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Receive Merchandise

Tammy Mason - 2017-08-24 - in Purchase Order Maintenance

<h3 style="text-align:center; color:blue">Receive Merchandise</h3>

This option is used to receive merchandise into the system. A receipt may be made with or without a purchase order. When receiving an inventory item, the on hand quantity will be increased and the on order quantity will be reduced.

Procedure

When merchandise arrives in the warehouse, the receiving copy of the Inventory Purchase Order is pulled. Once the items are counted, the packing list is attached to the receiving copy and filed after it is received into the system.

To enter the counts into the computer, go to Inventory/Transactions/Receive Merchandise. Enter the purchase order number being received and click Receive. If the same quantities ordered were received, click Recv all. Each line can be edited and the counts entered. If the item was shipped short and the remaining pieces are not backordered, make sure the lines are marked Complete to close out the purchase order.

- **Tip: Receive merchandise is also available from the toolbar of order entry for an inventory order. See more details in the order entry section of this manual.**

Lot #

A lot# will be assigned for each line item received. The lot number consists of the year/month/day/time/operator initials.

PO type

Displays the type of the inventory purchase order. ST = Stock, OE = Order Entry or PB = prebill

Edit

Allows editing the line to enter the quantity received.(Figure 2)

Adjust

If an item was previously received and the quantity needs to be adjusted.

Recv all

If the quantity open is correct on all lines, click the Recv all button to receive all lines on this inventory purchase order.

Unrecv all

Will un-receive all quantities on this inventory purchase order

OK

When finished with this purchase order click Ok to enter the next PO# to be received.

Cancel

Cancel will not receive any merchandise on this purchase order.

Finish

When receiving is complete for all purchase orders, click finish and a receiving report will print and the item masters onhand quantities will be updated.