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# Purchasing / Order Processing

## 1.A. Loading in Draft delivery notes

**May 2.016**

## 1.A. Loading in draft delivery notes

### Draft.

One of the many features that **StarEcon** has, is that we can load the Delivery Notes in Draft, that is, that they are not definitive.

It is useful when the people who introduce the delivery notes rotate, or it is a provisional substitution, ..., or when we want to be able to modify the own delivery note, because as we know in the direct loading it cannot be done, obviously in draft loading, before updating we can make the modification that we consider appropriate.

This option is used to enter items into the warehouse from a particular supplier. To do so, we must enter the supplier code (**Prov./Supplier**) or we can use the locator if we do not remember it, by pressing F3 or the query icon.

Once the supplier has been located and accepted, we will be able to visualize information about him.

To exit the screen, click on the exit icon.

# Purchasing / Order Processing



## 1.A. Loading in draft delivery notes

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: her  
Fecha: 40090240 - ANGEL HERNANDEZ HERNANDEZ  
40090240 - CONGELADOS HERBANIA, S.A.  
40090243 - CIAL.HERGO, S.L.  
40090602 - GALLAHER CANARIAS  
40090614 - HERMANOS VERA ROBAINA S.L.  
40090703 - H.DE EULOGIO J.DGUEZ HERR  
40090704 - HERMANOS RODRIGUEZ T. S.L  
40090705 - HERMANOS BETANCOR SICILIA  
40090711 - HERPESA IMPORT,S.L  
40091101 - CIAL.LANGENBACHER,S.L.  
40091207 - MANUEL PEA HERNANDEZ, S.  
40091225 - M DOLORES HERNANDEZ SIMO  
40091811 - RODOLFO A. LANGENBACHER

Artículo	Pr./Un.	Importe	Depto.

Total: 0.00  
% Descuento: 0.00

Uds. Ped. P.C.M. Exis. Total Exis.

The amount of items can **NOT** be zero, in any case.

The **unit price**, by default, assumes the price of the last purchase, unless we have SUPPLIER CONTRACTS, in which case it assumes the CONTRACT price.

**Note:** If we give ZERO price, we can give the GLOBAL amount, since StarEcon, calculates by division the unit price.

You can not give PRICE AMOUNTS in NEGATIVE.

The confirmed entry of items updates: Warehouses, Last Cost Price (LCP), Average Cost Price (ACP), and Total purchases from supplier.

To enter the data you must press the icon of -

It is convenient to check the Delivery Note Entry (option 3.1), its operation is very similar

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONGELADOS HERBANIA, S.A. Total: 3285.60 Total Ref.: 0.00  
Fecha: 22/05/2016 Depto.: 01 % Descuento: 0.00 Albarán: nr/556

	Pr./Un.	Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
11100004 - COLIFLOR	25.00	6.00	0.00	6.00	150.00	01	ECONOMATO
11100007 - COL BLANCA	42.00	3.75	0.00	3.75	157.50	01	ECONOMATO
11100010 - COL ROJA	23.50	3.10	0.00	3.10	72.85	01	ECONOMATO
11300016 - CALIPPO LIMA/FRE/NAR/COLA	85.00	3.15	0.00	3.15	267.75	01	ECONOMATO
11500013 - CABEZON CHOCOLATE	125.00	2.15	0.00	2.15	268.75	01	ECONOMATO
11700005 - COLIFLOR	25.00	10.75	0.00	10.75	268.75	01	ECONOMATO
11700006 - BROCOLI	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO
11700010 - COLES DE BRUSELAS	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO
11700014 - SALTEADO BROCOL/CHAMPION							
11700045 - COL ROMANESCO							
11700095 - COLIFLOR REBOZADA							
11700100 - BROCOLI REBOZADO							
11900016 - COLA DE RAPE							
11900037 - ESPIRAL TRICOLOR GALL.BL.							
12300001 - COLORANTE ALIMENTARIO							
12500015 - COBERTURA DE CHOCOLATE							
12500025 - COLORANTE REPOSTERIA							

Entrada de Mercancías

Unids. Pr./Un. Total Descuento Depto.  
0.00 0.00 0.00 0.00 01

Uds. Ped. P.C.M. R.U.C. Exis. Total Exis. Depto. Defecto

# Purchasing / Order Processing



## 1.A. Loading in draft delivery notes

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONCELAADOS HERBANA, S.A. Total: 3285.60 Total Ref.: 0.00  
 Fecha: 22/05/2016 Depto.: 01 % Descuento: 0.00 Albarán: nr/556

Artículo	Descripción	Unids.	Pr./Un. Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
10700013	PULPO BATIDO	25.00	6.00	0.00	6.00	150.00	01	ECONOMATO
10700045	FTE. MERLUZA SIN PIEL	42.00	3.75	0.00	3.75	157.50	01	ECONOMATO
10700055	RODAJAS DE MERLUZA	23.50	3.10	0.00	3.10	72.85	01	ECONOMATO
12000017	FTE.MERLUZA EMPANADO	85.00	3.15	0.00	3.15	267.75	01	ECONOMATO
12000060	PALITOS DE MERLUZA	125.00	2.15	0.00	2.15	268.75	01	ECONOMATO
10800010	CIGALAS	25.00	10.75	0.00	10.75	268.75	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO

The main advantage that we have when introducing the delivery notes in the Draft is that we can also correct and cancel later those errors that have been produced by the people who have previously introduced the delivery notes.

