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:

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

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