Level 2

Intermediate Palladium Training

Price & Stock Check

In Palladium Accounting you can quickly find current pricing information (for a particular customer price list or for all price lists) and check stock availability in each warehouse (location). You can access the price and stock check by pressing F4 in the home window, purchases window, or the sales window. You can also access it by clicking the price check button in the home window, or under the view menu in the purchases and sales windows. The following window will appear:

First select the pricing mode, and then select the item you wish to check on. The current pricing and quantities available will be shown.

Customer Categories
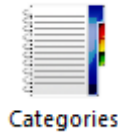
Categories

Account Receivables can be grouped into different Categories for example Cash, Retail or Wholesale. These categories can be used in the following manner:

- View reports in category sequence
- Create a discount matrix per customer category and inventory category. This enables you to have volume based line item discounts.

Delivery Routes

Delivery Routes

To setup delivery routes firstly go to Control Panel | Company Options | Optional tab
You can capture the optional fields for delivery routes as shown below.
Therefore when accessing Delivery Route option, you may capture the following information, for example categorising delivery route information as Local or Abroad.
Therefore when selecting the Customer Account you may select the option for New on the Shipping Locations tab.

This screen will appear where you can choose the applicable delivery route for the customer. When processing a document for the customer, you may then choose to ship to the captured delivery location.

## Receiving (GRV)

Receiving (GRV)

In Palladium Accounting you can receive stock on a GRV. This allows you to receipt stock in your warehouse using the stock from a purchase order, and into your inventory (at purchase order prices), making the stock immediately available for sale without using negative stock. Any stock received under a GRV will automatically be adjusted to the correct cost when the appropriate purchase invoice is entered.

The GRV function is accessible through the Warehouse menu.
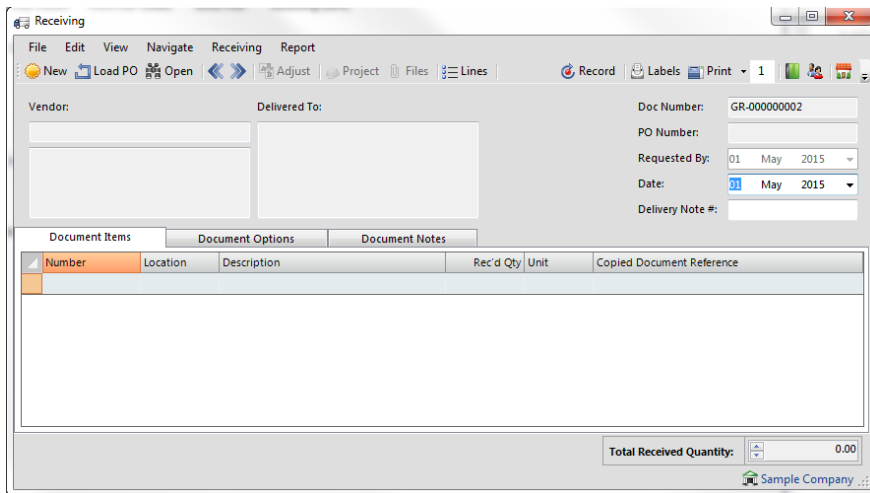
To process a GRV, you would load a purchase order into the window, make any quantity corrections as necessary, and record it.
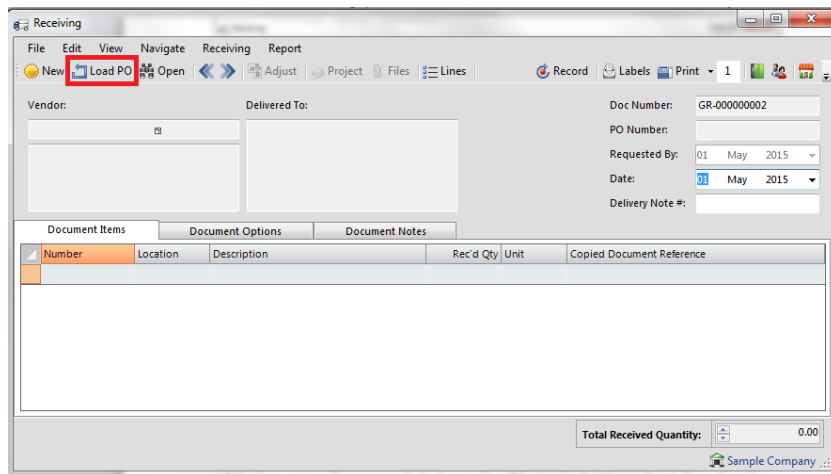

Any items not received on this GRV will remain on the purchase order to be received when they arrive. Once recorded, the stock will be immediately available for sales. You can also print barcode labels for your stock at this time, during receipt.

