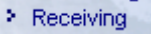**Chapter**

11

Receiving Module

The Receiving module allows you to receive items ordered using Purchase Orders. This Chapter describes how to use the Web Work, Receiving module.
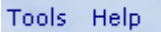
Table of Contents

11.1   Overview of the Receiving Module

The Receiving module is designed to receive items ordered by purchase orders. You can view a list of all outstanding purchase orders or you can filter the information based on the Purchase Order or Vendor code.

Click on the `> Receiving` button on the left hand side of the screen to access the Receiving module as pictured below:
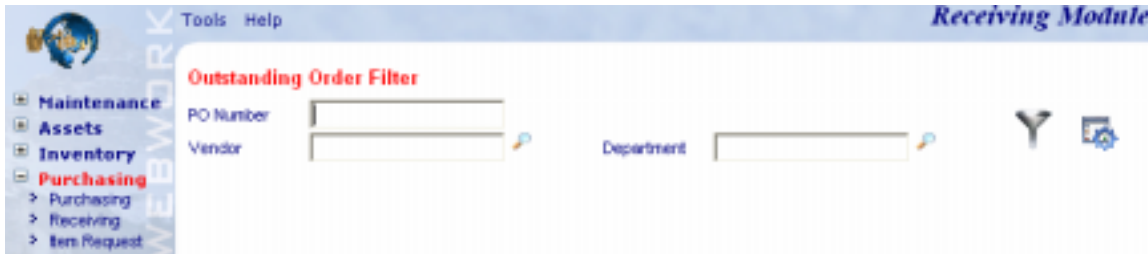
- The `Tools  Help` drop down menus contain various generic features available in the Receiving module.

> Web Work includes "help files" for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.
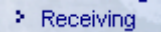
11.2   Receiving Ordered Items

Once the vendor delivers the goods purchased, the goods need to be received. Depending on what the goods were purchased for, you can receive the goods back to the storeroom to replenish the stock level, or receive it against a work order, item request, employee, equipment or an account.

11.2.1   Receiving Partial Orders of Items

In case not all goods were delivered in full, a partial receipt needs to be made up. For example if the quantity ordered was 10 items but only 7 arrived today and next 3 are to arrive tomorrow, you can receive the 7 that are here today into the system.

To receive a partial order:

- Click on the `> Receiving` button on the left hand side of the screen to access the Receiving module.

- Enter selection criteria into the PO # or Vendor field and press the enter key on your keyboard or click on

   the button.

- A table showing outstanding orders matching the search criteria will appear on the screen (see sample picture below):

Outstanding Order Filter

PO Number	5
Vendor		Department	

Select all   Unselect all

	PO Number	Item Number	Item Description	Vendor	Vendor Part #	Qty Ordered	Qty Received
☐	00000445	BatteryAA	AA size alkaline battery	aaaa		16	14
☐	00000455	TEST1	test1 A'B"C'D	FRAN	242424	35	30
☐	00000457		monkey brain	ACE		36	6
	00000457	001PEN	A BALL PEN	ACE		36	3

- Click on the line that you wish to partially receive. The Order Receiving window will open (see sample picture below):

Order Receiving

Serialized Item	☐	Vendor Part #	
PO Number	00000445	Item Number	BatteryAA
Item Description	AA size alkaline battery		
Vendor	aaaa	Received Quantity	14
Purchase Unit	EA	Order Quantity	16
Conversion	1	Price	13
Date Received	8/11/2005	Qty to Receive	
Subtotal		Tax1	
Freight		Tax2	
Exchange Account		Invoice Total	
Exchange Rate		Currency	

Receive To	⊙ Storeroom	Department	
Storeroom	CENTRAL	WO Number	
Equipment		Request #	
Account		Employee	
Receipt Document		Document Number	

Receive Close

- Most of the other information will already be filled in, depending on how the Purchase Order was initially setup.

- Enter the quantity of the item to be received into the Qty to Receive field. If this is a partial receipt, the Qty to Receive may be less than the quantity ordered. Click on the tab key to continue. This will calculate the sub-total field. Verify all other information on the screen including where the items are being received to – the Receive To section.

- If applicable, enter Receipt Document and Document No. into the applicable fields.

- Click on the button to receive these items.

