

Chapter 3 - Receiving Inventory – RECEIVE & POINLOAD

Receiving Inventory - RECEIVE

If you are not using the RSSS Purchase Order System, to receive inventory, you need to be at the command line and type in "RECEIVE" and press the enter key. If you are using the RSSS Purchase Order System, go to [Receiving Inventory for a Purchase Order](#). Figure 3-1 is the first screen that will appear in this process. On this screen you will be prompted for the Printer or File Pathname. See [Introduction to Reports](#) for additional information about the printer/file pathname screen. Enter the correct information or press the enter key, if you want to accept the default printer. You will now be prompted for the "Paper Type". Your choices will be listed on the bottom of the screen as seen in Figure 3-1. Type in the number next to the type of paper you will be using (1=Receipt Paper - this is the paper you use for payment receipts. 2=Regular Paper - this is plain white report paper). You will now be prompted with "Print Description Line". This should be answered with a Y for yes if you want the color, fabric/material and description line printed.

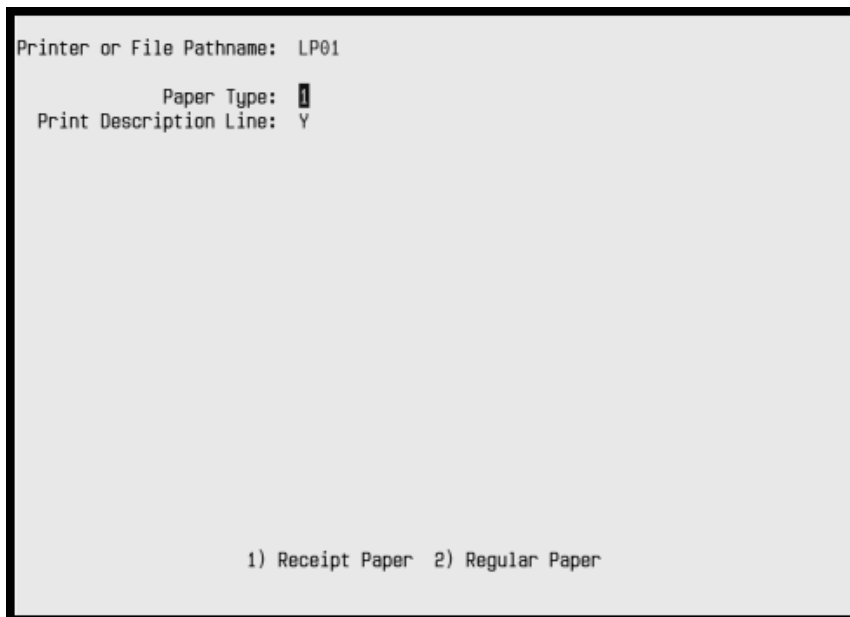


Figure 3- 1 Printer or File Pathname Screen

The next screen will be a menu screen as seen in Figure 3-2. This menu will allow the option of receiving serialized inventory, receiving/deleting miscellaneous inventory or deleting serialized inventory. Big Ticket inventory is serialized. Miscellaneous inventory is accessory items that have no serial number. At the receiving menu, select your option number.

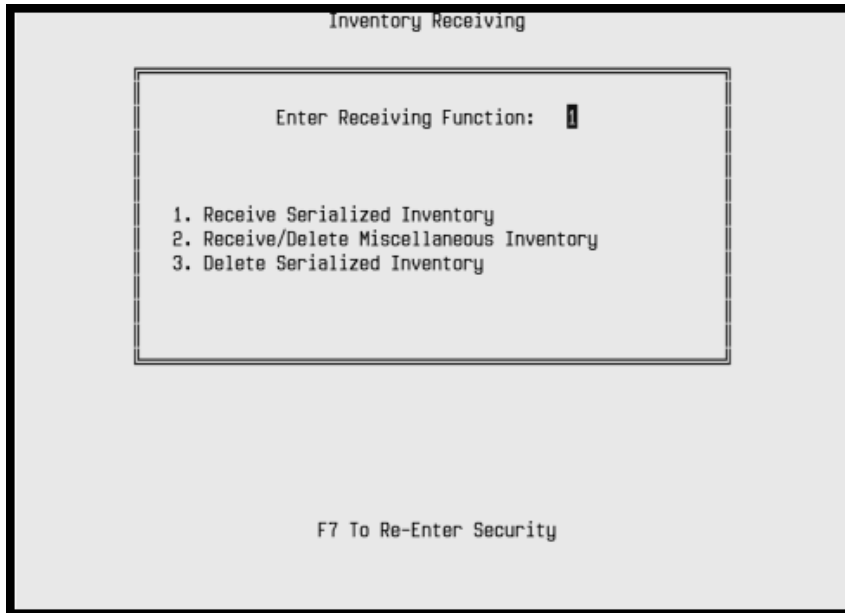


Figure 3- 2 Inventory Receiving Menu

The next screen seen in Figure 3-3 will prompt you for a model number or description.

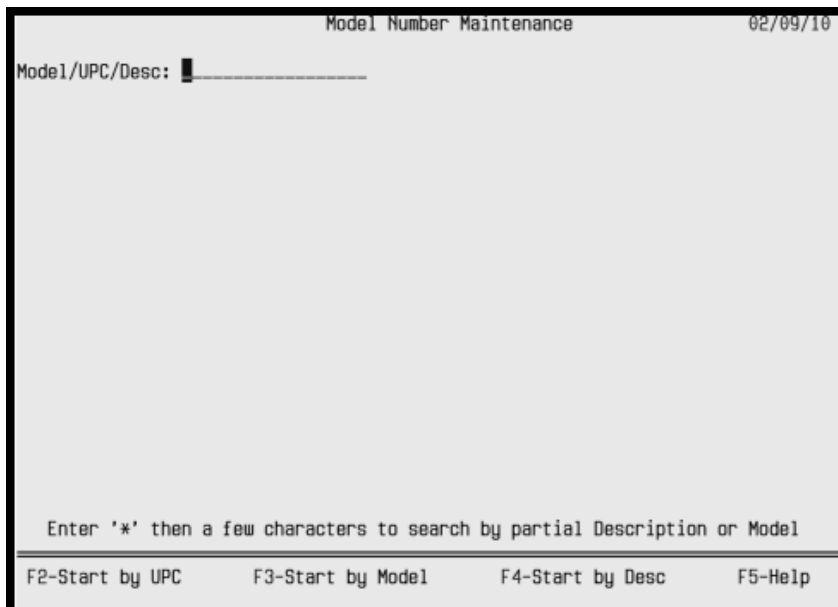


Figure 3- 3 Model Number or Description Screen

Receiving inventory for which you already have a model number

Enter the entire model number or scan in the UPC and press enter and your screen will resemble Figure 3-5. You may search model file by using the function keys. Enter a (partial or full) model number, scan or type in the UPC code or enter description. You can use the asterisk (*) to wildcard the search by model number or description.

