

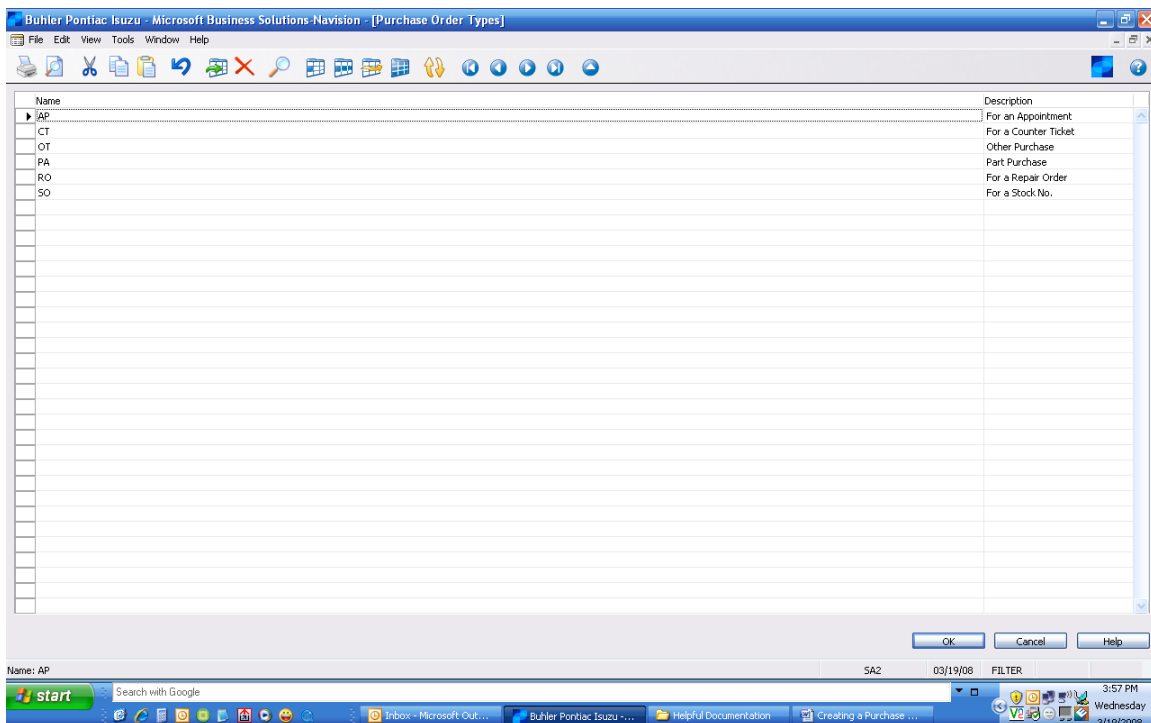
## Creating a Purchase Order for SERVICE

The majority of purchase orders from the Service Application are for a “service” performed, such as a tow, or glass work.

The creation of a Purchase Order requires that a Repair Order be made to charge the services too. Once the RO is created, choose Purchase Orders from the main Service menu.

Press F3 for a “new” PO

When you press return, the system is going to ask what type of PO you are creating as shown below.

