



How to Create, Edit and Delete Purchaser

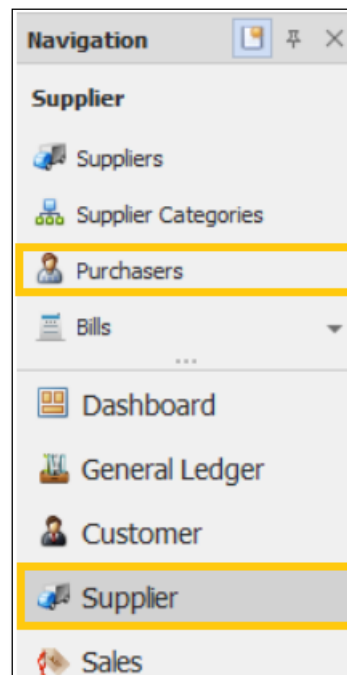
Overview:

Purchasers is a form where you can maintain Company's Purchasers, a person whose job it is to purchase goods and services for the company. This function is useful for generating various reported related to Accounts Payable.

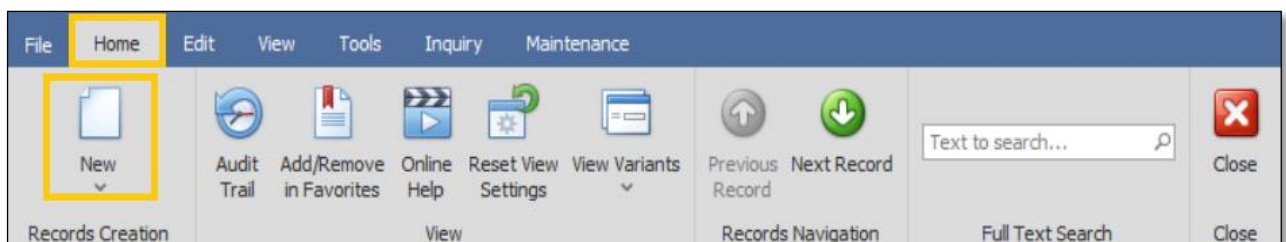
Procedure:

How to Create Purchaser

1. In **Navigation** pane, go to **Supplier > Purchasers**

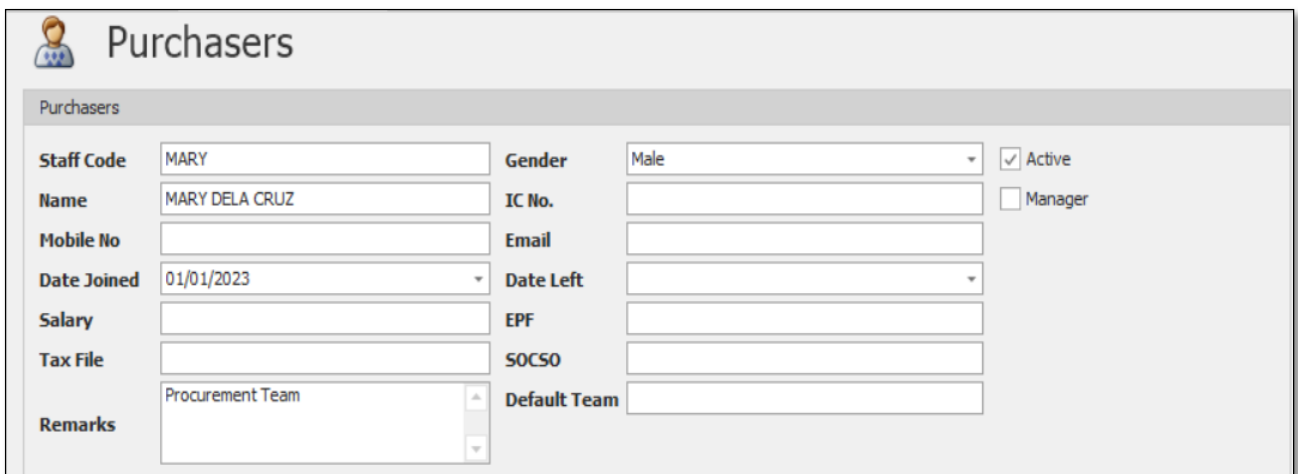


2. In Purchaser list view, click **New**



3. Supply the fields with data;

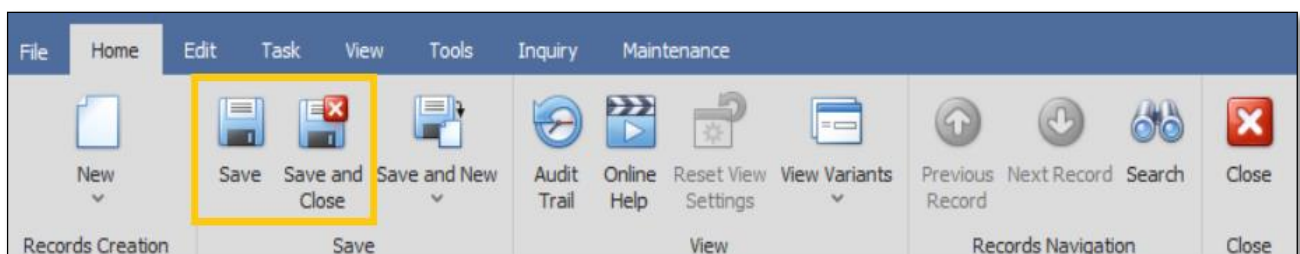
- Staff Code This is a compulsory field with maximum of 20 alphanumeric length
- Gender (*Optional*)
- Active: This is a function to set if an Area is still used. If an Area will not be used anymore, disable the toggle to make as Inactive.
- Name: This is a compulsory field which you need to indicate the name of the Purchaser
- IC No. (*Optional*)
- Mobile (*Optional*)
- Email Address (*Optional*)
- Date Joined and Left (*Optional*)
- Salary and EPF (*Optional*)
- Tax File and SOCSO (*Optional*)
- Remarks (*Optional*)
- Default Team (*Optional*)



Purchasers

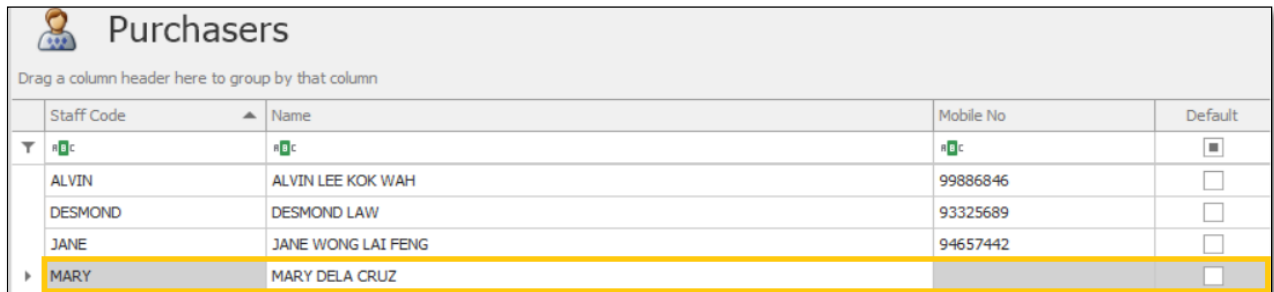
Purchasers

Staff Code	MARY	Gender	Male	<input checked="" type="checkbox"/> Active
Name	MARY DELA CRUZ	IC No.		<input type="checkbox"/> Manager
Mobile No		Email		
Date Joined	01/01/2023	Date Left		
Salary		EPF		
Tax File		SOCSO		
Remarks	Procurement Team			
		Default Team		

