

## Menu Options

There are currently two different choices for the format of the menus:

The screenshot shows a terminal window with a teal background. At the top, the title "PURCHASE ORDER PROCESSING" is displayed in white. Below it, the login information "LOGIN: WALDEN SERVICES" is shown. The terminal status includes "TERMINAL ID: T1", "MENU: POP", "SYSTEM DATE: 02/11/2014", and "TIME: 11:39 am". The main menu consists of 11 numbered options, each in a white button with a black border. Option 4, "4. CREATE PRO-FORMA PURCHASE ORDER", is highlighted with a yellow border. At the bottom right, there are three buttons: "Logout" (with a person icon), "Messages" (with an envelope icon), and "Previous Menu" (with a circular arrow icon). At the bottom center, the prompt "ENTER YOUR OPTION (CR-END-MSG):" is followed by a red cursor and a blank space.

**PURCHASE ORDER PROCESSING**  
LOGIN: WALDEN SERVICES  
TERMINAL ID: T1    MENU: POP    SYSTEM DATE: 02/11/2014    TIME: 11:39 am

1. ENTER PURCHASE ORDERS	9. VENDOR EXPEDITING REQUEST
2. BUILD A PURCHASE ORDER	10. CHANGE VENDOR ON PURCHASE ORDER
3. P.O. MAINTENANCE / MAILING	11. PRINT PURCHASE ORDER LABELS
4. CREATE PRO-FORMA PURCHASE ORDER	
5. ACKNOWLEDGE PURCHASE ORDERS	
6. RECEIVE PURCHASE ORDERS	
7. ENTER VENDOR INVOICES	
8. P.O. BILLING MAINTENANCE	

Logout    Messages    Previous Menu

ENTER YOUR OPTION (CR-END-MSG):

The first format shows each individual menu and the options available.

Menu Selection

MENU02

- ORDER PROCESSING
- PURCHASE ORDER PROCESSING
- WAREHOUSE PROCESSING
- SALESPERSON INQUIRIES
- INVENTORY CONTROL
- QUOTATIONS
  - QUOTATION ENTRY{QUENT1}
  - QUOTATION INQUIRY{QUINQY}
  - QUOTATION MAINTENANCE{QUMNT1}
  - CREATE CUSTOMER ORDER FROM QUOTA
  - COPY A QUOTE{QUCOP1}
  - QUOTATION REPORTS{QURPT1}
  - PRINT/FAX/E-MAIL QUOTATIONS{QUPRNT}
- SALES ANALYSIS
- FILE MAINTENANCE
- ACCOUNTS RECEIVABLE
- ACCOUNTING SYSTEM
- MERCHANDISE RETURN TO VENDOR SYSTEM
- END-OF-DAY PROCESSING
- PERIOD END PROCESSING
- UTILITIES
- TRANSFERS

## WALTHAM ELECTRIC SUPPLY, INC

Login:

Terminal ID:   
Menu:   
Date:   
Time:

Option	Description
	ORDER PROCESSING MENU
1.	INVOICE PROCESSING MENU
2.	ORDER PROCESSING REPORT MENU
3.	SALES ORDER ENTRY MENU
4.	REBATES MENU
5.	JOB TRACKING MENU

Enter your option [END/MSG]:

Previous Menu

Messages

Logout

The second option shows the menu in a box and has a menu tree on the left that shows all of the menus and options that are available. The operator can open and close the display of the menus by clicking on the plus and minus signs. They can also select menu options from either display.

## Sales Order Entry

### Sales Order Entry – Header Screen

Order Header Entry/Maintenance      WALTHAN ELECTRIC SUPPLY, INC      ORHDSP      ORCTHD

WALTHAN ELECTRIC SUPPLY, INC

Order #: 0009727  NEW from Quote: 01502      Requested Delivery Date: -ASAP-

Customer: BAILY      Order entered 08/10/2012 9:31 pm      Ship Via: 01  PICK UP

Bill to: BAILEY AND ZAHNER      I/S sales: 0011  NATHAN GONGOLESKI

135 SPRING STREET      O/S sales: 0010      SHOWROOM TEST FOR

WRENTHAM      MA      02093      Sales Tax Code: 000100  MASS 6.25%

Ship to: BAILEY AND ZAHNER      Source: 01  SALES DEPT

135 SPRING STREET      Priority:  Rush       ASAP       No Rush

WRENTHAM      MA  02093      Hold Code:  None       Credit       Hold       Lien

Send Inv to: C      Invoice to: Bill-to      COD:  Yes       No

Placed by: BILL VANDERCLOCK      Ship Method:  Partial       Complete

Mark ship for:      Charge for Freight:  Yes       No

Special Instr:      Terms: 01  2% 10TH NET 30TH

Customer PO#: 120-428-6571

Cust PO Date: 02/22/2013

Job Name: COUNTY BLDG DEPT

Print on Ticket:  Yes       No

Print on Invoice:  Yes       No

Display Logs       Payment History      Notes:  No       Yes

          

