If your vendor ID’s are setup by name:

AP/PO

Daily Work

Enter Orders

Edit Orders

At Purchase Order No, hit F2

Hit Insert Key

V for Vendor ID

Hit Enter

Vendors will be in alphabetical order.

If your vendor ID’s are not by vendor name, try this:

AP/PO

Information Inquiry

Purchase Orders

At Vendor hit F2

Hit Insert Key

N for name

Hit Enter

Start typing name

Select name

Page down

A list of PO’s for that vendor will appear along with the status of Printed, Goods Received, etc.