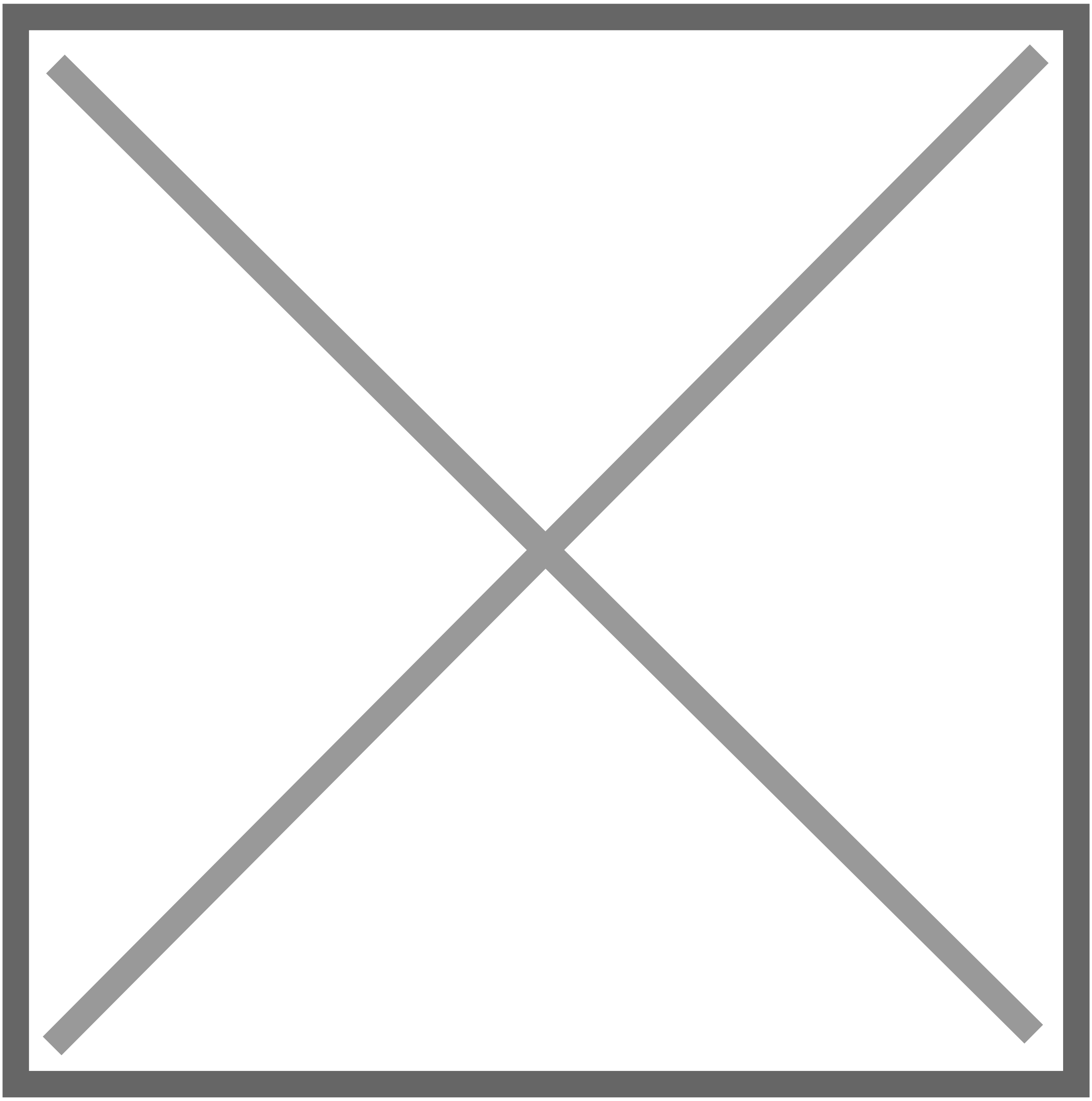
Purchase Orders Menu

Purchase Order Overview

Overall process



The Purchase Order process can run in multiple options from simple steps to multiple steps dependent on how the company wants to run the system:

Below are the various options:

Option 1	GRV process	The quickest and easiest route to get stock into the system and update the supplier. Skips all the steps. Has two basic steps: 1. Create GRV (Preparation) 2. Process (Complete) (**Stock is updated**)
Option 2	PO to GRV	1. Create a Purchase Order (Preparation) 2. Authorise 3. Order 4. When ordering, select option to go directly to **GRV** 5. Skips Outstanding Stock and Receiving (Receive Stock) and Delivery note 6. Find GRV as preparation 7. Attach Supplier Invoice 8. Process GRV (**Stock is updated**)
Option 3	PO with authorise to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. When ordering, option to go directly to GRV. (Skips Outstanding Stock and Receiving (Receive Stock) and Delivery note) 6. GRV is marked as preparation (GRV section) 7. Attach Supplier Invoice 8. Process GRV (**Stock is updated**)

Option 4	PO to Receive stock (**All**) to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to Receive Stock (waiting for stock to be received) 6. Go to **Outstanding Stock and Receiving (Receive Stock)** section 7. Receive all stock 8. Process to GRV 9. Find GRV as preparation 10. Attach Supplier Invoice 11. Process GRV (**Stock is updated**)

Option 5	PO to Receive stock (**Part**) to GRV	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to **Outstanding Stock and Receiving (Receive Stock)** (waiting for stock to be received) 6. Go to **Outstanding Stock and Receiving (Receive Stock)** section 7. Receive part stock 8. Process to **GRV** 9. Find GRV as preparation 10. Attach Supplier Invoice 11. Process GRV (**Stock is updated**) 12. Purchase Order is marked as Part Purchase Order and sits in Receive stock awaiting to receive rest of stock 13. Receive rest of Stock 14. Process to **GRV** 15. Find GRV as preparation 16. Attach Supplier Invoice 17. Process GRV (**Stock is updated**) 18. Purchase Order will be closed

<table>
<tr>
<td>Option 6</td>
<td>PO to Receive stock (All) to GRV Foreign Supplier - Multicurrency

Multicurrency Supplier CANNOT go via Delivery note and must go GRV route.

This is because freight and shipping costs are added to the supplier invoice to change the cost of items to landed cost.</td>
<td>
Create a Purchase Order (Preparation)
Request authorisation
When authorised by manager, email sent to say authorised
Find Purchase Order and click on Order.
Moves Purchase Order to Receive Stock (waiting for stock to be received)
Go to Outstanding Stock and Receiving (Receive Stock) section
Receive all stock
Process to GRV
Find GRV as preparation
Go to Importation cost button
Add in three basic custom / shipping costs

Customs VAT / GST (Tax)
Costs without VAT / GST
Costs with VAT / GST

Stock is updated with additional costs
Process GRV (Stock is updated)
Freight company invoice is processed with GRV
</td>
</tr>
</table>

Option 7	PO to Receive stock (**All**) to Delivery Note to GRV If going the Delivery note route, Purchase Order should have correct costs. If not, then the average or latest cost will be changed on the item.	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to **Outstanding Stock and Receiving (Receive Stock)** (waiting for stock to be received) 6. Go to Receive Stock section 7. Receive all stock 8. Process to **Delivery Note** (**Stock is updated** at this point) 9. Go to Delivery Note section 10. Match Supplier invoice to Delivery Note (Purchase Order prices) 11. Change price if necessary 12. Process Delivery note 13. Delivery note processed will create and process a GRV 14. Process is done

Option 8	PO to Receive stock (**Part**) to Delivery Note to GRV If going the Delivery note route, Purchase Order should have correct costs. If not, then the average or latest cost will be changed on the item.	1. Create a Purchase Order (Preparation) 2. Request authorisation 3. When authorised by manager, email sent to say authorised 4. Find Purchase Order and click on Order. 5. Moves Purchase Order to **Outstanding Stock and Receiving (Receive Stock)** (waiting for stock to be received) 6. Go to Receive Stock section 7. Receive part of stock 8. Process to **Delivery Note** (Part **Stock is updated** at this point) 9. Go to Delivery Note section 10. Match Supplier invoice to Delivery Note (Purchase Order prices) 11. Change price if necessary 12. Process Delivery note 13. Delivery note processed will create and process a GRV 14. First part Process is done 15. Repeat 6 to 14 again until Purchase Order fully complete

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Find where the Purchase Order is in the process:

Best place to look is in Creditors Module > Analysis > Creditors Document History

> Note: If you find the document here, one CANNOT EDIT the document, one must go to the Activity section and find the document.

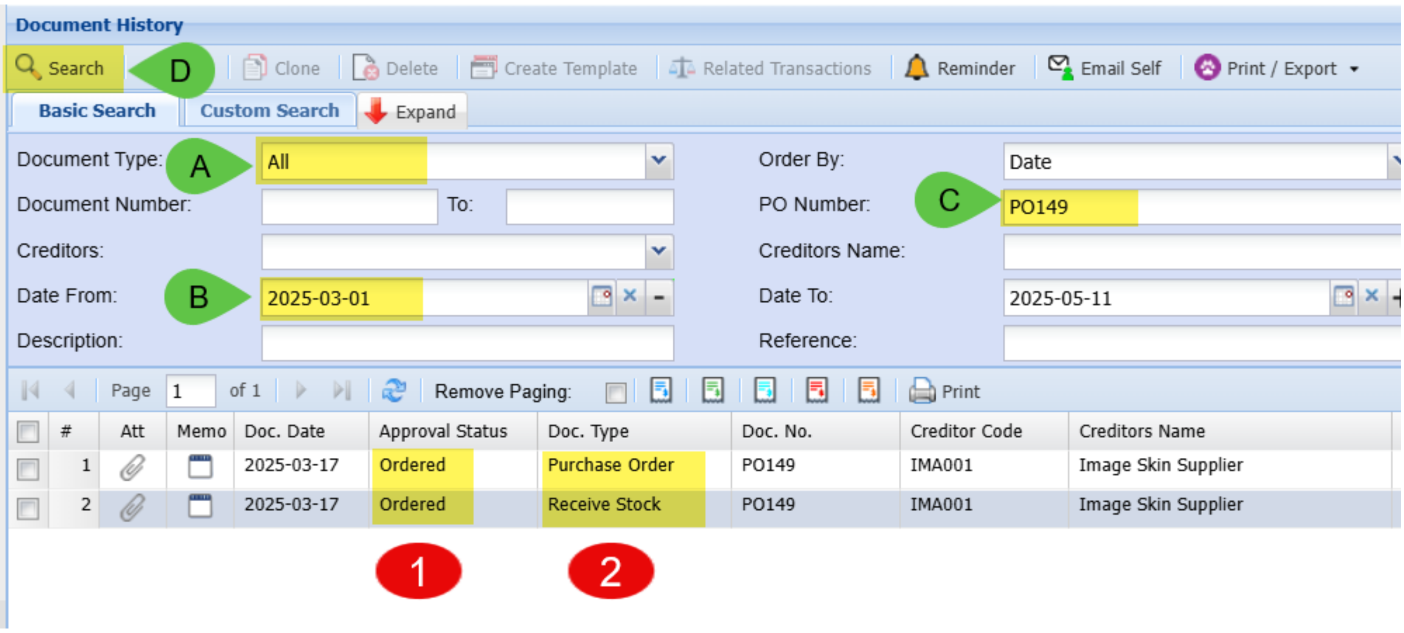
Ensure the following settings are correct

A	Ensure Document Type is set to ALL
B	Check dates
C	Enter the Purchase Order Number

D	Click on Search

View the results

1	Check Approval Status This will tell you the status
2	Doc Type This will tell you where the document is

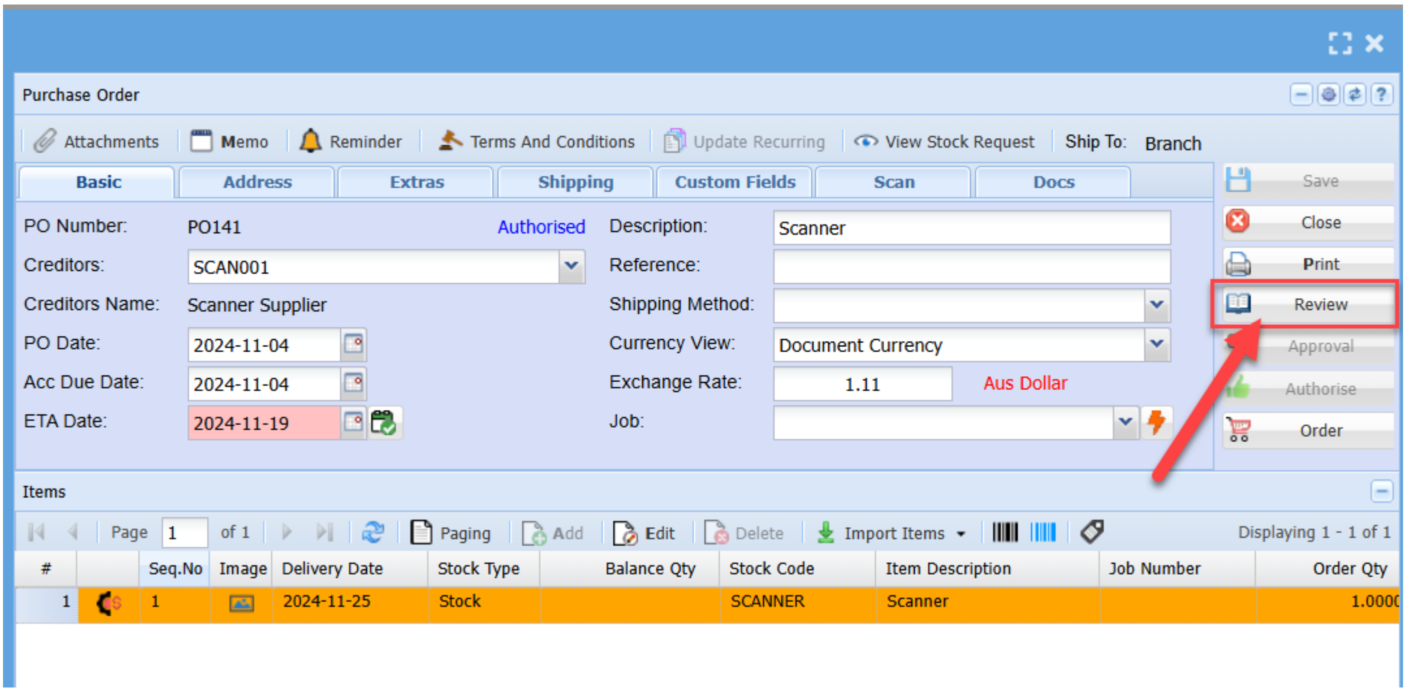


Review Purchase Order after authorised

When a Purchase Order is authorised, all fields are disabled.

However if one needs to change the purchase order, click on Review button to change status back to Preparation.

Purchase Order will have to be authorised again.

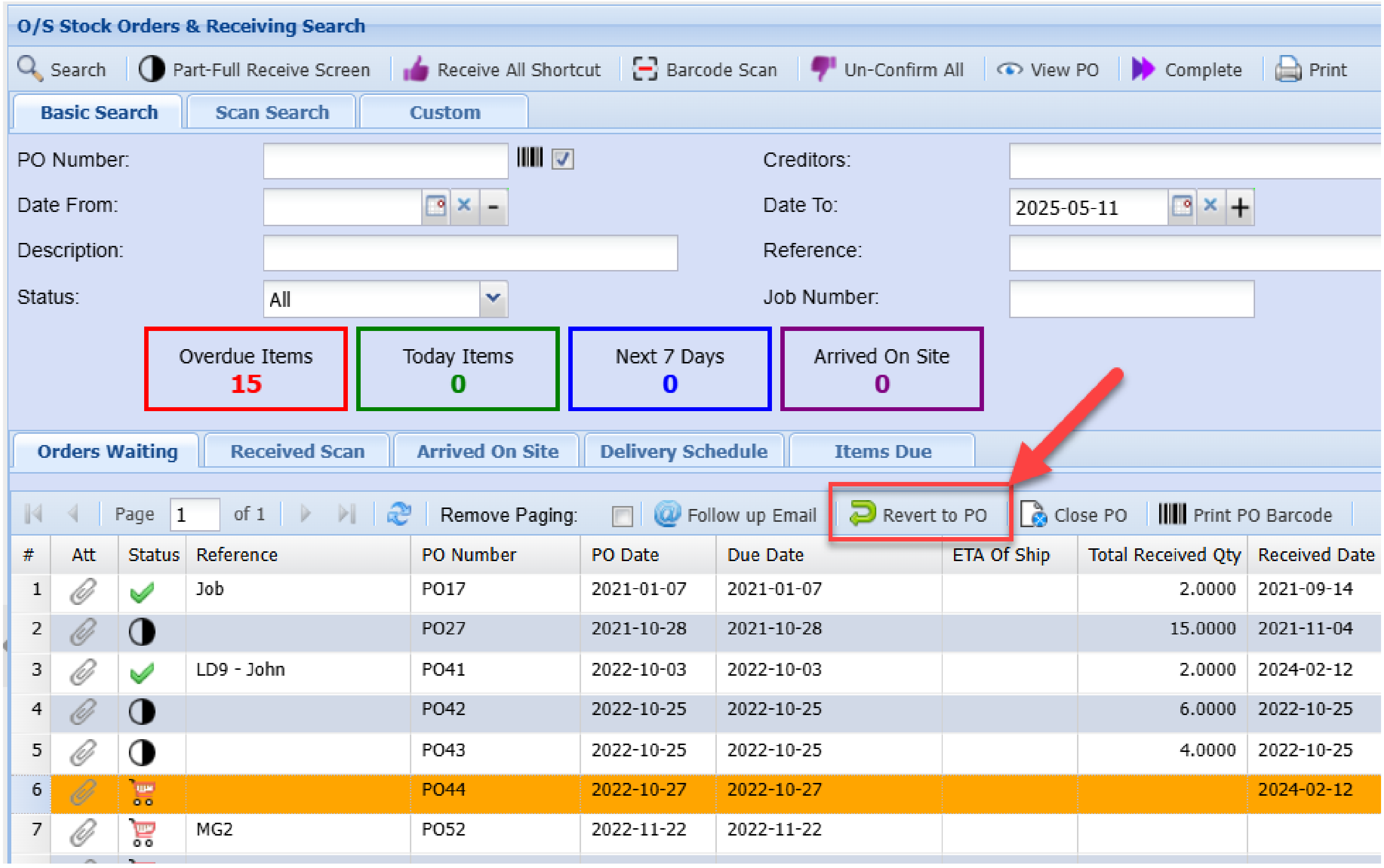


Revert Purchase Order from Receive stock back to Purchase Order

A Purchase Order that is in Receive Stock section can be moved back to Purchase Order section.

By clicking on Revert Purchase Order, it will move the Purchase Order back to preparation.

> Note: A Purchase Order that has received stock CANNOT be Reverted back to preparation

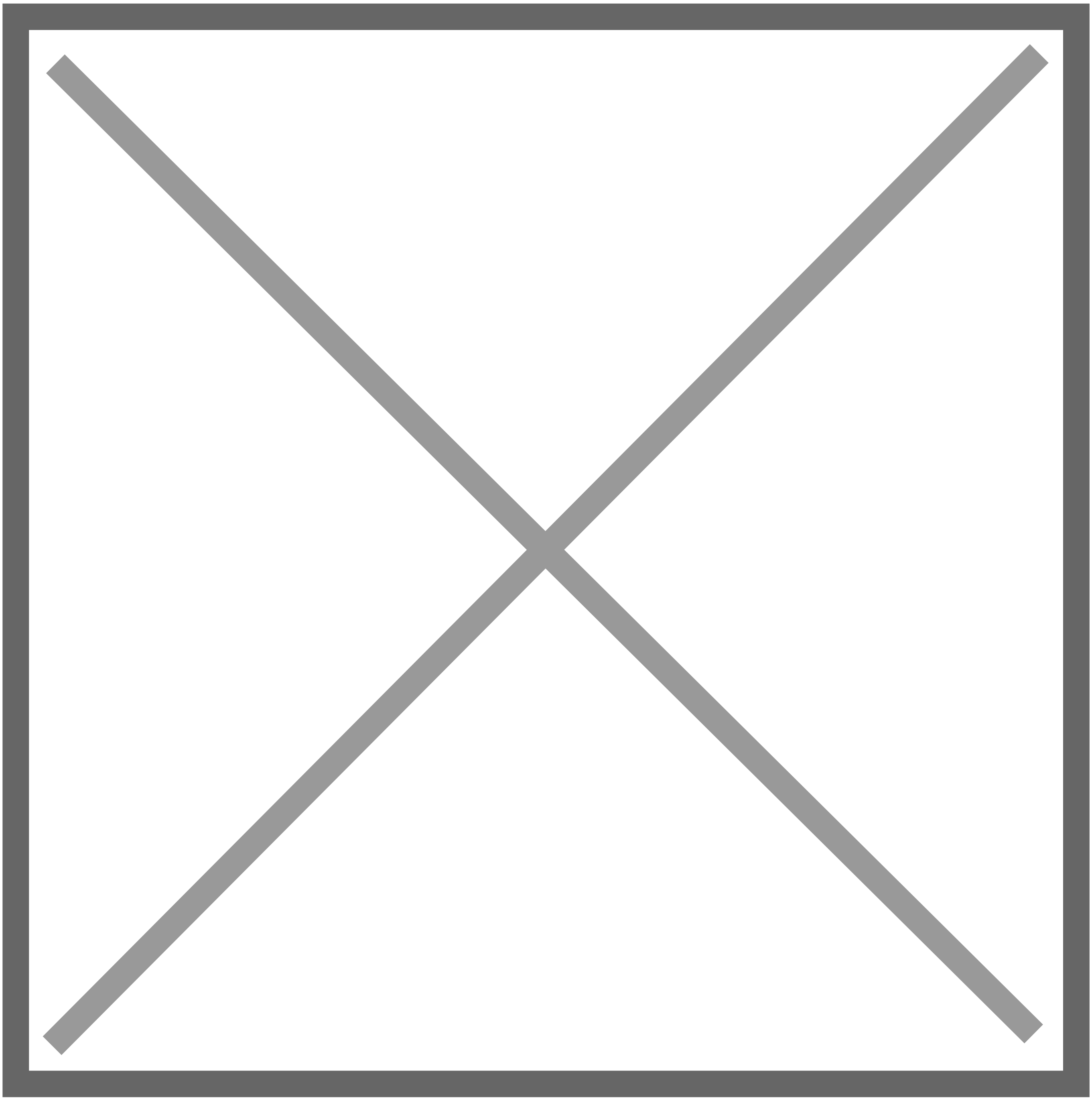


Purchase Order Flow Summary

The following steps are taken to ensure that all purchases from the company goes through the Creditors Module.

1	Create the purchase order
2	Ensure all the supplier details are correct
3	Select the correct item, Stock item or Ledger custom item
4	Attach the original supplier quote
5	Send for approval
6	The manager receives an email to approve a specific purchase order
7	Manager to go into Webatar App (or main system) and finds the necessary purchase order for approval
8	The manager checks the supplier quote and how the purchase order is captured
9	The manager approves the purchase order

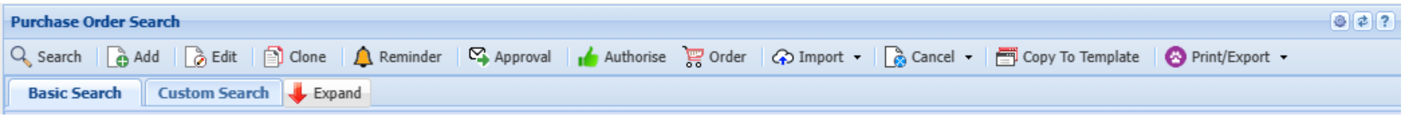
10	At this stage an email will be sent back to the originator who sent the purchase order for approval, that the purchase order has been approved
11	The capturer then pushes the purchase order to receive stock and sends the approved purchase order to the supplier
12	Upon Receipt of the goods or invoice, the goods or invoices checked that the quantities and confirms.
13	The clerk will then Confirm all or part and pushes the purchase invoice to a goods receive voucher (GRV)
14	An email will be sent to the accounts Department, where they will be notified that the goods received voucher (GRV) document is ready to be processed to the system.
15	The purchase invoice from the supplier attached and is checked for the final time and then processed into the system.



