

# Acknowledge Purchase Order Setup

Last Modified on 01/16/2026 10:29 am EST

## User Group Security

There are two permissions associated with acknowledging purchase orders.

### Acknowledge PO

If a User Group is granted this permission, the users in the group will see mark a PO as “Acknowledged”.

### Edit Acknowledged PO

If a User Group is granted this permission, once a PO has been marked as Acknowledged, the users in the group will be able to make changes to the purchase order.

The screenshot shows the 'User Group Edit' form. At the top right, there is an 'Inactive' checkbox. Below this, there are four input fields: 'Code' (01 AP), 'Description' (AP), 'Level' (2), and 'Credit Memo Limit' (\$0.00). Below these fields are two tabs: 'Application Access' and 'Report Access'. The 'Application Access' tab is active, showing a list of permissions for the 'AP' module. Two permissions are highlighted with red boxes: 'Acknowledge PO' and 'Edit Acknowledged PO'. Both have their checkboxes checked.

Access	Module
<input checked="" type="checkbox"/> Acknowledge PO	AP
<input type="checkbox"/> Edit Existing Transactions	AP
<input type="checkbox"/> ADI Integration	AP
<input checked="" type="checkbox"/> Vendor Custom Fields	AP
<input checked="" type="checkbox"/> Vendor Documents	AP
<input type="checkbox"/> View Only Access for Checks	AP
<input checked="" type="checkbox"/> Edit Vendor Notes	AP
<input checked="" type="checkbox"/> Delete Vendor Notes	AP
<input checked="" type="checkbox"/> Access to Secure Vendors	AP
<input checked="" type="checkbox"/> Override Expense Type	AP
<input type="checkbox"/> Read Only Vendor Access	AP
<input checked="" type="checkbox"/> Hide Vendor Social Security No	AP
<input checked="" type="checkbox"/> Edit Costs on Purchase Orders	AP
<input checked="" type="checkbox"/> Edit Acknowledged PO	AP