Prepare a Purchase Order

The purchase order window is used to prepare purchase orders for inventory. No accounting entry is made to any journal, subsidiary record, or general ledger after a purchase order is saved because a liability does not yet exist.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Purchase Orders icon under Vendors.
B	Vendor	Select Vendor from drop-down list or add new. For a new vendor addition, refer to maintenance tasks in Chapter 5.
C	Date	Verify the date posted or enter new date.
D	P.O. No.	Accept the purchase order number or change.
E	Ship To	Accept the shipping address or change by typing in a different name and / or address.
F	Item	Select an item from drop-down list or add new item.
G	Description	Accept the default description or change.
H	Qty.	Enter the quantity to be ordered.
I	Rate	Accept the default rate or change.
J	Amount	Accept the total amount of the items ordered. Changing the amount column will recalculate the Rate.
K	Various	Repeat steps F – J for each inventory item to be ordered.
L	Create Purchase Orders window	Review the information to verify that it is correct.
M	Print button	Click the Print button, select the printer, and print the purchase order, if desired.
N	Save & Close / Save & New buttons	Click Save & Close or Save & New to save the purchase order.

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QuickBooks windows