Suggested PO List Overview and Topics

The Suggested PO List function is designed to aid Purchasing Agents within the company in ordering parts that are frequently used. The information that is displayed in this form is based upon minimum and maximum levels that have been assigned to parts within the Part Setup.
This option is only available if your company has activated Stock Tracking in SedonaSetup/Setup Modules.

When executing this report, the program evaluates a single warehouse's minimum and maximum part settings, and the current on-hand and on-order balances. Based on this information, SedonaOffice will suggest a list of parts that need to be purchased. The User may also include in the evaluation process, Jobs requiring parts that are scheduled to be started by a certain date.

If both minimum and maximum quantity levels have been setup for parts in the warehouses, the User has the option of selecting Bring to Minimum or Bring to Maximum. The User may generate a Purchase Order directly from the Suggested PO List form based on the suggested parts and quantities.

Follow the topic links below for information related to the Suggested PO List.

Setting Min/Max Quantities on Parts

Suggested PO List Form Definitions

Using the Suggested PO List