



**PURCHASE ORDER *for* WINDOWS**  
**User Guide**

**Version 2.8**



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## Introduction

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The **Profitek Purchase Order (PO) Module** is created by InfoSpec Systems Inc., and is specifically designed to be used under the Profitek Retail Sales for Windows (RSW) application. As one of the many modules that are seamlessly integrated into the RSW Back Office program, it can be called up at anytime by selecting PO under the Module menu. Switching between the Retail Sales Module and the PO Module can be done instantaneously without having to exit RSW.

Some examples of immediate benefits in using our integrated PO Module:

1. All your **Item codes, Vendor codes**, and other useful information defined in RSW can be retrieved, thus saving time to import or export large files and eliminating possible data errors.
2. You will have **Inventory-On-Hand** and **Inventory-On-Order** figures displayed for the items when you are creating a PO. They are very useful references when determining the quantities to order, and these figures are automatically updated when you receive shipment for a PO or after you have created a new PO.
3. If you have pre-defined the Minimum and Regular Stock Levels for your items, you can take advantage of the **auto-generate PO** function for those items.
4. Since the PO Module' user interface has a layout and format that resemble that of the Retail Sales Module's, it will take very little time to get familiarized with all the forms and icons.
5. **Various reports** are available for you to keep track of your orders. For example, the PO Report displays the summary of PO's you have created for one or all of your Vendors and the Expected Shipment Report displays all the back orders.

This manual is designed as an explanation of features, at an operational point of view. If you have any comments or questions, which are not answered in this manual, please contact:

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## Conventions Used in this Manual


- Click: clicking the LEFT mouse button once
- Right-click: clicking the RIGHT mouse button once
- Double-click: clicking the LEFT mouse button twice

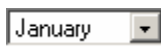
The following symbols and their functions are used in the PO Module:

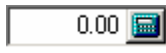
 : Customer List


 : Item Search By Keyword

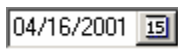
 : Item Search By Subcategory

 : Brings up a Search List (for the field it is next to)

 : Brings up the Pull down selection menu

 : Brings up a Calculator

 : Brings up the Item List

 : Brings up a Calendar for selecting dates

For many of the forms in POW, there are icons that allow you to navigate the records of the particular form:




 : Go to first item

 : Go to last item

 : Add new item

 : Delete highlighted item

 : Save changes for the current line

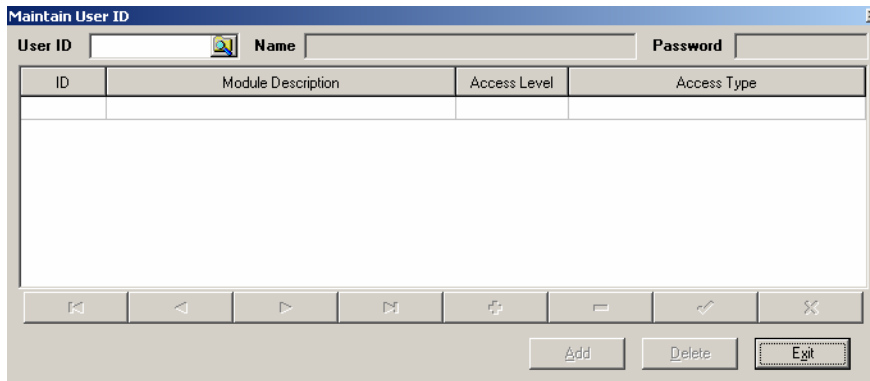
 : Cancel changes of the highlighted field


## Security

### Access to PO Module

Access to the Purchase Order module can be fine-tuned to the per-individual level. To configure the PO access security, you will need to have logged in using an account with a supervisor access level.

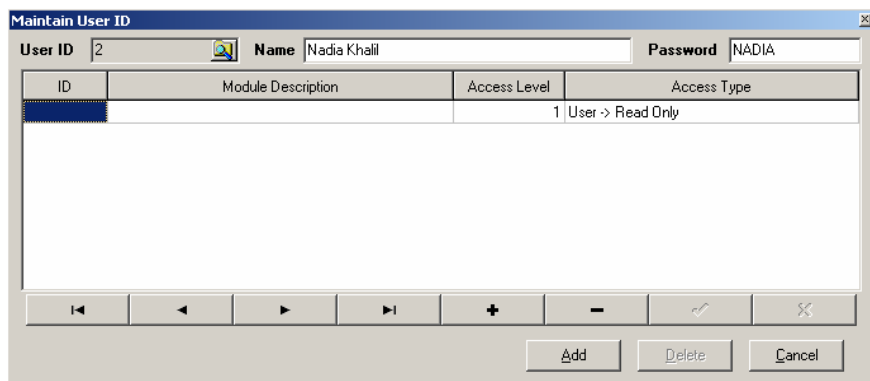
In the System Module, click on **User ID** and then **Maintain User ID**:




Select a user by clicking on  next to User ID, or enter a new User ID to create new user (Limit to 10 characters, no spaces or special characters, such as “#”, “@” etc. allowed). If you are creating a new user, you will need to enter the new user’s Name and Password, after selecting ‘Yes’ to create a new user. If this is not a new user (and he or she does not already have a Purchase Order module added), click on

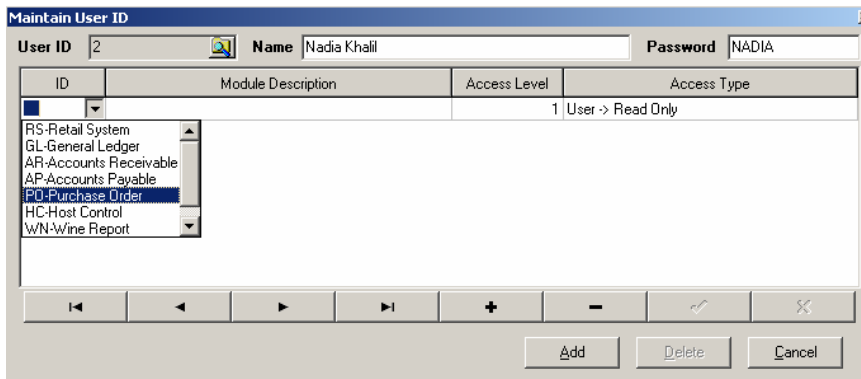


to add a new Module for the user:





Click on the new blank spot under ID column and  will appear for a pull down menu. Select 'PO-Purchase Order' from the list:



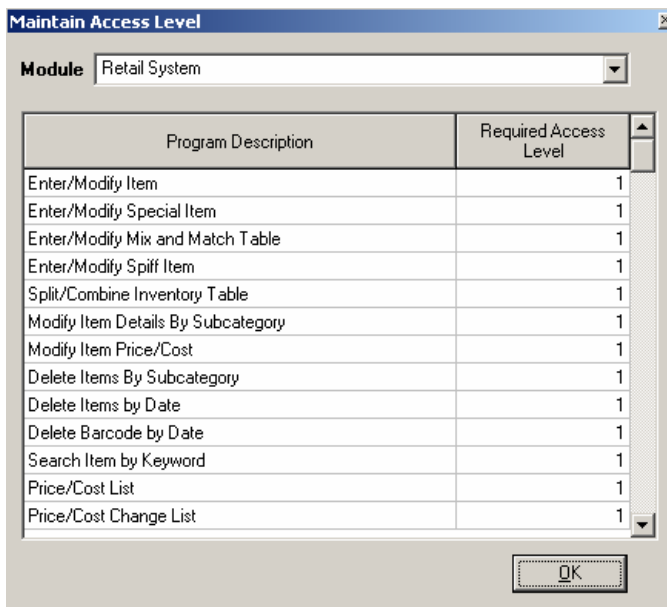
You may change the Access Level and Access Type of this user for this module To change the Access Type, click on the box to select from the pull down menu:

- User: Read Only
- Administrator: Read and Modify
- Supervisor: Read, Modify and Delete

You may delete the selected user by clicking on <Delete>. Click on <Update> to save changes, or <Cancel> to exit without saving.

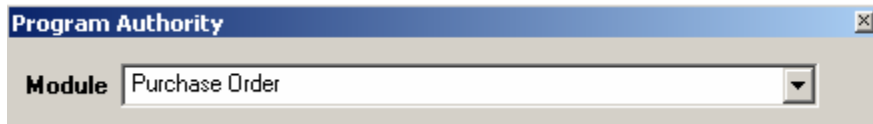
## Access Levels in PO Module

Within the PO Module, you are able to specify the access level required for each function. In the System Module, click on **Security**, and select **Maintain Access Level**. Then, select the Purchase Order Module from the drop down menu at the top:



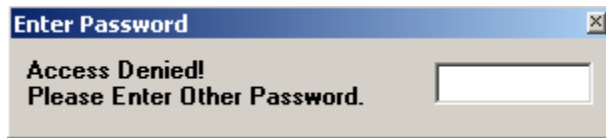


Select PO Module using the pull down menu:



Change the Access Level of the functions accordingly and then click <OK>.

When an employee tries to access a function in the PO Module, the system will compare the access level of the employee and that of the function. If the employee's Access Level is lower than the required level, the system will ask for a password:





## Default Settings

Before you start using the PO Module to create your Purchase Orders, you need to define the some default parameters and codes.

