

AP-ISU: How to Scan Items When Receiving a Purchase Order

This document will walk through creating and posting a purchase order, and then scanning all items once the order has arrived. Scanning is the alternative to manually entering quantities of received items, which results in time savings and more accurate inventory counts.

Step 1: Creating the Purchase Order

When purchasing items from a vendor, you must create a new Purchase Order. The scanner add-on helps to identify and input the items once they have been delivered.

1. Navigate to the "Purchase Orders" page
2. Create a new Purchase Order
3. Input the Vendor and Order information into the Purchase Order header
4. Input the item details (type, quantity, etc.) into the lines of the PO

The screenshot shows the ArcherPoint software interface for creating a Purchase Order. The header section includes fields for Buy-from Vendor No. (V00020), Vendor (Luna), Buy-from State (FL), Document Date (7/19/2017), Vendor Invoice No. (123456), Posting Description (Order 106147), Vendor Shipment No., and Status (Open). The 'Lines' section contains two items:

Line	Type	No.	Description	Location Code	Quantity	Qty. to Receive	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Quantity Received
Item	BAR002	LUNA Mint Choc Chip	S0001	36				0.50	18.00	
Item	BAR003	LUNA Dark Choc Hazelnut	S0001	34				0.50		

Summary fields at the bottom show: Invoice Discount Amount: 0.00, Total Excl. Tax (KES): 36.00, Invoice Discount %: 0, Total Tax (KES): 0.00, and Total Incl. Tax (KES): 36.00. The right-hand pane displays Vendor Statistics and Buy-from Vendor Hierarchy.

5. Under the "Actions" tab on the PO, 'Release' the PO by clicking Release. This will notify the Warehouse that a PO is ready to be received without actually sending the invoice to the vendor
 - a. Take note of the PO No.; you will need it to reference this particular PO in the scan session (in the current version of the ISU)
6. Press OK to close the PO. Yes, you still want to close the PO now because it will post it later.

Step 2: Receiving the Purchase Order

Once the items have arrived to the warehouse, start a new Scan Session to Receive the Purchase Order and add these items to your inventory count.

7. Navigate to the "Scan Sessions" page
8. Create a new Scan Session by clicking 'New Scan Session'
9. Input the Scan Session information
 - a. Scan Session Code
 - b. Description of the scan session
 - c. Scan Session Type: POReceive
10. Under the Scan Session Target Tab, input the following data:
 - a. Target Document no. (this is the PO number)
 - b. Target Posting Date (typically, today's date)
11. The information inputted should look similar to the image below:

12. When the Warehouse employee has received the items for the PO, he or she presses the 'Start Scanning' button in the top right of the "Scan Session" page
13. On the "AP Item Scanner" page start scanning the barcodes of the items which you will receive
 - a. Take note of:
 - i. 'Statistics' tab below the 'Scanner Transaction' tab to see the quantity of each scan in its face value and base quantities

ii.

- iii. If an item scan puts the total quantity of an item over the quantity described in the PO, a quantity error message appears.

The screenshot shows the 'Edit - AP Item Scanner' window. The 'Input' field contains the barcode '722252333094'. The 'Type' field displays 'ERROR'. The 'Information Line 1' field contains the message: 'This scan causes the base Qty scanned so far to exceed the outstanding base Qty on the PO.' The 'Status' field displays 'Invalid Scan'. At the bottom, the 'Counts (In Process)' table shows 'All SKUs' with a count of 0.00 and 'This SKU' with a count of 0.00.

- iv. If an item that is not in the database is scanned, an “unknown item scanned” error message appears.

The screenshot shows the 'Edit - AP Item Scanner' window. The 'Input' field contains the barcode '72225645610'. The 'Type' field displays 'ERROR'. The 'Information Line 1' field contains the message: 'Error - Unknown Data Scanned'. The 'Status' field displays 'Invalid Scan'. At the bottom, the 'Counts (In Process)' table shows 'All SKUs' with a count of 0.00 and 'This SKU' with a count of 0.00.

- 14. When the all items have been scanned, hit “OK” to close the Item Scanner page.
- 15. On the Scan Session page, note:
 - a. The items have populated in the ‘Scan Session Data’ tab
 - b. The Scan Session Status has changed to “In Progress”
 - i. The Scan can no longer be deleted at this point
 - ii. The individual line Scan Session Data Status has also changed to “In Progress”

SCAN-001

General

Scan Session Code: SCAN-001
 Scan Session Description: Purchase Order Rec demo
 Scan Session Type: PORECEIVE
 Scan Session Status: In Progress

Scan Target Data

Journal Information: Target Batch Name, Entry Type (Purchase)
 Document Information: Target Document No. (106147), Target Posting Date (7/25/2017)
 Description: Target Description
 Location: Target Location Code

Scan Session Data

Status	Scanned Input	Item No.	Variant Code	Item Description	UOM	Quantity	Qty. per Unit of Measure	Quantity (Base)	Bin	Scan Session
InProcess	72225233094	BAR001		LUNA Berry Greek Yogurt	BOX	1.00	12	12.00		SCAN-001
InProcess	72225233056	BAR002		LUNA Mint Choc Chip	BOX	1.00	12	12.00		SCAN-001
InProcess	722252310026	BAR003		LUNA Dark Choc Hazelnut	BOX	1.00	12	12.00		SCAN-001

16. Click 'Show Target' button in the ribbon
 - a. This shows the target document listed in the target data and displays the information preset in NAV.

