

Purchasing Reports

Manage and Monitor All Facets of Your Purchasing.

Print a Report Containing:

- Purchase Order Status ReportPage 2
- Cash Requirements ReportPage 7
- Reorder ReportPage 9
- Inventory Receipts Journal Page 11
- On Order Report Page 13
- Purchase Order Management Report Page 15

Purchase Order Status Report

Purchase Order Status Report – Select Options

- The **Purchase Order Status Report** is the primary tool for managing and monitoring your Purchasing from your vendors.
- Print for either of two **Date Ranges: Order Dates** or **Cancel Dates**.
- Report on only **Open Orders** or **Open & Closed Orders**.
- Print to isolate **Drop Ship Orders** or **Vendor Returns**.
- Include or omit **Cost Information**.
- Can be printed to include only Purchase Orders created by **Automatic Purchase Order Generation**.

```
[SELECT OPTIONS]  Location Code:          ALL
                  Vendor Code:        IZOD
                  Customer Code:      ALL
                  Drop Ship Customer Code from Page 2 of the Header Screen
                  Terms Code:         ALL
                  User Id:            ALL
                  P.O. Number:        ALL
                  Order Date:        ALL
                  Cancel Date:       ALL
                  Approved Orders (1/2/3)? 1
                  <1>=All Orders, <2>=Approved Only, <3>=Not Approved Only
                  P.O. Status:        ALL
                  <U>=Unprinted, <P>=Printed, <C>=Cancelled
                  Drop Ship Only (1/2/3)? 3
                  <1>=Drop Ship Orders Only, <2>=Drop Ship w/o Cross Ref Only, <3>=All Orders
                  Order Type (1/2/3/4)? ALL
                  <1>=Reg P.O.'s, <2>= All Returns, <3>=Return Credit, <4>=Return Exchange Only
                  Open Orders Only (Y/N)? Y
                  <Y>=Orders not Fully Received, <N>=All Orders
                  Print Cost (Y/N)? Y
                  Auto Orders Only (Y/N)? N
                  <Y>=Prints only items from Auto P.O. Generation for date added
                  One P.O. per page (Y/N)? N
                  Print Mfg Bar Code (Y/N)? N
                  Fax Confirmation (1/2/3)? ALL
                  <1>=Fax Not Sent, <2>=Fax Sent, <3>=Fax Confirmed
                  Past Delivery Only (Y/N)? N
                  <Y>=Prints P.O.'s with Delivery Date on or before Today's Date, <N>=All Orders
                  Export Data (1/2/3)? 3
                  <1>=No Export, <2>=Export Open P.O.'s to Floppy, <3>=Export to /usr/prism/expo
```

Purchase Order Status Report

Run Date 6/24/03
Run Time 1:25 PM

P . O . S T A T U S R E P O R T
Merchant Technologies

Objective:

- 1 Print a report listing P.O.s for a particular Vendor.
- 2 Include only Line Items with Open Order Quantities.
- 3 Include Cost Data.

[SELECT OPTIONS] Location Code: ALL
Vendor Code: 1 IZOD
Order Date: ALL
Cancel Date: ALL
Open Orders Only (Y/N)? Y <Y>=Orders not Fully Received,

