

SCAT - WAREHOUSE INVENTORY CATALOG NUMBER UPDATE

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE CATALOG NUMBERS (THAT IS, A 'STORES ITEM') ON THE WAREHOUSE INVENTORY FILE DATABASE.

ENTER: SCAT=9999ACT
 | |
 | | ACTION (ADD, CHG, DEL ETC.)
 | | CATALOG #

DATA:

A SCREEN SHOWING ALL DATA CURRENTLY ON FILE FOR THIS CATALOG NUMBER (OR A FORMATTED SCREEN IF THE ITEM IS NOT YET ON FILE) WILL BE DISPLAYED ON THE SCREEN.

TO ADD A RECORD:

ADD - THIS TRANSACTION WILL BE USED TO CREATE A NEW STORES ITEM ON THE INVENTORY FILE. ALL DATA FIELDS CAN BE UPDATED WITH THIS TRANSACTION, BUT IT CAN ONLY BE USED ONCE FOR EACH CATALOG ITEM.

THEREAFTER, THE 'CHG' (CHANGE) OR 'CST' (COST CORRECTION) OR 'ADJ' (ADJUST QUANTITY) TRANSACTIONS MUST BE USED TO MAKE CHANGES TO A CATALOG ITEM. WHEN THE MESSAGE 'TRANSACTION COMPLETED' APPEARS, THE STORES ITEM HAS BEEN SUCCESSFULLY ADDED TO THE FILE.

TO CHANGE A RECORD:

CHG - THIS TRANSACTION IS USED TO MAKE CHANGES TO ANY FIELD ON THE CATALOG FILE EXCEPT UNIT PRICE, QUANTITY RECEIVED AND QUANTITY ON HAND.

'CHG' CAN BE USED TO ADJUST THE QUANTITY ON ORDER. TO CANCEL A PURCHASE ORDER, ENTER ZEROS IN THE QUANTITY ON ORDER FIELD. THE 'TRANSACTION COMPLETED' MESSAGE WILL APPEAR IF THE CHANGE HAS BEEN SUCCESSFUL.

TO DELETE A RECORD:

DEL - THIS TRANSACTION IS USED TO FLAG A CATALOG ITEM FOR DELETE.

THE ITEM WILL NOT ACTUALLY BE DELETED FROM THE FILE AT THIS TIME, BUT IT WILL NO LONGER APPEAR IF THE STORES CATALOG IS PRINTED, AND IT WILL NOT BE AVAILABLE TO ORDER.

ONLY THE ACTION 'DEL' IS NEEDED FOR THIS TRANSACTION. AS LONG AS A CATALOG ITEM IS ON DELETE STATUS, THE MESSAGE *** THIS ITEM FLAGGED FOR DELETE *** WILL APPEAR AT THE TOP OF THE SCREEN WHENEVER THE CATALOG ITEM IS REQUESTED BY A 'SCAT' TRANSACTION. ITEMS WITH TRANSACTIONS PENDING CANNOT BE DELETED UNTIL TRANSACTIONS HAVE BEEN REMOVED FROM THE RECORD.

TO HOLD A RECORD:

HLD - THIS TRANSACTION IS USED TO PLACE A CATALOG ITEM ON HOLD STATUS.

THE ITEM WILL NOT BE AVAILABLE TO ORDER AS LONG AS IT IS ON HOLD STATUS. ITEMS WITH ORDER TRANSACTIONS PENDING WILL BE SHIPPED AS ORDERED, BUT NO FURTHER ORDERS WILL BE ALLOWED. AS LONG AS A CATALOG ITEM IS ON 'HOLD' STATUS, THE MESSAGE *** THIS ITEM ON HOLD STATUS *** WILL APPEAR AT THE TOP OF THE SCREEN WHENEVER THE CATALOG ITEM IS REQUESTED BY A 'SCAT' TRANSACTION.

TO RELEASE A RECORD:

REL - THIS TRANSACTION IS USED TO RELEASE A CATALOG ITEM THAT IS CURRENTLY ON 'HOLD' OR 'DELETE' STATUS. ONLY THE ACTION 'REL' IS NEEDED FOR THIS TRANSACTION, THE CATALOG ITEM IS THEN FLAGGED AS 'ACTIVE' AND THEREAFTER IT IS AVAILABLE.

TO CORRECT COST OF A RECORD:

CST - THIS TRANSACTION IS USED TO CORRECT THE PRICE PER UNIT OF ISSUE.

