



# 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

Goods Receipt

Vendor: < Select All >

Warehouse: < Select All Warehouses >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

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

Show Putaway Not Posted

Total SGD: \$5469.48

1 of 2

Goods Receipts List

Goods Receipt

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	Ct12 - 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

Goods Receipts List Goods Receipt

Save Revert Delete

## 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

Advance Shipment Notice

Document Date: 31/08/2016, Document Number: ASN16-080070, Reference Number: PI-0062, Branch: HQ - Head Office

Warehouse: SM01 - Main Warehouse, Representative: , Vessel: , Voyage: , Vessel ETA:

Shipping Method: EXW, Inco Terms: , Advance Shipment Notice -> One or more Goods Receipt

Additional Details: Loading Date: , Discharge Place: , Duty Clearing Agent:

Items / Articles: Provisions, Duties, Notes / Attachments

Product Brand: LOA - Locker

1 | Loa01 | Product | Locker Chocolate

1 | Loa01 | Description | Locker Chocolate

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




Advance Shipment Notice

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: , Inco Terms: EXW - Ex Works, Receive Via:

Drafted

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.

1 | Loa01 | Product | Locker Chocolate

1 | Loa01 | Description | Locker Chocolate

Each - Each, Quantity: 5, Unit Cost: S\$0.150000, Total Amount: S\$0.75

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

Confirm Goods Receipt, Save, Revert, Delete

Analytical Group: , Duty Clearing Agent:

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

Product Brand: < Select All >, Filter:

1 | Loa01 | Product | Locker Chocolate

1 | Loa01 | Description | Locker Chocolate

Each - Each, Quantity: 3, Unit Cost: S\$0.150000, Total Amount: S\$0.45

**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	SI01 - Steve Jameson	SGD	\$5299.60	Posted	Fully Completed	Payment Due
Feb 12, 2016	PI-0045		6002.001/LU001	Luxasia	Luxasia Building	SI01 - Steve Jameson	SGD	\$5149.80	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	\$693,269.12	Posted	Fully Completed	Payment Due
Aug 31, 2016	PI-0062		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$50.75	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)	\$50.29	
1	6002.004/Loacker - Loacker	PS01-EU - Provision for Transport Cost (Euro)	EUR	Provision for Transport Cost (Euro)	€0.40	\$50.61

Total Quantity : 2 Invoice Cost: \$57.98 Duties: Transport: \$50.61 Grand Total: \$58.60

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	\$50.60		(\$50.15)						\$50.45

Total : 3 \$50.60 (\$50.15) \$50.45

Total Quantity : 3 Invoice Cost: \$50.45 Duties: Transport: Grand Total: \$50.45

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

Analytical Group: Duty Clearing Agent

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

Title: File Size: By User: On Date:

Create New | Save | Revert | Delete

Total Quantity: 3 Invoice Cost: S\$0.45 Duties: Transport: Grand Total: S\$0.45

Generate Report Putaway: PUT16-080216 Save Revert Delete

Goods Receipts List Goods Receipt

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

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

Product Brand: < Select All >

1 Loa01 Locker Chocolate S\$0.150000 S\$0.45

Unit Cost Total Amount

1 Loa01 Locker Chocolate S\$0.150000 S\$0.45

Confirm Document? Do you really wish to Confirm the selected Goods Receipt Note(s)? Yes No

Total Quantity: 3 Invoice Cost: S\$0.45 Duties: Transport: Grand Total: S\$0.45

Confirm Goods Receipt Goods Receipts List Goods Receipt Save Revert Delete

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.

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

Product Brand: < Select All >

1 Loa01 Locker Chocolate S\$0.150000 S\$0.45

Unit Cost Total Amount

1 Loa01 Locker Chocolate S\$0.150000 S\$0.45

Post Document? Do you really wish to Post the selected Goods Receipt Note(s)? Yes No

Total Quantity: 3 Invoice Cost: S\$0.45 Duties: Transport: Grand Total: S\$0.45

Post Goods Receipt Goods Receipts List Goods Receipt Save Revert Delete

Analytical Group: Duty Clearing Agent

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

Journal: Inventory Journal Date: 16/04/2015 Document #: GRN-15-040007 Reference #: PPI-15-030004

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
102003	Finished Goods	Commercial	Goods Receipt Into : WH01 - Kepong Warehouse		RM847.00		RM847.00 Dr
102008	Custom Duty in Inventory	Commercial	Goods Receipt Into : WH01 - Kepong Warehouse		RM50.00		RM50.00 Dr
102009	Custom Duty in Inventory - Purchase Price Variance	Commercial	Goods Receipt Into : WH01 - Kepong Warehouse			RM50.00	RM50.00 Cr
102015	Inventory in transit - 3rd Party	Commercial	Goods Receipt Into : WH01 - Kepong Warehouse			RM847.00	RM847.00 Cr

Total Quantity: 50 Invoice Cost: RM847.00 Duties: Transport: Grand Total: RM847.00

Generate Report Putaway: PTW-15-040029 Save Revert Delete

Goods Receipts List Goods Receipt

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

## report for the goods receipt

Report Options

Print/export/preview the generated report.

Select a Report Format

☒ A4 Format

☐ Letter Format

Print Export Preview Cancel

Generate Report

Quantity	Unit Cost	Total Amount
100	\$S0.216900	\$S21.69
100	\$S0.216900	\$S21.69
100	\$S0.216900	\$S21.69
100	\$S0.721700	\$S72.17
100	\$S1.082900	\$S108.29
100	\$S0.721800	\$S72.18

Total Quantity : 500 Invoice Cost: \$S284.45 Duties: Transport: \$S13.85 Grand Total: \$S296.02

Putaway: PUT16-080226

Save Revert Delete

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.

