THE CHANGE.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

LINE NUMBER MUST BE NUMERIC:

PURCHASE ORDER VENDOR RECORD NOT FOUND:
CONTACT PROGRAMMING - MUST BE A PROGRAM ERROR.

LINE NUMBER NOT FOUND:
THE INITIALLY ENTERED LINE AND SEQUENCE NUMBER WAS
NOT FOUND ON THE FILE. IF SEQUENCE NUMBER WAS NOT
ENTERED, IT DEFAULTED TO ZERO.

MORE RECORDS EXIST:
NOTIFIES THE USER THAT THERE ARE MORE RECORDS AND
THAT PRESSING ENTER WILL DISPLAY THE NEXT SCREEN.

YHDR - PURCHASE ORDER HEADER SCREEN

PURPOSE: TO DISPLAY ADD CHANGE PURCHASE ORDER HEADER INFORMATION

ENTER: YHDR=YYPPPPP

 | |
 | | PURCHASE ORDER NUMBER
 | | FISCAL YEAR

NOTE: TO CREATE A NEW PURCHASE ORDER, LEAVE THE PURCHASE ORDER NUMBER BLANK AND A PURCHASE ORDER NUMBER WILL BE ASSIGNED.

SCREENS:

 THE SCREEN PRESENTS THE PURCHASE ORDER HEADER INFORMATION ON THE FILE OR AN EMPTY SCREEN IN WHICH THE DATA MAY BE ENTERED.

 AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS.

 ENTER: EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS.

 THE FOLLOWING PF KEYS EDIT THE DATA PLUS PERFORM THE INDICATED ACTION.

 PF1: POST CHANGES OR ADDITIONS AND BRING UP YITM SCREEN.

 PF2: POST CHANGES OR ADDITIONS AND BALANCES THE PO. THEN RETURNS TO THE YACC SCREEN.

 PF3: POST CHANGES OR ADDITIONS AND ENCUMBERS THE PO. THEN RETURNS TO THE YACC SCREEN

 PF4: POST CHANGES OR ADDITIONS AND BRING UP A NEW PO HEADER SCREEN.

 CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. USE CLEAR IF YOU ARE JUST VIEWING THE HEADER.

FIELDS:

 PO#: PURCHASE ORDER NUMBER. IF NEW PO, THIS IS ASSIGNED BY THE SYSTEM.

 *STATUS: STATUS OF THE PO.

*VENDOR#: VENDOR NUMBER. VERIFIED IN THE VENDOR FILE AFTER THIS FIELD IS ENTERED, THE NAME AND ADDRESS DATA IS DISPLAYED ON THE SCREEN.

*PO TYPE: PURCHASE ORDER TYPE. MUST BE "R" "B" OR "C?"

*DEPT: DEPARTMENT. ANY 4 ALPHANUMERIC CHARACTERS.

*MESSAGES: UP TO 12 2-CHARACTER MESSAGE CODES MAY BE ENTERED. THESE CODES ARE VALIDATED AGAINST THE DICTIONARY DICTIONARY CODE - POMSXX00

RUN DTE: PURCHASE ORDER RUN DATE. (ENTERED ON YACC SCREEN).

*REQUESTOR: 20 CHARACTERS OF FREE FORM DATA.

*DLV DATE: DELIVERY DATE.

*ACCRUE: ACCRUE INDICATOR. MUST BE "N" "Y" OR "A".

*SHIPPING: SHIPPING PERCENT. THIS FIELD IS INTIIALIZED FROM THE DICTIONARY (POSHPPCT). THE AMOUNT MAY BE OVERRIDDEN BY THE USER. IT WILL BE EDITTED FOR A VALID 4 DIGIT 2 DECIMAL NUMBER.

ITEM TOT: TOTAL OF ALL EXTENSIONS.

SHIPPING: THE TOTAL SHIPPING AMOUNT FOR THIS PO.

*SHIP TO: A 4 CHARACTER SHIP TO CODE. THIS CODE WILL BE VERIFIED IN THE SHIP TO FILE. THE NAME AND ADDRESS WILL THEN BE DISPLAYED ON THE SCREEN.

TAX: TOTAL TAX AMOUNT FOR THE PO.

TOTAL: TOTAL AMOUNT OF THE PO. EXTENSIONS + TAX + SHIPPING.

RESERVE PO#: INDICATES THIS PO NUMBER WAS RESERVED.

REASON: THE REASON THIS PO NUMBER WAS RESERVED.

REQUISITION#S: FUTURE USE.

ENTER DATE: THE DATE THIS PO HEADER WAS CREATED.

LAST RUN DATE: THE DATE THIS PO WAS LAST PRINTED.

LAST CHANGE DATE: THE DATE THIS HEADER DATA WAS LAST CHANGED.

ENCUMBER DATE: THE DATE THIS PO WAS ENCUMBERED

*TO VOID PO: ENTER 'YES' TO VOID THE PO.

*PRINT EXPIDITED: ENTER A 'Y' TO PRINT THIS LETTER LETTER

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

PURCHASE ORDER RECORD NOT FOUND:
THE PO NUMBER ENTERED WAS NOT FOUND ON THE PO FILE.

UPDATE COMPLETE:
THE DATA ENTERED ON THE PREVIOUS SCREEN WAS PROCESSED COMPLETELY AND THE FILE UPDATED.

RECORDS NOT UPDATABLE - PO STATUS IS VOID:
THIS PO HAS BEEN VOIDED. IF THIS WAS DONE ERRONEOUSLY, CONTACT PROGRAMMING.

RECORDS NOT UPDATABLE - PAYMENT MADE:
A PAYMENT HAS BEEN MADE TO THIS PO AND NO FURTHER CHANGES MAY BE MADE TO IT.

PF KEY TO POST AND: PF1=OITM F2=BALANCE
PF3=ENCUMBER PF4=NEW PO:

ANY ONE OF THE FOUR PF KEYS INDICATED WILL CAUSE THE DATA ENTERED TO BE EDITED AND IF CORRECT, POSTED TO THE FILE. IN ADDITION THEY WILL CAUSE THE FOLLOWING TO HAPPEN.
PF1-BRING UP AN OITM SCREEN

PF2-BALANCE THE PO (BALANCING IS ONLY MEANINGFUL IF SHIPPING PERCENT WAS CHANGED)
PF3-BALANCE AND ENCUMBER THE PO (YOU CAN ONLY ENCUMBER ONCE)
PF4-BRING UP A HEADER SCREEN FOR THE NEXT AVAILABLE PURCHASE ORDER NUMBER.

SHIP TO NOT FOUND IN FILE:
THE 4 CHARACTER SHIP TO CODE ENTERED CANNOT BE FOUND IN THE SHIP TO FILE.

VENDOR NOT FOUND IN FILE:
THE 6 CHARACTER VENDOR CODE ENTERED CANNOT BE FOUND IN THE VENDOR FILE.

