Discovery Training: Purchase Orders

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This guide walks you through tasks for learning how to work with purchase orders in aACE. It is intended for new users in the Discovery process.

Introduction

This training guide starts by exploring accounts payable and purchase orders (POs), teaching you the basics of how transactions work in aACE.

We cover these processes first because they are generally consistent across companies and serve as a basis for entering inventory data into your system. Don't forget to watch the webinar that focuses on <u>purchase order functionality (https://showme.aacesoft.net/?id=10061)</u>.

This training focuses on the Line Item Codes and Purchase Orders modules.

Line Item Codes

The Line Item Codes (LICs) module is named as such because it involves entering products and services as line items on purchase orders and other records. Feel free to explore further by reading more about line item codes <u>here (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes)</u>.

Open the LICs module using the Main Menu features you learned in <u>Discovery Training:</u> <u>Basics</u> (https://aace6.knowledgeowl.com/help/discovery-training-basics)</u>. From the Main Menu, click Inventory; then click Line Item Codes.

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The layout of this list view is organized similar to list views you worked with previously.

Create a New Line Item Code

Your Discovery system includes sample LIC data. To practice working with aACE master data records, we'll create a new LIC that is relevant to your organization. This will provide a record that makes it easy to observe changes as aACE processes run.

- 1. From the Main Menu, click **Inventory**, and then click **Line Item Codes**. This displays the LICs module.
- 2. In the LICs module header, click **New**.

This displays a popup menu where you can select from various LIC record types. Each record type offers specific functionality for different business needs. For this training guide, we'll work with an inventoried item.

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3. Click Inventoried Item.

This creates a new LIC record and puts the detail view into a mode to make changes to the record.

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Textbook	TB-MTH6	Middle Grade Math 6th Edition	ITM-INV	McGullicuddy	70	2		25	1	1	ACTIVE		5

4. Enter the required information for your LIC in the fields that are shaded pink. Leave all other fields and tabs blank — you will be looking at how aACE learns and gathers data based on transactions moving through the system. You can recreate an actual product from your current inventory or invent something similar. For this training, it should be a product that your company sells, but which does *not* require any labor to produce.

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If you can't think of an item you keep in stock for sales orders, please invent data for a widget.

- A. Code Enter an abbreviation for your LIC.
- B. Description Enter a brief summary of what the LIC is.
- C. Type Click this field and select one of the sample product groups.
- 5. In the bottom-right, click **Save**.

This triggers the aACE validation processes. If the required fields have acceptable data, aACE displays an activation prompt.

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6. Click Activate.

You can make other changes to the LIC later.

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Activate this line iter	n code?		
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Purchase Orders

The next step involves initiating the process to order your new LIC. By creating purchase orders, we not only record inventory, but also lay the groundwork for the next training guide on Sales Orders. Feel free to read more on <u>working with purchase orders</u>

(https://aace6.knowledgeowl.com/help/working-with-purchase-orders).

First Purchase Order

1. From the starting level of the Main Menu, click **Accts Payable**, and then click **Purchase Orders**.

This displays the Purchase Orders module list view. The layout includes many of the same features as the modules you worked with previously.

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Show All	Find My Open	& Pending Purchase Orders	Find Open & Pend	ing Purchase Ord	lers Find Open P	Purchase Orders	Find Past Due Re	ceiving R	elated Records 🔻		¢

2. To check if there are any POs already in your Discovery system, you can use the Quick Search links in the footer.

We'll practice creating a new purchase order, whether or not your system includes other POs.

3. In the header, click **New**.

This creates a new PO record and puts the detail view into a mode to make changes on the record. It shows the Vendor selection popup. Required fields are shaded pink.

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4. At the right side of the Vendor field, click the **Search** icon (\subseteq). This displays the Companies Selector.

Туре	Company Name	Abbr	Contact	City	State / Prov	Postal Code	Phone	Sales Rep	Acct Mgr	Status	
0										ACTIVE	٩
Companies							Selected	Companies			
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Accelerated	Growth Marketing		AGM	Blue N	found	•					
American E	xpress		AMEX	New Y	ork	•					
Andew & St	on Windows & Doors		AWD	Baypo	rt	•					
Aperture Te	echnologies		50035	New Y	'ork	•					
Art Supplies	s, Inc.		ARTSUP	Detroi	t	•					
Blue Water	Fountain Manufacturing, Ltd.		BLUE	Spring		•					
China Brush	works International		CB-I	Wan C	thai	•					
Custom Acc	cessories Unlimited		60000			٠					
Deluxe Win	dows & Solar		DWS	Seven	n	•					
Electric Util	ity Co		50043	New Y	ork	•					
FedEx			50028	Pittsbu	urgh	•					
Global Stan	dard		AMST	Asbury	y Park	•					
Hewlett Pac	ckard		HP	Colum	bus	•					
Home Rend	Store		HRS	Atlant	а	•					
Industrial S	upply Inc		ISI	Saint I	Louis	•					
John Pearso	on Electrical		JPE	Houst	on	•					
LearnWrigh	t Inc.		50003	Sea Bi	зу	•					
LowPrice H	ome Improvement		LPHI	Matth	ews	•					
Macmillan M	Macbeth-Corridor		50033	New Y	ork	•					
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Displaying 36 of	36 found					Select All >>	< Remo	ve All			

5. Use the <u>Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to locate the vendor

company you created as part of the previous learning guide.

6. Click the vendor name in the Companies list.

This transfers the company to the Selected Companies list.

Туре	Company Name Aperture	Abbr	Contact	City	State / Prov	Postal Code	Phone	Sales Rep	Acct Mgr	Status ACTIVE	٩
Companies							Select	ed Companies			
+ Name			Abbr	City		Status	Name			St	atus
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aACME Edu	cation Solutions, Inc.		AI	New	York	•			/		
Accelerated	Growth Marketing		AGM	Blue	Mound	•					
Alexis Kohn			AK	Broo	klyn	•					
Allen Wrigh	t		AW	New	York	•					
American E	xpress		AMEX	New	York	•					
Annamac M	leadows Publishing		AMP	New	York	•					
Art Supplies	s, Inc.		ARTSI	JP Detr	pit	•					
Bedford Bar	nk and Trust		50093	Bedf	ord Falls	•					
Berkshire M	lagnet High School		50133	Belts	ville	•					
Brian Voll			BV	Woo	dside	•					
Brightside (Charter School		50015	Sacr	amento	•					
Caitlin Nasc	ther		50040	Broo	klyn	•					
Centerville	High School		50020	Cent	erville	•					
Chadwick H	ligh School		50139	Boze	man	•					
Chestnut Ri	idge Middle School		50160	Ches	tnut Ridge	•					
China Brust	works International		CB-I	Wan	Chai	•					
Chisholm H	igh School		50130	Scha	umburg	•					
Cognitio			50019	Port	and	•					
Covered Bri	idge High School		50010	Aller	town	•					
Denise Jam			DJ	New	York	• •					Ŷ
Displaying 100 o	f 143 found					Select All >>	« Ren	nove All			

7. Click Save.

This returns you to the PO record with information from the selected vendor autofilling the address, payment terms, etc.

