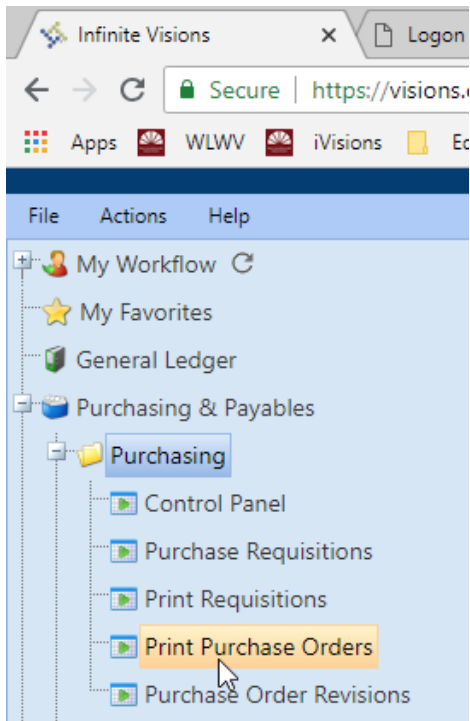


iVisions Workflow: Printing Purchase Orders



1. In Workflow, go to:

Purchasing & Payables

➤ Purchasing

➤ Print Purchase Orders

2. Select the items that have been turned to a PO by clicking on the line.

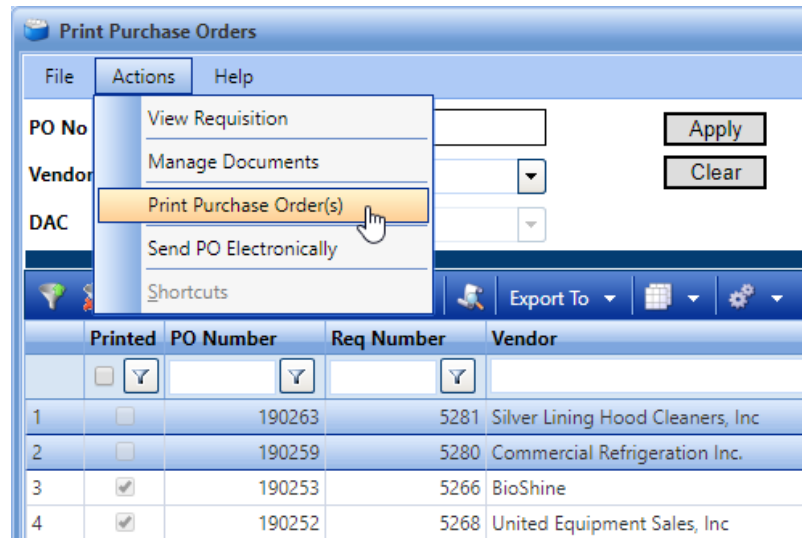
Hold the Ctrl key to select multiple lines.

The screenshot shows the 'Print Purchase Orders' dialog box. It has a menu bar with 'File', 'Actions', and 'Help'. Below the menu bar are input fields for 'PO No', 'Vendor', and 'DAC'. The 'DAC' field is set to 'Maintenance'. There are 'Apply' and 'Clear' buttons. Below the input fields is a toolbar with various icons and an 'Export To' dropdown. The main part of the dialog is a table with the following data:

	Printed	PO Number	Req Number	Vendor
1	<input type="checkbox"/>	190263	5281	Silver Lining Hood Cleaners, Inc
2	<input type="checkbox"/>	190259	5280	Commercial Refrigeration Inc.
3	<input checked="" type="checkbox"/>	190253	5266	BioShine
4	<input checked="" type="checkbox"/>	190252	5268	United Equipment Sales, Inc

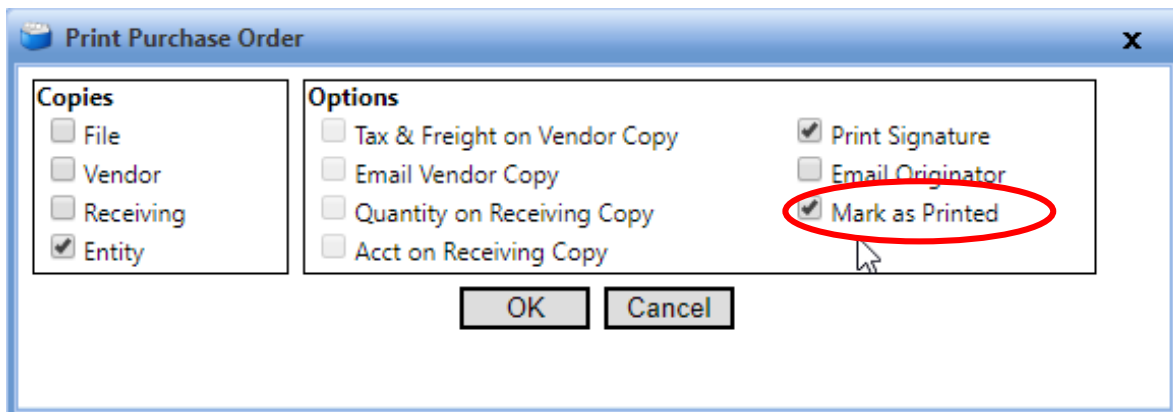
3. With your POs selected, click on Actions

- Print Purchase Order(s)



4. The Print Purchase Order window will open. Make the following selections:

- ✓ Entity Copy
- ✓ Print Signature
- ✓ Mark as Printed



5. Click OK, and your POs will open in a PDF window.

You may print a hard copy, or save the PDF on your H:\ drive.

Note: If you don't check the "Mark as Printed" box, please go back and print again with the box checked. This is the only way to mark a PO as printed.