Processing Purchase Order with Inventory and Non-Inventory Items

Here are the steps on how to process Purchase Order to Inventory Receipt where items added on PO includes inventory and non-inventory items:

- After creating Purchase Order record (see How To Create Purchase Order but be sure you add inventory and non-inventory items on details), click Process toolbar button.
- Once the process is finished, Inventory Receipt screen will open. Only the inventory items entered in the Purchase Order transaction will be displayed in the details of created Inventory Receipt. Non-inventory items will not be included in the process.

	Autoritation Material Conference																
cRACKED MUG		✓ Ship	ip From:	CRACKE	D MUG		 Conta 	ect	CRACKEDMU	3		~	Purchase No:	Crea	ited On S	ave	
ate: 6/28/2016		🗉 Shij	ір То	0001 - F	ort Wayne		v Order	red By:	irelyadmin			~	Order No:				
erms 596 10 NET 30		✓ Ship	ip Via	UPS			✓ Expect	ted:	6/28/2016				Currency:	USD			
rder Status: Open		✓ Frei	eight Terms				~ Appro	oved By:				~	Reference:				
+ Insert Q, Open Q, Ta	Details 🛪 Remove 🔠 Layout	Q, FI	liter Records	(F3)													
Item No. Contra	t Description		Misc De	escription	UOM	Contract Qty	Ordered	Received	I Discount	Cost	Tax	Tota	Additional I	Info	Sub Loca	ation St	torage Locatic
Chickpea	Chickpea		Chickpe	20	KG	0	100		0 0%	1.50	0.00	150.0	00				
TNKRENT	Tank Rent		Tank Re	ent	Each	0	1		0 0%	75.00	0.00	75.0	00				
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entory Receipt - IR-183 w Sive Search Delete etails Charges & Invoice der Type: urchase Order 20. No: anket Release No: Immet Q, Quality Q, V Order hamber Item N PQ-25 Chroip	Undo Prez. Post Add Orders Incoming inspection 2DI Cor Source Type: None ever Tax Details X Remove b. Description Ord pa Chicipea KG	Recap ments (0) Vend CRA Rec Shi 0 Shi red UOM	Vendor Cic Attachme dor ACKED MUG ACKED MUG Cicelver: In Inp From: Ci Inp Via: U Ordered 100	elyadmin RACKED M PS Receive	Nudit Log (0)	Vol Gair/Loss: 0. receipt UOM	Location 0001 - Fort V Freight Terr FOB Point: Vessel: 00 🕮 Layout Qty to Receive 11	Vayne ms: t Q, F t Cost C 00 USD	ilter Records I	F3) Cost Cos 1.50	Rec 6/2	eipt Date 18/2016 Tax 0 Shift	: Currenc; USD Sroup Number: UOM Gro	y Rec v IR-	ceipt No: -183 Net 0.00	Line Total 150.00	~ □ 0.1

3. Purchase Order status will now become Pending.

rurchase On	ier - CRACK	ED MUG																		
New Save	Search De	Comments ((0) Audit Log (1)	ate Aj	pprove Si	ibmit	Reject i	lecurring	Close											
Vendor	CRACKED	MUG		~	Ship From	n:	CRACKE	D MUG			Contact:		RACKEDMUG				Purchase No:	PO-25		
Date:	6/28/2016	6			Ship To		0001 - F	ort Wayne			Ordered B	6 II	elyadmin				Order No:			
Terms	596 10 NE	T 30			Ship Via		UPS				Expected:	6	/28/2016				Currency:	USD		
Order Status	Pending			v	Freight T	erms					Approved	By:					Reference:			
+ Insert	Q, Open	Q , Tax Details	× Remove BB Layo	ut Q	Filter Re	cords (F3)													
Item No	. c	Contract	Description		1	Alsc Des	cription	UOM	Contract Qt	/ Ord	ered Rec	elved	Discount	Cost	Tax	Tota	Additional I	nfo Su	b Location	Storage Location
Chickpe	a		Chickpea		(Thickpea		KG		0	100	0	016	1.50	0.00	150.	00			
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Ship To:	4242 Flagst	aff Cove										Арр	roval Notes:					Total:		225.00
	United Stat	es																		
2000	Pene	ding																I P	age	1 of 1 🕨 🕅

Here are the steps on how to process Purchase Order to Inventory Receipt where items added on PO includes inventory and non-inventory items:

1. After creating **Purchase Order** record (see How To Create Purchase Order but be sure you add inventory and non-inventory items on details), click **Process** toolbar button.

