

Choose 'OT' for a miscellaneous PO or 'SO' for a PO for a Stock Number



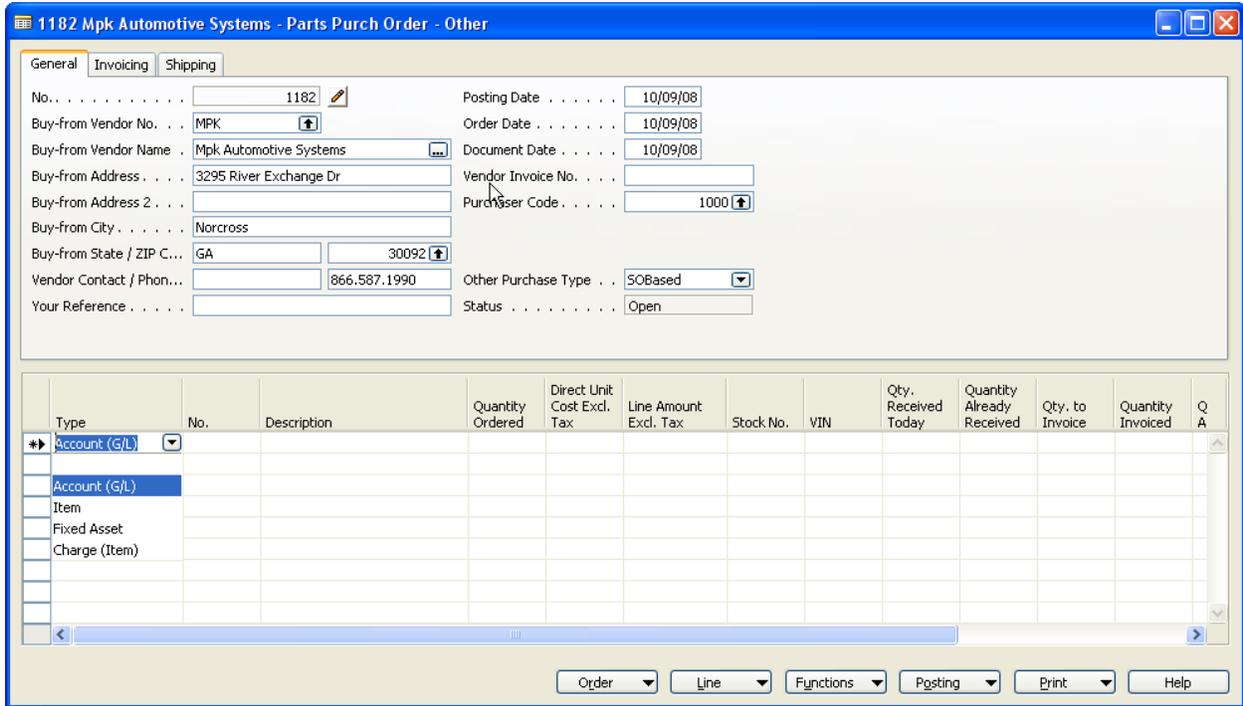
HELPFUL HINT: *Miscellaneous PO's are used mostly when you are giving PO's to vendors for things like advertising, supplies, and miscellaneous purchases for your new/used car department. 'SO' PO's are used when you want the PO cost to directly hit/update the cost of the car. For example, car wash, dent fixes, and any other charge you want to hit the vehicle cost immediately. There is no special function that runs at night for like other systems in order for the cost of the vehicle to be immediately updated. Once the PO is posted the cost of the vehicle will reflect the open PO on the vehicle and adjust the cost accordingly.*

Once you have chosen a PO type then Press Enter.

The system will assign the next PO number at the top of the window.

