Purchase Receipts - SKY Product

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Purchase Receipts

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 01/24/2025	_{Status} Unprocessed	Type ICT	ғ.м. З	٠	
Vendor Dukes Farm Supply	Vendor ID Dukesf	PR # 6598	Control # 00M2810	Ship Date 12/18/2024	Status Processed	Type PR	F.M. 1	416	
SHOWING 1 OF 1 PRODUCTS VIEW ALL									
₽0 # 	Invoiced Product Name Yes Bagged Fe	rt 13-13-13 Product ID 13-13-13Bg	Dept ID Bag00		Qua 15.000 E	antity Bags		Lot #	
Vendor Golden Prairie Supply	Vendor ID Golden	PR # 43434	Control # 00M2807	Ship Date 12/13/2024	Status VOIDED	Type PR	F.M. 1	۲	

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	Ship Date 06/27/2024	Status Unprocessed	F.M. 	^{Type} PR	^{User} 1RE
			Freight Charges \$0.00	Add-on Charges \$0.00	Control # 2774			
			Q Search					
Ē	Product Name Der Bagged Fert 13-13-13 Ba	рт. ID 1 g00	Prod. ID 13-13-13Bg	PO #	Lot # 	Received Quantity 36.000	Invoiced Quantity 0.000	Unit Bags
	Fully Invoiced PO No	Line Item	Container ID 	Estimated Cost 	Freight \$0.00	View Add-On		
	Product Name Dep Bagged Fert 19-19-19 Ba	pt. ID g00	Prod. ID 19-19-19Bg	PO #	Lot #	Received Quantity 40.000	Invoiced Quantity 0.000	Unit Bags
	Fully Invoiced PO No	Line Item	Container ID 	Estimated Cost 	Freight \$0.00	View Add-On		
	Product Name Dep Bagged Fert 10-10-10 Ba	pt. ID g00	Prod. ID 10-10-10Bg	PO # 	Lot #	Received Quantity 28.000	Invoiced Quantity 0.000	Unit Bags
	Fully Invoiced PO No	Line Item	Container ID 	Estimated Cost 	Freight \$0.00	View Add-On		

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 * A. L. Oil & Hauling ALOil		Purchase Receipt # *	Ship Date* 5/14/2025	
		6/1	15	
Control #				
2775		Load #		
	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.
- 5. If applicable, select Attach File to browse for and select relevant documents.

Products

- 1. To add Products, 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.

Sear	ch Products agged					Show Selected ()		
Locati Mair	Plant-00MAIN		v	Departments				
★ 0 Ⅰ Export +								
_	Prod. ID 🔶	Product Name 🕆	Dept. ID	Department Name	Units 🔶	On Hand 🔶		
	≂ Filter	≂ Filter	≂ Filter	≂ Filter	(≂ Filter	≂ Filter		
	10-10-10Bg	Bagged Fert 10-10-10	Bag00	Bagged Fert - 00	Bags	500.000		
	13-13-13Bg	Bagged Fert 13-13-13	Bag00	Bagged Fert - 00	Bags	470.000		
	19-19-19Bg	Bagged Fert 19-19-19	Bag00	Bagged Fert - 00	Bags	470.000		
	CustomMix1	Custom Bagged Feed Mix 1	Feed00	Feed -00	Bags	4.000		
	CustomMix2	Custom Bagged Feed Mix 2	Feed00	Feed -00	Bags	92.000		
ltems pe	r page 50 ×					ic c 1af1 → >i		
						Save & Close		

- 3. 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.
- 4. Once the Products are selected, choose **Save & Close**. Selected Products will be displayed to enter additional information.

Search Produ	cts									
							× 0	 ● 0 ↑↓ 	Export 🝷	
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		Î
Bagged Fert	Bag00	13-13-13Bg	Lot Number	20.000 Bags	23.000	45.00	View	43.12		Î

- 5. The Lot Number drop-down gives the ability to choose from Lot Numbers already set up in Agvance.
- 6. Enter the Received Quantity.
- 7. 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.

8. 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.

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Charge ID	Rate	Calculate As	Charges	Арріу То	GL Account	Vendor	
FuelChrg	2.250000	Per Billing Unit	45.00	Included in Vendor's Bill	210000-00		Î
Add New Charge				\$/Unit t	o be added to the	cost:	\$2.2500
					Freight \$/	Unit:	\$0.0000
				New \$	/Unit for this line i	item:	\$19.2500
				Total in	cluded in Vendor's	Bill:	\$45.00
						Cancel	ОК
Enter the appr	opriate Rate	e, and choose th	e Calculate	e As method. The Cha	arges will be o	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.
- 9. The *Freight* will be populated once the *Freight* section is applied.
- 10. Products can be removed by selecting the **Delete** icon.

Freight

b.

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.

Notes

Notes

 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.

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