Using RetailEdge’s Purchase Orders

Inventory Management · https://retailedge.com/docs/using-retailedges-purchase-orders

Hopefully most people are taking advantage of RetailEdge's purchase order capabilities. Purchase Orders are one of the biggest, least used but most valuable program features.

Why Use Purchase Orders?

There are a number of reasons to use purchase orders but three biggest ones are:

Create Items in Advance

Creating an item on a purchase order allows you have the item ready to go when you are actually receiving product. So you can create the items when you have the time and they will be ready when you need to sell them. This also allows you to pre-sell items and take open order deposits.

Discount Items Without Affecting Costs

You can discount the Purchase Orders (Inventory|Purchase Orders|Discount PO). So if a vendor provides you with a pre-season discount, you can discount the items on the POs without effecting the actual cost of the item (total price or discount percent). You can also do a negative discount to roll in landed costs on items.

You can discount the line item costs on a PO by right clicking the Purchase Order line(s) and discounting by a percentage amount.

Editing Price and Costs During Receiving

You can also while receiving the purchase order edit your received quantities and you can change both cost and Price1 here.

All of the cost adjustments done in this manner won't affect the last costs of the items (think one time discounts for pre-seasons, volume discounts, etc.). Price 1 adjustments will be updated in inventory when the items are updated in receiving.

Know what's on-order.

Knowing what is on order can be extremely important. These values can then be compared against inventory levels and previous sales numbers to calculate your open-to-buy.

I**t's Easy.** Creating purchase orders is easy. You can create purchase orders by:

1. Auto-generating based on sales.
2. Auto-generating based on minimums and maximums.
3. Copying sales items from the sales manager
4. Selecting items in the Inventory Manager and then copying them on to a PO,
5. Adding items to PICs and then updating to a purchase order, and
6. Adding directly to the Purchase Order