

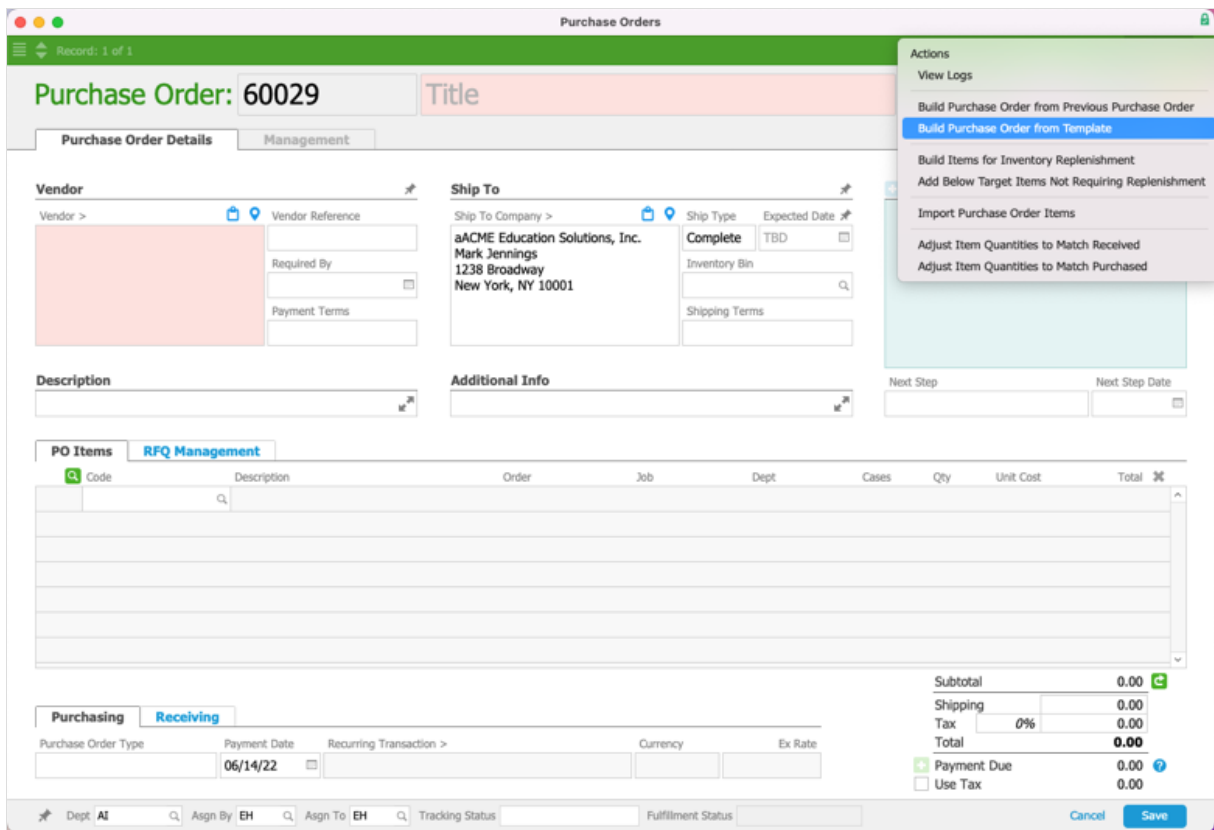
Using Templates for Purchase Orders

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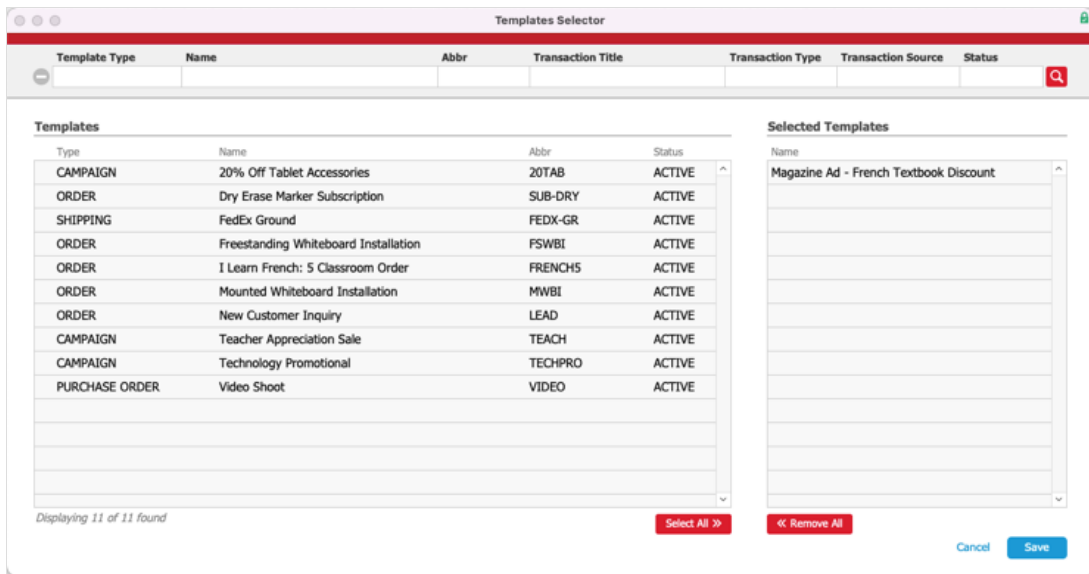
This guide explains how to use templates to build purchase orders. It is intended for general users.

[Templates](https://aace5.knowledgeowl.com/help/overview-of-templates) (https://aace5.knowledgeowl.com/help/overview-of-templates) can help you build complicated or standard purchase orders more quickly:

1. Navigate from **Main Menu > Accts Payable > Purchase Orders**.
2. Click **New**.
3. Click **Actions > Build Purchase Order from Template**.



4. Move the needed record(s) to the Selected Templates column:
 - o Click on the individual record
 - o Click **Select All**



5. Click **Save**, then complete the purchase order.

aACE copies information prepared in the selected template(s) to the new purchase order record, as shown in these comparison screenshots:

Templates
Record: 4 of 11
New + Edit Delete X Print Actions

Template: Magazine Ad - French Textbook Discount (FRNCHMAG)

ACTIVE

CAMPAIGN Template Details

Transaction Info

Title: Magazine Ad - French Textbook Discount

Type: Sales Source: Advertisement Adjustment:

Shipping

Carrier: Carrier Service:

Shipping Terms: Ship Point:

Carrier Account #: Shipping Cost: 0.00 Shipping Charge: 0.00

Description

For ads placed in Education Magazine for 5% off French textbooks.

Additional Info

Items

Code	Description	Quantity	Apply	Amount
1 > TM-FRNCH3	J'Apprends: I Learn French Teacher's	5	Unit Adj %	5.00%
2 > TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	150	Unit Adj %	5.00%

Purchase Orders
Record: 1 of 1
New + Edit Delete X Print Actions

Purchase Order: 60029 | Magazine Ad - French Textbook Discount 06/14/22

PENDING

Purchase Order Details Management

Vendor

Vendor > Vendor Reference:

Required By:

Payment Terms:

Description

For ads placed in Education Magazine for 5% off French

Ship To

Ship To Company > aACME Education Solutions, Inc.
Mark Jennings
1238 Broadway
New York, NY 10001

Ship Type: Complete Expected Date: TBD

Inventory Bin:

Shipping Terms:

Additional Info

Comments and Next Steps

Next Step: Next Step Date:

PO Items RFQ Management

Code	Description	Order	Job	Dept	Cases	Qty	Unit Cost	Total
1 > TM-FRNCH3	J'Apprends: I Learn French			AI		5	74.99	374.95
2 > TB-FRNCH3	J'Apprends: I Learn French 3rd			AI		150	29.99	4,498.50