



Order Processing – Deliveries

Dear user,

You must make sure that you have read "Navigating the System" first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System: https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd



Receiving an Order

To generate a goods received note firstly ensure that you have the correct company selected (blue arrow), select the Purchase Orders tab (red arrow) and click on the Orders icon (yellow arrow):

👌 Dat	aflow Clarity	/			M	\wedge					
Sales	Ledger	Sales Orde	ers Pu	irchase Ledger	Purchase Orde	ers Nomin	al Ledger	Audit	Timesheets	System	Company Miles Brown and Sons & Co.
Þ	1				۰	n/G/I					
Orders	Goods Received	Invoices	Accruals	Approve Orders	New Punchout Order	cXml Setup Wizard	Reporting				
	ument Proc	essing		Authorisation	Punch	out	All Reports				

This takes you into the Purchase Order browse window where you'll find all of the active purchase orders:

🙆 Datafl	ow Clarity [Pu	urchase	Orders]							-		×
							Compa	ny Miles Brown	and Sons & C	Co. 🔻	User:	JPB
Sales Le	dger Sal	les Ord	ers Purchase	Ledger Purchase Orders	Nominal Le	dger Audit Timesheets S [.]	/stem					
Orders R	Goods Inv	voices	Accruals App	Punchout Order Set	cXml Re up Wizard	sporting						
Docum	ent Processi	ng	Autho	risation Punchout	All	Reports						
Authorise	d Released	Туре	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount	0 B
•		ORD	000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333	3.(J.E
٠		ORD	0000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442	2.1
•		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699	э.:
۰		ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26	5.:
•		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109	ə.(
•		ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240).(
•	<u>E</u> 2	ORD	0000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200).(
•	<u>B</u>	ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868	3.(
•	E <u>2</u>	ORD	0000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200).(
•		ORD	000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620) .:
•		ORD	0000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260).(
•	<u>B</u>	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323	3.:
•		ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117	7.1
•		ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750).(
•		ORD	000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-May-2020	24-May-2020	£ 117.50		£ 117	7.:
•		ORD	000007814	Outstanding	5M	5M Quality Rail Services Ltd	07-Jun-2020	07-Jun-2020	£ 12,925.00		£ 12,925	5.(
•		ORD	000007812	Outstanding	T00001	Texauto Ltd	15-Mar-2020	15-Mar-2020	£ 7,050.00		£ 7,050).(
•				Ш							,	•
Outstand	ng							н	• • •	Page 1	of 2	2
Clear fil	ter 🐨					De	liver 😰 Invo	ice 🔜 🛛 🗛	d 🖶 Mod	ify 🧷 R	emove 🗙	
	-											-



In this example I am using Purchase Order 0000007833. Note the current order status which is highlighted in blue in the image above.

You can either right click on the order and choose the option *Peliver* 0000007833 or left click on the order and click the *Peliver Peliver P*

By doing so this opens up the delivery window. The window will default to the Header tab. You can either click Update Θ to deliver the order as it is or click on the Details tab to make any amendments.

The Details tab is highlighted in yellow and the update button in orange below:

🙆 New Deliv	ery for DBW001 De Burgh Wine Mer	chants L	td										_		×
Header 📄	Details j⊈ Lines j⊟														
Lines															
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal C	ode Cost Cent	tre		
FR21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines			
FR23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE				
	tails														
Details	tails v A x														
Item Code	FR21														
Description	Chateau Beauregard Ducasse B	ILANC G	raves, 201	5			Dis	count %							0
							Discount	Amount						(0.00
							Net	Amount						129	€.00
Pac	cs 1 Dozen					-		Vat 1	l St	andard	Rated			20	.0%
Ead	ch					0	Vat	Amount						25	5.80
Quanti	ty					12	Deliv	ery Due	03-August-	2020					
Prie	ce				12	29.00		Weight			0	Volume			0
Good	is				12	29.00									
	Complete														
Nominal 禛	Cost Centres 🚓 Job costing 🧭	Intra	stats 💼	Totals <i>ञ्च</i>											
											Add 🌵	Remove 🗙	Discard	🖞 Upda	ate 🛞

In this example I have not received item code FR23 so I need to amend my GRN accordingly by removing that line using the Remove X button, highlighted in red above.



The image below shows the FR23 line removed and I am now ready to complete my GRN and have clicked on the Update Θ button.

🙆 New Delive	ery for DBW001 De Burgh Wine Mero	hants L	td										-		\times
Header 📄 🛛	Details i∰ Lines i≣														
Lines		1							1			1	1		
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Cod	e VAT %	VAT	Nominal Code	Cost Centre	2		
FR21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines			
Details							Undate c	omplete		×				-	0 ×
Item Code	ED:21						opulle	ompiere							
Description	Chateau Beaurenard Ducasse B	LANC G	raves 201	5			Docume	nt 0000008	3517 updated	11					
Description	Chateau Deauregaru Ducasse D	DANC G	aves, 201	5							-				
									ОК					129	.00
Pack	s 1 Dozen							Vat	1 5t	andard	Rated			20	0%
Eac	h					0	Vat	Amount	1 00	unuuru	Tuttu			25	80
Ouantit	v					12	Deliv	env Due	03-August-	2020				20	
Pric	e				12	9.00	Denv	Weight	05 Adgust	2020	0 1	olume			
Good	s				12	9.00		weight			0	olume			-
	Complete														
Nominal 🛝	Cost Centres 🛃 Job costing 🕫	Intra	stats 🝙 🗄	Totals 켜	1										
		2 - Here	•												
										1	Add 🌵 Ren	nove 🗙	Discard 🗂	Upda	te 📀

In addition to removing lines you may make other amendments such as reducing the quantity on a line, amending the notes or changing the cost centre analysis etc.

If I now return to the Orders Browse window (orange arrow) I'll see that the order status has now changed from outstanding to Part delivered, highlighted in blue below.

🙆 Data	flow Clarity [P	urchase	Orders]							-	- 0	×
							Соп	pany Miles Bro	own and Sons	& Co.	 User: 	JPB *
Sales I	edger Sa	les Ord	ers Purchase	Ledger Purchase Orders	Nominal Le	dger Audit Timesheets Sv	stem					
Orders	Goods In Received	voices	Accruals App Autho	Punchout Order Set	cXml up Wizard	porting Reports						
Author	ised Release	d Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	•
	B	ORD	000007833	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 178.80	- s
•		ORD	000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	Ē
•	Ð	ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	-
•		ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
•	B	ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518,40		£ 109.00	1
•	•	ORD	0000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
•	E A	ORD	0000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1.200.00	1
•	D.	ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50.868.00	
•	E A	ORD	0000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	-
•	E	ORD	0000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	- 08-Mar-2020	£ 2,620.25		£ 2,620.25	
•	B	ORD	0000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62	
•		ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12	
•	E	ORD	0000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50	
•		ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00	
•		ORD	000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-May-2020	24-May-2020	£ 117.50		£ 117.50	
•		_	1		1						Þ	
Outstar	ding								• • • •	Page	1 of 2	
Clear	filter 📡						Deliver 🤨 🛛 I	nvoice 🔛	Add 🌵 M	1odify 🥖	Remove 🗙	



Having now created a GRN I have found that I haven't actually received the goods into our depot so I need to delete the GRN. To do so navigate back to the Goods Received window (orange arrow), click on the delivery line and click the Remove X button highlighted in red below.

Before the GRN is removed you will need to confirm your action by clicking OK on the confirmation dialogue window.

🙆 Dataf	low Clar	ity [Purchase	e Receipts	;]												_		Х
													Compan	y Miles Brown	and Sons & (Co. 🔻	User:	JPB *
Sales L	edger	Sales Ord	lers	Purchase Ledg	er Purcha	se Orders	Nomina	l Ledger	Audi	t	Timesheets	System						
D	0				2	1	nXML											
Orders	Goods	Invoices	Accrual	ls Approve	Nev	;	cXml	Reporti	ng									
	Keceive	a		Orders	Punchout	Order Sett	ip wizard											
Docur	pent Pre	cessing		Authorisati	on	Punchout		All Repo	rts			1						
Release	d Type	Delivery Re	eference	Status	Account Code	Account Na	ame		Date		Due Date	Amount	Currency	Amount O/S	Last sent as	Email to		₽
	DEL	00000085	17	Outstanding	DBW001	De Burgh	Wine Merch	nants Ltd	04-Aug	-2020	03-Aug-2020	£ 154.80		£ 154.80		ben.rice@	dataflow.c	ilter, oa
Ē	DEL	0000085	10	Outstanding	5M	5M Quality	Rail Servi	ces Ltd	29-Jun-	-2020	29-Jun-2020	£ 126.00		£ 126.00				
Ē	DEL	0000085	08	Outstanding	5M	5M Quality	Rail Servi	ces Ltd	29-Jun-	-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00				_
	DEL	00000085	07	Outstanding	DBW001	Confirm			×	2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts	⊉deburghs	st
	DEL	00000085	06	Outstanding	CPM001	Removing	Delivery 00	00008517	OK2	2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@	PCampbell	ls
						Removing	Denivery co		O.K.									
						Г	ОК	Car	ncel									
								-										
																	,	
Outstan	ding													н	• • •	Page 1	of 1	
Clear f	iltor T												Invoio	a liil ad	d 🐴 🛛 Mod	ify 🥒 🖪		a l
Ciedi I	incei 🕅												Invoic	~ 📖 🛛 Ad	MOC	ну <i>ју</i> – К	cinove 🔨	1

Having confirmed deletion of the GRN this takes me back to the Goods received browse window where I can now see that my GRN no longer exists.

