

Restore PO Printing Preferences Form

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When printing purchase orders, the user is presented with the Printing Preferences form. If the user checks the “Do not show this again” checkbox, the Printing Preferences form will not be displayed when printing subsequent Purchase Orders. This document provides instructions on how to restore the Printing Preferences form.



Process

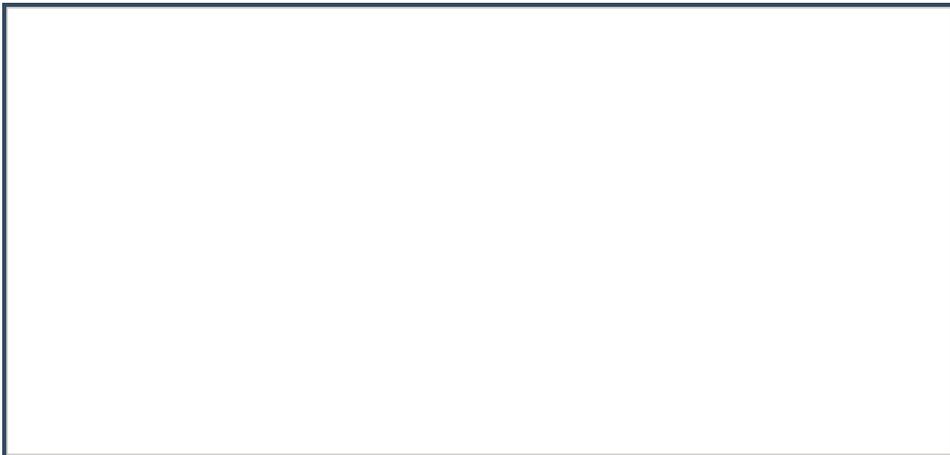
1. Navigate to Accounts Payable / Print Purchase Orders.



2. The Purchase Order Criteria form will be displayed – click OK.



3. The Purchase Orders list will be displayed. Click on the Printing Preferences button.



4. The Printing Preferences form will be displayed. If you want this form to display again in the future, un-check the "Do not show this again" checkbox.

