

# Receipt of Goods

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The Receipt of Goods Report is designed to print a listing of Purchase Orders received for inventory parts and/or expense items.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

## Report Selections

**Branch** - The default is to display data for Branches. If the data for only certain branches is desired, you may highlight the first branch, then depress the CTRL key and highlight additional branches within the list.

- *Hide Inactive Branches* - This option is not selected by default. If inactive branches are not to be included in the report, select this option.
- *Show Each Branch* - This option is not selected by default. If this option is selected, a new page will print for each Branch selected.

**Warehouse** - The default is to display data for all Warehouses. If the data for only certain warehouses is desired, you may highlight the first warehouse, then depress the CTRL key and highlight additional warehouses within the list.

- *Hide Inactive Warehouses* - This option is not selected by default. If inactive warehouses are not to be included in the report, select this option.
- *Show Each Warehouse* - This option is not selected by default. If this option is selected, a new page will print for each Warehouse selected.

**Received Date** - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. The User must select an Accounting Period range or Date range.

## Options

- **Show each receipt on a separate page**

The screenshot shows the 'IN Receipt of Goods' dialog box. It is divided into several sections:

- Branch:** A list box containing 'A1', 'Michigan', and 'Ohio'. Below it are two checkboxes: 'Hide Inactive Branches' (checked) and 'Show Each Branch' (unchecked).
- Warehouse:** A list box containing 'MI-Main', 'M100', 'M101', 'M103', 'M104', 'M105', and 'MI-Cust Repair'. Below it are two checkboxes: 'Hide Inactive Warehouses' (checked) and 'Show Each Warehouse' (unchecked).
- Received Date:** Two radio buttons: 'Accounting Period' (unchecked) and 'Dates' (checked). Below are two rows of date input fields. The first row shows '10 10/1/2017 - 10/31/2017' and '3/1/2018'. The second row shows '10 10/1/2017 - 10/31/2017' and '3/31/2018'. Each date field has a small calendar icon to its right.
- Options:** A checkbox labeled 'Show each receipt on a separate page' which is currently unchecked.

At the bottom of the dialog are 'Ok' and 'Cancel' buttons.