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Vendor Card and Purchase Order Receipts Tab

Megan De Freitas - 2024-11-22 - Purchasing

Overview

New Receipts Tabs have been added to the Vendor Card and Purchase Order business objects, giving you a new way to better aggregate information about vendors, POs, and receipts.

Note: Purchase Order receipts tabs is currently in beta.

Usage

To use the Receipts tab on the Vendor Card, click on **Vendor Search** and open the Vendor Card you want to see information for. Click on the Purchase Receipts tab.



This opens a new form that displays all PO receipts associated with that vendor, based on search criteria including Months to Show and receipts types such as

Shipment, Invoice, Shipment Invoice, Return, Return with Credit, Inv Return, and InvReturn with Credit.

Vendor Propertie	5		Primary Address Info	ormation		Purchase Orders				
Vendor:	ADVANCED0001		Janice Berman P1:(618) 555-0102 678 Sherwood FX:(618) 555-0102 Park South FX:(618) 555-0102			PO Number	PO Tune	PO Date	Ren and Oate	Tata
Vendor Name:	Advanced Office Syste	ms				002569	POType	7/72/2012	7/22/2013	40.00
Vendor Class:	USA-US-M		Arlington Heights, IL			EM6299	STANDARD	7/22/2013	7/23/2013	176.00
Vendor Status:	ACTIVE		60004-2922	on@salespad.net		000000	STANDARD	10/19/2010	10/18/2012	1 227 50
Payment Terms:	NET 30			www.aos.com		PO2298	STANDARD	10/22/2010	10/22/2010	2 675 00
rupingin runna.			Default Shipping Information			002200	STANDARD	10/22/2010	10/22/2010	7 550 0
Currencys	2-US\$ *		Shipping Method: G	ROUND	-	P02301	STANDARD 11/1/2010		11/1/2010	39,680,00
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You can also add additional fields to the window with the Column Chooser. Click on the Columns icon (small red triangle above the Receipt Number field).

Select Column Chooser to add other columns to the screen.

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Payment Terms:	NET 30	PO Type					PO2298	STANDARD	10/22/2010	10/22/2010	2,675.00
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currenty.	6.033	 Receipt N 	umber				PO2301	STANDARD	11/1/2010	11/1/2010	39,680.00
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A similar tab has been added to the Purchase Order business object in SalesPad. This screen displays PO Receipts based on the same search criteria identified earlier for the selected vendor.

From a Vendor record, click on the **Purchase Order Search** button in the Vendor Card header.

	Applica	ation							8/1/2013	v4.2.
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Search for, select, and open a Purchase Order (any PO with a receipt). Click the Receipts tab. From this tab, you can see all receipts associated with the PO.

alesPad Today	A Sales Documents B Sales Monitor Counter Sales Sales Sales	Eatch essing	 Inventory Analysis Inventory Transfers Sales Transfers Inventory 	(STANDARD) PO.	2298 - TWO42 - SalesP urchase Order Search urchasing Advisor ackordered Items Purchasing	ad Receiving	Quick Reports Repo	5/22/2013 Sales Analysis	v4.2.0.1	sa (1 of 99 seat	s in-use)	
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Click on the Columns icon (small red triangle above the Receipt Number field). Select Column Chooser to add additional columns to the screen.

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