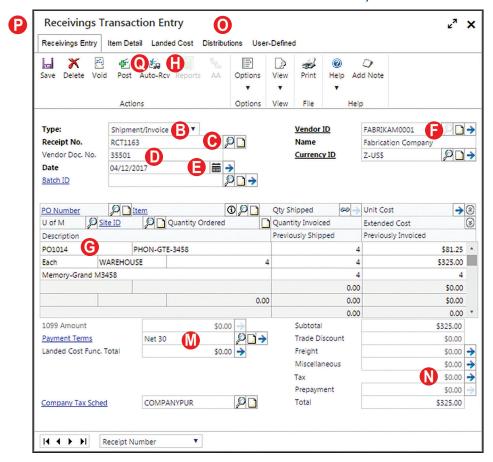# RECEIVE GOODS FROM A PURCHASE ORDER

OVERVIEW

The Receivings Transaction Entry window is used to process and record the receipt of goods from an open purchase order. After the Receivings Transaction Entry window is posted, the accounts payable subsidiary records are updated automatically for the effects of the transaction. If inventory was received, the perpetual inventory records are also adjusted accordingly. Later, when the transaction is posted to the general ledger, an asset or expense account is debited and accounts payable is credited.
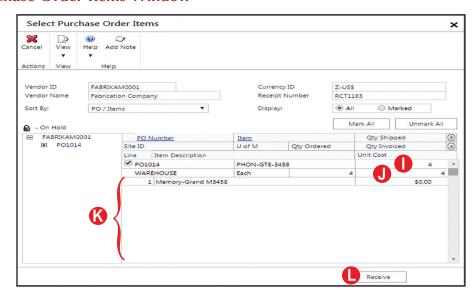
QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click *Purchasing* → *Transactions* → *Receivings Transaction Entry*.
B	Type	Select Shipment/Invoice as the type of receipt.
C	Receipt No.	Accept the default receipt number or type the correct receipt number.
D	Vendor Doc. No.	Type the vendor's invoice number.
E	Date	Review the default receipt date and change if necessary.
F	Vendor ID	Select the Vendor ID.
G	PO Number	Select the purchase order number for which the shipment is received.
H	Auto-Rcv button	Click the Auto-Rcv button.*
I	Qty Shipped **	Review the quantity shipped for each item ordered and change if necessary.
J	Qty Invoiced **	Review the quantity invoiced for each item ordered and change if necessary.
K	Various **	Enter receipt information for goods received from other open purchase orders, if applicable.
L	Receive button **	Click the Receive button.
M	Payment Terms	Review the payment terms and change if necessary.
N	Tax	Enter the sales tax amount, if applicable.
O	Distributions tab	Click the Distributions tab and verify the general ledger account distributions.
P	Receivings Transaction Entry window	Review the Receivings Transaction Entry window for completeness and accuracy.
Q	Post button	Post the receipt of goods.

  *   This opens the Select Purchase Order Items window.
 **   Steps I through L are in the Select Purchase Order Items window.

Receivings Transaction Entry Window Ⓐ *Purchasing → Transactions → Receivings Transaction Entry*

Select Purchase Order Items Window

DETAILED INSTRUCTIONS

> ### WARNING
>
> Because error correction for receiving goods from a purchase order is extremely complicated, review the Receivings Transaction Entry window carefully before clicking the Post button. Error correction is discussed in Appendix A.

A. Click *Purchasing → Transactions → Receivings Transaction Entry*

> ▶ *Click Purchasing → Transactions → Receivings Transaction Entry to open the Receivings Transaction Entry window.*

B. Select Shipment/Invoice as the type of receipt

The Receivings Transaction Entry window is used to record the receipt of goods with or without an invoice. However, the only way a receipt of goods transaction is recorded as a liability is to record a shipment with an invoice. For this project, assume that all shipments include an invoice.

> ▶ *Use the Type drop-down list to select **Shipment/Invoice** as the type of receipt.*

C. Accept the default receipt number or type the correct receipt number

The software automatically assigns the next sequential receipt number in the Receipt No. box.

> ▶ *Accept the default purchase order number or type the correct purchase order number.*

D. Type the vendor's invoice number

> ▶ *Type the vendor's invoice number in the Vendor Doc. No. box.*

E. Review the default receipt date and change if necessary

> ▶ *If the date of the receipt of goods transaction is different than the date shown, type the correct date.*

F. Select the Vendor ID

> ▶ *Use the adjacent lookup button to select the Vendor ID.*

G. Select the purchase order number for which the shipment is received

The PO Number lookup button is used to access a list of all open purchase orders.

