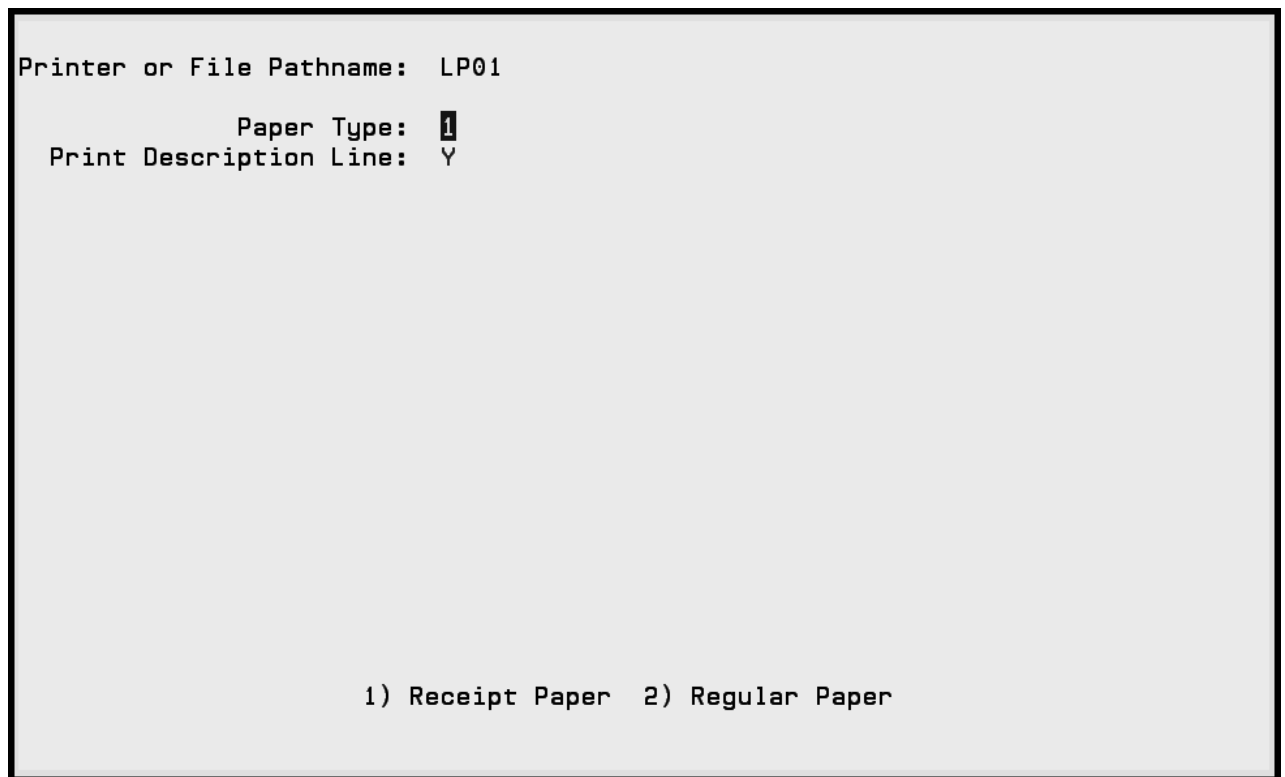# Chapter 3 - Receiving Inventory – RECEIVE & POINLOAD

Receiving Inventory - RECEIVE

If you are not using the RSSS Purchase Order System, to receive inventory, you need to be at the command line and type in "RECEIVE" and press the ENTER key. If you are using the RSSS Purchase Order System, go to Receiving Inventory for a Purchase Order. Figure 3-1 is the first screen that will appear in this process. On this screen you will be prompted for the Printer or File Pathname. See *Chapter 17 Introduction to Reports* for additional information about the printer/file pathname screen. Enter the correct information or press the ENTER key, if you want to accept the default printer. You will now be prompted for the "Paper Type". Your choices will be listed on the bottom of the screen as seen in Figure 3-1. Type in the number next to the type of paper you will be using (1=Receipt Paper - this is the paper you use for payment receipts. 2=Regular Paper - this is plain white report paper). You will now be prompted with "Print Description Line". This should be answered with a Y for yes if you want the color, fabric/material and description line printed.
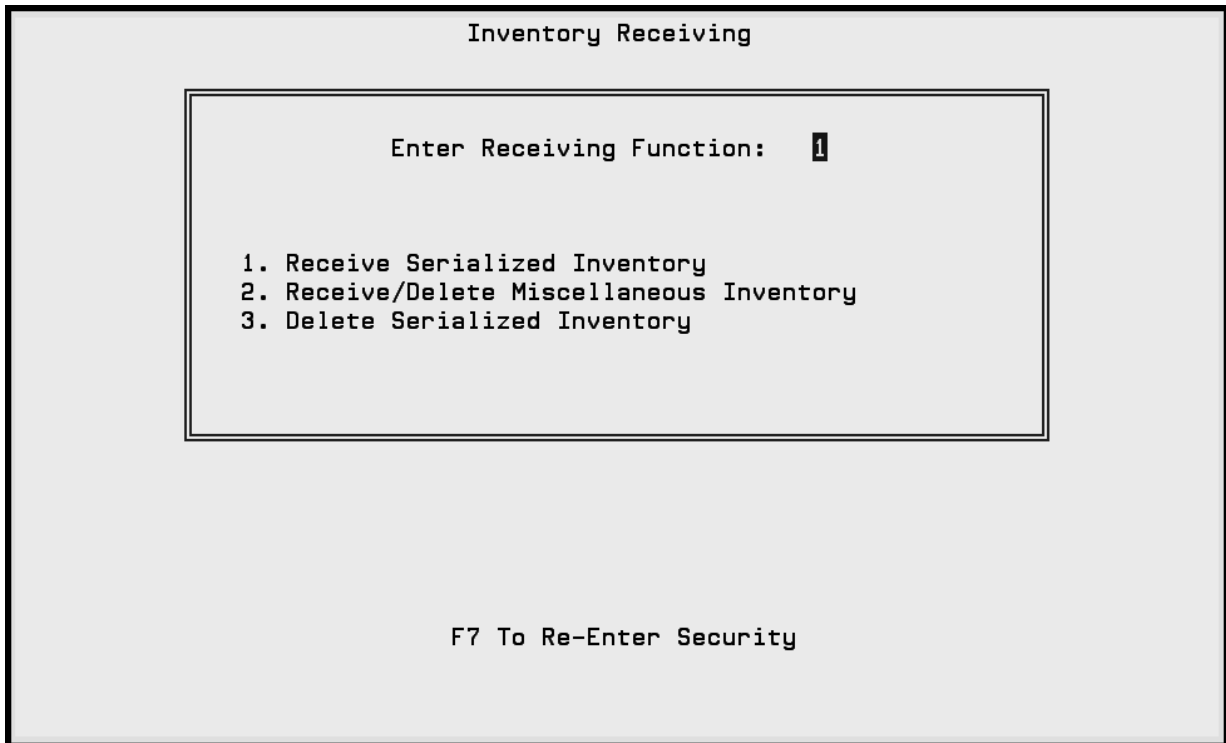
```
Printer or File Pathname:  LP01


             Paper Type:  1
  Print Description Line:  Y

















          1) Receipt Paper   2) Regular Paper
```

Figure 3- 1 Printer or File Pathname Screen

The next screen will be a menu screen as seen in Figure 3-2. This menu will allow the option of receiving serialized inventory, receiving/deleting miscellaneous inventory or deleting serialized inventory. Big Ticket inventory is serialized. Miscellaneous inventory is accessory items that have no serial number. At the receiving menu, select your option number.

```
                        Inventory Receiving


                  Enter Receiving Function:    1



            1. Receive Serialized Inventory
            2. Receive/Delete Miscellaneous Inventory
            3. Delete Serialized Inventory






                    F7 To Re-Enter Security
```

Figure 3- 2 Inventory Receiving Menu

The next screen seen in Figure 3-3 will prompt you for a model number or description.

```
                        Model Number Maintenance                11/21/06
Model/UPC/Desc: _____










              Enter '*' then one or two words to search by partial description
 F2-Start by UPC      F3-Start by Model      F4-Start by Desc      F5-Help
```

