



How to Add, Edit and Delete Purchaser

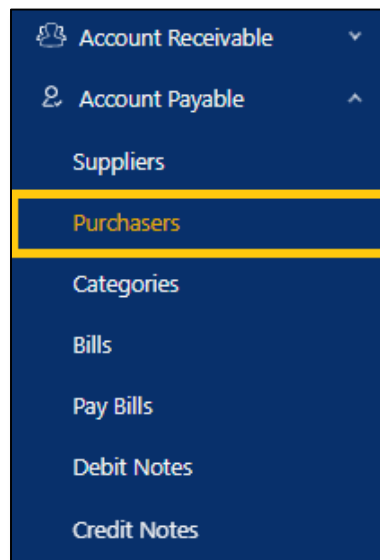
Overview:

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 Add Purchaser

1. In **Navigation pane**, go to **Account Payable > Purchasers**

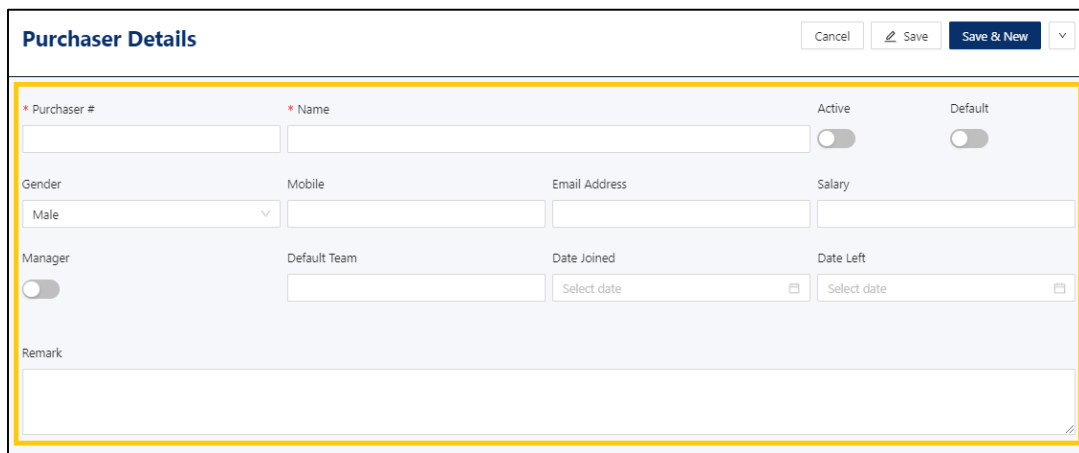


2. In **Purchasers** list view , click **Add**

Purchasers					
<input type="checkbox"/>	Code	Name	Gender	Mobile	Default
<input type="checkbox"/>	MJ-1	MJ	Female		
<input type="checkbox"/>	JANE	JANE WONG LAI FENG	Female	94657442	
<input type="checkbox"/>	DESMOND	DESMOND LAW	Male		
<input type="checkbox"/>	Carlo	Carlo	Male		Default
<input type="checkbox"/>	ALVIN-1	ALVIN LEE KOK WAH	Male	99886846	
1 - 5 of 5 < 1 > 10 / page					

3. Supply the fields with data;

- **Purchaser #:** This is a compulsory field with maximum of 20 alphanumeric length
- **Name:** This is a compulsory field which you need to indicate the name of the Purchaser
- **Active:** This is a function to set if a Purchaser is still used. If a Purchaser will not be used anymore, disable the toggle to make as Inactive.
- **Default** (Optional)
- **Gender** (Optional)
- **Mobile** (Optional)
- **Email Address** (Optional)
- **Salary** (Optional)
- **Manager** (Optional)
- **Default Team** (Optional)
- **Date Joined and Left** (Optional)
- **Remarks** (Optional)



