Purchase Order

Summary Purchase orders track requests from suppliers for goods and services. Products are ordered, received, and invoiced from Purchase orders.
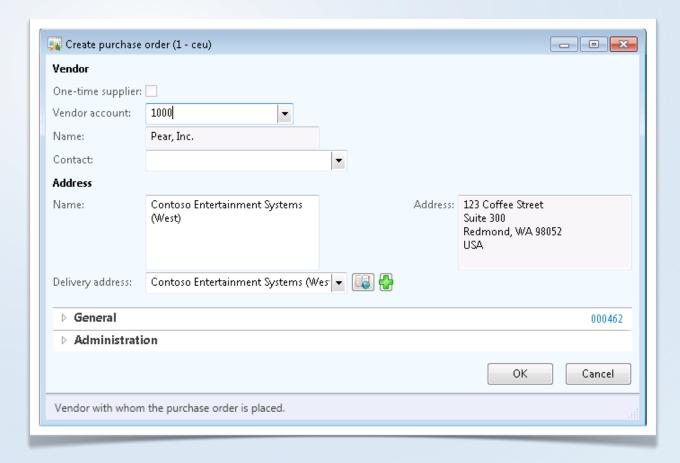
Steps
1. Create a new Purchase order
2. Add Purchase order lines
3. Generate Purchase order document

Tips
- To track spending of services against a cap, create Purchase lines with the following:
  - Quantity = Total dollars
  - Unit of measure = "Dollars"
  - Price = 1
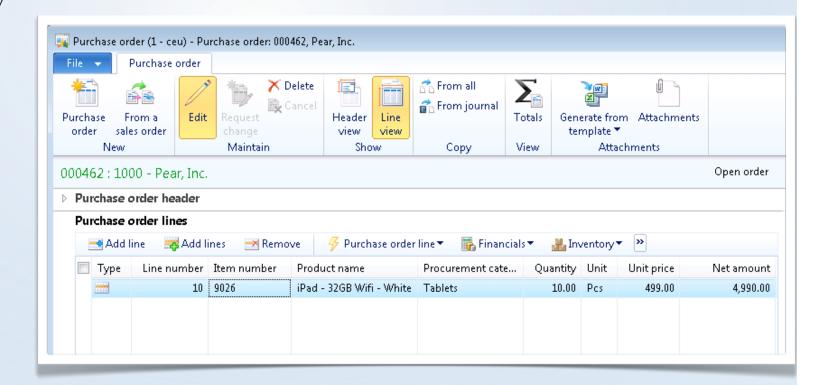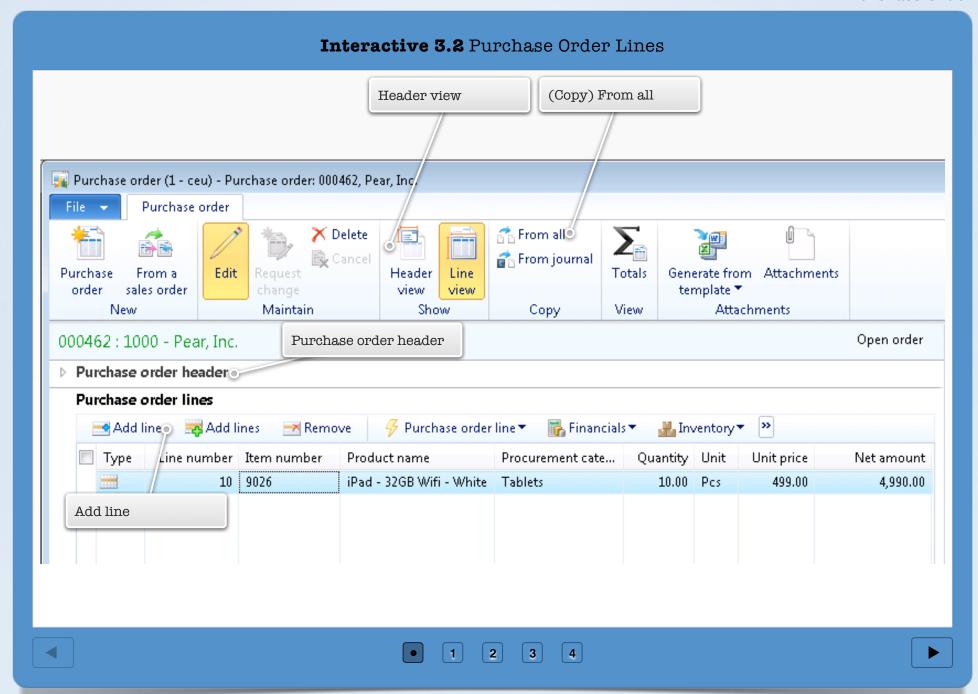
Create a new Purchase order

- Click the new **Purchase order button**.

- Select the **Vendor account**.
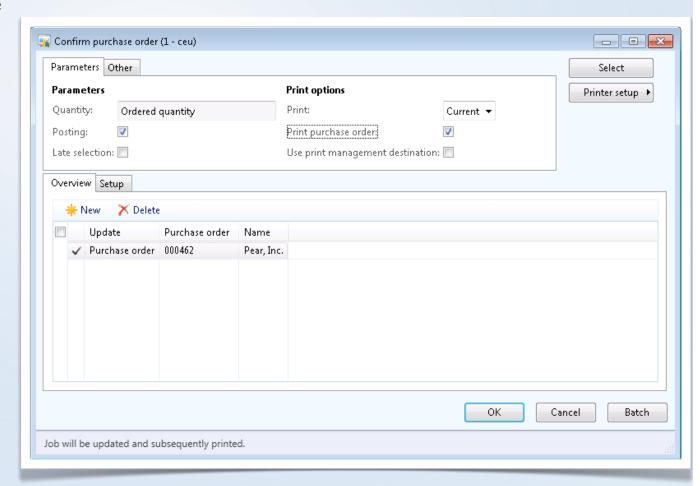
- Click **OK**.

Add Purchase order lines

- Choose the **Item number**.

- Type the **Quantity**
  to purchase.

Interactive 3.2 Purchase Order Lines

Header view

(Copy) From all

Purchase order (1 - ceu) - Purchase order: 000462, Pear, Inc.

File ▾ | Purchase order

| Purchase order | From a sales order | Edit | Request change | ✕ Delete | ✕ Cancel | Header view | Line view | ↱ From all | ↱ From journal | Σ Totals | Generate from template ▾ | Attachments |

New | Maintain | Show | Copy | View | Attachments

000462 : 1000 - Pear, Inc.

Purchase order header

Open order

▷ **Purchase order header**

Purchase order lines

↳ Add line | 🗋 Add lines | ✕ Remove | ⚡ Purchase order line ▾ | 📇 Financials ▾ | 📦 Inventory ▾ | »

	Type	Line number	Item number	Product name	Procurement cate...	Quantity	Unit	Unit price	Net amount
☐	▦	10	9026	iPad - 32GB Wifi - White	Tablets	10.00	Pcs	499.00	4,990.00

Add line

◀ | ● | 1 | 2 | 3 | 4 | ▶

Generate Purchase order document

- On the **Purchase tab**, generate the **Purchase order**.

- Check **Posting** and **Print purchase order**.

- Click **OK**.

Movie 3.2 Purchase Order