

AFO 221 – Receive without barcode

221.1 Introduction Registering receipts is done via AFO 221. This AFO enables you to register the receipt of one, more or all ordered items / volumes.

Normal receiving of items will be explained, as well as some exceptions like:

- Receiving non-ordered items
- Receipts that do not completely match the order (e.g. volume for was ordered but on receipt this turns out to consist of two parts: volume 4A and volume 4B)

Receiving can affect the budgets in certain cases (i.e. when you have chosen to update the commitments at time of receipt).

We will also describe what happens (can happen) when items are not received. In such cases the claims mechanism, and possibly the cancellation mechanism, will be activated. This mechanisms are described in detail.

For certain types of orders, for example, gifts and approvals, the receipt of materials and the order are registered at the same time. No special actions are then required for receipt of these materials

Three statuses are possible for receipts on the survey screen of a purchase order, namely N (nothing has been received), P (the order has partly been received) and T (the total order has been received). The last two statuses are determined by the date of the most recently received item.

Also bear in mind that an item received cannot be registered if the order status is I (input) or G (locked). In other words, the receipt of an item can only be registered if the status of the order is V (sent). There are exceptions to this, approvals for example, whereby registering the receipt of materials automatically occurs at the same time the order is input.

AFO 222 ('Receive by barcode') registers materials received via their barcodes. This method of registration can in certain situations be used as an alternative to AFO 221. For additional information see the section on AFO 222

221.2 Receive without barcode After choosing this AFO the standard search screen is shown, where you can search by elements of the title (standard tab) or order number (system tab). After selecting the correct title you must double click on the 'Order' line, which opens the overview of orders linked to this title. Here you can select the correct order. The most recent order will be at the top of the list.

Vubis Smart - Geac - [ORDER SUMMARY - Total no.: 2]

A walk to remember / Nicholas Sparks.

No	Order no / Item no	Input date	Type	Supplier	Budget	Status
1	2006-00007/0001	14/02/2006	SSSS	Heinen	2800.6	VNNNNN
2	2001-00017	21/01/2002	SSSS	Heinen	BD/BOOKS,WP/BO	VNNITT

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After selecting an order an overview of the ordered items is presented. This screen shows a list of all ordered items (copies / volumes) for all partial orders of an order (.i.e. total quantities ordered for all locations).

Vubis Smart - Geac - [ORDER 2006-00007/0001 - (2.1061) - A walk to remember / Nicholas Sparks.]

Receipt - 12 item(s)

No	Vol.(copy)	Location	Budget	Receipt	Invoice no	Price
1	-(c.3)	BRA	2800.6	-	-	
2	-(c.3)	CEN	2800.6	-	-	
3	-(c.3)	BD	2800.6	-	-	
4	-(c.2)	BRA	2800.6	-	-	
5	-(c.2)	CEN	2800.6	-	-	
6	-(c.2)	BD	2800.6	-	-	
7	-(c.1)	BRA	2800.6	-	-	
8	-(c.1)	CEN	2800.6	-	-	
9	-(c.1)	BD	2800.6	-	-	
10	-(c.2)	CEN	2800.6	-	-	
11	-(c.1)	CEN	2800.6	-	-	
12	-(c.1)	BD	2800.6	-	-	

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Options on the screen

Enter: This option is mostly used in combination with the S option (delete item - the abbreviation originates from the Dutch 'schrappen') and is hence also used if the number of volumes received does not correspond to the number of volumes ordered. If you select this option an input screen will be displayed. With this screen you can add an item by hand to the list of items ordered. Enter the volume number, number of copies, location, base fund and, if necessary, annotation on this screen.

Example

Volume 3 has been ordered. On delivery it proves to comprise two separate volumes, volume 3A and volume 3B. First delete volume 3 (using the 'Delete item' option) and then enter volumes 3A and 3B with this option (i.e. the 'Input' option).

Note:

Like the S no. option, this option is not meant to be used for cancellations (read the relevant section in the introduction to this chapter) or incorrect orders (read section 6 for more information).

The system will then display the overview screen again with all the items ordered, including the item you have just added. It is possible to register the receipt of an item immediately after the order has been entered.

Receive/invoice items(+):Select an item and click on this option to register receipt of that item. The system will respond by entering today's date in the 'received' column. The status of the purchase order will then be amended. If all of the items have not been received the status will be changed to 'Partial'. This status is displayed on the purchase order survey screen. Depending on which bookkeeping model your system uses, you need to enter the following:

- The actual price to be paid for the item received
- On which invoice this item appears

See the introduction to this module for more information on the bookkeeping models.

Cancel receipt/invoice(+):Select an item and click on this option to cancel the receipt of the item chosen. The date of receipt is deleted from the fourth column (receipt) and the system treats the item in question as not received. Cancellation of a receipt is the opposite to the registration of a receipt.

