

Direct Expense Purchase Order: Part Missing from Purchase Order

06/25/2026 10:11 am EDT

Direct Expense Purchase Order: Part Missing from Purchase Order

This article explains a common cause for a part disappearing or not showing on a direct expense purchase order after the purchase order is created.

Summary

When creating a direct expense purchase order, the system defaults to the warehouse configured in Inventory Setup. If the part being added is not assigned to that default warehouse, the part may not remain visible on the purchase order after the PO is created.

How to Identify the Issue

- Confirm the default warehouse selected in Inventory Setup.
- Open the affected part and review the Warehouses tab.
- Compare the default warehouse setup against the warehouses assigned to the part.
- If the default warehouse is missing from the part warehouse list, this can cause the part to be missing from the direct expense purchase order.

Reference Screenshot 1: Inventory Setup Default Warehouse

The screenshot below shows the default warehouse configured in Inventory Setup. In this example, the default warehouse is * Main.

Inventory Setup

 Inventory Setup

Warehouse * Main

Transfer Account 258300
*Inventory Transfer**

Physical Adjustment Account 580112
Cost of Goods Sold - Inventory

Negative Quantities: ☐ Do Not Allow ☒ Warning Message ☐ Allow

Add Parts to All Warehouses ☐

 Inventory Processing

Asset Account 120000
*Inventory**

Default COGS 510001
Cost of Goods Sold - Parts

Invoice Item OTC Part

Purchase Price Variance Account 120900

Use Material Handler for Warehouse Security ☒

Print Zero Quantity On Hand on Physical Count Sheets ☐

 Costing

Reference Screenshot 2: Part Warehouse Assignment

The screenshot below shows the warehouses currently assigned to the part. If the default setup warehouse is not listed here, the part needs to be assigned to that warehouse before creating the direct expense purchase order.

Part Edit

Part: NA-GEM-WP ☐ Inactive

Part Detail Vendors Alt. Parts Warehouses Custom Fields Documents (0)

Warehouse	Min ...	Max ...	Row	Shelf	Bin	Stand Cost
* Main	0	0				47.4500
* Main	0	0				0.0000
* Main	0	0				47.4500
27 - Jeff	0	0				0.0000
28 - Spare	0	0				0.0000
29 - Bernie	0	0				0.0000
36 - Andre	0	0				0.0000
- Andrew	0	0				47.4500
- John	0	0				47.4500
- Mark	0	0				47.4500
- Matt	0	0				47.4500

Warehouse: Row:

Min: Shelf:

Max: Bin:

☐ Set All Warehouses

New Add Delete

Resolution

Assign the default setup warehouse to the affected part. After the part is connected to the default warehouse, create the direct expense purchase order again. The part should remain visible on the purchase order as expected.