Global 3000
Service Pack Note

POP - Unconfirmed Receipts

Author	DCP	
Project	ZO60_000104.docx	
Version	1.0	1 of 4

INTRODUCTION

This service pack improves the handling of unconfirmed receipts within Purchase Order Processing.

The changes are as follows:

- The 'Supplier advice' prompt within Goods Receipt has been renamed 'Delivery reference' in line with the rest of POP.

- When an existing delivery reference is entered in Goods Receipt a new window is displayed that lists the orders covered by the delivery reference allows them to be selected.

- The existing POP enquiry windows have been updated to highlight unconfirmed receipts.

- A new enquiry listing receipts by delivery reference has been created.

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DOCUMENTATION CHANGES

Goods Receipt – Document References Window

This window appears when you select Goods Receipt from the Order Processing menu

Purpose This window enables you to identify the supplier and purchase order number.

The prompts are:

Delivery reference If you are recording receipts for a new delivery you should enter a new unique reference. If you are updating existing receipt details then enter the delivery reference and select the purchase order from the 'Delivery Reference – Orders' window. A search is available.

Note A delivery reference can be reconciled against more than one order (for the same supplier). If a delivery reference covers more than one order, complete this window for each relevant order using the same delivery reference.

Order number Enter the purchase order number to which the receipt relates. A search is available.

Note Orders that failed import via EDI or Data Conversion or were imported but with an EDI error status cannot be selected.

Delivery date Defaults to today's date: an earlier (but not a later) date may be entered. This prompt is initially skipped, but can be selected and amended as required.

Status *(Display only.)* Possible values are reserved, unauthorised, revised, approved, to print, printed, complete and historic.

Note The historic status indicates that the order is being kept for invoice purposes.

Supplier, name, address & postcode *(Display only.)* The supplier's code, name and address details.

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Goods Receipt – Delivery Reference - Orders Window
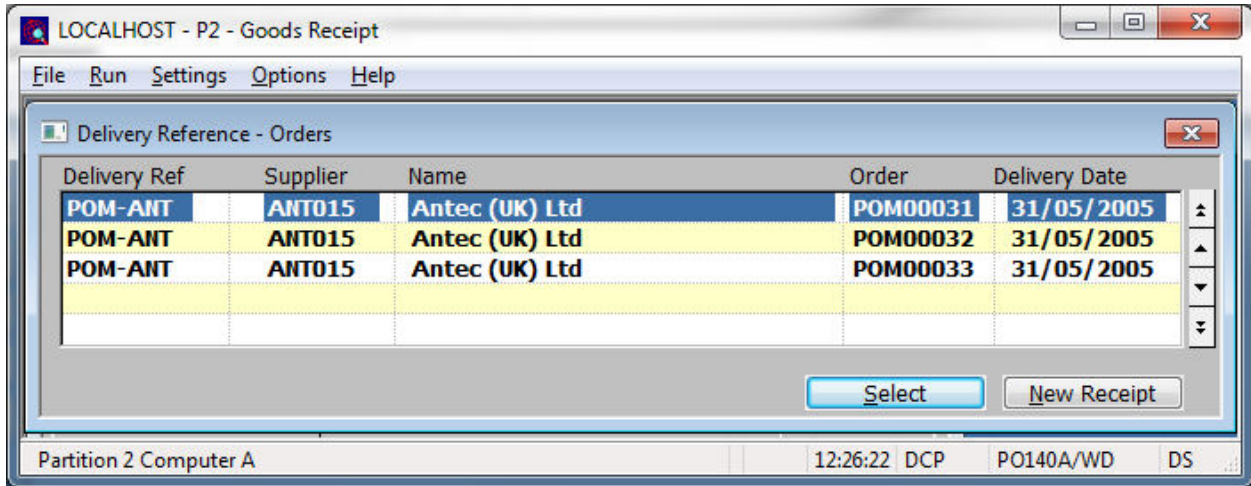
This window appears when you enter an existing delivery reference within the select Goods Receipt – Document References window.
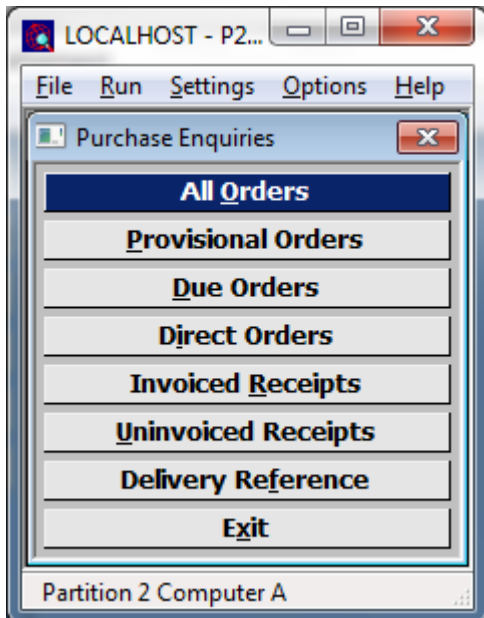
Purpose This window lists purchase orders covered by the delivery reference.

The buttons are:

Select Press this to process receipt details for the currently hi-lighted order.

New Receipt Press this if you wish to enter receipts for a new order against the selected delivery reference.

Purchase Enquiries Menu

Delivery Reference This option lists delivery references (entered via Goods Receipts) and allows the relevant receipt details to be viewed.

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