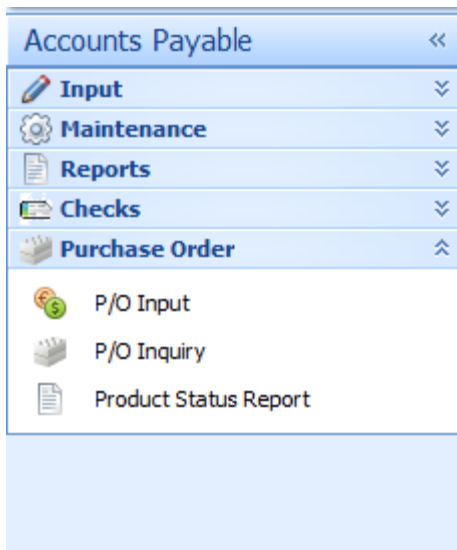




P/O Inquiry

This is a report that shows all information on Purchase Orders in high detail

From the Main Menu (Accounts Payable > Purchase Order > P/O Inquiry)



Report Filters: Allows you to customize the service calls you see by filtering the Type (i.e. construction, service, contract, etc.),

Status (scheduled or unscheduled), Charge Type (i.e. various charge options and no charge options),

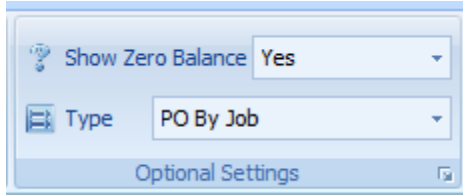
Technician (one, multiple or all technicians), Dispatched (yes or no) or Invoiced (yes or no).



Optional Settings

Show Zero Balances: If you want to view zero balances click yes if not click no

Type: You can search the purchase orders by Job or by vendor

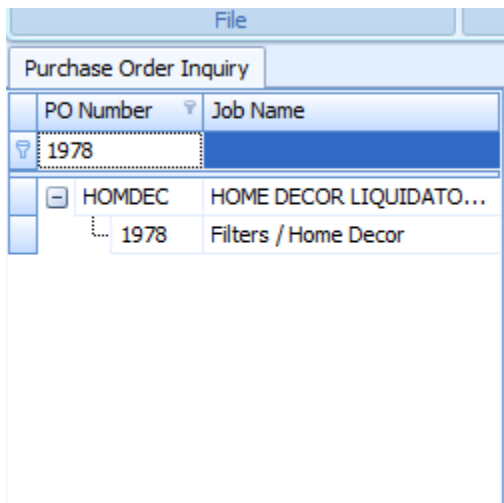


On the far left of the report screen you see something called the “TREE”

This shows you the Job name followed by the PO number so you can search it by the Job. You just click the PLUS sign next to the job name you want to look at and it brings up all the Purchase Orders connected to that job

PO Number	Job Name	Job (F)	Job Name (F)	Phase Sub	Phase Name	Vendor	VendorName	PO Number	PO Description	PO Date	Order Amount	Invoice Number	Invoice Total	Balance (F)
HARBOR	Cancelled HARBOR OF H...													
HERTZ	Hertz - Southaven SC													
HOMDEC	HOME DECOR LIQUIDAT...	HOMDEC	HOME DECOR LIQUIDATORS--sc	12055	Home Decor Liquidators	EDSLUPP	Ed's Supply Co.	1978	Filters / Home Decor	11/3/2014	34.42			34.42
		HOMDEC	HOME DECOR LIQUIDATORS--sc	11867	Home Decor Liquidators	EDSLUPP	Ed's Supply Co.	1701	Home Decor - PM	8/1/2014	91.77			91.77

You can also type in a PO number under the “tree” and it brings up only that PO and tells you the job name and the description of the purchase order



Note: You can change the columns around like move, add, or take away just like all the other reports.