

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.

Accounts ID	Description	Accounts 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

3. Click **Post** in the Inventory Receipt screen.
4. 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**.

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Lotted It...	Test Lotted Item - S...	100 Bushels	USD	10	Bushels	Bushels	100.00	100	
		0		0			0.00	0	

Summary	
Gross Wgt.	100.00
Lot Gross Wgt.	0.00
Gross Diff	100.00
Net Wgt.	100.00
Lot Net Wgt.	0.00
Net Diff	100.00
Gain/Loss:	0.00
Gain/Loss (%)	0.00%
Sub Total	1,000.00
Tax	61.00
Charges	0.00
Total	1,061.00



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.

Entity - iRely Admin

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

Title:

Contact Method:

Department:

Add Photo

Change Password

✓ Apply ✕ Cancel

New Password:

Confirm Password:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

Settings

JIRA Username:

Dashboard Role: Administrator

Default Location: 1000-Location A

Default Role: ADMIN