



Purchasing

“GETTING STARTED GUIDE”

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Purchasing Module Key Functions and Descriptions

See figures on next page, for graphic reference.

Purchase Order Types

- Purchasing through CAP can be done a number of ways through the 'Purchasing' module.
 1. **Add**- allows merchants to order by specific Vendor of choice.
 2. **Suggested Order**- system suggests quantities to order, based on prior sales history within a specific date range.
 3. **Understock**- an order to replenish under-stocked items back to maximum quantity level designated by merchants.
 4. **Matrix Ordering**- merchants create PO using the matrix grid to order from, allowing easier viewing of large sets.
 5. **Transfers**- used in multi-store environments to move stock amongst various store locations.

Modifying Purchase Orders

6. **Change**- Changing elements of a Purchase Order.
7. **Delete PO**- Deleting a Purchase Order.

Receiving Stock from Purchase Orders

- Receiving stock can be done three different ways:
 8. **Receive PO**- through the 'Purchasing' module. This process is used when a Purchase Order has been created by the merchant, and sent to the Vendor for replenishment. When the order arrives, the merchant will use the original Purchase Order to receive stock.
 9. **Receive Manual**- through the 'Purchasing' module. This process allows merchants to enter in newly received stock quickly when it comes into the store without a purchase order attached to it.
 10. **Inventory Receiving**- through the 'Inventory Checker' section, found within the 'Options' module. This process allows merchants to scan in stock that is auto-replenished from Vendors, and create a Purchase Order for quick receipt and tracking. Liquor stores use this process quite often.

Reporting

- One report for Purchase Orders can be found in the 'Purchasing' section of SellWise and Cash 'n Carry:
 11. **On Order Report**- Details all items which have been marked as "Sent to Vendor" and pending receipt.
- Multiple reports for Purchase Orders can be found in the 'Reports' section of SellWise, and Cash 'n Carry, including:
 12. **All Vendors**- Displays every Purchase Order, including item details, for all vendors the merchant purchased stock from within a selected date range.
 13. **Select Vendor**- Displays all Purchase Orders, including item details, for any one vendor selected within a designated date range.
 14. **PO Summary**- Displays all Purchase Order numbers, and prices, without item details, for all vendors the merchant purchased stock from within a selected date range.
 15. **Deleted POs**- Displays all Purchase Orders that were deleted, including the item details, within the selected date range.

Figure 1: Purchasing Module



Figure 2: Purchasing Module Main Screen

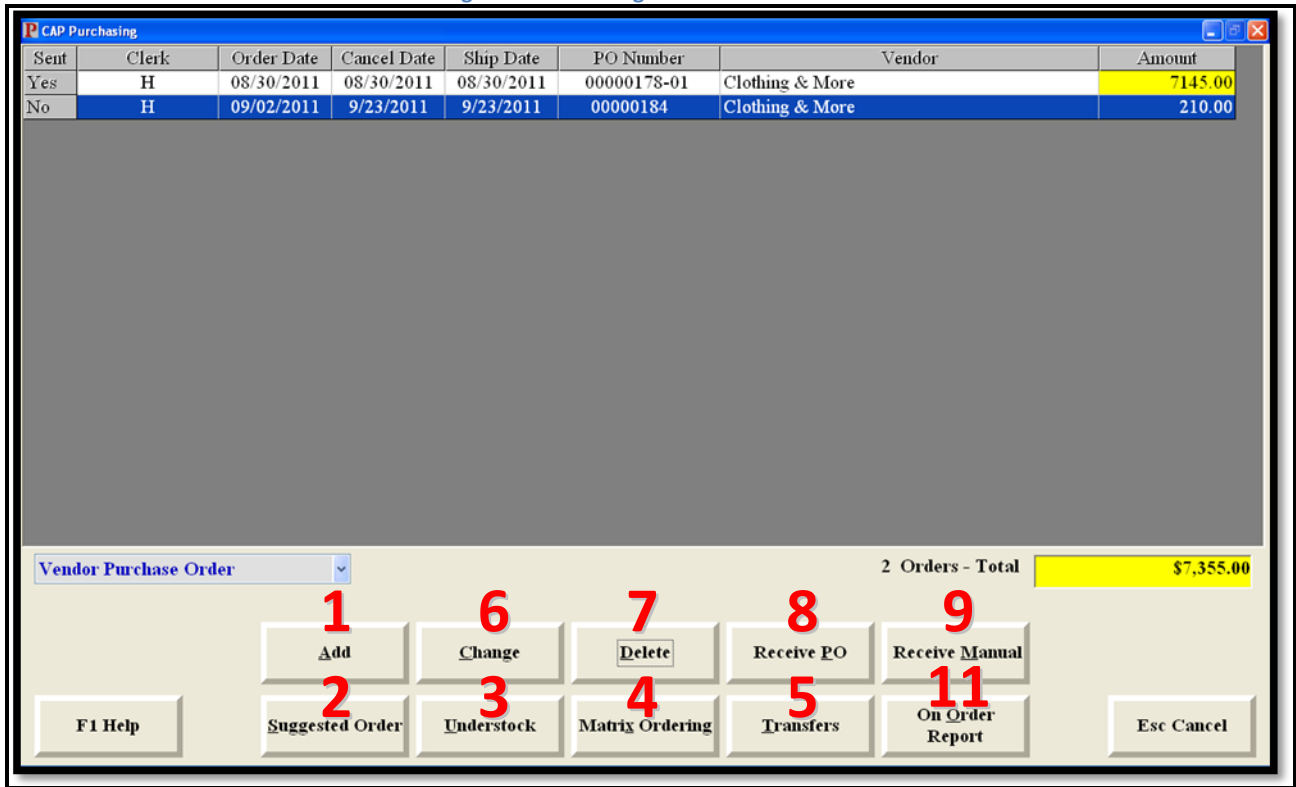


Figure 3: Options Module- The Inventory Checker Access Point

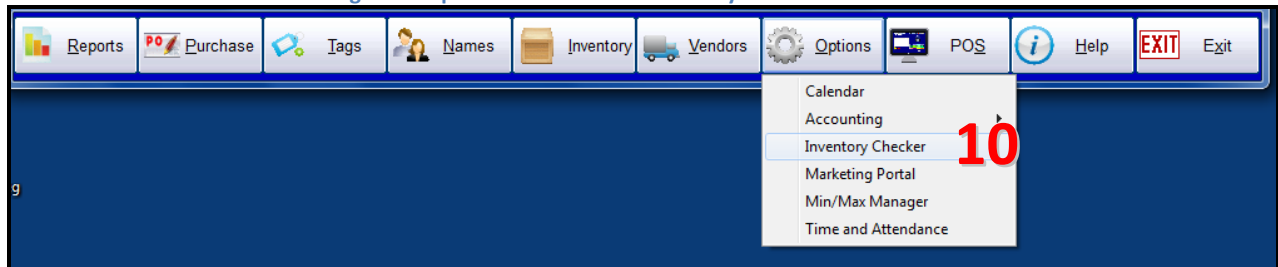


Figure 4: Reports Module

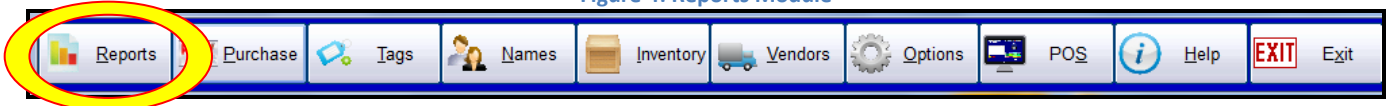
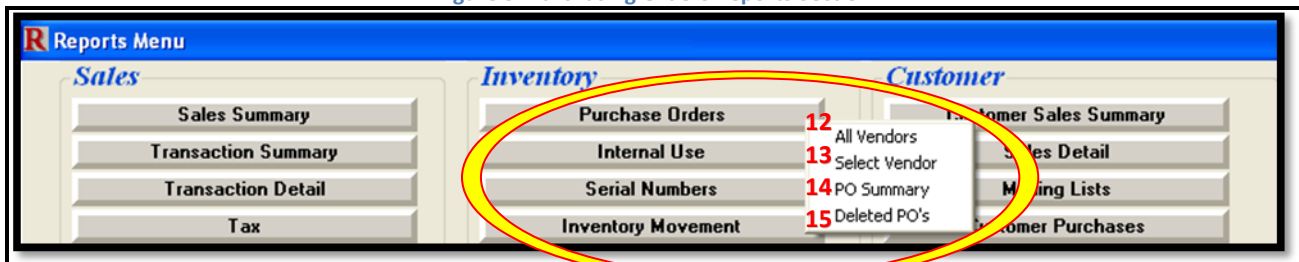


Figure 5: Purchasing Orders Reports Section



Creating a Purchase Order-

Type 1: Add

- To create a Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See Figure 1 on page 4)
- From the Purchase ordering screen select **Add**. (See Figure 2, number 1 on page 4)
- Once you select add, the vendor selection screen will appear (below). Select the vendor you wish to order from and press **Accept**.

