

# Customer PO

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# Introduction

# Introduction

## **Introduction**

This window is used for purchase orders received from Customer

*Customer Purchase Order* includes the terms and conditions of the original equipment manufacturer that ultimately purchases Buyer's product that incorporates the goods or services sold by seller.

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## **Business Example**

Once Customer purchase order is received sales department can generate Sales order accordingly.

# Tabs

Tabs

# Customer PO Header

Home (64) Summary \*Customer PO x

Customer PO

Inserted

Client: Connect Demo

Organization: [Redacted]

Document No: [Redacted]

PO Date: [Redacted]

Target Document Type: [Redacted]

Customer PO No: [Redacted]

Description: [Redacted]

Business Partner: [Redacted]

Partner Location: [Redacted]

User/Contact: [Redacted]

Currency: INR

Company Agent: [Redacted]

Payment Term: Immediate

Payment Rule: [Redacted]

Pay Schedule valid: ☐ Approved: ☐

Approved Level 1: ☐ Approved Level 2: ☐

Price List: [Redacted]

Total Lines: 0.00

Grand Total: 0.00

Home (64) Summary \*Customer PO x

Customer PO

Inserted

Document Status: Drafted

Document Type: \*\* New \*\*

Document Action

Delivery

Warehouse: [Redacted]

Delivery Rule: [Redacted]

Delivery Via: [Redacted]

Freight Cost Rule: [Redacted]

Freight Category: [Redacted]

Insurance Cost Rule: [Redacted]

Insurance Category: [Redacted]

Packing and Forwarding Cost Rule: [Redacted]

Packing and Forwarding Category: [Redacted]

Reference

Project: [Redacted]

Quotation: [Redacted]

Is Ordered: ☐

PO line Custom Fields(Line) Payment Schedule Custom Fields

0 Records

Organization	Drawing No	Description	Line	Product	UOM
No Records found					

## Critical Fields

1. PO Date: Date of Customer po (It can be PO received date)

2. Customer PO number: Document Number of Customer Po Received
  3. Business Partner: We can select existing/new customers here and this field is used to maintain customer
  4. Partner location: This field is updated automatically, based on the business partner
  5. Currency: A medium of exchange for goods and services.
  6. Company agent: This field is used for sales rep updating purposes, It will display from the employee master when the sales rep field is checked
  7. Payment Rule: This field used to select the payment type
    - 7.1 Cash: After receiving the invoice, the customer pays the invoice amount through cash only
    - 7.2 Check: After receiving the invoice, the customer pays the invoice amount through a check
    - 7.3 Credit Card: Payment amount paid to the vendor to use a Credit Car
    - 7.4 Direct Debit: Payment amount paid to direct vendor account number
    - 7.5 Mixed POS Payment
    - 7.6 NEFT
    - 7.7 On Credit
    - 7.8 RTGS: Payment amount paid to RTGS
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## **Critical & onetime setup fields**

1. Organization: This Field is used to select the organization
  2. Target Document Type- This Field is used to select the type of document that you are going to process
- 

## **Non-Critical Fields**

1. Description: Use to note specifics about document or any other information.
2. User/Contact: This field updates automatically when Business partner selected or you need to create new user in master for particular business partner.
3. Payment term: The terms of payment(immediate ,30 days,etc)
4. Price list: The price list will be selected in the product master once we select the product price

list will display automatically and the user can also select manually

5. Warehouse: This field is for Product storage purposes, Select a warehouse where the final product is stored.

6. Delivery Rule: This field helps to select the timing of the delivery

7. Delivery Via: Indicates how the products should be delivered

7.1.Pickup: After the Product is ready to ship, customers will take the product in their own vehicle.

7.2.Delivery: Delivery done by the vendor itself to the customer.

7.3.Shipper: The Shipper indicates the method of delivering products via ship, airplane..etc.

8.Freight Cost Rule: Method for charging flight

8.1 Calculated: We can calculate the freight cost

8.2 Fix price: Fixed the freight cost

8.3 Included in Price: Already included in the product price list

9.Insurance Cost Rule: Method for charging insurance

9.1 Calculated: We can calculate the insurance cost

9.2 Fix price: Fixed the insurance cost

9.3 Included in Price: Already included in the product price list

10.Packing and Forwarding Cost Rule: Method for charging Packing and Forwarding

10.1 Calculated: We can calculate the Packing and Forwarding cost

10.2 Fix price: Fixed the Packing and Forwarding Cost

10.3 included in the price: Already included in the product price list

11.Project: Project- If this order is processed against a project user can tag the project for tracking.

12.Quotation: Using Quotation field we can generate Customer PO with reference of Quotation.

