

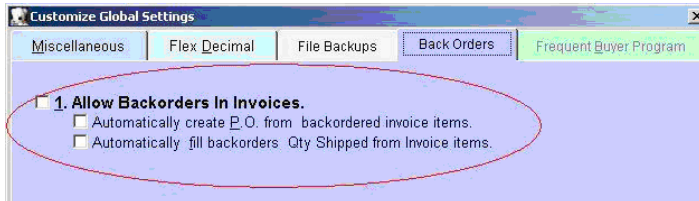
New Purchase Order Functions

New Purchase Order Functions

MicroBiz version 13.5 has several new functions for Purchase Orders which can be very useful. If you have not upgraded your system to version 13.5, please do so as soon as possible. Remember that this is a mandatory update if you use X-Charge as your credit card processor!

Backordering Products on the Work Screen

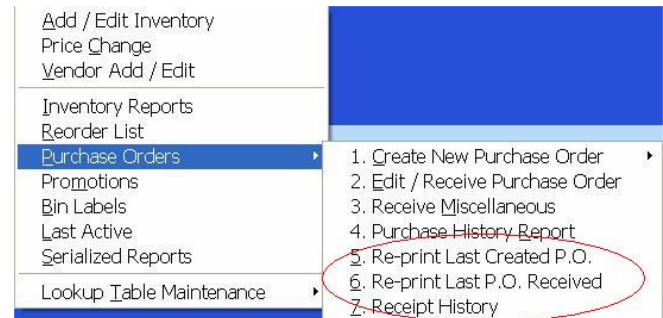
MicroBiz contains several new backorder functions which will simplify backordering, creating purchase orders, and filling those backorders. These options can be found in "Management" – "Customize" – "Global Settings" - "Back Orders" tab. Within this window, you will see the following functions:



- **"Allow Backorders In Invoices"** - This option will work the same as in prior versions of MicroBiz. You may visit the MicroBiz help file found in "Help" – "Help Topics" for instructions on its functionality.
- **"Automatically create P.O. from backordered invoice items."** - With this option checked, MicroBiz will automatically bring up the Purchase Order screen for creation when backordering a product on the Work Screen. When the Purchase Order has been received (or item is in stock), you must load the customer on the Work Screen and use the FILL command in the SKU box to complete and fill the order.
- **"Automatically fill backorders Qty Shipped from Invoice items"** - With this option checked, MicroBiz will automatically fill an outstanding order when the product is sold on the Work Screen WITHOUT the need to use the "FILL" command.

Reprinting Purchase Orders

MicroBiz has several new functions to re-print Purchase Orders. They can all be found in "Inventory" – "Purchase Orders."



- **"5. Re-print Last Printed P.O."** - Selecting this option will re-print the last created Purchase Order.
- **"6. Re-print Last P.O. Received"** - Selecting this option will re-print the last received Purchase Order. In addition, it will reprint Purchase Orders done through "Receive Miscellaneous" (if the last Purchase Order printed).
- **"7. Receipt History"** - Selecting this option will bring up a list of received Purchase Orders and allow you to re-print from that list.

Fix for Issue 15401

Due to a fix for Issue 15401 (where CREDIT balances are not always accurate when loading them to the Work Screen), there may be a delay after loading customers to the Work Screen. This is because MicroBiz is recalculating them as they are loaded. To turn off this enhancement, you may prevent the recalculation through "Management" – "Customize" – "Transaction Settings" – "Misc" Tab. The option will be named "Recalc Balance due at F8." If this function is unchecked, be aware that this could cause discrepancies on balance due shown on the Work Screen! It is recommended that you recalculate during your own time using the utilities found in the program.

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