Line Item	Vendor	Item	Unit	Ordered	Qty	Open	Retail
Num Code	Reference	Description	Loc Cost	Qty Units	Ext Cost	Qty Ext Cost	Price St
P.O. Number: 009113 Order Date: 6/10/03 Min Amt:							
P.O. Status: Printed 1 Deliver Date: 6/25/03 Min Qty: 25							
Vendor: IZOD Cancel Date: 7/25/03							
P.O. Type: Regular P.O. P.O. Source: Manual							
Comment: IP 211 is new - advise Erin when rec'd							
1 IZOD MADRAS PRINT POLO 3 3 43.50 0 3 43.50 29.99							
0007060001	IP 211	<RED SMALL >	01 14.50	3 3	43.50	0 3	43.50 29.99
0007060004	IP 211	<RED MEDIUM >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060007	IP 211	<RED LARGE >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060010	IP 211	<RED XL >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060013	IP 211	<RED XXL >	01 14.50	3 3	43.50	0 3	43.50 29.99
0007060002	IP 211	<BLUE SMALL >	01 14.50	3 3	43.50	0 3	43.50 29.99
0007060005	IP 211	<BLUE MEDIUM >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060008	IP 211	<BLUE LARGE >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060011	IP 211	<BLUE XL >	01 14.50	4 4	58.00	0 4	58.00 29.99
0007060014	IP 211	<BLUE XXL >	01 14.50	3 3	43.50	0 3	43.50 29.99
TOTAL Item:				36	522.00	0 36	522.00
TOTAL P.O.:				36	522.00	0 36	522.00
P.O. Number: 009127 Order Date: 6/18/03 Min Amt:							
P.O. Status: Unprinted 1 Deliver Date: 6/24/03 Min Qty: 25							
Vendor: IZOD Cancel Date: 7/24/03							
P.O. Type: Regular P.O. P.O. Source: Manual							
2 NAILHEAD JACQUARD POLO 1 1 15.00 0 1 15.00 31.95							
0007320001	IP 208	<RED SMALL >	01 15.00	1 1	15.00	0 1	15.00 31.95
0007320004	IP 208	<RED XL >	01 15.00	5 5	75.00	0 5	75.00 31.95
0007320005	IP 208	<RED XXL >	01 15.00	1 1	15.00	0 1	15.00 31.95
0007320007	IP 208	<GREEN MEDIUM >	01 15.00	3 3	45.00	0 3	45.00 31.95
0007320008	IP 208	<GREEN LARGE >	01 15.00	4 4	60.00	0 4	60.00 31.95
0007320009	IP 208	<GREEN XL >	01 15.00	3 3	45.00	0 3	45.00 31.95
0007320010	IP 208	<GREEN XXL >	01 15.00	1 1	15.00	0 1	15.00 31.95
TOTAL Item:				18	270.00	0 18	270.00
TOTAL P.O.:				18	270.00	0 18	270.00
TOTAL Company:				54	792.00	0 54	792.00

NOTE: Most of the Selection Options have been omitted from this page to present as much of the report body as possible. The complete Selection Options are shown on page 4.2.

This report was printed to see Open Orders Only, so line 1, which has been fully received, does not appear.

Purchase Order Status Report

Run Date 6/25/03
Run Time 1:39 PM

P . O . STATUS REPORT Merchant Technologies

[SELECT OPTIONS] Location Code: ALL
Cancel Date: 6/23/03 to 6/30/03 (1)
Open Orders Only (Y/N)? Y <Y>=Orders not Fully Received

Objective:

Find out what Deliveries are running late. If I need the merchandise I'll call the delinquent Vendors. If not, I'll cancel the P.O.s.

- (1) Print a report listing P.O.s that will reach their Cancellation Date in the last week of June.
- (2) Display the Items included on the P.O.s.

Line Item	Vendor	Item	Unit	Order	Order	Order	Order	Order	Order	Order	Order	Order
Num Code	Reference	Description	Loc Cost	Qty	Units	Qty	Units	Qty	Units	Qty	Units	Qty
P.O. Number: 009121 Order Date: 5/15/03 Min Amt: P.O. Status: Printed Deliver Date: 6/05/03 Min Qty: 25 Vendor: ARRSH Cancel Date: 6/26/03 P.O. Type: Regular P.O. P.O. Source: Manual												
1		ARROW DOVER L/S DRESS SHIRT										
0006920013	A-5652	<WHITE 16 26 >	01 15.00	5	5	75.00	0	5	75.00	30.99		
			02 15.00	5	5	75.00	0	5	75.00	30.99		
			03 15.00	5	5	75.00	0	5	75.00	30.99		
				15		225.00	0	15	225.00			
0006920018	A-5652	<WHITE 16.5 26 >	01 15.00	5	5	75.00	0	5	75.00	30.99		
			02 15.00	5	5	75.00	0	5	75.00	30.99		
			03 15.00	5	5	75.00	0	5	75.00	30.99		
				15		225.00	0	15	225.00			
TOTAL Item:				30		450.00	0	30	450.00			
TOTAL P.O.:				30		450.00	0	30	450.00			
P.O. Number: 009102 Order Date: 5/01/03 Min Amt: P.O. Status: Printed Deliver Date: 5/26/03 Min Qty: 25 Vendor: LEVIS Cancel Date: 6/26/03 P.O. Type: Regular P.O. P.O. Source: Manual												
3		LEVI'S 517 BOOT CUT JEANS										
0006400030	517 BC	<BLUE 40 32 >	01 17.00	3	3	51.00	0	3	51.00	36.95		
0006400035	517 BC	<BLUE 42 32 >	01 17.00	4	4	68.00	0	4	68.00	36.95		
0006400040	517 BC	<BLUE 44 32 >	01 17.00	2	2	34.00	0	2	34.00	36.95		
0006400045	517 BC	<BLUE 46 32 >	01 17.00	2	2	34.00	0	2	34.00	36.95		
TOTAL Item:				11		187.00	0	11	187.00			
TOTAL P.O.:				11		187.00	0	11	187.00			
TOTAL Company:				41		637.00	0	41	637.00			

P.O. 9121 is a Multi-Location PO. The Purchase Order Status Report displays the Order Qty for each location, 01, 02 and 03.

