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# Top Tips for Managing Purchase Orders in NetSuite

ORACLE NETSUITE

## TOP TIPS FOR MANAGING PURCHASE ORDERS IN NETSUITE

NetSuite can be a powerful tool to help manage purchase orders. Whether you're purchasing items from vendors or need to keep track of internal purchasing requests, having a well-built, automated purchase order management process can help you save time and monitor company spending.

The following tips will help you manage your procurement processes in NetSuite.

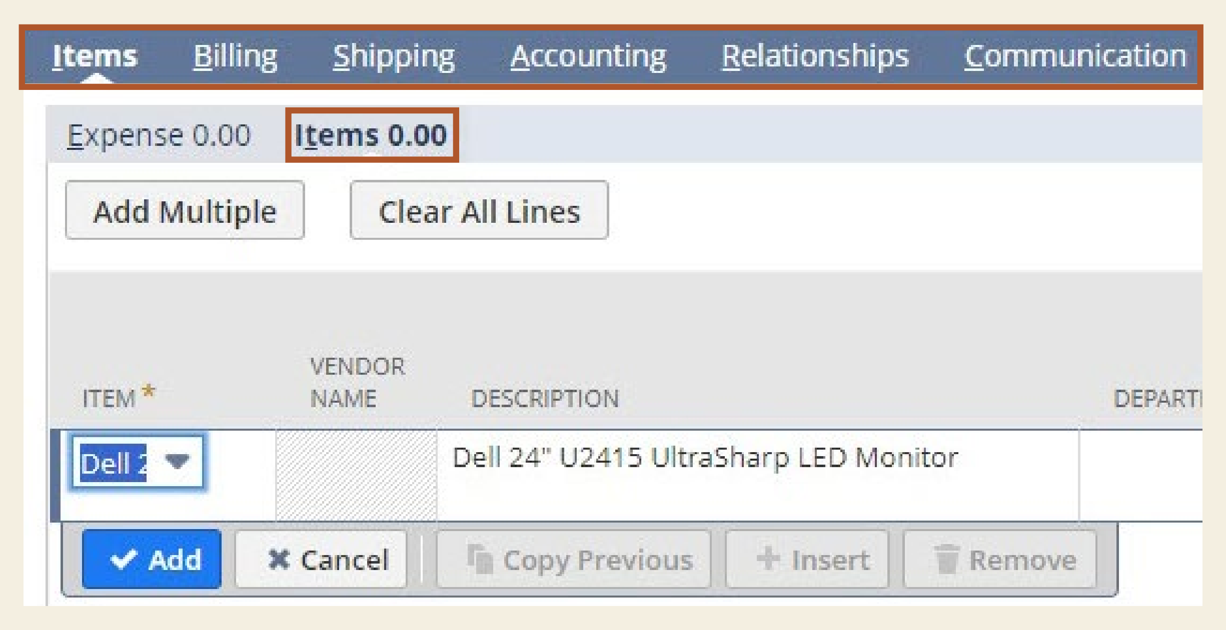
## 1. CREATING PURCHASE ORDERS

Creating a purchase order in NetSuite helps you keep track of items, services, or products that you purchase for your company. You can track which items have been received, which ordered items are still pending, which items were returned to the vendor, and which items were credited.

You can create purchase orders individually or in bulk.

Individual Purchase Orders. To create an individual purchase order, go to Create New > Purchase Order. Here you'll confirm the purchase date, vendor, currency, and the date you expect the items to be received by. On the Items subtab, select the items to purchase, the quantity, and the rate. On the Billing Tab, confirm the billing address, the payment terms, and the tax value. On the Communications subtab, you can set the delivery preferences from printed, email, and fax.

After a purchase order is recorded, you can track the items as they are received. To view a list of purchase orders, go to Transactions > Purchases > List, and then click View next to the order.




Create a purchase order

Bulk Purchase Orders. Bulk purchase orders are a great tool if you need to do larger restock. On the Order Items page, NetSuite will automatically list items that need to be replenished. This helps automate your replenishment process and keep your inventory at an optimum level.

To use bulk item ordering, you can add items to the list by using either the Demand Planning feature or the Advanced Inventory Management feature.

