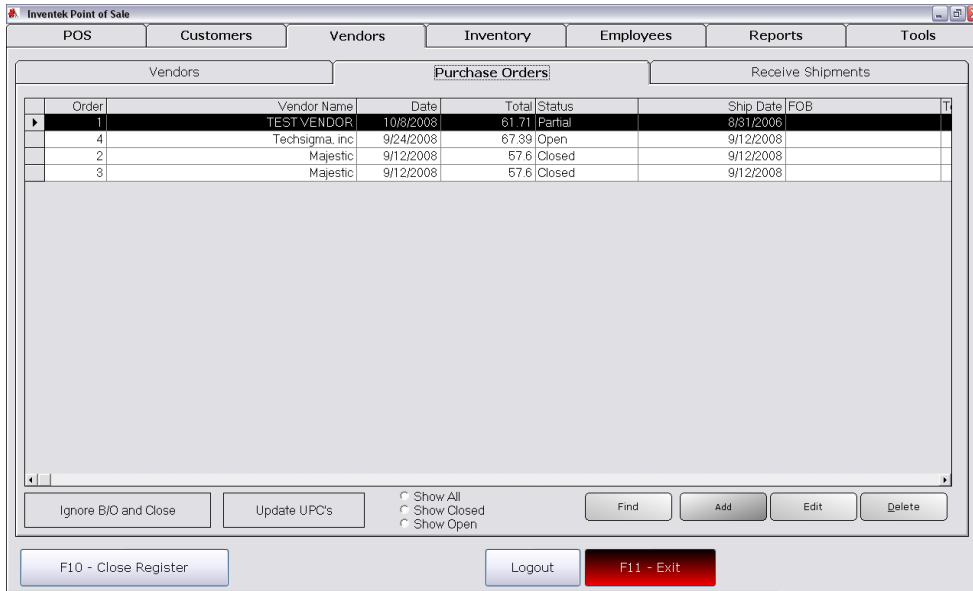


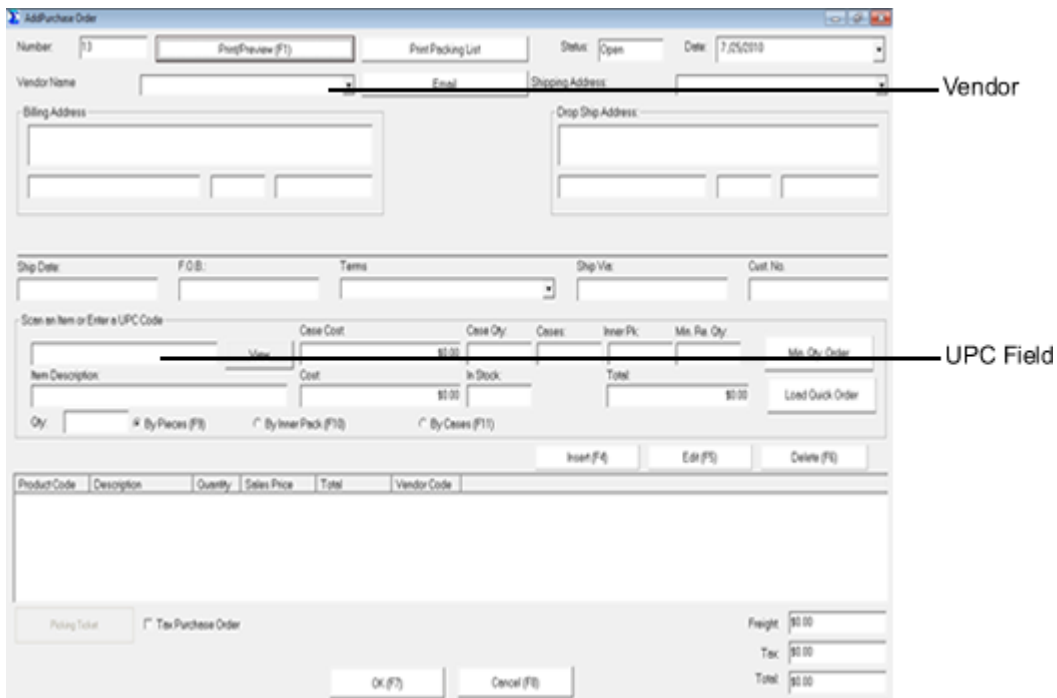
# Purchase Order / Receive Merchandise Tutorial

## Creating a Purchase Order:

To create a purchase order, click on the Vendors Tab, then click on the Purchase Orders Tab, and click on the [Add] button as seen below:



Once you click on [Add], then Add Purchase Order Screen will appear:



Select a vendor from the drop down menu, and scan merchandise on the UPC Text Field. You can also click on the [View] button, and this will provide a screen which can filter your merchandise for easy finding, as seen below:

Product Code	Description	Min Qty	Qty In Stock	Cost
TESTPROD	TEST	0	-3	\$0.00
TEST	TEST	0	-24	\$0.00
TESTPROMO	TEST PROMO	0	0	\$0.00
UN4.000	TEST Store1 item	0	0	\$0.00

Filter: TEST|

Select Cancel

When you see the product you need, click on the product and then click [Select] to add the product to the Purchase Order.

