How to Quickly Add Items to a Purchase Order from the Sales Screen

Inventory Management · https://retailedge.com/docs/how-to-quickly-add-items-to-a-purchase-order-from-the-sales-screen

You can quickly create a purchase order or add to an existing purchase order right from the RetailEdge Sales Screen. This can be a good way to create a purchase order by scanning items in an area of the program accessible and familiar to most employees. It also works great for:

- Creating special orders for items that might not be in stock when you are processing open orders for your customers, or
- Creating a vendor return purchase orders. Pressing Ctrl-Alt-N or pressing the **Return All** button to change the quantities to a negative. Purchase Orders with negative quantities are used to pull items out of RetailEdge's inventory and send them back to the Vendor.

To create or add to a to a PO from the sales screen, just scan or enter the items onto the Sales Screen as you normally would. On the traditional sales screen, just press the **Copy to PO** button. On the touch sales screen press the **Options** button, then 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.

1. Change the Qty Copy to PO quantity to the desired amount (the default amount is the amount from the sales screen). 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
2. Select the Location,
3. Create a new PO Number (if creating new),
4. Select the Vendor (if creating new),
5. 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.