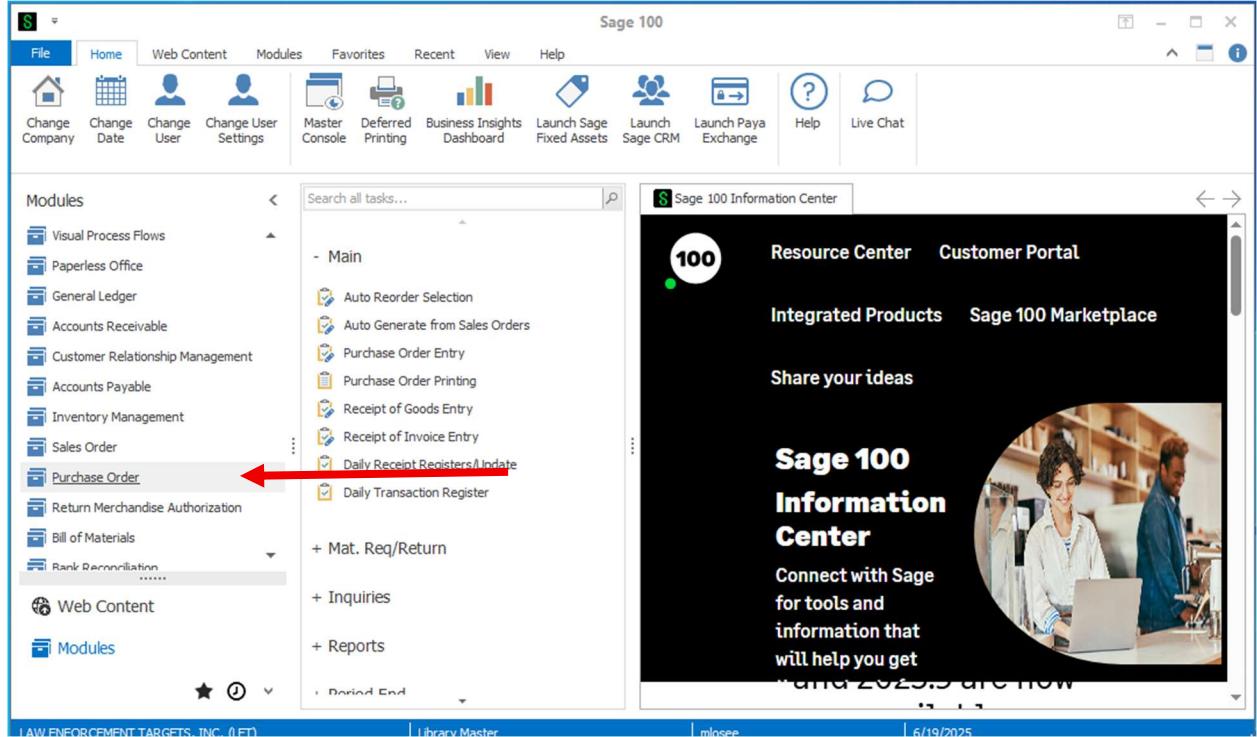
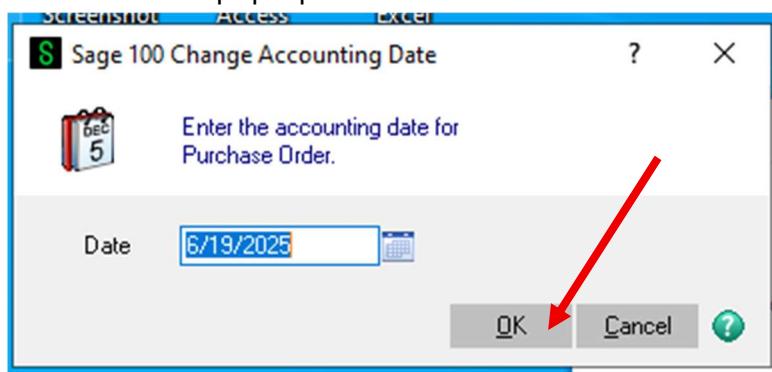


