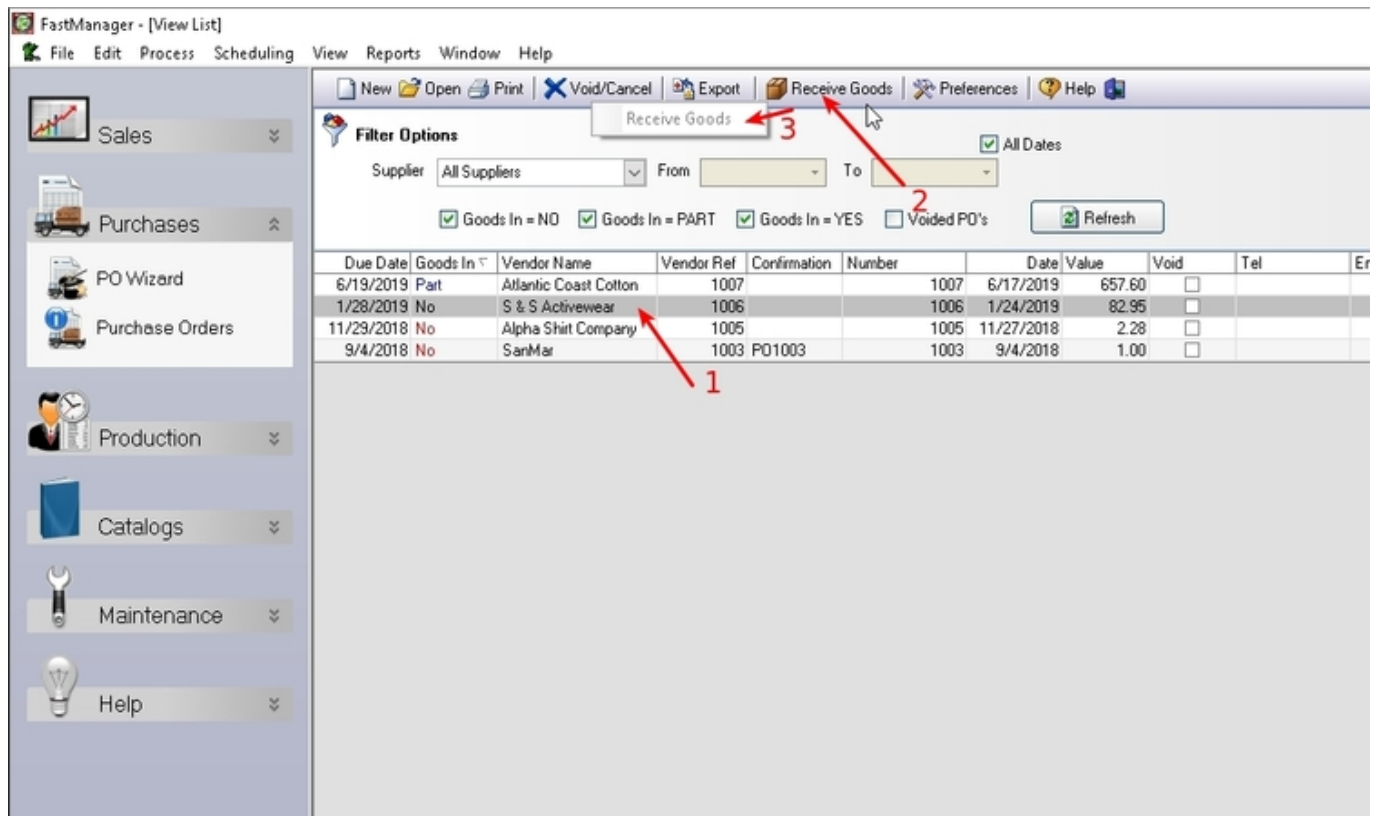


Receiving goods

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.



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.

