

# Company Preferences - Receiving

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## 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 ).

- Update Std Cost even when not the Default vendor.
- Warn when receiving items with 0 quantity.
- Once received, line items with 0 quantity received should remain on the receiver.
- Add Open Purchase order Items to Receivers
- Return Selected Items from Receiver
- Enable Receiver Allocation - Beta
- Allocate Receiver Charges based on: (dropdown)
  - Cost
  - Volume
  - Weight
  - Quantity
- Default Receiving Bin: (Dropdown)
  - Select desired default bin

The screenshot shows the 'Company Preferences' interface for the 'Receiving' section. The top navigation bar includes links for Home, Sales, Purchasing, Production, Rentals, Repairs, Warehouse, and Reports. The main content area is titled 'Company Preferences' and features a 'Save' button and a 'Reset' button. A sidebar on the left lists various sections: General, Activities, Doc #s, Items, Inventory, Sales, Shipping, Payments, Purchasing, Receiving (selected), Production, Lot / Serial #s, Repair Orders, Rentals, Mobile, and Mail and Calendar Integration. The 'Receiving' section contains the following settings:

- Auto complete Receiver from Purchase Order. Uncheck to receive items manually.
- Deny receiving quantity greater than ordered
- Update vendor purchase cost after receiving
- Update Std Cost even when not the Default vendor
- Warn when receiving items with 0 quantity.
- Once received, line items with 0 quantity received should remain on the receiver.
- Add Open Purchase Order Items to Receivers
- Return Selected Items from Receiver
- Enable Receiver Allocation - beta
- Allocate Receiver Charges based on:
- Default Receiving Bin:

Click **Save** when done.