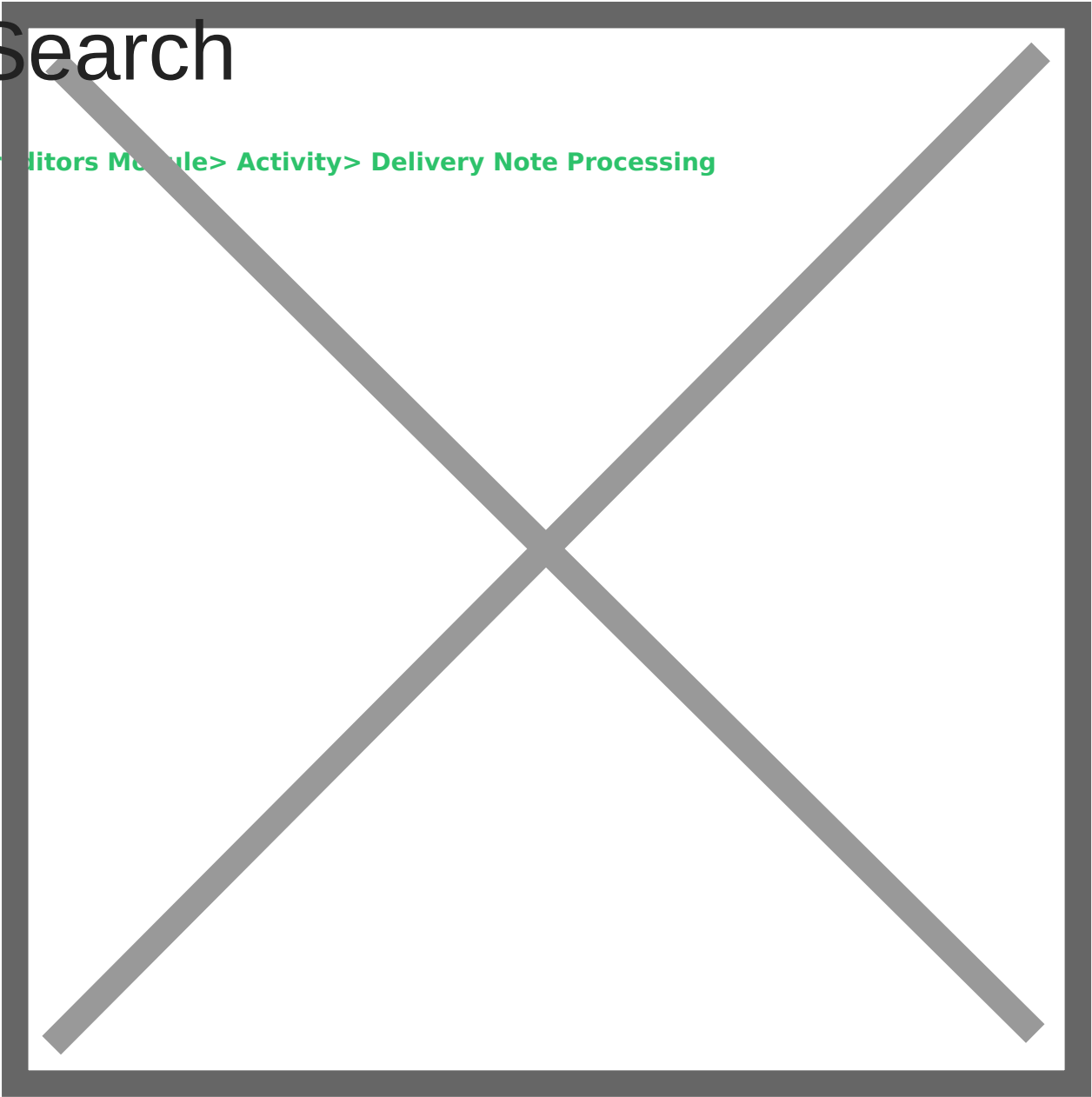


Delivery Note Processing Menu

- [Delivery Note Processing Search](#)
- [Edit Delivery Note](#)
- [Delivery Note Process](#)

Delivery Note Processing Search

Creditors Module > Activity > Delivery Note Processing



Delivery notes are working documents, integral to the business process of receiving goods.

