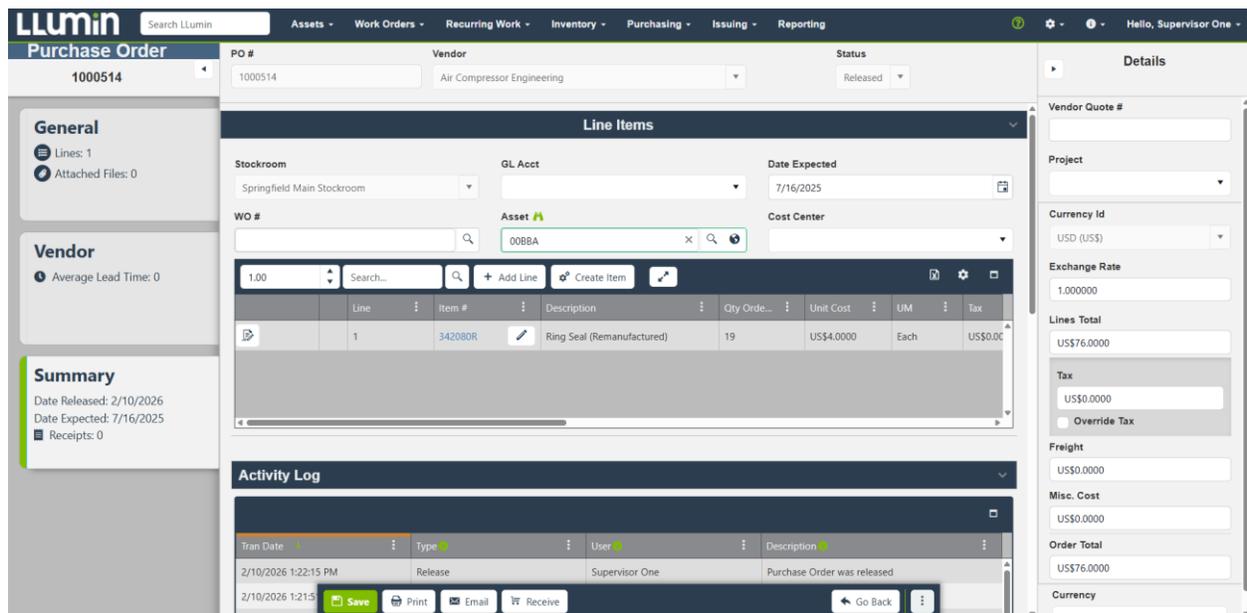


# Feature Guide: Purchase Order Master Screen Redesign

We've redesigned the Purchase Order Master screen to deliver a cleaner layout, improved line-level visibility, and a more consistent experience across LLumin CMMS+.

This update aligns the Purchase Order screen with our other modernized master screens while making line entry and editing more intuitive.



## Why the Redesign?

With this update, we focused on:

- Making line items the central focus of the screen
- Reducing navigation between sections when editing
- Improving consistency with other updated master screens
- Providing a more detailed line edit experience

The result is a more cohesive interface that feels familiar across Assets, Work Orders, Items, and now Purchase Orders.

## A Quick Look at the Changes

You'll notice a more structured layout with clearly defined panels and a more prominent Line Items section.

Let's break it down.

### Header Area

What's Changed:

- The Purchase Order number remains clearly visible at the top left.
- Vendor and Status are positioned prominently for quick reference.
- The layout is more compact and aligned with other updated screens.

The screenshot displays the Lumin Purchase Order interface. The header area is highlighted with an orange box and contains the following information:

Purchase Order	PO #	Vendor	Status
1000514	1000514	Air Compressor Engineering	Released

The Line Items section is also highlighted with an orange box and contains the following information:

Stockroom	GL Acct	Date Expected
Springfield Main Stockroom		7/16/2025

The interface also includes a Summary section with the following information:

Summary
Date Released: 2/10/2026
Date Expected: 7/16/2025
Receipts: 0

The Activity Log section shows the following information:

Trans Date	Type	User	Description
2/10/2026 1:22:15 PM	Release	Supervisor One	Purchase Order was released

The interface also includes a Details section with the following information:

Details
Vendor Quote #
Project
Currency Id
Exchange Rate

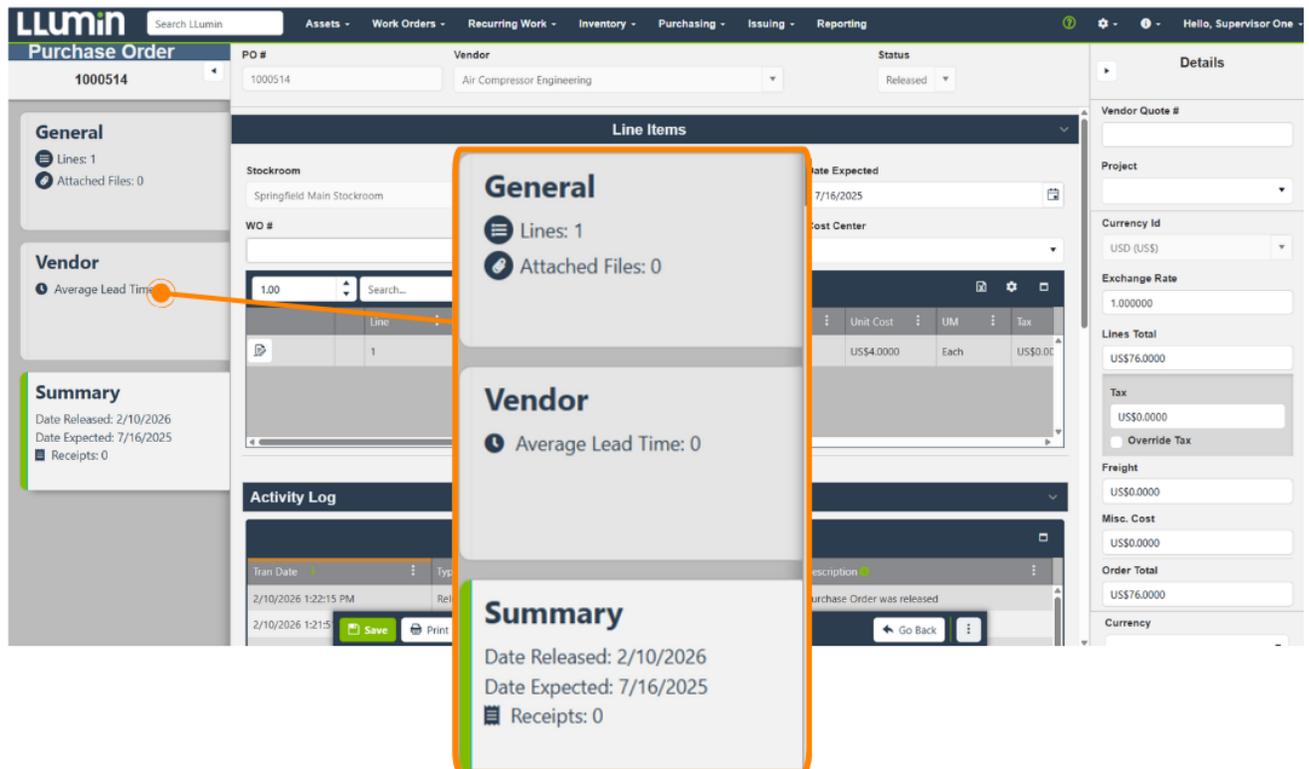
The goal is immediate context without crowding the screen.

## Left-Hand Panel

Three structured tabs now organize supporting information:

- **General**
- **Vendor**
- **Summary**

These sections allow you to move between high-level purchase order information without disrupting the central line entry workflow.



## Center Panel: Line Items

The Line Items section is now the visual and functional center of the screen.

What's Different:

- Work Order Number, Asset, and Cost Center fields are now visible above the grid.
- More contextual information is available without expanding individual rows.
- The layout provides better visibility of line-level data.

The screenshot shows the 'Line Items' interface. At the top, there are filter fields for 'Stockroom' (Springfield Main Stockroom), 'GL Acct', 'Date Expected' (7/16/2025), 'WO #', 'Asset' (00BBA), and 'Cost Center'. Below the filters is a toolbar with '1.00', 'Search...', '+ Add Line', 'Create Item', and other icons. The main table has columns: Line, Item #, Description, Qty Orde..., Unit Cost, UM, and Tax. One row is visible: Line 1, Item # 342080R, Description Ring Seal (Remanufactured), Qty Orde... 19, Unit Cost US\$4.0000, UM Each, Tax US\$0.00.

## Editing Line Items

Line editing has been refined for clarity and accessibility.

You can:

- Each line includes an **Edit** button.

This is a close-up of the table from the previous screenshot. The row for Line 1, Item # 342080R, Description Ring Seal (Remanufactured), Qty Orde... 19, Unit Cost US\$4.0000 is highlighted in green. The 'Edit' button (pencil icon) in the first column of this row is highlighted with a red square.

- Selecting **Edit** opens a dedicated line edit window.

The screenshot shows the 'Edit Line 2' window with the following data:

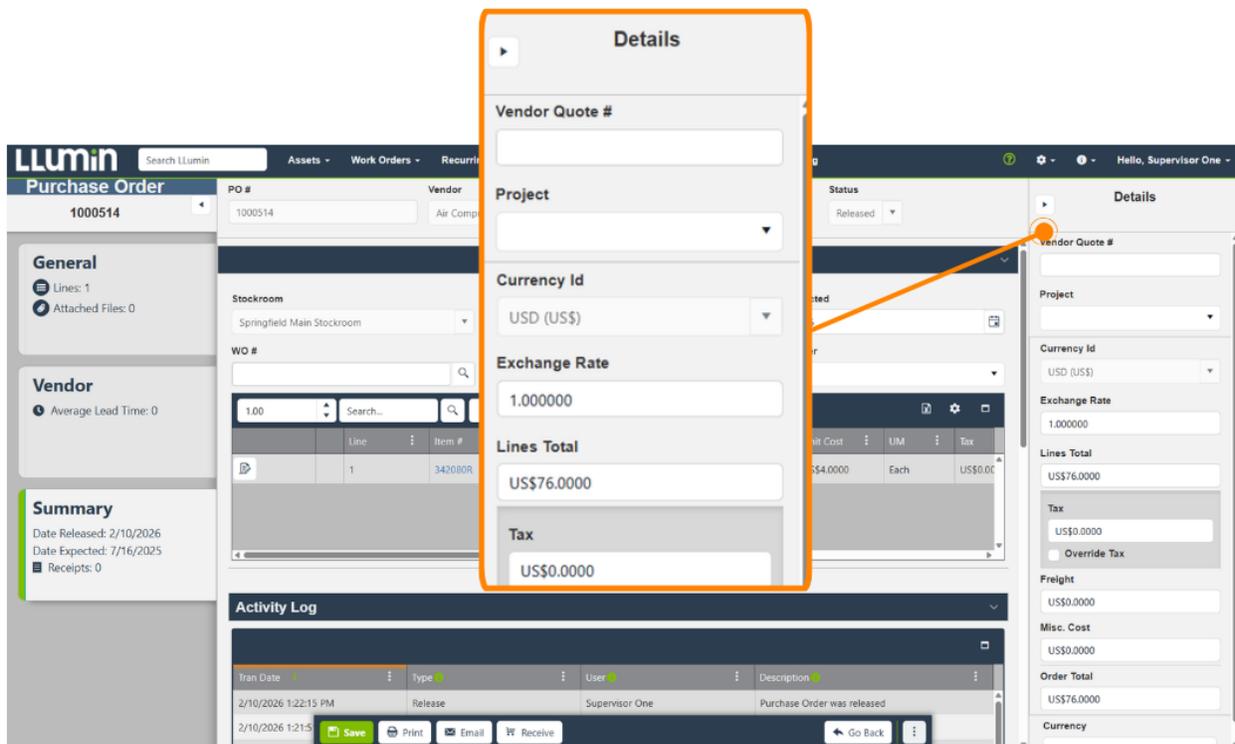
Field	Value
Item #	342080
Vendor Part #	15876
Line Descr	Ring Seal
Alternate Part Number 1	M00001
Mfg Part #	
Qty Ordered	2.00
Unit Cost	US\$3.0000
Cost UOM	Each
Ext Cost	US\$6.0000
Line Total	US\$6.0000
Stockroom	Springfield Main Stockroom
Date Expected	
GL Acct	01-01-15900-14 - CIP - Chiller addition
WO #	
Asset	008BA

- You can edit
  - Quantity
  - Unit Cost
  - Date Expected
  - GL Account
  - Work Order
  - Asset
  - Line Description
  - And more
- If multiple lines exist, you can navigate between them using **Previous** and **Next** buttons.

## Right-Hand Details Panel

A collapsible Details panel provides contextual financial and vendor information, including:

- Currency
- Exchange rate
- Line totals
- Tax
- Freight
- Order total

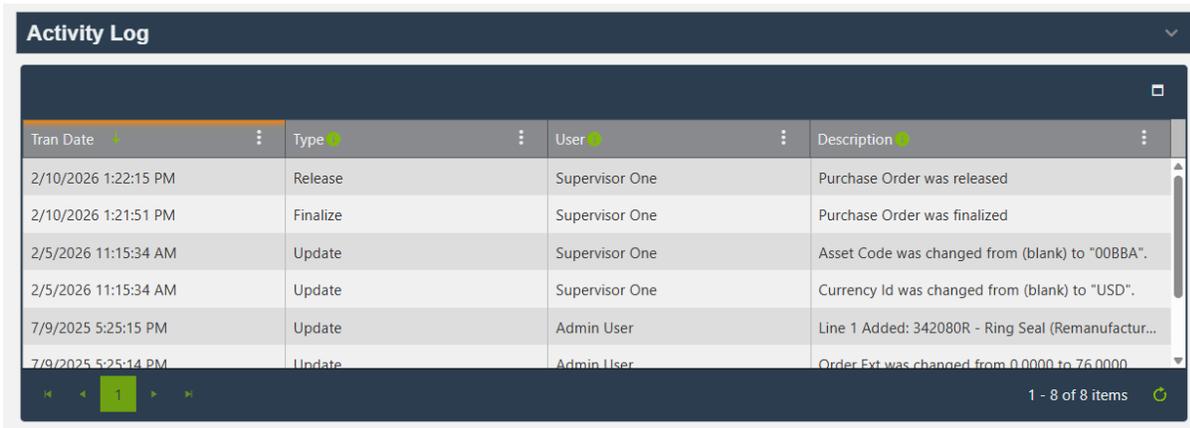


This panel keeps financial summaries visible without cluttering the line grid.

## Activity Log

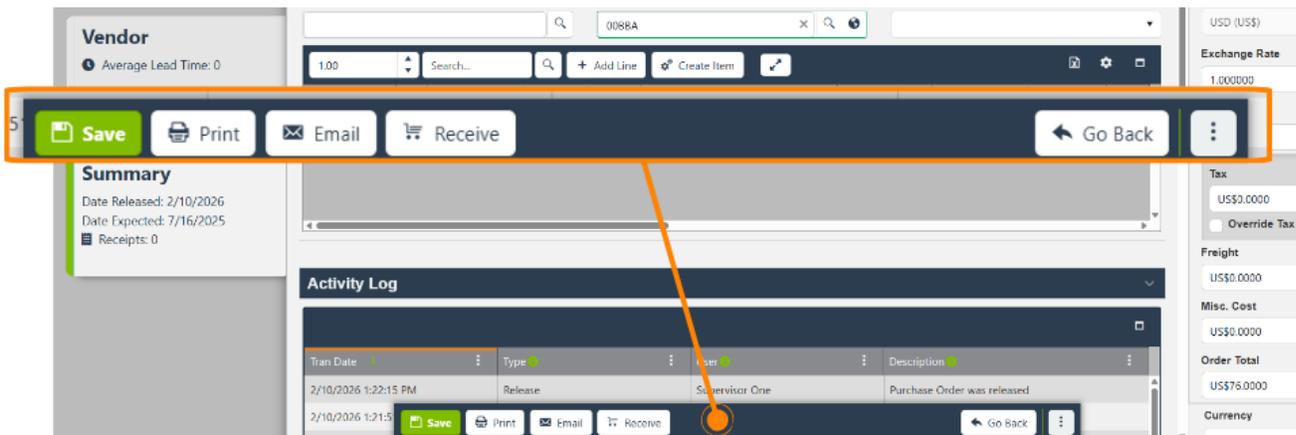
The Activity Log remains accessible within the main screen and tracks all purchase order activity.

It follows the same consistent presentation style as other updated master screens.



Tran Date	Type	User	Description
2/10/2026 1:22:15 PM	Release	Supervisor One	Purchase Order was released
2/10/2026 1:21:51 PM	Finalize	Supervisor One	Purchase Order was finalized
2/5/2026 11:15:34 AM	Update	Supervisor One	Asset Code was changed from (blank) to "00BBA".
2/5/2026 11:15:34 AM	Update	Supervisor One	Currency Id was changed from (blank) to "USD".
7/9/2025 5:25:15 PM	Update	Admin User	Line 1 Added: 342080R - Ring Seal (Remanufactur...
7/9/2025 5:25:14 PM	Update	Admin User	Order Ext was changed from 0.0000 to 75.0000

## Purchase Order Toolbar



The bottom toolbar maintains standard actions:

- Save
- Print
- Email
- Receive
- Cancel Order

The toolbar is consistent with other master screens, improving overall platform familiarity.

## **Settings and Configurations**

No configuration changes are needed. The redesigned Purchase Order Master screen is automatically available with the release.

Navigate to any existing Purchase Order to experience the updated layout.

## **Need Help?**

For questions or additional training on the new procedure screen, please visit our Support Center or contact [support@lumin.com](mailto:support@lumin.com).