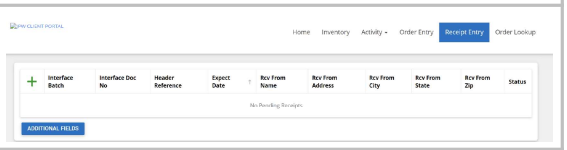
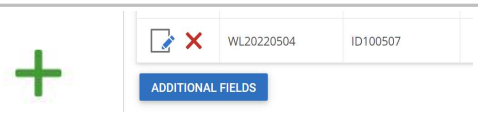
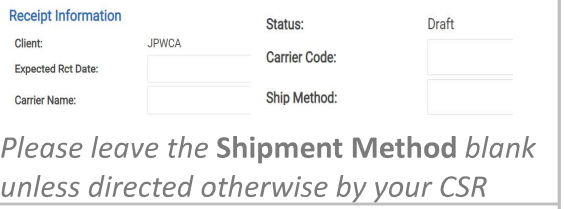
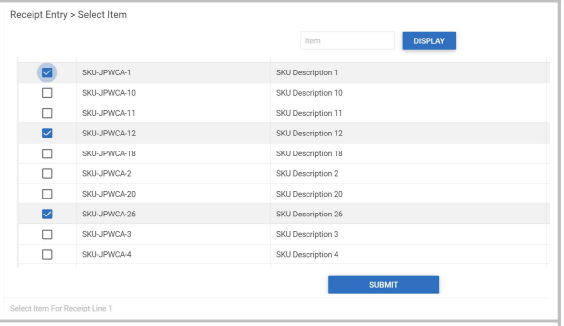
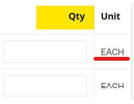
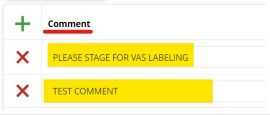
Receipt Entry

Step#	Instruction	
1	From the homepage select **Receipt Entry**	
2	Select the Green + sign to create a new receipt Or select the Edit button to adjust a receipt previously saved as a draft.	
3	On Inbound orders the **Receive From** fields are not required and can be left blank.	
4	Under **References** fill in the **Container** number for inbound shipping containers. If the inbound shipment will arrive by other means, (LCL, Small parcel, or Owner transfer) please enter a shipment reference number or trailer number associated.	
5	Under **Receipt Information** Enter the expected Rct date & the carrier info. *You can use the carrier Code field or the dropdown box to select a pre-saved carrier code which will fill in the carrier name.* *[Ask your CSR to add any missing carriers that you need]*	 *Please leave the* **Shipment Method** *blank unless directed otherwise by your CSR*
6	Next, click "Select Item" to display a list view of all your cataloged SKUs in the Item master. *(See ->)* Next, select one or multiple products & Press SUBMIT	
7	**Lot #** is generated automatically based on the Receipt #. Fill in a Lot # to manually override this setting. Or leave blank to have the system autofill Lot with Document # (Recommended)	
8	Enter the Qty in Eaches, not Cases. *(System will automatically convert the Eaches to Cases using the conversion factor provided on the item master import)[Count to Alt1]*	
9	Comments left here will be printed on select reports (Packing list, Tally sheet, or Receipt report)	
10	Lastly press SUBMIT RECEIPT to Enter the order. Or select SAVE AS DRAFT to save progress as a draft	