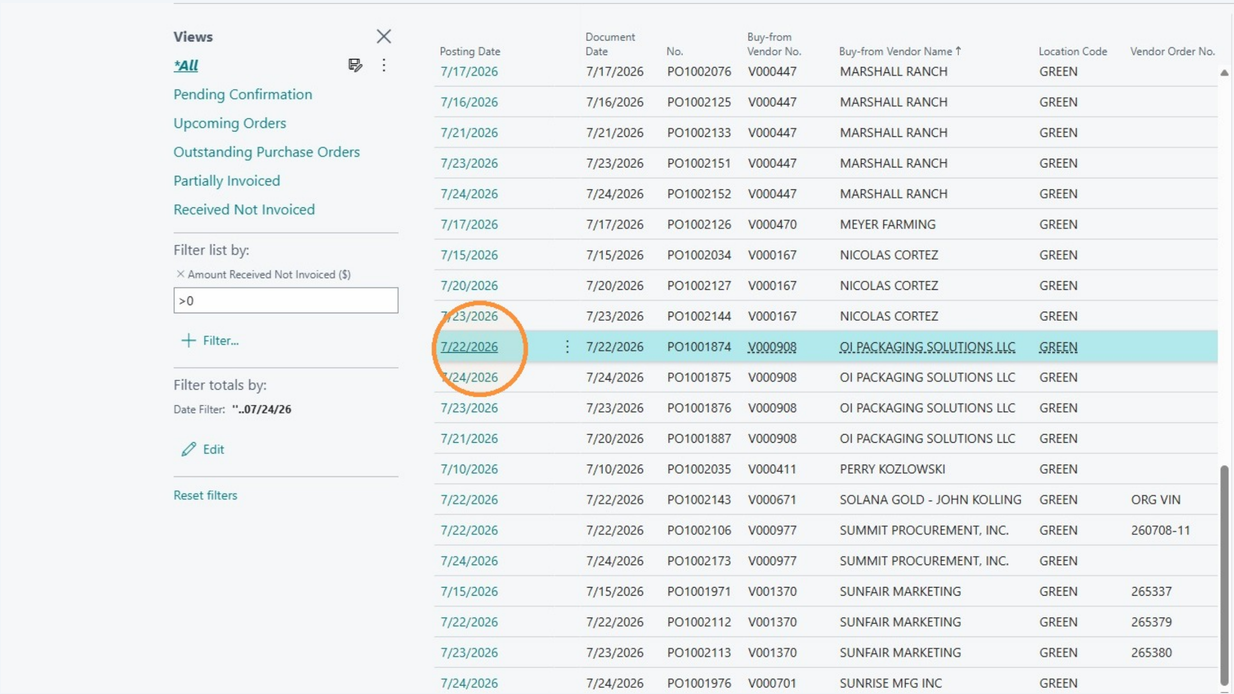
How to Process and Post a Purchase Order

This guide provides a comprehensive walkthrough for processing a purchase order with item charges within your purchase documents. Follow these steps to correctly assign charges, update line items, and finalize the posting process efficiently.

Open Purchase Order

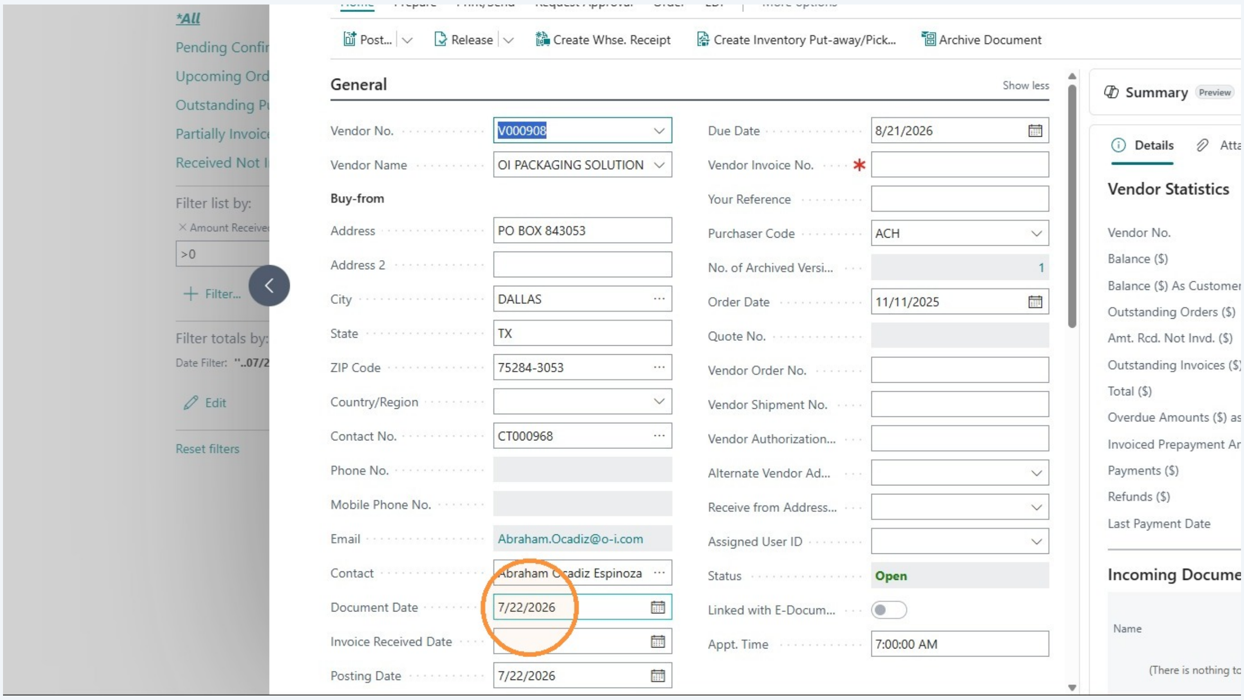
1 Click "On the Posting Date"



