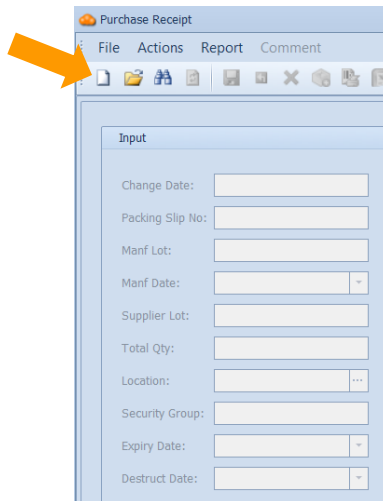


How to Enter Purchase Receipts with Containers

Prerequisites: You must have Purchase Orders created before proceeding to this step.

You can access the Purchase Receipt program from the main menu by clicking *Transactions >> Receiving >> Purchase Receipt*

Click the New button.



Purchase Receipt

File Actions Report Comment

Input

Change Date:

Packing Slip No:

Manf Lot:

Manf Date:

Supplier Lot:

Total Qty:

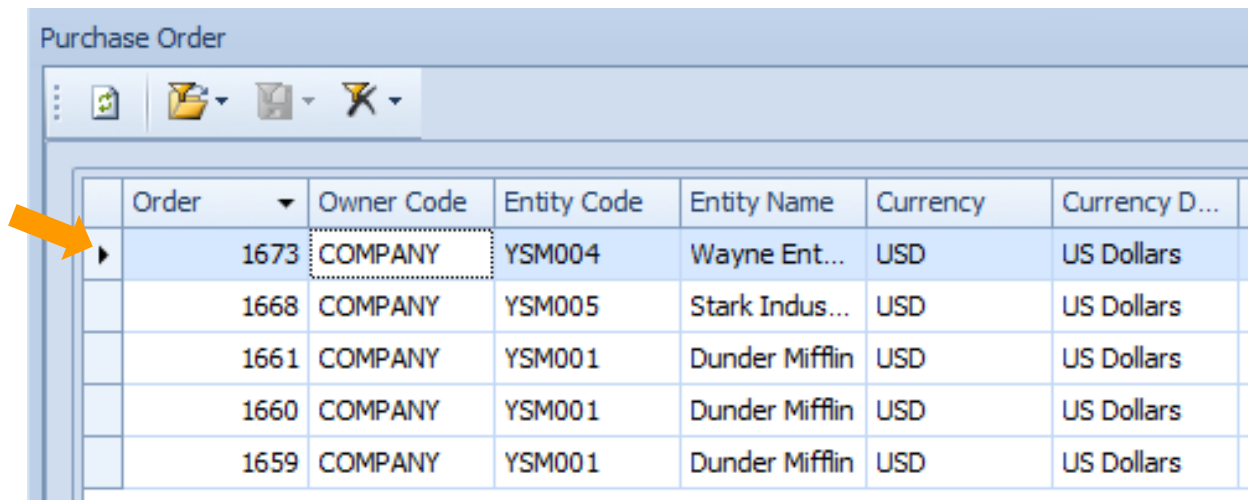
Location:

Security Group:

Expiry Date:

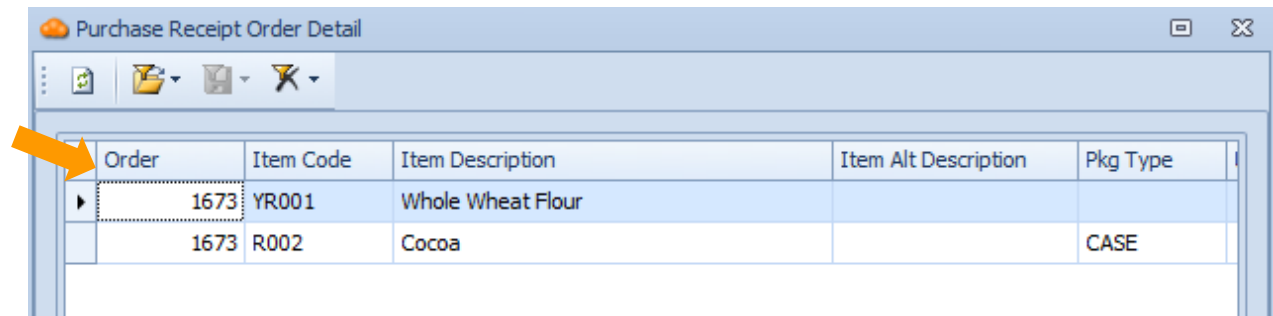
Destruct Date:

Select the corresponding Purchase Order from the list.



