



[Knowledgebase](#) > [SalesPad](#) > [Purchasing](#) > [Purchase Order Setting Can Generate PO on Invoice](#)

Purchase Order Setting Can Generate PO on Invoice

Megan De Freitas - 2024-11-22 - [Purchasing](#)

Overview

By enabling purchase order generation settings in SalesPad, you have the ability to generate Purchase Orders directly from Invoices.

Settings

In the SalesPad Security Editor (Modules > Security Editor), search for *Purchase Order Generation*.

Under this setting, find the sub-setting *Can Generate PO On Invoice* and set to True. This will allow PO generation in invoices.

The screenshot shows the 'Security' editor window. At the top, there are buttons for 'Select All' (with a green checkmark), 'Select None' (with a blue square), and 'Copy From...'. Below this is a table with two columns: 'Acc...' and 'Name'. The first row is 'Purchase Order Generation*' with a checked checkbox in the 'Acc...' column. Below the table is a filter bar with a search icon, a checked checkbox, and the text 'Contains([Name], 'Purchase Order Generation')'. To the right of the filter bar is an 'Edit Filter' button. Below the filter bar is a list of settings under the heading 'Purchase Order Generation'. The settings are: 'Can Generate PO On Invoice' (set to True), 'Copy Line Comments' (set to False), 'Copy Required Dates' (set to False), 'Email Attachments', 'Email From', 'Email Subject', 'Email Template', 'Respect Purchase Order Pre Save Script' (set to True), and 'Vendor Email Smart Field'. Below the list is a section titled 'Can Generate PO On Invoice' with the text 'Set to TRUE to allow purchase order generation on Invoices. Defaults to 'False'.'

Acc...	Name
<input checked="" type="checkbox"/>	Purchase Order Generation*

☒ Contains([Name], 'Purchase Order Generation') Edit Filter

Purchase Order Generation	
Can Generate PO On Invoice	True
Copy Line Comments	False
Copy Required Dates	False
Email Attachments	
Email From	
Email Subject	
Email Template	
Respect Purchase Order Pre Save Script	True
Vendor Email Smart Field	

Can Generate PO On Invoice
Set to TRUE to allow purchase order generation on Invoices.
Defaults to 'False'.

Also under the *Purchase Order Generation* setting, find the sub-setting *Respect Purchase Order Pre Save Script*. Set to True.

Security

☒ Select All
 ☐ Select None
 [Copy From...](#)

Acc...	Name
<input checked="" type="checkbox"/>	Purchase Order Generation*

☒ Contains([Name], 'Purchase Order Generation')
 [Edit Filter](#)

Purchase Order Generation

Can Generate PO On Invoice	True
Copy Line Comments	False
Copy Required Dates	False
Email Attachments	
Email From	
Email Subject	
Email Template	
Respect Purchase Order Pre Save Script	True
Vendor Email Smart Field	

Respect Purchase Order Pre Save Script
 Set to TRUE to respect the purchase order pre save script during generation. Defaults to 'False'.

Usage

Open the customer Invoice you wish to create a Purchase Order from.

Customer Search | Sales Documents | (INVOICE) 00315

[Close](#)
[Save](#)
[Print](#)
[Attach Sales Line to PO](#)
[Aggregate Pricing](#)
[New Item](#)
[Add Customer Default Items](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Dynamics GP](#)

Document Properties

Document #: 00315

Customer #: SUPERFOO0001

Cust PO: 7/12/2011

Req Ship: 7/12/2011

Ship Method: FEDEX GROUND

Whse: WAREHOUSE

Currency: Z-US\$

INVOICE (WI)

Super Foods Plus

Sales Rep: GREG E.

Sales Terr: NET 30

Pay Terms: NET 30

Doc Date: 7/12/2011

Created By: tmh

Shipping Address

Super Foods Plus
Isaac Frye
6543 N.E. Pusher Rd.
Detroit, MI 48233-1232
P:(313) 555-0199

Additional Properties

Batch/Q: COMPLETE

Price Level: RETAIL

Discounts: No Holds

Totals - GM: [\$171.50] [36.11%]

Misc Charge: 0.00

Discount: 0.00

Discount %: 0.00 %

Freight: 0.00

Tax: 0.00

Total: 475.00

Payment: 0.00

Line Items

Notes | Addresses | Holds | User Fields | Audit | Related Documents | Purchases | Quick Report | FedEx Quote | Email Audit | Assemblies | Tracking Numbers | Sales Line Tracking Numbers

[New](#)
[Delete](#)
[Insert](#)
[Package Editor](#)

Item	Description	Qty	UOM	Price	Cost	Ext Price	Req Ship	Qty BO	Comment
HD-40	40 Gig hard drive	1	EACH	11.00	12.00	11.00	7/12/2011	0	
HD-50	50 Gig Hard Drive	1	EACH	44.00	21.50	44.00	7/12/2011	0	
A100	Audio System	12	EACH	35.00	22.50	420.00	7/12/2011	0	

Click on the **Configure Actions** button in the Invoice header.