Posting Date	Document Date	No.	Buy-from Vendor No.	Buy-from Vendor Name ↑	Location Code	Vendor Order No.
7/17/2026	7/17/2026	PO1002076	V000447	MARSHALL RANCH	GREEN	
7/16/2026	7/16/2026	PO1002125	V000447	MARSHALL RANCH	GREEN	
7/21/2026	7/21/2026	PO1002133	V000447	MARSHALL RANCH	GREEN	
7/23/2026	7/23/2026	PO1002151	V000447	MARSHALL RANCH	GREEN	
7/24/2026	7/24/2026	PO1002152	V000447	MARSHALL RANCH	GREEN	
7/17/2026	7/17/2026	PO1002126	V000470	MEYER FARMING	GREEN	
7/15/2026	7/15/2026	PO1002034	V000167	NICOLAS CORTEZ	GREEN	
7/20/2026	7/20/2026	PO1002127	V000167	NICOLAS CORTEZ	GREEN	
7/23/2026	7/23/2026	PO1002144	V000167	NICOLAS CORTEZ	GREEN	
7/22/2026	7/22/2026	PO1001874	V000908	OI PACKAGING SOLUTIONS LLC	GREEN	
7/24/2026	7/24/2026	PO1001875	V000908	OI PACKAGING SOLUTIONS LLC	GREEN	
7/23/2026	7/23/2026	PO1001876	V000908	OI PACKAGING SOLUTIONS LLC	GREEN	
7/21/2026	7/20/2026	PO1001887	V000908	OI PACKAGING SOLUTIONS LLC	GREEN	
7/10/2026	7/10/2026	PO1002035	V000411	PERRY KOZLOWSKI	GREEN	
7/22/2026	7/22/2026	PO1002143	V000671	SOLANA GOLD - JOHN KOLLING	GREEN	ORG VIN
7/22/2026	7/22/2026	PO1002106	V000977	SUMMIT PROCUREMENT, INC.	GREEN	260708-11
7/24/2026	7/24/2026	PO1002173	V000977	SUMMIT PROCUREMENT, INC.	GREEN	
7/15/2026	7/15/2026	PO1001971	V001370	SUNFAIR MARKETING	GREEN	265337
7/22/2026	7/22/2026	PO1002112	V001370	SUNFAIR MARKETING	GREEN	265379
7/23/2026	7/23/2026	PO1002113	V001370	SUNFAIR MARKETING	GREEN	265380
7/24/2026	7/24/2026	PO1001976	V000701	SUNRISE MFG INC	GREEN	

2

Click "Change the Document Date to match the invoice date" DO NOT CHANGE THE POSTING DATE, unless the posting date is within a closed period.



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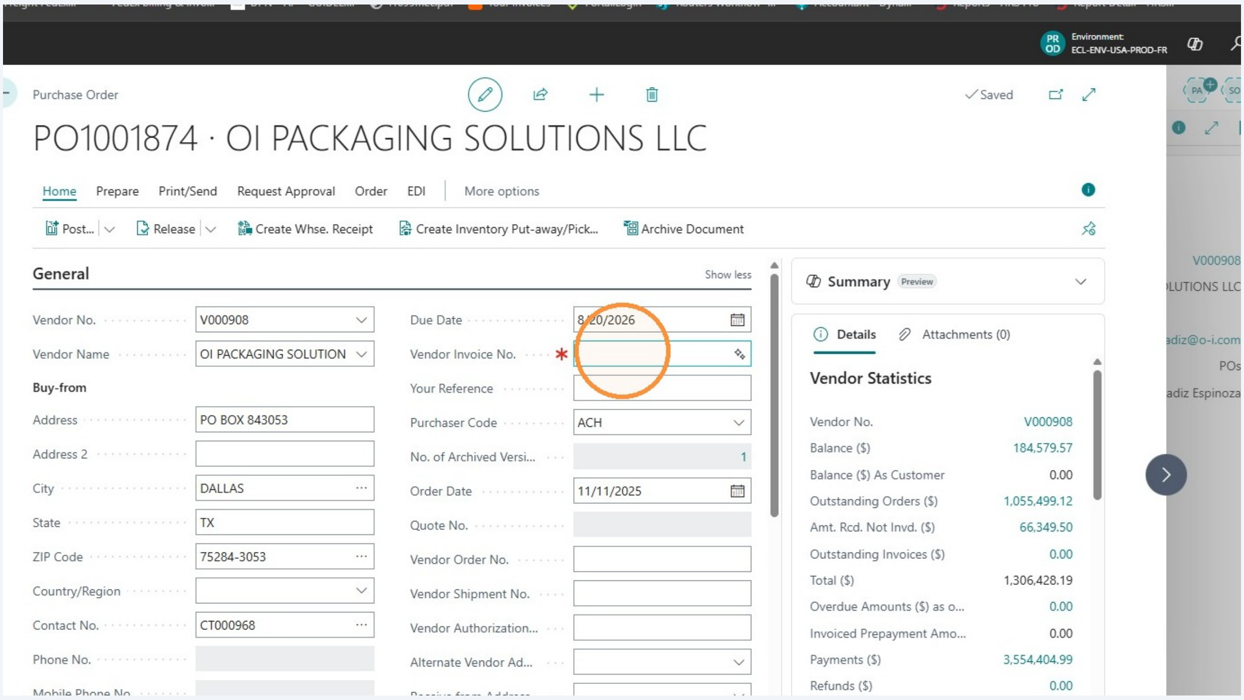
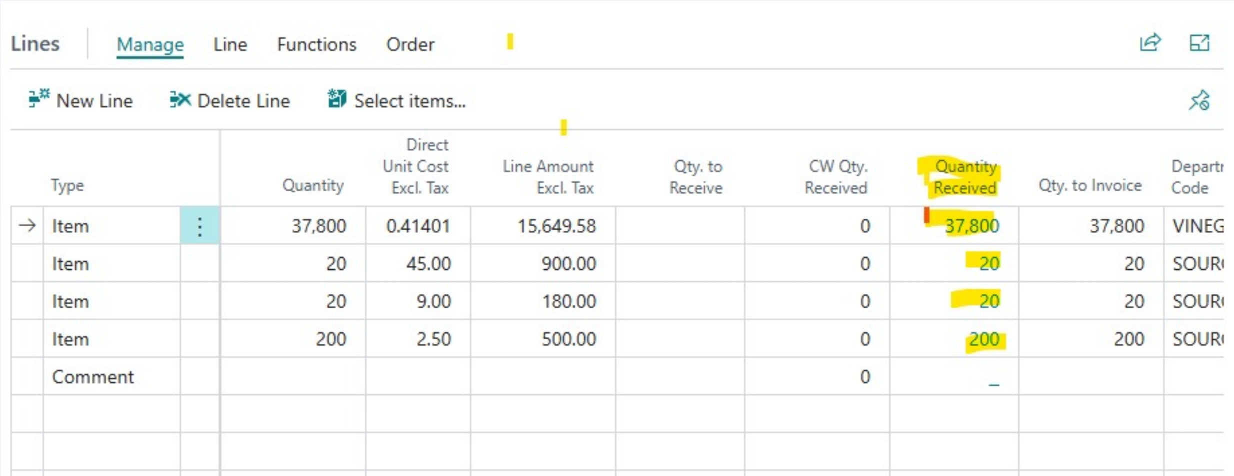
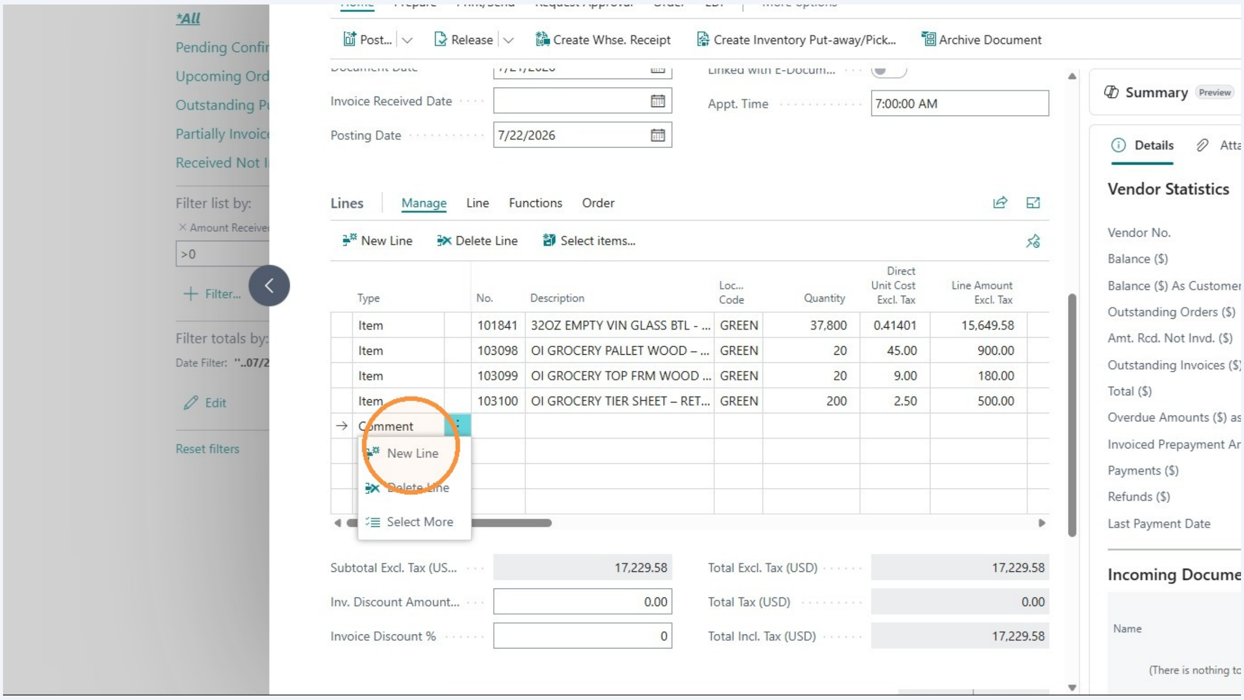
Click Enter the vendor invoice number from the invoice



