sympac

Goods in Batch
Reference User Guide

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Version   **1.0 *Goods in Batch***

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QUICK REFERENCE GUIDE

Please note:

As you work through this SYM-PAC documentation, you'll notice that some of the screenshots may show examples from a variety of retail scenarios. This could include:

- Your own buying group, if your store is in a buying group

- A buying group that may be different to your own

- Independent retailers from your own industry

- Independent retailers from industries different to your own

For the purposes of training and general reference for the SYM-PAC software, you should assume that the screenshot provides a good example of how the particular feature or process works within the SYM-PAC software.

If the buying group in the screenshot example is different to your own, that doesn't mean that the software doesn't work for you, or that the instruction for that part of the software doesn't apply to you.

Any customers with very specific non-standard software and/or procedures will have customised documentation specific to their individual store requirements.

1   Who is this User Guide written for?

This User Guide for Goods In Batch has been designed to communicate information about using this part of the SYM-PAC software at an ADVANCED level.

This level is most suited for:

+ Store owners
+ Store managers
+ Inventory and Department Managers

Throughout this Guide we use this symbol to signify a "hot tip" — or a warning!

2   Introduction

The Goods in Batch function enables stock deliveries to be easily received in to the system and matched against the corresponding electronic invoice/s. Exceptions are easily identified and managed including damaged stock and short deliveries. Once the batch is processed all corresponding stock and general ledger updates are processed automatically.

Highlights

+ Complete the entire inwards goods process in one place
+ Setup allows staff to be altered when there are exceptions identified during the process including the option to customise the sound based on the type of exception
+ Can automatically create claims for damaged stock or short deliveries
+ Provides Inventory Managers with a massive productivity boost and time saving
+ Includes the option to not print labels for small price changes
+ Email reports at the end of the Goods Inwards process to nominated email addresses

3   Initial Setup

3.1   RUN CUSTOM PROGRAM PROG374/BATCH

Currently, the Goods In Batch can only be run as a custom program (F9)
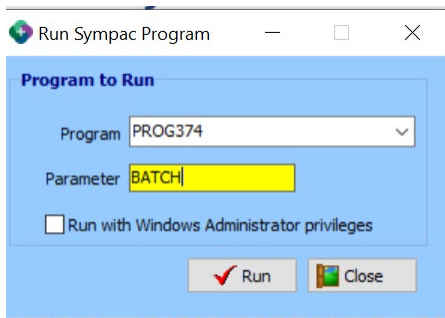

Figure 1 Run SYM-PAC Program – 374/BATCH

3.2   PREFERENCES

A range of options is available for default setup which is accessed via the "Options" function.

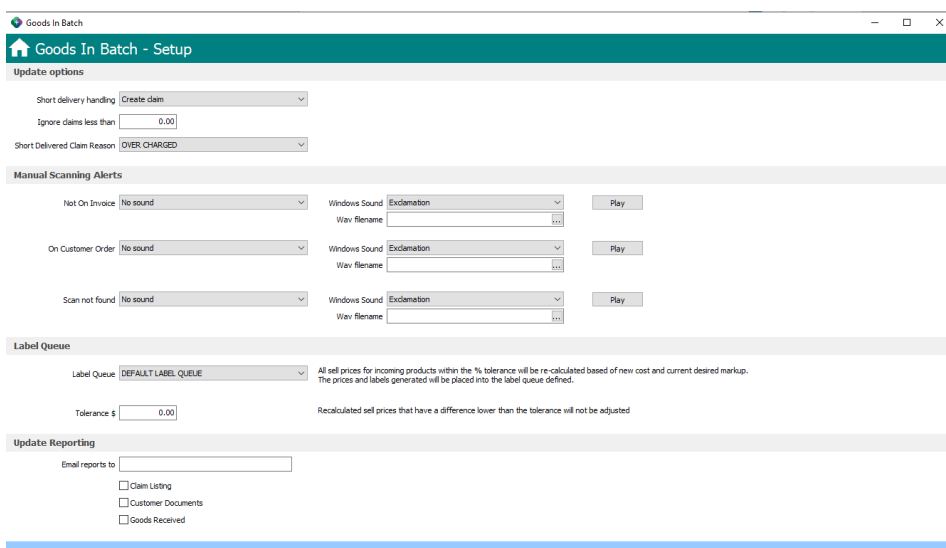**Figure 2 Preferences Cog**

3.3   GOODS IN BATCH OPTIONS

Figure 3 Goods In Batch – Options

Update Options

+ Short delivery handling   Select how you would like to handle short deliveries. You can select to create a claim or balance the difference to GRNYC to be dealt with later

