

Purchase Order Detail Report

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The Purchase Order Detail Received and Purchase Order Detail Processed reports accessible at *Accounting Reports / Inventory / Purchase* are valuable tools in reconciling Purchase Orders with Vendor Statements. An explanation of the differences between these reports is listed below.

Purchase Order Detail Received

The Purchase Order Detail Received report provides detailed information for the original Purchase Order, any Purchase Receipts applied to the Purchase Order, the Quantity for both and the remaining balance on the Purchase Order. If there are no Purchase Receipts, and the Purchase Order has been invoiced directly, this report will reflect the invoiced quantities and the remaining balance on the Purchase Order.

Purchase Order Detail Processed

The Purchase Order Detail Processed report shows Purchase Orders, Purchase Invoices applied to the Purchase Order, the Quantity, and \$Unit of invoiced items as well as the Balance of the Purchase Order.