G 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)

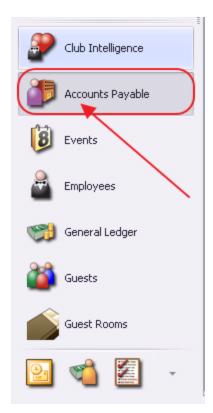
A shipment of (6) new Drivers and (48) sleeves of balls just arrived at the club. To ensure the Inventory records are updated properly, and the Invoice can be processed, the Pro Shop wants to ensure the items are received into Inventory.

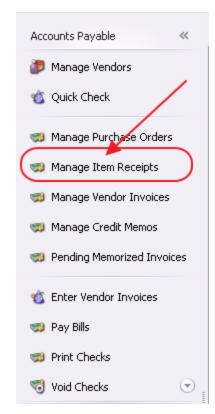
Add an Item Receipt

Navigation

To Receive an Item Into Inventory:

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





Then, click, "New."

Home											
		×	×	£	8			7	(?)	Search:	
New 🐂	Edit	Delete	Export	Refresh	Clear Filter	Print	Active	(All)	Help		
Item Rece	eipt Date	• 💌 T	otal 💌 I	Memo 💌 Re	f 💌 On In	voice 💌	Sales Areas	-	Deleted 💌	Vendor	
	07/28/	2016	\$543.21	IR	-137	\checkmark	Admin			Fred's G	as Com
	07/28	2016	\$100.00	IR-	136	\checkmark	Admin			Fred's Ga	s Compa
	07/28	/2016	\$550.00	IR·	134	\checkmark	Admin			Fred's Ga	s Compa
	07/28	/2016	\$500.00	IR·	133	\checkmark	Admin			Fred's Ga	s Compa
	07/11	/2016	\$410.00	IR	131		Carlie's F&a	mp;B Area		Phillips W	ine & Spii

Header Info

Manage Item Receipts screen will launch.

ome N	Vew 🗙	:						
	C							
1	Vendor:	(None)		Q OFind Purchase Orders	Item Receipt Number	IR-139		
C	Contact:	(None)			Received Date:	8/1/20	16	-
Contact	: Phone:				Shipment Method:	(None)		9
Vendor A	Address:			*		Allo	ocate Shipp	ing
				-				
	Terms:	(None)						
Туре	Name		Description	△ Area	Received A	Amount	Total	DE
ŧ	_							
<u>.</u>								

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

Home New	×	?	1			
	or: (None)		Find Purchase Orders	Item Receipt Number IR-139		
Conta	t: (None)		🖳 Lookup Value			_ — X
Contact Phor Vendor Addre			Search: Titl	y 🕀 Qui	ick Add	
			Name	Account Number	Phone 1	
			Titleist			
Tern	is: (None)	Q	•	3		

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

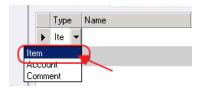
Lookup Value					_ – ×
Search:		*	🛞 Quick Add		
🗹 Select All 📃 Uns	elect All				
Order Date	•	Purchase Order Nur	ber	Ref	Memo
□ √s	03/05/2016	PO00729			
	05/05/2015	0000682			

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.

Home New ×									
	💾 🕐								
Vendor:	Titleist		0	Find Purchase Orders	Item Red	eipt Numbe	er IR-139	1	
Contact:	(None)		0		Re	eceived Dat	e: 8/1/20)16	-
Contact Phone:					Shipm	ent Method	i: (None))	Q 🗱
Vendor Address:	PO Box 88112 Chicago, 60695-113	12	*				Al	ocate Ship	ping
Terms:	NET30		Q						
Type Name		Description		🛆 🛆 Area		Received	Amount	Total	DE
*									

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.

	Terms: NET30	Search: pro		¥ (🖗 Quick Add		
Туре	Name	Item Description	Active	F&B Item	Retail Item	Name On Scr 🔺	ID
Item	(None)	Titleist Pro	\checkmark		\checkmark	Titleist <mark>Pro</mark>	2617
		Titleist Pro Ball Pack	\checkmark			Titleist <mark>Pro</mark> Ball	2632
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	🕥 (Titleist Pro V 1 Sleeve 🝟			$\checkmark$	Titleist <mark>Pro</mark> V 1	1060
		Titleist Pro V1 w/ Logo			$\checkmark$	Titleist <mark>Pro</mark> V1 w	1230
			3				

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."

🖳 Looku	ıp Value	
Search:	Pro V1	 🕀 Quick Add

Item 🗸 🐻 Item Setup C FnB Item \rm 🔲 Ask For Price Active Name: 🚳 Inventory 🖲 Retail Item 🔲 Ask For Name 🔲 Dont Display at POS 🚯 Labels Description: C Billing Item 🔲 Round Of Golf Ask For Quantity 👸 Pictures Retail Price: \$0.00 🗸 🧾 Point Of Sale 🔲 Credit Book Eligible Member Price: \$0.00 🗞 Button Style Inventoried Item Ask For Guest Item Category: Misc Taxable Q Print Configuration Track Countdown Tax Inclusive 👵 Modifers Daily Special Qty On Hand: 0 🍓 Recipe 🔲 Auto Increment Seat Average Cost: \$0.00 🙆 Voucher Auto Increment Cover Allow Fractional Quantity & Price 🔲 Disable ability to discount Sales Account: (None) 0,* Comp Account: (None)

Then, complete Item Set-up as appropriate.

