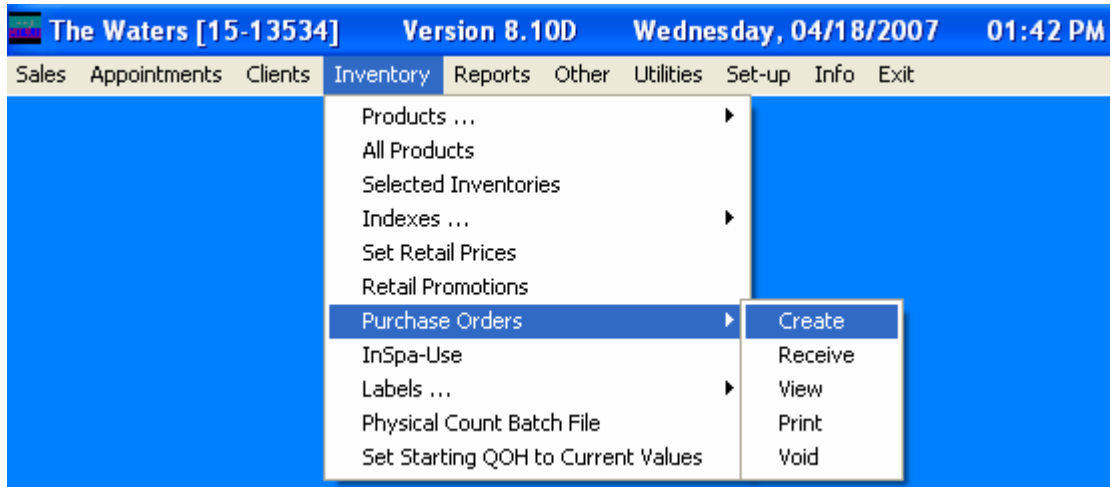


## Creating Purchase Order

1. To create a purchase order click on Inventory, Purchase Orders, Create.



2. Then you will see the Purchase Order window.

The screenshot shows the 'PURCHASE ORDERS' window. At the top, there is a header bar with the text 'PURCHASE ORDERS'. Below the header, there are several input fields and buttons. The 'P.O. Number' field is empty, and the 'Vendor' field has a dropdown arrow. The 'Date' field is empty, and the 'Reference' field is empty. The 'B.O. From' field is empty. There are 'Cancel', 'Save', 'Print', 'Suspend', 'Look-Up', 'New Prod.', 'Labels', and 'Use barcodes' buttons on the right side. The 'Auto-Order' section has radio buttons for 'Below Min', 'Below Max', and 'Used', and a 'Load' button. The 'Date Req'd' field is empty, and the 'Terms' and 'How Ship' fields are empty. The 'Retail' and 'Professional' checkboxes are checked. The 'Skus' table has columns for 'Number', 'Product Description', 'QOH', 'Quantity', 'Price', 'Total', and 'Tax'. The 'Ven' and 'Upc' columns are also present. The 'Sales Tax' and 'Shipping' fields are empty, and the 'TOTAL' field is empty. The 'Look-Up' section has dropdown menus for 'Manufacturer', 'Category', and 'Product', and a 'Clear' button.

- Next click the “new” button on the top left and Proolutions will automatically assign you the next available purchase order number and will say “new” above the P.O. Number.

The screenshot shows the 'PURCHASE ORDERS' form. At the top left, there is a 'New' button circled in red. The form contains the following fields and controls:

- New** (button)
- P.O. Number**: 2
- Vendor**: (dropdown menu)
- Date**: 04/18/2007
- Reference**: (text field)
- B.O. From**: (text field)
- Cancel** (button)
- Save** (button)
- Print** (button)
- Suspend** (button)
- Look-Up** (button)
- New Prod.** (button)
- Labels** (button)
- Use barcodes

Additional form elements include:

- Auto-Order** section with radio buttons for **Below Min**, **Below Max**, and **Used**, and a **Load** button.
- Checkboxes**:  Retail,  Professional.
- Text fields**: Date Req'd, Terms, How Ship.
- Table Headers**: Sku, Ven, Upc, Number, Product Description, QOH, Quantity, Price, Total, Tax.
- Table**: A large empty table area for listing items.
- Summary**: Sales Tax, Shipping, and TOTAL fields.
- Look-Up** section with dropdowns for Manufacturer, Category, and Product, and a Clear button.