ONLY THE ACTION 'CST', ITEM '11. UNIT PRICE' AND ITEM '19. COST OR ADJ REASON' ARE NEEDED FOR THIS TRANSACTION. WHEN ENTERING THE CORRECTED UNIT PRICE, YOU MUST INCLUDE OVERHEAD AND TAXES AND ENTER THE EXACT NEW UNIT PRICE. YOU MUST ENTER ANY THREE CHARACTERS EXCEPT 'XXX' OR SPACES IN ITEM 19, OR ELSE THE MESSAGE 'INVALID REASON CODE' WILL BE DISPLAYED ON THE TOP OF THE SCREEN. ALL OTHER FIELDS ARE DISPLAYED ON THE SCREEN FOR INFORMATION ONLY AND ARE IGNORED FOR THIS TRANSACTION. THE PRICE ENTERED MUST BE A VALID NUMERIC FIELD WITH HIGH ORDER ZEROS AND DECIMAL POINT OR THE MESSAGE 'INVALID UNIT PRICE' WILL BE DISPLAYED ON THE TOP OF THE SCREEN. ONCE THE NEW UNIT PRICE IS VALIDATED, THE PROGRAM WILL RECOMPUTE AND DISPLAY THE NEW 'BOOK VALUE OF INVENTORY ON HAND' USING THE FORMULA:

NEW UNIT PRICE X QUANTITY ON HAND = NEW BOOK VALUE

TO ADJUST A RECORD:

ADJ - THIS TRANSACTION IS USED TO ADJUST THE QUANTITY ON HAND. THE 'ADJ' TRANSACTION IS ONLY TO BE USED TO CORRECT THE QUANTITY ON HAND WHEN A DISCREPANCY IS DISCOVERED BETWEEN WHAT IS ACTUALLY IN THE WAREHOUSE AND WHAT IS ON THE COMPUTER FILE. DO NOT USE THIS TRANSACTION FOR RETURNS OR RECEIVED SHIPMENTS. ONLY THE ACTION 'ADJ', ITEM '18. QUANTITY ON HAND' AND ITEM '19.

COST OR ADJ REASON' ARE NEEDED BY THIS TRANSACTION. ALL OTHER FIELDS ARE DISPLAYED ON THE SCREEN FOR INFORMATION ONLY AND ARE IGNORED FOR THIS TRANSACTION. YOU MUST ENTER ANY THREE CHARACTERS EXCEPT 'XXX' OR SPACES IN ITEM 19. OR ELSE THE MESSAGE 'INVALID REASON CODE' WILL BE DISPLAYED ON THE TOP OF THE SCREEN. THE NEW QUANTITY ON HAND ENTERED MUST BE A VALID NUMERIC FIELD OR THE MESSAGE 'INVALID QUANTITY ON HAND' WILL BE DISPLAYED AT THE TOP OF THE SCREEN. IF AN ITEM HAS ANY OUTSTANDING TRANSACTIONS TO BE PROCESSED, THE MESSAGE 'OUTSTANDING ORDERS ITEM PUT ON HOLD' WILL APPEAR ON THE SCREEN; THE ADJUSTMENT CANNOT BE MADE AND DATA PROCESSING WILL AUTOMATICALLY PUT ITEM ON HOLD STATUS. IF AN ITEM HAS BEEN PUT ON HOLD AFTER YOU MAKE THE ADJUSTMENT, YOU MUST RELEASE THE ITEM (SEE 'REL' TRANSACTION), OTHERWISE IT WILL REMAIN ON THE HOLD STATUS. ONCE THE NEW QUANTITY ON HAND IS VALIDATED, THE PROGRAM WILL RECOMPUTE AND DISPLAY THE NEW 'BOOK VALUE OF INVENTORY ON HAND' USING THE FORMULA: UNIT PRICE X NEW QUANTITY ON HAND = NEW BOOK VALUE

TO ADD PURCHASE ORDER TO A RECORD:

PUR - THIS TRANSACTION IS USED TO INDICATE THAT A PURCHASE ORDER HAS BEEN INITIATED FOR THIS CATALOG ITEM. THE INFORMATION REQUIRED FOR THIS TRANSACTION IS THE ACTION 'PUR' ITEM '14. PURCHASE ORDER NUMBER FOR ON-ORDER', ITEM 15. VENDOR NUMBER', AND ITEM '16. QUANTITY ON ORDER'. IF YOU WANT TO CANCEL AN ORDER ENTER 000000 INTO THE QUANTITY ON ORDER FIELD USING A 'CHG' TRANSACTION. IF YOU WISH TO CHANGE A VENDOR NUMBER OR PURCHASE ORDER NUMBER, YOU MUST CHANGE THE QUANTITY ON ORDER TO 000000 USING A 'CHG' TRANSACTION. THIS WILL CANCEL THE ENTIRE ORDER. ONCE THIS HAS BEEN DONE RE-ENTER ALL REQUIRED DATA ITEMS FOR A PUR' TRANSACTION. THIS IS DONE THIS WAY SO THE HISTORY FILE WILL REFLECT THE CORRECT INFORMATION AND AUDIT TRAIL.

14. PURCHASE ORDER NUMBER - CAN BE ANY COMBINATION OF UP TO 7 CHARACTERS. IF IT IS SPACES, THE MESSAGE 'MISSING PURCHASE ORDER NUMBER' IS DISPLAYED ON THE TOP OF THE SCREEN.

15. VENDOR NUMBER - MUST BE A VALID VENDOR NUMBER ON THE EPIC VENDOR FILE OR THE MESSAGE 'INVALID VENDOR NUMBER' WILL BE DISPLAYED ON THE TOP OF THE SCREEN.

16. QUANTITY ON ORDER - MUST BE A VALID 6 POSITION NUMERIC AMOUNT OR THE MESSAGE 'INVALID QUANTITY ON ORDER' WILL BE DISPLAYED ON THE TOP OF THE SCREEN.