SHIPPING PERCENT INVALID:
THIS MUST BE A 4 DIGIT 2 DECIMAL POSITIVE NUMBER.

ACCRUAL INDICATOR MUST BE "A" OR "N" OR "Y":

DELIVER YEAR NOT NUMERIC:

DELIVER MONTH NOT NUMERIC:

DELIVER DAY NOT NUMERIC:

DELIVER DATE IS NOT A VALID DATE:
MONTH OR DAY IS INVALID OR THE COMBINATION IS INVALID.

MESSAGE CODE NOT FOUND IN DICTIONARY:
THERE MUST BE A DICTIONARY ENTRY (POMSXX00) WHERE 'XX' IS THE CODE ENTERED ON THE SCREEN.

TYPE MUST BE "R" OR "B" OR "C":

PURCHASE ORDER TYPE IS A REQUIRED FIELD:

SHIP TO ID IS REQUIRED FIELD:

VENDOR IS REQUIRED FIELD:

TO DELETE A PO ENTER "YES":
ENTER THE CHARACTERS "YES" TO VOID THE PO.

TO PRINT EXPIDITER LETTER ENTER "Y":
THE LETTER "Y" IS THE ONLY VALID ENTRY.

PRINT EXPIDITER LETTER SET ON PO WITH PAYMENT MADE:

THIS FIELD IS THE ONLY ONE THAT CAN BE CHANGED IF A
PAYMENT HAS BEEN MADE.

NO PURCHASE ORDER NUMBER DICTIONARY RECORD:
COULD NOT FIND DICTIONARY RECORD (00PONB00)

YHIT - PURCHASE ORDER ITEM HISTORY

PURPOSE: THIS SCREEN SHOWS THE HISTORY OF CHANGES TO A SPECIFIC LINE ITEM.

ENTER: YHIT=YYPPPPPLL

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      |   |   |  
      |   |   | LINE ITEM LINE NUMBER  
      |   |   | PURCHASE ORDER NUMBER  
      |   |   | FISCAL YEAR
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SEQUENCE NUMBERS ARE USED TO KEEP A HISTORY OF CHANGES TO LINE ITEMS. WHEN THE RECORD IS CREATED, A SEQUENCE NUMBER OF ZERO IS ASSIGNED. IF THE LINE ITEM IS MODIFIED A NEW RECORD IS REALLY CREATED WITH THE CHANGES AND THE NEXT SEQUENCE NUMBER.

THE SEQUENCE NUMBER IS OPTIONAL AND WILL START WITH ZERO.

IF THERE ARE MORE THAN 9 RECORDS IN THE CHAIN, HIT ENTER TO GET THE NEXT SCREEN OF RECORDS.

IF ENTER IS HIT AND THERE ARE NO MORE RECORDS, YOU WILL BE RETURNED TO SEQUENCE NUMBER ZERO SCREEN.

SCREENS:

THE SCREEN WILL APPEAR SHOWING UP TO NINE LINES OF DATA.

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES.
THE DESCRIPTION FIELD MAY CONTAIN ANYTHING.

THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP '. THE
UNIT COST FIELD HAS THE SHIPPING AMOUNT AND
GROUP FIELD IDENTIFIES THE ACCOUNT GROUP.
THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER.

THIS IS A DISPLAY ONLY SCREEN AND NO DATA MAY BE ENTERED.

FIELDS:

PO#: PURCHASE ORDER NUMBER.

STATUS: STATUS OF THE PO.
VENDOR NAME.

VENDOR#: VENDOR NUMBER.

PO TYPE: PURCHASE ORDER TYPE.

TOTAL: THE TOTAL OF THE PURCHASE ORDER.
EXTENSIONS + SHIPPING + TAX

IT: LINE NUMBER OF THE LINE.

SQ: SEQUENCE NUMBER OF THE RECORD.

D: DELETE FLAG. A 'D' INDICATES THAT THIS LINE
ITEM IS DELETED. (NOT USED)

QTY: QUANTITY.
MAY BE SPACES: DESCRIPTION LINE
'SHIP ': SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
WHEN NUMERIC, IT IS MULTIPLIED TIMES THE
UNIT COST TO CALCULATE THE EXTENSION.

: UNDER QUANTITY IS QUANTITY RECEIVED.

UNIT: ANY 4 ALPHANUMERIC CHARACTERS.

: STARTING UNDER UNIT IS A 40 CHARACTER
DESCRIPTION.

UNIT COST UNIT COST WILL BE MULTIPLIED BY THE
QUANTITY TO GIVE THE EXTENSION. IF THIS IS
A SHIPPING RECORD, IT IS THE SHIPPING
AMOUNT.

TAX: WILL BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).

F/A: FIXED ASSET INDICATOR. WILL BE 'Y' OR 'N' TO
INDICATE IF THE UNIT COST IS ABOVE A USER
DEFINED AMOUNT.

STOCK#: STOCK NUMBER.

EXTENSION: CALCULATED FROM QUANTITY AND UNIT COST
IF THIS IS A LINE ITEM LINE.

A/C: ACCOUNT GROUP. THIS TWO DIGIT NUMBER
RELATES THIS LINE TO THE ACCOUNT LINES TO
BE USED TO DISTRIBUTE THE EXPENSES
INVOLVED.

DATE CHNGD: THIS IS THE DATE THE ADD OR CHANGE
OCCURED TO CREATE THIS RECORD.

: BELOW YEAR IS THE 3 CHARACTER OPERATOR
ID OF THE USER MAKING THE CHANGE.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

LINE NUMBER MUST BE NUMERIC:

PURCHASE ORDER VENDOR RECORD NOT FOUND:
CONTACT PROGRAMMING - MUST BE PROGRAM ERROR.

LINE NUMBER NOT FOUND:
THE INITIALLY ENTERED LINE AND SEQUENCE NUMBER WAS
NOT FOUND ON THE FILE. IF SEQUENCE NUMBER WAS NOT
ENTERED, IT DEFAULTED TO ZERO.

MORE RECORDS EXIST:
NOTIFIES THE USER THAT THERE ARE MORE RECORDS AND
THAT PRESSING ENTER WILL DISPLAY THE NEXT SCREEN.

YITM - PURCHASE ORDER LINE ITEM SCREEN

PURPOSE: TO ADD (ONLY) LINE ITEMS TO A PURCHASE ORDER. LINE ITEMS MUST BE ADDED IN THE ORDER THEY ARE TO APPEAR ON THE PO.

ENTER: YITM=YYPPPPP

 | |
 | | PURCHASE ORDER NUMBER
 | | FISCAL YEAR

SCREENS:

THE SCREEN WILL APPEAR WITH ROOM TO ADD 9 LINE ITEMS.

THE FIRST AVAILABLE LINE NUMBER WILL BE USED. THE MAXIMUM IS 999.

THERE ARE THREE KINDS OF LINE ITEMS:

 DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES.

