



Collections

User guide

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1.1 COLLECTIONS

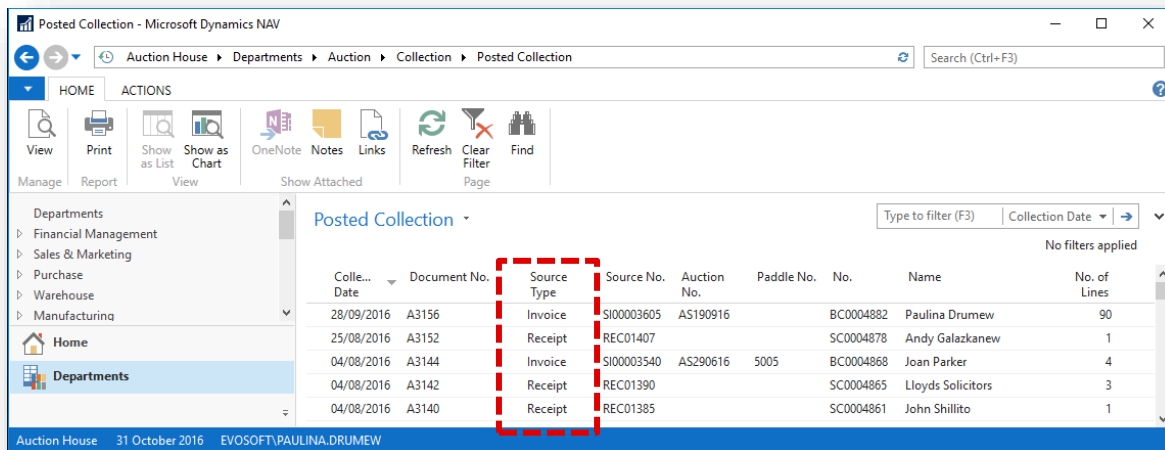
Collections are used to register vendors' collections of unsold or withdrawn articles and buyers' collections. Collection document gives you detailed information showing when articles were collected and by whom.

You can create new collection document and apply an invoice or a receipt to it, also you can create new collection document from a particular receipt or a posted sales invoice.

To open the **Posted Collections** page:

1. In the Search box enter **Posted Collections**, and then choose the related link. The **Posed Collections** page opens.

The **Source Type** column indicates whether document was registered for an invoice or a receipt.

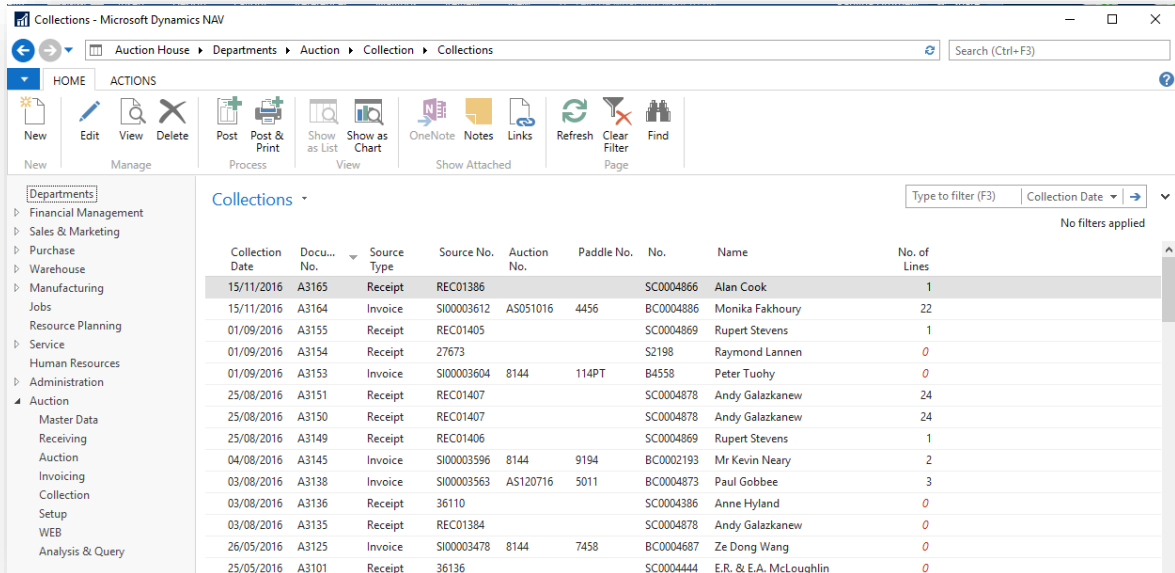


Field name	Description
Collection Date	Date of collection.
Document No.	Collection document number.
Source Type	Indicates whether collection was registered for an invoice or a receipt.
Source No.	Document number for which collection was registered.
Auction No.	Auction number, if collection for a buyer.
Paddle No.	Paddle number, if collection for a buyer.
No.	Collecting buyer/ vendor number.
Name	Collecting buyer/ vendor name.
No. of Lines	Number of lines on collection document.