Purchaser Details

Cancel Save Save & New

* Purchaser # * Name Active Default

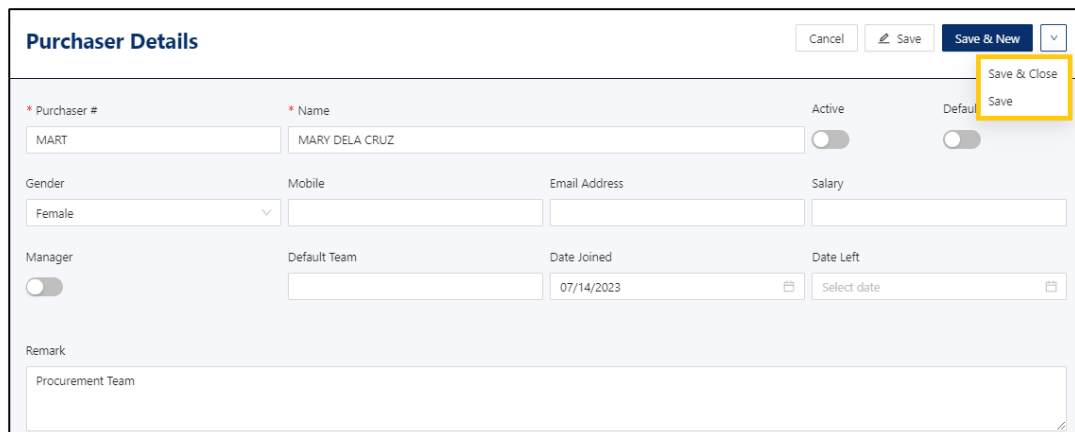
Gender Mobile Email Address Salary

Male

Manager Default Team Date Joined Date Left

Remark

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



Purchaser Details

Cancel Save Save & New

* Purchaser # * Name Active Default

MART MARY DELA CRUZ

Gender Mobile Email Address Salary

Female

Manager Default Team Date Joined Date Left

07/14/2023

Remark

Procurement Team

Save & Close

Save

How to Edit Purchaser

1. In Purchasers List View, click **Code** to open.

Purchasers					
<div> Add Delete Reload </div>					
<input type="checkbox"/>	Code	Name	Gender	Mobile	Default
<input type="checkbox"/>	MJ-1	MJ	Female		
<input type="checkbox"/>	MART	MARY DELA CRUZ	Female		
<input type="checkbox"/>	JANE	JANE WONG LAI FENG	Female	94657442	
<input type="checkbox"/>	DESMOND	DESMOND LAW	Male		
<input type="checkbox"/>	Carlo	Carlo	Male		Default
<input type="checkbox"/>	ALVIN-1	ALVIN LEE KOK WAH	Male	99886846	
1 - 6 of 6 < 1 > 10 / page					

