

Purchase Order Invoices, Receiver Needed

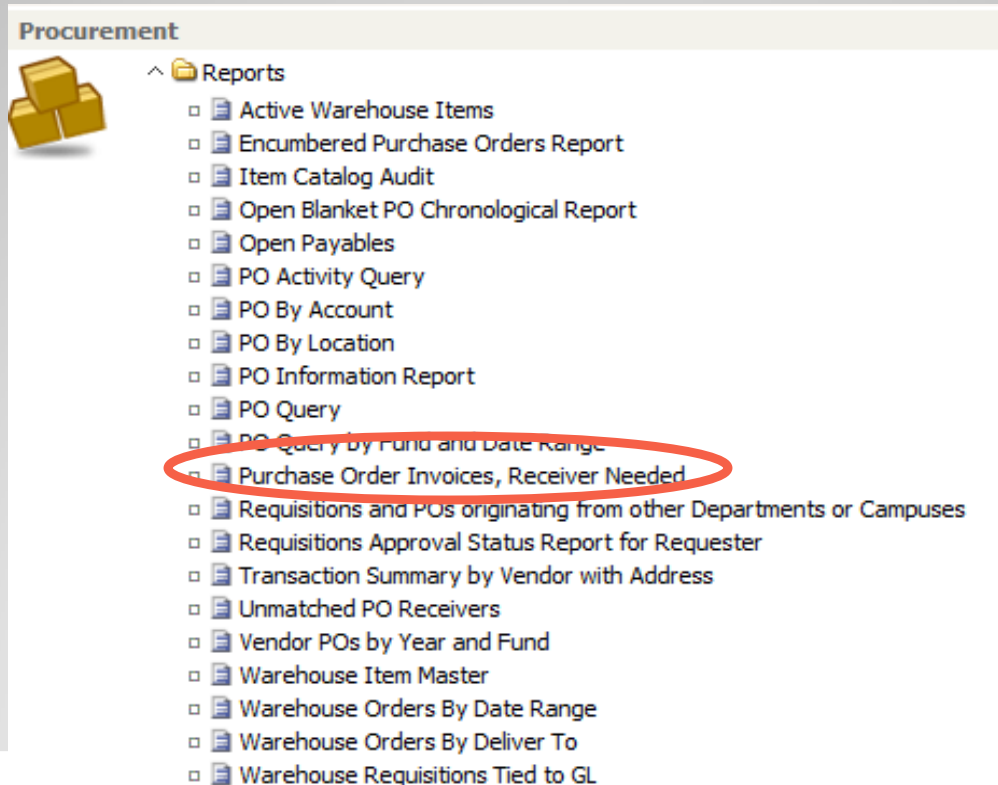
Benefits of report:

- List PO's with pending invoices that need to be received

Purchase Order Invoices, Receiver Needed

On the Dashboard, click the Schools/Departments tab.

In the box labeled Procurement, click Purchase Order Invoices, Receiver Needed.



Purchase Order Invoices, Receiver Needed, cont'd

A dialog box will appear, enter the location number and leave the "L" to sort order by Location or change it to "V" to sort by Vendor and click OK.

Scanned Invoices To Be Received - Lawson Report Viewer - Windows Internet Explorer

Enter prompt values.

Enter Receiving Location (example: 001) or ALL: Receiving Location

013

Enter L to sort by Location, Purchase Order or V to sort by Location, Vendor SortField

L

OK

Purchase Order Invoices, Receiver Needed, cont'd

The report pane will show a list of purchase orders that have outstanding invoices. These invoices will need a receiver done on the PO30 screen.



Purchase Order Invoices, Receiver Needed

013 - Pasadena Memorial High School
1/7/2013

013 - Pasadena Memorial High School

<u>P.O. Number</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>
183579	13901	MACKIN EDUCATIONAL RESOURCES	330487	
190493-BL	10286	DEER PARK LUMBER CO INC	167520	10/22/2012
190493-BL	10286	DEER PARK LUMBER CO INC	169363	10/29/2012
190537	29383	RICOH AMERCAS CORPORATION	5024386749	11/01/2012
191877	10199	BARNES & NOBLE INC	IN 2440398	11/05/2012