Figure 3- 3 Model Number or Description Screen

Receiving inventory for which you already have a model number

Enter the entire model number or scan in the UPC hit enter and your screen will resemble Figure 3-5. You may search model file by using the function keys. Enter a (partial or full) model number, scan or type in UPC code or enter description. Press the F2 key to display a list of inventory in alphanumeric order by UPC. Press the F3 key to display a list of inventory model numbers in order, as seen in Figure 3-4, or press the F4 key to list inventory model numbers by description. Use the arrow keys to highlight the model number of the item to be received and press the ENTER key. If the model number you want is not displayed on the page, press the F1 key to move forward to the next page. To move back in pages, press the F2 key. If the model number you need for the inventory you are receiving is not already in the system, please see Adding a New Model Number while Receiving.

```
                     Model Number Maintenance                  11/20/06

Model Nbr/Desc:

Model Number        Description                  2nd Description
ACAMA14010C1D       AIR CONDITIONER              A/C 14K BTU
ACAMA14M13TA        AIR CONDITIONER              A/C 14K BTU
ACAMAAC05080MID     AIR CONDITIONER              8000 BTU
ACAMAAC06090M1D     AIR CONDITIONER              6K BTU 10.0 EER SLIDE OUT
ACAMAAC07087M1D     AIR CONDITIONER              A/C- 7.5K BTU 8.5 EER COO
ACAMAAC10190A1D     AIR CONDITIONER              10K BTU 10.0 EER SLIDEOUT
ACAMAAC12090CID     AIR CONDITIONER              11.5K BTU 10.0 EER SLD-OU
ACAMAAC18090C2D     AIR CONDITIONER              18,000 BTU
ACCESSORY           ACCESSORY ITEM
ACEMR10GC13         AIR CONDITIONER              A/C-10K BTU 9.0 EER COOL
ACEMR12GJ14         AIR CONDITIONER              12K 9.0 EER
ACEMR12GJ44         AIR CONDITIONER              12K 9.0 EER
ACEMR12HT13         AIR CONDITIONER              A/C 12K BTU
ACEMR14GJ14         AIR CONDITIONER              13.5K BTU 9.5 EER
ACEMR14HT13         AIR CONDITIONER              13.5K BTU 9.5 EER

Reg Prc:  1,619.990 Sale Prc:  1,349.990 Pmt/#M   119.99/ 18 Pmt/#W    27.99/ 78

 F1-Fwd F2-Back F3-Delete F4-Comments F5-Help F6-Add F7-Warranty ENTER-Update
```

Figure 3- 4 Model Number Maintenance Screen

The next screen you will see is the Model Number Inquiry screen as seen in Figure 3-5, verifying the correct model number choice.

```
                          Model Number Inquiry                          11/20/06
          UPC Code:
      Model Number: ACAMA14010C1D                  Commission Code:          1
       Description: AIR CONDITIONER                  Vendor Number:          1
                    A/C 14K BTU                    Discontinued Indr:        N
     First Received:      9/06/06                       Serialized:          Y
       Average Cost:      536.980   Last Cost:      536.980  Reg Price: 1,619.990
         Sale Price:    1,349.990        MAP:        0.00         MOP:       0.00
         List Price:        0.00                 # Months For Dep:
   Misc Cost Usage: 1  Percent:    0.00             Qty On Hand:             7
            Taxable:              Y Tax %:     0.00  Use Profit Center:       Y
         Equivalent:                              Movie Inv Type: N  RTR: N
        Sales Spiff:        0.00                       RTO Spiff:         0.00
    RTR Monthly Prc:      93952.99               RTO Monthly Terms:        18
  Total Monthly Prc:     2,159.82   Mntly:  119.99  RTO Weekly Terms:       78
   Total Weekly Prc:     2,183.22   Wkly :   27.99 Quantity On Order:        0
          Cube Size:              Nbr of Pcs:    0    Date Order Due In:
  Days Out of Stock:            Furn Style:              Unit Weight:
  No Sale Discounts:      N
    Gl Account Nbrs:
  Right Model Nbr:N  ◄─────────────

   F5-Help              F7-Warranty              F8-Prev              F10-Exit
```

Figure 3- 5 Model Number Inquiry Screen

The prompt at the bottom left hand corner of the screen will ask "Right Model Nbr". If you answer this with an N for no, it will return to the list screen so that you can select the proper model number. When "Right Model Nbr" is answered with a Y for yes, the Receive Serialized Inventory Screen will be displayed as seen in Figure 3-6.

```
                    Receive Serialized Inventory

      Model Number: ACAMA14010C1D
       Description: AIR CONDITIONER

      Serial Number:                    Bar Code Number:
      Date Received: 11/20/06           Vend Invoice Nbr:
      Vendor Number:        1              P.O. Number:
      Nbr of Pieces:        1          Floor Plan Agent:
      Receiving Nbr:                     Trust Receipt:
           Location:                       Actual Cost:     536.98
      Nbr To Receive:       0              Average Cost:     536.98
        Nbr Received:       0           Floor Plan Cost:
 Freight/Other Cost:                   Packed/Landed Cost:
         Movie Type:        N              RTR Inv Type:        N
         Color Code:                     Inventory Indr:        O
        Fabric Code:                       Retail Price:




 _____
 Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 3- 6 Receive Serialized Inventory Screen

DATE RECEIVED   Defaults to today's date.

VENDOR INVOICE NBR   Enter the vendor's invoice number. Or if your finance company floor plans by line number, enter your trust receipt number here. In the trust receipt field (below), enter in the line number as it appears on the trust receipt. For example, if it is line number 1 but appears on the trust receipt as 001, then you should enter 001 in the trust receipt field. You will need to change the number in the trust receipt field for each item you receive. By doing this, you will be able to pay off your trust receipts by line number.

VENDOR NUMBER Number assigned to the company you purchased this inventory from. If your company does not use vendor numbers, press ENTER.

P.O. NUMBER   Enter the number from the Purchase Order your buyer used when the merchandise was ordered. If your company does not use purchase order numbers, press ENTER.

NBR OF PIECES   The number of pieces associated with this Model number, example Dining room table and 4 chairs would be 5 pieces.

FLOOR PLAN AGENT   If floor planning is being used, enter the floor plan agent's general ledger or assigned account number.

RECEIVING NBR   If your receiving area or dock uses receiving numbers, enter your receiving number for this inventory. If your company does not use receiving numbers, press ENTER.

TRUST RECEIPT If this inventory is floor planned, enter the Floor Plan Agent's trust receipt number for this shipment.

LOCATION This will default to your store location, if the inventory is going to be sent to another location, use the Inventory Transfer (INVTRAN) program to transfer the inventory after you have received it into your location.

ACTUAL COST Depending on the control settings in Model Maintenance (MODELMNT) you may or may not be able to change this cost. If you are not able to and feel you should, please contact your manager or call RSSS.

NUMBER TO RECEIVE Enter the number of items with this same model number you wish to receive at this time.

AVERAGE COST The computer automatically calculates the average cost of all items with the same model number when the items are being received. This is an informational field only.

NBR RECEIVED This number is generated by the computer. When receiving large quantities of the same model number, this field will help you keep track of how many have been received so far. If you entered 50 as "Number to Receive", and you think you have entered all of the serial numbers you can check the "Number Received". If it shows 49, then you missed entering one of the serial numbers.

FLOOR PLAN COST This field represents the actual cost minus any discounts from the floor plan company. This field must be entered if floor planning is being used. (Example: If your Floor Plan Company will finance 80% of the cost of inventory and you paid $100.00 for this item, then you would enter $80.00 for the Floor Plan cost. If your Floor Plan Company provides 100% funding, then you must enter $100.00).

FREIGHT/OTHER COST Enter the dollar amount you paid for freight, interest, or other costs over the actual cost of this item.

PACKED/LANDED COST This is calculated by the computer and is the sum of the Actual Cost plus the Freight/Other Cost entered previously.

MOVIE TYPE This field is generated by the system control file.

RTR INV TYPE This field is generated by the system control file.

COLOR CODE If you are using Fabric and Color Codes, enter the color code assigned to this product.

INVENTORY INDR Inventory indicator, indicates type of inventory (O=Rent to Own, S=Sales, M=Movie, R=Rent to Rent). This field is extremely important. This indicator dictates when inventory is subject to depreciation. If the indicator is set to "O", "R", or "M", inventory is subject to depreciation. However, the 'S' type inventory is not subject

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to depreciation until it goes out on rent, at which time the system automatically changes this indicator to the appropriate type, 'O' if it went on a RTO agreement, 'R' if went on a Rent to Rent agreement, or 'M' if it went on an Movie agreement. The default is set in Model Maintenance (MODELMNT).

FABRIC CODE   If your company is using fabric codes, enter the code here. Fabric or Material codes can be used to designate instrument finishes, i.e. satin-lacquer-enamel etc.

RETAIL PRICE   In most cases you will enter thru this field to accept default pricing on this item's model number. To override the model number pricing in "Post a Sale", enter a selling price for this serial number here. Note: A price here overrides MAP and MOP rules. You will be able to sell it for more, but not less.

Press the F9 key. You will now be prompted for "Any More Changes". An N for no at this prompt will take the user to the Serial Number field.

SERIAL NUMBER   Enter the serial number of the item being received. If the model number is setup in Item Maintenance (ITEMMNTS) as a 'T' for transparent, you may press the ENTER key in the serial number field and the system will automatically assign a transparent serial number. If you entered more than 1 in the "Number to Receive" field, enter the serial number you wish to assign to the first one (after you have received the first one, enter the next serial number and so on).
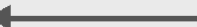
BAR CODE NUMBER   This field will automatically fill with the next available bar code number. If you want to assign a different bar code number to this item, put the different bar code number here.

Once the serial number and bar code number have been filled in, the prompt "Any More Changes?" will be displayed at the bottom of the screen. If any mistakes have been detected, or if any information is different from serial number to serial number, enter a Y for yes. An N for no will accept the serial number and take you back to the serial number field to enter the next serial number.

Each N for no answer will increase the number in the "Nbr Received" field by one. When you have entered all the serial numbers, you will be prompted "All items for this model number Received?" as seen in Figure 3-7. A Y for yes answer will return you to the screen which prompts for a model number or description. An N for no will allow you to enter more serial numbers.

If you feel that you have entered all serial numbers and you did not get the "All items for the model number received?" prompt, you should check the "Nbr Received" field. You either have not entered all the serial numbers or you put in the wrong quantity in the "Nbr to Receive" field.

```
                    Receive Serialized Inventory

          Model Number: ACAMA14010C1D
           Description: AIR CONDITIONER

          Serial Number: 777773          Bar Code Number:   50137
          Date Received: 11/20/06        Vend Invoice Nbr:  123546
          Vendor Number:      1                P.O. Number: 456456
          Nbr of Pieces:      1          Floor Plan Agent:
          Receiving Nbr:      3             Trust Receipt:
               Location:      1               Actual Cost:    536.98
          Nbr To Receive:     3              Average Cost:    536.98
            Nbr Received:      3          Floor Plan Cost:
      Freight/Other Cost:              Packed/Landed Cost:    536.98
             Movie Type:      N             RTR Inv Type:        N
             Color Code:      0           Inventory Indr:        S
            Fabric Code:      0             Retail Price:    750.00




      All Items For This Model Nbr Received:Y ◀━━━━━━━━━━━━━
      ═══════════════════════════════════════════════════════════
      Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 3- 7 Receive Serialized Inventory Screen with Prompt

Adding a New Model Number while Receiving

To add a new model number press the F6-Add key, see Figure 3-8.

```
                    Model Number Maintenance              11/20/06

      Model Nbr/Desc:

      Model Number          Description              2nd Description
      ACAMA14010C1D         AIR CONDITIONER          A/C 14K BTU
      ACAMA14M13TA          AIR CONDITIONER          A/C 14K BTU
      ACAMAAC05080MID       AIR CONDITIONER          8000 BTU
      ACAMAAC06090M1D       AIR CONDITIONER          6K BTU 10.0 EER SLIDE OUT
      ACAMAAC07087M1D       AIR CONDITIONER          A/C- 7.5K BTU 8.5 EER COO
      ACAMAAC10190A1D       AIR CONDITIONER          10K BTU 10.0 EER SLIDEOUT
      ACAMAAC12090CID       AIR CONDITIONER          11.5K BTU 10.0 EER SLD-OU
      ACAMAAC18090C2D       AIR CONDITIONER          18,000 BTU
      ACCESSORY             ACCESSORY ITEM
      ACEMR10GC13           AIR CONDITIONER          A/C-10K BTU 9.0 EER COOL
      ACEMR12GJ14           AIR CONDITIONER          12K 9.0 EER
      ACEMR12GJ44           AIR CONDITIONER          12K 9.0 EER
      ACEMR12HT13           AIR CONDITIONER          A/C 12K BTU
      ACEMR14GJ14           AIR CONDITIONER          13.5K BTU 9.5 EER
      ACEMR14HT13           AIR CONDITIONER          13.5K BTU 9.5 EER

      Reg Prc:  1,619.990 Sale Prc:  1,349.990 Pmt/#M   119.99/ 18 Pmt/#W   27.99/ 78
      ═══════════════════════════════════════════════════════════════════════════════
       F1-Fwd F2-Back F3-Delete F4-Comments F5-Help F6-Add F7-Warranty ENTER-Update
```

Figure 3- 8 Adding a model number while receiving

After you press the F6-Add key, you will see a screen similar to the screen in Figure 3-9. Your cursor will be at UPC Code. You may scan or type in the UPC Code or press the ENTER key. Your cursor will now be at the prompt "Model Number". Enter the Product Code of the model number you wish to add or press the ENTER key and you will be presented with a window showing the available options as seen in Figure 3-10.

```
                        Model Number Add                              11/21/06
            UPC Code:
        Model Number:                            Commission Code:
         Description:                              Vendor Number:
                                                Discontinued Indr:        N
      First Received:                                  Serialized:
        Average Cost:        0.000   Last Cost:      0.000  Reg Price:     0.000
          Sale Price:        0.000         MAP:      0.00         MOP:      0.00
          List Price:        0.00                # Months For Dep:
    Misc Cost Usage:      Percent:    0.00             Qty On Hand:         0
             Taxable:                Tax %:     0.00  Use Profit Center:
          Equivalent:                             Movie Inv Type:      RTR:
         Sales Spiff:        0.00                       RTO Spiff:        0.00
    RTR Monthly Prc:                            RTO Monthly Terms:         0
  Total Monthly Prc:        0.00    Mntly:     0.00  RTO Weekly Terms:      0
   Total Weekly Prc:        0.00    Wkly :     0.00 Quantity On Order:      0
           Cube Size:            Nbr of Pcs:      0   Date Order Due In:
  Days Out of Stock:            Furn Style:             Unit Weight:
  No Sale Discounts:
    Gl Account Nbrs:


                Key in or scan the UPC code or press return

   F5-Help                       F8-Prev                        F10-Exit
```

Figure 3- 9 Model Number Add Screen

```
                    Model Number Add                        12/01/06
       UPC Code:
   Model Number:                         Commission Code:
    Description:
                             ╔═══════════════════════════════════════╗
                             ║ AA AIR CONDITIONER              0000   ║
  First Received:            ║ AD DISHWASHER                   0000   ║
    Average Cost:     0.000  Las║ AE APPL ECONOMY             0000   ║
      Sale Price:     0.000  ║ AF FREEZER                      0000   ║
      List Price:      0.00  ║ AH HEATER                       0000   ║
  Misc Cost Usage:   Percent:   0.║ AL APPLIANCE LAUNDRY      0000   ║
          Taxable:            Tax ║ AM APPL MISC              0000   ║
       Equivalent:            ║ AR REFRIGERATOR                 0000   ║
      Sales Spiff:      0.00  ║ AS STOVE                        0000   ║
  RTR Monthly Prc:            ║ CD COMPUTER DESK TOP            0000   ║
Total Monthly Prc:     0.00  Mn║ CL COMPUTER LAPTOP           0000   ║
 Total Weekly Prc:     0.00  Wk║ CM COMPUTER MISC             0000   ║
       Cube Size:           Nbr of ║ CP PRINTER                0000   ║
Days Out of Stock:         Furn St║ CW COMPUTER WORKSTATION (DESKS) 0000 ║
No Sale Discounts:           ║ EA STEREO                       0000   ║
   Gl Account Nbrs:          ╚═══════════════════════════════════════╝

        Enter a two character product code and/or press return

  F1-Forward F2-Back F4-Change OpenBuy F6-Add F7-Change Pricing ENTER-Select
```

