



Now that you have learned the basic processing of Advanced Receiving with the 5 Step Process, I want to spend some time pointing out where to find helpful features as well as some of the more advanced tools within Advanced Receiving.

We will start with the header and grid on the main screen, then look at features that are accessed through the toolbar and hyperlinks.

The first feature we will discuss is the ability to add columns to view within the grid detail since this makes the matching process much easier. You should be familiar with how to right-click and add columns but if you need to review the specific instructions, please see the Intro to Eagle Viewers session.

As you might expect, there are many columns that could be added based on the needs of your business but I want to point out a few that can be quite beneficial.

Manufacturing Part Number, Alternate Part Number, and UPC are valuable columns to add if you have the need to match the Received Detail for a PO by something other than SKU.

Last Extended Received Cost allows you to see the extended line value of the items received. When you are trying to identify a variance, this makes the matching process much easier.

New Extended Received Cost reflects the value based on any Received Quantity or Cost changes.

I encourage you to take some time to look through the columns that are available to see which might provide the most value to your business.

If you add columns to the viewer, don't forget to save the new view as your default.

Looking at the Header area, Special Instructions is a feature that relays any special information from Purchasing & Receiving directly into Advanced Receiving.

This is a great tool for keeping track of shipping discrepancy notes so your Accounts Payable Department knows the proper way to handle the invoice processing based on the discrepancy.

Next, let's move up to the Toolbar and see what features you can access through the icons found there.

If you have multiple receiving sequences but only one invoice from the vendor, the Combine Receiving Documents Report allows you to combine up to 20 sequences for an individual purchase order into one sequence, to process to one invoice from the vendor.

This report can be accessed using the RVC button here.

Of course, it is also located in the Purchasing & Receiving Reports menu in Eagle Browser.



The important setup for this report is on the From/To page. Here you can specify the sequences that you want to combine.

If you wish to combine all receiving sequences for a certain PO, you can answer the question 'Combine All' as 'Y' and not fill in the sequence detail under the section combine with sequences.

Immediately after this report is run, the Receiving Documents Report, or RRV, needs to run to finalize the changes that were made. This will happen automatically if you set Option #1429 in Options Configuration to Yes.

Advanced Receiving provides a direct link to Inventory Maintenance through This icon.

Just highlight a particular SKU's line item in the grid, then click Inventory Maintenance. The SKU will display in Inventory Maintenance and you can review it further or change information as needed.

The 'Add' function provides the ability to add any SKUs that were missed during the original receiving. Clicking 'Add' displays a window that allows you to enter the 'SKU', 'Store', 'Received Quantity', and 'Received Cost'.

If you have a multi-store system, you will have to make sure the store that is selected here is the store the product was received into originally.

Advanced Receiving gives you the ability to add a note for anything your vendor needs to know regarding your payment.

The note will appear on your AP Remittance Advice.

Please keep in mind that the check field size has a limitation of 82 characters.

To add a note, open the 'Miscellaneous Menu' and select Option 'N'; 'Add/Change AP Remittance Note'.

From time to time, you may find that you need to check vendor information. You can do this by clicking 'AP Voucher' to open that window. Then select 'Vendor'.

Vendor Maintenance will open with the vendor from the PO you are currently working on displayed.

Notice that the AP Voucher window also has a hyperlink to 'Terms Code Maintenance' if you need to make any changes or additions to your terms code file.

Speaking of hyperlinks, there are several in the Header of the Advanced Receiving screen. The first one I would like to point out is the 'Check' hyperlink.

Clicking this hotspot lets you see all the checks that were issued for the current purchase order.

Keep in mind that while this link will display the checks issued for all sequences and sessions related to the particular purchase order, it is limited to the first 17 checks.



Third Party Freight and Other Charges can now be processed through Advanced Receiving if you are distributing landed cost to Accounts Payable and the Department History screen (MDE). The system creates a voucher for each vendor specified in these fields under the Header Screen Other hyperlink.

Inventory continues to update with landed cost.

The system creates a voucher for the received PO amount as well as distributions to the departmental purchases accounts with the landed amount.

A negative distribution to the Freight Account in ACON is posted, and all distributions balance to the invoice amount.

Additional vouchers are created for each of the Other Vendors with an invoice amount in the Other Charges Amounts and a balancing distribution to the Freight Account in ACON.

This wraps up the review of all the Advanced Receiving Advanced Features. While we highlighted some of the most useful features, be sure to spend some time familiarizing yourself with the rest of the toolbar and hyperlink functionality.

At this point, you should have all the tools you need to process purchase orders and vendor's invoices correctly through Advanced Receiving.