

Receiving Process

Using the Receipt Worksheet

- 1. Open up the PO Lines to Receive cabinet in the PO Lines to Receive view and enter the Purchase order number.
- 2. Open the **Receipt Transaction Worksheet** and enter the **Purchase order** number, **Packing slip** number, Classification of **Kitted Receipt**, and the **Date**.
- 3. Enter a Number where the items are to be kitted or pre-kitted and click Display Lines.
- 4. Enter the Receipt Quantities and click Post All.

PO Lines to Re	ceive - P	O Lines to	o Rece	eive							Include Pu	irchase Order L	Lines with the followir	ng
<u>E</u> dit <u>V</u> iew <u>W</u>	/indow <u>H</u>	lelp									Purchase	e order number	1	
i 🏷 🛅 😅	🖂 🧉	5 🖪 🔛	। ত	😤 🖽		All Lines	s to Print	to Receive			Contain:		51585	
							1							
PO L	ines t	lo Rec	eiv	е							-Work Ur	der Number-		
				-							Equal to:			
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Deliver to	Stock?	Number	Task	PO#	Line	Quantity Ordered	Price	Received to Date	QOH	Bin	Equal to:		[anv]	
Storeroom	No	840000	1	51584	2	1 each	C\$49.350000 each				Equarto.		Iten 03	
toreroom	No	840000	1	51584	4	1 each	C\$80.340000 each				_ Vendor r	number		
Storeroom	Yes			51584	9	10 each	C\$61.300000 each		30 each	A09l2	Equal To	c		
o Be Kitted	No	601030	1	51585	1	11 each	C\$42.720000 each	5 each	5 each	A26D1			,	
o Be Kitted	No	601030	1	51585	2	4 each	C\$349.900000 each		2 each	A27A2	_ Vendor r	name		
Storeroom	Yes			51585	8	1 each	C\$70.820000 each		0 each	A06B4	Contains:			
toreroom	Yes			51585	17	6 each	C\$6.170000 each		10 each	A11CAB				
toreroom	Yes			51588	3	24 each	C\$21.940000 each	23 each	59 each	A11CAB	- Catalog i	item number		
Storeroom	Yes			51588	8	30 each	C\$0.850000 each		20 each	A22B5	Contains:			
Storeroom	Yes			51588	9	20 each	C\$2.190000 each		149 each	A10C4	_ Line Der	cription		
Storeroom	Yes			51588	12	100 each	C\$7.220000 each	40 each	182 each	A11CAB	C	sonption		
Storeroom	Yes			51589	2	20 each	C\$3.670000 each	15 each	35 each	A10C6	Lontain:			
	No	300000	1	51590	1	10 each	C\$18.700000 each			1	- Inventor	v purchase Me	es/No)	
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