

Create Costume (Purchase) Orders

Last Modified on 08/30/2022 1:46 pm EDT

After all costumes have been created as well as assigned & sized to students, you can generate purchase orders to assist you in placing 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.

1. Go to the **Classes** (menu) > **Costume Management**.
2. Click **Create an Order** (left menu).
3. Select a **Vendor** from the drop-down list (this is required).
4. Optionally, select search criteria.
5. Click **Create Order & Preview**.
 - o 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.
 - o Review the preview. Item Name, Class Name, and Primary Instructor are clickable so you can further investigate the item(s).
6. Check/uncheck the **Order** column checkboxes as needed.
7. Click **Create Order**, after reviewing and making changes, 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 ordered (not assigned to any order)
[Check All Rows](#) [Uncheck All Rows](#)

View 1 - 5 of 5 Print Refresh

Item Name	Class Name	Primary Instructor	Style	Color	Size	Qty	Unit Price	Total Price	Deposit Req.	Order?
Tiny Tutu	Ballet L1 - Mon 5pm	Dianne Harris	1 piece	Pink	Child Large	1	50.00	50.00	40.00	<input checked="" type="checkbox"/>
Tiny Tutu	Ballet L1 - Mon 5pm	Dianne Harris	1 piece	Pink	Child Small	1	50.00	50.00	40.00	<input checked="" type="checkbox"/>
Tutu	Ballet L1 - Mon 5pm	Dianne Harris		Pink	Adult Small	1	25.00	25.00	25.00	<input checked="" type="checkbox"/>
Tutu	Ballet L1 - Mon 5pm	Dianne Harris		Pink	Child Large	1	25.00	25.00	25.00	<input checked="" type="checkbox"/>
Tutu	Ballet L1 - Mon 5pm	Dianne Harris		Pink	Child Small	1	25.00	25.00	25.00	<input checked="" type="checkbox"/>

Uncheck the check box to remove the item.

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

Order Preview

Vendor Name: [DreamWhere](#)


*Order ID:

Order Notes:

Item ShipTo:

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

Class Item	Size	Qty
Tiny Tutu	Child Large	1
Tiny Tutu	Child Small	1
Tutu	Adult Small	1
Tutu	Child Large	1
Tutu	Child Small	1



9. Click **Create Order**.
 10. Click **OK**.
-