PO Line Item History Lookup

The Purchase Order Line Item History Lookup screen is available from several programs. One way to view it is to press [F3] from any menu to access the Inventory Inquiry screen. Enter an item in the Item Number field. Press [F8]=ITM HST (Item history).

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        PURCHASE ORDER LINE ITEM HISTORY LOOKUP          S A M P L E
  CAR  10X20MR                  10 X 20 IN MIRROR SLV

 STORE
 ORDER # STS MMDDYY NOTES                                QTY    COST
    1949 ORD 061610 1   GAYLE G.      12542   08/28/2010   1    72.00
    1615 REC 111609 1   KELLI SMITH   11513                1    70.00
    1526 CLS 081109 1   CASH SALE     10067                1    70.00
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The item number is displayed in the upper left followed by the item description.

ORDER # - Purchase Order number.

STS – Status of the item (see notes below).

MMDDYY – Date item was ordered or received depending on status of the PO.

NOTES – Sales note for customer backorders showing quantity, name, point of sale order number and deliver date or a PO Line note entered manually.

QTY – Quantity ordered or received depending on status of the PO.

COST – Cost of the item.

Status of the Item on the PO

➢ NEW=Item is on a NEW PO "in the works." The PO has not yet been printed.

➢ REV=Item is on a Reviewed PO that is ready to Post & Print.

➢ ORD=Item has been Ordered. PO has been printed & Order placed with Vendor. Qty on Order for Item has been posted. Qty is the ordered quantity.

➢ RVD=Item has been marked as received, backordered or cancelled on the Receive Line Item screen, but the Post Received process has not yet been run. MMDDYY is the original PO Order Date. The QTY is the original order qty.

➢ REC=Received. Item has been received. MMDDYY reflects the date received. The QTY is the quantity received.

➢ BKO=Item is Backordered. The QTY reflects the backordered quantity. MMDDYY is the order date of the PO.

➢ CLS=Item is on a Closed PO. All lines on the PO have been received or cancelled.

➢ LCK=Item is on a PO that is in Locked status. A posting process was interrupted causing the PO to be in a Locked status.

PO Line Item History Lookup

When a PO is in a BKO status, some items have been received, others have not, and some could have been partially received. The <u>Purchase Order Line Item History Lookup</u> screen displays the status of an item on a purchase order rather than the status of the purchase order as a whole.

Line items on a Purchase Order in a BKO status will display as follows:

- If an item has been totally received, the status will be "REC" and the date will be the last time some or all of the line item was received.
- If an item is totally backordered, the status will be "BKO" and date will be the order date of the PO.
- If an item has been partially received, the program will display the item twice, once with status "REC" for the received quantity, and a second time with status "BKO" for the backorder quantity.

NOTES:

If zero is received for a line item and "Cancel Backorder" is chosen, the Purchase Order Line Item History Lookup with display status "REC" (received) and a QTY of zero.