

Purchase Orders

Last Modified on 04/09/2025 5:57 pm EDT

A Cross Rental – (aka Sub Rental) is a rental from an outside source to temporarily supplement your inventory during an internal shortage.

Purchase Order – is a purchase of equipment that is to be added to your inventory count.

Both Cross Rentals and Purchase Orders display on the Purchase Order Grid, and may be referred to as a Cross Rental PO or a PO respectively

The Purchase Order Grid

Purchase Orders

Use advanced filters

Ordered date: 2024-11-01 to 2026-08-01

Search for fields or PO #

All Location

Show 25 entries

Filter results: 26

Code	Vendor	Ordered	P.O. #	Amount	Approved	Posted	Received	Project	Archived	CR	Assigned To	Status	Expected	Return Date	Cross rental Booking	Des
9899	Olive Oil sub	2025/05/29	263	21,040.00 AUD	XNo	Yes	No		No	Yes	MYTEST00098	Not Invoiced	2025/05/29	2025/05/30	989900010	
VA2	add tech	2025/07/14	266	1,000.00 AUD	XNo	XNo	XNo		No	No	MYTEST00104	Not Invoiced	2025/07/14			
VA3	Allen Ent	2025/01/07	262	100.00 AUD	XNo	Yes	No	ANOT2025	No	Yes	MYTEST00049	Not Invoiced	2025/01/07	2025/01/07	VA3000003	
VKK	Audrey Daly	2025/06/11	264	1,025.00 AUD	XNo	XNo	XNo		No	No	MYTEST00104	Not Invoiced	2025/06/11			
VKK	Audrey Daly	2025/03/26	260	0.00 AUD	XNo	Yes	No		No	Yes	ABC100079	Not Invoiced	2021/11/29	2064/02/14	VKK000006	
VLU	Audrey Daly	2025/03/26	261	0.00 AUD	XNo	Yes	No		No	Yes	ABC100079	Not Invoiced	2021/11/29	2064/02/14	VLU000001	

Showing 1 to 6 of 6 entries (filtered from 11 total entries)

Previous 1 Next

The Purchase Order Grid displays all Cross Rental and Standard Purchase Orders within the filter details. See below for an explanation of the grid features

