Infor System21 Advanced Receiving

Product Guide

Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Advanced Receiving Module.

Intended audience

The guide is intended for any users of the AG Advanced Receiving business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 5.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

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Chapter 1   Overview

Introduction

Advanced Receiving allows goods receipts to be made easily, against expected receipts for the day, and is particularly useful where Advanced Shipment Notifications are received from vendors. This is an advanced function, and this document assumes that you have knowledge of purchase receiving.

ASN Numbering

A prefix letter and next number to use are maintainable in the Purchase Management company profile. These are used for the automatic numbering of ASNs entered manually and those generated as expected deliveries from the Build Diary Entries task. This numbering is company wide, not within supplier.

Suppliers' own ASN numbers may be received via EDI or entered on manual ASNs instead of the system-generated number. This assumes that the number has not already been used for the supplier concerned. Uniqueness is enforced within supplier (not within company), irrespective of supplier sequence number.

Receipts Diary

This enables you to control the deliveries for any day. You can create new deliveries, alter existing ones, re-schedule delivery times, log transit history, receive Advanced Shipping Notes (ASNs) and even delete expected deliveries from the Diary.

Extra information concerning expected receipts may be provided during the day, such as time of delivery and carrier information. This may be received in various forms other than via Advanced Shipping Notes (ASNs). The receipts diary will allow you to log receipt information, thus allowing better planning of deliveries. In-transit information can also be logged against an Advanced Shipping Note (ASN), thus allowing the detailed history of a delivery.

Single Key Receiving

This allows the easy processing of expected receipts either from Advanced Shipping Notes (ASNs) or from purchase order lines. You are able to access a particular receipt item or group of items with the minimum of effort, and make any adjustments necessary to delivery amounts and receive the items with a few keystrokes.

The receiving function will provide you with a starting point for the expected receipts for the current day. Once a receipt is selected, single key receiving is provided with variances by exception. Batch details and landed costs are appropriately taken care of.

Variances in quantity from the expected will be prioritised, allowing for appropriate action from those in charge of the purchase contracts, such as purchase officers.

Build Expected Receipts

This allows you to generate diary entries for use within the Receipts Diary function. Diary entries allow the easy scheduling of expected deliveries within a stockroom.

A file of expected receipts will be built from Advanced Shipping Note (ASN) data received via EDI and from outstanding purchase order lines. This file will be used as the basis for Single Key Receiving and the Receipts Diary.

Receive Advanced Shipping Notes through EDI (ASN)

This batch function is available in the EDI Application Interface and loads all Advanced Shipping Notes (ASNs) received via EDI into the Expected Receipt Diary.

Exception Handling

Within Single Key Receiving there are several reasons why an event would need to be signalled as an exception. This allows you to study the exceptions created and where appropriate, take an action.

Advanced Receiving Company Profile

This allows you to maintain the Advanced Receiving company profile. This is a window which is called up over the final window of the Purchase Management company profile.

Chapter 2   Processing

Using Advanced Receiving

Advanced Receiving allows goods receipts to be made easily, against expected deliveries for the day. You would normally use it when you receive Advanced Shipment Notifications (ASNs) from vendors.

Note: *This is an extension of Purchase Management, and this product guide assumes that you know how to receive purchases normally.*

Unlike most System21 applications, Advanced Receiving does not have its own company profile. You specify how Advanced Receiving operates in a window which you access from the Maintain Company Profile task in Purchase Management.

Receipts Diary [1/AG]

Use this task to control the deliveries for any day.

You can create new deliveries, alter existing ones, re-schedule delivery times, view and log transit history, receive ASNs and delete expected deliveries from the diary.

The ASN may also provide additional information, such as time of delivery, carrier information and in transit information. You can log this information to plan for your deliveries. You can also log in transit information against an ASN to keep a detailed history of a delivery.

Receipts Diary Window

To display this window, select the Receipts Diary task.

Use this window to specify the receipt date and stockroom for which you want to maintain details.

<u>Fields</u>

Receipt Date

Enter or select the receipt date. All outstanding expected receipts up to and including this date are displayed.

This defaults to the current date.

Stockroom

Enter a stockroom, which must be defined to Inventory Management.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

You can leave this field blank to show the details for all items.

Press Enter to display the Expected Deliveries pop-up.

Expected Deliveries Pop-up

To display this pop-up, enter the receipt date and then press Enter on the Receipts Diary window.

Use this pop-up to select a specific Advanced Shipping Note (ASN) for further processing. The pop-up lists all the expected ASNs for the receipt date entered on the Receipt Diary window. The list is in order of date, then time, starting with the receipt date.

<u>Fields</u>

Expected Time

You may enter or amend the expected delivery time. This defaults to the details on the ASN.

<u>Options</u>

Amend Header

Use this to change the ASN header details. The ASN Header Maintenance pop-up is displayed.

Delete

Use this to delete the ASN. The Confirm Deletion pop-up is displayed. You must **check** the Are You Sure field and then press Enter to confirm the deletion.

Display Header

Use this to display the details of the ASN Header. The ASN Header Enquiry pop-up is displayed.

Receive

Use this to receive the ASNs. The Receive Expected Delivery window is displayed. For more information, refer to the Single Key Receiving section.

<u>Functions</u>

Add Manual ASN (F10)

Use this to add a new ASN. The ASN Header Create pop-up is displayed.

Show/Remove Vendor (F14)

Use this to toggle the display between showing and hiding the vendor name for each ASN.

Select an ASN with Amend Header to display the ASN Header Maintenance pop-up or select **Add Manual ASN (F10)** to display the ASN Header Create pop-up.

ASN Header Maintenance Pop-up

To display this pop-up, select an ASN with Amend Header on the Expected Deliveries pop-up.

If you select **Add Manual ASN (F10)** on the Expected Deliveries pop-up, the same pop-up is displayed, but in this case is called the ASN Header Create pop-up. You can add or select a vendor in this version of the pop-up.

If you select an ASN with **Display Header** on the Expected Deliveries pop-up, the same pop-up is displayed, but in this case is called the ASN Header Enquiry pop-up and all the details are for display only.

Use this pop-up to enter, amend or view the ASN header file details. The ASN number is displayed.

Validation of the ASN number checks for duplication within supplier.

If you are creating an ASN, this the next available number defined on the company profile.

If the initially generated ASN number is found to be a duplicate once the supplier code is entered, the ASN number is re-generated.

Fields

Vendor

If you are creating a manual ASN, enter the vendor name and address.

Alternatively, use the prompt facility to select a vendor using the Supplier Search pop-up.

You must have defined this vendor within Accounts Payable.

Once a vendor is entered or selected, the vendor name is displayed below the vendor code.

Telephone

Enter the telephone number.

This defaults to the telephone number entered in Accounts Payable.

Contact

Enter the contact name.

This defaults to the contact name from Accounts Payable.

Stockroom

Enter the stockroom.

This defaults to the stockroom entered on the Receipts Diary window.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Expected

You can optionally enter the expected delivery date and time.

The date defaults to the date entered on the Receipts Diary window.

Number of Pallets

Enter the number of pallets you expect to be delivered.

Gross Weight

Enter the gross weight and unit of measure.

Net Weight

Enter the net weight and unit of measure.

Carrier

Enter the carrier name.

Vehicle Identity

Enter the vehicle identity number.

Country of Origin

Enter the country of origin code.

Mode of Transport

Enter the mode of transport used for the delivery.

Alternatively, use the prompt facility to select from the TCOD Transit Codes for AG pop-up.

Functions

Receive (F7)

Use this to receive this delivery. The Receive Expected Delivery window is displayed. For more details, refer to the Single Key Receiving section.

ASN Items (F14)

Use this to maintain the items on this delivery. The Expected Items pop-up is displayed.

