

REQ1450 - Print Purchase Orders

Table of Contents

REQ1450 - Print Purchase Orders i
REQ1450 - Print Purchase Orders 1

REQ1450 - Print Purchase Orders

Purchasing > Reports > Purchase Order Reports > Print Purchase Orders

This report provides an automated means of printing purchase orders to send to vendors. If purchase orders did not print correctly, use the REQ1500 - Reprint Purchase Orders page to reprint the purchase orders.

Notes:

- Even if you do not actually print the purchase order, you must click to register the purchase order.
- The vendor name is not printed on the purchase order if a DBA name exists for the vendor on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.

Parameter	Description
Current Year (C), or Next Year (N)	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
Print on pre-printed purchase order form? (Y/N)	Y - Print the purchase orders on a preprinted form. N - Print the purchase orders on plain paper. This is a required field.
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P - Sort the report by purchase order. A - Sort the report alphabetically. N - Sort the report by vendor number. S - Sort the report by vendor sort key. This is a required field.
Select Contract (C), Non-Contract (N), or blank for ALL	C - Include contracts only. N - Include noncontracts only. Blank - Include both contracts and noncontracts.
Select Contract Type(s), or blank for ALL	Type the contract types, or click to search for contract types. Otherwise, leave blank to use all contract types.
Select Unprinted Purchase Order(s), or blank for ALL	Type the six-digit unprinted purchase order numbers, including all leading zeros and separating multiple purchase numbers with a comma (e.g., 000008, 091929). Or, click to search for purchase order numbers. Otherwise, leave blank to use all unprinted purchase order numbers.
Print Confirmation only (C), Mailable POs (M), or blank for ALL	C - Print confirmations only. M - Print mailable purchase orders. Blank - Print both confirmations and mailable purchase orders.
Include Account Code Ledger on District Copy? (Y/N)	Y - Print the district purchase order copy with the account code summary. A blank line is included allowing you to manually enter the invoice number and the expended amount. N - Print the district purchase order copy without the account code summary. The approval path is always included on the district purchase order copy. This is a required field.

Parameter	Description
Shipping Address Line 1 using Contact (C) or Organization (O)	C - Print the contact name on line 1 of the shipping address. O - Print the organization name on line 1 of the shipping address. This is a required field.
Include Requestor's Name in Shipping Address? (Y/N)	Y - Include the requestor's name as part of the shipping address. N - Exclude the requestor's name from the shipping address. This is a required field.
Include Requisition Comments? (Y/N)	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
Include Bid Category (Y/N)?	Y - Include the three-digit bid category code. N - Exclude the three-digit bid category code.
Include Item Note (Y/N)?	Y - Include line item notes. N - Exclude line item notes.
Select Receiving Address(es), or blank for ALL	Type the three-digit receiving addresses (or campus ID numbers), including all leading zeros and separating multiple receiving addresses with a comma (e.g., 001, 098). Or, click ⋮ to search for receiving addresses. Otherwise, leave blank to use all receiving addresses.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma. Or, click ⋮ to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Bid Category(s), or blank for ALL	Type the three-character bid category code. Or, click ⋮ to search for bid category codes. Otherwise, leave blank to include all bid category codes.
From Required Date (MMDDYYYY), or blank for ALL	Type the from required date in the MMDDYYYY format, or leave blank to use all from dates.
To Required Date (MMDDYYYY), or blank for ALL	Type the to required date in the MMDDYYYY format, or leave blank to use all to dates.
From PO Date (MMDDYYYY), or blank for ALL	Type the from purchase order date in the MMDDYYYY format, or leave blank to use all from dates.
To PO Date (MMDDYYYY), or blank for ALL	Type the to purchase order date in the MMDDYYYY format, or leave blank to use all to dates.
Print starting from specific requisition number (######):	Type a six-digit requisition number to begin printing.
Print ending from specific requisition number (######):	Type a six-digit requisition number to end printing.
Enter Notes header	The **Enter Notes** parameters allow users to duplicate a note that is displayed on preprinted forms on plain paper purchase orders. Type the header line of bold text that is approximately 24 characters or 2.75 inches in length. It is highly recommended that you click Run Preview to view the text length of each line.
Enter Notes body line 1-5	Type the corresponding body line that is approximately 25 characters or 2.75 inches in length. Each line must be entered separately. The text does not wrap from one line to the next. It is highly recommended that you click **Run Preview** to view the text length of each line.

Parameter	Description
Enter Notes footer	Type one footer line that is approximately 25 characters or 2.75 inches in length. It is highly recommended that you click **Run Preview** to view the text length of each line.
E-mail Subject	Type the subject of the e-mail message that will be sent to the vendor.
E-mail Message	Type the e-mail message that will be sent to the vendor.

❑ Click **Preview** to generate the HTML view of the report. Or, click **PDF** to generate a PDF file of the report.

- Review the report.
- Click the PO Signature to select the signature(s) to be printed on the purchase order.
- Click **Contract** to display contract formats.
- Click **District** to view the district copy. Or, if on the district copy, click **PO** to return to the purchase order.
- Select **Vendors with No E-mail**, **Vendors with E-mail**, or **All Vendors**. If **Vendors with E-mail** is selected the **Email** button is enabled.
- Click **Return to Reports** to return to the main report page.

❑ **Clear Options** - Click to clear data from all parameter fields.