MISC PURCHASING

RETURNING NEW PARTS THRU PURCHASING

1. RETURN NEW PARTS THRU PURCHASING.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS 1 - PO CREATE.
4. CHOOSE AN EMPTY LINE IN WORKSHEET SELECTION BOX.
   YOU WILL BE IN THE CREATE PO WORKSHEET MENU.
5. PRESS 6 - CREATE WORKSHEET FROM OVERSTOCK. YOU WILL HAVE THE SUPPLIER CODE BOX SHOWING. INPUT A SUPPLIER CODE OR LEAVE BLANK FOR ALL SUPPLIERS AT ONE TIME AND PRESS ENTER.
6. INPUT THE PRODUCT LINE CODE OR LEAVE AS ALL AND PRESS F1.
7. THE FILTER BOX WILL BE DISPLAYED. MAKE ANY CHANGES YOU WANT TO STREAMLINE YOUR WORKSHEET OR LEAVE BLANK AND PRESS F1.
8. THE WORKSHEET WILL BE SHOWING ON THE SCREEN. NOTICE HOW ALL THE ORDER QUANTITIES ARE NEGATIVES.
9. PROCESS AS A REGULAR PURCHASE ORDER. AT THE TIME YOU RECEIVE THE PURCHASE ORDER, THE NEGATIVE QUANTITIES WILL BE REDUCED FROM THE PART NUMBER QUANTITY ON HAND. RECEIVE THE RETURN PURCHASE ORDER THRU THE AIS SYSTEM AT THE TIME THE PARTS ARE NO LONGER AVAILABLE TO SELL.

NOTES

SHELF & PART LABELS

1. PART AND SHELF LABELS - YOU CAN PRINT LABELS FOR PARTS OR THE SHELF. YOU CAN MANUALLY BUILD A LIST, MERGE FROM THE PART FILE, OR MERGE FROM A CURRENT OR RECEIVED PURCHASE ORDER.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS 9. YOU WILL BE ON THE PART NUMBER LABELS MENU.
4. OPTION 1 - EDIT LABEL FILE. THIS ALLOWS YOU TO SEE WHATS READY TO PRINT OR BUILD YOUR OWN LIST MANUALLY
5. OPTION 2 - PRINT LABELS. THIS IS THE SCREEN TO CHOOSE THE TYPE OF LABELS YOU ARE PRINTING TO. SET THE CORRECT LABEL NUMBER AND PRESS F1 TO PRINT.
6. OPTION 3 - CREATE /TMP/PART.TXT. THIS ALLOWS YOU TO EXPORT THE DATA FROM OPTION 1 TO WINDOWS.
7. OPTION 4 - ALLOWS YOU TO MERGE PART NUMBERS FROM THE PART FILE, AND BUILD A LIST BASED ON YOUR CHOICES.
8. OPTION 5 AND 6 ALLOWS YOU TO MERGE PART NUMBERS BASED ON WHAT WAS ON THOSES PURCHASE ORDERS.
9. OPTION 7 - DELETE LABEL FILE. THIS ALLOWS YOU TO REMOVE ALL PARTS THAT ARE ON THE EDIT LABEL LISTING AND START WITH AN EMPTY TABLE.

PLEASE REMEMBER YOU CAN GET DIFFERENT RESULTS ON LABELS WHEN PRINTING TO DIFFERENT STYLE PRINTERS OR BY CHANGING EMULATION ON YOUR EXSISTING PRINTER. SOME EXPERIMENTING MAY BE NEEDED TO FINE TUNE YOUR LABEL NEEDS.

NOTES

STOCK LEVEL CALCULATIONS

1. STOCK LEVEL CALCULATIONS - THIS ALLOWS YOU TO SET A NEW STOCK LEVEL TO PARTS IN A PRODUCT LINE, EDIT THEM TO YOUR LIKING, AND THEN COPY THEM TO THE TRUE STOCK LEVEL AT THE PART NUMBER.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS A - STKLVL CALCULATIONS
4. OPTION 1 - CALCULATE NEW STKLVL. ALLOWS YOU TO PUT A LEAD TIME FOR HOW MANY DAYS OF STOCK, (USUALLY 15 DAYS) AND PRESS F1. INPUT THE PRODUCT LINE CODE TO CALCULATE AND PRESS F1. MAKE ANY CHANGES TO THE FILTER YOU WANT AND PRESS F1.
5. THE SYSTEM AUTOMATICALLY CREATES THE NEW STOCK LEVEL AND ADDS THEM TO THE NEW STKLVL COLUMN AT THE PART NUMBER.
6. TO VIEW NEW STKLVL SETTINGS - MAIN MENU 4 - 3 - PL - ENTER. PRESS F7 (select a screen) AND PRESS F5. YOU CAN NOW VIEW THE NEW STKLVL AT EACH PART NUMBER, AND MAKE ANY CHANGES YOU WANT.
7. OPTION 2 - WILL COPY THE NEW STOCK LEVEL TO THE TRUE STOCK LEVEL. INPUT PRODUCT LINE CODE AND PRESS F1. MAKE ANY CHANGES TO THE FILTER YOU WANT AND PRESS F1. COPY DONE.
8. OPTION 3 - WILL SET NEW STOCK LEVEL BACK TO 0
9. OPTION 4 - WILL COPY TRUE STOCK LEVEL TO NEW STKLVL COLUMN.

