

Receive Stock Menu

- [Receive Stock Search](#)
- [Receive Stock](#)
- [Email send on receive stock](#)

Receive Stock Search

Creditors Module > Activity> Receive Stock

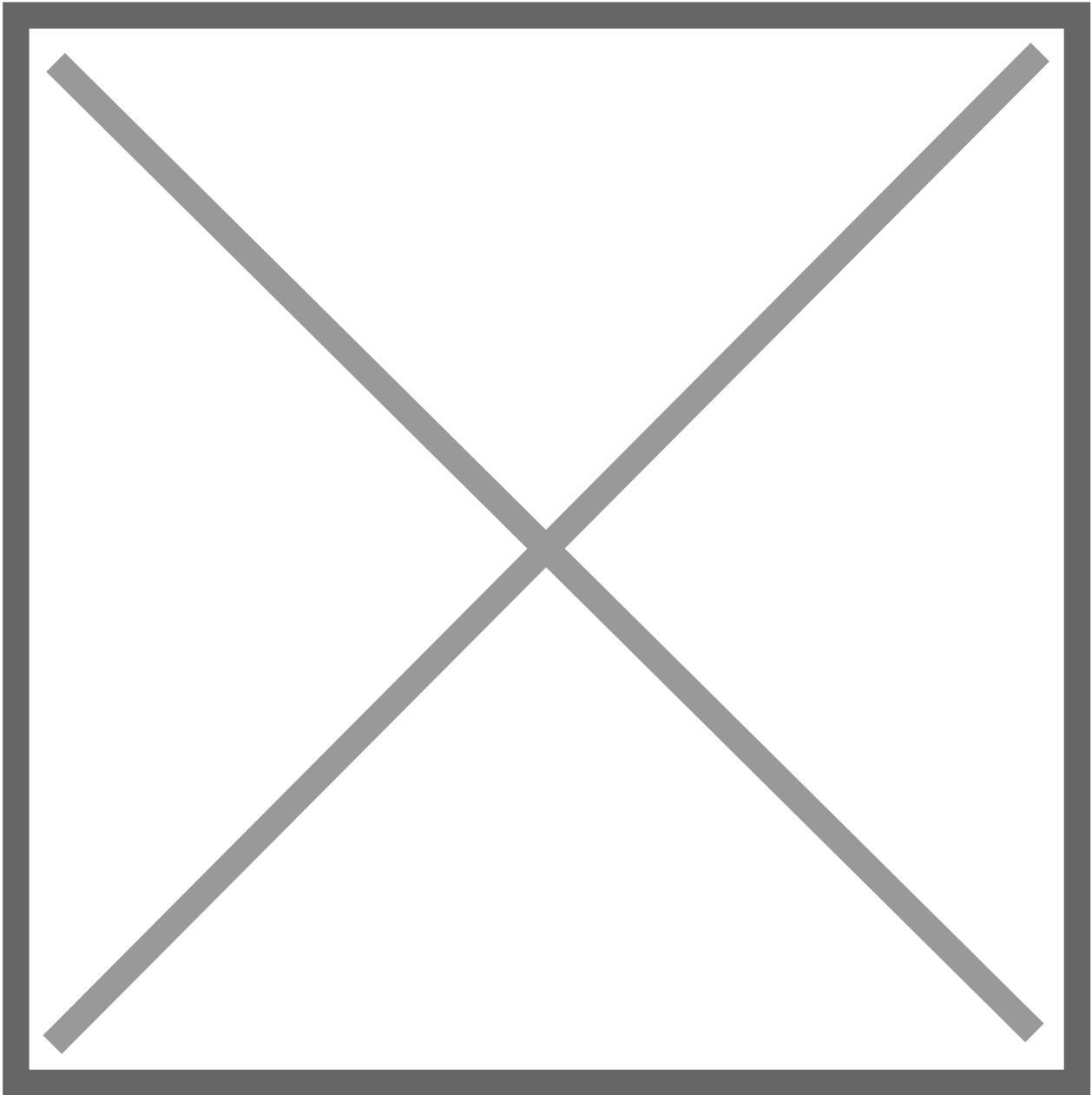
The Receive Stock process is the procedure to properly inspect all incoming ordered goods in the system.

