



Manage Item Receipts

2016 - Summer Edition

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Overview

The Manage Item Receipts function is used as a control to ensure Items are received prior to payment being issued for them. This function applies to Items marked in the system as Inventoried Items.

Use Case(s)

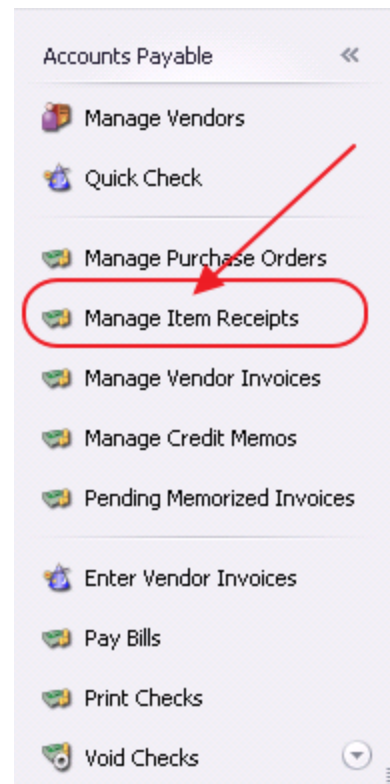
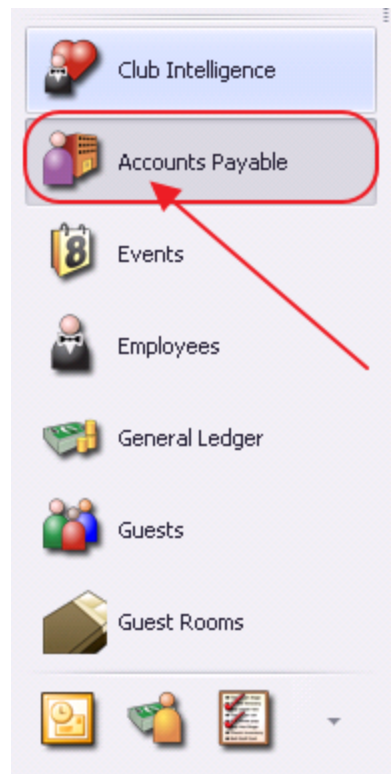
A shipment of (6) new Drivers and (48) sleeves of balls just arrived at the club. To ensure the Inventory records are updated properly, and the Invoice can be processed, the Pro Shop wants to ensure the items are received into Inventory.

Add an Item Receipt

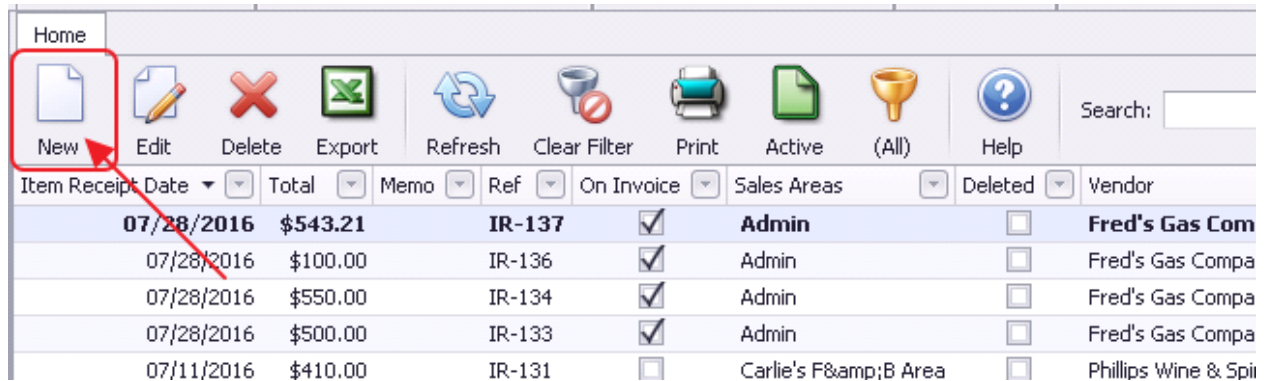
Navigation

To Receive an Item Into Inventory:

- 1) Click on "Accounts Payable"
- 2) Click on "Manage Item Receipts"