NOTE: Most of the Selection Options have been omitted from this page to present as much of the report body as possible. The complete Selection Options are shown on page 4.2.

Purchase Order Status Report

Objective:

- Print a report listing the overdue **Credits and Exchanges** we are owed by Vendors for returns.

```

Run Date  6/26/03                P . O .  S T A T U S  R E P O R T
Run Time  9:44 AM                Merchant Technologies

[SELECT OPTIONS]  Location Code:      ALL
                   Cancel Date:      6/01/03 to 6/26/03
                   Order Type   (1/2/3/4)? 2  <1>=Reg P.O.'s, <2>= All Returns, <3>=Return Credit, <4>=Return Exchange Only
                   Open Orders Only (Y/N)? Y   <Y>=Orders not Fully Received, <N>=All Orders
    
```

Line Item	Vendor	Item	Unit	Ordered	Qty	Open	Retail
Num Code	Reference	Description	Loc	Cost	Units	Ext Cost	Price St
P.O. Number: 009123 Order Date: 5/22/03 Min Amt: P.O. Status: Unprinted Deliver Date: 6/10/03 Min Qty: Vendor: LEVIS Cancel Date: 6/25/03 P.O. Type: Return Credit Return Date: 5/22/03 RMA#: 16-56425 Comment: Return for Credit							
1	0006430033	550 RF	LEVI'S 550 RELXD FIT JEANS <BLUE 44 32 >	01	19.00	1-	19.95
				TOTAL P.O.:	1-	19.00-	39.95
P.O. Number: 009104 Order Date: 5/20/03 Min Amt: P.O. Status: Unprinted Deliver Date: 6/05/03 Min Qty: Vendor: IZOD Cancel Date: 6/20/03 P.O. Type: Return Exchange Return Date: 5/20/03 RMA#: BH56030 Comment: Please send replacement.							
1	0007320018	IP 208	NAILHEAD JACQUARD POLO <DK BLU LARGE >	01	15.00	1-	31.95
				TOTAL P.O.:	1-	15.00-	31.95
P.O. Number: 009005 Order Date: 5/10/03 Min Amt: P.O. Status: Unprinted Deliver Date: 5/25/03 Min Qty: Vendor: ARRSH Cancel Date: 6/09/03 P.O. Type: Return Credit Return Date: 5/12/03 RMA#: 775236 Comment: Please Credit Invoice 45895-6.							
1	0007850003	A-5680	ARROW PINPOINT L/S DRESS SHIRT <LT BLU 17 - >	01	16.00	1-	32.99
				TOTAL P.O.:	1-	16.00-	32.99
TOTAL Company:					3-	50.00-	50.00

The **All Returns** format of the P.O. Status Report provides all relevant Dates and the **RMA#** to make inquiries easy.

The Comments entered in the P.O. Form Text field in P.O. Entry appear on this report.

NOTE: Most of the Selection Options have been omitted from this page to present as much of the report body as possible. The complete Selection Options are shown on page 4.2.

Purchase Order Status Report

Run Date 6/26/03
Run Time 11:56 AM

P . O . STATUS REPORT
Merchant Technologies

[SELECT OPTIONS] Location Code: ALL
Order Date: 5/01/03 to 6/30/03
1 Drop Ship Only (1/2/3)? 1 <1>=Drop Ship Orders Only, <2>=Drop Ship w/o Cross Ref Only, <3>=All Orders

Objective:
1 Print a report listing Purchase Orders to be Drop Shipped to Customers.

