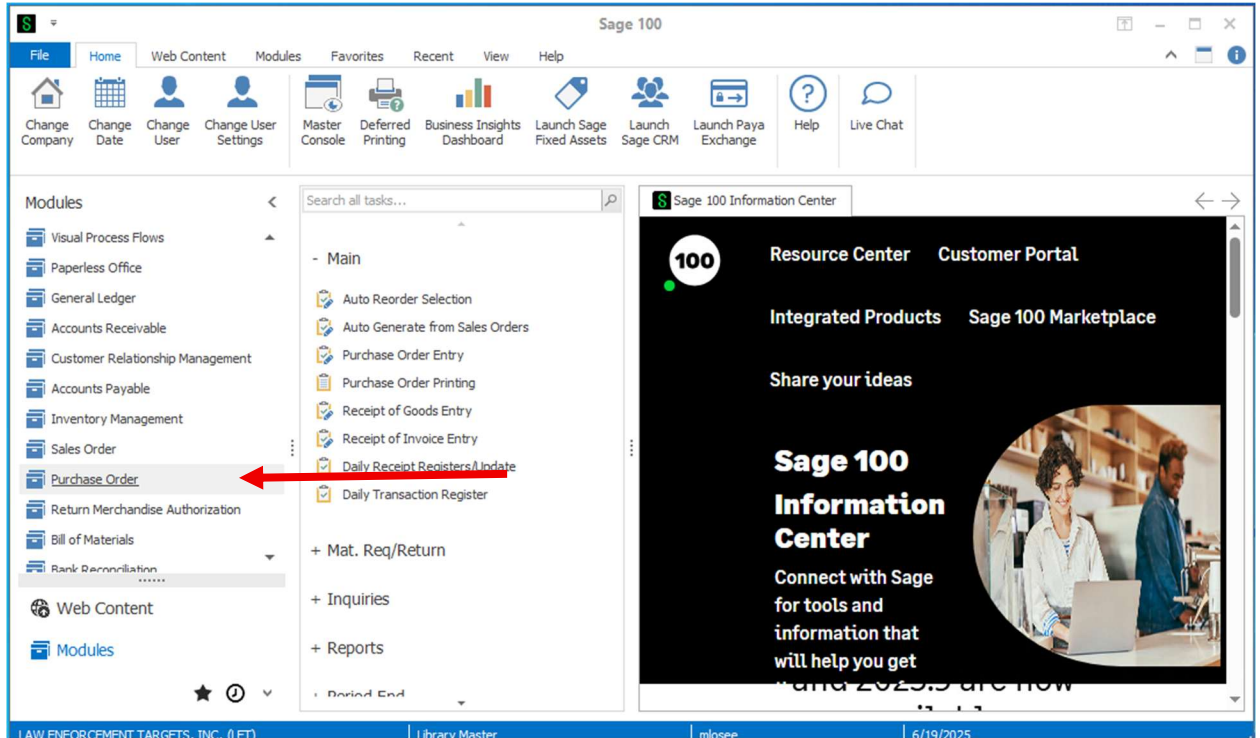
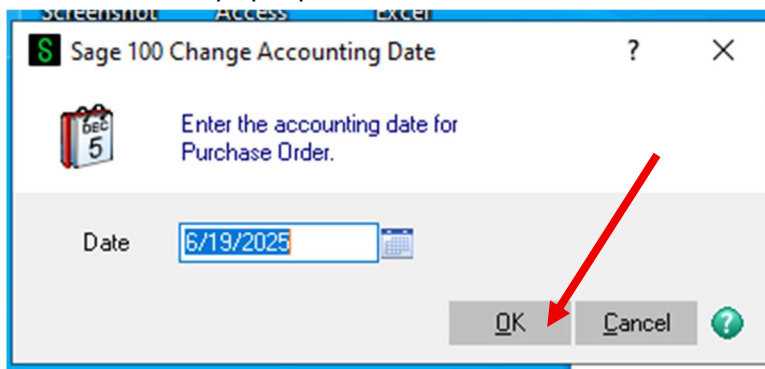


# Receiving Inventory into SAGE

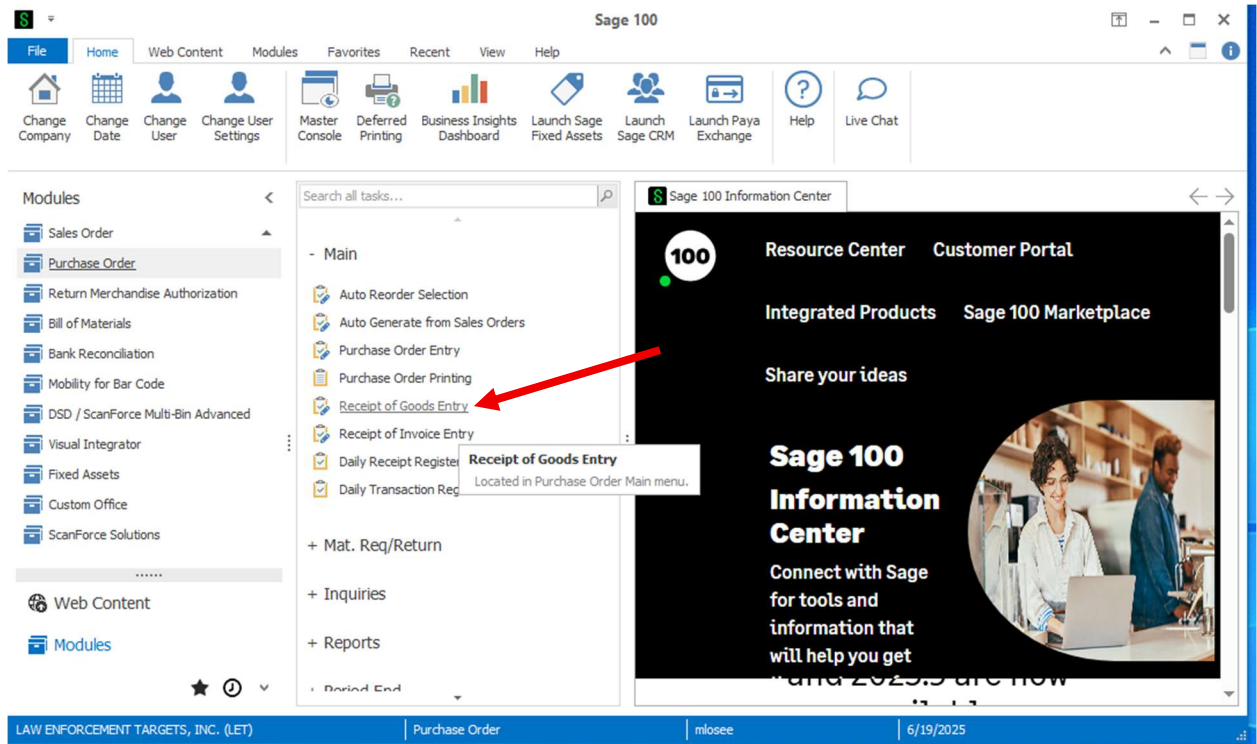
1. Click on the Purchase Order Module in the Left Column.



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.

**P/O Receipt Entry Batch**

Batch Number

Comment

Private Batch ☐








Status  Created By


Entries  Modified By

	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


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   Defaults... Vendor... 

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


Receipt Date






Purchase Order Number   Invoice Number  Invoice Date



Vendor No.  



Order Type   
Order Status   
Required Date



1099 Form   
1099 Box

Sales Tax   
Schedule    
Use Tax ☐

Purchase Address    
Ship-To Address    
Terms Code    
Ship Via   FOB   
Warehouse  

Confirm To    
E-mail    
Telephone  Ext    
Comment

  Recalc Tax

Accept Cancel Delete  

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

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

Receipt Number 065480 Batch 03156

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

Receipt Date 6/19/2025

Purchase Order Number 48949 Invoice Number Invoice Date

Vendor No.

