

# Gold Parts App - Receive

## Product Manual



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A Constellation Software Company

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## 1. INTRODUCTION

Gold Parts App is a mobile application for dealerships' parts departments, allowing users to complete existing parts control processes whilst working away from a terminal. This manual guides you through every step of the Receive function.

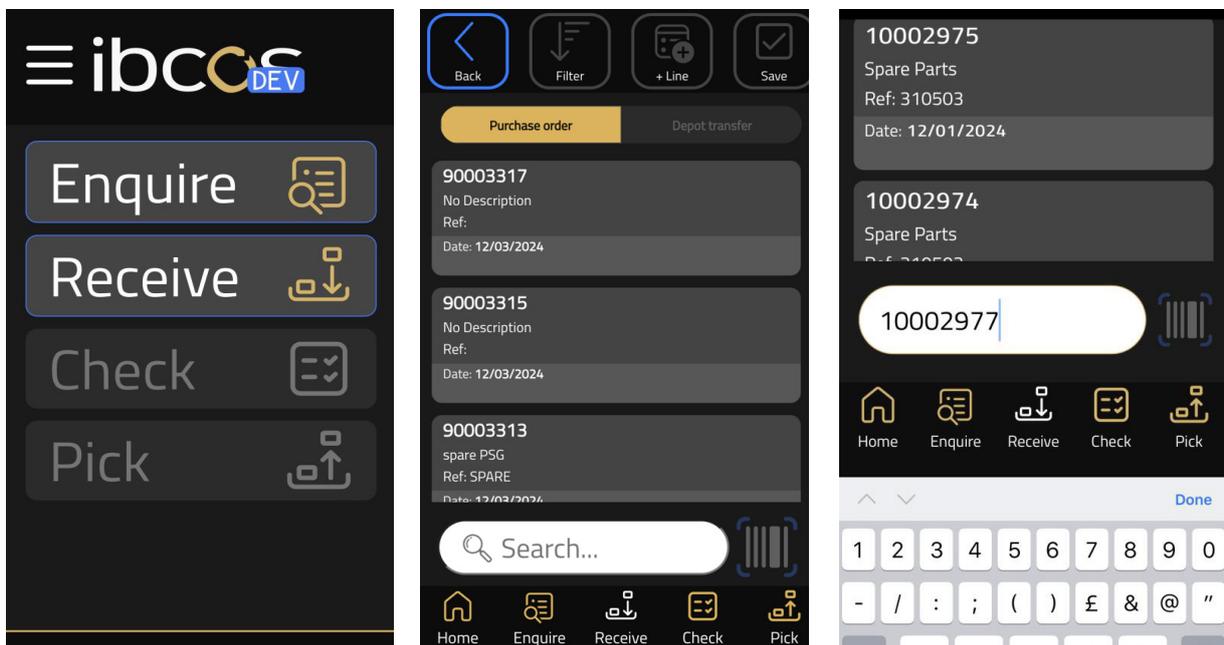
## 2. GETTING STARTED

In this section, you'll discover how to fully leverage the Receive function. Whether you're searching or adding part quantities, you'll find all the essential information to begin your workflow.

### 2.1 Search for Purchase Orders

Follow the steps below to locate and view purchase orders.

1. Select **Receive** on the home screen to begin the receiving process.
2. Available Purchase Orders (PO) will be shown on screen.
3. Simply **scroll** and **select the PO** you wish to open/receive. Alternatively, use the **Search bar** to quickly locate a specific PO by entering the PO number.