The Order Header Screen allows entry of such information as the customer p.o. #, job name, and special instructions for the order. The search buttons (magnifying glasses) indicate that there is a lookup available for the shipping state, ship via, salesperson, terms, and job name. The first button in the lower left corner of the screen (Display Logs) will allow the operator to display the history log and the transmission log for the order. The other button (Payment History) will display payments against the invoices that have been generated from this order, whether it is a charge sale or a cash sale. To proceed to the line items on the order, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

Sales Order Entry – Line Items

Customer Order Entry - Display Order Lines

02/11/2014 WALTHAN ELECTRIC SUPPLY, INC ORCTR3

Order #: 0009727 NEW Customer: BAILY BAILEY AND ZAHNER SOM

Line	Status	Mfgr	Catalog #	Quantity	Unit Price	u/m	Extension
	Cust Part #	Description		Trade Discount	Cost	Requested	gp%
001		MAP	0499	3	16.445	E	49.34
		MULTI STN SMK DET RELAY		.0000	12.65	-ASAP-	23.08
002		MAP	CXA2	2	9.62	E	19.24
		DOOR CHIME KIT		.0000	7.40	-ASAP-	23.08
003		AMI	2718	2	2105.60	C	42.11
		50FT LIGHT W/METAL GUARD		.0000	1504.00	-ASAP-	28.57
004		ANG	23136	1	162.42	M	.16
		18/2 TRANS GOLD CORD		.0000	108.28	-ASAP-	33.33
005		ARL	802	10	50.00	C	5.00
		1"EMT SS CONN		.0000	25.00	-ASAP-	50.00
006		BRS	SN350	100	66.3404	M	6.63
		1-1/16X1-7/16 2/3SEC STPL		.0000	49.88	-ASAP-	24.81
007		CAP	R19P	4	11.50	E	46.00
		WHITE TRIM		.0000	6.00	-ASAP-	47.83

  

008 Part:  Mfgr ID/Catalog:

Descr:  UOM:

Quantity Ordered:  Sell Price:  Extension:

Discount:  Unit price:  UPDATE ITEM

Available:  Cost:  Gross Profit %:

ADD ITEM  
 OPTIONS  
 FREIGHT  
 MARGIN CALC

The line item screen allows the quick adding of new items at the bottom of the screen. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. Eight line items are displayed on the screen, but if there are more items on the order, a scroll bar will appear and the operator can scroll up and down through the items. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the order.

## Sales Order Entry – Single Order Line Item

**Add / Delete/ or Maintain Line Items** ORCLIN

**WALTHAM ELECTRIC SUPPLY, INC**

Order #: **0009727** Line: **004** Stat:  Customer: **BAILY BAILEY AND ZAHNER**

Part: **78907000903** Mfg ID/Catalog: **ANG 23136**

Description: **18/2 TRANS GOLD CORD** UOM: **M**

Quantity Ordered:	<b>1</b>	Sell Price:	<b>162.42</b>	Extension:	<b>0.16</b>
Committed Qty:	<b>0</b>	Trade Discount:		Unit price:	<b>162.42 &lt;&lt;-</b>
Qty Due:	<b>1</b>	Cost:	<b>108.28</b>	Gross Profit %:	<b>33.33</b>
		Requested:	<b>-ASAP-</b>	SPJ:	<input type="radio"/> yes <input checked="" type="radio"/> no

Available: **362**

Comments:

Print on Order:  Yes  No

Print on Invoice:  Yes  No

- Item History
- Inventory Status
- Line Detail
- Open Quotes
- Freight or Misc Charges
- Tag Entry
- P.O. Request
- Cost Help Screen

- DELETE ITEM

UPDATE ITEM

X EXIT

This screen allows the operator to make changes for line items on orders, to view more information concerning the item, or to cancel the item. Each of the buttons in the lower left display a screen with information or allows further action, such as entering house tag information (used by lighting showrooms) or requesting that the item be put on a purchase order. If this option is selected, the purchase order will be created when the operator updates the customer order. When the operator clicks on UPDATE ITEM, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Inventory Status, the Stock Item Inquiry screen below is displayed.

