



Store Manual

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Chapter 9: Purchase Order

Searching for a Vendor in PO

From several PO screens (e.g., the *Add P/O (POADD)* screen, *List P/O Details (PODLST)*, etc.), you can search for a vendor by doing the following steps:

From *Vendor #* prompts, you can search for a vendor by pressing the **List** icon to the right of the *Vendor #*.

Vendor #: 


Please Note: Some *Vendor #* prompts may not have the list icon off to the side.

In these instances, you can press **TAB** or **ENTER** to display the entire **Vendor List**, or enter the partial vendor name and then press **TAB** or **ENTER** to list **all** vendors that match the search criteria. When searching from these *Vendor #* prompts, typing a partial vendor name will search the entire list from A to Z.

Vendor #:

Vendor #:

The **Vendor List** screen will appear. To search for a vendor, click the **Magnifying Glass** at the top right of the screen.

VENDOR LIST 			
Vendor #	Vendor Name	Address	Pay To
99999			0
334	12TH STREET PAWN & LOAN INC		334
312	ABBINGTON HOME		312
3	ADD VENDOR NAME HERE		0
294	AFFORDABLE FURNITURE & APPLIAN		294
347	AJ MADISON		347
143	ALBANY		143
15	ALMO	BOX 536251 PITTSBURGH PA 15253-5904	0
284	AMAZON.COM		284
861	AMERICAN STANDARD	TYLER TX 78455	0

Showing 1 to 10 of 143 entries 1 2 3 4 5 Next Last

From here, the *Search Box* will expand and you can type the letters of the vendor you are looking for.

The list will filter down to the letters typed within the Search box. To select the vendor from the pick list, click on the line displaying the **Vendor** you would like to choose.

VENDOR LIST			
Vendor #	Vendor Name	Address	Pay To
3	ADD VENDOR NAME HERE		0
861	AMERICAN STANDARD	TYLER TX 78455	0
319	AMERICAN WHOLESALE FURNITURE		319
323	CASH AMERICA PAWN		323
225	CLASSIC FLAME		225
73	COASTER CO. OF AMERICA		73
125	FLORIDA STATE GAMES INC		125
260	FURNITURE OF AMERICA		260
180	GAME STOP		180
308	GAMERS ASYLUM		308

Showing 1 to 10 of 11 entries (filtered from 143 total entries)


1 2 Next Last

➡ ⬅️ + ADD ⬅️ BACK

Depending upon the search criteria, you may need to click the page numbers at the bottom right of the **Vendor List**. In this case, there are eleven vendors that match the criteria of "AME" within this grouping of 143 vendors. Please see the next page for more details on this.

Please Note: If you are going through the process of adding a vendor and the vendor is not within the list, click the **ADD** button to add a new vendor.

Explanation of Group Vendor List (More than 143 Vendors)

It is important to note that upon entering the **Vendor List**, the default screen will default the first 143 vendors in alphabetical order. If there are more than 143 vendors in your **Vendor List**, you must click the **Arrow** button to advance to the  next grouping of 143 vendors (if applicable).

Please Note: You will know that you have more than one grouping of vendors if the screen displays "Showing X of 10 of 143 entries." Otherwise, all vendors will be displayed within the first grouping.

Clicking the numbers at the bottom right of the pick list will take you through the grouping of 143 vendors. You may also select the **Next** or **Last** button.

VENDOR LIST 🔍			
Vendor #	Vendor Name	Address	Pay To
99999			0
334	12TH STREET PAWN & LOAN INC		334
312	ABBINGTON HOME		312
3	ADD VENDOR NAME HERE		0
294	AFFORDABLE FURNITURE & APPLIAN		294
347	AJ MADISON		347
143	ALBANY		143
15	ALMO	BOX 536251 PITTSBURGH PA 15253-5904	0
284	AMAZON.COM		284
861	AMERICAN STANDARD	TYLER TX 78455	0

Showing 1 to 10 of 143 entries

1
2
3
4
5
Next
Last

▶▶
◀◀
+ ADD
← BACK

Example of Searching for Vendors

Upon initially getting the **Vendor List**, you see that the screen is displaying that there are 1 to 143 entries. This means that there is more than one grouping of vendors, and you are only seeing the first 143 vendors. Clicking the **Last** button will take you to the *Last Group* that contains the last grouping of vendors.

VENDOR LIST 🔍			
Vendor #	Vendor Name	Address	Pay To
99999			0
334	12TH STREET PAWN & LOAN INC		334
312	ABBINGTON HOME		312
3	ADD VENDOR NAME HERE		0
294	AFFORDABLE FURNITURE & APPLIAN		294
347	AJ MADISON		347
143	ALBANY		143
15	ALMO	BOX 536251 PITTSBURGH PA 15253-5904	0
284	AMAZON.COM		284
861	AMERICAN STANDARD	TYLER TX 78455	0

Showing 1 to 10 of 143 entries 1 2 3 4 5 Next **Last**

▶▶
◀◀
➕ ADD
◀ BACK

The last three vendors from this grouping of 143 vendors are on the display section of **page 15**. This means that vendors that start with the letters A-V are within this group display of vendors.

Clicking the **Next Arrow** button will take you to the **next** group of vendors.






VENDOR LIST 🔍			
Vendor #	Vendor Name	Address	Pay To
171	TWIN STAR		171
235	UNITED FURNITURE INDUSTRIES, I		235
299	VAUGHN-BASSETT FURNITURE COMPA		299

Showing 141 to 143 of 143 entries First Previous 11 12 13 14 **15**

▶▶
◀◀
➕ ADD
◀ BACK

Upon clicking the **Next Arrow** button, you will see that the screen displays **1 to 3 entries**. This means that this is the second grouping of vendors. Vendor names starting between the letters of W-Z will display within this group of vendors.

VENDOR LIST 🔍				
Vendor #	Vendor Name	Address	Pay To	
2	WAL MART		2	
70	WHIRLPOOL		70	
282	WOODSON & BOZEMAN		282	

Showing 1 to 3 of 3 entries 1

▶▶
◀◀
➕ ADD
◀ BACK

Please Use Caution: When doing a filtered search, you will only be able to search within the grouping of vendors that you are currently working with.


In the example below, if you are within the first grouping of vendors and want to find Whirlpool, it will display “No matching records found.” However, clicking the **Next Arrow** button will take you the second grouping of vendors.

VENDOR LIST 🔍 WH				
Vendor #	Vendor Name	Address	Pay To	
319	AMERICAN WHOLESALE FURNITURE		319	
291	CLARK WHOLESALE		291	

Showing 1 to 2 of 2 entries (filtered from 143 total entries) 1

▶▶
◀◀
➕ ADD
◀ BACK

Initiating a search within the second grouping of vendors will bring Whirlpool up within the **Vendor List**.

VENDOR LIST 🔍 WH				
Vendor #	Vendor Name	Address	Pay To	
70	WHIRLPOOL		70	

Showing 1 to 1 of 1 entries (filtered from 3 total entries) 1

▶▶
◀◀
➕ ADD
◀ BACK

Create a Purchase Order Requisition

To begin, type **POADD** into the *Jump-To* box and press **TAB** or **ENTER**. You may also select it from your company's cynergi | suite menu.

To begin working in the **ADD P/O** screen, press **TAB** or **ENTER** to move from field to field.

- **PO #:** Enter the PO number or press **TAB** or **ENTER** to use the next PO sequence number.
- **Vendor #:** Enter the Vendor number. You can also press **TAB** or **ENTER** to display the **Vendor List** or enter the partial vendor name and then press **TAB** or **ENTER** to list all vendors that match the search criteria.

The screenshot shows the 'ADD P/O' form with the following fields and values:

- PO #: 2153
- Vendor #: 50
- Location: 1 - Store 1 cynergi tr
- Type: Requisition
- Order Date: 11/26/18
- Status: Open
- Buyer: (empty)
- Approver: (empty)
- Exception: Normal
- Req Delivery: 11/26/18
- Pmt Terms: COD
- FOB Point: Destination
- Freight: Prepaid
- Ship via: N/A
- Total Landed / Ordered/Received: /
- Total Manufacturer / Ordered/Received: /
- Total Freight: /

At the bottom, there is a comment: "1) Input the type: (P)urchase Order or (R)equisition"

To select the Vendor from the pick list, click on the line displaying the Vendor you would like to choose.

Please Note: To view additional Vendors, click the page numbers at the bottom right of the pick list, or click the **Arrow** buttons at the bottom left. If the Vendor is not in the list, click the **ADD** button to add a new Vendor.

Vendor #	Vendor Name	Address	Pay To
99999			0
294	AFFORDABLE FURNITURE & APPLIAN		294
347	AJ MADISON		347
143	ALBANY		143
15	ALMO	BOX 536251 PITTSBURGH PA 15253-5904	0
284	AMAZON.COM		284
860	american comfort		0
319	AMERICAN WHOLESALE FURNITURE		319
328	APPLE		328
50	ASHLEY FURNITURE INDUSTRIES, I		50

Showing 1 to 10 of 143 entries

1 2 3 4 5 Next Last

ADD BACK

To search for a Vendor, simply click the **Magnifying Glass**, and start typing the letters of the vendor you want to select.