Video training manual 2016 - Click Here

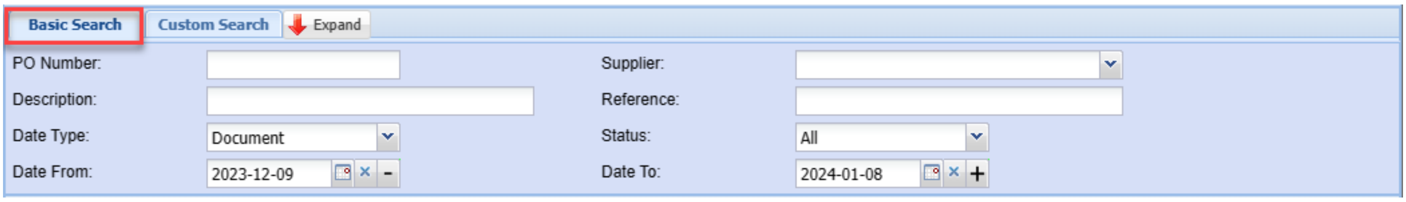
Purchase Order Search

Creditors Module> Activity> Purchase Order



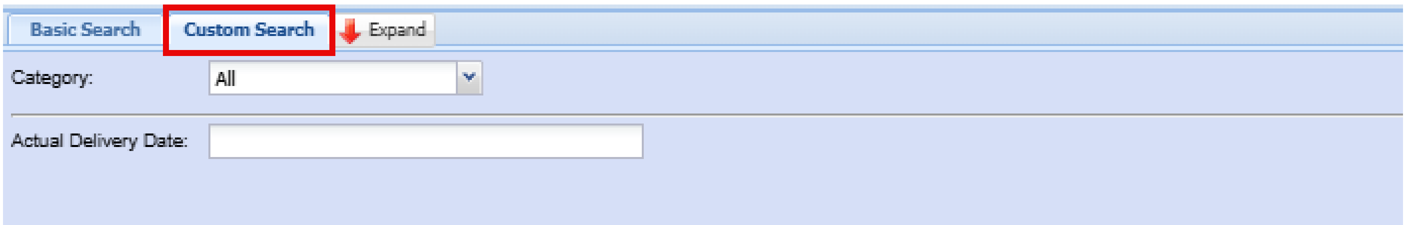
Search	Allows you to search for an existing Purchase Order, Inventory Item, Creditor or Debtor based on system fields and which module you are in.
Add	Allows you to create a new Purchase Order, Inventory item, Creditor or Debtor depending on the Module you are in.
Edit	Allows you to edit the purchase order
Clone	Allows you to Clone an existing Inventory Item, Creditor or Debtor depending on the module you are in
Reminder	You can set a reminder to follow up on a PO or to send the PO off for Authorisation etc.
Approval	Click the Approval button to send the PO for approval
Authorise	Click the Authorise button to authorise a PO
Order	Once the PO is Authorised the order can be placed by clicking the Order button
Import	If you have a really long order that you have in the excel format, you can upload this order to create the PO rather than entering them one by one.
Cancel	Click Cancel to Cancel a PO
Copy To Template	If you have templates set up for your PO you can copy one PO over to another template.
Print/Export	You can export your PO to excel, or you can choose to print a copy.

Basic Search



PO Number	Use your PO number if you know it to search for a specific Purchase Order
Description	If you know the description of your Purchase Order you can use that to search
Date Type	Select the date you want to search by (Document Date, ETA date or Due Date)
Date From / Date To	You can search for Purchase Orders in a specific date range
Supplier	You can search for Purchase Orders for a specific supplier
Reference	If you know the reference for the Purchase Order you can search using that
Status	You can search for a PO in a specific status, select your status choice form the drop-down menu (All, Created, Approved, Authorised or Recurring Transactions)

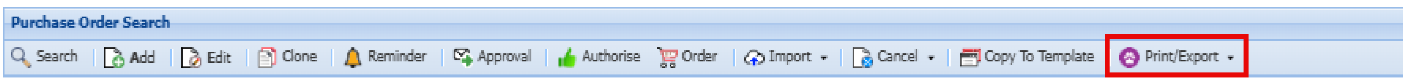
Custom Search



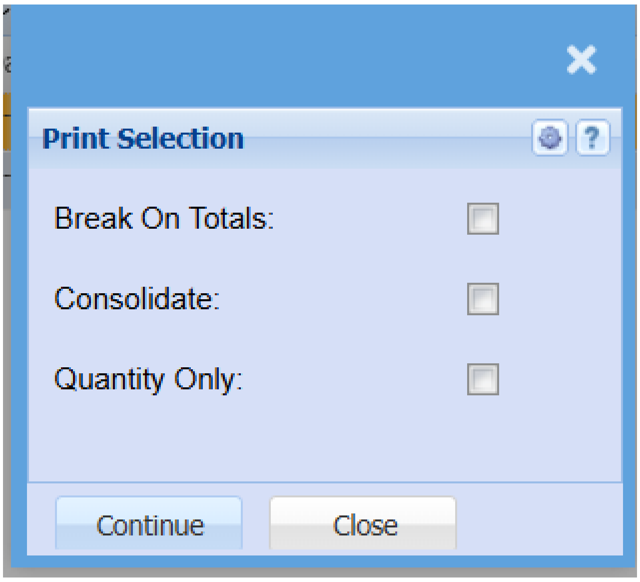
Category	Search for a PO in a specific category if you have categories set up.
Actual Delivery Date	Search for a PO that has already been delivered and processed by using the actual delivery date.

Print/Export

Print button



If you want to print a list of your Purchase Orders, you can select to have breaks on all totals, you can choose to consolidate all totals and you select to have Quantity only shown on your report.



Purchase Order Reminder Function

Create Reminder

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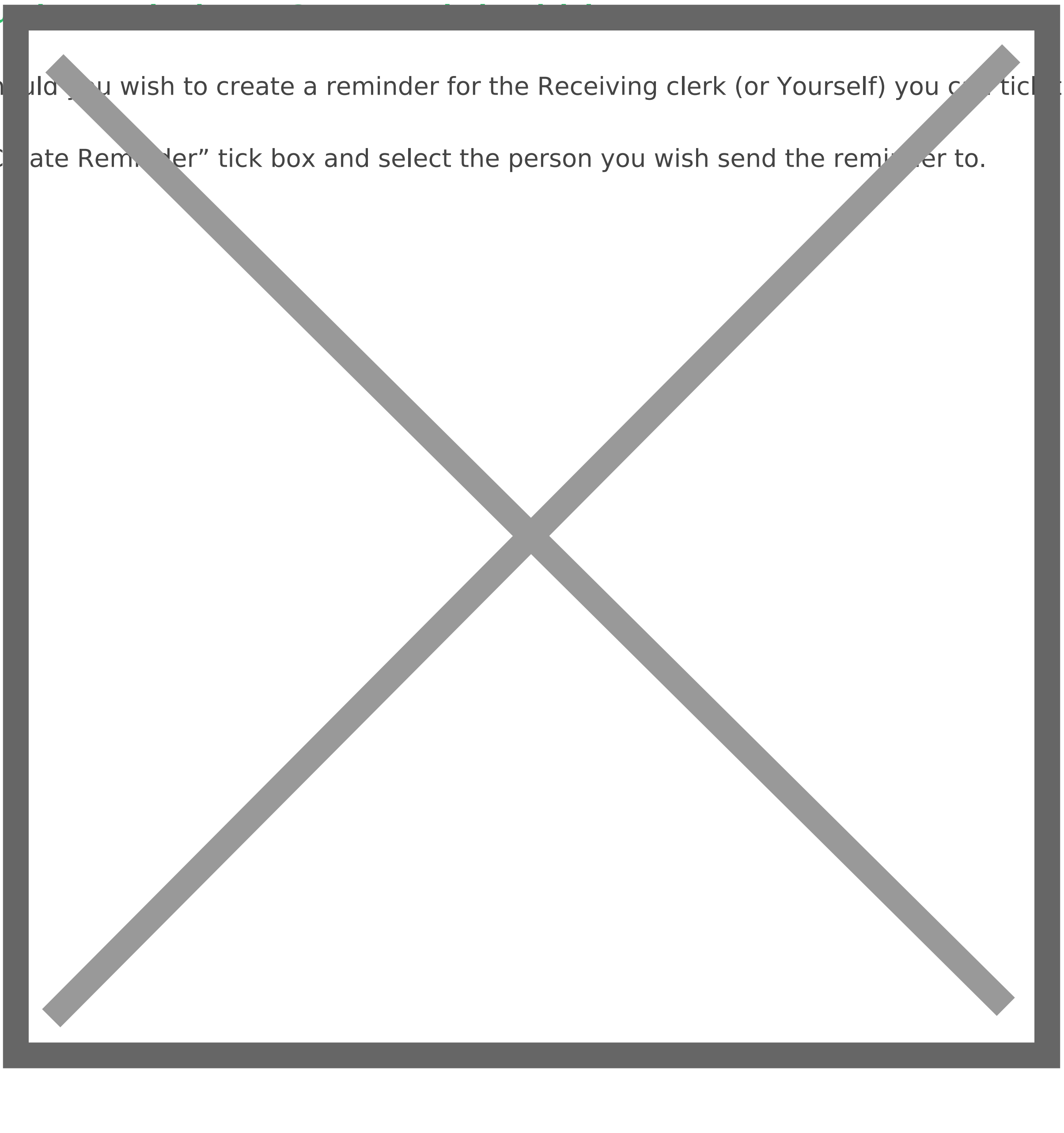
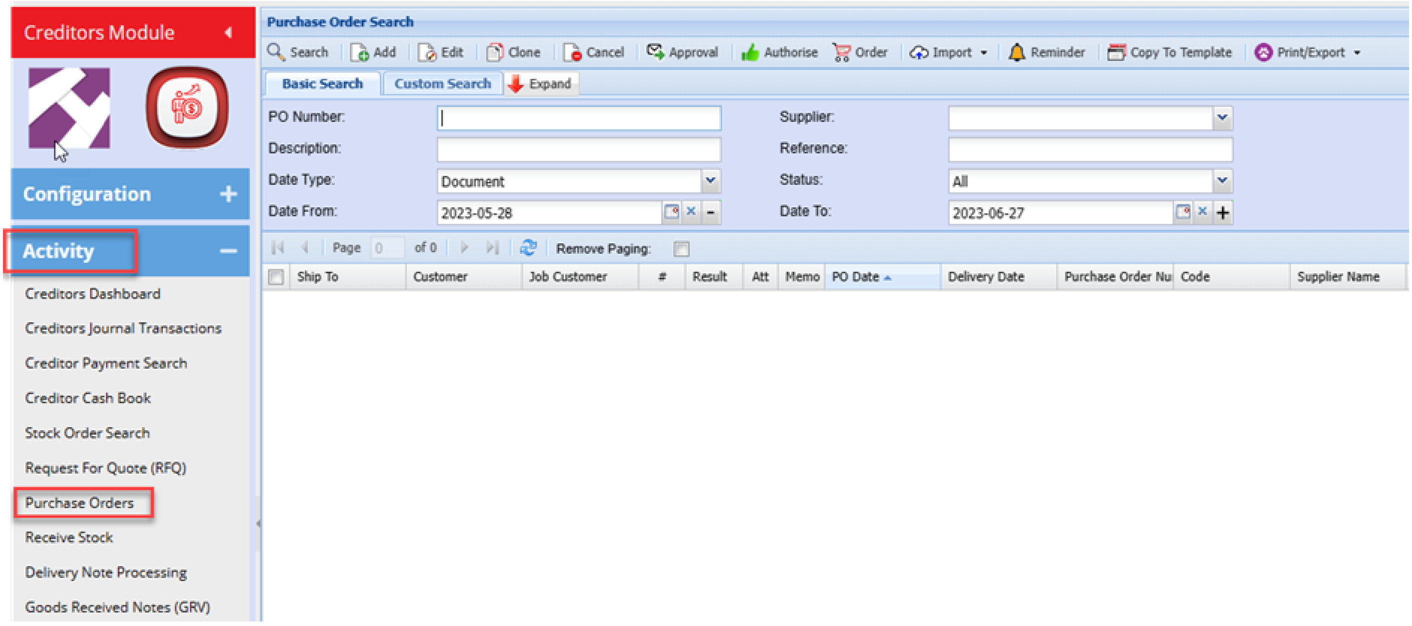
Should you wish to create a reminder for the Receiving clerk (or Yourself) you can tick the “Create Reminder” tick box and select the person you wish send the reminder to.



Purchase Order Processing

Select Creditors Module

Activity> Purchase Orders

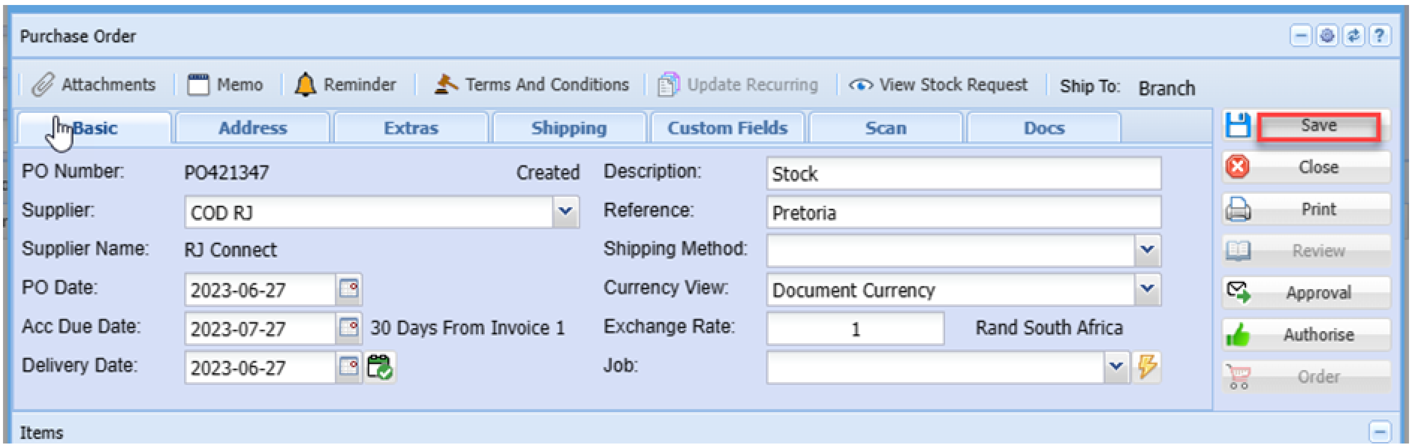


Should you wish to edit and existing purchase order, click the Search button.

Highlight the required Purchase order on the grid by clicking once and click edit button or double click on the Purchase order line.

Make the required changes and click save and close.

Click Add to capture a new Purchase Order



1	Enter the Supplier Name or Account Code and Select the Supplier by clicking on it from the drop down options.
2	Enter a description related to the purchase Order
3	Enter a reference pertaining to the Order
4	Check that the dates are correct

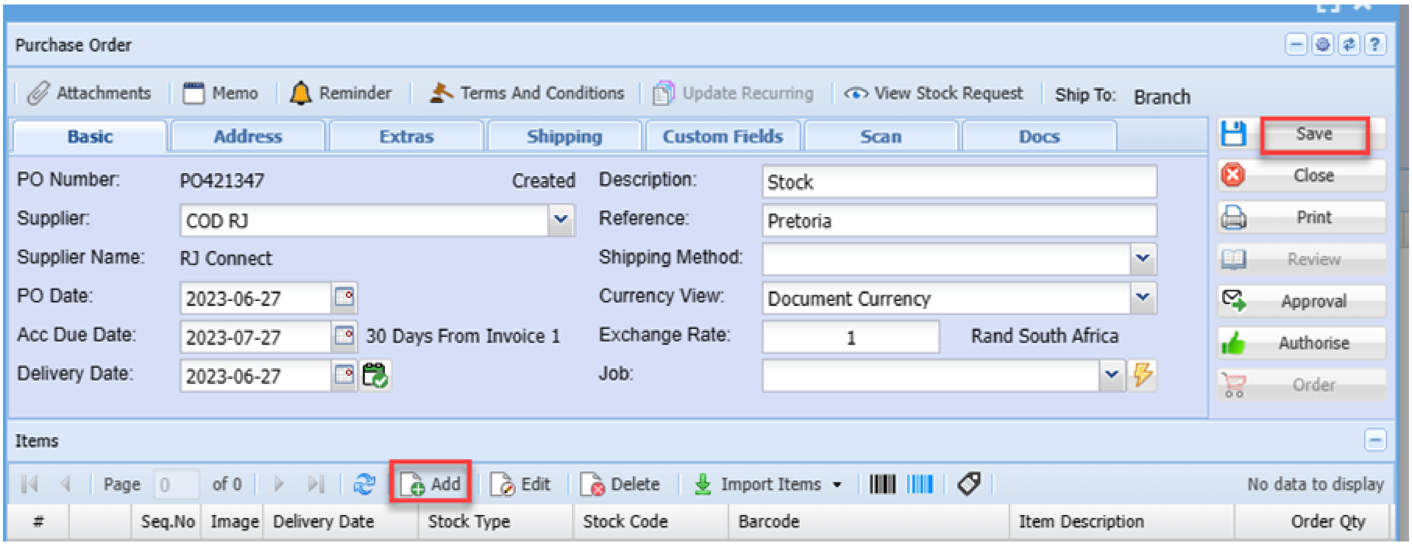
ETA is the expected date the goods are due to arrive.

Due Date: This is the due date for this purchase order to be paid.

The due dates are auto populated based on the account terms on the Creditors Setup.

Click Save

Click Add in the centre of the screen to add the item lines to be purchased.



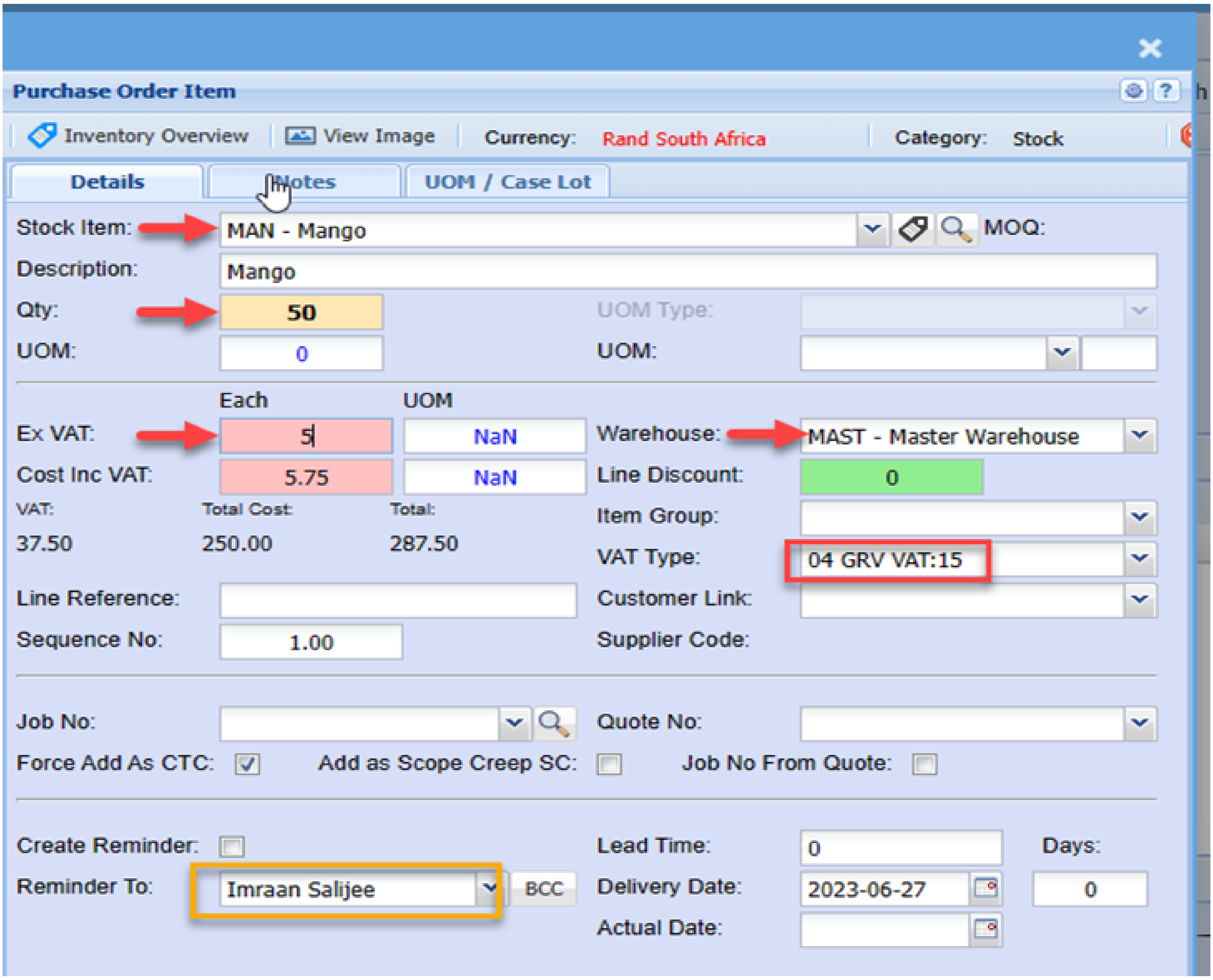
Enter the item code or part of the Item description to search for the required item. A list of Items will be displayed. Click on the required item.
Enter the required quantity.
Check that the price is correct.
Ensure that your warehouse for which this order is being place is correct. In the event of Ordering nonstock items such as Office Stationery, the warehouse is not applicable.
Select GRV VAT (if VAT is applicable)

Should you wish to create a reminder for the Receiving clerk (or Yourself) you can tick the

“Create Reminder” tick box and select the person you wish send the reminder to.

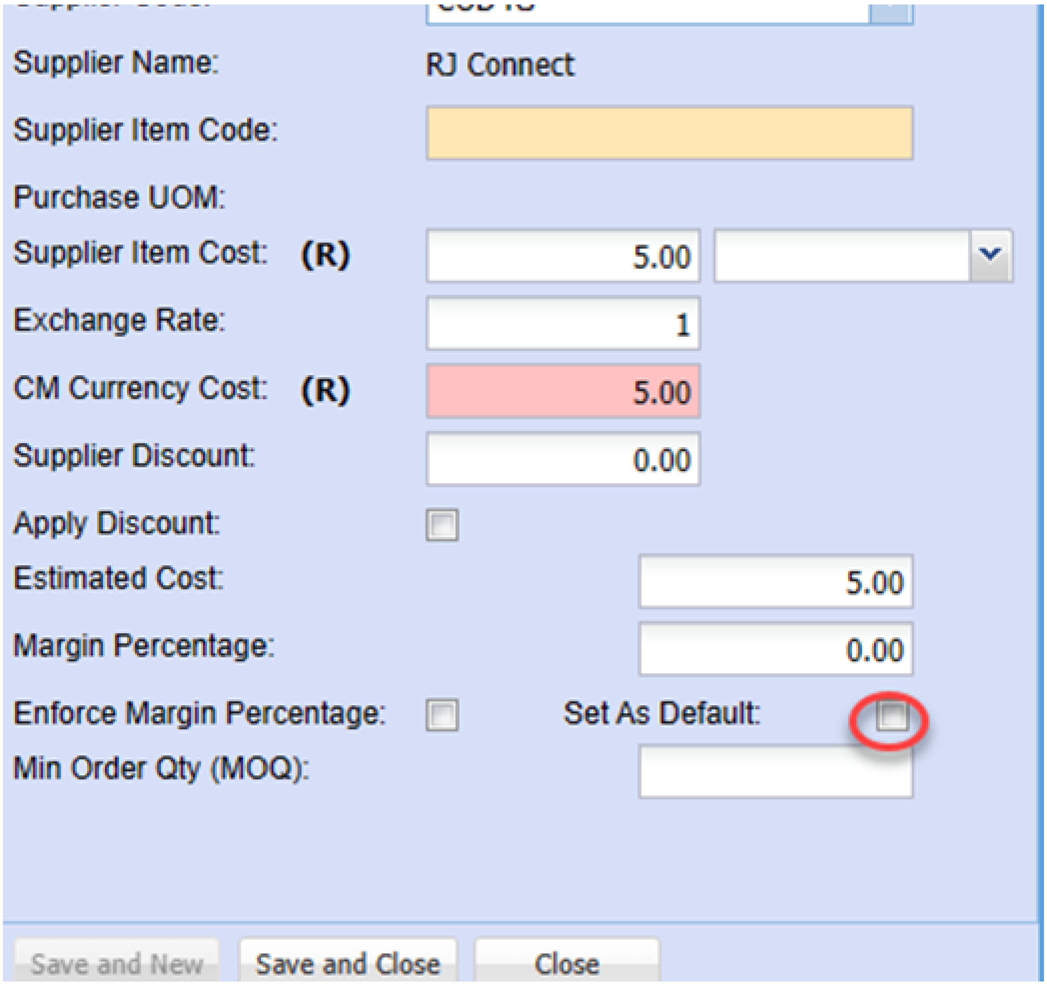
Click Save New to add another item.

Click Save and Close if you only ordering the one item.



Once you click the save button, the below screen will appear. This screen records the “default Supplier” for the item as well as the suppliers latest price.

Click Save and Close

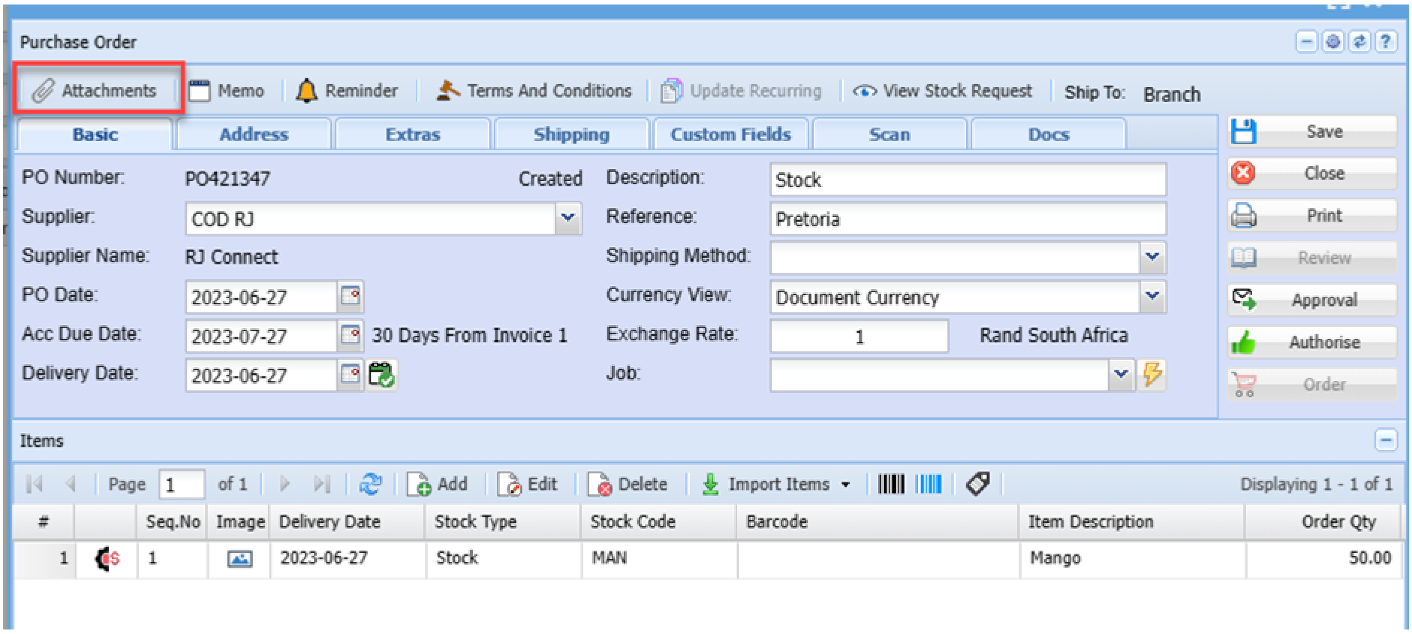


Should you wish the default supplier on the item setup to be updated, tick the set default box.

