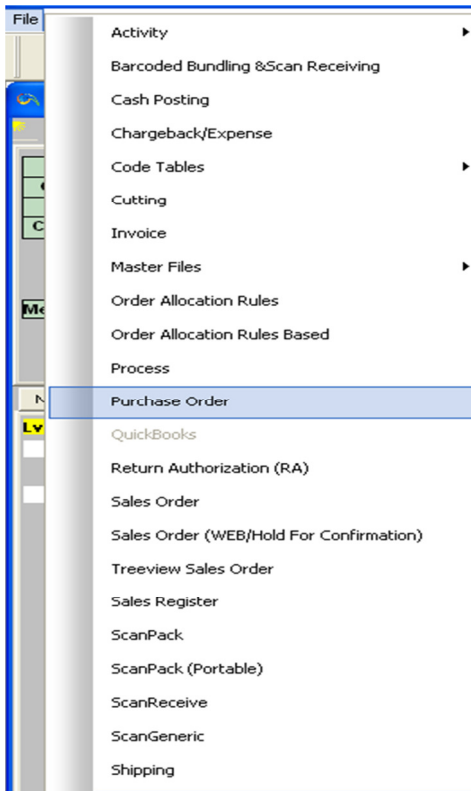# Purchase Order

The **purchase order** is used for entering **raw material orders** and **receipt of raw materials** into inventory. It allows you to update the **inventory** when entire or partial orders are received. The **purchaseorder** affects the raw material listing by increasing the order amount and increasing the on hand amount when receipts are posted.

NOTE: **Purchase order** is used only for entering **raw material information**. If you need to enter **style/finished goods** information, go to the **style master**.

· Click **File** on the **Menu** bar

· Choose **PurchaseOrder**

-OR-

·   It can also be found on the tool bar under **"Purchase Order"**

·   Click on the **New** button to create a new **PurchaseOrder**

-OR-

·   Click on the **Listbutton** to choose from a list of existing **PurchaseOrders**

·   Enter the **OrderDate** or click on the button to the right of the box to open a calendar

·   Enter the **Ship Date** or click on the button to the right of the box to open a calendar

·   Enter the **Cancel Date** or click on the button to the right of the box to open a calendar

·   Next to the **Vendors box**, click on the button to open a list of vendors

·   Highlight the desired **vendor** then click on the **Select button**

·   The **Ship** to should show your **company's address**. If it does not, then go to **Master Files->Stores/Ship To.**

·   Enter any other necessary information in the top portion of the screen

·   Click on the **New** button in the middle row of buttons in the bottom portion of the screen

·   A blank horizontal line should appear

   Click on the **List button** to bring up a list of raw materials

·   Highlight a **raw material** then hold the **<Ctrl>** key and left click with the mouse all of the materials needed (If more than one material is needed)

·   Click on the **Select** button

·   Back in the **purchase order** screen, enter the unit amounts and make sure the measure is correct (whether you are purchasing by yard, box, gross, etc.)

·   After entering all necessary information, select the **Save** button

Go to 1st Button

This button (Go to 1st record) is used to find the initial record of the list (click l<l). The initial record may change if the Sort button is used.

Go to Previous Button

This button (**Go to previous record**) is used to find the **previous record** in the list (**click <l**).

Go to Next Button

This button (**Go to next record**) is used to find the **next record** in the list (**click l>**).

Go to Last Button

This button (**Go to last record**) is used to find the **last record** of the list (**click l>l**).

OK Button

The **OK button** allows you to continue with the command(s).   For example, on the Deposit Slip, you can input the start and end dates. After you enter the dates, click on the **OK button**.   The **OK button** is frequently seen in the **reports.**

List Button

·   This button displays a list (e.g., invoices, purchase and sales orders) on screen.

·   NOTE: In certain lists, you may need to click on the "Get Data" button to retrieve the data. In these types of situations, the list view will be blank at first. After you click on the "Get Data" button the list will appear given there is data in Winfashion.

