

# User Manual

## H-PACK for Dynamics 365 Business Central

Version	Date	Description
1.0	2018/11/8	

**Pacific Business Consulting, Inc.**

User Manual H-PACK for Dynamics 365 Business Central		Function Name	Sales & Purchase Documents
<b>Overview</b> Provide signature and company chop area with title and name for sales and purchase documents.  Following list is a explanation for each sheet.			
No.	項目	説明	
1	Overview	Overview for H-pack Sales & Purchase documents enhanced features . (this sheet)	
2	Setup	Setup for Signature Title and Name. (Company Information, Report Selection - Sales, Report Selection - Purchase)	
3	Print Sales Quote	Select a Sales document to print, for example Quote, Order, Invoice, Blanket Order, Credit Memo, Reture Order.	
4	Print Purchase Order	Select a Purchase document to print, for example Quote, Order, Invoice, Blanket Order, Credit Memo, Reture Order.	

User Manual H-PACK for Dynamics 365 Business Central	Function Name	Sales & Purchase Documents
---	---------------	----------------------------

## 1. Company Information

←
✎ + 🗑

### Company Information

Navigate ↗

**Doc. Signature**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Sales Quote Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Quote Sign. Name .....</td><td style="padding: 2px;">Peter Wong</td></tr> <tr><td style="padding: 2px;">Sales Order Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Order Sign. Name .....</td><td style="padding: 2px;">Tony Chan</td></tr> <tr><td style="padding: 2px;">Sales Blk. Order Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Blk. Order Sign. Name .....</td><td style="padding: 2px;">Tony Chan</td></tr> <tr><td style="padding: 2px;">Sales Invoice Sign. Title .....</td><td style="padding: 2px;">Sales Manager</td></tr> <tr><td style="padding: 2px;">Sales Invoice Sign. Name .....</td><td style="padding: 2px;">Kitty Lee</td></tr> <tr><td style="padding: 2px;">Sales Cr. Memo Sign. Title .....</td><td style="padding: 2px;">Sales Manager</td></tr> <tr><td style="padding: 2px;">Sales Cr. Memo Sign. Name .....</td><td style="padding: 2px;">Kitty Lee</td></tr> <tr><td style="padding: 2px;">Sales Shipment Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Shipment Sign. Name .....</td><td style="padding: 2px;">Tony Chan</td></tr> <tr><td style="padding: 2px;">Sales Ret. Order Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Ret. Order Sign. Name .....</td><td style="padding: 2px;">Tony Chan</td></tr> <tr><td style="padding: 2px;">Sales Ret. Rcpt. Sign. Title .....</td><td style="padding: 2px;">Salesman</td></tr> <tr><td style="padding: 2px;">Sales Ret. Rcpt. Sign. Name .....</td><td style="padding: 2px;">Tony Chan</td></tr> </table>	Sales Quote Sign. Title .....	Salesman	Sales Quote Sign. Name .....	Peter Wong	Sales Order Sign. Title .....	Salesman	Sales Order Sign. Name .....	Tony Chan	Sales Blk. Order Sign. Title .....	Salesman	Sales Blk. Order Sign. Name .....	Tony Chan	Sales Invoice Sign. Title .....	Sales Manager	Sales Invoice Sign. Name .....	Kitty Lee	Sales Cr. Memo Sign. Title .....	Sales Manager	Sales Cr. Memo Sign. Name .....	Kitty Lee	Sales Shipment Sign. Title .....	Salesman	Sales Shipment Sign. Name .....	Tony Chan	Sales Ret. Order Sign. Title .....	Salesman	Sales Ret. Order Sign. Name .....	Tony Chan	Sales Ret. Rcpt. Sign. Title .....	Salesman	Sales Ret. Rcpt. Sign. Name .....	Tony Chan	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Purch. Quote Sign. Titl .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Quote Sign. Name .....</td><td style="padding: 2px;">John Li</td></tr> <tr><td style="padding: 2px;">Purch. Order Sign. Title .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Order Sign. Name .....</td><td style="padding: 2px;">Mary Wong</td></tr> <tr><td style="padding: 2px;">Purch. Blk. Order Sign. Title .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Blk. Order Sign. Name .....</td><td style="padding: 2px;">Mary Wong</td></tr> <tr><td style="padding: 2px;">Purch. Invoice Sign. Title .....</td><td style="padding: 2px;">Purchase Manager</td></tr> <tr><td style="padding: 2px;">Purch. Invoice Sign. Name .....</td><td style="padding: 2px;">Robert Chan</td></tr> <tr><td style="padding: 2px;">Purch. Cr. Memo Sign. Title .....</td><td style="padding: 2px;">Purchase Manager</td></tr> <tr><td style="padding: 2px;">Purch. Cr. Memo Sign. Name .....</td><td style="padding: 2px;">Robert Chan</td></tr> <tr><td style="padding: 2px;">Purch. Receipt Sign. Title .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Receipt Sign. Name .....