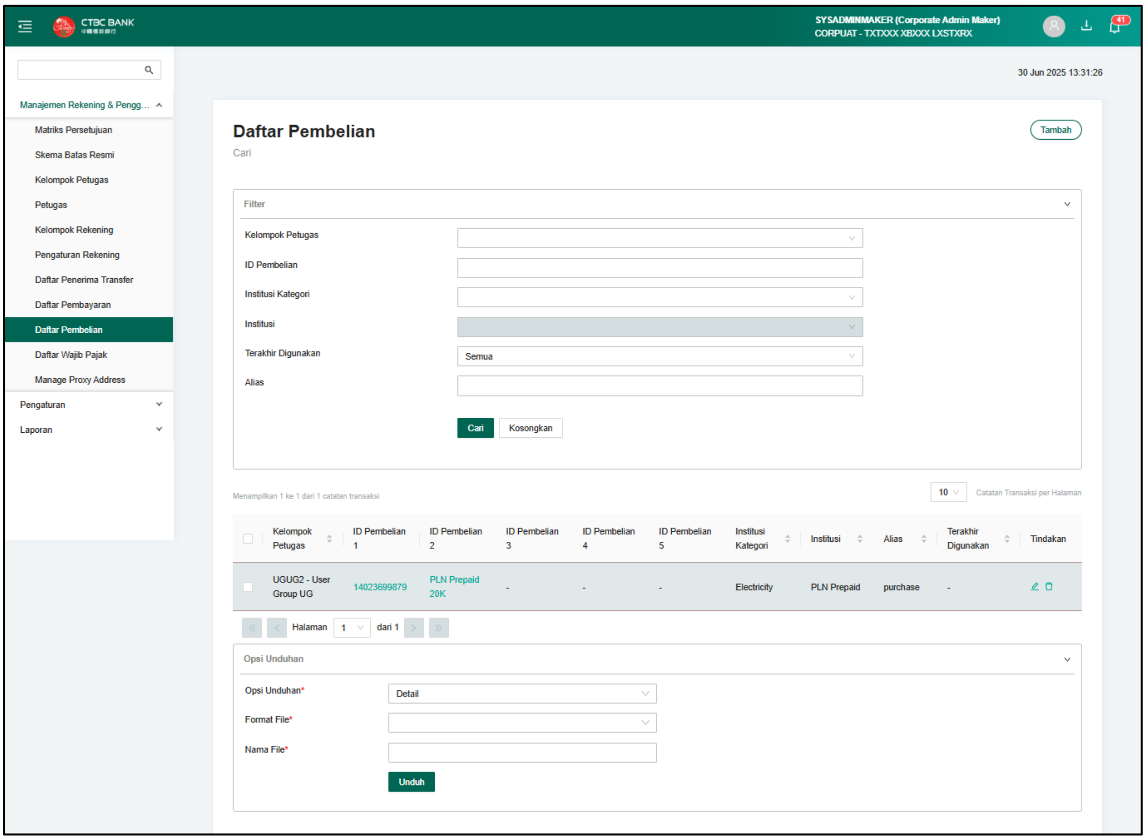
1. Purchase List

This menu allows Company Admins to add and delete purchase data that will be used by staff for purchases in the Single Purchase menu.

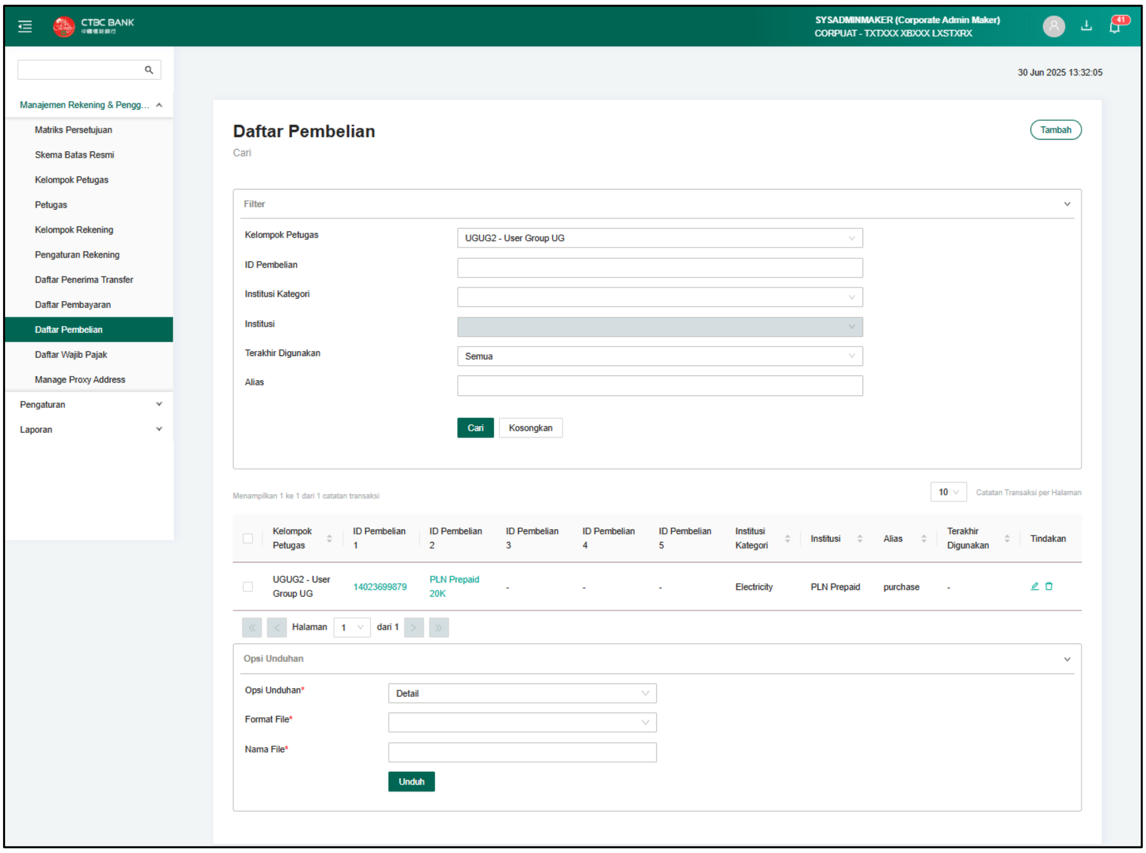
1.1 Search and View

Here are the steps to search and view **Purchase List** details in the **Account & User Management** menu:

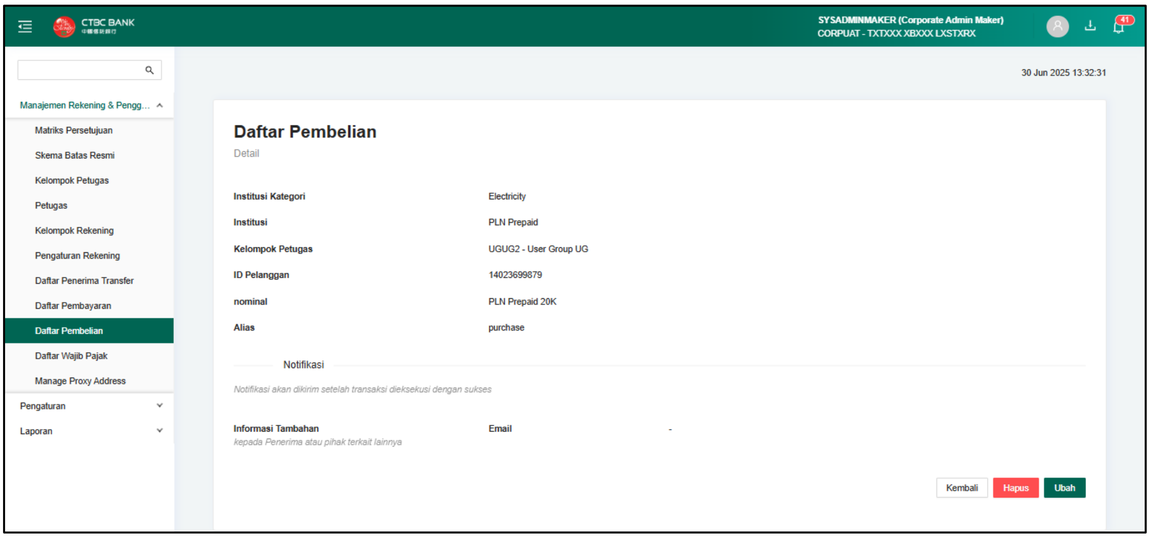
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will be displayed.



