

# Acknowledge Purchase Orders Overview

Last Modified on 10/01/2025 4:18 pm EDT

Acknowledging purchase orders was designed to be used as an internal company approval system for PO's. If using this feature, once a purchase order is created, it is the responsibility of a Purchasing Manager or other designated staff member to review created purchase orders and to mark them as "Acknowledged" if they are approved for ordering.

The person acknowledging the PO would send an email to the creator of the PO informing them the PO was approved or have PO creators monitor the open purchase order list to see when a PO is acknowledged.

If your company has purchased SedonaSync, an event can be created to automatically send an email to the originator of the PO to advise the PO has been acknowledged.

If a purchase order is not acknowledged, this does not stop an employee from actually placing an order with a vendor - this is an internal control only.

If your company will be using this feature, you must grant the desired user group(s) the permission to Acknowledge PO's. This permission setting is found in SedonaSetup under the User Groups setup table.

The screenshot shows the 'Sedona Office Setup (Sedona Security)' window. The 'Sedona Setup' pane on the left lists various setup areas, with 'User Groups' highlighted. The 'User Groups' pane on the right displays a table of user groups and their permissions.

Group	Description	Level	Credit Limit
Accounting Clerk	Accounting Clerk	2	\$50.00
Administrator	Administrator	3	\$100,000.00
AP Only	AP Only	3	\$5,000.00
Manager	Manager	1	\$0.00

Below the table, there are checkboxes for 'Include Inactive' and 'User Group Edit'. The 'User Group Edit' section shows the 'Manager' group selected, with a 'Level' of 1 and a 'Credit Memo Limit' of \$0.00. The 'Application Access' tab is active, showing a list of permissions for the 'Manager' group. The 'Acknowledge PO' checkbox is checked and circled in red.

Access	Module
<input type="checkbox"/> Print Checks	AP
<input checked="" type="checkbox"/> Print Purchase Orders	AP
<input checked="" type="checkbox"/> Purchase Orders	AP
<input type="checkbox"/> Recurring Items	AP
<input type="checkbox"/> Suggested PO List	AP
<input checked="" type="checkbox"/> Vendors	AP
<input type="checkbox"/> Write Checks	AP
<input type="checkbox"/> AP Query Builder	AP
<input checked="" type="checkbox"/> Acknowledge PO	AP
<input type="checkbox"/> Edit Existing Transactions	AP
<input type="checkbox"/> Vendor Custom Fields	AP
<input type="checkbox"/> Vendor Documents	AP
<input type="checkbox"/> View Only Access for Checks	AP

If the PO is approved, select the Acknowledge checkbox, click the OK button at the upper right of the Purchase Order form, and click the OK button to save.

**Purchase Order 1111**

Vendor: ATL Category: S-Svc T&M

**Purchase Order**

ATL, Inc.  
P.O. Box 828928  
Philadelphia, Pennsylvania 19182  
Phone:  
Fax:

Ship To: 417 Forest  
Plymouth, MI 48170

PO Number: 1111 Branch: MI

Trading #: Order Date: 10/29/2012 ☒ Acknowledged

Ship Date: Method: Created By: Administrator 10/29/2012 9:56:09 AM

Parts Due Date: Job Number: 141 Edited By: Administrator 10/29/2012 9:56:09 AM

Katie Harrison

Parts \$1,128.06 Expense \$0.00 Documents ☐ Select from All Parts

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
KIT-49517GC	ALEXOR WIREL	DSC-KIT49517	1	1	342.50	\$342.50	0	342.50	<input type="checkbox"/>
WLS-904-43	WLS PET IMMUN	WLS-904-433	1	4	56.76	\$227.04	0	56.76	<input type="checkbox"/>
WLS-5132-4	WLS-5132-433	WLS-5132-433	1	2	42.18	\$84.36	0	42.18	<input type="checkbox"/>
WLS-912L-4	WLS-912L-433	WLS-912L-433	1	8	59.27	\$474.16	0	59.27	<input type="checkbox"/>

Memo:

Total Cost: \$1,128.06  
Received Cost: \$0.00

☐ Closed OK Cancel

Once a PO has been acknowledged, this information is displayed in the Purchase Order List.

**Purchase Order List**

Vendor: < All Vendors >

	PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo	Ack	Ack By	Ack Date	Closed
<input checked="" type="checkbox"/> MI	1053	ATL	6/5/2012		SVC	2074	55.50	0.00		N			N
<input checked="" type="checkbox"/> Main-MI	1107	ADI	9/27/2012				350.00	0.00		N			N
<input checked="" type="checkbox"/> M100	1110	ADI	10/29/2012				1852.70	0.00		N			N
<input checked="" type="checkbox"/> M101	1111	ATL	10/29/2012		JOB	141	1128.06	0.00		Y	Administrator	10/29/2012 1:42:30 PM	N
<input checked="" type="checkbox"/> Used-MI													
<input checked="" type="checkbox"/> RTV-MI													
<input checked="" type="checkbox"/> OH													
<input checked="" type="checkbox"/> Main-OH													
<input checked="" type="checkbox"/> O200													
<input checked="" type="checkbox"/> O201													
<input checked="" type="checkbox"/> Used-OH													
<input checked="" type="checkbox"/> RTV-OH													

Select All Invert Selection ☐ Show Closed Purchase Orders

Receive Edit New Close

When viewing an acknowledged PO, the user and the date/time it was acknowledged is displayed.

**Purchase Order 1111**

Vendor: ATL Category: S-Svc T&M

**Purchase Order**

ATL, Inc.  
P.O. Box 828928  
Philadelphia, Pennsylvania 19182  
Phone:  
Fax:

Ship To: 417 Forest  
Plymouth, MI 48170

PO Number: 1111 Branch: MI

Trading #:                      Order Date: 10/29/2012

Ship Date:                      Method:                     

Parts Due Date:                      Job Number: 141

Katie Harrison

☒ Acknowledged  
Administrator 10/29/2012 1:42:30 PM

Created By: Administrator 10/29/2012 9:56:09 AM

Edited By: Administrator 10/29/2012 1:42:30 PM

☐ Select from All Parts

Parts \$1,128.06 | Expense \$0.00 | Documents

Parts List				
Part	Description	Vendor Part	Pkg Qty	Cost
	ALEXOR WIRELESS PANEL WITH GSM	DSC-KIT4000	1	342.50
	ACT IMMUNE MOTION DETECTOR		4	56.75