



Print Purchasing Reports: Purchase Order Template Reports

Background: You may use the Template Report to determine order quantities before you place orders by copying from established order templates.

Notice: These reports only include information from **Order Templates**. They do not include **Orders**.

To Do and Notice:

1. Navigate to **Reports** and select **Purchasing Reports**.
2. Select **Purchase Order Template Reports**.
3. Check the box in front of the desired Report(s).
 - Purchase Order
 - Purchase Order Index
 - Receiving Worksheet
 - Vendor Order Worksheet by Item Name
 - Vendor Order Worksheet by Storage Area
 - Vendor Order Worksheet by User Sequence
4. Click **Next**.
5. In the **Query Purchase Order Templates for Report** window, enter the criteria for the Purchase Orders Templates you wish to include in your report:
 - 1) Unit
 - 2) Vendor Name
 - 3) Template ID
 - 4) Click **Go**
6. Click the checkbox in front of the item(s) you wish to include in the report.

Notice: If you wish to include all items, click **Print All** in the upper right-hand corner.
7. Click **Print Selected**.
8. To print, click on the Printer icon.
9. Ensure that your Print selections are correct.
10. Click **Print**.

So What? The various reports allow you to manage all aspects of your Template Orders.