 THE DESCRIPTION FIELD MAY CONTAIN ANYTHING.

 THE OTHER FIELDS ARE NOT USED.

 SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP '. THE
 UNIT COST FIELD HAS THE SHIPPING AMOUNT AND
 GROUP FIELD IDENTIFIES THE ACCOUNT GROUP.
 THE OTHER FIELDS ARE NOT USED.

 LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER. THE
 OTHER FIELDS WILL BE EDITTED AS DESCRIBED
 LATER.

NO EMBEDDED-UNUSED LINES ARE ALLOWED ON THIS SCREEN.
HOWEVER A LINE MAY BE DELETED ON THE YCIT SCREEN AND IN
EFFECT BECOMES A DESCRIPTION LINE WITH A BLANK
DESCRIPTION.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL
PERFORM THE FOLLOWING FUNCTIONS.

 ENTER: EDIT THE ENTERED DATA AND INDICATE ANY
 IDENTIFIED ERRORS.

THE FOLLOWING PF KEYS EDIT THE DATA PLUS PERFORM THE
INDICATED ACTION.

 PF1: POST CHANGES OR ADDITIONS AND BRING UP YACC
 SCREEN.

 PF2: POST CHANGES OR ADDITIONS AND BALANCES THE
 PO. THEN RETURNS TO THE YACC SCREEN.

PF3: POST CHANGES OR ADDITIONS AND ENCUMBERS THE PO. THEN RETURNS TO THE YACC SCREEN.

PF4: POST CHANGES OR ADDITIONS AND BRING UP THE PO HEADER SCREEN.

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY.

FIELDS:

PO#: PURCHASE ORDER NUMBER.

STATUS: STATUS OF THE PO.

VENDOR NAME.

VENDOR#: VENDOR NUMBER.

PO TYPE: PURCHASE ORDER TYPE.

TOTAL: THE TOTAL OF THE PURCHASE ORDER.
EXTENSIONS + SHIPPING + TAX

ITM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE SPACES: DESCRIPTION LINE
'SHIP ': SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
WHEN NUMERIC, IT IS MULTIPLIED TIMES
THE UNIT COST TO CALCULATE THE
EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS.
OPTIONAL

*UNIT COST UNIT COST WILL BE MULTIPLIED BY THE
QUANTITY TO GIVE THE EXTENSION. IF
THIS IS A SHIPPING RECORD, IT IS THE
SHIPPING AMOUNT. 11 DIGITS WITH 3
DECIMALS SIGNED
REQUIRED

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT
THIS LINE ITEM IS TAXABLE OR NOT. THE
TAX RATE COMES FROM THE DICTIONARY
(POTAX000). REQ

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR
 'N' OR SPACE. IF SPACE, THEN LOOK UP
 DICTIONARY RECROD (POFA0000). IF
 UNIT COST IS GREATER THAN
DICTIONARY AMOUNT, PUT A 'Y' IN THIS
FIELD ELSE PUT AN 'N' IN.

*STOCK#: STOCK NUMBER. S CHARACTERS FREE
 FORM. OPTIONAL

EXTENSION: CALCULATED FROM QUANTITY AND UNIT
 COST IF THIS IS A LINE ITEM LINE.

*A/C: ACCOUNT GROUP. THIS TWO DIGIT
 NUMBER RELATES THIS LINE TO THE
 ACCOUNT LINES TO BE USED TO
 DISTRIBUTE THE EXPENSES INVOLVED.
REQUIRED

ERROR TYPES AN ERROR MESSAGE RELATING TO A
 FIELD IN THE SPECIFIC LINE ITEM.

* : A 40 CHARACTER FREE FORM
 DESCRIPTION. THIS FIELD CAN BE USED
 WITH ALL THREE TYPES OF LINES.
 OPTIONAL

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

PURCHASE ORDER RECORD NOT FOUND:
THE PO NUMBER ENTERED WAS NOT FOUND ON THE PO
FILE.

UPDATE COMPLETE:
THE DATA ENTERED ON THE PREVIOUS SCREEN WAS
PROCESSED COMPLETELY AND THE FILE UPDATED.

PAYMENT MADE - PO MAY NOT BE CHANGED:
A PAYMENT HAS BEEN MADE TO THIS PO AND NO FURTHER
CHANGES MAY BE MADE TO IT.

PO VOIDED - PO MAY NOT BE CHANGED:
THIS PO WAS VOIDED. IF THIS WAS DONE ERRONEOUSLY,
CONTACT PROGRAMMING.

PURCHASE ORDER VENDOR RECORD NOT FOUND:

ASSET IND Y OR N:

IF ASSET INDICATOR IS ENTERED, IT MUST BE A 'Y' OR 'N'.

UNIT INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', UNITS MAY NOT BE ENTERED.

TAX INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', TAX MAY NOT BE ENTERED.

ASSET INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', ASSET MAY NOT BE ENTERED.

STOCK INV WITH SHIP:

IF QUANTITY CONTAINS 'SHIP ', STOCK NUMBER MAY NOT BE ENTERED.

UNIT INV WITH DESC:

IF QUANTITY IS SPACES, UNITS MAY NOT BE ENTERED.

COST INV WITH DESC:

IF QUANTITY IS SPACES, UNIT COST MAY NOT BE ENTERED.

TAX INV WITH DESC:

IF QUANTITY IS SPACES, TAX MAY NOT BE ENTERED.

STOCK INV WITH DESC:

IF QUANTITY IS SPACES, STOCK NUMBER MAY NOT BE ENTERED.

YLST - LIST PURCHASE ORDERS IN NUMERIC SEQUENCE

PURPOSE: TO DISPLAY A LIST OF PURCHASE ORDERS IN NUMERIC SEQUENCE, AND ALLOW EASY TRANSFER TO PO VIEW & UPDATE SCREENS. TEN PO LINES ARE DISPLAYED ON THE SCREEN.

