

The Open Purchase Order Report is used to track unshipped and partially shipped Purchase Orders. Although the sample shown is printed in detail format, the report can also be printed in summary format. Other options include printing in cost code sequence.

# Open Purchase Order Report

1:44 PM  
04/22/98

ABC Landscaping, Inc.  
Open Purchase Order Report  
All Purchase Orders, Detail Format, PO Number Sequence

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PO Number	Vendor	Ship To	Date Ordered	Date Required	Status	Order Total		
000002	Office Supply Emporium Atlanta, GA	ABC Landscaping Atlanta, GA	03/24/98	ASAP		39.11		
	Cost Code	Description	Required	U/M	Ordered	Received	Cost	Order Value
	N	8.5 x 11 Continuous Form Microperf Paper	ASAP	Box	2.000	.000	15.000	30.00
	N	Paper Mate 'Metal Roller' - Fine	ASAP	Box	1.000	.000	3.000	3.00
	N	Gem Clips	ASAP	Cart	1.000	.000	1.250	1.25
000008	Southside Equipment, Inc. Atlanta, GA	Development Company 01 Duluth, GA	03/25/98	ASAP		67.50		
	Cost Code	Description	Required	U/M	Ordered	Received	Cost	Order Value
	E	Mower Blades - Lawn Boy 21"	ASAP	Each	5.000	.000	13.500	67.50
000010	Green Thumb Wholesale Nursery Athens, GA	ABC Landscaping, Inc. Duluth, GA	04/21/98	04/25/98		671.70		
	Cost Code	Description	Required	U/M	Ordered	Received	Cost	Order Value
	SHB-AZALEA	Azalea 'Pink Cascade' - 3 gal	04/25/98	Each	30.000	.000	6.000	180.00
	N	Acer Palmatum - 4'	04/25/98	each	3.000	.000	24.000	72.00
	TRE-DOGWD	Cornus Florida 'Rubra' - 5-6' BB	04/25/98	EACH	15.000	.000	25.000	375.00
000011	Green Thumb Wholesale Nursery Athens, GA	ABC Landscaping, Inc. Duluth, GA	04/22/98	05/05/98		187.50		
	Cost Code	Description	Required	U/M	Ordered	Received	Cost	Order Value
	SHB-AZALEA	Azalea "Rose Greeley"	05/05/98	Each	15.000	.000	6.250	93.75
	SHB-AZALEA	Azalea "Snow"	05/05/98	Each	15.000	.000	6.250	93.75
Report Total:						----- 965.81 =====		