

# Receiving Inventory in Sage

## 📄 Purpose

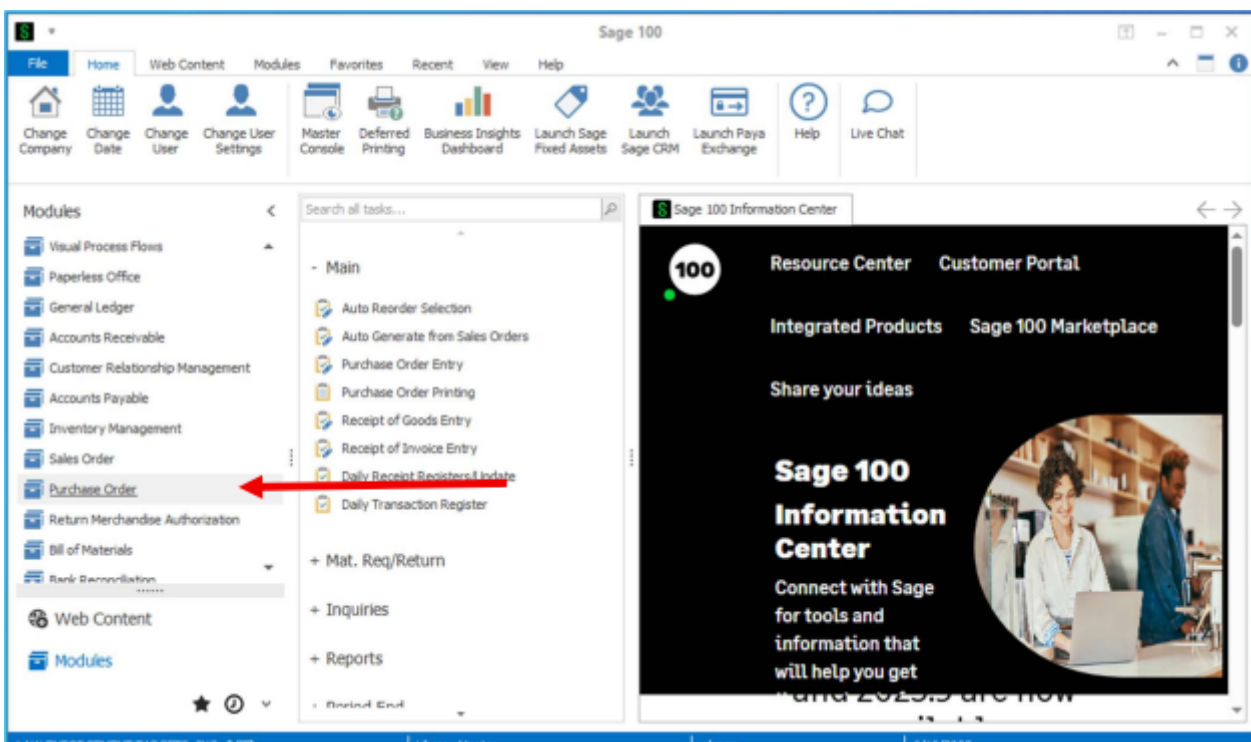
This guide walks through the process of receiving inventory in Sage.