NOTES

PURCHASE ORDER LOG

1. PURCHASE ORDER LOG - ALLOWS YOU TO SEE THE PURCHASE ORDER TOTALS BY SUPPLIER CODE AND DATE.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS C - PURCHASE ORDER LOG.
4. OPTION 1 ALLOWS YOU TO VIEW ANY OF THE RECEIVED PURCHASE ORDERS BY DATE AND TOTALS.
5. OPTION 2 & 3 ALLOWS YOU TO PRINT THE INFORMATION.
6. OPTION 4 SHOWS ALL THE DETAIL IN THE PURCHASE ORDER LOG.

NOTES

RETURNING CORES & DEFECTS

1. RETURN CORES AND DEFECTS USING THE RETURN PARTS MENU.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS D - RETURN PARTS MENU.
4. PRESS 1 FOR CORES AND PRESS 2 FOR DEFECTS.INPUT THE PRODUCT LINE CODE AND PRESS F1.
5. LEAVE FILTER SCREEN BLANK AND PRESS F1.
6. WORKSHEET FOR RETURNS WILL BE DISPLAYED SHOWING ALL CORES OR DEFECTS SINCE YOUR LAST RETURN.
7. ON THE RIGHT SIDE COLUMN, INPUT LETTES “S” TO SELECT ALL ITEMS TO BE RETURNED. IF SOMETHING IS NOT THERE, YOU CAN USE LETTER “L” TO LOSE THEM FROM THE LIST. REMINDEER THAT THE F5 REPEAT BUTTON WORKS WELL HERE.
8. PRESS F2 BACK TO RETURN PARTS MENU.
9. YOU CAN PRINT YOUR WORKSHEETS WITH 5 – 6 – 7 -OR 8 DEPENDING ON THE TYPE OF RETURN.
10. TO CREATE THE “RMA” PRESS 9 - NEW RMA FROM WORKSHEET.
11. INPUT THE SUPPLIER CODE FOR THIS RETURN AND PRESS F1. THE PARTS ARE NOW ON THE SCREEN.
12. TO ADD ADDITIONAL PARTS TO THIS “RMA”, PRESS F6
13. ENTER C/D/R - C = CORE, D = DEFECT, & R = RETURN
14. ENTER THE PRODUCT LINE CODE, PART NUMBER, DESCRIPTION, & QUANTITY AND PRESS ENTER THRU THE ADD MODE BOX.
15. WHEN FINISHED ADDING PARTS, PRESS F2 TO CLEAR THE BOX.
16. PRESS F4 AND CORE PRICES FOR THIS SUPPLIER WILL ADD TO CORE COST.
17. WHEN FINISHED. PRESS F2 TO EXIT. IT WILL ASK YOU TO PRINT RMA Y / N. YOU ARE NOW BACK TO THE RETURN PARTS MENU.
18. IF THE RMA IS DONE AND YOU WANT TO CLOSE IT PRESS A - CHANGE RMA.
19. ALL OPEN RMA’s WILL DISPLAY. ARROW TO THE ONE YOU WANT TO CLOSE AND PRESS ENTER.
20. THE SUPPLIER CODE IS DISPLYED AT TOP. YOU CAN GO PUT THE RMA NUMBER FROM THE SUPPLIER ON THE RMA LINE, AND ENTER TO THE BOTTOM LINE WHERE IT SAYS COMPLETE.
21. PUT A “Y” FOR YES AND PRESS F1.

NOTES

22. THE PARTS WILL BE DISPLAYED TO THE SCREEN. PRESS F2
23. PRINT THE RMA - Y / N , YOUR CHOICE.
24. PRESS C - MAINTENANCE.
25. PRESS 4 - DELETE COMPLETED RMA.
26. ALL COMPLETED RMA's THAT HAVE NOT BEEN DELETED WILL BE DISPLAYED ONE AT A TIME. CHECK THE SUPPLIER AND DATE TO MAKE SURE THAT THE RMA TO BE DELETED IS THE RMA BEING DISPLAYED.
27. PRESS F3 TO SKIP THE DISPLAYED RMA AND MOVE TO THE NEXT, F2 TO EXIT PROGRAM OR F1 TO COMPLETE & FINISH WHEN THE PROPER RMA IS ON THE SCREEN.
28. PRESS F1 FOR EACH RMA TO BE DELETED.
29. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

NOTES

MATCH RETURN PARTS TO ORIGINAL PO

1. MATCH RETURN PARTS TO ORIGINAL PO.
2. MAIN MENU PRESS 2 - PURCHASING.
3. PRESS E - MATCH RETURN TO ORIGINAL PO.
4. PRESS 1 - RETURN A PART.
5. INPUT PRODUCT LINE AND PART NUMBER AND PRESS F1.
6. YOU WILL NOW HAVE A LIST OF ALL PURCHASE ORDER NUMBERS, DATES, SUPPLIERS CODES, QUANTITIES , AND PRICES OF THE PART NUMBER YOU ARE SEARCHING, ALONG WITH THE QUANITIES ALREADY RETURNED FROM EACH PO.
7. ARROW DOWN TO HIGHLIGHT THE PURCHASE ORDER TO DO THE RETURN FROM AND PRESS ENTER.
8. ENTER THE QUANTITY TO BE RETURNED AND ANY NOTE YOU WANT AND PRESS F1.
9. THIS WILL MODIFY THE LISTING TO SHOW WHAT WAS RETURNED, ON WHAT DATE, AND FROM WHICH PO.
10. OPTION 2 - EDIT RETURN DATABASE. THIS IS THE LIST THAT GETS CREATED FROM THE MATCH RETURNS PART MENU.

NOTES