Generate Report

Putaway: PUT16-080226

Save Revert Delete

Putaway

Document Date: 30/08/2016

Document Number: PUT16-080226

Reference Number: GRN-0074

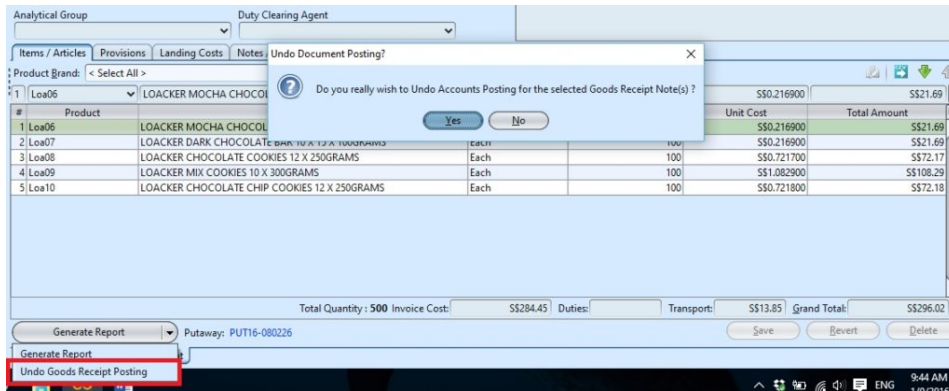
Branch: HQ - Head Office

Drafted

## 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

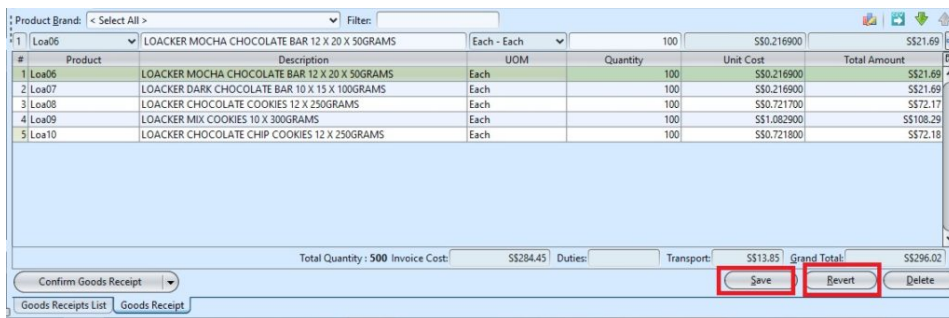
approval of the receipt first



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

The screenshot shows a software interface for managing goods receipts. A confirmation dialog box is open, asking: "Confirm discarding the changes? You have unsaved changes on this form, are you sure you want to discard them?". The dialog has "Yes" and "No" buttons. In the background, the main form displays a table of items with columns for #, Product, Unit, Quantity, Unit Cost, and Total Amount. The table lists five items, including LOACKER MOCHA CHOCOLATE, LOACKER DARK CHOCOLATE, LOACKER CHOCOLATE COON, LOACKER MIX COOKIES 10 X 300GRAMS, and LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS. At the bottom of the form, there are fields for Total Quantity (500), Invoice Cost (\$284.45), Duties, Transport (\$13.85), and Grand Total (\$296.02). A "Confirm Goods Receipt" button is visible, and a "Delete" button is highlighted with a red box.

#	Product	Unit	Quantity	Unit Cost	Total Amount
1	LOACKER MOCHA CHOCOLATE			\$50.216900	\$521.69
2	LOACKER DARK CHOCOLATE			\$50.216900	\$521.69
3	LOACKER CHOCOLATE COON			\$50.721700	\$572.17
4	LOACKER MIX COOKIES 10 X 300GRAMS	Each	100	\$81.082900	\$8108.29
5	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	100	\$50.721800	\$572.18

Total Quantity: 500 Invoice Cost: \$284.45 Duties: Transport: \$13.85 Grand Total: \$296.02

Buttons: Confirm Goods Receipt, Save, Revert, Delete (highlighted)

## 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



Goods Receipt

Vendor: YK-001 - Yankee Candles Warehouse: < Select All Warehouses > Search

Year: Year 2016 From: Till: Branch: < Select All >

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Feb 3, 2016	GRN-0041	PI-0039	YK-001 - Yankee Candles	Chilled WH-Logical	\$52,928.58	Posted
Feb 4, 2016	GRN-0042	PI-0041	YK-001 - Yankee Candles	Quartier Central Warehouse	\$52,107.15	Posted
Mar 7, 2016	GRN-0055	PI-0050	YK-001 - Yankee Candles	Main Warehouse	\$5490.58	Posted

Search Engine

Goods Receipts List Goods Receipt

Show < All Documents > Total SGD: \$55,526.31 1 of 3

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

Goods Receipt

Vendor: YK-001 - Yankee Candles Warehouse: < Select All Warehouses > Search

Year: Year 2016 From: Till: Branch: < Select All >

Date	Document #	Reference #	Vendor	Warehouse	Grand Total	Status
Feb 4, 2016	GRN-0042	PI-0041	YK-001 - Yankee Candles	Quartier Central Warehouse	\$52,107.15	Posted
Feb 3, 2016	GRN-0041	PI-0039	YK-001 - Yankee Candles	Chilled WH-Logical	\$52,928.58	Posted

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