





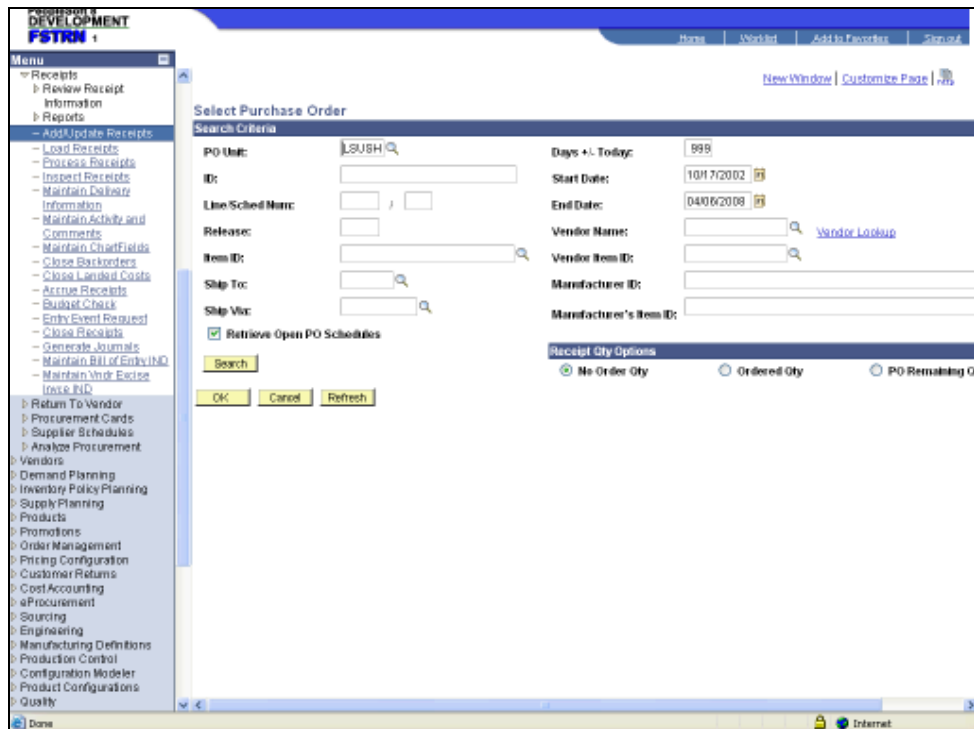
Entering Receipts

Enter a Receipt for an Inventory Item




Procedure

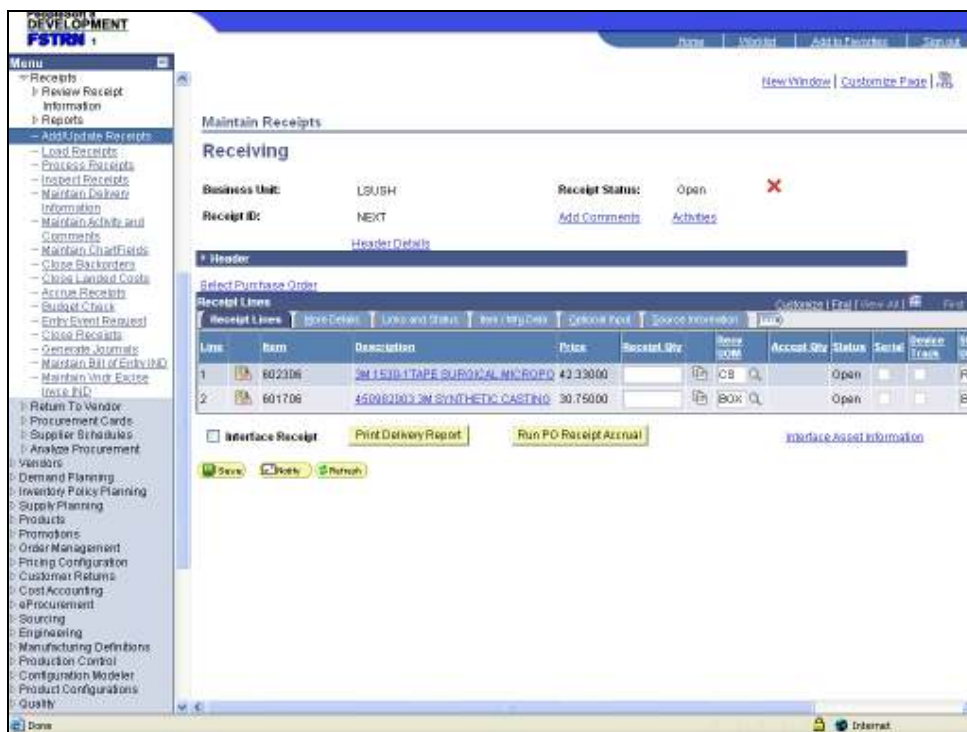
In this topic you will learn how to [Enter a Receipt for an Inventory Item](#).