</td><td style="padding: 2px;">Mary Wong</td></tr> <tr><td style="padding: 2px;">Purch. Ret. Order Sign. Title .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Ret. Order Sign. Name .....</td><td style="padding: 2px;">Mary Wong</td></tr> <tr><td style="padding: 2px;">Purch. Ret. Shpt. Sign. Title .....</td><td style="padding: 2px;">Purchaser</td></tr> <tr><td style="padding: 2px;">Purch. Ret. Shpt. Sign. Name .....</td><td style="padding: 2px;">Mary Wong</td></tr> </table>	Purch. Quote Sign. Titl .....	Purchaser	Purch. Quote Sign. Name .....	John Li	Purch. Order Sign. Title .....	Purchaser	Purch. Order Sign. Name .....	Mary Wong	Purch. Blk. Order Sign. Title .....	Purchaser	Purch. Blk. Order Sign. Name .....	Mary Wong	Purch. Invoice Sign. Title .....	Purchase Manager	Purch. Invoice Sign. Name .....	Robert Chan	Purch. Cr. Memo Sign. Title .....	Purchase Manager	Purch. Cr. Memo Sign. Name .....	Robert Chan	Purch. Receipt Sign. Title .....	Purchaser	Purch. Receipt Sign. Name .....	Mary Wong	Purch. Ret. Order Sign. Title .....	Purchaser	Purch. Ret. Order Sign. Name .....	Mary Wong	Purch. Ret. Shpt. Sign. Title .....	Purchaser	Purch. Ret. Shpt. Sign. Name .....	Mary Wong
Sales Quote Sign. Title .....	Salesman																																																																
Sales Quote Sign. Name .....	Peter Wong																																																																
Sales Order Sign. Title .....	Salesman																																																																
Sales Order Sign. Name .....	Tony Chan																																																																
Sales Blk. Order Sign. Title .....	Salesman																																																																
Sales Blk. Order Sign. Name .....	Tony Chan																																																																
Sales Invoice Sign. Title .....	Sales Manager																																																																
Sales Invoice Sign. Name .....	Kitty Lee																																																																
Sales Cr. Memo Sign. Title .....	Sales Manager																																																																
Sales Cr. Memo Sign. Name .....	Kitty Lee																																																																
Sales Shipment Sign. Title .....	Salesman																																																																
Sales Shipment Sign. Name .....	Tony Chan																																																																
Sales Ret. Order Sign. Title .....	Salesman																																																																
Sales Ret. Order Sign. Name .....	Tony Chan																																																																
Sales Ret. Rcpt. Sign. Title .....	Salesman																																																																
Sales Ret. Rcpt. Sign. Name .....	Tony Chan																																																																
Purch. Quote Sign. Titl .....	Purchaser																																																																
Purch. Quote Sign. Name .....	John Li																																																																
Purch. Order Sign. Title .....	Purchaser																																																																
Purch. Order Sign. Name .....	Mary Wong																																																																
Purch. Blk. Order Sign. Title .....	Purchaser																																																																
Purch. Blk. Order Sign. Name .....	Mary Wong																																																																
Purch. Invoice Sign. Title .....	Purchase Manager																																																																
Purch. Invoice Sign. Name .....	Robert Chan																																																																
Purch. Cr. Memo Sign. Title .....	Purchase Manager																																																																
Purch. Cr. Memo Sign. Name .....	Robert Chan																																																																
Purch. Receipt Sign. Title .....	Purchaser																																																																
Purch. Receipt Sign. Name .....	Mary Wong																																																																
Purch. Ret. Order Sign. Title .....	Purchaser																																																																
Purch. Ret. Order Sign. Name .....	Mary Wong																																																																
Purch. Ret. Shpt. Sign. Title .....	Purchaser																																																																
Purch. Ret. Shpt. Sign. Name .....	Mary Wong																																																																

