

# 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	Supplier name or code	Item name or code	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	Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	1435
134	UNICEF	BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	300
164	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

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