

GOODS IN PROCESS

DESCRIPTION How to put new stock onto the system

SEE ALSO Oasis detailed: Goods Receipt Entry;
Oasis detailed: Putaway label printing

LOAD REGISTER

Location
TTC General menu > TTC
Goods in menu >
or
Marketing Menu > Inventory
Menus > TTC Goods in
menu
or
Oasis Operations > Goods
Receipts > Maintenance >
Goods Inwards
Function %GR3010-A

- 1 Go to **Register new load** and choose your warehouse
- 2 Press F9 to add a new load. Enter a load reference, description, supplier, and arrival date and time. Apart from the supplier code, Oasis does not care what information you enter – it is for your information only.

You may wish to name load register references by date – for example, 230203 (references do not have to be unique) – or perhaps by some code the supplier has provided on the advice note. It's best not to create too many identical references because loads are then difficult to find when reprinting putaway labels.

GOODS RECEIPT ENTRY

Note: People often have problems with the goods in process. Be sure to follow these instructions carefully.

Location
As above
Function %GR3050

- 1 Go to **Goods Receipt Entry** and choose **New Goods Receipt Note**

```

+ Warehouse Entry -+
|Location: COWLEY |
+-----+
+-----+ Load Registration +-----+
|Load      |      |      |      |      |      |
|Ref  Description      |      |      |      |      |      |
+-----+-----+-----+-----+-----+-----+
|6      test           |      |      |      |      |      |
|7      tEST          |      |      |      |      |      |
|9797  test           |      |      |      |      |      |
|DIRECT Direct Delivery|      |      |      |      |      |
|DOCTST Documentation example|      |      |      |      |      |
|      |      |      |      |      |      |
|      |      |      |      |      |      |
+-----+-----+-----+-----+-----+
    
```

- 2 A load register lookup window appears. Select the load that you want to book goods in for.
- 3 Oasis asks for some additional information:

Advice references
A setting in Oasis' stock management parameters, ADVNUM, specifies if advice note references are mandatory.

```

+-----+
| Supplier Number   : T9797   JONES SPRINGS
| Date Goods Received: 01/04/03
| Advice Note No.   : ADV1000
| Advice Note Ref.  : DOCTST
| Invoice No.       :
| Comments         : Documentation example
+-----+
    
```

With TTC's current setup, you must enter an advice note number. This code can be of your choosing, but must be unique as it is used later for invoice matching. Other empty details are optional.

About dummy POs

When creating a GR without a purchase order, Oasis makes a 'dummy PO' so that the PO records match the GR records. You do not need to do anything with these.

Note

If you are creating this GR with no related purchase order, you will also have to enter product codes at this stage.

Lines suspending themselves

If you do not successfully complete a GR first time round, lines will become suspended. Remember to clear the 'S' when you go back into the GR (see step 7)

If the bin is full

You may see a message such as WARNING — THERE IS NO SPACE AVAILABLE IN BULK which probably means the bin is full. Choose Yes when Oasis suggests a movement then follow the instructions in step 10.

- 4 Upon pressing F1, Oasis asks you to select the purchase order that was sent to the supplier for the goods that arrived. It is possible to continue even without a PO by selecting **No Purchase Order** from the menu. Otherwise, select a PO number.
- 5 If you selected a PO, Oasis asks 'Receive Complete P/O?'. If the supplier has delivered exactly what was requested on the purchase order, select Y here. If not, select N.
- 6 The lines screen appears, as shown below:

```

+----- Warehouse: COWLEY - Cowley Warehouse -----+
|   P/O Num: 00000189                                     |
|   Supplier: T9797   JONES SPRINGS                       |
|   Advice Note: ADV100                                   GRN Num: 000114 |
+-----+-----+-----+-----+-----+-----+-----+
|Line Product Code  Description                      QtyOrd Qty O/S  QtyRec BackOrd|
+-----+-----+-----+-----+-----+-----+-----+
|   1 100           3 PIN SOCKET                      10    10    10     1 |
|   2 226           RED TRIANGULAR REFLECTOR          1     1     1     4 |
|   3 10143         5 CORE ABS CABLE WITH PL          2     2     2     8 |
+-----+-----+-----+-----+-----+-----+-----+