Line	Item	Vendor	Item	Unit	-----	Ordered	-----	Qty	----	Open	----	Retail
Num	Code	Reference	Description	Loc	Cost	Qty	Units	Ext	Cost	Qty	Ext	Price
---	---	-----	-----	---	---	---	---	-----	-----	---	---	---
P.O. Number: 009127		Order Date: 6/15/03		Min Amt:								
P.O. Status: Unprinted		Deliver Date: 6/28/03		Min Qty:								
Vendor: ADIDAS		Cancel Date: 7/28/03		Customer: BOSTONU								
P.O. Type: Regular P.O.		P.O. Source: Manual										
Comment: Drop Ship to BU												
1	REVOLUTION WIND PANT											
	0010240032	M2410	<RED MED MED >	01	17.00	5	5	85.00	0	5	85.00	35.00
	0010240033	M2410	<RED MED LONG >	01	17.00	5	5	85.00	0	5	85.00	35.00
	0010240035	M2410	<RED LG MED >	01	17.00	10	10	170.00	0	10	170.00	35.00
	0010240036	M2410	<RED LG LONG >	01	17.00	5	5	85.00	0	5	85.00	35.00
	0010240037	M2410	<RED XL MED >	01	17.00	5	5	85.00	0	5	85.00	35.00
	0010240038	M2410	<RED XL LONG >	01	17.00	5	5	85.00	0	5	85.00	35.00
TOTAL Item:						35		595.00	0	35	595.00	
2	REVOLUTION MESH LINED JACKET											
	0007070002	M5210	<RED MED - >	01	23.00	8	8	184.00	0	8	184.00	50.00
	0007070003	M5210	<RED LG - >	01	23.00	14	14	322.00	0	14	322.00	50.00
	0007070004	M5210	<RED XL - >	01	23.00	8	8	184.00	0	8	184.00	50.00
	0007070005	M5210	<RED XXL - >	01	23.00	5	5	115.00	0	5	115.00	50.00
TOTAL Item:						35		805.00	0	35	805.00	
TOTAL P.O.:						70		1400.00	0	70	1400.00	
TOTAL Company:						70		1400.00	0	70	1400.00	

NOTE: Most of the Selection Options have been omitted from this page to present as much of the report body as possible. The complete Selection Options are shown on page 4.2.

Cash Requirements Report

- The **Cash Requirements Report** forecasts your Cash Needs to pay for orders you have placed with your Vendors.
- Great for helping you to plan **Cash Flow**. The report displays Cash Needs for the next **12 Months**.
- The Cash Requirements Report takes into account **P.O. Delivery Dates** and the **Terms** you have with Vendors.
- Print for a particular **Department** or **Vendor**, or for **ALL**. Sort by Vendor or Department.
- Include or omit **P.O.s Past Cancel Date**.

Cash Requirements Report

Run Date 6/26/03 P.O. CASH REQUIREMENTS
Run Time 12:59 PM Merchant Technologies

[SELECT OPTIONS] Print by Vendor (Y/N)? Y
Location Code: 01
Vendor Code: ALL
Department Code: ALL
Class Code: ALL
Past Cancel (Y/N)? Y

Location: 01 MERCHANT TECHNOLOGIES

P.O.#	Order Date	Deliv Date	Due Date	03 Jun	03 Jul	03 Aug	03 Sep	03 Oct	03 Nov	03 Dec	04 Jan	04 Feb	04 Mar	04 Apr	04 May
Vendor: ADIDAS ADIDAS															
8942	4/30/03	5/15/03	6/15/03	782											
9127	6/15/03	6/28/03	7/28/03		1400										
9128	6/15/03	7/07/03	8/07/03			2143									
TOTAL Vendor:				782	1400	2143									
Vendor: ARRSH ARROW SHIRTS															
8791	4/01/03	4/28/03	5/28/03	1402											
9017	5/14/03	5/28/03	6/28/03	3456											
9092	6/10/03	8/01/03	9/01/03				2476								
TOTAL Vendor:				4858			2476								
Vendor: IZOD IZOD															
9096	6/10/03	6/25/03	7/25/03		783										
9116	6/25/03	7/07/03	8/07/03			675									
TOTAL Vendor:					783	675									
Vendor: LEVIS LEVI STRAUSS															
9062	5/20/03	6/07/03	7/07/03		2597										
9073	5/20/03	7/02/03	8/01/03			1542									
9124	6/25/03	8/01/03	9/01/03				1588								
TOTAL Vendor:					2597	1542	1588								
TOTAL Location:				5640	4780	4360	4064								
TOTAL Company:				5640	4780	4360	4064								

Objective:

- 1 Print a report projecting what will be owed to Vendors for existing Purchase Orders.
- 2 List the Purchase Orders for each Vendor.
- 3 Project money owed by month it is due to be paid.
- 4 Provide totals by Location by Month.

Amounts owed are listed by Due Date, which takes into account your Terms with the Vendor.

Reorder Report

- The **Reorder Report** works with Inventory Item Minimums and Maximums to let you know when you are low on Items.
- The Reorder Report takes into account **Open Purchase Orders** and **Open Sales Orders** when calculating **Projected Balance**.
- Great for helping you to input **Minimums** and **Maximums**. The report can be printed to include only Items with Mins and Maxes entered, or not entered.
- The report works with the **Automatic Purchase Order Generation** system to automatically place needed Items on P.O.s.
- The **Reorder Report** can also be used to automatically generate **Transfers** from a **Central Warehouse**.

