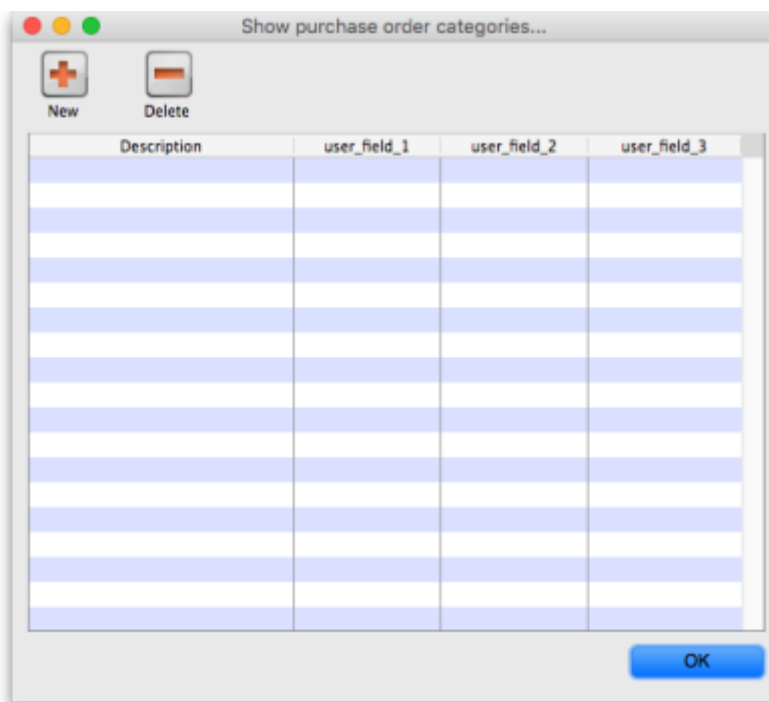# Purchase order categories

Sometimes it's really helpful to categorise your purchase orders for reporting purposes.

Viewing purchase order categories

Choose **Supplier > Show purchase order categories...** from the menus. You will be shown this window:

Previous: *Managing Purchase Orders* Next: *Ordering from one store to another*