

# HOW TO CORRECTLY RECEIVE INVOICES IN CMS

1 – All invoices must be received in CMS daily and verified at the end of the week that they all have been received in CMS.

2 – The correct **invoice number** must be entered every time an item is received in CMS. The invoice number is found on the invoice. Do not make up an invoice number or use an invoice date for the invoice number. If you do not have the invoice or cannot read the number on the invoice you are to call the vendor (GoldStar or Driftwood) and ask for the invoice number for the delivery made on the date you received the items and are missing the invoice for. You are never to leave the invoice number blank for Driftwood or Goldstar.

3 – Verify the correct item number is entered for each item received. Look at the invoice and compare it to the receiving ticket. If the item numbers are different you are to zero out the item on the receiver and ADD the correct stock number.

4 - When the FSM emails/faxes the warehouse, Goldstar, or Driftwood an order that was not placed in CMS, they will not have a receiving ticket in CMS and will have to **manually receive** in the delivery. No matter if the vendor left an invoice or not. In that case they should call and request an invoice from the vendor and manually receive in what they received on the delivery date they received it. The instructions on how to do a Manual Receiving are in the CMS manual.

5 - Double check that the INVOICE NUMBER, INVOICE DATE and RECEIVED DATE is correct before saving your work.

6 - Vendors cannot be paid until receiving is completed. Once again, FSM's should help facilitate vendor payments by:

- Receiving goods daily
- Inputting the correct invoice date
- Ensuring the delivery date entered matches the delivery date on the invoice
- Input appropriate invoice number