

Cash Requirements

PROGRAM NAME: POTORCS

MENU OPTION TITLE: Cash Requirements

MAIN MODULE: PURCHASE ORDER RPTS

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program generates a report by group code of all items yet to be received and the total dollar amount of the items. The data is presented in spreadsheet fashion with group totals, monthly totals, and report totals.

You can generate the report based on only inventory items, non-inventory items or both. Use this report to get a general idea of cash requirements of purchases yet to be received. This report must be printed on a wide carriage printer set to condensed print.

PROGRAM OPERATION

SELECT (I)inventory, (N)on-inventory, or (A)ll

SELECT REPORT GROUP or RETURN FOR ALL: Enter an inventory grouping code in this field to generate a report for all items of a certain type. Press <ENTER> to print all items.

SELECT CURRENT PERIOD FOR REPORT CALCULATIONS: The software automatically loads the current date in this field. Press <ENTER> to accept today's date or type in a new date.

The report is broken down by months and starts at the date you enter here. Also a "prior to" total is calculated up to the date you enter.

Print (D)etail or (S)ummary

PRESS RETURN TO CONTINUE