8. In the PO Items section, click the **Search** icon (**Q**). This displays the LICs selector.

Туре	Code	Description	Pref Vendor 🔍	Rec Type	Invtry On Hand	Available	Total	Sales Ship	Status ACTIVE	٩
Line Item Codes						Selected Li	ne Item C	odes		
Туре	Line Item Code				Avail Invtry	Line Item Cod	e			
Brush	SE-B-G4 Goat hair	bamboo brush size 4			25 ^					^
Brush	SE-B-H 1/2" Hake	Brush			6					
Brush	SE-B-R1 Rabbit hai	ir bamboo brush size 1			25					
Brush	SE-B-WB2 White b	ristle bamboo brush size 2			30					
Expense	TRV-AIR Airfare									
Expense	TRV-CAR Car Rent	al								
Expense	TRV-MEAL Meals a	nd Entertainment								
Gift	PEN-SPF Honorific	Pen Gift Set - Sailor Pro Fountain Pe	in .		21					
Job	JOB-VP Video Prod	luction								
Labor	L-ASMBLY Assemb	ly								
Labor	L-DEV Curriculum	Development								
Labor	L-ENG Engineering	I								
Labor	L-MKTNG Marketin	9								
Labor	L-PD Package Desi	gn								
Labor	L-PM Project Mana	gement								
Labor	L-PRD Production I	labor								
Labor	L-QA Quality Assur	ance								
Labor	L-SALES Sales									
Labor	L-SHIP Packing and	d Shipping								
Labor	L-SRV Onsite Servi	ce								
Labor	L-WH Warehouse I	abor			~					~

9. Use the Quick Search bar to locate the LIC you created earlier, searching for the Code or the Description.

Туре	Code BW-12p	Description	Pref Vendor 🔍	Rec Type	Invtry On Hand	Available	Total	Sales Ship	ACTIVE	٩
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🛨 Туре	Line Item Code				Avail Invtry	Line Item Cod	e			
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Electrical	5227-0001 EXPLO-	-PRF HANDLAMP			0					
Electrical	5329-0015 POWER	RACCESSORY			0					
Electrical	5329-4004 LENS R	ETAINING RNG			0					
Electrical	5329-4010 FLOOD				0					
Electrical	5329-4012 12V FL	OOD W/CORD			0					
Electrical	5330-0411 4W FLU	JOR HANDLAMP			0					
Electrical	5331-0007 7AMP H	HR BATT ASSY			0					
Electrical	5331-0035 SCRAT	CH GUARD			0					
Electrical	5351-0213 12/3 C	ORDSET100FT			0					
Electrical	5999-GH FULLY IN	IS HANDLAMP			0					
Electrical	603 1/2 CORR FIX	T W/GLB			0					
Electrical	610 BASE & SOCK	ET FOR600			0					
Electrical	640-FL22 22W FLU	JOR LIGHT			0					
Electrical	7000-G38 PAR HAI	NDLAMP			0					
Electrical	7050-RIG HNDLAM	1PW/50FT CORD			0					
Electrical	8133 CAGE&HOOK	F/7001 SERIES			0					
Electrical	910001N SPDT SC	R TERM TGL SW			0					
Electrical	9232 GRNDG CLAN	MP FOR7000-S			0					
Electrical	BW-12p Blue Wid	dget - 12 pin connection			0					
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Displaying 60 of 60	found				Select All >>	« Remove A	1			

10. Click the LIC name in the Line Item Codes list.

Туре	Code BW-12p	Description	Pref Vendor Q	Rec Type	Invtry On Hand	Available	Total Sales Ship	ACTIVE Q
line Item Codes						Selected Lin	ne Item Codes	
 Туре 	Line Item Code				Avail Invtry	Line Item Cod	e	
Electrical	506 15A120V MAN	RESET SW			0 ^	BW-12p BI	ue Widget - 12 pin conn	ection /
Electrical	5227-0001 EXPLO-P	RF HANDLAMP			0			
Electrical	5329-0015 POWER	ACCESSORY			0			
Electrical	5329-4004 LENS RE	TAINING RNG			0			
Electrical	5329-4010 FLOOD L	LIGHT W/TFMR			0			
Electrical	5329-4012 12V FLO	OD W/CORD			0			
Electrical	5330-0411 4W FLU	OR HANDLAMP			0			
Electrical	5331-0007 7AMP H	R BATT ASSY			0			
Electrical	5331-0035 SCRATC	H GUARD			0			
Electrical	5351-0213 12/3 CO	RDSET100FT			0			
Electrical	5999-GH FULLY INS	HANDLAMP			0			
Electrical	603 1/2 CORR FIXT	W/GLB			0			
Electrical	610 BASE & SOCKE	T FOR600			0			
Electrical	640-FL22 22W FLU0	OR LIGHT			0			
Electrical	7000-G38 PAR HAN	DLAMP			0			
Electrical	7050-RIG HNDLAMP	W/50FT CORD			0			
Electrical	8133 CAGE&HOOKF	/7001 SERIES			0			
Electrical	910001N SPDT SCR	TERM TGL SW			0			
Electrical	9232 GRNDG CLAM	P FOR7000-S			0			
Electrical	CUST-LGHT Custom	Light Fixture						
Electrical	OSL-ELEC Outsourc	ed Electric Subcontracting			~			
Electrical Displaying 60 of 60 f		ed Electric Subcontracting			Select All >>	« Remove A		

This transfers the LIC to the Selected Line Item Codes list.

11. Click Save.

This returns you to the PO record with information from the selected LIC autofilling various fields.

•			Purchase Orders					
≣ \$ Record: 11 of 11						New 🔶 🛛 Ed	it 🖋 🛛 Delete 🕽	🕻 Print 🗟 Actions 🛪
Purchase Order: 60	0027	Apertu	ire Technolog	ies		06/26	6/23	
Purchase Order Details	Management					Notices 😣	Tasks 🗹	Emails 🎽 🛛 Docs 🔕
/endor	*	Ship 1	o End Customer		* 5	Comments	s and Next S	teps
Vendor >		Ship To >		Ship Type Expected Date				
Aperture Technologies			ducation Solutions, Inc.	Complete TBD				
Nick Sullivan	Required By	Mark Jer	nings	Inventory Bin				
284 7th Avenue Suite 801 New York, NY 10015		1238 Bro New Yor	adway k, NY 10001		Q,			
	Payment Terms			Shipping Terms				
	Net 30							
Description		Addition	al Info			Vext Step		Next Step Date
	K _M				×7			
PO Items RFQ Management Code Descri	iption		Order Job	Dept	Cases	Quantity	Unit Cost	Total 🕱
1 > BW-12p Q Blue	Widget - 12 pin connection	Ⅲ★	Q	.⊂. AI		0	0.00	下 00.0
Q								
Purchasing Receiving Auchase Order Type Priority		rring Transactio				Subtol Shippi Tax Total		0.00 C 0.00 0.00 0.00
	07/26/23		USD	1				
	07/20/25		000	-		Payme	ent Due	0.00 🕜
	07720725		0.0	_		Payme Use Ta		0.00

12. Change the **Quantity** to ten and the **Est Unit Cost** to a plausible cost. This will update the total values for the line and for the entire PO.

Purchase Ord					e Technolog			06/26	,	PENDING	-
Purchase Order Detai	ls	lanagement						Notices 😣	Tasks 🔽	Emails 🞽 🛛 🛛	Docs (
/endor			e [5	ship To	End Customer		*	Comment	s and Next S	teps	
Vendor >	Ô 9	Vendor Reference	Shi	p To >	Blind 🗌 📋	Ship Type	Expected Date 🖈			-	
Aperture Technologies					ation Solutions, Inc.	Complete	TBD 🗖				
Nick Sullivan 284 7th Avenue Suite 801		Required By		rk Jenning 38 Broadw		Inventory Bin					
New York, NY 10015				w York, N			Q				
		Payment Terms				Shipping Term	ns				
		Net 30									
escription		Net 30	Ad	ditional I	info			Next Step		Next Step (Date
Description		Net 30		ditional I	nfo		e ^x	Next Step		Next Step I	Date
escription				ditional I	info		× ^N	Next Step		Next Step (
	agement			ditional I	info		K _N	Next Step		Next Step [
	agement Descrip	2		ditional I			к ^р	Next Step	Unit Cost	Next Step I	
PO Items RFQ Man	Descri	2	N	Order			Dept		Unit Cost 32.10		*
PO Items RFQ Man	Descri	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Order	r Job		Dept	Cres Quantity		Total	*
PO Items RFQ Man	Descrip	né tion	N	Orde	r Job		Dept	Cres Quantity	32.10	Total 321.00 321.00	*
PO Items RFQ Man	Descrip	né tion	N	Orde	r Job		Dept	Cles Quantity 10 Subto Shipp	32.10	Total 321.00 321.00 0.00	***
PO Items RFQ Man Code 1 > BW-12p	Descrip	vión Vidget - 12 pin connecti	N	Order	r Job	Q	Dept	Cres Quantity 10	32.10	Total 321.00 321.00	***

13. Click Save.

This triggers the validation processes. If the required fields have acceptable data, aACE displays a prompt to open the PO.

	Messa	ge	
Open this purchase o	order?		
		Not Yet	Open

Note: If aACE does *not* prompt you to open the PO, you can click the Actions icon (**N**) in the header and select "Open PO". This will re-run the validations and display a prompt noting changes that need to be made on the record for it to open. You may need to resize the popup window to ensure you can view all the information.

14. Click **Open** to open the PO.

fulchase ofuer.		ture Technologie	5			06/26	925	OP	EN
Purchase Order Details	Management					Notices 😣	Tasks 🔽	Emails 🔛	Docs
endor	,	* Ship To End Custo	mer	*	•	Comments	and Next S	teps	
/endor >	Vendor Reference	Ship To > Bline	d 🔲 🗂 🔍	Ship Type Expected Date 🖈					
perture Technologies		aACME Education Solutions	i, Inc.	Complete TBD					
lick Sullivan 84 7th Avenue Suite 801	Required By	Mark Jennings 1238 Broadway		Inventory Bin					
lew York, NY 10015		New York, NY 10001							
	Payment Terms			Shipping Terms					
	Net 30								
		Additional Tele							
PO ItemsRFQ Manager		Additional Info			Ne	xt Step		Next Ste	
PO Items RFQ Managerr Code		Order	Job	Dept AI	Cases	at Step Quantity 10	Unit Cost 32.10		ы 36
Code	ent Description Blue Widget - 12 pin connectio	Order	Job			Quantity	32.10 al	Tota	米 14 一下 0 0 0 0

Additional Info about POs

Another helpful tool for working with POs is the Management tab. This tab gives you a summary of a POs progress, as shown in the quantities received and purchased. It also provides easy access for creating related shipment records and purchases.

Record: 10 of 18							
urchase O	rder: 60028 Apert	ture Techno	logies		06/26	5/23	OPEN
Purchase Order D	Petails Management				Notices 🔒	Tasks 🔽	Emails M Docs
Overview Purc	hasing Shipping & Receiving						
Code	Description	Quantity	Received	Purchased	Ordered	Purchased	Remain
1 > BW-12p	Blue Widget - 12 pin connection	10	0/10	0/10	321.00	0.00	321.00
				C danad	221.02		
				Subtotal	321.00	0.00	321.00
				Shipping/Freight	0.00	0.00	321.00
				Shipping/Freight Tax	0.00	0.00	321.00 0.00 0.00
				Shipping/Freight	0.00	0.00	321.00
				Shipping/Freight Tax	0.00 0.00 321.00	0.00	321.00 0.00 0.00 321.00
				Shipping/Freight Tax Total Purchase Order Balanc	0.00 0.00 321.00	0.00	321.00 0.00 0.00 321.00 321.00
				Shipping/Freight Tax Total Purchase Order Balanc A/P Balance	0.00 0.00 321.00	0.00	321.00 0.00 321.00 321.00 0.00
				Shipping/Freight Tax Total Purchase Order Balanc	0.00 0.00 321.00	0.00	321.00 0.00 0.00 321.00 321.00

Second Purchase Order

At this point, aACE has gathered some information to use in automating your workflow. Create a second PO to see this in action.

- In the Purchase Orders module header, click New.
 This creates a new PO record and puts the detail view into edit mode.
- 2. For the vendor on the second PO, begin typing the first few letters of the company you picked for the first PO.

This triggers aACE's type-ahead feature and it helps you fill in the vendor name.

E 🗢 Reco	ord: 12 of 12							🗶 Print 🗟 🖌	ctions 7
Purcha	ase Ordei	: 60028	٦	Title		06/26	5/23	PENDI	NG 🧲
Purcha	ase Order Details	Managemer	1t			Notices 😣	Tasks 🔽	Emails 🔀	Docs @
/endor			*	Ship To End Customer	1	Comment	s and Next S	Steps	
Vendor >		C Vendor Refere	ince	Ship To > Blind C					
				aACME Education Solutions, Inc.	Complete TBD				
		Required By		Mark Jennings 1238 Broadway	Inventory Bin				
				New York, NY 10001	Q				
		Payment Term	16		Shipping Terms				
				Iditional Info		Next Step		Next Ste	o Date
/endor				dditional Info	2 ²⁴	Next Step		Next Ste	p Date
endor >	aperture Techno	ologies	٩	🖉 dditional Info	2			Next Ste	
'endor > ddresses	aperture	ologies	Q. Use Default	🖉 dditional Info	××			Next Ste	
endor > ddresses	aperture Techno	logies		dditional Info			Unit Cost		9 36 1
iendor > ddresses iontact >	aperture Techno	ologies	Use Default				Unit Cost		1 36 1
lendor > ddresses iontact > ddress Title	aperture Techno	ologies	Use Default				Unit Cost		1 36 1
endor > ddresses ontact > ddress Title		ologies	Use Default				Unit Cost		1 36 1
lendor > ddresses iontact > ddress Title		State or Prov	Use Default				Unit Cost		1 36 1
Vendor > ddresses iontact > ddress Title ddress	Street		Use Default				Unit Cost		36 k
lendor > ddresses iontact > ddress Title	Street City	State or Prov	Use Default					Tota	1 1 1
lendor > ddresses iontact > ddress Title	Street City Country	State or Prov Postal Format	Use Default			Cases Quantity	tal	Tota 0.00 0.00	0 C
endor > ddresses iontact > ddress Title ddress	Street City Country	State or Prov Postal Format	Use Default		Dept	Cases Quantity	tal	0.00 0.00	
endor > ddresses ontact > ddress Title ddress Purchasi	Street City Country	State or Prov Postal Format	Use Default	Order Jol	Dept	Cases Quantity	tal	0.00 0.00 0.00	

3. Press Enter.

This prompts aACE to accept the selected vendor name and again retrieve the contact data to populate the address fields.

4. In the PO Items section, click the **Code** field.

This displays a dropdown list of LICs recently used on POs for this vendor. It includes the LIC you created and used on the first PO.

Jurchass Ordan	60028	Aporture	Tachnalasi						🗶 Print 🗟	
Purchase Order:	60028	Aperture	e Technologi	es			06/26	/23	PENE	DING 🤇
Purchase Order Details	Management						Notices 😣	Tasks 🗹	Emails 🔀	Docs
fendor	*	Ship To	End Customer		*		Comments	and Next	Steps	
Vendor >	Vendor Reference	Ship To >	Blind 🗌 🖆 🔇	Ship Type	Expected Date #					
Aperture Technologies		aACME Educa	ation Solutions, Inc.	Complete	TBD E					
Nick Sullivan 284 7th Avenue Suite 801	Required By	Mark Jenning 1238 Broadw		Inventory Bir	1					
New York, NY 10015		New York, N			Q					
	Payment Terms			Shipping Ter	ms					
	Net 30									
		43a								
Nescription	-	Additional I	nfo				ext Step		Next 5	Step Date
	×*									0
PO Items RFQ Manageme	escription	Order	r Job		Dept	Cases	Quantity	Unit Cost	т	otal 🕷
Code D	escription		r Job		Dept	Cases	Quantity	Unit Cost	т	otal 🕷
Code D BW-12p Blue	escription Ridget - 12 pin connection		r 306		Dept	Cases	Quantity	Unit Cost	т	
BW-12p Blue T TBLT-7 Studer TBLT-7C Studer	escription Midget - 12 pin connection H Tablet, 7° Screen H Tablet, 7° Case		y Job		Dept	Cases	Quantity	Unit Cost	Т	
Code D BW-12p Blue I TBLT-7 Studer TBLT-8 Studer	escription Ridget - 12 pin connection It Tablet, 7" Screen It Tablet, 7" Case It Tablet, 8" Screen		r Job		Dept	Cases	Quantity	Unit Cost	т. Т	
BW-12p Blue BW-12p BW	escription Fidget - 12 pin connection t Tablet, 7" Case It Tablet, 8" Screen It Tablet, 8" Screen It Tablet, 9" Screen		n Job		Dept	Cases	Quantity	Unit Cost	Т	
Code D BW-12p Blue I TBLT-7 Studer TBLT-8 Studer TBLT-8 Studer TBLT-8 Studer TBLT-9 Studer TBLT-9 Studer	escription http://www.action http://wwwwwwww.action http://wwww.action http://wwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwww		dof. 7		Dept	Cases	Quantity	Unit Cost	T	
Code D BW-12p Blue I TBLT-7 Studer TBLT-8 Studer TBLT-8 Studer TBLT-8 Studer TBLT-9 Studer TBLT-9 Studer	escription Fidget - 12 pin connection t Tablet, 7" Case It Tablet, 8" Screen It Tablet, 8" Screen It Tablet, 9" Screen		r Job		Dept	Cases				
Code D BW-12p Blue I TBLT-7 Studer TBLT-7C Studer TBLT-8 Studer TBLT-8C Studer TBLT-9 Studer TBLT-9 Studer TBLT-9C Studer TECH-001 Electr	escription http://www.action http://wwwwwwww.action http://wwww.action http://wwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwwww		r Job		Dept	Cases	Subtot	al	0	.00
BW-12p Blue B TBLT-7 Studer TBLT-7C Studer TBLT-8C Studer TBLT-8C Studer TBLT-9 Studer TBLT-9 Studer TBLT-9 Studer TELT-9C Studer TEL	escription Nidget - 12 pin connection to Tablet, 7" Case In Tablet, 8" Screen It Tablet, 8" Case It Tablet, 8" Case It Tablet, 9" Screen It Tablet,	ding	>			Cases		al	0	
Code D BW-12p Blue I TBLT-7 Studer TBLT-7C Studer TBLT-8 Studer TBLT-8C Studer TBLT-9 Studer TBLT-9 Studer TBLT-9C Studer TECH-001 Electr	escription Nidget - 12 pin connection to Tablet, 7" Case In Tablet, 8" Screen It Tablet, 8" Case It Tablet, 8" Case It Tablet, 9" Screen It Tablet,		Currency USD		Dept ange Rate	Cases	Subtot: Shippir	al	00000	.00 🖸

Note: FileMaker sometimes quickly shifts focus when you click in a field. This can cause a dropdown list to be hidden again. With the cursor in that field, you can display the dropdown list again by pressing the ESC key.

5. Select the LIC you created.

This triggers aACE to autofill information from the LIC record. Note that the Unit Cost is automatically populated with the amount you entered previously.

	er: b	0028	Aper	ture Technologi	ies	06/26	5/23	PENDING
Purchase Order Detai	ils	Management				Notices 😣	Tasks 🔽	Emails Docs
endor		*	Sh	p To End Customer	,	Comment	s and Next St	eps
endor >	C Q		Ship T				o una mexe or	
perture Technologies			aACM	E Education Solutions, Inc.	Complete TBD			
ick Sullivan 84 7th Avenue Suite 801		Required By		Jennings Broadway	Inventory Bin			
w York, NY 10015				York, NY 10001	0	L I		
		Payment Terms			Shipping Terms			
		Net 30						
PO Items RFQ Man	agement Descr			Order Job	Dept	Cases Quantity	Unit Cost	Total 💥
> BW-12p	୍ Blue	Widget - 12 pin connection	Ξ ★	Q	Q. AI	0	32.10	₹ 00.0
						Subto Shipp	ing	0.00
Purchasing Receiv	ing					Tax	0%	0.00
Purchasing Receiv	Priority	Payment Date Rec	urring Trans	action > Currency	Exchange Rate	Total		0.00

6. Change the **Quantity** to ten.

This updates the totals.

• •		Purchase Orders			(
				New 🖶 Edit 🖋 Delete 🗶	Print 🗟 🛛 Actions 🛪
Purchase Order: 60	0028 A	perture Technologie	es	06/26/23	
Purchase Order Details	Management			Notices 😣 🛛 Tasks 🗹	Emails 🎽 🛛 Docs 🖉
Vendor	*	Ship To End Customer	*	Comments and Next Ste	ps
Vendor > 🖆 오	Vendor Reference	Ship To > Blind 🗌 🖨 ♀	Ship Type Expected Date 🖈		
Aperture Technologies		aACME Education Solutions, Inc.	Complete TBD		
Nick Sullivan 284 7th Avenue Suite 801	Required By	Mark Jennings 1238 Broadway	Inventory Bin		
New York, NY 10015		New York, NY 10001	Q		
	Payment Terms		Shipping Terms		
	Net 30				
Description		Additional Info		Next Step	Next Step Date
	K _M		×*		
PO Items RFQ Management	ption	Order Job	Dept Cas		Total 🗱
1 > BW-12p Q Blue	Widget - 12 pin connection	. ∧ *	<u>्</u> AI	10 32.10	321.00 🛪 ^
Purchasing Receiving Purchase Order Type Priority	Payment Date Recurri 07/26/23	ing Transaction > Currency USD	Exchange Rate	Subtotal Shipping Tax 0% Total Payment Due	321.00 G 0.00 321.00 0.00 321.00 0.00
📌 Dept 🗚 🔍 Asgn By DJ	Q Asgn To DJ Q Trac	cking Status Fulfillin	nent Status	Use Tax	0.00 Cancel Save

7. Click Save.

This triggers the validation processes.

8. When you see the confirmation dialog, click **Open**.

	Messag	e	
Open this purchase or	rder?		
		Not Yet	Open

Your open purchase order should look similar to the purchase order example below:

•		Purchase Orders			
Record: 12 of 12				New 🕂 Edit 🖋 Delete 🗙	Print 🖶 Actions ;
Purchase Order: 6	0028 Apertu	re Technologies		06/26/23	OPEN
Purchase Order Details	Management			Notices 🔒 🛛 Tasks 💟	Emails 🞽 🛛 Docs
/endor	*	Ship To End Customer	*	Comments and Next St	eps
Vendor > 🖄 오	Vendor Reference	Ship To > Blind 🗌 🖆 🔇	Ship Type Expected Date 🖈		
Aperture Technologies		aACME Education Solutions, Inc.	Complete TBD		
Nick Sullivan 284 7th Avenue Suite 801 New York, NY 10015	Required By	Mark Jennings 1238 Broadway New York, NY 10001	Inventory Bin		
	Payment Terms		Shipping Terms		
	Net 30				
escription		Additional Info		Next Step	Next Step Date
	ription Widget - 12 pin connection	Order Job Ξ 🖈	Dept AI	Cases Quantity Unit Cost 10 32.10	Total ೫ 321.00 矛
				Subtotal	321.00
			Exchange Rate	Shipping Tax 0%	0.00
Purchasing Receiving urchase Order Type Priority	Payment Date Recu	rring Transaction > Currency	Exchange Kate		321.00
	Paryment Date Recu 07/26/23	rring Transaction > Currency	1	Total Payment Due Use Tax	321.00 321.00 0.00

As you open additional purchase orders with other LICs, aACE will continue to create relationships between those LICs and the vendors you purchase them from.

Incoming Shipments

Now that you've successfully placed an order with your vendor, let's fast forward to the stage when the shipment has reached your facilities. You'll need to receive the shipment into your inventory.

 From the Main Menu, click Order Management, then click Shipping Log. This displays the Shipping Log module's list view, showing shipments from sample data that are Pending or otherwise in transit. This list view matches the general layout of other modules you've worked with.

				Shi	pping Log		\cap				
) 🗮 💠 Record:	1 of 3						New	Edit 🖍 Dele	te 🗶 🛛 Print 🖴	Actions	Tr.
Shipme	nts						Ŭ				
5											۹.
- Shipment	Date	Title	Asgn To	Company Q	Carrier Service	Tracking #	Cost	Tracking Status	Status		
50561	12/08/21	Transfer; Education Elite	JC				0.00	In Transit	SHIPPED	. 😑 ;	- k
50820	02/06/23	Transfer; Education Elite	JC				0.00	In Transit	SHIPPED	. 😑 🤉	- %
50908	06/21/23	Regina County Area School District	КН	Regina County Area	FedEx Ground		0.00	Ready to Pick	PENDING		- Tr
st Totals							0.00				
Show All Find		pments Find Pending Shipments			strain to Incoming	More Finds 💌	Related Records				Ċ

Note: <u>Status indicators (https://aace6.knowledgeowl.com/help/overview-of-record-status-levels)</u> highlight different details in different modules. In the Shipping Log, Pending records show a yellow indicator. This status also applies to <u>internal inventory transfers</u>

(https://aace6.knowledgeowl.com/help/making-inventory-transfers) and transfer shipments that have been shipped from one of your locations, but have not been received yet in the other location.

2. In the header, click **New**.

This displays a dropdown list showing the types of shipments you can work with.

• • •				Shi	ipping Log						
Shipm							Inco	going ming sfer	e 🗙 Print 🗟		* 1
Shipment	Date	Title	Asgn To	Company Q	Carrier Service	Tracking #	Cost	Tracking Status	Status		
> 50561	12/08/21	Transfer; Education Elite	ж				0.00	In Transit	SHIPPED	k 😑	
> 50820	02/06/23	Transfer; Education Elite	ж				0.00	In Transit	SHIPPED	k (۰.
> 50908	06/21/23	Regina County Area School District	КН	Regina County Area	FedEx Ground		0.00	Ready to Pick	PENDING	• 🛪	

3. Click Incoming.

This creates a new shipment record and puts the detail view into a mode for you to make changes on the record. The Ship From selection popup is displayed and other required fields are highlighted pink.