Press the F2 key to display a list of inventory in alphanumeric order by UPC. Press the F3 key to display a list of inventory model numbers in order, as seen in Figure 3-4, or press the F4 key to list inventory model numbers by description. Use the arrow keys to highlight the model number of the item to be received and press the enter key. If the model number you want is not displayed on the page, press the F1 key to move forward to the next page. To move back in the list, press the F2 key. If the model number you need for the inventory you are receiving is not already in the system, contact your management.

| Model Number Maintenance | | | 02/09/10 |
|--|----------------------------|----------------------------|----------|
| Model Nbr/Desc: | | | |
| Model Number | Description | 2nd Description | |
| ALACQDRYER | *LAUNDRY DRYER COMPACT | | |
| ALACQRANGE | *RANGE GOOD | RANGE | |
| ALACQWASHER | *LAUNDRY WASHER COMPACT | | |
| ALAMANED7200TW | LAUNDRY DRYER FRONT LOAD | AMANA 7.1 CU FT DRYER | |
| ALAMANFW7200TW | LAUNDRY WASHER FRONT LOAD | AMANA 3.5 CU FT FRONT LOAD | |
| ALESTEED4300WQ | *LAUNDRY DRYER FULL | ESTATE DRYER 7CU.FT | |
| ALESTEED4400WQ | LAUNDRY DRYER FULL | SUPER CAPACITY ELEC DRYER | |
| ALESTETW4400VQ | *LAUNDRY WASHER FULL | ESTATE WASHER 3.2CU.FT | |
| ALESTETW4400WQ | LAUNDRY WASHER FULL | SUPER CAPACITY WASHER | |
| ALFRIFEQ332ES | *LAUNDRY DRYER FRONT LOAD | FRONT LOAD STACKED DRYER | |
| ALFRIFTF530FS | *LAUNDRY WASHER FRONT LOAD | FRONT LOAD STACKED WASHER | |
| ALFRIGLEQ2152ES | *LAUNDRY DRYER FRONT LOAD | FULL SIZE FRONT LOAD DRYER | |
| ALFRIGTLF2940ES | *LAUNDRY WASHER FRONT LOAD | FULL SIZE FRONT LD WASHER | |
| ALWRL49971 | LAUNDRY STAND COMPACT W/D | LAUNDRY STAND | |
| ALWRL49971 | *LAUNDRY DRYER FULL | ESTATE DRYER 7CU.FT | |
| Reg Prc: | 0.000 | Sale Prc: | 0.000 |
| Pmt/#M | 0.00/ 0 | Pmt/#W | 0.00/ 0 |
| F1-Fwd F2-Back F3-Delete F4-Comments F5-Help F6-Add F7-Warranty ENTER-Update | | | |

Figure 3- 4 Model Number Maintenance Screen

The next screen you will see is the Model Number Inquiry screen as seen in Figure 3-5, verifying the correct model number choice.

```

Model Number Inquiry                                02/09/10
UPC Code:
Model Number: ALAMANED7200TW                      Rate Code: DR4
Description: LAUNDRY DRYER FRONT LOAD              Commission Code: 1
              AMANA 7.1 CU FT DRYER                Vendor Number: 71
First Received:                                     Discontinued Indr: N
Average Cost: 480.154 Last Cost: 464.000 Reg Price: 1,170.000
Sale Price: 696.000 MAP: 464.00 MDP: 464.00
List Price: 0.00 # Months For Dep:
Misc Cost Usage: 1 Percent: 0.00 Qty On Hand: 13
Taxable: Y Tax %: 0.00 Use Profit Center: Y
Equivalent:                                         Movie Inv Type: N RTR: N
Sales Spiff: 0.00 RTO Spiff: 0.00
RTR Monthly Prc: RTO Monthly Terms: 36
Total Monthly Prc: 2,340.00 Mntly: 65.00 RTO Weekly Terms: 156
Total Weekly Prc: 2,340.00 Wkly: 15.00 Quantity On Order: 0
Cube Size: Nbr of Pcs: 0 Date Order Due In:
Days Out of Stock: Furn Style: Unit Weight:
No Sale Discounts: Freight Override:
Gl Account Nbrs:
Right Model Nbr: N
  
```

F4-Comments F5-Help F7-Warranty F8-Prev F10-Exit

Figure 3- 5 Model Number Inquiry Screen

The prompt at the bottom left hand corner of the screen will ask “Right Model Nbr”. If you answer this with an N for no, it will return to the list screen so that you can select the proper model number. When “Right Model Nbr” is answered with a Y for yes, the Receive Serialized Inventory Screen will be displayed as seen in Figure 3-6.

```

Receive Serialized Inventory
Model Number: ALAMANED7200TW
Description: LAUNDRY DRYER FRONT LOAD

Serial Number: █ Bar Code Number:
Date Received: 2/09/10 Vend Invoice Nbr:
Vendor Number: 71 P.O. Number: 1
Nbr of Pieces: 1 Floor Plan Agent:
Receiving Nbr: Trust Receipt:
Location: 101 Actual Cost: 464.00
Nbr To Receive: 5 Average Cost: 480.15
Nbr Received: 0 Floor Plan Cost:
Freight/Other Cost: Packed/Landed Cost: 464.00
Movie Type: N RTR Inv Type: N
Color Code: 0 Inventory Indr: 0
Fabric Code: 0 Retail Price:

Any More Changes: N
  
```

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

Figure 3- 6 Receive Serialized Inventory Screen

DATE RECEIVED Defaults to today's date.



