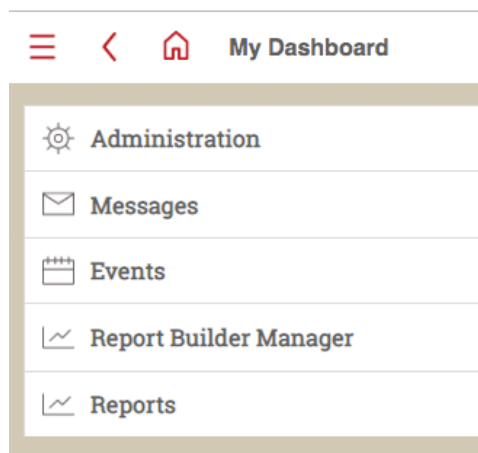




Scoutbook: Making a Purchase Order

Something I've come to love about Scoutbook is creating the purchase order for our advancements. I did have to play around with it to get it to read the way I thought it should, easy for both our Scout Shop rep and myself.

Step 1: Login and go to My Dashboard



Step 2: Scroll down and click "reports" and the menu will expand.






Step 3: Click "Needs Purchasing."

☰ < 🏠 📅 Pack 295 Needs Purchasing Report

Needs Purchasing Report

This report shows everything that is approved and not purchased or awarded. Select all the awards you want to purchase then press Create Purchase Order. After creating the purchase order all awards will be placed into Purchased status. You will be able to customize, sort, group and print the purchase order in the format you want.



Total: **7**

Approved Items

Select Unit:

Pack 295 7

Select All

Adventures (4)

Step 4: Select all the items you want to add to your purchase order then scroll down and press "Create Purchase Order."

CSV > Print >

Pack 295 Purchase Order #301551 Aug 22, 2019
Status: Open

QTY	SKU	Item Name	Unit Price	Price
1	619961	A Bear Goes Fishing Adventure Ethan C	\$1.49	\$1.49
4	619970	Aquonaut Adventure Ian W, Braxton B, Zachery W, Jenny P	\$1.99	\$7.96
1	619952	Bear Necessities Adventure Ethan C	\$1.49	\$1.49
3	619984	Cast Iron Chef Adventure Ian W, Braxton B, Zachery W	\$1.99	\$5.97
3	619994	Castaway Adventure Ian W, Braxton B, Zachery W	\$1.99	\$5.97
1	615495	Cub Scouts Cyber Chip Emblem Ian W	\$3.59	\$3.59
1	619975	Fix It Adventure Ian W	\$1.99	\$1.99
1	619953	Fur, Feathers, and Ferns Adventure Ethan C	\$1.49	\$1.49
1	619963	Make It Move Adventure Ethan C	\$1.49	\$1.49

Step 5: You'll be on a screen with your order. Depending upon how you want to be able to check off after purchase, you can scroll down and select the "organize by den" to make yourself a copy of each den's awards for your awards presentation.

Settings

Control how this purchase order looks before you print. Be sure to hit Save when you're done.

Show:

- Show SKU #
- Show Prices
- Show Notes
- Organize by Den

No Grouping ▼



There is also a "notes" section. I items we needed to order that

used this to put in additional weren't in Scoutbook.

No Grouping

Notes:

Need 1 additional Yoyo loop for Keegan P , not yet in SB
Cyberchip for Ian W is the recharge pin not the patch

Save / Update

Close Purchase Order

Delete Purchase Order

Step 6: Click "save." Now you're order is ready for printing, just click the "print" button. If you have a Mac, you can "Open in PDF Preview" from the print screen to save it as a PDF and email to your Scout Shop if they accept orders by email.

☰ < 🏠 📄 Pack 295 Purchase Order #301551

CSV > Print >

Pack 295 Purchase Order #301551 Aug 22, 2019
Status: Open

QTY	SKU	Item Name	Unit Price	Price
Tiger Den 1 (1)				
1	219	Recruiter Strip Aiden C	\$1.69	\$1.69
Wolf Den 1 (3)				
3	219	Recruiter Strip Azalee C, Donald C, Leland D	\$1.69	\$5.07
Bear Den 1 (8)				
1	619961	A Bear Goes Fishing Adventure Ethan C	\$1.49	\$1.49
1	619962	Bear Necessities Adventure Ethan C	\$1.49	\$1.49
1	619963	Fur, Feathers, and Ferns Adventure Ethan C	\$1.49	\$1.49
1	619963	Make It Move Adventure Ethan C	\$1.49	\$1.49

Happy purchasing!