Once a product has been selected, enter a desired quantity by filling in the Qty Field, and click [Insert F4] to add it to the purchase order.

Number: 5    Print/Preview (F1)    Print Packing List    Status: Open    Date: 10/27/2008

Vendor Name: \_\_\_\_\_    Shipping Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_    Drop Ship Address: \_\_\_\_\_

Ship Date: \_\_\_\_\_    F.O.B.: \_\_\_\_\_    Terms: \_\_\_\_\_    Ship Via: \_\_\_\_\_    Cust No.: \_\_\_\_\_

Scan an Item or Enter a UPC Code

TESTPROD	View	Case Cost: 0	Case Qty: 0	Cases: 0	Inner Pk: 0	Min. Re. Qty: 0	Min. Qty. Order
TEST		Cost: \$0.00	In Stock: -3	Total: \$0.00			Load Quick Order

Qty: 144     By Pieces (F9)     By Inner Pack (F10)     By Cases (F11)

Insert (F4)    Edit (F5)    Delete (F6)

Product Code	Description	Quantity	Sales Price	Total	Vendor Code

Picking Ticket     Tax Purchase Order

Freight: \$0.00  
Tax: \$0.00  
Total: \$0.00

OK (F7)    Cancel (F8)

To edit or remove a product from the Purchase Order, click on the Product Code from the list, and then click on [Edit F5] or [Delete F6] respectively. Once you are finished with the purchase order, click [OK F7] to save it to the database.

### Receive Merchandise:

To receive merchandise from a Purchase Order, click on the Vendors Tab, and then click on Receive Shipments. The following screen will appear:

Select the Purchase Order from the drop down menu, and the contents of that purchase order will be filled.

Receive Shipments

Purchase Order:   Update Inventory Item Cost

Receive All  Receive By Item

PO #	Product Code	Description	Amount	Qty	Qty Received	Total
5	TESTPROD	TEST	\$0.00	144	0	\$0.00

P.O.	Item #	Qty In P.O.	Qty Rec.	Qty B/O	Cost

Remove

Qty Rec.:

Cost:

PO Value:

Prev. Paid Amt.:

Amount Due:

Balance Left:

You may choose to [receive by item], or [receive all] from the purchase order. If you opt to [receive all], simply click on the [Receive] button and this will update you inventory to reflect the shipment and close out the purchase order. Otherwise, you will click on the desired product and then click on the [Select] button. This will add it to the receive list.

Receive Shipments

Purchase Order:   Update Inventory Item Cost

Receive All  Receive By Item

PO #	Product Code	Description	Amount	Qty	Qty Received	Total
5	TESTPROD	TEST	\$0.00	144	0	\$0.00

P.O.	Item #	Qty In P.O.	Qty Rec.	Qty B/O	Cost
5	TESTPROD	144	144	0	0

Remove

Qty Rec.:

Cost:

PO Value:

Prev. Paid Amt.:

Amount Due:

Balance Left:

Once this is done, the quantity received can be updated in the case that a backorder exists and not all quantities were sent with the received shipment. To update, click on the item from the received list, and then modify the Qty Rec Field with the desired value. Afterwards, click on [Update] to reflect the change as seen below:

Receive Shipments

Purchase Order:   Update Inventory Item Cost

Receive All  Receive By Item

PO #	Product Code	Description	Amount	Qty	Qty Received	Total
5	TESTPROD	TEST	\$0.00	144	0	\$0.00

P.O.	Item #	Qty In P.O.	Qty Rec.	Qty B/O	Cost
5	TESTPROD	144	44	100	0

Remove

Qty Rec.:

Cost:

PO Value:

Prev. Paid Amt.:

Amount Due:

Balance Left:

When ready, click on [Receive] to receive the purchase order. Note that because this Purchase Order still has merchandise on backorder, it will be listed as Partial.

Inventek Point of Sale

POS Customers Vendors Inventory Employees Reports Tools

Vendors Purchase Orders Receive Shipments

Order	Vendor Name	Date	Total	Status	Ship Date	FOB
1	TESTVENDOR	10/8/2008	61.71	Partial	8/31/2006	
4	Techsigma, inc	9/24/2008	67.39	Open	9/12/2008	
5	Techsigma, inc	10/27/2008	0	Closed	10/27/2008	
2	Majestic	9/12/2008	57.6	Closed	9/12/2008	
3	Majestic	9/12/2008	57.6	Closed	9/12/2008	

Ignore B/O and Close Update UPC's

Show All  Show Closed  Show Open

Find Add Edit Delete

F10 - Close Register Logout **F11 - Exit**