

Proshop Teetimes - How to Receive Inventory

Note: This will update the COST of the item, and will affect the profit margin for future sales.

If you are only receiving 1 or 2 items:

Click on the Administration Menu

Click on Items, and select the item you want to receive. If you are receiving a new item, you must first add the item to the system. See instructions on how to add an item.

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The screenshot shows a web-based interface for managing items. The 'On Hand' section has a text input with the value '1' and two buttons: 'Adjust' and 'Receive'. The 'Receive' button is highlighted with a red rectangular border. Other visible fields include 'Manufacturer', 'Model', 'Description' (containing 'Titleist DT Solo'), 'Pref Vendor', 'Cost' (\$5.220), 'Price' (\$7.00), 'Min Price' (\$0.00), 'MSRP' (\$0.00), 'Member Price' (\$6.99), 'Reorder Qty' (2), 'Tax Rate' (0.0700), 'Active' (checked), 'Tee Time' (unchecked), 'Combo Item' (unchecked), and 'Common Notes'. At the bottom, there are buttons for 'OK', 'Cancel', 'Include With on Sale', and 'Deplete Also'.

Click on the RECEIVE button.

The screenshot shows a dialog box titled "ItemReceipt". It has a blue header bar. Below the header, there are four input fields: "Qty Received" containing "20", "Total Cost" containing "147.25", "Notes" containing "Shipping was \$12.25", and "Receipt Date" containing "10/5/2012". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Enter the receipt quantity, total cost (including shipping and other charges). Enter any notes you want to enter. You can change the receipt date.

Click OK to complete the receipt.

In this example, the new cost per unit will be \$7.26 and the new on-hand will be 22. This is calculated by multiplying the existing inventory by the old cost, then adding the total cost of the received items, then dividing by the new on-hand quantity.

$$2 * \$6.25 + \$147.25 = \$159.75$$

$$\$159.75 / 22 = \$7.26$$

If you are receiving multiple items:

1. Click on ADMIN MENU.
2. Click on Quick Receipts.
3. Click on Add Quick Receipt.
4. Click ADD ITEM, and select the item you are receiving from the item list.
5. Enter the Receipt Qty and Unit Cost.
6. Repeat steps 4 and 5 for each item received.
7. Enter total shipping. The shipping cost will be distributed among each item.
8. Click Receive to complete the process and get a Receipt Report
9. Click Close, then click Close again to return to the teehseet.