TO RECEIVE A RECORD:

REC - THIS TRANSACTION IS USED TO RECORD ITEMS RECEIVED AND TO BE PUT IN THE WAREHOUSE. YOU CANNOT HAVE A 'REC' TRANSACTION UNLESS THERE IS A QUANTITY ON ORDER, OR THE MESSAGE 'NO ORDER OUTSTANDING' WILL BE DISPLAYED. THE ACTION 'REC', ITEM '11. UNIT PRICE' AND ITEM '17. QUANTITY RECEIVED' ARE THE ONLY ITEMS NEEDED FOR THIS TRANSACTION.

11. UNIT PRICE - MUST BE A VALID NUMERIC FIELD WITH DECIMAL POINT. THIS IS THE UNIT PRICE OF THE ITEMS RECEIVED. (WILL BE COMPUTED AS DESCRIBED BELOW).

17. QUANTITY RECEIVED - MUST BE A VALID 6 POSITION NUMERIC FIELD OR THE MESSAGE 'INVALID QUANTITY RECEIVED' WILL BE DISPLAYED ON THE SCREEN.

VALIDATING:

AFTER THE FIELDS HAVE BEEN VALIDATED, THE FOLLOWING IS DONE:

1. IF THE QUANTITY RECEIVED IS EQUAL TO OR GREATER THAN THE QUANTITY ON ORDER:

- A. BLANK OUT PURCHASE ORDER NUMBER FOR ON-ORDER
- B. BLANK OUT VENDOR NUMBER
- C. BLANK OUT QUANTITY ON ORDER

2. IF THE QUANTITY RECEIVED IS LESS THAN QUANTITY ON ORDER:

- A. SUBTRACT QUANTITY RECEIVED FROM QUANTITY ON ORDER AND REPLACE QUANTITY ON ORDER WITH THE NEW FIGURE REFLECTING THE QUANTITY STILL TO BE RECEIVED.
- B. DO NOT BLANK OUT PURCHASE ORDER NUMBER FOR ON-ORDER.
- C. DO NOT BLANK OUT VENDOR NUMBER.

3. CALCULATE NEW UNIT PRICE USING THE FOLLOWING FORMULA:

- A. UNIT COST OF RECEIVED ITEMS X QUANTITY RECEIVED = RECEIVED COST.
- B. RECEIVED COST X 1.XXX = RECEIVED DOLLAR AMOUNT

(THE 1.XXX FACTOR = THE TOTAL COST (100%) + THE OVERHEAD FACTOR (XX %) + CURRENT SALES TAX (X.X %) IN DECIMAL FORM).

- C. OLD QUANTITY ON HAND X OLD UNIT PRICE = OLD DOLLAR AMOUNT.
- D. OLD QUANTITY ON HAND + QUANTITY RECEIVED = TOTAL QUANTITY ON HAND.
- E. OLD DOLLAR AMOUNT + RECEIVED DOLLAR AMOUNT = TOTAL DOLLAR AMOUNT.
- F. TOTAL DOLLAR AMOUNT DIVIDED BY TOTAL QUANTITY ON HAND = NEW UNIT PRICE.
- G. TOTAL DOLLAR AMOUNT X TOTAL QUANTITY ON HAND = NEW BOOK VALUE OF INVENTORY ON HAND.

4. FILL ALL OUTSTANDING BACK ORDERS UP TO THE QUANTITY RECEIVED THAT ARE CURRENTLY ON FILE. THIS IS DONE BY CHANGING ALL 'BACK ORDER' STORES TRANSACTIONS TO 'ISSUES' STORES TRANSACTIONS.

5. RELEASE THE STORES CATALOG FILE FOR FURTHER TRANSACTIONS .
UNTIL ALL PROCESSING FOR THE 'REC' TRANSACTION IS COMPLETED, THE STORES INVENTORY DATA BASE IS NOT AVAILABLE TO OTHER TERMINALS.

ERRORS:

INVALID ACTION	MUST ENTER A VALID ACTION CODE
INVALID CATALOG NUMBER	THIS MESSAGE WILL APPEAR IF YOU TRY TO 'ADD' A CATALOG # THAT IS ALREADY ON THE FILE.
MISSING ITEM DESCRIPTION	AT LEAST ONE DESCRIPTION LINE HAS NOT BEEN ENTERED.
MISSING UNIT OF ISSUE	IF SPACES ARE ENTERED IN THE "UNIT OF ISSUE" FIELD.
INVALID CATALOG CATEGORY	THE CATALOG CATEGORY MUST BE A VALID, EXISTING CATEGORY SUPPLIED BY THE PURCHASING DEPT.
INVALID REORDER POINT	THE REORDER POINT FIELD DATA CANNOT BE GREATER THAN THE MAXIMUM INVENTORY QUANTITY FIELD DATA.
INVALID UNIT PRICE	PRICE NOT ENTERED AS NNNN.NN.

INVALID MAXIMUM INVENTORY QUANTITY	QUANTITY NOT ENTERED QUANTITY.
INVALID VENDOR	THE VENDOR # ENTERED IS NOT ON THE VENDOR FILE.
INVALID QUANTITY ON ORDER	AN INVALID NUMBER WAS ENTERED.
INVALID QUANTITY RECEIVED	A VALID # MUST BE ENTERED.
INVALID QUANTITY ON HAND	A VALID # MUST BE ENTERED.

FIELD DEFINITIONS:

1. ACTION - MUST BE 'ADD' OR THE MESSAGE 'INVALID ACTION' WILL BE DISPLAYED ON THE SCREEN.
2. CATALOG ITEM - MUST BE ENTERED AND BE A NUMBER FROM 1001 THRU 9999 THAT IS NOT ALREADY IN USE OR THE MESSAGE 'INVALID CATALOG NUMBER' WILL BE DISPLAYED ON THE SCREEN.
3. DESCRIPTION OF ITEM (LINE 1)
4. DESCRIPTION OF ITEM (LINE 2)
5. DESCRIPTION OF ITEM (LINE 3):
 - CAN BE ANY DESCRIPTIVE WORDING THAT CONFORMS TO DESCRIPTION STANDARDS. THERE MUST BE AT LEAST THE FIRST LINE OF DESCRIPTION OR THE MESSAGE 'MISSING ITEM DESCRIPTION' WILL APPEAR ON THE SCREEN.
6. DIMENSIONS OF ITEM - CAN BE ANY DESCRIPTIVE WORDING OR SPACES IF NO DIMENSIONS ARE NEEDED.
7. UNIT OF ISSUE - MUST BE ENTERED AND CAN BE ANY DESCRIPTIVE WORDING. IF SPACES ARE ENTERED IN THIS FIELD THE MESSAGE 'MISSING UNIT OF ISSUE' WILL APPEAR ON THE SCREEN.
8. DESCRIPTION OF UNIT OF ISSUE - CAN BE ANY DESCRIPTIVE WORDING OR SPACES IF NO DESCRIPTION IS NEEDED.
9. CATALOG CATEGORY - A TWO-CHARACTER CODE TO DESCRIBE THE CATEGORY THIS CATALOG ITEM IS FOR: 'CO' FOR CLASSROOM AND OFFICE SUPPLIES, 'OP' FOR OPERATIONAL SUPPLIES ETC. THIS FIELD MUST BE ENTERED AND MUST BE A VALID CATEGORY CODE OTHERWISE THE MESSAGE 'INVALID CATALOG CATEGORY' WILL BE DISPLAYED ON THE SCREEN.
10. REORDER POINT - MUST BE ENTERED AND BE A 5 POSITION NUMERIC FIELD WHICH IS NOT EQUAL TO OR GREATER THAN

THE MAXIMUM INVENTORY QUANTITY (ITEM 13 BELOW) OR THE MESSAGE 'INVALID REORDER POINT' WILL BE DISPLAYED ON THE SCREEN.

NOTE: HIGH ORDER ZEROS MUST BE ENTERED IN THE FIELD SO THAT THE AMOUNT 25, FOR EXAMPLE, WOULD BE ENTERED AS 00025.

11. UNIT PRICE - MUST BE ENTERED AND BE A VALID NUMERIC AMOUNT ENTERED IN THE FORMAT NNNN.NN. (WHERE 'N' IS ANY VALID NUMBER FROM 0 THRU 9). THE PRICE \$10.50 FOR EXAMPLE, WOULD BE ENTERED AS 0010.50. THE MESSAGE 'INVALID UNIT PRICE' WILL BE DISPLAYED IF THE DATA IS NOT VALID. THE ACTUAL SELLING UNIT PRICE IS CALCULATED TO INCLUDE SALES TAX AND OVERHEAD CHARGES.
12. BIN NUMBER - CAN BE ANY FOUR CHARACTERS OR SPACES.
13. MAXIMUM INVENTORY QUANTITY - MUST BE ENTERED AND BE A VALID NUMERIC QUANTITY FROM 1 THRU 999,999 ENTERED WITH HIGH ORDER ZEROS; FOR EXAMPLE, 1,000 WOULD BE ENTERED AS 001000, OR THE MESSAGE 'INVALID MAXIMUM INVENTORY QUANTITY' WILL BE DISPLAYED. MAXIMUM INVENTORY QUANTITY MUST BE LARGER THAN REORDER POINT.
14. PURCHASE ORDER NUMBER FOR ON-ORDER - THIS FIELD IS ONLY AVAILABLE ON A 'PUR' TRANSACTION.
15. VENDOR NUMBER - THIS FIELD IS ONLY AVAILABLE ON A 'PUR' TRANSACTION WHEN ENTERED, IT MUST BE A VALID VENDOR CURRENTLY ON THE VENDOR FILE OR THE MESSAGE 'INVALID VENDOR' WILL BE DISPLAYED ON THE SCREEN.
16. QUANTITY ON ORDER - THIS FIELD IS NOT AVAILABLE ON AN 'ADD' TRANSACTION. WHEN ENTERED, IT MUST BE A VALID 6 POSITION NUMBER OR THE MESSAGE 'INVALID QUANTITY ON ORDER' WILL BE DISPLAYED ON THE SCREEN.
17. QUANTITY RECEIVED - THIS ITEM IS ONLY AVAILABLE ON A 'REC' TRANSACTION. WHEN ENTERED, IT MUST BE A VALID 6 POSITION NUMBER OR THE MESSAGE 'INVALID QUANTITY RECEIVED' WILL BE DISPLAYED ON THE SCREEN.
18. QUANTITY ON HAND - MUST BE ENTERED AND BE A VALID 6 POSITION NUMBER WITH HIGH ORDER ZEROS (FOR EXAMPLE, 4,500 WOULD BE ENTERED 004500), OR THE MESSAGE 'INVALID QUANTITY ON HAND' WILL BE DISPLAYED ON THE SCREEN.
19. COST OR ADJ REASON - MUST BE ENTERED AND CAN BE ANY VALID CHARACTER EXCEPT 'XXX' OR SPACES, OR THE MESSAGE 'INVALID REASON CODE' WILL BE DISPLAYED AT THE TOP OF THE SCREEN.

