

How to check and fix an issue code in Posbrowser

INTRODUCTION

One of the most common reasons for rejected EDI returns is that the wrong issue code has been entered for a magazine.

In Posbrowser the issue code is held in the Extra Description column and when invoicing you should take care to make sure this is entered correctly. However if it is discovered at a later date that this code is wrong you will need to fix it manually before sending your EDI returns or you may not receive your correct credits.

HOW TO CHECK AND FIX THE MAGAZINE ISSUE CODE

To check the issue code for a Magazine go to Stock Maintenance

- Stock Systems
- Maintenance
- Scan the magazine or look it up by description
- Click on the History Tab
- Click on Receives
- For received between, put in dates for the last 6 months
- Click the refresh button
- Using the issue column, locate the correct issue of the magazine shown in the issue column.
- Verify that the information in the Extra Desc (the issue code) column is correct

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Australia Pty Limited

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Invoice Date	InvoiceRef	Type	Creditor	Shop	Recei...	Sold	Settleme...	InStore...	Issue	Extra Desc
26/08/2009	1211403	Invoice	NET	CLAY	6	0	3.3740	3.3740	26 AUG	0935
02/09/2009	1403610	Invoice	NET	CLAY	6	0	3.3740	3.3740	02 SEP	0936
19/08/2009	1028247	Invoice	NET	CLAY	6	1	3.3740	3.3740	19 AUG	0934
07/08/2009	0728029	Invoice	NET	CLAY	7	0	3.3740	3.3740	ISS 39	0921
05/08/2009	0635785	Invoice	NET	CLAY	7	0	3.3740	3.3740	05 AUG	0932
29/07/2009	0408548	Invoice	NET	CLAY	7	0	3.3740	3.3740	30 JUL	0931
22/07/2009	0186597	Invoice	NET	CLAY	7	0	3.3740	3.3740	23 JUL	0930
15/07/2009	9973777	Invoice	NET	CLAY	7	0	3.3740	3.3740	15 JUL	0929
08/07/2009	9791175	Invoice	NET	CLAY	7	0	3.3740	3.3740	08 JUL	0928
01/07/2009	9461517	Invoice	NET	CLAY	7	1	3.3740	3.3740	01 JUL	0927
26/06/2009	9306550	Invoice	NET	CLAY	6	0	3.3740	3.3740	25 JUN	0926
19/06/2009	9120399	Invoice	NET	CLAY	6	1	3.3740	3.3740	18 JUN	0925
12/06/2009	8949569	Invoice	NET	CLAY	6	0	3.3740	3.3740	11 JUN	0924
05/06/2009	8735464	Invoice	NET	CLAY	5	1	3.3740	3.3740	04 JUN	0923
29/05/2009	8506737	Invoice	NET	CLAY	5	1	3.3740	3.3740	28 MAY	0922
22/05/2009	8296431	Invoice	NET	CLAY	6	0	3.3740	3.3740	21 MAY	0921
15/05/2009	8098107	Invoice	NET	CLAY	6	1	3.3740	3.3740	14 MAY	0920
08/05/2009	7926475	Invoice	NET	CLAY	6	1	3.3740	3.3740	07 MAY	0919

The distributors normally use a sequence of numbers for their issue codes, so by following the sequence in the Extra description column in the example above, it is easy to see that the Extra Desc column should contain the value “0933” and not “0921”.

This was most likely a mistake that was made while manually invoicing.

To correct this:

- Click on Creditors
- Transaction Enquiry
- Click on Search by
- Click on Issue Date and enter the date the invoice date from Stock Maintenance
- Scan the item or enter the magazines description in the Barcode OR Description box
- Click Find
- Double click on the item to bring up the invoice details
- Find the entry on the invoice that corresponds to this magazine and click on the stock description

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- Press F3 to Edit the recall details
- Enter you staff initials and password (a level 7 password is needed)
- When the details box appears, change the Extra Description to the correct value
- Click OK

The screenshot displays the 'Transaction Details' window in the POS Solutions software. The window has a menu bar with 'Search Transactions' and 'Transaction Details'. Below the menu bar, there are tabs for 'Transactions' and 'Details'. The main area shows a table with columns: Stock, Shop, Type, TotalQty, QtySubSold, QtyCusSold, QtySold, \$CostPrice, Tax%, and RetailPrice. The table contains two rows for 'WEEKLY TELEGRAPH' from 'POS SOLUTIONS'. The first row is 'Arrived' with a quantity of 7, and the second row is 'Returned' with a quantity of 7. An 'Edit Details' dialog box is open over the table, containing fields for 'Recall Date' (17/08/2009), 'Recall Week' (33), 'Retail Price' (\$4.95), and 'B/code Extn' (39). It also has a text field for 'Issue Description' (ISS 39) and another for 'Extra Description' (0921). At the bottom of the dialog box, there is a checkbox for 'Update Recall Dates in Return Forms' and 'Ok' and 'Cancel' buttons. The main window footer includes 'F3: Edit Recall Details', 'F4: Edit Quantity', and a 'Print' button.

Stock	Shop	Type	TotalQty	QtySubSold	QtyCusSold	QtySold	\$CostPrice	Tax%	RetailPrice
WEEKLY TELEGRAPH	POS SOLUTIONS	Arrived	7	0	0		3.37	10.00	4.95
	POS SOLUTIONS	Returned	7				3.37	10.00	4.95

Edit Details

Recall Date: 17/08/2009 Recall Week: 33 Retail Price: \$4.95 B/code Extn: 39

Issue Description: ISS 39

Extra Description: 0921

Update Recall Dates in Return Forms

Ok Cancel

F3: Edit Recall Details F4: Edit Quantity Print