ENTER: YLST=YYPPPPPP

 | |
 | | STARTING PO NUMBER (OPTIONAL)
 | | STARTING FISCAL YEAR

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF5: TRANSFER TO BDVD FOR THIS VENDOR

PF6: TRANSFER TO BVND FOR THIS VENDOR

PF7: GO BACK ONE SCREENFUL OF DATA

ENTER: ADVANCE ONE SCREENFUL OF DATA

CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE PO NUMBER LINES,
THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO YITM

PF3: TRANSFER TO YACC

PF4: TRANSFER TO YHDR

PF8: TRANSFER TO YPVU

FIELDS:

(SCREEN HEADING)	VENDOR NAME VENDOR ADDRESS VENDOR CITY, STATE, ZIP	(FROM VENDOR FILE)
---------------------	--	--------------------------

PO #	YY-NNNNN FISCAL YEAR AND PURCHASE ORDER NUMBER
------	---

STATUS	PO STATUS: RSVD = PO NUMBER HAS BEEN RESERVED, BUT NO OTHER DATA HAS BEEN ENTERED
--------	--

NEW = PO HAS BEEN ENTERED PARTIALLY
OR COMPLETELY BUT NOT YET
ENCUMBERED
OPEN = PO HAS BEEN ENTERED AND
ENCUMBERED
CMPL = COMPLETE - FINAL PAYMENT HAS
BEEN MADE
VOID = PO HAS BEEN VOIDED

DATE FOR NEW AND VOIDED PO'S: THE DATE OF THE
LAST CHANGE
FOR OPEN PO'S: THE ENCUMBER DATE
FOR RESERVED PO NUMBERS: THE DATE IT
WAS RESERVED

DEPT THE DEPARTMENT ENTRY ON THE PO

PO TOTAL THE TOTAL AMOUNT OF THE PO

PAID THE AMOUNT PAID TO DATE ON THE PO

REQUESTOR: THE REQUESTOR ENTRY ON THE PO

(FOR RESERVED PO NUMBERS, THE PO TOTAL,
PAID, AND REQUESTOR COLUMNS ARE
REPLACED BY THE REASON GIVEN FOR
RESERVING THE PO NUMBER)

MESSAGES:

PLEASE ENTER CORRECT YEAR:
FISCAL YEAR MUST BE NUMERIC
SET THE CURSOR ON A P.O. LINE, AND THEN PRESS THE
TRANSFER KEY:
YOU PRESSED PF2, PF3, PF4, OF PF8, BUT DID NOT
INDICATE WHICH PO YOU WISH TO REFER TO
CANNOT BACK UP:
CANNOT FIND STARTING YEAR/PO:
CANNOT FIND STARTING FISCAL YEAR:
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER FISCAL YEAR OR PO NUMBER.
ENTER NEXT TRANSACTION:
YLST HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

YPAS - LIST PURCHASE ORDERS IN NUMERIC SEQUENCE

PURPOSE: TO DISPLAY A LIST OF PURCHASE ORDERS IN NUMERIC SEQUENCE, AND ALLOW EASY TRANSFER TO PO VIEW & UPDATE SCREENS. TEN PO LINES ARE DISPLAYED ON THE SCREEN.

ENTER: YPAS=YYPPPPPP

 | |
 | | STARTING PO NUMBER
 | | (OPTIONAL)
 | | STARTING FISCAL YEAR

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF5: TRANSFER TO BDVD FOR THIS VENDOR
PF6: TRANSFER TO BVND FOR THIS VENDOR
PF7: GO BACK ONE SCREENFUL OF DATA
ENTER: ADVANCE ONE SCREENFUL OF DATA
CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE PO NUMBER LINES
THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO YITM
PF3: TRANSFER TO YACC
PF4: TRANSFER TO YHDR
PF8: TRANSFER TO YPVU

FIELDS:

(SCREEN HEADING)	VENDOR NAME VENDOR ADDRESS VENDOR CITY, STATE, ZIP	(FROM VENDOR FILE)
---------------------	--	--------------------------

PO #	YY-NNNNN FISCAL YEAR AND PURCHASE ORDER NUMBER
------	---

STATUS	PO STATUS: RSVD = PO NUMBER HAS BEEN RESERVED, BUT NO OTHER DATA HAS BEEN ENTERED NEW = PO HAS BEEN ENTERED PARTIALLY OR COMPLETELY BUT NOT YET ENCUMBERED OPEN = PO HAS BEEN ENTERED AND ENCUMBERED
--------	---

CMPL = COMPLETE - FINAL PAYMENT HAS BEEN
MADE
VOID = PO HAS BEEN VOIDED

DATE FOR NEW AND VOIDED PO'S, THE DATE OF THE
LAST CHANGE FOR OPEN PO'S, THE ENCUMBER
DATE FOR RESERVED PO NUMBERS, THE DATE
IT WAS RESERVED

DEPT THE DEPARTMENT ENTRY ON THE PO

PO TOTAL THE TOTAL AMOUNT OF THE PO

PAID THE AMOUNT PAID TO DATE ON THE PO

REQUESTOR: THE REQUESTOR ENTRY ON THE PO

(FOR RESERVED PO NUMBERS, THE PO TOTAL, PAID, AND
REQUESTOR COLUMNS ARE REPLACED BY THE REASON
GIVEN FOR RESERVING THE PO NUMBER)

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC
SET THE CURSOR ON A P.O. LINE, THEN PRESS THE TRANSFER KEY
YOU PRESSED PF2, PF3, PF4, OF PF8, BUT DID NOT
INDICATE WHICH PO YOU WISH TO REFER TO
CANNOT BACK UP
CANNOT FIND STARTING YEAR/PO
CANNOT FIND STARTING FISCAL YEAR
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST
START AT A LOWER FISCAL YEAR OR PO NUMBER.
ENTER NEXT TRANSACTION
YPAS HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

YPLT - CREATE EXPEDITER FORM LETTERS

PURPOSE: TO ENTER FORM LETTERS TO BE USED IN PRINTING EXPEDITER LETTERS. THERE MAY BE UP TO 9 LETTERS, NUMBERED 1-9. EACH LETTER HAS A SALUTATION (20 CHARACTERS), UP TO 44 TEXT LINES (75 CHARACTERS EACH), AND TWO CLOSING LINES (20 CHARACTERS EACH).

ENTER: YPLT=X
|
LETTER NUMBER (1-9)

TWO SCREENS ARE USED: SCREEN 1 CONTAINS THE SALUTATION AND LINES 1-22 OF THE TEXT; SCREEN 2 CONTAINS TEXT LINES 23-44 AND THE CLOSING LINES. NO EDITING IS DONE AT ALL, THE DATA IS TAKEN FROM THE SCREEN AND PLACED DIRECTLY INTO THE FILE AS TYPED. (BEFORE PRESSING ENTER, YOU CAN PRESS CLEAR TO ABANDON YOUR CHANGE.)

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: PLACE THE DATA FROM THE SCREEN INTO THE FILE (OP12).

PF KEYS OTHER THAN PF7 AND PF8 ARE TREATED AS IF THE ENTER KEY HAD BEEN PRESSED.

PF7: PLACE THE DATA FROM THE SCREEN INTO THE FILE AND SWITCH TO SCREEN 1.

PF8: PLACE THE DATA FROM THE SCREEN INTO THE FILE AND SWITCH TO SCREEN 2.

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. DATA TYPED AFTER THE LAST ACTION KEY (ENTER OR PF KEY) IS NOT WRITTEN TO THE FILE.

FIELDS:
(SCREEN 1)

SALUTATION: THE FIRST LINE OF THE LETTER, USUALLY "DEAR -----;"
THE FIRST 22 LINES OF TEXT FORM THE BODY OF THE LETTER. TO ENTER A BLANK LINE, TYPE AT LEAST ONE BLANK. TO CLEAR A LINE, USE THE CLEAR EOL KEY. CLEARED (OR UNUSED) LINES WILL BE IGNORED WHEN THE LETTER IS PRINTED.

