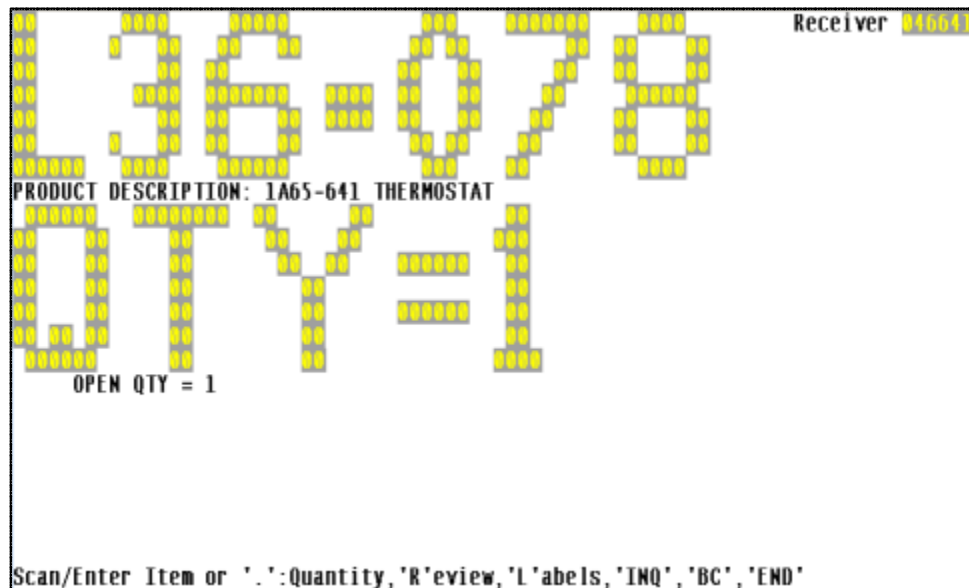


UPS Receiving



1. Menu 7.9 – Reprint Purchase Order
 - a. Compare to the PO Packing List.
 - b. ♦ Decision ♦ – determine if freight needs to be charged to the customer. If yes, then open order and add freight amount.
2. Menu 34.1 – Purchase Order Receiving
 - a. To create a new receiver hit <enter>
 - b. Enter PO number.
 - c. Begin scanning parts into stock



- d. Each scan represents a quantity of 1. If there are multiple quantities you can either scan each item which will add to the received quantity or you can scan the item once and enter the quantity preceded by a period. For example, .3 tells the system that a total of 3 are received.
- e. If an item is on back order the receiving screen will display B/O. Best practice is to put backordered items aside after scanning so they can be quickly allocated and put to will call or shipped out.

- f. Scanning Message Item not on file, do you wish to cross-reference Y/N – Enter Y to cross reference a new bar code to the correct item.
 - g. Scanning Message Not on Purchase Order 'N' to continue – Hit <enter> and continue scanning remaining products.
 - h. Once complete, 'END' out of the receiver. A message will appear that the "Receiver ##### has been update" This message means that the receiver has been saved.
 - i. At this point you can go back into the receiver and receive more items using Menu 34.1, if needed. Remember that the receiver has not been posted so none of the items that were scanned will show as available in Stock Status, Menu 19.6.
3. Menu 34.2 – Purchase Order Receipts Report & Adjustments – After all parts are scanned this menu is used to print, edit and update quantities on-hand.
- a. Select the receiver
 - b. Select one of the Bar Code Receipts Options
 - i. 'P' Print Receiver – ALWAYS PRINT THIS BEFORE YOU Y*** TO UPDATE!
This option prints a report of what was on the PO versus what you scanned to receive and show you any discrepancies. If the Menu 34.25 was run, then this process can be skipped. All discrepancies need to be resolved prior to updating.
 - ii. 'A' Adjust Quantities – This option is used to correct the quantity received. THIS OPTION CANNOT BE RUN AFTER USING Y*** TO UPDATE.
 - iii. Y*** Update Receiver – This process will post everything received on the selected receiver to stock status and inquiry screens. Once this is run you cannot go back and make any adjustments to the receiver. You will be able to receive any back ordered items on the PO when they come in, however they will be on a different receiver.
 - iv. 'C' Cancel Receiver – Use this option to delete the receiver and begin the receiving process over again. This process cannot be run after Y*** to update.
4. Menu 7.22.10 – Create/Print Auto Backorders for Today's Receiving – Auto allocates today's receiving against the customer backorders and prints the pick tickets for these orders.