					Shij	oping Log					
🖹 🔷 Record: 10 of 10								New 🖶 🛛 E	idit 🖋 🛛 Delete	🗙 Print 🗟	Actions 🖈
Shipment: 60	049		Title					6/26/2	.023	PEND	ING 🧲
Incoming Shipment								Notices 😣	Tasks 🔽	Emails 🔀	Docs @
Ship From			*		Shipment Info		Purchased	Description			
Ship From >	Ô 🕈	Shipment Ty	/pe		Carrier Carrier	Service	Account #				
		Incoming									
		Ship Terms	Ship Point		Carrier Tracking (PRO) #	Packing List #	Delivery Date				
							₿ 6/26/2023 🗆				
			Declared Value		Weight L	W H	Shipping Cost	Package Type	Paci	kage IDs	
			0.00		0		0.00				
Company >			Use Defaul	Q.	Order	Purchase Order	Exp Qty 🎾	Quantity W	eight Bin Q	Ker #	(s) 🕅
Contact >				Q,							
uddress Title											
Address Street											
City	State	or Prov	Postal Code	8							
Country	Posta	l Format									

4. For the Ship From Company, type the first few letters of the company you picked for the first PO.

This triggers aACE's type-ahead feature to help you fill in the vendor name. Selecting this vendor prompts aACE to display the Purchase Order selector. This is because there are multiple POs for this vendor that are Open. aACE needs us to confirm which PO items are included in this shipment.

Record: 10 of	10		_		Shipping Log			New 🖶	Edit 🖋 Delete 🛠	Print 🖶	Actions
Pur Order	Date	Title aperture	Asgn By	Asgn To	Vendor Q	PO Total	Balance	e Req By	Tracking Status	Status OPEN	٩
Purchase Orde	rs						s	elected Purc	hase Orders		
PO	Date	Title			Vendor	Status	1	90	Title		
60004	06/15/23	Aperture Technologies			Aperture Technologies	OPEN	^				^
60027	06/26/23	Aperture Technologies			Aperture Technologies	OPEN					
60028	06/26/23	Aperture Technologies			Aperture Technologies	OPEN					
							~				
Displaying 3 of 3 i	found					Select /		« Remove All			
									C	ncel	ave

5. In the Purchase Orders list, click the *first* of the POs you created. This moves the PO record to the Selected Purchase Orders list.

Pur Order	Date	Title	Asgn By	Asgn To	Vendor Q	PO Total	Balance	e Req By	Tracking Status	Status	
0		aperture								OPEN	Q
Purchase Orde	rs						5	elected Pur	chase Orders		
PO	Date	Title			Vendor	Status		PO	Title		
60004	06/15/23	Aperture Technologies			Aperture Technologies	OPEN	^	60027	Aperture Techr	ologies	^
60028	06/26/23	Aperture Technologies			Aperture Technologies	OPEN					
Displaying 3 of 3							× AII ≫	« Remove All			~

Note: If both shipments arrived at one time, you could include both POs in a single shipment. It is always best to record information in aACE that matches the real situation. This makes it easier for you to track progress and to audit your system later.

6. Click Save.

This autofills the vendor address and enters the LICs from the PO into the Packing List section. Because shipments sometimes do not include the full, ordered quantity, aACE leaves the Quantity field at zero.

•					Shipp	oing Log						
									New 🖶 Ed	it 🌮 🛛 Delete	🗙 Print 🖶	Actions 🛪
Shipment: 600	49		Aperti	ure Techr	nolog	ies			6/26/20	023	PEND	DING 😑
Incoming Shipment	1								Notices 😣	Tasks 🗹	Emails 🔛	Docs @
Ship From			×	Shipment In	fo			Purchased	Description			
Ship From >	Ô 9	Shipment Ty	ype	Carrier	Carrier S	ervice		Account #				
Aperture Technologies		Incoming										
Nick Sullivan 284 7th Avenue Suite 801		Ship Terms	Ship Point	Carrier Tracking	(PRO) #	Packing Li		Delivery Date				
New York, NY 10015							Ø	6/26/2023 🗉				
			Declared Value	Weigh		W	н	Shipping Cost	Package Type	Pack	age IDs	
			0.00		D			0.00				
Code		ription		Order		Purchase	Order	Exp Qty »		ght Bin Q,		『(s) ズ ^オ
> BW-12p		Widget - 12	2 pin connection	国オ		> 60027		10 »	0	0 C-AI	۹ #	5 X
	Q,											
									0	0		v
Pept AI-Shipping Q. Asg	n To KH	Q, Track	king Status								Cancel	Save

7. Next to the line's Expected Quantity, click the **Quantity Transfer** icon (**>>**).

This moves the number in that column to the Quantity field. If there are multiple LICs in a shipment, you can transfer all quantities by clicking the Quantity Transfer icon next to the column title. You can also manually enter a number in the Quantity field.

					Shipp	oing Log						
🗏 ≑ Record: 10 of 10									New 🖶	Edit 🖋 🔹 Delete 🕽	🗴 🛛 Print 🖶	Actions 🛪
Shipment: 6004	19		Apert	ure Techr	nolog	ies			6/26/2	2023	PEND	DING 🦲
Incoming Shipment									Notices 🔒	Tasks 🗹	Emails M	Docs 🤞
hip From			×	Shipment Inf	0			Purchased	Description	n		
Ship From >	۵ 9	Shipment Ty	/pe	Carrier	Carrier S	iervice		Account #				
Aperture Technologies		Incoming										
Nick Sullivan 284 7th Avenue Suite 801		Ship Terms	Ship Point	Carrier Tracking	(PRO) #	Packing List		Delivery Date				
lew York, NY 10015							0					
			Declared Value 0.00	Weight		W	Н	Shipping Cost 0.00	Package Type	e Packa	age IDs	
acking List												
Code	Descri		• -1 •1	Order		Purchase	Order	Exp Qty »		Weight Bin Q.		#(s) 矛
Code BW-12p	Blue		2 pin connection	Order		Purchase > 60027	Order (Exp Qty »	Quantity V 10	Veight Bin Q. 0 C-AI		
Code BW-12p			2 pin connection				Order (
Code BW-12p	Blue		2 pin connection				Order (
Code BW-12p	Blue		2 pin connection				Order (
Code BW-12p	Blue		2 pin connection				Order (
Code BW-12p	Blue		2 pin connection				Order					
Code BW-12p	Blue		2 pin connection				Order					
Code BW-12p	Blue		2 pin connection				Order		10	0 C-AI		
1 > BW-12p	Blue		2 pin connection				Order					

8. Click Save.

aACE runs validations on the shipment record.

9. At the confirmation dialog, mark the shipment as received by clicking **Yes**.

• • •	Mess	sage	
Mark this shipment	as received?		
		Not Yet	Yes

After you have marked the shipment as Received, this update is reflected on the detail view.

Incoming Shipment	1				Notices	🔒 🛛 Tasks 🕻	🗹 Emails 🗹 Doc
Ship From	*	Shipment Info		Purchased	Descript	ion	
Ship From >	🗅 오 Shipment Type	Carrier C	arrier Service	Account #			
Aperture Technologies Nick Sullivan	Incoming						
284 7th Avenue Suite 801	Ship Terms Ship Point	Carrier Tracking (PRC		Delivery Date 06/26/23			
New York, NY 10015	Declared Value	Weight	L W H	Shipping Cost	Package T	1000	Package IDs
	Deciared value	0	L W H	0.00	Package I	ype	Package IDS
1 > BW-12p	Blue Widget - 12 pin connection	≡ *	> 60027		10	0 C-AI	#s ≍

Purchases

After you have received the product on your PO, you can process a vendor invoice by creating and posting a purchase. Read more about <u>working with purchases</u>

(https://aace6.knowledgeowl.com/help/working-with-purchases).

