How to Create Inventory Receipt - Purchase Order Type

- 1. Create Purchase order. Go to Purchasing Accounts Payable>Purchase Orders>new.
- 2. This will open new Purchase order screen.
- 3. Enter/select the following details:
 - a. Vendor
 - b. Date
 - c. Ship To
 - d. Terms
 - e. Freight Terms
 - f. Contact
 - g. Ordered By
 - h. Item No.
 - i. Order UOM
 - j. Order Qty
 - k. Cost

urchase Order - ABC Trucking (edited)														
New Save Search Delete Undo Print Process Duplicate - Recurring Close														
Details Attachments Activities Audit Log Approval														
Vendor * ABC Trucking (edited) Q Ship From * Office v Contact Bob Smith v Purchas	v Purchase No Created 0													
Date 01/29/2018 🗐 Recur: Ship To +0001-Fort Wayne 🗸 Ordered By irelyadmin 🔍 Order N	No													
Terms Net 15 v Ship Via v Expected 01/29/2018 Current	cy USD			~										
Order Status Open v Freight Terms Deliver v Reference														
+ Insert D Open D Tax Details X Remove Export + III View + Filter (F3)	ilter (F3)													
Item No. Contract Description Misc Description Contract UOM Contract Qty Order UOM Ordered Qty Received Qty Discount	Cost	Tax	Total	Curr										
✓ Test Lotted Item Test Lotted Item Test Lotted Item 0 Ib 100 0 0%	10.00	61.00	1,000.00											

4. Create inventory receipt for the purchase order. There are several ways to create an Inventory Receipt from Purchase Order.

• From Purchasing module > Purchase Orders > click Process.

Purchase Ord	urchase Order - ABC Trucking (edited)														
New Save S	ew Save Search Delete Undo Prim Process Applicate - Recurring Close														
Details Atta	Details Attachments Activities Audit Log Approval														
Vendor * ABC Trucking (edited) Q Ship From			* Office			Contact	Bob Sr	mith		Purchase No	Created On Save				
Date	01/29/2018 🔲 Recur: 🗌 Ship To			+ 0001-Fort Wayn	e	\sim	Ordered B	/ irelyac	dmin	(Q. Order No				
Terms	Net 15		Ship Via				Expected	01/29/	2018	1	Currency	USD			~
Order Status	Open		Freight Terms	Deliver		~	Reference								
+ Insert	Open 🗋 Tax Details	X Remove Expo	t • 88 View • 1	Filter (F3)											5.7 2.9
Item No.	Contract	Description		Misc Description	Contract UOM	Contract Qty O		Order UON	Ordered Qty	Received Qty	Discount	Cost	Tax	Total	Cum
Test Lotte	ed item	Test Lotted Item		Test Lotted Item			0	lb	100	0	096	10.00	61.00	1,000.0	D

 From New Inventory Receipt > select Purchase Order in the Receipt Type field > select the Vendor with open Purchase Order > the Add Orders screen will automatically be opened > select the Purchase Order and click Open Selected.

Inventory Receipt -	yheenet.														
New Save Search Delete Undo Print Post Add-Orders Recap Vendor Close															
Details Charges & Invoice Incoming Inspection	Details Oranger & Innoning Inspection EDI Comments (0) Autochments (0) Autochm														
Receipt Type:	Source Type:	Vendor			Locatio	in				Receipt Date: Curre	ency Receipt No:				
Purchase Order v None Sam					~ 1000-L	ocation A			~	04/26/2016 🔲 USD	Created on Save				
BOL No:		Receiver:	irelyadmin		✓ Freig	ht Terms:				V Tax Group					
Vendor Ref No:		Ship From:	LOC-001		✓ FOB	Point:				Shift Number:			0.00		
Blanket Release No:		0 Ship Via:	UPS Ground		v Vess	el:									
+ Insert Q, Quality Q, View Tax Details X Rem	ove									Wgt or Vol Gain	/Loss: 0.00 🔠 Layout	Filter Reco	ords (F3)		
Order Number Item No. Description	Ordered UC	OM Ordered	Received Receip	pt UOM Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	iross/Net UOM	Gross	Net	Line Total	Sub Location Ste		
		0	0		0	0.00				0.00	0.00	0.00			
Add Ord	ers								^ 🗆	×					
Open Se															
Q. Fil	ter Records (F3) 2 rec	cords													
Ore	ler Number Order UOM	Ordered Qty	Received Qty S	iource Number Item No	Item Descriptio	n Qty to Receive	Load to Receive	Cost	Tax						
PO	9 pound	120.00	0.00	item5	non-lot	120.00		10.00	0.00						
PO	6 pound	1.00	0.00	lot 1102		1.00		1.25	0.00						