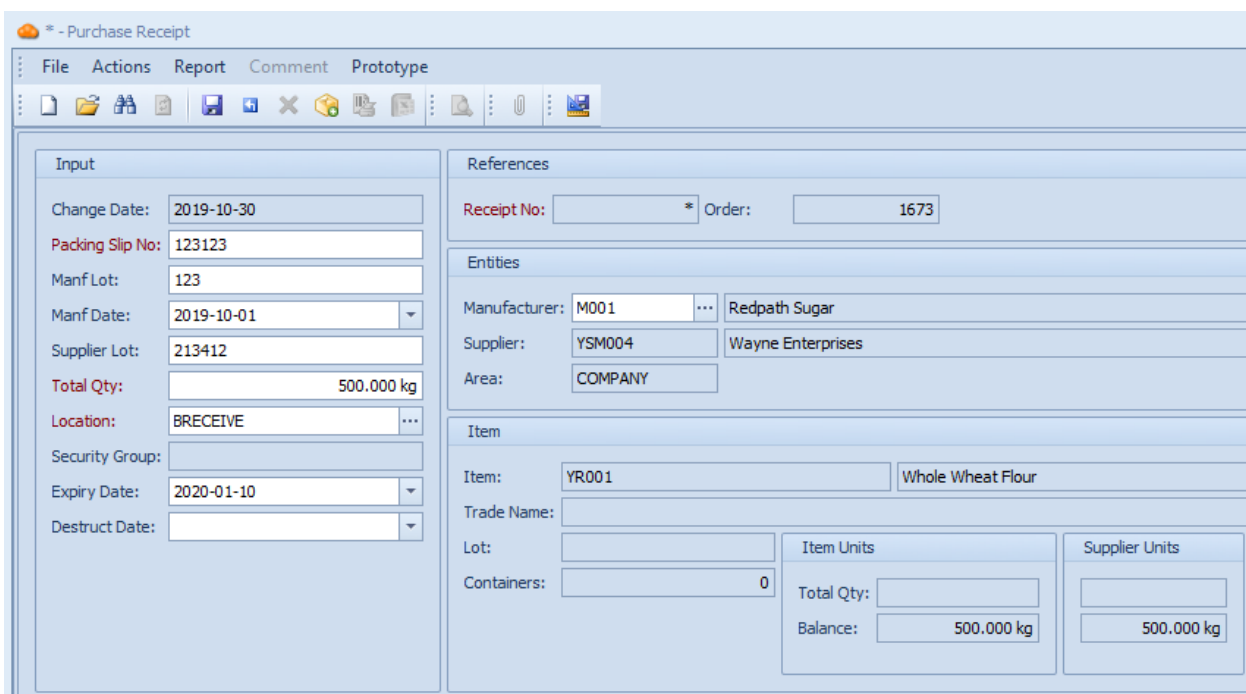
| Order | Owner Code | Entity Code | Entity Name | Currency | Currency D... |
|-------|------------|-------------|----------------|----------|---------------|
| 1673 | COMPANY | YSM004 | Wayne Ent... | USD | US Dollars |
| 1668 | COMPANY | YSM005 | Stark Indus... | USD | US Dollars |
| 1661 | COMPANY | YSM001 | Dunder Mifflin | USD | US Dollars |
| 1660 | COMPANY | YSM001 | Dunder Mifflin | USD | US Dollars |
| 1659 | COMPANY | YSM001 | Dunder Mifflin | USD | US Dollars |

Select the relevant purchase order detail.



| Order | Item Code | Item Description | Item Alt Description | Pkg Type |
|-------|-----------|-------------------|----------------------|----------|
| 1673 | YR001 | Whole Wheat Flour | | |
| 1673 | R002 | Cocoa | | CASE |

Enter all the relevant information. Note that to be able to attach a CofA to this item upon receipt, you must include a Manufacturer and a Manufacturer's Lot number. For more information on how to attach a CofA, please refer to the [How to Attach Certificates of Analysis](#) Section.



Input

Change Date: 2019-10-30

Packing Slip No: 123123

Manf Lot: 123

Manf Date: 2019-10-01

Supplier Lot: 213412

Total Qty: 500.000 kg

Location: BRECEIVE

Security Group:

Expiry Date: 2020-01-10

Destruct Date:

References

Receipt No: * Order: 1673

Entities

Manufacturer: M001 Redpath Sugar

Supplier: YSM004 Wayne Enterprises

Area: COMPANY

Item

Item: YR001 Whole Wheat Flour

Trade Name:

Lot:

Containers: 0

Item Units

Total Qty:

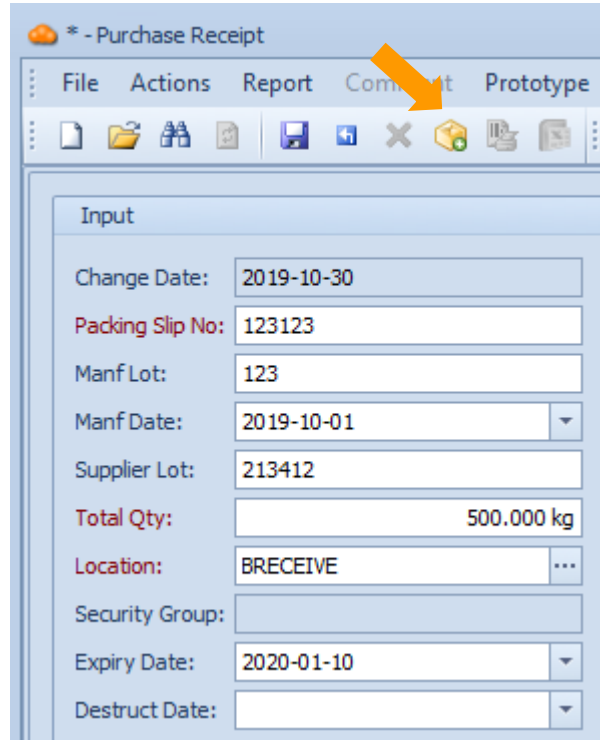
Balance: 500.000 kg

Supplier Units

Total Qty:

Balance: 500.000 kg

You also have to indicate the amount that you received on a per container basis. Select the "Add Containers" button on the menu.

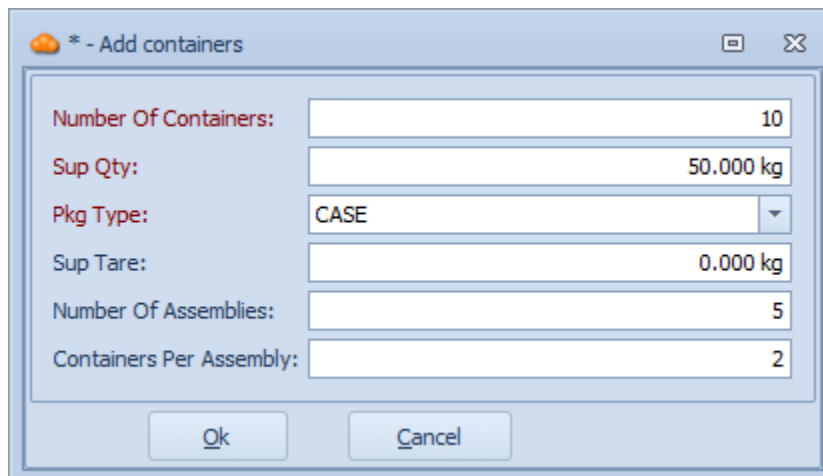


The screenshot shows a software window titled "* - Purchase Receipt". It has a menu bar with "File", "Actions", "Report", "Commit", and "Prototype". Below the menu bar is a toolbar with various icons. An orange arrow points to the "Add Containers" icon (a box with a plus sign) in the toolbar. The main area of the window is labeled "Input" and contains several fields:

| | |
|------------------|------------|
| Change Date: | 2019-10-30 |
| Packing Slip No: | 123123 |
| Manf Lot: | 123 |
| Manf Date: | 2019-10-01 |
| Supplier Lot: | 213412 |
| Total Qty: | 500.000 kg |
| Location: | BRECEIVE |
| Security Group: | |
| Expiry Date: | 2020-01-10 |
| Destruct Date: | |

Fill in relevant information. The system auto fills the **Sup Qty** field based on previously entered information.

You can also add the **Number of Assemblies**. An assembly is a collection of containers (generally a pallet/skid) and is usually the preferred container used by the supplier.



The screenshot shows a dialog box titled "* - Add containers". It contains several input fields:

| | |
|--------------------------|-----------|
| Number Of Containers: | 10 |
| Sup Qty: | 50.000 kg |
| Pkg Type: | CASE |
| Sup Tare: | 0.000 kg |
| Number Of Assemblies: | 5 |
| Containers Per Assembly: | 2 |

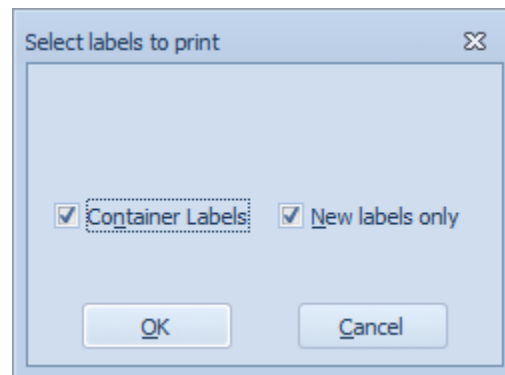
At the bottom of the dialog box are two buttons: "Ok" and "Cancel".

This will update the **Containers** tab on the bottom of the Purchase Receipt window. Verify that this is correct and update any field as necessary.

| Containers | | Test Containers | | | | | |
|------------|----------|-----------------|-----------|----------|----------|-----------|--|
| Container | Pkg Type | Assembly | Sup Qty | Sup Tare | Tare | Qty | |
| ▶ | CASE | 1 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 1 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 2 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 2 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 3 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 3 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |
| | CASE | 4 | 50.000 kg | 0.000 kg | 0.000 kg | 50.000 kg | |

Save your progress by pressing **Ctrl + S** on your keyboard.

This will prompt you to print labels. Follow the on-screen prompt.



You can print your labels in the preview window like a standard print function by selecting the Print button.