### Parameters Setup

In the Purchase Order Module, click on **Housekeeping** and select **Parameters Setup**. Select the **Setup** tab:

The screenshot shows the 'Parameters Setup' dialog box with the 'Setup' tab selected. The 'Next P.O. Number' is set to 1001 and the 'PO Prefix' is 001. The 'Footnote on P.O.' field consists of three empty text boxes. The 'Purchase Order Format' is set to 'Landscape' and the 'Attribute on PO' dropdown is empty. The checkboxes for 'Print On Hand Qty on PO', 'Print Extended Description on PO', and 'Auto Calculate Misc. Charge 1' are unchecked, while 'Allow Partially Complete Order' is checked. The 'OK' and 'Exit' buttons are located at the bottom right of the dialog.

The Company tab's information is inputted by a Profitek technician and should not need to be modified. However, under the Setup tab are the some parameters that you may want to customize:

#### Next P.O. Number

This is the PO number the system will use when you create the next new PO

#### PO Prefix

3 digit alpha-numeric, some examples are your store#, or year (PO Prefix is mandatory, you will not be able to print PO without a prefix)

#### Footnote on P.O.

This will be printed on the bottom of each PO

#### Purchase Order Format

Select the format of the PO. You can choose between Landscape, Portrait, or Beer and Wine



### Attribute on PO

If the Beer and Wine format is selected, select the default attribute

### Print On Hand Qty on PO

You may set default whether to print On Hand Qty on your PO

### Print Extended Description on PO

Select whether to print the extended descriptions of the items on the PO

### Allow Partially Complete Order

Specify here whether partially complete orders are allowed

### Auto Calculate Misc. Charge 1

If enabled, Misc. Charge 1 will be automatically calculated when generating POs

## Ship To Address

This is where you can define Ship to Address code(s), which you will be asked when creating your PO's. You can maintain multiple Shipping Addresses, each one will be associated with a 3-digit alpha-numeric code.

Click on **Housekeeping**, and select **Ship To Address**:

CODE	ADDRESS1	ADDRESS2
101	InfoSpec Systems Inc.	108 - 2688 Shell Road

Click <New> to create a new code (3 digit alpha-numeric).

Enter the Ship To address (max 4 lines), then click OK.



If you would like to change the Ship To address, simply highlight the address code in the list box, then click <Update>. When you are finished, click <OK>, or <Cancel> to abort modification.

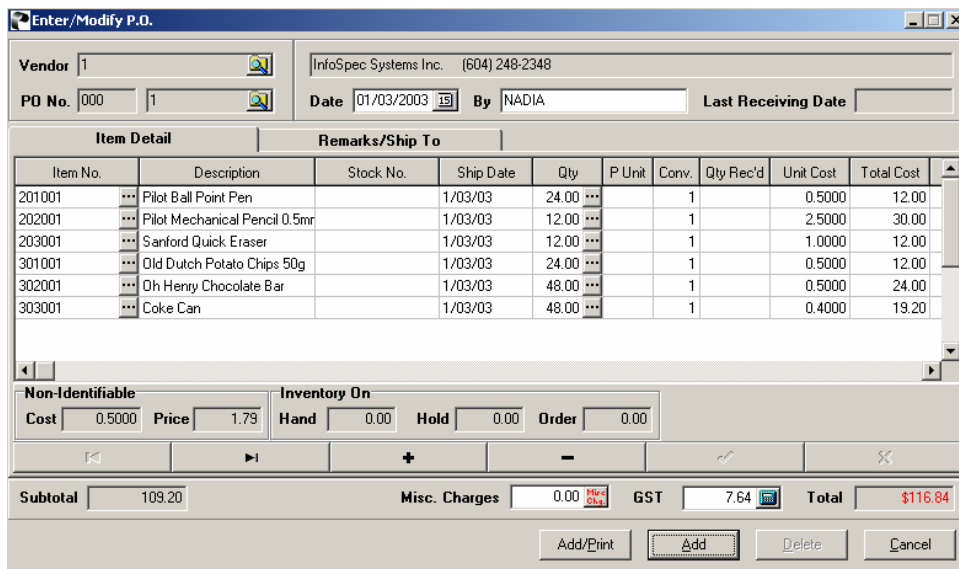
If you would like to delete the address code permanently, highlight the address code, click <Delete> and <OK>, or <Cancel> to abort deletion

## Enter/Modify PO

### Create New PO

You may create a PO for a Vendor by manually selecting the items. This method could be faster if you already know which items you are ordering, or when you are creating a small PO.