VENDOR LIST				
Vendor #	Vendor Name	Address	Pay To	
3	ADD VENDOR NAME HERE		0	
284	AMAZON.COM		284	
319	AMERICAN WHOLESALE FURNITURE		319	

After selecting the Vendor, continue to press the **TAB** or **ENTER** key to move from field to field.

- **Location:** Enter the Location (Store) where the merchandise will be shipped to.
- **Type:** Purchase Order is the default (if requesting to send the order to the Home Office for approval, then select the type as Purchase Order Requisition from the pick list)
- **Order Date:** This will default to today's date. Alternatively, click on the Calendar icon to select a date in the future.
- **Status:** The status of the new Purchase Order Requisition will automatically be set to "Open."
- **Buyer:** Select the buyer (Employee – Purchasing Agent) from the pick list.
- **Approver:** Select the "Approver" (Employee – Person to Approve the Purchase Order Requisition) from the pick list.

The remaining fields in the ADD P/O screen may be automatically populated based on the "Vendor" selected. However, they can be changed when or if needed.

- **Exception:** Default is "Normal." Additional options include *Promo, Special Order, and Exception.*
- **Required Delivery:** Used to inform the Vendor if there is a required delivery date. Will default to today's date, the **Calendar** icon can be used to select a date in the future.
- **Pmt Terms:** Default is Vendor's payment terms.
- **FOB Point:** Default is Vendor's setting. (Free On Board point where shipper transfers title to the purchaser).
- **Freight:** Default is Vendor's setting. (How the freight is being paid for).
- **Ship Via:** Default is Vendor's setting. (How the merchandise is being shipped).
- **Edit Comments (optional):** Clicking on this button will allow the ability to add Comments to the Purchase Order Requisition.

When all fields have been set, click **SAVE** to continue.

ADD P/O

PO #: Vendor #: Location:

Type: Order Date: Status: Open

Buyer: Approver: Exception:

Req Delivery: Pmt Terms:

FOB Point: Freight: Ship via:

Total Landed / Total Manufacturer / Total Freight:
 Ordered/Received: Ordered/Received:

COMMENTS:

Adding Items to a Purchase Order Requisition

Items to be ordered can be selected either by a *Model Number* or *Description*.

- If using Model Number, enter a full or partial Model Number and click on the **BY MODEL** button.
- If using the Description, enter a full or partial Description and click on the **BY DESCRIPTION** button.

Please Note: The example below is by Model Number.

Enter the first few characters of the Model Number and click the **BY MODEL** button to continue.

ADD P/O

PO #: 2153 PO Date: 11/26/18 Vendor: ASHLEY FURNITURE INDUSTRIES, I

Model/Description: BY MODEL BY DESCRIPTION

Quantity: Manuf Cost:

Fabric: ▼ Landed Cost:

Color: ▼ Date Required:

Comments: ▼ Ship to Loc: ▼

+ ADD ITEM
← CLEAR ITEM

The Model Number list will display. Click anywhere on the line displaying the correct Model Number to select it.

Please Note: If the Model Number does not exist, it can be added with proper security level settings.

ITEM LIST	Model #	Description	2nd Description
	D5APAMAC4545	5 PIECE DINETTE	5 PIECE DINETTE 1
	D5ASH	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD 682	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-191	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-193	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-199	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-212	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-212-225	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-213	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-226	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-246	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-254	5 PIECE DINETTE	5 PIECE DINETTE 3
	D5ASHD-270	5 PIECE DINETTE	5 PIECE DINETTE 3

The Vendor for the selected Model will be displayed. If this is not the correct Vendor, a pick list is available to select a different Vendor.

Click the **CONTINUE** button.

The selected Model Number will display in the Model/Description field. Beginning with the Quantity field, press **TAB** or **ENTER** to move through the following fields.

- **Quantity:** Enter the desired quantity of the selected Model Number to order
- **Fabric:** If using Fabric Codes, select the appropriate code from the pick list
- **Color:** If using Color Codes, select the appropriate code from the pick list
- **Manuf Cost:** Automatically set from the Model Number (should be updated to actual cost paid if different)
- **Landed Cost:** Automatically set from the Model Number (should be updated to actual cost paid if different)
- **Date Required:** Used to inform the Vendor if there is a required delivery date (Previously set in *ADD P/O* screen). This will default to today's date. Alternatively, click on the **Calendar** icon to select a date into the future.
- **Ship to Loc:** The Location (Store) where the merchandise will be shipped (Previously set in *ADD P/O* screen)
- **Comments:** Set to **Yes** to allow Comments to be entered for the Purchase Order Requisition

Click the **ADD ITEM** button to save the selected Model to the Purchase Order Requisition.

Other Add Purchase Order Requisition Options

The details of the requested items will be displayed at the bottom of the **ADD P/O** screen.

- The selected items can be deleted by clicking on the “X” icon (see picture below).
- Additional items can be added by repeating the previous steps beginning with the Model or Description field.

When all items have been added to the Purchase Order Requisition, click the **PRINT** button to print a copy.

Click **DONE** when finished.

PO #: 2153 PO Date: 11/26/18 Vendor: ASHLEY FURNITURE INDUSTRIES, I

Model/Description:

Quantity: Manuf Cost:

Fabric: Landed Cost:

Color: Date Required:

Comments: Ship to Loc:

PO LIST

Order Qty	Model	Fabric	Color	MFG Cst	Landed Cst	Required	Ship To	Comments	
1	AKAMAADU5000CB BLACK			284.00	284.00	5/20/19	1	N	
TOTAL		1	284.00						

Navigation:

Buttons:

If printing the Purchase Order Requisition, the default printer setting will display.

Please Note: A different printer name can be entered if needed.

Click the **CONTINUE** button to print.

DOCUMENT SPOOLER

Printer:

Purchase Order Requisition Approval

The **APPROVAL PROCESS** will display.

- Select **Yes** if the Purchase Order Requisition needs to be approved.
- Select **No** if the Purchase Order Requisition does not need to be approved.

Click **CONTINUE** to complete the **ADD P/O** process.

APPROVAL PROCESS

Submit for Approval? No Approver: 4-BILLINGS LARR

✔ CONTINUE

The creation of a Purchase Order Requisition is now complete.

This is a printout of the Purchase Order Requisition. Your company logo can be added. Also, there is formatting that can be added to put boxes around the particular fields. This depends on your company's particular choices.

*** REQUISITION ***						Page: 1
P/O Number: 2153		Requested By: 0016 EMPLOYEE				
P/O Date: 11/26/18		Approved By: KURT WARD				
		Date Needed: 11/26/18				
		Our Account Number:				
		Vendor Number: 50				
ASHLEY FURNITURE INDUSTRIES, I			Store 1 cynergi training			
			106 W STREET			
Phone:			ANYTOWN, UT 55555		Phone: (801)621-0000	
FOB: Destination			Ship Via: THEIR TRUCK			
Freight: Prepaid			Terms: COD			
MODEL NUMBER	DESCRIPTION	ORDERED	SHIP TO	REQUIRED	COST	MANUF AMOUNT
Ship following items to: Store 1 Store 1 cynergi training						
106 W STREET						
ANYTOWN, UT 55555						
D5ASHD-305	5 PIECE DINETTE	1	1	11/26/18	399.990	399.99
***** Special Order for Customer: Frank Young						
		-----			-----	-----
		1	Avg Cost:		399.99	399.99

Create a Purchase Order

To begin, type **POADD** into the *Jump-To* box and press **TAB** or **ENTER**. You may also select it from your company's cynergi | suite menu.

To begin working in the **ADD P/O** screen, press **TAB** or **ENTER** to move from field to field.

- **PO #:** Enter the PO number or press **TAB** or **ENTER** to use the next PO sequence number.
- **Vendor #:** Enter the Vendor number. You can also press **TAB** or **ENTER** to display the **Vendor List** or enter the partial vendor name and then press **TAB** or **ENTER** to list all vendors that match the search criteria.

The screenshot shows the 'ADD P/O' form with the following fields and values:

- PO #:** 107 (highlighted with a blue box and an orange arrow pointing down)
- Vendor #:** (empty, highlighted with a blue box and an orange arrow pointing down)
- Location:** Select Option
- Type:** Purchase Order
- Order Date:** 11/26/18
- Status:** Open
- Buyer:** (empty)
- Approver:** (empty)
- Exception:** Normal
- Req Delivery:** (empty)
- Pmt Terms:** (empty)
- FOB Point:** (empty)
- Freight:** Prepaid
- Ship via:** (empty)
- Total Landed / Ordered/Received:** /
- Total Manufacturer / Ordered/Received:** /
- Total Freight:**

To Select the Vendor from the pick list, click on the line displaying the Vendor you would like to choose.

Please Note: To view additional Vendors, click the page numbers at the bottom right of the pick list, or click the **Arrow** buttons at the bottom left. If the Vendor is not in the list, click the **ADD** button to add a new Vendor.

Vendor #	Vendor Name	Address	Pay To	
321	LANG FURNITURE INC		321	
298	LEGARE		298	
121	LEGENDS FURNITURE		121	
861	leopard mobility		0	
856	lg		0	
324	LIFETIME STORE		324	
283	LOWE'S		283	
219	MARK-A-NEWT APPLIANCE SPECIALI		219	
255	MEDLIFT		255	
285	MEGA MOTION INC		285	

Showing 1 to 10 of 73 entries

1 2 3 4 5 Next Last

➡ ⏪ + ADD ⏩ BACK

To search for a Vendor, simply click the **Magnifying Glass** and start typing the letters of the vendor you want to select.

VENDOR LIST			
Vendor #	Vendor Name	Address	Pay To
3	ADD VENDOR NAME HERE		0
284	AMAZON.COM		284

After selecting the Vendor, continue to press **TAB** or **ENTER** to move from field to field.

- **Location:** Enter the Location (Store) where the merchandise will be shipped to.
- **Type:** Purchase Order is the default, you can select the drop-down and instead choose Purchase Order Requisition, (please reference the previous section, **Create a Purchase Order Requisition**, for more information).
- **Order Date:** This will default to today's date. Alternatively, click on the **Calendar** icon to select a date in the future.
- **Status:** The status of the new PO will automatically be set to "Open."
- **Buyer:** Select the "Buyer" (Employee) (input purchasing agent), from the pick list.
- **Approver:** Select the "Approver" (Employee) (input person approving purchase order, if required), from the pick list.
- *The Remaining fields in the ADD P/O screen may be automatically populated based on the "Vendor" selected. However, they can be changed when or if needed.*
- **Exception:** Default is "Normal." Additional options include *Promo, Special Order, and Exception.*
- **Required Delivery:** Used to inform the Vendor if there is a required delivery date. Will default to today's date, the **Calendar** icon can be used to select a date into the future.
- **Pmt Terms:** Default is Vendor's payment terms.
- **FOB Point:** Default is Vendor's setting. (Free On Board point where shipper transfers title to the purchaser.)
- **Freight:** Default is Vendor's setting. (How the freight is being paid for.)
- **Ship Via:** Default is Vendor's setting. (How the merchandise is being shipped.)
- **Edit Comments (optional):** Clicking on this button will allow the ability to add *Comments about the PO.*

When all fields have been set, click **SAVE** to continue.

ADD P/O

PO #:	107	Vendor #:	121	Location:	1 - Store 1 cynergi tr
Type:	Purchase Order	Order Date:	11/26/18	Status:	Open
Buyer:	5-EMPLOYEE 0005	Approver:	5555-JONES STEVI	Exception:	Normal
Req Delivery:	11/26/18	Pmt Terms:	COD	Ship via:	THEIR TRUCK
FOB Point:	Destination	Freight:	Prepaid		
Total Landed	/	Total Manufacturer	/	Total Freight:	
Ordered/Received:		Ordered/Received:			

COMMENTS:

✓ SAVE

EDIT COMMENTS

REBATES

PRINT

← BACK

↑ MAIN MENU

Adding Items to a Purchase Order

Items to be ordered can be selected either by a *Model Number* or *Description*.

- If using Model Number, enter a full or partial Model Number and click on the **BY MODEL** button.
- If using the Description, enter a full or partial Description and click on the **BY DESCRIPTION** button.

Please Note: The example below is by Model Number.

Enter the first few characters of the Model Number and click the **BY MODEL** button to continue.

ADD P/O

PO #: 107 PO Date: 11/26/18 Vendor: LEGENDS FURNITURE

Model/Description: BY MODEL BY DESCRIPTION

Quantity: Manuf Cost:

Fabric: Landed Cost:

Color: Date Required: 31

Comments: Ship to Loc:

+ ADD ITEM ← CLEAR ITEM

✔ DONE 🖨️ PRINT ← BACK 🏠 MAIN MENU

The Model Number list will display. Click anywhere on the line displaying the correct Model Number to select it.

Please Note: If the Model Number does not exist, it can be added with proper security level settings.

MODEL NUMBER MAINTENANCE		
Model #/UPC/Description: <input style="width: 100%;" type="text" value="HTLEG"/>		
ITEM LIST		
Model #	Description	2nd Description
HTLEG159.00	TV STAND	TV STAND 2
HTLEGAP1226	TV STAND	TV STAND 2
HTLEGAP12261	TV STAND	TV STAND 2
HTLEGAP1227	TV STAND	TV STAND 2
HTLEGAP1228	TV STAND	TV STAND 2
HTLEGAP1231	TV STAND	TV STAND 2

The Vendor for the selected Model will then be displayed. If this is not the correct Vendor, a pick list is available to select a different Vendor.

Click the **CONTINUE** button.

The selected Model Number will display in the Model/Description field. Beginning with the Quantity field, press **TAB** or **ENTER** to move through the following fields.

- **Quantity:** Enter the desired quantity of the selected Model Number to order
- **Fabric:** If using Fabric Codes, select the appropriate code from the pick list
- **Color:** If using Color Codes, select the appropriate code from the pick list
- **Manuf Cost:** Automatically set from the Model Number (should be updated to actual cost paid if different)
- **Landed Cost:** Automatically set from the Model Number (should be updated to actual cost paid if different)
- **Date Required:** Used to inform the Vendor if there is a required delivery date (previously set in **ADD P/O** screen). This will default to today's date. Alternatively, click on the **Calendar** icon to select a date in the future.
- **Ship to Loc:** The Location (Store) where the merchandise will be shipped (previously set in **ADD P/O** screen)
- **Comments:** Set to **Yes** to allow Comments to be entered for the PO

Click the **ADD ITEM** button to save the selected Model to the Purchase Order.

Other Add Purchase Order Options

The details of the requested items will be displayed at the bottom of the **ADD P/O** screen.

- The selected items can be deleted by clicking on the “X” icon (see picture below).
- Additional items can be added by repeating the previous steps beginning with the Model or Description field.

When all items have been added to the PO, click the **PRINT** button to print a copy.


Click **DONE** when finished.

PO #: 107 PO Date: 11/26/18 Vendor: LEGENDS FURNITURE

Model/Description:


Quantity: Manuf Cost:

Fabric: Landed Cost:

Color: Date Required: 

Comments: Ship to Loc:

PO LIST

Order Qty	Model	Fabric	Color	MFG Cst	Landed Cst	Required	Ship To	Comments	
1	AKAMAADU5000CB BLACK			284.00	284.00	5/20/19	1	N	
TOTAL		1	284.00						

If printing the PO, the default printer setting will display.

Please Note: A different printer name can be entered if needed.

Click the **CONTINUE** button to print.

DOCUMENT SPOOLER

Printer:

Purchase Order Approval

The **APPROVAL PROCESS** will display.

- Select **Yes** if the PO needs to be approved.
- Select **No** if the PO does not need to be approved.

Click **CONTINUE** to complete the **ADD P/O** process.

APPROVAL PROCESS

Submit for Approval? No Approver: 4-BILLINGS LARR

✔ CONTINUE

The creation of a Purchase Order is now complete.

This is a printout of the Purchase Order. Your company logo can be added. Also, there is formatting that can be added to put boxes around the particular fields. This depends on your company's particular choices.

** PURCHASE ORDER **						Page: 1
P/O Number: 107		Requested By: 0005 EMPLOYEE				
P/O Date: 11/26/18		Approved By: STEVE JONES				
		Date Needed: 11/26/18				
		Our Account Number:				
		Vendor Number: 121				
LEGENDS FURNITURE		Store 1 cynergi training				
		106 W STREET				
Phone:		ANYTOWN, UT 55555		Phone: (801)621-0000		
FCB: Destination		Ship Via: THEIR TRUCK				
Freight: Prepaid		Terms: COD				
MODEL NUMBER	DESCRIPTION	ORDERED	SHIP TO	REQUIRED	COST	MANUF AMOUNT
Ship following items to: Store 1 Store 1 cynergi training						
106 W STREET						
ANYTOWN, UT 55555						
HTLGBL1231	TV STAND	1	1	11/26/18	250.000	250.00
***** Special Order for Robert Drier						
		-----			-----	-----
		1	Avg Cost:		250.00	250.00

Receive Inventory from a Purchase Order

A purchase order is entered by the home office for merchandise to be received by a store or warehouse location.

- In the **Jump-To** program name field, enter **POINLOAD**.
- On the PO Printer Setup pop-up window, change the PO Printer name, if necessary.
- On the **Print Description Line** option, select **Yes** if you would like the description to print.
- On the **Print Barcode Label** option, select **Yes** if a barcode label should be printed.
- Press the **OK** button at the bottom of the pop-up window.

PO PRINTER SETUP

Printer or File Pathname: LP9000

Print Description Line: Yes

Print Barcode Label: Yes

Barcode Printer: TEXT

OK BACK MAIN MENU

- In the **PO Receiving** pop-up window, select the type of item(s) being received (typically Rent-To-Own) from the **Inventory Type** drop-down.

PO RECEIVING

Inventory Type: Rent-To-Own

- Rent-To-Own
- Rent-To-Rent
- Sales
- Fixed Assets

- In the **Location** drop-down, select **your store**. (To select a different location, appropriate security is required.)