4. Once done, click **Save** or **Save and Close**.

How to Edit Purchaser

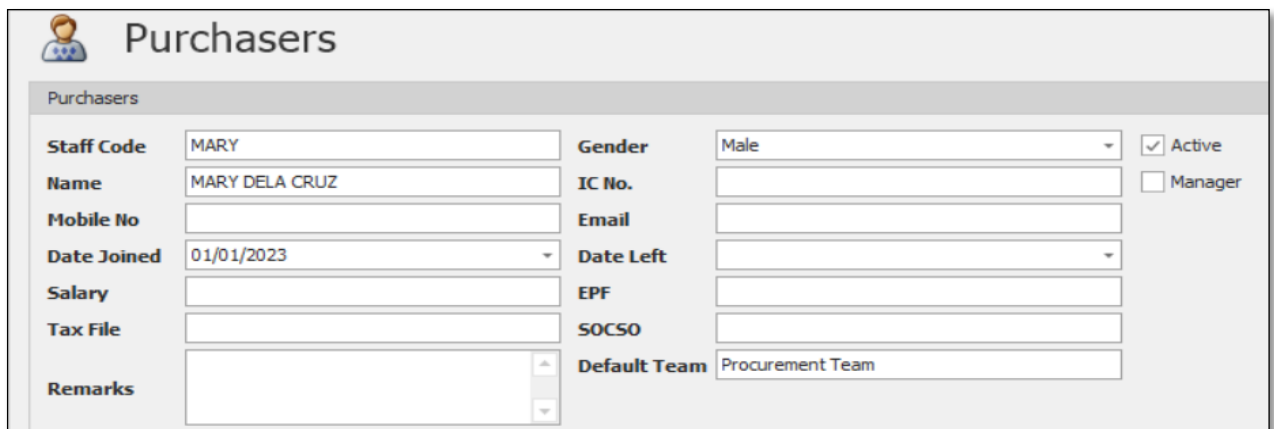
1. In Purchaser list view, **double click** the Purchaser



Drag a column header here to group by that column

Staff Code	Name	Mobile No	Default
ALVIN	ALVIN LEE KOK WAH	99886846	<input type="checkbox"/>
DESMOND	DESMOND LAW	93325689	<input type="checkbox"/>
JANE	JANE WONG LAI FENG	94657442	<input type="checkbox"/>
MARY	MARY DELA CRUZ		<input type="checkbox"/>

2. Then Supply the Fields that needs to be edited. Once done, click **Save** or **Save and Close**.



Purchasers

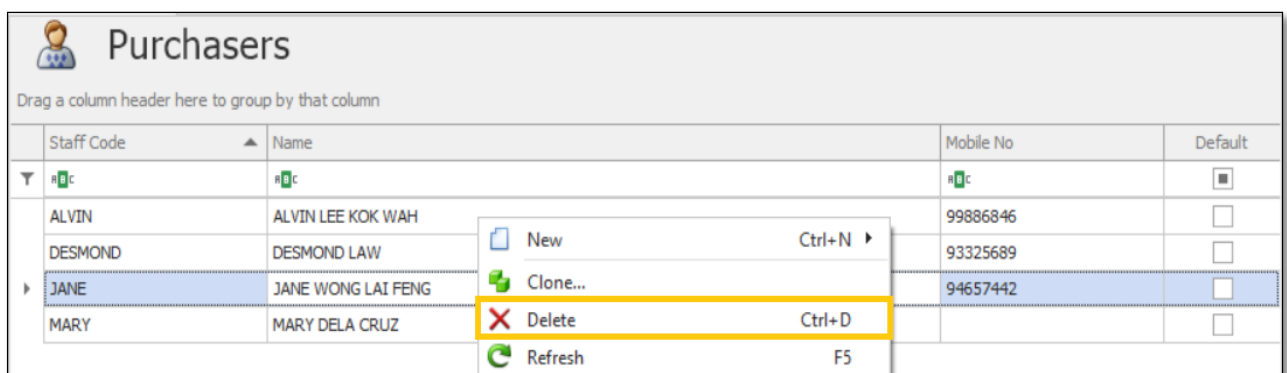
Purchasers

Drag a column header here to group by that column

Staff Code	MARY	Gender	Male	<input checked="" type="checkbox"/> Active
Name	MARY DELA CRUZ	IC No.		<input type="checkbox"/> Manager
Mobile No		Email		
Date Joined	01/01/2023	Date Left		
Salary		EPF		
Tax File		SOCSSO		
Remarks		Default Team	Procurement Team	

How to Delete Purchaser

1. In Purchaser List View, **right click** Purchaser then click **Delete**



Drag a column header here to group by that column

Staff Code	Name	Mobile No	Default
ALVIN	ALVIN LEE KOK WAH	99886846	<input type="checkbox"/>
DESMOND	DESMOND LAW	93325689	<input type="checkbox"/>
JANE	JANE WONG LAI FENG	94657442	<input type="checkbox"/>
MARY	MARY DELA CRUZ		<input type="checkbox"/>