# Stock Item Inquiry

Stock Item Inquiry
WALTHAN ELECTRIC SUPPLY, INC
PRIQOR
PRCHK2INQ

Product:

Order #	Quantity	Customer	Req Date	Note
0009097-003	2	TEST TEST CUSTOMER A...	-ASAP-	
0009136-002	10	ALPHA ALPHA ELECTRIC, ...	-ASAP-	P00001109-002
0009136-003	15	ALPHA ALPHA ELECTRIC, ...	-ASAP-	P00001110-001
0009368-001	100	ABBOT ABBOTT CONSTR...	-ASAP-	
0009556-004	10	APOTH APOTHEOSIS DES...	-ASAP-	
0009727-004	1	BAILY BAILEY AND ZAHN...	-ASAP-	

Qty On Hand:

Committed:

Available to Sell:

Qty Due to Customers:

Orders in work:

Qty Due from PO'S:

P.O.'s in work:

Qty Due to Transfer:

Qty Due from Transfer:

Direct Ship to Customers:

Qty Overstocked:

Repl Cost:  U/M:

Order Base:

Matrix Sell:

Location:

Orders

Committed

Purchase Orders

Transfers

X EXIT

This screen shows the inventory status on the right side of the screen and the open customer orders on the left. The operator can switch the information in the box on the left by clicking on the options below the box for orders, purchase orders, committed orders, and transfers.

# Order Options

Customer Order Entry - Display Order Lines

02/11/2014 WALTHAM ELECTRIC SUPPLY, INC ORCTR3

Order #: 0009727 NEW Customer: BAILY BAILEY AND ZAHNER SOM

Line	Status	Mfgr	Catalog #	Quantity	Unit Price	u/m	Extension
Cust Part #	Description	Trade Discount	Cost	Requested	gp%		
001		MAP	0499	3	16.445	E	49.34
			MULTI STN SMK DET RELAY	.0000	12.65	-ASAP-	23.08
002		MAP	CXA2	2	9.62	E	19.24
			DOOR CHIME KIT	.0000	7.40	-ASAP-	23.08
003		AMI	2718	2	2105.60	C	42.11
			50FT LIGHT W/METAL GUARD	.0000	1504.00	-ASAP-	28.57
004		ANG	23136	1	162.42	M	.16
			18/2 TRANS GOLD CORD	.0000	108.28	-ASAP-	33.33
005		ARL	802	10	50.00	C	5.00
			1"EMT SS CONN	.0000	25.00	-ASAP-	50.00
006		BRS	SN350	100	66.3404	M	6.63
			1-1/16X1-7/16 2/3SEC STPL	.0000	49.88	-ASAP-	24.81
007		CAP	R19P	4	11.50	E	46.00
			WHITE TRIM	.0000	6.00	-ASAP-	47.83

ORCTR3.OPTNS

Abort     
  Update only     
 Options for Charge

Invoice (ship complete)     
  Make this a quote     
  Acknowledgement     
 Total: 168.48

invoice (backorder)     
  Cancel order     
  Priced     
 Total with tax: 179.01

Invoice (selected)     
  Print pick ticket     
  Non-priced

When the operator has finished working on an order, and they click the options button, the bottom of the screen changes to allow the order to be updated, invoiced, cancelled, printed, turned into a quote, or changed with the margin calculator. These update options are slightly different when the order is a cash sale (cash, check, or charge card) as shown below.

ORCTR3.OPTNS

Abort     
  Update only     
 Options for C.O.D

Invoice (ship complete)     
  Make this a quote     
  unavailable     
 Total: 168.48

invoice (backorder)     
  Cancel order     
  unavailable     
 Total with tax: 179.01

unavailable     
  unavailable     
  Margin calculator

## Quotations System

### Quote Header Screen

Quote Maintenance QUMNT2

Quote #: 00555	Salesman Giving Quote: 0010	SHOWROOM TEST FOR LONGER
Customer: ABBOT	Terms For Order: 01	2% 10TH NET 30TH
Bill to: ABBOTT CONSTRUCTION	Phone: [508] 477-4227	Contact: WILLIAM ABBOTT
PO BOX 309	Job Name: NEW JOB FOR ABBOT	BILL VANDERCLOCK
3 BILLINGS ROAD	P.O. Number: 1122332211555	Beginning Date: 01 Jan 2014
MASHPEE MA 02649	Ending Date: 10 Dec 2014	Lead Time From Order: 5
Ship To Code: 0001	# of Times Quote Can Be Used: 50	# of Times Quote Has Been Used: 30
Ship to: SHIPTO ABBOTT TEST	Sales Tax Code: 000100	MASS 6.25%
ADDR1 TEST		
ADR2		
ANYWHERE MA 01801		

Special Instructions:  
THESE COMMENTS SHOULD TRANSFER TO THE CUSTOMER ORDER

Display Log    Freight / Misc Charges    UPDATE    CANCEL    ITEMS    EXIT

The Quote Header Screen allows entry of such information as the customer p.o. #, job name, and special instructions for the quote. The search buttons (magnifying glasses) indicate that there is a lookup available for the shipping address, ship-to state, salesperson, terms, and job name. The beginning and ending dates can also be changed by clicking on the search buttons. To proceed to the line items on the quote, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

# Quote Line Items Screen

Quote Line Items QUOLIN

Quote #: **00555**      Customer: **ABBOT**      **ABBOTT CONSTRUCTION**

Ln	Mfg	Catalog	Qty Ord	Sell \$\$	Extension
001W	ACB	1 LIGHT	10	9.46	94.60
002	BLI	B22-10FT-GRN	100	229.09	229.09
003	WIR	THHN-12-YEL-19STR-CU-500S/R	1000	56.19	56.19
004	AMI	3062	1	719.50	7.20
005X	ALM	3300-N	1	176.42	.00
006	ALM	LH-1P	10	120.45	12.05
007	SYL	F30T12/CW/RS	24	6.64	159.36
008	BRS	SN350	100	74.45	7.45
009	ADV	VEL-4P32-RH-TP	10	26.36	263.60
010	ADV	VEL-4P32-RH-TP	10	26.36	263.60
011	ADV	R-2S40-TP	10	26.36	263.60
012	GAR	10-001	5	130.99	.66
013	HUB	TEST OF ADDING A SPECIAL	1000	4,640.44	4640.44
014	HUB	ANOTHER TEST	1	25.00	25.00

Ln: **015**    Part:     Mfg ID/Catalog:

Description:     UOM: **E**

Quantity Quoted: <input type="text" value="1"/>	Sell Price: <input type="text"/>	Extension: <input type="text" value="0.00"/>
Minimum Qty: <input type="text" value="1"/>	Trade Disc: <input type="text" value=".0000"/>	Unit price: <input type="text" value="0.00"/>
Maximum Qty: <input type="text" value="1"/>	Quoted Cost: <input type="text" value="0.00"/>	Gross Profit %: <input type="text" value="0.00"/>
Available: <input type="text"/>	<input type="button" value="UPDATE ITEM"/>	

Parts Total:

**6022.84**

The line item screen allows the quick adding of new items at the bottom of the screen. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. Seventeen line items are displayed on the screen, but if there are more items on the quote, a scroll bar will appear and the operator can scroll up and down through the items. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the quote.

## Quote – Detail Line Item Screen

**Add / Delete/ or Maintain Line Items** QUOLIN.MNT

Quote #: 00555    Line: 003    Customer: ABBOT    ABBOTT CONSTRUCTION

Part: 45010022935    Mfgr ID/Catalog: WIR    THHN-12-YEL-19STR-CU-500S/R

Description: THHN-12-YEL-19STR-CU-500S/R    UOM: M

Customer Part #: \_\_\_\_\_

Quantity Quoted:	1000	Sell Price:	56.19	Extension:	56.19
Minimum Qty:	0	Quoted Trade Disc:	.0000	Unit price:	56.19 <<-
Maximum Qty:	0	Quoted Cost:	38.70	Gross Profit %:	31.13
Available:	1,500-				

Comments: \_\_\_\_\_

THIS IS THE FIRST LINE OF COMMENTS

SECOND LINE OF COMMENTS

THE THIRD LINE

- Display Item History
- Inventory Status
- Freight / Miscellaneous Charges
- Tag Entry

  
   

This screen allows the operator to make changes for line items on quotes, to view more information concerning the item, or to cancel the item. Each of the buttons in the lower left display a screen with information or allows further action, such as entering house tag information (used by lighting showrooms). When the operator clicks on UPDATE, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Inventory Status, the Stock Item Inquiry screen is displayed.