User Manual		Function Name	Sales & Purchase Documents
H-PACK for Dynamics 365 Business Central			
Field	Description		
Sales Quote Sign. Title	Fill in title of person in charge for Sales Quote.		
Sales Quote Sign. Name	Fill in name of person in charge for Sales Quote.		
Sales Order Sign. Name	Fill in title of person in charge for Sales Order.		
Sales Order Sign. Name	Fill in name of person in charge for Sales Order.		
Sales Blk. Order Sign. Name	Fill in title of person in charge for Sales Blanket Order.		
Sales Blk. Order Sign. Name	Fill in name of person in charge for Sales Blanket Order.		
Sales Invoice Sign. Name	Fill in title of person in charge for Sales Invoice.		
Sales Invoice Sign. Name	Fill in name of person in charge for Sales Invoice.		
Sales Cr. Memo Sign. Name	Fill in title of person in charge for Sales Credit Memo.		
Sales Cr. Memo Sign. Name	Fill in name of person in charge for Sales Credit Memo.		
Sales Shipment Sign. Name	Fill in title of person in charge for Sales Shipment.		
Sales Shipment Sign. Name	Fill in name of person in charge for Sales Shipment.		
Sales Ret. Order Sign. Name	Fill in title of person in charge for Sales Return Order.		
Sales Ret. Order Sign. Name	Fill in name of person in charge for Sales Return Order.		
Sales Ret. Rcpt. Sign. Name	Fill in title of person in charge for Sales Return Receipt.		
Sales Ret. Rcpt. Sign. Name	Fill in name of person in charge for Sales Return Receipt.		
Purch. Quote Sign. Title	Fill in title of person in charge for Sales Quote.		
Purch. Quote Sign. Name	Fill in name of person in charge for Sales Quote.		
Purch. Order Sign. Name	Fill in title of person in charge for Sales Order.		
Purch. Order Sign. Name	Fill in name of person in charge for Sales Order.		
Purch. Blk. Order Sign. Name	Fill in title of person in charge for Sales Blanket Order.		
Purch. Blk. Order Sign. Name	Fill in name of person in charge for Sales Blanket Order.		
Purch. Invoice Sign. Name	Fill in title of person in charge for Sales Invoice.		
Purch. Invoice Sign. Name	Fill in name of person in charge for Sales Invoice.		
Purch. Cr. Memo Sign. Name	Fill in title of person in charge for Sales Credit Memo.		
Purch. Cr. Memo Sign. Name	Fill in name of person in charge for Sales Credit Memo.		
Purch. Receipt Sign. Name	Fill in title of person in charge for Sales Shipment.		

User Manual		Function Name	Sales & Purchase Documents
H-PACK for Dynamics 365 Business Central			
Purch. Receipt Sign. Name	Fill in name of person in charge for Sales Shipment.		
Purch. Ret. Order Sign. Name	Fill in title of person in charge for Sales Return Order.		
Purch. Ret. Order Sign. Name	Fill in name of person in charge for Sales Return Order.		
Purch. Ret. Shpt. Sign. Name	Fill in title of person in charge for Sales Return Receipt.		
Purch. Ret. Shpt. Sign. Name	Fill in name of person in charge for Sales Return Receipt.		

User Manual

H-PACK for Dynamics 365 Business Central

Function Name

Sales & Purchase Documents

2. Report Selection - Sales

Assign H-Pack document into Report Selection.

REPORT SELECTION - SALES

Report Selection - Sales

Usage

Quote

Quote

Blanket Order

Order

Invoice

Work Order

Return Order

Credit Memo

Shipment

Manage

SEQUENCE	REPORT ID	REPORT CAPTION
1	70148921	Sales - Quote

Field	Description																											
Usage	Select usage of report and assign corresponding document.																											
	<table><thead><tr><th>Usage</th><th>Report ID</th><th>Report Caption</th></tr></thead><tbody><tr><td>Quote</td><td>70148921</td><td>Sales - Quote</td></tr><tr><td>Blanket Order</td><td>70148923</td><td>Blanket Sales Order</td></tr><tr><td>Order</td><td>70148922</td><td>Order Confirmation</td></tr><tr><td>Invoice</td><td>70148924</td><td>Sales - Invoice</td></tr><tr><td>Return Order</td><td>70148927</td><td>Return Order Confirmation</td></tr><tr><td>Credit Memo</td><td>70148925</td><td>Sales - Credit Memo</td></tr><tr><td>Shipment</td><td>70148926</td><td>Sales - Shipment</td></tr><tr><td>Return Receipt</td><td>70148928</td><td>Sales -Return Receipt</td></tr></tbody></table>	Usage	Report ID	Report Caption	Quote	70148921	Sales - Quote	Blanket Order	70148923	Blanket Sales Order	Order	70148922	Order Confirmation	Invoice	70148924	Sales - Invoice	Return Order	70148927	Return Order Confirmation	Credit Memo	70148925	Sales - Credit Memo	Shipment	70148926	Sales - Shipment	Return Receipt	70148928	Sales -Return Receipt
Usage	Report ID	Report Caption																										
Quote	70148921	Sales - Quote																										
Blanket Order	70148923	Blanket Sales Order																										
Order	70148922	Order Confirmation																										
Invoice	70148924	Sales - Invoice																										
Return Order	70148927	Return Order Confirmation																										
Credit Memo	70148925	Sales - Credit Memo																										
Shipment	70148926	Sales - Shipment																										
Return Receipt	70148928	Sales -Return Receipt																										

