How to see ALL items (on ALL Sales Orders) that need to be purchased

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Overview

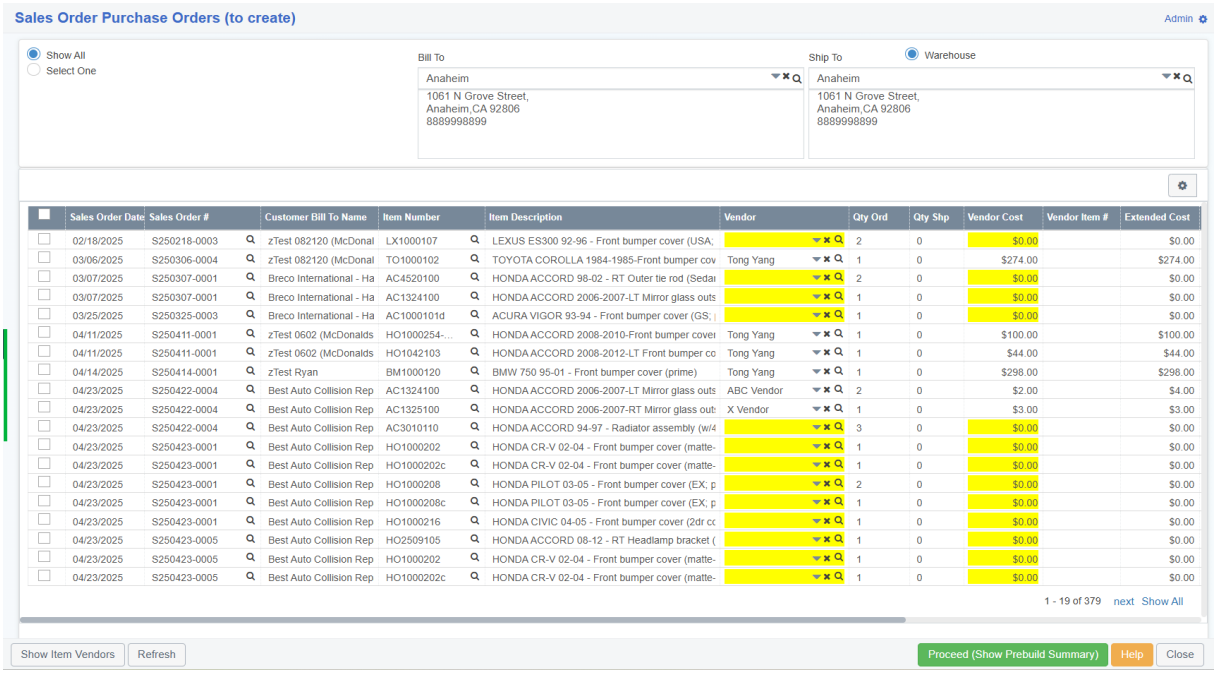
When you create **Sales Orders** you may need to purchase 1 or more items (from 1 or more vendors) to sell to your customer. This article explains how to view ALL items on ALL Sales Orders that need to be purchased.

Before You Begin

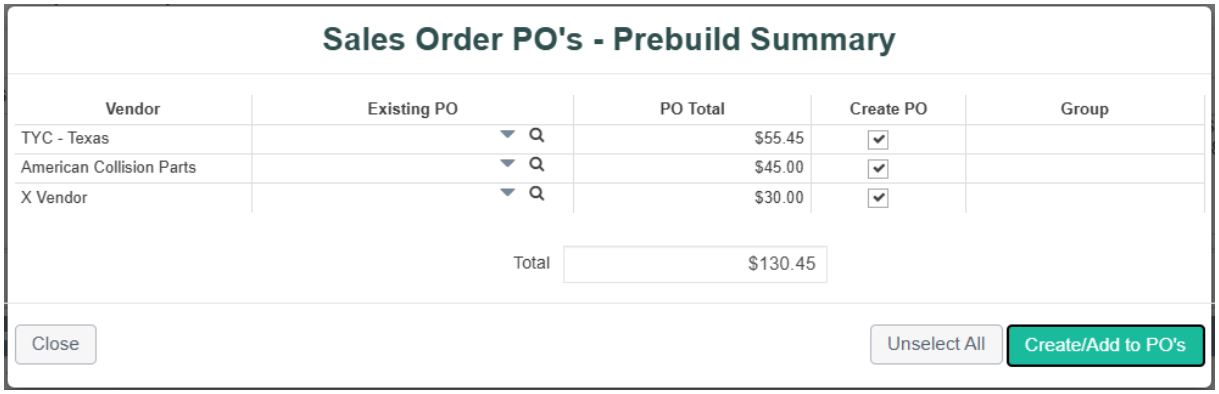
This article assumes you have already created numerous **Sales Orders** that have 1 or more special order items (where the PO checkbox is checked, and the PO # does not exist).

Steps

1. Click **Purchasing** > **Special Order PO's** (on the main 1place navigation bar on the left side). This will diplay the **Sales Order Purchase Orders (to create)** screen.



2. Make sure each line item has the **Vendor** you want to purchase the item from and the **Cost** you expect to pay.
3. Click the **Checkbox** (on the far left side) for each line item you want to add to a PO (or click the **Checkbox** above all the checkboxs to select them all).
4. Click the green **Proceed (Show Prebuild Summary)** button. This will display the **Sales Order PO's - Prebuild Summary**.



5. Click the green **Create / Add to PO's** button. This will:
    a. Create (and open) each new PO created.
    b. Insert (and link) the proper **Sales Order #** into the associated **Purchase Order Line Item**.
    c. Insert (and link) the proper Purchase Order # into the associated Sales Order Line Item.
    d. Reserve that PO Item for that Sales Order #. (So it cannot be sold to another customer when it arrives).

> Note: Instead of creating a new PO, you can add the item(s) to an existing PO (sometimes called **Blanket PO**) by selecting the PO from the **Existing PO** drop down list.