Using the PO More Tab
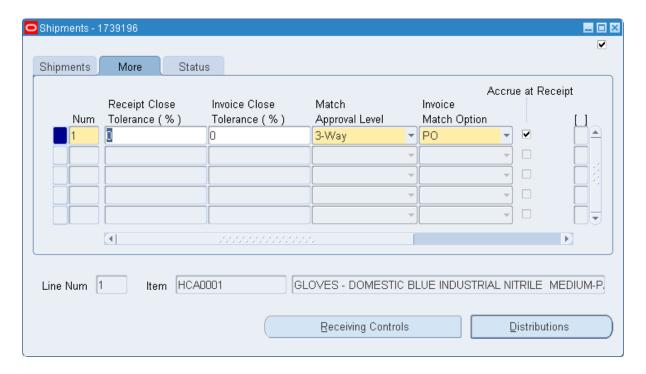

1. Accept the receipt closing tolerance of 0% percent for your shipments. The system will then automatically close a shipment for receiving if, the quantity received agrees with the quantity ordered.

2. Accept the invoice closing tolerance of 0% percent for your shipments. The system automatically closes a shipment for invoicing if the quantity invoiced agrees with the quantity received.

3. Accept the default invoice matching option of 3 Way, whereby ordered, received and invoice quantities must be matched. Do not change this to anything else or you will disrupt the whole receiving process.

4. The Accrue on Receipt check box is crossed automatically to indicate that the items on this purchase order line will be accrued on receipt.

5. **Save** your work.