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# Purchase Orders for Vendor

**Records > Vendors > Purchase Orders**

This screen lists purchase orders for a vendor. By default, it shows all posted and opened purchase orders.

You can change the filters to find the POs you want to see. The buttons will be activated based on where you are in the approval table process.

The checkbox on the left side allows you to check multiple POs for approval, post, etc.

- Double-click on a line to view the details of the purchase order. If any attachments exist, you can also view them.
- To add a purchase order, click the New button.

**Vendor ID:** The vendor's purchase order will be displayed. Blank this out to browse POs for all vendors.

**Open Status:** Filter by whether POs are open or closed. A PO is considered closed when its balance is zero.

**Posted:** Filter by whether POs are posted or not.

**Status:** Filter by where POs are in the approval process and are being paid.

**View:** This option allows you to customize the columns and save your settings as a view. To hide or unhide columns, click the customize columns button and select which columns will be displayed.

To order columns, you can click the customize columns button or drag columns where you want them by dragging the column header. Save a view by clicking the save view button.

You must have proper permissions to save or delete views.

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## Buttons

**New:** Click this button to add a new purchase order. The Purchase Order entry screen will open with the selected vendor ID pre-populated.

**Edit:** Click this button or double-click a PO to edit it or see the full PO detail.

**Approval Drop-down:**

**Submit:** Submit the purchase order request for approval.

**Send to reviewer:** Sends to the first reviewer in the workflow.

**Log:** Browse the approval log for a purchase order.

**Approval Table:** Click this button to browse the approval table for this purchase order.

**Post:** Make the purchase order a permanent PO for invoice entry.

**Approve:** Approve the purchase request.

**Disapprove:** Denies approval. You must also specify a reason.

**Delete:** A PO cannot be deleted once has been posted. If it is posted and you must delete it, you must close the PO instead.

**Attachments**: Open the attachments list for the selected PO.

**Close**: Close the selected PO.

**Import:** Import purchase orders from a .xls, .csv, or .txt file.

**Filter:** Click this button to perform advanced filtering. You can filter by whether the PO was posted, vendor number, PO number, or a range of accounting periods.

**Refresh:** Refreshes the purchase orders with the current filters.

**Forms:** You can print, preview, export to Word, or email the selected purchase order as a Word document.

- **Print:** Depending on the user's workstation settings, either open a **Select Printer** dialogue to print the PO or generate a PDF of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Preview:** This generates a PDF of the PO information, vendor number, Bill-to, Ship-to, all identifying information, and GL distribution grid detail.
- **Word Export:** Generates a Word document containing all PO information, vendor number, bill-to, and ship-to, as well as all identifying information and GL distribution grid details.
- **Email to Vendor**: If a default email address is set, this will email the vendor a copy of the PO in PDF form.

**Reports:** Print, preview, or export to Excel the list of purchase orders displayed as it is displayed on the screen.

- **Quick Print**: Depending on the user's workstation settings, either opens a **Select Printer** dialogue to print the PO list or generates a PDF of the PO list information.
- **Advanced Print**: This opens the Advanced Print dialogue, which allows the user to change file zoom, print margins, column widths, and other options.
- **Excel Spreadsheet**: Downloads the PO list information in .xls format.

For more information, see purchase order setup and rules.