| Step | Action |
|------|---|
| 1. | Click the Purchasing link.  |
| 2. | Click the Receipts link.  |
| 3. | Click the Add/Update Receipts link.  |
| 4. | Enter the Business Unit . Enter " LSUSH ". |
| 5. | Click the Add button.  |



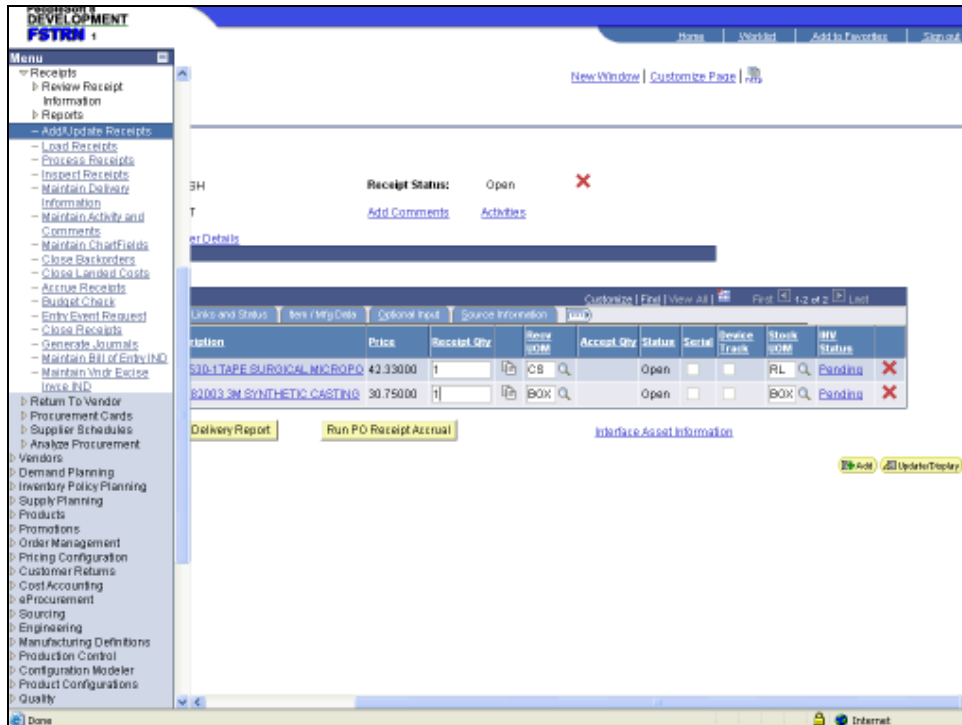
Entering Receipts

| Step | Action |
|------|---|
| 6. | Enter the ID . Enter " 06022573 ". |
| 7. | Click the Search button.  |
| 8. | Click the Select box for the items you wish to receive.  |
| 9. | Click the Ok button.  |



| Step | Action |
|------|--|
| 10. | Enter the Receipt Qty . Enter " 1 ". |
| 11. | Enter the Receipt Qty . Enter " 1 ". |





