



ANTHOLOGY

Using the QuickReceive Module

Introduced in version 6.3.036 and higher, the new QuickReceive module is meant to handle receiving across multiple Purchase Orders from the same vendor.

This new module is found on the Inventory Control menu and allows you to create a new QuickReceive memo (known as QR). You can scan items into the QR directly while unpacking the books from their boxes. You can assign each item to its associated parent PO or have the system automatically pick the oldest open order.

Doing a basic QuickReceive memo

1. From the Inventory Control menu, select QuickReceive.
2. Click the “F4 New QR” button at the bottom of the screen, or press F4 on your keyboard. A blank QR will appear.
3. In the Vendor field, select the vendor for which you’ll be receiving across multiple POs. Fill in the Discount, Notes, and Shipping fields as necessary.
4. The cursor should be on the ISBN/SKU field. If the field is not green, press F3 to enter Scan mode.
5. Scan or enter in the ISBN/SKU field the ISBN of the first book you want to receive. If the item is on more than one Receiving Memo, a screen will appear showing all the orders the item is on. Select the PO this book was on.
6. If you prefer, you can let Anthology assign the received books to POs automatically. To do so, check the Assume Oldest PO checkbox.
7. Continue scanning or entering subsequent titles.
8. When you’re finished adding titles, click the “F10 Save” button, or press F10 on your keyboard.
9. From the Actions menu, select Vendor Invoice Info and enter in the packing slip or invoice number. Click the Save button.
10. Click the “F12 Post” button or press F12 on your keyboard to post the changes.

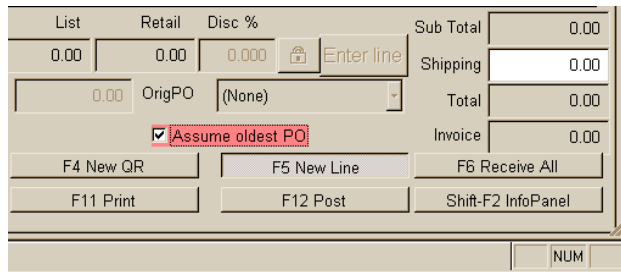
Important options in QR

The QR module has a few important settings you can utilize during the process of building the list of titles to be received.

F3 Scan Mode

This button toggles the Scan function on and off. When Scan mode is enabled, the ISBN/SKU field is highlighted green. Scanning an item will assume 1 qty is being received. When Scan mode is turned off, you are in Manual Entry mode and the ISBN/SKU field will be highlighted red. An item entered while in Manual Mode, after being associated to a parent PO, will assume the entire quantity ordered as being received. You then have the opportunity to edit the List/Retail prices as well as the discount percent.

Assume Oldest PO



The screenshot shows a software interface for a QR module. At the top, there are fields for 'List' (0.00), 'Retail' (0.00), and 'Disc %' (0.000). To the right, there are summary fields: 'Sub Total' (0.00), 'Shipping' (0.00), 'Total' (0.00), and 'Invoice' (0.00). Below these are fields for 'Enter line', 'OrigPO' (None), and a dropdown menu. A checkbox labeled 'Assume oldest PO' is checked and highlighted in red. At the bottom, there are several function buttons: 'F4 New QR', 'F5 New Line', 'F6 Receive All', 'F11 Print', 'F12 Post', and 'Shift-F2 InfoPanel'. A 'NUM' button is also visible at the bottom right.

This checkbox instructs the program to automatically pick the oldest open Receiving Memo for the selected vendor. When this option is checked, you will not be prompted to pick the correct PO from a pop-up list of PO numbers. You do have the opportunity to select a different PO number from the OrigPO field above this option.

Disc % Field

This field, located at the top of the QR screen next to the Vendor field, is where you can enter a default discount percentage that you'll be getting on most titles. If you enter a value here and add an item to the QR, the item will inherit that discount percentage. Of course you can always manually change the discount percentage on each particular line item in the QR.

Show Exceptions Only

Available from the Actions menu, this option will hide any item whose full quantity ordered has been marked as received. Any item that has fewer received than ordered will continue to be shown, whether the item is currently associated to a PO or not.

