

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**

Purchase Order - ABC Trucking (edited)

New Save Search Delete Undo Print Process Duplicate Recurring Close

Details Attachments Activities Audit Log Approval

Vendor: ABC Trucking (edited) Ship From: Office Contact: Bob Smith Purchase No: Created On Save

Date: 01/29/2018 Recur: Ship To: 0001-Fort Wayne Ordered By: irelyadmin Order No:

Terms: Net 15 Ship Via: Expected: 01/29/2018 Currency: USD

Order Status: Open Freight Terms: Deliver Reference:

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		0 lb		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**.

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✓		Test Lotted Item	Test Lotted Item		0 lb		100	0	0%	10.00	61.00	1,000.00	

- 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

New Save Search Delete Undo Print Post Add Orders Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (0)

Receipt Type: Purchase Order Source Type: Vendor Location: 1000-Location A Receipt Date: 04/26/2016 Currency: USD Receipt No: Created on Save

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:

Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00

Blanket Release No: Ship Via: UPS Ground Vessel:

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	Sh
				0	0		0		0.00				0.00	0.00	0.00		

Wgt or Vol Gain/Loss: 0.00 Layout Filter Records (F3)

Add Orders

Open Selected Refresh Export Close

Order Number	Order UOM	Ordered Qty	Received Qty	Source Number	Item No.	Item Description	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 -

New Save Search Delete Undo Print Post **Add Orders** Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (0)

Receipt Type: Source Type: Vendor Location Receipt Date: Currency Receipt No:
Purchase Order None Sample Company 1000-Location A 04/26/2016 USD Created on Save

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:
Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00
Blanket Release No: 0 Ship Via: UPS Ground Vessel:

+ Insert Quality View Tax Details X Remove Wgt or Vol Gain/Loss: 0.00 Layout Filter Records (F3)

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	St
				0	0		0		0.00				0.00	0.00	0.00		

Add Orders Open Selected Refresh Close

Filter Records (F3) 2 records

Order Number	Order UOM	Ordered Qty	Received Qty	Source Number	Item No	Item Description	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

Here is the purchase order added to the Inventory Receipt.

Inventory Receipt - INVRCT-76

New Save Search Delete Undo Print Post Add Orders Recap Vendor Close

Details Charges & Invoice Incoming Inspection EDI Comments (0) Attachments (0) Audit Log (1)

Receipt Type: Source Type: Vendor Location Receipt Date: Currency Receipt No:
Purchase Order None Sample Company 1000-Location A 04/26/2016 USD INVRCT-76

BOL No: Receiver: irelyadmin Freight Terms: Tax Group:
Vendor Ref No: Ship From: LOC-001 FOB Point: Shift Number: 0.00
Blanket Release No: 0 Ship Via: UPS Ground Vessel:

+ Insert Quality View Tax Details X Remove Wgt or Vol Gain/Loss: 0.00 Layout Filter Records (F3)

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Cost Currency	Cost	Cost UOM	Tax	Gross/Net UOM	Gross	Net	Line Total	Sub Location	St
PO-9	item5	non-lot	pound	120	0	pound	120		10.00	pound	0.00		0.00	0.00	1,200.00	Main	M
				0	0		0		0.00				0.00	0.00	0.00		