## 2. PURCHASE ORDER APPROVALS

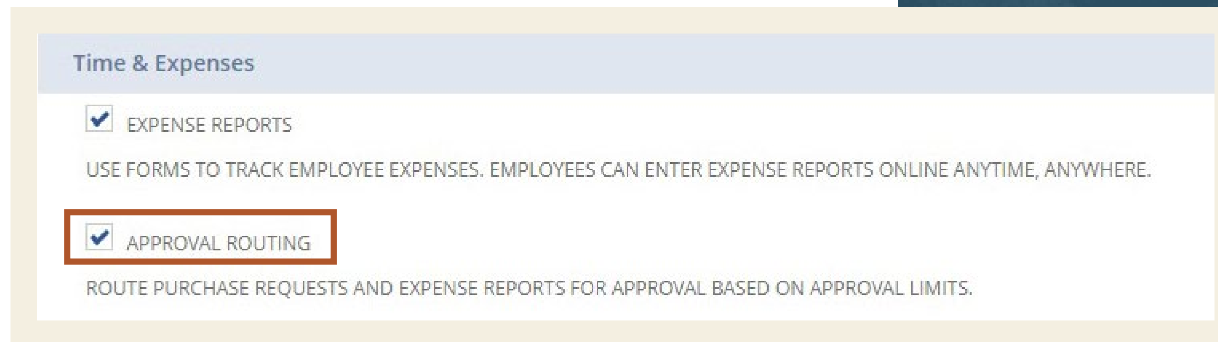
In NetSuite, there are three options for approval routing:

- Approval Routing native functionality
- SuiteFlow Workflows SuiteApp
- Customized SuiteFlow Workflows

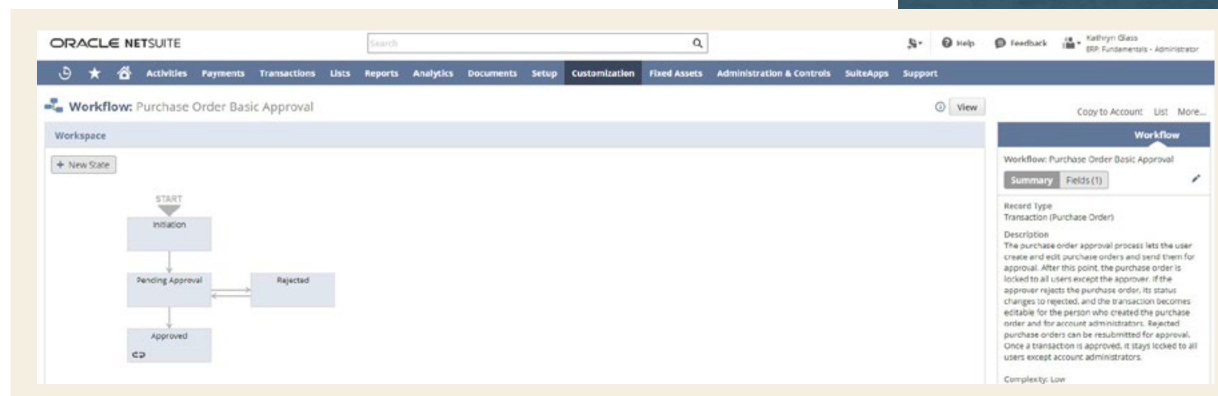
Approval Routing Feature. Approval Routing is standard functionality that is part of NetSuite. This feature routes the purchase order to the designated approver based on the supervisor or the purchase approver assigned to each employee in their employee record.

To begin using the Approval Routing feature, go to Setup > Company > Setup Tasks > Enable Features. On the Employees subtab, check the Approval Routing checkbox.

SuiteFlow Workflows SuiteApp. NetSuite offers standard SuiteFlow workflows, available in SuiteApp, that you can use for approval routing and can be customized to better meet your requirements.