User Manual H-PACK for Dynamics 365 Business Central	Function Name	Sales & Purchase Documents
---	---------------	----------------------------

### 3.Report Selection - Purchase

Assign H-Pack document into Report Selection.

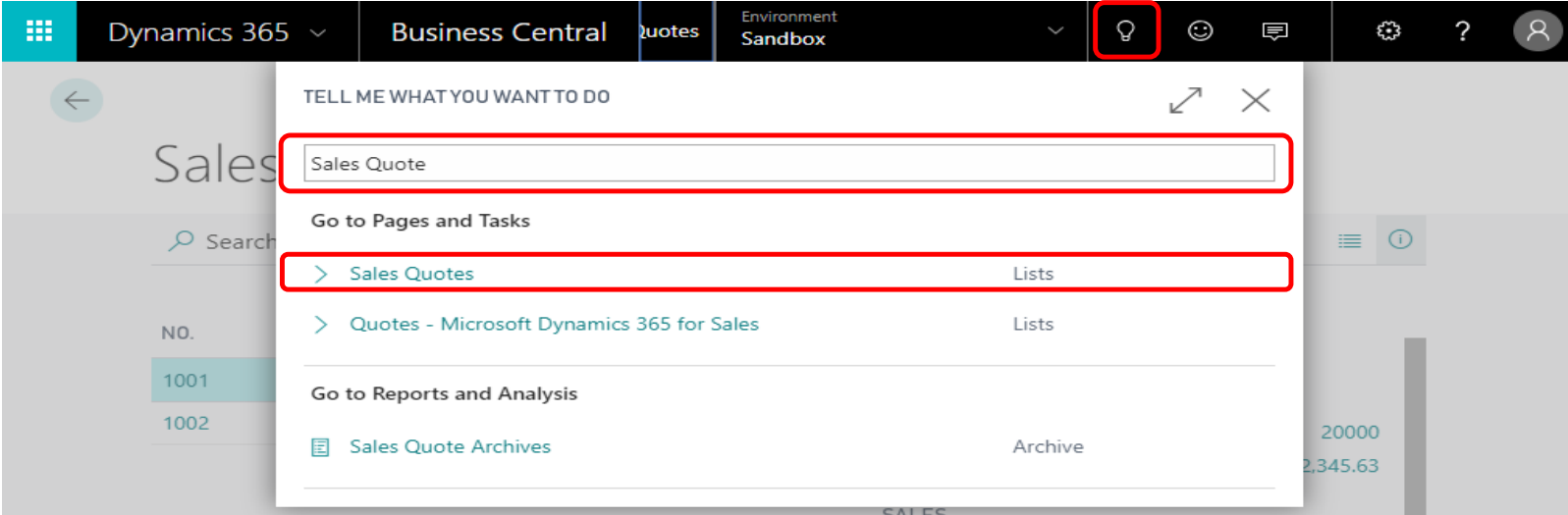
←
REPORT SELECTION - PURCHASE

Usage .....
Order ▼

Manage
↗

SEQUENCE	REPORT ID	REPORT CAPTION	USE FOR EMA... BODY	USE FOR EMA... ATTA...	EMAIL BODY LAYOUT DESCRIPTION
1	70148930	Order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
			<input type="checkbox"/>	<input type="checkbox"/>	

