# **Overview of Purchase Orders**

Last Modified on 10/27/2023 11:53 am EDT

This guide provides an overview of the Purchase Orders module. It is intended for general users.

aACE's purchase order (PO) features allow you to efficiently manage your vendor POs. You can view, create, edit, and void your vendor POs in the Purchase Orders module.

To access the Purchase Orders module, navigate from Main Menu > Accts Payable > Purchase Orders.

# Purchase Order Details Tab

The Purchase Order Details tab holds vendor, PO item, RFQ, purchasing, and receiving information for the specific PO.

| Purchase Order: 60014   McGullicuddy McGuire-Hall   |   |   |                             |  | 10/18/23   |   | OPEN             |  |
|---|---|---|-----------------------------|--|--|---|------------------|--|
| Purchase Order Detail   | ls Management   |   |                             | Notices  | Tasks 🗹  | Emails 🔛  | Docs             |  |
| /endor  | *   | Ship To End Customer  | 2 *                         | Commen   | ts & Next Steps                                    | Acknowled   | dged [           |  |
| Vendor >  | ᅌ ♀ Vendor Reference  | Ship To > Blind 🗌 📋   | Ship Type Expected Date 🖈   |  |  |   |                  |  |
| McGullicuddy McGuire-Hall<br>Simon Bradford<br>382 West 38th Street<br>New York, NY 10018   | Required By   | aACME Education Solutions, Inc.<br>Mark Jennings<br>1238 Broadway<br>New York, NY 10001 | Complete TBD  Inventory Bin |  |  |   |                  |  |
|   | Payment Terms   |   | Shipping Terms              |  |  |   |                  |  |
|   | Net 30  |   | Snipping Terms              |  |  |   |                  |  |
| Description   | 4   | Additional Info   |                             | Next Step  |  | Next Step   |                  |  |
| PO Items RFQ Man  | agement 5   |   |                             |  |  |   | 1                |  |
| PO Items RFQ Man  | agement 5<br>Description  | Order Job   | Dept                        | Cases Quantity   |  | Total   | *                |  |
| PO Items RFQ Man<br>Code<br>1 > NTBK-011  | agement 5<br>Description<br>Lab Notebooks / Journals  | Order Job   | AI                          | Cases Quantity   | 2.50   | Total<br>250.00   | 1<br>×<br>R      |  |
| PO Items         RFQ Man           Code         1           1         > NTBK-011           2         > TB-LIT104  | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies  | Order Job<br>⊒ ★<br>⊒ ★   | AI<br>AI                    | Cases Quantity<br>100<br>20  | 2.50<br>39.99                                      | Total<br>250.00<br>799.80   | ×<br>ጽ           |  |
| PO Items         RFQ Man           Code         -           1         >           7         >           7         >           8         >           10         >           11         -           12         >           13         >           13         >           14         - | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies<br>Shakespeare's Tragedies                               | Order 3ob<br>□ ★<br>□ ★<br>□ ★  | IA<br>IA<br>IA              | Cases Quantity<br>100<br>20  | 2.50<br>39.99<br>39.99                             | Total<br>250.00<br>799.80<br>999.75                                       | ×<br>ጽ<br>ጽ      |  |
| PO Items         RFQ Man           Code         1           1         > NTBK-011           2         > TB-LIT104  | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies  | Order Job<br>⊒ ★<br>⊒ ★   | AI<br>AI                    | Cases Quantity<br>100<br>20  | 2.50<br>39.99<br>39.99                             | Total<br>250.00<br>799.80   | × ~ ~ ~ ~        |  |
| PO Items         RFQ Man           Code         -           1         >           2         >           3         >           TB-LIT106   | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies<br>Shakespeare's Tragedies                               | Order 3ob<br>□ ★<br>□ ★<br>□ ★  | IA<br>IA<br>IA              | Cases Quantity<br>100<br>20<br>20  | 2.50<br>39.99<br>39.99                             | Total<br>250.00<br>799.80<br>999.75                                       | × ~ ~ ~ ~        |  |
| PO Items         RFQ Man           Code         -           1         >           2         >           3         >           TB-LIT106         -           4         >           WKBK-FRNCH3   | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies<br>Shakespeare's Tragedies<br>J'Apprends: I Learn French | Order 3ob<br>□ ★<br>□ ★<br>□ ★  | IA<br>IA<br>IA              | Cases Quantity<br>100<br>20<br>21<br>20<br>50                              | 0 2.50<br>0 39.99<br>5 39.99<br>0 19.99            | Total<br>250.00<br>799.80<br>999.75<br>399.80                             | × ~ ~ ~ ~        |  |
| PO Items         RFQ Man           Code         -           1         > NTBK-011           2         > TB-LIT104           3         > TB-LIT106           4         > WKBK-FRNCH3  | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies<br>Shakespeare's Tragedies<br>J'Apprends: I Learn French | Order Job<br>□ *<br>□ *<br>□ *<br>□ *<br>□ *<br>□ *                                     | AI<br>AI<br>AI<br>AI        | Cases Quantity<br>100<br>22<br>23<br>24<br>7<br>5<br>5<br>7<br>5<br>7      | 0 2.50<br>0 39.99<br>5 39.99<br>0 19.99<br>ubtotal | Total<br>250.00<br>799.80<br>999.75<br>399.80<br>2,449.35<br>0.00<br>0.00 | ×<br>ጽ<br>ጽ<br>ጽ |  |
| Code           1         > NTBK-011           2         > TB-LIT104           3         > TB-LIT106           4         > WKBK-FRNCH3   | agement 5<br>Description<br>Lab Notebooks / Journals<br>Shakespeare's Comedies<br>Shakespeare's Tragedies<br>J'Apprends: I Learn French | Order 3ob<br>□ ★<br>□ ★<br>□ ★  | IA<br>IA<br>IA              | Cases Quantity<br>100<br>22<br>22<br>20<br>7<br>5<br>5<br>5<br>5<br>5<br>7 | 0 2.50<br>0 39.99<br>5 39.99<br>0 19.99<br>ubtotal | Total<br>250.00<br>799.80<br>999.75<br>399.80<br>2,449.35<br>0.00         | × ~ ~ ~ ~        |  |

#### 1. Vendor

You can view vendor information for your PO in the Vendor section.

