

# Purchase Orders

Last Modified on 01/18/2023 5:24 pm EST

The Purchase Orders Report prints the Purchase Orders which meet the criteria of the options selected. Once the desired options have been selected on the report options form, click the OK button to display the Purchase Orders in Print Preview mode.

## Report Selections

**Branch/Warehouse** - The default is to display Purchase Orders for All Branches and Warehouses. If the Purchase Orders created for only certain Branches and/or Warehouses is desired, you may use the Invert Selection button then check the box to the left of the Branch and/or Warehouse(s).

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

**Vendor** - The default is to display Purchase Orders for All Vendors. If the Purchase Orders for only certain Vendors is desired, you may use the Invert Selection button then check the box to the left of the Vendor(s) desired.

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

**PO Date Range** - You must select the beginning and ending Purchase Order creation date for the report to determine which Purchase Orders will be displayed on the report.

**Status** - Options available are Open and Closed. you may select Open (Purchase Orders) only, Closed (Purchase Orders) only or both.

**Options** - By default the Warehouse Po's is the only option selected. You may select Warehouse PO's, Direct Expense PO's or both by selecting the checkbox to the left of the desired options. At least one of the two options must be selected.

**Type** - Three choices are available; Include Orders for Service, Include Orders for Jobs, and Include Other Orders. Check the box to the left of the type of purchase orders you want to print. At least one select must be made.

**Sort By** - Options are available for sorting the order in which the Purchase Orders will be printed; select the desired option from the drop-down list. Sort by options include PO Number, Vendor, Warehouse, Order Date and Due Date.

Once all report options have been selected, click on the OK button located at the lower right of the form.

**Purchase Order Criteria**

**Branch / Warehouse**

- MI
- MI-Main
- M100
- M101
- M103
- M104
- MI-Cust Repair
- MI-Obsolete
- RTV-MI
- Used-MI
- National
- NC
- OH

Select All    Invert Selection

Hide Inactive Branches / Warehouses

**Vendor**

- A&A Office Systems Inc
- A+ Cleaning Services
- Abc Disposal Service, Inc
- ABC Service Provider
- Ach Direct
- ADI

Hide Inactive Vendors

Select All    Invert Selection

**PO Date**

From:

Thru:

**Status**

Include Open Orders

Include Closed Orders

**Type**

Include Orders for Service

Include Orders for Jobs

Include Other Orders

**Option**

Warehouse POs

Direct Expense POs

**Sort By**

PO Number

Vendor

Warehouse

Order Date

Due Date

Ok    Cancel

After clicking on the OK button, the list of Purchase Orders that met your selection criteria will be displayed in a grid format. You may un-check the box to the left of any Purchase Order you do not want to print at this time. When finished, either click on the Print Preview icon on the upper toolbar of the list.

**Purchase Orders**

PO Number	Vendor	Order Date	Shipping Date	Type	Reference	Warehouse
<input checked="" type="checkbox"/> 3415	Tri-Ed	5/1/2017		JOB	1507	
<input checked="" type="checkbox"/> 3433	Rsc Equipment Rental	6/27/2017		JOB	1518	
<input checked="" type="checkbox"/> 3434	Tri-Ed	6/29/2017		JOB	1519	
<input checked="" type="checkbox"/> 3436	Tri-Ed	6/29/2017		JOB	1519	
<input checked="" type="checkbox"/> 3437	Tri-Ed	6/29/2017		JOB	1519	