


I/P – How to Add a Special Order Not-on-File (NOF) Item to Inventory Master File from Purchasing

How to Add a Special Order Not-on-File (NOF) Item to the Inventory Item Master File from the Purchasing Module

A Not-on-File (NOF) special order item may be entered as a line item on a point-of-sale customer sales order. This NOF item must have a valid vendor code. The salesperson would typically special order or backorder the item. When the purchasing department creates a purchase order and processes backorders for a vendor, all special order and backordered items (including NOF items) are *picked up* on the PO. This document explains how to add such NOF items to the inventory item master file directly from the purchasing screen.

1. After creating a Purchase Order and responding “Y” to process backorders, your cursor will be positioned on the *Create / Edit Line Items* screen OR the *Inventory Purchase Order Review* screen (depending on how your options are set up).
2. If the *Create / Edit Line Items* screen is displayed, press **[F12]** & **O** for the inv/pO rev screen.
3. With the *Inventory Purchase Order Review* screen displayed, you’ll see **P.O. Line**.


MM/DD/YYYY	INVENTORY/PURCHASE ORDER REVIEW		P.O. LINE	
Item No: 30X36M	Vendor Code: AAA	Sort: _____	Seq #:	_____
UPC Num: 10000571	Description: 30X36 IN MIRROR TEST ITEM			
Order#: 1406	SAMPLE VENDOR NAME			
Notes: #LIGHTING ONE MEMBER#	Min=\$100			
PO NOTE				
LN#: 10	Qty: 1	Fg: S	CBO: 1	Price: 80.000
				Ext: 80.00
Costs: E: 80.000	F: 80.000	Avg: 0.000	Order Total: 3415.00	
G: 0.000	H: 0.000	Last: 0.000	Free Freight: 200	
Stk: S Dsp: PG: SG:	Srl#: N Kit: N Pop:	LBR :	Free:	Spplr:
Ext. Sales: Y	Loc:	Div:	Alt:	/
Quantities: On Hand:	0	On Order:	0	Reorder Level: 0
----- Reserved:	1	Backorder:	0	Minimum ROL: 0
Available:	-1	Special:	0	Pkg: 0
CBO:	3	Weight:	0.00	Date Last Purch: 02/15/2002
Sales: This Year:	2	LS Year:	0	Date Last Rec: _____
----- Last Year:	0	LS Period:	0	Date Last Sold: 05/03/2002
Prev Year:	0	Buyouts:	0	Replenish: 2
Periods: 1: 0 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0				
8: 0 9: 0 10: 0 11: 0 12: 0 13: 0 14: 0 15: 0				
F2=CLEAR ITEM F3=LOOKUP F7=CHG NEXT ITEM F8=ITEM HISTORY TAB=BKO LOOKUP				

The first item on the purchase order (Line #10) will display. If this is not the item you wish to add to inventory, press the **[Page Down]** key to display the Next Line number on the PO. Continue to press **[Page Down]** until the NOF item displays.

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In the sample below, SO-12345 is a NOF (not-on-file) item on LN# 130 on the Purchase Order. A salesperson special ordered the item on a customer order.

```

MM/DD/YYYY                INVENTORY/PURCHASE ORDER REVIEW                P.O. LINE
Item No:  SO-12345                Vendor Code: AAA Sort:                Seq #: _____
UPC Num:                Description: SCONCE
Order#:                1406                SAMPLE VENDOR NAME
Notes:                #LIGHTING ONE MEMBER# Min=$100
PO NOTE
LN#:    130 Qty:                1 Fg: S    CBO:                1                Price:                75.000
                                                Ext:                75.00
Costs: E:                0.000 F:                0.000 Avg:                0.000 Order Total:                3415.00
      G:                0.000 H:                0.000 Last:                0.000 Free Freight:                200
Stk:  Dsp:  PG:  SG:  Srl#:  Kit:  Pop:  LBR :  Free:  Spplr:
Ext. Sales:  Loc:                Div:                Alt:                /
Quantities: On Hand:                0 On Order:                0 Reorder Level:                0
----- Reserved:                0 Backorder:                0 Minimum ROL:                0
      Available:                0 Special:                0 Pkg:                0
      CBO:                0 Weight:                0.00 Date Last Purch:
Sales:  This Year:                0 LS Year:                0 Date Last Rec:
----- Last Year:                0 LS Period:                0 Date Last Sold:
      Prev Year:                0 Buyouts:                0 Replenish:                0
Periods:  1:                0 2:                0 3:                0 4:                0 5:                0 6:                0 7:                0
      8:                0 9:                0 10:                0 11:                0 12:                0 13:                0 14:                0 15:                0

F2=CLEAR ITEM  F3=LOOKUP  F7=CHG NEXT ITEM  F8=ITEM HISTORY  TAB=BKO LOOKUP
    
```

4. With the NOF item you wish to add displayed, press the **[F10]** key.

OK TO ADD THIS INVENTORY RECORD? (Y OR N) Y

5. A message will display at the bottom of the screen:

ENTER DATA AND THEN PRESS <F10>

This message is telling you to add all of the pertinent information for a new item master and then, when finished, save it by pressing <F10>.

