



***AutoPoint<sup>®</sup>***  
***Evolution***

***AutoPoint<sup>®</sup>*** Evolution  
Purchasing Quick Start Guide

*Updated July 18, 2011*

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## Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.



*Hi! I'm Amadorian, and you'll see me here and there throughout this document giving you important additional information.*

## A Note to Users of the Text Version of *AutoPoint<sup>®</sup>*

In many respects, the graphical version of **AutoPoint<sup>®</sup>** is identical to the character-based version. The text screens and the graphical windows display information the same way, but more information and additional functions appear in the graphical version. Functions that were only available via a keystroke combination in the text version are now a blue link or a button. However, many keyboard shortcuts are still available in the graphical version as described below:

- There are a number of Windows-standard shortcut keys that function the same in **AutoPoint<sup>®</sup>** Evolution as they do in other Windows applications:

CTRL-<X> - Cut selected text.

CTRL-<C> - Copy selected text.

CTRL-<V> - Paste selected text.

<TAB> – Move forward through input fields and buttons.

SHIFT-<TAB> – Move back words through input fields and buttons.

- Global keystrokes that will work from any window and are Windows standard shortcuts:

ALT-<F4> – Close current window.

ALT-<TAB> – Cycle forwards through open windows.

ALT-SHIFT-<TAB> – Cycle backwards through open windows.

ALT-<Underline Letter in Menu Name> - Display the corresponding menu.

<ESC> - Cancel the current task.

<ENTER> - Accept the default value and move the cursor to the next field.

- Function keys along the top of the keyboard can be used to perform actions similar to how they worked in the character version:

<F1> - Bring up the first record in a program or close a note pop-up window.

<F2> - Bring up the next record.

<F3> - Bring up the previous record.

<F5> - When pressed in a field with a "?" button, will bring up the look-up.

<F8> - Cancel or back out of a program.

<F12> - Run a program selected in a menu, works the same as clicking on "Run". In File Maintenance windows, <F12> will save the current record.

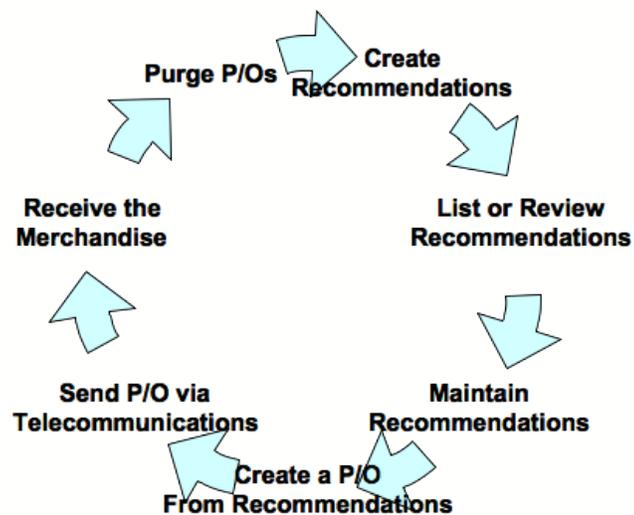


*The <TAB>, <ENTER> and <ARROW KEYS> are your best friends in Evolution! Although the interface is point-and-click, the mouse does not have to be used to move between fields and press buttons. Try using the keyboard shortcuts listed in this Guide to navigate through Evolution efficiently.*

## Purchasing Overview

The purchasing module in **AutoPoint®** is found under the Purchasing menu (AM03), where you can order inventory from your suppliers by cutting a PO and sending it to the supplier. Once the supplier fills your order and ships it to you, you can then receive the inventory into stock, updating the items' quantities for sale. The supplier might send the material on the order in multiple shipments, which you can track by running various purchasing reports to see what the status of your purchase orders are with your suppliers, and to see what items are still on backorder. If you set up minimum and maximum stocking levels on your part numbers, you can have the system generate purchase orders automatically to replenish your stock by creating purchase order recommendations.

Below is a diagram that describes the purchasing cycle in **AutoPoint®**:



This Quick Start Guide explains the steps to perform the following purchasing processes:

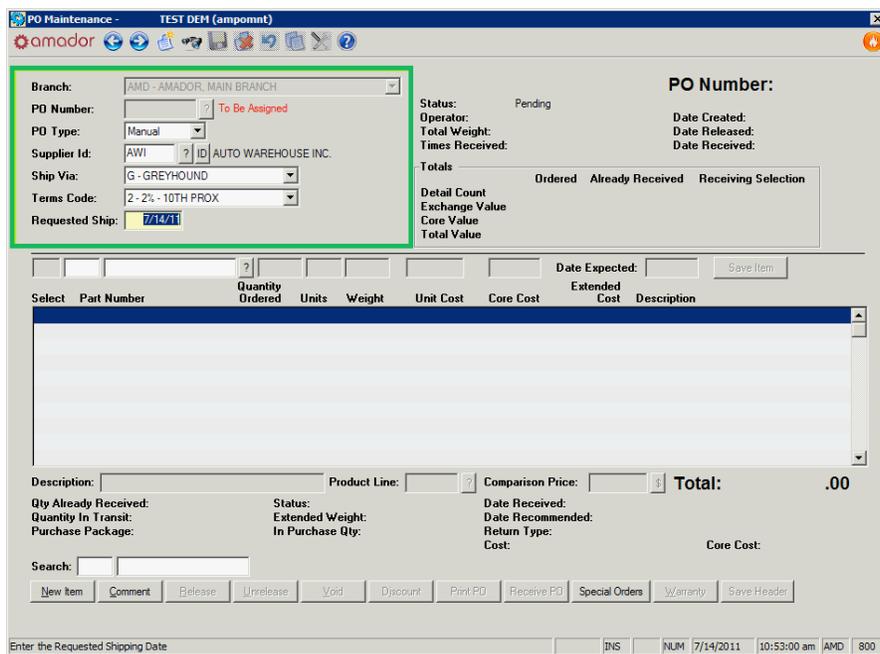
- Creating a purchase order to place an order with a supplier.
- Looking up an existing purchase order.
- Receiving inventory on a purchase order into stock.
- Running reports to track the status of purchase orders and supplier backorders.
- Generating a purchase order from system recommendations based on Min/Max.



*For more detailed information on the processes described in this Quick Start Guide, please refer to the "AutoPoint® Evolution Users Manual."*

## Creating a Purchase Order

To create a purchase order in **AutoPoint®**, in order to place a new order with a supplier, type "POM" at the "Select:" prompt from the Evolution Main Menu or follow the **AutoPoint®** menu, Purchasing → Purchase Order Maintenance (AM0303) to bring up the Purchase Order Maintenance window:



1. Press the <ENTER> key at the "PO Number" field to have the system assign the next available purchase order number.
2. Press <ENTER> at the "PO Type" field to accept the "Manual" purchase order type.



