Receiving Merchandise

After you've submitted a purchase order to a vendor, you wait for the order to arrive. And when it does, you'll check the vendor's packing slip against what you ordered.

Everything might match perfectly, but often there are discrepancies: the cost may have come in higher than expected, or perhaps some items had to be backordered. Differences such as these are corrected when you receive the merchandise.

In this lesson, you'll review how to look up a purchase order and learn about the different types of receiving available to you. Then you'll post the received items and finalize the PO.

Topics

- Looking up PO
- Receiving Methods
- Entering Exceptions

Looking up PO

With MPO open, you're ready to retrieve the purchase order related to the shipment that just arrived.

The quickest way to open the PO, if you know the PO number, is to type a period followed by the number in the vendor box and press Enter. The PO opens in the Purchasing and Receiving screen.

If you don't know the number offhand, enter the vendor's code or sort name in the vendor box. Remember, sort names must be preceded by an equal sign.

Once you have the vendor selected, click the dropdown arrow to open a list of POs for this vendor, and select the one you want to receive.

A third option, typically used if you don't know the vendor or the PO number, is to open the PO viewer and select a PO.

The PO Viewer has the same grid functionality as any other viewer, so it's easy to lookup POs by the creation date, the buyer's initials, or other identifying factors.

Now that you have the PO open, press Receive to start the receiving process.

Receiving Methods

There are two receipt posting methods in Eagle: All and Only.

Finalize appears on this menu, but it's only used if All of the merchandise received exactly matches your purchase order.

Selecting Finalize lets you skip the receipt posting, not something I recommend.

If most of the items arrived as ordered, with few discrepancies, select ALL as the receiving method for this PO. You can make the few changes necessary to keep your inventory and pricing records up to date.

So, what do you do if you only received a few items on the purchase order, and need to make changes on most of them?

In this case, ONLY is the best method. It's used whenever you have to go through the items one by one and enter the quantities being received.

Entering Exceptions

To see how to enter exceptions while receiving a PO, let's choose All.

Notice that all the items on this PO have the same number in the Quantity on Order and Quantity being Received columns. When you receive All, it's assumed items came in as ordered.

If the quantity received is different than that ordered for a particular item, double-click the item's line. The item information is loaded into the bottom of the page, and you can enter the actual quantity that was received.

Press Enter and the new quantity is recorded in the grid. Notice that the difference is shown in the Variance column.

Don't worry if the stocking unit of measure is different than the purchasing unit of measure; just enter the quantity received in the appropriate box.

If you are rejecting some of the order, double-click the item to highlight it. Then press Flip.

In the item detail section below, enter the quantity of this item that you are rejecting and press Enter. The exception is entered in the grid.

From time to time, you may receive items that were not in the original PO, but that's OK. You can add them during the receiving process.

To add a new item, enter the SKU and press Enter.

Type the quantity received in the dialog that appears, then make any other changes that are needed. When you press Enter again, this item is added to the purchase order.

Notice that the expanded item detail shows that this item was added during receiving.

You may have other exceptions to your order.

If an item's cost is different, for example, simply tab over and edit the stocking or purchase unit cost. While you can enter a specific retail price, you may want to consider just entering the new cost.

If you delete the retail field contents, leaving a blank retail field, the system will automatically calculate the new retail price using the new cost and the Gross Profit Percent already defined in the system.

Once the PO is received, you'll need to run the receiving report to finalize it. Details about that process are found in the Training on Demand course titled Receiving Reports.

Accurately receiving merchandise against your purchase orders is critical to the health of your business.

Using the receiving methods in Purchasing and Receiving allows you the flexibility you need while ensuring that your inventory files are accurate, which has a positive effect on the rest of your business.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, connect with Epicor or visit www.epicor.com.

EPICOR.

Corporate Office	Latin America and Caribbean	Europe, Middle East and Africa	Asia	Australia and New Zealand
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free: +1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct: +1.512.328.2300	Phone: +52.81.1551.7100	Phone: +44.1344.468468	Phone: +65.6333.8121	Phone: +61.2.9927.6200
Fax: +1.512.278.5590	Fax: +52.81.1551.7117	Fax: +44.1344.468010	Fax: +65.6333.8131	Fax: +61.2.9927.6298