



# How to Receive Inventory

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***Important:***

*This document assumes the inventory item exists in VueWorks.*

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## Receiving Inventory when the Inventory Item exists in VueWorks:

1. Access VueWorks using the following link: <https://toams.wi.gov/VUEWorks>
2. Log into TOAMS using your WAMS credentials.

Local Login

Username

Password

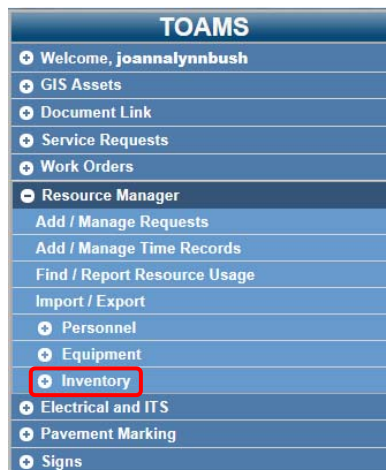
Remember My Login

Login

3. Click on **Resource Manager** to expand the menu.



4. Click on **Inventory** to expand the menu.



5. Click on **Find / Manage / Report** to open the **Manage Inventory** dialog box.





- In the **Manage Inventory** dialog box, click on the **Receiving** tab. Double check to make sure the **Manual** tab under the **Receiving** tab is selected.

Manage Inventory

Filter is OFF - Current list contains 3884 out of 3884 Inventory

Form Table Filter **Receiving** Issue / Transfer Transactions Reconcile Reports

**Manual** Backorders


Item\*  By Name  By Number Supplier Quantity\* Unit Cost\* Date\*

Region Warehouse\* To: Aisle Shelf Bin Notes

All Regions... All Warehouses...

\* Required Your Manually Entered Transactions between 11/10/2017 and 11/10/2017 Double

Lot	Transaction Type	Name	Number	Quantity	On Hand	Unit Cost	Total Cost
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- Filter the inventory items by using the filter icon  next to the drop-down. It is recommended that you filter to your shop facility using the **Warehouse** drop down and that you filter to **Electrical** by using **Category** drop-down to eliminate unnecessary inventory items from your pick list. Once your filter selections are made, click **Apply**.

Inventory Item Filter

Warehouse All Warehouses...

Category Sub Category

Field Value

Apply Clear Cancel

- Select your inventory **Item** using the drop-down located at the top left of the tab. You may select an inventory item either **By Name** or **By Number** by clicking on the appropriate radial button above the drop-down list. Please note, the **Number** currently assigned to each inventory item is random and has no ties to the old TIPS commodity code or the new STAR item number, so you will typically find your inventory item **By Name**. As you begin typing in this field, the drop-down list will begin to filter down to items matching your text. You may type the item name in its entirety, or you can start typing and then use the drop down to select the desired item.

Item\*  By Name  By Number Supplier Quantity\* Unit Cost\* Date\*

SIGNAL HEAD CLOSURE, COMPLETE x Default 11/10/2017

Name	Number	Warehouse	Location	On Hand	Bin	Notes
SIGNAL HEAD CLOSURE, COMPLETE, METALLIC, TUCKER	1062	NW Eau Claire		0.00		
SIGNAL HEAD, 8 in EAGLE, SINGLE YELLOW	1063	NW Eau Claire		0.00		
SIGNAL HEAD, 12 in 5 SEC, W/LEFT TURN ARROWS/AUTOMATIC /WITH BB	1064	NW Eau Claire		0.00		
SIGNAL HEAD, 12 in AUTOMATIC SIGNAL 3 SEC, /WITH BB	1065	NW Eau Claire		0.00		
SIGNAL HEAD, 12 in EAGLE, 3 SEC	1066	NW Eau Claire		0.00		
SIGNAL HEAD, 12 in EAGLE, W/DW, METAL TRAFFIC SIGNAL	1067	NW Eau Claire		0.00		
SIGNAL HEAD, SINGLE SECTION LENS (COLOR)	1068	NW Eau Claire		0.00		

Items 1-25 out of 28

On Hand	Unit Cost	Total Cost
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9. Select the **Supplier** of the inventory item. The **Supplier** drop-down has been populated with vendor names and procurement contract numbers to choose from. You may also choose to type in your own.
10. Type values into the **Quantity** and **Unit Cost** field. Select the **Date** the materials were received.
11. Use the drop-downs provided to select the **Region** and **Warehouse** that the inventory items were received to.

Lot	Transaction Type	Name	Number	Quantity	On Hand	Unit Cost	Total Cost	Region	Wareh
15711	Receive	ADAPTER, SIGNAL F 1		2.00	2.00	\$1.23	\$2.46	Northwest	NW East

12. Type details such as Purchase Order number, if applicable, into the **Notes** field. When all required fields are populated, click **Receive**.
13. Your transaction should now show up in the list on the lower half of the **Manual** tab. If it did not populate here, review your information above to ensure all required fields (identified with red text) have been populated.
14. To make changes to a receive transaction, simply double click anywhere on the row containing the transaction in question.

Lot	Transaction Type	Name	Number	Quantity	On Hand	Unit Cost	Total Cost	Region	Wareh
15711	Receive	ADAPTER, SIGNAL F 1		2.00	2.00	\$1.23	\$2.46	Northwest	NW East

15. An **Edit Record** dialog box will open allowing you to adjust the **Quantity**, **Unit Cost**, or the **Notes** for the record. After making your changes, click **Save**.

16. If you have additional inventory items you'd like to receive, click **Clear** to reset the form and return to step 7.
17. Once you are finished receiving inventory, click **Close** (located at the bottom of the form) to close the **Manage Inventory** dialog box.
18. If you are finished working in VUEWorks, it is time to log out. Do this by clicking on **Welcome** in the menu on the top left panel. This will expand this menu item. Click **Log Out**. This will end your session and your web interface window can be closed.