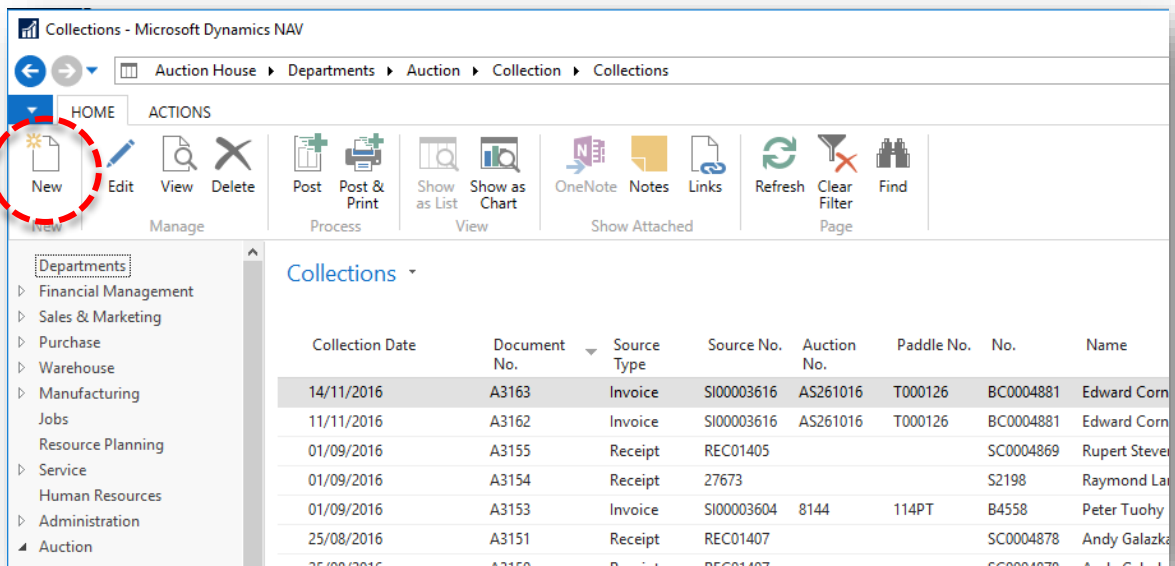
CREATING NEW COLLECTION DOCUMENT

To register new collection document:

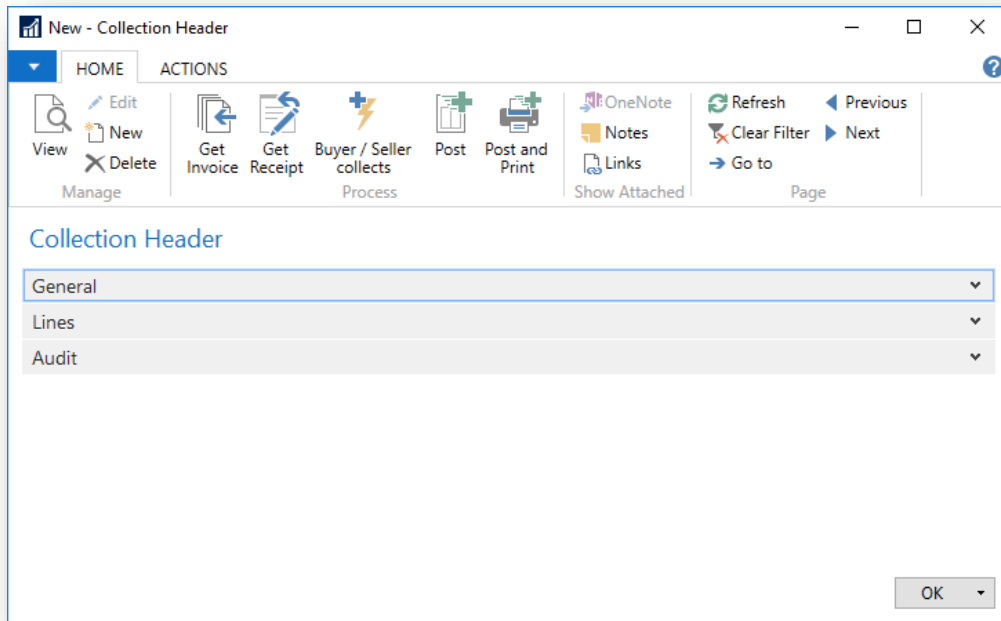
1. In the Search box enter **Collections**, and then choose the related link.
The **Collections** page opens.



2. Select **New** from the Ribbon.



The **Collection Header** window opens.



GENERAL FASTTAB

In this FastTab, you can choose to apply collection document to a receipt or a buyer invoice.

This will automatically generate collection lines from selected document.

