

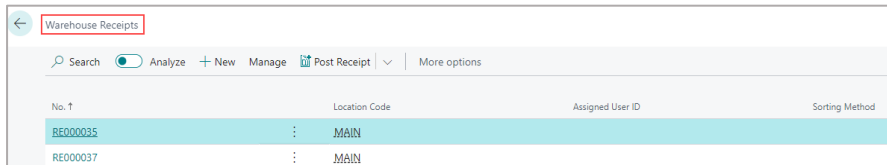
Warehouse Receipts are used while receiving a Purchase Order, Transfer Order, and Sales Return Order.

Follow the below steps to create a Warehouse Receipt:

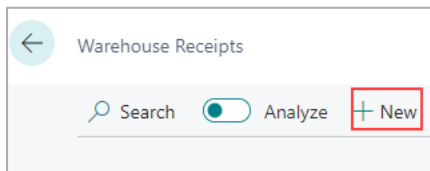
1. Select the Search icon , enter **Warehouse Receipts**, and then choose the related link.



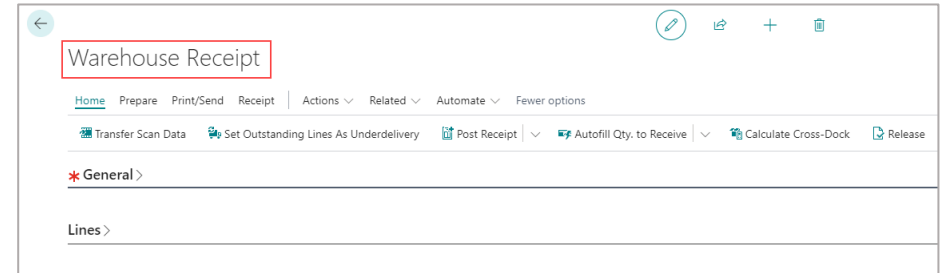
The **Warehouse Receipts** list page opens.



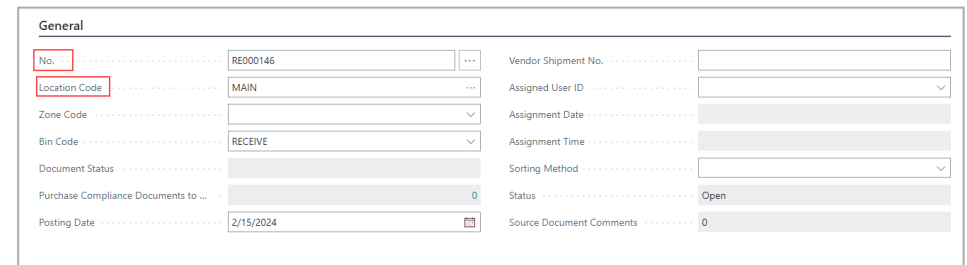
2. On the action bar, choose **New**.



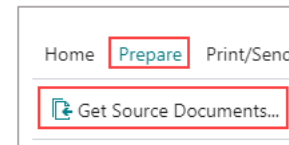
The **Warehouse Receipt** card page opens.



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



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



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

Expected Receipt Date	Put-away / Pick No.	Source Document	Source No.	External Document No.	Destination Type	Destination No.	Shipping Agent Code
-	-	Purchase O...	106029	Vendor	V00004		
-	-	Purchase O...	106036	Vendor	V00001		

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


Expected Receipt Date	Put-away / Pick No.	Source Document	Source No.	External Document No.	Destination Type	Destination No.	Shipping Agent Code
-	-	Purchase O...	106029	Vendor	V00004		
-	-	Purchase O...	106036	Vendor	V00001		
-	-	Purchase O...	106040	Vendor	V00001		
-	-	Purchase O...	106041	Vendor	V00008		

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 , enter **Purchase Orders**, and then choose the related link.

The **Purchase Orders** list page opens.

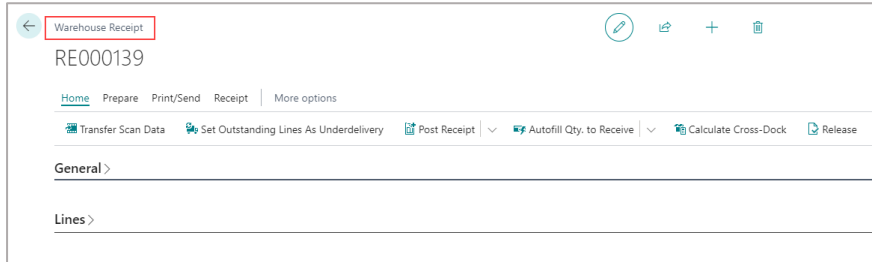
No.	Buy from Vendor No.	Buy from Vendor Name	Business Posting Type Code	Business Posting Type Description	Vendor Authorizati...	Location Code	Assigned User ID	Document Date	Status
106023	V00001	Popular Bakery	-	-				10/16/2023	Released
106024	V00005	Mike Foods	-	-				12/20/2022	Released

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**.

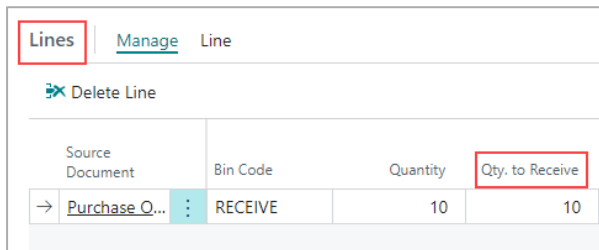
The **Warehouse Receipt** page opens.



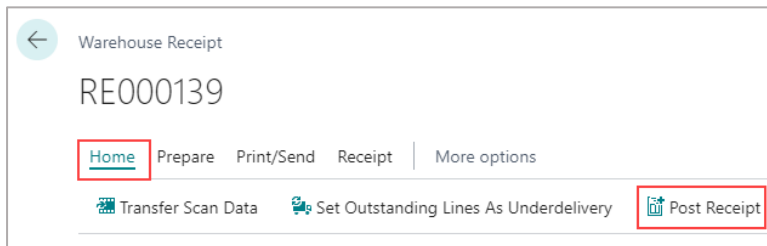


3. On the **Lines** FastTab, enter a value in the **Qty. to Receive** field.

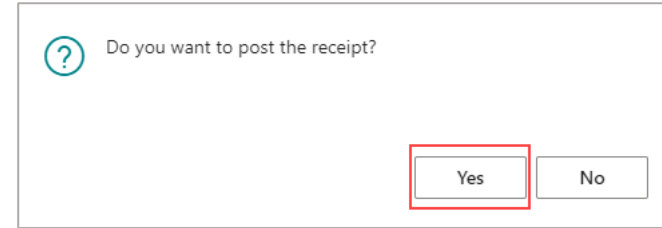
The field shows the default remaining quantity to receive as the default value.



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

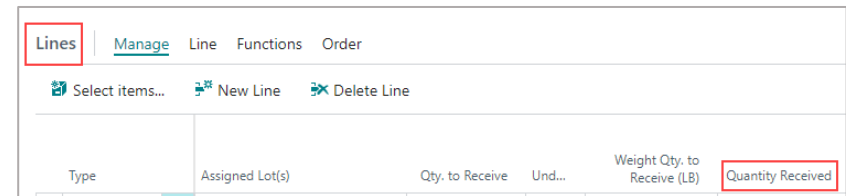


A confirmation dialog box opens.



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.



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