Reorder Report

Objective:

- 1 Print a report telling what Items and how many of each need to be purchased from a particular Vendor.
- 2 Include Items based on the Minimums and Maximums set up in the system.
- 3 Take into account Open Purchase Orders and Open Customer Orders.

Run Date 6/26/03
Run Time 5:03 PM

REORDER REPORT Merchant Technologies

[SELECT OPTIONS] Sort (1-6) +A=Alpha Sort: 2 <1>=Dep/Cls/Itm <2>=Ven/Ref <3>=Dep/Itm <4>=V
Location Code: 01
Vendor Code: LEVIS 1
Manuf Code: ALL
Department Code: ALL
Class Code: ALL
Category Code: ALL
Item Code: ALL
Season Code: ALL
Location Format (1/2): 1 <1>=Separate Report by Location, <2>=Location Comparison
All Items (1/2/3/4/5/6): 1 <1>= < Min, <2>=No Min/Max, <3>=All, <4>=Min/Max Items, <5>=< Max, <6>=Min Calc
Auto Generation (1/2/3)? 1 <1>=None, <2>=P.O.'s for Items Below Min, <3>=Transfers Below Min
Calc Reserve Qty (Y/N)? Y <N>=Excludes Reserve Qty (Layaways, Order Entry, BO Xfer) in Proj Bal Calculation
Transfer Whse QOH (Y/N)? N
Zero QOH only (Y/N)? N <Y>=Gen Xfer if Avail Whse QOH (Whse QOH - Alloc Xfers) n/a if Loc=All & Format=1
Print Vendor Ref (Y/N)? Y <Y>=Prints Vendor Reference, <N>=Item Code

Isolate Items below the Minimum or below the Maximum. Order up to the Minimum or to the Maximum.

The suggested Order Quantities are based Maximums less Projected Balance.

Location: 01 MERCHANT TECHNOLOGIES
Vendor: LEVIS LEVI STRAUSS

Item Code	Item Description	Loc	Whse QOH	Whse Avail	Aloc Xfer	Hand	Resrv	Quantity on Order	Proj Bal	-Reorder- Min	Max	Lead Time	Order Qty	Ext Cost
LEVI'S 501 JEANS														
501	<BLUE 38 34 >		1	1	0	1	0	0	1	2	4	0	3	51
501	<BLUE 42 32 >		1	1	0	1	0	0	1	2	4	0	3	51
501	<BLUE 46 32 >		1	1	0	1	0	0	1	2	4	0	3	51
													9	153
LEVI'S 501 BUTTON FLY JEANS														
501BF	<BLUE 36 34 >		2	2	0	2	1	0	1	2	4	0	3	51
501BF	<BLACK 46 32 >		1	2	0	1	0	0	1	2	4	0	3	51
													6	102
LEVI'S 517 BOOT CUT														
517 BC	<BLACK 36 32 >		1	1	0	1	0	0	1	2	4	0	3	51
517 BC	<BLACK 46 32 >		0	1	0	0	0	0	0	2	4	0	4	68
													7	119
LEVI'S 527 LOW RISE BOOT CUT														
527 BC	<BLUE 38 32 >		1	1	0	1	0	0	1	2	4	0	3	51
527 BC	<BLACK 32 32 >		1	1	0	1	1	0	1-	2	4	0	5	85
527 BC	<BLACK 36 32 >		2	1	0	2	1	0	1	2	4	0	3	51
													11	187
													33	561
TOTAL Vendor:													33	561
TOTAL Location:													33	561

Projected Balance equals Qty On Hand less Qty on Reserve plus Qty On Order.

Inventory Receipts Journal

- The **Inventory Receipts Journal** provides a summary of Inventory Receiving from Purchase Orders.
- Great for matching **Invoices from Vendors** to **actual Receiving** done in the system.
- Print for a particular **Vendor, Item**, or for an **Invoice** from one of your Vendors, or for **ALL**. Sort by Vendor / P.O. or by P.O.
- Can be printed right from the **Inventory Receipts screen** as P.O.s are received.
- Print for a particular **Range of Receipt Dates** or **P.O. Numbers**.