You will only see this, the first time that you process a purchase order for this item from this particular supplier.

ATTACHING THE SUPPLIER QUOTE TO THE PURCHASE ORDER

Click on the Attachment Button

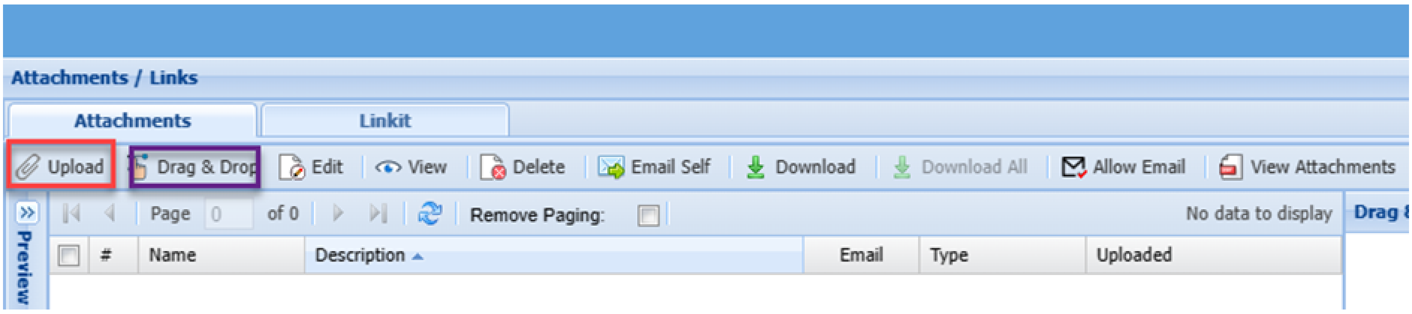


Click the Upload Button

Click the Upload button, Select File and browse for the quote from the Supplier that you would have saved on your PC.

Retain the file name if you prefer or change the name as required.

You can also click the Drag & Drop button which will allow you to simply drag the document from the source destination, eg. Your email, or folder the document was saved in.



Click Close

You can print the Purchase Order to check all details are correct.

You will notice that there is no Document number (PO Number). This is because the Purchase order needs to be authorised before you can send to the Supplier.

Purchase Order

Unauthorised

HUGE MANAGEMENT

P/O To:

RJ Connect

Address:
5 Trig St, West Park, Pretoria, 0183
Phone: 013-443-2794
Email: otsile@hugesoftware.co.za
Web: www.webaccounting.co.za
GST No: 122-321-123

Delivery Address:

Imraan Salijee 0845843805
6 Trig St
West Park
Pretoria
South Africa
0183

P/O No: Unauthorised
Date: 27 Jun 2023
Reference: Pretoria
Shipping:

Description: Stock

Code	Description	QTY	UOM Type	UOM	Price	Sub Total
MAN	Mango	50			5.00	250.00

Currency:	**Rand South Africa**
Sub Total:	250.00
Discount: 0.00 %	0.00
Excluding GST:	250.00
GST:	37.50
TOTAL:	**287.50**

The stationery layout can be customized to the client’s preference upon request.

Refer to Purchase Order Approval Manual for the authorization Procedure>>>>

Purchase Order MOQ

Added in the new field for MOQ which fetches it from the item and the supplier

Put the value in, this value is NOT editable but for information for the user

Rules

When clicking on save and close or save and New

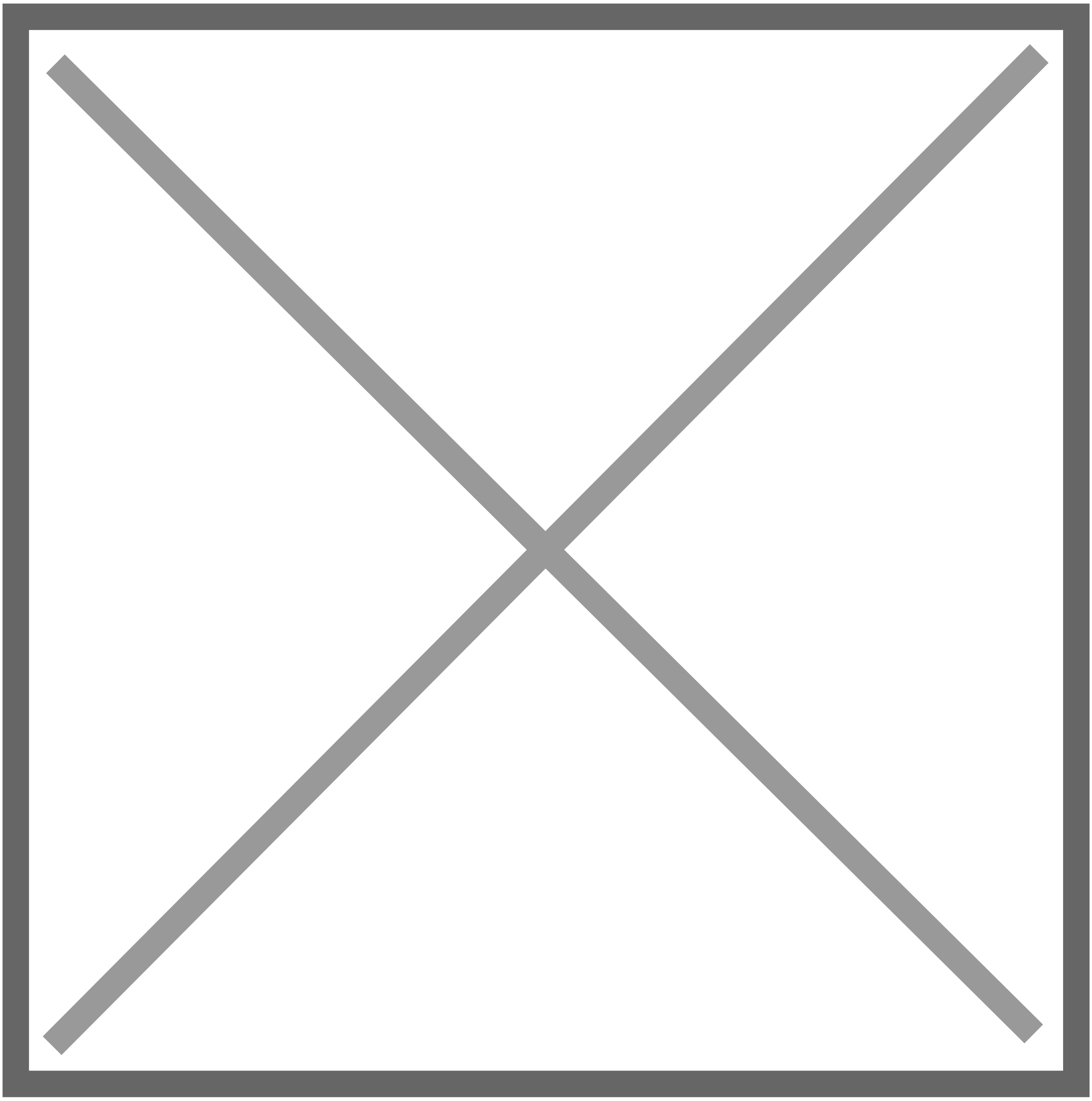
And the MOQ is higher than the quantity

Bring up an alert to inform the user that the Order quantity is lower than the MOQ quantity

Continue	Normal saving
Cancel	Take the person back to the screen to change quantity

> Please DO NOT use Alert if the MOQ is blank or Zero

MOQ must have a valid number



Reverting Purchase Orders

Under System Configuration>General >User Setup

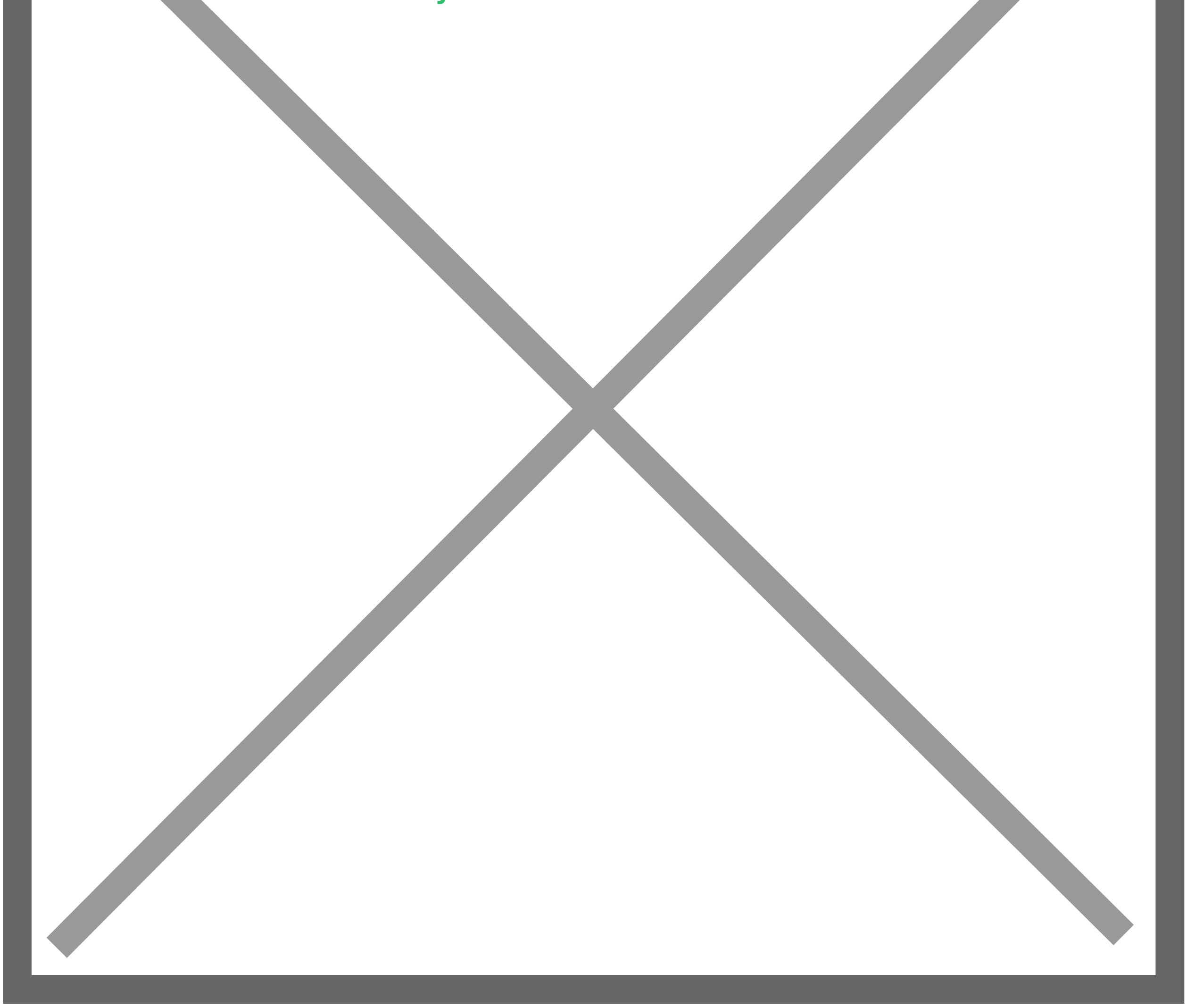
Find the name of the User you want to give Purchase Supervisor to

Go to User Details 2 Tab and look at the list on your right with tick boxes

Find Purchase Supervisor and add a tick on the tick box.

Only when this setup is done then the user will be able to revert purchase orders.

Open **Creditors module >Activity> Receive Stock> Search**



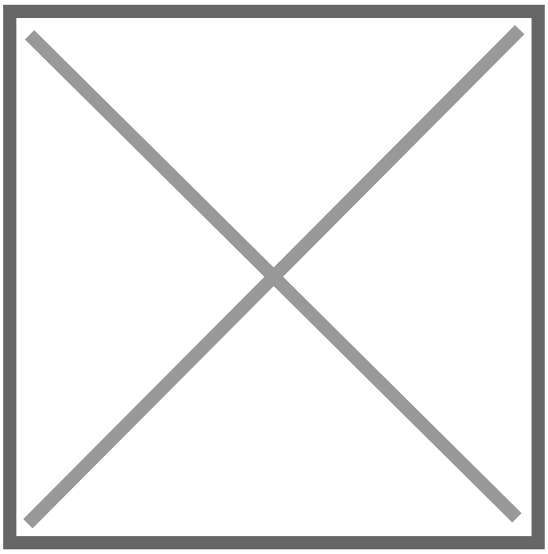
Select the Purchase Order you want to revert

Click on Process tab and Select the Revert to Purchase Order Button

The Window Opens up select your username from the drop down arrow

And enter your password (This Is the same password you use to log into webaccounting)

And Click on OK.



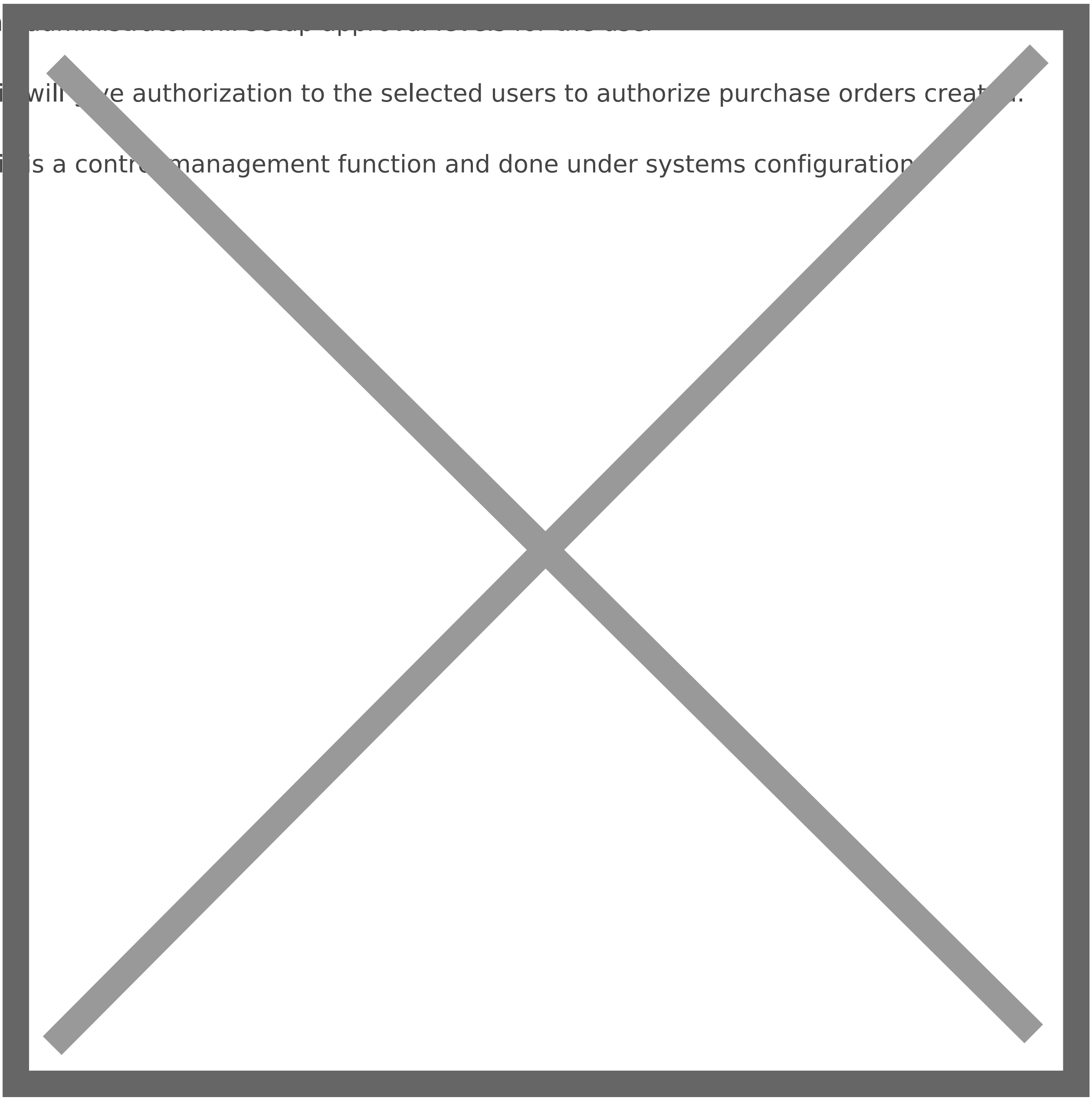
Approval Levels Setup

Systems Configuration> Security> Approval Levels

The administrator will setup approval levels for the user

this will give authorization to the selected users to authorize purchase orders created.

this is a control management function and done under systems configuration.



Purchase Order Job Allocations

Add the Job number to the header of the Purchase order so that when you enter a line on the purchase order it will assign the job number

PO Receiving Stock- Barcode Scan

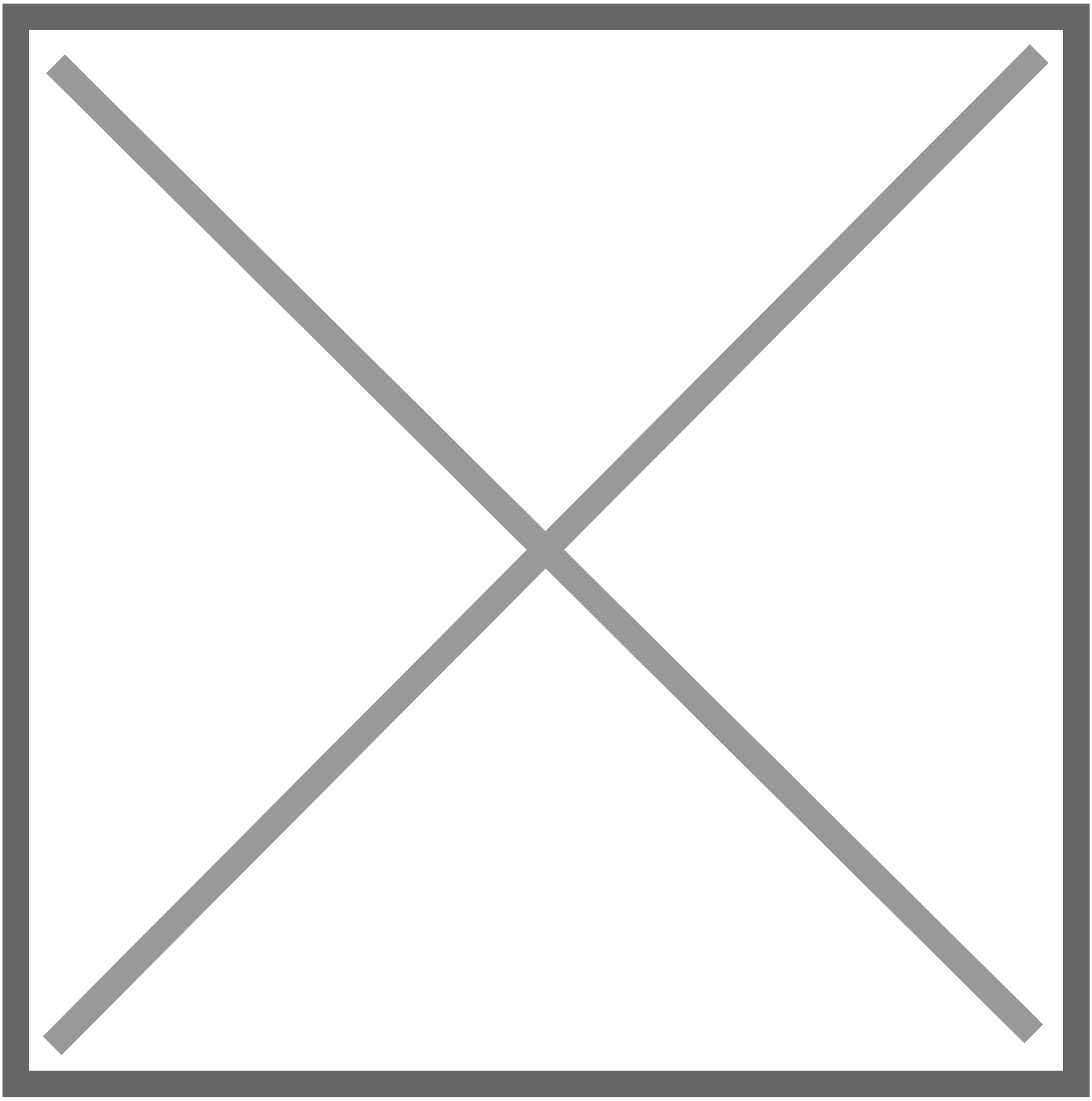
In this scan we are going to scan the item which will find it and mark up the receive quantity.

If the item is a serialized item, then we need to go to serialized items to scan.

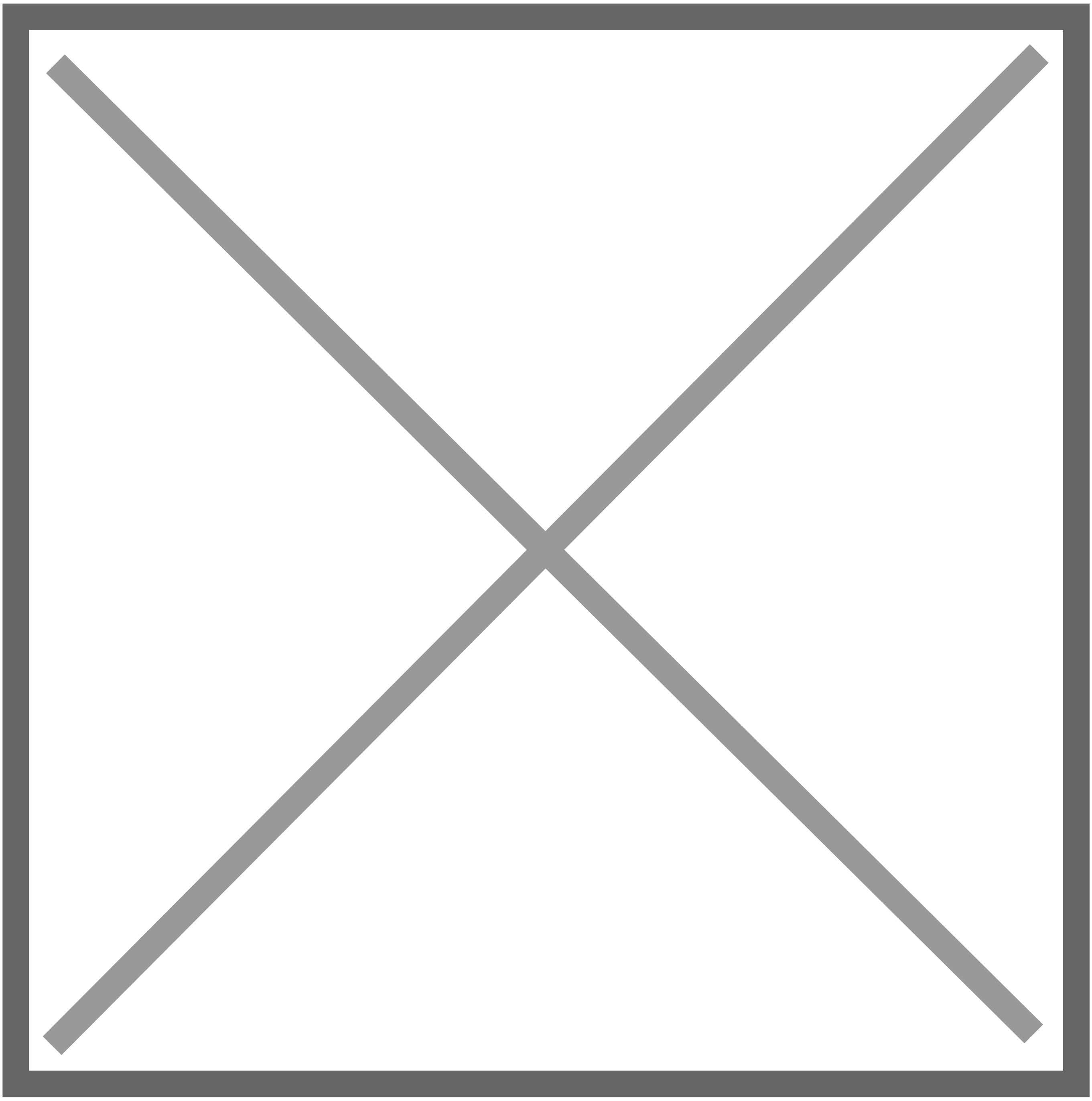
We need a way to move the cursor between barcode and serial number by using a barcode marker.

A barcode marker will allow the user to scan a barcode that will move the cursor between the barcode and the serial number fields.

It is easier that once we finish scanning all the serial numbers, when we want to move on to the next item, scan the barcode marker and then you carry on scanning the new items.



