6.5. Creating Purchase Orders

The goal of inventory planning is to place the right purchase orders at the right time. Streamline enables you to create purchase orders based on the generated purchase recommendations. These recommendations are considered as a starting point for deciding what to order currently from your suppliers.

Streamline allows you to review and adjust the ordered quantity before you send out the purchase order to the supplier. It also offers a range of factors that you can use to determine which items to include in the order. Among them:

- Excess part of a purchase order (Excess order)
- Number of days the ordered quantity can supply (Days of supply)
- Purchase line value
- ABC analysis
- Turn-earn index
- Gross margin

Streamline automatically calculates all the listed factors if necessary data is imported. The **Excess order** and **Days of supply** are always calculated. Required data for the other factors are shown in the table below.

Factors	Required data
ABC analysis based on revenue.	Item selling price
Turn-earn index, Gross-margin.	Item balance value or item purchase price
Purchase line value.	Item purchase price

There are two ways to create purchase orders in Streamline:

- Create purchase orders in Streamline and export them to Excel (or your ERP system).
- Export inventory report to Excel and edit purchase orders there.

Let us show you how to create purchase orders using these methods.

Creating Purchase Orders in Streamline

To create purchase orders in Streamline:

1. Go to the **Inventory planning** tab and click the **Purchase orders** button in the tab toolbar. Then, Streamline opens the **Purchase orders preview** dialog (see figure below).

Purchase orders preview — 🗆 🗙								
	_ ~							
	\sim	ltem code	Description	Qty	Value	Turn-earn index	<u> </u>	
1		C1020		20	1000.00	333.3333		
2	\checkmark	H1010		13	46.28	715.164		
3	\checkmark	H1020		250	1957.50	3746.366		
4	\checkmark	H2010		350	3689.00	4192.399		
5	\checkmark	H2020		350	7119.00	3481.074		
6	\checkmark	H2510		200	88.00	1953.682		
7	\checkmark	H2520		200	266.00			
8	\checkmark	H2810		100	175.00	599.6401		
9	\checkmark	H4010		145	253.75	1660.417		
		117000		400	010 54	0040.000	×	
Exp	Export to XLSX Export to CSV Cost 185,241.60. Create Cancel							

In the dialog, you can:

- sort the table by any column by clicking its header;
- select which items to include in the purchase orders;
- adjust the ordered quantity by editing the **Qty** column;
- export selected purchase order lines to Excel by clicking the Export to XLSX or Export to CSV button; and
- create purchase orders in the ERP or accounting system by clicking the **Create** button.

The **Export to CSV** button is specially designed to export very large tables.

In our example, the data source is a spreadsheet, that's why the **Create** button is greyed out. However, if you create a project using

- one of special data connections or
- the Database connection with the exporting query configured,

Streamline is able to create purchase orders in the system which is the project's data source. For example, if you create a project from a QuickBooks company file, the **Create** button automatically sends the selected purchase order lines into QuickBooks and creates corresponding purchase orders there. We will show how that works later in this article.

2. Let's sort the table by the **Turn-earn index** column to find out the most profitable items (see figure below).

Pure	chase o	rders preview		— 🗆	Х		
		ltem code	Description	Qty	Value	Turn-earn index	^
1		H7030		389	735.21	26,994.32	
2	\checkmark	H7020		486	918.54	8313.922	
3	\checkmark	L2020		91	12,103.00	4193.832	
4	\checkmark	H2010		350	3689.00	4192.399	
5	\checkmark	H1020		250	1957.50	3746.366	
6	\checkmark	H2020		350	7119.00	3481.074	
7	\checkmark	R1001		396	31,680.00	3358.444	
8	\checkmark	H2510		200	88.00	1953.682	
9	\checkmark	L1010		2230	98,120.00	1731.668	
		114010		4.45	252.75	L	1 ~
Exp	port to X	LSX Export to CSV	Cost 185,241.60.		Cre	ate Cancel	

3. Now, as an example, let's select several items and adjust the ordered quantity for some of them (see figure below).

Purchase orders preview — 🗆 🗙									
		ltem code	Description	Qty	Value	Turn-earn index	^		
1		H7030		500	945.00	26,994.32			
2		H7020		500	945.00	8313.922			
3		L2020		100 🖨	13,300.00	4193.832			
4		H2010		350	3689.00	4192.399			
5		H1020		250	1957.50	3746.366			
6	\checkmark	H2020		350	7119.00	3481.074			
7		R1001		396	31,680.00	3358.444			
8	\checkmark	H2510		200	88.00	1953.682			
9		L1010		2230	98,120.00	1731.668			
		114010		L	252.75	1000 417	*		
Exp	Export to XLSX Export to CSV Cost 24,354.50. Create Cancel								

Streamline automatically marks the adjusted quantities with blue.