Approval routing enable features




Purchase order workflow

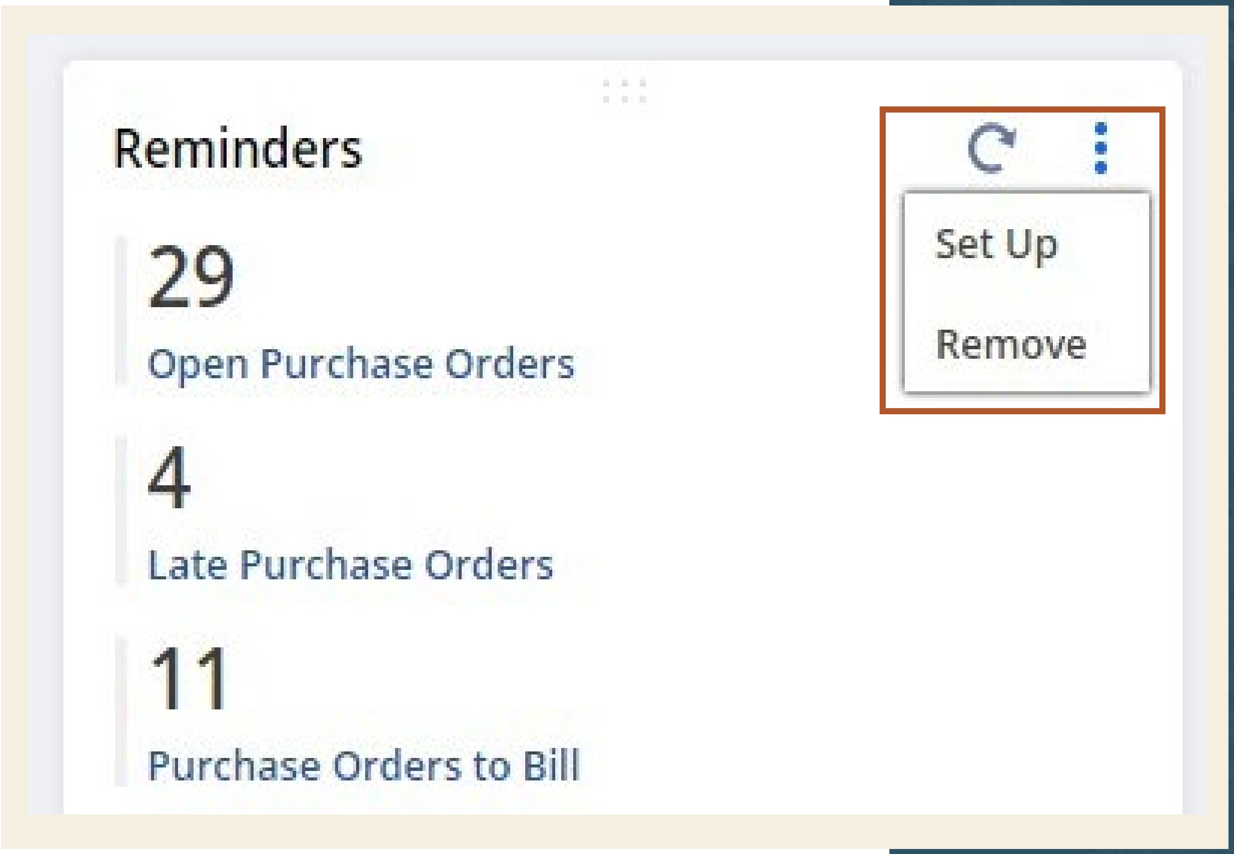
Customized SuiteFlow Workflows. Get the maximum flexibility for processing approvals. Using NetSuite SuiteFlow, you can create fully customized approval workflows to support more complex transaction approval processes, such as a non-sequential approval or conditionalized routing. For example, set up a workflow that requires action from specific employees, show buttons on forms at certain stages, or automatically send email based on specified actions.

## 3. SETTING UP PURCHASE ORDER REMINDERS

In the Reminders Portlet on your home dashboard, you can set up reminders for purchase order notifications such as open or late purchase orders, purchase orders you need to bill, or purchase requests to approve.

When you click a reminder in the portlet, you go to a page with more details where you can manage tasks as necessary. Once you've customized your portlet, it will automatically be kept up to date.

To customize the reminders portlet for purchase orders, hover over the options dropdown and click Set Up, and then select the purchase order reminders you want to include.




**Reminders portlet**

**Tip!** If you do not see any Reminders portlet on your dashboard, click Personalize in the upper right corner of your dashboard. Click the Reminders icon to add to your dashboard.

