



Purchasing / Order Processing

1.2. Order Templates

Mayo 2.016

22 de Mayo de 2.016

Purchasing / Order Processing



1.2. Order Templates

This option is used to automate orders that are placed on a recurring basis, thus streamlining product ordering tasks.

To register an order template, you must enter a code (alphanumeric) to identify the template in the future, as well as a brief description.

To retrieve an order template, previously created, we can use the locator in case we do not remember the code, by pressing F3 or the query icon.

To exit the screen, press the exit icon.

Menú Principal / Tratamiento Compras / Pedidos / Plantilla de Pedidos Usuario: admin

Añadir plantilla de pedidos

Código: 3 Nombre: Ejemplo de Plantilla de Pedidos

Depto.	Familia	Artículo	Descripción	Proveedor	Unids.	Cajas	Pr./Un.	Pr. garant.	Exis.	Min. Exis.
20	006	0600004	ACEITE SESAMO/NUEZ/ACETO	40093395	5.00	1	5.54	0.00	3.00	0.00
20	006	1040001	ACEITE OLIVA VIRGEN LITRO	40093395	35.00	1	3.71	0.00	175.00	40.00
30	010	0100109	PAN TOSTADO ORTIZ NOR/INT	40092621	125.00	1	1.45	0.00	-11.00	0.00
30	006	0600114	ACEITE ANTONIO/CARBO/MUEL	40090713	13.00	1	1.11	0.00	11.00	0.00

Artículo: [] Exis.: 11.00 Min. Exis.: 0.00 Prov.: 40090713 Unids.: 13 Uds. compra: 1 Depto.: 30 Pr./Un.: 1.11 Pr. garant.: 0.00000

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Once the purchase order is created, we can insert (**i:insert**), modify (**m:modify**), and delete (**d:delete**) products and print (**p:print**) the purchase order.

To modify an item in the purchase order, we must select the product and give input, this way a window will appear at the bottom of the screen with the data of the item available for modification.

When you finish inserting or modifying a product record in the purchase order, you must save that instance by clicking on the save icon.



Once this task has been completed, we must exit the insertion or modification screen by pressing the **ESC** key.

It is very **IMPORTANT** that when you exit the **Purchase Orders** screen this template is saved, otherwise all the modifications or insertions made will NOT be taken into account.

To delete items from the purchase screen, select the product to be deleted and press the letter **"d"** for delete, which will automatically delete the item from the order.

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Within the facilities provided by the Order Template, there is the possibility of automatically generating the Purchase Order (1.3 Purchase Orders), which is done by pressing the icon at the top right.

The screenshot shows the 'Order templates' interface. At the top, the breadcrumb navigation reads 'Main menu / Purchasing / Order Processing / Order templates'. The user is identified as 'User: adminc1'. A toolbar contains several icons: a search icon, a plus sign, a pencil, a red X, a trash can, a gear icon labeled 'Generate' (highlighted with a red box), and three other gear icons. Below the toolbar, there is a table with columns 'Code', 'Description', and 'Elements'. The table contains one row with '01' in the Code column and 'a' in the Description column. The Elements column shows '3'. A dropdown menu is set to '100' and a pagination control shows '< 1 >'.

Code	Description	Elements
01	a	3

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Añadir plantilla de pedidos

Código: LUNES Nombre: Pedido Gobernanta Lunes

Depto.	Familia	Artículo	Descripción	Proveedor	Unids.	Cajas	Pr./Un.	Pr. garant.	Exis.	Min. Exis.
08	304	30400030	PAPEL HIG. X DOCENAS	40090229	50.00	1	3.83	0.00	200.00	0.00
10	305	30500020	JABONCILLO PORCIONES	40090400	300.00	1	30.00	0.00	13.00	0.00
10	304	30400070	PAPEL HIGIENICO GRANDE	40090229	20.00	1	5.20	0.00	90.00	0.00
10	304	30400006	SERVILLETAS 30 X 30 100 U	40090307	1000.00	1	0.80	0.00	510.00	0.00
10	305	30500005	PEINES DUCHA	40090229	1000.00	1	0.07	0.00	0.00	0.00

Artículo: Prov.: 40090229 Depto.: 10 Unids.: 1000 Pr./Un.: 0.07
Exis.: 0.00 Min. Exis.: 0.00 Uds. compra: 1 Pr. garant.: 0.00000

Menú Principal / Tratamiento Compras / Pedidos / Plantilla de Pedidos Usuario: admin

Artículo: LUNES Descripción: Pedido Gobernanta Lunes Elementos: 5

Within the facilities provided by the Order Template, there is the possibility of automatically generating the Purchase Order (1.3 Purchase Orders), which is done by clicking on the icon at the top right.