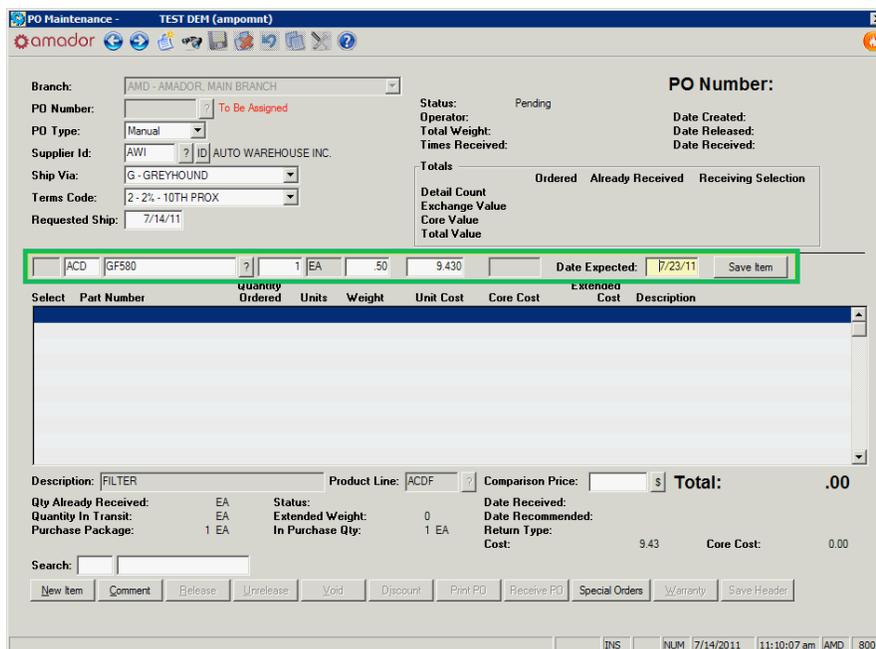
*Any time you create a PO to place an order with a supplier, you are creating a "Manual" type PO. Other types of purchase orders are "Return" for sending items back to a supplier, "Generated" for P.O.s created from PO Recommendations, "Transfer" for branch transfers, and "Booking" for a manual type PO that does not record on-order quantities.*

3. Enter the 3 to 5 letter supplier ID to select the supplier you wish to place the order with. You can also enter the first few letters of the supplier's name and press <F5> to do a lookup if you don't know what exactly the supplier ID is.
4. Press the <ENTER> key to accept the default Ship Via (as set up in Supplier Maintenance for this supplier) or click on the down arrow to select from the drop-down list all the Ship Vias set up in the system.

5. Press <ENTER> to accept the supplier's default Terms Code, otherwise select a Terms Code from the drop-down list.
6. Press <ENTER> to accept the Requested Ship date, which defaults to the system date, or change it to reflect the actual requested ship date. This will drop the cursor down to the order details, where you can enter the part numbers you are going to order.



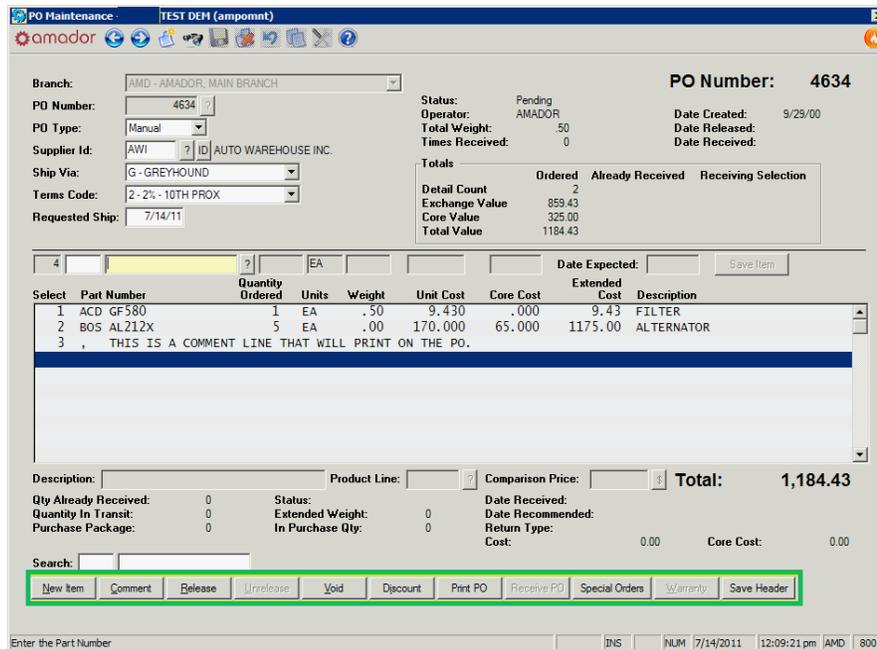
*At this point, the PO number hasn't been assigned yet. The PO number is not assigned by the system until the first part number is saved.*



7. Type in or scan the barcode for the item's abbreviation and part number and press the <ENTER> key (or press <F5> to do an item lookup to select the part number.)
8. Enter the order quantity and press <ENTER>.
9. Enter the item's weight, if it is not filled in by the default from the Item Branch record, and press <ENTER>.
10. Enter the unit cost (the price your supplier charges you) if it is different than the default, as set up in the Item Branch Record, and press <ENTER>.
11. If the part is an Exchange item, then the field for the Core Cost will open up. Enter the core cost here, if it is different than what is set up for the core, and press <ENTER>.
12. Enter the Date Expected, if there is one, and press <ENTER>. If you enter an expected receive date, then you will be prompted to use this date for all items on the PO.
13. Click on the "Save" button to add the part to the PO's line items. You can then enter the next part number from this point, or click on the "New Item" button.
14. To enter a comment line, enter a "," (comma) for the part number or click on the "Comment" button. A pop-up will appear to enter the comment, click on "OK" to save it to the PO.



To delete a line item on a Purchase Order, select the line in the list and change the order quantity to "0" and save the line. The line will not be deleted, but it will not appear on the printed PO.



Select	Part Number	Quantity Ordered	Units	Weight	Unit Cost	Core Cost	Extended Cost	Description
1	ACD GF580	1	EA	.50	9.430	.000	9.43	FILTER
2	BOS AL212X	5	EA	.00	170.000	65.000	1175.00	ALTERNATOR
3	THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.							

**Total: 1,184.43**

15. To print the purchase order before releasing it to the supplier, click on the "Print PO" button and select the output option.
16. If you wish to cancel the PO at this point, while the PO is still has the status of "Pending", click on the "Void" button.
17. If you are ready to send the purchase order to the supplier, click on the "Release" button. A series of prompts will appear, prompting you to confirm you wish to release this PO, even though it is below order weight and/or value (as set up in the Supplier Master record.) Click on "Yes" to these prompts to release the purchase order. The last prompt will be to print the PO and the output option. The status of the PO will change to "Released" if you don't choose to print, and to "Printed" if you do. The PO is now ready to be received.



Once a purchase order has the status "Released" or "Printed", the header information and line item detail cannot be changed on the PO without un-releasing the purchase order first and changing the status back to "Pending."

