

## RF Receiving Items

Your RF device is designed to help save time, improve accuracy and streamline the receiving process. How? Because you can capture barcodes for your inventory items as they roll off of the truck, Radio Frequency Receiving saves you valuable time downstream at Point of Sale as clerks scan items through checkout rather than having to manually enter each SKU. Additionally, Cost & Price changes can be entered on the RF and then updated along with your posted receipts.

This session shows you how to set the constants on your RF device to quickly and accurately receive inventory items. You'll learn how to receive shipments by item and by PO, as well as tips to make you a power user of both receiving methods. Finally, you'll learn to complete the receiving process by validating & updating receipts.

Let's start by signing on and accessing the 'Receiving' application from the RF Menu.

### Topics

- Receiving Constants
- Receive by Item
- Receive by PO
- Power User Tips
- Validate and Update Receipts

### Receiving Constants

As you begin each receiving session you will navigate through the 'Receiving Constants' screen. This is where you review—and change, if necessary—the default settings that control behaviors and screens within the receiving application. Hopefully, the constants have been configured in Eagle to default to the settings you use most often, so you may rarely have to change them. But, it is good to understand what they mean. Remember that if you make changes to these settings, they will revert back to their defaults when you log out.

When you move through the constants selections, look at the bottom of the screen for prompts of the possible field values.

The first constant is Receiving Method. Here you'll choose between P— 'Receive by PO' and S—'Receive by SKU.' If you select Receive by PO, you'll post the incoming inventory items to a single purchase order. Use 'Receive by SKU' if the shipment you are about to receive contains items on multiple purchase orders.

Keep in mind that the choice you make here determines the screens that you'll see when you begin to receive items.

The next constant, Printer Type, is set according to the printer model that you will be using. If you are using a portable printer, you can check the front of the printer for the model. You may print to your network printer by setting the field to 'N'. The prompts for this field at the bottom of this screen vary by the store, so the ones you see here may not include all the available selections on your device.

Print Labels, contains 4 fields.

In the first field, choose whether you want to print labels for the items you're receiving. If you prefer not to print labels for most items, set this flag to 'N'. When you press Enter, the cursor jumps over the next 3 fields taking you to the next row.

On the other hand, if you want to print labels for most items, you have a few choices. If you always print a label for each item received, choose 'A'. To print a label only if an item has a change in a key field, choose "Y". Selecting 'P' causes the screen to prompt you to print a label following each receipt entry. This typically results in more keystrokes during the receiving process, so it is not the most efficient choice. Pressing Enter after making your selection moves you automatically to the next field.

If you select 'Y', 'A' or 'P' in the first field you must choose the label style in the 2nd field. The choices are 'Large' for the 2.5" label or 'Small' for the 2" label.

The 3rd field determines whether a retail price will print on each label. If you wish to print the retail price, choose "Y." If you wish to omit the retail price select "N".

Finally, the 4th field on the 'Print Labels' row allows you to set a default for the number of labels that print each time a label is generated. While you can choose a value from 1 thru 9, the most common setting for this field is '1'.

Next up is Add SKU to PO. This constant controls the ability to add items that are not listed on the PO. Here you have 3 choices:

- 'Y' to automatically and quickly add a SKU ,
- 'P', which prompts you to add a SKU if it does not exist on the PO, requiring a response of "Y"es, or "N"o while receiving, or
- "N" if you do not wish to add SKUs to the purchase order from the RF Receiving application.

Keep in mind that to add any SKU to a PO, the SKU must exist in IMU. There must also be a purchase order or at least a PO header created in MPO!

Add UPC Code is perhaps one of the most convenient capabilities in the RF Receiving application! If an item is scanned upon receipt and your system does not contain the bar code, setting this constant to Yes or Prompt means that it can be added and linked to an existing item number. The payoff is that when the item is scanned at POS the clerk will not have to spend time keying in or tracking down the item number!

Setting this constant to Y means that it will always add the barcode to the system, while P prompts you to decide whether to add the barcode while receiving. Set this constant to "N"o if you do not wish to take advantage of this feature.

The last row in the list of constants has 2 flags, allowing you to display the "Committed Quantity" and "Special Order" information on the RF Receiving application's 'Receipt posting' screen. The choices for each of the 2 fields are "Y"es and "N"o. You will see these illustrated a little later on...

Now that the constants are set, let's look at the actual process of receiving. Since we set our receiving method to S, we'll start with Receiving by Item or SKU.

## Receive by Item

Receiving by item, or SKU, is helpful when multiple PO's are contained on a single shipment or truck.

As you can see, this first screen allows you to narrow down the POs that you'll receive. You can select to receive only PO's created in a particular store, or receive items for a specific store by setting the store numbers in the appropriate fields.

If you leave one or both of these fields blank, you can receive across all stores regardless of the origin of the PO or the store for which the items were ordered.

To begin receiving, either scan the bar code or key in the SKU or Manufacturers part number. If you have items ordered from multiple vendors, you may want to specify a 'Vendor' here to narrow your search.

If the item number is contained on multiple purchase orders, you'll see a listing of those POs on screen. Select the PO to which you want to post the receipt. Sometimes an item is on a single PO but was ordered for multiple stores. In this case, you must choose the store it should be posted to.

When you press 'enter'.... ..the posting screen displays the PO # and Store in the "banner" section at the top of the screen. The 'Line' number of the item you are receiving is listed. The ERP field next to it shows how many items were received electronically.

Review the SKU, Manufacturing number & Description fields to make sure you are posting the correct item.

Retail price and cost are shown on the next row. If your security level allows, you can modify these fields to reflect current cost and selling price. However changes are not updated until the Receipt Posting report (RRP) is finalized.

