

6.02. 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.

This search excludes finalised orders.

Printing and opening in Excel

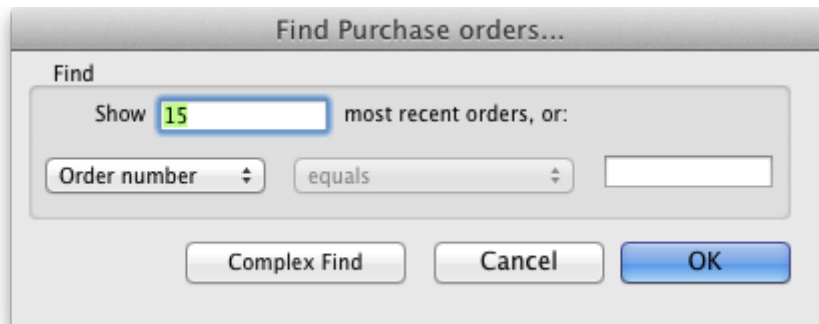
Click the **Print** button to print the list as displayed. If you want to send the list to Excel, choose **Open in Excel** from the print options window that is shown after you click **Print**. Double click on a line to display the Purchase Order containing that line



Show Purchase orders

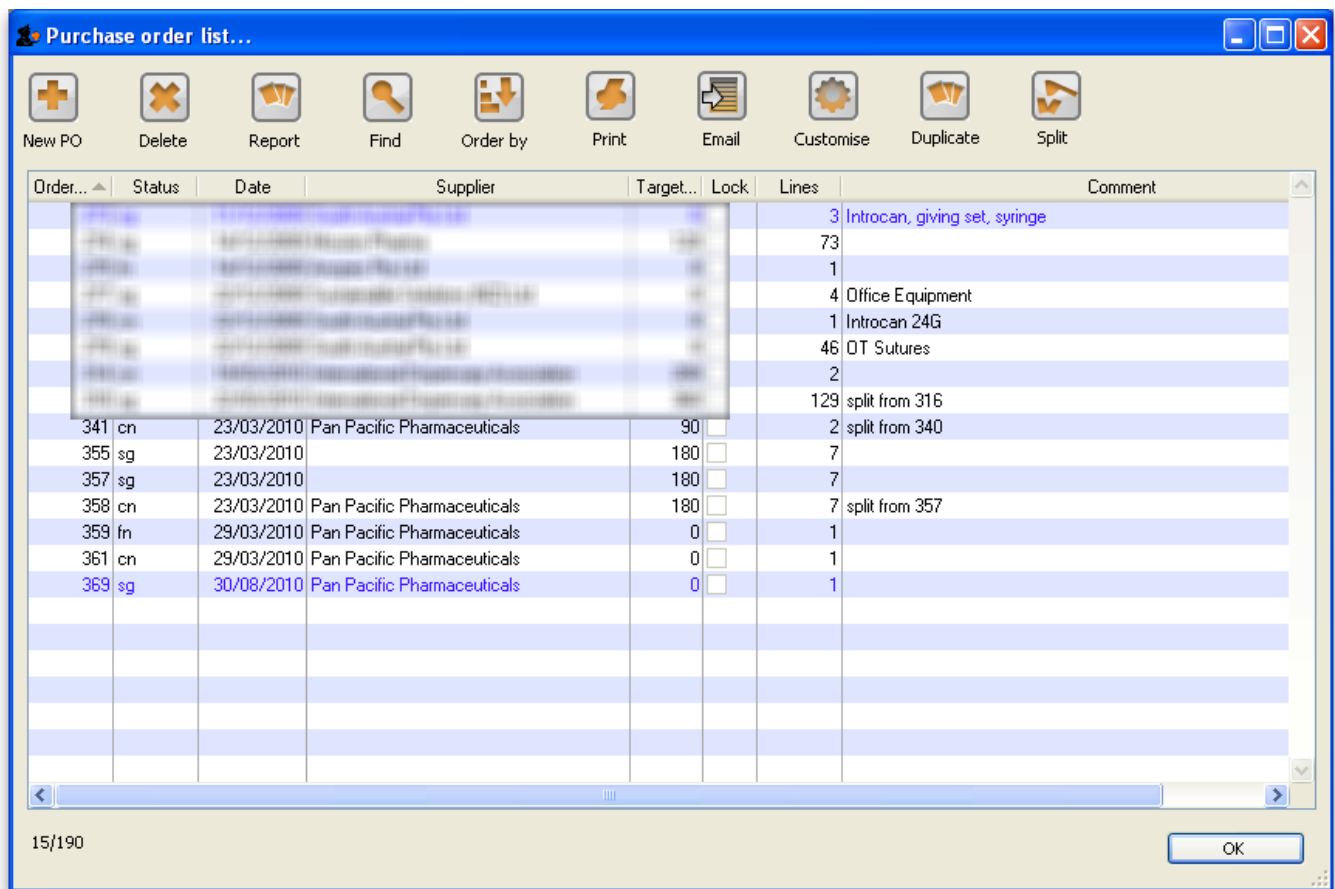
Choose Suppliers > Show Purchase Orders.

- 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 bar at the bottom shows '15/190' and an 'OK' button.

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](#)

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