Create Purchase order

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In home page, Select Purchases. Second menu is Create Purchase order.

eate Puri	chase Invoice Create Purch	hase Order View	Purchase Orders	view Purchase Invoice	s Purchase	Purchase Payment	Purchase De	bit Credit			
tions Vendors	Search/Add	¢ Clear	Sold Rate ⁴ 3050	Product	JAIPUR BANG	LES 50002 Bar	ode	Order Da	te^ 12/9/16	Delivery Date*	09/12/2016
/endor*	JOY ALUKAS						Order Items	\$			
'N		ttem Code		em	Item Rate	Pieces		Weight	item Amount	Stone Weight	Gross /
umber		500025	Bengals	3050		2	23		70150	0	670.
hone lo* \ddress	Search by Phone No INDRA NAGAR 2ND STAGE BANGLORE										
Search b Drder Vo*	y Order No	Payment Amount Giver Cash Card Return Amoun	70,150 170,800 0 nt					Total Gold A A	mount*	800.00 800.00 70.00	

To the left side of your page you have an option to Add the vendor.

Here Vendors Name and Phone number is mandatory field.

Options	
Vendors S	iearch/Add
Vendor*	JOY ALUKAS
TIN Number	
Phone No*	Search by Phone No
Address	INDRA NAGAR 2ND STAGE BANGLORE
Search by	Order No
Order No*	
]

Then fix the Gold rate and Click on Products.



The following table will display.

Main Other (Details
Name*	JAIPUR BANGLES
Weight*	23
Description	
Category*	Bengals
Product Type*	GOLD 24k
✓ Create	

Enter the details of order to be purchase and Click on **Create**, the table will get filled

© Clear Gold Rate	3050 P	roduct	JAIPUR BANGLES 50002	Barcode		Order Date*	12/9/16	Delivery Date*	09/12/2016	
				Ore	der Items					
Item Code	Item	1	ltem Rate	Pieces	Weigh	t	Item Amount	Stone Weight	Gri	ss Amount
00025	Bengals	3050	2		23		70150 0			₹70,150.00
					23		₹70,150.00			₹70,150.00
Payment Amount Given 70,1 Cash 70,1 Card 0 Return Amount	80 60					Total Gold Amount* Total Advance Balance	₹70,150.00 ₹7			

Click on **Products** and follow the same procedure, the table will display as shown below.

Clear Gold Rate	* 3050 Pr	JAIPUR BANGLE	Barcod	e	Order Da	te* 12/9/16		Delivery Date*	09/12/2016	
				Order Items						
ltem Code	ltem	Item Rate	Pieces		Weight	Item Amount		Stone Weight		Gross Amount
500025	Bengals	3050	2	23		70150	0			₹70,150.00
500026	Bengals	3050	2	33		100650	0			₹100,650.00
					56	₹170,800.00				₹170,800.00
Payment Amount Given 70,1	50				Total Gold A	mount* ₹170.	800.00			
Cash 170	800					Total ₹170.	800.00			
Card 0				Advance ₹170,800.00			800.00			
Return Amount					E	alance	₹0.00			
Diama anti-						🤨 Place Order 🛛 🐂 Re	ciept			
riease enter jour verraik	>									

Then Click on Place order in the bill.

Payment		
Amount Given 70,150	Total Gold Amount*	₹170,800.00
Cash 170,800	Total	₹170,800.00
Card	Advance	₹170,800.00
Return Amount	Balance	₹0.00
Characterize Dispute	년 Plac	e Order 📃 🖕 Reciept
Please enter your remarks		
)	

You will get a notification on the page



Click on the Name of product to which you want Update.

	Order Items									
Item Code	Item	Item Rate	Pieces	Weight	Item Amount	Stone Weight	Gross Amount			
500026	Bengals	3050	2	33	100650.00	0.000	₹100,650.00			
500027	Chain	3050	1	18	54900	0	₹54,900.00			
500025	Bengals	3050	2	23	70150.00	0.000	₹70,150.00			
				74.000	₹225,700.00		₹225,700.00			
Payment Amount Given 70.1 Cash 1700 Card 0 Return Amount Please enter your Remailed	50			Total Gold A A	Amount* ₹225, Total ₹225, dvance Balance Place Order Re	700.00 700.00 10.00 10.00				

In page you can see a Display Order item details. Enter the details to be Update and click on Update.

Order Item Deta	ils 🗙
Weight	26
Gold Rate	3,050
Update	Delete

The table will update as shown below.

	Order Items									
ltem Code	ttem	Item Rate	Pieces	Weight	Item Amount	Stone Weight	Gross Amount			
500026	Bengals	3050	2	33	100650.00	0.000	₹100,650.00			
500027	Chain	3050	1	26	79300	0	₹79,300.00			
500025	Bengals	3050	2	23	70150.00	0.000	₹70,150.00			
				74.000	₹250,100.00		₹250,100.00			
Payment										
Amount Given 70	,150			Total Gold A	Amount* ₹250,	100.00				
Cash 17	0,800				Total \$250,	100.00				
Card 0				A	dvance ₹250,	100.00				
Return Amount				1	Balance	च्छ00				
					Place Order	ciept				
Please enter your Rem.	intes									

1 To **Delete** the details of ordered product

Select the product in Table

Order Items									
Item Code	ttem ttem Ra	te Pieces	Weight	item Amount	Stone Weight	Gross Amount			
500026 Bengals	3050	2	33	100650.00	0.000	₹100,650.00			
500027 Chain	3050	1	26	79300	0	₹79,300.00			
500025 Bengals	3050	2	23	70150.00	0.000	₹70,150.00			
			74.000	₹250,100.00		₹250,100.00			
Payment Amount Given 70,150 Cash 170,800 Card 0 Return Amount Please enter your Remaiks			Total Gol	Amount* ₹250; Total ₹250; Advance ₹250; Balance C Place Order Res	00.00 00.00 00.07 tapit				

In page you can see a Display Order item details.Click on **Delete**.

Order Item Deta	ils 🗙
Weight	þ 3
Gold Rate	3,050
Update	Delete

The following table will Display as shown below.

© Clear Gold Rate	* Pro	duct 0000	Baroode	Order D	ate* 12/9/16	Delivery Date*	09/12/2016					
	Order Items											
Item Code	ltem	ltem Rate	Pieces	Weight	Item Amount	Stone Weight	Gross Amount					
500026	Bengals	3050	2	33	100650.00	0.000	₹100,650.00					
500027	Chain	3050	1	26	79300	0	₹79,300.00					
				51.000	₹179,950.00		₹179,350.00					
Payment Amount Given 70,1	50			Total Gold	Amount* ₹179,	950.00						
Cash 170,	300											
Card 0				Advance ₹250,100.00								
Return Amount					Balance	70.00						
Please enter your Remark	;				C Place Order Re	ciept						