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VENDOR INVOICE NBR Enter the vendor's invoice number. Or if your finance company floor plans by line number, enter your trust receipt number here. In the trust receipt field (below), enter in the line number as it appears on the trust receipt. For example, if it is line number 1 but appears on the trust receipt as 001, then you should enter 001 in the trust receipt field. You will need to change the number in the trust receipt field for each item you receive. By doing this, you will be able to pay off your trust receipts by line number.

VENDOR NUMBER Number assigned to the company you purchased this inventory from. If your company does not use vendor numbers, press enter.

P.O. NUMBER Enter the number from the Purchase Order your buyer used when the merchandise was ordered. If your company does not use purchase order numbers, press enter.

NBR OF PIECES The number of pieces associated with this Model number, example Dining room table and 4 chairs would be 5 pieces.

FLOOR PLAN AGENT If floor planning is being used, enter the floor plan agent's general ledger or assigned account number.

RECEIVING NBR If your receiving area or dock uses receiving numbers, enter your receiving number for this inventory. If your company does not use receiving numbers, press enter.

TRUST RECEIPT If this inventory is floor planned, enter the Floor Plan Agent's trust receipt number for this shipment.

LOCATION This will default to your store location, if the inventory is going to be sent to another location, use the Inventory Transfer (INVTRAN) program to transfer the inventory after you have received it into your location.

ACTUAL COST Depending on the control settings in Model Maintenance (MODELMT) you may or may not be able to change this cost. If you are not able to and feel you should, please contact your management.

NUMBER TO RECEIVE Enter the number of items with this same model number you wish to receive at this time.

AVERAGE COST The computer automatically calculates the average cost of all items with the same model number when the items are being received. This is an informational field only.

NBR RECEIVED This number is generated by the computer. When receiving large quantities of the same model number, this field will help you keep track of how many have been received so far. If you entered 50 as "Number to Receive", and you think you have entered all of the serial numbers you can check the "Number Received". If it shows 49, then you missed entering one of the serial numbers.

FLOOR PLAN COST This field represents the actual cost minus any discounts from the floor plan company. This field must be entered if floor planning is being used.



Receiving Inventory – RECEIVE & POINLOAD

(Example: If your Floor Plan Company will finance 80% of the cost of inventory and you paid \$100.00 for this item, then you would enter \$80.00 for the Floor Plan cost. If your Floor Plan Company provides 100% funding, then you must enter \$100.00).

FREIGHT/OTHER COST Enter the dollar amount you paid for freight, interest, or other costs over the actual cost of this item.

PACKED/LANDED COST This is calculated by the computer and is the sum of the Actual Cost plus the Freight/Other Cost entered previously.

MOVIE TYPE This field is generated by the system control file.

RTR INV TYPE This field is generated by the system control file.

COLOR CODE If you are using Fabric and Color Codes, enter the color code assigned to this product.

INVENTORY INDR Inventory indicator, indicates type of inventory (O=Rent to Own, S=Sales, M=Movie, R=Rent to Rent). This field is extremely important. This indicator dictates when inventory is subject to depreciation. If the indicator is set to "O", "R", or "M", inventory is subject to depreciation. However, the 'S' type inventory is not subject to depreciation until it goes out on rent, at which time the system automatically changes this indicator to the appropriate type, 'O' if it went on a RTO agreement, 'R' if went on a Rent to Rent agreement, or 'M' if it went on an Movie agreement. The default is set in Model Maintenance (MODELMNT).

FABRIC CODE If your company is using fabric codes, enter the code here. Fabric or Material codes can be used to designate instrument finishes, i.e. satin-lacquer-enamel etc.

RETAIL PRICE In most cases you will enter thru this field to accept default pricing on this item's model number. To override the model number pricing in "Post a Sale", enter a selling price for this serial number here. Note: A price here overrides MAP and MOP rules. You will be able to sell it for more, but not less.

Press the F9 key. You will now be prompted for "Any More Changes". An N for no at this prompt will take the user to the Serial Number field.

SERIAL NUMBER Enter the serial number of the item being received. If the model number is setup in Item Maintenance (ITEMMNTS) as a 'T' for transparent, you may press the enter key in the serial number field and the system will automatically assign a transparent serial number. If you entered more than 1 in the "Number to Receive" field, enter the serial number you wish to assign to the first one (after you have received the first one, enter the next serial number and so on).

BAR CODE NUMBER This field will automatically fill with the next available bar code number. If you want to assign a different bar code number to this item, put the different bar code number here.

Once the serial number and bar code number have been filled in, the prompt "Any More Changes?" will be displayed at the bottom of the screen. If any mistakes have

been detected, or if any information is different from serial number to serial number, enter a Y for yes. An N for no will accept the serial number and take you back to the serial number field to enter the next serial number.

Each N for no answer will increase the number in the “Nbr Received” field by one. When you have entered all the serial numbers, you will be prompted “All items for this model number Received?” as seen in Figure 3-7. A Y for yes answer will return you to the screen which prompts for a model number or description. An N for no will allow you to enter more serial numbers.

If you feel that you have entered all serial numbers and you did not get the “All items for the model number received?” prompt, you should check the “Nbr Received” field. You either have not entered all the serial numbers or you put in the wrong quantity in the “Nbr to Receive” field.