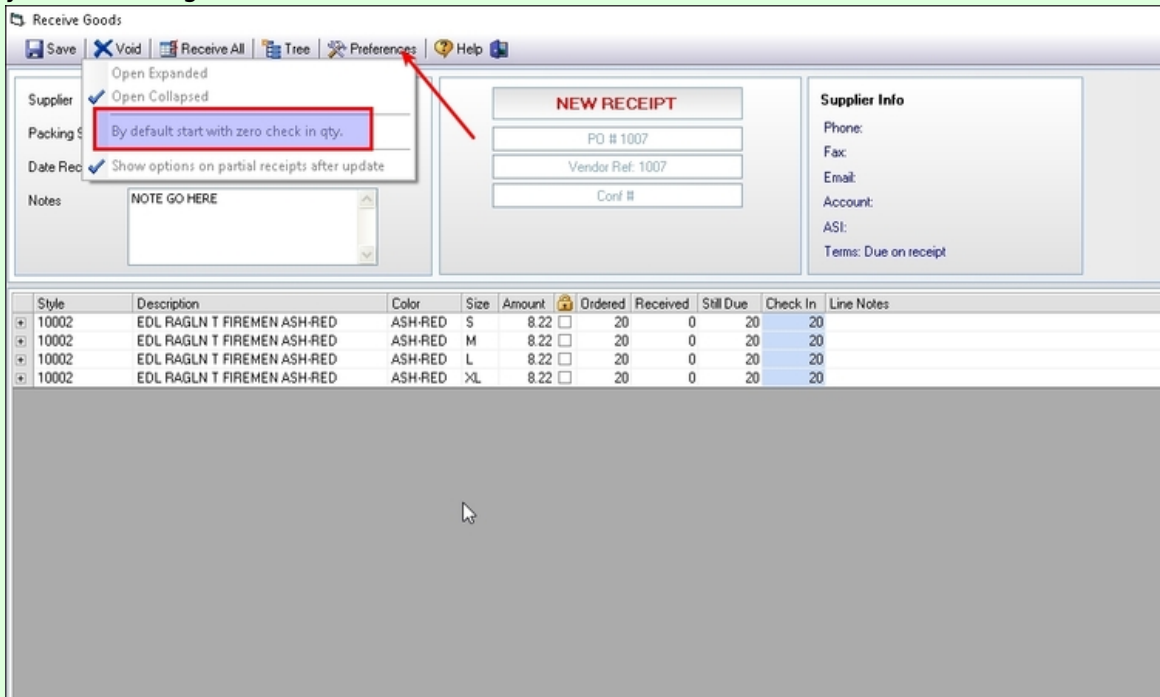


All other columns are for information purposes only.

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:



Style	Description	Color	Size	Amount	Ordered	Received	Still Due	Check In	Line Notes
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	S	8.22	20	0	20	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	M	8.22	20	0	20	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	L	8.22	20	0	20	20	
10002	EDL RAGLN T FIREMEN ASH-RED	ASH-RED	>L	8.22	20	0	20	20	

Edit Goods Received Note

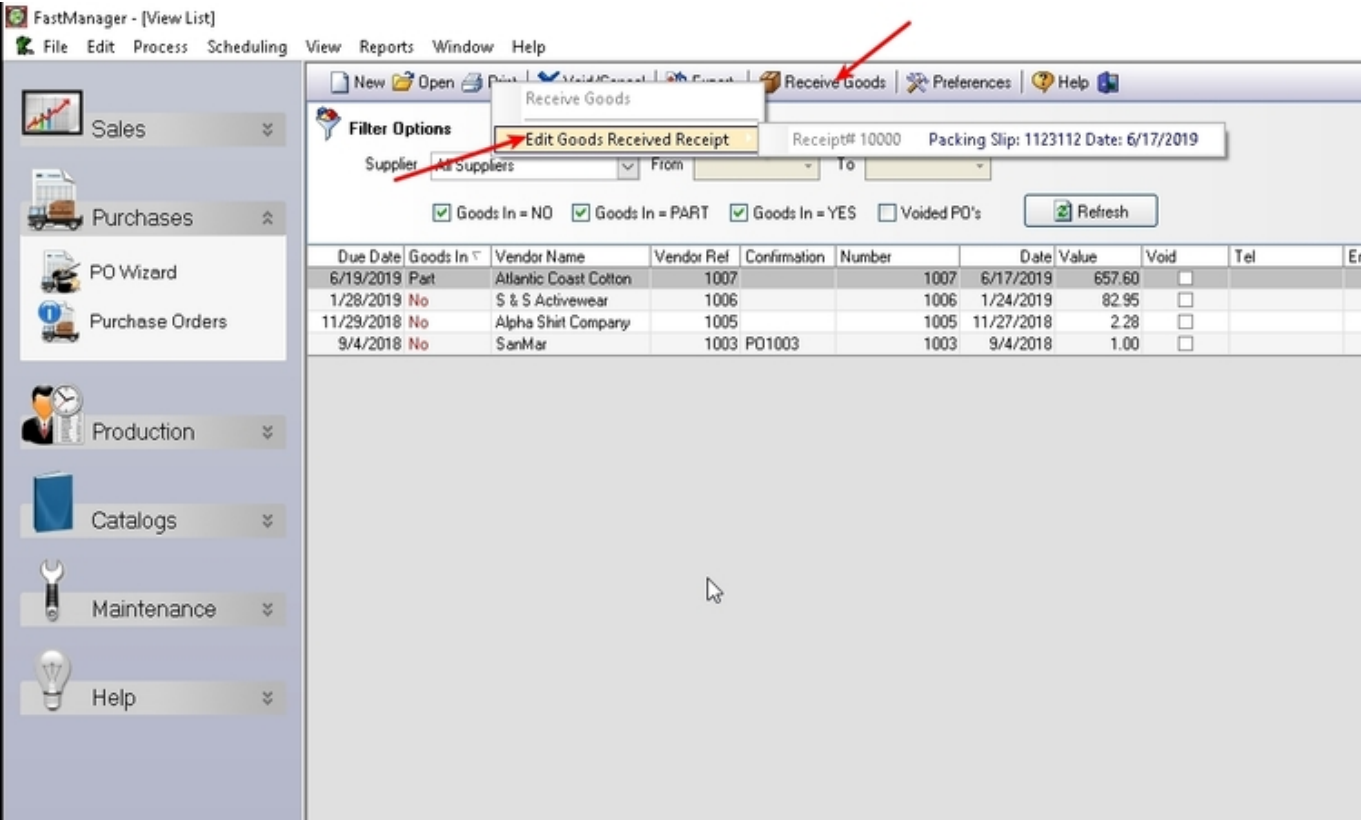
You can at any time edit a goods received receipt.

