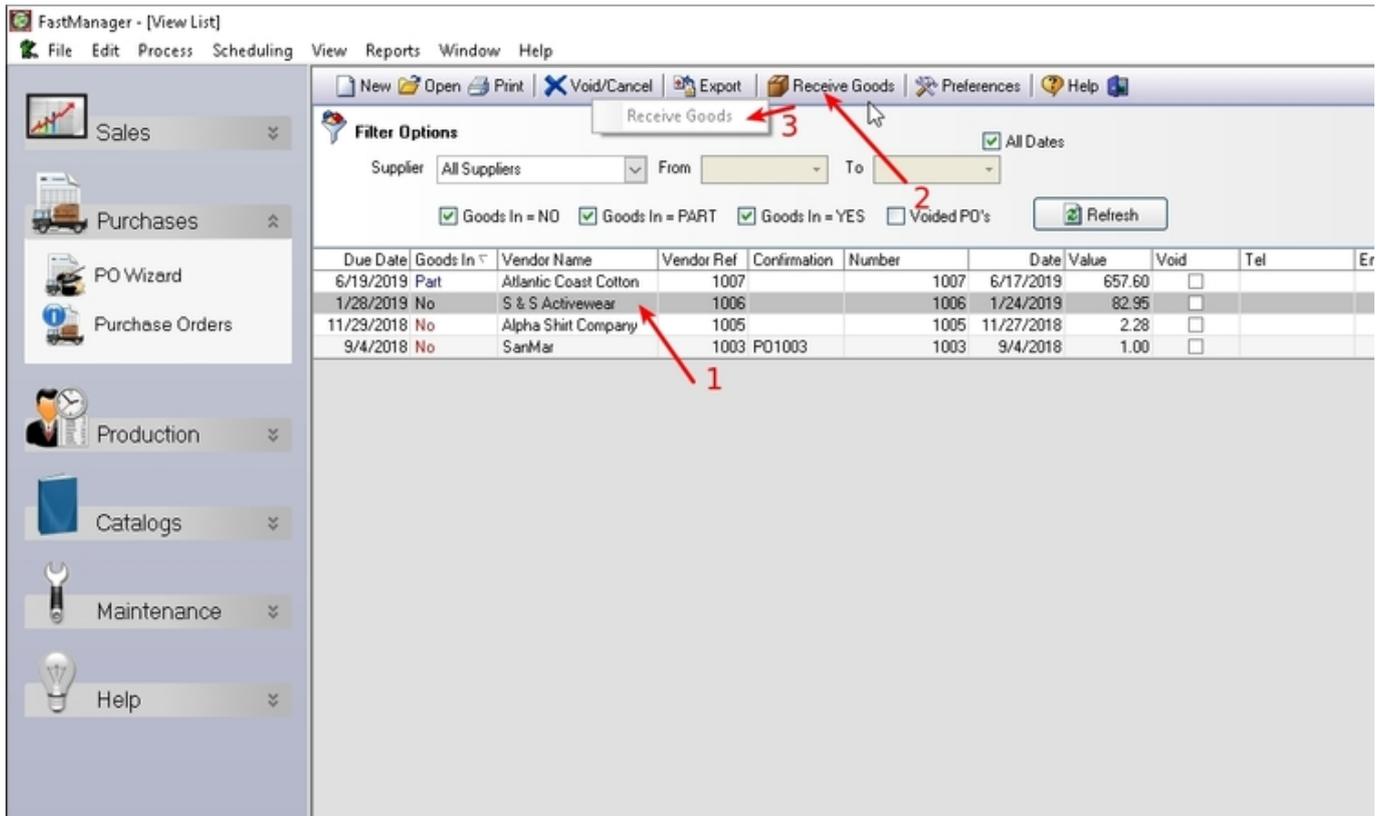


Receiving goods

New Goods Received Note

From the [PO List](#) screen, select the PO to be checked in and click on the Receive Goods button.

- Select Receive Goods, from the pop-up menu.



