

Add Items From Open Purchase Orders

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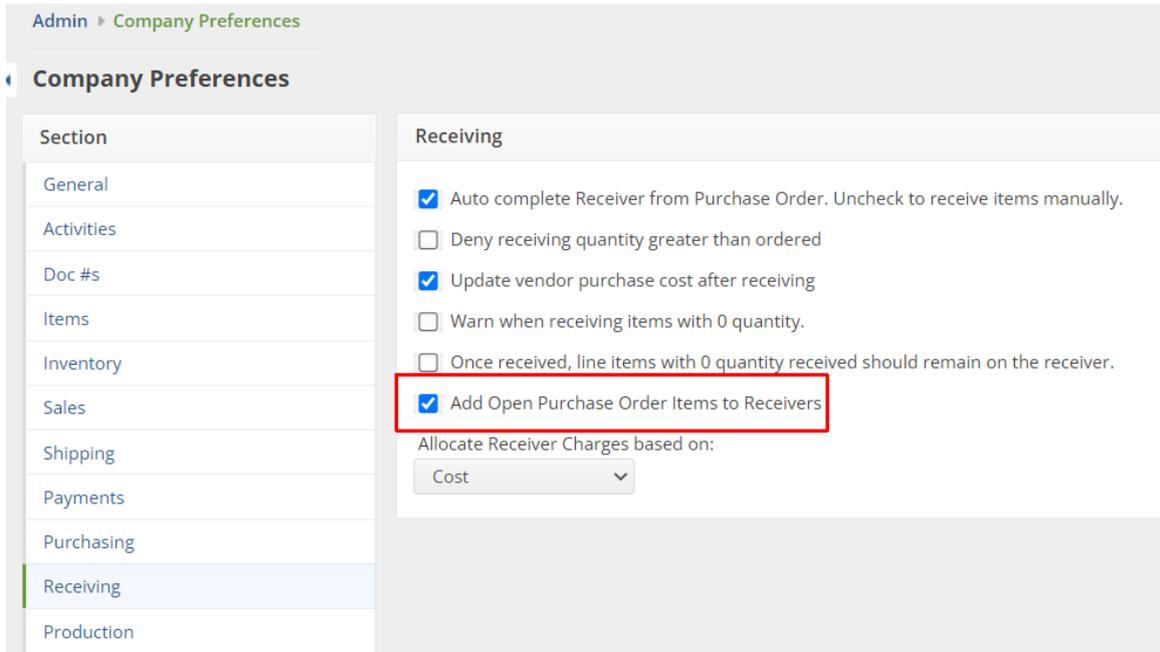
Add Items From Open Purchase Orders

Overview

When on a Receiver, you need to add Items from other open Purchase Orders.

Solution

You can go to Admin > Company Preferences and click Receiving on the left and check the box for Add Open Purchase Order Items to Receivers



The screenshot shows the 'Company Preferences' interface. On the left, a sidebar lists various sections: General, Activities, Doc #s, Items, Inventory, Sales, Shipping, Payments, Purchasing, Receiving, and Production. The 'Receiving' section is selected and highlighted. The main content area is titled 'Receiving' and contains several checkboxes: 'Auto complete Receiver from Purchase Order. Uncheck to receive items manually.' (checked), 'Deny receiving quantity greater than ordered' (unchecked), 'Update vendor purchase cost after receiving' (checked), 'Warn when receiving items with 0 quantity.' (unchecked), and 'Once received, line items with 0 quantity received should remain on the receiver.' (unchecked). The checkbox for 'Add Open Purchase Order Items to Receivers' is checked and highlighted with a red box. Below these checkboxes, there is a label 'Allocate Receiver Charges based on:' followed by a dropdown menu currently set to 'Cost'.

After the preference is enabled, when you open a Receiver, you will see the green Add Items from Open Purchase Orders button on the Items tab. Click the button to add the Items.

Purchasing > Receivers > Receiver Created By Edward McDowell 3/15/2023 5:55 PM Modified By Edward McDowell 3/15/2023 5:55 PM

Receiver - 129 EDIT ADD COST Create PDF Export Print Label Status Processing

General

No. 129
 Vendor PC Cases R US
 Date 3/15/2023
 Expected Date 3/15/2023
 PO No. 10013925

Bill Address map

PC CASES R US
 123 MAIN ST.
 ST. AUGUSTINE, FL 32086

Summary Revision: 1

Subtotal	25.00
Charges	0.00
Total Amount	25.00

Items Details Memo & Instructions Custom Attachments Open Activities Activity History Value Adjustments

Name/Number Search Item Scan + Add Items From Open Purchase Orders

ITEM	DESCRIPTION	QUANTITY	UOM	COST	EXT.	LINKED OPEN QUANTITY	BIN	TRACK LOTS OR SERIAL NUMBERS	PART NO	VALUE AMOUNT	DROP SHIP	LINE NO.	LINKED NO.	ACTIONS
PC3000	MINI ITX WHITE	1.00	EA	15.00	15.00	0.00			987654	15.00		1	10013925	<input type="checkbox"/>
PC3200	White ATX Case	1.00	EA	10.00	10.00	0.00				10.00		2	0	<input type="checkbox"/>

On the popup window, the No. column shows the Purchase Order number, find the correct Purchase Order and then click the check box on the left for each Item you need to add and then click Save.

Add Purchase Order Line Items ✕

<input type="checkbox"/>	ITEM	DESCRIPTION	BACK ORDER	QUANTITY	SHIP DATE	NO.	ORDER TYPE
<input type="checkbox"/>	PC7705		1	1.00	2/3/2023 12:00 AM	20011	Purchase Order
<input type="checkbox"/>	PC2003	POWER SUPPLY - 650 WATT	1	1.00	4/20/2022 12:00 AM	10013862	Purchase Order
<input type="checkbox"/>	PC4350	MINI ITX WHITE, POWER SUPPLY - 350 WATT	1	1.00	5/17/2022 12:00 AM	10013869	Purchase Order
<input type="checkbox"/>	PC4350	MINI ITX WHITE, POWER SUPPLY - 350 WATT	1	1.00	5/18/2022 12:00 AM	10013872	Purchase Order
<input type="checkbox"/>	Outsource		1	1.00	5/27/2022 12:00 AM	10013882	Purchase Order
<input type="checkbox"/>	Outsource		1	1.00	6/9/2022 12:00 AM	10013885	Purchase Order
<input type="checkbox"/>	PC7700		10	10.00	6/24/2022 12:00 AM	10013889	Purchase Order
<input type="checkbox"/>	PC3201	ATX BLACK	1	1.00	11/8/2022 12:00 AM	10013913	Purchase Order
<input type="checkbox"/>	PC4451	MINI ITX BLACK, POWER SUPPLY - 450 WATT	10	10.00	11/8/2022 12:00 AM	10013913	Purchase Order
<input type="checkbox"/>	Service No. 1		1	1.00	12/20/2022 12:00 AM	10013925	Purchase Order

Save
Cancel