

Receive a Purchase Order

Last Modified on 04/09/2025 5:54 pm EDT

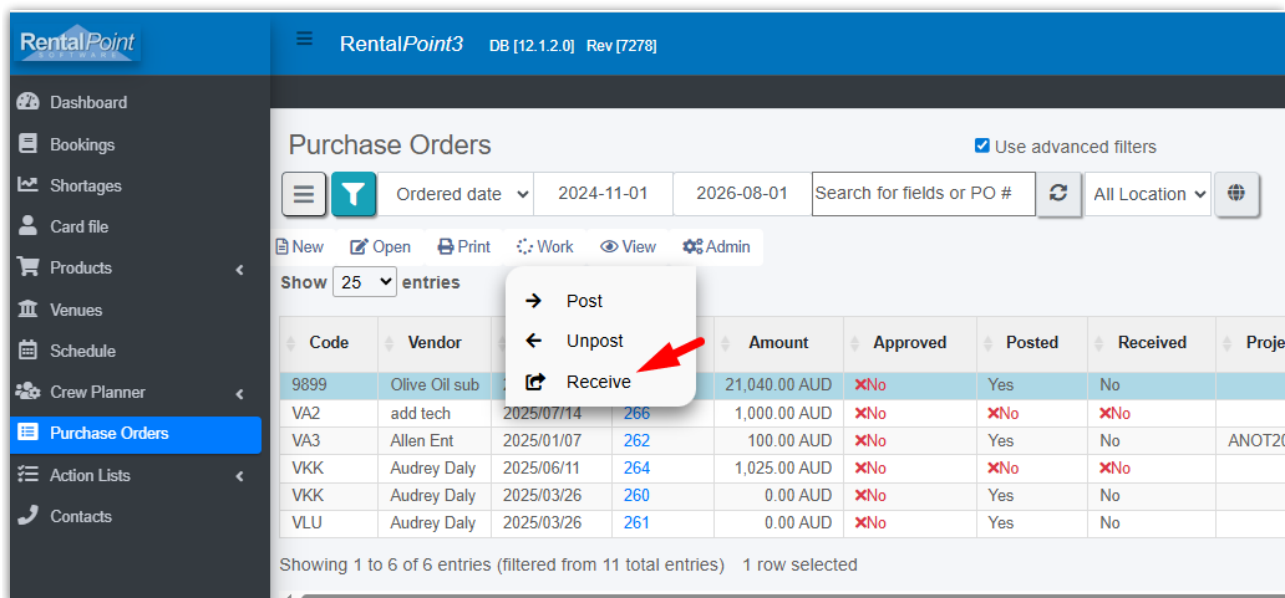
There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

Only Posted Purchase Orders can be received.

Highlight any posted purchase order, then click *Receive* from the  menu.

The software will increment the inventory quantity of received items



The screenshot displays the RentalPoint3 software interface. The left sidebar contains navigation options: Dashboard, Bookings, Shortages, Card file, Products, Venues, Schedule, Crew Planner, **Purchase Orders**, Action Lists, and Contacts. The main area shows the 'Purchase Orders' list with columns: Code, Vendor, Date, Amount, Approved, Posted, Received, and Project. A context menu is open over the first row, showing options: Post, Unpost, and **Receive** (highlighted with a red arrow). The table data is as follows:

Code	Vendor	Date	Amount	Approved	Posted	Received	Project
9899	Olive Oil sub	2025/07/14	266	21,040.00 AUD	XNo	Yes	No
VA2	add tech	2025/01/07	262	1,000.00 AUD	XNo	XNo	XNo
VA3	Allen Ent	2025/06/11	264	100.00 AUD	XNo	Yes	No
VKK	Audrey Daly	2025/03/26	260	1,025.00 AUD	XNo	XNo	XNo
VKK	Audrey Daly	2025/03/26	261	0.00 AUD	XNo	Yes	No
VLU	Audrey Daly	2025/03/26	261	0.00 AUD	XNo	Yes	No

Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected