

# 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

Outstanding purchase order lines										
Supplier name or code		Find		Print						
P	Days to expected delivery is less than...	Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding	
123 ida	International Dispensary Association	Benzolic 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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