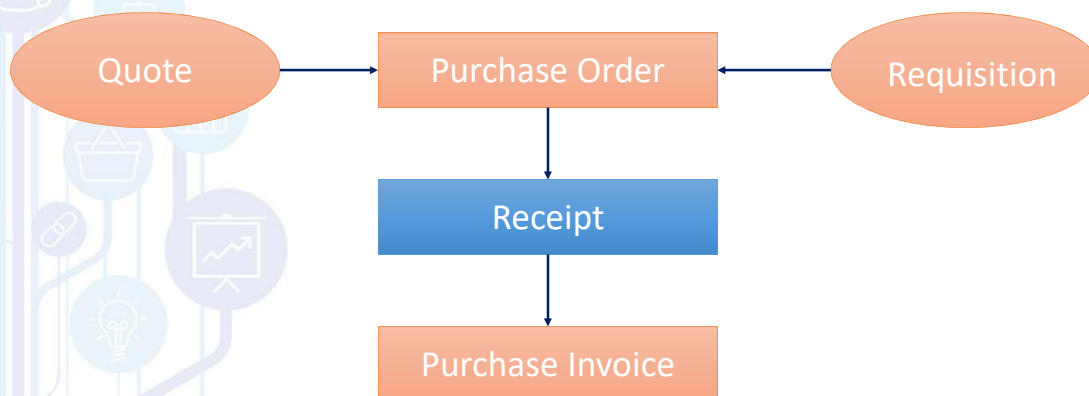


Product Training Goods Receiving

Where "Lean" principles are considered common sense and are implemented with a passion!



Receiving



Goods Receiving

A goods receipt can be completed for a firm Purchase Order or a RMA. A finalized goods receipt will book items into inventory.

Goods receipts consist of one goods receipt header and at least 1 line item. The goods receipt header contains information for the entire receipt such as the goods receipt number or packing slip number. The lines contain information for each item on the goods receipt such as the item and quantity.

Goods Receipt Header General Tab

The screenshot shows a software window titled "Goods Receiving" with a "General" tab selected. The form contains the following fields:

Receipt	GR00000003	Site	DEFAULT
Supplier	A10100-0000	MidAtlantic Sales	
Purchase Order	PO00000100		
General Information			
Date	6/26/2007		
Packing Slip			
Location	[Default]		

At the bottom of the window are "Save" and "Cancel" buttons.

Goods Receipt Header

General Tab

- Goods Receipt Number** – The goods receipt number is system generated and the next number will automatically come up.
- Supplier** – The supplier for the goods receipt.
- Purchase Order** – The purchase order for the goods receipt. If multiple PO's are received on the same goods receipt, the PO with the most line items will be the PO in the header.
- Date** – The date of the receipt and the date used for accounting purposes.
- Packing Slip** – The packing slip number as it appears on the supplier's packing slip.
- Location** – The location that the goods are received to. This is the supplier location and defaults from the supplier master.

SYSTEM SETTING:

By default the Goods receipt number is 10 characters. This can be changed using the Goods Receiving system option **Goods receipts identifier length**. Enable the option and set the value to the number of characters required. Maximum length is 15 characters.

SYSTEM SETTING:

By default the Goods receipt number has a prefix of GR. This can be changed using the Goods Receiving system option **Goods receipts identifier prefix**. Enable the option and set the value to the required prefix.

Goods Receipt Header

Adding a New Header

Goods Receiving

Entry Method

Select the method to be used for this receipt

Supplier

Purchase Order

Purchase Order By Product

Back Next Finish Cancel

Creating a new Goods Receipt header can be done by one of 3 ways;

- Supplier** - this will offer all PO lines available for the specified supplier to be received.
- Purchase Order** - this will offer all PO lines available for the PO specified to be received.
- Purchase Order by product** - This will offer all PO lines available for the specified product and PO to be received.

Goods Receipt Header

Receipt Location

Goods Receiving
Packing Slip
Enter the delivery reference number if required

Packing Slip:

Location: [Default]

Effective Date: Feb 24 2008

Buttons: Back, Next, Finish, Cancel

Item Location - If a supplier cross reference location exists, the supplier cross reference location will be the overriding location.

If a location is specified in the header, all items on the receipt will be received to the location. This defaults from the location in the supplier master.

If no supplier cross reference location exists, the location in the Goods Receipt (if specified will be used). And if neither a Goods Receipt locations or supplier cross reference location exists, the location from products will be used.

If the location that the item is received into has an availability of Consignment, the item will be in inventory, but no values will post to the GL until the inventory is moved to a non-consignment location.

If the location that the item is received into has an availability of Bonded, the value of the item will post to the GL. However, until the item is moved to a non-bonded location the Duty for the item will not post, and the items can not be consumed.

Goods Receipt Items

Multiple goods receipt items can be added to a single goods receipt. Goods receipt items are added to a goods receipt by selecting the action Add Item or when a new goods receipt is created.

Goods Receipt Items

Adding an item

SYSTEM SETTING:

When receiving by supplier items are grouped by Purchase Order. To remove the grouping and see all line items without having to expand Purchase Order headers use the Goods Receiving option **View supplier receipts by detail**. Enable the option and set the value to Y to remove grouping by purchase order.

Order Reference	Item	Item Description	Quantity to Receive	Due Date	Include	Info
P000000100-0002	1007-101	150 kV Front Shield	0	06/25/2007	<input checked="" type="checkbox"/>	!

