

AP POs in Agvance

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A/P Purchase Orders are available to create expense Purchase Orders to directly import into Accounts Payable Bills or Quick Checks. Additionally, a vehicle may be selected from the existing vehicle list to help track expenses by vehicle. A/P Purchase Orders can be auto-numbered by location or manually numbered. **Import PO** is available on the *Add/Edit Bills* and *Quick Check* screens. An A/P Purchase Order Summary report and Vehicle Expense report are available in the Accounts Payable reports.

AP Purchase Order

Go to *A/P / AP Purchase Orders*.

The screenshot shows the 'Add an AP Purchase Order' window. The vendor is 'Nbauto' (N and B Auto Parts) and the PO date is '08/07/2023'. The PO number is '1537'. The description is blank, and the notes are 'Fuel injector repair'. The PO details grid contains one entry:

	<G/L Account>	Description	\$ Amount	Comment	Part Number	Unit Price	Quantity	<Vehicle ID>
1	6030000-00	Shop Expenses	722.00	repair injector				

Summary fields at the bottom show: Gross \$ 722.00, Discount, and Net \$ 722.00. Buttons for 'Save' and 'Cancel' are present.

- **Vendor** – Select the vendor for the Purchase Order. Check the *Favorite Vendors* option to only display Vendors set up at *Hub / Setup / Favorite Vendors*.
- **PO Date** – Enter the date to print on the Purchase Order.
- **Description** – A description may optionally be entered.
- **PO #** – A number may automatically populate in this area if the auto-numbering preference is selected for A/P Purchase Orders at *Setup / Locations* on the *Preferences* tab. If the auto-numbering option is not selected, enter a Purchase Order number in this area.
- **Notes** – Optionally enter notes for this Purchase Order.
- **PO Details Grid** – Select the appropriate G/L Account for the products being purchased and enter the *\$ Amount* and a *Comment* for each general ledger account selected. *Part Number*, *Unit Price*, *Quantity*, and *Vehicle ID* are all optional entries. If a vehicle is being entered, double-click in the *Vehicle ID* column and select from the *Select Vehicles* list.

- **Discount** – If the vendor offers discounts on the purchase, after entering the information in the *PO Details* grid, choose **Terms**. Use either a predefined payment terms option or enter it directly. Flat or graduated discount offerings (up to five levels) may be entered. If the vendor has a standard discount structure, it may be set up at *Hub / Setup / Payment Terms* and then set on the vendor's file at *Accounting / File / Open / Vendor* on the *Profile* tab.
- **Predefined Split** – In order to use this, the splits must be defined at *Setup / G/L / G/L Splits*.
 - **Split ID** – Choose from the list of predefined splits.
 - **Amount** – Enter the total amount to be divided between the accounts named in the split.
 - **Acct ID** – This is used only if using the *Wild Card* option of the *Split Out* feature. Enter a complete valid account and the corresponding group of related accounts will be split according to the predefined split. For example, enter *61** in the *Acct ID* and all 6100 accounts will be split out according to the selected *Split ID* arrangement.

Edit AP PO

When editing an AP PO, it is possible to add or remove GL Accounts on a single row, add or edit Vehicles, and add additional detail rows.

	<G/L Account>	Description	S Amount	Comment	Part Number	Unit Price	Quantity	<Vehicle ID>
1	6030000-00	Shop Expenses	722.00	repair in...		0.00	0.000	

Note: The AP PO cannot be edited if it has been imported into an AP Bill or if it has been declined in the AP PO Approver process. If this AP PO meets the criteria for the approval process, any edits to it will start the process over again to have the AP PO approved.

Post AP PO

Estimates from A/P Purchase Orders may be posted to be valued in the financials at the end of the month. The

entries created by this utility (*A/P / Post AP Purchase Orders*) are journal entries that post into the current month, and then reverse in the following month.

