

AFO 225– Full invoice entry

225.1 Introduction

In AFO 225 you can register several factors regarding purchase orders at the same time. Global registration of the following points is possible per item ordered:

- registration of receipt
- registering the actual price
- registering an invoice number.

Please note!

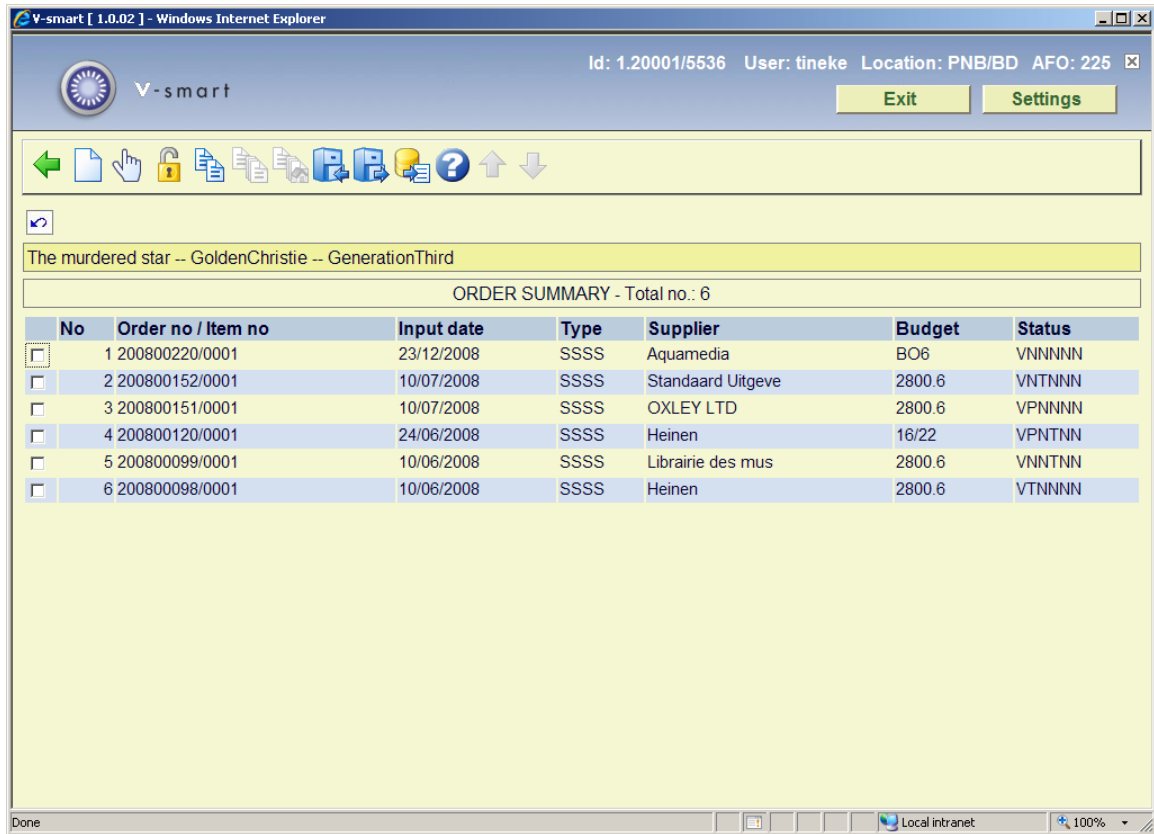
Exactly what is registered globally in your system can be defined with a parameter. 'Receipt' must always be included in the parameter. This parameter cannot be defined interactively. Please contact the helpdesk for more information.

Note

Registration of an invoice says nothing about the status of the invoice (paid or not). Because this is processed via AFO 231.

