

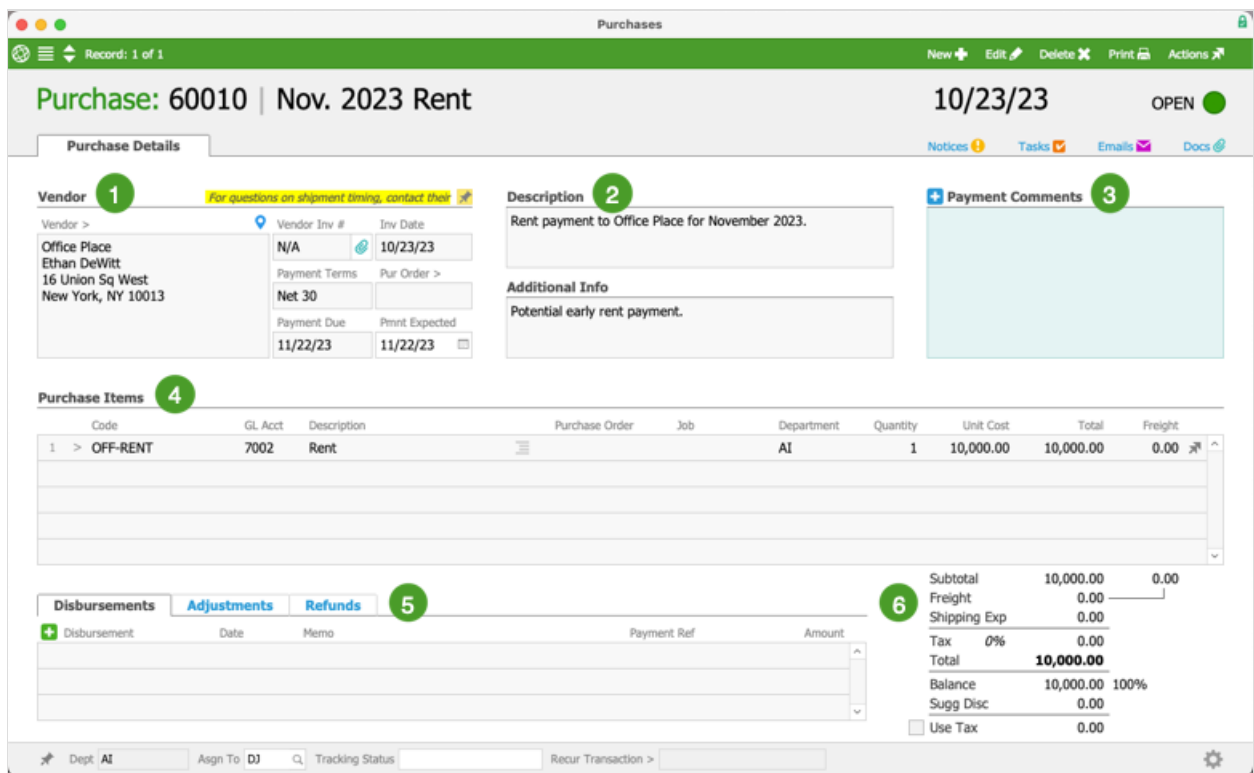
# Overview of Purchases

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

Purchase records are used to track actual purchases that impact your accounting system. (In contrast, a [purchase order](https://aace6.knowledgeowl.com/help/overview-of-purchase-orders) is merely an anticipated cost; it does *not* impact your accounting system.)

Purchase records give you access to extended information about a specific purchase, including vendor information; the related POs and jobs, if any; and portals to related disbursements, adjustments, and refunds. aACE collects purchase records in the Purchases module. To access the Purchases module, navigate from Main Menu > Accts Payable > Purchases. Click the Go-To link for an existing purchase or click New to enter details for a new record.




## 1. Vendor

Notes the address of the office for the payment, as well as details about vendor record numbers, dates, terms, and any related purchase order.

## 2. Description and Additional Info

You can use the [Description and Additional Info fields](https://aace6.knowledgeowl.com/help/adding-and-using-notes#NotelconsFields) (https://aace6.knowledgeowl.com/help/adding-and-using-notes#NotelconsFields) to add immediate notes about the purchase. You can describe the purpose of the purchase in the Description field. In the Additional Info field, you can specify any other details about the purchase that may be relevant or important.

## 3. Payment Comments

You can add payment-related [comments or activities](https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps) (https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps) to the Payment Comments section by clicking the Add icon (  ).



## 4. Purchase Items

Any items you have added to the purchase will appear in the Purchase Items section. When you create a purchase from a PO, aACE auto-populates the LICs from the PO.

## 5. Additional Portals

aACE provides additional portals related to the purchase. You can view related disbursement records in the Disbursement tab. Adjustments made to the purchase are linked in the Adjustments tab. Receipts for the purchase are found in the Receipts tab.

## 6. Totals

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