PO RECEIVING

Inventory Type: Rent-To-Own

Next Alt ID #: 0

Receiving Date: 11/29/18

Location: 8-Store 8 cynergi tr

% Cost to Floor Plan: 100.00

Floor Plan Agent #:

PO #:

- To receive inventory from a specific PO #, **TAB** to the **PO #** field and enter the **PO #**. Press **ENTER**.

PO RECEIVING

Inventory Type: Next Alt ID #: Receiving Date:

Location: % Cost to Floor Plan: Floor Plan Agent #:

PO #:






PO RECEIVING

Inventory Type: Next Alt ID #: Receiving Date:

Location: % Cost to Floor Plan: Floor Plan Agent #:

PO #:

PO LIST

PO	Sequence	Item	Desc 1	Desc 2	
110	1	B-235-46	CHEST	CHEST	  
110	3	D 682	5 PIECE DINETTE	5 PIECE DINETTE 3	  
110	2	D445-73	CURIO CABINET	CURIO CABINET 3	  

PO DETAIL

Comment:

Date Ordered: 11/29/18 Date Due In: 11/29/18 Model #: D5ASHD 682

Fabric/Material: Color: Qty Ordered: 1

UPC Code: List Price: 0.00 Ship To: 8

- To receive the merchandise against the specific purchase order, select one of the **icons** at the end of the “detail” line.
- To list all POs for your location, select **LIST BY PO**.

PO RECEIVING

Inventory Type: Next Alt ID #: Receiving Date:

Location: % Cost to Floor Plan: Floor Plan Agent #:

PO #:

- The **PO List** will display for your particular store. To show the **PO Detail**, place the mouse over a line item.
Please Note: The Qty Ordered shows the maximum number of items that can be received. The Qty Ordered will decrease as each unit is received.

At the end of each line are three icons: **Receive Item**, **Comments**, and **Receive Misc Items on PO**.

- To receive the item(s) on the PO, select the appropriate line item.

PO RECEIVING

Inventory Type: Next Alt ID #: Receiving Date:

Location: % Cost to Floor Plan: Floor Plan Agent #:

PO #:

PO LIST

PO	Sequence	Item	Desc 1	Desc 2	
110	1	B-235-46	CHEST	CHEST	
110	3	D 682	5 PIECE DINETTE	5 PIECE DINETTE 3	
110	2	D445-73	CURIO CABINET	CURIO CABINET 3	
112	1	B196-46	5 DRAWER ANTQ. WHITE	CHEST	
113	1	MFW2055DRE	FRENCH DOOR FRIDGE	FRENCH DOOR REFRIG	

PO DETAIL

Comment:

Date Ordered: 11/29/18 Date Due In: 11/29/18 Model #: BCASHB-235-46

Fabric/Material: Color: Qty Ordered: 1

UPC Code: List Price: 0.00 Ship To: 8

PREVIOUS NEXT DONE (PRINT) BACK

- The **Receive Item** pop-up window will display.

RECEIVE ITEM

Serial #: **a** ALT ID: **TAB**

of Pieces: **b** Cost:

Freight: Quantity: **c**

Description:

Received: **d** Last Serial #: **e**

SAVE BACK

- a) The **Serial #** and **Alt ID** are determined by the Model #.
 - If the item is **serialized**, such as appliances or electronics, the **unit’s Serial # can be entered**.
 - If the item is **non-serialized**, such as furniture, the system can **auto-generate the unit’s Serial #**.
- b) The **# of Pieces** will default to 1 but can be changed to the number of pieces that make up the “unit.” A dining room set might contain one table and four chairs, or five pieces, and they are all tied to the same Serial #.
- c) Enter the **Quantity** received in this shipment.
*Please Note: Upon pressing **ENTER**, the items ARE automatically received. If anything was received in error, it must be charged off through **INVTRAN**.*

The Quantity received cannot exceed the Qty Ordered. The Quantity is also dependent on being serialized or non-serialized.

- For **serialized** items, the Quantity must be 1, and a unique Serial # must be entered for each item received.
- For **non-serialized** items, the Quantity can be equal to the number of items on the PO and the system will automatically increment each item's Serial # by one (see picture below).

Model #	SN#	Loc	Alt#	Status	Cond	Desc	Rec
BCASHB196-46	00806549	8	00806549	N		5 DRAWER ANTQ. WHITE	11/29/18
BCASHB196-46	00806550	8	00806550	N		5 DRAWER ANTQ. WHITE	11/29/18

- d) The # **Received** is informational and automatically increments as each item is entered.
 - e) The **Last Serial #** is informational and displays the previous serial entered on this PO.
- After receiving all the inventory for this PO, press the **BACK** button to close the pop-up window.

Verifying the Items were Received

- Go to **Inventory Inquiry** or **Jump-To** program **INVMNT**.
- In the **Start Key** field, enter the item's **Serial #** and make sure Location is "0," then select the **SEARCH** button.

INVENTORY MAINTENANCE

Serial Number: Alt ID:

Model Number: Last Rented Date:

Location: Status:

- I-Idle (R and N)
- R-Re-Rental
- N-New

Price Cap Condition:

Region: Description:

Color Code: Fabric Code:

Primary Color Code: Primary Fabric Code:

- The **Inventory Results** will list the item(s) received as well as the item details.

*** LAST RESULTS GROUP ***

Model #	SN#	Loc	Alt#	Status	Cond	Desc	Rec	Last Rent	Last Return	Cost	RBV	AR
BCASHB-235-46	00806547	8	00806547	N		CHEST	11/29/18			130.00	130.00	

Showing 1 to 1 of 1 entries

DETAILS

Model #: MCAPLIPHONE 7, 128 Serial #: 353820086748815 2nd Description: IPHONE 7
 Regular Price: 2,599.480 Sale Price: 0.000 Payment/#Months: 199.99/ 24 Payment/#Weeks: 49.99/104
 Color: Fabric: Comment:

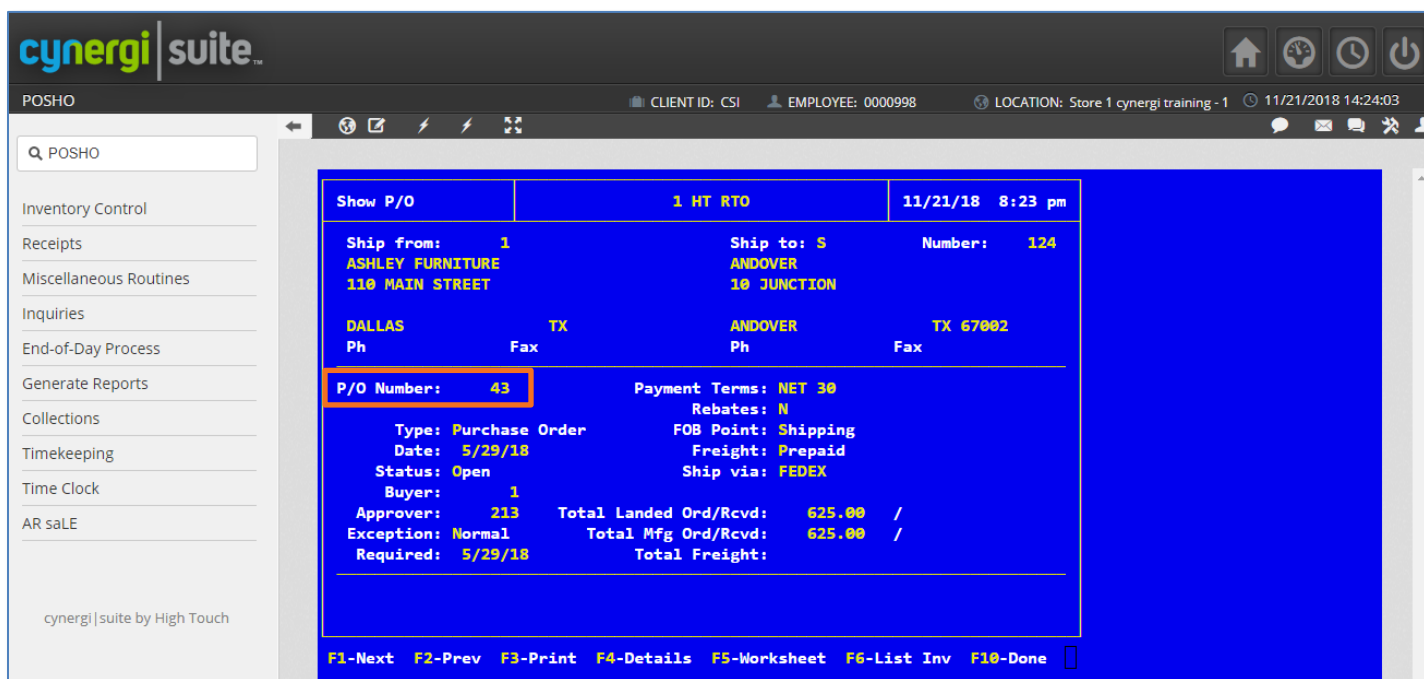
POSHO Display Options

To view a Purchase Order, type **POSHO** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select it from your company's cynergi|suite menu.

