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Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.12.100

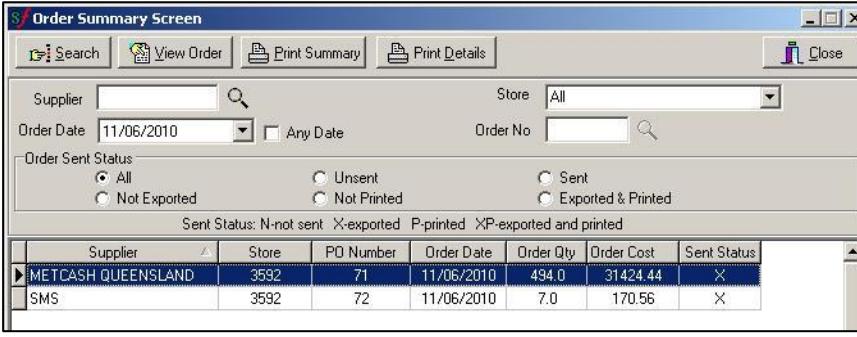
Hints and Tips

- ✓ Use the **Purchase Order Summary** function 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.

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

1.	From the BOS Payables menu, select Purchase Order Summary .	
2.	Enter the required search criteria. *The Store field isn't used; the system only retrieves orders created in your store.* *Select the Any Date check box if you don't know the exact date the order/s were created.* *Or leave at defaults.*	
3.	Click Search .	
4.	To: print the search results print an order (includes product detail) view or edit the products in an order exit the screen	then: click Print Summary . On the report preview, click Print to print the report. *Click Print Setup first, if you need to change the printer.* click Print Details . On the report preview, click Print to print the report. *Click Print Setup first, if you need to change the printer.* click the order to highlight it. Click View Order . View the order or modify it (if it hasn't been sent). click Close .