To access this function, click on **PO**, and select **Enter/Modify PO**:



The screenshot shows the 'Enter/Modify P.O.' window with the following details:

- Vendor:** 1 (InfoSpec Systems Inc. (604) 248-2348)
- PO No.:** 000 1
- Date:** 01/03/2003
- By:** NADIA
- Last Receiving Date:** (empty)

Item No.	Description	Stock No.	Ship Date	Qty	P Unit	Conv.	Qty Rec'd	Unit Cost	Total Cost
201001	Pilot Ball Point Pen		1/03/03	24.00			1	0.5000	12.00
202001	Pilot Mechanical Pencil 0.5mm		1/03/03	12.00			1	2.5000	30.00
203001	Sanford Quick Eraser		1/03/03	12.00			1	1.0000	12.00
301001	Old Dutch Potato Chips 50g		1/03/03	24.00			1	0.5000	12.00
302001	Oh Henry Chocolate Bar		1/03/03	48.00			1	0.5000	24.00
303001	Coke Can		1/03/03	48.00			1	0.4000	19.20


**Non-Identifiable** Cost: 0.5000 Price: 1.79

**Inventory On** Hand: 0.00 Hold: 0.00 Order: 0.00

Subtotal: 109.20 Misc. Charges: 0.00 GST: 7.64 Total: \$116.84




Enter the Vendor code, or press the  button to bring up the Vendor list

Press <Enter> at the blank PO# box, system will ask if you like to create new PO, choose 'Yes'

You may change the date of the PO by clicking on the calendar icon  or typing in the new date.

Enter the name of the person processing this P.O. (if not current user) in the 'By' field.

Enter the Items code. There are a few ways to find the item code:

- Click on  under the top menu bar to Search Item by Keyword
- Click on  under the top menu bar to Search Item by Sub-category
- Click on the Item No field to bring up  to select item from the Item List, or press <F3> on your keyboard to bring up the Item List

Enter the order quantity of the items



After you have finished entering all information, click <Add> to save, or <Add/Print> if you like to save and print the PO at the same time, or you may click <Cancel> to abort with saving.

Notice that below the Item Detail tab's window, the system displays some useful information on the highlighted item for your references:

- Cost / Price: Cost and Price if they have been previously defined
- On Hand: Quantity in stock at present
- On Hold: Quantity that are on hold which is the total quantity under layaway
- On Order: Quantity previously ordered but not received

Next to Item Detail, there is another tab that allows you to select the **Remarks/Ship To Address**:

Select the Ship To address by entering the code in the **Ship To**  and selecting from it from the search list.

Select the shipping method by entering the Ship Via code or click on **Ship Via**  and select from the list.

You may enter the remarks, which will automatically pop up on screen when receiving shipment for this PO.

Before you save the PO, you may manually add the **Freight cost** (you can use the Calculator button), and the GST will include that of the Freight cost automatically.



**\*\* It is strongly recommended to save your PO periodically when you are entering a large number of items, for example, after every 50 items entered**




## Modify Existing PO

To modify an existing P.O., click on **PO**, and select **Enter/Modify PO**.

### To bring up the PO's for a particular Vendor:

- Enter the Vendor code or click on   to select a Vendor from the list
- Click on   besides the PO# box to bring up the PO list for the specified Vendor
- Select the PO you wish to modify and click OK
- Now you may modify this PO
  - ADD: You can add items to the PO or change the quantities
  - DELETE: You can only delete items that have not been received at all
- Click on <Update> on the bottom to save your change, or <Add/Print> to save and print the PO

### To bring up all PO's:

- Leave the Vendor Code box blank
- Click on   besides the PO# box to bring up the PO list for the specified Vendor
- Select the PO you wish to modify and click OK
- Now you may modify this PO
  - ADD: You can add items to the PO or change the quantities
  - DELETE: You can only delete items that have not been received at all
- Click on <Update> on the bottom to save your change, or <Add/Print> to save and print the PO

**\*\* You will not be able to modify a completed PO, which has been marked 'Y' under the column 'Completed' on the PO list**



# Generate Purchase Order

## Generate PO by Stock Level

If you have defined the Min and/or Regular Stock levels, and Vendors for your items, you can use this function to generate a PO for a specific Vendor. It will include all the items under the selected Category and Subcategory range, with on hand quantity below the Min Stock level.

(You need to have at least the **Min Stock levels** and **Vendors** defined for the items in order to use this function)

To access this function, click on **PO**, and select **Generate Purchase Order – by Stock Level**:

Item No.	Description	Stock No.	Ship Date	Qty	Unit Cost	Total Cost	GST	P Unit	Conv.	Min. Qty	Reg. Qty	Notes
...				...			<input checked="" type="checkbox"/>					

Enter the Vendor Code, or click to bring up the Vendor List

Enter the range of Category and Sub-Category of items to be generated, or click on to search ( To will include ALL Categories and ALL Sub-Categories. To select just one Category or Subcategory, enter the same code in both boxes )

Enter the month which the stock level will be based on (click on to select the month)

Enter the Ship To Address code (click to bring up Ship To Address code list)

Enter the Ship Via code (or click to bring up the Ship Via code list)



Click on <Generate> button to create the PO

Here is an example of how the system calculates the order quantity using Generate PO by Stock Level:

Item: 27" TV  
Min Stock for April: 30 units (you have previously defined for Item)  
Regular Stock for April: 50 units (you have previously defined for Item)  
On Hand: 22 units (calculated automatically by system)  
On Order: 5 units (calculated automatically by system)

