

Purchase Orders

Last Modified on 11/07/2016 2:31 pm EST

Accessing Purchase Orders Page

To access a list of your purchase orders at a dealer-level, click "Purchase Orders" at the top of the page.

The screenshot shows the top navigation bar of the ABC Company software. The 'Purchase Orders' menu item is circled in purple. Below the navigation bar, there are two summary sections: 'Open Payables' and 'Top 10 Vendor AP'.

Open Payables	
Current:	\$1,770.00
1 - 30 Days:	\$4,816.00
31 - 60 Days:	\$0.00

Top 10 Vendor AP	
Name	Open Balance
Barbara Savani	\$3,597.00

The Purchase Orders Page will appear.

The screenshot shows the 'Purchase Orders' page. At the top right, there is a button labeled '+ Add Purchase Order'. Below it is a table with the following data:

PO Number	Order Date	Vendor	Resolved
10003	7/27/2016	Barbara Savani	Yes
10004	7/27/2016	Barbara Savani	Yes

New Purchase Order

To add a new purchase order click "Add Purchase Order" in the upper right corner.

This screenshot is identical to the previous one, but the '+ Add Purchase Order' button in the upper right corner is circled in purple to highlight it.

Purchase Order Details

Click the blue "PO Number" hyperlink on the left side of the page to open the Purchase Order Details Page. This page will give you detailed information about this purchase order (hyperlink to customer manager page).

Purchase Orders

[+ Add Purchase Order](#)

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

PO Number	Order Date	Vendor	Resolved
10003	7/27/2016	Barbara Savani	Yes
10004	7/27/2016	Barbara Savani	Yes

Vendor Details

Click the blue "Vendor" to open the Purchase Order Details Page. This page will give you detailed information about this purchase order (hyperlink to customer manager page).

Purchase Orders

[+ Add Purchase Order](#)

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

PO Number	Order Date	Vendor	Resolved
10003	7/27/2016	Barbara Savani	Yes
10004	7/27/2016	Barbara Savani	Yes