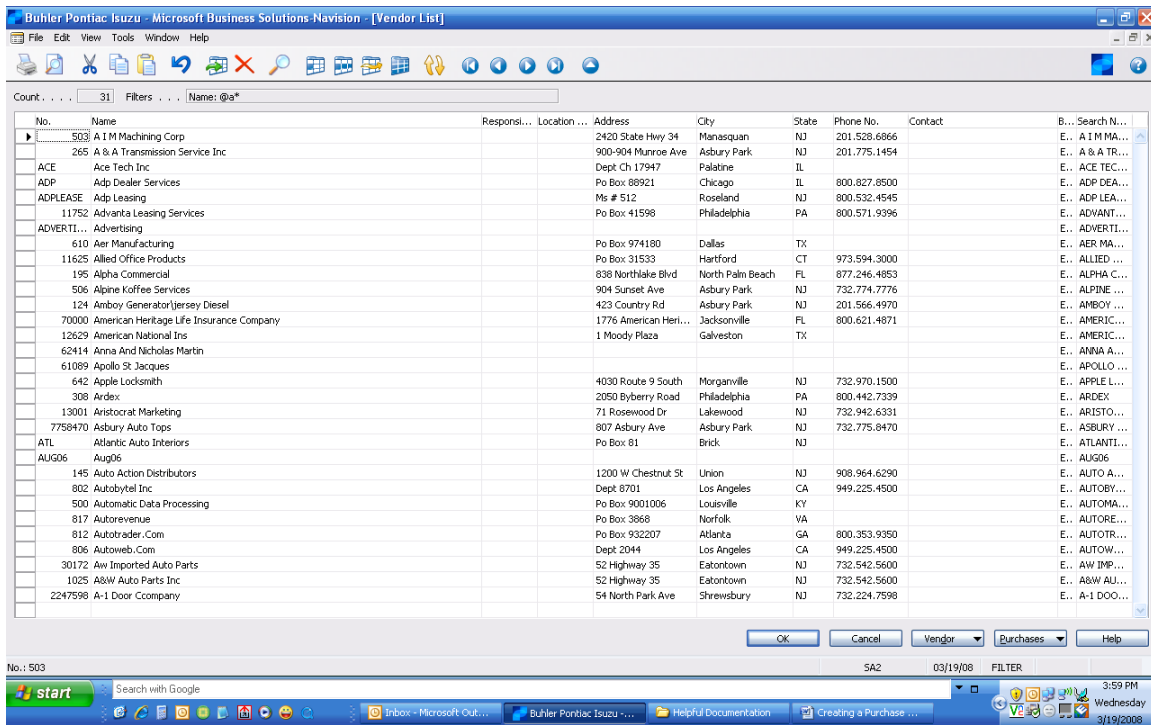


Choose RO

Press Enter

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

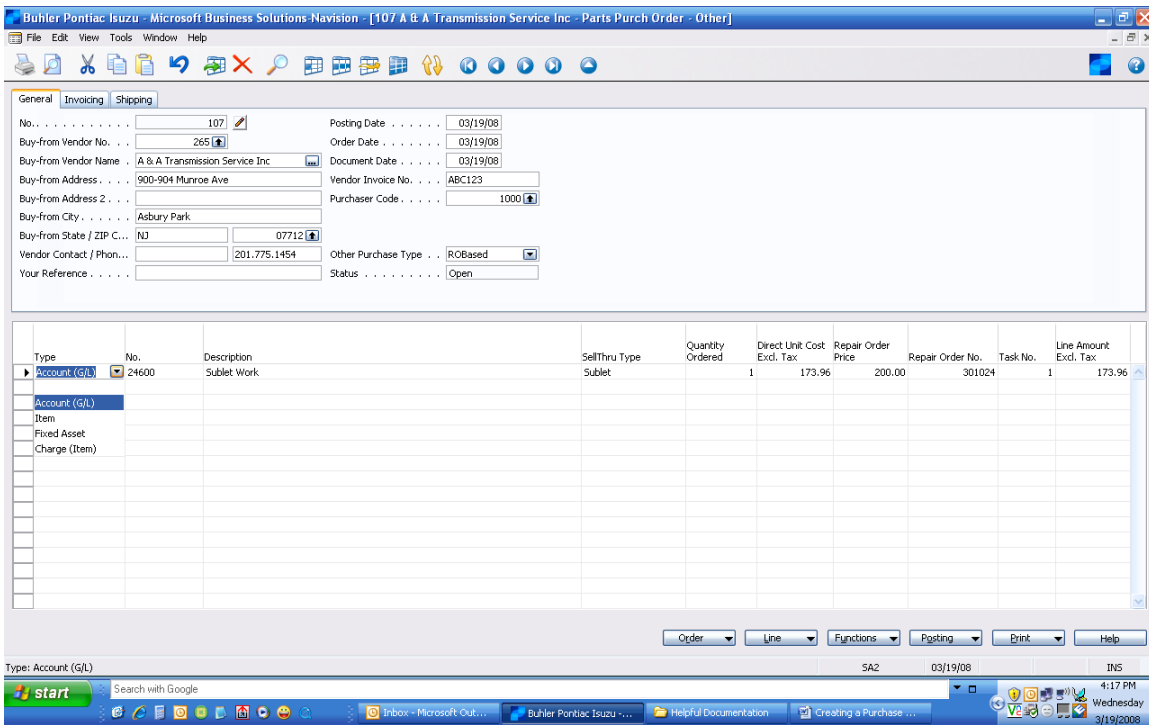
Either type in the vendor number in the Buy-from Vendor No. field or type in the vendor name in the Buy-from Vendor Name field – select the correct vendor and press E



Press return again, and the system will display all of the Vendor Header information. Fill out the appropriate information such as Vendor Invoice number and Advisor Number.