Delete item(+):Select an item and click on this option to remove the item from the list. This option is used when the physical number of volumes received does not correspond to the

number of volumes ordered. For example, an item in three volumes has been ordered but on receipt the item is found to comprise only two volumes. The third volume can be deleted with this option. This will result in the text 'deleted' being displayed in the fourth column (receipt).

Note:

This option is not meant to be used for cancellations (if necessary see the appropriate section) nor incorrectly supplied orders. In the case of the latter it is more correct to input a new order with the order type 'approval'. For more information see the section on AFO 211 ('Purchase orders').

Cancel delete item(+) : Select an item and click on this option to reverse the deletion of that item. The text 'deleted' will then be removed from the fourth column.

Total registration: With this option all the items displayed are registered as received

Cancel total registration: With this option you can reverse the receipt of all the items displayed

Print receipt slips: It is possible to generate receipt slips when the receipt of individual items is registered. The working of this option is determined by parameter settings in AFO 271. See the description of this AFO for more information.

Amend volume number(+):Select this option to amend the description of the volumes of an item.

Delete item from order(+):Select an item and click on this option to delete that item from a sub purchase order.

Display other data: See below for a description of this option.

Display other data

This option is the same for AFO's 221 and 223.

When choosing this option you get a different presentation of the overview screen for all ordered items:

Vubis Smart - Geac - [ORDER 2006-00007/0001 - (2.1061) - A walk to remember / Nicholas Sparks.]

File Edit Toolbar Options Window Help

Receipt - 12 item(s)

No	vol. copy	location	annotation
1	-(c.3)	BRA	
2	-(c.3)	CEN	
3	-(c.3)	BD	
4	-(c.2)	BRA	
5	-(c.2)	CEN	
6	-(c.2)	BD	
7	-(c.1)	BRA	
8	-(c.1)	CEN	
9	-(c.1)	BD	
10	-(c.2)	CEN	
11	-(c.1)	CEN	
12	-(c.1)	BD	

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Columns on this screen

A line number

vol. copy: Volume and copy numbers. For a monograph the system will display the minus sign (-) as volume number.

The location for which the items are ordered

Annotation

When you click the icon 'Display other data' again, the presentation of the overview screen is again slightly different:

Vubis Smart - Geac - [ORDER 2006-00007/0001 - (2.1061) - A walk to remember / Nicholas Sparks.]

File Edit Toolbar Options Window Help

Receipt - 12 item(s)

No	vol. copy	location	pay bud.	ent. price	inv. price	inv. date
1	-(c.3)					-
2	-(c.3)					-
3	-(c.3)					-
4	-(c.2)					-
5	-(c.2)					-
6	-(c.2)					-
7	-(c.1)					-
8	-(c.1)					-
9	-(c.1)					-
10	-(c.2)					-
11	-(c.1)					-
12	-(c.1)					-

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Columns on this screen

A line number

vol. copy: Volume and copy numbers. For a monograph the system will display the minus sign (-) as volume number.

The location for which the items are ordered

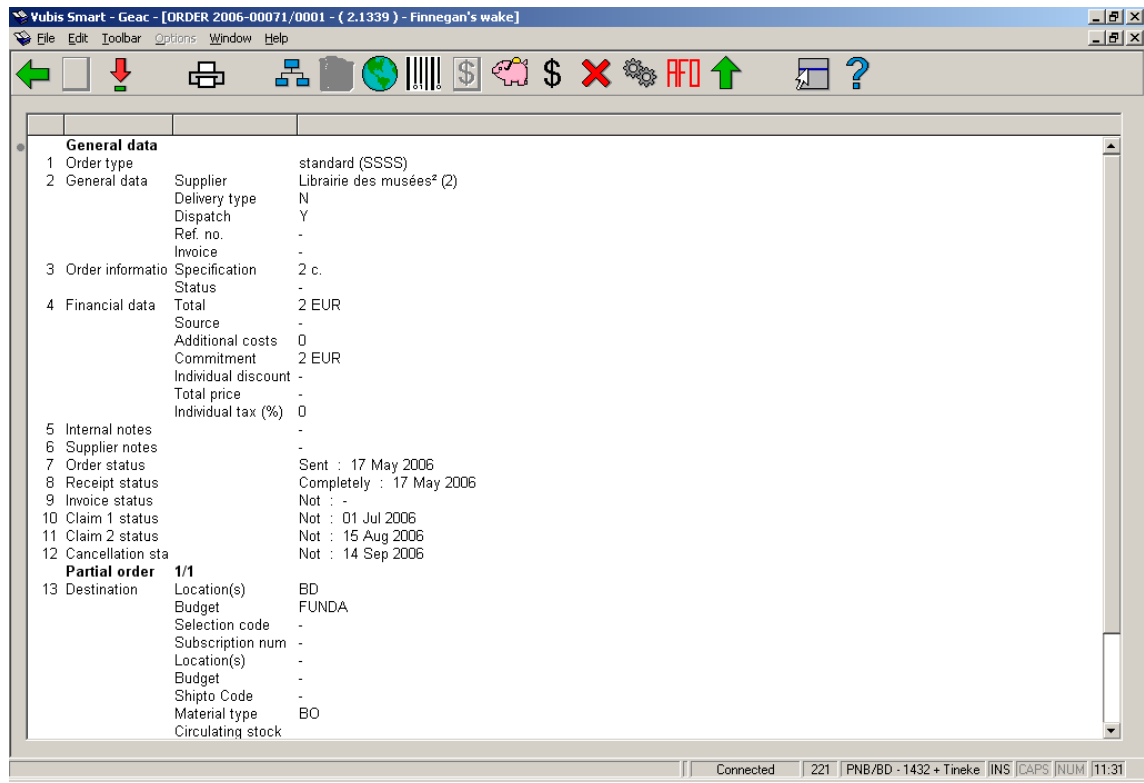
pay bud.: The budget from which the item was paid (if different from the ordering budget).

