

1

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".

≡ myAccount	Prosoft CRM LTD., co (บริษัท ตัวอย่าง จำกัด	1)	5	🛊 🎝 ? 🗘 อิสระ จัดรสว่าง	ົ 🕕 🖉
Home		Purch	nase Work Flow		
🔯 Sales					
Purchase	PR (+)		(+)	# (+)	
📦 Inventory			>	? 0 (0)	
L Accounting	Purchase Requisition	Purchase Order	Payment Deposit	Credit Purchase	
î Cheque & Bank			-		
Petty Cash	# (+)	(<u>+</u>)		🥶 生	
😂 CRM					
Approve Center	Cash Purchase	Purchase Credit Note	Credit Note (Receive)	Purchase Debit Note	
🎯 Dashboard					
🧾 Report					
Audit & Internal Control					
💥 Setting					

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

< Purcha	ase Order						New +
All Order	•		Q			₽ / 1	Action 🔻
	Doc. Date	Doc. No.	Vendor No.	Vendor Name	Total Amount Ref. Quotation	Ref. PR	Status
	27/03/2020	PO630327-000	AP-0018	บริษัท น้ำตาล จำกัด	53,500.00	POR191210-001	Approve
	27/03/2020	PO630327-001	0111	บริษัท MM จำกัด	53,500.00	POR200327-001	Approve
• 🖊 🛙	26/03/2020	PO630326-000	0111	บริษัท MM จำกัด	53,500.00		Approve
. 🖍 🗉	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.

< New Purchas	e Order			Preview 💿 !	Save 👻 Close 🗙
Basic Data Det	ail Note & Attachment				
* Vendor No.	٩	* Doc. No.	PO630401-000 Q	* Doc. Date	01/04/2020
Vendor Name		Request In Time		Expire Date	Ē
Contact	م	Credit (Day)		Delivery Date	Ē
Ref. Quotation	Purchase Q				

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

Item			[+ Select Iter	n ≡ ∔Insert	t Item \$ AVG I	Discount
No. Item No. Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
Please click "Select Item" botton 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.

G0	ous And Service	Selected (3)				
		Q				
	Item No.	Item Name	Buy UOM.	Price/Unit	Stock Qty.	Sale Stock Qty
	NF07E4104923	รถจักรยานยนต์ H	คัน	50,000.00	31.00	38.00
	00001	Olive Oil 1000m	Item	250.00	170.00	279.00
	0001	Hand cream	Piece	50.00	32.00	1,022.00
	0001232	โซฟาหนังแกะ	ด้ว	6,500.00	83.00	83.00
	12304	กรณห	Item	200.00	27.00	22.00
						Þ
•	• 1 2	3 4 5	P	20 • Items per page	1 - 20 Iter	ms From 165 Item

* 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
E	Before VAT Amount				0.00
	Base VAT				0.00
	Value Added Tax	PO-EX7	•	7.00	0.00
	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 O	rder		Preview	Save - Close ×
Basic Data Detail	Note & Attachment			
Document Information				
Address		Tax ID	1	Branch No.
		Phone	I	Fax
Shipping Information Receive Address	เลขที่ 2571/1 ชอฟท์แวร์รัสอร์ทเลขที่ 2571/1 อร์ท แขวงหัวหมาก เขตบางกะปี 10240	ชอฟท์แวร์รีส Shipping Method	٩	
Purchase Detail				
* Owner	EMP-Admin Q อิสระ จิตรสว่าง	Cost Center	Q	
Department	DEP-001 Q แผนกเทคโนโลยีสาร	สนเทศ Internal Order	Q	



- 8. In the "Note & Attachment" is to note the bill
 - By pressing the "+"
 - specify the desired
 - > " \checkmark Set to form remark" to bring the show to end forms
 - > " \checkmark " to save the data in Figure.

< New Purc	hase Or	der	Preview 📀	Save Close ×
Basic Data	Detail	Note & Attachment		
Note List				+ / 1 + +
	No	Note		
■ <mark>√</mark> ×	1	ลด 10 % เมื่อสังชื่อครบ 1,000 บาท Add Files 🖉 Set to form remark.		

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.

	Pre	eview o	Sa	ve		c	ose	×	
Preview Purchase O	Drder								,
001<	1 of 1 🔊	N 69							
PRO	Pros 287 ກມູ່ ອິເມສ໌ sa	soft CRM LTD., 5 ดำเวลสันทรายน้อย อำเภอสัน Ja@prosoftibiz.com เลขประจำด่	CO ทราย จังหวัดเชียงไห วัวผู้เสียภาษี ososss:	ณี 50210 โท 7001854	Branch 17 02-402-8	issued PURCHASE OF 8068, 081-359-7689 Doc. 1	RDER : Head Offic	2e Page 1 424-000	n
Co	ntact		РИКСНА	SEOR		Doc. I	Date 24/04/2	2020	- I
Co	mpany Company ខ្នុំ។វ	วุดี จำกัด			Sh	ip Date			
Bra	anch Head Office Idress 7031 อาคารไ: งขั้น บางกะปี	Tax ID ทอจีซี ฉ.สุขาภิบาล2 แขวงคลอง กรุงเทพมหานคร	12 ขั้น เขตบางกะปี กท:	3456789123 ม. 10240 คล	4 Cr 18 Sh	edit Day 45 ipping Address 18 25 31	Days ขที่ 2571/1 ซอฟ 71/1 ซอฟท์แวร์: กาเขคบางกะปี 1	ท์แวร์ริสอร์ทแลงที่ ริสอร์ท แขวงหัวห 0240	
Tel	L 02-3777299	Fax.					1		
N	o. Goods No.	Description		Qty.	Unit	Unit Price	Discount	Amount	-

Contact Tel : 02-402-6141, 02-402-6143-4 Email : support@myaccount-cloud.com Website : www.myaccount-cloud.com



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.

Preview	•	Save	•	Close	×
		Save Draft Save & New Save & Close	,		