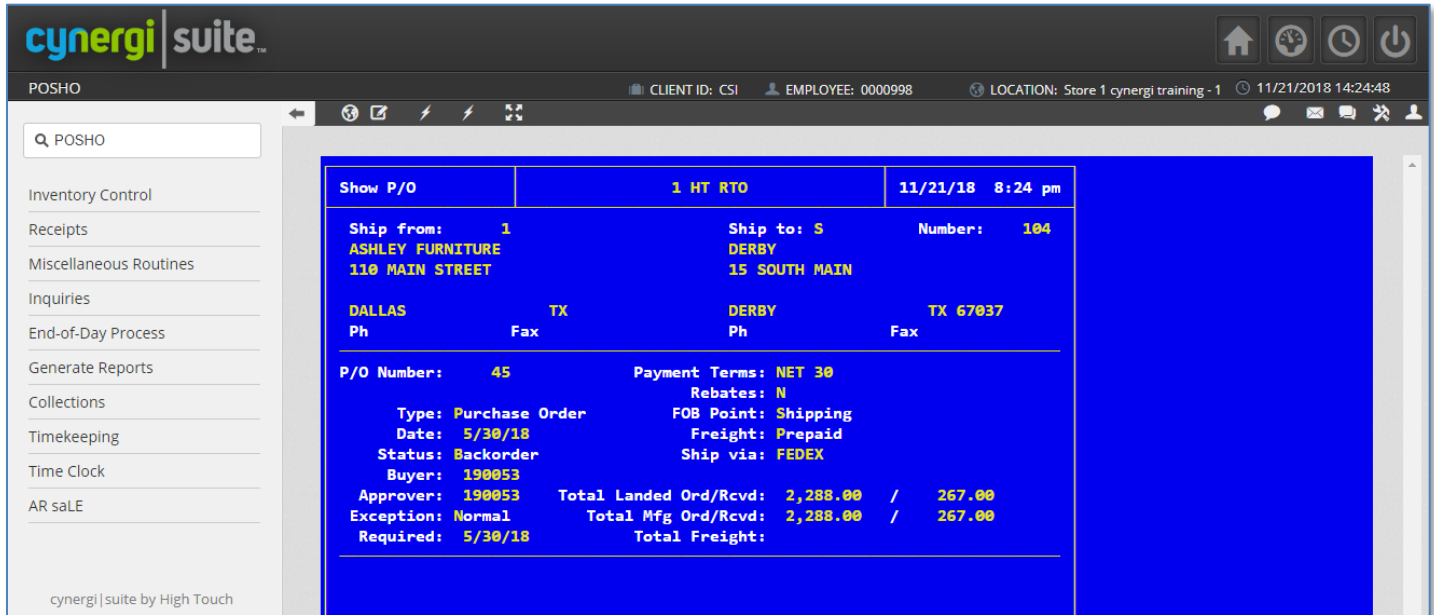
Please Note: Your menu option may be different than what is shown below.



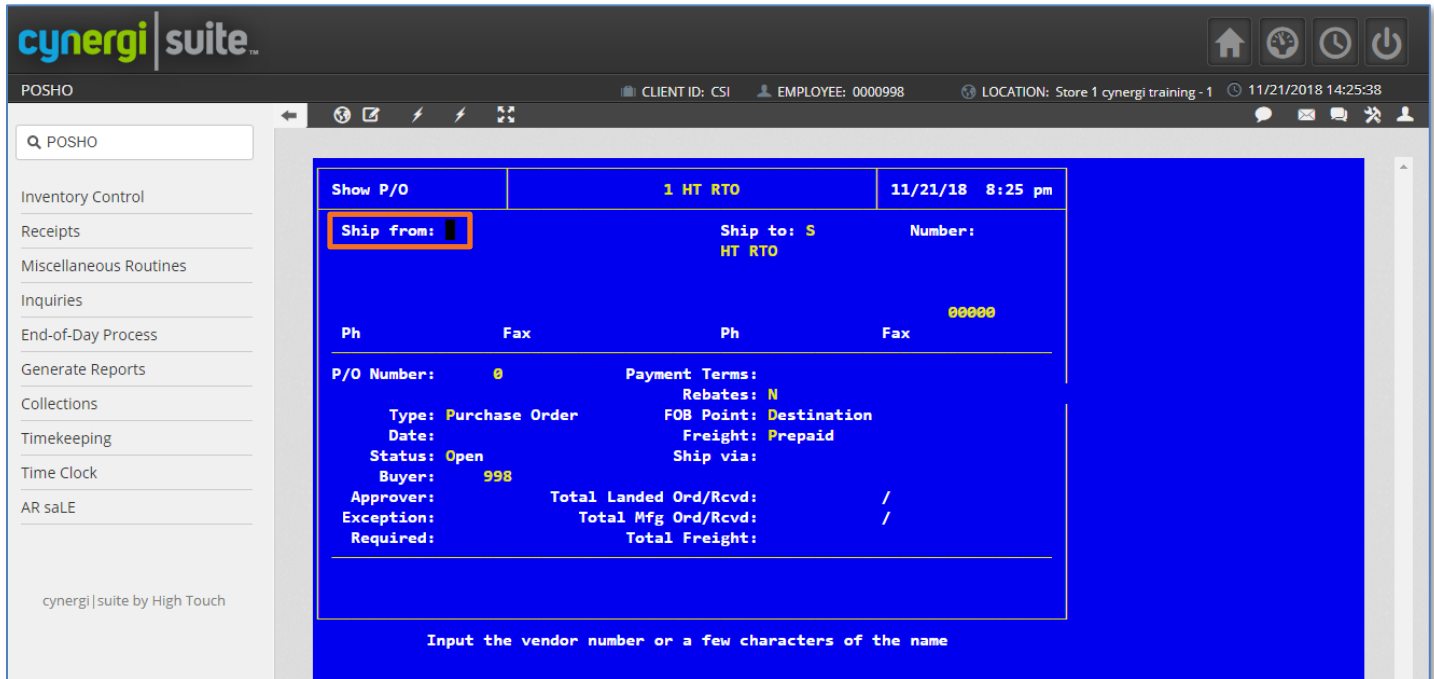
Key in the Purchase Order that you would like to view and press **ENTER**.



Press **F1** to go to the next Purchase Order number.



If you space out the Purchase Order number field instead, you can key in the vendor number in the **Ship from** field to look at a list of Purchase Orders for this particular vendor.



Example: Vendor # 4

The screenshot shows the cynergi suite POSHO interface. The top navigation bar includes the logo, a search bar with 'POSHO', and system information: CLIENT ID: CSI, EMPLOYEE: 0000998, LOCATION: Store 1 cynergi training - 1, and date/time: 11/21/2018 14:27:00. A sidebar on the left lists various functions like Inventory Control, Receipts, and Reports. The main window displays a purchase order form for Vendor # 4. The form includes fields for 'Ship from: 4', 'Ship to: S', and 'Number:'. Below these are fields for 'Ph' and 'Fax' (00000). The 'P/O Number' is 0. The 'Type' is 'Purchase Order', 'Date' is blank, 'Status' is 'Open', and 'Buyer' is '998'. 'Payment Terms' are 'Rebates: N', 'FOB Point: Destination', and 'Freight: Prepaid'. 'Ship via' is blank. Summary statistics show 'Total Landed Ord/Rcvd: /' and 'Total Mfg Ord/Rcvd: /'. At the bottom, it says 'Input the vendor number or a few characters of the name'.

Press **ENTER** to display a list of Purchase Orders.

The screenshot shows the cynergi suite POSHO interface displaying a list of purchase orders for Vendor # 4. The top navigation bar and sidebar are the same as in the previous screenshot. The main window shows a table of purchase orders. The table has columns for P/O, T, S, A, E, LOC, DATE, TTL MFG AMT, RECV'D AMT, and PAID AMT. The data is as follows:

P/O	T	S	A	E	LOC	DATE	TTL MFG AMT	RECV'D AMT	PAID AMT
6	P	B	N	E	104	6/09/16	8,960.00	6,218.00	0.00
31	P	B	N	N	124	8/22/17	477.00	347.00	0.00
567	P	B	Y	E	874	10/04/17	4,800.00	800.00	0.00
39	P	B	N	N	104	5/23/18	2,740.00	232.00	0.00
2	R	C	N	E	104	6/09/16			0.00
10	R	C	N	E	174	11/15/16	3,546.00		0.00
3	R	O	N	E	104	6/09/16	2,970.00		0.00
4	R	O	N	N	104	6/09/16	2,970.00		0.00
5	R	O	N	E	104	6/09/16	3,564.00		0.00
8	P	O	N	N	100	8/10/16			0.00
9	P	O	Y	N	104	9/27/16			0.00
12	R	O	N	N	4	11/15/16	1,870.00		0.00
13	R	O	N	E	124	11/15/16	2,556.00		0.00
14	R	O	N	N	100	11/15/16			0.00

At the bottom of the screen, there are function key prompts: F1-Forward, F2-Back, F10-Exit Program, and ENTER-Select P/O.

Again, you may press **F1** to go forward in the list of Purchase Orders. Below is the second screen of the Purchase Orders for Vendor # 4.

