Xero → Practical Stock Planner: File 4 – Open_Supply (stock you've ordered but not yet received)

Practical Stock Planner – Time-phased stock planning. One short guide for one file. No IT skills needed – just a Xero login and Excel.

If a Xero label differs slightly, pick the closest match.

What this file is: your open purchase orders – what's still to arrive, and when. Columns: `Supply Order ID`, `SKU`, `Supply Qty`, `Due Date`.

Before you start

1. **Download the Open_Supply template** from Practical Stock Planner. Open **Load Data**, then open **Templates** in the sidebar. Practical Stock Planner accepts **CSV files only** – one CSV file per input file; this one starts from `template_Open_Supply.csv`. **Keep the template's header row exactly as it is.** After filling it in Excel, save it with **File › Save As › CSV UTF-8 (Comma delimited)**.
2. **Xero has no export of purchase orders**. The **Purchase orders** list has no export (its *more options* menu has only *Compact view* and *Give feedback*); an open PO has **Print** and **Email** only; the **Purchases overview** has no export either. Xero also says it "doesn't include your purchase order in any inventory reports" (Create a purchase order). So you **read your open POs on screen and type them into the template**. Small businesses often have only a handful of open POs.
3. **Update overdue dates first.** Supply dated **before** the plan start date is ignored. Update overdue *Expected arrival* dates in Xero before you start.
4. **Single units.** *Supply Qty* is in single units. If you order in cartons, multiply by the carton quantity.
5. **Duplicate rows are fine.** Rows for the same SKU and date are simply added up (the app sums by SKU per week, with weeks starting Monday).

How Xero tracks "still to receive"

- Purchase orders sit on the tabs **All, Draft, Awaiting approval, Approved, Billed**. **Approved** = ordered, not fully billed.
- When only part arrives, you **create a bill for part of the order**; the PO stays approved (Account for a part supply). An open PO shows **Ordered**, **Billed** and **remaining** quantities per line (e.g. *Ordered 1, Billed 0, 1 remaining*).
- If the rest will never come, **Close short** – "the remaining quantity is removed from the inventory item's quantity on order balance" (Close a purchase order short).
- Dates: each PO has a **Delivery date** and an **Expected arrival** date (set on the open PO with **Expected arrival › + Add date**). Keep *Expected arrival* up to date – it's your best Due Date.

Option A (recommended) – type the open PO lines from the Approved tab

#	Step	Status
1	Go to **Purchases › Purchase orders** (or from the **Purchases overview**, click **See all** next to purchase orders) and open the **Approved** tab.	
2	The list shows **Number, Supplier, Reference, Date raised, Delivery date, Expected arrival, Sent, Amount, Files** – use it as your checklist of open POs.	
3	Open each PO and note, per line, the item and the **remaining** quantity (Ordered − Billed).	
4	Type one row per open line into the **Open_Supply** template.	–

Column mapping

From the PO	→ Practical Stock Planner column	Notes
Number (e.g. `PO-0006`)	**Supply Order ID**	
Item code on the line	**SKU**	Lines with no item (description-only) can't be planned – skip them.
Remaining quantity	**Supply Qty**	Convert cartons to single units.
Expected arrival (else **Delivery date**)	**Due Date**	Both can be blank – blank → plan start + default lead time.

Option B – weekly totals instead of PO lines (many POs)

If you have too many open PO lines to type, enter **weekly totals** instead – Practical Stock Planner adds supply up per SKU per week anyway. From the Approved tab, total the remaining quantity **per SKU per expected-arrival week**, and enter one row per SKU per week: **Supply Order ID** = a label such as `POs wk 2026-10-12`, **SKU**, **Supply Qty** = total remaining, **Due Date** = the Monday of that week. You lose the link to individual PO numbers, but the plan is the same.

Check total quantities: each tracked item's record shows **Quantity on order** – "the number of items in approved purchase orders" (Search and view inventory items), and the Open Backorders report has **Total On Order**. Your Open_Supply total per SKU should match **Quantity on order** (or **Total On Order** on the Open Backorders report).

Goods received but not yet billed: if you added them to SOH by hand, leave that PO line out of this file.

> **Not recommended – Payable Invoice Detail › Outstanding purchase orders detail.** This report *can* be exported to Excel, but it is unreliable for planning: its default filters mix payable invoices with POs; even filtered to *Source contains Purchase Order* and *Status contains Approved* the PO line had

> a **blank Item Code** and a **Quantity of −1**, and it has no Delivery date or Expected arrival column. Use it only as a rough cross-check of which POs are open.

> **Keep leading zeros in SKUs.** Format the SKU column as *Text* before you type or paste SKUs, then save with *File › Save As › CSV UTF-8 (Comma delimited)*. If you open a CSV directly in Excel (e.g. by double-clicking it), Excel can strip leading zeros (`00123` becomes `123`) – import it via *Data › From Text/CSV* instead and set the SKU column to *Text*. In Google Sheets: select the SKU column and choose *Format › Number › Plain text* before you type or paste, then save with *File › Download › Comma-separated values (.csv)*.

Checklist

- ☐ Template header row unchanged, saved as a CSV file (*File › Save As › CSV UTF-8 (Comma delimited)*).
- ☐ Open POs taken from the **Approved** tab, **remaining** quantity only, in single units.
- ☐ *Expected arrival* dates up to date in Xero – nothing overdue.
- ☐ Description-only lines skipped.
- ☐ SKUs exactly match your SKU_Details file.
- ☐ No open purchase orders? Keep the header row and add no data rows. That means none are open.

If the upload is refused: a workbook or other non-CSV file gets “Couldn't use” followed by the file name, then “Please upload a CSV file. Practical Stock Planner imports CSV only.” Save it with *File › Save As › CSV UTF-8 (Comma delimited)* and upload the `.csv`. A file that is not UTF-8 gets “Couldn't read” followed by the file name, then “Save it as UTF-8 or UTF-8 with BOM and try again. In your spreadsheet, choose Save As > CSV UTF-8.” Save it again as CSV UTF-8 and upload the `.csv`.

Using Google Sheets instead of Excel? Save each file with *File › Download › Comma-separated values (.csv)*. To keep leading zeros, select the SKU column and choose *Format › Number › Plain text* before you type or paste SKUs.

Set the date format before you upload. On the Load Data page, set **Date format in your files** to match your dates: **Day/Month/Year** (the default, e.g. 05/10/2026 = 5 October) or **Month/Day/Year** (US-style, e.g. 10/05/2026 = 5 October). Only Week Starting Date (Forecast), Ship Date (Open Sales Orders) and Due Date (Open Supply) are read as dates. Dates like 2026-10-05, 2026/10/05 and 13-Apr-2026 are always accepted, whichever setting you choose. If you change the setting, upload the file again. A date that can't fit the setting (e.g. US-style 10/13/2026 under Day/Month/Year) stops the upload, and the message names the file, column, row and value.

Questions? Contact support@practicalsupplychainplanning.com.

Note. Some steps were checked against the vendor’s help pages, not in a live account. If a screen looks different, email support@practicalsupplychainplanning.com.