POMS™

Purchase Order Management System

Version 1.0

YADA Systems, Inc.

USER'S GUIDE

MANUAL HISTORY

Previous Revision	System Version	Date
Initial Printing	1.0	October 1989

GENERAL INFORMATION

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CHAPTER 1: OVERVIEW OF SYSTEM FEATURES

The Purchase Order Management System (POMS) is a sophisticated yet easy-to-use software system for body shops and paint jobbers. The features in this system can significantly boost your profitability by automating the ordering and tracking of your materials and material costs.

Maintaining Manufacturers and Suppliers

One of the advantages of POMS is the ability to maintain detailed lists of your manufacturers, products, suppliers, and shippers, as well as standard sizes and payment terms. This increases the accuracy of your purchase orders, since this information can be placed directly into the purchase orders you generate. As long as you maintain the accuracy of the information, you no longer have to rely on your memory or searching through catalogs to determine what supplier carries what product, the supplier's correct address and terms, a products manufacturer, etc. This speeds purchase order generation while preventing most common mistakes.

Generating Purchase Orders

With POMS, you no longer have to manually generate purchase orders. Because POMS allows you to maintain databases of your manufacturers, suppliers, products, terms, and sizes, you can fill out a purchase order by simply choosing from a list of these items presented on the screen in pop-up windows. You also have great flexibility in tracking back orders, canceled items, and partial shipments.

POMS also allows you to automatically generate purchase orders for Dupont Mix Base colors and Factory Pack paints. This will allow you to generate mix base color and factory pack orders based on the reorder levels and inventory from CATFRAMS Color Inventory Management.

Once purchase orders are generated, they can be electronically transmitted to your supplier. This speeds the ordering process, while reducing the mistakes that might occur when phoning in an order.

Reports

POMS provides an extensive number of reports to allow you to accurately track your materials purchases. The Purchase Order Report provides a list of purchase orders. Reports are also available to list purchases by repair order, employee, and supplier. The Back Order Report allows to to keep on top of all your back orders. Reports are also available to give you the list of suppliers, manufacturers, ship tos, sizes, and terms available.

CHAPTER 2: SYSTEM CONFIGURATION
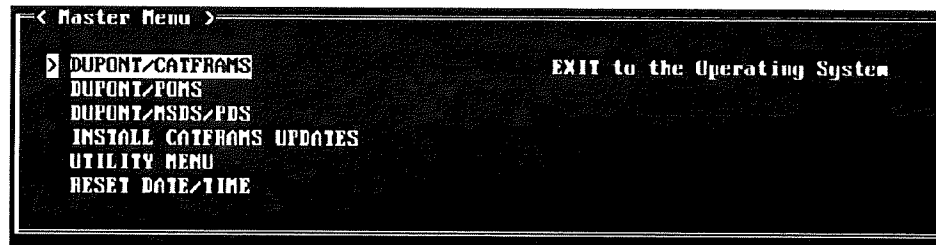
Using CoverUP

We will very briefly discuss how to use CoverUP as installed on your system. Please refer to your CoverUP manual for more detailed information and instructions on how to modify your menus if so desired.

Following is an example of what a typical POMS user sees when the computer is first powered on:

```
08/31/89                        CoverUP(c)                        09:11 am
                                ColorNet

    ┌─< Master Menu >─────────────────────────────────────────────────┐
    │                                                                  │
    │ > DUPONT/CATFRAMS              EXIT to the Operating System       │
    │   DUPONT/POMS                                                     │
    │   DUPONT/MSDS/PDS                                                 │
    │   INSTALL CATFRAMS UPDATES                                        │
    │   UTILITY MENU                                                    │
    │   RESET DATE/TIME                                                 │
    │                                                                  │
    └──────────────────────────────────────────────────────────────────┘


        <F1> Help Summary  <F2> Manual   <↑↓> Select    <ENTER> Execute  <ESC> Prev Menu
```

The menu pointer ">" points to the task that would be executed if you pressed the RETURN or ENTER key.

To select the POMS system, position the ">" pointer to the POMS menu item, and press ENTER.

To move the ">" pointer to a different menu item, simply press the SPACE BAR, the arrow keys, or the first letter of any menu item.

The Master Menu may reference additional menus. For example, if you select the UTILITY MENU, a new set of menu options will appear. The ESCAPE key (ESC) will force the system to return to the previously displayed menu.

If you are unsure about what a particular menu option means, you can position the pointer to that option and press the "F1" key. The system will then display a short help message.

CHAPTER 3: GETTING STARTED

This chapter introduces you to the POMS menus and explains the special keyboard keys used by POMS.

Conventions

Since POMS is a menu-based system, you perform the functions listed by choosing the menu option. At the main menu, this is done by typing the numbers of the the corresponding menu option, then pressing ENTER.

For example, at the main POMS menu, press 1, then Enter to perform purchase order processing.

Once you have chosen a menu option at the main menu, there will be options available from menus appearing in windows on the screen. There are two types of window menus that will appear in the POMS system. The first simply gives you a list of menu options to choose from, and appears similar to the following menu:

```
┌─────────────────────── D U P O N T  P O M S ────────────────────────┐
│                      Supplier Database Maintenance                   │
├─────────────────────────────────────────────────────────────────────┤
│   ┌──── SELECT OPTION ────┐                                          │
│   │                       │                                          │
│   │ Edit supplier record  │                                          │
│   │ Add supplier record   │                                          │
│   │ Add multiple suppliers│                                          │
│   │ Delete supplier record│                                          │
│   │ Return to main menu   │              State     Zip               │
│   └───────────────────────┘                                          │
│                                                                       │
│        Bus  Phone                    Contact                          │
│        Fax  Phone                    Terms                            │
│        POMS Phone                                                     │
│                                                                       │
│        Note 1                                                         │
│        Note 2                                                         │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

To choose a menu option, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may press the first letter of the menu option.

For example, at the above menu, press A to add a supplier record.

The second type of window menu will appear when you are asked to enter paint supplier ID's, paint manufacturer ID's, product ID's, etc. These menus will appear similar to the following menu:

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                  Manufacturer Product Management               │
├────────────────────────────────────────────────────────────────┤
│    Product  ID                        Description              │
│  ┌────────────────────────────────────────────────┐           │
│  │  Enter  product  manufacturer  ID: ▓▓▓▓▓▓       │ aftey Information │
│  │ ┌────────────────────────────────────────────┐ │      lbs/Gal  │
│  │ │ ID      ADTEC                              │ │ erial         │
│  │ │ BINKS   BINKS MFG.                          │ │              │
│  │ │ BRUT    BRUT MANUFACTURING CO.              │ │              │
│  │ │ BVF     DON BAILEY'S VETTE FILL             │ │              │
│  │ │ COMMNT  COMMENT LINE                        │ │              │
│  │ │ DEV     DEVILBISS CO.                       │ │──────────────│
│  │ │ DUP     DUPONT PRODUCTS                     │ │ ion          │
│  │ │ DUPONT  DEFAULT DUPONT PRODUCTS             │ │              │
│  │▼│ FE      FIBERGLASS-EVERCOAT                 │ │              │
│  │ └────────────────────────────────────────────┘ │              │
│  │      March  .....          September  ..        │              │
│  │      April  .....          October  ....        │              │
│  │      May  .......          November  ...        │              │
│  │      June  ......          December  ...        │              │
│  │                                                 │              │
│  │      Total  Product  Purchased                  │              │
│  └────────────────────────────────────────────────┘              │
└──────────────────────────────────────────────────────────────────┘
```

To choose a menu option, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

There are also certain places in the POMS system where pressing a function key, found across the top of the keyboard, will be necessary. To determine whether or not there are function keys that you may press to execute an option, press the "F1" function key. A window will appear that will tell you which function keys, if any, may be pressed, and what pressing the keys will do. To remove this window from the screen, simply press any key on the keyboard.

Next is a sample function key help window displayed by pressing "F1":

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                  Process Received Purchase Order               │
├────────────────────────────────────────────────────────────────┤
│    PO#   1009    Status 0                Supplier Ref#  Date Rcvd│
│    PO Date 04/21/89               1st Delivery ▓▓▓▓▓▓   ╱  ╱    │
│  S┌────── FUNCTION KEY HELPER WINDOW ──────┐         ╱  ╱       │
│   │                                         │                    │
│   │ F2  - Edit Product Detail Lines         │                    │
│   │ F10 - Save Receive Changes              │──┬──────┬──────────│
│   │                                         │ty│ Unit │ Extended │
│   │                                         │rd│ Price│  Price   │
│   ├─────────────────────────────────────────┤  │      │          │
│   │ 700A-GL   GL   4.00   4.00  0.00  0.00  │  │ 36.20│  144.80  │
│   │ 701A-GL   GL   4.00   4.00  0.00  0.00  │  │ 32.20│  128.80  │
│   │ 801J-GL   GL   2.00   2.00  0.00  0.00  │  │113.10│  226.20  │
│   │ 802J-QT   QT   2.00   2.00  0.00  0.00  │  │ 18.90│   37.80  │
│   │                                         │  │      │          │
│   │                                         │  │      │          │
│   │                                         │  │      │          │
│   │                                         │  │      │          │
│   │       Totals   0.00  12.00  0.00 -12.00 │  │      │  537.60  │
│  └── Press F1 For Help ──────── Press F10 To End Receiving ──────┘
```

4

A data-entry screen has some areas on it which are highlighted. Highlighted areas indicate places where you can enter or modify data.

To move the cursor about on the screen, simply use the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys.

Use the down-arrow key to move forward through a data-entry screen, and use the up-arrow key to move backwards. The cursor will automatically skip over all data fields which you cannot modify.

↓ Moves cursor forward to next field.

↑ Moves cursor backward to previous field.

If you wish to terminate a POMS function before it has been completed, use the ESCAPE key. The system will return you to the previous POMS menu.

ESC Returns to a previous POMS menu.

Menu Descriptions

Immediately after you select POMS SYSTEM from the CoverUP menu, the POMS title screen will appear. Press any key to continue. The next screen displayed is the POMS main menu.

Each item in the main menu controls a POMS feature. Following is a brief description of the function available in each of the main menu items.

```
┌────────────────────── YOUR COMPANY NAME ──────────────────────┐
│             Dupont Purchase Order Management System            │
│                                                               │
│  PURCHASE ORDER TASKS              REPORTS                     │
│    01. Purchase Orders               30. Purchase Order Status │
│    02. Process Received Purchase Orders  31. Purchases by Repair Order │
│    03. Dupont Mix Base Purchase Orders   32. Purchases by Employee │
│    04. Dupont Fac. Pack. Purchase Orders 33. Purchases by Supplier │
│    05. Prior Product Purchase Inquiry    34. Back Order Report │
│                                      35. Supplier Report      │
│  PURCHASED PRODUCTS MAINTENANCE      36. Supplier/Manufacture Relations │
│    10. Product Manufacturers         37. Master Product Listing │
│    11. Products                      38. Hazardous/Prod. Prch'sd List │
│    12. Terms Database                39. Hazardous/Prod. Prch'sd History │
│    13. Size Database                                          │
│                                                               │
│  SUPPLIERS/SHIP TO MAINTENANCE      SYSTEM UTILITIES          │
│    20. Supplier Database             80. System Utilities Menu │
│    21. Ship to Database                                       │
│    22. Supplier/Manufacturer Relations  00. Exit Purchase Order System │
│                                                               │
│                  Enter Selection: █                           │
│                                                               │
│                  VERSION 2.0A 07/30/89                        │
└─── C O P Y R I G H T  1 9 8 9  Y A D A  S O F T W A R E,  I N C. ───┘
```

Figure 3.1 Main Menu

PURCHASE ORDER TASKS

01. Purchase Orders

By selecting this menu item, you may quickly generate a purchase order for any product in the database from any supplier in the database. Purchase orders may then be edited, deleted, printed, or transmitted to the supplier. Since all the prices of the items are in the

databases, as well as which supplier carries which manufacturer's products, the potential for errors are greatly reduced.

02. Process Received Purchase Orders

When you have received the items you ordered, this feature allows you to close the purchase order, showing when delivery was received, what was received, and what was cancelled.

03. Dupont Mix Base Purchase Order

With this option, you can generate purchase orders for Dupont mix base paints based on the inventory levels, reorder levels, and reorder quantities in CATFRAMS Mixing Color Inventory Management. You can either choose to have all items at the reorder point automatically ordered in the amounts you have set in CATFRAMS, or review each item that needs to be reordered and choose whether or not to order it.

04. Dupont Fac. Pack. Purchase Order

With this option, you can generate purchase orders for Dupont factory pack paints based on the inventory levels, reorder levels, and reorder quantities in CATFRAMS Mixing Color Inventory Management. You can either choose to have all items at the reorder point automatically ordered in the amounts you have set in CATFRAMS, or review each item that needs to be reordered and choose whether or not to order it.

05. Prior Product Purchase Inquiry

With this option, you can quickly see how often a product has been ordered, what purchase orders it was ordered on, what supplier it was ordered from, and how many of the quantity ordered were actually received. This allows you to see whether or not you have any of the product on order, and how well the supplier has provided the product to you.

PURCHASED PRODUCTS MAINTENANCE

10. Product Manufacturers

A product manufacturer is the manufacturer of an entire group of products, such as Dupont. This option allows you to maintain a database of the manufacturers of the products you use.

11. Products

With this option, you maintain a complete list of all the products you use, including important information such as price, standard size, manufacturer, and whether or not the product is considered by the EPA to be a hazardous material. In addition, historical information about the product is kept track of and can be accessed through this option.

12. Terms Database

The terms database stores the standard terms available for use with the suppliers and purchase orders. This option allows you to maintain the common terms used by your suppliers, such as CASH, COD, etc.

13. Size Database

The size database stores the standard sizes available for use with the products and purchase orders. This option allows you to maintain the common sizes for your products.

SUPPLIERS/SHIP TO MAINTENANCE

20. Supplier Database

This feature allows you to maintain a list of all the suppliers you use. Important information, such as their address, phone number, contact person, and terms, is entered and kept up-to-date. The information is then used by the system when filling out your purchase orders so you don't have to constantly retype the supplier information.

21. Ship to Database

This feature allows you to maintain a list of all companies you ship to. Important information, such as their address, phone number, and contact person, is entered and kept up-to-date. The information is then used by the system when filling out your purchase orders so that you don't have to constantly retype the ship to information.

22. Supplier/Manufacturer Relations

Through this option, you specify which of your suppliers carry products from which manufacturers.

REPORTS

30. Purchase Order Status

This report allows you examine the status of all the purchase orders generated by POMS. This gives you the ability to quickly determine which purchase orders have been delivered, and to follow up on those that haven't.

31. Purchases by Repair Order

This report allows you to examine your purchases by repair order. This is useful when you have several purchase orders for one repair order, and want to see all your purchases for that repair order.

32. Purchases by Employee

This report allows you to examine your purchases by employee. This is useful when you want to show how much ordering any particular employee is doing, or what items an employee is ordering.

33. Purchases by Supplier

This report allows you to examine your purchases by each supplier you order from. You can use it to examine what items are being purchased from what supplier, easily check monthly statements against your records to insure correct billing, compare prices where you buy similar or the identical products from different suppliers, a reference for historical comparisons of purchases from year to year, and much more.

34. Back Order Report

This report allows you examine the status of all the items which are on order but have not been received or cancelled, helping you to keep track of items that are back ordered, and determine when they should be cancelled and reordered, or when a supplier should be queried about a back ordered item's status.

35. Supplier Report

This report allows you to generate a list of all your suppliers. This makes it easy to verify supplier information without having to tie up the computer.

36. Supplier/Manufacture Relations

This report allows you to generate a list of all your supplier/manufacturer relationships. This makes it easy to verify which supplier carries which manufacturer's products without having to tie up the computer.

37. Master Product Listing

This report allows you to generate a list of all the products a manufacturer carries, along with its history. This allows you to have a master list for reference, a reference for historical comparisons of purchases from year to year, and much more.

38. Hazardous/Prod. Purch'sd List

This report is identical to the Master Product Listing, except that it includes only items identified as being hazardous.

39. Hazardous/Prod. Purch'sd History

This report is almost identical to the Historical Product Purchases Summary option of the Hazardous Products Purchased List.

SYSTEM UTILITIES

80 System Utilities Menu

This option accesses a set of configuration options that allow you to configure the system to your needs. These configuration options include the default ship to and bill to company, the default order person, the starting purchase order number, and whether or not purchase orders are to be printed on plain paper or pre-printed forms. It also allows you to reindex your files, as well as backup and restore them.

00. Exit System

Leaves POMS and returns to the CoverUP menu.

CHAPTER 4: PURCHASED PRODUCTS MAINTENANCE

Before you can use the POMS system, there is certain information about the product manufacturers, supplies, terms, sizes, etc. that you use that the system needs to know about. The next two chapters will be concerned with how to enter and maintain that information. We'll begin with the information needed about your product manufacturers, products, terms, and sizes.
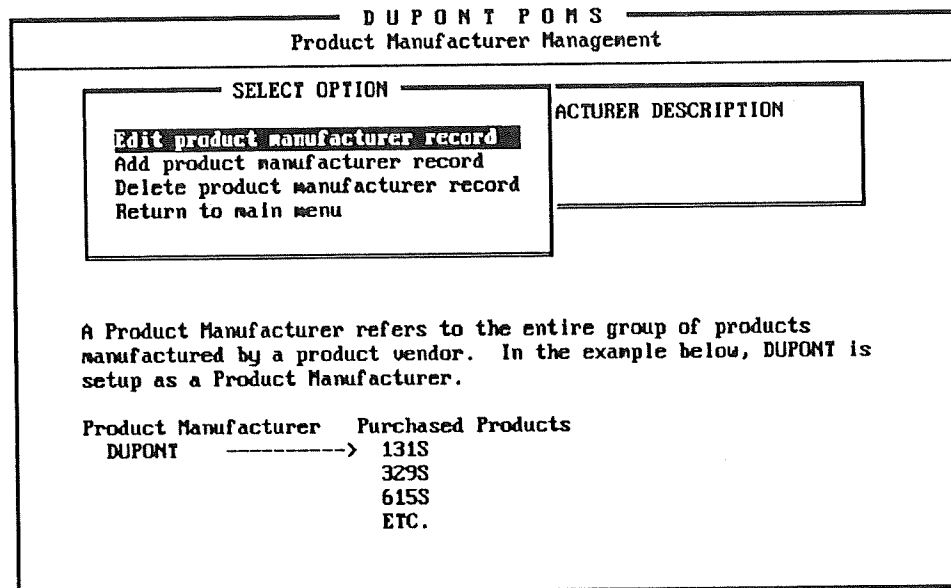
A. Product Manufacturers

A Product Manufacturer refers to the entire group of products manufactured by a product vendor. For example, DUPONT is a product manufacturer which in turn produces paint, paint primers, paint mix colors, and so on. The system must have a list of all the manufacturers of the products you use.

To enter the Product Manufacturers option, at the main POMS menu type

```
┌──────┐  ┌──────┐
│  10  │  │Enter │
└──────┘  └──────┘
```

A menu similar to the one shown in Figure 4.1 will be displayed.

```
┌─────────────────────── D U P O N T   P O M S ───────────────────────┐
│                    Product Manufacturer Management                    │
│ ┌──────── SELECT OPTION ────────┐ ┌────────────────────────────┐     │
│ │                               │ │ACTURER DESCRIPTION         │     │
│ │ Edit product manufacturer record│ │                          │     │
│ │ Add product manufacturer record │ │                          │     │
│ │ Delete product manufacturer record│ │                        │     │
│ │ Return to main menu           │ │                            │     │
│ └───────────────────────────────┘ └────────────────────────────┘     │
│                                                                       │
│   A Product Manufacturer refers to the entire group of products       │
│   manufactured by a product vendor.  In the example below, DUPONT is  │
│   setup as a Product Manufacturer.                                    │
│                                                                       │
│   Product Manufacturer    Purchased Products                          │
│      DUPONT       ----------->  131S                                  │
│                                 329S                                  │
│                                 615S                                  │
│                                 ETC.                                  │
│                                                                       │
└───────────────────────────────────────────────────────────────────────┘
```

Figure 4.1 Product Manufacturer

At this time you have four options:

1) Edit product manufacturer record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add product manufacturer record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Delete product manufacturer record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Product Manufacturer Record

Let's assume you need to add a product manufacturer. Press

Figure 4.2 illustrates an example of the screen that would appear.

```
═══════════════ D U P O N T  P O M S ═══════════════
                Product Manufacturer Management

     ┌──────────────────────────────────────────────────┐
     │   MANUFACTURER ID        PRODUCT MANUFACTURER DESCRIPTION │
     │                                                    │
     │        ▓▓▓▓▓                                       │
     └──────────────────────────────────────────────────┘




     A Product Manufacturer refers to the entire group of products
     manufactured by a product vendor.  In the example below, DUPONT is
     setup as a Product Manufacturer.

     Product Manufacturer    Purchased Products
        DUPONT      ──────────>   131S
                                  329S
                                  615S
                                  ETC.

──── F9 - Activate Manufacturer Lookup Window ─────
```

Figure 4.2 Add Product Manufacturer Record

The information requested by this screen is an ID for the manufacturer and a product manufacturer description. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:

Here is a description of the information POMS is looking for in the screen shown in Figure 4.2.

MANUFACTURER ID

An ID that may consist of letters and/or numbers that is used to identify the manufacturer. For example, DUPONT is the ID used to identify Dupont products. All letters are automatically uppercase when you enter them.

PRODUCT MANUFACTURER DESCRIPTION

A description of the product manufacturer that may consist of letters and/or numbers. For example, 3M PRODUCTS if the manufacturer is 3M.

If you enter a manufacturer ID that already exists, the product manufacturer description will automatically appear. To review the product manufacturers that are already available, press

and a window will open displaying the product manufacturers in alphabetical order by manufacturer ID. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

When you are finished entering the product manufacturer description, press ENTER or PgDn to save the record. You will then be returned to the menu options window.

Edit Product Manufacturer Record

Let's assume you need to edit a product manufacturer. Maybe a mistake was made in entering the information, or maybe a description needs to be updated. Press

Figure 4.3 illustrates an example of the screen that would appear.

Figure 4.3 Edit Product Manufacturer Record

A window will open displaying the product manufacturers available in alphabetical order by manufacturer ID. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed

in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer to edit, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you have chosen a manufacturer record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Product Manufacturer Record

There may be occasions when you'll want to delete a product manufacturer record. Perhaps your no longer carrying that manufacturer's products, or perhaps the record was entered by mistake. Press

Figure 4.4 illustrates an example of the screen that would appear.

Figure 4.4 Delete Product Manufacturer Record

As with the edit option, a window will open displaying the product manufacturers available in alphabetical order by manufacturer ID. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer to delete, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 4.5.


```
┌─────────────── D U P O N T   P O M S ───────────────┐
│                Product Manufacturer Management       │
├──────────────────────────────────────────────────────┤
│                                                       │
│  ┌─────────────────────────────────────────────────┐ │
│  │  MANUFACTURER ID        PRODUCT MANUFACTURER DESCRIPTION │
│  │ ┌───────────────────────────────────────────────┐│ │
│  │ │  Enter product manufacturer ID: BUF           ││ │
│  │ │┌────────────────────────────────────────────┐ ││ │
│  │ ││                                            │ ││ │
│  │ ││ Deleting the product manufacturer identifier (BUF) │
│  │ ││ will remove it from the product manufacturer database. │
│  │ A Pro│                                         │ ││
│  │ manuf │ This will also do the following:        │ ││
│  │ setup▼│   Remove all associated products.       │ ││
│  │ │     │   Remove all associated manufacture/supplier relationships. │
│  │ Product M                                       │ ││
│  │ DUPONT │ ┌──────── Select Your Answer ────────┐ │ ││
│  │ │      │ Do you really want to delete the product manufacturer? │
│  │ │      │                                      │ │ ││
│  │ │      │          YES      NO                 │ │ ││
│  │ │      └──────────────────────────────────────┘ │ ││
│  │ └───────────────────────────────────────────────┘│ │
│  └─────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────┘
```

Figure 4.5 Delete Warning Message

Please note that the record will be removed, as well as all associated manufacturer/supplier relationships and products, and that these cannot be recovered once they have been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to high-light the "YES" option and press ENTER. You will be told that the deletion is taking place, and when the deletion is completed, the options window will be redisplayed.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

R   OR   ESC
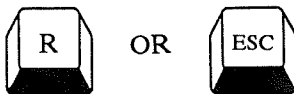
to return to the main menu.

B. Products

Products refers to the actual items manufactured by a product manufacturer. For example, DUPONT is a product manufacturer which in turn produces products such as paints, primers, paint mix colors, and so on. The system must have a list of all the products you use for each product manufacturer.

To enter the Products option, at the main POMS menu type

11   Enter

A menu similar to the one shown in Figure 4.6 will be displayed.

```
┌─────────────────── D U P O N T  P O M S ───────────────────┐
│                  Manufacturer Product Management            │
├─────────────────────────────────────────────────────────────┤
│   Product ID                        Description              │
│        ┌──────── SELECT OPTION ────────┐                     │
│        │                               │ ial Data Saftey Information │
│        │ ▓Edit manufacturer product record▓ │ Content      lbs/Gal │
│        │ Add manufacturer product record │ ardous Material    │
│        │ Add multiple product records   │                     │
│        │ Delete manufacturer product record │                 │
│        │ Return to main menu            │                     │
│        └───────────────────────────────┘                     │
├─────────────────────────────────────────────────────────────┤
│           Historical Product Purchase Information            │
│                                                             │
│         January ...           July .......                  │
│         February ..           August ..... .                │
│         March .....           September ..                  │
│         April .....           October ....                  │
│         May .......           November ...                  │
│         June ......           December ...                  │
│                                                             │
│         Total Product Purchased                             │
└─────────────────────────────────────────────────────────────┘
```

Figure 4.6 Products Manufacturer

At this time you have five options:

1) Edit manufacturer product record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add manufacturer product record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Add multiple product records. You must highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Delete manufacturer product record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

5) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Manufacturer Product Record

Let's assume you need to add a manufacturer product. Press

Figure 4.7 illustrates an example of the screen that would appear.

```
┌──────────────── D U P O N T   P O M S ────────────────┐
│                 Manufacturer Product Management        │
├────────────────────────────────────────────────────────┤
│   Product ID                      Description           │
│                                                          │
│   ┌──────────────────────────────────────┐ aftey Information│
│   │ Enter product manufacturer ID: ████  │      lbs/Gal  │
│   │                                      │ erial         │
│   │ ┌──────────────────────────────────┐ │               │
│   │ │ AD     ADTEC                     │ │               │
│   │ │ BINKS  BINKS MFG.                │ │               │
│   │ │ BRUT   BRUT MANUFACTURING CO.    │ │               │
│   │ │ BUF    DON BAILEY'S UEITE FILL   │ │               │
│   │ │ COMMNT COMMENT LINE              │ │               │
│   │ │ DEU    DEVILBISS CO.             │ │               │
│   │ │ DUP    DUPONT PRODUCTS           │ │ ion           │
│   │ │ FE     FIBERGLASS-EVERCOAT       │ │               │
│   │ ▼│ FITZ   FITZ & FITZ             │ │               │
│   │ └──────────────────────────────────┘ │               │
│                                                          │
│          March .....          September ..               │
│          April .....          October ....               │
│          May .......          November ...               │
│          June ......          December ...               │
│                                                          │
│          Total Product Purchased                         │
└──────────────────────────────────────────────────────────┘
```

Figure 4.7 Add Manufacturer Product Record

The information requested by this screen is product-specific information. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:
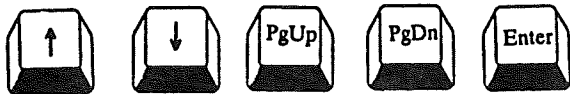
Before adding a new product, notice a window displaying the product manufacturers available in alphabetical order by manufacturer ID appears. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

You must choose the manufacturer whose product you are adding. To do so, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER. Once you've chosen the product manufacturer, the screen will appear similar to that in Figure 4.8.

```
┌─────────────── D U P O N T  P O M S ───────────────┐
│              Manufacturer Product Record Management            │
├───────────────────────────────────────────────────────────────┤
│   Product ID                    Description                     │
│   1075S-PT    ▓HD CLEAR LOW-TEMP REDUCER▓▓▓▓▓▓▓▓▓▓▓▓           │
│                                                                │
│   Purchase Data              Material Data Saftey Information   │
│      Standard Cost  ▓▓▓0.00▓    VOC Content ▓0.00▓ lbs/Gal      │
│      Purchase Size  ▓PT▓ PINT   Hazardous Material ▓Y▓          │
│                                                                │
├───────────────────────────────────────────────────────────────┤
│              Historical Product Purchase Information            │
│        January ...    0.00      July .......    0.00           │
│        February ..    0.00      August .....    0.00           │
│        March .....    0.00      September ..    0.00           │
│        April .....    0.00      October ....    0.00           │
│        May .......    0.00      November ...    0.00           │
│        June ......    0.00      December ...    0.00           │
│                                                                │
│        Total Product Purchased     0.00                        │
│                                          F10 - To Save Product Record│
└───────────────────────────────────────────────────────────────┘
```

Figure 4.8 Add Manufacturer Product

Observe in Figure 4.8 that in the top half of the screen there are two rows beginning with PRODUCT ID and PURCHASE DATA that can be considered "screen sections". After you have finished entering the information in one screen section, you must use the ENTER key to move to the next section. The bottom half of the screen, labeled HISTORICAL PRODUCT PURCHASE INFORMATION, is for information only, and cannot be altered or added to when adding or editing a product.

Here is a description of the information POMS is looking for in the top half of the screen shown in Figure 4.8.

PRODUCT ID

An ID that may consist of letters and/or numbers that is used to identify the product. This will normally be the product ID assigned by the manufacturer. Multiple sizes for some product numbers must be listed by giving unique product numbers for each size, example: 700A - GL and 700A - QT.

DESCRIPTION

A description of the product that may consist of letters and/or numbers.

STANDARD COST

The normal price for one of the standard size of the product.

PURCHASE SIZE

The normal size the product is purchased by. This could by a gallon, pint, etc.

VOC CONTENT

The weight of volatile organic compound in pounds per gallon.

HAZARDOUS MATERIAL

Requires a Y or N to indicate whether or not the EPA considers the product a hazardous material.

The bottom half of the screen contains historical purchase information showing the quantity of product purchased for each month of the year to date, as well as the quantity purchased year-to-date. This information is updated by POMS every time a purchase order is shown received, and cannot be changed in this screen.

If you enter a product ID that already exists, the product information will automatically appear. To review the products that are already available, press

and a window will open displaying the products in alphabetical order by product ID. If there are more products than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product displayed in the window. Press the PgDn key to display more of the products. To return to the previously displayed products, press the PgUp key.

When the cursor is moved to the PURCHASE SIZE field, a window will open displaying the sizes that have been entered in the size database in alphabetical order by size ID, as seen in Figure 4.9. If there are more sizes than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last size displayed in the window. Press the PgDn key to display more of the sizes. To return to the previously displayed sizes, press the PgUp key.

```
━━━━━━━━━━━ D U P O N T  P O M S ━━━━━━━━━━━
            Manufacturer Product Record Management
┌───────────────────────────────────────────────────────────┐
│  Product ID              Description                        │
│  1075S-PT      [JRO CLEAR LOW-TEMP REDUCER          ]       │
│                                                             │
│  Purchase Data            Material Data Saftey Information   │
│    Standard Cost  [    0.00]      VOC Content [0.00] lbs/Gal │
│    Purchase Size [PT] PINT        Hazardous Material [Y]     │
│          ┌───────────────────────┐                          │
│          │  Enter size ID: [PT]  │                          │
│          │                       │                          │
│        ▲ │ PT  PINT              │                          │
│          │ QT  QUART             │                          │
│          │ RL  ROLL              │ chase Information         │
│          │ SH  SHEET             │                          │
│   Janua  │ SL  SLEEVE            │  July .......    0.00    │
│   Febru ▼│ SP  SPRAY             │  August .....    0.00    │
│   March └───────────────────────┘  September ..   0.00    │
│   April .....      0.00            October ....    0.00    │
│   May .......      0.00            November ...    0.00    │
│   June ......      0.00            December ...    0.00    │
│                                                             │
│   Total Product Purchased        0.00                       │
└────────────────────────────────────F10 - To Save Product Record┘
```

Figure 4.9 Add Screen with Size Options Window

To choose a size to enter, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

When you are finished entering the data on this screen, press F10 to save the information. You will be returned to the menu options window. When you first receive the system, products for Dupont will already be entered for you. The standard cost and purchase size

entered for the Dupont products are accurate for the time they were entered, but should be examined to insure they are current, or we will supply price schedules.

POMS does not warrant any of the costs or sizes to be true. You are urged to do your own research to determine appropriate costs and sizes.

Add Multiple Product Records

The "Add multiple product records" option is identical to the "Add manufacturer product record" option, except that once a record has been entered, you will be positioned to enter the next product record. To exit the option, when asked to enter a product manufacturer ID, press ESC. You will be returned to the menu options window.

Edit Manufacturer Product Record

Let's assume you need to edit a product. Maybe a mistake was made in entering the information, or a cost or size needs to be updated. Press

Figure 4.10 illustrates an example of the screen that would appear.

Figure 4.10 Edit Manufacturer Product Record

Before editing a product, a window displaying the product manufacturers available in alphabetical order by manufacturer ID appears. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

You must choose the manufacturer whose product you are editing. To do so, you may either highlight the choice you wish to make using the up-arrow and down- arrow keys lo-

cated between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Next, a window will open displaying the products available in alphabetical order by product ID. If there are more products than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product displayed in the window. Press the PgDn key to display more of the products. To return to the previously displayed products, press the PgUp key.

To choose a product to edit, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you have chosen a product record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Manufacturer Product Record

There may be occasions when you'll want to delete a product record. Perhaps you're no longer carrying that product, or the manufacturer has discontinued the product, or perhaps the record was entered by mistake. Press

Figure 4.11 illustrates an example of the screen that would appear.

Figure 4.11 Delete Manufacturer Product Record

As with editing a product, a window displaying the product manufacturers available in alphabetical order by manufacturer ID appears. If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the

product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

You must choose the manufacturer whose product you are deleting. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Next, a window will open displaying the products available in alphabetical order by product ID. If there are more products than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product displayed in the window. Press the PgDn key to display more of the products. To return to the previously displayed products, press the PgUp key.

Once you've made your choice, a warning message will be displayed as in Figure 4.12.

```
┌─────────────── D U P O N T  P O M S ───────────────┐
│              Manufacturer  Product  Management        │
├───────────────────────────────────────────────────────┤
│    Product  ID                  Description           │
│  ┌──────────────────────────────────────────┐         │
│  │  Enter  product  manufacturer  ID: ▓DU1▓ │ aftey Information │
│  │                                          │      lbs/Gal   │
│  │  AD       ADTEC                          │ erial         │
│  │  ┌──────────────────────────────────────────────────┐    │
│  │  │  Enter  product  id  of  item  to  delete: ▓B51600▓   │    │
│  │  │                                                  │    │
│  │  │  ┌────────────────────────────────────────────┐  │    │
│  │  │  │  Deleting the product (B51600) will permanently │ │    │
│  │  │  │  remove the product item from the product database. │ │  │
│  │  │  │                                            │  │    │
│  │  │  │  ┌───────── Select Your Answer ─────────┐  │  │    │
│  │  │  │  │ Do you really want to delete the product? │ │  │  │
│  │  │  │  │           YES      ▓NO▓              │  │  │    │
│  │  │  │  └──────────────────────────────────────┘  │  │    │
│  │  │  └────────────────────────────────────────────┘  │    │
│  └──────────────────────────────────────────────────────┘    │
│    Total  Product  Purchased                          │
└───────────────────────────────────────────────────────┘
```

Figure 4.12 Delete Warning Message

Please note that products cannot be recovered once they have been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. You will be told that the deletion is taking place, and when the deletion is completed, the options window will be redisplayed.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

[R]   OR   [ESC]
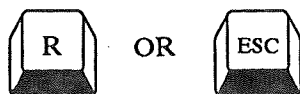
to return to the main menu.

C. Terms Database

20

Purchase terms are the terms used by suppliers to specify the payments terms for products purchased from them. For example, if the supplier expects to be paid by cash or check in advance, the purchase terms would be cash. If the the supplier has a payment system where if you pay for your purchases within 30 days of receiving a statement, you can deduct two percent of amount due, the purchase terms would be 2% net 30. The terms database stores the standard terms available for use with the suppliers and purchase orders. This is where the terms come from that appear in the terms window when you move to the TERMS field when entering or editing suppliers or purchase orders. Before a term can be assigned to a supplier, it must be in the terms database.

To enter the Terms Database option, at the main POMS menu press

A menu similar to the one shown in Figure 4.13 will be displayed.

Figure 4.13 Maintain Terms Database

At this time you have four options:

1) Edit purchase terms record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add purchase terms record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Delete purchase terms record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Purchase Terms Record

Let's assume you need to add a purchase term. Press

Figure 4.14 illustrates an example of the screen that would appear.
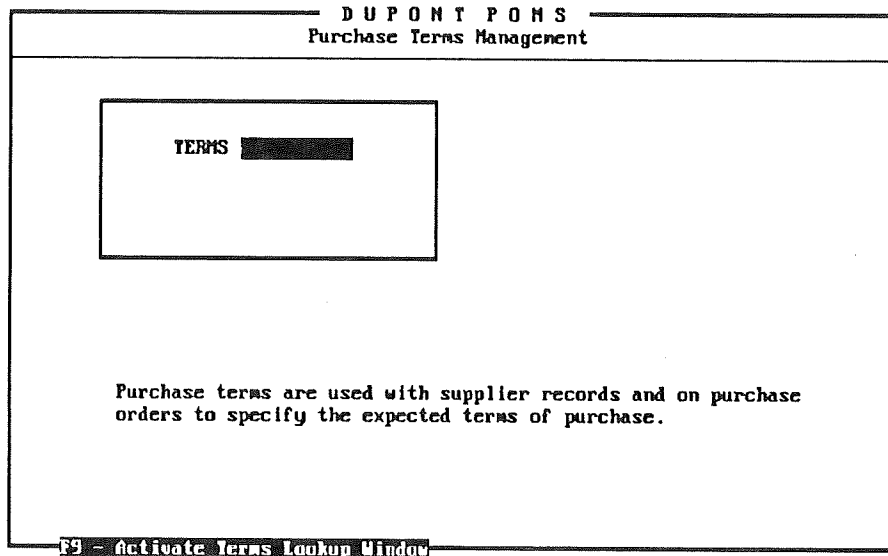
```
┌───────────────── D U P O N T   P O M S ─────────────────┐
│                   Purchase Terms Management               │
├───────────────────────────────────────────────────────────┤
│                                                           │
│    ┌──────────────────────────────────────┐               │
│    │   TERMS  ▓▓▓▓▓▓▓▓▓▓                   │               │
│    │                                      │               │
│    │                                      │               │
│    │                                      │               │
│    └──────────────────────────────────────┘               │
│                                                           │
│                                                           │
│                                                           │
│      Purchase terms are used with supplier records and on purchase │
│      orders to specify the expected terms of purchase.    │
│                                                           │
│                                                           │
│                                                           │
│ F9 - Activate Terms Lookup Window                          │
└───────────────────────────────────────────────────────────┘
```

Figure 4.14 Add Purchase Terms Record

The information requested by this screen is a purchase term. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:
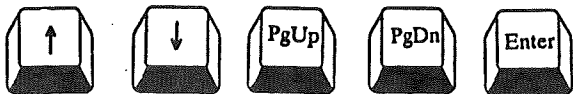
Observe in Figure 4.14 that there is only one row that can be considered a "screen section". After you have finished entering the information in the terms fields in the screen section, use the PgDn key, the ENTER key or F10 key to save the information.

Here is a description of the information POMS is looking for in the screen shown in Figure 4.14.

TERMS

A purchase term may consist of letters and/or numbers. For example, CASH, COD, 2% NET 30, etc. All letters are automatically uppercase when you enter them.

To review the purchase terms that are already available, press

22

and a window will open displaying the purchase terms in alphabetical order. If there are more purchase terms than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the purchase terms. To return to the previously displayed purchase terms, press the PgUp key.

When you are finished entering the purchase term, press ENTER or PgDn or F10 key to save the record. You will then be returned to the menu options window.

Edit Purchase Terms Record

Let's assume you need to edit a purchase term. Press

Figure 4.15 illustrates an example of the screen that would appear.

Figure 4.15 Edit Purchase Terms Record

A window will open displaying the purchase terms available in alphabetical order. If there are more purchase terms than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last purchase term displayed in the window. Press the PgDn key to display more of the purchase terms. To return to the previously displayed purchase terms, press the PgUp key.

To choose a purchase term to edit, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you have chosen a purchase term record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Purchase Terms Record

There may be occasions when you'll want to delete a purchase term record. Press

Figure 4.16 illustrates an example of the screen that would appear.

Figure 4.16 Delete Purchase Terms Record

As with the edit option, a window will open displaying the purchase terms available in alphabetical order. If there are more purchase terms than can be displayed in the window, a "↓ " will appear on the left-hand side of the last purchase term displayed in the window. Press the PgDn key to display more of the purchase terms. To return to the previously displayed purchase terms, press the PgUp key.

To choose a purchase term to delete, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 5.17.

24

```
┌──────────────── D U P O N T   P O M S ────────────────┐
│                 Purchase Terms Management              │
├───────────────────────────────────────────────────────┤
│   ┌──────────────────────────┐                         │
│   │  TERMS                    │                         │
│   │   ┌──────────────────────────────────────────┐     │
│   │   │ Deleting the purchase term (2% NET 30) will remove│
│   │   │ the term from the purchase terms database.│     │
│   │   │   ┌──────── Select Your Answer ────────┐  │     │
│   │   │   │ Do you really want to delete this term? │     │
│   │   │   │            YES    ▐NO▌             │  │     │
│   │   │   └───────────────────────────────────┘  │     │
│ Purc│   │                                          │   c │
│ orde└───┴──────────────────────────────────────────┘     │
│                                                       │
└───────────────────────────────────────────────────────┘
```

Figure 4.17 Delete Warning Message

Please note that terms cannot be recovered once they have been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to high-light the "YES" option and press ENTER. You will be told that the deletion is taking place, and when the deletion is completed, the options window will be redisplayed.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

[R]   OR   [ESC]
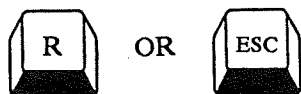
to return to the main menu.

D. Size Database

Sizes are used to designate the size a particular product comes in. This may be ounces, liters, gallons, drums, etc. The size database stores the standard sizes available for use with the products and purchase orders. This is where the sizes come from that appear in the sizes window when you move to the SIZE field when entering or editing products. Before a size can be assigned to a product, it must be in the size database.

To enter the Sizes option, at the main POMS menu type

[13]   [Enter]

A menu similar to the one shown in Figure 4.18 will be displayed.

```
┌───────────────── D U P O N T   P O H S ─────────────────┐
│              DUPONT POHS - PRODUCT ITEH SIZE  HANAGEHENT │
├─────────────────────────────────────────────────────────┤
│                                                         │
│   ┌────── SELECT OPTION ──────┬ DESCRIPTION             │
│   │ Edit size record          │                        │
│   │ Add size record           │                        │
│   │ Delete size record        │                        │
│   │ Return to main menu        │                        │
│   │                           │                        │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Figure 4.18 Maintain Size Database

At this time you have four options:

1) Edit size record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add size record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Delete size record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Size Record

Let's assume you need to add a size. Press

[A]

Figure 4.19 illustrates an example of the screen that would appear.

```
┌─────────────────── D U P O N T   P O M S ───────────────────┐
│                DUPONT POMS - PRODUCT ITEM SIZE  MANAGEMENT   │
│                                                             │
│   ┌───────────────────────────────────────────────────┐    │
│   │                                                   │    │
│   │      SIZE ID ·█        SIZE DESCRIPTION            │    │
│   │                                                   │    │
│   └───────────────────────────────────────────────────┘    │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│  ▐[F9] to Activate Size Lookup Window▌                      │
└─────────────────────────────────────────────────────────────┘
```

Figure 4.19 Add Size Record

The information requested by this screen is an ID for the size and a size description. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:
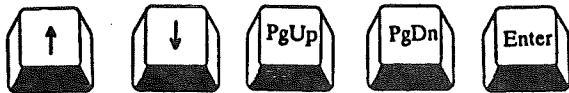
Observe in Figure 4.19 that there is only one row that can be considered a "screen section". After you have finished entering the information in the two fields in the screen section, use either the PgDn key or the ENTER key to save the information.

Here is a description of the information POMS is looking for in the screen shown in Figure 4.19.

SIZE ID

An ID that may consist of letters and/or numbers that is used to identify the size. For example, 5G can be the ID used to identify 5 gallons. All letters are automatically uppercase when you enter them.

SIZE DESCRIPTION

A description of the size that may consist of letters and/or numbers. For example, 5 GALLONS if the size ID is 5G.

If you enter a size ID that already exists, the size description will automatically appear. To review the sizes that are already available, press

and a window will open displaying the sizes in numeric/alphabetical order by size ID. If there are more sizes than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last size displayed in the window. Press the PgDn key to display more of the sizes. To return to the previously displayed sizes, press the PgUp key.
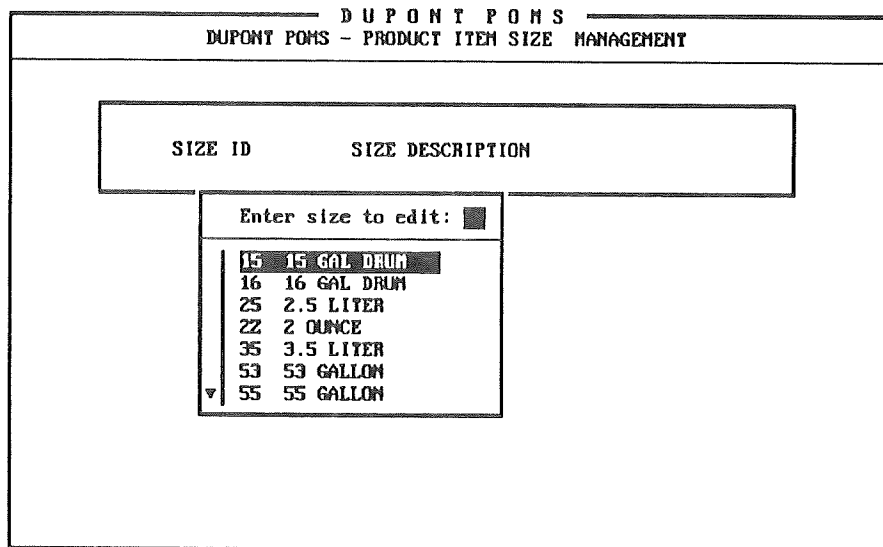
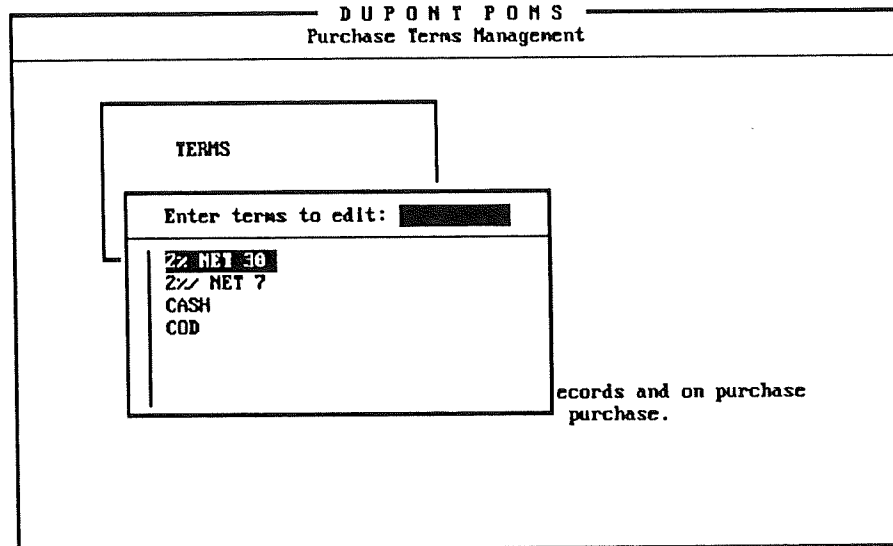When you are finished entering the size description, press ENTER or PgDn to save the record. You will then be returned to the menu options window.

Edit Size Record

Let's assume you need to edit a size. Maybe a mistake was made in entering the information, or maybe a description needs to be updated. Press

Figure 4.20 illustrates an example of the screen that would appear.

Figure 4.20 Edit Size Record

A window will open displaying the sizes available in numeric/alphabetical order by size ID. If there are more sizes than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last size displayed in the window. Press the PgDn key to display more of the sizes. To return to the previously displayed sizes, press the PgUp key.

To choose a size to edit, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.
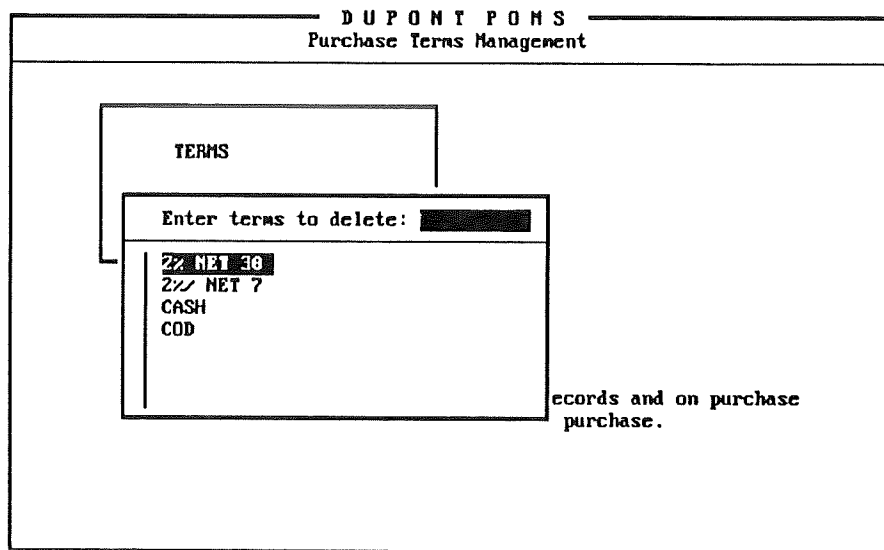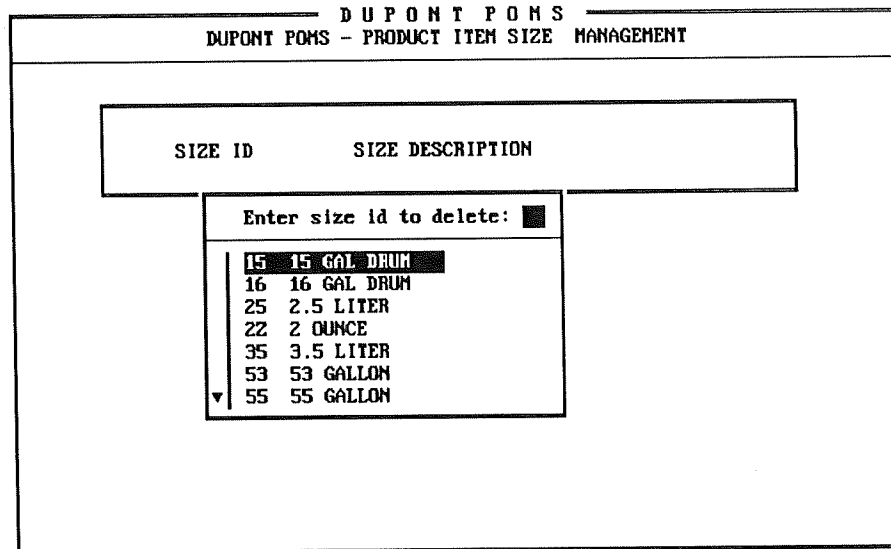
Once you have chosen a size record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Size Record

There may be occasions when you'll want to delete a size record. Perhaps it's no longer a standard size for any product you carry, or perhaps the record was entered by mistake. Press

Figure 4.21 illustrates an example of the screen that would appear.

```
══════════════════ D U P O N T  P O M S ══════════════════
            DUPONT POMS - PRODUCT ITEM SIZE  MANAGEMENT

    ┌────────────────────────────────────────────────────┐
    │                                                    │
    │   SIZE ID         SIZE DESCRIPTION                 │
    │                                                    │
    ├──────────────────────────────────────┐             │
    │  Enter size id to delete: ▓          │             │
    │  ┌─────────────────────────────────┐ │             │
    │  │ 15   15 GAL DRUM                │ │
    │  │ 16   16 GAL DRUM                │
    │  │ 25   2.5 LITER                  │
    │  │ 22   2 OUNCE                    │
    │  │ 35   3.5 LITER                  │
    │  │ 53   53 GALLON                  │
    │ ▼│ 55   55 GALLON                  │
    │  └─────────────────────────────────┘
    │
    │
    └──────────────────────────────────────
```

Figure 4.21 Delete Size Record

As with the edit option, a window will open displaying the sizes available in numeric/alphabetical order by size ID. If there are more sizes than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last size displayed in the window. Press the PgDn key to display more of the sizes. To return to the previously displayed sizes, press the PgUp key.

To choose a size to delete, you may either highlight the choice you wish to make using the up-arrow and down-arrow keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

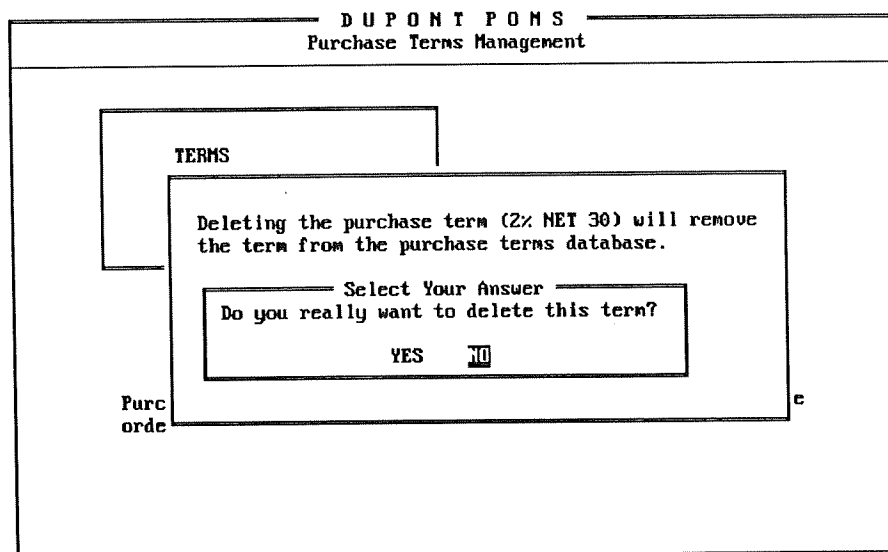Once you've made your choice, a warning message will be displayed as in Figure 4.22.

```
┌─────────────── D U P O N T   P O M S ───────────────┐
│          DUPONT POMS - PRODUCT ITEM SIZE  MANAGEMENT │
├─────────────────────────────────────────────────────┤
│                                                       │
│   ┌───────────────────────────────────────────────┐ │
│   │   SIZE ID          SIZE DESCRIPTION            │ │
│   │                                                 │ │
│   │  ┌────────────────────────────────┐            │ │
│   │  │ Enter size id to delete: 22    │            │ │
│   │  │  ┌────────────────────────────────────────┐ │ │
│   │  │  │ Deleting the size (22) will permanently │ │ │
│   │  │  │ remove the size from the size database. │ │ │
│   │  │ ▼│     ┌──────── Select Your Answer ──────────────┐ │
│   │  │  │     │ Do you really want to delete this product size? │
│   │  │  └─────│                                         │ │
│   │  └────────│              YES    NO                  │ │
│   │           └─────────────────────────────────────────┘ │
│   └───────────────────────────────────────────────┘ │
│                                                       │
└───────────────────────────────────────────────────┘
```

Figure 4.22 Delete Warning Message

Please note that sizes cannot be recovered once they have been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. You will be told that the deletion is taking place, and when the deletion is completed, the options window will be redisplayed.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

[R]   OR   [ESC]

to return to the main menu.

CHAPTER 5: SUPPLIER/SHIP TO MAINTENANCE

Now that we've covered how to enter and maintain information about your product manufacturers, products, terms, and sizes, let's examine entering and maintaining information about your suppliers.