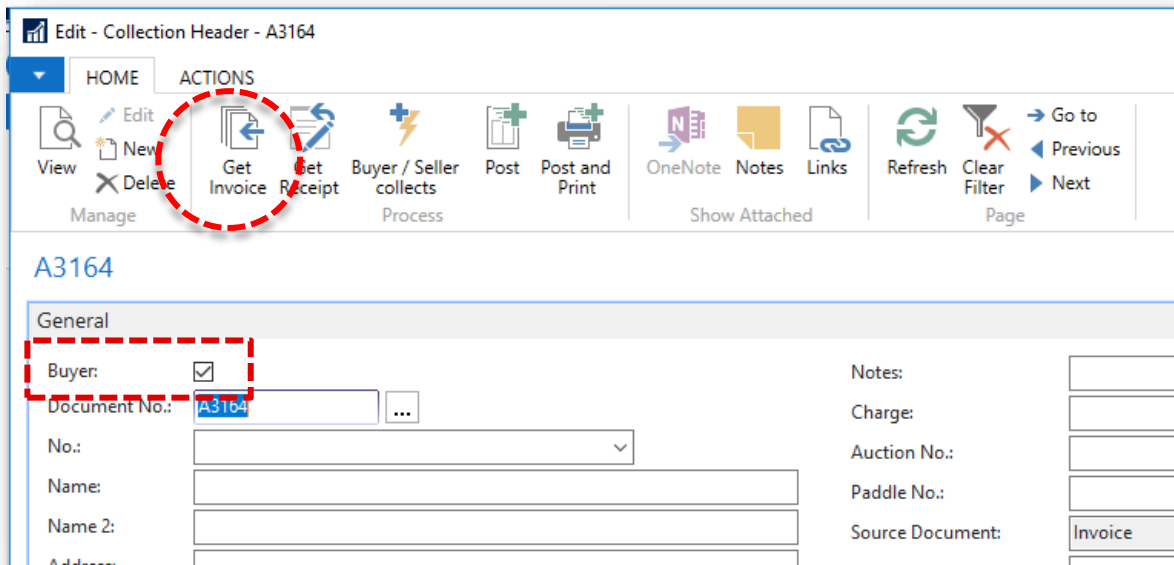
General	
Buyer:	<input checked="" type="checkbox"/>
Document No.:	A3164 <input type="button" value="..."/>
No.:	<input type="text"/>
Name:	<input type="text"/>
Name 2:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
Post Code:	<input type="text"/>
County:	<input type="text"/>
Country:	<input type="text"/>
Notes:	<input type="text"/>
Charge:	<input type="text" value="0.00"/>
Auction No.:	<input type="text"/>
Paddle No.:	<input type="text"/>
Source Document:	<input type="text"/>
Collection Date:	15/11/2016 <input type="text"/>
Collected By Name:	<input type="text" value="*"/>
Collected By Address 1:	<input type="text" value="*"/>
Collected By Address 2:	<input type="text"/>
Collected By Phone No.:	<input type="text" value="*"/>
External Document No.:	<input type="text"/>

Field name	Type	Description
Buyer	Tickbox	If selected, indicates collection document for a buyer invoice. Selected by default. Clear if you want to generate collection document for a vendor receipt.
Document No.		Move to the next field to automatically generate number from a number series.
No.	Lookup	Vendor/buyer number automatically populated from selected receipt/invoice header.
Name		Vendor/buyer name automatically populated from selected receipt/invoice header.
Address		Vendor/buyer address automatically populated from selected receipt/invoice header.
Notes		Enter collection notes if required.
Charge		Enter collection charge if applicable.
Auction No.	Lookup	Automatically populated if collection document for a buyer invoice.
Paddle No.		Automatically populated if collection document for a buyer invoice
Source Document	Lookup	Indicates, whether collection was registered for an invoice or a receipt. Automatically populated from selected receipt/invoice.
Collection Date	Lookup	Current date automatically assigned.
Collected By Name		Name of collecting buyer/vendor. Populated when Buyer/Seller collects run.
Collected By Address		Address of collecting buyer/vendor. Populated when Buyer/Seller collects run.
Collected By Phone No.		Telephone number of collecting buyer/vendor. Populated when Buyer/Seller collects run.
External Document No.		Used if collected by external courier company.

