

Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.12.100

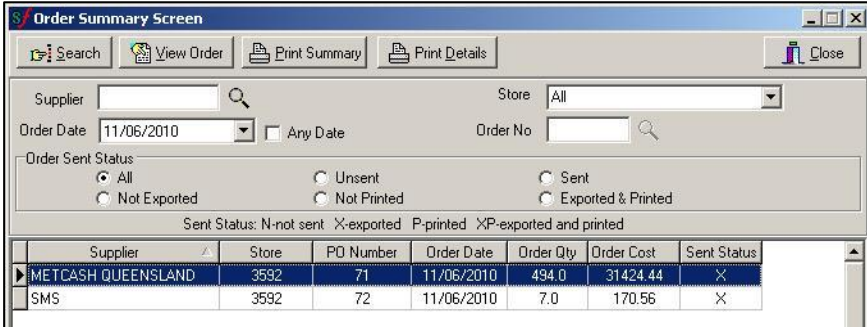

View a List of Outstanding Orders

You can retrieve a list of every outstanding order in SUREfire; the list can be filtered by Supplier, Date Created, Order Number, or Sent Status.

Procedure to Retrieve a List of Orders or a Specific Order

Hints and Tips

- ✓ Use the **Purchase Order Summary** function to to:
 - find an order number to add to or modify it
 - view a list of supplier orders generated from a split store order
 - view a list of orders for a specific supplier
 - select an order to display on the Purchase Order screen
 - check if an order has been exported or sent (using the **Sent Status** column).
- ✓ Orders that have been finalised against an invoice don't display.
- ✓ You can't edit an order that has been sent or exported.
- ✓ Leave the **Supplier** field blank to retrieve every outstanding order in the system.
- ✓ **Order Sent Status** filter:
 - **All**: lists every order.
 - **Not Exported**: lists unsent orders for suppliers you export the order to.
 - **Unsent**: lists unsent orders for suppliers you send via dial-up modem (**Payables -> Send Purchase Order**).
 - **Not Printed**: lists orders that haven't been printed (from the Purchase Order screen).
 - **Exported and Printed**: lists orders either exported to the supplier or have been printed.
 - **Sent**: lists orders that have been sent via dial-up modem (**Payables -> Send Purchase Order**).
- ✓ Click a column header to sort the rows returned.

1.	From the BOS Payables menu, select Purchase Order Summary .									
2.	Enter the required search criteria. <i>*The Store field isn't used; the system only retrieves orders created in your store.*</i> <i>*Select the Any Date check box if you don't know the exact date the order/s were created.*</i> <i>*Or leave at defaults.*</i>									
3.	Click Search .	 <p>The screenshot shows the 'Order Summary Screen' with search filters for Supplier, Store, Order Date, and Order No. The 'Order Sent Status' section has radio buttons for All, Unsent, Sent, Not Exported, Not Printed, and Exported & Printed. Below the filters is a table with columns: Supplier, Store, PO Number, Order Date, Order Qty, Order Cost, and Sent Status. The table contains two rows: METCASH QUEENSLAND (Store 3592, PO 71, Date 11/06/2010, Qty 494.0, Cost 31424.44, Status X) and SMS (Store 3592, PO 72, Date 11/06/2010, Qty 7.0, Cost 170.56, Status X).</p>								
4.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">To: print the search results</td> <td style="width: 50%;">then: click Print Summary. On the report preview, click Print to print the report. <i>*Click Print Setup first, if you need to change the printer.*</i></td> </tr> <tr> <td>To: print an order (includes product detail)</td> <td>then: click Print Details. On the report preview, click Print to print the report. <i>*Click Print Setup first, if you need to change the printer.*</i></td> </tr> <tr> <td>To: view or edit the products in an order</td> <td>then: click the order to highlight it. Click View Order. View the order or modify it (if it hasn't been sent).</td> </tr> <tr> <td>To: exit the screen</td> <td>then: click Close.</td> </tr> </table>	To: print the search results	then: click Print Summary . On the report preview, click Print to print the report. <i>*Click Print Setup first, if you need to change the printer.*</i>	To: print an order (includes product detail)	then: click Print Details . On the report preview, click Print to print the report. <i>*Click Print Setup first, if you need to change the printer.*</i>	To: view or edit the products in an order	then: click the order to highlight it. Click View Order . View the order or modify it (if it hasn't been sent).	To: exit the screen	then: click Close .	 <p>The image shows four buttons: 'Print Summary', 'Print Details', 'View Order', and 'Close'. Each button has a corresponding printer icon next to it.</p>
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