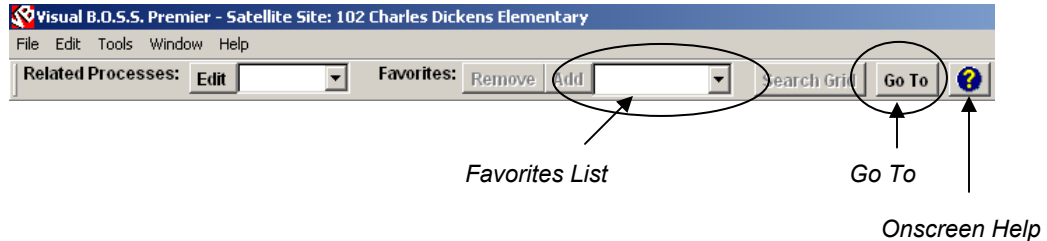


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The VBOSS™ Toolbar:



### Exception Order Processing (CWHS VBOSS)

1. Click **Go To**, type in **12961** and click **Launch Process**  
▶ You can also select this screen from your **Favorites List**<sup>1</sup>.
2. Select to show **All Vendors** or **Individual Vendor(s)**.
3. Click **OK**
4. If you selected *All Vendors*, skip to step #5. If you selected *Individual Vendors*, check the box for each vendor to include and click **OK**.
5. Click **To Printer**
6. Click **OK**
7. Click **OK** again on the gray print box.

### Enter/Edit Shopping List (CWHS VBOSS)

1. In **Central Warehouse VBOSS**, click **Go To**, type in **12120** and click **Launch Process**  
▶ You can also select this screen from your **Favorites List**
2. Type in the **Delivery Date** for your order.
3. Click **OK**
4. Select the order in which to list the items.
5. Click **OK**
6. Locate the item and enter the **Order Quantity**.
7. Enter order quantity for all items to be ordered.
8. If you are finished entering all items, check the box to **Mark as Completed**.
9. Click **Save**
10. Click **Close**
11. If not using *Easy Entry*, skip to the next section, *Communications: Warehouse to Central Office*.

#### ▶ OPTIONAL: EASY ENTRY

<sup>1</sup> You can add screens to your Favorites List by opening that screen and clicking the ADD Button in the toolbar at the top of the VBOSS program. Use the REMOVE button to remove that screen from the list.

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12. Click **Go To**, enter **12130** and click **Launch Process**.
13. Enter a new *Delivery Date* or select an existing *Delivery Date* (for order you've already started) using the **Browse Button [...]**
14. Type in the *Horizon Stock Number* for the item you wish to order and press the **Enter key** on your keyboard.
15. Type in the *quantity* you wish to order and press the **Enter key** 2 times.
16. Repeat steps 14 & 15 until all items for that order date are entered.
  - ▶ Any corrections will need to be made later under screen **12120**
17. If you are finished entering all items, check the box to **Mark as Completed**.
18. Click **Next** and click **Finish**
19. Click **Close**

### Communications: Central Warehouse to Central Office

1. In **CWHS VBOSS**, click **Go To**, type in **30700** and click **Launch Process**.
2. Select **6 – WAN**
3. Click **OK**
4. Enter today's date as *Transfer Data Since*.
5. Click **OK**

### Communications: Central Office to Central Warehouse

1. In **CO VBOSS**, click **Go To**, type in **30400** and click **Launch Process**.
2. Select **3 – Individual Sites**
3. Click **OK**
4. Select *Central Warehouse* from the list of sites. Click **OK**.

### CENTRAL OFFICE: Create/Consolidate Orders (CO VBOSS)

1. At **Central Office VBOSS**, click **Go To**, type in **12510** and click **Launch Process**.
2. Enter the *beginning and ending dates* to consolidate.
3. Check the boxes next to any documents to print after consolidation (Summary, Consolidated PO, Site PO, Receiving Tickets).
4. Select **All Vendors** or **Individual Vendors**.
5. Select **Individual Sites**, choose *Central Warehouse* from the list of sites.
6. Click **Create Orders**.
7. Message: "...view list of sites...?", click **Yes**.
8. Verify all sites that have placed orders for this date range are shown.