1. Filters

2. Menu

3.Scope

4. Location

5. Search

6. Sort

7. Pages

Create/Edit a Purchase Order

☒ Create/Edit

☒ Details

☒ Dates

☒ Equipment

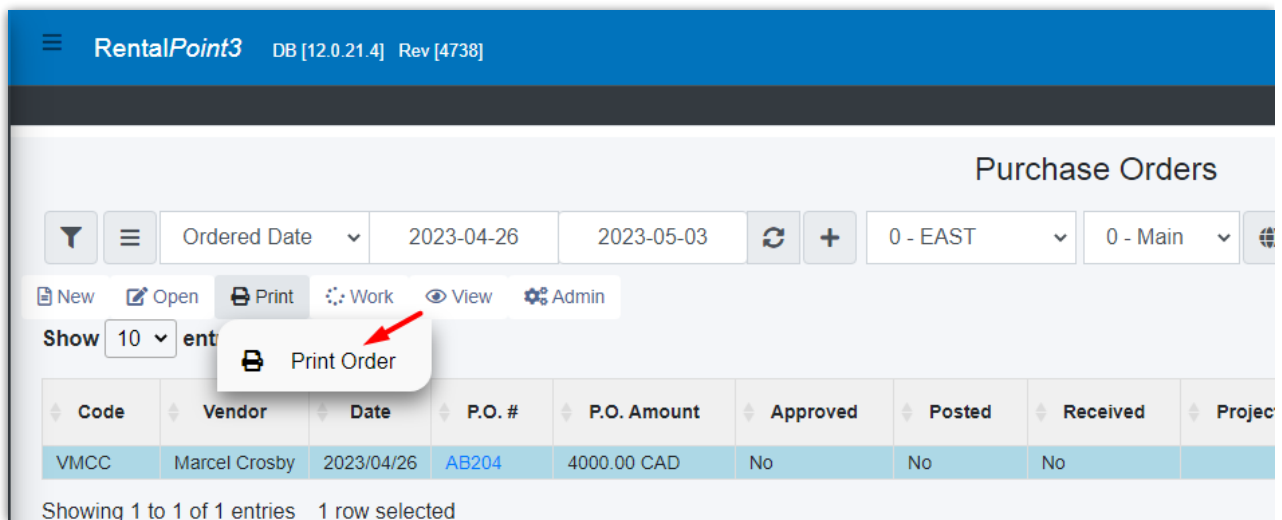
☒ Delivery Address

☒ Notes

Print a Purchase Order

An option to print the Purchase Order is provided on save

You can also print any highlighted PO from the Print menu



RentalPoint3 DB [12.0.21.4] Rev [4738]

Purchase Orders

Ordered Date 2023-04-26 2023-05-03 0 - EAST 0 - Main


New Open Print Work View Admin

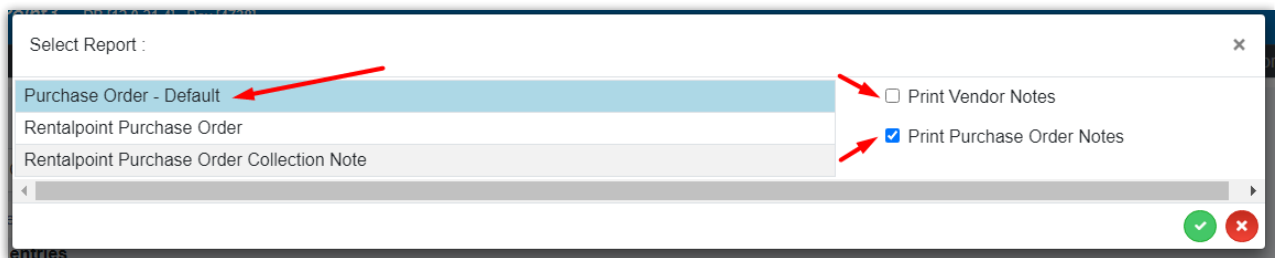
Show 10 entries

Print Order

Code	Vendor	Date	P.O. #	P.O. Amount	Approved	Posted	Received	Project
VMCC	Marcel Crosby	2023/04/26	AB204	4000.00 CAD	No	No	No	

Showing 1 to 1 of 1 entries 1 row selected

Highlight the template you would like to use, then check/uncheck template options as needed and click  to proceed



Select Report :

Purchase Order - Default

Rentalpoint Purchase Order

Rentalpoint Purchase Order Collection Note

☐ Print Vendor Notes

☒ Print Purchase Order Notes

entries

Save or send to printer

RentalPoint3

DB [12.0.21.4] Rev [4738]

Choose template

Close

MY TEST Company

1623 Maria Street

Burbank CA 91504

Phone: 818 565-3333

Fax:

PURCHASE ORDER # AB204

From:		Ship To:	
Contact:	Marcel Crosby	Deliver To:	Rentals r Us
Company:	Marcel Crosby	Address:	15 Curtis Ave
Address:	344 Norway Drive		Paris
	Franklin 06001		Brant N3L 3W1
Phone:		Contact:	
Fax:		Delivery by:	Wed, 03-May-2023 1:00 PM
E-mail:	add@eee.com	Via:	They Deliver
Order Date:	Wed, 26-Apr-2023	Assigned To:	

Code	Part No	Description	Quantity	Unit Price	Disc	Total
AAAD80		d&b D80 amplifier	1	1,000.00	0.00	1,000.00
BDRK		Beyer Opus Drum Mic Kit	1	3,000.00	0.00	3,000.00
		Sundry item	1	N/C	0.00	N/C

Wed Apr 26 2023 16:39:02 GMT-0400 (Eastern Daylight Time) by: RP Enter PO Notes here

Equipment Total:

Discount @ 0%

Total inc discount:

Carriage:

Tax:

Total Amount:

CAN 4,000.00

CAN 0.00

CAN 4,000.00

CAN 0.00

CAN 0.00

CAN 4,000.00

Approve a Purchase Order

There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

To place a purchase order into Approved status open the purchase order and click the 'Approved' checkbox. Permissions can be set to prevent unauthorized users from approving purchase orders. PO limits are set on a

per operator basis that determine how much a given operator is allowed to order.

