

# Receive Stock on a Purchase Order

This document will explain:

- How to receive stock on a purchase order, making the stock available for jobs. Stock on purchase orders needs to be 'received' to be available for sale.

## Skill Steps:

- Edit the Purchase Order.
- Enter the date of delivery into the Vend Inv Date field.
- Enter the quantity of stock received into the Received field on each line of stock.
- Alter the status at the top of the purchase order to 'Received'.
- Click Save.

Viewing Purchase Order 9
Technology Distributors ✕

PO#	9	Vend#	TECHDIST	Status	Received	Name#	SYS
Our Ref#		From#	TECHDIST	Type	Purchase		
Mode	ACTIVE	Ship#	SYS	Vend Inv#		Freight to Cost By	Value
Date In	18/12/2018	Date Due	28/12/2018	Vend Inv Date	18/12/2018	Allow Part Ship	<input type="checkbox"/>
BackOrd#		Orig.PO#	9	Tax Total	Tax Free Up	Tax Paid	<input checked="" type="checkbox"/>
Withhold GST	<input type="checkbox"/>						

Notes

---

Branch  SubBranch  GL Dept

	📄	Date	Initials	Status	Comment
1		18/12/2018	SYS	Received	
2		18/12/2018	SYS	Booked	

.....

▲	Date Due	Stock Code	Description	Unit	Ordered	Received	Cost (COG)	List Price Ex.	Price Ex.	Price Inc.	Tax	Total
▶ 1		LAM.P.57	Laminate Pouches 5 x 7	UNIT	3	3	250.0000	0.00	250.00	275.00	G	825.00

Qty Count: 3

Create Similar
Edit
Close

PO
Expenses

	Tax \$	Amount
<b>SubTotal \$</b>	75.00	750.00
<b>Freight \$</b>	G	0.00
<b>Acc Fee \$</b>	G	0.00
<b>Total \$ (AUD)</b>	75.00	825.00

For further information please go to Jim2 online Help file at <http://jim2help.happen.biz/index.html> and search CardFile.