In Transit (F16)

Use this to maintain the ASN transit details. The In Transit History pop-up is displayed.

Rcpt. Text (F21)

Use this to add text to the ASN. Enter the text and then select **Update (F8)** to save the details. This text is displayed when you receive the item.

Select **Update (F8)** to update the details and return to the Expected Deliveries pop-up.

Expected Items Pop-up

To display this window, select **ASN Items (F14)** on the ASN Header Maintenance pop-up.

Use this pop-up to maintain the expected deliveries against an ASN. For each item, the item and unit of measure is displayed. If you receive an ASN via EDI, the vendor supplies the displayed items. A manual ASN shows all entered deliveries, or, for a new ASN, shows a list of outstanding deliveries on the receipt date. For manual ASNs, the purchase order number is displayed.

Note: To enter new items, complete the fields at the bottom of the window.

Fields

Quantity

Enter the item quantity required.

Reduce this to zero to delete the line. When you change the amount, the software does not validate the records against the purchase order files.

Add

This is made up of two fields. In the first field, enter the item you want to add. You must have defined this item to Inventory Management.

Alternatively, use the prompt facility to select using the Item Master Scan pop-up.

In the second field, enter the quantity required.

Functions

Show/Hide Item Description (F16)

Use this to toggle the window between displaying and hiding the item description.

Select **Update (F8)** to save the details and display the ASN Header Maintenance pop-up.

In Transit History Pop-up

To display this pop-up, select **In Transit (F16)** on the ASN Header Maintenance pop-up.

If no details exist, the pop-up displayed differs from that shown below, and displays a message telling you that no text exists for the ASN. You can then select **Add Entry (F10)** to display the In Transit History Entry pop-up.

Use this pop-up to log or view the history of a delivery. You can record what has happened to a delivery, when it happened and its status. The data displayed on the pop-up is free format text entered against an ASN. The pop-up displays the most recent details at the top.

Options

Amend Entry

Use this to amend the transit details for this ASN. The In Transit History Entry pop-up will be displayed.

Functions

Add Entry (F10)

Use this to add new transit details to this ASN. These consist of a Transit Code and text lines.

The In Transit History Entry pop-up will be displayed.

Select an entry using **Amend Entry**, or select **Add Entry (F10)** to maintain or add a history entry in the In Transit History Entry pop-up.

Fields

Transit Code

Enter the transit code for this text.

Alternatively, use the prompt facility to select from the TCOD Transit Codes for AG pop-up.

Text (Untitled)

Enter up to three lines of text.

Select **Update (F8)** to update the entry and return to the In Transit History pop-up.

Single Key Receiving [2/AG]

Use this task to receive expected deliveries from ASNs or from purchase order lines. You can access a particular item or group of items, adjust delivery amounts and receive the items.

This task also creates receipt exceptions, for example if you have a variance in the quantity. This prioritises exceptions. You can view and action the exceptions using the Receipt Exception Handling task.

You can select the receipts to be displayed in several ways:

- Enter the purchase order number to display the outstanding receipts for that order, in expected delivery day sequence.
- Enter the purchase order number and vendor, or stockroom, to display the outstanding receipts against the purchase order for the entered vendor or stockroom.
- Enter the purchase order number and item to display the outstanding receipts against that purchase order for the item.
- Enter the item to display all ASNs for the item.

- Enter the stockroom to display all outstanding ASNs for the stockroom.
- Enter the vendor to display the first ASN for that vendor.
- Enter the vendor and stockroom to display the next ASN for the vendor that contains at least one line for the entered stockroom.
- Enter the item and vendor to display the first ASN for the vendor that contains at least one line for the item and stockroom.
- Enter the ASN number to display the ASN.
- Enter the ASN number and stockroom to display the lines for the ASN.
- Enter the ASN number and the item to display the item on the ASN.

When you receive an item, this task does the following:

- It allocates the delivery quantity against the earliest outstanding purchase order.
- If the purchase order receipt line is fully or particularly satisfied by the delivery, it processes the receipt for all of the delivery quantity.
- If the purchase order receipt line does not satisfy the delivery, it allocates the outstanding quantity to the next outstanding purchase order receipt.

This task can generate ASN discrepancies, early deliveries, not allowed to receive, no purchase order and landed costs exceptions.

You can process these exceptions using the Receipt Exception Handing task. For more details on exceptions, refer to the Receipt Exception Handing section.

Single Key Receiving Window

To display this window, select the Single Key Receiving task.

Use this window to specify where you want to receive items and select a specific ASN to process.

Fields

Receipt Point

Select one of the following as the goods receipt point for the items that you want to process:

Goods inward (1) - To receive the item into goods inwards

Inspection (2) - To receive the items into inspection

Stores (3) - To receive the items into stores

Receipt directly into Stores is not allowed if confirmation of landed costs is configured as required for the supplier, unless it's a direct delivery order.

If you receive items requiring inspection into stores, an exception message is generated.

Receipt Date

Enter or select the receipt date. This defaults to the current system date.

Stockroom

Enter the stockroom into which you want to receive the goods.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Vendor

Enter a supplier or vendor.

Alternatively, use the prompt facility to select using the Supplier Search pop-up.

ASN Number

Enter the specific ASN you want to process.

Alternatively, use the prompt facility to select from the Expected Deliveries pop-up.

P/O Number

Enter the purchase order number. This must be a valid Purchase Management P/O number.

Note: When a P/O number is selected, the expected deliveries shown are those dated on or before the Receipt Date + the Allowed Delivery Time Fence (from the PM company profile - Advanced Receiving Profile window).

Note: You cannot enter both a P/O number and an ASN number.

Item

Enter the specific item you want to receive.

Alternatively, use the prompt facility to select using the Item Master Scan pop-up.

Press Enter to display the Receive Expected Delivery window. If the selection criteria are insufficient to identify a specific ASN or P/O, the Expected Deliveries pop-up will automatically be displayed for you to choose an ASN.

Select Vendor for ASN Pop-up

To display this pop-up, enter an ASN number without a vendor code on the Single Key Receiving window where there are several outstanding ASNs for this number.

Use this pop-up to select a vendor for the ASN number.

ASN numbers may be duplicated across suppliers.

If an ASN number is entered on the initial selection window, without a vendor code, and there are several outstanding ASNs for this number, the vendor is required to be selected in this pop-up.

Fields

Vendor

This field displays the vendor code and sequence.

Name

This field displays the vendor name.

Src

This field displays the source of the ASN as follows:

Dia - Diary

Man - Manual

Aut - Automatic

Expected

This field displays the expected receipt date.

Options

Select

Use this to select the vendor whose ASN is to be processed.

Note: If the selected supplier's ASN conflicts with other selections e.g. stock room, the selection may be rejected on return to the original selection window

Select a vendor to display the Receive Expected Delivery window.

Expected Deliveries Pop-up (Receiving)

To display this pop-up, press Enter on the Single Key Receiving window, with insufficient selection criteria to identify a specific ASN or P/O.

Use this pop-up to select the ASN you want to receive. The ASN list is displayed in delivery date and time order. For each ASN, the number, vendor, source and expected date is displayed.

Options

Select ASN

Use this to select the ASN for receiving. The Receive Expected Delivery window is displayed. This is the default selection.

Display

Use this to display the details of this ASN on the ASN Header Enquiry pop-up.

Functions

Show/Remove Vendor (F14)

Use this to toggle the window between showing and hiding the vendor name for each ASN.

Select an ASN with **Select ASN** to display the Receive Expected Delivery window.

Receive Expected Delivery Window

To display this window, select an ASN with **Select ASN** on the Expected Deliveries pop-up (Receiving).

