

Mobile Goods Received Documentation

Connection

On first set-up, you will be asked for the following details:

App ID – This will be generated automatically after saving the settings

Device Name – User ID for the device

URL – The webservices URL required to connect to MACE. The URL will contain the external server IP address, and the port number. A tick icon will be displayed when the device connects to webservices

Timeout – The delay in seconds that will occur before an error is displayed while trying to connect to MACE

Click **Save** to preserve your settings before continuing. Additional options include:

Test Connection – Open the Connection Test page. Tests the device’s connection to web services

Wipe App – Clear device data and restore to default settings

Profile

The Profile page is used to define MACE related settings.

Company – The company to connect to in MACE

Branch – The company branch

User Profile – The device MACE user profile

Forms Queue – The forms queue for managing print processes. The required print queue can be found in Printer Manager or Define Printers

Theme



The Theme page can be used to set application colours.

Theme Colour – Main colour for the application

Theme Text Colour – Used for text headings and titles

Page Text Colour – Application Background colour

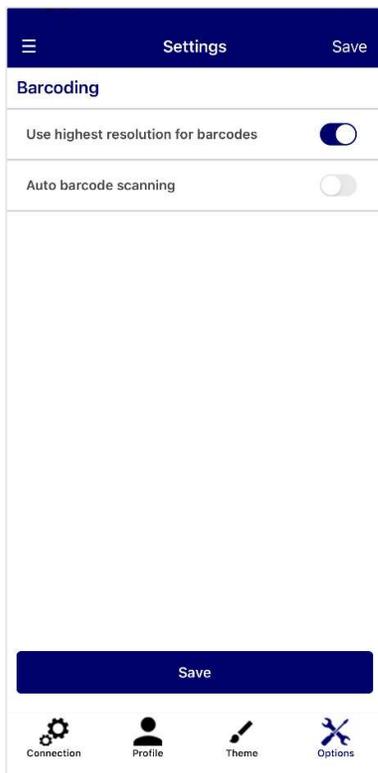
Page Detail Colour – Used for page text

Reset Defaults – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or type in a colour's hexadecimal code. Colours on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen.

Options

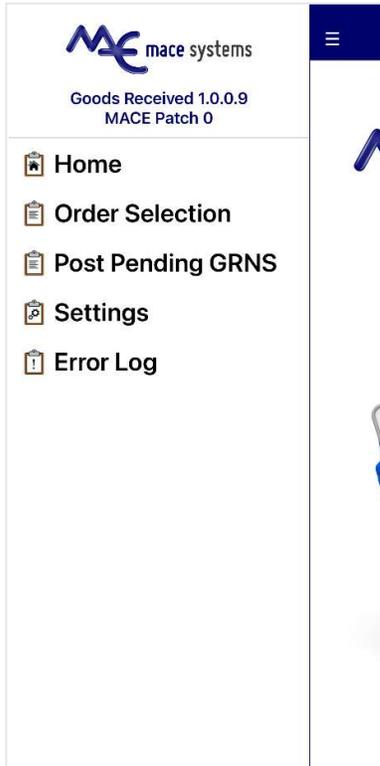


Use highest resolution for barcodes – When scanning for barcodes, the camera will use the highest available resolution

Auto barcode scanning – Automatically open the camera for continuous product barcode scanning in a purchase order

Click **Save** to apply the options changes.

Navigation



To navigate, either slide the screen to the right, or press the three dashed lines.

The navigation panel will display the current app version as well as the current MACE patch level. If your patch level is not high enough for the application, an error message will be displayed.

To select a page, tap on the required menu option.

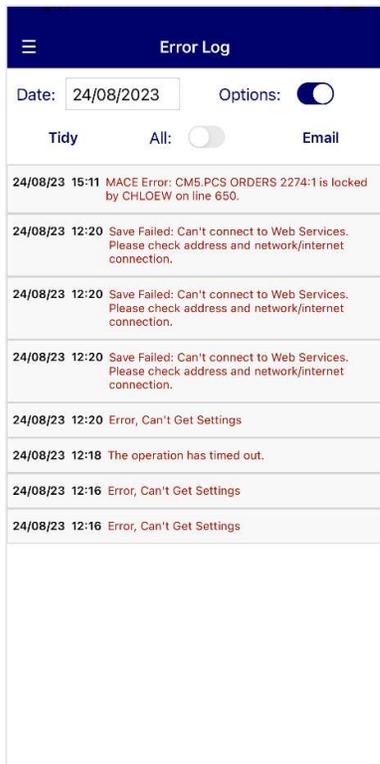
To select purchase orders to book in, tap **Order Selection**.

To view GRNs pending completion, select **Post Pending GRNS**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

Error Log



Date – List error messages on a set date

Options – Display options bar

Tidy – Clear error messages older than 60 days old

All – View all messages regardless of set date

Email – Email error log to MACE Support

Order Selection

Select purchase orders to be goods received.