4. Finally, let's export the selected lines into Excel by clicking the **Export to XLSX** button (see figure below).

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A	В	С	D	E	F
	Item code	Description	Qty	Value	Turn-earn index
1	H1020		250.	1957.5	3746.366
2	H2020		350.	7119.	3481.074
3	H2510		200.	88.	1953.682
4	H7020		500.	945.	8313.922
5	H7030		500.	945.	26994.322
6	L2020		100.	13300.	4193.832

In the next section, we show how you can create and send purchase orders in a 3-rd party system.

Creating and Sending Purchase Orders to Your ERP/accounting System

In order to send purchase orders into your ERP system, you should create a Streamline project using a connection to your system. Streamline has build-in bi-directional connections to:

- QuickBooks,
- Microsoft Dynamics NAV,
- Spire,
- Unleashed, and
- TradeGecko.

Moreover, if your system is not on the list, you can establish a similar connection to it by using the Database connection.

Further, we show how to create and send purchase orders in QuickBooks.

First, we created a project from a QuickBooks sample company file.

To create and send purchase orders to QuickBooks, do the following:

1. Go to the **Inventory planning** tab and click the **Purchase orders** button in the tab toolbar (see figure below).

🔲 List view	Inventory report						
辥 Settings	🛄 In transition details	Export report	🗽 Export parameters	Import parameters	•	QD Purchase orders	Overall

2. Select the items you want to include in the purchase orders in the **Purchase orders preview** dialog opened. Adjust the quantities if necessary (see figure below).

Purc	Purchase orders preview — 🗆 🗙							
		Supplier	ltem code	Description	Qty	Value	Order #	Turn-earn index
1	\checkmark	Lipps Pool Sup	POCO-AQ	Aqua	10	7500.00	4	129.2973
2	\checkmark	Lipps Pool Sup	POCO-FG	Forest Green	20	17,500.00	4	84.09419
3			PUBR	Pulley Bracket	5	465.00	1	38.7049
4	\checkmark	Anderson's Har	ANPI-BL	Anchor Pin, Black	100	2500.00	2	9.696848
5	\checkmark	Philip Pump M	ANBA-BL	Anchor Base, Bl	3	203.40	6	4.166117
6	\checkmark	Anderson's Har	RO-1/4in	Rope w/Core 1/	330	165.00	2	2.186025
7			REHO	Retainer Hook,	9	446.40	1	
8		Fran's Fasteners	AN-12x1	Anchor, 12x1 R	150	67.50	3	
9		Fran's Fasteners	SC-12x1.75-SS	Screw, Track 12	150	582.00	3	
10		Lipps Pool Sup	TRTO-CL	Track Top Clear	12	780.00	4	
11		Perry Cutting C	LEED-CL	Leading Edge,	59	295.00	5	
12		Perry Cutting C	PUEN	Pulley End Cast	6	60.00	5	
Exp	Export to XLSX Export to CSV Cost 27,868.40. Create Cancel							

As you see, we sorted the table by the **Turn-earn index** column, selected top 5 items having suppliers set, and adjusted the quantities for some of them.

The **Purchase order preview dialog** displays two additional columns in our case, the **Supplier** and **Order #** columns. That's because the QuickBooks connection pulls supplier information from the company file as well as the preferred supplier (longer supplier) for each item if it is set. The **Order #** column has nothing in common with the purchase orders' numbers in the connected system. It only shows some internal Streamline's enumeration for purchase orders based on the [item; supplier] pairs. So that, if items have the same supplier (shown in the **Supplier** column), all of them get the same order number shown in the **Order #** column.

Empty cells in the **Supplier** column mean that those items don't have preferred supplier set in QuickBooks.

3. Click the **Create** button to send and create purchase orders in QuickBooks. If everything is okay, Streamline notifies you that the orders have been created successfully (see figure below).

S Purchase orders X				
Orders successfully created				
	ОК			

As you see, Streamline has created three new orders (**#44**, **#45**, and **#46**) in QuickBooks (see figure below).

