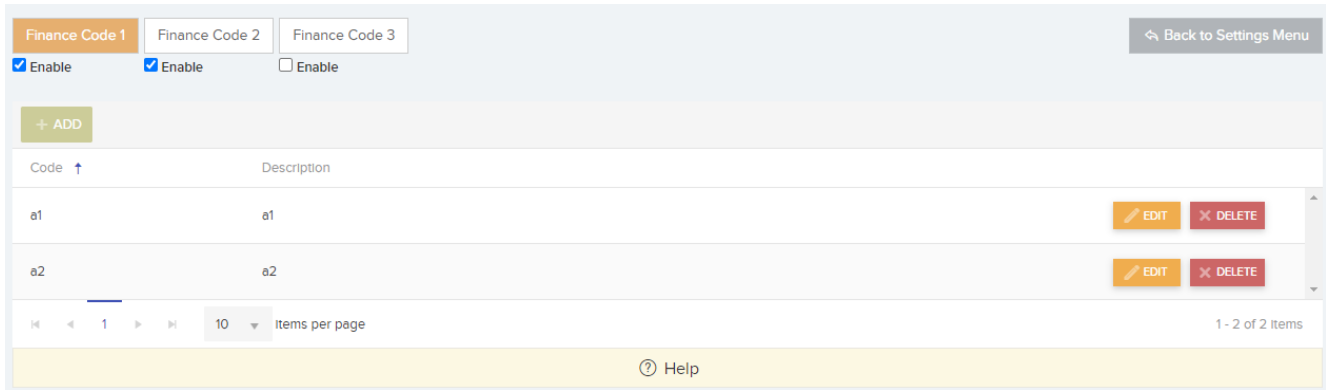


Finance Codes

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.



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

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