Purchase Orders List

Last Modified on 03/05/2025 4:00 pm EST

To access the Purchase Orders List, navigate to Accounts Payable > Purchase Orders. The Purchase Orders list opens showing all open purchase orders sorted by PO#. To view both open and closed purchase orders, click on the toggle button Show all POs.

You can sort the grid by clicking on any of the column headers. Clicking the Export to Excel button exports all currently viewed purchase orders.

Create a new purchase orders by clicking the New Purchase Order button.