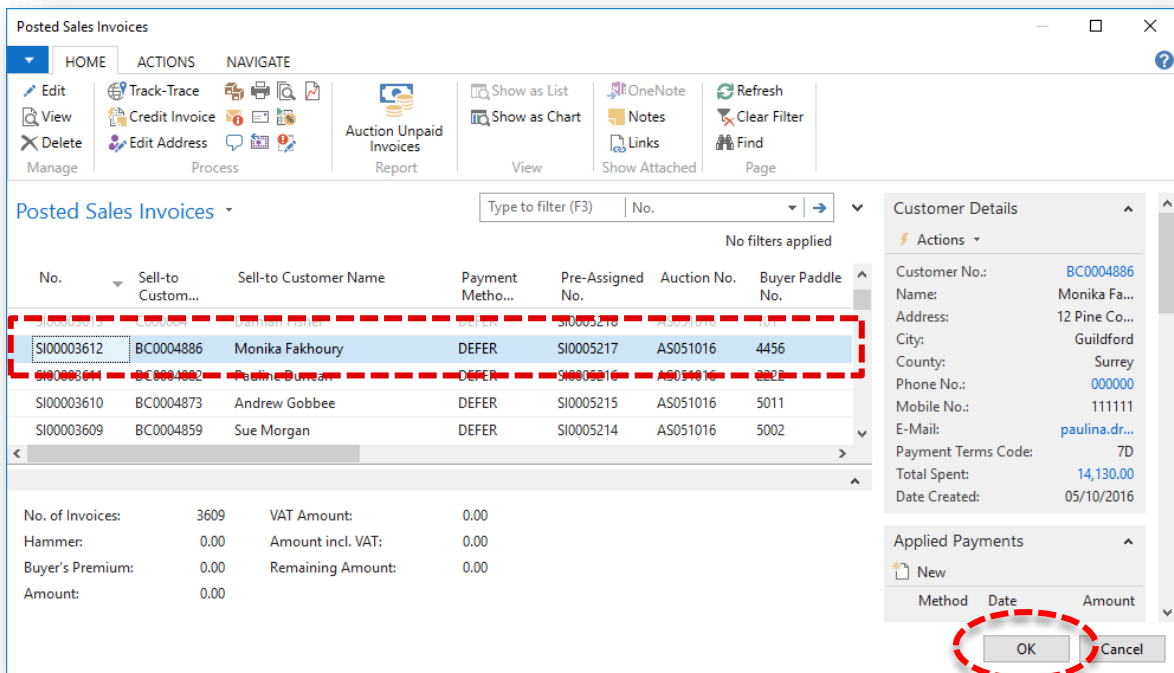
GET INVOICE

This action will apply collection to a buyer invoice and automatically populate collection lines:

1. Make sure the **Buyer** field is selected, and then choose **Get Invoice** from the Ribbon.



2. The **Posted Sales Invoices** list opens. Select an invoice and press **OK** to bring selected invoice details to the collection document.



Now details in the General FastTab and the Lines FastTab are populated from selected invoice.

The screenshot shows a 'General' FastTab form with the following populated fields:

- Buyer:
- Document No.: A3164
- No.: BC0004886
- Name: Monika Fakhoury
- Name 2:
- Address: 12 Pine Court
- Address 2:
- City: Guildford
- Post Code: GU5 1GG
- County: Surrey
- Country:
- Notes:
- Charge: 0.00
- Auction No.: AS051016
- Paddle No.: 4456
- Source Document: Invoice SI00003612
- Collection Date: 15/11/2016
- Collected By Name: *
- Collected By Address 1: *
- Collected By Address 2:
- Collected By Phone No.: *
- External Document No.:

GET RECEIPT

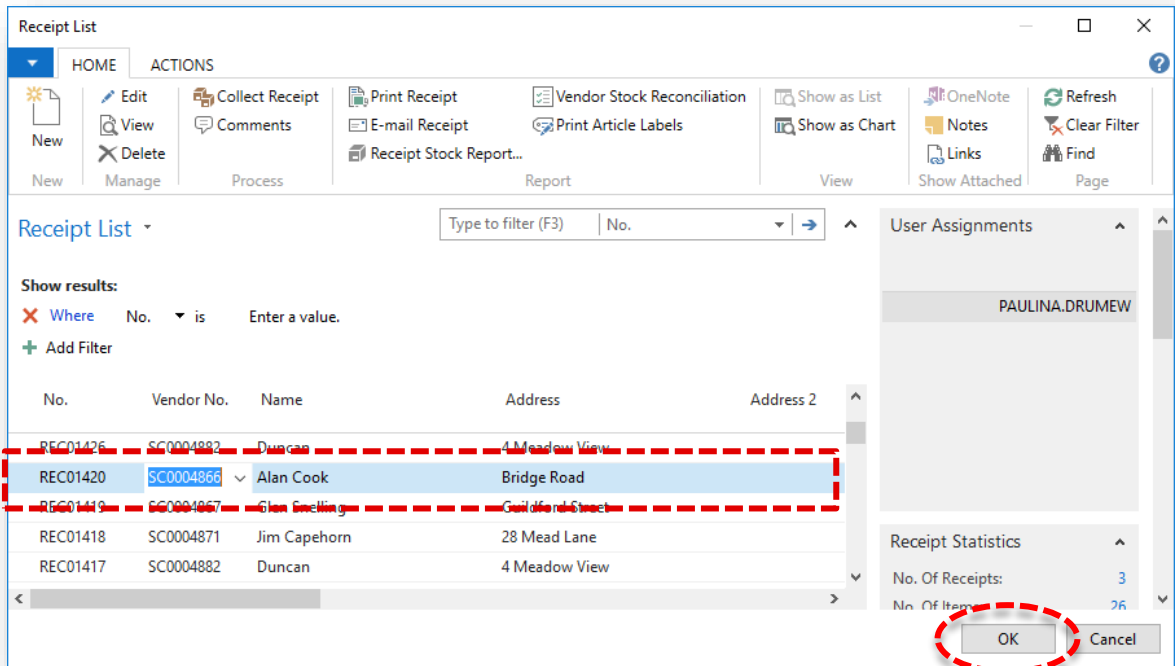
This action will apply collection to a receipt and automatically populate collection lines for all unsold or withdrawn articles from the receipt.

