Purchase Receipts - Agvance SKY Product

Last Modified on 08/12/2026 3:35 pm CDT

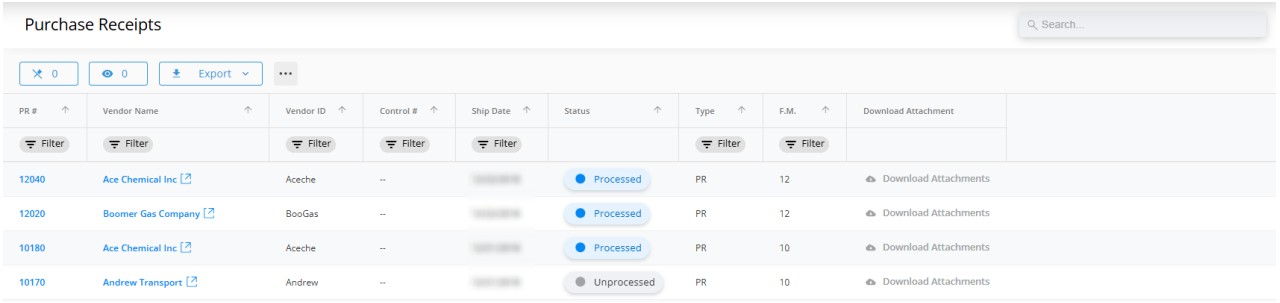
View a listing of Purchase Receipts in Agvance SKY Product. In **Agvance SKY Admin**, access to Product can be turned on or off for each Role to allow or deny access to Agvance SKY Product as well as the permission to *Add Purchase Receipts*.

The *Purchase Receipts* **grid** displays Purchase Receipts with the option to search and filter to find specific PRs.

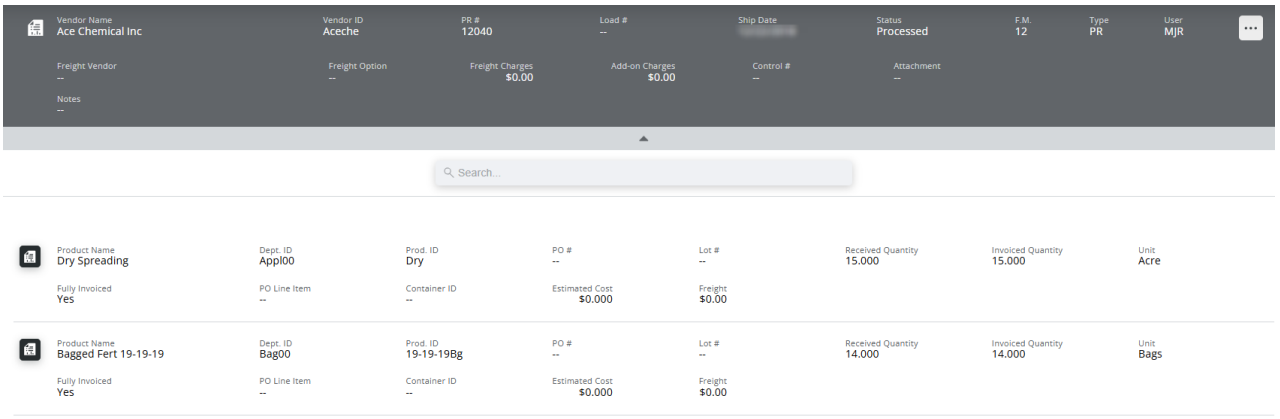
An action button is available at the far right of the grid to **Download Attachments** if any exist on the Purchase Receipt.

Select the **Filter** button to filter by *Date Range*, *Status*, *Type*, *Location*, and/or *Fiscal Month*. After filters have been selected, choose **Apply Filters**.

Selecting the **Vendor Name** opens that Vendor's profile as view-only information.



Select a **PR #** in the grid to view additional details.



