

**Customer Purchase Order** 

The Customer Purchase Order feature within WinNetStar allows a user to set up Purchase Orders by customer and track sales against those Purchase Orders. You can set a purchase order amount, a date range, and eligible document types for each Purchase Order. The system will then require the user to select a Purchase Order when making a sale to the customer and will produce various warning messages if the amount of the sale is going to exceed the total of the PO or if the document date is outside the date range of the PO. Total sales, sales orders and estimates will be tracked and are displayed in the Customer Master. The following screen shots illustrate the set up and use of this feature.

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RIMSS.WinNetStar v7.0.0.624	Enterprise:The Enterprise	Company:CSS Enterprises (222)	Location:Racine (223)

<u>File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Core Tracking Reports Web Links Windows Help</u>

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## RIMSS WinNetStar Customer List Customer - Coast Guard (67)

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Refresh

🚯 General 🔢 Details 🔣 Financial Information 🛒 Ship To 📄 Attachments 🕼 User Defined Fields 📳 Account Numbers 🛛 Promotional Pricing 🛛 Customer Purchase Orders

Navigator

Add New

Clicking on the Add New button will produce this pop up. A PO number is required. You can also give it a description and add notes. The Start Date and End Date are required as well as a dollar amount. The Eligible Document Types drop down will allow you to select the documents where this PO will be used. The Tolerance is not required but putting a percentage in this field (like 90%) will alert the user that this PO is nearing its total by highlighting the line yellow when it reaches this percentage. Duplicate PO numbers are allowed for those instances where one customer will issue one PO for 10,000 with 4,000 approved for Inventory Items and 6,000 approved for Service work. You can set the same PO number up with its respective amount and restrict it to the appropriate document type.

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## RIMSS.WinNetStar v7.0.0.624 Enterprise: The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

<u>File View</u> Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Core Tracking Reports Web Links Windows Help





See the definition of amounts in the following columns:	
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Used - will display the total of all invoices that have been settled against the PO.

Commitments - will display the total of all sales order/repair orders against this PO.

Estimates - will display the total of all estimates against this PO.

Subtotal – will display the sum of the Used, Commitments and Estimates amounts.

Net Remaining - will display the sum of the total PO less the Subtotal

Net Unused – will display the sum of the total PO less the amount Used

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