Receiving Officer- Job Aid

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## Processing Documents

This chapter contains instructions related to processing receiving documents in MYOB Acumatica.

### Entering Inventory Receipts

1. Open the Receipts (IN301000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Description** box of the Summary area, type the description of the transaction.
3. On the Details tab, do the following:
   1. On the table toolbar, click Add Items.
   2. In the Inventory Lookup dialog box, which opens, do the following:
      1. Select the unlabelled check box for one stock item or multiple stock items that you want to add to the receipt.
      2. In the Qty. Selected column, specify the quantity included in the receipt for each of the selected items.
      3. Click Add & Close to add the selected item or items and close the dialog box.
      4. Select the correct unit of measure in the UOM column.
      5. In the Unit Cost column, make sure that the default unit cost is correct or specify the correct value.
      6. In the Reason Code column, select the reason code for this transaction.
4. On the form toolbar, click **Save**.
5. On the form toolbar, click **Release** to release the inventory receipt.

## Performing Inventory Transactions

This chapter contains instructions related to performing inventory transactions in MYOB Acumatica.

### Entering an Inventory Adjustment

1. Open the Adjustments (IN303000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Description** box in the Summary area, type the description of the transaction.
3. On the **Details** tab, do the following for each stock item to be included in the adjustment:
   1. On the table toolbar, click **Add Row**.
   2. In the **Inventory ID** column of the added row, select the stock item for which you need to enter corrections.
   3. In the **UOM** column, make sure that the correct unit of measure is selected.
   4. If you are adjusting the item quantity, in the **Quantity** column, type the negative quantity to subtract units from inventory or positive quantity to add units to inventory.
   5. If you are adjusting the item cost, in the **Ext. Cost** column, type the negative extended cost (cost difference) to reduce the cost of inventory or positive extended cost (cost difference) to increase the cost of inventory.
   6. In the **Reason Code** column, select the reason code appropriate to this transaction.
4. On the form toolbar, click **Save**.
5. On the form toolbar, click **Release** to release the inventory adjustment.

### Creating a Single-Step Transfer

1. Open the Transfers (IN304000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Transfer Type** box of the Summary area, select 1-Step.
3. In the Warehouse ID box, select the warehouse that will send the items.
4. In the To Warehouse ID box, select the warehouse that will receive the items. Select the same warehouse as that in the Warehouse ID box if the items must move between locations within the same warehouse.
5. If needed, in the **External Ref.** box, type the reference number of the document the transfer is based on.
6. In the **Description** box, type a brief description of this transfer.
7. On the table toolbar of the Details tab, click Add Items, which opens the Inventory Lookup dialog box. Select the Show Available Items Only check box in the Summary area of the dialog box.
8. In the table of the dialog box, perform the following actions for each item to be included in the transfer:
   1. Select the check box in the unlabelled column for the item that you want to move.
   2. Specify the quantity to be moved (in the base UOM).
9. Click **Add & Close** to add the selected items to the transfer and close the dialog box.
10. On the form toolbar, click **Save**.
11. On the form toolbar, click **Release** to release the transfer.

### Creating a Two-Step Transfer

1. Open the Transfers (IN304000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Transfer Type** box of the Summary area, select 2-Step.
3. In the Warehouse ID box, choose the warehouse that will send the items.
4. In the To Warehouse ID box, select the warehouse that will receive the items. This must be a warehouse other than the warehouse selected in the Warehouse ID box.
5. If needed, in the **External Ref.** box, type the reference number of the document this transfer is based on.
6. In the **Description** box, type a brief description of this transfer.
7. On the table toolbar of the **Details** tab, click **Add Items**, which opens the **Inventory Lookup** dialog box. Make sure the **Show Available Items Only** check box (in the summary area of the dialog box) is selected.
8. For each item to be moved, in the table of this dialog box, do the following:
   1. Select the check box in the unlabelled column for the item that you want to move.
   2. In the **Qty. Selected** column, specify the quantity to be moved.

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|  | The system specifies the quantity in the base UOM. If needed, select another UOM among those that apply to the item and specify the quantity. |
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1. Click **Add & Close** to add the selected items to the transfer and close the dialog box.
2. On the form toolbar, click **Save**.
3. On the form toolbar, click **Release** to release the transfer.

### Entering a Receipt for an Inventory Transfer

1. Open the Receipts (IN301000) form.
2. In the **Transfer Nbr.** box of the Summary area, select the released transfer for which you need to create a receipt.
3. On the **Details** tab, review the details of the transfer receipt. If you need to create a partial receipt for a particular item, in the needed row, change the **Quantity** to the received amount.
4. On the form toolbar, click **Save**.
5. On the form toolbar, click **Release** to release the receipt.

