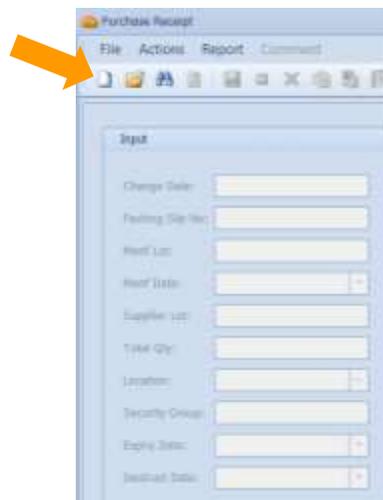


# How to Enter Purchase Receipts – Inventory Lot Trace

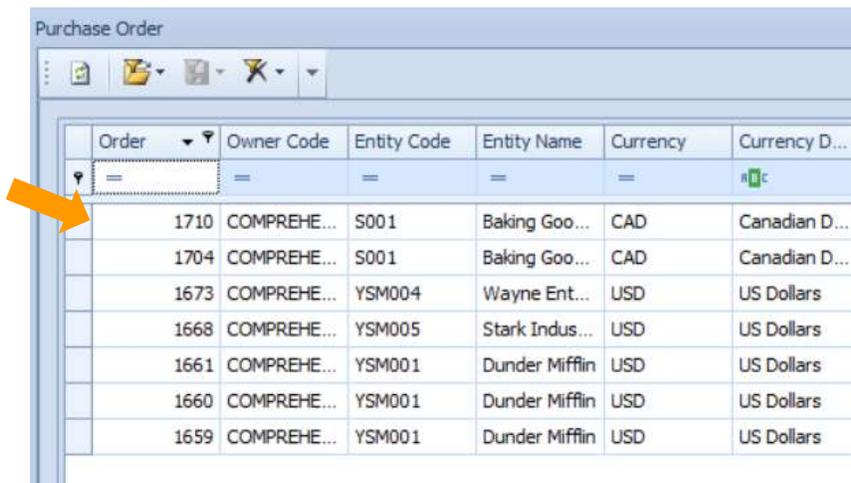
**Prerequisites:** You must have Purchase Orders created before proceeding to this step.

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

Click the New button.



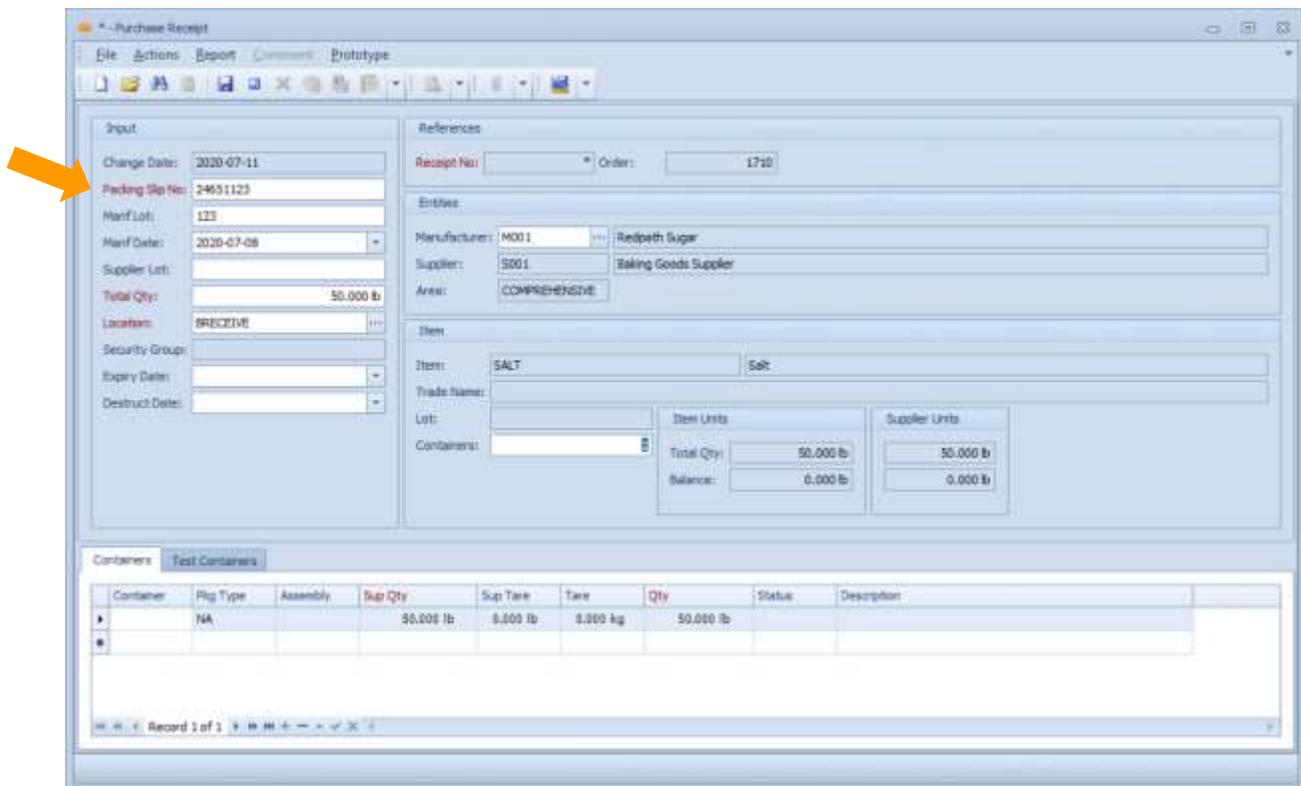
Select the corresponding Purchase Order from the list.



