

Purchase Orders Tab

Last Modified on 11/07/2016 1:01 pm EST

A purchase order is a vehicle for allotting funds to pay for a future invoice. Use this tab to view and manage purchase orders for this vendor.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
+ Add Purchase Order							
<input type="checkbox"/> Show All							
Drag a column header and drop it here to group by that column							
PO Number	Order Date	Total Amount					
10003	7/27/2016	\$2,028.00					
Count: 1		Total: \$2,028.00					

New Purchase Order

To add a new purchase order click "Add Purchase Order" on the right side of the page.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
+ Add Purchase Order							
<input type="checkbox"/> Show All							
Drag a column header and drop it here to group by that column							
PO Number	Order Date	Total Amount					
10003	7/27/2016	\$2,028.00					
Count: 1		Total: \$2,028.00					

Complete Fields

Complete the fields in the Add Purchase Order Page that appears.

Add Purchase Order

[x Cancel](#) [Save](#)

Vendor:	Barbara Savani	▼
Order Date:	7/27/2016	📅

PO Number:	10004
Shipper:	Select Shipping Provider ▼
Shipping Date:	📅
Tracking #:	

Vendor

Select the vendor linked to this purchase order from the dropdown box

Order Date

Enter the date you will be placing this order with the vendor.

PO Number

AlarmBulle will automatically generate a unique purchase order number in increments of one.

Shipper

If applicable, select which shipping method you will be using to receive this order from the dropdown box.

Shipping Date

Enter the shipping date

Tracking

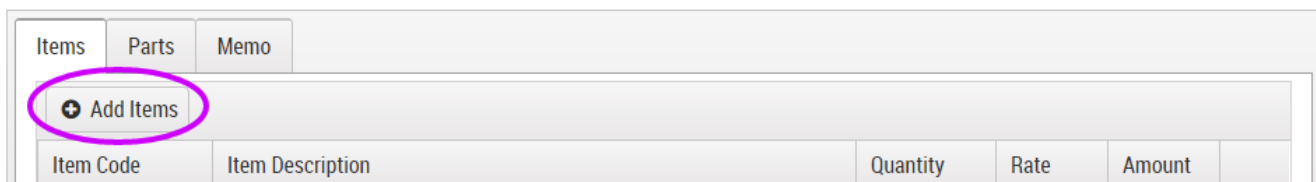
Once order has shipped, enter the the tracking number.

Items & Parts Tabs

To add items and/or parts you will be ordering from the vendor click on the respective tabs and complete the following steps. The same steps apply for parts and items:

a. Add Items

Click "Add items".



The screenshot shows a software interface with three tabs: 'Items', 'Parts', and 'Memo'. The 'Items' tab is selected. Below the tabs is a large button labeled '+ Add Items', which is circled in purple. Below the button is a table with the following columns: 'Item Code', 'Item Description', 'Quantity', 'Rate', and 'Amount'.


An "Add Items" page will appear. Check the boxes to the left of the items you would like add to the work order. When you are done adding items, click "Add Items" in the bottom right corner.

*Note: IF you need to add new items are parts go to [\(hyperlink to items and parts setup table\)](#).

b. Edit Fields

Once you have added items, edit fields by clicking the space beneath each heading. You can edit all fields aside from

"Item Code". hyperlink to items/parts field meanings).

Item Code	Item Description	Quantity	Rate	Amount	
Cleaning Service	Cleaning Service	4	50.00	\$200.00	

Memo Tab

If you would like to add a memo to your purchase order, enter one here.

Items	Parts	Memo
Memo Enter memo here.		

Save

Click "Save" in the upper right corner to continue.

chase Order - 10004	 Cancel	 Save
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The Purchase Order Details Page will appear.

Purchase Order Details

Use the purchase order details page to view and edit purchase order information. Access the purchase order details page by clicking the blue "PO Numer" hyperlink to the right of the purchase order you would like to view.

Purchase Orders 2	Receipts 0	Bills 0	Payments 0	Credits 0	Checks 0	Notes 0	Docs 0
							+ Add Purchase Order
<input type="checkbox"/> Show All							
Drag a column header and drop it here to group by that column							
PO Number	Order Date	Total Amount					
10003	7/27/2016	\$2,028.00					
10004	7/27/2016	\$250.00					

The PO Details Page will appear

Purchase Order #10004 [Edit](#) [Print](#) [Email](#)

Vendor: Barbara Savani Status: Open	Order Date: 7/27/2016 Shipper: Select Shipping Provider <input type="button" value="Save"/> Shipping Date: <input type="text"/> <input type="button" value="Calendar"/> Tracking #: <input type="text"/>
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Items Total	Parts Total	Total
\$200.00	\$50.00	\$250.00

Items 1	Parts 1	Bills 0	Receipts 0	Memo			
Code	Description	Quantity	Rate	Amount			
Cleaning Service	Cleaning Service	4.00	\$50.00	\$200.00			

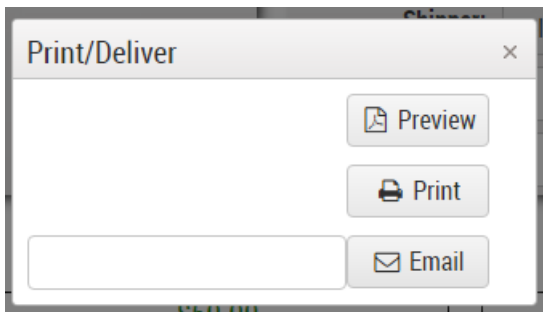
Print/Preview/Deliver

Click the print/email icon in the upper right corner to preview, print, or deliver the purchase order.

Purchase Order #10004 [Edit](#) [Print](#) [Email](#)

Vendor: Barbara Savani	Order Date: 7/27/2016
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A Print/Deliver Page will appear.



To download a pdf of the purchase order to your documents for previewing or printing purposes, click "Preview" or "Print". To email the purchase order, enter the email address you would like to send it to and click "Email".

Edit

To edit the purchase order dashboard fields, items, and/or parts click "Edit" in the upper right corner. [\(hyperlink to adding new po\)](#)

Bills Tab

When you receive bill(s) from the vendor for the items and/or parts in the purchase order you can add bill information in this tab. To view bill details click the blue "Ref. Number" hyperlink to the left of the bill [\(bill details hyperlink\)](#). To add a new Bill click "Add Bill" in the upper right corner [\(hyperlink to adding bills\)](#)

Items	Parts 1	Bills	Receipts 0	Memo
+ Add Bill				
Drag a column header and drop it here to group by that column				
Ref. Number	Bill Date	Due Date	Total Amount	
341224	7/27/2016	8/27/2016	\$169.00	

Receipts

Enter the receipts for the purchase order items/parts you receive [\(hyperlink to receipts\)](#).