WAREHOUSE RECEIPT SCREEN USER TRAINING MANUAL
http://www.appsolve.co.za/

WAREHOUSE RECEIPT SCREEN
WRS 005 - WAREHOUSE RECEIPT SCREEN
USER TRAINING MANUAL

Version 1.00

APPSolve
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OVERVIEW

The warehouse receipt functionality allows the user to record a warehouse receipt for each truck load that is delivered at a warehouse site. It also allows the silo clerk to print a warehouse receipt document for the farmer as proof of his delivery. It allows for the warehouse manager to approve each receipt if required. Each warehouse receipt can be financed through a registered financier on the system. Only once a warehouse receipt is recorded in the system and approved, can it be ready for sale to a 3rd party.

WAREHOUSE RECEIPT SCREEN - SYSTEM PROCESS FLOW DIAGRAM
HOW DO I ACCESS THE WAREHOUSE RECEIPT SCREEN

1. Firstly, you will need to have been created in the system by the system administrator with a valid user name and password and the appropriate rights to create, approve or finance warehouse receipts. If you do not have an existing user name, please contact the system administrator at andre@grainmanagement.co.za or +27 83 412 0287 or +258 86877 5472.

2. Secondly, ensure that you add grain@appsolve.co.za to your safe senders list to avoid the emails from the system going into your spam folder.

3. Once you have your user name, click on http://www.mozwarehouse.com/.

4. You will be taken to the main WRS web page. Click on the “ONLINE DATABASE LOGIN” option:

5. You will be taken to the login screen. Enter your user name and password and click on the Login button:
6. If you have forgotten your password, click on the “forgot password” link below the password box. You will be emailed your new password.

7. Once you have access to the system, you will see the following main menu displayed (will be limited to options you have access to):

![Mozambique Pilot Warehouse Receipt System](image)

8. If you have the appropriate access rights to view or add warehouse receipts, you will see the “Transactions” menu option displayed.

9. Click on the Transactions menu option, followed by the “Warehouse Receipts” Option.

![Mozambique Pilot Warehouse Receipt System](image)
HOW DO I CAPTURE A NEW WAREHOUSE RECEIPT

1. A reminder that you will need to have the correct access level to be able to capture a warehouse receipt.
2. Once you have clicked on the Warehouse Receipts menu option, you will see a list of all the existing warehouse receipts. This is called the “Warehouse Receipt Report”.
3. If you have the appropriate access level, you will see the “Create New” button displayed.

4. If you only have View rights, you will not see the “Create New” button.
5. Once you have clicked on the “Create” button, you will see the following information fields (The fields that display a red asterisk next to them indicate that they are mandatory):

**List of fields to capture:**

- **Receipt Number (Numéro do recibo)**: This field cannot be edited by the user and is a system generated number. It is a unique number that will be the reference number for this transaction.
- **Warehouse (Armazém)**: The user must select a warehouse site from a pre-defined list. By clicking on the down arrow in the box, the user will see the list of existing site names. If the required site is not on the list, you will need to contact your system administrator (contact details on page 3). New sites can be created from the Administration menu by a user with the appropriate access levels.
- **Farmer (Produtor)**: The user must select a farmer from a pre-defined list. By clicking on the down arrow in the box, the user will see the list of existing farmer names. If the required farmer is not on the list, you will need to contact your system administrator (contact details on page 3). New farmers can be created from the Administration menu by a user with the appropriate access levels.
- **Date In (Data de entrada)**: The user will select the date the truck arrived at the site. This field is defaulted to the current date but it can be changed if the transaction is captured after the fact.
- **Product (Produto)**: The user must select a product from a pre-defined list. By clicking on the down arrow in the box, the user will see the list of existing product names. If the required product is not on the list, you will need to contact your system administrator (contact details on page 3). New products can be created from the Administration menu by a user with the appropriate access levels.
- **UOM (Unidade de medição)**: The user must select a unit of measure (UOM) from a pre-defined list. By clicking on the down arrow in the box, the user will see the list of existing UOM names. If the required UOM is not on the list, you will need to contact your system administrator (contact details on page 3).
- **Unit Price (Preço unitário)**: This field cannot be edited. The system will default it from the Finance base prices that have been preloaded in the system. This price is specified for the product, UOM and date combination. If the price field remains blank, you will need to contact your system administrator (contact details on page 3). New finance base prices can be created from the Administration menu by a user with the appropriate access levels.
➢ Gross Qty In (Quantidade Bruto Em): The user will capture the gross mass of the product delivered in the unit of measure captured. This is the mass prior to any deductions etc.
➢ Adjustment % (Percentagem de Ajustamento): The user will capture the % of deductions to subtract from the gross mass
➢ Net Qty In (Quantidade líquida depositada): This is a calculated value: the gross mass – the adjustment percentage
➢ Transaction Value (Valor da transição): This is a calculated value. It is the Net Qty multiplied by the Unit price
➢ Finance Flag (Requisição de crédito/emprestimo): The user can indicate whether the receipt requires financing or not

