

Auto Create a Purchase Order from a Job

This document will explain:

- How to add a purchase order by asking Jim2 to review a job and create an order based on stock requirements. Once a job has been saved, right click on the job and select Auto Create Purchase Order. Jim2 can then check all depleting and special stock codes to see if it needs to order stock. Within the same process, it creates a link between the purchase order(s) it creates, and the job that requires the stock.

Skill Steps:

- View the required job.
- Right click on the stock grid area of the job.
- Select Auto Create Purchase Orders.

Item #	Date	Initials	Status	Inc	Comment
1	18/12/2018	SYS	Booked	<input type="checkbox"/>	Watchout : Check availability first!
2	13/12/2018	SYS	Booked	<input type="checkbox"/>	

Item #	Status	PO#	PO Due	Stock Code	Description	Unit	ce Ex.	Price Inc.	Disc %
1				LAM.P.57	Laminates Pouches 5 x 7	UNIT	45.00	49.50	0

- On the new window, click the Run button. Stock needing to be ordered will be displayed, along with the options of Order and Link to PO. Link to PO refers to the link between the specific job and the purchase order that is about to be created.

Location	Job#	Stock Code	Description	Unit	Qty on Hand	Qty on Jobs	Qty on Order	Order Qty	Add to Existing PO	Supplier	Currency	Price TF	Order	Link to PO
NSW	218	5051254238539	Adobe creative Suite 3	UNIT	4	1	0	0			AUD	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NSW	145	BD-R.25GB.VERBATIM	10 pack BD-R 25Gb - Verbatim Brand	UNIT	1	1	0	0			AUD	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Click the Order button at the bottom of the window to create the applicable purchase orders.

For further information please go to Jim2 online Help file at <http://jim2help.happen.biz/index.html> and search CardFile.