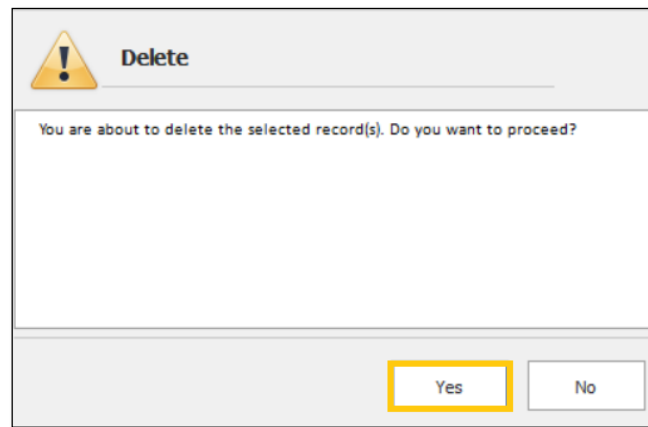
New Ctrl+N

Clone...

Delete Ctrl+D

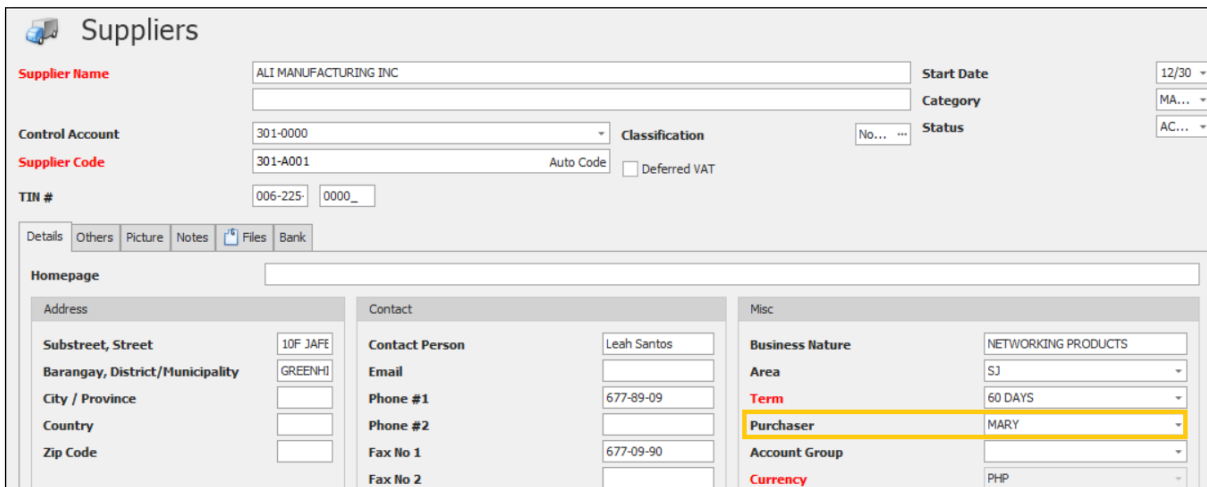
Refresh F5

2. When the confirmation message prompted, click **Yes**



Application:

Purchaser is now available for selection in Supplier Maintenance and AP-Related Transaction Forms.


 A screenshot of the "Suppliers" form in a software application. The form contains various fields for supplier information. The "Purchaser" field in the "Misc" section is highlighted with a yellow border. The form includes sections for "Supplier Name", "Control Account", "Supplier Code", "TIN #", "Address", "Contact", and "Misc".

Supplier Name		Start Date
ALI MANUFACTURING INC		12/30
Control Account		Category
301-0000		MA...
Supplier Code		Status
301-A001 Auto Code		AC...
TIN #		
006-225- 0000_		
Details Others Picture Notes Files Bank		
Homepage		
Address		Misc
Substreet, Street	10F JAFE	Business Nature
Barangay, District/Municipality	GREENHI	Area
City / Province		Term
Country		Purchaser
Zip Code		Account Group
		Currency



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>