

RECEIVING MERCHANDISE

1. In the RMH Manager, click Inventory / Purchasing (bottom left side of screen) – Items.
2. Click the RED Purchase Orders button.
3. Click the New button at the top left of the screen (pink button).
4. Select the supplier you want to receive product for by clicking on the magnifying glass next to supplier (example: MTDOR). Also enter in any other info you want to like order date or order number.

Purchase Order: NEW

Home

Save And Close, Save And Edit, Save And New, Create Item, Functions, Release, E-mail, Print, Show Comments, Movement Report, Close

Header | Items | Charges

Order No.: Order Status: Open
Supplier Order No.: Order Date: 03/09/2022 Date Required: 03/09/2022 Date Placed:
Supplier: Ship To: Store
KrisCo Liquor
1300 S Reserve
Suite E
Missoula, MT 59801
Purchaser: Shipping Methods:
Requisitioner: FOB point/Freight:
Terms: Currency/Rate:
Invoice Discount: Nil
Comment:

Item Entries : 0 Subtotal : \$0.00 Charge : \$0.00 Sales Tax : \$0.00 Total : \$0.00

5. Click on the Items tab.

Purchase Order: NEW

Home

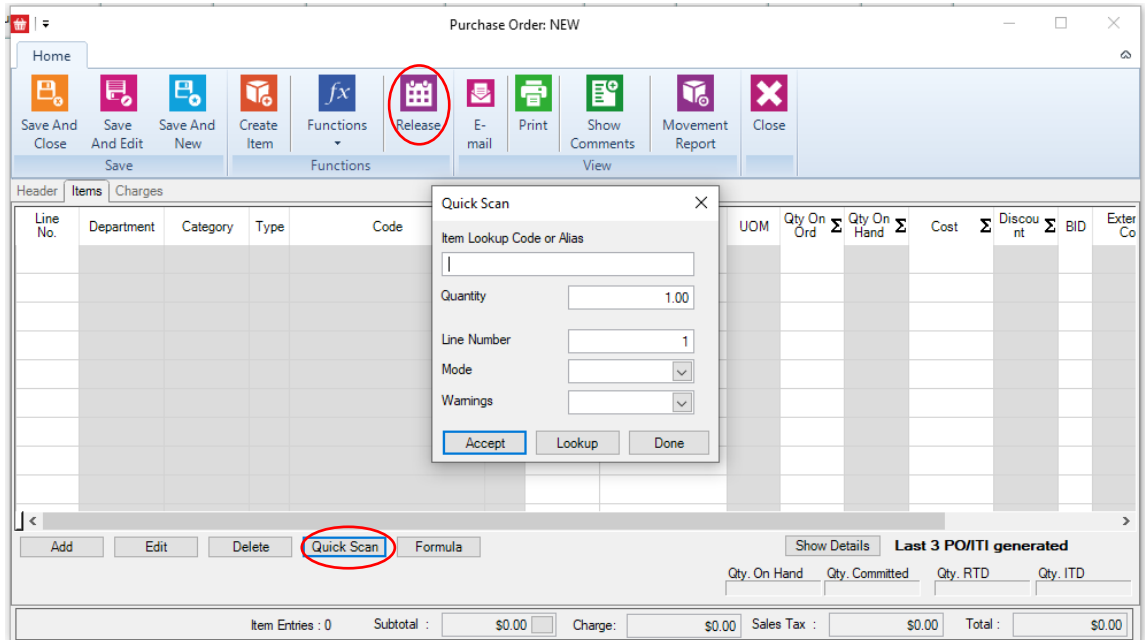
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6. Click on the Quick Scan button.

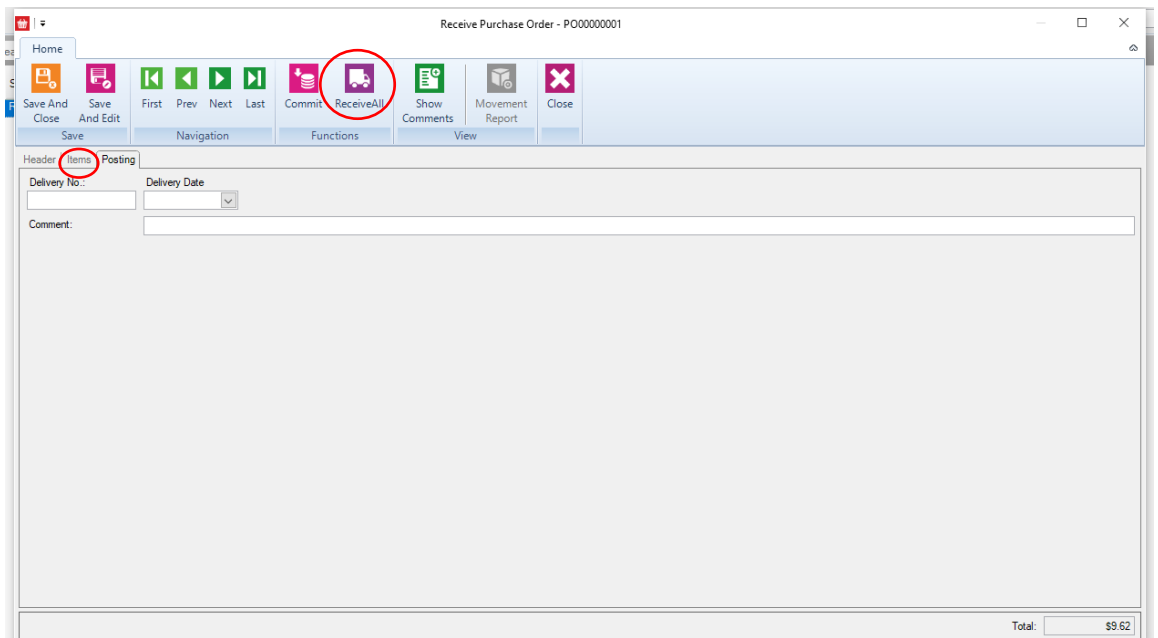


7. Enter in the middle part of the state number (example: Black Velvet = 11777) on the Item lookup line, and enter in the quantity received on the Quantity line. Click Accept to add the item to the PO and click Done when you are done adding items to the PO.

8. When done adding all items to the PO, check the PO total and it should match the vendor invoice. The total will normally not be an exact match for state Purchase Orders because of rounding. If the total matches, click Release at the top of the window.

9. Once you click Release, you should see a new button that says receive. Click the Receive button.

10. Next click the Items Tab.



11. Click the Receive All button at the top of the window. (Purple truck) then, click on the OK button on the receive all message.

12. Click on the Commit button at the top of the window and then, click on the OK button when the screen says this will modify the quantities in the item database. Do you wish to continue? Then click Yes on the complete delivery message. You can print a receiving document if you click OK on print receipt. Or, click cancel if you do not wish to print a receipt.

Your on hand inventory quantities should now be increased by the quantities on the Purchase order that you just received.

You can use this same procedure for receiving in both state and non-state items.