4 Review Quantity Received in BC with quantity received on the packing slip

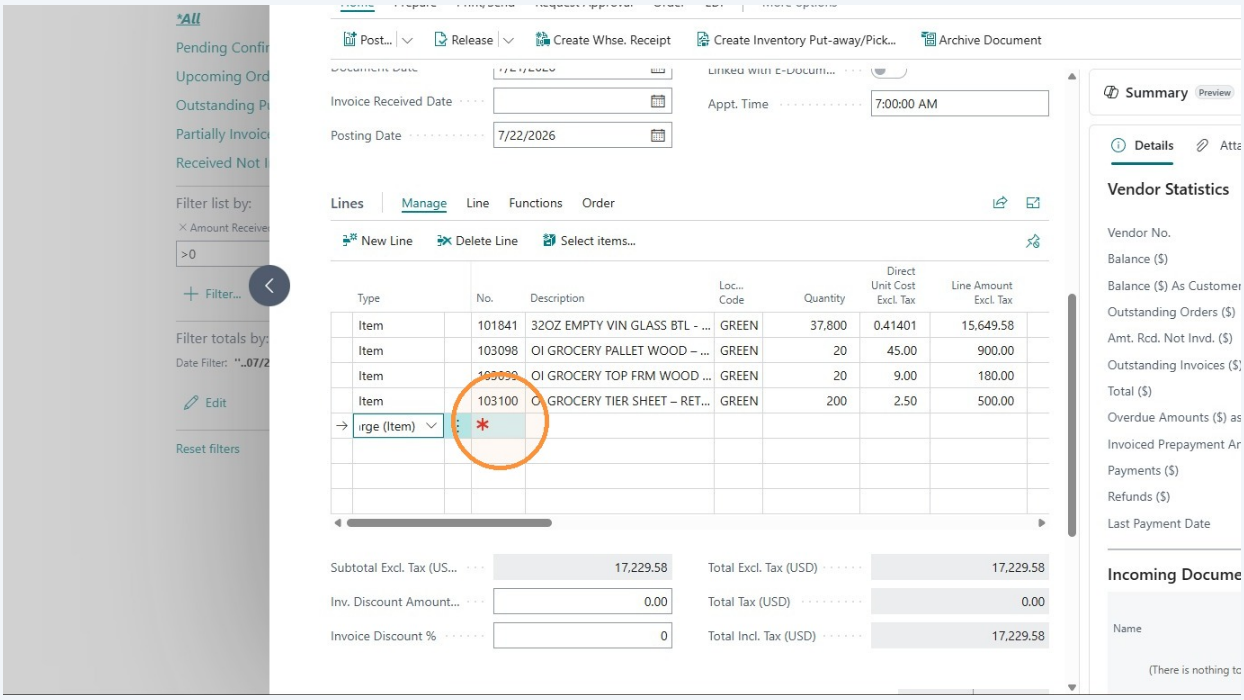


5 To add a line for freight or other charges click on the 3 dots if there is a comment in the field. We don't want to delete them. If there isn't a comment, change the last free line to G/L or Charge depending on what your are adding

