



Printing Item Nos on Orders

Support Notes

This support notes are suitable for :

- MYOB Accounting
- MYOB Premier
- MYOB PremierPlus

Introduction

When you print Purchase Orders, by default the supplier's item number will appear on the printed order. This support note explains how you can have your item number appear on the order instead.

How do I print the supplier item number on purchase forms?

The default MYOB item purchase form is set up so the item numbers that are printed on the purchase form are the primary supplier's item numbers, not the item numbers you assigned to items in the Item Information window. To print the primary supplier's item number, however, the following conditions must exist:

- A Primary Supplier must be assigned to the Item.
- The Item number must be assigned to the Item for the Primary Supplier
- The Primary Supplier must be the Supplier on the Purchase Form.

How do I assign a primary supplier and primary supplier item number?

1. Go to the **Inventory** command centre and click **Items List**.
2. Click the arrow beside the item to which you are assigning a Primary Supplier.
3. Click the **Buying Details** tab.
4. Enter the Primary Supplier in the **Primary Supplier for Reorders** field.
5. Enter the supplier item number into the **Supplier Item Number** field.

Why doesn't my primary supplier item number print on the purchase form?

When you create an Item Purchase, if the Supplier you select in Supplier Field is the same Primary Supplier allocated for the item on the purchase, then the Supplier Item number will print on the Purchase. If these conditions don't exist, no item numbers will be printed on the default item purchase Form.

How do I print my item number on an item purchase form?

If you want to print **your** item numbers on MYOB item purchase Forms (in other words, the item numbers you assigned when you created the item in the inventory window), you must customise the item purchase Form. To do this:

1. Go to the **Setup** menu, choose **Customise Forms** and click **Purchase Orders**.
2. Make sure **Item** is selected in the **Purchase Layout field** and that your particular purchase order form appears in the **Form to Customise** field.
3. Click **Customise**.
4. Click the [**Supplier's Item #**] column data field and press delete on your keyboard to remove the field.
5. Click the add data column tool found toward the top left of the customise screen.
6. Scroll down to the 10th field from the bottom and mark the **My Item#** data field.
7. When you click **OK**, the column will appear on the form towards the left. Click and drag the column to its appropriate location and click **Save Form** to save the change prior to closing the customise screen.

Customise Item Purchases - MYOB Premier's Plain Paper P.O.

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

0
1
2
3
4
5
6
7
8
9
10
11
12
13

Add data column tool

[Company Name]
[Company Address]

[Purchase Ty
Purchase #: [Cu:

R.O.C. #: [R.O.C. #]

Ship To:
[Mailing Address] [Shipping Address]

SALESPERSON	YOUR NO.	SHIP VIA	SHIP DATE	TERM
	[Suppl Inv#]	[Ship Via]	[Ship Date]	[Term

QTY.	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC
[Qty/Units]	[Supplier's Item #] Click here to delete	[Description/Backordered Label]	[Ex Price]	[Unit]	[D

Help F1 Print Save Form Save Form As Cancel OK