Receiving Inventory into SAGE

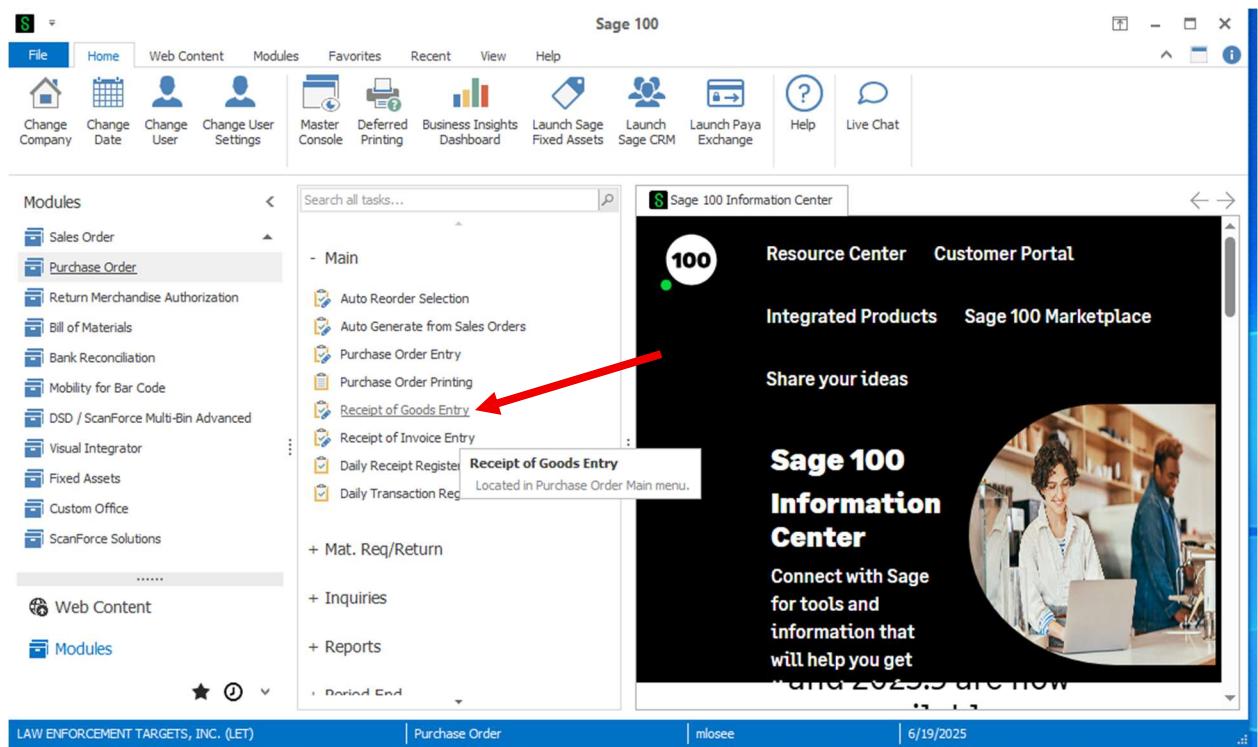
1. Click on the Purchase Order Module in the Left Column.



2. Click OK in the pop-up window.



3. Click on Receipt of Goods Entry tool from the Main Menu.



4. Search for an existing Receiving batch or make a new batch.

The screenshot shows the 'P/O Receipt Entry Batch' dialog box. The 'Batch Number' field is highlighted with a red box. The dialog box includes fields for 'Comment' and 'Private Batch'. Below these are sections for 'Status', 'Created By', 'Modified By', 'Entries' (set to 0), and 'Modified By'. The main area is a table showing receipt details:

	Total	Amount
1	Balance Total	.00
2	Taxable	.00
3	Nontaxable	.00
4	Prepayment Applied	.00
5	Discounts	.00
6	Freight	.00
7	Sales Tax	.00

At the bottom of the dialog box are buttons for 'Accept', 'Cancel', and a question mark icon.

5. Search for an existing receipt in the batch or create a new receipt.

S * Receipt of Goods Entry (LET) 6/19/2025

Receipt Number Batch 03156

1. Header

Receipt Date

Purchase Order Number

Invoice Number

Invoice Date

Vendor No.

