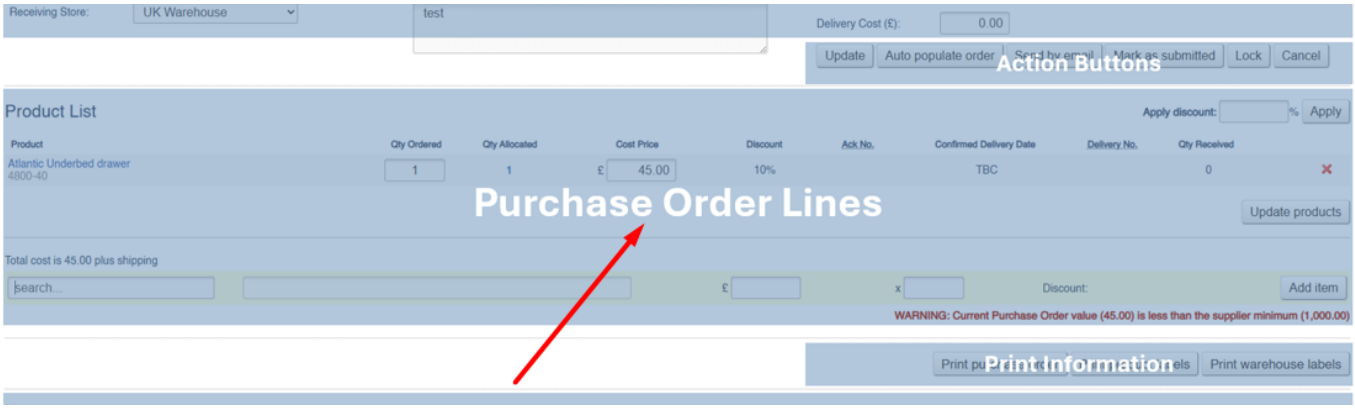
Purchase Order Lines



This section will show a list of Order Products, which are separated into individual Purchase Order Lines.

Updating Cost Prices

It is possible to update a variety of information in this section, all relating to the individual Purchase Order Lines. When doing so, there are two buttons:



Update Products

This will only save changes to this Purchase Order, e.g. if you change a Cost Price, it will only apply to this Purchase Order.

Update Cost Prices

This will be greyed out by default, but becomes useable when the User amends the Cost Price on a Purchase Order Line. If pressed, this will save the change against the Product (specifically the Variant/Unique Stock Record) on the Purchase Order.

> This will update the ongoing Cost Price for that item, which will be used on all ongoing Purchase Orders and Sales Orders. This may also affect Price Changes when using the Price Management screen.

It is not possible to apply this to only one of the lines on a Purchase Order - it will either save the Cost Price against all Products, or none of them.

Fields

Field	Purpose
Product	*The Product Name and SKU Code*
Qty Ordered	*The quantity ordered from the Supplier*
Qty Allocated	*The quantity allocated to Sales Orders* > *If greater than zero, the number may be clicked to view a pop up with a breakdown of allocations*
Cost Price	*The Cost Price of the unit ordered* *Initially, this will be autofilled from the Variant* *This is editable both before and after the Products have been received, except in these circumstances:* • *The PO status is 'invoiced'* • *The stock linked to the PO has already been updated* > *This can be used to edit the ongoing Cost Price of the Variant/Unique Stock Record on the Purchase Order (See above for more information)*
Discount	*The discount against this Order Line* *This label is automatically calculated based on the difference between the current Cost Price against the Variant and the Cost Price on the current Purchase Order*
Ack No.	*Enter an acknowledgment number for this Purchase Order Line* *Optionally, use Supplier Reference in the Header if all items in the Purchase Order share the same Acknowledgement Number*

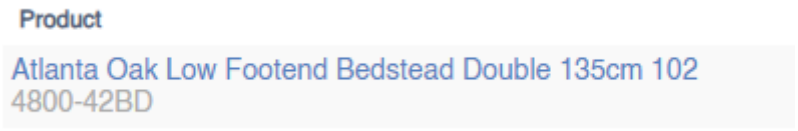
Field	Purpose
Confirmed Delivery Date	*Enter a confirmed delivery date for this Order Line* *This will update delivery estimates throughout the system* *Alternatively, use the Action Buttons to apply a date to every line on the Purchase Order simultaneously*
Delivery No.	*Enter a delivery number for this Order Line* *Alternatively, store the delivery note within the Notes*
Qty Received	*A label that shows the quantity received against this Order Line*
Receive into Stock	*Use this field to receive items; simply enter a number of units to receive* *Must also select a Location to which you receive the stock* *Alternatively, use Goods In to receive goods*
Location	*The Location to which you are receiving stock* *Must also enter an amount to receive* *Alternatively, use Goods In to receive goods*
Cancel Line	*Cancel the Purchase Order Line*

Product Types

Different products will display differently, with different information.

Standard Products

These are products without Customisations.



Made to Order Products

These are products with Customisations.



Revision #5
Created 24 October 2025 15:46:25 by Mike
Updated 28 September 2026 11:21:08 by Mike