F4 Vendor	F5 Vendor Code	F6 Last Name	First Name	Street Address	City	State	F8 Zip
CAP Bath Products and Such	CAP	Rodgers	Elizabeth	1234 Jazz Lane	Fort Worth	TX	76109
Clothing & More	CMORE	Weathers	Susan	988 Lubbock Ln	New York	NY	11938
Convenience Products To Go	CPTG	Landon	Mary	5555 Test Lane	Fort Worth	TX	76132
Electronics & More	ELEC1	Langdon	Tommy	5515 Corporate Blvd.	Baton Rouge	LA	70808
Furniture Discount Depot	FDDEPOT	Smith	Alice	901 Bellaire Dr.	Denver	CO	34567
Grocery Wholesale Supplies	GWS	McIntosh	Stewart	2245 Westway Dr.	Dallas	TX	22200
Hardware Supply Depot	HSUPPLYDE	Manning	Arnold	12243 Commerce St.	Dallas	TX	76653
Lone Star Pet Supplies	LSPET	Hunt	Daryl	4005 S. Mendenhall Rd., Suite 12	Memphis	TN	38115
OutBoard Marine	OMC	Smith	Sherry	2205 Woodale Drive	New York	NY	55555
Party Supplies, Etc.	PARTY	Smith	Mary	117 W. 36th Street	New York	NY	09795
Shoe Gala Wholesale	SHOEGALA	Gentry	Marilyn	23334 Parkway W.	Atlanta	GA	78234
Hi-Tech Toys Manufacturing	TOYS	Snell	Joe	One Tower Plaza	Pittsburg	PA	19004
Uniform Depot	UNIFORM	Whitmore	Tom	12 Bellington Dr.	Orlando	FL	89098

Search Criteria --Vendor
 F3 Use Wildcard Search

Show Items Belonging to

- Once a vendor is selected, enter the item number and quantity needing to be ordered in the fields towards the bottom of the screen, or search a list of items by selecting **Add**, then click to select your items and press **Accept** when done. Please note, the system will automatically add a quantity based on your mins and max's. You can adjust the quantities if desired by simply typing the amount needed.

Qty	F4 Description	F5 Subdesc.	F6 SK	F7 Item ID	Dept	On Order	On Hand	Cost
1	Laughing Boch 12 Pack	12 Pack	708.	*707	071.000.000	0	1	7.50
4	Laughing Boch Case	Case of 24	707.	707	071.000.000	0	-3	14.99
1	Backpack	Coca-Cola Backup	325.	coke-backpackbl	071.000.000	6	-2	12.00

Search Criteria --Item ID
 F3 Use Wildcard Search

- Once you have finished adding items and pressed Accept, a PO number will automatically generate. You can change the PO number if necessary however, this is not suggested. Check the order for accuracy and press **Accept**, then **Print/Email**.

Utility

PO Number: 00000246

Vendor: Convenience Products To Go

Billing Acct:

Ship Date: 3/15/2012

Cancel Date: 3/15/2012

Order By: H - HELLO

Approved By: H - HELLO

Cost Center: -Select Cost Center-

Line	S/L	Item ID	Description	Sub-Desc	On Order	/Pkg	Cost	Total
1	708.	*707	Laughing Boch 12 Pack	12 Pack	1	2	7.495	\$14.99
2	707.	707	Laughing Boch Case	Case of 24	4	1	14.99	\$59.96
3	325.	coke-backpackbl	Backpack	Coca-Cola Backup	1	1	12.00	\$12.00

Enter Item to add to Order: Enter Quantity:

View Qty OH Total: **\$86.95**

Buttons: Help, Add, Change, Delete, History, Ship, Note, F12 Notify, **F9 Print/Email**, **F10 Accept**, Cancel

- Once you select Print/Email, the Purchase Order will show with options on how to submit the order.

PURCHASE ORDER # 00000246

From: CAP Software
4100 International Plaza
Suite 510
Fort Worth TX 76109-4844

Store #: 1
Phone: (817)560-7007
Fax: (817)560-1234

Ship To: CAP Software
4100 International Plaza
Suite 510
Fort Worth TX 76109-4844
(817)560-7007
(817)560-1234

Bill To:

Vendor: Convenience Products To Go
5555 Test Lane
Fort Worth, TX 76132
Attention: Mary Landon

Phone: (800)555-5599
Fax: (797)555-5598

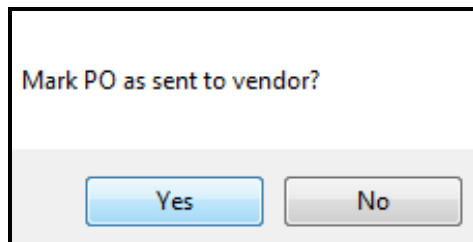
Order Date	Cancel Date	ShipDate	Ship Method	Customer No	Terms	Net
03/15/2012	03/15/2012	03/15/2012		01192241-CAP		15

Line	S/L	Item ID	Description	Sub-Desc	On Order	/Pkg	Cost	Total
1	708	*707	Laughing Boch 12 Pack	12 Pack	1	2	7.495	\$14.99
2	707	707	Laughing Boch Case	Case of 24	4	1	14.99	\$59.96
3	325	coke-backpackbl	Backpack	Coca-Cola Backup	1	1	12.00	\$12.00
Total								\$86.95

Order By: HELLO
Approved By: HELLO

Buttons: Find Next, **F8 Email**, **F7 Save**, **F9 Print**, **Esc Cancel**

- After you choose the method in which to send the PO, you will be asked “Mark PO as sent to vendor?” Choose **No** if you have not sent your PO. For example, you might want to wait if you will be ordering more items from this vendor. Select **Yes** if you will immediately send your PO.



- Below is an example that shows PO's that have and have not been sent to vendors.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	02/28/2012	3/15/2012	3/15/2012	00000224	Grocery Wholesale Supplies	187.25
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000225	CAP Bath Products and Such	151.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000226	Clothing & More	5910.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000227	Convenience Products To Go	72.00
Yes	H	03/07/2012	02/28/2012	02/28/2012	00000228	Electronics & More	112.50
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000229	Grocery Wholesale Supplies	3.75
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000230	Lone Star Pet Supplies	3.00
No	H	02/28/2012	02/28/2012	02/28/2012	00000231	Party Supplies, Etc.	2333.40
No	H	03/15/2012	03/15/2012	03/15/2012	00000240	CAP Bath Products and Such	.45
Yes	H	03/15/2012	03/15/2012	03/15/2012	00000248	Convenience Products To Go	86.95

Vendor Purchase Order	10 Orders - Total	\$8,860.30
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Add

Change

Delete

Receive PO

Receive Manual

Help

Suggested Order

Understock

Matrix Ordering

Transfers

On Order Report

Exit

- If a PO was set as “No” and you are now ready to send the PO to the vendor, access the Purchase module and then double click the PO you need to send. Select **Print/Email** and **Accept**, or you may simply double-click the

PO you want to send from the main Purchase screen. You will be asked if you want to change the PO "Sent Out" status (below). Select **Yes**.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	02/28/2012	3/15/2012	3/15/2012	00000224	Grocery Wholesale Supplies	187.25
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000225	CAP Bath Products and Such	151.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000226	Clothing & More	5910.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000227	Convenience Products To Go	72.00
Yes	H	03/07/2012	02/28/2012	02/28/2012	00000228	Electronics & More	112.50
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000229	Grocery Wholesale Supplies	3.75
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000230	Lone Star Pet Supplies	3.00
No	H	02/28/2012	02/28/2012	02/28/2012	00000231	Party Supplies, Etc.	2333.40
No	H	03/15/2012	03/15/2012	03/15/2012	00000240	CAP Bath Products and Such	.45
Yes	H	03/15/2012	03/15/2012	03/15/2012	00000248	Convenience Products To Go	86.95

CAP Purchasing

Do you want to change PO 'Sent Out' status?
Press Yes for 'Sent Out'
Press No for 'Not Sent'

- The software will not automatically send PO's to the vendor even if it is marked as yes. This process must be manually done whether it is through email, fax, phone, mail, etc.
- If you want to email through the CAP software, it is required to have a POP 3 setup through Outlook.
- If you wish to add notes to your PO and/or change the shipping address or method before sending to the vendor, the software allows this through the **Note** and **Ship** options.