Order Type

Order Status 1 Step

Required Date

Purchase Address

Ship-To Address

Terms Code

Ship Via FOB

Warehouse

1099 Form

1099 Box

Sales Tax

Schedule

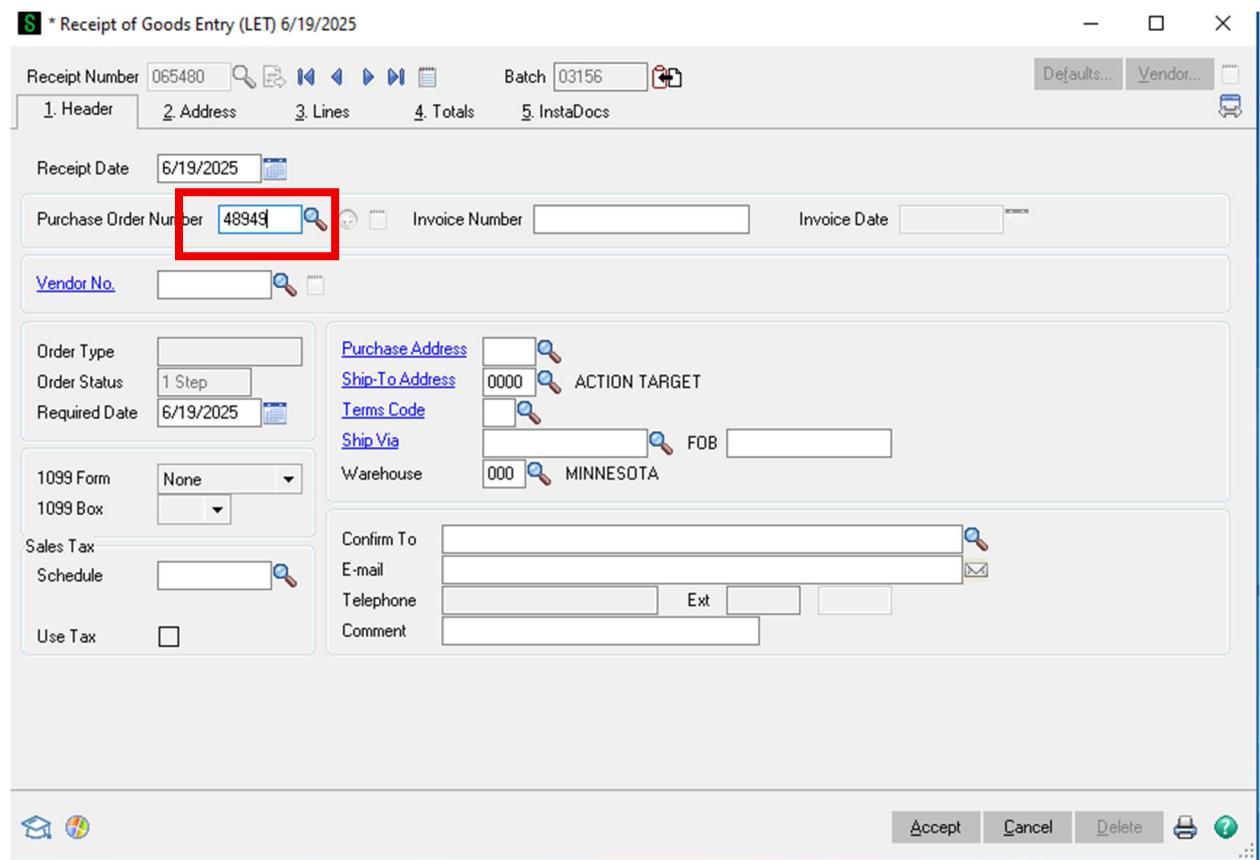
Comment

Use Tax

Accept Cancel Delete

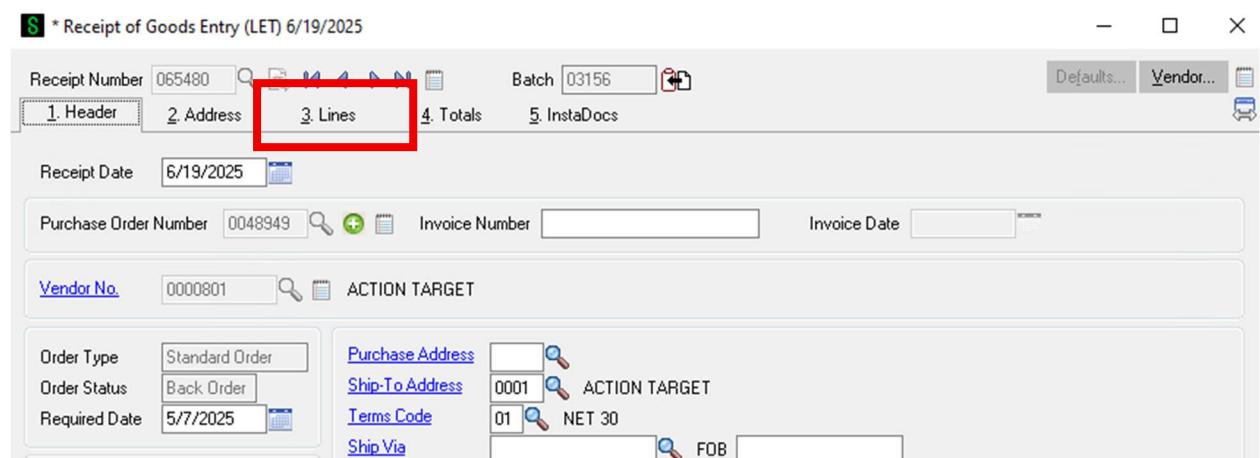
Recalc Tax

6. Put the PO number in the Purchase Order Number Box



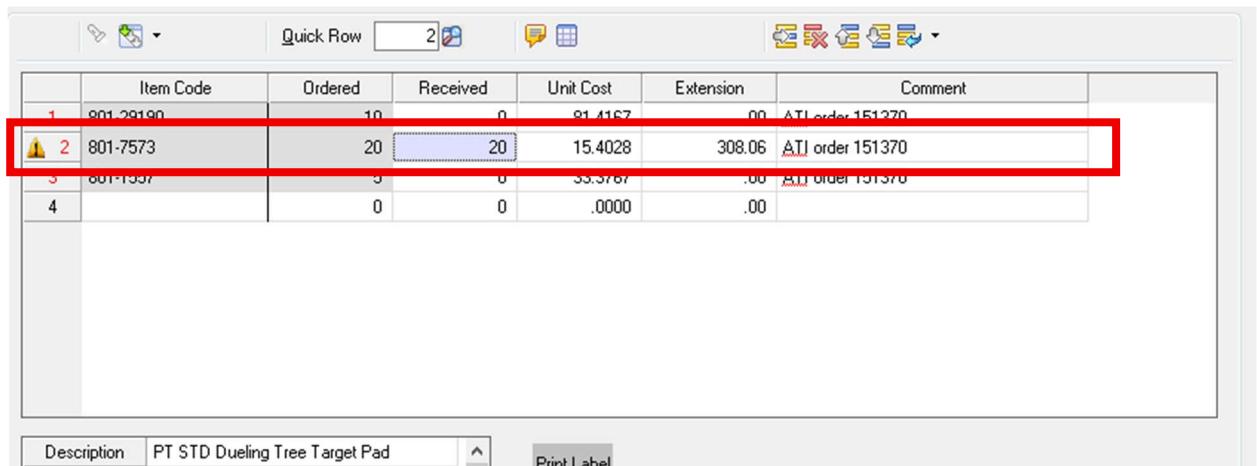
The screenshot shows the 'Receipt of Goods Entry (LET)' window. The 'Purchase Order Number' field contains '48949' and is highlighted with a red box. Other fields visible include 'Receipt Number' (065480), 'Batch' (03156), 'Header' (1), 'Address' (2), 'Lines' (3), 'Totals' (4), and 'InstaDocs' (5). The 'Purchase Address' section shows 'Ship-To Address' (0000) and 'ACTION TARGET'. The 'Terms Code' section shows '01' and 'NET 30'. The 'Warehouse' section shows '000' and 'MINNESOTA'. The bottom right of the window has buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

7. Click on the lines option near the top of the tool.



The screenshot shows the 'Receipt of Goods Entry (LET)' window with the 'Lines' tab selected (highlighted with a red box). The 'Purchase Order Number' field now contains '0048949'. The 'Purchase Address' section shows 'Ship-To Address' (0001) and 'ACTION TARGET'. The 'Terms Code' section shows '01' and 'NET 30'. The 'Warehouse' section shows '000' and 'MINNESOTA'. The bottom right of the window has buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