When the system detects that the On Hand quantity (22) is below the Min Stock Level (30), it will generate this item (27" TV) on the PO with order quantity equals:

**Regular Stock Level – (On Hand + On Order):  $50-(22+5)=23$**

- \* If the Regular Stock was not set (default is 0), the system will use the Min Stock level
- \* If both Min and Regular Stock are not set, the system will not generate that item on the PO
- \* You may adjust the quantity for any item after the PO is generated

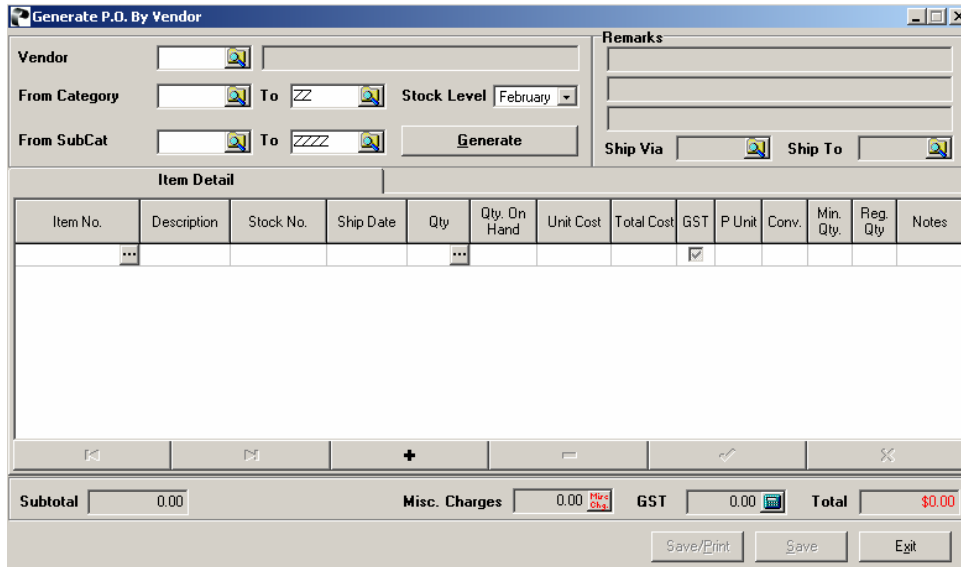
Again, before you save the PO, you may manually add the Freight cost where applicable. A new PO number will be generated automatically when you save the PO.

## Generate PO by Vendor



If you do not have the Min Stock and/or Regular Stock levels pre-defined for your items, you can use this function to generate a PO. It will bring up all the items under the specified Vendor, then you can change the order quantities accordingly. *The Quantity On Hand figure is displayed for your reference.*


**\*\*You need to have Vendors defined for the items to use this function**

To access this function, click on **PO**, and select **Generate Purchase Order - by Vendor**:



Enter the Vendor code, or click on  to select from the Vendor List.

Specify one or a range of Category and Sub-Category of items to be generated in the PO (  To  will include ALL Categories and ALL Sub-Categories. To select just one Category or Subcategory, enter the same code in both boxes).

Enter the Ship To Address code and Ship Via code, or click on  to select from the list.

You may enter the Remarks which will be printed on the bottom of the report.

Click on <Generate> to create the PO.

You may then change the order quantity for the items you need to order.

**Note: Delete the items with '0' order quantity before you generate the PO**

Again, before you saved the PO, you may manually add the Freight cost where applicable. A new PO number will be generated automatically when you save the PO.

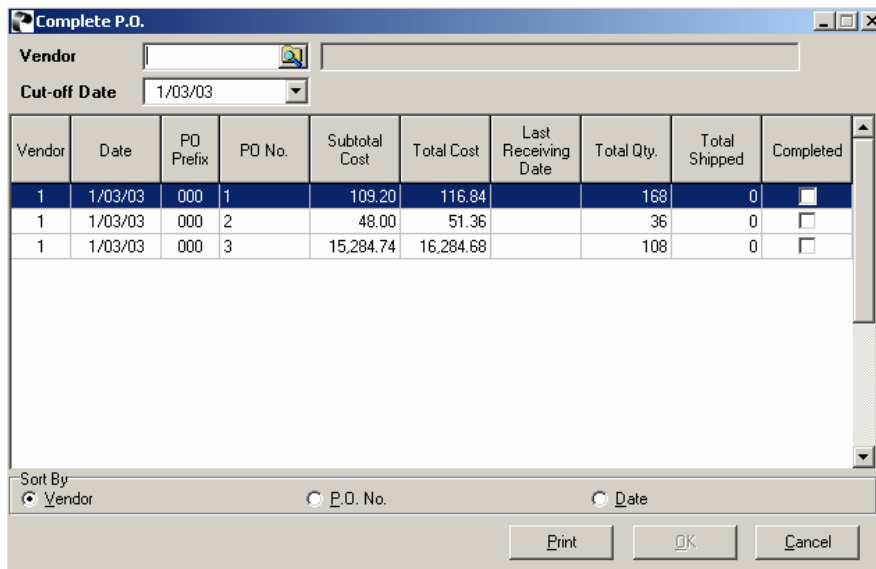
## Complete PO

When you have confirmed with the Vendor that all back orders will not be shipped, you may choose to force complete the PO.