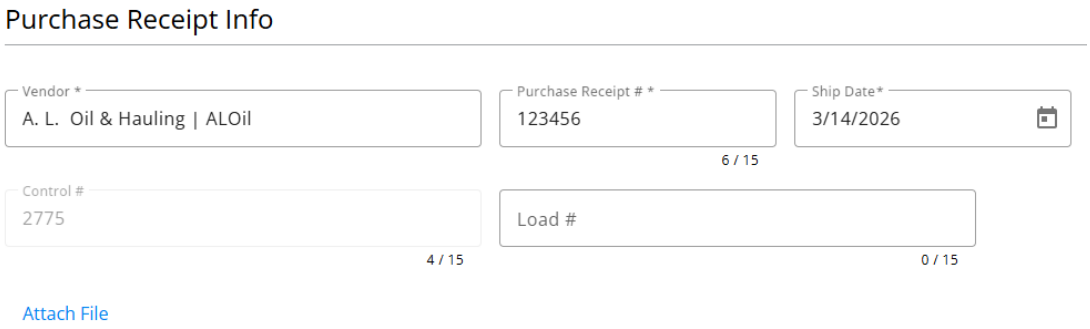
Add a Purchase Receipt

Those with the *Add Purchase Receipts* Role permission enabled in **Agvance 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.



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 Agvance Windows **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

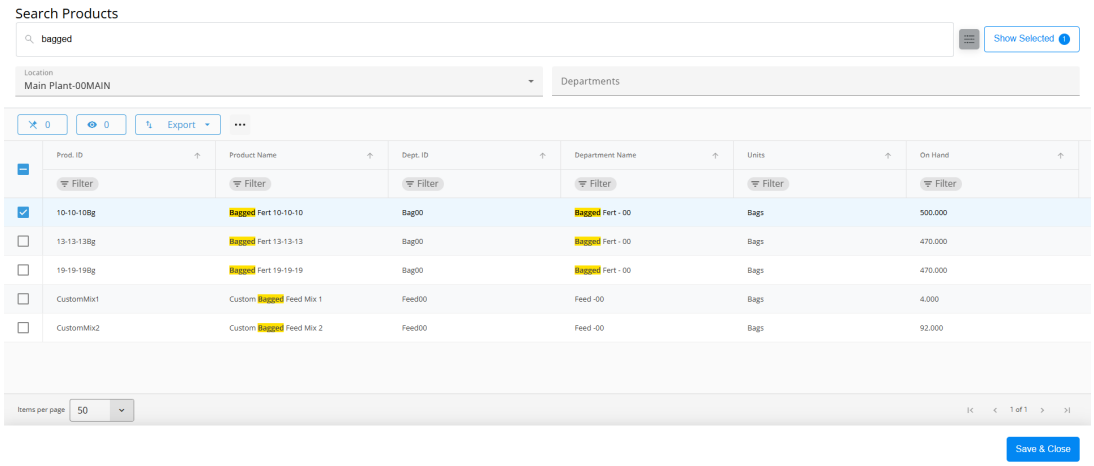
Products can be added individually or by importing an applicable Purchase Order, Warehouse Ticket, and/or EDN.

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

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.