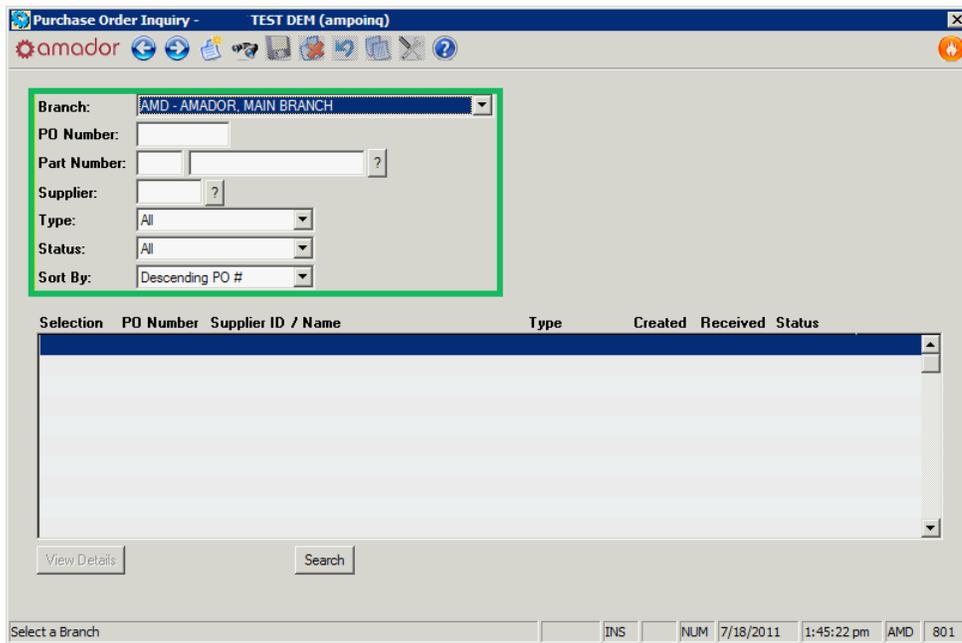
## Looking up an Existing Purchase Order

There are a number of ways to look up a purchase order to modify it or view its details:

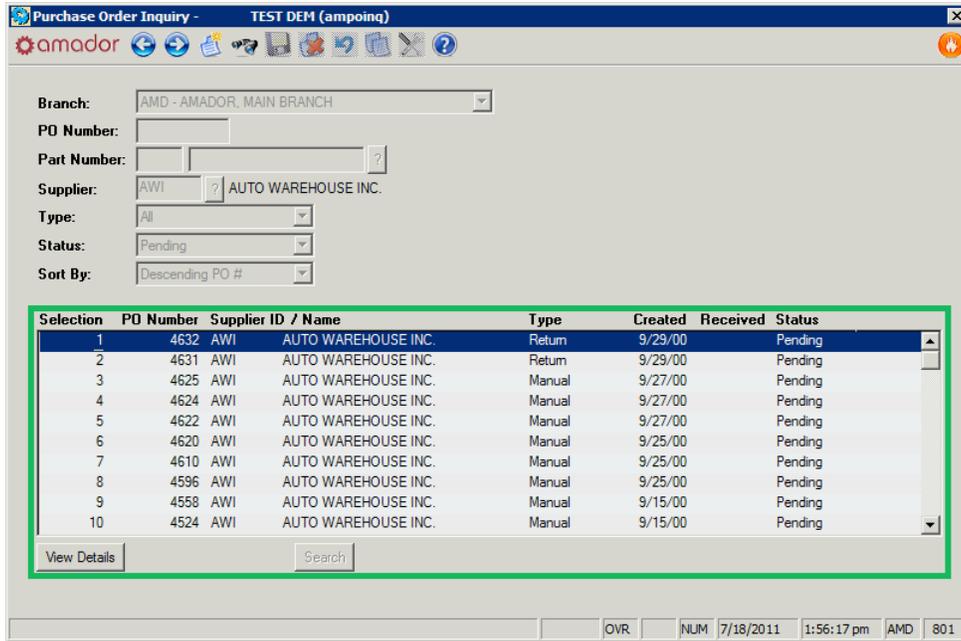
- From the Hot Menu, select Inquiries → Purchase Order.
- From the Main Menu, go to Inquiries → Purchase Order Inquiry (AM0607).
- From Purchase Order Maintenance, press the <F5> key in the PO Number field.

A number of different search criteria can be used to find the PO you are looking for:

- PO Number – to find a specific purchase order.
- Part Number – to find purchase orders that have a specific part number on it.
- Supplier – look up purchase orders for a specific supplier.
- Type – search for purchase orders by type (Generated, Manual, Return, Transfer, Booking.)
- Status – to limit the search results to purchase orders of a specific status (Pending, Released, Printed, Partially Received, Completely Received, Voided.)



1. To look up a purchase order, enter the search criteria and the sort method, and then click on the "Search" button. In this example, all status "Pending" purchase orders for the supplier "AWI" were selected.



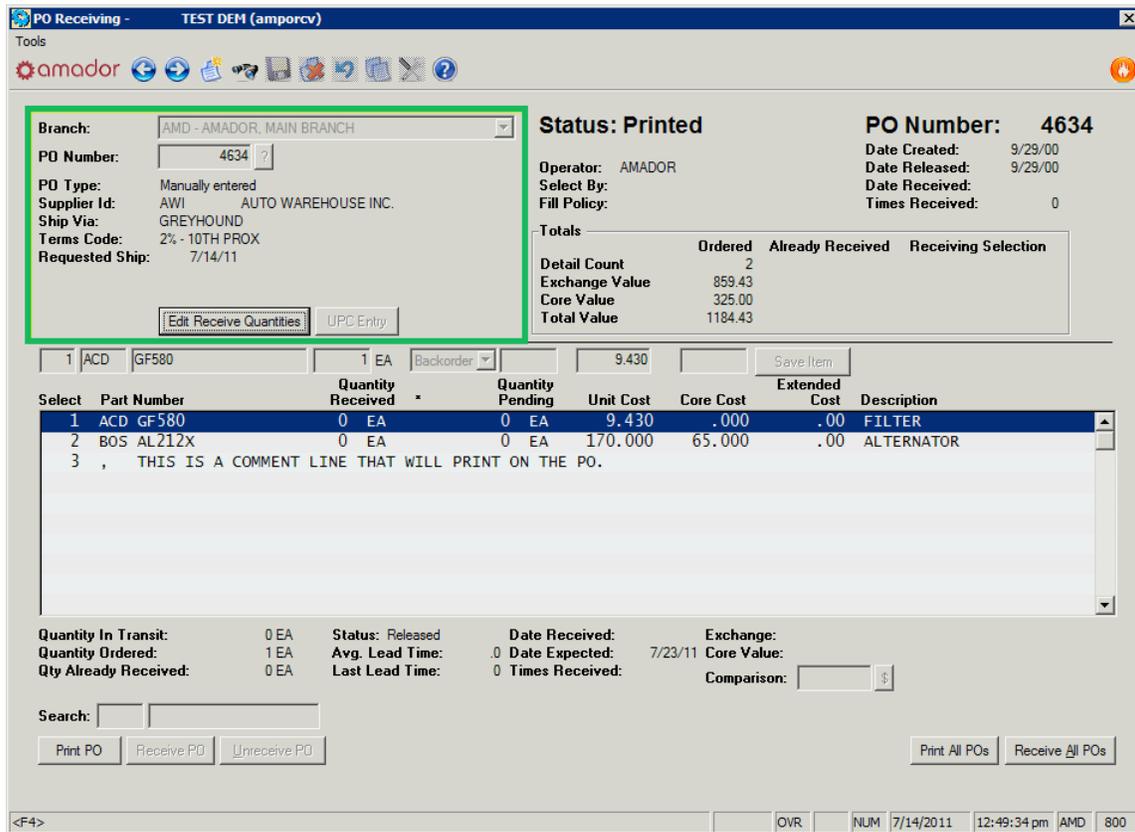
- To view the details of one of the purchase orders in the search results, double click on the line or select it and click on the "View Details" button. If the inquiry was invoked from Purchase Order Maintenance, the PO will come up in that program. Otherwise, a window will display with the line item details:



## Receiving a Purchase Order

Once a purchase order has been released, printed and faxed/phoned-in to the supplier, the items on the PO can be received into inventory as the material is shipped to you. Receiving the items on the PO will update the quantities on hand for the part numbers, making them available for sale. The supplier may send all the items on the PO in a single shipment, or just send some items with partial quantities in multiple shipments. How the PO is shipped will determine the "Receiving Selection" option and whether to cancel or backorder the short-shipments.

