

TFG4000™

Professional Edition

Purchasing Management

Users Guide



Version 1.4.5

Copyright © 2006, 2007 The Fredrick Group, Inc. All rights reserved.

Information in this document is provided by The Fredrick Group, Inc. on an “as is” basis, without any other warranties or condition, express or implied, including but not limited to, warranties of merchantable quality, satisfactory quality, merchantability or fitness for a particular purpose, or those arising by law, statute, usage of trade, course of dealing or otherwise. The entire risk as to the results of the information received is assumed by you. We shall have no liability to you or any other person or entity for any indirect, incidental, special, or consequential damages whatsoever, including, but not limited to, loss of revenue or profit, loss or damaged data or other commercial or economic loss, even if we have been advised of the possibility of such claims by a third party. Our maximum aggregate liability to you and that of our dealers and suppliers shall not exceed the amount paid by you for the particular product or copy of the product or service giving rise to the claim. Some states/countries do not allow the exclusion or limitation of liability for consequential or incidental damages, so the above limitations may not apply to you.

TFG4000 is a trademark of The Fredrick Group, Inc.

Microsoft®, Windows®, Windows XP®, Windows 2003 Server®, Windows 2000 Server®, and Windows NT® are trademarks or registered trademarks of Microsoft Corporation.

Java® is a registered trademark of Sun Microsystems.

All other products, fonts, names, and logos are trademarks of their respective company.

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

The Fredrick Group, Inc. (TFG) welcomes your comments. Please address them to:

The Fredrick Group, Inc.
PO Box 1698
Cumming, Georgia 30028

By e-mail: Send an e-mail to tfg4000@fredrickgroup.com.

Printed March 2008

Table of Contents

Welcome.....	5
System Requirements.....	5
Starting TFG4000 Professional Edition	6
Single User	6
Multiple Users	7
Server Startup	7
Client Startup	7
Built-in Help	8
Screen Level Help.....	8
Field Level Help.....	8
Column Level Help.....	8
Tip of the Day.....	9
Tool Tips	9
Using TFG4000 Professional Edition	10
Menus.....	11
Buttons & Icons.....	14
Toolbar Buttons	14
Screen Buttons	15
Table Buttons	15
Information Icons.....	16
Field Colors.....	17
Changing Screen Table Properties	17
Performing Searches	18
Search Screen (Fields)	18
Search Pop-Up Screen (Tables)	20
Working with Reports.....	22
Working with Summary Screens and Summary Reports	24
Initial Setup	25
System Variables.....	25
Purchase Order	27
What is an Order?.....	27
Order Screens.....	27
Order	27
Address	27
Information	27
Line Information.....	27
History.....	28
Summary	28
Open Lines	28
Receipt	28
Return	28
Purchase Order Screens Explained	29
Order.....	29
Accessing the Order Screen	33
Using the Order Screen	34
Address Screen	42
Accessing the Address Screen	43

Using the Address Screen	44
Information Screen	46
Accessing the Information Screen	48
Using the Information Screen	48
Line Information Screen	53
Accessing the Line Information Screen	55
Using the Line Information Screen	56
History Screen	60
Accessing the History Screen	62
Using the History Screen	63
Summary Screen	64
Accessing the Summary Screen	65
Using the Summary Screen	66
Open Lines Screen	67
Accessing the Open Lines Screen	69
Using the Open Lines Screen	69
Receipt Screen	70
Accessing the Receipt Screen	72
Using the Receipt Screen	73
Return Screen	75
Accessing the Return Screen	78
Using the Return Screen	78
Advanced Installation	80
Documentation	80
Registration	80
Suggestions	80
Services	80
Support	81
Initial Installation Support	81
Pay-As-You-Go Support	81
Other Support Options	81

Welcome

The TFG4000 Professional Edition Software Series is a set of business management software applications that offer the robust functionality of an advanced management tool, yet tailored to meet the needs and budget of your growing business. Each TFG4000 Professional Edition application is integrated with other TFG4000 Professional Edition applications to provide you the optimum benefits of business management software.

TFG4000 Professional Edition is an easy-to-learn, user-friendly system that requires only minimal keystrokes for entering information. There are customizable dropdowns, font sizes, and screen colors available, as well as powerful search capabilities and built-in help features to help guide you through the system. With TFG4000 Professional Edition, you have the ability to pull up various summary screens, enter as little or as much data as you need, process a variety of reports - all of which help you save both time and money, which will add directly to your bottom line. For added convenience, TFG4000 Professional Edition also allows you to run the system in either single or multi-user mode, whichever works best for your business. Other features include optional security, as well as data import and export features, which save you the work of re-keying information. In all, TFG4000 Professional Edition is the smart source for business management. A simple solution for a complex process.

System Requirements

Microsoft Windows XP[®], Microsoft Windows 2003 Server[®], or Microsoft Windows 2000 Server[®], with the latest Service Pack applied.

Pentium[®] class processor, 1 ghz or greater.

100MB free disk space.

256MB of RAM (512MB or more recommended).

Network Interface Card configured to use TCP/IP if installing in multiple user mode (client / server)

Starting TFG4000 Professional Edition

Perform the following steps to start TFG4000 Professional Edition in either Single or Multiple User Mode:

Single User

1. Open the "Start" menu, and then select the "Program" or "All Programs" option.
2. Select "TFG4000 Professional V1.4" from the program list.
3. Select "TFG4000 Professional Single V.1.4" to start.
4. The TFG4000 Professional Edition "Welcome" screen is displayed with the "Tip of the Day". You can select "Close" to continue the start up process or select "Next Tip" to view more tips. You can also choose not to have the "Tip of the Day" appear by selecting the check box next to "Don't show Tip of the Day at Startup" located on the Welcome screen. Select the check box again at any time to reinstate the "Tip of the Day" feature.
5. If you see a "User" and "Password" field on your screen, enter the User ID and Password that your System Administrator provided you, and either press "Enter" or click "Sign On".
6. If your screen only displays "Welcome" without any other fields, then click the plus sign ("+") next to the application you want to perform in the "NavTree".
7. Click on the screen you would like to use.

Multiple Users (Not available in the Demo Version)

Server Startup

At installation, the server component is put in the Startup folder of the Program List. It will automatically start at system start up. Perform this procedure only if necessary.

1. Open the "Start" menu, and then select the "Program" or "All Programs" option.
2. Select "TFG4000 Professional V1.4" from the program list.
3. Select "TFG4000 Professional Server V1.4" to start.
4. The "TFG Web Server" screen is displayed. It will display the INI file and the TCP/IP port number being used for the server. This window will display other server messages as needed.

Client Startup

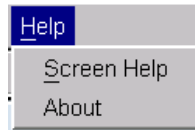
1. Open the "Start" menu, and then select the "Program" or "All Programs" option.
2. Select "TFG4000 Professional V1.4" from the program list.
3. Select "TFG4000 Professional Client V1.4" to start.
4. The TFG4000 Professional Edition "Welcome" screen is displayed with the "Tip of the Day". You can select "Close" to continue the start up process or select "Next Tip" to view more tips. You can also choose not to have the "Tip of the Day" appear by selecting the check box next to "Don't show Tip of the Day at Startup" located on the Welcome screen. Select the check box again at any time to reinstate the "Tip of the Day" feature.
5. If you see a "User" and "Password" field on your screen, enter the User ID and Password that your System Administrator provided you, and either press "Enter" or click "Sign On".
6. If your screen only displays "Welcome" without any other fields, click the plus sign ("+") next to the application you want to perform in the "NavTree".
7. Click on the screen you would like to use.

Built-in Help

Help is available at the screen, field, and column level, as well as built-in tool tips.

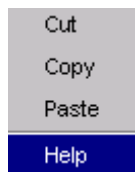
Screen Level Help

To select screen level help, click "Help" on the "Menu" bar, and then select "Screen Help". Help for the screen is then displayed.



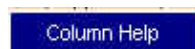
Field Level Help

To select field level help, right click on the field, and then click "Help" from the pop-up. Help for the selected field is then displayed. You may also press the F1 key to get field help.



Column Level Help

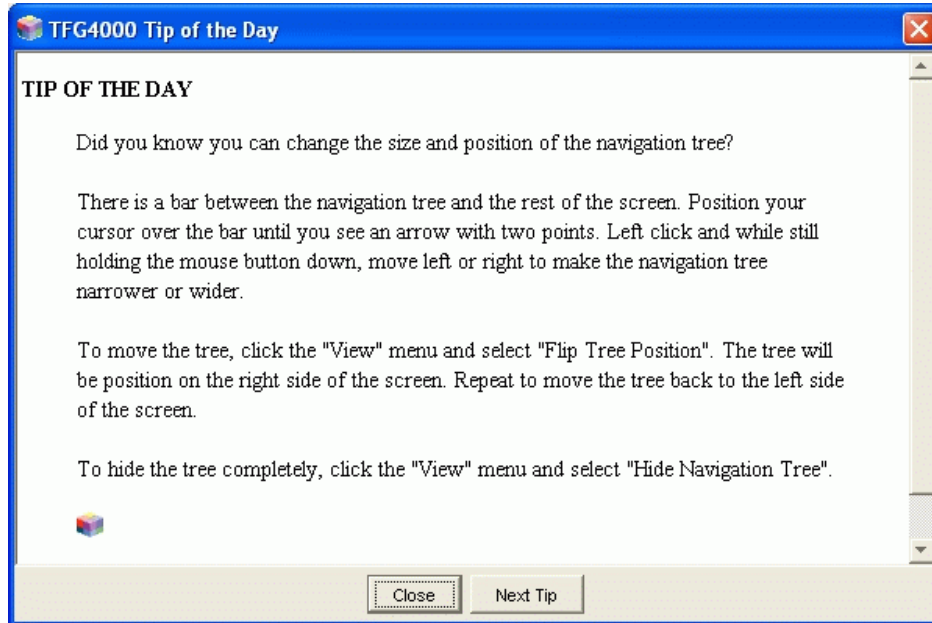
To select column level help, right click on the column heading, and then click "Help" from the pop-up. Help for the selected column is then displayed.



Tip of the Day

Each time you start TFG4000 Professional Edition, there is a “Tip of the Day” pop-up displayed that describes some of the functionality that is available within the application. To close the “Tip of the Day” pop-up, click the “Close” button. To view another tip, click the “Next Tip” button. This feature can be turned off by clicking the box next to “Don’t Show Tip of the Day at Startup” on the Welcome screen. A check mark will appear in the box indicating the “Tip of the Day” should not be displayed during start up. To reinstate the “Tip of the Day” feature, click the box and the check mark will disappear indicating the “Tip of the Day” should be displayed during start up.

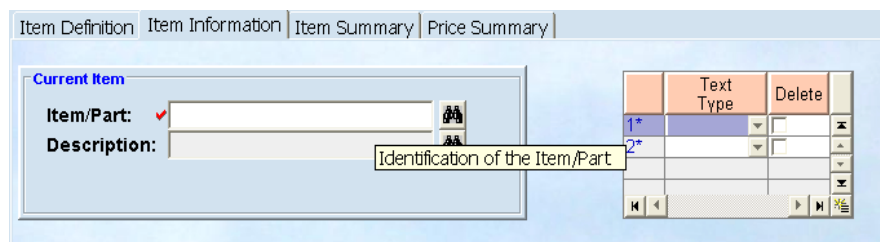
Example Only:



Tool Tips

Throughout TFG4000 Professional Edition, there are embedded tool tips that help describe certain areas on the screen. You simply roll your mouse (cursor) over the area in question, and a pop-up will describe that specific area. The tool tip pop-up will remain visible for a few seconds, then it will disappear automatically.

