



Internal Use Purchase Order



The screenshot shows the Sage Purchase Order Entry form for TTT 3/27/2019. The form is divided into several sections: Header, Address, Lines, and Totals. The Order Number is 0096962. The Date is 3/27/2019 and the Type is Drop Ship. The Vendor No. is 00-LOWES1. The Order Status is New and the Required Date is 3/27/2019. The 1099 Form is None and the 1099 Box is empty. The Sales Tax Schedule is RESALE. The Transfer Freight Internal Use checkbox is checked. The Purchase Address is empty. The Terms Code is 00 (NO TERMS). The Ship Via is OT/009 (FOB ORIGIN). The Warehouse is 009 (Mansfield, PA). The Comment is OFFICE SUP. The Credit Card? dropdown is set to NO. The Entry Currency is USD. Buttons for Accept, Cancel, and Delete are visible at the bottom.

- 1 Hit the “Next” button.
- 2 Select Drop Ship as the Type of PO.
- 3 Enter the Vendor Number. If you don’t know it, you can look it up with the magnifying glass.
✳ If purchasing with a credit card, select Comdata as the vendor and make sure to enter the business the items were purchased at in the comment line and select “YES” that it was a credit card purchase.
- 4 Check the Internal Use box.
- 5 Enter the Ship To as your warehouse, enter the ship via (how items were sent to the warehouse), enter your warehouse.
- 6 On the comment line enter the reason the item(s) are being purchased.
- 7 If the items are not being purchased with a credit card select No, if they are select Yes.

Order Number 0096962

1. Header | 2. Address | 3. Lines | 4. Totals

Vendor No. 00-LOWES1 LOWES

Purchase Address

Location

Name LOWES

Address 79 MATTHEW DRIVE

ZIP Code 15401

City UNIONTOWN State PA

Country USA

Telephone (724) 430-1800 Ext

Fax

Ship-To Address

Ship To 009

Name CROSS COUNTRY MANSFIELD PA

Address 16064 US ROUTE 6

ZIP Code 16933

City Mansfield State PA

Country USA United States

Quick Print... Entry Currency USD Accept Cancel Delete

8 On the Address tab the Purchase Address populates from the vendor's info in A/P.

9 The Ship To will populate from the header tab, verify that it's correct.

Order Number 0096962

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row 1

Item Code	Ordered	Back Ordered	Unit Cost	Extension	Serial Number
1 /SUPPLIES-009	6.00	.00	5.49	32.94	
2	.00	.00	.00	.00	

Description TRASH CANS

warehouse

Unit of Measure EA

Qty Received .00

Total Amount 32.94

Quick Print... Entry Currency USD Accept Cancel Delete

10 On the Lines tab, enter the items being ordered, the quantity, and unit price.

11 Verify the extension updates correctly.

12 In the secondary grid edit the description to match the item(s) being purchased.

sage * Purchase Order Entry (TTT) 3/27/2019

Order Number 0096962 Defaults... Vendor...

1. Header | 2. Address | 3. Lines | 4. Totals User tmuirhead

Order Date 3/27/2019 Order Type Drop Ship Order Status New Tag Detail...

Vendor No. 00-LOWES1 LOWES

Taxable Purchases	.00	Last Receipt Number	
Nontaxable Purchases	32.94	Last Receipt Date	
Freight Amount		Last Invoice Number	
Sales Tax Amount	.00	Last Invoice Date	
Order Total	32.94	Completed Date	
Less Prepaid Amount	.00	Invoiced to Date	.00
Prepaid Check Number			
Order Balance	32.94		