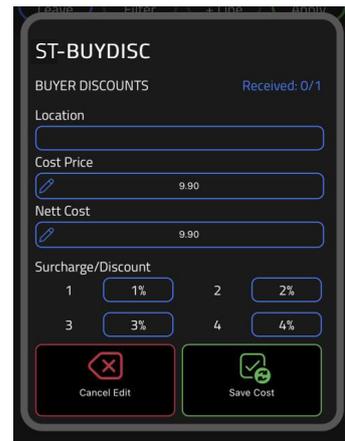
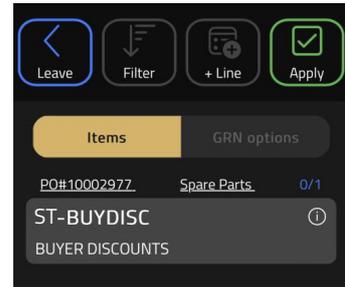
#### Did you know?

If the search does not show any results, this means that a matching PO is not available. A red warning message will appear. In this instance, check the PO number and try again.

## 2.2 View and Edit Part Information

Follow the steps below to view part information such as location, nett price and more.

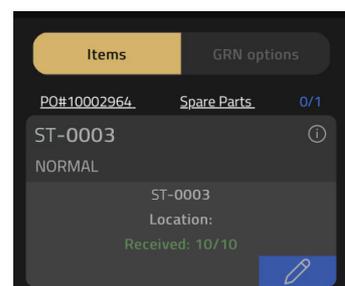
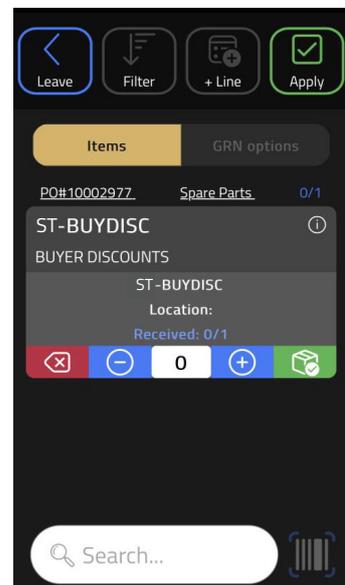
1. **Select the PO** you wish to view part information for.
2. A list of specific parts will appear. **Select the Information button** from the top right corner of the part. 
3. A pop up will open where you can **view** the part information and make any updates.
4. **Select Save Cost** to save changes or **Cancel Edit** to return to the PO without making any amends.



## 2.3 Receive and Update Part Quantities

Follow the steps below to update part quantities received.

1. With the appropriate PO open, **select the Part** from the **Items** list that you wish to receive parts for.
2. The selected Part will expand to reveal input functionality. Here you can update the parts received quantity by:
  - Entering the **amount** received into the box. 
  - Using the **+/-** buttons.  
  - Holding down the **+** button to receive the full amount.
3. Once you've updated the amount, **select the green Submit button** to confirm the amount received or **select the Back button** to close without saving any changes.  
4. Once you've submitted changes, the **Edit button** will appear, enabling you to make any further amendments. 

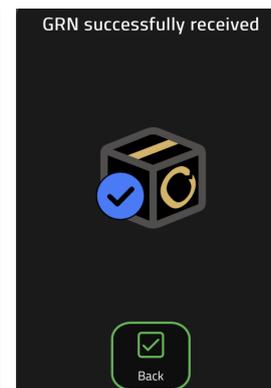
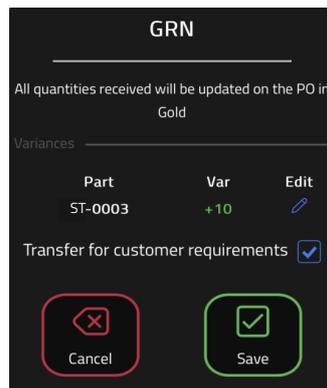
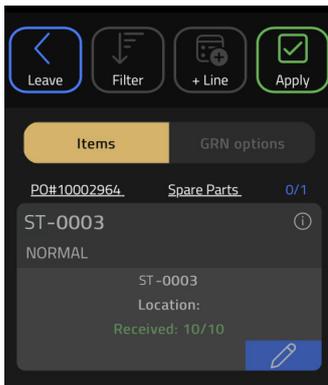


5. **Select the Apply button** to update the changes in Gold.



