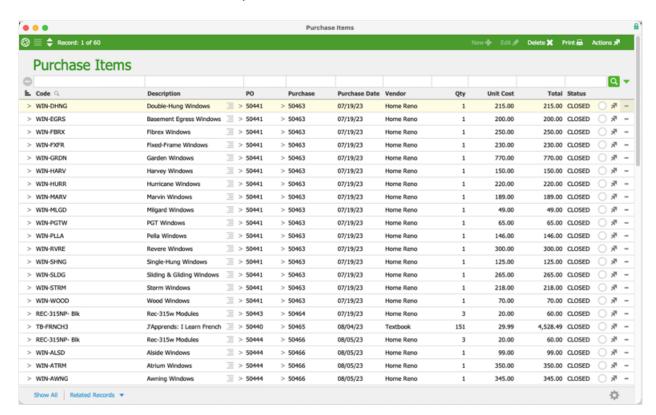
Overview of Purchase Items

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

aACE displays items attached to your <u>purchase</u> (https://aace6.knowledgeowl.com/help/overview-of-purchases) records in the Purchase Items module. You can view all items related to your purchase records on one organized list format.

To access the Purchase Items module, navigate from Main Menu > Accts Payable > Details > Purchase Items. This module only has a <u>list view (https://aace6.knowledgeowl.com/help/overview-of-the-list-view)</u>.



You can use the Go-To links (>) to view the related <u>line item codes</u>

(https://aace6.knowledgeowl.com/help/overview-of-line-item-codes), purchase orders (https://aace6.knowledgeowl.com/help/overview-of-purchase-orders), and purchases. You can also search the listed purchase items using the Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) or locate records using the search links in the module footer.