Parts Purchase Orders

This screen is used to enter purchase orders for equipment parts and maintenance. When the screen is entered, the latest purchase order is displayed on the screen. Use the [<] and [>] arrow keys to scroll through the purchase orders. You may also use the [Go] button to go directly to a purchase order. The [Save] button saves any pending changes. Clicking on the [?] button causes this user guide to appear on the screen.

🖾 Parts Purchase Ord	ers (APPoPa)										3
P.O. Date: 07/03/	2012					Р	urchase	Order	:	2126	
Vendor Code: CAPC							Sul	btotal	: 1	,021.05	
Vendor Name: CAPITA	AL CLUTCH & BRAI	KE						Tax	:	79.13	
							Miscellar	neous	:		
					F	urcha	se Order	Total	: 1	,100.18	
			Origina	Back		Unit					
Inv? Part Number	Part Name	Invoice	_	Order		Price		Tx?	Tax	Amount	
AS1133	AUTO SLACK		2.00		189	.5500	379.10		29.38	408.48	^
W498	FLANGE NUT		8.00		16	.3200	130.56		10.12	140.68	
₩45	LH WHEEL STUC		4.00		8	.4400	33.76		2.62	36.38	
W44	RH WHEEL STU		4.00		8	.4400	33.76		2.62	36.38	
₩451	BACKING NUT		8.00		8	.4400	67.52		5.23	72.75	
10094	HUB CAP CROM		1.00		3	.8700	3.87		.30	4.17	
ESD965	DISC PADS		1.00		55	.2800	55.28		4.28	59.56	
413	BEARING SET		2.00		63	.2800	126.56		9.81	136.37	
413	BEARING SET		2.00		95	.3200	190.64		14.77	205.41	
	<u> </u>		<u> </u>						—		
i i		, 	—i—						i —		
											-
Back Save ? (<u>io < > A</u> ll	<u>N</u> ew PO	<u>A</u> dd Items	<u>D</u> elet	e Item	Parts	Print	<u>R</u> ep	oorts	More	

Adding a New Purchase Order

When the **[New PO]** button is pressed, a small window appears as shown below. Enter the P.O. Date. When the cursor enters the Vendor field, a list of the parts vendor appears. The next Purchase Order number is supplied in the P.O. field, but you are free to change the P.O. number. Purchase Orders may not be duplicated.

🔝 New Purchase	Order
Date: 08/09/	12
Vendor: CAPC	BEDROCK CLUTCH & BRAKE
P.O.: 2140	
	<u>B</u> ack <u>S</u> ave

Adding Items to the Purchase Order

When the **[Add Items]** button is selected, a list of the parts appears. This list is in part number order. You can begin typing the part number and the list narrows to the characters entered.

				×
	Find %			
004482×	4" CLAMP SS CLAMP 5"	486 484	6.85 7.07	_
022105	PURGE VALVE ASSY	1155	100.41	
032138 05023	AIR TOGGLE SWITCH BATTERY CLEANER	1097 1102	9.92 2.79	
05046 062430	TERMINAL PROTECTOR MUD FLAP	906 488	4.1 5.49	
062436	MUD FLAP R-12 REI AY VAI VE A/M	478 823	6.69 67 1	

A faster way to find a part is to use the *Find %* box at the top of the window. In this example, HOSE was entered on the left side of the % sign. Then press the **[Enter]** key. All occurrences where "HOSE' is in the list will appear.

				×
	Find %HOSE			
1022 103 103 TEC 1921-6 1921-6 46022 SL	3/8 X 1" FERRULE HOSE HOSE CONNECTOR HOSE CONNECTOR 3/8 X 1" AIRBRAKE HOSE 3/8 AIR BRAKE HOSE GREASE HOSE	1297 2288 1024 535 523 476	.65 3.58 Y 3.31 .62 .67 4.78	Y
•				× •
Find		ОК		Cancel

To select the part, either double click on the desired entry, or you may single click to highlight and then click on **[OK]**. The part number, name and price are filled in for you. The cursor is positioned in the *Original Qty* field. This is the number that you desire to order.

The cursor then goes to the *Unit Price* field. If the price is changed from what is on the parts file, a small window appears that asks if the price should be updated on the parts file. If yes, the price is updated for this particular vendor when the **[Save]** button is pressed.

Miscellaneous: Purchase Order Total: Original Back Unit nv? Part Number Part Name Invoice Qty Order Price Subtot Tx? Ta 004482 X 4" CLAMP 1.00 6.8500 6.85 .55 1022 3/8 X 1" FERRUI 1.00 .7500 .75 0.00 Dump Truck System	ax Amoun
NY? Part Number Part Name Invoice Qty Order Price Subtot Tx? Ta 004482 X 4" CLAMP 1.00 6.8500 6.85 .5 1022 3/8 X 1" FERRUI 1.00 .7500 .75 .00	ax Amoun
1022 3/8 X 1" FERRUI 1.00 .750 .75 0	
	the second s
The price entered is different than on file for this vendor. Update the parts file with this price?	

Printing the Purchase Order Select the [Print] button to view the Purchase Order. You may then elect to send it to the printer or save it as a PDF in order to email it to your parts supplier.

PoPa: Previewer						
View Help						
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FLINTSTONE TRUCKING					: 2140	
P. O. BOX 1				Date	e: 08/09/2	2012
BEDROCK CA 92000						
Office: 800 555-1212 Fax: 800	000-3333					
BEDROCK CLUTCH & BRAKE						
3100 DULUTH STREET						
WEST SACRAMENTO CA 9569	1-2208					
					-	
Part Name	Part Number	Qty	Unit Price	Subtotal	Тах	Amount
4" CLAMP	004482 X	1		6.85	0.53	7.38
3/8 X 1" FERRULE HOSE	1022	1		0.69	0.05	0.74
			Total:	7.54	0.58	8.12