

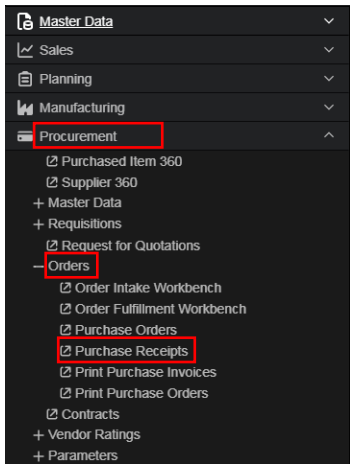
TITLE

MAINTAIN PURCHASE ORDER RECEIPT

NO
1.0

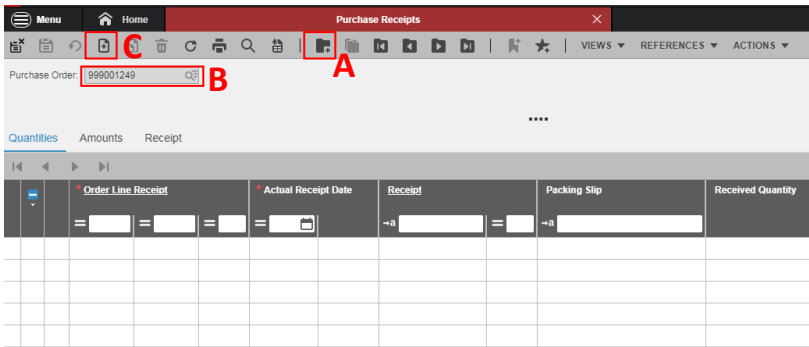
SESSION/DIAGRAM


INSTRUCTIONS



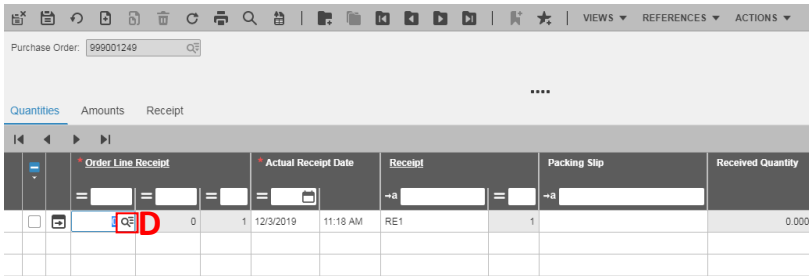
1.0 Maintain Purchase Order Receipt:


Open module Procurement > Orders> Purchase Receipts



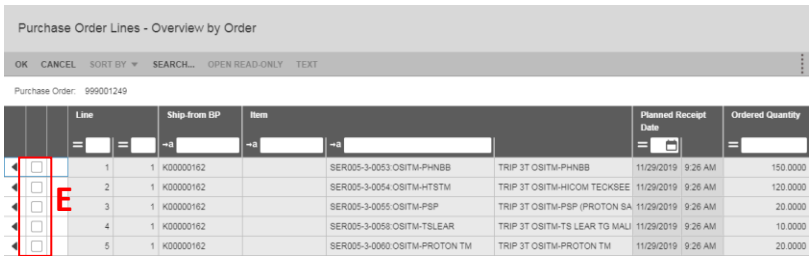
A. Click this icon  .

B. Insert the Purchase Order No.



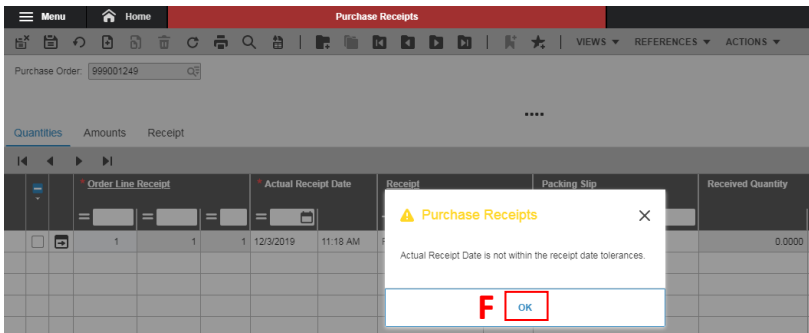
C. Next, click this icon  to insert the purchase receipt line.

D. Click this icon to zoom in.

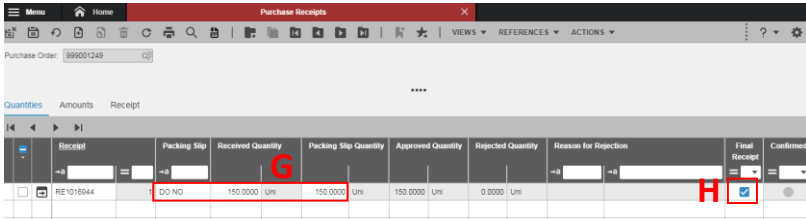


E. At the “Purchase Order Lines-Overview by Order”, tick at the required receipt line to be received.

Multiple receipt line is not allowed. User need to select line by line.

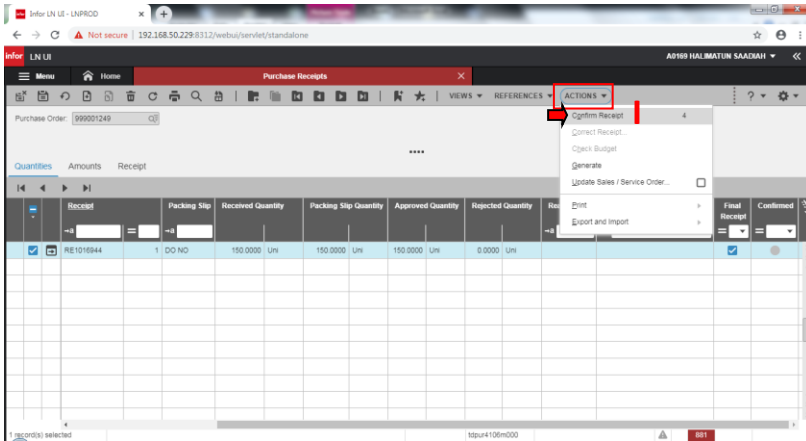


F. Click “OK”.

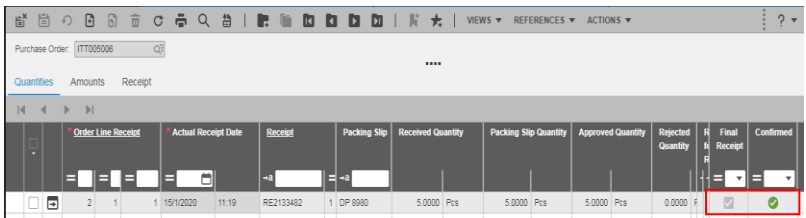


G. Insert the **DO NO** in the **“Packing Slip”** field, quantity received as per in Delivery Order in the **“Received Quantity”** and **“Packing Slip Quantity”** field.

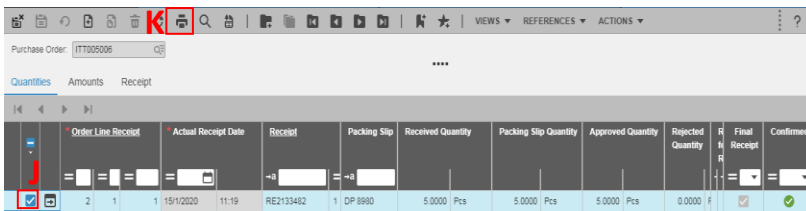
H. Then, tick **“Final Receipt”**.



I. Go to **“Actions”** and click **“Confirm Receipt”**.

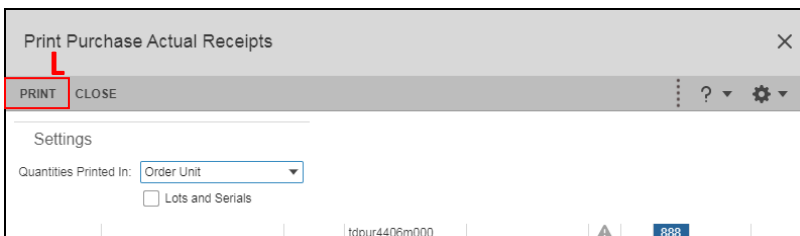


Now, the Purchase Order Receipt is completed.

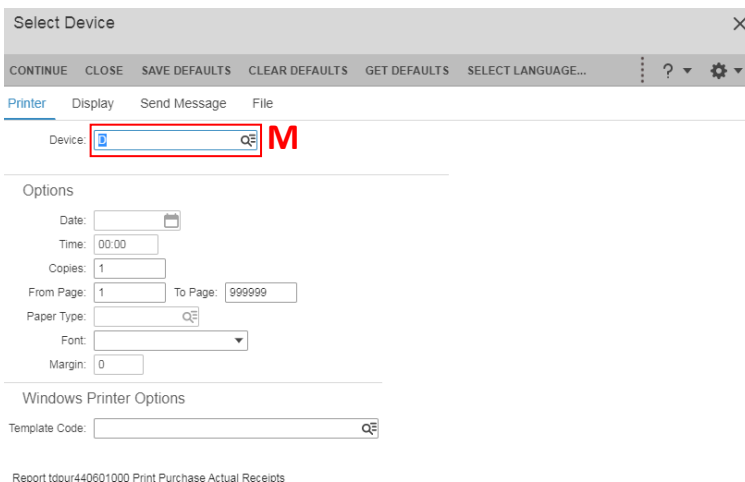


J. Tick at the receipt line.

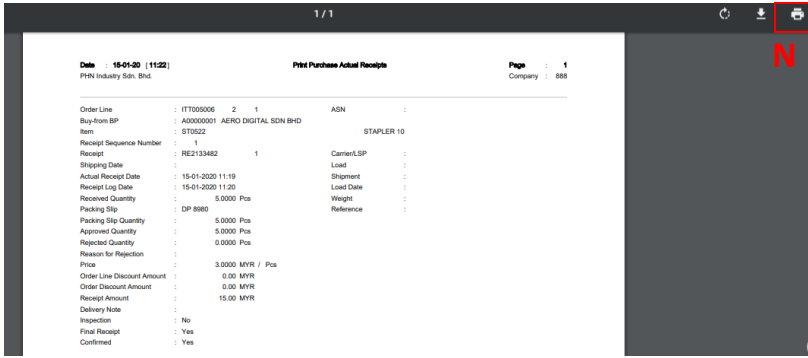
K. Then, click print icon to print the receipt.



L. Click **“Print”**.



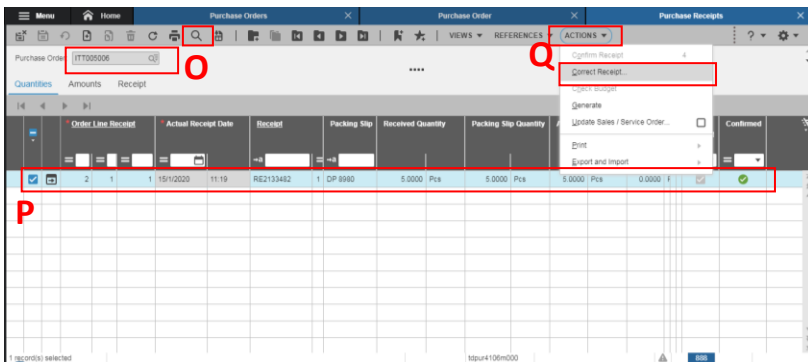
M. Next, insert **“D”**.



This is the sample of Purchase Actual Receipt.

N. Click **Print icon** in order to print.

2.0



2.0 Maintain Receipt Correction:

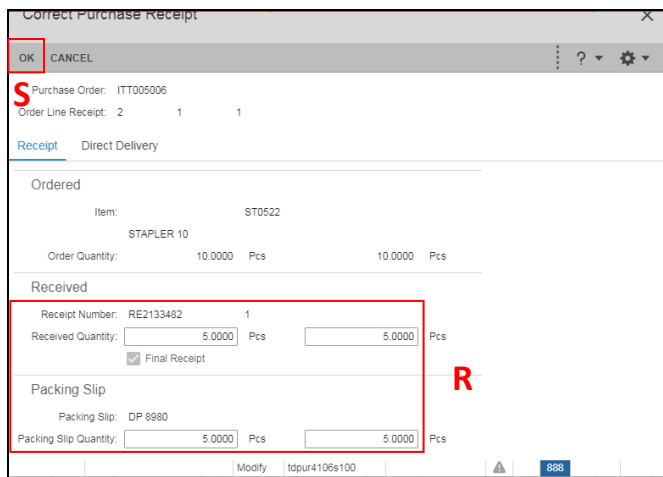
Open module Procurement > Orders> Purchase Receipts

O. Click “Find” icon and insert the PO No in the “Purchase Order” field.

P. Select the receipt line to be corrected.

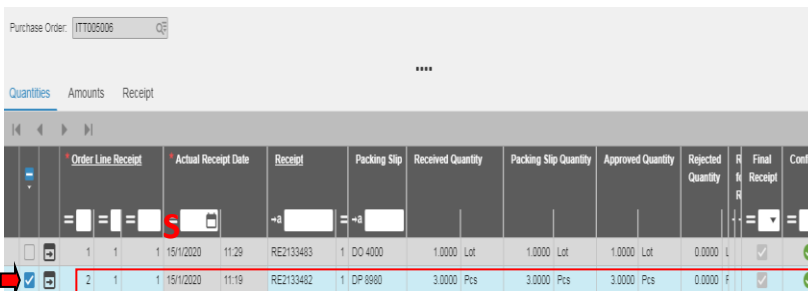
Q. Next, go to “Actions” and select “Correct Receipt”.

Receipt correction is done in order if the user didn't tick final receipt or to do adjustment less from the quantity received as long the PIV is not printed.



R. Insert the quantity to be modified in the “Received Quantity” field and “Packing Slip Quantity” field. Also, tick “Final Receipt”.

S. Then, click “OK”.



Now, the receipt has been corrected and updated as per in Delivery Order.