

## User Manual

April 4, 2005

### Combine PO Tool

For Retail Pro® 8-Series Version 8.40 and Above

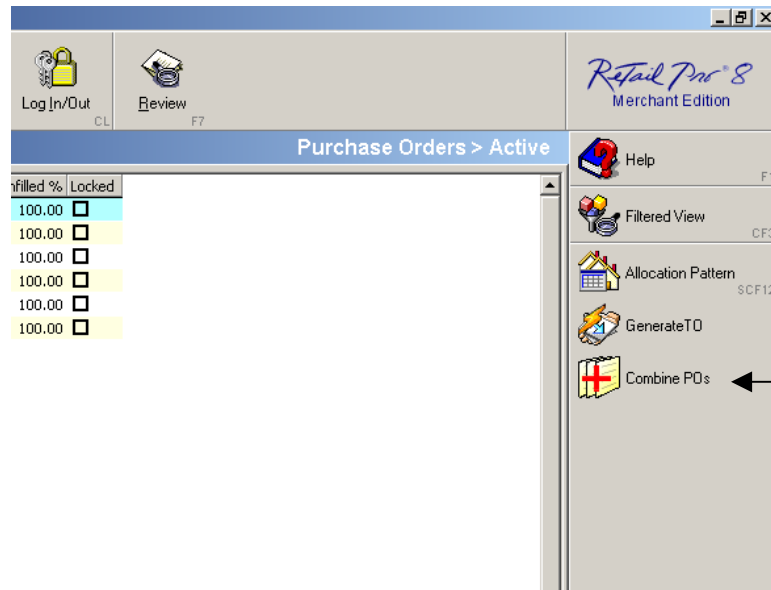
## Overview

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:

**Combine POs**

Select Vendor:  
ACM=Acme

Combined PO Type:  
Drop Ship

Select Pending POs:

PO #	Store Code
<input type="checkbox"/> 002A3	CCC
<input type="checkbox"/> 003A1	DDD

Select All Cancel Combine

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

**Combine POs**

Select Vendor:  
ACM=Acme

Combined PO Type:  
Drop Ship

Select Pending POs:

PO #	Store Code
<input checked="" type="checkbox"/> 002A3	CCC
<input checked="" type="checkbox"/> 003A1	DDD

Select All Cancel Combine

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.

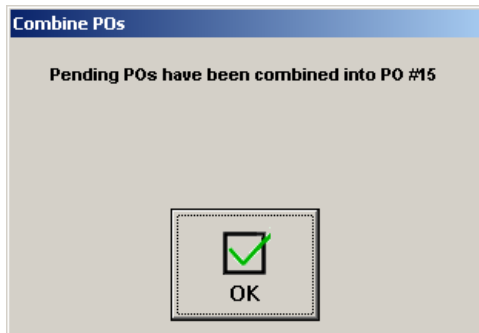
Click the Checkbox next to the PO number to select a PO. Click the Checkbox again to unselect a PO that has been selected.

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:

Retail Pro Merchant Edition [9/19/2004]

New
 Edit
 Cancel
 Delete
 Copy
 Print
 List F8
 Log In/Out CL
 Review F7

Purchase Orders > Pending

Vendor		Instructions	
Vend Code	ACM	FOB: CONFIRMATION #:	
Company	Acme		
Acct #			

PO Info	
PO #	002A3
From SO #	
Terms	%/Days - NET 0 days
Associate	Admin

Combined into PO #15

Dates		Fill		Totals	
Ord Date	9/10/2004	Qty Ordered	10	SubTotal	1,200.00
Ship	9/10/2004	Qty Received	0	Disc %	0.0000
Cancel		Qty Due	10	Disc \$	0.00
Last Act. D.	9/10/2004	Unfilled %	100.00	Fee	0.00
				Fee Type	
				Total	1,200.00

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.