Purchase Order List Definitions

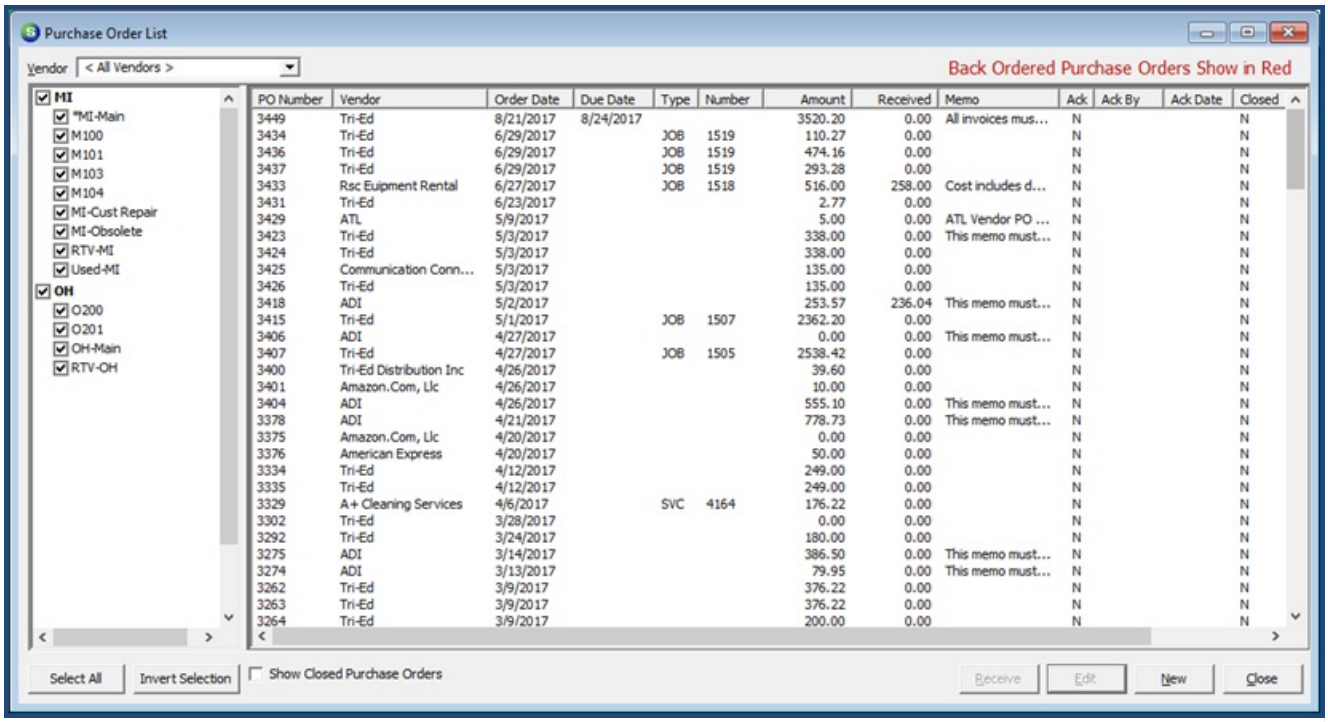
Last Modified on 10/09/2025 4:31 pm EDT

This article describes the layout and options available within the Purchase Order List. This list displays open Purchase Orders and Closed Purchase Orders when selecting the option to include closed PO's.

The Purchase Order List is accessed by navigating to the Main Application menu and selecting the Purchase Orders option within the Accounts Payable module.

The Purchase Order List is divided into to major sections: the Warehouse pane on the left and the Purchase Order Listing on the right. When the Purchase Order List is first opened, all open Purchase Orders for all warehouses are displayed. To view the list of open purchase orders for certain warehouses, click the Invert Selection button located at the lower left to de-select all warehouses, and then you can select the checkbox to the left of each warehouse desired.

If you want to include closed purchase orders, select the **Show Closed Purchase Orders** checkbox located at the bottom of the list. Selecting this option displays all open and closed purchase orders that have ever been created.



The Purchase Order Listing displays several columns of information related to the PO, each of which is described below. If any parts on a PO have been flagged as back ordered, the purchase order is displayed in red.

- PO Number - The Purchase Order Number auto assigned or manually entered. PO Number auto-assign is controlled by a setting in SedonaSetup AP Setup/Processing.
- Vendor - The Vendor code assigned to the purchase order.
- Order Date - The date on which the purchase order was placed. When creating a new PO, the Order Date defaults to the date on which the PO is being created but can be overridden.
- Due Date - If the vendor provided a date on which the parts will be delivered, manually fill in this date.
- Type - If the PO is linked to a job or a service ticket, the type displays as JOB and SVC respectively.

- Number - If the PO is linked to a job or service ticket, the job number or service ticket number is displayed, otherwise this column is blank.
- Amount - The total amount of parts and expense items on the purchase order.
- Received - The total amount received against the PO as of the date/time the Purchase Order List is being viewed.
- Memo - Any information entered into the memo field of the PO displays in this column.
- Ack - If someone selected the Acknowledged checkbox on the PO, a Y is displayed, otherwise an N is displayed in this column.
- Ack By - If the character in the Ack column is Y, the user code of the person that acknowledged the PO is displayed in this column.

Located at the lower right of the Purchase Order List are four function buttons: Receive, Edit, New, and Close. Each of these functions buttons are described below.

- Receive - Used to receive a Purchase Order. Highlight a purchase order in the list, and then click the Receive button to open the Parts Receipt form.
- Edit - This button is used to edit an open purchase order. Highlight a purchase order in the list, and then click the Edit button to open the purchase order to make changes. Click the OK button at the lower right of the PO form to save any changes. A purchase order can also be edited by double-clicking on a purchase order in the list.
- New - Clicking this button opens the New Purchase Order form. If your company is auto-numbering purchase orders and you do not save the purchase order, this number will be discarded and not re-used.
- Close - Clicking the Close button exits out of the Purchase Order List.