From existing Inventory Receipt where Receipt Type of Purchase Order and Vendor selected has open Purchase Order > click Add Orders > Add Orders screen will be opened > select the Purchase Order and click Open Selected.

Inventory Receipt -																^ □ ×		
		Print Post Add O	rders Recap Vende															
Details Charges & Ir	Invoice Incomi	ng Inspection EDI	Comments (0) Atta	chments (0) Audit Log (0)													
Receipt Type:		S	urce Type:	Vendor				Location				Re	ceipt Date: Curr	rency Receipt No:				
Purchase Order		~ h	one	Sample Company				v 1000-Loc	ation A			~ 0	4/26/2016 🗐 USE	Created on Save				
BOL No:				Receiver:	irelyadmin			✓ Freight	Terms:			~	Tax Group			~		
Vendor Ref No:				Ship From:	LOC-001	DC-001 ~							Shift Number:			0.00		
Blanket Release No:				0 Ship Via:	UPS Ground			v Vessel:										
+ Insert Q Quality	ty Q. View Tax I	Details X Remove											Wgt or Vol Gair	n/Loss: 0.00 🔠 Layout	Q Filter Records	(F3)		
Order Number	Item No.	Description	Ordere	ed UOM Ordered	Received Rec	eipt UOM Q	ty to Receive Cost	Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total S	ub Location Ste		
			1	0	0		0		0.00)			0.00	0.00	0.00			
		Add Orders	•									^ 🗆	x					
		Open Selected																
		Q Filter Re	cords (E3)	2 records														
		Order Nu	imber Order UOM	Ordered Qty	Received Qty	Source Number	Item No I	tem Description	Qty to Receive	Load to Receive	Cost	Tax						
		PO-9	pound	120.00	0.00		item5 i	non-lot	120.0	0	10.0	0.00						
		PO-6	pound	1.00	0.00		lot 1102		1.0	0	1.2	5 0.00						
		PO-6	pound	1.00	0.00		lot 1102		1.0	0	1.2	5 0.00						

Here is the purchase order added to the Inventory Receipt.

Inventory Receipt - IN	entary Receipt - INVRCT-76															⊐ ×		
New Save Search	w Swe Search Defete Undo Print Post AddDides Becap Vendor Close																	
Details Charges & Ir	Deals Orages & Invoice Incoming Impection EDI Comments (I) Autochments (I) Autochments (II) Autochments (II) Autochments (III) Autochments (IIII) Autochments (III) Autochments (III) Autochments (III) Autochment																	
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Purchase Order	V None Sample Company V						1000-Location A	.ocation A 🔍 04/26/2016 🗐 USD 💙 INVRCT-76										
BOL No:				Receiver:	irelyadmin	relyadmin v												
Vendor Ref No:				Ship From:	LOC-001			~	FOB Point:	Shift Number:							0.00	
Blanket Release No:				0 Ship Via:	UPS Groun	d		v	Vessel:									
+ Insert Q Quality	y Q, View Tax De	tails 🗙 Remove												Wgt or Vol Gai	n/Loss: 0.00 🔠 Layout	G Filter Rec	ords (F3)	
Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Curren	cy	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	Sto
PO-9	item5	non-lot	pound	120	0	pound	120			10.00	pound	0.00		0.00	0.00	1,200.0	0 Main	M
				0	0		0			0.00				0.0	0.00	0.0	D	