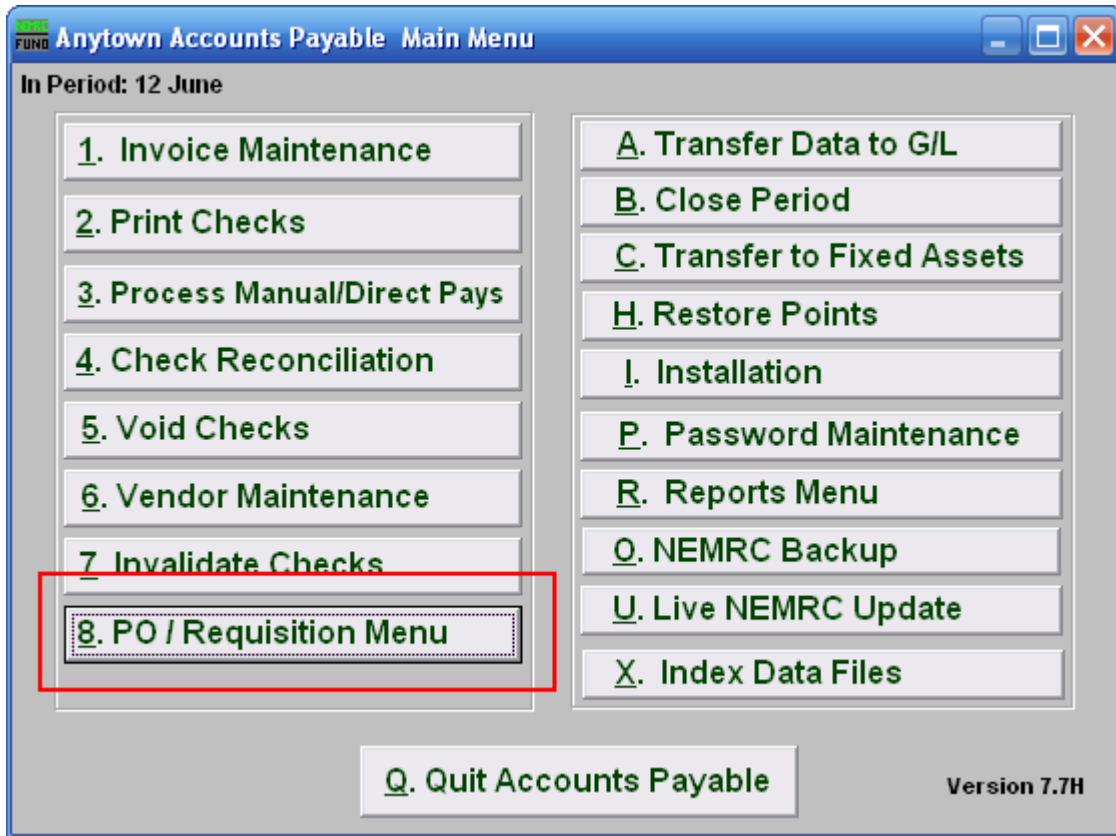


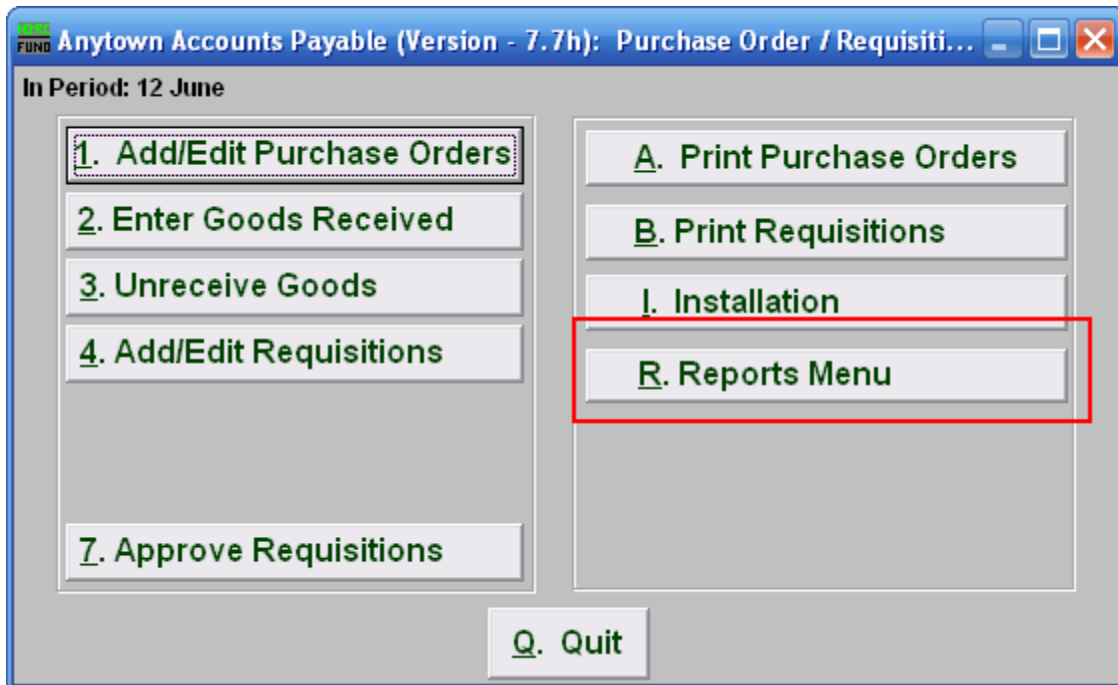
Accounts Payable

8. PO/Requisition Menu: R. Reports Menu: 7. Purchase Order Labels

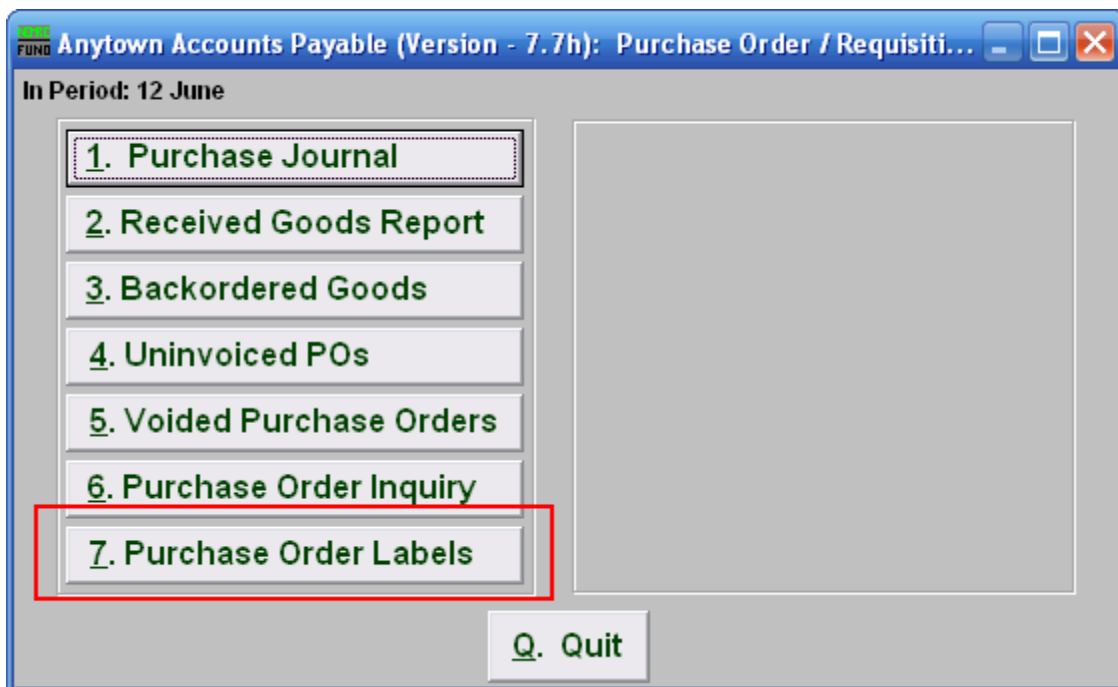


Click on “8. PO / Requisition Menu” from the Main Menu and the following window will appear:

Accounts Payable



Click on “R. Reports Menu” from the Purchase Order / Requisition Menu and the following window will appear:



Click on “7. Purchase Order Labels” from the Purchase Order / Requisition’s Reports Menu and the following window will appear:

Accounts Payable

Purchase Order Labels

1 Purchase Order Range (Blank for all) Find to Find

2 ☐ Unprinted Only

FoxPro Filter Expression New Edit Delete

3

☒ Order by Vendor Number
4 ☐ Order by Company Name
☐ Purchase Order Number

Style **5**

Type **6** ☐ Alignment ☒ Ship to ☐ Custom ☐ Vendor

Copies **7**

Custom Label Definition	Fox Expr ?
IIF(FAPPOLB.Optiongroup1.VALUE=2,M_shipname,M_company)	<input checked="" type="checkbox"/>
IIF(FAPPOLB.Optiongroup1.VALUE=2,M_shipadd1,M_add1)	<input checked="" type="checkbox"/>
IIF(FAPPOLB.Optiongroup1.VALUE=2,M_shipadd2,M_add2)	<input checked="" type="checkbox"/>
SENDWHERE()	<input checked="" type="checkbox"/>
''	<input checked="" type="checkbox"/>
''	<input checked="" type="checkbox"/>

Preview **9** **10** Print **11** Cancel

- 1. Purchase Order Range (Blank for All):** Enter the Purchase Order Number to start with and end with OR click on “Find” and select from there. Leave Blank if you want to include all Purchase Orders.
- 2. Unprinted Only:** Click here if you want to print labels for unprinted Purchase Orders only. Purchase orders are updated as printed only after the process of Print Purchase Order has been performed.
- 3. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates purchase order information to determine if the Purchase Order should be included. Contact NEMRC support to learn more about this option.
- 4. Order by Vendor OR Company Name OR Purchase Order Number:** Select which order you want the labels to print in.
- 5. Style:** Click on the drop down arrow and choose the style of label that you want.
- 6. Type:** Select the Type of Label.

Accounts Payable

- 7. Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.
- 8. Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
- 9. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print the labels. Refer to GENERAL PRINTING for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.