

MyPromoOffice Job Management

Converting a sales order to a job purchase invoice

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02) 4302 0160 or via email at help@gunwebsystems.com.au



Document Overview

This document outlines and explains how to access and utilize the job management functions on your My Promo Office site. This document will run you through the following settings/Functions:

- Job Management
- Converting a sales order to a purchase invoice

PROMOTIONAL INDUSTRY SOFTWARE SPECIALISTS



Gun Web Systems

MyPromoOffice – Converting a sales order to a job purchase invoice

Hover your mouse over the "Job" tab.

Step 1.1

Select Manage Job, this appears under the Job header.

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Step 2.0

Click on products, select the relevant products, select purchase from the drop-down list, enter the due date and click create.

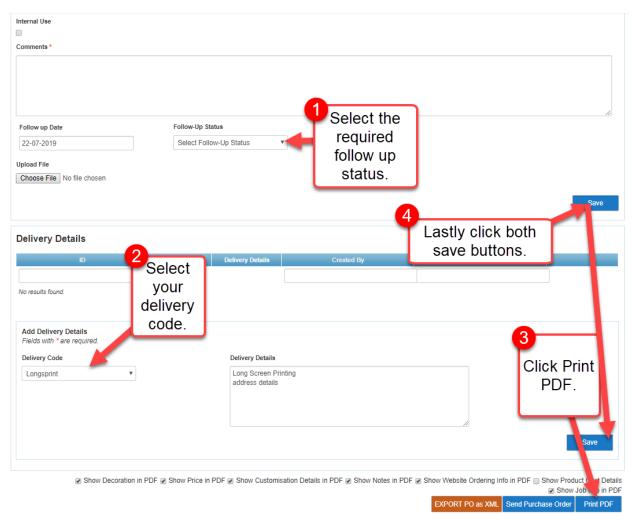
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Copyright © 2019 Gun Web Systems . All Rights Reserved.						Powered by	Gun Web Sy Targeted We	ostems



Step 3.0

Select the required follow up status, select your delivery code, select print PDF.

After this has been completed, select both save buttons as outlined in the image below.





Step 4.0

Click back to job, select decorations and tick the boxes on the left, this then selects the decoration methods.

Select purchase product decoration, when completed, select go.

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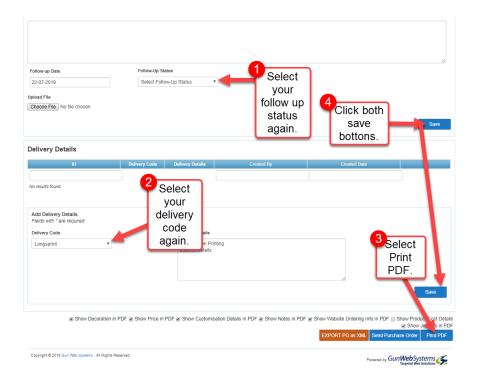


Step 5.0

Select the supplier, due date, follow up date, follow up status and delivery code.

Then click print PDF and select both save buttons.

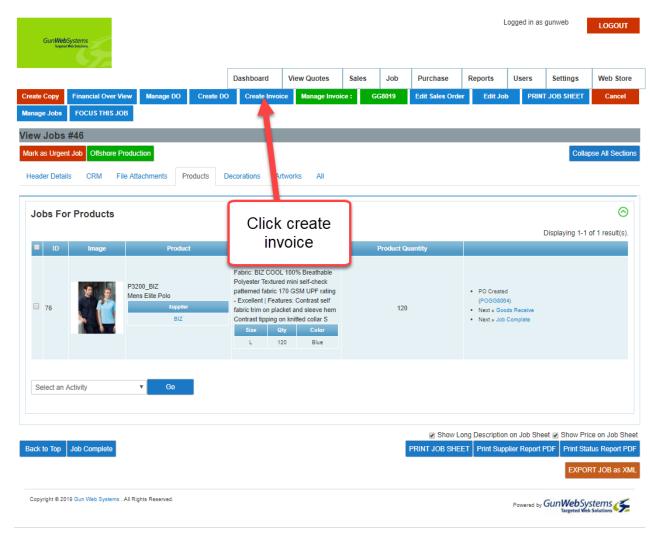
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Copyright \oplus 2019 Gun Web Systems . All Rights Reserved.							Powered by	Gun Web Syst Targeted Web S	tems (



Gun Web Systems

Step 6.0

Select create invoice.





Step 7.0

Select the product box, enter the due date and any additional comments.

Then proceed to select create invoice.

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Copyright @ 1	2019 Gun Web Systems . All Rights Reserved.				Powe	ed by GunWebSystems Targeted Web Solutions	(5.

Gun Web Systems

The invoice should look like the image attached below.

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