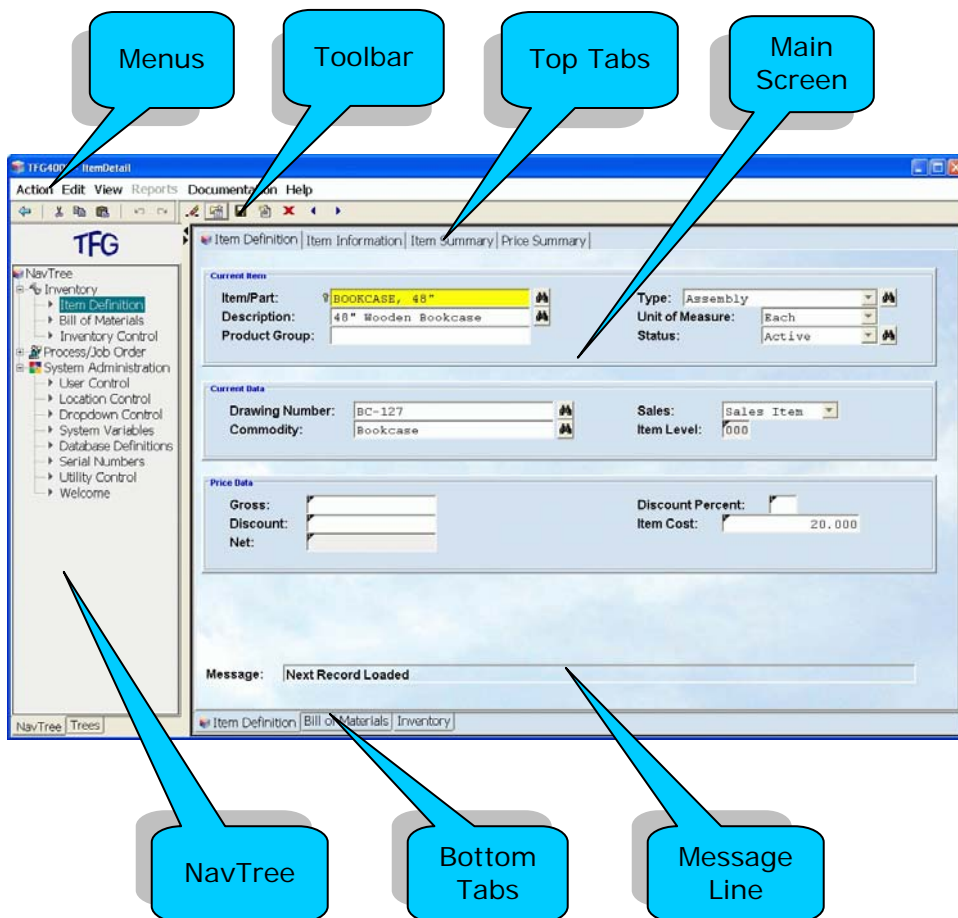
Example Only:



Using TFG4000 Professional Edition

You can navigate through the TFG4000 Professional Edition screens by using the “NavTree”, the “Goto Screen” section of the “View Menu”, and the tabs on the top and bottom of the screen. For easy use, the toolbar provides a variety of functions for you to choose from as you use the TFG4000 Professional Edition applications. There are buttons located on the toolbar that allow you to perform various functions from each screen, such as opening/displaying data, saving data, etc. The “Menu” provides useful functions as well, such as printing reports, documentation, help, etc.

Sample Screen



Menus

Each screen in TFG4000 Professional Edition has various menus available for working with your data. The following describes the purpose of each menu and special features.

Action

This menu is for printing screens and for exiting TFG4000 Professional Edition. It contains the following menu items:

Print	Prints the entire screen in either portrait or landscape mode.
Print Text	Prints only the text currently displayed on the screen in either portrait or landscape mode.
Exit	Terminates the TFG4000 Professional Edition session.

Edit

This menu is for performing cut, copy, and paste operations on data. It contains the following menu items:

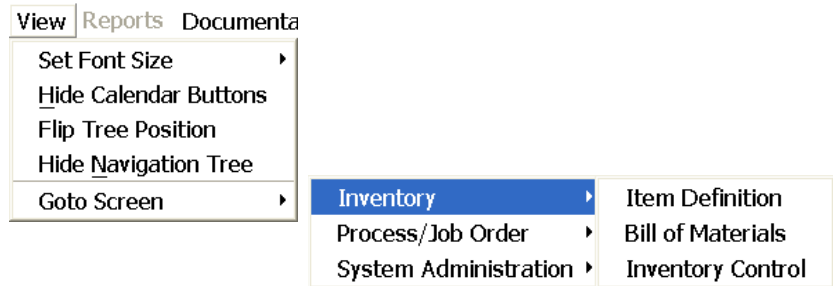
Cut	When you highlight data and use this function, the data is removed from the screen and is available in a clipboard for pasting. Holding the "Ctrl" key and pressing the "X" key will perform the same operation.
Copy	When you highlight data and use this function, the data is copied into a clipboard and is available for pasting. Holding the "Ctrl" key and pressing the "C" key will perform the same operation.
Paste	When you position your cursor in a field and use this function, data you have previously put into the clipboard using the "Cut" or "Copy" operation will be pasted after your cursor. Holding the "Ctrl" key and pressing the "V" key will perform the same operation.

Note: If your keyboard is in "insert mode" the data will not overlay data that follows, but if it is not in "insert mode" it will. Press the Insert key on your keyboard to change your insert mode to whichever way you prefer.

View

This menu allows you to change the way the TFG4000 Professional Edition screens are presented and how you navigate the screens. It contains the following menu items:

Set Font Size	You can choose a font size from 10 to 18. With larger font sizes you may have to scroll to see the entire screen.
Hide Calendar Buttons	Toggles whether or not a Calendar button is displayed next to the date fields.
Flip Tree Position	Changes the position of the "NavTree" to either the left or the right side of the screen.
Hide Navigation Tree	Hides the "NavTree" from the screen. Click it a second time to display the "NavTree" on the screen. Note: The dark arrows in the bar between the NavTree" and the main screen perform the same function.
Allow Word Wrap	Determines how text may be viewed. When it is checked, text may be displayed on multiple lines and can be viewed by scrolling up and down. When it is not checked, text may be viewed by scrolling right and left. Word wrap is allowed only if the system variable Allow_Wrap is set to Yes .
GoTo Screen	Displays the "NavTree" in menu format. You can use this method to navigate the screens at any time but it is particularly useful if you hide the "NavTree".



Reports

This menu shows you the reports or forms available for the screen you are on. There will be various menu items depending on the screen. There is also an "All Reports" menu available from any screen.

Note: Forms are structured documents such as Invoices, Packing Slips, Purchase Orders, etc. Though you will see forms in the Reports menu on some screens, you will not see forms in the All Reports menus.

Specific Reports Displays reports associated with the screen you are on.

All Reports Displays a menu of reports available for all the applications you have installed. This menu does not include Forms.



Documentation

This menu lets you select the TFG4000 Professional Edition manuals for viewing and printing.

Help

This menu provides help about the screen you are on and information about TFG4000 Professional Edition. It contains the following menu items:

Screen Help Displays information about the screen you are on.

About Displays information about TFG4000 Professional Edition.

Buttons & Icons

Each screen in TFG4000 Professional Edition has various buttons available for working with your data. The following describes the purpose of each button and special features. It also explains other icons you may see on the screens.

Toolbar Buttons

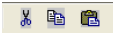


Use the following buttons to perform TFG4000 Professional Edition application tasks. The buttons displayed change with the screen you are working with.

Previous screens

Use this button to return to your previous screen. You can go back up to ten screens.

Cutting, copying and pasting text

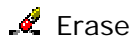


You can use "Cut" and "Paste" to move selected text. You can use "Copy" and "Paste" to copy selected text and paste the copy in another place. "Cut", "Copy", and "Paste" can also be selected from the "Edit" menu.

Working with data



You can perform many different operations by using these buttons:



Erase

This button clears data from the screen. It does not update any data; it merely clears the data away to make it easier for you to enter something else. It is particularly useful for resetting summary screens for a new search and it may be required when adding new entries on some screens.



Open (Display)

This button retrieves data that has been previously saved for viewing and/or modifying. The **Enter** key executes this button by default.



Save

This button stores new data and modified data. If you enter new data or change existing data and do not click this button, the system prompts you to do so.



Cancel

This button reduces any remaining quantities to zero and changes statuses to "Cancelled".









Delete

This button deletes previously saved data. On screens indicated as "definition" screens, the delete button deletes related data in addition to the data currently displayed. On all other screens only the data displayed is deleted.



Previous

This button retrieves data that alphabetically precedes the currently displayed data.

 Next	This button retrieves data that alphabetically follows the currently displayed data.
 Copy	This button copies data from one place to another. It can copy related data in addition to the data currently displayed.
 Print	This button sends your document to the printer to be printed.
 Build	This button extracts eligible data from one place to create a new definition in another place. For example, it can extract customer order data to build a new invoice.
 Refresh	This button rebuilds the data on the screen.
 Split	This button will take lines from one document to create a new document using the lines selected.

Screen Buttons

Throughout the screens are buttons that perform functions.





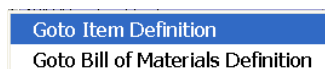


 Search	This button is for finding data you have already entered. When you click this button a search box pops up.
 Calendar	This button provides a pop-up calendar for selecting dates. You can choose the month and the year, and then double-click on the date you desire. Click "Today" to re-position the calendar on the current date. Click "Cancel" if you decide not to select a date. Dates can be entered without using the "Calendar" button if desired. Manually entered dates are verified so a pop-up appears prompting you to correct a date if it is invalid.
 Dropdown	This button provides a "dropdown" list of pre-defined values from various fields that have this button next to it. If you click on one of the values from the dropdown list, that value will appear in the adjacent field.

Table Buttons

Throughout the tables are buttons that perform functions.




 GoTo/Selection	This button is for either transferring to another screen or selecting data. When you right-click on this button, it displays a menu of related screens and/or a menu of selection activities. To transfer to another screen, click on the screen you desire and that screen is displayed with the appropriate keys already filled in. To select data, such as a component or inventory location, click the action you want.
--	---



 Properties	This button is located at the lower left corner of each table. It allows you to edit the layout of the table. You can use this button to hide or display columns in the table and to restore the original table layout.
 Add Rows	This button appears in the lower right corner of modifiable tables so that you can put more empty rows on the screen for adding data to the table. If you are trying to enter another row in a table and there are not any blank rows to use, click the "Add Rows" button.
◀ Scroll to the Left	This button allows you to scroll to the left of the table.
▶ Scroll to the Right	This button allows you to scroll to the right of the table.
▲ Scroll Up	This button allows you to scroll up the table.
▼ Scroll Down	This button allows you to scroll down the table.
⌵ Scroll Bottom	This button allows you to scroll to the very bottom of the table.
⌴ Scroll Top	This button allows you to scroll to the very top of the table.
⏪ Scroll Left	This button allows you to scroll to the very left of the table.
⏩ Scroll Right	This button allows you to scroll to the very right of the table.

Information Icons

Icons on the screen show properties about the field.

 Numeric	This icon in the upper left corner of a field indicates that the field is for a numeric value. You are able to enter only numbers, commas, and decimals in fields containing this icon.
 Key	This icon to the left of a field indicates that the field is a key field and is required for this screen.
 Required	If you try to display or save data without entering a required field, this checkmark icon is displayed next to the missing field.

Field Colors

The fields on the screens and in screen tables have three different colors that have functional significance.

Gray	A gray field is display only, no entry allowed or necessary
White	A white field is open for entering data
Yellow	A yellow field indicates where the cursor is currently positioned


Changing Screen Table Properties

Tables that appear on screens can be modified. The columns can be re-sized, re-positioned, hidden, and un-hidden.

To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To re-position a column click on the column heading, then still holding the mouse down, move the column to the where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.

Note: Re-sizing and re-positioning remain in effect for the duration of the current session. The default sizing and positioning is restored when TFG4000 Professional Edition is restarted.

