



Purchase Order

Record the unpaid purchase details of the seller's reference payment or money from the seller.

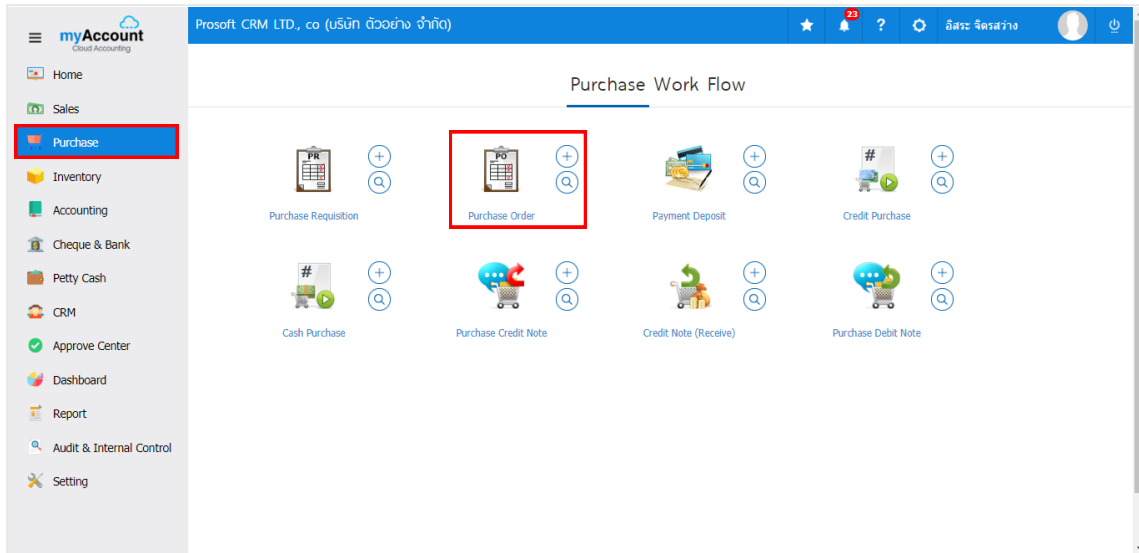
Documents Order

Documents orders with a total of 10 states

- **Draft** document was drafted with the recording.
- **Open** a new document is created. Without requiring the approval process documentation.
- **Wait Approve** document is awaiting approval from the authorities.
- **Inprocess** means is pending approval. If you have multiple approvers.
- **Approve** is a file that can be closed immediately with the approval of the competent authority.
- **Not Approve** is an unauthorized file and cannot delete a purchase credit file.
- **Partial** document is a field. To use some already.
- **Hold** the document is to stay on the field. To use it, click Cancel Hold out.
- **Close** the document was approved and was to open a document that buy / sell live successfully.
- **Cancel** is a document that has been canceled can not be used any more.

How to save the purchase order.

1. Users can save the purchase order.
 - Click "Purchase" menu
 - > "Purchase order".



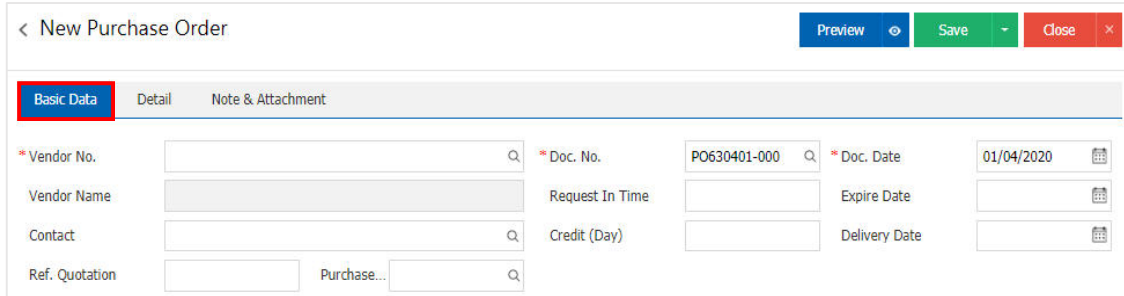
2. The system will display the list of orders
 - Press "New" to create a new order.