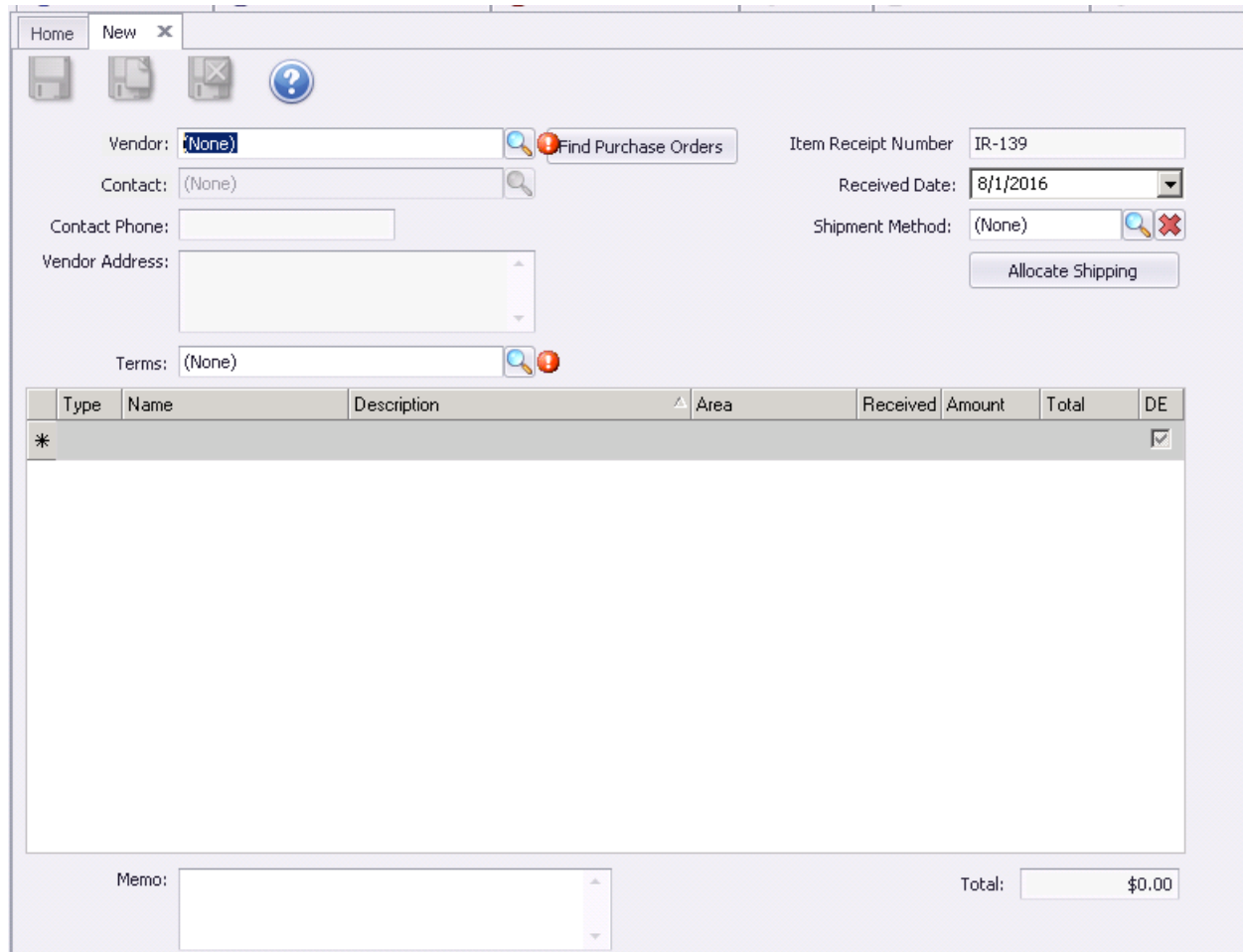
Then, click, "New."



Item Receipt Date	Total	Memo	Ref	On Invoice	Sales Areas	Deleted	Vendor
07/28/2016	\$543.21		IR-137	<input checked="" type="checkbox"/>	Admin	<input type="checkbox"/>	Fred's Gas Com
07/28/2016	\$100.00		IR-136	<input checked="" type="checkbox"/>	Admin	<input type="checkbox"/>	Fred's Gas Compa
07/28/2016	\$550.00		IR-134	<input checked="" type="checkbox"/>	Admin	<input type="checkbox"/>	Fred's Gas Compa
07/28/2016	\$500.00		IR-133	<input checked="" type="checkbox"/>	Admin	<input type="checkbox"/>	Fred's Gas Compa
07/11/2016	\$410.00		IR-131	<input type="checkbox"/>	Carlie's F&B Area	<input type="checkbox"/>	Phillips Wine & Spi

Header Info

Manage Item Receipts screen will launch.



