



Optimize Fleet Productivity

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How to Print a Purchase Order or Inventory Receipt

NOTE: In order to print Purchase Order or Inventory Receipt, at least one Part# must be input in the detail section of the Purchase Order in CFAWin.

To Print a Purchase Order or Inventory Receipt:

1. Access the **Purchase Order Entry** screen.
2. In the Header section, select the Purchase Order #(s) to print by highlighting the row(s).
3. Click on the drop-down arrow to the right of the **Printer** icon.
4. Select either **Purchase Order** or **Purchase Order w/ Disclaimer**.
5. The Select Report Type menu appears.
 - To print a Purchase Order, set the Report Type to **Purchase Order**.
 - To print an Inventory Receipt, set the Report Type to **Receipt**.
6. Click **OK**.
7. The Crystal Report viewer will display the report type selected.
8. Click the **Print Report**  icon on Crystal Report viewer toolbar.
9. Set print options as desired & click the **Print** button.

Note: The Purchase Order w/ Disclaimer report will print the information typed in the Disclaimer table located the **Current Table** section of the **System Setup | Setup Tables | Inventory Tab | Disclaimer (PODISCLAIMER)**. If a single document is multiple pages, the disclaimer for that document will appear on the last page of that Purchase Order or Receipt.