

Create an NCR Purchase Order

Overview:

OPTO can separate materials purchased for NCR jobs for easy tracking.

Purchasing NCR material against the job

From the OPTO ribbon, select the 'Purchasing' tab then **click** the 'New Purchase' icon. When creating a purchase order for material for NCR work on a job, first **click** the 'More Info' tab then ensure to **click** in the **Purchase for NCR ONLY** box to tick so that the material will be identified in the job costing.

Purchase (Active Material Only) - <New Entry>

Purchase No: 8170 RFQ: Job Group: Supplier Code: Supplier Name: Sub WC:

for NCR ONLY

Details More Info

External Info:

RFQ Info:

Internal Notes:

Payment Done: Cash Notes: Amount:

	Description	Filename	Email
1			

Invoice Notes:

The job number must be entered in the **Job Tic** field and ensure the correct quantity is entered in the **Job Qty** field. Press **<F9>** to save.

Purchase (Active Material Only) - <New Entry>

Purchase No: 8170 RFQ: Job Group: Supplier Code: Supplier Name: Sub WC:

Orig Show Notes Mat Cert Req.

Details More Info

Date Entered: Date Required: Attention: Deliver To:

Currency: Emp No: Emp Name (entered):

Div: Emp No: Emp Name (signature): Orig Due Show Weight Show Sell Price Rev

Not Confirmed Price RFQ Notes

Mat	U	Description	Job Tic	Job Qty	Act Qty	Unit Price	Tax	Total Unit	Due Date	Acc	Rev

The job control sheet will show all the materials purchased against the job for an NCR record.

File HOME CONTACTS RESOURCES INVENTORY QUOTES PURCHASING ORDERS **JOBS/SCHEDULING** INVOICING

Create Job Ticket Activate Job Ticket Job Batch Job Batch Hour Print Job Cost Print Emp Time Hist Job Control Pick Materials/Parts for Job Issuing Current Job Lis Job Ticke Workcen Workcen

Job Control

Order No: 1180 Client Code: STOCK Div: 1 Sched: 9999 Active: Yes Done: No Job Status: Add Time (Hours): Add Cost Mat: Add Cost Labour:

Add Charge Amt:

Details

Search Show Sub Group Show Batch No Show Date

	Material Code	Desc	From Stock	Pur/Order	Unit Cost	Total Price	I	Purch No	Emp	Pos	Sell Price	M %	Ncr	Pur Del
1	00-000-000	substitute	.0000	1.0000	.0000	.00		Manual	1				<input checked="" type="checkbox"/>	