Print purchase orders

Table of Contents

Print Purchase Orders

Use the Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders

Print the purchase orders.

Complete the necessary report parameters.

IMPORTANT: You must click the PDF icon to register the purchase orders even if you do not actually print them.

If the purchase orders did not correctly print, use the REQ1500 - Reprint Purchase Orders report to reprint.

Back Cover