Field	Description																								
Usage	Select usage of report and assign corresponding document.																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #007bff; color: white;"> <th>Quote</th> <th>70148939</th> <th>Purchase - Quote</th> </tr> </thead> <tbody> <tr> <td>Blanket Order</td> <td>70148931</td> <td>Blanket Purchase Order</td> </tr> <tr> <td>Order</td> <td>70148930</td> <td>Order</td> </tr> <tr> <td>Invoice</td> <td>70148932</td> <td>Purchase - Invoice</td> </tr> <tr> <td>Return Order</td> <td>70148935</td> <td>Return Order</td> </tr> <tr> <td>Credit Memo</td> <td>70148933</td> <td>Purchase - Credit Memo</td> </tr> <tr> <td>Receipt</td> <td>70148934</td> <td>Purchase - Receipt</td> </tr> <tr> <td>Return Receipt</td> <td>70148936</td> <td>Purchase - Return Shipment</td> </tr> </tbody> </table>	Quote	70148939	Purchase - Quote	Blanket Order	70148931	Blanket Purchase Order	Order	70148930	Order	Invoice	70148932	Purchase - Invoice	Return Order	70148935	Return Order	Credit Memo	70148933	Purchase - Credit Memo	Receipt	70148934	Purchase - Receipt	Return Receipt	70148936	Purchase - Return Shipment
Quote	70148939	Purchase - Quote																							
Blanket Order	70148931	Blanket Purchase Order																							
Order	70148930	Order																							
Invoice	70148932	Purchase - Invoice																							
Return Order	70148935	Return Order																							
Credit Memo	70148933	Purchase - Credit Memo																							
Receipt	70148934	Purchase - Receipt																							
Return Receipt	70148936	Purchase - Return Shipment																							

User Manual H-PACK for Dynamics 365 Business Central	Function Name	Print Sales Quote																		
<p><b>Sales Quote List</b></p> <p>Users can print Sales Quote Document from Sales Quote list</p> <p><b>1. Go to the list from Search Box</b></p>  <p>The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Quotes'. A search box is highlighted with a red rectangle, and the text 'Sales Quote' is entered. Below the search box, a list of results is shown, with 'Sales Quotes' highlighted by a red rectangle. The background shows a list of sales quotes with columns for 'NO.', 'SELL-TO CUSTOMER NAME', 'SELL-TO CONTACT', and 'DATE'.</p>																				
<p><b>Sales Quotes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>NO.</th> <th>SELL-TO CUSTOMER NAME</th> <th>NO.</th> <th>SELL-TO CONTACT</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1001</td> <td>20000</td> <td>Robert Townes</td> <td></td> <td>Helen Ray</td> <td>4/2/20</td> </tr> <tr> <td>1002</td> <td>40000</td> <td>Helen Ray</td> <td></td> <td>Ian Deberry</td> <td>4/3/20</td> </tr> </tbody> </table> <div style="float: right; width: 20%;"> <p><b>Customer Statistics</b></p> <p>Customer No. 20000</p> <p>Balance (LCY) 2,345.63</p> </div>			NO.	NO.	SELL-TO CUSTOMER NAME	NO.	SELL-TO CONTACT	DATE	1001	20000	Robert Townes		Helen Ray	4/2/20	1002	40000	Helen Ray		Ian Deberry	4/3/20
NO.	NO.	SELL-TO CUSTOMER NAME	NO.	SELL-TO CONTACT	DATE															
1001	20000	Robert Townes		Helen Ray	4/2/20															
1002	40000	Helen Ray		Ian Deberry	4/3/20															

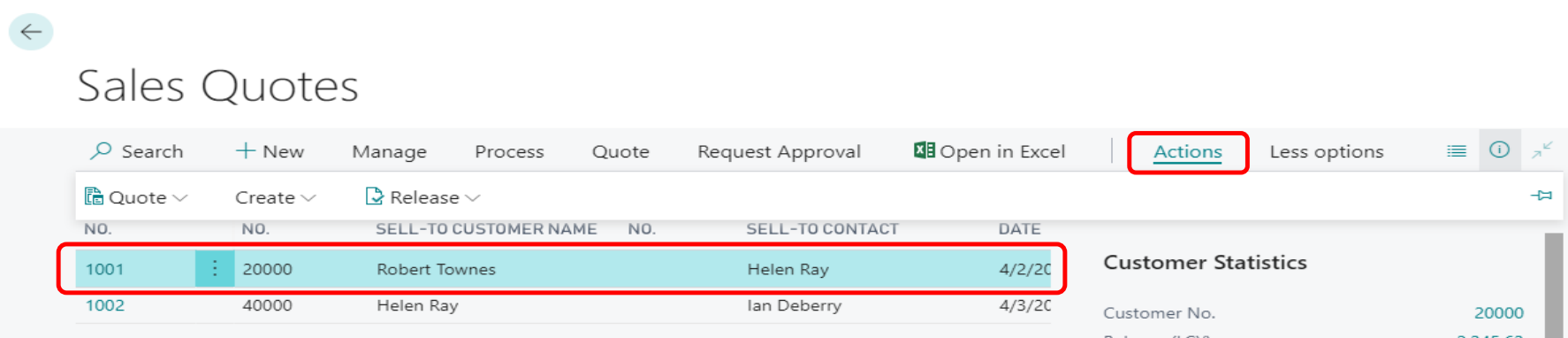


<b>User Manual</b> <b>H-PACK for Dynamics 365 Business Central</b>	Function Name	Print Sales Quote
---	---------------	-------------------

## 2. Select a Sales Quote which you want to print

① From the Sales Quote List : Select a Sales Quote from Sales Quote List and press "Action" button on the "Navigation" Ribbon.



