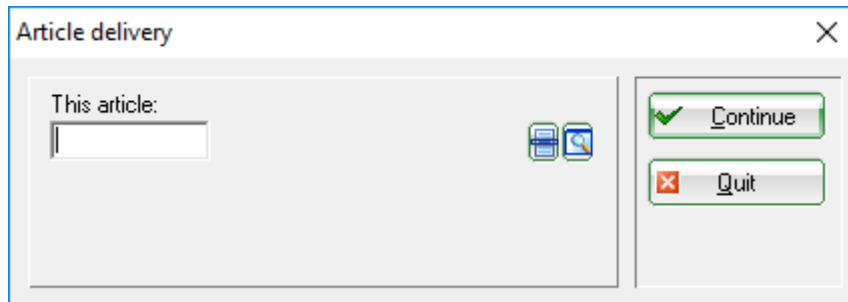# Incoming goods

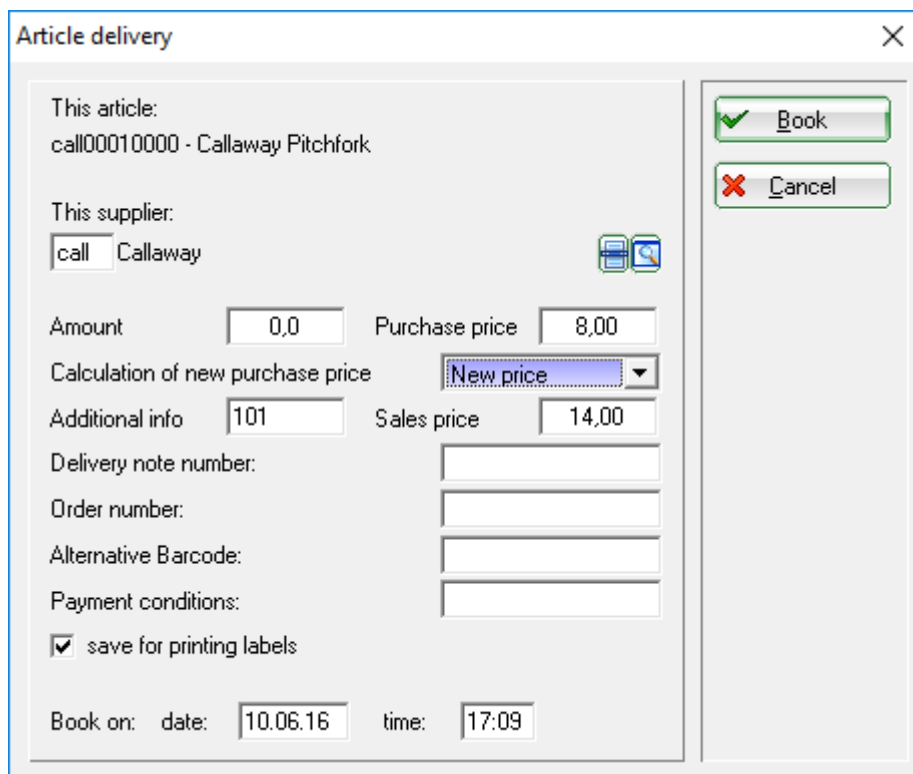You can record deliveries via **Articles/Incoming goods**. The following window opens:

There are a few options to select the relevant article:

- Entering the abbreviation of the article
- Entering the name or just a part of the article's name
- Button with list function (F2)
- Scan in the article if labels with bar code exist

If you want to create a new article use the list function (F2) and the button **New** (also see chapter new, change, delete).

After selecting the article, click **Continue** and you will get the window „Article delivery":

The supplier will be used according to the information provided in the article mask. After entering the amount of incoming goods and the purchase price, you will have the following options:

- **New price** - the new purchase price will be defined as effective purchase price

- **Average** - the average of both purchase prices will be calculated and defined as effective purchase price
- **Calculated** - the calculation entered in the article mask will be used.

⚠️ Consult your accounting if you are not sure which selection should be made.

All further details are referring to the delivery note or conditions of delivery. Remove the check-mark if you don't want to print a label.