Advance Search Tab Allows the user to search by selecting from the following:

Supplier	search by selecting the supplier
PO Number	search by entering the PO number
Date	search by selecting the From and the date To,
Custom Search Tab	search by selecting from the category
Standard Tab	has two buttons
Amend	allows the user to view or make some changes on the delivery note
Process	to processes the selected delivery Note.
Print Tab	to print the selected Delivery Note

Edit Delivery Note

Attachments

Create Reminder

View Purchase Order

Inventory Overview

Set lines to supplier cost

Split Del Note

Delivery Note

Standard

Details

Shipping

Docs

Save

Attachments	
Create Reminder	
View Purchase Order	
Inventory Overview	
Set lines to supplier cost	
Split Del Note	

Standard Tab

[Attachments](#)
[Create Reminder](#)
[View Purchase Order](#)
[Inventory Overview](#)
[Set lines to supplier cost](#)
[Split Del Note](#)

Delivery Note
[-] [?] [x] [y]

Standard
Details
Shipping
Docs

PO Number:

PO420703

Supplier:

STE001 - Steel Supplier

Date Delivered:

2021-08-12

Delivery Note No:

att test

Job No:

Short Description:

Checking stock

Reference:

Created from SORD1025

GRV Date:

2021-08-12

Supplier Invoice No:

Currency:

1 Rand South Africa

Save

Close

Print

Process

Items
[-]

Page 1 of 1

Add
Edit
Delete

Displaying 1 - 5 of 5

☐	#	Check	Stock Code	Stock Description	Type	Job Number	QTY Received	Unit Cost	Cost Ex VAT
☐	1		02-01/3220930	Bend 80mm Black 90deg	Stock		4	10.000000	40.000000
☐	2		22-01/3220931	Bend 80mm Grey Friars 90deg	Stock		3	10.000000	30.000000
☐	3		02-01/3220933	Bend 80mm Karaka 90deg	Stock		1	11.000000	11.000000
☐	4		03-01/3440071	Coil .95 940 Ironsand G10	Stock		2	3.000000	6.000000
☐	5		03-01/3484147	Coil .55 1200 Ironsand G10	Stock		5	4.000000	20.000000

Footer
[-]

Creditor Status:

UI

Ship To:

Payment Comment:

Dispute Doc:

☐

Cost

Sub Total: 107.000000

Less Discount: 0.00

Excl VAT: 107.000000

VAT: 16.050000

Supplier	shows the selected supplier
Date Delivered	to select the date the item was delivered
Delivery Note No.	
Job No.	
Short Description	delivery note description
Reference	delivery note reference
GRV Date	
Supplier Invoice No.	to enter supplier invoice unique document number
Currency	

Details Tab

Attachments Create Reminder View Purchase Order Inventory Overview Set lines to supplier cost Split Del Note

Delivery Note

Standard **Details** Shipping Docs

Job Number: Division:

Long Description: Region:

GRV Group:

Process GRV To Job: ☐

Save Close Print Process

Items

Job Number	
Long Description	detailed description of the delivery note
Process GRV To Job	
Division	to select the division from the drop down arrow
Region	to select he region from the drop down arrow
GRV Group	to select the GRV group from the drop down arrow

Shipping Tab

Attachments Create Reminder View Purchase Order Inventory Overview Set lines to supplier cost Split Del Note

Delivery Note

Standard Details **Shipping** Docs

Ship To: Customer Address Type: Delivery

Branch: Dev HSOF & Co Address Line 1:

Customer: 1141 Address Line 2:

Customer Name: Special Customer Address Line 3:

Contact Person: Address Line 4:

Tracking No: Address Code:

Shipping Save

Items

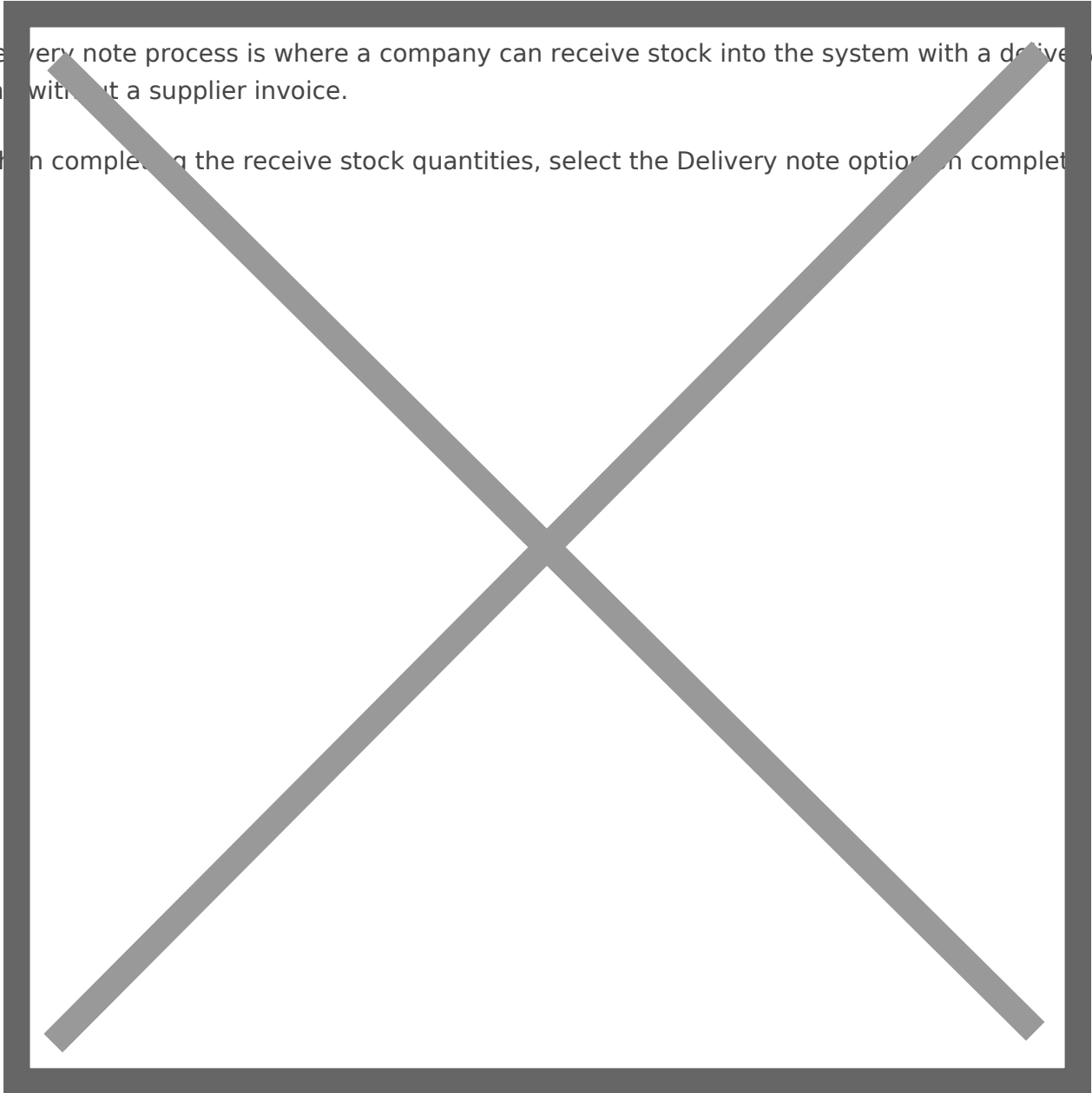
Ship To	select the customer you shipping to
Branch	select the branch you wish to use
Customer	select the customer
Customer Name	this will automatically show customer name when customer is selected
Contact Person	Select the contact person

Delivery Note Process

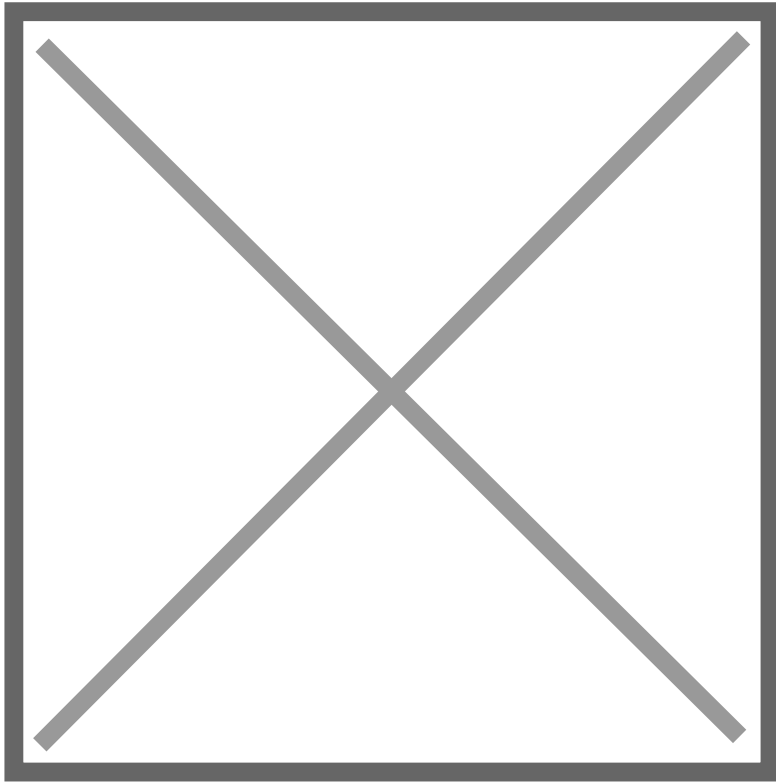
Creditors Module>Activity> Delivery Note processing