To begin the receiving process, you will need to go to Merchandise Receiving by either entering "REC" at the "Select:" prompt or navigating the **AutoPoint®** menus to Purchasing → Merchandise Receiving:



**PO Receiving - TEST DEM (amporcv)**

Tools

Branch: AMD - AMADOR, MAIN BRANCH

PO Number: 4634

PO Type: Manually entered

Supplier Id: AWI AUTO WAREHOUSE INC.

Ship Via: GREYHOUND

Terms Code: 2% - 10TH PROX

Requested Ship: 7/14/11

Status: Printed

Operator: AMADOR

Select By:

Fill Policy:

PO Number: 4634

Date Created: 9/29/00

Date Released: 9/29/00

Date Received:

Times Received: 0

Totals	Ordered	Already Received	Receiving Selection
Detail Count	2		
Exchange Value	859.43		
Core Value	325.00		
Total Value	1184.43		

Select	Part Number	Quantity Received	Quantity Pending	Unit Cost	Core Cost	Extended Cost	Description
1	ACD GF580	0 EA	0 EA	9.430	.000	.00	FILTER
2	BOS AL212X	0 EA	0 EA	170.000	65.000	.00	ALTERNATOR
3	, THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.						

Quantity In Transit: 0 EA    Status: Released    Date Received:

Quantity Ordered: 1 EA    Avg. Lead Time: 0    Date Expected: 7/23/11    Exchange:

Qty Already Received: 0 EA    Last Lead Time: 0    Times Received:    Core Value:

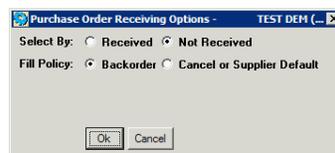
Comparison: \$

Search:

Print PO    Receive PO    Unreceive PO    Print All POs    Receive All POs

<F4>    OVR    NUM 7/14/2011    12:49:34 pm    AMD    800

1. Enter the PO Number to bring up the released/printed purchase order.
2. Click on "Edit Receive Quantities" to bring up the Purchase Order Receiving Options:



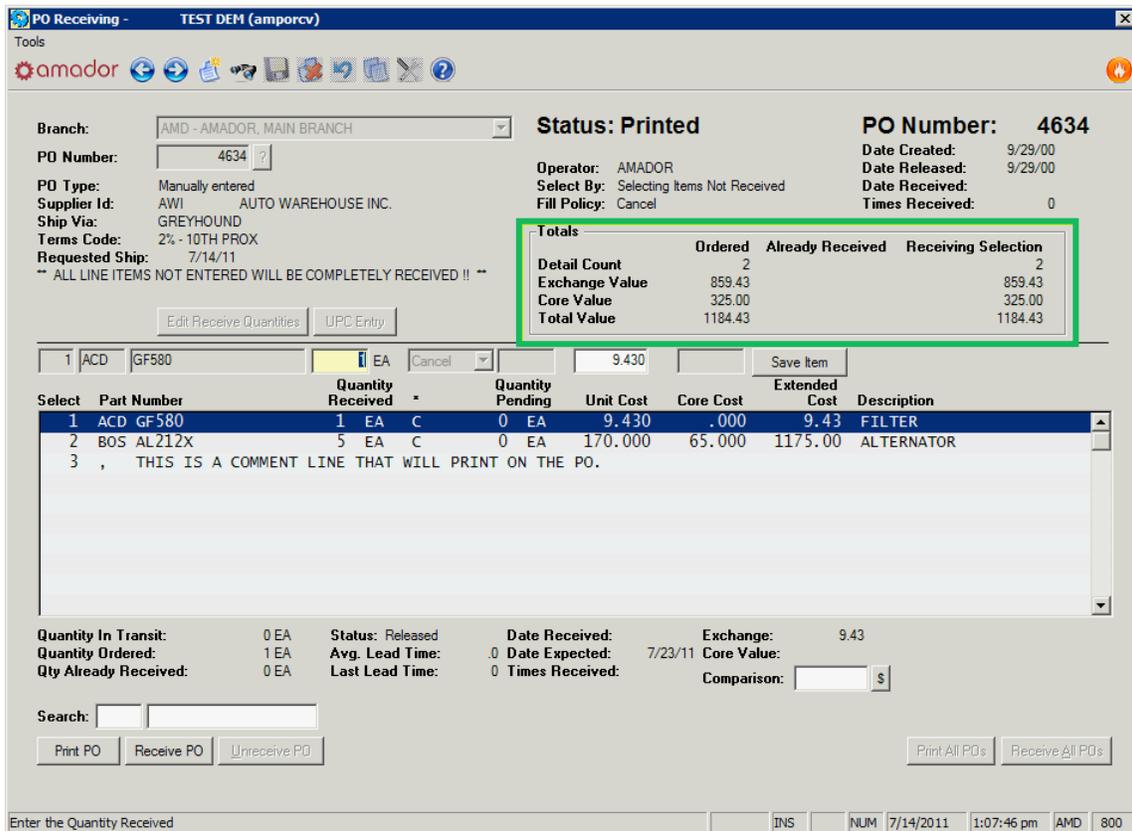
**Purchase Order Receiving Options - TEST DEM**

Select By:  Received  Not Received

Fill Policy:  Backorder  Cancel or Supplier Default

Ok    Cancel

3. Select the receiving option based on the type of receiving you are going to do:
  - a. Receive all items on a PO with the quantities ordered (i.e. the PO was shipped exactly as ordered) in a single receiving → **USE "Not Received" AND "Cancel or Supplier Default":**



Branch: AMD - AMADOR, MAIN BRANCH      Status: Printed      PO Number: 4634  
 PO Number: 4634      Operator: AMADOR      Date Created: 9/29/00  
 PO Type: Manually entered      Select By: Selecting Items Not Received      Date Released: 9/29/00  
 Supplier Id: AWI AUTO WAREHOUSE INC.      Fill Policy: Cancel      Date Received:      Times Received: 0  
 Ship Via: GREYHOUND  
 Terms Code: 2% - 10TH PROX  
 Requested Ship: 7/14/11  
 \*\* ALL LINE ITEMS NOT ENTERED WILL BE COMPLETELY RECEIVED !! \*\*

Totals		Ordered	Already Received	Receiving Selection
Detail Count		2		2
Exchange Value		859.43		859.43
Core Value		325.00		325.00
Total Value		1184.43		1184.43

Select	Part Number	Quantity Received	Quantity Pending	Unit Cost	Core Cost	Extended Cost	Description
1	ACD GF580	1 EA C	0 EA	9.430	.000	9.43	FILTER
2	BOS AL212X	5 EA C	0 EA	170.000	65.000	1175.00	ALTERNATOR
3	, THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.						