Vendor:

Contact:

Contact Phone:

Vendor Address:

Terms:

Item Receipt Number:

Received Date:

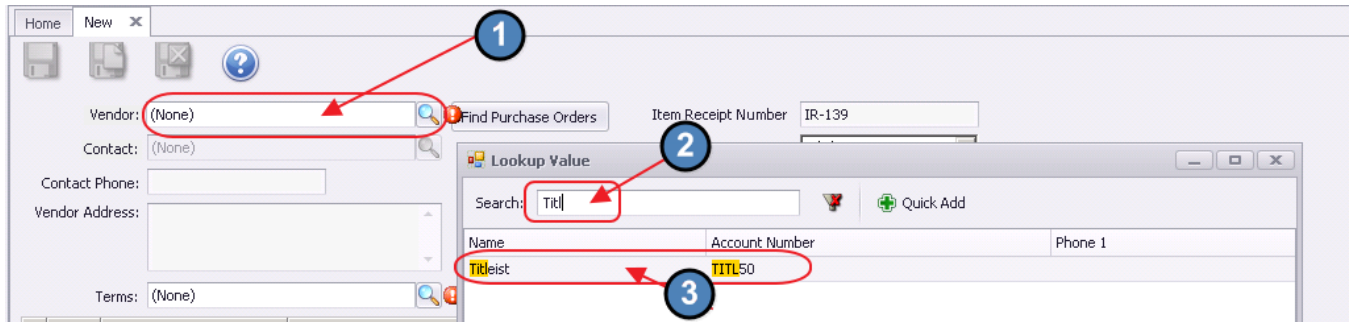
Shipment Method:

Type	Name	Description	Area	Received	Amount	Total	DE
*							<input checked="" type="checkbox"/>

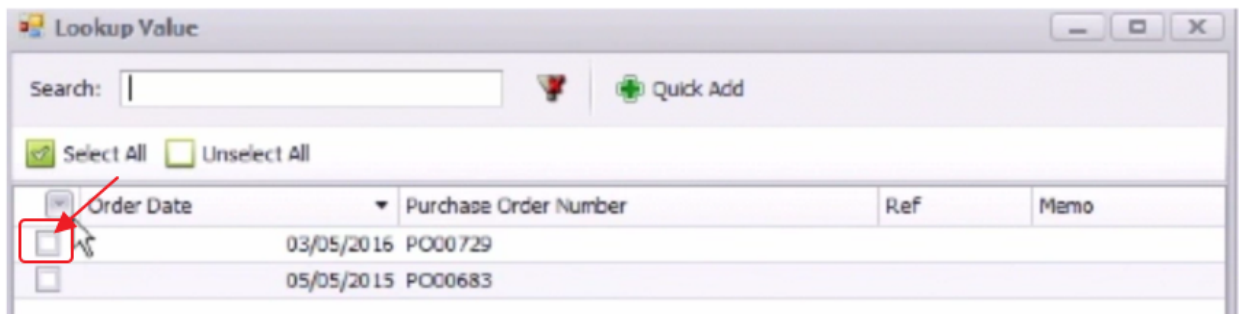
Memo:

Total:

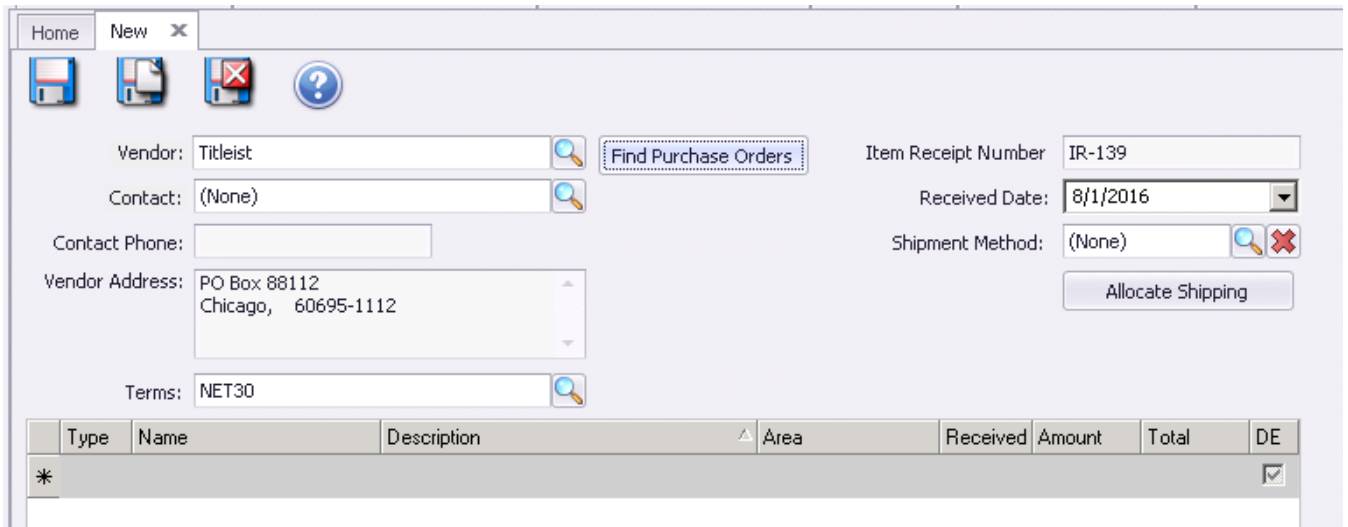
Enter Vendor goods are being received from. Use the Lookup Value screen to help locate Vendor, and then select Vendor name to populate field.



Note: If utilizing the Purchase Order System, select the appropriate Purchase Order from the list.

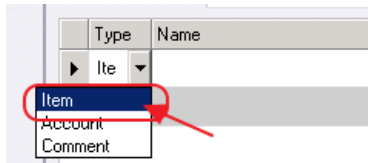


System will automatically assign an Item Receipt Number, and will populate screen heading with details from the Vendor Masterfile as well as items from the Purchase Order, if utilized.

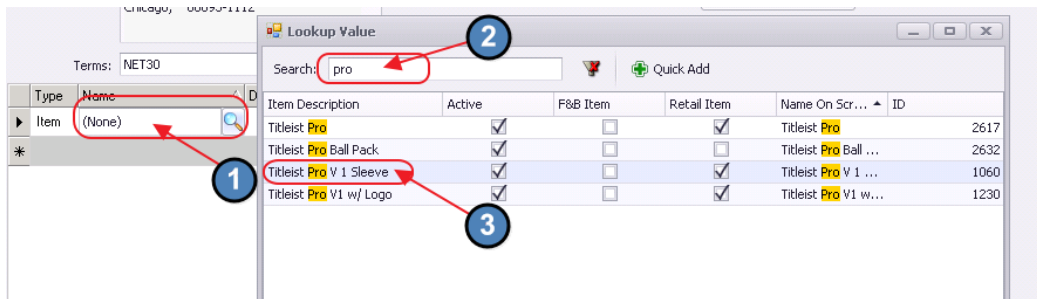


Add Items Received

To add an Item to receive, select "Item" from the drop-down "Type" field.

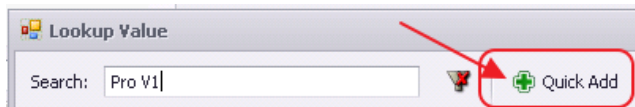


Next, select the appropriate Item in the Name field.