Utility

PO Number: 00000246 Vendor: Convenience Products To Go Ship Date: 3/15/2012 Cancel Date: 3/15/2012

Billing Acct: Order By: H - HELLO

Cost Center: -Select Cost Center- Approved By: H - HELLO

Line	SL	Item ID	Description	Sub-Desc	On Order	#Pkg	Cost	Total
1	708	*707	Laughing Boch 12 Pack	12 Pack	1	2	7.495	\$14.99
2	707	707	Laughing Boch Case	Case of 24	4	1	14.99	\$59.96
3	325	coke-backpackbl	Backpack	Coca-Cola Backup	1	1	12.00	\$12.00

View Qty OH Total: **\$86.95**

- **Note** adds a message to the Purchase Order for the vendor to reference. For example, "Please call and notify me once the items have shipped." Press **Accept** once the note has been completed. The note will show at the bottom of the PO.

PURCHASE ORDER # 0000231

From: CAP Software
 4100 International Plaza
 Suite 510
 Fort Worth TX 76109-4844

Store #: 1
Phone: (817)560-7007
Fax: (817)560-1234

Ship To: CAP Software
 4100 International Plaza
 Suite 510
 Fort Worth TX 76109-4844
 (817)560-7007
 (817)560-1234

Bill To:

Vendor: Party Supplies, Etc.
 117 W. 36th Street
 New York, NY 09795
 Attention: Mary Smith

Phone: (212) 878-3445
Fax: (212) 878-3446

Order Date	Cancel Date	ShipDate	Ship Method	Customer No	Terms	Net
02/28/2012	02/28/2012	02/28/2012				0

Line	S/L	Item ID	Description	Sub-Desc	On Order	/Pkg	Cost	Total
1	347.	347	Pinata	Donkey- 2	37	1	7.50	\$277.50
2	349.	349	Helium Tank	Small-Home Size	43	1	45.00	\$1,935.00
3	350.	Candle114427	Candles- Birthday	12pk Assorted Colors	35	1	0.30	\$10.50
4	351.	559-String	Balloon String	200' Roll	32	1	3.45	\$110.40
Total								\$2,333.40

Order By: HELLO
Approved By: HELLO

NOTES:
 Please call and notify me once the items have shipped.

 Thank you!

- **Ship** allows you to change the name and/or shipping address as well as the shipping method. Simply change the information as desired and press **Accept**.

The screenshot shows a 'Ship Via' dialog box with three columns of shipping options: FedEx, UPS, and US Postal. The 'Ship To' section includes an ARCode field with a 'Find Name' button, and several text input fields for Business, First and Last names, Address (with a Suite 510 sub-field), City, State (TX), Zip (76109-4844), Phone ((817)560-7007), and Fax ((817)560-1234). At the bottom are 'Help', 'Accept', and 'Cancel' buttons.

FedEx	UPS	US Postal
<input checked="" type="radio"/> Express Saver	<input type="radio"/> Next Day	<input type="radio"/> Regular
<input type="radio"/> Priority Overnight	<input type="radio"/> Next Day Saver	<input type="radio"/> Priority
<input type="radio"/> Std Overnight	<input type="radio"/> 2 Day Air	
<input type="radio"/> 2 Day	<input type="radio"/> 2 Day Air AM	
<input type="radio"/> Ground	<input type="radio"/> 3 Day	
	<input type="radio"/> Ground	
	Other <input type="radio"/> <input type="text"/>	

Ship To

ARCode

Business

First Last

Address

City State Zip

Phone Fax

Type 2: Suggested Order

- To create a Suggested Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See figure 1 on page 4)
- From the Purchase ordering screen, select **Suggested Order**. (See figure 2, number 2 on page 4)
- Once you select Suggested Order, the vendor selection screen will appear (below). Select the vendor you wish to order from and press **Accept**.

F4 Vendor	F5 Vendor Code	F6 Last Name	First Name	Street Address	City	State	F8 Zip
CAP Bath Products and Such	CAP	Rodgers	Elizabeth	1234 Jazz Lane	Fort Worth	TX	76109
Clothing & More	CMORE	Weathers	Susan	988 Lubbock Ln.	New York	NY	11938
Convenience Products To Go	CPTG	Landon	Mary	5555 Test Lane	Fort Worth	TX	76132
Electronics & More	ELECT	Langdon	Tommy	5615 Corporate Blvd.	Baton Rouge	LA	70808
Furniture Discount Depot	FDDEPOT	Smith	Alice	901 Bellaire Dr.	Denver	CO	34567
Grocery Wholesale Supplies	GWS	McIntosh	Stewart	2245 Westway Dr.	Dallas	TX	22200
Hardware Supply Depot	HSUPPLYDE	Manning	Arnold	12243 Commerce St.	Dallas	TX	76653
Lone Star Pet Supplies	LSPET	Hunt	Daryl	4005 S. Mendenhall Rd., Suite 12	Memphis	TN	38115
OutBoard Marine	OMC	Smith	Sherry	2205 Woodale Drive	New York	NY	55555
Party Supplies, Etc.	PARTY	Smith	Mary	117 W. 36th Street	New York	NY	09795
Shoe Gala Wholesale	SHOEGALA	Gentry	Marilyn	23334 Parkway W.	Atlanta	GA	78234
Hi-Tech Toys Manufacturing	TOYS	Snell	Joe	One Tower Plaza	Pittsburg	PA	19004
Uniform Depot	UNIFORM	Whitmore	Tom	12 Bellington Dr.	Orlando	FL	89098

Search Criteria --Vendor

F3 Use Wildcard Search

Show Items Belonging to

- Once a vendor is selected, select the Sales History date range being referenced and select how you wish to sort the Suggested Order Report and then press **Accept**.

Select Sales History Range

Starting Date Ending Date

Do not include items with reorder set to "No"
 Include items with No Sales and No Quantity on Hand

Sort report by:

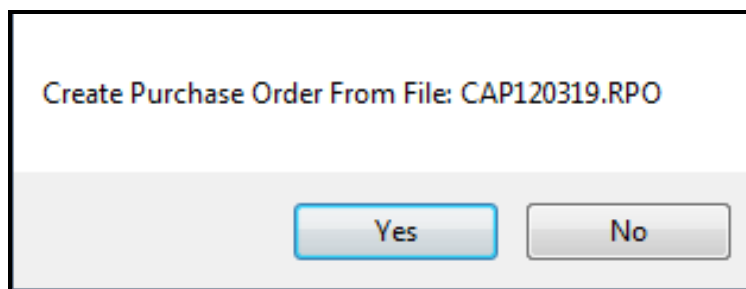
Item ID
 Description
 SL

- After you Accept, a list of items will show from the vendor selected. Notice, the software will list the quantity to order based on sales history from the date range selected. You are able to change the quantity if necessary. Once you have reviewed the items and made any necessary changes, select **Create Purchase Order**

SL	Item ID	Item Description		Min	Max	Quantity On Hand	Quantity On Order	Sales Compare	Difference	Unit Cost	Qty to Order	Total Cost
54.	100-Ig03343	Asprin- Bayer	100 Count Liquid Gel	4	4	30	0	0	-30	3.00		0.00
223.	223	Bologna	Deli-Meat	4	4	63	0	0	-63	0.75		0.00
224.	224	Rental Test Item	Test Rental Item	4	4	20	0	0	-20	2.00		0.00
262.	262	Rental Car	Rental Car	4	4	14	0	0	-14	2.00		0.00
311.	311	KEG DEPOSIT		4	4	3	1	0	-4	1.00		0.00
312.	312	BUD KEG	KEG	4	4	-1	5	0	-5	30.00		0.00
314.	AHG-45589	Antibacterial Hand Gel	Fresh Linen	4	4	37	0	0	-37	0.45		0.00
315.	315	Hand Lotion- AntiBac	Vanilla Bean	4	4	57	1	0	-58	2.75		0.00
316.	316	Hand Lotion- Stress Relief	Eucalyptus Mint	4	8	55	0	0	-55	4.25		0.00
319.	319	Achieving Excellence	Book	4	8	18	0	3	-15	3.25	3	9.75
635.	635	Hand Lotion- Sheer Infusion	Botanical Blend	7	10	25	0	0	-25	3.75		0.00

Suggested Order
F9 Print
F10 Save
F6 Create Purchase Order
Esc Exit

- The software will ask if you want to create a Purchase Order. If you are certain this is an order you want to create, select **Yes**. By selecting no, the software will dismiss the purchase order.



