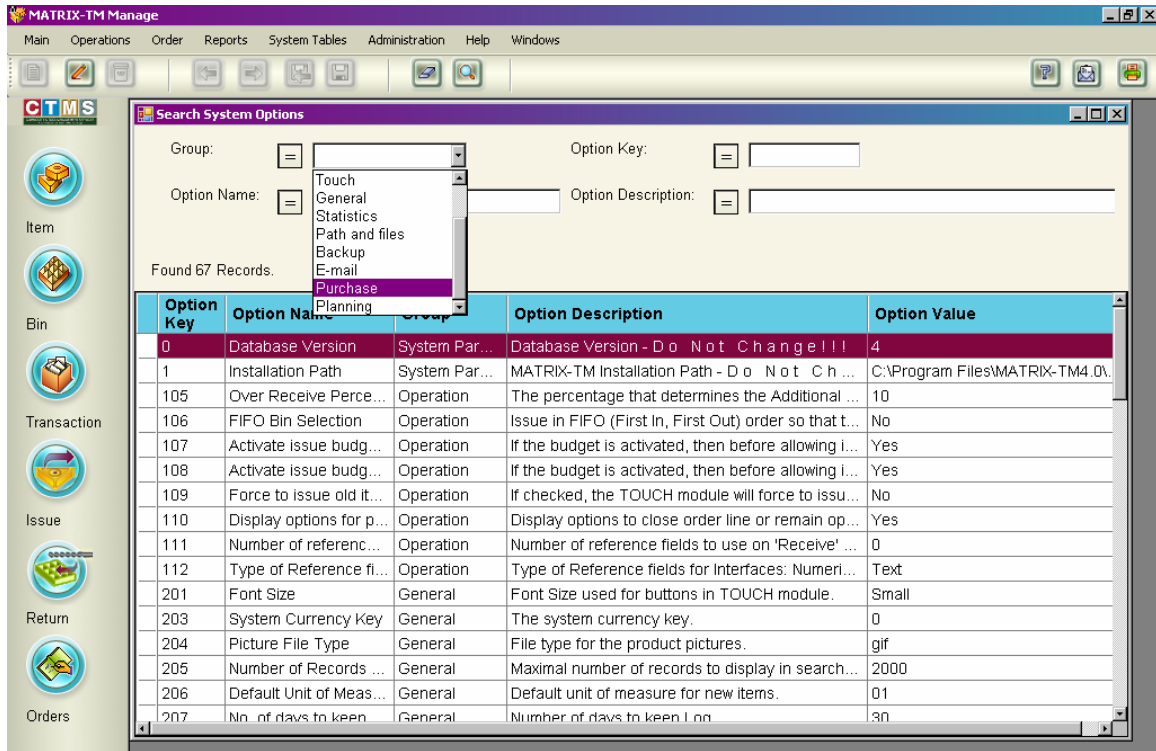


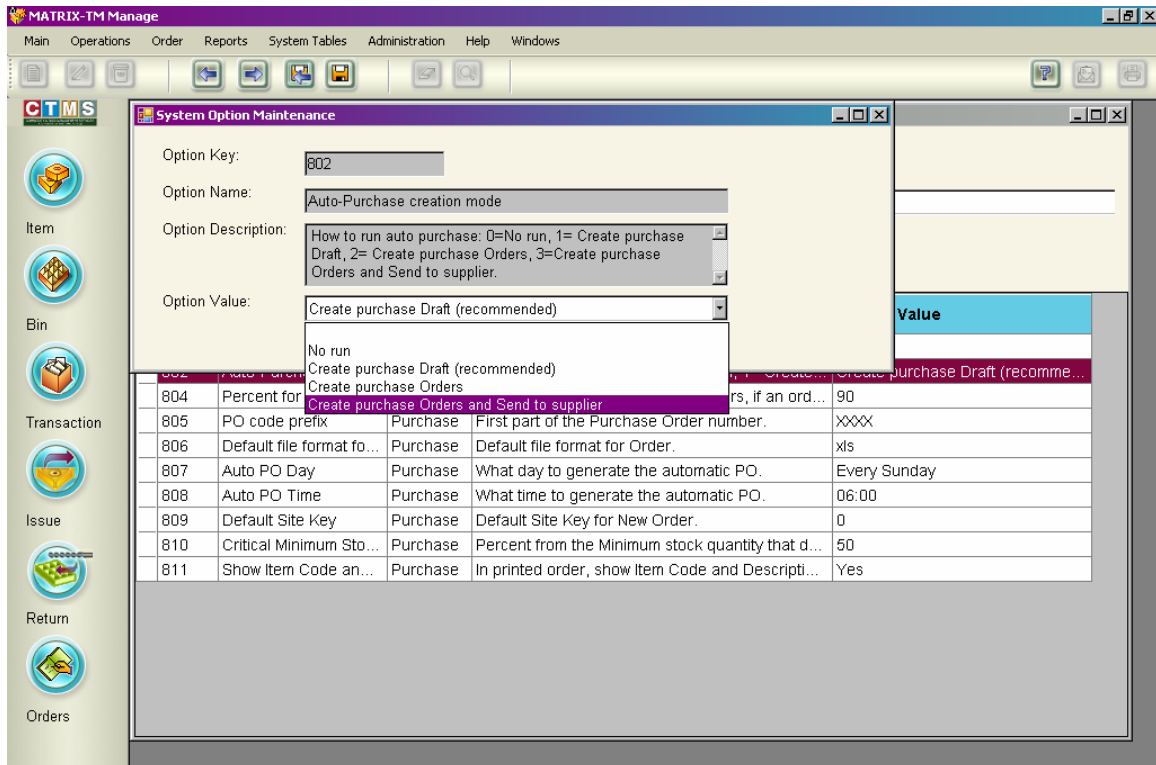
Scheduling Purchase Orders for Supplier

Go to Administration>System Options

In the drop down menu choose Purchase. This will display options for purchasing.



Double click Option 802 and choose “Create purchase Orders and Send to supplier” from the drop down menu. Save and Close.



Double click Option 807 – Auto PO Day to schedule what day or days the PO will be generated and sent.
 Double click Option 808 – Auto PO Time to schedule what time of day the PO will be generated and sent.