Entering Receipts



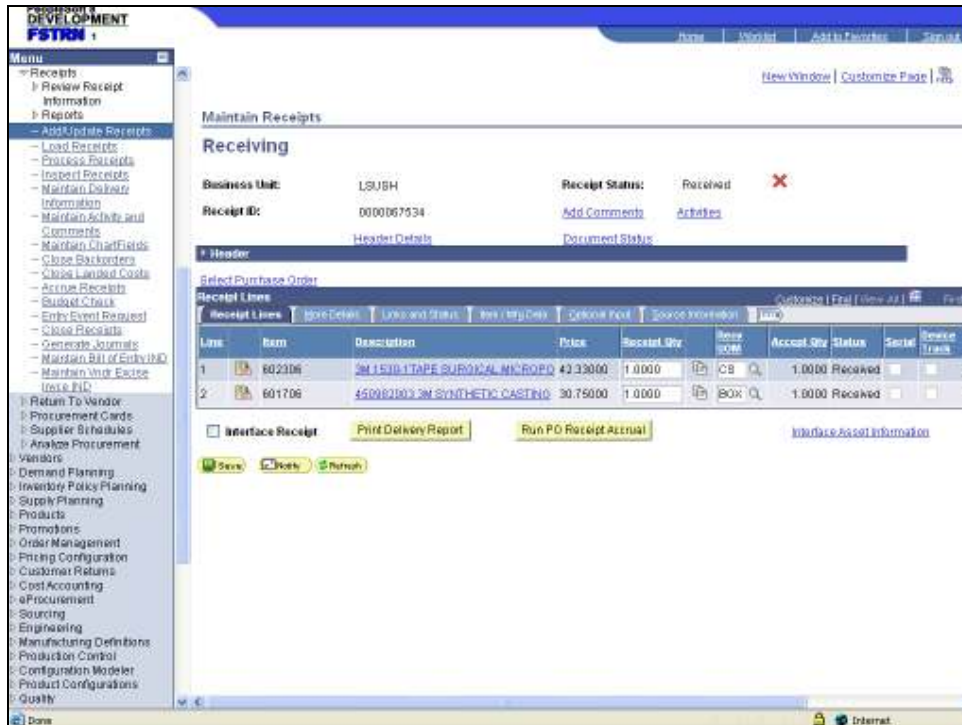
| Step | Action |
|------|--|
| 12. | <p>Note: If pending does not display in the Inv Status column do not save the receipt. Contact your purchasing department so that they can correct the purchase order.</p> <p>Click the Pending link for the first item.</p> <p>Pending</p> |

Entering Receipts



| Step | Action |
|------|---|
| 13. | <p>NOTE: View putaway quantity. If this quantity is not correct do not save the receipt. Open a Help Desk ticket stating the PO number, line number, and item number requiring research and correction.</p> <p>Click the Ok button.</p>  |
| 14. | <p>Click the Pending link for the next item.</p>  |
| 15. | <p>NOTE: View putaway quantity. If this quantity is not correct do not save the receipt. Open a Help Desk ticket stating the PO number, line number, and item number requiring research and correction.</p> <p>Click the Ok button.</p>  |
| 16. | <p>Click the Save button.</p>  |

Entering Receipts



| Step | Action |
|------|---|
| 17. | <p>Record your Receipt Number: _____</p> <p>Note: You should never add line to a saved receipt. If the receipt has already been processed any new lines added the receipt has been processed will result in the items not being putaway.</p> <p>Click the Home link.</p> <p>Home</p> |
| 18. | <p>This completes Entering a Receipt for an Inventory Item.</p> <p>End of Procedure.</p> |


