

Company Preferences - Receiving

Last Modified on 08/30/2019 2:00 pm EDT

Receiving

Under the Receiving company preference, you will be able to manage how your purchases will be received:

Auto complete Receiver from Purchase Order. Uncheck to receive items

- manually.

Deny receiving orders greater than ordered. Checking will display an

- error when over receiving.

Update vendor purchase cost after receiving. The item's vendor cost will

- be updated. If the vendor is the primary vendor,
the item's standard cost will be updated.

The screenshot shows the 'Company Preferences' interface. On the left is a sidebar with a 'Section' list: General, Activities, Doc #s, Items, Inventory, Sales, Shipping, Payments, Purchasing, Receiving (highlighted), and Production. Below this is 'Lot / Serial #s'. The main content area is titled 'Receiving' and contains three settings:

- Auto complete Receiver from Purchase Order. Uncheck to receive items manually.
- Deny receiving orders greater than ordered
- Update vendor purchase cost after receiving

At the top right of the main content area are 'Save' and 'Reset' buttons.

Click **Save** when done.