## Processing Transfer Orders

This chapter contains instructions related to processing transfer orders in MYOB Acumatica.

### Entering a Transfer Order

1. Open the Sales Orders (SO301000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Order Type** box in the Summary area, select TR.
3. In the Destination Warehouse box, select the warehouse that needs replenishment.
4. In the **Date** box, change the date of the transfer if you need a date other than the current business date.
5. If a particular project associates with this transfer order, change the default X non-project code in the Project box to the specific project.
6. In the **Description** box, enter a brief description for this transfer.
7. On the **Details** tab, perform the following steps to add one item or multiple items to the transfer order:
   1. Click **Add Items** on the table toolbar. The **Inventory Lookup** dialog box appears with a list of active inventory items. You can use the selection criteria at the top of the dialog box to narrow the list of items.
   2. In the line or lines with the items that you want to add, in the **Qty. Selected** column, specify the requested quantity of the items (measured in the default unit of measure shown in the **UOM** column). Notice the item availability data in the columns to the right.
   3. Click **Add & Close** to add the items and close the dialog box.
8. On the form toolbar, click **Save**.

### Creating Transfer Orders for Multiple Sales Orders

1. Open the Create Transfer Orders (SO509000) form.
2. Select the date in the Creation Date box on which to prepare the transfer order or orders.
3. In the table, select the unlabelled check boxes in the needed line or lines with the SO Allocated plan type.
4. Click **Process** on the form toolbar or click **Process All** to process all lines shown in the table.

### Creating a Transfer Receipt for Transfer Order

1. Open the Purchase Receipts (PO302000) form.

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|  | To open the form for creating a new record, type the form ID in the Search box, and on the Search form, point at the form title and click **New**. |
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1. On the form toolbar, click **Add New Record**.
2. In the **Type** box, select Transfer Receipt.
3. In the **Warehouse** box, select the destination warehouse.
4. In the **Date** box, review the date, and change it, if needed.
5. On the table toolbar of the **Details** tab, click **Add Transfer**.
6. In the Add Transfer Order dialog box, select the check boxes next to the lines for which someone received the items.
7. Click **Add & Close** to close the dialog box.
8. If needed, on the **Details** tab, correct the quantity of the lines for which the items are partially received.
9. On the form toolbar, click **Save**.

## Printing Documents and Labels

This chapter contains instructions related to printing pick lists, shipment confirmations and labels in MYOB Acumatica.

### Printing a Label

1. Open the Shipments (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. Confirm the shipment if it has not been confirmed.
4. On the More menu (under **Labels**), click **Print Labels**.
5. On the Carrier Labels (SO645000) report, which opens, review the generated label.
6. On the form toolbar, click **Print** to print the label.

### Printing a Pick List for a Shipment

1. Open the Shipments (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. On the More menu (under **Printing and Emailing**), click **Print Pick List**.
4. On the Pick List (SO644000) report, which opens, review the prepared pick list.
5. On the report toolbar, click **Print** to print the pick list. Prepare the items for packaging and shipping according to the pick list.

### Printing Pick Lists for Multiple Shipments

1. Open the Process Shipments (SO503000) form.
2. In the **Action** box, select Print Pick List.
3. In the table, select the check boxes in the rows of the shipments for which you want to print a pick list.
4. Click **Process** on the form toolbar.
5. Review the pick lists, which appear on the Pick List (SO644000) report.
6. On the report toolbar, click **Print** to print the pick lists.

### Printing a Shipment Confirmation

1. Open the Shipments (SO302000) form.
2. In the **Shipment Nbr.** box, select the reference number of the needed shipment.
3. On the More menu (under **Printing and Emailing**), click **Print Shipment Confirmation**.
4. On the Shipment Confirmation (SO642000) report, which opens, review the generated shipment confirmation.
5. On the report toolbar, click **Print** to print the shipment confirmation.

### Printing Shipment Confirmations for Multiple Shipments

1. Open the Process Shipments (SO503000) form.
2. In the **Action** box, select Print Shipment Confirmation.
3. In the table, select the unlabelled check boxes in the rows of the shipments that require printing of the shipment confirmations.
4. On the form toolbar, click **Process**.
5. Review the printed shipment confirmations, which appear on the Shipment Confirmation (SO642000) report.
6. On the report toolbar, click **Print** to print the shipment confirmations.