- For partial receipts (not all goods arrived at one time), the outstanding PO lines will be accessible by the Receiving screen until the last of the items was received. Only when there are no more items to be received, the PO line will be no longer displayed.

    When all Purchase Order lines are received for a particular Purchase Order record, the Purchase Order status can automatically change to a Complete or Close status. See Administrator for further details on this Web Work option.

11.2.2   Receiving Purchase Order Items in Full

In most cases the vendor will deliver all goods ordered. We can then do a Full receipt.

To do a Full Receipt:

- Click on the   > Receiving   button on the left hand side of the screen to access the Receiving module.

- Enter selection criteria into the PO # or Vendor field and press the enter key on your keyboard or click on the button in the Receiving screen.

- A table showing outstanding orders matching the search criteria will appear on the screen (see sample picture below):

Outstanding Order Filter

PO Number						
Vendor	GE		Department			
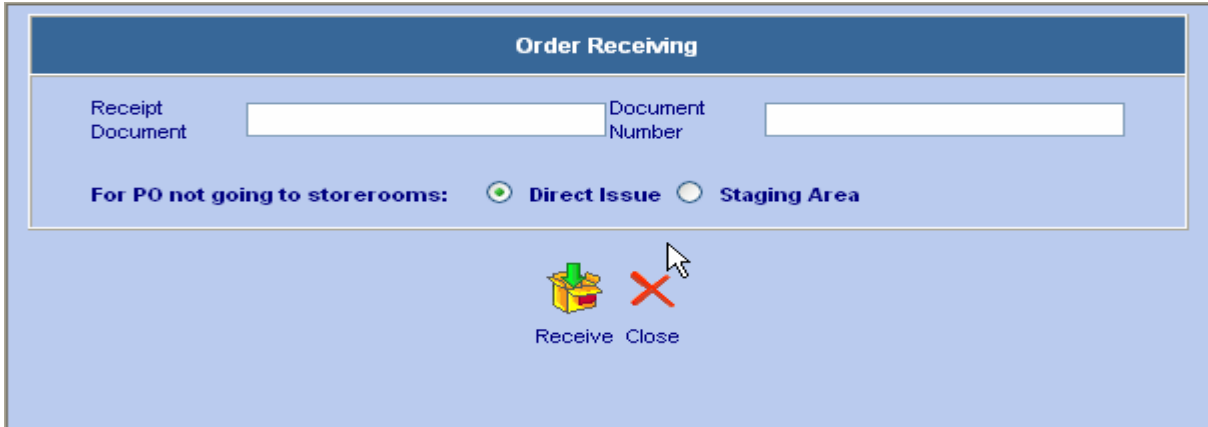
Select all   Unselect all

	PO Number	Item Number	Item Description	Vendor	Vendor Part #	Qty Ordered	Qty Received
☑	00000491		stuff	GE		1	0

- Click onto the checkbox ☑ beside the PO line that is set to be fully received (Qty. ordered matches Qty. Received).

- Click on the [icon] button.

- The Order Receiving window will open (see picture below).

- If

applicable, enter Receipt Document and Document No. into the applicable fields.

- If applicable Click on the [icon] button beside Direct Issue or Staging Area. (direct issue is the default)

> [icon] If the goods were received into the staging area, to issue the items from the staging area out to what the items were originally purchased for (i.e. work order, account…), go to the Inventory module and select Staging Area Issue from the Operations pull-down list. See the Inventory chapter for further details regarding this process..

- Click on the [icon] button to receive these items and return to the receiving screen. The items received will be added to inventory or what ever the goods were bought for via the Purchase Order. Since this is a full receipt, this PO line will be removed from the Receiving screen.
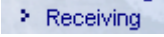
> [icon] When all Purchase Order lines are received for a particular Purchase Order record, the Purchase Order status can automatically change to a Complete or Close status. See administrator for further details regarding this Web Work option.

11.3 Receiving Purchase Order Serialized Items

In order to receive a Serialized Item, the item needs to be identified as serialized in the Inventory module. Upon receiving the new serialized items, an extra step needs to be taken to create new pieces of equipment with particular serial numbers. The item entity can then be considered an inventory item as well as a piece of serialized equipment – hence the term Serialized Item.

You may need to refer to other sections of this manual to get a complete understanding of the setup and the usage of Serialized Items. Other sections include the Inventory module, Purchasing module, Equipment module, and the Work Order module.

