Create a New Purchase Order

1. From the Main Menu click on the Supplies tab. Click on Supply Inventory button.

2. Click on Inventory Checklist or Purchase Order. Click the New PO or New Checklist which will automatically generate a new number for you. Or, you can type in a number that you would like to use.

3. Set the date that the supplies were received (Default=Today).

4. Search and set the Vendor supplying the items.

5. Search and set the first supply in the PO by code, description or vendor code.

6. Add the quantity of the supply (how many of the item on the PO).

7. Press the Enter key or the Save Item button to save the entry.

8. Repeat steps 4-6 for the remaining supplies on the PO.

9. Ensure the quantity, cost and order total at the bottom match the PO.

10. If all the items are correct, click Receive All to add their quantities. Otherwise, you can click an item individually and click Receive to add individual items to the Instock quantity.

11. Click Print/Preview if desired, to print the Checklist or PO.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50254.aspx