Anthology Online Training

Basic Receiving Syllabus

If all you had to do to run a bookstore was to buy a single title, buy all you need at one time, at one price and have the books arrive at your store in one shipment, business life would be easy, and you wouldn't need purchase orders.

As soon as you offer more titles, buy those titles at different percentages at different times, order for your needs within a set selling cycle, and have the books ordered at one time arrive in different shipments – your inventory becomes hard to manage.

Purchase Orders and Receiving Memos provide you a system for controlling your inventory.

Without a system, inventory becomes hard to control, you over or under order, customers don't receive their purchases in a timely manner and the accountant must go through mountains of paperwork to calculate to true value of inventory sold. What a mess! The combination of Purchase Orders and Receiving Memos saves you from all that!

Receiving Syllabus

I.   Brief review of purchase orders
II. Receiving a simple Shipment
III. Detail review of the screen
      Header

              Status- Different status defines where the PO is in the system PO statuses:
                    1) Draft-
                    2) Open-
                    3) Shipment -
                    4) Complete-

              Vendor – Sets the defaults
              Cancelled (Void) – Date Receiving Memo was voided.
              Disc – Header Discount: sets default and overrides Vendor Discount Schedule SKU
              Format – PO Print options
              Grid - Cannot edit in grid
              Columns: Sort and move to right and left
                    CBO symbol– CBO's in the shipment
                    Ord – Order Qty from draft PO
                    Tot Recd- Total quantity received of this item on this PO.

Open –How many are left to be received– updates only after F12 Post

Recd- Currently, what is in the box that you are receiving? – returns to zero quantity after F12 Post

Status- If you receive some of what you ordered, but not all, why?

Notes reason for difference between what has been ordered vs received

Organize grid (sort) to match packing list

Line-Item Entry Fields

Add or edit items in grid

Enter Line/Save Line-Item Arrow – enters data into grid, drops down to the next line.

Status can change the Open quantity.

Red 'Enter Line' button - If status required, will not let you enter the line without it.

List/Retail/Disc – always check against the packing list

Receiving Styles – See document "Basic Receiving Methods"

Packing List to Anthology PO

Show completed items checkbox – Unchecked after first shipment, shows only what is open

Shift F2 – toggles the Info Panel

F11 Print –

Print Receiving Worksheet – print out to compare w/packing list side by side CBO

Report – Only appears/prints if there is a Customer Back Order on Receiving Memo. Choice to print only what is received or all CBO's.

SPO Wrapper- Only appears if CBO items have a received quantity

Barcodes – can print labels for received items

Number of Labels vs As Required

F6 Receive all – only use in extraordinary situations

Shipping – entering in the shipping amount

Vendor Invoice Info (Actions Menu) – Enter in info from packing list or invoice.

Compare Invoice sub-total to Receipt Sub-total

Off by pennies – Ok: rounding

Off by more – recheck packing list to Receiving Memo.

Vendor Info Required – can't post without it. Option under Tools | Options | PO

F12 Post – Creates new record with status of Shipment. Updates OH Quantities

Complete – all items are either received or canceled

IV. Your Turn – we will work through receiving examples together