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9. Click **Exit**.
10. Message: "Do you want to create orders now?", click **Yes**.

### Communications: Central Office to Central Warehouse

6. In **Central Office VBOSS**, click **Go To**, type in **30300** and click **Launch Process**.
7. Select **3 – Individual Sites**
8. Select **6 – WAN**
9. Click **OK**
10. Select **W – CENTRAL DISTRIBUTION CENTER**
11. Click **OK**
12. Enter today's date as *Transfer Data Since*.
13. Click **OK**

### Central Warehouse: Receive From Central Office

14. In **CWHS VBOSS**, click **Go To**, type in **30800** and click **Launch Process**.
15. Select **2 – WAN**
16. Click **OK** to read in data from Central Office.

### Receiving Purchased Goods (CWHS)

- This step is done in **CWHS VBOSS** the day that you receive your order.

#### Print Receiving Ticket:

17. Click **Go To**, type in **12693** and click **Launch Process**.
  - You can also select this screen from your **Favorites List**
18. Type in the **Beginning Date** and **Ending Date** for the Receiving Tickets you want to print.
19. Click **Print tickets for Purchased Goods** (a checkmark should appear).
20. Click **OK**
21. Click **To Printer**
22. Click **OK**
23. Click **OK** again on the gray print box.

#### Receive Items:

24. Click **Go To**, type in **12610** and click **Launch Process**.
  - You can also select this screen from your **Favorites List**
25. Click on the **vendor** and **order date** you want to receive and click **Details**
26. Click on the down arrow by **Received By:** and click on your name.
27. Click anywhere where your items are listed.
28. **You will get a message asking "Did you receive ALL items for Order #...?"**

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### 29. **ALWAYS CLICK NO**

30. Scroll through all your items and make sure you received all items listed.
  - ▶ If you need to make any adjustments, click in the **To Recv Now** column and type in the actual amount you did receive (type in **0** if you did not get this item at all).
  - ▶ If the option to allow price changes is turned on, you will be able to **edit the item prices** during receiving to match the prices on the vendor's invoice.
  - ▶ If you received less than what was ordered, check the box to indicate a **Backorder**.
  - ▶ If you received items that are not listed:
    - Click **Add Line Item**
    - Use the **Browse Buttons [...]** next to **Stock Number** or **Description** to find the item you received.
    - Type in the **Quantity to Add**.
    - Click **OK**.
31. Enter any **Comments**
32. Once you have completed all your editing, click **Save**
33. Message: "*Modify Receiving Locations?*"
  - ▶ If the items are being received to their *default* locations, click **No**
  - ▶ If you need to store this delivery to a location other than the default location, click **Yes**.  
Select the item(s) to change and click **Edit**. Type the quantity and location, click **OK**. Click **OK** again.
34. Message: "...*print delivery receipt now?*", click **Yes**
35. Click **To Printer**
36. Click **OK**
37. Click **OK** again on the gray print box.

### **Manual Receiving**<sup>2</sup> (Use for receipt of USDA Commodities into CWHS)

- ▶ Receipt of USDA Commodities into CWHS should be reconciled with USDA Commodity Allotments entered in Central Office (see *Steps To Success Guide* for USDA Commodity Management).
- ▶ When receiving *linked* items (e.g., stock numbers 1234 linked to 1234A) make sure you receive the CASE (#1234A) and not the smaller, broken unit (#1234).

1. Click **Go To**, type **12641** and click **Launch Process**.
  - ▶ You can also select this screen from your **Favorites List**.
2. Click on the down arrow by **Received By:** and click on your name.

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<sup>2</sup> If the *USDA Commodity Management* module is used, commodities received from USDA should also be entered at Central Office for allocation to the sites.

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3. Use the **Browse Button [...]** next to either **Stock Number** or **Description** to find the first item to be received.
4. Click **OK**
5. Enter the **Quantity Received**.
6. Enter the **Receiving Date** (today's date).
7. Enter any applicable **Comments**
8. Click **Save**
9. Select the next item to be received or click **Close** if finished.
10. Message: "...*print delivery receipts now?*", click **Yes**
11. Click **To Printer**
12. Click **OK**
13. Click **OK** again on the gray print box.