👌 Dataf	low Clar	ity [Purchase	e Receipts]											-		×
												Company	Miles Brown	and Sons & O	Co. 🔻	User:	JPB ▼
Sales Le	edger	Sales Ord	ders	Purchase Ledg	er Purcha	se Orders	Nomin	al Ledger	Audit	Timesheets	System						
Orders	Goods Received	Invoices	Accrual	s Approve Orders	Nev Punchout) Order Setu	cXml ıp Wizard	Reportir	ıg								
Docur	nent Pro	cessing		Authorisatio	on	Punchout		All Repor	ts								
Release	d Type	Delivery Re	eference	Status	Account Code	Account Na	ame		Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to		⊳
	DEL	00000085	10	Outstanding	5M	5M Quality	Rail Serv	ices Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00				ilters
	DEL	0000085	08	Outstanding	5M	5M Quality	Rail Serv	ices Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00				<u> </u>
	DEL	0000085	07	Outstanding	DBW001	De Burgh	Wine Merc	hants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@	deburghs	it i
	DEL	0000085	06	Outstanding	CPM001	Campbells	Prime Me	at Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@	Campbell	s
Outetaa	ling					Ш							R.		Dago 1) of 1	
outstand	ing														Page 1	or 1	-
Clear f	ilter 📡											Invoice	e 📑 🛛 Ade	Mod 🖗	ify 🥖 Re	move 🗙	



If I now return to the Orders Browse window (orange arrow) I'll see that the order status has now changed from being Part delivered back to Outstanding, highlighted in blue below.

ales Le	dger Sa	les Ord	ers Purchase	Ledger Purchase Order	s Nomin	al Ledger	Audit	Timesheets	Sy	stem				
ders Docur	Goods In Received In	voices	Accruals App Accruals App Autho	prove ders Punchout Order s	cXml Setup Wizard ut	Reporting	s							
uthoris	ed Released	1 Туре	Order Reference	Status	Account	Code Acco	unt Name			Date	Due Date	Amount	Currency	Amount O
0		ORD	0000007833	Outstanding	DBW001	De B	urgh Wine	Merchants Ltd		03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.
۰		ORD	0000007832	Outstanding	DBW001	De B	urgh Wine	Merchants Ltd		03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.
۰	Ð	ORD	0000007831	Outstanding	DBW001	De B	urgh Wine	Merchants Ltd		03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.
٠		ORD	0000007830	Part Delivered, part invoid	ed DB0001	Dees	ide Brewei	ry Ltd		29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.
۰		ORD	0000007826	Part Delivered, part invoid	ed CPM001	Camp	bells Prim	e Meat Ltd		01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.
٠	Đ	ORD	0000007825	Outstanding	5M	5M Q	uality Rail	Services Ltd		12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.
٠	B <u>></u>	ORD	0000007823	Outstanding	5M	5M Q	uality Rail	Services Ltd		09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.
٠	<u>B</u>	ORD	0000007822	Outstanding	BRAT	Bratf	ord Desigr	Services		14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.
٠	<u> </u>	ORD	0000007821	Outstanding	5M	5M Q	uality Rail	Services Ltd		14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.
٠		ORD	0000007820	Outstanding	5M	5M Q	uality Rail	Services Ltd		08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.
٠		ORD	0000007819	Outstanding	AUDIO	Audio	Supply a	nd Rental Servic	es bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.
٠		ORD	000007818	Outstanding	AUDIO	Audio	Supply a	nd Rental Servic	es bu	04-May-2020	04-May-2020	£ 323.12		£ 323.
۰		ORD	0000007817	Outstanding	NOVES	Nove	s Consulta	ncy&Design Ltd		01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.
۰		ORD	0000007816	Part invoiced	NOVES	Nove	s Consulta	ncy&Design Ltd		01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.
۰		ORD	0000007815	Outstanding	CAPLON	Caple	n Furnitur	e Supplies		24-May-2020	24-May-2020	£ 117.50		£ 117.
]					

Over-Delivering Orders

Should you receive more goods than what was original ordered you may adjust the delivery line quantities when you deliver the order within Clarity.

To do so simply click on the relating line during the delivery process, then click on the quantity field (highlighted in orange below) and enter the required quantity value.

In the example below the original order quantity was 1, I have increased this to 2.

🙆 New Deliv	ery for DBW001 De Burgh Wine Mero	hants L	td										-		×
Header 📄	Details j⊈ Lines j⊟														
Lines															
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre			
FR21	Chateau Beauregard Ducasse	2.00	Dozen	24.00	129.00	258.00	258.00	1	20.00 %	51.60	EQP HIRE	Staines			
FR23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE				
Details	ils - a x														
Item Code	FR21														
Description	Chateau Beauregard Ducasse B	LANC G	raves, 201	5			Dis	count %							0
							Discount	Amount						0.	.00
							Net	Amount						258.	.00
Pack	cs 2 Dozen					-		Vat 1	L St	andard	Rated			20.0	0%
Ead	ch					0	Vat	Amount						51.	.60
Quantit	ty					24	Deliv	ery Due	03-August-	2020					
Pric	ce				12	29.00		Weight			0 V	/olume			0
Good	ls				25	58.00									
	Complete														
Nominal 🐴	Cost Centres 📲 Job costing 🖉	Intra	stats 🝙	Totals <i>讀</i>											
										1	Add 🌵 🛛 Rer	move 🗙 🛛 I	Discard 🗂	Updat	e 🛞



Once you have made the necessary changes click on the Update 💿 button to complete the delivery. Doing so will generate an over-delivery confirmation dialogue window. Click OK to confirm the over-delivery and complete the process.

🙆 New Deliver	ry for DBW001 De Burgh Wine Mero	chants L	td								·		_		\times
Header 📄 D	Details j⊈ Lines jΞ														
Lines															
Item Code N	lotes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centr	e		
FR21 (Chateau Beauregard Ducasse	2.00	Dozen	24.00	129.00	258.00	258.00	1	20.00 %	51.60	EQP HIRE	Staines			
FR23 (Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE				
Details							Confirm	errors		×				- (ı x
Itom Code	ED 31														
Item Code	Chatana Basarana Burrana B		201	-			Over-del	ivery of 1 D	ozen (line 1)		_				
Description	Chateau Beauregard Ducasse B	LANC G	raves, 201	5			orei-dei	incly of 1 D	ozen (inte ij		_				0
								or 1	Cancel	1				0.	.00
								UK	Cancer					258.	.00
Packs	2 Dozen					•		Vat 1	l St	andard	Rated			20.0	0%
Each	1					0	Vat	Amount						51.	.60
Quantity	/					24	Deliv	ery Due)3-August-	2020					
Price	•				12	9.00		Weight			0 V	/olume			0
Goods					25	8.00									
	Complete														
Nominal 👔	Cost Centres 📲 Job costing 🎅	Intra	stats 🝙	Totals <i>्र्व</i>]										
										1	Add 🌵 🛛 Ren	move 🗙	Discard 🗂	Updat	te 🛞

Once you have confirmed the over-delivery a further dialogue will be generated to confirm a successful document update.

👌 New Deliver	y for DBW001 De Burg	h Wine Mercha	ants Lt	:d										-		×
Header 📄 D	etails <u>j⊈</u> Lines <u>j</u> ≣															
Lines																
Item Code N	otes	Pa	acks	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre			
FR21 C	hateau Beauregard D	ucasse 2	2.00	Dozen	24.00	129.00	258.00	258.00	1	20.00 %	51.60	EQP HIRE	Staines			
FR23 C	hablis Domaine Segu	inot 1	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE				
	iils Update complete X - a X															
Details								Update o	omplete		×				~ (ιx
Item Code	FR21							_								
Description	Chateau Beauregare	d Ducasse BLA	NC Gr	raves, 2015	5			Docume	nt 00000085	23 updated						0
										01	-				0	00
										OK					258	.00
Packs	2 D	ozen					•		Vat 1	Sta	andard	Rated			20.)%
Each							0	Vat	Amount						51	60
Quantity							24	Deliv	ery Due)3-August-	2020					
Price						12	29.00		Weight			0 V	olume			0
Goods						25	58.00									
	Complete															
Nominal 🌆	Cost Centres 😋 Jol	b costing 🔊 🛛	Intras	stats 🚖 1	Fotals <i>ञ्च</i>											
												aa dhi 🛛 📼		Discord 🛱	L loci-s	
											, A	Ken	nove 🗡	Discard 1	Upda	e 😶

The quantities on the Order will remain as they were originally input. Only the GRN and relating Invoice will reflect the over-delivery quantity increase.



Part receiving orders

There are two routines available for part receiving orders. The first routine was outlined at the beginning of this guide where you can simply use the right click deliver order or the deliver button from the Orders browse window then simply remove the unwanted lines, or modify the quantity etc.

The method above is practical should you not have many lines on the order. The method explained below may prove a more efficient way of matching a part received order containing many lines. For the example below I have created a new Purchase Order consisting of six lines and I only wish to deliver two of the lines. My new order is highlighted in green, with the current status in blue below:

🙆 Dataf	low Clarity [Pu	irchase	Orders]									-	- 0	×
Sales Le	dger Sal	es Ord	ers Purcha	ise Ledger	Purchase Orders	Nominal	Ledge	er Audit Timesheets Sys	Corr	npany Miles Bro	own and Sons	& Co.	 User: 	ЈРВ ▼
Orders Docum	Goods Received Inv	oices	Accruals Aut	Approve Orders thorisation	New Punchout Order Setu Punchout	cXml Jp Wizard	Repo All Re	prting sports						
Authoris	ed Released	Туре	Order Refere	nce Status	5	Account Co	ode A	Account Name	Date	Due Date	Amount	Currency	Amount O/S	s 🗞
•		ORD	0000007834	Outsta	anding	DBW001	C	e Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,876.75	fers
۰		ORD	0000007833	Outsta	anding	DBW001	0	e Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60	^ت
•		ORD	0000007832	Outsta	anding	DBW001	C	e Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	5
٠		ORD	0000007831	Outsta	anding	DBW001	0	e Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	3
•		ORD	0000007830	Part D	elivered, part invoiced	DB0001	C	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	ī
•		ORD	0000007826	Part D	elivered, part invoiced	CPM001	c	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	2
•		ORD	0000007825	Outsta	anding	5M	5	M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	3
٠		ORD	0000007823	Outsta	anding	5M	5	M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	2
•	<u></u>	ORD	0000007822	Outsta	anding	BRAT	е	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	2
٠		ORD	0000007821	Outsta	anding	5M	5	M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	2
•		ORD	0000007820	Outsta	anding	5M	5	M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	5
٠		ORD	0000007819	Outsta	anding	AUDIO	A	udio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62	2
•		ORD	0000007818	Outsta	anding	AUDIO	A	udio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12	2
•		ORD	0000007817	Outsta	anding	NOVES	N	loves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50	c
•		ORD	0000007816	Part ir	ivoiced	NOVES	N	loves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00	J L
·				1	Ш								•	
Outstand	ling										H 4 P H	Page	1 of 2	
Clear fi	ilter 📡							C	Deliver 🕸 🛛 Ir	woice 🔛	Add 🖶 M	lodify 🥖	Remove 🗙	



Click on the Goods Received icon (Orange arrow) and either use the right click Add Delivery highlighted in blue or click on the Add between button highlighted in green on the footer of the window below.

👌 Datai	flow Clar	ity (Pı	urcha	e Receipts	;]											-		×
													Compar	ny Miles Brow	n and Sons &	Co. 🔻	User:	јрв т
Sales L	edger	Sa	les Or	ders	Purchase Ledg	er Purc	ase Orders	Nomin	al Ledger	Audit	Timesheets	System						
Orders	Goods Received	d Inv	voices	Accrua	Approve Orders	Puncho	w ut Order Set	cXml up Wizard	Reportin	ig								
Docu	nent Pro	cessi	ng		Authorisati	on	Punchout		Ап керог	ts	1					1		_
Release	d Type	Deliv	very F	eference	Status	Account Coo	le Account N	ame		Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to		₽
	DEL	000	0008	510	Outstanding	5M	5M Qualit	/ Rail Serv	ices Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00				ilter
	DEL	000	0 🤹	Refresh			5M Quality	/ Rail Serv	ices Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00				
	DEL	000	0 🛖	Add Delive	ery	W001	De Burgh	Wine Merc	hants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@c	deburghste	ē
	DEL	000	0 🥖	Modify De	livery	4001	Campbells	Prime Me	at Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@0	Campbells-	-
			×	Remove D	elivery													
			٩	View Deliv	rery													
				View scan	ned documents													
			-	Attach sca	inned document													
				Invoice 00	00008510													
			<u>i</u>	Hold 0000	008510													
			R	Clear filter	C/													
			Σ	Sum selec	ted cells													
			-	Copy to C	lipboard													
			m	Columns														
				Window		+												
•							ш										•	
Outstan	ding													н	4 🕨 H	Page 1	of 1	
Clear f	ilter 喉												Invoi	ce 📄 🗛	id 🜵 🛛 Mo	dify 🥖 Re	move 🗙	

Clicking opens up a new delivery window. The first thing you'll need to do is chose the account code for which the associated order was raised, highlighted in orange, then click on the Details tab highlighted in yellow below:



🙆 New Delivery			-		×
Header 📄 Deta	ils 经 Lines 들				
Supplier					
Account	DBW001 De Burgh Wine Merchants Ltd				•
Name	De Burgh Wine Merchants Ltd De Burgh Wine Merchants Ste	lerchants Ltd			
Department	Dalkeith Midlothian	aving			
Line 1	Fordel Mains Steading EH22 2PQ				
Line 2	Dalkeith				
Line 3					
Town	Midlothian				
County					
Postcode	EH22 2PQ				
Country					
Email address					
Supplier 🛃 Re	ferences 😥				
Delivery 🐒 No	tes 🖳 Analysis 🔬 Miscellaneous 🚉 International 🞆 Defaults 🧲 Totals ,	1			
		Add 🖶 Remove 🗙 Dia	scard 🗂	Updat	te 🛞

Within the Details tab right click the mouse and choose the operation or nvert, highlighted in orange below:

🙆 New Delivery																-		×
Header 📄 Deta	ails 🥰 Li	ines }⊟																
Lines																		
Notes			Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code								
			0.00	0.00	0.00	0.00	1	20.00 %	0.00	EQP HIRE								
	👍 Add	l line																
	× Rem	nove line																
	🛃 Sup	oplier items																
	📄 Con	ivert																
	Colu	umns	•															
	🔲 🔛 Win	idow	•															
Details																	* 1	ìΧ
Item Code																		
Description										Discount %								0
										Discount Amount							0	.00
										Net Amount							0	.00
Quantity									0	Vat	1	Standard R	ated				20.	0%
Price								0.	00	Vat Amount							0	.00
Goods								0.	00	Delivery Due	04-A	ugust-2020						
										Weight			(Volume				0
Nominal 🏰 Co	ost Centres	s 😋 Job	costing	In	trastats	۱	Fotals 💐											
L												A	d 🜵	Remove 🗙	Disca	ard 🖞	Upda	te 📀

Clicking Convert takes you into the Converting Order Documents to Delivery Lines window. This window displays all open orders for the selected supplier account.

From here you can consolidate multiple orders into a single GRN, or take selection lines of different orders and consolidate those into a single GRN. This process is explained further down. For now I'm simply going to part receive a single order using this method.



Firstly select your order by left clicking on it, highlighted in blue below. Then click on the <u>lines</u> button, highlighted in <u>orange</u> below:

New Delivery		ng Order Docum	ionts to	Delivery lines							_		7		×
leader 📄 Details		ng order boedin	ienes o	5 Delivery lines											
Lines	Address					•							_		
Notes	Selected	d Reference	Туре	Date	Our Ref	Their Ref	Due Date	Total	Goods O/s						
		0000007834	ORD	03-Aug-2020			03-Aug-2020	1,876.75	1,563.96						
		000007833	ORD	03-Aug-2020			03-Aug-2020	333.60	278.00						
		000007832	ORD	03-Aug-2020			03-Aug-2020	442.56	368.80						
		0000007831	ORD	03-Aug-2020			03-Aug-2020	699.59	582.99						
tails														→ (¢,
Item Code															
escription															0
														0	.00
														0	.00
Quantity														20.	0%
Price														0	.00
Goods	_														
															0
									нч	• •	Page 1	of	1		
ominal 🌆 Cost (C	Convert	Lines		Close 🔀	ī 📖		
										Add 👕	Remov	/e X	Discard	Upda	te (

Clicking the Lines button opens up a new window listing all the available lines for the selected order. I have ticked the lines I wish to include in my GRN. I have also reduced the received quantity for FR25 from 3 to 2 by double clicking the Quantity field and entering the required value, highlighted in blue below.

	👌 New Delivery											-		\times
	Header 📄 Details 🖁	🙆 Convertin	n <mark>g Order</mark> Docu	ments to Delivery lines					-		×			
Г	Lines	Reference 0	000007834											
	Notes	Selected	Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s				
			FR21	Chateau Beauregard Ducasse	1	Dozen	1.00	129.00	129.00	129.00				
			FR23	Chablis Domaine Seguinot	1	Dozen	1.00	149.00	149.00	149.00				
			FR25	Consolation 'Juliette'	2	BOXES of 10	3.00	155.99	311.98	467.97				
			FR27	Consolation 'Red Socks'	2	BOXES of 10	2.00	120.60	0.00	241.20				
			FR28	Consolation 'Wild Boar' Syrah,	4	BOXES of 10	4.00	119.20	0.00	476.80				
			FR5	Pinot Noir Touraine Domaine	1	Dozen	1.00	99.99	0.00	99.99				
	Details											_	+ A	×
	Item Code													
	Description											_		
	Description												0.(00
													0.(00
	Quantity												20.0	%
	Price												0.(00
	Goods													- 1
														0
														- 11
									Conde	EO				
	Nominal 🏰 Cost C								Goods	50	5.50			
							Convert		ocuments	Close	Disc	ard 🛱	Undati	e 🛞
											0.50		spaare	

To add the selected lines to the GRN click the <u>convert</u> button, highlighted in orange above. Once you click the Convert button the selected lines are added to the GRN behind the Converting Order Documents to Delivery lines window, highlighted in <u>blue</u> below.



The completed lines are now greyed with a Quantity of 0 within the Converting Order Documents to Delivery lines window, highlighted in yellow below.

🙆 New D	elivery											_		×
Header	Details	🛆 Convertin	g Order Docu	ments to Delivery lines					_		×			
Lines	_	Reference 00	000007834											
Item Co	de Notes	Selected	Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s		le Cos	t Centre	
FR21	Chatea		FR21	Chateau Beauregard Ducasse	0	Dozen	0.00	129.00	0.00	0.00		Sta	ines	
FR23	Chablis		FR23	Chablis Domaine Seguinot	0	Dozen	0.00	149.00	0.00	0.00				
FR25	Consola		FR25	Consolation 'Juliette'	1	BOXES of 10	1.00	155.99	155.99	155.99				
			FR27	Consolation 'Red Socks'	2	BOXES of 10	2.00	120.60	0.00	241.20				
			FR28	Consolation 'Wild Boar' Syrah,	4	BOXES of 10	4.00	119.20	0.00	476.80				
			FR5	Pinot Noir Touraine Domaine	1	Dozen	1.00	99.99	0.00	99.99				
Details													→ 1	ů ×
Item C	ode FR25	5												
Descrip	tion Cons													0
													0	.00
													311	.98
F	acks												20.	0%
													62	.40
Qua	ntity													
	Price													0
G	oods													
	Co								Goods	15	5.99			
Nominal	Cost C						Conver		Documents	Close	X			
		1						Ad	R	emove X	Dis	card f	1 Upda	te 🛞

The FR25 line I partially received now displays an adjusted remaining Quantity of 1, highlighted in green below.

Once you have completed the line selection for the GRN click the selection, highlighted in red above.

Clicking Close returns you to the GRN containing the chosen order lines shown in the image below. From here you may still continue to make amendments should you wish to do so.

🗿 New Deliv	ery												-	
leader 📄	Details i∰ Lines i≣													
Lines														
Item Code	Notes	Pa	ks Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Code	e Cost C	Centre
FR21	Chateau Beauregard	Ducasse 1.	00 Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Staine	s
FR23	Chablis Domaine Seg	uinot 1.	00 Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE		
FR25	Consolation 'Juliette'	2.	00 BOXES of 10	20.00	155.99	311.98	03-Aug-2020	311.98	1	20.00 %	62.40	EQP HIRE		
Details Item Code	e FR25													÷ ú
Description	Consolation 'Juliett	e' Roussanne , 20	017				Discount %							
						Dis	count Amount							0.
							Net Amount							311.
Pack	cs 2 1	BOXES of 10				-	Vat	1	Standard F	Rated				20.0
						0	Vat Amount							62.
Quantit	ty				2	.0	Delivery Due	03-Augu	st-2020					
Pric	e				155.9	9	Weight			0	Volur	ne		
Good	ls				311.9	8	- (,			
	Complete													
Nominal 禛	Cost Centres	ob costing 亥 🛛 Ir	itrastats 🍙 To	tals 👼										



Once you have completed the GRN click the update o button highlighted below in orange to create the GRN.

🙆 New Deliv	ery												-		×
Header 📄	Details j⊈ Lines j⊟														
Lines															
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Cod	e Cost C	entre	
FR21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Staine	s	
FR23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE			
FR25	Consolation 'Juliette'	2.00	BOXES of 10	20.00	155.99	311.98	03-Aug-2020	311.98	1	20.00 %	62.40	EQP HIRE			
						_									
Details						Up	date complete		×					- ų	. ×
Item Cod	e FR25														
Description	Consolation 'Juliette' Roussanne	, 2017	,				cument 000000	s lo upda	tea:						0
									× 1					0.	00
									<u> </u>					311.	98
Pac	cs 2 BOXES of 10					•	Vat	1	Standard F	Rated				20.0	/%
						0	Vat Amount							62.	40
Quanti	ty				2	0	Delivery Due	03-Augu	st-2020						
Prie	ce				155.9	9	Weight			0	Volur	ne			0
Good	ds				311.9	8									
	Complete														
Nominal 🏰	Cost Centres 🚓 Job costing 🧭	Intra	stats 🍙 Tota	ls <i>i</i>											
									A	dd 🌵	Remov	e 🗙 Disc	ard 🗂	Updat	e 🛞

The Goods Received window now displays my new GRN, highlighted in blue below.

👌 Dataflo	ow Clar	ity [Purchase Rece	eipts]										-		×
										Company	y Miles Brown	and Sons &	Co. 🔻	User:	JPB *
Sales Leo	lger	Sales Orders	Purchase Led	ger Purcha	se Orders	Nominal Ledger	Audit	Timesheets	System						
Orders R Docum	Goods Goods eceive	Invoices Acc	Tuals Approve Orders	e New Punchout	₽ Order Setu Punchout	cXml p Wizard All Rep	ing orts								
Released	Туре	Delivery Referer	nce Status	Account Code	Account Na	me	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to		⊳
	DEL	0000008518	Outstanding	DBW001	De Burgh V	Vine Merchants Lt	04-Aug-2020	04-Aug-2020	£ 707.98		£ 707.98				ilters
	DEL	0000008510	Outstanding	5M	5M Quality	Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00				
Ð	DEL	0000008508	Outstanding	5M	5M Quality	Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00				
	DEL	0000008507	Outstanding	DBW001	De Burgh V	Vine Merchants Lt	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts	@deburghs	st
Ē	DEL	0000008506	Outstanding	CPM001	Campbells	Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts	@Campbell	ls
					11										
Outstandi	na				m								Dage 1	of 1	
Clear fil	ter 📡									Invoic	e 📄 🛛 Ad	d 💠 🛛 Mod	lify 🥖 🛛 R	lemove X	



🙆 Dataflov	v Clarity [Pu	ırchase	Orders]							-	- 0	>
Salas Loda	or Col	oc Ord	ara Durabaca	Lodger Durchage Orders	Nominal Lo	laar Audit Timesheete S	Con	npany Miles Bro	own and Sons	& Co.	 User: 	JPE
Orders G Documen	oods Inv ceived Inv	oices	Accruals App Autho	rove ders Punchout Order Se risation Punchout	cXml tup Wizard All	porting Reports	ystem					
Authorised	Released	Туре	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/	s
•		ORD	0000007834	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,168.7	7
۰		ORD	0000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.6(0
•		ORD	0000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.5	6
٠		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.5	9
•		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.1	5
۰		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	0
٠		ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	0
٠		ORD	000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	0
٠	<u> </u>	ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	0
٠	<u> </u>	ORD	0000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	0
٠		ORD	0000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	5
٠		ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.63	2
٠	<u>B</u>	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12	2
۰		ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50	D
۰		ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00	0
utstandin	9			W						Page	1 of 2	* 2
Clear filte	r 📡						Deliver 🍪 🛛 II	nvoice 🔛	Add 🌵 N	Iodify 🥖	Remove 🔀	ς

The Orders browse window now reflects the current delivery status highlighted in yellow below.



Combining multiple orders into a single GRN

This process is very similar to the previous part delivery process.

Click on the Goods Received icon (Orange arrow) and either use the right click Add Delivery highlighted in blue or click on the Add Delivery button highlighted in green on the footer of the window below.

👌 Datafl	ow Clar	ity (Pu	urchase Recei	ipts]										-		×
											Compar	Miles Brow	n and Sons &	Co. 🔻	User:	JPB *
Sales Le	dger	Sal	les Orders	Purchase Led	ger Purcha	se Orders	Nominal Led	ger Audit	Timesheets	System						
Orders R	Goods Goods eceived	Inv d	voices Accr	uals Approv Orders	e Nev Punchout	Order Setu Punchout	cXml p Wizard All F	porting Reports								
Released	Туре	Deliv	very Referen	ce Status	Account Code	Account Na	ame	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to		Ъ
B	DEL	000	0008510	Outstanding	5M	5M Quality	Rail Services L	td 29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00				Iters
	DEL	3	Refresh		5M	5M Quality	Rail Services L	td 29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00				Ξ
	DEL	4	Add Delivery		DBW001	De Burgh \	Wine Merchants	Ltd 29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@	0deburghst	:e
Đ	DEL	1	Modify Delive	ery	CPM001	Campbells	Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@	Campbells	;-
		×	Remove Deli	very												
		9	View Delivery	y												
			View scanned	d documents												
		*	Attach scann	ed document												
			Invoice 0000	008510												
		<u>1</u>	Hold 000000	8510												
		K	Clear filter													
		Σ	Sum selected	d cells												
		2	Copy to Clipt	ooard +												
			Columns	•												
		=	Window	•												
Outstand	ina					ш								Page 1	, of 1	
outstanu	ing													Page 1	011	-
Clear fil	ter 🦹										Invoi	ce 🛄 🛄 A	dd 🖷 🛛 Mo	dify 🥖 🛛 R	temove 🗙	_

Clicking Add opens up a new delivery window. The first thing you'll need to do is chose the account code for which the associated orders were raised, highlighted in orange, then click on the Details tab highlighted in yellow below:

🙆 New Delivery			-		×
Header 📄 Deta	ls j⊈ Lines jΞ				
Supplier					
Account	DBW001 De Burgh Wine Merchan	ts Ltd			•
Name	De Burgh Wine Merchants Ltd	De Burgh Wine Merchants Ltd			
Department		Dalkeith Midlethian			
Line 1	Fordel Mains Steading	EH22 2PQ			
Line 2	Dalkeith				
Line 3					
Town	Midlothian				
County					
Postcode	EH22 2PQ				
Country					
Email address					
Supplier 🛃 Re	erences 😭				
Delivery 🐠 No	tes 👞 Analysis 🔬 Miscellaneous 🚉 International 🧱 I	Defaults 🧲 Totals 🗃			
		Add 🌵 Remove 🗙 Dis	scard 🗂	Updat	te 📀



Within the Details tab right click the mouse and choose the option a convert, highlighted in orange below:

🙆 New Deliver	ry .													-		×
Header 📄 D	etails 聲	Lines	Ξ													
Lines																
Notes				Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code					
				0.00	0.00	0.00	0.00	1	20.00 %	0.00	EQP HIRE					
		+ 4 × 5	Add line	line												
			Supplier	items												
	[۵ د	Convert													
			Column	s 🕨												
		🔲 V	Vindow	•												
Details															- Q	×
Item Code																
Description											Discount %					0
											Discount Amount				0.	00
											Net Amount				0.	00
Quantity										0	Vat	1	Standard Rated		20.0)%
Price									0.	00	Vat Amount				0.	00
Goods									0.	00	Delivery Due	04-A	ugust-2020			
											Weight		0 Volume			0
Nominal 🏰	Cost Centr	es 🛤	Jop	costing Q	Int	rastats	۲ (t)	īotals 👼								
													Add 🖶 Remove 🗙 Disc	ard 🗂	Updat	e 📀

Clicking Convert takes you into the Converting Order Documents to Delivery Lines window. This window displays all open orders for the selected supplier account.

You may choose to filter the available orders by the delivery depot they have been chosen to be delivered to by using the Address drop down highlighted in yellow below. In this example I won't be applying this filter so I have access to all orders.

Converting Order Documents to Delivery lines	
Ider 📄 Details 👔 👘 The second seco	
ies Address	
otes	
21 THE TRADING PARK THE NODTH WAREHOUSE 03-Aug-2020 1,876.75 1,563.96	
NORTH BUSINESS PARK 03-Aug-2020 333.60 278.00	
M 4 03-Aug-2020 442.56 368.80	
O000007831 ORD 03-Aug-2020 03-Aug-2020 699.59 582.99	
tails	ů ×
Item Code	
Description	0
	0.00
Quality	0.00
Price	5.0%
Goods	0.00
minal 🍄 Cost C	
Convert Lines Close 🐹	date 🛞



The image below shows that I have chosen to receive the first two orders, this is signified by a tick in the Selected column highlighted in orange.

🙆 New Delivery													_		\times
Header 📄 Details	👌 Convertin	ig Order Docum	nents to	Delivery lines						-	- 🗆	\times			
Lines	Address					-									
Notes	Selected	Reference	Туре	Date	Our Ref	Their Ref	Due Date	Total	Goods O/s						
		0000007834	ORD	03-Aug-2020			03-Aug-2020	1,876.75	1,563.96						
		0000007833	ORD	03-Aug-2020			03-Aug-2020	333.60	278.00						
		0000007832	ORD	03-Aug-2020			03-Aug-2020	442.56	368.80						
		000007831	ORD	03-Aug-2020			03-Aug-2020	699.59	582.99						
Details														→ û	×
Item Code															
Description															0
														0.	00
Quantity														20.0	00
Price														0.	.00
Goods															
															0
									14 4	н р	age 1	of 1			
Nominal 🌆 Cost C								0	Convert	Lines	Cle	ose 🔀			
										Add 👕	Remove 🕻	Dis	card 🕤	Updat	:e 🛞

To add these two orders to the GRN click the Convert button, highlighted in green in the image above. The order lines of the two selected orders now appear within the new GRN window behind the Converting Order Documents to Delivery Lines window below, highlighted in blue.

The completed lines are now greyed Converting Order Documents to Delivery lines window, highlighted in yellow below.

🙆 New Deli	very ,													_		\times
Header 📄	Details	👌 Convertin	ıg Order Docum	nents t	o Delivery lines						_	- 🗆	\times			
Lines		Address					•									
Item Code	Notes	Selected	Reference	Туре	Date	Our Ref	Their Ref	Due Date	Total	Goods O/s				le Cost C	Centre	•
FR23	Chablis I		0000007834	ORD	03-Aug-2020			03-Aug-2020	1,876.75	0.00						
FR21	Chateau		000007833	ORD	03-Aug-2020			03-Aug-2020	333.60	0.00				Staine	es	
FR23	Chablis I			one	00 Aug 2020			00 Aug 2020	000100	0.00						
FR25	Consolat		0000007832	ORD	03-Aug-2020			03-Aug-2020	442.56	368.80						=
FR27	Consolat		0000007831	ORD	03-Aug-2020			03-Aug-2020	699.59	582.99						
FR28	Consolat															
FR5	Pinot No															-
Details															÷ 0	ı ×
Item Cor	e FR5															
Descriptio	Pinot															0
Descriptio															0	00
															0.	00
															99.	.99
Pac	cks														20.0)%
															20.	.00
Quant	ity															
Pri	ice															0
Goo	ods															_
	Cor												_			
Nominal 🏹	Cost C									нч	H Pa	age 1	of 1			
	e cost c								C	Convert	Lines	Clo	se 🔀			
	l										Add 👕	Remove 🗡	Dis	scard 👕	Updat	ce 🛞



In addition to consolidating the first two orders into a single GRN I also want to include <u>part</u> one of the remaining orders into the same GRN.

To do so firstly select the order within the Converting Order Documents to Delivery lines window by left clicking on it, highlighted in blue below. Then click on the <u>lines</u> button, highlighted in green below:

👌 New Del	livery												_	- 0	\times
Header 📄	Details 🛔	Onvertir	ng Order Docun	nents t	o Delivery lines						-		×		
Lines		Address					•								
Item Code	e Notes	Selected	Reference	Туре	Date	Our Ref	Their Ref	Due Date	Total	Goods O/s			le	Cost Centr	re 1
FR23	Chablis I		000007834	ORD	03-Aug-2020			03-Aug-2020	1,876.75	0.00					
FR21	Chateau		0000007833	ORD	03-Aug-2020			03-Aug-2020	333.60	0.00				Staines	
FR23	Chablis I		0000007832	ORD	03-Aug-2020			03-Aug-2020	442.56	368.80			٦.		
FR25	Consolat		000007831	OPD	03-040-2020			03-040-2020	600 50	582.00					
FR27	Consolat		000007031	ORD	00-Adg-2020			03-Adg-2020	055.55	562.99					
FR5	Pinot No														Ţ
Details															. A X
Item Co	de EDS														
Description	Pinot														0
Descripti	on Phot														0.00
															99 99
Pa	icks														20.0%
															20.00
Ouan	tity														20.00
Р	rice														0
Go	ods														
	Cor												_		
Nominal a	Cost C									нч	Pag	e 1 of	f 1		
	-								(Convert	Lines	Close 💈	3		
											Add 📲 Re	move 🗙 👘	Disca	rd 👕 Up	odate 😁

Clicking the Lines button changes the current view to display the line information of the selected order. The order reference I have chosen in this example is 0000007832, this detail is displayed when you are viewing the order lines, highlighted in green below.

In the example below I have ticked the lines I wish to include in my GRN, highlighted in blue below.

Should you wish to do so you may also adjust the line quantity to be delivered at this stage, by double clicking the Quantity field and entering the required value, highlighted in yellow below.



	🗿 New Deliv	rery											-		\times
	Header 📄	Details 🖁	👌 Convertin	ng Order Docu	iments to Delivery lines					-		×			
	Lines	-	Reference 00	000007832									-		
	Item Code	Notes	Selected	Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s		le Cost (Centre	•
	FR23	Chablis I		FR21	Chateau Beauregard Ducasse	1	Dozen	1.00	129.00	129.00	129.00				
	FR21	Chateau	X	FR27	Consolation 'Red Socks'	1	BOXES of 10	1.00	120.60	120.60	120.60		Staine	s	
	FR23	Chablis I		FR28	Consolation 'Wild Boar' Syrah,	1	BOXES of 10	1.00	119.20	0.00	119.20				
	FR25	Consolat													_
	FR27	Consolat													
	FR28	Consolat													_U
	FR5	Pinot No													-
	Details													- Q	×
	Item Cod	e FR5													
	Descriptio	n Pinot													0
														0.	00
														99.	99
	Pad	ks												20.0	0%
														20.	00
	Quanti	ty													
	Pri	ce													0
	Goo	ds													
		Co													
	Nominal 🏭	Cost C								Goods	24	9.60			
L								Convert		ocuments	Close	\mathbf{X}			
									Ad	d 📲 🛛 R	emove 🗙	Disc	ard 👕	Updat	:e 🛞

In this example the quantity is 1 for both lines so I will be delivering both lines as they are.

To add the two lines to the order click on the <u>convert</u> button highlighted in purple below. Once you click Convert the lines will be added to the GRN and will appear greyed with the quantity reduced, highlighted in orange below.

👌 Nev	v Delive	ry ,												×
Header		etails 🖁	👌 Conver	ting Order Docu	iments to Delivery lines						- 🗆	\times		
Lines		-	Reference	000007832									-	
Item	Code N	lotes	Select	ed Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s		le Cost Centr	e 🔺
FR23	c	Chablis (FR21	Chateau Beauregard Ducasse	0	Dozen	0.00	129.00	0.00	0.00			
FR25	C	Consolat		FR27	Consolation 'Red Socks'	0	BOXES of 10	0.00	120.60	0.00	0.00			
FR27	C	Consolat		FR28	Consolation 'Wild Boar' Syrah,	1	BOXES of 10	1.00	119.20	0.00	119.20			
FR28	(Consolat												=
FR5	F	Pinot No												
FR21		Consolat											Swansea	
Detail		consolut											Swanoca	
Decana	, 													¥ ^
Iten	n Code	FR27												
Desc	ription	Conse												0
														0.00
	Packs	_											1	20.60
	Packs												2	.0.0%
	Drice													24.12
	Coode												-	
	Guous	Cor											-	0
Nomir	al 🕸	Cost C							_	Good	ds	0.00		
	a de	COSCO						Conver	:	Documen	ts	\mathbf{X}		
		L							Ad	d 👕	Remove 🗙	Dis	card 🕤 Up	date 🛞

Once you have completed the order and line selection you wish to add to your GRN click the selection button, highlighted in red above.

Clicking Close returns you to the GRN containing the chosen order lines shown in the image below. From here you may still continue to make amendments should you wish to do so.



🔉 New Deliv	rery												- 🗆	>
leader 📄	Details 🖳 Lines 🚍													
Lines								1				1	1	
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centr	e
FR23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE		
FR21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Staines	
FR23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE		
FR25	Consolation 'Juliette'	3.00	BOXES of 10	30.00	155.99	467.97	03-Aug-2020	467.97	1	20.00 %	93.59	EQP HIRE		
FR27	Consolation 'Red Socks'	2.00	BOXES of 10	20.00	120.60	241.20	03-Aug-2020	241.20	1	20.00 %	48.24	EQP HIRE		
FR28	Consolation 'Wild Boar' Syrah,	4.00	BOXES of 10	40.00	119.20	476.80	03-Aug-2020	476.80	1	20.00 %	95.36	EQP HIRE		
FR5	Pinot Noir Touraine Domaine	1.00	Dozen	12.00	99.99	99.99	03-Aug-2020	99.99	1	20.00 %	20.00	EQP HIRE		
Details													-	ļ,
Item Code	e FR5													
Description	n Pinot Noir Touraine Domaine d	es Cheze	elles , 2016				Discount %							0
						Dis	count Amount							0.00
							Net Amount							99.99
Pac	ks 1 Dozen					•	Vat	1	Standard F	lated			2	0.0%
						0	Vat Amount							20.00
Quanti	ty				1	2	Delivery Due	03-Augu	st-2020					
Pric	ce				99.9	9	Weight			0	Volur	ne		0
Good	ds				99.9	9	Meight			0	. oran			0
2000	Complete													
Nominal 👔	Cost Centres 📲 Job costing Q	Intra	stats 👜 Tota	als 👼										
									A	dd 🗣	Remov	e 🗙 Disca	rd 👕 Up	date (

Once you have completed the GRN click the update e button highlighted below in orange to create the GRN. An update confirmation dialogue window will appear.

Item Code Notes Packs Pack Size Quantity Price Goods FR23 Chablis Domaine Seguinot 1.00 Dozen 12.00 149.00 149.00 FR25 Consolation 'Juliette' 3.00 BOXES of 10 30.00 155.99 467.97 FR27 Consolation 'Ked Socks' 2.00 BOXES of 10 20.00 120.60 241.20 FR28 Consolation Wild Boar' Syrah, 4.00 BOXES of 10 40.00 19.20 476.80	Image: Selivery Due Net VAT Code 0 03-Aug-2020 149.00 1 7 03-Aug-2020 467.97 1	VAT % VAT Nominal Code Cost Centre 20.00 % 29.80 EQP HIRE
R23 Chablis Domaine Seguinot 1.00 Dozen 12.00 149.00 149.00 R25 Consolation 'Juliette' 3.00 BOXES of 10 30.00 155.99 467.97 R27 Consolation 'Red Socks' 2.00 BOXES of 10 20.00 120.00 241.20 R28 Consolation 'Wild Boar' Syrah 4.00 BOXES of 10 40.00 119.20 476.80	0 03-Aug-2020 149.00 1 7 03-Aug-2020 467.97 1	20.00 % 29.80 EQP HIRE
R25 Consolation 'Juliette' 3.00 BOXES of 10 30.00 155.99 467.97 R27 Consolation 'Red Socks' 2.00 BOXES of 10 20.00 120.60 241.20 R28 Consolation 'Wild Boar' Syrah 4.00 BOXES of 10 40.00 119.20 476.80	7 03-Aug-2020 467.97 1	
R27 Consolation 'Red Socks' 2.00 BOXES of 10 20.00 120.60 241.20 R28 Consolation 'Wild Boar' Syrah 4.00 BOXES of 10 40.00 119.20 476.80		20.00 % 93.59 EQP HIRE
R28 Consolation 'Wild Boar' Syrah, 4.00 BOXES of 10 40.00 119.20 476.80	0 03-Aug-2020 241.20 1	20.00 % 48.24 EQP HIRE
	0 03-Aug-2020 476.80 1	20.00 % 95.36 EQP HIRE
R5 Pinot Noir Touraine Domaine 1.00 Dozen 12.00 99.99 99.99	9 03-Aug-2020 99.99 1	20.00 % 20.00 EQP HIRE
R21 Chateau Beauregard Ducasse 1.00 Dozen 12.00 129.00 129.00	0 03-Aug-2020 129.00 1	20.00 % 25.80 EQP HIRE Swansea
R27 Consolation 'Red Socks' 1.00 BOXES of 10 10.00 120.60 120.60	0 03-Aug-2020 120.60 1	20.00 % 24.12 EQP HIRE Swansea
Item Code FR27	Document 0000008520 updated!	
Description Consolation 'Red Socks' Carignan, 2015	Jocument 0000008520 updated:	
	ОК	0.0
		120.6
Packs 1 BOXES of 10 -	Vat 1 Standard R	ated 20.0
Quantity 10	Vat Amount	24.1
Price 120.60	Delivery Due 03-August-2020	
Goods 120.60	Weight	0 Volume

Once you have clicked OK on the update confirmation dialogue you'll be taken back to the Goods Received browse window.



👌 Dataf	low Clar	ity [Purchase Receip	ts]												
Sales L	edger	Sales Orders	Purchase Led	ger Purcha	se Orders	Nomin	al Ledger	Audit	Timesheets	System	Company	Miles Brown	and Sons & (Co. 🔻	User:
Orders Docur	Goods Receive	Invoices Accrua	Approve Orders	e New Punchout	Order Set	cXml up Wizard	Reportin All Report	ng ts		,					
Release	d Type	Delivery Reference	Status	Account Code	Account N	ame		Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to	
B	DEL	000008520	Outstanding	DBW001	De Burgh	Wine Merc	hants Ltd	04-Aug-2020	04-Aug-2020	£ 2,509.87		£ 2,509.87			
	DEL	0000008510	Outstanding	5M	5M Quality	/ Rail Serv	ices Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00			
	DEL	000008508	Outstanding	5M	5M Quality	/ Rail Serv	ices Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00			
	DEL	0000008507	Outstanding	DBW001	De Burgh	Wine Merc	hants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@	deburghst
	DEL	0000008506	Outstanding	CPM001	Campbells	Prime Me	at Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@	Campbells
															•
Outstan	dina											н	4 • H	Page 1	of 1
Clear f	ilter 📡										Invoic	e 🔒 🛛 Ad	d 🖶 Mod	lify 🥖 Re	move 🗙

The Goods received window now displays my new GRN, highlighted in blue below.

The Orders browse window (green arrow) below now reflects the current delivery status highlighted in yellow below. Usually the Orders browse window defaults to only displaying open orders but I have adjusted the filter, highlighted in red, to show all Order status'.

a	Data	low Clarity [Pu	ırchase	Orders]									_		\times
										Company M	les Brown and	Sons & Co	. • 1	Jser:	JPB -
Sa	les L	edger Sal	es Ord	ers Purchase	Ledger Purchase Orders	Nominal Led	lger Aud	dit Timesheets	System						
	P.	<u></u>			a 44	n.7574	17								
		Coods Inv			S New	cYml Per	sorting								
		Received	orces	Or	rders Punchout Order Set	ip Wizard	o i ung								
	Docu	nent Processi	ng	Autho	prisation Punchout	All F	Reports								
Aut	thori	sed Released	Туре	Order Reference	e Status	Account Code	Account Na	ame	Date	Due Date	Amount	Currency	Amount O/S	Last	s 🕏
	-		ORD	0000007834	Fully delivered	DBW001	De Burgh	Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 0.00		Iters
	۰		ORD	0000007833	Fully delivered	DBW001	De Burgh	Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 0.00		Ξ.
	•		ORD	0000007832	Part delivered	DBW001	De Burgh	Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 143.04		-
	•		ORD	0000007831	Outstanding	DBW001	De Burgh	Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59		
	۰		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Br	rewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15		
	۰		ORD	0000007829	Fully Delivered, part invoiced	5M	5M Quality	Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00		
	۰		ORD	0000007828	Fully Delivered, part invoiced	DBW001	De Burgh	Wine Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00		é
	۰		ORD	0000007827	Fully Delivered, fully invoiced	DB0001	Deeside Br	rewery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00		é
	•		ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells	Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00		é
	٠		ORD	0000007825	Outstanding	5M	5M Quality	Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00		
	۰		ORD	0000007824	Fully delivered	5M	5M Quality	Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00		
	٠	<u></u>	ORD	0000007823	Outstanding	5M	5M Quality	Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00		
	٠	<u>a</u>	ORD	0000007822	Outstanding	BRAT	Bratford D	esign Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00		
	٠	<u>a</u>	ORD	0000007821	Outstanding	5M	5M Quality	Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00		
	٠		ORD	0000007820	Outstanding	5M	5M Quality	Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25		
•					Ш									•	
All											нч		Page 1	of 3	
C	lear f	ilter 🎇							Deliver (D Invoice	Add 🚽	Modif	y 🥖 Remo	ve 🗙	



Using the Complete parameter

There may be occasions when you have ordered a higher quantity of an item than what is necessary. Using the Complete parameter allows you to deliver the original order, modify the quantity on the line or lines where you have over-ordered and if you tick the Complete parameter on those modified lines Clarity will automatically adjust the original order quantity to match the quantity entered on the GRN. In the example below the status of the order highlighted in orange is Outstanding.

ales Led	ner Sal	les Ord	ers Purchase	Ledger Purchase Ord	ers N	Nominal I	edaer	Audit	Timesheets	System	Company Mi	les Brown and	I Sons & Co	· • ·	Jser:
ders (Goods Invectived	voices	Accruals App Autho	prove ders Punchout Order	cXn Setup W	nl F Vizard A	Reporting			oyatam					
thorise	d Released	Туре	Order Reference	Status	Ac	ccount Co	de Accou	int Name		Date	Due Date	Amount	Currency	Amount O/S	Las
•		ORD	0000007834	Outstanding	DE	BW001	De Bi	urgh Win	e Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,876.75	
•		ORD	0000007833	Outstanding	DE	BW001	De Bi	urgh Wine	e Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60	-
•		ORD	0000007832	Outstanding	DE	BW001	De Bi	urgh Wine	e Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	
۰		ORD	0000007831	Outstanding	DE	BW001	De Bi	urgh Wine	e Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	
۰		ORD	0000007830	Part Delivered, part invo	iced DE	B0001	Deesi	de Brewe	ery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
٠		ORD	0000007829	Fully Delivered, part invo	iced 5N	м	5M Q	uality Rai	il Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00	
٠		ORD	0000007828	Fully Delivered, part invo	iced DE	BW001	De Bi	urgh Wine	e Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00	
٠		ORD	0000007827	Fully Delivered, fully inv	oiced DE	B0001	Deesi	de Brewe	ery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00	
۰		ORD	0000007826	Part Delivered, part invo	iced CP	PM001	Camp	bells Prir	ne Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	
٠		ORD	0000007825	Outstanding	51	м	5M Q	uality Rai	il Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
۰		ORD	0000007824	Fully delivered	5N	м	5M Q	uality Rai	il Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
٠	<u>a</u>	ORD	0000007823	Outstanding	5N	м	5M Q	uality Rai	il Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	
٠	B <u>b</u>	ORD	0000007822	Outstanding	BR	RAT	Bratfo	ord Desig	n Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	
٠		ORD	0000007821	Outstanding	5N	м	5M Q	uality Rai	il Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
٠		ORD	0000007820	Outstanding	51	м	5M Q	uality Rai	il Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	
				II											

Having clicked Deliver on the order takes me into the GRN creation. The highlighted line in the image below displays an original Outstanding Order quantity of 4. The quantity is highlighted in green for your reference.

2 New Delive	ery for DBW001 De Burgh Wine Mer	chants L	td										-		×
leader 📄 [Details <u>ju</u> Lines <u>j</u>														
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre			
FR21	Chateau Beauregard Ducasse	ateau Beauregard Ducasse 1.00 Dozen 12.00 129.00								25.80	EQP HIRE	Staines			
FR23	Chablis Domaine Seguinot	149.00	149.00	1	20.00 %	29.80	EQP HIRE								
FR25	Consolation 'Juliette'	467.97	467.97	1	20.00 %	93.59	EQP HIRE								
FR27	Consolation 'Red Socks'	onsolation 'Red Socks' 2.00 BOXES of 10 20.00 120.60 2							20.00 %	48.24	EQP HIRE				
FR28	Consolation 'Wild Boar' Syrah,	4.00	BOXES of 10	40.00	119.20	476.80	476.80	1	20.00 %	95.36	EQP HIRE				
FR5	Pinot Noir Touraine Domaine	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00 %	20.00	EQP HIRE				
Description	Consolation 'Wild Boar' Syrah,	2017				Dis	Discount % Discount Amount							0	0 .00
						DIS								476	.00
Pack	s 4 BOXES of 10					-	Net All	1/-+ 1						470	.00
Ead								Vat 1	Stand	aru kat	ea			20.	0%
						0	Vat Am	ount						95	.36
Quantit	y				4	-0	Delivery	Due 03-A	August-202	20					
Pric	e				119.2	.0	W	eight			0 Volun	ne			0
Good	S Complete				476.8	0									
Nominal 禛	Cost Centres 🚓 Job costing 🧭	Intra	stats 🍙 Tota	als 👼											
										Add	+ Remove	e 🗙 🛛 Disc	ard 🗂	Upda	te 🤅



The image below shows that I have reduced the original Outstanding Order quantity of 4 down to 2. The quantity is highlighted in green for your reference.

em Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Cent	e		
(21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines			
23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE				
25	Consolation 'Juliette'	3.00	BOXES of 10	30.00	155.99	467.97	467.97	1	20.00 %	93.59	EQP HIRE				
127	Consolation 'Red Socks'	2.00	BOXES of 10	20.00	120.60	241.20	241.20	1	20.00 %	48.24	EQP HIRE				
28	Consolation 'Wild Boar' Syrah,	2.00	BOXES of 10	20.00	119.20	238.40	238.40	1	20.00 %	47.68	EQP HIRE				
(5	Pinot Noir Touraine Domaine	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00 %	20.00	EQP HIRE				
tails Item Code escriptior	e FR28 1 Consolation 'Wild Boar' Syrah, :	2017					Discou	nt %						~	ſ
tails Item Code Jescriptior	e FR28 1 Consolation 'Wild Boar' Syrah, :	2017					Discou	nt %						-	ņ
tails Item Code escriptior	e FR28 n Consolation 'Wild Boar' Syrah, :	2017				Disc	Discou count Am	nt %						-	۲ D.
tails Item Code Sescription	e FR28 n Consolation 'Wild Boar' Syrah, 2	2017				Dise	Discou count Am Net Am	nt %						238	с 0. В.
tails Item Code Description Pack	e FR28 n Consolation 'Wild Boar' Syrah, a cs 2 BOXES of 10	2017				Disc	Discou count Am Net Am	nt %	Stand	ard Rati	ed			238	с D. В.
tails Item Code Sescription Pack Eac	e FR28 n Consolation 'Wild Boar' Syrah, 3 cs 2 BOXES of 10	2017				Disc	Discou count Am Net Am Vat Am	nt %	Stand	ard Rati	ed			238 20 47	л о л
tails Item Code Sescription Pack Eac Quantit	e FR28 n Consolation 'Wild Boar' Syrah, 3 cs 2 BOXES of 10 th	2017				Dise 0	Discou count Am Net Am Vat Am Delivery	nt %	Stand	ard Rate	ed			(238 20 47	с о. в.
tails Item Code Description Pack Eac Quantit Prio	e FR28 n Consolation 'Wild Boar' Syrah, 3 ks 2 BOXES of 10 th ty ze	2017			2	Dise	Discou count Am Net Am Vat Am Delivery W	nt %	Stand	ard Rati	ed Volun	ne		(238 20 47	л о в
tails Item Code Description Pack Eac Quantit Price Gooo	e FR28 n Consolation 'Wild Boar' Syrah, 2 cs 2 BOXES of 10 ch ty ze is	2017			238.4	Dist	Discou count Am Net Am Vat Am Delivery Wo	nt % iount Vat 1 iount Due 03-A eight	Stand	ard Rati	ed 0 Volun	1e		(238 20. 47	1 0 8

Note that I have also ticked the Complete parameter on this line, highlighted in orange below.

I've updated my amendments and received a confirmation dialogue.

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre		
R21	Chateau Beauregard Ducasse	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines		
-R23	Chablis Domaine Seguinot	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE			
-R25	Consolation 'Juliette'	3.00	BOXES of 10	30.00	155.99	467.97	467.97	1	20.00 %	93.59	EQP HIRE			
R27	Consolation 'Red Socks'	2.00	BOXES of 10	20.00	120.60	241.20	241.20	1	20.00 %	48.24	EQP HIRE			
FR28	Consolation 'Wild Boar' Syrah,	2.00	BOXES of 10	20.00	119.20	238.40	238.40	1	20.00 %	47.68	EQP HIRE			
FR5	Pinot Noir Touraine Domaine	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00 %	20.00	EQP HIRE			
									ОК		23			
Pack	s 2 BOXES of 1	0				•	Vat 1 Standard Rated					2	0.0%	
Eac	h					0	Vat Amount							47.68
	у				2	20	Delivery	Due 03-A	ugust-202	0				
Quantit	e				119.2	20	w	eight			0 Volun	ne		
Quantit Pric				238.4	10									
Quantit Pric Good	s													



If I navigate back to the Order Browse window the status of the order highlighted in orange below is now Fully Delivered.

ales Le	dger Sa	les Ord	ers Pur	chase Lede	er Purchase Orders	Nomina	al Ledger	Audit	Timesheets	System	Company Mi	les Brown and	Sons & Co	o. ▼ U	ser:
D ders	Goods Inv Received	voices	Accruals	Approve	New Punchout Order Set	cXml up Wizard	Report	ing							
Docun	nent Processi	ing		Authorisat	on Punchout		All Rep	orts							
thoris	ed Released	Туре	Order Refe	erence Sta	tus	Account	Code Ad	count Name	•	Date	Due Date	Amount	Currency	Amount O/S	Last
۰		ORD	00000078	334 Ful	ully delivered		DBW001 De Burgh Wine Merchan			03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 0.00	
•	8	ORD	0000078	333 Ou	Outstanding [DBW001 D		De Burgh Wine Merchants Ltd		03-Aug-2020	£ 333.60		£ 333.60	
۰		ORD	0000078	332 Ou	Dutstanding D		DBW001 De		e Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	
•		ORD	0000078	331 Ou	standing	DBW001 De		De Burgh Wine Merchants Ltd		03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	
۰		ORD	0000078	330 Par	t Delivered, part invoiced	DB0001		Deeside Brewery Ltd		29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
۰		ORD	0000078	329 Ful	y Delivered, part invoiced	J 5M		5M Quality Rail Services		29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00	
•		ORD	0000078	828 Ful	y Delivered, part invoiced	DBW001	L De	e Burgh Win	e Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00	
•		ORD	0000078	827 Ful	y Delivered, fully invoiced	DB0001	De	eeside Brewe	ery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00	
•		ORD	0000078	826 Par	t Delivered, part invoiced	CPM001		ampbells Pri	me Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	
٠		ORD	0000078	325 Ou	standing	5M		5M Quality Rail Services Ltd		12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
•		ORD	0000078	324 Ful	y delivered	5M		5M Quality Rail Services I		09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
٠	<u></u>	ORD	0000078	323 Ou	standing	5M	51	5M Quality Rail Servic		09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	
•	<u></u>	ORD	0000078	322 Ou	standing	BRAT	Br	atford Desig	n Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	
٠	<u></u>	ORD	0000078	321 Ou	standing	5M	51	4 Quality Ra	il Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
•		ORD	0000078	320 Ou	standing	5M	51	1 Quality Ra	il Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	
_															•

Had I only reduced the quantity on the example line in my GRN and not ticked the Complete parameter this order's status would've read Part Delivered because there would have still been a quantity of 2 remaining on that order line.

If you do not wish to deliver any quantity of that order line simply tick the Complete parameter on the line without modifying the quantity.

You can also use the right click Complete Order option on an entire order that's been partially delivered, highlighted in orange in the image below. This is done within the Purchase Order browse window (blue arrow). By doing so Clarity will adjust any outstanding quantity balance on the order and set the status to fully delivered.



🙆 Data	flow Clarity [Pu	irchase	Orders]									_	· 🗆	×
									Com	pany Miles Brow	wn and Sons 8	Co. 🔻	User:	JPB -
Sales L	edger Sal	es Ord	ers Purchase	Ledger Purchas	e Or	ders Nominal Ledger /	Audit	Timesheets Sy	stem					
Orders Docu	Goods Received Inv ment Processi	oices	Accruals App Author	rove Punchout risation	Drde Punc	cXm] r Setup Wizard chout All Reports								
Authori	sed Released	Туре	Order Reference	Status		Account Code Account	t Name		Date	Due Date	Amount	Currency	Amount O	/s 🕏
•		ORD	0000007834	Part delivered	-	DBW001 De Burg	h Wine I	Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 333.6	Iters 0
•		ORD	0000007833	Outstanding	3	Refresh		lerchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.6	i0 🖂
•		ORD	0000007832	Outstanding	3.	New punch out order		Ierchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.5	6
۰		ORD	0000007831	Outstanding		Quick order		Ierchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.5	;9
•		ORD	000007830	Part Delivered, pa	-0	Copy order		Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.1	.5
۰		ORD	0000007829	Fully Delivered, pa	*	Add Order		ervices Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.0	0
•		ORD	0000007828	Fully Delivered, pa	2	Remove Order		lerchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.0	0
•		ORD	0000007827	Fully Delivered, fu		Complete Order		Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.0	00
•		ORD	0000007826	Part Delivered, pa	9	View Order		Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.0	00
٠		ORD	0000007825	Outstanding	2	View scanned documents		ervices Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.0	00
•		ORD	0000007824	Fully delivered	*	Attach scanned document		ervices Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.0	00
•		ORD	0000007823	Outstanding	4	Preview order 0000007830		ervices Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.0	0
•		ORD	0000007822	Outstanding	Y	Download order 0000007830 for fina	al print	Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.0	0
•	<u></u>	ORD	0000007821	Outstanding		Email order 0000007830 to supplier		ervices Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.0	0
•		ORD	0000007820	Outstanding				ervices Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.2	!5
٠		ORD	0000007819	Outstanding		Invoice 0000007830		l Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.6	i2
•	E	ORD	0000007818	Outstanding		Clear filter		l Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.1	.2
۰		ORD	0000007817	Outstanding	×	Sum advated cells		cy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.5	;0
•						Sum selected cells	,						1	,
All						Columns	•			н	• • •	Page	1 of 2	2
Clear	filter 🏆					Window	•		Deliver 🤹 In	voice 📓 🛛 A	Add 🖶 Me	odify 🥖	Remove 🗙	:

Using the Complete parameter saves you having to modify the order and removing the unwanted lines or adjusting the quantities <u>prior</u> to creating the GRN.