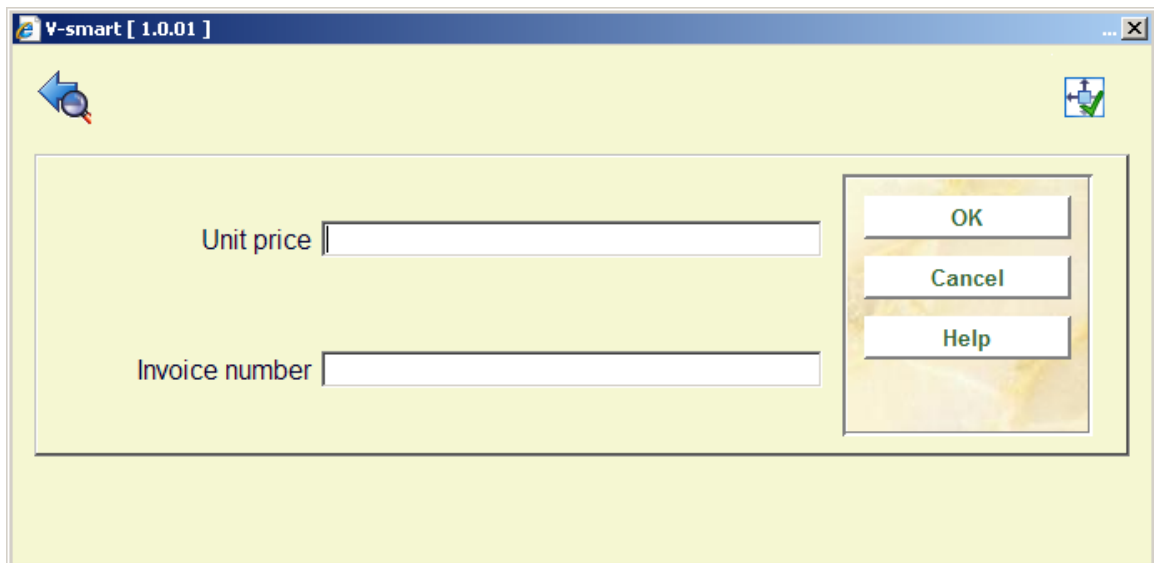
225.2 Global registration

After choosing this AFO a search screen is presented. This is the standard search screen that allows you to search by bibliographic details (first tab) or order number (second tab). After opening the record for the required title, you must double click on the order line. This takes you to the overview screen with orders, from where you can select an order.

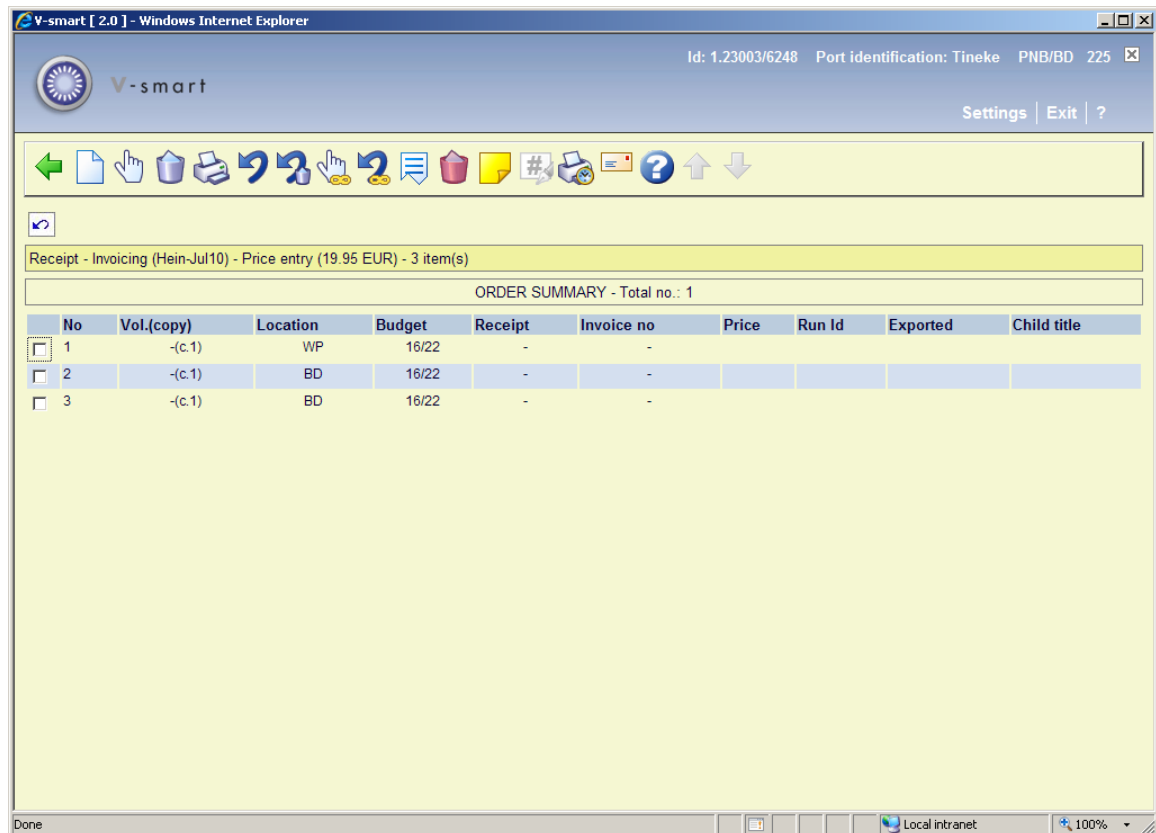


Once you have selected an order, the overview screen of the order will be displayed including a form for entering the invoice number and/or price, depending on the parameter mention in section 225.1.

