Inventory Receiving

This document will walk through the steps to enter a vendor invoice using the mobile Enable C-Store software.

| Count Inventory |
| --- |
| Receive Product |
| Create PO |
| Item Maintenance |
| Promotions |
| Utilities |

Logout

Click **Receive Product**.

Select a Vendor:

P

PEPSI OF MANKATO	Select
Pioneer Rim and Wheel Co.	Select
Pomp's Tire	Select

Cancel

1	2	3	4	5	6	7	8	9	0	-	Bks
Tab	q	w	e	r	t	y	u	i	o	p	\
a	s	d	f	g	h	j	k	l	'	Enter
Shift	z	x	c	v	b	n	m	.	/	Hide
Num	Space	Clear

Enter the first few letters of the name of the vendor you are receiving product for.

Then select the vendor from the drop down menu if it does not automatically appear.

Click **Select**.
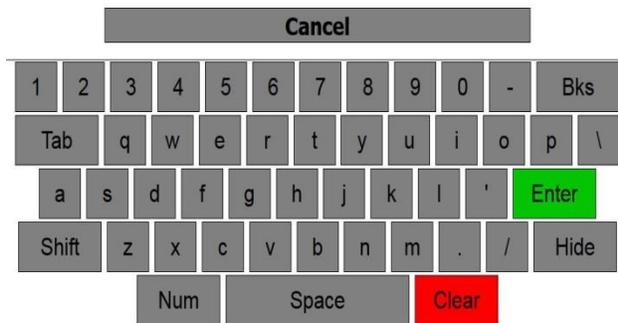
Vendor
1016 - PEPSI OF MANKATO
Invoice Number

1685732

Select
Cancel

1	2	3	4	5	6	7	8	9	0	-	Bks
Tab	q	w	e	r	t	y	u	i	o	p	\
a	s	d	f	g	h	j	k	l	'	Enter	
Shift	z	x	c	v	b	n	m	.	/	Hide	
	Num	Space	Clear								

Enter the Invoice Number.

Click **Select**.
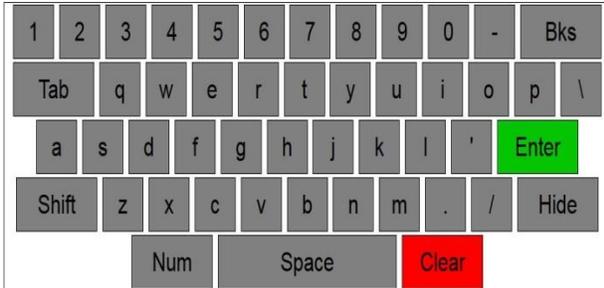
Scan/Enter Product

or Vendor Part Number:

or Description

Select
Finish
Show Keyboard

Product Name	Cost	Price

$0.00

Scan the product or

Enter the Vendor Part Number or

Enter the Description

NOTE: You can also type in the entire barcode to enter a product. A keyboard can be opened by pressing Show Keyboard.

Vendor Part Number

Quantity:	Total Quantity:
1	~~15~~

Total Cost:	Cost Each:
18.03	1.2018

Price:	Margin:
2.29	47.52%

Enter	Cancel

7	8	9
4	5	6
1	2	3
-	0	.
Key	Clear	Bkspc

Enter

Enter **Quantity** received.

NOTE: if there is a receiving package quantity setup then enter the receiving quantity here.

Enter the **Total Cost** of the item if different from what is displayed.

Enter the **Price** of the item if different from what is displayed.

You may add a Vendor Part Number to the Item.

Click **Enter**

Repeat this process for every item received. As you enter items the Scan/Enter Product screen will display the last product scanned as well as the Total of the Receiving.

Scan/Enter Product

or Vendor Part Number:

or Description

Select

Finish

Show Keyboard

Product Name	Cost	Price
GATORADE LEMON LI...	$1.20	$2.29

$18.03

If you need to add additional items to a receiving you will need to enter the vendor and invoice number and the program will ask if you want to append the existing invoice.

A receipt with this vendor and invoice number already exists. Do you want to append?

Yes	No

Click **Yes** and the items that are scanned will then be added to the existing invoice.

At any point after the first item is scanned the receiving can be accessed through the Enable software on the back office computer.

Click on Vendors → List Vendor Receipts → Double Click on the Invoice

From here any editing can be done to the Invoice. Click **Edit** at the top right of the screen to make changes.

Entering Additional Charges: This is where you would enter charges for things that are not scannable, for example shipping charges and taxes.

