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.

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.*

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.

Purchase Receipt Info

1. Select a Vendor from the *Vendor* drop-down.

Purchase Receipt Info

Vendor *	Purchase Receipt # *	Ship Date*
A. L. Oil & Hauling | ALOil	123456	3/14/2026
	6 / 15	

Control #	Load #
2775	
4 / 15	0 / 15

Attach File

2. Enter a *Purchase Receipt #*.

3. Select the *Ship Date.*

4. A *Control #* or *Load #* can optionally be entered.

   Note: A Control number can be entered if Auto-number Document for Purchase Receipts is not checked in **Accounting Preferences**. If this option is checked, this number cannot be edited and will be incremented automatically.

5. If applicable, select **Attach File** to browse for and select relevant documents.

Products

Products can be added individually, by importing an applicable Purchase Order, or by importing a Warehouse ticket.

If the *Require PO On PR* preference is enabled in Agvance on the *Inventory Purchase* tab at *Accounting / Setup / Preferences*, the **Search Products** option will not be available.

Import PO

1. Choose **Import Purchase Order**.

2. Find and select the appropriate PO, then choose **Select & Close**.

   Note: Only one Purchase Order can be imported into a Purchase Receipt.

3. 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

1. Choose **Search Products**.

2. 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.

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

Additional Product Information

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

	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

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Select & Close

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

    ○ A Container is required and one is not selected (the PR cannot be saved until one is selected).

    ○ 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).

    ○ 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	Freight Options	Freight Vendor	
75.00	Estimated Total$ ▾	ABC Trucking | ABC	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

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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