

ORDER POWER!

P.O. Receiving Document

Cheatsheet



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Version 3.3

Computer Solutions, Inc. 1991-2000

ORDER POWER! P.O. Receiving Document

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P.O. Receiving Document

The **ORDER POWER! Receiving Document** is used by warehouse personnel to correctly identify merchandise being received. This assures that deliveries will be credited against the appropriate **Purchase Order**, and stocked in the specified location.

To generate a P.O. Receiving Document

1. From the **ORDER POWER! Main Menu**, select: **Purchase Orders** **o** **Receiving Document** to display the *PO Receiving Document Selection panel*.

Development Co - 001			
PO Receiving Document Selection			
Warehouse	2	1=All	2=Select
PO Number	1	1=All	2=Select 3=Range
Print Order Qty	Y	Y/N	
Print Fully Received Items..	1	1=Include	2=Omit 3=Only
Print Locations.....	Y	Y/N	
Use Current Printer Defaults	Y	Y/N	
Submit to Batch.....	N	Y/N	
Save Changes	N	Y/N	

F1=Help F3=Exit F12=Cancel

PO Receiving Document Selection panel

2. Complete these fields:

Warehouse

Type a code to indicate which **Warehouse(s)** you want to include in the report.

- 1=All** all **Warehouses**
- 2=Select** display the **Warehouse** selection window to allow you select from a list of **Warehouses**

PO Number

Type a code to indicate which **Purchase Order(s)** you want to include in the report.

- 1=All** all **Purchase Orders**
- 2=Select** display the **Purchase Order** selection window to allow you select from a list of **Purchase Orders**
- 3=Range** display the **Purchase Order** selection window to allow you enter a range of **Purchase Orders**

Print Order Qty

Type **Y(es)** or **N(o)** to indicate whether or not you want to include on-order quantities in this report.

Print Fully Received Items

Type a code to indicate whether or not you want to include **Items** that are already fully received in this report.

- 1** include **Fully Received Items**
- 2** omit **Fully Received Items**
- 3** only **Fully Received Items**

Print Locations

Type **Y(es)** or **N(o)** to indicate whether or not you want to include **Item** locations in this report.

Use Current Printer Defaults

Type a code to indicate whether to change the existing printer defaults for the current report.

- Y (yes)** accept the existing printer defaults
- N (no)** display the *Printer Defaults panel* to make changes the current printer defaults

Submit to Batch

Type **Y(es)** or **N(o)** to indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal or run the report interactively, which locks the terminal until the report has completed.

Save Changes

Type **Y(es)** or **N(o)** to indicate whether any changes made to the defaults for the current report should be applied to all subsequent printings of *that report*. This eliminates redundant data entry.

PO Receiving Document

User: CSIUSER
 Wsid: DSP108S1
 Prog: P001011
 Fully Received Items: *INCLUDE
 PO: 40646
 Vendor: 2782
 Bonnie Rogers
 Jolly Rogers
 P O Box 1234
 Ft Lauderdale FL 33316

Computer Solutions, Inc.

Print Order Qty: Y Date: 1/21/99 Warehouse: *SELECT
 Whse: MIA Via: UPS 2-DAY

Ship To:
 Navy Uniform
 Miami Warehouse
 One CSI Warehouse Way
 Warehouse One
 Miami FL 33015-0350

Item	Vendor Item	Description	Order Qty	Received U/M	On Cust B/O	Primary Qty	Bulk Qty
A1	A1V220	Mrs. Doubtfire	400	EA	615.00		
Preferred Location: BINA1							
-----Current Locations-----							
			Qty	Location	Qty	Location	Max.
			10	BINA1	50		500

Extended Description for A1
 and Item comments print here

