Complete Purchase Orders

Businesses frequently have incomplete purchase orders because items on order are out-of-stock or discontinued and will never be received from the vendor. As a result, POs remain open and item quantities on back order are unreliable.

Complete Purchase Orders simplifies the job of completing purchase orders by finding incomplete POs, zeroing the quantity outstanding for each incomplete line item, and then setting the PO status to "Complete."

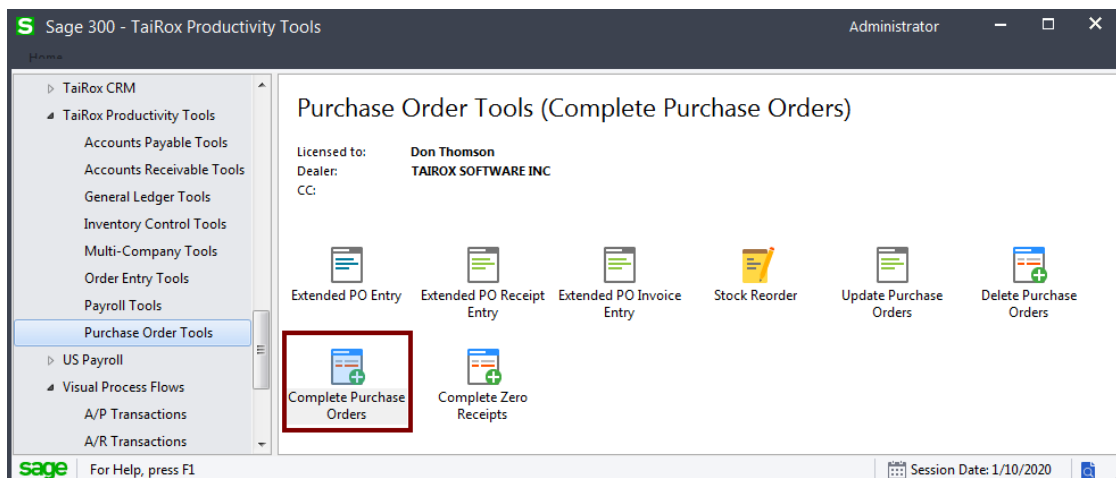**Complete Purchase Orders lets you:**

- Select incomplete purchase orders based on items on order.
  - You can complete all lines within a range of orders, complete a specific line item for orders, or complete all items specified by a list that you import from an Excel spreadsheet file or enter on the Complete Purchase Orders form.
- Choose from Active, Blanket, Standing and Future purchase orders.
  - Carefully consider the business case for completing different types of purchase orders, especially Blanket purchase orders.

  Important: The Complete Purchase Orders program "remembers" the previous setting for the drop-down that controls purchase order type. If you are completing order types other than Active, you may wish to re-select Active before leaving the Complete Purchase Orders form.

- Select ranges of incomplete purchase orders, then load the POs to further "cherry-pick" ones for completion– or import a list of the purchase orders that you need to complete.
- Check PO details while finalizing the completion list.
- Press a Process button to complete the operation for all selected POs in one step.
- Optionally delete completed purchase orders.
- View a log of all changes after processing.

Running Complete Purchase Orders

The Complete Purchase Orders icon appears under **TaiRox Productivity Tools > Purchase Order Tools** on the Sage 300 desktop and can be copied to other menu locations.

The Complete Purchase Orders screen (below) lets you select which POs you wish to complete by specifying items, PO type, and various ranges of purchase orders.

Selecting Purchase Orders for completion

Choose items:

Complete Purchase Orders displays the choice from the last time that you used the program – including the specific line item number or the item list that you specified previously.

Complete all Item Lines

- Choose this option to complete all items in the range of purchase orders you specify. You can exclude POs from the range after you click the Load button.

Complete a Specific Item Line

- This choice lets you complete lines for a specific item in all purchase orders in the range you specify. You can exclude POs from the range after you click the Load button.