+ Ignore claims less than   Set a minimum limit for raising claims

+ Short Delivered Claim Reason   Select which claim reason you would like to use on claims raised during the process

Manual Scanning Alerts

+ No on Invoice   Select which sound you would like to hear when an item is scanned but not found on the invoice

+ On Customer Order   Select which sound you would like to hear when an item is scanned that is on a Customer Order

+ Scan not found   Select which sound you would like to hear when an item is scanned but not found in the Product File

Label Queue

+ Label Queue   Set the queue where you would like labels to be placed
+ Tolerance   Set the tolerance below which labels will not be queued

Update Reporting

+ Email reports to   Enter the email address/es of where you would like to final reports to be emailed to. If you have multiple email addresses you can enter these with a semi-colon ";" separator

+ Select Reports   Select which report/s you would like emailed

> To return to the Goods In Batch-Listing screen at any time, click on the 🏠 button

4   Processing a Goods Inwards Batch

From the Goods, In the Batch – Listing screen you can create a new batch or pick up an existing batch to continue processing. In this screen, you can also view completed and deleted batches.

## 4.1   VIEWING EXISTING BATCHES

Figure 4- Viewing Existing Batches

Clicking on the link above the batch listing table will display a select range of batches based on the criteria displayed.

✚	Showing all	Shows all batches
✚	Showing deleted	Shows deleted batches
✚	Showing Active	Shows all batches that have not been processed
✚	Showing completed	Shows all completed batches

To continue working on an active batch or view a completed or deleted batch double click on the batch you would like to view.

To pick up a batch you must enter your staff number
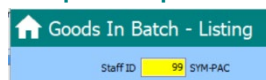
4.2   CREATING A NEW BATCH
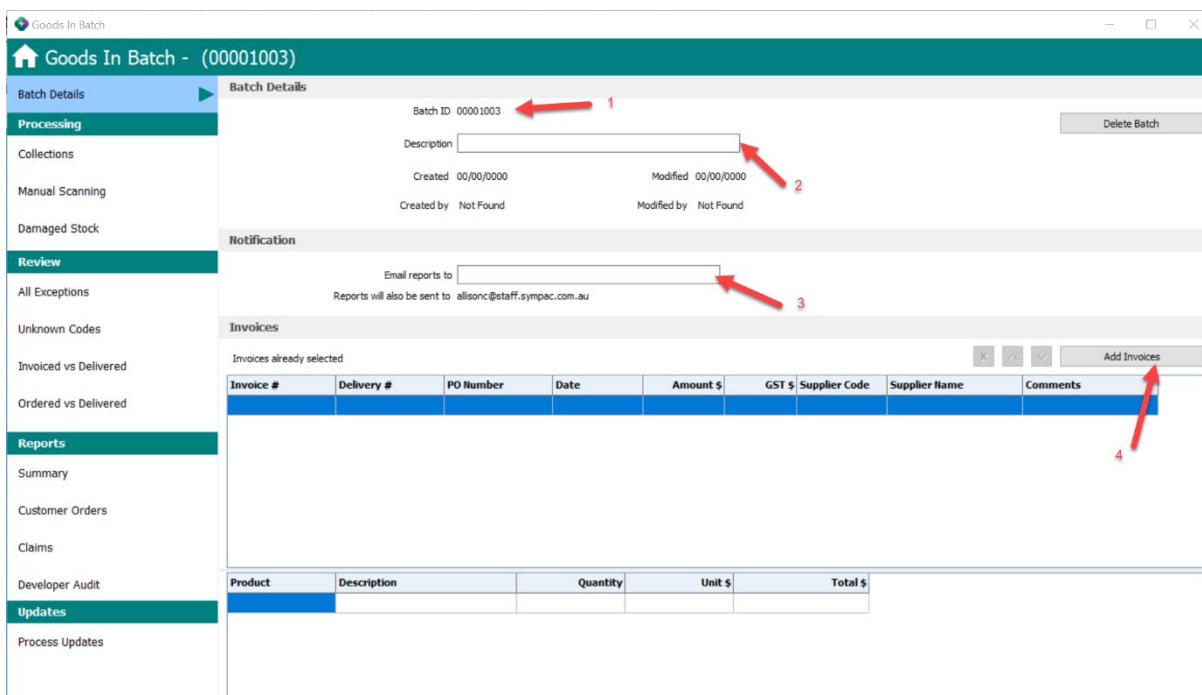
To create a new batch, click on the "Create New Batch" button

Figure 5- Create New Batch

You Begin setting up your batch in the "Batch Details" screen.

