

**HELP SHEET**

Bulk Purchase Order Close

January 14, 2000

Program to automatically close fully received purchase orders within a user-defined date range.

A "Bulk P.O. Close Reject Report" is generated upon completion.

No one should be in the Purchasing module during this process.

Login as **csdi**.

At the \$ prompt, type:

```
PRINTER='printername'                                K
(e.g. PRINTER=prt1cmp)
```

```
cd $PROGSET/trakprogs/ut                              K
```

```
po545                                                  K
```

Enter the date range when requested.

```
po545(v9.3) Bulk P.O. Close
Enter Starting P.O. Date (CR for Earliest) /#####    K
Enter Ending P.O. Date (CR for Latest) /#####        K
```

Upon completion, the Reject Report will print.

mm/dd/yy	hh:mm:ss				Page #
*--Bulk P.O. Close Reject Report--*					
P.O. NUMBER	DATE	VEND #	VENDOR NAME	REASON	
35-02	05/14/97	02BFS	BRIDGESTONE/FIRESTONE	BACKORDER	
39-02	05/14/97	02BFS	BRIDGESTONE/FIRESTONE	BACKORDER	
40-02	05/14/97	02BFS	BRIDGESTONE/FIRESTONE	BACKORDER	
49-01	06/11/98	011060	AMERICAN TRUCKING ASSOCIATIONS	IN RECEIVE MODE	

To return to login, type:

```
exit                                                  K
```