Supplier ID – Enter a supplier code to view purchase orders by supplier

Purchase orders for the supplier will be displayed in the list below. Tap a purchase order to enter goods received.

Purchase Order ID – Enter a purchase order document ID to open the goods received page directly

Goods Received

The Goods Received page is where goods can be booked into stock or quarantine.

The purchase order header details will be displayed at the top of the screen.

GRN Date – Enter the date of the goods received note. The field will use the current date by default

Advice No – Enter the supplier’s delivery or despatch number

Search – Search for products by product code or description. Alternatively, tap the QR icon to scan a product barcode

A list of products on the purchase order will be displayed with the outstanding quantities.

Tap a product to input the quantity received.

When all quantities have been entered, tap **Post GRN** to complete the goods received process.

Goods Received - Product

< Back
GRN: 1170:1

Product
0013:1 - YELLOW SUN MATT PAINT

Cost	Discount
19.99	0.00
Unit	Value
1	199.90

Quantity	Allocated	Follow	Over Receipt
10	0	0	0

Received Receive 10

- +

Quarantine Quarantine 10

- +

Quarantine Reason Code

Quarantine Details

Save

Product information will be shown in the page header. The outstanding order quantity will be displayed under the Quantity header.

Received – Enter the quantity to receive into stock. The plus and minus icons can also be used to increase or decrease the quantity. Alternatively, click the blue link above the field to automatically book the ordered quantity into stock

Quarantine – Enter the quantity to receive into quarantine. The plus and minus icons can also be used to increase or decrease the quantity. Alternatively, click the blue link above the field to automatically book the ordered quantity into quarantine

If stock is booked into quarantine, options for adding the quarantine reasons will be displayed.

Quarantine reason code – Enter or search for a quarantine reason code

Quarantine Details – Enter additional quarantine notes

Hit **Save** to save the stock changes and return to the purchase order.

Multiple Bins

< Back
GRN: 1411:1

Product
BULB001:1 - W5W SMD LED WHITE

Cost	Discount
1.2500	10.00
Unit	Value
1	16.88

Quantity	Allocated	Follow	Over Receipt
15	15	0	0

Received Receive 15

- +

Quarantine Quarantine 15

- +

Bin	Free	Quantity
BULBS1	210	<input style="width: 50px;" type="text" value="10"/>
BULBS2	80	<input style="width: 50px;" type="text" value="5"/>

Save

If a product is linked to multiple bins, the goods received page will list all of the product bins and the current Free quantity.

Use the Quantity fields to enter specific stock quantities by bin. The quantities entered across all bins must total the received amount.

Hit **Save** to save the stock changes and return to the purchase order.

Allocating Linked Sales Orders

Product		
BULB001:1 - W5W SMD		
LED WHITE		
Quantity	Received	Allocated
15	15	15
Bin		
BULBS1	10	
BULBS2	5	

Sales Order	Linked	Allocated
3448:1	10	10

Bin		Quantity
BULBS1	<input type="text"/>	10
BULBS2	<input type="text"/>	0

Sales Order	Linked	Allocated
3238:1	5	5

Bin		Quantity
BULBS1	<input type="text"/>	0
BULBS2	<input type="text"/>	5

Save

If a product with multiple bins is linked to sales orders, an additional screen will be displayed to determine which bin the sales order will take stock from.

The sales order quantity required will be shown under the 'Linked' header.

Use the quantity fields to enter the stock quantity to take from each bin for the listed sales orders.

Pending GRNs

Post Pending GRNS

1	0001:1 (RED PAINT 2.5L) GRN 1330:1 Purchase Order 1170:1 Sales Order Received 14 Quarantine 0
2	0013:1 (YELLOW SUN MATT PAINT) GRN 1331:1 Purchase Order 1170:1 Sales Order Received 10 Quarantine 0

Process

If a linked product or sales order is locked when trying to post the GRN, it will need to be processed manually.

Go to **Post Pending GRNS** in the navigation menu to view GRNs that are waiting manual processing.

Tap **Process** to post the pending GRNs. If any of the GRN items are still locked, an error will be shown and the GRN will remain in pending.

Print Updated Sales Order Parameter

To use Mobile Goods Received, the Purchase Order Processing parameter on page one, '19) Print Updated Sales Order' must be set to either 'N' or 'S'.

If the parameter is set to 'N', a despatch note will not be printed on goods received.

If the parameter is set to 'S', the user must print using 'Suspended Order Print' on completing the GRN.

The parameter cannot be set to 'Y'. This restriction prevents sales orders printing and multiple despatch notes being released each time a delivery is booked in, as there may be several GRNs required for the same sales order.