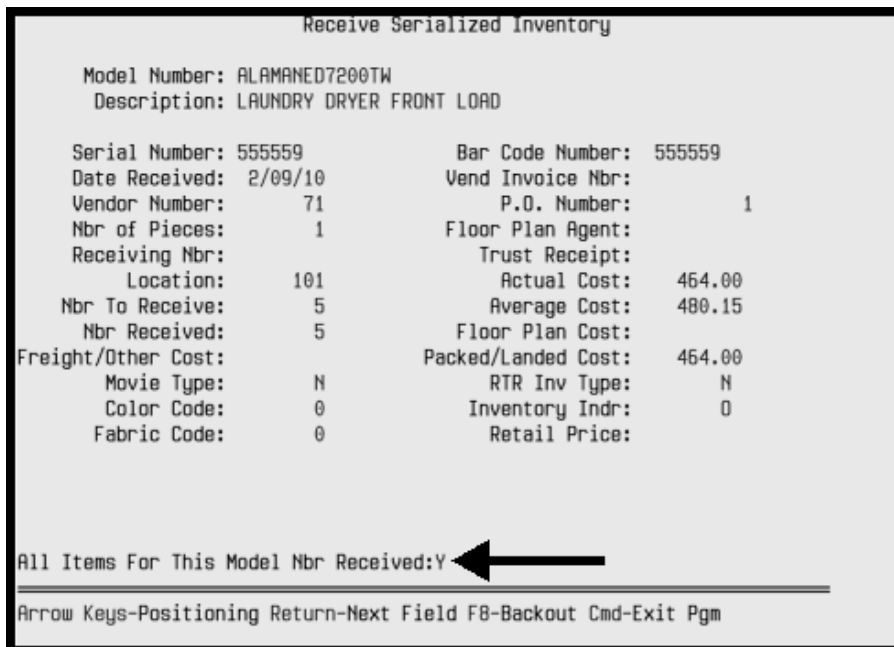


Figure 3- 7 Receive Serialized Inventory Screen with Prompt

Receiving Miscellaneous Inventory

To receive miscellaneous inventory, press F10 on any menu and on the command line type in “RECEIVE” and press the enter key. You will be prompted for the Printer or File Pathname as seen in Figure 3-8. Enter the correct information or press the enter key if you want to accept the default printer. You will now be prompted for the “Paper Type”. Your choices will be listed on the bottom of the screen. Type in the number next to the paper type you will be using (1=Receipt Paper - paper used for payment receipts. 2=Regular Paper - plain white report paper). You will now be prompted “Print Description Line”. Enter a Y for yes for accessory inventory, if you would like the description line to print.

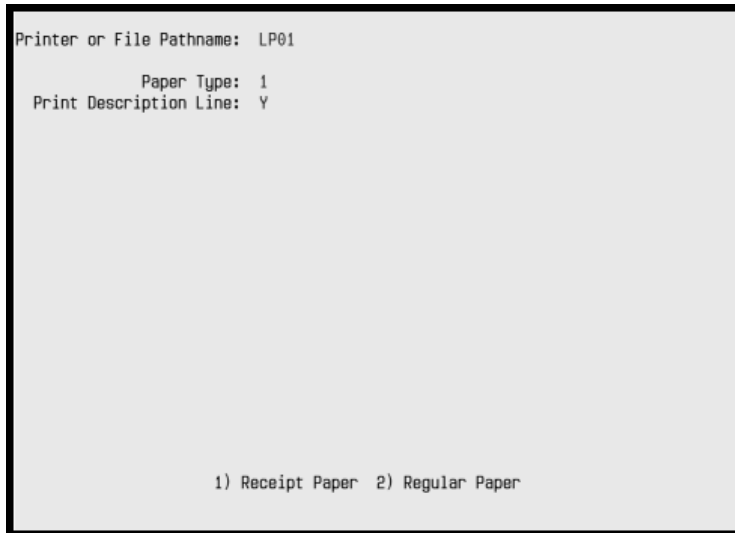


Figure 3- 8 Printer or File Path Name Screen

The next screen will be a menu screen as seen in Figure 3-9. Choose “#2 Receive/Delete Miscellaneous Inventory” and a screen similar to the screen seen in Figure 3-10 will appear.

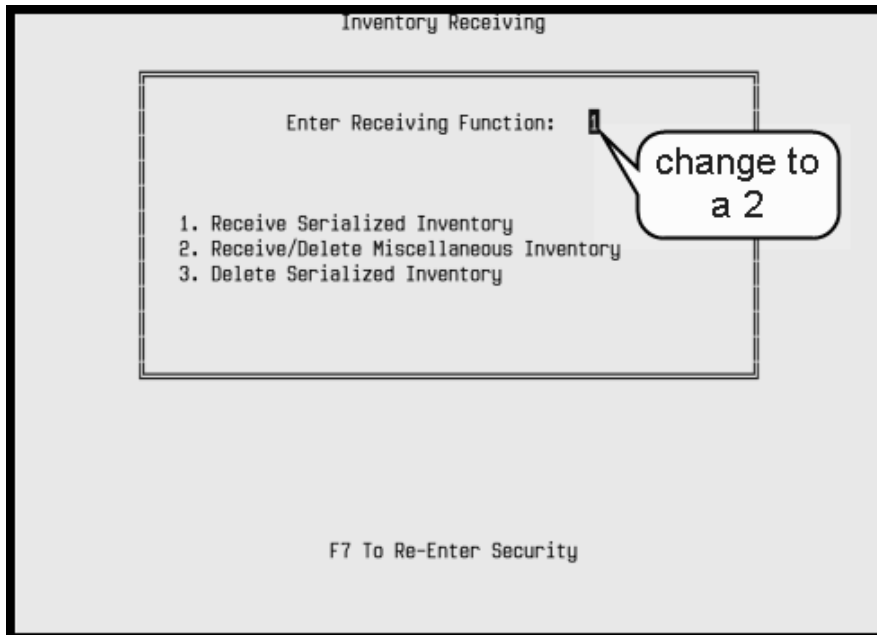
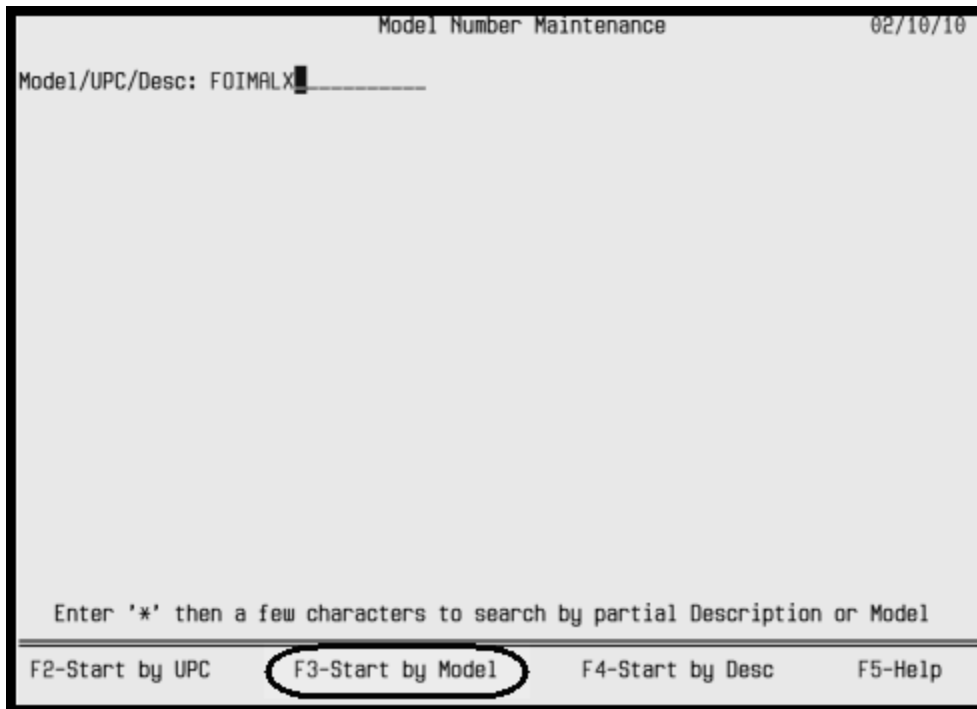