(SCREEN 2)

THE REMAINING 22 LINES OF TEXT.

CLOSING: TWO LINES WHICH ARE PRINTED TO THE RIGHT OF
CENTER AT THE END OF THE LETTER, USUALLY
"THANK YOU," AND SOMEONE'S NAME.

MESSAGES:

PLEASE ENTER LETTER NUMBER
LETTER NUMBER MUST BE 1-9

ENTER NEXT TRANSACTION

YPLT HAS BEEN EXITED AND THE SYSTEM IS READY
FOR ANOTHER TASK.

YPUP - PURCHASE ORDER ENTRY SCREEN (SHORT FORM)

PURPOSE: TO ENTER SHORT AND SIMPLE PURCHASE ORDERS

RESTRICTIONS ARE:

1. NO MORE THAN 4 ITEM LINES
2. NO MORE THAN 3 ACCOUNTS
3. ALL ITEMS, TAX, AND SHIPPING ARE DISTRIBUTED
ACROSS ALL ACCOUNTS

ENTER: YPUP=YY

|
FISCAL YEAR

AN EMPTY SCREEN FOR THE ENTRY OF HEADER, ITEM, AND ACCOUNT DATA IS PROVIDED.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY ERRORS FOUND.

PF1: RE-EDIT THE DATA AND, IF NO ERRORS ARE FOUND:

1. WRITE THE PURCHASE ORDER TO THE PO FILE
2. ENCUMBER THE ACCOUNTS

CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. THE ABANDON PURCHASE ORDER DATA IS LOST, AND CANNOT BE RETRIEVED.

FIELDS:

- * REQUIRED FIELDS
- + OPTIONAL FIELDS

(HEADER DATA):

PO#: PURCHASE ORDER NUMBER, ASSIGNED BY THE SYSTEM.

*VENDOR#: VENDOR NUMBER. VERIFIED IN THE VENDOR FILE; AFTER THIS FIELD IS ENTERED, THE NAME AND ADDRESS DATA IS DISPLAYED ON THE SCREEN.

*PO TYPE: PURCHASE ORDER TYPE. MUST BE "R" OR "B"

+DEPT: DEPARTMENT; ANY 4 ALPHANUMERIC CHARACTERS.

+MESSAGES: UP TO 12 2-CHARACTER MESSAGE CODES MAY BE ENTERED. THESE CODES ARE VALIDATED AGAINST THE DICTIONARY (DICTIONARY CODE - POMSXX00)

+RUN DTE: PURCHASE ORDER RUN DATE. IF ENTERED, THE PURCHASE ORDER WILL BE PRINTED THAT NIGHT.

+REQUESTOR: 20 CHARACTERS OF FREE FORM DATA.

+DLV DATE: EXPECTED DELIVERY DATE.

ITEM TOT: THE TOTAL OF THE EXTENDED ITEM LINES ON THIS PO. (DOES NOT INCLUDE "SHIP" LINES).

*ACCRUE: ACCRUE INDICATOR. MUST BE "Y" OR "N".

*SHIPPING: SHIPPING PERCENT. THIS FIELD IS INTIALIZED FROM THE DICTIONARY (POSHPPCT). THE PERCENT MAY BE OVERRIDDEN BY THE USER. IT WILL BE EDITED FOR A VALID NUMBER BETWEEN ZERO AND 99.98.

SHIPPING: THE TOTAL SHIPPING AMOUNT FOR THIS PO.

*SHIP TO: A 4 CHARACTER SHIP-TO CODE. THIS CODE WILL BE VERIFIED IN THE SHIP-TO FILE. THE SHIP-TO NAME WILL THEN BE DISPLAYED ON THE SCREEN.

TAX: TOTAL TAX AMOUNT FOR THE PO.

TOTAL: TOTAL AMOUNT OF THE PO. EXTENSIONS + TAX + SHIPPING.

(ITEM DATA):

THE SCREEN HAS ROOM FOR UP TO FOUR ITEMS. NO UNUSED EMBEDDED LINES ARE ALLOWED; SUBSEQUENT ENTRIES WILL BE MOVED UP TO FILL EMPTY LINES.

THERE ARE THREE KINDS OF LINE ITEMS:

DESCRIPTION: THE QUANTITY FIELD CONTAINS SPACES. THE DESCRIPTION FIELD MAY CONTAIN ANYTHING. THE OTHER FIELDS ARE NOT USED.

SHIPPING: THE QUANTITY FIELD CONTAINS 'SHIP'. THE UNIT COST FIELD HAS THE SHIPPING AMOUNT. THE OTHER FIELDS ARE NOT USED.

LINE ITEM: THE QUANTITY FIELD CONTAINS A NUMBER. THE OTHER FIELDS CONTAIN:

+A: "A" FOR ADD,

"C": FOR CHANGE,
"D": FOR DELETE

ITM: LINE NUMBER OF THE LINE.

*QTY: QUANTITY. REQUIRED
MAY BE:
SPACES: DESCRIPTION LINE
"SHIP ": SHIPPING AMOUNT LINE
NUMERIC: LINE ITEM LINE
FOR LINE ITEMS, IT IS MULTIPLIED BY THE UNIT
COST TO CALCULATE THE EXTENSION.

*UNIT: ANY 4 ALPHANUMERIC CHARACTERS.
REQUIRED FOR LINE ITEMS, INVALID FOR SHIP
AND DESCRIPTION-ONLY LINES.

*UNIT COST COST OF EACH UNIT. IF THIS IS A SHIPPING
RECORD, IT IS THE SHIPPING AMOUNT. 11
DIGITS WITH 3 DECIMALS SIGNED. REQUIRED
FOR LINE ITEMS AND SHIP LINES, INVALID FOR
DESCRIPTION-ONLY LINES.

*TAX: MUST BE 'Y' OR 'N' AND INDICATES THAT THIS
LINE ITEM IS TAXABLE OR NOT. THE TAX RATE
COMES FROM THE DICTIONARY (POTAX000).
REQUIRED FOR LINE ITEMS, INVALID FOR SHIP
AND DESCRIPTION-ONLY LINES.

*F/A: FIXED ASSET INDICATOR. MUST BE 'Y' OR 'N'.
INITIALIZED FROM DICTIONARY RECORD
(POFA0000). IF UNIT COST IS GREATER THAN
DICTIONARY AMOUNT, FIELD IS INITIALIZED TO
"Y", OTHERWISE TO "N". REQUIRED FOR LINE
ITEMS, INVALID FOR SHIP LINES AND
DESCRIPTION ONLY LINES.

*STOCK#: STOCK NUMBER. 6 CHARACTERS FREE FORM,
RESERVED FOR FUTURE USE. OPTIONAL FOR
LINE ITEMS, INVALID FOR SHIP LINES AND
DESCRIPTION ONLY LINES.