```

If you chose Y in step 5, the quantities received will be filled in for you. If not, you have to fill in the quantities yourself. Oasis allows you to specify the amount received for every unit of measure set up for the product. You can also enter how many putaway labels you want printed (normally 1):

```

+-----+-----+-----+-----+-----+-----+
|Unit Desc PackQty PackRec Labels QtyRec|
+-----+-----+-----+-----+-----+-----+
|EACH           1         1         1         1 |
|PACK5          5         2         1        10 |
+-----+-----+-----+-----+-----+-----+

```

- 7 After entering the quantity received for a product, you can also type any comments. Leave the status box blank unless you want to suspend the line, in which case type S.
- 8 When all lines are complete, press F1 and answer yes to 'GR Lines Complete?', then accept the status of A:

```

+-----+-----+-----+-----+-----+-----+
| Goods Receipt Status (A/C/S): A                       |
| Cancel/Suspend Reason:                               |
+-----+-----+-----+-----+-----+-----+

```

- 9 If any products on the goods receipt do not have a bin location, Oasis asks you to attach a location now:

```

+-----+-----+-----+-----+-----+-----+
|Warehouse      : Cowley Warehouse                       |
| Product       : 3 PIN SOCKET                           |
| Unit          : PACK5                                   |
|Bin Location +-----+-----+-----+-----+-----+
|Max Quantity |Bin Location  Despatch Area|
+-----+-----+-----+-----+-----+-----+

```

- 10 If any bin locations are full, Oasis asks if you wish to override the maximum bin quantity. Choose Y to put the product in the bin anyway and set the new maximum quantity. Choose N to put the product in another bin. When you

choose N, Oasis first asks if you want to use a fastpick bin, then lets you choose whether to put the stock into a random bin or one that is least used. For either choice, Oasis confirms with you its suggested bin and you can modify this if needed.

- 11 The 'Select Purchase Order By' screen appears again, allowing you to carry out steps 4-9 again so that more than one PO can be attached to the GR. Once you have finished adding any more, press F4 and choose Yes when asked 'Delivery advice note complete?'
- 12 Press F4 to return to the menu.

PRINTING AND CONFIRMING PUTAWAYS

Putaway labels tell you where on the shelf to put new stock. Even if you don't need labels, you still need to print and confirm them. Failure to do this means that the stock will not be available to sales and purchasing cannot invoice match.

Location
 TTC General menu > TTC Goods in menu >
 or
 Marketing Menu > Inventory Menus > TTC Goods in menu
 or
 Oasis Operations > Goods Receipts > Maintenance > Putaway Goods
Function %GR3013-A

Status codes of loads

O Open
 R Printed
 M Invoice matched

Automatic printing
 This is set in Warehouse Maintenance (function %PP0002)

- 1 Go to **Print Putaway Labels By Load Number** and choose the appropriate warehouse
- 2 Choose the load that you wish to print labels for:

```

+----- Load Register Lookup -----+
|Load                               |
|Ref  Description                    |Supno  Arrival  Arrival  Advice  |
|-----|-----|-----|-----|-----|
|6    test                          |T9798  07/09/01  15:24:37  0 0  |
|7    tEST                          |T9551  23/10/01  15:16:22  1 0  |
|9797 test                          |t9797  20/09/01  11:02:50  0 0  |
|DOCTST Documentation example      |T9797  01/04/03  10:52:59  2 0  |
|                                     |
|                                     |
|                                     |
|                                     |
+-----+
  
```

- 3 Depending on how putaway printing is set up, you may be asked for the printer you wish to use
- 4 Once stock has been put away, confirm this with either:
 - **Put Away Confirmation.** Press Enter twice on a label number, then choose Y.
 or
 - **Fast Putaway (Using Barcodes).** Type in each barcode number, pressing F4 when finished.

COMPLETING THE PURCHASE ORDER

Until all the goods requested on a purchase order are fully received, Oasis will continue to expect the missing goods to be delivered. Looking at the examples used in this document, two of product 10143 are expected. If only one was received, the PO line for 10143 will not show as complete and the Future Stock screen with Stock Level Enquiry would indicate that one more 10143 is still due from the purchase order.

If you know the supplier cannot fulfil their PO any further, mark it as complete. Go to **Complete Purchase Order**, find the PO then press Enter. Oasis will no longer except the unsupplied stock and the PO status will change from A to R.

Note that if a supplier *has* fulfilled their purchase order and one or more goods receipts reflect this, the PO is automatically completed.