Inventory Receipts Journal – Select Options

```
[SELECT OPTIONS]  Sort Order (1/2/3):          1
                  <1>=Vendor/P.O.#/Recv Date, <2>=P.O.#, <3>=Dept/Class
                  Location Code:              ALL
                  Vendor Code:                IZOD
                  Department Code:           ALL
                  Class Code:                ALL
                  Category Code:            ALL
                  Item Code:                ALL
                  Receipt Date:             ALL
                  P.O. Number:              ALL
                  Invoice Number:           ALL
                  Multi-Locate Order Qty (1/2)? 1
For Multi-Locate P.O.'s, <1>=Qty Ordered for 1 Location, <2>=All Locations
                  Undistributed Only       (Y/N)? N
                  Print 1 P.O. Per Page    (Y/N)? N
                  Print Cost               (Y/N)? Y
                  Vendor Returns Only      (Y/N)? N
                  Unposted A/P Only        (Y/N)? N
                  Overages Only            (Y/N)? N
                  Print Drop Ship Only     (Y/N)? N
                  Print Cross Reference    (Y/N)? Y
                  P.O. Detail              (1/2/3)? 1
<1>=Item Detail <2>=Total Detail, Ex: P.O./Date Totals <3>=Summary Ex:Vendor
                  Print PO Comment        (Y/N)? Y
                  Print Vender Ref        (1/2/3)? 2
<1>=Vendor Ref <2>=Item Code <3>=Prints both with Item Code on Separate Line
```

Inventory Receipts Journal

Run Date 6/27/03
Run Time 2:56 PM

INVENTORY RECEIPTS JOURNAL

Merchant Technologies

Page 1
User JW

[SELECT OPTIONS] Sort Order (1/2/3): 1 <1>=Vendor/P.O.#
Location Code: ALL
Vendor Code: IZOD
Receipt Date: 6/01/03 to 06/30/03

Objective:

- 1 To verify an Invoice was received from a Vendor, print a report listing receipts from that Vendor for May, 2003.
- 2 Include Units and Cost information to check against the Invoice.

Vendor: IZOD IZOD

Receipt Date	Lin Num	Item Code	Item Description	Loc	Retail Price	Unit Cost	Mrg %	--Quantity-- Order Recv	---- Extended Retail Cost	Aisle/Bin
P.O.: 9116 Date: 6/24/03 Invoice Num: 23564										
SOLID PIQUE POLO										
	1	0006730003	<RED LARGE	> 01	28.95	14.00	51%	2 2	57.90 28.00	
	1	0006730004	<RED XL	> 01	28.95	14.00	51%	4 4	115.80 56.00	
	1	0006730005	<RED XXL	> 01	28.95	14.00	51%	3 3	86.85 42.00	
	1	0006730008	<BLUE LARGE	> 01	28.95	14.00	51%	1 1	28.95 14.00	
	1	0006730009	<BLUE XL	> 01	28.95	14.00	51%	1 1	28.95 14.00	
	1	0006730012	<WHITE MEDIUM	> 01	28.95	14.00	51%	3 3	86.85 42.00	
	1	0006730013	<WHITE LARGE	> 01	28.95	14.00	51%	3 3	86.85 42.00	
	1	0006730014	<WHITE XL	> 01	28.95	14.00	51%	4 4	115.80 56.00	
TOTAL Item:								21	607.95 294.00	
TOTAL Date:								21	607.95 294.00	

When P.O.s are received in multiple shipments, each receiving is shown separately, along with the Invoice #.

Date: 6/26/03 Invoice Num: 56247										
NAILHEAD JACQUARD POLO										
	2	0007320001	<RED SMALL	> 01	31.95	15.00	53%	1 1	31.95 15.00	
	2	0007320004	<RED XL	> 01	31.95	15.00	53%	5 5	159.75 75.00	
	2	0007320005	<RED XXL	> 01	31.95	15.00	53%	1 1	31.95 15.00	
	2	0007320007	<GREEN MEDIUM	> 01	31.95	15.00	53%	3 3	95.85 45.00	
	2	0007320008	<GREEN LARGE	> 01	31.95	15.00	53%	4 4	127.80 60.00	
	2	0007320009	<GREEN XL	> 01	31.95	15.00	53%	3 3	95.85 45.00	
	2	0007320017	<DK BLU MEDIUM	> 01	31.95	15.00	53%	5 5	159.75 75.00	
	2	0007320018	<DK BLU LARGE	> 01	31.95	15.00	53%	6 6	191.70 90.00	
	2	0007320019	<DK BLU XL	> 01	31.95	15.00	53%	5 5	159.75 75.00	
	2	0007320020	<DK BLU XXL	> 01	31.95	15.00	53%	4 4	127.80 60.00	

NOTE: Most of the Selection Options have been omitted from this page to present as much of the report body as possible. The complete Selection Options are shown on page 4.11.