To do that;

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

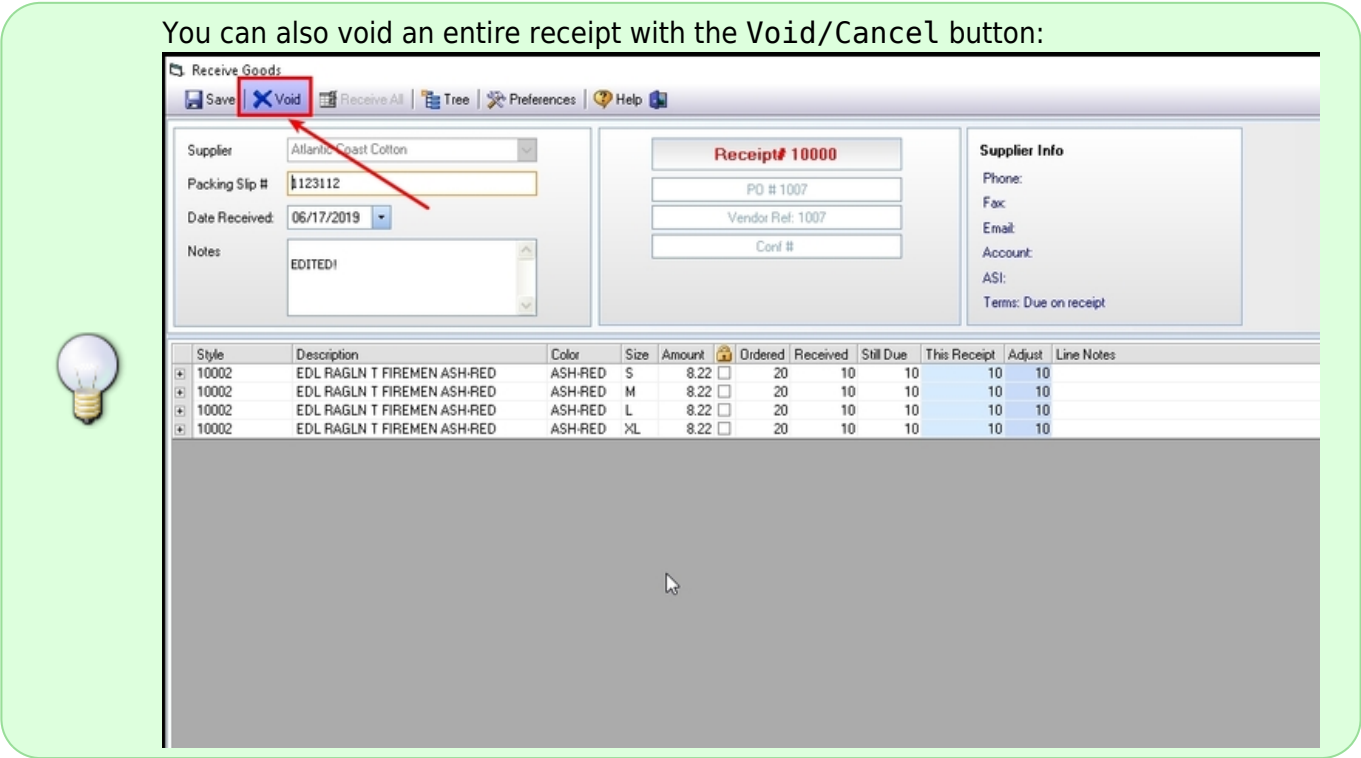
If you have previous receipts you will see an additional option in the pop-up menu.

- 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](#)



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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