Select the relevant purchase order detail.

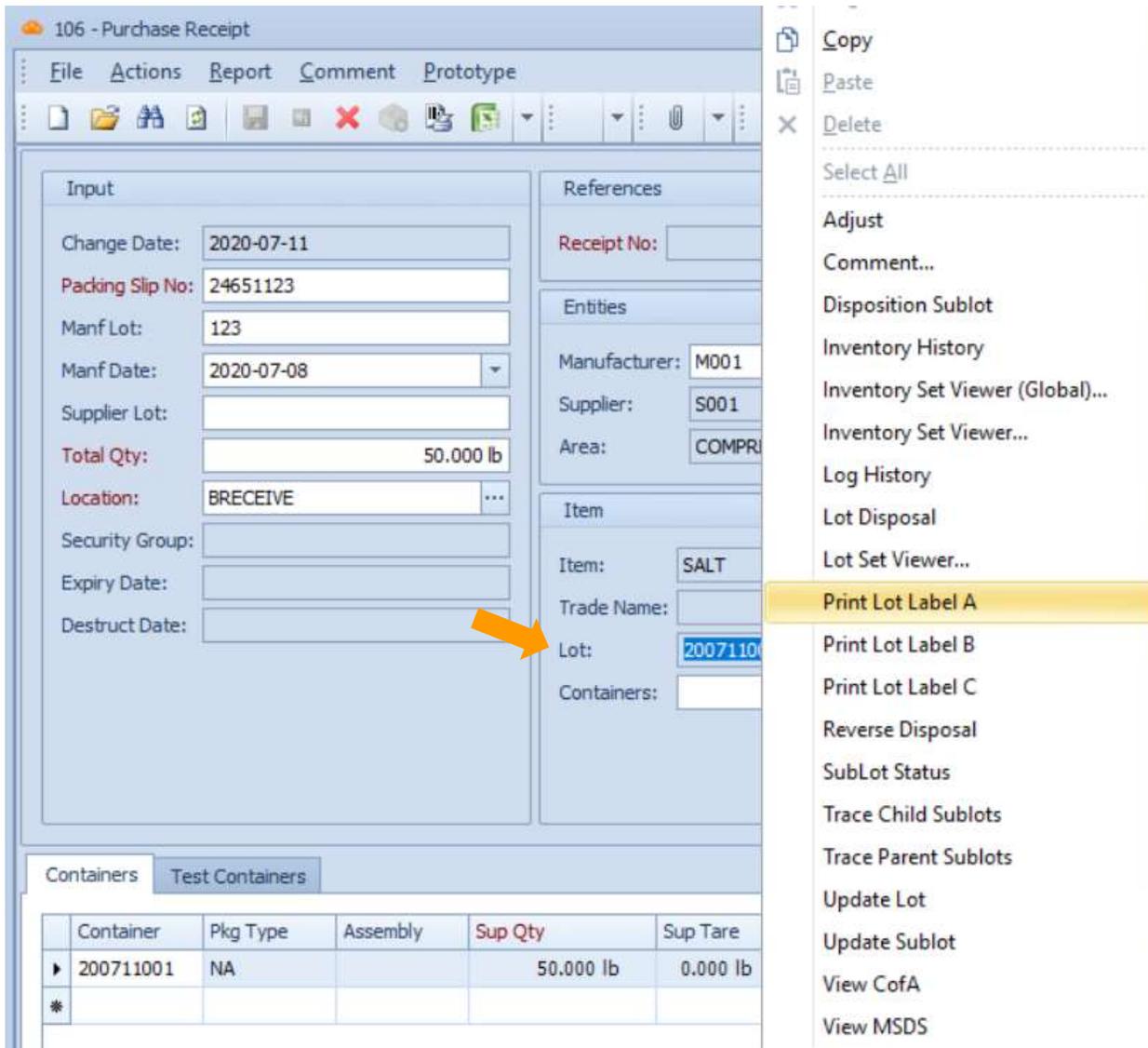


Enter all the relevant information. Note the **Packing Slip No.** field is mandatory.



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.



106 - Purchase Receipt

File Actions Report Comment Prototype

Input

Change Date: 2020-07-11

Packing Slip No: 24651123

Manf Lot: 123

Manf Date: 2020-07-08

Supplier Lot:

Total Qty: 50.000 lb

Location: BRECEIVE

Security Group:

Expiry Date:

Destruct Date:

References

Receipt No:

Entities

Manufacturer: M001

Supplier: S001

Area: COMPRI

Item

Item: SALT

Trade Name:

Lot: 200711001

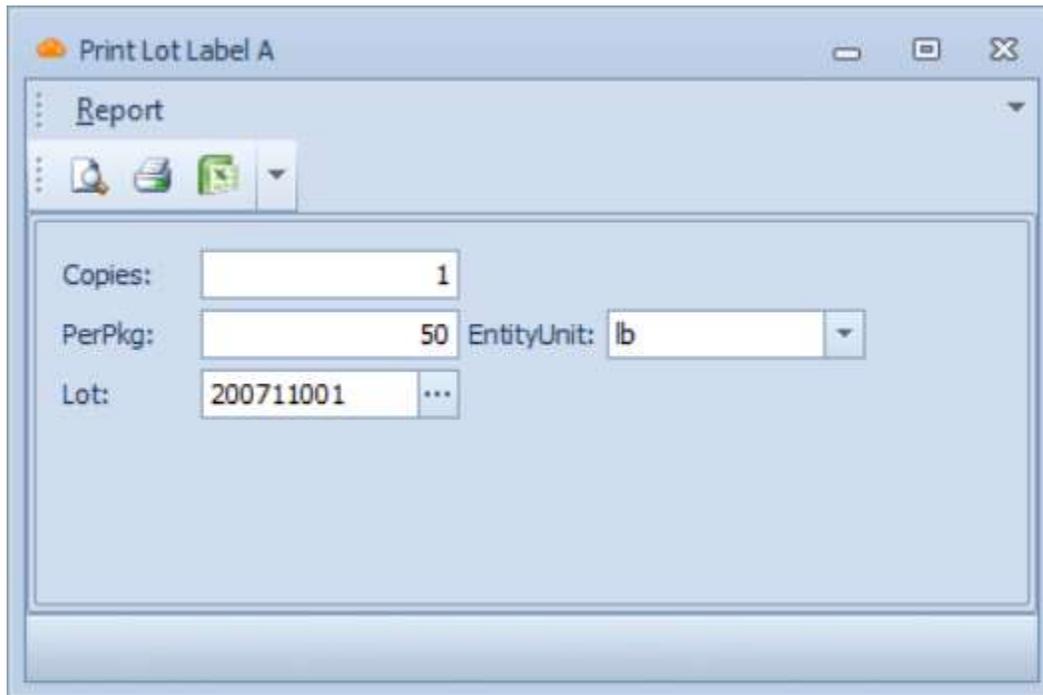
Containers:

Containers Test Containers

Container	Pkg Type	Assembly	Sup Qty	Sup Tare
▶ 200711001	NA		50.000 lb	0.000 lb
*				

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.



Print Lot Label A

Report

Copies: 1

PerPkg: 50 EntityUnit: lb

Lot: 200711001

This is the lot label being generated.

<b>COMPREHENSIVE</b>
Item Code: <b>SALT</b>
Description: <b>Salt</b>
Lot <b>200711001</b>
Receipt Date: <b>07-11-2020</b>
Manufacturer: <b>Redpath Sugar</b>
Manufacturer Lot: <b>123</b>
Manufactured Date: <b>07-08-2020</b>
 <b>50 lb</b>

<b>200711001</b>