

## Purchase Order Receiving – Quick Reference

In this document, “Enter” or press “E” means press <Enter> key.

### Receive Purchase Order

1. Inventory Purchasing
2. P.O. Status
3. Enter Vendor ID
  - If you need to reprint PO before beginning receiving process, see [“How to Reprint a Purchase Order.”](#)
  - If you want to print a receiving report before beginning the receiving process, see [“How to Print a Receiving Report.”](#)
4. On the PO Status screen, all purchase orders NOT closed will display:
  - Press TAB key to also show closed PO’s (status CLS).
  - Press TAB key again to exclude CLS purchase orders from the display.
5. Enter Ln# of PO to receive. **PO must be in ORD or BKO status to receive it.**
6. Press F2=Edit.
7. <Receive Line Items> screen displays.
  - Program assumes all line items have been received in full.
  - Review/compare to packing slip line by line.
  - Only need to enter line items not received or partially received.
8. Enter Line# of item. Enter quantity received. (If zero received, enter 0.)
  - Press **F10=REC/BKO** to receive the qty entered (which may be 0) and leave remainder on backorder (Qty Bko).
  - Press **F8=REC/CAN** to receive the qty entered (which may be 0) and cancel the backorder (no Qty Bko).
9. If an item exists on packing slip that is NOT on the purchase order, see [“Adding Item to Ordered PO during Receiving.”](#)
10. When finished receiving, press F12 & **S** for **poSt receive**.
11. Post Received Order Report screen:
  - Post only-Skip Rest of Screen - N
  - Specify Output Device - Enter prt#
  - Be sure Start & Stop Number is the PO you wish to receive!
  - Press <Enter> through all fields. Change only as needed.
12. Retrieve reports from printer:
  - Backorder Fill Report can be used to fill customer orders.
  - Post Received Order Report usually attached to packing slip and given to Accounts Payable (to be matched up to vendor’s invoice).
13. Cursor will return to PO Status Screen. The PO will be in either a BKO or CLS status.
14. Press F9 to Clear Screen and receive another vendor’s PO.

### Unlocking PO’s in LCK Status

1. A “locked” (LCK) status can occur on a PO if a process was interrupted. The PO needs to be “unlocked.”
2. If PO is locked because **Receiving** process was interrupted, re-run the receiving program. When complete, check that PO no longer has LCK status.
3. If PO is locked because some other purchasing process was interrupted, check with person who worked on PO about “unlocking it.” If help is needed, contact Mylee Customer Support.

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### How to Reprint a Purchase Order

1. Inventory Purchasing. **P.O. Status**
2. Enter Vendor ID. Enter LN# of PO to Reprint.
3. Press F6=Post.
  - Enter Printer #
  - Be sure Start & Stop# is PO you wish to reprint.
  - Press E through all fields except answer **“N” to Post and Print.** (N=Reprint PO Only.)

### How to Print a Receiving Report

1. Printing this report is optional. It may be used to “check in” merchandise and enter the received items into the computer.
2. Inventory Purchasing
3. P.O. Status
4. Enter Vendor ID.
5. Enter Ln# of PO for printing a Receiving Report. PO should be in ORD or BKO status. Press F6=Post.
  - Specify Output Device -Enter prt#
  - Be sure Start & Stop PO # is the PO you are working on.
  - Press Enter through fields until **“Print a Receiving Report”**. Change to Y.
  - Print Order Quantity - **Y**
  - Print Scan Codes - **N**
6. Retrieve the “Receiving Purchase Order Report” from Printer.

### Adding Item to Ordered (ORD) PO During Receiving

1. <Receive Line Items> screen displays. You are receiving a PO and find an item on the packing slip, but not on the PO in the computer.
2. Check hardcopy of Purchase Order to see if additional item is handwritten on PO:
3. If handwritten on PO, item was probably added after original PO faxed to vendor.
4. If not handwritten on PO, need to investigate before proceeding. Perhaps item was shipped in error by the vendor.
5. From <Receive Line Items> screen, press **F12** and **H** for Heading Scn.
6. Press **F2=Edit Ordr.** <Create/Edit Line Items> screen displays.
7. Enter **item# & vendor code.**
8. Enter **Qty** to order.
9. If cost is ok, press **F10** to save line.
10. A PO line# is assigned automatically.
11. If item is a special order (Not on File item), must enter cost.
12. If item should be in item master file, see “How to Create an Item Record during Receiving.”
13. The Qty on Order for the items added to an “ordered” PO is immediately posted.
14. Press **F12** and **H** for Heading Scn.
15. Press **F3=Edit Item.**
16. The item you just added will appear at end of order. Receive it in the normal fashion.

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### Purchase Order Status Descriptions

- NEW** New PO “in the works.”
- REV** Reviewed PO. Ready to Post & Print.
- ORD** Order placed with Vendor. Qty on Order for items has been posted.
- RVD** Received. Items marked as received but have not yet posted to item records.
- BKO** Backordered. PO partially received; as one or more items are backordered.
- CLS** Closed PO. All lines received or cancelled.
- LCK** Locked PO. A posting process was interrupted causing PO to be in Locked status.

### How to Create an Item Record

1. You may create an item record while receiving a Purchase Order.
2. From <Receive Line Items> screen, press **F12** and then **M** for Menu.
3. 4=Inventory; 1=Item Master.
4. Enter new Item number and Vendor Code.
5. **Press <Enter> through fields not used. (Fields noted below are the most common. Be sure to fill in fields you use that are not listed here.)**
6. **Description.** Enter item description.
7. **Product Group.** Optional. Enter appropriate product group (if used).
8. **Related.** Enter item number of Bulb for fixture & press E. Enter Vendor Code for Bulb & press E. Enter the **Qty** of bulbs for the fixture.
9. **COST.** Enter cost of item. (This is usually “Cost E”– the “published cost” and “Cost F” – your actual cost.)
10. Change the Price Adjustment percentages for Price A, B, C and D only if necessary. For example, if LIST price adjustment is **E 100.000** (means List price is marked up 100% over E cost or a 2.0 multiplier) and List should be marked up 150% or a 2.5 multiplier, override the 100.000 to **150.000**.
11. **Archive:** Enter archive flag if needed (controls Job Label printing).
12. **DIV.** Enter Division Code (if used).
13. After entry of Division Code, press **F10 to save**. OK to Add Record? **Y**
14. Press **F12 & Exit**. Cursor will return to the PO you are working on.