

# Post and Receive on Purchase Orders

You may have recently seen a new addition to the Purchase Order Screen, an addition that may have some baffled and others elated. This is the Post and Receive button. Many have asked, what is it and why (or when) would I use it? Once again, the friendly folks at Ensign Systems have taken a great product, and made it even better. Here's exactly what the Post and Receive button is and how you can use it for your business.

If you're attending a trade show gathering samples and placing orders, then the orders arrive and you're trying to deal with a mess of paperwork. How easy would it be to just add the items to your inventory with the Add Items Card and at the same time create the Working Purchase Order... then Receive the items with just one more button click?



The process for using Post and Receive Button is just that easy whether you are receiving new items, creating new items, or consigning new items. The process is the same on both Mac and Windows.

1. Simply add the new item by using the Add Items card. In Windows the card is found in the Windows Menu Option, in Mac it is in the List Menu Option.
2. At the bottom of the screen you'll see the Add P.O. and Items button. Press that and your items are created and the Working Purchase order is created.



3. On the Working Purchase Order Screen you'll need to enter the amount of the items that you have. Once that is entered you will press the Post/Receive Button.
4. A popup window will open asking for the information about the vendor billing information and other miscellaneous information. Simply fill in the information that you need and your purchase order is complete.

Freight Allocation

By Dollar Value  
 By Quantity  
 Do Not Allocate

Print Purchase Order

Received By:

Vendor Invoice ID:

Invoice Date:

Now sit back and enjoy the newly created items and the ease you've experienced with running your business. This process is meant to assist you in situations where a purchase order would need to be created for items you currently have in your possession. For instance this could be used to both purchase and receive new items at trade shows, or by walk-in vendors. Every store is different, so your use will be unique to you. Enjoy the time this will free for you, start a new hobby or whatever you choose. Thank you!