Purchase Order List

Clsd	Type	Div	Order#	Order	Ship	Cancel	Vendor	Total	Shipvia	Ship To	OrderQty	Rcvd Qty	Cutno	Factory	Location	User1	User2	User3	Empid	Curncy	Memo
☐	F		1	02/24/10	03/11/10	03/26/10	ZY	$525.00		00	350		0							USD	
☐			2	02/24/10	03/11/10	03/26/10	ZY	$885.00		00	590		0								
☐			3	04/12/10	04/27/10	05/12/10	ZY	$12,000.00		ZY	8000		10	ZY	HOUS						
☐			4	05/04/10	05/19/10	06/03/10					428		0								
☐	F		5	05/27/10	06/11/10	06/26/10	ZY	$185.40		00	124		11	ZY							
☐			6	06/02/10	06/17/10	07/02/10	ZY	$441.88		ZY	295		0		HOUS						
☐	T		9	07/30/10	08/14/10	08/29/10	ZY	$5,250.00		00	3500		35	WINFASH						USD	
☐	F	A	10	04/15/11	05/15/11	05/20/11	ZY	$2,983.50	TRUK	WINFASH	1989		32	WINFASH	HOUS					USD	
☐			11	01/19/11	02/09/11	02/23/11	STYLECAD	$0.00		00	1									USD	FOR DI LIMTED, PHILLIF
☐			12	04/01/00	05/03/11	05/18/11	SOUTH	$5,700.00		WINFASH	3800	3800	35	WINFASH	HOUS					USD	
☐			13	05/17/11	06/07/11	06/21/11	ZY	$1,350.00		DAN	900	915	47	SOUTH	HOUS						
☐			14	06/30/11	07/15/11	07/30/11	ZY	$23,907.60		SOUTH	15938	15197	47	SOUTH	HOUS						
☐			15	08/26/11	09/10/11	09/25/11	ZY	$23,610.14		SOUTH	15740	15743	0		FIN						
☐			16	05/08/12	05/23/12	06/07/12	ZY	$5,521.50			3681	2650	0								
☐			17	04/22/13	05/07/13	05/22/13		$0.00			57	90	0							USD	
☐			18	05/10/13	05/25/13	06/09/13	SOUTH	$2,340.00			780	782									
☐			20	07/09/13	07/24/13	08/08/13	A	$1,000.00	TRUK	00	91	91								USD	
☐			21	10/23/13	11/07/13	11/22/13	A	$9,000.00	TRUK		46	46								USD	
☐			22	10/23/13	11/07/13	11/22/13		$0.00													
☐		A	10792	10/25/13	11/09/13	11/24/13	WINFASH	$20.00	TRUK	NJ	1		80	A	KNIT					USD	
☐			10793	11/01/13	11/16/13	12/01/13	A	$31.00	TRUK	00	13									USD	
			Total #:		**21**			**Total:**	**$94,751.02**			**56323**	**39314**									

· Double-click on the **row** to select. Double-clicking is an alternative to typing the code and then clicking **Go.**   A list will be displayed and from this list, the record may be selected.

· Below are some tools to refine the search for particular items. Click on any of the words in (green and underlined) below for more information.

Sort

Filter

Select

Exit

· If you are not in the invoice window, click on the **invoice** icon.

·   Click **Distribution** to display the packing list for a particular style in the invoice. The **packing list generation** window should appear.

·   Click on the cell that needs to be changed

·   Type in the quantity

·   Go back to Step 2 if there are more changes

·   If you wish to save, click **Save & Exit**, otherwise, click **Cancel**

New Button to Create a Row   New

·   Click on the **New** button to add a **new entry** to the list, table, or line. An additional blank row will be at the bottom of the list.

·   Click on the **cell** of the blank row that needs to be changed

·   Type the **data** on the cell

·   For more changes, go back to **Step 2**
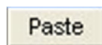
·   To save, click **Save**

Copy Button   Copy
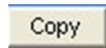
This function allows you to reproduce items to eliminate time-consuming data entry.

·   Click **New** to add a new record

·   Click on the Copy button so that the computer can remember the entire record to be copied.

·   To assign the remembered information to a **new record** click Paste.

Paste Button   Paste

This function is directly related to the **Copy Button**. Once you have copied an item, you need to **Paste** the information to the new record. This function is especially useful in the Bill of Materials/Actual Cost Sheet. Some of the Bill of Materials are similar so one **bill of materials** can be created and copied to the others. Once the Bill of Materials is copied any adjustments can be made to the others.

·　　　Click on the Copy Button (for the computer to remember the desired record's information)

·　　　Click on Paste Button to transfer the copied information to a new record.

·　　　Click on **the New Button** to create a new entry and continue with the entry process

·　　　Don't forget to click on the **Save button** once you have entered all of the information

Save Button　Save
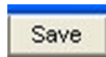
The **Save** button is used to save the **record** to the table/list (click Save).

Delete Button　Delete

·　　　The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).

·　　　If you click **Delete**, the program will confirm **deletion** (click **Yes** to do so and **No**, otherwise).