2. Select the **Accounting Group** or
3. Select the **Billing ID** or
4. Select the **Institution Category** or
5. Select the **Institution** or
6. Select **Last Used** or
7. Enter an **Alias.**
8. Click the **Search** button. The specific **Purchase List** will be displayed.



9. Click the **Purchase ID 1** link. The **Purchase List Details** page will be displayed.

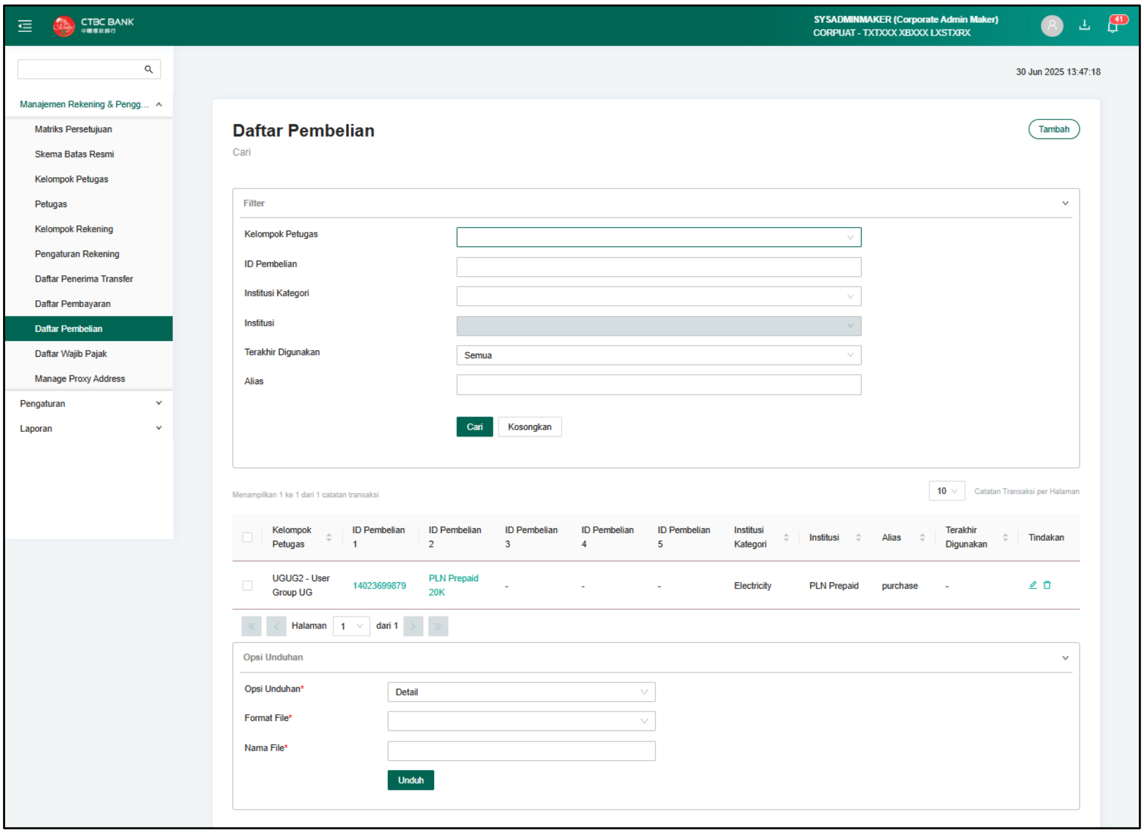


10. The following buttons will appear on the **Purchase List Details** page:
    a. **Edit** button: To change the **Purchase List Details**.
    b. **Delete** button: To delete the **Purchase List**.
    c. **Back** button: To return to the **Purchase List Search** page.

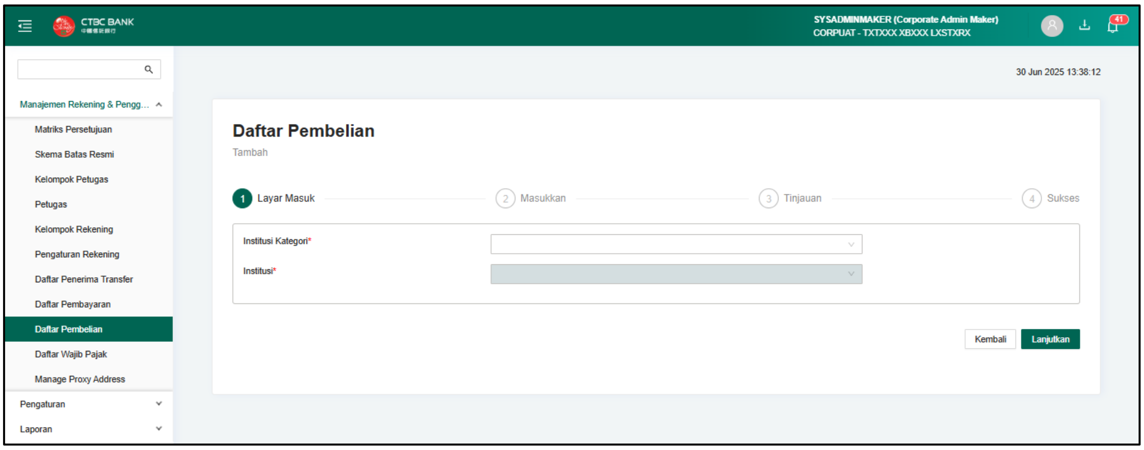
1.2 Add

Here are the steps to add a **Purchase List** to the **Account & User Management** menu:

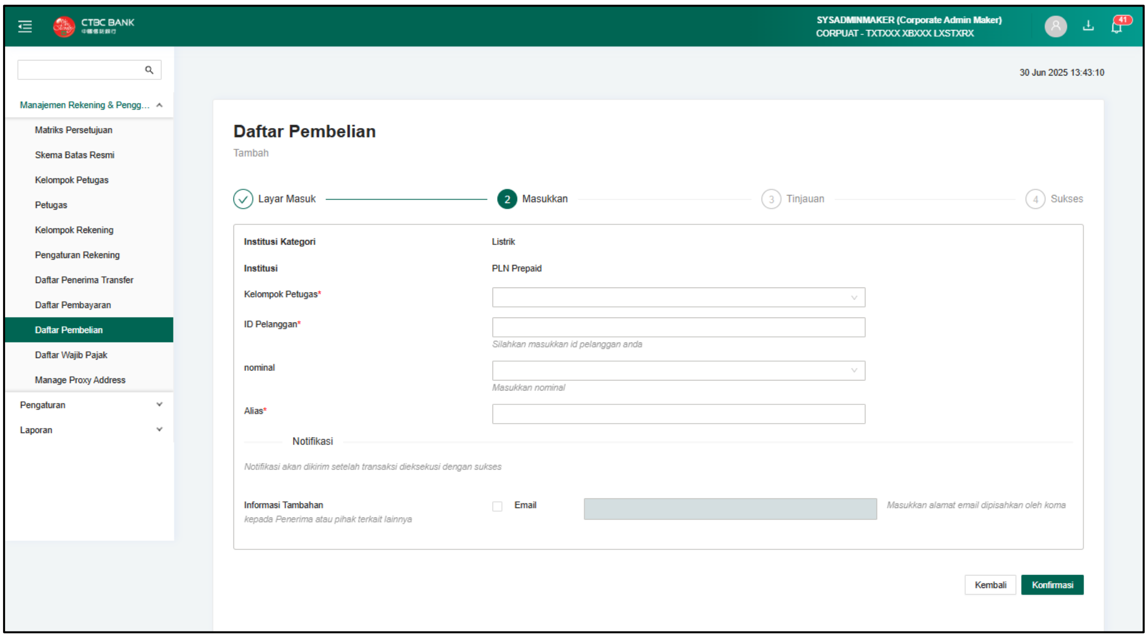
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will appear.