Once your Purchase Order has been Ordered, the next step is to receive the items and that process is done in the receive stock menu item

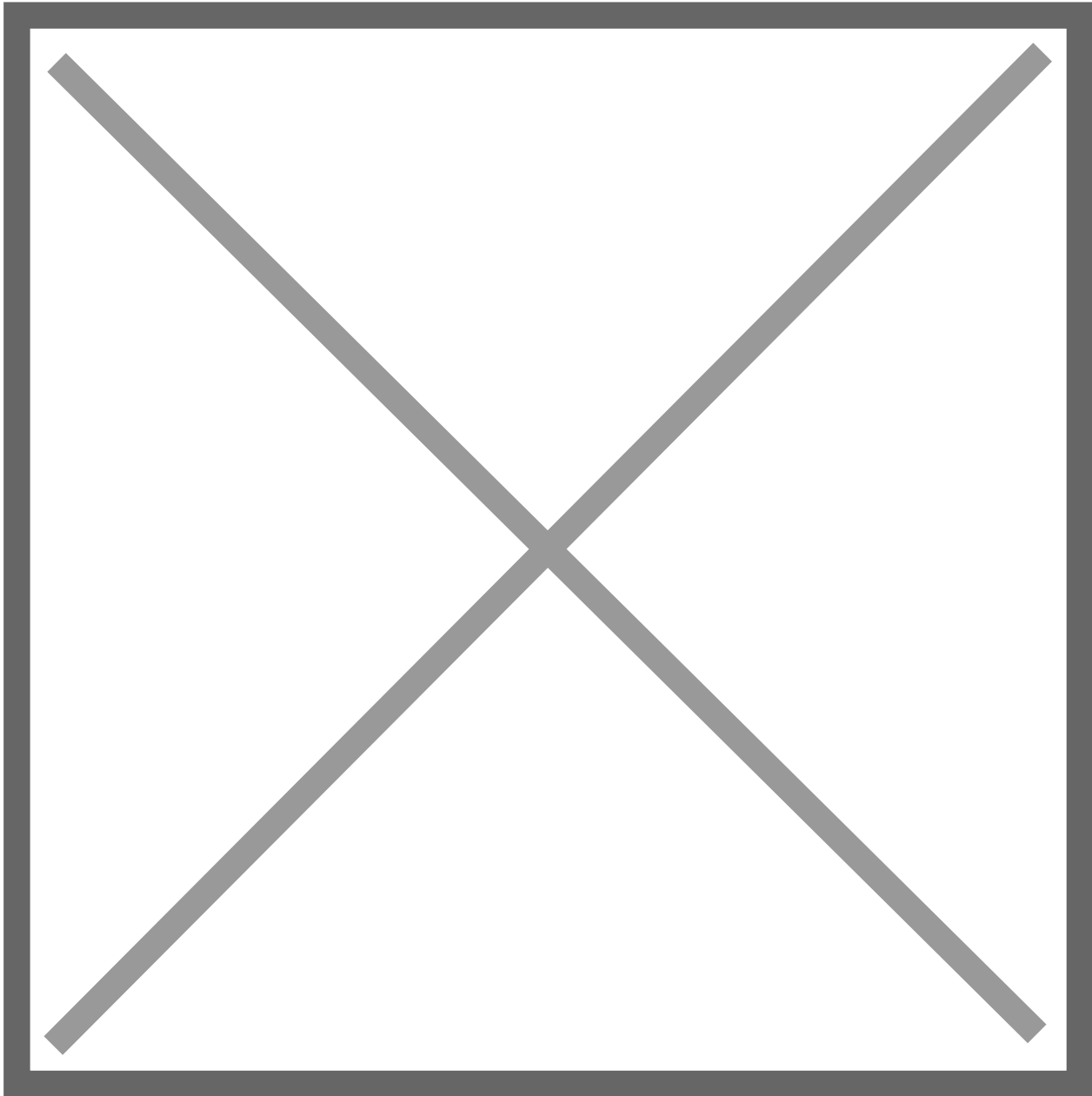
The system allows one to receive all ordered items at once or partially receive items

Receive All

the below menu shows a user how to receive all items.



