

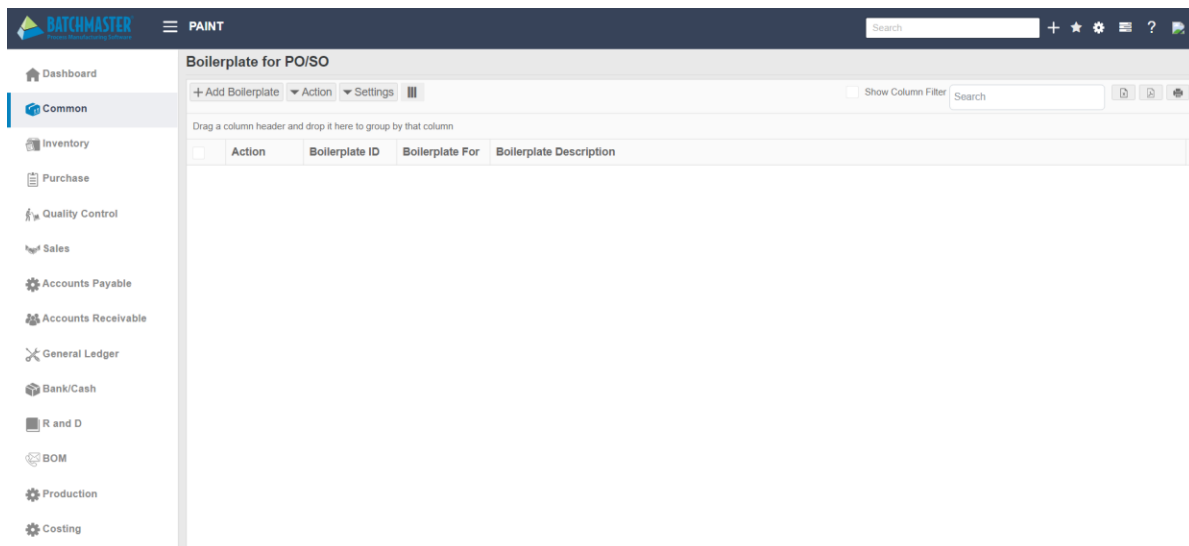
Boilerplate for PO/SO

A Boilerplate is a set of standard comments that you want to print on specific Line Items of your Purchase or Sales Orders. The *Boilerplate for PO/SO* screen lets you add and maintain these standard comments.

Go To: Common → Common Data → Boilerplate for PO/SO.

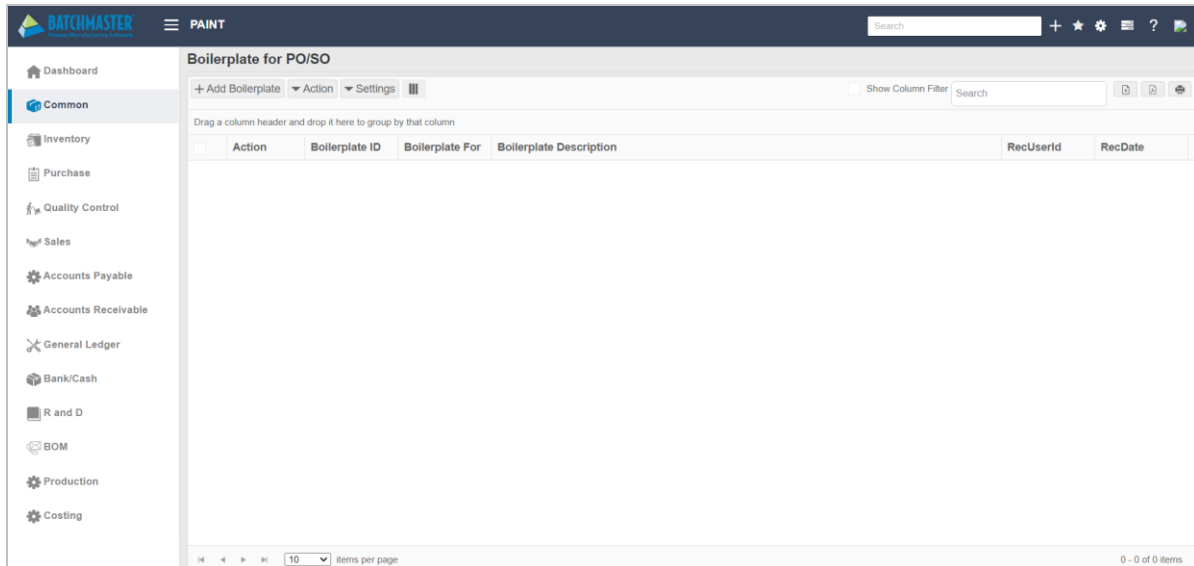
Boilerplate for PO/SO – Dashboard

You can manage Boilerplate for PO/SO from this dashboard. By default, the system displays all the existing boilerplate for PO/SO maintained for your business / company. You can double click on any boilerplate record to view its details.



The *Boilerplate for PO/SO* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

After you select all the columns of the *Boilerplate for PO/SO* dashboard, the middle grid displays the selected columns.



The *Boilerplate for PO/SO* dashboard provides a clear vision of the created boilerplate in a read-only mode. You can view the defined boilerplate as per the number of pages provided per page.

Boilerplate for PO/SO Screen Add Mode

To add a new boilerplate to your BatchMaster database, click on the *Add Boilerplate* button. The system displays the Boilerplate for PO/SO master form, where you can enter any new boilerplate details.

Boilerplate ID: This uniquely identifies the boilerplate.

Boilerplate Description: This is the description of the boilerplate.

Boilerplate For: This value can be either AR (Accounts Receivable) or AP (Accounts Payable). This information is used to distinguish between the boilerplates defined for Sales (AR) and those defined for Purchase (AP).

Defining a Boilerplate Text

1. Open the *Boilerplate for PO/SO* dashboard.
2. Click on the *+Add Boilerplate* button to open the *Boilerplate for PO/SO* screen.
3. In the *Boilerplate ID* field, enter a set of alphanumeric characters that uniquely identifies the boilerplate text.
4. Add a relevant description of the boilerplate in the *Description* field.
5. Use the drop-down menu next to the *Boilerplate For* field to specify whether this boilerplate is meant to be used in a Purchase Order or a Sales Order.
6. Click on the *Save* button to save the record.