Figure 3-10 Model Number Add Screen with product code window

If the product code for the inventory you need to receive is listed, using your arrow keys, highlight the product code you need and press the ENTER key. (If the product code and description you want is not on this page, you can press the F1 key to show you the next page and if you should pass up the product code and description you want, you can press the F2 key to go back to the previous page). If the product code and description are not listed at all, press the F6 key to add a new one as seen in Figure 3-11.

```
                        Product Code Add


                Location: 0000
            Product Code: AB
  Product Code Description: APPLIANCE BEDROOM█

  Total Cost New:   $           0.00      Total Buying Limit:  $           0.00
Total Cost Re-rent:  $           0.00       Committed Inv Cost:  $           0.00
Total Cost On Rent:  $           0.00      Total Cost On Order:  $           0.00
                                                  Open to Buy:  $           0.00
      Discontinued Cost:  $         0.00
Rental Revenue Prev MTD:  $         0.00 Rental Revenue MTD:  $           0.00
    Sales Previous MTD:  $         0.00  Sales Current MTD:  $           0.00
 Cost of Sales Prev MTD:  $         0.00  Cost of Sales MTD:  $           0.00
   Percent GP Prev MTD:     0.00     Percent GP Current MTD:     0.00

Seasonal Months - Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec
Re-Order Levels:  Med  Med  Med  Med  Med  Med  Med  Med  Med  Med  Med  Med

     Date Updated:          Time Updated:  0:00


F8-Prev                                                          F10-Exit
```

Figure 3-11 Product Code Add Screen

LOCATION   If you want this product code to be available to ALL locations, press the ENTER key. If you want this product code to only be available at a particular location, enter the location number here.

PRODUCT CODE   Enter the one character code for this product (this will end up being the first character of the model number (Example: A=Appliance C=Computer F=Furniture).

PRODUCT CODE DESCRIPTION This is where you would enter the name for the code (such as AC= Air Conditioner AD=Dishwasher).

The following fields are used for the open to buy and reorder level programs; if your company is not using that, you may press the F9 key to bypass the rest of the fields and accept the new product code. To get more information on the open to buy program, the documentation is on our www.rssssupport.com website.

TOTAL COST NEW This field is populated on its own when using the open to buy program.

TOTAL BUYING LIMIT   Dollars open to buy for this Product Code. This is a figure you enter as the amount you do not want to exceed for purchases for this product code.

TOTAL COST RE-RENT   Total cost for this product code (status "R" re-rental merchandise only).

COMMITTED INV COST   Total committed cost for this product.

TOTAL COST ON RENT   Total cost for this product code (status "O" on-rent merchandise only).

TOTAL COST ON ORDER   Cost of items currently on order for this Product Code. This will total all items on order for this product code if you are using the Maestro Purchase Order System.

OPEN TO BUY   Dollar amount set for Open to Buy for this product code.

DISCONTINUED COST   Total cost of discontinued items for this product code.

RENTAL REVENUE PREV MTD   Total rental revenue previous Month-to-Date for this product code.

RENTAL REVENUE MTD   Total rental revenue Month-to-Date for this product code.

SALES PREVIOUS MTD   Total sales in dollars for the previous sales Month-to-Date (for this product code).

SALES CURRENT MTD   Total sales dollars Month-to-Date for this product code.

COST OF SALES PREV MTD   Total cost of sales for the previous Month-to-Date for this product code.

COST OF SALES MTD   Total cost of sales Month To Date for this product code.

PERCENT GP PREV MTD   The percent of gross profit previous Month To Date for this product code.

PERCENT GP CURRENT MTD   The percent of gross profit current Month To Date for this product code.

SEASONAL MONTHS   Seasons are defined for each month in relation to re-order levels. These seasonal month fields can not be changed on this screen.

RE-ORDER LEVELS The RSSS System now allows you to define three different ideal inventory levels or ranges based on seasonal sales fluctuations for non-serialized inventory by month as follows:

Slow Month/Season	=	Low Inventory Level
Moderate Month/Season	=	Medium Inventory Level
Busy Month/Season	=	High Inventory Level

The default for this screen is medium for each month. Enter any changes to these fields if necessary.

DATE UPDATED   Default based on system date.

TIME UPDATED   Default based on system time.

After you have entered the information, press the F9 key. This will take you back to the Model Number Add screen.

You will now be asked for the Manufacturer's code. If you know it, enter it. If not, enter a partial manufacturer code to get the window showing the available options. See Figure 3-12.

```
                        Model Number Add                              11/21/06
          UPC Code:
      Model Number: AB                          Commission Code:
       Description:
                                         ┌────────────────────────────────┐
   First Received:                       │ ABS ABS                        ║│
      Average Cost:       0.000   Last Cos│ ALG ALEGRA VCR                 ║│
        Sale Price:       0.000        MA│ ALG ALG                         │
        List Price:       0.00           │ AMA AMA                         │
   Misc Cost Usage:    Percent:    0.00  │ ANT ANT                         │
          Taxable:             Tax %:    │ APL APOLLO                      │
       Equivalent:                       │ APL APL                         │
      Sales Spiff:       0.00            │ ARW ARTISIC WAYS                │
   RTR Monthly Prc:                      │ ARW ARW                         │
Total Monthly Prc:       0.00   Mntly:   │ ASH ASHLEY                      │
 Total Weekly Prc:       0.00    Wkly :  │ ASI MISC                        │
         Cube Size:          Nbr of Pcs: │ AUT AUT                         │
Days Out of Stock:          Furn Style:  │ AUT AUT VAN                     │
No Sale Discounts:                       │ AVS AVS                         │
    Gl Account Nbrs:                     │ AVT AVT                         │
                                         └────────────────────────────────┘

        Enter a three character manufacturer's code and/or press return

  F1-Forward  F2-Back  F4-Change Code  F6-Add Code  F10-Exit  ENTER-Select Code
```

Figure 3-12 Model Number Add Screen with manufacturer code window

If the code you need to use is there, using your arrow keys, highlight the manufacturer code you want and press the ENTER key. If the one you need is not listed, press the F6-Add key. You will now see a screen similar to the screen in Figure 3-13.

```
                        Manufacturer's Code Add



        Manufacturer's Code: ABC
     Manufacturer's Code Description: ABC COMPANY█


     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %
     Product Code:      Freight or Other Added Cost:        %




                      Enter the Manufacturer's Name

 F8-Prev                                                      F10-Exit
```

Figure 3-13 Manufacturer's Code Add Screen

MANUFACTURER'S CODE Enter the Manufacturer's Code.

MANUFACTURER'S CODE DESCRIPTION   Enter the Manufacturer Name that the code above describes.

Note: The next 10 lines of field prompts are exactly the same and consist of:

PRODUCT CODE   This is a one or two letter code that identifies the type of product represented by this item. Product codes are maintained by the Product Code Maintenance program (GETPCODF).

FREIGHT OR OTHER ADDED COST   If using 'Packed Landed', enter the percentage (%) to add to the cost of the items for this manufacturer and product code.

Press the F9 key and you will be returned to the Model Number Add screen shown in Figure 3-9. You will now be prompted for the model number. Type in the manufacturer's model number for this item and press the ENTER key.

