

Enter Receiving Tickets

PROGRAM NAME: RCENTRY

MENU OPTION TITLE: Enter Receiving Tickets

MAIN MODULE: RECEIVING FUNCTIONS

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to receive goods into the computer system. The goods may have been purchased through the purchase order system, or they may be returned goods from customers entered through the Return Merchandise Authorization system, or a refused customer order. You are allowed to receive more items than requested on a purchase order, RMA, etc.

Receiving is a batch operation and is done in two steps. The first step is to use this program to receive the goods. Then use the <RCUPDATE> program to update the receiving tickets. You must update the receiving tickets to actually move the goods into the system as inventory.

PROGRAM OPERATION

TICKET #: This is the receiving ticket number. To assign the next ticket number in this field press <F8>. This field is indexed, use <IFF> to search for a valid receiving ticket.

DATE REC'D: Enter the date the items were received on. The current date will be loaded into this field automatically.

ENTERED BY: The person entering the receiving ticket should enter their initials in this field.

RECEIVE TYPE (R)MA, (P)O, (O)UR REFUSE: Enter <R> here if you are receiving a product back from a customer and you have Return Merchandise Authorization number for the product. If you do not have an R.M.A. number, enter one now using the <RAENTER1> program. You must enter a valid R.M.A. number in the NUMBER field, which will be explained next. You may restock the product back into inventory or not. This is decided in the <RCUPDATE> program, which updates the receiving tickets.

Enter <P> here if you are receiving products purchased through the purchase order system. You must enter a valid P.O. number in the {NUMBER} field, which will be explained next.

Enter <O> here if the product you are receiving is a returned order from a customer, (Such as a refused C.O.D.). You must enter a valid customer Order number in the {NUMBER} field, which will be explained next.

NUMBER: Enter a valid return merchandise number in this field, or a valid purchase order number, or a valid invoice number in this field.

Press RETURN to continue

CREATE TICKET DETAIL AUTOMATICALLY (Y/N)?: Enter <Y> here to pull the information from the R.M.A. record, the P.O. record or the Invoice record. If this is a P.O. or a Refused product the parts detail will be pulled in automatically. If this is an RMA, using a valid part number, then this will also pull in automatically. Again, you must decide if the merchandise received should be entered into the parts database, inventory, or just received. This is decided in the <RCUPDATE> program, which updates the receiving tickets.

Enter <N> here if you don't want to create the detail automatically.

(A)dd, (E)dit, (D)elete, (C)omment, (S)ee More, or (Q)uit? Press <A> to add another line of parts detail.

Highlight a line and press <E> to edit the line of parts detail.

Highlight a line and press <D> to delete a line of parts detail.

Press <C> to add a line of comments.

Press <S> to see more lines of detail.

Press <Q> to quit entering detail for this receiving ticket.

PRINT RECEIVING TICKET NOW (Y/N)?