Barcode markers setup



Purchase Order Authorisation

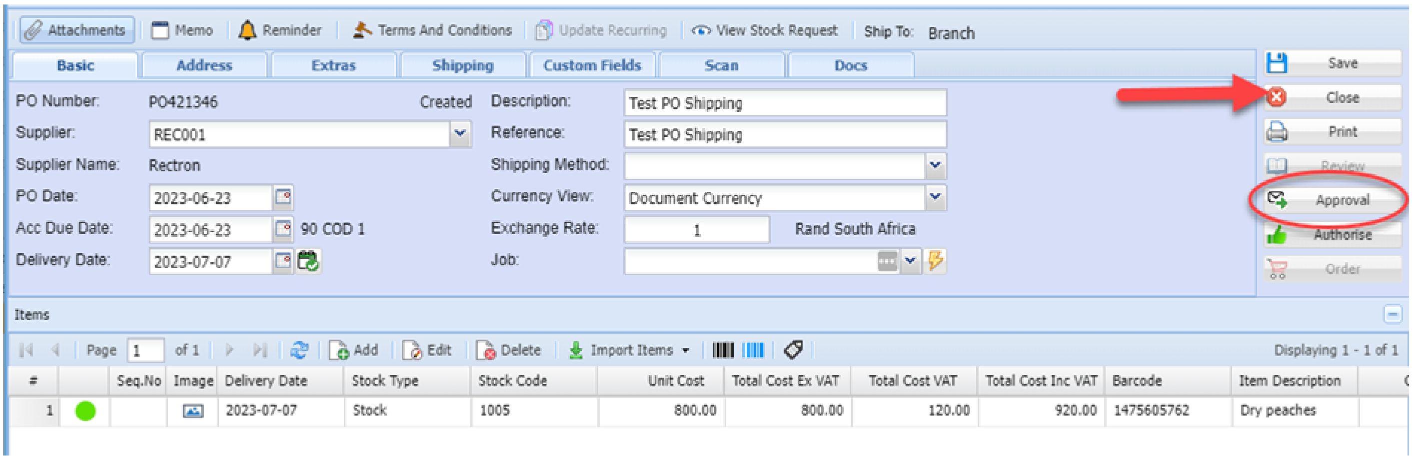
The authorization of the PO is essentially a supervisor/ manager reviewing the purchase order and authorizing the purchase from the supplier.

This authorization in most cases have historically been done manually, where the documents are printed, supporting documents attached and handed to the manager for authorization.

This procedure caters for this manual process of printing hard copies of documents to be automated and electronic.

Once all items have been captured on the Purchase order and all details checked for correctness, click the Approve Button.

Click Close.

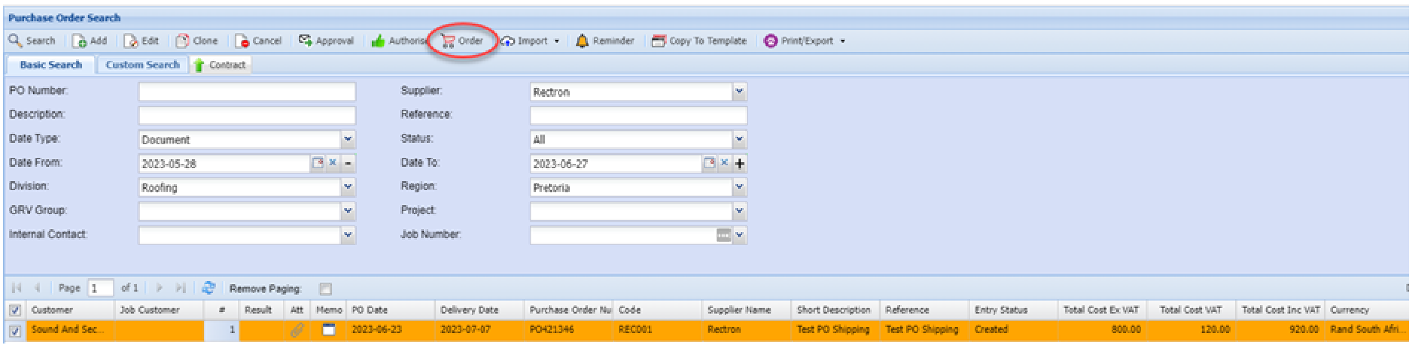


Should you not wish to send the PO for authorization at this point, you can close the screen.

When ready to Approve, search for the captured PO as follows:

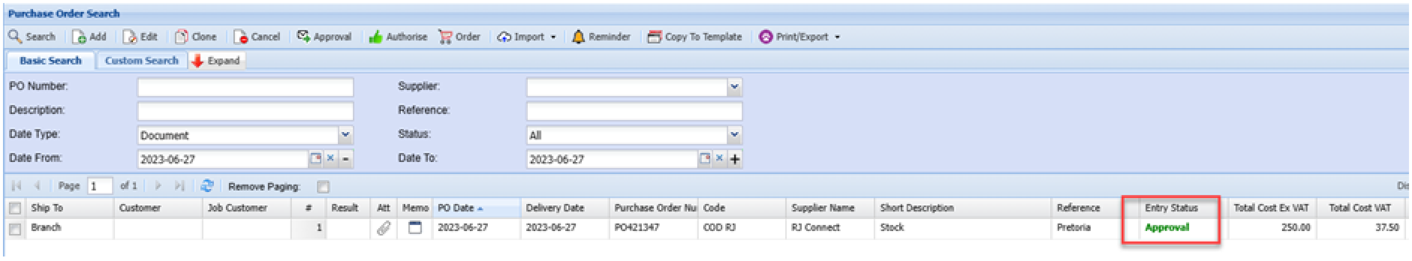
On the Purchase Order Menu, enter the Supplier name or Code, check the date range and click Search.

Click on the required order once to highlight it, click the Approve Button.



This then sends an email to the Manager informing him/ her that there is a PO awaiting authorization.

The PO status will now change from Created to Approval indicating that the PO has been sent for Authorization.

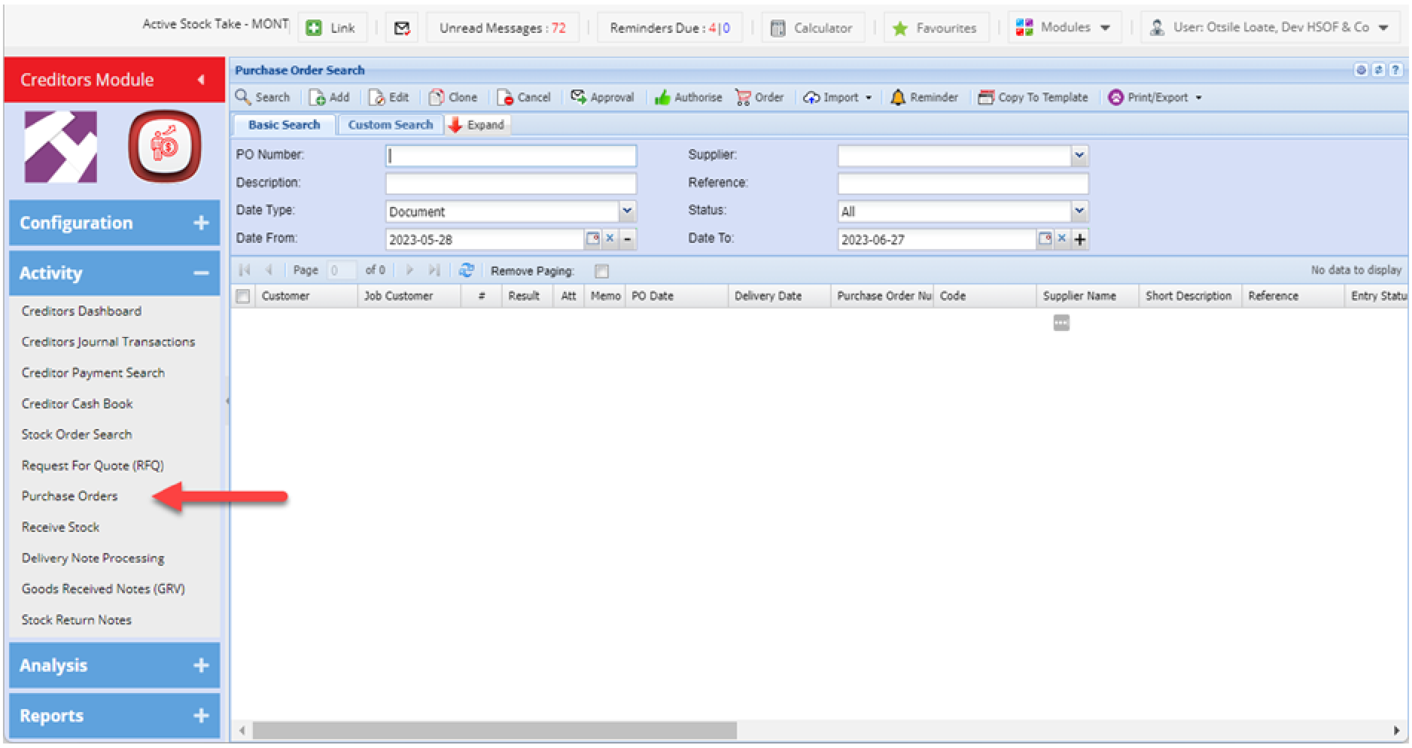


AUTHORISATION PROCESS

The Manager will then log onto the system or via the Webatar APP search the required PO and perform the necessary checks.

Go to **Creditors Module > Activity**

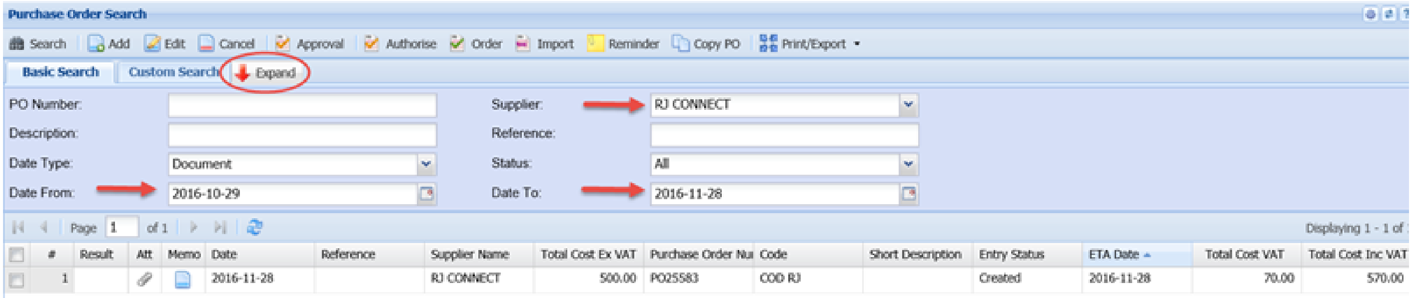
Select Purchase Orders Menu Item



Enter the Supplier code or name.

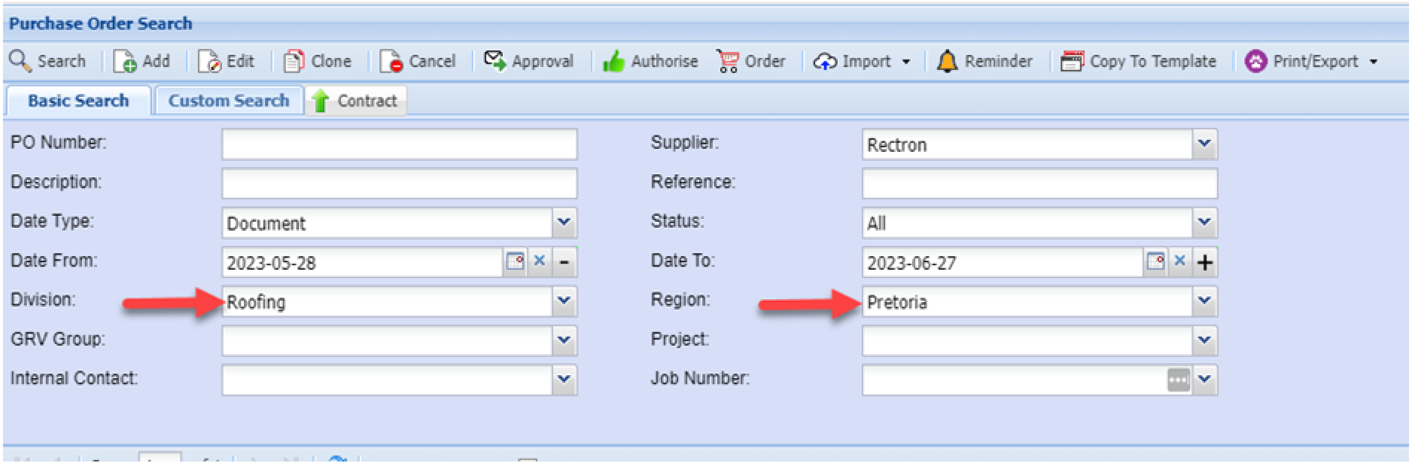
Enter the respective date range that the Purchase Order was captured.

Click Search



You can further filter your search by clicking on the Expand Button

And entering any of the other criteria that you may have on hand, e.g. Division, Region

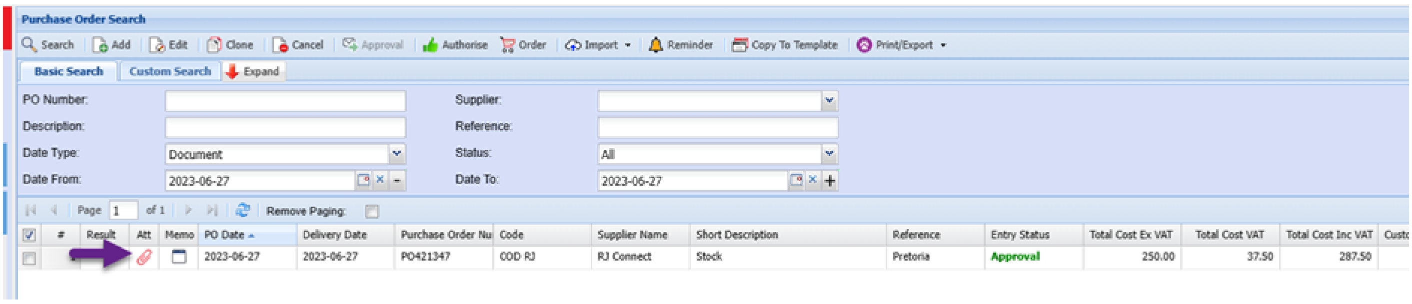


All Purchase orders within the selected criteria will be displayed in the grid.

Click the Attachments shortcut to view ant attachments.

The icon will be red if any attachment are uploaded

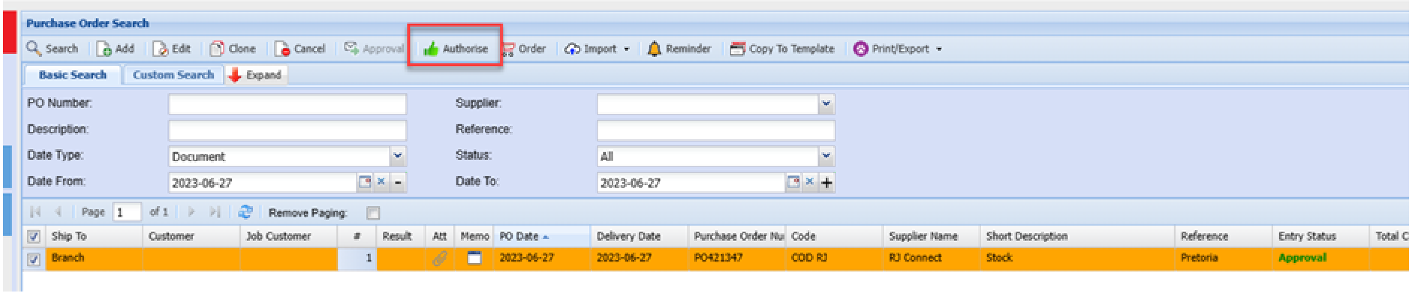
If not, this icon will be grey.



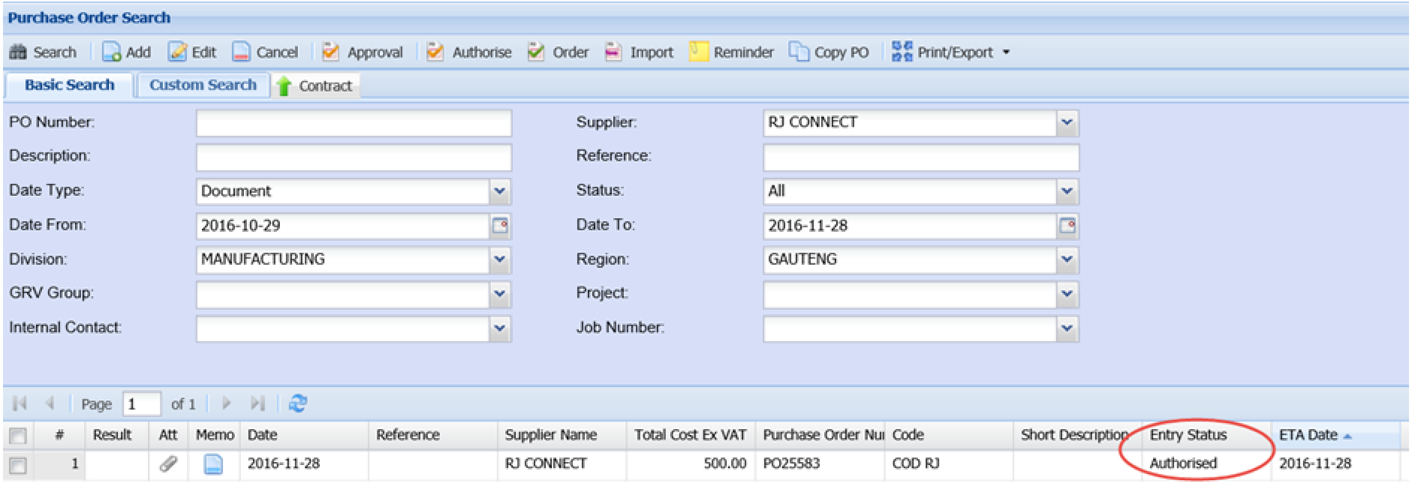
Should you need to check and verify any details of the order, double click on the required PO to open the lines.

Once you have reviewed the PO and performed the necessary checks and ready to Authorize,

Highlight the required purchase order and click the Authorize Button



You will notice the status has changed to “Authorized”.



An email is then sent to the capturer that the PO has been authorized and he/she may proceed to forward the PO to the Supplier.

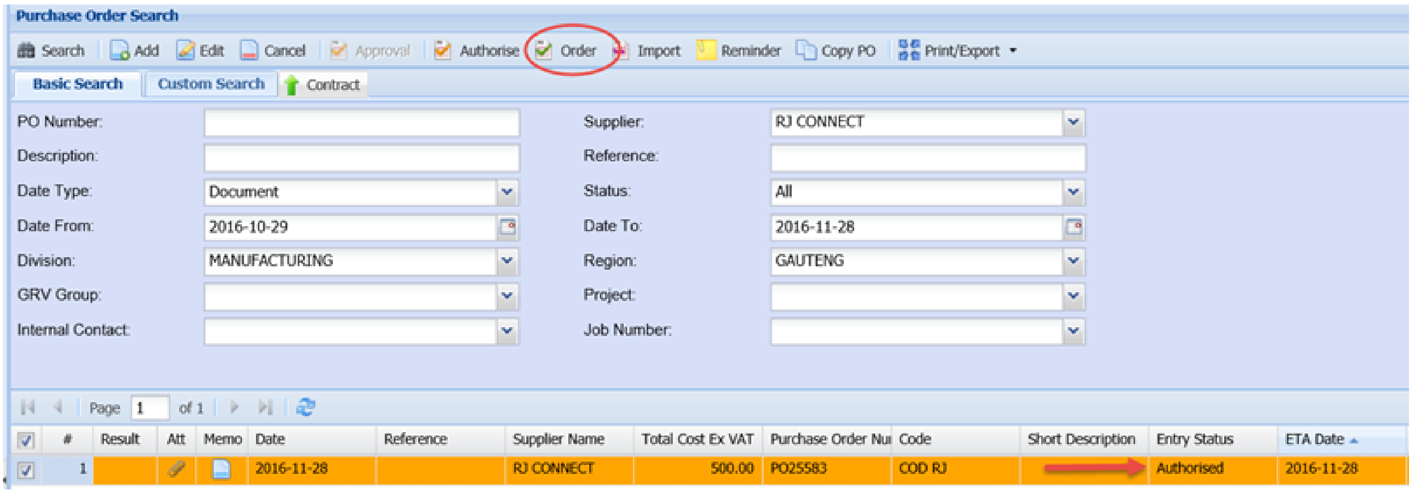
SUBMITTING PO

Search for the PO as per the standard steps:

Creditors Module> Activity> Purchase Orders

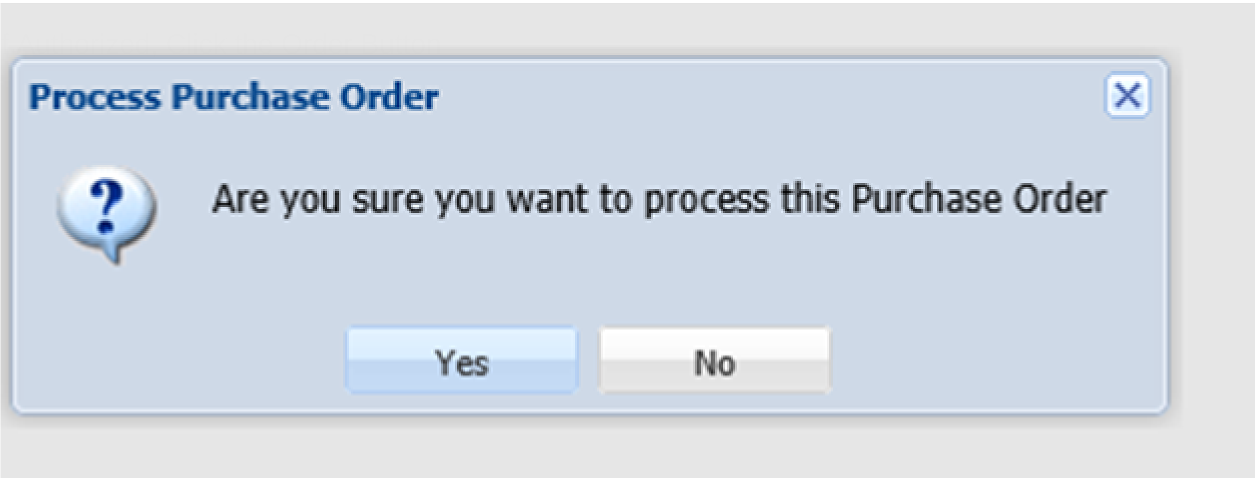
Enter the Search criteria

Click Search

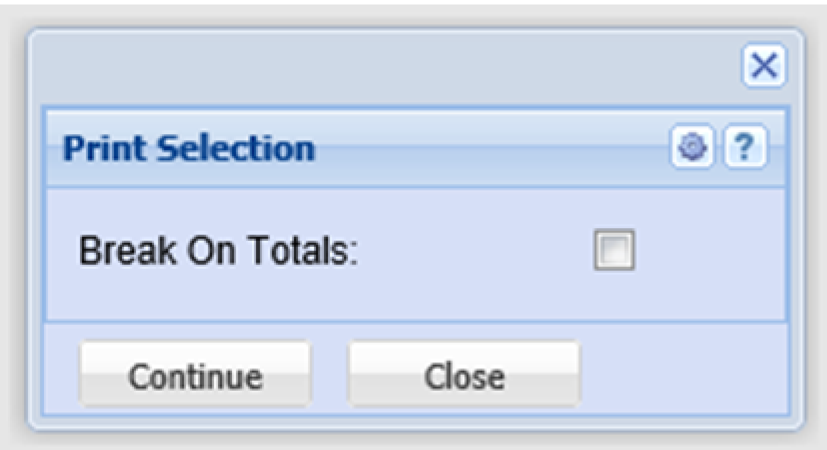


Check that the status is set at Authorized.

