

## Delivery Advices

This document will assist you in understanding and setting up and effectively using the Delivery Advice Function within Palladium.

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## Overview

The Delivery Advice feature allows you to create Deliveries without the need to process Invoices, while still affecting the inventory on hand. This feature works in the precise inverse way as GRV's, wherein GRV's act as an intermediate process between the receiving of inventory and the processing of the Vendor invoice. The delivery advice acts as an intermediate step between the delivery of Customer goods, and the invoicing thereof.

This feature is not to be confused with the delivery notes within the system that are available for printing during the Process Invoice function.

## Use for the Feature

This feature would generally be used in a number of processes, and often where deliveries are made to customers where a you would require a POD before processing the Invoice, normally due to Over or Under Deliveries.

Another use would be where deliveries for a specific order are made intermittently throughout a period such as deliveries to a Project, where the client only requires one Invoice, so would be used more for an internal rather than external purposes.

## Setup

### Activating the Function

In order to activate the Delivery Advice feature you need to go to the **Control Panel >> Options >> Receivables >> Settings 2**. Then activate the feature by selecting the Create Delivery from Sales Order setting, with other settings to prompt or Warn on Open Delivery Advices at time of invoicing, much in the same way as we do with Pick Tickets on converting Sales Orders To Invoices. The other settings are to determine whether you would like to print the Price on the Delivery advice or to display the price on the Delivery Advice processing screen.

**Delivery Advice**

- Create Delivery from Sales Order
- Prompt Open Delivery Advices on Sales Invoice Processing

Display Prices on Delivery Advice

- Processing Screen
- Printed Document

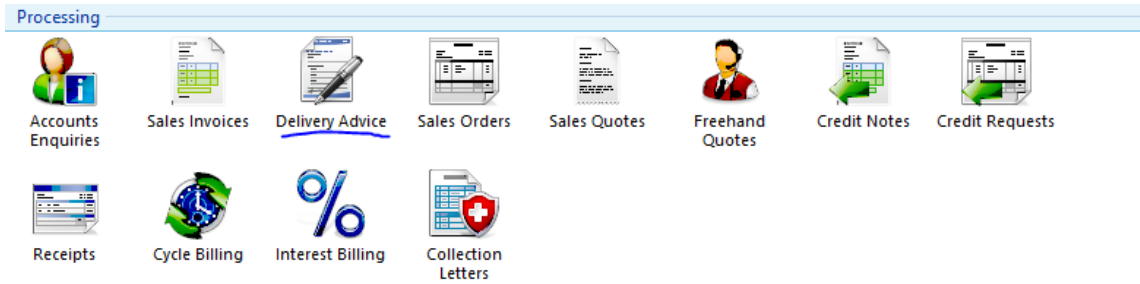
### Control Account Setup

Because this Delivery Advice feature creates a financial Transaction, ie Credit Inventory and Debit the Delivery Advice Control Account you would need to set the Delivery Advice Accrual Account in the Linked Account Setup Screen.

Account Name	Current Year Account	Previous Year Account	Link
Accounts Receivable	1200-0000	Accounts Receivable	🔗
Sales Discount	4240-0000	Sales Discounts	🔗
Deposits	1200-0000	Accounts Receivable	🔗
Delivery Advice Accrual			🔗

## User Rights and Processing Icon

Once you have activated the function you now need to set the respective user rights and on logging in, the Delivery Advice Icon will be available for the respective users.



## Delivery Advice Processing

### Creating Delivery Advices

To begin using this feature you will select the Delivery Advice Icon. In the example below I created a Sales Order for 2 x Bicycles and 2x Bicycle Helmets. Then on processing the Delivery Advice elected to only deliver 1 of each item. You will see that there is also a field for Total Delivery Quantity to aid the Despatch and Drivers.

The screenshot shows the 'Delivery Advice' window with the following details:

- Customer:** TST001, Ashburton Reinforcing, Level 2, 24 Richardson St, Perth Western Australia WA6872, UK
- Ship To:** Ashburton Reinforcing, Level 2, 24 Richardson St, Perth Western Australia WA6872, UK
- Doc Number:** DA-000000001
- SO Number:** SO-000000002
- Requested By:** 23 April 2015
- Date:** 16 April 2015
- Reference #:** Deliver in

Number	Location	Description	Qty	Unit	Price	Discount %	Tax Code	Tax	Amount
1	Invitem	Bicycles	1	EA	100.00	0.00	01	14.00	100.00
2	helmets	Helmets	1	EA	50.00	0.00	01	7.00	50.00

**Additional Info:**  Print on Delivery Advice

**Total Delivery Quantity:** 2.00

**Subtotal:** 150.00  
**Discount %:** 0.00  
**Tax:** 21.00  
**Total:** 171.00

When processing the second delivery, the system defaults only the undelivered quantity of the Delivery Advice as seen below.

The screenshot shows the 'Delivery Advice' window for a second delivery with the following details:

- Customer:** TST001, Ashburton Reinforcing, Level 2, 24 Richardson St, Perth Western Australia WA6872, UK
- Ship To:** Ashburton Reinforcing, Level 2, 24 Richardson St, Perth Western Australia WA6872, UK
- Doc Number:** DA-000000002
- SO Number:** SO-000000002
- Requested By:** 23 April 2015
- Date:** 16 April 2015
- Reference #:** second Delivery

Number	Location	Description	Qty	Unit	Price	Discount %	Tax Code	Tax	Amount
1	Invitem	Bicycles	1	EA	100.00	0.00	01	14.00	100.00
2	helmets	Helmets	1	EA	50.00	0.00	01	7.00	50.00

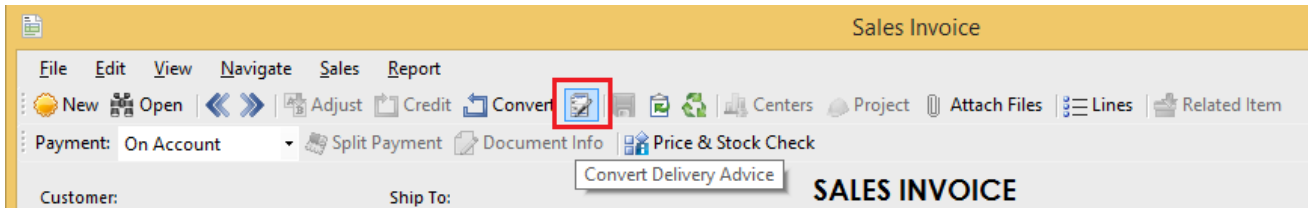
**Additional Info:**  Print on Delivery Advice

**Total Delivery Quantity:** 2.00

**Subtotal:** 150.00  
**Discount %:** 0.00  
**Tax:** 21.00  
**Total:** 171.00

## Processing Invoices

Once you are ready to create an invoice simply select the invoicing processing function. If you first select the customer you will be prompted with the open delivery advices. Alternatively you can click straight on the Delivery Advice Convert Icon as seen below.



You will then be presented with a list of open deliveries that you can select to invoice as seen below.

Number	Customer	Date	Document Number	Reference	Department	Terms	Sales Person	Amount
<input checked="" type="checkbox"/>	TST001	Ashburton Reinforcing	2015-04-16	DA-000000002		30 Days Fro...	None	R 171.00
<input checked="" type="checkbox"/>	TST001	Ashburton Reinforcing	2015-04-16	DA-000000001	Deliver in	30 Days Fro...	None	R 171.00

What is notable about this feature is that you can **convert from Multiple Deliveries to a Sales Invoice**. Incidentally this function works in conjunction with the ability to convert **multiple Sales Orders to a single Sales Invoice**.

On invoicing you will see that the items are grouped per item per delivery, for easy identification purposes.

Number	Location	Description	Qty	Unit	Price	Discount %	Margin %	Tax Code	Tax	Amount
1	InvItem	DEFAULT Bicycles	1	EA	100.00	0.00	77.00	01	14.00	100.00
2	InvItem	DEFAULT Bicycles	1	EA	100.00	0.00	77.00	01	14.00	100.00
3	helmets	DEFAULT Helmets	1	EA	50.00	0.00	100.00	01	7.00	50.00
4	helmets	DEFAULT Helmets	1	EA	50.00	0.00	100.00	01	7.00	50.00

Total Margin %:	84.67	Subtotal:	300.00
Discount %:	0.00	Tax:	42.00
		Total:	342.00