



Create a stock receipt via the manifest portal

Create a stock receipt is also known as “receive product.” It’s important to be accurate as you receive inventory. This information is reported to the state or other reporting agency for tax and compliance purposes.

Tips

- Be sure the lot codes match the lot code in the POS.
- The only thing you should need to edit is the item price.

The image shows two screenshots of the Dauntless Portal. The top screenshot is the 'Receive Manifests' screen. It features a dark sidebar on the left with navigation options: Dashboard, Inventory, Evaluations, Settings, Org Profile, Sync Org, Sync Korona, Sync Giant, and Sync Status. The main content area is titled 'Receive Manifests' and includes a 'Choose Org Unit' dropdown menu with 'Your company' selected. Below this is a 'Manifest' dropdown menu with a search box 'Search for a Source...'. A list of manifest entries is displayed, including '2018.03.08 - IT4YQG - OH MCDONALD FARMS', '2018.03.26 - IT2TX4 - AGAPE RESEARCH WA', '2018.05.03 - ITRCD7 - AGAPE RESEARCH WA', and '2018.03.15 - IT728M - AGRO COUTURE'. There are 'Display Items' and 'Clear Filter' buttons in the top right.

The bottom screenshot shows the 'Stock Receipts' table. The sidebar on the left is expanded to show 'Inventory' with a sub-menu containing: Commodity Groups, Customer Orders, Inventories, Products, Stock Orders, Stock Receipts, Store Orders, and Suppliers. The 'Stock Receipts' table has the following data:

Date ↓	Number	Items	Warehouse
2018-06-04 21:...	1000152	1	Bellevue North ...
2018-05-02 08:...	1000138	16	Bellevue North ...
2018-05-02 08:...	1000137	16	Bellevue North ...
2018-04-14 23:...	1000123	2	Bellevue North ...
2018-04-11 23:35	1000120	1	Bellevue North ...
2018-04-11 10:08	1000119	1	Bellevue Store
2018-04-11 10:08	1000118	1	Bellevue Store

1. Log into the **Dauntless Portal**, Under **Settings**, click **Sync Korona**. This updates the portal with product information. Click **Sync GIANT**. This updates the portal with manifest information.
2. Click **Inventory** and then **Receive Manifest**. (Not shown.)
3. Choose **Organization Unit**, and then select **Manifest** from the list. From the list, select a manifest. The last part of the manifest ID appears in the list.
4. Click **Display Items** and check box. The lot number from manifest is assigned using the list item when selecting your **Product**.
5. Click **Create Stock Receipt** and go to **Korona Cloud** and **Stock Receipt**.
6. Under **Inventories**, click **Stock Receipts**, locate the stock receipt for the manifest just completed in the Dauntless Portal.
7. Under **Product Number** verify the **Quantity Received** and the item cost (purchase price). The total should balance to your manifest total.

November 2018

8. Click **Assign** at the top and assign **Supplier** (not shown), next double check product numbers and quantities.
Note: You can't edit a product at this point without causing errors.
9. Click **Book it**. Book it transfers and updates to your on-hand inventory.