



# **Work instructions Receipts**

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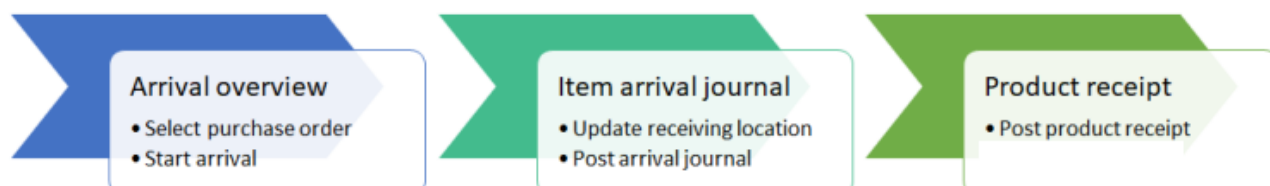
## 1. Purchase Orders

### 1.1. Receiving Purchase orders

Product receipt is the process of recording that products that were ordered have been received, so that the purchase order (PO) lines can then be processed for invoicing.

In the case of Certis, goods will be received by an external Warehouse. On receipt of the goods, the warehouse will send the receipt document digitally to Certis, either by EDI or by PDF.

On receipt of the EDI message or PDF, Certis will first mark the goods as Registered, which does not create a transaction in the finance area. While registering, the receipt document can be added to the PO as an attachment. Next, the goods can be received, which fulfills the receipt of goods also financially.



#### 1.1.1. Receiving Goods

Inventory management > Inbound orders > Arrival overview

- At the Arrival overview profile name, choose the warehouse of the PO's destination.
- Select the PO you want to receive from the list.
- Click Start arrival.

### Arrival options

Arrival overview profile name  
SCHIRM SCHÖNEBECK

RANGE  
Days back  
365

Days forward  
365

Show lines  
All

Warehouses  
DE001

### Arrival query details

SITE  
Restrict to site  
01

TRANSACTION TYPES SHOWN  
Purchase orders  
Yes

Production orders  
No

### Receipts

Start arrival
Select all
Clear all
Show all selected
Journals

Select for arrival	Status date ↑	Reference	Number
	28-4-2020	Purchase order	01CE-000111
	15-5-2020	Purchase order	01CE-000173
	19-5-2020	Purchase order	01CE-000181
	19-5-2020	Purchase order	01CE-000239
	26-5-2020	Purchase order	01CE-000154
	5-6-2020	Purchase order	01CE-000155
<input checked="" type="checkbox"/>	2-9-2020	Purchase order	01CE-000275

Site  
01

Warehouse  
DE001

Account number  
1000030

### Lines

Select for arrival	Reference	Number	Status date	Wareh
<input checked="" type="checkbox"/>	Purchase order	01CE-000275	2-9-2020	DE001

- Make sure the PO is still selected and Click Journals. And select "Show arrivals from receipts."

Journals

Show arrivals from receipts

Show arrivals from lines

Product receipt ready journals

A new window appears

- In the Packing slip field, type the packing slip number that you find on the receipt document
- If applicable, fill in the batch code(s) provided on the receipt. You will need to create new batch codes.
- Right click in the batch number column and choose "View details"

## Journal lines

+ Add line   Remove   Functions ▾   **Inventory** ▾   Log

✓	GS1-128	Item number	Batch number	Warehouse	Inventory sta
✓		201049000		DE001	AVAILABLE

Form information  
 Personalize: Batch number  
 Export all rows  
 Export marked rows  
 View shortcuts  
 View details

- A new window for batch creation appears.
- Choose new
- Fill in the batch code and manufacture date and click save. The expiration and best before dates will be automatically filled.

### Identification

Batch number	Item number
010203040506	201049000

### Properties

Manufacturing date	Shelf advice date	Best before date	Expiration date	Last tested date
25-5-2020		24-1-2025	24-5-2025	25-5-2020

- Close the window.
- Select the batch code you created

In case there are multiple batches:

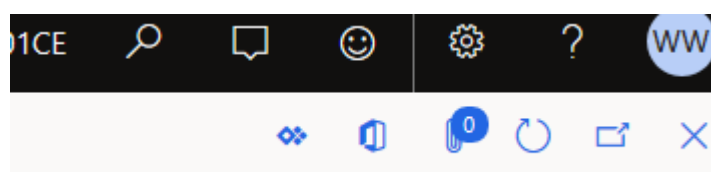
- Create all new batches and go back to the journal lines
- Click Functions ->Split

### Journal lines

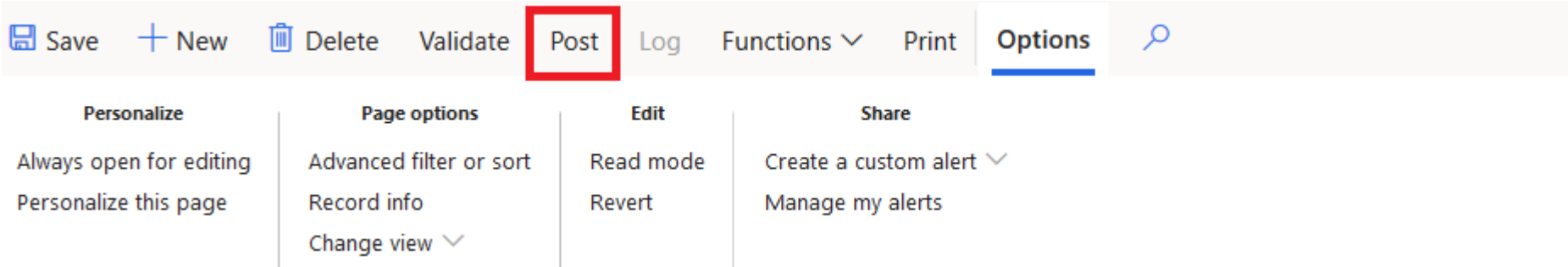
+ Add line   Remove   Functions ▾   **Inventory** ▾   Log

✓	GS1-128	Create serial numbers	Batch n
		Split	
		Replacement item	

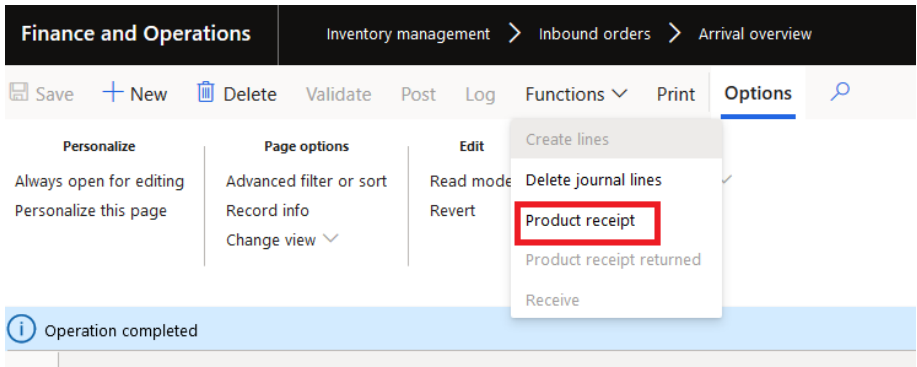
- Split the volume step by step until you have the required multiples.
- Select the proper batches by clicking on the batch field (a drop down menu will appear)
- Click the paperclip symbol in the upper right corner



- Click New – File
- Browse for the PDF or Mail with the receipt and attach.
- Click Post.



- Click OK
- Click Functions and select Product receipt.



- Click OK.

The PO has now been received.

