

# Overview of Purchase Order Items

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

aACE collects items attached to your [purchase orders \(POs\)](https://aace6.knowledgeowl.com/help/overview-of-purchase-orders) and displays them in the Purchase Order Items module. You can view all of your PO items in an organized list format for easy accessibility. For example, you can search for an item to compare previous costs and determine cheaper vendors.

To access the Purchase Order Items module, navigate from Main Menu > Accts Payable > Details > > Purchase Order Items. This module only has a [list view](#)

(<https://aace6.knowledgeowl.com/help/overview-of-the-list-view>).

Code	Description	Exp Date	PO	Order	Job	Vendor	Qty	Act Qty	Rem Qty	Total	Status
> TECH-A	Electronic Whiteboard	TBD	> 50450	> 50717	> 50717.1	LearnWright	1	0	1	49.95	OPEN
> 0752-P	75W PRISMATIC GLOBE	TBD	> 50451			Deluxe	5	5	0	309.15	OPEN
> 08620012N	DPDT ROCKER SWITCH	TBD	> 50452			Home Reno	1	0	1	16.70	OPEN
> 100N	15A1NO SPST PB SWITCH	TBD	> 50453			LowPrice	3	3	0	44.76	OPEN
> 1500-C	150W CLEAR GLOBE	TBD	> 50451			Deluxe	1	1	0	80.88	OPEN
> 1610-2	15/32 HEX NUT	TBD	> 50452			Home Reno	5	0	5	11.30	OPEN
> 1957	INTERNAL TOOTH	TBD	> 50452			Home Reno	1	0	1	2.26	OPEN
> 2261	CLEAR SLEEVE FORF48T1	TBD	> 50451			Deluxe	7	7	0	42.56	OPEN
> 2286	HEAT SINK SCREEN	TBD	> 50452			Home Reno	11	0	11	130.68	OPEN
> 4015	KEYLESS HANDLAMP	TBD	> 50452			Home Reno	1	0	1	54.90	OPEN
> 5351-0213	12/3 CORDSET100FT	TBD	> 50452			Home Reno	3	0	3	2,185.44	OPEN
> TECH-A	Electronic Whiteboard	TBD	> 50450	> 50722	> 50722.1	LearnWright	1	0	1	49.95	OPEN
> 16G-W	16 Guage Copper Wire	TBD	> 50454			Art Supplies,	25	25	0	49.75	OPEN
> 17-902/01	SEAL G EXT PERMA PL LX	TBD	> 50452			Home Reno	5	0	5	379.45	OPEN
> 4-1000/01	P-CRETE FL KN GR TEX	TBD	> 50452			Home Reno	6	0	6	392.70	OPEN
> 519-00/01	ACRSH EXT LTX FLT WHT	TBD	> 50452			Home Reno	3	0	3	233.04	OPEN
> 589-20/01	ACRSH EXT LTX EGG MTB	TBD	> 50452			Home Reno	7	0	7	550.76	OPEN
> 6-4900/01	SPEEDHIDE ZERO I/LTX	TBD	> 50452			Home Reno	4	0	4	198.20	OPEN
> 72-351X1/01	SPRF EXT LTX FLT BLK	TBD	> 50452			Home Reno	3	0	3	205.68	OPEN
> 78-815X1/01	SPROD EXT ACR S/G MTB	TBD	> 50452			Home Reno	5	0	5	352.80	OPEN
> 9585/01	CEIL LTX FLT WHT 9585	TBD	> 50452			Home Reno	6	0	6	308.10	OPEN
> FLD447/01	CWF-OIL CLEAR 350 VOC	TBD	> 50452			Home Reno	3	0	3	185.46	OPEN

You can use the Go-To links (>) to view related the related [line item codes](#)

(<https://aace6.knowledgeowl.com/help/overview-of-line-item-codes>), POs, and [jobs](#) (<https://aace6.knowledgeowl.com/help/overview-of-jobs>). You can also search the listed PO 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.

