

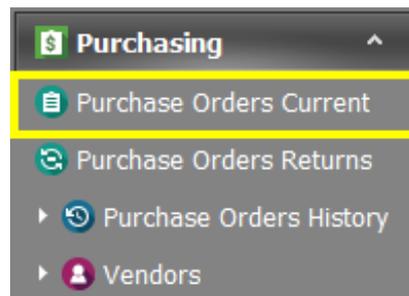
Receive a Purchase Order

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Once a **Purchase Order** has been ordered, you get to play the waiting game. The Purchase Order will sit patiently in the Purchase Orders Current section until the order arrives. Once the shipment comes in, it's essential that you update the purchase order, so those new Inventory Products can be added to your Inventory List to be sold. This article will walk you through how to Receive a Purchase Order.

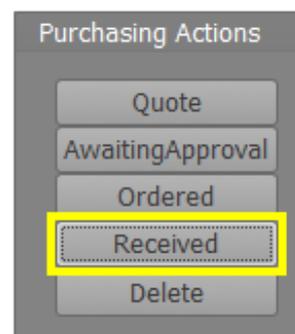
To receive a Purchase Order, follow the steps below:

- Step 1 - From the Purchasing module, select the **Purchase Orders Current** section to view a list of all current Purchase Orders. Select the **Purchase Order** to be received by double-clicking on the row.



Purchase Order	Vendor Invoice	Purchase Status
10007	23456	Return To Vendor
10010		Ordered
10011		Ordered
10014		Awaiting Approval
10016		Ordered

- Step 2 - Change the **Purchasing Action** to the "Received" status. Select **Yes** when asked if you want to proceed.



- Step 3 - Verify the quantities received by entering each Inventory Product's received amount in the Received Qty field of the pop-up screen. Enter amounts in the **Received Qty** column. If you have **Added a Unit of Measure**, make sure to use the UOM of Inventory. At this time, you can adjust for price changes or discounts and check the **Received**

Cost Total to verify you are being charged correctly for each Inventory Product.

Inventory Product	Received Qty	Received Unit Cost	Received Cost Total
Flower - Tier 2	0.00	\$1,500.00	\$0.00
TMLS Cart 0.5g Bubba ...	0.00	\$22.50	\$0.00
UH Vegan Gummy Bea...	0.00	\$16.00	\$0.00

Enter actual amounts received for each product.

Adjust received unit cost for any price changes or discounts.

Check received totals match what was charged.

- Step 4 - Click **OK**. The Inventory Products on this Purchase Order have now been assigned an Inventory Package number, which means they can be sold directly or **used in Production Orders** to make new Inventory Products.

Product Detail

Inventory Product: Flower - Tier 2 Inventory Package: PO10034.2 UOM Conversion: 1 Lb(s) = 454 Gram(s) Product Number: FLWR2

Purchase Inventory

Ordered	Received
Order Unit Cost: \$1,500.00	Received Unit Cost: \$1,500.00
Order Qty (Purchase UOM): 1.00	Received Qty (Purchase UOM): 1.00
Order Cost Total: \$1,500.00	Received Cost Total: \$1,500.00

- Step 5 - Ensure the **Received Cost Total** and **Total Due** match the amount you were charged.

Purchase Order

Shipping: \$0.00

Tax: \$0.00

Order Cost Total: \$1,885.00

Received Cost Total: \$1,885.00

Received

Accounts Payable

Total Due: \$1,885.00

Total Paid: \$0.00

Exported to QuickBooks

Once saved, you can find this Purchase Order in the **Purchase Orders History** section, if you need to reference it again.

