



## How To Close Purchase Transaction by Batch

### Overview:

Mark as Close in Purchase Module Transactions is used to close outstanding quantity from incomplete delivery of the supplier. If the supplier is unable to deliver the remaining undelivered quantity and you have no intention to follow up anymore.

### Scenario:

Create a 2 separate Purchase Order with a Quantity of 10 and 5

**Purchases**

- Purchase Requisitions
- Purchase Orders**
- Goods Received Notes
- Purchase Invoices
- Cash Purchases
- Dashboard
- General Ledger
- Customer
- Supplier
- Sales

**Purchase Orders**

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 03/24/2022

Term: 60 DAYS Purchaser: ALVIN P. Order No.: PO2203/001

Location: Require Date: Reference No.:

☒ Tax Inclusive

Stock Code	Description	Qty	UOM	Unit Price	Disc	WTax Code	WTax	Amount	Net	Tax Code	Tax Amount
AMD-XP/18...	AMD XP 1800	10...	UNITS	5,629.00000000				56,290...		SR-PNCD	6,031.07143

**Purchase Orders**

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 03/24/2022

Term: 60 DAYS Purchaser: ALVIN P. Order No.: PO2203/002

Location: Require Date: Reference No.:

☒ Tax Inclusive

Stock Code	Description	Qty	UOM	Unit Price	Disc	WTax Code	WTax	Amount	Net	Tax Code	Tax Amount
ASUS-EX	ASUS TECH EX MOTHERBO...	5.0...	UNITS	1,000.00000000				5,000.00		SR-PNCD	535.71429

Proceed to Goods Received Note and Transfer Quantity of 8 for AMD XP 1800 and Quantity of 2 for ASUS TECH EX MOTHERBOARD. Once done click Save

**Goods Received Notes**

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 03/24/2022

Term: 60 DAYS Purchaser: ALVIN GRN No.: GRN2203/001

Location: Supplier DO No: Reference No:

Project: ☐ Tax Inclusive

Scan Item.. View Variants

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
AMD-XP/1800	AMD XP 1800		8...	UNITS	5,629.0...		45,032.00	SR-PNCD	4,824.85714			45,032.00
ASUS-EX	ASUS TECH EX MOTHERBOARD		2...	UNITS	1,000.0...		2,000.00	SR-PNCD	214.28571			2,000.00

Proceed to Purchase Reports > Reports > Outstanding Purchase Order. There are outstanding qty reflected since the transaction is partial delivery only.

**Outstanding Purchase Order**

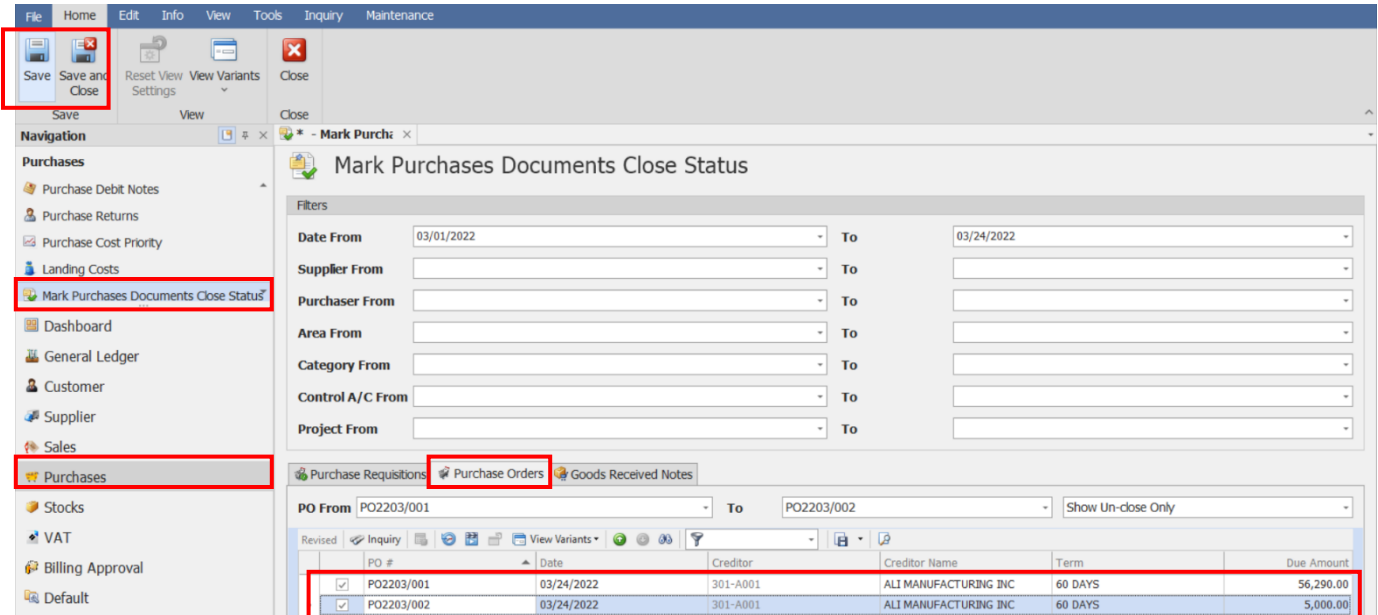
Options Inquiry

View Variants

Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding Qty
PO2203/001 301-A001 - ALI MANUFACTURING INC										
03/24/2022	AMD-XP/1800	AMD XP 1800	10.00000000	5,629.000000...	56,290.00	6,031.07	8.00000000	GRN2203/001	03/24/2022	2.00000000
PO2203/002 301-A001 - ALI MANUFACTURING INC										
03/24/2022	ASUS-EX	ASUS TECH EX MOT...	5.00000000	1,000.000000...	5,000.00	535.71	2.00000000	GRN2203/001	03/24/2022	3.00000000

To close outstanding qty from multiple Purchase Order, Go to Purchase Module > **Mark Purchases Documents Close Status**

Select Purchases Documents to Close by Batch by using the filter options below. Once done click Save



PO #	Date	Creditor	Creditor Name	Term	Due Amount
<input checked="" type="checkbox"/> PO2203/001	03/24/2022	301-A001	ALI MANUFACTURING INC	60 DAYS	56,290.00
<input checked="" type="checkbox"/> PO2203/002	03/24/2022	301-A001	ALI MANUFACTURING INC	60 DAYS	5,000.00

### How does it work?

Generate again the Outstanding Purchase Order Report. Notice that there are no floating purchase order documents in the report generated

Outstanding Purchase Order

OptionsInquiry

View Variants

Document Date	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding...



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>