



Create A PO from Inventory Training Manual

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How to Create a PO from Inventory

Please follow the screenshots below to create POs from Inventory

Step 1 – Purchasing Desktop

In the **Purchasing Desktop**, click on **PO From Inv** on the right hand side

The screenshot shows the 'My Tasks' interface in the Purchasing Desktop. The top header displays the user 'KHANSA01RV', the date range '20/01/21 - 27/01/21', and the status 'OPEN'. Below this is a table with columns: Task Description, Range, Dept/Inv, Vendor, Date, Obj. Status, User, and Launch. A blue arrow points to the 'PO From Inv' option in the 'Process Tasks' sidebar. At the bottom, there are buttons for 'Print Tasks', 'List Tasks', 'Send Message', 'Add Message', 'ReAssign Tasks', 'Change Status', 'Task History', 'List History', 'Manage FYIs', and 'Refresh'.

Task Description	Range	Dept/Inv	Vendor	Date	Obj. Status	User	Launch

Process Tasks

- PO Receive
- Purchase Order
- Cost/Qty Chng
- PO Inquiry
- PO From Inv
- PO From Req
- Check PO Num
- Purchase Reqs
- Req Inquiry
- Req From Inv
- Item Reqs
- Pur Routines
- Other Inquiries
- Contracts
- Bid Worksheet
- EDI
- Reports
- MM/AP Reports
- Custom Reports
- Select
- Scanning
- System Status
- Preferences

Task Number | Type | Status

PO/Req Number | Buyer on PO/Req

Total for PO/Req | Lines

Auto Receive PO from Req

Message

Events for Task

Error Message

Print Tasks | List Tasks | Send Message | Add Message | ReAssign Tasks | Change Status | Task History | List History | Manage FYIs | Refresh



Step 2 -

Fill in the blanks as shown

PO From Inventory

Purchasing Facility: GBH.MM

* AP Database Profile from: AP.ROV

* Include or Exclude or All: I

Inventories	Status	Date	Process List	Job Number
GBH.MAIN	COMPLETED	26/01/21	37	18520

* Order Date for New POs: 16/01/21

* Deliver Date for New POs: 26/01/21

* Check Inventory Buyer or Default Buyer Against PO Buyer: Y

* Default Buyer: KHANSA01RV

* Auto Verify | Override Vendor Dictionary: N

* Vendors to Include or Exclude or All: I

Vendors:

- V000000017
- V000002158
- V000000006

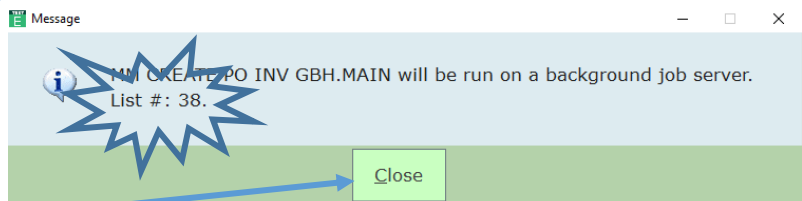
If you only want a single vendor select 'I' instead of 'A' for all vendors. When you select 'I' the Vendors selection becomes editable.

List POs Created From Inventory | List Create PO From Inv Errors | Cancel | OK

Process Tasks: PO Receive, Purchase Order, Cost/Qty Chng, PO Inquiry, **PO From Inv**, PO From Req, Check PO Num, Purchase Reqs, Req Inquiry, Req From Inv, Item Reqs, Pur Routines, Other Inquiries, Contracts, Bid Worksheet, EDI, Reports, MM/AP Reports, Custom Reports, Select, Scanning, System Status, Preferences

Step 3

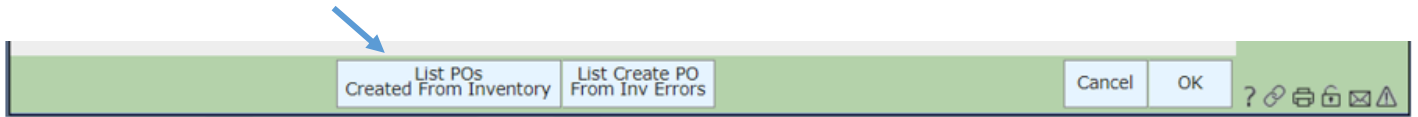
Click OK, note of the job number created. And 'Close'