To receive serialized items:

- Click on the > Receiving button on the left hand side of the screen to access the Receiving module.

- Enter selection criteria into the PO # or Vendor field and press the enter key on your keyboard or click on

  the ⛄ button in the Receiving screen.

- A table showing outstanding orders matching the search criteria will appear on the screen. (see sample picture below):

- Click on the line that you wish to receive serialized items on. The Order Receiving window will open. Note the Serialized Item checkbox is checked. (see sample picture below):

- Most of the other information will already be filled in, depending on how the Purchase Order was initially setup.

- Enter the quantity of the item to be received into the Qty to Receive. If this is a partial receipt, the Qty to Receive may be different than the quantity ordered. Click on the tab key to continue. This will calculate the sub-total field and then move you to the Storeroom or Work Order field, depending on which one this item was ordered for.

- If applicable, enter Receipt Document and Document No. into the applicable fields.

- Click on the [icon] button to receive these items. If the receipt was a partial one (not all goods arrived at one time), the outstanding PO lines will be accessible by the Receiving screen until the last one of the items was received. Only when there are no more items to be received will the PO line no longer be displayed.

> When all Purchase Order lines are received for a particular Purchase Order record, the Purchase Order status can automatically change to a Complete or Close status. See Administrator for further details on this Web Work option.
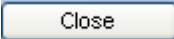
- Another screen called Serialize Equipment Items comes up (see sample picture below).

- If

required, enter the model of the equipment type into the Model No. field.

- If required, enter the status of the equipment into the Status field.

- If your equipment coding is based on a Web Work generated auto-numbering system, click the ☑ checkbox besides the Use Equipment Auto-Number and ignore the Equipment # field. If intelligent coding or new equipment record is your company policy, then specify the new equipment number into the Equipment # field.

- For each Equipment entity, enter the appropriate Serial number into the Serial # field.

- If more than one serialized item is to be received, continue entering all other equipment numbers and serial numbers. The serial numbers need to be on each unit and needs to be unique.

- Click on the button to receive these serialized items. If the serialized items were purchased for a storeroom, the stock level will go up by the Qty to Receive amount and for each individual item received a new equipment record with its own serial number will be created.

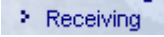- A confirmation message will come up (see sample picture below):
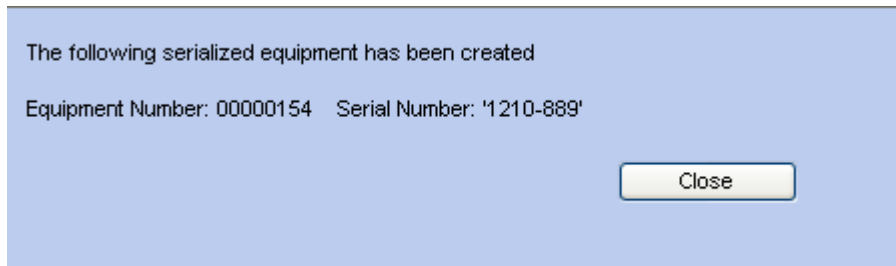
- Click on the [Close] button to return to the main Receiving screen.

11.4   Editing the receipt

There are often cases when an invoice is send from the vendor after the actual receiving takes place, sometimes days or weeks later. If the invoice does not match the cost values we have received by, the cost values we have received by need to be updated.
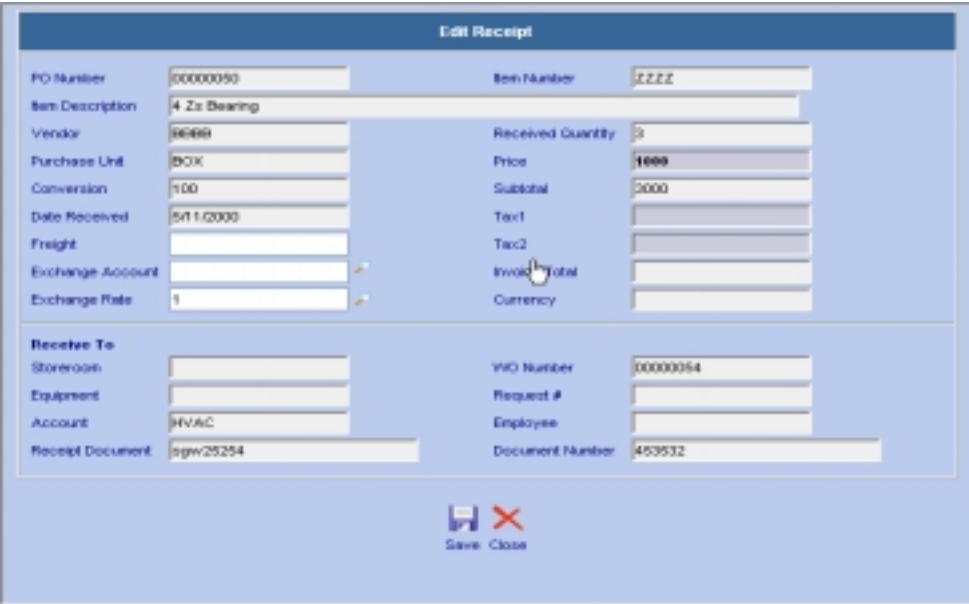
To edit the receipt:

- Click on the   > Receiving   button on the left hand side of the screen to access the Receiving module.

- Enter selection criteria into the PO # field and click on the   button.

- A table showing the receipts matching the search criteria will appear on the screen (see sample picture below):

Outstanding Order Filter

PO Number   00000050

Vendor   Department

Date Received	Purchase For	Item	Description	Quantity	Price	Tax1	Tax2
5/11/2000	Work Order: 00000054	ZZZZ	4 Zs Bearing	3	1000		
5/11/2000	Work Order: 00000050	ZZZZ	4 Zs Bearing	2	1000		
5/12/2000	Work Order: 00000101	ZZZZ	4 Zs Bearing	1	1000		
5/12/2000	Work Order: 00000101	XXXXX	4 Xs Bearing	1	500		
7/27/2005	Equipment: 00000150	3	new serialized item	1	10	0.7	0.75

- Click on the line where you wish to update / edit the received cost. (see sample picture below):

Edit Receipt

PO Number	00000050	Item Number	ZZZZ
Item Description	4 Zs Bearing		
Vendor	96969	Received Quantity	3
Purchase Unit	BOX	Price	1000
Conversion	100	Subtotal	3000
Date Received	5/11/2000	Tax1	
Freight		Tax2	
Exchange Account		Invoice Total	
Exchange Rate	1	Currency	

Receive To

Storeroom		WO Number	00000054
Equipment		Request #	
Account	HVAC	Employee	
Receipt Document	sgw25254	Document Number	453532

Save   Close

- Modify the cost values of the receipt and click the [icon] button to save the changes.

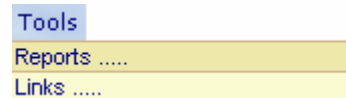[hand icon] Extra care must be taken when editing cost values of received goods so that any financial reports being run against these values do not get inaccurate and untrue. Different kinds of Purchase Order statuses may be implemented so the reports consider only transactions that have been finalized including any possible receipt cost value modifications.

11.5   Receiving – Reports

To access Receiving reports move the mouse cursor over the Tools menu and select Reports from the list provided. This will open the Purchasing Reports screen. Purchasing and Receiving reports are listed in the same screen.

Tools
Reports .....
Links .....

A screen similar to the one shown below will open:

Purchasing Reports

Standard   **Custom**
Back Order Report
Purchase Order Listing
Receiving Report

Query Driven

Printing Notes

When printing reports ensure that the printer settings are specified to suit the report and the target printer.

✕
Close

Click on any of the Reports listed under Standard or Custom, to open them.

[hand icon] Only reports applicable to the Receiving and Purchasing module will be displayed. To view all reports, click on the REPORTS Module button ⋅ Reports on the left hand side of the Web Work screen. For more information about reports, see the Reports section of this manual.

There are two methods of generating the Standard reports – **QUERY filtered** reports, or standard, **NON-filtered** reports. It is important to understand the difference between the two as it will have a substantial impact on the results of your reports.

QUERY filtered reports will apply the query you have run on the screen to the report that you are running. **NON-filtered** reports will run using all information in the database.

11.6   Links

When you are in the Receiving module and you select Links from the `Tools` menu, the Web Work Create/Edit/View Links window will open as shown.

You can view existing links or create new links using this feature.

For information on creating new links see the Links section of this manual.

You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module   will not be shown.