

Purchase Order History Menu

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Purchase Order History

Creditors > Analysis > Purchase Order History

Search Button	This allows you to search for all created purchase orders.
View Button	View the document.
Edit Button	Allows you to amend your Purchase Order.
Reminder Button	When you want to create against your supplier use the reminder button. And add the relevant details.

Print /Export	Clicking on the print button it will open up your connected printers
Export button	When you click on Print there's a copy to Clipboard option which will then be used to export data to an excel spreadsheet.
Basic Search Tab	This allows you to search specifically as per menu items below the search tab.
Expand /Contract Tab	Shows more search filter criteria that you can use to allocate a purchase order or show less.
Custom Search	Custom search searches according to the category selection on the drop down arrow and the system will bring back all that is selected on the category.