

# Purchase Orders



# Purchase Orders

In BUZ stock holding is reduced either directly by a customer purchase or by it being consumed by manufacturing. In both instances the stock is reserved when the order is initially processed. By reserving the stock at this point BUZ automatic re-ordering will if need be initiate a purchase order on supplier if stock is not available.

On the inventory item is stored Minimum Stock, Maximum Stock, Re-order Multiples and Lead time these are used by the automatic re-order routine to calculate if stock needs to be ordered and if so how much. Purchase orders can be created by this process and then edited prior to sending to supplier



# Purchase Orders

## Automatic Purchase Orders

Automatic purchase orders will only work if you have done all the setup (BOM, Inventory Items Min/Max stock qty.)

If you are at your minimum stock level once a quote is accepted and processed your stock to order will appear in "Purchases-> Purchase order-> Stock Re-ordering" per inventory item.

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### Stock Re-ordering

Supplier: 
 Inventory Group:

Date Doc: 
 Branch:

Inventory	Supplier	Total Purchased	Total Adjustments	Total Ordered	Total Ordered To Date	Total Ordered Outstanding	Total Current Stock	Is Less Than Min Stock	Stk Qty To Order	Qty To Order	Unit Cost	Total Amount
3 TRACK PANEL - 5.5M LENGTH BLACK	Blindware	10	0	1500	0	1500	-1490	true	1540	0.28	0	0.00
3 TRACK PANEL - 5.5M LENGTH WHITE	Blindware	5500	0	8152	0	8152	-2652	true	112652	20.482181...	0	0.00

# Purchase Orders

## Automatic Purchase Orders

### Stock Re-Ordering

Here you can make any changes to the stock required and save, Once saved you will be asked if you want to generate a purchase order, which can then be edited and processed.

Field	Description
Total Purchased	Total Amt you are ordering
Total Adjustments	
Total Ordered	Unit x Total purchased
Total Ordered To Date	Total order for this item to date
Total Ordered Outstanding	Outstanding orders not processed
Total Current Stock	Stock on hand according to the stock take <a href="#">Inventory Stocktake</a>
Is Less Than Min Stock	True means you are low in stock (Less than Minimum Stock QTY)
Stk Qty To Order	Amount to order that will get you to the Max on hand you set
Qty To Order	If you need 80 and you order per box of 20 this could be 4 ??
Unit Cost	Per unit cost
Total Amount	Unit x
ETA Date	Estimated Arrival Date
Notes	

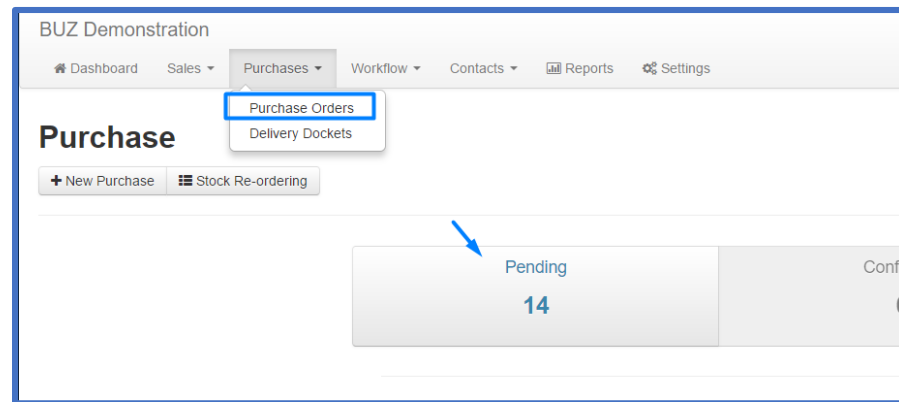
# Purchase Orders

## Automatic Purchase Orders

Once you have generated the PO from Stock re ordering, this will appear in Purchase orders under “Pending”

From here you can;



- ❖ Select your PO
- ❖ Edit your PO
- ❖ Update your PO Status
- ❖ Print or Email to supplier



Once you receive the stock from your supplier, you can edit your PO and then receipt this under QTY Received column and Save Changes.

Purchase Order No: 2

PO Date:  Status:  Description:

Original ETA Date	ETADate	Quantity Originally Ordered	Quantity Ordered	Quantity Received	Units	Unit Cost	Order Amount	ForeX Code	Unit Cost ForeX	#
	<input type="text" value="06/04/2017"/>	0.0000	<input type="text" value="7.0000"/>	<input type="text" value="0.0000"/>	Pack	<input type="text" value="10.0000"/>	70.0000		<input type="text" value="0.0000"/>	
	<input type="text" value="15/04/2017"/>	0.0000	<input type="text" value="3.0000"/>	<input type="text" value="0.0000"/>	Length	<input type="text" value="22.5000"/>	67.5000		<input type="text" value="0.0000"/>	

# Purchase Orders

## Manual Purchase orders

Purchases-> Purchase orders-> + New Purchase

Manual Purchase orders can be created at any time of the workflow.


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Purchases > Purchase order > New Number / Barcode GO

Supplier:  Branch:  Order No:  PO Date:  Status:  Description:

Only this Supplier items

Line Number	Inventory Group	Inventory	Supplier Descn / Code	Original ETA Date	ETADate	Quantity Originally Ordered	Quantity Ordered	Quantity Received	Units	Unit Cost	Order Amount	ForeX Code	Unit Cost ForeX	#
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>		

Notes:

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Ordered Qty: 0.0000      Ordered Amt: 0.0000      Received Qty: 0.0000      Received Amt: 0.0000

# Purchase Orders

## PO Field Descriptions

Field	Description
Branch	Branch you are ordering from
Description	Description as should appear in the purchase order
ETA Date	Estimated Time of Arrival Date
Inventory Group Code	Inventory Groups are used to group products into logical lists. These lists are often based on product type but also may be for pricing reasons
Inventory Group Description	Inventory item for the Inventory group
Line Number	Item number, can be edited to re arrange items in order
Order Amount	Order amount based on Quantity and Unit cost
Order No	Auto Generated, or you can enter in an order number of your preference
PO Date	Date the PO has been entered
Quantity Ordered	QTY the supplier can fill
Quantity Originally Ordered	QTY ordered was placed for
Status	Current status of the purchase order, initially will be set to "Pending Order"
Supplier	Supplier of the product
Supplier Descn/Code	Inventory item supplier description or code
Unit Cost	Cost of the Unit as above
Unit Cost Forex	Foreign Currency
Units	Units of measure that the item comes in (Each, Meter, Box)

# Purchase Orders

## Purchase order Settings

*Settings > Purchase Settings*

### Statuses

When setting up Purchase Statuses for the different Purchasing statuses a Function Code must be set so that BUZ knows how to treat the status. To view the description of the functions see this link > <https://buzsoftware.atlassian.net/wiki/display/HELP/Purchase+Settings>

Field	Description
Description	Full text description of status, max. 30 characters.
Code	Abbreviation for status, max. 10 characters.
Function	See separate table of associated actions.
Sequence Number	The order the status list in the dropdown. This also sets the logical order these occur in.
Colour	Choose the colour to be associated with this status



If you cant find what your looking for in the help documentation let us know!

We will point you in the right direction or get something added to the documentation for you.

Email: [support@buzsoftware.com.au](mailto:support@buzsoftware.com.au)



A background image of a sunset or sunrise with a warm orange and yellow sky and white, fluffy clouds along the horizon.

# Thank you

Any further questions please contact us at [support@buzsoftware.com.au](mailto:support@buzsoftware.com.au)