

How to do Purchase orders:



All back office options are accessed through the green setup key at the top of the screen. This key is only available to managers. To access the back office setup, enter the manager code and the Setup button appears. Enter the manager password and instead of pressing the return (←) key press the Setup button to move in to the back office suite.

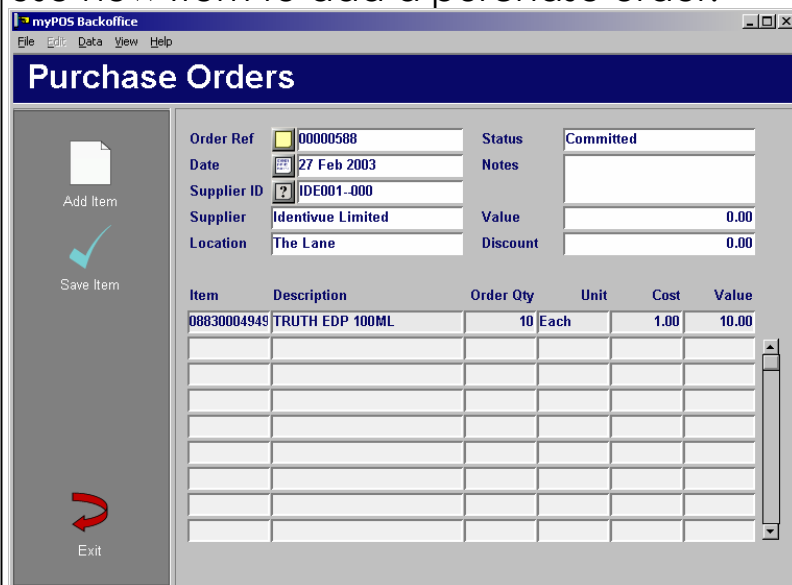
Purchase orders are used in myPOS as a method for entering and receiving orders from suppliers to enable better stock control.

To add, delete and change purchase, select the 'Back office' button. Then select the 'Purchase orders' button.

Buttons to press..