- Once the Purchase Order has been created, the software will return to the main Purchasing screen. You should see the newly created purchase order. Notice, Sent to Vendor will be set as No.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	02/28/2012	3/19/2012	3/19/2012	00000224	Grocery Wholesale Supplies	187.25
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000225	CAP Bath Products and Such	151.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000226	Clothing & More	5910.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000227	Convenience Products To Go	72.00
Yes	H	03/07/2012	02/28/2012	02/28/2012	00000228	Electronics & More	112.50
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000229	Grocery Wholesale Supplies	3.75
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000230	Lone Star Pet Supplies	3.00
Yes	H	03/19/2012	03/15/2012	03/15/2012	00000248	Convenience Products To Go	86.95
No	H	03/19/2012	03/19/2012	03/19/2012	00000249	CAP Bath Products and Such	2.75
No	H	03/19/2012	3/19/2012	3/19/2012	00000251	Lone Star Pet Supplies	1.50
No	H	03/19/2012	3/19/2012	3/19/2012	00000254	CAP Bath Products and Such	9.75

Vendor Purchase Order 11 Orders - Total \$6,540.45

- If you are ready to send the PO, highlight or double click the purchase order and select **Change**.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	02/28/2012	3/19/2012	3/19/2012	00000224	Grocery Wholesale Supplies	187.25
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000225	CAP Bath Products and Such	151.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000226	Clothing & More	5910.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000227	Convenience Products To Go	72.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000228	Electronics & More	112.50
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000229	Grocery Wholesale Supplies	3.75
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000230	Lone Star Pet Supplies	3.00
Yes	H	03/19/2012	03/15/2012	03/15/2012	00000248	Convenience Products To Go	86.95
No	H	03/19/2012	03/19/2012	03/19/2012	00000249	CAP Bath Products and Such	2.75
No	H	03/19/2012	3/19/2012	3/19/2012	00000251	Lone Star Pet Supplies	1.50
No	H	03/19/2012	3/19/2012	3/19/2012	00000255	CAP Bath Products and Such	9.75

Vendor Purchase Order 11 Orders - Total \$6,540.45

- When the Purchase Order opens, **Accept** and **Print/Email** like any other Purchase Order.

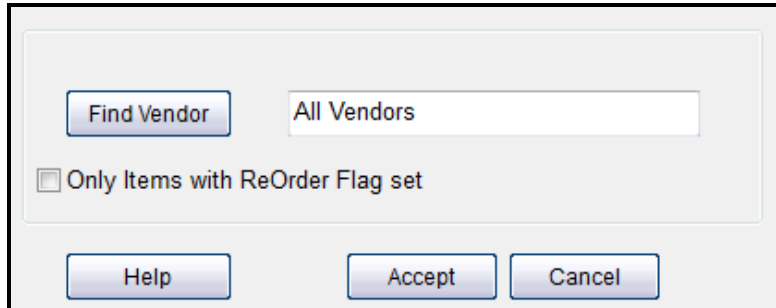
- Once you choose the method in which to send the Purchase Order, the option will be given to Mark PO as sent to vendor. Select **Yes**.

- After selecting **Yes**, **Accept** and **Cancel**. The purchase order will be set to **Yes** as sent to vendor.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
Yes	H	02/28/2012	3/19/2012	3/19/2012	00000224	Grocery Wholesale Supplies	187.25
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000225	CAP Bath Products and Such	151.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000226	Clothing & More	5910.00
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000227	Convenience Products To Go	72.00
Yes	H	03/07/2012	02/28/2012	02/28/2012	00000228	Electronics & More	112.50
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000229	Grocery Wholesale Supplies	3.75
Yes	H	02/28/2012	02/28/2012	02/28/2012	00000230	Lone Star Pet Supplies	3.00
Yes	H	03/19/2012	03/15/2012	03/15/2012	00000248	Convenience Products To Go	86.95
No	H	03/19/2012	03/19/2012	03/19/2012	00000249	CAP Bath Products and Such	2.75
No	H	03/19/2012	3/19/2012	3/19/2012	00000251	Lone Star Pet Supplies	1.50
Yes	H	03/19/2012	03/19/2012	03/19/2012	00000256	CAP Bath Products and Such	9.75

Type 3: Understock

- To create an Understock Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See figure 1 on page 4)
- From the main Purchase ordering screen select **Understock**. (See figure 2, number 3 on page 4)
- Once you select Understock, select a specific vendor you need to order from by selecting **Find Vendor**, or you can use the option to View All Vendors (below). Select the vendor/ vendors and press **Accept**.



- Once a vendor is selected, the software will take you to the main Purchasing screen with all of the Understock Purchase Orders.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
No	H	03/20/2012	03/20/2012	03/20/2012	00000264	CAP Bath Products and Such	151.00
No	H	03/20/2012	03/20/2012	03/20/2012	00000265	Clothing & More	5910.00
No	H	03/20/2012	03/20/2012	03/20/2012	00000266	Convenience Products To Go	72.00
No	H	03/20/2012	03/20/2012	03/20/2012	00000267	Electronics & More	312.82
No	H	03/20/2012	03/20/2012	03/20/2012	00000268	Grocery Wholesale Supplies	3.75
No	H	03/20/2012	03/20/2012	03/20/2012	00000269	Lone Star Pet Supplies	3.00
No	H	03/20/2012	03/20/2012	03/20/2012	00000270	Party Supplies, Etc.	2333.40

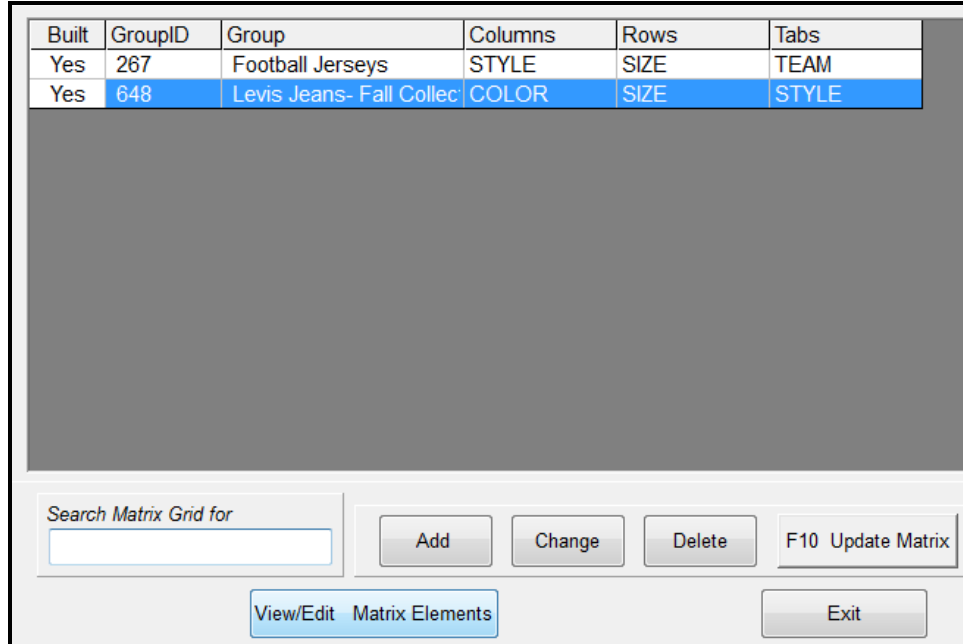
Vendor Purchase Order	7 Orders - Total	\$8,785.97
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Help	Suggested Order	Understock	Matrix Ordering	Transfers	On Order Report	Exit
------	-----------------	------------	-----------------	-----------	-----------------	------