Quantity In Transit: 0 EA      Status: Released      Date Received:      Exchange: 9.43  
 Quantity Ordered: 1 EA      Avg. Lead Time: 0      Date Expected: 7/23/11      Core Value:  
 Qty Already Received: 0 EA      Last Lead Time: 0      Times Received:      Comparison: \$

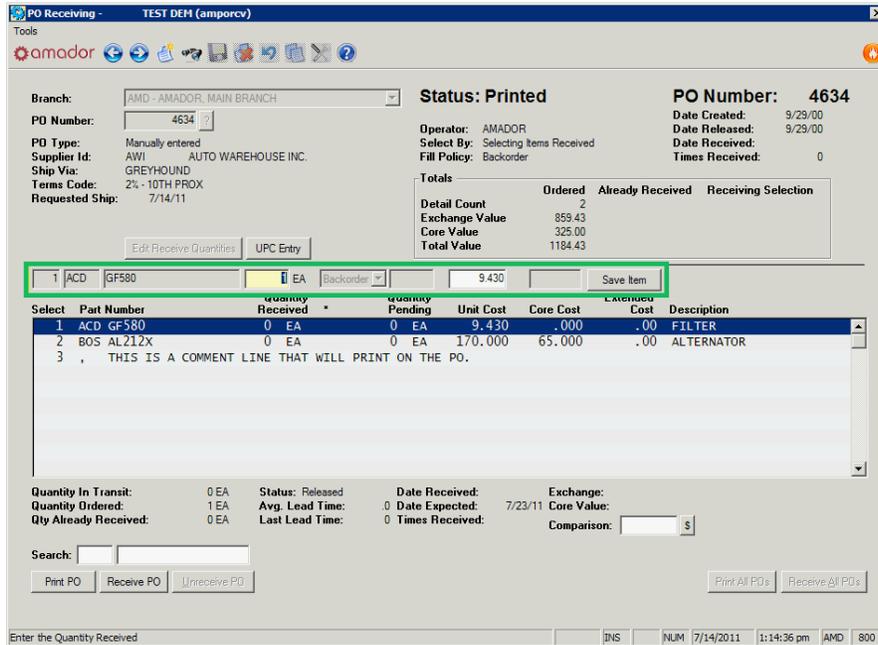
Buttons: Print PO, Receive PO, Unreceive PO, Print All POs, Receive All POs

Click on "Receive PO" to update the purchase order and change the PO's status to "Completely Received."



*You can still change receive quantities and pricing on the PO's line items when the receiving selection is "Not Received." Simply select the lines that need to be changed and make the changes before clicking on "Receive PO". The assumption is that by selecting by items not already received that you are making only a few changes to the receiving on entire the PO.*

- b. Receive a partial shipment of items and quantities in multiple receivings → **USE "Received" AND "Backorder":**



PO Receiving - TEST DEM (amporcov)

Branch: AMD - AMADOR, MAIN BRANCH      Status: Printed      PO Number: 4634

PO Number: 4634      Operator: AMADOR      Date Created: 9/29/00

Supplier Id: AWI AUTO WAREHOUSE INC.      Select By: Selecting Items Received      Date Released: 9/29/00

Ship Via: GREYHOUND      Fill Policy: Backorder      Date Received: 0

Terms Code: 2% - 10TH PROX      Requested Ship: 7/14/11

Totals		Ordered	Already Received	Receiving Selection
Detail Count		2		
Exchange Value		859.43		
Core Value		325.00		
Total Value		1184.43		

Select	Part Number	Quantity Received	Quantity Pending	Unit Cost	Core Cost	Cost	Description
1	ACD GF580	0 EA	9,430 EA	9,430	.000	.00	FILTER
2	BOS AL212X	0 EA	170,000 EA	65,000	.00	.00	ALTERNATOR
3	THIS IS A COMMENT LINE THAT WILL PRINT ON THE PO.						

Quantity In Transit: 0 EA      Status: Released      Date Received:      Exchange:      Core Value:      Comparison: \$

Quantity Ordered: 1 EA      Avg. Lead Time: 0      Date Expected: 7/23/11

Qty Already Received: 0 EA      Last Lead Time: 0      Times Received: 0

Search: [ ]      Print PO      Receive PO      Unreceive PO      Print All POs      Receive All POs

Enter the Quantity Received      JNS      NUM      7/14/2011      1:14:36 pm      AMD      800

Select the line items of the parts that were actually shipped and enter the received quantity. If the quantity is less than the ordered quantity, select "Backorder" if the remainder is still expected to come in. Otherwise select "Cancel" if the remainder will not be shipped. If the price had changed between when the PO was released and shipped, you can still change the price at this point, as well. Click on "Save Item" to save the changes.



*As you update the quantities and pricing for each line item, the "Receiving Selection" totals will change, as well. Before you receive the PO, be sure to confirm these totals are what you expect.*

After entering all the items that were on the shipment, click on the "Receive PO" button to update the purchase order, and change its status to "Partially Received."



*A purchase is not marked as "Completely Received" until all the line items on the PO are also marked as "Completely Received". If a line item has a backordered quantity, it is marked as "Partially Received" until the backordered quantity is received or cancelled.*

4. After clicking on "Receive PO", you will be prompted with a series of questions,
  - a. Your three letter Counterman Initials. These are the initials that will appear on the Receiving Slip Extension report as the receiver.
  - b. Printing a Put-away Report (optional.)
  - c. Scan for Special Backorders. Answering "Yes" to this option will notify you if any of the items received are on a Special Backorder and release the quantities to these special backorders.
  - d. Output selection for the Receiving Slip Extension report.



*The Receiving Slip Extension report is very important, because it shows all the details on the receiving that cannot be easily reproduced elsewhere in **AutoPoint®**. It only prints once at the time the PO received, so I recommend you print these to the spooled reports!*

## Tracking the Status of POs and Supplier Backorders

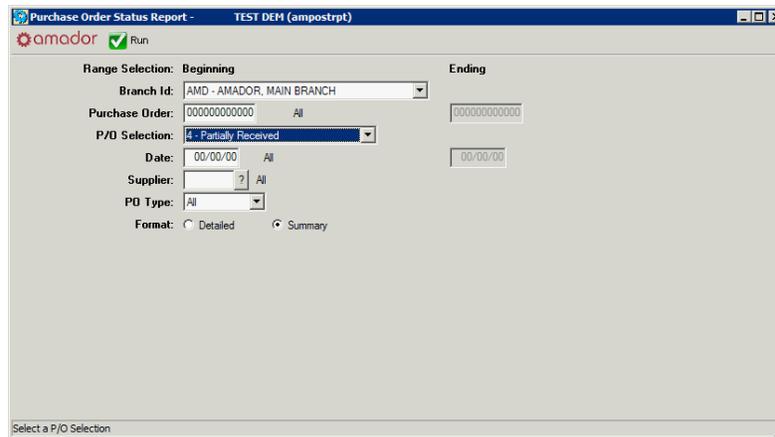
In an ideal world, purchase orders would be shipped complete and they would only have to be received once, without any errors. In reality however, the items on a PO are sent in multiple shipments, the wrong item or quantities are shipped or received, and suppliers' prices change after releasing the PO. In order to track the status of outstanding purchase orders and any line items that you are awaiting shipment on (ie. supplier backorders,) there are a number of reports that you can run in **AutoPoint®** to identify these un-received or partially received purchase orders.

These purchasing reports are found, rather appropriately, under the **AutoPoint®** menu, Purchasing → Purchase Order Reports (AM0308). The reports of most interest are the Purchase Order Status Report, the Purchase Order Backorder reports and the PO Past Due Report.



