## How to create a Purchase Order and received with Mobile Inventory

The purpose of this document is to give a quick overview of how to create a Purchase Order and receive it using the Inventory app, mainly based on screenshots. The screenshots are taken from LS Retail NAV 11.00.01.

1. Create Inventory Masks and Worksheets in NAV





2. Under InStore Management you will be able to see the Worksheets that derive from the Inventory Mask created.

Works	sheet						
Departments - LS Retail Point Of Sale BackOffice Administration Scheduler Member Management + InStore Management term Worksheets Purchase Sales Stock Request Transfer Receiving Picking	Worksheets Tasks All Types Purchase Return Stock Transfer Stock Request Stock Couting Stock Positive Adjust. Stock Negative Adjust. Labels Receiving Picking Price Check Sale Prepack						
Standalone Store	Worksheets - Purchasing	•			Type to filter (F3)	Description	on 🔹 🕈
<ul> <li>nome</li> <li>Approval</li> <li>Administration Sales/Purchase</li> </ul>	Description	Acce	Location	Reason Code	Entries	Unit	No filters applied Batch Posting Status
Lepartments	General Purchasing		S0001		0	Purchase Unit	
	Meat Purchasing		S0001		0	Purchase Unit	
	Vegetable Purchasing		S0001		0	Purchase Unit	

3. Go to the App in your device and find Stock Management in the Main Menu.





4. Click on the Requisition Worksheets where you will see the same worksheets created on the Back Office.



5. Open one of the Worksheets and scan an item or key in the barcode number.





6. Once the item is scanned, the system finds the item and then asks the user to insert the Qty to purchase. A line is created and all you need is to press Send.



7. This worksheet journal will be sent to the Back Office. One final step, before the PO is created, go to the Back Office and open the Worksheets –Purchasing again. You will see now that you have 1 entry. If you open the worksheet by pressing the button "Edit Worksheets", you will find the request from the store, created with the Inventory app.

LSN-OMNI • Depar	tments • LS Retail • InStore Management	t • Worksheets •				Search (Ctrl+F3	)
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8. Once the entry is reviewed, click "Accept" upon which the flag for the "Accepted" field is enabled. And then "Post" it. Once it's posted, a Retail Purchase Order is created. You can see it by navigating to the Retail Purchase Order section in the Back Office. Fill up the "Vendor Invoice No." since it is mandatory.

Retail Purchase Orders - Microsoft Dynamics	VAV				
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Departments ^ Po	HO106089 · Erik-s I	Electronics Ltd			
4 LS Retail	General			8.	Vendor Statistics
Point Of Sale     BackOffice     Administration	Buy-from Vendor No.: Buy-from Contact No.:	44040	Ocument Date:     Expected Receipt Date:	28-03-18 v	Vendor No.: 44040 Balance (LCY): 1,175,325 ik
Scheduler     G     Member Management     G	Buy-from Vendor Name:	Erik-s Electronics Ltd	<ul> <li>Vendor Order No.:</li> <li>Vendor Shipment No.:</li> </ul>		Amt. Rcd. Not Inv 0.00 Outstanding Invoi 0.00
instore Management 6 Item 6 Worksheets	No. of Archived Versions: Version No.:	0	Vendor Invoice No.: Status:	* Open v	Total (LCY):         1,191,237           Overdue Amounts         1,175,231           Invoiced Prepaym         0.00
Purchase H Sales H	Store No.:	×	Retail Status:	New ~	Buy-from Vendor History
Stock Request H Transfer H	Location Code: Posting Date:	S0001 ~ 28-03-18 ~	Buyer ID:	LENOVOT470SG\SAURA ~	Vendor No.: 44040 Quotes: 0
Receiving Picking H	Order Date:	28-03-18 ~	Buyer Group Code:	~	Blanket Orders: 0 Orders: 3
Standalone Store H Messenger H	Tricen et al.			<ul> <li>Show more fields</li> </ul>	Invoices: 0 Return Orders: 0
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9. Since, the goal is to receive the Purchase Order with the Inventory app in the Store, you will need to create a Retail Receiving Worksheet first. Navigate to Retail Receiving and press " New".

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BackOffice Administration	No.	Reference Name	Reference No.	Expected Date	Status	Counted By	Counted Date	Store	Location	*
Scheduler	HOR000007	AL-s Foods Ltd	HO106027	14-08-07	Not Confirm			S0001	S0001	
Member Management	HOR000008	Erik-s Electronics Ltd	HO106028	15-08-07	Not Confirm			S0001	S0001	
inStore Management	HOR000009	Cronus Super Market No	orth HO1025	15-08-07	Not Confirm			50001	S0001	
Item	HOR000010	Dan-s Dainy Ltd	44030	15-08-07	Not Confirm			50001	50001	
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Receiving			1		1				
No.:	HOR000012			Reference	unted By:				~
Receiving:	Purchase Order	~		the junted Date:		~			
Reference No.:	HO106089	~	4	Purchase Order	atus:	Not Confirme	d		~
Reference Name:	Erik-s Electronics Ltd		1		expected Date:	28-03-18	~		
Туре:	Scanned	~			No. Of Check Rounds:		0		
Store:	50001 ~				Vendor Invoice No.:				
Location:	S0001 ~								
icking/Receiving	Lines								
New M Find	Filter 🐁 Clear Filter								
Barcode	Item No. Description		Quant	ity Serial No	Lot No.	Expiration Date	Qty. Difference	Unit of Measur	Status Difference

10. Once "Confirm" is pressed the Picking/Receiving Lines tab will be updated. Close the window (without Confirm it or Post it). Go to the app, and navigate to the Receiving Menu and press Receive PO and open "Receive PO all - list"

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11. It's the same Number in the Back Office and in the Inventory app. On the App, open the Receiving Order and if the items had been delivered in the store you update the Qty. and then, click on "Send" to release the Receiving Order from the local data store to LS NAV.

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Point Of Sale								No filters applied	There is nothing to show in this view.		
BackOffice	No.	Reference Name	Reference	Expected	Status	Counted By Counted	ed Store	Location		Receive	PO all - list
Administration	HOP00007	Alse Foods Itd	NO.	14.09.07	Not Confirm	Date	\$0001	\$0001			
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<ul> <li>Member Management</li> <li>InStore Management</li> </ul>	HOR00008	Enk-s Electronics Ltd	HO106028	15-08-07	Not Confirm.		50001	50001		items: 5	Qty left: 190
Item	HOR000009	Cronus Super Market North	HO1025	15-08-07	Not Confirm.		S0001	S0001		HODODODO	U0106028
Worksheets	HOR000010	Dan-s Dairy Ltd	44030	15-08-07	Not Confirm		S0001	S0001		Items: 4	Oty left: 144
Purchase	HOR000012	Erik-s Electronics Ltd	HO106089	28-03-18	Error		S0001	S0001			
Sales										HOR000012	H0106089
Stock Request										Items: 1 N	Qty left: 5
Transfer										5	
Receiving											
Picking											
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Store Inventory											
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LS Hospitality											
LS Omni											
Financial Management										_	A 5
Sales & Marketing											

12. In the Back Office, open the Retail receiving Order again, fill up the "Counted Date" field and press "Confirm" and "Post".