

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

| P | Item Name | Order Confir... | Requested | Expected... | Days to ... | Adjusted Qty | Qty Received | Qty Outstanding |
|-----|----------------------------------------------------------------------------------|-----------------|------------|-------------|-------------|--------------|--------------|-----------------|
| 123 | International Dispensary Association Benzocic acid+Salicylic acid ointment 6%+3% | 06/03/2009 | 04/07/2009 | 04/07/2009 | 0 | 100000 | 5000 | 95000 |
| 123 | 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 | International Dispensary Association Aminophylline 100mg tab | 21/08/2009 | 31/12/2009 | 31/12/2009 | 0 | 10000 | 0 | 10000 |
| 193 | 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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