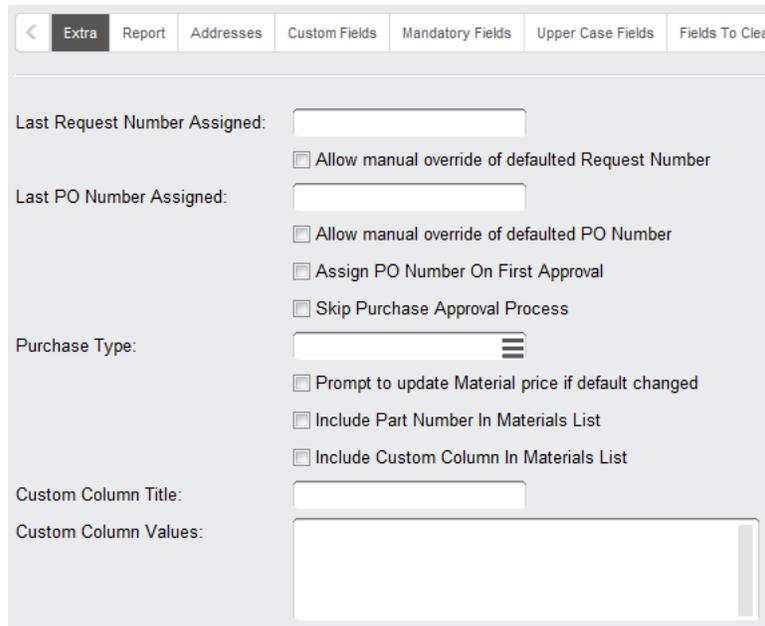


## Purchase Preferences

The Extra tab of Purchase preferences contains many important options.



**Last Request Number Assigned** allows you to dictate the next number of the next purchase order request. The checkbox allows manual override of this number.

This same behavior applies to **Last PO Number Assigned**. You can also use the next checkbox to assign the PO Number once the first approval is complete.

**Skip Purchase Approval Process** allows new Purchase records to go directly to an Approved status type and assigns a PO Number. Keep in mind that when active, this feature bypasses **all** approval checks, meaning any permission group will be allowed to change Purchase records to an Approved status.

**Purchase Type** allows you to set a default Purchase Type for the Purchase capsule.

If **Prompt to update Material price if default changed** is checked, it will alert the user if they change the default price of a linked Material record.

**Include Part Number in Materials List, Include Custom Column in Materials List, Custom Column Title, and Custom Column Values** provide more flexibility in displaying Materials on a Purchase order's Materials tab. In the example below, "Extra" is a Custom Column Title and the checkbox has been selected to include part number on the far right.

Material	Description	Extra	Quantity	Measure	Unit Cost	Extension	Account	Part
ELEC-SOCKET #450	Electrical Socket #450	<input checked="" type="checkbox"/>	100.000	ea	9.2500	\$925.00	08-1000	450

## Purchase Single Report

The Purchase Single Report has many preferences and features to customize the appearance of Single Purchase Reports. These preferences take effect across **all** Divisions.

The Report tab displays checkboxes to control the appearance of certain aspects of a single purchase order report. For instance, if **Company Address** is selected, the address in the Property or Division record (see below) will appear centered under the words "Purchase Order". Checking **Header Text** and entering text in the field to the right will make that text appear as a header under the PO number of the report.

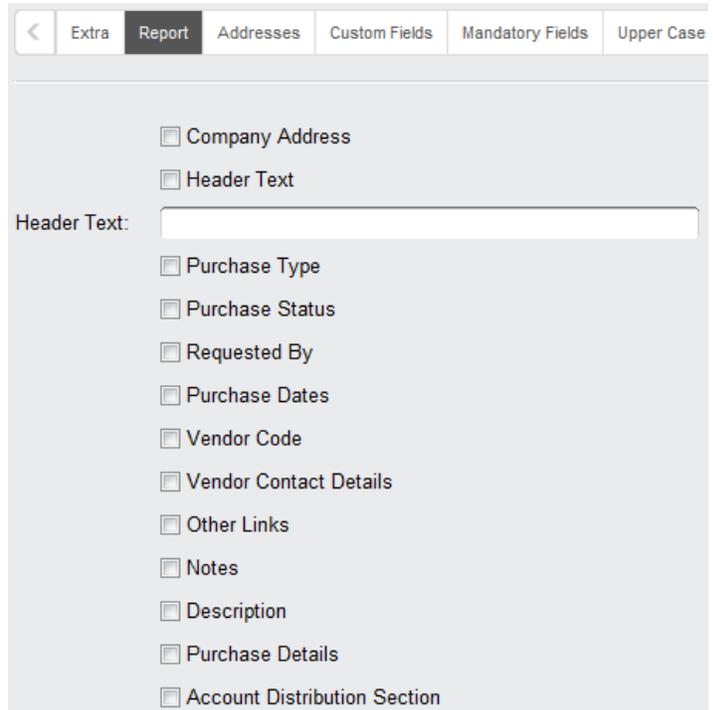
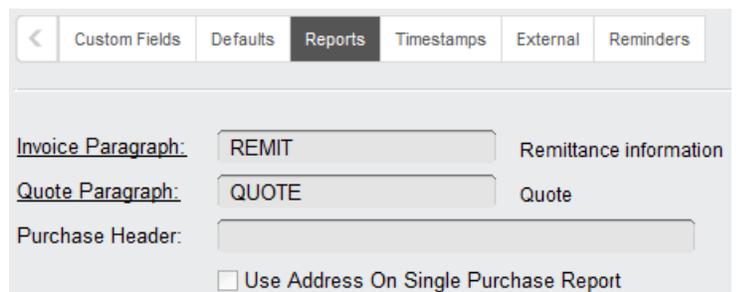
Checking off **Other Links** will show the Work, Contract, or Project records linked to the Purchase record.