The screenshot shows the cynergi suite POSHO interface. At the top, it displays 'POSHO' and system information: CLIENT ID: CSI, EMPLOYEE: 0000998, LOCATION: Store 1 cynergi training - 1, and date/time: 11/21/2018 14:28:12. A search bar contains 'POSHO'. The sidebar lists various functions: Inventory Control, Receipts, Miscellaneous Routines, Inquiries, End-of-Day Process, Generate Reports, Collections, Timekeeping, Time Clock, and AR saLE. The main window shows a table of purchase orders for Vendor # 4.

HT	P/O	T S A E	LOC	DATE	TTL MFG AMT	RECV'D AMT	PAID AMT
12	444	P O Y N	874	2/22/17			0.00
Ma	5254	R O Y E	874	3/21/17	564.00		0.00
Ph	765	R O Y E	874	3/21/17	1,038.00		0.00
	32	P O N N	134	8/23/17	1,006.00		0.00
P/O	65432	P O Y P	874	10/04/17			0.00
	33	P O Y N	874	10/04/17			0.00
	34	P O Y E	874	10/04/17	1,600.00		0.00
	35	P O N N	100	2/20/18			0.00
	36	R O Y N	104	2/20/18			0.00
	37	R O Y N	100	2/20/18			0.00
A	7	P R N N	104	6/09/16	2,376.00	2,376.00	0.00
Ex	29	P R N N	104	8/22/17	205.00	205.00	0.00
R	30	P R N P	144	8/22/17	639.00	639.00	0.00

At the bottom of the screen, there are function key instructions: **F1-Forward**, **F2-Back**, **F10-Exit Program**, and **ENTER-Select P/O**.

You may press **F2** to go back to the front of the list. This will give you any Purchase Order for this particular vendor.

Receive Inventory (Manual Receiver)

To begin, type **RECEIVE** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select **Receivers (Manual Input)** from the cynergi | suite menu.

Please Note: Your menu option may be different from what is shown below.

The **Printer or File Pathname** will default to the store printer, which may be changed if needed.

Click **OK** to continue.

Leave the Receiving Function set to **1. Receive Serialized Inventory** and click **OK** to continue.

The first step is to select the cynergi | suite **Model Number** of the inventory unit to be received.

- Enter the **Model Number** and click **SEARCH BY MODEL#**. A full or partial Model Number may be entered.
- Enter the **Model Description** and click **SEARCH BY DESCRIPTION**. A full or partial Description may be entered.

Example using full Model Number (D5ASH509)

The search results will be listed. If the Model exists, select it from the list by clicking anywhere on the line displaying the Model information.

- If the Model entered does not exist, it will need to be added. Click the **ADD** button at the bottom of the screen to create the new Model. Please reference the **Add a Model Number** section of **Chapter 16: Home Office and Setup** for additional information.
- The left and right **Arrow** buttons in the bottom left may be used to page forward and backward.

MODEL NUMBER MAINTENANCE

Model #/UPC/Description:

ITEM LIST

Model #	Description	2nd Description	
D5ASHD509	5 PIECE DINETTE	5 PIECE DINETTE 3	🗨️ 📄 ✕
D5ASHD530	GRAPHITE	DINETTE	🗨️ 📄 ✕
D5ASHD532	5 PIECE DINETTE	5 PIECE DINETTE 3	🗨️ 📄 ✕
D5ASHD534	5 PIECE DINETTE	5 PIECE DINETTE 3	🗨️ 📄 ✕
D5ASHD594	5 PIECE DINETTE	5 PIECE DINETTE 3	🗨️ 📄 ✕
D5ASHD596-01/35	DARK BROWN 4CHAIR	SPC DINETTE	🗨️ 📄 ✕
D5ASHD632	COTTAGE WHITE/BROWN-4C	DINETTE	🗨️ 📄 ✕
D5ASHD648	BROWN 4CHAIR/BENCH	DINETTE	🗨️ 📄 ✕

ITEM DETAILS

Regular Price:	<input type="text" value="503.910"/>	Sale Price:	<input type="text" value="503.910"/>
Payment / Months:	<input type="text" value="55.99"/> / <input type="text" value="18"/>	Payment / Weeks:	<input type="text" value="13.99"/> / <input type="text" value="78"/>

▶▶
◀◀
➕ ADD

← BACK
🏠 MAIN MENU

After selecting the Model from the list, the **MODEL NUMBER INQUIRY** screen will display the details of the Model Number. Click **OK** to continue.

MODEL NUMBER INQUIRY

UPC Code:		Rate Code:	1378
Model #:	D5ASHD509	Commission Code:	1
Description:	5 PIECE DINETTE	Vendor #:	99999
Second Description:	5 PIECE DINETTE 3	Discontinued Indicator:	N
First Received:		Serialized/Fee Item:	T / N
Average Cost:	500.640	Last Cost:	500.640
Sale Price:	503.910	MAP:	0.00
List Price:	0.00	Regular Price:	503.910
Misc Cost Usage:	1	MOP:	0.00
Taxable:	Y	S/L Life Book:	24
Equivalent:		Quantity on Hand:	0
Sales Spiff:	0.00	Use Profit Center:	Y
RTR Monthly Price:		RTR:	N
Total Monthly Price:	1,007.82	RTO Spiff:	0.00
Total Weekly Price:	1,091.21	RTO Monthly Terms:	18
Cube Size:		RTO Weekly Terms:	78
Days Out of Stock:		Quantity On Order:	0
No Sale Discounts:	N	Date Order Due In:	
		Unit Weight:	
		Status Received Inv:	N
		Freight Override:	

🗨️ OK

← BACK

The **RECEIVE SERIALIZED INVENTORY** screen will open. There are many fields available for input, depending on system configuration, some fields may or may not be required.

Commonly used Fields (Optional)

- **Vend invoice Nbr** – Vendor’s Invoice Number
- **Vendor Number** – Vendor Number if using Vendor’s File (List)
- **P.O. Number** – PO Number if using Purchase Order Receiving
- **Nbr Pieces** – The number of pieces associated to the Model number
- **Receiving Nbr** – Company specific receiving document

Required Fields

- **Location** – Select the receiving store location from the pick list
- **Nbr to Receive** – Input the number of inventory units of this model to receive

Select the Receiving Store Location and enter the number of units to be received. Click **OK** to continue.

RECEIVE SERIALIZED INVENTORY

Model Number:	D5A5HD509	ALT ID:	
Description:	5 PIECE DINETTE	Vend Invoice Nbr:	<input type="text"/>
Serial Number:		P.O. Number:	<input type="text" value="19091"/>
Date Received:	<input type="text" value="2/21/19"/>	Floor Plan Agent:	<input type="text"/>
Vendor Number:	<input type="text" value="99999"/>	Trust Receipt:	<input type="text"/>
Nbr of Pieces:	<input type="text" value="1"/>	Actual Cost:	500.64
Receiving Nbr:	<input type="text"/>	Average Cost:	500.64
Location:	<input type="text" value="1 - Store 1 cynergi training"/>	Floor Plan Cost:	<input type="text"/>
Nbr to Receive:	<input type="text" value="1"/>	Packed/Landed Cost:	
Nbr Received:	0	Inventory Indr:	<input type="text" value="S"/>
Freight/Other Cost:	<input type="text"/>	Retail Price:	<input type="text"/>
Color Code:	<input type="text" value="Select Option"/>	Retail Inventory Number:	<input type="text"/>
Fabric Code:	<input type="text" value="Select Option"/>		
Retail Inventory?:	<input type="text" value="N"/>		
Retail Inventory Remaining Value:	<input type="text" value="0.00"/>		

OK

If there are no changes needed, click **NO** to continue.

ATTENTION!

AnyChanges?

YES NO

Enter the **Serial Number** of the item being received (If the model number is set as “Transparent” the Serial Number will be assigned automatically). The **ALT ID** will be automatically assigned.

Please Note: Transparent models are typically used for products that do not have a manufacture’s serial number assigned.

Click **OK** to continue.

Please Note: Depending on system configuration, Serial and ALT ID numbers may be assigned differently than what is shown.

RECEIVE SERIALIZED INVENTORY

Model Number:	D5ASHD509		
Description:	5 PIECE DINETTE		
Serial Number:	00125970	ALT ID:	00125970
Date Received:	2/21/19	Vend Invoice Nbr:	
Vendor Number:	99999	P.O. Number:	19091
Nbr of Pieces:	1	Floor Plan Agent:	
Receiving Nbr:		Trust Receipt:	
Location:	1 - Store 1 cynergi training	Actual Cost:	500.64
Nbr to Receive:	1	Average Cost:	500.64
Nbr Received:	0	Floor Plan Cost:	
Freight/Other Cost:		Packed/Landed Cost:	500.64
Color Code:	Select Option	Inventory Indr:	S
Fabric Code:	Select Option	Retail Price:	
Retail Inventory?:	N	Retail Inventory Number:	
Retail Inventory Remaining Value:	0.00		

If there are no changes needed, click **NO** to continue.

ATTENTION!

AnyChanges?

If receiving multiple units of the same model number, the **RECEIVE SERIALIZED INVENTORY** screen will re-appear to allow entering the next unit’s serial number.

Each time NO is selected, it will increase the number in the “Nbr Received” field by one. When all serial numbers have been entered, the prompt “All items for this model number Received?” will appear.

