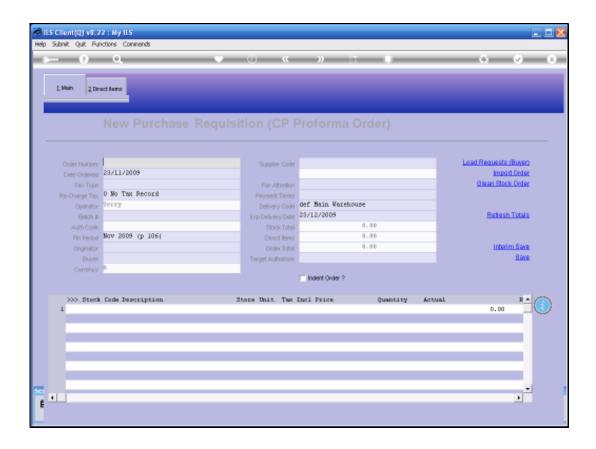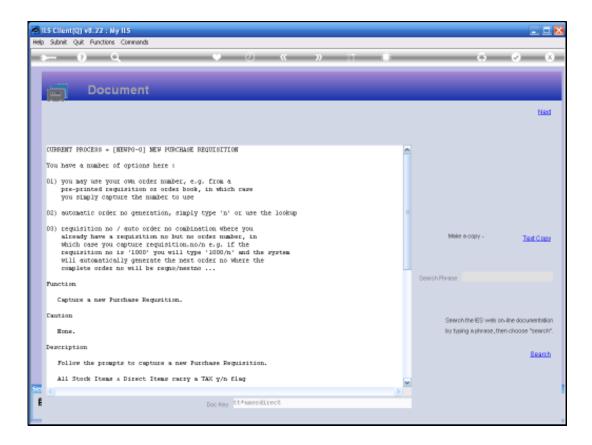Slide 1

Slide notes: For Central Purchasing, there are multiple options available to number Purchase Orders.
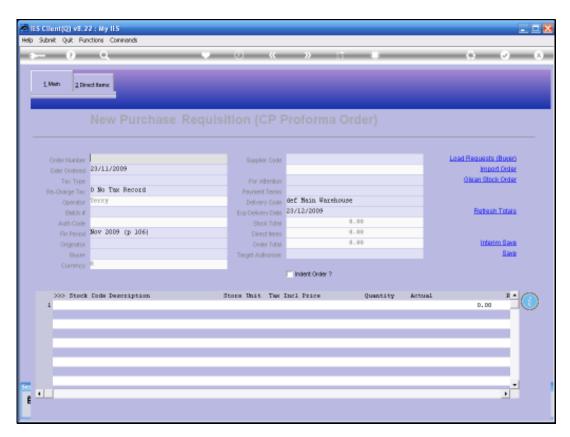
Slide 2
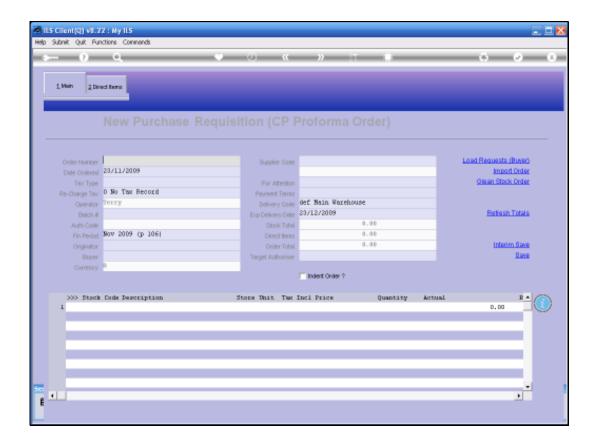
Slide notes: 1st of all, we take a look at the Help on this Field.

