



Title of document	How to receive Purchase orders
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**Purpose**

This procedure explains the process of receiving purchase orders. Once an order has been placed, and the goods have arrived, this is the process of booking those goods into stock so that they can be used to fulfil your Sales Orders.

**Scope**

This procedure applies to any users that manage the receiving in of goods of any stock/purchases within a company such as; admin, accounts or purchasing for example.

## Table of Contents

<b><i>Receiving orders</i></b> .....	<b>3</b>
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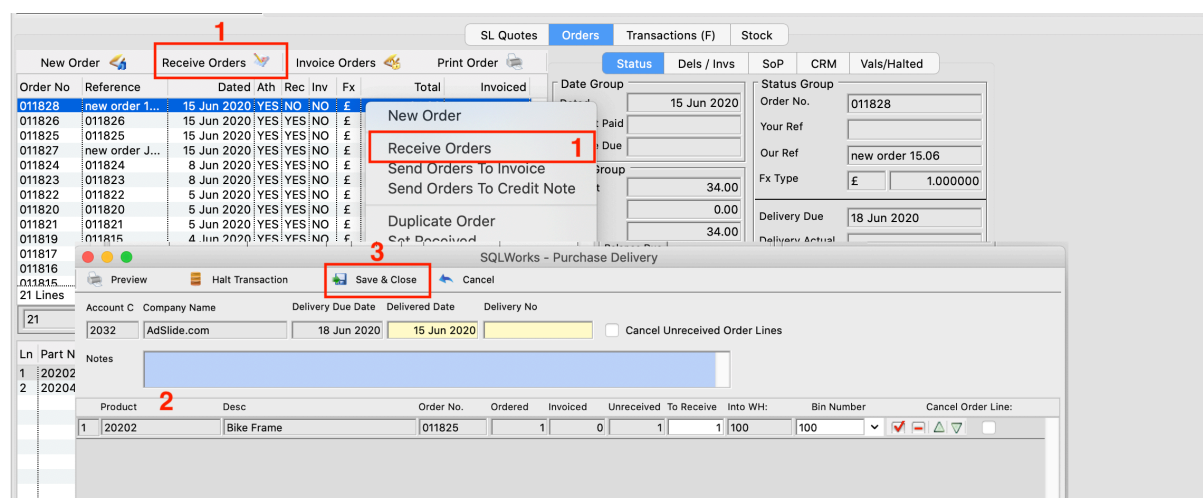
## Change History:

Date	Version	Created by	Description of change	Approved by
18.06.2020	1	Naomi Williams		

## Receiving orders

Stock can be received independently of the invoice and all PO lines have values for tracking qty received, and qty invoiced. Because of this you may want to consider enabling preferences that automatically journal financial values between the "stock on hand" nominal code and the "stock received not invoiced" nominal code.

You can also enable a complex PO receipt window that allows you (or forces you) to enter the Invoice at the same time as receiving stock, given that the quantity invoiced matches the quantity received.



To find orders that have not yet been received, check under the 'Rec' column, if not yet received, it will say 'NO'

1. To receive an order, this can be done in 2 ways;
  - You can click on the Receive Orders button above the orders window,
  - Or right click on the order and select Receive Orders from the drop-down menu.

If you have more than one order that has not yet been received, you can select multiple Purchase orders for an account and receive them at the same time.

2. This will open a Purchase Delivery window where you can check the information on the order and amend a number of things such as;
  - The quantity of the product received - This may be different to the quantity ordered.
    - If more are received than expected this will be specified as 'extra' received qty against a line.
    - If less than expected the line will remain open by default and remain as a backorder.

- If you want to cancel the balance qty, you can tick the 'cancel order line' button on a line by line basis or cancel ALL unreceived order lines. This will receive any qty you have entered while also adding a cancel qty for the balance, ensuring there will be nothing remaining on backorder.
  - The Bin Number in the Warehouse that you will receive stock into. This will default to the specific 'in bin' location for the product if set, or the default 'in bin' for that warehouse.
  - You can add and receive stock from additional lines not on the original PO using the tick button (i.e. if stock received was the wrong item)
  - You can remove lines from the window so they will not be included
3. To apply all changes and receive orders click on Save & Close.
  4. The received stock will now show as actual and available in your stock ledger.
  5. You can view past deliveries by selecting the Dels/Invs tab and highlighting the order. Double click the delivery to view more detail.
  6. To learn more please read our Introduction to stock ledger guide on our website Help page here: <https://www.sqlworks.co.uk/stock-ledger/>.