2. Apply necessary changes. Once done, click **Save or Save & Close**.

Purchaser Details

Cancel
Save
Save & New

* Purchaser #

MARY

* Name

MARY DELA CRUZ

Active

Default

Gender

Female

Mobile

Email Address

Salary

Manager

Default Team

Date Joined

Date Left

07/14/2023

Select date

Remark

Procurement Team

Save & Close

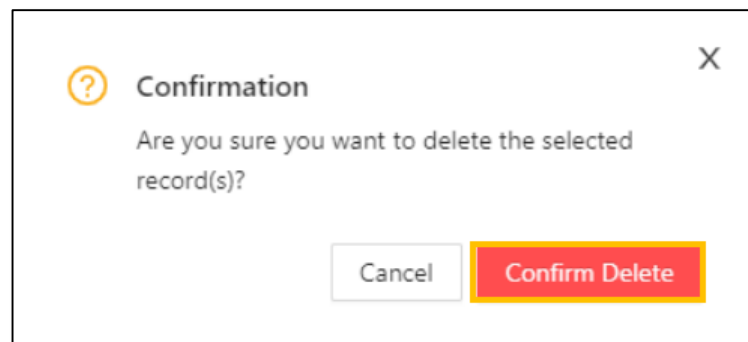
Save

How to Delete Purchasers

1. In Purchasers List View, tick existing purchaser then click **Delete**

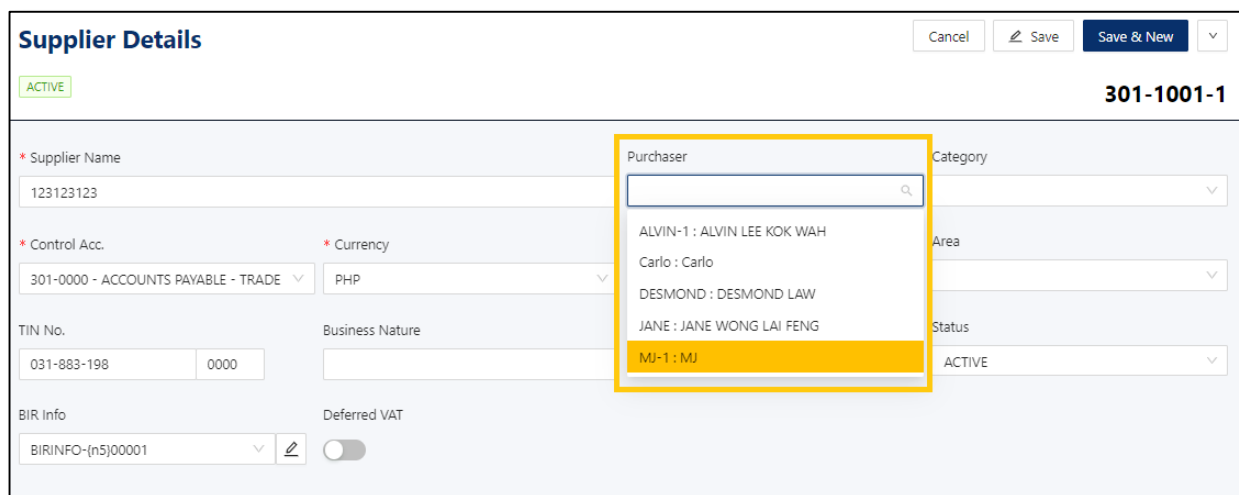
Purchasers					
<div> Add Delete Reload </div>					
<input type="checkbox"/>	Code	Name	Gender	Mobile	Default
<input checked="" type="checkbox"/>	MJ-1	MJ	Female		
<input type="checkbox"/>	MARY	MARY DELA CRUZ	Female		
<input type="checkbox"/>	JANE	JANE WONG LAI FENG	Female	94657442	
<input type="checkbox"/>	DESMOND	DESMOND LAW	Male		
<input type="checkbox"/>	Carlo	Carlo	Male		Default
<input type="checkbox"/>	ALVIN-1	ALVIN LEE KOK WAH	Male	99886846	
1 - 6 of 6 < 1 > 10 / page					

2. When the confirmation message prompted, click **Confirm Delete**



Application:

Purchaser is now available for selection in Supplier Maintenance and Transaction forms.

A screenshot of the "Supplier Details" form. The form has a header with "Supplier Details", "Cancel", "Save", and "Save & New" buttons. Below the header, there's a status "ACTIVE" and a reference number "301-1001-1". The form contains several fields: "Supplier Name" (123123123), "Control Acc." (301-0000 - ACCOUNTS PAYABLE - TRADE), "Currency" (PHP), "TIN No." (031-883-198, 0000), "Business Nature", "BIR Info" (BIRINFO-(n5)00001), and "Deferred VAT" (toggle). A "Purchaser" dropdown menu is open, showing a list of names: "ALVIN-1 : ALVIN LEE KOK WAH", "Carlo : Carlo", "DESMOND : DESMOND LAW", "JANE : JANE WONG LAI FENG", and "MJ-1 : MJ". The "MJ-1 : MJ" option is highlighted.

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