

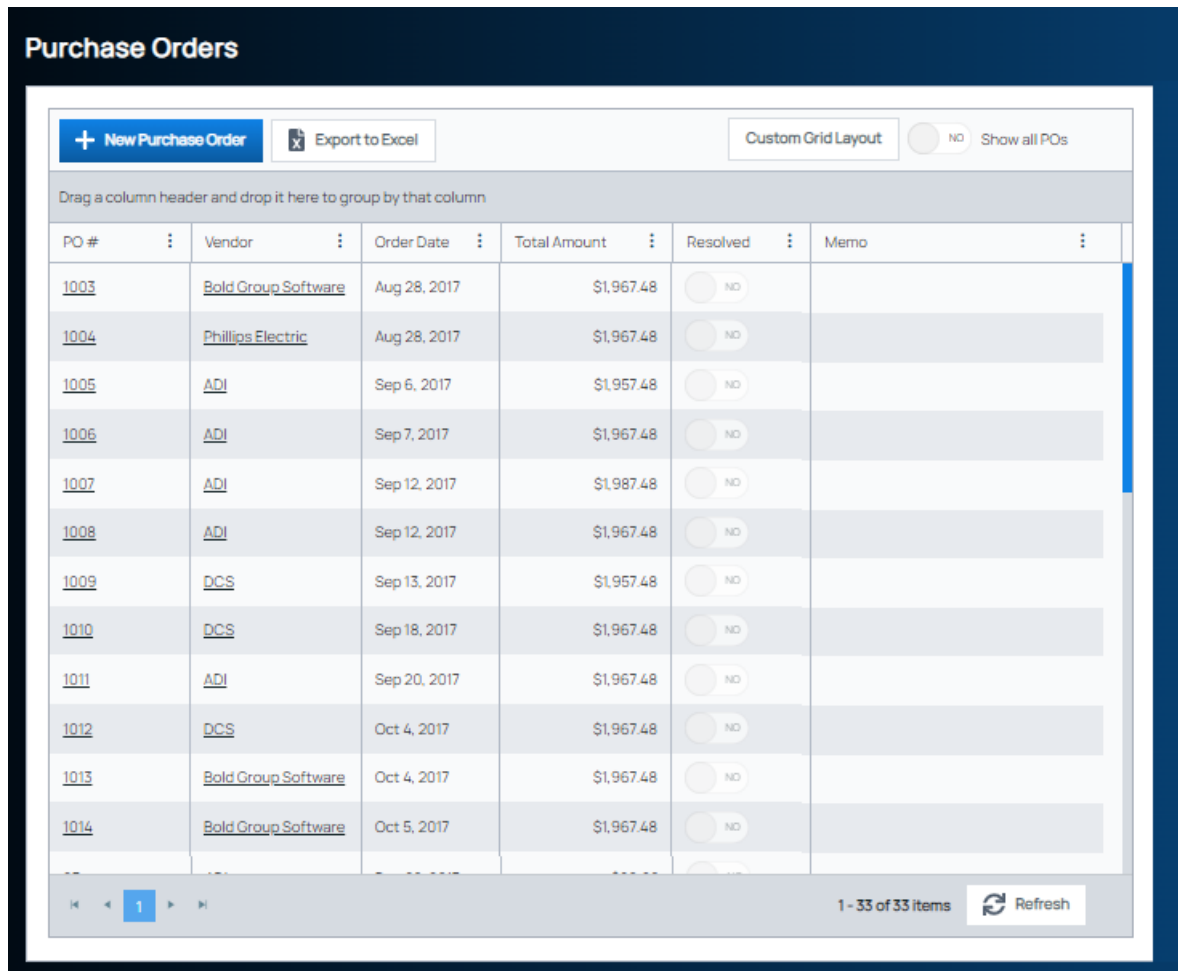
Purchase Orders List

Last Modified on 04/27/2022 7:25 pm EDT

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

Users may sort the grid by clicking on any of the column headers. Clicking on the Export to Excel button will export all currently viewed purchase orders.

New purchase orders may be created by clicking on the New Purchase Order button.



Purchase Orders

[+ New 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	Total Amount	Resolved	Memo
1003	Bold Group Software	Aug 28, 2017	\$1,967.48	<input type="checkbox"/> NO	
1004	Phillips Electric	Aug 28, 2017	\$1,967.48	<input type="checkbox"/> NO	
1005	ADI	Sep 6, 2017	\$1,957.48	<input type="checkbox"/> NO	
1006	ADI	Sep 7, 2017	\$1,967.48	<input type="checkbox"/> NO	
1007	ADI	Sep 12, 2017	\$1,987.48	<input type="checkbox"/> NO	
1008	ADI	Sep 12, 2017	\$1,967.48	<input type="checkbox"/> NO	
1009	DCS	Sep 13, 2017	\$1,957.48	<input type="checkbox"/> NO	
1010	DCS	Sep 18, 2017	\$1,967.48	<input type="checkbox"/> NO	
1011	ADI	Sep 20, 2017	\$1,967.48	<input type="checkbox"/> NO	
1012	DCS	Oct 4, 2017	\$1,967.48	<input type="checkbox"/> NO	
1013	Bold Group Software	Oct 4, 2017	\$1,967.48	<input type="checkbox"/> NO	
1014	Bold Group Software	Oct 5, 2017	\$1,967.48	<input type="checkbox"/> NO	

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