- From the Main Menu, click Accts Payable, then click Purchases. This displays the Purchases module list view, showing any existing Open purchase records that are assigned to you.
- 2. In the header, click **New**.

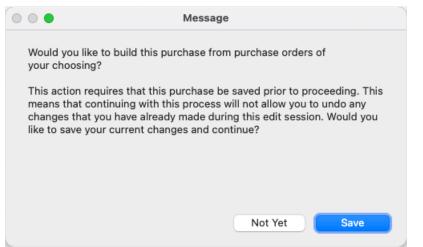
Purcha	1303												C	1
Purchase	Date	Title	PO	Asgn To	Vendor Q	Inv #	Inv Date	Total	Balance	Pmnt Exp	Tracking Status	Status		۳.
> 50434	05/01/23	MSC Industrial Direct	50419	DJ	Industrial	84036	05/01/23	952.35	952.35	05/31/23		OPEN	• *	
> 50435	05/01/23	Home Depot	50420	DJ	Home Reno	23231	05/01/23	333.18	333.18	05/31/23		OPEN		7
> 50436	05/01/23	Kohler	50421	DJ	Sink Parts USA	26269	05/01/23	577.14	577.14	05/31/23		OPEN	• *	η.
> 50437	05/01/23	Home Depot	50424	DJ	Home Reno	12379	05/01/23	60.00	60.00	05/31/23		OPEN	• *	η.
> 50438	05/01/23	Home Depot	50426	DJ	Home Reno	676779	05/01/23	792.00	792.00	05/31/23		OPEN	• 3	μ.
> 50439	05/01/23	VELUX	50427	DJ	Deluxe Windows	8989	05/01/23	35,351.51	35,351.51	05/31/23		OPEN	• *	η.
> 50440	05/01/23	Lowes	50428	DJ	LowPrice Home	67145	05/01/23	51.40	51.40	05/31/23		OPEN	• *	η.
> 50441	05/12/23	MSC - Inventory	50404	DJ	Industrial	7583	05/12/23	7,692.99	7,692.99	06/11/23		OPEN	• *	η.
> 50442	05/19/23	Grainger - Inventory	50405	DJ	Maintenance &	9945	05/19/23	7,671.80	7,671.80	06/18/23		OPEN) 3	η.
> 50443	05/19/23	Kohler - Inventory	50406	DJ	Sink Parts USA	15437	05/19/23	21,323.23	21,323.23	06/18/23		OPEN	• *	, s
> 50444	05/25/23	June 2023 Rent		CN	Office Place	N/A	05/25/23	10,000.00	10,000.00	06/24/23		OPEN	e 3	
> 50448	06/09/23	Home Depot	50417	DJ	Home Reno	1644313	06/09/23	385,899.50	385,899.50	07/09/23		OPEN	e 3	л
> 50449	06/09/23	Home Depot	50422	DJ	Home Reno	1654131	06/09/23	9,321.90	9,321.90	07/09/23		OPEN	e 3	η.
> 50450	06/09/23	Home Depot	50423	DJ	Home Reno	1646461	06/09/23	1,268.36	1,268.36	07/09/23		OPEN	e 3	л.
> 50455	06/27/23	Home Reno Store	50429	DJ	Home Reno	1644313	06/27/23	0.00	0.00	07/27/23		PENDING	k 😑	, s
> 50456	06/25/23	July 2023 Rent		CN	Office Place	N/A	06/25/23	10,000.00	10,000.00	07/25/23		OPEN		η.
List Totals								491,295.36	491,295.36					

This creates a new purchase record and puts the detail view into a mode for you to make changes on the record. The Vendor selection popup is displayed and other required fields are highlighted pink.

			Purchases	
d: 23 of 23			News	🖶 Edit 🖋 Delete 💢 Print 🗟 🗛 Actions 🖈
ase: 60021	Т	Title	06	6/26/23 PENDING
se Details			Notice	ces 🕴 🛛 Tasks 🗹 🛛 Emails 🗹 Docs 🤅
		*	Description	ayment Comments
	Vendor Inv #	Inv Date		
		8 🗆		
	Payment Terms	Pur Order >	Additional Info	
	Down and Dava	Proved Evene stand		
	Payment Due	Pmint Expected		
~				
		0		
		٩	Purchase Order Job Department Quantity	Unit Cost Total + Freight 30
		Use Default		-
		٩		
Street			Subt	total 0.00 0.00 🖸
			Freig	ght 0.00
		Postal Code	Ship	pping Exp 0.00
City Sta	te or Prov	rusian coue		
	te or Prov tal Format	Postal coure	Tax Tota	0% 0.00
	e Details	ISE: 60021	Ise: 60021 Title re Details Vendor Inv # Inv Date Payment Terms Par Order > Payment Due Print Expected Use Default Use Default	Inse: 60021 Title Of re Details Notice Payment Terms Pur Order > Payment Due Pent Expected Purchase Order Job Department Quantity Street

3. Type the name of the vendor you received the shipment from.

This prompts aACE to display a dialog that asks if you want to select an existing PO to use for building the purchase. This requires saving the record in its current state. Since



4. Click **Save**.

This prompts aACE to display the Purchase Order selector again.

Pur Order	Date	Title	Asgn By	Asgn To	Vendor Q	PO Total	Balance	Req By	Tracking Status	Status OPEN	٩
Purchase Orde	irs						s	elected Pu	rchase Orders		
PO	Date	Title			Vendor	Status		0	Title		
60002	06/15/23	Hewlett Packard			Hewlett Packard	OPEN	^				^
60004	06/15/23	Aperture Technologies			Aperture Technologi	es OPEN					
60005	06/16/23	McGullicuddy McGuire-Hall			McGullicuddy	OPEN					
60018	06/19/23	Art Supplies, Inc.			Art Supplies, Inc.	OPEN					
60019	06/19/23	Annamac Meadows Publishing			Annamac Meadows	OPEN					
60022	06/20/23	Electric Utility Co			Electric Utility Co	OPEN					
60023	06/20/23	Test Revision			Art Supplies, Inc.	OPEN					
60025	06/21/23	Macmillan Macbeth-Corridor			Macmillan	OPEN					
60026	06/23/23	Hewlett Packard			Hewlett Packard	OPEN					
60027	06/26/23	Aperture Technologies			Aperture Technologi	es OPEN					
60028	06/26/23	Aperture Technologies			Aperture Technologi	es OPEN					
60029	06/26/23	Textbook Emporium			Textbook Emporium	OPEN					
60030	06/26/23	Annamac Meadows Publishing			Annamac Meadows	OPEN					
60031	06/26/23	Hewlett Packard			Hewlett Packard	OPEN					
60032	06/26/23	LearnWright Inc.			LearnWright Inc.	OPEN					
											~
Displaying 15 of	15 found					Select	All XX	« Remove A			

5. In the Purchase Orders list, click the first PO you created. This moves the record to the Selected Purchase Orders list.

the only change made this far was assigning the vendor, saving the record now is fine.

