Updating a Purchase Order

From the Main Menu:
#2 Purchasing
#2 Work with Purchase Orders

Place an X beside the PO # to work with, Enter
Action Code = C to make changes
F6 to make changes by typing in part number
Make corrections
F1 Update

F3 displays total part numbers changed. This number should match total part numbers highlighted on the purchase order.

Part Number Changes: If a part number was ordered, but that number no longer exist.
Zero out the original part number qty on the PO.
F5 Add new part number
F3 Additions complete

F7 Exit
Action Code = A to Update PO
F1 to hold action code choice
Enter
F7 to Exit and Perform Actions

If parts received have labels in their records they will automatically print. Put the labels on the back counter with the parts next door.

Fill out credit memos – Overages/Shortages report

For any part number changes where the part number order no longer is valid you will need Transfer the History from the old number to the new.

Transfer History
#7 Files
#12 Parts Master
#6 History
Enter Line Codes and Part Numbers
Enter
F2 Transfer History (top half of screen only)
Manually transfer the qty from the old part number to the new part number.
ONLY TRANSFER THE QUANTITY….NOTHING ELSE.