I



Click Yes

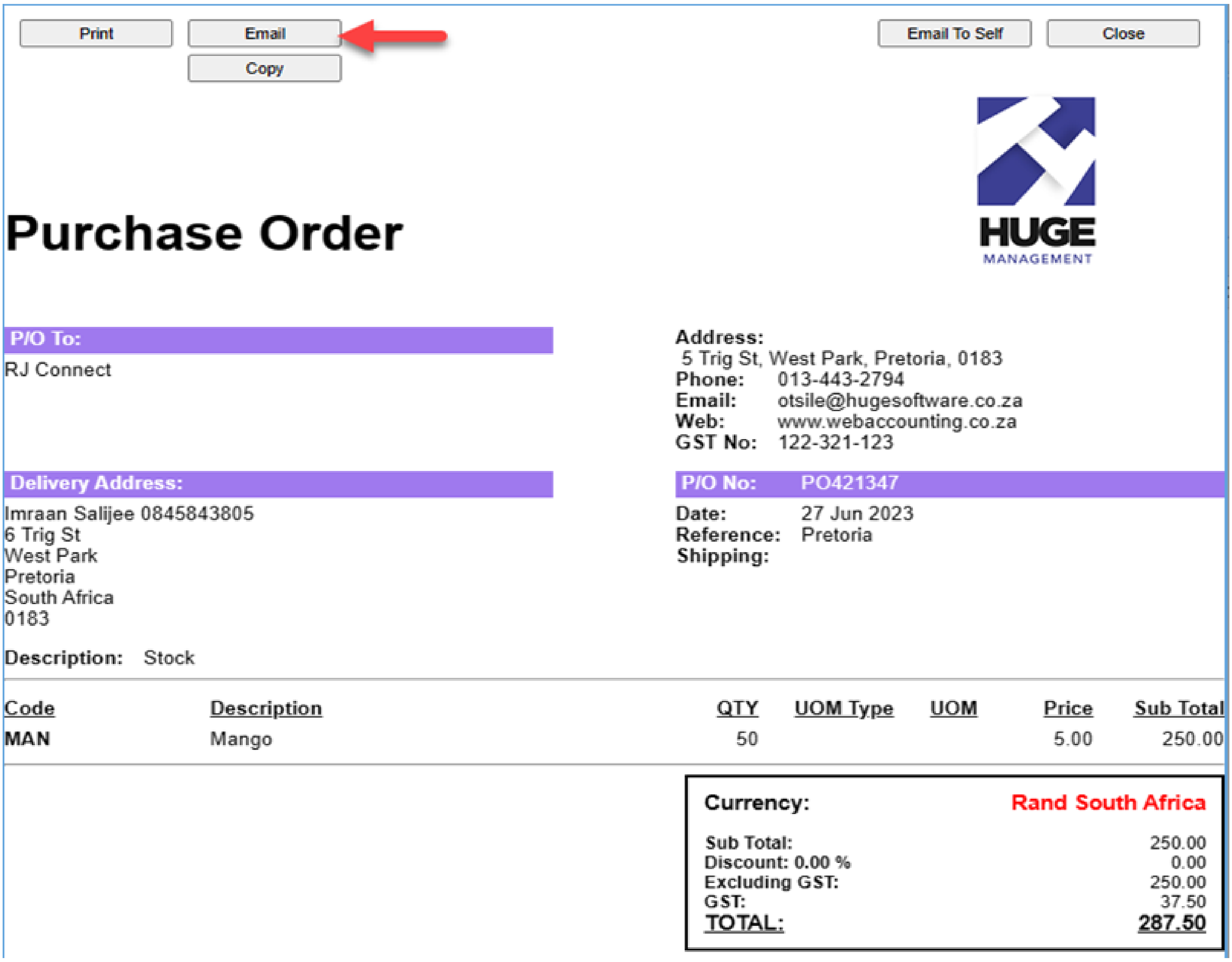


Click Continue

The purchase order will Print to Screen.

Select Email to send the PO to the Supplier

Note: Should you not have segregation of duty, i.e.. A clerk capturer the Order and a manager then Authorizes Orders, the below steps can then all be done by the same person (if authorized to do so) capturers Authorize, and Order steps as outlined above can all be done at the time of capturing the PO by the Authorized person.


Print | Email | Copy | Email To Self | Close

Purchase Order

HUGE MANAGEMENT

P/O To:
RJ Connect

Address:
5 Trig St, West Park, Pretoria, 0183
Phone: 013-443-2794
Email: otsile@hugesoftware.co.za
Web: www.webaccounting.co.za
GST No: 122-321-123

Delivery Address:
Imraan Salijee 0845843805
6 Trig St
West Park
Pretoria
South Africa
0183

P/O No: PO421347
Date: 27 Jun 2023
Reference: Pretoria
Shipping:

Description: Stock

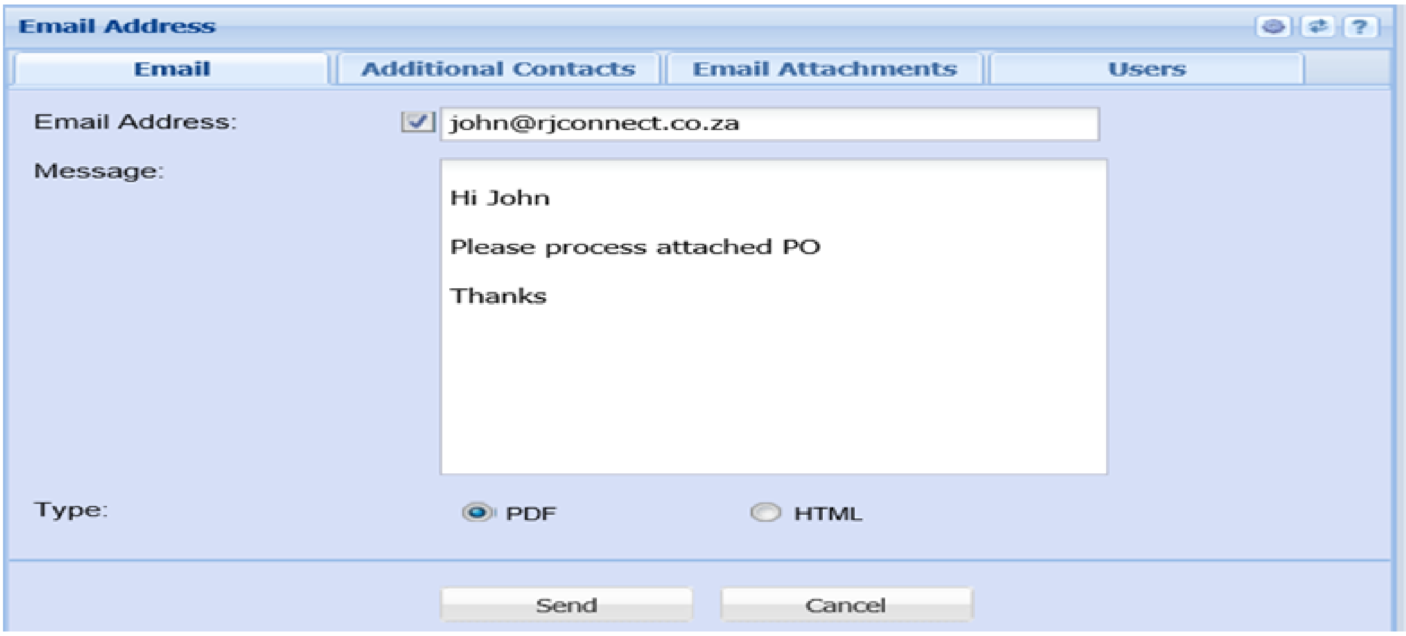
Code	Description	QTY	UOM Type	UOM	Price	Sub Total
MAN	Mango	50			5.00	250.00

Currency:	Rand South Africa
Sub Total:	250.00
Discount: 0.00 %	0.00
Excluding GST:	250.00
GST:	37.50
TOTAL:	287.50

Click the Email Button

Verify the email address is correct.

Enter your message.

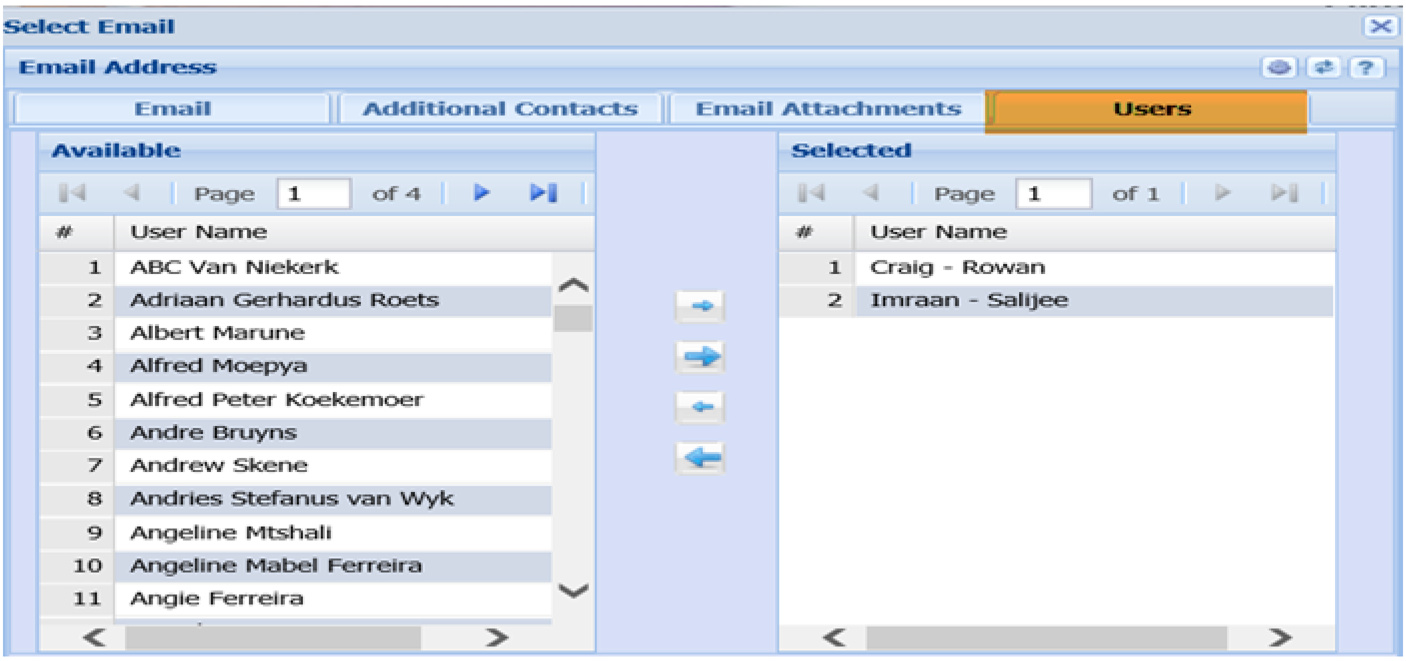


Click Send

This will send an Email with PDF attachment of the PO to your Supplier.

You can CC yourself and any other colleagues if necessary.

Click the Users tab and double click on the required names in the Left Column to select.



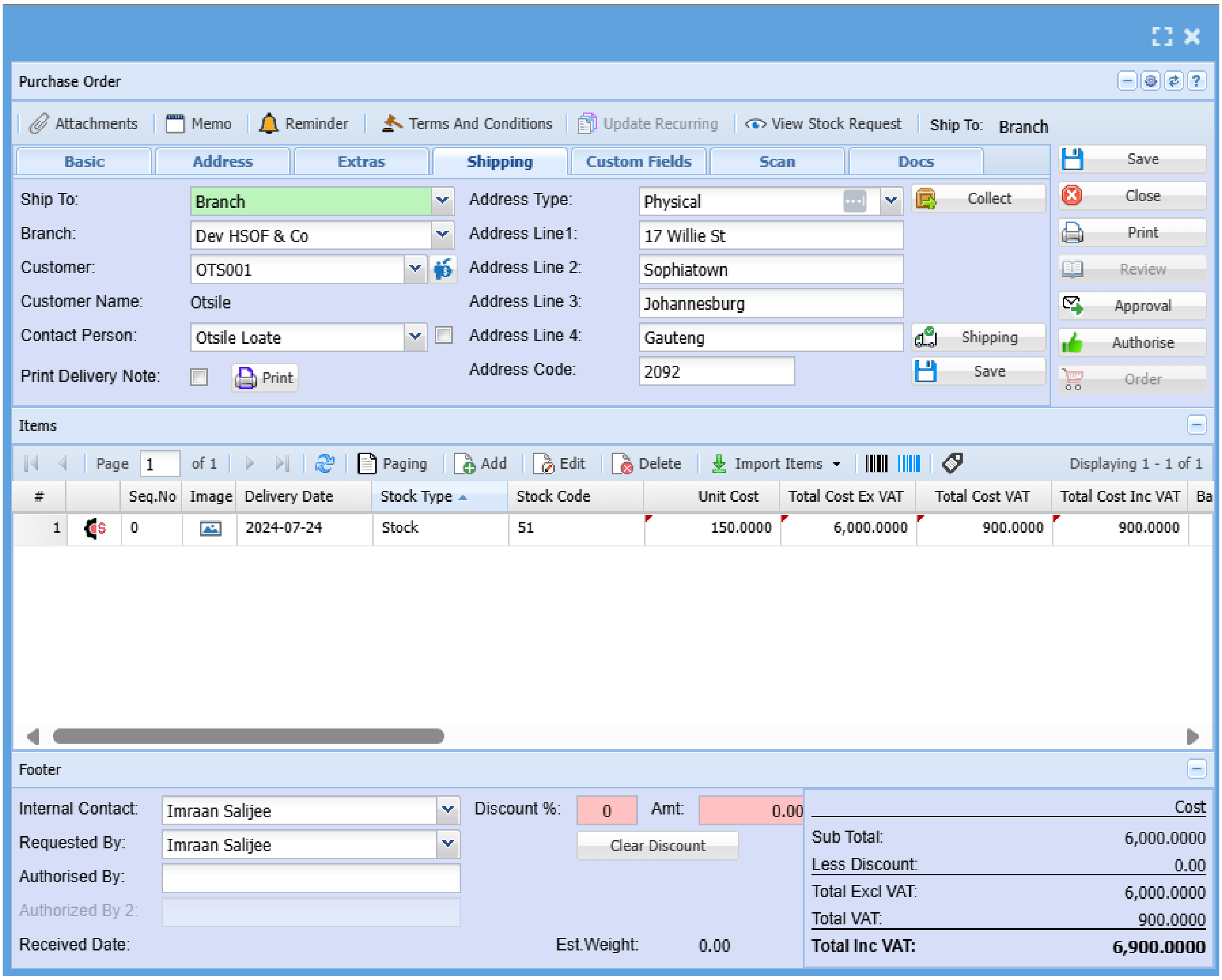
Click Send

Purchase Order Shipping Tab

The shipping Tab is related to the delivery of goods

To ship goods go to:

Creditors/ Suppliers Module> Activity> Purchase Order> Shipping Tab

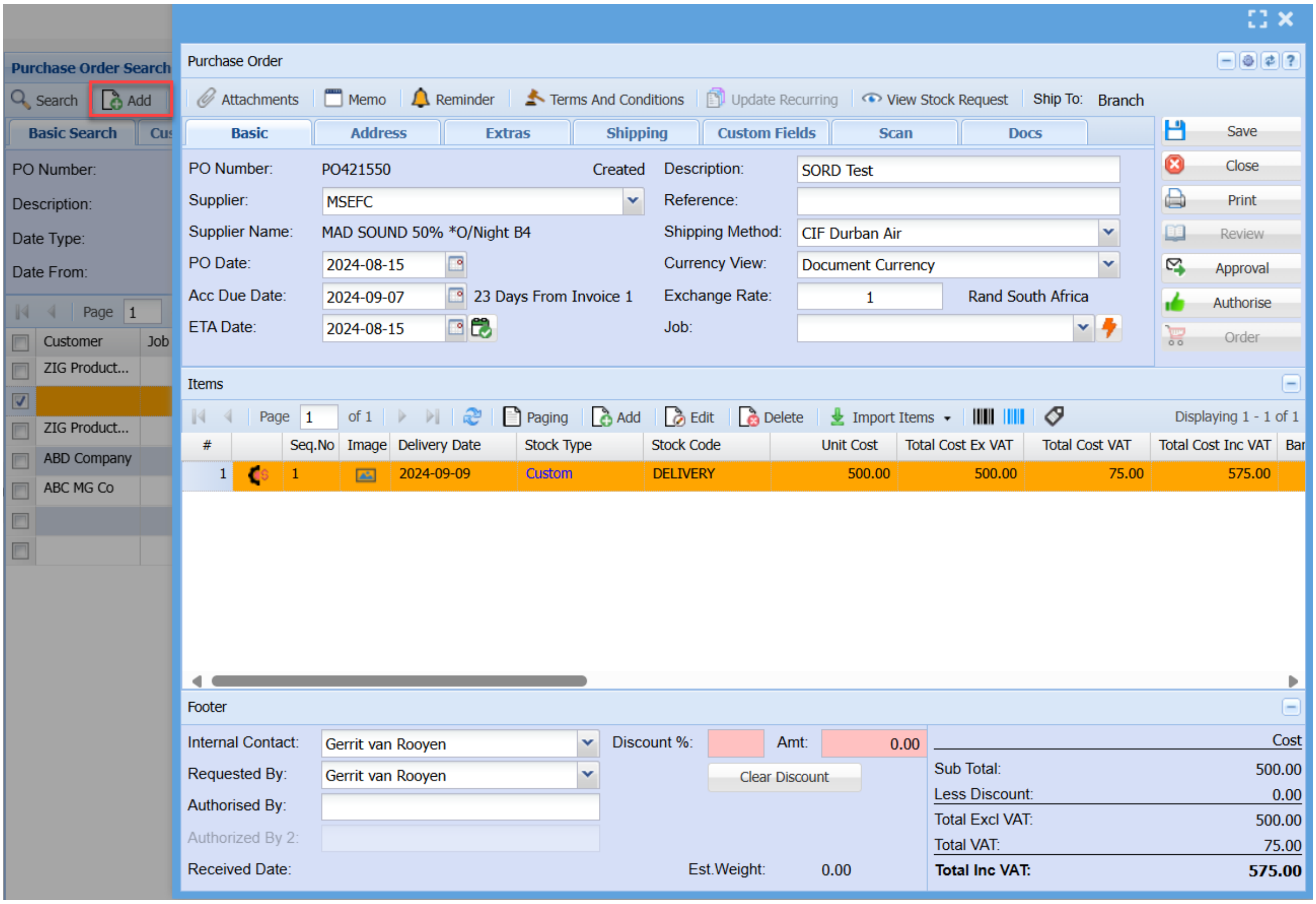


Ship To	Select where you want to ship the parcel to on the drop down menu selection
Branch	Select Branch on the drop down
Customer	Select a customer you want to ship parcels to on the drop down
Customer Name	Customer name will be automatically populated

Contact Person	Select the contact person on the drop down
Print Delivery Note	This button allows you to print a delivery note
Delivery Type	select the destination address where the goods should be delivered
Collect	This a new button added which allows automatic collection for customers who want to collect the goods instead of having them delivered
Shipping	This is where you add all shipment information and instructions

Adding Purchase Order

Creditors>Activity>Purchase Orders



Select a Supplier: Short Search – just type in part of the code or name and hit enter on the keyboard and select the Creditor.

Drop down Search - Clicking on the arrow allows you to find the Creditor via the drop-down menu

Click on **Insert** button.

Basic Tab

Description - e.g. PO **–** Hard drive

Reference - Type in the Reference for your Purchase order

Date - Is the current date of the document

Due Date - Allows you to select the due date of the supplier

Save/ close - Click on the save Button to save your information

Close if you wish to close your Purchase order window without saving

Notice that: as you click save, the other buttons that were greyed out they are now accessible

Currency View - The Drop-Down menu gives you a list of Multi currency views you can select the currency type you want to view

Currency - This is the default currency of the Purchase order.

Note - Accknowledge allows users to maintain Creditors accounts in foreign and local currencies, as well as send invoices and statements in foreign currencies. In addition, the application also maintains the foreign rate of exchange used at the time of the transaction.

Address Tab – Shows the Default address of the Supplier

Contact Person – Shows the Default contact person for that supplier

Extras Tab

Job - Select in the drop-down menu a job number if this purchase order is linked to a JOB

Completion Date - Type in or select on the calendar the completion date

Long Description – Add a detailed description

Process GRV to Job - Tick this box if you want to process GRV to JOB

Print Custom fields - Tick This Box if you want custom fields to appear in Print

Notes – Add notes in here relevant to your Purchase order and Save

Custom Fields Tab

Request By - The System User requesting stock

Costing Centres - Will be the centre requesting stock

Special Notes - Add special notes

Use the arrows down or up to see more details

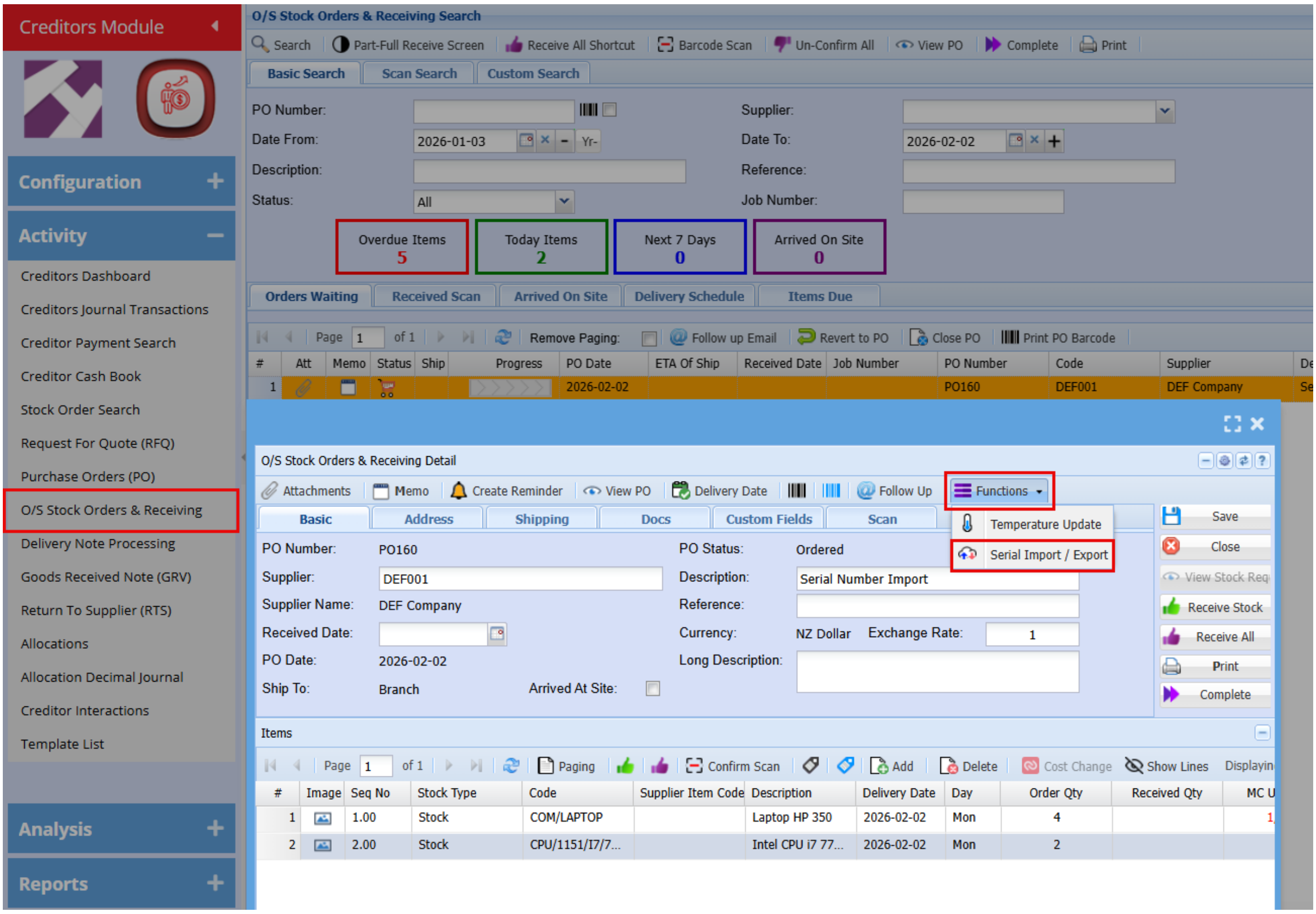
J**ob** - Is the Job Number this stock will typically be required for and click on Save

Purchase Order Serial Number Import

Once you receive your order, you many have multiple serial numbers to import into the Purchase Order before pushing it through to GRV,

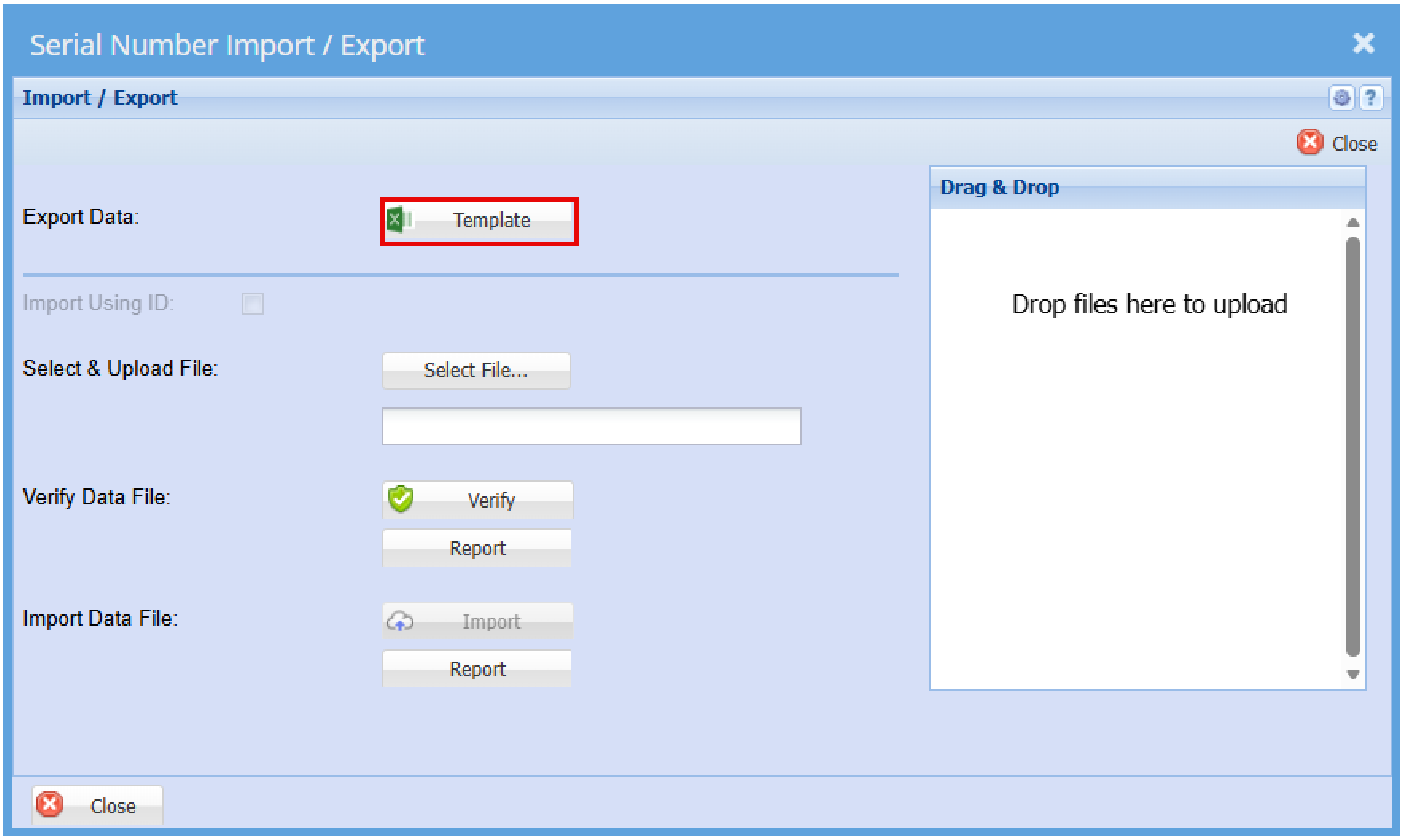
Creditors Module > Activity > O/S Stock Orders & Receiving

