How Do I Quick Copy Inventory into a Purchase Order?

Inventory Management · https://retailedge.com/docs/how-do-i-quick-copy-inventory-into-a-purchase-order

Another way to create a purchase order is by **Quick Copying** Inventory items.

To quick copy items into a purchase order:

- Open the Inventory Manager by pressing the Inventory button on the Toolbar.
- Select the item or items (by pressing the Ctrl key down while selecting items) that need to be added to the Purchase Order, and
- Press the **Copy to PO** button.

RetailEdge will display a screen that will show the on hand (inventory) quantity, the on order quantity, and the Qty to Copy to PO for each selected item.

- Change the Qty Copy to PO quantity to the desired amount. You can select an option to set all the quantities to one, match quantities on hand, or set quantities to on hand + on order, and
- Select the Location,
- Create a new PO Number (if creating new),
- Select the Vendor (if creating new),
- Or type in a new Purchase Order number (if creating new).

Press the **Add to Existing PO button** or **Create New PO** button as appropriate to create or add to the purchase order.