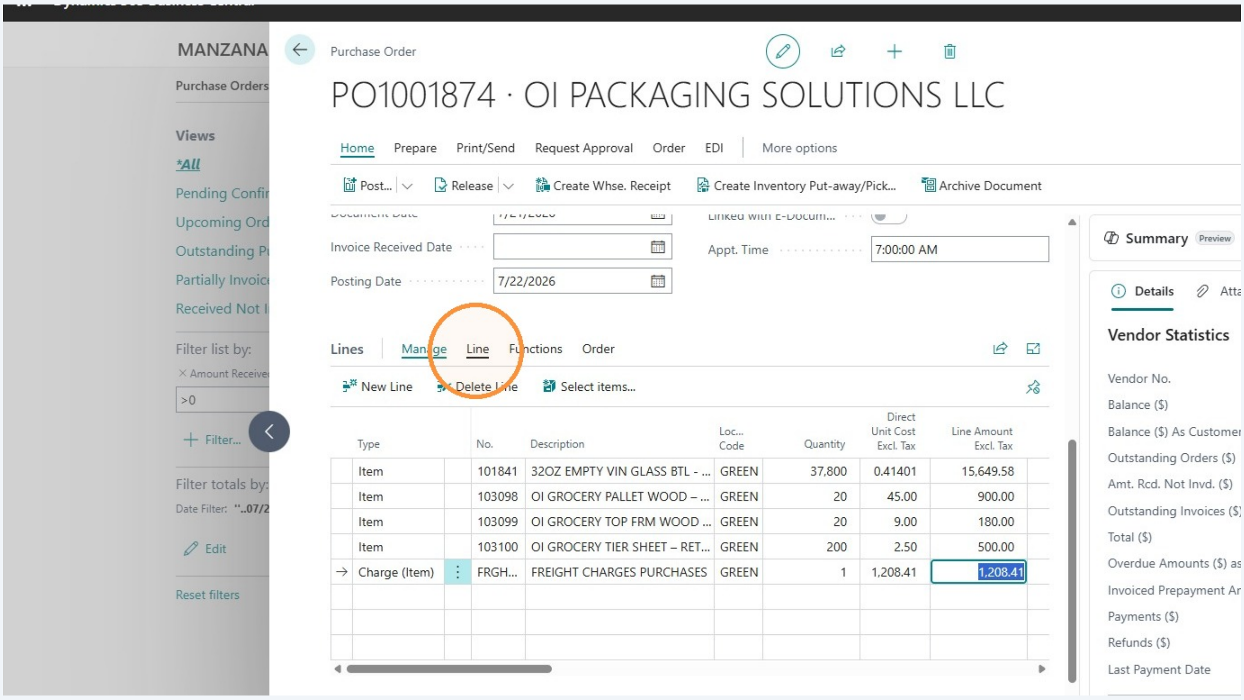


Add Charge Lines

6 In this case Charge (Item) was selected, therefore enter FRG in No. field for Freight Charges Purchases

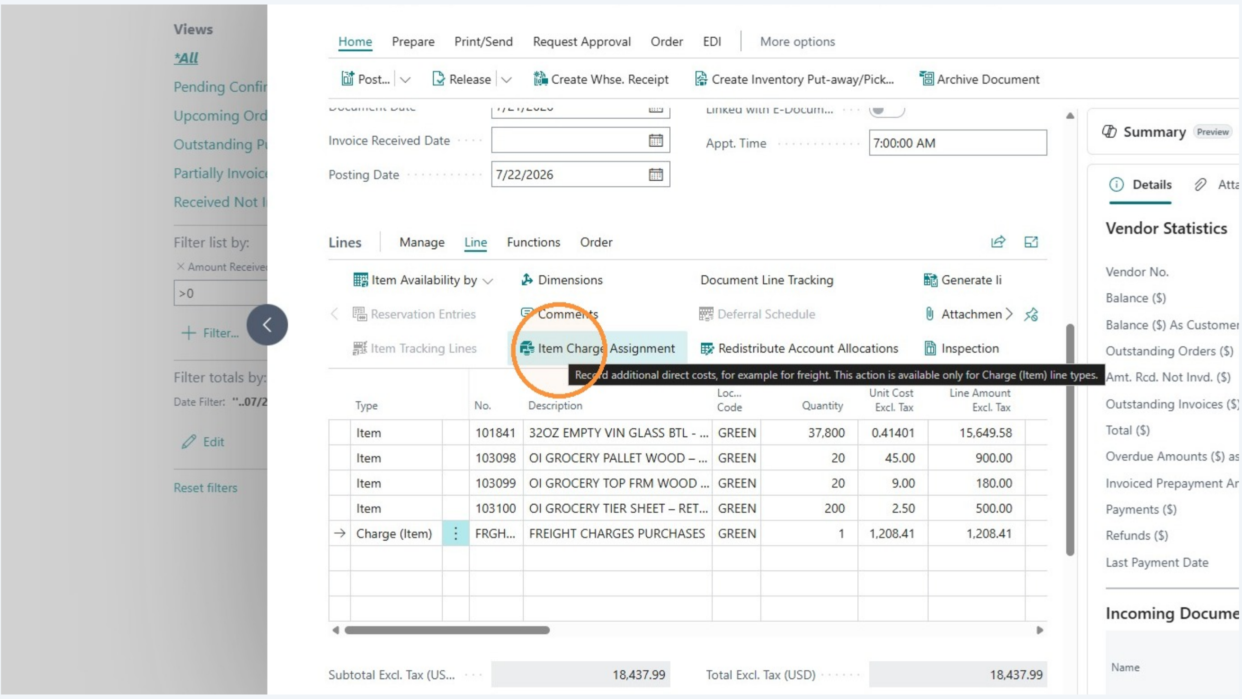


