

- This is the Purchase Order Link—it will be Expanded in the Future!
- For now, it will allow the OWNER/PROPERTY MANAGER/BUSINESS MANAGER/ACCOUNTS PAYABLE roles to create Purchase Order Numbers that can be used for different expenses. Eventually, this will get integrated into the Vendor Module and a Requisition and Approval System.
- The Overview will show all Purchase Orders in the Property Selected.
- The Purchase Order Numbers would be Auto-Generated with a “PO-” prefix.
- They will be able to add Purchase Orders from this page.
- They will be able to “Edit” and “Delete” a PO from this link. When an Expense is tracked with the Purchase Order, it is automatically marked “Paid” and the Transaction number is recorded in the “Transaction #” Column (hyperlinked to the transaction in the ledger) the actual amount spent would also be reflected under the “Amount Authorized” next to the original authorized amount.
- The Page Preferences would allow them to show/hide columns.



Purchase Orders

Search:

GO

Light

Add Purchase Order

Total Purchase Orders: 5 Total Paid: \$600.00 Total Pending: \$4,402.50



SHOW

TYPE

<input type="checkbox"/>	<div>PO Number:</div>	<div>Date:</div>	<div>Title:</div>	<div>Vendor:</div>	<div>Budget:</div>	<div>Notes:</div>	<div>Amount Authorized:</div>	<div>Transaction:</div>	<div>Status:</div>	<div>Options:</div>
<input type="checkbox"/>	PO-100016	5/28/2022	New fridges	Appliance World	Upgrades		-\$1,000.00		PENDING	<div></div> <div></div>
<input type="checkbox"/>	PO-10015	5/24/2022	AC Maintenance	HVAC Central	Maintenance: Repairs		-\$1,250.00		PENDING	<div></div> <div></div>
<input type="checkbox"/>	PO-100014	3/16/2022	Marketing Banner	Printing House	Marketing		-\$2,152.50		PENDING	<div></div> <div></div>
<input type="checkbox"/>	PO-100013	2/15/2022	Flooring for Room A	Mike Morris Flooring	Maintenance: Flooring		-\$47.52		CANCELLED	<div></div> <div></div>
<input type="checkbox"/>	PO-100012	1/12/2022	AC System	Custom Air	Capital Improvements		-\$600.00/-587.50	T-5961235418731	PAID	<div></div> <div></div>

BULK ACTIONS:

EXPORT to CSV

GO

Total Paid: 1
Total Pending: 3
Total Cancelled: 1



Add a Purchase Order

Number: Status:

Date*:

Pending, Paid, Cancelled (status auto changed to "Paid" when tracked with an expense.)

Title*: Vendor*:

They will be able to add a Vendor if needed from here if needed

Amount Authorized*: Budget:

Notes:

LIMITED HTML EDITOR

SAVE

BULK ACTIONS (these are bulk actions that can be done when more than one Purchase Order is checked)

- ***EXPORT to CSV: This would just export the overview of the selected to a CSV file***

EXPORT to PDF: This would just export the overview of the selected to a PDF file

ICON MAP:

Purchase Order: [finance-purchase-order](#)

Edit: [system-edit](#)

Delete: [system-trashcan](#)

Download CSV: [system-download-csv](#)

Download PDF: [system-download-pdf](#)

Preferences: [system-preferences](#)