



Receive

Background: The Receiving function allows you to quickly and easily record a delivery from a Vendor.

To Do and Notice:

1. Navigate to **Purchasing** and select **Receiving**.
2. Click on the **In Progress** or the **On Order** tab.
3. Check the box in front of the desired Order(s).
4. Click **Edit Checked**.
5. Click the **Auto Fill** button.
Notice: This will populate the **Received Quantity** and **Price** columns with the Quantities and Prices entered on the Order.
6. Making any necessary adjustments to the Quantity and Price information based on what was received.
Notice: You may add items or enter a quantity of zero if an item was not received.
7. Ensure that the Receive Date is accurate.
8. Verify the list of Items.
9. Make any other necessary changes.
10. Choose **Receive** from the **Select an action** drop-down list.
11. Click **Done**.

So What? Receiving the orders you place, allows you to increase your inventory, keep record of what does and does not come in, and track costs.