Select the Receive Stock Menu Item



The search criteria allows to search by Entering the name of the Supplier or Supplier account code and Press enter (You need only enter the first few letters of the name)

Click on the required Supplier from the drop-down list

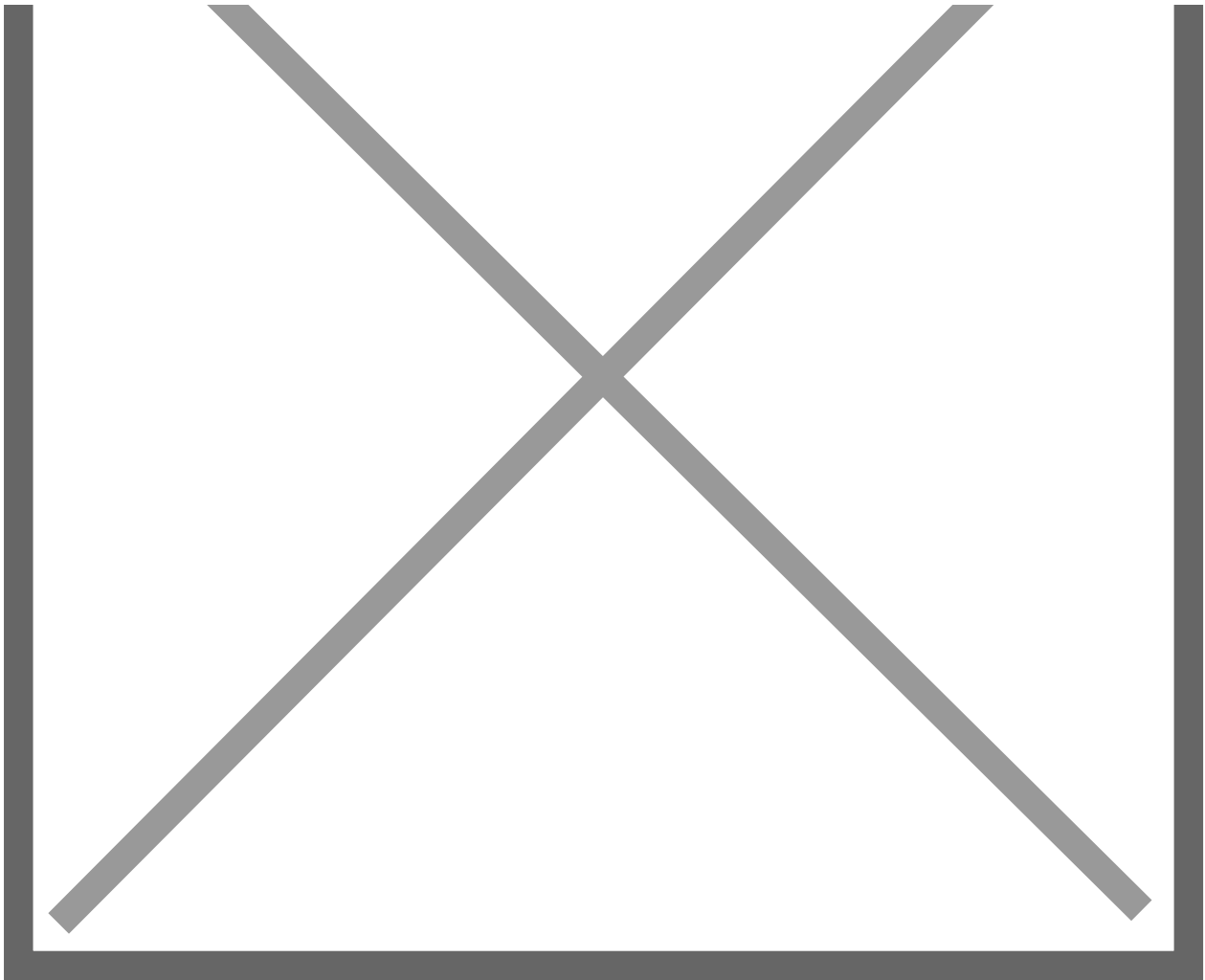
Check the date range that the purchase order was done

Click Search.

