

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

Document Date On or Before

Purchase Order Status

Worktags

Exclude Canceled

Exclude Closed

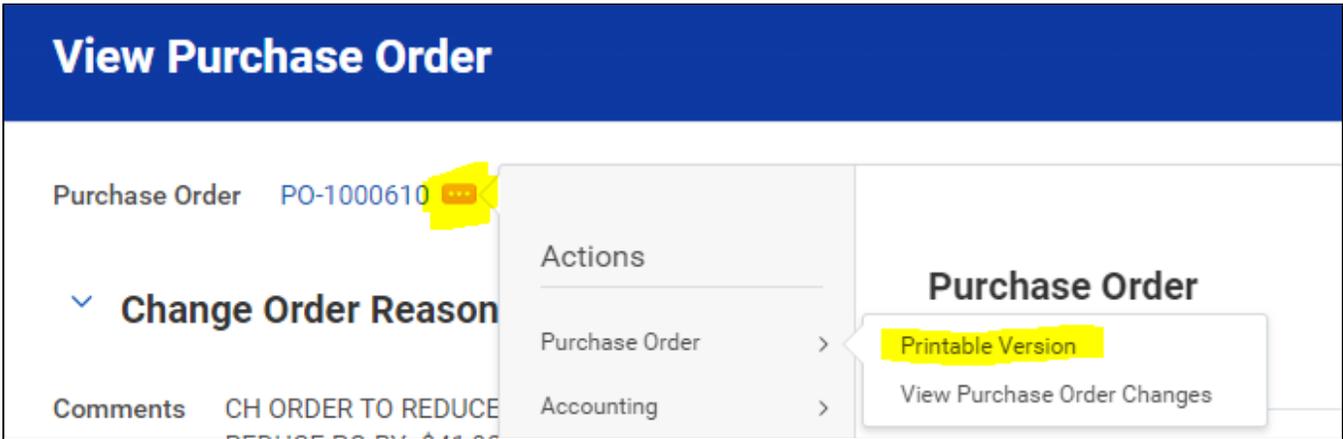
Click on the PO number link

38 items

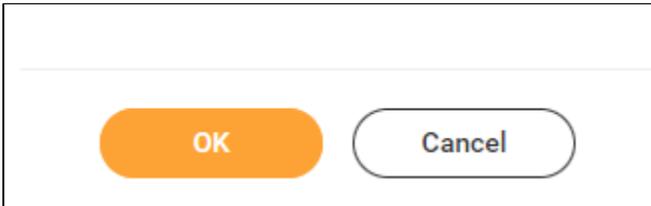
Purchase Order Line	Purchase Order
	PO-1000610

Click on related actions button next to the PO number.

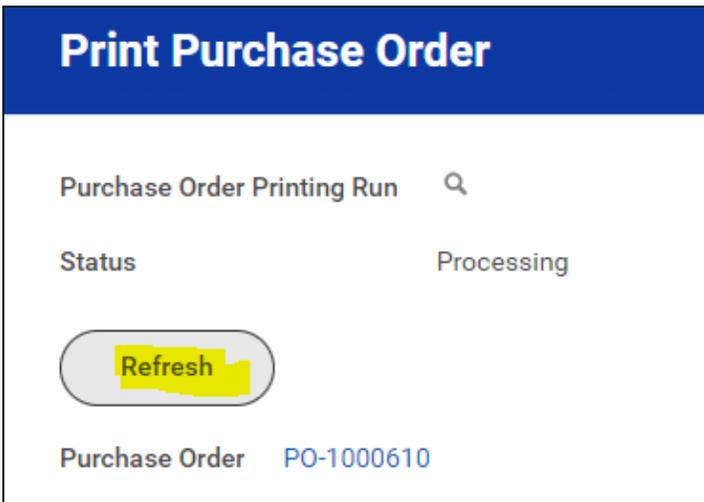
Select Purchase Order, then Printable Version



Click OK



Click Refresh



Click on the PDF file link

Purchase Order

Purchase Order Printing Run	
Status	Completed
Purchase Order	PO-1000610
PDF File	 PO-1000610 2023-02-06 08_13_53-0800.pdf

Click Download or Print