7 Enter the amount of freight being charged from the invoice and Click "Line"

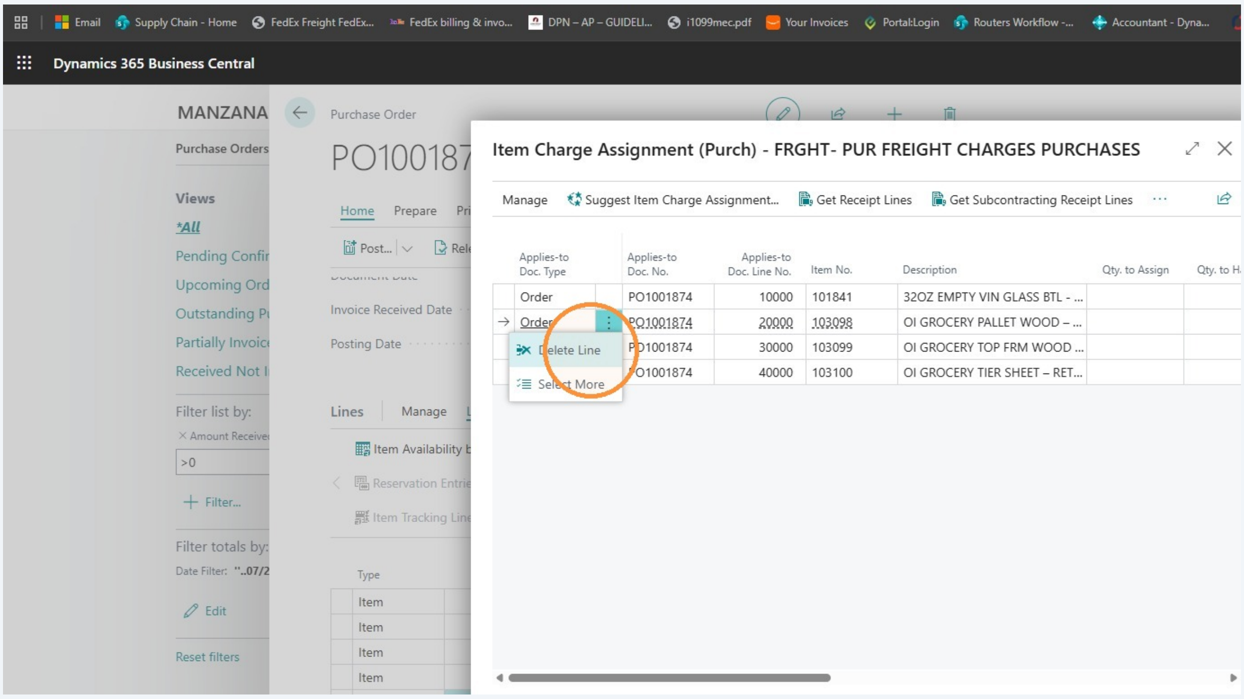


Assign Item Charges

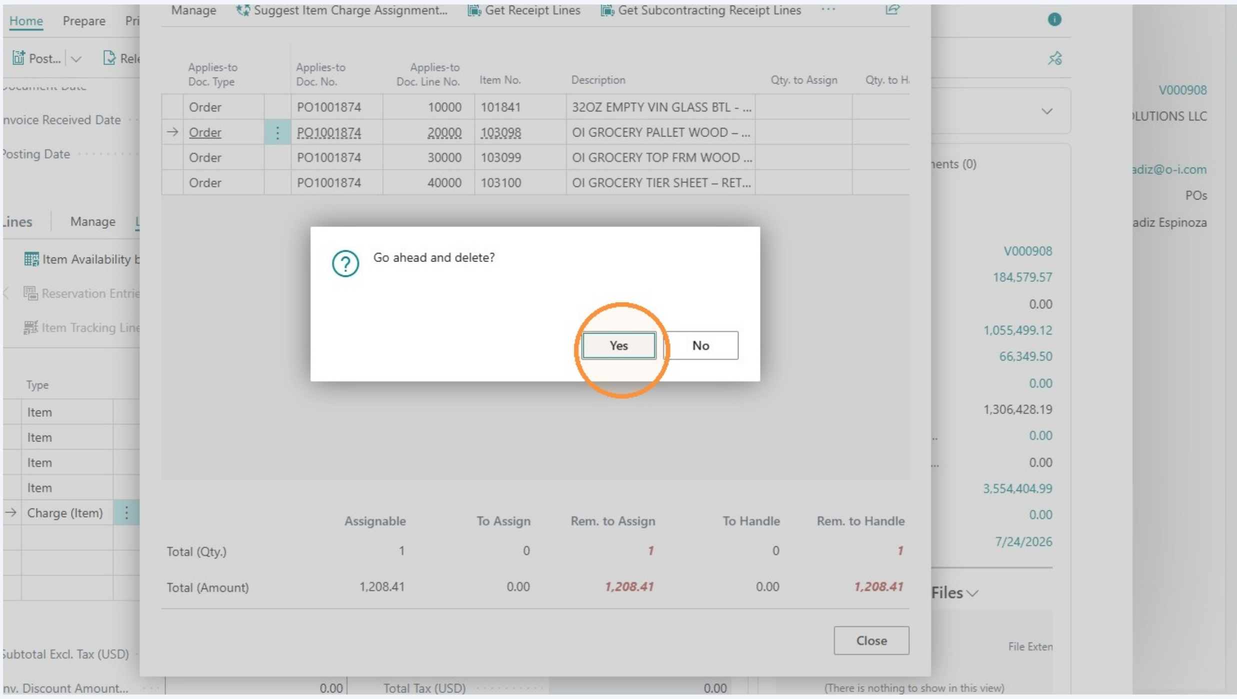
8 Open Item Charge Assignment for the selected charge line.



