



## Update EDD button

If you speak with the supplier about a delivery or receive information from elsewhere about when goods are going to be delivered you can update the expected delivery date for those lines.

To do this, simply select the lines in the table that are affected then click on the **Update EDD** button. In the window that opens, enter the new EDD for the lines and click on the **Update** button. The EDD is immediately updated for the chosen lines and, if the lines were red, they will turn black.



You can select multiple lines to update using the usual Shift+click to select/deselect a range of lines and Ctrl+click (Cmd+click on Mac) to add/remove a line to/from what is currently selected.

## Filtering the list

Sometimes the list of outstanding purchase order lines can be very long (just after running your annual tender for example, or when you have placed several large orders) and it can be hard to find a specific item or items expected from a particular supplier. To help in this situation, mSupply allows you to filter the displayed list.

To do this, select the type of filter you would like to apply by clicking on the filter icon (▼) just to the left of the textbox and select one of:

- *Search by supplier or code* - will show only those outstanding purchase order lines on purchase orders whose supplier name or code begins with what you type in the textbox
- *Item name or code* - will show only those outstanding purchase order lines whose item name or code begins with what you type in the textbox
- *Days to expected delivery is less than...* - will show only those outstanding purchase order lines with an expected delivery date less than the number of days you enter in the text box from the current date.

Then enter the value you wish to filter by in the textbox and click on the **Find** button. The list will then be changed to show only those purchase order lines matching the filter you have selected.

## Finalising purchase orders

Any outstanding goods on **finalised** purchase orders will **NOT** be included in this window. So, if there are goods that you have ordered but will never receive from a supplier (maybe a substitute item has been shipped or you cancelled part of an order because a supplier said they couldn't deliver it), when everything else on the purchase order has been received you should finalise it. The goods on the purchase order that you have not received will then no longer be shown as outstanding in this window.

It is good practice to finalise purchase orders for which you have received everything because it also

removes the purchase order from the list you can create a goods received note from (see [Receiving goods \(goods receipt function\)](#)), making it easier to find a purchase order you're wanting to create a goods received note for, and means that no changes can be made to the purchase order in the future.

But beware: don't finalise a purchase order **before** you have received everything the supplier is going to send because you won't be able to make any changes to it or receive goods against it using the [Receiving goods \(goods receipt function\)](#).



If you do accidentally finalise a purchase order and you need to receive more stock against it, please contact Sustainable Solutions [support@msupply.org.nz](mailto:support@msupply.org.nz) and if we have access to your database, we can un-finalise the purchase order for you.

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