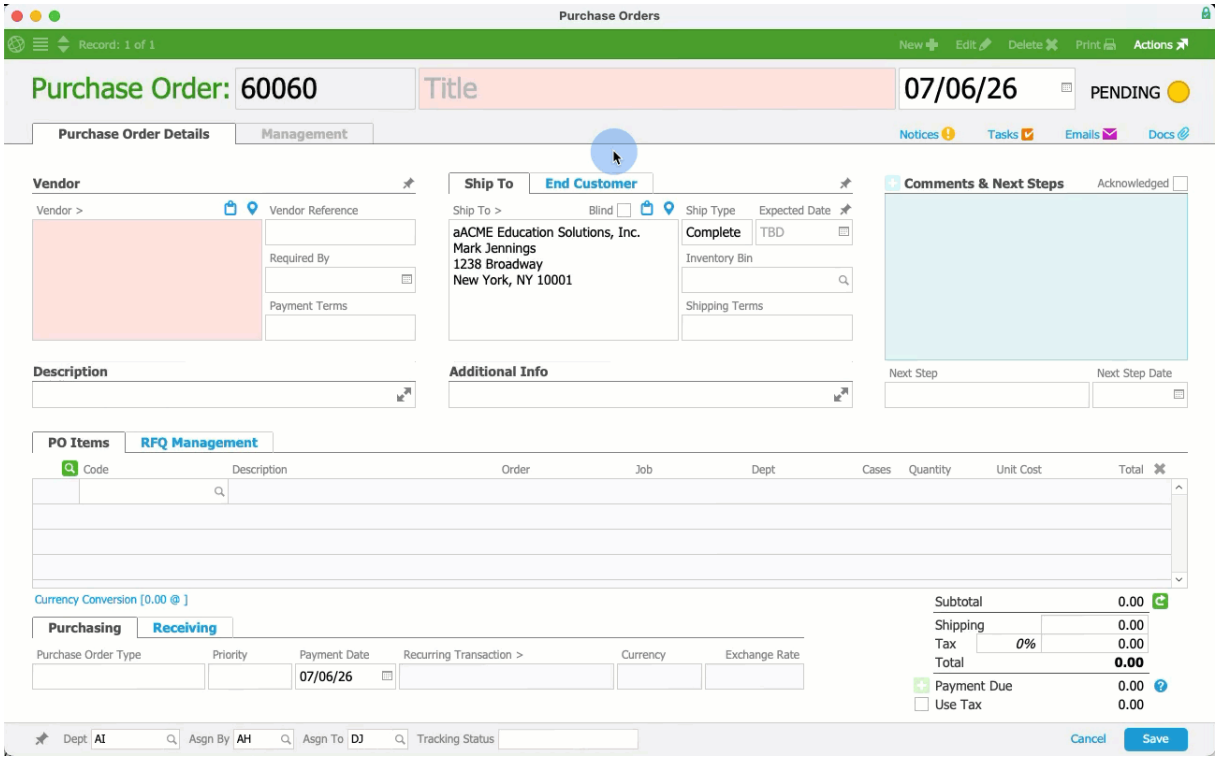
Using Templates for Purchase Orders

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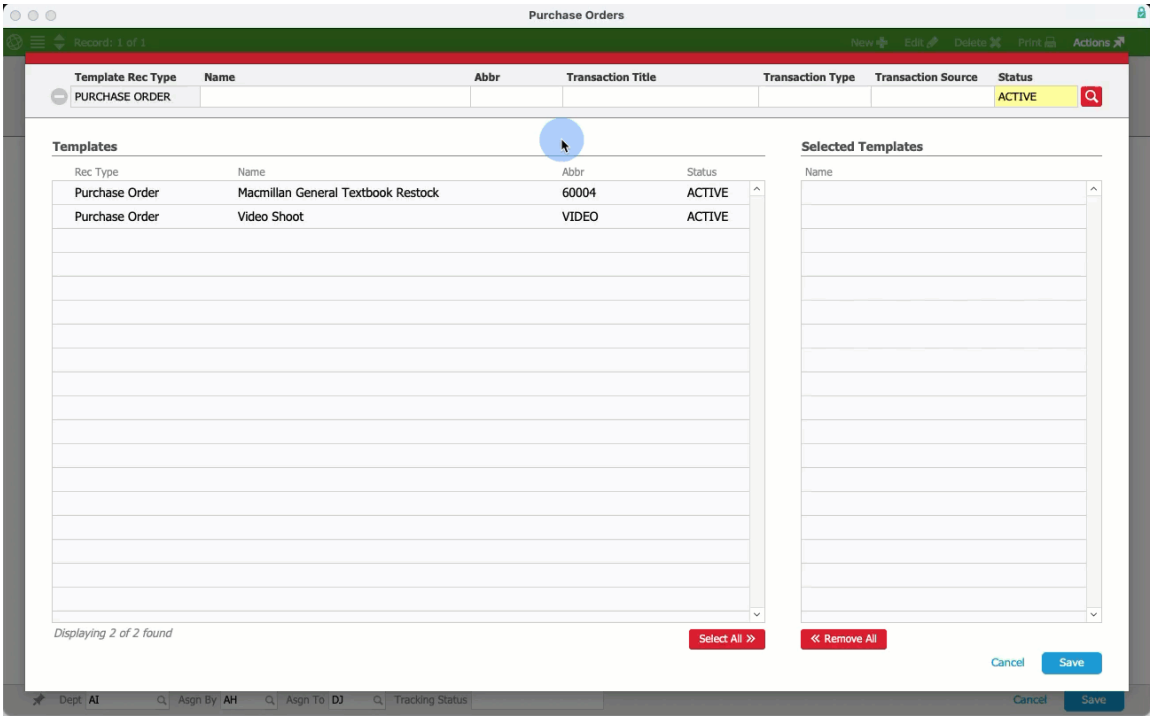
This guide explains using templates for purchase orders. It is intended for general users.

After you have created a purchase order template (https://aace6.knowledgeowl.com/help/building-a-template), you can build complicated or standard purchase orders quickly from the Purchase Orders module:

1. From the Main Menu, go to **Accts Payable** > **Purchase Orders**.
2. Select **New**.
3. Select **Actions** > **Build Purchase Order from Template**.



4. Select the template(s) you want to use for the purchase order to move them to the Selected Templates section:
   - Select the individual record
   - Select Select All to move all the the templates in the Templates section.
     If you are adding multiple templates, aACE prioritizes the information in the template listed first. For example, aACE copies the information in the Description and Additional Notes fields from only the first template.



5. Select **Save**.

   aACE copies the information from the selected template(s) to the new purchase order:

