

Creating Purchase Orders from an Order

Last Modified on 08/07/2026 2:45 pm EDT

This guide explains various ways to create purchase orders from an order. It is intended for advanced users.

There are several ways to create purchase orders from an order using aACE advanced procurement features. From the Main Menu, go to Order Management > Orders. Use the Quick Search bar to locate your order, then select the Go-To icon (>). Then, select Management > Procurement.

If your aACE system has the preference "Auto-generate purchase orders to have vendor POs automatically generated once an order is opened" enabled, aACE automatically creates the purchase orders for you. The following functionality is to manually create purchase orders.

Using the Procure Item Action

To create a purchase order for a single item, select the item Actions icon (⚙), then select Procure Item.

Orders

Record: 5 of 5

New + Edit Delete ✕ Print 🖨 Actions ⚙

Order: 60123 | Lewiston High School

08/07/26

OPEN

Sales Order Management Job Costs & Approvals

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Overview Procurement Production Shipping & Receiving Invoicing Tasks & Preferences

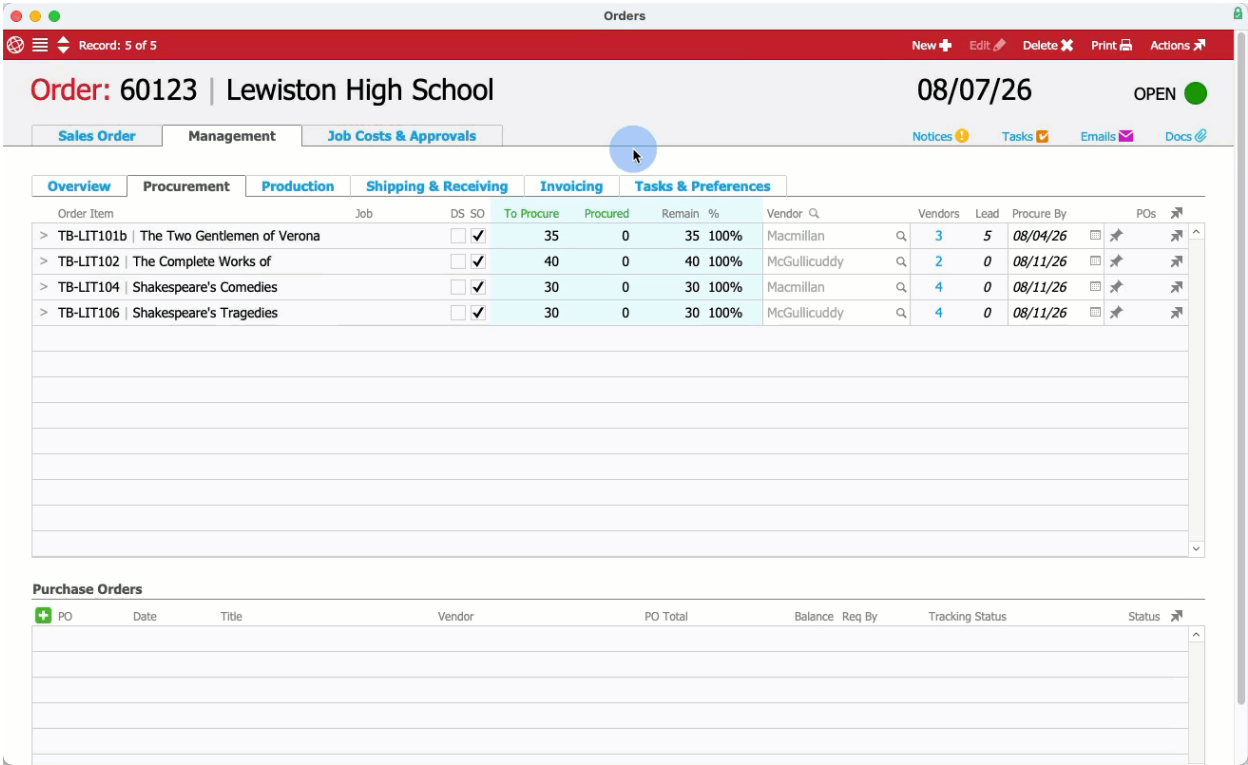
Order Item	Job	DS	SO	To Procure	Procured	Remain	%	Vendor	Q	Vendors	Lead	Procure By	POs
> TB-LIT101b The Two Gentlemen of Verona		☐	☒	35	0	35	100%	Macmillan	Q	3	5	08/04/26	⚙ ⚡ ⚡
> TB-LIT102 The Complete Works of		☐	☒	40	0	40	100%	McGullicuddy	Q	2	0	08/11/26	⚙ ⚡ ⚡
> TB-LIT104 Shakespeare's Comedies		☐	☒	30	0	30	100%	Macmillan	Q	4	0	08/11/26	⚙ ⚡ ⚡
> TB-LIT106 Shakespeare's Tragedies		☐	☒	30	0	30	100%	McGullicuddy	Q	4	0	08/11/26	⚙ ⚡ ⚡

Purchase Orders

PO	Date	Title	Vendor	PO Total	Balance	Req By	Tracking Status	Status

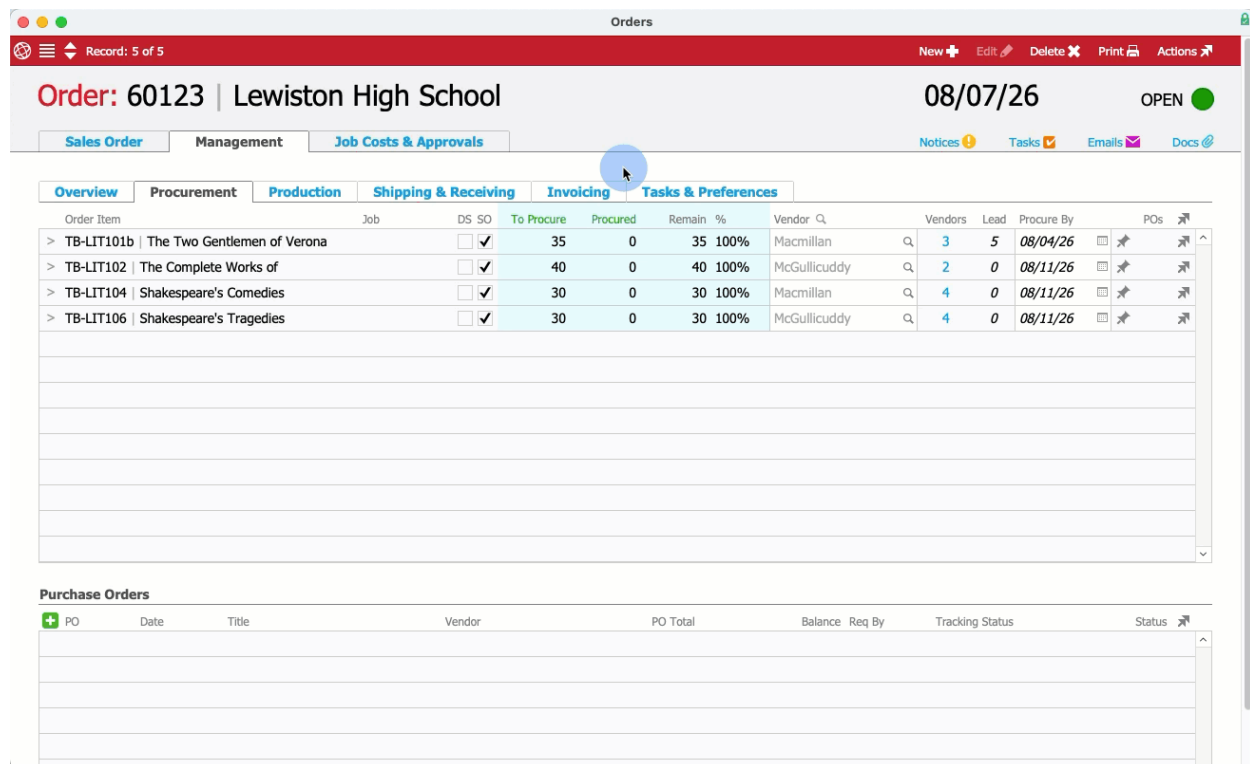
Using the Generate POs Action

To create purchase orders for all the items at once, select the Actions icon () for the Order Items section, then select Generate POs.



Using the Generate PO for Vendor Action

To generate a purchase order for a specific vendor for the order, select the Actions icon () for the Order Items section then, select Generate PO for Vendor.



Using the Go to Advanced Procurement Action

To create multiple purchase orders with different vendors, select the Actions icon () for the Order Items section, then select Go to Advanced Procurement. aACE displays a Quick Search view where you can search for purchase orders for the order. This is helpful if you have more than just a few purchase orders.

Orders

Record: 5 of 5

New + Edit Delete Print Actions

Procurement Order 60123

60123

Q

Office	Code	Order	Job	Description	Quantity	Remaining	Vendor	Vendors	Lead	Proc By	POs	RFP
AI	> TB-LIT102	> 60123		The Complete Works of	40	40	McGullicuddy	Q 2	0	08/11/26	0	✓
AI	> TB-LIT104	> 60123		Shakespeare's	30	30	Macmillan	Q 4	0	08/11/26	0	✓
AI	> TB-LIT106	> 60123		Shakespeare's	30	30	McGullicuddy	Q 4	0	08/11/26	0	✓
AI	> TB-LIT101b	> 60123		The Two Gentlemen of	35	35	Macmillan	Q 3	5	08/04/26	0	✓
List Totals					135	135						

Show All | Constrain to Procurement Required | Related Records

Close

Once you have your list of purchase orders, select the Actions icon (), then select Generate POs for List or Generate POs for List for Vendor.

Orders

Record: 5 of 5

New + Edit Delete Print Actions

Procurement Order 60123

60123

Q

Office	Code	Order	Job	Description	Quantity	Remaining	Vendor	Vendors	Lead	Proc By	POs	RFP
AI	> TB-LIT102	> 60123		The Complete Works of	40	40	McGullicuddy	Q 2	0	08/11/26	0	✓
AI	> TB-LIT104	> 60123		Shakespeare's Comedies	30	30	Macmillan	Q 4	0	08/11/26	0	✓
AI	> TB-LIT106	> 60123		Shakespeare's Tragedies	30	30	McGullicuddy	Q 4	0	08/11/26	0	✓
AI	> TB-LIT101b	> 60123		The Two Gentlemen of	35	35	Macmillan	Q 3	5	08/04/26	0	✓
List Totals					135	135						

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