TOTALS:

THE INFORMATION DISPLAYED ON THE BOTTOM OF THE SCREEN WILL BE CALCULATED BY THE PROGRAM AND IS NOT ENTERED THROUGH THE TERMINAL;

BACK ORDERED –

WILL REFLECT THE TOTAL NUMBER OF ITEMS CURRENTLY ON BACK ORDER FOR THE CATALOG ITEM.

BOOK VALUE OF INVENTORY ON HAND -

A DOLLAR AMOUNT CALCULATED USING THE FORMULA:

QUANTITY ON HAND X UNIT PRICE = INVENTORY BOOK VALUE

VENDOR NAME -

THE VENDOR NAME AND ADDRESS WILL BE DISPLAYED IF AN ORDER HAS BEEN INITIATED FOR THE CATALOG ITEM.

SHST - WAREHOUSE CATALOG HISTORY DISPLAY

PURPOSE: TO INITIATE A DISPLAY OF ALL HISTORY FOR A CATALOG ITEM, ENTER THE TRANSACTION CODE, CATALOG NUMBER AND DESIRED STARTING DATE.

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SHST=NNNNMMDDYR
      |      |
      |      | DATE
      |      |
      |      | CATALOG NUMBER
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IF THE CATALOG ITEM ENTERED IS NOT ON FILE THE MESSAGE 'CATALOG ITEM NOT ON FILE' WILL BE DISPLAYED AT THE TOP OF THE SCREEN. IF THE DATE ENTERED IS NOT A VALID CALENDAR DATE, THE MESSAGE 'INVALID START DATE' WILL BE DISPLAYED AT THE TOP OF THE SCREEN.

READING THE SCREEN:

1. LINES 1 THROUGH 5 SHOW ALL DATA ITEMS AS CURRENTLY ON FILE. WHEN AN ITEM IS ADDED IT WILL DISPLAY ONE LINE PER DATA FIELD.
2. A LINE OF ASTERISKS SEPARATES THE CATALOG DESCRIPTION DATA LINES FROM THE TRANSACTIONS.
3. ALL TRANSACTIONS WILL BE DISPLAYED ON THE SCREEN IN DATE AND TIME ORDER, ONE LINE PER TRANSACTION, EXCEPT FOR THE CHANGE TRANSACTIONS THAT WILL TAKE ONE LINE FOR EACH DATA FIELD CHANGE. RECEIVED TRANSACTIONS WILL TAKE 3 LINES TO DISPLAY THE BEFORE, THE RECEIPTS, AND THE AFTER DATA.
4. TRANSACTION LINES WILL CONTINUE TO THE BOTTOM OF THE SCREEN. IF THERE ARE MORE TRANSACTIONS THAN FIT ON ONE SCREEN, THE MESSAGE 'FOR FURTHER HISTORY, PRESS ENTER KEY' WILL BE DISPLAYED ON THE LAST LINE OF THE SCREEN.

ADD: AN ADD TRANSACTION CREATES THREE HISTORY RECORDS THAT WILL INCLUDE EVERY DATA ITEM ON THE WAREHOUSE ROOT SEGMENT.

CHG: A CHANGE CATALOG ITEM TRANSACTION CREATES UP TO THREE HISTORY RECORDS DEPENDING ON THE DATA FIELDS BEING CHANGED. (THIS TRANSACTION DOES NOT INCLUDE PRICE PER UNIT OF ISSUE OR QUANTITY ON HAND.)

DEL: A DELETE TRANSACTION CREATES ONLY ONE HISTORY RECORD.

HLD: A HOLD TRANSACTION CREATES ONLY ONE HISTORY RECORD.

REL: A RELEASE TRANSACTION CREATES ONLY ONE HISTORY RECORD.

REC: A RECEIVED TRANSACTION CREATES ONE HISTORY RECORD WHICH INCLUDES:

1. PURCHASE ORDER NUMBER
2. VENDOR NUMBER
3. QUANTITY ON HAND, BEFORE
4. QUANTITY RECEIVED
5. QUANTITY ON HAND, AFTER
6. UNIT PRICE, BEFORE
7. UNIT PRICE OF RECEIPTS

NOTE: THIS LINE PRINTS AS THREE LINES

8. UNIT PRICE, AFTER

CST: A COST CORRECTION TRANSACTION WILL CREATE A HISTORY RECORD THAT WILL INCLUDE UNIT PRICE BEFORE AND UNIT PRICE AFTER.

