**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**