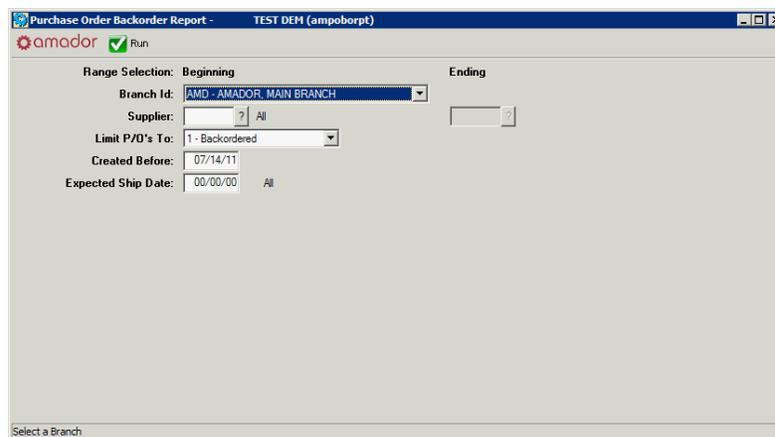
*When running any kind of report in **AutoPoint®**, it's a good idea to spool the report instead of printing it, so that you can view it in the spooled reports viewer to see if the report is giving the results you are looking for, without using up a lot of printer paper.*

To identify the purchase orders that haven't been released or completely received yet, use the **Purchase Order Status Report (AM030801)**:



1. Change the "PO Selection" drop-down list to "4 – Partially Received"
2. Change the "Date" range and "Supplier" fields to limit the results printed in the report, to show only partially received purchase orders created within a certain date range for a certain supplier.
3. Select the "Format" radio button labeled "Detailed" to list the partially received line items on the purchase order, or "Summary" to only list the PO numbers without the line item details.
4. Click on the "Run" button or press the <F12> key to run the report, and select your output option.

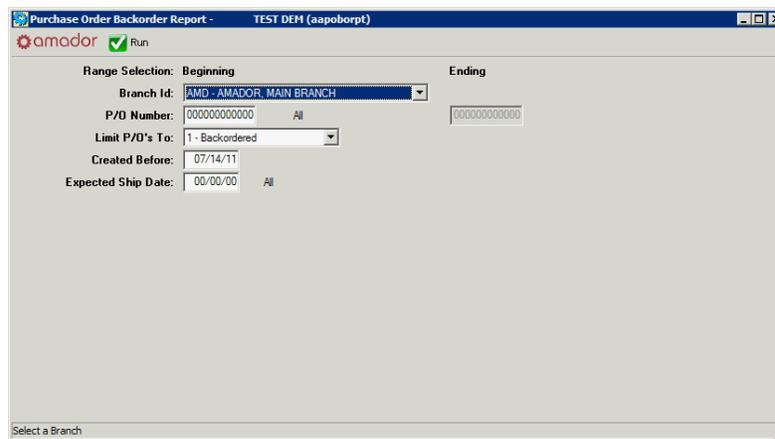
The **Purchase Order Backorder Report** can be used to identify purchase orders with line items that have been completely received, by supplier (AM030802):



1. To restrict the report to list backordered items on purchase orders to a certain supplier, enter the supplier ID in the "Supplier" range.

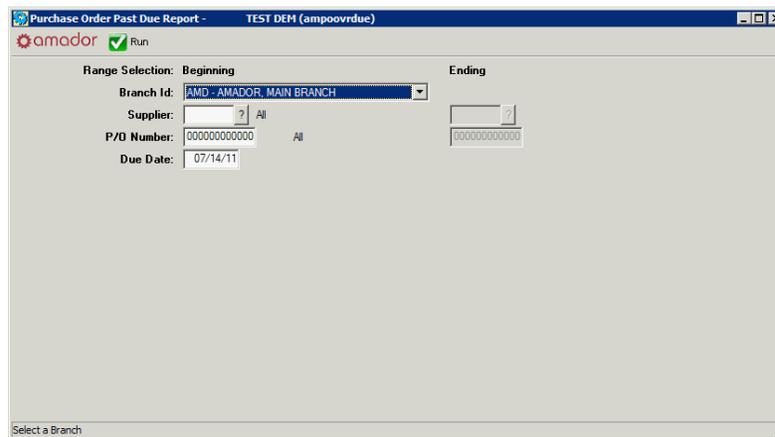
2. The report can be limited even further to only list backordered items on purchase orders created before a specified date and/or before a specified "Expected Ship Date".
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

The **Purchase Order Backorders by PO No.** report (AM030803) is very similar to the previous backorder report, but allows you to limit the results to a certain PO or a range of purchase orders, rather than by supplier. This report is useful to run if you have a PO with a large number of line items, and you need to identify the backorder lines:



1. To restrict the report to list backordered items on purchase orders to a certain purchase order or a range of purchase order numbers, enter the PO number(s) in the range.
2. The report can be limited even further to only list backordered items on purchase orders created before a specified date and/or before a specified "Expected Ship Date".
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

Run the **PO Past Due Report** (AM030808) to see what un-received or partially received purchase orders have items that are past their expected receive date (as assigned in Purchase Order Maintenance, before releasing the PO):



1. Limit the report to run for a specified supplier by entering the ID in the "Supplier" field, press <ENTER> to accept all suppliers.
2. Enter a PO number or a range of PO numbers to list out only the lines that are past due (this is useful to identify un-received items on a large PO.) Press <ENTER> to accept all PO numbers.
3. The "Due Date" defaults to the current system date, but you can change this to another date to see what was overdue in the past or what is coming due.
4. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report, and select your output option.

## System Generated Purchase Orders Based on Inventory

You can have **AutoPoint®** generate the purchase orders to your suppliers based on the minimum and maximum stocking levels you have set up in Item Branch Maintenance. If the quantity on hand for a part number drops down to or below the minimum stocking level, a PO recommendation will be generated that can be used to generate a purchase order to the primary supplier for the part number (as determined in Product Line Maintenance) or to the alternate supplier (as determined in Item Branch Maintenance.)



*It is possible for **AutoPoint®** to calculate the minimum and maximum stocking levels automatically, using the "Min/Max Calculation Report." This report will use the sales demand history, among many other factors, to determine what the appropriate stocking levels should be. Please see the "**AutoPoint®** Evolution Users Manual" for more detailed information.*

PO recommendations are generated by the system from a number of sources, using the following calculation:

IF: (QTY Available + QTY On Order + QTY On Order Pending) <= Minimum Stock

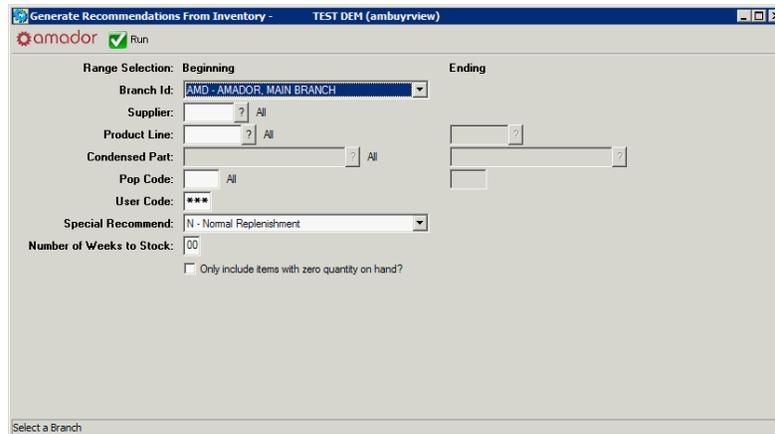
THEN: Maximum Stock – (Available + On Order + On Order Pending) + QTY On Backorder  
 = QTY Recommended

That is, if the part's available quantity plus the quantities on released and pending POs is the same or less than its minimum stocking level, then the quantity recommended will be the maximum quantity minus the sum of the available, on-order, on-order pending and backordered quantities.