Purchase 204

Operator Max: 6,000.00
Approved Amount: 4,000.00
Vendor minimum: 0

Total: 4,000.00

Details | Dates | Equipment | Delivery Address | Notes

Vendor: VMCC

P.O. #: AB 204

Region: 0 - EAST

Location: 0 - Main

Description:

Air bill #:

Ordered by: RP

Requested by: Request by

Month year filter: April, 2023

Assigned to:

enter booking #

enter project #

Status:

☒ Approved By RP On 2023-04-26 5:21 PM

Invoiced:

Not Invoiced

Post a Purchase Order

There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

To place a purchase order into *Posted* status, the purchase order may need to be approved (depending on the setting for operational parameter #159)

Post/UnPost the highlighted PO from the Purchase Order Grid *Work* menu

RentalPoint3 DB [12.1.2.0] Rev [7278]

Purchase Orders

Use advanced filters

Ordered date 2024-11-01 2026-08-01 Search for fields or PO # All Location

New Open Print Work View Admin

Show 25 entries

Code	Vendor	Amount	Approved	Posted	Received	Project	Archi
9899	Olive Oil sub	21,040.00 AUD	No	Yes	No		No
VA2	add tech	1,000.00 AUD	No	No	No		No
VA3	Allen Ent	100.00 AUD	No	Yes	No	ANOT2025	No
VKK	Audrey Daly	1,025.00 AUD	No	No	No		No
VKK	Audrey Daly	0.00 AUD	No	Yes	No		No
VLU	Audrey Daly	0.00 AUD	No	Yes	No		No

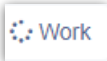
Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected

Receive a Purchase Order

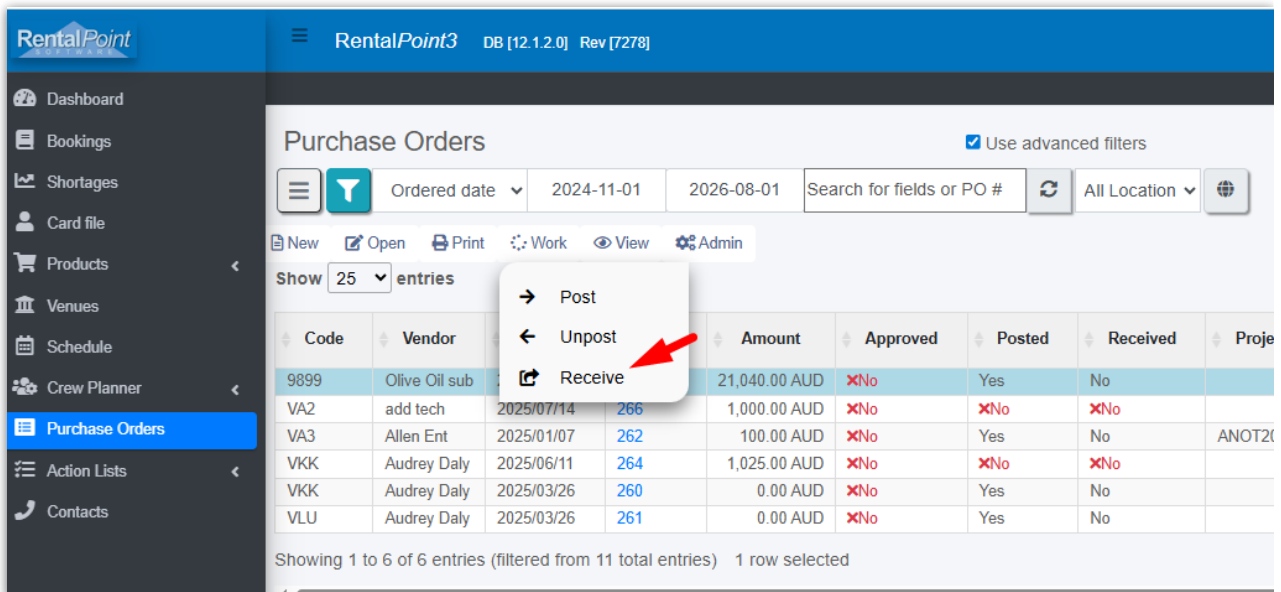
There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

Only Posted Purchase Orders can be received.

