

Training Document – How to Record Partial Shipments, Multiple Shipments



In this lesson you will learn about using the Accredo system.

After completing this lesson, you will be able to:

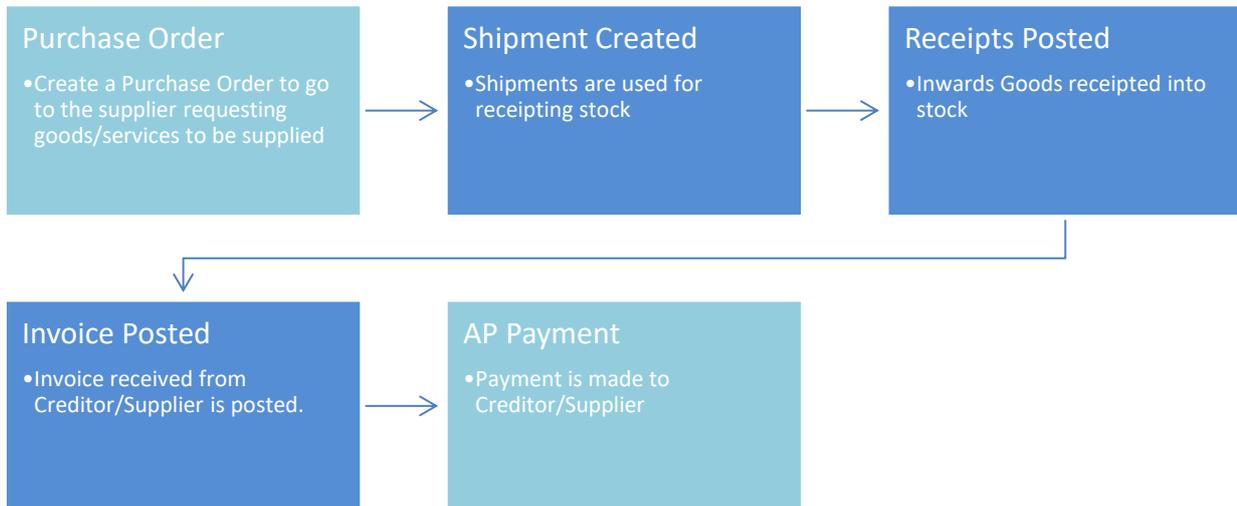
- Record Partial or Multiple Shipments.

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Purchase Order to Invoice Process

Process flow



Shipments - Common Variations

You may also receive a Partial Shipment (not all of the goods on the Purchase Order) or a Multiple Shipment (More than one Purchase Orders shipped together).

Partial Shipments

- To partially receipt the stock simply reduce the quantities accordingly on the Shipment Lines.
- Continue to process as normal.

Once the Shipment has been completed, the Purchase Order will be updated with the quantity receipted and quantity Invoiced (where applicable). Using this approach a Purchase Order can have multiple Shipments generated until the Purchase Order is fully receipted.

Multiple Shipments

- **Tasks / Accounts Payable / Enter Shipments:**
- Select Shipment.
- Enter the relevant details into the Invoice tab.
- Click on the Lines tab.
- Click on the Add Order Lines button. 
- Select the Purchase Order containing the items you wish to add to the Shipment.
- Enter quantities and click Save (F9). 
- You can repeat this until all the relevant Purchase Orders have been combined on the one Shipment.
- Continue to process as normal

You can also combine the above approaches to input a Shipment that contains all of one Purchase order and only part of another.

- You don't want to allocate the charge against this line, so click the "Manually Apportion" field on this line to tick it. (This field may be hidden - you can show it by customising the form. )
- You should see that the total Additional Cost has been spread across the Products into the additional costs field.
- If the Products have already been receipted you should click the 'Update Costs' button which will have replaced the usual 'Post Receipts'.
- Continue to process as normal

Contact

For further information or for assistance with Accredo please do get in touch with us.

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