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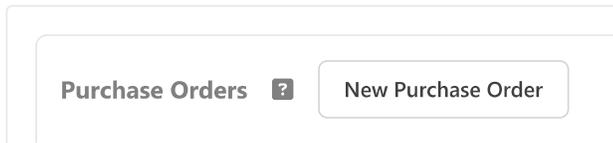
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## Purchase Orders

The **Purchase Orders** tab in Manager.io allows you to create, document, and monitor your orders to suppliers. You can use this tab to generate purchase orders, track the accuracy of invoicing, and monitor delivery for your orders.



To add a new purchase order, click the **New Purchase Order** button.



The **Purchase Orders** tab displays several columns:

### Date

The **Date** column displays the issuance date of the purchase order to the supplier.

### Reference

The **Reference** column displays the reference number associated with your purchase order.

### Supplier

The **Supplier** column displays the name of the supplier to whom the purchase order was issued.

### Purchase Quote

The **Purchase Quote** column displays the reference number of a quote from a supplier that has been approved. This column is applicable only if you are utilizing the **Purchase Quotes** tab. See [Purchase Quotes](#) for more information.

## Description

The **Description** column displays the description of the purchase order.

## Order Amount

The **Order Amount** column displays the total amount of the purchase order.

## Invoice Amount

The **Invoice Amount** column shows the total amount from all purchase invoices linked to a single purchase order. Normally, you would link just one invoice to one order. However, there are cases where a supplier might bill you in parts, issuing several invoices for a single order. This feature ensures that the combined total of all these invoices matches the total order amount.

## Invoice Status

The **Invoice Status** column indicates the invoicing status of the purchase order. It can be set to **Invoiced**, **Partially Invoiced**, or **Uninvoiced**. This feature allows you to quickly identify which orders are awaiting invoicing and which orders have been completely invoiced.

You can customize which columns are displayed by clicking the **Edit columns** button.



See [Edit Columns](#) for more information.

The **Purchase Orders** screen shows a list of all purchase orders. If you wish to view individual lines across all purchase orders, click the **Purchase Orders — Lines** button in the bottom-right corner.



See [Purchase Orders — Lines](#) for more information.

To monitor if your purchase orders are accurately invoiced by suppliers, go to **Edit columns**, and turn on the **Invoice Amount** and **Invoice Status** columns.

If you're utilizing the **Inventory Items** tab and purchasing inventory items, you have the option to monitor the delivery status for each order. To do so, click the **Edit columns**

button and activate the **Qty to receive** and **Delivery Status** columns.

An order is considered closed when its **Invoice Status** is marked as **Invoiced** and its **Delivery Status** is noted as **Received**. However, it's important to note that the payment status to the supplier is not tracked within the order itself. This information can be found under the **Purchase Invoices** tab.

The main goal of tracking purchase orders is to ensure that orders are accurately invoiced and fulfilled.

Utilize **Advanced Queries** to organize, filter, and categorize purchase orders on the **Purchase Orders** screen. For example, you can display only those purchase orders for which you are still awaiting delivery from the supplier.

<b>Select</b>		
Date	Supplier	Qty to receive
<b>Where...</b>		
Qty to receive	is not zero	

See [Advanced Queries](#) for more information.