To hide or unhide a column click the Properties button  located in the lower left corner of the table. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the table. There may be multiple tabs for the table, so you must click on the tab that contains the column(s) you want. To save the changes you have made, click the "OK" button. To discard the changes you have made, click the "Cancel" button. To reset the properties back to the default properties, click the "Restore Default Visibility" button. Another pop-up will appear asking the range you wish to restore. Use the dropdown provided to select either "All Tabs", which will restore the defaults for the entire table, or "Currently Displayed Tab Only", which will restore the default properties only for the portion of the table indicated by the tab you are viewing. Once you have made your selection click "OK" or "Cancel". That pop-up will disappear and the column visibility properties are reset as requested or the reset action is cancelled. Then you may click either "OK" or "Cancel" to save or discard the property changes.

Note: Property changes remain in effect even after TFG4000 Professional Edition is restarted.

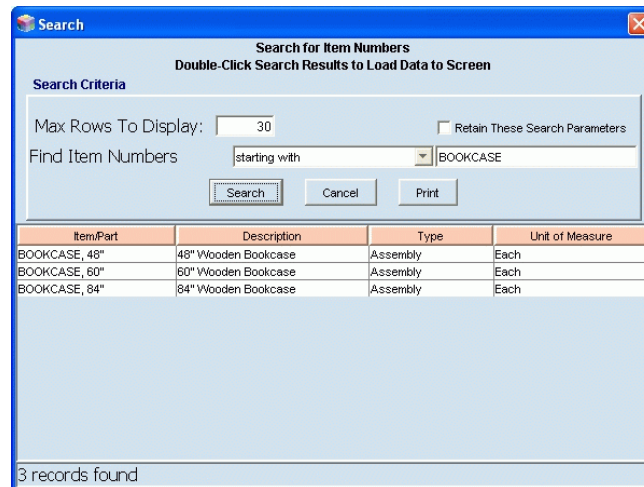
Performing Searches

There are two types of searches in TFG4000 Professional Edition that are similar in appearance, however they have different functionality. The first is a "Search" associated with a field on the screen. The second is a "Search Pop-up" which is found on tables. One of the differences between the two is that a "Search Pop-up" can load multiple table rows to the screen at one time but a "Search" will not. Another difference is that "Search" screen results can be printed but "Search Pop-up" results cannot.

Search Screen (Fields)

Below is an example of a search screen that may be used to locate information already entered into the system, and/or to automatically populate the fields on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the "Search" button is pressed and when you exit the search. In addition, you also have the option to retain search parameters by checking the box located next to "Retain Search Parameters". This option allows you to save the search parameters you used for future searches.

Example Only:





The screenshot shows a "Search" dialog box with the following elements:

- Title:** Search
- Subtitle:** Search for Item Numbers
- Instruction:** Double-Click Search Results to Load Data to Screen
- Search Criteria:**
 - Max Rows To Display: 30
 - Retain These Search Parameters
 - Find Item Numbers: starting with BOOKCASE
 - Buttons: Search, Cancel, Print
- Table of Results:**

Item/Part	Description	Type	Unit of Measure
BOOKCASE, 48"	48" Wooden Bookcase	Assembly	Each
BOOKCASE, 60"	60" Wooden Bookcase	Assembly	Each
BOOKCASE, 84"	84" Wooden Bookcase	Assembly	Each

3 records found

Using the Search Screen

1. Click the Search button  located directly next to the field you want to search.
2. Enter the maximum number of rows of data you want to display in your results. The default is "30".
3. Select one of the search choices using the dropdown. The default is "starting with".
4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database. If there is a value in the screen field you are searching on, it will be copied to the search field. You can change the search field value on the "Search" screen.
5. Click the Search button .
6. Double click on the row you desire to load the information to the main screen.


Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.
2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.
3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

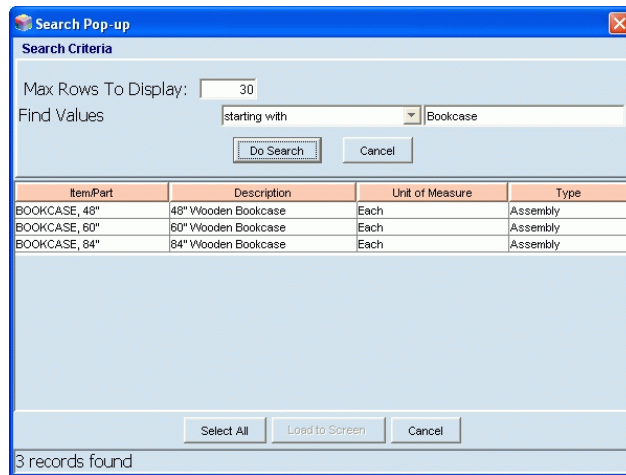
To print the search results, use these steps:

1. Click the Print button  on the "Search" screen.
2. Type or select the appropriate formatting options in the dialog box and then click "OK" to print the report.

Search Pop-Up Screen (Tables)

Below is an example of a search pop-up screen that may be used to populate columns in the table on the screen that you are currently viewing or editing. When search results are displayed you can move the columns into different places on the search pop-up screen so that the values can be viewed in positions different from the default layout. Click the heading of the column you wish to move then drag and drop it into the desired position. Resize columns by moving the cursor over the heading until you see an arrow with two heads. Click, and with the mouse button still down, move the cursor right or left until the column is the desired width. The default layout is restored when the "Do Search" button is pressed and when you exit the search pop-up.

Example Only:




The screenshot shows a 'Search Pop-up' dialog box with the following elements:

- Search Criteria:**
 - Max Rows To Display: 30
 - Find Values: starting with Bookcase
 - Buttons: Do Search, Cancel
- Results Table:**

Item/Part	Description	Unit of Measure	Type
BOOKCASE, 48"	48" Wooden Bookcase	Each	Assembly
BOOKCASE, 60"	60" Wooden Bookcase	Each	Assembly
BOOKCASE, 84"	84" Wooden Bookcase	Each	Assembly
- Footer:**
 - Buttons: Select All, Load to Screen, Cancel
 - Status: 3 records found

Using the Search Pop-Up Screen

1. Click the GoTo/Selection button  in the row you want to search.
2. Enter the maximum number of rows of data you want to display in your results. The default is "30".
3. Select one of the search choices using the dropdown. The default is "starting with".
4. Enter all or part of the value you want to search with. You may leave the search field blank to return all applicable records in the database.
5. Click the "Do Search" button.
6. To select just one entry, double-click on it to populate the fields on your screen.
7. To select more than one entry, hold down the "Control" key while you click on the other selections with your mouse, then click "Load to Screen" to populate the information.
8. To load all of the entries to the screen table, click the "Select All" button and then click the "Load to Screen" button.


Modifying the View of the Search Results

To modify the view of the search results, do the following:

1. To re-size a column move your cursor over the column heading you want to re-size and move to the right until you see an arrow with two heads. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.
2. To re-position a column click on the column heading, then still holding the mouse button down, move the column to where you want it and release the mouse. Some columns are key columns and will not remain where you re-position them.
3. To re-size the window move your cursor over the edges of the window until you see an arrow with two heads. Click, and then still holding the mouse button down, move the cursor to increase or decrease the size of the window.

Printing the Search Results

To print the search results, use these steps:

1. Click the Print button  on the "Search" screen.
2. Type or select the appropriate formatting options in the dialog box and then click "OK" to print the report.

Working with Reports

You can view, modify, and print reports by using the “Reports” menu located just above the toolbar.

To view a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen and a selection for All Reports. Click on the report name that you want.
2. A status window will appear showing that the system is generating the report.
3. You will then see your report displayed on the screen.

To modify and/or print a report, follow these steps:

1. Click on “Reports” above the toolbar. A menu will drop down indicating which reports can be generated from that screen. Click on the report name that you want.
2. A status window will appear showing that the system is generating the report.
3. You will then see your report displayed on the screen with this toolbar at the top:



Printing Options

Allows you to set the Page Number Prefix, number of pages wide, and the Repeat Section Header/Footer settings. Adjust the settings to your specifications and then click “OK”.

Page Setup

Allows you to adjust page settings such as page orientation and margins. Once finished adjusting the settings, click “OK”.

Memorize

Allows you to save report settings under a report that you name yourself so you can run the report again with the same settings. You can save settings for a report under different names so you can have multiple versions of the same report formatted different ways. The new report names appear in the Report menu at the top of the main screen (after you go to another screen and come back) and they are available only to you, other users will not be able to see reports you memorized.

Print

Allows you to select printer settings and print your report. Once finished with settings, click “OK” to print the report.

Preview

Allows you to preview your report layout before you actually print. Once finished previewing, click “Close”.

Excel	Allows you to save your report as an Excel document. Once finished naming and specifying where to save your report, click "Save".
Revert	Allows you to discard all layout changes and revert to default settings. Simply click either "Yes", or "No".
Help	Shows the Report Layout Instruction screen.
Close	Click this button to close the report and return to the main screen.

In some reports the selection criteria can be changed in the report window. Adjust the selection criteria as desired, and then click the "Refresh" button to reload the data. When you exit the report you will be asked if you want to update the screen with the refreshed data from the report. Click "Yes" to update the screen or "No" to leave the screen as it was when you started the report.

Report layouts can be modified. Columns can be re-sized, hidden, and un-hidden and sections can be hidden and un-hidden.

To re-size a column do the following:

1. Move your cursor over the column heading you want to re-size.
2. Move to the right until you see an arrow with two heads.
3. Click, then still holding the mouse button down, move the cursor to the right until the column is as wide as you want or to the left until the column is as small as you want.

To hide or unhide a column, do the following:

1. Right click in the report area or the long, thin "Edit" button on the left side of the report window to get the "Report Layout Options" window.
2. Click the "Column Visibility" tab. A red check mark next to the column name indicates the column will be displayed. If there is not red check mark next to the column name it will not be displayed in the report.

To hide or unhide a report section, do the following:

1. Click the tab for the section you want to hide or unhide.
2. Right click in the report area or the long, thin "Edit" button on the left side of the report window to get the "Report Layout Options" window.
3. Click "Do Not Print This Section".

To save the changes you have made, click the "OK" button. To discard the changes you have made, click the "Cancel" button.

To reset the properties back to the default properties, click the "Revert" button located on the report toolbar. A dialog box will appear asking if you want to discard changes and revert

back to default settings. Click either "Yes" to restore the defaults or "No" to keep the changes.

Note: Report layout changes remain in effect even after TFG4000 Professional Edition is re-started.

Logos on Forms and Reports

Special forms such as job order forms, customer order forms, packing slips, invoices, and purchase order forms have an area for a company logo. The logo is controlled by system variable **Form_Logo**.

Reports have an area for a company logo too. The logo is controlled by system variable **Report_Logo**.

See the System Administration Users Guide for more information about these system variables and how to set them.

Working with Summary Screens and Summary Reports

TFG4000 has many summary screens and reports available for locating data, listing data, and summarizing data. Each summary screen and report has various fields for search criteria that are used in combination with one another. The search criteria fields can use wildcards and other sophisticated SQL search techniques. For more information about wildcard characters that can be used for advanced searching, refer to the following Microsoft website:

<http://msdn.microsoft.com/library/default.asp?url=/library/en-us/off2000/html/acconWildcardCharactersS.asp>

Due to differences between Access and ANSI wildcard characters, when reading this website and using wildcards in TFG4000, substitute as follows:

% for *
_ for ?
is not used

Also note that these wildcards cannot be used in searches.

Initial Setup

System Variables

TFG4000 Purchasing Management is installed with certain features that can be changed. The features are controlled with system variables. There are three system variables you need to understand before you start using Purchasing Management. See the System Variables screen in the System Administration User Guide included on the TFG4000 CD, which is available from the Windows "Start" menu or from the "Documentation" menu within TFG4000.

