Add a Purchase Order Receipt
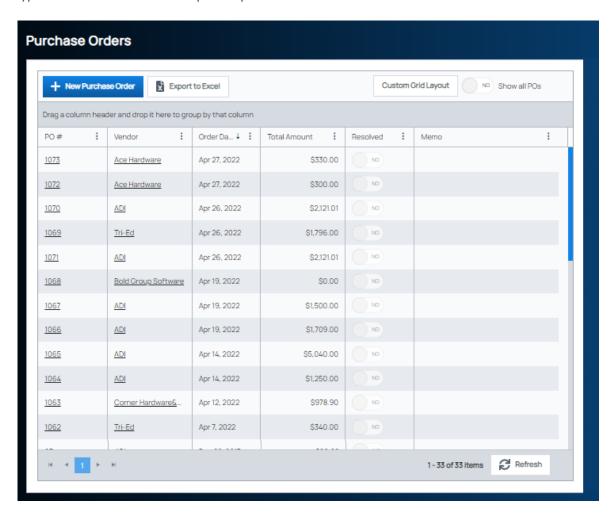
A purchase order can be received by three different methods. Adding the receipt from the Purchase Orders list takes the least amount of time. This article covers method number two.
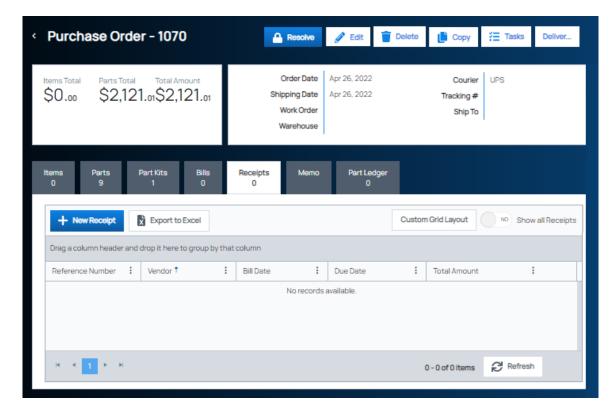
1. From a vendor record, clicking the receipts tab, and then clicking on the New Receipt button.
2. Opening the purchase order from the Purchase Orders list.
3. From the Receipts tab of the Bills list.

To add a new receipt, navigate to Accounts Payable > Purchase Orders.

The Purchase Orders list is displayed. Locate the purchase order number in the grid area, and then click on the hyperlink in the PO # column to open the purchase order.

The purchase order record is displayed. Click the Receipts tab, and then click the New Receipt button.
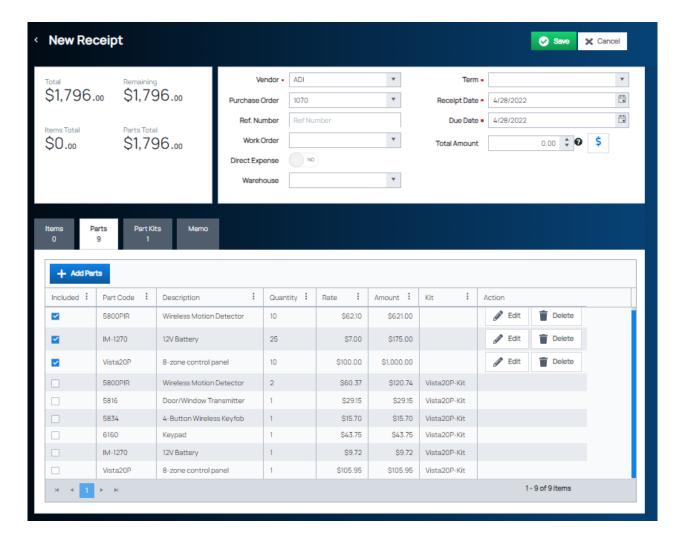
The New Receipt page is displayed. There are three panels that comprise the receipt record:

- **Upper Left Panel** — As items, parts, and part kits are marked as received, the amounts are automatically updated.
- **Upper Right Panel** — This is considered the header of the receipt and all required fields must be populated to save the receipt.
- **Tabs in the Lower Panel** — The information displayed on each tab is auto-filled from the purchase order. Navigate to the tabs displaying a quantity and tick off what is being received.
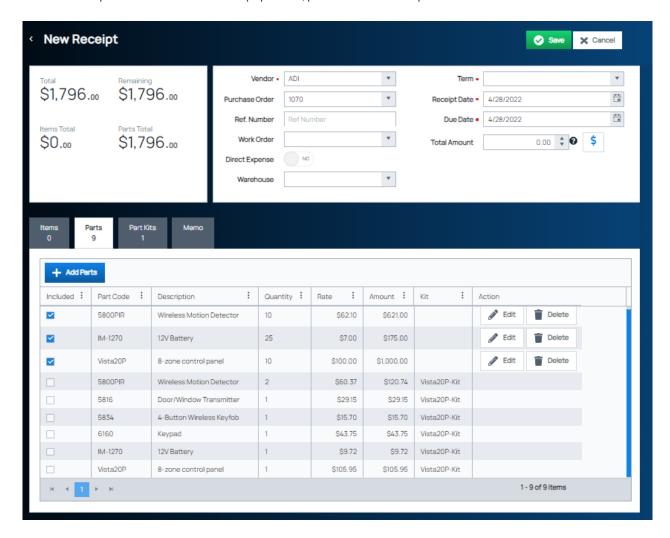
Each data entry field is described below.

Data Entry Fields

- **Vendor** — This field auto-fills with the vendor associated with the purchase order. If this field is blank, click the drop-down arrow to select the vendor.

- **Purchase Order** — This field should auto-fill with the purchase order number. If this field is blank, click the drop-down arrow to select the purchase order number.

- **Ref. Number** — If the packing list indicates the vendor invoice number, enter that value. If no invoice number is available, enter the packing list or shipper number. If none of these values are available, type the purchase order number.

- **Work Order** — If the purchase order was linked to a work order, this field should auto-fill. If this field is blank and this receipt is associated with a work order, make a selection from the drop-down list.

- **Direct Expense** — If the purchase order is associated with a work order, or if the parts/items being purchased are for company use, set the toggle button to Yes. If parts are being received into a warehouse set the toggle button to No.

- **Warehouse** — If parts are being received into inventory, select the warehouse from the drop-down list. If the Direct Expense field was set to No, ignore this field.

- **Receipt Date** — Enter the date on which the parts/items were actually received.

- **Total Amount** — After selecting which items, parts, or part kits are being received, enter the amount into this field.

Once the receipt header fields have been populated, proceed to the receipt tabs.

Items Tab

If items were ordered on the purchase order and are being received, select the checkbox to the left of each item being received. If the quantity being received is less than the purchase order quantity, click the edit button and change the quantity.

Parts Tab

If parts were ordered on the purchase order and are being received, check the box to the left of each part being received. If the quantity being received is less than the purchase order quantity, click the edit button and change the quantity.

Part Kits Tab

If parts kits were ordered on the purchase order and are being received, select the checkbox to the left of each part kit being received. If the quantity being received is less than the purchase order quantity, click the edit button and change the quantity.

Note: If not all items in the part kit arrived in the shipment, the software will not allow you to partially receive a part kit. You have two options to deal with partial part kit receipts:

- Receive the entire part kit, and make a note of the partial receipt.

- Wait until all items in the part kit have arrived, and then enter the receipt.

Once all receipt selections have been made on the Items, Parts, and Part Kits tabs, the total amount of the receipt is displayed in the upper left panel.

In the Total Amount field of the receipt header, type in the total amount for the receipt. When finished, click the Save button at the upper right of the page.