Understanding Receiving for Purchase Order Items

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> This guide explains how receiving information is displayed on the Purchase Order interface. It is intended for general users.

Each [line item code (LIC) record type](https://aace6.knowledgeowl.com/help/overview-of-line-item-codes#RecordInfoSection) in aACE has specific characteristics and attributes. These characteristics drive different behaviors in the system.

One example of this is that only certain types of line item codes (LICs) can be received on an incoming shipment associated with a purchase order (PO). Depending on its record type, a given LIC may appear on a PO's Overview tab, but not on the Shipping & Receiving tab.

- Receivable LICs — aACE registers these types as physical products to be ordered, purchased, or manufactured. They are usually listed among the Purchase Order Items.
    - ITM
    - ITM-INV
    - ASMBL
    - ASMBL-INV
- LICs are *not* received — These LICs do not have a tangible unit count. Instead, they are used for accounting and tracking. They are not listed as Purchase Order Items.
    - TIME
    - EXP
    - OTH

Note: Another variation is that some POs might *not* require any receiving, even though they show receivable LICs on the list of items. For example, if an order is flagged for drop shipment, all items will be sent directly to the customer; none will be received at your premises.

Correcting LIC Record Type Mistakes

Because each LIC record type is distinct and used for different purposes, you cannot convert LICs of one record type to another type. However, if you find one of your LICs to be the incorrect record type (i.e. you need to receive it on POs for record-keeping purposes), you can address the issue in two ways:

- Immediate Solution — If you have already created a PO that uses the incorrect LIC, you

can either:

- [Attach the shipping documentation](https://aace6.knowledgeowl.com/help/working-with-documents) to the PO, then add a comment so other team members can see the material was received.
- Remove the non-receivable LICs from the PO (i.e. click Actions (⬈) > Delete Purchase Order Item), then add the actual LICs that need to be received, and continue with your typical receiving workflow.

- Long-Term Solution — [Replace your LIC with one that has the correct record type](https://aace6.knowledgeowl.com/help/replacing-an-lic-with-another-of-a-different-record-type).