Allow_PO_Over_Receipt (default is "No") – With this variable set to "No", purchase order receiving will not allow you to receive a quantity greater than the quantity on the purchase order line. With this variable set to "Yes", purchase receiving will allow you to receive a quantity that greater than the quantity on the purchase order line.



My_Supplier_Number (installation default is 1) – This variable indicates which supplier number in the supplier database is your own supplier number. The system uses your supplier number for addresses on documents.

Form_Logo (installation default is **Cubelcon.gif**) – This variable contains the name of the logo file to use on special forms such as Purchase Order Forms, Quotes, and Requisitions. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear on forms, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo. (**Note:** The Report_Logo variable was used in previous releases of TFG4000 for forms, so you may need to check the setting for this variable).


Report_Logo (installation default is **Cubelcon.gif**) – This variable contains the name of the logo file to use on reports. The recommended logo size is 50x50 pixels. The logo can be smaller or larger and the system will size it to fit. If you would like your company logo to appear on reports, place your logo in .gif format in the \\Server\Images directory and set this variable to the name of the logo.

Note: The address next to the logo on Purchase Order Forms, Quotes, and Requisitions is the first address of type "Supplier" under the supplier number entered in system variable **My_Supplier_Number**. Make sure you define your company, add your address, and set the system variable so your address appears on these forms.

Do the following to define your company as a supplier:

1. Click the plus ("+") next to "Purchase Management" or double-click  "Purchase Management" in the "NavTree".
2. Click "Supplier". The Supplier screen is then displayed.
3. Enter the supplier number you want to use or leave this field blank for a system generated supplier number. The supplier number can contain numbers and letters and it must be unique.
4. Enter data in any of the other fields you desire, these fields are optional.
5. When done, click the Save button  located on the toolbar.

Make note of your supplier number, then do the following to set the system variable:

1. Click the plus sign (+) next to "System Administration".
2. Click "System Variables".
3. Change the value of the "My_Supplier_Number" variable to your supplier number.
4. Once finished, click the Save button  located on the toolbar.

Purchase Order

What is an Order?

Your company purchases products and/or services from your suppliers, also referred to as "vendors". When you need a product or a service, you communicate a request to your supplier which becomes a purchase order. When purchased goods arrive they can be received into the system quickly and easily. If TFG400 Inventory Management is installed the purchase receipt will be logged in the inventory audit trail and the on hand inventory will reflect the receipt.

Order Screens

"Order" consists of seven tabbed screens that are used to enter, maintain, and view Order data. Each screen is used for specific purposes to aid in the entry and maintenance of Purchase Orders.

Order

This screen allows you to enter and maintain basic purchase order information and purchase order line items.

Address

This screen is used to enter and maintain purchase order address data. This includes basic information about the supplier as well as the supplier address and shipping address.

Information

This screen allows you to enter text you wish to maintain concerning an order. For example, you could enter additional information relevant to the order such as shipping instructions or notes of conversations with the supplier about the order. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL's for web sites. Information text can be selected to print on various forms. External references may also be selected to print on forms; however, only external reference files with a .txt extension can be printed.

Line Information

This screen allows you to enter text you wish to maintain concerning an order line. For example, you may wish to record special requests or additional information concerning a line item such as color preferences or particular time of day for a service. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL's for web sites. Information text can be selected to print on various forms. External references may also be selected to print on forms; however, only external reference files with a .txt extension can be printed.

History

This screen allows you to view activity performed for an order and individual lines.

Summary

This screen can be used to list purchase orders based on selection criteria. You can use this screen to group orders for a report or to locate an order.

Open Lines

Use this screen to find lines by any combination of item number, status, and supplier.

Receipt

This screen allows you to receive items that have been delivered. If TFG4000 Inventory Management is installed, an inventory audit record will be written for the receipt and the on hand inventory for the item will reflect the receipt.

Return

This screen allows you to return items that have been delivered. If TFG4000 Inventory Management is installed, an inventory audit record will be written for the return and the on hand inventory for the item will reflect the return.

Purchase Order Screens Explained

Order

This screen allows you to enter and maintain basic purchase order information and purchase order line items.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Description	Can contain additional information about the order.
Due Date	The calendar date on which this purchase order is planned to be received.
Type	The type helps further define an order by giving it a classification. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". Some examples of types are: "Quote" asking the supplier for a price quote; "Requisition" an internal request for generation of a purchase order; or "Purchase Order" an approved Purchase Order.
Release Date	Indicates the date the order should be released for further processing.
Status	Indicates the current status of the purchase order.
Close Date	The calendar date on which the order was closed (completed).
Buyer	The Purchasing Buyer responsible for this purchase order.
Warehouse	Default inventory warehouse for storing inventory received for this order.
Total Cost	The Total Value (cost or price) of the Order. The total value is the sum of all of the line values on the order.
Zone	Default inventory zone within warehouse for storing inventory received for this order.
Supplier	A unique identifier assigned to each supplier. It is the main key for all other supplier data.

Location	Default inventory location for storing inventory received for this order.
Supplier Name	A shortened name or the full name of the supplier.
Pool	Default inventory pool for inventory received for this order. The pool is a logical separation of inventory.
Last Printed	The most current calendar date on which the purchase order was printed.
Our Account	The account number or customer number by which the supplier knows your company; your account with this supplier.
Ship Via	How you want your order shipped. A dropdown is provided with methods such as UPS, Best Way, etc. You can define your own shipping methods with the Dropdown Control screen under System Administration. The dropdown name is ShippingMethod.
2 nd Total Cost	The cost of the order calculated using the conversion rate provided for the second currency used on this order. The second currency is used when values must be calculated in a currency other than your base currency. See "Using Currency Conversion" in the "Using the Order Screen" section of this chapter.
To Currency	The second currency used to calculate values on this order. The second currency is used when values must be calculated in a currency other than your base currency. See "Using Currency Conversion" in the "Using the Order Screen" section of this chapter.

Line Item Table (Item, Supplier Item, Quantity, Cost, Location, Dates, Line Description, and Order Links tabs)

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Our Item	Unique identification of a service, assembly, purchased part, component, facility, tool, material, etc. This is the item number used by your company.
Item Description	Explanation ranging from a short name or abbreviation to a more descriptive definition.
Item Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Item UOM	Indicates how the item is counted or measured for

	<u>inventory</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Purchase UOM	Indicates how the item is counted or measured for <u>purchasing</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Supplier Item	Unique identification of a service, assembly, purchased part, component, facility, tool, material, etc. This is the item number used by the supplier (vendor).
Supplier Item Desc.	Item description used by the supplier (vendor).
Supplier Item Status	Current status of this supplier item, e.g. Active or Inactive.
Supplier Item Type	How the supplier classifies this item.
Supplier Item UOM	How the supplier counts this item e.g. "Box", "Dozen", "Case", etc.
Quantity Ordered	The quantity of an item/part that has been ordered for this line item.
Quantity Delivered	The quantity of an item/part that has been delivered and received for this line item.
Quantity Returned	The quantity of an item/part that has been delivered and returned back to the supplier for this line item.
Quantity Remaining	The quantity of an item/part that has not been received yet for this line item.
Line Status	Indicates the current status of the purchase order line.
Material Unit Cost	The material or purchase cost of an individual item/part. This value is from the "Material Cost" field on the Cost and Price screen under Item Definition in Shared Applications, or the "Material Cost" field on the Supplier Item screen under Supplier in Shared Applications.
Line Value	The cost/price of the purchase order line. The line value is the product of Material Unit Cost times the Quantity Ordered.
Line 2 nd Value	The cost/price of the purchase order line calculated using the conversion rate of the second currency used for this order. It is "Line Value" multiplied by the conversion rate provided. See "Using Currency Conversion" in the "Using the Order Screen" section of this chapter for more information about currency conversion.
Remaining Value	The value of the line which has not been received yet.

Warehouse	The inventory warehouse where items received for this line should be stored.
Zone	The inventory zone within the warehouse.
Receiving Location	The inventory storage location where items received for this line should be stored.
Pool	The inventory pool for the items received for this line.
PO Lead Time	The number of days required to purchase/receive one unit of this item.
Line Release Date	The calendar date on which the order line must be released for the line to be received by its due date. The release date is calculated using the due date minus the purchasing lead time.
Line Due Date	The calendar date on which this line is expected to be received.
Line Close Date	The calendar date on which the order line was closed (completed).
Line Description	A short name /abbreviation to a more descriptive definition of this purchase order line.
Customer Order #	The sales order associated with this purchase order line.
Customer Line #	The line number on the sales order associated with this purchase order.
Job Order #	The job order associated with this purchase order line.
Cancel Line	This is a checkbox to indicate you want to cancel the line.
Delete	This is a checkbox to indicate you want to delete the line.


Message Line

Field

Explanation

Message	Displays information about the current status of the screen including error messages.
---------	---

Accessing the Order Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.


2. Click “Purchase Order”. The Order screen is then displayed.
3. If there is a purchase order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.

Using the Order Screen




Use these procedures to display, update, add, copy, cancel, delete, display the previous, and display the next purchase order.

Displaying Orders

To display order information, perform the following steps:


1. Enter a purchase order number in the "Purchase Order" field.
2. Click the Open (Display) button  located on the toolbar or hit the Enter key.
3. The order information for the purchase order is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.

-or-

1. Use the Search button  next to the "Purchase Order" field, the "Type" field, the "Status" field, the "Buyer" field, the "Total Cost" field, or the "Description" field, or the second Search button  next to the "Supplier" field, the "Supplier Name" field, or the "Pool" field, or use the third Search button  next to the "Location" field to select an order number.
2. Double-click on the "Order Number" you would like to display in the "Search" screen table.
3. The order information for the purchase order is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.

Searching for Orders by Supplier Number


To search for orders by supplier number, perform the following steps:

1. Use the second Search button  next to the "Supplier" field to get a search pop-up screen.
2. Select the type of search you want using the dropdown provided. The default is to search for orders with supplier number "starting with" the value you entered.
3. Enter the supplier number you want to use in the field provided or make it blank to search by all supplier numbers.
4. Click the "Search" button. The results of your search are displayed in the pop-up.
5. You can re-size the columns and re-size the search window by moving the cursor until a double-headed arrow appears, then clicking and while holding the mouse button down, move the cursor to re-size. You can re-position columns by clicking on them and while holding the mouse button down, move the cursor right or left.

6. Print results by clicking the "Print" button. A standard print dialog box is displayed so you can choose the printer and other print options; click "OK" to print.
7. Double-click an order to display that order on the main screen.


Searching for Orders by Supplier Name

To search for orders by supplier name, perform the following steps:

1. Use the second Search button  next to the "Supplier Name" field to get a search pop-up screen.
2. Select the type of search you want using the dropdown provided. The default is to search for orders with supplier name "starting with" the value you entered.
3. Enter the supplier name you want to use in the field provided or make it blank to search by all supplier names. (Note: you can enter a partial name if you want.)
4. Click the "Search button". The results of your search are displayed in the pop-up.
5. You can re-size the columns and re-size the search window by moving the cursor until a double-headed arrow appears, then clicking and while holding the mouse button down, move the cursor to re-size. You can re-position columns by clicking on them and while holding the mouse button down, move the cursor right or left.
6. Print results by clicking the "Print" button. A standard print dialog box is displayed so you can choose the printer and other print options; click "OK" to print.
7. Double-click an order to display that order on the main screen.

Searching for Orders by Inventory Location


To search for orders by location, perform the following steps:

1. Use the third Search button  next to the "Location" field to get a search pop-up screen.
2. Select the type of search you want using the dropdown provided. The default is to search for orders for with a location "starting with" the values you entered for warehouse, zone, and location.
3. Enter the warehouse, zone, and location you want to use in the fields provided or make them blank to search by all locations. (Note: you can enter partial information if you want.)
4. Click the "Search button". The results of your search are displayed in the pop-up.
5. You can re-size the columns and re-size the search window by moving the cursor until a double-headed arrow appears, then clicking and while holding the mouse button down, move the cursor to re-size. You can re-position columns by clicking on them and while holding the mouse button down, move the cursor right or left.

