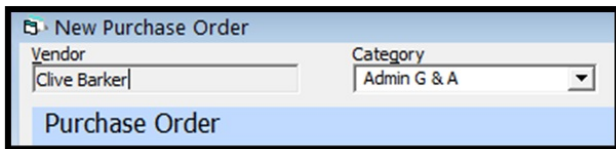


How To Set the Purchase Orders Screen to Default to All Vendors

12/10/2024 8:06 am EST

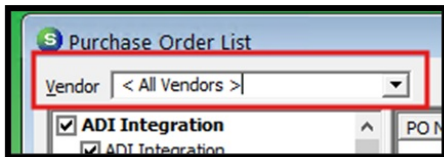
Issue:

User is experiencing an issue with Purchase Orders. They are going to Accounts Payable > Purchase Orders and selection the New button. When the Purchase Order opens, the New Purchase Order screen is populating a vendor instead of allowing them to select one.



Resolution:

To resolve this, go to the Purchase Order List and make sure the Vendor field is displaying the option of < All Vendors >.



When a vendor is chosen in the Vendor field, it will only pull that vendor's Purchase Orders and when creating a new Purchase Order it will automatically select that vendor.