ent. price: The unit price entered on the order.

inv. price: The invoice price as entered on receipt.

inv. date: The date on which the invoice was registered in the system.

221.2.1 Order overview screen Once all or some items have been received you can return to the overview screen of the order. Depending on whether or not you have received all items, the Receipt status (line 8) will be Completed or Partially.



Options on the screen

New partial order: not available on an order that has already been printed.

Select no. (+): select a line and then this option to look at more details of that line. Not all fields will be available, depending on which line you choose.

Print: to reprint the order.

Choose partial order: when there is more than 1 partial order, this option can be used to switch to the details of another. The system will first display a summary screen.

Delete partial order: not available on an order that has already been printed.

Global registration: with this option price and invoice number can be entered on an input screen en then be used on the receiving screen (only if receiving has not yet been completed).

Receipt with barcode: this will switch to the AFO 222 screen. See the help on that AFO for more details.

Invoice summary: only available if an invoice number has been registered for this order.

Budgets: this will switch to a screen with budget details.

Price: with this option the price can be entered on an input screen and then be used on the receiving screen (only if price information has not yet been entered).

Undo action (+): choose a line and then this option to undo the action. Not available for all actions.

Technical status: this will display a brief overview screen of when and by whom the order was created and modified.

AFO: this option will take you back to the search screen.

Display order header: this will switch to the display of the order header information.

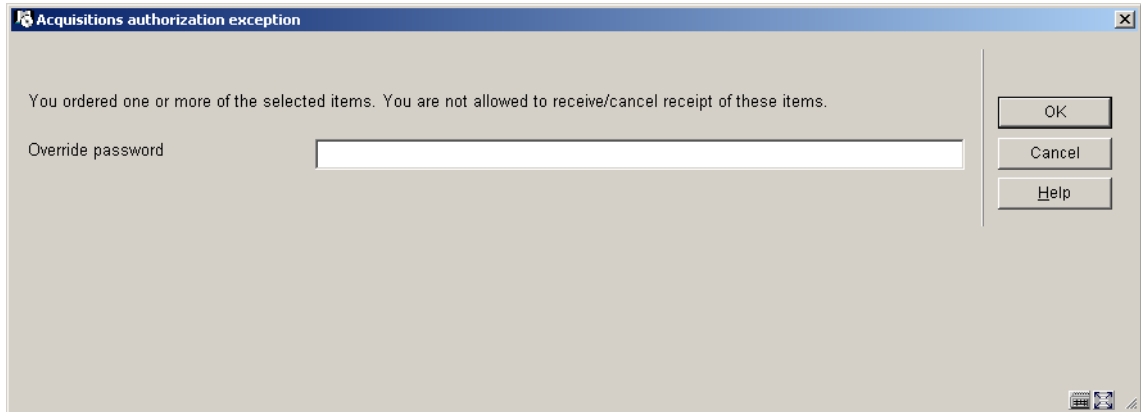
221.3 Restrictions

Based on parameters set elsewhere in the system various restrictions may apply when receiving items.

221.3.1 Ordering an receiving by same user not allowed

Based on parameters at login level (set via AFO 611 – Passwords – Login Restrictions Acquisitions continued) staff may or may not be allowed to receive items that they ordered themselves.

If this is the case, the following warning will appear:



Authorised users can override this with a password. These passwords are defined in AFO 272 – Order authorisation passwords.

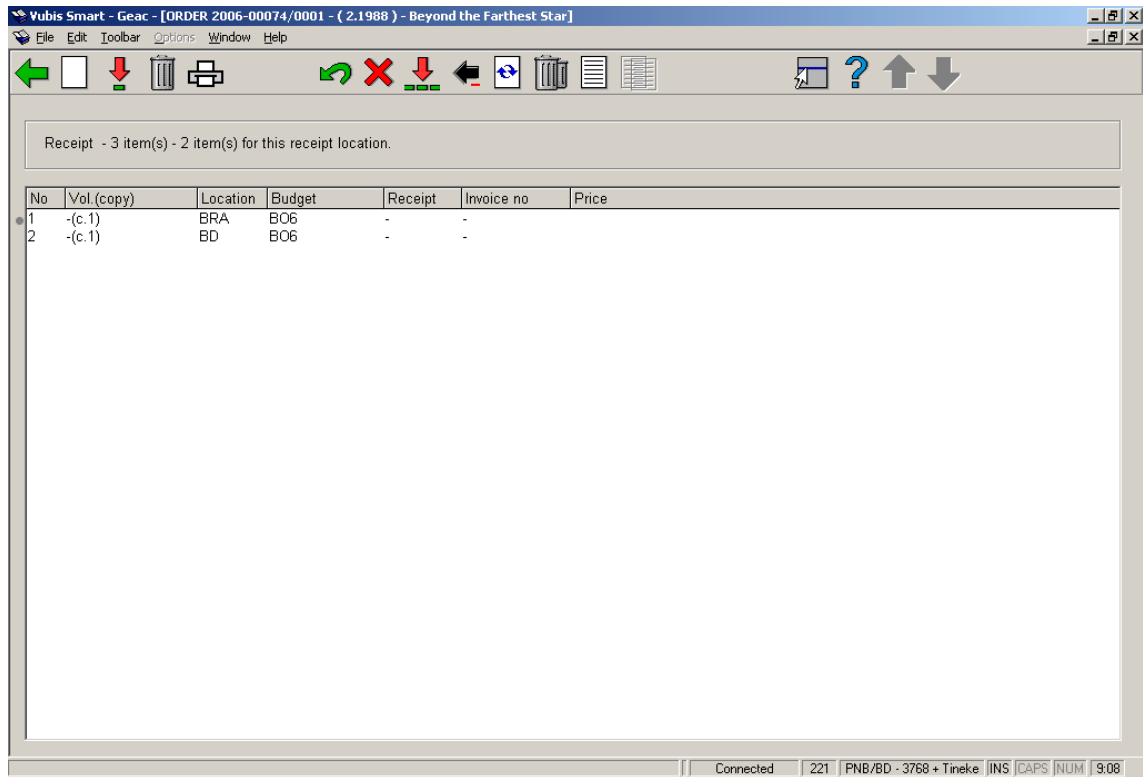
221.3.2 Receipt location restrictions

When receiving has been restricted based on receipt location lists (see the help on AFO 277 for more information on these lists), the following examples may occur.

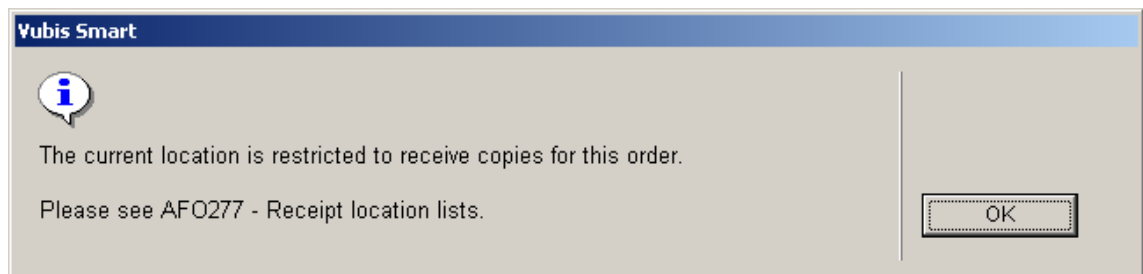
Items have been ordered for three locations:

No	Location	Shipto	Budget	Unit Price	Ordered	Received	Invoiced	Paid
1	BD		BO6	1.00	1	0	0	0
2	CEN		BO6	1.00	1	0	0	0
3	BRA		BO6	1.00	1	0	0	0

Based on a setting in AFO 277 – Receipt location lists, The current location (BD) is not allowed to receive items for CEN. On the receiving screen a message will be displayed in the header pane and only the allowed locations can be received:



In case items are ordered only for locations NOT belonging to your location list, the following message will appear:



- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	May 2006	updates for release 2.4.1 build 16	