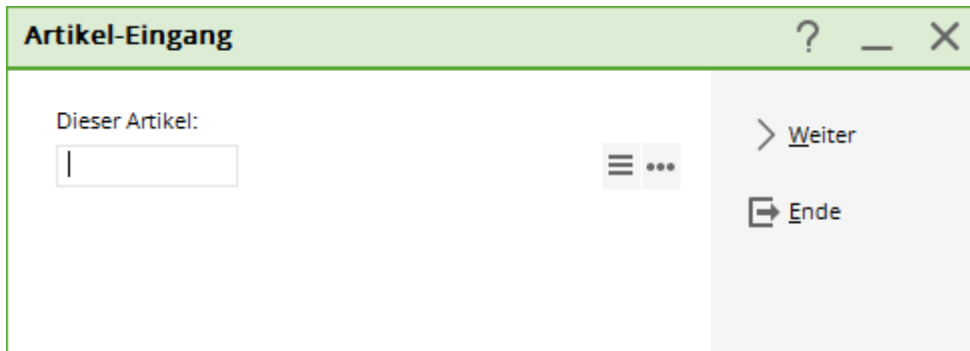


Entrance

Under **Article/receipt** goods receipts are posted. The following window opens:



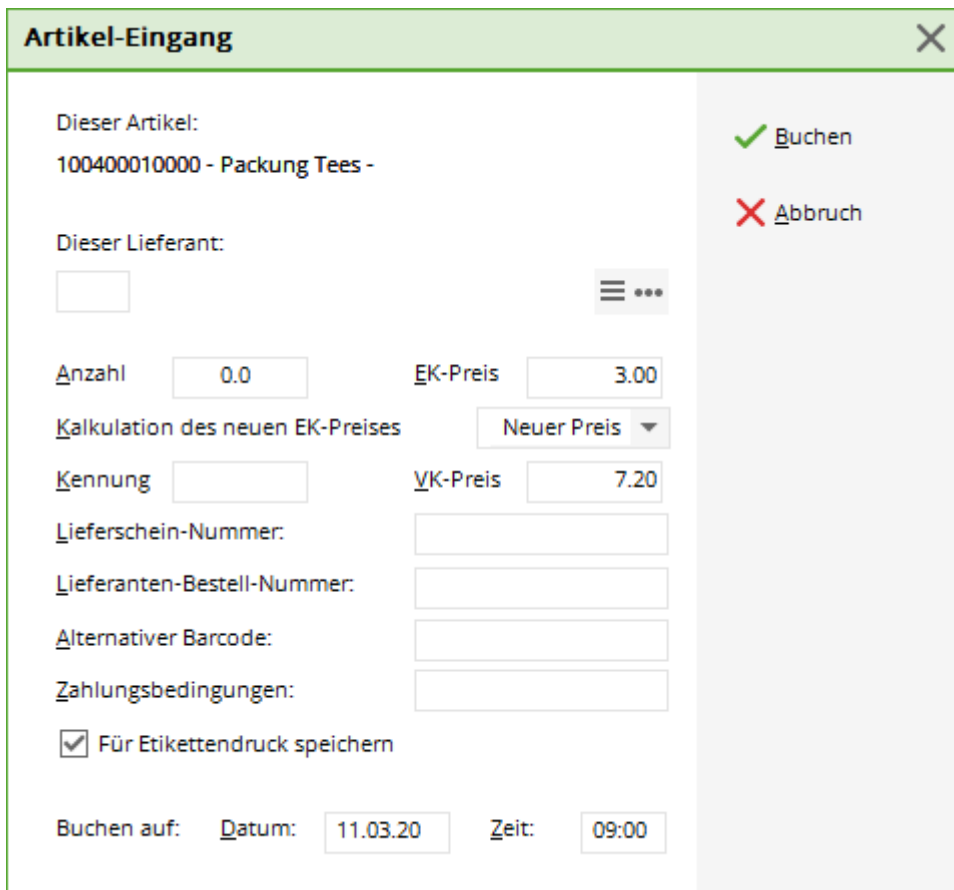
The screenshot shows a window titled "Artikel-Eingang" with a search field labeled "Dieser Artikel:" containing a vertical bar. To the right of the search field is a menu icon (three horizontal lines) and a "..." button. On the right side of the window, there are two buttons: "> Weiter" and "⇨ Ende".

Select the desired article:

- Enter the search abbreviation of the article
- Enter the name of the article or just a part of the name
- Button list function F2
- For existing labels with barcode by scanning the item

If you need to create a new item, use the list function (F2) and the button **New** (see also the chapter [artikel_ergeben](#)).

After selecting your article, click **Next** and you will see the „Item Inbox“ window:



The screenshot shows the "Artikel-Eingang" window with the following details:

- Dieser Artikel:** 100400010000 - Packung Tees -
- Dieser Lieferant:** [Empty field]
- Anzahl:** 0.0
- EK-Preis:** 3.00
- Kalkulation des neuen EK-Preises:** Neuer Preis (dropdown)
- Kennung:** [Empty field]
- VK-Preis:** 7.20
- Lieferschein-Nummer:** [Empty field]
- Lieferanten-Bestell-Nummer:** [Empty field]
- Alternativer Barcode:** [Empty field]
- Zahlungsbedingungen:** [Empty field]
- Für Etikettendruck speichern
- Buchen auf:** Datum: 11.03.20, Zeit: 09:00

On the right side, there are two buttons: a green checkmark icon followed by "Buchen" and a red X icon followed by "Abbruch".

The supplier is transferred according to the entry in the item window. After entering the number of goods received and entering the purchase price, the following selection is available to you:

- Under **New price** the new purchase price is defined as the effective purchase price.
- Here the **average** between the two purchase prices is calculated and defined as the effective purchase price.
- Under **Calculated** the calculation stored in the article is used.



It is best to discuss with your accounting department which selection should be made.

The other entries refer to the delivery note or terms of delivery. If you do not wish to print a label, uncheck the box.