

Receive Inventory

- 1) From the HOME page choose 'Receive Inventory'
- 2) Select 'Receive Inventory with Bill' or 'Receive Inventory without Bill'

Receive Inventory without Bill:

Select the Vendor:

if open purchase orders exist for that vendor:

- a. A pop up window Open PO's Exist will appear. If the receipt is against an open PO click YES
- b. A pop up window Open Purchase Orders will appear, select the appropriate purchase order and click OK
- c. Make any necessary adjustments to the Items, Quantity, Description, Cost & Amount columns; If the item can be attributable to a specific job, select the appropriate Customer:Job.
- d. Click Save & Close

if open purchase orders do not exist for that vendor:

- a. Select the appropriate inventory Item
- b. Enter the Quantity
- c. If required, edit the Description, Cost & Amount columns
- d. If the item can be attributable to a specific job, select the appropriate Customer:Job.
- e. Click Save & Close

Receive Inventory with Bill:

Select the Vendor:

if open purchase orders exist for that vendor:

- a. A pop up window Open PO's Exist will appear. If the receipt is against an open PO click YES
- b. A pop up window Open Purchase Orders will appear, select the appropriate purchase order and click OK

Workflow

- c. Make any necessary adjustments to the Items, Quantity, Description, Cost & Amount columns; If the item can be attributable to a specific job, select the appropriate Customer:Job.
- d. Any additional expenses that will not be included in the cost of inventory can be input on the Expenses tab. Select the appropriate general ledger Account for the expense; Enter the Amount; Include a brief description in the memo field; If the expense can be attributable to a specific customer, select the appropriate Customer:Job.
- e. Click Save & Close

if open purchase orders do not exist for that vendor:

- a. Select the appropriate inventory Item
- b. Enter the Quantity
- c. If required, edit the Description, Cost & Amount columns
- d. If the item can be attributable to a specific job, select the appropriate Customer:Job.
- e. Any additional expenses that will not be included in the cost of inventory can be input on the Expenses tab. Select the appropriate general ledger Account for the expense; Enter the Amount; Include a brief description in the memo field; If the expense can be attributable to a specific customer, select the appropriate Customer:Job.
- f. Click Save & Close

Please note you will also receive a warning if you have pending bills for this vendor (that is you previously received inventory without a bill and the bill still has not been entered). Click OK. If the bill you are entering is for items that have already been recorded as received, cancel out of this screen and go to 'Enter Bills Against Inventory'.