8. Find the line of parts you are receiving and input the quantity you are receiving.

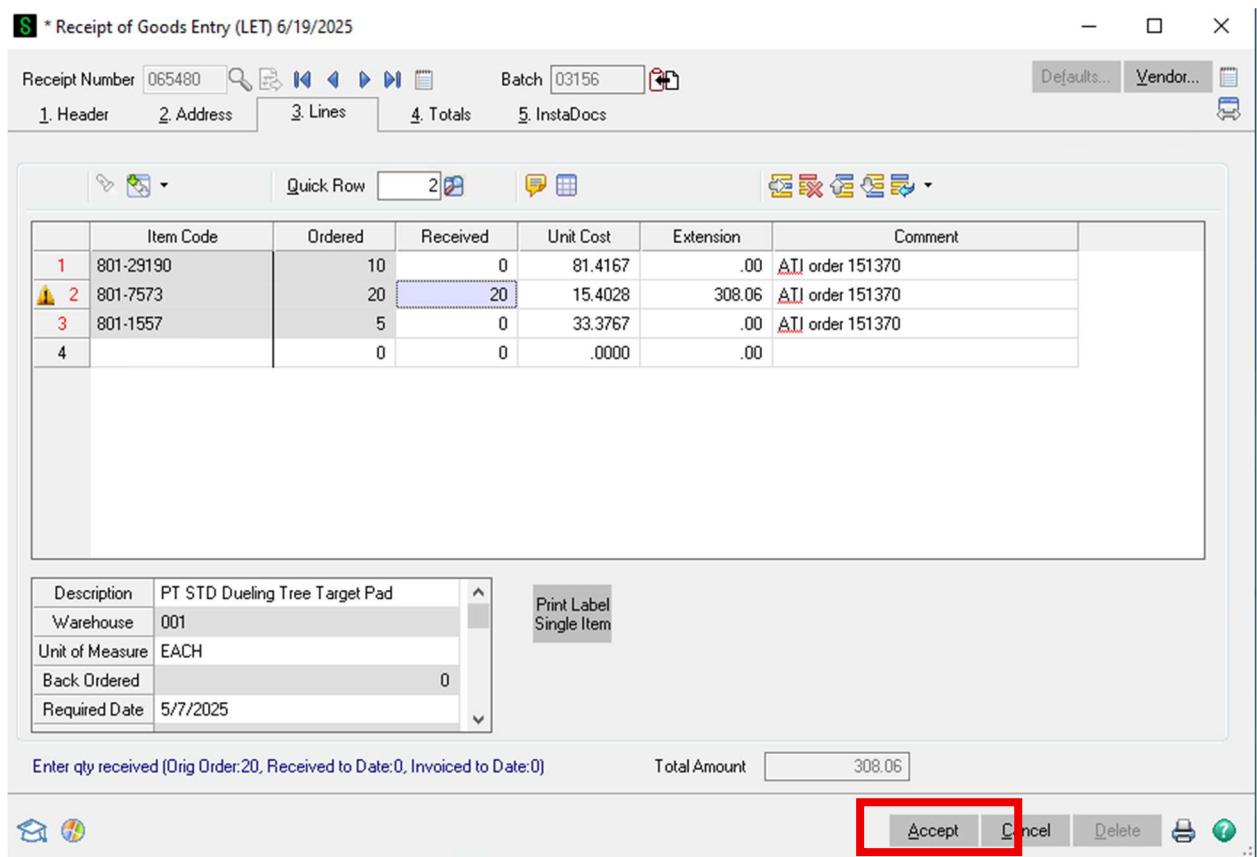


	Item Code	Ordered	Received	Unit Cost	Extension	Comment
1	801-29190	10	0	81.4167	.00	ATI order 151370
2	801-7573	20	20	15.4028	308.06	ATI order 151370
3	801-1557	5	0	33.3767	.00	ATI order 151370
4		0	0	.0000	.00	

Description: PT STD Dueling Tree Target Pad

Print Label

9. Click the accept button.



* Receipt of Goods Entry (LET) 6/19/2025

Receipt Number: 065480

Batch: 03156

1. Header 2. Address 3. Lines 4. Totals 5. InstaDocs

Print Label

	Item Code	Ordered	Received	Unit Cost	Extension	Comment
1	801-29190	10	0	81.4167	.00	ATI order 151370
2	801-7573	20	20	15.4028	308.06	ATI order 151370
3	801-1557	5	0	33.3767	.00	ATI order 151370
4		0	0	.0000	.00	

Description: PT STD Dueling Tree Target Pad

Warehouse: 001

Unit of Measure: EACH

Back Ordered: 0

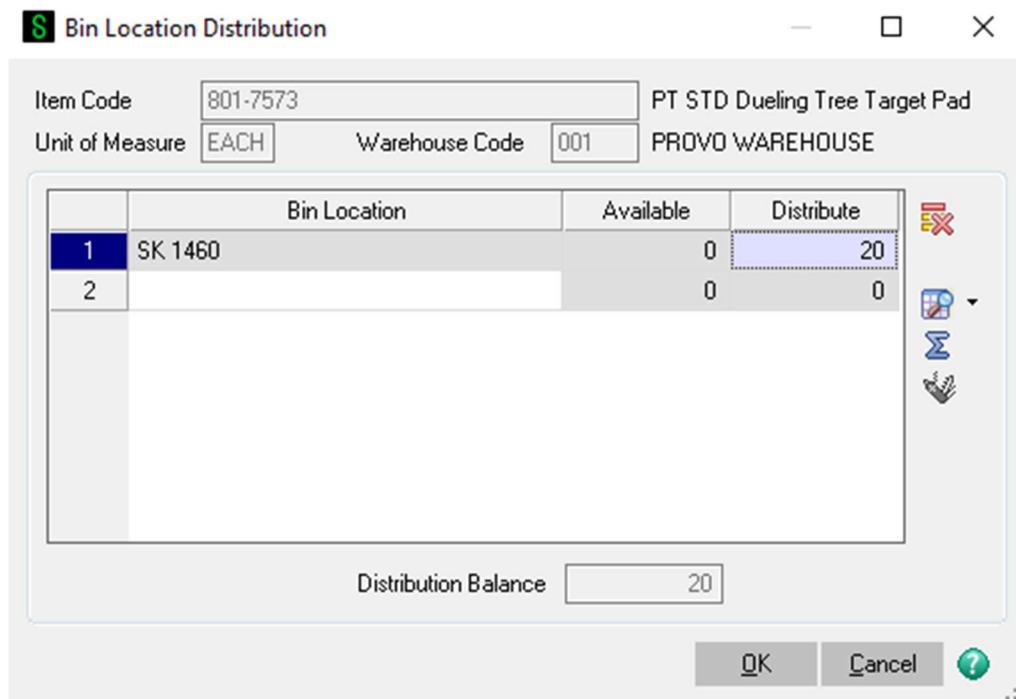
Required Date: 5/7/2025

Enter qty received (Orig Order:20, Received to Date:0, Invoiced to Date:0)

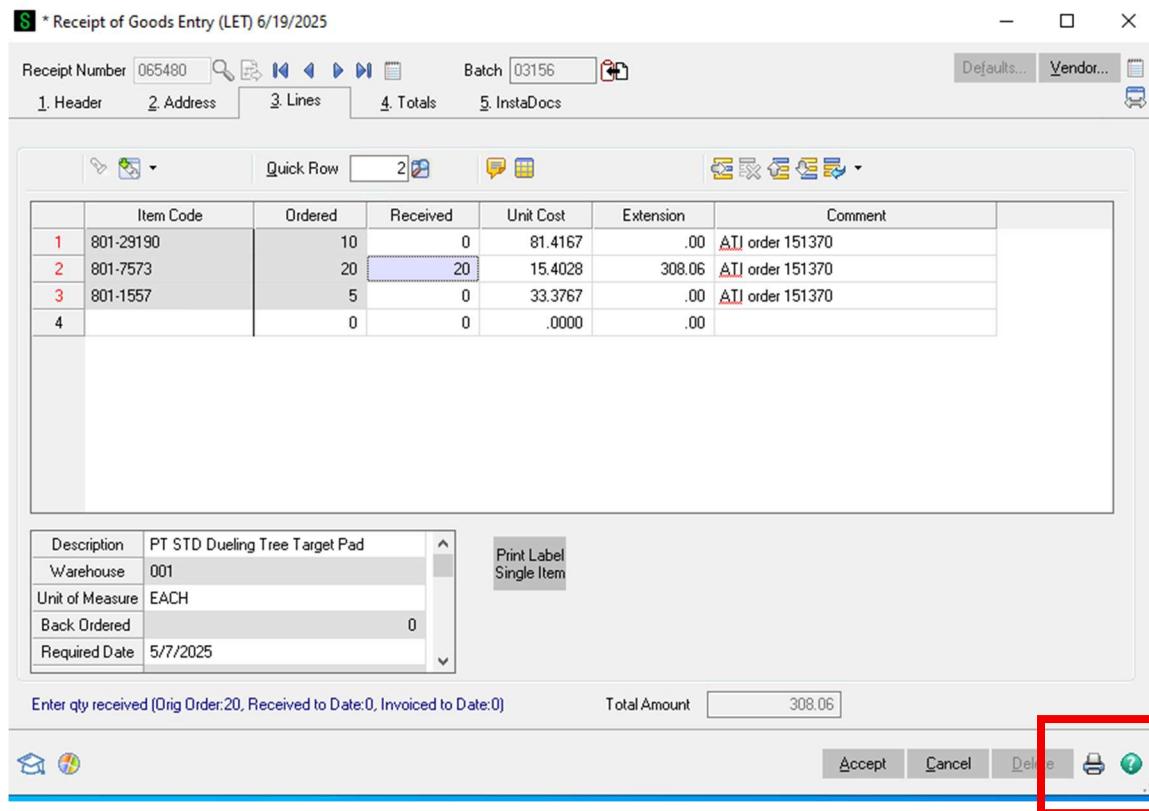
Total Amount: 308.06

Accept Cancel Delete

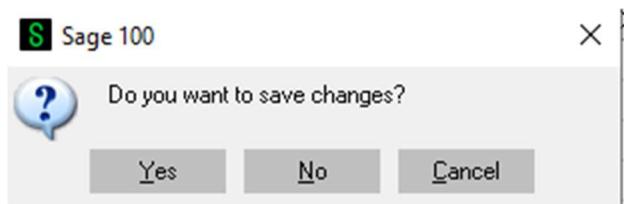
10. Type in or search for the skid that you are receiving the part to. Then click OK



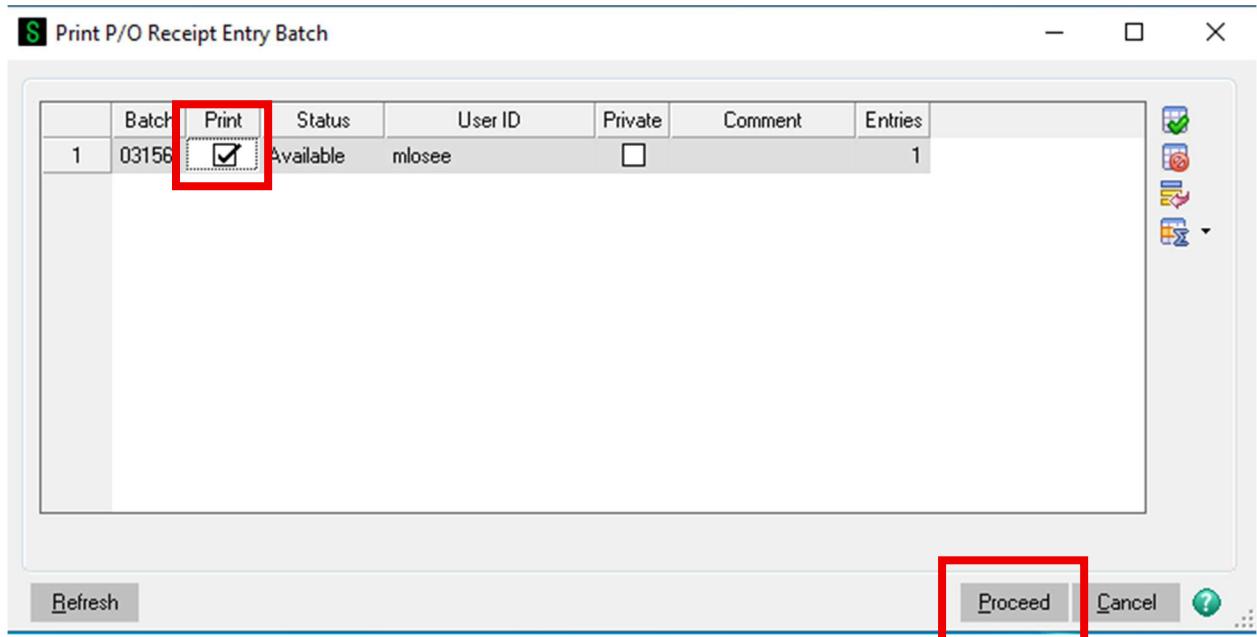
11. When all lines on the PO are complete, Click on the print icon in the lower right corner.



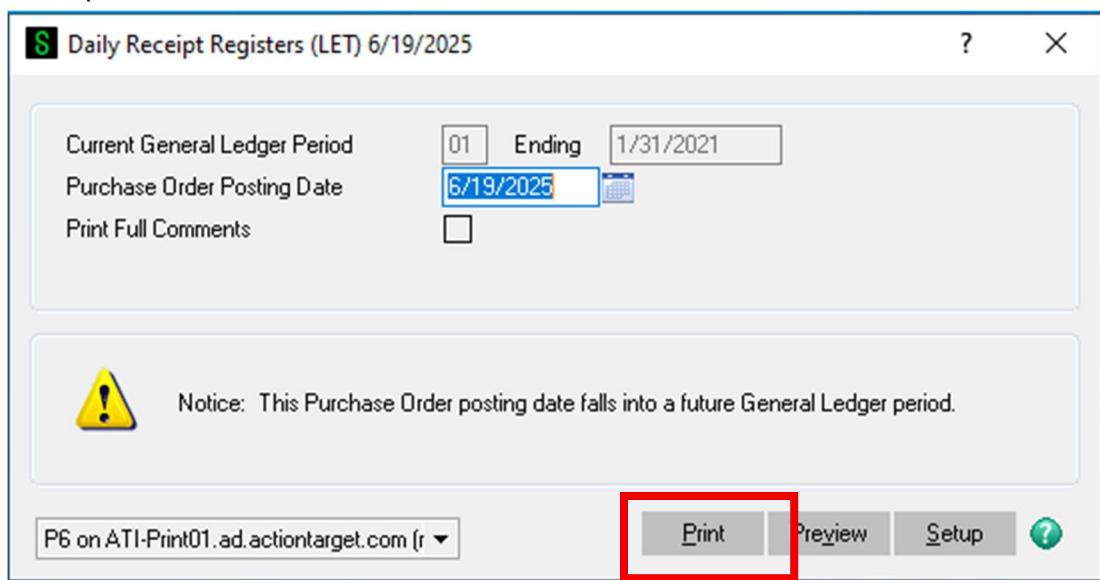
12. Click Yes



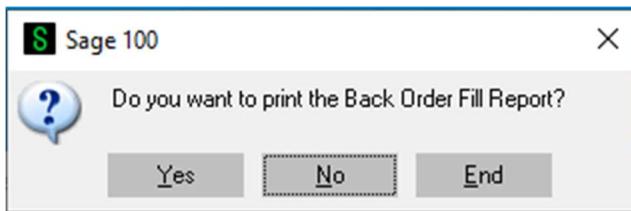
13. Check the Print box and then click proceed.



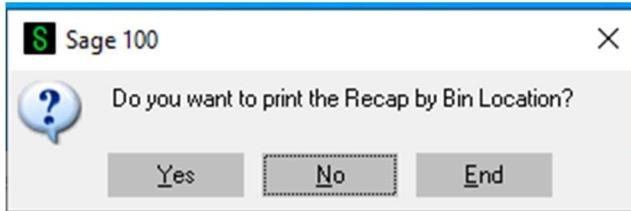
14. Click print



15. Click No



16. Click Yes



17. Your web browser will open the printed document which you can review. After reviewing close the web browser.

Receipt Of Goods Register											LAW ENFORCEMENT TARGETS, INC. (LET)		
Number	Date	Item Code/Description	Use Tax	Tax Class	Unit of Measure	Whse	Ordered	Quantity Received	Backordered	Unit Cost	Extension		
065480	6/19/2025	PO: 0048949	Vendor: 0000801	ACTION TARGET								COD:	
801-7573	PT STD Dueling Tree Target Pad	ATI order 151370	Schedule: EX	No TX	EACH	001	20	20	0	15.4028	308.06		
												Receipt Total:	308.06
												Report Total:	308.06

18. Click No



19. Inventory has been successfully input into SAGE.