

## Update Receiving Tickets

**PROGRAM NAME:** RCUPDATE

**MENU OPTION TITLE:** Update Receiving Tickets

**MAIN MODULE:** RECEIVING FUNCTIONS

**HELP KEY ACTIVE:** YES

### PROGRAM OVERVIEW

This program is used to update the receiving tickets entered with the <RCENTRY> program. Before the ticket is updated, the items received are not available in inventory. After updating the receiving ticket the items received are made available in the inventory. Remember, when updating a receiving ticket which is a RMA, you have to decide if you want to return the merchandise to parts database, inventory, or not.

This program is automatically pulled up in the receiving ticket entry as a convenience, or can be run separately.

### PROGRAM OPERATION

**TICKET #:** Enter the receiving ticket that you want to update in this field. This field is indexed, so you can use <IFF> to search for a valid receiving ticket.

**(E)dit, (S)ee More, (U)pdate, or (Q)uit?**

**QUANTITY:** Enter the quantity received in this field.

**RAW/FIN:** Enter <R> in this field if the parts you are receiving are raw parts to be used in a manufacturing process.

Enter <F> in this field if the parts you are receiving are finished parts to be resold.

**CLOSE:** Enter <Y> if you would like to quantity close this item. Quantity close an item if you are not going receive any more of this line item.

**PLEASE ENTER YOUR INITIALS:** The person updating the receiving ticket will need to enter their initials here.

**DID YOU MARK THE PO LINES YOU WANT TO CLOSE (Y/N)?** Enter <Y> if you marked the lines that you want to quantity close. See {CLOSE} above.

Enter <N> if you did not mark the lines that you want to close.

If this is a RMA that you are updating, it will ask you:

**DO YOU WANT TO RETURN THE PARTS ON THIS RMA TO STOCK (Y/N)?** Enter <Y> if you want to return merchandise to inventory.

Enter <N> if you do not want to return merchandise to inventory.

**DO YOU WANT TO UPDATE THIS RECEIVING TICKET NOW (Y/N)?**

**ARE YOU SURE (Y/N)?** Enter <Y> if you are sure you are ready to update the receiving ticket. Remember, after you close a line item, you cannot receive any more parts against it.

Enter <N> to abort.

**You can now enter <ESC> to exit back to the menu or update another receiving ticket.**