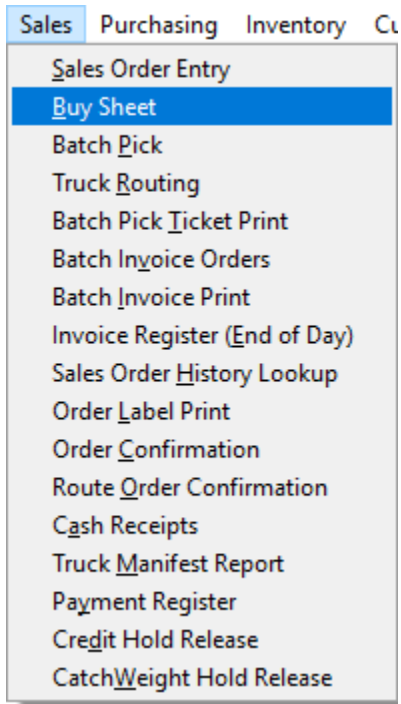


Buy Sheet Report



The Buy Sheet is a good report for small distributors that do not keep a lot of inventory. The report lists the items that you need to complete the customers' orders. The report should be printed after sales orders have been entered into the system.

Buy Sheet - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Ship Date: 12/20/16

Sort By: Category

Cust. Type Selection: From: [] To: zzz

Truck Route Selection: [] To: zzz

Include Open Sales: As Of

Include Open PO's: As Of

Show Order Detail: Ship Date

Select Multiple Types

Select Multiple Routes

Report Options

Include Inventory	<input checked="" type="checkbox"/>
Show BU Count w/ Detail	<input type="checkbox"/>
Page Break	<input type="checkbox"/>
Create Worksheet	<input type="checkbox"/>
Show QTY Needed Only	<input type="checkbox"/>
Preview Report	<input checked="" type="checkbox"/>

Print Excel Edit Worksheet Create PO's

Ship Date: The ship date of the orders you want to check the inventory for.

Sort By: Specify how you want the report sorted. You can choose Item, Category or Vendor

Cust. Type Selection: Enter in a Customer type, a Range of Customer types, or All Customer types.

Truck Route Selection: Enter in a Truck route, a Range of Truck routes, or All Truck routes.

Include Open Sales: Specify which if any open sales orders will be included in the inventory calculations

No: No open sales orders will be included

All: All open sales orders will be included

As of: All open sales orders up to and including the chosen ship date will be included.

Include Open Purchases: Specify which if any open purchase orders will be included in the inventory calculations

No: No open purchase orders will be included

All: All open purchase orders will be included

As of: All open purchase orders up to and including the chosen ship date will be included.

Show Order Detail: Allows you to specify which order detail if any will display.

None: No order detail will display

Ship Date: Show order detail for orders shipping on the specified ship date

As of Date: Show order detail for all orders up to and including the ship date

- All Orders:** Show order detail for all open orders regardless of the ship date
- Include Inventory:** Will the inventory on hand be used when calculating how much is needed
- Show BU Count w/Detail:** Show the BU ordered when you have chosen to show detail
- Page Break:** Add a page break based on the sort by option
- Create Worksheet:** Create a worksheet that can be used to create the purchase orders for the items needed
- Show QTY Needed Only:** Display only the items that are needed to be purchased
- Preview Report:** Preview the report to the screen before you print the report

Example: Only list items needed to fill orders for 08/09/12 by checking the box for **Show Qty Needed Only**.

Buy Sheet - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Ship Date: 12/14/16

Sort By: Item

Cust. Type Selection: From: To: zzz

Truck Route Selection: From: To: zzz

Include Open Sales: As Of

Include Open PO's: As Of

Show Order Detail: None

Select Multiple Types

Select Multiple Routes

Report Options

Include Inventory

Show BU Count w/ Detail

Page Break

Create Worksheet

Show QTY Needed Only

Preview Report

Print Excel Edit Worksheet Create PO's

Customer Type: - zzz
Truck Routes: - zzz

Item	Description	Manuf #	Sell Units	Alt Units	2nd Alt	On Hand	Qty Needed	Last Cost
01002	SIRLION STRIP WHOLE		11 BX	1 EA		5.25	6.00 BX	10.15
01360	Ground Beef		11 CS	1 EA		5.75	5.50 CS	0.00
02195	LAMB SHANK		9 BX	11 EA		1.94	7.75 BX	0.00
04179	PORK SHANKS 6-7Z		17 BX	5 EA		4.60	12.90 BX	4.50
05517	William Beef		13 BX	20 LB		5.25	8.25 BX	0.00
10025	LOBSTER MEAT BKN CAPT DAN		3 CS			2.00	1.00 CS	21.50
75001	GREENLEAF LETTUCE RQ		1 CS			0.00	1.00 CS	38.60
75114	* WHOLESALE LETTUCE		2 CS			0.00	2.00 CS	23.93
DELCHG	DELIVERY CHARGE		2 EA			24.00-	26.00 EA	0.00