EXTENSION: CALCULATED AS QUANTITY TIMES UNIT COST
FOR LINE ITEM LINES, OMITTED FOR SHIP AND
DESCRIPTION-ONLY LINES.

ERROR TYPE: AN ERROR MESSAGE IDENTIFYING THE FIRST
ERROR DETECTED IN THE LINE.

+ (SECOND LINE): A 40 CHARACTER FREE FORM DESCRIPTION.
THIS FIELD CAN BE USED WITH ALL THREE
TYPES OF LINES. IF A COMPLETELY BLANK
DESCRIPTION-ONLY LINE IS TO BE ENTERED, AT
LEAST ONE BLANK MUST BE KEYED.

ERROR TYPE AN ERROR MESSAGE INDICATING THE FIRST
ERROR DETECTED ON THIS LINE.

(ACCOUNT DATA):

*P/A PERCENT/AMOUNT INDICATOR. ENTER "P" IF
PERCENTS ARE BEING ENTERED, "A" IF
AMOUNTS. DEFAULT IS "P".

THE SCREEN HAS ROOM FOR UP TO THREE ACCOUNTS. NO
UNUSED EMBEDDED LINES ARE ALLOWED; SUBSEQUENT
ENTRIES WILL BE MOVED UP TO FILL EMPTY LINES.

*P/A ENTER THE AMOUNT OR PERCENT FOR EACH
ACCOUNT. IF PERCENTS ARE ENTERED, THE
AMOUNT WILL BE CALCULATED. PERCENTS
MUST NOT EXCEED 100.00, AND THEIR TOTAL
MUST EQUAL 100.00

*ACCOUNT ENTER A 25-DIGIT ACCOUNT NUMBER. IT WILL
BE VERIFIED AGAINST THE BUDGET FILE. WHEN
VERIFIED THE ACCOUNT NUMBER WILL BE
SHOWN. AN "*" WILL BE DISPLAYED IF THE
AMOUNT EXCEEDS THE ACCOUNT BALANCE.
YOU CANNOT MAKE TWO ENTRIES FOR THE
SAME ACCOUNT.

AMOUNT THE AMOUNT TO BE CHARGED AGAINST THIS
ACCOUNT. IF AMOUNTS ARE BEING ENTERED,
IT IS THE AMOUNT ENTERED, IF PERCENTS ARE
ENTERED, IT IS CALCULATED. IF CALCULATED,
ANY NEEDED ADJUSTMENTS WILL BE MADE TO
THE FIRST ACCOUNT.

ERROR TYPE AN ERROR MESSAGE INDICATING THE FIRST
ERROR DETECTED ON THIS LINE.

MESSAGES:

(GENERAL MESSAGES)

PLEASE ENTER CORRECT YEAR

FISCAL YEAR MUST BE NUMERIC

PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT POSTING

PRESS ENTER TO EDIT, F1/F4 TO POST, CLEAR TO EXIT WITHOUT POSTING.

THE PO HAS BEEN EDITED AND NO ERRORS WERE FOUND.
PRESS F1 TO WRITE THE PO TO THE PO FILE AND
ENCUMBER THE ACCOUNT(S) AND EXIT; F4 DOES THE SAME
EXCEPT RETURNS TO START A NEW PO, OR PRESS CLEAR
TO ABANDON THE PO AND EXIT YPUP.

PO POSTED.

ENTER NEXT TRANSACTION

THE PURCHASE ORDER HAS BEEN WRITTEN TO THE PO
FILE, THE ACCOUNTS INVOLVED HAVE BEEN ENCUMBERED,
AND THE YPUP TRANSACTION IS COMPLETED.

PO NOT POSTED; ACT/PO COMBINATION ALREADY USED. PRINT
SCREEN.

THIS PO NUMBER HAS ALREADY BEEN USED TO ENCUMBER
AN ACCOUNT. PRINT THE SCREEN AND CONTACT
PROGRAMMING.

YOU CANNOT ENTER A PO FOR A PAST FISCAL YEAR.

CRITICAL FILE ERROR DURING POSTING - ERROR CODE "XXX"

A FILE ERROR WAS DETECTED WHILE THE ACCOUNTS
WERE BEING ENCUMBERED. PRINT THE SCREEN AND
NOTIFY PROGRAMMING.

PO TOTAL EXCEEDS ACCOUNT CHARGES BY

YOU HAVE NOT ALLOCATED ENOUGH TO THE ACCOUNTS TO
COVER THE PO

ACCOUNT CHARGES EXCEED PO TOTAL BY

YOU HAVE ALLOCATED MORE TO THE ACCOUNTS THAN THE
PO TOTAL

PURCHASE ORDERS MAY NOT INVOLVE AMOUNTS EXCEEDING
\$100,000,000.00

SHIPPING, TAXABLE ITEMS, OR TOTAL AMOUNT EXCEED
ONE HUNDRED MILLION DOLLARS.

PO MUST TOTAL AT LEAST \$1.00

CANNOT FIND NEXT P.O. NUMBER. DICT=.....

THE DICTIONARY ENTRY SPECIFYING THE NEXT AVAILABLE
PO NUMBER CANNOT BE FOUND.

ENTER NEXT TRANSACTION
YPUP HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

(HEADER DATA MESSAGES)

VENDOR CODE REQUIRED

PO TYPE MUST BE "R" OR "B"

ACCRUE MUST BE "Y" OR "N"

SHIPPING PERCENT MUST BE ZERO TO 99.98

SHIP TO LOCATION REQUIRED

NOT A VALID MESSAGE CODE.

THE MESSAGE CODE COULD NOT BE FOUND IN THE
DICTIONARY.

RUN DATE MUST NOT BE EARLIER THAN TODAY

RUN DATE NOT VALID

COMBINATION OF MONTH, DAY AND YEAR ARE NOT A VALID
DATE, OR YEAR EXCEEDS 2028.

DELIVERY DATE MUST NOT BE EARLIER THAN TODAY

DELIVERY DATE NOT VALID

COMBINATION OF MONTH, DAY AND YEAR ARE NOT A VALID
DATE, OR YEAR EXCEEDS 2028.

VENDOR ADDRESS NOT ON FILE

THE VENDOR NUMBER ENTERED COULD NOT BE FOUND IN
THE VENDOR FILE.

SHIP TO ADDRESS NOT ON FILE

THE SHIP-TO CODE ENTERED COULD NOT BE FOUND IN THE
SHIP-TO FILE.

