

How to Create an Item Note to Automatically Print on PO

Overview

This document describes the steps to create a note for an item that will automatically print on the Purchase Order. The note may be a Quote Number required by the vendor to ensure a special cost.

Create Inventory Note

1. Select Inventory from Main Menu. Select Item Master.
2. Enter the Item Number that needs a note.
3. Press [F12] and the letter I for Inv notes.
4. Refer to the sample screen below. Enter the letter P in the "D"isplay column. Enter the letter P in the PRTF column if you wish the note to print only on the Purchase Order. Enter the letters PR in the PRTF column if you wish the note to print on the Purchase Order, Receiving Report and the Post Received Report. Enter the note you wish to print (such as a quote number) in the Information field. Press [F3] to save and exit the notes screen.

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INV NOTES EDITOR   AAA  FIXTURE-1
                   TEST FIXTURE-1
SEQ  D  PRTF  Information
 10  P  PR   QUOTE # 12345
 20  -  -    _____
 30  -  -    _____
 40  -  -    _____
 50  -  -    _____
 60  -  -    _____
 70  -  -    _____
 80  -  -    _____
 90  -  -    _____
100  -  -    _____

F2=UP  F3=SAVE & EXIT  F7=NEXT ITEM  F8=PREV ITEM
    
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In the above example, the note "Quote # 12345" will print below the item number on the Purchase Order, the Receiving Purchase Order Report and the Post Received Order Report.