9 Click Delete lines individually that are for pallet items, top frame and tier sheets.

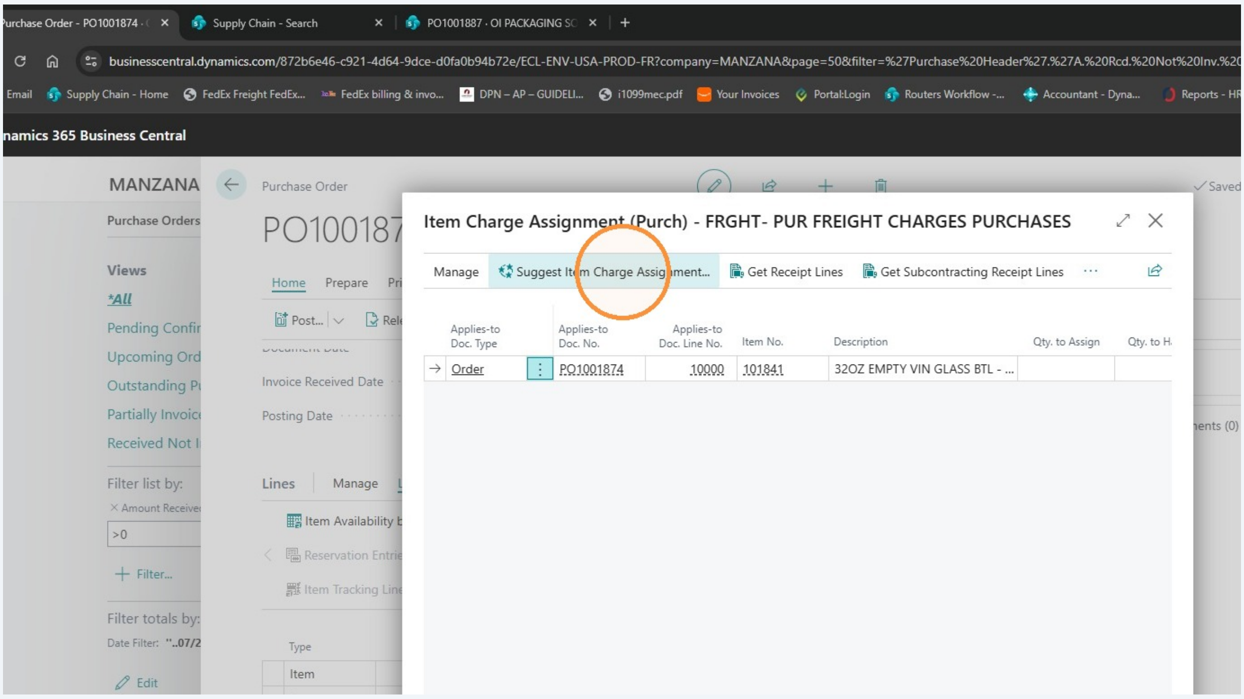


10 Click "Yes"

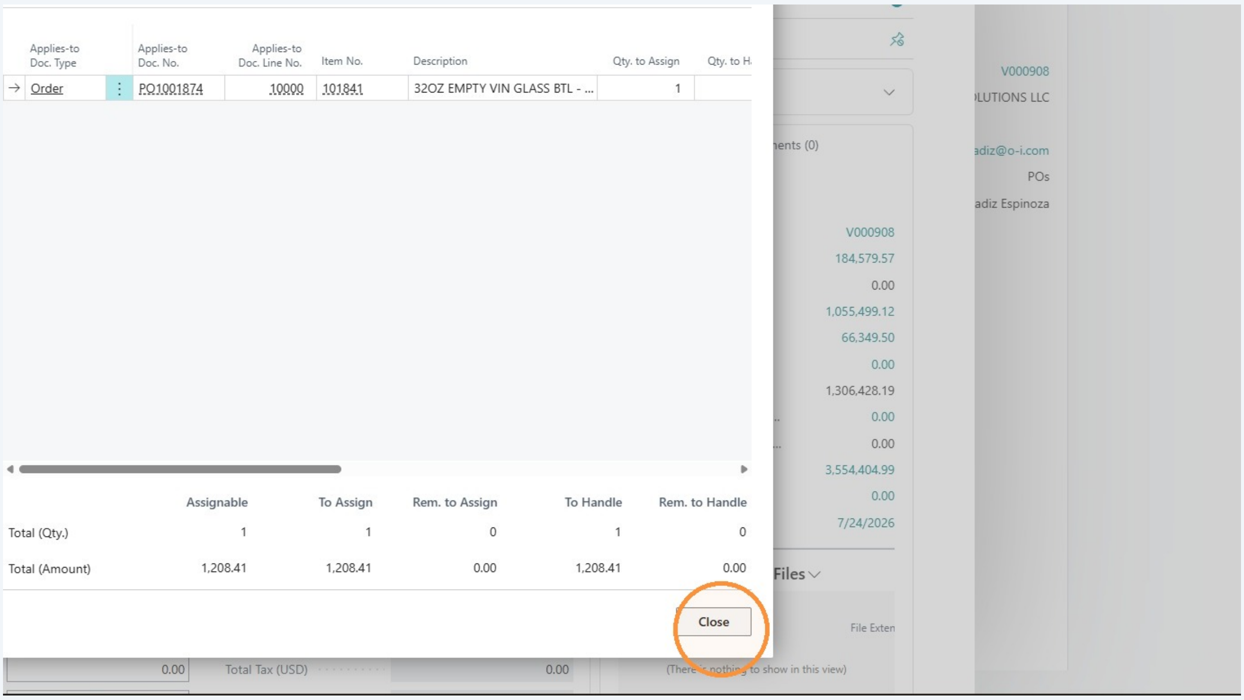


Suggest Assignment

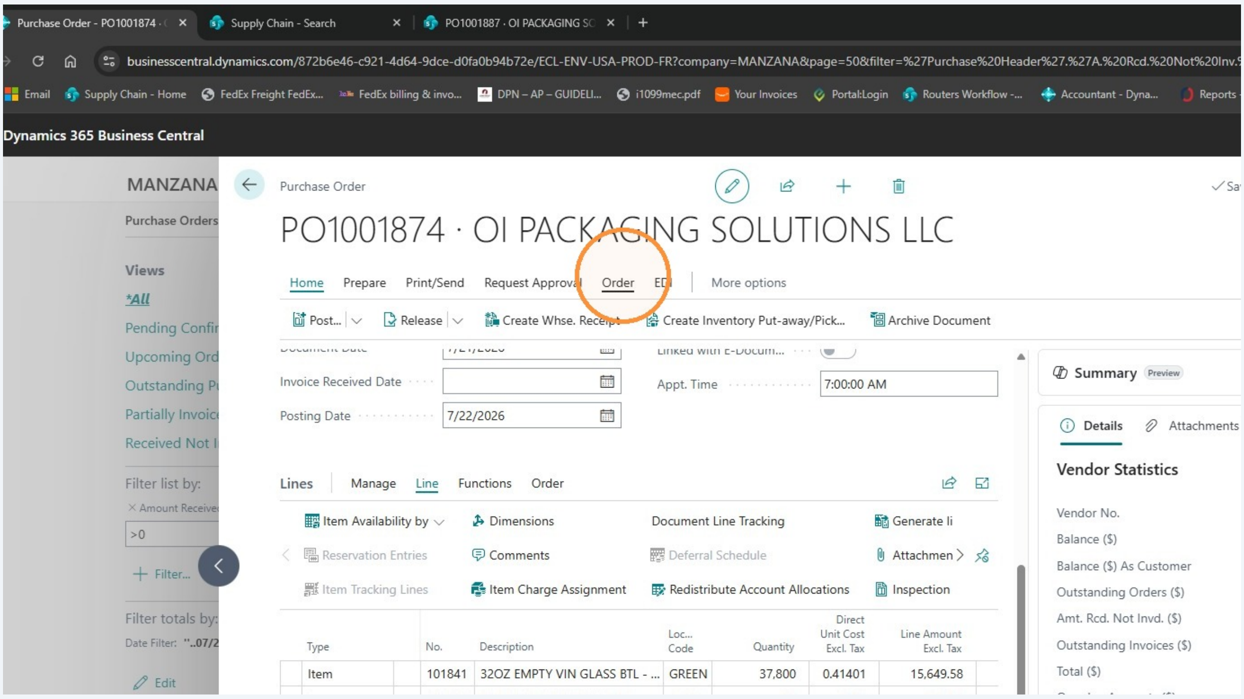
11 Click on Suggest an item charge assignment.