106147 - Luna

General

Buy-from Vendor No.: V00020
 Vendor: Luna
 State: FL
 Contact:
 Document Date: 7/19/2017
 Vendor Invoice No.: 123456
 Posting Description: Order 106147
 Vendor Shipment No.:
 Status: Released

Lines

Line	Type	No.	Description	Location Code	Quantity	Qty. to Receive	Reserved Quantity	Direct Unit Cost Excl. VAT
Item		BAR001	LUNA Berry Greek Yogurt	S0001	36			0.50
Item		BAR002	LUNA Mint Choc Chip	S0001	36			0.50

Invoice Discount Amount: 0.00
 Invoice Discount %: 0
 Total Excl. Tax (KES): 54.00
 Total Tax (KES): 0.00

Vendor Statistics

Vendor No.: V00020
 Balance (\$): 0.00
 Outstanding Ord...: 54.00
 Amt. Rcd. Not Inv...: 0.00
 Outstanding Invo...: 0.00
 Total (\$): 54.00
 Overdue Amount...: 0.00
 Invoiced Prepay...: 0.00

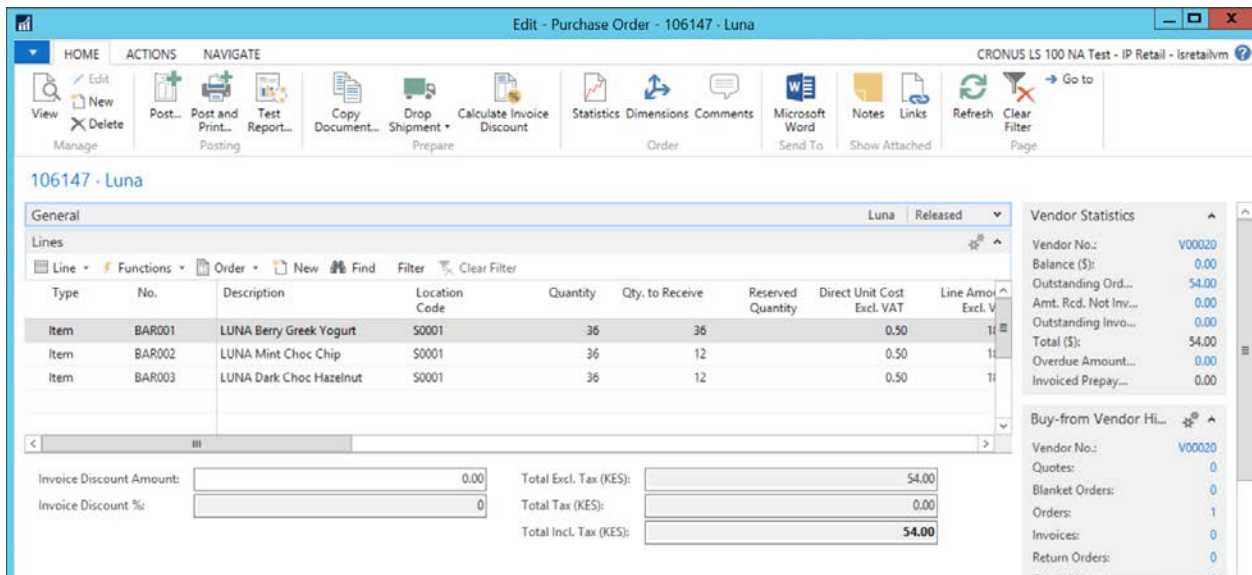
Buy-from Vendor HI...

Vendor No.: V00020
 Quotes: 0
 Blanket Orders: 0
 Orders: 1
 Invoices: 0
 Return Orders: 0
 Credit Memos: 0
 Pstd. Return Ship...: 0
 Pstd. Receipts: 0
 Pstd. Invoices: 0

- b. In our database, we have defaulted the “Quantity to Receive” to 0 to force warehouse employees to perform a complete scan of the inventory
- c. Close the target by hitting “OK”

Step 3: Applying the Scan Session Data

17. Click ‘Clear Target’ to clear all the “Quantity to Receive” (not sure if necessary to list if we have the defaulted quantity to 0)
 - a. Click “Yes”
18. Click ‘Apply Scan Data’ to process the scanned items on the PO
19. When the PO opens again, confirm the number of items received
 - a. Note that not the entire quantity of all items have been received- this confirms the Item Scanner App can process partial orders



Type	No.	Description	Location Code	Quantity	Qty. to Receive	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. V
Item	BAR001	LUNA Berry Greek Yogurt	S0001	36	36		0.50	18.00
Item	BAR002	LUNA Mint Choc Chip	S0001	36	12		0.50	18.00
Item	BAR003	LUNA Dark Choc Hazelnut	S0001	36	12		0.50	18.00

Invoice Discount Amount:	0.00	Total Excl. Tax (KES):	54.00
Invoice Discount %:	0	Total Tax (KES):	0.00
		Total Incl. Tax (KES):	54.00

20. Post the PO when verified that the quantity to receive is accurate
21. The Purchase Order has now been successfully received and inputted into NAV