Why am I not seeing an Add to Invoice button on the Receive and Invoice screen?

Last updated: Tue, 23 Oct 2018 18:40:48 GMT

Applies to

• WMS Acquisitions

Answer

When you choose to Receive and Invoice together all you need to do to complete the process for each title is fill in the barcode and call number. When you hit ENTER the system automatically receives the item and adds it to the Invoice you chose. You will then see it under the Processed in this session accordion tab at the bottom with the invoice assigned.

Note: You must enter the Vendor name and Invoice number for the barcode and call number to become editable.