Your cursor will be positioned in the **Description** field. The description the salesperson typed in on the sales order will display. Change it if necessary and press **[Enter]** to move to the Costs fields. See sample below. The Cost fields will initially be zero.

```

Costs: E:                0.000 F:                0.000 Avg:                0.000 Order Total:                3415.00
      G:                0.000 H:                0.000 Last:                0.000 Free Freight:                200
Stk:  Dsp:  PG:  SG:  Srl#:  N Kit:  N Pop:  LBR :  Free:  Spplr:
Ext. Sales: Y Loc:                Div:                Alt:                /
Quantities: On Hand:                0 On Order:                0 Reorder Level:                0
----- Reserved:                0 Backorder:                0 Minimum ROL:                0
      Available:                0 Special:                0 Pkg:                0
      CBO:                0 Weight:                0.00 Date Last Purch:
Sales:  This Year:                0 LS Year:                0 Date Last Rec:
----- Last Year:                0 LS Period:                0 Date Last Sold:
      Prev Year:                0 Buyouts:                0 Replenish:                0
Periods:  1:                0 2:                0 3:                0 4:                0 5:                0 6:                0 7:                0
      8:                0 9:                0 10:                0 11:                0 12:                0 13:                0 14:                0 15:                0

F2=CLEAR ITEM  F3=LOOKUP  F7=CHG NEXT ITEM  F8=ITEM HISTORY  TAB=BKO LOOKUP
    
```

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Make entries in the fields you would normally fill in when adding a new item to the inventory item master file such as Cost E, Cost F and the Division Code.

MM/DD/YYYY	INVENTORY/PURCHASE ORDER REVIEW				P.O. LINE
Item No: SO-12345	Vendor Code: AAA		Sort:	Seq #:	_____
UPC Num:	Description: SCONCE				
Order#: 1406	SAMPLE VENDOR NAME				
Notes: #LIGHTING ONE MEMBER#	Min=\$100				
PO NOTE					
LN#: 130	Qty: 1	Fg: S	CBO: 1	Price:	75.000
				Ext:	75.00
Costs: E: 75.000	F: 75.000	Avg: 75.000	Order Total:	3415.00	
G: 0.000	H: 0.000	Last: 75.000	Free Freight:	200	
Stk: Dsp: PG: SG:	Srl#: N	Kit: N	Pop: LBR :	Free:	Spplr:
Ext. Sales: Y	Loc:	Div: SO		Alt:	/
Quantities: On Hand:	0	On Order:	0	Reorder Level:	0
----- Reserved:	0	Backorder:	0	Minimum ROL:	0
Available:	0	Special:	0	Pkg:	0
Sales: CBO:	0	Weight:	0.00	Date Last Purch:	
----- This Year:	0	LS Year:	0	Date Last Rec:	
----- Last Year:	0	LS Period:	0	Date Last Sold:	
----- Prev Year:	0	Buyouts:	0	Replenish:	0
Periods: 1: 0	2: 0	3: 0	4: 0	5: 0	6: 0
8: 0	9: 0	10: 0	11: 0	12: 0	13: 0
				14: 0	15: 0
F2=CLEAR ITEM F3=LOOKUP F7=CHG NEXT ITEM F8=ITEM HISTORY TAB=BKO LOOKUP					

6. When you are finished entering the item master information, press **[F10]** to **SAVE**. The item has now been added to your inventory master file.
7. At this point, you may continue to press **[Page Down]** to view the next item on the PO. After all of the special order / backordered items have been viewed (and optionally added to the item master file), an **OUT OF RECORDS** message will display at the bottom of your screen. This means you have completed viewing each line item on the purchase order.
8. You may view all items in this vendor line by changing the next item sequence. This is done by pressing **[F7]=CHG NEXT ITEM**. When [F7] is pressed, the top right corner of your screen will display **ITEM SEQ**.
9. Press **[F2]=CLEAR ITEM** to clear the screen and position your cursor in the Item Number field. You may enter the item you wish to begin viewing, or press [Enter] to move to the Vendor Code field, type in the Vendor, and then press **[Page Down]**. This will start with the first item in the vendor line. Your cursor will be positioned in the Qty field.
10. The I/P Review screen allows you to view the quantities and sales history of each item in the vendor line. If you wish to order an item, type the quantity to order in the **Qty** field. The cursor moves to the Price field. Change the price if needed. Press **[F10]** to save the item as the next line on the purchase order.
11. Continue to [Page Down] to view items in the vendor line. Each time you wish to order an item, enter the Qty, verify the price and then press [F10]. The Tag-n-Trak program will automatically assign the next Line number on the PO in increments of

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10 (or based on the increment established in Main Options). You can insert lines by typing in a line number just as you do on the Create / Edit Line Items screen.

12. As you [Page Down] to view items, you may want to view only STOCK items and bypass special order items. If this is the case, press [F12] and 'X' for 'neXt item.'

```

Please enter stocking
codes to next item by.

* = All items
@ = All but blank flag

# = Blank stock flag
S = Stocked item
M = Manual Order
X = Discontinued Mfg

  S_____
  
```

To [Page Down] through Stock items only, replace the * (asterisk) with the letter "S" as the stocking code and then press Enter. Press [Page Down]. The next item displayed will be the next item that has S in the stock flag.

13. When finished, you may press [F12] and Exit if you do not wish to print and post the PO at this time. If you originally started out from the *Create / Edit Line Items* screen, [F12] and Exit returns you to this screen allowing you to view the line items on the PO before posting and printing it.

If you do not need to look at the items on the *Create / Edit Line Items* screen, you may immediately post and print the PO by press [F12] and **P** to **Post and print**.

*** Important Note ***

In addition to adding special order items to the item master file, you may also **add new items for stock** from the Purchase Order Review Screen. The procedure is basically the same as the one described above.

You need to be on the **Purchase Order Review** Screen. Refer to STEP 2 in the instructions above. Press [F2]=**Clear Item** to clear the item currently displayed on screen. Your cursor will be positioned in the Item Number field.

Simply enter the new Item number and Vendor Code. The **RECORD NOT FOUND** message will display. Enter the **Qty** to order and the **Price** (your cost) and then press [F10] to save. The following message displays:

```
OK TO ADD THIS INVENTORY RECORD? (Y OR N) Y
```

After responding Y, fill in the fields of the new item master as described in STEPS 5 & 6.