Receiving Window Right Click Functions

Cavallo Support - 2024-11-22 - Purchasing

Overview

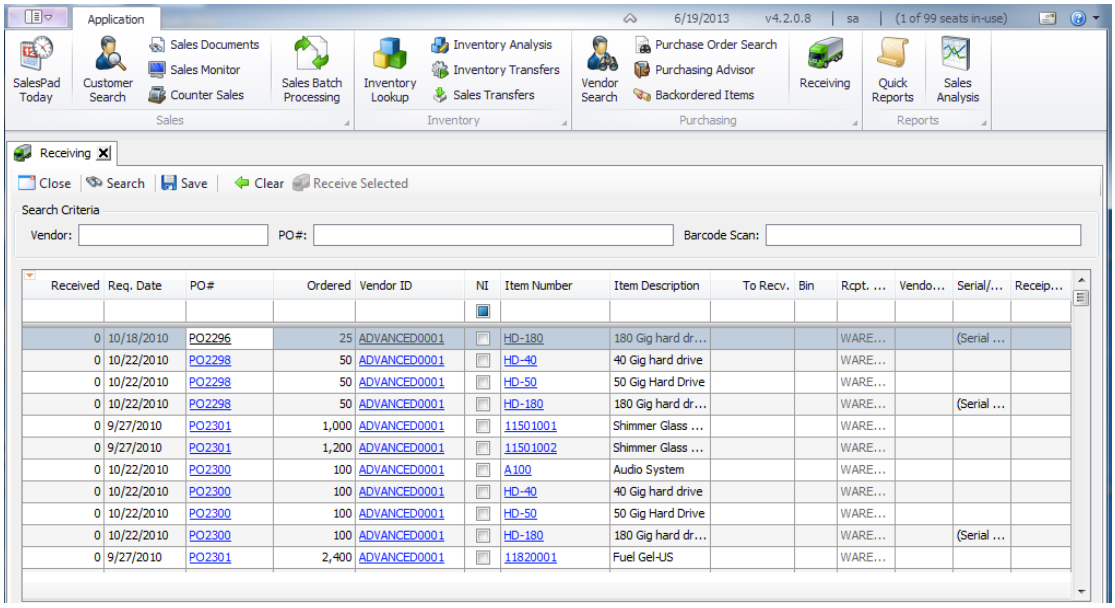
The Receiving window in Sales Pad has been enhanced in version 4 .2 to add right-click functionality to make more information available to the user. With the Receiving Window Right-Click feature, you can add, update, or clear various items including Bin, Receipt Batch, Quantity to Receive, Vendor Document Number, Lot Number, and Warehouse.

Security

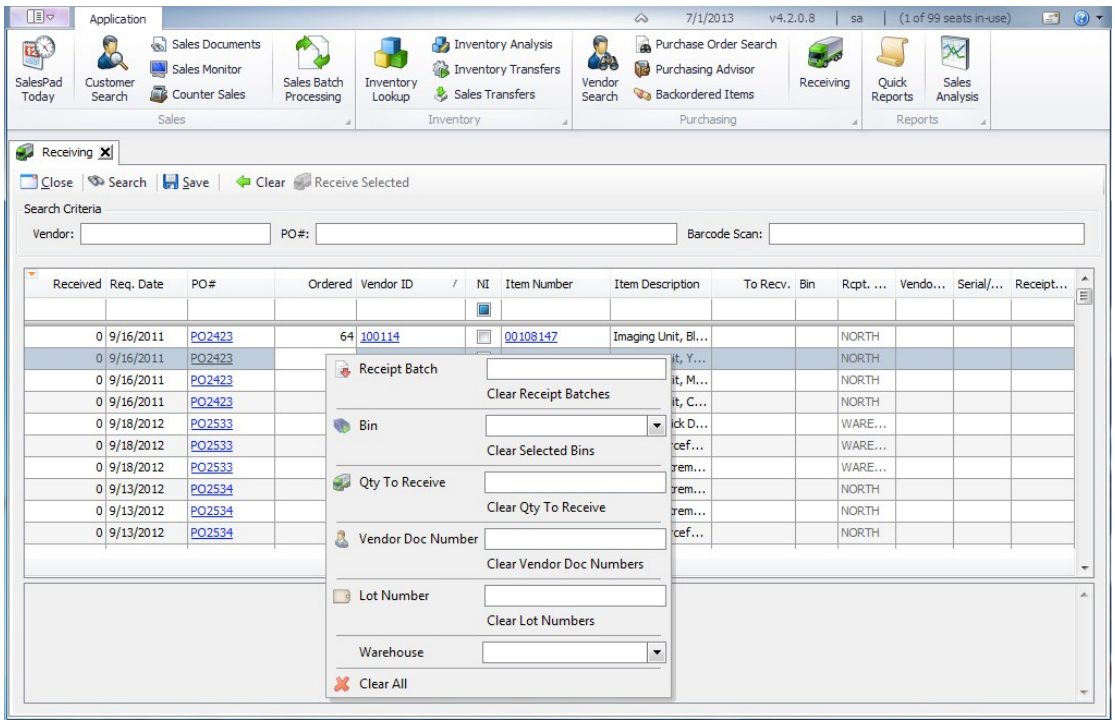
Make sure the Receiving module is enabled in SalesPad, and set sub-settings to best match your desired business practices.

Usage

Click on **Receiving** and find the receipt item you want to get more information on.



Right-click on the item you want more information about (i.e. Received, Req. Date, PO#, Vendor ID, etc.). This brings up a new window, where you can enter or clear Receipt Batches, Selected Bins, Quantity to Receive, Vendor Doc Number, Lot Numbers, or Warehouse. You also have the option to Clear All.


Application
7/1/2013
v4.2.0.8
sa
(1 of 99 seats in-use)
SalesPad Today
Customer Search
Sales Documents
Sales Monitor
Counter Sales
Sales Batch Processing
Sales
Inventory Lookup
Inventory Analysis
Inventory Transfers
Sales Transfers
Inventory
Vendor Search
Purchase Order Search
Purchasing Advisor
Backordered Items
Purchasing
Receiving
Quick Reports
Sales Analysis
Reports
Receiving
Close
Search
Save
Clear
Receive Selected
Search Criteria
Vendor:
PO#:
Barcode Scan:
Received
Req. Date
PO#
Ordered
Vendor ID
NI
Item Number
Item Description
To Recv.
Bin
Rcpt. ...
Vendo...
Serial/...
Receipt...
0 9/16/2011 PO2423 64 100114 00108147 Imaging Unit, Bl... NORTH
0 9/16/2011 PO2423 NORTH
0 9/16/2011 PO2423 NORTH
0 9/16/2011 PO2423 NORTH
0 9/18/2012 PO2533 WARE...
0 9/18/2012 PO2533 WARE...
0 9/18/2012 PO2533 WARE...
0 9/13/2012 PO2534 NORTH
0 9/13/2012 PO2534 NORTH
0 9/13/2012 PO2534 NORTH
Receipt Batch
Clear Receipt Batches
Bin
Clear Selected Bins
Qty To Receive
Clear Qty To Receive
Vendor Doc Number
Clear Vendor Doc Numbers
Lot Number
Clear Lot Numbers
Warehouse
Clear All