(ITEM DATA MESSAGES)

ITEM NUMBER REQUIRED

NUMERIC QUANTITY OR "SHIP" REQUIRED

UNIT NOT VALID FOR SHIPPING COST

YOU CANNOT ENTER A UNIT FOR A "SHIP" LINE

UNIT REQUIRED

UNIT COST REQUIRED

TAX MUST BE "Y" OR "N"

TAX NOT VALID FOR SHIPPING COST
YOU CANNOT ENTER A TAX CODE FOR A "SHIP" LINE

ASSET INDICATOR INVALID FOR SHIPPING COST
YOU CANNOT ENTER A FIXED ASSET INDICATOR FOR A
"SHIP" LINE

FIXED ASSET INDICATOR MUST BE "Y" OR "N"

STOCK NUMBER NOT VALID FOR SHIPPING COST
YOU CANNOT ENTER A STOCK NUMBER FOR A "SHIP" LINE

LINE ITEM EXCEEDS 100,000,000.00

PERCENT/AMOUNT INDICATOR MUST BE "P" OR "A"
ENTER "P" IF YOU ARE DISTRIBUTING THE PO COST TO THE
ACCOUNTS BY PERCENTS, OR "A" IF ENTERING AN AMOUNT
FOR EACH ACCOUNT

PERCENT REQUIRED

AMOUNT REQUIRED

PERCENT CANNOT EXCEED 100.00

ACCOUNT NUMBER REQUIRED

ACCOUNT NUMBER NOT VALID
THE ACCOUNT NUMBER ENTERED COULD NOT BE FOUND
ON THE BUDGET FILE

DUPLICATE ACCOUNT NUMBERS
YOU HAVE MADE MORE THAN ONE ENTRY FOR THE SAME
ACCOUNT

AMOUNT EXCEEDS ACCOUNT BALANCE
THE AMOUNT BEING CHARGED AGAINST THIS ACCOUNT
EXCEEDS THE BALANCE AVAILABLE, AND YOUR DISTRICT
HAS DECIDED NOT TO PERMIT PURCHASE ORDERS TO BE
ENTERED WHEN THIS OCCURS.

PERCENTS DO NOT TOTAL 100.00

YPVN - LIST PURCHASE ORDERS BY VENDOR

PURPOSE: TO DISPLAY A LIST OF PURCHASE ORDERS FOR A VENDOR, AND ALLOW EASY TRANSFER TO PO VIEW & UPDATE SCREENS. EIGHT PO LINES ARE DISPLAYED ON THE SCREEN.

ENTER: YPVN=YYVVVVVPPPPPP

		STARTING PO NUMBER
		(OPTIONAL)
		VENDOR NUMBER
		STARTING FISCAL YEAR

THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

PF5: TRANSFER TO BDVD FOR THIS VENDOR
PF6: TRANSFER TO BVND FOR THIS VENDOR
PF7: GO BACK ONE SCREENFUL OF DATA
ENTER: ADVANCE ONE SCREENFUL OF DATA
CLEAR: EXITS THIS TRANSACTION

WHEN THE CURSOR IS PLACED ON ONE OF THE PO NUMBER LINES, THE FOLLOWING KEYS WILL TRANSFER TO:

PF2: TRANSFER TO YITM
PF3: TRANSFER TO YACC
PF4: TRANSFER TO YHDR
PF8: TRANSFER TO YPVU

FIELDS:

(SCREEN HEADING)	VENDOR NAME VENDOR ADDRESS VENDOR CITY, STATE, ZIP	(FROM VENDOR FILE)
---------------------	--	--------------------------

PO #	YY-NNNNN FISCAL YEAR AND PURCHASE ORDER NUMBER
------	---

STATUS	PO STATUS: W = PO HAS BEEN ENTERED PARTIALLY OR COMPLETELY BUT NOT YET ENCUMBERED OPEN = PO HAS BEEN ENTERED AND ENCUMBERED CMPL = COMPLETE - FINAL PAYMENT HAS BEEN MADE VOID = PO HAS BEEN VOIDED
--------	---

DATE FOR NEW AND VOIDED PO'S, THE DATE OF THE LAST
 CHANGE FOR OPEN PO'S, THE ENCUMBER DATE

DEPT THE DEPARTMENT ENTRY ON THE PO

PO TOTAL THE TOTAL AMOUNT OF THE PO

PAID THE AMOUNT PAID TO DATE ON THE PO

REQUESTOR: THE REQUESTOR ENTRY ON THE PO

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

SET THE CURSOR ON A P.O. LINE, THEN PRESS THE TRANSFER KEY
YOU PRESSED PF2, PF3, PF4, OF PF8, BUT DID NOT INDICATE
WHICH PO YOU WISH TO REFER TO

CANNOT BACK UP
CANNOT FIND STARTING YEAR/VENDOR
CANNOT FIND STARTING YEAR/VENDOR/PO
YOU ARE BEYOND THE LAST VALID ENTRY. YOU MUST START AT A
LOWER FISCAL YEAR OR PO NUMBER.

ENTER NEXT TRANSACTION
YPVN HAS BEEN EXITED AND THE SYSTEM IS READY FOR ANOTHER TASK.

YREC - PURCHASE ORDER FILE RECEIVING ENTRY

PURPOSE: TO UPDATE THE QUANTITY RECIEVED FIELD IN THE LINE ITEM RECORD.

ENTER: YREC=YPPPPPLL

		STARTING LINE ITEM
		NUMBER
	PURCHASE ORDER NUMBER	
	FISCAL YEAR	

SCREENS:

THE SCREEN WILL APPEAR STARTING WITH THE ENTERED (DEFAULT 01) LINE ITEM. IT WILL ONLY SHOW LINE ITEMS THAT HAVE A QUANTITY IN THEM. ENTER THE QUANTITY RECEIVED FOR THE APPROPRIATE LINE ITEMS.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS.

ENTER:

EDIT THE ENTERED DATA AND INDICATE ANY IDENTIFIED ERRORS. IF NO DATA WAS ENTERED, THE NEXT SCREEN OF LINE ITEMS WILL BE PRESENTED IF MORE EXIST.

THE FOLLOWING PF KEYS EDIT THE DATA PLUS PERFORM THE INDICATED ACTION.

PF2: POST CHANGES AND PRESENT NEXT SCREEN.
PF3: POST CHANGES AND EXIT.
CLEAR: EXITS THIS TRANSACTION IMMEDIATELY. USE THIS KEY IF YOU ARE JUST VIEWING THE DATA.

FIELDS:

PO#:	PURCHASE ORDER NUMBER.
STATUS:	STATUS OF THE PO.
	VENDOR NAME.
VENDOR#:	VENDOR NUMBER.
PO TYPE:	PURCHASE ORDER TYPE.
TOTAL:	THE TOTAL OF THE PURCHASE ORDER.

EXTENSIONS + SHIPPING + TAX

ITEM: LINE ITEM NUMBER. ONLY THESE WITH
QUANTITIES WILL APPEAR.

*REC: ENTER THE QUANTITY YOU ARE RECEIVING
NOW.

RECD: PREVIOUSLY RECEIVED QUANTITY

QTY: ORIGINAL QUANTITY ORDERED.

UNIT: UNIT DESIGNATION.

UNIT COST: UNIT COST.