Customer Search | Sales Documents | (INVOICE) 00315

[Close](#)
[Save](#)
[Print](#)
[Attach Sales Line to PO](#)
[Aggregate Pricing](#)
[New Item](#)
[Add Customer Default Items](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Dynamics GP](#)

Document Properties

Document #: 00315

Customer #: SUPERFOO0001

Cust PO: 7/12/2011

Req Ship: 7/12/2011

Ship Method: FEDEX GROUND

Whse: WAREHOUSE

Currency: Z-US\$

INVOICE (WI)

Super Foods Plus

Sales Rep: GREG E.

Sales Terr: NET 30

Pay Terms: NET 30

Doc Date: 7/12/2011

Created By: tmh

Shipping Address

Super Foods Plus
Isaac Frye
6543 N.E. Pusher Rd.
Detroit, MI 48233-1232
P:(313) 555-0199

Additional Properties

Batch/Q: COMPLETE

Price Level: RETAIL

Discounts: No Holds

Totals - GM: [\$171.50] [36.11%]

Misc Charge: 0.00

Discount: 0.00

Discount %: 0.00 %

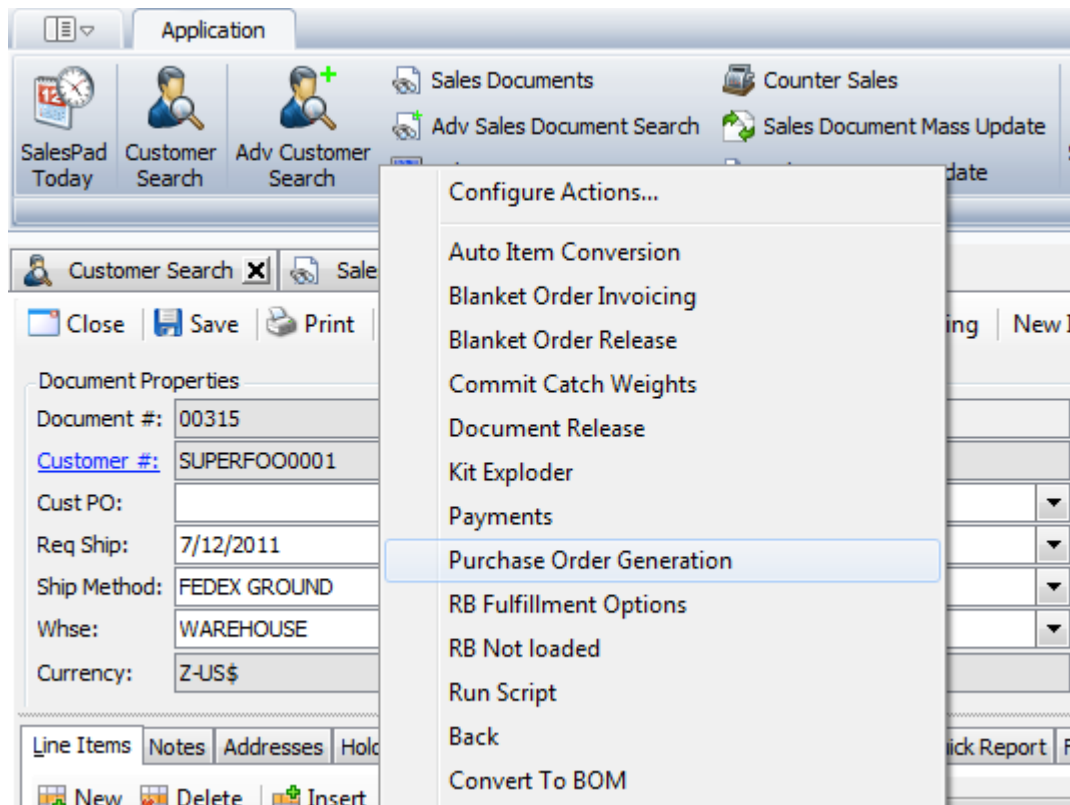
Freight: 0.00

Tax: 0.00

Total: 475.00

Payment: 0.00

Select Purchase Order Generation from the dropdown menu.



A Purchase Order is automatically generated from the Invoice. It will appear under the Purchases tab.