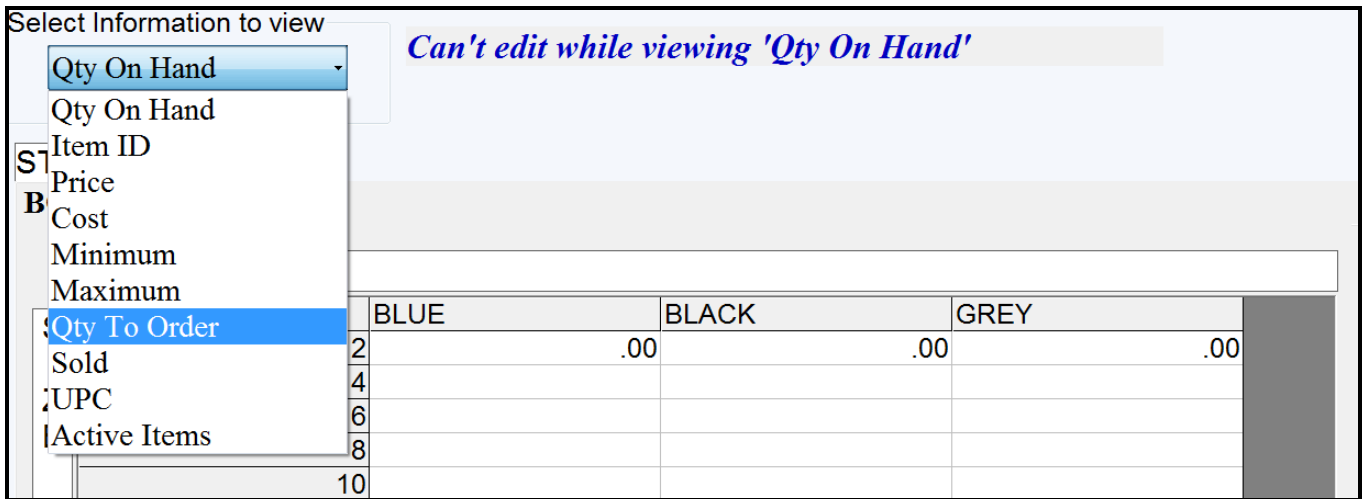
- It is necessary to open each Purchase order, verify that you want to order the items listed or make changes if necessary. Once finalized, press **Accept** and **Print/Email** for each Purchase Order as normal.

Type 4: Matrix Ordering

- To create a Matrix Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See Figure 1 on page 4)
- From the Purchase ordering screen, select **Matrix Ordering**. (See Figure 2, number 4 on page 4)
- Once you select Matrix Ordering, highlight the Matrix Group you wish to order and select **View/Edit Matrix Elements**.



- Once you View/Edit Matrix Elements, open the drop down box in the top left and Select **Qty to Order**.



- Next, look through the Matrix and change quantities by double-clicking or highlighting the items needing to be ordered and select **Change**. Enter the quantity necessary and press **Accept**. Once your quantities have been updated, select **F10 Generate PO**.

Select Information to view
Qty To Order

Select a cell, row, or column and press Enter, or Double_click to edit 'Qty To Order'

Total Cost
300.00

STYLE
BOOT | FLARE | BOY

COLOR

S I Z E	BLUE	BLACK	GREY
	2	10.00	.00
4			
6			
8			
10			

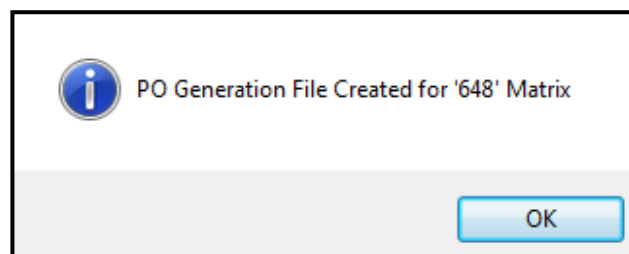
Change 648

Qty To Order
10

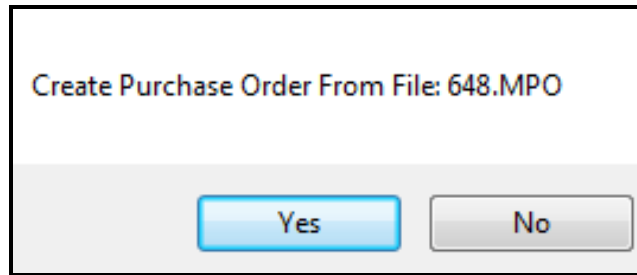
Accept Cancel

Change F10 Generate PO Print Cancel

- A message will appear stating a Po Generation File is being created. Select **OK**.



- Once you click Ok, **Cancel** out of the Matrix and **Exit** from Matrix Groups. You will be asked to Create a Purchase Order. Select **Yes**.



- After selecting Yes, the software will take you to the main Purchasing screen. It is necessary to open the Purchase Order, verify all items listed or make changes if necessary. Once finalized, press **Accept** and press **Print/Email** for the Purchase order as normal.

Sent	Clerk	Order Date	Cancel Date	Ship Date	PO Number	Vendor	Amount
No	H	03/21/2012	3/21/2012	3/21/2012	00000273	Clothing & More	450.00

Vendor Purchase Order	1 Order - Total	\$450.00
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Add	Change	Delete	Receive PO	Receive Manual		
Help	Suggested Order	Understock	Matrix Ordering	Transfers	On Order Report	Exit

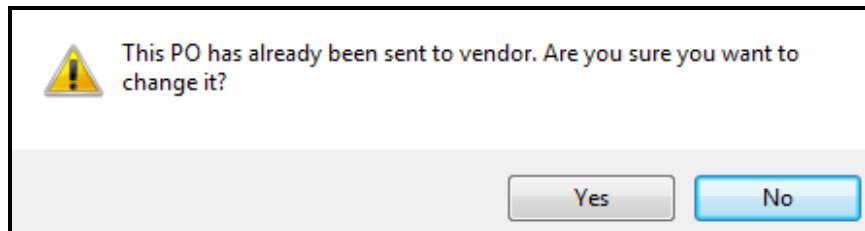
Type 5: Transfers

- Transfer orders are used in multi-store environments to move stock amongst various store locations. Please see Multi-store documentation for further instruction. (See figure 2, number 5 on page 4)

Modifying Purchase Orders-

Type 1: Changing

- To change a Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See figure 1 on page 4)
- From the Purchase ordering screen, highlight the Purchase Order needing to be changed and select **Change**. (See figure 2, number 6 on page 4)
- If the purchase order was previously sent to the vendor, a message will appear asking if you are sure you want to change your PO. Select **Yes**.



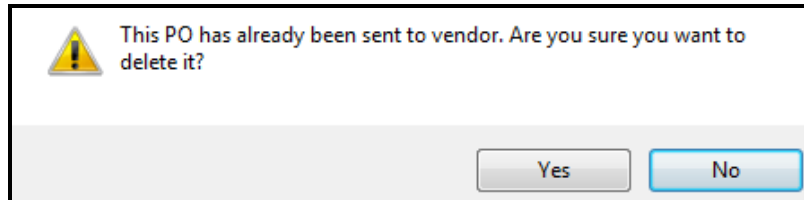
- The Purchase order will open. Double-click or highlight the item needing to be changed and select **Change**. An Item Order box will appear (below) with options to change. Once changes are made, press **Accept**.

