

# Post a Purchase Order

Last Modified on 26/04/2023 5:29 pm EDT

There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

To place a purchase order into *Posted* status, the purchase order may need to be approved (depending on the setting for operational parameter #159)

Post/UnPost the highlighted PO from the Purchase Order Grid *Work* menu

The screenshot shows the RentalPoint3 software interface. The title bar indicates 'RentalPoint3 DB [12.0.21.4] Rev [4738]' and the user 'mandy@rentp.com'. The main window displays the 'Purchase Orders' grid. The grid has columns for Code, Vendor, P.O. Amount, Approved, Posted, Received, Project, Archived, CR, Assigned To, Invoice Status, and Date Expected. The first row is highlighted, showing a P.O. Amount of 4000.00 CAD, Approved: No, Posted: No, Received: No, Project: No, Archived: No, CR: No, Assigned To: Not Invoiced, and Date Expected: 2023/05/03. A context menu is open over the first row, with options: Post (highlighted with a red arrow), Unpost (highlighted with a red arrow), and Receive. The grid also shows 'Showing 1 to 1 of 1 entries' and '1 row selected'.

| Code | Vendor        | P.O. Amount | Approved | Posted | Received | Project | Archived | CR | Assigned To  | Invoice Status | Date Expected |
|------|---------------|-------------|----------|--------|----------|---------|----------|----|--------------|----------------|---------------|
| VMCC | Marcel Crosby | 4000.00 CAD | No       | No     | No       | No      | No       | No | Not Invoiced | 2023/05/03     |               |