



Purchasing / Order Processing 1.2. Order Templates

Mayo 2.016

22 de Mayo de 2.016



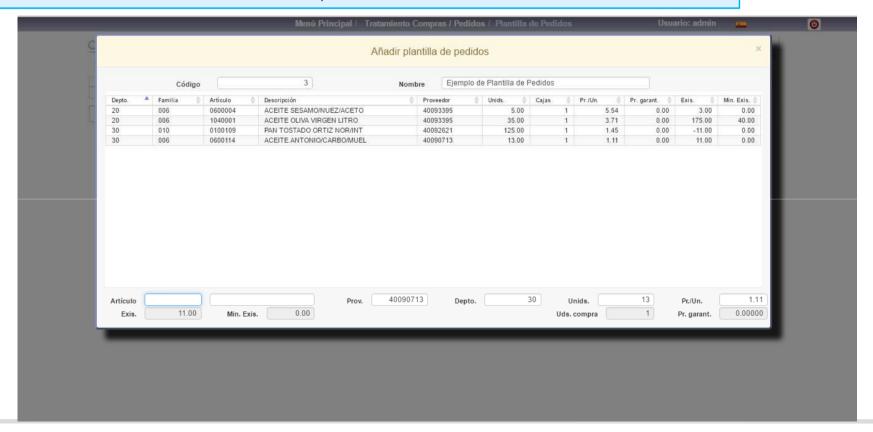
1.2. Order Templates

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.





1.2. Order Templates

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.





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