COMMISSION CODE   Rate of Commission paid on this merchandise as defined in control records. (Example: 1=No Commission, 2=Commission, 3=Report Commission)

DESCRIPTION   Enter a few characters of the description for this product and press the ENTER key. You will be shown a window with valid options. Using your arrow keys, highlight the one you want and press the F9

key. If the one you want is not there, press the F6 key to add the new description. See Figure 3-14.

```
                        Model Number Add                          11/21/06
        UPC Code:
    Model Number: ABABC                    Commission Code:           1
     Description: CLOCK                      Vendor Number:
                                          Discontinued Indr:          N
  First Received:                               Serialized:          N
     Average ┌──────────────────────────────────────────────────────┐0
      Sale P│ COFFEE/ 2 END TABLES      WROUGHT IRON/GLASS      FO   │
      List P│ COFFEE/2 END              WROUGHT IRON/GLAS       FO   │
  Misc Cost U│ COFFEE/2 END TABLES       BLACK/MIRROR           FO   │
        Tax│ COFFEE/2 END TABLES        OAK                    FO   │
     Equiva│ COFFEE/2 END TABLES        WHITE WASH/GLASS       FO   │
    Sales S│ COMPUTER                   2.0CEL/17"/CD-RW        EM   │
  RTR Monthly│ COMPUTER                   2.6 PRESARIO/17"MONITOR  EM   │
Total Monthly│ COMPUTER                   206 PRESARIO/LCD SCREEN   EM   │
 Total Weekly│ COMPUTER                   2400+XP-M COMPAQ LAPTOP   EM   │
       Cube│ COMPUTER                   3.2MP DIG/DOCK STATION/CAR EM  │
 Days Out of S│ COMPUTER                  4X4X6X EXT.CDR-W         EM   │
No Sale Disco│ COMPUTER                   766MZ 17MON             EM   │
  Gl Account│ COMPUTER                   CEL 2.0 40G 256MB       EM   │
           └──────────────────────────────────────────────────────┘

 F1-Forward  F2-Back  F4-Change Desc  (F6-Add Desc)  F10-Exit  ENTER-Select Desc
```

Figure 3-14 Model Number Add Screen with description window

```
                       Description File Add



Product Code: AB   Description: CLOCK W/IPOD DOC
Second Description: PLATINUM GRAY█
                                               Sale Income:  0000-000
         Sale Inv:     0000-000          Cost of Goods Sale:  0000-000
       Rental Inv:     0000-000     Cost of Goods Transferred: 0000-000
Credit Rental Inv:     0000-000          Credit of Sale Inv:  0000-000

RTO Monthly Price Factor:
RTO Weekly Price Factor :
      RTR Price Factor:
   Regular Price Factor:
     Sales Price Factor:
   Normal Monthly Terms:
   Normal Weekly Terms :




                   This is the Secondary Description
 F8-Prev                                                        F10-Exit
```

Figure 3-15 Description Add Screen

DESCRIPTION   If you are adding a new description, enter the new description in the Description File Add screen. See Figure 3-15.

SECOND DESCRIPTION   If you are adding a second description, enter the second description in the Description File Add screen. See Figure 3-15.

Once you have entered the descriptions in the Description Add Screen, press the F9 key and you will be returned to your Model Number Add screen.

VENDOR NUMBER Enter the vendor number assigned to this vendor. If you are unsure of the vendor number, enter the first few characters of the vendor name and press the ENTER key for a selection window. Using your arrow keys, highlight the correct vendor and press the ENTER key.

DISCONTINUED INDR   Press the ENTER key to accept the default of N.

FIRST RECEIVED   This field is automatically updated when items are received.

SERIALIZED   A Y for yes in this field indicates this item comes with a manufacturer's serial number, a T for transparent in this field indicates the manufacturer does not serialize this item and the system will automatically assign the next available "transparent" serial number. An N for no in this field means this is a miscellaneous item. Miscellaneous items are those items that don't require a serial number, such as DVDs, CDs, universal remotes, and other accessory items. These items are tracked by "quantity on hand".

AVERAGE COST   Enter the actual cost here. Note: the average cost will also automatically be updated with future purchases.

LAST COST Enter the actual cost here. This field will also automatically update with future purchases.

Note: The following fields should automatically populate for you, including pricing fields that are calculated from the Price Control (PRICECTL) settings for Retail Inventory. You may change them if needed. If you don't need to make any changes to the system defaults, you can press the F9 key and press ENTER on "Any more changes: N" and the model number is added.

REGULAR PRICE   Enter the Regular Price, this amount will be the default amount when ringing up a retail sale.

SALE PRICE This filed is populated by the Sales Item Maintenance (SALEITEM) program.

MAP   MAP refers to Minimum Acceptable Price (MAP is also known in the Industry as Minimum Advertised Price). MAP price is the lowest price the employee who is authorized to change a price may negotiate down to.

MOP   MOP refers to Manager Override Price and is the lowest price that a manager may authorize.

LIST PRICE   Enter the manufacturers suggested retail price or list price.

 # MONTHS FOR DEP   Used only if you want to override depreciation for rental inventory as set in Control Maintenance (CTRLMNT).

MISC COST USAGE If this is a miscellaneous model number, you have two options when assigning a cost of goods sold, 1) Use Entered Cost 2) Use Percent Of Price. If you chose option 2 you can enter a percentage (%) in the next field and it will calculate the Cost of Goods Sold (COGS) based on the sale amount and this %. For example if you put 50% and you sell something for $10.00 it will assign a COGS of $5.00.

PERCENT   If you select option 2 on field 'MISC COST USAGE', enter the percentage (%) to be calculated on this model for cost when sold.

QTY ON HAND   Inventory quantity on hand is automatically calculated.

TAXABLE   Enter a Y for yes if this item is taxable or an N for no if it is not.

TAX %   Enter the tax percentage to be charged if this model number is to be sold at wholesale.

USE PROFIT CENTER   Enter a Y for yes if you are running your stores as individual profit centers.

EQUIVALENT   This is used by the Service Department, it is an alternate model number used when the model number you are looking at is out of stock or no longer carried.

RTR INV TYPE   Accept the default by pressing the ENTER key.

MOVIE INV TYPE   Accept the default by pressing the ENTER key.

SALES SPIFF   This field is for an automatic spiff (bonus) for this particular model number when the item is sold retail. This field can be changed at any time as promotions dictate. You must have the Sales Control (SALECTRL) parameter set for Spiffs.

RTO SPIFF   This field is for an automatic spiff (bonus) for this particular model number when the item is rented. This field can be changed at any time as promotions dictate.

Note: The following pricing fields are calculated from the Price Control (PRICECTL) settings for rental inventory and should automatically fill in for you here. You may change them if needed.

RTR MONTHLY PRC   This is the dollar amount you want to receive if this item is put out on a Rent to Rent agreement. Press the ENTER key and you will be shown a pop up window showing the options available for

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hourly, daily, weekly and monthly if using the RSSS Rent to Rent Program.

RTO MONTHLY TERMS   Enter the number of months in a typical Rent to Own agreement for this item as new.

TOTAL MONTHLY PRC   Enter the total amount of the agreement as a new item if rented on a Rent to Own agreement Monthly (monthly payment x number of months). This will be calculated if terms and price were entered.

MNTLY   If the total monthly price is entered, this field will automatically calculate the monthly payment based on the information entered in the RTO Monthly Terms prompt.

RTO WEEKLY TERMS   Enter the number of weeks in a typical RTO agreement for this item as new.

TOTAL WEEKLY PRC   Enter the total amount of the agreement as a new item if rented on a Rent to Own agreement Weekly (weekly payment x number of weeks). This will be calculated if terms and price were entered.

WKLY   If the total weekly price is entered, this field will automatically calculate the weekly payment based on the information entered in the RTO Weekly Terms prompt.

QUANTITY ON ORDER   This field is updated from the RSSS Purchase Order system.

CUBE SIZE   Amount of space this item takes up on a truck.

NBR OF PCS   Number of pieces associated with this model number.

DATE ORDER DUE IN   This field is updated from the RSSS Purchase Order system.

DAYS OUT OF STOCK   This field is updated by Open to Buy Report.

FURN STYLE   Free form field for style of product.

UNIT WEIGHT   Shipping Information.

NO SALE DISCOUNTS   Enter a Y for yes if this item is excluded from a customer sale discount as noted in Customer Maintenance (RCUSTMNT), otherwise enter an N for no.

The following seven fields are the general ledger account numbers used for this inventory. If your company is using these fields, they will prompt from the product code or description associated with this model number. You can add the numbers if needed.

SALE INCOME   General Ledger Sales Income Account (CR).

SALE INV   General Ledger Sales Account, Inventory (CR).

COST OF GOODS SALE   General Ledger Sales Account, Costs of Goods Rental/Inventory (DR).

RENTAL INV General Ledger Account number for Rental Revenue (CR).

COST OF GOODS TRANSFERRED General Ledger account number for rental charge off expense (DR).

CREDIT RENTAL INV   General Ledger account number for rental depreciation expense (DR).

CREDIT OF SALE INV   General Ledger account number for rental inventory sales income (CR).

When every field has been filled, press the F9 key. You will be prompted for "Any More Changes". An N for no at this prompt will take you to a screen similar to the one seen in Figure 3-6.

