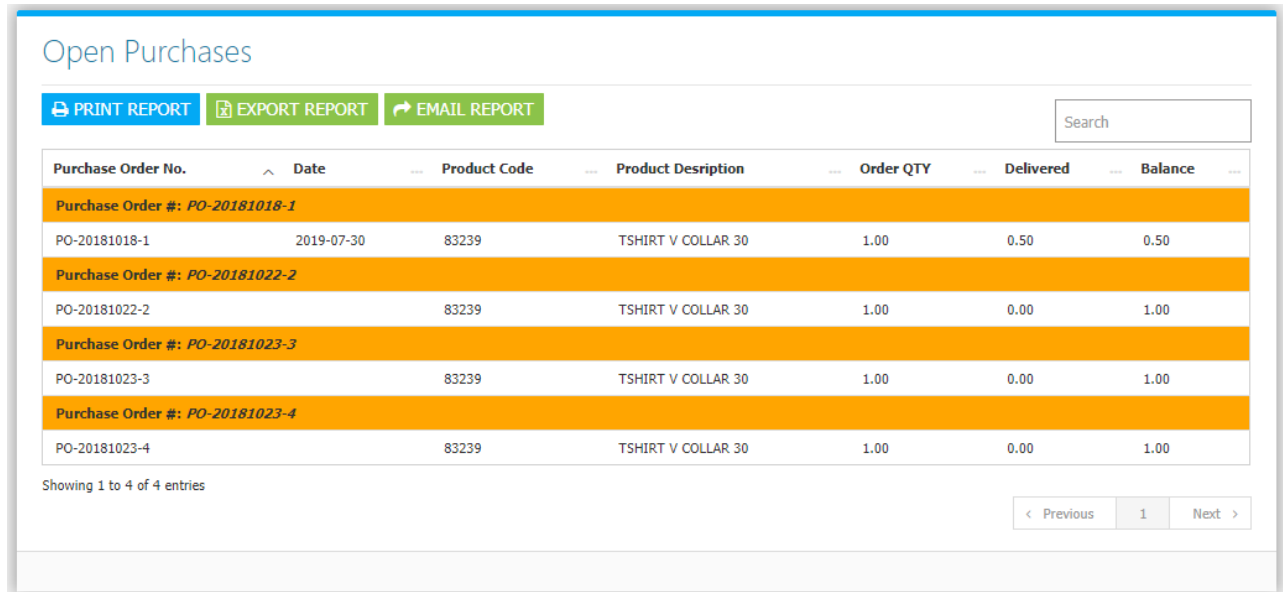


OPEN PURCHASES REPORT

Open Purchases Report contains *Open*, and *Partially Received* Purchase Orders. Listed per order are **items** together with the *Order Quantity*, *Delivered Quantity*, and *Outstanding Balance* (Figure 1). Click the **Print Report Button** to print **Export Button** to save the report to an Excel File, and **Email Button** to email the excel file to the designated address in the **Settings** -> **Email Report Settings**.

Figure 1



Open Purchases

PRINT REPORT EXPORT REPORT EMAIL REPORT

Search

Purchase Order No.	Date	Product Code	Product Description	Order QTY	Delivered	Balance
Purchase Order #: PO-20181018-1						
PO-20181018-1	2019-07-30	83239	TSHIRT V COLLAR 30	1.00	0.50	0.50
Purchase Order #: PO-20181022-2						
PO-20181022-2		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00
Purchase Order #: PO-20181023-3						
PO-20181023-3		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00
Purchase Order #: PO-20181023-4						
PO-20181023-4		83239	TSHIRT V COLLAR 30	1.00	0.00	1.00

Showing 1 to 4 of 4 entries

< Previous 1 Next >