

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.

Purchase Orders

+ New Purchase Order Suggested Purchase Order Export to Excel Custom Grid Layout NO Show all POs

Drag a column header and drop it here to group by that column

| PO # | Vendor | Order Date | Memo | Branch | Submitted Date | Resolved | Total Amount |
|------|------------------------|--------------|------|----------|----------------|--------------------------|--------------|
| 1347 | Perennial Software | Feb 25, 2025 | | OK | | <input type="radio"/> NO | \$0.79 |
| 1346 | Bold Group Software | Feb 24, 2025 | | Ohio | | <input type="radio"/> NO | \$1,580.79 |
| 1345 | Perennial Software | Feb 20, 2025 | | OK | | <input type="radio"/> NO | \$30.00 |
| 1344 | Acme Alarm Services | Feb 4, 2025 | | Michigan | | <input type="radio"/> NO | \$33.33 |
| 1343 | ADI | Jan 29, 2025 | | Michigan | | <input type="radio"/> NO | \$30.00 |
| 1341 | Setg - 10008 | Jan 23, 2025 | | OK | | <input type="radio"/> NO | \$0.77 |
| 1342 | A Subcontractor Vendor | Jan 23, 2025 | | Ohio | | <input type="radio"/> NO | \$30.00 |
| 1340 | AI Testing Labs | Jan 22, 2025 | | Ohio | | <input type="radio"/> NO | \$50.00 |
| 1329 | ADI | Jan 17, 2025 | | Michigan | | <input type="radio"/> NO | \$100.00 |
| 1328 | Acme Supplies | Jan 6, 2025 | | Ohio | | <input type="radio"/> NO | \$700.00 |
| 1325 | ADI | Oct 22, 2024 | | Michigan | Oct 22, 2024 | <input type="radio"/> NO | \$1,500.00 |
| 1326 | ADI | Oct 22, 2024 | | Michigan | | <input type="radio"/> NO | \$82.09 |

1 2 3 1 - 100 of 256 items Refresh