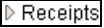


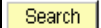

Entering Receipts

Entering Receipts

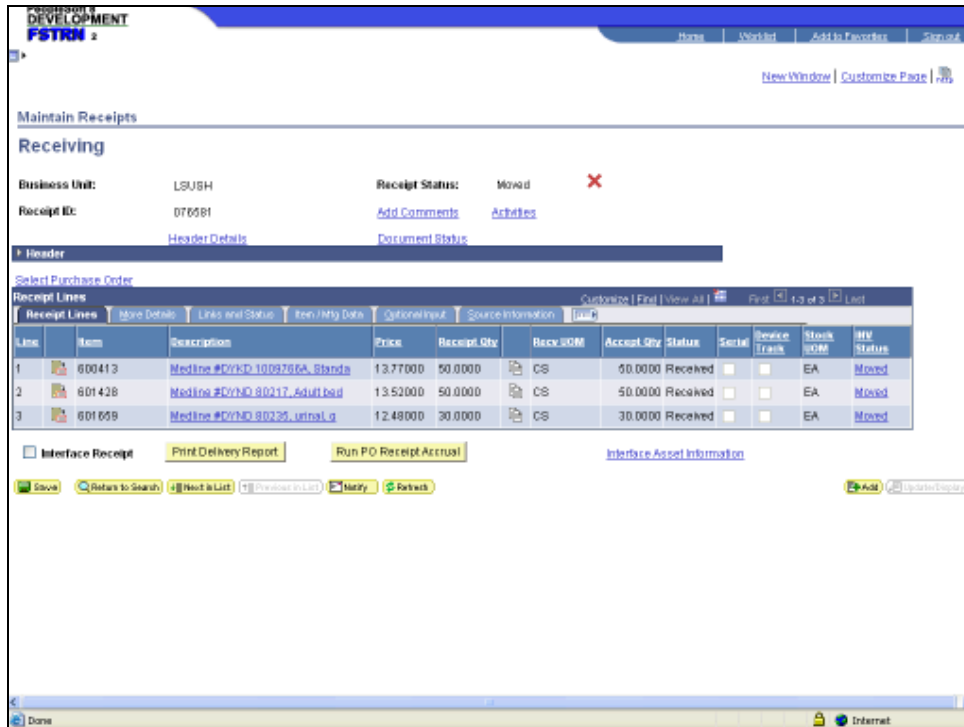
Canceling an Inventory Receipt

Procedure

In this topic you will learn how to **Cancel an Inventory Receipt**.

| Step | Action |
|------|---|
| 1. | Click the Purchasing link.  |
| 2. | Click the Receipts link.  |
| 3. | Click the Add/Update Receipts link.  |
| 4. | Click the Find an Existing Value tab.  |
| 5. | Enter the Business Unit . Enter " LSUSH ". |
| 6. | Enter the Receipt Number . Enter " 076581 ". |
| 7. | Click the Search button.  |
| 8. | Click the Collapse button.  |

Entering Receipts



| Step | Action |
|------|---|
| 9. | Click the Moved link. Moved |

Entering Receipts

[New Window](#) | [Customize Page](#) |

Maintain Receipts

Inventory Putaway Information for Line 1

Business Unit: LSUSH **Status:** Received
Receipt ID: 076561 **Item:** 600413 [Rolling #CryD 10097668_Standp](#)
Receipt Line: 1 **Standard UOM:** EA

Distribution Information [Print](#) [View All](#) [Print](#) [View All](#) [Last](#)
Distribution Line: 1 **Merchandise Amt:** 688.00
Distributed Quantity: 600.0000 **Base Amt:** 688.00
Inventory Business Unit: L89448 **Default Location:** WHS C 15 P 34 -
 Consigned **Non-Owned Item**

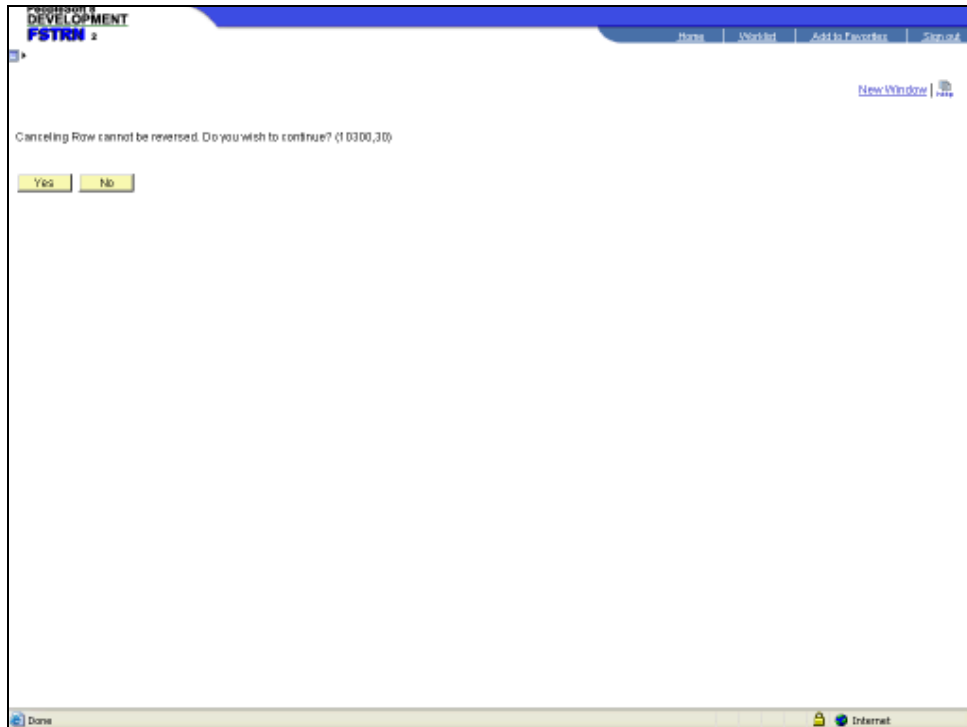
[Item Detail](#)

| Putaway Information | Putaway Location | | | | | | |
|---------------------|------------------|--------|----------|-----------|--------|------------|-------------------|
| Dist. Line | Item | Status | Quantity | Serial ID | Lot ID | Vendor Lot | Distribution Date |
| 1 | LSMYS | Moved | 600.0000 | | | | |