- Now choose the vendor that you will be ordering from.

This screenshot shows the same 'PURCHASE ORDERS' form, but with the 'Vendor' dropdown menu selected and 'Avalon' highlighted. The 'New' button is no longer circled.

The form contains the following fields and controls:

- New** (button)
- P.O. Number**: 2
- Vendor**: Avalon
- Date**: 04/18/2007
- Reference**: (text field)
- B.O. From**: (text field)
- Cancel** (button)
- Save** (button)
- Print** (button)
- Suspend** (button)
- Look-Up** (button)
- New Prod.** (button)
- Labels** (button)
- Use barcodes

Additional form elements include:

- Auto-Order** section with radio buttons for **Below Min**, **Below Max**, and **Used**, and a **Load** button.
- Checkboxes**:  Retail,  Professional.
- Text fields**: Date Req'd, Terms, How Ship.
- Table Headers**: Sku, Ven, Upc, Number, Product Description, QOH, Quantity, Price, Total, Tax.
- Table**: A large empty table area for listing items.
- Summary**: Sales Tax, Shipping, and TOTAL fields.
- Look-Up** section with dropdowns for Manufacturer, Category, and Product, and a Clear button.

5. Now you can use Prosolutions to automatically load items in your inventory that are below your minimum or maximum stocking quantity.

**INVENTORY**

SKU < 130 >  Next Look-Up Cancel Save

**My Little Secret, Empower Therapy 8 Oz**

Product Information		Vendor Information		Other		Kits	
<input checked="" type="radio"/> Retail <input type="radio"/> Professional <input type="radio"/> Kit <input type="radio"/> Bulk		UPC Code					
Product Description	Parts	Unit of Meas	Last Ordered	List Price	Sell Price	Whls Price	
Empower Therapy 8 Oz	1		03/29/2003	13.50	13.50	0.00	
Code	Manufacturer	On Order	Min	Max	Ave Cost		
MS	My Little Secret	<input checked="" type="checkbox"/> Charge Sales Tax	24	3	20	6.80	
Code	Category	<b>Beginning Inventory dated 02/09/2003</b>					
HT	Hair Therapies	Begin Qty	Received	Sold	Returned	Adjusted	Ending QOH
		0	0	-1	0	0	-1
Code	Group	Markup = 98.5%		Margin = 49.6%		Value = \$-6.80	

You may make changes to this product's description.

6. Click on the “load” button and this will search for all products for this vendor that have a QOH less than the max stocking quantity and load the number needed to bring the QOH back to the max stocking quantity and place them into the lower white window.

**PURCHASE ORDERS**

New Cancel

New P.O. Number 2 Vendor Avalon View Date 04/19/2007 Reference B.O. From Save

<< >>  Retail  Professional Date Req'd

Auto-Order  Below Min  Below Max  Used Terms

How Ship

Sku	Number	Product Description	QOH	Quantity	Price	Total	Tax
221	R	Cu/clay Oily Skin 4 Oz	14	7.50	105.00		
231	R	Lemon/oat Os 4 Oz	1	5.25	5.25		
241	R	Cypress N 4 Oz	1	5.25	5.25		
251	R	Rosemary D/s 4 Oz	3	7.00	21.00		
261	R	Lemon Myrtle A 4 Oz	4	7.25	29.00		
281	R	Rosemary N 4 Oz	2	6.00	12.00		
301	R	Antioxidant Serum A 5 Oz	26	7.50	195.00		
311	R	Water's Secret A 5 Oz	1	7.25	7.25		
321	R	Repair A 5 Oz	4	7.50	30.00		
331	R	Rejuvenation 5oz	3	9.00	27.00		
341	R	Essentials 5 Oz	1	9.50	9.50		
351	R	Calendushea 21 Oz	10	10.00	100.00		
361	R	Essentbutter 1 Oz	1	10.25	10.25		
371	R	Roser renewal 1 Oz	2	12.25	24.50		
381	R	Chamsunit N/s 2 Oz	2	8.25	16.50		
391	R	Teatreelav	1	8.25	8.25		

Sales Tax 0.00 Shipping TOTAL 3457.65 New Prod. Labels Use barcodes

- Then once all of your products are loaded from the Auto-Order process you can click on any item to make a change to the quantity or price of the product you are ordering.

