



## Print purchase orders




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## Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders

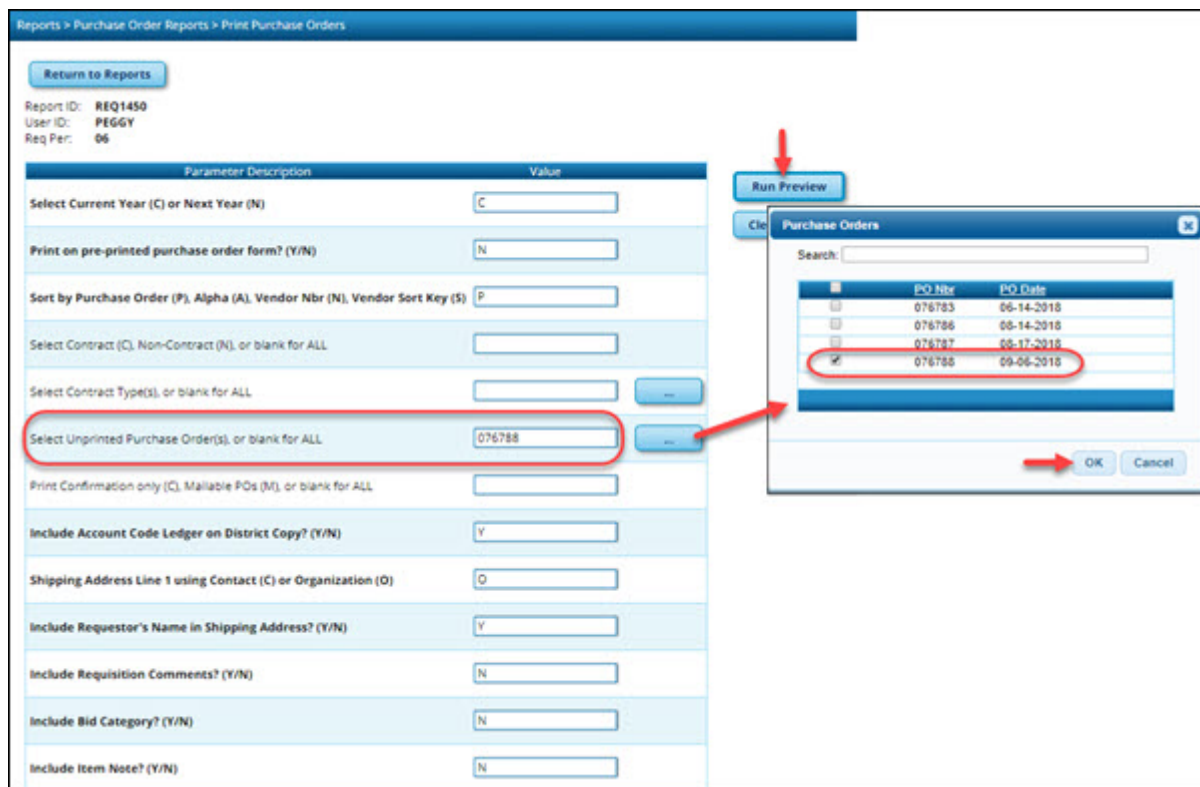
This report provides an automated means of printing purchase orders to send to vendors. Click the **PO Signature** button to select a signature to be displayed on the purchase order. Click **Contract** to display contract formats. If purchase orders did not print correctly, use the [REQ1500 - Reprint 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.

Complete the necessary report parameters.

### Image



The screenshot shows the 'Reports > Purchase Order Reports > Print Purchase Orders' page. The form contains various parameters for generating the report. A red circle highlights the 'Select Unprinted Purchase Order(s), or blank for ALL' field, which has the value '076788'. A red arrow points from this field to a modal window titled 'Purchase Orders'. The modal window displays a table of purchase orders with columns 'P.O. Nbr' and 'P.O. Date'. The row with P.O. Nbr '076788' and P.O. Date '09-06-2018' is selected, indicated by a red circle and a checkmark in the selection column. The modal window also has 'OK' and 'Cancel' buttons.


Parameter Description	Value
Select Current Year (C) or Next Year (N)	C
Print on pre-printed purchase order form? (Y/N)	N
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	P
Select Contract (C), Non-Contract (N), or blank for ALL	
Select Contract Type(s), or blank for ALL	
Select Unprinted Purchase Order(s), or blank for ALL	076788
Print Confirmation only (C), Mailable POs (M), or blank for ALL	
Include Account Code Ledger on District Copy? (Y/N)	Y
Shipping Address Line 1 using Contact (C) or Organization (O)	O
Include Requestor's Name in Shipping Address? (Y/N)	Y
Include Requisition Comments? (Y/N)	N
Include Bid Category? (Y/N)	N
Include Item Note? (Y/N)	N

	P.O. Nbr	P.O. Date
<input type="checkbox"/>	076783	06-14-2018
<input type="checkbox"/>	076786	08-14-2018
<input type="checkbox"/>	076787	08-17-2018
<input checked="" type="checkbox"/>	076788	09-06-2018

Generate the report.

Click **P.O.** to view the purchase order.

### Image



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**Mockingbird ISD**  
 583786 LONE STAR DRIVE GREATTOWN, TX. 34348  
 Phone: ( 555 ) 304-9907 Fax: ( 555 ) 304-9907


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P**  
 803 School  
 7315 OLD PEAXDALL XOAD  
 MEDICINE MOUND, TX 54776-1852  
 Requestor B.O

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R**  
 OFFICE DEPOT  
 SDS--  
 P.O. BOX 86  
 MEDICINE MOUND, TX 38840


**P.O. NUMBER** 076788  
**ATTACHMENTS** N  
**P.O. DATE** 09-06-2018  
**DELIVER BY** 08-30-2018  
**REQ NBR** 007385  
**VENDOR NBR** 03940  
**REF NBR**  
**BID NBR**  
**FEDERAL ID NBR** 51-9022925  
**VENDOR NOTE**

Page: 1 of 1 vendor phone: (555) 488-2145 vendor fax: (555) 488-2322

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	2.00	BN	5555	Pens	8.00000	.00	.00	16.00
				Black Pens for Admin				
002	2.00	BN	6666	Pencils	8.00000	.00	.00	16.00
				Pencils for Admin				
<b>TOTAL P.O.</b>								<b>\$32.00</b>

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

[Image](#)



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				Black Pens for Admin				
002	2.00	BN	6666	Pencils	8.00000	.00	.00	16.00
				Pencils for Admin				
<b>TOTAL P.O.</b>								<b>\$32.00</b>

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
Elizabeth Moreno	08-30-2018	Elizabeth Moreno	08-30-2018	Elizabeth Moreno	09-06-2018

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
			09-06-2018		

## Image

SessionTimer: 239 min and 55 sec

Print PO request is processed.

**P.O.** **E-mail** ☐ Vendors with No E-mail ☐ Vendors with E-mail ☒ All Vendors **PO S**

**M**  
**58**  
**Ph**  
**S**  
**H**  
**T**  
**I**  
**O**  
**R**

Click **District** to print the district copy.

If the purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) report to reprint.



## Back Cover