Complete a List of Items

- This choice lets you create or import a list of items that you want to complete.

- Click the Drill Down icon on the right side of the dropdown field to create/import/edit the item list.

  The program displays a popup form that lets you add items to the list or import a list of items from a spreadsheet.
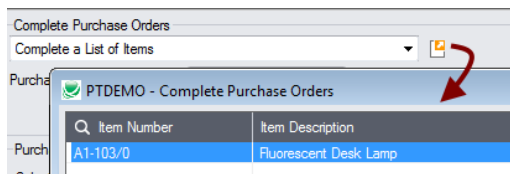
To import a list:

o Click the Import button at the bottom of the popup form and select the spreadsheet containing the item list.
  - The imported list will replace the current list of items.
o Use the Insert key to add more items to the list.
o Use the Delete key to remove items from the imported list.

Note: The Excel Spreadsheet item list is a single column with "ITEMNO" as the column heading in the first row.

o Item numbers can be formatted or unformatted.
o All other columns are ignored. This means that you can add item descriptions and notes to your spreadsheet without affecting the file import.

To insert items:

o Use the Insert key to add more items to the list.
o Use the Delete key to remove items.
o The list will be remembered from the previous time you used it to load POs for completion.

Choose purchase order type:
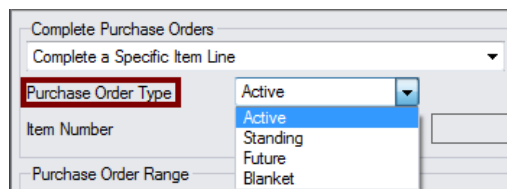
Important: Check the purchase order type as part of the selection process.

- The Complete Purchase Orders program "remembers" the previous setting for the drop-down that controls purchase order type. If you are completing order types other than Active, you may wish to re-select Active before leaving the Complete Purchase Orders form.

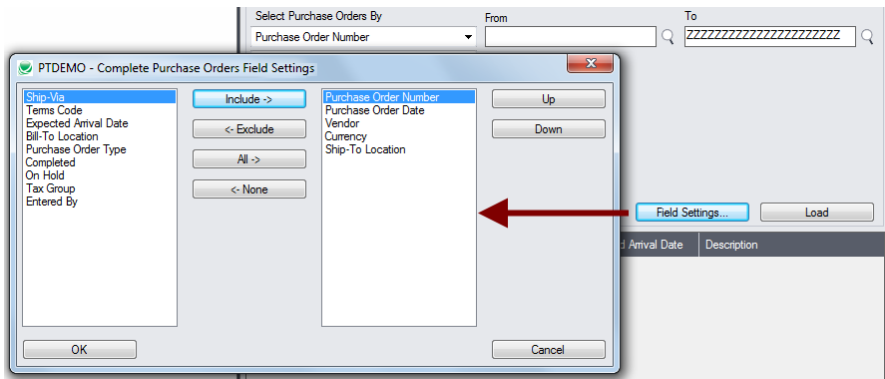## Choose ranges of purchase orders:
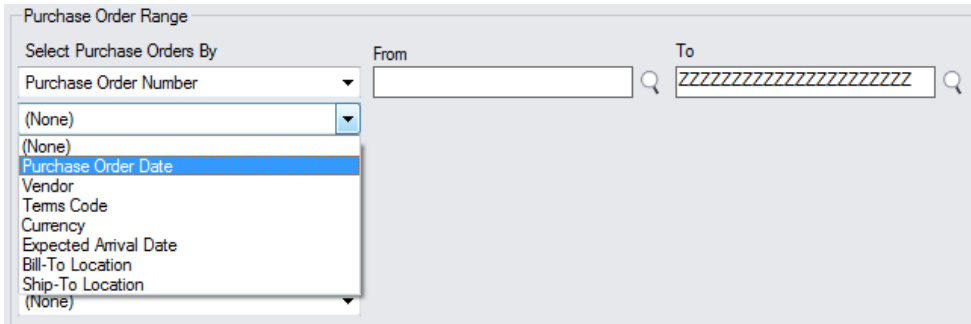
- You can specify ranges of purchase orders to restrict POs by up to seven fields, such as PO date, number, vendor, terms, currency, arrival date, locations, or optional PO fields (if added).
- You can add or remove fields from the dropdown list using the Field Settings button.

For instructions on importing a list of purchase orders for completion using the **File > Import** menu choice, see [Importing a List of Purchase Orders for Completion](#).

Use the "Field Settings" button to customize the list of fields for selecting POs:

Click **Field Settings** to change fields that appear in the "Select Purchase Orders By" dropdown list.


- The list of fields on the right are the fields that will appear in the Select Purchase Orders By dropdown.
- To add a field to the dropdown list, select it in the list on the left, and click the Include button.

Note regarding PO dates:

- If you choose a range of Purchase Order Dates, the default "To" date is set by a screen accessed through the **Complete Purchase Orders > File > Settings** menu choice:
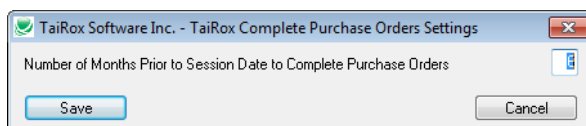
You can override the default in the Range fields.

Choose additional criteria if necessary:
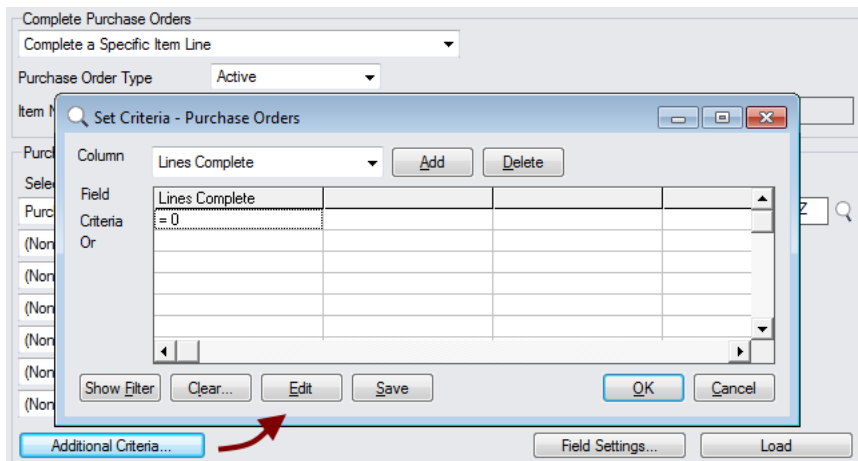
- Click the Additional Criteria button to further restrict the POs retrieved for completion.

- Select a field in the dropdown and click the Add button.

- Double-click the Criteria field to enter a relationship and value.

- Click OK to save.

Load the list of selected POs and choose which ones to complete:
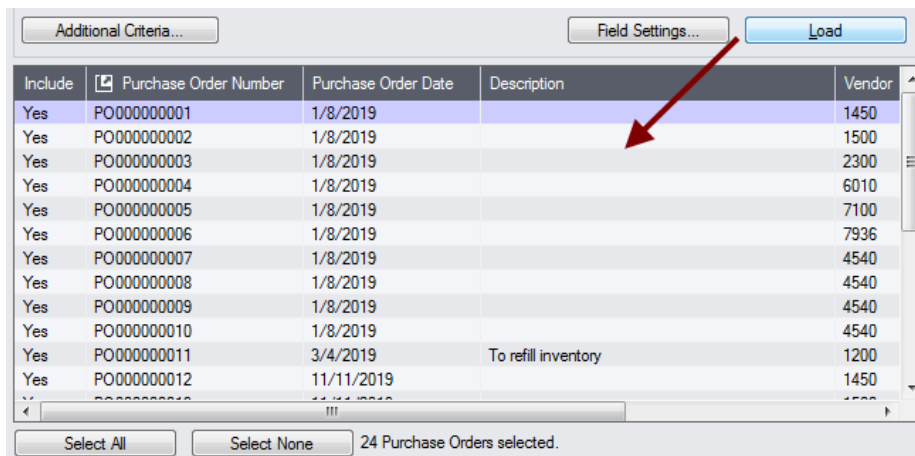
- Click the Load button to display the selected list of POs.
 - Go back and adjust the ranges or additional criteria if necessary.

