Inventory Receiving

This document will walk through the steps to enter a vendor invoice using the mobile Enable C-Store software.

Count Inventory
Receive Product
Item Maintenance
Quick Entry
Utilities

Logout

Click **Receive Product**.

Select a Vendor:

Enter first few chars of vendor > Select

pep

Pepsi Americas ▼

Select
Cancel

Enter the first few letters of the name of the vendor you are receiving product for.

Then select the vendor from the drop down menu if it does not automatically appear.

Click **Select**.

Vendor Number

1002

Vendor Name

Pepsi Americas

Invoice Number

1685732

Select
Cancel

Enter the Invoice Number.

Click **Select**.

Scan/Enter Product

Select
Finish

Scan the product.

NOTE: You can also type in the entire barcode to enter a product.

SKU: 0052000338775
Product Description:
GATORADE LEMON LIME

Quantity:

3

Total Cost: Cost Each:

4.13   1.3767

Price: Margin:

2.29   39.88%

Enter   **Cancel**

Enter **Quantity** received.

NOTE: if there is a receiving package quantity setup then enter the receiving quantity here.

Enter the **Total Cost** of the item if different from what is displayed.

Enter the **Price** of the item if different from what is displayed.

Click **Enter**

Repeat this process for every item received. As you enter items the Scan/Enter Product screen will display the last product scanned as well as the Total of the Receiving.

Scan/Enter Product

Select

Finish

Last Product:
GATORADE LEMON LIME

Total Received:
$4.13

If you need to add additional items to a receiving you will need to enter the vendor and invoice number and the program will ask if you want to append the existing invoice.

A receipt with this vendor and invoice number already exists. Do you want to append?

Yes   **No**

Click **Yes** and the items that are scanned will then be added to the existing invoice.

At any point after the first item is scanned the receiving can be accessed through the Enable software on the back office computer.

Click on Vendors → List Vendor Receipts → Double Click on the Invoice

View Vendor Receipt

Edit Close   Refresh

Vendor   1002   Divide Store   **Receipt # 000100**

(View)   **Date**   12/21/2011
Pepsi Americas   **Terms**
75 Remittance Drive
Chicago, IL 60675-1884   **Vendor Invoice #**   1685732
                                                   Invoice Date   12/21/2011

SKU	Description	Unit	Qty	Price	Cost	Total	Order #
0052000338775	GATORADE LEMON LIME	Each ▾	3	$2.29	$1.3767	$4.13	
		▾					

Shipping   0.00   Item(s) Subtotal: $4.13
                        G/L Totals   Additional Charges: $5.00
                                                   Receipt Total: $9.13

From here any editing can be done to the Invoice. Click **Edit** at the top right of the screen to make changes.

Entering Additional Charges: This is where you would enter charges for things that are not scannable, for example shipping charges and taxes.
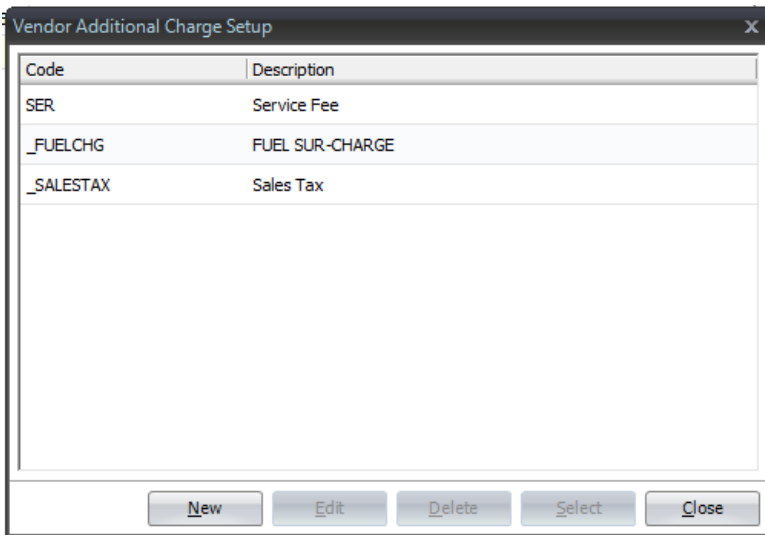
Click on the **Additional Charges** link

