


# Goods Receipt

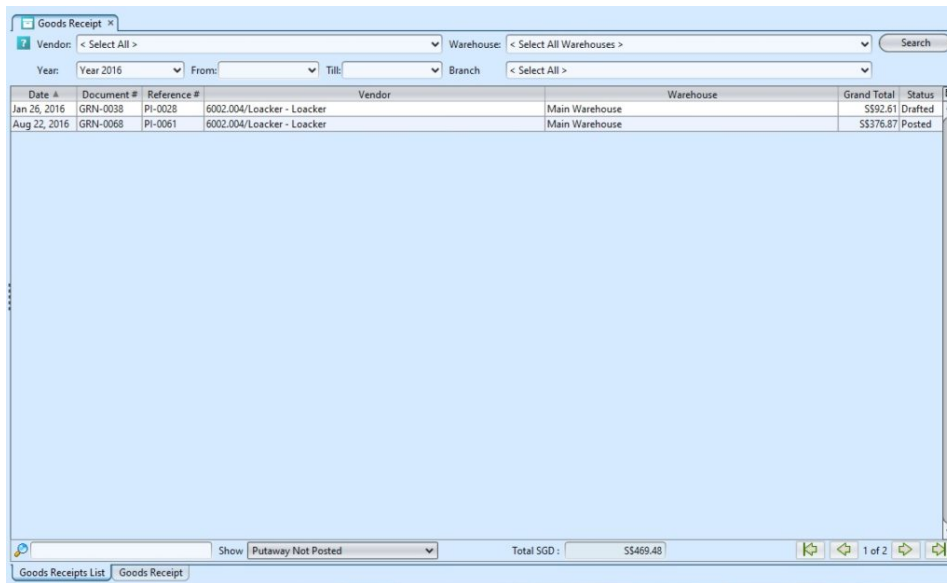
The Inbound Goods receipt application shows the list of products that is going through the receiving process and the status at which the process is. User can update / modify the document based on the received goods. The received goods will then be put away at the warehouse staging area.

Putaway document referenced to the goods receipts will be generated. There is a link to the putaway document from the good receipts document, it will take user to the putaway view where the user is able to see the complete details of the putaway.

Below actions are available under **“Goods Receipt”**:

 Create new, edit and delete goods receipt

 View and search goods receipt



Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Jan 26, 2016	GRN-0038	PI-0028	6002.004/Loacker - Loacker	Main Warehouse	\$592.61	Drafted
Aug 22, 2016	GRN-0068	PI-0061	6002.004/Loacker - Loacker	Main Warehouse	\$5376.87	Posted

Goods Receipt

Document Date: 26/01/2016 | Document Number: GRN-0038 | Reference Number: PI-0028 | Branch: HQ - Head Office

Vendor: 6002.004/Locker - Locker | Currency: EUR | Warehouse: SM01 - Main Warehouse | Staging Locator: W01-Staging

Vendor Location: HQ | Contact Person: - | Inco Terms: EXW - Ex Works | Receive Via: -

Additional Details

Representative: - | Promised Date: - | Description: -

Analytical Group: - | Duty Clearing Agent: -

Items / Articles | Provisions | Landing Costs | Notes / Attachments | Postings

Product Brand: < Select All > | Filter: -

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	\$57.665000	\$591.98
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	\$57.665000	\$591.98
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	1	\$50.630000	\$50.63

Total Quantity: 2 | Invoice Cost: \$57.98 | Duties: - | Transport: \$50.61 | Grand Total: \$592.61

Confirm Goods Receipt | Save | Revert | Delete

Goods Receipts List | Goods Receipt

## Generate Good Receipt

1. The good receipt is to be generated from ASN document using ***"Inventory – (Inbound) Advance Shipment Notice"***. Open ASN document and click ***"Create Goods Receipt"*** button at the bottom left of screen to generate a new goods receipt. A link to show the goods receipt will be created, replacing the button

Document Date: 31/08/2016  
 Document Number: ASN16-080070  
 Reference Number: PI-0062  
 Branch: HQ - Head Office  
 Warehouse: SM01 - Main Warehouse  
 Representative: [Empty]  
 Vessel: [Empty]  
 Voyage: [Empty]  
 Shipping Method: [Empty]  
 Inco Terms: EXW  
 Vessel ETA: [Empty]

**Create Goods Receipt from Shipment Notice**  
 Generates one or more Goods Receipt from Shipment Notice.

Document Number: <-AUTO-GENERATED->  
 Document Date: 31/08/2016  
 Reference Number: ASN16-080070  
 Document Status: Drafted  
 Warehouse: SM01 - Main Warehouse