**Sales Quotes**

Search + New Manage Process Quote Request Approval Open in Excel **Actions** Less options

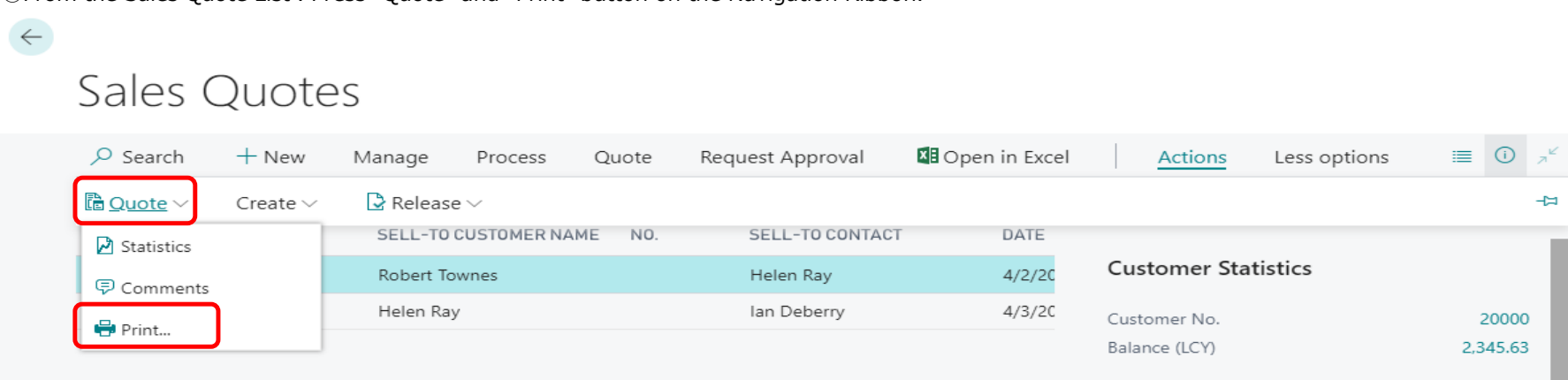
Quote Create Release

NO.	NO.	SELL-TO CUSTOMER NAME	NO.	SELL-TO CONTACT	DATE
1001	20000	Robert Townes		Helen Ray	4/2/20
1002	40000	Helen Ray		Ian Deberry	4/3/20

**Customer Statistics**

Customer No. 20000  
Balance (LCY) 2,345.63

② From the Sales Quote List : Press "Quote" and "Print" button on the Navigation Ribbon.



**Sales Quotes**

Search + New Manage Process Quote Request Approval Open in Excel **Actions** Less options

**Quote** Create Release

- Statistics
- Comments
- Print...**

SELL-TO CUSTOMER NAME	NO.	SELL-TO CONTACT	DATE
Robert Townes		Helen Ray	4/2/20
Helen Ray		Ian Deberry	4/3/20

**Customer Statistics**

Customer No. 20000  
Balance (LCY) 2,345.63

User Manual H-PACK for Dynamics 365 Business Central	Function Name	Print Sales Quote
<div> <div>3. Print Sales Quote</div> <div>①Click "Print" or "Preview"</div> <div>EDIT - SALES - QUOTE </div> <div> <div>Saved Settings</div> <hr/> <p>Changes to the options and filters below will be saved only to: 'Last used options and filters'</p> <p>Use default values from: ..... <span style="border: 1px solid #ccc; padding: 2px 10px;">Last used options and filters</span> </p> </div> <div> <div>Sales Quote</div> <p>Show results:</p> <div style="display: flex; justify-content: space-between;"> <div>Where: <span style="border: 1px solid #ccc; padding: 2px 10px;">No.</span> </div> <div>is: <span style="border: 1px solid #ccc; padding: 2px 10px;">1001</span></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>And: <span style="border: 1px solid #ccc; padding: 2px 10px;">Sell-to Customer No.</span> </div> <div>is: <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>And: <span style="border: 1px solid #ccc; padding: 2px 10px;">No. Printed</span> </div> <div>is: <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></div> </div> </div> <div style="text-align: right; margin-top: 20px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;">Send to...</span> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px; text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;">Print</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;">Preview</span> </div> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 5px;">Cancel</span> </div> </div>		

