


# Posting Received Purchase Orders

Posting the received items on a purchase order is an important step for users in both a cash and an accrual accounting environment. In both accounting environments, you cannot [create an invoice from a purchase order](#) until the items on the purchase order are posted as received.

In an accrual environment, the amount of the purchase order remains encumbered in the General Ledger module until an invoice is created from the purchase order, and the invoice is posted. In a cash environment, the amount of the purchase order remains encumbered until the invoice is created from the purchase order, and the invoice is posted and paid.

After receiving items or purchase orders, you must post them. Before receiving a purchase order in ACS, the status of the purchase is "Posted, Open." Once you post the received purchase order, the status changes to "Posted, Complete." When you post the receipt of only part of the items, the status of the purchase order changes to "Posted, Partial."

The Post Received Items window displays all items received by the current user. The same user who received the items must post them. To select more than one order for posting, select the first order, press and hold SHIFT, then select the next order.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Purchase Orders** and click **Go** .
3. Click **Receive Orders**.
4. Select the orders you want to receive, then click **Post**.
5. Click **Post** again.
6. Click **Yes**, then **OK**.