

Creating Purchase Orders

Available in All Versions of Sage 50 Accounting

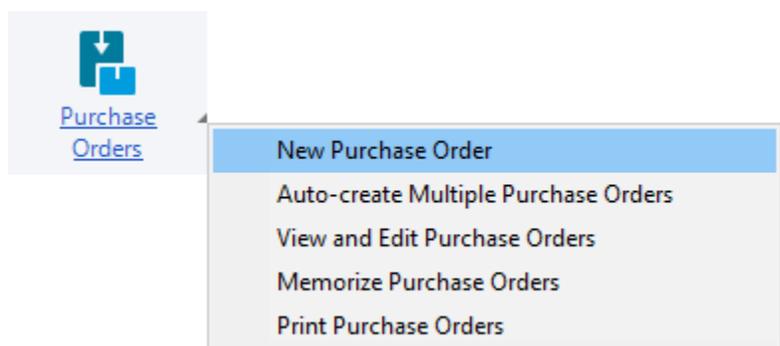
Quick Reference Guide

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.

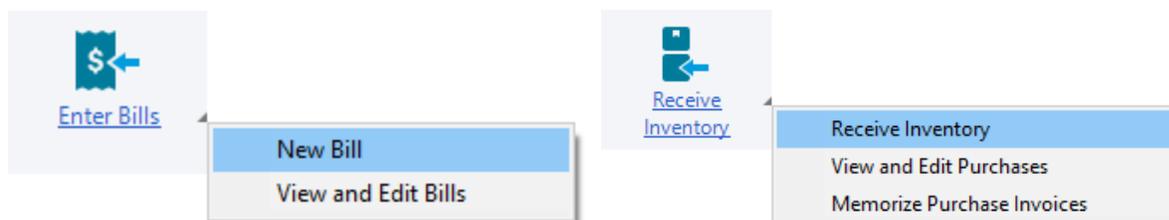
How do I enter purchase orders?

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.



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.
- You can manually close or cancel the purchase order by selecting Close PO on the purchase order.
- You can click Ship > All on the purchase invoice to quickly receive all items or services when entering the purchase invoice or bill.