WAREHOUSE & INVENTORY

RECEIVE INVENTORY

Provides guidance for how to receive inventory.

**DIRECTIONS:**

1. From the Facilities Connect Home Screen:

   1. Click on the *Inventory* screen.

2. From the *Inventory* screen:

   2. Click on *Receipts*.
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DIRECTIONS:

3 Upon clicking, the Inventory Receipts window will open:
   - Click on Add

4 Upon clicking, the Receiving page opens below:
   - Click the Launch Window button to open in a new window.
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DIRECTIONS:

5 From the new **Receiving** window, on the General tab:

5a Locate the **Purchase Order** section.

5b Click on **Find**

Upon clicking, the Purchase Order window will open:

6a Click on the *radio* button next to the purchase order you want to open.

6b Click **OK**. This will close the PO window and add the PO to the receipt.
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DIRECTIONS:

7. From the Receiving window:
   - Click on the Line Items tab.

8. From the Line Items tab:
   - Enter Quantity Received.
   - Click the checkbox on the left.
   - Click on Create Draft.