

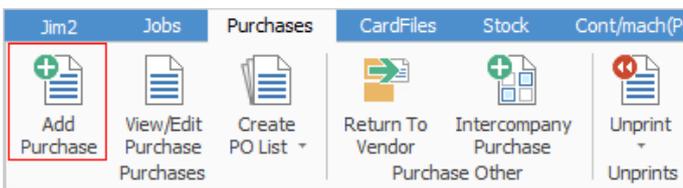
Add a Purchase Order for Stock

This document will explain:

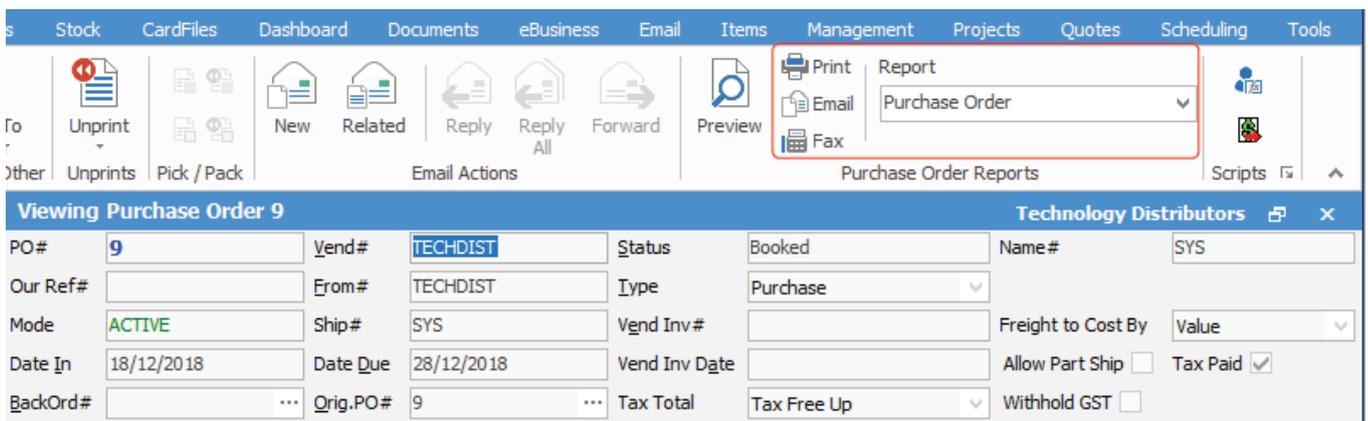
- How to add a purchase order. Ordering non-depleting stock type, or bulk quantities of depleting stock can be done by adding a new purchase order. These orders do not automatically link to jobs.

Skill Steps:

- Select the Purchases tab from the top of the Jim2 window.
- Select the Add Purchase icon in the Ribbon. The cursor moves to the Vend# field.



- Type (or search for) the Card Code of the vendor for this purchase order. Click in the Date Due field and edit as necessary.
- Press Function Key F4 to move to the Stock Code field. Enter the stock code you wish to order. Press Enter on your keyboard to move along the stock grid.
- Edit the description of stock (if applicable). Press Enter. Enter quantity of stock to be ordered. Press Enter.
- Edit the Price TF or Price field to indicate the expected cost of the products being ordered. The choice of Price TF or Price is dictated by the Tax Total option at the top of the Purchase Order window. Tax Free Up allows entry into the Price TF field, Tax Paid Down allows entry into the Price field. Press Enter to add a new.
- Save the purchase order. Preview/Print/Email/Fax the purchase order by selecting required Purchase Order Report from the Reports icon in the Ribbon.



- Once the order has been placed with the supplier, edit the purchase order and change the status to 'Ordered'.
- Click Save.

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