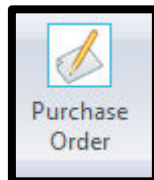
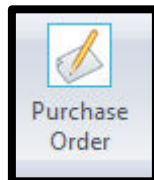




Purchase Order (Alt + A)

This report shows the detailed record of all the Purchase Orders.



On clicking the  option or on pressing the shortcut (Alt + A), “Purchase Order Report” window will appear.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, from A/c (bank or cash account), with optional viewability of attachments, item details, purchase order schedule, currency details, internal notes and voucher narration.



We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Purchase Order Report.

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Purchase Order Details									
Date	No	Branch	Supplier	GSTIN	Place of Supply	Order Amount (Base)	Cancelled	Name	Unit
Click here to define a filter									
22-02-2021	PO/1/2021	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	3,469.00	<input type="checkbox"/>	TEST	OTI-
25-02-2021	1	DEMO BRANCH	RONCH POLYMERS PRIVATE LIMITED	26AAACR4924P1ZZ	33-Tamil Nadu	11,564.00	<input type="checkbox"/>	TEST	OTI-
23-03-2021	PO/2/2021	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	1,050.00	<input type="checkbox"/>	ITEM 1	BAG
24-03-2021	PO/3/2021	DEMO BRANCH	ARULDASS SHEBAJENITTA	33FR0PS6409F1ZF	33-Tamil Nadu	13,440.00	<input type="checkbox"/>	ITEM 2	NOS
Total						29,523.00			

User can download the attachment (if any) directly from the entry itself.

Drill down entry

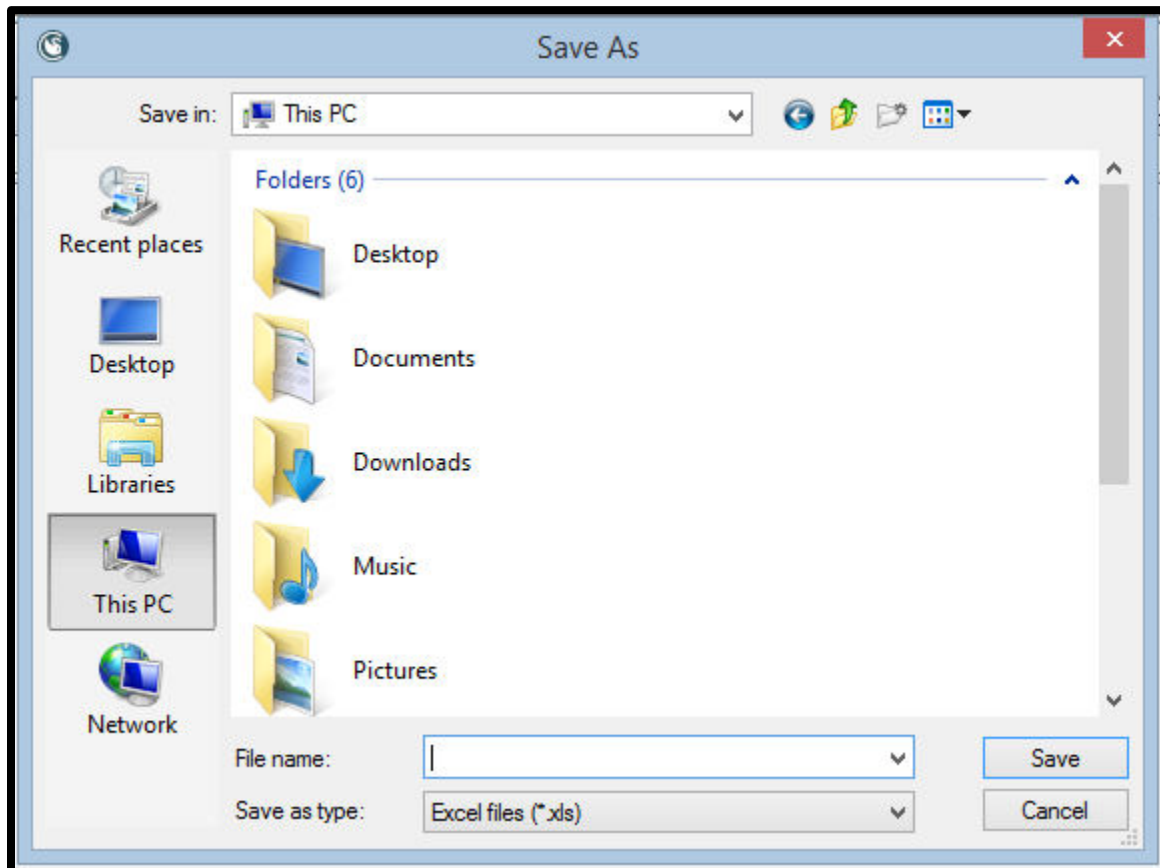
To go to the voucher, user needs to double click on the record line. User will be redirected to the Purchase Order voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.



[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Purchase Order Report tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Purchase Order Report Tab.