F/A: FIXED ASSET INDICATOR.

STOCK: STOCK NUMBER.

QTY NOT RECD: QUANTITY ORDERED MINUS QUANTITY
RECEIVED. A MINUS NUMBER INDICATED YOU
RECEIVED MORE THAN YOU ORDERED.

DESCRIPTION.

* DATA THAT MAY BE ENTERED.

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

PURCHASE ORDER RECORD NOT FOUND:
THE PO NUMBER ENTERED WAS NOT FOUND ON THE PO
FILE.

PO VOIDED - PO MAY NOT BE CHANGED:
THIS PO HAS BEEN VOIDED. IF THIS WAS DONE
ERRONEOUSLY, CONTACT PROGRAMMING.

PURCHASE ORDER VENDOR RECORD NOT FOUND:
CONTACT PROGRAMMING - MUST BE PROGRAM ERROR.

NO RECORDS FOUND:
EITHER NO LINE ITEMS EXIST OR THE LINE ITEM STARTING
NUMBER WAS TOO HIGH.

THERE ARE ERRORS, PLEASE CORRECT:
ONE OR MORE QUANTITY ENTERED WAS NOT NUMERIC.
PLEASE CORRECT THE ONES THAT ARE HIGHLIGHTED.

ENTER TO EDIT: F2=POST&NEXT PAGE; F3=POST&EXIT;
ANY ONE OF THE TWO PF KEYS INDICATED WILL CAUSE THE
DATA ENTERED TO BE EDITTED AND IF CORRECT, POSTED
TO THE FILE. IN ADDITION THEY WILL CAUSE THE
FOLLOWING TO HAPPEN.

PF2-PRESENT NEXT PAGE

PF3-EXIT

YRSV - RESERVE A PURCHASE ORDER NUMBER

PURPOSE: TO RESERVE A PURCHASE ORDER NUMBER FOR FUTURE USE.

ENTER: YRSV=YY
 |
 FISCAL YEAR

A SCREEN WITH FIELDS FOR THE ENTRY OF DEPARTMENT AND REASON FOR RESERVING ARE PROVIDED.

AFTER ENTERING DATA ON THE SCREEN THE FOLLOWING KEYS WILL PERFORM THE FOLLOWING FUNCTIONS:

ENTER: EDIT THE ENTERED DATA AND INDICATE ANY ERRORS FOUND.
PF1: RE-EDIT THE DATA AND, IF NO ERRORS ARE FOUND, WRITE THE PURCHASE ORDER RESERVE RECORD.
CLEAR: EXITS THIS TRANSACTION IMMEDIATELY.

FIELDS:

ISSUE TO 4 CHARACTERS TO IDENTIFY DEPARTMENT
DEPARTMENT: REQUESTING THE RESERVED PO NUMBER.

REASON 60 CHARACTERS TO DESCRIBE WHY THE PURCHASE
FOR ISSUE: ORDER NUMBER IS BEING RESERVED.

MESSAGES:

PLEASE ENTER CORRECT YEAR
FISCAL YEAR MUST BE NUMERIC

PRESS ENTER TO EDIT, CLEAR TO EXIT WITHOUT RESERVING PO NUMBER

PRESS ENTER TO EDIT, F1 TO RESERVE PO NUMBER, CLEAR TO QUIT
THE DATA YOU HAVE ENTERED HAS BEEN EDITED AND NO ERRORS WERE FOUND. PRESS F1 TO RESERVE THE PO NUMBER, OR PRESS CLEAR TO EXIT YRSV WITHOUT RESERVING THE PO NUMBER.

PRESS ENTER TO RESERVE ANOTHER PO NUMBER, OR CLEAR TO EXIT.
THE PURCHASE ORDER NUMBER HAS BEEN RESERVED.
PRESS ENTER DISPLAY AN EMPTY SCREEN FOR RESERVING ANOTHER PO NUMBER, OR PRESS CLEAR TO EXIT THE YRSV TRANSACTION.

ENTER DEPARTMENT RESERVING PURCHASE ORDER NUMBER
DEPARTMENT IS REQUIRED; YOU MUST ENTER SOMETHING.

ENTER REASON FOR RESERVING PURCHASE ORDER NUMBER
REASON FOR RESERVING IS REQUIRED; YOU MUST ENTER
SOMETHING.

PO NUMBER RESERVED
THIS PO NUMBER HAS BEEN RESERVED FOR YOUR FUTURE
USE.

YOU CANNOT RESERVE A PO FOR A PAST FISCAL YEAR.
PO NUMBERS MAY BE RESERVED FOR CURRENT OR
FUTURE FISCAL YEARS ONLY.

ENTER NEXT TRANSACTION
YRSV HAS BEEN EXITED AND THE SYSTEM IS READY FOR
ANOTHER TASK.

YVUU - PURCHASE ORDER VIEW SCREEN

PURPOSE: TO VIEW HEADER, LINE ITEM, AND ACCOUNT INFORMATION TOGETHER ON THE SAME SCREEN.

ENTER: YVUU=YPPPPPPGAABBCC

					1 ST ACCOUNT LINE #
					1 ST ITEM LINE #
					GROUP NUMBER IF 'G' IS
					ENTERED
					ENTER 'G' IF DISPLAY BY
					GROUP
					PURCHASE ORDER NUMBER
					FISCAL YEAR

SCREENS:

THE SCREEN WILL APPEAR STARTING WITH THE INDICATED DATA.
AFTER THE SCREEN APPEARS, IF YOU WANT TO MAKE ANY CHANGES TO ANY OF THE ITEM LINES OR ACCOUNT LINES, TAB TO THE LINE DESIRED AND PRESS ENTER. YOU WILL BE TRANSFERED TO 'YCIT' OR 'YACC' AS APPROPRIATE.

FIELDS:

PO#: PURCHASE ORDER NUMBER.

PO TYPE: PURCHASE ORDER TYPE.

PAY IND: PAYMENT INDICATOR.

STATUS: STATUS OF THE PO.

BALANCED:

ITEM TOT: TOTAL OF ALL EXTENSIONS.

VENDOR: VENDOR NUMBER

VENDOR NAME.

SHIPPING:

SHIP TO: SHIP TO NUMBER.

SHIP TO NAME.

TAX:

SHIPPING PCT:

PAID TO DATE:

TOTAL: PO TOTAL AMOUNT.

LN: LINE NUMBER

GP: GROUP NUMBER

QTY: QUANTITY

UNIT COST:

T: TAXABLE

EXTENSION:

DESCRIPTION:

LN: LINE NUMBER

GP: GROUP NUMBER

AMOUNT:

PERCENT:

ACCOUNT:

ENCUMBERED:

MESSAGES:

FISCAL YEAR MUST BE NUMERIC:

PURCHASE ORDER RECORD NOT FOUND:
THE PO NUMBER ENTERED WAS NOT FOUND ON THE PO
FILE.