*** END OF REPORT *** Need : 70.40

Example of Listing Items and the Customers that need order fulfillment:

Buy Sheet - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Ship Date: 12/21/16

Sort By: Item

Cust. Type Selection: From: [] To: zzz

Truck Route Selection: From: [] To: zzz

Include Open Sales: As Of

Include Open PO's: As Of

Show Order Detail: Ship Date

Select Multiple Types

Select Multiple Routes

Report Options

- Include Inventory
- Show BU Count w/ Detail
- Page Break
- Create Worksheet
- Show QTY Needed Only
- Preview Report

Print Excel Edit Worksheet Create PO's

BUYSHBET
1-800-214-5045

SR2SOFTWARE, INC.
Daily Buy Sheet - For 12/21/16

12/20/16
Page: 1

Customer Type: - zzz
Truck Routes: - zzz

Item	Description	Manuf #	Sell Units	Alt Units	2nd Alt	On Hand	Qty Needed	Last Cost
01002	SIRLION STRIP WHOLE		11 BX	1 EA		5.25	6.00 BX	10.15
A2500	AVENUE GRILLE-A2500	12/21/16		3.00				
B8210	BIG CHEESE PUB-B8210	12/21/16	2.00	2.00				
C1030	ONASIS PIZZA-C1030	12/21/16	5.00	2.00				
K5100	KINGSTON PIZZA/W.W.-K5100	12/21/16	2.00					
L4210	LEO'S PIZZA/THE POINT	12/21/16		2.00				
01360	Ground Beef		11 CS	1 EA		5.75	5.50 CS	0.00
A2500	AVENUE GRILLE-A2500	12/21/16		3.00				
B8210	BIG CHEESE PUB-B8210	12/21/16	2.00	2.00				
C1030	ONASIS PIZZA-C1030	12/21/16	7.00	2.00				
L4210	LEO'S PIZZA/THE POINT	12/21/16		2.00				
02195	LAMB SHANK		9 BX	11 EA		1.94	7.75 BX	0.00

**** If the item has a Manufacturer number, it will display on the report.
This number can be entered in Item Maintenance, General Tab, Manufacturer # field.**

Create Purchase Orders using the Buy Sheet.

This is a very powerful tool. The user can create Purchase Orders based on the quantity sold for a given day. Please keep in mind that the Items should have a Vendor assigned in order for the process to work quickly. The user has the ability to add the Vendor to the PO Buy Sheet Screen.

NOTE: If you modify the PO Buy Sheet Worksheet and another user runs the Buy Sheet again with the Worksheet box checked before the Purchase Orders are created, all the modifications will be lost.

Make sure the Worksheet Box is checked and choose the Print Button. You can display the report on the screen to save paper. The Buy Sheet Selection screen will reappear on the screen again. Select Edit Worksheet.

The screenshot shows a software window titled "Buy Sheet - 01-SR2SOFTWARE, INC. 'Developer version - Not for resale'". The window contains several input fields and buttons:

- Ship Date:** 12/21/16 (with a calendar icon)
- Sort By:** Item (dropdown menu)
- Cust. Type Selection:** From: [empty], To: zzz (with a list icon)
- Truck Route Selection:** From: [empty], To: zzz (with a list icon)
- Include Open Sales:** As Of (dropdown menu)
- Include Open PO's:** As Of (dropdown menu)
- Show Order Detail:** Ship Date (dropdown menu)
- Buttons:** "Select Multiple Types" and "Select Multiple Routes" (teal buttons)
- Report Options:** A box containing:
 - Include Inventory
 - Show BU Count w/ Detail
 - Page Break
 - Create Worksheet
 - Show QTY Needed Only
 - Preview Report
- Bottom Buttons:** "Print", "Excel", "Edit Worksheet" (highlighted with a red box), and "Create PO's" (yellow button)

The PO Buy Sheet Screen will appear. The user can edit the Ord Qty, Price and add a Vendor.

Item ID	Description	Rec Qty	SU	Ord Qty	Price	Vend #	Vendor Name
01002	SIRLION STRIP WHOLE	6.00	BX	6.00	10.15	E00200	Eastland Foods
01360	Ground Beef	5.50	CS	5.50	0.00		
02195	LAMB SHANK	7.75	BX	7.75	0.00		
04179	PORK SHANKS 6-7Z	12.90	BX	12.90	4.50		
05517	William Beef	8.25	BX	8.25	0.00		

Find text:

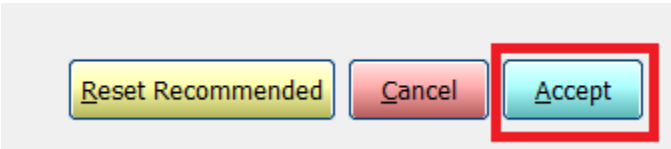
Match column:

Columns Filters Formulas Charts

Edit file Refresh

Vendor ID	Name	Address 1	City	St...	Phone
A00100	SR2 PRODUCE	ABC Produce	Tempe	AZ	
A00200	AGAR SUPPLY	AGAR Supply			
A00300	ALL AMERICAN MEAT & SEAFOOD	All American Meat & Seafood			
B00100	BOSTON TOMATO	Boston Tomato			
B00200	BEST FOODS	BEST FOODS	Providence	RI	
C00100	CARANDO	Carando			
D00100	DESIREE				
D00200	DESIREE M				
E00100	EXCEL FRESH MEATS	Excel Fresh Meats			
E00200	EASTLAND FOODS	Eastland Foods	Cranston	RI	401-943-1190
E00300	EURO USER	Euro Vendor			

When the Purchase Orders have been entered, click on the **Accept** Button on the bottom right hand side of the screen to save the Worksheet.



The Reset Recommended button will display the Original information on the Worksheet before it was edited.

After the Worksheet has saved, click on the Create PO's Button.

Buy Sheet - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Ship Date: 12/21/16

Sort By: Item

Cust. Type Selection: From: [] To: zzz

Truck Route Selection: [] To: zzz

Include Open Sales: As Of

Include Open PO's: As Of

Show Order Detail: Ship Date

Select Multiple Types

Select Multiple Routes

Report Options

- Include Inventory
- Show BU Count w/ Detail
- Page Break
- Create Worksheet
- Show QTY Needed Only
- Preview Report

Print Excel Edit Worksheet **Create PO's**

A message will appear to be sure the user would like to Create Purchase Orders Now.

Confirm

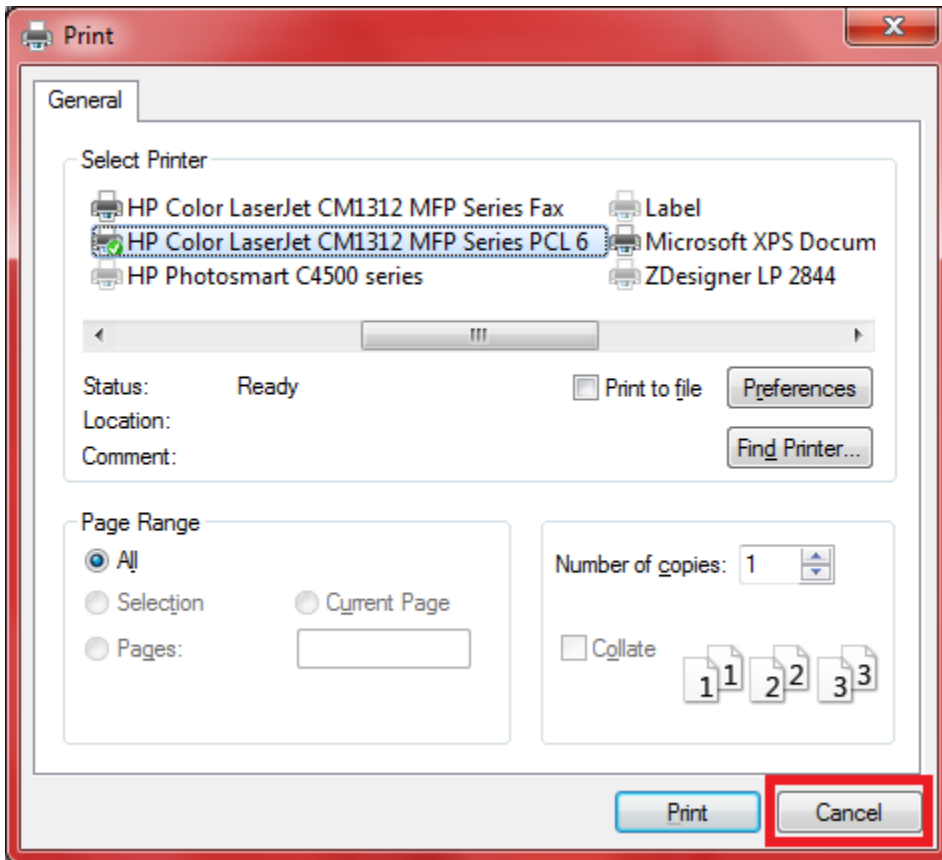
?

Create Purchase Orders Now?

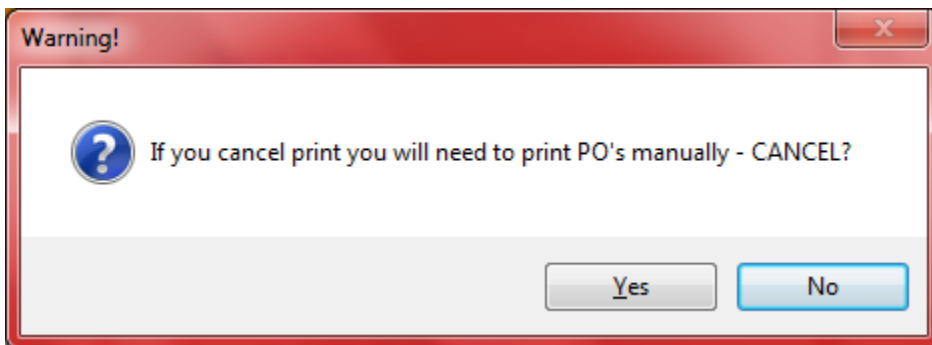
Yes No

The system will then prompt you for a printer to print the Purchase Orders.

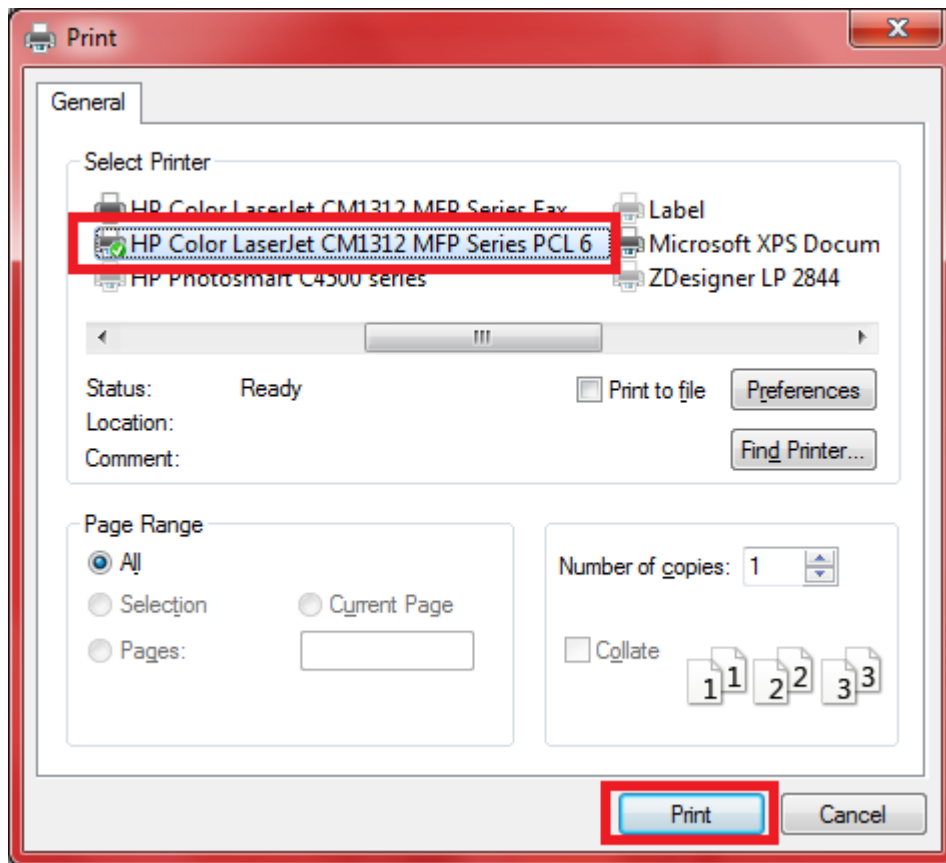
If you **do not** want to print the Purchase Orders right away, and want to print them using the Purchase Order module, choose the **Cancel** button.



The screen will confirm the cancellation of printing Purchase Orders and remind you that you will need to print PO's manually.



If the user is going to click on the **Print** Button, the user will need to specify a printer to print the Purchase Orders.



The system will display an informational message indicating the number of Purchase Orders that were created.

