

Overview of Purchase Orders

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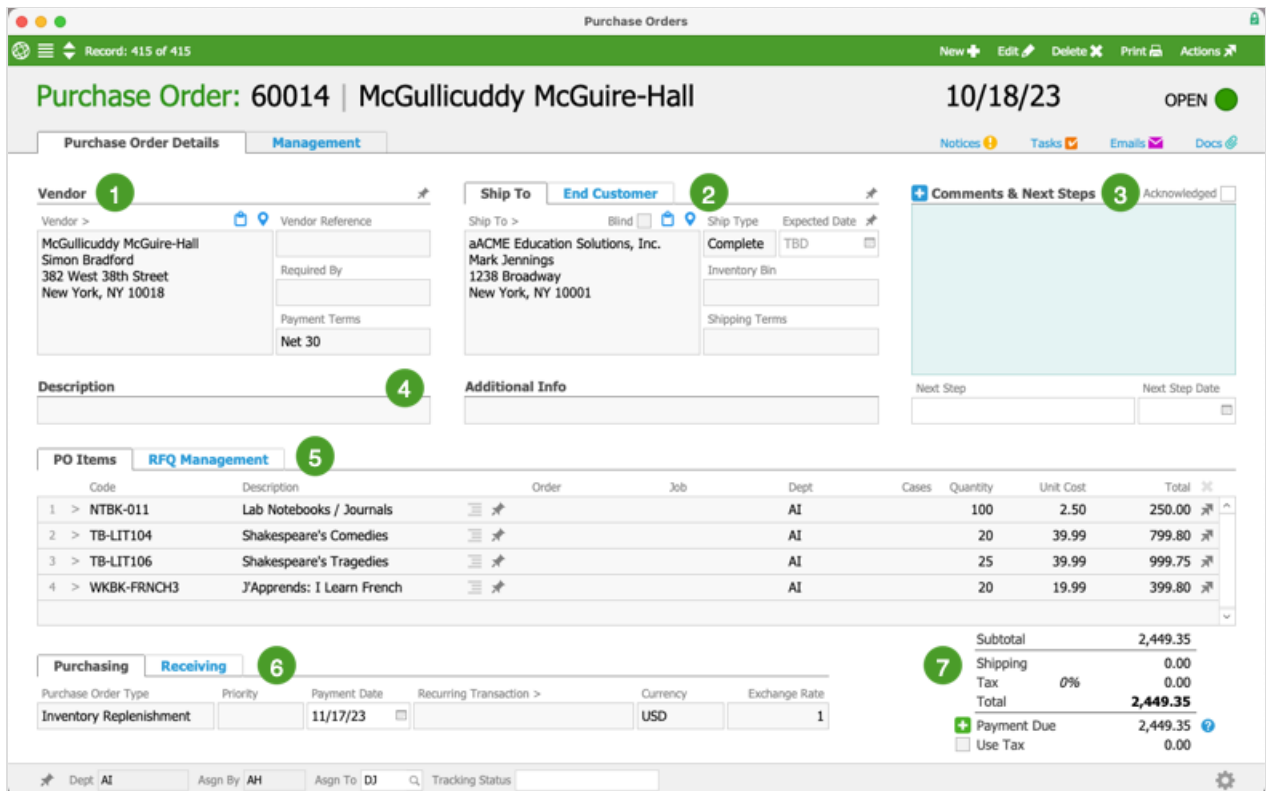
This guide provides an overview of the Purchase Orders module. It is intended for general users.

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.




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 [comments](https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps) 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 [Description and Additional Info fields](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 [requests for quotes](https://aace6.knowledgeowl.com/help/managing-requests-for-quotes) (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 [recurring transaction](https://aace6.knowledgeowl.com/help/working-with-recurring-transactions) (RT) Go-To link (>) to navigate to the related RT record.

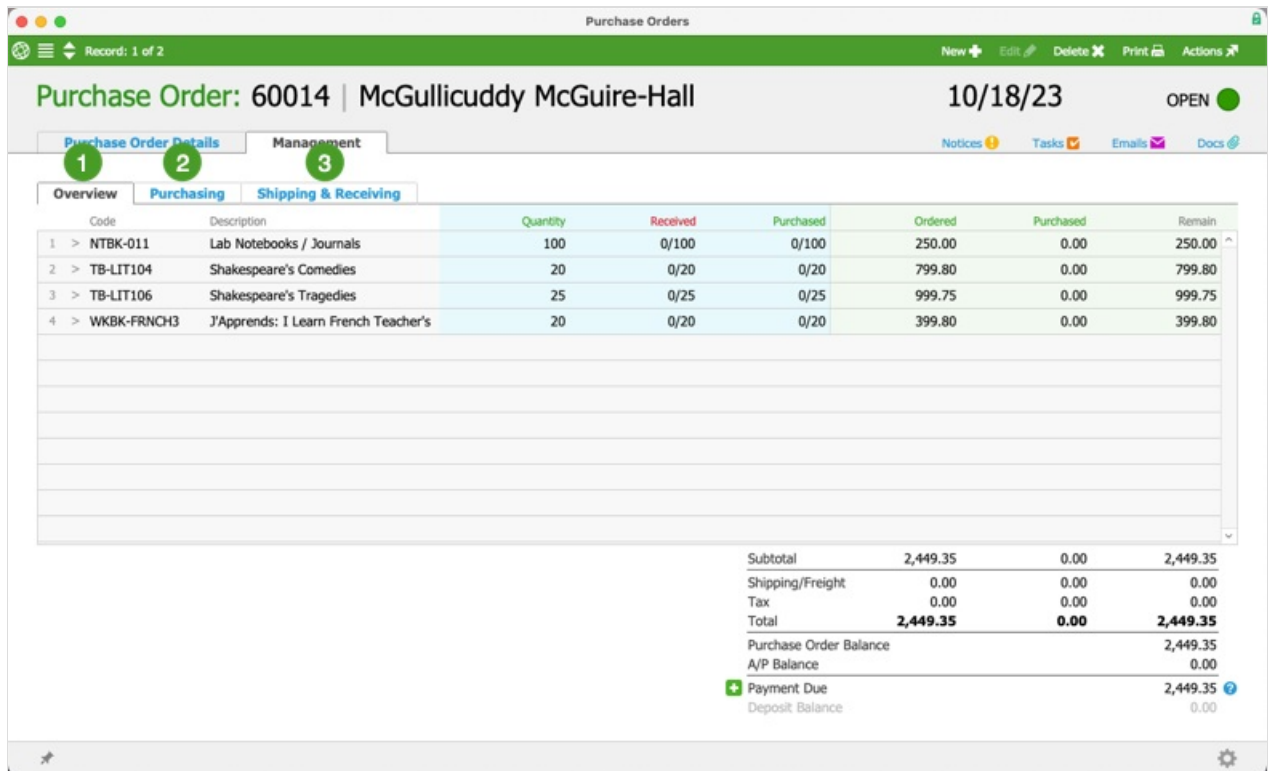
7. Totals

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 [order record](https://aace6.knowledgeowl.com/help/overview-of-orders#ManagementTab), 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.



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 [payments](https://aace6.knowledgeowl.com/help/paying-a-vendor) 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.
