How to Acknowledge Purchase Orders

1. To acknowledge a purchase order a User with the permission granted for acknowledging POs will navigate to the open purchase order list from the accounts payable menu. You may 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.

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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.

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

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

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