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....

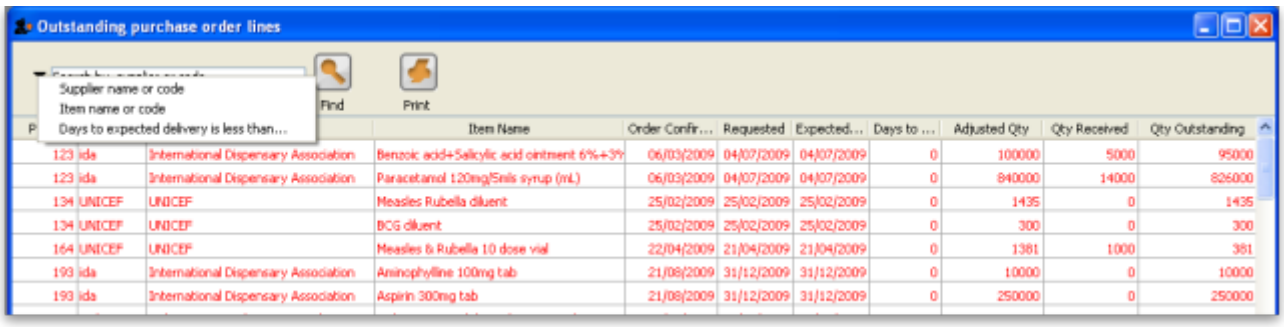
Choosing this menu item displays a list of all lines outstanding on all confirmed Purchase Orders.

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



			Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding
123	ida	International Dispensary Association	Benzoic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123	ida	International Dispensary Association	Paracetamol 120mg/5mls syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	826000
134	UNICEF	UNICEF	Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	1435
134	UNICEF	UNICEF	BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	300
164	UNICEF	UNICEF	Measles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1381	1000	381
193	ida	International Dispensary Association	Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000
193	ida	International Dispensary Association	Aspirin 300mg tab	21/08/2009	31/12/2009	31/12/2009	0	250000	0	250000

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

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