< Purchase Order ★ **New** +

All Order

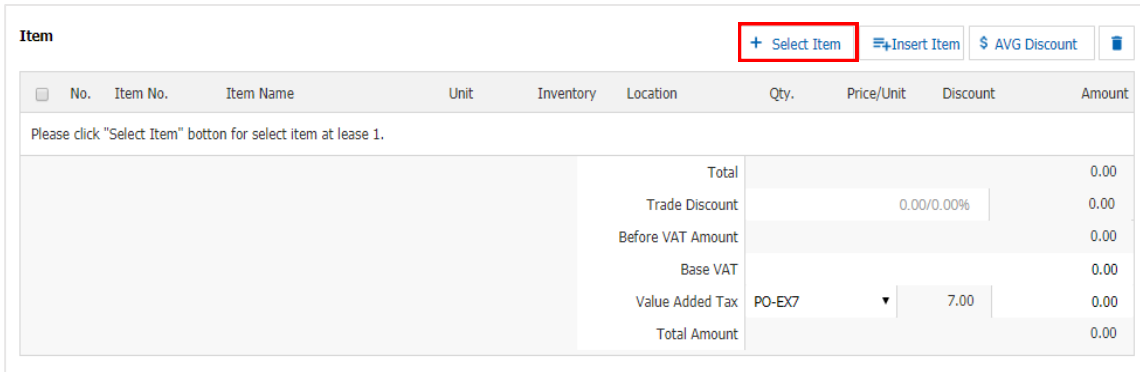
<input type="checkbox"/>	Doc. Date	Doc. No.	Vendor No.	Vendor Name	Total Amount	Ref. Quotation	Ref. PR	Status
<input type="checkbox"/>	27/03/2020	PO630327-000	AP-0018	บริษัท น้าตาล จำกัด	53,500.00		POR191210-001	Approve
<input type="checkbox"/>	27/03/2020	PO630327-001	0111	บริษัท MM จำกัด	53,500.00		POR200327-001	Approve
<input type="checkbox"/>	26/03/2020	PO630326-000	0111	บริษัท MM จำกัด	53,500.00			Approve
<input type="checkbox"/>	26/03/2020	PO630326-001	0111	บริษัท MM จำกัด	53,500.00			Approve

3. In the "Basic Data" is the recording of the order. Fill in the form marked "*" are required.



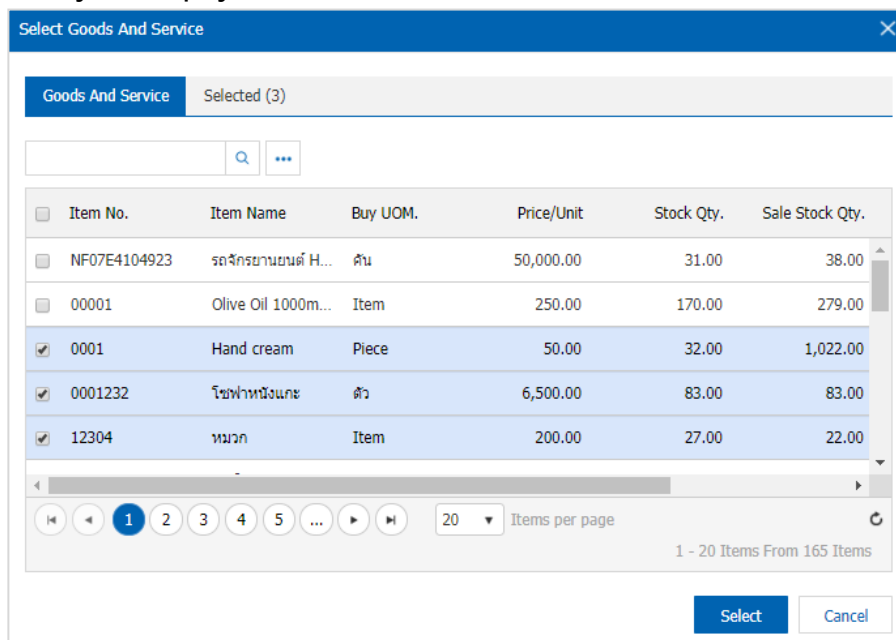
4. In the list.