1. Make sure the **Buyer** field is cleared, and then select **Get Receipt** from the Ribbon.

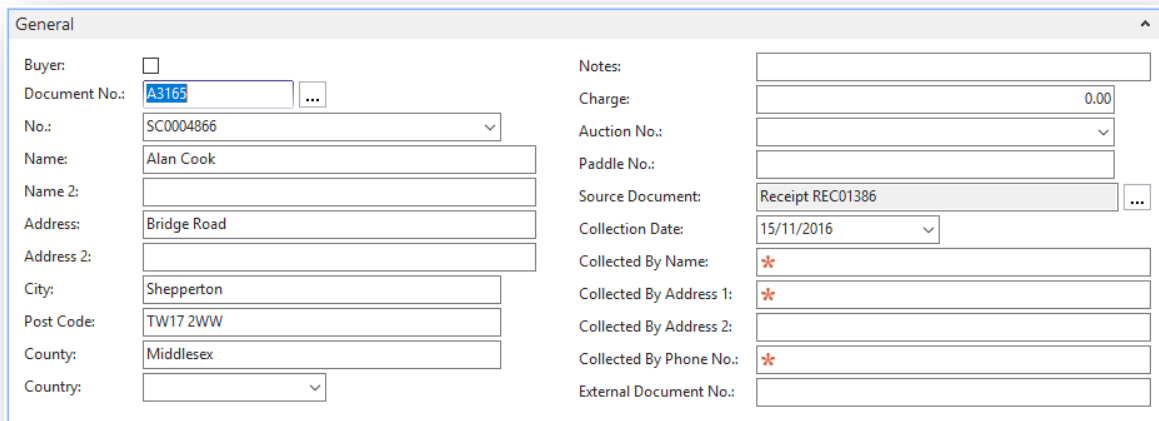
The screenshot shows the 'New - Collection Header' window with the following details:

- Window Title: New - Collection Header
- Ribbon: ACTIONS
- Buttons: View, Edit, New, Delete, Get Invoice, **Get Receipt** (circled in red), Buyer / Seller collects, Post, Post and Print, OneNote, Notes, Links, Refresh, Clear Filter, Go to, Previous, Next.
- Section: Collection Header
- FastTab: General
- Fields: Buyer: (circled in red), Document No.: A3165, No., Name, Name 2, Notes, Charge: 0.00, Auction No., Paddle No., Source Document.
- Buttons: OK

2. The **Receipt list** window opens. Select a receipt and press **OK** to bring selected receipt details and lines to the collection document.



Now details in the General FastTab and the Lines FastTab are populated from selected receipt.



BUYER/SELLER COLLECTS

To apply details of collecting person from previously selected document:

1. Select **Buyer/Seller collects** from the Ribbon or manually enter details if different.

Microsoft Dynamics NAV window: Edit - Collection Header - A3164

HOME ACTIONS

View Manage | Edit New | Delete | Get Invoice | Get Receipt | Buyer / Seller collects Process | Post | Post and Print | OneNote | Notes | Links | Show Attached | Refresh | Clear Filter | Page | Go to Previous | Next

A3164

General

Buyer: Notes:

Document No.: A3164 ... Charge: 0.00

No.: BC0004886 Auction No.: AS051016

Name: Monika Fakhoury Paddle No.: 4456

Name 2: Source Document: Invoice SI00003612 ...

Address: 12 Pine Court Collection Date: 15/11/2016

Address 2: Collected By Name: *

City: Guildford Collected By Address 1: *

Post Code: GU5 1GG Collected By Address 2:

County: Surrey Collected By Phone No.: *

Country: External Document No.:

Lines

OK

2. Select **Yes** to confirm.

Microsoft Dynamics NAV

Do you want to populate the Collected By fields with the Buyer/Seller details?

Yes No

LINES FASTTAB

The lines are populated when you run **Get Invoice** for all successful articles from selected invoice, or when you run **Get Receipt** for all unsold or withdrawn articles from selected receipt.

NOTE

All the lines in the **Collect** column are selected.

To remove a line from a collection document, clear selection in the **Collect** column or delete the line.

