

# **Delivery Advices**

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

# Contents

Overview	2
Use for the Feature	
Setup	
Activating the Function	2
Control Account Setup	
User Rights and Processing Icon	3
Delivery Advice Processing	3
Creating Delivery Advices	3
Processing Invoices	4



# 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 processing screen.

Delivery Advice	
✓ Create Delivery from Sale	es Order
Prompt Open Delivery A	dvices on Sales Invoice Processing
- Display Prices on Delivery	Advice
✓ Processing Screen	Printed Document

# **Control Account Setup**

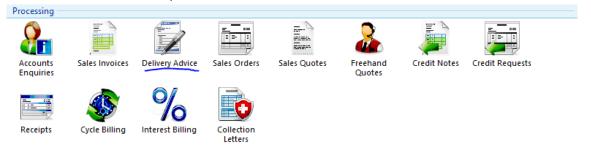
Because this Delivery Advice feature creates a financial Transaction, ie Credit Inventory and Debit the Delivery Advice Control Account you would need to set the Delivery Advice Accrual Account in the Linked Account Setup Screen.

	neral Payables	Receivables	Inventory & Services	Warehouse
ales Discount 4240-0000 Sales Discounts 6	counts Receivable	1200-0000	Accounts Receivable	60
	es Discount	4240-0000	Sales Discounts	60
Deposits 1200-0000 Accounts Receivable	posits	1200-0000	Accounts Receivable	60
Delivery Advice Accrual	livery Advice Accrual			60



### **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.

2		Delivery Ac	lvice					-		×
Eile Edit View Navigate Re⊆eivir	ng <u>R</u> eport	Attach Files 🛛 🏭	Lines			💰 Record	📄 Prir	it <del>-</del> 1	1	
Customer:	Ship To:									
TST001	Ashburton Reinforcing					Doc Numb	er: D	4-0000000	01	
Ashburton Reinforcing	Level 2, 24 Richardson St. Perth Western Australia					SO Numbe	er: S	0000000	02	
Level 2, 24 Richardson St. Perth Western Australia	WA6872 UK					Requested	By: 23	April	2015	~
WA6872 UK				Date:		April	2015	~		
						Reference	#: D	eliver in		
Document Items Document	Options Docume	nt Notes								
Number Location Descriptio	on	Qty	Unit	Price	Discount %	Tax Code		Tax	Am	ount
1 Invitem DEFAULT Bicycles		1	EA	100.00	0.00	01	1.	14.00 100		
2 helmets DEFAULT Helmets		1	EA	50.00	0.00	01		7.00	5	0.00
Additional Info:		Total Delivery C	uantity:	<b></b>	2.00 Su	btotal:		<b>•</b>	1	50.00
Print on Delivery Advice	e				Di	count %:	÷ 0.0	0		0.00
					Tax	c		-		21.00
					To	tal:		-	1	71.00
								😭 Samp	le Compa	any 🚲

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

,					Delivery	Adv	vice						-		×
<u>F</u> ile <u>E</u> dit <u>V</u> iew ƏNew 📩 Load S		-		🔊 Project 🔋 A	ttach Files	ŧ≡	Lines			💰 Record	1   🚍	Print	- 1	1 🛄 🍇	2   1
Customer:			Ship To:												
TST001			Ashburton R							Doc Num	ber:	DA-	0000000	002	
Level 2, 24 Richardson St. Ashburton Reinforcing Perth Western Australia										SO Numb	er:	SO-00000002			
Level 2, 24 Richard Perth Western Au:			WA6872 UK							Requeste	d By:	23	April	2015	
WA6872 UK										Date:		16	April	2015	
									Reference	#:	seco	ond Del	ivry		
Document Item	s	Document	Options	Document	Notes										
Number	Location	Descriptio	'n			Qty	Unit	Price	Discour	t % Tax Code		т	ax	An	100
1 Invitem	DEFAULT	Bicycles				1	EA	100.00	(	.00 01		14.	00	1	00.
2 helmets	DEFAULT	Helmets				- 1	EA	50.00	(	.00 01		7.	00		50.0
Additional Info:				1	Fotal Deliver	y Qua	antity:		2.00	Subtotal:			•		150
•	Print on D	elivery Advice	e							Discount %:	<b></b>	0.00	<b>÷</b>		0
									-	Tax:			÷		21
										Total:			-		171
												-		le Comp	



#### **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.

		Sales Invoice
	avigate <u>S</u> ales <u>R</u> eport 》   🕾 Adjust 🛅 Credit 📩 Conve	r 😰 📄 🗟 🐔 🏨 Centers 👝 Project 🕕 Attach Files 📴 Lines 📑 Related Item
Payment: On Account	🗸 🦣 Split Payment 💮 Docum	ent Info 🛛 🔐 Price & Stock Check
Customer:	Ship To:	Convert Delivery Advice SALES INVOICE

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

Select Document to Open										
Search: 00 Customer: & Sort: Document 🔹										
Start: 16 Mai	Start: 16 March 2015 🗊 Tend: 29 February 2016 🗊 Carefresh									
Number	Customer	Date	Document Number	Reference	Department	Terms	Sales Person	Amount		
<ul> <li>✓ TST001</li> <li>✓ TST001</li> </ul>	Ashburton Reinforcing Ashburton Reinforcing	2015-04-16 2015-04-16	DA-00000002 DA-000000001	Deliver in		30 Days Fro 30 Days Fro		R 171.00 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 he items are grouped per item per delivery, for easy identification purposes.

🖹 Sales Invoice – T											
File Edit View Navigate Sale	es Report										
i 🥪 New   🛗 Open 🛛 ≪ ≫ 🖓 Adju	ist 🛅 Credit 📩 Convert 😰   🧮 🖻 🐔 🖬	🖟 Centers 🛛 🧀 Proje	ct 🎚 Attach Files 🔋	<b>∃Lines</b>   🚔	Related Item	👶 Reco	rd 🛛 🚞 Print	- 1   📓 🍇   📆			
Payment: On Account 🔹 🖉 Split Payment 🏠 Document Info 🔐 Price & Stock Check											
Customer:	Ship To:	SALES	INVOICE								
TST001	6°0 ~		Account	t Balance:	R 1 545.84	Doc Numb	er: IN-0000	00005			
Ashburton Reinforcing	Ashburton Reinforcing	۶	Open O	rders:	R 342.00	Date:	16 A	pril 2015 🔲 🔻			
Level 2, 24 Richardson St. Perth Western Australia	Level 2, 24 Richardson St. Perth Western Australia		Open Q	uotes:	R 139.08	Required:	23 A	pril 2015 🔲 🗸			
WA6872 UK	WA6872 UK		Available Credit: N/A			Reference	#:				
					e <sup>®</sup> Bookmark	Document	Form: < <ori< td=""><td>GINAL&gt;&gt; 🗸 🗌 AII</td></ori<>	GINAL>> 🗸 🗌 AII			
Document Items Docum	nent Options Document Notes					Item Import 🕐	Item Enquiries	View Images			
Number Location D	escription		Qty Unit	Price	Discount % Margin	% Tax Code	Tax	Amount			
1 Invitem DEFAULT B	icycles		1 EA	100.00	0.00 77.	00 01	14.00	100.00			
2 Invitem DEFAULT B	icycles		1 EA	100.00	0.00 77.	00 01	14.00	100.00			
3 helmets DEFAULT H	elmets		1 EA	50.00	0.00 100.	00 01	7.00	50.00			
4 helmets DEFAULT H	elmets		1 EA	50.00	0.00 100.	00 01	7.00	50.00			
				Total	Margin %: 📮 8	4.67 Subtotal:		300.00			
Department: - None -	✓ Status:	~				Discount %	.000	• 0.00			
Terms: 30 Days From Invoice	Sales Person:					Tax:		42.00			
	Additional Info:					Total:		342.00			
🞝 Combined Transaction 👻 🚨 Copy Sa	ales Documents 👻						F	🖥 Sample Company 💥			