Use this window to check the ASN details. You can change the required quantity and receive the delivered items. The software logs any receiving errors. You can process these using the Receipt Exception Handling task.

Note: If you entered any text for this ASN, the Information for Receipt pop-up is displayed before this window. Press Enter to continue.

This window displays the ASN details, receipt information, vendor and expected date. For each item, this window displays the stockroom, item code and description, unit of measure, and expected quantity.

Note: If you selected a stockroom on the first window, and it is different from the item stockroom, the stockroom is highlighted.

When the receipt is into Stores, and Location Control is active for the receiving stockroom, and default locations are not being assumed, the Location Control window is presented for each receipt (at Batch/Lot/Serial level where applicable). This allows the total quantity to be broken down into location quantities, if multiple locations apply to the item. For single location items, the quantity is associated with the default location transparently.

An option is provided to request that default Locations are automatically assumed without the window being presented (for Multi-location items). This is assumed to be the normal situation. The option may be changed to **unchecked**, in which case the Location Control window will be used.

Fields

Direct Delivery

Use this checkbox as follows:

Unchecked - To receive goods into a selected location; for example, goods inwards

Checked - If you ship the goods directly to your customer and you only receive the shipping notification

Select

Enter one of the options detailed below.

Delivery Quantity

If the delivery quantity is different from the advised quantity, enter the delivery quantity here.

Options

Receive line

Use this to select the line to be received.

Hold line

Use this to hold the line so that it is not received at this time.

Line text

Use this to display any text associated with the line.

Note: If no option is entered then no action is taken for that line and it remains available for receipt.

Functions

Receive released lines (F8)

Use this to complete the receipt of the lines selected for receipt.

Next ASN (F20)

Use this to display the next ASN listed on the Receive Expected Delivery window.

*Note: If you accessed this window from the Receipts Diary task, you cannot use the **Next ASN (F20)** function.*

Select **Receive Released Lines (F8)** to receive all selected lines. The Amend Advice Note Number pop-up is displayed.

If the receipt is into Goods In or Inspection, and Location Control is active for any of the stockrooms into which you are receiving, you may request the printing of the GRNs for Putaway report. This shows the likely locations into which the item could be put away when transferred to stores.

The location stock figures are updated at the point of updating the inventory stock figures and movements.

Batch Detail Entry Pop-up

This pop-up is displayed when **Receive Released Lines (F8)** is selected on the Receive Expected Delivery window and a batch-controlled item is received.

This pop-up displays the batch details for the item. The total quantity is accumulated and subtracted from the line item delivery quantity and the unallocated quantity is displayed at the top of the pop-up.

Note: If the item is serial-controlled, the quantity defaults to 1.

Options

Maintain Batch

Use this to maintain the batch header.

Note: You can enter any number of batches. Use Page Up and Page Down to display more lines.

Fields

Bin/Batch/Lot/Serial Number

Enter the bin, batch, lot or serial number.

Quantity

Enter the quantity for this batch.

Note: You cannot save the details until the unallocated quantity is zero.

Select **Update (F8)** to validate and save the data and continue with the receipt.

Warehouse Details Pop-up

This pop-up is displayed when **Receive Released Lines (F8)** is selected on the Receive Expected Delivery window and a warehouse-controlled item is being received.

Use this pop-up to enter warehouse details for this item.

Fields

Item

This displays the item to be received, which is the item selected on the Receive Expected Delivery window.

Lot

This displays the required lot number, if applicable.

Rotation Date

Enter the rotation date, if applicable.

Pack Type

Enter the pack type.

Alternatively, use the prompt facility to select from the pop-up.

Press Enter to save the details and continue with the receipt.

Amend Advice Note Number Pop-up

This pop-up is displayed when **Receive Released Lines (F8)** is selected on the Receive Expected Delivery window and any batch details have been entered.

Use this pop-up to amend the advice note number and GRN number associated with this delivery.