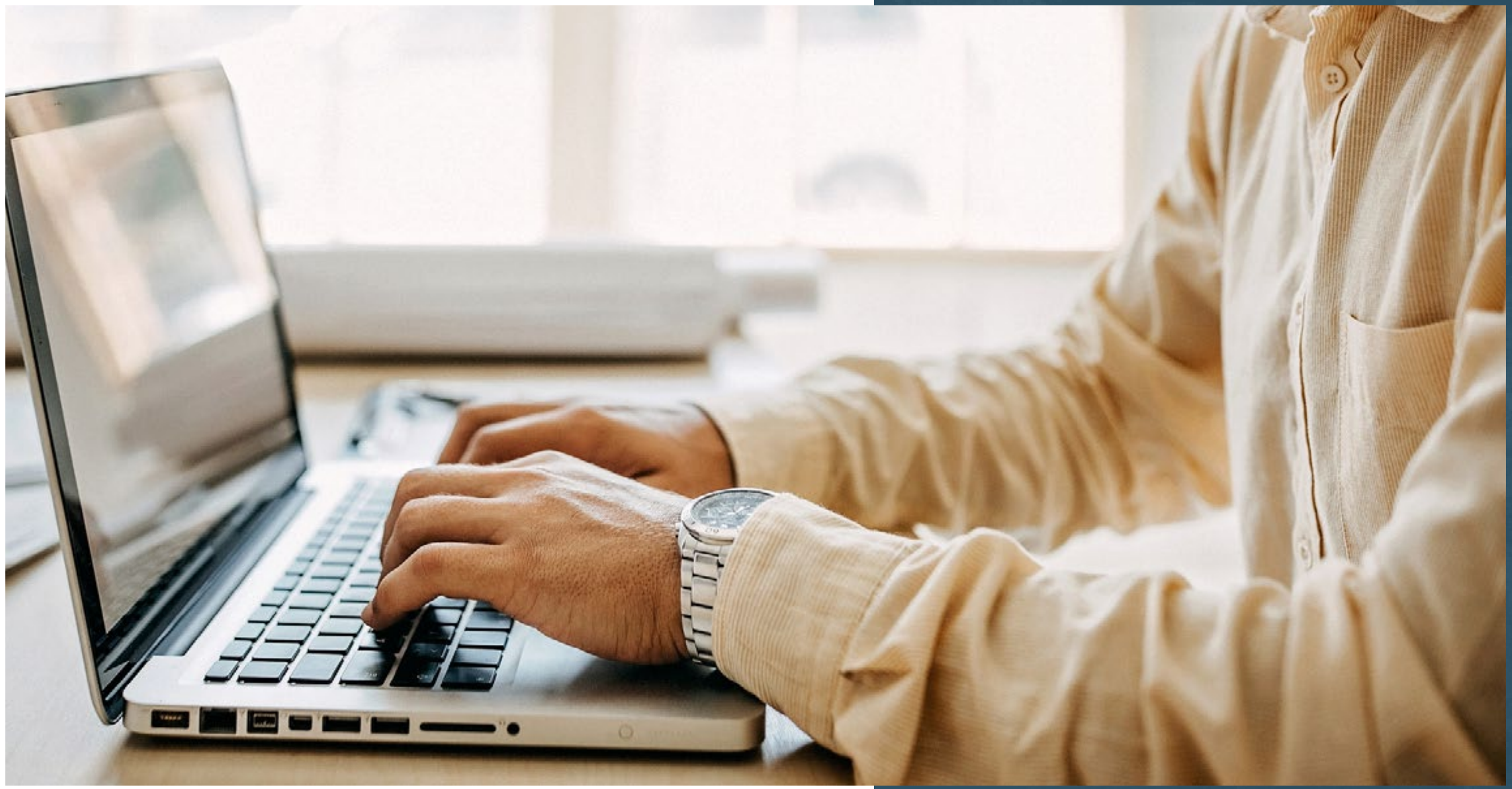
## 4. IMPORTING PURCHASE ORDERS

NetSuite also allows users to import purchase orders. Imported purchase orders can include line-level items and expenses data via the Import Assistant.

By default, the NetSuite fields available for purchase order import mapping are those available on your preferred purchase order form.

To ensure that all needed fields are available for mapping, you can select any purchase order form that is available to your role, in the Advanced Options area of the Import Assistant's Import Options page.

If you use classes, departments, or locations, you can set these values either for an entire purchase order, or per individual item/expense lines.



**Tip!** Purchase Order imports are not available unless the Purchase Orders feature is enabled in your account. To enable this feature, go to Set Up > Company > Enable Features and on the Transactions tab, check the Purchase Orders box.

## 5. PURCHASE ORDER HISTORY REPORT

The Purchase Order History report details all purchase orders you have entered. This will help you review transactions and items associated with your purchase orders. Using this report, you can see how much you have authorized for purchase and at what price, how many you have received, and how much you have been billed for items.