When you search by order number, you are taken immediately to screen for entering the invoice number and/or price.



After you have entered price and invoice number (if both are displayed, then both are mandatory) you are shown the receiving screen:



Options on the screen

Receive / invoice items(+): Select an item and then this option to register the price and invoice number. The system reacts by putting the date in the "Received" column as well as the invoice number in the column "Invoice no" and the price in the column "Price". Because of this the status of the order with regard to receiving and invoicing will be changed. If not all items have been linked to an invoice number and price, both the Receiving and the Invoice statuses will be 'Partially'.

Delete item(+): Select an item and choose this option to delete it. This means no receipt of this item is expected. It does remain in the list though, with 'deleted' in the "Receipt" column.

Print receipt slips: depending on parameters set in AFO 271 – Print parameters control – Receipt printing, you have the option to print receipt slips.

Cancel receipt/invoice(+): With this option you can cancel the global registration for the item chosen. The date will be removed from the "Received" column, the invoice number will be removed from the column "Invoice no" and the price will be removed from the "Price" column. The item will be seen as not received/invoiced.

Cancel delete item(+):Select a deleted item and choose this option to cancel the deletion.

Total registration: With this option all the items displayed are received, and given the invoice number and price you have entered.

Cancel total registration: With this option you undo the global registration for all those items.

Display other data: To see more information about the order.

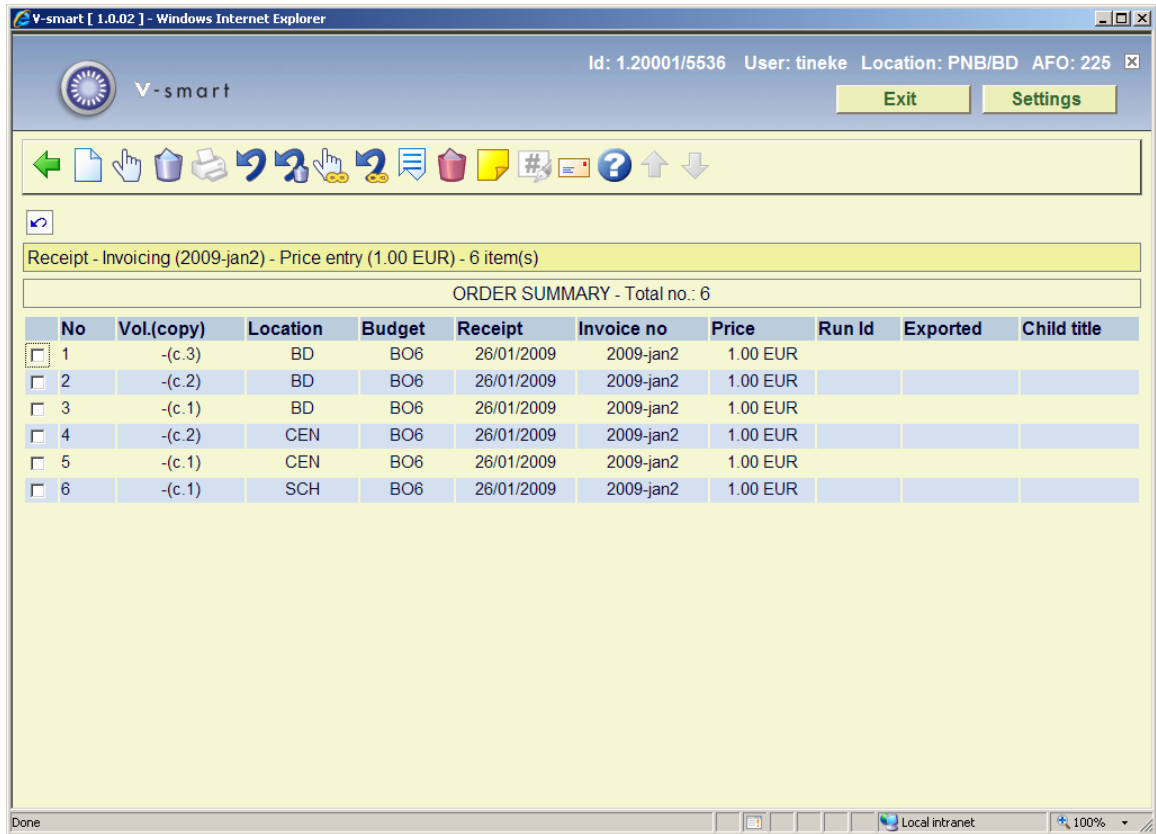
Delete item from order(+):Select an item and choose this option to permanently remove it from the order. This action cannot be undone.

Annotation: Select an item and choose this option to add an annotation.

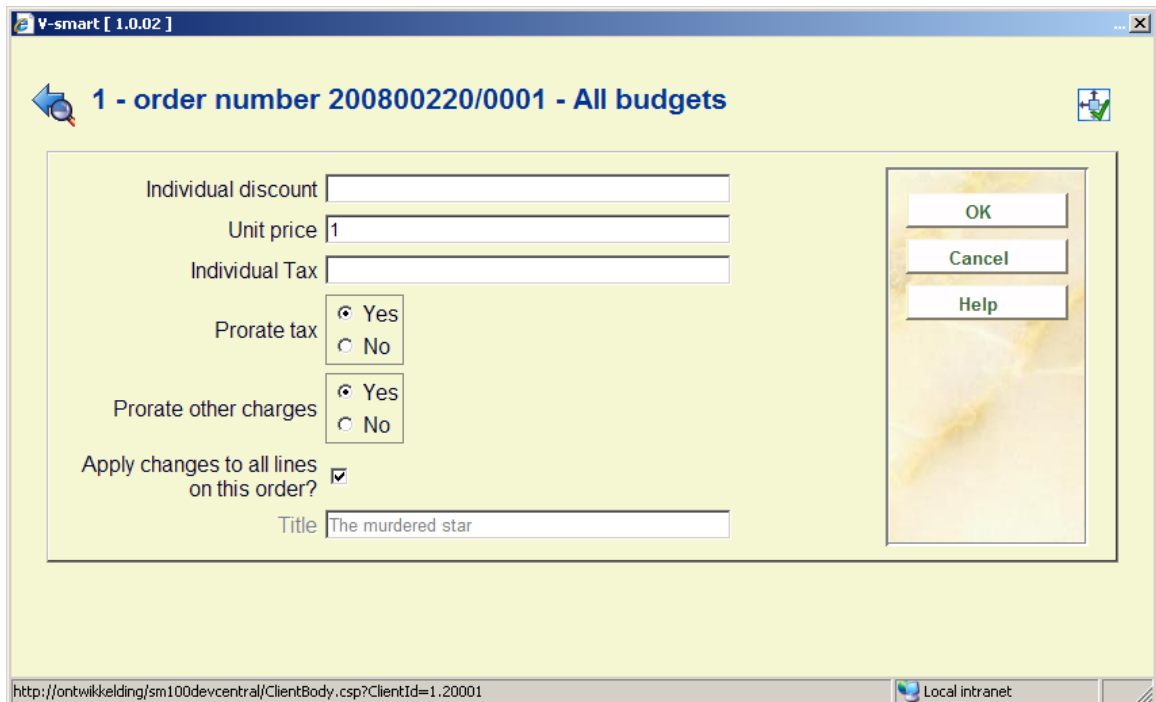
Amend volume no(+):This option is only available for multi-part orders.

Reprint receipts: Use this option to reprint receipt information. Select which already received items you want to print a receipt slip for. You can make multiple selections from the list of displayed items on the Receiving screen. The system will display a message with the total number of receipts marked for reprint. Printing of the receipt slips is done either by selecting the **Print** option or exiting the Receiving screen.

Manual claim: See the help of AFO 221 (section **221.2.2**) for a description of this option.



Once you have finished receiving you can return to the overview screen of the order. An intermediate screen is displayed:



Entered the required information if necessary and click **OK**.

The overview screen of the order is re-displayed. See the Help on AFO 221 for more details on the options of this screen.

225.2.1 Receiving restrictions

See the help for AFO 221 for more details on the various restrictions that can apply to receiving.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	July 2008	Creation	
2.0	January 2009	new screen shot for parent/child orders	
3.0	July 2010	new option to reprint receiving slips part of 2.0.06 updates	