

TEAMS: Print Draft Purchase Order

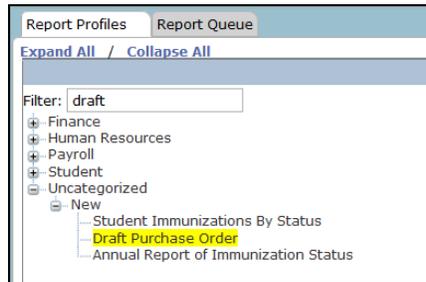
Print Draft Purchase Order

This guide will demonstrate how to print a Draft Purchase Order.

1. Click the **My Report Profiles** icon.



2. Locate the **Draft Purchase Order** report.



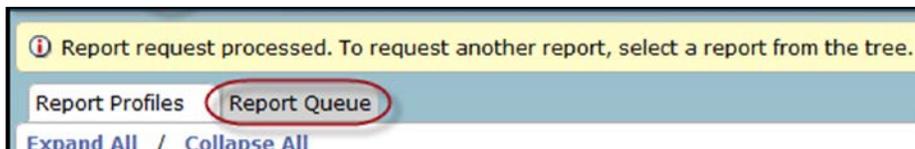
3. Enter the necessary data into the entry fields, then press **Request Report**.

A screenshot of the 'Draft Purchase Order' form. It contains four input fields: 'Begin Date', 'End Date', 'PO Number or ALL', and 'Profile Name'. Each of the first three fields has a red asterisk to its right, indicating they are required. Below the input fields are two green buttons: 'Request Report' and 'Add'.

Select **Adobe Acrobat (PDF)** as the output type, then press **OK**.



4. Navigate to the Report Queue, then select the completed report.



The result will look similar to a Purchase Order, with noticeable differences being the inclusion of the Budget Codes and Account Summary, and the exclusion of the approval signature. This report is for your convenience, and not intended to replace a PO or be submitted to a vendor.