

## Receiving – Creating an Inventory Receipt Manually AV Ref #633

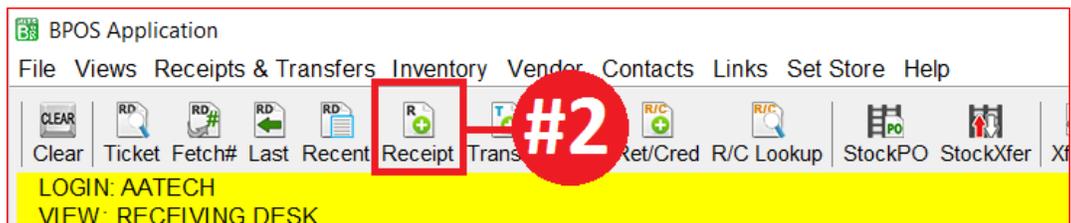
There is also a video showing how to perform this function:  
Receiving – Manually Creating A Receipt (1:45) – AV Ref# 431

### About:

To add quantities and update cost to your inventory items, you must create a receipt. There are several ways to create a receipt, such as using the Purchase Order builder or uploading a spreadsheet. The procedure outlined below is the manual method for receiving in inventory. The manual method is quite similar to creating a workorder in that you will create a ticket, add line items and close the ticket.

### How:

1. Click on **Views** → **Receiving**
2. Click on the **Receipt** icon on your toolbar:



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- On the **Receipt/Transfer View/Edit** screen (shown below), select the correct vendor you need to receive inventory from:

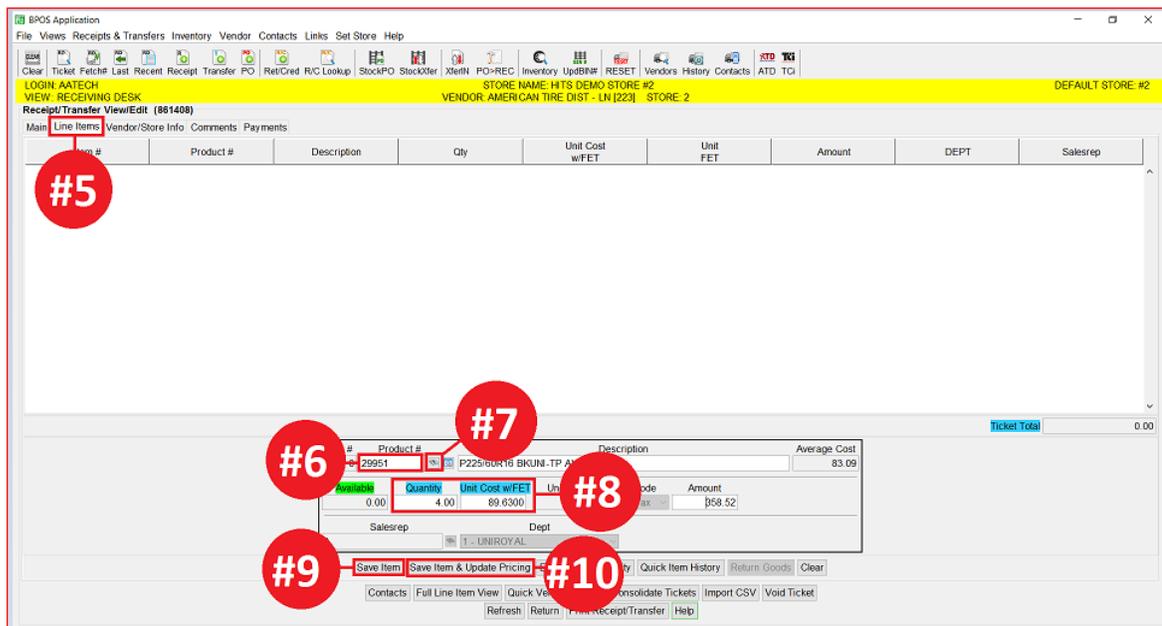
The screenshot shows the BPOS Application interface. At the top, there's a menu bar with options like File, Views, Receipts & Transfers, Inventory, Vendor, Contacts, Links, Set Store, and Help. Below the menu is a toolbar with various icons. A yellow status bar displays: LOGIN: AATECH, STORE NAME: HITS DEMO STORE #2, VIEW: RECEIVING DESK, and VENDOR: MICHELIN (MAST) [872] STORE: 2. The main area is titled 'Receipt/Transfer View/Edit (8)' and contains fields for Ticket # (8), Date (02/24/2017), Salesrep, Vendor # (872), Short Name (MICHELIN), and Return Status (Not A Return). There are also buttons for STORE #2, OPEN, and RECEIPT. An 'Attention' dialog box is open, asking 'Do you want to use the active vendor/store displayed in the store's information bar at the top of the screen?'. The dialog has three buttons: OK, Select Vendor/Store (highlighted with a red box and a red circle containing '#3'), and Reset To Misc Vendor.

- Find the correct vendor and double-click on them to bring them back to your receipt:

The screenshot shows the Vendor Lookup screen. It has search filters for Short Name (A), Full Name, Vendor #, and Phone#. There are also options for Last Activity (N/A) and sorting by Days Old or By Date. A table of vendors is displayed below. A red circle with '#4' points to the row for 'ADVANCE AUTO PARTS'.