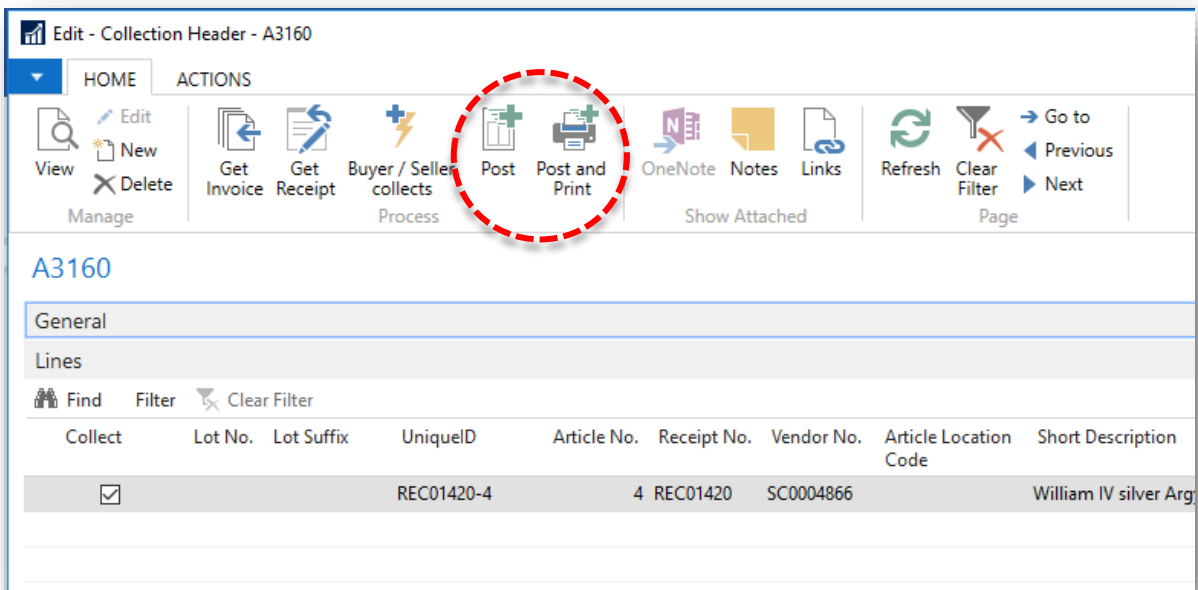
Collect	Lot No.	Lot Suffix	UniqueID	Article No.	Receipt No.	Vendor No.	Article Location Code	Short Description
<input checked="" type="checkbox"/>			REC01420-4	4	REC01420	SC0004866		William IV silver

AUDIT FASTTAB

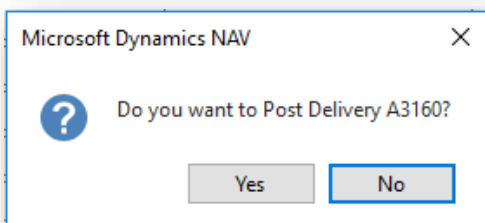
In this FastTab you can view who created the collection document and when.

Created By:	EVOSOFT\PAULINA.DRUMEW	Creation Time:	12:14:34
Creation Date:	15/11/2016		

3. When collection document is ready, select **Post** or **Post & Print** from the Ribbon.



4. Select **Yes** to confirm on message: "Do you want to Post Delivery ...?"

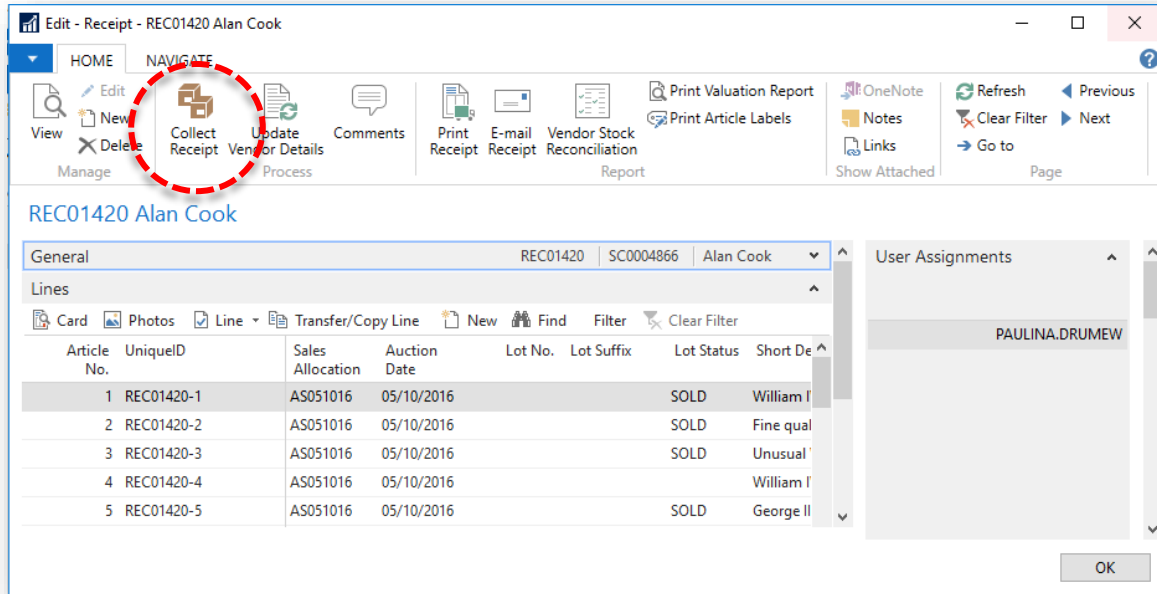


Now all the lines from collection document are marked as collected on the system (Receipt, Auction).

