

# Auto Generating Purchase Orders

This document explains how to let **ADVANTAGE** generate a purchase order for you automatically. Auto Generate allows you to create Purchase Orders based on your current WIP jobs and/or inventory items *below* the reorder level

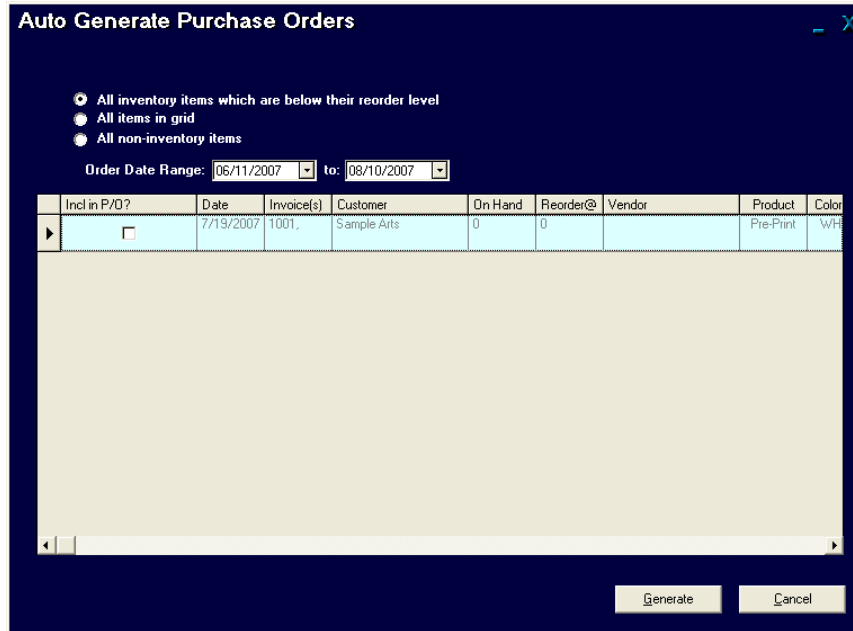
To open the purchase order (PO) features, select **Accounting** then **Purchase Orders** from the **ADVANTAGE** main menu:



✚ From the **Purchase Order** screen, select **Auto Generate**:



✚ **ADVANTAGE** will display the **Auto Generate** screen:



✚ Select which items you want automatically included in P/O's. **ADVANTAGE** will check all items that qualify according to the selection you choose. This will save you the time of checking each item individually. You can check or uncheck any individual items after your automatic selections.

✚ **All inventory items which are below their reorder level** - this is the default selection

✚ **All items in grid** – checks all items

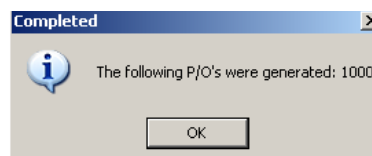
✚ **All non-inventory items** – checks all non inventory items

✚ **Order date range** – used to narrow your list of available items

✚ Make any desired changes to the automatic list. You can add or remove items from the automated list or select a different vendor if more than one vendor has been assigned to this product. You can also change the quantity.

✚ Click **Generate** to create the purchase order. Different purchase orders will be created for each vendor, but multiple sales orders for a single vendor may be combined on one purchase order. This saves you on shipping costs!

✚ **ADVANTAGE** will display the Purchase Order number:

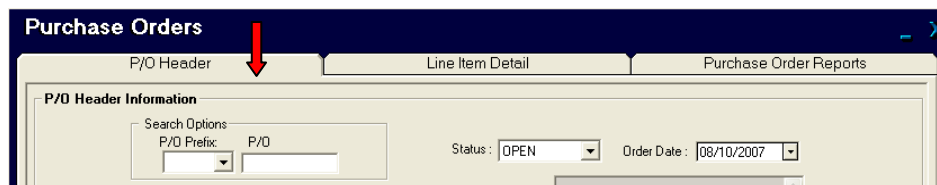


## To Print the new Purchase Order

- ✚ From the **Purchase Orders** menu, select **Add/Edit Purchase Orders**:



- ✚ **ADVANTAGE** will display the **Purchase Orders** screen:



- ✚ Click on the **P/O Header** tab if it did not come up automatically.
- ✚ Enter in the new P/O number in the blank box under **P/O** and hit **Enter**.
- ✚ Click on the **Print** icon at the bottom of the screen.