User Manual	Function Name	Print Sales Quote
H-PACK for Dynamics 365 Business Central		

②Singature area with Title and Name will be shown on footer

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
STANDARD	25	1,251.00	1,251.00	0.00	1,251.00	312.75
<b>Total</b>		<b>1,251.00</b>	<b>1,251.00</b>	<b>0.00</b>	<b>1,251.00</b>	<b>312.75</b>

CONFIRMED BY :  
For and on behalf of

ISSUED BY :  
For and on behalf of  
My Company

Authorized Signature and Co. Chop

Salesman  
Peter Wong

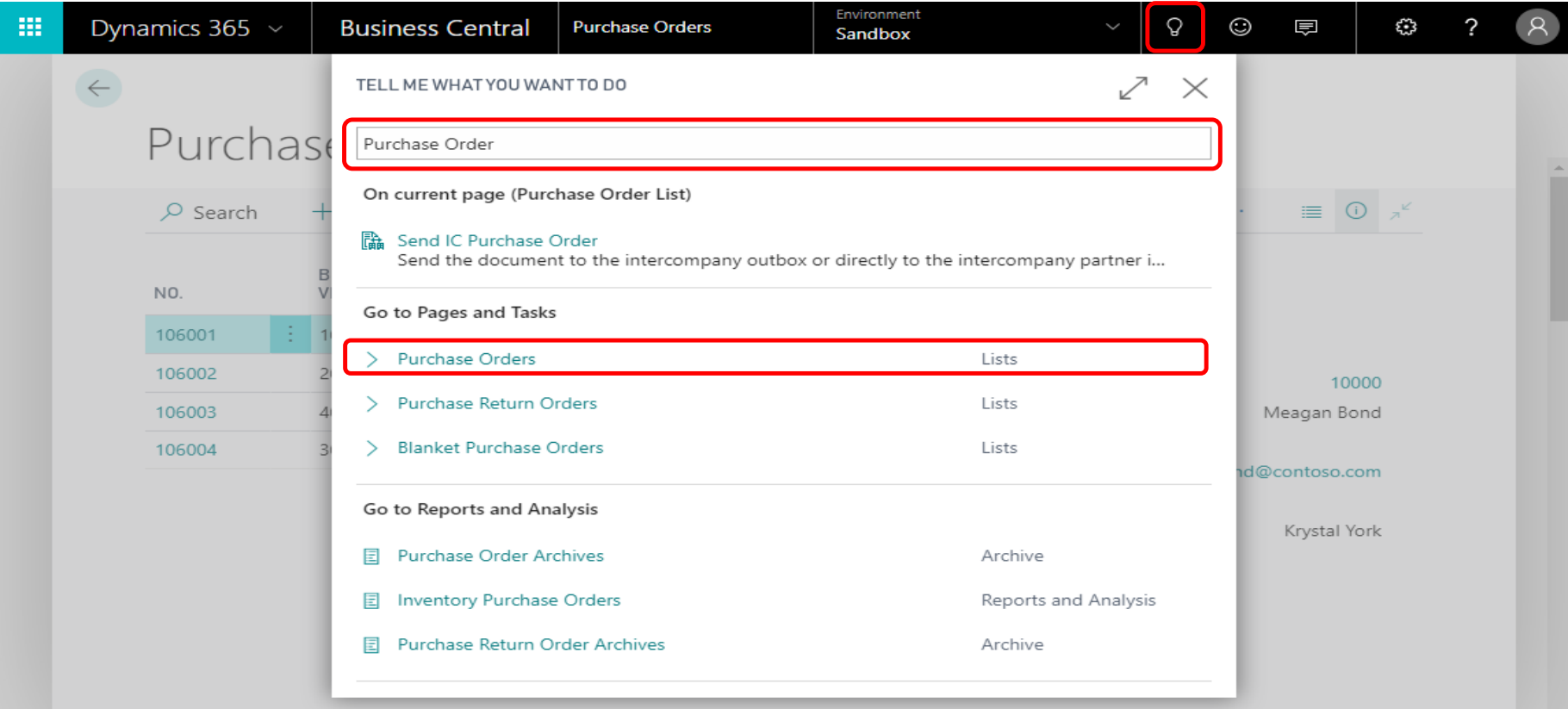
<b>User Manual</b> <b>H-PACK for Dynamics 365 Business Central</b>	Function Name	Print Purchase Order
---	---------------	----------------------

**Purchase Order List**

Users can print Purchase Order Document from Purchase Order list

**1. Go to the list from Search Box**



The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', 'Purchase Orders', and 'Environment Sandbox'. A search box is highlighted with a red rectangle, containing the text 'Purchase Order'. Below the search box, a list of results is displayed under the heading 'Go to Pages and Tasks'. The first result, 'Purchase Orders', is highlighted with a red rectangle and shows 'Lists' as the category. Other results include 'Purchase Return Orders' and 'Blanket Purchase Orders', also categorized as 'Lists'. The background shows a list of purchase orders with columns for 'NO.', 'B', and 'V'.