2. Once the process is finished, Inventory Receipt screen will open. Only the inventory items entered in the Purchase Order transaction will be displayed in the details of created Inventory Receipt. Non-inventory items will not be included in the process.

urchase Order ource Type: lanket Release No endor Ref No: + Insert Q Viev Order No. P0-14	None None Witem Q, Quality Item No. Coffee	0 Q. View Tax Details Description Coffee Beans	BOL No: [Ship From:] Ship Via: [x Remove] Or Bu	Cracked Mug Truck El Layout Q. Filter dered UOM Order shels	r Records (F3) ed Receiv 500 0	Receiver: Freight Terms: FOB Point: FOB Point: Receipt UOM 0 Bushels 0	irelyadmin Pickup Origin Qty to Rec	ielve 500 0	v v	Vessel: Tax Group: Shift Numb ost Cost U 2.80 0.00	er:	1	ax Line To 0.00 1,40
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ource Type: lanket Release No endor Ref No: + Insert Q, View	None	0 Q, View Tax Details	BOL No: [Ship From:] Ship Via: [x Remove]	Cracked Mug Truck III Layout Q, Filter	r Records (F3)	Receiver: Freight Terms: FOB Point:	irelyadmin Pickup Origin		~	Vessel: Tax Group: Shift Numb	er:		• IR-70
ource Type: lanket Release No endor Ref No:	None	0	BOL No: Ship From: Ship Via:	Cracked Mug Truck	~	Receiver: Freight Terms: FOB Point:	irelyadmin Pickup Origin		× ×	Vessel: Tax Group: Shift Numb	er:		• IR-70
ource Type: lanket Release No	None	0	BOL No: Ship From:	Cracked Mug	~	Receiver: Freight Terms:	irelyadmin Pickup		~	Vessel: Tax Group:		030	¥ 18-70
ource Type:	None	0	BOL No:	Cracked Mug		Receiver:	irelyadmin Pickup		v	Vessel: Tax Group:		E 030	♥ IR-70
ource Tupe:	None		ROL No:			Receiver	irehadmin			Versel		030	• IR-70
rurchase Order												030	V IR-70
i yr		0001005084		Cracked Mug			0001 - Fort	Wayne		02/0	9/2016	ER LICD	10.70
eceipt Type:	a invoice incoming	Vendor ID:	ornimencs (o)	Vendor Name:	1 108 (0)		Location:			Rece	ipt Date:	Current	v: Receipt No
ew Save Search	h Delete Undo R	۲rint Post Recap ۱	/endor Close										
ventory Receipt -	- IR-70		•										^
MISCPARTS		Miscellaneous Parts		Miscellaneous Parts	Each	0	50	0	0%	1.05	0.00	52.50	
Coffee		Coffee Beans		Coffee Beans	Bushels	0	500	0	0%	2,80	0.00	1,400.00	
Item No.	Contract	Description		Misc Description	UOM	Contract Qty	Ordered F	Received	Discou	Cost	Tax	Total	Additional Info
+ Insert Q. Ope	en Q. Tax Details	× Remove BB Lavo	ut Q. Filte	er Records (F3)									
rder Status: Ope	20	~	Freight Terms	Pickup		 Approved B 	y:			✓ Refere	ince:		
erms Due	on Receipt	~	Ship Via	Truck		 Expected: 	02/09/2016			Currer	ncy:	USD	
ate: 02/0	09/2016		Ship To	0001 - Fort Wayne		✓ Ordered By:	irelyadmin			✓ Order	No:		
	ckeu mug	~	Ship From:	Cracked Mug		 Contact: 	Cracked Mus	g		✓ Purch	ase No:		
endor Crac	cked Mur												

3. Purchase Order status will now become Pending.

	Attachments (0) Comments	(0) Audit Log (1)												
/endor	Cracked Mug	~	Ship From:	Cracked Mug		Cont	act:	Cracked Mug			Purchase N	o: PO-14		
Date:	02/09/2016		Ship To	0001 - Fort Wa	yne	Orde	red By:	irelyadmin			Order No:			
erms	Due on Receipt		Ship Via	Truck		Expe	cted:	02/09/2016			Currency:	USD		
Order Statu	s: Pending	Ý	Freight Terms	Pickup		Appr	oved By:				Reference:			
+ Insert	Q, Open Q, Tax Details	× Remove 🔠 Lays	out Q. Filter	r Records (F3)										
Item N	lo. Contract	Description		Misc Description	UOM	Contract Qty	Ordered	d Received	Discou	Cost	Tax	Total	Additional Info	Sub L
Coffee		Coffee Beans		Coffee Beans	Bushels	0	5	00	0 0%	2.80	0.00	1,400.00		
10000														
MISCPA	ARTS	Miscellaneous Parts		Miscellaneous	Each	0		50	0 0%	1.05	0.00	52.50		
MISCPA	ARTS	Miscellaneous Parts		Miscellaneous	Each	0		50	0 0%	1.05	0.00	52.50		
MISCPA	ARTS	Miscellaneous Parts		Miscellaneous	Each	0		50	0 0%	1.05	0.00	52.50		
MISCP/	ARTS	Miscellaneous Parts		Miscellaneous	Each	0		50	0 0%	1.05	0.00	52.50		
miscer	ARTS	Miscellaneous Parts	iem:	Miscellaneous	Each	0	Ар	proval	0 0%	1.05	0.00	52.50 Subtotal:		1,45
miscer	Indianapolis, IN 46201 United States	Miscellaneous Parts	iem: In Hand:	Miscellaneous	Each On Order (PO):	0	Ap	proval	0 0%	1.05	0.00	52.50 Subtotal: Shipping:		1,452
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Here are the steps on how to process Purchase Order to Purchase Receipt where items added on PO includes inventory and non-inventory items:

1. After creating Purchase Order record (see How To Create Purchase Order but be sure you add inventory and non-inventory items on details), click Process toolbar button.

	Ord Purchase Ord	ler													× O ×
	New Save	Search Dele	te Undo	Print	Process Dupli	ate Vendo	Close								
	Details Atta	achments													
	Vendor ID:		Date:	Lo	ocation:		Contract I	No:	Currency	r: Orde	r Status:		Purchase No	:	
	V'100	*	06/29/20	15 🖪 A	P's Compay Lo	cation 👻			USD	Ƴ Ope	n	*			
	Ship From: A	P's Location		Y Ship T	o: AP's Com	pay Location	¥	Contact:				Order No:			
	AP's St. Cor 1 Westerlo NV	00 Test Drive		AP's S	St. Cor Test Av	e 70		Ship Via:	UPS Grou	nd	*	Ordered By:	AGADMIN		~
	United States	A& A J J		Unite	d States	0		Expected:	06/29/20	15		Approved By:			*
								Freight Terms:	Deliver		~	Prepaid:			
	Reference:							Terms:	3% 5 Net	15	*				
	📀 Insert 🔍	View 🤤 Ren	nove 📇 L	ayout + 💡	Filter Record	is (F3)									
	📄 Item No.	Desc	ription		Misc	Description	UOM	Ordered	Contract Q	ty I	Received	Discoun	Cost	Tax	Tot
inventory item	WHEAT	'whe	at - inv				Each	30		0	C	0%	12.50	None	37
non-inventory	Glass inst	allation 'Glass	s installation	- Services			Each	1		0	0	0%	12.50	None	1
items	Car Rent	als 'Car I	Rentals - Oti	ter Charge			Each	1		0	C	1 0%	25.00	None	2
	1														•
	Item:	'Car Rentals . '	Car Rentals	• Other Ch	arne							Subtotal		412.50	
	On Hand:	car noncars	0 On C	rder (PO):	lige	0						Shipping:		0.00	00000
	Committed:		0 Back	Order:		0						Tax:		0.00	00000
												Total:		412.50	00000
	🥝 🔮 🤶 Re	ady										4	Page	1 of 1	

2. Once the process is finished, **Inventory Receipt** screen will open. Only the **inventory items** entered in the Purchase Order transaction will be displayed in the details of created Inventory Receipt. **Non-inventory items** will not be included in the process.

	Inventory Receipt -	INVRCT-52								× 🗆 ×	
	New Save Search	h Delete Undo Print	Receive Reca	p Vendor Close							
	Details Incoming In	nspection Freight & Invoic	e EDI Atta	chments							
	Receipt Type:	Vendor ID:		Vendor Name:		Location:	Receipt	t Date: Currency	: Receipt No:		
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	Blanket Release No:	lease No: Ship		AP's Location	Vessel:		Allocat	te Freight: No		*	
	Vendor Ref No:		Ship Via:	UPS Ground	Y Freight Terms	Freight Terms: Deliver		lumber:			
	Bill of Lading No:		Receiver:	AGADMIN	Y FOB Point:	Destination					
	Notes:										
	🔾 Insert 🔍 View 1	ltem 🤤 Remove 🔠 Layo	ut 🕶 🍸 🛛 Filter	Records (F3)							
	Order Number	Item No. Descr	iption	Ordered UOM	Ordered Re	ceived Receipt UOM	Qty to Receive	Lot Wgt UOM	Unit Cost	Тах	
inventory item	▶ □ PO-34	WHEAT 'whea	t - inv	Each	30	0 Each	3	0	12.50		
					0	0		0	0.00		
	4									•	
	🕝 😧 🏆 Ready							A Page	1 of 1		

3. Purchase Order status will now become Pending.

Order Status:	
Pending	~