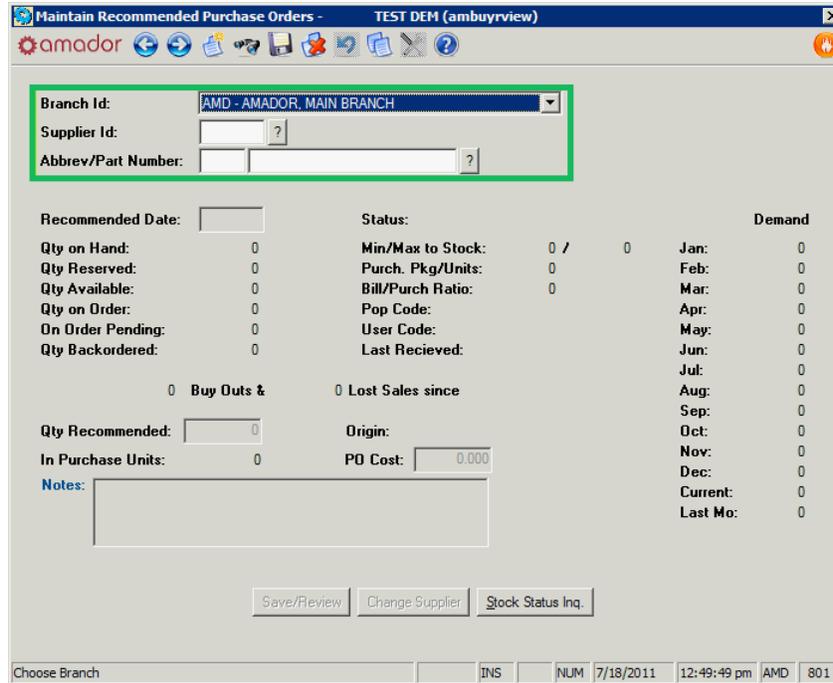


*The quantity recommended is dependent on the part number's Purchase/Package Unit, as set up in Item Branch Maintenance. For example, if you purchase a part in boxes of 10 each, the minimum and maximum quantities have to be in multiples of 10, and the recommended quantity will be in multiples of 10 as well.*

In addition to these system generated PO recommendations, you can run the PO recommendations manually, by going to Purchasing → Purchase Order Recommendations → Generate Recommendations from Inventory (AM030102):



1. You can create PO recommendations for particular supplier, and/or for a particular product line or a range of product lines, by specifying the Supplier ID and Product Line code(s) in each range.
2. Specify a replenishment method from the drop-down list next to "Special Recommend":
  - a. N – Normal Replenishment – If the quantity available drops below the minimum, the recommended quantity is the amount that will bring the quantity back up to the maximum. (Recommended)
  - b. Y – Maximum Stock Replenishment – Regardless of the quantity available, the recommended quantity is the amount that will bring the quantity up to maximum.
  - c. F – Forecast Replenishment – Selecting this option will ignore the minimum and maximum values, and rather forecast the amount to order, based on demand history (see the "AutoPoint® Evolution Users Manual" for more detailed information on how to use this option.)
3. After selecting the options and ranges, click on the "Run" button or press the <F12> key to run the report. A summary window will appear, displaying the number of PO recommendations generated. Click on the "OK" button to continue.
4. To list out the PO recommendations generated, run AM030104. This step is only optional, but it's useful to review what items are recommended for purchase, and the report can be run by supplier and/or product line.
5. At this point, the PO recommendations are only that: recommendations. They still need to be reviewed, so that the purchase order can be generated from them. To review and modify the recommendations, run AM030103, "Maintain Recommended Purchase Orders":



Branch Id: AMD - AMADOR, MAIN BRANCH

Supplier Id: [ ] ?

Abbrev/Part Number: [ ] ?

Recommended Date: [ ]

Status: Demand

Qty on Hand: 0 Min/Max to Stock: 0 / 0 Jan: 0

Qty Reserved: 0 Purch. Pkg/Units: 0 Feb: 0

Qty Available: 0 Bill/Purch Ratio: 0 Mar: 0

Qty on Order: 0 Pop Code: Apr: 0

On Order Pending: 0 User Code: May: 0

Qty Backordered: 0 Last Received: Jun: 0

0 Buy Outs & 0 Lost Sales since Jul: 0

Aug: 0

Sep: 0

Oct: 0

Nov: 0

Dec: 0

Current: 0

Last Mo: 0

Qty Recommended: [0] Origin: [ ]

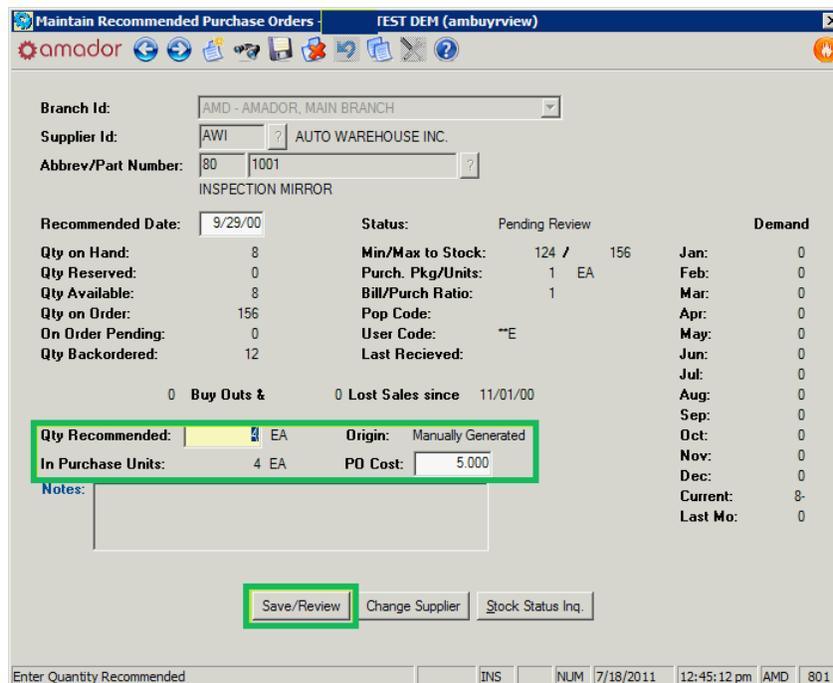
In Purchase Units: 0 PO Cost: 0.000

Notes: [ ]

Save/Review Change Supplier Stock Status Inq.

Choose Branch INS NUM 7/18/2011 12:49:49 pm AMD 801

6. Enter the Supplier ID and press <ENTER> (or enter the first few letters of the supplier name press the <F5> button to do a lookup.)
7. Enter the part number or press <F1> to bring up the first part number with a recommendation for this supplier. Press the <ENTER> key to bring up the PO recommendation record for this part:



Branch Id: AMD - AMADOR, MAIN BRANCH

Supplier Id: AWI ? AUTO WAREHOUSE INC.

Abbrev/Part Number: 80 1001 ?  
INSPECTION MIRROR

Recommended Date: 9/29/00

Status: Pending Review Demand

Qty on Hand: 8 Min/Max to Stock: 124 / 156 Jan: 0

Qty Reserved: 0 Purch. Pkg/Units: 1 EA Feb: 0

Qty Available: 8 Bill/Purch Ratio: 1 Mar: 0

Qty on Order: 156 Pop Code: Apr: 0

On Order Pending: 0 User Code: \*\*E May: 0

Qty Backordered: 12 Last Received: Jun: 0

0 Buy Outs & 0 Lost Sales since 11/01/00 Jul: 0

Aug: 0

Sep: 0

Oct: 0

Nov: 0

Dec: 0

Current: 8-

Last Mo: 0

Qty Recommended: [4] EA Origin: Manually Generated

In Purchase Units: 4 EA PO Cost: 5.000

Notes: [ ]

Save/Review Change Supplier Stock Status Inq.