There are three variations of this pop-up:-

- When there are no location-controlled items being received only the Advice Note and GRN Number are shown.
- When multi-location items are being received into a location-controlled stockroom. It provides an option to request that default locations be automatically assumed without the Multi-location Entry pop-up being presented. This is assumed to be the normal situation. The option may be changed to **unchecked**, in which case the Location Control pop-up will be used.
- When items are being received into a location-controlled stockroom and the receiving point is Goods In or Inspection. It allows you to request the printing of the **GRNs for Putaway** report. This shows the likely locations into which the item could be put away when transferred to stores.

Fields

Advice Note

Enter the advice note number. This defaults to the ASN number.

GRN Number

This displays the GRN number. It may be amended if it is specified in the Purchase Management company profile that GRN numbers may be overridden.

Assume Default Location

Use this checkbox as follows:

Unchecked - Default locations are not assumed. The standard Location Entry pop-up will be displayed.

Checked (default) - To assume default locations.

Print GRN Put-away List

Use this checkbox as follows:

Unchecked (default) - Not to print the list.

Checked - To print the list.

Select **Update (F8)** to continue with the receipt.

Receipt Exception Handling [3/AG]

Use this task to view any exceptions created during the running of the Single Key Receiving task.

The list is displayed in priority sequence, highest first. If you must action an exception, it is highlighted. This window also displays the less important exceptions. You can use these to monitor badly performing vendors, and check landed costs.

When you receive an ASN, the software can create the following exceptions:

- ASN Discrepancy - If the actual and expected delivery are different
- Early Delivery Exception - If you allocate a purchase order receipt line after the receipt date but before the last allowed receive date (held on the company profile). You can still receive these items.
- Not Allowed To Receive Exception - If you allocate a purchase order receipt line after the receipt date and after the last allowed receive date (held on the company profile). You cannot receive these items. This exception is sent to the user specified on the company profile.
- No Purchase Order Exception - If there is still an outstanding quantity and no more valid outstanding purchase order receipt lines. This exception is sent to the user specified on the company profile.
- Landed Costs Exception - If you specified on the company profile that you use default landed costs and landed costs exist on the purchase order receipt lines. The goods are booked into inspection.

Receipt Exceptions Selection Window

To display this window, select the Receipt Exception Handling task.

Use this window to select the exceptions created during the running of the Single Key Receiving task. The list is in priority sequence, highest first. Exceptions that require an action are highlighted.

Options

Action

Use this to display and action the selected exception. This is the default selection.

Display ASN Details

Use this to display the ASN details in the ASN Header Enquiry pop-up.

Functions

Exception Report (F6)

Use this to produce the exception report. For more information, refer to the Exception Report section.

Select **Action** against an exception to display the Exceptions for ASN pop-up.

Exceptions for ASN Pop-up

To display this pop-up, select **Action** against an exception on the Receipt Exceptions Selection window.

This pop-up displays the following details for the exception:

- [ASN](#) number
- Item details
- Vendor information
- Exception description
- Dates on which the delivery arrived and was expected
- Quantity delivered and expected

For the Delivery Without Purchase Order exception a list of eligible outstanding orders is shown, and an exception quantity. The exception quantity can be allocated across these lines if it is not to be returned to the supplier.

Fields

Quantity

(For Delivery Without Purchase Order exception)

Enter the quantity to be allocated to this Purchase Order Line detail.

The total quantities should equal the Exception Quantity.

Functions

Accept (F8)

Use this to accept this exception and receive the item.

Note: The remaining functions are only displayed for some exception types.

Exceptions (F16)

Use this to display any other exceptions that exist for this [ASN](#). Then select **Accept (F8)** to return to this pop-up.

Return Goods (F17)

Use this to reject the exception (excess) quantity. The item is not transferred into stores. This produces a rejection letter. The existing returns system is not used because you have not received the goods.

Return Details F18

Use this to enter the return details for this item. The standard Despatch Details window is displayed. For more information on this, refer to the Purchase Management product guide.