Internet

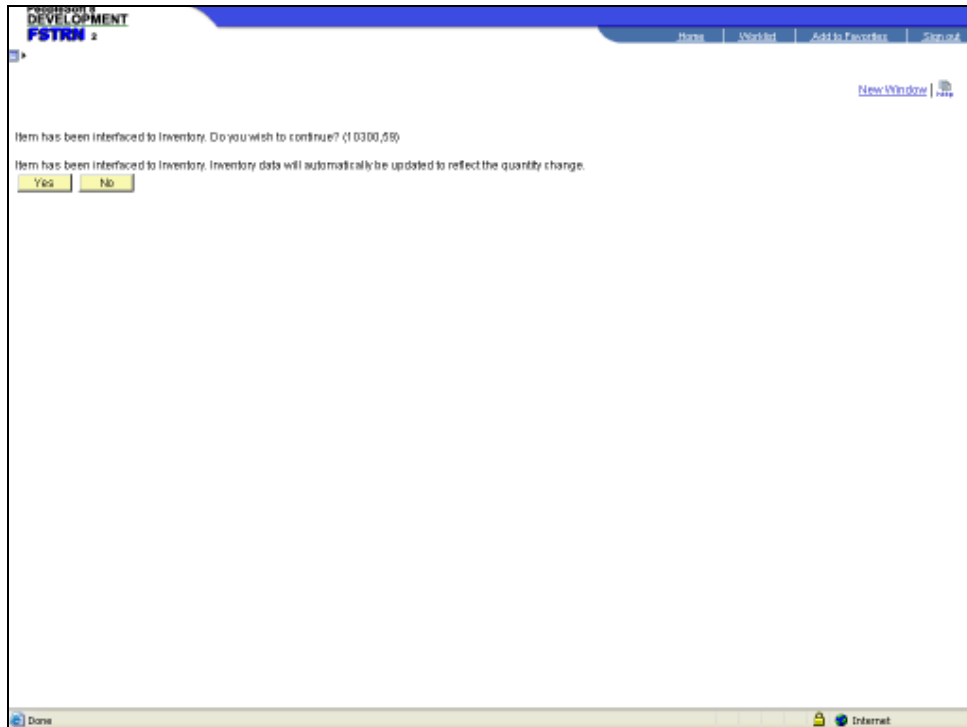
| Step | Action |
|------|---|
| 10. | Click the Cancel Row button. |


Entering Receipts



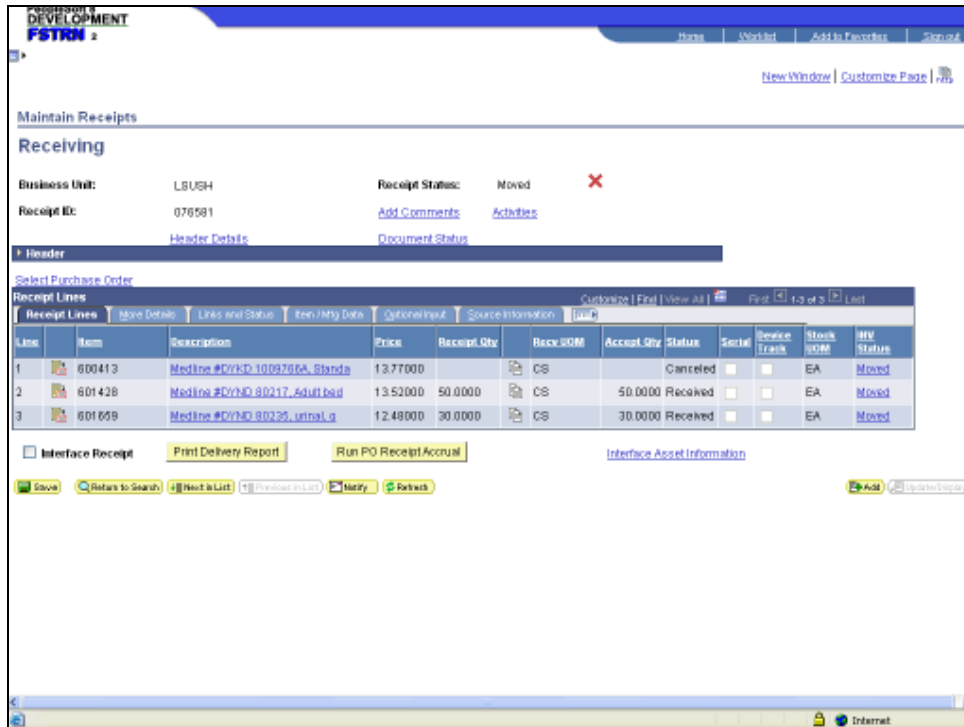
| Step | Action |
|------|--|
| 11. | Click the Yes button. <input data-bbox="418 1171 516 1213" type="button" value="Yes"/> |