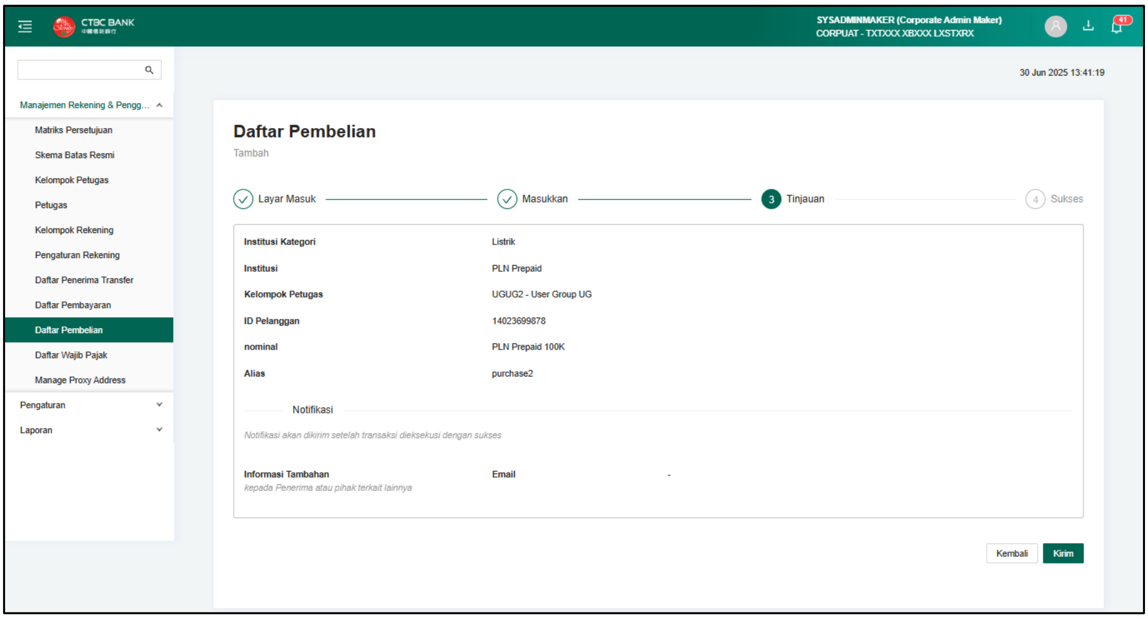
2. Klik tombol **Tambah**. Halaman **Tambah Daftar Pembelian** akan ditampilkan.



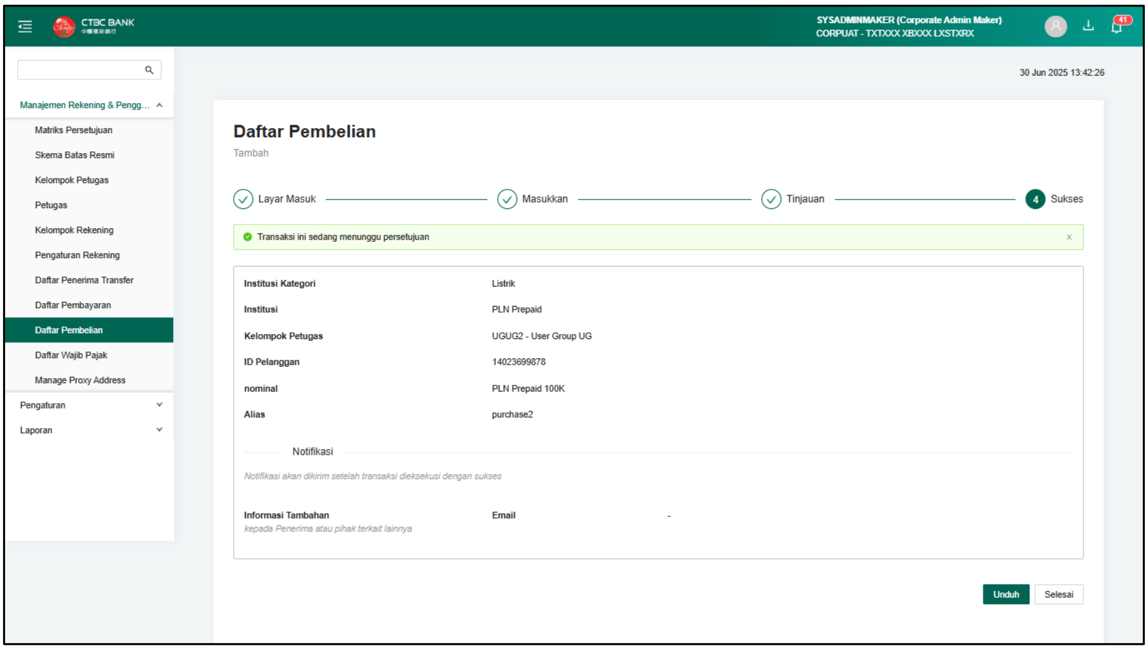
3. Select the **Institution Category** (**Required**).
4. Select the **Institution** (**Required**).
5. Click the **Back** button to return to the previous page or click the Continue button to **continue** the process.
6. Click the **Continue** button. The **Add Purchase List** page will appear.



7. Select the **Officer Group** (**Required**).
8. Enter the **Invoice Number** (**Required**).
9. Enter the **Alias** (**Required**).
10. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
11. Click the **Confirm** button. The **Add Purchase List Confirmation** page will appear.



12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
13. Click the **Submit** button. The **Add Purchase List Results** page will appear with the message "**This transaction is pending approval.**".



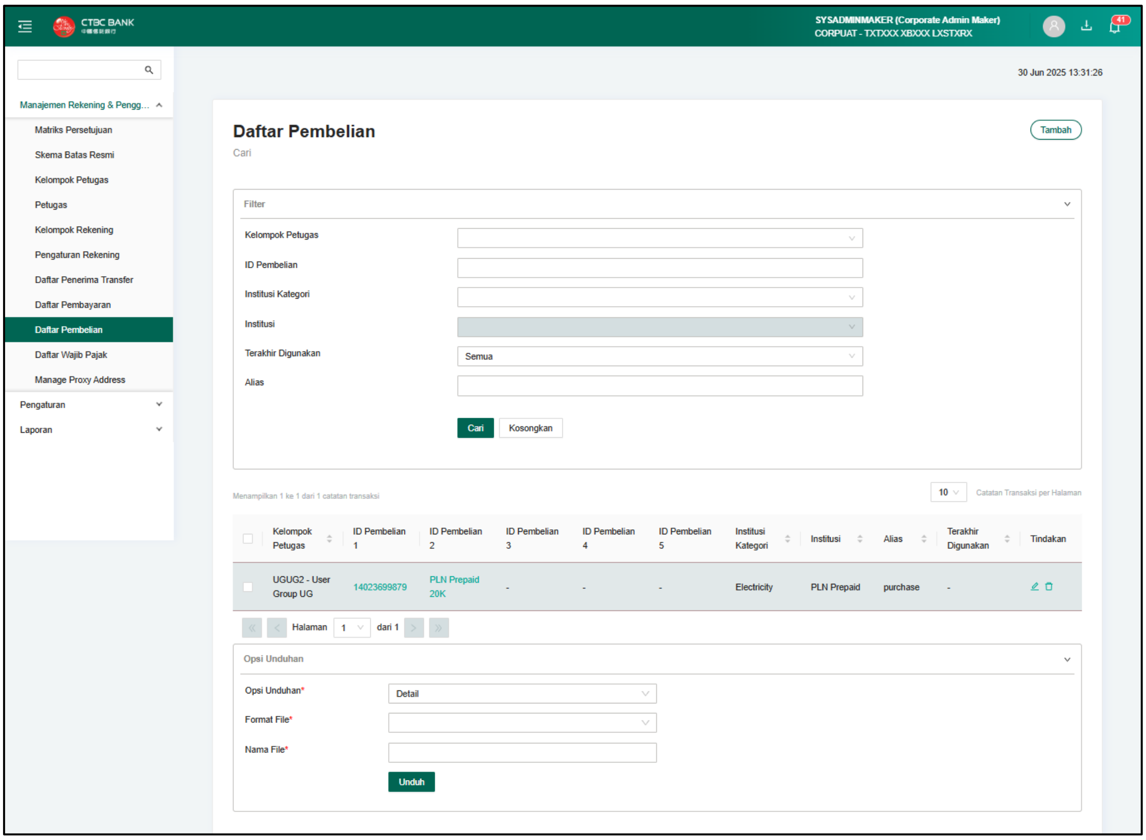
14. Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

1.3 Edit

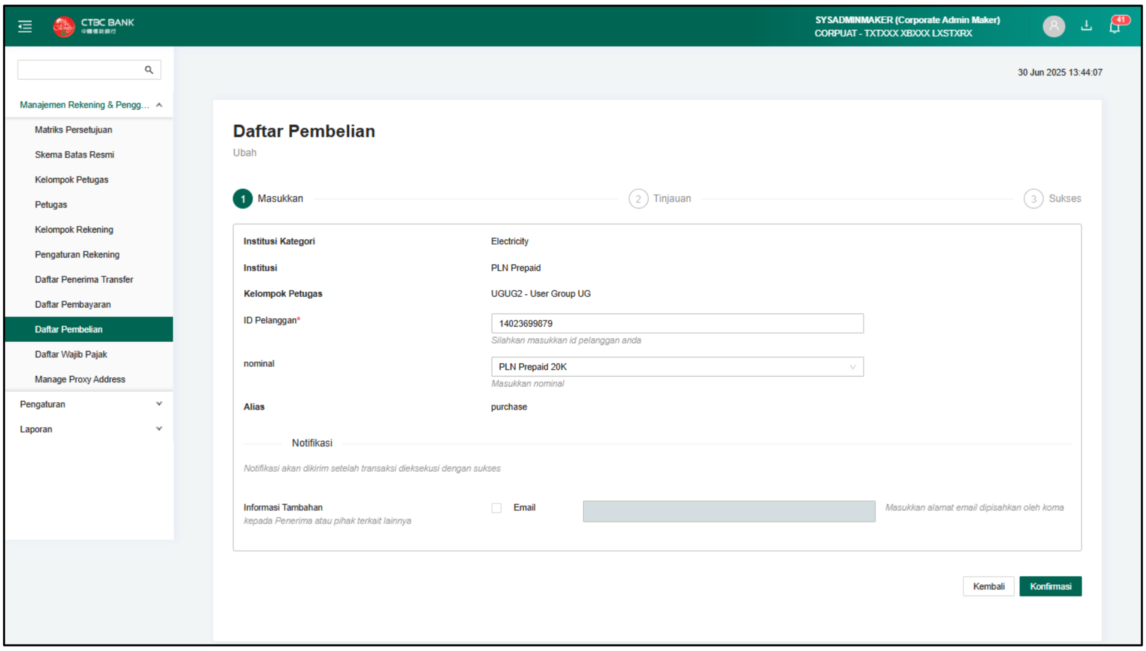
1.3.1 Edit from List

Here are the steps to edit a **Purchase List** from the list in the **Account & User Management** menu:

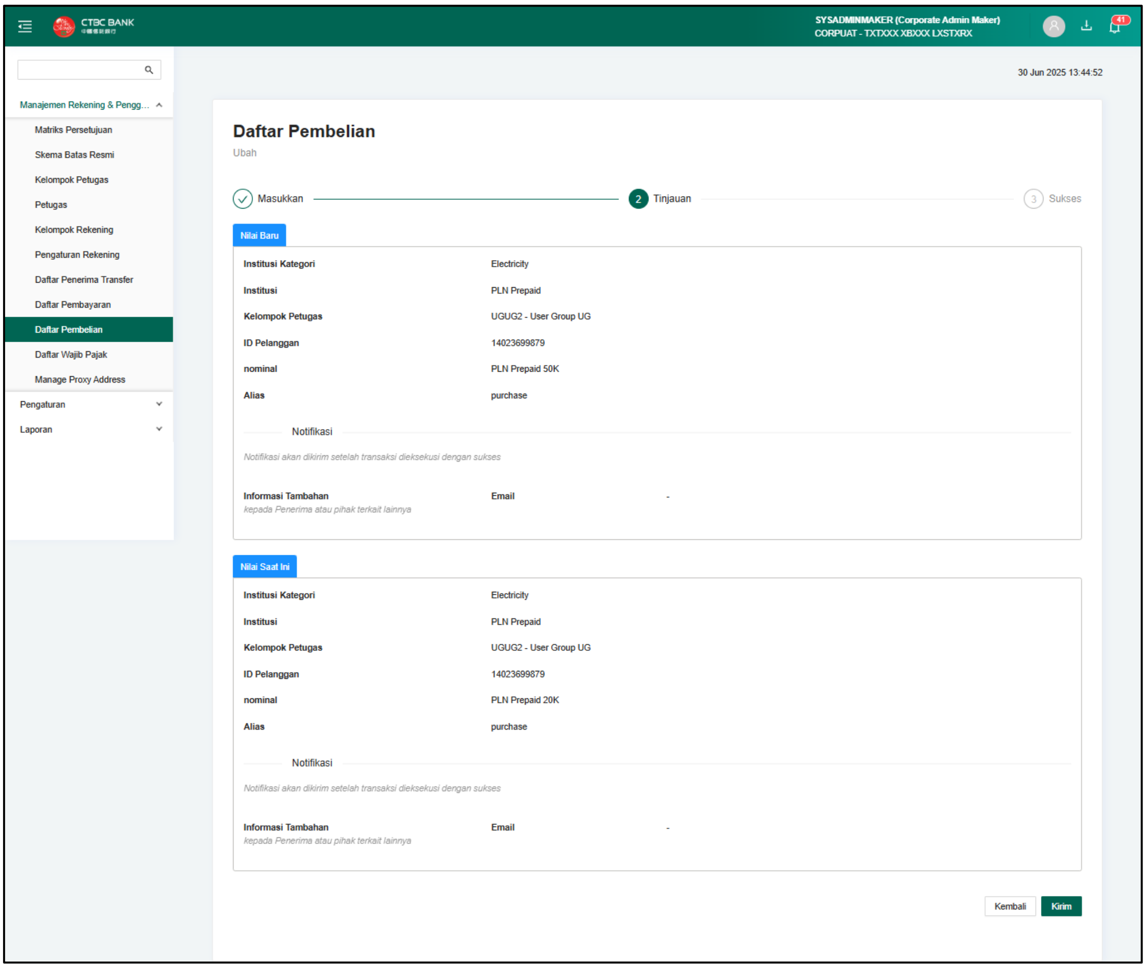
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will appear.



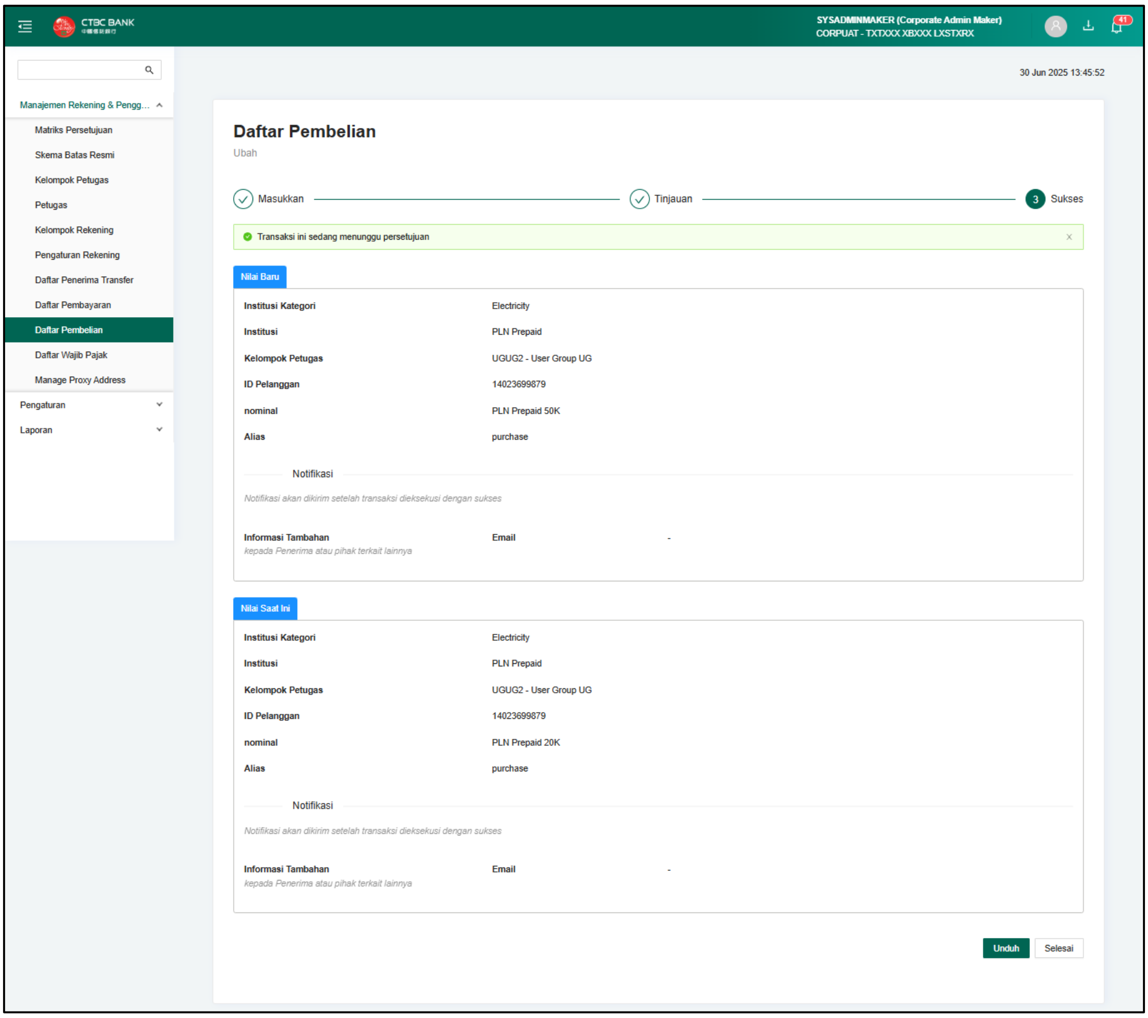
2. Click the **Change** icon. The **Change Purchase List** page will appear.



3. Make any necessary changes.
4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
5. Click the **Confirm** button. The **Purchase List Change Confirmation** page will appear.



6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
7. Click the **Submit** button. The **Change Purchase List Results** page will appear with the message "**This transaction is pending approval**.".

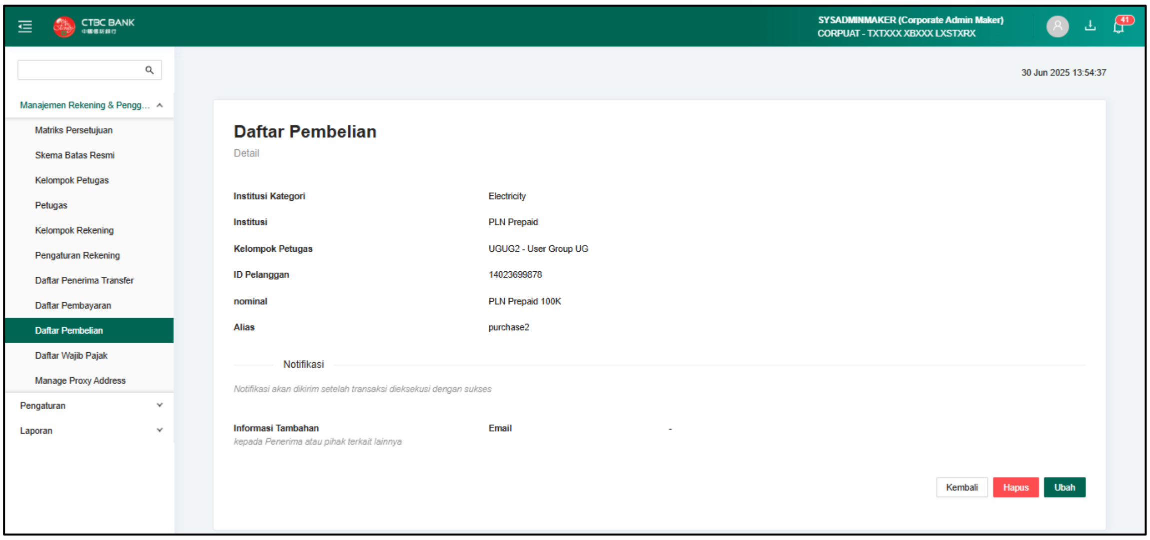


8. Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

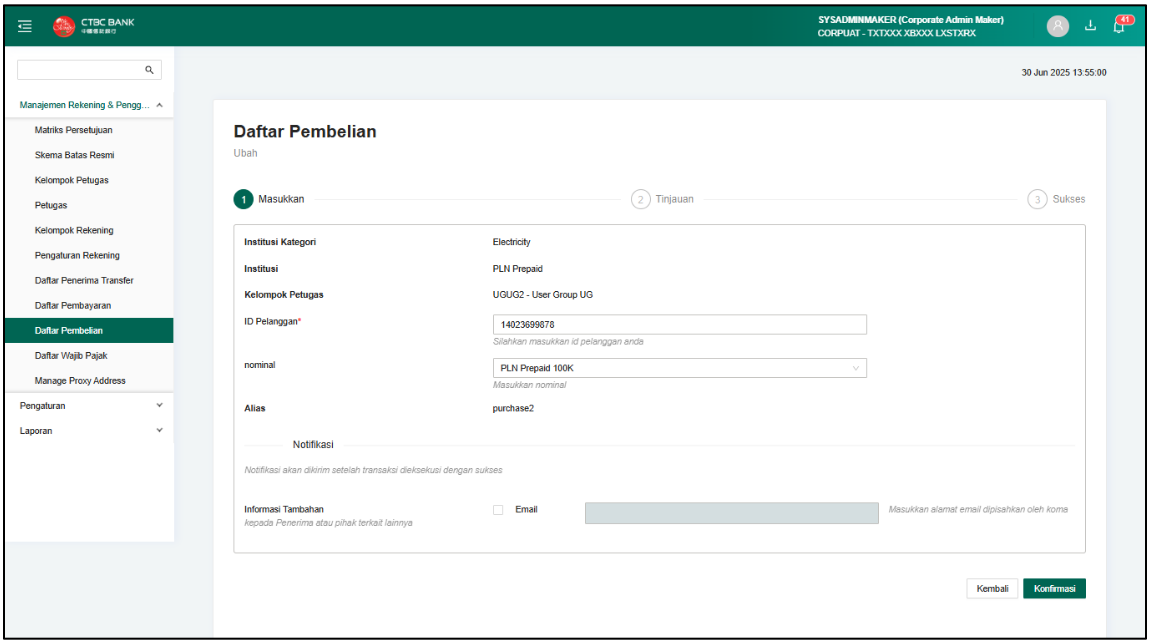
1.3.2 Editing from Details

Here are the steps to edit a **Purchase List** from the details in the **Account & User Management** menu:

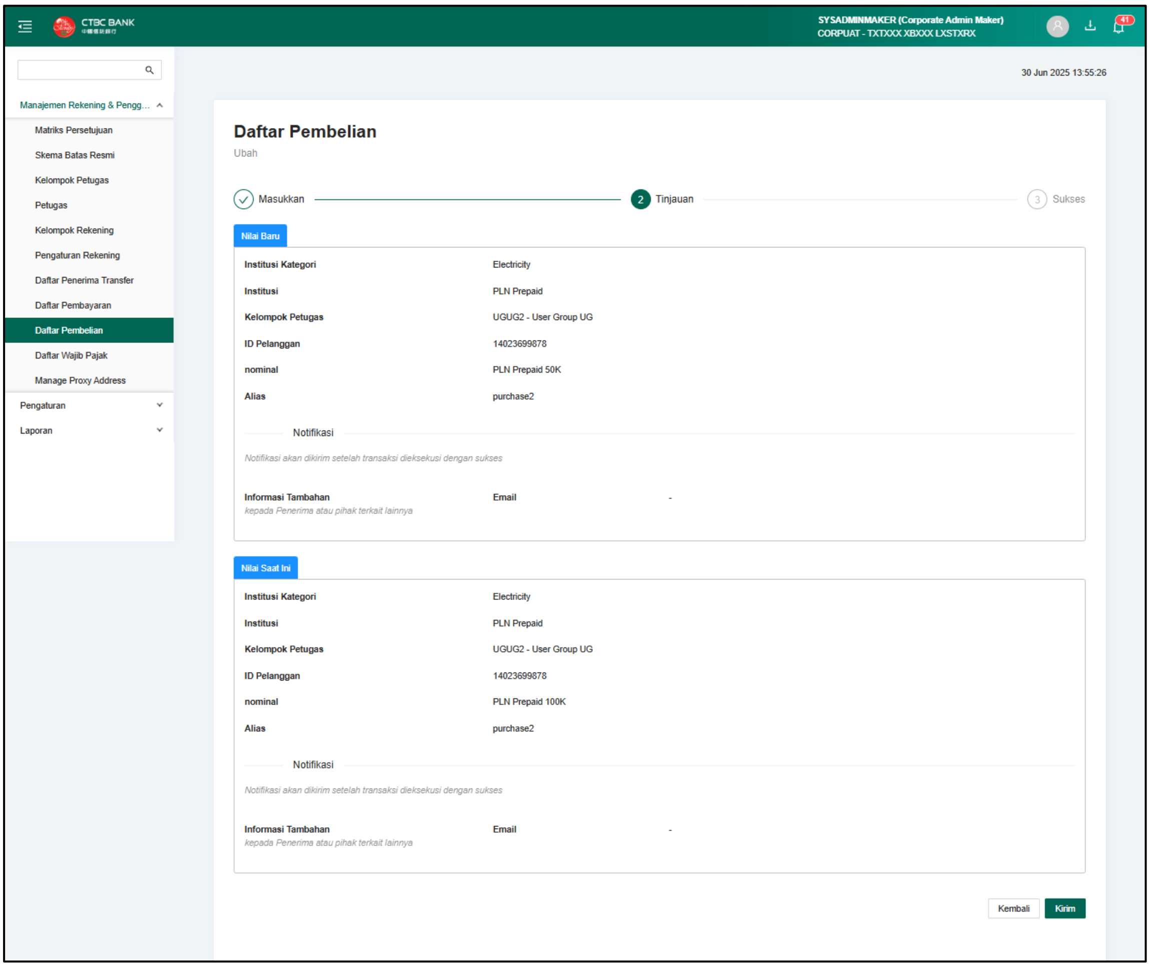
1. Go to the **Purchase List Details** page. The **Purchase List Details** page will be displayed.



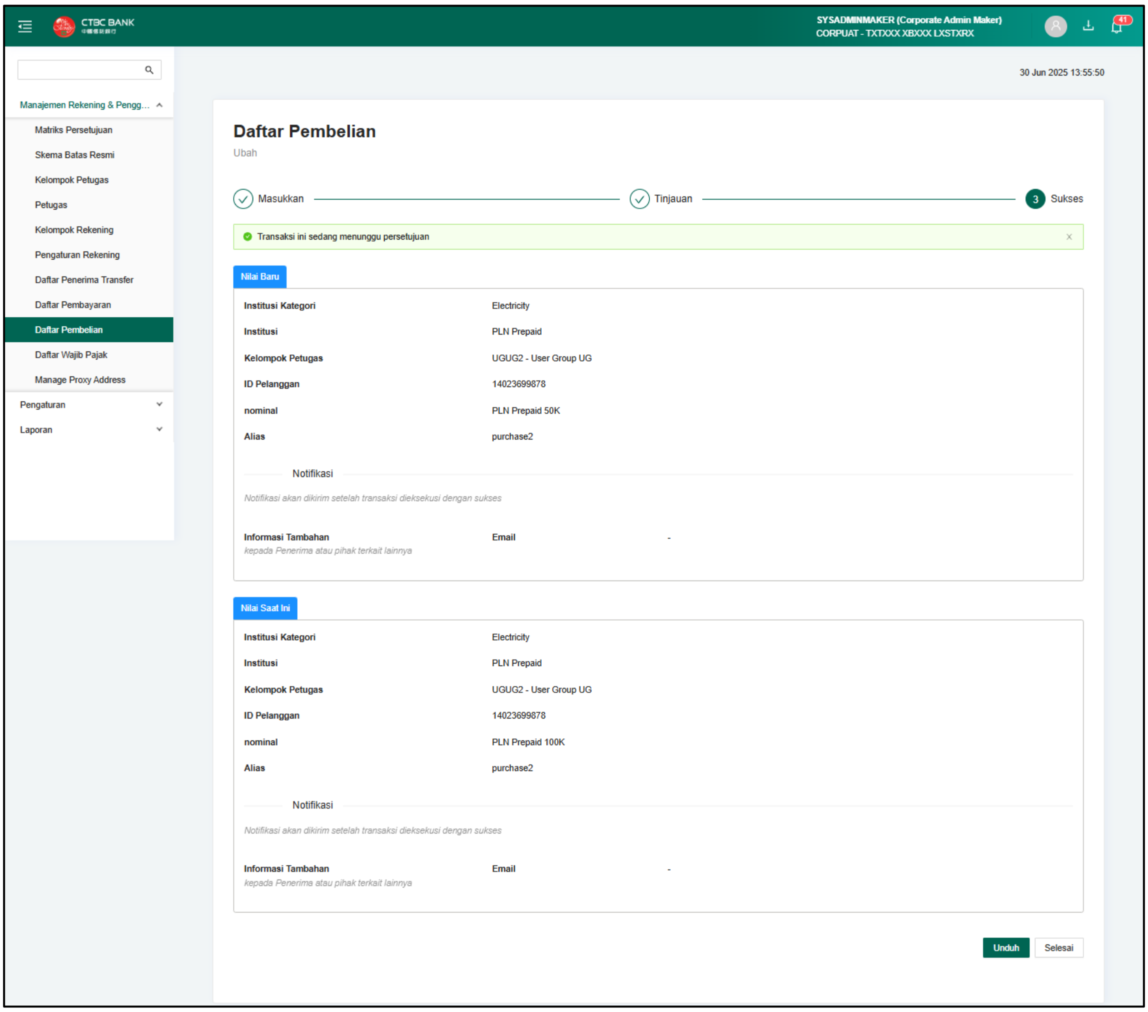
2. Click **change** button. The **Change Purchase List** page will be displayed.