There are a few reasons to do this:

1. The PO should be marked completed instead of open when no more items are expected
2. You can exclude completed PO's when you print PO report
3. When you generate PO by Stock Level, the system will not include the *On Order Qty* of these completed PO when calculating the order quantity

To access this function, click on **PO**, and select **Complete PO**:



Vendor	Date	PO Prefix	PO No.	Subtotal Cost	Total Cost	Last Receiving Date	Total Qty.	Total Shipped	Completed
1	1/03/03	000	1	109.20	116.84		168	0	<input checked="" type="checkbox"/>
1	1/03/03	000	2	48.00	51.36		36	0	<input type="checkbox"/>
1	1/03/03	000	3	15,284.74	16,284.68		108	0	<input type="checkbox"/>

You can narrow down the selection by entering the Vendor code and/or Cut Off Date.

Double click on the PO which is to be completed, and the respective column will show  (You may press <F7> to view the detail of the highlighted PO).

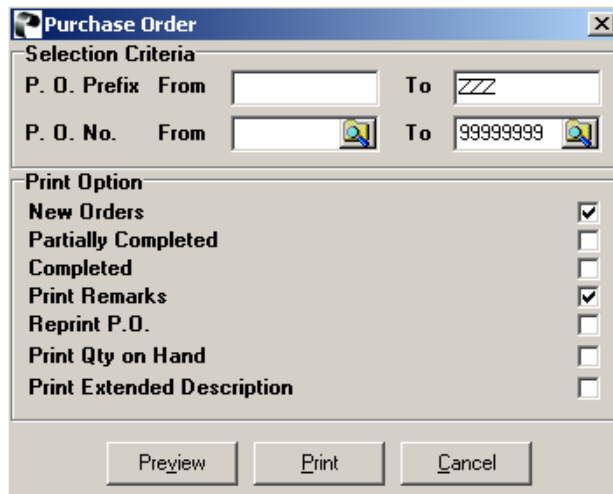
Click <OK> and then <Yes> to confirm modification.

**\*\*Once you confirm to complete the PO, you will not be able to retrieve or modify it again.**


## Print/Reprint Purchase Order

This feature allows you to print or preview any PO in the system.

To access this feature, click **PO**, and select **Print/Reprint Purchase Order**:



You can enter the range of the PO Prefix and PO No.



(The default includes ALL PO's.)

The Print Options will control the type of PO to be included, check the appropriate boxes:

Parameter	Description
New Orders	PO that have not received any shipment
Partially Completed	PO that have received partial shipment
Completed	PO that have received all shipment, or was forced to complete
Print Remarks	To print remarks (defined in Housekeeping) on bottom of PO
Re-Print PO	PO that have been printed or previewed
Print Qty on Hand	Include the Inventory On Hand quantity column on the PO
Print Extended Description	Include the Extended Description column on PO

You can choose to <Print> or <Preview> the PO's, there is also the option to print from the preview screen.



### Sample P.O.:

#### Purchase Order

\*\*\* Profitek Gift Shop \*\*\*

108 - 2688 Shell Road Richmond BC Tel: (604) 248-2348 Fax :
---

**No. : 000 - 1**  
**Date : Jan 03, 2003**  
**Page : 1/1**

**Supplier:**

InfoSpec Systems Inc.  
 108 - 2688 Shell Road  
 Richmond, BC  
 V6X 4E1  
 Tel: (604) 248-2348 Fax :

**Ship To:**

108 - 2688 Shell Road  
 Richmond, BC  
 Canada  
 V6X 4E1  
**Ship Via:** Courier

Item No.	Stock No.	Description	Notes	On Hand	Qty.	Unit	U. Cost	Amount
201001	201001	Pilot Ball Point Pen		0	24		0.50	12.00
202001	202001	Pilot Mechanical Pencil 0.5mm		0	12		2.50	30.00
203001	203001	Sanford Quick Eraser		0	12		1.00	12.00
301001	301001	Old Dutch Potato Chips 50g		0	24		0.50	12.00
302001	302001	Oh Henry Chocolate Bar		0	48		0.50	24.00
303001	303001	Coke Can		0	48		0.40	19.20
							Subtotal	109.20
							GST	7.64
							Total	116.84

(You can scroll to view the report, or you may change to view size to fit the whole report on one screen)

Explanation of menu bar icons:

: First, Previous, Next, Last (respectively)

: To change the viewing size of the document

: To print the PO's based on your search criteria



## Print PO Report

If you wish to check what you have ordered from your Vendors, for a specific period of time, you may print or preview the PO Report, which displays items with Quantity Ordered and Received based on the specified criteria.

