

Warehouse Receipts- Prepare and Process

Quick Reference Guide

Warehouse Receipts are used while receiving a Purchase Order, Transfer Order, and Sales Return Order.

Follow the below steps to create a Warehouse Receipt:

1. Select the Search icon choose the related link.

, enter **Warehouse** Receipts, and then

Tell me what you want to do		2 X
warehouse receipts		
Go to Pages and Tasks		
> Warehouse Receipts	Lists	

The Warehouse Receipts list page opens.

~	Warehouse Receipts				
	🔎 Search 💽 Analyze 🕂 New Manag	e 🚺 Po	ost Receipt V More options		
	No. †		Location Code	Assigned User ID	Sorting Method
	RE000035	÷	MAIN		
	RE000037	1	MAIN		

2. On the action bar, choose **New**.



The Warehouse Receipt card page opens.

١	Warehouse Receipt
	Home Prepare Print/Send Receipt Actions V Related V Automate V Fewer options
	🗃 Transfer Scan Data 🛛 🎭 Set Outstanding Lines As Underdelivery 🛛 🛗 Post Receipt 🛛 🗸 🖙 Autofill Qty. to Receive 🗠 🐐 Calculate Cross-Dock 🕞 Reli
>	k General >
-	
1	ines >

3. On the General FastTab, fill in the No. and Location Code fields.

General			
No	RE000146	Vendor Shipment No.	
Location Code	MAIN	Assigned User ID	~ ~
Zone Code	~ ·	Assignment Date	
Bin Code · · · · · · · · · · · · · · · · · · ·	RECEIVE	Assignment Time	
Document Status		Sorting Method	~
Purchase Compliance Documents to	0	Status	Open
Posting Date	2/15/2024	Source Document Comments	0

4. On the action bar, select Prepare > Get Source Documents.





The **Source Documents** page opens for the selected **Location Code**.

S	ource Docu	ıme	ents - MAIN	l ∙ Main Wa	arehouse	_ک کر			2	×
	Expected Receipt Date ↑		Put-away / Pick No.	Source Document↑	Source No. ↑	External Document No.	Destination Type	Destination No.	Shipping Agent Code	s A
-	> _	÷	-	Purchase O	106029		Vendor	V00004		1
	-		-	Purchase O	106036		Vendor	V00001		

5. Select the required source document. You can select multiple documents and then click **OK**.

So	urce	e Documents	- MAIN · M	ain Wareh	ouse 🛛 🔎	~ …			\mathcal{Z} ×
	0	Expected Receipt Date ↑	Put-away / Pick No.	Source Document↑	Source No. ↑	External Document No.	Destination Type	Destination No.	Shipping Agent Code
\rightarrow	0		_	Purchase O	106029		Vendor	V00004	-
	0	Select More 3	-	Purchase O	. 106036		Vendor	V00001	
	0	-	-	Purchase O	. 106040		Vendor	V00001	
	Ο	_	-	Purchase O	. 106041		Vendor	V00008	
4.0	-								
								ОК	Cancel

The Warehouse Receipt will be filled with lines representing the lines on the source documents for the vendors.

Note: The **Quantity to Receive** field will be automatically filled. Select **Home > Post Receipt** on the action bar to post the Warehouse Receipt.

Create Warehouse Receipt from Purchase Orders

Follow the below steps to create a Warehouse Receipt on the Purchase Order page:

1. Select the Search icon A, enter **Purchase Orders**, and then choose the related link.

Tell me what you want to do		2 X
Purchase Order		Î
On current page (Inventory Manager)		
Purchase Order Purchase goods or services from a vendor.		
Go to Pages and Tasks		Show all (6)
> Purchase Orders	Lists	

The **Purchase Orders** list page opens.

\leftarrow	Purchase Orders											
	× Help us conti	inue to improve	our service by sharing your d	ata. It's comp	letely anony	mous. Allow sharing Show deta	ils					
	🔎 Search 🜘	Analyze +	New Manage Home	Release	V 🛛 🕅 Pos	$t_{\rm err} \mid$ \sim Print/Send Order Con	pliance Docum	nents More	options			
	Change Statu:	s Mgmt Status	🏠 Create Whse. Receipt	强 Send K	Purchase C	rder 🛛 😤 Create Container Load	🚥 Assign C	ontainer Load	🔋 Remove fro	m Container Lo	ad	
	No. †	Buy-from Vendor No.	Buy-from Vendor Name	Busin Type	ess Posting Code	Business Posting Type Description	Vendor Authorizati No.	Location Code	Assigned User ID	Document Date	Status	Pu Comp Docume Ap
	106023	V00001	Popular Bakery	-		-				10/16/2023	Released	â
	106024	V00005	Mike Foods	-		-				12/20/2022	Released	

Select the specific Purchase Order **No.** for which you want to create a Warehouse Receipt.

2. On the **Purchase Order** page, on the action bar, select **Home** > **Create Whse. Receipt**.

\leftarrow	Purchase	Order				
	1060	39 · F	opular	Bakery		
	Home	Prepare	Print/Send	Request Approval	Order	Сог
	🔡 Pos	t ~	Release	Create Whs	e. Receip	t

The Warehouse Receipt page opens.





3. On the Lines FastTab, enter a value in the Qty. to Receive field.

The field shows the default remaining quantity to receive as the default value.

Lines Manage Line									
🔭 Delete Line									
Source Document	Bin Code	Quantity	Qty. to Receive						
→ <u>Purchase O</u>	RECEIVE	10	10						

4. On the action bar, select **Home > Post Receipt**.



A confirmation dialog box opens.

?	Do you want to post the receipt?		
		Yes	No

5. Choose Yes to post the Warehouse Receipt.

Once you post the Warehouse Receipt, you can find the quantity received in the **Quantity Received** field on the **Lines** FastTab of the **Purchase Order** page.

Lines Manage	Line Functions	Order				
🗿 Select items	■ [#] New Line	🗱 Delete Line				
Туре	Assigned Lot(s)		Qty. to Receive	Und	Weight Qty. to Receive (LB)	Quantity Received

Note: You can follow the same process for creating the Warehouse Receipt from a Transfer Order and Sales Return Order.