A. Supplier Database

The supplier database is a list of all the suppliers you use. Important information, such as their address, phone number, contact person, and terms, is entered and kept up-to-date with this option. The information is then used by the system when filling out your purchase orders so that you don't need to constantly retype the supplier information.

To enter the Supplier Database option, at the main POMS menu type

A menu similar to the one shown in Figure 5.1 will be displayed.

```
━━━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━━━
              Supplier Database Maintenance
┌─────────────────────────────────────────────────────────┐
│                                                           │
│    ┌──── SELECT OPTION ────┐                              │
│    │ Edit supplier record  │                              │
│    │ Add supplier record   │                              │
│    │ Add multiple suppliers│                              │
│    │ Delete supplier record│                              │
│    │ Return to main menu   │                              │
│    └───────────────────────┘       State    Zip          │
│                                                           │
│        Bus  Phone              Contact                    │
│        Fax  Phone              Terms                      │
│        POMS Phone                                         │
│                                                           │
│        Note 1                                             │
│        Note 2                                             │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

Figure 5.1 Supplier Database

At this time you have five options:

1) Edit supplier record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add supplier record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Add multiple suppliers. You must highlight the option with the UP-ARROW and DOWN- ARROW keys then press ENTER.

4) Delete supplier record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

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5) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Supplier Record

Let's assume you need to add a supplier. Press

Figure 5.2 illustrates an example of the screen that would appear.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                      Add New Supplier Record                  │
│                                                               │
│      Supplier ID: ▓▓▓▓▓                                       │
│                                                               │
│      Supplier Information                                     │
│         Name                                                  │
│         Addr-1                                                │
│         Addr-2                                                │
│                                                               │
│         City                         State     Zip           │
│                                                               │
│         Bus  Phone               Contact                      │
│         Fax  Phone               Terms                        │
│         POMS Phone                                            │
│                                                               │
│         Note 1                                                │
│         Note 2                                                │
│                                                               │
│                                                               │
│                                                               │
└───────────────────────────────────────────────────────────────┘
```

Figure 5.2 Add Supplier Record

The information requested by this screen is an ID for the supplier and basic supplier information. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:

Here is a description of the information POMS is looking for in the screen shown in Figure 5.2.

Supplier ID

An ID that may consist of letters and/or numbers that is used to identify the supplier. For example, BAST could be the ID used to identify Bastien Products. All letters are automatically uppercase when you enter them.

Name

The company name of the supplier.

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Addr-1

Line 1 of the supplier's street address.

Addr-2

Line 2 of the supplier's address, if needed.

City

The city the supplier is in.

State

The state the supplier is in.

Zip

The supplier's zip code. This can be either the standard 5-digit zip code, or the business 9-digit zip code.

Bus Phone

The supplier's phone number, including area code.

Fax Phone

The supplier's fax number, if any, including area code.

POMS Phone

The supplier's modem number, if any, including area code. This is the number that will be dialed when you transmit a purchase order.

Contact

The person normally contacted at the supplier for orders and questions.

Terms

The standard terms for payment of invoices you have with the supplier. This could be COD, CASH, etc.

Note 1/Note 2

These two lines are for any additional information you may need to enter concerning the supplier.

If you enter a supplier ID that already exists, the supplier information will automatically appear. To review the suppliers that are already available, press

and a window will open displaying the suppliers in alpabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

When the cursor is moved to the TERMS field, you may review the terms that are available by pressing

and a window will open displaying the terms in alpabetical order as seen in Figure 5.3. If there are more terms than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last term displayed in the window. Press the PgDn key to display more of the terms. To return to the previously displayed terms, press the PgUp key.

Figure 5.3 Add Screen with Terms Options Window

To choose a size to enter, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

When you are finished entering the data on this screen, press F10 to save the information. You will be returned to the menu options window.

Add Multiple Suppliers

The "Add multiple suppliers" option is identical to the "Add supplier record" option, except that once a record has been entered, you will be positioned to enter the next supplier record. To exit the option, when asked to enter a supplier ID, press ESC. You will be returned to the menu options window.

Edit Supplier Record

Let's assume you need to edit a supplier. Maybe a mistake was made in entering the infor-mation, or maybe the address needs to be updated. Press

Figure 5.4 illustrates an example of the screen that would appear.

```
┌──────────────────────────────────────────────────┐
│          ── D U P O N T  P O N S ──              │
│            Supplier Database Maintenance          │
│ ┌────────────────────────────────────────────────┐│
│ │                                                ││
│ │  Supplier ID:                                  ││
│ │                                                ││
│ │  Supplier Information                          ││
│ │     Name                                       ││
│ │     Addr-1                                     ││
│ │  ┌──────────────────────────────────────────┐ ││
│ │  │  Enter ID of supplier to edit: ▓▓▓▓▓     │ ││
│ │  │ ┌──────────────────────────────────────┐ │ ││
│ │  │ │▐  SUPPLIER                           │ │ ││
│ │  │ │ ADTEC   ADTEC              612-934-3444│ │ ││
│ │  │ │ BINKS   BINKS MFG          414-781-6880│ │ ││
│ │  │ │ BRUT    BRUT MANUFACTURING CO. 216-833-9045│ ││
│ │  │ ▼ BUF     DON BAILEY'S VETTE FILL 800-521-3515│ ││
│ │  │ └──────────────────────────────────────┘ │ ││
│ │  Note 2                                       ││
│ │                                                ││
│ └────────────────────────────────────────────────┘│
└──────────────────────────────────────────────────┘
```

Figure 5.4 Edit Supplier Record

A window will open displaying the suppliers available in alpabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

To choose a supplier to edit, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you have chosen a supplier record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Supplier Record

There may be occasions when you'll want to delete a supplier record. Perhaps you are no longer purchasing from that supplier, or perhaps the record was entered by mistake. Press

Figure 5.5 illustrates an example of the screen that would appear.

```
┌─────────────── D U P O N T   P O M S ───────────┐
│                 Supplier Database Maintenance     │
├───────────────────────────────────────────────────┤
│                                                   │
│    Supplier ID:                                   │
│                                                   │
│    Supplier Information                           │
│      Name                                         │
│      Addr-1                                       │
│    ┌─────────────────────────────────────────┐   │
│    │   Enter ID of supplier to delete: ▓▓▓▓  │   │
│    │                                         │   │
│    │ ┌───┬─────────────────────────────────┐ │   │
│    │ │ ▓ │ SUPPLIER                        │ │   │
│    │ │ADTEC  ADTEC              612-934-3444 │   │
│    │ │BINKS  BINKS MFG          414-781-6880 │   │
│    │ │BRUT   BRUT MANUFACTURING CO. 216-833-9045│ │
│    │ ▼ │BUF   DON BAILEY'S VETTE FILL 800-521-3515│ │
│    │ └───┴─────────────────────────────────┘ │   │
│    │   Note 2                                │   │
│    └─────────────────────────────────────────┘   │
│                                                   │
└───────────────────────────────────────────────────┘
```

Figure 5.5 Delete Supplier Record

As with the edit option, a window will open displaying the product suppliers available in alpabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

To choose a supplier to delete, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 5.6.

```
┌─────────────── D U P O N T   P O M S ───────────┐
│                 Supplier Database Maintenance     │
├───────────────────────────────────────────────────┤
│                                                   │
│    Supplier ID:                                   │
│                                                   │
│    Supplier Information                           │
│    ┌─────────────── * * * WARNING * * * ──────┐   │
│    │                                          │   │
│    │  Deleting the supplier (DUP) will permanently remove│
│    │  the supplier from the supplier database.│   │
│    │                                          │   │
│    │  ┌──────── Select Your Answer ────────┐  │   │
│    │  │ Do You really want to delete this supplier?│
│    │  │                                    │  │   │
│    │  │          YES  [NO]                  │  │   │
│    │  └────────────────────────────────────┘  │   │
│    └──────────────────────────────────────────┘   │
│                                                   │
└───────────────────────────────────────────────────┘
```

Figure 5.6 Delete Warning Message

Please note that the supplier record cannot be recovered once it has been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. When the deletion is completed, you will be returned to the main options window.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

[R]   OR   [ESC]
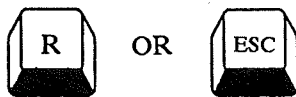
to return to the main menu.

B. Ship To Database

The ship to database is a list of all locations you have products shipped to. Important information, such as the address, phone number, and contact person, is entered and kept up-to-date with this option. The information is then used by the system when filling out your purchase orders so that you don't need to constantly retype the ship to information.

To enter the Ship To Database option, at the main POMS menu type

[11]   [Enter]

A menu similar to the one shown in Figure 5.7 will be displayed.

```
 ═══════════════ D U P O N T   P O M S ═══════════════
                 Ship To Database Maintenance

   ┌─── SELECT OPTION ───┐
   │ ▓Edit Ship To record▓ │
   │ Add Ship To record  │
   │ Add multiple records│
   │ Delete Ship To record│
   │ Return to main menu │          State      Zip
   └─────────────────────┘

        Phone                    Contact


```

Figure 5.7 Ship To Database

At this time you have five options:

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1) Edit Ship To record. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Add Ship To record. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Add multiple records. You must highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Delete Ship To record. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

5) Return to main menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add Ship To Record

Let's assume you need to add a ship to record. Press

Figure 5.8 illustrates an example of the screen that would appear.

```
━━━━━━━━━━━━━━━ D U P O N T   P O H S ━━━━━━━━━━━━━━━
                  Ship To Database Maintenance


          Ship To ID: ▨▨▨▨▨

          Ship To Information
            Name
            Addr-1
            Addr-2

            City                        State      Zip

            Phone                  Contact




```

Figure 5.8 Add Ship To Record

The information requested by this screen is almost identical to that of the supplier screen - a ship to ID and basic shipping information. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

You may use any of the following keys to position the cursor:

Here is a description of the information POMS is looking for in the screen shown in Figure 5.8.

Ship To ID

An ID that may consist of letters and/or numbers that are used to identify the location that product should be shipped to. For example, DUPO could be the ID used to identify a Dupont Refinish Shop. All letters are automatically uppercase when you enter them.

Name

The company name of the ship to location (or purchaser's).

Addr-1

Line 1 of the ship to (purchaser's) street address.

Addr-2

Line 2 of the ship to (purchaser's) address, if needed.

City

The city the ship to (purchaser's) is in.

State

The state the ship to (purchaser's) is in.

Zip

The ship to (purchaser's) zip code. This can be either the standard 5-digit zip code, or the business 9-digit zip code.

Phone

The ship to (purchaser's) phone number, including area code.

Contact

The person normally contacted at the ship to location (purchaser's location).

If you enter a ship to ID that already exists, the ship to information will automatically appear. To review the ship to locations that are already available, press

and a window will open displaying the ship to locations in alpabetical order by ship to ID. If there are more ship to locations than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last shipper displayed in the window. Press the PgDn key to display more of the ship to locations. To return to the previously displayed ship to locations, press the PgUp key.

When you are finished entering the data on this screen, press F10 to save the information. You will be returned to the menu options window.

Add Multiple Records

The "Add multiple records" option is identical to the "Add Ship To record" option, except that once a record has been entered, you will be positioned to enter the next ship to record.

To exit the option, when asked to enter a ship to ID, press ESC. You will be returned to the menu options window.

Edit Ship To Record

Let's assume you need to edit a ship to record. Maybe a mistake was made in entering the information, or the address needs to be updated. Press

Figure 5.9 illustrates an example of the screen that would appear.

```
═══════════════════════ D U P O N T   P O M S ═══════════════════════
                        Ship To Database Maintenance

  Ship To ID:

  Ship To Information
     Name
     Addr-1
     ┌─────────────────────────────────────────────────────────────┐
     │   Enter ID of Ship To address to edit:  ███████             │
     │ ┌───────────────────────────────────────────────────────────┐
     │ │1     DUPONT JOBBER                        111-555-0000     │
     │ │2     DUPONT REFINISHER                    111-555-9999     │
     │ │                                                           │
     │ │                                                           │
     │ │                                                           │
     │ └───────────────────────────────────────────────────────────┘

```

Figure 5.9 Edit Screen

A window will open displaying the ship to locations available in alpabetical order by ship to ID. If there are more ship to locations than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last ship to locations displayed in the window. Press the PgDn key to display more ship to locations. To return to the previously displayed ship to locations, press the PgUp key.

To choose a ship to location to edit, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you have chosen a ship to record to edit, make the appropriate changes using the same keys available to you as with adding a record.

Delete Ship To Record

There may be occasions when you'll want to delete a ship to record. Perhaps you're no longer receiving product at that location, or perhaps the record was entered by mistake. Press

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Figure 5.10 illustrates an example of the screen that would appear.

```
──────────── D U P O N T  P O M S ────────────
              Ship To Database Maintenance

   Ship To ID:

   Ship To Information
      Name
      Addr-1
   ┌──────────────────────────────────────────────┐
   │ Enter ID of Ship To address to delete: ▊▊▊▊▊  │
   │                                              │
   │ 1      DUPONT JOBBER              111-555-8000 │
   │ 2      DUPONT REFINISHER          111-555-9999 │
   │                                              │
   │                                              │
   └──────────────────────────────────────────────┘
```

Figure 5.10 Delete Ship To Record

As with editing a ship to record, a window will open displaying the ship to locations available in alpabetical order by ship to ID. If there are more ship to locations than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last ship to location displayed in the window. Press the PgDn key to display more of the ship to locations. To return to the previously displayed ship to locations, press the PgUp key.

To choose a ship to location to delete, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 5.11.

```
┌──────────────── D U P O N T   P O M S ────────────────┐
│                Ship To Database Maintenance            │
│ ┌──────────────────────────────────────────────────┐  │
│   Ship To ID:                                          │
│                                                        │
│   Ship To Information                                  │
│ ┌──────────────────── * * * WARNING * * * ──────────┐  │
│ │                                                    │  │
│ │   Deleting the Ship To ID (1) will permanently remove │
│ │   the Ship To address from the Ship To database.   │  │
│ │                                                    │  │
│ │      ┌────────── Select Your Answer ──────────┐    │  │
│ │      │ Do You really want to delete this Ship To ID? │
│ │      │                                         │    │  │
│ │      │             YES  NO                     │    │  │
│ │      └─────────────────────────────────────────┘    │  │
│ └────────────────────────────────────────────────────┘  │
│                                                        │
│                                                        │
└────────────────────────────────────────────────────────┘
```
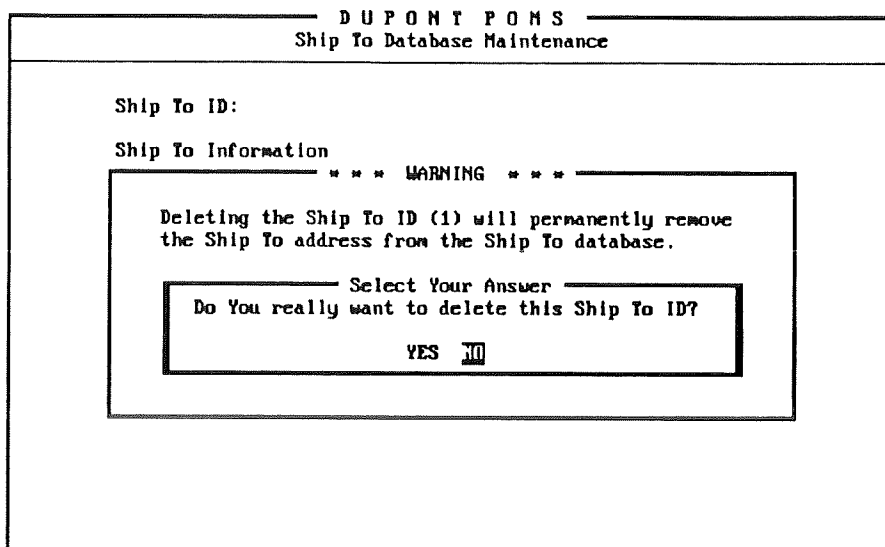
Figure 5.11 Delete Warning Message

Please note that ship to records cannot be recovered once they have been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. When the deletion is completed, you will be returned to the main options window.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

R OR **ESC**
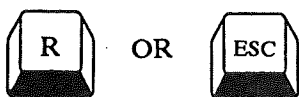
to return to the main menu.

C. Supplier/Manufacturer Relationships

A supplier-manufacturer relationship is used to create a link between the manufacturers of the products you purchase and the suppliers you purchase them from. A supplier may carry only one manufacturer's products, or several manufactueres products. A manufacturer's products may be carried by only one of your suppliers, or by several. This relationship is crucial to provide you with a list of manufacturers when you are creating a purchase order for a specific supplier.

To enter the Supplier/Manufacturer Relationships option, at the main POMS menu type

11 **Enter**

A menu similar to the one shown in Figure 5.12 will be displayed.

```
━━━━━━━━ D U P O N T   P O M S ━━━━━━━━
         Supplier-Product Manufacturer Relationship Maintenance

        ┌─────────── SELECT OPTION ───────────┐
        │ Create supplier-product manufacturer relationships │
        │ View supplier-product manufacturer relationships   │
        │ Delete supplier-product manufacturer relationships │
        │ Return to main menu                                │
        └──────────────────────────────────────┘

        A Supplier-Product Manufacturer relationship is used to create a link
        between the products you purchase and the supplier you purchase them
        from.  In the example below, the Product Manufacturers listed to the
        right are purchased from the Supplier listed on the left.

    ┌──────────────────────────────────────────────────────────────┐
    │ Sup. ID       Supplier Name              Product Manufacturers │
    ├──────────────────────────────────────────────────────────────┤
    │ DUP-JB   DUPONT AUTOMOTIVE PAINT JOBBER   DUPONT PRODUCTS       │
    │                                           3M PRODUCTS           │
    │                                           ETC                   │
    └──────────────────────────────────────────────────────────────┘
```

Figure 5.12 Supplier/Manufacturer Relations

At this time you have four options:

1) Create supplier-product manufacturer relationships. Press C or highlight the option
with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) View supplier-product manufacturer relationship. Press V or highlight the option with
the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Delete supplier-product manufacturer relationship. Press D or highlight the option with
the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Return to main menu. Press R or highlight the option with the UP-ARROW and
DOWN-ARROW keys then press ENTER. Create Supplier-Product Manufacturer
Relationships

Let's assume you create a supplier-poduct manufacturer relationship. Press

Figure 5.13 illustrates an example of the screen that would appear.

```
═════════════════ D U P O N T   P O M S ═════════════════
          Supplier-Product Manufacturer Relationship Maintenance
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│        ┌──────────────────────────────────────────┐          │
│        │  Enter ID of supplier to use: ▓▓▓▓▓       │          │
│        │                                           │          │
│        │ │█  SUPPLIER                              │          │
│        │  ADTEC   ADTEC                612-934-3444│          │
│        │  BINKS   BINKS MFG            414-781-6880│          │
│        │  BRUT    BRUT MANUFACTURING CO.216-833-9045│         │
│        │▼│BUF     DON BAILEY'S VETTE FILL 800-521-3515│       │
│        └──────────────────────────────────────────┘          │
│                                                               │
│                                                               │
│  ┌──────────────────────────────────────────────────────┐    │
│  │ Sup. ID        Supplier Name         Product Manufacturers│ │
│  ├──────────────────────────────────────────────────────┤    │
│  │ DUP-JB   DUPONT AUTOMOTIVE PAINT JOBBER  DUPONT PRODUCTS│   │
│  │                                          3M PRODUCTS   │    │
│  │                                          ETC           │    │
│  └──────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.13 Create Screen with Supplier Window

A window displaying the suppliers available in alpabetical order by supplier ID will appear. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

You must choose the supplier for which you are creating a relationship. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've choosen the supplier, a window displaying the available product manufacturers in alphabetical order by manufacturer ID will appear similar to that in Figure 5.14.

```
═════════════════ D U P O N T   P O M S ═════════════════
          Supplier-Product Manufacturer Relationship Maintenance
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│        ┌──────────────────────────────────────────┐          │
│        │  Enter product manufacturer id: ▓▓▓▓▓     │          │
│        │                                           │          │
│        │ │ID   ADTEC                               │          │
│        │  BINKS   BINKS MFG.                        │          │
│        │  BRUT    BRUT MANUFACTURING CO.            │          │
│        │▼│BUF     DON BAILEY'S VETTE FILL           │          │
│        └──────────────────────────────────────────┘          │
│                                                               │
│  ┌──────────────────────────────────────────────────────┐    │
│  │ Sup. ID        Supplier Name         Product Manufacturers│ │
│  ├──────────────────────────────────────────────────────┤    │
│  │ DUP      DUPONT PRODUCTS                               │    │
│  │                                                        │    │
│  │                                                        │    │
│  │                                                        │    │
│  └──────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────┘
```

Figure 5.14 Create Screen w/ Product Manufacturer Window

44

If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

You must choose the product manufacturer which is being carried by the supplier. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

If the relationship does not already exist, a message will be displayed at the bottom of the screen indicating that the relationship has been created, as in Figure 5.15.

```
┌──────────────── D U P O N T   P O M S ────────────────┐
│          Supplier-Product Manufacturer Relationship Maintenance │
│                                                        │
│   ┌──────────────────────────────────────────────┐    │
│   │   Enter product manufacturer id: ▓▓▓▓▓        │    │
│   │                                                │    │
│   │ ┌──────────────────────────────────────────┐  │    │
│   │ │ ID     ADTEC                              │  │    │
│   │ │ BINKS  BINKS MFG.                         │  │    │
│   │ │ BRUT   BRUT MANUFACTURING CO.             │  │    │
│   │ ▼ BUF    DON BAILEY'S VETTE FILL            │  │    │
│   │ └──────────────────────────────────────────┘  │    │
│   └──────────────────────────────────────────────┘    │
│                                                        │
│ ┌────────────────────────────────────────────────────┐│
│ │ Sup. ID      Supplier Name         Product Manufacturers ││
│ │                                                    ││
│ │ DUP     DUPONT PRODUCTS        DUPONT PRODUCTS      ││
│ │                                                    ││
│ │                                                    ││
│ │                                                    ││
│ │      THE RELATIONSHIP BETWEEN DUP AND DUP HAS BEEN CREATED ││
│ └────────────────────────────────────────────────────┘│
└────────────────────────────────────────────────────────┘
```

Figure 5.15 Relationship has been Created Message

If the relationship already exists, a window will appear displaying a message indicating that the relationship already exists and asking you to press a key to continue, as in Figure 5.16.

```
 ──────────────────── D U P O N T   P O M S ────────────────────
          Suppl ier-Product Manufacturer Relationship Maintenance
  ┌──────────────────────────────────────────────────────────────┐
  │    ┌──────────────────────────────────────────────────┐      │
  │    │   Enter product manufacturer id: ▓BINKS▓         │      │
  │    ├──────────────────────────────────────────────────┤      │
  │    │  AD      ADTEC                                   │      │
  │    │ ▓BINKS   BINKS MFG.▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │      │
  │    │  BRUT    BRUT MANUFACTURING CO.                  │      │
  │  ▼ │  BUF     DON BAILEY'S VETTE FILL                 │      │
  │    └──────────────────────────────────────────────────┘      │
  │  ┌──────────────────────────────────────────────────────┐    │
  │  │                                                      │    │
  │  │                                                      │    │
  │  │  The specified supplier-product manufacturer relationship already exists. │
  │  │                                                      │    │
  │  │              Press Any Key to Continue               │    │
  │  │                                                      │    │
  │  │                                                      │    │
  │  └──────────────────────────────────────────────────────┘    │
  └──────────────────────────────────────────────────────────────┘
```

Figure 5.16 Relationship Already Exists Window

Once you press a key, the window will disappear, leaving the product manufacturer window
on the screen. After either message, you may continue to add product manufacturers that
are carried by the supplier as detailed above. When you have created all the relationships
necessary for that supplier, press ESC to return to the options window.

View Supplier-Product Manufacturer Relationships

There are times when you'll want to review the product manufacturer relationships you
have for your suppliers. This is done by choosing the view option. Press

[V]

Figure 5.17 illustrates an example of the screen that would appear.

```
 ──────────────────── D U P O N T   P O M S ────────────────────
          Suppl ier-Product Manufacturer Relationship Maintenance
  ┌──────────────────────────────────────────────────────────────┐
  │                                                              │
  │   ┌───────────────────────────────────────────────────┐     │
  │   │   Enter ID of supplier to use:  ▓▓▓▓▓▓             │     │
  │   ├───────────────────────────────────────────────────┤     │
  │   │ ▓        SUPPLIER▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ │     │
  │   │ ADTEC   ADTEC                      612-934-3444  │     │
  │   │ BINKS   BINKS MFG                  414-781-6000  │     │
  │   │ BRUT    BRUT MANUFACTURING CO.     216-833-9045  │     │
  │ ▼ │ BUF     DON BAILEY'S VETTE FILL    800-521-3515  │     │
  │   └───────────────────────────────────────────────────┘     │
  │                                                              │
  │ ┌────────────────────────────────────────────────────────┐  │
  │ │ Sup. ID        Supplier Name        Product Manufacturers │
  │ ├────────────────────────────────────────────────────────┤  │
  │ │ DUP-JB  DUPONT AUTOMOTIVE PAINT JOBBER  DUPONT PRODUCTS │  │
  │ │                                         3M PRODUCTS     │  │
  │ │                                         ETC             │  │
  │ └────────────────────────────────────────────────────────┘  │
  └──────────────────────────────────────────────────────────────┘
```

Figure 5.17 View Screen with Supplier Window

A window displaying the suppliers available in alpabetical order by supplier ID will appear. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

You must choose the supplier for which you want to view already existing relationships. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've choosen the supplier, a window displaying the product manufacturers for which a relationship exists with the supplier in alphabetical order by manufacturer ID will appear similar to that in Figure 5.18.

Figure 5.18 View Screen w/Product Manufacturer Window

If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To return to the options menu, press ENTER.

Delete Supplier-Product Manufacturer Relationships

There may be occasions when you'll want to delete a supplier-product manufacturer relationship. Perhaps the supplier is no longer carrying that manufacturer's products, or you've decided not to purchase a certain manufacturer's products from a supplier, or maybe the record was entered by mistake. Press

Figure 5.19 illustrates an example of the screen that would appear.

```
 ┌──────────────── D U P O N T   P O M S ────────────────┐
 │         Supplier-Product Manufacturer Relationship Maintenance        │
 │                                                                        │
 │      ┌─────────────────────────────────────────────────┐              │
 │      │  Enter ID of supplier to use: ▓▓▓▓▓▓             │              │
 │      │  ┌─────────────────────────────────────────────┐ │             │
 │      │  │ ▓  SUPPLIER                                 ▓│ │             │
 │      │  │ ADTEC   ADTEC                    612-934-3444│ │             │
 │      │  │ BINKS   BINKS MFG                414-781-6880│ │             │
 │      │  │ BRUT    BRUT MANUFACTURING CO.   216-833-9645│ │             │
 │      │ ▼│ BUF     DON BAILEY'S VETTE FILL  800-521-3515│ │             │
 │      │  └─────────────────────────────────────────────┘ │             │
 │      └─────────────────────────────────────────────────┘              │
 │                                                                        │
 │   ┌───────────────────────────────────────────────────────────┐       │
 │   │ Sup. ID       Supplier Name           Product Manufacturers│       │
 │   ├───────────────────────────────────────────────────────────┤       │
 │   │ DUP-JB  DUPONT AUTOMOTIVE PAINT JOBBER  DUPONT PRODUCTS     │       │
 │   │                                         3M PRODUCTS          │       │
 │   │                                         ETC                  │       │
 │   └───────────────────────────────────────────────────────────┘       │
 └────────────────────────────────────────────────────────────────────────┘
```

Figure 5.19 Delete Supplier-Product Manufacturer Relation

Again, a window displaying the suppliers available in alpabetical order by supplier ID will appear. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

You must choose the supplier for which you are deleting a relationship. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've choosen the supplier, a window displaying the product manufacturers for which a relationship exists with the supplier in alphabetical order by manufacturer ID will appear similar to that in Figure 5.20.

