

How to Acknowledge Purchase Orders

Last Modified on 01/16/2026 11:11 am EST

1. To acknowledge a purchase order, you need the permission granted for acknowledging POs. Navigate to the open purchase order list from the accounts payable menu. You can sort the list on any of the Acknowledge type fields to see which Purchase Orders need to be Acknowledged. Double-click to open a PO to review and acknowledge.

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	3577	United Rentals Inc	1/4/2020		SVC	26852	500.00	250.00		N			N
<input checked="" type="checkbox"/> MI-Main	3628	Tri-Ed	1/16/2020				720.00	0.00	Internal co...	N			N
<input checked="" type="checkbox"/> Alarmists	3651	Tri-Ed	2/3/2020				200.00	0.00		N			N
<input checked="" type="checkbox"/> AnnArbor ShipTc	3580	Tri-Ed	2/13/2020		SVC	3086	54.40	0.00		N			N
<input checked="" type="checkbox"/> ATL	3605	Tri-Ed	2/13/2020				260.00	0.00		Y	victoria	1/8/2020 10:54:41 AM	N
<input checked="" type="checkbox"/> Internet Leased	3623	Fuller Electric Co, Inc	2/14/2020		SVC	26962	55.00	0.00	Fuller Elect...	N			N
<input checked="" type="checkbox"/> M100													
<input checked="" type="checkbox"/> M101													
<input checked="" type="checkbox"/> M103													
<input checked="" type="checkbox"/> M104													
<input checked="" type="checkbox"/> M105													
<input checked="" type="checkbox"/> M109													

Select All Invert Selection ☐ Show Closed Purchase Orders

Receive Edit New Close

2. If the PO is approved, check the Acknowledge checkbox then click on the OK button at the lower right of the Purchase Order form to save.

Purchase Order 3580

Vendor: Tri-Ed Category: Service

Print Now ☐ Direct Expense ☒

Purchase Order

Tri-Ed
P.O. Box 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:

Ship To: Sedona Security
45185 Joy Road
Canton, MI 48187 - 1721

Edit Drop Ship

PO Number: 3580 Branch: MI

Tracking #: Order Date: 2/13/2020 ☒ Acknowledged

Ship Date: Ship Method:

Parts Due Date: Service Ticket: 3086

Plymouth Stamp Works ☐ Select from All Parts

Parts 54.40 Expense 0.00 Documents

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
PC4116	16 ZONE EXPA	DSC-PC4116	16 ZONE EXPA	1	1	54.40	54.40	0	68.5300	<input type="checkbox"/>
*										<input type="checkbox"/>

Memo:

Total Cost: 54.40
Received Cost: 0.00

☐ Closed OK Cancel

3. 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	3577	United Rentals Inc	1/4/2020		SVC	26852	500.00	250.00	Internal co...	N			N
<input checked="" type="checkbox"/> *MI-Main	3628	Tri-Ed	1/16/2020				720.00	0.00		N			N
<input checked="" type="checkbox"/> Alarmists	3651	Tri-Ed	2/3/2020				200.00	0.00		N			N
<input checked="" type="checkbox"/> AnnArbor ShipTo	3580	Tri-Ed	2/13/2020		SVC	3086	54.40	0.00		Y	Administrator	2/20/2020 1:24:15 PM	N
<input checked="" type="checkbox"/> ATL	3605	Tri-Ed	2/13/2020				260.00	0.00		Y	Victoria	1/8/2020 10:59:41 AM	N
<input checked="" type="checkbox"/> Internet Leased	3623	Fuller Electric Co, Inc	2/14/2020		SVC	26962	55.00	0.00	Fuller Elect...	N			N
<input checked="" type="checkbox"/> M100													
<input checked="" type="checkbox"/> M101													
<input checked="" type="checkbox"/> M103													
<input checked="" type="checkbox"/> M104													
<input checked="" type="checkbox"/> M105													
<input checked="" type="checkbox"/> M109													
<input checked="" type="checkbox"/> PLATEAU													

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

Purchase Order 3580

Vendor: Tri-Ed Category: Service

Purchase Order

Tri-Ed
P.O. Box 402433
Atlanta, Georgia 30384
Phone: (800) 366-4472
Fax:

Ship To: Sedona Security
45185 Joy Road
Canton, MI 48187 - 1721

Drop Ship

PO Number: 3580 Branch: MI

Tracking #: Order Date: 2/13/2020

Ship Date: Ship Method:

Parts Due Date: Service Ticket: 3086

Plymouth Stamp Works

Parts 54.40 Expense 0.00 Documents

☒ Acknowledged
Administrator 2/20/2020 1:24:15 PM

☐ Select from All Parts

Part	Description	Vendor Part	Vendor Desc	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
PC4116	16 ZONE EXPAN	DSC-PC4116	16 ZONE EXPAN	1	1	54.40	54.40	0	68.5300	<input type="checkbox"/>

Memo:

Created By: Administrator 2/20/2020 3:32:31 PM
Edited By: Administrator 2/20/2020 1:24:15 PM

Total Cost: 54.40
Received Cost: 0.00

☐ Closed

OK Cancel