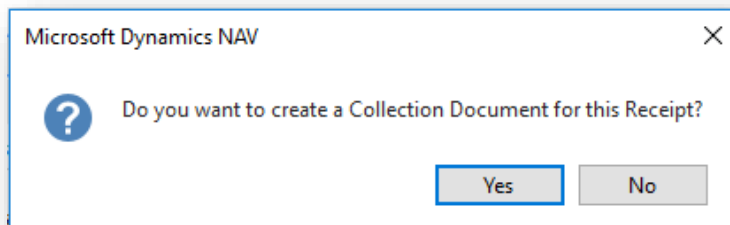
CREATING COLLECTION DOCUMENT FROM A RECEIPT

To create collection document directly from a receipt for all vendor's unsold or withdrawn articles:

1. Navigate to a receipt and select **Collect Receipt** from the Ribbon.



2. Select **Yes** to confirm to message: "Do you want to create a Collection Document for this Receipt?"



The **Collection Header** window opens.

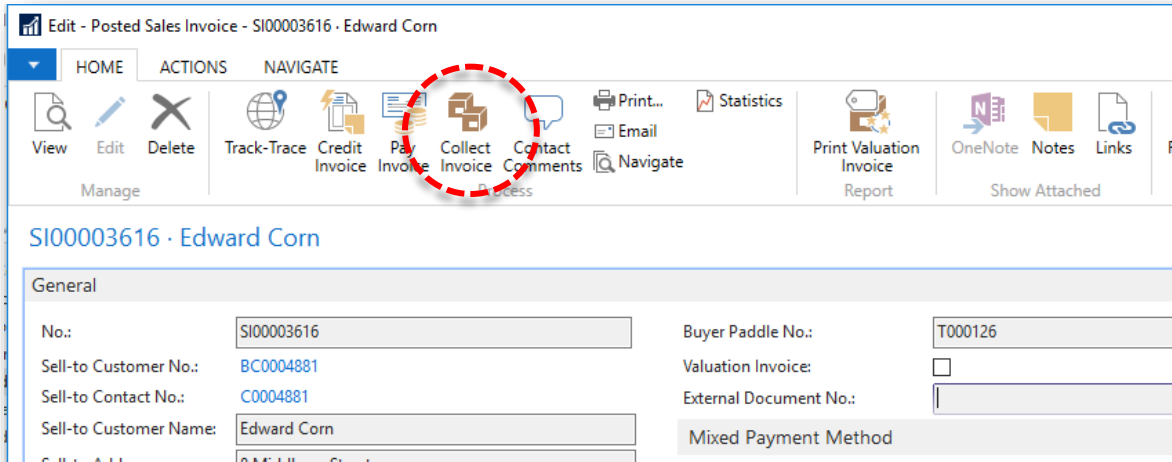
Information in the General FastTab and the Line FastTab are populated from the receipt.

3. Continue procedures as normal.

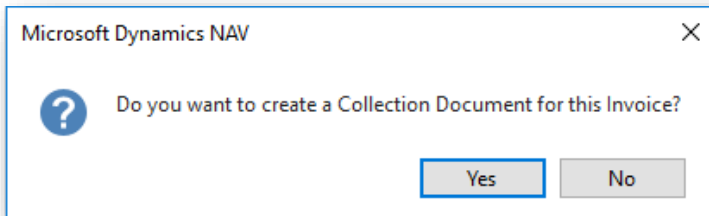
CREATING COLLECTION DOCUMENT FROM A BUYER INVOICE

To create collection document for a buyer invoice directly from a posted sale invoice:

1. Navigate to a posted sale invoice, and select **Collect Invoice** from the Ribbon.



2. Select **Yes** to confirm to message: "Do you want to create a Collection Document for this Invoice"



The **Collection Header** window opens.