Slide 3

Slide notes: And here the system describes the different methods that are available. We may use our own number, possibly from a manual Order Book, or we may use an automatic number onto an existing Requisition number, or we can use the automatic numbering system.
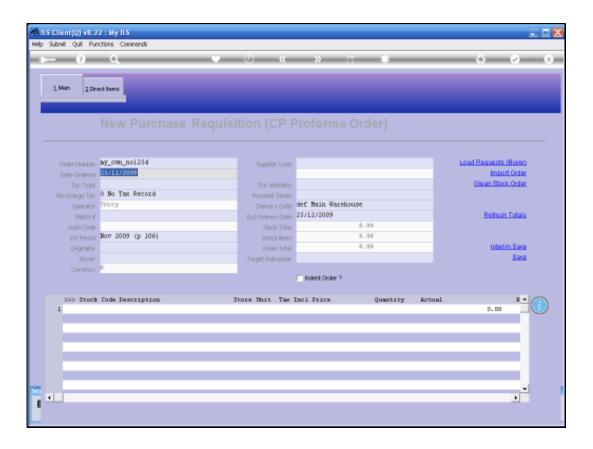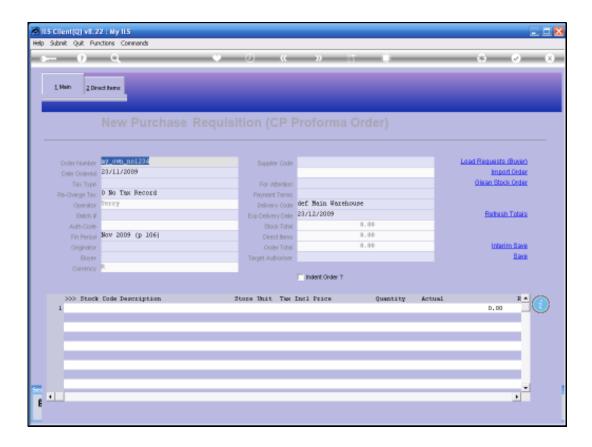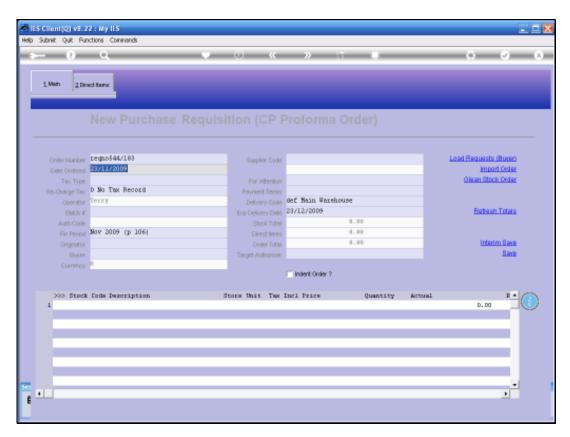
Slide 4
Slide notes:

Slide 5

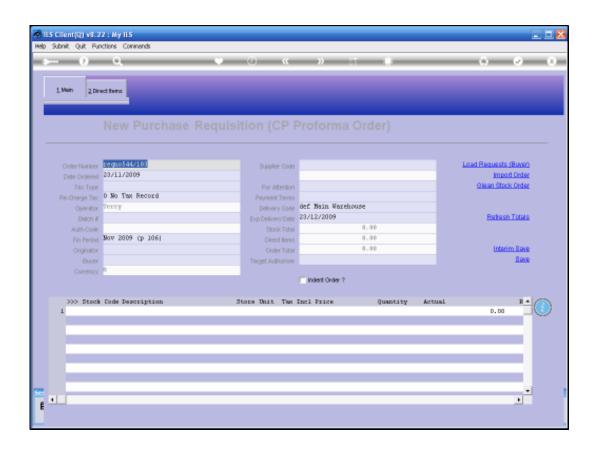Slide notes: As our 1st example, we use a number of our own design.

Slide 6

Slide notes: So we can see that the system allows us to put a Purchase Number of our choice.
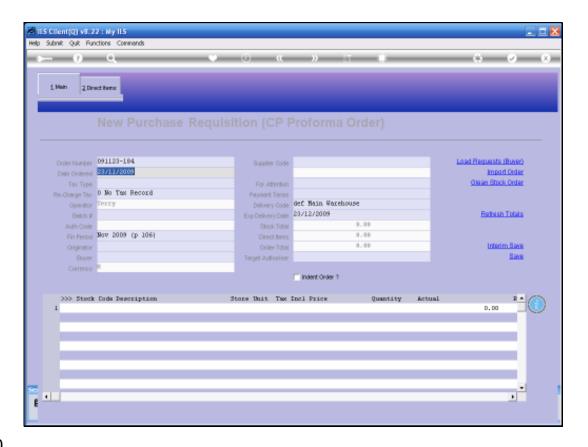
Slide 7

Slide notes: If we type a Requisition or Order number of our choice, and end with '/n' then the 'n' is replaced with the next sequential Order Number, while retaining the rest of our number.
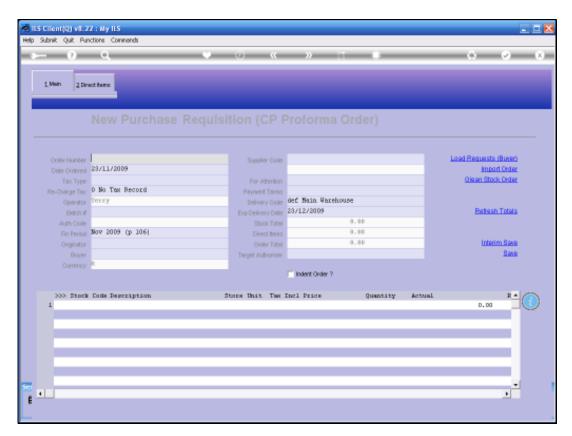
Slide 8
Slide notes:

Slide 9

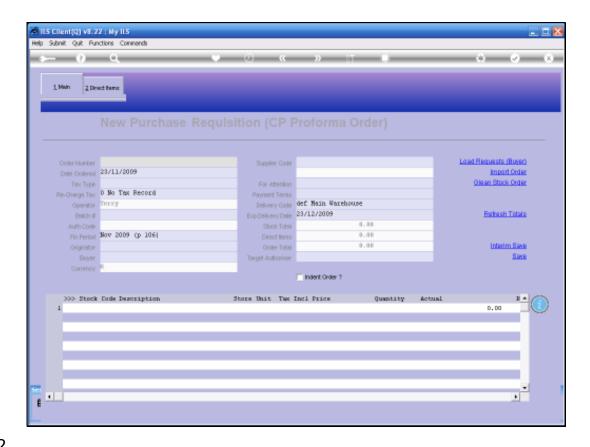Slide notes: Or we can use the automatic numbering option by either typing 'n' or pressing the Lookup.
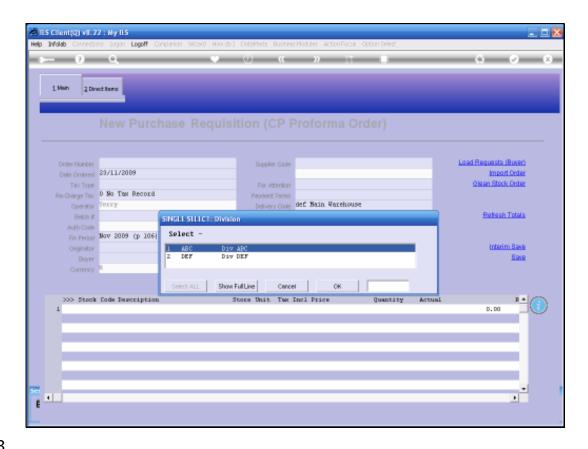
Slide 10

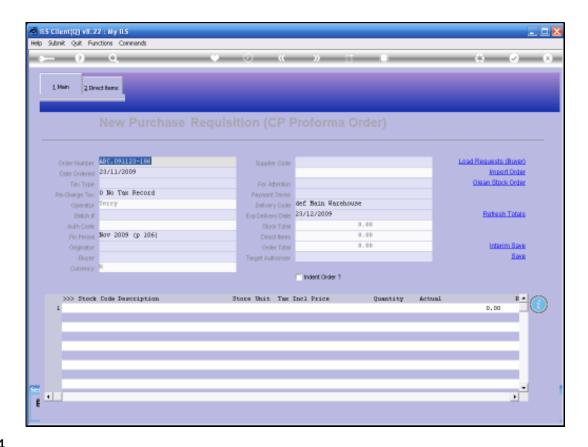Slide notes: In this case, the system generates the entire Purchase Order Number.

Slide 11
Slide notes:

Slide 12

Slide notes: The automatic numbering system is customizable, and it is possible that when we use it, that we have to make a selection from a series of origination options.
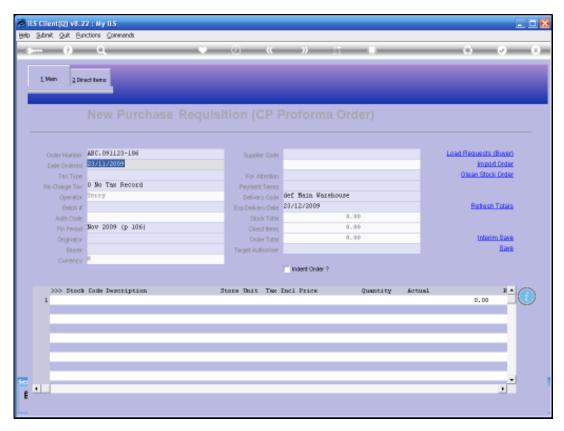
Slide 13

Slide notes: In this example, we have 2 Divisions to choose from, and the one that we select will be indicated in the Purchase Order number.

Slide 14

Slide notes: Therefore, the numbering system will generate the Purchase Order Number based on an initial User selection.

Slide 15
Slide notes: