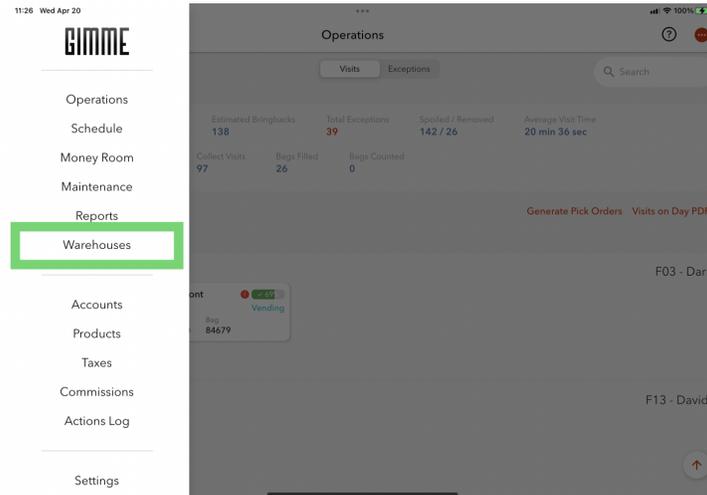


Entering Purchase Orders and Receipts

In version 1.2.14, we introduced a new Warehouse page



Create a Purchase Order

Create a Receipt from a Purchase Order

Creating a receipt from a PO (purchase order) requires version 1.2.14, or any version after, for Windows and iOS (desktop/laptop and iPad/iPhone).

If you enter a PO using version 1.2.14 and then create a receipt using a previous version, your warehouse inventory will be incorrect!

Create a Purchase Order

- Select the **three line menu button** on the top left corner
- Select **Warehouses**
- Select the warehouse you wish to create the PO for
- Select the **Purchase Orders** tab
- On the far right, select the green button that says **New Order**
- Select the vendor, product family, and estimated delivery date for the new PO
- Select **Next**
- Select **Add Products**
- After adding the products you want to order, select either the yellow "Save Draft Order" or the green "Confirm Order."
 - Both a **Draft** and an **In-Progress** PO can be edited up until the status changes to **Completed**
 - POs are completed once a receipt is confirmed using the PO
 - When creating a receipt from a PO, POs in a draft or completed state will not be available to use

Create a Receipt from a PO

- Select the **Receipts** tab
- Select **Create Receipt**
- Select the PO you want to create a receipt for
- From here, you can add, edit, or remove products
- You have the option to save a receipt as a draft or complete receipt (completed receipts cannot be edited!)
- **Complete Receipt** will take you back to all the Receipts tab and change the status of that selected PO to Completed