3. Make any necessary changes.
4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
5. Click the **Confirm** button. The **Purchase List Change Confirmation** page will appear.



6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
7. Click the **Submit** button. The **Change Purchase List Results** page will appear with the message "**This transaction is pending approval**.".



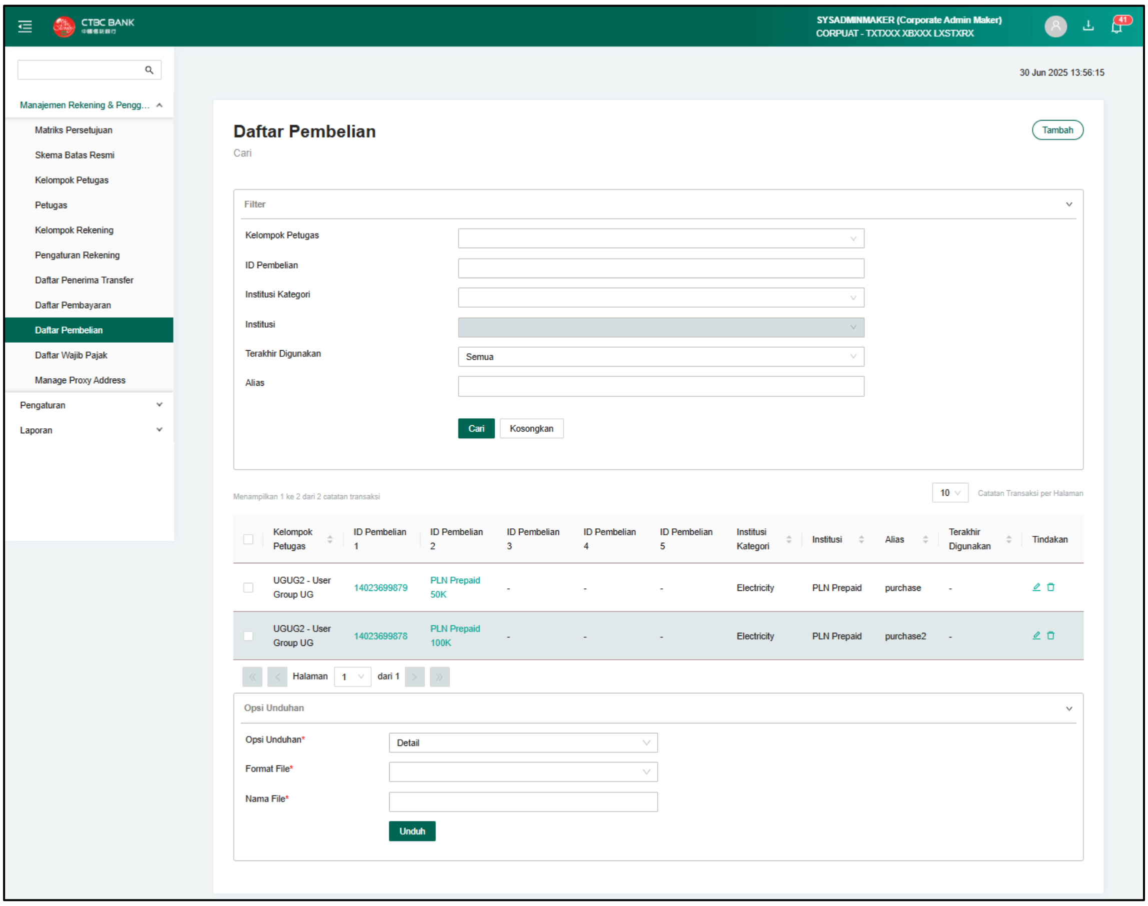
8. Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

1.4 Delete

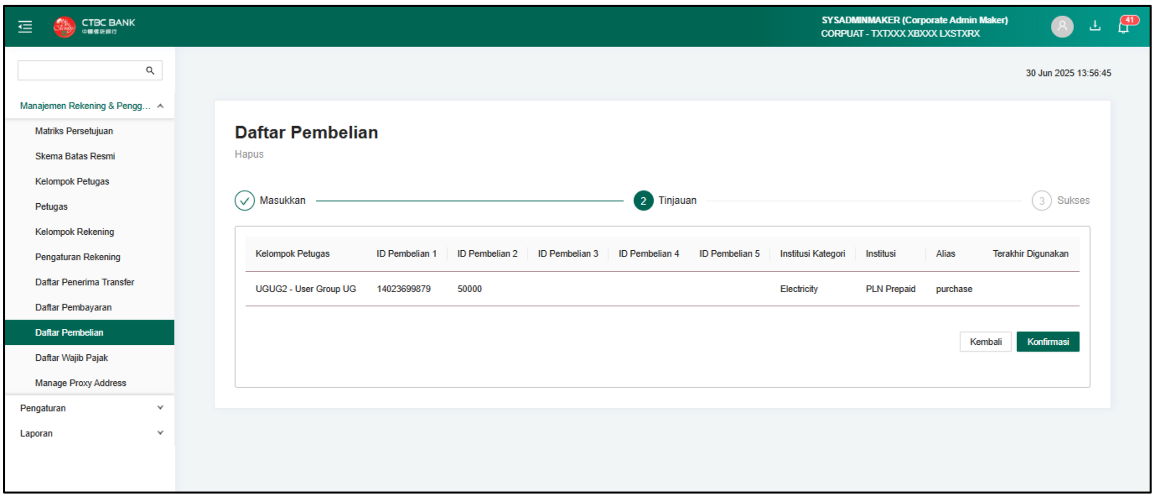
1.4.1 Delete from List

Here are the steps to delete a **Purchase List** from the **Account & User Management** menu:

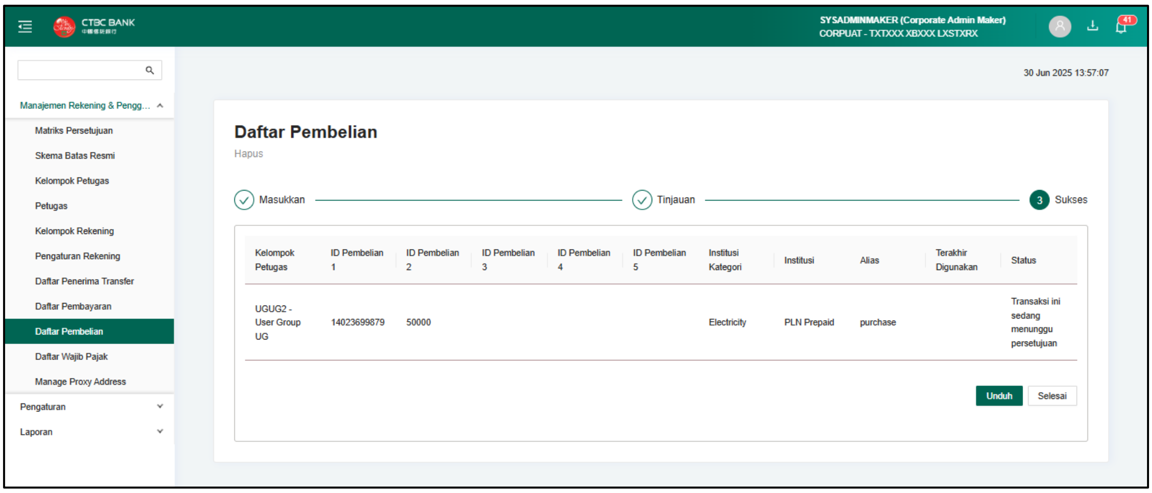
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Purchase List**. The **Purchase List Search** page will appear.



2. Check the box and then click the **Delete** button. The Delete **Purchase List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
4. Click the **Submit** button. The **Delete Purchase List Results** page will appear with the message "**This transaction is pending approval**.".

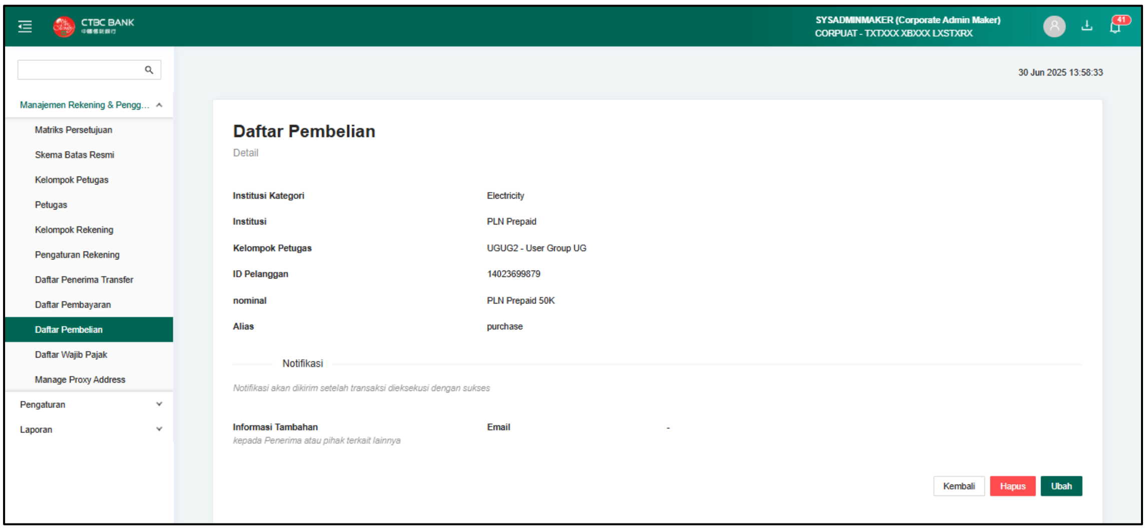


5. Click the **Download** button to download the page or click the **Done** button to return to the **Purchase List Search** page.

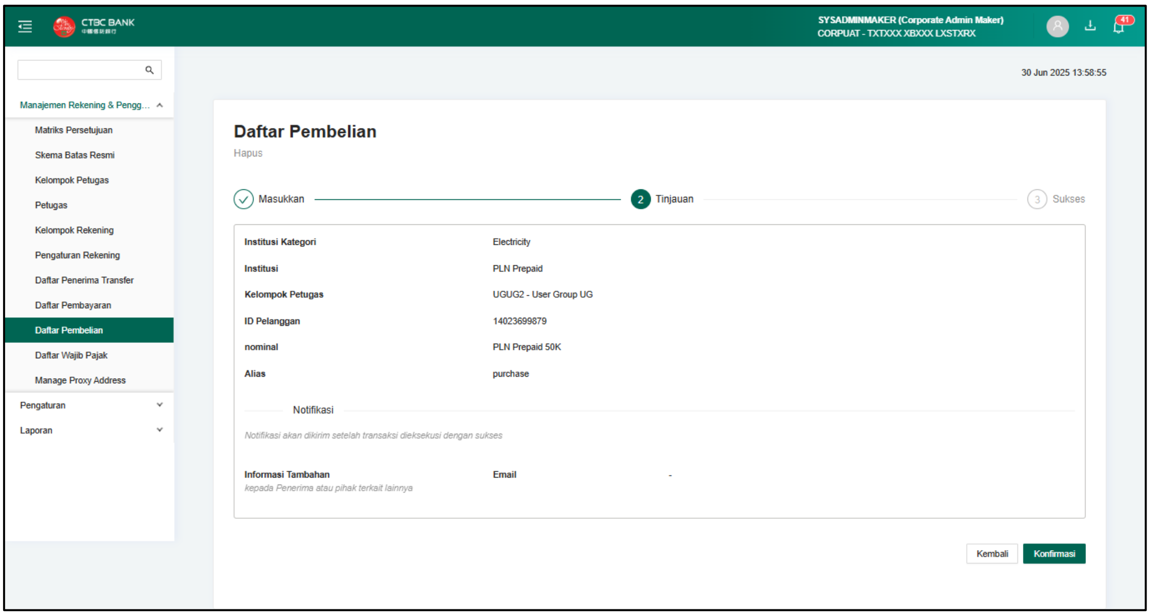
1.4.2 Remove from Details

Here are the steps to remove a **Purchase List** from the details in the **Account & User Management** menu:

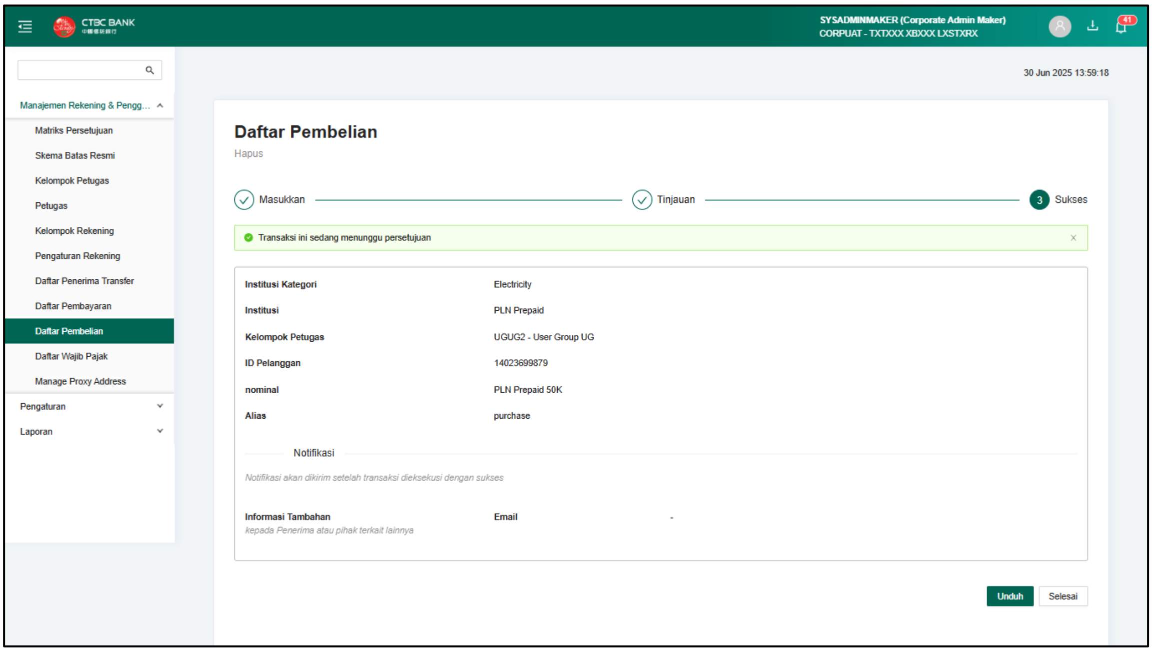
1. Go to the **Purchase List Details** page. The **Purchase List Details** page will be displayed.



2. Click the **Delete** button. The **Delete Purchase List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
4. Click the **Confirm** button. The **Delete Purchase List Results** page will appear with the message "**This transaction is pending approval.**".



5. Click the **Download** button to download the page or click the **Finish** button to return to the **Purchase List Search** page.