

Solution-IV[®] Accounting Purchase Order Receiving



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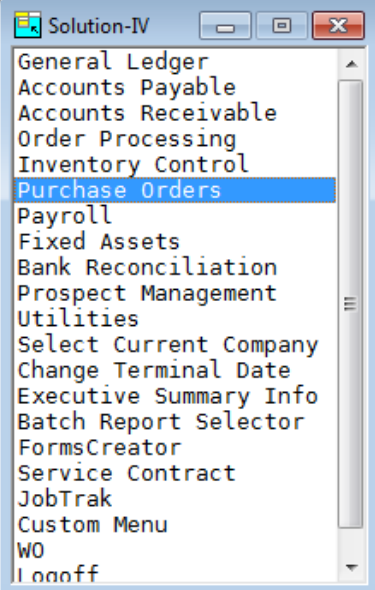
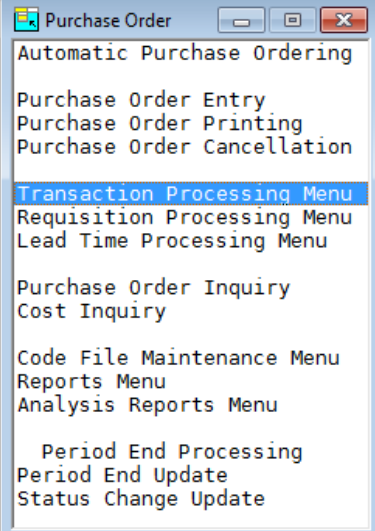
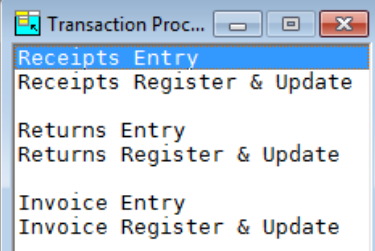
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Purchase Order Receiving

For help with any option or field please refer to the Purchase Order Manual or press **F6** on your keyboard.

<p>Both steps begin from the Solution-IV Main Menu where you select Purchase Order.</p>	
<p>From the Purchase Order Main Menu, select Transaction Processing Menu.</p>	
<p>From the Transaction Processing Menu, select Receipts Entry.</p>	

Receipt

Enter the return, receipt or invoice number for this transaction number.

If you are entering a receipt or a return and you have indicated in the PO Parameters that you wish to use generated numbers, press <F8> to get the next system generated number.

Date

Enter the date for this transaction or press <CR> to enter today's date.

PO

Enter the purchase order number associated with this transaction.

For multiple PO invoicing enter "PK". You will then be asked for the vendor code and given a view of PO's to invoice.

Inspector

Enter the up to 3 characters or the initials of the person inspecting this shipment, if desired.

Is the displayed information correct? Yes No Lines Delete

Select **YES** or **Lines**, to process to lines

Select **No**, to correct information

Select **Delete**, to delete transaction

Do you want to receive the entire order? Yes No

Select **Yes** to pre fill the Received quantity to the Order Quantity

Select **No** to set Received quantity to zero

Line Item	Vendor's Part ID	Item Description	Qty Ordered	Previous
Chg	Unit Cost	Received	Backordered	Extension
1	11-19-99	NON STOCK ITEM		00000071
		WHITE/ROYAL	4.0000	0.0000
	Y 10.0000	4.0000	0.0000	40.00
2	10-01-002	CLASSIC MAPLE MAHOGANY		00000071
			14.0000	0.0000
	Y 41.5000	14.0000	0.0000	581.00

Line

- <CR> - If the line exists, <CR> modifies it.
If the line is blank, <CR> adds one.
- <Line #> - Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
- <Up arrow> - Goes to the next line above.
- <Down arrow> - Goes to the next line below.
- <Page-up> - Goes to the previous screen.
- <Page-down> - Goes to the next screen.
- <Line delete> - Deletes that line and moves all lines below up.
- <Line insert> - Inserts a line at that spot and moves all lines below down.

Item Code

Enter up to 22 characters representing the item being ordered or enter the non-stock item character (for example a /) followed by some other character representing this specific item.

Item Description

Enter up to 35 characters describing this particular item. If you entered a valid item code in the previous field, this field will default to the description found in the Item Masterfile.

Change Last Cost?

You have the option of updating the last cost data in the Item Masterfile on a line by line basis for this receipt/invoice. If you are basing some of your sale prices on the last cost, then this gives you the opportunity to keep the last cost from fluctuating with each purchase order.

Y - Yes. Update the last cost figure.

N - No. Do not update the last cost.

Cost

This field contains the cost extension for this line.

Quantity

Enter the quantity of this item. It is always '1' for a serialized item.

Backordered

Enter the quantity of this item backordered on this receipt. Enter '0' if this was a complete receipt.

Text

Press **F1** to maintain line notes.

Press **F4** when completed receiving lines

The system displays:

Is the displayed information correct?	Yes	No	Header	Delete
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Select **YES**, to complete receipt

Select **No**, to edit the lines

Select **Header**, to edit information on the Header screen

Select **Delete**, to delete the transaction