Eagle Mobile Create Purchase Order

Did you ever wish for a simple way to create Purchase Orders for those vendors that you don't run Suggested Orders for?

Have you ever wished for a way to cut down on, if not eliminate, the errors that occur when SKU numbers are handwritten on a piece of paper and then manually entered into a purchase order, resulting in the wrong items being ordered?

Or, do you need an easier way to add items to a purchase order when all you have is a barcode but no item number on the product and there is either no bin-tag or an old inaccurate one on the shelf?

The Eagle Mobile ordering process can simplify all of those issues, as you use it to indicate order quantities and finalize changes, then create a purchase order.

Let's take a closer look.

Topics

- Update Methods

- Enter Order Quantity

- Create PO

Update Methods

We are going to use the Eagle Mobile to update the New Order Quantity field in Inventory Maintenance.

We will then run the suggested order report to create a purchase order that will contain items with a new order quantity greater than zero.

The first step in creating a Purchase Order with the Eagle Mobile is determining how you want to update the New Order Quantity field in Inventory Maintenance.

To do this, open the Eagle Mobile Applications Menu and tap the green Tools button for the Inventory Maintenance Application.

Now find the Update Other Info section.

You have a choice of sending the information directly to IMU from the Eagle Mobile, or you can send it to the Flexible Inventory Load screen.

If you choose to send it to FIL, you'll need to use the Flexible Inventory Load report to update IMU.

Sending the information directly to IMU saves you the extra step of running a report to update the field, so let's select that option and tap OK.

Enter Order Quantity

You are now back at the Eagle Mobile main menu.

From here, select Inventory Maintenance.

Scan the item or enter the SKU on the stocking screen. Then open the Update tab.

Position the curser in the New Order field by using the arrow key on the Eagle Mobile key pad or by tapping the stylus in that field.

Type the quantity to be ordered, then press the Enter/Return key or tap Change with the stylus.

Repeat these steps for all the items you want to include on the purchase order.

Create PO

The final step is to create the Purchase Order by running the Suggested Order Report (RSO).

Type RSO into the launch bar of the Eagle Browser to begin.

Starting on the RSO Options screen, select the desired vendor in the Order Calc options area.

Here, we'll select V for the Primary vendor.

Next, look at the Selection Options, and mark S.

This tells Eagle to look for items with a new order quantity greater than zero.

Lastly, at Other Options, select F to Create a Final PO.

Notice that this will mark the PO with a status of "F."

On the From/To screen, enter the Vendor in the correct fields.

Finally, open the PO Header page and enter the Buyer's Initials.

Once all the information is entered, press Run to create the purchase order.

Simple, right? The next time you need to place an order, consider using Eagle Mobile and see how much time you can save!

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, connect with Epicor or visit www.epicor.com.

EPICOR.

Corporate Office	Latin America and Caribbean	Europe, Middle East and Africa	Asia	Australia and New Zealand
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free:　+1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct:　+1.512.328.2300	Phone:　+52.81.1551.7100	Phone:　+44.1344.468468	Phone:　+65.6333.8121	Phone:　+61.2.9927.6200
Fax:　+1.512.278.5590	Fax:　+52.81.1551.7117	Fax:　+44.1344.468010	Fax:　+65.6333.8131	Fax:　+61.2.9927.6298