Eagle's Advanced Receiving Application is used to match a Vendor's invoice to the value and details of a purchase order's finalized receiving. In a nutshell, this application allows you to:

- Enter Freight and Other Charges amounts to either be landed into your average costs in Inventory or passed off to a specific General Ledger account if you are not using landed cost.
- Correct Receiving Quantity errors.
- Correct Receiving Average Cost errors.
- Process the Accounts Payable Voucher.
- Finalize all changes back to the Inventory Value and Purchasing History, as well as pass them through into Accounts Payable, and General Ledger.

In this lesson, we will spend some time getting familiar with the Advanced Receiving screen so you will know where to find the information you need. We will then walk through the Advanced Receiving process. The lesson will wrap up with a look at the Receiving Documents Report, or RRV.

Let's get started.

There are several ways to open the Advanced Receiving Application, providing easy access when you need it. If you are in the Eagle Browser, you can open the Purchasing and Receiving Menu and click Modify Receiving Documents.

Alternately, type the MRV shortcut in the Launch Bar.

If you open Advanced Receiving from the Eagle Browser, you will notice that Purchasing and Receiving opens as well. This is because the Advanced Receiving Application is truly a Purchasing and Receiving Module, but it has the ability to easily pass through into Accounts Payable and then to General Ledger, providing you with much better accountability.

If you are already in Purchasing and Receiving, you can access Advanced Receiving by opening the Miscellaneous Menu and selecting option D – Advanced Receiving.

When Advanced Receiving opens, you will see that the Modify Receiving Documents window is divided into the Header Area and the Detail (or Grid) area, representing the two parts of a Receiving Document.

When you pull up a Purchase Order, you will see that the Header area displays the Received Amount, Freight, Other Charges, Variance, and Invoice Amount. If needed—and if you have the appropriate security, you can change these values directly in the Header to match to your vendor's invoice.

The Detail Area (Grid) displays the actual line item details of the received product. Here you can change the quantity received as well as the cost received to match to your vendor's invoice.

Before we move on to actually using Advanced Receiving, there are some very helpful fields within the Header Area of the screen that I would like to point out.

PO # Hyperlink & Spec Instruction Notes.

The first is the Special Instruction Note, found here. If Special Instruction Notes are entered onto a purchase order before receiving is finalized, they will be viewable here.

You can also click the PO# hyperlink to review, modify, or add to a Note. This is a great tool for your Receiving department and Accounts Payable department to keep track of shipping discrepancies.

Clicking the Vendor Hyperlink will display any Vendor Maintenance, MVR, type 5 notes that have been set up for the selected vendor.

“By” displays the Buyers initials or the User name from the purchase order. This is commonly confused with the user who finalized receiving.

The Status field explains where this document currently is in the purchasing cycle.

Please review the Advanced Receiving Definitions module if you need more details about the different statuses.

Voucher, Invoice, and Check No. – This information is provided once an MRV record has been passed through into Accounts Payable by means of “T” Temporary Voucher, again when the “T” Temporary is automatically changed to “R” Regular Voucher, and then once the “R” Regular Voucher is paid.

When using Eagle’s Accounts Payable software, a Receiving document is kept in Advanced Receiving until both of the following are true:

The document has been paid with a check that was processed through Accounts Payable AND

The system date is at least 60 days past the date the document was created.

At the right, the Net Invoice amounts for each vendor are displayed. This includes additional vendors that were entered into Other Charges.

Finally, let’s look at the Quantity Unit of Measure and Cost Unit of Measure fields. These fields can be changed between Stocking or Purchasing Units of Measure depending on how the details need to be matched to your invoice. You can change which Unit of Measure method you wish to use by clicking on the Hyperlinks. When changed to PUR Unit of Measure, you must fill in the detail area under the New Recs Qty (PUR) and New Cost (PUR).

Now that you’re familiar with the Advanced Receiving screen, let’s walk through the process of using it. There are typically five steps that you’ll take care of:

1. Display Purchase Order

2. Update Header Information

3. Work through any variances

4. Enter Accounts Payable Voucher Information

5. Run the Receiving Documents Report (RRV-F) to finalize.

We have found that following these 5 basic steps when processing any purchase order through Advanced Receiving works best to ensure that the purchase order information and the Accounts Payable information are processed correctly.

Let's continue with an in-depth look at each of these steps.

The first step is to display the Purchase Order. This can be accomplished several ways.

The easiest method is to simply enter the purchase order number in the PO Number field and hit Enter. This will bring up the purchase order's first receiving sequence.

