

Receive and Resolve a Purchase Order Overview

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Receiving and Resolving a purchase order are two separate functions with two different purposes.

Receiving a Purchase Order

If a purchase order contains inventory parts, it needs to be received so that part quantities can be updated within the warehouse selected on the purchase order. If the parts being ordered are for company use and will be direct expensed, then use the Resolve a Purchase Order function.

If not all of the parts on the purchase order are received at the same time, multiple receipts may be created for a given purchase order.

If a purchase order is for expense items only, users do not need to receive but can use the resolve function instead.

Resolving a Purchase Order

The resolve function is used to acknowledge that all items on a purchase order have been fulfilled. Once a purchase order is resolved, a bill can be entered and linked to the purchase order.