Adding a new miscellaneous inventory model number while receiving

To add a new model number for miscellaneous inventory, you do things the same as serialized inventory. **The only change on the model number add screen is in the field "SERIALIZED", you would enter an N for no.** See Figure 3-16.


```
                        Model Number Add                          11/21/06
            UPC Code:
       Model Number: ABABC                    Commission Code:         1
        Description: CLOCK W/IPOD DOC             Vendor Number:       67
                     PLATINUM GRAY            Discontinued Indr:        N
      First Received:      11/21/06                   Serialized:       N
        Average Cost:        0.000    Last Cost:     0.000  Reg Price:   0.000
          Sale Price:        0.000          MAP:     0.00        MOP:     0.00
          List Price:        0.00                # Months For Dep:
   Misc Cost Usage: 1   Percent:    0.00            Qty On Hand:         0
            Taxable:            Y Tax %:      0.00  Use Profit Center:    Y
         Equivalent:                          Movie Inv Type: N  RTR: N
         Sales Spiff:        0.00                    RTO Spiff:        0.00
    RTR Monthly Prc:                          RTO Monthly Terms:         0
  Total Monthly Prc:        0.00   Mntly:    0.00  RTO Weekly Terms:      0
   Total Weekly Prc:        0.00   Wkly :    0.00 Quantity On Order:      0
           Cube Size:            Nbr of Pcs:    0   Date Order Due In:
 Days Out of Stock:            Furn Style:         Unit Weight:
 No Sale Discounts:
    Gl Account Nbrs:

          "Y"--Serialized  "T"--Transparent Serial Nbrs  "N"--Misc

  F5-Help                         F8-Prev                       F10-Exit
```

Figure 3-16 Model Number Add Screen

After you have filled in the first screen and either entered through to the second screen or pressed the F9 key when you are done entering data and then pressed ENTER to advance to the second screen, you will see a screen similar to Figure 3-17.

```
                        Model Number Add                          11/21/06


     Model Number: ABABC              Location:           1
     Descriptions: CLOCK W/IPOD DOC          PLATINUM
 Quantity on Hand:     0.00             Qty Received Ptd:            0
 Low Reorder/Max Level:      2  /     3 Qty Received Ytd:            0
 Med Reorder/Max Level:      5  /     6    Qty Sold Ptd:            0
 Hi  Reorder/Max Level:      7  /    10    Qty Sold Ytd:            0
 Bin:                                       Sales Ptd:         0.00
                                            Sales Ytd:         0.00
                                             Cost Ptd:         0.00
                                             Cost Ytd:         0.00



 Seasonal Months - Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec
 ITEMLOC Override:                                    Med       Hi




 Any More Changes ("C" to add and copy): N
===============================================================================
  F5-Help                          F8-Prev                          F10-Exit
```

Figure 3-17 Model Number Add Screen

LOCATION   Enter in the Location(s) that will carry this item for sale.

QTY ON HAND   This will update after you have received in inventory.

QTY RECEIVED PTD   This field is updated by the system as you receive inventory.

LOW REORDER/MAX LEVEL   Enter the reorder quantity on hand/max on hand quantity at which you reorder this item.

QTY RECEIVED YTD   This field is updated by the system as you receive inventory.

MED REORDER/MAX LEVEL   Enter the reorder quantity on hand/max on hand quantity at which you reorder this item.

QTY SOLD PTD   The number sold in the current month.

HIGH REORDER/MAX LEVEL   Enter the reorder quantity on hand/max on hand quantity at which you reorder this item.

QTY SOLD YTD   The number sold this year.

BIN   If this item is stored in a bin, enter the bin number here.

SALES PTD   The sales dollars collected for this item this month.

SALES YTD   The sales dollars collected for this item this year to date.

COST PTD   The total cost of this item purchased this month.

COST YTD   The total cost for this item purchased this year.

SEASONAL MONTHS   A 12-month calendar is used with reorder levels defined above; these fields will be automatically populated from the Product Code record.

ITEMLOC OVERRIDE   Enter (L)ow, (M)ed, or (H)i Item/Loc Override or enter for PC Default.

Press the F9 key. You will now be prompted for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, the cursor will jump back up to "Location". You can enter another location you want this inventory entered into or you can press the F8 key to finish.

Receiving miscellaneous inventory

To receive miscellaneous inventory, you need to be at a command line and type in "RECEIVE" and press the ENTER key. You will be prompted for the Printer or File Pathname as seen in Figure 3-18. Enter the correct information or press the ENTER key if you want to accept the default printer. You will now be prompted for the "Paper Type". Your choices will be listed on the bottom of the screen. Type in the number next to the paper type you will be using (1=Receipt Paper - paper used for payment receipts. 2=Regular Paper - plain white report paper). You will now be prompted "Print Description Line". Enter a Y for yes for accessory inventory, if you would like the description line to print.

```
Printer or File Pathname:   LP01


             Paper Type:  ▉
  Print Description Line:  Y















          1) Receipt Paper  2) Regular Paper
```

Figure 3-18 Print or File Path Name Screen

The next screen will be a menu screen as seen in Figure 3-19. Choose #2 Receive/Delete Miscellaneous Inventory and a screen similar to the screen seen in Figure 3-20 will appear.

```
                        Inventory Receiving



                 Enter Receiving Function:    1



           1. Receive Serialized Inventory
           2. Receive/Delete Miscellaneous Inventory
           3. Delete Serialized Inventory
```

Change to a 2

```
                     F7 To Re-Enter Security
```

Figure 3-19 Inventory Receiving Screen

```
                        Model Number Maintenance                11/21/06
Model/UPC/Desc: ▮_____








           Enter '*' then one or two words to search by partial description
─────────────────────────────────────────────────────────────────────────
F2-Start by UPC       F3-Start by Model       F4-Start by Desc      F5-Help
```

Figure 3-20 Model Number Maintenance Screen

You may enter a (partial or full) model number, UPC code or description. Press the F2 key to list in alphanumeric order by UPC. Press the F3 key to list model numbers in order, see Figure 3-21, or press the F4 key to list model numbers by description. Use the arrow keys to highlight the model number of the item to be received and press the ENTER key. (If the model number you want is not on this page you can press the F1 key to show you the next page. If you should pass up the model number that you want, you can press the F2 key to get to the previous page). If the model number you need for the inventory you are receiving is not already in the system, please see Adding a New Model Number while Receiving to add a model number.

```
                        Model Number Maintenance                  11/21/06

Model Nbr/Desc:              ┌─────────────────────────┐
                             │ This item is highlighted │
                             └─────────────────────────┘
Model Number          Description                     2nd Description
ABABC                 CLOCK W/IPOD DOC                 PLATINUM
ACAMA14010C1D         AIR CONDITIONER                 A/C 14K BTU
ACAMA14M13TA          AIR CONDITIONER                 A/C 14K BTU
ACAMAAC05080MID       AIR CONDITIONER                 8000 BTU
ACAMAAC06090M1D       AIR CONDITIONER                 6K BTU 10.0 EER SLIDE OUT
ACAMAAC07087M1D       AIR CONDITIONER                 A/C- 7.5K BTU 8.5 EER COO
ACAMAAC10190A1D       AIR CONDITIONER                 10K BTU 10.0 EER SLIDEOUT
ACAMAAC12090CID       AIR CONDITIONER                 11.5K BTU 10.0 EER SLD-OU
ACAMAAC18090C2D       AIR CONDITIONER                 18,000 BTU
ACCESSORY             ACCESSORY ITEM
ACEMR10GC13           AIR CONDITIONER                 A/C-10K BTU 9.0 EER COOL
ACEMR12GJ14           AIR CONDITIONER                 12K 9.0 EER
ACEMR12GJ44           AIR CONDITIONER                 12K 9.0 EER
ACEMR12HT13           AIR CONDITIONER                 A/C 12K BTU
ACEMR14GJ14           AIR CONDITIONER                 13.5K BTU 9.5 EER

Reg Prc:      0.000 Sale Prc:      0.000 Pmt/#M    0.00/  0 Pmt/#W    0.00/  0
═══════════════════════════════════════════════════════════════════════════
 F1-Fwd F2-Back F3-Delete F4-Comments F5-Help F6-Add F7-Warranty ENTER-Update
```

