

# Post a Purchase Order

Last Modified on 04/09/2025 5:53 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

RentalPoint3

DB [12.1.2.0]

Rev [7278]

Purchase Orders

☒ Use advanced filters

Ordered date

2024-11-01

2026-08-01

Search for fields or PO #

All Location

New

Open

Print

Work

View

Admin

Show

25

entries

Code	Vendor	Amount	Approved	Posted	Received	Project	Archi
9899	Olive Oil sub	21,040.00 AUD	No	Yes	No		No
VA2	add tech	1,000.00 AUD	No	No	No		No
VA3	Allen Ent	100.00 AUD	No	Yes	No	ANOT2025	No
VKK	Audrey Daly	1,025.00 AUD	No	No	No		No
VKK	Audrey Daly	0.00 AUD	No	Yes	No		No
VLU	Audrey Daly	0.00 AUD	No	Yes	No		No

Showing 1 to 6 of 6 entries (filtered from 11 total entries)

1 row selected