The screenshot shows the FastManager software interface. The top menu bar includes File, Edit, Process, Scheduling, View, Reports, Window, and Help. The main toolbar contains buttons for New, Open, Print, Void/Cancel, Export, Receive Goods, Preferences, and Help. A 'Filter Options' section is visible, with a 'Receive Goods' button highlighted by a red arrow labeled '3'. Below the filter options, there are checkboxes for 'Goods In = NO', 'Goods In = PART', 'Goods In = YES', and 'Voided PO's', with a 'Refresh' button. A table of purchase orders is displayed below the filter options. A red arrow labeled '1' points to a row in the table. A red arrow labeled '2' points to the 'Refresh' button.

Due Date	Goods In	Vendor Name	Vendor Ref	Confirmation	Number	Date	Value	Void	Tel	Er
6/19/2019	Part	Atlantic Coast Cotton	1007		1007	6/17/2019	657.60	<input type="checkbox"/>		
1/28/2019	No	S & S Activewear	1006		1006	1/24/2019	82.95	<input type="checkbox"/>		
11/29/2018	No	Alpha Shirt Company	1005		1005	11/27/2018	2.28	<input type="checkbox"/>		
9/4/2018	No	SanMar	1003	PO1003	1003	9/4/2018	1.00	<input type="checkbox"/>		

Enter the packing slip number that you received with the shipment.

Enter the quantities that you received under the Check In column.



You can also click on the Receive All button to check in all items.

Click on Save.

- FastManager will issue a new receipt number.
- If you made a mistake you can simply change the quantities now under the Adjust column.

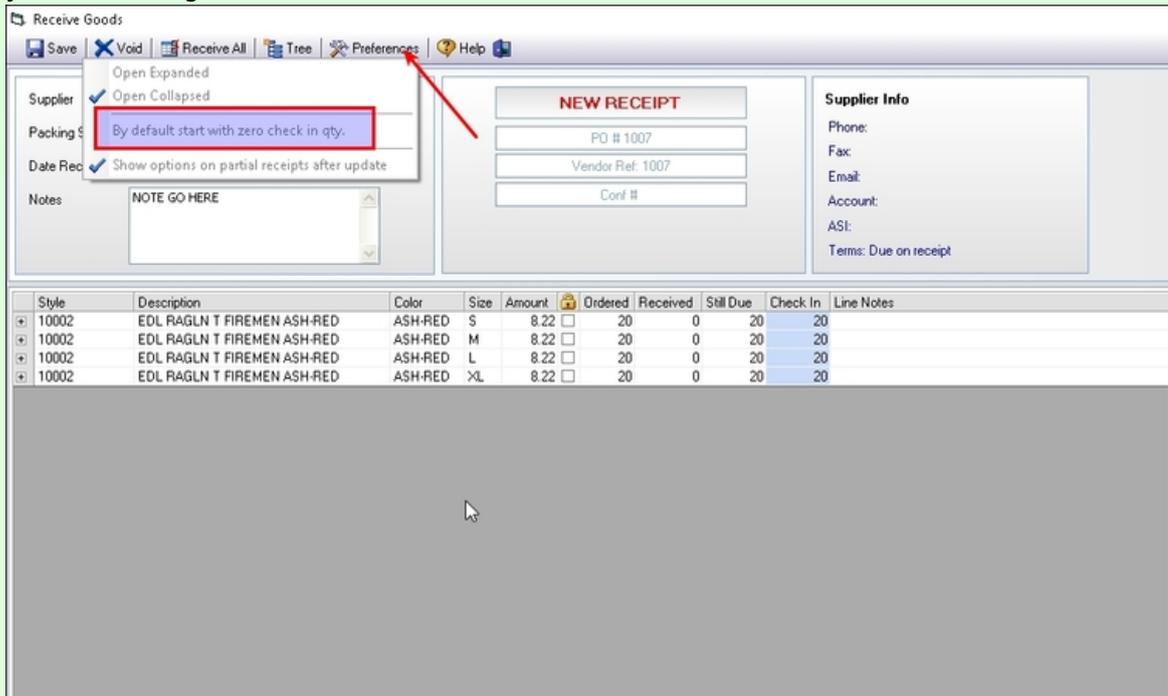


All other columns are for information purposes only.