```
 ┌──────────────── D U P O N T   P O M S ────────────────┐
 │         Supplier-Product Manufacturer Relationship Maintenance        │
 │                                                                        │
 │      ┌─────────────────────────────────────────────────┐              │
 │      │  Enter Product Manufacturer ID to Delete: ▓▓▓▓▓  │              │
 │      │  ┌─────────────────────────────────────────────┐ │             │
 │      │  │ BINKS   BINKS MFG.                          ▓│ │             │
 │      │  │ W/E     MISC. NUTS & BOLTS                   │ │             │
 │      │  │                                             │ │             │
 │      │  │                                             │ │             │
 │      │  └─────────────────────────────────────────────┘ │             │
 │      └─────────────────────────────────────────────────┘              │
 │                                                                        │
 │   ┌───────────────────────────────────────────────────────────┐       │
 │   │ Sup. ID       Supplier Name           Product Manufacturers│       │
 │   ├───────────────────────────────────────────────────────────┤       │
 │   │ BINKS   BINKS MFG                                           │       │
 │   │                                                             │       │
 │   │                                                             │       │
 │   └───────────────────────────────────────────────────────────┘       │
 └────────────────────────────────────────────────────────────────────────┘
```

Figure 5.20 Delete Screen w/Product Manufacturer Window

If there are more product manufacturers than can be displayed in the window, a " ↓ " will appear on the right-hand side of the last product manufacturer displayed in the window. Press the PgDn key to display more of the product manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

You must choose the product manufacturer which is being carried by the supplier. To do so, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 5.21.

```
═══════════════ D U P O N T  P O M S ═══════════════
       Supplier-Product Manufacturer Relationship Maintenance

    ┌──────────────────────────────────────────────────┐
    │  Enter Product Manufacturer ID to Delete: ▓▓▓▓    │
    │                                                   │
    │  BINKS    BINKS MFG.                              │
    │  ▓▓▓▓▓▓   MISC. NUTS & BOLTS ▓▓▓▓▓▓▓▓▓▓▓          │
    │                                                   │
    │                                                   │
    └──────────────────────────────────────────────────┘
   ┌─────────────────────────────────────────────────────┐
   │ Deleting the supplier-product manufacturer relationship │
   │ will permanently remove it from the database.           │
   │                                                         │
   │       ┌──────── Select Your Answer ────────┐           │
   │       │ Do you really want to delete this relationship? │
   │       │                                                 │
   │       │            YES  NO                              │
   │       └─────────────────────────────────────┘           │
   └─────────────────────────────────────────────────────┘
```

Figure 5.21 Delete Warning Message

Please note that relationships cannot be recovered once they have been deleted.

If you choose to delete the relationship, simply press Y, or use the LEFT- ARROW key to highlight the "YES" option and press ENTER.

If you decide not to delete the record, simply press ENTER.

Return To Main Menu

This option will return you to the main POMS menu. Press

to return to the main menu.

CHAPTER 6: SYSTEMS UTILITIES AND CONFIGURATION

When you first begin to use the POMS system, you will need to set certain features to match your needs. To do so, you must choose the Systems Utilities Menu.

To enter the Systems Utilities option, at the POMS main menu, press

[80] [Enter]

The System Utilities and Configuration Menu shown in Figure 6.1 will appear on your screen.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                System Utilities And Configuration Menu         │
│                                                                │
│  PURCHASE ORDER OPTIONS              DATA FILE LOCATIONS        │
│     10. Starting Purchase Order Number  30. CATFRAMS Data File Path │
│     11. Default Ship To Company                                │
│     12. Default Bill To Company                                │
│     13. Default Buyer                PRINTER SETUP             │
│     14. Purchase Order Forms Type       40. Local Printer Type │
│     15. Purchase Order Line Spacing     41. Remote Printer Type │
│     16. First Detail Line Edit Field    42. PO/Report Printer Port │
│     17. Edit Unit Price Field                                  │
│     18. Dupont Manufacturer ID       SYSTEM UTILITIES          │
│     19. Configure Modem Port            81. Index System Files │
│     20. Configure Call Retry Limit      82. Backup System Files │
│                                         83. Restore System Files │
│                                                                │
│                                         00. Return to POMS Main Menu │
│                                                                │
│                                                                │
│                  Enter Menu Selection: ▮                       │
│                                                                │
│                     VERSION 2.0A 07/30/89                      │
└──── C O P Y R I G H T   1 9 8 9   Y A D A   S O F T W A R E ,   I N C. ────┘
```

Figure 6.1 Utilities Menu

There are actually four sections to the Systems Utilities. These are the Purchase Order Options, Data File Locations, Printer Setup, and System Utilities. The first three sections allow you to configure the POMS system, while the fourth section allows to to insure proper access to your data, and allows to to backup and restore your data. Let's begin with the Purchase Order Options.

PURCHASE ORDER OPTIONS

There are 11 Purchase Order Options you can tailor to your needs. We'll examine them in order.

Starting Purchase Order Number

The POMS system assigns every new purchase order a purchase order number, with each new purchase order being assigned the next consecutive number. The Starting Purchase Order Number option allows you to enter the purchase order number you want the first purchase order to have. Since you are already using purchase orders manually, this feature allows you to continue with the purchase order numbering system that's already in place,

instead of arbitrarily starting with a new purchase order number when you begin using the POMS system.

To set the starting purchase order number, press

A sample purchase order will appear on the screen, along with a window explaining the option and the current number that the purchase orders will begin with, as seen in Figure 6.2. Type in the purchase order number you want to begin with, and press ENTER, or if the number being displayed is acceptable, simply press ENTER. The number will be saved, and you will be returned to the System Utilities and Configuration menu.

```
──────────── D U P O N T    P O M S ────────────
PO Number  2000  <== Next Purchase Order Number        Close Date

        Supplier ID:           —  —      Ship To ID:        —  —
    N┌──────────────────────────────────────────────────────┐
     │                                                      │
     │  CONFIGURATION DESCRIPTION:                          │
     │    The POMS system will assign each new purchase order a │
     │    purchase order number.  Purchase order numbers will be │
 Need│    assigned the next consecutive number starting with the │le
 Ship│    value listed below.                               │'s
   Te│                                                      │
     └──────────────────────────────────────────────────────┘
 Prod┌──────────────────────────────────────────────────────┐t. Pr.
     │                                                      │
     │  CONFIGURE SYSTEM WITH:                              │
     │                                                      │
     │    Generate Purchase Order Numbers Starting with:  2000 │
     │                                                      │
     └──────────────────────────────────────────────────────┘

                                       PURCHASE ORDER TOTAL   0.00
```

Figure 6.2 Starting Purchase Order

If you choose this option after you have been using the POMS system for awhile, the number that appears will be the purchase order number for the next purchase order you generate. If you choose to change the number at this time, make sure you do not enter a number already used by the system for a previous purchase order.

Default Ship To Company

When creating a purchase order, the POMS system will automatically assign a Ship To company. The Default Ship To Company option allows you to set the Ship To company that will normally appear when creating a purchase order from the Ship To companies you entered in the "Ship To Database" option.

To set the default ship to company, press

A sample purchase order will appear on the screen, along with a window explaining the option, and the cursor will move to a highlighted box immediately after Ship To ID on the upper, right-hand corner of the screen, as seen in Figure 6.3. Type in the ID of the Ship To company you want and press ENTER. You will be returned to the System Utilities and Configuration menu.

```
═══════════════════════ D U P O N T    P O M S ═══════════════════════
PO Number         Status       Order Date              Close Date
─────────────────────────────────────────────────────────────────────
       Supplier ID:          —  —      Ship To ID: █████   111-555-8888
       Name                             DUPONT JOBBER
                                        1234 ANY STREET

                                        CITY                 ST 55555-
─────────────────────────────────────────────────────────────────────
Need By                   Requisitioned By                     Taxable
Ship  ┌──────────────────────────────────────────────────────────┐'s
  Te  │                                                          │
──────│  CONFIGURATION DESCRIPTION:                              │─────
Prod  │     The POMS system can be configured with a default Ship│t. Pr.
      │  To company.  The company selected will be pre-selected  │
──────│  on new purchase orders as the Ship To location.         │
      │                                                          │
      │                                                          │
      └──────────────────────────────────────────────────────────┘

                                   PURCHASE ORDER TOTAL     0.00
─────█ F9 to Activate Ship To Lookup Window █─────────────────────────
```

Figure 6.3 Default Ship To Company

You can also press F9 and a window will open displaying the ship to companies in alphabetical order by shipper ID. If there are more ship to companies than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last ship to company displayed in the window. Press the PgDn key to display more ship to companys. To return to the previously displayed ship to companies, press the PgUp key.

To choose a ship to company, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│ PO Number        Status       Order Date          Close Date    │
│                                                                  │
│         Supplier ID:            —  —    Ship To ID: █▓▓    111-555-8888 │
│         Name  ┌──────────────────────────────────────────────┐  │
│               │  Enter ship to address id to use:  █▓▓▓▓▓     │  │
│               │ ┌──────────────────────────────────────────┐  │  │
│               │ │1▓▓▓▓▓    DUPONT JOBBER           111-555-8888│  │
│         ┌─────┤ │2         DUPONT REFINISHER       111-555-9999│──│
│  Need By│     │ └──────────────────────────────────────────┘  │  │
│  Ship ┌─┤     └──────────────────────────────────────────────┘  │
│     To│ │  CONFIGURATION DESCRIPTION:                            │
│  ─────┤ │     The POMS system can be configured with a default Ship │
│  Prod │ │     To company.  The company selected will be pre-selected │ t. Pr.│
│       │ │     on new purchase orders as the Ship To location.    │──────│
│       │ └────────────────────────────────────────────────┘        │
│       │                                                            │
│       │        │           │       │    │  │   │                   │
│       │        │           │       │    │  │   │                   │
│       │        │           │       │    │  │   │                   │
│       ├────────┘           └───────┘    └──┘   └───────            │
│                                    PURCHASE ORDER TOTAL │  0.00 │  │
└──────────────────────────────────────────────────────────────────┘
```

Figure 6.4 Default Ship To Company With Shippers Window

Default Bill To Company

When creating a purchase order, the POMS system will automatically assign a Bill To company. The Default Bill To Company option allows you to set the Bill To company that will normally appear when creating a purchase order from the Ship To company you entered in the "Ship To Database" option.

To set the default bill to company press

[12] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and the cursor will move to a highlighted box immediately after Ship To ID on the upper, right-hand corner of the screen, as seen in Figure 6.5. Type in the ID of the Bill To company you want and press ENTER. You will be returned to the System Utilities and Configuration menu.

```
                     ═══════ D U P O N T     P O M S ══════
PO Number           Status       Order Date              Close Date
├──────────────────────────────────────────────────────────────────────┤
      Supplier ID:               —  —     Ship To ID: ▌█████  111-555-8888
   Name                                   DUPONT JOBBER
                                          1234 ANY STREET

                                          CITY                ST 55555-
├──────────────────────────────────────────────────────────────────────┤
  Need By                    Requisitioned By               Taxable
  Ship                                                            's
     Te┌─────────────────────────────────────────────────────┐
├──────┤                                                     │─────────┤
  Prod │ CONFIGURATION DESCRIPTION:                          │  t. Pr.
├──────┤   The POMS system can be configured with a default Bill│─────────┤
       │   To company.  The company selected will be pre-selected│
       │   on new purchase orders as the Bill To location.   │
       │                                                     │
       └─────────────────────────────────────────────────────┘
             │            │        │   │   │   │    │
             │            │        │   │   │   │    │
             │            │        │   │   │   │    │
├──────────────────────────────────────────────────────────────────────┤
                                      PURCHASE ORDER TOTAL        0.00
└═══█▀█▀█ to Activate Bill To Lookup Window▀█▀██════════════════════════┘
```

Figure 6.5 Default Bill To Company

You can also press F9 and a window will open displaying the bill to companies in alphabetical order by shipper ID. If there are more shippers than can be displayed in the window, a "
↓ " will appear on the left-hand side of the last bill to company displayed in the window.
Press the PgDn key to display more bill to companies. To return to the previously displayed bill to companies, press the PgUp key.

To choose a bill to company, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

```
                     ═══════ D U P O N T     P O M S ══════
PO Number           Status       Order Date              Close Date
├──────────────────────────────────────────────────────────────────────┤
      Supplier ID:               —  —     Ship To ID: ▌█████  111-555-8888
   Name              ┌───────────────────────────────────────────────┐
                     │ Enter ship to address id to use:  ▌█████       │
                     │┌─────────────────────────────────────────────┐│
                     ││1     DUPONT JOBBER              111-555-8888 ││
  Need By            ││2     DUPONT REFINISHER          111-555-9999 ││─
  Ship     ┌─────────┤│                                             ││
     Te┌───┤         └─────────────────────────────────────────────┘│
├──────┤   │   CONFIGURATION DESCRIPTION:                           │┤
  Prod │   │     The POMS system can be configured with a default Bill│ t. Pr.
├──────┤   │     To company.  The company selected will be pre-selected│─
       │   │     on new purchase orders as the Bill To location.   │
       │   └───────────────────────────────────────────────────────┘
       │             │            │        │   │   │    │
       │             │            │        │   │   │    │
├──────────────────────────────────────────────────────────────────────┤
                                      PURCHASE ORDER TOTAL        0.00
└──────────────────────────────────────────────────────────────────────┘
```

Figure 6.6 Default Bill To Company Screen w/Ship Windows

Default Buyer

When creating a purchase order, the POMS system will automatically assign a default buyer. The Default Buyer option allows you to enter the person who normally orders supplies, and whose name will appear by default when creating a purchase order.

To enter the default buyer, press

[13] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and the cursor will move to a highlighted box immediately after Ordered By roughly in the middle of the screen, as seen in Figure 6.7. Type in the name or title of the person who normally does the ordering (such as PAINTER, MANAGER< etc.) and press ENTER. The name will be saved, and you will be returned to the System Utilities and Configuration menu.

```
━━━━━━━━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━━━
 PO Number          Status      Order Date          Close Date
────────────────────────────────────────────────────────────
      Supplier ID:          —  —       Ship To ID:        —  —
      Name



────────────────────────────────────────────────────────────
   Need By              Requisitioned By                Taxable
   Ship Via                 Ordered By  PAINTER          Accept B/O's
   Terms                    Ordered From
────────────────────────────────────────────────────────────
  Prod │                                                  │ t. Pr.
       │  CONFIGURATION DESCRIPTION:                       │
       │    The POMS system can be configured with a default Buyer.
       │    The default buyer will be pre-selected on new purchase
       │    orders as the Buyer.
       │
       │
       │
       │       │          │    │    │ │       │
────────────────────────────────────────────────────────────
                              PURCHASE ORDER TOTAL  │  0.00
```

Figure 6.7 Default Buyer

Purchase Order Forms Type

Purchase orders may be printed either on pre-printed forms supplied by YADA, or on plain paper. The Purchase Order Forms Type option allows you to choose whether or not the purchase orders are to be printed on pre-printed forms or on plain paper.

To choose the purchase order forms type, press

[14] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will appear with the two options as seen in Figure 6.8. Use the LEFT-

ARROW and RIGHT-ARROW keys to highlight the type of forms being used, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
═══════════════════ D U P O N T   P O M S ═══════════════════
 PO Number          Status       Order Date              Close Date
┌─────────────────────────────────────────────────────────────────┐
     Supplier ID:          —  —      Ship To ID:        —  —
  N ┌──────────────────────────────────────────────────────┐
    │ CONFIGURATION DESCRIPTION:                            │
    │   The POMS system can print purchase orders on pre-printed │
    │   forms or on plain paper.                            │
 Need│                                                      │  le
 Ship│                                                      │  's
   Te└──────────────────────────────────────────────────────┘
 Prod┌──────────────────────────────────────────────────────┐ t. Pr.
     │ CONFIGURE SYSTEM WITH:                               │
     │   Specify the type of paper purchase orders will be  │
     │   printed on:                                        │
     │                                                      │
     │     PRE-PRINTED FORMS      ▐PLAIN PAPER▌             │
     └──────────────────────────────────────────────────────┘
                                          PURCHASE ORDER TOTAL    0.00
```

Figure 6.8 Set Purchase Order Forms

Purchase Order Line Spacing

The detail lines on a purchase order may be either single or double spaced, depending on which you find easiest to read. The Purchase Order Line Spacing option allows you to choose whether to print the detail lines single spaced or double spaced.

To choose the spacing you desire, press

[15] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will appear with the two options as seen in Figure 6.9. Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the type of spacing to be used, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
┌──────────────────────── D U P O N T   P O M S ────────────────────────┐
│ PO Number         Status         Order Date              Close Date   │
├───────────────────────────────────────────────────────────────────────┤
│        Supplier ID:              ─  ─       Ship To ID:        ─  ─    │
│     N┌───────────────────────────────────────────────────────────┐    │
│      │                                                           │    │
│      │  CONFIGURATION DESCRIPTION:                               │    │
│      │    The POMS system can be configured to print purchase    │    │
│      │    order detail lines single or double spaced.            │   le │
│  Need│                                                           │  's │
│  Ship│                                                           │    │
│    To└───────────────────────────────────────────────────────────┘    │
│                                                                        │
│  Prod┌───────────────────────────────────────────────────────────┐ t. Pr.│
│      │  CONFIGURE SYSTEM WITH:                                    │    │
│      │    Specify the type of spacing to use when printing       │    │
│      │    purchase order detail lines:                           │    │
│      │                                                           │    │
│      │       ▐DOUBLE SPACING▌          SINGLE SPACING            │    │
│      │                                                           │    │
│      └───────────────────────────────────────────────────────────┘    │
│         │             │   │   │ │         │                            │
│                            PURCHASE ORDER TOTAL │   0.00│              │
└───────────────────────────────────────────────────────────────────────┘
```

Figure 6.9 Select Purchase Order Line Spacing

First Detail Line Edit Field

Once the product ID has been entered when creating a purchase order, there are three possible fields that can be chosen to begin editing. Which field you choose can significantly affect how fast the purchase order can be entered. You should skip fields that you normally don't change. For example, the description field should rarely have to be changed, since that should be accurate from the product information entered in the product database. Thus the RO Fld (repair order field) may be the field you want to begin editing. The First detail Line Edit Field option allows you to choose which field to begin editing after the product ID has been entered.

To choose the field which you want to start editing on, press

[16] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, the three options available will appear, with the Qty Fld option highlighted, and a window explaining what you should do will appear, as seen in Figure 6.10. Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the field where editing is to begin, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
┌─────────────────── D U P O N T   P O M S ───────────────────┐
│ PO Nu ┌────────────────────────────────────────────────┐    │
│       │                                                 │  ─ │
│    N  │  CONFIGURATION DESCRIPTION:                     │    │
│       │    The first field to edit after a product ID has been│
│       │    selected on new purchase order detail lines can speed│
│       │    up the entry of purchase orders.  You should skip over│
│       │    those fields that you normally do not change.  Note│
│       │    that the up arrow key will still allow you to go back│
│  Need │    and edit the fields that have been skipped.  │    │
│  Ship │                                                 │ le │
│    Te └─────────────────────────────────────────────────┘ 's │
├────────────────────────────────────────────────────────────┤
│ Product  ID │      Description      │ POs │Ord Qty│Sz│Unit Pr.│Ext. Pr.│
│             │                       │     │       │  │        │        │
│             │   Description Field   │RO Fld│ Unit Fld │   │   │        │
│       ┌─────────────────────────────────────────────────┐  │
│       │  CONFIGURE SYSTEM WITH:                          │  │
│       │    Select the field to move to after Product ID selection.│
│       └─────────────────────────────────────────────────┘  │
│                                                        0.00 │
└────────────────────────────────────────────────────────────┘
```

Figure 6.10 Select First Field to Edit on Detail Lines

Edit Unit Price Field

When entering information in a purchase order, the unit price for a product is automatically entered once the product ID has been entered. Since the price should be accurate if the product database is up-to-date, there is normally no reason to edit this field. The Edit Unit Price Field option allows you to choose whether to edit the unit price field or to skip it.

To choose whether to edit the unit price field, press

[17] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will appear with the two options as seen in Figure 6.11. Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the whether or not to edit the unit price field, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

58

```
┌─────────────────── D U P O N T   P O M S ───────────────────┐
│ PO Number          Status       Order Date           Close Date │
├─────────────────────────────────────────────────────────────┤
│      Supplier ID:           - -        Ship To ID:       - -  │
│    M┌───────────────────────────────────────────────────┐     │
│     │                                                   │     │
│     │ CONFIGURATION DESCRIPTION:                        │     │
│     │   The unit price field can be skipped when the ENTER key │
│     │   is pressed when entering the product quantity.  │     │
│ Need│                                                   │ le  │
│ Ship│   Normally, the unit price from the product database will │ 's │
│   Te│   be the correct unit price.                      │     │
│     │                                                   │     │
│ Prod│   Note that the down arrow key will take you to the │ t. Pr. │
│     │   unit price field in any case.                   │     │
│     └───────────────────────────────────────────────────┘     │
│     ┌───────────────────────────────────────────────────┐     │
│     │                                                   │     │
│     │ CONFIGURE SYSTEM WITH:                            │     │
│     │   When the ENTER key is pressed at the Quantity field, │
│     │   ▓ADVANCE TO NEXT LINE▓      EDIT UNIT PRICE FIELD │    │
│     └───────────────────────────────────────────────────┘     │
│                                                         0.00  │
└─────────────────────────────────────────────────────────────┘
```

Figure 6.11 Edit Unit Price Field Screen

Dupont Manufacturer ID

The POMS system maintains a manufacturer identifier that is associated with Dupont products. The Dupont Manufacturer ID allows you to choose a product manufacturer ID from those stored in the product manufacturers database as the Dupont manufacturer. The default shipped with the system is DUPONT, and it is recommended that this not be changed, since if the default is changed to something other than DUPONT, you will not be able to have YADA update your Dupont product pricing.   To choose the Dupont manufacturer ID, press

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will open displaying the product manufacturers in alpabetical order by product manufacturer ID as seen in Figure 6.12. If there are more manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last manufacturer displayed in the window. Press the PgDn key to display more of the manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
┌──────────────────────── D U P O N T   P O M S ────────────────────────┐
│ PO Number          Status        Order Date              Close Date   │
├─────┬─────────────────────────────────────────────────────────┬───────┤
│    N│ CONFIGURATION DESCRIPTION:                               │ ─     │
│     │   The Dupont Manufacturer Identifier options allows you  │       │
│     │   to specify manufacturer identifier associated with     │       │
│     │   Dupont products.  The default shipped with the system  │       │
│     │   is DUPONT.  It is recommended that you not change from  │       │
│─────│   the shipped value.                                     │──     │
│Need │                                                          │ le    │
│Ship │                                                          │ 's    │
│   Te└─────────────────────────────────────────────────────────┘       │
├─────┬─────────────────────────────────────────────────────────┬───────┤
│Prod │ SPECIFY DUPONT MANUFACTURER IDENTIFIER:                  │t. Pr. │
│     │                                                          │       │
│     │   ┌─────────────────────────────────────────────────┐   │       │
│     │   │ Enter product manufacturer ID: DUPONT           │   │       │
│     │   │ ┌──┬──────────────────────────────────────────┐ │   │       │
│     │   │ │▲ │ DUPONT   DEFAULT DUPONT PRODUCTS         │ │   │       │
│─────│   │ │  │ FE       FIBERGLASS-EVERCOAT             │ │   │───────│
│     │   │ │  │ FITZ     FITZ & FITZ                     │ │   │       │
│     │   │ │▼ │ FRE      FREUND CAN CO.                  │ │   │       │
│     │   │ └──┴──────────────────────────────────────────┘ │   │       │
│     │   │           Currently Configured for DUPONT       │   │       │
│─────│   └─────────────────────────────────────────────────┘   │──     │
│     │                                                          │ 0.00  │
└─────┴─────────────────────────────────────────────────────────┴───────┘
```

Figure 6.12 Dupont Manufacturer ID

Configure Modem Port

In order for POMS to transfer purchase orders over the modem, it must know which communications port the modem is configured for. The Configure Modem Port option allows you enter and store this information. The standard communications port (the one set when you first receive POMS) is COM2.

To choose the modem port, press

[19] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will appear with the two options as seen in Figure 6.13. Use the UP-ARROW and DOWN-ARROW keys to highlight the port your modem is configured for, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
──────────────────── D U P O N T   P O M S ────────────────────
PO Number          Status      Order Date          Close Date

        Supplier ID:              –  –      Ship To ID:        –  –
     N
┌──────────────────────────────────────────────────────────────┐
│    CONFIGURATION DESCRIPTION:                                 │
│       The modem used to transfer purchases orders is          │
│       configured for operation as either COM1 or COM2.        │
├─────│  The POMS software needs to know which of the two       │le
Need │  communications port is the modem is configured for.     │'s
Ship │                                                          │
  Te │    Devices detected by the system are (COM2).            │
├─────│                                                         ├────
Prod │                                                          │t. Pr.
     └──────────────────────────────────────────────────────────┘
     ┌──────────────────────────────────────────────────────────┐
     │                                                          │
     │    SELECT COMMUNICATIONS PORT:                           │
     │       Port  COM1                                         │
     │       Port  COM2                                         │
     │                                                          │
     │       Currently Configured for communications port COM2  │
     └──────────────────────────────────────────────────────────┘
                                   PURCHASE ORDER TOTAL  │  0.00
```

Figure 6.13 Configure Modem Port

Configure Call Retry Limit

When POMS attempts to transfer a purchase order over the modem, there will be times
when the attempt will fail. This may be caused by a number of conditions, including a busy
line and the host system being off line. When an attempt to transfer a purchase order fails,
POMS will report the failure and attempt to transfer the purchase order again. The Con-
figure Call Retry Limit option allows you to set the number of times POMS will attempt to
transfer a purchase order before quitting. If you enter a value of zero (0), it will attempt to
transfer until it is successful, or until it is cancelled by the user. The standard call retry limit
(the one set when you first receive POMS) is 3.

To set the call retry limit, press

[20] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the op-
tion and the current call retry limit, as seen in Figure 6.14. Type in the call retry limit you
want, and press ENTER, or if the number being displayed is acceptable, simply press
ENTER. The number will be saved, and you will be returned to the System Utilities and
Configuration menu.

```
┌─────────────────── D U P O N T   P O M S ───────────────────┐
│ PO Number        Status      Order Date            Close Date │
├─────────────────────────────────────────────────────────────┤
│     Supplier ID:            - -       Ship To ID:       - -   │
│   M┌───────────────────────────────────────────────────────┐ │
│    │                                                       │ │
│    │  CONFIGURATION DESCRIPTION:                           │ │
│    │     The call limit refers to the number of call attempts│
│    │     that POMS will make when attempting to transfer a │ │
│ Need│    purchase order.  Failed attempts will occur when the│le│
│ Ship│    line is busy or the Host system is down.          │ 's│
│   Te│                                                       │ │
│    │     Use a value of zero (0) to attempt until successfull│
│ Prod│    or interrupted by the user.                        │t. Pr.│
│    └───────────────────────────────────────────────────────┘ │
│     ┌───────────────────────────────────────────────────────┐│
│     │                                                       ││
│     │  SELECT CALL ATTEMPT LIMIT:                           ││
│     │                                                       ││
│     │     Enter Call Retry Limit █                          ││
│     │                                                       ││
│     └───────────────────────────────────────────────────────┘│
│                                    PURCHASE ORDER TOTAL │ 0.00 │
└─────────────────────────────────────────────────────────────┘
```

Figure 6.14 Configure Call Retry Limit

DATA FILE LOCATIONS

CATFRAMS Data File Path

The POMS system occasionally needs to find information stored in CATFRAMS data files. This is especially true for the Dupont Mixed Base Purchase Order and Factory Pack Order options. Normally the path will be \PAINT\ and there should be little reason to change it, but the CATFRAMS Data File Path option allows you to specify the path where the CATFRAMS data files are located.

To set the CATFRAMS data file path, press

[30] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option and a window with the current CATFRAMS data path as seen in Figure 6.15. The path is the subdirectory where CATFRAMS and its data files are located on your hard drive. If it were on a subdirectory call PAINT on drive C, then you would type C:\PAINT\ for the path and press ENTER. Notice that there must be a backslash (\) before the subdirectory name and one after. Once you have pressed ENTER, you will be asked if it's OK to change the CATFRAMS path. If you're sure about the new path, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu. If you decide not to change the path, simply press ENTER.

```
┌──────────────────── D U P O N T    P O M S ────────────────────┐
│  PO Number          Status        Order Date          Close Date │
├──────────────────────────────────────────────────────────────────┤
│         N ┌──────────────────────────────────────────────────┐    │
│    Supplier ID:              - -      Ship To ID:      - -         │
│           │  CONFIGURATION DESCRIPTION:                        │    │
│           │    The POMS system needs to occasionally access CATFRAMS │
│           │    data files.  You need to specify the DOS path to these │
│   Need    │    files.                                          │ le │
│   Ship    │                                                    │ 's │
│      Te   │    If you don't know what you are doing here, press the │
│           │    ESC key to exit without any changes.  You could cause │
│   Prod    │    serious problems if you change the path to the wrong │ t. Pr. │
│           │    location.  Call the YADA support line if you need help. │
│           └──────────────────────────────────────────────────┘    │
│           ┌──────────────────────────────────────────────────┐    │
│           │  CONFIGURE SYSTEM WITH:                            │    │
│           │    Enter the DOS path to the CATFRAMS files:       │    │
│           │    ▓C:\FRAMES▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓            │    │
│           └──────────────────────────────────────────────────┘    │
│                                                          0.00 │
└──────────────────────────────────────────────────────────────────┘
```

Figure 6.15 CATFRAMS Data File Path

WARNING!