If this is not the PO Sequence you are looking for, use the Next or Previous keys to scroll through POs in order by PO Number and Sequence Number. Keep in mind that if you use the function keys to move through the Purchase Orders, you will need to use press Display to see the associated Detail Area (Grid).

You can also use F9 key – ViewRV – to open a viewer that allows you to search for your purchase order by vendor, store, and/or receipt date.

Once you've selected the Purchase Order that you want to work on, you're ready for Step 2: Update Header Information.

The MRV Header Window can be opened by clicking on any of the following hyperlinks:

- Freight
- Other
- Invoice Total

Once the Header window opens, fill in the fields for Freight and Other Charges as needed. Then click Invoice Total to calculate the new Invoice Amount, based on the original Received Amount and the new values just entered.

If the Invoice Amount is correct, click Change. If not, enter the correct Invoice Amount (remember that this includes your Freight and Other Charges values).

Once done, click Change.

As you can see, the values are now listed in the Header Area of MRV. At this point, a variance may be created which takes us to the next step – Work through any Variances.

To work through variances, you will update the Detail Area or Grid. You can see that each line item received is displayed with the received quantity and received cost. To resolve the variances, enter the new values for quantity or cost into the New Received Quantity field or New Received Cost field, then click Change.

If an item was missed entirely during the receiving process, use Add to add a line item to the received details. When you do this, please ensure that you are entering the correct SKU, Store Received Into, Quantity and Cost.

Step 4 is to Enter Accounts Payable Voucher Information.

Your Accounts Payable Department will use Advanced Receiving in lieu of New Accounts Payable Transactions (ATMU) to process all inventory- and purchases-related payables. This ensures that everything that Advanced Receiving updates will be impacted correctly.

To enter the Accounts Payable Voucher Information, click AP Voucher. The Accounts Payable Voucher Window displays, and you can change the Remit-To Vendor if needed. Then enter the Voucher Reference Number and Invoice Date. Click ‘Change’ to save the new information.

The ‘Due Date’, ‘Discount Date’, and ‘Discount Amount’ will be populated automatically based on the Terms Code used in the original Purchase Order. If these values are correct, you can close this window. If not, change them directly in this screen. As you can see, there is a hyperlink here that will take you directly to Terms Code Maintenance for additional terms code review.

If you want to open Vendor Maintenance and review the current vendor, just click ‘Vendor’ on the toolbar.

The last step in the Advanced Receiving Process is to run the Receiving Documents Report, or RRV, to finalize all changes.

Start by clicking RRV. This opens the Document Receiving Report. You should run it after each purchase order sequence is processed through Advanced Receiving.

Let’s discuss some of the options you can select on the Receiving Documents Report. Once you’re familiar with the options, you should consider saving a default version with the settings you need. This can be a big timesaver since this report is printed after every PO Sequence you work on.

Starting on the Print Setup page, usually, the report is spooled.

The update options pertain specifically to how you operate your business and match the options used when RRP-F is run.

The most commonly used options are:

A – Always Update Replacement Cost

C – Update Cost

D – Do Not Update Cost with Landed Cost if using Option C.

F – Finalize PO Receipts

Other options that are available as needed include:

E – Print the entire purchase order. If this option is not checked, only the details of the changes made within Advanced Receiving print on the report.

G – Update the Desired Gross Profit. This is used by the system to calculate gross profit on each item based on the cost and retail amounts. Do NOT use this option if you use a variable gross profit strategy.

H – Do not update the item with a cost lower than the cost in Inventory. If you always want to use the highest cost in your business, you should select this option.

K – Do not update market cost on “L” Lumber type items when cost is updated.

M – Update matrix prices. The system uses the bottom line of information of each item to recalculate the cost of “+” type matrix prices.

Moving to the From/To page, you’ll find several settings available.

If you are setting up the report for your saved default version, you should leave the Receipts for Store and Items for Store blank.

Then, when you open the Receiving Documents Report RRV from the PO you are working on, these fields are automatically filled in based on the PO's information.

The same is true with the PO Number Range, PO Number-Sequence and Vendor fields.

As you can see, the Document Receiving Report RRV report gives a complete recap of all the changes made from the Advanced Receiving processing.

It reports Quantity Received changes, Cost Changes, Variances, and Advanced Receiving Invoice Adjustments and Advanced Receiving Cost of Goods Sold Adjustments.

Now that you're familiar with the Advanced Receiving process and the Receiving Documents Report, you should be able to process basic PO's on your own. We will go into further detail about other Advanced Receiving features and options in later modules.