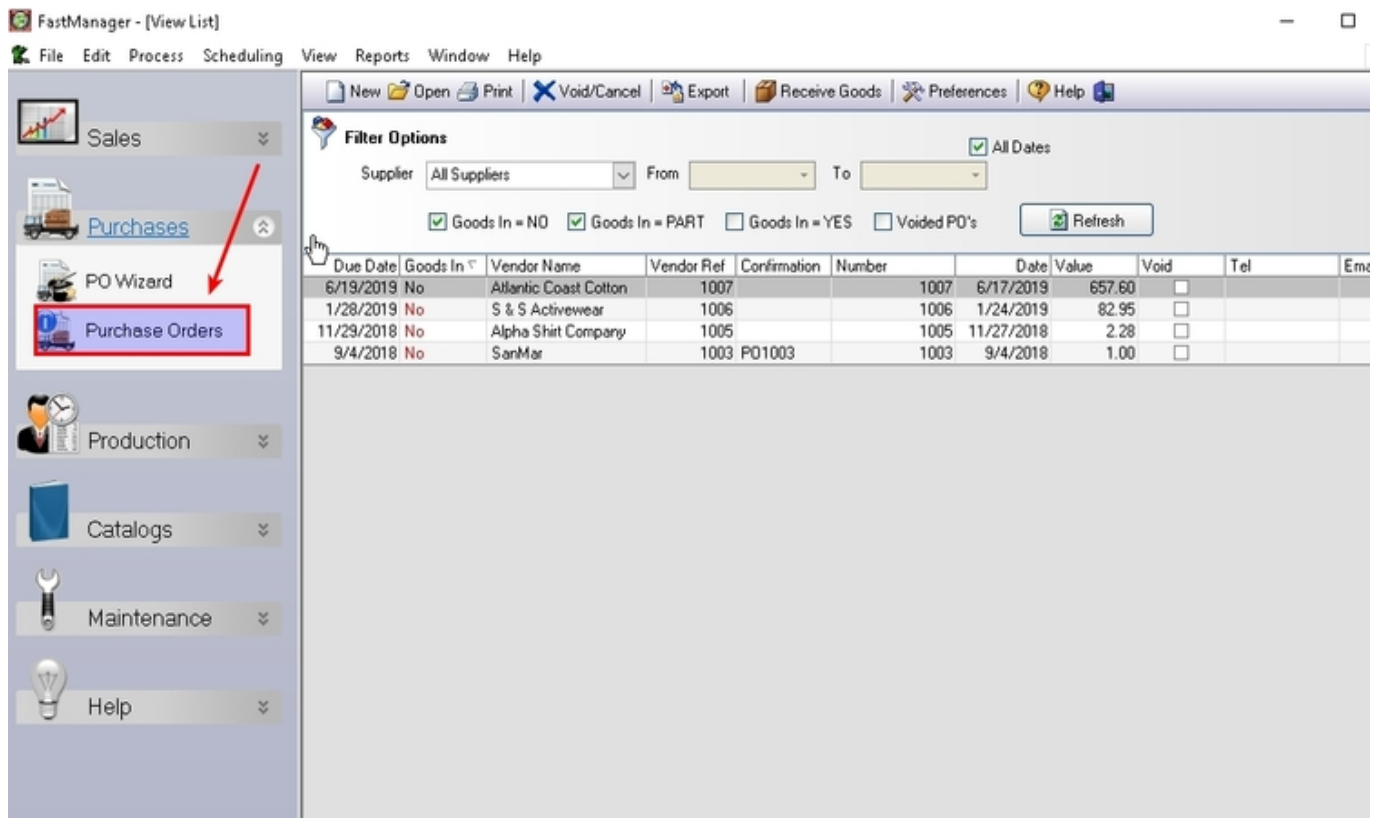


Purchase Order List

The Purchase Order List will show you a list of all your purchase orders. From here you can open, void and print orders.

- To open the PO list, click on Purchase Orders from the left hand explorer bar.



In addition to viewing your existing purchase orders, you can also create a new blank PO, by clicking the New button on the PO list screen

- This PO that will not be linked to any work orders.
- This is handy if you want to order, for example, inks or thread.
- The list of purchase that displays will be based on the filter options that you select.

FastManager - [View List]

File Edit Process Scheduling View Reports Window Help

New Open Print Void/Cancel Export Receive Goods Preferences Help

Filter Options

Supplier: All Suppliers From: To: All Dates

☒ Goods In = NO ☒ Goods In = PART ☐ Goods In = YES ☐ Voided PO's Refresh

Due Date	Goods In	Vendor Name	Vendor Ref	Confirmation	Number	Date	Value	Void	Tel	Emz
6/19/2019	No	Atlantic Coast Cotton	1007		1007	6/17/2019	657.60	<input type="checkbox"/>		
1/28/2019	No	S & S Activewear	1006		1006	1/24/2019	82.95	<input type="checkbox"/>		
11/29/2018	No	Alpha Shirt Company	1005		1005	11/27/2018	2.28	<input type="checkbox"/>		
9/4/2018	No	SanMar	1003 PO1003		1003	9/4/2018	1.00	<input type="checkbox"/>		

By default, FastManager will show all orders that have outstanding items to come in. (Orders where goods are not in or partially in)



You can sort the list by clicking on any of the column headers.

This is an excellent list to use if you need to follow up on goods that should have been in but have not arrived yet.

- To edit a purchase order, simply double click on the order.
- To void a PO, select the PO that you want to avoid in the list and click on the Void/Cancel button.
- To print a PO, select the PO that you want to print in the list and click Print.

