

**AN APP TO CHECK
FOR MISSING
“SHIPMENT METHOD
CODE” OR “PAYMENT
TERMS CODE”**

Check shipmentcode and paymentcode purchase

User Scenario

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I. Defintions

This App implements the possibility to check for missing “Shipment Method Code” or “Payment Terms Code” before posting a purchase document. The type of check is configurable individually for “Shipment Method Code” and “Payment Terms Code” in “Purchase & Payables Setup”:

Check Type “ “ (empty):

A Check for “Shipment Method Code” or “Payment Terms Code” is not activated. Documents get posted without a check.

Check Type “Message“:

A Message is shown before posting a purchase document. If “Shipment Method Code” or “Payment Terms Code” is missing, the user gets asked if he wants to post the purchase document anyway.

Check Type “Error “:

An Error is shown before posting a purchase document. If “Shipment Method Code” or “Payment Terms Code” is missing, the user cannot post the document before filling the missing values.

The supported purchase documents are:

- **Purchase Invoice**
- **Purchase Order**
- **Purchase Credit Memo**
- **Purchase Return Order**

II. Prerequisites

No further Prerequisites are required. After executing the Assisted Setup, the App is ready to use.

III. Assigning Permissions

To enable non-super users to use the App, you are required to assign them a permission set.

1. Open the users page by searching for it on the “Tell Me” menu
2. Open the card page of the user that you want to grant permissions
3. Assign the “CHECKSHIPPAYMPURCH” permission set



The screenshot shows a table titled "User Permission Sets" with a "Manage" button. The table has five columns: "Permission Set", "Description", "Company", "Extension Name", and "Permission Scope". One row is visible with the following data:

Permission Set	Description	Company	Extension Name	Permission Scope
→ CHECKSHIPPAYMPURCH	Check Shipmentcode a...		Check Shipmentcode and Paymentcode Pur...	Tenant

IV. Setup

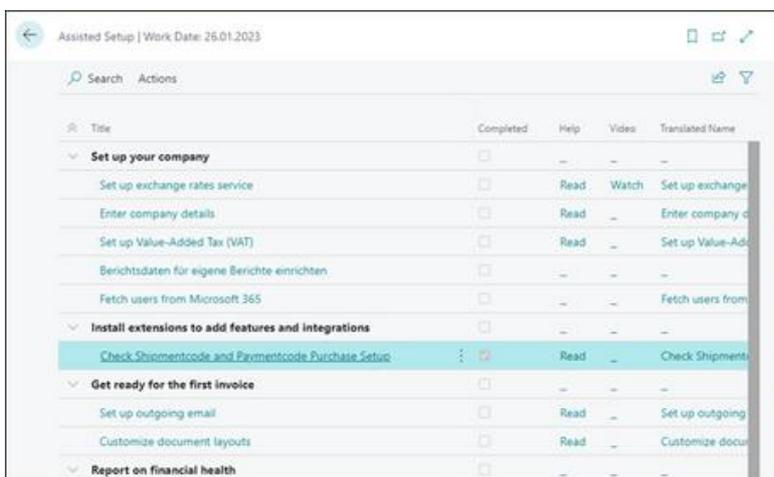
A. Assisted Setup

To setup the app, you need to run the assisted setup:

Open the Assisted Setup page by searching for it on the “Tell Me” menu

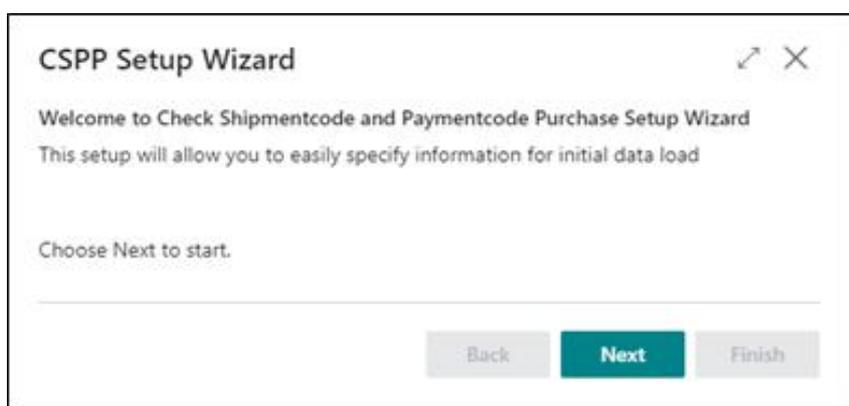


Search and open the Assisted Setup with title “Check Shipmentcode and Paymentcode Purchase Setup”:



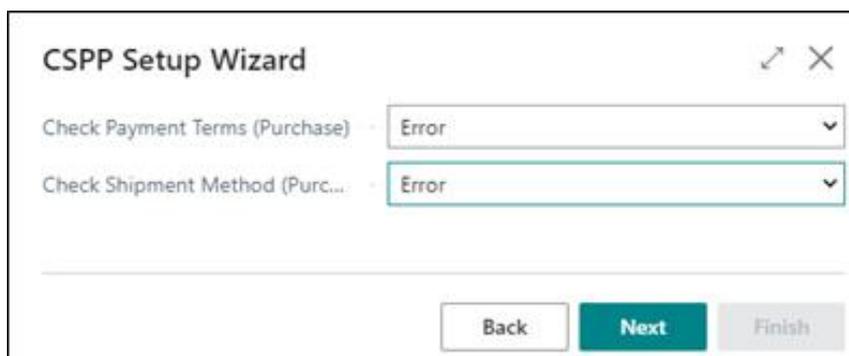
ABOUT

Choose “Next” to start the wizard:



The screenshot shows a window titled "CSPP Setup Wizard" with a close button (X) and a maximize button (↗). The text inside reads: "Welcome to Check Shipmentcode and Paymentcode Purchase Setup Wizard" and "This setup will allow you to easily specify information for initial data load". Below this, it says "Choose Next to start." At the bottom, there are three buttons: "Back", "Next" (highlighted in teal), and "Finish".

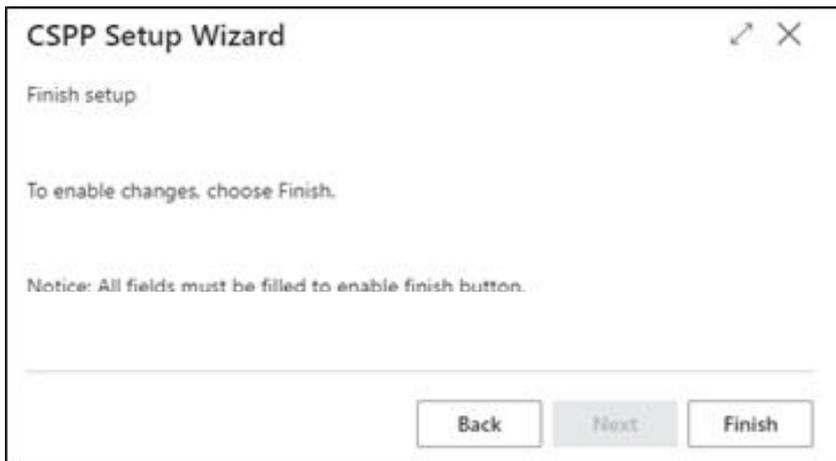
Select the desired check values for “Payment Terms” and Shipment Method” and choose next:



The screenshot shows the same "CSPP Setup Wizard" window. It now has two dropdown menus. The first is labeled "Check Payment Terms (Purchase)" and has "Error" selected. The second is labeled "Check Shipment Method (Purc..." and also has "Error" selected. At the bottom, the "Next" button is highlighted in teal, while "Back" and "Finish" are greyed out.

Finish the setup by choosing “finish”