If you know the Purchase Order Number, you can enter the number and click search as well

Double Click on the required Purchase Order Line

The receive stock window will open up

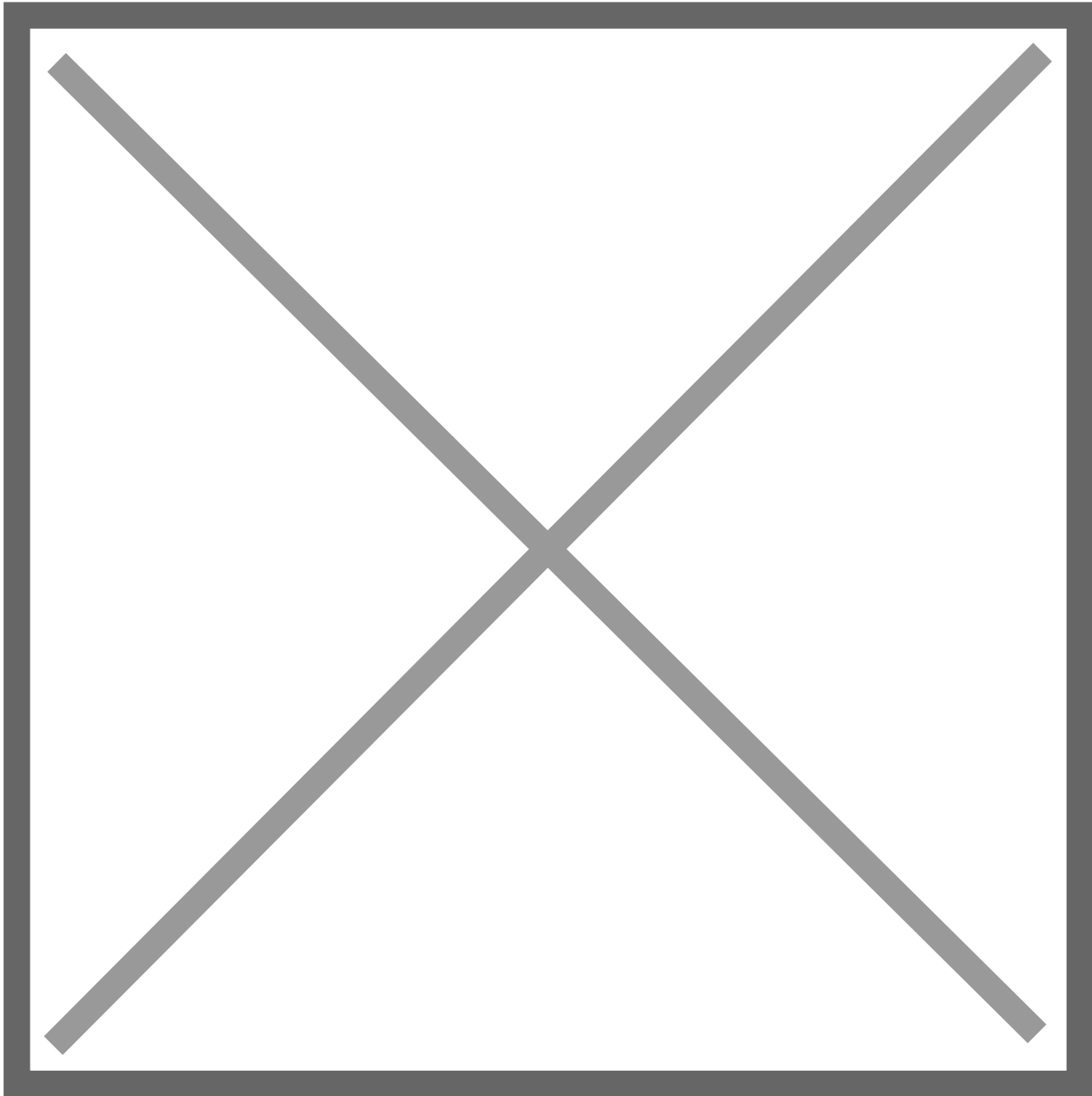


If you are sure that you physically received all the correct items and quantities, you can click on the “Receive All” button.

