

Create Costume (Purchase) Orders

Last Modified on 11/03/2020 12:34 am EST

After all costumes have been created as well as assigned & sized to students, you can create orders to assist you in placing your orders with vendors.



It's always a good idea to run an Enrollment Detail Report before creating orders, so you can double-check that all newly enrolled students have been sized. The Enrollment Detail report can also assist you in deciding if any student who has dropped should be changed to Do Not Order on the class Costume Size Entry page.

- Point to **Tools** and click **Costume Management**.
- On the left menu, click **Create an Order**.
- Select a **Vendor** from the down list (this is mandatory).
- Optionally, select search criteria.
- Click **Create Order & Preview**.
- A preview list will display that shows all available costume items with a quantity greater than 0 that are not yet part of any created order.
- Review the preview. Item Name, Class Name, and Primary Instructor are clickable so you can further investigate the item(s).
- Check/uncheck the **Order** column checkboxes as needed.
- After reviewing and making changes, click **Create Order** to create the purchase order.

Order - Available Items

Return

Costume Main Menu

Create Order

Showing Available Costume(s)/Item(s) with a Qty>0 that are not yet (not assigned to any order)

Check All Rows

Uncheck All Rows

2 record(s) found.

Print

Refresh

Item Name	Class Name	Primary Instructor	Style	Color	Size	Qty	Unit Price	Total Price	Deposit Req.	Order?
Rhapsody in Blue	Beginner Dance Tu 9:30a App	Zipperina Jackrabbit			Child Medium	2	47.99	95.98	45.00	<input checked="" type="checkbox"/>
Rhapsody in Blue	Beginner Dance Tu 9:30a App	Zipperina Jackrabbit			Child X-Small	1	47.99	47.99	45.00	<input checked="" type="checkbox"/>
Totals						3	95.98	143.97	90.00	

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These are clickable links.

- In the *Order Preview* pop-up box, enter an **Order ID**, **Order Notes**, and choose a **Ship-to Address** from the drop down list.
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Order Preview

Vendor Name: Revolution

*Order ID: REV-2014A

Order by Dec 15th for the 10% discount

Order Notes:

Item ShipTo: Jackrabbitt Technologies

An Order with the following items will be created. Please verify items below before submitting:

ClassItem	Size	Qty
Rhapsody in Blue	Child Medium	2
Rhapsody in Blue	Child X-Small	1

Create Order

Close

- Click **Create Order**.
- Click **OK**.
- Create additional orders if needed.