












# XPressTools

## Receive Inventory XPress Codes











This quick sheet is only for updating inventory levels in Receive Inventory mode, such as when re-ordered items are received and need to be added.

To speed up receiving inventory, use a bar code scanner and this quick sheet to enter the quantities being received without having to be at the XPressTools workstation.

Purchased Item Quantity Codes	
1 	2 
3 	4 
5 	6 
7 	8 
9 	0 
Clear Purchased Quantity 	

1. First, set XPressTools to Receive Inventory mode.

2. If you want to input a single purchased quantity of an item, simply scan the bar code of that item's stock number.
3. If you want to input a quantity of the same item, first scan in the quantity of that item, using these quantity codes found on this sheet. Note that there are different number codes to be used depending on whether the items are purchased (front side of this sheet) or are on consignment (this side of this sheet). You can enter both a purchased quantity and a consignment quantity.
4. After you've scanned the quantity of the item, scan the bar code of the item's stock number.
5. When you've scanned all the items that are part of this transaction, you can complete the transaction by returning to the XPressTools workstation to verify or edit the quantities and then click 'Receive'.
6. The Receive Inventory mode is designed for existing stock numbers only. To add an item with a new stock number, please scan the item and create an inventory record for it before using the Receive Inventory mode.

Consignment Item Quantity Codes	
1 	2 
3 	4 
5 	6 
7 	8 
9 	0 
Clear Consignment Quantity 