This saves you time from having to receive each item individually. (in the case where you have ordered several items).

Alternatively, click the Receive Stock button

Enter the quantity of the respective item received



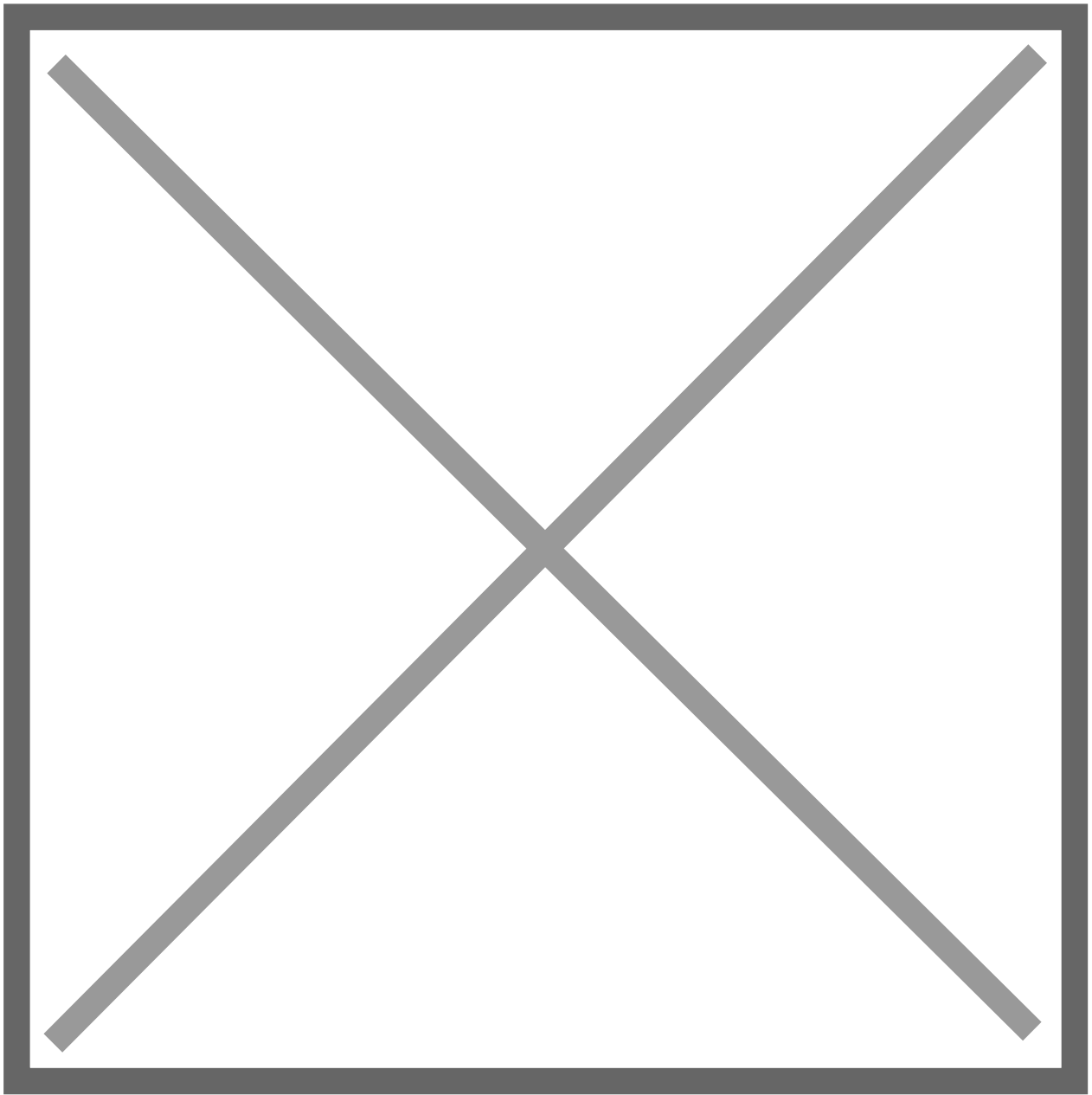
Enter the Actual quantity received of the item.

