



[Knowledgebase](#) > [SalesPad](#) > [Purchasing](#) > [Receiving Window Right Click Functions](#)

# Receiving Window Right Click Functions

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## Overview

The Receiving window in Sales Pad has been enhanced in version 4.2 to add right-click functionality to make more information available to the user. With the Receiving Window Right-Click feature, you can add, update, or clear various items including Bin, Receipt Batch, Quantity to Receive, Vendor Document Number, Lot Number, and Warehouse.

## Security

Make sure the Receiving module is enabled in SalesPad, and set sub-settings to best match your desired business practices.

## Usage

Click on **Receiving** and find the receipt item you want to get more information on.

Received	Req. Date	PO#	Ordered	Vendor ID	NI	Item Number	Item Description	To Recv.	Bin	Rcpt. ...	Vendo...	Serial/...	Receipt...
0	10/18/2010	PO2296	25	ADVANCED0001		HD-180	180 Gig hard dr...			WARE...		(Serial ...	
0	10/22/2010	PO2298	50	ADVANCED0001		HD-40	40 Gig hard drive			WARE...			
0	10/22/2010	PO2298	50	ADVANCED0001		HD-50	50 Gig Hard Drive			WARE...			
0	10/22/2010	PO2298	50	ADVANCED0001		HD-180	180 Gig hard dr...			WARE...		(Serial ...	
0	9/27/2010	PO2301	1,000	ADVANCED0001		11501001	Shimmer Glass ...			WARE...			
0	9/27/2010	PO2301	1,200	ADVANCED0001		11501002	Shimmer Glass ...			WARE...			
0	10/22/2010	PO2300	100	ADVANCED0001		A100	Audio System			WARE...			
0	10/22/2010	PO2300	100	ADVANCED0001		HD-40	40 Gig hard drive			WARE...			
0	10/22/2010	PO2300	100	ADVANCED0001		HD-50	50 Gig Hard Drive			WARE...			
0	10/22/2010	PO2300	100	ADVANCED0001		HD-180	180 Gig hard dr...			WARE...		(Serial ...	
0	9/27/2010	PO2301	2,400	ADVANCED0001		11820001	Fuel Gel-US			WARE...			

Right-click on the item you want more information about ( i.e. Received, Req. Date, PO#, Vendor ID, etc.). This brings up a new window, where you can enter or clear Receipt Batches, Selected Bins, Quantity to Receive, Vendor Doc Number, Lot Numbers, or Warehouse. You also have the option to Clear All.

Application

SalesPad Today

Customer Search

Sales Documents

Sales Monitor

Counter Sales

Sales Batch Processing

Inventory Lookup

Inventory Analysis

Inventory Transfers

Sales Transfers

Vendor Search

Purchase Order Search

Purchasing Advisor

Backordered Items

Receiving

Quick Reports

Sales Analysis

7/1/2013v4.2.0.8sa(1 of 99 seats in-use)

Receiving

CloseSearchSaveClearReceive Selected

Search Criteria

Vendor:PO#:Barcode Scan:

Received	Req. Date	PO #	Ordered	Vendor ID	NI	Item Number	Item Description	To Recv.	Bin	Rcpt. ...	Vendo...	Serial/...	Receipt...
0	9/16/2011	<a href="#">PO2423</a>	64	<a href="#">100114</a>		<a href="#">00108147</a>	Imaging Unit, Bl...			NORTH			
0	9/16/2011	<a href="#">PO2423</a>					it, Y...			NORTH			
0	9/16/2011	<a href="#">PO2423</a>					it, M...			NORTH			
0	9/16/2011	<a href="#">PO2423</a>					it, C...			NORTH			
0	9/18/2012	<a href="#">PO2533</a>					ick D...			WARE...			
0	9/18/2012	<a href="#">PO2533</a>					cef...			WARE...			
0	9/18/2012	<a href="#">PO2533</a>					rem...			WARE...			
0	9/13/2012	<a href="#">PO2534</a>					rem...			NORTH			
0	9/13/2012	<a href="#">PO2534</a>					rem...			NORTH			
0	9/13/2012	<a href="#">PO2534</a>					cef...			NORTH			

Receipt Batch

Clear Receipt Batches

Bin

Clear Selected Bins

Qty To Receive

Clear Qty To Receive

Vendor Doc Number

Clear Vendor Doc Numbers

Lot Number

Clear Lot Numbers

Warehouse

Clear All