- add items by pressing the "+ Select Item" Figure.



No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
Please click "Select Item" button for select item at lease 1.									
						Total			0.00
						Trade Discount	0.00/0.00%		0.00
						Before VAT Amount			0.00
						Base VAT			0.00
						Value Added Tax	PO-EX7	7.00	0.00
						Total Amount			0.00

5. The system displays a list of all such data.



Item No.	Item Name	Buy UOM.	Price/Unit	Stock Qty.	Sale Stock Qty.
<input type="checkbox"/>	NF07E4104923	รถจักรยานยนต์ H...	คัน	50,000.00	31.00 38.00
<input type="checkbox"/>	00001	Olive Oil 1000m...	Item	250.00	170.00 279.00
<input checked="" type="checkbox"/>	0001	Hand cream	Piece	50.00	32.00 1,022.00
<input checked="" type="checkbox"/>	0001232	โคมไฟพวงมโหรี	ตัว	6,500.00	83.00 83.00
<input checked="" type="checkbox"/>	12304	ทวง	Item	200.00	27.00 22.00

* Note: Product codes can type in the search box.

6. The system will include the amount of the total in the end the bill
 - The user can specify special trade patterns and the amount and percentage
 - Can split the total tax to 7 percent.

Total		0.00
Trade Discount	10%	0.00
Before VAT Amount		0.00
Base VAT		0.00
Value Added Tax	PO-EX7	7.00
Total Amount		0.00

7. In the "Detail" system. Each reference in the vendor's data
 - Address.
 - Means of transport, the transport field sales.
 - Responsible department.

< New Purchase Order

Preview
Save
Close

Basic Data
Detail
Note & Attachment

Document Information

Address	<input type="text"/>	Tax ID	<input type="text"/>	Branch No.	<input type="text"/>
		Phone	<input type="text"/>	Fax	<input type="text"/>

Shipping Information

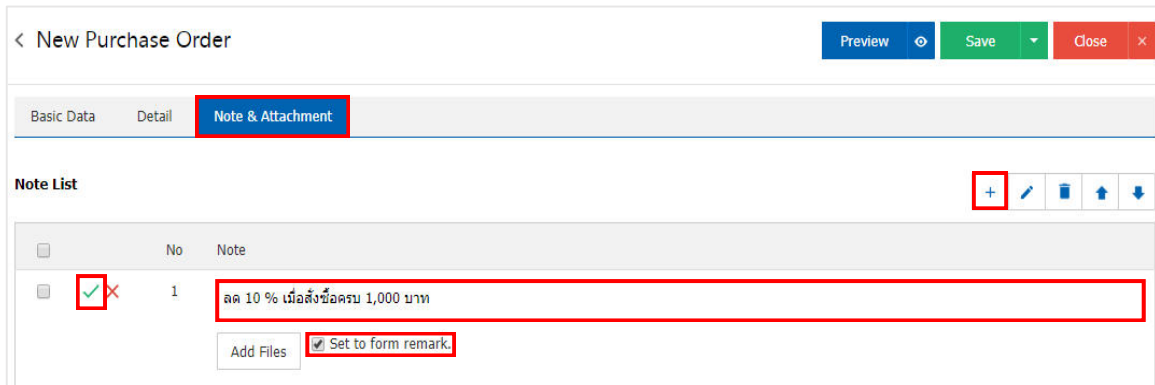
Receive Address	<input type="text" value="เลขที่ 2571/1 ซอฟต์แวร์รีสอร์ทเลขที่ 2571/1 ซอฟต์แวร์รีสอร์ท แขวงพญาไท เขตบางกะปิ 10240"/>	Shipping Method	<input type="text"/>
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Purchase Detail

* Owner	<input type="text" value="EMP-Admin"/>	<input type="text" value="อิสระ จิตสว่าง"/>	Cost Center	<input type="text"/>
Department	<input type="text" value="DEP-001"/>	<input type="text" value="แผนกเทคโนโลยีสารสนเทศ"/>	Internal Order	<input type="text"/>

