CYBAGE

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User Guide

Brief This user guide was created to describe the various tasks of the client's retail and inventory systems.

Tools & Technologies:

Microsoft Word | Acrobat PDF

Receive Purchase Order for Serialized and Non-Serialized Items

Paper-based Assessment

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Alternatively, you can drop an email to Sales or Support.

Now that you have completed the training, attempt the following exercises.

True or False

1. We can receive both serialized and non-serialized purchase orders.

2. A purchase order cannot be locked.

3. Backordered items are transferred to a new order with the same P/O number and the same reference number.

4. To receive Non-Serialized items in the P/O, you need to enter the quantity received in the Enter Non-Serialized Quantity For list.

Multiple choice single select

1. Which column is selected to receive a purchase order?
   a. QTY Rcv
   b. Add Item
   c. Lock P/O
   d. House Account

2. Which field allows you to convert the P/O to a read-only format and transfer any items for partial shipment?
   a. Transfer remaining
   b. Lock P/O Shipment
   c. New P/O
   d. Add Items by SKU

3. Which window displays the updated status of the purchase order?
   a. Purchase Order Search window
   b. Receive P/O window
   c. Approve P/O window
   d. Search P/O window

4. Which window shows a list of approved purchase orders matching the search parameters?
   a. The Purchase Order Search window
   b. Receive P/O window
   c. Approve P/O window
   d. Search P/O window

Multiple choice multiple select

1. The P/O Receive window displays the following tabs:
   a. General
   b. Specific
   c. Bill to
   d. Account
2. The Purchase Order Screen has a list of:
   a. Vendors
   b. Location
   c. Sales Rep
   d. Product code