Figure 3-21 Model Number Maintenance Screen with data

The next screen you will see is the Model Number Inquiry screen, see Figure 3-22, verifying the correct model number choice.

```
                       Model Number Inquiry                         11/21/06
          UPC Code:
     Model Number: ABABC                        Commission Code:          1
      Description: CLOCK W/IPOD DOC               Vendor Number:          5
                   PLATINUM                    Discontinued Indr:          N
    First Received:                                 Serialized:          N
      Average Cost:         0.000   Last Cost:       0.000  Reg Price:       0.000
        Sale Price:         0.000         MAP:        0.00         MOP:        0.00
        List Price:          0.00                  # Months For Dep:
   Misc Cost Usage: 1  Percent:     0.00             Qty On Hand:          0
           Taxable:              Y Tax %:     0.00  Use Profit Center:          Y
        Equivalent:                             Movie Inv Type: N  RTR: N
       Sales Spiff:          0.00                      RTO Spiff:        0.00
   RTR Monthly Prc:                             RTO Monthly Terms:          0
 Total Monthly Prc:          0.00   Mntly:     0.00  RTO Weekly Terms:          0
  Total Weekly Prc:          0.00   Wkly :     0.00 Quantity On Order:          0
         Cube Size:             Nbr of Pcs:     0   Date Order Due In:
Days Out of Stock:             Furn Style:             Unit Weight:
No Sale Discounts:
   Gl Account Nbrs:
Right Model Nbr:N ◄────────────────

  F5-Help              F7-Warranty              F8-Prev             F10-Exit
```

Figure 3-22 Model Number Inquiry Screen

The prompt at the bottom left hand corner of the screen will ask "Right Model Nbr".
If you answer this with an N for no, it will return to the list screen so that you can
select the proper model number. When "Right Model Nbr" is answered with a Y for
yes, the Receive Miscellaneous Inventory Screen will be displayed, see Figure 3-23.

```
                    Receive Miscellaneous Inventory

     Model Number: ABABC
      Description: CLOCK W/IPOD DOC

          Location:        1

   Date Received: 11/21/06          Vend Invoice Nbr:     445566
          PO Nbr:     11112            Receiving Nbr:          3
   Qty To Receive:        3.00           Actual Cost:    100.000
     Qty Received:    0.00             Average Cost:      0.000




Any More Changes: N
═══════════════════════════════════════════════════════════════
Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
```

Figure 3-23 Receive Miscellaneous Inventory Screen

LOCATION   Enter the location you are receiving this inventory into.

DATE RECEIVED   Defaults to today's date.

VEND INVOICE NBR   Enter the invoice number from the vendor's invoice.

PO NBR   Enter the Purchase Order number this was ordered from.

RECEIVING NBR   Enter the Receiving Number if your company keeps track of this. This is an "in-store" number like a Purchase Order to track individual store purchases.

QTY TO RECEIVE   Enter the number of items you are receiving into this location at this time.

ACTUAL COST   Enter the amount the company is paying for each item of this particular model number at this time. Depending on the control settings in Model Maintenance (MODELMNT), you may or may not be able to change this cost. If you are not able to and need to change actual cost, please contact your manager or call RSSS.

QTY RECVD   Automatically entered by the system when the miscellaneous items have been received.
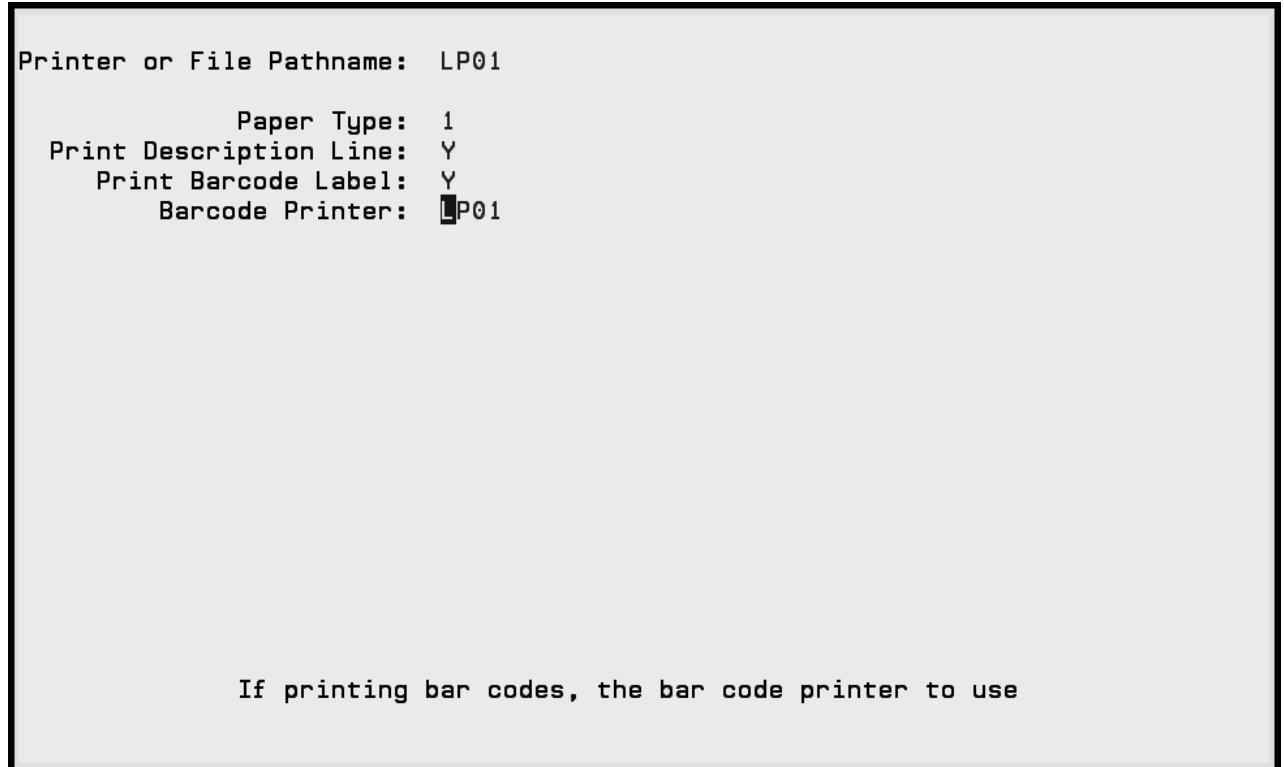
AVERAGE COST   This figure is automatically calculated by the system.

Press the F9 key. You will now be prompted "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, the amount you requested under "Qty to Receive" will be received and your cursor will be returned to the "Location" prompt. If you need to receive more of this same model number into a different location, enter the location number and repeat the above steps. If you have no more of this model number to receive, press the F8 key.

Receiving Inventory from a Purchase Order - POINLOAD

This program is used to Receive Inventory and updates your purchase order records when using the RSSS Purchase Order System.

To get into this program, at a menu, press the F10 key and at the command line type in "POINLOAD". You will be prompted for the printer or file pathname. Press the ENTER key to accept the default printer or type in the proper printer number or pathname. See *Chapter 17 Introduction to Reports* for additional information about the printer/file pathname screen. You will see a screen similar to Figure 3-24.

```
Printer or File Pathname:  LP01

            Paper Type:  1
 Print Description Line:  Y
    Print Barcode Label:  Y
        Barcode Printer:  LP01












        If printing bar codes, the bar code printer to use
```

Figure 3-24 Print or File Path Name Screen

PRINTER OR FILE PATHNAME   Press ENTER to accept the default printer or type in the proper printer number or pathname.

PAPER TYPE   Enter the proper number. 1 = Receipt Paper, 2 = Regular Paper.

PRINT DESCRIPTION LINE   Enter Y for yes if you want the color, fabric and description line to print.

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PRINT BARCODE LABEL   If you want to print a barcode label for the items you are receiving, enter a Y for yes.

BARCODE PRINTER   If you have chosen to have barcode labels printed, enter the printer number assigned to the barcode printer.

You will now see a screen similar to Figure 3-25.

```
Inv Type: 0 Next Bar Code #:        0 Receiving Date: 11/21/06  Loc:
    % Cost To FP:    100.00    FP Agent Nbr:        Vend Inv #:
















        "O" -Rent-To-Own  "R" -Rent-To-Rent  "S" -Sales  "M" -Movie Club
```

Figure 3-25 Purchase Order Inventory Screen

INV TYPE   This will prompt according to your company's control settings. O=Rent to Own, S=Retail Sale, R=Rent to Rent and T=Trial Purchase.