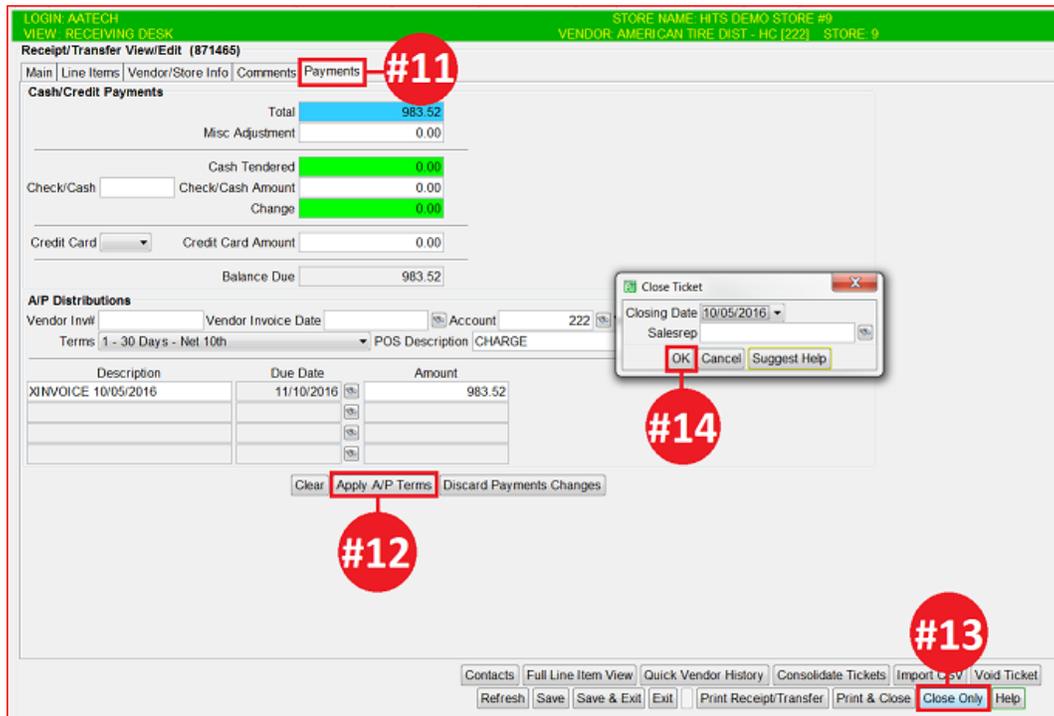
USABLE AT STORE #	Vendor#	Short Name	Name	Address	City
CORPORATE	919	AACCURATEL	A-ACCURATE LOCK & KEY	2201 NIMOY ST.	CHARLOTTE
CORPORATE	102	ABERNETHY	ABERNETHY CHEVROLET	69 KIRK WAY	LINCOLNTON
CORPORATE	103	ACCUWHEEL	ACCUWHEEL INC	3114 STATE STREET	MOORESVILLE
CORPORATE	822	ACE TOW	ACE TOWING AND RECOVERY INC.	9515 HERON CIRCLE	HUNTERSVILLE
CORPORATE	45	ADVANCEAUT	ADVANCE AUTO PARTS	123 BISSELL DRIVE	CHARLOTTE
CORPORATE	104	ADVANCED T	ADVANCED TRANSMISSION CARE	544 A1A BLVD	MOORESVILLE
CORPORATE	847	AFTERMARKE	AFTERMARKET AUTO PARTS LLC	9875 SAMANTHA WAY	MOORESVILLE
CORPORATE	105	AMERICAN A	AMERICAN AUTO PARTS - NAPA	8746 HELENA CT	HUNTERSVILLE

5. On the **Receipt/Transfer View/Edit** screen (shown below), click on the **Line Item** tab.
6. If you already know your product #, at the bottom of the screen, you will key in your product number and **<enter>**
7. If you don't know the product number of the item you are receiving in, click on the binoculars beside the **Product #** field and find your item on the inventory lookup screen. Double-click to make it active.
8. Key in the quantity you are receiving in and the new cost of the item. (Include any FET amount in with the cost you are entering. FET will be automatically broken out for you in the Unit FET box.)
9. **To update cost and quantity only**, simply click on the **Save Item** button.
10. **To update selling price, along with cost and quantity**, you will click on **Save Item & Update Pricing**. Update your prices accordingly (See AV #415 for more info on this function!) and then click on the **Save & Exit** button.



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11. Repeat for each additional item you are adding to the receipt. When you are finished, click on the **Payment** tab (shown below).
12. Click on the button to **Apply A/P Terms**.
13. Click on the **Close** (or **Print & Close**) button at the bottom.
14. If you chose, you may assign a Salesrep. Click **OK**:



LOGIN: AATECH STORE NAME: HITS DEMO STORE #9  
 VIEW: RECEIVING DESK VENDOR: AMERICAN TIRE DIST - HC [222] STORE: 9  
 Receipt/Transfer View/Edit (871465)

Main | Line Items | Vendor/Store Info | Comments | **Payments** #11

**Cash/Credit Payments**  
 Total 983.52  
 Misc Adjustment 0.00  
 Cash Tendedred 0.00  
 Check/Cash Amount 0.00  
 Change 0.00  
 Credit Card Amount 0.00  
 Balance Due 983.52

**A/P Distributions**  
 Vendor Invt Vendor Invoice Date Account 222  
 Terms 1 - 30 Days - Net 10th POS Description CHARGE

Description	Due Date	Amount
XINVOICE 10/05/2016	11/10/2016	983.52

Clear **Apply A/P Terms** #12 Discard Payments Changes

Close Ticket dialog box: Closing Date 10/05/2016, Salesrep, **OK** #14, Cancel, Suggest Help

Bottom buttons: Refresh, Save, Save & Exit, Exit, Print Receipt/Transfer, Print & Close, **Close Only** #13, Help

### Option Settings:

\*\*NOTE - Users must have password permission to create and close receipts (P71). If you need to give a user password permission to perform this function or take away permission, please contact your system administrator.