PUR: A PURCHASE TRANSACTION WILL CREATE ONE HISTORY RECORD WHICH WILL INCLUDE:

1. PURCHASE ORDER NUMBER
2. VENDOR NUMBER
3. QUANTITY ON ORDER

AJD: AN ADJUST QUANTITY TRANSACTION WILL CREATE ONE HISTORY RECORD THAT WILL INCLUDE QUANTITY ON HAND BEFORE ADJUSTMENT AND QUANTITY ON HAND AFTER ADJUSTMENT.

ORD: AN ORDER TRANSACTION WILL CREATE ONE HISTORY RECORD PER CATALOG ITEM WHICH WILL INCLUDE:

1. ACCOUNT NUMBER
2. REQUISITION NUMBER
3. QUANTITY ORDERED
4. QUANTITY ISSUED
5. QUANTITY BACK ORDERED
6. UNIT PRICE
7. EXTENSION

RET: A RETURN TRANSACTION WILL CREATE ONE HISTORY RECORD WHICH WILL INCLUDE:

1. ACCOUNT NUMBER
2. REQUISITION NUMBER
3. QUANTITY RETURNED
4. UNIT PRICE
5. EXTENSION

CAN: A CANCEL TRANSACTION FOR BACK ORDERED ITEMS ONLY WILL CREATE ONE HISTORY RECORD WHICH WILL INCLUDE:

1. ACCOUNT NUMBER
2. REQUISITION NUMBER

CNG: A CHANGE ORDER TRANSACTION FOR BACK ORDERED ITEMS ONLY WILL CREATE ONE HISTORY RECORD WHICH WILL INCLUDE:

1. ACCOUNT NUMBER
2. REQUISITION NUMBER
3. CHANGED QUANTITY ORDERED
4. CHANGED EXTENSION
5. CHANGED ISSUE QUANTITY
6. CHANGED BACK ORDER AMOUNT, IF APPLICABLE

BKO: A BACK ORDER HISTORY RECORD WILL BE CREATED FOR ALL ITEMS ON AN ORDER TRANSACTION THAT BECAME BACK ORDERED. IT WILL INCLUDE:

1. ACCOUNT NUMBER
2. REQUISITION NUMBER
3. QUANTITY BACK ORDERED

SREQ - WAREHOUSE INVENTORY STORES ITEM REQUISITION SCREEN

PURPOSE: TO ORDER OR REQUISITION SCHOOL SUPPLIES ("STORES") FROM THE SCHOOL WAREHOUSE INVENTORY. ALSO, YOU CAN CHANGE AN ORDER MADE PREVIOUSLY, CANCEL AN ORDER, DISPLAY AN ORDER, OR RETURN ITEMS PREVIOUSLY ORDERED AND RECEIVED.

ENTER: SREQ=

DATA:

TYPE SREQ AND HIT ENTER:

A VERY SMALL SCREEN WILL APPEAR ENTITLED "STORES REQUISITION ORDER", AS SHOWN HERE:

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                STORES REQUISITION ORDER
ACTION   (ORD, CAN, RET, CHG, DSP)
ACT
REQ
DELIVER TO
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EACH OF THE FOUR FIELDS ABOVE IS REQUIRED, AND SOMETHING MUST BE TYPED IN FOR EACH FIELD.

1. ACTION: TYPE IN 'ORD' TO "ORDER" AN ITEM FROM THE WAREHOUSE; OR 'CAN' TO "CANCEL" A PREVIOUS ORDER; OR 'RET' TO "RETURN" AN ITEM PREVIOUSLY ORDERED AND RECEIVED; OR 'CNG' TO "CHANGE" AN ORDER; OR 'DSP' TO "DISPLAY" AN ORDER.
2. ACT: 25 DIGIT BUDGET ACCOUNT NUMBER (FOR FINANCE BUDGETING ACCOUNTING)
3. REQ: 5 DIGIT REQUISITION #.
4. DELIVER TO: ANY 30 CHARACTERS DESCRIBING THE LOCATION WHERE THE ITEM ORDERED IS TO BE DELIVERED (SUCH AS BLDG #, AND ROOM #, AND PERSON'S NAME).

TO ORDER AN ITEM:

1. TO ORDER AN ITEM, TYPE IN "ORD" IN THE "ACTION" FIELD. ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. AFTER HITTING ENTER, MORE FIELDS TO TYPE DATA INTO WILL BE DISPLAYED BELOW THE TOP PART OF THE SCREEN.

THE SCREEN WILL STILL BE TITLED "STORES REQUISITION ORDER" AND THE "ACTION", "ACT", "REQ" AND "DELIVER TO" FIELDS WILL STILL BE ON THE SCREEN, BUT MORE INFORMATION AND FIELD HEADINGS WILL BE DISPLAYED ON THE SCREEN SO THAT AN ORDER CAN BY TYPED IN. TO THE RIGHT OF THE "ACT" FIELD THE PROGRAM TITLE AND SITE NAME WILL APPEAR. ON THE NEXT LINE, THE "REQ" LINE, TO THE RIGHT WILL APPEAR "BUDGET BALANCE AS OF MM/DD \$0.00" WHICH GIVES THE LATEST BALANCE IN THE BUDGET ACCOUNT. BELOW THE "DELIVER TO" LINE THERE WILL APPEAR A LINE OF HEADINGS:

CAT. NUM.	ORD QTY	UNIT OF ISSUE	CATALOG ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE	BACK ORDER
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AFTER THE HEADINGS ARE 15 LINES TO TYPE IN DATA FOR 15 DIFFERENT ITEMS TO BE ORDERED. AT THE BOTTOM OF THE SCREEN IS A LINE GIVING THE "BACK ORDER TOTAL \$0.00" AND "REQUISITION TOTAL \$0.00".