Importing a List of Purchase Orders for Completion

Important: You must choose options for selecting items *before* importing the list of purchase orders for completion. See Choose items.

- Choose **File > Import** from the Complete Purchase Orders menu.
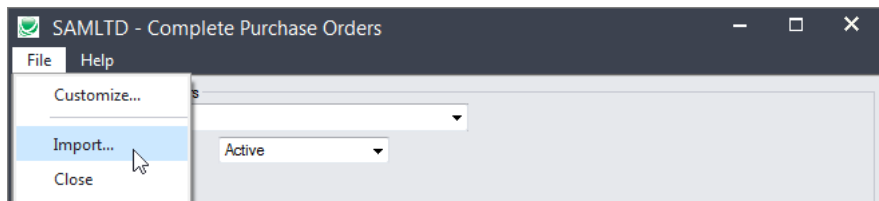
- Select the list of purchase orders that you want to process.
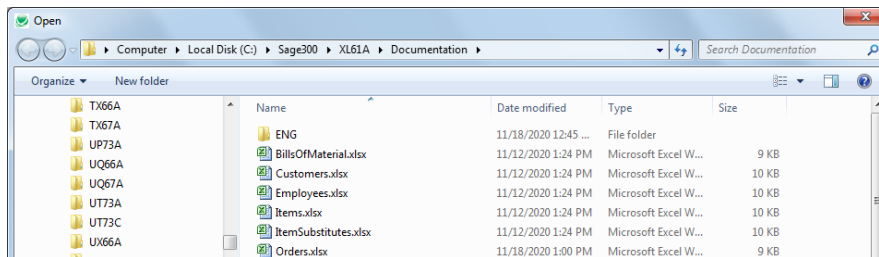
- The program will import the list and load all relevant purchase orders into the grid – setting all POs to "Include" – and display a message stating the number of purchase orders that were successfully loaded, and the number of POs that could not be imported.
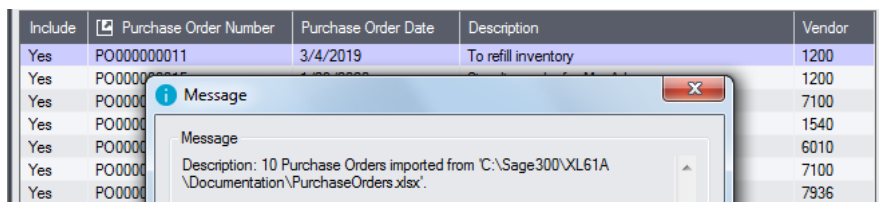
The program will reject purchase orders that cannot be processed, and will not import them.
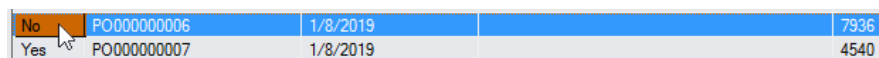
All POs that can be completed will be loaded into the grid at the bottom of the screen. You can then confirm which ones you want to complete.

Choosing Purchase Orders from the Grid for Processing

- Use the Select All and Select None buttons.

