Purchase Orders Overview and Topics

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A purchase order is used to order inventory parts or services from a Vendor. If your company is using the Job Management module, it is highly recommended purchase orders be created for job parts and expenses.

A purchase order can be created in various locations throughout the SedonaOffice application, each of which is listed below.

- Accounts Payable/Purchase Orders option
- Within a job record
- Within a service or inspection ticket
- Warehouse Explorer
- Parts Explorer
- Vendor Explorer

Purchase Orders can be created for parts, expense items, or both. Purchase orders can also be linked to a job or service ticket. If linking a purchase order to a job or service ticket, only one job or service ticket number can be linked. If a purchase order is created for expense items only, multiple jobs can be linked to the purchase order.



Note: A purchase order for parts or expense items only that are related to service or inspection tickets can be linked to only one ticket number; multiple ticket numbers on a purchase order are not supported by the software.

Follow the topic links below for further instructions.

Purchase Order form Definitions

Purchase Order List Definitions

Create a Purchase Order from Accounts Payable

Create a Purchase Order from a Vendor Explorer Record

Create a Purchase Order from a Parts Explorer Record

Create a Purchase Order from a Warehouse Explorer Record

Create a Purchase Order for Parts from a Job

Create a Purchase Order for Expense Items from a Job

Create a Purchase Order for Parts from a Service Ticket
Create a Purchase Order for a Service Provider from a Service Ticket

Cancelling a Purchase Order

Acknowledge a Purchase Order