

## **Print Purchase Orders**

**PROGRAM NAME:** POPRINT

**MENU OPTION TITLE:** Print Purchase Orders

**MAIN MODULE:** PURCHASE ORDER PROCESSING

**HELP KEY ACTIVE:** YES

### **PROGRAM OVERVIEW**

This program is used to create a printed copy of purchase orders. Use this program if you need to reprint a purchase order. If you run a paperless purchase order system use this program to create a hard copy of a purchase order. You can print individual purchase orders or print all unprinted purchase orders from a particular vendor or all vendors. After the program has printed purchase orders you can mark the orders as printed.

### **PROGRAM OPERATION**

**Press RETURN to begin, ESC to abort**

**ENTER THE VENDOR NO. TO PRINT:** Enter the vendor number that you purchased the products from. Or hit the <ENTER> key for all purchase orders.

**ENTER THE PURCHASE ORDER NO. TO PRINT:** Enter the purchase order number that you wish to print or press the <ENTER> key for all purchase orders.

**O.K. to begin processing (Y/N)?**

**Print more orders (Y/N)?**

**Do you wish to mark the orders as printed (Y/N)?** <Y> will prevent these purchase orders from being printed the next time you print all purchase orders. <N> will allow them to be printed the next time you print all orders.