Open the new Goods Receipt Document

OK Cancel


Total Quantity : 5 Invoice Cost: S\$0.75 Transport: Duties: Grand Total: S\$0.75

Generate Report Create Goods Receipt Create New Save Revert Delete



Document Date: 31/08/2016  
 Document Number: GRN-0069  
 Reference Number: PI-0062  
 Branch: HQ - Head Office  
 Vendor: 6002.001/LU001 - Luxasia  
 Currency: SGD  
 Warehouse: SM01 - Main Warehouse  
 Staging Locator: W01-Staging  
 Vendor Location: Luxasia Building  
 Contact Person: [Empty]  
 Inco Terms: EXW - Ex Works  
 Receive Via: [Empty]

Goods Receipt

2. User may edit the goods receipt's information, for example received quantity is different from the ordered quantity, or there are damaged items to be return. Update the information and click **"Save"** to save the changes. Click **"Enter"** or  button if the user edited the products' information in **"Items/Articles"** tab.

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
1	Loacker Chocolate	Loacker Chocolate	Each	5	\$0.150000	\$0.75

Total Quantity : 5 Invoice Cost: S\$0.75 Duties: Transport: Grand Total: S\$0.75

Confirm Goods Receipt Save Revert Delete

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
1	Loacker Chocolate	Loacker Chocolate	Each	3	\$0.150000	\$0.45

Items/Articles Provisions Landing Costs Notes/Attachments Postings

**Note:** If received quantity is less than ordered, the corresponding Purchase Invoice document will be highlighted in yellow color on the Purchase Invoice

list view to indicate progress status as **“Partially Completed”**, as not all the ordered quantity was received.

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Progress	Payment
Feb 12, 2016	PI-0046		6002.001/LU001	Luxasia	Luxasia Building	SJ01 - Steve Jameson	SGD	S\$299.60	Posted	Fully Completed	Payment Due
Feb 12, 2016	PI-0045		6002.001/LU001	Luxasia	Luxasia Building	SJ01 - Steve Jameson	SGD	S\$149.80	Posted	Fully Completed	Payment Due
Mar 21, 2016	PI-0054		6002.001/LU001	Luxasia	Luxasia Building		SGD		Posted	Fully Completed	N/A
Jul 16, 2016	PI-0060		6002.001/LU001	Luxasia	Luxasia Building		SGD	S\$83,269.12	Posted	Fully Completed	Payment Due
Aug 31, 2016	PI-0062		6002.001/LU001	Luxasia	Luxasia Building		SGD	S\$0.75	Posted	Partially Comp...	Payment Due

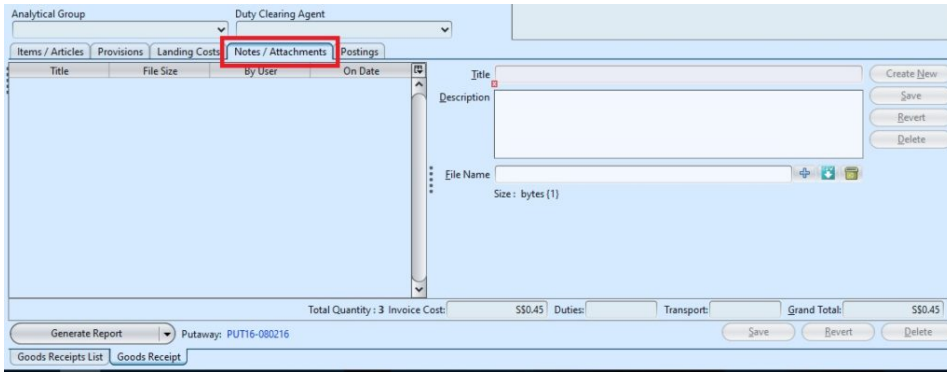
3. Provision scheme entered in the **“Provisions”** tab will be filtered to match the Vendor’s currency.