6. Print results by clicking the "Print" button. A standard print dialog box is displayed so you can choose the printer and other print options; click "OK" to print.
7. Double-click an order to display that order on the main screen.



Searching for Orders by Pool

To search for orders by inventory pool, perform the following steps:

1. Use the second Search button  next to the "Pool" field to get a search pop-up screen.
2. Select the type of search you want using the dropdown provided. The default is to search for orders with pool "starting with" the value you entered.
3. Enter the pool you want to use in the field provided or make it blank to search by all pools. (Note: you can enter a partial pool if you want.)
4. Click the "Search button". The results of your search are displayed in the pop-up.
5. You can re-size the columns and re-size the search window by moving the cursor until a double-headed arrow appears, then clicking and while holding the mouse button down, move the cursor to re-size. You can re-position columns by clicking on them and while holding the mouse button down, move the cursor right or left.
6. Print results by clicking the "Print" button. A standard print dialog box is displayed so you can choose the printer and other print options; click "OK" to print.
7. Double-click an order to display that order on the main screen.

Searching for Orders by Item Number



To search for orders by item number, perform the following steps:

1. Use the Goto/selection button  in the "Our Item" column of one of the rows of the line item table on the screen. If there are no lines displayed you may have to use the add rows button  in the lower right corner of the table.
2. Select "Find Purchase Orders by Item".
3. If the row you used already had an item number in it that item number will be in the search field provided. If you used a blank row the search field will be blank.
4. Select the type of search you want using the dropdown provided. The default is to search for purchase orders that have items "starting with" the value you entered.
5. Click the "Do Search" button. The results of your search are displayed in the pop-up.
6. You can re-size the columns and re-size the search window by moving the cursor until a double-headed arrow appears, then clicking and while holding the mouse


button down, move the cursor to re-size. You can re-position columns by clicking on them and while holding the mouse button down, move the cursor right or left.

7. Print results by clicking the "Print" button. A standard print dialog box is displayed so you can choose the printer and other print options; click "OK" to print.
8. Double-click an order to display that order on the main screen.

Using the Search button for Entering Purchase Order Data


Many of the fields on the purchase order screen have a Search button  to make it easier to find the value you want when you are entering an order. For example, to enter a supplier number, you can either type it in directly or you can click the Search button  next to the "Supplier Number" field. A search pop-up screen will appear where you can enter search criteria to find the supplier number you want. A drop down is provided with various search methods and you can enter all or part of the supplier number you are looking for. If you leave the supplier number blank, the search will return all supplier numbers up to the maximum indicated in the search pop-up. You can change the maximum to any number you want. When you have your search criteria entered, click the Search button. A list of supplier numbers matching the search criteria is displayed. You can double click on the supplier you want and it will be loaded into the screen field for you. Some fields, like "Supplier Number" and "Supplier Name", may load more than one field as they retrieve data from the database.

Location Search buttons

The "Location" field has two Search buttons . The first button is to find inventory locations. This is so you can select a default location where inventory may be. The second button is for locating purchase orders by the inventory location selected on the order.

Updating Orders

To update order information, perform the following steps:

1. Display the purchase order you want to change. See "Displaying Orders" above.
2. Enter the new information in the column of the Line Item table for the row or rows you wish to update.
3. Once finished, click the Save button  located on the toolbar.

Using Currency Conversion

To calculate the value of each purchase order line in a currency other than your base currency, perform the following steps:





1. Display the purchase order you want to change. See "Displaying Orders" above.
2. Click the "Cur. Calc." button located on the toolbar. A pop-up window will appear.
3. Enter the currency code of the currency you want.
4. Enter the conversion rate of the currency you want.


5. Click the "Calculate" button.
6. For each purchase order line, the "Line Value" is multiplied by the conversion rate and the resulting value is stored in the "Line 2nd Value" column. These changes are saved automatically.

Note: This method of currency conversion is temporary. The next version of TFG4000 uses currency conversion tables rather than manually entered conversion rates.

Adding Orders


To add a new order, perform the following steps:

1. Enter the purchase order number you want use or leave this field blank for a system generated purchase order number. The purchase order number can contain numbers and letters and it must be unique.
2. Enter the supplier number you want use or select one using the search button  next to "Supplier" or "Supplier Name". Enter 0 (zero) if you do not have a pre-defined supplier you want to use.
3. Enter basic order data in the Current Purchase Order section of the screen. Most of this data will default from the supplier you have chosen or will have system defaults, so it may not be necessary to enter any data here.
4. Click an empty row in the Line Item table. If there are no empty rows click the Add Rows button  in the lower right corner of the table.
5. Enter line data in the Line Item table for the row or rows you wish to add. You can use the Goto/Selection button  to search for pre-defined item numbers.
6. Once finished, click the Save button  located on the toolbar.

Note: You can add an order without lines if necessary. Just click the Save button  when you have the basic order data entered.


Copying an Order

To copy an order, perform the following steps:

1. Display the purchase order you want to copy. See "Displaying Orders" above.
2. Click the copy button  located on the toolbar. A pop-up will appear.
3. Enter the new purchase order number in the "Copy to Order" field or leave it blank to let the system generate the order number for you.
4. Various types of order data are listed with check boxes next to them. Click a check box to check or uncheck data to be copied. A check mark means it will be copied, No check mark means it will not be copied.
5. Click the "Copy" button to complete the copy or click "Cancel" to cancel the copy operation.


Canceling an Order

To cancel an order, perform the following steps:

1. Display the purchase order you want to cancel. See "Displaying an Order" above.
2. Click the Cancel button  located on the toolbar.
3. Click the "Yes" button on the "Confirm Action" pop up message. If you do not want to cancel the sales order click "No" on the "Confirm Action" pop up message.
4. Any remaining line values are reduced to zero, lines affected are updated with status "Cancelled" and the order status is changed to "Cancelled".


Canceling an Order Line

To cancel all or part of a line, perform the following steps:

1. Display the purchase order that contains the line you want to cancel. See "Displaying Orders" above.
2. Click the checkbox in the "Cancel" column of the Line Item table for the line you want to cancel. You may select more than one line to be cancelled at one time. Click the checkbox again to remove the cancel flag.
3. Once finished, click the Save button  located on the toolbar.
4. Remaining values are decreased to zero and the line status is changed to "Cancelled".

Deleting an Order

To delete an order, perform the following steps:


1. Display the purchase order you want to delete. See "Displaying Orders" above.
2. Click the Delete button  located on the toolbar.
3. Click the "Yes" button on the "Confirm Action" pop up message. If you do not want to delete the Purchase Order click "No" on the "Confirm Action" pop up message.

Note: Once an order is deleted, it can no longer be displayed or updated.

Deleting an Order Line

To delete an order line, perform the following steps:

1. Display the purchase order that contains the line you want to delete. See "Displaying Orders" above.
2. Click the checkbox in the "Delete" column of the Line Item table for the line you want to delete. You may select more than one line to be deleted at one time. Click the checkbox again to remove the deletion flag.

3. Once finished, click the Save button  located on the toolbar.

Note: Once an order line is deleted, it can no longer be displayed or updated.

Printing a Purchase Order Form

To print a purchase order form, perform the following steps:

1. Display the purchase order you wish to print. See “Displaying Orders” above.
2. Click the “Reports” menu located on the menu bar at the top of the screen. A menu will appear.
3. Click “Purchase Order Form”, “Purchase Order Requisition Form”, or “Purchase Order Request Quote Form”.
4. A report window is displayed. Follow the instructions there for printing the form.


Note: The logo on purchase order forms is controlled by system variable **Form_Logo**.

Also, the address next to the logo on the purchase order forms is controlled by the system variable **My_Supplier_Number**. The system will use the first address designated as address type “Supplier” for the supplier number entered in the My_Supplier_Number system variable.

See the “Initial Setup” section of this manual or the **System Administration Users Guide** for more information about these system variables and how to change them.


Displaying the Previous Order



To display the order that precedes the one currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous purchase order information is displayed on the main screen.

Displaying the Next Order

To display the order that follows the one currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next purchase order information is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the “Purchase Order” field, then click the Next button .

Address Screen

This screen is for entering and maintaining purchase order addresses.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Quote" asking supplier for a price quote, "Requisition" an internal request for generation of a purchase order or "Purchase Order" an approved Purchase Order.
Status	Indicates the current status of the purchase order.
Supplier	A unique identifier assigned to each supplier. It is the main key for all other supplier data. The identifier can be a number, a name, or some combination of numbers and characters.
Supplier Name	A shortened name or the full name of a supplier.

Supplier Address

<u>Field</u>	<u>Explanation</u>
Line 1	First line of the supplier address for this entry.
Line 2	Second line of the supplier address for this entry.
City	City for this address.
State	State associated with this address.
Zip	Postal Zip Code for this address.
Country	Country associated with this address.

Shipping Address


<u>Field</u>	<u>Explanation</u>
Name	The name of the recipient for the shipping address.
Line 1	First line of the shipping address for this entry.
Line 2	Second line of the shipping address for this entry.
City	City for this address.

State	State associated with this address.
Zip	Postal Zip Code for this address.
Country	Country associated with this address.

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen.

Accessing the Address Screen

1. Click the plus (" + ") next to "Purchase Management" or double-click  "Purchase Management" in the "NavTree".

-or-
Click on the "View" menu. Select "Goto Screen", then select "Purchase Management".
2. Click "Purchase Order". The Order screen is then displayed.
3. If there is a purchase order number in the "Purchase Order" field, the information for that purchase order is displayed on the main screen.
4. Click the "Address" tab at the top of the main screen.
5. If there is a purchase order number in the "Purchase Order" field, the address information for that purchase order is displayed on the main screen.

Using the Address Screen


Use these procedures to display, delete, display the previous, and display the next purchase order address information.


Displaying Address Information

To display address information, perform the following steps:

1. Enter a purchase order number in the "Purchase Order" field.






-or-

Use the Search button  next to the "Purchase Order" field, the "Type" field, the "Status" field, the "Buyer" field, the "Total Cost" field, the "Description" field, the "Supplier" field or the "Supplier Name" field to select an order number.

2. Click the Open (Display) button  located on the toolbar or hit the Enter key.
3. The address information for the purchase order is displayed on the main screen.




Adding Purchase Order Addresses

To add purchase order address data, perform the following steps:

1. Enter a purchase order number in the "Purchase Order" field, or use the Search button  next to the "Purchase Order" field to select a purchase order.
2. Click the Open (Display) button  located on the toolbar.
3. Enter address information in the fields provided, or use the GoTo/Selection button  next to "Find Supplier Address", "Find Supplier Address" (uses your company's supplier number), or "Find Supplier Address" (uses your company's supplier number) to select a different supplier and/or shipping address for the order. If you use the GoTo/Selection button  to select an address, the change is saved automatically.
4. Once finished, click the Save button  located on the toolbar.

Updating Purchase Order Addresses

To update purchase order address data, perform the following steps:

1. Display the purchase order that has the address you want to change. See "Displaying Purchase Order Addresses" above.
2. Change address as needed, or use the GoTo/Selection button  next to "Find Supplier Address", "Find Supplier Address" (uses your company's supplier number), or "Find Supplier Address" (uses your company's supplier number) to select a different supplier and/or shipping address for the order. If you use the GoTo/Selection button  to select an address, the change is saved automatically.
3. Once finished, click the Save button  located on the toolbar.

Deleting Address Information


To delete purchase order addresses, perform the following steps:

1. Display the purchase order that has the address you want to delete. See “Displaying Purchase Order Addresses” above.
2. Use the “Clear” button in the “Supplier Address” and/or the “Shipping Address” sections to erase all fields. The change is saved automatically.

Note: Once order address data is deleted, it can no longer be displayed or updated.


Displaying the Previous Address Information



To display the address that precedes the one currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous address information is displayed on the main screen.