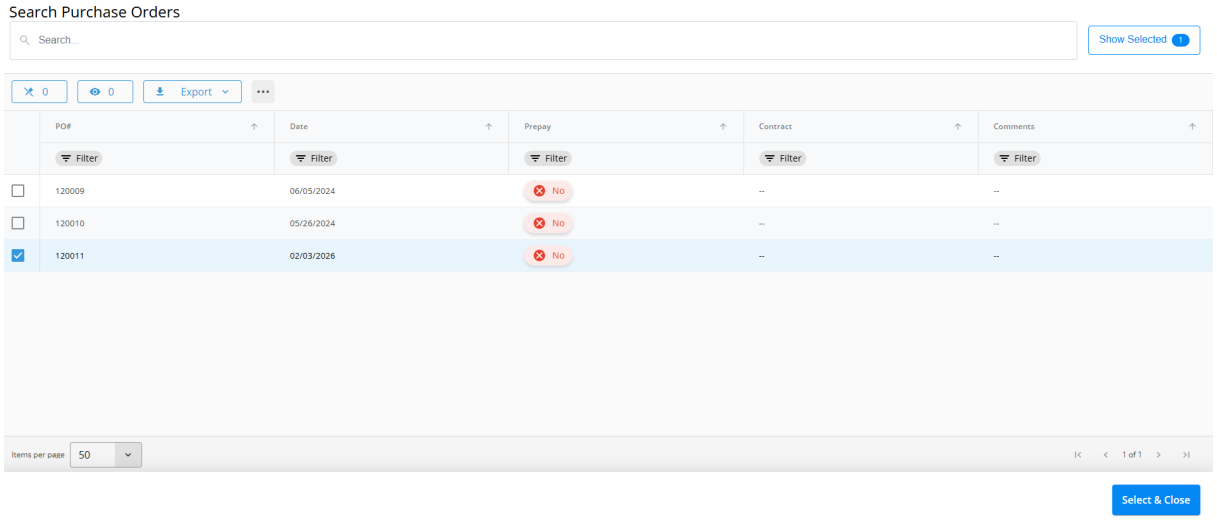


3. Once the Products are selected, choose **Select & Close**. Those Products will then be displayed to optionally enter additional information. See the *Additional Product Information* section below.

Import Purchase Order

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.

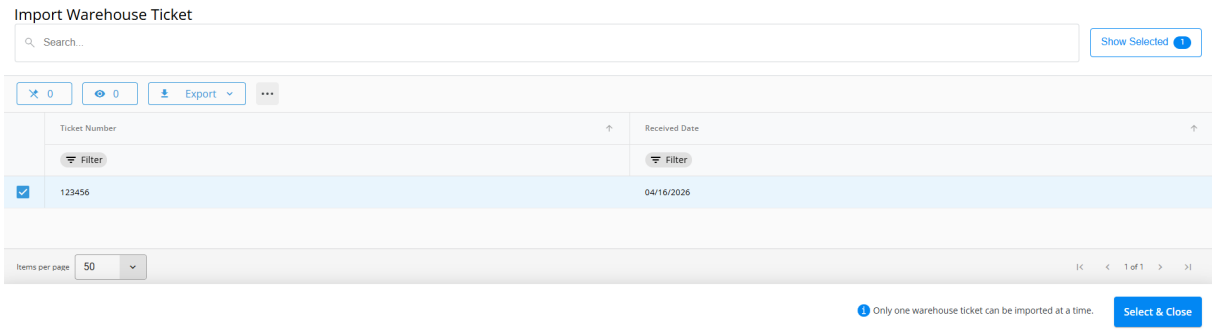


3. Product information will then be displayed in the grid with information from the Purchase Order. Additional information can optionally be added if applicable. See the *Additional Product Information* section below.

Import Warehouse Ticket

1. Choose **Import Warehouse Ticket**.
2. Find and select the appropriate Warehouse Ticket, then choose **Select & Close**.