An "Item Order" window for "Antibacterial Hand Gel". The window is divided into several sections. The top section, "Order Info", contains fields for Description (Antibacterial Hand Gel), Item ID (AHG-11245), and SL (222). To the right are quantity fields: Max (4 units), Min (4 units), On Hand (2 units), and On Order (1 units). The middle section shows Cost (1.50 /unit and 1.50 /pack) and WHSE On Hand (2 units). Below that is a section for "Special Order for Customer (optional)" with fields for Code, Business, First/Last name, Address, City, State, Zip, Phone, and Fax. At the bottom are buttons for "F1 Help", "F10 Accept", and "Esc Cancel".

- After accepting the changes, press **Accept** on the Purchase Order screen once more and **Print/Email** to send the revised purchase order to the vendor. After you Print/Email the revised PO, **Cancel** to return to the main Purchasing screen.

Type 2: Deleting

- To delete a Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See figure 1 page 4)
- From the Purchase ordering screen, highlight the Purchase order needing to be deleted and select **Delete**. (See figure 2, number 7 on page 4)
- If this PO has already been sent to the vendor, a message will appear asking if you are sure you want to delete the PO. Select **Yes**.



- You will be asked once more if you want to delete the purchase order, select **Yes**. After selecting yes, the purchase order will be deleted. The software will take you to the main purchasing screen and the Purchase Order will no longer be listed.

Receiving Stock-

Type 1: Receive PO

- To receive a Purchase Order, open the SellWise Pro toolbar, and select **Purchase**. (See Figure 1 on page 4)
- From the Purchase ordering screen highlight the Purchase order you need to receive and select **Receive PO**. (See figure 2, number 8 on page 4)
- The purchase order selected will open. Make sure the packing list and/or items received match the purchase order. If all items were received, select **Accept**.

00000276	PO Number	00000276	Sent to Vendor	03/26/2012
	Vendor	Clothing_More	Ship Date	3/26/2012
	Billing Acct		Cancel Date	3/26/2012
	Cost Center	-Select Cost Center-	Order By	H - HELLO
			Approved By	H - HELLO

Recv	Line	SL	Item ID	Description	Sub Desc	On Order	Qty Rec	IPkg	Cost	Total
	1	268.	267-111	Football Jerseys	COWBOY:S:HO	2	2	1	15.00	\$30.00
	2	270.	267-113	Football Jerseys	REDSKI:S:HOM	1	1	1	50.00	\$50.00
	3	271.	267-114	Football Jerseys	DOLPHN:S:HOM	1	1	1	30.00	\$30.00
	4	272.	267-121	Football Jerseys	COWBOY:M:HO	8	8	1	50.00	\$400.00
	5	273.	267-122	Football Jerseys	GIANTS:M:HOM	8	8	1	50.00	\$400.00
	6	281.	267-142	Football Jerseys	GIANTS:XL:HOM	1	1	1	50.00	\$50.00
	7	282.	267-143	Football Jerseys	REDSKI:XL:HOM	1	1	1	50.00	\$50.00
	8	283.	267-144	Football Jerseys	DOLPHN:XL:HO	9	9	1	50.00	\$450.00
	9	284.	267-151	Football Jerseys	COWBOY:XXL:H	26	26	1	50.00	\$1,300.00
	10	285.	267-152	Football Jerseys	GIANTS:XXL:HO	12	12	1	50.00	\$600.00
	11	286.	267-153	Football Jerseys	REDSKI:XXL:HO	7	7	1	50.00	\$350.00
	12	287.	267-154	Football Jerseys	DOLPHN:XXL:HO	5	5	1	50.00	\$250.00
	13	288.	267-211	Football Jerseys	COWBOY:S:AWA	8	8	1	50.00	\$400.00
	14	289.	267-212	Football Jerseys	GIANTS:S:AWAY	4	4	1	50.00	\$200.00
	15	290.	267-213	Football Jerseys	REDSKI:S:AWAY	7	7	1	50.00	\$350.00
	16	291.	267-214	Football Jerseys	DOLPHN:S:AWA	4	4	1	50.00	\$200.00
	17	295.	267-224	Football Jerseys	DOLPHN:M:AWA	12	12	1	50.00	\$600.00
	18	302.	267-243	Football Jerseys	REDSKI:XL:AWA	4	4	1	50.00	\$200.00
Total										\$5,910.00

Help
Receive Item
Add Freight
Print Tag
Notification
E-Mail
Print
F10 Accept
Cancel

- Once accepting, Yes/No messages will appear with options to print Tags and print a Receiving Report. Choose the options best for your business.

Print Item Tags?

Yes No

Print Receiving Report?

Yes No

- After selecting the options to print tags and print a receiving report, the Purchase Order has been received. The software will bring you back to the main purchasing page and will no longer show the PO.

Back Orders

- If all items ordered did not come with the main shipment due to Back Orders, you can receive partial amounts. Select **Receive PO** and the purchase order will open. Double click the item or items that were not included in the shipment and change the Quantity to the number received and press **Accept**.

Receive Items

Stock Locator 315 Item ID 315 UPC 667525359121

Description Hand Lotion- AntiBac

Vendor CAP Bath Products and Such Code CAP

Quantity 0 unit

F5 Cost 2.75 / unit

F6 Margin 52.17 % 109.09 % Markup

F7 Price 5.75 / unit

Set Margin from Price and Cost
 Set Price from Cost and Margin
 Set Cost from Price and Margin

F1 Help F4 Next Item F10 Accept Esc Cancel

- Once Accepting, after the quantity was changed, **Accept** the PO once more. Yes/No messages will appear to print Tags and print a Receiving report. Choose the options best for your business. The PO will stay active on the Main Purchasing Page.
- Once the additional items are received, select **Receive PO**. The purchase order will open. All items that were previously received will be greyed out.
- Select **Accept** to receive the additional items. Print Tags and Receiving Reports if necessary. Once all items have been received, the PO will be removed from the main Purchasing page.

00000300	PO Number	00000300	Sent to Vendor	05/01/2012
	Vendor	CAP Bath Products and Such	Ship Date	5 / 1 /2012
	Billing Acct		Cancel Date	5 / 1 /2012
	Cost Center	-Select Cost Center-	Order By	H - HELLO
			Approved By	H - HELLO

Recv	Line	S/L	Item ID	Description	Sub-Desc	On Order	Qty Rec	/Pkg	Cost	Total
	1	54.	100-Ig03343	Asprin- Bayer	100 Count Liquid	0	0	1	0.00	\$0.00
	2	315.	315	Hand Lotion- AntiBac	Vanilla Bean	1	1	1	2.75	\$2.75
	3	316.	316	Hand Lotion- Stress Relief	Eucalyptus Mint	0	0	1	0.00	\$0.00

Total \$2.75

Help
Receive Item
Add Freight
Print Tag
Notification
E-Mail
Print
F10 Accept
Cancel

Type 2: Receive Manual

- To receive items that have not been created in a Purchase Order, open the SellWise Pro toolbar, and select **Purchase** (See figure 1 on page 4).
- From the Purchase ordering screen select **Receive Manual**. (See Figure 2, number 9 on page 4)
- Once you select Receive Manual, an Item Received box will appear. If you know the Stock Locator number, Item ID and/or the UPC, enter that in or use the **Find Item** button to select which items arrived. Press **Accept**.

Enter Item Received (SL / ItemID / UPC) or

Receive Items

Stock Locator Item ID UPC

Description

Vendor Code

Quantity unit

F5 Cost /pack / unit

F6 Margin % % Markup

F7 Price /pack / unit

Set Margin from Price and Cost
 Set Price from Cost and Margin
 Set Cost from Price and Margin

- After selecting the item, you will be asked if you want to Create a Manual PO for this vendor. Select **Yes**.

Create Manual PO for vendor PARTY?

- The software will apply the item and description into the information fields. Make sure all information appears to be correct and enter in the Quantity you are receiving. Press **Accept**.

Enter Item Received (SL / ItemID / UPC) 319 or

Receive Items

Stock Locator 319 Item ID 319 UPC 978078944863

Description Achieving Excellence

Vendor CAP Bath Products and Such Code CAP

Quantity 10 unit

F5 Cost 3.25 / unit

F6 Margin 45.47 % 83.38 % Markup

F7 Price 5.96 / unit

Set Margin from Price and Cost
 Set Price from Cost and Margin
 Set Cost from Price and Margin

- After Accepting, the Item Received box will appear again. Continue adding any other items that are in the shipment that do not have PO's. Once all of the items are added, you can **Cancel** or **Accept** out of the blank Item Received box. You will see the created Purchase Order in the main purchasing screen. Press **Accept**. Print tags and/or a Receiving Report if necessary. The items will be added to the Inventory.