TOTAL Item:	37	1182.15 555.00
TOTAL Date:	37	1182.15 555.00
TOTAL P.O.:	58	1790.10 849.00
TOTAL Vendor:	58	1790.10 849.00
TOTAL Report:	58	1790.10 849.00

On Order Report

- The **On Order Report** provides a summary of Items on Open Purchase Orders by Delivery month.
- Use the **On Order Report** to manage orders placed in the future and to plan **Purchasing Strategies**.
- Print for a particular **Location, Department, Class, Vendor, Item**, or for **ALL**.
- Report future Purchase Orders by **Units, Cost \$, or Retail \$**.
- The **On Order Report** uses the same Sorting, Item Detail and Location Format **Flexibility Features** as the Sales Report Generator.

On Order Report

Objective:

- 1 To check on orders placed for Dept 22 for Location 1 and see what month(s) these orders are scheduled for delivery.
- 2 Print the report for total Units by Style.
- 3 Include only Items on open Purchase Orders.

Run Date 6/30/03
Run Time 3:01 PM

ON ORDER REPORT Merchant Technologies

[SELECT OPTIONS] **Sort Order (1/2/3/4/5/6)?** 1 <1>=Dep/Cls/Item <2>=Vend/Ref <3>=Dep/Item
Region Code: ALL
Location Code: 01
Vendor Code: ALL
Manuf Code: ALL
Department Code: 22
Class Code: ALL
Category Code: ALL
Item Code: ALL
Item Detail (1/2/3)? 2 <1>=Totals Only, <2>=Item Detail, <3>=Sub-Item Detail
Location Format (1/2/3)? 1 <1>=Separate Report by Location, <2>=Location Comparison, <3>=Consolidated
Stocked Items (1/2/3)? 1 <1>=All Items, <2>=Stocked Items Only, <3>=Non-Stocked Items Only
Data Type (1/2/3)? 1 <1>=On Order Units, <2>=On Order Cost \$, <3>=On Order Retail \$
Deleted Items (Y/N)? N
Active Items Only (Y/N)? N
On Order Only (Y/N)? Y <Y>=Prints only items with On Order Quantity > 0, <N>=All Items
Print Vendor Ref (Y/N)? Y <Y>=Prints Vendor Reference Number, <N>=Prints item code
Print Past Cancel (Y/N)? Y <N>=Excludes P.O.'s past Cancellation Date
Age Period Type (1/2): 1 <1>=Age by Projected Delivery Date, <2>=Age by Cancellation Date
Cancel Date: ALL

On Order Items can be shown in the Delivery Date Month or in the Cancel Date Month for Begin Ship and Ship By P.O.s

The report contains Open Orders for the Current Month and 9 Future Months.

Location: 01		MERCHANT TECHNOLOGIES											
Item Code	Item Description	On Hand	03 Jun	03 Jul	03 Aug	03 Sep	03 Oct	03 Nov	03 Dec	04 Jan	04 Feb	04 Mar	Total
Department: 22		MEN'S SHIRTS											
Class: 01		SHORT SLEEVED SHIRTS											
IP 205	SOLID PIQUE POLO	81	30	60	48	0	0	0	0	0	0	0	138
IP 211	IZOD MADRAS PRINT POLO	54	42	45	30	0	0	0	0	0	0	0	117
IP 208	NAILHEAD JACQUARD POLO	89	16	60	48	0	0	0	0	0	0	0	124
TOTAL Class:		224	88	165	126	0	0	0	0	0	0	0	379
Class: 05		LONG SLEEVED SHIRTS											
A-5652	ARROW DOVER L/S DRESS SHIRT	22	56	72	42	0	0	0	0	0	0	0	170
A-5680	ARROW PINPOINT L/S DRESS SHI	48	32	64	38	0	0	0	0	0	0	0	134
32560	G BEANE HERRINGBONE DRESS SH	46	26	54	24	0	0	0	0	0	0	0	104
TOTAL Class:		116	114	190	104	0	0	0	0	0	0	0	408
TOTAL Department:		340	202	355	230	0	0	0	0	0	0	0	787
TOTAL Location:		340	202	355	230	0	0	0	0	0	0	0	787

Purchase Order Management Report

- The **Purchase Order Management Report** provides a summary listing of Purchase Orders in a brief, easy to read format.
- The report contains **Order, Delivery** and **Cancel Dates**.
- Print for a particular **Vendor, P.O. Status, Order Type**, or for **All**.
- Print the **Purchase Order Management Report** for a range of **Order** or **Cancel Dates**, or a range of **P.O. Numbers**.
- Print the report to include **Open** or **All Orders**, or just for **Automatic P.O.** generated orders.

