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	*QBO* Home Page	Click the + New button → Purchase order (in the Vendors category) to open the Purchase Order window.
B	Vendor	Select a vendor from the drop-down list or add new. For a new vendor addition, refer to maintenance tasks in Chapter 5.
C	Shipping address	Accept the shipping address or change by typing in a different name and/or address.
D	Purchase Order Date	Accept default date or change.
E	Ship via	Type the name of the freight or other transportation company, if applicable.
F	PO no.	Accept the default purchase order number or change.
G	Item details section	Click to expand the Item details section of the window if it is not already expanded.
H	Product/Service	Select an item from the drop-down list or add a new item.
I	Description	Accept the default description or change.
J	Qty	Enter the quantity to be ordered.
K	Rate	Accept the default rate or change.
L	Amount	Accept the total amount of the items ordered. Changing the amount will recalculate the rate.
M	Various	Repeat steps H-L for each inventory item to be ordered.
N	Purchase order window	Review the information to verify that it is correct.
O	Save options	Save the purchase order and close the window.

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QBO windows