# 2. Ship To

The shipping and end customer information is found in the Ship To section.

#### 3. Comments & Next Steps

aACE displays your PO's <u>comments (https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps)</u> and next steps for progress tracking. You can add a new comment or activity by clicking the Add icon (

Next Steps helps you monitor what is happening with your PO. You can set a next step and date for the step in their corresponding fields.

### 4. Description and Additional Info

The <u>Description and Additional Info fields</u> (https://aace6.knowledgeowl.com/help/adding-and-using-notes#NotelconsFields) provided are used to add immediate notes about the PO. You can describe the purpose of the PO in the Description field. In the Additional Info field, you can specify any other details about the PO that may be relevant or important.

#### 5. PO Items and RFQ Management

These additional portals show information about the PO's items and <u>requests for quotes</u> (<u>https://aace6.knowledgeowl.com/help/managing-requests-for-quotes</u>) (RFQs).

You can view the items within a PO in the PO Items tab. The RFQ Management tab allows you to view and award vendors who have bid on your PO.

# 6. Purchasing and Receiving

aACE summarizes purchasing and receiving information for the PO in their respective portals. If applicable, you can click the <u>recurring transaction</u> (https://aace6.knowledgeowl.com/help/workingwith-recurring-transactions) (RT) Go-To link (>) to navigate to the related RT record.

# 7. Totals

The Totals section details the PO's payment calculations. aACE presents the PO's total, including tax and shipping details if applicable. Clicking the Add icon ( ) opens the the Apply Payment dialog to apply a payment to the PO. You can view how aACE is calculating

the Payment Due amount by clicking the Calculations Tooltip icon ( 🥑 ).

# Management Tab

Similar to an <u>order record (https://aace6.knowledgeowl.com/help/overview-of-orders#ManagementTab</u>), the Management tab on a PO is used to track its progress. aACE gathers specific details about purchasing, shipping, and receiving under the additional portals.

| urchase Order: 60014   McGullicuddy McGuire-Hall |                                      |          |          |                                  | 10/18/23                        |           | OPEN                            |  |
|--|--------------------------------------|----------|----------|----------------------------------|---------------------------------|-----------|---------------------------------|--|
| Purchase Order Deta                              | ils Management                       |          |          |                                  | Notices 😣                       | Tasks 🔽   | Emails 🎽 🛛 Docs                 |  |
| Overview Purchas                                 | ing Shipping & Receiving             |          |          |                                  |                                 |           |                                 |  |
| Code   | Description                          | Quantity | Received | Purchased                        | Ordered                         | Purchased | Remain                          |  |
| 1 > NTBK-011                                     | Lab Notebooks / Journals             | 100      | 0/100    | 0/100                            | 250.00                          | 0.00      | 250.00                          |  |
| 2 > TB-LIT104                                    | Shakespeare's Comedies               | 20       | 0/20     | 0/20                             | 799.80                          | 0.00      | 799.80                          |  |
| 3 > TB-LIT106                                    | Shakespeare's Tragedies              | 25       | 0/25     | 0/25                             | 999.75                          | 0.00      | 999.75                          |  |
| 4 > WKBK-FRNCH3                                  | J'Apprends: I Learn French Teacher's | 20       | 0/20     | 0/20                             | 399.80                          | 0.00      | 399.80                          |  |
|  |                                      |          |          |                                  |                                 |           |                                 |  |
|  |                                      |          |          |                                  |                                 |           |                                 |  |
|  |                                      |          |          | Subtotal                         | 2,449.35                        | 0.00      | 2,449.35                        |  |
|  |                                      |          |          | Shipping/Freight                 | 0.00                            | 0.00      | 0.00                            |  |
|  |                                      |          |          |                                  |                                 |           |                                 |  |
|  |                                      |          |          | Shipping/Freight<br>Tax          | 0.00<br>0.00<br><b>2,449.35</b> | 0.00      | 0.00                            |  |
|  |                                      |          |          | Shipping/Freight<br>Tax<br>Total | 0.00<br>0.00<br><b>2,449.35</b> | 0.00      | 0.00<br>0.00<br><b>2,449.35</b> |  |

#### 1. Overview

You can view a summary of the PO's progress here. This summary includes current and outstanding quantities for receiving and purchasing.

You can also manage <u>payments (https://aace6.knowledgeowl.com/help/paying-a-vendor)</u> from this screen in the Totals section.

#### 2. Purchasing

A purchasing summary is shown on the Purchasing tab. Any related purchases are also linked in the Purchases portal. Additionally, you can manage the PO's progress billing (https://aace6.knowledgeowl.com/help/working-with-progress-billing) on this tab.

### 3. Shipping and Receiving

aACE tracks shipment progress and displays it on the Shipping and Receiving tab. Any related shipments are also linked in the Shipments section.