1. A batch ID will be automatically generated.
2. You can add your batch description.
3. You can add email addresses to receive the batch reports. These will be in addition to the email addresses listed in the "Setup" screen.
4. Once you have set up your basic batch details, you can add the invoices for the goods you wish to bring into stock.

Figure 6- Batch Details Screen

4.2.1 Selecting Invoices

Select which invoices you wish to apply to this batch from the "Select eInvoices" screen. This screen will display all invoices less than 6 months old. To easily locate the invoices you require, you can filter by any field on this screen.

Once you have selected your invoices click on "Add to Batch"
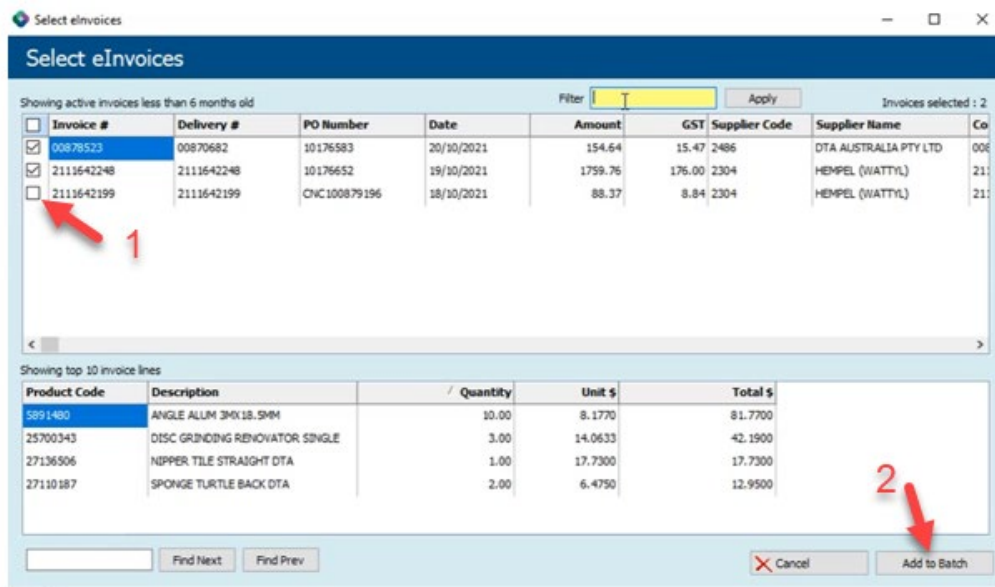
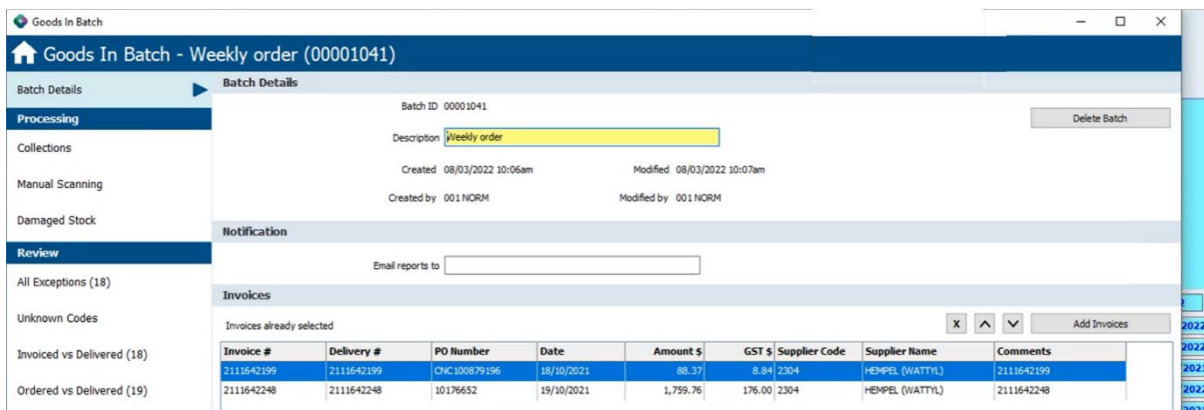**Figure 7- Selecting Invoices to Apply to the Current Batch**

Figure 8- Invoices Added to the Batch

If you do not have an electronic invoice to assign to the batch, you can add your batch description and skip straight to "Collections" where you can scan your items or load your file.

