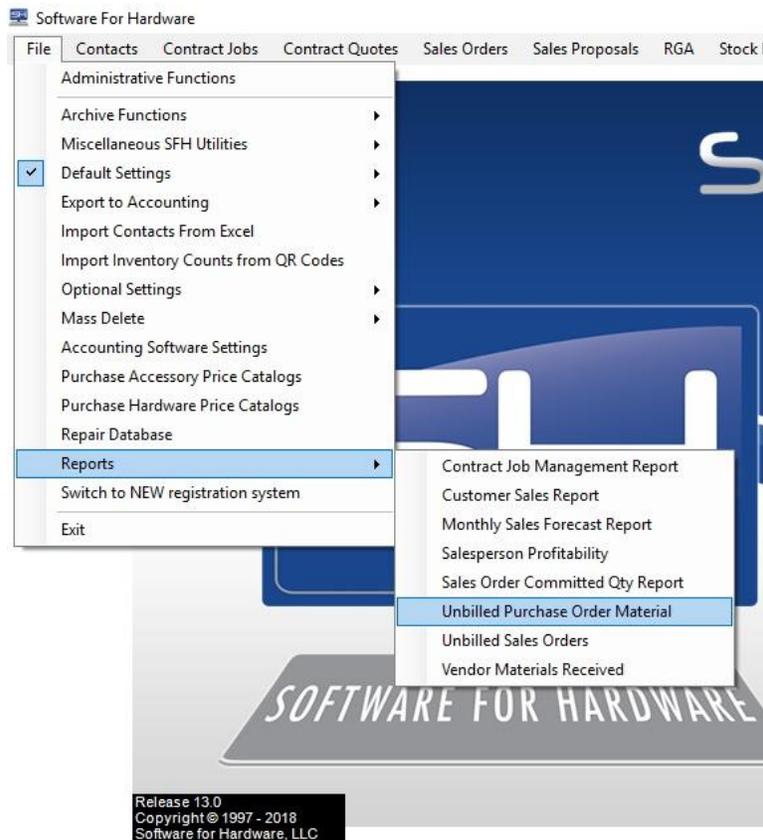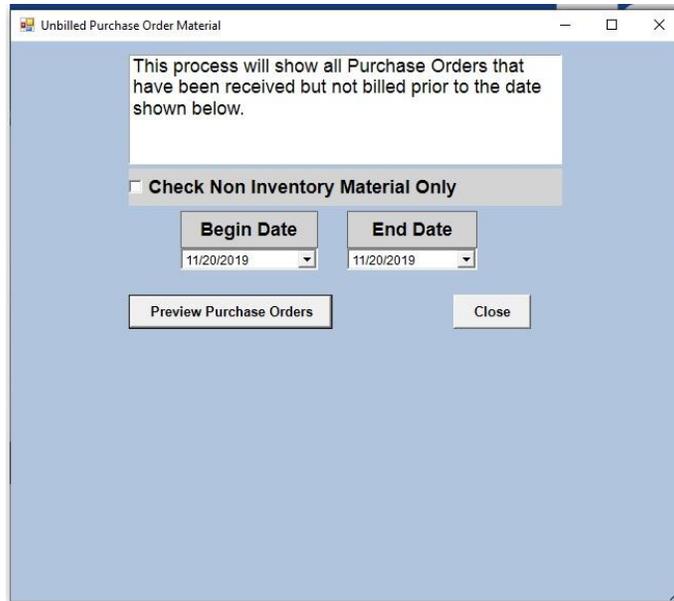# Unbilled Purchase Order Material Report

This report will identify any material that is on a Purchase Order that was created from either a Sales Order or Contract Job but has not yet been billed. For example, if the Purchase Order was created from a Contract Job and either no Packing Slip has yet been created that contains the material found on the Purchase Order, or the Packing Slip has been created but has not been shipped/invoiced. The report will identify the same information for Purchase Orders that were created from a Sales Order. You are allowed to select a range of dates for which you want information and there is also a way to "override" items to keep them from showing up on this report.

How it works:

1. Launch Software for Hardware and from the Logo screen click the *File* menu selection.
2. Click the *Reports* menu selection.
3. Select *Unbilled Purchase Order Material*.

4. The *Unbilled Purchase Order Material* screen appears:

5. From here you can enter a date range and select whether you want Non Inventory material only.
6. To run the report, click the *Preview Purchase Orders* button.
7. Below is a sample report:

Unbilled Purchase Order Material   11/20/2019 1:17

Between 01/01/2019 and 11/20/2019   Page 1 of 1

PO Number	Material	Date Received	Manufacturer/Vendor	Job/Order Number	Salesperson	Amount($'s)
00AA0APO01		05/14/2019	Republic Builders Products - McKenzie	00AA0A	Bob Blobbish	$766.00
14		09/19/2019	CECO Door Products	04142017	John Doe	$200.00
CECOBB01		08/08/2019	CECO Door Products	04142017	John Doe	$643.00
Prehung01		04/17/2019	ABC Pre-Hangers	04142017D	John Doe	$250.00
Prehung01~1		04/17/2019	ABC Pre-Hangers	04142017D	John Doe	$520.00
ZPO2		08/08/2019	American Specialties, Inc.	04142017	John Doe	$40.00

Grand Total Amount: **$2,419.00**

8. To prevent items from showing up on the *Unbilled Purchase Order Material* report check the following box on the Purchase Order screen's General tab:

☐ **Do not include in Unbilled Material Report**