

Finance Codes

You can set up your different Finance Codes here. Dropdowns will appear in the purchase orders and job details screen populated with the Code and Description.

Finance Code 1

Finance Code 2

Finance Code 3

Back to Settings Menu

☒ Enable

☒ Enable

☐ Enable

+

ADD

Code	Description	
a1	a1	<div>EDITDELETE</div>
a2	a2	<div>EDITDELETE</div>

1

10

Items per page

1 - 2 of 2 items

Help

Use the Enable checkbox to choose whether to use it in the purchase orders area and job costs area. If enabled, then the finance code will appear in the purchase orders and job details screen.

Create Purchase Order

⏪ Back

▶ Save

Supplier

Choose

Reference

Details

Budget/Contract

(please select)

Finance Code 1

(please select)

Finance Code 2

<Please Select>

a1 , a1

a2 , a2

Choose the supplier to whom the order will be placed.

The suppliers can be set up in the Resources area and must be of type supplier. You can also allocate the purchase order to a budget.

Once created you can then add one or more purchase order items