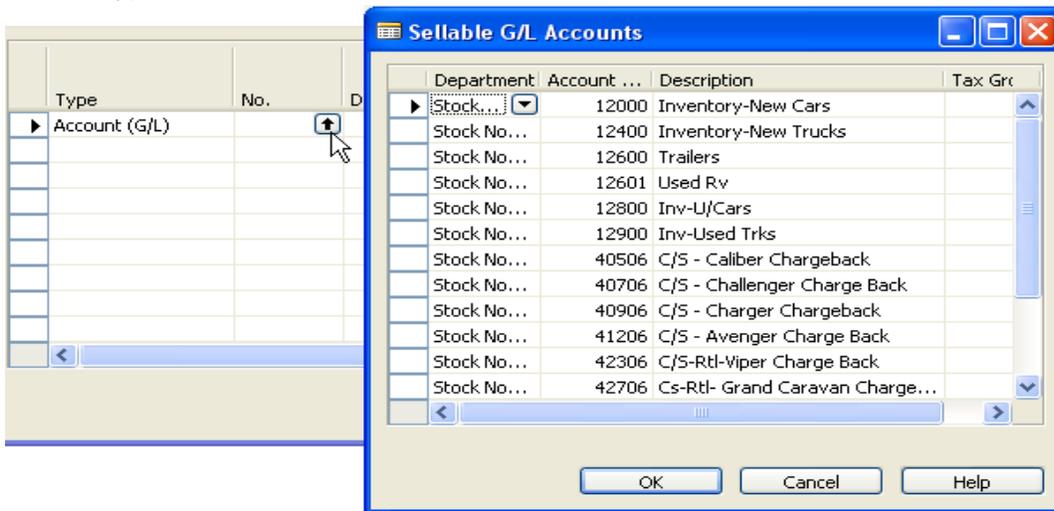
Either type in the vendor number in the Buy-from Vendor No. field or type in the vendor name in the Buy-from Vendor Name field – select the correct vendor and press Enter and all the following name address, city, state, and zip will be filled out.

Press return again, and the system will display all of the Vendor Header information. Fill out the Vendor Invoice number.



The next step involves filling out the appropriate PO information for this miscellaneous PO.

- Choose Account G/L where it says type from the drop down menu.
- Either type in the correct account in the No. column or click on the  and select from list.



- Fill in the description of what the PO is for
- Fill in the Quantity Ordered

- Fill out what the cost is to you in the Direct Unit Cost Excl. Tax column
- Put in the Stock number in the Stock No. column if this PO was for a particular stock number or leave it blank if it is a miscellaneous PO. If you choose Stock No. PO type then this field is required in order to post the PO.
- The Line Amount Excl. Tax should automatically calculate based on what you put in the Quantity column and the Direct Unit Cost Excl. Tax column. This is the dealership's total cost.



HELPFUL HINT: The No. column will be based on dealership required accounts and can be changed at any time depending upon business needs. If you don't see the account you need at the time of creation, please call your comptroller to have them add your desired account.

