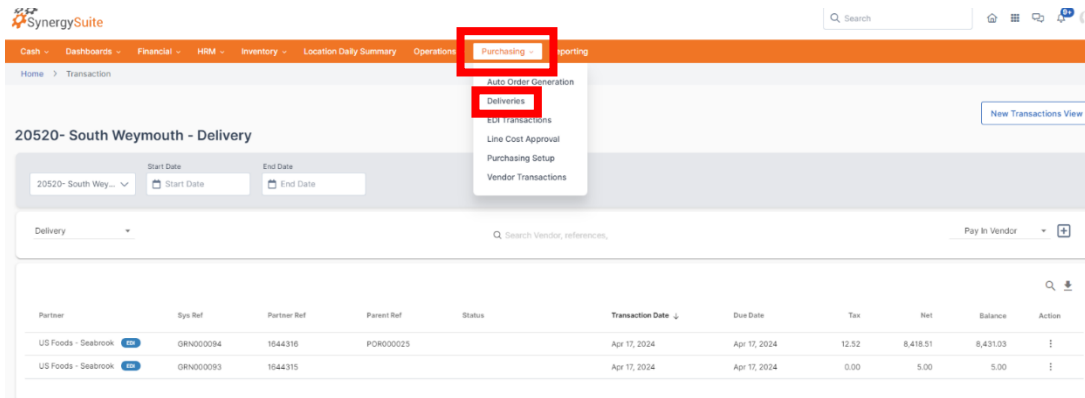
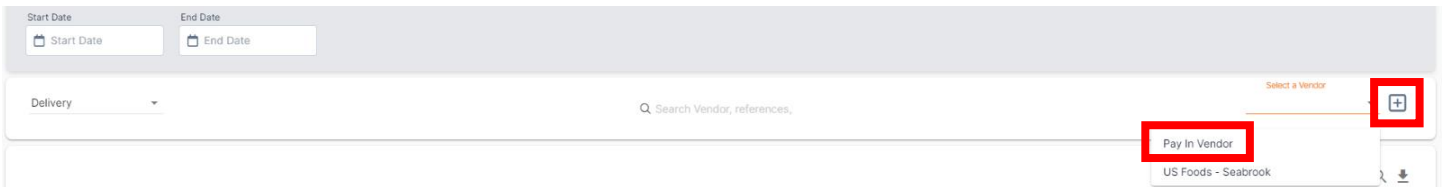


To add a Grocery Pay In:

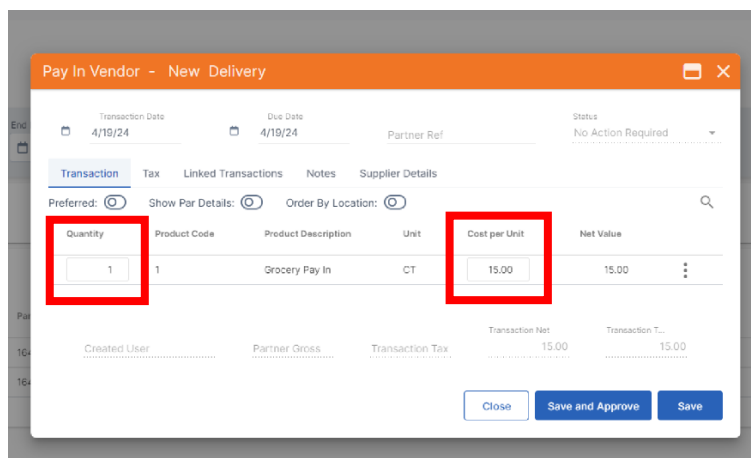
1. Go to Purchasing, then Deliveries.



2. Choose to add a new delivery using the plus sign on the far right, then choose "Pay In Vendor"



3. When the Pay In Vendor box opens, under Quantity you need to enter 1, then under Cost Per Unit, enter the TOTAL purchase price. This will add the price bought to your inventory to show under purchasing. It will not affect an individual item.



4. Hit “Save and Approve”



These items will NOT be counted on your next inventory. Your theoretical costs will show a variance (gain), however the purchased amount will be added to your Cost Of Goods for your overall price.