Highlight any posted purchase order, then click *Receive* from the  menu.

The software will increment the inventory quantity of received items



The screenshot shows the RentalPoint3 software interface. The left sidebar contains navigation links: Dashboard, Bookings, Shortages, Card file, Products, Venues, Schedule, Crew Planner, Purchase Orders (highlighted), Action Lists, and Contacts. The main area displays the 'Purchase Orders' screen with a table of orders. A context menu is open over the first row, showing options: Post, Unpost, and Receive (highlighted with a red arrow). The table has columns: Code, Vendor, Date, ID, Amount, Approved, Posted, Received, and Project. The first row is highlighted in blue.

Code	Vendor	Date	ID	Amount	Approved	Posted	Received	Project
9899	Olive Oil sub	2025/07/14	266	21,040.00 AUD	No	Yes	No	
VA2	add tech	2025/01/07	262	1,000.00 AUD	No	No	No	
VA3	Allen Ent	2025/01/07	262	100.00 AUD	No	Yes	No	ANOT2
VKK	Audrey Daly	2025/06/11	264	1,025.00 AUD	No	No	No	
VKK	Audrey Daly	2025/03/26	260	0.00 AUD	No	Yes	No	
VLU	Audrey Daly	2025/03/26	261	0.00 AUD	No	Yes	No	

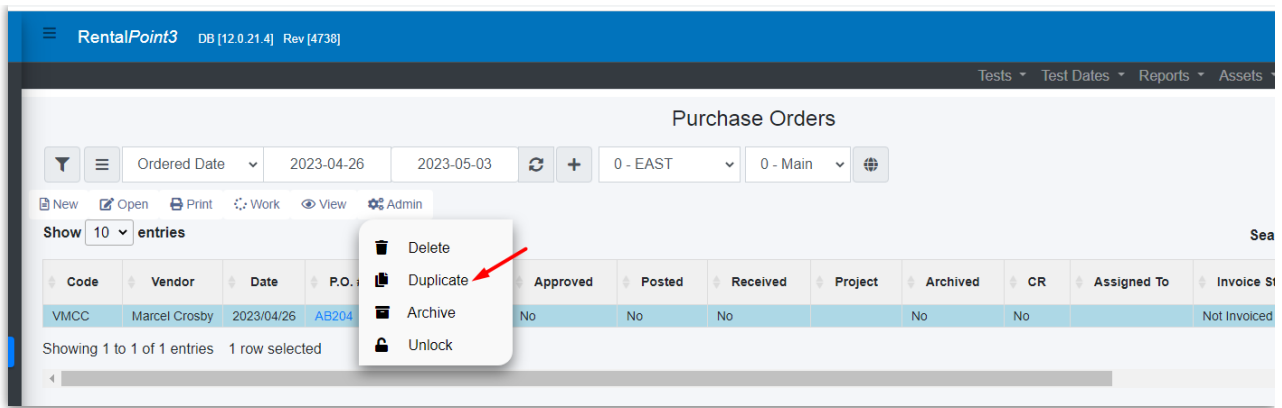
Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected

Duplicate a Purchase Order

To duplicate a Purchase Order or Cross Rental, click the duplicate option from the Admin menu

All information from the highlighted purchase order or cross rental will be copied to a new order.

See Purchase Order Operator Privileges if access id denied.