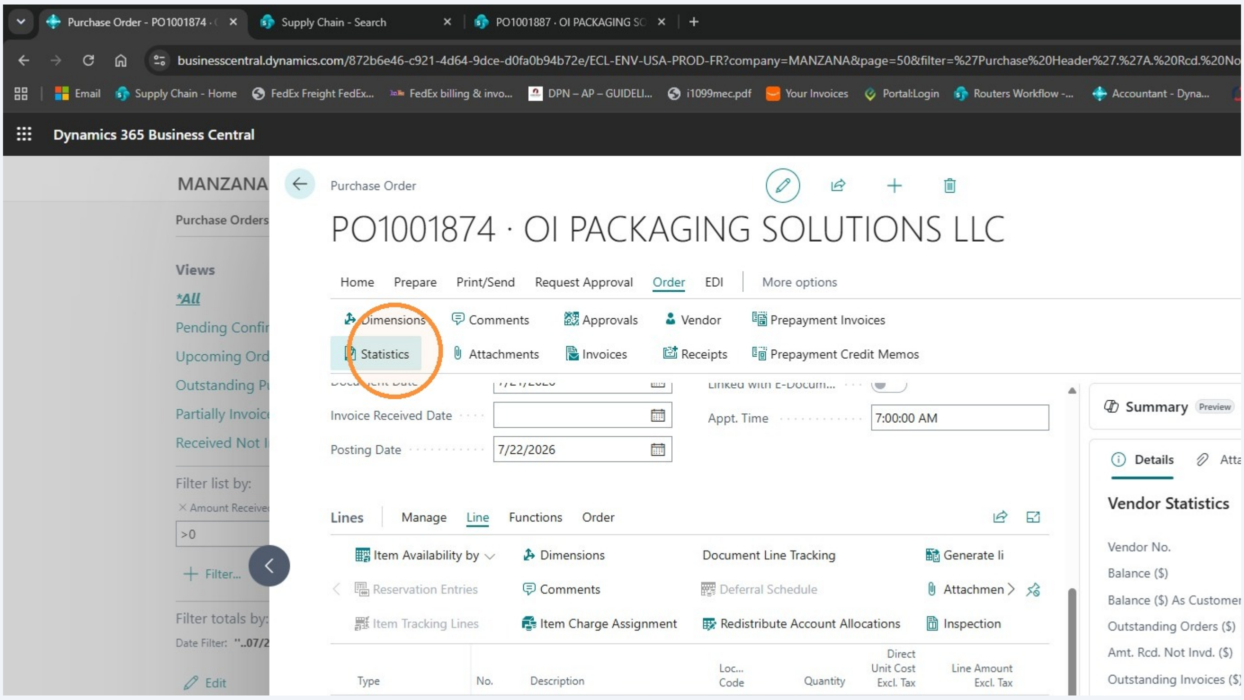
12 Click "Close"



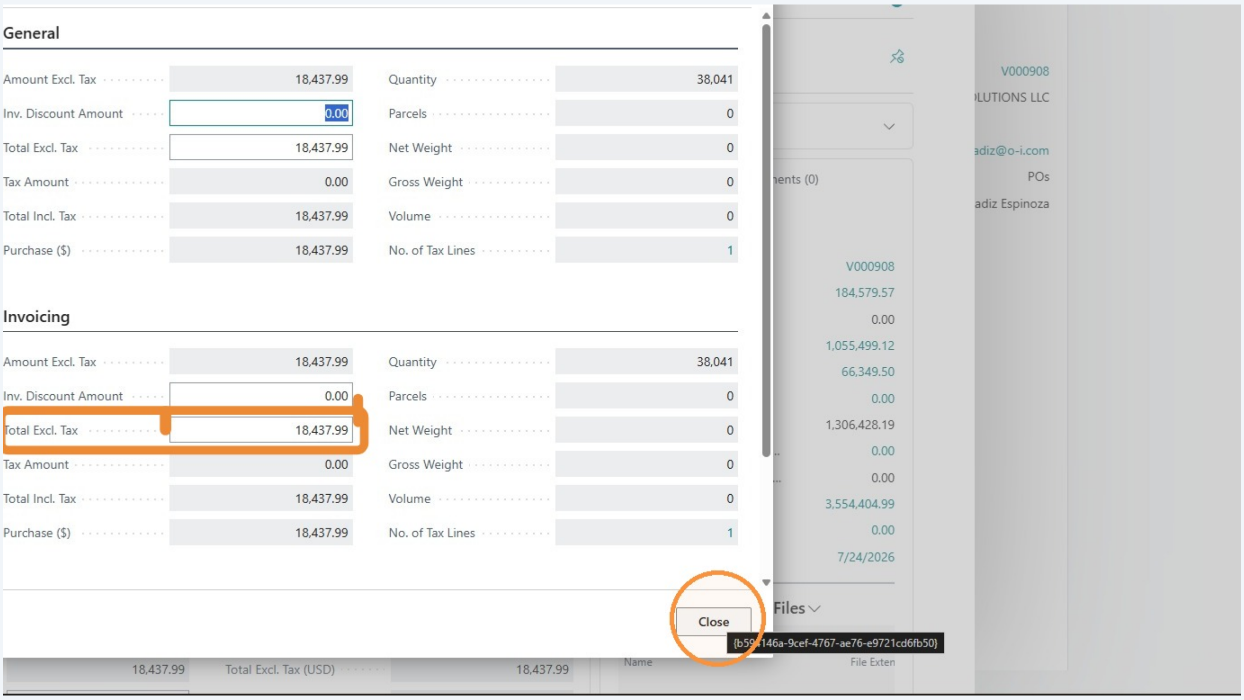
13 Click "Order"



