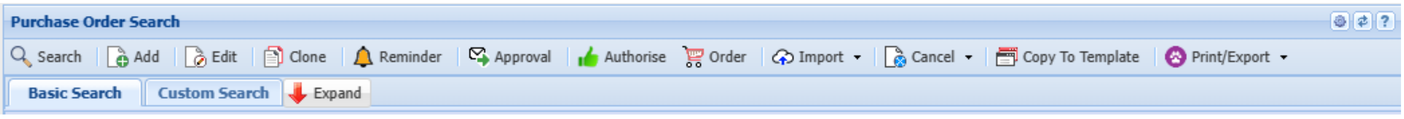
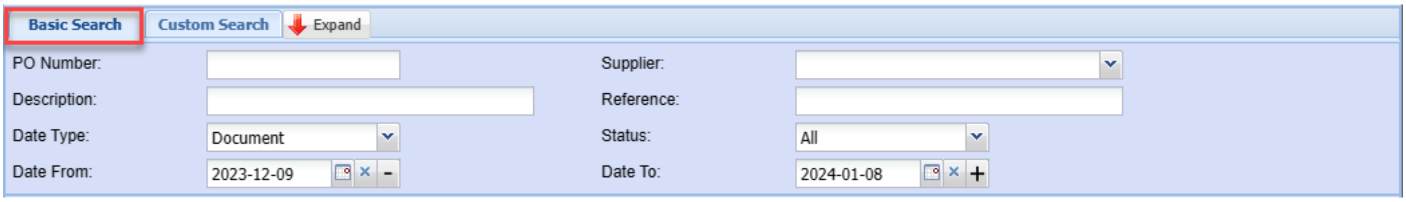
Purchase Order Search

Creditors Module> Activity> Purchase Order



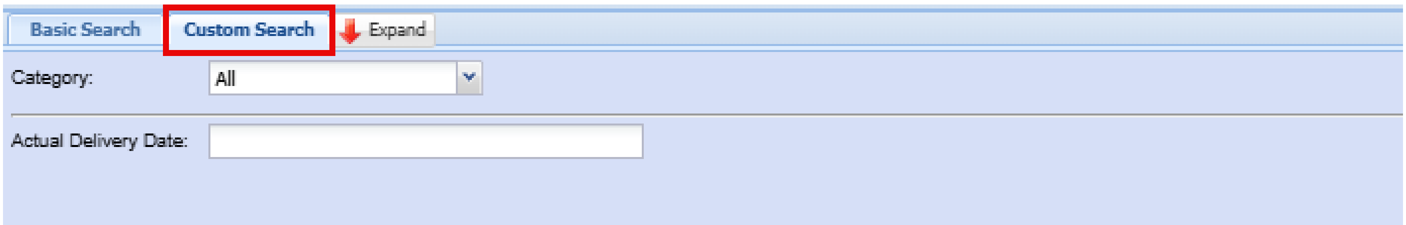
Search	Allows you to search for an existing Purchase Order, Inventory Item, Creditor or Debtor based on system fields and which module you are in.
Add	Allows you to create a new Purchase Order, Inventory item, Creditor or Debtor depending on the Module you are in.
Edit	Allows you to edit the purchase order
Clone	Allows you to Clone an existing Inventory Item, Creditor or Debtor depending on the module you are in
Reminder	You can set a reminder to follow up on a PO or to send the PO off for Authorisation etc.
Approval	Click the Approval button to send the PO for approval
Authorise	Click the Authorise button to authorise a PO
Order	Once the PO is Authorised the order can be placed by clicking the Order button
Import	If you have a really long order that you have in the excel format, you can upload this order to create the PO rather than entering them one by one.
Cancel	Click Cancel to Cancel a PO
Copy To Template	If you have templates set up for your PO you can copy one PO over to another template.
Print/Export	You can export your PO to excel, or you can choose to print a copy.

Basic Search



PO Number	Use your PO number if you know it to search for a specific Purchase Order
Description	If you know the description of your Purchase Order you can use that to search
Date Type	Select the date you want to search by (Document Date, ETA date or Due Date)
Date From / Date To	You can search for Purchase Orders in a specific date range
Supplier	You can search for Purchase Orders for a specific supplier
Reference	If you know the reference for the Purchase Order you can search using that
Status	You can search for a PO in a specific status, select your status choice form the drop-down menu (All, Created, Approved, Authorised or Recurring Transactions)

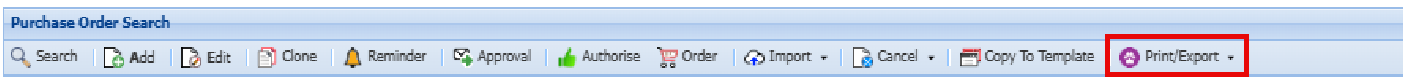
Custom Search



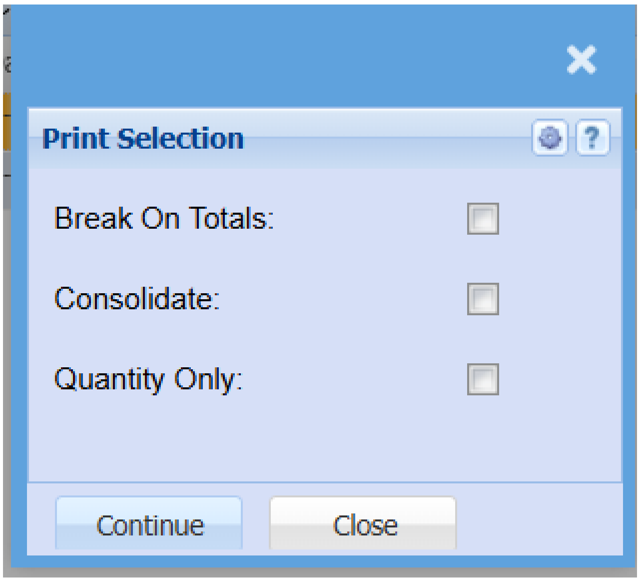
Category	Search for a PO in a specific category if you have categories set up.
Actual Delivery Date	Search for a PO that has already been delivered and processed by using the actual delivery date.

Print/Export

Print button



If you want to print a list of your Purchase Orders, you can select to have breaks on all totals, you can choose to consolidate all totals and you select to have Quantity only shown on your report.



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