Auto Create a Purchase Order from a Job

This document will explain:

▪ How to add a purchase order by asking Jim2 to review a job and create an order based on stock requirements. Once a job has been saved, right click on the job and select Auto Create Purchase Order. Jim2 can then check all depleting and special stock codes to see if it needs to order stock. Within the same process, it creates a link between the purchase order(s) it creates, and the job that requires the stock.

Skill Steps:

1. View the required job.

2. Right click on the stock grid area of the job.

3. Select Auto Create Purchase Orders.

4. On the new window, click the Run button. Stock needing to be ordered will be displayed, along with the options of Order and Link to PO. Link to PO refers to the link between the specific job and the purchase order that is about to be created.

5. Click the Order button at the bottom of the window to create the applicable purchase orders.

For further information please go to Jim2 online Help file at http://jim2help.happen.biz/index.html and search CardFile.