

Purchase Order History

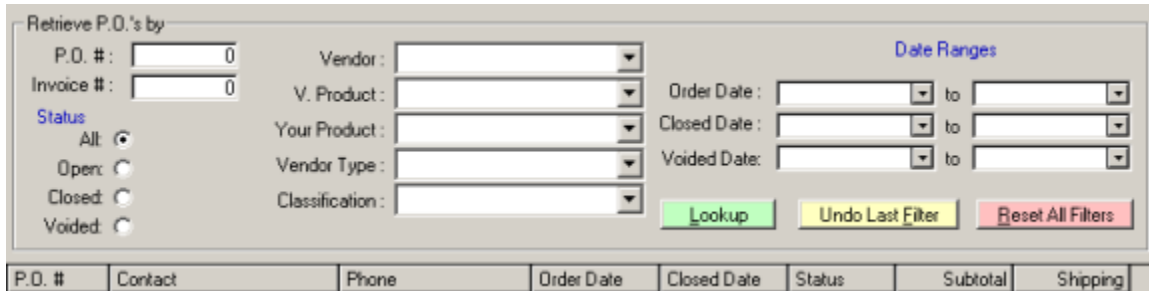
To open the Purchase Order (PO) features, select **Accounting**, then **Purchase Orders** from the **ADVANTAGE** main screen.



To find a purchase order, from the **Purchase Order** menu, select **History**:



✚ **ADVANTAGE** displays this screen:



✚ Select one or more of the following to search for the desired Purchase Order and display:

- ✚ **Invoice #** - enter an invoice number to see all Purchase Orders connected to that invoice
- ✚ **Vendor** - to see all Purchase Orders to that vendor
- ✚ **V. Product** - (Vendor's Product) to see all Purchase Orders that include that product
- ✚ **Your Product** - choosing your product code will show you all Purchase Orders that include that product
- ✚ **Vendor Type** - to see all Purchase Orders for vendors that have that Type selected on their account
- ✚ **Classification** - shows all Purchase Orders with products in that Classification
- ✚ **Date Ranges** – to see all Purchase Orders that fall in the selected range
 - ✚ **Order Date**
 - ✚ **Closed Date**
 - ✚ **Voided Date**

✚ Choose the **Status** of the Purchase Orders you want to see.

✚ Click on the **Lookup** button to perform the search. Use **Undo Last Filter** or **Reset All Filters** to change your search parameters.

✚ **ADVANTAGE** displays the matching Purchase Order results:

P.O. #	Contact	Phone	Order Date	Closed Date	Status	Subtotal	Shipping
1000		-	6/23/2004		Voided	\$0.00	\$0.00
1001	Vinyl R Us	972-555-4734	7/7/2004	7/13/2004	Closed	\$106.00	\$0.00
1002	Vinyl R Us	972-555-4734	7/7/2004	7/13/2004	Closed	\$48.00	\$4.50
1003		-	7/7/2004		Voided	\$0.00	\$0.00
1004	Aunbie's Beads		7/7/2004		Open	\$60.00	\$0.00
1005	Vinyl R Us	972-555-4734	7/7/2004		Open	\$30.00	\$4.50

Voided Purchase Orders are in **RED**; Closed are in **GREEN**; Open are in **WHITE**.

✚ Click on the Purchase Order that you want to edit or mark as received

✚ Click on or