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 may 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 may be created for Parts, Expense Items or both. Purchase Orders may 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 may be linked. If a Purchase Order is created for Expense Items only, multiple Jobs may be linked to the Purchase Order.

☐ Note: A Purchase Order for Parts or Expense Items Only which are related to Service or Inspection Tickets may 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