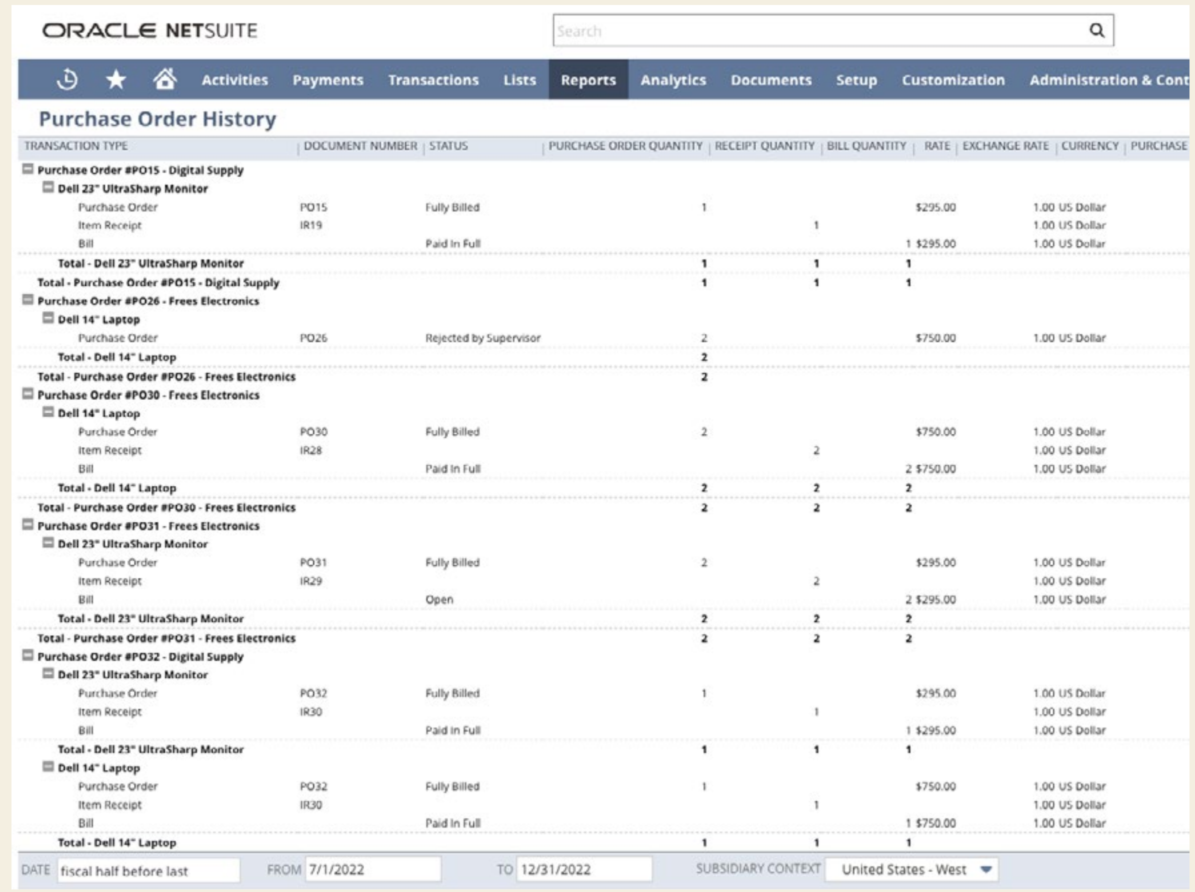
To view the Purchase Order History report, go to Reports > Purchases > Purchase Order History.

The Purchase Order History report is also a useful tool to spot discrepancies between amounts ordered and billed or between rates on orders and bills.

On the Purchase Order History report, the Receipt Minus Bill Amount column displays posting lines from inventory items on transactions.

- Receipts have a positive value in this column.
- Vendor bills have a negative value in this column.

If the Receipt Minus Bill Amount is not balanced, this could indicate a problem in the workflow for that order that must be reconciled. Keeping track of these discrepancies for orders can help you verify that vendors bill you the correct amount.




