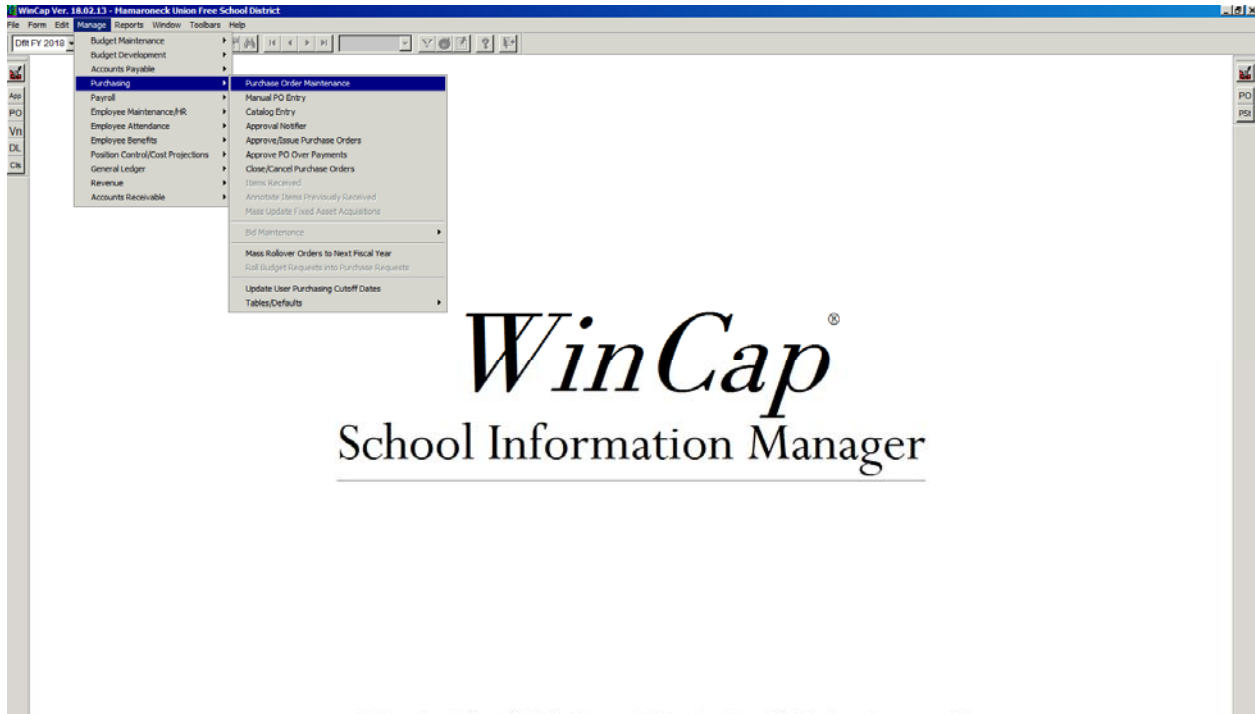
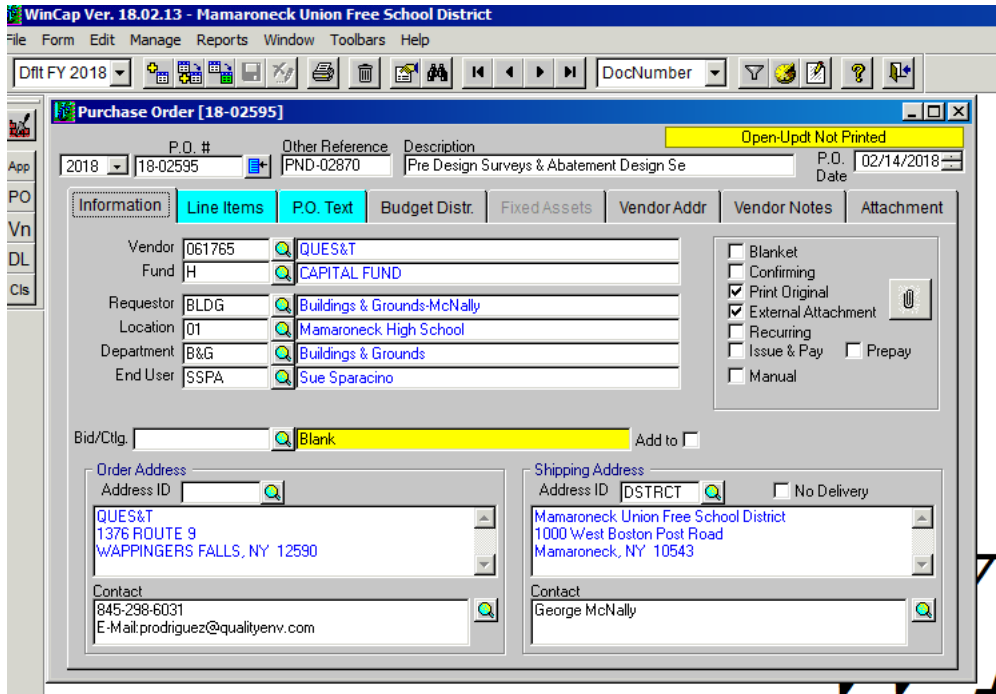



Printing Purchase Order Receiving Copies in WinCap

Open WinCap, Click on “Manage” in the options toolbar, scroll to “Purchasing” and then select “Purchase Order Maintenance”



Click on the “Printer” icon  at the top of your screen.



- 1 – Clear out and info that populates in the “Document ID” field
- 2 – Make Sure “Vendor”, “Requestor”, “Location”, “Department” and “End User” Fields are BLANK.
- 3 - Enter the date range for which you would like to print Receiving copies.
- 4 - Clear out any text in the “Where” Field.
- 5 - Go to “Copy Type”, drop down and chose “Receiving”.
- 6 - Check box for “All Attachments w/PO Copies.
- 7 - Click on the “Print” Icon .

Purchase Order Selection

Record selection

Fiscal Year: 2018 Criteria Name: Shared: Not Printed Modified Open - Not Printed

1 Document ID: From: [] To: [] Pending Orders: None Issued Orders: Open Original Transmit Type: Print E-Mail

3 Order/Issue Date: From: 02/19/2018 To: 02/21/2018

2 Vendor: Blank Requestor: Blank Location: Blank Department: Blank End User: Blank

4 Where: [] Catalog/Bid ID: Blank

Print options

Show Budgetcodes by Line-Item (multiple accounts) on non-originals Print Confirming Orders as Original

Show item reference

Shipping: Don't show Primary Sort: None


Discount: Don't show Secondary Sort: None

Keep Together Item Description Item Sort: Print Sequence

5 Copy Type: Receiving Print Purchasing Agent Name and Title Print Electronic Signature

6 Show Separate Page with

PO Notes PO History Receiving Log All Attachments w/ PO Copies Aggregate Order Distribution

Crystal: <default report>  Print Settings Cancel

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