4.3 RECONCILING THE STOCK RECEIVED TO YOUR INVOICE

To load the stock received into your system you can either manually scan the items received directly into your system or load the list from your device or text file. This is done under the "Collections" function.

4.3.1 Deliver All

Deliver All allows you to bring in all of the items on the invoice at once. This is useful for small orders that are easy to count and reconcile.

To deliver all the items on your invoice select the "Deliver All" option on the Collections screen
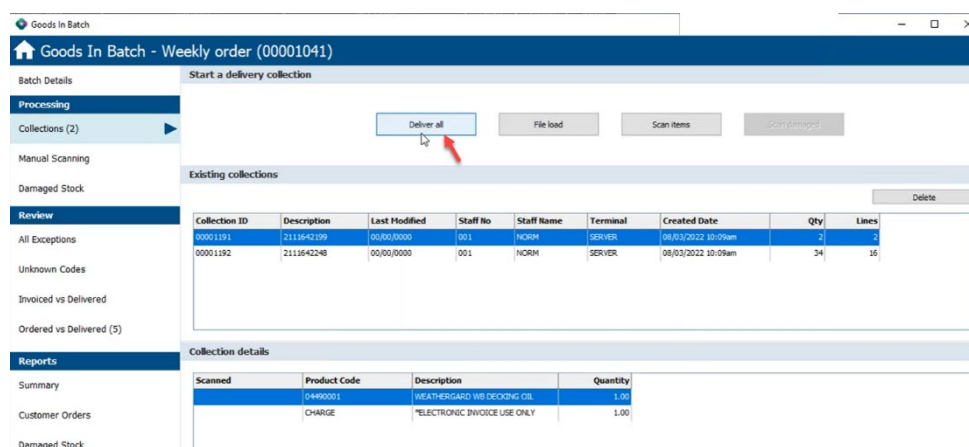
Figure 9- Deliver All

4.3.2 Manual Scanning

To manually scan, go to the "Collections" page and select "Scan Items"
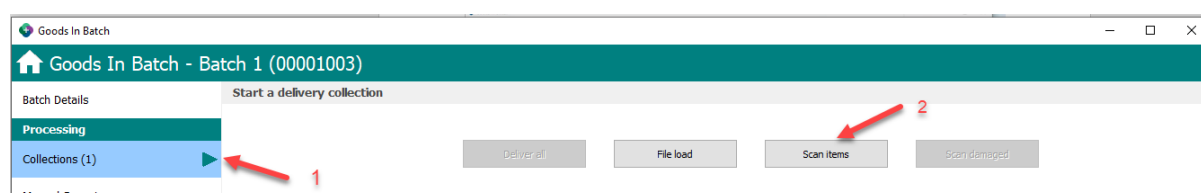
Figure 10- Manually Scanning Items

The "Manual Scanning" screen will display all of the items that have been scanned into the system.

Click on "Scan Items" and begin scanning your stock.

The last item scanned will be displayed on the "Scanned Items" screen. The item will also be added to your Scanned Product list.
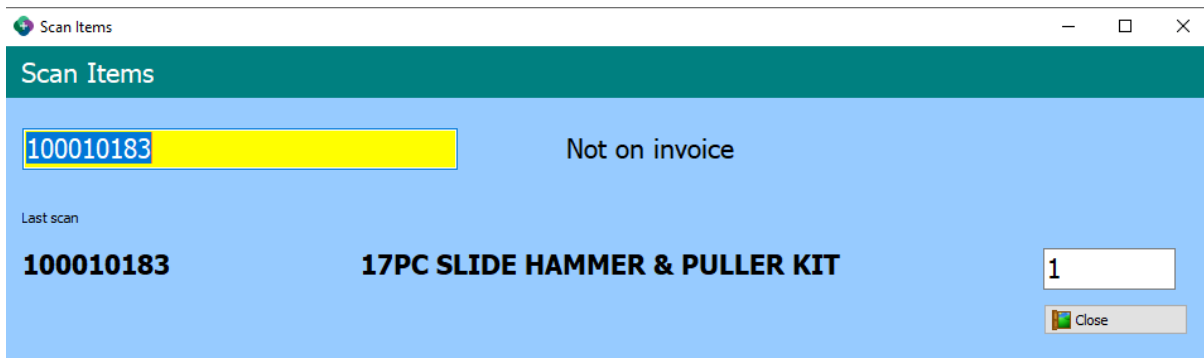
Figure 11- Last Scanned Item