The **Account Distribution Section** will include a summary by account section at the bottom of the PO report (based upon the details in the material list).

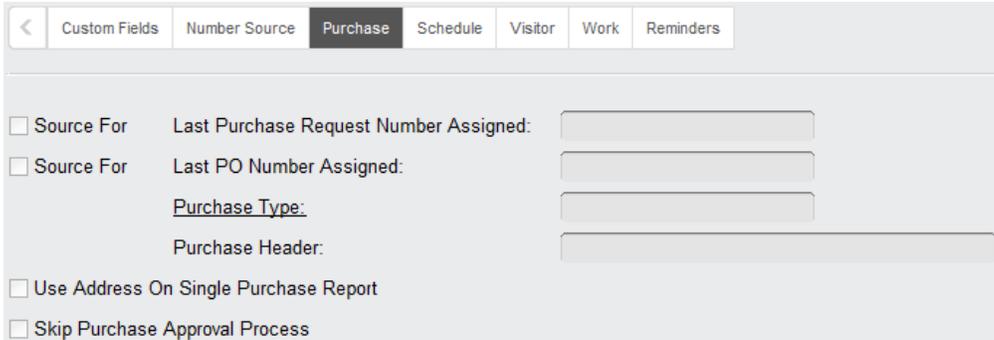
Additionally, the Addresses tab allows you to set a default Bill To and default Deliver To Address for all purchases.

You can also have a default header for each property. Found in the Property capsule under the Reports tab, this header will default onto any PO reports that link to that property. **This header takes precedence over the header in Purchase Preferences and in the Division record.** Check off "Use Address on Single Purchase Report" to default the Property record's address onto the Single Purchase Report.

**This address takes precedence over the address in Division record (see below).**

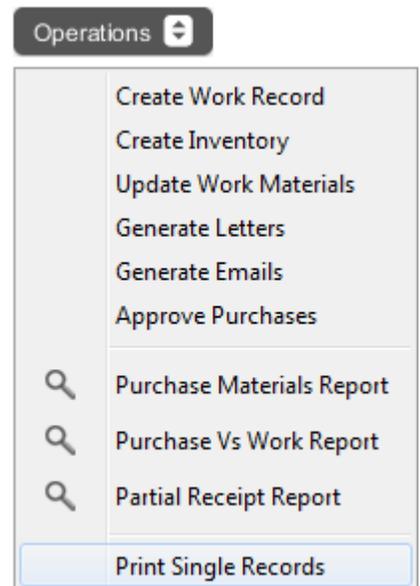



The Division capsule also contains preferences that affect the Single Purchase Report, with defaults for Purchase Header and the Address listed on the Division record (if there is one). This address will only be used on the single PO report if the purchase is not linked to a property or if the property does not have "Use Address on Single Purchase Report".



### Purchase Single Report

Access this report from either the Operations menu on the Purchase List and select Purchase Single Report, or by selecting the print icon on a Purchase record in form view.



**Purchase Single Report:**

	<h3>Purchase Order</h3>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: black; color: white;"> <th style="text-align: center;">PO Number</th> </tr> <tr> <td style="text-align: center; font-weight: bold;">13</td> </tr> </table> <p>Bill To: Database International Group, Inc. 50 Congress Street, Suite 630 Boston, MA 02109</p> <p>Deliver To: Database International Group, Inc. 50 Congress Street, Suite 630 Boston, MA 02109</p>	PO Number	13																																														
PO Number																																																		
13																																																		
<p>Electrics for You! 1 Maki Ave boston, MA 2155</p>																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Measure</th> <th style="text-align: left;">Part Number Description</th> <th style="text-align: right;">Cost</th> <th style="text-align: right;">Extension</th> <th style="text-align: left;">Material Account</th> </tr> </thead> <tbody> <tr> <td>211125</td> <td>ea</td> <td>1 asdfa sdf asdfaend Electrical Socket #450</td> <td style="text-align: right;">\$9.25</td> <td style="text-align: right;">\$1,952,906.25</td> <td>ELEC-SOCKET #450 08-1000</td> </tr> <tr> <td>2133555</td> <td>ea</td> <td>3 Electrical Socket #510</td> <td style="text-align: right;">\$11.12</td> <td style="text-align: right;">\$23,725,131.60</td> <td>ELEC-SOCKET #510 08-1000</td> </tr> <tr> <td>999111...</td> <td>ea</td> <td>4 Wall Switch - double cream</td> <td style="text-align: right;">\$2.45</td> <td style="text-align: right;">\$2,447,822,76...</td> <td>ELEC-SWITCH-D-C 08-1000</td> </tr> <tr> <td colspan="3" style="text-align: right;">Subtotal: \$2,473,500,803.</td> <td colspan="3"></td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="text-align: right; border-top: 1px solid black;">70</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="text-align: right;">Administrative Fee: \$247,350,080.</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="text-align: right;">37</td> </tr> </tbody> </table>			Quantity	Measure	Part Number Description	Cost	Extension	Material Account	211125	ea	1 asdfa sdf asdfaend Electrical Socket #450	\$9.25	\$1,952,906.25	ELEC-SOCKET #450 08-1000	2133555	ea	3 Electrical Socket #510	\$11.12	\$23,725,131.60	ELEC-SOCKET #510 08-1000	999111...	ea	4 Wall Switch - double cream	\$2.45	\$2,447,822,76...	ELEC-SWITCH-D-C 08-1000	Subtotal: \$2,473,500,803.									70						Administrative Fee: \$247,350,080.						37		
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