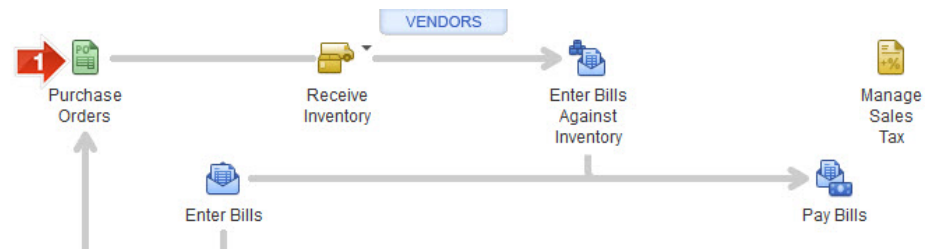


CREATE PURCHASE ORDERS

1. Select Purchase Orders



CREATE PURCHASE ORDERS

2. Select **Vendor**
3. Select **Template**
4. Enter **Date**
5. Select **Item**
6. Enter **Quantity**
7. Update **Formatting** as needed
8. Select **Print**
9. Select **Save & New** or **Save & Close**

The screenshot shows the 'Create Purchase Orders' window in QuickBooks 2014. The window title is 'Create Purchase Orders'. The menu bar includes 'File', 'Editing', 'Reports', and 'Tools'. The toolbar contains icons for 'Find', 'New', 'Save', 'Delete', 'Memorize', 'Mark As Closed', 'Print', 'Email', 'Email Later', 'Attach File', 'Create Item Receipts', and 'Select Items Receipt'. The form fields are as follows:

- VENDOR:** Kolbe Window ...
- CLASS:** [Empty]
- DROP SHIP TO:** [Empty]
- TEMPLATE:** Custom ...
- Purchase Or..:** [Empty]
- DATE:** 12/20/2018
- VENDOR:** Kolbe Window & Door, John Kolbe, 58 Charles Bayshore, CA 94326
- SHIP TO:** Rock Castle Constructi, 1735 County Road Bayshore, CA 94326
- P.O. NO.:** 6238

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	U/M	AMOUNT
Wood Door:Bifold Doors	Bifold interior door	6	45.00			270.00

TOTAL: 270.00

VENDOR MESSAGE: [Empty]

MEMO: [Empty]

Buttons: Save & Close, Save & New, Clear

Summary Panel (Kolbe Window_Door):

- Vendor:** Transaction
- SUMMARY:** Phone: 415-555-1958, Email: Kolbe@windowdoor.com, Open balance: 0.00, POs to be received: 0
- RECENT TRANSACTION:** [Empty]
- NOTES:** [Empty]