Delivery note process is where a company can receive stock into the system with a delivery note and without a supplier invoice.

When completing the receive stock quantities, select the Delivery note option on completion.



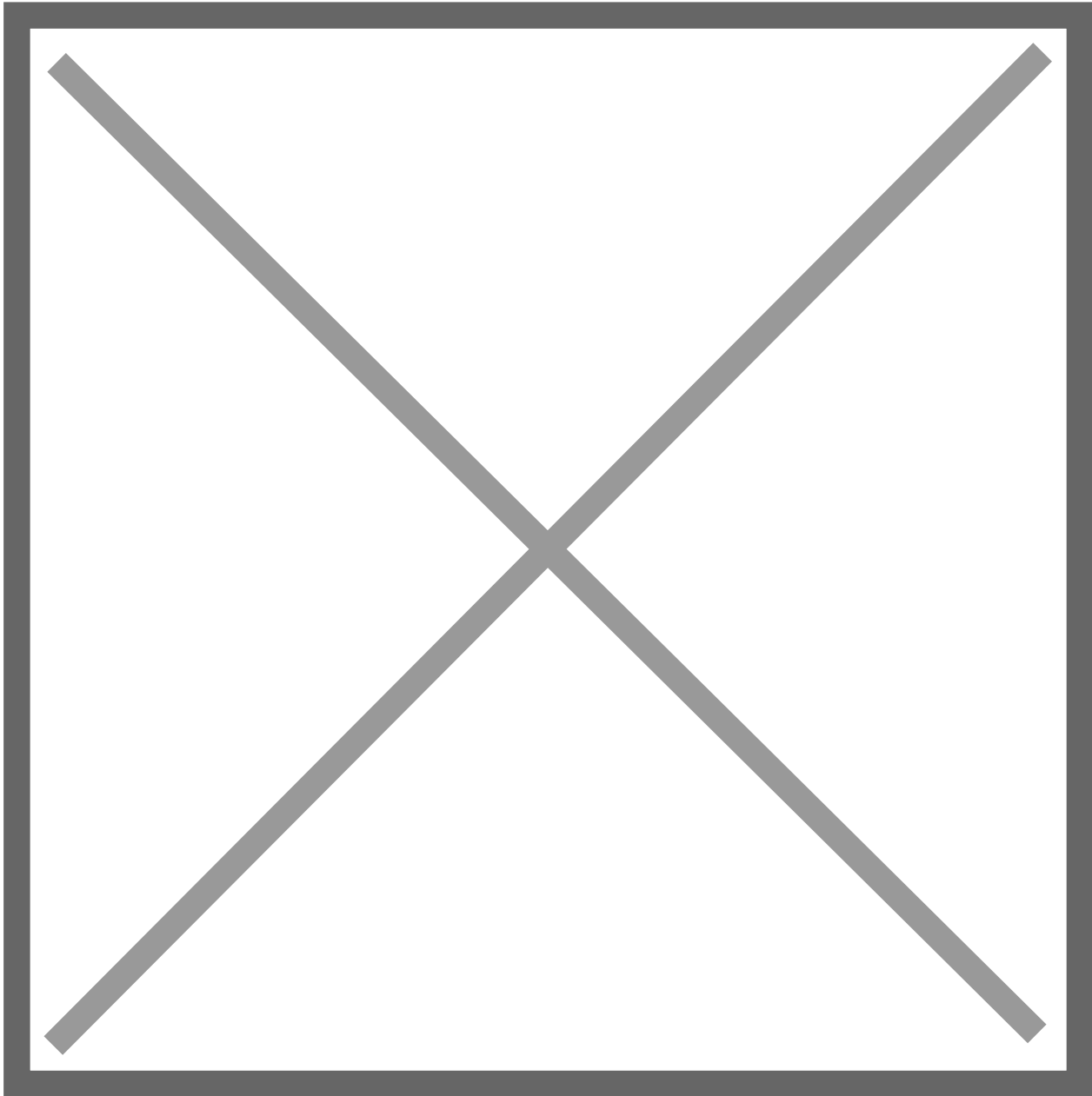
Click Ok.



The Purchase Order will now move to the 'delivery note' menu item.

For quick search use the basic search field tab and search using - Use the delivery note number, or Purchase Order Number, Or Reference

Enter the details and click search



After the receive stock has been completed, the document will change status to Delivery note, where one can match the Delivery note to the actual supplier invoice.

Should there be any changes to the delivery note price to the supplier price, one can amend and change the price of the items.

Only price changes can be made, quantities cannot be changed.

Amending the price of an item, changing the price from a unit cost of 10.00 to a unit cost of 15.00, that means an increase in price change of 5.00. This change will update the ledger account called Cost Price Variance.

The Delivery note can be processed.

Two things will happen.

GRV will be created, processed and the delivery note general ledger account is balanced

General Ledger postings for Delivery Note

There are two stages to the General Ledger postings for Delivery note to Supplier Invoice (GRV)

When stock is received without the supplier invoice, one can receive the stock into the system.

The cost price of the stock will be based on the Purchase Order value.

VAT / GST is not taken into account until the supplier invoice is captured.

The creditors delivery note value is the potential value owed to a supplier based on goods received without an invoice.

See ledger accounts updated.

Account	Debit	Credit
Creditors Delivery Note		50.00
Stock control account	50	

Related Transactions

Related Transactions

Transaction Detail

Print Grid

Print T Acct.

Close

Transaction List

View T Accounts

Page 1 of 1

Displaying 1 - 2 of 2

#	Date	Account Code	Name	Debit	Credit	Reference	Description
1	2024-05-21	8600/0000	Creditors Delivery Note		50.0000	PO138	Purchase Order...
2	2024-05-21	7800/0000	Stock - Inventory Control	50.0000		PO138	Purchase Order...

Debit Total:

50.0000

Credit Total:

50.0000

Close

When the invoice is received, check the invoice against the value of the purchase order. If there is a difference capture the value difference in the delivery note confirmation screen.

Process the delivery note to a supplier Invoice (GRV).

After you have processed the delivery note, the amount will appear on your Creditors age analysis.

The cost price variance account will only update IF the value between the purchase order and the supplier invoice are different.

See ledger accounts updated.

Account	Debit	Credit
Creditors Control Account		57.50
Creditors Delivery Note	50.00	

VAT / GST Control	7.50	
Cost Price Variance		

Related Transactions

Related Transactions

Transaction Detail

Print Grid

Print T Acct.

Close

Transaction List

View T Accounts

Page 1 of 1

Displaying 1 - 4 of 4

#	Date	Account Code	Name	Debit	Credit	Reference	Description
1	2024-05-21	8500/0000	Creditors/Accounts Payable Control		57.5000	GRV168	Delivery Note D...
2	2024-05-21	8600/0000	Creditors Delivery Note	50.0000		GRV168	Delivery Note D...
3	2024-05-21	8900/0000	GST Control	7.5000		GRV168	Delivery Note D...
4	2024-05-21	2000/5000	Cost Price Variance			GRV168	Delivery Note D...

Debit Total:

57.5000

Credit Total:

57.5000

Close

Creditors Delivery note account should always equal to zero IF you have received all the invoices from the suppliers.

A balance can happen at month end or year end, if one has not received the matching supplier invoice.

There can be a timing difference between the date receipted of goods to the date of processing the supplier invoice.

Reports

To add the new reports for Delivery note, go to System Configuration Module>Security>Report Security

Click on the Permissions button to add the permissions to the user role to add the reports.

The two reports are:

Delivery note Age Analysis	this report shows the outstanding amounts in an age analysis format of delivery notes received but not posted to Creditors Control Account. This report should also balance to your Delivery Note Creditors Ledger account on your Trial Balance
Purchase Order to GRV unit price variance	This shows a report on all stock items that have had a price variance alternated between the Purchase Order unit cost. Receipt of the stock at that unit cost price and the change price of the Delivery note GRV.

Reports

1	Delivery note Age Analysis
2	Purchase Order to GRV unit price variance