Edit Purchase Orders



You can use the filter options to find other orders, such as completed orders, that don't normally appear in the list

To edit an existing order;

- Click on the order in the list below.
- Click on the Open button on the tool bar at the top of this screen.
 - You can also double-click on the PO

- You will now see the purchase order opened in this screen:

Purchase Order

Save Print Void/Cancel QuickBooks Real time integration Preferences Help

Supplier: Atlantic Coast Cotton PO 1007

Order Date: 06/17/2019 Ship Method: Enter or Select

Expected Date: 06/19/2019 Ship To: Request blind shipping

Confirmation #: Ref# to supplier: 1007 Notes: NOTE GO HERE

Supplier Info: Phone: Fax: Email: Account: ASI: Terms: Due on receipt

Goods In: No

Style	Description	Color	Size	Amount	Qty	Received	Due	Line Notes
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	S	8.22	20	0	20	
WVO # ES10021	Cash Customer - Test Alpha Integration	6/26/2019		URGENT !	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	M	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	L	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	XL	8.22	20	0	20	

From here you can:

- Select or change the supplier that the PO will go to
- Add or edit the items that you require
- Print or email a copy of the purchase order.
- Change the:
 - Quantities,
 - Amounts
- Delete or add additional items or remark lines.
- You can also:
 - Move rows to a particular order.
 - Substitute items with other items.
 - Add temporary items
 - Link items to Work Orders
 - Buy extra items
 - Color rows
 - and your biggest time saver: order the goods directly from your vendor if that vendor is part of our real time integration option.

Purchase Order

Save Print Void/Cancel QuickBooks Real time integration Preferences Help

Supplier: Atlantic Coast Cotton PO 1007

Order Date: 06/17/2019 Ship Method: Enter or Select

Expected Date: 06/19/2019 Ship To: Request blind shipping

Confirmation #: Rel# to supplier: 1007 Notes: NOTE GO HERE

Supplier Info: Phone: Fax: Email: Account: ASI: Terms: Due on receipt

Goods In: No

Style	Description	Color	Size	Amount	Qty	Received	Due	Line Notes
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	S	8.22	20	0	20	
WO # ES10021	Cash Customer - Test Alpha Integration	6/26/2019		URGENT !	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	M	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	L	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	XL	8.22	20	0	20	
WO # ES10021	Cash Customer - Test Alpha Integration	6/26/2019		URGENT !	20	0	20	

Any changes you make on the Purchase Order could affect the results of your PO Wizard



e.g. If you have a purchase order for a 100 Tees linked to a WIP and you change the quantity to 50 then the PO Wizard will automatically assume that you need to order another 50 shirts again, and will put the remainder back into the PO Wizard. If the PO Wizard screen is already open you may need to click on the refresh button to see the updated results.

About the line items

Line items appear in a parent-child relationship.

There is very little that you can edit on the parent row. For example, you cannot change the quantity on the parent row as it is merely a summary showing the total quantity of all the child rows. FastManager will automatically update the parent row quantity as you change the child row quantities.

- You can only change the amount field on the parent row, as the amount will be the same for all child rows.



The parent rows gives you a summary of what you are ordering but does not show why you are ordering the items.

This is typically the way your vendor would see the order, as they don't care why you are ordering the goods.

You, on the other hand, would like to see why you are ordering the items and maybe



even pick the items as they arrive using this list.

- You can expand or collapse the parent rows by clicking on the + icon on the left of the parent row.
- To expand all rows, click on the Expand button.
- To collapse all rows click on the Collapse button.

Purchase Order

Save Print Void/Cancel QuickBooks Real time integration Preferences Help

Supplier: Atlantic Coast Cotton PO 1007

Order Date: 06/17/2019 Ship Method: Enter or Select

Expected Date: 06/19/2019 Ship To:

Confirmation #: ☐ Request blind shipping

Ref# to supplier: 1007 Notes: NOTE GO HERE

Supplier Info

Phone:
 Fax:
 Email:
 Account:
 ASI:
 Terms: Due on receipt

Goods In: No

Style	Description	Color	Size	Amount	Qty	Received	Due	Line Notes
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	S	8.22	20	0	20	
WO # ES10021	Cash Customer - Test Alpha Integration	6/26/2019		URGENT !	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	M	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	L	8.22	20	0	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	XL	8.22	20	0	20	
WO # ES10021	Cash Customer - Test Alpha Integration	6/26/2019		URGENT !	20	0	20	

Creating New Purchase Orders Manually

If you need order goods for a specific work order it is recommended that you use the PO Wizard, as it will automatically link the items you order to that work order.

If you create Purchase Order manually, you would need to right-click on each line item in order to link it to a work order.

- It is recommended that you only create new PO's without the PO Wizard if you need to order arbitrary items e.g. 100 blank white tees (for stock.)

[po_link-wo.mp4](#)



If you create a new PO manually, and don't link any of the items to a Work Order, when you check in those goods, they will automatically be added to your inventory

- That is assuming you have the [Inventory Module](#) enabled

To create a purchase order manually, click on the New button on the tool bar at the top of the *PO List* screen.

Due Date	Goods In	Vendor Name	Vendor Ref	Confirmation	Number	Date	Value	Void	Tel	Email
6/19/2019	No	Atlantic Coast Cotton	1007		1007	6/17/2019	657.60	<input type="checkbox"/>		
1/28/2019	No	S & S Activewear	1006		1006	1/24/2019	82.95	<input type="checkbox"/>		
11/29/2018	No	Alpha Shirt Company	1005		1005	11/27/2018	2.28	<input type="checkbox"/>		
9/4/2018	No	SanMar	1003	PO1003	1003	9/4/2018	1.00	<input type="checkbox"/>		

⇐ [Purchasing: Overview](#)

[Vendor Integration](#) ⇒

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