Figure 3-9 Inventory Receiving Screen



Model Number Maintenance 02/10/10

Model/UPC/Desc: FOIMALX

Enter '*' then a few characters to search by partial Description or Model

F2-Start by UPC F3-Start by Model F4-Start by Desc F5-Help

Figure 3-10 Model Number Maintenance Screen

You may enter a (partial or full) model number, UPC code or description. You can use the asterisk (*) to wildcard the search by model number or description. Press the F2 key to list in alphanumeric order by UPC code. Press the F3 key to list model numbers in order, see Figure 3-11, or press the F4 key to list model numbers by description. Use the arrow keys to highlight the model number of the item to be received and press the enter key. If the model number you want is not on this page you can press the F1 key to show you the next page. If you should pass up the model number that you want, you can press the F2 key to get back to the previous page. If the model number you need for the inventory you are receiving is not already in the system, contact your management.

| Model Number Maintenance | | | 02/10/10 |
|--|--------------------------|----------------------------|--------------------------|
| Model Nbr/Desc: FOIMALX | | | This item is highlighted |
| Model Number | Description | 2nd Description | |
| FOIMALX-5410 | AUDIO/VIDEO STAND GOOD | 54" WIDE TV STAND | |
| FOIMAML-1450 | *AUDIO/VIDEO STAND GOOD | AUDIO VIDEO STAND | |
| FOIMARX-4500 | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND | |
| FOIMAZX-8480 | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND SILVER/BL | |
| FOIMAZX-8580 | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND - BLACK | |
| FOIMAZX-8980 | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND - BLACK | |
| FOLIB245-0T3000 | LIVINGROOM C/E BEST | OCCASIONAL TABLES | |
| FOLIB731-0T3000 | LIVINGROOM C/E ELITE | OCCASIONAL TABLES | |
| FOLIB825-3PC | *AUDIO/VIDEO STAND BEST | 50" ENT.STAND W/2 PIERS | |
| FOLIB825-TV50 | AUDIO/VIDEO STAND BETTER | 50" ENTERTAINMENT STAND | |
| FOLIB835-TV60 | AUDIO/VIDEO STAND BETTER | 60" ENTERTAINMENT STAND | |
| FOLIB940-TV00 | AUDIO/VIDEO STAND BETTER | 52" ENTERTAINMENT STAND | |
| FOLIB940-TV00EC00 | AUDIO/VIDEO STAND ELITE | 52" ENT. STAND W/ HUTCH | |
| FOMITMB57PB | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND - BLACK | |
| FOMITMB65PB | *AUDIO/VIDEO STAND GOOD | FLAT PANEL STAND - BLACK | |
| Reg Prc: | 468.000 | Sale Prc: | 0.000 |
| Pmt/#M | 26.00/ 36 | Pmt/#W | 6.00/156 |
| F1-Fwd F2-Back F3-Delete F4-Comments F5-Help F6-Add F7-Warranty ENTER-Update | | | |

Figure 3-11 Model Number Maintenance Screen with data

The next screen you will see is the Model Number Inquiry screen, see Figure 3-12, verifying the correct model number choice.

| Model Number Inquiry | | | 02/10/10 |
|--|------------------------|----------------------|-----------|
| UPC Code: | | Rate Code: | AV1 |
| Model Number: | FOIMALX-5410 | Commission Code: | 1 |
| Description: | AUDIO/VIDEO STAND GOOD | Vendor Number: | 32 |
| | 54" WIDE TV STAND | Discontinued Indr: | N |
| First Received: | | Serialized/Fee Item: | N / N |
| Average Cost: | 150.000 | Last Cost: | 150.000 |
| Sale Price: | 0.000 | MAP: | 460.80 |
| List Price: | 0.00 | MOP: | 29,491.20 |
| Misc Cost Usage: | 1 Percent: 0.00 | # Months For Dep: | |
| Taxable: | Y Tax %: 0.00 | Qty On Hand: | 5 |
| Equivalent: | | Use Profit Center: | Y |
| Sales Spiff: | 0.00 | Movie Inv Type: | 1 RTR: N |
| RTR Monthly Prc: | | RTO Spiff: | 0.00 |
| Total Monthly Prc: | 936.00 | RTO Monthly Terms: | 36 |
| Total Weekly Prc: | 936.00 | RTO Weekly Terms: | 156 |
| Cube Size: | | Quantity On Order: | 0 |
| Days Out of Stock: | | Nbr of Pcs: | 0 |
| No Sale Discounts: | | Date Order Due In: | |
| GI Account Nbrs: | | Furn Style: | |
| Right Model Nbr: | | Unit Weight: | |
| | | Freight Override: | |
| F4-Comments F5-Help F7-Warranty F8-Prev F10-Exit | | | |

