Is there a way to alphabetize/reorder Purchase Orders

Inventory Management · https://retailedge.com/docs/is-there-a-way-to-alphabetize-reorder-purchase-orders

You can set the order in which a Purchase Order is displayed by editing your location settings (Tools > Settings > Locations) and modifying the location. On the MISC page, you will find an option for PO / TO / Receive Sort Order. You have two options

1. Sort by Stock Number (Alphabetically)
2. Sort by Order of Entry (Line Order)

Sorting by Stock Number can be useful for a vendor when you have built your stock numbers with the manufacturer or vendor part number in them. Or if you have colors in your stock number and the Vendor Part Number (shown on the PO) does not differentiate.

However sometimes purchase orders are put together with items grouped together in a specified order or your stock number has no relevance to any particular item (i.e., UPCs).