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

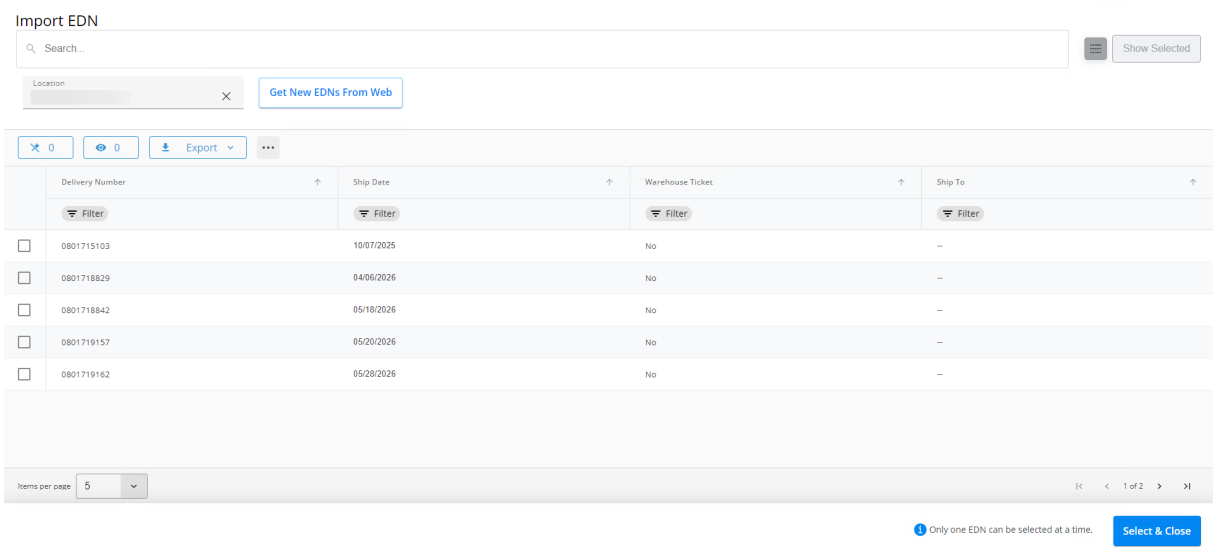


3. Product information from the ticket selected will then be displayed. Optionally include additional Products by selecting **Search Products**. Additional information can optionally be added if applicable. See the*Additional Product Information* section below.

Import EDN

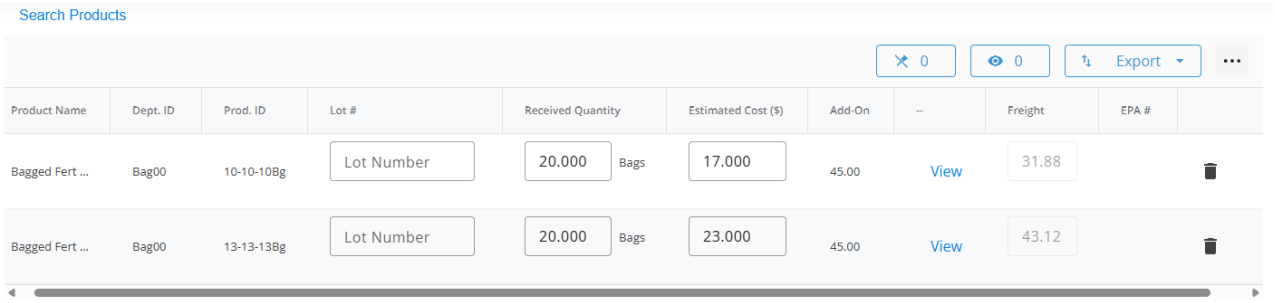
1. Choose **Import EDN**.
2. With **Filters** expanded, indicate the *Location*. Choose **Get New EDNs From Web** to populate the grid, then check the appropriate EDN to be imported. Choose **Select & Close**.

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



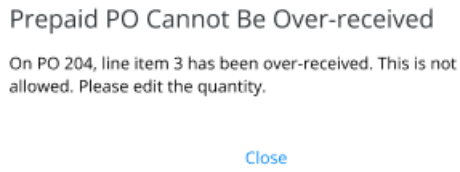
3. Product information from the EDN selected will then be displayed. Optionally include additional Products by selecting **Search Products**. Additional information can optionally be added if applicable. See the*Additional Product Information* section below.

Additional Product Information



1. If a Warehouse Ticket or EDN was imported and a Purchase Order exists for the Vendor and Product, choose **Select PO** in the *Product* grid to link that PO to this Purchase Receipt.
2. The *Lot Number* drop-down gives the ability to choose from Lot Numbers already set up in Agvance.
3. Enter the *Received Quantity*.

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

4. Enter the *Estimated Cost ($)*.

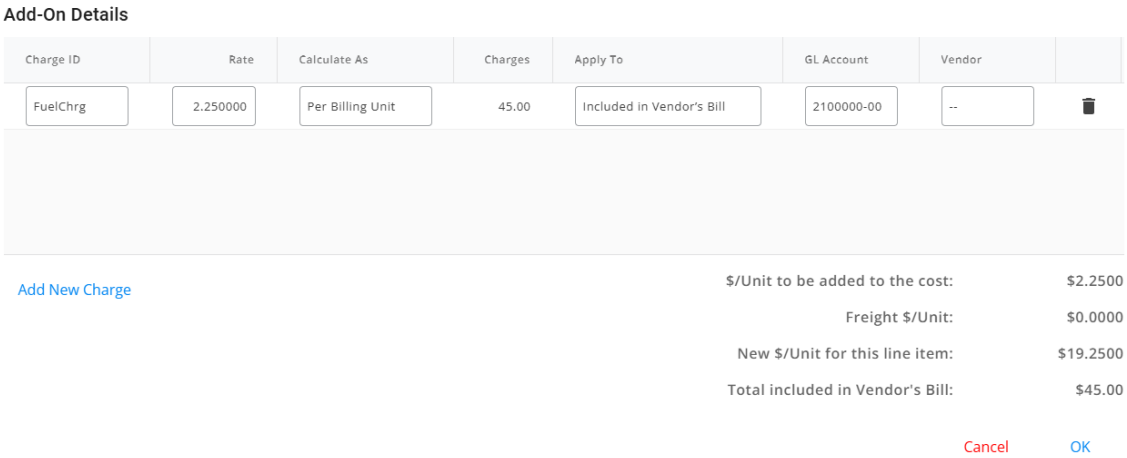
   If no Estimated Cost is entered, the cost on the line item is set to the Product's Last Cost. If the Last Cost is zero and the Product is in an Estimated Average Cost Department, the Product's Estimated Average Cost will be used.