Figure 3-12 Model Number Inquiry Screen

The prompt at the bottom left hand corner of the screen will ask "Right Model Nbr". If you answer this with an N for no, it will return to the list screen so that you can select the proper model number. When "Right Model Nbr" is answered with a Y for yes, the Receive Miscellaneous Inventory Screen will be displayed, see Figure 3-13.

```

Receive Miscellaneous Inventory

Model Number: FOIMALX-5410
Description: AUDIO/VIDEO STAND GOOD

Location:      101

Date Received: 2/10/10      Vend Invoice Nbr: 445566
PO Nbr:      11112          Receiving Nbr:    3
Qty To Receive: 3.00        Actual Cost:     150.000
Qty Received:  0.00        Average Cost:    150.000

Any More Changes: 

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
  
```

Figure 3-13 Receive Miscellaneous Inventory Screen

LOCATION Enter the location you are receiving this inventory into.

DATE RECEIVED Defaults to today's date.

VEND INVOICE NBR Enter the invoice number from the vendor's invoice.

PO NBR Enter the Purchase Order number this was ordered from.

RECEIVING NBR Enter the Receiving Number if your company keeps track of this. This is an "in-store" number like a Purchase Order to track individual store purchases.

QTY TO RECEIVE Enter the number of items you are receiving into this location at this time.

ACTUAL COST Enter the amount the company is paying for each item of this particular model number at this time. Depending on the control settings in Model Maintenance (MODEL MNT), you may or may not be able to change this cost. If you are not able to and need to change actual cost, please contact your manager or call RSSS.

QTY RECVD Automatically entered by the system when the miscellaneous items have been received.

AVERAGE COST This figure is automatically calculated by the system.

Press the F9 key. You will now be prompted "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, the amount you requested under "Qty

to Receive” will be received and your cursor will be returned to the “Location” prompt. If you need to receive more of this same model number into a different location, enter the location number and repeat the above steps. If you have no more of this model number to receive, press the F8 key.

Receiving Inventory from a Purchase Order - POINLOAD

This program is used to Receive Inventory from a Purchase Order and updates your purchase order records when using the RSSS Purchase Order System.

To get into this program, select off the Home Menu “Inventory” then “PO Menu” then “Receive Inventory From PO” or press the F10 key and at the command line type in “POINLOAD”. You will be prompted for the printer or file pathname. Press the enter key to accept the default printer or type in the proper printer number or pathname. See [Introduction to Reports](#) for additional information about the printer/file pathname screen. You will see a screen similar to Figure 3-14.

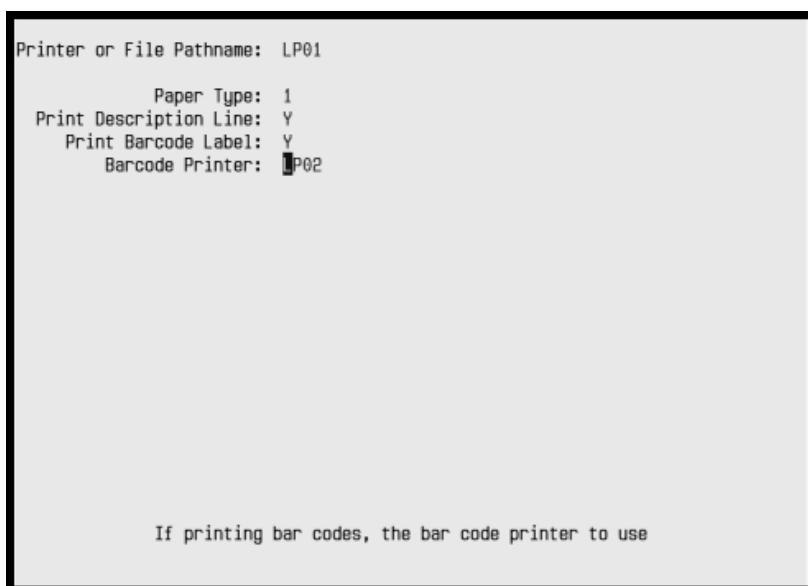


Figure 3-14 Printer or File Path Name Screen

PRINTER OR FILE PATHNAME Press enter to accept the default printer or type in the proper printer number or pathname.

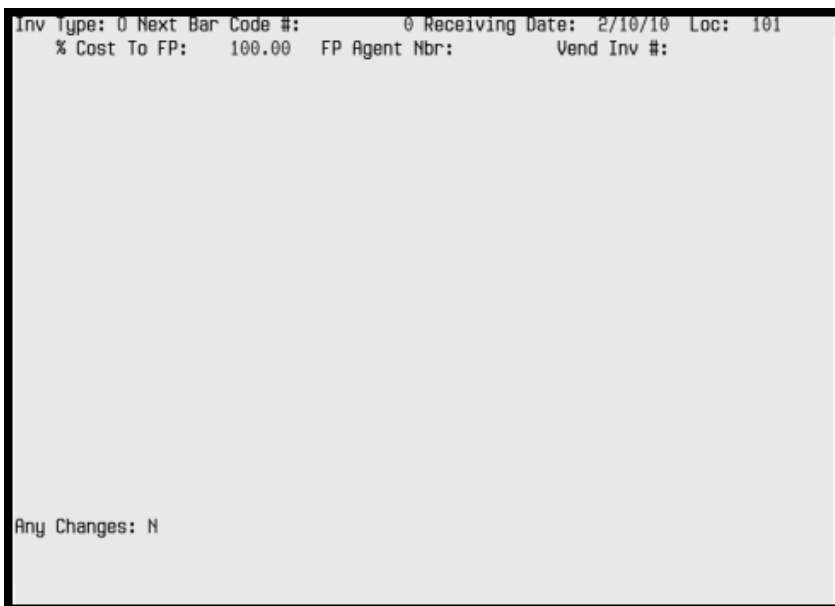
PAPER TYPE Enter the proper number. 1 = Receipt Paper, 2 = Regular Paper.