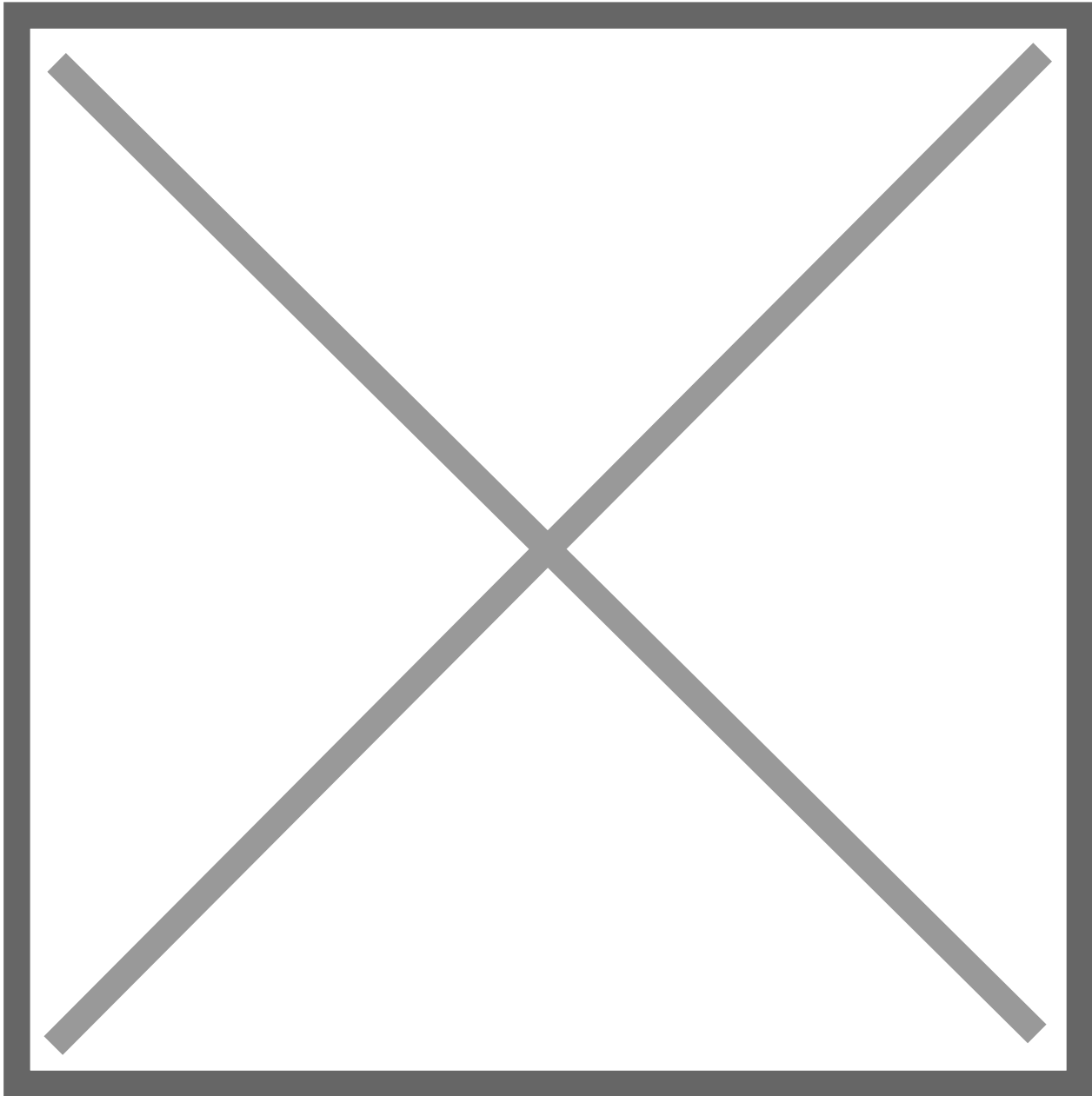
Click Save and close.