00000288

PO Number: MAN00000288

Vendor: CAP Bath Products and Such

Billing Acct: [Blank]

Ship Date: 3/26/2012

Cancel Date: 3/26/2012

Order By: H - HELLO

Approved By: H - HELLO

Cost Center: -Select Cost Center-

Line	S/L	Item ID	Description	Sub-Desc	Received	/Pkg	Cost	Total
1	319.	319	Achieving Excellence	Book	10	1	3.25	\$32.50
2	316.	316	Hand Lotion- Stress Relief	Eucalyptus Mint	5	1	4.25	\$21.25

Total: \$53.75

Buttons: Help, Add, Receive Item, Add Freight, Print Tag, Notification, E-Mail, Print, **F10 Accept**, Cancel

Type 3: Inventory Receiving

- Inventory Receiving can also be done through the 'Inventory Checker' section, within the 'Options' module. This process allows merchants to scan in stock that is auto-replenished from Vendors, and create a Purchase Order for quick receipt and tracking. Liquor stores use this process quite often. See Inventory Receiving document for further instruction. (See Figure 3, number 10 on page 4)

On Order Report

- To create an On Order Report, open the SellWise Pro toolbar, and select **Purchase**. (See figure 1 on page 4)
- From the Purchase ordering screen select **On Order Report**. (See figure 2, number 11 on page 4)
- Once you select On Order Report, select the items you wish to view or select **Find Vendor** and choose the specific vendor whose items you wish to view and **Accept**.

All Items On Order

Back Order Items Only

Select Item

- Once Accepting, an Items On Order Report will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- The report details all items which have been marked as “Sent to Vendor” and are pending receipt.
- Once you’re finished viewing the report, press **Cancel**. This will take you to the main Purchasing page. **Exit** if desired.

CAP Software							
Items On Order Report							
4/24/2012 12:30:19 PM							
Qty	S/L	ItemID	Description	Cost	PO#	Vendor	Ordered
25.00	704.	704	Lotto Ticket	.00	00000297	PARTY	04/24/2012
4.00	707.	707	Laughing Boch Case	59.96	00000295	CPTG	04/24/2012
29	Total			59.96			

- To create an All Vendors Report, open the SellWise Pro toolbar, and select **Reports**. (See figure 4 on page 4)
- Select the *Date Range* necessary from the Reports main page.
- Under the *Inventory* section of Reports, Select **Purchase Orders** and then select **All Vendors**. (See figure 5, number 12 on page 4)
- The All Vendors Report will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- This report displays all Purchase Orders, including item details, for any one vendor selected within a designated date range.
- Once you're finished viewing the report, press **Cancel**. This will take you to the main Reports module. **Exit** if desired.

CAP Software PO History Report From 4/24/2012 To 11:59 PM 4/24/2012							
Unit Qty	S/L	Item ID	Description	Cost	Total		
04/24/2012	PO#: 00000289	Vendor: CAP	CAP Bath Products a	Date Ordered: 04/24/2012			
1.00	311.	311	KEG DEPOSIT	1.00	1.00		
5.00	312.	312	BUD KEG	30.00	150.00		
			Received by:H	PO Total	151.00		
<hr/>							
04/24/2012	PO#: 00000290	Vendor: CMORE	Clothing & More	Date Ordered: 04/24/2012			
7.00	268.	267-111	Football Jerseys	15.00	105.00		
1.00	269.	267-112	Football Jerseys	50.00	50.00		
1.00	276.	267-131	Football Jerseys	50.00	50.00		
			Received by:H	PO Total	205.00		
<hr/>							
04/24/2012	PO#: 00000291	Vendor: CPTG	Convenience Product	Date Ordered: 04/24/2012			
2.00	33.	Cert	Gift Certificate	0.00	0.00		
3.00	325.	coke-backpackbl	Backpack	12.00	36.00		
			Received by:H	PO Total	36.00		
<hr/>							
04/24/2012	PO#: 00000292	Vendor: HSUPPLYDEPOT	Hardware Sup	Date Ordered: 04/24/2012			
3.00	1.	SNYCDX44	Component Cd Player	241.852	725.56		
			Received by:H	PO Total	725.56		
<hr/>							
04/24/2012	PO#: 00000293	Vendor: LSPET	Lone Star Pet Suppli	Date Ordered: 04/24/2012			
2.00	222.	AHG-11245	Antibacterial Hand Gel	1.50	3.00		
			Received by:H	PO Total	3.00		
<hr/>							

Select Vendor

- To create a Select Vendor Report, open the SellWise Pro toolbar, and select **Reports**. (See figure 4 on page 4)
- Select the *Date Range* necessary from the Reports main page.
- Under the *Inventory* section of Reports, Select **Purchase Orders** and then choose, **Select Vendor**. (See figure 5, number 13 on page 4)
- A list of all vendors will show. Select the vendor necessary for the report and **Accept**.
- The Select Vendor Report will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- This report displays all Purchase Orders, including item details, for any one vendor selected within a designated date range.
- Once you're finished viewing the report, press **Cancel**. This will take you to the main Reports module. **Exit** if desired.

CAP Software PO History Report From 4/24/2012 To 11:59 PM 4/24/2012							
Unit Qty	S/L	Item ID	Description	Cost	Total		
04/24/2012	PO#: 00000290	Vendor: CMORE	Clothing & More	Date Ordered: 04/24/2012			
7.00	268.	267-111	Football Jerseys	15.00	105.00		
1.00	269.	267-112	Football Jerseys	50.00	50.00		
1.00	276.	267-131	Football Jerseys	50.00	50.00		
			Received by:H	PO Total	<u>205.00</u>		

PO Summary

- To create a PO Summary Report, open the SellWise Pro toolbar, and select **Reports**. (See figure 4 on page 4)
- Select the *Date Range* necessary from the Reports main page.
- Under the *Inventory* section of Reports, Select **Purchase Orders** and then choose, **PO Summary**. (See figure 5, number 14 on page 4)
- The PO Summary will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- This report displays all Purchase Order numbers, and prices, without item details, for all vendors you have purchased stock from within a selected date range.
- Once you're finished viewing the report, press **Cancel**. This will take you to the main Reports module. **Exit** if desired.

CAP Software P.O. Summary Report 4/24/2012 to 4/24/2012					
Vendor No.	Vendor Name	P.O.#	Date Rec'd	Cost	Retail Price
CAP	CAP Bath Products and Such	00000289	04/24/2012	151.00	380.00
			Total:	151.00	380.00
CMORE	Clothing & More	00000290	04/24/2012	205.00	1,080.00
			Total:	205.00	1,080.00
CPTG	Convenience Products To Go	00000291	04/24/2012	36.00	90.00
			Total:	36.00	90.00
HSUPPLYDEP OT	Hardware Supply Depot	00000292	04/24/2012	725.56	907.50
			Total:	725.56	907.50
LSPET	Lone Star Pet Supplies	00000293	04/24/2012	3.00	13.50
			Total:	3.00	13.50
			Final Total:	1,120.56	2,471.00

- To create a Deleted PO Report, open the SellWise Pro toolbar, and select **Reports**. (See figure 4 on page 4)
- Select the *Date Range* necessary from the Reports main page.
- Under the *Inventory* section of Reports, Select **Purchase Orders** and then choose, **Deleted PO's**. (See figure 5, number 15 on page 4)
- The PO Summary will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- This report displays all Purchase Orders that were deleted, including the item details, within the selected date range.
- Once you're finished viewing the report, press **Cancel**. This will take you to the main Reports module. **Exit** if desired.

