

Print Purchase Orders

Search and select report "Find Purchase Orders and Line Split for Organization"

Enter search information

×

Find Purchase Order Line and Line Splits for Organization

Companies

:

:

:

Organization

:

:

:

Supplier as Worktag

:

:

:

Buyer

:

:

:

Purchase Order

:

:

:

Document Date On or After

MM/DD/YYYY

Document Date On or Before

MM/DD/YYYY

Purchase Order Status

:

:

:

Worktags

:

:

:

Exclude Canceled

☒

Exclude Closed

☒

OK

Cancel

Click on the PO number link

38 items	
Purchase Order Line	Purchase Order
🔍	PO-1000610

Click on related actions button next to the PO number.

Select Purchase Order, then Printable Version

View Purchase Order

Purchase Order PO-1000610

Change Order Reason

Comments CH ORDER TO REDUCE

Actions

- Purchase Order > Printable Version
- Accounting > View Purchase Order Changes

Click OK

OK Cancel

Click Refresh

Print Purchase Order


Purchase Order Printing Run

Status Processing

Refresh

Purchase Order PO-1000610

Click on the PDF file link

Purchase Order	
Purchase Order Printing Run	<input type="text" value=""/>
Status	Completed
Purchase Order	PO-1000610
PDF File	 PO-1000610 2023-02-06 08_13_53-0800.pdf

Click Download or Print