3. TYPE IN THE "CATALOG NUMBER" AND THE "ORDER QUANTITY" FOR THE ITEMS TO BE ORDERED BEGINNING WITH LINE 1. THE OTHER FIELDS ON THE LINE ARE DISPLAYED BY THE COMPUTER AND YOU DO NOT TYPE IN ANY DATA FOR THESE FIELDS, BEGINNING WITH "UNIT OF ISSUE" AND THEN "CATALOG ITEM DESCRIPTION" AND "UNIT PRICE" AND "EXTENDED PRICE" AND "BACK ORDER." HIT THE ENTER KEY.

4. AFTER THE ENTER KEY IS HIT, THE FULL SCREEN IS DISPLAYED. AT THIS TIME THE MESSAGE 'ENTER "POST" TO PLACE ORDER AS SHOWN' WILL APPEAR UNDER THE "DELIVER TO" FIELD WITH THE CURSOR POSITIONED TO THE LEFT OF THE 'POST' MESSAGE UNDER FOUR SPACES. IF THERE'S NOT ENOUGH STOCK ON HAND TO FILL AN ITEM ORDER, THE NUMBER OF ITEMS TO BE "BACK ORDERED" WILL BE DISPLAYED IN THE "BACK ORDER" COLUMN OF THE LINE. IF YOU DO NOT WISH TO HAVE A "BACK ORDER" CREATED FOR THIS ITEM, EITHER ADJUST THE "ORDER QUANTITY" TO AN AMOUNT THAT WILL ELIMINATE THE NEED FOR A "BACK ORDER", OR ELSE KEY IN 'XXXX' OR SPACES OVE THE "CATALOG NUMBER" TO ELIMINATE THE ITEM FROM THE ORDER. IF YOU WISH TO PLACE THE ORDER, KEY IN 'POST' OVER THE FOUR SPACES AND PRESS THE ENTER KEY. IF YOU DO 'NOT' WANT TO PLACE THE ORDER, PRESS THE PF1 KEY AND THE TRANSACTION WILL BE TERMINATED. THE MESSAGE 'REQUISITION HAS BEEN POSTED, READY FOR NEXT TRANSACTION' WILL BE DISPLAYED ON THE SCREEN WHEN ALL

PROCESSING FOR THE ORDER IS COMPLETED. NO ACTUAL UPDATING OF THE FILE IS DONE UNTIL THE OPERATOR ENTERS 'POST' TO POST ALL ORDERED ITEMS TO THE FILE. ONCE THE ORDERS HAVE BEEN 'POSTED, ANY 'CHANGES' OR 'CANCELS' MUST BE DONE USING THE 'CNG' OR 'CAN' TRANSACTIONS.

IF MORE THAN 15 ITEMS ARE ORDERED, YOU MUST USE A SECOND REQUISITION NUMBER AND ANOTHER 'ORD' TRANSACTION.

TO DISPLAY AN ITEM:

1. TYPE IN "DSP" IN THE "ACTION" FIELD.
ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. ON THE EXPANDED SCREEN, ENTER THE CATALOG # OF THE ITEM AND HIT ENTER.
3. THE ORDERS FOR THE REQUISITION # WILL BE DISPLAYED.

TO CHANGE AN ITEM:

1. TYPE IN "CNG" IN THE "ACTION" FIELD.
ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. 'CHANGE' ORDER (RESTRICTED TO QUANTITY). THIS TRANSACTION IS USED TO CHANGE THE QUANTITY OF A CATALOG ITEM PREVIOUSLY ORDERED. IT IS NOT NECESSARY TO KEY IN SECOND REQUISITION NUMBER AND ANOTHER 'ORD' TRANSACTION.

TO DISPLAY AN ITEM:

1. TYPE IN "DSP" IN THE "ACTION" FIELD.
ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. ON THE EXPANDED SCREEN, ENTER THE CATALOG # OF THE ITEM AND HIT ENTER.
3. THE ORDERS FOR THE REQUISITION # WILL BE DISPLAYED.

TO CHANGE AN ITEM:

1. TYPE IN "CNG" IN THE "ACTION" FIELD.
ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. 'CHANGE' ORDER (RESTRICTED TO QUANTITY). THIS

TRANSACTION IS USED TO CHANGE THE QUANTITY OF A CATALOG ITEM PREVIOUSLY ORDERED. IT IS NOT NECESSARY TO KEY IN THE 'DELIVER TO' INFORMATION ON A 'CNG' TRANSACTION. POST NEW QUANTITY ON HAND WHEN THE MESSAGE "ENTER 'POST' TO PLACE ORDER AS SHOWN" APPEARS.