**PURCHASE ORDERS**

P.O. Number:  Vendor:  Date:  Reference:  B.O. From:

Use barcodes

Retail  Professional

Date Req'd:

Auto-Order:  Below Min  Below Max  Used

Terms:  How Ship:

Sku	Number	Product Description	QOH	Quantity	Price	Total	Tax
451		Gweneth 2 Oz	-2	22	14.25	313.50	<input type="checkbox"/> Del
301	R	Antioxidant Serum A 5 Oz	26		7.50	195.00	
441	R	Merlin 2 Oz	19		14.00	266.00	
451	R	Gweneth 2 Oz	22		14.25	313.50	
491	R	Avalonblend 8 Oz	27		12.50	337.50	
501	R	Camille N/d	9		33.00	297.00	
511	R	Hedda	10		33.00	330.00	
521	R	Elizabeth	9		25.25	227.25	
531	R	Sophia Antiaging	12		54.20	650.40	

Sales Tax:  Shipping:  TOTAL:

- If you would like to add an item to this PO that doesn't come up using the Auto-Order feature you can add items individually as needed. You can simply type in the SKU number for that product and hit enter and it will bring up the product description and the current QOH, type in the amount you would like to order and the price and then click enter to add it to the lower white window.

**PURCHASE ORDERS**

Ordered

P.O. Number:  Vendor:  Date:  Reference:  B.O. From:

Use barcodes

Retail  Professional

Date Req'd:

Auto-Order:  Below Min  Below Max  Used

Terms:  How Ship:

Sku	Number	Product Description	QOH	Quantity	Price	Total	Tax
151		Express Ultra Gel 8 Oz	11	12	6.00		<input type="checkbox"/> Add
131	R	Empower Therapy 8 Oz	24		6.80	163.20	
171	R	Emulsion Treatment 32 Oz	11		14.50	159.50	
751	R	Beyond Moisture O 2oz	4		13.50	54.00	

9. If you don't know the SKU number for this product you can do a quick "look up" at the bottom of the Purchase Order window. Simply choose the manufacturer, category and a list of products will appear in the product drop down menu. Click on the product that you need to order, set your quantity and price and then hit enter to add it to the lower white window.

**PURCHASE ORDERS**

P.O. Number:  Vendor:  Date:  Reference:  B.O. From:

Retail  Professional

Date Req'd:

Auto-Order:  Below Min  Below Max  Used

Terms:  How Ship:

Sku	Number	Product Description	QOH	Quantity	Price	Total	Tax	Del
Ven	491	Avalonblend 8 Oz	-7		12.50			
Upc	301	R Antioxidant Serum A 5 Oz	26		7.50	195.00		
	441	R Merlin 2 Oz	19		14.00	266.00		
	451	R Gweneth 2 Oz	22		14.25	313.50		
	491	R Avalonblend 8 Oz	27		12.50	337.50		
	501	R Camille N/d	9		33.00	297.00		
	511	R Hedda	10		33.00	330.00		
	521	R Elizabeth	9		25.25	227.25		
	531	R Sophia Antiaging	12		54.20	650.40		

Sales Tax:  Shipping:  TOTAL:

**Look-Up**

Manufacturer:  Category:  Product:

10. Once you have added all the products in the window that you need to order you can print this PO out and fax or call in to your vendor and then click on save.

**PURCHASE ORDERS**

Ordered

P.O. Number:  Vendor:  Date:  Reference:  B.O. From:

Retail  Professional

Date Req'd:

Auto-Order:  Below Min  Below Max  Used

Terms:  How Ship:

Sku	Number	Product Description	QOH	Quantity	Price	Total	Tax	Add
Ven								
Upc	131	R Empower Therapy 8 Oz	24		6.80	163.20		
	171	R Emulsion Treatment 32 Oz	11		14.50	159.50		
	751	R Beyond Moisture O 2oz	4		13.50	54.00		

Use barcodes

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