<b>User Manual</b> <b>H-PACK for Dynamics 365 Business Central</b>	Function Name	Print Purchase Order
---	---------------	----------------------

**2. Select a Purchase Order which you want to print**

① From the Purchase Order List : Select a Purchase Order from Purchase Order List and press "Print" button on the "Navigation" Ribbon.

←

## Purchase Orders

Search
+ New
Manage
Process
Request Approval
Print
Open in Excel

⋮
ⓘ

NO.	BUY-FROM VENDOR NO.	BUY-FROM VENDOR NAME	VENDOR AUTHORI... NO.	LOCA CODE
106001	10000	Meagan Bond		
106002	20000	Alpine Ski House		
106003	40000	Relecloud		
106004	30000	Ian Deberry		

### Vendor Details

Vendor No.	10000
Name	Meagan Bond
Phone No.	
Email	<a href="mailto:meagan.bond@contoso.com">meagan.bond@contoso.com</a>
Fax No.	
Contact	Krystal York

## User Manual

## H-PACK for Dynamics 365 Business Central

Function Name

Print Purchase Order

②From the Purchase Order List : Press "Print" button on the Navigation Ribbon.



## Purchase Orders

Search + New Manage Process Request Approval Print Open in Excel ...

Send...

Print...

NO.		VENDOR NO.	BUY-FROM VENDOR NAME	NO.	CODE
106001	:	10000	Meagan Bond		
106002		20000	Alpine Ski House		
106003		40000	Relecloud		
106004		30000	Ian Deberry		

## Vendor Details

Vendor No. 10000  
Name Meagan Bond  
Phone No.  
Email [meagan.bond@contoso.com](mailto:meagan.bond@contoso.com)  
Fax No.  
Contact Krystal York

User Manual H-PACK for Dynamics 365 Business Central	Function Name	Print Purchase Order
<div> <b>3. Print Purchase Order</b>            ①Click "Print" or "Preview"         </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>EDIT - ORDER</span> <span>↗</span> </div> <div style="margin-top: 10px;"> <b>Saved Settings</b> <hr style="border: 0.5px solid #ccc;"/> <p>Changes to the options and filters below will be saved only to: 'Last used options and filters'</p> <p>Use default values from: ..... <span style="border: 1px solid #add8e6; padding: 2px 10px;">Last used options and filters</span> ▼</p> </div> <div style="margin-top: 20px;"> <b>Purchase Order</b>            Show results:           <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;">Where: <span style="border: 1px solid #ccc; padding: 2px 10px;">Document Type</span> ▼</div> <div style="width: 50%;">is: <span style="border: 1px solid #ccc; padding: 2px 10px;">Order</span> ▼</div> <div style="width: 50%;">And: <span style="border: 1px solid #ccc; padding: 2px 10px;">No.</span> ▼</div> <div style="width: 50%;">is: <span style="border: 1px solid #ccc; padding: 2px 10px;">106001</span></div> <div style="width: 50%;">And: <span style="border: 1px solid #ccc; padding: 2px 10px;">Buy-from Vendor No.</span> ▼</div> <div style="width: 50%;">is: <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span></div> <div style="width: 50%;">And: <span style="border: 1px solid #ccc; padding: 2px 10px;">No. Printed</span> ▼</div> <div style="width: 50%;">is: <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></div> </div> </div> <div style="margin-top: 20px; text-align: right;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Send to...</span> <span style="border: 2px solid red; padding: 2px 10px; margin: 0 5px;">Print</span> <span style="border: 2px solid red; padding: 2px 10px; margin: 0 5px;">Preview</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Cancel</span> </div> </div>		

User Manual	Function Name	Print Purchase Order
H-PACK for Dynamics 365 Business Central		

②Singature area with Title and Name will be shown on footer

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1896-S	ATHENS Desk	7.00	PIECE	506.60		Yes	STANDAR	3,546.20
Total GBP								3,546.20

**Ship-to Address**  
5 The Ring  
Westminster  
London, W2 8HG  
Great Britain

CONFIRMED BY :  
For and on behalf of  
Meagan Bond

ISSUED BY :  
For and on behalf of  
My Company

Authorized Signature and Co. Chop

Purchaser  
Mary Wong