Order Type Order Status 1 Step Required Date 6/19/2025

1099 Form None 1099 Box

Sales Tax Schedule Use Tax

Purchase Address Ship-To Address 0000 ACTION TARGET Terms Code Ship Via Warehouse 000 MINNESOTA

Confirm To E-mail Telephone Ext Comment

Accept Cancel Delete

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

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

Receipt Number 065480 Batch 03156

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

Receipt Date 6/19/2025

Purchase Order Number 0048949 Invoice Number Invoice Date

Vendor No. 0000801 ACTION TARGET

Order Type Standard Order Order Status Back Order Required Date 5/7/2025

Purchase Address Ship-To Address 0001 ACTION TARGET Terms Code 01 NET 30 Ship Via FOB

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

Quick Row 2

	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

Quick Row 2

	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

Print Label Single Item

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

**S Bin Location Distribution**

Item Code: 801-7573 PT STD Dueling Tree Target Pad  
Unit of Measure: EACH Warehouse Code: 001 PROVO WAREHOUSE

	Bin Location	Available	Distribute
1	SK 1460	0	20
2		0	0

Distribution Balance: 20

OK Cancel ?

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

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

Receipt Number: 065480 Batch: 03156

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

Quick Row: 2

	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	

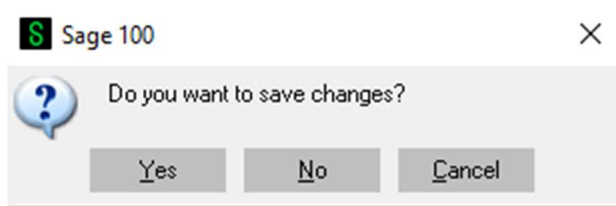
Description: PT STD Dueling Tree Target Pad  
Warehouse: 001  
Unit of Measure: EACH  
Back Ordered: 0  
Required Date: 5/7/2025

Print Label Single Item

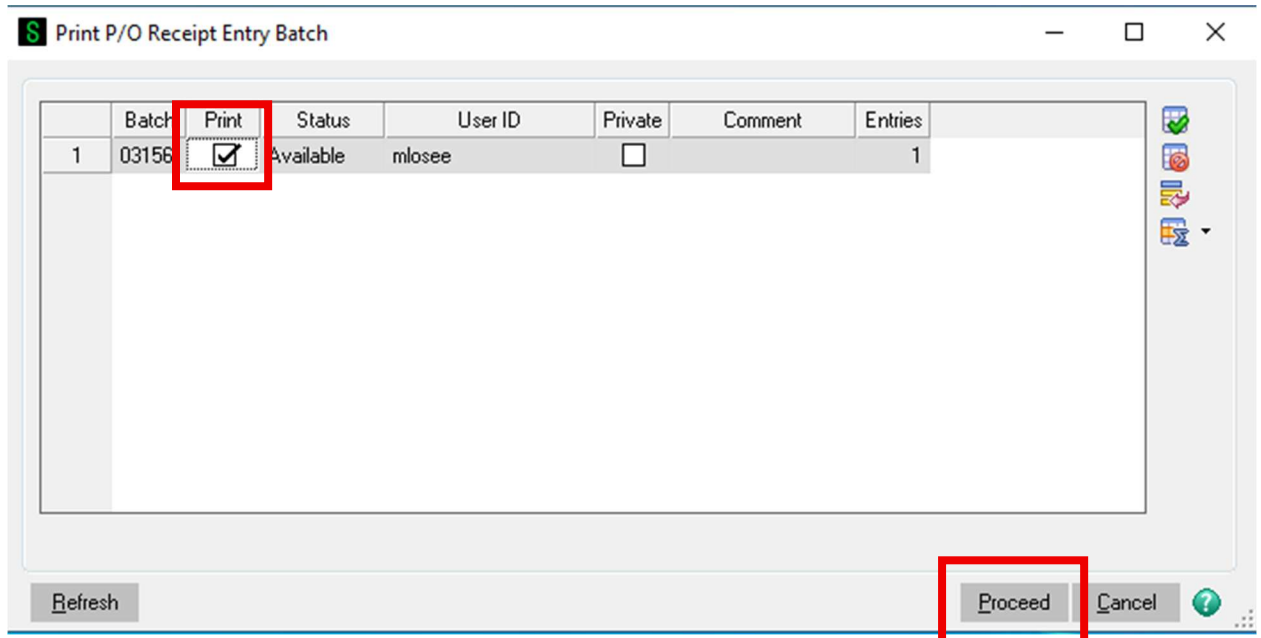
Enter qty received (Orig Order:20, Received to Date:0, Invoiced to Date:0) Total Amount: 308.06

Accept Cancel Delete Print ?

