

# <Customer Company Name>



## FACTIVITY-RF© Purchase Order Receiving UG

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The Automated Receiving Program is capable of receiving all PO's including sub-contract, drop shipments, direct, blanket, and supplier-scheduled PO's. The program also prints bar-coded Item Labels for PO Receipts that require a set of labels, as well as printing a standard PO Receiver using the [5.13.2] program.

This program can be run from a portable bar-code terminal gun, or from a stationary terminal/PC, thus saving time for the receiving person. The program works the same as the current MFG/PRO PO Receiving program [5.13.1].

This program updates MFG/Pro after **every** receipt, unlike 5.13.1, which updates when you are finished entering receipts.

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### Start Purchase Order Receipt Screen:

From the FACTIVITY-RF MENU, select "PO Receipt + Label".

### Enter PO Number and Receiving Date:

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt:
Part
Ln      Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
```

Scan the Purchase Order Number (**PONbr**) being received from the supplier-provided shipping label, or manually type in the PO Number.

If the PO Number is not receivable or does not exist, the error message "Bad PO# xxxxxxxx" will be displayed. Press spacebar to return to **PONbr** field for re-entry.

```
FACTIVITY-RF PO RCUR
PONbr: 101402x
RcvDt:
Part
Ln      Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
Bad PO# 101402x*
```

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part
Ln      Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
```

The Receipt Date (**RcvDt**) defaults to Today's Date, but you should always enter the **actual** Receiving Date – with one exception. You **cannot** enter a date earlier than the first day of the current accounting period, or the transaction will fail. If the actual date was in a previous month, use the first work date of the current month instead.

Please note that you must type the entire date when changing the **RcvDt** date field.

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### Enter Part Number:

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcuDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
```

Scan or type the Part Number (**Part**) that you are receiving. The part's description is displayed below the Part Number.

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcuDt: 12/30/10
Part 22-110
Ln Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
22-110 not open
```

If the Part Number is not found in this PO, or is no longer open, you will see the error message "[Part Number] not open." Press spacebar to return to Part field for re-entry.

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcuDt: 12/30/10
Part 22-10x
Ln Opn
PksQ
RcuQ
Locn
Lot#
Ref#
#Lb1s
22-10x Not an Item
```

If the Part Number does not exist, you will see the error message "[Part Number] Not an Item." Press any key to return to Part field for re-entry.

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### Enter Line Number to Receive Against:

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ
RcvQ
Locn
Lot#
Ref#
#Lb1s
```

The Oldest Open PO Line Item information (**Ln**) will be displayed, along with the Part's description, to help you verify that the correct item is being received.

If you accept this Line Number, press **<Enter>**, and the Open Quantity (**Opn**) will be displayed, as in this illustration.

```
SELECT PO LINE#
OpenQty DueDate
1 79 10/18/10
```

If you do **not** accept this Line Number, or are not sure, press **<F2>** to see a list of all PO Lines for this Part on the PO, as illustrated here. The line-item's DueDate is displayed to help in choosing.

Type the Line Number you wish to receive against, and press **<Enter>**.

### Enter Packing Slip Quantity and Quantity Received:

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn 100
Lot#
Ref#
#Lb1s 0
```

Scan or type the Packing Slip Quantity (**PksQ**) listed on the packing slip by the supplier. This number will then also appear in the Received Quantity field (**RcvQ**).

If there is a difference between the amount on the packing slip and the amount you actually receive, **RcvQ** must be changed accordingly. This allows you to over-receive and under-receive, unless the PO specifies otherwise.

Entering **PksQ** and **RcvQ** automatically generates a Receiver, which authorizes payment to the Supplier, and to the Carrier (if applicable). To avoid overpayments (or underpayments), the correct quantities must be entered. The

Receiver also increases On-Hand Inventory, so incorrect quantities could lead to incorrect future Purchase Orders, and to other scheduling problems. Accurate data entry is therefore extremely important.

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```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 800
RcvQ 800
Locn 100
Lot#
Ref#
#Lb1s 0
Reject: Overship
```

**Note:** Some types of PO's will not allow you to over-receive by more than 10% of the quantity listed in the Open Quantity field (**Opn**). If you try to exceed this threshold, the error message "**Reject: Overship**" will be displayed, and this Line Item's quantities must be re-entered.

**Note:** Supplier Schedule Purchases do not require having an active Supplier Schedule added. If there is no Supplier Schedule, you will see the warning message "**WARNING: No Sch\_Mstr**", but this warning will not stop the transaction.

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 800
RcvQ 100
Locn 100
Lot#
Ref#
#Lb1s 0
Qtys are not proper
```

If the Packing Slip quantity and the Received quantity are very different, you might see the error message "**Qtys are not proper**". Press spacebar to return for re-entry of both quantity fields.

### Enter Receiving Location, Lot Number (if applicable), and Number of Labels to Print:

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn 100
Lot#
Ref#
#Lb1s 0
```

Accept or override the suggested Receiving Location (**Locn**). (**\*\*\*Note:** If Item Master has "**Inspect=No**" and blank Item Master Default Location, then the default location is blank.)

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn x100
Lot#
Ref#
#Lb1s 0
Locn nonexist. Retry
```

If the **Locn** does not exist in the database, the error message "**Locn nonexist. Retry**" will be displayed, and you need to enter a good location before the program can move on.

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```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn 100
Lot# 123456
Ref#
#Lb1s 0
```

If the Part requires a Lot or Serial Number, it should be scanned or typed in at this point.

Finally, enter the number of labels to print. Leaving zero means that no labels will be printed.

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn 100
Lot# 123456
Ref#
#Lb1s 1
No Label Printer GC
```

If you see the error message "No Label Printer GC", then you must exit the program and define a label printer in the Generalized Codes, as is explained below.

**(\*\*\*Note:** Each Receipt updates MFG/Pro immediately after it is entered. The entries are NOT saved up for updating all at once at the end of receiving a PO, as they are in [QAD: 5.13.1].)

```
FACTIVITY-RF PO RCUR
PONbr: 101402
RcvDt: 12/30/10
Part 22-100
CORD,POWER,UK
Ln 1 Opn 79.0
PksQ 79
RcvQ 79
Locn 100
Lot# 123456
Ref#
#Lb1s 0
Update Receipt?
Yes
```

After you have entered the #Lb1s, the program will ask "Update Receipt?" If all the information is correct, enter "Yes", as prompted. Otherwise, enter "N" for "No", and the program will return to the beginning screen for entry of the correct information.

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**Appendix: Setting up Generalized Code for PO Receipt Label Printer**

"**RECEIVER-LABEL-PRINTER**" = name of bar-coded PO receiver label printer. Enter the name of the bar-coded label printer into the Generalized Codes (GC) Maintenance screen [36.2.13], as is illustrated here. Enter the Operating-System printer name in "**Value**". Make sure there are no other GC records with the same Field Name.