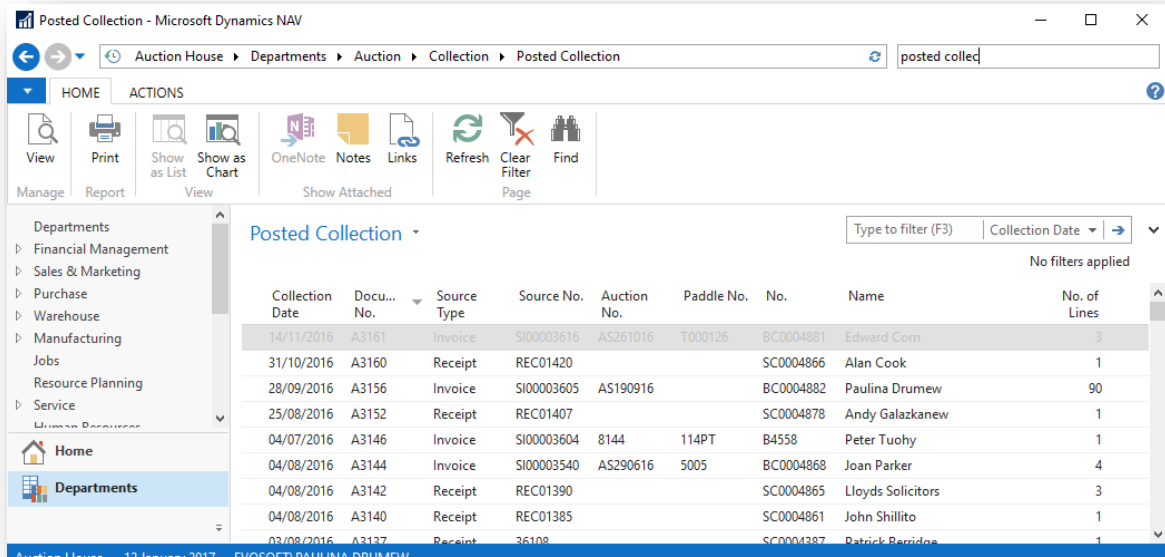
Information in the General FastTab and the Line FastTab are populated from the invoice.

3. Continue procedures as normal.

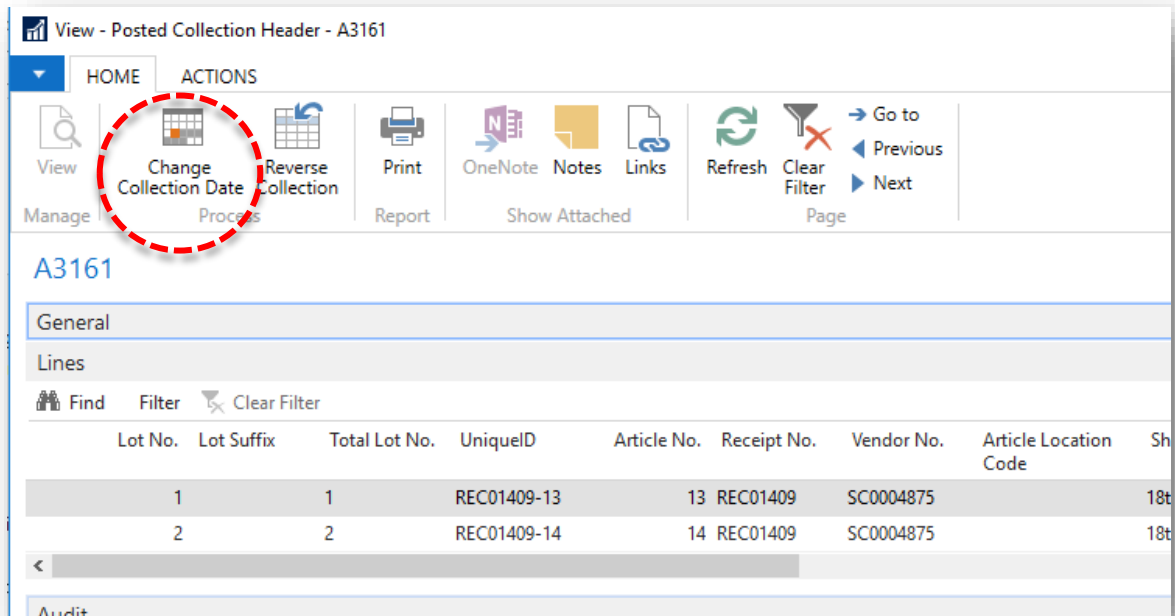
CHANGING COLLECTION DATE

To change collection date on posted collection document:

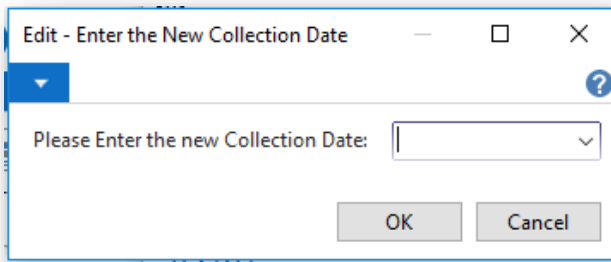
1. In the Search box enter **Posted Collection**, and then choose the related link.
The **Posted Collection** page opens.



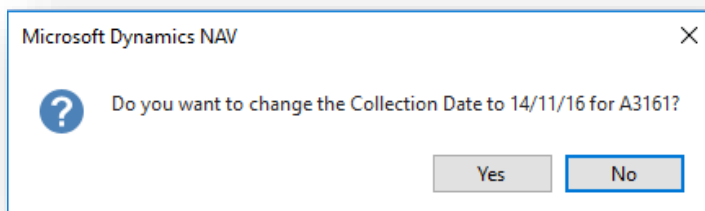
2. Open a collection document and then select **Change Collection Date** from the Ribbon.



3. Enter new collection date and then select the **OK** button.



4. Select **Yes** to confirm new collection.



Now new collection date is applied to selected document.

