



# Purchasing / Order Processing

## 1.1. Warehouse order entry

**Mayo 2.016**

# Purchasing / Order Processing



## 1.1. Warehouse order entry.

Main menu / Purchasing / Order Processing / Warehouse order entry User: adminc1

Number	Reference	Code Provider	Name Provider	Order date	Delivery date	Total
2		40090091	EL CORTE INGLES S.A.	29/05/2018	29/05/2018	0.00
3	YGJYGJGJ	40099236	ALM. BEB. JUAN MIGUEL, CS	08/02/2019	08/02/2019	20.40

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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

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.
<input type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

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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.
<input type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

m: Edit / Space bar: OK

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

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Date: 29/12/2019 Invoice: Dept.: 00 ALMACEN GENERAL

OK	Article	Description	Boxes	Units	Pr./Un.	Total	Dept.
<input type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

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.

m: Edit / Space bar: OK

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

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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.
<input type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

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

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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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  Reference  Provider    
Date  Invoice  Dept.

OK	Article	Description	Boxes	Units	Pr./Un.	Total	Dept.
<input type="checkbox"/>	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	<input type="text" value="1 FUENTE"/>	Stock	<input type="text" value="8.00"/>	Total Input	<input type="text" value="0.00"/>
Avg. purch. pr.	<input type="text" value="5.1"/>	Total Stock	<input type="text" value="8.00"/>	Total Invoice	<input type="text" value="20.40"/>

Article	<input type="text" value="4020137"/>	<input type="text" value="FUENTE PIREX"/>	Units	<input type="text" value="4.00"/>	Pr./Un.	<input type="text" value="5.10"/>	Total	<input type="text" value="20.40"/>	Dept.	<input type="text" value="00"/>
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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.
<input checked="" type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

Main menu / Warehouse Control / Daily of purchases User: adminc1

Daily of purchases

Date	Family	Article	Description	Dept.	Name Dept.	Units	Pr./Un.	Amount
Provider			40090909 - DISTRIBUCIONES SANTIAGO					
11/07/2019	006	0600133	ACEITE MONODOSIS 20ML	00	ALMACEN GENERAL	10,00	1,00	10,00
11/07/2019	009	0900238	LECHE SOJA BRICK 1 LT	00	ALMACEN GENERAL	12,00	2,00	24,00
Total DISTRIBUCIONES SANTIAGO						22,00		34,00
Provider			40099236 - ALM. BEB. JUAN MIGUEL, CS					
07/11/2018	002	1110001	MERLUZA COCINA	00	ALMACEN GENERAL	12,00	17,00	204,00
08/02/2019	009	0900205	PULEVA LECHE 1 LT BRICK	00	ALMACEN GENERAL	12,00	0,49	5,88
08/02/2019	402	4020137	FUENTE PIREX	00	ALMACEN GENERAL	8,00	5,10	40,80
Total ALM. BEB. JUAN MIGUEL, CS						32,00		250,68
Total List						54,00		284,68

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Date: 29/12/2019 Invoice: Dept.: 00 ALMACEN GENERAL

OK	Article	Description	Boxes	Units	Pr./Un.	Total	Dept.
<input type="checkbox"/>	4020137	FUENTE PIREX	0.00	4.00	5.10	20.40	00

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

Order unit: Stock: Total Input: 0.00  
Avg. purch. pr.: Total Stock: Total Invoice: 20.40