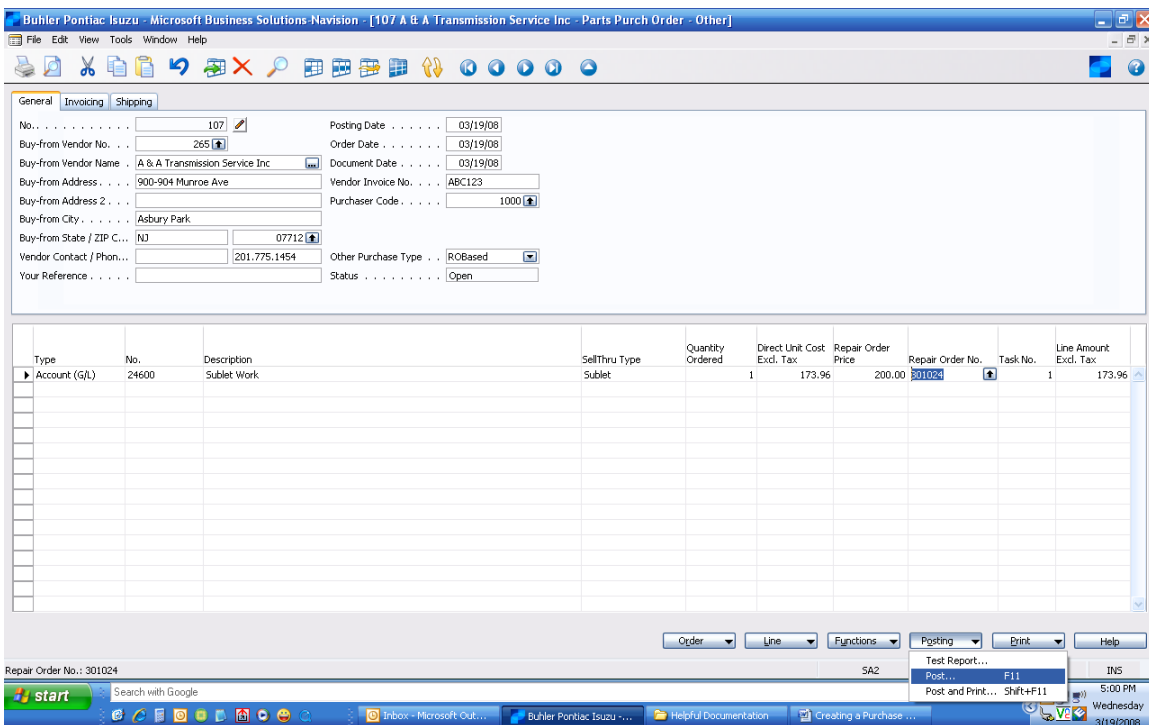
The next step involves filling out the appropriate PO information for this sublet.

- Choose Account G/L to tell the system it's a sublet PO
- Choose the correct account in the No. column.
- Fill in the description of what the PO is for
- Select Sublet as the SellThru Type
- Fill in the Quantity Ordered
- Fill out what the cost is to you in the Direct Unit Cost Excl. Tax column
- Fill out what you want to charge to the Repair Order in the Repair Order Price column
- Put in the RO number in the Repair Order No. column (if you don't know the RO#, click on the arrow or press F6 to see all of the open RO's and select the correct one)
- Fill in which task number you want the sublet to be billed on
- 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.

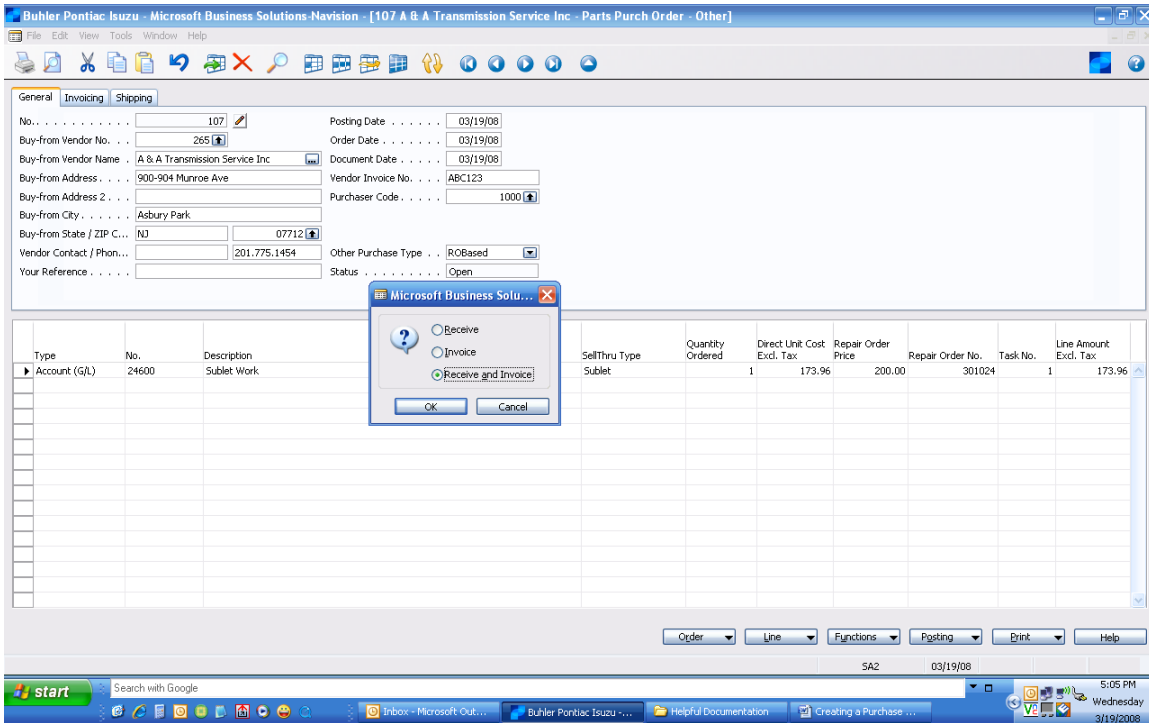


You should now print copies of the PO as needed if you or the vendor needs a copy. The printing is NOT required but highly recommended. To just print the PO, click on the Print button and choose Purchase Order.

As long as you have VERIFIED the pricing, you are now ready to Post the PO, which will add it to the RO. 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 added to the RO and 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 "adding a sublet".  
The charges are now displayed on the RO.