Select **Accept (F8)** to accept the exception and apply updates.

Build Diary Entries [13/AG]

Use this task to generate diary entries which you can use within the Receipts Diary task. It builds the expected receipts from outstanding purchase orders. This task extracts the outstanding purchase orders and puts them into the diary. You use the diary entries to schedule expected deliveries easily within a stockroom.

Every expected delivery for a unique vendor and stockroom, for each date, generates an entry, except where a vendor already has an entry for that stockroom and date. The software generates the ASN number from the next manual ASN number on the Advanced Receiving company profile.

Validation of the ASN number checks for duplication within supplier.

If a generated ASN number corresponds with one already existing for the supplier, the next number is used. However, if the generated number already exists, but for another supplier, this is acceptable.

If you have set up an active EDI trading partner relationship for receiving ASN details, you do not need to use this task. For more information on receiving details via EDI, refer to the Receive Advanced Shipment Notes section.

Build Expected Deliveries for Receipt Diary Window

To display this window, select the Build Diary Entries task.

Use this window to specify the date up to which you want to make diary entries.

Fields

Generate Expected Deliveries Due On or Before

Enter or select the date up to which you want to build entries.

This defaults to the current system date.

Rebuild Option

Select one of the following:

Purge only (0) - To remove the expected receipt information

Purge and Rebuild (1) - To purge the old data and rebuild the expected receipt details up to the specified date

Select **Submit (F8)** to build the diary from the purchase order file.

Exception Report [14/AG]

Use this task to generate a list of the exceptions which you need to action.

This report prints:

- ASN Number
- Supplier
- Item
- Exception description

Select **Confirm Submit (F8)** to produce the exception report.

Receive Advanced Shipment Notes [21/AG]

Use this task to receive Advanced Shipment Notes (ASNs) sent via EDI. You receive these ASNs into the Expected Receipts Diary.

This task reads in the ASN details, item details, and batch details. For each ASN in the Application Interface files, this creates a new ASN header record.

Validation of the ASN number checks for duplication within supplier.

This task prints a control list which shows details of all ASNs received, or only those received in error. Once this task has processed all the records, it deletes the details from the AI database.

Note: Before you can run this task, you must use the Application Interface Receive Documents task to load the Advanced Shipping Note details into the AI database.

Receive Advanced Shipment Note (ASN) Window

To display this window, select the Receive Advance Shipment Notes task.

Use this window to submit the batch function which adds records to the Expected Receipts Diary for ASNs received via EDI.

Fields

Control List Inclusion

Select one of the following:

All schedules (1) - To print a list showing details of all ASNs received

Exceptions only (2) - To print only those ASNs with exceptions

Select **Submit (F8)** to submit the batch function which receives the ASNs.

Appendix A Glossary

Advanced Shipment Note

A document prepared by the vendor detailing what goods are in-transit and the expected delivery details

ASN

Abbreviation for Advanced Shipment Note

Batch Control

This is a more detailed level of stock control. You can specify certain characteristics for a batch of items, such as lot numbers. See also Lot Control.

EDI

Electronic Data Interchange

This is a method of transmitting business information between trading partners. The partners must agree to follow approved national or industry standards for translating and exchanging information.

Item Characteristics

The characteristics or attributes relating to an item (for example shape, grade, length, section, finish, and so on)

Landed Costs

The additional costs recorded when you receive certain items, which can include additional tax and insurance charges

Lot Control

This is a more detailed level of stock control than item and stockroom. This is also known as batch control. You can specify certain characteristics for the lot, such as expiry date.

Receipt Point

This is the point into which vendors deliver items. This can be one of three locations: goods inwards, inspection, or stores.

Time Fence

Certain actions can take place within this time.

Trading Partners

A customer or supplier with whom there is an agreement to exchange documents electronically - see Electronic Data Interchange

Transit Code

This is the method by which the item is being delivered into the stockroom.