Pick Tickets

In Palladium Accounting you can pick stock using pick tickets. These pick tickets are generated from sales orders and allow your warehouse staff to collect the stock (pick) and assemble for the shipment process.
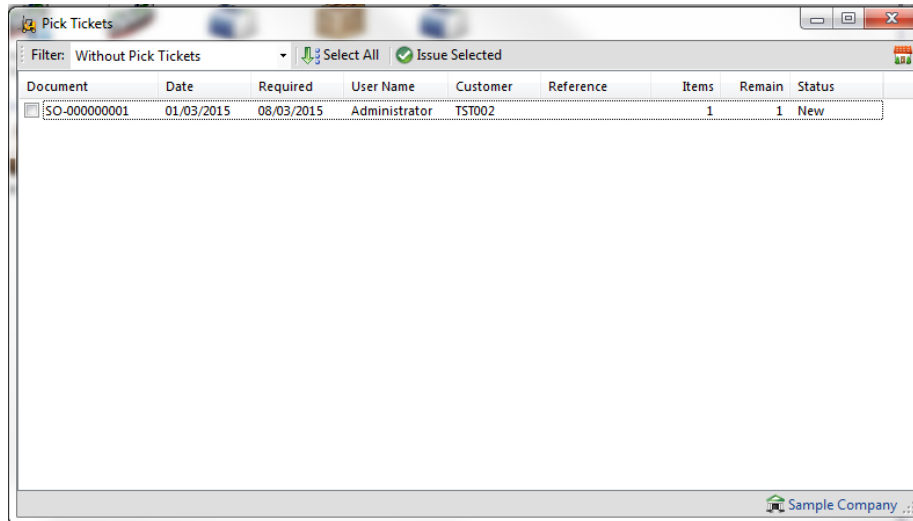
You issue pick tickets to your warehouse by using the pick tickets icon. The above screen will appear. Check the sales orders that you would like to issue pick tickets for and press the issue selected button.
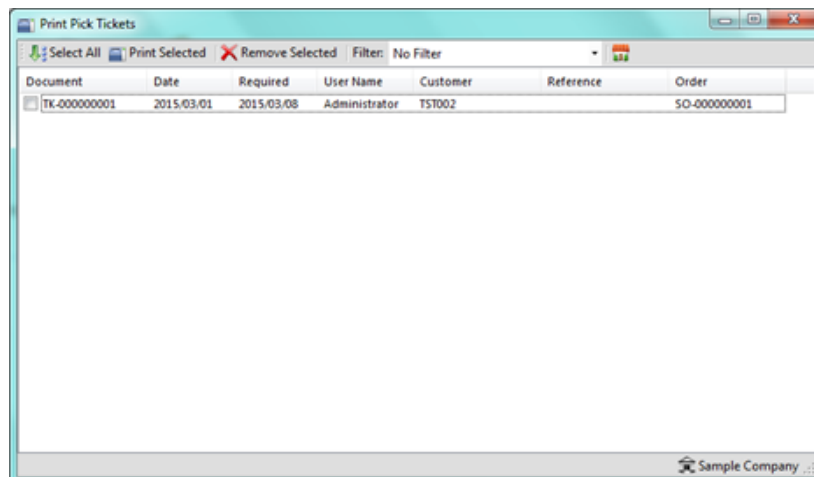
Print Pick Tickets

Print Pick Tickets

Once you have issued pick tickets under the pick tickets icon, you can use the print pick tickets to actually print them and give them to your warehouse staff.

