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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

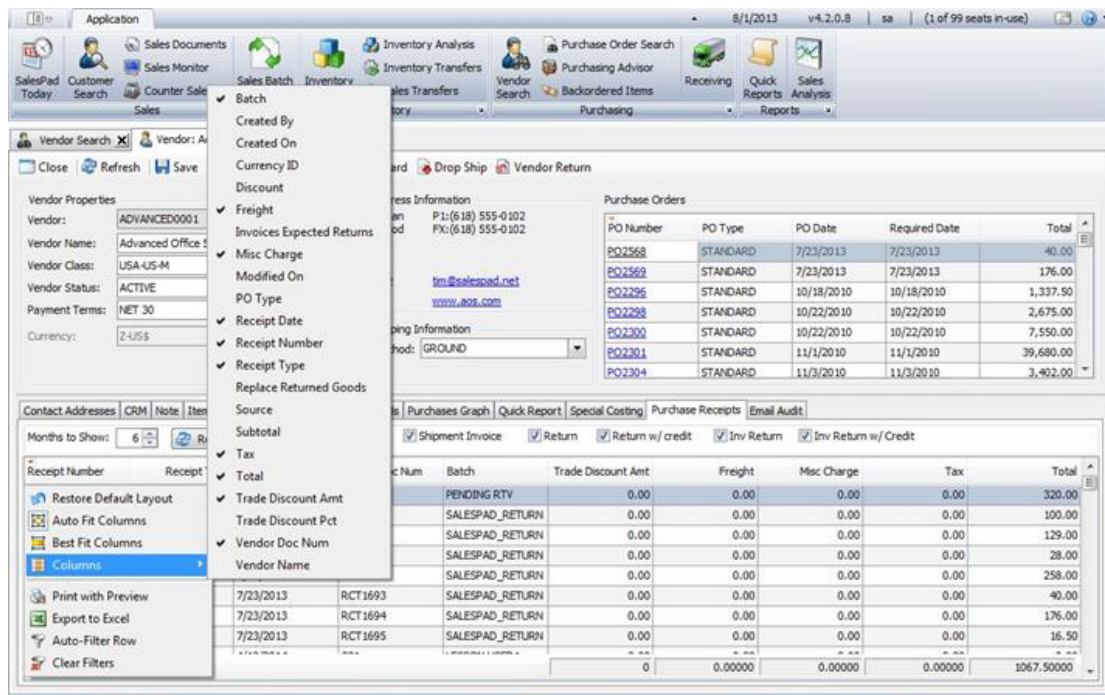
To use the Receipts tab on the Vendor Card, click on **Vendor Search** and open the Vendor Card you want to see information for. Click on the Purchase Receipts tab.

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.

Receipt Number	Receipt Type	Receipt Date	Vendor Doc Num	Batch	Trade Discount Amt	Freight	Misc Charge	Tax	Total
RCT1654	Return With Credit	4/12/2017	RTV8989	PENDING RTV	0.00	0.00	0.00	0.00	320.00
RCT1682	Return	6/25/2013	RCT1689	SALESPAD_RETURN	0.00	0.00	0.00	0.00	100.00
RCT1690	Return	6/25/2013	RCT1690	SALESPAD_RETURN	0.00	0.00	0.00	0.00	129.00
RCT1691	Return	6/25/2013	RCT1691	SALESPAD_RETURN	0.00	0.00	0.00	0.00	28.00
RCT1692	Return	7/17/2013	RCT1692	SALESPAD_RETURN	0.00	0.00	0.00	0.00	258.00
RCT1693	Return	7/23/2013	RCT1693	SALESPAD_RETURN	0.00	0.00	0.00	0.00	40.00
RCT1694	Return	7/23/2013	RCT1694	SALESPAD_RETURN	0.00	0.00	0.00	0.00	176.00
RCT1695	Return	7/23/2013	RCT1695	SALESPAD_RETURN	0.00	0.00	0.00	0.00	16.50
					0	0.00000	0.00000	0.00000	1067.50000

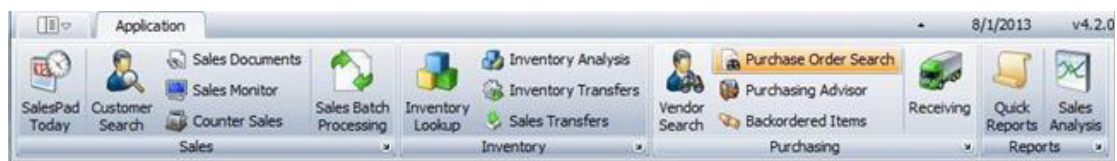
You can also add additional fields to the window with the Column Chooser. Click on the Columns icon (small red triangle above the Receipt Number field).

