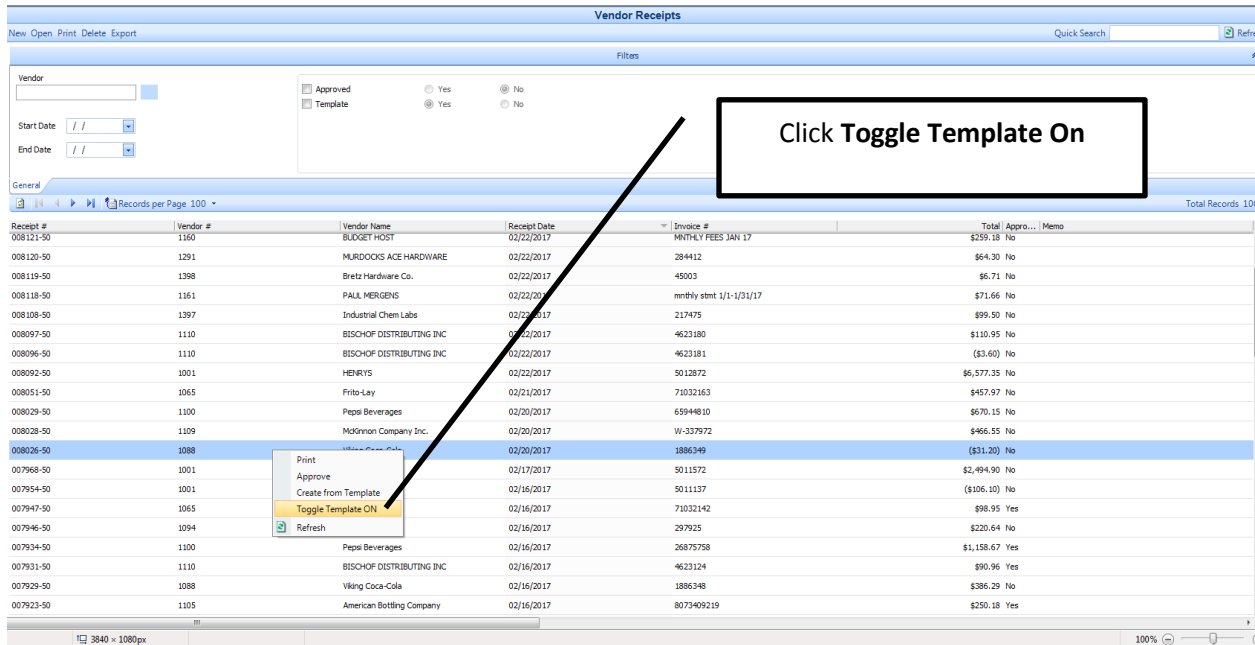


Templated Receivings

This document will describe the process for using templated receivings for inventory.

1. Enter a receipt as you normally do.
2. Go to List Vendor Receipts
3. Right-Click on that Receipt and select "Toggle Template On"

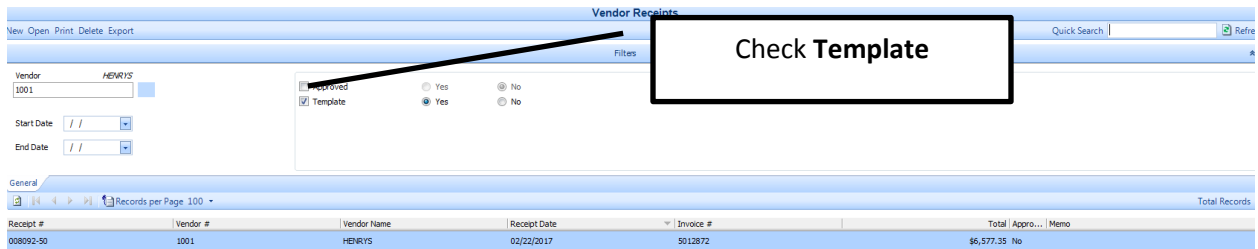


4. The next time you receive an invoice from that vendor you can repeat step 3 and select "Create from Template". This will bring all of the items from the Template into a new receipt and allow you to enter Date, Invoice Number and Quantities / Cost on items.
5. When you select Save, any items without a quantity will be removed.
6. If you need to insert an item, add it to the bottom of the receipt.

