

+Add a Vendor while creating a new Purchase Order

APTAFUND-3829

Introduction

Improving workflow, a new Purchasing Configuration option **Add Vendor** enables adding a new vendor to Vendor Management - without navigating away from the Purchase Order entry screen. Users who have both Purchase Order and Vendor Management permissions will see a (+) sign to add a vendor if the vendor does not already exist in Vendor Management.

Home -> Purchasing

Purchasing Configuration

GENERAL SHIPPING DESTINATIONS ELEMENT RESTRICTIONS PURCHASE ORDERS A/P WARRANTS PURCH

Purchasing Settings and Thresholds

add

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

<input type="checkbox"/>	Setting ↑	Value	Description
<input type="checkbox"/>	Add Vendor	Yes	Specify whether the ability to Add Vendor during the adding of New PO is available.

Purchasing Configuration – Add Vendor

Purchase Order Details

New Purchase Order

Status: Change Number: 0 SubTotal: \$0.00
 Total Tax: \$0.00 Shipping: \$0.00 Order Total: \$0.00 Paid Total: \$0.00
 Unencumbered Total: \$0.00 Remaining Encumbrance: \$0.00

General

PO Number:

*Ordering Vendor:

Vendor YTD Total: \$0.00

*PO Type: Regular

*Ship To: School Board Office

Date Promised:

New Purchase Order + to add a vendor

Contact Support:

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