

# Managing Purchase Orders

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 **Suppliers > Show outstanding purchase orders** from the menus or the Navigator 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.

### Printing and opening in Excel

Click the **Print** button to print the list as displayed. If you want to send the list to Excel, choose **Open in Excel** from the print options window that is shown after you click **Print**. Double click on a line to display the Purchase Order containing that line.

Outstanding purchase order lines

Search by...

Supplier name or code

Item name or code

Find

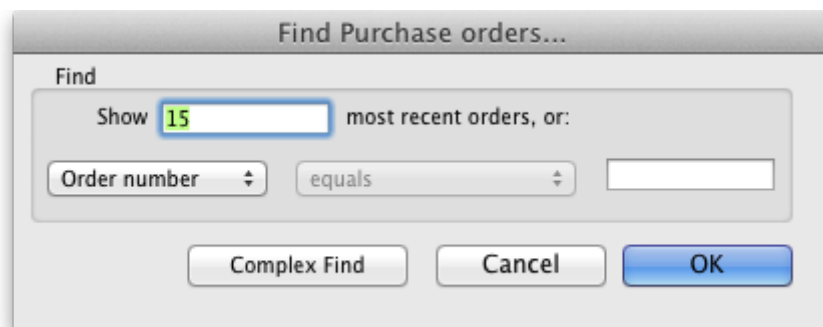
Print

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	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

## Show Purchase orders

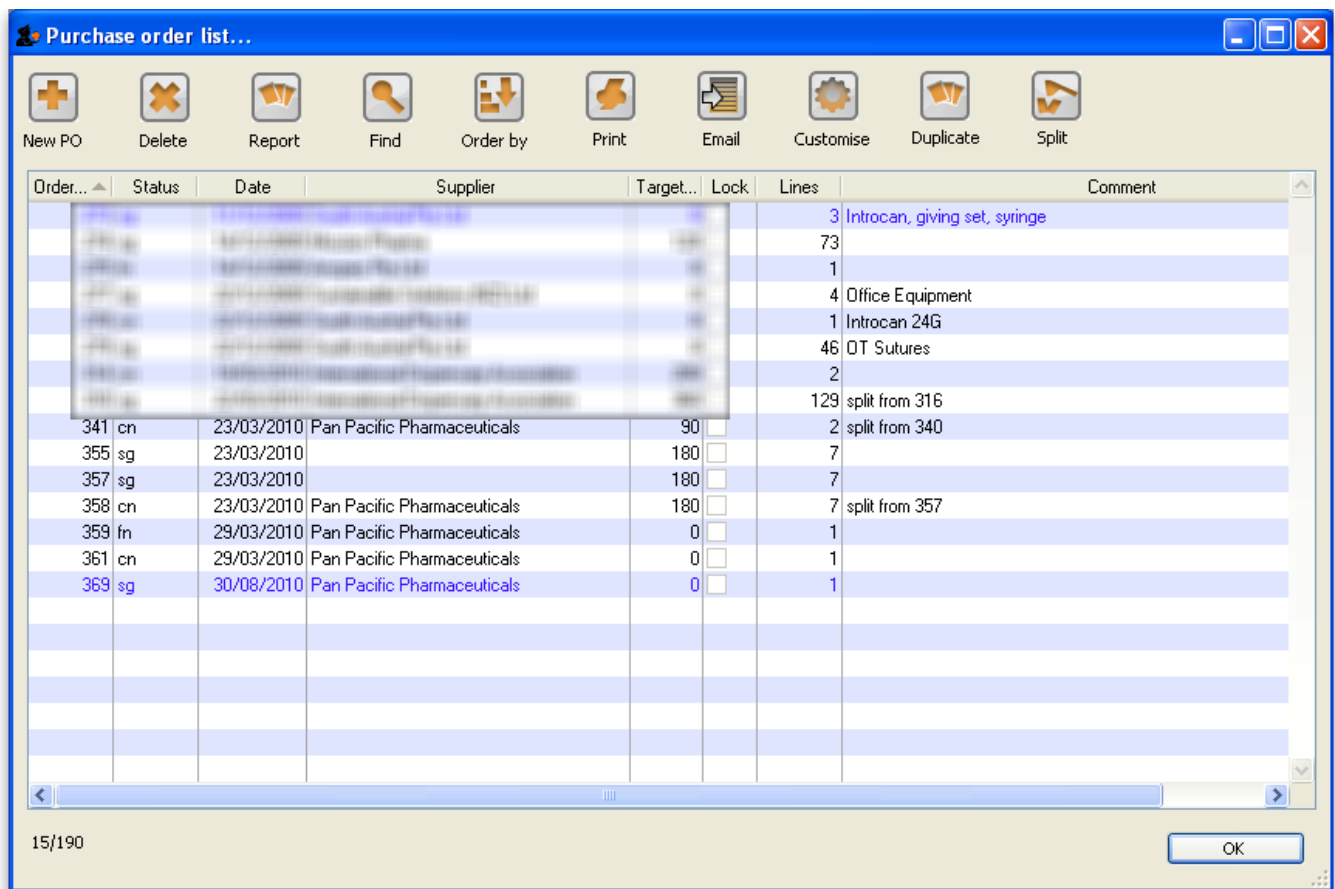
Choose Suppliers > Show Purchase Orders.

- In the find window you can choose what will be displayed. By default mSupply displays the last 15 purchase orders.



The 'Find Purchase orders...' dialog box has a 'Find' section with a 'Show' field containing '15' and the text 'most recent orders, or:'. Below this is a dropdown menu set to 'Order number' and a text field containing 'equals'. At the bottom are three buttons: 'Complex Find', 'Cancel', and 'OK'.

- You will be shown a list of matching Purchase Orders. Double-click a purchase order to open it.



The 'Purchase order list...' window features a toolbar with icons for New PO, Delete, Report, Find, Order by, Print, Email, Customise, Duplicate, and Split. Below the toolbar is a table with columns: Order..., Status, Date, Supplier, Target..., Lock, Lines, and Comment. The table contains several rows of purchase order data, with a pop-up menu visible over the first few rows. The status of the orders varies (e.g., cn, sg, fn). The supplier for most orders is 'Pan Pacific Pharmaceuticals'. The 'Lines' column shows quantities and some split information. The 'Comment' column contains details like 'Introcan, giving set, syringe' and 'Office Equipment'.

Order...	Status	Date	Supplier	Target...	Lock	Lines	Comment
341	cn	23/03/2010	Pan Pacific Pharmaceuticals	90		3	Introcan, giving set, syringe
355	sg	23/03/2010		180		73	
357	sg	23/03/2010		180		1	
358	cn	23/03/2010	Pan Pacific Pharmaceuticals	180		4	Office Equipment
359	fn	29/03/2010	Pan Pacific Pharmaceuticals	0		1	Introcan 24G
361	cn	29/03/2010	Pan Pacific Pharmaceuticals	0		46	OT Sutures
369	sg	30/08/2010	Pan Pacific Pharmaceuticals	0		2	
						129	split from 316
						2	split from 340
						7	
						7	split from 357
						1	
						1	
						1	

For a more detailed description of this window see [Ordering Items From Suppliers](#)

Previous: [Ordering Items From Suppliers](#) Next: [Purchase Order categories](#).

From:  
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:  
[https://docs.msupply.org.nz/purchasing:managing\\_purchase\\_orders?rev=1499115535](https://docs.msupply.org.nz/purchasing:managing_purchase_orders?rev=1499115535)

Last update: 2017/07/03 20:58

