

# Purchase Receipts - SKY Product

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View a listing of Purchase Receipts in SKY Product. In SKY Admin, the *Product* toggle can be turned on or off for each SKY User to allow or deny access to the SKY Product app. Users can also be given the permission to *Add Purchase Receipts*.

The *Purchase Receipts* list displays Purchase Receipts with the option to search by *Vendor, Vendor ID, PR #, Control #, Ship Date, Status, Type, or Fiscal Month*. Choose the **Expand** icon to view up to three line item details for each Purchase Receipt.

Purchase Receipts										
Q Search...										
	Vendor Intercompany Transfer	Vendor ID Intercompa	PR # 42112	Control # --	Ship Date 04/03/2026	Status Unprocessed	Type ICT	F.M. 3		
	Vendor Dukes Farm Supply	Vendor ID Dukesf	PR # 6598	Control # 00M2810	Ship Date 03/18/2026	Status Processed	Type PR	F.M. 1		
SHOWING 1 OF 1 PRODUCTS VIEW ALL										
	PO # --	Invoiced Yes	Product Name Bagged Fert 13-13-13	Product ID 13-13-13Bg	Dept ID Bag00	Quantity 15.000 Bags	Lot # --			
	Vendor Golden Prairie Supply	Vendor ID Golden	PR # 43434	Control # 00M2807	Ship Date 03/13/2026	Status VOIDED	Type PR	F.M. 1		

Filters are available to filter the grid by *Date Range, Status, Type, Location, and/or Fiscal Month*. Select **Apply Filters** to update the grid with selections.

Select the Vendor name or icon to display more information for that Purchase Receipt.

In the grid, view and search for specific line items by *Product Name, Product ID, PO #, PR #, Dept ID, Qty, Total, Prepaid, or Discount*.

	Vendor Name Dukes Farm Supply	Vendor ID Dukesf	PR # 55667	Load # --	Ship Date 03/06/2026	Status Unprocessed	F.M. --	Type PR	User 1RE	
	Freight Vendor --	Freight Option --	Freight Charges \$0.00	Add-on Charges \$0.00	Control # 2774	Attachment --				
	Notes --									

Q Search...

	Product Name Bagged Fert 13-13-13	Dept. ID Bag00	Prod. ID 13-13-13Bg	PO # --	Lot # --	Received Quantity 50.000	Invoiced Quantity 0.000	Unit Bags
	Fully Invoiced No	PO Line Item --	Container ID --	Estimated Cost \$30.000	Freight \$0.00			

No More Results

## Add a Purchase Receipt

Those with the *Add Purchase Receipts* option enabled in SKY Admin have the **+ Add Purchase Receipt** button enabled at the bottom of the window.

Use the navigation menu on the left to jump to different sections of the Purchase Receipt.



Search Purchase Orders

Search...

Show Selected 0

0 0 Export

	PO#	Date	Prepay	Contract	Comments
<input type="checkbox"/>	120009	06/05/2024	No	..	..
<input type="checkbox"/>	120010	05/26/2024	No	..	..
<input checked="" type="checkbox"/>	120011	02/03/2026	No	..	..

Items per page 50

1 of 1

Select & Close

- Product information will then be displayed in the grid with information from the Purchase Order. Additional information can optionally be added if applicable.

## Add Products

- Choose **Search Products**.
- A **grid** of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products. **Note:** The **Show Selected** button next to the *Search* bar is enabled after selecting the Product(s). The number indicates how many Products are currently checked. Selecting the button filters the grid to show only the selected Products.

Search Products

bagged

Show Selected 1

Location: Main Plant-00MAIN

Departments

0 0 Export

	Prod. ID	Product Name	Dept. ID	Department Name	Units	On Hand
<input checked="" type="checkbox"/>	10-10-10Bg	Bagged Fert 10-10-10	Bag00	Bagged Fert - 00	Bags	500.000
<input type="checkbox"/>	13-13-13Bg	Bagged Fert 13-13-13	Bag00	Bagged Fert - 00	Bags	470.000
<input type="checkbox"/>	19-19-19Bg	Bagged Fert 19-19-19	Bag00	Bagged Fert - 00	Bags	470.000
<input type="checkbox"/>	CustomMix1	Custom Bagged Feed Mix 1	Feed00	Feed -00	Bags	4.000
<input type="checkbox"/>	CustomMix2	Custom Bagged Feed Mix 2	Feed00	Feed -00	Bags	92.000

Items per page 50

1 of 1

Save & Close

- Once the Products are selected, choose **Select & Close**. Those Products will then be displayed to optionally enter additional information.