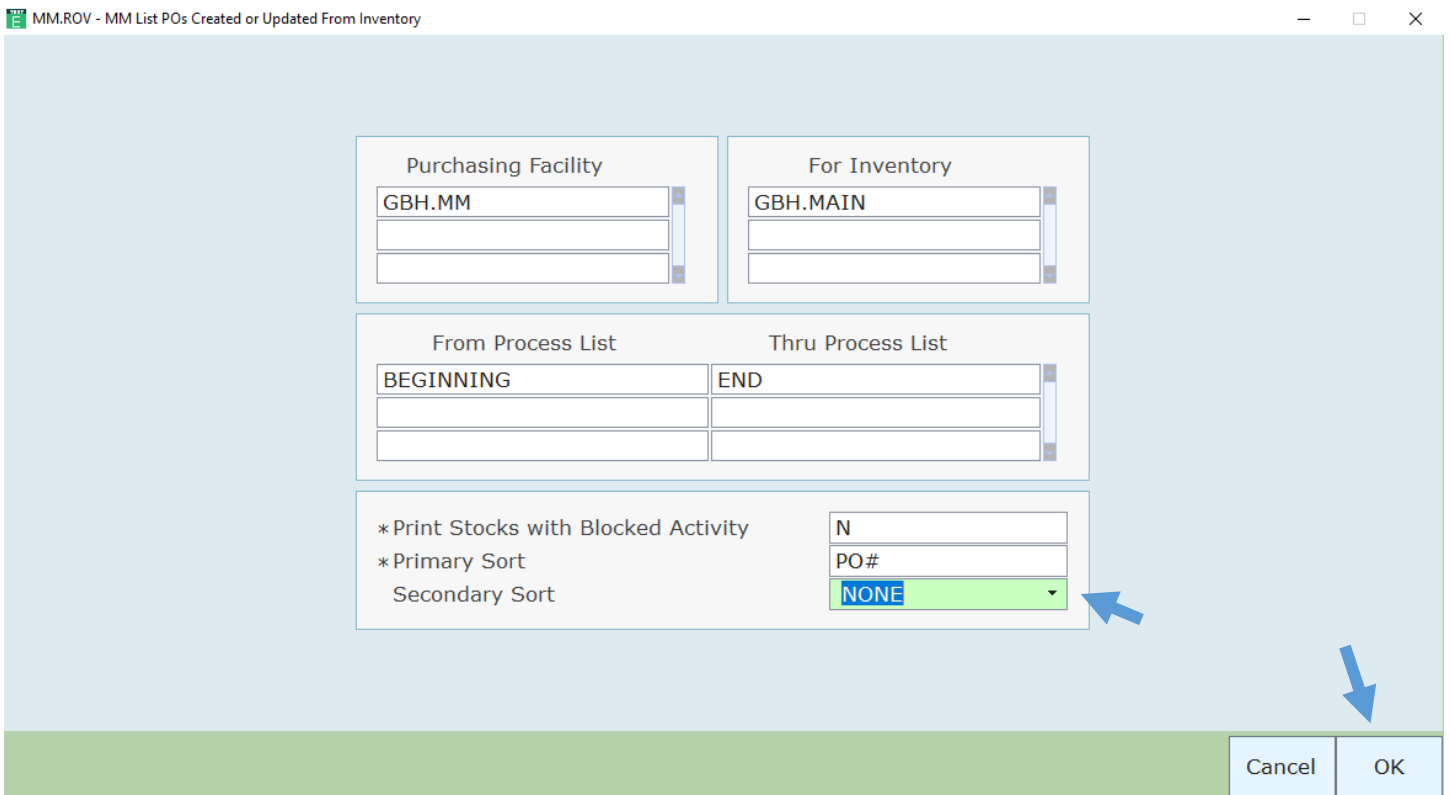
Step 4

Click on the List POs Created from Inventory located at the bottom of the screen.



Step 5

Fill in the fields as shown, change the Primary Sort to PO# and press OK



Step 6

Preview and Print the PO List



Print Destination

Printer:	Preview
Description:	Document Manager Preview
Copies:	1

[Preview](#)
[Print](#)
[My Drive](#)
[Mail](#)
[Archive](#)
[Fax](#)
[Schedule](#)
[Preferences](#)
[Refresh](#)

DATE: 24/02/21 @ 1213 Care4 MM - TEST PAGE 1
 USER: KHANSA01RV POs CREATED/UPDATED FROM INVENTORY

FACILITY	PROCESS LIST	INVENTORY	CREATED	COMPLETED	USER
GBH.MM	37	GBH.MAIN	26/01/21	26/01/21 1508	KHANSA01RV
SELECTION: INCLUDE VENDORS					
		V000000006		SORT1	SORT2
		V000000017		PO#	NONE
		V000000019			
*** NO STOCKS NEEDING ORDERS FOUND ***					
GBH.MM	38	GBH.MAIN	26/01/21	26/01/21 1516	KHANSA01RV
SELECTION: INCLUDE VENDORS					
		V000000006		SORT1	SORT2
		V000000017		PO#	NONE
		V000002158			
*** NO STOCKS NEEDING ORDERS FOUND ***					
GBH.MM	39	GBH.MAIN	26/01/21	26/01/21 1520	KHANSA01RV
SELECTION: INCLUDE VENDORS					
		V000000017		SORT1	SORT2
		V000000019		PO#	NONE
		V000002158			
*** NO STOCKS NEEDING ORDERS FOUND ***					
GBH.MM	124	GBH.MAIN	03/02/21	03/02/21 1738	ATTER001RV
SELECTION: ALL VENDORS					
				SORT1	SORT2
				PO#	NONE
*** NO STOCKS NEEDING ORDERS FOUND ***					
GBH.MM	161	GBH.MAIN	24/02/21	24/02/21 1210	KHANSA01RV
SELECTION: INCLUDE VENDORS					
		V000000006		SORT1	SORT2
		V000000017		PO#	NONE
		V000002158			
*** NO STOCKS NEEDING ORDERS FOUND ***					
PO line numbers prefixed with * are updates from the previous process list.					