To access this function, click on **PO**, and select **Print PO Report**:

The report will display data based on the selected criteria.

### Sort By

You may choose to print the report sorted by Vendor, Item No, or Subcategory

### Print Option

#### **Suppress Completed PO**

If the box is checked, the list will not display completed PO

#### **Detail**

Displays quantity for each individual item

#### **Summary**

Displays only the total quantity of the PO

#### **Group Same Item No**

Displays the sum of the quantities for the same item (Only apply when printing Detail. When checked, report will print the total on-order qty. of each item from all PO's. Otherwise, it lists the on-order qty. of each PO)



### Report Remarks

Will be printed on the bottom of the report

### Sample PO Report

#### P. O. Detail Report

\*\*\* Profitex Gift Shop \*\*\* (000)

P.O. Date [1/01/03] To [1/03/03]
Vendor [ ] To [ZZZZZZ]
Category [ ] To [ZZ]
Item No. [ ] To [ZZZZZZZZZZ]
Sort By Vendor
Completed P.O. Excluded

Item #	Order		Shipped		Outstanding		Receiving Date Range
	Qty.	Amount	Qty.	Amount	Qty.	Amount	
<b>Vendor : 1 - InfoSpec Systems Inc.</b>							
303001	Coke Can	60.0	24.00	0.0	0.00	60.0	24.00 1/03/03 - 1/03/03
302001	Oh Henry Chocolate Bar	60.0	30.00	0.0	0.00	60.0	30.00 1/03/03 - 1/03/03
301001	Old Dutch Potato Chips 50g	36.0	18.00	0.0	0.00	36.0	18.00 1/03/03 - 1/03/03
201001	Pilot Ball Point Pen	48.0	24.00	0.0	0.00	48.0	24.00 1/03/03 - 1/03/03
202001	Pilot Mechanical Pencil 0.5mm	36.0	90.00	0.0	0.00	36.0	90.00 1/03/03 - 1/03/03
203001	Sanford Quick Eraser	36.0	36.00	0.0	0.00	36.0	36.00 1/03/03 - 1/03/03
102001	Sony 45" Trinitron	12.0	12,000.00	0.0	0.00	12.0	12,000.00 1/03/03 - 1/03/03
103001	Sony Net-MD	12.0	2,100.00	0.0	0.00	12.0	2,100.00 1/03/03 - 1/03/03
101001	TX-II Scientific Calculator	12.0	120.00	0.0	0.00	12.0	120.00 1/03/03 - 1/03/03
	Subtotal	312.0	14,442.00	0.0	0.00	312.0	14,442.00
	Total	312.0	14,442.00	0.0	0.00	312.0	14,442.00



## Print Expected Shipment


If you would like to know the outstanding shipment from your Vendors, you can print or preview the Expected Shipment List. It will display the quantity to be shipped from the specified Vendors and Expected Ship Date.

To access this feature, click **PO**, and select **Print Expected Shipment List**:




The screenshot shows a dialog box titled "Expected Shipment List". It has a standard Windows window title bar with a close button. The dialog is divided into several sections: "Selection Criteria" with "Ship Date" (From: 1/01/03, To: 1/03/03) and "Vendor" (From: empty, To: //); "Sort By" with radio buttons for "Ship Date" (selected), "Item Description", and "Vendor"; "Print Option" with a "Page Break" checkbox; and "Report Remarks" with a text area. At the bottom are "Preview", "Print", and "Cancel" buttons.

Enter the Selection Criteria for the report.

### To/From Ship Date

Expected shipment date on PO. Click on  to select the date range.

### Vendor

You may click on  to select from the Vendor List (The default  To  will cover ALL Vendors).

### Report Remarks

Remarks printed on the bottom of the report

You may choose to <Print> report to printer, or just <Preview> it on screen. There is also an option to print on preview screen.

If you want to exit this function, click on <Cancel>.