Additional Charges (Edit)   ✕

	Code		Amount
▶	Shipping Charges	☐	$5.00
✱		☐	

Total Additional Charges: **$5.00**

OK   Cancel

If the charge is something that will be a one-time charge then type in the **Code** and the **Amount**.

If the charge is something that is already setup as an Additional Charge then click on the box to the right of the Code field and a window will come up listing those charges that are setup:

Click on the **Code** that needs to be added to the invoice and then click on **Select**.

When the Receipt Total matches the invoice total on your paper invoice from the Vendor then click **Save** in the upper left corner.

Click Close on the Receipt screen and that will bring you back to the list of invoices.
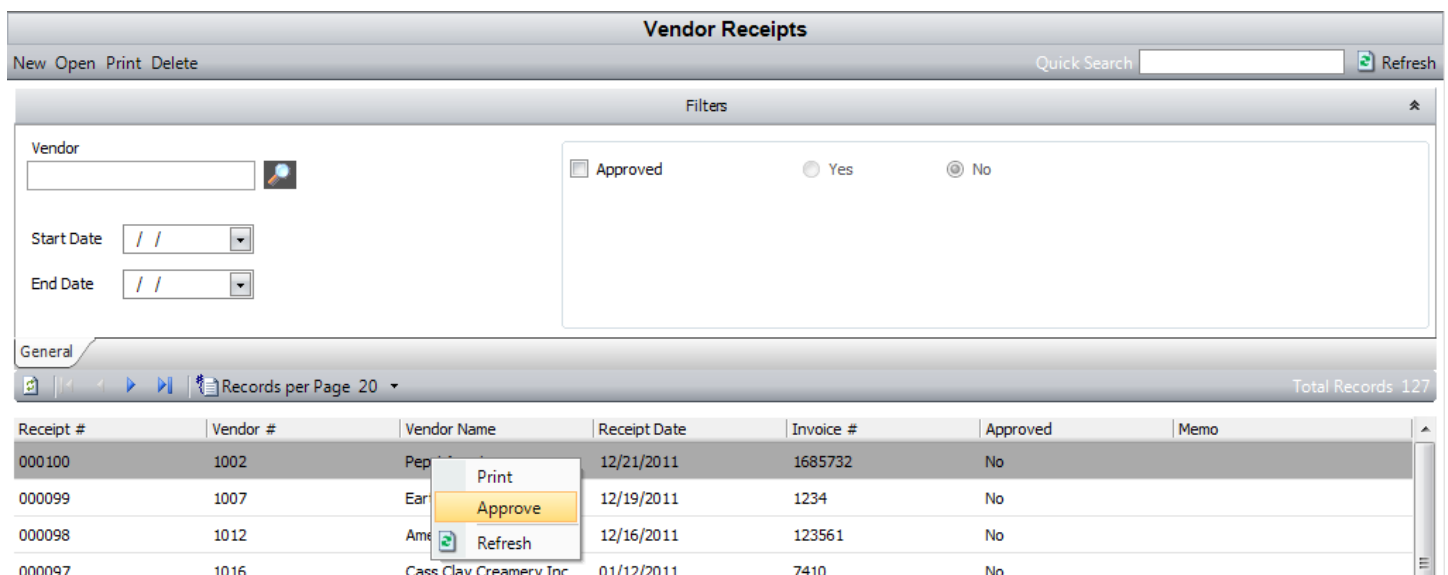
Right click on the invoice and choose Approve. This will lock the invoice and transfer it to an approved accounting system.