



Print Order Schedule Reports

Background: There are four different Order Schedule Reports, each allowing you to view an Order Schedule but organized in a different way.

To Do and Notice:

1. Navigate to **Purchasing** and select **Schedules**.
2. Select **Edit Order Schedule**.
3. Search for the desired Order Schedule.
4. Click on the **Select a Report** drop-down list found at the top of the screen.
5. Click on the name of the desired report:
 - Order Guide By Vendor
 - Order Guide By Storage Area
 - Order Guide By Product Group
 - Order Guide By Purchase Group
6. To print, click on the Printer icon.
7. Ensure that your Print selections are correct.
8. Click **Print**.

So What? You may use the report(s) you have printed to check the inventory in your stockroom and further modify your Order Schedules.