## 📄 Prerequisites

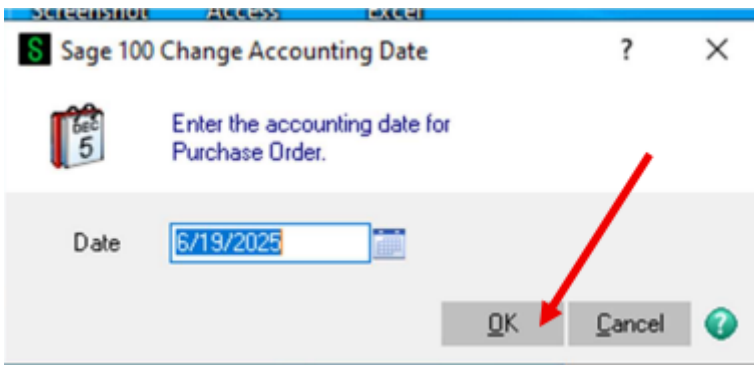
- ☐ Have Sage opened on the Home page

## 📄 Step-by-Step Instructions

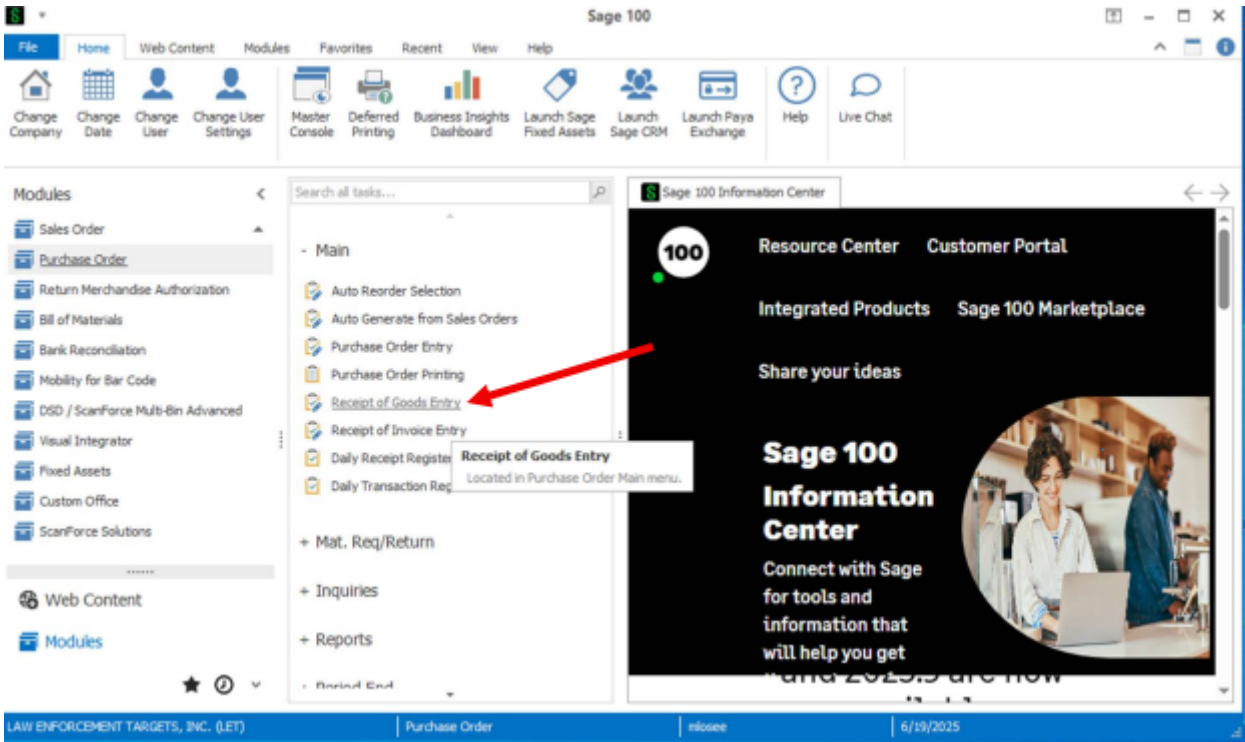
1. Click on the "Purchase Order" Module in the Left Column



2. Ensure the date is correct and 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                                          

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 "3. Lines" option near the top of the tool.

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 FDB

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 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 the 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	

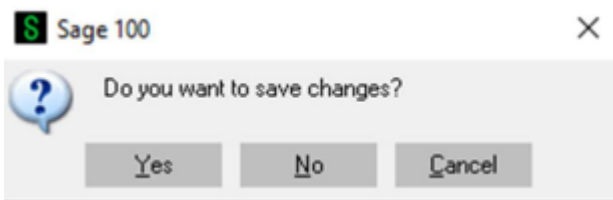
Description: PT STD Dueling Tree Target Pad  
 Warehouse: 001  
 Unit of Measure: EACH  
 Back Ordered: 0  
 Required Date: 5/7/2025

Print Label Single Item

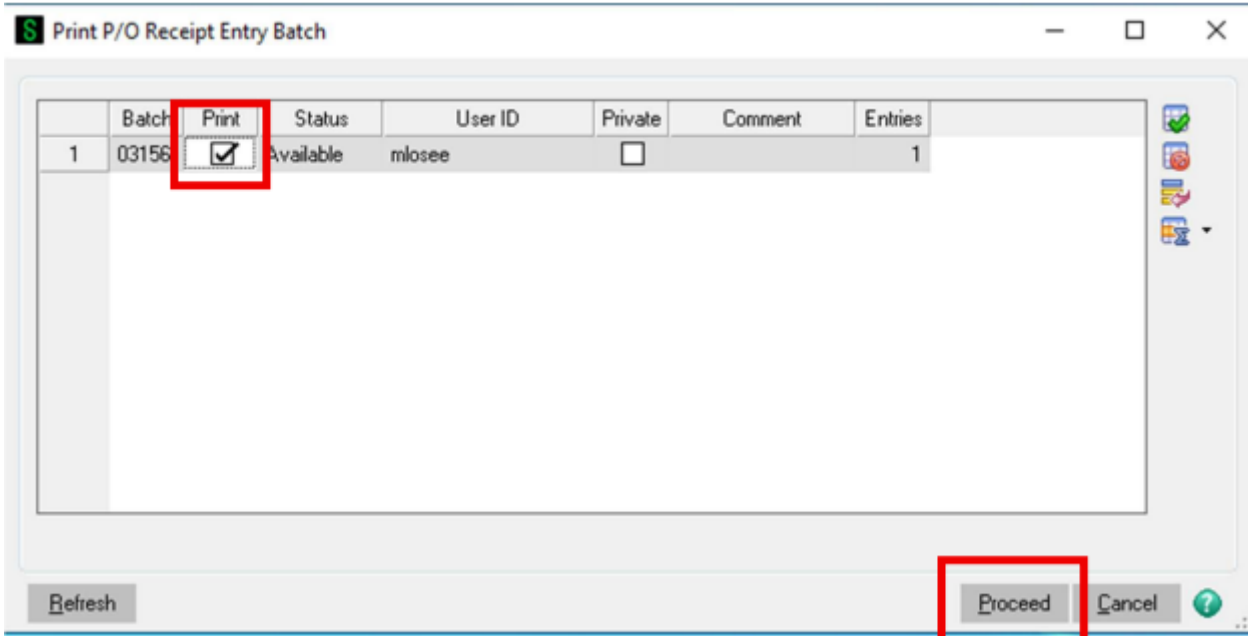
Enter qty received (Orig Order:20, Received to Date:0, Invoiced to Date:0) Total Amount: 308.06