#	Vendor	Provision	Currency	Description	Amount	Base Amount
1	6002.004/Loacker - Loacker	PS01-SGD - Provision for Transport Cost (SGD)	SGD	Provision for Transport Cost (SGD)	S\$0.29	
1	6002.004/Loacker - Loacker	PS01-EU - Provision for Transport Cost (Euro)	EUR	Provision for Transport Cost (Euro)	€0.40	S\$0.61

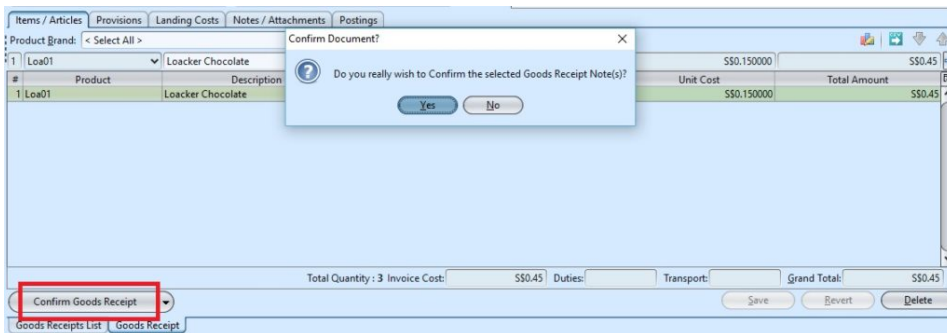
4. The landing cost for the items will auto generated at the **“Landing Costs”** tab.

#	Product #	Description	UOM	Quantity	Standard Cost	Standard Forex	Variance Cost	Variance Forex	Standard Duty	Variance Duty	Transport Cost	Assembly Cost	Total Amount
1	Loa01	Loacker Chocolate	Each	3	S\$0.60		(S\$0.15)						S\$0.45
				<b>Total :</b>	3	S\$0.60	(S\$0.15)						S\$0.45

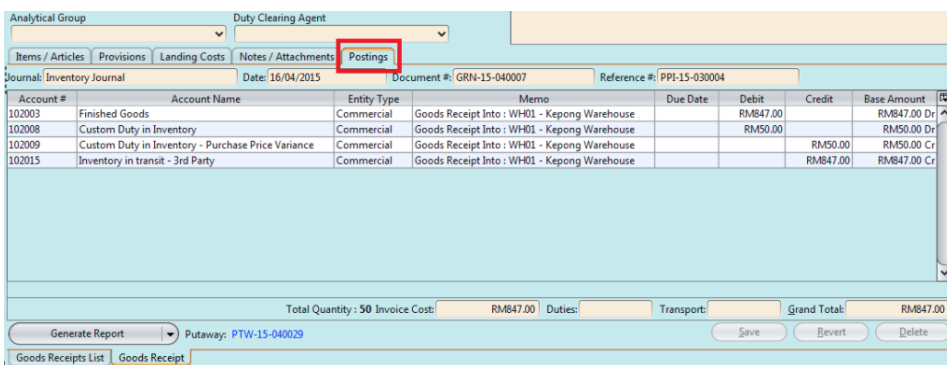
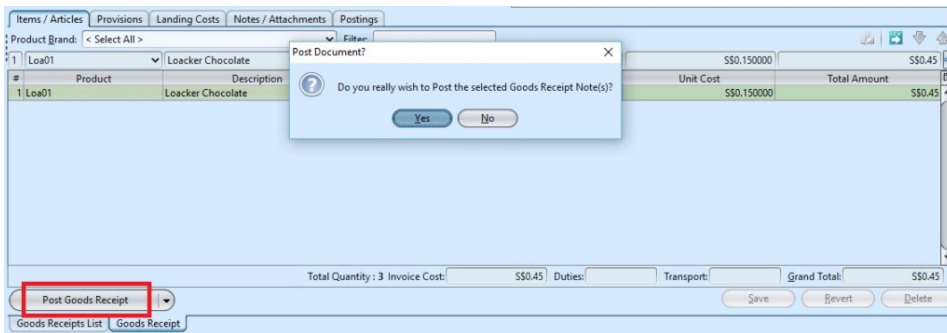
5. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the goods receipt.



6. Click on **“Confirm Goods Receipt”** button at the bottom of screen to confirm the goods receipt

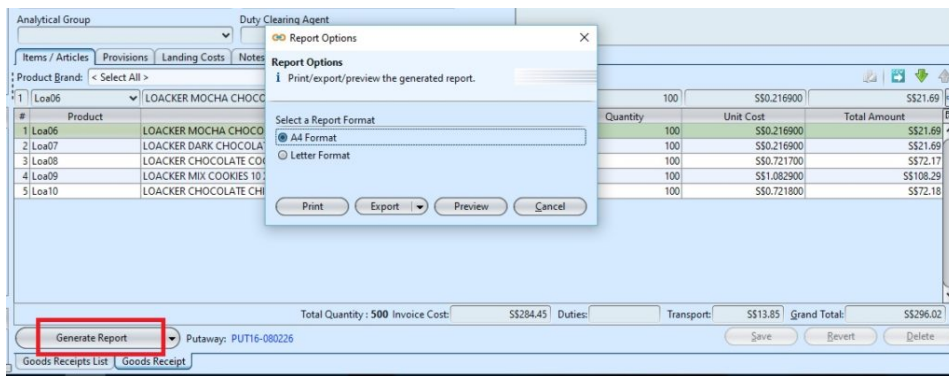


7. Click on **“Post Goods Receipt”** button at the bottom of screen to post the goods receipt. After posting of the goods posting, inventory journal entries will be automatically generated at the **“Postings”** tab.

