

## P/O Deletion Utility

PO-1150

### Overview

This Extended Solution to the Purchase Order module creates a utility that deletes Purchases Orders for Closed or Complete Job Numbers.

### Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

[http://support.sagesoftware.com/mas/extended\\_solutions/main.cfm](http://support.sagesoftware.com/mas/extended_solutions/main.cfm)

### *Installing Your Extended Solutions under Windows*

#### **From a CD**

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

#### **From the Sage FTP site**

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions and a Shipping Manifest. If you have any problems with this order, please email [extendedsolutions.na@sage.com](mailto:extendedsolutions.na@sage.com) and we will assist you during normal business hours.

### *Extended Solutions Control Center*

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

## Extended Solutions

**Custom Office**

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

**Setup**

Once the disk is installed, you will need to access the Purchase Order options screen. After the option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

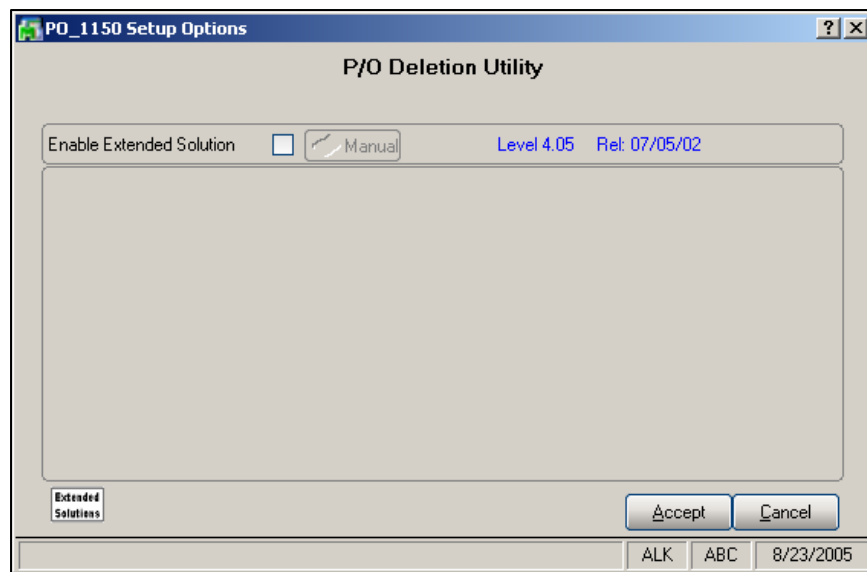


Figure 1

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

**Operation**

This Extended Solution creates a new P/O Deletion Utility (Figure 2).

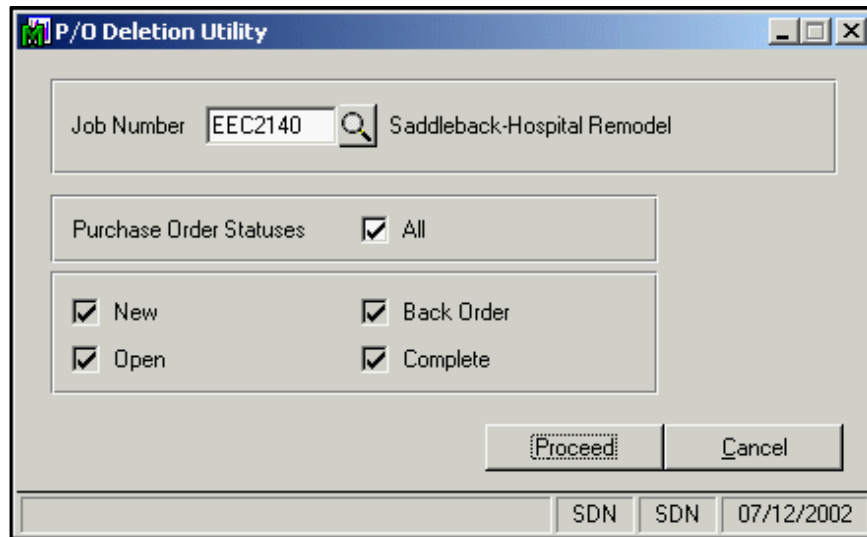


Figure 2

It will prompt for:

**JOB NUMBER:** You may select only Job Numbers with a status of Closed or Complete.

**PO STATUS:** check all boxes that apply: All, New, Open, Backorder, Complete.

The program will scan PO1 and locate all Purchase Orders with a status match, where the Job Number on each line is equal to the Job Number specified, and will delete them.

If there are other Job Numbers referenced on the Purchase Order, the utility will warn you and ask if it should be deleted. No report of deleted Purchase Orders is being provided.

This utility will only function when Purchase Order Receipt files are empty, and will disallow deletion if the order is waiting on a Receipt Of Invoice or if a variance exists in the P/O Receipt/Inv Variance Sort File.

### Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

### Documentation

Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

