User Manual   **April 4, 2005**

Combine PO Tool

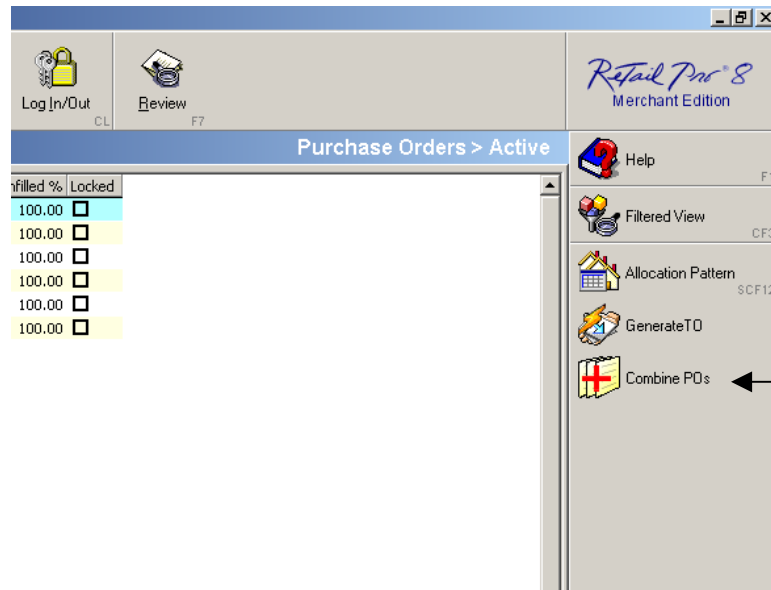**For Retail Pro® 8-Series Version 8.40 and Above**

Overview

The Combine PO Tool allows you to combine Pending POs that have been polled from Remotes into a single regular PO at the Main.

Purchasing>Purchase Orders

Starting the Process

Go to the Purchase Order List view screen (not the Pending Purchase Order screen).

Click the "Combine POs" side button.

Selecting the Vendor

After you click the "Combine POs" side button, the "Combine POs" dialog box will be displayed:

When the Combine POs dialog is displayed, the system finds all the Pending POs that are available for being combined and places the Vendors in this drop down list. Select the Vendor from the drop down list.

Select the type of PO the Pending POs should be combined into.

The Pending POs for the Vendor selected in the drop down list appear in this area. The PO Number and Store Code is shown for each PO.

You can return to the Purchase Order List View without doing a combine by clicking Cancel.

Selecting Pending POs

Once the correct Vendor is selected and the Pending POs are displayed, just check each Pending PO that should be combined into a single regular PO.

Click the Checkbox next to the PO number to select a PO. Click the Checkbox again to unselect a PO that has been selected.

Alternatively, you can select all the Pending POs by clicking the Select All button.

Combining the Select POs

Once the Pending POs are selected, click the Combine button. The system will display a progress dialog as the selected POs are combined.

When the process is complete, the system will display a prompt with the PO number of the new PO:
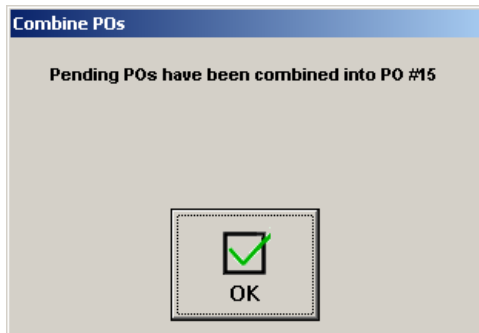
The New Purchase Order

The new Purchase Order contains the information combined from the Pending POs.

The Ship To and Bill To stores on this PO are set to the Retail Pro Main (Store 000).

The items and quantities on the new PO reflect the combined items and quantities from the Pending POs that were selected for combining.

Pending PO Changes

After a Pending PO is combined into a regular PO, the Instruction 5 field of the Pending PO is set to "Combined into" followed by the PO number:

Note: Once the Pending PO is combined and the Instruction 5 field is set, the Pending PO will no longer appear in the Combine PO dialog.

If, for some reason, the Pending PO needs to be combined into another new PO, you must edit the Pending PO and delete the contents of the Instruction 5 field.