Quick Print... Entry Currency USD **Accept** Cancel Delete

13 Go to the Totals tab and click Accept.

Purchases Against Company Owned Units

The screenshot shows the Sage Purchase Order Entry (TTT) 3/27/2019 window. The window is divided into several sections. At the top, there is a header section with fields for Order Number (0096963), Date (3/27/2019), Type (Drop Ship), and Sales Order. Below this is a section for Vendor No. (00-CBPARTS) and Customer No. (CLEVELAND BROTHER EQUIP). The main body of the window contains fields for Transfer Freight internal Use (checked), Order Status (New), Required Date (3/27/2019), 1099 Form (None), 1099 Box, Sales Tax (RESALE), Schedule (RESALE), and Use Tax. The bottom section contains fields for Purchase Address, Ship-To Address (002 CROSS COUNTRY EIGHTY FOUR PA), Terms Code (01 Net 30), Ship Via (OT / WHSE 002), Warehouse (002 EIGHTY FOUR, PA), Confirm To, E-mail (JStiller@clevelandbrothers.com), Telephone (717) 564-2121, Ext (2244), Fax, Batch Fax, Comment (D6T DOZER KSB00520), On Hold, and Print Order. A Credit Card? dropdown menu is set to NO. The bottom of the window has a Quick Print... button, Entry Currency (USD), and Accept, Cancel, and Delete buttons.

1 Hit the “Next” button.

2 Select Drop Ship as the Type of PO.

3 Enter the Vendor Number. If you don’t know it, you can look it up with the magnifying glass.

✘ If purchasing with a credit card, select Comdata as the vendor and make sure to enter the business the items were purchased at in the comment line and select “YES” that it was a credit card purchase.

4 Check the Internal Use box.

5 Enter the Ship To as your warehouse, enter the ship via (how items were sent to the warehouse), enter your warehouse.

6 On the comment line enter the type of unit and serial number.

7 If the items are not being purchased with a credit card select No, if they are select Yes.

* Purchase Order Entry (TTT) 3/27/2019

Order Number 0096963

1. Header | 2. Address | 3. Lines | 4. Totals

Vendor No. 00-CBPARTS CLEVELAND BROTHER EQUIPMENT CO

Purchase Address

Location

Name CLEVELAND BROTHER EQUIPMENT CO

Address 4565 WILLIAM PENN HWY

ZIP Code 15668

City MURRYSVILLE State PA

Country USA

Telephone (717) 564-2121 Ext 2244

Fax

Ship-To Address

Ship To 002

Name CROSS COUNTRY EIGHTY FOUR PA

Address 12 84 DRIVE

ZIP Code 15330

City EIGHTY FOUR State PA

Country USA United States

Quick Print... Entry Currency USD Accept Cancel Delete

8 On the Address tab the Purchase Address populates from the vendor's info in A/P.

9 The Ship To will populate from the header tab, verify that it's correct.

* Purchase Order Entry (TTT) 3/27/2019

Order Number 0096963

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row 1

Item Code	Ordered	Back Ordered	Unit Cost	Extension	Serial Number
1 /EQREPAIR C-002	1.00	.00	9.61	9.61	KSB00520
2	.00	.00	.00	.00	