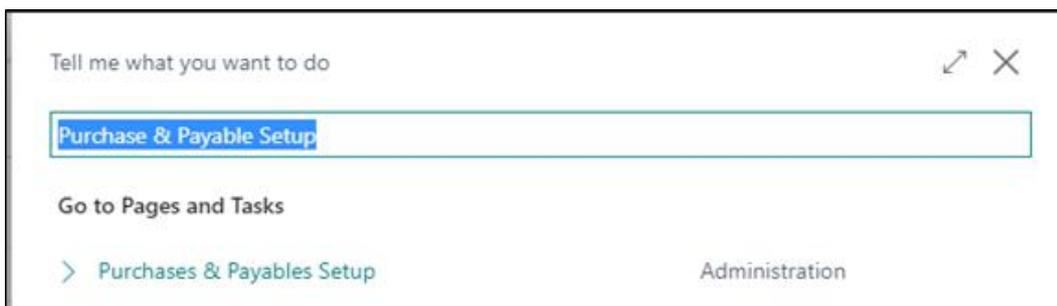
ABOUT



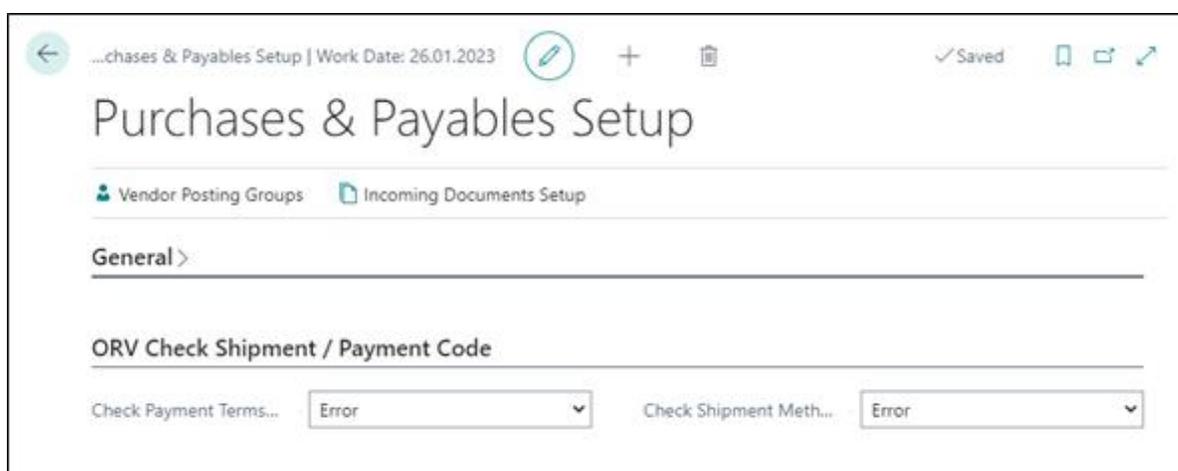
B. Manual Setup

You can also do a manual Setup. To do this do the following Steps:

Open the "Purchase & Payable Setup" page by searching for it on the "Tell Me" menu



In the group “ORV Check Shipment / Payment Code” you can choose the Check methods:



The screenshot displays the 'Purchases & Payables Setup' interface. At the top, there is a navigation bar with a back arrow, the page title '...chases & Payables Setup | Work Date: 26.01.2023', and icons for edit, add, and delete. Below the title, there are tabs for 'Vendor Posting Groups' and 'Incoming Documents Setup'. The 'General' section is expanded, showing the 'ORV Check Shipment / Payment Code' group. Under this group, there are two dropdown menus: 'Check Payment Terms...' and 'Check Shipment Meth...'. Both dropdowns are currently set to 'Error'.

V. Check Method “Error”

- Open the “Purchase & Payable Setup” page by searching for it on the “Tell Me” menu
- Navigate to group “ORV Check Shipment / Payment Code” and set Check methods (“Check Payment Terms (Purchase)” and “Check Shipment Method (Purchase)”) to “Error”

ABOUT

← ...chases & Payables Setup | Work Date: 26.01.2023

Purchases & Payables Setup

Vendor Posting Groups Incoming Documents Setup

General >

ORV Check Shipment / Payment Code

Check Payment Terms... Error

Check Shipment Meth... Error

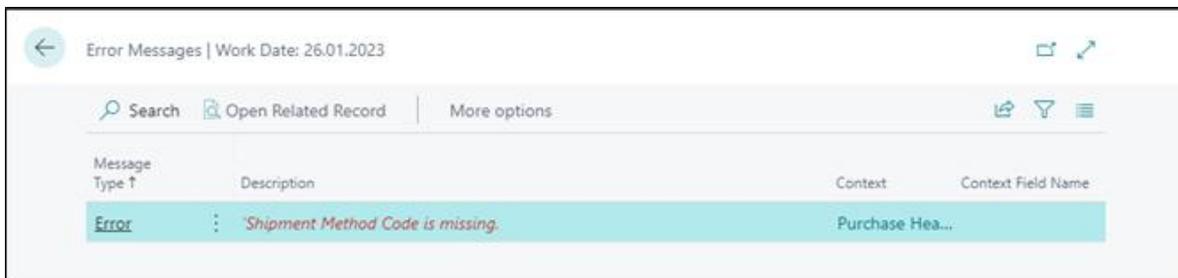
- Search for “Purchase Orders” in “Tell me and navigate to “Purchase Orders”
- Add a new Purchase Order by using “new” – Button
- Fill in any “Vendor No.”
- Fill in any “Vendor Invoice No.”
- Fill in any “Item No.” and Quantity in Line
- If “Payment Terms Code” or “Shipment Method Code” is filled, delete the value to blank

Invoice Details Show more

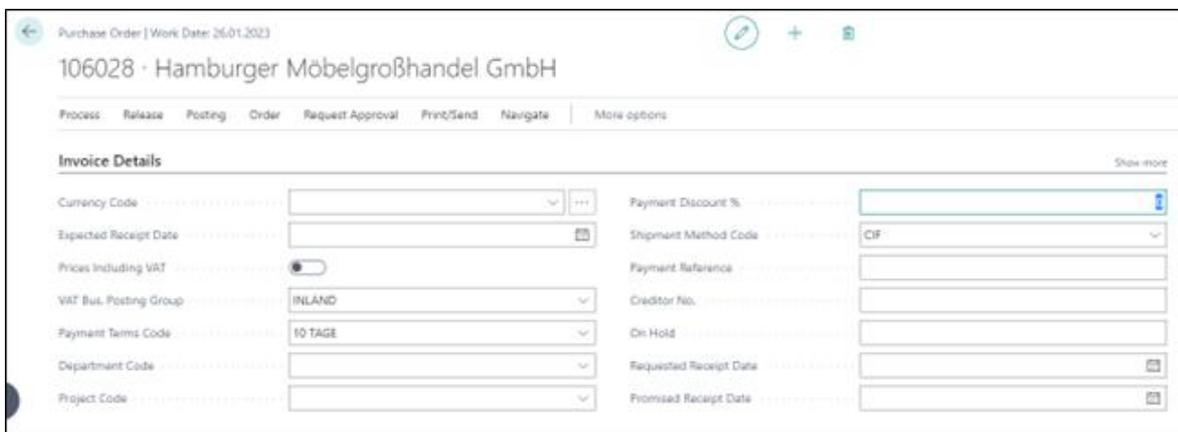
Currency Code		Payment Discount %	0
Expected Receipt Date		Shipment Method Code	
Prices Including VAT	<input checked="" type="checkbox"/>	Payment Reference	
VAT Bus. Posting Group	IRLAND	Creditor No.	
Payment Terms Code		On Hold	
Department Code		Requested Receipt Date	
Project Code		Promised Receipt Date	

ABOUT

- Go to actions, Posting => Post
- In the opening StrMenu choose “Receive and Invoice”
- A validation error should be shown:



- Fill in any “Payment Terms Code” and “Shipment Method Code”:



- Try to post the purchase order again (Go to actions, Posting => Post, In the opening Menu choose “Receive and Invoice”)
- The purchase order posting should work this time:



The order is posted as number 108038 and moved to the Posted Purchase Invoices window.

Do you want to open the posted invoice?

Yes

No

VI. Check Method “Message”

- Open the “Purchase & Payable Setup” page by searching for it on the “Tell Me” menu
- Navigate to group “ORV Check Shipment / Payment Code” and set Check methods (“Check Payment Terms (Purchase)” and “Check Shipment Method (Purchase)”) to “Message”:

Purchases & Payables Setup

Vendor Posting Groups Incoming Documents Setup

General >

ORV Check Shipment / Payment Code

Check Payment Terms... Message

Check Shipment Meth... Message

ABOUT

- Search for “Purchase Orders” in “Tell me and navigate to “Purchase Orders”
- Add a new Purchase Order by using “new” – Button
- Fill in any “Vendor No.”
- Fill in any “Vendor Invoice No.”
- Fill in any “Item No.” and Quantity in Line
- If “Payment Terms Code” or “Shipment Method Code” is filled, delete the value to blank
-

106029 - Hamburger Möbelgroßhandel GmbH

Process Release Posting **Order** Request Approval Print/Send Navigate More options

Expected Receipt Date	<input type="text"/>	Shipment Method Code	<input type="text"/>
Prices Including VAT	<input checked="" type="checkbox"/>	Payment Reference	<input type="text"/>
VAT Bus. Posting Group	INLAND	Creditor No.	<input type="text"/>
Payment Terms Code	<input type="text"/>	On Hold	<input type="text"/>
Department Code	<input type="text"/>	Requested Receipt Date	<input type="text"/>
Project Code	<input type="text"/>	Promised Receipt Date	<input type="text"/>

- Go to actions, Posting => Post
- In the opening StrMenu choose “Receive and Invoice”
- A Message is shown to tell the user that a “Shipment method Code” is missing and asks the user if he wants to post anyway:

? Shipment Method Code is missing.
Do you want to post?

Yes No

ABOUT

- Fill in a “Shipment Method Code”

Invoice Details Show more

Currency Code	<input type="text"/>	Payment Discount %	<input type="text" value="0"/>
Expected Receipt Date	<input type="text"/>	Shipment Method Code	<input type="text" value="CPT"/>
Prices Including VAT	<input checked="" type="checkbox"/>	Payment Reference	<input type="text"/>
VAT Bus. Posting Group	<input type="text" value="INLAND"/>	Creditor No.	<input type="text"/>
Payment Terms Code	<input type="text"/>	On Hold	<input type="text"/>
Department Code	<input type="text"/>	Requested Receipt Date	<input type="text"/>
Project Code	<input type="text"/>	Promised Receipt Date	<input type="text"/>

- Go again to actions, Posting => Post
- This time the message tells the user that the “Payment Terms Code is missing

? Shipment Method Code is missing.
Do you want to post?

- Choose “yes” to post or choose “No” and fill in a “Payment Terms Code” and try to post again. In both cases the posting should work now.

? The order is posted as number 108039 and moved to the Posted Purchase Invoices window.
Do you want to open the posted invoice?

CONTACT

More about this app?

For more information, please contact:

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