- Click on the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"

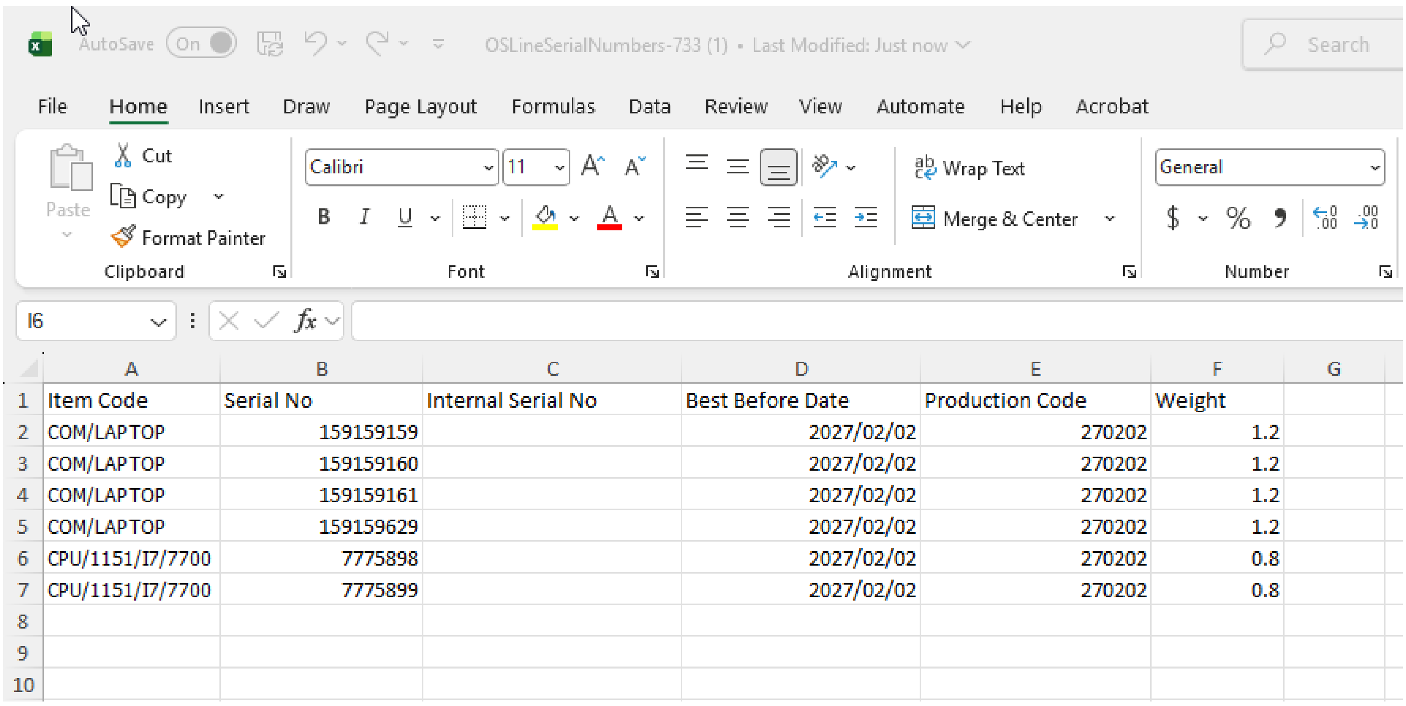


A window will appear allowing you to export a template that can be used for the import.

- Click on "**Template**" this will download an excel file

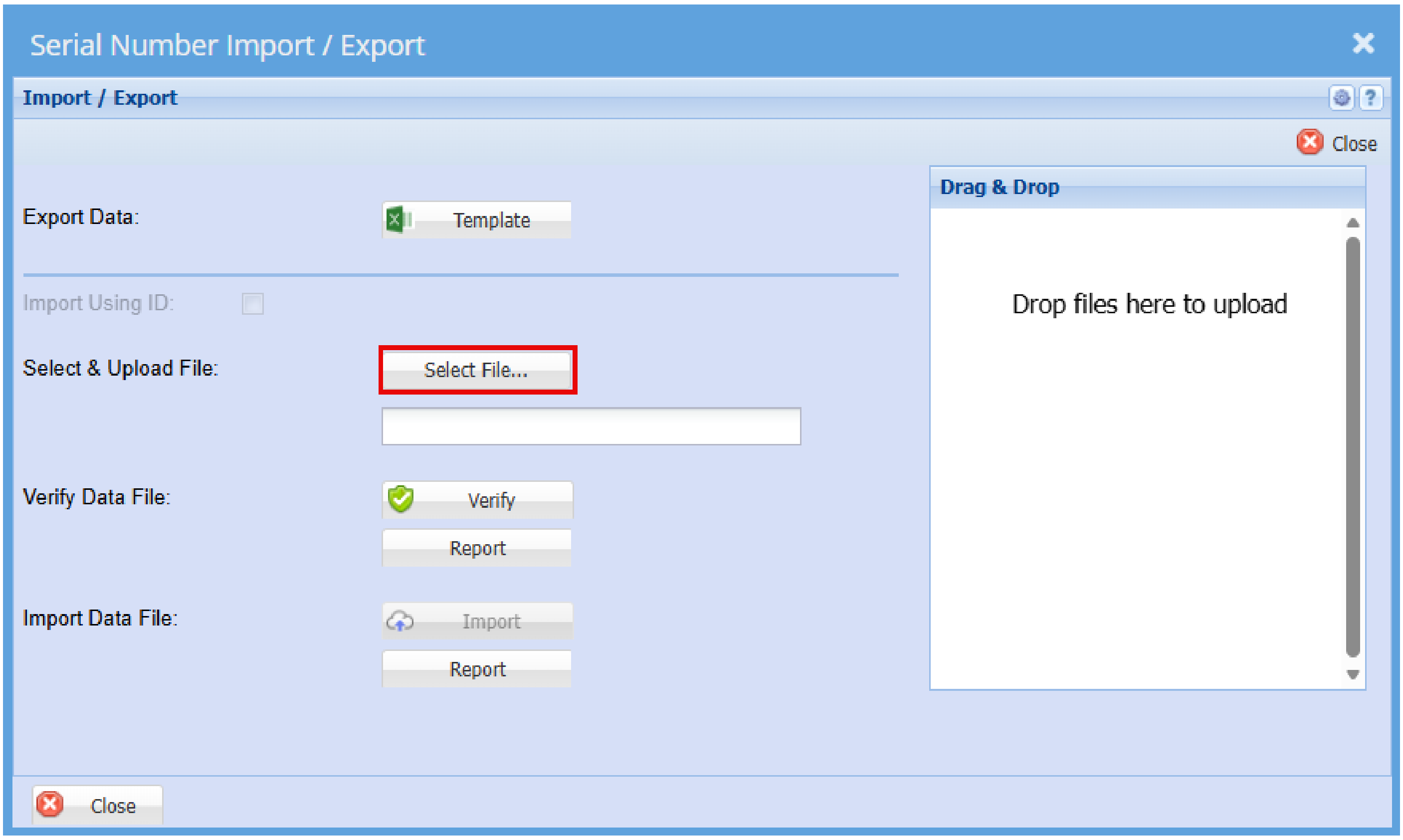


- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

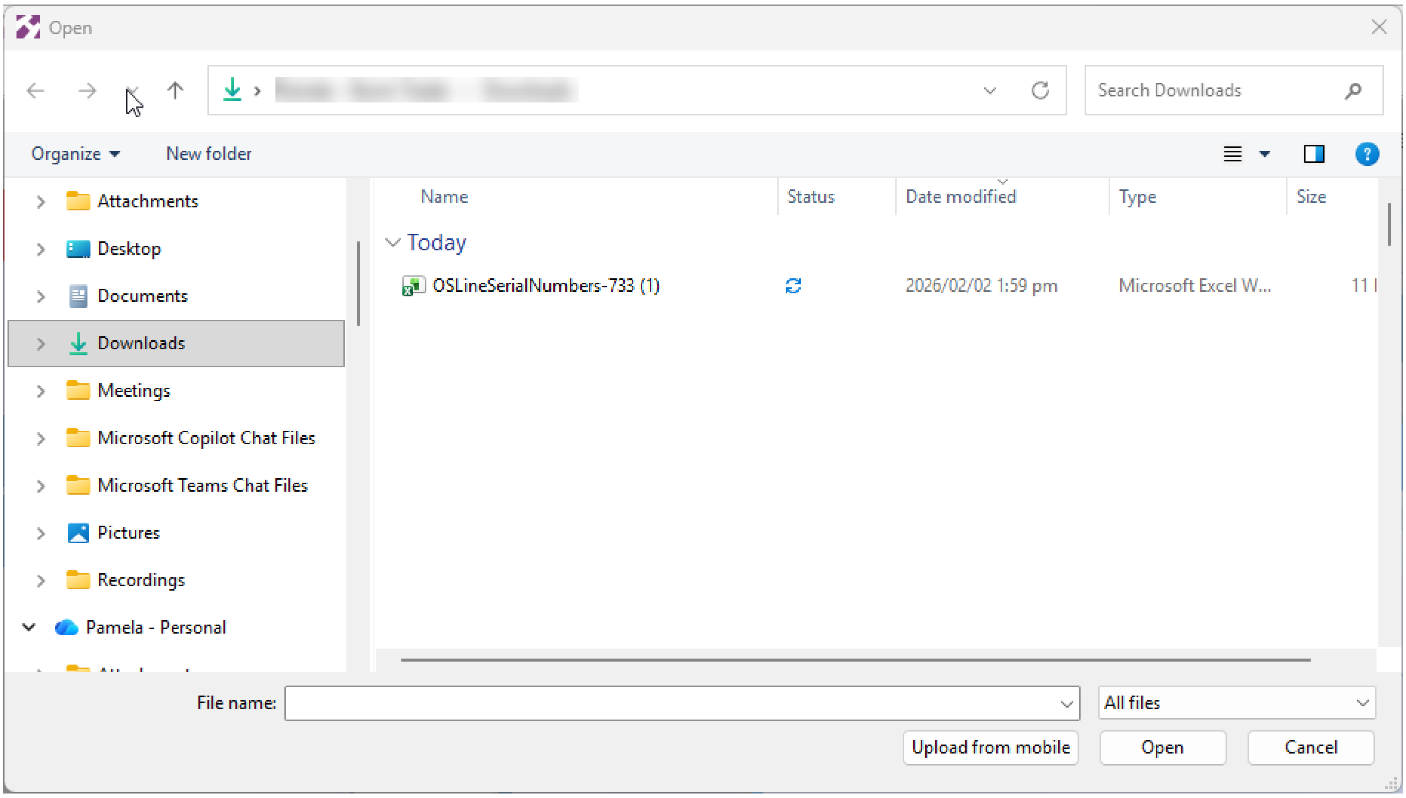


Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight
COM/LAPTOP	159159159		2027/02/02	270202	1.2
COM/LAPTOP	159159160		2027/02/02	270202	1.2
COM/LAPTOP	159159161		2027/02/02	270202	1.2
COM/LAPTOP	159159629		2027/02/02	270202	1.2
CPU/1151/I7/7700	7775898		2027/02/02	270202	0.8
CPU/1151/I7/7700	7775899		2027/02/02	270202	0.8

- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"

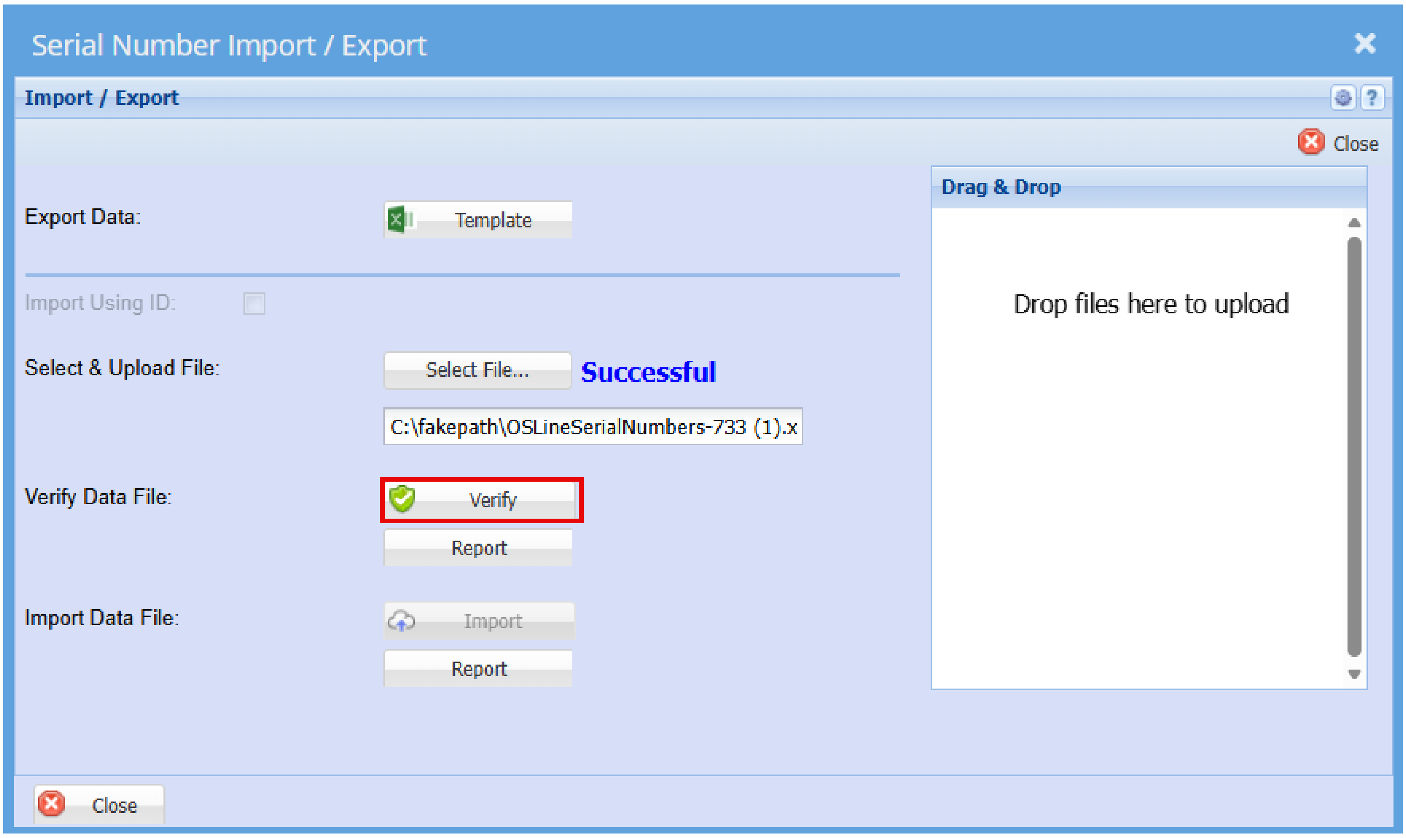


- Find the file you have saved.
- "**Double Click**" the file or click "**Open**"



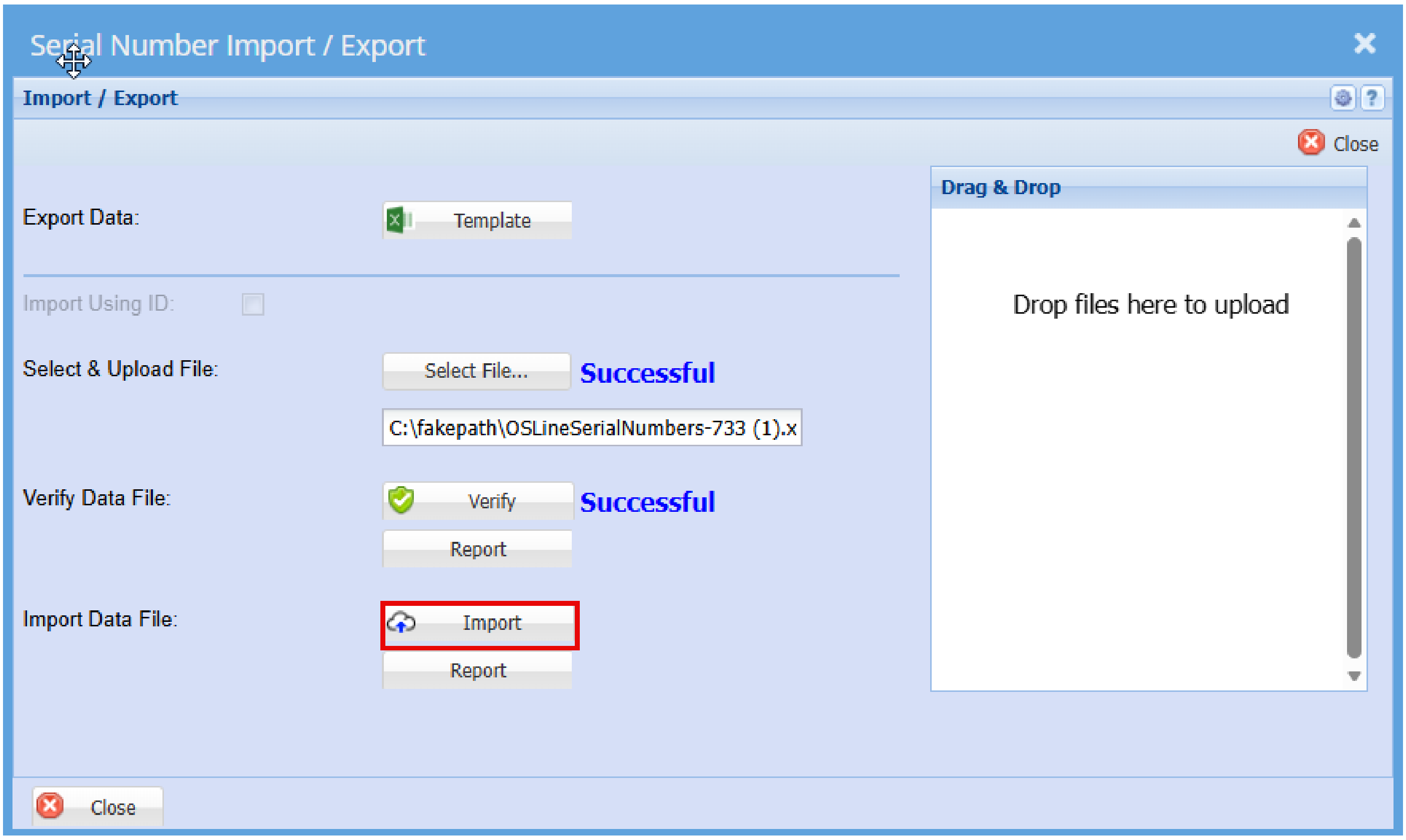
You should get a Successful Import

- Click "**Verify**"



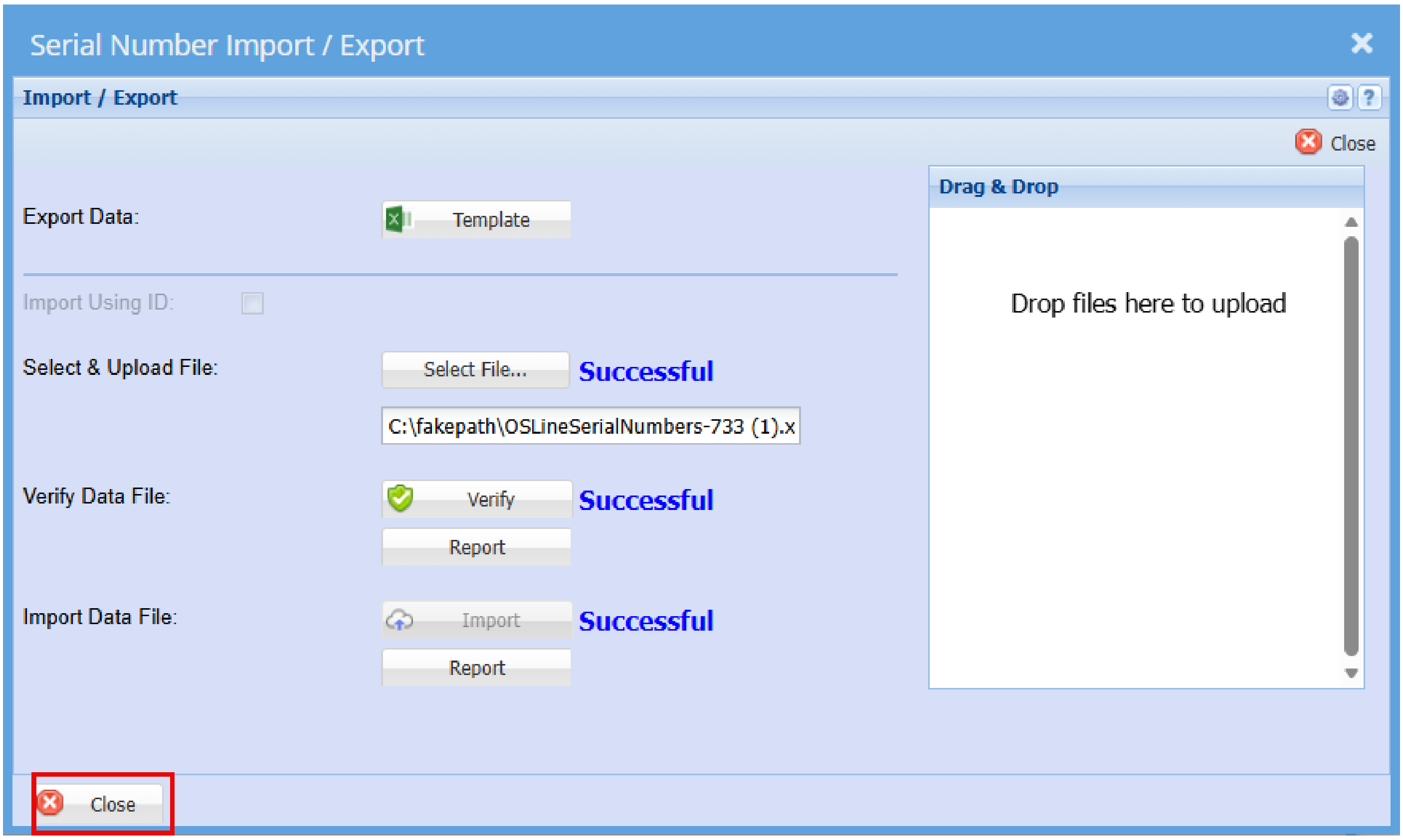
You should again get a successful for verification

- Click "**Import**"



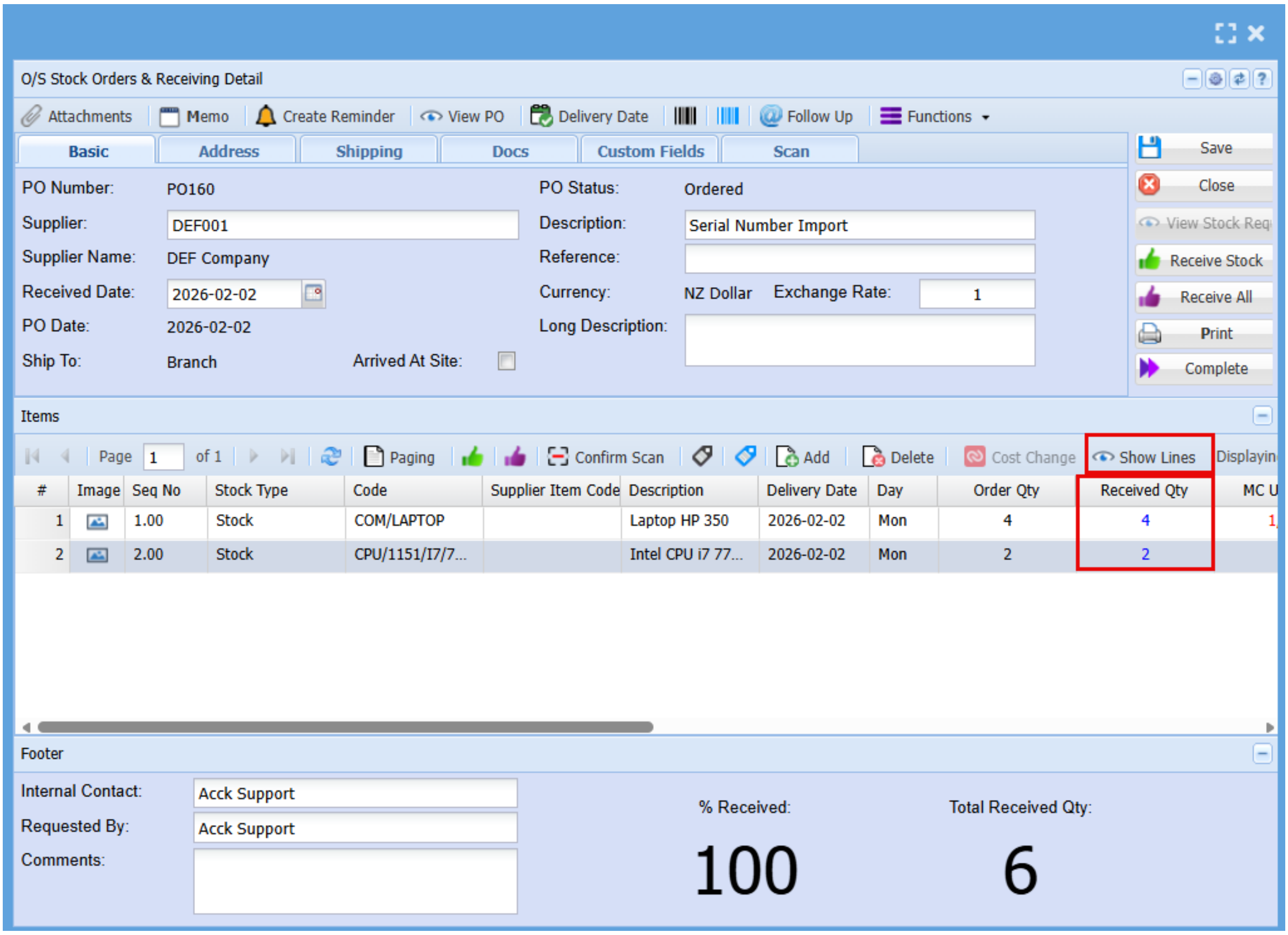
You should then get a Successful for Import.