Description OIL FILTER

Warehouse

Unit of Measure EA

Qty Received .00

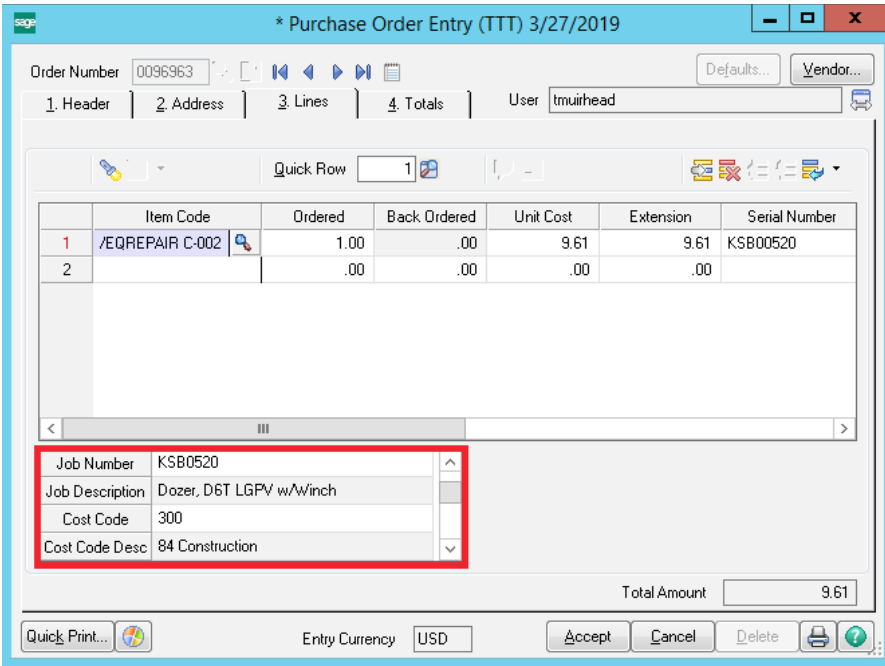
Total Amount 9.61

Quick Print... Entry Currency USD Accept Cancel Delete

10 On the lines tab enter the item(s) being ordered, the quantity, and unit cost.

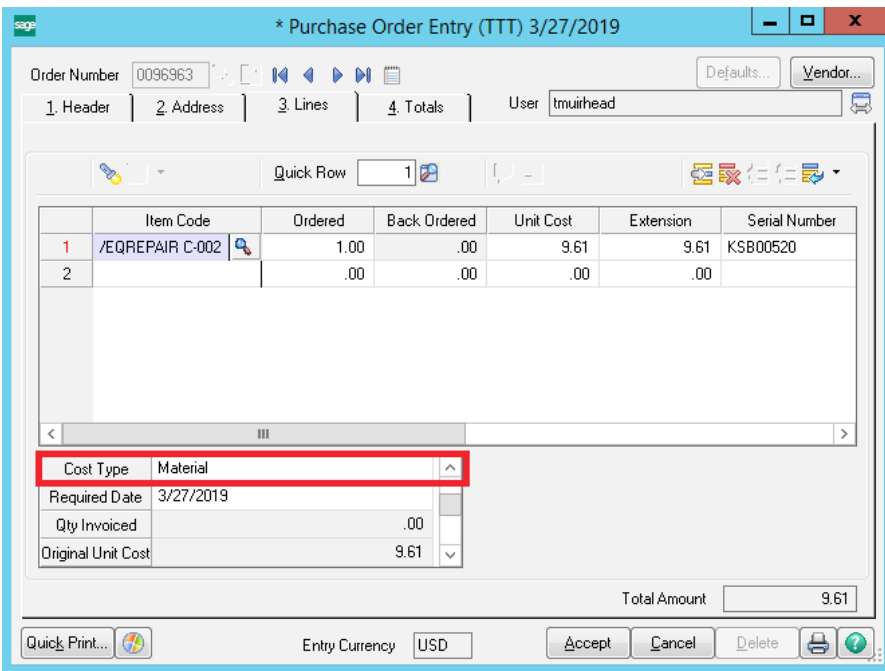
11 Verify the extension updates.

12 In the secondary grid update the description to match the item(s) being purchased.



13 Select the correct Job Number for the unit item(s) are being purchased for.

14 Select the correct Cost Code.



15 Select the correct Cost Type.

sage * Purchase Order Entry (TTT) 3/27/2019

Order Number 0096963 | 1. Header | 2. Address | 3. Lines | 4. Totals | Defaults... | Vendor... | User tmuirhead

Order Date 3/27/2019 | Order Type Drop Ship | Order Status New | Tag Detail...

Vendor No. 00-CBPARTS CLEVELAND BROTHER EQUIPMENT CO

Taxable Purchases	.00	Last Receipt Number	
Nontaxable Purchases	9.61	Last Receipt Date	
Freight Amount		Last Invoice Number	
Sales Tax Amount	.00	Last Invoice Date	
Order Total	9.61	Completed Date	
Less Prepaid Amount	.00	Invoiced to Date	.00
Prepaid Check Number			
Order Balance	9.61		

Quick Print... | Entry Currency USD | **Accept** | Cancel | Delete | [Print Icon] | [Refresh Icon]

16 On the Totals tab click Accept.