### Task ID: C  PROCESSING PURCHASE ORDERS

<table>
<thead>
<tr>
<th>Task ID</th>
<th>Task Description</th>
<th>Assigned To</th>
<th>Test Status</th>
<th>Menu</th>
<th>Program</th>
<th>Version</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>PURCHASING RECEIPTS</td>
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<td></td>
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</tbody>
</table>
| a       | Review Processing Options for Receipts by PO - See Tab Details Below | G43A11 | P4312 | ZJDE0001 | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Receive by P.O.  
7. Right Click or Edit Command  
8. Prompt for Values  
9. Review Processing Tabs  
10. OK |
|         | - Defaults Tab | G43A11 | P4312 | ZJDE0001 | 1. Inquiry Order Type = OP (standard PO)  
2. Receipt Document Type = OV (receiving doc) |
|         | - Status Default Tab | G43A11 | P4312 | ZJDE0001 | 1. Incoming Status Code 1 = 230 (approved)  
2. Incoming Status Code 2 = 280 (print PO)  
3. Incoming Status Code 3 = 400 (record receipt)  
4. Outgoing Status for Partial = 400 (record receipt)  
5. Outgoing Status for Closing = 999 (completed)  
6. Outgoing Status for Canceling = 999 (completed) |
|         | - Display Tab | G43A11 | P4312 | ZJDE0001 | 1. Sales Order Backorders = Blank (do not release)  
2. Lot Information = Blank (not displayed)  
3. Cost Protection = Blank (display)  
4. Kit Display = Blank (parent line)  
5. Receiving Mode = 1 (by purchase order) |
|         | - Process Tab | G43A11 | P4312 | ZJDE0001 | 1. Supplier Update = 1 (update if supplier # = 0)  
2. Lot Default = Blank (lots not used)  
3. Option Default Select = 1 (automatic)  
4. Serial Numbers = Blank (no serial numbers)  
5. Quantity Entry = Blank (default open quantity)  
6. Landed Costs = Blank (no landed cost)  
7. Receipts Traveler = Blank (do not print)  
8. Supplier Analysis = 1 (capture history)  
9. Text Deletion = (future)  
10. Direct to Ship Status = Blank (no direct ship)  
11. Receipt Routing = Blank (not activated)  
12. Journal Entries = 1 (summarize) |
|         | - Tolerances Tab | G43A11 | P4312 | ZJDE0001 | 1. Quantity and Amount = 1 (warning)  
2. Date = 1 (warning) |
<p>|         | - Warehousing Tab (n/a - for Advanced Warehouse) | G43A11 | P4312 | ZJDE0001 | 1-12. All Versions for inquiries/revisions = Blank |
|         | - Currency Tab (n/a) | G43A11 | P4312 | ZJDE0001 |         |
|         | - Versions Tab | G43A11 | P4312 | ZJDE0001 |         |
|         | - Flexible Accounting (n/a - for Cost Management) | G43A11 | P4312 | ZJDE0001 |         |</p>
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<tr>
<td>-</td>
<td>- Interoperability Tab</td>
<td>G43A11</td>
<td></td>
<td>P4312</td>
<td>ZJDE0001</td>
<td></td>
<td>1. Transaction Type = Blank (Interop not used)</td>
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<tr>
<td>-</td>
<td>- Workflow Tab</td>
<td>G43A11</td>
<td></td>
<td>P4312</td>
<td>ZJDE0001</td>
<td></td>
<td>1. Receipts Email = Blank (no email notification) 2. Completion Email = (no email notification)</td>
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<td></td>
<td>- see section 6a above for other tabs</td>
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| d       | Process Receipts by Item                            | G43A11      | P4312       | ZJDE0002 |         |             | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Enter Receipts by Item  
7. Enter PO Number (optional) OR - Specify Search Info on QBE line  
8. Find  
9. Highlight Desired PO  
10. Select  
11. Highlight Desired Receipt Lines  
12. OK  
13. Enter Receipt Doc Number  
14. Review/Revise Rec Opt ( = 1)  
15. Review/Revise 2nd Item#  
16. Review/Revise Quantity  
17. OK  
18. Close |
| e       | Alter Unit Cost at Time of Receipt                   | G43A11      | P4312       | ZJDE0001 or ZJDE0002 |         |             | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Receipts by P.O. (or Receipts by Item)  
7. Enter PO Number (optional) OR - Specify Search Info on QBE line  
8. Find  
9. Highlight Desired PO  
10. Select  
11. Enter Receipt Doc Number  
12. Review/Revise Quantity  
13. Review/Revise Unit Cost  
14. Clear Amount Field (recalculates)  
15. OK  
16. Close |
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| f       | Reverse Receipt Transaction            |             |             | G43A15  | P43214      | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Receipts Matching and Posting  
6. Open Receipts by Supplier  
7. Enter PO Number (optional) OR  
- Specify Search Info on QBE line  
8. Find  
9. Review/Revise G/L Date (Header)  
10. Highlight Desired PO Receipt Line  
11. Reverse Receipt - Row Menu Exit  
12. Close  
13. OK - Reversal Verification  
14. Close (2X) |
| g       | Review Item Availability and Cardex    |             |             | G43A11  | P4312       | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Receive by P.O. (or Receive by Item)  
7. Enter PO Number (optional) OR  
- Specify Search Info on QBE line  
8. Find  
9. Highlight Desired PO  
10. PO Detail from Row Menu Exit  
11. Highlight Desired Row  
12. Item Availability from Row Menu Exit  
13. Review Availability Information  
14. Item Ledger from Row Menu Exit  
15. Review Item Ledger Information  
16. Select for Detail  
17. Close (4X) |
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| h       | Review Receipts & Reversals in GL      |             |             | G43AA11 | P4312   | ZJDE0001 or ZJDE0002 | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Receive by P.O. (or Receive by Item)  
7. Enter PO Number (optional) OR  
   - Specify Search Info on QBE line  
8. Find  
9. Highlight Described PO  
10. Batch Review - Form Menu Exit  
11. Enter Doc Number (optional) OR  
   - Specify Search Info on QBE line  
12. Find  
13. Highlight Desired Row  
14. Journal Entries from Row Menu Exit  
15. Review G/L Journal Information  
16. Close |
| i       | Test Tolerance Limits                  |             |             | G43A11  | P4312   | ZJDE0001 or ZJDE0002 | 1. Distribution  
2. Procurement  
3. Daily Processing  
4. Stock Based  
5. Purchase Order Processing  
6. Receive by P.O. (or Receive by Item)  
7. Review Processing Options for Tolerances  
   - See processing options section 6a above  
8. Enter PO Number (optional) OR  
   - Specify Search Info on QBE line  
9. Find  
10. Highlight Desired PO  
11. Select  
12. Highlight Desired Receipt Line  
13. OK  
14. Enter Receipt Doc Number  
15. Enter Quantity > Tolerance  
16. OK  
17. Cancel  
18. Close |