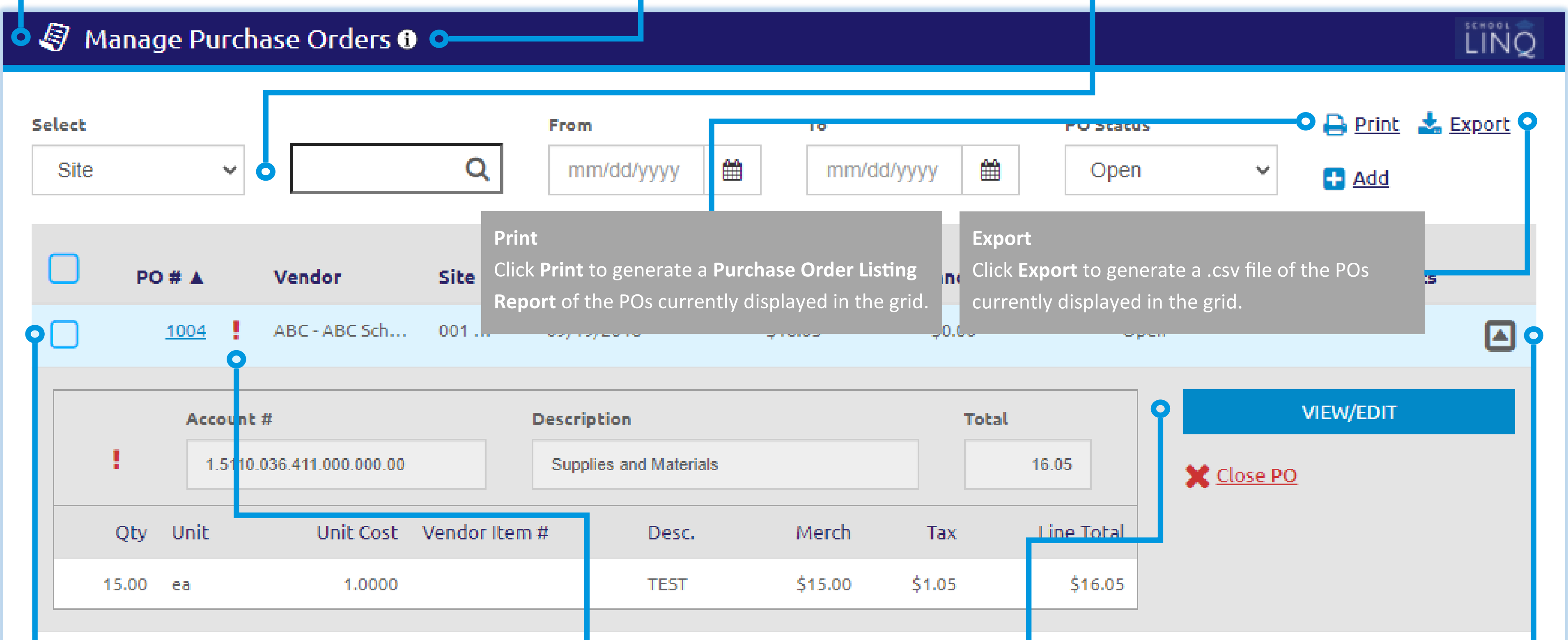
Manage Purchase Orders

LINQ

Manage Purchase Orders
This menu lets you create, view, edit, and delete POs.

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
Search for POs by **Site**, **PO Number**, **Vendor**, and **Creator**. Filter by **Date Range** and **Status**.



Print
Click **Print** to generate a **Purchase Order Listing Report** of the POs currently displayed in the grid.

Export
Click **Export** to generate a .csv file of the POs currently displayed in the grid.

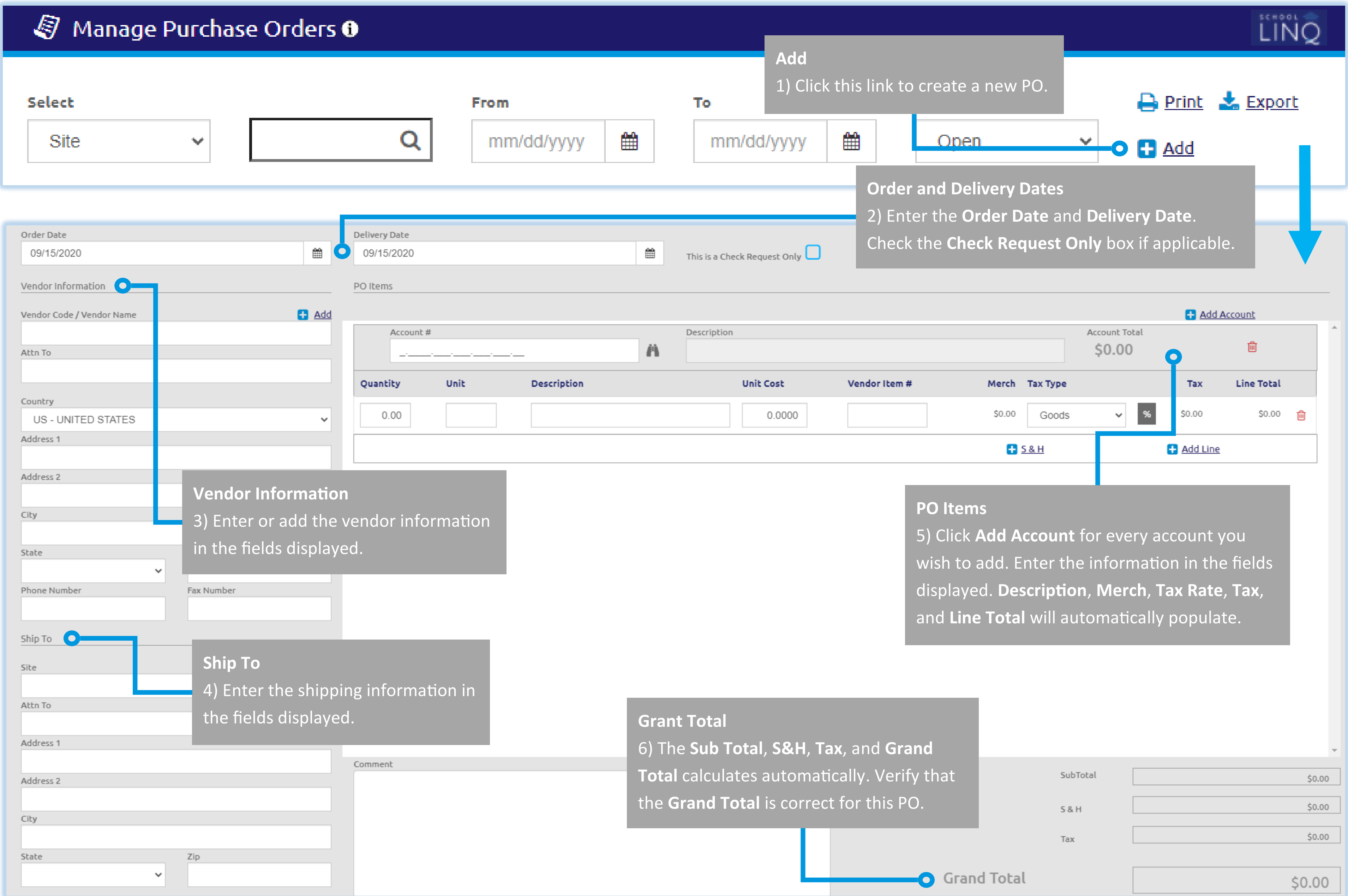
Close / Delete
Check the boxes for each PO you wish to delete. Then click Close **or Delete POs** at the bottom of the screen.

Over Budget Warning
Hover over this icon view by how much the account is over budget.

View / Edit
Click this button to edit a PO or to see more details on the PO.

Expand
Click this icon to view quick details about the PO.

Manage Invoices — Create New Invoice



Add
1) Click this link to create a new PO.

Order and Delivery Dates
2) Enter the **Order Date** and **Delivery Date**. Check the **Check Request Only** box if applicable.

Vendor Information
3) Enter or add the vendor information in the fields displayed.

Ship To
4) Enter the shipping information in the fields displayed.

PO Items
5) Click **Add Account** for every account you wish to add. Enter the information in the fields displayed. **Description**, **Merch**, **Tax Rate**, **Tax**, and **Line Total** will automatically populate.

Grant Total
6) The **Sub Total**, **S&H**, **Tax**, and **Grand Total** calculates automatically. Verify that the **Grand Total** is correct for this PO.