SKU	Description	Unit	Qty	Price	Cost	Allow	Total	Margin	Order #
0071078700109	BORGROS CHS STX MBL 3K	EA	48	\$0.69	\$0.36375	\$0.00	\$17.46	47.28 %	
0041333415017	DURACELL BATT AA MHV15006HZ	Each	14	\$5.99	\$3.137143	\$0.00	\$43.92	47.63 %	
003980040008	EVRDY BATT 12155W-4 SHD AA-4	Each	12	\$2.99	\$1.5575	\$0.00	\$18.69	47.91 %	
0022000013477	ORBIT WHITE SPEARMINT 6CT	EA	8	\$1.69	\$0.875	\$0.00	\$7.00	48.22 %	
0039101008233	EMERGENCY QUICK FIX FLAT	EA	3	\$7.89	\$4.08	\$0.00	\$12.24	48.29 %	
0039101046884	JOHNSENY OCTANE BOOSTER	EA	3	\$3.39	\$1.74	\$0.00	\$5.22	48.67 %	
0012546009454	STRIDE ICEMINT SF GUM	EA	10	\$1.59	\$0.813	\$0.00	\$8.13	48.67 %	
0012546007146	STRIDE WATERMELON	EA	12	\$1.59	\$0.8125	\$0.00	\$9.75	48.90 %	
0083046000111	WATER-ICE MOUNTAIN (FC) 18/1 LTR	EA	30	\$1.39	\$0.708667	\$0.00	\$21.26	49.02 %	
0694263719207	PEANUT BUTTER FUDGE BARS	EA	18	\$2.49	\$1.26333	\$0.00	\$22.74	49.26 %	
0049000000450	DIET COKE CS/24 200Z BTL EA	Each	24	\$1.99	\$0.990833	\$0.00	\$23.78	50.21 %	
0039101046419	JOHNSON SPRAY CARB CLEANER	EA	6	\$3.39	\$1.686667	\$0.00	\$10.12	50.25 %	
0080893010508	LIL A DUCT TAPE	Each	3	\$3.29	\$1.63	\$0.00	\$4.89	50.46 %	
0012546676113	TRIDENT WHITE SPEARMINT STP 6CT	EA	9	\$1.69	\$0.833333	\$0.00	\$7.50	50.69 %	
0012546005463	DENTYNE ICE WINTERHILL	EA	9	\$1.69	\$0.833333	\$0.00	\$7.50	50.69 %	
0038000131905	RICE KRISPIES TREATS BLASND	EA	12	\$1.79	\$0.873333	\$0.00	\$10.48	51.21 %	
0070640310609	B B 1/2C BIG SNOWCH VAN	Each	24	\$1.29	\$0.625	\$0.00	\$15.00	51.55 %	
00704982301017	BUG JUICE FRUITY PUNCH 24/10 OZ	EA	24	\$1.30	\$0.64333	\$0.00	\$15.44	52.35 %	
0070640400751	B B 1/2C CHAMP COCA CARAMEL	Each	24	\$1.79	\$0.844583	\$0.00	\$20.27	52.82 %	
0022000019295	HUBBARD'S SWEETBERRY CRU	EA	18	\$0.99	\$0.456667	\$0.00	\$8.22	53.87 %	
0015127001571	SB BISMUTTE SWEET LIQUID	EA	3	\$4.49	\$2.05	\$0.00	\$13.48	54.34 %	
0030100511595	KEEBLES PEPPERJACK CRACKERS 12CT	EA	12	\$0.89	\$0.404167	\$0.00	\$4.85	54.59 %	
0366715975430	LIL DING BRAND ALLERGY 6CT	EA	6	\$2.99	\$1.295	\$0.00	\$7.77	56.69 %	
0022600642039	TRISMAN CONDOM MAGNUM LUBRICATED	Each	6	\$3.59	\$1.50	\$0.00	\$9.00	58.22 %	
0015127001281	SELECT BRAND IBUPROFEN TABLETS	EA	3	\$2.89	\$1.16	\$0.00	\$5.48	59.86 %	
0015127001271	SB IBUPROFEN CAPLETS	EA	3	\$2.89	\$1.16	\$0.00	\$5.48	59.86 %	

7. You can move items to the section they belong by Saving the receipt, then selecting Reformat. Highlight the item you wish to move and hit Shift-Up Arrow/Down Arrow. Hit Save.

- If you want this to be your new template you can repeat step #3 above to toggle this receipt on and the other on off.
- You can filter your list of receipts to only see the Templated ones.



- Once entered, these are a normal receipt just like manually entered ones.