Hitting <Enter> on this screen will increase the quantity of the item

4.3.3   File Upload

To upload a file from an external device or file, use the "File Upload" option on the "Collections" screen. This will present you with a list of devices or files types to choose from, Select your device or file type. Where applicable select your input path for your file.
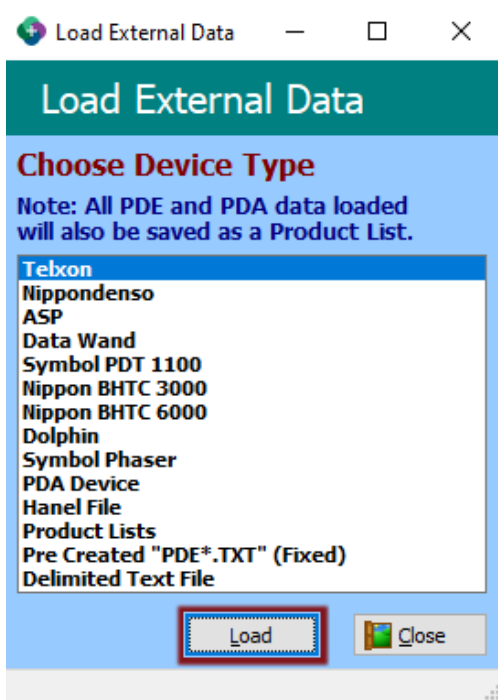

Figure 12- Loading Data from an External Device / File

4.3.4   Damaged Stock

Damaged stock allows you to isolate stock that has been delivered damaged so claims can be raised against the supplier. If you have received stock that is damaged. Scan the product in as normal. Put it aside with the other damaged stock. Once you have completed scanning all of your products, select the "Damaged Stock" option from the "Goods In Batch Menu" and scan the item again. This will mark the stock as damaged, reverse the item back out of stock and raise an entry in the "Claims" section.

If you are not using an electronic invoice, claims for damaged stock can not be raised through this process. Claims are required to be raised through the Return to Supplier function

4.4   EXCEPTIONS

All exceptions are viewed and managed under the "Review" section. "All Exceptions" shows you an aggregate of all of the exceptions in the collection. These are also available on the separate menu items in this section.

4.4.1   Unknown Codes

"Unknown Codes" allows you to review and rectify any products that have been scanned in with the order that do not have a corresponding product code in the system.

The options to update this item are:

+ Match to Product- this allows you to match the product to an existing product in your system. This will add the scanned code as an alternate code against the product
+ Create New Product- this allows you to create a new product in your system and add the scanned code as an alternate code against it

4.4.2   Invoiced Vs Delivered

This allows you to compare the items appearing on the invoice vs those that have been delivered. If required you can adjust the quantity on this screen.

A filter is available on this page to view

+ Exceptions Only
+ Show All
+ Manual Adjustments

To adjust the quantity, enter the correct delivered quantity in the "Adjusted Qty" field. This will update your variance. This screen will also give you the reason for the exception.

4.4.3   Ordered Vs Delivered

This allows you to compare the items you ordered vs those that were actually delivered.

4.5   REPORTS

The Report functions allow you to review your order before you submit it for the final update.
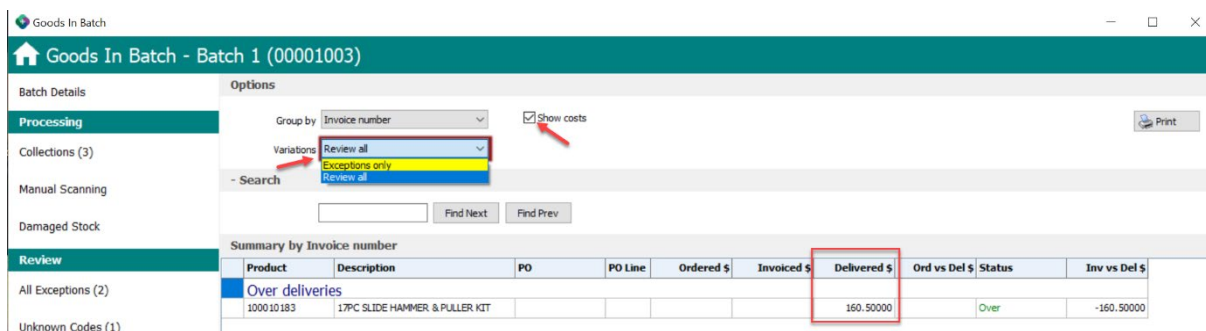
The Report function is also available for completed orders.