Accept Cancel ? **Print ?**

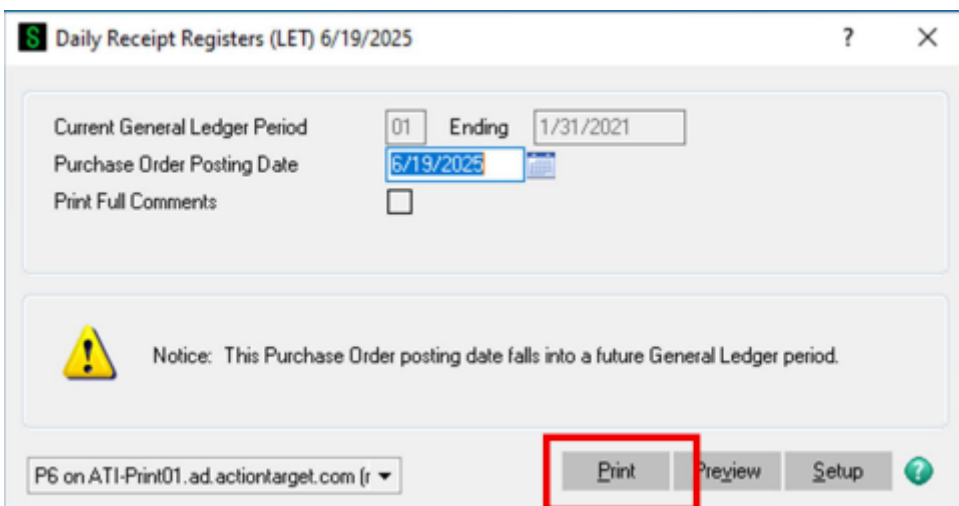
12. Click "Yes".



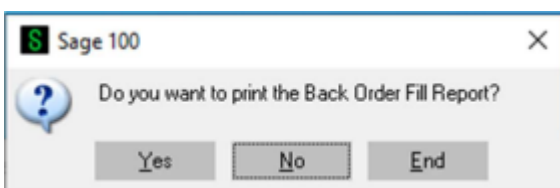
13. Check the "Print" box and then click "Proceed".



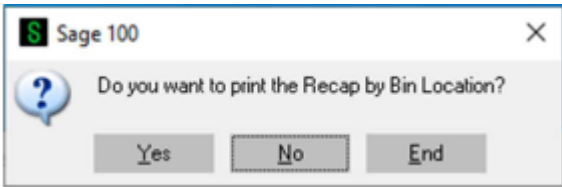
14. Click "Print".



15. Click "No" to printing the "Back Order Fill Report".



16. Click "Yes" to printing the "Recap by Bin Location".



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		Use Tax		Unit of	Quantity			Unit Cost	Extension		
Number	Date	Tax	Class	Measure	Whse	Ordered	Received	Backordered			
065480	6/19/2025	PO: 0048049	Vendor: 0000801 ACTION TARGET								
801-7573 FT STD Dueling Tree Target Pad		Schedule: EX		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" to updating the "Daily Receipt Registers".



Inventory has been successfully input into Sage

## ☐☐ Additional Notes & FAQ

📅 **Last reviewed:** 2025-09-24

**Author:** Tanner Bench

**Related Tags:** How-To:

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Revision #4

Created 18 August 2025 18:53:55 by Michael Losee

Updated 24 September 2025 20:21:50 by Tanner Bench