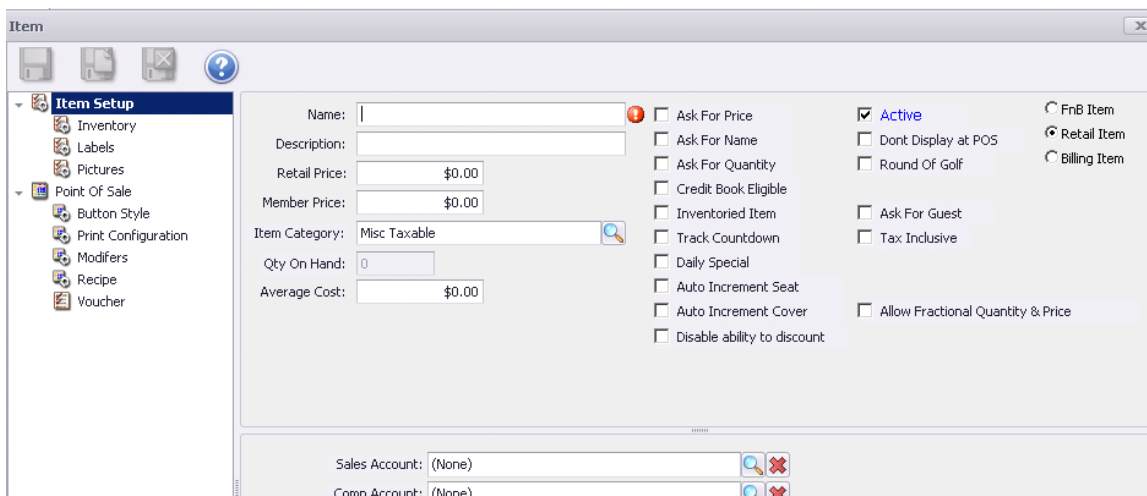


Note: If receiving Item for the first time and Item does not yet exist in the Item file, use the "Quick Add" feature to launch the Item Setup screen.

Click, "Quick Add."



Then, complete Item Set-up as appropriate.



Once Item exists, and has been selected in the Name field, Description field will auto-populate. This field may be edited if desired. For instance, Description could be overridden to indicate these balls were ordered as part of the Spring Shipment.

Default Description:

Type	Name	Description
Item	Titleist Pro V 1 Sleeve	100011060: Titleist Pro V 1 Sleeve
*		

Edited:

Type	Name	Description
Item	Titleist Pro V 1 Sleeve	Spring Shipment
*		

Next, select appropriate sales area if more than one Inventoried Area exists for the Club.

Then, enter the appropriate received quantity and unit amount. Total field auto-calculates.

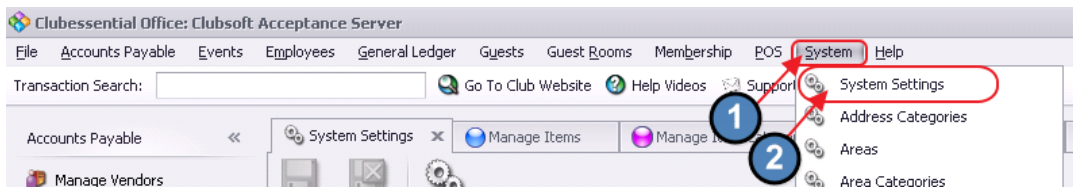
Type	Name	Description	Area	Received	Amount	Total	DE
Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	48	\$9.25	\$444.00	<input checked="" type="checkbox"/>
*							<input checked="" type="checkbox"/>

Line will automatically turn yellow if entered amount is outside of the system set variance, and will turn yellow for all new items.

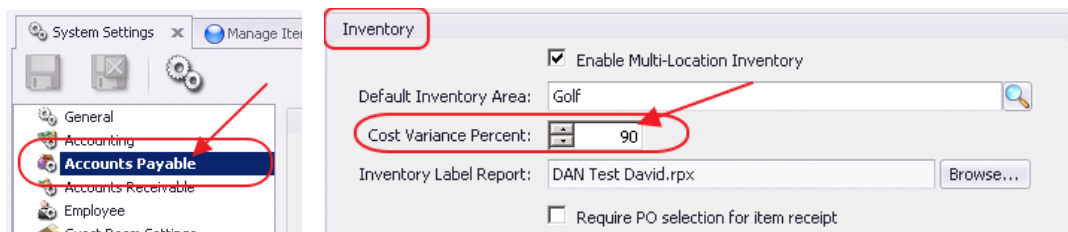
Type	Name	Description	Area	Received	Amount	Total	DE
Item	Pro V1 Titleist/V1 X	Spring Shipment	Golf Shop	48	\$9.25	\$444.00	<input checked="" type="checkbox"/>

Note: The Cost Variance Percent setting can be adjusted in System Settings.

Select, "System", "System Settings."