8. In the "Note & Attachment" is to note the bill

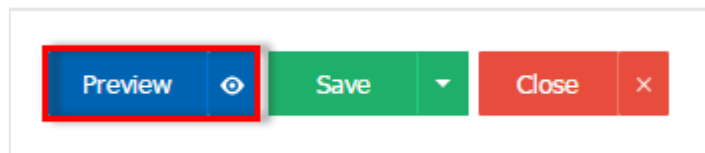
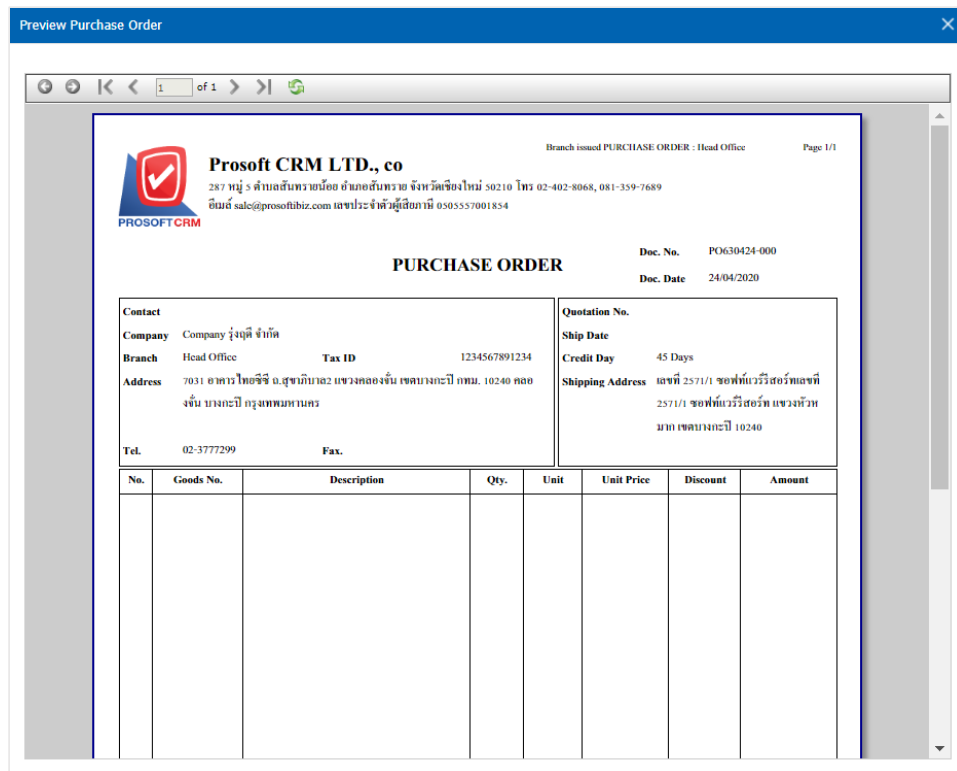
- By pressing the "+"
- > "specify the desired"
- > "✓ Set to form remark" to bring the show to end forms
- > "✓" to save the data in Figure.



The screenshot shows the 'New Purchase Order' form with the 'Note & Attachment' tab selected. A 'Note List' table contains one entry with a checked checkbox and a 'Set to form remark' checkbox. The note text is 'ลด 10 % เมื่อสั่งซื้อครบ 1,000 บาท'.

No	Note
1	ลด 10 % เมื่อสั่งซื้อครบ 1,000 บาท

9. The user can press the "Preview" button to save the document before placing your order. To determine the accuracy of the data shown in Figure.

The screenshot shows a preview of a purchase order document. It includes the Prosoft CRM logo, company name, and contact information. The document title is 'PURCHASE ORDER' with document number POG30424-000 and date 24/04/2020. Below this is a table with columns for No., Goods No., Description, Qty., Unit, Unit Price, Discount, and Amount.

No.	Goods No.	Description	Qty.	Unit	Unit Price	Discount	Amount

10. After the check is complete, press the "Save" button at the top right of the screen to record orders. The recorded data can be saved into 4 form

- Save is to save the orders usually
- Save Draft to save a draft document
- Save & New to save and open record new orders
- Save & Close it was ready to return the items sell cash.

