

The Open Order Report is a valuable tool, to follow up with vendors

Tammy Mason - 2017-09-15 - in Customer

The Open Order Report is a valuable tool, to follow up with vendors

Have you called a vendor in the morning, only to forget about all the orders open?? This is a common practice when you call vendors without using reports.

The Open Order Report allows you to follow up on open orders that have not been billed. This report is used to follow up with vendors and ship dates.

When printing the report, you may choose the information you wish to have listed and are offered several sort options. When sorting by vendor # with subheading, you will see the phone number, fax number, email address and your account number with the vendor. All report formats in ProfitMaker can be saved saving you valuable time.

Printing this report on a scheduled basis, such as once a week, allows you to discuss all orders due to be shipped by a certain date with a vendor all in one conversation