



## Receipt Processing

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### Overview

The Receipt Processing module is divided into two sections. The left side of the screen allows users to search for Open and Historical purchase orders and print them. The right side of the screen enables users to search and print labels for receipt items.

PO Number	PO Type	PO Status	PO Date	Shipping Met...	Total
PO2312	Standard	Received	04/12/2017	OVERNIGHT	392.76
PO2300	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2299	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2298	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2297	Standard	Received	04/12/2017	OVERNIGHT	15.00
PO2296	Standard	Received	04/12/2017	OVERNIGHT	15.00
PO2295	Standard	Received	04/12/2017	OVERNIGHT	15.00
PO2294	Standard	Received	04/12/2017	OVERNIGHT	35.00
PO2293	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2292	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2290	Standard	Received	04/12/2017	OVERNIGHT	30.00
PO2289	Standard	Received	04/12/2017	OVERNIGHT	180.00
PO2288	Standard	Received	04/12/2017	OVERNIGHT	369.98
PO2287	Standard	Received	04/12/2017	OVERNIGHT	555.00
PO2286	Standard	Received	04/12/2017	OVERNIGHT	654.60
PO2283	Standard	Received	04/12/2017	OVERNIGHT	190.00
PO2282	Standard	Received	04/12/2017	OVERNIGHT	370.00
PO2281	Standard	Received	04/12/2017	OVERNIGHT	654.60

Li...	Item Number	Item Description	Qty	Wareho...	Receipt Date
16...	ACCS-CRD-25BK	Phone Cord - 25' Black	0		02/18/2017 12:00
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16...	FAXY-CAN-9800	Cantata FaxPhone 9800	0		03/31/2017 12:00
16...	FAXY-CAN-9800	Cantata FaxPhone 9800	0		03/31/2017 12:00
16...	HDWR-TPS-0001	Tape Unit/Mass Storage	1	NORTH	04/29/2014 12:00
16...	24X IDE	24x CD-ROM	1	NORTH	04/12/2017 12:00
32...	HD-30	30 Gig Hard Drive	1	NORTH	04/12/2017 12:00
16...	A100	Audio System	1	NORTH	04/12/2017 12:00
32...	A100	Audio System	1	NORTH	04/12/2017 12:00
16...	32 SDRAM	32 meg SDRAM	10	NORTH	04/12/2017 12:00
32...	HD-30	30 Gig Hard Drive	1	NORTH	04/12/2017 12:00
49...	HD-30	30 Gig Hard Drive	1	NORTH	04/12/2017 12:00
65...	HD-30	30 Gig Hard Drive	1	NORTH	04/12/2017 12:00
81...	A100	Audio System	1	NORTH	04/12/2017 12:00
98...	A100	Audio System	1	NORTH	04/12/2017 12:00
11...	A100	Audio System	1	NORTH	04/12/2017 12:00
13...	A100	Audio System	10	NORTH	04/12/2017 12:00

### Usage

#### Print Purchase Orders

1. Using the left pane in the Receipt Processing screen, search for and select one or more purchase orders from the search results grid.
2. Click the **Print** button. The Print Purchase Order screen appears.
3. Select a printer and a layout format.
4. Click the **OK** button.
5. If the **Preview** box is checked, the Print Preview screen will appear. From this screen, the purchase order can be emailed, printed, or exported to another document format. If the Preview box is not checked, the purchase order(s) will be sent directly to the selected printer.

#### Print Receipt Labels

1. Search for and select a receipt or receipts from the Receipts grid on the right of the

Receipt Processing screen.

2. Click the **Print** button.
3. The Label Printing screen appears.
4. Make your selections and click the **OK** button.
5. If the **Preview** box is checked, the Print Preview screen will appear. From this screen, the receipt labels can be emailed, printed, or exported to another document format. If the Preview box is not checked, the receipt labels will be sent directly to the selected printer.

## Security

*Receipt Processing* - Grants access to the Receipt Processing screen.

## Settings

*Filter Out Closed and Canceled Orders* - If True, purchase orders with a status of Closed and Canceled will be filtered out of the search results and will not be displayed in the data grid.

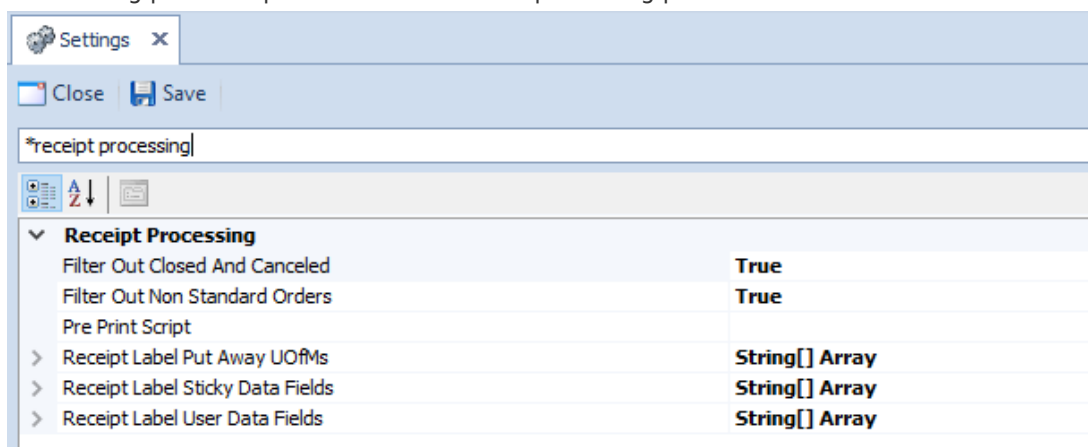
*Filter Out Non Standard Orders* - If True, purchase orders with a type other than Standard will be filtered out of the search results and will not be displayed in the data grid.

*Pre Print Script* - A C# script that will execute when the OK button on the Print dialog is clicked, before the document prints.

*Receipt Label Put Away UOfMs* - Allows user to change the Unit of Measure that will be used to print the receipt labels .

*Sticky User Data Fields* - Enter the user fields that will not be reset after printing the report. Data entered in these fields will remain for the next report and will not need to be re-entered.

*User Data Fields* - Enter user data fields here. User data fields allow users to manually enter data during print setup to be added to the report being printed.



Receipt Processing	
Filter Out Closed And Canceled	True
Filter Out Non Standard Orders	True
Pre Print Script	
> Receipt Label Put Away UOfMs	String[] Array
> Receipt Label Sticky Data Fields	String[] Array
> Receipt Label User Data Fields	String[] Array