Click "**Close**"

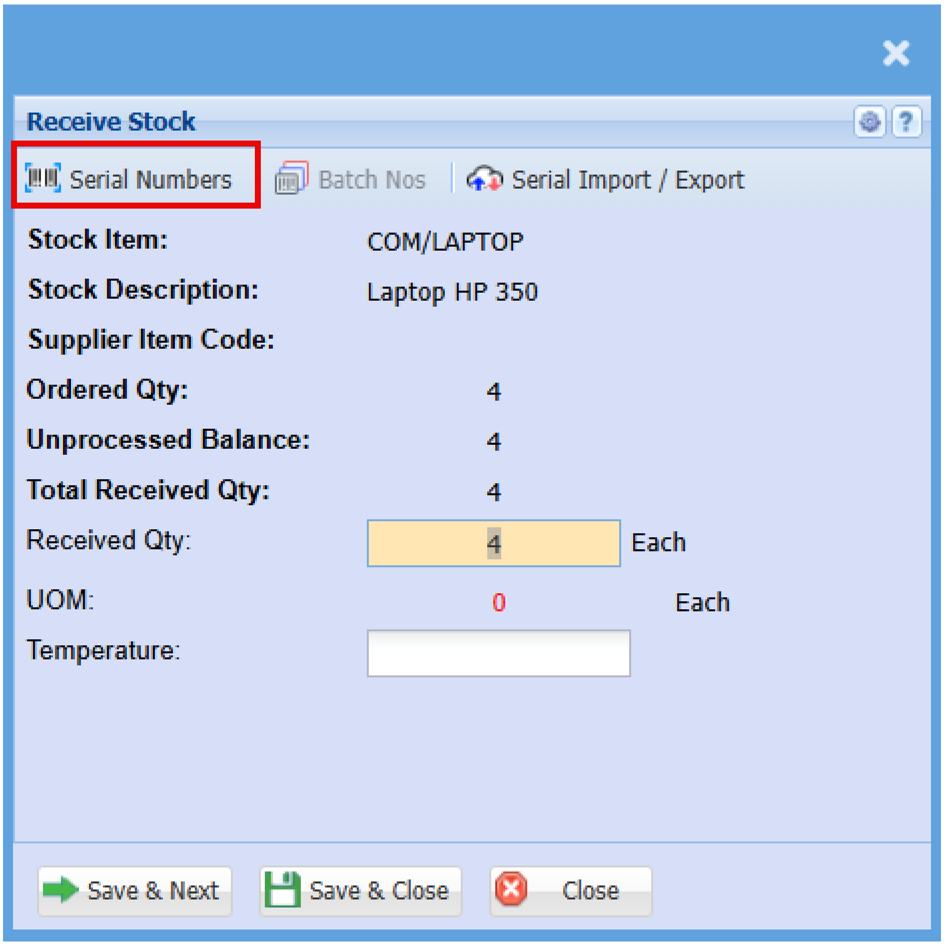


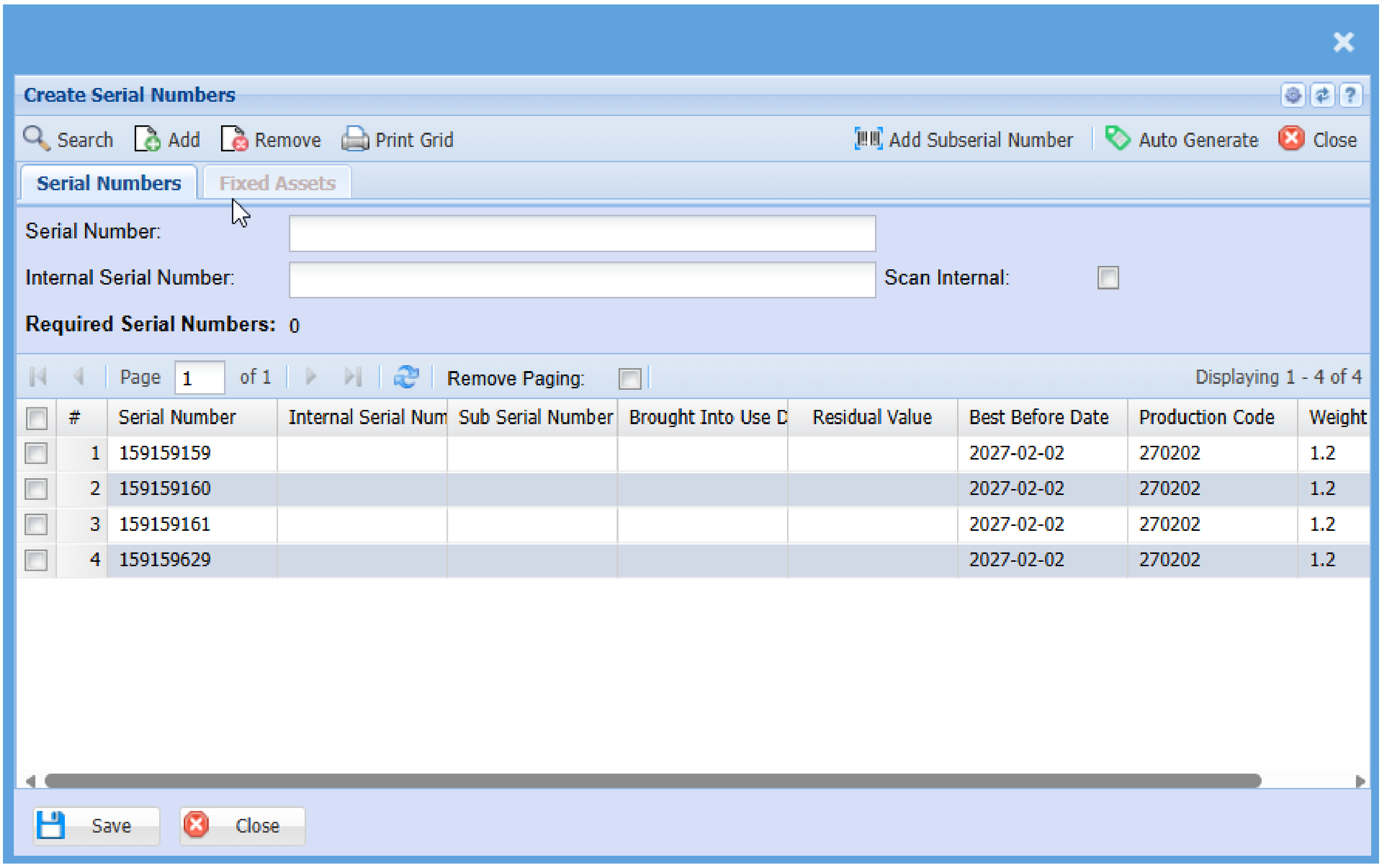
You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.



- To view the serial number, double click on the Serialised item line.
- Click on "**Serial Numbers**"


Receive Stock
Serial Numbers
Batch Nos
Serial Import / Export
Stock Item: COM/LAPTOP
Stock Description: Laptop HP 350
Supplier Item Code:
Ordered Qty: 4
Unprocessed Balance: 4
Total Received Qty: 4
Received Qty: 4 Each
UOM: 0 Each
Temperature:
Save & Next
Save & Close
Close


Create Serial Numbers
Search
Add
Remove
Print Grid
Add Subserial Number
Auto Generate
Close
Serial Numbers
Fixed Assets
Serial Number:
Internal Serial Number:
Scan Internal:
Required Serial Numbers: 0
Page 1 of 1
Remove Paging:
Displaying 1 - 4 of 4
Serial Number Internal Serial Num Sub Serial Number Brought Into Use D Residual Value Best Before Date Production Code Weight
1 159159159 2027-02-02 270202 1.2
2 159159160 2027-02-02 270202 1.2
3 159159161 2027-02-02 270202 1.2
4 159159629 2027-02-02 270202 1.2
Save
Close

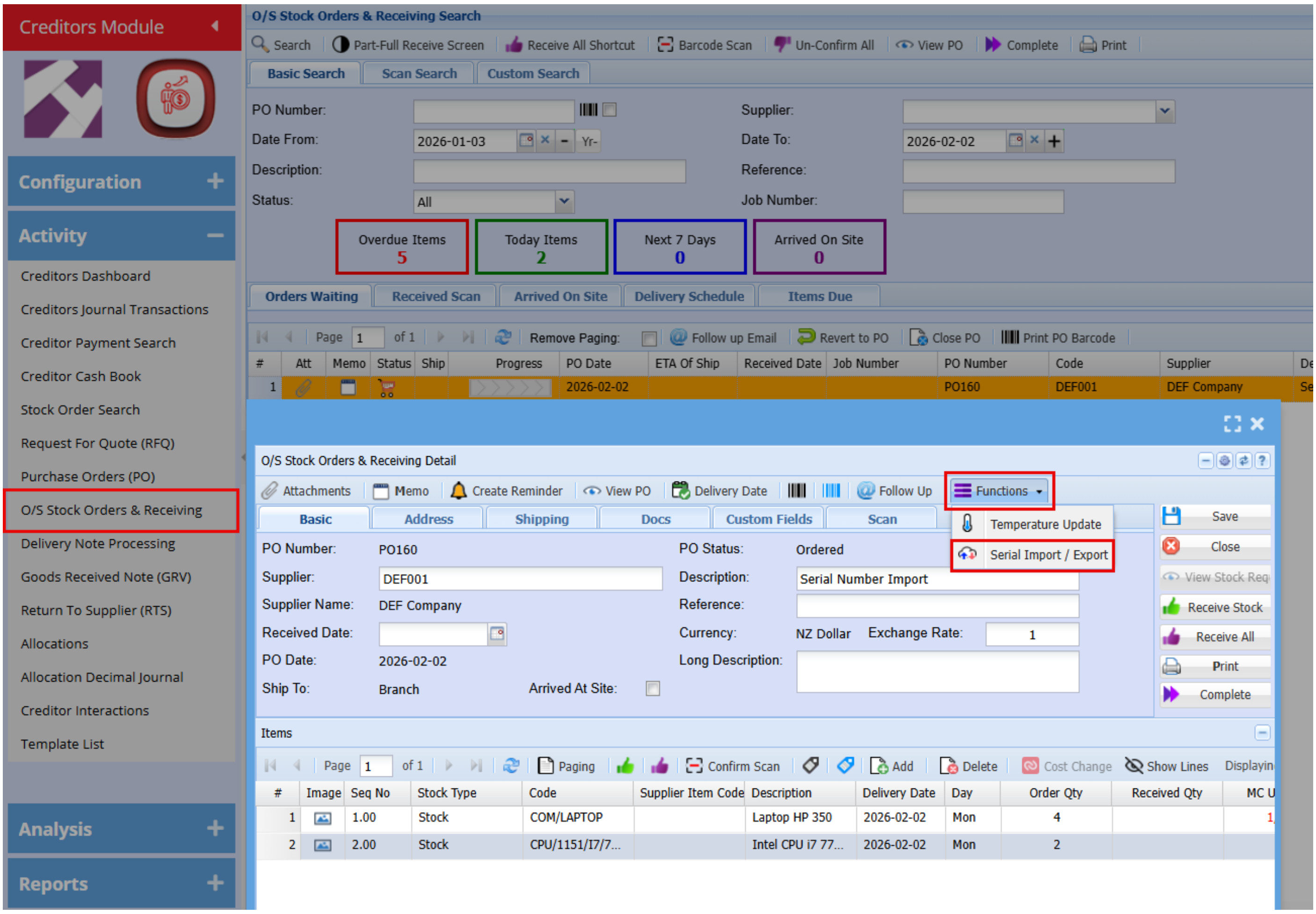
Serial Number Import (Purchase Order)

Once you receive your order, you many have multiple serial numbers to import into the Purchase Order before pushing it through to GRV,

Purchase Order Serial Number Import

Creditors Module > Activity > O/S Stock Orders & Receiving

- Click on the "**Functions**" drop-down menu
- Click on "**Serial Import/Export**"



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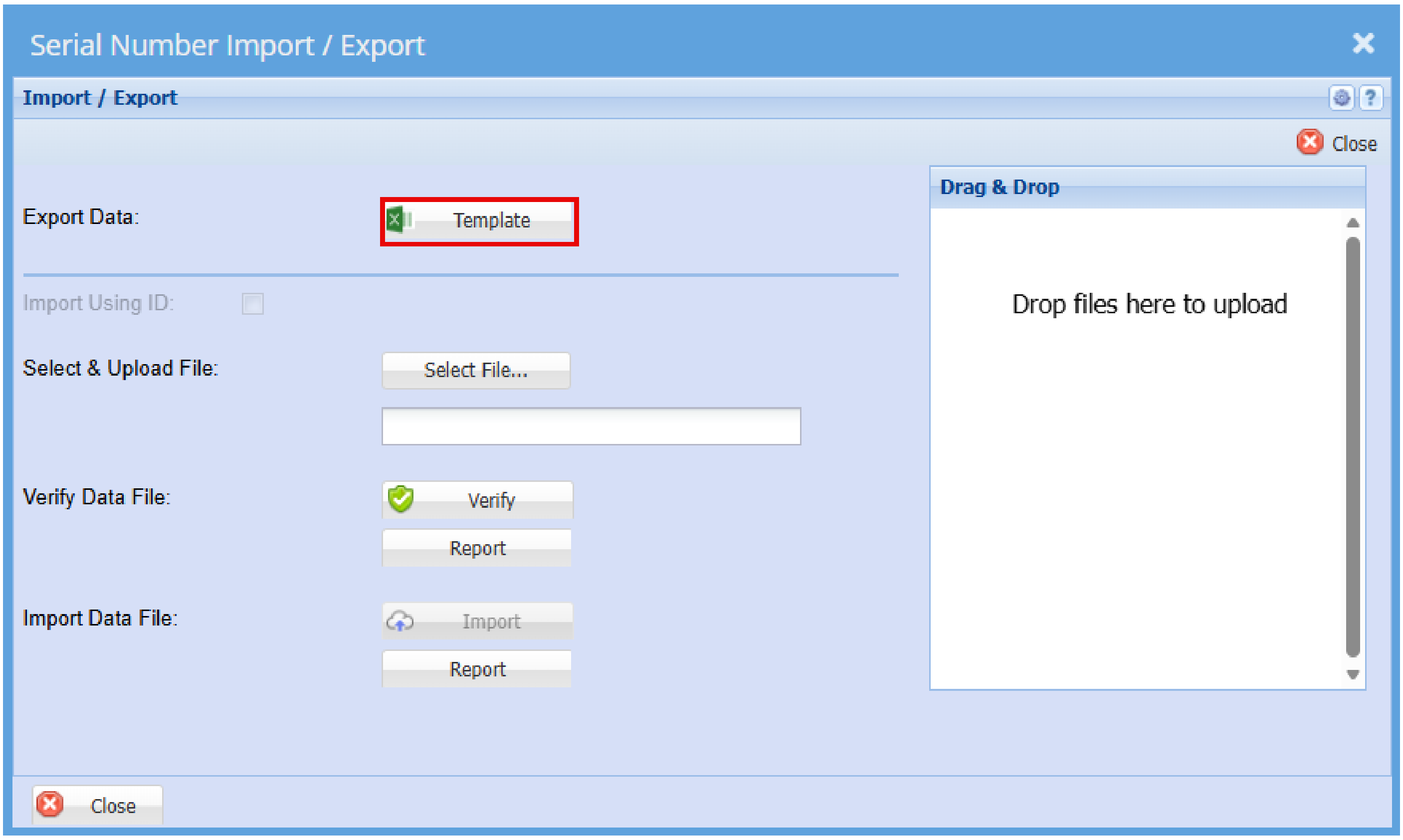
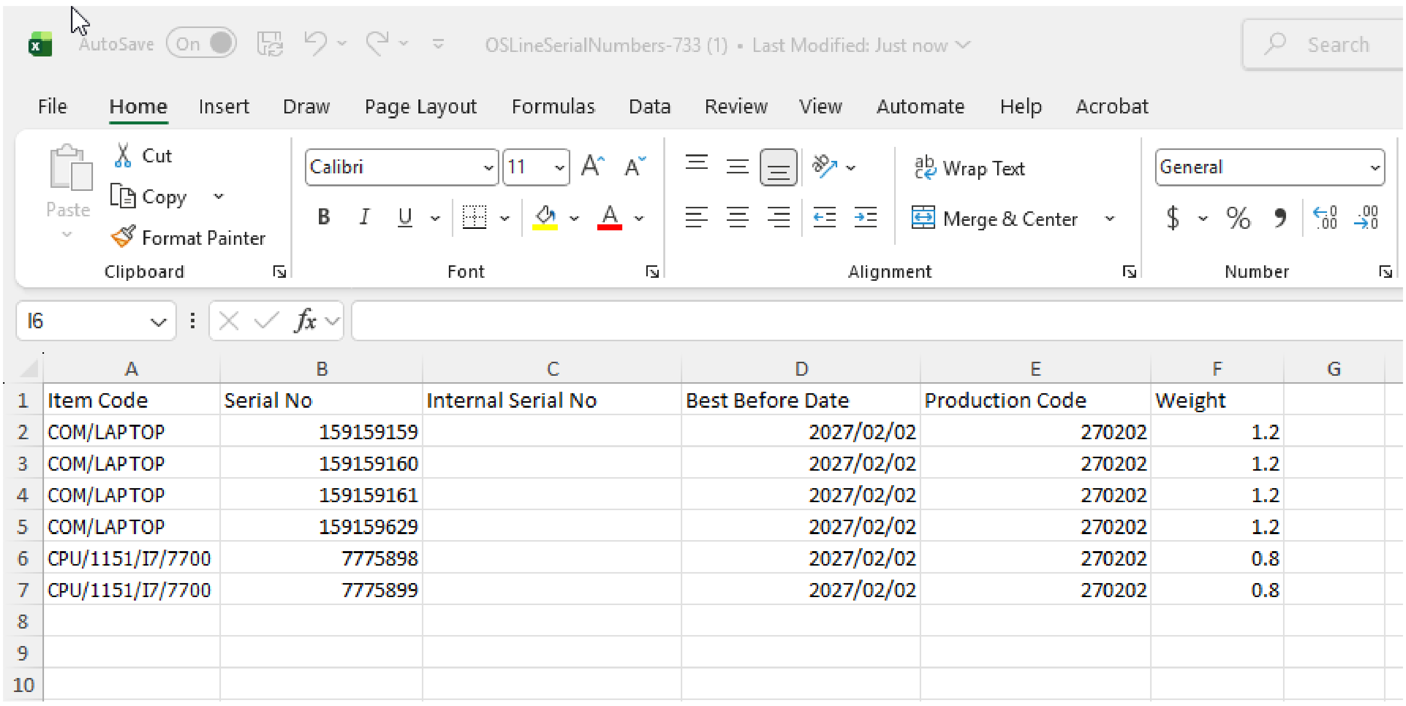
- Click on "**Template**" this will download an excel file

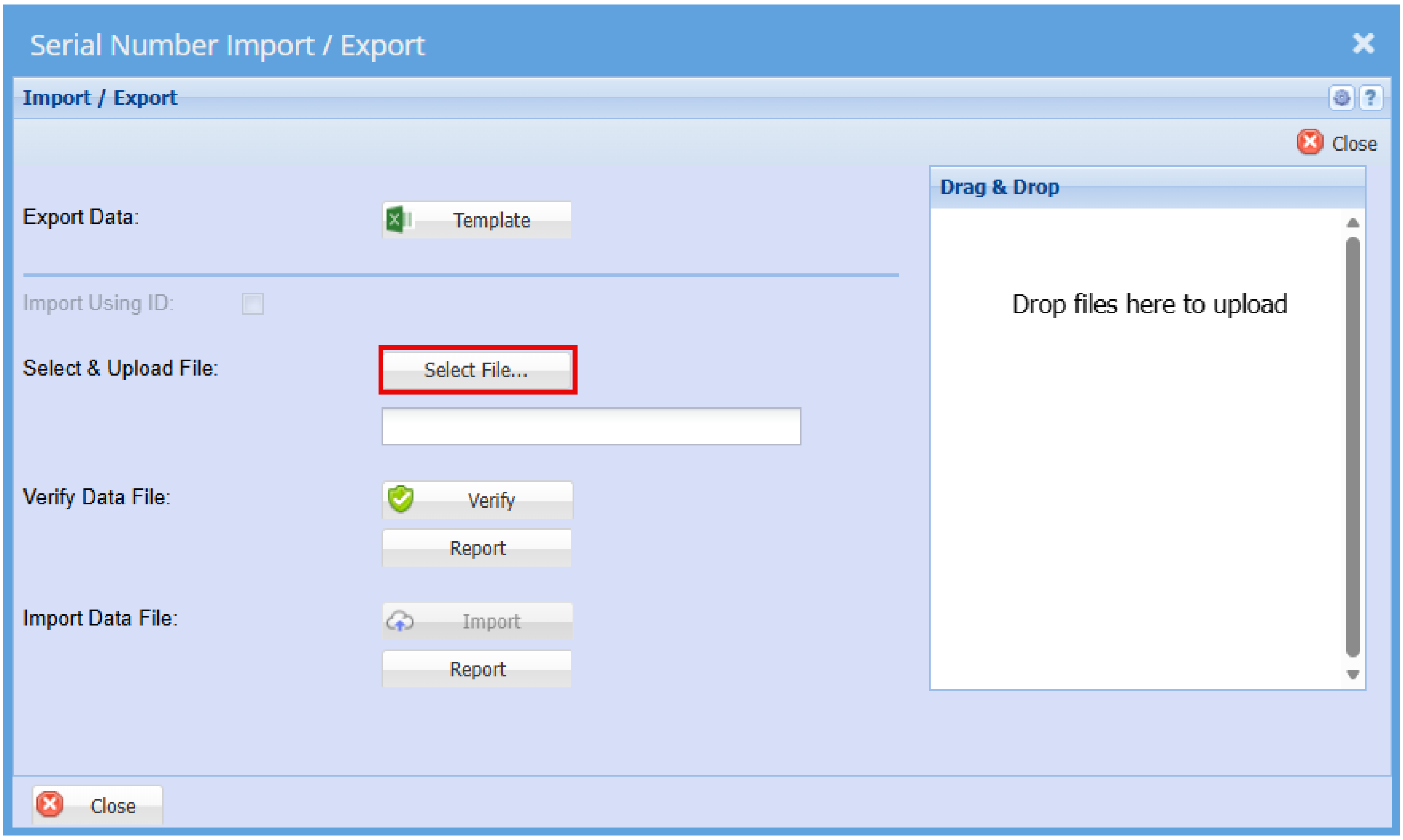


- Enter the serial numbers here, with each item listed on a separate line as shown below.
- Save the file to your computer.

