

Print Receiving PO Report for a PO in BKO Status

How to Print a Receiving Report for a PO in BKO Status (Only Backordered Items will Print)

1. Inventory Purchasing from the Main Menu.
2. P.O. Status
3. Enter Vendor ID & press <Enter>
4. Enter Ln# of PO and press <Enter>. **(PO should be in BKO Status.)**
5. Press <F6>=Post. (Top of Screen Displays "POST AND PRINT P.O. REPORT.")
 - SPECIFY OUTPUT DEVICE 1 (or Change to Desired Printer #)
 - SPECIFY OUTPUT ORDER 3 <Enter>
 - ENTER THE START NUMBER XXXX <Enter> (PO# you selected will display)
 - ENTER THE STOP NUMBER XXXX <Enter> (Same PO# should display)
 - ENTER CODE ***** <Enter>
 - BLANK LINE BETWEEN LINES N <Enter>
 - PRINT 80 COLUMN FORMAT Y <Enter>
 - PRINT PACKAGE,COST OR NONE C <Enter>
 - PRINT PRICES Y (This field is skipped.)
 - POST AND PRINT Y <Enter>
 - PRINT BACKORDERS N (This field is skipped.)
 - PRINT A RECEIVING REPORT Y Must Change to "Y" for Yes.
 - PRINT ORDER QUANTITY Y Must Change to "Y" to print order qty.
 - PRINT SCAN CODES N <Enter>
 - PRINT JOB LABELS N <Enter>
6. Receiving Purchase Order Report should print with just the Backordered items. The cursor returns to the PO Status Screen.