ATTENTION!

All Items For This Model Nbr Received?

Clicking **YES** will exit the receiver and return to the screen which prompts for a model number or description. Clicking **NO** will allow additional serial numbers to be entered for this model number.
A Receiving Document is printed for each unit received.

RECEIVING ON: 02/21/19										
MODEL NUMBER	DESCRIPTION	SERIAL NBR	LOC	REC DATE	COST	VEND INV	PO NBR	TRUST	INV FPA REC #	EMP #
D5ASHD509	5 PIECE DINETTE	00125970	1	2/21/19	500.64		19091		S	998
	Desc: 5 PIECE DINETTE 3	Color:				Fabric:				

Additional Information

RECEIVE SERIALIZED INVENTORY FIELD DEFINITIONS

RECEIVE SERIALIZED INVENTORY

Model Number: D5ASHD509

Description: 5 PIECE DINETTE

Serial Number: ALT ID:

Date Received: <input type="text" value="2/21/19"/>	Vend Invoice Nbr: <input type="text"/>
Vendor Number: <input type="text" value="99999"/>	P.O. Number: <input type="text" value="19091"/>
Nbr of Pieces: <input type="text" value="1"/>	Floor Plan Agent: <input type="text"/>
Receiving Nbr: <input type="text"/>	Trust Receipt: <input type="text"/>
Location: <input type="text" value="1 - Store 1 cynergi training"/>	Actual Cost: 500.64
Nbr to Receive: <input type="text" value="1"/>	Average Cost: 500.64
Nbr Received: 0	Floor Plan Cost: <input type="text"/>
Freight/Other Cost: <input type="text"/>	Packed/Landed Cost: <input type="text"/>
Color Code: <input type="text" value="Select Option"/>	Inventory Indr: <input type="text" value="S"/>
Fabric Code: <input type="text" value="Select Option"/>	Retail Price: <input type="text"/>
Retail Inventory?: <input type="text" value="N"/>	Retail Inventory Number: <input type="text"/>
Retail Inventory Remaining Value: <input type="text" value="0.00"/>	

OK

- **Date Received** – Defaults to the current day.
- **Vendor Invoice Nbr** – Vendor’s invoice number (optional).
- **Vendor Number** – Number assigned to the company the inventory was purchased from (optional).
- **P.O. Number** – The Purchase Order the buyer used when the merchandise was ordered (optional).
- **Nbr of Pieces** – The number of pieces associated with this Model number. For example, Sofa and Loveseat would be 2 pieces.
- **Floor Plan Agent** – The floor plan agent’s general ledger or assigned account number (feature no longer in use).
- **Receiving Nbr** – The receiving document number (optional).
- **Trust Receipt** – Floor Plan Agent's trust receipt number for this shipment (feature no longer in use).
- **Location** – Select the store location where the inventory will be received (required).
- **Actual Cost** – Actual Cost of the Model being received. Depending system configuration this field may or may not be changed.
- **Nbr to Receive** – The number of inventory units being received (required).

- **Average Cost** – Automatically calculated, the average cost of all items with the same model number when the items are being received. This is an informational field only.
- **Nbr Received** – Automatically generated when receiving. Tracks how many units have been received during the manual receiving process.
- **Floor Plan Cost** – Represents the actual cost minus any discounts from the floor plan company (feature no longer in use).
- **Freight/Other Cost** – Freight, Interest, and other costs over the actual cost of this item (optional).
- **Packed/Landed Cost** – The sum of the Actual Cost plus the Freight/Other Cost entered previously, automatically calculated.
- **Color Code** – Pick list of available color codes (optional).
- **Inventory Indr** – Indicates type of inventory (O=Rent to Own, S=Sales, R=Rent to Rent). This indicator dictates when inventory is subject to depreciation. If the indicator is set to "O," or "R," the inventory is subject to depreciation. The 'S' type inventory is not subject to depreciation until it goes out on rent, at which time the system automatically changes this indicator to the appropriate type, 'O' if it went on a RTO agreement, and 'R' if went on a Rent to Rent agreement. The default Indicator is set on each cynergi | suite Model Number.
- **Fabric Code** – Pick list of available fabric/material codes (optional).
- **Retail Price** – Default Retail Price on this item's model number (optional).

For additional information on the following fields, please reference the [Process Retail Inventory and Customers](#) section of **Chapter 8: Inventory**.

- **Retail Inventory?** – Enter **Y** if receiving "Retail" inventory (inventory previously rented at a retail store).
- **Retail Inventory Number** – The retail identifying number (if provided from retail store).
- **Retail Inventory Remaining Value** – The remaining value of the retail inventory item at the time the item is manually received (if provided from retail store).

Receive Miscellaneous Inventory (Non-Serialized)

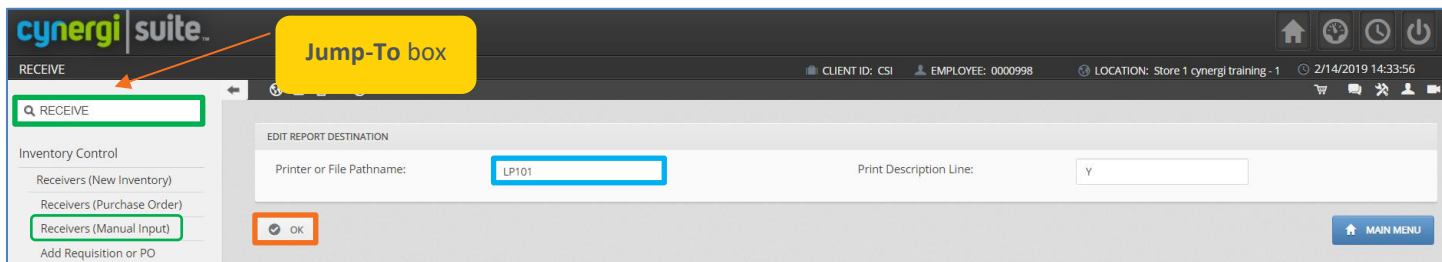
Miscellaneous Inventory units are non-serialized items that are typically sold through cash sales. The number sold and available can be tracked by reporting.

To begin, type **RECEIVE** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select **Receivers (Manual Input)** from the cynergi | suite menu.

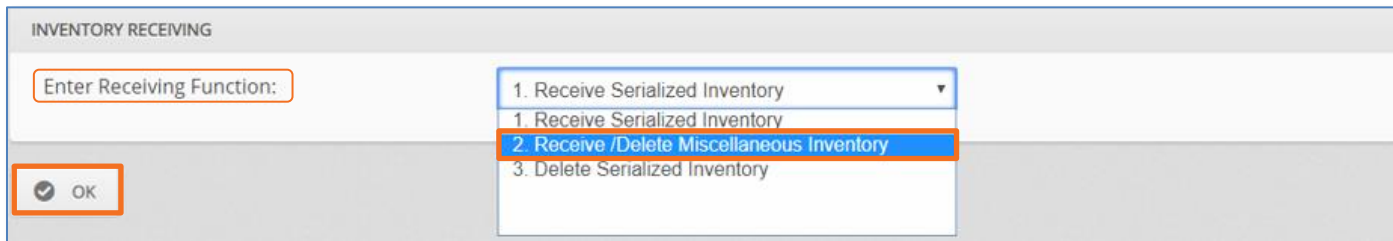
Please Note: Your menu option may be different from what is shown below.

The **Printer or File Pathname** will default to the store printer, which may be changed if needed.

Click **OK** to continue.

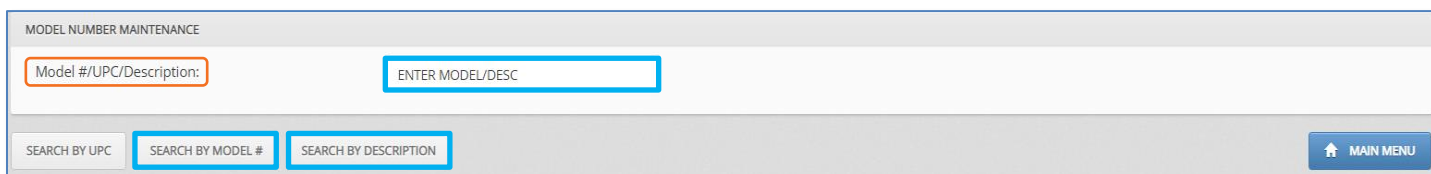


Leave the Receiving Function set to **2. Receive/Delete Miscellaneous Inventory** and click **OK** to continue.

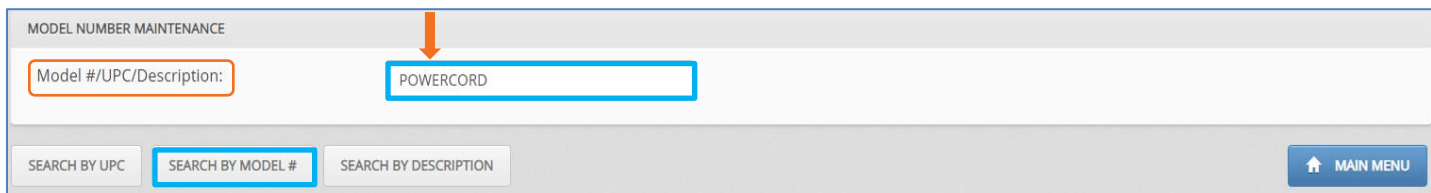


The first step is to select the cynergi | suite **Model Number** of the Miscellaneous Inventory to be received.