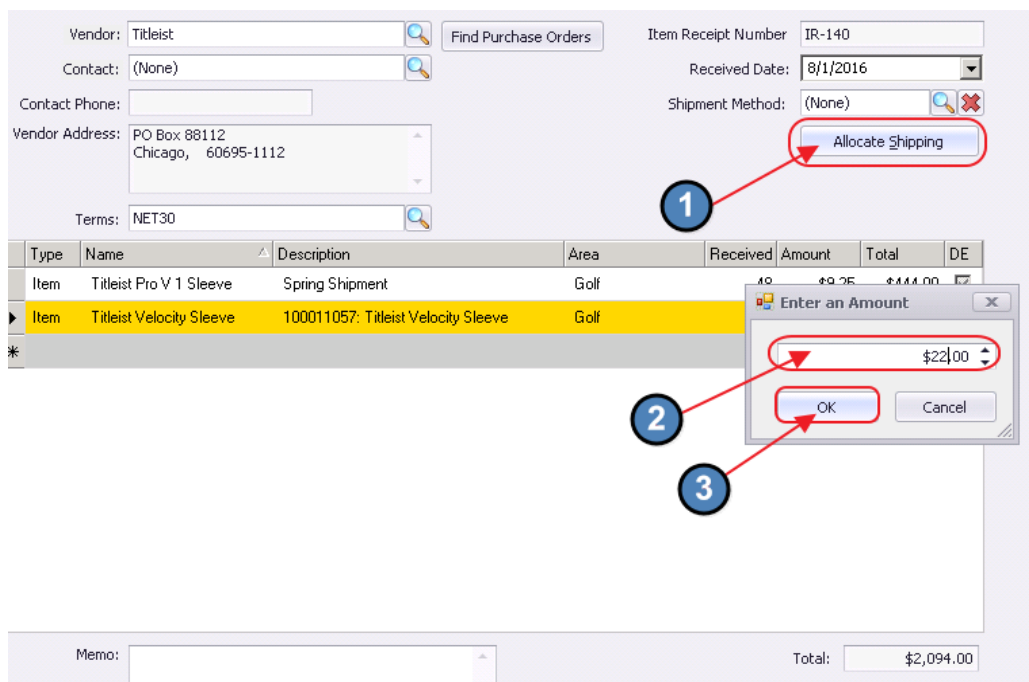
Choose "Accounts Payable." Then, within the Inventory section, adjust Cost Variance Percent to desired level.



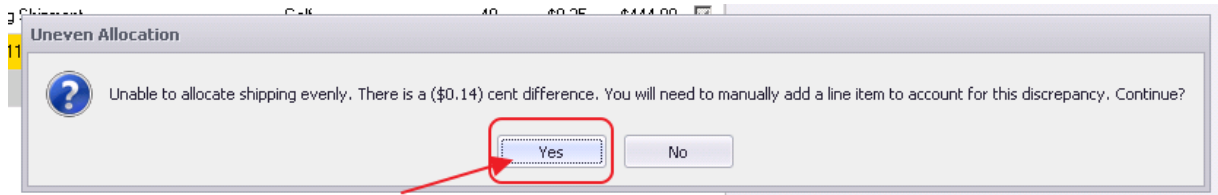
More Items may be added to the receipt as needed.

Allocate Shipping

When all Items are added, and shipping costs need to be allocated to the Items, click the "Allocate Shipping" button. Then, enter total amount of shipping, and click, "OK."



If system cannot divide shipping cost evenly across number of items, warning message will appear. Click, "Yes" to continue.



Adjust quantity of a received item down by one unit. For example, originally, 48 sleeves of ProV1's were received. Change quantity on original line to 47 by clicking on the Received amount and editing.

Type	Name	Description	Area	Received	Amount	Total	DE
Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	48	\$9.35	\$448.80	<input checked="" type="checkbox"/>
Item	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf	6	\$277.89	\$1,667.3	<input checked="" type="checkbox"/>
*							<input checked="" type="checkbox"/>

After tabbing through the Received amount, Total cost will recalculate based on the revised quantity.

Type	Name	Description	Area	Received	Amount	Total	DE
Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	47	\$9.35	\$439.45	<input checked="" type="checkbox"/>
Item	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf	6	\$277.89	\$1,667.3	<input checked="" type="checkbox"/>
*							<input checked="" type="checkbox"/>

Then, add the Item back at the adjusted cost of the Original Price plus the Shipping Difference (\$9.35 + \$.14 = \$9.49.) Total Quantity of sleeves remains 48, and shipping is fully allocated.