4.5.1   Summary Report
The Summary report gives you an overview of all of the stock you have bought in for this batch.

Options
You have the option to review all or exceptions only. This also provides you with the option to display costs rather than quantities.
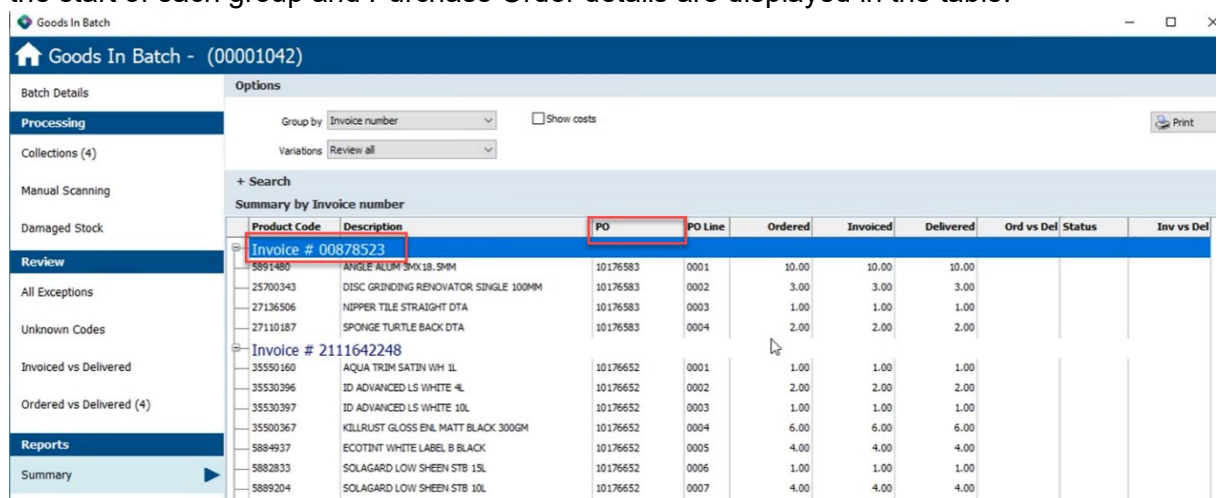

Figure 13- Summary Show Cost and Variations Options

This function allows you to group by different criteria

+ Invoice number- when you group by Invoice number, the Invoice number is displayed at the start of each group and Purchase Order details are displayed in the table.

Figure 14- Summary Group by Invoice Number

+ Order number- when you group by Order number, the Order number is displayed at the start of each group and the Invoice details are displayed in the table
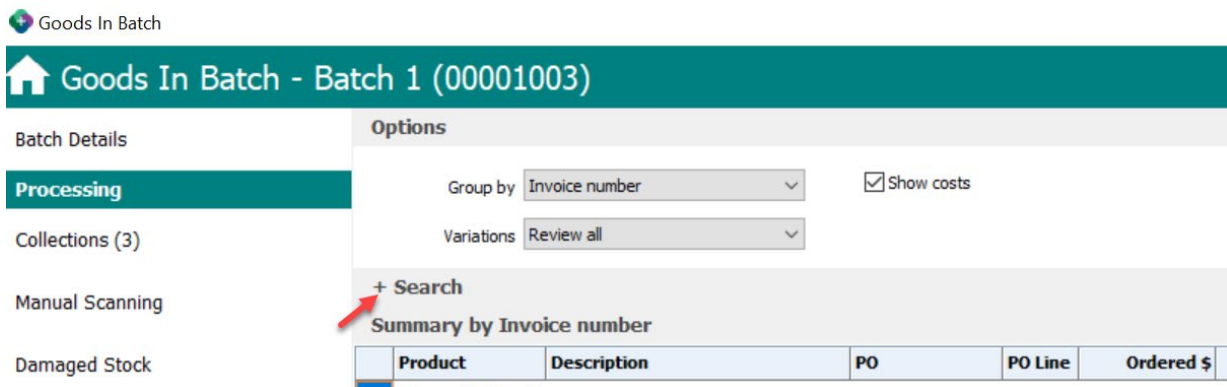
Figure 15- Summary Group By Order Number

+ Product- when you group by product the stock in the batch is listed numerically by product code.
+ BIN location- this lets you group stock by BIN location
+ Department- this lets you group stock by department

Search

In this report you have the ability to search for items in the batch. To view the search option, click on the "+ Search".

