Managing Purchase Orders

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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; from the drop down list 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.