If you are unsure of what you're doing, press ESC, and you'll exit the option without making any changes. If you make a mistake when setting the path, you can cause serious problems. If you need help, call the YADA support line.

PRINTER SETUP

In order to properly print your purchase orders and reports, POMS must have accurate information about the printers being used and where these printers are located. The next three options allow you specify information about the printers being used.

Local Printer Type

The local printer is the printer being used by your computer, and where your purchase orders and all your reports are printed. The Local Printer Type option allows you to specify the brand and model printer you are using.

To choose the local printer type, press

[40] [Enter]

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will open displaying the printers supported by POMS in alphabetical order by printer ID as seen in Figure 6.16. If there are more printers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last printer displayed in the window. Press the PgDn key to display more of the printers. To return to the previously displayed printers, press the PgUp key.

To choose a printer, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then

press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
 ──────────────────── D U P O N T   P O M S ────────────────────
 PO Number          Status          Order Date              Close Date
 ┌──────────────────────────────────────────────────────────────────┐
 │    Supplier ID:              - -        Ship To ID:        - -    │
 │ N┌─────────────────────────────────────────────────────────────┐ │
 │  │                                                             │ │
 │  │ CONFIGURATION DESCRIPTION:                                  │ │
 │  │ Local printer configuration allows you to specify the       │ │
 │  │ type of printer that is used as a local printer for         │ │
 │ Need │ printing purchase orders.                              le│
 │ Ship │                                                        's│
 │ Te└─────────────────────────────────────────────────────────┘ │
 │                                                                  │
 │ Prod │ SELECT PRINTER MODEL:                              t. Pr. │
 │  ┌──────────────────────────────────────────────────────────┐   │
 │  │   Select Printer Model: DP9034                           │   │
 │  │                                                          │   │
 │  │   DP9034      DATAPRODUCTS 9034                          │   │
 │  │   EPSON       EPSON FX80 OR COMPATIBLE                   │   │
 │  │   GENICOM     GENICOM 1020/1025                          │   │
 │  │ ▼ HPLJT+      HP LASERJET SERIES II                      │   │
 │  └──────────────────────────────────────────────────────────┘   │
 │                                     PURCHASE ORDER TOTAL │ 0.00│
 └──────────────────────────────────────────────────────────────────┘
```

Figure 6.16 Local Printer

Remote Printer Type

The remote printer is the printer that is being used on receiving end of the transmitted purchase order. The Remote Printer Type option allows you to specify the brand and model printer that is being used by those receiving the transmitted purchase orders.
To choose the remote printer type, press

 41   Enter

A sample purchase order will appear on the screen, along with a window explaining the option, and a window will open displaying the printers supported by POMS in alphabetical order by printer ID as seen in Figure 6.17. If there are more printers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last printer displayed in the window. Press the PgDn key to display more of the printers. To return to the previously displayed printers, press the PgUp key.

To choose a printer, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER. Your choice will be saved, and you will be returned to the System Utilities and Configuration menu.

```
┌────────────── D U P O N T   P O M S ──────────────┐
│ PO Number        Status      Order Date           Close Date   │
│  ┌──────────────────────────────────────────────────────────┐ │
│  │ Supplier ID:            –   –    Ship To ID:      –   –   │ │
│  │ N┌─────────────────────────────────────────────────┐     │ │
│  │  │ CONFIGURATION DESCRIPTION:                        │     │ │
│  │  │   Remote printer configuration allows you to specify the │
│  │  │   type of printer that is used on the receiving side for │
│  │Need│  transmitted purchase orders.                    │  le │
│  │Ship│                                                   │  's │
│  │  Te└─────────────────────────────────────────────────┘     │ │
│  │ Prod ┌─────────────────────────────────────────────┐ t. Pr.│ │
│  │      │ SELECT PRINTER MODEL:                         │       │ │
│  │      │  ┌────────────────────────────────────────┐  │       │ │
│  │      │  │ Select Printer Model: DP9034           │  │       │ │
│  │      │  │ ┌────────────────────────────────────┐ │  │       │ │
│  │      │  │ │ DP9034     DATAPRODUCTS 9034       │ │  │       │ │
│  │      │  │ │ EPSON      EPSON FX80 OR COMPATIBLE│ │  │       │ │
│  │      │  │ │ GENICOM    GENICOM 1020/1025       │ │  │       │ │
│  │      │  │▼│ HPLJT+     HP LASERJET SERIES II   │ │  │       │ │
│  │      │  │ └────────────────────────────────────┘ │  │       │ │
│  │      └─────────────────────────────────────────────┘       │ │
│  │                           PURCHASE ORDER TOTAL  │   0.00   │ │
│  └──────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────────┘
```

Figure 6.17 Remote Printer

PO/Report Printer Port

In order for POMS to print purchase orders and reports, it must know which printer port
the printer is connected to. The PO/Report Printer Port option allows you enter and store
this information.

To choose the PO/report printer port, press

[42]   [Enter]

A sample purchase order will appear on the screen, along with a window explaining the op-
tion, and a window will appear with the three options as seen in Figure 6.18. Use the UP-
ARROW and DOWN-ARROW keys to highlight the port your printer is connected to,
then press ENTER. Your choice will be saved, and you will be returned to the System
Utilities and Configuration menu.

```
                     ━━━━━━ D U P O N T   P O M S ━━━━━━
 PO Number          Status       Order Date            Close Date
   ┌─────────────────────────────────────────────────────────────────────┐
     Supplier ID:              ─  ─        Ship To ID:          ─  ─
   N┌──────────────────────────────────────────────────────────────┐
    │  CONFIGURATION DESCRIPTION:                                   │
    │  The PO/Report printer configuration options allows you       │
    │  to specify the port that reports and purchase orders         │
  Need │ will be printed from.  Normally the printer port will      │ le
  Ship │ be LPT1 or LPT2.                                           │ 's
    Te└──────────────────────────────────────────────────────────────┘

    Product ID   │       Description      │ RO# │Ord Qty│Sz│Unit Pr.│Ext. Pr.
    ┌──────────────────────────────────────────────────────────────┐
    │  SELECT PRINTER PORT:                                         │
    │      Port   LPT1                                              │
    │      Port   LPT2                                              │
    │      Port   LPT3                                              │
    │                                                              │
    │           Currently Configured for LPT1                      │
    └──────────────────────────────────────────────────────────────┘
                              PURCHASE ORDER TOTAL    │  0.00
```

Figure 6.18 PO/Report Printer Port

SYSTEM UTILITIES

There are occasions where there may be a hard drive malfunction, causing you to loose data stored by the POMS system. To guard against this possibility, POMS provides you with three easy-to-use file utilities to reindex, backup, and restore your POMS data files, all without ever having to leave the POMS system or understand the operating system. Let's examine these three options.

Index System Files

Index files are secondary files that provide easy, quick access to the primary data files used to store the POMS data, and are required by POMS to operate properly. If for some reason these files should become damaged, you would have difficulty in accessing some or all of your data. Such damage could occur for several reasons, but the most common reason would be a power failure while working in POMS. The Index System Files allows you to correct such damage.

Should you find that you are unable to access some of the data in your POMS files, you should attempt to reindex the files before resorting to restoring files from a previous back-up.

To choose the to index system files, press

[81] [Enter]

A window explaining the option will appear, along with a window telling you to press any key to select files for indexing as seen in Figure 6.19. If you decide at this time that you don't wish to reindex files, press ESC, and you'll be returned to the System Utilities and Configuration menu. Otherwise press any key to continue.

```
                    POMS SYSTEM CONFIGURATION
                 SYSTEM UTILITIES - FILE INDEXING

   SYSTEM UTILITIY DESCRIPTION:
     The POMS system uses indexes to provide fast access
     to records within its file system.  Ocassionally these
     indexes need to be rebuilt.  The amount of time required
     to rebuild the indexes varies with the number and size
     of the files being indexed.  Do not interrupt this
     process for any reason once it has started.

     You must get an indication that the indexing operation
     was successful before using the system for formula
     retrieval.


   SYSTEM UTILITY CHOICES:
           PRESS ANY KEY TO SELECT FILES FOR INDEXING
```

Figure 6.19 File Indexing

All the files in the POMS system will now be indexed. As each file is being indexed, the file name, index file name, file type, and number of records in the file will be displayed. In addition, the record being indexed will be displayed as the indexing occurs, as well as the status of the file. The status indicates whether the file is being indexed, or the index procedure has been completed. Once all the files have been indexed, you'll be asked to press any key to return to the System Utilities and Configuration menu, as seen in Figure 6.20. Note that the indexing procedure can take a significant amount of time, depending on the amount of data the files contain.


```
                    POMS SYSTEM CONFIGURATION
                 SYSTEM UTILITIES - FILE INDEXING


  FILE NAME  INDEX NAME      FILE TYPE       REC CNT  CUR REC   STATUS

  POMASTER   POMASTER   PO MASTER DATABASE       11       11   COMPLETED
  PODETAIL   PODETAIL   PO DETAIL DATABASE      333      333   COMPLETED
  PODETAIL   PODETPID   PO DETAIL DATABASE      333      333   COMPLETED
  POVENDOR   POSID      SUPPLIER DATABASE        23       23   COMPLETED
  POVENDOR   POSNAME    SUPPLIER DATABASE        23       23   COMPLETED
  POSHIPTO   POSHID     SHIPPER DATABASE          2        2   COMPLETED
  POVENMN    POVENMN    MANUFACTURER DATABASE    26       26   COMPLETED
  POVENPR    POVENPR    VENDOR PRODUCT DATABAS  1615     1615   COMPLETED
  POVENPR    POVENPID   VENDOR PRODUCT DATABAS  1615     1615   COMPLETED
  POSIZE     POSIZE     INVENTORY SIZE DATABAS    29       29   COMPLETED
  POTERMS    POTERMS    PURCHASE TERMS DATABAS     4        4   COMPLETED
  POVENPCR   POVENPCR   SUPPLIER-PRODUCT CLASS    47       47   COMPLETED


  INDEXING OPERATION SUCCESSFULLY COMPLETED - PRESS ANY KEY TO CONTINUE
```

Figure 6.20 File Indexing Finished

IMPORTANT - DO NOT INTERRUPT THE INDEXING PROCESS!

Backup System Files

Your POMS files should be backed up on a daily basis, to insure you have an up-to-date copy of all your data in the event the files or the hard drive is damaged. The Backup System Files allows you to easily and quickly back up your system files.

To choose to backup system files, press

A window explaining the option will appear, along with a window telling you to press any key to select files for backup as seen in Figure 6.21. Press any key to continue.

```
                        POMS SYSTEM CONFIGURATION
                  SYSTEM UTILITIES - SYSTEM FILE BACKUP

    ┌─────────────────────────────────────────────────────────────┐
    │ SYSTEM UTILITIY DESCRIPTION:                                  │
    │   There are files within the POMS system that need to be,     │
    │   backed up on a regular basis.  It is suggested that you      │
    │   read your poms user manual to determine how often you        │
    │   need to perform this operation.  A good rule of thumb        │
    │   is to backup all files on a daily basis.                     │
    │                                                               │
    │   The backup can be performed by placing each group of         │
    │   files on a separate sequence of disks or all files on        │
    │   the same sequence of disks.  It is suggested that you        │
    │   backup to separate sequences of disks.                       │
    └─────────────────────────────────────────────────────────────┘

    ┌─────────────────────────────────────────────────────────────┐
    │ SYSTEM UTILITY CHOICES:                                       │
    │           PRESS ANY KEY TO SELECT FILES FOR BACKUP            │
    └─────────────────────────────────────────────────────────────┘
```
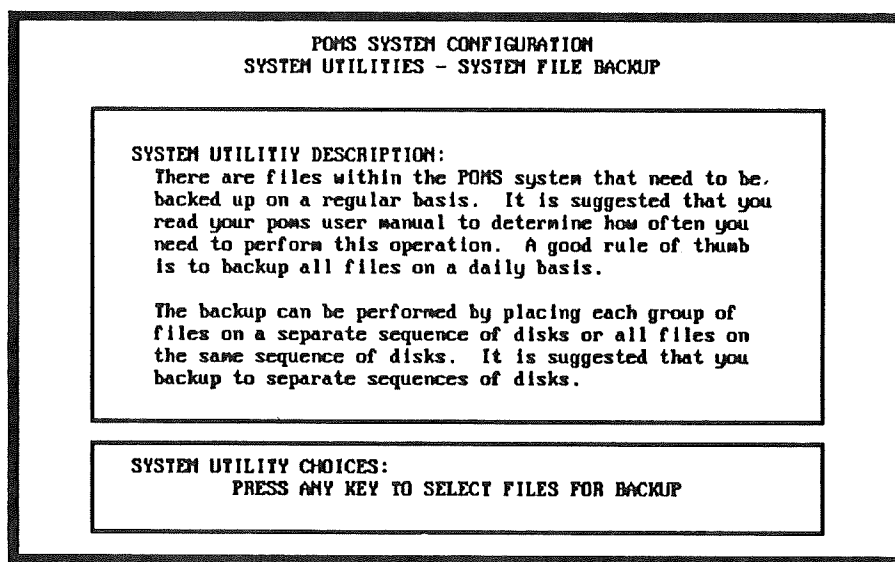
Figure 6.21 File Backup

A list of the files to be backed up will now be displayed as seen in Figure 6.22. If you don't want to backup any files at this time, simply press ENTER for all the files, and you'll be returned to the System Utilities and Configuration menu. For the class of files you do want to back up, enter a "Y" and press ENTER at that file's prompt.
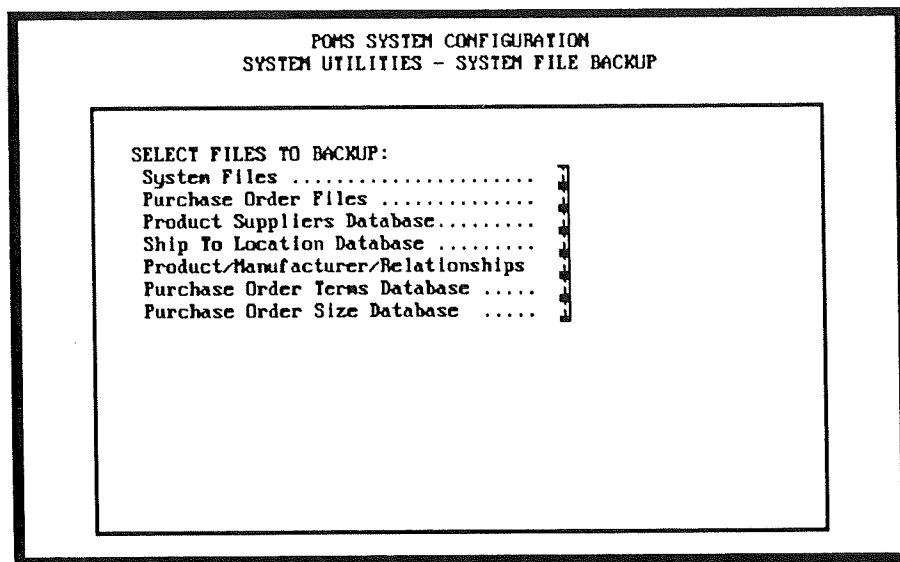
68

```
                    POMS SYSTEM CONFIGURATION
              SYSTEM UTILITIES - SYSTEM FILE BACKUP


     SELECT FILES TO BACKUP:
       System Files ......................  ]
       Purchase Order Files .............   ]
       Product Suppliers Database........  ]
       Ship To Location Database ........  ]
       Product/Manufacturer/Relationships  ]
       Purchase Order Terms Database .....  ]
       Purchase Order Size Database  .....  ]
```

Figure 6.22 List of Files to be Backed Up

Once you have gone through all the file prompts, you will be asked if you want to back up each class of files to a separate set of floppy disk, or have all files backed up to a single set of disks, as seen in Figure 6.23. Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the type of backup you want, then press ENTER.

```
                    POMS SYSTEM CONFIGURATION
              SYSTEM UTILITIES - SYSTEM FILE BACKUP


     SELECT FILES TO BACKUP:
       System Files ......................  Y
       Purchase Order Files .............   Y
       Product Suppliers Database........  Y
       Ship To Location Database ........  Y
       Product/Manufacturer/Relationships  Y
       Purchase Order Terms Database .....  Y
       Purchase Order Size Database  .....  Y

        The backup can be performed to a single set of
        floppy disks for all files or a separate set of
        floppy disks for each class of files

                 SINGLE SET   MULTIPLE SET
            BACKUP ALL FILES TO SINGLE SET OF FLOPPY DISKS
```
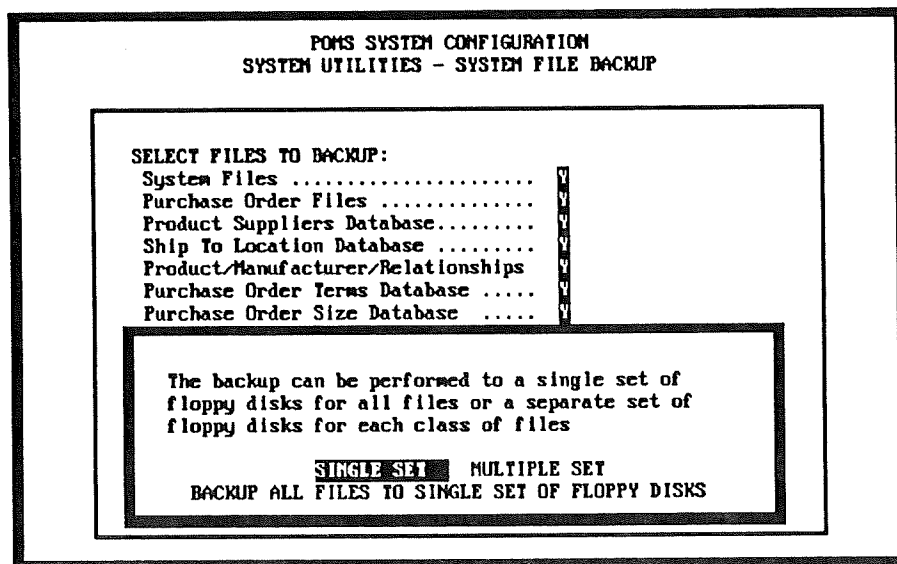
Figure 6.23 Backup Type

You will now be instructed to place the first floppy disk of the backup set into Drive A:, then press any key to begin backing up the files. Simply follow the screen prompts for placing consecutive disks into Drive A:.

Before making your backups, it's important to have plenty of formatted disk available. POMS cannot backup files to unformatted disks. The number of disks that will be used to

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backup the files will depend on the size of the files, how many files are being backed up, and whether or not each class of files is being backed up to a separate set of disks. It is also important to properly label your disks as to the files that were backed up, the order of the disks (which disk was first, second, etc.), and the date they were backed up. This information will be important should you need to restore the files.

Restore System Files

If your hard disk should malfunction, or a power failure should cause one or more of the system files to be damaged, you will need to restore files from your backup disks. The Restore System Files option allows you to quickly and easily restore your files to the hard drive.

To choose to restore system files, press
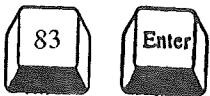
A window explaining the option will appear, along with a window telling you to press any key to select files for restore as seen in Figure 6.24. Press any key to continue.


```
                    POMS SYSTEM CONFIGURATION
                 SYSTEM UTILITIES - SYSTEM FILE RESTORE


     SYSTEM UTILITY DESCRIPTION:
        The POMS file restore utility will restore files from
        a floppy disk back onto the hard disk.  Generally the
        files being restored will have been backed up using the
        POMS backup utility.

        Caution must be exercised when restoring files.  Any
        file restored will return its status to that on the
        date the file was backed up.  It is recommended that
        you restore only the files needed.




     SYSTEM UTILITY CHOICES:
              PRESS ANY KEY TO SELECT FILES FOR RESTORE
```
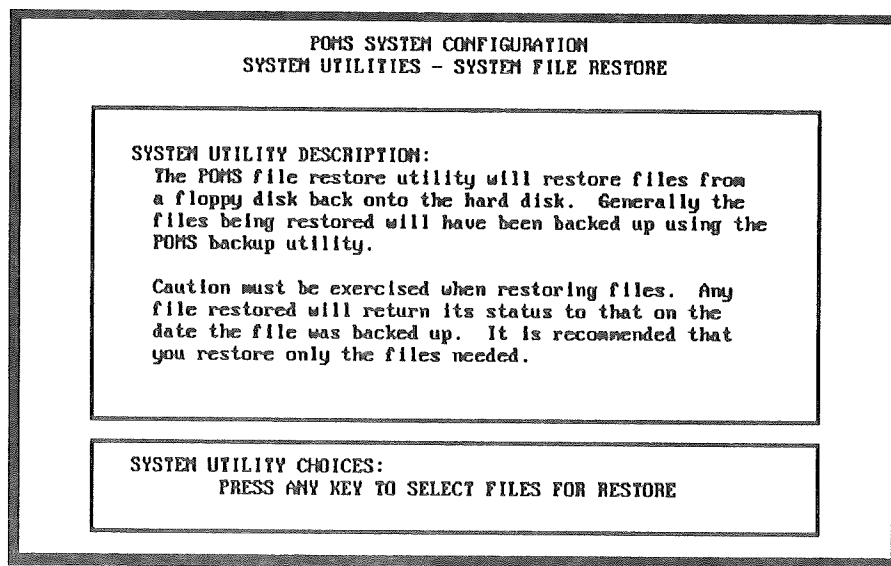
Figure 6.24 File Backup

A list of the files to be restored will now be displayed as seen in Figure 6.25. If you don't want to restore any files at this time, simply press ENTER for all the files, and you'll be returned to the System Utilities and Configuration menu. For the class of files you do want to restore, enter a "Y" and press ENTER at that file's prompt.
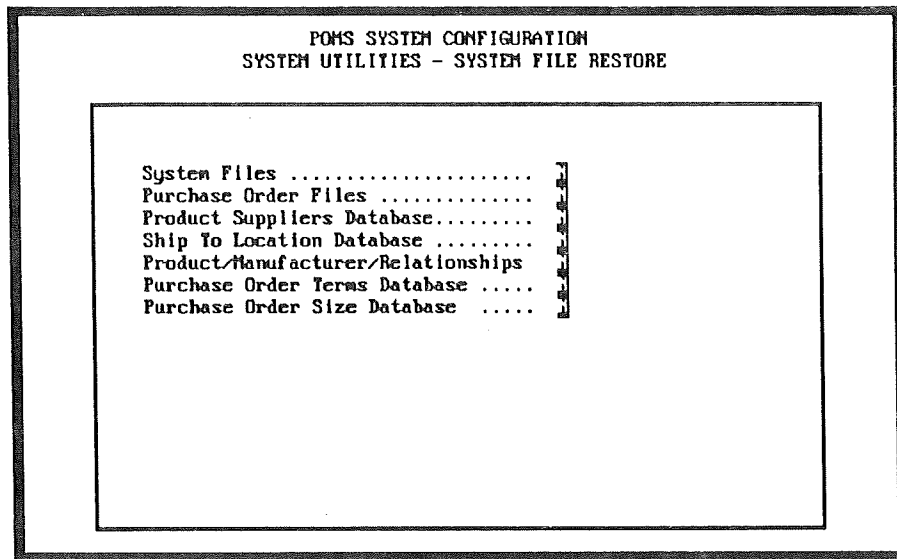
70

Figure 6.25 List of Files to be Restored

Once you have gone through all the file prompts, you will be asked if the backup had each class of files backed up to a separate set of floppy disk, or were all files backed up to a single set of disks, as seen in Figure 6.26. Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the type of backup that was done, then press ENTER.
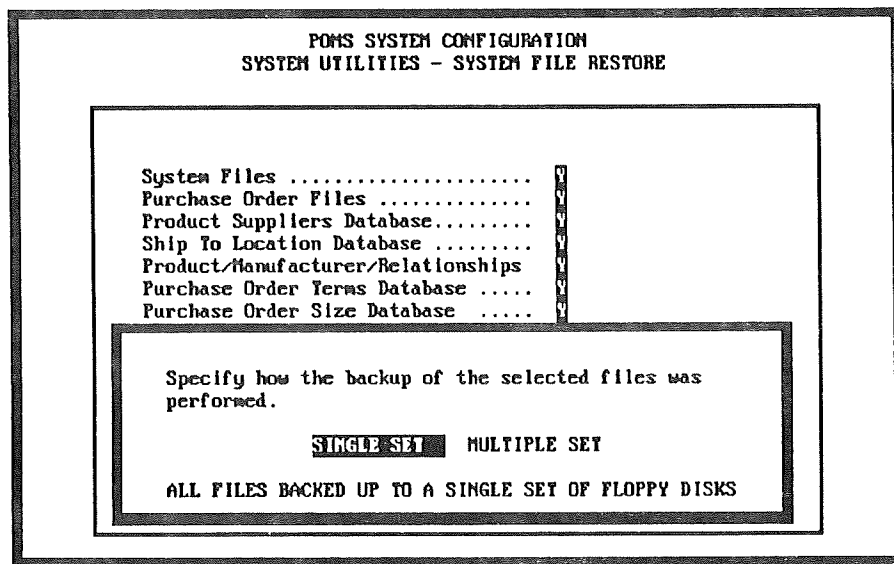

Figure 6.26 Backup Type Option

You will now be instructed to place the first floppy disk of the backup set into Drive A:, then press any key to begin backing up the files. Simply follow the screen prompts for placing consecutive disks into Drive A:.

Return to POMS Main Menu

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To choose to return to the main menu, press

0 Enter

Generating a purchase order is typically one of the most frequent and time- consuming chores you do on a daily basis. POMS allows you to easily generate standard purchase orders, as well as automatically generate Dupont Mix Base and Factory Package purchase orders.

The purchase order uses information from the suppliers, ship to locations, manufacturer's, and products databases to allow you to generate a purchase order for any product in the database from any supplier in the database. Purchase orders may then be edited, deleted, printed, or transmitted. Since all the prices of the items are in the databases, as well as which supplier carries which manufacturer's products, the potential for errors are greatly reduced.

Let's begin by looking at how a standard purchase order is generated.

A. Standard Purchase Orders

To enter the Purchase Order option, at the main POMS menu type

A menu similar to the one shown in Figure 7.1 will be displayed.

Figure 7.1 Purchase Order

At this time you have six options:

1) Add New Purchase Order. Press A or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

2) Edit Purchase Order. Press E or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

3) Delete Purchase Order. Press D or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

4) Print Purchase Order. Press P or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

5) Transmit Purchase Order. Press T or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

6) Return to Poms Main Menu. Press R or highlight the option with the UP-ARROW and DOWN-ARROW keys then press ENTER.

Add New Purchase Order

Let's assume you need to add a purchase order. Press

Figure 7.2 illustrates an example of the screen that would appear.

The information requested by this screen is the complete information needed to process a purchase order. Characters and numbers are typed into the areas on the screen which are displayed in inverse video.

Figure 7.2 Add New Purchase Order

You may use any of the following keys to position the cursor:

If you'll examine the sample purchase order in Figure 7.3, you'll see that the purchase order can be divided into 4 sections. The first, beginning with the PO Number and ending with the Close Date, is entered by POMS and cannot be altered by the user. The second, beginning with the Supplier ID and ending with the Ship To zip code allows only an ID to be entered for the Supplier and Ship To name and address. Only the ID's can be entered and

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changed by the user; the other information is entered and changed automatically by POMS. The third section, beginning with Need By and ending with the comment field (which is not seen until you move the cursor from the Accept B/O's field to the Product ID field) is all entered by the user. The final section, containing the product information for each product being ordered, has information that is entered both by POMS and by the user, but all fields may be altered by the user.

