

Adding Purchase Order

Creditors>Activity>Purchase Orders

Select a Supplier: Short Search – just type in part of the code or name and hit enter on the keyboard and select the Creditor.

Drop down Search - Clicking on the arrow allows you to find the Creditor via the drop-down menu

Click on **Insert** button.

Basic Tab

Description - e.g. PO – Hard drive

Reference - Type in the Reference for your Purchase order

Date - Is the current date of the document

Due Date - Allows you to select the due date of the supplier

Save/ close - Click on the save Button to save your information

Close if you wish to close your Purchase order window without saving

Notice that: as you click save, the other buttons that were greyed out they are now accessible

Currency View - The Drop-Down menu gives you a list of Multi currency views you can select the currency type you want to view

Currency - This is the default currency of the Purchase order.

Note - Accknowledge allows users to maintain Creditors accounts in foreign and local currencies, as well as send invoices and statements in foreign currencies. In addition, the application also maintains the foreign rate of exchange used at the time of the transaction.

Address Tab - Shows the Default address of the Supplier

Contact Person - Shows the Default contact person for that supplier

Extras Tab

Job - Select in the drop-down menu a job number if this purchase order is linked to a JOB

Completion Date - Type in or select on the calendar the completion date

Long Description - Add a detailed description

Process GRV to Job - **Tick** this box if you want to process GRV to JOB

Print Custom fields - Tick This Box if you want custom fields to appear in Print

Notes - Add notes in here relevant to your Purchase order and Save

Custom Fields Tab

Request By - The System User requesting stock

Costing Centres - Will be the centre requesting stock

Special Notes - Add special notes

Use the arrows down or up to see more details

Job - Is the Job Number this stock will typically be required for and click on Save

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