TO CANCEL AN ITEM:

1. TYPE IN "CAN" IN THE "ACTION" FIELD. ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. 'CANCEL' ORDER (MUST BE ITEM BY ITEM AS ON THE REQUISITION). THIS TRANSACTION WILL CANCEL ONLY ONE ITEM AT A TIME. EACH CATALOG NUMBER PREVIOUSLY ORDERED MUST BE ENTERED AS AN INDIVIDUAL 'CAN' TRANSACTION. IT IS NOT NECESSARY TO KEY IN THE 'DELIVER TO' INFORMATION ON A 'CAN' TRANSACTION. POST NEW QUANTITY ON HAND WHEN THE MESSAGE "ENTER 'POST' TO PLACE ORDER AS SHOWN" APPEARS.

TO RETURN AN ITEM:

1. TYPE IN "RET" IN THE "ACTION" FIELD. ALSO FILL IN THE "ACT" FIELD, THE "REQ" FIELD, AND THE "DELIVER TO" FIELD. THEN HIT ENTER.
2. 'RETURN' ITEMS (RESTRICTED TO DISTRICT OFFICE EMPLOYEES). THIS TRANSACTION IS USED TO RETURN ITEMS TO THE WAREHOUSE. IT WILL CREATE A "CREDIT MEMO STORES ISSUE." THE ORIGINAL REQUISITION NUMBER IS USED FOR THIS TRANSACTION. ITEMS RETURNED WILL BE CREDITED AT THE CURRENT UNIT PRICE NOT THE PRICE PAID.

ERRORS:

IF AN ERROR IS FOUND AT ANY TIME, THE CURSOR WILL BE POSITIONED UNDER THE FIELD, AND A MESSAGE EXPLAINING THE ERROR WILL BE DISPLAYED IN THE CATALOG ITEM DESCRIPTION FIELD.

1. "ACTION" FIELD - 'INVALID ACTION' MESSAGE WILL APPEAR IF NOT CORRECT.
2. "ACT" - 'INVALID ACCOUNT NUMBER' MESSAGE WILL APPEAR IF NOT CORRECT.
3. "DELIVER TO" - 'MISSING DELIVERY POINT' WILL APPEAR IF NOTHING IS ENTERED.

4. "CAT. NUM."(CATALOG NUMBER) - ERROR MESSAGES ARE:

'CATALOG NUMBER IS NOT NUMERIC'

'CATALOG NUMBER NOT ON FILE'

'DELETED CATALOG ITEM'

'CATALOG ITEM ON HOLD STATUS'.

ANY ERROR MESSAGES FOR A 'CATALOG NUMBER' WILL BE DISPLAYED IN THE 'ITEM DESCRIPTION' AREA OF EACH LINE THAT IS INVALID.

5. "ORD QTY"(ORDER QUANTITY) - 'ORDER QUANTITY IS NOT NUMERIC' MESSAGE WILL APPEAR IF BAD DATA IS ENTERED. THE QUANTITY ORDERED CANNOT BE ZERO.

FIELD DEFINITIONS:

ACTION	MUST BE 'ORD', OR 'CAN', OR 'RET', OR 'CNG', OR 'DSP'.
ACT	MUST BE A VALID 25 DIGIT FINANCE SYSTEM BUDGET ACCOUNT NUMBER. -OBJECT MUST BE BETWEEN 4000 AND 4999, OR BE 6400.
REQ	5 DIGIT REQUISITION NUMBER, AND CANNOT BE ZEROS.
DELIVER TO	30 CHARACTERS, MUST BE SOMETHING AND CAN BE ANYTHING.
CAT. NUM.	4 DIGIT NUMBER, AND MUST BE A VALID CATALOG ITEM CURRENTLY ON ACTIVE STATUS ON THE FILE.
ORD QTY	3 DIGIT NUMBER, AND USE LEADING ZEROS TO FILL ALL 3 DIGITS--FOR EXAMPLE, A QUANTITY ORDERED OF '5' WOULD HAVE TO BE TYPED AS '005'. THE QUANTITY ORDERED CANNOT BE ZERO.

----- DISPLAY FIELDS ONLY -----

UNIT OF ISSUE	NO DATA CAN BE TYPED IN--THIS INFORMATION IS DISPLAYED AFTER THE DATA FIELDS ABOVE HAVE HAD DATA TYPED IN, AND THE ENTER KEY IS HIT.
CATALOG ITEM DESCRIPTION	NO DATA CAN BE TYPED IN--THIS IS THE 'NAME' FOR THE ITEM CATALOG # ORDERED.

UNIT PRICE	NO DATA CAN BE TYPED IN.
EXTENDED PRICE	FOR EACH CATALOG ITEM ORDERED. THIS IS THE ORDER QUANTITY LESS ANY BACK ORDERS TIMES THE UNIT PRICE.
BACK ORDR	NUMBER OF ITEMS TO BE BACK ORDERED FOR EACH CATALOG ITEM ORDERED.
BACK ORDER TOTAL	TOTAL DOLLAR AMOUNT FOR ALL BACK ORDER ITEMS
REQUISITION TOTAL	TOTAL DOLLAR AMOUNT FOR THIS ORDER.