

## FIND RECEIVINGS FILTER Job Aid

- Select **RECEIVING > FIND RECEIVINGS**
- Click on **CUSTOMER** and **FACILITY**
- Put **1000** on **LIMIT TO FIRST** box

Add to Favorites Help Feature Request Support Logout Powered by 3PL Central

User: Masoom Siddiqui Customer: Sale for Distribution and Communication Ltd. Warehouse: SMSA Express Warehouse

Shipping Receiving Purchase Orders Returns Assemblies Adjustment Reports Documents Items Home

Create Receiving Manage Open Receivings Find Receivings Import ASN Send Receipt Advice Setups

**FIND AND MANAGE RECEIVINGS** Customer: **Sale for Distribution and Communication Ltd.**

Please Read: Find Receivings Help

**Find Receivings**

Customer:  (auto find)

Facility:  (auto find)

Note contains:

ASN #:

PO #:

Trailer #:

Reference #:

Status:  open  closed  either

Receipt Advice:  not sent  sent  either

Incomplete:  show  hide

Date Range:  created  expected

arrival

Begin:

End:

Transaction Range:

Begin:

End:

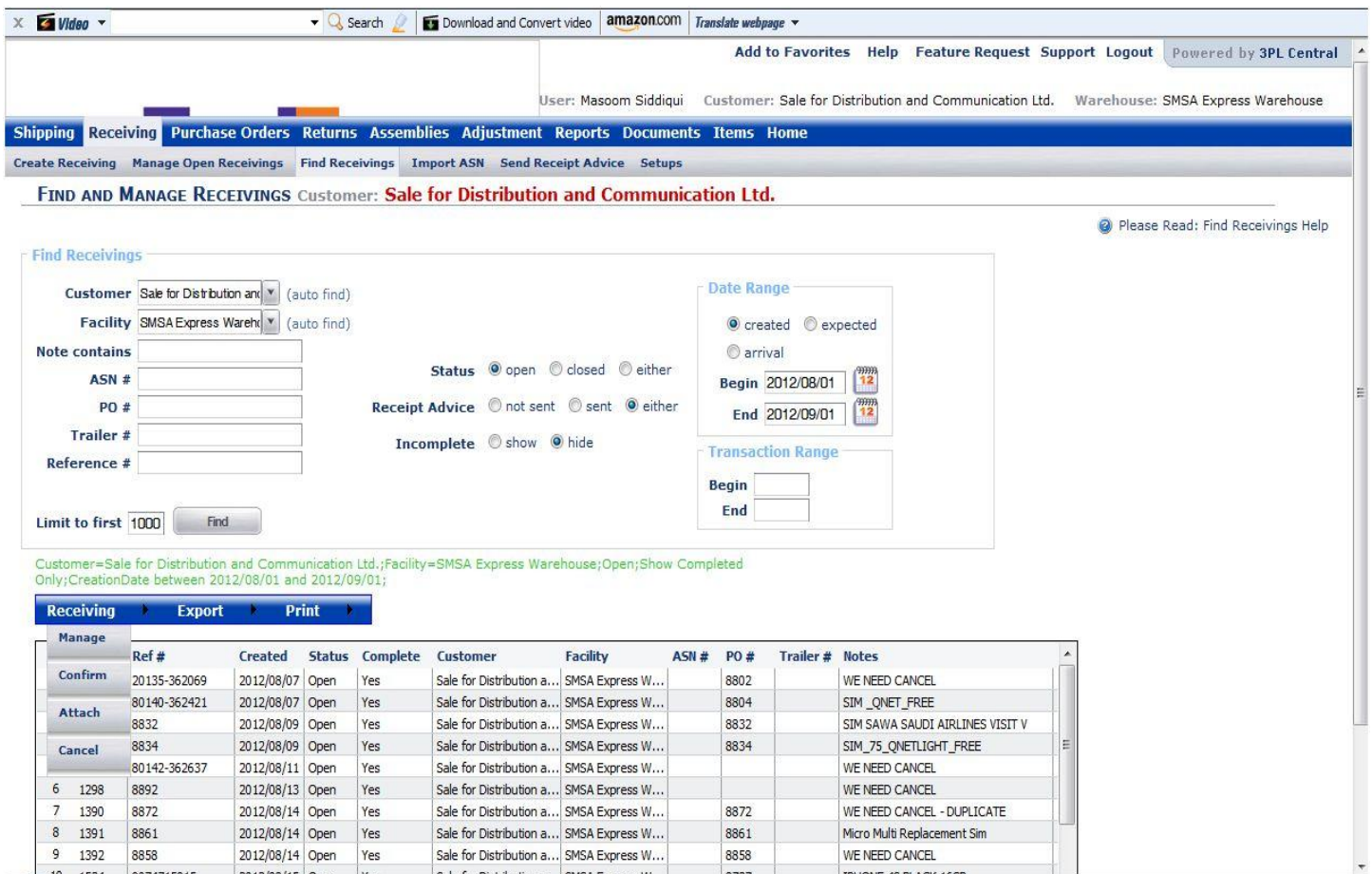
Limit to first:

Customer=Sale for Distribution and Communication Ltd.;Facility=SMSA Express Warehouse;Open;Show Completed Only;

Receiving Export Print

ID	Ref #	Created	Status	Complete	Customer	Facility	ASN #	PO #	Trailer #	Notes
1	404	2013/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8802		WE NEED CANCEL
2	555	2012/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8804		SIM_QNET_FREE
3	719	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8832		SIM SAWA SAUDI AIRLINES VISIT V
4	721	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8834		SIM_75_QNETLIGHT_FREE
5	991	2012/08/11	Open	Yes	Sale for Distribution a...	SMSA Express W...				WE NEED CANCEL
6	1298	2012/08/13	Open	Yes	Sale for Distribution a...	SMSA Express W...				WE NEED CANCEL
7	1390	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...		8872		WE NEED CANCEL - DUPLICATE
8	1391	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...		8861		Micro Multi Replacement Sim
9	1392	2012/08/14	Open	Yes	Sale for Distribution a...	SMSA Express W...		8858		WE NEED CANCEL
10	1534	2012/08/15	Open	Yes	Sale for Distribution a...	SMSA Express W...		8737		IPHONE 4S BLACK 16GB

- **Status** should be **Open**
- **Receipt Advice** should be **Either**
- **Incomplete** should be **Hide**
- **Date Range** filter to **Aug. 1** until **Present Day** (*if sure that previous day/s prior to current day are all cleared, one can select a shorter date range*)
- Click **Find**



The screenshot shows the 'FIND AND MANAGE RECEIVINGS' page for customer 'Sale for Distribution and Communication Ltd.'. The search criteria are: Customer: Sale for Distribution and Communication Ltd., Facility: SMSA Express Warehouse, Status: open, Receipt Advice: either, Incomplete: hide, Date Range: created, Begin: 2012/08/01, End: 2012/09/01. The search results table is as follows:

Receiving #	Ref #	Created	Status	Complete	Customer	Facility	ASN #	PO #	Trailer #	Notes
1	20135-362069	2012/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8802		WE NEED CANCEL
2	80140-362421	2012/08/07	Open	Yes	Sale for Distribution a...	SMSA Express W...		8804		SIM_QNET_FREE
3	8832	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8832		SIM SAWA SAUDI AIRLINES VISIT V
4	8834	2012/08/09	Open	Yes	Sale for Distribution a...	SMSA Express W...		8834		SIM_75_QNETLIGHT_FREE
5	80142-362637	2012/08/11	Open	Yes	Sale for Distribution a...	SMSA Express W...				WE NEED CANCEL
6	1298	8892	2012/08/13	Open	Sale for Distribution a...	SMSA Express W...				WE NEED CANCEL
7	1390	8872	2012/08/14	Open	Sale for Distribution a...	SMSA Express W...		8872		WE NEED CANCEL - DUPLICATE
8	1391	8861	2012/08/14	Open	Sale for Distribution a...	SMSA Express W...		8861		Micro Multi Replacement Sim
9	1392	8858	2012/08/14	Open	Sale for Distribution a...	SMSA Express W...		8858		WE NEED CANCEL
10	1524	0074715015	2012/08/15	Open	Sale for Distribution a...	SMSA Express W...		8727		THOMAS AS BLACK 16CP



***\*\*\* This should now show all open receivings which have not yet been completed/closed for the date range specified***