| TRANSACTION TYPE | DOCUMENT NUMBER | STATUS | PURCHASE ORDER QUANTITY | RECEIPT QUANTITY | BILL QUANTITY | RATE | EXCHANGE RATE | CURRENCY | PURCHASE |
|---|---|---|---|---|---|---|---|---|---|
| **Purchase Order #PO15 - Digital Supply** | | | | | | | | | |
| **Dell 23" UltraSharp Monitor** | | | | | | | | | |
| Purchase Order | PO15 | Fully Billed | 1 | | | $295.00 | 1.00 | US Dollar | |
| Item Receipt | IR19 | | | 1 | | | 1.00 | US Dollar | |
| Bill | | Paid In Full | | | 1 | $295.00 | 1.00 | US Dollar | |
| **Total - Dell 23" UltraSharp Monitor** | | | **1** | **1** | **1** | | | | |
| **Total - Purchase Order #PO15 - Digital Supply** | | | **1** | **1** | **1** | | | | |
| **Purchase Order #PO26 - Frees Electronics** | | | | | | | | | |
| **Dell 14" Laptop** | | | | | | | | | |
| Purchase Order | PO26 | Rejected by Supervisor | 2 | | | $750.00 | 1.00 | US Dollar | |
| **Total - Dell 14" Laptop** | | | **2** | | | | | | |
| **Total - Purchase Order #PO26 - Frees Electronics** | | | **2** | | | | | | |
| **Purchase Order #PO30 - Frees Electronics** | | | | | | | | | |
| **Dell 14" Laptop** | | | | | | | | | |
| Purchase Order | PO30 | Fully Billed | 2 | | | $750.00 | 1.00 | US Dollar | |
| Item Receipt | IR28 | | | 2 | | | 1.00 | US Dollar | |
| Bill | | Paid In Full | | | 2 | $750.00 | 1.00 | US Dollar | |
| **Total - Dell 14" Laptop** | | | **2** | **2** | **2** | | | | |
| **Total - Purchase Order #PO30 - Frees Electronics** | | | **2** | **2** | **2** | | | | |
| **Purchase Order #PO31 - Frees Electronics** | | | | | | | | | |
| **Dell 23" UltraSharp Monitor** | | | | | | | | | |
| Purchase Order | PO31 | Fully Billed | 2 | | | $295.00 | 1.00 | US Dollar | |
| Item Receipt | IR29 | | | 2 | | | 1.00 | US Dollar | |
| Bill | | Open | | | 2 | $295.00 | 1.00 | US Dollar | |
| **Total - Dell 23" UltraSharp Monitor** | | | **2** | **2** | **2** | | | | |
| **Total - Purchase Order #PO31 - Frees Electronics** | | | **2** | **2** | **2** | | | | |
| **Purchase Order #PO32 - Digital Supply** | | | | | | | | | |
| **Dell 23" UltraSharp Monitor** | | | | | | | | | |
| Purchase Order | PO32 | Fully Billed | 1 | | | $295.00 | 1.00 | US Dollar | |
| Item Receipt | IR30 | | | 1 | | | 1.00 | US Dollar | |
| Bill | | Paid In Full | | | 1 | $295.00 | 1.00 | US Dollar | |
| **Total - Dell 23" UltraSharp Monitor** | | | **1** | **1** | **1** | | | | |
| **Dell 14" Laptop** | | | | | | | | | |
| Purchase Order | PO32 | Fully Billed | 1 | | | $750.00 | 1.00 | US Dollar | |
| Item Receipt | IR30 | | | 1 | | | 1.00 | US Dollar | |
| Bill | | Paid In Full | | | 1 | $750.00 | 1.00 | US Dollar | |
| **Total - Dell 14" Laptop** | | | **1** | **1** | **1** | | | | |

DATE fiscal half before last FROM 7/1/2022 TO 12/31/2022 SUBSIDIARY CONTEXT United States - West

**Purchase order history**

If the Receipt Minus Bill Amount is not balanced, check for one of the following three causes:

1. The quantity on the order and the quantity on the bill do not match.
2. The purchase price on the order and the price on the vendor bill do not match.
3. The currency exchange rate on the order is no longer current when you enter the receipt.

**Tip!** You can set the Default Receiving Exchange Rate preference to determine how rates are handled.

## SUPPORTING YOU ALONG THE WAY

If you want to learn more about Purchase Orders in NetSuite, check out these Learning Cloud Support (LCS) courses:

- Purchasing: Manage Your Purchase Order from Entry to Receipt
- Approving and Rejecting a Purchase Order
- How Do I Manage Purchase Requests
- How Do I Manage Purchase Orders

LCS Company Pass provides subscription-based training that helps all NetSuite users engage in continuous training easily and cost-effectively. With on-demand learning, hands-on lab exercises, and multiple training options, LCS helps accelerate your business's knowledge of NetSuite and productivity.

**Join the NetSuite Support Community**

The NetSuite Support Community is an online gathering place for all things NetSuite, where users share information, experiences, and advice. The NetSuite Support Community is your go-to place for product announcements, training assistance, and SuiteAnswers. Join today!

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