х

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:



Edited:

	Туре	Name 🛆	Description	
Ø	ltem	Titleist Pro V 1 Sleeve	Spring Shipment	)
*				

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

-		[	🖳 Lookup Value	2	
			Search: golf	¥	🕀 Quick Add
			Name	*	Description
scription	Area	Recei			
oring Shipment	Admin				

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

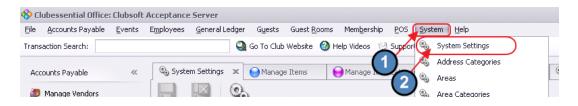
	Туре	Name 🛆	Description	Area	Received	Amount	Total	DE
2	Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	48	\$9.25	\$444.00	$\square$
*				(1	$\gamma$	2		

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

	Terms: N30	9					
Type	Name	Description A	Area	Received	Amount	Total	DE
Ø Item	Pro V1 Titleist/V1 X	Spring Shipment	Golf Shop	48	\$9.25	\$444.00	R

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

Select, "System", "System Settings."



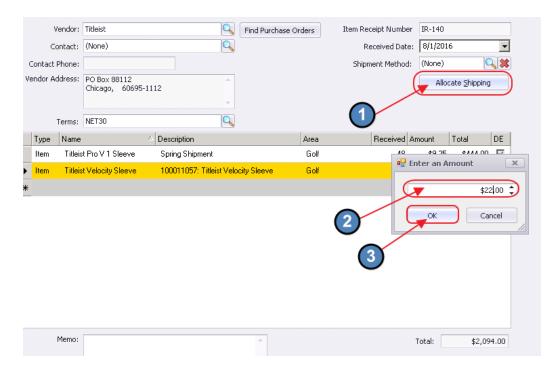
Choose "Accounts Payable." Then, within the Inventory section, adjust Cost Variance Percent to desired level.

🗞 System Settings 🗙 😑 Manage Iter	Inventory		
		Enable Multi-Location Inventory	
	Default Inventory Area:	Golf	Q
Constant Con	Cost Variance Percent:	90	
Accounts Payable	Inventory Label Report:	DAN Test David.rpx	Browse
Employee		Require PO selection for item receipt	

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.

a Ph	:	C-K	40 40	<u>م</u> ۲	AAAA OO 🔽
		llocation			
"					
	(?)	Unable to allocate shipping evenly.	There is a (\$0.14) cent differe	ence. '	You will need to manually add a line item to account for this discrepancy. Continue?
			Yes	)	No
1.00					

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.

	Туре	Name 4	Description	Area		Received	Amount	Total	DE
2	ltem	Titleist Pro V 1 Sleeve	Spring Shipment	Golf		4	j \$9.35	\$448.80	$\overline{\mathbf{v}}$
	ltem	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf		e	\$277.89	\$1,667.3	$\overline{\mathbf{v}}$
*					1				$\overline{\mathbb{N}}$

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

	Туре	Name 🛆	Description	Area	Received	Amount	Total	DE
2	ltem	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	47	\$9.35	\$439.45	] 🖂
	Item	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf	6	\$277.89	\$1,667.3	$\overline{\lor}$
*								$\overline{\mathbb{V}}$

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.

	Туре	Name	△ Description	Area	Received	Amount	Total	DE
	Item	Titleist Pro V 1 Sleeve	Spring Shipment	Golf	47	\$9.35	\$439.45	
	Item	Titleist Velocity Sleeve	100011057: Titleist Velocity Sleeve	Golf	6	\$277.89	\$1,667.3	
2	Item	Titleist Pro V 1 Sleeve	100011060: Titleist Pro V 1 Sleeve	Golf	1	\$9.49	\$9.49	
*								
			_					
		Memo:				Total:	\$2,11	6.28

# Memo Field

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

Memo:	Hold one for Mr Smith - Invoice #123543	
	ind one for the Smart Intoice # 1200 for	
		-

# 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.

Average	e Cost Warning
0	One or more entries have an item cost variance that is greater than the system settings warning percent. Are you sure you wish to continue?
	Yes No

Print Inventory labels if desired.

Print Labels?
Would you like to print inventory labels for received items?
Yes No

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

Home										
New	Edt	X	Export	Refresh	Cear Filter	Print	Active	(AI)	Heb	Search:
(endor N				ote -		Мето	ALUYE	(20)	nep	
Titleist			04,	23/2016	\$2,116.28	Hold on	e for Mr S	mith - Ir	v#123543	
zNike			0	19/2016	\$900.00					
ztéke			0	4/06/2016	\$158.99					
ztike			0	3/23/2016	\$457.50					

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

Home										
	1	×	×	2	8			2	0	Searc
New	Edit	Delete	Export	Refresh	Clear Filter	Print	Active	(A	Help	
Vendor N	ame	💌 Iter	n Receipt D	ate 🕶 💌	Total 🖃	Memo				
Titleist			04	23/2016	\$2,116.28	-		-(1	)	

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

Item Receipt: IR-1026						
[4 4 1 of 1 }	A   4 8 🚱 🎝 🖪 🔍 🛃 🛯 100%		Find   Next			
Vendor #	Excel		Item	Receipt		
TITLEIST	POF		Item Receipt #			
	Word		IR-1026 Item Receipt Date 4/23/2016			
Vendor						
Titleist PO Box 88112						
Chicago, IL 60695-1112						
ITEM	DESCRIPTION	QTY	UNIT COST	AMOUNT		
Pro V1	Spring Shipment	47	\$9.35	\$439.45		
925 Titleist Driver	100013752: 925 Titleist Driver	6	\$277.89	\$1,667.34		
Pro V1	200001: Pro V1 Titleist/V1 X	1	\$9.49	\$9.49		
		1	otal	\$2,116.28		