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.