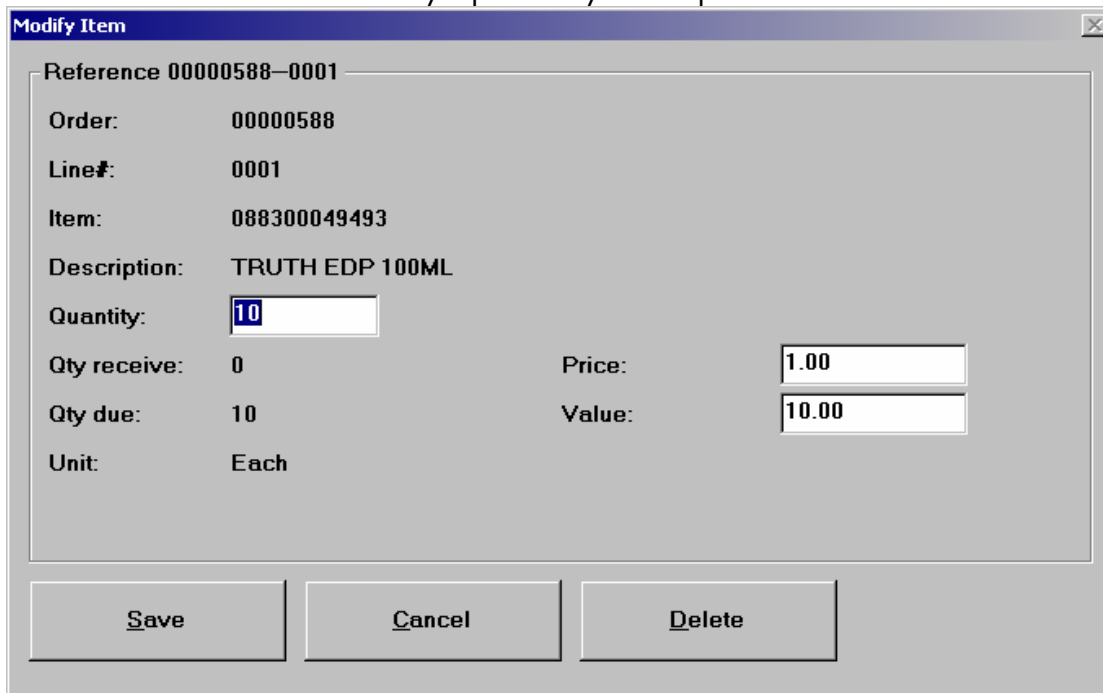


Use new Item to add a purchase order.



Item	Description	Order Qty	Unit	Cost	Value
08830004949	TRUTH EDP 100ML	10	Each	1.00	10.00

Click on a line to modify quantity and price details.



Modify Item

Reference 00000588-0001

Order: 00000588

Line#: 0001

Item: 088300049493

Description: TRUTH EDP 100ML

Quantity: 10

Qty receive: 0 Price: 1.00

Qty due: 10 Value: 10.00

Unit: Each

Save Cancel Delete

Use the Print Order function to print out a purchase order if required.

Orders can be changed and deleted up until the point when they have been 'received'.

Receiving Purchase Orders:

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Buttons to press..



Use the find order to select the Purchase order to be received.

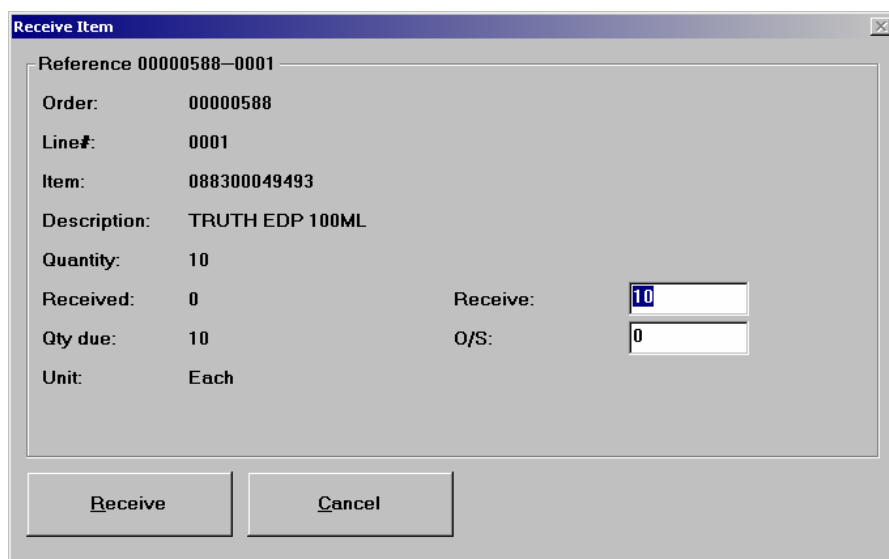


The screenshot shows the 'myPOS Backoffice' window with the 'Receive Delivery' title bar. On the left, there is a 'Receive All' button with a document icon and an 'Exit' button with a red arrow icon. The main area contains a form with the following fields:

Order Ref	00000588	Status	Committed
Date	27 Feb 2003	Notes	
Supplier ID	IDE001-000		
Supplier	Identivue Limited		
Location	The Lane		

Item	Description	Order Qty	Unit	Received	Due
08830004949	TRUTH EDP 100ML	10	Each	0	10

Click on receive all to receive all outstanding items, or click on an individual line to receive all or part of that line.



The 'Receive Item' dialog box shows the following details:

Reference 00000588-0001

Order: 00000588
Line#: 0001
Item: 088300049493
Description: TRUTH EDP 100ML
Quantity: 10

Received: 0 Receive:
Qty due: 10 O/S:
Unit: Each

Buttons: