## **Managing Purchase Orders**

\*

Managing purchase orders you have placed is an important part of running a medical supply facility. There are two main windows you will use to do this, along with a variety of reports.

## **Show outstanding Purchase Order lines....**

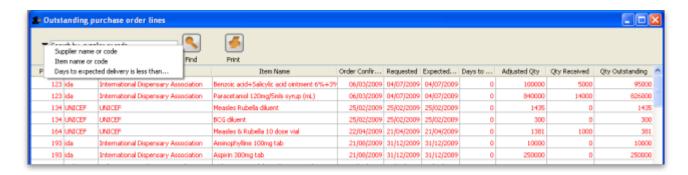
Choosing this menu item displays a list of all lines outstanding on all confirmed Purchase Orders.

## Using the find box

In the toolbar there is a field to enter searches. To the left of the field you can choose from the drop down list what to search for.

You can restrict the list displayed to a single supplier, to a single item, or to items whose delivery is expected within a specific number of days.note that the search excludes finalised orders.

Double click on a line to display the Purchase Order containing that line



On the Navigator's *Suppliers* window, selecting *Show outstanding PO lines* performs the same function.

From:

https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link:

https://docs.msupply.org.nz/purchasing:managing\_purchase\_orders?rev=1330305207

Last update: 2012/02/27 01:13