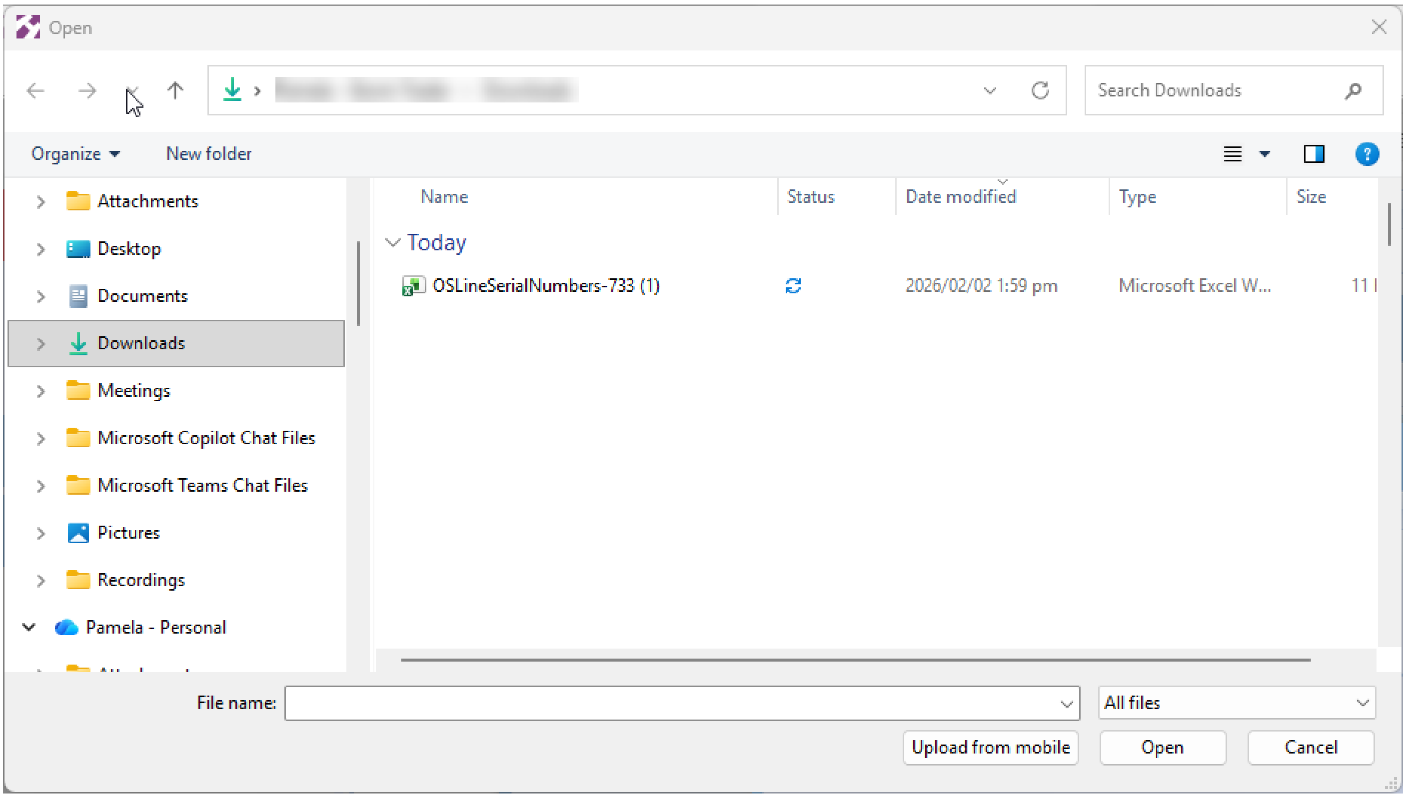


	A	B	C	D	E	F	G
1	Item Code	Serial No	Internal Serial No	Best Before Date	Production Code	Weight	
2	COM/LAPTOP	159159159		2027/02/02	270202	1.2	
3	COM/LAPTOP	159159160		2027/02/02	270202	1.2	
4	COM/LAPTOP	159159161		2027/02/02	270202	1.2	
5	COM/LAPTOP	159159629		2027/02/02	270202	1.2	
6	CPU/1151/I7/7700	7775898		2027/02/02	270202	0.8	
7	CPU/1151/I7/7700	7775899		2027/02/02	270202	0.8	
8							
9							
10							

- Go back to the "**Serial Number Import/Export**" Screen
- Click "**Select File**"

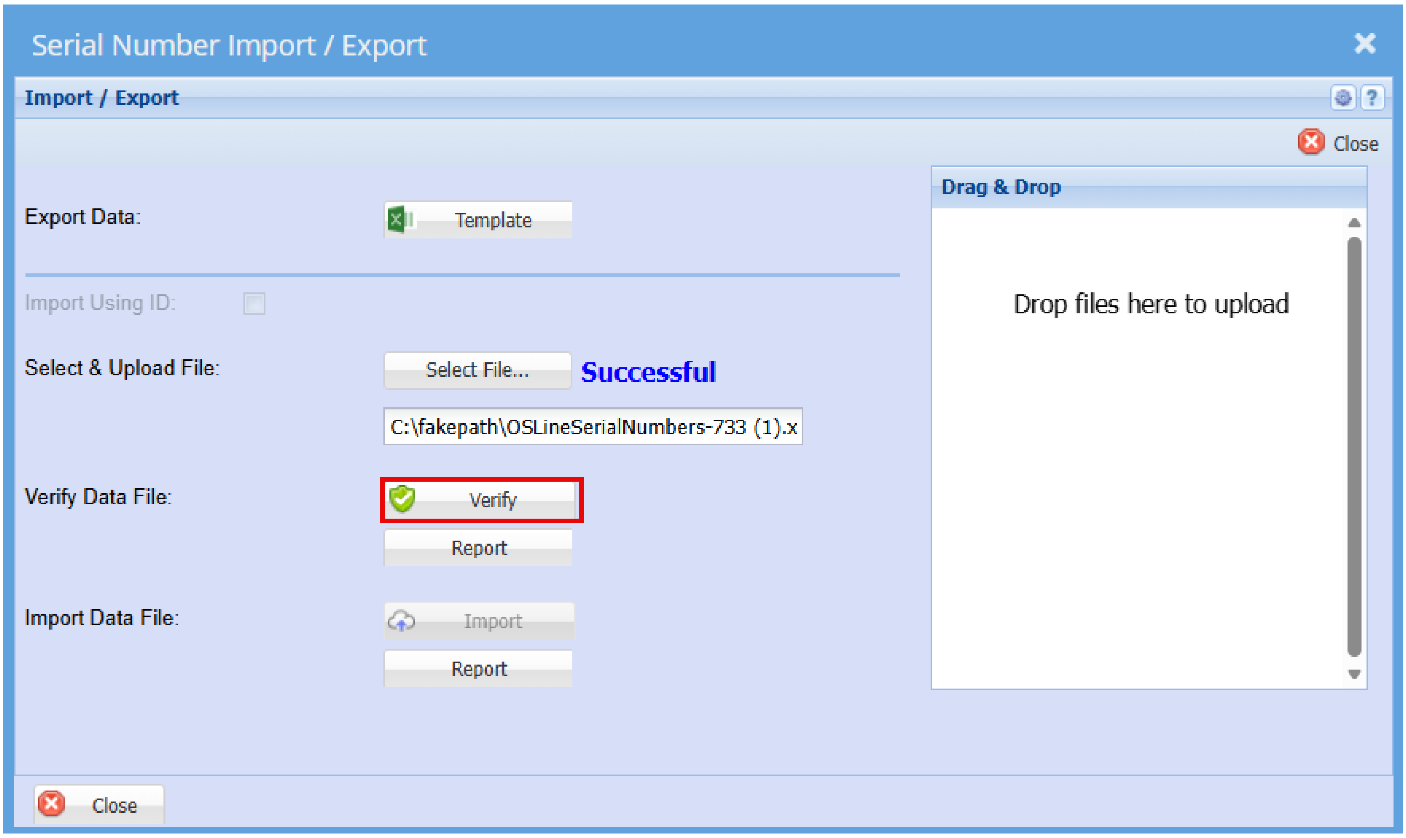


- Find the file you have saved.
- "**Double Click**" the file or click "**Open**"



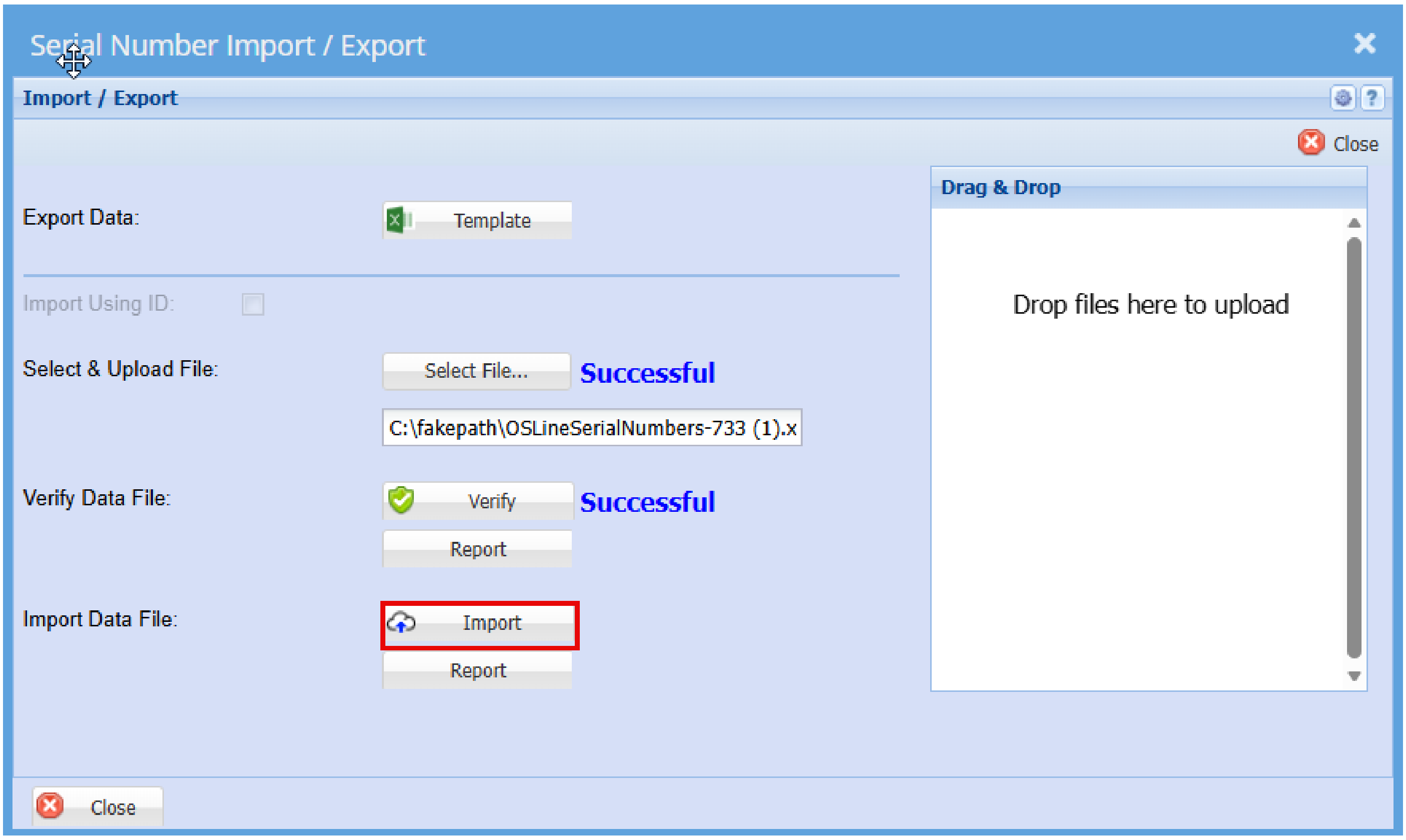
You should get a Successful Import

- Click "**Verify**"



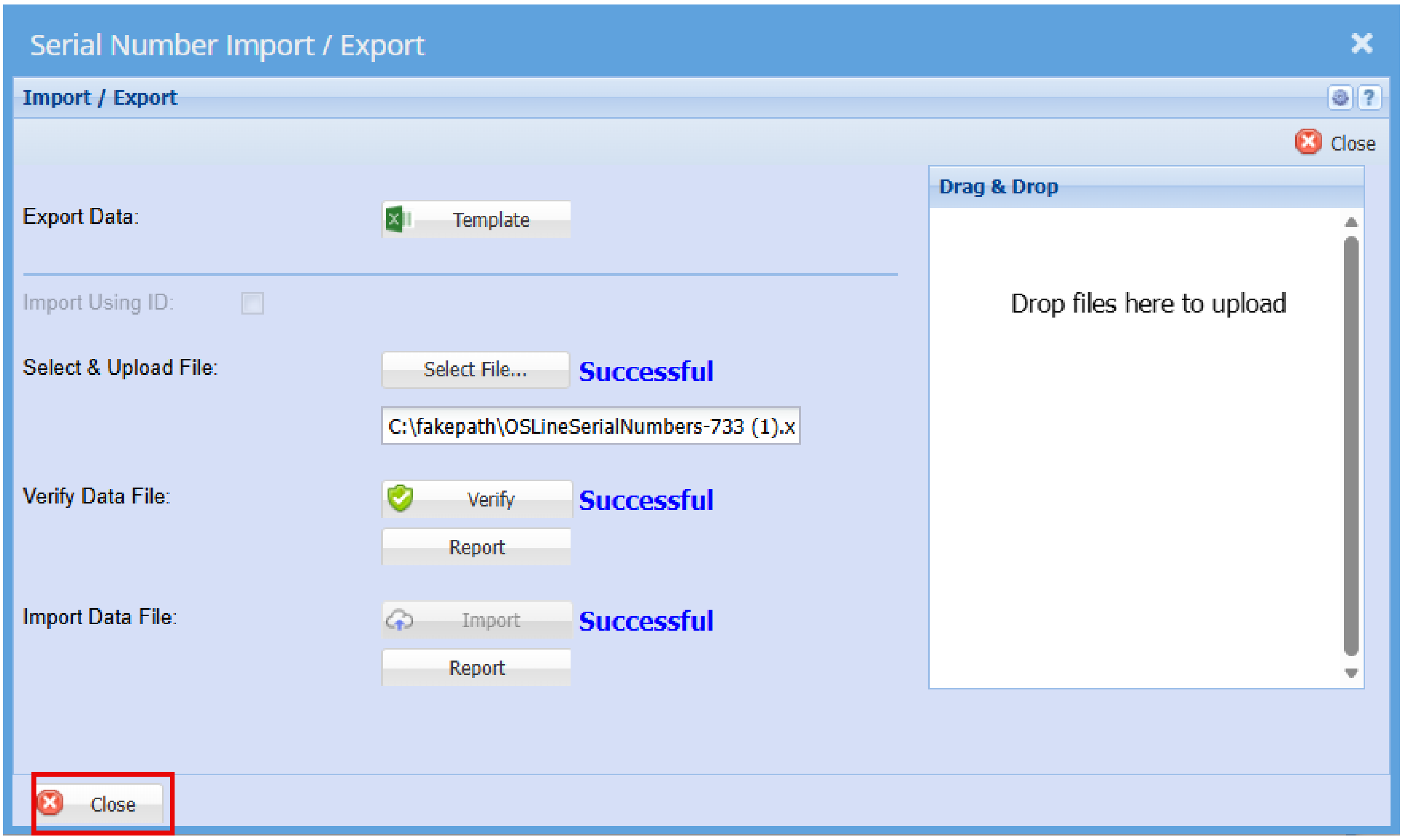
You should again get a successful for verification

- Click "**Import**"



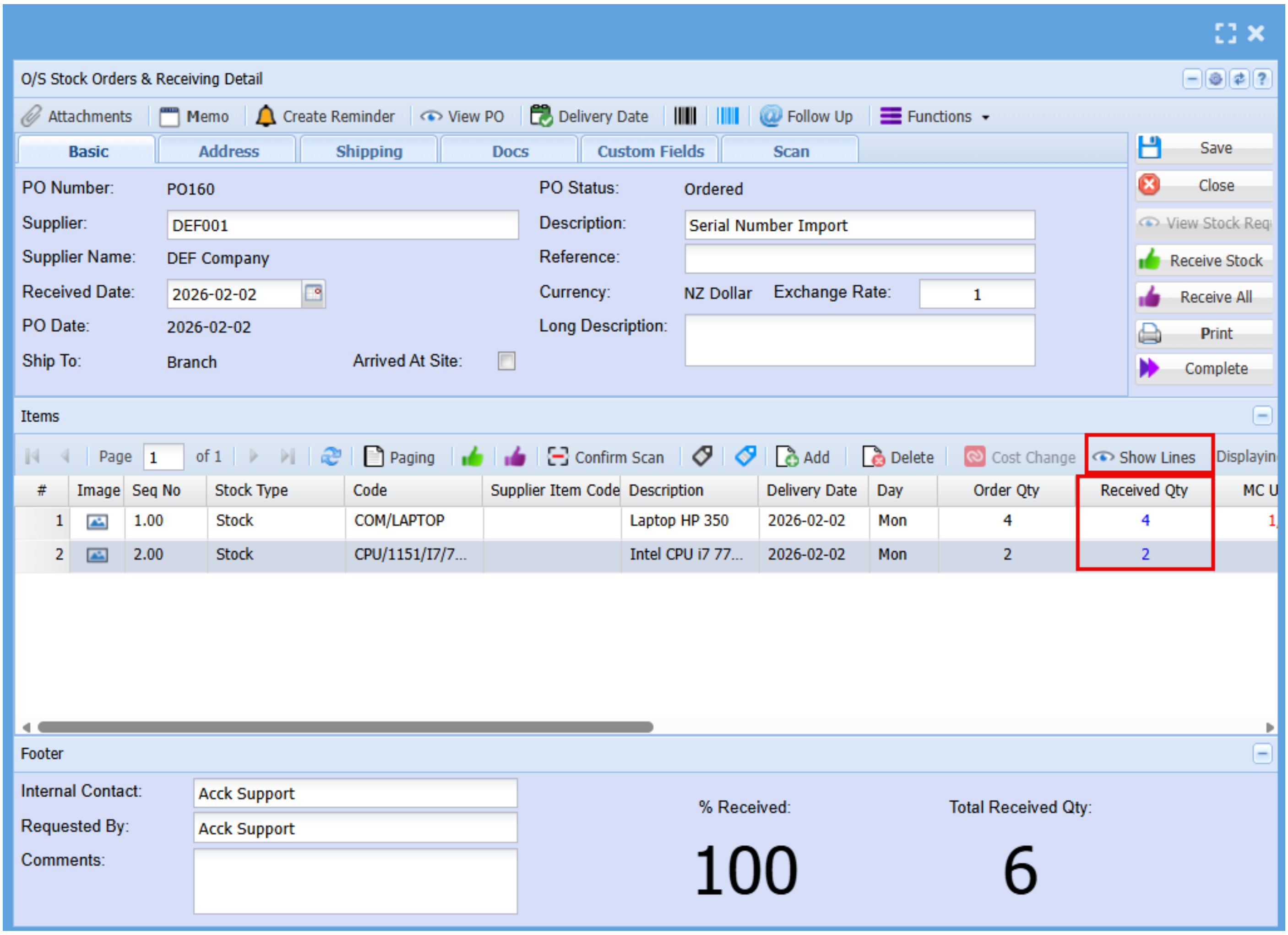
You should then get a Successful for Import.

Click "**Close**"

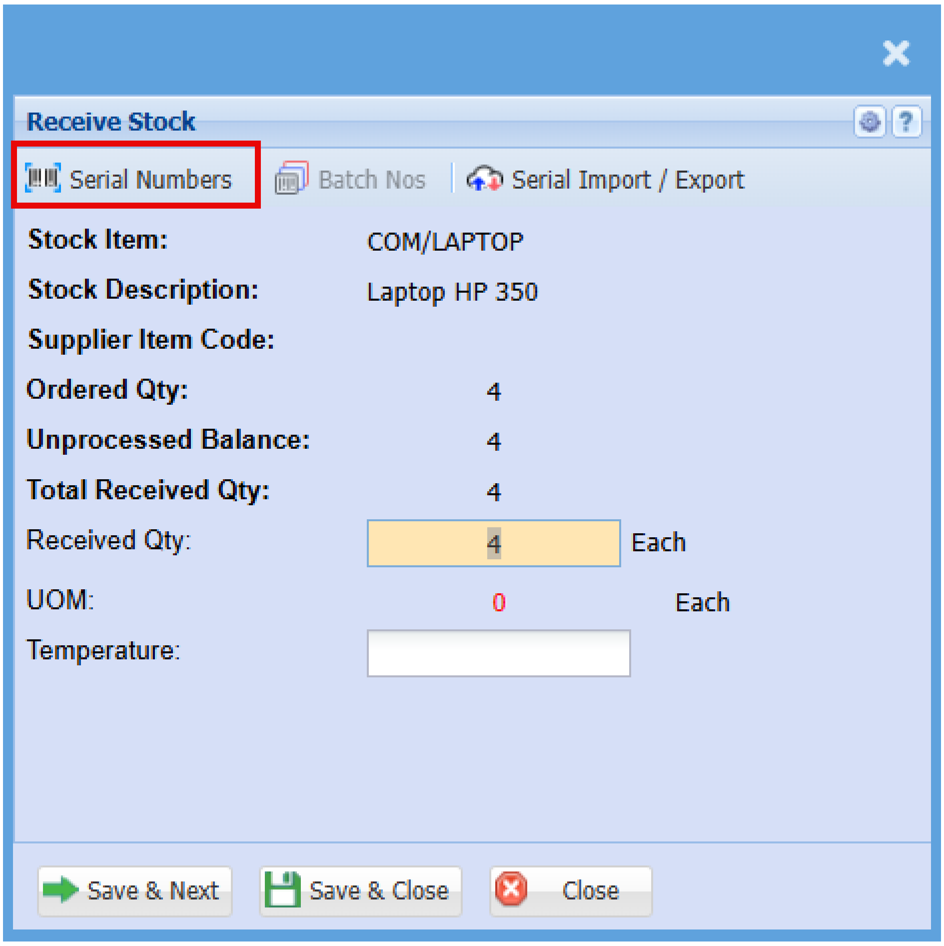


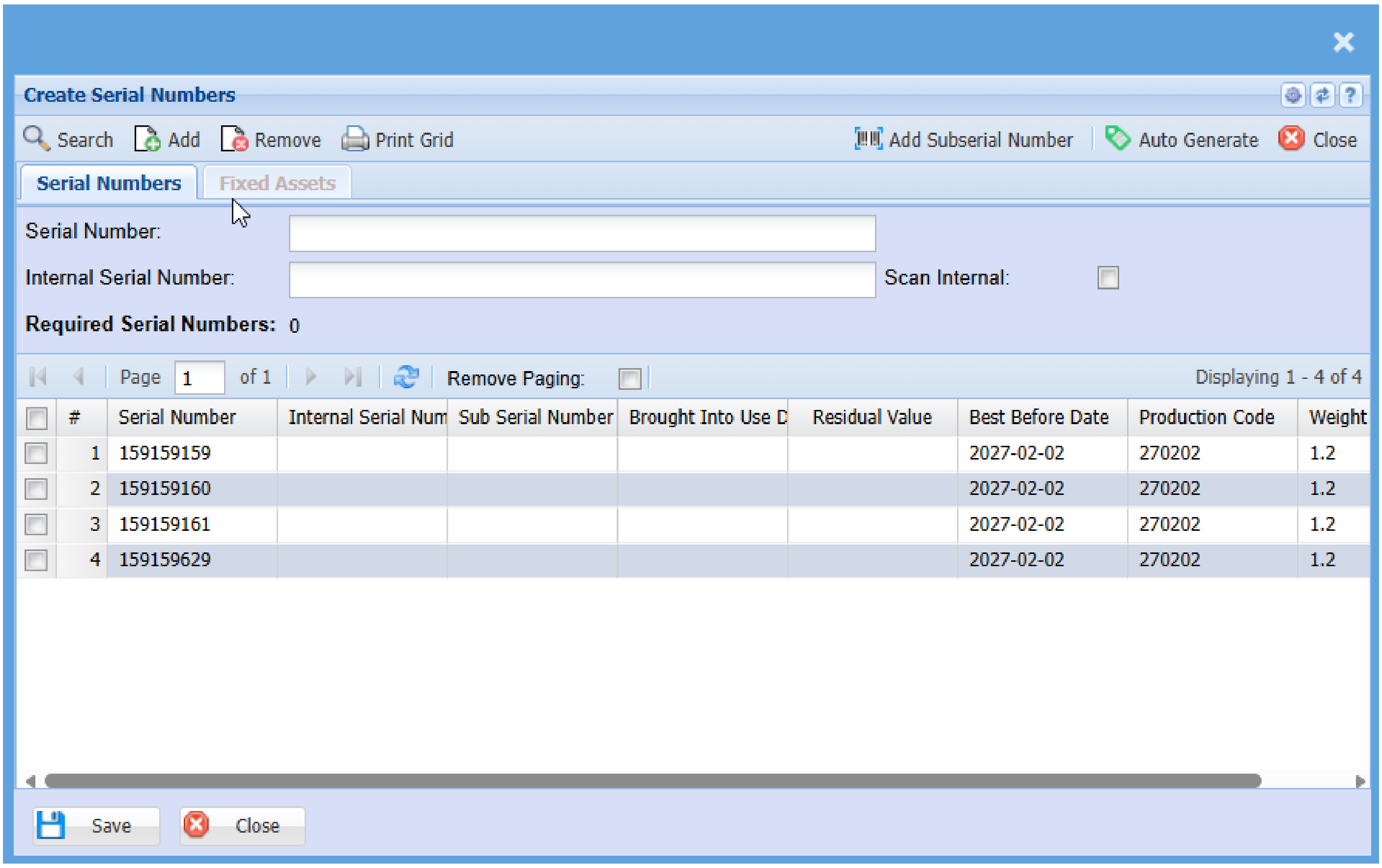
You can go check to make sure by clicking the "**Show Lines**" button

You will see the "**Received Qty**" values update.



- To view the serial number, double click on the Serialised item line.
- Click on "**Serial Numbers**"


Receive Stock
Serial Numbers
Batch Nos
Serial Import / Export
Stock Item: COM/LAPTOP
Stock Description: Laptop HP 350
Supplier Item Code:
Ordered Qty: 4
Unprocessed Balance: 4
Total Received Qty: 4
Received Qty: 4 Each
UOM: 0 Each
Temperature:
Save & Next
Save & Close
Close


Create Serial Numbers
Search
Add
Remove
Print Grid
Add Subserial Number
Auto Generate
Close
Serial Numbers
Fixed Assets
Serial Number:
Internal Serial Number:
Scan Internal:
Required Serial Numbers: 0
Page 1 of 1
Remove Paging:
Displaying 1 - 4 of 4
Serial Number Internal Serial Num Sub Serial Number Brought Into Use D Residual Value Best Before Date Production Code Weight
1 159159159 2027-02-02 270202 1.2
2 159159160 2027-02-02 270202 1.2
3 159159161 2027-02-02 270202 1.2
4 159159629 2027-02-02 270202 1.2
Save
Close