Auto Generating Purchase Orders from Sales

Inventory Management · https://retailedge.com/docs/auto-generating-purchase-orders-from-sales

Did you know that you can auto generate purchase orders without having to set inventory minimum and maximum levels?

Run The Reorder Report

To do this:

- select Report Selector > Reports > Inventory > Items > "Reorder/Restock"
- select either "Reorder - Sales" or "Reorder - Sales without Costs"
- select your desired Include/Sort Order and hit OK.

Here is the important part. When the Filter screen is displayed, select and add a date range filter to the Current Filters. Items sold within this date range with the amount sold will be automatically added to purchase orders. With the Date Range selected, go ahead and select any other filter you would like and run the report.

Have RetailEdge Create the Purchase Orders For You

If you are happy with the report, next is to have RetailEdge create the Purchase Order:

- Select Inventory (from the top left) > Purchase Orders > Auto Generate PO > Based on Sales.
- Select the same filters as the Report you previously ran and
- Select OK.

The Utility will run and once it is completed you will see a confirmation that the PO has been created.

Note: RetailEdge will create a PO for each vendor that had an item sold. So this process might create multiple POs.

And That's it!