PRINT DESCRIPTION LINE Enter Y for yes if you want the color, fabric and description line to print.

PRINT BARCODE LABEL If you want to print a barcode label for the items you are receiving, enter a Y for yes.

BARCODE PRINTER If you have chosen to have barcode labels printed, enter the printer number assigned to the barcode printer.

You will now see a screen similar to Figure 3-15.



```
Inv Type: 0 Next Bar Code #:      Receiving Date: 2/10/10 Loc: 101
% Cost To FP: 100.00 FP Agent Nbr:      Vend Inv #:
Any Changes: N
```

Figure 3-15 Purchase Order Inventory Screen

INV TYPE This will prompt according to your company's control settings. O=Rent to Own, R=Rent to Rent, S=Retail Sale, and M=Movie Club.

NEXT BAR CODE # Pressing the enter key, the system will auto assign the bar code number.

RECEIVING DATE Press the enter key to accept the default of today's date.

LOC Enter the location receiving the inventory.

% COST TO FP Enter the percent of cost that is Floor Plan. If the inventory being received is not floor planned, accept the default and press enter.

FP AGENT NBR Enter the number assigned to the floor plan agent carrying this merchandise or press enter if you are not using a Floor Plan.

VEND INV # Enter the Vendor's Invoice Number for the product you are about to receive or leave blank if you don't have it and press the enter key.

You will now be prompted for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, you will be prompted for "PO Number". See Figure 3-16.

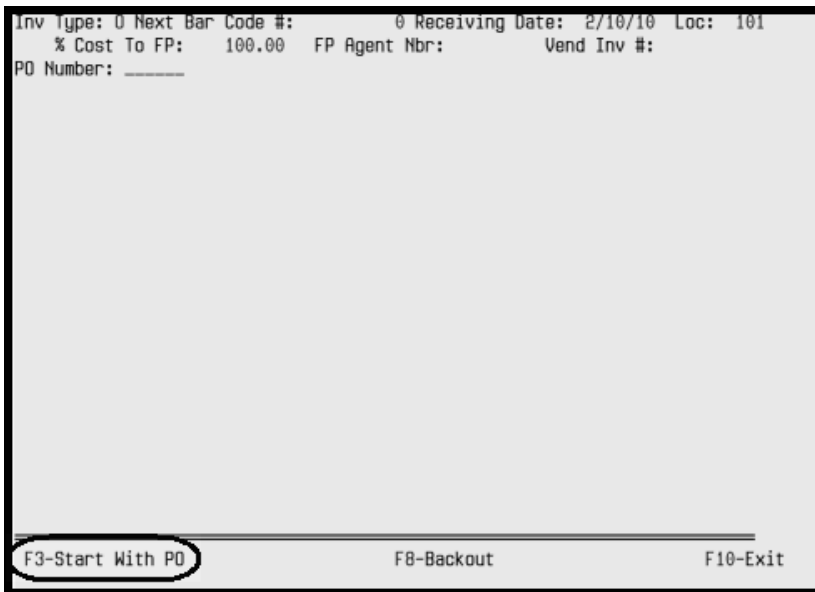


Figure 3-16 Purchase Order Inventory Screen with purchase order number prompt

Enter the PO Number to receive, if you do not know the purchase order number, press the F3 key to list the open PO's in numerical order. The screen will change to resemble Figure 3-17 (**Note: each different model number you entered on the PO will be on a line of its own**).

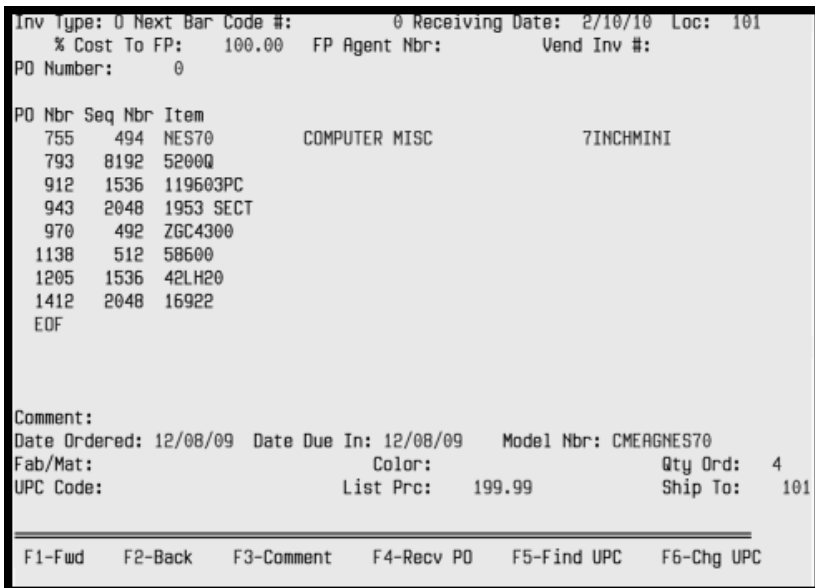


Figure 3-17 Purchase Order Inventory Screen with data

At the bottom of the screen you will see the first line of the comment (if there is one, otherwise the comment area will be blank), date ordered, date due in, model number, the fabric and color of the item (if applicable), the quantity ordered on the PO (an asterisk beside quantity ordered, indicates comments are attached to this line), the UPC Code, List Price, and Ship To location.

F1 – FWD If the PO Number you need is not on this screen, this will scroll the listing forward one page at a time.

F2 – BACK If you have pressed F1 to scroll forward and now need to go back.

F3 – COMMENT If a line item has comments attached, there will be an asterisk next to the quantity ordered. You can view all the comments with this F3 function key. See Figure 3-18.

