Receive a Purchase Order through GRN/Purchase

How to Receive a Purchase Order through GRN/Purchase in Muhasib ERP

Overview

This guide will help you record goods received against a purchase order and preserve ordered, received, and remaining quantities.

Muhasib updates receipt and source-order status and may post stock and payable entries depending on the chosen path.

Who can do this

You need access to Purchase Order receipt/conversion, Purchase/GRN, and relevant supplier/item/location rights.

Before you start

Have the purchase order, delivery note, physical count, inspection result, batch/serial/expiry data, location, and supplier invoice if available.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open Purchase Order, locate the order, and use its receive/convert action; or use the linked GRN/Purchase workflow.

Receive a Purchase Order through GRN/Purchase

Step 1: Select the correct open purchase order

Step 2: Compare delivered items with ordered lines

Step 3: Enter accepted quantities only; record rejected/short quantities separately

Step 4: Confirm units, locations, batches, serials, and expiry dates

Step 5: Enter supplier delivery/invoice references

Step 6: Review received and remaining quantities

Step 7: Save once and retain the GRN/purchase number

Check your work

Compare and Confirm order, delivery note, GRN/purchase, stock ledger, remaining quantity, supplier ledger, and duplicate status.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Never mark undelivered quantity as received.
- Check whether a partial receipt already exists before retrying.

Related guides

- Create a Purchase Order
- Create a Purchase
- Return a Purchase

What to do next

> **Create a Purchase Order**.

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