'QOO' indicates the Quantity that is on order in MPO and 'TOT' displays the quantity received so far on this PO.

The 'RCVD' field is where quantities are posted. As you scan each item, the quantity received will be incrementally increased by '1' OR you may type a value in the field so that each item does not have to be scanned. If you choose to do this, make sure that you enter the value accurately! Scanning each barcode is recognized as the most accurate receiving method.

## Receive by PO

Now let's walk through receiving by PO. Remember, when you choose "P" - Receive by "PO" in the 'Receiving Method' field of the constants screen, you must select and post against a specific PO number.

If you don't know the PO number, you can simply scroll through all of the PO's in your store by using the appropriate keystrokes on your RF device. For example, if you have the MC9090 device, you'll press <Shift><2> to scroll through purchase orders. Check the instructions for your device if it's different.

A quicker method, if you know the vendor, is to enter the vendor ID in the 'Vendor' field. This restricts your search to PO's for that specific vendor.

Multistore users must make sure that the correct Receiving Store is listed. If you are receiving a PO that contains items for more than one store, you may leave the 'Receiving Store' field blank so that all items may be posted.

After you find and enter the PO # you wish to receive, the PO Header information is displayed. Verify the 'Name' of the vendor, the 'P.O. Status' and the 'Backorder' flag.

Now you're ready to receive and post items. Just scan the bar code, or key in the item or manufacturer's part number.

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Retail price and cost are shown on the next row. If your security level allows, you can modify these fields to reflect current cost and selling price. However changes are not updated until the Receipt Posting report (RRP) is finalized.

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If you are a multistore user, you may receive an item that is listed on the PO for more than one store. If you didn’t select a specific store when you started receiving this PO, a selection window pops up so you can choose the store that you wish to post the item to. You won’t see the selection window if you entered a single store as the Receiving store.

As you post the item, take a look at the banner information to make sure that you have selected the correct store!

## Power User Tips

When you set up your receiving constants, you have several options beyond the receiving method, including the option to print labels, add a SKU to the PO, add a UPC code to the system, and review Committed Quantity or Special Order information for specific items. You also need to know how to correct any errors that you inadvertently make along the way. With the information in this section, you’ll move from simply receiving items to becoming a power user who is able to streamline operations in all parts of the business.

If you chose to Always print bin labels or to print them automatically when key fields, such as price, have changed, you won’t need to do a thing. Simply scan the item and post it, and the labels print automatically to the selected printer.

If you selected ‘P’, for ‘prompt’, a window pops up each time an item is received. You can then choose whether to print a label, and if so, how many labels to print.

Sometimes you’ll scan an item that doesn’t appear on a PO. If you set the constants screen to add SKUs, you won’t have to worry. Just scan it and continue. The system automatically adds the SKU to the PO you’re receiving against. If you’ve set the constant to Prompt, a window pops up asking if you want to add the SKU from Receiving. Simply answer yes or no, and continue. With this feature, you can easily track all inventory coming into the store.

When you set the ‘ADD UPC CODE’ constant to ‘Y’ or ‘P’, you’ll have the ability to link new bar codes to existing items in your system. When you scan an item and receive the message; ‘UPC NOT ON FILE,’ make sure to accurately enter the item number for the item you just scanned. When you press ENTER, the bar code and the item will be linked in the system. And you’ll know that you’ve just saved some customers a wait at Point of Sale!

The final options you set on the constants screen were for Committed Quantity and Special Orders. If you set the constants for these two options to Yes, you’ll see extra information whenever you scan a qualifying item.

For instance, if a scanned item is listed on an order in Eagle, you’ll see a ‘pop up’ screen alerting you to the committed quantities. When this happens, you’ll typically set the merchandise aside and notify the customer their product is in.

Likewise, if you set the ‘Special Order Info’ flag to ‘Y’ on the constants screen, customer information displays on the receiving screen any time you scan an item that is contained on a special order. This serves as an alert, so you

can mark the item and set it aside for the special order customer. Notice that the POS Special Order number, customer number, customer name and telephone numbers are all provided.

It is important to use care and make sure that each item is scanned accurately and scanned once, and also that the correct quantity is entered on the RF Receiving application screen.

However, if you discover that you have posted an incorrect quantity, you can replace the quantity in the Total Received so far field with the quantity you have entered in the 'Received field.

To do this, make sure the appropriate number is entered in Received, and use the 'Replace Quantity' keystroke on your RF Device; in most cases this will be the "<FUNCTION><3>" keystroke, but check the keymapping document for your specific RF device to be sure.

## Validate and Update Receipts

Before you finalize the receipts that you have posted, you will want to verify them and make corrections to any errors that you find.

Printing the Receiving Report (RRP) without any update options allows you to review your PO receipts on paper before finalizing them.

To review ERP vendors and receipts, print an exception report by choosing RRP- Options and selecting 'Z'

You may also consider looking at exceptions on the MPO posting grid.

The 'Variance' column makes it easy to see items that differ from the quantities ordered on the PO!

A big advantage of using the posting grid to review receipts is that you can enter corrections and make changes before finalizing the receipts using RRP.

When you are satisfied with the accuracy of the quantities and costs of the items you have received, finalize your receipts by choosing the appropriate RRP 'update options,' including option 'F' and running the report.

We've covered a lot during this session, and by now you should have a good idea of how to use your RF receiving application! The best way to become proficient is simply to start using the RF gun to apply your knowledge. It's a great tool and can really expedite your receiving process...

Quickly moving items from the truck to the sales floor can greatly improve your inventory productivity, customer service and profitability!

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