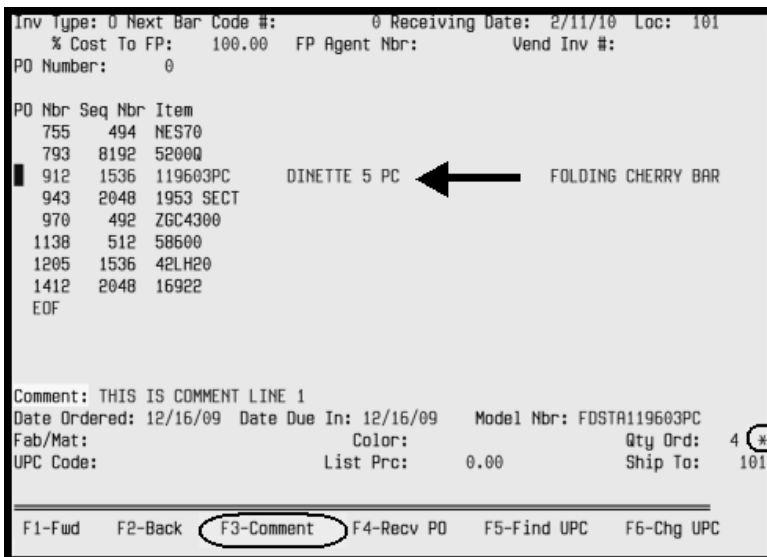


Figure 3-18 Purchase Order Inventory Screen with asterisk for comments

Press the F3 key and the comment(s) will be displayed. See Figure 3-19. You can add or change the comment(s) if necessary.

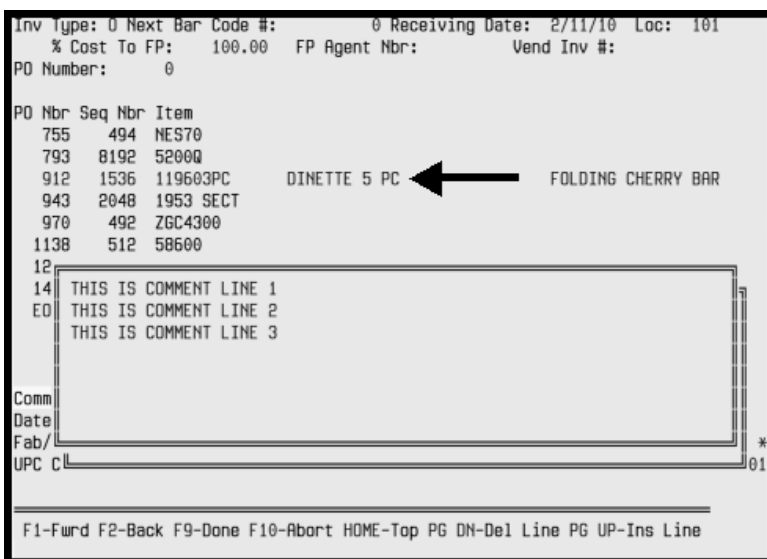


Figure 3-19 Purchase Order Inventory Screen with comments displayed

F4 - RECEIVE PO allows you to view the details of the accessory item PO, verify counts and receive all or adjust individual line items and receive partial PO. Highlight the line item and press the F4 key. See Figure 3-20. **Note: This can only be used on accessory/miscellaneous inventory.**

| Inv Type: S | Next Bar Code #: | 0 | Receiving Date: | 8/19/06 | Loc: | 1 |
|--|------------------|-----------------|-----------------|----------|------|---|
| % Cost To FP: | 100.00 | FP Agent Nbr: | Vend Inv #: | | | |
| PO Number: 0 | | | | | | |
| MODEL NUMBER | DESC 1 | DESC 2 | ORDERED | RECEIVED | LOC | |
| MILOT008 | LOTTERY | WINNER TAKE ALL | 300 | 300 | 1 | |
| <p>F1-Forward F2-Back F10-Cancel ENTER-ReadytoReceive</p> | | | | | | |

Figure 3-20 Purchase Order Inventory Screen after pressing F4 on highlighted item

Make the necessary adjustments if any and press the F9 key to receive items on the PO.

F5 - FIND UPC To find by the UPC code on a particular PO/ You can not find by UPC code if you are listing multiple POs on this screen.

F6 - CHG UPC To change/add UPC code, or adjust the list price.

If the first model number on the list was back ordered, or has not come in yet, use your arrow key to get to the model number (with the appropriate color and fabric if entered) that you need to receive.

Press the enter key twice, and you will see new fields appear including Serial Number, Bar Code #, # Pcs, Cost Freight, and Quantity. The bottom of the screen will also show you the description of the product, the number you have received so far, and the last serial number you received as seen in Figure 3-21.

```

Inv Type: 0 Next Bar Code #:          0 Receiving Date: 2/11/10 Loc: 101
% Cost To FP: 100.00 FP Agent Nbr:    Vend Inv #:
PO Number: 0

```

| PO Nbr | Seq Nbr | Item | Serial Number | Bar Code # | #Pcs | Cost | Freight | Qty |
|--------|---------|-----------|---------------|------------|------|--------|---------|-----|
| 755 | 494 | NES70 | | | 1 | 145.00 | | |
| 793 | 8192 | 5200Q | | | | | | |
| 912 | 1536 | 119603PC | | | | | | |
| 943 | 2048 | 1953 SECT | | | | | | |
| 970 | 492 | ZGC4300 | | | | | | |
| 1138 | 512 | 58600 | | | | | | |
| 1205 | 1536 | 42LH20 | | | | | | |
| 1412 | 2048 | 16922 | | | | | | |
| EOF | | | | | | | | |

```

Comment:
Date Ordered: 12/08/09 Date Due In: 12/08/09 Model Nbr: CMEAGNES70
Fab/Mat:          Color:          Qty Ord: 4
Desc: COMPUTER MISC Nbr Received: Last Serial Nbr:

```

F8-Backout F10-Exit

Figure 3-21 Purchase Order Inventory Screen with additional fields displayed

Enter the serial number of the product being received and press the enter key. If the product is a T for transparent model number (such as furniture and jewelry), just leave the serial number blank and a number will be assigned. The next available bar code number will be assigned. **Note: If this is an accessory item enter through the serial number and bar code fields and enter the quantity being received.** Enter any added freight cost if needed. Enter the quantity to be received. (This can only be multiple quantities if you are receiving in miscellaneous or transparent model numbers).

If all receiving is completed, press the F10 key to exit the program or press the F8 key to back out to a menu. A receiving report will print with the serial numbers and/or quantities received.