

How to create purchase orders from sales orders with SO-2-PO Rapid Fire

Converting sales orders into purchase orders with **SO-2-PO Rapid Fire** is easy and fast! Tell **Rapid Fire** to create a list of recommended reorders and use the familiar option grid to configure the conversion. **Rapid Fire** them runs through all of your new sales orders and those that meet your criteria are converted into editable recommended reorders or directly into purchase orders.

Convert sales orders to recommended reorders (RROs) or directly to purchase orders? You decide!

RROs may be edited, printed,

Should items purchased from common vendors be combined into single PO's or kept on separate PO's by sales order number?

Combining entitles you to larger volume discounts but keeping them separate makes it easier to tie the PO back to the source sales order. Again, you decide.

Which vendor should be used? The default vendor, the last used or the cheapest?

Tap the space bar to scroll through the three choices.

Should **Rapid Fire** convert non-stock inventory items found on sales orders into purchase orders?

Answer No if you do not purchase non-stock items, Yes if you do.

Freight items are never converted to purchase orders.

Should **Rapid Fire** use the unit cost from Inventory Control or should it accept the unit cost from the sales order?

QuoteDesk users should opt for the SO line cost. It is usually more accurate than the last IC cost.

PRO Create Recommended Reorders from New Sales Orders

Option Grid - Create Recommended Reorders from New Sales Orders

Convert to	RROs / Purchase Orders (POs)?	RROs
Required Date	(Default required date)	03/23/00
Combine SO's?	Combine/Keep separate sales orders?	Keep separate
Which Vendor?	{Default/Last Used/Cheapest}	Default
Convert Non-stock	{Yes/No}	No
PO Unit Cost?	{Use IC cost/Use SO line cost}	IC Cost
Location	(range or blank for all)	WH1
Vendor	(range or blank for all)	
Item Class	(range or blank for all)	
Item Code	(range or blank for all)	

Buttons: Proceed, Edit, Cancel