## How to Post Inventory Receipt

Posting the Inventory receipt means recording the entries of that transaction to the General Ledger Account Detail and increasing the On Hand and Available stock qty.

- 1. User can preview GL entries that will be posted to GL before posting the receipt.
- 2. Click Post Preview tab.

Inventory Receipt - IR-1027							
New Save Search Delete Undo Print Post Vendor C	ose						
Details Charges & Invoice Incoming Inspection EDI Act	vities Attachments P	ost Preview Post History	Audit Log				
Export • III View • Filter (F3)	-	-					К Л К У
Account ID Description	Account Group	Debit	Credit	Debit Unit	Credit Unit		
16000-0001-000 Inventories - Fort Wayne - Admin	Inventories	1,000.00	0.00	0.000	0.000		
21000-0001-000 Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	1,000.00	0.000	0.000		
13500-0000-000 Prepaid Taxes - Home office - Admin	Other Assets	70.00	0.00	0.000	0.000		
13500-0000-000 Prepaid Taxes - Home office - Admin	Other Assets	1.00	0.00	0.000	0.000		
13500-0003-000 Prepaid Taxes - Richmond - Admin	Other Assets	0.00	10.00	0.000	0.000		
21000-0001-000 Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	70.00	0.000	0.000		
21000-0001-000 Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	1.00	0.000	0.000		
21000-0001-000 Pending Accounts Payable - Fort Wayne - A	Other Payables	10.00	0.00	0.000	0.000		

 Click **Post** in the Inventory Receipt screen.
The Inventory Receipt transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as Unpost.

Inventory Receipt - IR	-1027												
New Save Search	Delete Undo Print	Unpost Vouc											
Details Charges & In	voice Incoming Inspe	ection EDI	Activities Atta	chments Unpo	st Preview Po	st History Audit	Log						
Order Type *	Source Type	Vendo	or +	Sh	ip From		Location (Ship	p To)	Receip	ot Date * Current	y Receipt N	0	
Direct	None	ABC 1	Frucking (edited)	C	Iffice		0001-Fort Wa	ayne	01/29	/2018 USD	IR-1027		
BOL No			Receiver			Freight Terms			Shif	Number			
Vendor Ref No			Ship Via			FOB Point			Last	Free Whse Date			
Warehouse Ref No						Vessel							
Itome Di Yosu Tau I	Details Evenes (0)	Seura Eilter (F							5.2	Summary			
Item No *	Description	Charges Link	Receipt Oty*	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net	Gross Wet.		100.0	0
Test Lotted Ite	Test Lotted Item - S		100 Bushels	USD	10	Bushels	Bushels	100.00	100	Lot Gross Wgt.		0.0	00
			0		0			0.00	0	Gross Diff		100.0	00
										Net Wgt.		100.0	00
										Lot Net Wgt.		0.0	00
										Net Diff		100.0	00
										Gain/Loss:		0.0	00
										Gain/Loss (%):		0.00	96
										Sub Total		1 000 0	10
										Tax		61.0	10
										Charges		0.0	10
										Total		1.001.0	20
										10tal		1,061.0	10
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You cannot Post an Inventory Receipt for the following reasons.

>No open Fiscal Year or Fiscal Year Period that matched the Inventory Receipt date.

>Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.

>You are trying to post transaction not created by you and Allow User to only Post Transactions they created option is checked on User Security screen > Settings screen.

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New Save Search Refresh Delete Undo Additional - Archived Reports API Key	Enable Two-Step Verification Close				
Entity User Comments (0) Attachments (0) Audit Log (0)					
Detail User Roles External Module Registered Computers					
Username: irelyadmin	Change Password				
Title: Add Photo	✓ Apply X Cancel				
Contact Method:	New Password:				
Department:	Confirm Password:				
User Options	Settings				
Maximum Number of Origin Screens Allowed 3	JIRA Username:				
Allow User to only Post Transactions they created	Dashboard Role: Administrator 🗸				
Administrator User	Default Location: 1000-Location A				
Disable User	Default Role: ADMIN 🗸				