Item: 1007-101

Stock Quantity: 0

Receipt UOM Quantity: 0 EACH

Location: [Default]

Lot Number:

Receipt Batch Quantity: 11

Test Types: CHECK ITEM 0

Goods Receipt Items

Adding an item

- Using the action Add Line or using wizard after the Goods receipt header is created, a list of available line items to be received will display.
- Select the items to be received by checking the check box in the Include column.
- If test requirements exist for the item, a yellow triangle with a “!” will display in the Info column. Click to view the test requirements.
- To view supplier unit of measure quantities double click the info column. Receipt by supplier UOM can be completed in the dialog (not in the grid).
- If quantity is different than the PO quantity, decrease the quantity in the Quantity to Receive column
- If an over-receipt is required, the user must click on Info and over-receive in the dialog.

Note: Users must have admin rights for the Goods Receiving module to be able to over-receive

Goods Receipt Items

Modifying a line

Goods Receiving

Inventory | Costs | Other

Product: 1007-101

Inventory Information:

Location: RESTON

Effective Date: Jun 26 2007

Quantity: 11

Restate PO quantity:

Quantity on hand: 11

Lot Number: GR00000003-0001

Order Reference: PO00000100-0002

Expiry Date: Jul 1 2007

Receipt UDM: EACH

Receipt UDM Quantity: 30

Save Cancel

❑ Once a line has been added, it can be modified by right clicking on it and selecting Modify. Once a receipt is finalised it can not longer be modified.

❑ The following field can be modified on a line

- Location
- Effective Date
- Quantity
- Lot Number

(Note: that the default lot number is the PO number – Line number)

- Expiry Date

Goods Receipt Items

View a line

Inventory Information

Purchase Order Item | Purchase Order | Delivery | Values | Location | Accounts | Dates | Other

Item: 1007-101

Effective Date: Tue, Jun 26 2007

Availability: Unfinalized Receipt

Purchase Order Item Information:

Item Number: 2.00

Modification Number: 1.00

Description: 150 kV, Front Shield

Effective Date: Mon, Jun 25 2007

Due Date: Mon, Jun 25 2007

Quantity: 30.00

Quantity Received: 30.00

Quantity Cancelled: 0.00

Quantity Outstanding: 0.00

Account Value: USD 450.00

Exchange Rate: 1.00

Close

Inventory Information

Purchase Order Item | Purchase Order | Delivery | Values | Location | Accounts | Dates | Other

Item: 1007-101

Effective Date: Tue, Jun 26 2007

Availability: Unfinalized Receipt

Purchase Order Information:

Order Number: PO00000100

Goods Receipt: GR00000003

Supplier: A10100-0000

Mid-Atlantic Sales

Status: Firm

Effective Date: Mon, Jun 25 2007

Due Date: Mon, Jun 25 2007

Supplier Order Number:

Supplier Contact:

Close

Inventory Information

Purchase Order Item | Purchase Order | Delivery | Values | Location | Accounts | Dates | Other

Item: 1007-101

Effective Date: Tue, Jun 26 2007

Availability: Unfinalized Receipt

Values	Original	Outstanding
Quantity	11.00	11.00
Material Value	165.00	165.00
Labour Value	24,420.00	24,420.00
Overhead Value	22.00	22.00
Duty Value	22.50	22.50

Close

Goods Receipt Header

Relations Tab

Purchase Order Id	Status	Effective Date	System Type
PO00000100	F	06/25/2007	Finalized

- ❑ The relations tab displays purchase orders and purchase invoices that have been created for a goods receipt.
- ❑ Right click on line item to drill down to related transaction.

Goods Receipt Actions

Finalise

Goods receipt finalise information and options to issue to shortages

Goods Receipt: GR00000030
Supplier Ref: S00007-0000
Supplier: APEX
Effective Date: Monday, February 25, 2008
Location: RESTON
Purchase Order: POC0000104

Issue to shipment shortages
 Issue to MD shortages

Product: 1007-570 Quantity: 7.00

Identifier	Product Id	Quantity	Shortage Ty	Quantity Allocated	Include
S000001051	1007-570	28.00000	Manufacturing	0.00000	<input type="checkbox"/>
S000001051	1007-570	7.00000	Manufacturing	0.00000	<input type="checkbox"/>

Goods Receipt Actions

Finalise

- Finalising a goods receipt will put the products on the receipt into inventory. It will also mark the items on the purchase order as received.
- Once a goods receipt has been finalised no changes can be made.
- Shortages on shipments and manufacturing orders can be issued when finalising a receipt.

SYSTEM SETTING:

By default a goods receipt dashboard will display when finalizing a goods receipt. The dashboard can be removed if necessary using the Goods Receipts option **Hide the goods receipt report on the finalise wizard**. Enable the option and set the value to Y to remove the dashboard.

Goods Receipt Actions

Finalise

Serial Numbering

Serial Numbering Options

Please select a serial numbering option for product 1007-101

- Generate serial numbers using a prefix
- Apply a serial number to the whole batch
- Generate serial numbers automatically
- Manually enter each serial number

Back Next Finish Cancel

- If a product is set to be serialised at time of receipt the serial numbering options dialog will come up when finalising the goods receipt.

Goods Receipt Actions

New Return

The screenshot shows a software window titled "Goods Receiving" with a sub-window "Return Note". The sub-window contains the instruction "Select the return note to be received". Below this, there are three input fields: "Return Note" with the value "3122000000", "Effective Date" with the value "Feb 24 2008", and "Location" with the value "[default]". A small note below the fields reads: "Leave the location as [default] if you wish to receive goods into the locations specified on each line." At the bottom of the form are four buttons: "Back", "Next", "Finish", and "Cancel".

New return works in much the same way as new receipt. Instead of a PO that is being received, it is a RMA.

When entering a new return, specify the RMA, the date of the transaction and a location for the entire RMA to be received to. If the location is left blank, the location specified on the RMA will be used as the receipt location.