   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.

5. 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.

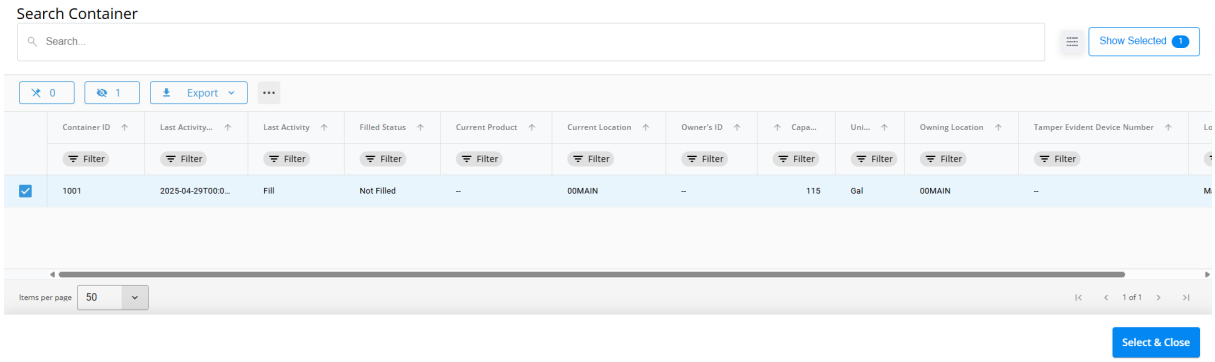
   Note: Add-On Charges will default automatically based on the Products' Classifications. However, these can be added, edited, or removed as needed.

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



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**.

6. The *Freight* will be populated once the *Freight* section is applied.
7. 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.



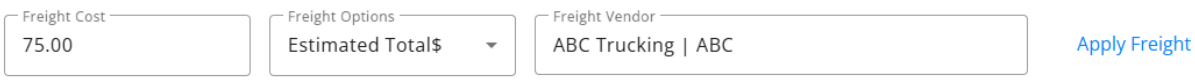
Note: With Containers, the following validations will take place:

- 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).

8. Products can be removed by selecting the **Delete** icon.

Freight

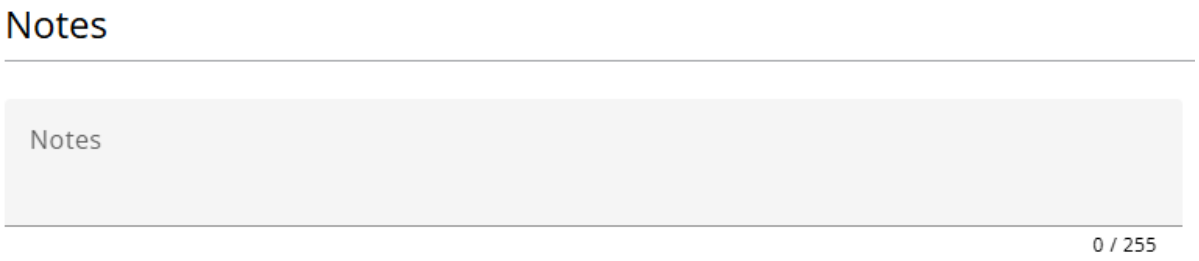
1. If applicable, enter the *Freight Cost*.



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.



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.