# Quotes – Gross Margin Calculator

Gross Margin Calculator
QUMGCA

02/11/2014
Quote #: 
Customer:

	Mfgr ID & Catalog	Quantity	Base Price	Discount	Net Price	um	Unit Cost	extension	grs mg
1	ACB 1 LIGHT	10	9.46	.0000	9.46	E	7.00	94.60	26.00
2	BLI B22-10FT-GRN	100	229.09	.0000	229.09	C	169.10	229.09	26.19
3	WIR THHN-12-YEL-19STR-CU-500S/R	1000	56.19	.0000	56.19	M	38.70	56.19	31.13
4	AMI 3062	1	719.50	.0000	719.50	C	457.00	7.20	36.53
5	ALM 3300-N	1	0.00	.0000	0.00	C	0.00	0.00	0.00
6	ALM LH-1P	10	120.45	.0000	120.45	C	95.22	12.05	21.00
7	SYL F30T12/CW/RS	24	6.64	.0000	6.64	E	4.76	159.36	28.31
8	BRS SN350	100	74.45	.0000	74.45	M	49.88	7.45	33.02
9	ADV VEL-4P32-RH-TP	10	26.36	.0000	26.36	E	25.44	263.60	3.49
10	ADV VEL-4P32-RH-TP	10	26.36	.0000	26.36	E	25.44	263.60	3.49
11	ADV R-2S40-TP	10	26.36	.0000	26.36	E	9.28	263.60	64.80
12	GAR 10-001	5	130.99	.0000	130.99	M	28.12	0.66	78.79
13	HUB TEST OF ADDING A SPECIAL	1000	4640.44	.0000	4640.44	M	0.00	4640.44	100.00
14	HUB ANOTHER TEST	1	25.00	.0000	25.00	E	22.00	25.00	12.00

Frnt+Misc:	Parts Total:	Parts at Cost:	Margin:	Sales Tax:	Total w/tax:
<input type="text" value="0.00"/>	<input type="text" value="6022.84"/>	<input type="text" value="1034.86"/>	<input type="text" value="82.82"/>	<input type="text" value="376.43"/>	<input type="text" value="6399.27"/>
Total Price:		Flat Gross Profit:		Proportionate Gross Profit:	
<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	

The Gross Margin Calculator is available for orders and quotes. It allows the operator to enter a Total Price, or Flat Gross Profit, or Proportionate Gross Profit and then re-calculates the pricing for the items and shows the new parts total, margin and total with tax and freight. The operator can also change the discount, net price, extension, or gross margin for the individual line items.

## Purchase Order Processing

### Purchasing Header Screen

Purchase Order Maintenance - Header Screen

WALTHAM ELECTRIC SUPPLY, INC POMT01

P.O. #: 0006244

Placed by: NRS Status: NEW

Vendor #: SYL 1-800-343-0666 EDX

Direct Ship Ticket #:

Cust PO:

Mail To: GTE PRODUCTS CORP.  
105 ANDOVER STREET  
DANVERS  
MA 01923

Ship To: WALDEN SERVICES INC.  
3 ROSEANNA PARK DR  
WALTHAM  
MA 02452

Acct #: 12531

Entry Date: 09 Aug 2012

Expected Delivery Date: 16 Aug 2012

Additional Discount: .00

Payment Terms: 02 2% 10 NET 30

Shipping Method:  Partial  Complete

Ship Via Code: 05 SALESMAN DEL

# Ordered: 119

Total Cost: 951.68

F.O.B.:

# Received:

Total Base: 1,935.12

Prepaid P.O.:  Y  N PREPAY AND ADD

# Acknwd:

Total Wgt:

Mark Ship for:

# Billed:

Date Printed: 00/00/0000

Last Ack Date: 00/00/0000

Special Instructions:

Print on P.O.  Yes  No

Notes:  No  Invoices  
 Yes  Log

The Purchase Order Header Screen allows entry of such information as the ship-via, ship-to address, and special instructions for the purchase order. The search buttons (magnifying glass) indicate that there is a lookup available for the ship-via, ship-to state, and the terms. The beginning and ending dates can also be changed by clicking on the search buttons. The Invoices button will display each invoice that has been posted against this purchase order. The Log button will allow the operator to display the transmission log for the purchase order. To proceed to the line items on the order, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