```
╔════════════════════════ D U P O N T   P O M S ════════════════════════╗
║ PO Number   2002  Status Ω    Order Date ▓▓▓▓▓▓    Close Date  / /      ║
╠════════════════════════════════════════════════════════════════════════╣
║       Supplier ID: ▓▓▓▓   612-835-5488   Ship To ID: ▓▓▓▓ P 111-555-8888║
║     Name DUPONT PRODUCTS                 DUPONT JOBBER                   ║
║          5251 W. 74TH ST.                1234 ANY STREET                 ║
║                                                                         ║
║          MINNEAPOLIS        MN 55435-    CITY              ST 55555-     ║
╠════════════════════════════════════════════════════════════════════════╣
║  Need By  ▓▓▓▓▓▓▓    Requisitioned By ▓▓▓▓▓▓       Taxable  Ω           ║
║  Ship Via ▓▓▓▓▓▓▓        Ordered By PAINTER        Accept B/O's Ω       ║
║  Terms  2% NET 30        Ordered From ▓▓▓▓▓                              ║
╠═══════════╤═══════════════════════╤═════╤═══════╤══╤════════╤═══════════╣
║ Product ID│     Description        │ ROB │Ord Qty│Sz│Unit Pr.│ Ext. Pr.  ║
╟───────────┼───────────────────────┼─────┼───────┼──┼────────┼───────────╢
║           │                       │     │  0.00 │  │  0.00  │   0.00    ║
║           │                       │     │       │  │        │           ║
║           │                       │     │       │  │        │           ║
║           │                       │     │       │  │        │           ║
╟───────────┴───────────────────────┴─────┴───────┴──┴────────┼───────────╢
║                                        PURCHASE ORDER TOTAL  │   0.00    ║
╠═════════════════════════════════════════════════════════════╧═══════════╣
║  F9 - Activate Ship To Lookup Window                                    ║
╚════════════════════════════════════════════════════════════════════════╝
```

Figure 7.3 Sample Purchase Order

Here is a description of the information POMS is looking for in the screen shown in Figure 7.3. It should be noted that product information need not be entered at the time a purchase order is created, but may be entered at a later date if desired.

PO Number

The purchase order number. This is assigned automatically by POMS.

Status

Whether the purchase order is open (O), some items have been received (R), or all items have been received and/or cancelled and is closed (C). POMS automatically assigns an "O" to the status when a purchase order is first created.

Order Date

The date the purchased order was created. POMS automatically assigns the current date from the computer to the order date when a purchase order is first created.

Close Date

The date all items are shown as received and/or cancelled.

Supplier ID

This is the ID of the supplier the purchase order is for. A window will open displaying the suppliers available in alphabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last supplier

displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key. An example window is shown in Figure 7.2.

Ship To ID

This is the ID of the ship to location. This is automatically assigned by POMS with the default ship to location chosen by you in the System Utilities when a purchase order is first created. If you need to change the ship to location, pressing F9 will display a window will with the ship to locations available in alphabetical order by supplier ID. If there are more ship to locations than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last ship to location displayed in the window. Press the PgDn key to display more of the ship to locations. To return to the previously displayed ship to locations, press the PgUp key. An example window is shown in Figure 7.4.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│ PO Number    2003  Status ]      Order Date ▓▓▓▓▓▓    Close Date  /  / │
├───────────────────────────────────────────────────────────────┤
│        Supplier ID: ▓▓▓▓    612-835-5488   Ship To ID: ▓▓▓▓ P 111-555-8888 │
│    Name DUPONT PRODUCTS                     DUPONT JOBBER               │
│         5251 W. 74TH ST.                    1234 ANY STREET            │
│                                                                       │
│         MINNEAPOLIS          MN 55435-      CITY              ST 55555- │
├─────────────────┬─────────────────────────────────────────────┤
│ Need By         │                                              │
│ Ship Via  ▓▓    │   Enter ship to address id to use: ▓▓▓▓      │
│ Terms  2% NET 3 ├──────────────────────────────────────────────┤
├─────────────────┤ 1     DUPONT JOBBER              111-555-0000  ─│
│ Product ID      │ 2     DUPONT REFINISHER          111-555-9999  . │
│                 │                                              0 │
│                 │                                                │
│                 ├──┬───┬───┬───┬───┬────┤
│                 │  │   │   │   │   │    │
│                 │  │   │   │   │   │    │
├─────────────────┴──┴───┴───┴───┴───┴────┤
│                      PURCHASE ORDER TOTAL │  0.00 │
└───────────────────────────────────────────────────┘
```

Figure 7.4 Ship To Window

Name

This is the name, address, and phone number of the supplier and ship to location, and is automatically filled for the supplier when the supplier ID is chosen, and for the ship to location when the ship to ID is chosen.

Need By

The date or time the items on the purchase order are needed by.

Ship Via

How the items are to be shipped, such as by truck, UPS, etc.

Terms

The payment terms of the supplier. This is automatically filled when the supplier is chosen with the terms that have been entered for that supplier in the supplier database. This can be overridden by pressing F9, which will display a window with a list of the terms available in the terms database.

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Requisitioned By

The person requesting the order. This may be the same as the order person if the items are for stock, or may be the person who needs the item(s) for the repair order they're working on.

Ordered By

The person making the order. This is assigned automatically by POMS with the default order person entered in the System Utilities. You may override the default choice by typing over it with the name of the actual person placing the order.

Ordered From

The name of the person at the supplier who will take the order.

Taxable

Are the items on the purchase order taxable or not. The default is N for no.

Accept B/O'S

Will back orders from the supplier be accepted, or should unavailable items be cancelled. The default is N for no.

Product ID

The ID for each product ordered. A window will open displaying the manufacturers available in alphabetical order by manufacturer ID as seen in Figure 7.5. If there are more manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last manufacturer displayed in the window. Press the PgDn key to display more of the manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the manufacturer ID, then press ENTER.

Figure 7.5 Product Manufacturers

Next, window will open displaying the products available in alphabetical order by product ID, as seen in Figure 7.6. If there are more products than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last product displayed in the window. Press the PgDn key to display more of the products. To return to the previously displayed products, press the PgUp key.

To choose a product, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the product ID, then press ENTER.

```
┌─────────────────── D U P O N T   P O M S ───────────────┐
│ PO Number   2004  Status 0    Order Date 08/31/89    Close Date  /  /  │
│                                                                        │
│      Supplier ID: DUP        612-835-5488  Ship To ID: 1     P 111-555-8888 │
│      Name DUPONT PRODUCTS                  DUPONT JOBBER               │
│   ┌──────────────────────────────────────────────────┐REET           │
│   │  Enter manufacturer ID: DUP                        │               │
│   │  ┌───────────────────────────────────────────────────────────┐   N │
│   │  │  Enter product Id of item to use:                         │   N │
│   │  │ ┌──────────────────────────────────────────────────────┐ │     │
│ ──│  │ │1075S-PI       URO CLEAN LOW-TEMP REDUCER            │ │   N │
│   │  │ │1082S-PI       URO CLEAR ACTIVATOR                   │ │   N │
│ ──│  │ │1120S-GL       URO PRRIMER-FILLER                    │ │     │
│   │  │ │11D-GL         TO BE DISCONTINUED                    │ │   r.│
│ ──│  │ │12D-GL         GREEN GOLD                            │ │     │
│ ■ │  │ │13D-GL         BLACK                                 │ │  00 │
│   │  │ │14D-GL         RED TONER                             │ │     │
│ ──│  │ │15D-GL         FAST BLUE                             │ │     │
│   │  │▼│16D-GL         ORANGE                                │ │     │
│   │  │ └──────────────────────────────────────────────────────┘ │     │
│                                                                        │
│                                                                        │
│ Press F1 key for Help Window           PURCHASE ORDER TOTAL   │  0.00  │
└──────────────────────────────────────────── Press F10 to Save PO ─────┘
```

Figure 7.6 Products Window

Description

The description of the product identified by the Product ID. This is automatically filled when the product ID has been selected. This field will be skipped, unless you have chosen it as the first field to edit after the Product ID in the System Utilities option. You can always go back and edit the field even if it was not chosen as the first field to edit by using the UP-ARROW key.

RO#

The work repair order or sales order number. This will normally be the first field to be edited after the Product ID has been selected, unless you have chosen the Description field or Quantity field in the System Utilities menu.

Ord Qty

The number of units of the item being ordered. The size of the units the product comes in appears in the Sz field automatically when the Product ID has been chosen.

Sz

The size of the units the product comes in. This appears automatically when the Product ID has been chosen.

Unit Pr.

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The selling price for one unit of the product. This appears automatically when the Product ID has been chosen.

Ext. Pr.

The total price for the number of units of the product. This is calculated automatically by POMS when the Order Quantity has been entered, and is the number of units ordered times the Unit Price.

PURCHASE ORDER TOTAL

The total price of the entire purchase order. This running total is updated by POMS every time a product is added to or deleted from a purchase order.

Once you have entered all the items needed, press F10 to save the purchase order. A window will appear with five options, as seen in Figure 7.7. If the supplier does not have a POMS phone number in, the supplier data base, then the two transmit options will not appear, and the window will only have three options. You may choose to save the purchase order, to print and save the purchase order, transmit and save the purchase order, or print, transmit, and save the purchase order. If you choose only to save it, it will be saved, and you'll be returned to the Purchase Order Options menu. If you choose to print and save it, then a screen will appear similar to that in Figure 7.8. Make sure you have sufficient paper in the printer, and that it is on and online, then press any key, or press ESC to cancel the printing and return to the options menu.

```
━━━━━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━
 PO Number    2005  Status 0      Order Date 08/31/89      Close Date   /  /
┌────────────────────────────────────────────────────────────────────────────┐
│        Sup┌──── Print/Transmit/Save Purchase Order Options ────┬─555-8888     │
│      Name D│                                                   │              │
│          5│    ▓Save Purchase Order                      2005▓ │              │
│           │    Print/Save This Purchase Order            2005  │              │
│          M│    Transmit/Save Purchase Order              2005  │5555-         │
│           │    Print/Transmit/Save Purchase Order        2005  │              │
│   Need By │    Return to Purchase Order Options                │axable  N     │
│   Ship Via│                                                    │B/O's   N     │
│   Terms   └────────────────────────────────────────────────────┘             │
├──────────────┬────────────────────────┬─────┬───────┬──┬────────┬─────────┤
│ Product ID   │      Description        │ RO#  │Ord Qty│Sz│Unit Pr.│Ext. Pr. │
├──────────────┼────────────────────────┼─────┼───────┼──┼────────┼─────────┤
│1075S-PT      │URO CLEAR LOW-TEMP REDUCER│     │  1.00 │PT│  0.00  │   0.00  │
│1120S-GL      │URO PRRIMER-FILLER        │     │  5.00 │GL│  0.00  │   0.00  │
│              │                          │     │  0.00 │  │  0.00  │   0.00  │
│              │                          │     │       │  │        │         │
│              │                          │     │       │  │        │         │
│              │                          │     │       │  │        │         │
├──────────────┴────────────────────────┴─────┴───────┴──┴────────┼─────────┤
│  Press F1 key for Help Window         PURCHASE ORDER TOTAL       │   0.00  │
└─────────────────────────────────────── Press F10 to Save PO ────────────────┘
```

Figure 7.7 Print/Save/Transmit Purchase Orders

Figure 7.8 Prepare Printer

Once the purchase order has been printed, you'll be returned to the options menu.

Edit Purchase Order

Let's assume you need to edit a purchase order. Perhaps you didn't get a chance to finish it, or a mistake was made in entering an item. Press

Figure 7.9 illustrates an example of the screen that would appear.

Figure 7.9 Edit Screen

A window will open displaying the purchase orders available in numerical order by purchase order number. If there are more purchase orders than can be displayed in the window, a " ↑ " will appear on the left-hand side of the last purchase order displayed in the window. Press the PgUp key to display more of the purchase orders. To return to the previously displayed purchase order, press the PgDn key.

To choose a purchase order to edit, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the purchase order number, then press ENTER.

Once you've chosen the purchase order, it will be displayed, the cursor will be placed in the Supplier ID field, and a window will open displaying the suppliers available in alphabetical order by supplier ID. Beginning with this field, you may now change those fields that need changing. If a field does not need changing, press either ENTER or the DOWN-ARROW key to move to the next field. You may also add items to the purchase order in the same manner as when adding a purchase order.

When you have finished editing the purchase order, press F10 to save it. The same option screen will appear as when adding a purchase option, and the options work in the same manner.

You may abandon changes made by pressing the ESC key. When you do, a screen similar to that in Figure 7.10 will appear. If you wish to exit the edit option without saving the changes, simply press Y, or use the LEFT-ARROW key to highlight the "YES" option and press ENTER. Otherwise, simply press ENTER.

You may not edit any purchase order that is closed. A closed purchase order has all of its items marked as either received or cancelled. But you can edit both Dupont Mixed base purchase orders and Dupont Factory Package purchase orders.

```
━━━━━━━━━━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━
PO Number   1009   Status ]    Order Date 31/21/09      Close Date  / /
┌──────────────────────────────────────────────────────────────────────┐
│      Supplier ID: DUP      612-835-5488   Ship To ID: 2    P 111-555-9999 │
│      Name DUPONT PRODUCTS                 DUPONT REFINISHER              │
┌───────────────── Abandon Changes to Purchase Order ──────────────────┐
│                                                                       │
│     An escape key has been entered during data entry for the          │
│     Purchase Order Header (top half). At this point, you can           │
│ Ne  abandon any changes you have made or continue editing the       ] │
│ Shi Purchase Order Header.                                          ] │
│                                                                       │
│     ━━━━━━━━━━━━━ Select Your Answer ━━━━━━━━━━━━━━                  │
│ Pr  Do you want to abandon changes to the Purchase Order?        Pr.  │
│                                                                       │
│ 700A                        YES  NO                              4.80 │
│ 701A                                                            8.80 │
│ 801J                                                            6.20 │
│ 802J                                                            7.80 │
│          │        │          │      │     │     │                    │
│          │        │          │      │     │     │                    │
│          │        │          │      │     │     │                    │
│                                    PURCHASE ORDER TOTAL │ 537.60 │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 7.10 Escape Screen

Delete Purchase Order

Let's assume you need to delete a purchase order. Press

Figure 7.11 illustrates an example of the screen that would appear.

Figure 7.11 Delete Screen

As with the edit option, a window will open displaying the purchase orders available in numerical order by purchase order number. If there are more purchase orders than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last purchase order displayed in the window. Press the PgDn key to display more of the purchase orders. To return to the previously displayed purchase order, press the PgUp key.

To choose a purchase order to delete, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the purchase order number, then press ENTER.

Once you've made your choice, a warning message will be displayed as in Figure 7.12.

```
┌──────────────────── D U P O N T   P O M S ─────────────────────┐
│ PO Number    1003  Status █    Order Date █▓▓▓▓█    Close Date █▓▓█ │
│                                                                     │
│         Supplier ID: ▐█▌█   612-835-5400   Ship To ID: ▐█   111-555-9999 │
│         Name DUPONT PRODUCTS              DUPONT REFINISHER         │
│              5251 W. 74TH ST.             5678 ANY STREET          │
│      ┌───────────────── Delete This Purchase Order ──────────────┐ │
│      │                                                           │ │
│      │             * * *   W A R N I N G   * * *                 │le █│
│ Need │                                                           │'s █│
│ Ship V│ Deleting this purchase order will permanently remove it  │    │
│   Ter │ from the Purchase Order Database.                        │    │
│      │                                                           │t. Pr.│
│ Produ │    ┌──────────── Select Your Answer ──────────────┐      │
│       │    │ Do you want to delete this Purchase Order?   │      │
│ 193S-GL│   │                                              │ 0.00 │
│ 304S-GL│   │              YES  ▐█                          │ 0.00 │
│ 305S-GL│   │                                              │ 0.00 │
│ 306S-GL│   └──────────────────────────────────────────────┘ 0.00 │
│ 389S-PT└──────────────────────────────────────────────────── 0.00 │
│ 4528S-QT │FLAT COMPOUND              │      │ 0.00│QT│  8.75│ 0.00 │
│ 5050S-GL │FLATTENER                  │      │ 0.00│GL│  0.00│ 0.00 │
├─────────────────────────────────────────────────────────────────┤
│                                 PURCHASE ORDER TOTAL   │  0.00    │
└─────────────────────────────────────────────────────────────────┘
```

Figure 7.12 Delete Warning Message

Please note that the purchase order cannot be recovered once it has been deleted.

If you choose to delete the record, simply press Y, or use the LEFT-ARROW key to high-light the "YES" option and press ENTER. When the deletion is completed, you will be returned to the main options window.

If you decide not to delete the record, simply press ENTER. You can delete only purchase orders that are open; that is, no products have been received. Once a purchase order has received any items, or has been closed, you may not delete it.

Print Purchase Order

There may be times when you'll need to print additional copies of your purchase orders. This can be done by editing the purchase order and saving/printing it without actually making any changes, but an easier way is simply to choose this option. Press

Figure 7.13 illustrates an example of the screen that would appear.

```
                         DUPONT   POMS
 PO Number        Status 0    Order Date  / /        Close Date  / /

       Supplier ID:         -  -      Ship To ID: 1        111-555-8888
       Name                            DUPONT JOBBER
                                       1234 ANY STREET
                                                                  555-
                   Enter PO Number: ▓▓▓▓
  Need By                                                         xable
  Ship Via    ▲   1009  DUPONT PRODUCTS              04/21/09  0   B/O's
    Terms         1010  DUPONT PRODUCTS              04/21/89  R
                  1015  DUPONT PRODUCTS              04/24/89  0
  Product ID      1017  DUPONT PRODUCTS              04/24/89  0    Ext. Pr.
                  1032  SUPPLIER                     08/23/89  0
                  1033  SUPPLIER                     08/23/89  0       0.00
                  1034  SUPPLIER                     08/23/89  0       0.00
                  2004  DUPONT PRODUCTS              08/31/89  0       0.00
                  2005  DUPONT PRODUCTS              08/31/89  0       0.00
                                                                      0.00
                                                                      0.00
                                       0.00         0.00              0.00

                                     PURCHASE ORDER TOTAL             0.00
```

Figure 7.13 Print Screen

As with the edit option, a window will open displaying the purchase orders available in numerical order by purchase order number. If there are more purchase orders than can be displayed in the window, a " ↑ " will appear on the left-hand side of the last purchase order displayed in the window. Press the PgUp key to display more of the purchase orders. To return to the previously displayed purchase order, press the PgDn key.

To choose a purchase order to print, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the purchase order number, then press ENTER.

Once you've made your choice, a warning screen will appear similar to the warning screen in Figure 7.8. Make sure you have sufficient paper in the printer, and that it is on and on-line, then press any key, or press ESC to cancel the printing and return to the options menu.

Transmit Purchase Order

As you may remember, in the supplier database you can enter a phone number for the supplier's modem. This allows you to send a purchase order directly from your computer to your supplier. If your supplier has a computer that can receive purchase orders sent by POMS, this option will transmit a purchase order from your computer to your supplier's computer. Press

[T]

Figure 7.14 illustrates an example of the screen that would appear.

```
━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━
PO Number           Status 0    Order Date  / /      Close Date  / /

     Supplier ID:          - -      Ship To ID: 1        111-555-8888
     Name                            DUPONT JOBBER
                                     1234 ANY STREET
                                                              555-
         ┌──────────────────────────────────────────┐
         │ Enter PO Number: ████████                 │
 Need By │                                           │  xable
Ship Via │▲│ 1009  DUPONT PRODUCTS          04/21/89 O│  B/O's
   Terms │ │ 1010  DUPONT PRODUCTS          04/21/89 R│
         │ │ 1015  DUPONT PRODUCTS          04/24/89 O│
Product ID│ │ 1017  DUPONT PRODUCTS         04/24/89 O│  Ext. Pr.
         │ │ 1032  SUPPLIER                 08/23/89 O│
         │ │ 1033  SUPPLIER                 08/23/89 O│     0.00
         │ │ 1034  SUPPLIER                 08/23/89 O│     0.00
         │ │ 2004  DUPONT PRODUCTS          08/31/89 O│     0.00
         │ │ 2005  DUPONT PRODUCTS          08/31/89 O│     0.00
         │                                           │     0.00
         │                                           │     0.00
         └──────────────────────────────────────────┘     0.00
         │              │         │  0.00  │    0.00      0.00
         ─────────────────────────────────────────────────────
                                   PURCHASE ORDER TOTAL      0.00
```

Figure 7.14 Transmission Screen

As with the edit option, a window will open displaying the purchase orders available in numerical order by purchase order number. If there are more purchase orders than can be displayed in the window, a " ↑ " will appear on the left-hand side of the last purchase order displayed in the window. Press the PgUp key to display more of the purchase orders. To return to the previously displayed purchase order, press the PgDn key.

To choose a purchase order to transmit, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the purchase order number, then press ENTER.

Once you've made your choice, the transmission screen will be displayed as in Figure 7.15.

```
━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━
PO Number   1009  Status J   Order Date 04/21/89   Close Date  / /

  ┌──── Purchase Order Transmit ────┐  ┌──────────────────┐  9999
  │      Session Activity Log        │  │   Configuration  │
  │                                  │  │                  │
  │ Generating File for Transmission │  │ Comport:   COM2  │
  │ Open Communications Port         │  │ Baud Rate: 2400  │
  │ Asserting Request To Send Signal │  │                  │
Ne│ Programming Communications Parameters│ Block Size: 1024 │  e J
Shi│ Resetting Modem to Factory Defaults │                 │  s J
  │ Initializing Modem for Transfer  │  │ Transmission Stats│
  │ Modem Initialization Completed   │  │                  │
Pr│ Dialing Vendor - 612-835-5488    │  │ Start Time: 10:32:09│  . Pr.
  │                                  │  │ Elaps Time: 10:32:09│
700A│                               │  │                  │    44.80
701A│                               │  │ Call Attempt:    1│   28.00
801J│                               │  │ Xmit Blocks:     3│   26.20
802J│                               │  │ Session NAK's:   0│   37.80
  │                                  │  │                  │
  │                                  │  │ Block Number:    │
  │                                  │  │ Xmit Count:      │
  │    PRESS ESCAPE KEY TO TERMINATE │  │ Block NAK's:     │
  └──────────────────────────────────┘  └──────────────────┘   37.60
```

Figure 7.15 Transmission Screen

POMS will create a file for transmission of the purchase order, initialize the modem, and then attempt to send the purchase order. The number of times an attempt will be made will depend on the setting in the System Utilities option. Once a successful contact has been made, POMS will display the progress of the transmission. The start time and time it took to send the purchase order will also be displayed, as well as information about the file, speed of the modem, and the communications port being used.

You may end transmission by pressing the ESC key at any time. Once the transmission has been successfully completed, a message informing you will be displayed on the screen. Press any key to return to the options menu.

Return To POMS Main Menu

This option will return you to the main POMS menu. Press R or ESC to return to the main menu.

B. Dupont Mix Base and Factory Package Purchase Orders

The CATFRAMS system allows you to keep track of your usage of mix base and factory package paints, as well as establish reorder points and maintain an optimal inventory level. These items can be ordered manually through the standard purchase order options, but it would be much easier to just check the reorder levels in the CATFRAMS database for these items, and generate a purchase order for all items below the reorder point for the reorder quantities specified. The Dupont Mix Base Purchase Orders and Dupont Fac. Pack. Purchase Orders options allow you to do just that. In addition, you can update the CATFRAMS inventory when these items are received, saving you a significant amount of time in both ordering and inventory maintenance.

Since both these options are almost identical, we'll examine only the mix base purchase orders, and note any differences between it and the factory package option.

To enter the Dupont Mix Base Purchase Orders option, at the main POMS menu type
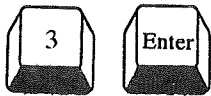
If you are entering the Dupont Fac. Pack. Purchase Orders option, change 3 to 4.

A menu similar to the one shown in Figure 7.16 will be displayed.

```
┌──────────────────────────────────────────────────────────────────────┐
│                         D U P O N T  P O M S                           │
│              GENERATE DUPONT MIX BASE COLOR PURCHASE ORDER             │
│  ┌──────────────────────────────────────────────────────────────────┐ │
│                                                                        │
│   Supplier ID:                          Ship to ID:  1                 │
│      ┌──────────────────────────────────────────────────┐             │
│      │  Enter ID of supplier to use: ████████           │             │
│      │                                                   │             │
│      │  ┌────────────────────────────────────────────┐  │             │
│      │  │ ░  SUPPLIER                                 │  │             │
│      │  │ ADTEC   ADTEC                 612-934-3444  │  │             │
│      │  │ BINKS   BINKS MFG             414-781-6800  │  │ ties        │
│      │  │ BRUT    BRUT MANUFACTURING CO. 216-833-9045 │  │ ALITIES ──┐ │
│      │  │ BUF     DON BAILEY'S VETTE FILL 800-521-3515│  │           │ │
│      │  │ DEV     DEVILBISS CORP        800-338-4448  │  │           │ │
│      │  │ ▼ DUP   DUPONT PRODUCTS       612-835-5488  │  │           │ │
│      │  └────────────────────────────────────────────┘  │           │ │
│   Processing of PO Detail Lines:        ┌─                          │ │
│                                         │                           │ │
│                                         │                           │ │
│                                         │                           │ │
│                                         │                           │ │
│                                         └───────────────────────────┘ │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 7.16 Mix Base Purchase Order

A window will open displaying the suppliers available in alphabetical order by supplier ID.
If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the
left-hand side of the last supplier displayed in the window. Press the PgDn key to display
more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

To choose a supplier, you may either highlight the choice you wish to make using the UP-
ARROW and DOWN-ARROW keys located between the numeric keypad and the
typewriter keys, then press ENTER. Or you may type the supplier ID, then press ENTER.

A window will now appear with mix base qualities, as in Figure 7.17. To choose which
qualities you want included in the purchase order, use the UP- ARROW and DOWN-
ARROW keys to highlight the quality, then press ENTER. The NO will change to YES. If
you make a mistake, simply highlight the quality once again, and press ENTER. The YES
will change back to NO for that quality. The qualities are identical for factory package pur-
chase orders, with the exception of Additive Products, which it does not have. Press F10 to
end the selection.

```
───────────── D U P O N T   P O M S ─────────────
        GENERATE DUPONT MIX BASE COLOR PURCHASE ORDER
  ┌──────────────────────────────────────────────────────┐
  │                                                        │
  │  Supplier ID: DUP        Ship to ID:  1                │
  │    DUPONT PRODUCTS         DUPONT JOBBER               │
  │    5251 W. 74TH ST.        1234 ANY STREET             │
  │    MINNEAPOLIS, MN 55435-  CITY, ST 55555-             │
  │                                                        │
  │                                                        │
  │  Product Manufacture ID:   Mix Base Qualities          │
  │    DUPONT PRODUCTS         ┌──── Select Qualities ────┐ │
  │                           │ CENTARI COLORS .......  NO│ │
  │  Processing of Missing Mix Base Colors:  CRONAR COLORS ....... NO│ │
  │                           │ DULUX COLORS ........  NO│ │
  │                           │ IMRON COLORS ........  NO│ │
  │  Processing of PO Detail Lines:  LUCITE COLORS ....... NO│ │
  │                           │ CHROMABASE COLORS ...  NO│ │
  │                           │ ADDITIVE PRODUCTS ...  NO│ │
  │                           │                          │ │
  │                           └─Press F10 to End Selection┘ │
  └──────────────────────────────────────────────────────┘
```

Figure 7.17 Mix Base Qualities

Next, the first of two sets of processing method options will be displayed. The first set allows you to determine what to do with the mix base colors that are not in the product database for the supplier. A window explaining the options will appear, along with the two available options, as seen in Figure 7.18.

```
───────────── D U P O N T   P O M S ─────────────
        GENERATE DUPONT MIX BASE COLOR PURCHASE ORDER
  ┌──────────────────────────────────────────────────────┐
  │  Supplier ID: DUP        Ship to ID:  1                │
  │    DUPONT PRODUCTS         DUPONT JOBBER               │
  │    5251 W. 74TH ST.        1234 ANY STREET             │
  │    MINNEAPOLIS, MN 55435-  CITY, ST 55555-             │
  │       ┌──── Select Processing Method for Missing Colors ────┐│
  │ Produc│  Specify what should be done with mix base colors that │
  │ DUPO  │  are not in the product database.                      │
  │       │                                                        │
  │ Proces│  The colors can be added to the product database       │
  │       │  automatically using their color number for product ID.│
  │       │                                                        │
  │ Proces│  Or, the color can be ordered using the comment product│
  │       │  ID without adding the mix base colors to the product  │
  │       │  database.                                             │
  │       │                                              S        │
  │       │  Add to product database     Order with comment ID  - │
  │       │                                              n        │
  └──────────────────────────────────────────────────────┘
```

Figure 7.18 Mix Base Colors Not in Database

You may choose to have the mix base colors added to the product database as they are ordered, or have it ordered with the comment product ID (which is used when you want to order a product that is not in the database). Use the LEFT-ARROW and RIGHT-ARROW keys to highlight the option you desire, then press ENTER.