You can use this function to search for anything in the table for example Order number, Invoice number, product description or product code.
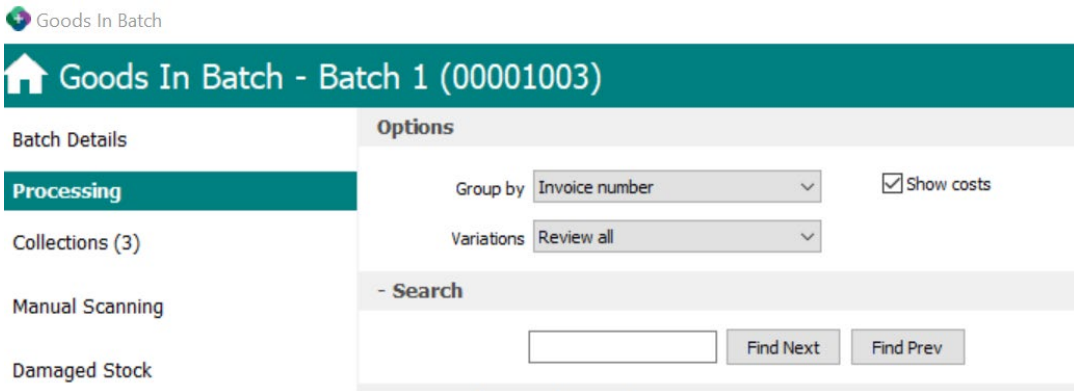
Figure 16- Summary Viewing Search Optons

The search function is not a filter option. The search function will find the first instance of the search criteria. To view the remaining instances, use "Find Next" and "Find Previous" options

4.5.2   Customer Orders Report

Customer Orders report allows you to view all of the stock in the batch that is on a Customer Order. You can group by

+ Customer Order number
+ Product
+ Customer

4.5.3   Damaged Stock Report

The Damaged Stock report displays all of the stock you have scanned in as damaged stock. See Section 4.3.4 for more information on processing damaged stock. In this report you can group by Product or Department. These options are available in the "Group by" section.
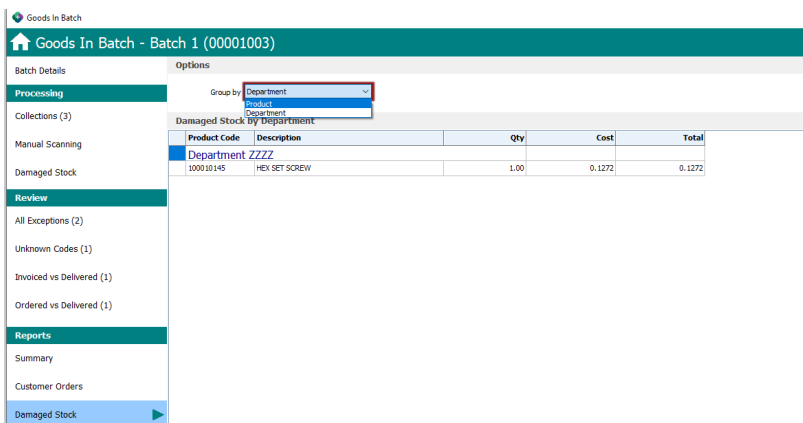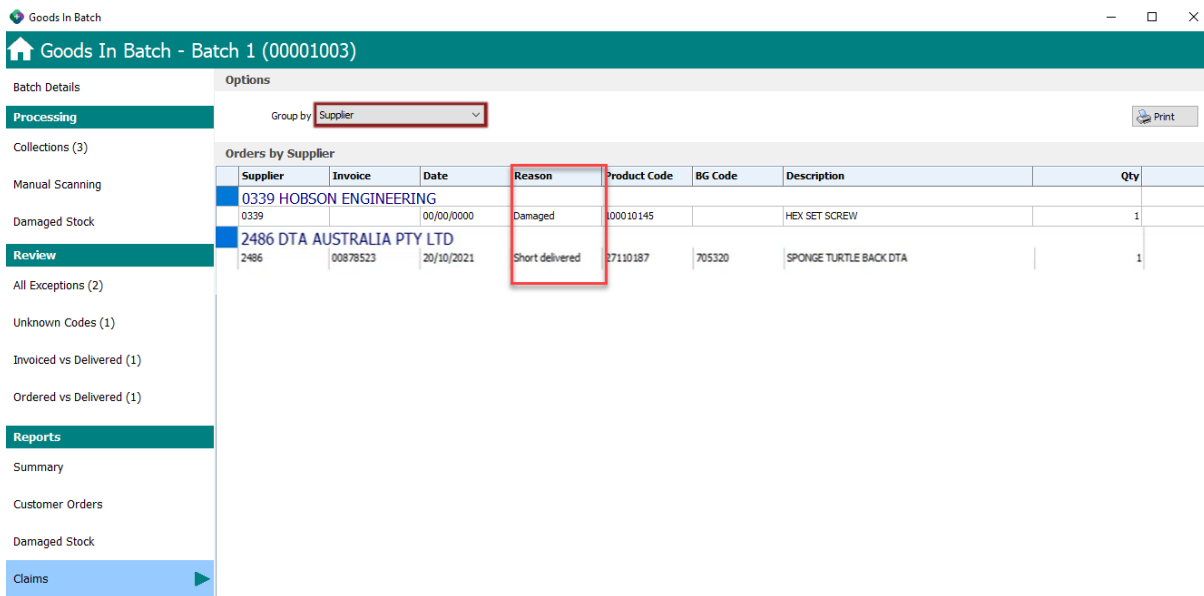

Figure 17- Damaged Stock Report Group By Options

4.5.4 Claims Report

The Claims report allows you to view the claims that have been raised for this batch during the inwards goods process. This will include damaged stock and stock that has been under delivered. This will also include the reason for the claim.
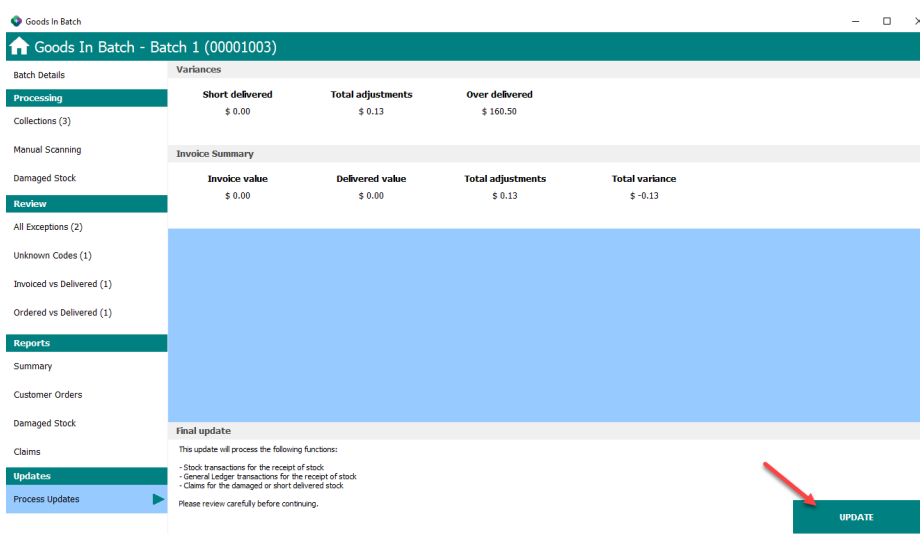

Figure 18- Claims Report

4.6 SUBMITTING THE BATCH

You submit your batch through the Process Updates function. This will provide you with a summary of the value. To submit the batch click "Update".

Once you have submitted the batch a copy of the reports will be emailed to the email addresses in the "Goods In Batch-Set Up" function and any other email addresses you have nominated in the "Batch Details" screen.

Figure 19- Submitting the Batch

Make sure you review all values carefully before you process the final update. Once a batch has been completed it can not be updated. You can only view reports for completed batches.

5   General Ledger Postings

Processing of a Goods In Batch batch, will post transactions to the following General Ledger Control accounts;

Line No	Type Of Control Account	Account Code
007	Stock on Hand	000.5040.000
022	Goods Rcvd not Charged	000.6022.000
030	Claims Clearing Acc	000.5046.000
039	Creditor/Purchase Adjustments	001.1350.000

Make sure you review all the General Ledger Control accounts where Goods In Batch transactions will be posted to ensure these are set up correctly.