Select Column Chooser to add other columns to the screen.

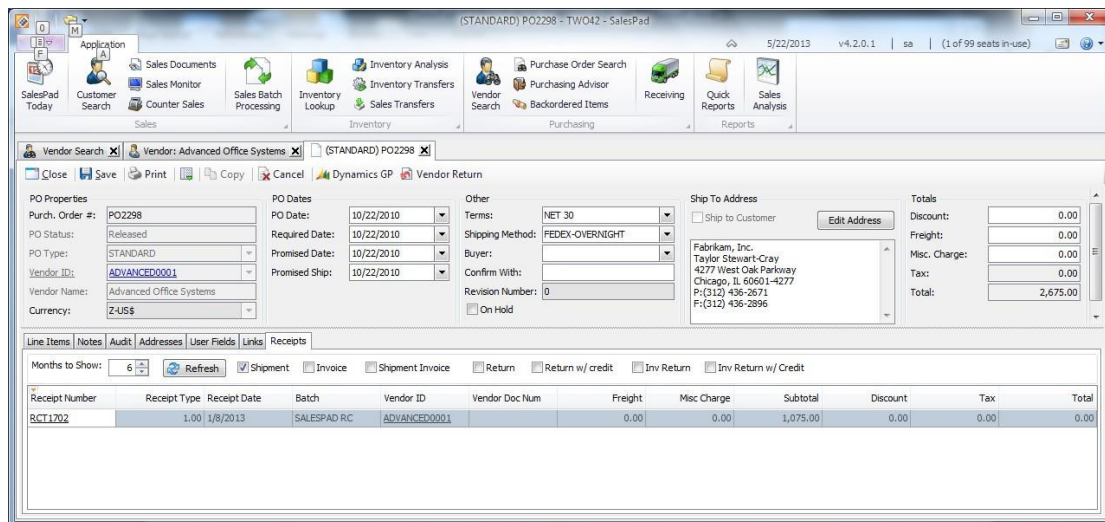


A similar tab has been added to the Purchase Order business object in SalesPad. This screen displays PO Receipts based on the same search criteria identified earlier for the selected vendor.

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



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.



Click on the Columns icon (small red triangle above the Receipt Number field). Select Column Chooser to add additional columns to the screen.

Application: 5/22/2012 v4.2.0.1 11 of 39 seats in use

SalesPad Today Customer Search Counter Sales Sales Batch Processing Inventory Lookup Inventory Analysis Inventory Transfers Sales Transfers Vendor Search Purchasing Advisor Backordered Items Receiving Quick Reports Sales Analysis

Vendor Search X Vendor: Advanced Office Systems X (STANDARD) PO2298 X

Close Save Print Copy Cancel Dynamics GP Vendor Return

PO Properties

Purch. Order #: PO2298  
 PO Status: Released  
 PO Type: STANDARD  
 Vendor ID: ADVANCED0001  
 Vendor Name: Advanced Office Systems  
 Currency: Z-US\$

Batch  
 Discount  
 Freight  
 Misc Charge  
 PO Type  
 Receipt Date  
 Receipt Number  
 Receipt Type  
 Source  
 Subtotal  
 Tax  
 Total  
 Trade Discount Amt  
 Vendor Doc Num  
 Vendor ID

Other

Order Date: 10/22/2010  
 Ship Date: 10/22/2010  
 Ship Date: 10/22/2010  
 Terms: NET 30  
 Shipping Method: FEDEX-OVERNIGHT  
 Buyer:  
 Confirm With:  
 Revision Number: 0  
 On Hold

Ship To Address

Ship to Customer Edit Address

Fabrika, Inc.  
 Taylor Stewart Gray  
 4277 West Oak Parkway  
 Chicago, IL 60601-4277  
 P:(312) 436-2671  
 F:(312) 436-2896

Totals

Discount: 0.00  
 Freight: 0.00  
 Misc. Charge: 0.00  
 Tax: 0.00  
 Total: 2,675.00

Line Items Notes Audit Addresses

Months to Show: 6

Receipt Number

Restore Default Layout  
 Auto Fit Columns  
 Best Fit Columns  
 Columns  
 Print with Preview  
 Export to Excel  
 Auto-Filter Row  
 Clear Filters

Invoice ☐ Shipment Invoice ☐ Return ☐ Return w/ credit ☐ Inv Return ☐ Inv Return w/ Credit

Batch	Vendor ID	Vendor Doc Num	Freight	Misc Charge	Subtotal	Discount	Tax	Total
SALESPAD R/C	ADVANCED0001		0.00	0.00	1,675.00	0.00	0.00	0.00

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