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Goods in Batch Function

The Goods in Batch function enables stock deliveries to be easily received into 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.

Key Features

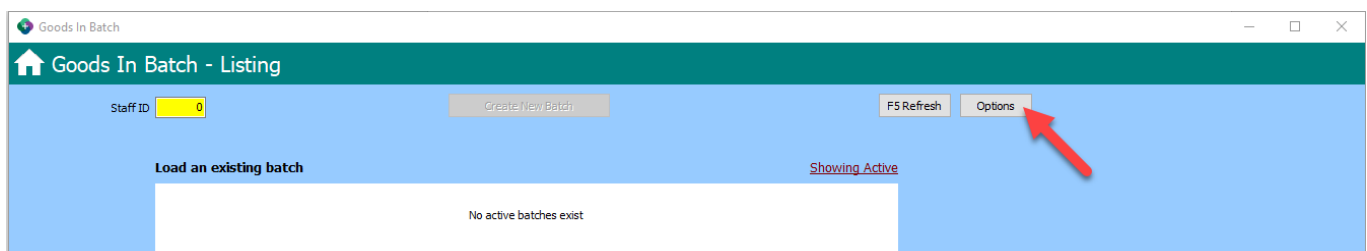
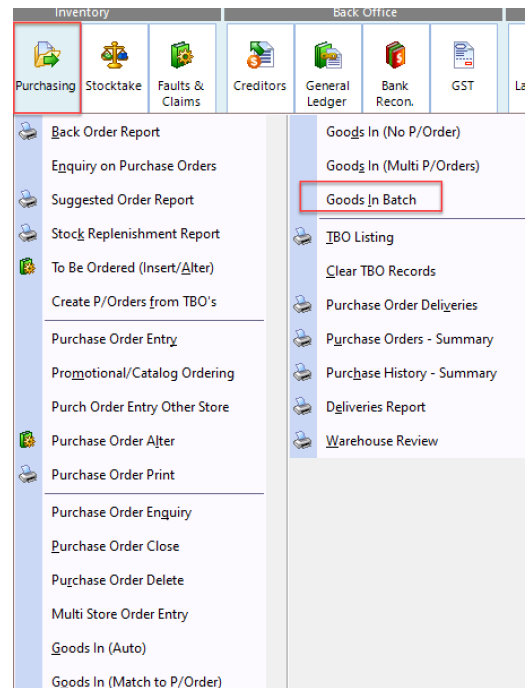
- Complete the entire inwards goods process in one place
- Setup allows staff to be altered when there are exceptions identified during the process including the option to customise the sound based on the type of exception
- Can automatically create claims for damaged stock or short deliveries
- Provides 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

Initial Setup

- Under Purchasing, run Goods In Batch.

Preferences

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



Check out our Quick Ref Guides & our YouTube Channel for more information.
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Goods In Batch Options

Goods In Batch
— □ ×

Home
Goods In Batch - Setup

Update options

Short delivery handling ▼ Create claim

Ignore claims less than

Short Delivered Claim Reason ▼ OVER CHARGED

Manual Scanning Alerts

| | | |
|---|--|------|
| Not On Invoice ▼ No sound | Windows Sound ▼ Exclamation | Play |
| | Wav filename <input type="text" value=""/> | |
| On Customer Order ▼ No sound | Windows Sound ▼ Exclamation | Play |
| | Wav filename <input type="text" value=""/> | |
| Scan not found ▼ No sound | Windows Sound ▼ Exclamation | Play |
| | Wav filename <input type="text" value=""/> | |

Label Queue

Label Queue ▼ DEFAULT LABEL QUEUE

All sell prices for incoming products within the % tolerance will be re-calculated based of new cost and current desired markup. The prices and labels generated will be placed into the label queue defined.

Tolerance \$ Recalculated sell prices that have a difference lower than the tolerance will not be adjusted

Update Reporting

Email reports to

Claim Listing

Customer Documents

Goods Received

Update Options

| | |
|--|--|
| <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> Ignore claims less than | <ul style="list-style-type: none"> Set a minimum limit for raising claims |
| <ul style="list-style-type: none"> Short Delivered Claim Reason | <ul style="list-style-type: none"> Select which claim reason you would like to use on claims raised during the process |

Manual Scanning Alerts

| | |
|---|---|
| <ul style="list-style-type: none"> No on Invoice | <ul style="list-style-type: none"> Select which sound you would like to hear when an item is scanned but not found on the invoice |
| <ul style="list-style-type: none"> On Customer Order | <ul style="list-style-type: none"> Select which sound you would like to hear when an item is scanned that is on a Customer Order |
| <ul style="list-style-type: none"> Scan not found | <ul style="list-style-type: none"> Select which sound you would like to hear when an item is scanned but not found in the Product File |

Label Que

| | |
|---|---|
| <ul style="list-style-type: none"> Label Que | <ul style="list-style-type: none"> Set the queue where you would like labels to be placed |
| <ul style="list-style-type: none"> Tolerance | <ul style="list-style-type: none"> Set the tolerance below which labels will not be queued |

Update Reporting

| | |
|--|---|
| <ul style="list-style-type: none"> Email reports to | <ul style="list-style-type: none"> 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 |
| <ul style="list-style-type: none"> Select Reports | <ul style="list-style-type: none"> Select which report/s you would like emailed |

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