- Double-click in the Include column to "cherry-pick" from the PO selections:

- Click the Purchase Order Number column heading to drill down on the selected PO:
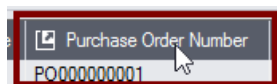
You can also delete a PO by selecting it and pressing the Delete key:

- You can also **delete** a purchase order from the Purchase Orders program by selecting the row in the Load list and pressing the **Delete key**. When the delete key is pressed you will be prompted to confirm the deletion of that purchase order.

Click the Process button to complete the included POs:

The program asks you to confirm your choices. Click Yes to continue.
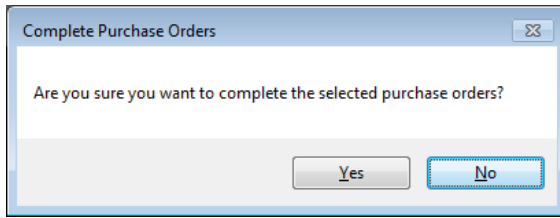
Note: There may be data-integrity errors that prevent some completions, in which case an error message will appear.

Click the Log button to confirm which POs were completed:

```
6/25/2020 10:20:08 AM Complete Purchase Orders started.
6/25/2020 10:20:08 AM
6/25/2020 10:20:08 AM Performed by user: ADMIN
6/25/2020 10:20:08 AM
6/25/2020 10:20:08 AM Complete all Item Lines
6/25/2020 10:20:08 AM Purchase Order Type [Active]
6/25/2020 10:20:08 AM
6/25/2020 10:20:08 AM Purchase Order Range
6/25/2020 10:20:08 AM     Purchase Order Number From [] To [ZZZZZZZZZZZZZZZZZZZZZZ]
6/25/2020 10:20:08 AM
6/25/2020 10:20:08 AM Processing Purchase Order Number PO000009972...
6/25/2020 10:20:09 AM     Purchase Order Number PO000009972 marked complete.
6/25/2020 10:20:09 AM
6/25/2020 10:20:09 AM Complete Purchase Orders complete.
6/25/2020 10:20:09 AM =============================================================
```

The Log lists:

- The user, the type of POs selected, and the full range settings.
- Each PO that was marked complete.

Effects of Running Complete Purchase Orders

To illustrate the effects of running the program, here are before and after views of a purchase order from sample data.

Before: the line item is not complete and the quantity outstanding is 75.

Lin...	Completed	Item Number	Item Description	Location	Drop-Ship	Quantity Ordered	Quantity Outstanding	Unit of Meas
1	No	A1-320/0	50W/12V Halogen Bulb	1	No	200	200	Ea.
2	No	A1-320/0	50W/12V Halogen Bulb	4	No	200	200	Ea.

After: the line item is complete and the quantity outstanding is 0. Other quantities are unaffected.

Lin...	Completed	Item Number	Item Description	Location	Drop-Ship	Quantity Ordered	Quantity Outstanding	Unit of Meas
1	Yes	A1-320/0	50W/12V Halogen Bulb	1	No	200	0	Ea.
2	Yes	A1-320/0	50W/12V Halogen Bulb	4	No	200	0	Ea.

File Format for an Imported Item List

Complete Purchase Orders lets you complete item lines based on an item list that's imported from an Excel spreadsheet.

Import files are Excel files.

You can find examples of import lists in directory "…\Sage300\XL61A\Documentation".

Item List

The Excel Spreadsheet item list is a single column with "ITEMNO" as the column heading in the first row.

	A
1	ITEMNO
2	A11030
3	A11050

Notes:

- Item numbers can be formatted or unformatted.
- All other columns are ignored. This means that you can add item descriptions and notes to your spreadsheet without affecting the file import.

Purchase Order List

The Excel Spreadsheet PO list is a single column with "PONUMBER" as the column heading in the first row.

	A
1	PONUMBER
2	PO000000011
3	PO000000015

- All other columns are ignored. This means that you can add descriptions and notes to your spreadsheet without affecting the file import.