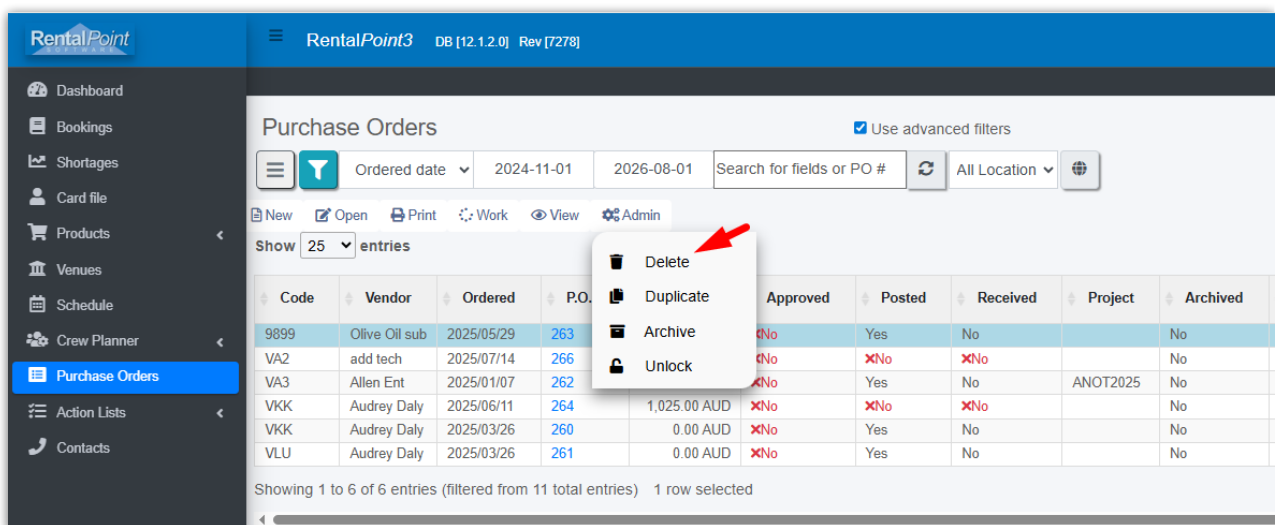


Delete a Purchase Order

First highlight the purchase order, then click the delete option from the Admin menu.

The system will prompt you for confirmation. If confirmed the purchase order will be deleted.

Note that both normal purchase orders and cross rental purchase orders are contained within the Purchase Order grid. The system will prevent the operator from removing cross rentals from the purchase order area. To delete a cross rental the operator must delete the cross rental from the bookings area.



Archive a Purchase Order

Archiving is a tool designed to improve performance and remove the clutter of non-relevant or old items in the RentalPoint system database.

Archive a single received purchase order from the Purchase Order Grid via the Admin menu

Purchase Orders ☒ Use advanced filters

Ordered date: 2024-11-01 to 2026-08-01 Search for fields or PO # All Location

Show 25 entries

Code	Vendor	Ordered	P.O.	Approved	Posted	Received	Project	Amount
9899	Olive Oil sub	2025/05/29	263	No	Yes	No		No
VA2	add tech	2025/07/14	266	No	No	No		No
VA3	Allen Ent	2025/01/07	262	No	Yes	No	ANOT2025	No
VKK	Audrey Daly	2025/06/11	264	No	No	No		No
VKK	Audrey Daly	2025/03/26	260	No	Yes	No		No
VLU	Audrey Daly	2025/03/26	261	No	Yes	No		No

Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected

Archived POs are still visible on the archive grid

Purchase Orders Filters

Sort Sequence

Primary Sequence: Code

Secondary Sequence: Vendor

Look At

☐ Current Data

☒ Archive Data

Scope

☒ Cross rentals ☒ Purchases

☒ All ☐ Not Posted

☐ Not Approved ☐ Not Received

Invoiced Status

☒ All

☐ Not Invoiced

☐ Partly Invoiced

☐ Fully Invoiced

☐ Closed without Invoice

OK

Operator Privileges & Parameters

- ✕ Purchase Order Group Privileges
- ✕ Purchase Order Operator Privileges
- ✕ Purchase Order Parameter Settings

