

# Deltek Costpoint - Purchase Order Receipts

This application will receive and accept open items on a Purchase Order

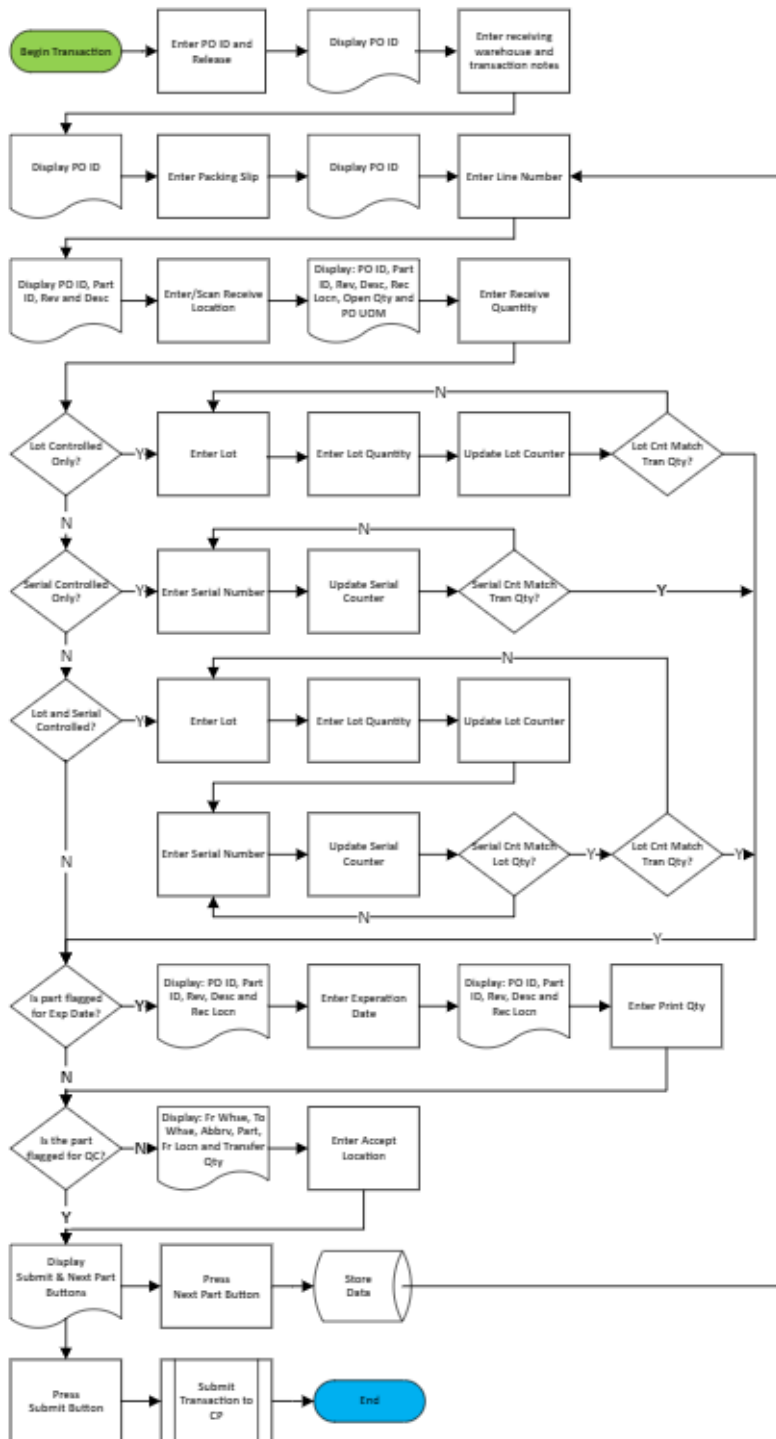
---

## RFgen Functional Documentation 2022

RFgen provides its customers Costpoint-validated, ready-to-use suites of applications and a development environment that can be used to create new apps or to modify existing apps.

This document describes the business workflow and technical information used in this application.

## Costpoint: PO Receipts Workflow



## FPOIRO0300 – PO Receipt



This application receives and accepts all parts, services and goods on a purchase order that are not flagged for QC inspection. Parts that are flagged for QC inspection are received so they can go through the formal QC inspection process that will accept and or reject them.

This application has the following rules for releases based on the PO type:

- Type R POs will only validate release numbers greater than 0
- Type P POs will only validate the release number 0

### Description of Workflow

The user enters, searches, or scans the PO number.

The user enters, searches, or scans the release number based on the PO Type and requirements listed above.

The PO ID displays at the top of the screen.

The Receive to Warehouse field with the value defaulted from the user's profile, and the Optional Notes field displays.

The user can change the defaulted value by searching or scanning the receive to warehouse. Otherwise, the user can accept the defaulted value, enter notes in the Optional Notes field, then tap the **Next** button to save the entries related to the PO and receipt.



The PO ID packing slip displays at the top of the screen.

The user enters, searches, or scans the packing slip number. The application validates it against previously-entered packing slips for the same PO.

The PO ID displays at the top of the screen.

The user enters, searches, or scans the PO Line number.

The PO ID, part ID, revision, and description display.

The receive location is defaulted from Costpoint and can be changed to any "I" location. If a default location is not configured in CostPoint the user will need to enter one. Otherwise, the user taps the **Next** button to advance to the next field.

The receive to location is added to the PO ID, part, revision, and description at the top of the screen. The open quantity, and PO line Unit of Measure display below the Receive Quantity field.

The user enters the quantity being received. It is validated against the remaining open quantity for the PO line.

If the part is lot-controlled, the user enters the lot number, then the lot quantity. If the lot quantity or accumulation of lot quantities entered does not equal the receive quantity, the user is returned to the Lot field to enter the next lot number, lot quantity and related fields until the receive quantity is satisfied.

The PO ID, part ID, revision, description, and receiving location display at the top of the screen.

If the part is serial-controlled, the Received Serials field display and is required. The user enters or scans the serial number. As each is entered, it is added to the Entered Serials list, and the counter is incremented until the number of serials entered equals the quantity received and/or equals the lot quantity if the item is lot controlled.

If the user taps the **Continue** button it takes the user to the next field.



If the part being received is flagged with an expiration date, the Expiration Date field displays. The user enters the expiration date in the format MMDDYYYY.

Otherwise, the Print Quantity field with 1 as the default displays. The user can change the print quantity or tap the **Enter** key to accept the default.

The following logic will be used for printing labels:

1. For Lot-controlled parts, the number entered in the Print Quantity field will be the number of labels printed for the line.
2. For Serial and Serial/Lot-controlled parts, the number entered in the Print Quantity field will be the number of labels printed for each serialized part.

The PO ID, part ID, revision, description, and receiving location display at the top of the screen.

For non-QC required parts, the accept location is defaulted from Costpoint. The user can tap the Enter key to accept the default or change this to any "O" or "S" location by entering or searching the accept location.

If the user taps the **Next Line** button, the application partially resets, and the user is returned to the Line field.

If the user taps the **Submit & Print** button, the labels are printed, all collected data is sent to Costpoint for transaction, and the application is reset.

