

Summary

Use this screen to receive goods into your Stores via Purchase Orders or Stock Transfers.

When receiving stock, you will select a single stock location; all stock will be received into this location. See Iconography's recommended [setup](#) for more information.

Use the filters at the top of the screen to find your Purchase Order/Stock Transfer.

When receiving stock, you can manually amend the count to the right hand side, or use a barcode scanner; scanning items will increment the count by one.

Receiving Goods

Receiving Via Manual Count

Click [here](#) for more information.

Receiving Via a Barcode

Click [here](#) for more information.

Actions

Button	Purpose
Print product labels	<i>This will print Product Labels for all unreceived items in your currently filtered view</i>
Print warehouse labels	<i>This will print Warehouse Labels for all unreceived items in your currently filtered view</i>
Receive all	<i>This will set the 'qty to receive' to the outstanding quantity for all visible rows</i> <i>This will take into account the 'qty ordered' and subtract the 'qty received'</i>

Button	Purpose
Proceed to confirmation	<i>This will confirm the Goods In quantities that you have entered, and take you to a confirmation screen.</i>

FAQs

Can I receive items on a Purchase Order or Stock Transfer via a Barcode Scanner on the Goods In screen?

Yes - click [here](#) for more details.

Can I print labels from the Goods In screen?

Yes, simply select the items for which you wish to print labels.

Where should I receive my goods?

Our recommendation is that each Store has a separate 'Received' stock Location. Click [here](#) for more information.

What happens if I update the Cartons value on the Goods In screen?

Updating the Cartons value on the Goods In screen does two things:

First, it affects the current warehouse labels being printed

The number you enter determines how many Warehouse labels are generated for that Goods In process.

Second, it is saved against the product variant for future use

The updated cartons value becomes the new default for that variant. The next time the same variant is received in Goods In, the cartons field will be pre-filled with this updated value.

Does the Cartons field only affect Warehouse labels, or does it store data permanently?

It does both.

Short term: It controls how many warehouse labels are printed for the current Goods In.

Long term: It is stored against the variant, so the value is reused automatically for future Goods In receipts.

When should I update the Cartons value?

You should update the Cartons value when the actual number of cartons received differs from the current default for that product variant. Doing so ensures:

- Accurate warehouse labels for the current delivery
- Correct defaults for future deliveries of the same item

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