This document is intended to provide an outline of the steps required to process accounts payable invoices in Ascente that reference a purchase order.

- Considerations:
    - Are purchase orders used?
    - What type of purchase?
        - Job
        - Inventory
        - Work Order

- Purchase Order
    - Warehouse Inventory: Use the Ascente / Purchase Order / Transactions / Purchase Order program to enter the purchase order.
        - Enter the line items.
        - The Job or Work Order must already exist to attach the PO to the job or work order.
            - For work orders, a work order line record will be created for each PO line referencing the work order.
            - For stocked inventory parts, an inventory transaction history record will be created for the order and the Part Location totals will reflect the new order for the part.

- Purchase Order Receipts
    - Use the Ascente / Purchase Order / Transactions / Purchase Order program to receive the purchase order items when they are received.
        - Make sure you have the unit cost because the average cost for the part will be recalculated using the entered cost when it is received.
        - For stocked inventory parts, an inventory transaction history record will be created for the receipt and the Part Location totals will reflect the new receipts for the part.

- Invoicing the Purchase Order
    - The invoice is entered using the Ascente / Transactions / AP Invoice program.
        - The purchase order line must be received before it can invoiced.
        - Enter in the invoice information and then select the purchase order for this invoice that is being invoiced.
    - Run the Ascente / Journals / AP Register
        - Click-on the [Register] button
            - Review and correct any errors before proceeding.
        - Click-on the [Update] button
            - This will result in the following being updated:
                - The Traverse AP - open payables will be added
                - Traverse GL records will be added
                - The Ascente Job Cost – actual cost totals will be increased for the referenced jobs

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