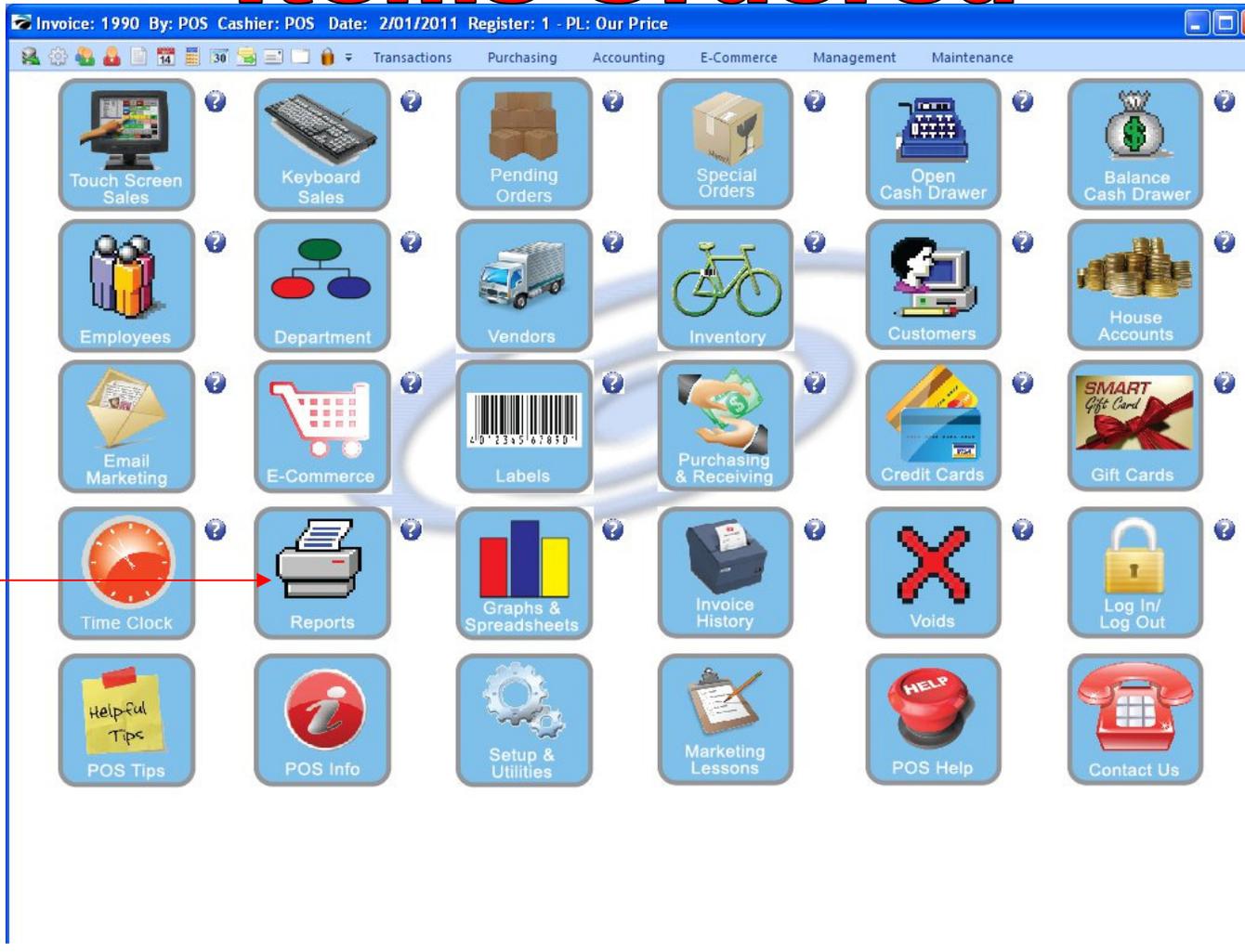


Purchasing Reports

1

Items Ordered



IN MANAGER MODE:

Go to Reports

1. Select Reports Button

Purchasing Reports

Items Ordered

2

1

2

3



REPORT CENTER:

1. Under Report Type, Select Purchasing Reports
2. Under Report, Select Items Ordered
3. Select Run Report (F7)

Purchasing Reports

Items Ordered

3

Items On Order

Locate:

Close [F10]

Vendor	SKU	Description	PO Number	Ordered	Cost	Status
Otis Cookies	145268	OTIS COOKIES	8	1.00	10.00	In Transit
Sams Club	1234567	SUPER WATER 12OZ	2	1.00	6.00	In Transit

Vendor: Otis Cookies Ordered On: 12/29/2010 Expected: 12/30/2010 Count: 2

2

1

3



REPORT CENTER:

1. Highlight an item on order
2. View & Receive a PO for an item on order
3. Select Close (F10) if not receiving the item