



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**.

	Deliver to	Stock?	WO Number	Task	PO #	Line	Quantity Ordered	Price	Received to Date	QOH	Bin
	Storeroom	No	840000	1	51584	2	1 each	C\$49.350000 each			
	Storeroom	No	840000	1	51584	4	1 each	C\$80.340000 each			
	Storeroom	Yes			51584	9	10 each	C\$61.300000 each		30 each	A09I2
	To Be Kitted	No	601030	1	51585	1	11 each	C\$42.720000 each	5 each	5 each	A26D1
	To Be Kitted	No	601030	1	51585	2	4 each	C\$349.900000 each		2 each	A27A2
	Storeroom	Yes			51585	8	1 each	C\$70.820000 each		0 each	A06B4
	Storeroom	Yes			51585	17	6 each	C\$6.170000 each		10 each	A11CABE
	Storeroom	Yes			51588	3	24 each	C\$21.940000 each	23 each	59 each	A11CABE
	Storeroom	Yes			51588	8	30 each	C\$0.850000 each		20 each	A22B5
	Storeroom	Yes			51588	9	20 each	C\$2.190000 each		149 each	A10C4
	Storeroom	Yes			51588	12	100 each	C\$7.220000 each	40 each	182 each	A11CABE
	Storeroom	Yes			51589	2	20 each	C\$3.670000 each	15 each	35 each	A10C6
	Storeroom	No	300000	1	51590	1	10 each	C\$18.700000 each			

Prompted Filter Details

Include Purchase Order Lines with the following

Purchase order number: 51585

Work Order Number: []

Deliver to: [any]

Vendor number: []

Vendor name: []

Catalog item number: []

Line Description: []

Inventory purchase (Yes/No): [any]

Limit number of rows to: []

OK Clear All Cancel

Receipt Transaction Worksheet - Pending Receipts

Display lines from: Purchase order: 51585, Ordered from: CANB0002, Vendor name: CANADIAN BEARINGS LIM

Received by: MCADMIN, Received on: 5/12/2006 at 12:20

Reference document information: Classification: Kitted Receipt, Number: [], Date: 5/12/2006, Quantity: []

PO Line	Description	Catalog Item	Name	Receipt Quantity	Due By	Expected Quantity	Full?	Final?	Discrepancies
51585-1	FILTER/REGULATOR, AIR LI	50044484	FILTER/REGULATOR, AIR LI	4 ea	5/26/2006 00:00	6 ea	No	No	
51585-2	ACCUMULATOR, BLADDER	50038437	ACCUMULATOR, BLADDER	ea	5/26/2006 00:00	4 ea	No	No	
51585-4	SPROCKET, 1" BORE STEEL	50051357	SPROCKET, 1" BORE STEEL	ea	5/12/2006 00:00	1 ea	No	No	
51585-5	SPROCKET, 7/8" BORE STE	50051684	SPROCKET, 7/8" BORE STE	ea	5/12/2006 00:00	1 ea	No	No	
51585-6	SPROCKET, 1-1/8" BORE ST	50051484	SPROCKET, 1-1/8" BORE ST	ea	5/12/2006 00:00	1 ea	No	No	
51585-7	SPROCKET, 1" BORE STEEL	50051390	SPROCKET, 1" BORE STEEL	ea	5/12/2006 00:00	1 ea	No	No	

Post All Selected