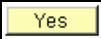
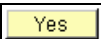
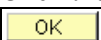
Entering Receipts



| Step | Action |
|------|---|
| 12. | Click the Yes button.  |
| 13. | Click the Ok button.  |







Entering Receipts



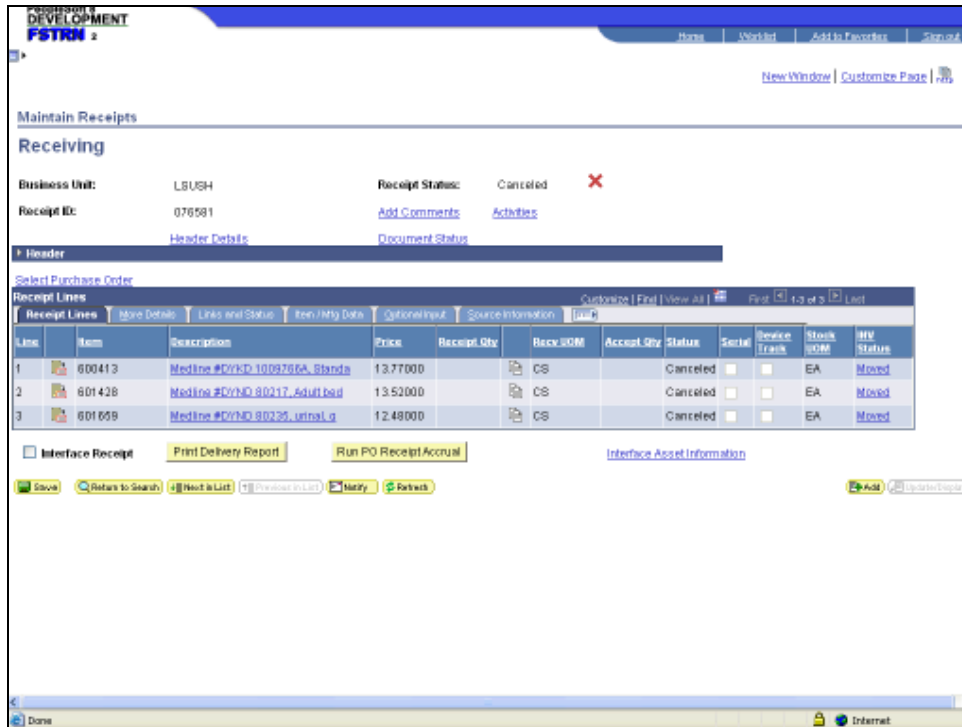
| Step | Action |
|------|--|
| 14. | Click the Moved link.  |
| 15. | Click the Cancel Row button.  |
| 16. | Click the Yes button.  |
| 17. | Click the Yes button.  |
| 18. | Click the Ok button.  |

Entering Receipts



| Step | Action |
|------|--|
| 19. | Click the Moved link.  |
| 20. | Click the Cancel Row button.  |
| 21. | Click the Yes button.  |
| 22. | Click the Yes button.  |
| 23. | Click the Ok button.  |
| 24. | Click the Save button.  |

Entering Receipts



| Step | Action |
|------|--|
| 25. | Click the Home link. Home |
| 26. | This completes how to Cancel an Inventory Receipt . End of Procedure. |

Entering Receipts