# Default Computer Assigned PO Box to Unchecked

If your company employs a unique purchase order numbering scheme and never or seldom allow the computer to assign PO numbers, then this enhancement is for you! With a simple checking of a new *Company Options* box SFH will not automatically generate a purchase order number allowing for a unique number to be entered by the user. To enter a unique number in the past, the user was required to uncheck the *Let the computer assigned the Purchase Order number* box. With this new enhancement the box will now default to unchecked.

How it works:

1. Launch Software for Hardware and from the Logo screen click the *File* menu selection.
2. Click the *Optional Settings* then the *Company* submenu selection.
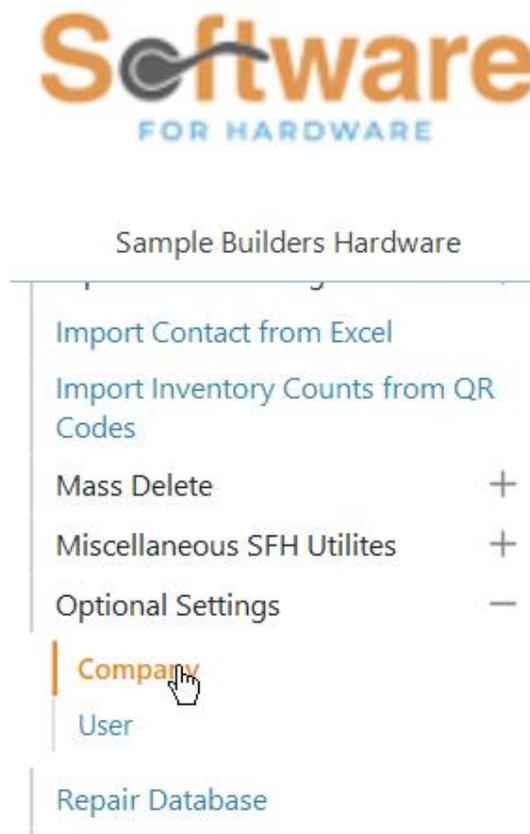
3. This action opens the *Company Options* form where you can define all your company-wide preferences.

Miscellaneous

☑ Always Ask User for PO Number

4. In the new *Miscellaneous* section located in the upper right of the screen you will find the new check box. If your company-wide policy is to enter your own unique purchase order numbers, then check this box and click the *Save* button.
5. Open a contract Job that contains items to Provision to purchase orders.
6. *The Purchase Order* form will appear.

Purchase Order ✕

Steelcraft

You can either choose to add new items to an existing Purchase Order or create a new Purchase Order.

Existing Purchase Order

2093	11/04/2022

☐ Let the computer assign the Purchase Order number

Purchase Order Number:

Add items to Existing Purchase Order ✛	Create New Purchase Order ✛	Cancel ✕

7. Note that the *Let the computer assign the Purchase Order number* box is unchecked and the *Purchase Order Number* text box is awaiting a unique number to be manually entered by the user.

8. With this enhancement turned on the user will never have to uncheck the box in order to enter a unique PO number.
9. If for some reason you have the *Company Option* activated and you desire to allow the computer to assign a PO number this can be accomplished by simply checking the *Let the computer assign the Purchase Order number* box.
    a. Note: the next time you provision the box will revert to unchecked.