**Job Aids**

Receiving Clerk 2021 R2

**Contents**

[Processing Documents 3](#_Toc93577896)

[To Enter Inventory Receipts 4](#_Toc93577897)

[Performing Inventory Transactions 5](#_Toc93577898)

[To Enter an Inventory Adjustment 6](#_Toc93577899)

[To Create a Single-Step Transfer 7](#_Toc93577900)

[To Create a Two-Step Transfer 8](#_Toc93577901)

[To Enter a Receipt for an Inventory Transfer 9](#_Toc93577902)

[Processing Transfer Orders 10](#_Toc93577903)

[To Enter a Transfer Order (TR) 11](#_Toc93577904)

[To Create Transfer Orders for Multiple Sales Orders 12](#_Toc93577905)

[To Create a Transfer Receipt for Transfer Order 13](#_Toc93577906)

[Printing Documents and Labels 14](#_Toc93577907)

[To Print a Label 15](#_Toc93577908)

[To Print a Pick List for a Shipment 16](#_Toc93577909)

[To Print Pick Lists for Multiple Shipments 17](#_Toc93577910)

[To Print a Shipment Confirmation 18](#_Toc93577911)

[To Print Shipment Confirmations for Multiple Shipments 19](#_Toc93577912)

# Processing Documents

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

## To Enter Inventory Receipts

1. Open the [*Receipts*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=d6ecad5b-155f-44bf-baba-9ed006d298b5) (IN301000) form.

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** right of the title.

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 unlabeled 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.
   3. In the **UOM** column, make sure that the correct unit of measure is selected.
   4. In the **Unit Cost** column, make sure that the default unit cost is correct or specify the correct value.
   5. In the **Reason Code** column, select the reason code for this transaction.
   6. Press Ctrl+Enter to confirm the line.
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 Acumatica ERP.

## To Enter an Inventory Adjustment

1. Open the [*Adjustments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=31ba83fe-8b3a-4d52-a355-edea838b5c8e) (IN303000) form.

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** right of the title.

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.
   7. Press Ctrl+Enter to confirm the line.
4. On the form toolbar, click **Save**.
5. On the form toolbar, click **Release** to release the inventory adjustment.

## To Create a Single-Step Transfer

1. Open the [*Transfers*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=ea1539b6-fafa-443e-8b49-cd1ced95389f) (IN304000) form.

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** right of the title.

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 from which the items will be moved.
4. In the **To Warehouse ID** box, select the warehouse to which the items will be moved. You can select the same warehouse as that in the **Warehouse ID** box if the items must be moved 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. Make sure the **Show Available Items Only** check box (in the Summary area of the dialog box) is selected.
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 unlabeled column for the item to be moved.
   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.

## To Create a Two-Step Transfer

1. Open the [*Transfers*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=ea1539b6-fafa-443e-8b49-cd1ced95389f) (IN304000) form.

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** right of the title.

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, select the warehouse from which the items will be moved.
4. In the **To Warehouse ID** box, select the warehouse to which the items will be moved. 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 unlabeled column for the item to be moved.
   2. In the **Qty. Selected** column, specify the quantity to be moved.

The quantity is specified in the base UOM. If needed, select another UOM among those that apply to the item and specify the quantity.

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.

## To Enter a Receipt for an Inventory Transfer

1. Open the [*Receipts*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=d6ecad5b-155f-44bf-baba-9ed006d298b5) (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 Acumatica ERP.

## To Enter a Transfer Order (TR)

1. Open the [*Sales Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=19e4021c-1b84-49fd-be12-0320c5f1c7e5) (SO301000) form.

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** right of the title.

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 to be replenished.
4. In the **Date** box, change the date of the transfer if you need a date other than the current business date.
5. If this transfer order is associated with a particular project, in the **Project** box, change the *X*

non-project code (which appears by default) to the particular project.

1. In the **Description** box, enter a brief description for this transfer.
2. 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.
3. On the form toolbar, click **Save**.

## To Create Transfer Orders for Multiple Sales Orders

1. Open the [*Create Transfer Orders*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=aaf05359-02c9-4281-8d86-210a63c3d0df) (SO509000) form.
2. In the **Creation Date** box, select the date on which the transfer order or orders should be prepared.
3. In the table, select the unlabeled check boxes in the needed line or lines with the *SO Allocated*

plan type.

1. Click **Process** on the form toolbar, or click **Process All** to process all lines shown in the table.

## To Create a Transfer Receipt for Transfer Order

1. Open the [*Purchase Receipts*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=d9901c8d-486d-45ed-8088-ea3d8ee3af19) (PO302000) form.

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** right of the title.

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, which opens, select the check boxes next to the lines for which the items were received.
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 Acumatica ERP.

## To Print a Label

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (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*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=259f07b3-f75d-414e-8695-540f4fd2112e) (SO645000) report, which opens, review the generated label.
6. On the form toolbar, click **Print** to print the label.

## To Print a Pick List for a Shipment

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (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*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=682aa302-6f0c-4f7f-99fc-bb5af7c4a610) (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.

## To Print Pick Lists for Multiple Shipments

1. Open the [*Process Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=2e27f8fd-ddd4-47f0-a83b-5a7db31feede) (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*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=682aa302-6f0c-4f7f-99fc-bb5af7c4a610) (SO644000) report.
6. On the report toolbar, click **Print** to print the pick lists.

## To Print a Shipment Confirmation

1. Open the [*Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=f47cffcc-543e-469c-a204-a9c1e3da346d) (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*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=129778af-33eb-45a5-a096-59bcd4241f5d) (SO642000) report, which opens, review the generated shipment confirmation.
5. On the report toolbar, click **Print** to print the shipment confirmation.

## To Print Shipment Confirmations for Multiple Shipments

1. Open the [*Process Shipments*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=2e27f8fd-ddd4-47f0-a83b-5a7db31feede) (SO503000) form.
2. In the **Action** box, select *Print Shipment Confirmation*.
3. In the table, select the unlabeled check boxes in the rows of the shipments for which the shipment confirmations have to be printed.
4. On the form toolbar, click **Process**.
5. Review the printed shipment confirmations, which appear on the [*Shipment Confirmation*](https://help-2021r2.acumatica.com/Help?ScreenId=ShowWiki&pageid=129778af-33eb-45a5-a096-59bcd4241f5d)(SO642000) report.
6. On the report toolbar, click **Print** to print the shipment confirmations.