> ▶ *Use the PO Number lookup button to select the purchase order for which the shipment is received.*

H. Click the Auto-Rcv button

The Auto-Rcv button is used to automatically receive and invoice all items from the purchase order selected in step G. After clicking the Auto-Rcv button, the Select Purchase Order Items window opens.

▶ *Click the Auto-Rcv button to open the Select Purchase Order Items window.*

The lower-left part of the Select Purchase Order Items window displays all open purchase orders for the selected vendor. The lower-right portion of the window displays the detailed items that are part of each open purchase order. There should be a check mark next to each item that is part of the purchase order number selected in step G. Notice that all other items that are not part of the purchase order number selected in step G are not checked.

I. Review the quantity shipped for each item ordered and change if necessary

After the Auto-Rcv button is clicked in step H, the software automatically completes the Qty Shipped box for each item in the selected purchase order using the quantity ordered on the original purchase order. If the quantity received differs from the quantity ordered for any item, you must change the amount in that item's Qty Shipped box.

▶ *Review the quantity shipped box for each item shipped from the selected purchase order. If a different quantity was received than was ordered, type the correct quantity received.*

J. Review the quantity invoiced for each item ordered and change if necessary

Microsoft Dynamics GP automatically completes the Qty Invoiced box for each item in the selected purchase order using the quantity ordered on the original purchase order. If the quantity billed by the vendor differs from the quantity ordered for any item, you must change the amount in that item's Qty Invoiced box.

▶ *Review the Qty Invoiced box for each item in the selected purchase order. If a different quantity was billed than was ordered, type the correct quantity billed.*

K. Enter receipt information for goods received from other open purchase orders, if applicable

Vendors frequently ship goods from more than one purchase order in the same shipment. The Select Purchase Order Items window allows you to enter the receipt of goods from other open purchase orders.

▶ *If there were no goods shipped from other open purchase orders, skip to step L.*

▶ *If goods were received from other open purchase orders, click the check box next to each item received and repeat steps I and J for each item received.*

L. Click the Receive button

▶ *After all receipt information is entered correctly, click the Receive button. This returns the screen to the Receivings Transaction Entry Window.*

M. Review the payment terms and change if necessary

The software automatically completes the Payment Terms box using default information on file for the selected vendor.

▶ *Compare the contents of the Payment Terms box with the payment terms on the vendor's invoice and change the terms if necessary using the adjacent lookup button.*

N. Enter the sales tax amount, if applicable

▶ *If the vendor's invoice includes sales tax, type the sales tax amount in the Tax box. This opens the Receivings Tax Summary Entry window. Select the purchases option in the Tax Details ID box (PURCH, for example) and then click OK.*

▶ *If there is no sales tax, skip to step O.*

O. Click the Distributions tab and verify the general ledger account distributions

Microsoft Dynamics GP automatically distributes amounts from the transaction to general ledger accounts based upon information on file for the selected vendor.

▶ *Click the Distributions tab to view the Receivings Transactions Entry – Distributions window.*

▶ *Click the Show Details button to reveal the general ledger account names.*

▶ *Make changes as necessary and click the OK button to return to the Receivings Transaction Entry window.*

P. Review the Receivings Transaction Entry window for completeness and accuracy

As discussed earlier, error correction after posting the Receivings Transaction Entry window is extremely complicated. Therefore, you should review the window carefully before posting.

Before the transaction is posted, most errors can be corrected by clicking the box with the error and making the correction. Certain boxes cannot be changed after they are originally completed. Errors in these boxes can only be corrected by deleting the transaction and entering the transaction again.

▶ *Review the Receivings Transaction Entry window for completeness and accuracy. If you find an error while reviewing the window, click the box with the error and make corrections.*

▶ *If the box with the error cannot be accessed or changed, click the Delete button and click Delete again when asked if you are sure that you want to delete this record. Enter the transaction again by returning to step B.*

Q. Post the receipt of goods

▶ *After you are satisfied with all of the data in the Receivings Transaction Entry window, click the Post button to post the receipt of goods.*

TRANSACTION REVIEW

After clicking the Post button in the Receivings Transaction Entry window, you can determine if the transaction has been posted to the subsidiary records by completing the steps that follow. Recall that the purchase has not yet been posted to the general ledger.

▶ *Click Purchasing → Inquiry → Transaction by Vendor to open the Payables Transaction Inquiry – Vendor window.*

▶ *Use the Vendor ID lookup button to select the vendor from the transaction you want to review.*

▶ *Locate the invoice number from the transaction you want to review and click once on its line.*

▶ *Zoom on the Document Number description field.*

▶ *After reviewing the Payables Transaction Entry Zoom window for the selected transaction, close the window and close the Payables Transaction Inquiry – Vendor window.*

ERROR CORRECTION AFTER POSTING A TRANSACTION

If you discover an error after posting a receipt of goods transaction, refer to Appendix A.