Press the print pick tickets icon and the following window appears:

Normally, your customer service staff will issue the pick tickets and the warehouse staff will print them. Having a separate place to print pick tickets allows your warehouse staff to monitor the queue for any new pick tickets to fulfil.
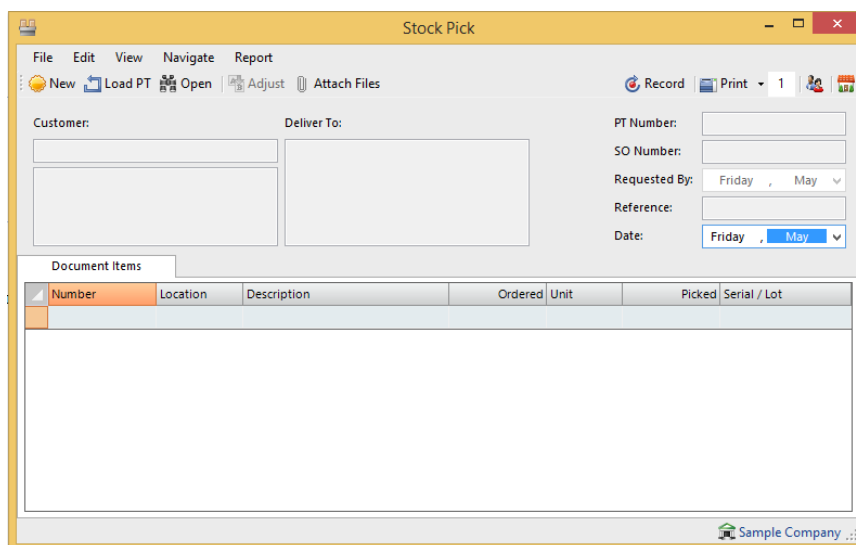
Select the pick tickets you would like to print and press the print selected button. When finished, press the remove selected to take them from the queue.

Stock Pick

Stock Pick

Once you have issued pick tickets and printed them, your staff will then attempt to pick the stock using the pick tickets. Once this process has been completed, you use the stock pick function to tell Palladium which items were picked and at what quantity.

Press the stock pick icon and the following window appears:

The first step is to load the pick ticket. Then proceed to enter the quantity picked under the "picked" column at the far right.

Any remaining items that were not picked, or not picked in full, will NOT remain on the picking ticket. You must go back and issue a new picking ticket for the sales order, and then print the picking ticket again (with only the backordered items) for backorder shipments. This basically starts the picking process over again by printing a new pick ticket with just the remaining items left on it.

Shipments & Containers

The shipment and container modules allows you to specify what items have gone into which box (shipments) and which boxes have gone into which crates (containers). This allows you to print packing slips for each, with the original invoice numbers, values, weights, etc., on each document.
Multiple invoices can be shipped in the same shipment or container, but must be for the same customer. You access the shipments menu by clicking on the shipments icon in the warehouse module:
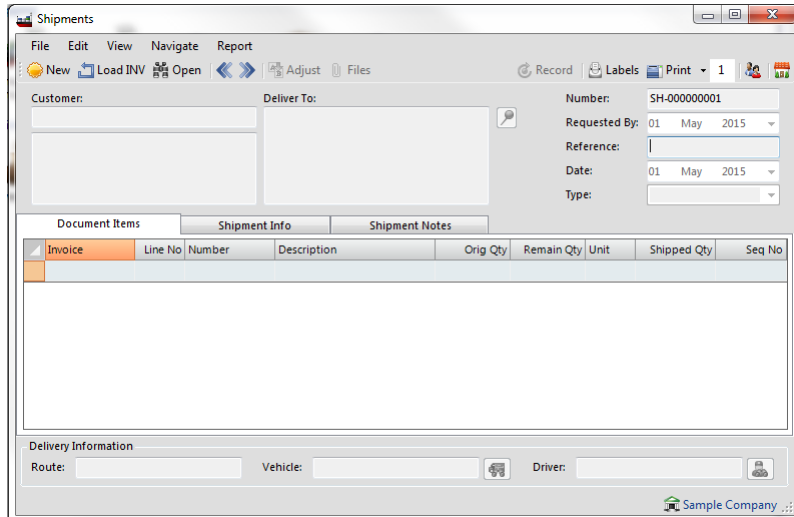
The first step is to load the invoice (this invoice should have been generated by the picking tickets as compared to the sales order, see using in AR for more information). You continue to load invoices until all of the items in the shipment have been loaded. Enter the quantity to ship at the end of each line. Note, you can load the same invoice more than once (on different shipments) to allow all the items to go into multiple shipments (boxes).