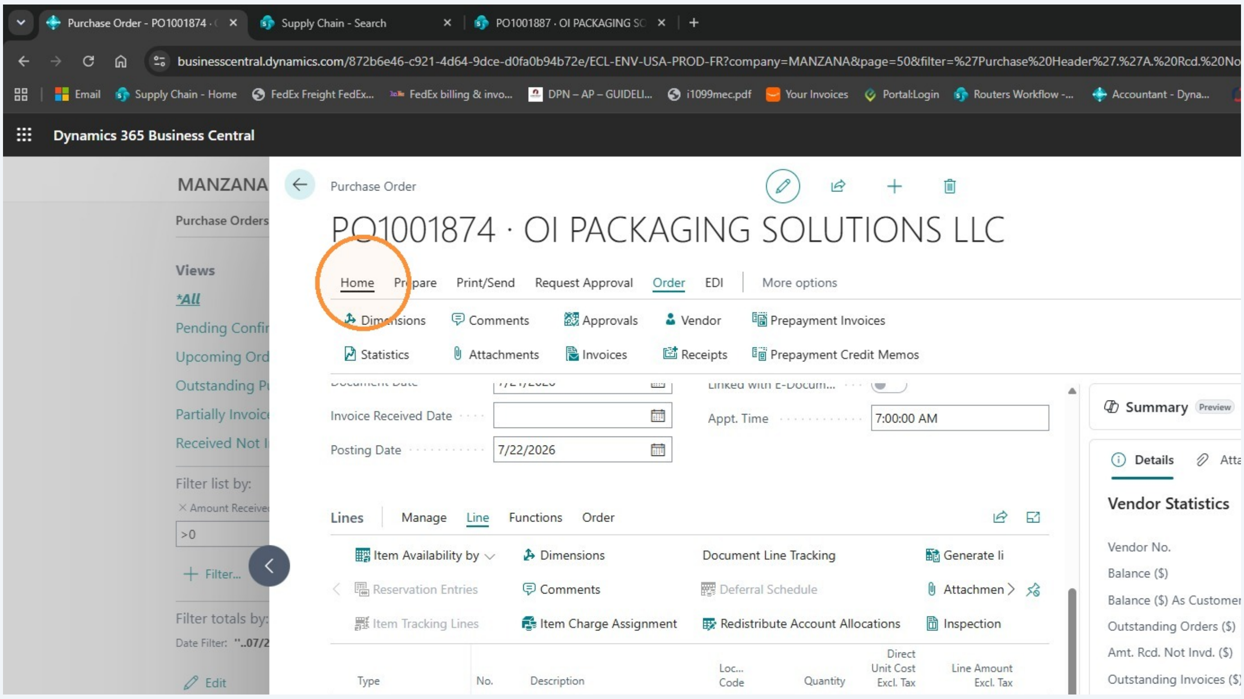
14 Open Purchase Order Statistics.



15 Verify the Total Excl Tax matches the total on the invoice, Click "Close"

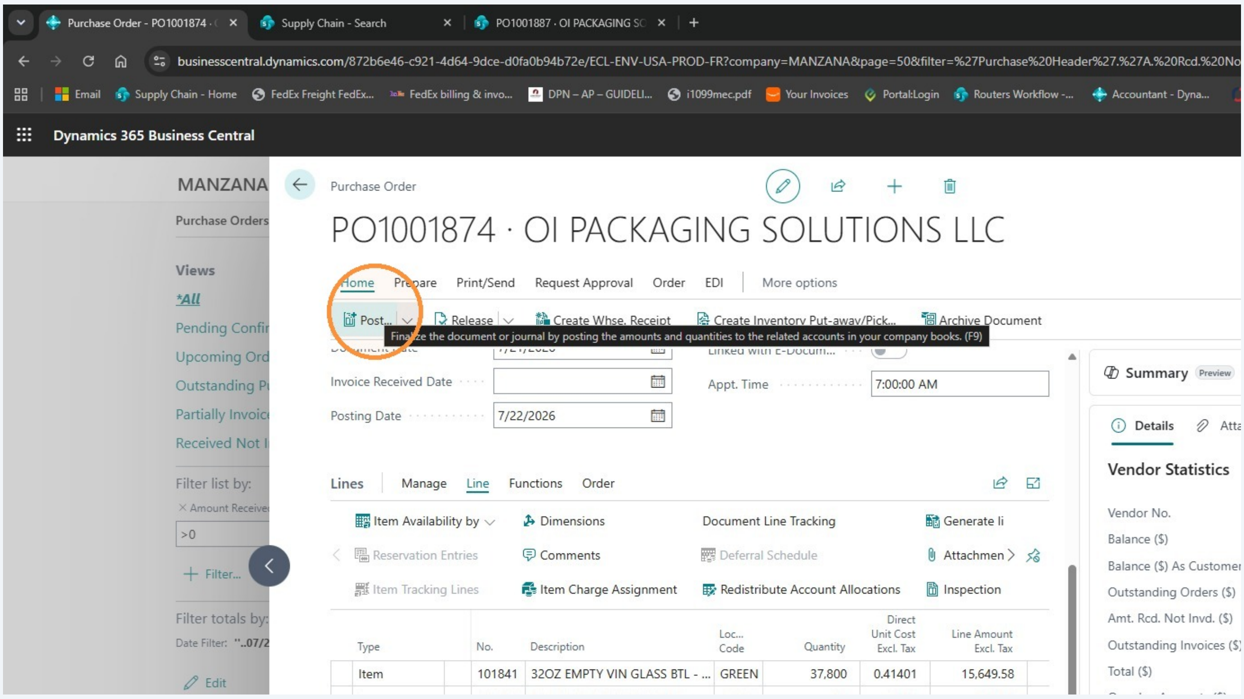


16 To Post Click "Home"



Post Purchase Order

17 Open the Post menu.



18 Confirm posting as Receive and Invoice.