Vendor Invoice Information

This Actions menu option is similar to the same option on the Receiving menu. This allows you to enter packing list information or the official invoice information from that vendor.

F12 Post

As you complete the QR and enter the vendor invoice information, you can then click F12 Post to post the changes. This will add those quantities to the Inventory OHs and mark those items as having been TotRec in the open Receiving Memo for the POs assigned. If a QR completely receives all copies and quantities of an Receiving Memo, the Status on that Receiving Memo will be changed to Complete.

You can continue to use the regular Receiving screen for orders that do not span multiple POs, or you can use the QR module for all receiving. The various PO Infopanel found in PO, RM, Inv, etc., will indicate if an item has been received via the regular receiving memo or if through QuickReceive. QR memos are shown in red to help distinguish between regular RM and QR records, along with indicating the associated parent PO and the QR it was completed on.

The program will allow a user to be in the QR screen and another in the Receiving screen, so long as they are receiving for different vendors. The program will not allow two different users to work on the same PO number in the QR or Receiving areas; a warning message will appear on the screen of the user who accessed the PO last.

Tips and Tricks

1. If the ISBN entered does not have an associated Master File Inventory Record, Anthology will prompt you to create it or try to find it in your database of books in print via Fetch.
2. Expanding the grid allows you to see more items and increases your speed. To expand it, hide the InfoPanel by choosing Show InfoPanel from the Actions menu. The same action will show the InfoPanel again if you need it.
3. To edit information in a Master Inventory file record, right-click the ISBN/SKU field in the Line Item Entry Area. Select Master File or Edit Inventory to make those changes.
4. Anthology does not require you to enter vendor invoice information when posting a shipment. (You can enter it later when you have it in hand, or not at all.) When there is no invoice information, you have the option to require, or to warn only. To select your preference, select Options from the Tools menu and click the POs tab. (Remember that use of the Options menu requires exclusive use – all other workstations must exit Anthology and all modules, Cash Register, Purchase Orders, etc. must be closed.)
5. Anthology can't require you to always compare the packing list to the items received, but we recommend it. This will ensure the packing list is accurate and you are paying for what you actually received.

Frequently Asked Questions (FAQ)

Q: I did not have the invoice until after I posted the QR. How do I go back in and correct my receiving prices and discounts on some items done on a QR?

A: Go back to the QuickReceive module. On the List tab check the All box and click Search. This will show you all of the past completed QRs. Locate the completed QR in question and go to the Details tab. From the Actions menu select "Edit Receiving History." This will enable certain fields such as List, Retail, and Discount. As with regular receiving you cannot change the quantity received nor add/delete items from a completed QR.

Q: What happens to the items on those associated parent POs?

A: When an item is fully received on a QR for a particular parent PO, the program will mark that item as being totally received on the associated open Receiving Memo in the TotRec field. If all items on an Receiving Memo were received on a QR, then all items will be shown as totally received and the order will be marked as Complete.

Q: I recall that I received an item, entered in the invoice information and posted the order. I do not know if it was done on a Receiving Memo or on the new QR system. I need to edit the receiving history but don't know where to find the memo it was done on.

A: The quickest way to verify exactly where the item was handled on is to go to select Inventory from the Master Files menu and go to the Inv Hist tab. If an item was received on a regular Receiving Memo, an entry will appear on the Inv Hist tab with a Type of RM. If an item was received using the QuickReceive module, an entry will appear in the InvHist tab with a Type of QR.

Q: What if I have items that were not on a Receiving Memo to begin with?

A: You can still use the QR in that case. You will be warned that the item does not exist on any open orders for that vendor. Simply click the Add button to add the item anyway. You will be warned that the quantity received is more than the quantity ordered. Click OK. Enter in the Vendor Invoice Information as normal and F12 Post to complete as usual.

Q: Does posting a QR create a new historical Shipment status (grey) record in the Receiving area?

A: No, only the completed QR shows the qty received. The master PO record, the one with Complete or Open status (green) record will show the qty received in the "TotRec" column.