

Receiving a Purchase Order With a Serialized Item

If a serialized inventory item is selected on a purchase transaction, enter a serial number to receive the item into inventory.

For example, you create a purchase order that includes a serialized item, but do not enter the serial number for that item. Later, when you receive the purchase order, you will be required to enter the serial number for the serialized item.

To receive a purchase order with a serialized item:

1. Go to Transactions > Purchases > Receive Orders.
2. In the **Vendor** field, select a single vendor or **All**.
3. Click **Receive** next to the purchase order that you want to receive.
4. On the Item Receipt, click the line that shows the serialized item.
5. In the **Serial/Lot Numbers** field, enter the serial number of the item.

Separate each number with a space, comma or by pressing **Enter** after each one.

The quantity of serial numbers entered must match the quantity of serialized items on each transaction line. For example, if you are receiving three serialized items, you must enter three serial numbers.

Note: When you use serialized items, additional options appear in the Inventory Detail popup window. For more information, see [Advanced Bin / Numbered Inventory Management](#).

6. Click **Save**.

For information about receiving serialized inventory using Multiple Units of Measure, see [Using Item Records](#).

Entering a Memo or Information About the Serialized Received Item

Use the following procedure to enter additional information about the serialized item you received.

To enter a memo or information about the item:

1. Go to Transactions > Purchases > Receive Orders.
2. Beside the order, click **View**.
3. Beside the Serial number, click the **Open** icon.
4. In the popup window, enter a memo and values in any custom fields for each inventory number.
5. Click **Save**.

After an order is billed, the serial number on the bill appears for information only. Changes made to the serial number no longer affect inventory.

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