Displaying the Next Address Information

To display the address that follows the one currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next address information is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the “Purchase Order” field, then click the Next button .

Information Screen

This screen allows you to enter text you wish to maintain concerning a purchase order. For example, you could enter information from discussions with the supplier about this particular order, or special instructions for the order. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL's for web sites. You can use the GoTo/Selection button  in the table to display an electronic external document.

Information text can be selected to print on various forms. External references may also be selected to print on forms; however, only external reference files with a .txt extension can be printed.

Information text type and reference type have dropdown lists that can be modified using the "Dropdown Control" screen under "System Administration". You can add more types to each list, change types, and delete types.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Description	A short description of the purchase order.
Status	The current status of the purchase order.

Information Table

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Type	A designation for the type of information stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration".
Text Information	This is where you enter text information or view text that has already been entered.
Print PO	Indicates if this text should be printed on the purchase order. (A check in the box = Yes, no check = "No")
Print RFQ	Indicates if this text should be printed on a quote. (A check in the box = Yes, no check = "No")
Print REQ	Indicates if this text should be printed on a requisition. (A check in the box = Yes, no check = "No")

Delete This is a checkbox to indicate you want to delete a text record. (A check in the box = Yes, no check = "No")

Reference Table


<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Reference Type	A designation for the type of reference stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration".
Reference	Full path, directory, and file name for an electronic reference, URL for a website, or description of where to find a physical reference. An electronic reference can be a spreadsheet, a word processor document, or a text file. A physical reference can be the name of a book with the page number.
Print PO	Indicates if this reference should be printed on the purchase order. (A check in the box = Yes, no check = "No")
Print RFQ	Indicates if this reference should be printed on a quote. (A check in the box = Yes, no check = "No")
Print REQ	Indicates if this reference should be printed on a requisition. (A check in the box = Yes, no check = "No")
Delete	This is a checkbox to indicate you want to delete a reference record. (A check in the box = Yes, no check = "No")

Note: Only external references with file extension .txt will have the actual contents of the .txt file printed.

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen including error messages.

Accessing the Information Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.


2. Click “Purchase Order”. The Order screen is then displayed.
3. If there is an order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.
4. Click the “Information” tab at the top of the main screen.
5. If there is an order number in the “Purchase Order” field, the information and/or references for that purchase order are displayed on the main screen.

Using the Information Screen


Use these procedures to display, update, add, delete, display the previous, and display the next purchase order information and/or references.


Displaying Information and References

To display purchase order information and/or references, perform the following steps:

1. Enter a purchase order number in the “Purchase Order” field and click the Open (Display) button  located on the toolbar or hit the Enter key.



-or-

Use the Search button  next to the “Purchase Order” field or the “Description” field to select an order number and double-click on the “Order” you would like to display in the “Search” screen table.

2. The information text types and references for the purchase order are displayed on the main screen.
3. To display information text, click the Goto/Selection button  in the “Text Information” column of the Information table for the row you want to display and select “Edit Information Text” on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
4. The text will be displayed in a pop-up window.
5. The reference information is displayed in the Reference table. Use the scroll bar on the right to display more rows if necessary.
6. To view electronic references, right click on the reference you would like to display. Choose “Goto External Application” from the menu.

Updating Information

To update purchase order information, perform the following steps:

1. Display the purchase order you want to change. See "Displaying Information and References" above.
2. Click the Goto/Selection button  in the "Text Information" column of the Information table for the row you want to update and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
3. The text will be displayed in a pop-up window.
4. Change the desired information in the pop-up window and click "Ok" when done.
5. If necessary, click the checkbox in any of the print columns to indicate if you want this information text to appear on that document or not. When this box is checked, the text will appear on the document. Click the checkbox again to remove the print flag.
6. Once finished, click the Save button  located on the toolbar.

Note: You can update Purchase Order Information and References at the same time.


Updating References

To update purchase order references, perform the following steps:

1. Display the purchase order you want to change. See "Displaying Information and References" above.
2. Enter the new reference in the "Reference" column of the Reference table for the row or rows you wish to update.

-or-


For an electronic reference, right click the reference you want to update. Choose "Select External File". A standard Windows file selection dialog box is displayed so you can locate the directory that contains the file you want. Select the file you want and click the "Open" button.

3. If necessary, click the checkbox in any of the print columns to indicate if you want this reference to appear on that document or not. When this box is checked, the reference will appear on the document if possible. Click the checkbox again to remove the print flag.
4. Once finished, click the Save button  located on the toolbar.

Note: You can update purchase order information and references at the same time.



Adding Information

To enter purchase order information, perform the following steps:

1. Display the purchase order you want to change. See “Displaying Information and References” above.
2. Click an empty row in the Information table. If there are no empty rows click the Add Rows button  in the lower right corner of the table.
3. Type the first letter of the text type you want (type the letter multiple times if there is more than one type that begins with the same letter).

-or-


Using the dropdown list, select the Information Text Type in the “Info Type” column of the Information table.

4. Click the Goto/Selection button  in the “Text Information” column of the Information table for the row you want and select “Edit Information Text” on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
5. The text will be displayed in a pop-up window.
6. Enter the desired information in the pop-up window and click “Ok” when done.
7. Click the checkbox under the documents where you want this information to appear.
8. Once finished, click the Save button  located on the toolbar.

Note: You can add purchase order information and references at the same time.

Adding References

To enter purchase order references, perform the following steps:

1. Display the purchase order you want to change. See “Displaying Information and References” above.
2. Click an empty row in the Reference table. If there are no empty rows click the Add Rows button  in the lower right corner of the table.
3. Type the first letter of the reference type you want (type the letter multiple times if there is more than one type that begins with the same letter).


-or-

Using the dropdown list, select the Reference Type in the “Reference Type” column of the Reference table.

4. Enter the reference in the "Reference" column.

-or-


For an electronic reference, right click the reference you want to update. Choose "Select External File". A standard Windows file selection dialog box is displayed so you can locate the directory that contains the file you want. Select the file you want and click the "Open" button.

5. Click the checkbox under the documents where you want this reference to appear. Only files with .txt are expanded on a document.
6. Once finished, click the Save button  located on the toolbar.

Note: You can add purchase order information and references at the same time.

Deleting Information and References


To delete purchase order information and references, perform the following steps:

1. Display the purchase order that has the information text and/or reference you want to delete. See "Displaying Information and References" above.
2. To delete text information, click the checkbox in the "Delete" column of the Information table for the row you want to delete. You may select more than one row to be deleted at one time. Click the checkbox again to remove the deletion flag.
3. To delete reference information, click the checkbox in the "Delete" column of the Reference table for the row you want to delete. You may select more than one row to be deleted at one time. Click the checkbox again to remove the deletion flag.
4. Once finished, click the Save button  located on the toolbar.

Note: Once purchase order information is deleted, it can no longer be displayed or updated.


Displaying the Previous Information and References



To display the purchase order information and references that precedes the information currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous purchase order information and references are displayed on the main screen.


Displaying the Next Information and References

To display the purchase order information and references that follow the information currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next purchase order information and references are displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the "Purchase Order" field, then click the Next button .

Line Information Screen

This screen allows you to enter text you wish to maintain concerning a purchase order line. For example, you could enter color preferences or special instructions. You can also attach references to external documents, including electronic documents such as spreadsheets, drawings and word processor documents, references to physical documents such as books and maps, and references to URL's for web sites. You can use the GoTo/Selection button  in the table to display an electronic external document.

Information text can be selected to print on various forms. External references may also be selected to print on forms; however, only external reference files with a .txt extension can be printed.

Information text type and reference type have dropdown lists that can be modified using the "Dropdown Control" screen under "System Administration". You can add more types to each list, change types, and delete types.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Description	A short name /abbreviation to a more descriptive definition of this Purchase Order.
Status	Indicates the current status of the purchase order.
Line Number	A system generated number that identifies the line items in Purchase Orders.

Information Table

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Type	A designation for the type of information stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". Some examples of text types are "Note" and "Print."
Text Information	This is where you enter text information or view text that has already been entered.
Print PO	Indicates if this text should be printed on the purchase order. (A check in the box = Yes, no check = "No")

Print RFQ	Indicates if this text should be printed on a quote. (A check in the box = Yes, no check = "No")
Print REQ	Indicates if this text should be printed on a requisition. (A check in the box = Yes, no check = "No")
Delete	This is a checkbox to indicate you want to delete a text record.

Reference Table

Column

Explanation

Row	The line number of the row in the table.
Reference Type	A designation for the type of reference stored. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". Some examples of reference types are "Note" and "Print".
Reference	Full path, directory, and file name for an electronic reference, URL for a website, or description of where to find a physical reference. An electronic reference can be a spreadsheet, a word processor document, or a text file. A physical reference can be the name of a book with the page number.
Print PO	Indicates if this reference should be printed on the purchase order. (A check in the box = Yes, no check = "No")
Print RFQ	Indicates if this reference should be printed on a quote. (A check in the box = Yes, no check = "No")
Print REQ	Indicates if this reference should be printed on a requisition. (A check in the box = Yes, no check = "No")
Delete	This is a checkbox to indicate you want to delete a reference record.


Message Line

Field

Explanation

Message	Displays information about the current status of the screen.
---------	--

Accessing the Line Information Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.


2. Click “Purchase Order”. The Order screen is then displayed.
3. If there is a purchase order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.
4. Click the “Line Information” tab at the top of the main screen.
5. If there is a purchase order number in the “Purchase Order” field, the line information for that purchase order is displayed on the main screen.

Using the Line Information Screen


Use these procedures to display, update, add, delete, display the previous, and display the next line information or references.


Displaying Line Information and References

To display item information or references, perform the following steps:

1. Enter a purchase order number in the "Purchase Order" field and click the Open (Display) button  located on the toolbar or hit the Enter key.


-or-


Use the Search button  next to the "P.O. #, or the "Status" field to select an order number and double-click on the "Order" you would like to display in the "Search" screen table.

2. The information text types and references for the purchase order are displayed on the main screen.
3. To display information text, click the Goto/Selection button  in the "Text Information" column of the Information table for the row you want to display and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
4. The text will be displayed in a pop-up window.
5. The reference information is displayed in the Reference table. Use the scroll bar on the right to display more rows if necessary.
6. To view electronic references, right click on the reference you would like to display. Choose "Goto External Application" from the menu.

Updating Line Information

To update line information, perform the following steps:

1. Display the purchase order you want to change. See "Displaying Line Information and References" above.
2. Click the Goto/Selection button  in the "Text Information" column of the Information table for the row you want to update and select "Edit Information Text" on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
3. The text will be displayed in a pop-up window.
4. Change the desired information in the pop-up window and click "Ok" when done.
5. If necessary, click the checkbox in any of the print columns to indicate if you want this information text to appear on that document or not. When this box is checked, the text will appear on the document. Click the checkbox again to remove the print flag.

6. Once finished, click the Save button  located on the toolbar.

Note: You can update line information and references at the same time.


Updating Line Information References

To update line information references, perform the following steps:

1. Display the purchase order you want to change. See “Displaying Line Information and References” above.
2. Enter the new reference in the “Reference” column of the Reference table for the row or rows you wish to update.

-or-


For an electronic reference, right click the reference you want to update. Choose “Select External File”. A standard Windows file selection dialog box is displayed so you can locate the directory that contains the file you want. Select the file you want and click the “Open” button.

3. If necessary, click the checkbox in any of the print columns to indicate if you want this reference to appear on that document or not. When this box is checked, the reference will appear on the document if possible. Click the checkbox again to remove the print flag.
4. Once finished, click the Save button  located on the toolbar.

Note: You can update line information and references at the same time.


Adding Line Information



To enter line information, perform the following steps:

1. Display the purchase order you want to change. See “Displaying Line Information and References” above.
2. Click an empty row in the Information table. If there are no empty rows click the Add Rows button  in the lower right corner of the table.
3. Type the first letter of the text type you want (type the letter multiple times if there is more than one type that begins with the same letter).

