Entering Inventory through the Receiving Process

Inventory Management · https://retailedge.com/docs/entering-inventory-through-the-receiving-process

RetailEdge is flexible enough to allow you to enter inventory on a purchase order, in receiving, or directly into your inventory. Each has its place. However Adding inventory through receiving/update process is very important because it:

1. **Recalculates Average Cost.** RetailEdge's inventory costs are based on average cost. Average cost is adjusted during the receiving and updating process.
2. **Prints Labels for Received items.** You can press the Labels button on the tool bar to quickly print labels for all items in receiving with the correct quantity.
3. **Quickly Copies Inventory Items.** Although you can copy items directly from the inventory manager too it allows you to quickly copy existing inventory items to create new ones.
4. **Provides Record Keeping.** When you update from receiving RetailEdge keeps a record of when items were received from which vendor.
5. **Minimizes Mistakes.** The RetailEdge receiving file is a temporary holding area for items. If you realize you have made a mistake in the quantity of items being received or have created an item you don't want, you can simply change the quantity or delete the item prior to updating without effecting your inventory.