# TO PRINT ALL OUTSTANDING ORDERS

1. Go to Purchase Order Maintenance – Enter
2. Go to Reports – Enter
3. Go to Orders Reports – Enter
4. Go to Outstanding Orders By Order No. – Enter . You will see there are a number of options which you can choose to print your O/S Orders
5. Branch Code – the system should pick up your branch code – Enter
6. Enter date from & date to for which you require the report, I find that if you take the first date of the previous year to the current date you will pick up all outstanding orders which may have been missed previously or may not have been approved for specific reasons. Keep a watch on those, find out why they are still outstanding, whether you can cancel them, you may need to follow up with the suppliers.
7. Print Menu Appears – select Slave Printer and print in Landscape.

There are many options for you to explore. Please choose the various options which are available on the different menus as you go along, have a look at them, try them out and see what you get.

Remember you can’t crash Protea…..

Kind regards

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