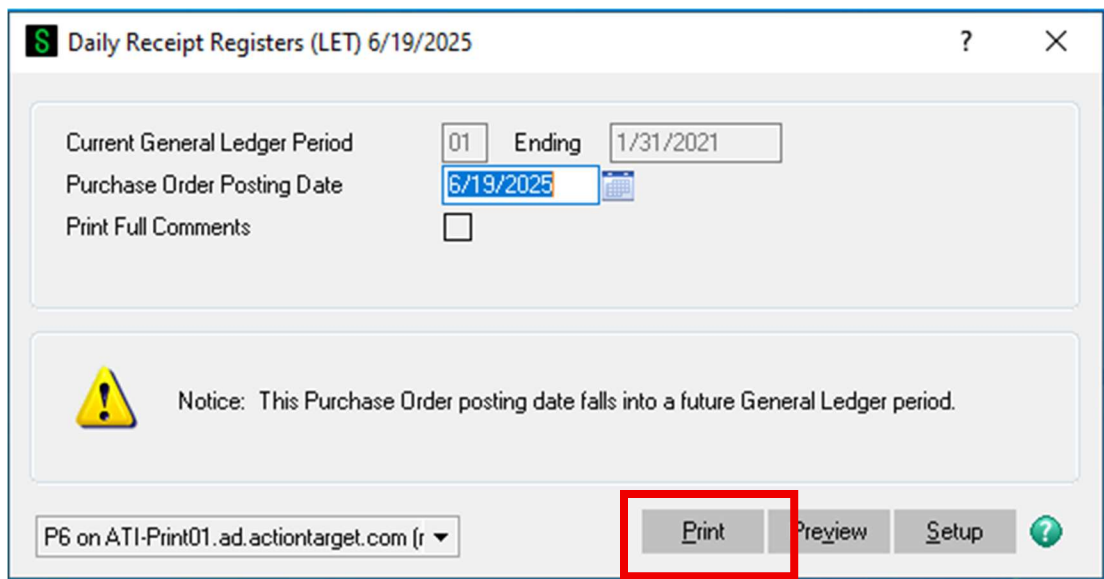
12. Click Yes



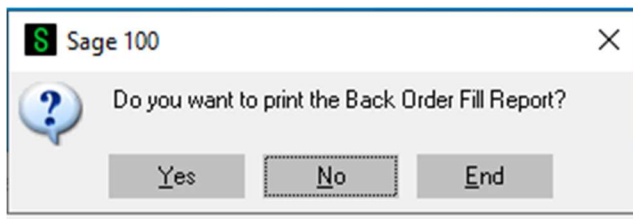
13. Check the Print box and then click proceed.



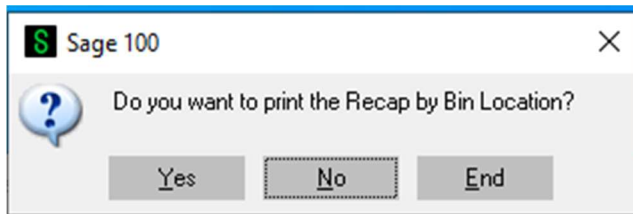
14. Click print



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  
Journal Posting Date: 6/19/2025  
Register Number: PO-013347  
Batch Number: 03156

LAW ENFORCEMENT TARGETS, INC. (LET)

Receipt													
Number	Date	Use	Tax	Unit	Whse	Quantity			Unit Cost	Extension			
Item Code/Description		Tax	Class	Measure		Ordered	Received	Backordered					
065480	6/19/2025	PQ:	0048949	Vendor:	0000801	ACTION TARGET							
Schedule: EX										COD:			
801-7573	PT STD Dueling Tree Target Pad	No	TX	EACH	001	20	20	0	15.4028	308.06			
ATI order 151370													
									Receipt Total:	308.06			
									Report Total:	308.06			



18. Click No



19. Inventory has been successfully input into SAGE.