

# Receive Parts

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The Receive Parts function is used to receive a Purchase Order or Repair Order to bring stock into one of your warehouses or direct expense the parts on the Purchase or Repair Order.

Follow the steps below to receive a Purchase Order or Repair Order.

1. Navigate to the Main Application Menu and select the Receive Parts option from the Inventory module.
2. A blank Parts Receipt form will be displayed. Select the Vendor from the drop-down list.
3. A message will be displayed asking if you want to enter a stock receipt for an open Purchase or Repair Order; click the Yes button.
4. The Select Purchase Orders list will be displayed. Regular Purchase Orders are listed in the upper tier and Repair Orders are listed in the lower tier. Double-click on the correct Order to be received from either the upper or lower tier.
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5. The Parts Receipt form will fill in with the information entered on the Purchase Order or Repair Order being received. The Receive Date field in the header area of the form will default to today's date; you may override the default if this is not the correct date the parts were received.

If the Purchase Order being received is for a Job or a Ticket, select the Direct Expense radio button; this will save the step of performing an issue transaction to move the parts from the warehouse to the Job or Ticket.

Verify the parts and quantities. If the entire Purchase Order or Repair Order is not being received, change the quantities to what is being received at this time. The Purchase Order will remain open and may be received multiple times until all parts are received.

When finished, click the Save button located at the lower right of the form.

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