Like any new program that you are trying to learn, understanding the terminology is a basic part of understanding the program. While Advanced Receiving extends your Eagle's Purchasing and Receiving application, there are many new terms that you need to become familiar with in order to use the program effectively.

To this end, today's session will review the basic terminology used within the Advanced Receiving application.

Maintain Receiving Documents, or MRV as you will probably hear it called, is the actual Advanced Receiving application that is used to make changes on finalized purchase orders and to add the Accounts Payable Voucher information.

Sequence numbers are assigned when you run multiple Receiving Reports (RRP) with Option F to Finalize for the same purchase order number. Each time you do so, a unique sequence number is created. This PO number and Sequence number are combined when passed off into Accounts Payable.

For example, PO #249 has Sequence #1 which reflects the first finalized receiving done against this purchase order. When passed off into Accounts Payable, it will display as 249-1.

One thing to note, is that the sequence number has no direct relationship to the vendor. If the same PO # is used for multiple vendors, each receiving event will still use the same PO # and Sequence # method.

Invoice Sessions allow you to split a single receiving document or sequence into more than one AP Invoice from your vendor. The particulars of this process will be reviewed in detail in a later Training on Demand lesson.

The Header is the screen where the 'Received', 'Freight', 'Other Charges', 'Variance', and 'Invoice Total' are displayed and modified. This is opened when you click on any of the Hyperlinks for Freight, Other or Invoice Total.

Let's spend a minute discussing each of these fields.

•   The 'Received' field is display only and reflects the most recent Total Merchandise Dollar amount of the receiving document currently displayed.

•   'Freight' refers to the total cost of shipping the merchandise on the Purchase Order and is payable to the same merchandise vendor.

•   The 'Other' field is used to enter any miscellaneous charges or discounts associated with the merchandise received on the Purchase Order. Your Eagle system's landed cost options will determine how this will pass off to General Ledger, as well as how it will update your average cost in Inventory. As you can see here, there are four additional Other Vendors/Charges that can be entered for 3rd party processing.

•   The value displayed in the 'Variance' field is the difference between your original Received amount and your new Invoice Total amount accounting for Other Charges and Freight in the equation. Again, the system landed cost option will determine how this will pass through to General Ledger and Inventory costs.

- Finally, the 'Invoice Total' shows the dollar amount to be entered from the vendor's invoice, including all Freight and Other charges.

The Status field indicates where a Purchase Order is in the Advanced Receiving process.

There are 6 possible statuses for any Purchase Order.

- 'In Progress' tells you that changes have been made to the PO Header or Details but they have not been finalized yet.

- 'Invoice Closed' means that Invoice Sessions have been created and finalized.

- 'Session Open' tells you that Invoice Sessions have been started but not finalized yet reflecting on the original session.

- 'Session Closed' appears as the status when Invoice Sessions have been created and finalized reflecting the original session as having sessions created and closed.

- 'Complete' means that an Invoice Session has been completed.

- And finally, 'Complete with RRV' tells you that an Invoice Session has been completed and finalized.

'AP Voucher' appears as a button on the MRV toolbar. Clicking it allows all of the AP Vendor Invoice information to be entered directly into MRV instead of using the AP Applications independently. The information includes the 'Vendor Ref #', 'Invoice Date', 'Sales Tax', 'Due Date', 'Discount Due Date', and 'Discount Amount'.

RVC or 'Combine Receiving Documents', is a report that can be run in Advanced Receiving to combine multiple PO Sequences for the same PO number into one PO Sequence.

This is very useful when you have only one invoice from your vendor but multiple receiving sequences to process.

Keep in mind that RRV with option F has to be run afterwards to ensure proper General Ledger Passoff to Accrual Accounts.

RRV or 'Receiving Document Report', is another Advanced Receiving Report. This particular one is used to finalize each PO that has been processed in Advanced Receiving. It is recommended that this be run after each PO processed. We will go into more detail on this report in a later class.

The last term we will talk about today is RRA or 'Advanced Receiving Audit Report'.

This report is used to balance all the purchase order records from Advanced Receiving to the vouchers in Accounts Payable, and then to the Accrued AP account in GL. It provides an audit list of all receiving documents waiting to be processed through Advanced Receiving.

This concludes the definitions of the most commonly used terms within Advanced Receiving. We will go into much more detail about each of these during other Advanced Receiving courses.