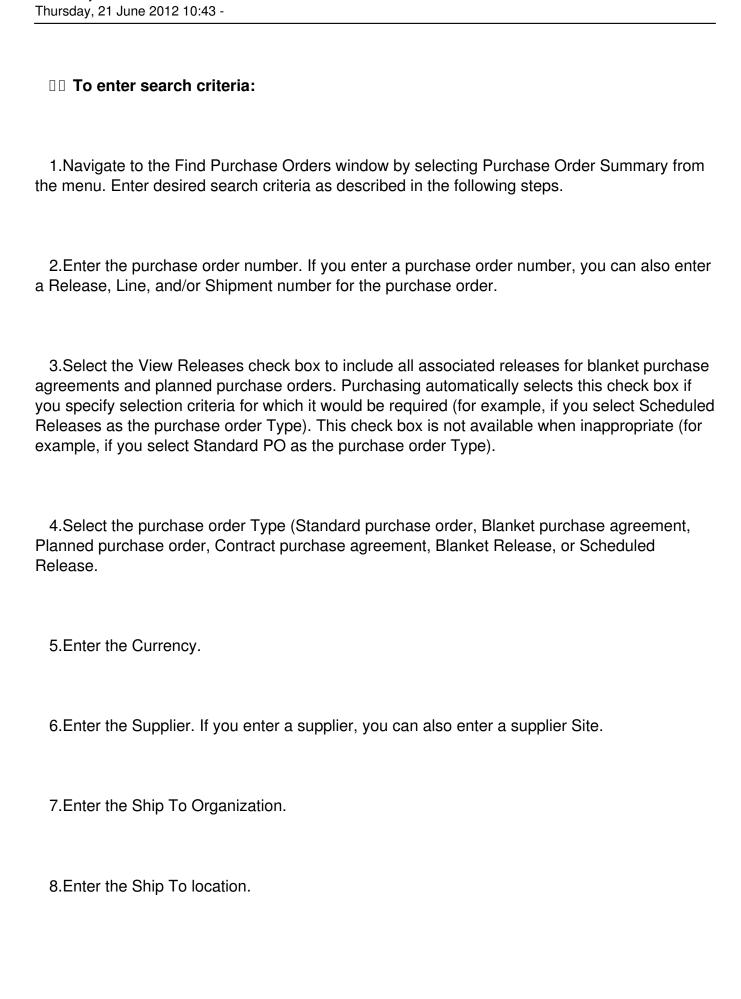


Written by



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Thursday, 21 June 2012 10:43 -9.Enter the Bill To location. 10.Enter the Buyer. 11. Enter the Line Type. 12.Use the alternative regions to further restrict the search: In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item Number. In the Date Ranges region, you can enter date ranges for the following dates: Order, Approved, Promised, Need By, and Closed. In the Status region, you can limit the search by: Order Approval status (Approved, In Process, Incomplete, Pre-Approved, Rejected, or Requires Reapproval) Control status (Open, Closed, Finally Closed, Closed for Invoicing, Closed for Receiving, or Cancelled) Hold status (Yes or No) Frozen status (Yes or No)

Written by Thursday, 21 June 2012 10:43 -

· Firmed status (Yes or No)
· In the Related Documents region, you can limit the search by Supplier Quote number, Quote number, Quote number, Requisition number, Receipt number, Contract number, Invoice number, and Paper Requisition number.
· In the Deliver To region, you can limit the search by destination Type (Expense, Inventory, Shop Floor), Deliver To Person, Organization, Location, and Subinventory.
· In the Accounting region, you can limit the search by Period, GL Date, Charge Account, Budget Account, and whether there are Active Encumbrances (Yes or No).
13.Select the Results summary window (Headers, Lines, Shipments, or Distributions). Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Purchase Order Distributions summary window is available.
14.Select the Find button to initiate the search and open the appropriate summary window.
□□ To clear existing search criteria:
· Select the Clear button to clear any existing search criteria.
□□ To enter a new release:

Select the New Release button to open the Releases window. See: Entering Release

Finding Fulctiase Orders
Written by Thursday, 21 June 2012 10:43 -
Headers.
□□ To enter a new purchase order:
· Select the New PO button to open the Purchase Orders window. See: Entering Purchase Order Headers.
□□ To enter purchase order preferences:
· Select Preferences on the Special menu to open the Purchase Order Preferences window. See: Entering Purchase Order Preferences.