CAP Software Deleted Purchase Orders 3/1/2012 to 4/25/2012						
Quantity	S/L	Item ID	Description	Cost	Total	
<hr/>						
03/26/2012	PO#: 00000280		Vendor: LSPET	Lone Star Pet Sup	Date Ordered: 03/26/2012	
3	222.	AHG-11245	Antibacterial Hand Gel	1.48	4.44	
			Cancelled by H	03/26/2012		
<hr/>						
03/26/2012	PO#: 00000275		Vendor: CAP	CAP Bath Products	Date Ordered: 03/26/2012	
1	311.	311	KEG DEPOSIT	1.00	1.00	
5	312.	312	BUD KEG	30.00	150.00	
			Cancelled by H	03/21/2012		
<hr/>						
03/21/2012	PO#: 00000272		Vendor: CMORE	Clothing & More	Date Ordered: 03/21/2012	
10	649.	648-111	Levis Jeans- Fall Collection	15.00	150.00	
10	664.	648-211	Levis Jeans- Fall Collection	15.00	150.00	
10	679.	648-311	Levis Jeans- Fall Collection	15.00	150.00	
			Cancelled by H	03/21/2012		
<hr/>						
03/21/2012	PO#: 00000271		Vendor: CMORE	Clothing & More	Date Ordered: 03/21/2012	
10	649.	648-111	Levis Jeans- Fall Collection	15.00	150.00	
10	664.	648-211	Levis Jeans- Fall Collection	15.00	150.00	
10	679.	648-311	Levis Jeans- Fall Collection	15.00	150.00	
			Cancelled by H	03/21/2012		
<hr/>						

Find Function

- A Find button is located at the bottom of each report. This provides assistance in searching for a specific PO, Stock Locator, Item Number, etc.
- Once selecting the report you wish to view, to use the Find function, simply type the information you are looking for and press **Find**.
- The software will place a red outline around the first feature matching your criteria entered in the Find field.

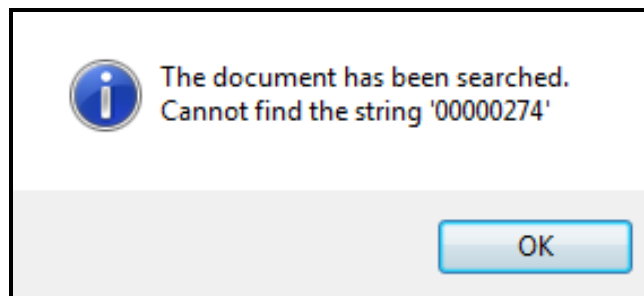
6/1/2012 10:32:59 AM Page 1

CAP Software
PO History Report
From 1/1/2012 To 11:59 PM 3/31/2012

Unit Qty	S/L	Item ID	Description	Cost	Total
03/26/2012 PO#: 00000273 Vendor: CMORE Clothing & More Date Ordered: 03/26/2012					
10.00	649	648-111	Levis Jeans- Fall Collection	15.00	150.00
10.00	664	648-211	Levis Jeans- Fall Collection	15.00	150.00
10.00	679	648-311	Levis Jeans- Fall Collection	15.00	150.00
Received by:H					PO Total 450.00
03/26/2012 PO#: 00000274 Vendor: PARTY Party Supplies, Etc. Date Ordered: 03/26/2012					
1.00	348	348	Party Hats	2.50	2.50
35.00	350	Candle114427	Candles- Birthday	0.30	10.50
Received by:H					PO Total 13.00
03/26/2012 PO#: 00000276 Vendor: CMORE Clothing & More Date Ordered: 03/26/2012					
2.00	268	267-111	Football Jerseys	15.00	30.00
1.00	270	267-113	Football Jerseys	50.00	50.00
1.00	271	267-114	Football Jerseys	30.00	30.00
8.00	272	267-121	Football Jerseys	50.00	400.00
8.00	273	267-122	Football Jerseys	50.00	400.00
1.00	281	267-142	Football Jerseys	50.00	50.00
1.00	282	267-143	Football Jerseys	50.00	50.00
9.00	283	267-144	Football Jerseys	50.00	450.00
26.00	284	267-151	Football Jerseys	50.00	1,300.00
12.00	285	267-152	Football Jerseys	50.00	600.00
7.00	286	267-153	Football Jerseys	50.00	350.00
5.00	287	267-154	Football Jerseys	50.00	250.00
8.00	288	267-211	Football Jerseys	50.00	400.00
4.00	289	267-212	Football Jerseys	50.00	200.00
7.00	290	267-213	Football Jerseys	50.00	350.00
4.00	291	267-214	Football Jerseys	50.00	200.00
12.00	295	267-224	Football Jerseys	50.00	600.00
4.00	302	267-243	Football Jerseys	50.00	200.00
Received by:H					PO Total 5,910.00
03/26/2012 PO#: 00000277 Vendor: CPTG Convenience Product Date Ordered: 03/26/2012					
6.00	325	coke-backpackbl	Backpack	12.00	72.00

00000274

- If the item outlined is not the Item/PO you are looking for, press **Find Next**. The software will continue to search through the designated report until there are no longer any words/numbers matching your search criteria.
- Once there are no other words matching the search entered into the Find field, a message will appear stating "The document has been searched and cannot find the string..." Press **OK**.



- Once the software locates the Item/PO you are searching for using the Find function, you have the availability to view the PO. Simply press **Show PO**.

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**CAP Software
PO History Report
From 1/1/2012 To 11:59 PM 3/31/2012**

Unit Qty	S/L	Item ID	Description	Cost	Total
03/26/2012 PO#: 0000273 Vendor: CMORE Clothing & More Date Ordered: 03/26/2012					
10.00	649	648-111	Levis Jeans- Fall Collection	15.00	150.00
10.00	664	648-211	Levis Jeans- Fall Collection	15.00	150.00
10.00	679	648-311	Levis Jeans- Fall Collection	15.00	150.00
Received by:H				PO Total	450.00
03/26/2012 PO#: 0000274 Vendor: PARTY Party Supplies, Etc. Date Ordered: 03/26/2012					
1.00	348	348	Party Hats	2.50	2.50
35.00	350	Candle114427	Candles- Birthday	0.30	10.50
Received by:H				PO Total	13.00
03/26/2012 PO#: 0000276 Vendor: CMORE Clothing & More Date Ordered: 03/26/2012					
2.00	268	267-111	Football Jerseys	15.00	30.00
1.00	270	267-113	Football Jerseys	50.00	50.00
1.00	271	267-114	Football Jerseys	30.00	30.00
8.00	272	267-121	Football Jerseys	50.00	400.00
8.00	273	267-122	Football Jerseys	50.00	400.00
1.00	281	267-142	Football Jerseys	50.00	50.00
1.00	282	267-143	Football Jerseys	50.00	50.00
9.00	283	267-144	Football Jerseys	50.00	450.00
26.00	284	267-151	Football Jerseys	50.00	1,300.00
12.00	285	267-152	Football Jerseys	50.00	600.00
7.00	286	267-153	Football Jerseys	50.00	350.00
5.00	287	267-154	Football Jerseys	50.00	250.00
8.00	288	267-211	Football Jerseys	50.00	400.00
4.00	289	267-212	Football Jerseys	50.00	200.00
7.00	290	267-213	Football Jerseys	50.00	350.00
4.00	291	267-214	Football Jerseys	50.00	200.00
12.00	295	267-224	Football Jerseys	50.00	600.00
4.00	302	267-243	Football Jerseys	50.00	200.00
Received by:H				PO Total	5,910.00
03/26/2012 PO#: 0000277 Vendor: CPTG Convenience Product Date Ordered: 03/26/2012					
6.00	325	coke-backpackbl	Backpack	12.00	72.00

00000274

- After selecting Show PO, the Purchase Order will open. The PO will show in a Print Preview format allowing you to **Email, Save, Print** and/or **Cancel**.
- Once you're finished viewing the report, press **Cancel**. This will take you to the main Reports module. **Exit** if desired.

RECEIVED PURCHASE ORDER # 00000274

Vendor: Party Supplies, Etc.
117 W. 36th Street
New York, NY 09795
Attention: Mary Smith

Received on Monday, March 26, 2012 by H

Item ID	Descriptio	Sub-Des c	Order	Rcv'd	/Pk	Cost	Total	Clerk	Date
Candle 11442	Candles- Bi	12pk Assorted Colors	35	35	1	.30	10.50	H	03/26/201
348	Party Hats	Assorted Colors- 5pk	1	1	1	2.50	2.50	H	03/26/201
Total							13.00		

Ordered by H
Approved b H