-or-

Using the dropdown list, select the Text Type in the “Info Type” column of the Information table.


4. Click the Goto/Selection button  in the “Text Information” column of the Information table for the row you want and select “Edit Information Text” on the menu that appears. Use the scroll bar on the right to display more rows if necessary.
5. The text will be displayed in a pop-up window.

6. Enter the desired information in the pop-up window and click "Ok" when done.
7. Click the checkbox  under the documents where you want this information to appear.
8. Once finished, click the Save button  located on the toolbar.

Note: You can add line information and references at the same time.

Adding Line Information References

To enter line information references, perform the following steps:

1. Display the purchase order you want to change. See "Displaying Line Information and References" above.
2. Click an empty row in the Reference table. If there are no empty rows click the Add Rows button  in the lower right corner of the table.
3. Type the first letter of the reference type you want (type the letter multiple times if there is more than one type that begins with the same letter).



-or-

Using the dropdown list, select the Reference Type in the "Reference Type" column of the Reference table.

4. Enter the reference in the "Reference" column.

-or-






For an electronic reference, right click the reference you want to update. Choose "Select External File". A standard Windows file selection dialog box is displayed so you can locate the directory that contains the file you want. Select the file you want and click the "Open" button.

5. Click the checkbox  under the documents where you want this reference to appear. Only files with .txt are expanded on a document.
6. Once finished, click the Save button  located on the toolbar.

Note: You can add line information and references at the same time.

Deleting Line Information and References


To delete line information and references, perform the following steps:

1. Display the purchase order that has the information text and/or reference you want to delete. See “Displaying Line Information and References” above.
2. To delete text information, click the checkbox  in the “Delete” column of the Information table for the row you want to delete. You may select more than one row to be deleted at one time. Click the checkbox  again to remove the deletion flag.
3. To delete reference information, click the checkbox  in the “Delete” column of the Reference table for the row you want to delete. You may select more than one row to be deleted at one time. Click the checkbox  again to remove the deletion flag.
4. Once finished, click the Save button  located on the toolbar.

Note: Once line information is deleted, it can no longer be displayed or updated.


Displaying the Previous Line Information and References



To display the line information and references that precede the information currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous line information and references are displayed on the main screen.

Displaying the Next Line Information and References

To display the line information and references that follow the information currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next line information and references are displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the “Purchase Order” field, then click the Next button .

History Screen

This screen is viewing activity performed for the order and individual order lines.

Customer

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Due Date	The calendar date on which this purchase order is planned to be received.
Type	The type helps further define an order by giving it a classification. A dropdown list of values is provided for your convenience. You can use those values or define your own using the "Dropdown Control" screen under "System Administration". Some examples of types are: "Quote" asking the supplier for a price quote; "Requisition" an internal request for generation of a purchase order; or "Purchase Order" an approved Purchase Order.
Close Date	The calendar date on which the order was closed (completed).
Status	Indicates the current status of the purchase order.
Release Date	Indicates the date the order should be released for further processing.
Buyer	The Purchasing Buyer responsible for this purchase order.
Warehouse	Default inventory warehouse for storing inventory received for this order.
Total Cost	The Total Value (cost or price) of the Order. The total value is the sum of all of the line values on the order.
Description	Can contain additional information about the order.
Supplier	A unique identifier assigned to each supplier. It is the main key for all other supplier data.
Supplier Name	A shortened name or the full name of the supplier.

History Table (Transaction, Description, and User tabs)


<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.

Time Stamp	Date and time the activity occurred.
Transaction type	The kind of activity posted.
Item/Part	The item number on the line for which the activity occurred.
Transaction Quantity	Quantity involved for the activity recorded.
Due Date	Date the line was to be received.
Scheduled Ship Date	Indicates the calendar date the line should be shipped.
Release Date	Indicates the calendar date the order/line should be released for further processing.
Close Date	Indicates the calendar date on which the order/line was closed (all activity completed).
Description	Information detailing the activity recorded. Use the left and right cursor keys on your keyboard to scroll through the description.
Pool	Inventory pool associated with the order/line for which the activity occurred.
User ID	Identification of the user who performed the activity.

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen including error messages.

Accessing the History Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-


Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.

2. Click “Purchase Order”. The Order screen is then displayed.
3. If there is a purchase order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.
4. Click the “History” tab at the top of the main screen.
5. If there is an order number in the “Purchase Order” field, the history information for that order is displayed on the main screen.


Using the History Screen

Displaying History

To display order history, perform the following steps:

1. Enter an order number in the "Purchase Order" field.
2. Click the Open (Display) button  located on the toolbar or hit the Enter key.
3. Detailed purchase order history information is displayed in the History table. Use the scroll bar on the right to display more rows if necessary.

-or-

1. Use the Search button  next to the "Purchase Order", "Description", "Status", or "Type" field to select an order number.
2. Double-click on the order you would like to display in the "Search" screen table.
3. Detailed purchase order history information is displayed in the History table. Use the scroll bar on the right to display more rows if necessary.

Summary Screen

This screen is for listing purchase orders based on selection criteria chosen. Each row in the table represents a single purchase order and its associated data.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	Enter a purchase order number or partial purchase order number here for specific purchase orders or leave this field blank to view all purchase orders.
Description	Enter a description or partial description to view orders based on description or leave this field blank to view all orders regardless of description.
Supplier	Enter a supplier number or partial supplier number here for specific supplier or leave this field blank for all suppliers.
Supplier Name	Enter a supplier name or partial supplier name here for specific supplier or leave this field blank for all suppliers.
Buyer	Enter a buyer or partial buyer here for specific buyers or leave this field blank for all buyers.
Type	Select an order type or leave this field blank for all order types.
Number of Rows to Display	Controls the number of database rows to retrieve during the query. The default value is 30. The more rows retrieved, the longer it takes the query to complete. Use the selection criteria to help control the number of rows retrieved.
Status	Select an order status or leave this field blank for all order statuses.

Summary Table (Orders, Address, and Description tabs)


<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Status	Indicates the current status of the purchase order.
Type	Indicates the type of order.

Supplier #	A unique identifier assigned to each supplier. It is the main key for all other supplier data.
Supplier Name	A shortened name or the full name of the supplier.
Buyer	The purchasing buyer responsible for this purchase order.
Address 1	First line of the address for this entry.
Address 2	Second line of the address for this entry.
City	City for this address.
State	State associated with this address.
Zip	Postal Zip Code for this address.
Purchase Order Description	Additional information describing this purchase order.

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen.

Accessing the Summary Screen


1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.
- or-
- Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.
5. Click “Purchase Order”. The Order screen is then displayed.
6. If there is a purchase order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.
7. Click the “Summary” tab at the top of the main screen.
8. If there is a purchase order number in the “Purchase Order” field, the summary information for that purchase order is displayed on the main screen.

Using the Summary Screen



Use these procedures to display the summary.

Displaying Summaries

To display a summary, perform the following steps:

1. If desired, enter all or part of a purchase order number in the "Purchase Order" field. You can leave the "Purchase Order" field blank to select all orders.
2. Enter or select values in the other selection criteria fields as desired.
3. Click the Open (Display) button  located on the toolbar or hit the Enter key.
4. The purchase order summary results are displayed in the Summary table on the main screen.
5. If the record you are looking for is not displayed in the table, either increase the "Number of Rows to Display" or change your selection criteria.

-or-

1. Use the Search button  next to the "Purchase Order" field to select an order.
2. Double-click on the "Order Number" you would like to display in the "Search" screen table.
3. The purchase order summary results are displayed in the Summary table on the main screen.
4. Enter or select values in the other selection criteria fields as desired.
5. Click the Open (Display) button  located on the toolbar or hit the Enter key.
6. The new purchase order summary results are displayed in the Summary table on the main screen.
7. If the record you are looking for is not displayed in the table, either increase the "Number of Rows to Display" or change your selection criteria.

Open Lines Screen

This screen is for listing open purchase order lines based on selection criteria chosen. Each row in the table represents a single purchase order line and its associated data. Selection criteria can be combined to customize results. Leave selection fields blank to display all results. Lines that have been cancelled or received are not displayed.

Selection Criteria

<u>Field</u>	<u>Explanation</u>
Item/Part	The line item number for which you want to find lines. Leave blank for all items or use the percent sign (%) as a wildcard.
Line Status	Status of the lines you want to find. Leave blank for all statuses (lines that have been cancelled or received are not displayed).
Supplier	Supplier number for which you want to find lines. Leave blank for all suppliers or use the percent sign (%) as a wildcard.
Supplier Name	Supplier number for which you want to find lines. Leave blank for all suppliers or use the percent sign (%) as a wildcard.
Number of Rows to Display	Controls the number of database rows to retrieve during the query. The default value is 30. The more rows retrieved, the longer it takes the query to complete. Use the selection criteria to help control the number of rows retrieved.

Summary Table (Order, Item Description, Supplier, Line Description, and Dates tabs)

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Line Item	The item/part number of the product or service ordered.
Order #	The purchase order number of the line displayed.
Line Number	The line number of the purchase order line displayed.
Quantity Ordered	The quantity of an item/part that has been ordered for this line.
Quantity Delivered	The quantity of an item/part that has been delivered (received) for this line.
Quantity Returned	The quantity of an item/part that was returned to the supplier for this line.


Quantity Remaining	The ordered quantity remaining for this line. It is the "Quantity Ordered" minus "Quantity Delivered" and "Quantity Returned".
Item Description	Contains information describing the item/part. This description can be as short as an abbreviation or a long detailed description of the item/part.
Unit of Measure	Indicates how an individual item is counted or measured for inventory. Some examples of units of measure are "Each", "Roll" or "Box".
Purchase UOM	The purchasing unit of measure. Indicates how an individual item is counted or measured when it is purchased. The purchase unit of measure may or may not be the same as the inventory unit of measure.
Item Type	The type helps further define a line by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Supplier	Supplier number of the supplier from whom you ordered the item.
Supplier Name	Name of the supplier from whom you ordered the item.
Pool	Inventory pool to be used when the item is received into inventory.
Material Unit Cost	Cost of the item as it appears on the purchase order. The material unit cost is defined on the Cost and Price screen in Shared Applications under Item Definition and/or the Supplier Item screen in Shared Applications under Supplier.
Line Value	The total value of the line. It is equal to the product of "Material Unit Cost" times the "Quantity Ordered".
Remaining Value	The value of the line that has not been received yet. It is the product of "Material Unit Cost" times "Quantity Ordered".
Line Status	Indicates the current status of the line.
Line Description	Contains information describing the line. This description can be as short as an abbreviation or a long detailed description of the line.
Line Release Date	Indicates the calendar date the line should be released for the item to be received by the due date.
Line Due Date	The calendar date by which the line should be received.

Line Close Date Calendar date the line was closed (fully received or cancelled).

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen including error messages.

Accessing the Open Lines Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.


-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchasing”.
2. Click “Order”. The Order screen is displayed.
3. If there is an order number in the “Purchase Order” field, the data for that order is displayed on the main screen.
4. Click the “Open Lines” tab at the top of the main screen.

Using the Open Lines Screen

Displaying Lines

To display lines based on selection criteria, perform the following steps:

1. If desired, enter all or part of an item number in the “Item/Part” field. You can leave the “Item/Part” field blank to select all items.
2. Enter or select values in the other selection criteria fields as desired.
3. Click the Open (Display) button  located on the toolbar or hit the Enter key.
4. The results are displayed in the Summary table on the main screen.
5. If the record you are looking for is not displayed in the table, either increase the “Number of Rows to Display” or change your selection criteria.

