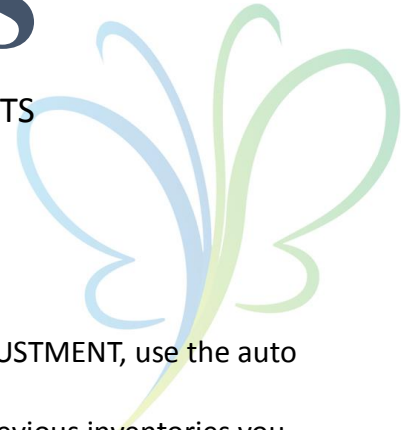




## TIP-SHEET - MANUAL RECEIVING & ADJUSTMENTS



From BARNET Back Office go to:

### RECEIVE INVOICES

- Click on the ADD (+) icon
- Add the Receiving Number (Invoice Number) – If you are doing an ADJUSTMENT, use the auto generated number
- Add today's Date (Never back date an invoice! This will mess up any previous inventories you have done.)
- Select the Vendor
  1. ADJUSTMENT vendor is for any product that is being adjusted out that is not returnable for credit or is not known to be theft.
  2. BREAKAGE vendor is for product being returned for a credit
  3. THEFT vendor is for known theft; theft is to be adjusted out immediately.
- When the invoice screen opens, click on the ADD (+) button
- Type in the CSPC
- Verify the correct product comes up
- Type in the Quantity (This will be a negative number for THEFT, ADJUSTMENTS, BREAKAGE, RETURNS, ETC)
- Adjust the base cost if necessary
- Click on SAVE

Continue on until all product has been received or adjusted.

Once all product has been received, double check the SUBTOTAL, it should match the subtotal on the invoice. If the subtotals do not match, double check your entries.

Once your Subtotals match.

- ACCEPT the invoice
- Print a copy of the receiving report, attach to invoice and file
- Make a copy of the invoice and the Liquor Register
- Update the location's Liquor Register.