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONCELAADOS HERBANA, S.A. Total Ref.: 0.00  
 Fecha: 22/05/2016 Depto.: 01 Albarán: nr/556

Borrar Artículo

¿Está seguro de que desea eliminar este artículo?

Artículo	Descripción	Unids.	Pr./Un. Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
10700013	PULPO BATIDO	25.00	6.00	0.00	6.00	150.00	01	ECONOMATO
10700045	FTE. MERLUZA SIN PIEL	42.00	3.75	0.00	3.75	157.50	01	ECONOMATO
10700055	RODAJAS DE MERLUZA	23.50	3.10	0.00	3.10	72.85	01	ECONOMATO
12000017	FTE.MERLUZA EMPANADO	85.00	3.15	0.00	3.15	267.75	01	ECONOMATO
12000060	PALITOS DE MERLUZA	125.00	2.15	0.00	2.15	268.75	01	ECONOMATO
10800010	CIGALAS	25.00	10.75	0.00	10.75	268.75	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO

i: insertar / m: editar / d, supr: borrar / Barra esp.: pvp

Uds. Ped. 1 K P.C.M. 10.75 Exis. 0.0

Entrada de Mercancías

Artículo: 12000017 FTE.MERLUZA EMPANADO Unids. 115 Pr./Un. 3.07 Total 267.75 Descuento 0.00 Depto. 01

Uds. Ped. 1 K P.C.M. 3.15 R.U.C. 3.15 Exis. 0.00 Total Exis. 0.00 Depto. Defecto 01

In this case we see that the entry of the BOGAVANTE has been doubled, and also 85 units of breaded Hake Fillet, when they should be 115 and 3.07

# Purchasing / Order Processing



## 1.A. Loading in draft delivery notes

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONGELADOS HERBANIA, S.A. Total Ref.: 0.00  
Fecha: 22/05/2016 Depto.: Albarán: nº/556

Atención  
¿Está seguro de que desea continuar?

Artículo	Descripción	Unids.	Pr./Un. Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
10700013	PULPO BATIDO	25.00	6.00	0.00	6.00	150.00	01	ECONOMATO
10700045	FTE. MERLUZA SIN PIEL	42.00	3.75	0.00	3.75	157.50	01	ECONOMATO
10700055	RODAJAS DE MERLUZA	23.50	3.10	0.00	3.10	72.85	01	ECONOMATO
12000017	FTE. MERLUZA EMPANADO	115.00	3.07	0.00	3.07	353.05	01	ECONOMATO
12000060	PALITOS DE MERLUZA	125.00	2.15	0.00	2.15	268.75	01	ECONOMATO
10800010	CIGALAS	25.00	10.75	0.00	10.75	268.75	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO

i: insertar / m: editar / d, supr: borrar / Barra esp.: pvp

Uds. Ped. 1 K P.C.M. 3.15 Exis. 0.00 Total Exis. 0.00

To Modify a delivery note that is in the Draft and has not yet been SUBMITTED, just give the same Supplier, the same Date and the same delivery note number

Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONGELADOS HERBANIA, S.A. Total: 0.00 Total Ref.: 0.00  
Fecha: 22/05/2016 Depto.: 01 ECONOMATO % Descuento: 0.00 Albarán: nº/556  
nr/556 - CONGELADOS HERBANIA, S.A.

Artículo	Descripción	Unids.	Pr./Un. Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
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Menú Principal / Tratamiento Compras / Pedidos / Carga en Borrador de Albaranes Usuario: admin

Proveedor: 40090240 CONGELADOS HERBANIA, S.A. Total: 2320.90 Total Ref.: 0.00  
Fecha: 22/05/2016 Depto.: 01 ECONOMATO % Descuento: 0.00 Albarán: nº/556

Artículo	Descripción	Unids.	Pr./Un. Original	Descuento	Pr./Un.	Importe	Depto.	Nombre Depto.
10700013	PULPO BATIDO	25.00	6.00	0.00	6.00	150.00	01	ECONOMATO
10700045	FTE. MERLUZA SIN PIEL	42.00	3.75	0.00	3.75	157.50	01	ECONOMATO
10700055	RODAJAS DE MERLUZA	23.50	3.10	0.00	3.10	72.85	01	ECONOMATO
12000017	FTE. MERLUZA EMPANADO	115.00	3.07	0.00	3.07	353.05	01	ECONOMATO
12000060	PALITOS DE MERLUZA	125.00	2.15	0.00	2.15	268.75	01	ECONOMATO
10800010	CIGALAS	25.00	10.75	0.00	10.75	268.75	01	ECONOMATO
10800011	BOGAVANTE	56.00	18.75	0.00	18.75	1050.00	01	ECONOMATO

Total Exis. [input field]

Uds. Ped. [input field] P.C.M. [input field] Exis. [input field] Total Exis. [input field]