Booking in

How to use Sage to book in a P.O

Difficulty Easy

Duration 5 minute(s)

Contents

- Step 1 Open Sage 50 Manufacturing
- Step 2 Click on Traceability tab
- Step 3 Click on 'Receive'
- Step 4 Enter P.O number from Supplier Delivery note
- Step 5 Populate what needs to be booked in
- Step 6 Save

Comments

Step 1 - Open Sage 50 Manufacturing



Step 2 - Click on Traceability tab

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Step 4 - Enter P.O number from Supplier Delivery note

Once this is entered press the 'Tab' on the keyboard



Step 5 - Populate what needs to be booked in

Fill out the column of Quantity Received on each line for each part code, using the Delivery note supplied.

Step 6 - Save

Click save.

If an allocation list appears follow the Allocations + Issuing guide