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....

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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

2 Outstanding purchase order lines													×
	Sup	Supplier name or code Item name or code Days to expected delivery is less than		Mint Print									
P	Der				Item Name	Order Confir	Requested	Expected	Days to	Adjusted Qty	Qty Received	Qty Outstanding	^
	123	ida	International Dispensary Asso	ociation	Benzoic acid+Salicylic acid ointment 6%+39	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000	
	123	ida	International Dispensary Association		Paracetamol 120mg/Smis syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	826000	
	134	134 UNICEF UNICEF		Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	1435		
	134	UNICEP	NDCEF UNICEF		BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	300	
	164	164 UNICEF UNICEF 193 ida International Dispensary Association 193 ida International Dispensary Association		Neasles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1381	1000	381		
	193			Aninophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000		
	193			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.