1182 Mpk Automotive Systems - Parts Purch Order - Other

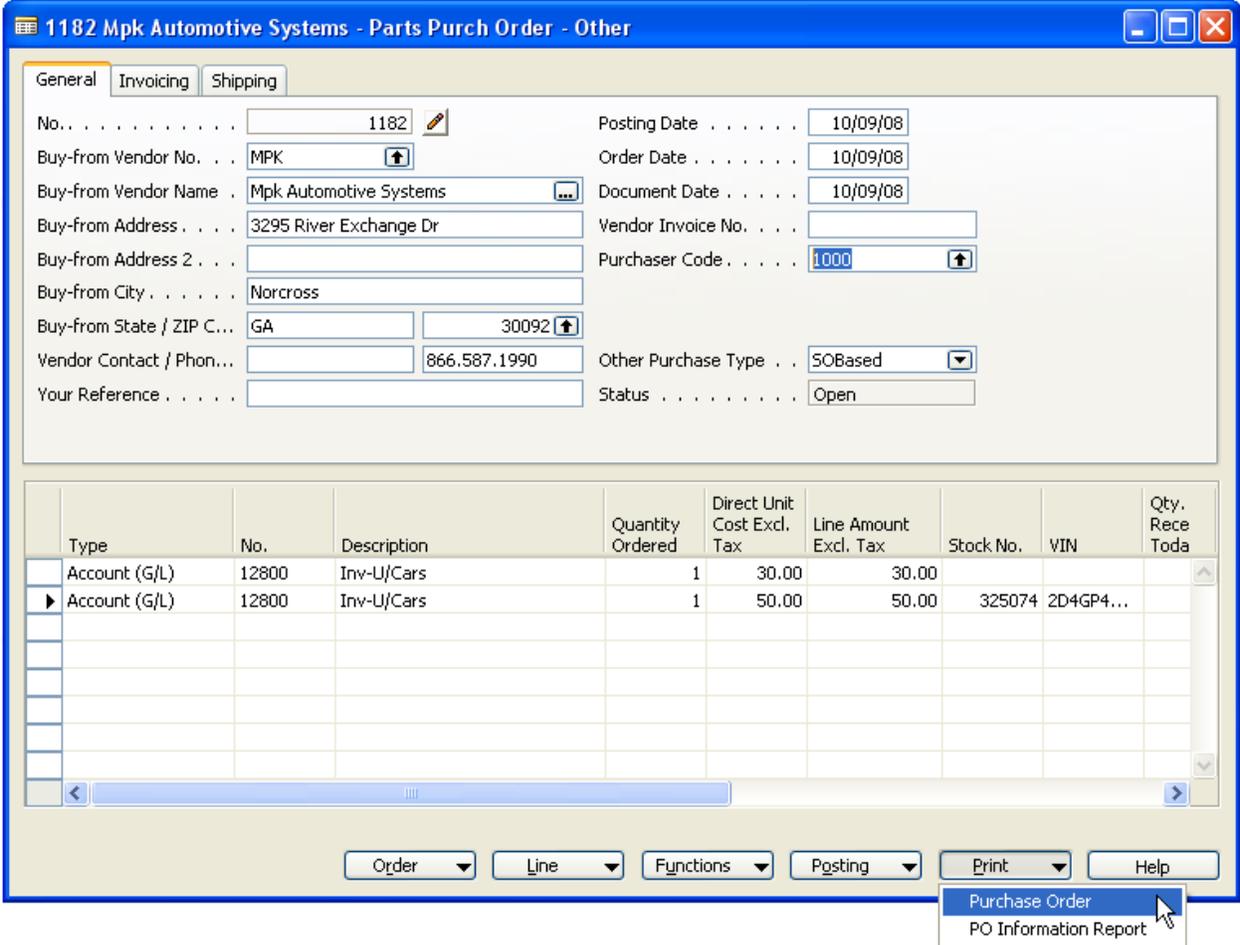
General Invoicing Shipping

No. 1182 Posting Date 10/09/08
 Buy-from Vendor No. MPK Order Date 10/09/08
 Buy-from Vendor Name Mpk Automotive Systems Document Date 10/09/08
 Buy-from Address 3295 River Exchange Dr Vendor Invoice No.
 Buy-from Address 2 Purchaser Code 1000
 Buy-from City Norcross
 Buy-from State / ZIP C... GA 30092
 Vendor Contact / Phon... 866.587.1990 Other Purchase Type SOBased
 Your Reference Status Open

Type	No.	Description	Quantity Ordered	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Stock No.	VIN	Qty. Received Today	Quantity Already Received	Qty. to Invoice	Quantity Invoiced	Q A
Account (G/L)	12800	Inv-U/Cars	1	30.00	30.00				1		1	
Account (G/L)	12800	Inv-U/Cars	1	50.00	50.00	325074	2D4GP4...	1			1	