### Sample Expected Shipment

#### Expected Shipment List

\*\*\* Profitek Gift Shop \*\*\* (000)

Ship Date [1/01/03] To [1/03/03] Vendor [ ] To [ZZZZZ] Sort By Ship Date
--

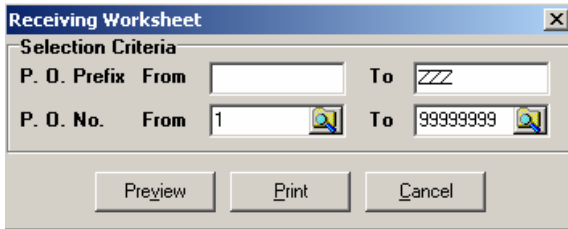
Item #	Description	Vendor	Ship Date	Order Qty	Remaining
201001	Pilot Ball Point Pen	InfoSpec System s Inc.	1/03/03	24.0	24.0
202001	Pilot Mechanical Pencil 0.5m m	InfoSpec System s Inc.	1/03/03	12.0	12.0
203001	Sanford Quick Eraser	InfoSpec System s Inc.	1/03/03	12.0	12.0
301001	Old Dutch Potato Chips 50g	InfoSpec System s Inc.	1/03/03	24.0	24.0
302001	Oh Henry Chocolate Bar	InfoSpec System s Inc.	1/03/03	48.0	48.0
303001	Coke Can	InfoSpec System s Inc.	1/03/03	48.0	48.0
201001	Pilot Ball Point Pen	InfoSpec System s Inc.	1/03/03	12.0	12.0
202001	Pilot Mechanical Pencil 0.5m m	InfoSpec System s Inc.	1/03/03	12.0	12.0
203001	Sanford Quick Eraser	InfoSpec System s Inc.	1/03/03	12.0	12.0
101001	TX-II Scientific Calculator	InfoSpec System s Inc.	1/03/03	12.0	12.0
102001	Sony 45" Trinitron	InfoSpec System s Inc.	1/03/03	12.0	12.0
103001	Sony Net-MD	InfoSpec System s Inc.	1/03/03	12.0	12.0
201001	Pilot Ball Point Pen	InfoSpec System s Inc.	1/03/03	12.0	12.0
202001	Pilot Mechanical Pencil 0.5m m	InfoSpec System s Inc.	1/03/03	12.0	12.0
203001	Sanford Quick Eraser	InfoSpec System s Inc.	1/03/03	12.0	12.0
301001	Old Dutch Potato Chips 50g	InfoSpec System s Inc.	1/03/03	12.0	12.0
302001	Oh Henry Chocolate Bar	InfoSpec System s Inc.	1/03/03	12.0	12.0
303001	Coke Can	InfoSpec System s Inc.	1/03/03	12.0	12.0
				<b>312.0</b>	<b>312.0</b>



# Print Receiving Worksheet

This function prints a worksheet that can be filled by the person processing inventory being received. This worksheet allows the person to check the received quantity against the ordered quantity and fill in the extended cost and the extended price (as well as other relevant information).

To access this feature, go to **P.O.** and then select **Receiving Worksheet**:



Specify the selection criteria.

### From/To P.O. Prefix

The prefix (e.g. the store number) of the P.O.'s to include. E.g. 'From 000 To 100' will include all P.O.'s with prefix between 000 and 100.

### From/To P.O. No.

The P.O. number of the P.O.s to include.

You may choose to <Print> report to printer, or just <Preview> it on screen. There is also an option to print on preview screen.

If you want to exit this function, click on <Cancel>.

## Sample Receiving Worksheet

### Receiving Worksheet

\*\*\* Profitek Gift Shop \*\*\* (000)

Vendor 1 InfoSpec Systems Inc.  
PO # 000- 1  
Shipped to 108 - 2688 Shell Road

Invoice # \_\_\_\_\_  
Date Rec \_\_\_\_\_  
Ship Via \_\_\_\_\_  
Rec'd By \_\_\_\_\_

Item #	Stock No.	Description	Qty Ord.	Qty Rcv.	B/O	Cost	Ext Cost	U. Price	Ext. Price
201001		Pilot Ball Point Pen	24.00	_____	_____	0.50	_____	1.79	_____
202001		Pilot Mechanical Pencil 0.5m m	12.00	_____	_____	2.50	_____	4.99	_____
203001		Sanford Quick Eraser	12.00	_____	_____	1.00	_____	2.50	_____
301001		Old Dutch Potato Chips 50g	24.00	_____	_____	0.50	_____	1.59	_____
302001		Oh Henry Chocolate Bar	48.00	_____	_____	0.50	_____	1.25	_____
303001		Coke Can	48.00	_____	_____	0.40	_____	1.00	_____



## Item PO History

This function allows you to view the purchase history of an item, such as the costs, PO No, dates of purchase.

To access this function, click on **PO**, and select **Item PO History**:

The screenshot shows a window titled "Item P.O. History". At the top, there are two input fields: "Item No." with the value "201001" and "Description" with the value "Pilot Ball Point Pen". Below these fields is a table with the following data:

PO No.	PO Prefix	PO Date	Qty.	Cost	Unit	Conversion	Qty. Rec'd	Receiving Cost
1	000	1/03/03	24.00	0.50		1		
2	000	1/03/03	12.00	0.50		1		
3	000	1/03/03	12.00	0.50		1	0.00	0.00

At the bottom right of the window is an "Exit" button.

Enter the Item No or click on   to search for an item.

Click <Exit> when you are finished.