

# Receiving Products on Purchase Orders

Receiving purchase order items in **ADVANTAGE** is a necessary step if you want **ADVANTAGE** to keep track of and update inventory quantities.

To open the **Purchase Order** features, select **Accounting** then **Purchase Orders** from the **ADVANTAGE** main menu:

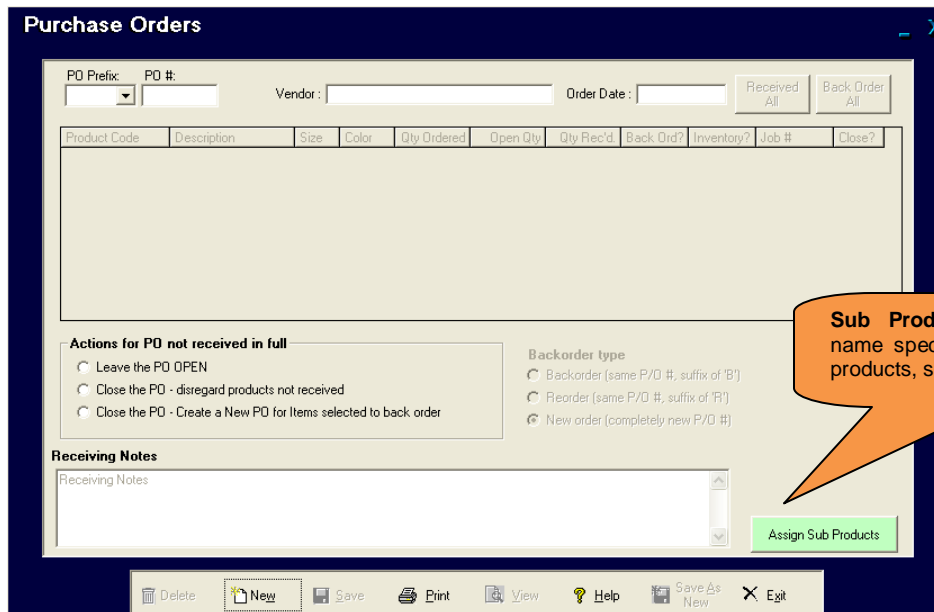


Remember, any backordered items will create a backorder purchase order. This will have the same number as the original purchase order, but with a "B" at the end.

Click on **Receive Purchase Orders**:



**ADVANTAGE** will display the **Receive Purchase Orders** screen:

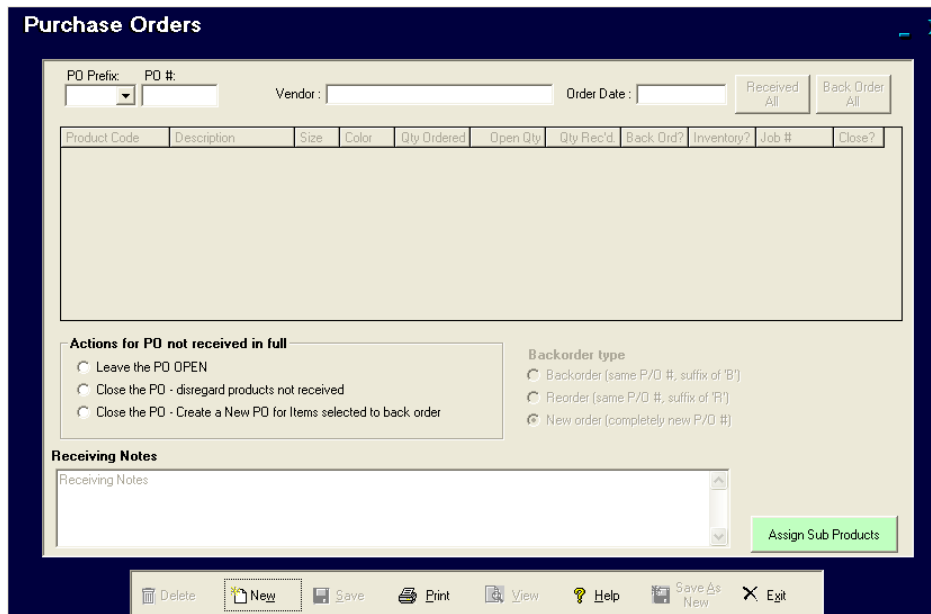


- Click on the **PO Prefix** from the drop down menu if it applies.
- Type in the **PO #** including any suffixes. You must already know the PO #. If you do not know the PO #, use the **Update Status** screen or the **History** screen.

- ✦ **ADVANTAGE** will display the products on the selected purchase order:

Product Code	Description	Size	Color	Qty Ordered	Open Qty	Qty Rec'd	Back Order?	Inventory Item?
12345	2 foot wide roll 13 oz.	False		1	1		<input type="checkbox"/>	<input type="checkbox"/>
5555		False		10	10		<input type="checkbox"/>	<input type="checkbox"/>

- ✦ Do one or more of the following to mark which items have and have not been received:

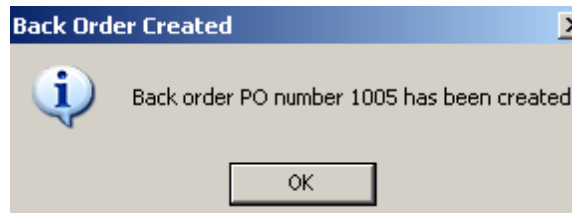


- ✦ Click on **Receive All** to automatically fill in the received quantity with the open quantity.
- ✦ Click **Back Order All** to automatically check all items as backordered. If most of the items have been backordered, you will save time by checking **Back Order All** and then uncheck the ones that were not backordered.
- ✦ Click **Save** to save your changes.

If you did not receive or backorder all or most of your items, you will need to follow these instructions:

- ✦ For each item in the purchase order, click on the **Qty Rec'd** column and mark the number that was received.
- ✦ Check the **Back Ord?** column to note that all or part of the item was not received and is on backorder.
- ✦ If all of the items have not been delivered, make your selection under **Actions for PO not received in full**.
- ✦ Type in any desired **Receiving Notes**.
- ✦ Click **Save** to save your changes.

- If you had chosen to create a new P/O for any backordered, items, **ADVANTAGE** will display a message with the new P/O number:



- Click **OK**.