

PURCHASING



OVERVIEW

STEPS

Go to **Sales and Purchases** and click **Purchase orders**.

Click on the **Receive order** in the **Purchase Order history** screen.

In this example, we have **ordered** 30 Items. Type 10 as **Received**.

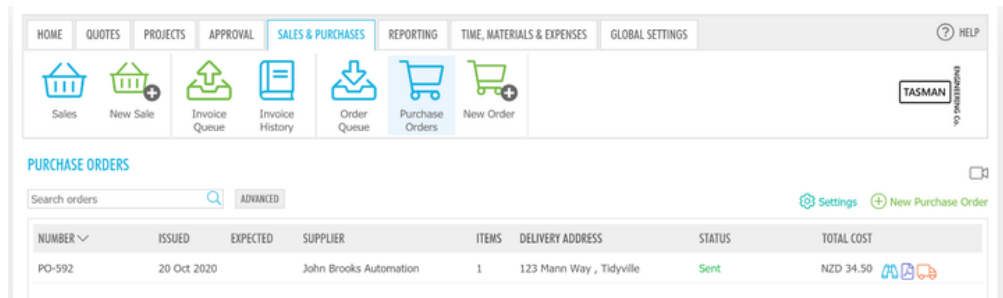
Click the **Proceed** button.

A dialog will give you the option of either indicating that the order is **complete** (i.e. that you will not receive any more items related to the order), or **request** that a **new Purchase Order** be created for those **remaining** items, and the current one **closed off**.

Click the **Confirm** button.

How to split a purchase order

In this module, learn how to split a purchase order.



RECEIPT AND LANDING OF GOODS

LANDING COSTS

TYPE	COST
Freight	50 NZD
Landing Total	NZD 50.00

RECEIVED MATERIALS

CODE	MATERIAL	STOCK LEVELS					LANDED COST CALCULATION NZD			
		OLD STOCK	ORDERED	RECEIVED	NOW	TO COME	COST/UNIT	TOTAL	LANDING	LC/1 UPDATE?
00USDTEST	test item - edited	6	30	10	16	20	216.78	2,167.80	50.00	221.78
								NZD 2,167.80	50.00	

PROCEED **CANCEL**

CONFIRM ORDER RECEIPT - PO-572

Please confirm the following stock level changes

RECEIVED MATERIALS

CODE	MATERIAL	OLD STOCK	RECEIVED QTY	NOW
00USDTEST	test item - edited	6	10	16

SPLIT PURCHASE ORDER

- ☒ Split off the unreceived items into a new Purchase Order (PO-572-A)
- ☐ The order is finished in its current partially filled state.

CONFIRM **CANCEL**



HOW TO SPLIT A PURCHASE ORDER



Once this order has been **confirmed**, the **new** Purchase order (A) will appear on the **main purchase order** screen **awaiting receipt** of the remaining goods.

PURCHASE ORDERS

Search orders ADVANCED Settings New Purchase Order

NUMBER	ISSUED	EXPECTED	SUPPLIER	ITEMS	DELIVERY ADDRESS	STATUS	TOTAL COST	
PO-572-A	18 Aug 2020		Paper Corner	1	RF Stock Main Warehouse , 800 Long Road , Fossie Industri...		NZD 4,985.94	    
PO-572	18 Aug 2020		Paper Corner	1	RF Stock Main Warehouse , 800 Long Road , Fossie Industri...	 	NZD 7,478.91	 
PO-571	18 Aug 2020		Banner Man	1	RF Stock Main Warehouse , 800 Long Road , Fossie Industri...		NZD 18.22	    
PO-570	18 Aug 2020		bfdf	1	RF Stock Main Warehouse , 800 Long Road , Fossie Industri...	 	NZD 2.30	 
PO-569	14 Aug 2020		Banner Man	1	RF Stock Main Warehouse , 800 Long Road , Fossie Industri...	 	NZD 4.55	 

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