## Additional Product Information

Search Products

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Product Name	Dept. ID	Prod. ID	Lot #	Received Quantity	Estimated Cost (\$)	Add-On	--	Freight	EPA #
Bagged Fert ...	Bag00	10-10-10Bg	Lot Number	20.000 Bags	17.000	45.00	View	31.88	
Bagged Fert ...	Bag00	13-13-13Bg	Lot Number	20.000 Bags	23.000	45.00	View	43.12	

1. The *Lot Number* drop-down gives the ability to choose from Lot Numbers already set up in Agvance.
2. Enter the *Received Quantity*.

**Note:** If a prepaid PO was imported and the *Restrict Over Receiving on Prepaid PO* preference is selected on the *Inventory Purchase* tab at *Accounting / Setup / Preferences*, the following message will display:

**Prepaid PO Cannot Be Over-received**

On PO 204, line item 3 has been over-received. This is not allowed. Please edit the quantity.

Close

3. Enter the *Estimated Cost (\$)*.

If no Estimated Cost is entered, the cost on the line item is set to the Product's Last Cost. If the Last Cost is zero and the Product is in an Estimated Average Cost Department, the Product's Estimated Average Cost will be used.

If the Product is in an Estimated Average Cost Department AND no cost is entered AND no Freight is applied, the cost on the line item will be set to the Product's Estimated Average Cost.

4. Add-On Charges can be included by selecting **View** on the appropriate Product lines. In the window that displays, choose **Add New Charge** to add a new line to the grid in the top section.

**Note:** Add-On Charges will default automatically based on the Products' Classifications. However, these can be added, edited, or removed as needed.

- a. Choose the *Charge ID* from the drop-down. These must first be set up in Agvance at *Accounting / Setup / Inventory / Purchase Add-on Charges*.

**Add-On Details**

Charge ID	Rate	Calculate As	Charges	Apply To	GL Account	Vendor	
FuelChrg	2.250000	Per Billing Unit	45.00	Included in Vendor's Bill	2100000-00	--	

[Add New Charge](#)

\$/Unit to be added to the cost: \$2.2500  
 Freight \$/Unit: \$0.0000  
 New \$/Unit for this line item: \$19.2500  
 Total included in Vendor's Bill: \$45.00

[Cancel](#) [OK](#)

- b. Enter the appropriate *Rate*, and choose the *Calculate As* method. The *Charges* will be calculated automatically.
  - c. The Add-On Charge can be *Accrued* or *Included in Vendor's Bill*.
    - **Include in Vendor's Bill** – The *GL Account* will default from the Inventory Department. The *Vendor* will default as blank and will be disabled.
    - **Accrued** – Select the *GL Account*. The *Vendor* will default based on setup but can be edited.
  - d. Add-On Charges can be removed with the **Delete** icon.
  - e. Review totals at the bottom, then choose **OK**.
5. The *Freight* will be populated once the *Freight* section is applied.
  6. If applicable, choose **Select Container** on the Product line item, select the appropriate Container, then choose **Select & Close**. Once the Purchase Receipt is saved, the *Filled Status*, *Current Location*, and *Current Product* will be updated on the Container.

Search Container

Search...

Show Selected

Container ID	Last Activity	Last Activity	Filled Status	Current Product	Current Location	Owner's ID	Capa...	Uni...	Owning Location	Tamper Evident Device Number	Lo
1001	2025-04-29T00:0...	Fill	Not Filled	--	00MAIN	--	115	Gal	00MAIN	--	M

Items per page: 50

Select & Close

**Note:** With Containers, the following validations will take place:

- o A Container is required and one is not selected (the PR cannot be saved until one is selected).
  - o The Container's Current Product does not match the Product on the Purchase Receipt (edits can be made to the PR, or the PR can be saved as-is).
  - o The Container is over capacity (edits can be made to the PR, or the PR can be saved as-is).
7. Products can be removed by selecting the **Delete** icon.

# Freight

1. If applicable, enter the *Freight Cost*.

Freight Cost 75.00	Freight Options Estimated Total\$ ▼	Freight Vendor ABC Trucking   ABC
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[Apply Freight](#)

2. Select from the *Freight Options* drop-down (*Actual Total\$, Estimated Total\$*).
3. If the Freight is being estimated, a *Freight Vendor* can be selected from the drop-down.
4. Once Freight information is entered, select **Apply Freight**. The amount will be prorated across all Products.

## Notes

1. Optionally enter any applicable *Notes* for the Purchase Invoice.

### Notes

Notes

0 / 255

2. After reviewing, select **Post Purchase Receipt** to post and return to the *Purchase Receipts* screen or **Post & Start New** to post the Purchase Receipt and start another.

**Note:** If a PO was imported and the quantity on the Purchase Receipt is over the amount from the Purchase Order, the following message will display to either **Cancel** and edit the quantity or **Save** the Purchase Receipt.

### PO Is Over-received

On PO 204, line item 3 has been over-received.

Are you sure you want to save?

[Cancel](#)

[Save](#)