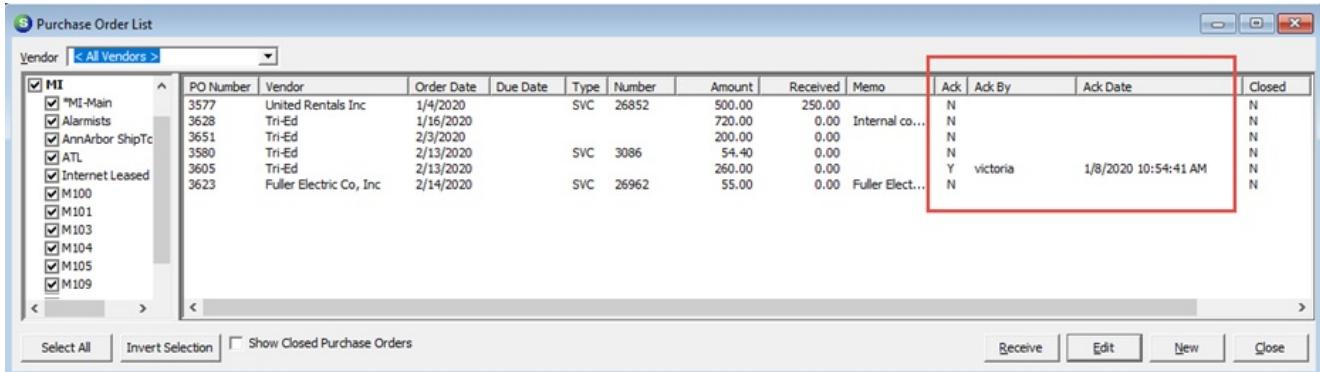


How to Acknowledge Purchase Orders

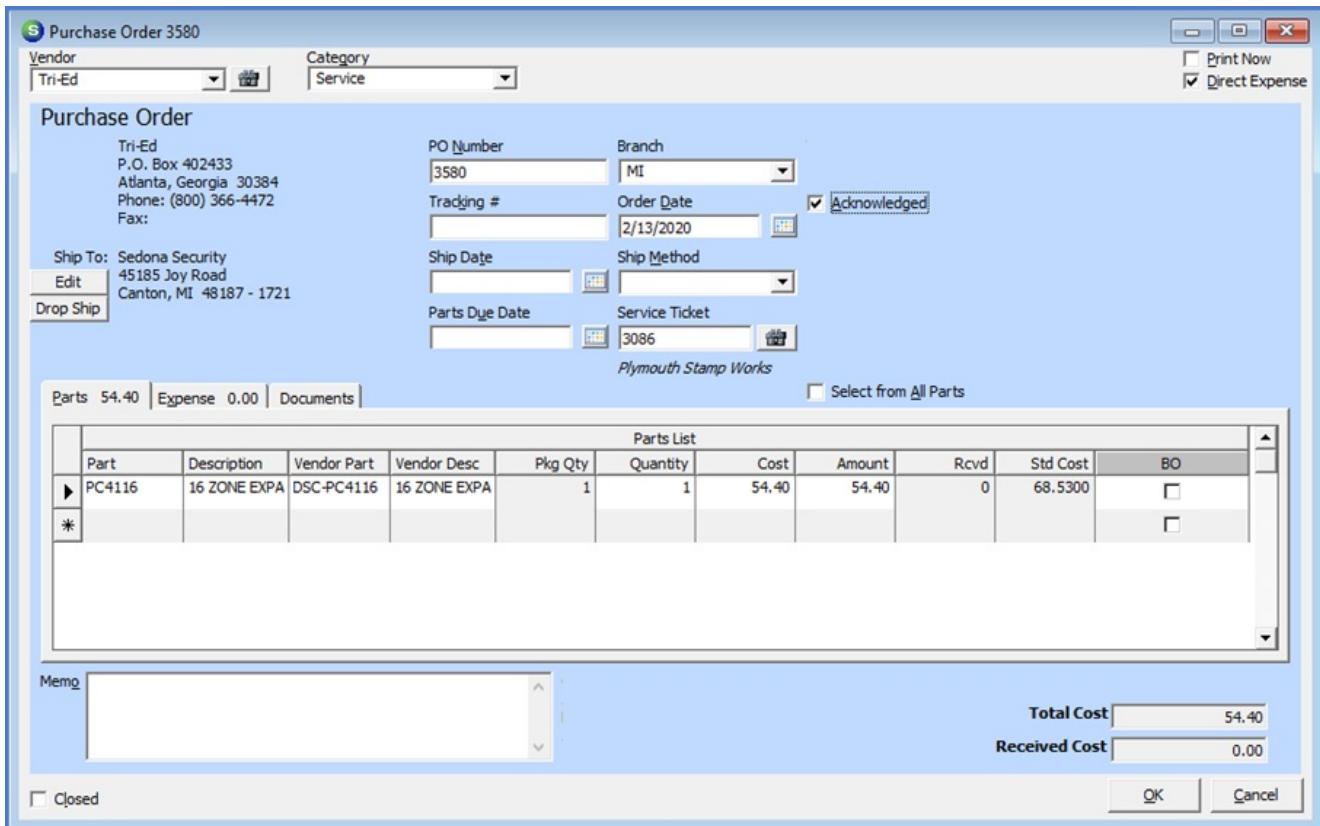
Last Modified on 01/16/2026 11:11 am EST

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.



Vendor	PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo	Ack	Ack By	Ack Date	Closed
MI	3577	United Rentals Inc	1/4/2020		SVC	26852	500.00	250.00		N			N
	3628	Tri-Ed	1/16/2020				720.00	0.00	Internal co...	N			N
	3651	Tri-Ed	2/3/2020				200.00	0.00		N			N
	3580	Tri-Ed	2/13/2020		SVC	3086	54.40	0.00		N			N
	3605	Tri-Ed	2/13/2020				260.00	0.00		Y	victoria	1/8/2020 10:54:41 AM	N
	3623	Fuller Electric Co, Inc	2/14/2020		SVC	26962	55.00	0.00	Fuller Elect...	N			N

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

PO Number: 3580 Branch: MI

Tracking #: 3580 Order Date: 2/13/2020 Acknowledged:

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

Ship Date: 2/13/2020 Ship Method: Service Ticket

Parts Due Date: 3086

Parts List

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

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
3577	United Rentals Inc	1/4/2020		SVC	26852	500.00	250.00		N			N
3628	Tri-Ed	1/16/2020				720.00	0.00	Internal co...	N			N
3651	Tri-Ed	2/3/2020				200.00	0.00		N			N
3586	Tri-Ed	2/13/2020		SVC	3086	54.40	0.00		Y	Administrator	2/20/2020 1:24:15 PM	N
3605	Tri-Ed	2/13/2020				260.00	0.00		Y	Victoria	2/9/2020 10:57:41 AM	N
3623	Fuller Electric Co, Inc	2/14/2020		SVC	26962	55.00	0.00	Fuller Elect...	N			N

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** Print Now Direct Expense

Purchase Order

PO Number: **3580** Branch: **MI** Acknowledged **Administrator 2/20/2020 1:24:15 PM**

Tracking #: **2/13/2020** Order Date: **2/13/2020**

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

Drop Ship Select from All Parts

Parts: **54.40** Expense: **0.00** Documents:

Parts List

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**