P.O. (Purchase Order) Status　Status*

	OK	Multiprint	Hide	Export	Summary	Preview*	Print*	2Excel	Exit	

10793 |◀ ◀ ▶ ▶| ☐ Portrait ☐ Landscape   1 ⬍   Detail Cut Used

Profile':

Purchase Order Status

Page 1 of 1
11/6/13 5:56:2 PM

Ln	T	Code	Color	Descript	Qty Ordered	Trans	Qty Receipt	Qty Open	Unit Ordered	UOM	Clsd?
1	B	001CTNFAB	PINK	100% COTTON	.91	0.00	0.00	.91	1.00	MT	☐
		Received History:	Date		Qty	Recd Qty		Lot			
2	T	BUTTON	NA	BUTTON	12.00	0.00	0.00	12.00	12.00	EA	☐
		Received History:	Date		Qty	Recd Qty		Lot			
				Totals:	**12.91**	**0.00**	**0.00**	**12.91**			

The **purchase order** is used for entering **raw material orders and receipt** of raw materials into inventory. It allows you to update the inventory when entire or partial orders are received. The purchase order affects the raw material listing by increasing the order amount and increasing the on hand amount when receipts are posted.

NOTE: Purchase order is used <u>only</u> for entering **raw material information**. If you need to enter **style/finished goods** information, go to the style master.

·   Click **File** on the **Menu bar**

·   Choose **Purchase Order**

-OR-

·   It can also be found on the tool bar under "**PurchOrder**"

·   Click on the **New button** to create a new Purchase Order

-OR-

- Click on the **List button** to choose from a list of existing **Purchase Orders**

- Enter the **Order Date** or click on the button to the right of the box to open a calendar

- Enter the **Ship Date** or click on the button to the right of the box to open a calendar

- Enter the **Cancel Date** or click on the button to the right of the box to open a calendar

- Next to the **Vendors box**, click on the button to open a list of vendors

- Highlight the desired **vendor** then click on the **Select button**

- The **Ship to** should show your company's address. If it does not, then go to <u>Master Files->Stores/Ship To.</u>

- Enter any other necessary information in the top portion of the screen

- Click on the **New button** in the middle row of buttons in the bottom portion of the screen

- A blank horizontal line should appear

- Click on the **List button** to bring up a list of raw materials

- Highlight a **raw material** then hold the **<Ctrl>** key and left click with the mouse all of the materials needed (If more than one material is needed)

- Click on the **Select button**

- Back in the **purchase order** screen, enter the unit amounts and make sure the measure is correct (whether you are purchasing by yard, box, gross, etc.)

- <u>After entering all necessary information, select the Save button</u>

Print Button
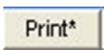
Print*

· The **Print button** is used to print information on the current **window** (click **Print**). There may be several options such as printing multiple pages, portrait/landscape mode, and print preview. If it does not begin printing, make sure you have a printer attached or networked to your computer (if it is networked, check the power of the computer that has the printer attached to it. Make sure the computer and printer's power is **ON**. If you have more than one printer networked, make sure you are printing to the correct printer), the printer driver is installed correctly in your computer, check the printer to see if the power is on, check the printer to see if it is offline or if there are any errors. For more information, refer to the owner's manual that came with the printer.

· If you want to print the window on the current screen including the buttons and headings listed at the top of the window, there is a **"Print Screen"** option.

· To print a **few** selections at a time:

If you are in the **list view** of the **Style Master, Raw Material or Customer portion** of Winfashion click on the **filter button**.

Select an item from the **columns section** and enter the function. For example, type in **code='BUTTON'** and click on **OK.**

*The **Print button** is found in most areas of Winfashion. Usually you will be able to see a print preview before printing.

To print one item:

Go to the desired topic

Enter the necessary information or retrieve a previously entered item
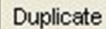
Click on the **Print button** (Either it will begin printing or take you to a preview mode. If you are in the preview mode, you will need to press print again.)

Exit Button

· The **Exit** button is used to exit from the current window (click **Exit**).

·   If there is any unsaved work, the program will ask if you want to **save** your work. (Click **Yes** to save and exit, **No** not to save and exit, **Cancel** to cancel **Exit** and you will not exit the program).
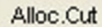
Duplicate Button   [Duplicate]

The Duplicate button is used to copy the current record or line to a new record or line (click Duplicate).

