

How to Enter Purchase Receipts – Inventory Lot Trace

Prerequisites: You must have Purchase Orders created before proceeding to this step.

You can access the Purchase Receipt program from the main menu by clicking *Transactions* >> *Receiving* >> *Purchase Receipt*

Click the New button.



Select the corresponding Purchase Order from the list.

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T	Order 🔹 🕈	Owner Code	Entity Code	Entity Name	Currency	Currency D.
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	1710	COMPREHE	S001	Baking Goo	CAD	Canadian D
	1704	COMPREHE	S001	Baking Goo	CAD	Canadian D.
	1673	COMPREHE	YSM004	Wayne Ent	USD	US Dollars
	1668	COMPREHE	YSM005	Stark Indus	USD	US Dollars
	1661	COMPREHE	YSM001	Dunder Mifflin	USD	US Dollars
	1660	COMPREHE	YSM001	Dunder Mifflin	USD	US Dollars
	1659	COMPREHE	YSM001	Dunder Mifflin	USD	US Dollars



Select the relevant purchase order detail.

4	1 1 1 1 1 1 1	· * • •			
_	Order	Item Code	Item Description	Item Alt Description	Pkg Type
	1710	SALT	Salt		

Enter all the relevant information. Note the **Packing Slip No**. field is mandatory.

argut				References								
Change Date:	2020-07-11			Receipt No. * Order: 1710								
Packing Sig No.	24651123											
MerfLoti	129			1:00e								
Marif Date:	2020-07-08		- Merufact	Neufschret	M001	100	Redpeth	Gugar				
Scole Lint				Supplers	5001		Baking G	ionds Suppler				
Tetal Qty:		50	d000 tb	Ares:	COMPREM	PREHENSIVE						
Location	SRECEIVE		+++	Den								
Security Group	Security Group:				land land							
Expery Date:	-			21841	565							
Destruct Date:			-									
				Containent	1012			Disa Costa			subject on the	
				Copensation at			-	Tintel Qtyl	50.	000 b	50.000 b	
								Balarice:	.0.	000 B	0.000 b	
Containers Ta	st Contairers	1										
Container	Pig Type	Assembly	Sal Qt	r) 5	up Tare	Tare	2	ý.	Status	Desc	rgdor	
	NA			\$0.000 lb	8.000 lb	8.000 k	4	50,000 lb				

Save your progress by pressing **Ctrl + S** on your keyboard.



To print the lot label, right click on the lot number and select one of the three Lot Label options.

10	06 - Purchase Ro	eceipt					ß	Сору
Eil	le <u>A</u> ctions	<u>R</u> eport <u>C</u> o	omment <u>P</u> ro	ototype			là	Paste
	💕 🗚 🖪		× 👒 🕸		•	0 -	×	Delete
1	Input				References	1		Select <u>A</u> ll
	Thange Date:	2020-07-11			Deceint No:			Adjust
	andrige Date.	2020-07-11		_	Receipt No.	L		Comment
1	acking Slip No:	24051125			Entities			Disposition Sublot
N	Nant Lot:	123			Mapufachur	art M001		Inventory History
N	lant Date:	2020-07-08		~	Suppliare	5001		Inventory Set Viewer (Global)
S	Supplier Lot:				Supplier;	5001		Inventory Set Viewer
T	otal Qty:	50.00			Area:	COMPRI		Log History Lot Disposal Lot Set Viewer
L	ocation:	BRECEIVE		•••	Item			
S	Security Group:				Item:	SALT		
E	Expiry Date:				Trade Name			Print Lot Label A
D	estruct Date:				Lot:	2007110		Print Lot Label B
					Containers:			Print Lot Label C
								Reverse Disposal
								SubLot Status
								Trace Child Sublots
C.c.	atainara T	h Cambalance						Trace Parent Sublots
CO	Tes les	t containers						Update Lot
	Container	Pkg Type	Assembly	Sup Q	ty	Sup Tare		Update Sublot
۲	200711001	NA			50.000 lb	0.000 lb		View CofA
*								View MSDS

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Enter the relevant information in the next window and select the magnifying glass button to see a preview. Alternatively, you can directly print from here or export the label to Excel.

The **PerPkg** field determines the amount of that item, in the **Entity Unit**, per package.



This is the lot label being generated.



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