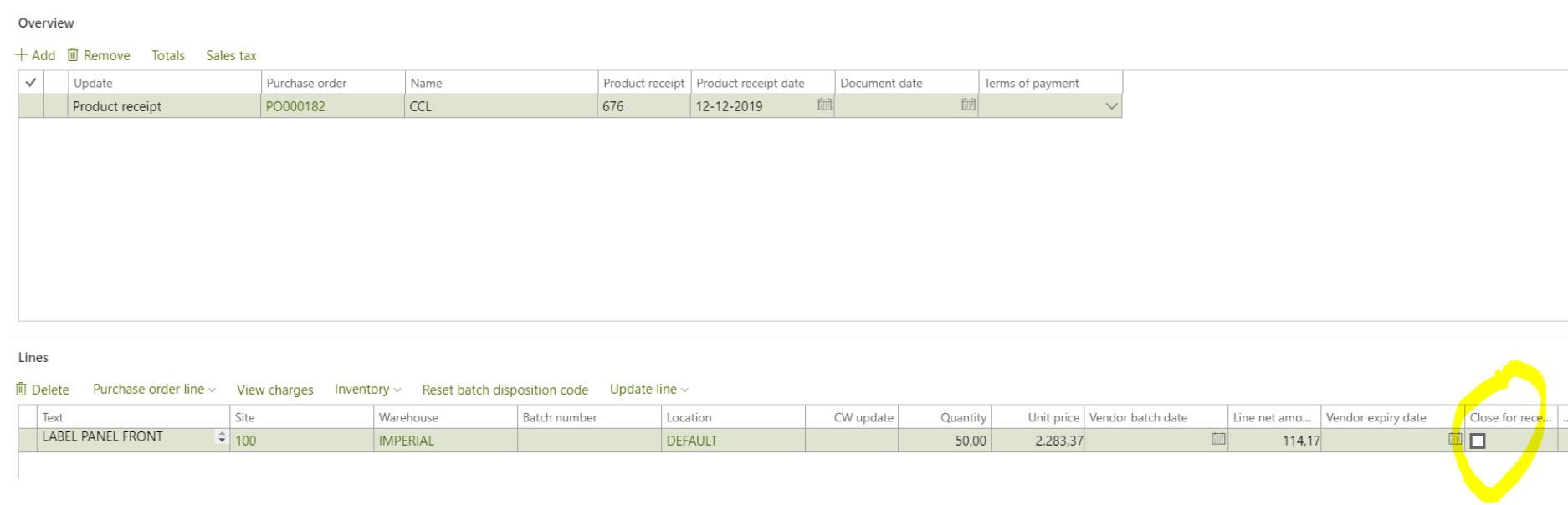
1.1.2. Receiving Services

PO’s can be created for products that aren’t intended as inventory but are considered an expense or service. In this case, the items might not go through arrival registration. Instead, the **Product receipt** action is used to record the receipt directly on the PO, and the receipt is based on the ordered quantity, not a registered quantity.

In order to do this, just lookup the Purchase order and got to Receive fast-tab and click Product receipt, add packing list code and click OK.

1.1.3. Receiving a partial delivery and close the remaining quantity directly

If an order line cannot be delivered, or if the order line can be only partially delivered, in the Posting Product Receipt screen you can choose the option to set the remaining quantity to 0 (zero). Check the “Close for receipt box”. If there is only one order line, the whole order is closed, and the status is changed to Canceled.



1.1.4. Closing a partial delivered purchase order

After Some time you might want to close a partial delivered purchase order because you’re sure that nothing will be received anymore. Then you can use the Deliver Remainder functionality to close the line.

- Open the purchase order that you want to close.
- Above the purchase order lines you can click Update Line and then choose Update – deliver remainder.

PURCHASE ORDER

PO000183 : 100-000071 - CCL

Purchase order header

DELIVERY

Delivery date

12-12-2019

Earliest confirmed delivery

DISCOUNTS

Total discount %

0,00

VENDOR

Contact

REPLENISHMENT

Service category

Location

CROSS DOCKING DATES

Delivery date

12-12-2019

Cross docking date

Purchase order lines

+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Work details

Line number	Item number	Product name	Quantity	Deliver rem	LINE NUMBER	t price	Adjusted unit price	Discount	Discount pe
1	430220	LABEL PANEL FRONT TOPSIN M ULTRA NL 10L 180HX180WMM	250,00		Renumbr	183,37	0,00000		

UPDATE

Deliver remainder

Finalize

Reset vendor batch details

PROCESS

Registration

Pick

PURCHASE AGREEMENT

Create link

Attached

Remove link

Line details

- A new side window appears where the open remaining quantities already are filled in. Click "Cancel quantity" to close the full remaining quantity.
- If you only wish to cancel *part* of the remaining quantity, you can fill in the quantity that you still want to receive (not the quantity that you want to cancel!) and click the OK button.

This only works if the item is set up to accept under-deliveries.

1.1.5. Correcting a receipt

When a mistake is made booking a receipt, and the invoice is not paid yet, it is possible to correct the receipt.

- Lookup the purchase order and in the fast-tab 'Receive' choose product receipt to go to the product receipt journal.
- Choose 'Correct'

PO000184 : CCL

Product receipt journal

Overview Lines

Preview/Print Vouchers View distributions View accounting View charges Correct Cancel History

Purchase order	Product receipt ↑	Date	Invoice issue due date	Terms	Mode of delivery	Company	Sales order	Posted via int...
PO000184	5675	12-12-2019						

- Change the Quantity in the receipt lines.
- The 'Quantity to be reversed' will show in the details overview.
- Click OK, and the PO is open again.