Important Tip: For some tables (ex. code table), Winfashion will give an error message if you do not change the main code (primary key) for this duplicated record/row after clicking the Save button. For example, if you duplicate the color BLUE in the colors code table and click Save, an error message will appear (BLUE should not be in the list twice - click **OK**, type another code or Delete the duplicated record).

Cut Allocation (Alloc.cut)   [Alloc.Cut]

You can **allocate multiple sales orders to a cut ticket** by creating the cut ticket then clicking on the **Alloc Order button**. This feature allows you to **keep track of allocated styles** along with their order information in one cut ticket.   There are reports such as the "**Cut Allocation by Date**" that track the allocated cut tickets.

·   <u>**Create a new cut ticket by clicking on the Cut Ticket button on the tool bar**</u>

·   Click on the New button

·   Enter the necessary information in the top portion of the window

·   Then click on the **New button** in the middle row of buttons to add styles and colors to the cut ticket.

·   Click on the **Alloc Order button** to allocate sales orders to the cut ticket (**NOTE**: you can allocate multiple sales order to one cut ticket)

·   Highlight the <u>**sales orders**</u> that you want to allocate to the cut ticket (**NOTE**: make sure the order does not have a cut ticket number next to it. If it does have a number next to it, the order has already been allocated to another cut ticket.

·   Click on the **Select button** to add the orders to the **cut ticket**

·   Now you will see the cut ticket screen with the allocated quantity

· You can add an **additional percentage** to the cut ticket by entering the percentage in the box next to the button **"Add%"** (**NOTE**: enter whole numbers such as 5 instead of .05)

· Click on the **Add%** button

· Enter any other necessary information, then click on the **Save button**

· **If you want to allocate styles in an existing Cut Ticket:**

· Go to **Cut Ticket** on the tool bar

· Click on the **"List"** button

· Highlight the Cut Ticket that you want to see

· Click on the **"Select"** button

· You will now be in the Cut Ticket screen

· Click on the **"Alloc Order"** button

· Another window will appear and now you will be able to enter the allocated amounts if the styles do not have a cut ticket number next to them already.

· Click on the **"Select"** button to continue

· You will be back in the cut ticket screen and click on the **Save button** to save the changes

· If you want more information on how to enter cut tickets, click here

· **IF YOU WANT TO TAKE A STYLE(S) OFF OF THE ALLOCATION LIST (ALSO KNOWN AS DE-ALLOCATION):**

. Find the cut ticket number by clicking on the **List button**

. Highlight the cut ticket that you want to edit

. Click on the **Select button**

- In the cut ticket window, highlight the style that you want to take off of the allocation (also known as **"De-Allocation"**) list.

- **NOTE: De-Allocation can be done one style at a time only.**

- Click on the **De-AllocOrder button**

- Click on the **Save button**

Receipt Button   Receipt

The receipt button allows you to <u>automatically</u> receive your **purchase order** within each order.

· Enter all necessary information then click on the **Receipt button**

· A box will appear asking if you would like to "**Autogenerate Items Received?**'"

· Click on the "**Yes**" button

· The items listed in the **Purchase Order** will automatically be listed in the <u>receipt</u> listing.

· If there are items that you haven't received yet, just **delete/adjust** those items in the receipt listing.

· Click on the **Save button** and return to the purchase order screen

· Click on the **Status button** to see ordered and shipped quantity for a purchase order

Images [Image]

This button allows you to show the **drawing** or a **scanned image** of style/raw materials "**image one**".

De.Alloc.Cut [De-Alloc.Cut]

IF YOU WANT TO TAKE A STYLE(S) OFF OF THE ALLOCATION LIST (ALSO KNOWN AS DE-ALLOCATION):

. Find the <u>cut ticket number</u> by clicking on the **List button**

. Highlight the cut ticket that you want to edit

. Click on the **Select button**

. In the cut ticket window, highlight the style that you want to take off of the allocation (also known as "**De-Allocation**") list.

.　　　NOTE: De-Allocation can be done one style at a time only.

.　　　Click on the **De-AllocOrder** button

.　　　Click on the **Save button**

Combine Same Mats (Master reports) Combine Same Mats.

This is used to combine the unit of material, if same Style & Color for the particular Purchase Order

GenBOY(Genarate Bill of Yards) GenBOY

If you click this button, it will **generate** the materials required automatically,

-OR-

Go to **Reports,→ Puchase order →Materials Required.**

Payment Button Payment

This button allows you to create or **edit** the payment information given for a sales order or invoice. This option allows you to enter payments in areas other than "**Cash Posting**" for your convenience.