

Creating Purchase Orders

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

What is a purchase order (PO)?

An order you place with your vendor or supplier for products or services. Enter purchase orders if you're waiting to receive the items or services.

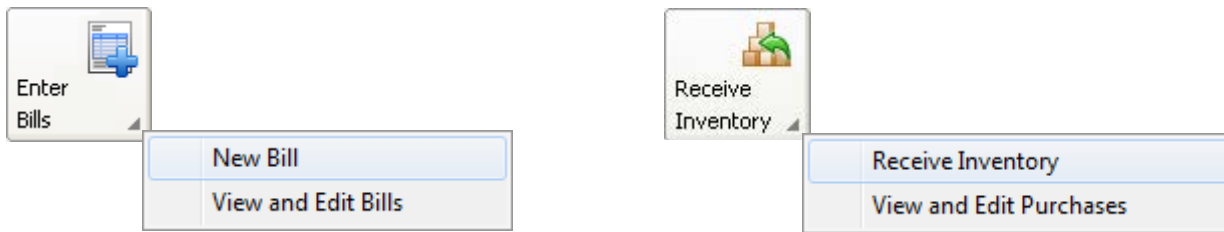
How do I enter purchase orders?

Go to Vendors & Purchases or Inventory & Services navigation area > Purchase Orders > New Purchase Order.



After I receive my order, what's next?

Whether you've received items or a service, you can enter the bill or purchase invoice. Go to Vendors & Purchases > Enter Bills > New Bill or Inventory & Services > Receive Inventory > Receive Inventory



Select the Purchase Order number.

Item	Remaining	U/M	Received	Description	GL Account	Unit Price	Amount
AVRY-10100	23.00	Each	20.00	Assembled Redwood 12-Rd	12000-00	55.90	1,118.00
AVRY-10050-	5.00	1	5.00	Prefabricated Birdhouse-La	12000-00	17.25	86.25
BOOK-11010	7.00	Each	6.00	ISBN: 0004455565445 BGS	12000-00	5.20	31.20

Enter the number of items or services you've received.

Did you know?

- In order to create a purchase invoice or bill from your purchase order, the purchase order must have a PO No. A purchase order is automatically closed after all items or services are received.

Date: Mar 15, 2015
Good thru: Apr 14, 2015
PO No.: PO-19873

- You can manually close or cancel the purchase order by selecting Close PO on the purchase order.

Date: Mar 15, 2015
Good thru: Apr 14, 2015
PO No.: PO-19873
 Close PO
 Drop ship

- You can click Ship > All on the purchase invoice to quickly receive all items or services when entering the purchase invoice or bill.

Ship
All
None

For more info, visit: Sage.com
or contact us at 866-996-7243