



Status Tab on Purchase Orders

In the status screen you can see whether items have been received and/or invoiced

This is a useful screen to view what is happening with the items that have been ordered.

Receiving Controls

There is a button at the bottom of the shipments screen marked **Receiving Controls**. When you click on the button you will get the following screen. You should not change any of the values within this screen unless you discuss them with your supervisor, but it is useful to know what they mean.

If the goods are received 5 days early or late, the system will warn you of this

The purchase order is set up to warn if receipts against it are greater than the quantity ordered

This should read Direct Delivery

Direct Delivery Warning. Direct delivery signifies that when a receipt is entered against this purchase order, the goods should be received straight into the inventory module. If this is changed to any value (i.e. Standard) other than direct delivery, then the receiving process will involve a two-stage process instead of one.