NEXT BAR CODE # Pressing the ENTER key, the system will auto assign the bar code number.

RECEIVING DATE   Press the ENTER key to accept the default of today's date.

LOC   Enter the location receiving the inventory.

% COST TO FP   Enter the percent of cost that is Floor Plan. If the inventory being received is not floor planned, accept the default and press ENTER.

FP AGENT NBR   Enter the number assigned to the floor plan agent carrying this merchandise or press ENTER if you are not using a Floor Plan.

VEND INV # Enter the Vendor's Invoice Number for the product you are about to receive, leave blank if you don't have it and press the ENTER key.

You will now be prompted for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, you will be prompted for "PO Number". See Figure 3-26.

```
Inv Type: S Next Bar Code #:        0 Receiving Date:  8/19/06  Loc:    1
    % Cost To FP:    100.00   FP Agent Nbr:          Vend Inv #:

PO Number: █_____




















  _____
 (F3-Start With PO)                  F8-Backout                 F10-Exit
```

Figure 3-26 Purchase Order Inventory Screen with purchase order number prompt

Enter the PO Number to receive, if you do not know the purchase order number, press the F3 key to list the open PO's in numerical order. The screen will change to resemble Figure 3-27 **(Note: each different model number you entered on the PO will be on a line of its own).**

```
Inv Type: O Next Bar Code #:          0 Receiving Date: 11/21/06  Loc:    1
    % Cost To FP:      100.00   FP Agent Nbr:          Vend Inv #:

PO Number:       0
PO Nbr Seq Nbr Item
  2648    512  C19A02D
  2724    512  LSQ9564JQ
  2751   1024  LER5636JQ
  2751    512  LSQ8543JQ
  2873    512  CZ27V51
  2939   1024  ET21PKXGW
  2939    512  IQC50H95
  3108   1536  LSQ7030KQ
  3149    512  RF377PXGW
  3158    512  32A30
  3176    512  GLWS1649AS


Date Ordered:  2/19/01  Date Due In:          Model Nbr: EPZENC19A02D
Fabric:                           Color:                   Qty Ord:   1
UPC Code:                         List Prc:     0.00        Ship To:     1
_____

 F1-Fwd    F2-Back    F3-Comments    F4-Receive PO    F6-Chg UPC    F7-Impr BC Off
```

Figure 3-27 Purchase Order Inventory Screen with data

At the bottom of the screen you will see date ordered, date due in, model number, the fabric and color of the item (if applicable), the quantity ordered (an asterisk beside quantity ordered, indicates comments are attached to this line) on the PO, the UPC Code, List Price, and ship to location.

F1 - FORWARD If the PO Number you need is not on this screen, this will scroll the listing forward one page at a time.

F2 - BACK If you have pressed to scroll forward & now need to go back.

F3 - COMMENTS If a line item has a comment attached, there will be an asterisk next to the quantity ordered. See Figure 3-28.

```
Inv Type: S Next Bar Code #:          0 Receiving Date:  8/19/06  Loc:    1
     % Cost To FP:     100.00   FP Agent Nbr:          Vend Inv #:

PO Number:      0
PO Nbr Seq Nbr Item
  2648    512  C19A02D
▌ 2724   1024  LER2614JQ ◄──────
  2724    512  LSQ9564JQ
  2751   1024  LER5636JQ
  2751    512  LSQ8543JQ
  2873    512  CZ27V51
  2939   1024  ET21PKXGW
  2939    512  IQC50H95
  3108   1536  LSQ7030KQ
  3149    512  RF377PXGW
  3158    512  32A30


Date Ordered:  3/24/01  Date Due In:        Model Nbr: ALWPLLER2614JQ
Fabric:                          Color:                   Qty Ord:   1  ✱
UPC Code:                        List Prc:   0.00         Ship To:      2
_____

 F1-Fwd        F2-Back       (F3-Comments)     F4-Receive PO     F6-Chg UPC
```

Figure 3-28 Purchase Order Inventory Screen with asterisk for comments displayed

Press the F3 key and the comment will be displayed. See Figure 3-29. You can add or change the comment if necessary.

```
Inv Type: S Next Bar Code #:          0 Receiving Date:  8/19/06  Loc:    1
    % Cost To FP:     100.00   FP Agent Nbr:        Vend Inv #:

PO Number:      0
PO Nbr Seq Nbr Item
  2648    512  C19A02D
  2724   1024  LER2614JQ  ◄────────
  2724    512  LSQ9564JQ
  2751   1024  LER5636JQ
  2751    512  LSQ8543JQ
  2873    512  CZ27V51
   29┌─────────────────────────────────────────────────────────┐
   29│ THIS IS A COMMENT LINE EXAMPLE FOR YOU TO SEE.           │
   31│                                                          │
   31│                                                          │
   31│                                                          │
      │                                                          │
Date │                                                          │
Fabr └─────────────────────────────────────────────────────────┘  *
UPC C                                                                2

 F1-Fwrd F2-Back F9-Done F10-Abort HOME-Top PG DN-Del Line PG UP-Ins Line
```

Figure 3-29 Purchase Order Inventory Screen with comments displayed

F4 - RECEIVE PO   To receive all accessories on this PO allows you to view the details of the accessory item PO, verify counts and receive all or adjust individual line items and receive partial PO. Highlight the line item and press the F4 key. See Figure 3-30. **Note: This can only be used on accessory/miscellaneous inventory.**

```
Inv Type: S Next Bar Code #:        0 Receiving Date:  8/19/06  Loc:    1
     % Cost To FP:     100.00   FP Agent Nbr:         Vend Inv #:

PO Number:      0

 MODEL NUMBER        DESC 1              DESC 2        ORDERED RECEIVED  LOC
 MILOT008            LOTTERY             WINNER TAKE ALL   300  █    300      1












 F1-Forward          F2-Back          F10-Cancel          ENTER-ReadytoReceive
```

***Figure 3-30 Purchase Order Inventory Screen after pressing F4 on highlighted
item***

Make the necessary adjustments if any and press the F9 key to receive items on the
PO.

F6 - CHG UPC   To change/add UPC code, or adjust the list price.

F7 - BC LABEL OFF /ON   You can choose to turn off or on the print bar code
                labels by line item.

If the first model number on the list was back ordered, or has not come in yet, use
your arrow key to get to the model number (with the appropriate color and fabric if
entered) that you need to receive.

Press the ENTER key twice, and you will see new fields appear including Serial
Number, Bar Code #, # Pcs, Cost Freight, and Quantity. The bottom of the screen
will also show you the description of the product, the number you have received so
far, and the last serial number you received as seen in Figure 3-31.

```
Inv Type: O Next Bar Code #:          0 Receiving Date:  8/19/06  Loc:    1
    % Cost To FP:     100.00   FP Agent Nbr:        Vend Inv #:

PO Number:      0
PO Nbr Seq Nbr Item           Serial Number  Bar Code # #Pcs   Cost Freight Qty
  2648     512 C19A02D
  2724    1024 LER2614JQ                                1   224.00
  2724     512 LSQ9564JQ
  2751    1024 LER5636JQ
  2751     512 LSQ8543JQ
  2873     512 CZ27V51
  2939    1024 ET21PKXGW
  2939     512 IQC50H95
  3108    1536 LSQ7030KQ
  3149     512 RF377PXGW
  3158     512 32A30



Date Ordered:  3/24/01  Date Due In:         Model Nbr: ALWPLLER2614JQ
Fabric:                         Color:                   Qty Ord:   1  *
  Desc: DRYER                 Nbr Received:      Last Serial Nbr:


 F8-Backout                                                        F10-Exit
```

Figure 3-31 Purchase Order Inventory Screen with additional fields displayed

Enter the serial number of the product being received and press the ENTER key. If the product is a T for transparent model number (such as furniture and jewelry), just leave the serial number blank and a number will be assigned. The next available bar code number will be assigned. **Note: If this is an accessory item enter through the serial number and bar code fields and enter the quantity being received.** Enter any added freight cost if needed. Enter the quantity to be received. (This can only be multiple quantities if you are receiving in miscellaneous or transparent model numbers).

If all receiving is completed, press the F10 key to exit the program or press the F8 key to back out to a menu. A receiving report will print with the serial numbers and/or quantities received.