



SYSPRO - AFRICA

AVANTI

STOCK CONSUMPTION (OUTSIDE DOCTORS) TRAINING MANUAL

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2 Executive Summary

2.1 Document Control

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2.2 Summary

This document explains the process of how to consume stock when outside doctors request for it.

3 Creating a Sales Order

3.1 Creating the header

Open the Sales Order Entry program from the tile or from the hamburger menu.

1. Select the Type as Order (this is the default when you open the program).
2. Select the Generic Customer - D200000001 - Outside Doctors.
3. Select the ShipDate.
4. Select the DoctorReferringMnemonic.
5. Click Add Stocked Line.

3.2 Loading the stocked lines

Stocked Item

Warehouse * 1035
Ref Lab - Warehouse

Stock code * 1000018
Gold SST Tube 5ml MDM Test

Description Gold SST Tube 5ml MDM Test

Order uom TUBE

Order quantity 200.000

Ship quantity 200.000

Back order quantity 0.000

Price code override

Price code -

Price override

Price 0.00000

Product class 100

Ship date 22/01/2024

Discount [Edit](#)

Taxable

Tax code

Order line information **Stock code information**

Stock code information

Stock code	1000018
Description	Gold SST Tube 5ml MDM Test
Long description	Gold SST Tube 5ml
Product class	100
Warehouse	1035 - Ref Lab - Warehouse
Qty on hand	138,638.000
Qty on backorder	50.000
Qty allocated to S/O	266.000
Qty available	138,372.000
Qty in inspection	0.000
Qty in transit	2.000
Qty on order	3,504.000
Qty allocated to WIP	0.000
Free stock	138,422.000
Future free	141,878.000
Qty dispatched/not invoiced	0.000
Current cost	136,91551

1. Select the Warehouse
2. Select the Stock Code.
3. Check the Qty Available.
 - a. This is the stocking UOM (smallest UOM).
4. Take note of the Order UOM.
5. Enter the Order Quantity.
6. Leave the Price as zero.
7. Click Save.
 - a. It will warn that the price is zero. Click OK.
 - b. It will ask if you want to add the line. Click OK.
8. Repeat from step 2 for the next stock code requested.

3.3 Printing the Picking Slip

The screenshot shows the SYSPRO Sales Order Entry interface. At the top, there are navigation tabs for 'Order Entry', 'Customer', and 'Type Order'. The main area displays order details for customer D200000001 and sales order 0000000042. A table of lines is visible, with one line highlighted: Stock code 1000018, Description Gold SST Tube 5ml MD..., Warehouse 1035, Order qty 200.000, Uom TUBE, Ship qty 200.000, B/o qty 0.000, Unit price 0.00, Price uom TUBE, Price code. A red box highlights the 'Complete Order' button in the top right corner, and another red box highlights the 'Lines' table.

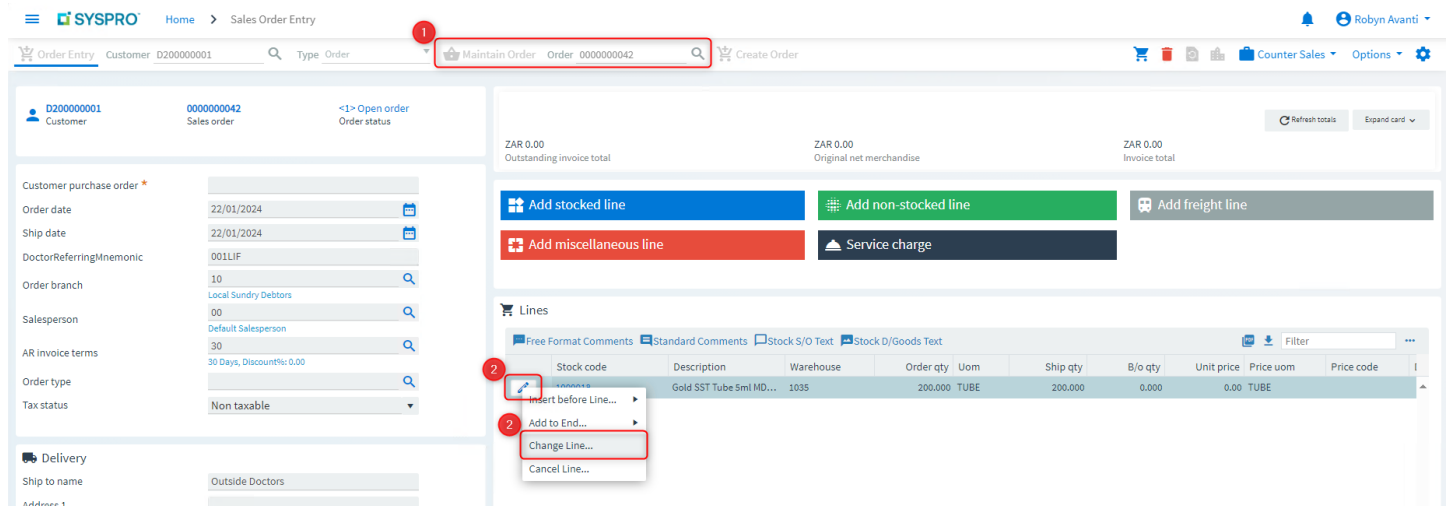
1. On the main Sales Order Entry screen, review the lines loaded to confirm they're all there.
2. Click Complete Order.

The screenshot shows the 'End Order' dialog box. The 'Document to print' section has radio buttons for 'Invoice', 'Delivery note', 'Order acknowledgement', and 'SCT transfer'. The 'Order acknowledgement' option is selected and highlighted with a red box. Below this, there is a 'Print' button also highlighted with a red box. Other fields include 'Format description' (Ord. acknowledgement), 'Posting period' (05/2024), 'Print document if faxing' (checked), and 'Salesperson 1' (00).

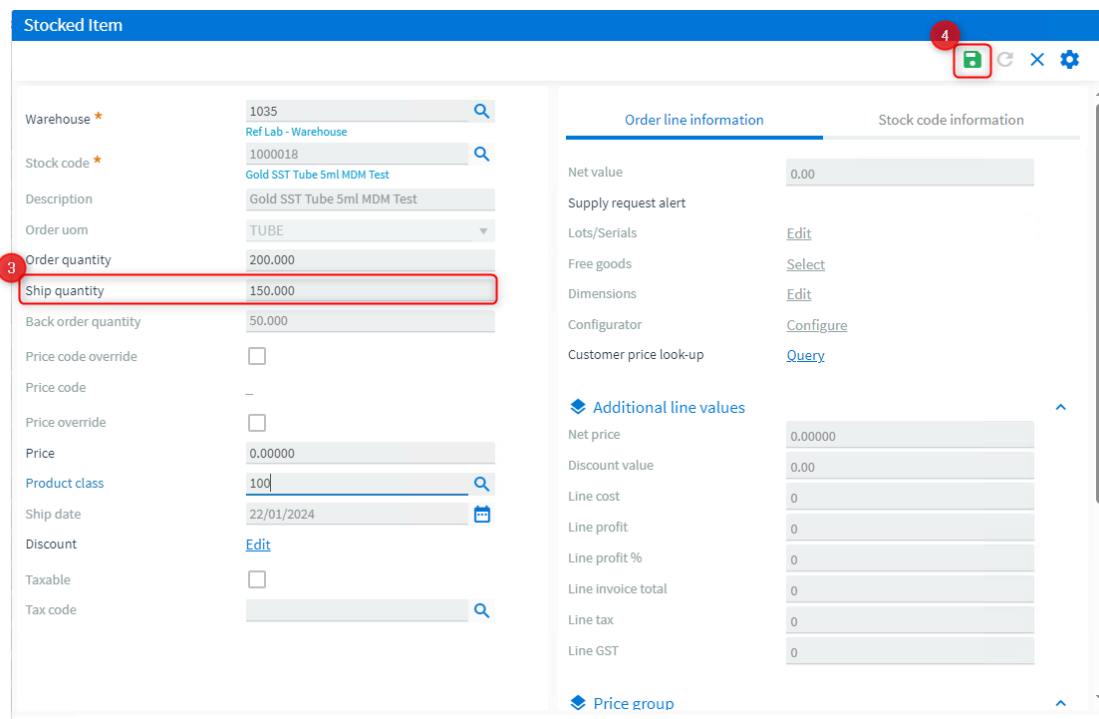
3. Select Order Acknowledgment.
4. Click Print.
 - a. This will then generate the picking slip, and a pop-up will appear top right in the browser.
 - b. Click on the pop-up to open the document.
 - c. The stock can now be picked from the document.

3.4 Update ship quantities on the stocked lines

Once the stock is picked, the quantities to be shipped to the Outside Doctor can then be updated against the sales order.



1. Open the sales order if not open yet by clicking “Maintain Order” and then selecting the order number.
2. Edit each stocked line by clicking on the edit icon and clicking on Change Line.



3. The Stocked Item screen will pop-up - Update the Ship Quantity according to the quantity that was picked for the order.
4. Click Save.

3.5 Print Delivery Note

Open the sales order if not open yet.

1. Review the lines.
2. Click Complete Order.

3. Click Delivery Note.
4. Click Print.
 - a. This will then generate the document that must be shipped with the stock to the outside doctor.

3.6 Invoice the Sales Order

Open the sales order if not open yet.

1. Review the lines.
2. If Order Status is “<4> In Warehouse”, click on the Hyperlink.

3. Select 8 - To Invoice.
4. Click Accept.

The screenshot displays the SYSPRO 'End Order' dialog box. The dialog has a title bar 'End Order' and two main options: 'Continue Order' and 'End Order'. Under 'Document to print', there are three radio buttons: 'Invoice' (selected and circled with a red '6'), 'Delivery note', 'Order acknowledgement', and 'SCT transfer'. Below this is a 'Format description' field containing 'Invoice'. At the bottom of the dialog is a blue 'Print' button circled with a red '7'. The background window shows order details for customer D200000001 and sales order 0000000042, with a red '5' callout pointing to the 'End Order' button in the top right corner of the main window.

5. Click Complete Order.
6. Select Invoice.
7. Click Print.
 - a. This will then remove the stock from SYSPRO and generate the Invoice.