## Purchase Order Line Items

P.O. Line Item Entry/Maintenance

WALTHAN ELECTRIC SUPPLY, INC POMT03

P.O. #:	0006244	Cost Minimum:	450.00	Additional Discount:	
Vendor:	SYL ED	Price Break:	0.00	Total \$:	951.68
	GTE PRODUCTS CORP.			Total Weight:	

Line	Status	Mfgr	Catalog #	Quantity	u/m	Net Cost	Extension
Part #	Description		Requested				
001	SYL	150R/FL-120V		24	E	3.89	93.36
78613514773	R40 MED LAMP						
002	SYL	50/150A/W/RP-12		12	E	1.99	23.88
78613518060	A21 MED3WAY LAMP						
003	SYL	F30T12/CW/RS		10	E	4.76	47.60
78613523476	36-IN RS LAMP						
004	SYL	F60T12/CW		10	E	8.22	82.20
78613526001	50W 425MA LAMP						
005	SYL	F96T12/CW/SS		15	E	4.52	67.80
78613529815	60W 425MA FLR LMP						
006	SYL	LU100		12	E	22.89	274.68
78613567514	ED23-1/2 MOG HPS LAMP						
007	SYL	LU100/MED		12	E	22.20	266.40
78613567506	B17MED HPS LAMP						
008	SYL	F8T5/CW		24	E	3.99	95.76
78613520816	12-IN PREHT FLUOR LAMP						

ADD ITEM
 UPDATE
 HEADER
 EXIT

Nine line items are displayed on the screen, but if there are more items on the purchase order, a scroll bar will appear and the operator can scroll up and down through the items. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the purchase order.

# Purchase Order Detail Line Screen

**Purchase Order Line Item Entry/Maintenance** POMLIN

P.O. #: **0006244**    Line: **1**    Status:    Vendor: **SYL**    **GTE PRODUCTS CORP.**

Part: **78613514773**    Mfg ID/Catalog: **SYL 150R/FL-120V**

Resale Quantity: **1**    Description: **R40 MED LAMP**    UoM: **E**

Purchase Quantity: **24**

Quantity Ordered: **24**    Cost: **3.89**    Extension: **93.36**

Quantity Received: **0**    customer order:

Quantity Due: **0**    Cust Requested Date: **00/00/0000**

Comments:

Print on P.O.  
 Yes     No

- Quantity Help Screen
- Cost Help Screen
- Item Sales History
- Line Item Detail

      

New line items can be added to purchase orders on this screen or existing items can be changed. This screen also allows the operator to view more information concerning the item, or to cancel the item. Each of the buttons on the lower left display a screen with information, such as the Quantity Help Screen. When the operator clicks on UPDATE, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Quantity Help Screen, the next screen is displayed

# Quantity Help Screen

Purchase Order Quantity Help Screen WALTHAN ELECTRIC SUPPLY, INC POQHLP

Part #	MFG ID / CATALOG #	U/M:	
78613514773	SYL 150R/FL-120V	E	
R40 MED LAMP			

  

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Lead Time History
Purchase Orders
Stock Item Inquiry
Committed Cust Orders
Customer Orders
Transfers
<span style="color: red;">X</span> EXIT

This screen shows the inventory status on the left side of the screen and the purchasing information on the right. The operator can also view other screens of information by clicking the buttons on the far right

# Purchase Order Output Screen

**Purchase Order Output Selection** POCTR4

Purchase Order:

Vendor:

	Vendor	This P.O.
Base \$\$ Minimum:	0.00	1,935.12
Cost \$\$ Minimum:	450.00	951.68
Weight Minimum:	0	0
Package Minimum:	0	
Price Break1:	0.00	
Price Break 2:	0.00	

\*\*\* Purchase Order Output \*\*\*

- EDI
- Print and EDI
- Fax
- Print and Fax
- Print Only
- E-Mail
- Print and E-Mail
- No Output

When documents are updated, whether it is orders, acknowledgments, quotes, or purchase orders, an output screen is displayed with options on how the document should be delivered. In the case of purchase orders, this screen also recaps the items on the purchase order compared to the minimums for the vendor to pay the freight.