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## **Zoom condition's**

1. Sales order



# Customer PO Line

Home (64)Summary\*Customer PO: 1000038 ✕

Customer PO > PO line

Inserted

ClientKonnect DemoOrganization\*

Drawing No

Line10

ProductAttribute Set Instance

Description

Quantity0UOM

UnitPrice0.0Revision No

TaxGST18%Discount %0.0

LineAmount0.0IGST0.0

ShipperActive

Order Qty0Project

Custom Fields(Line)

0 Records

Client	Organization	CustomerPOLine	Custom Columns	Value Column
No Records found				

## Criticle

1. Product: To select the product type is item, you can select the multiple product in this line item
2. Quantity: Quantity of Product
3. UOM: The record will populate from product and we can change the UOM manually, if uom conversion for the product.
4. Unit price: The Actual or Unit Price indicates the price for a product in the source currency.
5. Revision No: Revision no
6. Tax: This field is used to select tax either Interstate or intrastate and we can also change the tax.
7. IGST: For IGST deatils

## **Non-Critical**

1. Attribute Set Instance: This field is for Attributes of product (Example:- Brand,Colour,Specifications)
2. Description: To note specifics about Customer PO line document or any other information.
3. Discount: If any discount for the product to the specif customer to be used
4. Shipper: The Shipper indicates the method of delivering products via ship, airplane..etc.
5. Project: If this order line Product is processed against a project user can tag the project for tracking.

Tabs

# PO Line>Custom Fields

Home (64) Summary \*Customer PO: 1000038 ✕

Customer PO > PO line > Custom Fields(Line)

Inserted

Client: Konnect Demo Organization: \*

Description:

CustomerPO: 1000053

Custom Columns:

Sequence: 10

Value Column:

CustomerPOLine: -1

☒ Active

## Critical Fields

1. Customer PO: It will automatically fetch Customer PO Document Number
2. Custom Column: This is master data. According to user need Custom column masters can be designed.
3. Value Column:- This field is for any Custom Value related to Customer PO Line Document or any other description and specifics.
4. CustomerPoLine: It will automatically fetch Customer PO Line Number

# Payment Schedule

Home (64) Summary \*Customer PO: 1000038 ✕

Customer PO > Payment Schedule

Inserted

Client Konnect Demo

PO NUM 1000053

Payment Schedule

☒ Active

Due Date

Discount Date

Organization \*

Amount Due 0.0

Discount Amount 0.0

Validate

☐ Valid

## Critical Fields

1. Payment Schedule: To update the schedule details for the payment.
2. Due Date: The date when the payment is due
3. Discount Date: Once a discount date is exceeded system does not consider the discount amount.
4. Amount due: Amount of the payment due.
5. Discount Amount: To update the discount amount details.

# Document Actions

# Validation

## **Save**

1. System will check all mandatory fields.

## **Delete**

1. System will delete the order and its historical details.

# Actions

## **Document action prepare**

1. System will check the period details and master data checking.
2. If the payment schedule is not created, the system will automatically create a payment schedule based on the payment.

## **Document action complete**

1. System will complete the document and keep the order ready for processing in the Purchase order.
2. Once document action is complete, all fields are updated in read-only.

## **Document action void/reverse correct actual**

1. Void- system will reverse all the transaction data and change the document status to Void

## **Document action close**

1. The system will check whether all the activity for the document is completed and change the Document status to close.

# Video



Video

# Video

# Reports

# Reports

**Report is well Complied set of data according Scenario**

Sr.no	Report Name	Report purpose
1	Customer PO	This report shows Customer PO details using parameters Organization, customer_po_no, drawing_no and PO date

# Preceding and Succeeding Window

Preceding and Succeeding Window

# Customer PO Connected Window

## Preceding Window

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## Succeeding Window

Sales Order :- [Sales Order](#)

Sales order from customer PO

# Forms and Process

# Sales order From Customer PO

The screenshot shows a web application window with a title bar containing 'Home (81)', 'Summary', and 'Sales Order from Customer PO'. Below the title bar, the main content area is titled 'Do you want to start the Process?'. It contains four red-outlined dropdown menus labeled 'Customer PO', 'Target Document Type', 'Price List', and 'Warehouse'. Below these is a checkbox labeled 'Run as Job'. At the bottom of the form, there is a 'Saved Parameters' section with a dropdown menu and two icons (a save icon and a trash icon). On the far right, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

## Parameters :

1. **Customer PO** :- Drop Down to select Customer PO for which user wants to generate Sales order.
2. **Target Document Type** :- Drop Down to choose sales order type For e.g (job order, Sales order-job, sales order)
3. **Price List** :- In a company Price lists are different for domestic and export users. The price lists names be like Purchase INR ,Sales INR and Purchase Euro , Sales Euro.
4. **Warehouse** :- This field is for Product storage purposes, Select a warehouse where the final product is stored.

## **Process Use :**

The process Sales Order from customer PO is use to generate sales order.