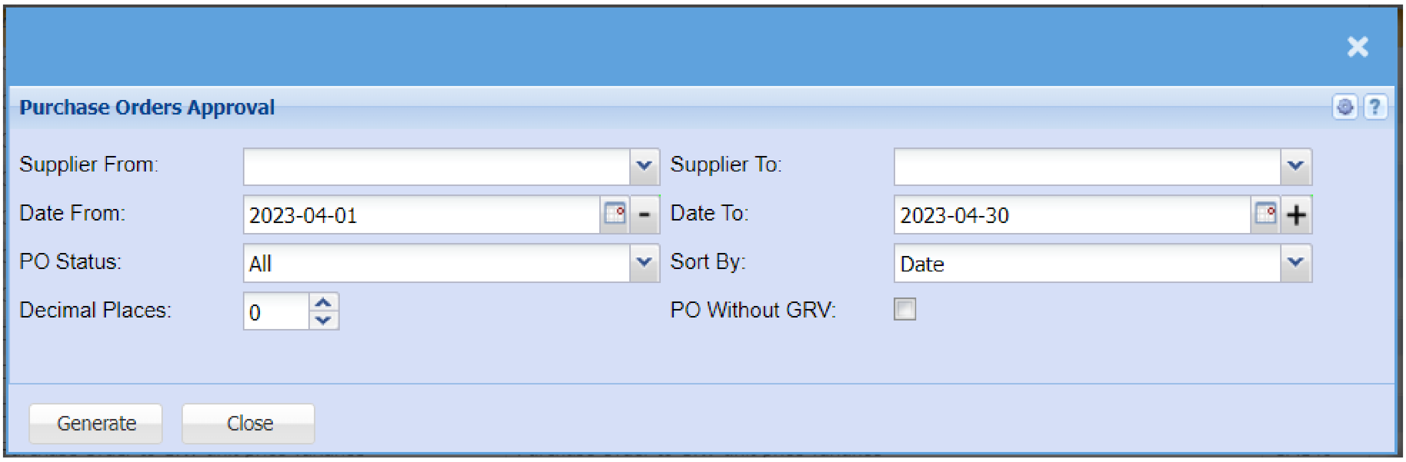
Approved Purchase Order Detail

Creditors >Reports > Report List

Shows a report on approved Purchase Orders.



It’s a report on approved purchase orders

Supplier From / Supplier To	Select a Suppliers/Creditors you wish to view the report from. Select the Suppliers/Creditors you wish to see up to in the report.
Date From / Date To	Choose the date range for which you want to view the report from / Select a date range of when you want to see up to on the report.
PO Status	Select from the drop-down menu if you want a report for all Approved Purchase orders or you can filter for Completed, Cancelled, Closed, partially completed orders etc.
Sort BY	Select from the drop-down menu if you would like your report sorted by Date or Purchase Order Number.
Decimal Places	It is advisable to set decimals to two places. You can View the report with any number of decimal places.
PO Without GRV	Tick this box if you would like to include purchase orders that do not have GRVs
Generate button	Click the "Generate" button to open the report. You will have options to copy, email, or print the report. To view the report in an Excel document, copy the report and paste it into an Excel file.

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