You will now move to the second set of options, which allow you to automatically order all those items below their reorder level, have it stop and allow you to review those items with on hand amounts below their reorder level, or have it stop and allow you to review all items. A window explaining the options will appear, along with the three available options, as seen in Figure 7.19.

Figure 7.19 Selection Method Options

Use the UP-ARROW and DOWN-ARROW keys to highlight the option you desire, then press ENTER.

Once you've made your choices, another window will appear, asking you if the choices you just made are correct, as seen in Figure 7.20. If you're sure your choices, simply press ENTER. You will move to the next set of options. If you decide you have made a mistake, simply press N, or use the RIGHT-ARROW key to highlight the "NO" option and press ENTER. You will be returned to the Supplier ID field, and can correct your mistakes.

```
┌─────────────────────── D U P O N T   P O M S ───────────────────────┐
│                GENERATE DUPONT MIX BASE COLOR PURCHASE ORDER          │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│  Supplier ID: DUP                        Ship to ID:  1                │
│     DUPONT PRODUCTS                          DUPONT JOBBER             │
│     5251 W. 74TH ST.                         1234 ANY STREET           │
│     MINNEAPOLIS, MN 55435-                   CITY, ST 55555-           │
│                                                                        │
│                                                                        │
│  Product Manufacture ID:                  Mix Base Qualities          │
│     DUPONT PRODUCTS                      ┌── Select Qualities ──┐      │
│                                          │                      │      │
│  Processing of Missing Mix Base Colors:  │ CENTARI COLORS ..... NO     │
│     Add New Colors to Product Database   │ CRONAR COLORS ...... NO      │
│                                          │ DULUX COLORS ....... NO      │
│  Processing of PO Detail Lines:          │ IMRON COLORS ....... NO      │
│     Review Each Color At Reorder Level    │ LUCITE COLORS ...... NO     │
│                                          │ CHROMABASE COLORS .. NO       │
│     ┌──── Select Your Answer ────┐       │ ADDITIVE PRODUCTS .. YES     │
│     │ Specified Parameters are Correct? │ │                      │      │
│     │                            │       └─Press F10 to End Selection─┘  │
│     │        YES    NO           │                                       │
│     └────────────────────────────┘                                      │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 7.20 Are Parameters Correct

If you answered "YES" when asked if the parameters are correct, the purchase order will be generated. If you choose to have all items with on hand amounts below their reorder level ordered, the process will proceed automatically. If either of the review options were chosen, every time a color is found that is meets the review criteria you selected, a window will be displayed with three options, as seen in Figure 7.21, along with information about the color. You can then choose to accept the order quantity for the item, change the order quantity, or not have it added to the purchase order at all. Use the UP-ARROW and DOWN-ARROW keys to highlight the option you desire, then press ENTER.

```
━━━━━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━━━━━
              Generating Purchase Order Number 2009

              NUMBER SUFFIX      DESCRIPTION      GRAMS PER GALLON
      COLOR   304     S        LOW GLOSS RESIN          4000

      STOCK SIZE    128.0  IN OUNCES     LAST ORDER DATE  08/31/89
      STOCK COST     44.25              LAST ORDER QTY       2.00
      REORDER LEVEL  3.00  IN UNITS    ┌─────────────────────────┐
      REORDER QTY    2.00  IN UNITS    │ Accept Order Quantity   │
      QTY ON HAND    3.00  IN UNITS    │ Change Order Quantity   │
                                       │ Do Not Add to Order     │
                                       └─────────────────────────┘

      ━━━━━━━━━━━━━━ HISTORICAL COLOR USAGE ━━━━━━━━━━━━━━
                 FORMULA   MIX SOLD              FORMULA   MIX SOLD
      JANUARY      0.0       0.0   JULY            0.0       0.0
      FEBRUARY     0.0       0.0   AUGUST          0.0       0.0
      MARCH        0.0       0.0   SEPTEMBER       0.0       0.0
      APRIL        0.0       0.0   OCTOBER         0.0       0.0
      MAY          0.0       0.0   NOVEMBER        0.0       0.0
      JUNE         0.0       0.0   DECEMBER        0.0       0.0
                 ───────   ───────              ───────   ───────
      TOTALS       0.00      0.00                 0.00      0.00
      UNITS ARE:  G - GALLON  Q - QUART  P - PINT  Z - OUNCES  * - GRAMS
```

Figure 7.21 Review Item Options

POMS will display the items being searched, as well as the items being added, as they are searched and added, regardless of the review criteria entered. When the purchase order has had all items to be ordered added to it, a window will appear with a message to wait while the purchase order total is being calculated. Once the calculation is finished, you will be informed that the purchase order is completed, and asked to press any key to continue. Once a key has been pressed, a window will appear with five options, as seen in Figure 7.22. If the supplier does not have a POMS phone number entered in the supplier data base, the two transmit options will not appear. You may choose to save the purchase order, or to both save and print the purchase order. If you choose only to save it, it will be saved, and you'll be returned to the Purchase Order Options menu. If you choose to save and print it, it will be saved, then a screen will appear similar to that in Figure 7.23. Make sure you have sufficient paper in the printer, and that it is on and online, then press any key, or press ESC to cancel the printing and return to the main menu.

```
══════════════ D U P O N T   P O N S ══════════════
            Generating Purchase Order Number 2009
┌──────────── Print/Transmit/Save Purchase Order Options ────────┐N
COL│
   │  Save Purchase Order                            2009
STO│  Print/Save This Purchase Order                 2009      89
STO│  Transmit/Save Purchase Order                   2009      00
REO│  Print/Transmit/Save Purchase Order             2009
REO│  Return to Purchase Order Options                         s,
QTY│                                                           9    L
   └─────────────────────────────────────────────────────────┘
Added color 903 S to Purchase Order
══════════════════ HISTORICAL COLOR USAGE ══════════════════
            FORMULA   MIX SOLD              FORMULA   MIX SOLD
   JANUARY    0.0       0.0    JULY          0.0       0.0
   FEBRUARY   0.0       0.0    AUGUST        0.0       0.0
   MARCH      0.0       0.0    SEPTEMBER     0.0       0.0
   APRIL      0.0       0.0    OCTOBER       0.0       0.0
   MAY        0.0       0.0    NOVEMBER      0.0       0.0
   JUNE       0.0       0.0    DECEMBER      0.0       0.0
                      ─────                         ─────
   TOTALS     0.00      0.00                 0.00      0.00
UNITS ARE: G - GALLON  Q - QUART  P - PINT  Z - OUNCES ∞ - GRAMS
```

Figure 7.22 Print/Save/Transmit Purchase Orders

```
══════════════ D U P O N T   P O N S ══════════════
            Generating Purchase Order Number 2009
┌────── Print/Transmit/Save Purchase Order Options ──────┐N
│════════════ PREPARE PRINTER FOR PRINTING ═══════════│

       Make sure paper has been loaded into the
       printer and the Top of Form has been set.


                                                              L
                              <── Paper Loaded In Printer?
Adde

                              <── Top of Form Set?


       ////        On-Line    <── Printer On-Line?


            PRESS ANY KEY TO START PRINTING

UNITS ARE: G - GALLON  Q - QUART  P - PINT  Z - OUNCES ∞ - GRAMS
```

Figure 7.23 Prepare Printer

Once the purchase order has been printed, you'll be returned to the main menu.

CHAPTER 8: PROCESS RECEIVED PURCHASE ORDERS

Once the items you've ordered have been received, either partially or in full, you need to indicate which items were received and which were cancelled. You also need to be able to list partial shipments and track the date or dates the order was received. This is done through the POMS Process Received Purchase Orders option.

To enter the Process Received Purchase Orders option, at the main POMS menu type

The screen similar to the one in Figure 8.1 will appear.

Figure 8.1 Process Received Purchase Orders

A window will open displaying the purchase orders in numerical order. If there are more purchase orders than can be displayed in the window, a " ↑ " will appear on the right-hand side of the last purchase order displayed in the window. Press the PgDn key to display more of the purchase orders. To return to the previously displayed purchase orders, press the PgUp key.

To choose a purchase order to process, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the purchase order number, then press ENTER.

Once you've chosen a purchase order, a purchase order status window will open displaying the following information:

Purchase Order Type

Whether or not it is a standard purchase order, a mix base purchase order, or a factory package purchase order.

Purchase Order Status

Whether or not any products have been received. If no products have been received, the status is OPEN. If some products, but not all, have been received, the status is RECEIVED. If all products have been received or cancelled, the status is CLOSED.

Action Description

What options are available to you. There are no options beyond pressing a key to return to the main menu if the status is CLOSED. Otherwise, the actions you can take are explained.

Action Options

The options available to you. There are no options listed if the status is CLOSED. Options are chosen by using the UP-ARROW and DOWN-ARROW keys to highlight the option you desire, then pressing ENTER. There are three options available.

The first option, "Automatically Receive All Products and Close Purchase Order", will show all products as received, and will then mark the purchase order as closed. Use this option if you have received all items ordered.

The second option, "Set Qty Received to Quantity Ordered then Change Individually", will set the quantity received for all items equal to the quantity ordered. You then need only change those items where the quantity received are different than the quantity ordered. Use this option if you have received all but one or two items ordered.

The third option, "Individually Specify Each Quantity Received", will leave the quantity received alone. You must enter the quantity received for all items on the purchase order. Use this when only a few items have been received, and a large number have been back ordered or cancelled.

An example can be seen in Figure 8.2.

Figure 8.2 Purchase Order Status and Action

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Once you have chosen the appropriate action, if the purchase order is a mixed base or factory package purchase order, a window will open displaying a second set of options, as seen in Figure 8.3.

```
───────────── D U P O N T   P O N S ─────────────
   ┌────────── Non-Standard Purchase Order Processing Options ──────────┐
   │                                                                    │d
   │  Purchase Order Type:                                              │
 P │     Mix Base Color                                                 │
 Su│                                                                    │
   │  Purchase Order Status:                                            │
   │     OPEN - No products have been received yet.                     │
   │                                                                    │ed
   │  Non-Standard Purchase Order Description:                          │
   │     This is a Mix Base color purchase order.  The received Mix     │
   │     Base color quantities will be transfered to the Mix Base color │.00
   │     database in CATFRAMS.  This will increase the CATFRAMS quantity│.00
   │     on hand by the amount received.                                │.00
   │                                                                    │.00
   │                                                                    │
   │                                                                    │
   │                                                                    │
   │  Action Options:                                                   │
   │                                                                    │
   │               Press any key to continue                           │
   │                                                                    │
   │                                                                    │.00
   └────────────────────────────────────────────────────────────────────┘
```

Figure 8.3

If you choose the second or third options from the Purchase Order Status and Action Screen in Figure 8.2, a screen similar to that in Figure 8.4 will appear. Much of the information on the screen is for reference only, including the purchase order number, status, and date, the supplier, and product ID, size, and unit price. You can't change this information.

```
──────────────── D U P O N T   P O N S ────────────────
              Process Received Purchase Order
┌──────────────────────────────┬─────────────────────────────────────────┐
│  PO#   1009    Status 0       │                 Supplier Ref#   Date Rcvd│
│  PO Date 04/21/89             │ 1st Delivery    ████████████    ██ ██   │
│  Supplier DUPONT PRODUCTS     │ 2nd Delivery    ████████████    ██ ██   │
└──────────────────────────────┴─────────────────────────────────────────┘
```

Product ID	Size	Quantity Ordered	Quantity Received	Quantity Cancelld	Quantity Back Ord	Unit Price	Extended Price
700A-GL	GL	4.00	4.00	0.00	0.00	36.20	144.80
701A-GL	GL	4.00	4.00	0.00	0.00	32.20	128.80
801J-GL	GL	2.00	2.00	0.00	0.00	113.10	226.20
802J-QT	QT	2.00	2.00	0.00	0.00	18.90	37.80
Totals		0.00	12.00	0.00	-12.00		537.60

Press F1 For Help ─────────── Press F10 To End Receiving ───────

Figure 8.4

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Here is a description of the information POMS is looking for in Figure 8.4.

1st Delivery/2nd Delivery

The supplier reference number for the items delivered and the date they were received. Two delivery sections have been included so delivery information can be entered for items that are back ordered and delivered after the initial delivery has been made.

Quantity Received

For each product ordered, how many were actually received.

Quantity Cancelled

For each product ordered, how many were cancelled.

If you chose to automatically receive all products, you will not be able to enter any information. POMS will automatically fill in all information and close the purchase order. If you choose to have the quantity received set to the quantity ordered, then all quantities received will be equal to the quantity ordered, and you need only change the quantity received/cancelled for those products where the information is incorrect. If you choose to enter each quantity received individually, the quantity received will be 0 (unless you have previously received items for this purchase order).

Enter the delivery information, then press ENTER to begin entering the quantity received and quantity cancelled. As you enter the quantity received for each product, the extended price will change to reflect the unit price times the quantity received, and the total at the bottom of the screen will also be updated.

Once you've entered all the information for the delivered items, press F10 to save the information. If the quantity received plus the quantity cancelled equals the quantity ordered for all items on the invoice, POMS will close it. Otherwise, the invoice will be marked as received.

Once the information has been saved, you'll be returned to the window of available purchase orders. Choose the next purchase order, or press the ESC key to return the the main menu.

CHAPTER 9: PRIOR PRODUCT PURCHASE INQUIRY

One of the most useful management tools available to you is the ability to generate a history of the products you purchase. The Prior Product Purchase Inquiry gives you just such a detailed history of the products you have purchased. Information such as the supplier or suppliers the product was purchased from, the quantity ordered and received, the dates they were ordered, and gives you the information you need to best manage the types of products you purchase, as well as when and where you purchase them.

For example, a review of a product may show that a particular supplier consistently is unable to deliver the level of products you order. This might cause you to look for a different supplier for the product. A review of the purchase dates may show that during the fall and winter months, the level of your purchases are high enough to warrant the product be kept in stock even if not needed for a specific repair order, but not high enough in the spring or summer to make it worth keeping it in stock during those months.

Of course, the Prior Product Purchase Inquiry can't make decisions for you on where to purchase a product, or whether or not to keep it in stock, or any other decisions. But it is does present valuable information to allow you to make informed decisions about your purchases.

To enter the Prior Product Purchase Inquiry option, at the main POMS menu type

The screen similar to the one in Figure 9.1 will appear.

Figure 9.1 Prior Product Purchase Inquiry

Here is a description of the information POMS is displaying in the screen shown in Figure 9.1.

PRODUCT ID

The ID for the product being reviewed.

DESC

The description of the product identified by the Product ID.

PO#

The purchase order numbers on which the product was ordered.

PO DATE

The date the purchased order was created.

RO#

The work repair order or sales order number for the purchase order.

SUPPLR

The ID of the supplier from which the product was purchased.

SHIPTO

The ID of the ship to locations for the product.

QTY ORD

The number of units of the product that was ordered.

QTY RCVD

The number of units of the product that were actually received.

UNIT PR.

The selling price for one unit of the product.

To enter the desired product to review, type in the product ID of the product and press ENTER.

Once you've chosen the product to review, the product and its associated information will be displayed for every purchase order on which it appeared, as seen in Figure 9.2).

```
┌─────────────────────── D U P O N T  P O M S ───────────────────────┐
│                      Prior Product Purchase Inquiry                 │
├────────────────────────┬──────────────────────────────────────────┤
│ Product ID   193S-GL   │ Desc: 1000 ACTIVATOR                      │
├────────────┬────┬───────┬─────┬───────┬──────┬───────┬────────┬──────────┤
│ Product ID │PO# │PO Date│ RO# │Supplr │ShipTo│Qty Ord│Qty Rcud│ Unit Pr. │
├────────────┼────┼───────┼─────┼───────┼──────┼───────┼────────┼──────────┤
│ 193S-GL    │1015│34/24/09│     │ DUP   │  1   │ 0.00  │ 0.00   │  0.00    │
│ 193S-GL    │1003│04/21/89│     │ DUP   │  2   │ 0.00  │ 0.00   │ 291.60   │
│ 193S-GL    │1004│04/21/89│     │ DUP   │  2   │ 0.00  │ 0.00   │ 291.60   │
│ 193S-GL    │1007│04/21/89│     │ DUP   │  2   │ 0.00  │ 0.00   │ 291.60   │
│            │    │        │     │       │      │       │        │          │
└────────────┴────┴───────┴─────┴───────┴──────┴───────┴────────┴──────────┘
│F10 - Enter next Product ID    F2 - Display Product Description on Each Line│
```

Figure 9.2 Prior Product Purchase Inquiry w/Product History

Notice that the items are displayed in Purchase order date order, from most recent to oldest. You can use the up-arrow and down-arrow keys to highlight each line. As the lines are highlighted, the description field will change to reflect the description of the product as it existed for that particular purchase order. Normally, the descriptions should all be identical. If they're not, it could indicate an incorrect description for the part number either did or does currently exists in the product database.

You can also have the description displayed on each line, instead of the RO#, Supplier, Quantity Ordered, Quantity Received, and Unit Price. To do so, simply press F2. The screen will appear similar to the screen in Figure 9.3. To return the display to its initial format, press F2 again.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                  Prior Product Purchase Inquiry               │
├────────────────────────────┬──────────────────────────────────┤
│  Product ID   193S-GL       │                                  │
├────────────────┬─────┬──────┼──────────────────────────────────┤
│  Product ID    │ PO# │PO Date│      Product Description         │
├────────────────┼─────┼──────┼──────────────────────────────────┤
│ 193S-GL        │ 1015│04/24/89│ 5000 ACTIVATOR                  │
│ 193S-GL        │ 1003│04/21/89│ 5000 ACTIVATOR                  │
│ 193S-GL        │ 1004│04/21/89│ 5000 ACTIVATOR                  │
│ 193S-GL        │ 1007│04/21/89│ 5000 ACTIVATOR                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
│                │     │       │                                  │
├────────────────┴─────┴──────┴──────────────────────────────────┤
│ F10 - Enter next Product ID   F2 - Display RO#, Supplr, ShipTo, Qty & Price │
└────────────────────────────────────────────────────────────────┘
```

Figure 9.3 Prior Product Pruchase Inquiry w/Description

Once you're finished viewing the information for the product, press F10 to redisplay the Product ID window, and choose another product as described above, or exit to the POMS main menu by pressing

[ESC]

CHAPTER 10: POMS REPORTS

One of POMS outstanding attributes is its reporting capabilities. Information normally available only after long hours of bookkeeping or searching through cabinets is available with just a few keystrokes. You can easily get information on the status of all your purchase orders, back orders, and purchases, as well as keeping track of your suppliers and products.

Before examining the reports in detail, let's look at how the reports work in general. Each report has several options you can choose to provide just the information you need. An example can be seen in Figure 10.1. Notice that there are two sections of options, REPORT TYPE and REPORT OPTIONS, and that the options in each section have either a "YES" or "NO" next to them. Not all options will be in such a format, but for those that are, a "YES" indicates that that option is in effect, and all other options in the section have a "NO" next to them, indicating they are not in effect. This is because only one option of this type can be in effect in each section. Thus in our example, the report will be for standard and transmitted purchase orders, and the report will be printed for a range of purchase orders. Notice how it would not be possible to have both standard and transmitted AND transmitted only purchase orders on the report. This is true of any options that require a "YES" or "NO" choice.

```
┌──────────────── D U P O N T   P O M S ────────────────┐
│                Purchase Order Status Report           │
│ ┌───────────────────────────────────────────────────┐ │
│ │                                                   │ │
│ │ ┌──────────── Set Report Printing Options ───────┐ │ │
│ │ │                                                │ │ │
│ │ │ REPORT TYPE                                    │ │ │
│ │ │   Print Standard and Transmitted ..........  YES │ │ │
│ │ │   Print Transmitted Only ..................  NO  │ │ │
│ │ │                                                │ │ │
│ │ │ REPORT OPTIONS                                 │ │ │
│ │ │   Print for Purchase Order Range ..........  YES │ │ │
│ │ │   Print for Date Range ....................  NO  │ │ │
│ │ │                                                │ │ │
│ │ │                                                │ │ │
│ │ │   Begin Purchase Order Status Report           │ │ │
│ │ │                                                │ │ │
│ │ └────Press F10 Key When Done Setting Options─────┘ │ │
│ └───────────────────────────────────────────────────┘ │
└───────────────────────────────────────────────────────┘
```

Figure 10.1 Purchase Order Status Report

If you want a different option, use the UP-ARROW and DOWN-ARROW keys to high-light the option you want changed in the section from "NO" to "YES", then press ENTER. That option will now have a "YES" next to it, and any option that had a "YES" next to it in the same section will now have a "NO" next to it.

Once all the options are selected, a screen similar to that in Figure 10.2 will appear. This will allow you to make sure you have paper in the printer, that the printer is on and on-line, and that the top-of-form is set so that a new sheet of paper is ready to be printed on, beginning at the top of the page. If for any reason a problem prevents you from having the printer ready to print, or have selected the wrong report, pressing ESC at this point will

abort the report, and you will be returned to the main menu. If you press any other key, the report will begin printing.

```
┌────────────────────── D U P O N T   P O M S ──────────────────────┐
│                      Purchase Order Status Report                 │
├───────────────────────────────────────────────────────────────────┤
│    ┌───────────────── PREPARE PRINTER FOR PRINTING ─────────────┐  │
│    │     Make sure paper has been loaded into the               │  │
│    │     printer and the Top of Form has been set.              │  │
│    │                                                            │  │
│    │        ┌──────────────┐                                    │  │
│    │     :  │              │ :    <-- Paper Loaded In Printer?  │  │
│    │     :  │██████████████│ :                                  │  │
│    │     :  │              │ :                                  │  │
│    │     :  │██████████████│ :    <-- Top of Form Set?          │  │
│    │     : └──────────────┘ :                                   │  │
│    │       │   ████ On-Line ││    <-- Printer On-Line?          │  │
│    │       └────────────────┘                                   │  │
│    │                                                            │  │
│    │            PRESS ANY KEY TO START PRINTING                 │  │
│    └────────────────────────────────────────────────────────────┘  │
└───────────────────────────────────────────────────────────────────┘
```

Figure 10.2 Prepare Printer for Printing

Finally, you may stop any report that is being printed by pressing the ESC key. This will return you to the main menu, and cause the report to stop printing. The return to the main menu will take only a second or two, but the report may not stop printing for a minute or more. This is due to the fact that many printers have a storage area called a buffer, that allows it to accept more information from the computer than it can't print right away. The report will not stop until all information in the buffer has been printed, and how long this takes will depend on the size of the buffer and the speed of the printer. In addition, all reports that have been aborted will have the message "Report terminated by user" at the end of the report.

All reports are available from the main menu under the REPORTS heading. Let's examine each of the available reports in detail.

A. Purchase Order Status

This report allows you examine the status of all the purchase orders generated by POMS. This gives you the ability to quickly determine which purchase orders have been delivered, and to follow up on those that haven't. To generate this report, at the main POMS menu type

[30] [Enter]

The options for this report will appear as in Figure 10.3. You may choose to have both standard and transmitted purchase orders appear on the report, or only transmitted purchase orders. You may also choose to print the report for a range of purchase order numbers, or for a range of purchase order dates. In either case, you will be asked to enter a

starting and ending point for the report. Once you have chosen the options you desire, press F10 to begin the report.

```
┌──────────────── D U P O N T  P O M S ────────────────┐
│                Purchase Order Status Report          │
│ ┌──────────────────────────────────────────────────┐ │
│ │                                                    │ │
│ │   ┌──────── Set Report Printing Options ────────┐ │ │
│ │   │ REPORT TYPE                                  │ │ │
│ │   │   Print Standard and Transmitted ...........  YES │ │
│ │   │   Print Transmitted Only ....................  NO  │ │
│ │   │                                              │ │ │
│ │   │ REPORT OPTIONS                               │ │ │
│ │   │   Print for Purchase Order Range ............  YES │ │
│ │   │   Print for Date Range ......................  NO  │ │
│ │   │                                              │ │ │
│ │   │                                              │ │ │
│ │   │   Begin Purchase Order Status Report         │ │ │
│ │   │                                              │ │ │
│ │   └──Press F10 Key When Done Setting Options──────┘ │ │
│ │                                                    │ │
│ └──────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────┘
```

Figure 10.3 Purchase Order Status Initial Screen

The report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number

b) Purchase Order Date

c) Supplier Name and Phone Number

d) Ship To name

e) Status (Closed if all items received or cancelled, Recved if some but not all items received, and Open if no items received)

f) Total Purchase Order Amount

g) Purchase Order Transmitted or Not

Refer to Appendix A for a sample of this report of both standard and transmitted purchase orders printed for a range of purchase orders.

B. Purchases By Repair Order

This report allows you to examine your purchases by repair order. This is useful when you have several purchase orders for one repair order, and want to see all your purchases for that repair order. To generate this report, at the main POMS menu type

The options for this report will appear as in Figure 10.4. You may choose to have the report print the quantity ordered or quantity back ordered, and may print the report for a single repair order, or a range of repair orders. Once you have chosen the options you desire, press F10 to begin the report.

```
┌──────────────────────────────────────────────────────────┐
│  ─────────────── D U P O N T   P O M S ───────────────    │
│              Product Purchases by Repair Order Number     │
│  ┌──────────────────────────────────────────────────────┐ │
│  │  ──────────── Set Report Printing Options ─────────   │ │
│  │                                                      │ │
│  │  REPORT TYPE                                         │ │
│  │     ▐Print Quantity Ordered▌..................  YES  │ │
│  │     Print Back Ordered Quantity ..............  NO   │ │
│  │                                                      │ │
│  │  REPORT OPTIONS                                      │ │
│  │     Print for Single RO Number ...............  YES  │ │
│  │     Print Range of RO Numbers ................  NO   │ │
│  │                                                      │ │
│  │                                                      │ │
│  │                                                      │ │
│  │       Begin Purchases by Repair Order Number Report  │ │
│  │                                                      │ │
│  │       ────Press F10 Key When Done Setting Options─── │ │
│  └──────────────────────────────────────────────────────┘ │
│                                                            │
└──────────────────────────────────────────────────────────┘
```

Figure 10.4 Purchases by Repair Order

The report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number
b) Supplier Name
c) Product ID and Description
d) Quantity (either quantity ordered or quantity back ordered, depending on which option you chose)
e) Product Size
g) Cost per Unit
h) Extended Cost

If you choose to print the report for a range of repair orders, the report will print in repair order number, with the purchases for each repair beginning on a new page.

Refer to Appendix B for a sample of this report with the quantity ordered printed for a single RO number.