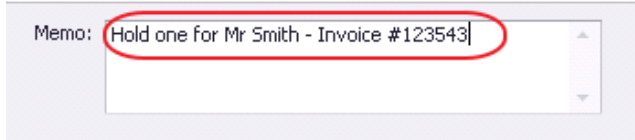
Type	Name	Description	Area	Received	Amount	Total	DE
Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	47	\$9.35	\$439.45	<input checked="" type="checkbox"/>
Item	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf	6	\$277.89	\$1,667.3	<input checked="" type="checkbox"/>
Item	Titleist Pro V 1 Sleeve	100011060: Titleist Pro V 1 Sleeve	Golf	1	\$9.49	\$9.49	<input checked="" type="checkbox"/>
*							<input checked="" type="checkbox"/>

Memo:

Total: \$2,116.28

Memo Field

Populate the Memo field (if desired) with additional reference information, such as the Invoice number, or a special note.



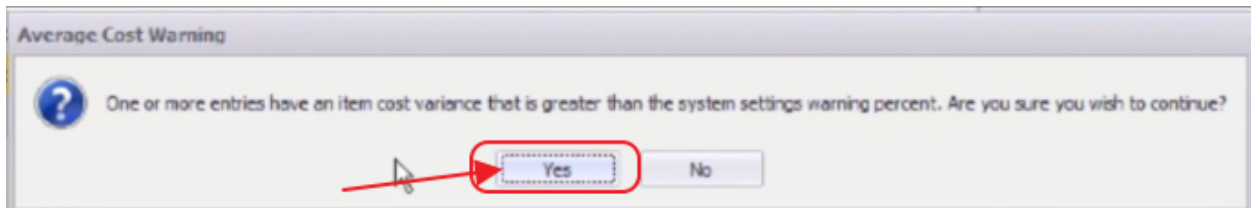
A screenshot of a software interface showing a text input field labeled "Memo:". The field contains the text "Hold one for Mr Smith - Invoice #123543". A red circle highlights the text.

Save, Close, Print

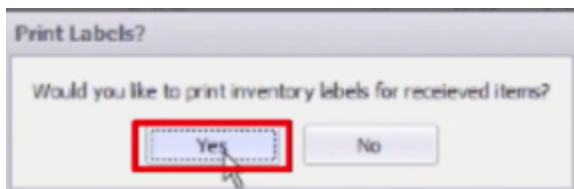
When complete, click, Save and Close.



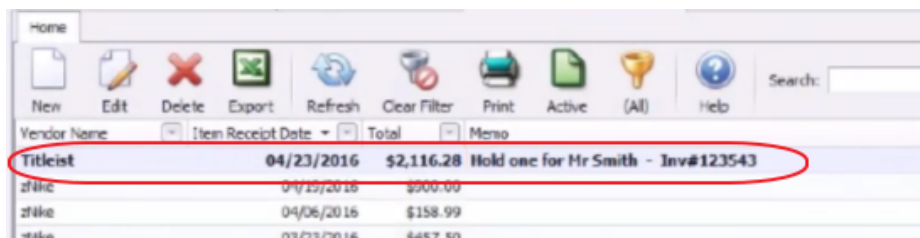
Upon the "Save and Close" function, if cost variance still exists (yellow lines), system will provide warning. Click, "Yes" to continue, or investigate and edit as required.



Print Inventory labels if desired.



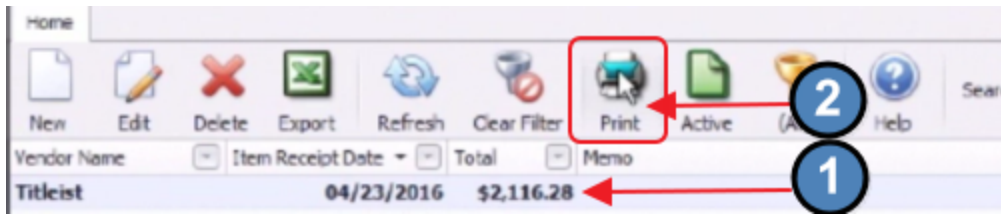
Upon save, new Item receipt appears at the top of the Item Receipt grid.



A screenshot of a software interface showing a grid of item receipts. The grid has columns for Vendor Name, Item Receipt Date, Total, and Memo. The first row is highlighted with a red circle and contains the following data:

Vendor Name	Item Receipt Date	Total	Memo
Titleist	04/23/2016	\$2,116.28	Hold one for Mr Smith - Inv#123543
zfile	01/23/2016	\$500.00	
zfile	04/06/2016	\$158.99	
zfile	03/23/2016	\$457.50	

Print Item receipt report by clicking on the Item Receipt, and then clicking the "Print" button.



If desired, print, or export report to Word, Excel, or pdf format.