	Vendor Center: Purchase Orders	_		- 🗆 ×
🌉 New Vendor 🖅 New Transactions 🔻 🚝	Print 🔟 View Vendor Info 🎬 Ex	port		
Vendors Transactions	FILTER BY Open Pu DATE AII	•		
Burchass Orders	VENDOR	NUM DATE -	DELIVERY DATE	AMOUNT
	Anderson's Hardware & Tools Supply	44 12/15/2020	12/15/2020	2,665.00
	Lipps Pool Supplies	45 12/15/2020	12/15/2020	24,500.00
Bill Payments	Philip Pump Manufacturing	46 12/15/2020	12/15/2020	225.00
	Anderson's Hardware & Tools Supply	39 12/14/2020	12/14/2020	841.00
Credit Card Activities	Anderson's Hardware & Tools Supply	35 11/26/2020	11/26/2020	1,535.00
	Lipps Pool Supplies	36 11/21/2020	11/21/2020	14,750.00
	Fran's Fasteners	34 11/18/2020	11/18/2020	1,065.00
	Philip Pump Manufacturing	33 11/10/2020	11/10/2020	1,725.00
	Prentice Pool Materials	31 11/05/2020	11/05/2020	15,000.00
	Philip Pump Manufacturing	32 11/05/2020	11/05/2020	175.00
	Manage Transactions	un Reports		62,481.00

Streamline creates a single purchase order in QuickBooks for all items having the same supplier in the **Supplier** column (see figure below).

	Create Purchase Orders	- 🗆 ×.
Main Formatting Reports Search		N A
Find Image: Create a Copy New Save Delete Memorize Mark As Closed	Print Email Email Later Print Email Email Later File Receipts	t
VENDOR Anderson's Hardwart - CLASS	DROP SHIP TO TEMPLATE Custom P	Anderson's Hardware _Tools Su Vendor Transaction
Purchase Order	DATE VENDOR SHIP TO 12/15/2020 Anderson's Hardware Anderson's Hardware T86 Roadster Way Middlefield CA 94471	SUMMARY 🖉
	44	Open balance 2,770.50
		POs to be received 3
Net 30	O1/14/2021 IDELIVERED DATE SHIP VIA FOB	
ANPI-BL 0034-236 Anchor Pin, Black 100	ea 25.00 2.500.00 A	
RO-1/4in 0034-100 Rope w/Core 1/4" - 330 Per Foot	ft 0.50 165.00 0	
	▼	12/03/20 Check 390.76
		10/15/20 Bill 1,865.50
	TOTAL 2,665.00	04/20/20 Bill Pmt - Check 497.50
		NOTES
MEMO	Save & Close Save & New Revert	

QuickBooks disallows creating purchase orders having no supplier given. Thus, if you try to create a purchase order having order line with no supplier set, Streamline warns you that some items have not been exported and shows a list containing their codes (see figure below).

×

OK

(QuickBooks issues	
	🔔 Cannot export some items.	
	PUBR	

Exporting Purchase Orders Information to Excel

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This way can be used as an alternative to the standard workflow that exploits the **Purchase order preview** dialog. This method is designed to cover the situations when the way you create purchase orders differs from the standard. The idea is to offer the planner a range of KPIs that he can use to decide which items to include in the orders. These KPIs include:

- the excess part of a purchase order;
- number of days the ordered quantity can supply;
- purchase line value;
- ABC analysis;
- Turn-earn index;
- Gross-margin.

Further, we give you a basic idea of how you can use any of these KPIs to create purchase orders. As an example, we use ABC analysis as the KPI.

Here are the steps to follow:

1. Add the necessary KPIs to the inventory report table. In our case, this is the **ABC analysis** column. To do this, go to the **Demand forecasting** tab and check the **ABC analysis** option below the tree in the **Tree view** (see figure below).

🛈 Start 🔣 Item view	v
Search	0
Expand Collapse	
✓ All items	Ac
> A	
> B	< <u></u>
> C	Q
ABC analysis	
Hide categories	

To add any other KPI (from the listed above) in the inventory report:

1. Go to the **Inventory planning** tab.

- 2. Click the **Settings** button in the tab toolbar.
- 3. Check the necessary option in the **Show columns** group (see figure below).

Settings	Х
General Project ABC analysis Inventory Distribution center	
Default lead time 30 🖨 days Default order cycle 1 🛉 months 🔻	
Default average shelf life exceeding 5	
Show columns Lead time Purchase price Order cycle Gross margin Min. lot Turn-earn index Max. lot Note Rounding Excess order Service level Demand forecast Shelf life Projected inventory levels Safety stock debt Actual sales for 0	
Replenishment strategy Periodic Min/Max	
OK Cancel	

- Excess order option shows the excess part of a purchase order.
- Turn-earn index option shows the turn-earn index data.
- Gross-margin option depicts the gross-margin data.

2. Sort the report by the key column by clicking its header. In our case, this is the **ABC analysis** column (see figure above).

	Category	Item code	ABC analysis	Model type	On hand	Days of supply	Pending sales orders	In transition	Safety stock	Order now			Charlent	Quanta da
										Qty	Value	Days of supply	Stockout	Overstock
1	Plywood	L1010	A 34.8%	Seasonal	198	8	0	100	21	2230	98,120.00	92	1736	0
2	Roof	R1001	A 18.5%	Seasonal	30	4	0	0	6	396	31,680.00	62	346	0
3	Lumber	L2020	A 6.76%	Seasonal	5	3	0	0	3	91	12,103.00	63	76	0
4	Hinges	H2020	A 4.99%	Seasonal	20	2	0	0	13	350	7119.00	33	754	0
5	Concrete Block	C1020	A 4.56%	Seasonal	120	57	10	0	3	20	1000.00	10	0	0
6	Roof	R1003	A 3.73%	Seasonal	40	47	0	0	3	70	10,780.00	63	11	0
7	Lumber	L2102	B 3.65%	Seasonal	52	47	0	0	2	16	2000.00	15	0	0
8	Hinges	H2010	B 3.6%	Seasonal	35	4	0	50	13	350	3689.00	33	689	0
9	Roof	R1002	B 2.93%	Seasonal	20	30	0	0	2	52	6864.00	63	21	0
10	Lumber	L2101	B 2.66%	Seasonal	61	81	0	0	2	28	2772.00	40	0	0

3. Export the report to Excel by clicking the **Export report** button in the tab toolbar. Streamline automatically creates, opens, and saves an Excel file containing the report table (see figure below).

										Order now				
			ABC			Days	Pending		Safety					
	Category	Item code	analysis	Model type	On hand	of supply	sales orders	In transition	stock	Qty	Value	Days of supply	Stockout	Overstock
1	Plywood	L1010	A 34.8%	Seasonal & trend	198	8	0	100	21	2230	98120	92	1736	0
2	Roof	R1001	A 18.5%	Seasonal & trend	30	4	0	0	6	396	31680	62	346	0
3	Lumber	L2020	A 6.76%	Seasonal & trend	5	3	0	0	3	91	12103	63	76	0
4	Hinges	H2020	A 4.99%	Seasonal & trend	20	2	0	0	13	350	7119	33	754	0
5	Concrete Block	C1020	A 4.56%	Seasonal & trend	120	57	10	0	3	20	1000	10	0	0
6	Roof	R1003	A 3.73%	Seasonal & trend	40	47	0	0	3	70	10780	63	11	0
7	Lumber	L2102	B 3.65%	Seasonal & trend	52	47	0	0	2	16	2000	15	0	0
8	Hinges	H2010	B 3.6%	Seasonal & trend	35	4	0	50	13	350	3689	33	689	0
9	Roof	R1002	B 2.93%	Seasonal & trend	20	30	0	0	2	52	6864	63	21	0
10	Lumber	L2101	B 2.66%	Seasonal & trend	61	81	0	0	2	28	2772	40	0	0
11	Handles	H1020	B 2.15%	Seasonal & trend	30	4	0	0	11	250	1957.5	35	188	0
12	Lumber	L2010	B 2.01%	Seasonal & trend	50	121	0	10	1	0	0		0	36
13	Lumber	L2030	C 1.71%	Seasonal & trend	73	317	5	0	1	0	0		0	41
14	Fence	F1020	C 1.71%	Seasonal & trend	208	213	0	0	3	0	0		0	155
15	Plywood	L1020	C 1.13%	Seasonal & trend	30	58	0	0	1	40	1960	62	1	0

Now, you can continue creating your purchase orders based on the exported table.

Next: Exporting Purchase Plan

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