6. Once you have captured all the information, click on the “Create” button on the top right side
7. The warehouse receipt is now saved and will be allocated a system generated receipt number
8. You will be returned to the Warehouse Receipt report screen
APPROVING A WAREHOUSE RECEIPT

If the user that captured the warehouse receipt (typically the warehouse site clerk) has been setup to have his manager approve the receipt, then all his receipts will need an approval before they can move onto the next step. The warehouse clerk’s receipts, once created, will have a status of “Pending Manager Approval”.

His warehouse site manager will need to log into the system and access the Warehouse Receipt screen from the transactions menu. He will see a list of receipts with a status “Pending Manager Approval”. The manager will need to put the receipt he wants to approve in “Edit” mode by clicking on the update icon next to the receipt number:

The receipt will be displayed and the manager can click on the “Approve” button on the top right hand side of the screen:
If financing was requested, the status of the receipt will change to “Pending Finance approval” and requires a second approval from the financier covered in the next section below. If financing was not requested, the status of the receipt will change to “Pending Sale” and is ready for a sale transaction. Sales are covered in the “Release Stock” user manual.

**APPROVING FINANCE OF A WAREHOUSE RECEIPT**

All active financiers loaded in the system will receive an email notification that there is a warehouse receipt waiting for financing. In other words a notification is sent for every receipt to all the financiers. The notification will look similar to the one below:

```
-------- Forwarded message --------
From: <gran@appsolve.co.za>
Date: Sun, May 24, 2015 at 10:23 PM
Subject: Request for Finance Approval : Receipt: 149
To: andres@appsolve.co.za
Cc: san.dekoker@appsolve.co.za

Dear Financiers,

24-May-2015 WHITE MAIZE deposited by Farmer, Joey 39.200 TONS at ETG Beira Manga Site with a transaction value of MZN235,200


Obrigado
The Mozambique Pilot Warehouse Receipt System

In the event of any queries or problems, please contact
Andre van der Vyver at andres@granmanagement.co.za or +27 83 412 0287 or +258 86877 5472
```

The first one to log in and approve, essentially takes the business.

The financier will need to log into the system and go to the finance approval menu option:

**Mozambique Pilot Warehouse Receipt System**

- Administration ▼
- Transactions ▼
- Reports ▼
- Finance Approvals

The financier will see a list of receipts that require financing. The user will need to click on the update icon:
### Mozambique Pilot Warehouse Receipt System

#### Home > Finance Approvals Report

<table>
<thead>
<tr>
<th>Req ID / Rct No</th>
<th>User Name</th>
<th>Status</th>
<th>Description</th>
<th>Creation Date</th>
<th>Value</th>
<th>Percent</th>
<th>Exposure Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>BOM.COO</td>
<td>Pending</td>
<td>11-Jun-2015 WHITE MAIZE deposited by Fakko, Carlos 0.685 TONS at ECA Calandica site with a transaction value of MZN9,570</td>
<td>11-JUN-15</td>
<td>2,079.90</td>
<td>70</td>
<td>43,580.45</td>
</tr>
<tr>
<td>188</td>
<td>BOM.COO</td>
<td>Pending</td>
<td>25-May-2015 WHITE MAIZE deposited by Vieira, Shaimin 0.996 TONS at ECA Calandica site with a transaction value of MZN9,940</td>
<td>28-MAY-15</td>
<td>4,158.90</td>
<td>70</td>
<td>43,580.45</td>
</tr>
<tr>
<td>185</td>
<td>BOM.COO</td>
<td>Pending</td>
<td>28-May-2015 WHITE MAIZE deposited by De Silva, Jose 2.000 TONS at ECA Calandica site with a transaction value of MZN12,689</td>
<td>28-MAY-15</td>
<td>0.400.00</td>
<td>70</td>
<td>43,580.45</td>
</tr>
<tr>
<td>184</td>
<td>BOM.COO</td>
<td>Pending</td>
<td>23-May-2015 WHITE MAIZE deposited by Figueredo, Josue 1.338 TONS at ECA Calandica site with a transaction value of MZN7,247</td>
<td>28-MAY-15</td>
<td>5,072.97</td>
<td>70</td>
<td>43,580.45</td>
</tr>
</tbody>
</table>
The financier will review the information, confirm the farmer’s bank account and personal details on the banks internal system, and then if all is in order, they will click on the “Approve” button.

**Mozambique Pilot Warehouse Receipt System**

<table>
<thead>
<tr>
<th>User Approval Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name: DOM COO</td>
</tr>
<tr>
<td>Request: 189</td>
</tr>
<tr>
<td>Status: Pending</td>
</tr>
<tr>
<td>Description: 11-Jun-2015 WHITE MAIZE deposited by Fábio, Carlos 9.465 TONS at ECA Catandica site with a transaction value of MZN2,979</td>
</tr>
<tr>
<td>Approved Percent: 70</td>
</tr>
<tr>
<td>Original Amount: 2079</td>
</tr>
<tr>
<td>Original Exposure: 1000000</td>
</tr>
<tr>
<td>Approved Value: 2079</td>
</tr>
<tr>
<td>Exposure Remaining: 43590.45</td>
</tr>
</tbody>
</table>

The receipt’s status will now change to “Pending Sale” and is ready for a sale transaction. Sales are covered in the “Release Stock” user manual.

**HOW DO I PRINT A WAREHOUSE RECEIPT DOCUMENT**

Access the Warehouse Receipts menu option, edit the required receipt and click on the “Print” button.

---

WAREHOUSE RECEIPT SCREEN USER TRAINING MANUAL
http://www.appspote.co.za/
The following PDF will appear:

WAREHOUSE RECEIPT SYSTEM: PILOT PROJECT

WAREHOUSE RECEIPT - COPY

<table>
<thead>
<tr>
<th>Warehouse Owner</th>
<th>Cargill / ECA Warehouse Owner</th>
<th>Warehouse Site</th>
<th>ECA Catandica site</th>
</tr>
</thead>
</table>

WAREHOUSE RECEIPT NO : 189

<table>
<thead>
<tr>
<th>Farmer Name</th>
<th>Fabio, Carlos</th>
<th>Farmer Address</th>
<th>High street, Small Maputo, Chimolo, Catandica, Manica Province, Mozambique,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmer Code</td>
<td>000027</td>
<td>Farmer Cell 1</td>
<td>938933</td>
</tr>
<tr>
<td>Farmer ID</td>
<td>837993</td>
<td>Farmer Cell 2</td>
<td>394040</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date In</th>
<th>11-JUN-15</th>
<th>Product</th>
<th>WHITE MAIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Qty In</td>
<td>10</td>
<td>Unit Price</td>
<td>MZN300 / 50KG BAGS</td>
</tr>
<tr>
<td>Adjustment %</td>
<td>1</td>
<td>Base Amount Total</td>
<td>MZN2970</td>
</tr>
<tr>
<td>Net Qty</td>
<td>9.9 x 50KG BAGS (0.495 TONS)</td>
<td>Document Status</td>
<td>FINAL Pending Sale</td>
</tr>
</tbody>
</table>

COPY WAREHOUSE RECEIPT

Disclaimer: This document represents a copy only. Legal title to this Warehouse Receipt (WR) manifests on the electronic database of the Warehouse Receipt System (WRS) online database. Terms and conditions apply in respect of the electronic WR.

HOW DO I VIEW AN EXISTING WAREHOUSE RECEIPT

Access the Warehouse Receipt menu option and a list of the receipts you have access to view will appear. This is called the warehouse receipt report.
HOW DO I FILTER, SORT, GROUP and SAVE a CUSTOMIZED VIEW OF THE WAREHOUSE RECEIPT INFORMATION

Once the warehouse receipt report is displayed in front of you, you have a number of options:

<table>
<thead>
<tr>
<th>Rct No</th>
<th>Date In</th>
<th>Fil Flag</th>
<th>Creat Date</th>
<th>Doc Status</th>
<th>Warehouse Code</th>
<th>Farmer</th>
<th>Product</th>
<th>Net Qty In</th>
<th>Units</th>
<th>Gross Factor</th>
<th>Qty In Total</th>
<th>Metric To</th>
<th>Sale Price</th>
<th>Fi</th>
</tr>
</thead>
<tbody>
<tr>
<td>189</td>
<td>11-JUN-15</td>
<td>Y</td>
<td>11-JUN-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>Fables, Cahills</td>
<td>WHITE MAIZE</td>
<td>50</td>
<td>SWGS BAGS</td>
<td>495</td>
<td>TONS</td>
<td>200</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>188</td>
<td>25-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>Fables, Cahills</td>
<td>WHITE MAIZE</td>
<td>990</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>6</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>187</td>
<td>28-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Closed</td>
<td>ECA Colandria</td>
<td>Figurizo, Jeeves</td>
<td>WHITE MAIZE</td>
<td>1470</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>8</td>
<td>a1</td>
<td></td>
</tr>
<tr>
<td>185</td>
<td>28-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>Figurizo, Jeeves</td>
<td>SCYBEANS</td>
<td>1300</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>10</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>185</td>
<td>28-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>De Silva, Jocely</td>
<td>WHITE MAIZE</td>
<td>2000</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>184</td>
<td>28-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>Figurizo, Jeeves</td>
<td>WHITE MAIZE</td>
<td>1307</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>6</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>183</td>
<td>28-MAY-15</td>
<td>Y</td>
<td>28-MAY-15</td>
<td>Pending</td>
<td>ECA Colandria</td>
<td>Dualep, SESAME</td>
<td>1900</td>
<td>KG</td>
<td>.011</td>
<td>TONS</td>
<td>35</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the required column heading for example “Doc Status” that you want to sort/filter/group on. You will see the following box appear:
1. Filter
   a. A list of values that exist in that column will appear. You can filter the data by selecting one of the values and the system will select only rows with that value. For example, if you select “Closed”, then you will only see receipts with a “Closed” status.

2. Sort
   a. You can select on the below options to sort that column ascending or descending:

3. Grouping
   a. By clicking on the grouping option, you can group the data by that value:

4. Remove filter
   a. To remove all the filter/sort/grouping sessions, click on the red cross:
You will also notice an “Actions” button next to the search box:

If you click on this option you will see the following:

Select Columns

Filter

Rows Per Page

Format

Flashback

Save Report

Reset

Help

Download
**Rows:**
This allows you to select how many rows to display per page.

```
Rows Per Page  1
Format          5
Flashback  10
Save Report  15
Reset  20
Help  25
Download  50
SESAME  100
SEED  1000
```

**“Save Report”**

This allows you to save the customized view for later use. Choose a name and it will display that in the report box:

```
Save Report
Name: Test Report
Description: Customized View
```

**Filter:**
This allows you to add an advanced filter to your data:
Format:
This allows you to format the view with colour,

Highlight
- Name
- Sequence: 10
- Enabled: Yes
- Highlight Type: Row
- Background Color
- Text Color
- [yellow] [green] [blue] [orange] [red]

Highlight Condition
- Column: Ret No
- Operator: =
- Expression

“Download”
This allows you to save the report in another format:

Download
Choose report download format:
- CSV
- HTML
- Email

[Cancel] [Apply]
Flashback:

A flashback query allows you to view the data as it existed at a previous point in time.

As of [ ] minutes ago.

[ ] Cancel  [ ] Apply