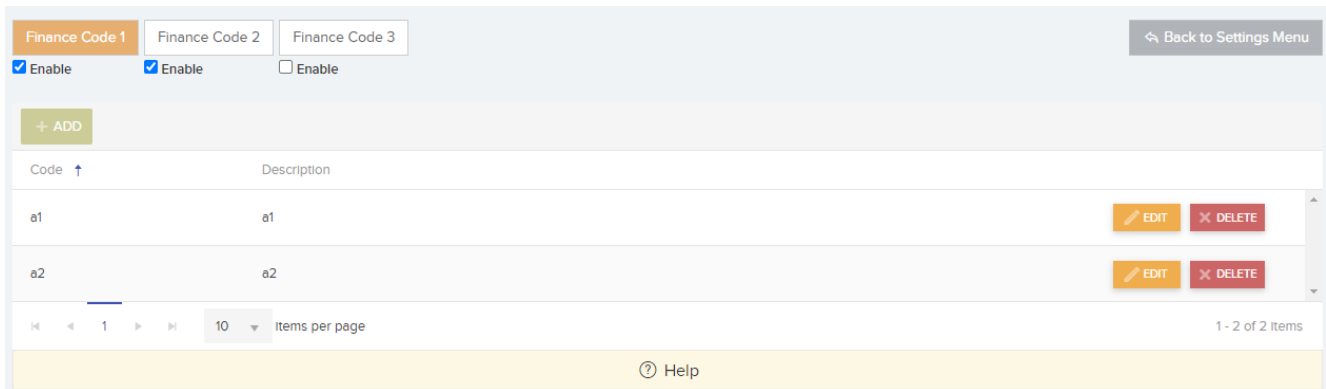


# Finance Codes

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.



The screenshot shows a web interface for managing Finance Codes. At the top, there are three input fields labeled 'Finance Code 1', 'Finance Code 2', and 'Finance Code 3'. Below each field is a checkbox labeled 'Enable'. The first two checkboxes are checked, and the third is unchecked. A '+ ADD' button is located below the input fields. A 'Back to Settings Menu' button is in the top right corner. Below the input fields is a table with two columns: 'Code' and 'Description'. The table contains two rows: one with 'a1' in both columns, and another with 'a2' in both columns. Each row has 'EDIT' and 'DELETE' buttons to its right. Below the table is a pagination bar showing '1' of 2 items, '10' items per page, and a 'Help' icon.

Code	Description	EDIT	DELETE
a1	a1		
a2	a2		

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

Reference

Details

Budget/Contract

Finance Code 1

Finance Code 2

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