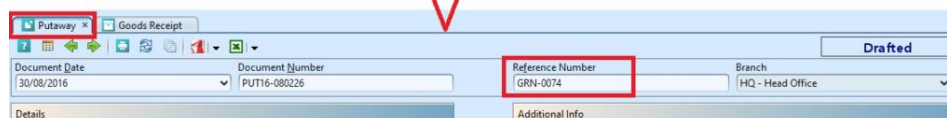
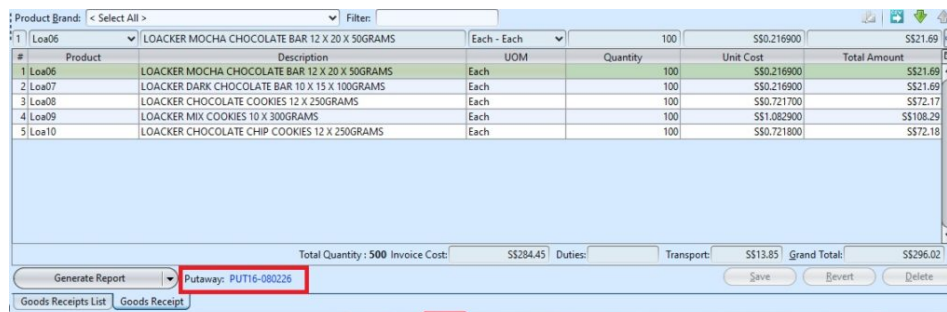


8. Click on **Generate Report** button to generate

report for the goods receipt



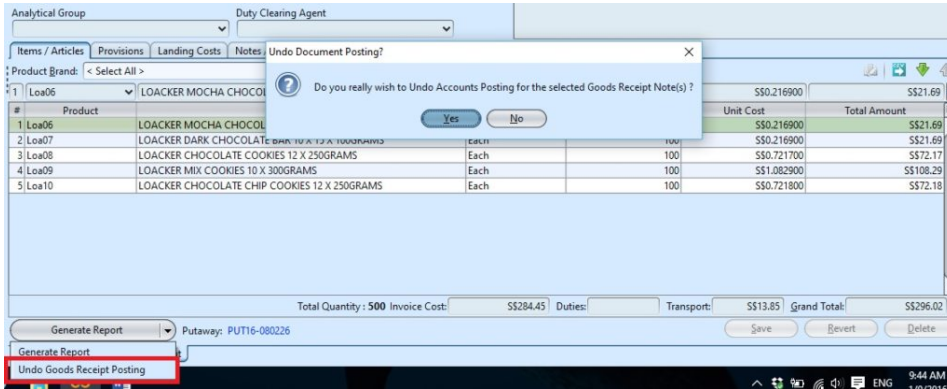
9. The putaway for the items will be automatically generate after posting of the goods receipt. Click on the **“Putaway”** link beside the **Generate Report** button to view the putaway document & process it.



## Update Good Receipt

1. Click on **“Goods Receipt List”** tab at the bottom of screen
2. Double click on goods receipt to be updated, it will bring up the details on **“Goods Receipt”** tab for the selected receipt. If the goods receipt’s status is **“Confirmed”** or **“Posted”**, click arrow on **“Generate Report”** button and select option **“Undo/Reopen Goods Receipt”** at the bottom of screen and reopen / undo