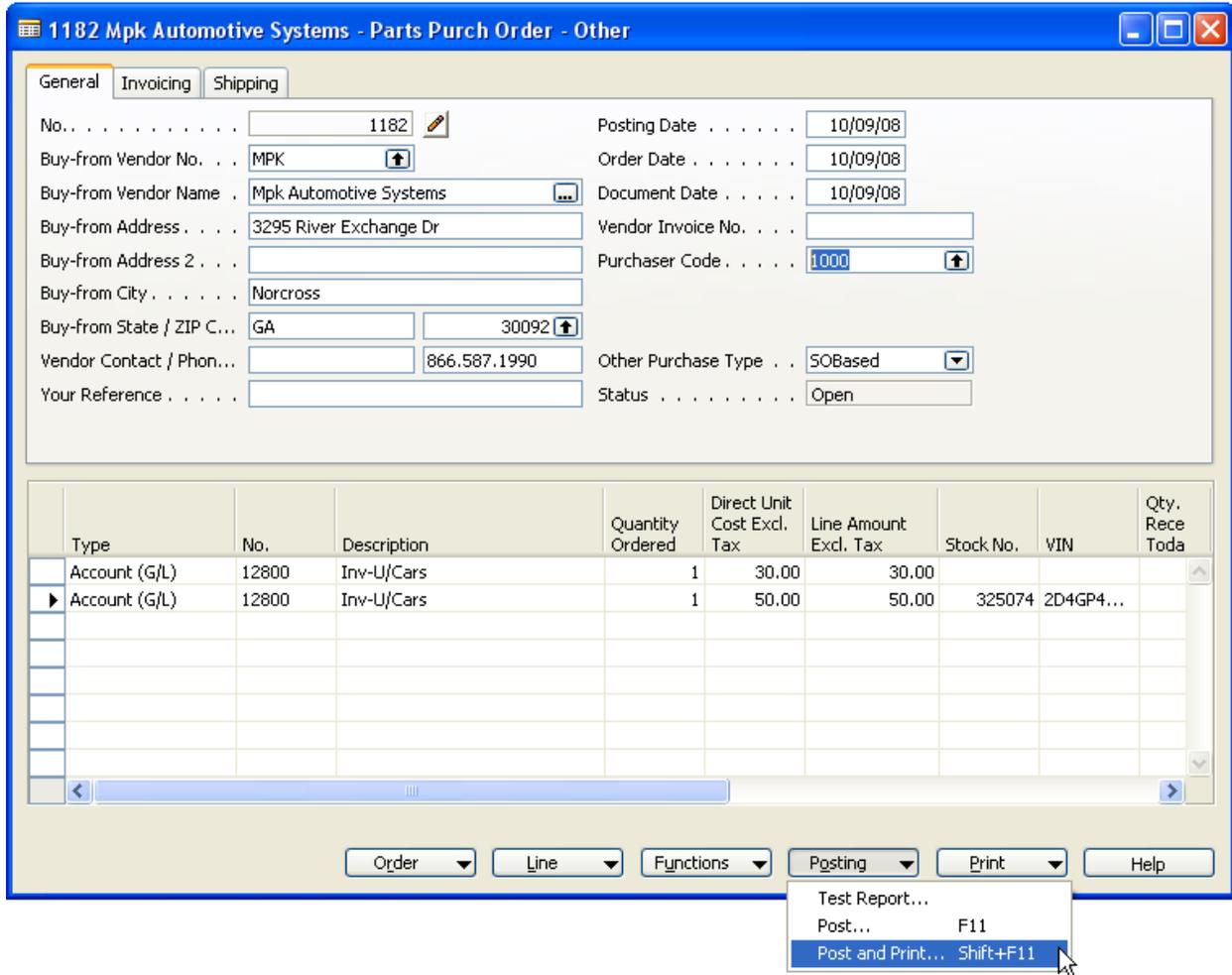
Order Line Functions Posting Print Help

You should now print copies of the PO as needed if you or the vendor needs a copy. The printing is NOT required but highly recommended. To just print the PO, click on the Print button and choose Purchase Order.



You will then have the option to preview before you print or just print. If you click on preview first then can't print only view the purchase order on screen. You must click print in order to print.

As long as you have VERIFIED the pricing, you are now ready to Post the PO. You have the option to just Post or to Post and Print.



The next pop-up will ask if you are ready to Receive and Invoice. This is your last chance to cancel before it is to accounting.



Click OK or press return to continue

The screen will clear, or display the last open PO. Close the window.

CONGRATULATIONS!

You're finished with "creating a PO".