## **Category 3**

## 3.3 Order Review



## Opens window to review current order status

			<ul> <li>⊖ Budget</li> <li>⊂ Fixed</li> <li>Ouncomplete</li> <li>○ Complete</li> <li>○ All</li> </ul>	. đ
der No   Si	Stat   Sup No   Supplier Name	Sup Phone No Date Ordered Date Delive Order Value \$ Delive	y To	
				Clo

The Order Review screen allows you to see the status of all orders in your system. You can select the Year and Month and check the status of any order to see at what stage the order has progressed as follows: Budget, Fixed, Complete, Incomplete or All.

The total at the bottom of the screen indicates the value of the status of those orders.