6. A GRN summary will appear with details of the changes made. **Select Save** to apply the changes or **Cancel** to return to the PO.

7. After selecting **Save**, a pop up will appear confirming that the updates have successfully been made.



### Did you know?

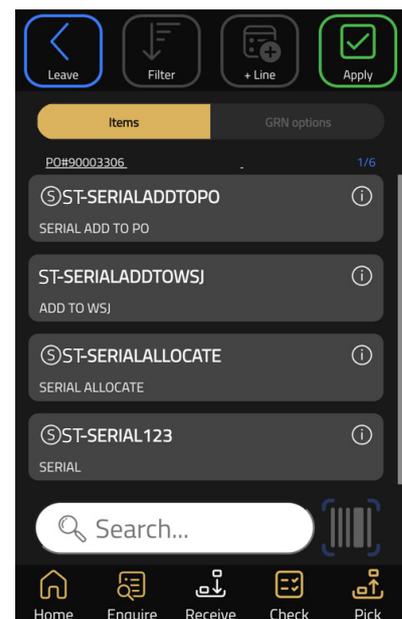
It is best practice to exit from any point of sale advice relating to a PO before trying to process the GRN. If it is not closed, you may receive an error message stating: Unable to process GRN.

## 2.4 View and Add Serial Part Lines

Follow the steps below to view and input serial part lines.

1. After opening the PO, you will see a list of part lines.
2. Scroll and **select the Serial Part** you wish to receive.
3. The receive options will drop down, similar to the regular part line process. You can interact with the amount to be received by:

- Entering the **number** into the box.
- Using the **+/-** buttons.
- Holding down the **+** to receive the full amount.



5. When you are satisfied with the quantity to receive, **select the green Submit button.**



6. The Serial Number Input screen will then appear.

7. You have two options to enter the serial numbers of the parts:

A. **Type** the required serial number into each box.

B. Select the box and **scan the label** of the part using your bluetooth scanner. See section [3.3 of the Enquire Manual](#) for more information on scanners.

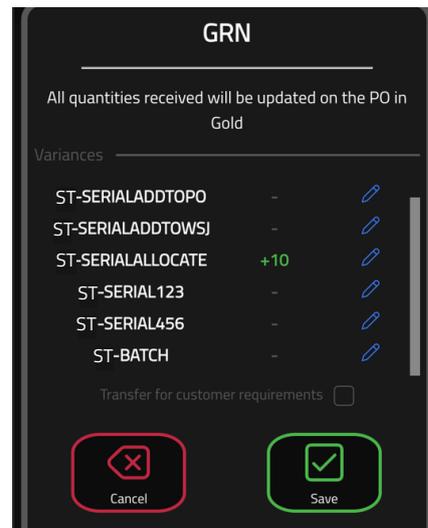
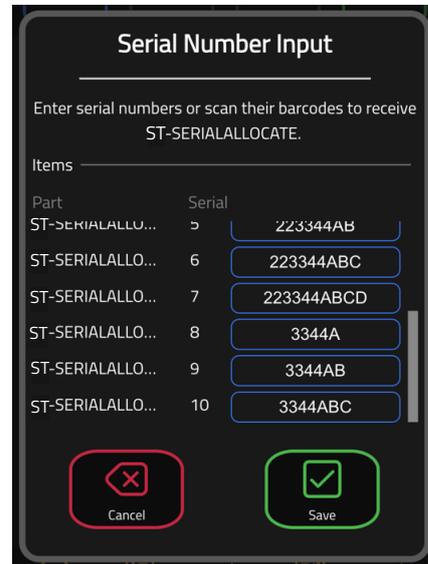
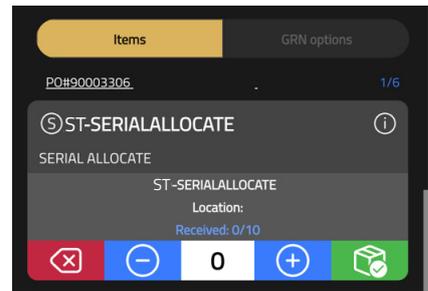
\*Please note: Serial Parts numbers cannot be added using the camera on your phone.