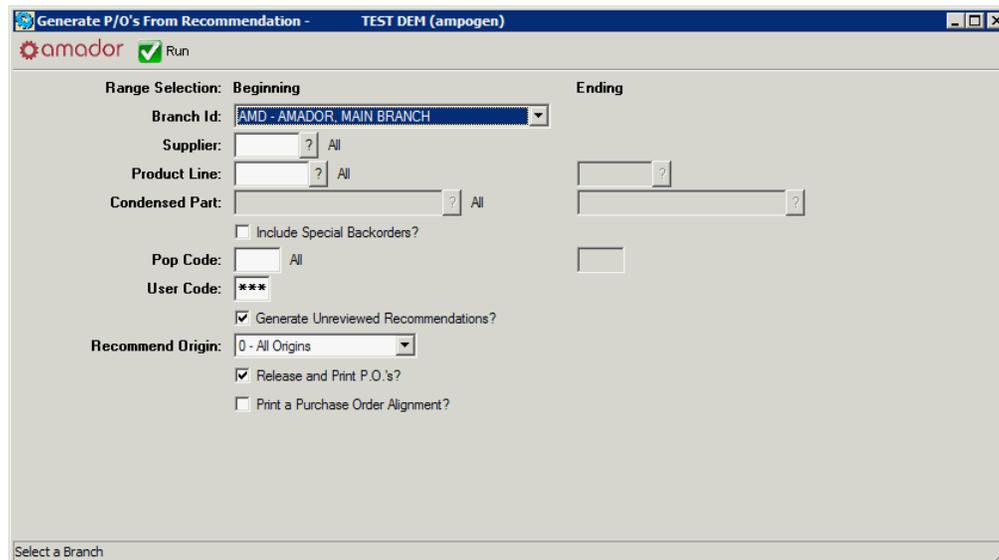
Enter Quantity Recommended INS NUM 7/18/2011 12:45:12 pm AMD 801

8. The quantity recommended is now highlighted. Accept this quantity or change it, and press the <ENTER> key to move to PO cost. Accept the cost or change it, and press the <ENTER> key to move the highlight to the "Save/Review" button.
9. Press the <ENTER> key or press <F12> to change the recommendation's status from "Pending Review" to "Reviewed". The next part number for this supplier will then appear, and you can go to the previous step to change its recommendation status.



*To delete a PO recommendation, press CTRL-<D> or click on the "Delete Record" icon in the menu bar, and then answer, "Yes" to the confirmation prompt.*

10. When you are finished reviewing recommendations, press the <F8> key twice or exit the PO Recommendation window to return to the Main Menu.
11. Once the PO recommendations have been reviewed, you are now ready to generate a purchase order to the supplier. To do this, go to "Generate P/O's from Recommendations" (AM0302):



12. Enter the Supplier ID, to only generate a purchase order to the one supplier, and press <ENTER>.
13. Enter a product line or range of product lines to add to the generated PO, or leave the field blank for all product lines (ditto for part numbers within a product line.)
14. Uncheck the box next to "Generate Unreviewed Recommendations", to only generated a PO from the part numbers you had marked as "Reviewed", or leave it checked to generate purchase orders from all recommendations, including those with status "Pending Review".
15. Uncheck the box next to "Release and Print P.O.'s?" if you wish to generate a PO with status "Pending", otherwise leave this box checked to release and print the generated PO(s).
16. Click on "Run" or press the <F12> key to run the program, and then select an output option. The report generated will list the purchase orders that were created from the

recommendations selected in the ranges, along with any exceptions. If the option to release and print the purchase orders was selected, then the generated purchase orders will print along with the report.



*Any existing purchase orders with the status of "Pending" for the supplier selected when generating P.O.s from recommendations will have the part numbers appended onto these existing purchase orders! If you wish to generate a new PO, be sure to release or void any pending purchase orders for the supplier.*

## Glossary of Terms used in Purchasing

### **Abbreviation/Part Number:**

The three letter vendor code and number without dashes etc. assigned to the item.

### **Available Quantity:**

The quantity On Hand less the quantity On Reserve equals the Available Quantity.

### **Core:**

The basic component of exchange items. It can best be understood by comparing it to a bottled soft drink-you drink the contents and return the bottle for credit. The Core is the part of the item that is returned for credit. For example, alternators and brake shoes include a core which can be returned for credit.

### **Core Deposit:**

The deposit that the customer pays for the core portion of the exchange item. The system automatically brings up the core deposit when an exchange item is entered.

### **Cost:**

The amount paid to the supplier for each item. Countermeasures rarely see cost. In the case of a buyout, you must enter the cost of the item.

### **Cross Reference:**

A feature unique to the **AutoPoint®** system that links related items together. An exchange item will have a core cross reference, a discontinued item will be cross referenced to show the item that supersedes it, and an item with insufficient quantity can be substituted with a related item if a cross reference is established.

### **Default Value:**

A setting that is automatically used by the system when no other explicit information is entered into a field.

### **Exchange Item:**

Any item that includes a core.

**Exit/Cancel:**

When you need to exit from an invoice, menu, or even the system, press <F8> until you reach your desired destination.

**Field:**

The area on the display terminal where you enter specific information. For example, the header portion of the purchase order contains seven fields, one of which is the SHIP VIA field.

**Function Key:**

The top row of keys on the keyboard that allow you to take shortcuts when using the system. For more information, refer to the section on the keyboard.

**List Price:**

The highest price paid for an item, usually described under Pricing Field 1.

**Maximum Stocking Quantity:**

The most of a given item that you should have on hand at one time. The system uses this information for generating Purchase Orders.

**Menu:**

The list of choices presented by the program. For example, Point-of-Sale is the first choice on the **AutoPoint®** Menu.

**Message:**

The statement or question that the system presents in order to solicit valid information from the user.

**Minimum Stocking Quantity:**

The smallest quantity of any given item that you would have on hand at one time. The system uses this information to generate Purchase Orders.

**Pop Code:**

The popularity code assigned to an item.

**Pricing Field:**

Items usually have six price fields. Each field reflects a different price for the item. Each customer is assigned a specific price field.

**Purchase Order Number:**

In Purchasing, the Purchase Order Number is the number assigned to each purchase order generated by the system.

**Reserve Items:**

Those items entered on a hold invoice. The inventory decreases but history is not updated until the invoice is closed. You can see the quantity On Reserve from the Stock Status display.

**Ship Via:**

This field, found in the header, determines how the items on the purchase order will be shipped. For example, the items may be shipped by DHL or by company truck or by the supplier itself.

**Supplier ID:**

An identification code assigned to the supplier. When creating a purchase order, you must enter the Supplier Number to access the desired information.

**System Security:**

A means of restricting the availability of the systems features by certain personnel. Security is set up by your manager to allow you to perform particular functions and to monitor those tasks you do perform.

**Terms:**

The way in which charge customers will pay on their account. Your manager will extend a certain type of payment terms to each supplier and this information will appear in the Terms field in the header portion of the Purchase Order Maintenance display.

**Transfer:**

An option used for invoicing with Insuff. Qty. You may choose to transfer items from another company store.

**Unit Cost:**

The cost of the standard selling unit whether it is by each or box. In most cases, you will not see the cost displayed.

**Unit Price:**

This is the price of the item that the system automatically supplies based on information set up in various records. Press <ENTER> if the price is right or you may change the price if necessary.

**Void:**

A message which appears on the display when you recall a purchase order that has been voided. It also prints on the purchase order when the order is voided.