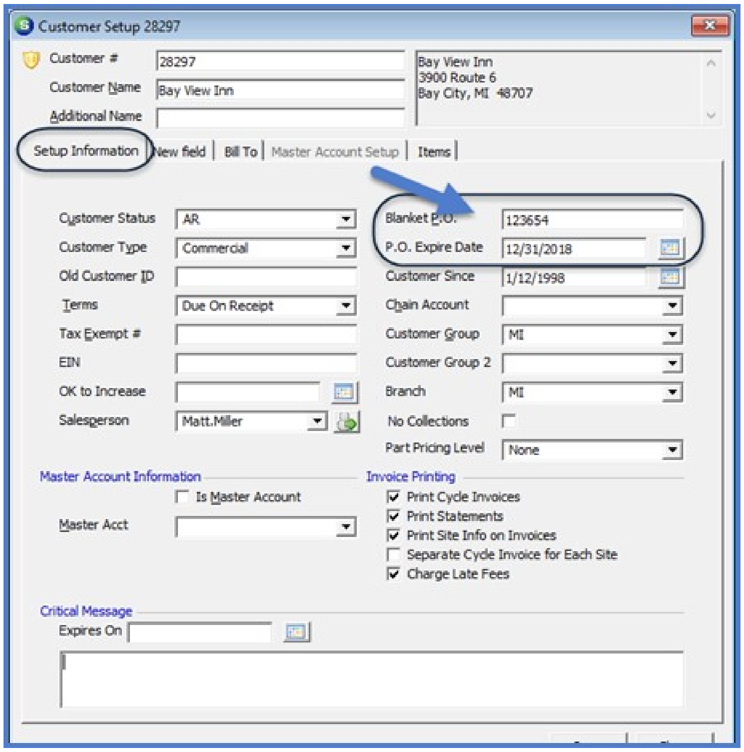
Blanket PO Expiration

Last Modified on 01/18/2023 5:25 pm EST

The Blanket PO Expiration Report is designed to print a listing of customers with Blanket Purchase Order Numbers and the date on which the PO will expire. The report provides a listing that may used to contact your customer to obtain a new PO number if the old PO Number has expired or will expire in the future. A Blanket PO Number is entered and maintained on the Customer Setup Information form.



This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Date Range - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. The User must select an Accounting Period range or Date range.

Branches - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

· *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

Show Each Branch - If this option is selected, a new group will begin with each unique Branch.

Sort By - The report default is to sort by Customer Number. Other sorting options available are Customer Name or Expiration Date.