

# Home Hardware Barcode Receiving

The barcode receiving process is designed to allow the receiving of Home Hardware shipments based on the invoices sent by Home hardware. This process checks that the item is on the Purchase Order and has been invoiced by Home Hardware and does not allow items to be received if they are not on a PO or invoiced.

## Procedures

### Barcode Receiving On Screen

The barcode receiving is found in the Home Hardware menu.

The screen starts at the barcode where items are to be scanned. Using the F3 key from the barcode field will allow the part to be entered by category and part number.

Each time a unit is scanned the quantity received will be incremented by 1 unit.

After the item is scanned it will show in the body of the screen.

If the purchase order no longer exists for the item a message will appear “no PO 99999”. Press enter to pass these messages. Items not found on a purchase order will need to be received manually.

If the item has not been invoiced by Home Hardware or it has been fully received, a message will appear “not in received file”, these items will also have to be received manually if they were not previously received.

To enter a quantity received rather than scanning an item multiple times press the TAB key after scanning the item and you will be positioned in the Qty received field. **The quantity entered here is the additional quantity to be received.**

When all scanning is complete press the Ctrl A key to accept from the barcode field.

A prompt will appear "Print Edit List". This will provide you with an edit list of the PO's being received.

The next prompt will be "PO's OK to update?". Answer "Y" to this prompt and then proceed to the PO Update option in the main menu, Purchasing à Purchase Order Receipts à PO Receipts Update.

## Barcode Receiving RF Gun

The barcode receiving is found in the RF menu, "Receive HH PO".

The screen starts at the barcode where items are to be scanned. Using the Ctrl C key from the barcode field will allow the part to be entered by category and part number.

Each time a unit is scanned the quantity received will be incremented by 1 unit.

After the item is scanned it will show in the body of the screen.

If the purchase order no longer exists for the item a message will appear "cant find PO 99999" and then a message will appear "could not receive all qty". Press enter to pass these messages. Items not found on a purchase order will need to be received manually.

If the item has not been invoiced by Home Hardware or it has been fully received, a message will appear "not in received file", these items will also have to be received manually if they were not previously received.

To enter a quantity received rather than scanning an item multiple times press the TAB key after scanning the item and you will be positioned in the Qty received field. The quantity entered here is the additional quantity to be received.

When all scanning is complete press the F1 key to accept from the barcode field.

A prompt will appear "Print Edit List". This will provide you with an edit list of the PO's being received.

The next prompt will be "PO's OK to update?". Answer "Y" to this prompt and then proceed to the PO Update option in the main menu, Purchasing à Purchase Order Receipts à PO Receipts Update.

## Report of Items Invoiced But Not Received

A report has been provided to show all items invoiced by Home Hardware that have not yet been received in the system. This report is found in the Home Hardware menu "Items\_Invoiced\_Not\_Recd\_List". This report will show items invoiced by Home Hardware that were

not received. This should be used to verify your receiving and report errors. Once the receiving is complete the Receiving file should be purged using the option in the Home Hardware menu.

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Revision #1

Created 1 October 2018 15:42:29 by Admin

Updated 15 September 2021 23:56:01 by Admin