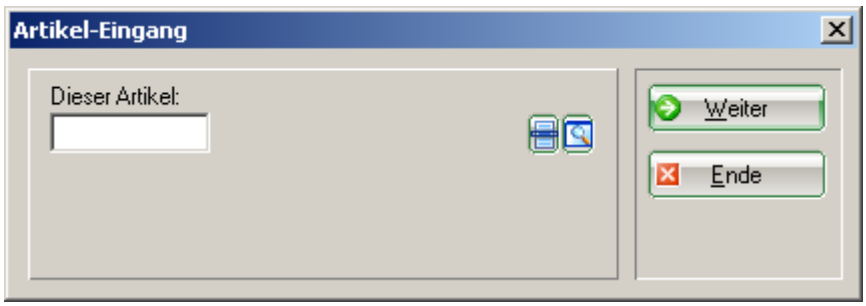
Entrance

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

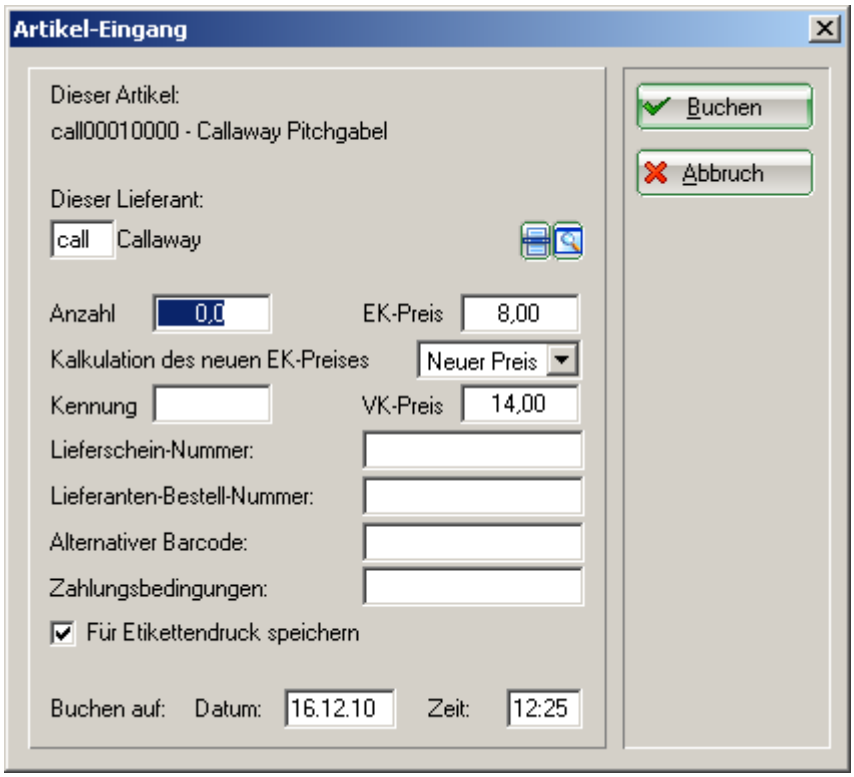


You can select the desired item with the following options:

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

If you want to create a new item, use the list function (F2) and the button ***New*** button (see also chapter create new, edit, delete).

After selecting your article, press ***Next,*** You will see the „Item Inbox“ window:



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:

- ***New price*** - the new purchase price is defined as the effective purchase price

- ***Average*** - The average between the two purchase prices is calculated and defined as the effective purchase price
- ***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.