If you now click on the Refresh button in the PO list screen you will see that updated received status of the PO.

[po_grn.mp4](#)

By default, FastManager assumes that you will check in *all* the outstanding goods. But you can change that behavior from the Preferences button:



Edit Goods Received Note

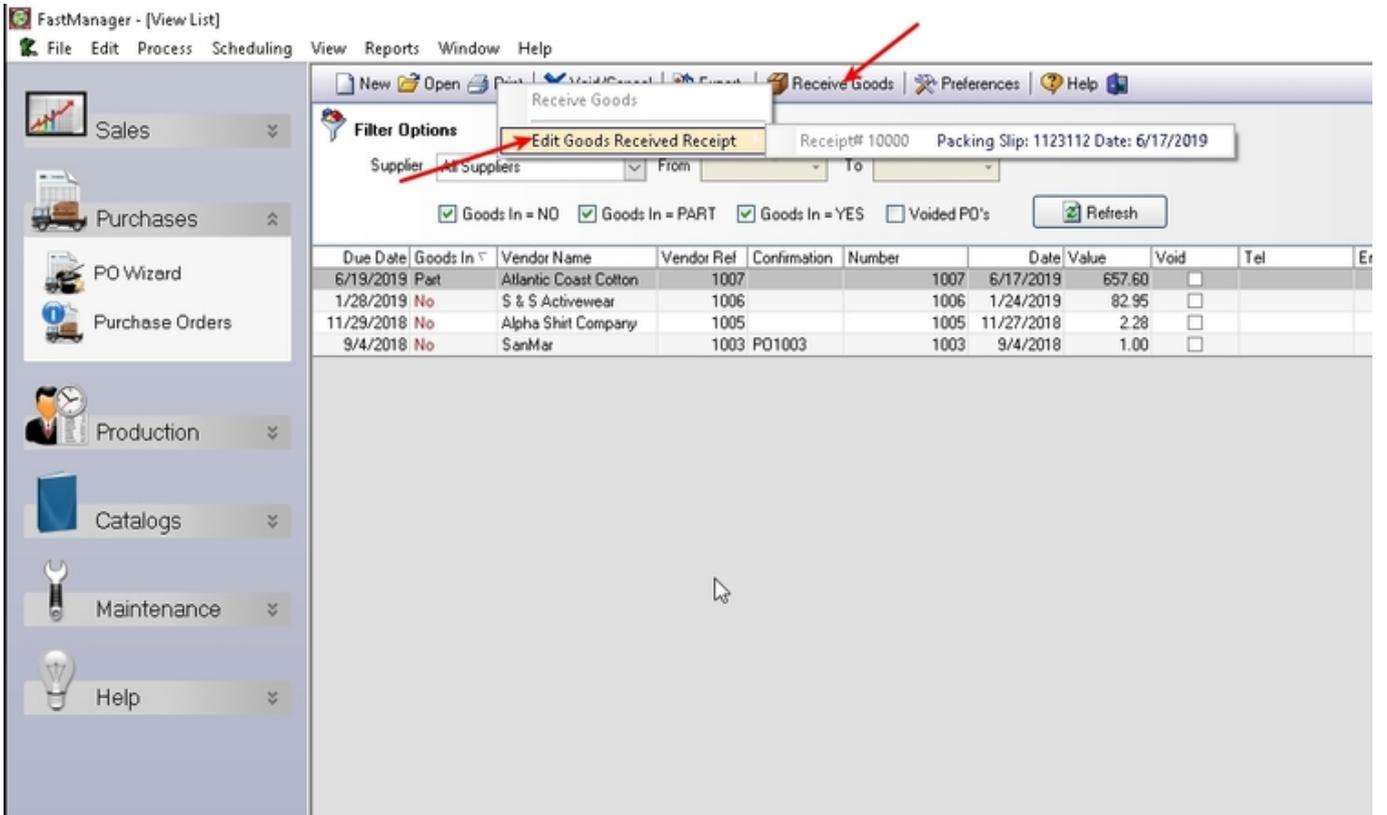
You can at any time edit a goods received receipt.

To do that;

- Find the PO in the PO list screen.
- Click on the Receive Goods button.