Purchase Order Management Report

Run Date 7/01/03
Run Time 11:08 AM

PURCHASE ORDER MANAGEMENT REPORT
Merchant Technologies

[SELECT OPTIONS] Sort Order (1/2)? **4** 1 <1>=Order #, <2>=Vendor/Order #
 Location Code: 01
2 Vendor Code: ALL
 Customer Code: ALL Customer Code from Page 2 of the Header Screen
1 Terms Code: ALL
 P.O. Number: ALL
3 Order Date: 1/01/00 to 6/01/03
 Cancel Date: ALL
 P.O. Status: ALL <U>=Unprinted, <P>=Printed, <C>=Cancelled
 Order Type (1/2/3/4)? ALL <1>=Reg P.O.'s, <2>= All Returns, <3>=Return
4 Open Orders Only (Y/N)? Y <Y>=Orders not Fully Received, <N>=All Orders
 Print Comment (Y/N)? N
 Approved Orders (1/2/3)? 1 <1>=All Orders, <2>=Approved Only, <3>=Not App
 Past Delivery Only (Y/N)? N <Y>=Prints P.O.'s with Delivery Date on or before Today's Date, <N>=All Orders
 Past Cancel (Y/N)? Y <Y>=Includes P.O's past Cancel Date, <N>=Excludes P.O.'s past Cancel Date

Objective:

- 1** In order to clean out old, unplaced, or late P.O.s from the system, print a report listing all Open Purchase Orders with an Order Date of 6/1/03 or earlier.
- 2** Include all P.O.s, regardless of Status or Vendor.
- 3** Include only Open P.O.s.
- 4** Sort by P.O. Number.

Return or Exchange P.O.'s are indicated by R and E.

PO Number	Vendor Code	Order	Deliv	Cancel	PO Status	Open Days	Recv %	Total Cost	Open Cost	Retail
R 004257	ALLF	1/08/01	1/18/01	2/17/01	Unprinted	935	0%	19.00-	19.00	37.99
004511	TREND	3/12/01	4/01/01	4/30/01	Printed	871	0%	512.00	512.00	1028.46
004925	NIKE	5/25/01	6/15/01	7/15/01	Printed	798	77%	5090.90	1170.91	2355.82
005016	RTW	6/27/01	7/15/01	8/14/01	Unprinted	765	55%	647.80	291.51	580.50
E 005321	PRETTY	9/02/01	9/20/01	10/20/01	Printed	700	0%	78.00	78.00	156.00
R 005587	IZOD	10/29/01	11/15/01	12/14/01	Unprinted	643	0%	594.00-	594.00	1224.20
E 005904	ARROW	12/19/01	1/10/02	2/09/02	Unprinted	591	0%	15.50-	15.50	32.00
006124	STERL	1/29/02	1/29/02	2/28/02	Printed	551	40%	210.00	126.00	258.00
006420	BEVERL	3/04/02	3/24/02	4/23/02	Printed	516	0%	38.50	38.50	76.98
006691	ANTIGU	5/06/02	5/16/02	6/15/02	Printed	454	78%	1653.00	363.66	734.40
006842	ADIDAS	6/21/02	7/07/02	8/06/02	Printed	408	85%	653.72	98.06	197.98
006984	JUDYB	8/01/02	8/20/02	9/19/02	Printed	367	75%	352.00	73.92	152.25
007140	LAUREN	9/17/02	10/01/02	10/31/02	Printed	321	64%	1426.00	513.36	1046.60
007299	CARIBO	11/02/02	11/20/02	12/20/02	Printed	276	86%	2358.00	330.12	660.24
007406	JANTZ	12/05/02	12/20/02	1/10/03	Unprinted	243	0%	293.76	293.76	597.63
007637	LEVIS	1/10/03	1/25/03	2/24/03	Printed	208	79%	968.92	203.47	410.95
007803	ARROW	2/18/03	3/10/03	4/09/03	Printed	170	82%	542.06	97.57	197.96
007873	DOLFIN	3/29/03	4/15/03	5/14/03	Printed	132	66%	891.60	303.14	618.29
007920	LAND	4/14/03	4/25/03	5/24/03	Printed	92	90%	310.00	31.00	63.98
007953	ADVANT	4/29/03	5/16/03	6/15/03	Printed	76	0%	212.14	212.14	428.24
007991	UMBRA	5/08/03	5/25/03	6/19/03	Printed	67	84%	1263.00	202.08	408.18
008024	GBEANE	5/21/03	6/13/03	7/13/03	Printed	54	62%	786.92	299.03	612.85
								18916.82	5866.73	11879.50

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The undelivered portions of the P.O.'s are given in Cost and Retail dollars.

The Recv % column is the percentage of the Total Cost column that has been received.

The Open Days column is the number of days past the Delivery Date.