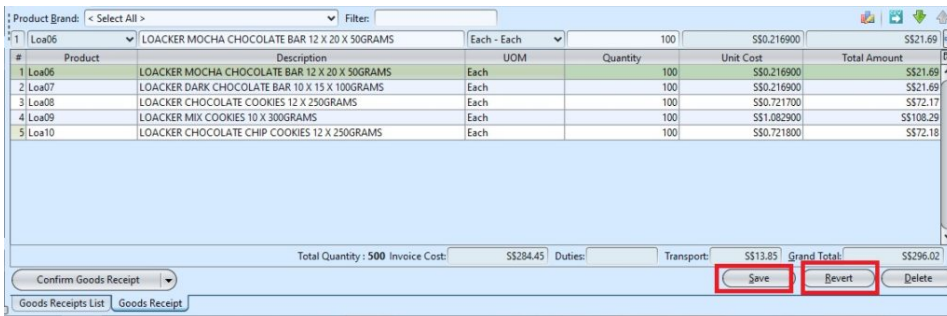
approval of the receipt first



3. Make change(s) on the goods receipt information

4. Click on **“Save”** button at the bottom right of screen when done

5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes



6. Click on **“Confirm Goods Receipt”** button at the bottom of screen to confirm the goods receipt

7. Click on **“Post Goods Receipt”** button at the bottom of screen to post the goods receipt.

## Delete Good Receipt

1. Click on **“Goods Receipt List”** tab at the bottom of screen

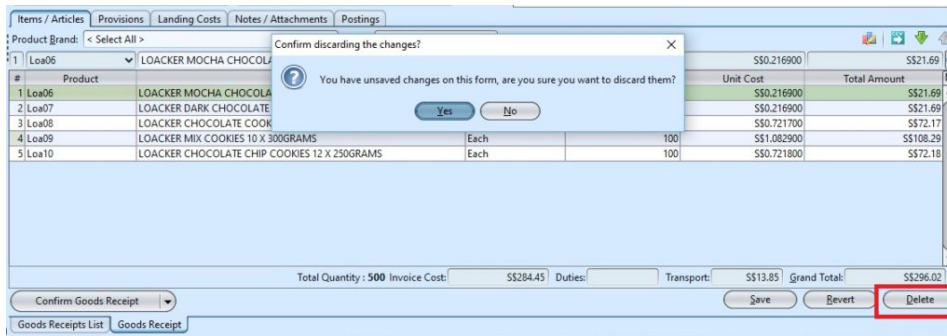
2. Double click on goods receipt to be deleted, it will bring up the details on **“Goods Receipt”** tab for the selected receipt. If the goods receipt’s status



is **“Confirmed”** or **“posted”**, click arrow on **“Generate Report”** button and select option **“Undo/Reopen Goods Receipt”** at the bottom of screen and reopen / undo approval of the receipt first

3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm goods receipt deletion

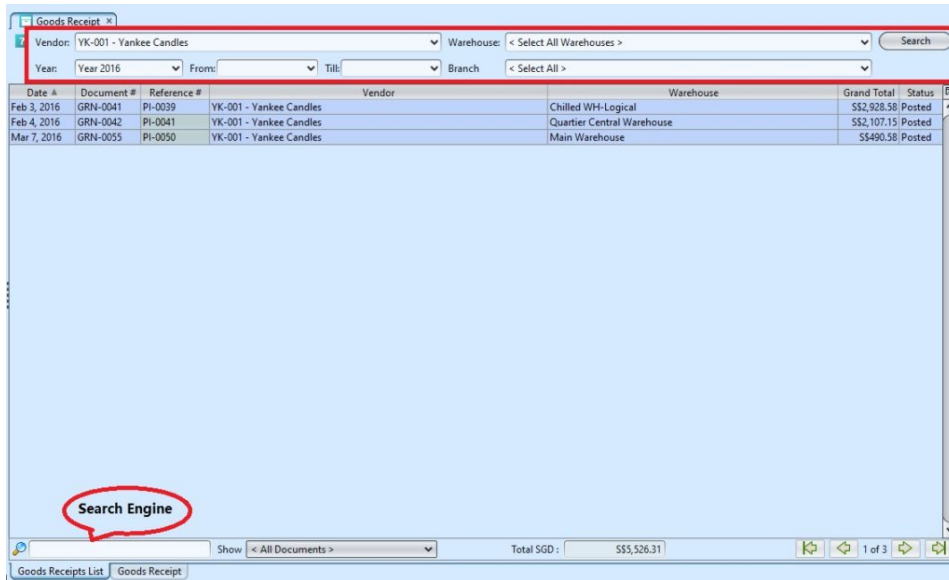


## View and Search for Goods Receipt

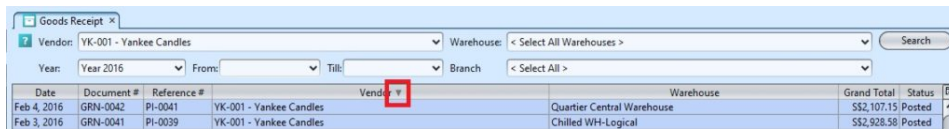
1. Click on **“Goods Receipt List”** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which warehouse name to search for in the **“Warehouse”** text field box or select from drop-down list





3. Result can be sorted alphabetically by clicking the fields' columns.



4. Double click on goods receipt to view full details of the receipt, it will bring up the details on "Goods Receipt" tab for the selected receipt