8. If you do not want to enter any serial numbers, **select Cancel.**

9. **Select Save** once you've finished entering or scanning all the serial numbers.

10. A GRN summary will appear highlighting the goods you want to be received into stock. **Select Save** to apply the changes.

11. After selecting **Save**, a pop up will appear confirming that the updates have successfully been made.



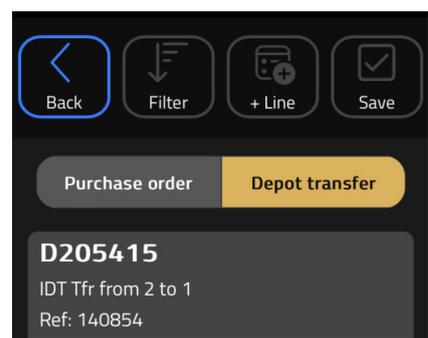
## 2.5 Receive Inter Depot Transfers (IDTs)

Follow the steps below to accurately receive and process inter depot transfers.

1. Select **Receive** on the home screen.

2. The Purchase Order tab will open. Select the **Depot Transfer** tab.

3. A list of IDTs will appear. Simply **scroll** and **select the IDT Order** you wish to open/receive. Alternatively,



use the **Search bar** to quickly locate a specific IDT Order by entering the IDT number and select **Done**.

5. A list of specific parts relating to the selected IDT order will appear. **Select the Part** you wish to receive.

6. The receive options will drop down. You can interact with the amount to be received by:

- Entering the **number** into the box.
- Using the **+/-** buttons.
- Holding down the **+** to receive the full amount.



7. Once you've updated the amount, **select the green Submit button** to confirm the amount received or **select the Back button** to close and not save any changes.



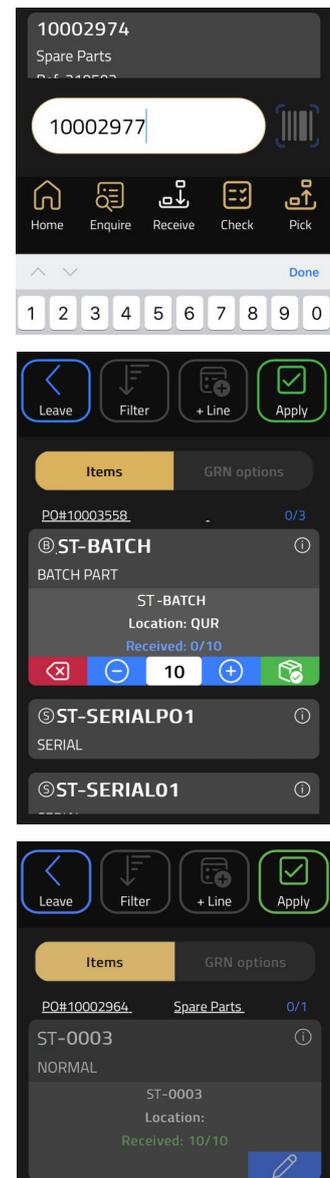
8. Once you've submitted changes, the **Edit button** will appear, enabling you to make any further amends.



5. **Select the Apply button** to update the changes in Gold.

6. A GRN summary will appear with details of the changes made. **Select Save** to apply the changes or **Cancel** to return to the PO.

7. After selecting **Save**, a pop up will appear confirming that the updates have successfully been made.



#### Did you know?

You can navigate between the different functions of Parts App by using the footer icons.



Home



Enquire



Receive



Check



Pick

### 3. USEFUL INFORMATION



#### Support Number:

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Press Option 1



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#### Document Version:

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