- o Enter the **Model Number** and click **SEARCH BY MODEL #**. A full or partial Model Number may be entered.
- OR**
- o Enter the **Model Description** and click **SEARCH BY DESCRIPTION**. A full or partial Description may be entered.



Example using "POWERCORD" as the Miscellaneous Model



The search results will be listed.

- If the Model exists, select it from the **ITEM LIST** by clicking anywhere on the line displaying the Model information.
- If the Model entered **does not** exist, it will need to be added. Click the **ADD** button at the bottom of the screen to add the new Miscellaneous Item Model.

The left and right **Arrow** buttons in the bottom left may be used to page forward and backward through the list of Miscellaneous Item Models.

Example of Adding a New Miscellaneous Item Model Number

Click **ADD** to continue.

MODEL NUMBER MAINTENANCE

Model #/UPC/Description: POWERCORD

ITEM LIST			
Model #	Description	2nd Description	
SWEEPERBAGS	SWEEPER BAGS 5 PACK		🗨️ 📄 🗑️
SWEEPERBELT	SWEEPER BELT 2 PACK		🗨️ 📄 🗑️

ITEM DETAILS

Regular Price: 25.000 Sale Price: 25.000

Payment / Months: 0.00 / 0 Payment / Weeks: 0.00 / 0

➡️ ⬅️ ➕ ADD ⬅️ BACK 🏠 MAIN MENU

After clicking **ADD**, the **MODEL NUMBER ADD** screen will open.

Please Note: Depending on system configuration, some fields **may** or **may not** be required.

Begin by filling out the following fields:

- **Model #** – Enter the new Miscellaneous Model number (Miscellaneous Model Numbers do not have a Product Code/Brand format like standard inventory model numbers)
- **Commission Code** – If not used, enter “1”
- **Description** – Enter a description of the miscellaneous item
- **Vendor #** – Select the vendor of the product from the pick list
- **Second Description** – Enter a secondary description if needed (optional)
- **Average Cost** – When adding a new model always enter unit cost into the Average Cost
- **Last Cost** – When adding a new model always enter unit cost into the Last Cost
- **Regular Price** – Enter the price the miscellaneous item will sell for
- **Sale Price** – Enter the price the miscellaneous item will sell for
- **MAP** – Enter the price the miscellaneous item will sell for (optional)
- **MOP** – Enter the price the miscellaneous item will sell for (optional)
- **List Price** – Enter the price the miscellaneous item will sell for (optional)
- **Taxable** – Set to **Y** if taxable

Click **OK** to continue.

MODEL NUMBER ADD

Fields marked with an (*) are required.

<p>UPC Code: <input type="text"/></p> <p>* Rate Code: <input type="text"/></p> <p>* Model #: <input type="text" value="POWERCORD"/></p> <p>* Commission Code: <input type="text" value="1"/></p> <p>* Description: <input type="text" value="POWER CORD"/></p> <p>* Vendor #: <input type="text" value="284"/></p> <p>Second Description: <input type="text"/></p> <p>Discontinued Indicator: <input type="text" value="No"/></p> <p>First Received: <input type="text"/></p> <p>* Serialized/Fee Item: <input type="text" value="N - Misc"/> <input type="text" value="No"/></p> <p>Average Cost: <input type="text" value="25,000"/></p> <p>Last Cost: <input type="text" value="25,000"/></p> <p>Regular Price: <input type="text" value="39,990"/></p> <p>Sale Price: <input type="text" value="39,990"/></p> <p>MAP: <input type="text" value="0.00"/></p> <p>MOP: <input type="text" value="0.00"/></p> <p>List Price: <input type="text" value="39.99"/></p> <p>* # Months of Deprec.: <input type="text" value="24"/></p> <p>Misc Cost Usage: <input type="text" value="1) Use Entered Cost"/></p> <p>Percent: <input type="text" value="0.00"/></p> <p>Quantity on Hand: <input type="text" value="0"/></p> <p>Taxable: <input type="text" value="Yes"/></p>	<p>Use Profit Center: <input type="text" value="Yes"/></p> <p>Equivalent: <input type="text"/></p> <p>RTR: <input type="text" value="N"/></p> <p>Sales Spiff: <input type="text" value="0.00"/></p> <p>RTO Spiff: <input type="text" value="0.00"/></p> <p>RTR Monthly Price: <input type="text"/></p> <p>RTO Monthly Terms: <input type="text" value="0"/></p> <p>Total Monthly Price: <input type="text" value="0.00"/></p> <p>Monthly: <input type="text" value="0.00"/></p> <p>RTO Weekly Terms: <input type="text" value="0"/></p> <p>Total Weekly Price: <input type="text" value="0.00"/></p> <p>Weekly: <input type="text" value="0.00"/></p> <p>Quantity On Order: <input type="text" value="0"/></p> <p>Cube Size: <input type="text"/></p> <p># of Pieces: <input type="text" value="1"/></p> <p>Date Order Due In: <input type="text"/></p> <p>Days Out of Stock: <input type="text"/></p> <p>Furn Style: <input type="text"/></p> <p>Unit Weight: <input type="text"/></p> <p>No Sale Discounts: <input type="text"/></p> <p>Status Recvd Inv: <input type="text" value="N - New"/></p> <p>Freight Override: <input type="text"/></p> <p>GL Account #s: <input type="text"/></p>
---	---

OK

If no changes are needed, click **OK** to continue. If changes are needed, use the pick list to change **No** to **Yes**, then click **OK** to return to the previous screen.

ITEM ADD CONFIRMATION

Any More Changes?

OK

The Miscellaneous Model Number has been added.

Click the **BACK** button to receive the Miscellaneous Items.

MODEL NUMBER ADD

Model Number:	<input type="text" value="POWERCORD"/>	Location:	<input style="border: 2px solid blue;" type="text"/>
Descriptions:	<input type="text" value="POWER CORD"/>	<input type="text"/>	
Quantity on Hand:	<input type="text" value="0.00"/>	Qty Received Ptd:	<input type="text" value="0"/>
Low Reorder/Max Level:	<input type="text" value="0"/> / <input type="text" value="0"/>	Qty Received Ytd:	<input type="text" value="0"/>
Med Reorder/Max Level:	<input type="text" value="0"/> / <input type="text" value="0"/>	Qty Sold Ptd:	<input type="text" value="0"/>
Hi Reorder/Max Level:	<input type="text" value="0"/> / <input type="text" value="0"/>	Qty Sold Ytd:	<input type="text" value="0"/>
Bin:	<input type="text"/>	Sales Ptd:	<input type="text" value="0.00"/>
		Sales Ytd:	<input type="text" value="0.00"/>
		Cost Ptd:	<input type="text" value="0.00"/>
		Cost Ytd:	<input type="text" value="0.00"/>

Seasonal Months	Jan	Feb	Mar	Apr	May	Jun
ITEMLOC Override:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seasonal Months	Jul	Aug	Sep	Oct	Nov	Dec
ITEMLOC Override:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK

The **RECEIVE/DELETE MISCELLANEOUS INVENTORY** screen will open.

- Select the store location where the Miscellaneous inventory will be received
- Set the **Qty to Receive**

Click **OK** to continue.

RECEIVE/DELETE MISCELLANEOUS INVENTORY

Model Number:	POWERCORD		
Description:	POWER CORD		
Location:	<input style="border: 2px solid blue;" type="text" value="1 - Store 1 cynergi training"/>		
Date Received:	<input type="text" value="2/25/19"/>	Vend Invoice Nbr:	<input type="text"/>
PO Nbr:	<input type="text" value="64024"/>	Receiving Nbr:	<input type="text"/>
Qty to Receive:	<input style="border: 2px solid blue;" type="text" value="10.00"/>	Actual Cost:	<input type="text" value="25.000"/>
Qty Received:	0.00	Average Cost:	25.000

OK

Click **NO** to continue.

⚠ ATTENTION!

AnyChanges?

YES
 NO

The **RECEIVE/DELETE MISCELLANEOUS INVENTORY** screen will open again showing the quantity received. Additional Miscellaneous Inventory units can be received for other store locations by selecting the store from the pick list, inputting the Qty to Receive, and then clicking **OK** to receive.

When receiving is complete for the miscellaneous model, click the **BACK** button to complete receiver and print the Receiving Document.

RECEIVE/DELETE MISCELLANEOUS INVENTORY			
Model Number:	POWERCORD		
Description:	POWER CORD		
Location:	Select Option		
Date Received:	2/25/19	Vend Invoice Nbr:	
PO Nbr:	64024	Receiving Nbr:	
Qty to Receive:	0.00	Actual Cost:	25.000
Qty Received:	10.00	Average Cost:	25.000
<input type="button" value="OK"/>		<input type="button" value="← BACK"/>	

Receiving Document

```
Items with this Model Number Received: 10.00 Total Cost this Model: 250.000
```