If you have previous receipts you will see an additional option in the pop-up menu.

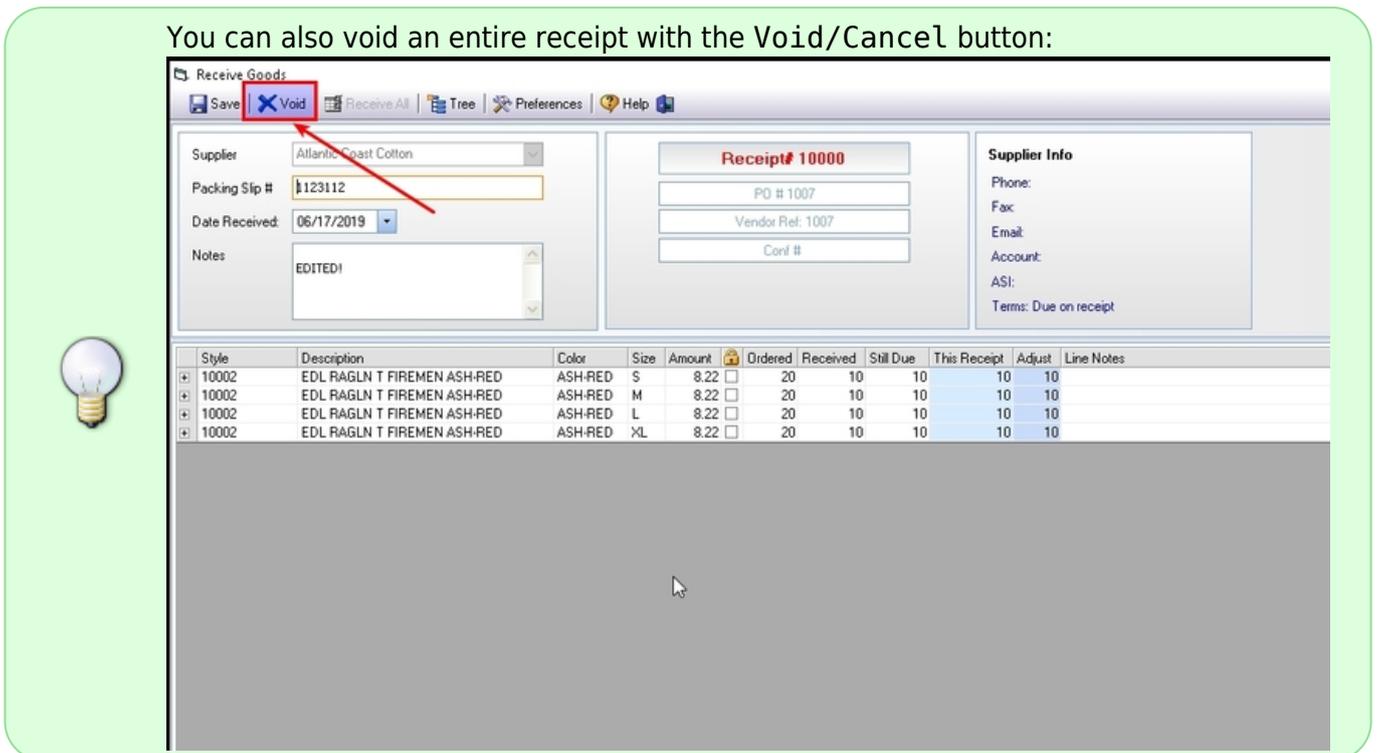
- Select the receipt that you want to edit. FastManager will open that receipt.



You can adjust the quantities from in the Adjust column and click Save

[po_grn-edit.mp4](#)

You can also void an entire receipt with the Void/Cancel button:



Receiving goods will also update the Goods In status of any linked work orders.



If you have the stock module activated then FastManager will check in the goods and immediately issue the goods if a row is linked to a WO.
If the row is not linked to a WO then FastManager will simply check the items into stock.



FastManager does not track stock on temporary items.



See Also

- [Stock & Inventory](#)
- [Customer Supplied Goods](#)

[⇐ Purchasing: Overview](#)

[Production: Overview ⇒](#)

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