Receipt Screen

This screen is for reporting deliveries. If TFG4000 Inventory Management is installed, the on hand balance in inventory will reflect the receipts for an item.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Buyer	The purchasing buyer responsible for this purchase order.
Supplier	A unique identifier assigned to each supplier. It is the main key for all other supplier data.
Supplier Name	A shortened name or the full name of the supplier.
Due Date	The calendar date on which the purchase order is planned to be completed
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Quote" asking supplier for a price quote, "Requisition" an internal request for generation of a purchase order or "Purchase Order" an approved purchase order.
Close Date	The calendar date on which the order was closed (completed).
Status	Indicates the current status of the purchase order.
Release Date	Indicates the date the order should be release for further processing.
Warehouse	Inventory warehouse where deliveries are to be stored.
Total Cost	The Total Value (cost or price) of the Order. The total value is the sum of all of the line values in the order.
Zone	Zone within the inventory warehouse where deliveries are to be stored.
Location	Default inventory location where receipts for this order are to be stored.

Line Item Table (Item, Location, Item Description, Line Description, and Tran Description tabs)


<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Line Number	Purchase order line number.
Item/Part	A unique identifier assigned to each item.
Quantity Ordered	The original quantity requested.
Delivered To Date	The quantity of an item/part that has been delivered and received for this line item.
Quantity Returned	The quantity of an item/part that has been returned to the supplier for this line item.
Quantity Remaining	The quantity of an item/part that has not been received yet for this line item.
Receipt Quantity	The quantity of an item/part that is being received (transaction quantity) for this line item.
Warehouse	The inventory warehouse where the item being received is to be stored.
Zone	The inventory zone within the warehouse where the item being received is to be stored.
Location	The inventory storage location where the item being received is to be stored.
Item Description	Contains information describing the item/part
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Remaining Value	The value of the line quantity that has not been received yet.
Item UOM	Indicates how the item is counted or measured for <u>inventory</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Purchase UOM	Indicates how the item is counted or measured for <u>purchasing</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Line Status	Indicates the current status of the purchase order line.
Line Description	Additional information about this purchase order line.

Transaction Description Place to enter additional information about the current receipt transaction.

Message Line

<u>Field</u>	<u>Explanation</u>
Message	Displays information about the current status of the screen.

Accessing the Receipt Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.

2. Click “Purchase Receiving”. The Receipt screen is then displayed.
3. If there is a purchase order number in the “Purchase Order” field, the receipt information for that purchase order is displayed on the main screen.

Note: There is a system variable that is important to understand before you start receiving:

Allow_PO_Over_Receipt (default is “No”) – With this variable set to “No”, purchase order receiving will not allow you to receive a quantity greater than the quantity on the purchase order line. With this variable set to “Yes”, purchase receiving will allow you to receive a quantity that greater than the quantity on the purchase order line.


See the System Administration Users Guide for more information about setting system variables. All manuals are available from any TFG4000 screen by using the Documentation menu at the top of each screen.

Using the Receipt Screen


Use these procedures to display, display the previous, and display the next purchase order receipt information and to receive deliveries.

Displaying an Order

To display a purchase order, perform the following steps:


1. Enter a purchase order number in the "Purchase Order" field.
2. Click the Open (Display) button  located on the toolbar or hit the Enter key.
3. The purchase order receipt information is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.

-or-

1. Use the Search button  next to the "Purchase Order" field, the "Type" field or the "Status" field to select a purchase order number.
2. Double-click on the "Order" you would like to display in the "Search" screen table.
3. The order information for the purchase order is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.


Receiving Deliveries

To receive a delivery, perform the following steps:

1. Display the purchase order you want. See "Displaying an Order" above.
2. Enter the quantity you are receiving now in the "Receipt Quantity" field.
3. Enter or select an inventory location for the incoming delivery (leave blank to use the default location for the order or line if one has already been specified)
4. Once finished, click the Save button  located on the toolbar.
5. Quantities and values on the line are updated and, if TFG4000 Inventory Management is installed, the on hand balance for the item is adjusted by the "Receipt Quantity" and the receipt transaction is logged in the inventory history audit trail.


Backing Out a Receipt (Negative Receipt)

To back out a receipt, perform the following steps:

1. Display the purchase order you want. See "Displaying an Order" above.
2. Enter the quantity you want to back out as a negative number in the "Receipt Quantity" field.
3. Enter or select an inventory location where you want the inventory to be subtracted (leave blank to use the default location for the order or line if one has already been specified)
4. Once finished, click the Save button  located on the toolbar.
5. Quantities and values on the line are updated and, if TFG4000 Inventory Management is installed, the on hand balance for the item is adjusted by the "Receipt Quantity" and the receipt transaction is logged in the inventory history audit trail.


Displaying the Previous Order



To display the purchase order that precedes the one currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous purchase order is displayed on the main screen.

Displaying the Next Order

To display the purchase order that follows the one currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next purchase order is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the "Purchase Order" field, then click the Next button .

Return Screen

This screen is for reporting items returned to the supplier (vendor). If TFG4000 Inventory Management is installed, the on hand balance in inventory will reflect the returns for an item.

Current Purchase Order

<u>Field</u>	<u>Explanation</u>
Purchase Order	A unique identifier assigned to each purchase order. It is the main key for all other purchase order data. The identifier can be a number, a name, or some combination of numbers and characters.
Buyer	The purchasing buyer responsible for this purchase order.
Supplier	A unique identifier assigned to each supplier. It is the main key for all other supplier data.
Supplier Name	A shortened name or the full name of the supplier.
Due Date	The calendar date on which the purchase order is planned to be completed
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Quote" asking supplier for a price quote, "Requisition" an internal request for generation of a purchase order or "Purchase Order" an approved purchase order.
Close Date	The calendar date on which the order was closed (completed).
Status	Indicates the current status of the purchase order.
Release Date	Indicates the date the order should be release for further processing.
Total Cost	The Total Value (cost or price) of the Order. The total value is the sum of all of the line values in the order.

Line Item Table (Item, Location, Item Description, Line Description, and Tran Description tabs)

<u>Column</u>	<u>Explanation</u>
Row	The line number of the row in the table.
Line Number	Purchase order line number.
Item/Part	A unique identifier assigned to each item.
Quantity Ordered	The original quantity requested.

Delivered To Date	The quantity of an item/part that has been delivered and received for this line item.
Quantity Returned	The quantity of an item/part that has been returned to the supplier for this line item.
Quantity Remaining	The quantity of an item/part that has not been received yet for this line item.
Return Quantity	The quantity of an item/part that is being returned (transaction quantity) for this line item.
Warehouse	The inventory warehouse where the item being returned is to be stored.
Zone	The inventory zone where the item being returned is to be stored.
Location	The inventory storage location where the item being returned is to be stored.
Item Description	Contains information describing the item/part
Type	The type helps further define an item by giving it a classification. Some examples of types are: "Assembly" something you build, "Service" for a service you provide, "Tool" for something you use in your operation.
Remaining Value	The value of the line quantity that has not been received yet.
Item UOM	Indicates how the item is counted or measured for <u>inventory</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Purchase UOM	Indicates how the item is counted or measured for <u>purchasing</u> . Some examples of units of measure are "Bag", "Ounce" or "Yards".
Line Status	Indicates the current status of the purchase order line.
Line Description	Additional information about this purchase order line.
Transaction Description	Place to enter additional information about the current return transaction.


Message Line

Field

Explanation

Message	Displays information about the current status of the screen.
---------	--

Accessing the Return Screen

1. Click the plus (“+”) next to “Purchase Management” or double-click  “Purchase Management” in the “NavTree”.

-or-

Click on the “View” menu. Select “Goto Screen”, then select “Purchase Management”.


2. Click “Purchase Receiving”. The Receipt screen is then displayed.
3. If there is a purchase order number in the “Purchase Order” field, the information for that purchase order is displayed on the main screen.
4. Click the “Return” tab at the top of the main screen.
5. If there is a purchase order number in the “Purchase Order” field, the return information for that purchase order is displayed on the main screen.

Using the Return Screen


Use these procedures to display, display the previous, and display the next purchase order return information and to report items returned to the supplier (vendor).

Displaying an Order

To display a purchase order, perform the following steps:


1. Enter a purchase order number in the “Purchase Order” field.
2. Click the Open (Display) button  located on the toolbar or hit the Enter key.
3. The purchase order receipt information is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.

-or-

1. Use the Search button  next to the “Purchase Order” field, the “Type” field or the “Status” field to select a purchase order number.
2. Double-click on the “Order” you would like to display in the “Search” screen table.
3. The order information for the purchase order is displayed on the main screen.
4. Detailed purchase order information is displayed in the Line Item table. Use the scroll bar on the right to display more rows if necessary.

Reporting Returns


To report a return, perform the following steps:

1. Display the purchase order you want. See "Displaying an Order" above.
2. Enter the quantity you are returning now in the "Return Quantity" field.
3. Enter or select an inventory location for the return
4. Enter a transaction description if desired.
5. Once finished, click the Save button  located on the toolbar.
6. Quantities and values on the line are updated and, if TFG4000 Inventory Management is installed, the on hand balance for the item is adjusted by the "Return Quantity" and the return transaction is logged in the inventory history audit trail.

Note: If there are no locations available for a return, use the Item Inventory screen under Inventory Control in the Inventory management application. With that screen you can select a location for the return and you must enter the purchase order number so the transaction will be logged against the purchase order.


Displaying the Previous Order



To display the purchase order that precedes the one currently displayed, perform the following steps:

1. Click the Previous button  located on the toolbar.
2. The previous purchase order is displayed on the main screen.

Displaying the Next Order

To display the purchase order that follows the one currently displayed, perform the following steps:

1. Click the Next button  located on the toolbar.
2. The next purchase order is displayed on the main screen.

Tip: You can use the Next button as a convenient way to locate the first record in the database. Start by erasing the screen using the Erase button  or blanking out the "Purchase Order" field, then click the Next button .

Advanced Installation

TFG4000 Professional Edition provides some advanced installation functionality such as: font sizes, system variables, server start up options, BAT file options for single user and multi user modes.

Please refer to the System Administration User Guide for more information.

Documentation

TFG4000 documentation (in PDF format) is available online at www.tfg4000.com, through the "Documentation" menu on each screen, and from the Windows "Start" menu. Simply click "Start", then "Programs", then "TFG4000 Professional V1.4", and then "Documentation".

Note: PDF files require Adobe® Acrobat® Reader. The reader is available at www.adobe.com free of charge.

Registration

Quick & Easy Online: After installation, you can go to our web page at www.tfg4000.com to register the product. Click on "Register" and follow the instructions.

Suggestions

We are eager to improve TFG4000 Professional Edition, and we urge you to tell us what you think of the software and how it could be improved to better suit your needs. We have taken many suggestions from our customers and incorporated them into our products. If you have suggestions or comments, please send an e-mail to tfg4000@fredrickgroup.com. We want to hear from you!

Services

The Fredrick Group, Inc. offers assistance in data conversion. For more information, contact The Fredrick Group, Inc. directly by either:

E-mail Send an e-mail to tfg4000@fredrickgroup.com, with 'Services' in the subject line.

Phone Call **770-844-8516** between 9:00 AM - 5:00 pm Eastern Time Monday through Friday (except holidays)

Support

Note: You must be registered in order to receive support.

Initial Installation Support

The Fredrick Group, Inc. provides free initial installation support via e-mail. Installation support is available for 30 days, and is activated when you send your first message. You may also receive installation support by calling, but you must pay the cost of the call. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Pay-As-You-Go Support

Additional fee-based support is available. You pay the cost of the call plus an additional fee. Credit card information must be provided and confirmed before a call is accepted. Technicians are available on a limited basis Monday through Friday (except holidays) from 9:00 am to 5:00 pm Eastern time. The TFG4000 Professional Edition product technical support number is **770-844-8516**.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Other Support Options

Other support options are available.

Contact The Fredrick Group, Inc. at tfg4000@fredrickgroup.com for more details.

Note: Support plans and fees are subject to change without notice.

For more information go to www.tfg4000.com.