

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:

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.

Purchase Order - CRACKED MUG

Vendor: CRACKED MUG | Ship From: CRACKED MUG | Contact: CRACKED MUG | Purchase No: Created On Save
Date: 6/28/2016 | Ship To: 0001 - Fort Wayne | Ordered By: irelyadmin | Order No:
Terms: 5% 10 NET 30 | Ship Via: UPS | Expected: 6/28/2016 | Currency: USD
Order Status: Open | Freight Terms: | Approved By: | Reference:

Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discount	Cost	Tax	Total	Additional Info	Sub Location	Storage Location
Chickpea		Chickpea	Chickpea	KG	0	100	0	0%	1.50	0.00	150.00			
TNKRENT		Tank Rent	Tank Rent	Each	0	1	0	0%	75.00	0.00	75.00			

3. Purchase Order status will now become **Pending**.

Purchase Order - CRACKED MUG

Vendor: CRACKED MUG | Ship From: CRACKED MUG | Contact: CRACKED MUG | Purchase No: PO-25
Date: 6/28/2016 | Ship To: 0001 - Fort Wayne | Ordered By: irelyadmin | Order No:
Terms: 5% 10 NET 30 | Ship Via: UPS | Expected: 6/28/2016 | Currency: USD
Order Status: Pending | Freight Terms: | Approved By: | Reference:

Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discount	Cost	Tax	Total	Additional Info	Sub Location	Storage Location
Chickpea		Chickpea	Chickpea	KG	0	100	0	0%	1.50	0.00	150.00			
TNKRENT		Tank Rent	Tank Rent	Each	0	1	0	0%	75.00	0.00	75.00			

Ship From: 123 MAIN ADDRESS, Indianapolis, IN 46204, United States | Item: On Hand: | On Order (PO): | Approval: | Subtotal: 225.00
Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States | Item: Committed: | Back Order: | Approval: | Shipping: 0.00
Tax: 0.000000
Total: 225.00

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Purchase Order - Cracked Mug

Vendor: Cracked Mug, Date: 02/09/2016, Ship To: 0001 - Fort Wayne, Ship Via: Truck, Freight Terms: Pickup, Order Status: Open.

Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discou...	Cost	Tax	Total	Additional Info	Sub
COFFEE		Coffee Beans	Coffee Beans	Bushels	0	500	0	0%	2.80	0.00	1,400.00		
MISCPARTS		Miscellaneous Parts	Miscellaneous Parts	Each	0	50	0	0%	1.05	0.00	52.50		

Inventory Receipt - IR-70

Receipt Type: Purchase Order, Vendor ID: 0001005084, Vendor Name: Cracked Mug, Location: 0001 - Fort Wayne, Receipt Date: 02/09/2016, Currency: USD, Receipt No: IR-70.

Order No.	Item No.	Description	Misc Description	UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost	Cost UOM	Tax	Line Total
PO-14	COFFEE	Coffee Beans	Coffee Beans	Bushels	500	0	Bushels	500	2.80		0.00	1,400.00
					0	0		0	0.00			0.00

Total: Total Charges: ... Grand Total: 1,400.00

- Purchase Order status will now become **Pending**.

Purchase Order - Cracked Mug

Vendor: Cracked Mug, Date: 02/09/2016, Ship To: 0001 - Fort Wayne, Ship Via: Truck, Freight Terms: Pickup, Order Status: **Pending**.

Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discou...	Cost	Tax	Total	Additional Info	Sub Loc
COFFEE		Coffee Beans	Coffee Beans	Bushels	0	500	0	0%	2.80	0.00	1,400.00		
MISCPARTS		Miscellaneous Parts	Miscellaneous ...	Each	0	50	0	0%	1.05	0.00	52.50		

Ship From: Indianapolis, IN 46201, United States. Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States.

Subtotal: 1,452.50, Shipping: 0.00, Tax: 0.000000, Total: 1,452.50.

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Purchase Order

Vendor ID: Y100, Date: 06/29/2015, Location: AP's Compay Location, Contract No: , Currency: USD, Order Status: Open, Purchase No: .

Ship From: AP's Location, Ship To: AP's Compay Location, Contact: , Order No: , Ship Via: UPS Ground, Ordered By: AGADMIN, Expected: 06/29/2015, Approved By: , Freight Terms: Deliver, Prepaid: , Reference: , Terms: 3% 5 Net 15.

Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discou...	Cost	Tax	Tot
WHEAT	wheat - inv		Each	30	0	0	0%	12.50	None	37
Glass installation	Glass installation - Services		Each	1	0	0	0%	12.50	None	1
Car Rentals	Car Rentals - Other Charge		Each	1	0	0	0%	25.00	None	2

Item: 'Car Rentals - Car Rentals - Other Charge', Subtotal: 412.500000, On Hand: 0, On Order (PO): 0, Shipping: 0.000000, Committed: 0, Back Order: 0, Tax: 0.000000, Total: 412.500000.

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

Details | Incoming Inspection | Freight & Invoice | EDI | Attachments

Receipt Type: Purchase Order | Vendor ID: V100 | Vendor Name: AP's Sample Vendor | Location: AP's Company Location | Receipt Date: 06/29/2015 | Currency: USD | Receipt No: INVRCT-52

Blanket Release No: | Ship From: AP's Location | Vessel: | Allocate Freight: No

Vendor Ref No: | Ship Via: UPS Ground | Freight Terms: Deliver | Shift Number: |

Bill of Lading No: | Receiver: AGADMIN | FOB Point: Destination

Notes:

Insert | View Item | Remove | Layout | Filter Records (F3)

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Lot Wgt UOM	Unit Cost	Tax
PO-34	WHEAT	wheat - inv	Each	30	0	Each	30		12.50	
				0	0		0		0.00	

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3. Purchase Order status will now become **Pending**.

Order Status:

Pending