Purchasing / Order Processing

1.1. Warehouse order entry

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Purchasing / Order Processing

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This option is to be used to register goods that arrive in the warehouse when the order has been previously registered with the supplier (through the option "1.4.) That is, it allows you to control if what has been previously ordered arrives correctly at the warehouse.

We select the order number and the date of the order entry, the reference of the delivery note or invoice (if we want to keep this record), and the warehouse where the entry is made will be given.

To select the lines of each order we will position ourselves over the order and press the space bar, leaving the line/s selected

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Positioning ourselves above the line we want to register in the warehouse, if we press the Space Bar, we would mark that line to register later.

If we press an "m", we can modify any concept of that line.

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By double-clicking, we can modify any data in the line

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You can change the units, the price and the target storage location in one line.

By generating two lines, one with the given value and the other with the difference. In the example, we have used keyboard 2 instead of 5

Warehouse order entry

| Number | 3 | Reference | YGJYGJGJ | Provider | 40099236 | ALM. BEB. JUAN MIGUEL, CS |
| Date | 29/12/2019 | Invoice | | Dept. | 00 | ALMACEN GENERAL |

OK	Article	Description	Boxes	Units	Pr./Un.	Total	Dept.
☐	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

The products that make up the order will appear on the screen, and from there, those that you actually want to enter will be marked in the box on the left before each product. For each product selected, the following will appear at the bottom of the screen: the default purchase units (if they are units, boxes,...), the PMC, the stock in the department that has been indicated, the total stock in all departments, and the total entry (it will be the sum of the amounts of all the articles that we have selected in its box until now), and the total delivery note.

When an item arrives but not all the units, part of it can be entered, leaving the rest pending.

If you have to add a new item that did not exist in the initial order you must go to order maintenance and insert it in the original order

| Order unit | 1 FUENTE | Stock | 8.00 | Total Input | 0.00 |
| Avg. purch. pr. | 5.1 | Total Stock | 8.00 | Total Invoice | 20.40 |

| Article | 4020137 | FUENTE PIREX | Units | 4.00 | Pr./Un. | 5.10 | Total | 20.40 | Dept. | 00 |

ALMACEN GENERAL

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If we call up the previous order again, we notice that we still have those goods that we have not registered, or that we have not cancelled the order