Pur Order	Date	Title	Asgn By	Asgn To	Vendor Q	PO Total	Balano	e Req By	Tracking Status	Status OPEN	Q
Purchase Orde	rs						5	elected Pu	rchase Orders		
PO	Date	Title			Vendor	Status		P0	Title		
60002	06/15/23	Hewlett Packard			Hewlett Packard	OPEN	^	50027	Aperture Techr	nologies	-
60004	06/15/23	Aperture Technologies			Aperture Technologies	OPEN					
60005	06/16/23	McGullicuddy McGuire-Hall			McGullicuddy	OPEN					
60018	06/19/23	Art Supplies, Inc.			Art Supplies, Inc.	OPEN					
60019	06/19/23	Annamac Meadows Publishing			Annamac Meadows	OPEN					
60022	06/20/23	Electric Utility Co			Electric Utility Co	OPEN					
60023	06/20/23	Test Revision			Art Supplies, Inc.	OPEN					
60025	06/21/23	Macmillan Macbeth-Corridor			Macmillan	OPEN					
60026	06/23/23	Hewlett Packard			Hewlett Packard	OPEN					
60028	06/26/23	Aperture Technologies			Aperture Technologies	OPEN					
60029	06/26/23	Textbook Emporium			Textbook Emporium	OPEN					
60030	06/26/23	Annamac Meadows Publishing			Annamac Meadows	OPEN					
60031	06/26/23	Hewlett Packard			Hewlett Packard	OPEN					
60032	06/26/23	LearnWright Inc.			LearnWright Inc.	OPEN					
							v				
Displaying 15 of 1	15 found					Select /	11.25	« Remove Al			

6. Click Save.

This displays the purchase record again with details from the PO autofilled. Other required fields are highlighted pink.

			Purchases						
Record: 23 of 23 Purchase: 6002	1	Aperture Tec	chnologies		10	06/26/2		nt 🗟 Action	_
Purchase Details						Notices 🔒 🛛 Ta	sks 🗹 🛛 Emai	ls 🎽 🛛 Do	cs é
Vendor			Description			Payment Cor	nments		
Vendor > Aperture Technologies Nick Sullivan 284 7th Avenue Suite 801 New York, NY 10015	Payment Payment	Pur Order >	Additional Info						
Purchase Items	GL Acct De		Purchase Order Job	Description	Quantila	Unit Cost	Watad	+Freight X	
1 > BW-12p		scription ue Widget - 12 pin connection	Purchase Order Job	Department	Quantity 10	32.10	Total 321.00	0.00 30	
Q									~
						Subtotal Freight	321.00 0.00	0.00	
						Shipping Exp	0.00		
						Tax 0% Total	0.00 321.00		
						Use Tax	0.00		

Enter any number in the Vendor Invoice # field.
 Note: When you go-live with aACE, you will need to enter accurate vendor invoice numbers.

- 8. Click the calendar icon in the Invoice Date field, then select today's date.
- 9. Click Save.
- 10. When you see the confirmation dialog, click **Open**.

The record is opened and ready for a team member to create a disbursement and pay

•				Purchases						
🚔 Record: 23 of 2	3						New 💠 🛛 Edit 🖋	Delete 🗙	Print 📾 Ac	tions
urchase:	60021	Apertur	e Technol	ogies			06/26/2	3	OPE	N (
				5						
Purchase Detail	5						Notices 😣 🛛 Tas	sks 🗹 🛛 Er	nails 📉	Doc
endor			*	Description			🛨 Payment Con	nments		
endor >	Q	Vendor Inv #	Inv Date							
perture Technologies	1	123456 🥔	06/26/23							
ick Sullivan 34 7th Avenue Suite	801	Payment Terms	Pur Order >							
ew York, NY 10015		Net 30	60027	Additional Info						
		Payment Due	Pmnt Expected							
		07/26/23	07/26/23							
Code BW-12p	GL / 130		et - 12 pin connectio	Purchase Order Job n	Department Qua	antity 10	Unit Cost 32.10	Total 321.00	Freight	r,
	Adjustment	s Refunds					Subtotal Freight	321.00 0.00	0.00	
Disbursements				Payment Ref	Amount		Tax 0%	0.00		
	Date	Memo					0.00			
	Date	Memo			^		Total	321.00		
	Date	Memo			<u>^</u>		Balance	321.00	100%	
Disbursements Disbursement	Date	Memo			×				100%	

Connections Between Records

When a purchase record is opened, aACE updates the related records. For example, it links the vendor on the PO to the LICs on the PO. To see these changes, you can open the LIC record directly from the Purchase Items list:

Click the go-to arrow (>) for the LIC. This displays the detail view of that product. The links to vendors are included in the Vendors tab. The tab label shows a number noting how many vendors are linked to the LIC.

Click the Vendors tab to see the details:

		Widget - 12									
Inventorie	d Item Setup						1 Notice	🕴 🛛 Tasks 🔽	Emails 🔛	Do	cs
General Info			Unit Info				Default Value for 0	Order Item Addt'l	Info		
Type	Est Unit Co	st Price	Net Wt G	iross Wt L	W H	Est Ship Cost					
Electrical	32.1	0.00				0.00					
Manufacturer	Mfr Part #	MSRP	SKU	MOQ	Sale Case Qty	UOM					
		0.00				Each					
Vendor > Aperture Te	chnologies (50035)	Custom Prices	Vendors (1) erred Product Code	Inventory Ma		Photos	MOQ	Unit Cost VDS 32.10 V	Lead T	Time X	
Vendor		Prefe	erred Product Code			Photos			Lead T		
Vendor > Aperture Te Purchase Order PO	r Items for BW-12p Date Type	Prefe	Vendor	Descrip	iption			32.10 V Qty Unit Cost	Total		15
Vendor > Aperture Te	chnologies (50035)	Prefe	rred Product Code	Descrip Descrip	ition	connection		32.10 V		0 3	

This view includes two portals. The upper portal shows the vendors linked to this LIC. The lower portal shows existing POs that include this LIC. The two POs you created are listed here. One PO is still Open and the other Closed.

Test Your Understanding

After working through the tasks in this training guide, use this online exam to see how well you understand these aACE features: <u>Purchase Orders Discovery Training Quiz</u> (https://elearning.easygenerator.com/13aee809-77dc-458c-a896-ea961bf1560b/)

Next Guide

Discovery Training: Sales Orders (https://aace6.knowledgeowl.com/help/discovery-training-sales-orders)