Click on the **Additional Charges** link

If the charge is something that will be a one-time charge then type in the **Code** and the **Amount**.
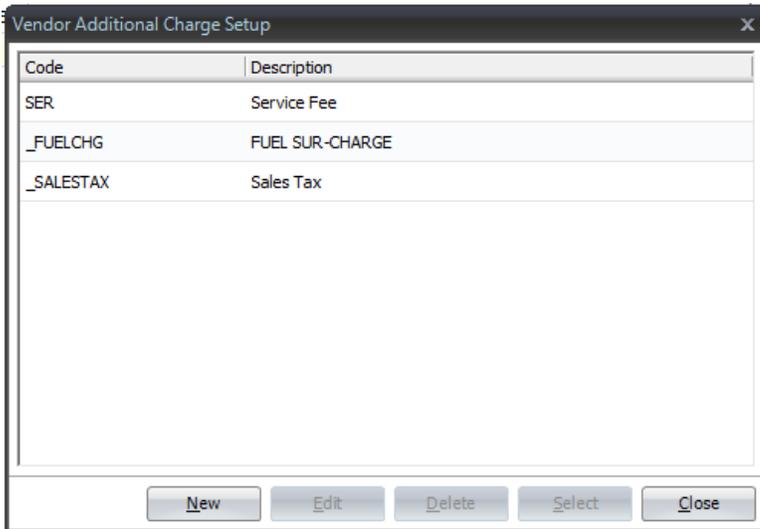
If the charge is something that is already setup as an Additional Charge then click on the box to the right of the Code field and a window will come up listing those charges that are setup:

Click on the **Code** that needs to be added to the invoice and then click on **Select**.

When the Receipt Total matches the invoice total on your paper invoice from the Vendor then click **Save** in the upper left corner.

Click Close on the Receipt screen and that will bring you back to the list of invoices.
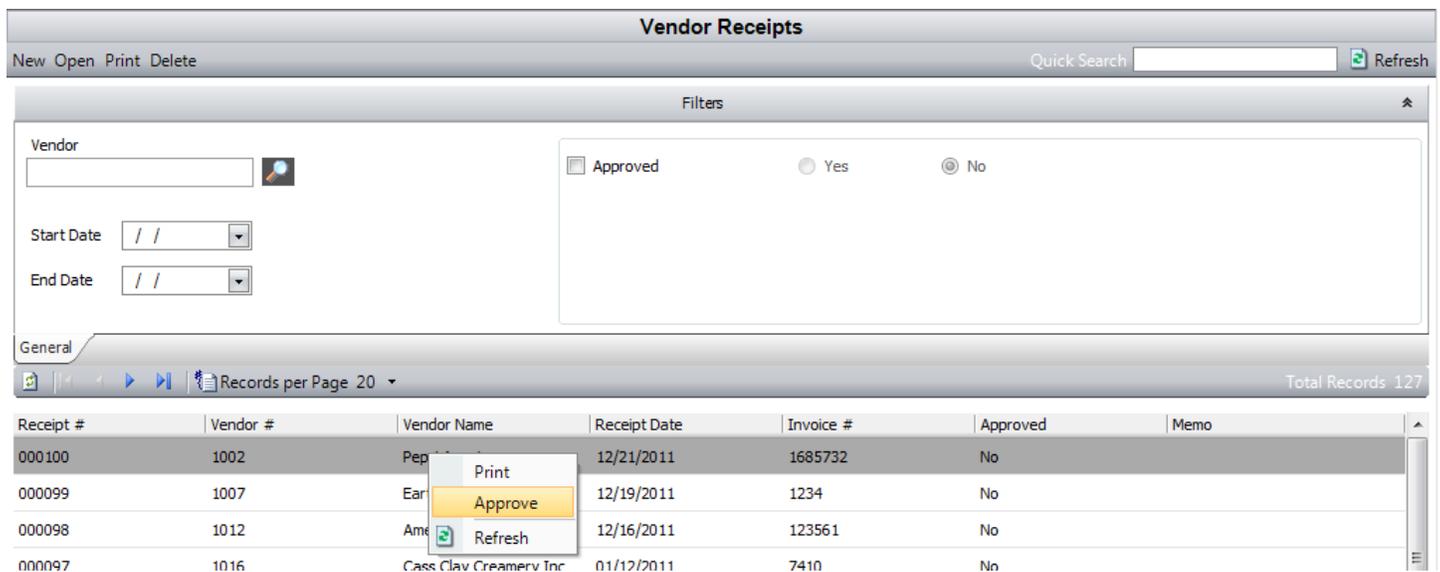
Right click on the invoice and choose Approve. This will lock the invoice and transfer it to an approved accounting system.

Allowances

Allowances can be setup on individual items or thru Group Update under List Products. This will decrease the individual cost on an item but keep the amount of the receipt the same. When sales occur, cost (without allowance) will be used to calculate margins. When importing an invoice from your main supplier, the cost will be reduced by the allowance if the receipt date is between the start and end date of the allowance. Be sure to only put the allowance on the Pack **or** the Carton, not both. We recommend putting it on the carton.