C. Purchases by Employee

This report allows you to examine your purchases by employee. This is useful when you want ot show how much ordering any particular employee is doing, or what items an employee is ordering. To generate this report, at the main POMS menu type

[32] [Enter]
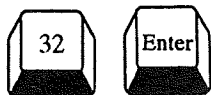
The options for this report will appear as in Figure 10.5. You may choose to print a summary of the purchase orders, or each purchase order in detail, and may print the report for a range of purchase orders or a range of dates. You must also indicate the specific employee for which you want the report.

```
┌──────────────────────────────────────────────────────────────┐
│                   ━━━ D U P O N T  P O N S ━━━                 │
│                   Product Purchases by Employee                │
│                                                                │
│      ┌──────────── Set Report Printing Options ───────────┐    │
│      │                                                     │    │
│      │  REPORT TYPE                                        │    │
│      │     ▐Print Summary of Purchase Orders ..........▌ YES │  │
│      │     Print Purchase Order Detail ..............  NO  │    │
│      │                                                     │    │
│      │  REPORT OPTIONS                                     │    │
│      │     Print for Purchase Order Range ............ YES │    │
│      │     Print for Date Range ...................... NO  │    │
│      │     Print for Employee - PAINTER                    │    │
│      │                                                     │    │
│      │                                                     │    │
│      │                                                     │    │
│      │     Begin Product Purchases by Employee Report      │    │
│      └────────Press F10 Key When Done Setting Options──────┘    │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

Figure 10.5 Purchases by Employee

The summary report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number
b) Purchase Order Date
c) Supplier Name and Phone Number
d) Ship To name
e) Status (Closed if all items received or cancelled, Recved if some but not all items received, and Open if no items received)
f) Total Purchase Order Amount
g) Purchase Order Transmitted or Not

The detail report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number
b) Supplier Name
c) Product ID and Description
d) Quantity Ordered
e) Product Size
f) Cost per Unit
g) Extended Cost
h) Total Purchase Order Amount

for each item on each purchase order. Both reports will be printed in purchase order number order.

Refer to Appendix C for a sample of this report with purchase order detail for a range of purchase orders and for the employee Andrew.

D. Purchases by Supplier

This report allows you to examine your purchases by each supplier you order from. You can use it to examine what items are being purchased from what supplier, easily check

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monthly statements against your records to insure correct billing, compare prices where you buy similar or the identical products from different suppliers, a reference for historical comparisons of purchases from year to year, and much more. To generate this report, at the main POMS menu type
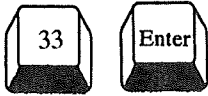
The options for this report will appear as in Figure 10.6. You may choose to print a summary of the purchase orders, each purchase order in detail or a summary of your monthly purchases, and may print the report for a range of purchase orders or a range of dates. You must also indicate the specific supplier for which you want the report. The Report Options are not available for the monthly summary report.

```
┌──────────────────── D U P O N T   P O M S ────────────────────┐
│                   Product Purchases by Supplier               │
│                                                               │
│   ┌──────────────── Set Report Printing Options ───────────┐  │
│   │                                                         │  │
│   │  REPORT TYPE                                            │  │
│   │     Print Summary of Purchase Orders ...........   YES  │  │
│   │     Print Purchase Order Detail ...............   NO    │  │
│   │     Print Summary of Monthly Purchases ........   NO    │  │
│   │                                                         │  │
│   │  REPORT OPTIONS                                         │  │
│   │     Print for Purchase Order Range ............   YES   │  │
│   │     Print for Date Range ......................   NO    │  │
│   │     Print for Supplier -                                │  │
│   │                                                         │  │
│   │                                                         │  │
│   │     Begin Product Purchases by Supplier Report          │  │
│   │                                                         │  │
│   └───────Press F10 Key When Done Setting Options───────────┘  │
│                                                               │
└───────────────────────────────────────────────────────────────┘
```

Figure 10.6 Purchases by Supplier

When you move the cursor to the "Print for Supplier" field and press ENTER, a window will open displaying the suppliers available in alphabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

To choose a supplier to print the report for, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

The summary report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number
b) Purchase Order Date
c) Supplier Name and Phone Number

d) Ship To Name

e) Status (Closed if all items received or cancelled, Recved if some but not all items received, and Open if no items received)

f) Total Purchase Order Amount

g) Purchase Order Transmitted or Not

The detail report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number

b) Supplier Name

c) Product ID and Description

d) Quantity Ordered

e) Product Size

g) Cost per Unit

h) Extended Cost

i) Total Purchase Order Amount

for each item on each purchase order. Both reports will be printed in purchase order number order.

The Monthly summary report will list, in tabular form, a summary of the dollar amount purchased for each supplier for each month in the current year, including:

a) Supplier

b) The Purchase Amount for Each Month

c) The Average Monthly Purchase Amount

d) The Total Purchase Amount for the Year

Refer to Appendix D for a sample of this report with purchase order detail for a range of dates and for the Dupont supplier.

E. Back Order Report

This report allows you examine the status of all the items which are on order but have not been received or cancelled, helping you to keep track of items that are back ordered, and determine when they should be cancelled and reordered, or when a supplier should be queried about a back ordered item's status. To generate this report, at the main POMS menu type
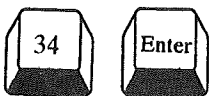
The options for this report will appear as in Figure 10.7. You may choose to print the report for a range of purchase order numbers, or just a single purchase order number.

```
 ┌─────────────────── D U P O N T   P O M S ───────────────────┐
 │                    Product Back Order Report                │
 │                                                             │
 │     ┌──────────── Set Report Printing Options ──────────┐   │
 │     │ REPORT OPTIONS                                    │   │
 │     │    ▓Print for Single Purchase Order Number ....▓  YES  │
 │     │     Print Range of Purchase Order Numbers .....  NO   │
 │     │                                                  │   │
 │     │                                                  │   │
 │     │                                                  │   │
 │     │     Begin Product Back Order Report              │   │
 │     │                                                  │   │
 │     │                                                  │   │
 │     │                                                  │   │
 │     │                                                  │   │
 │     └──────Press F10 Key When Done Setting Options──────┘   │
 │                                                             │
 └─────────────────────────────────────────────────────────────┘
```

Figure 10.7 Back Order

If you choose to print for a single purchase order, a window will open displaying the purchase order numbers available in numerical order. If there are more purchase orders than can be displayed in the window, a " ↑ " will appear on the left-hand side of the last purchase order displayed in the window. Press the PgUp key to display more of the purchase orders. To return to the previously displayed purchase orders, press the PgDn key.

To choose a purchase order to print, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

If you are printing for a range of purchase orders, you will be asked to enter a starting purchase order number purchase order and ending purchase order.

Once you have chosen the options you desire, press F10 to begin the report.

The report will list, in tabular form, basic purchase order information, including:

a) Purchase Order Number
b) Supplier Name and Phone Number
c) Product ID, Description, and Size
d) Quantity Ordered, Received, Cancelled, and Back Ordered

Refer to Appendix E for a sample of this report for a range of purchase orders.

F. Supplier Report

This report allows you to generate a list of all your suppliers. This makes it easy to verify supplier information without having to tie up the computer. To generate this report, at the main POMS menu type

```
 ┌───┐  ┌───────┐
 │35 │  │ Enter │
 └───┘  └───────┘
```

The options for this report will appear as in Figure 10.8. You may choose to print a detailed list, or a single line summary, and the report may be printed in either supplier ID or supplier name order.

```
┌──────────────────── D U P O N T   P O M S ─────────────────────┐
│                      Supplier List Report                      │
├────────────────────────────────────────────────────────────────┤
│                                                                │
│        ┌──────── Set Supplier Report Printing Options ───────┐ │
│        │                                                     │ │
│        │ REPORT TYPE                                         │ │
│        │    ▓Print Detailed Supplier Report .........▓  YES  │ │
│        │    Print Single Line Summary Report .......   NO    │ │
│        │                                                     │ │
│        │ REPORT ORDER                                        │ │
│        │    Print Sorted By Supplier ID ...........   YES    │ │
│        │    Print Sorted By Supplier Name .........   NO     │ │
│        │                                                     │ │
│        │    Begin Printing Supplier Report                   │ │
│        │                                                     │ │
│        │      Press F10 Key When Done Setting Options        │ │
│        │                                                     │ │
│        └─────────────────────────────────────────────────────┘ │
│                                                                │
└────────────────────────────────────────────────────────────────┘
```

Figure 10.8 Supplier Report

The detail report will list all supplier information stored in the database, including:

a) ID, Name, Address, and Phone Number
b) Contact Person
c) Fax Phone Number
d) POMS Phone Number
e) Terms
f) Notes

The single line summary report will list basic information in the supplier database, including:

a) ID, Name, and Phone Number
b) Contact Person
c) Fax Phone Number
d) POMS Phone Number
e) Terms

Refer to Appendix F for a sample of this report with single line summary sorted by supplier name.

G. Supplier/Manufacturer Relations Report

This report allows you to generate a list of all your supplier/manufacturer relationships. This makes it easy to verify which supplier carries which manufacturer's products without having to tie up the computer. To generate this report, at the main POMS menu type

[36] [Enter]
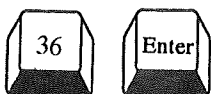
The options for this report will appear as in Figure 10.9.

```
┌─────────────────── D U P O N T   P O M S ───────────────────┐
│              Supplier/Product Manufacturer Relationships Report    │
│  ┌── Set Supplier/Manufacturer Relationship Report Options ──┐    │
│  │                                                           │    │
│  │   REPORT TYPE                                             │    │
│  │     Print for Range of Suppliers ...........      YES     │    │
│  │     Print for Single Supplier .............       NO      │    │
│  │                                                           │    │
│  │   REPORT OPTIONS                                          │    │
│  │     Print Each Supplier on New Page ........      NO      │    │
│  │                                                           │    │
│  │           Printing for supplier id 3 through M/E          │    │
│  │                                                           │    │
│  │                                                           │    │
│  │        Begin Supplier/Product Manu. Relationships Report  │    │
│  └───────────────────────────────────────────────────────────┘    │
│                                                                    │
│              Press F10 Key When Done Setting Options               │
│                                                                    │
└────────────────────────────────────────────────────────────────────┘
```

Figure 10.9 Supplier/Manufacturer Relationships Report

You may choose to print for a range of suppliers or a single supplier, and you may choose to print each supplier on a different page.

If you choose to print for a single supplier, a window will open displaying the suppliers available in alphabetical order by supplier ID. If there are more suppliers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last supplier displayed in the window. Press the PgDn key to display more of the suppliers. To return to the previously displayed suppliers, press the PgUp key.

To choose a supplier to print the report for, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

If you are printing for a range of suppliers, an identical window will appear to allow you to choose the beginning supplier and ending supplier.

The report will list, in tabular form, the supplier/manufacturer relationship information for each supplier, including:

a) Supplier ID and Name
b) Manufacturer ID and Name

Refer to Appendix G for a sample of this report for a range of suppliers all on one page.

H. Master Product Listing

This report allows you to generate a list of all the products a manufacturer carries, along with its history. This allows you to have a master list for reference, a reference for historical comparisons of purchases from year to year, and much more. To generate this report, at the main POMS menu type

The options for this report will appear as in Figure 10.10. You may choose to print a master product detailed list with or without a purchase history, or a summary history, the report may be sorted by product manufacturer or product ID, you may have each manufacturer printed on a new page, and you may print the report for just one manufacturer.

```
━━━━━━━━━━━━━━━  D U P O N T  P O M S  ━━━━━━━━━━━━━━━
              Master Hazardous Product List Report

  ┌─ Set Master Hazardous Product List Report Printing Options ─┐

     REPORT TYPE
        Print Master Product Detail With History ......   YES
        Print Master Product Detail With out History ..   NO
        Print Historical Product Purchases Summary ....   NO

     REPORT OPTIONS:
        Print Sorted By Product Manufacturer ..........   YES
        Print Sorted By Product ID ....................   NO
        Print Each Manufacturer on New Page ...........   NO
        Print for Single Manufacturer ................    NO


        Begin Printing Report

            Press F10 Key When Done Setting Options
```

Figure 10.10 Master Product Listing

If you choose to print for a single manufacturer, a window will open displaying the manufacturers available in alphabetical order by manufacturer ID. If there are more manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last manufacturer displayed in the window. Press the PgDn key to display more of the manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer to print the report for, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

The detail report with history will list, in tabular form, the basic product information, including:

a) Manufacturer ID
b) Product ID and Description
c) Product Size and Cost
d) Product VOC Contents
e) If the Product Is Hazardous Or Not
f) The Purchase Amount for Each Month
g) The Average Monthly Purchase Amount
h) The Total Purchase Amount for the Year

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The detail report without history will list, in tabular form, the basic product information, including:

a) Manufacturer ID

b) Product ID and Description

c) Product Size and Cost

d) Product VOC Contents

e) If the Product Is Hazardous Or Not

The historical product purchases report will list, in tabular form, the basic product information, including:

a) Manufacturer ID
b) Product ID
c) The Purchase Amount for Each Month
d) The Average Monthly Purchase Amount
e) The Total Purchase Amount for the Year

Refer to Appendix H for a sample of this report with master product detail with history for the Dupont manufacturer sorted by product manufacturer.

I. Hazardous Products Purchased List

This report is identical to the Master Product Listing, except that it includes only items identified as being hazardous. To generate this report, at the main POMS menu type

The options for this report will appear as in Figure 10.11. As with the Master Product Listing, you may choose to print a master product detailed list with or without a purchase history, or a summary history, the report may be sorted by product manufacturer or product ID, you may have each manufacturer printed on a new page, and you may print the report for just one manufacturer.

```
┌─────────────────────────────────────────────────────────────┐
│                   D U P O N T   P O M S                      │
│              Master Hazardous Product List Report            │
│  ┌────────────────────────────────────────────────────────┐ │
│  │ Set Master Hazardous Product List Report Printing Options│ │
│  │                                                          │ │
│  │  REPORT TYPE                                             │ │
│  │    ▓Print Master Product Detail With History ......▓ YES │ │
│  │    Print Master Product Detail With out History ..  NO   │ │
│  │    Print Historical Product Purchases Summary ....  NO   │ │
│  │                                                          │ │
│  │  REPORT OPTIONS:                                         │ │
│  │    Print Sorted By Product Manufacturer ..........  YES  │ │
│  │    Print Sorted By Product ID ....................  NO   │ │
│  │    Print Each Manufacturer on New Page ...........  NO   │ │
│  │    Print for Single Manufacturer .................  NO   │ │
│  │                                                          │ │
│  │                                                          │ │
│  │    Begin Printing Report                                 │ │
│  │                                                          │ │
│  │         Press F10 Key When Done Setting Options          │ │
│  └────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

Figure 10.11 Hazardous Product Purchased List

If you choose to print for a single manufacturer, a window will open displaying the manufacturers available in alphabetical order by manufacturer ID. If there are more manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last manufacturer displayed in the window. Press the PgDn key to display more of the manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer to print the report for, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

The detail report with history will list, in tabular form, the basic product information, including:

a) Manufacturer ID
b) Product ID and Description
c) Product Size and Cost
d) Product VOC Contents
e) If the Product Is Hazardous Or Not
f) The Purchase Amount for Each Month
g) The Average Monthly Purchase Amount
h) The Total Purchase Amount for the Year

The detail report without history will list, in tabular form, the basic product information, including:

a) Manufacturer ID
b) Product ID and Description
c) Product Size and Cost
d) Product VOC Contents
e) If the Product Is Hazardous Or Not

The historical product purchases report will list, in tabular form, the basic product information, including:

a) Manufacturer ID
b) Product ID
c) The Purchase Amount for Each Month
d) The Average Monthly Purchase Amount
e) The Total Purchase Amount for the Year

Refer to Appendix I for a sample of this report with master product detail with history for the Dupont manufacturer sorted by product manufacturer.

J. Hazardous Products Purchased History

This report is almost identical to the Historical Product Purchases Summary option of the Hazardous Products Purchased List. To generate this report, at the main POMS menu type

The options for this report will appear as in Figure 10.12. The report may be sorted by product manufacturer or product ID, you may have each manufacturer printed on a new page, and you may print the report for just one manufacturer.

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━━━━━━━━━ D U P O N T   P O M S ━━━━━━━━━
            Historical Hazardous Products Purchased Report

┌─────────────────────────────────────────────────────────────┐
│ ┌ Set Historical Hazardous Product Purchased Report Options ┐ │
│ │                                                           │ │
│ │   REPORT OPTIONS                                          │ │
│ │   Print Sorted By Product Manufacturer ...      YES      │ │
│ │   Print Each Manufacturer on New Page ....      NO       │ │
│ │   Print Sorted By Product ID .............      NO       │ │
│ │   Print for Single Manufacturer ..........      NO       │ │
│ │                                                           │ │
│ │   Begin Historical Hazardous Prod. Purchased Report      │ │
│ │                                                           │ │
│ │                                                           │ │
│ │         Press F10 Key When Done Setting Options          │ │
│ └───────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
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Figure 10.12 Hazardous Product Purchased History

If you choose to print for a single manufacturer, a window will open displaying the manufacturers available in alphabetical order by manufacturer ID. If there are more manufacturers than can be displayed in the window, a " ↓ " will appear on the left-hand side of the last manufacturer displayed in the window. Press the PgDn key to display more of the manufacturers. To return to the previously displayed manufacturers, press the PgUp key.

To choose a manufacturer to print the report for, you may either highlight the choice you wish to make using the UP-ARROW and DOWN-ARROW keys located between the

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numeric keypad and the typewriter keys, then press ENTER. Or you may type the ID of the menu option, then press ENTER.

The report will list, in tabular form, the basic product information, including:

a) Product ID
b) The Purchase Amount for Each Month
c) The Average Monthly Purchase Amount
d) The Total Purchase Amount for the Year

Refer to Appendix J for a sample of this report sorted by manufacturer for the Dupont manufacturer.

Purchase Order Status Report

POs	Date	Supplier Name	Phone	Ship To	Status	Amount	Transmitted
1003	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Closed	0.00	
1004	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Open	0.00	
1007	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Open	0.00	
1008	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Open	334.90	
1009	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Open	537.60	
1010	04/21/89	DUPONT PRODUCTS	612-835-5488	DUPONT REFINISHER	Recved	0.00	
1015	04/24/89	DUPONT PRODUCTS	612-835-5400	DUPONT JOBBER	Open	976.00	
1017	04/24/89	DUPONT PRODUCTS	612-835-5400	DUPONT JOBBER	Open	0.00	
2004	08/31/89	DUPONT PRODUCTS	612-835-5488	DUPONT JOBBER	Open	0.00	
2005	08/31/89	DUPONT PRODUCTS	612-835-5488	DUPONT JOBBER	Open	0.00	
2009	08/31/89	DUPONT PRODUCTS	612-835-5400	DUPONT JOBBER	Open	371.70	
2010	08/31/89	DUPONT PRODUCTS	612-835-5488	DUPONT JOBBER	Open	0.00	
					Total	2220.20	

PURCHASES FOR REPAIR ORDER NUMBER - 104

P.O #	Supplier	Product ID	Product Description	Quantity	Size	Unit/Cost	Ext./Cost
1008	DUPONT PRODUCTS	535U-GL	JET BLACK	2.00	GALLON	51.55	103.10
1008	DUPONT PRODUCTS	555U-GL	WHITE	4.00	GALLON	57.95	231.80
1009	DUPONT PRODUCTS	700A-GL	WHITE (HH)	4.00	GALLON	36.20	144.80
1009	DUPONT PRODUCTS	701A-GL	WHITE	4.00	GALLON	32.20	128.80
1010	DUPONT PRODUCTS	1120S-GL	URO PRRIMER-FILLER	2.00	GALLON	0.00	0.00
1010	DUPONT PRODUCTS	1009J-GL	S/S BINDER	4.00	GALLON	0.00	0.00
1015	DUPONT PRODUCTS	706A-GL	BLACK MIXING COLOR	0.00	GALLON	0.00	0.00
1015	DUPONT PRODUCTS	708A-GL	BLACK	0.00	GALLON	32.20	0.00
1015	DUPONT PRODUCTS	710A-GL	MEDIUM ALUMINUM	0.00	GALLON	32.20	0.00
1015	DUPONT PRODUCTS	711A-GL	COARSE ALUMINUM	0.00	GALLON	32.20	0.00

Total   608.50

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Detailed Purchases by Employee - ANDREW

P.O #	Supplier	Product ID	Product Description	Quantity	Size	Unit/Cost	Ext./Cost
2004	DUPONT PRODUCTS	1075S-PT	URO CLEAR LOW-TEMP REDUCER	1.00	PINT	0.00	0.00
							=========
						Total	0.00
2005	DUPONT PRODUCTS	1075S-PT	URO CLEAR LOW-TEMP REDUCER	1.00	PINT	0.00	0.00
2005	DUPONT PRODUCTS	1120S-GL	URO PRRIMER-FILLER	5.00	GALLON	0.00	0.00
							=========
						Total	0.00
2009	DUPONT PRODUCTS	304S-GL	LOW GLOSS RESIN	2.00	GALLON	40.20	80.40
2009	DUPONT PRODUCTS	306S-GL	HIGH GLOSS RESIN	2.00	GALLON	40.20	80.40
2009	DUPONT PRODUCTS	309S-PT	5000 ACCELERATOR	2.00	PINT	38.20	76.40
2009	DUPONT PRODUCTS	5450S-GL	DRIER ADDITIVE	2.00	GALLON	24.85	49.70
2009	DUPONT PRODUCTS	750S-GL	DRIER ADDITIVE	2.00	GALLON	15.90	31.80
2009	DUPONT PRODUCTS	903S-GL	FLATIENING COMPND	2.00	GALLON	26.50	53.00
							=========
						Total	371.70
2010	DUPONT PRODUCTS	16D-GL	ORANGE	0.00	GALLON	37.75	0.00
							=========
						Total	0.00
							=========
						Grand Total	371.70

08/31/89

Detailed Purchases by Supplier - DUPONT PRODUCTS

P.O #	Supplier Name	Product ID	Product Description	Quantity	Size	Unit/Cost	Ext./Cost
2004	DUPONT PRODUCTS	1075S-PT	URO CLEAR LOW-TEMP REDUCER	1.00	PINT	0.00	0.00
						Total	0.00
2005	DUPONT PRODUCTS	1075S-PT	URO CLEAR LOW-TEMP REDUCER	1.00	PINT	0.00	0.00
2005	DUPONT PRODUCTS	1120S-GL	URO PRRIMER-FILLER	5.00	GALLON	0.00	0.00
						Total	0.00
2009	DUPONT PRODUCTS	304S-GL	LOW GLOSS RESIN	2.00	GALLON	40.20	80.40
2009	DUPONT PRODUCTS	306S-GL	HIGH GLOSS RESIN	2.00	GALLON	40.20	80.40
2009	DUPONT PRODUCTS	389S-PT	5000 ACCELERATOR	2.00	PINT	38.20	76.40
2009	DUPONT PRODUCTS	5450S-GL	DRIER ADDITIVE	2.00	GALLON	24.85	49.70
2009	DUPONT PRODUCTS	758S-GL	DRIER ADDITIVE	2.00	GALLON	15.90	31.80
2009	DUPONT PRODUCTS	903S-GL	FLATTENING COMPND	2.00	GALLON	26.50	53.00
						Total	371.70
2010	DUPONT PRODUCTS	16D-GL	ORANGE	0.00	GALLON	37.75	0.00
						Total	0.00
						Grand Total	371.70

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APPENDIX E

BACK ORDERS FOR PURCHASE ORDERS 0 THROUGH 2010

P.O #	Supplier	Phone	Product ID	Product Description	Size	Qty Ord.	Qty Rcvd	Qty Cncl	Qty B/O
2004	DUPONT PRODUCTS	612-835-5400	1075S-PT	URO CLEAR LOW-TEMP REDUCER	PINT	1.00	0.00	0.00	1.00
2005	DUPONT PRODUCTS	612-835-5400	1075S-PT	URO CLEAR LOW-TEMP REDUCER	PINT	1.00	0.00	0.00	1.00
2005	DUPONT PRODUCTS	612-835-5400	1120S-GL	URO PRRIMER-FILLER	GALLON	5.00	4.00	0.00	1.00

SUMMARY SUPPLIER LIST REPORT

ID	Supplier Name	Contact	Phone	Fax Phone	POMS Phone	Terms
ADTEC	ADTEC	SUSAN	612-934-3444	508-746-7766		NONE
BINKS	BINKS MFG		414-781-6880			2% NET 30
BRUT	BRUT MANUFACTURING CO.		216-833-9045			2% NET 30
DEV	DEVILBISS CORP	LINDA	800-338-4448	419-470-2390		2% NET 30
BVF	DON BAILEY'S VETTE FILL		800-521-3515			2% NET 30
DUP	DUPONT PRODUCTS		612-835-5488		612-835-5488	2% NET 30
FE	FIBERGLASS/EVERCOAT		800-543-4530	416-825-2696		2% NET 30
FITZ	FITZ & FITZ		800-233-4433			COD
FRE	FREUND CAN CO.		312-224-4230			2% NET 30
MARS	MARSON CORPORATION		800-343-3630	617-884-7037		2% NET 30
MAS	MASTER HEAT GUN		414-633-7791			2% NET 30
MEGU	MEGUIAR MIRROR GLAZE		312-887-1300	312-887-1347		2% NET 30
MID	MIDWAY CONTAINER		612-647-0101			2% NET 30
MGD	MOTOR GUARD CORP		800-227-2822	415-838-6357		2% NET 30
ND	NATIONAL DETROIT		815-877-4041	815-877-4050		2% NET 30
NOR	NORTON COMPANY		800-331-3604			2% NET 30
SG	S & G TOOL CO.		201-824-7730			CASH
SCH	SCHLEGAL CORP		800-845-2020	803-377-7546		2% NET 30
TAL	TALSOL CORP		800-543-1688	513-874-8849		2% NET 30
USC	U.S. CHEMICAL	VICKY	800-321-0672	216-455-6169		2% NET 30
W/E	W/E LINE		201-824-2000			2% NET 30
XIM	XIM PRODUCTS		216-871-4737			2% NET 30

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SUPPLIER/PRODUCT MANUFACTURER RELATIONSHIPS REPORT

Sup. ID	Supplier Name		Manufacturer Name
ADTEC	ADTEC	AD	ADTEC
BINKS	BINKS MFG	BINKS	BINKS MFG
BRUT	BRUT MANUFACTURING CO.	BRUT	BRUT MANUFACTURING CO.
BVF	DON BAILEY'S VETTE FILL	BVF	DON BAILEY'S VETTE FILL
DEV	DEVILBLISS CORP	DEV	DEVILBLISS CO.
DUP	DUPONT PRODUCTS	DUP	DUPONT PRODUCTS

DETAILED MASTER PRODUCT LIST REPORT

Man ID	Product ID	Product Description	Size	Cost	VOC/Gal	Hazardous
DUP	1075S-PT	URO CLEAR LOW-TEMP REDUCER	PINT			Yes

	Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Aug.	0.00
	July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

| 1082S-PT | URO CLEAR ACTIVATOR | PINT | | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 1120S-GL | URO PRRIMER-FILLER | GALLON | | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.33 |
| | July | 0.00 | Aug. | 4.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 4.00 |

| 11D-GL | TO BE DISCONTINUED | GALLON | 25.00 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 12D-GL | GREEN GOLD | GALLON | 38.35 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 13D-GL | BLACK | GALLON | 28.70 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 14D-GL | RED TONER | GALLON | 38.35 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 15D-GL | FAST BLUE | GALLON | 31.35 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

| 16D-GL | ORANGE | GALLON | 37.75 | Yes |

| | Jan. | 0.00 | Feb. | 0.00 | Mar. | 0.00 | Apr. | 0.00 | May | 0.00 | June | 0.00 | Aug. | 0.00 |
| | July | 0.00 | Aug. | 0.00 | Sep. | 0.00 | Oct. | 0.00 | Nov. | 0.00 | Dec. | 0.00 | Total | 0.00 |

DETAILED MASTER HAZARDOUS PRODUCT LIST REPORT

Man ID	Product ID	Product Description					Size	Cost	VOC/Gal	Hazardous
DUP	1075S-PT	URO CLEAR LOW-TEMP REDUCER					PINT			Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

	1082S-PT	URO CLEAR ACTIVATOR	PINT			Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00--

	1120S-GL	URO PRRIMER-FILLER	GALLON			Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.33
		July	0.00	Aug.	4.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	4.00

	11D-GL	TO BE DISCONTINUED	GALLON	25.00		Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00--
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

	12D-GL	GREEN GOLD	GALLON	38.35		Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

	13D-GL	BLACK	GALLON	28.70		Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

	14D-GL	RED TONER	GALLON	38.35		Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

	15D-GL	FAST BLUE	GALLON	31.35		Yes

		Jan.	0.00	Feb.	0.00	Mar.	0.00	Apr.	0.00	May	0.00	June	0.00	Avg.	0.00
		July	0.00	Aug.	0.00	Sep.	0.00	Oct.	0.00	Nov.	0.00	Dec.	0.00	Total	0.00

DUPONT HAZARDOUS WASTE TRACKING SYSTEM

08/31/89   Historical Hazardous Products Purchased Report   Page No.   1

Prepared By: YOUR COMPANY NAME

Product ID	Sz	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	AVG/MO
1075S-PT	PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1082S-PT	PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00	0.33
11D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
181-23994D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1850J-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1860J-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1888J-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1889J-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
192S-QT	QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
193S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1986S-QT	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2243-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2448-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269S-PT	PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-QT	QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310S-QT	QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31A-QT	QT	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.50
31A-QT	QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329S-PT	PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3602S-5G	5G	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3602S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3613S-5G	5G	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3613S-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37D-GL	GL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00