Or Save and Next (if there are more than one item)

The window below shows you at the bottom how much quantity of this Purchase order items was received you can then close the window

Click Close

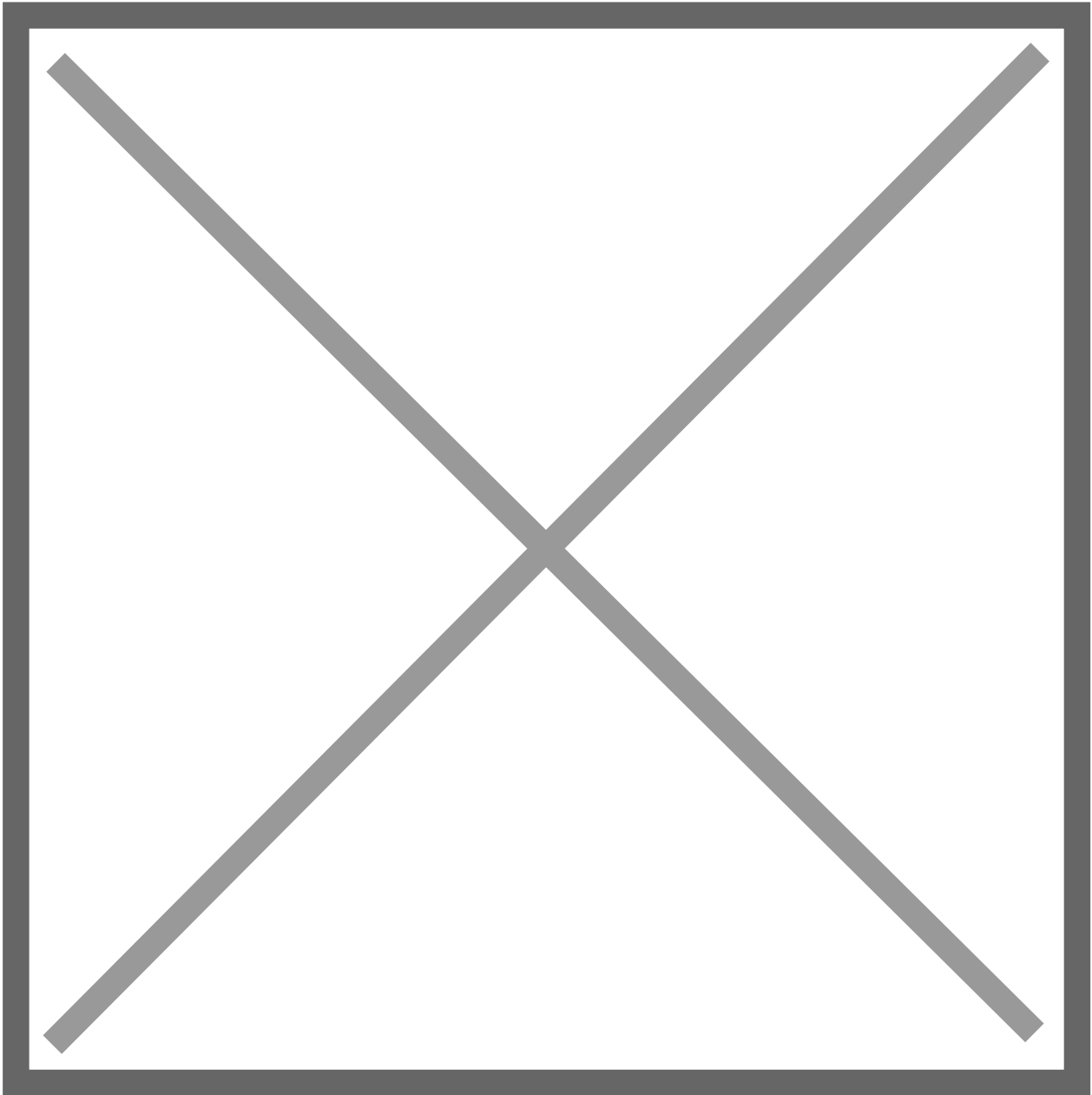




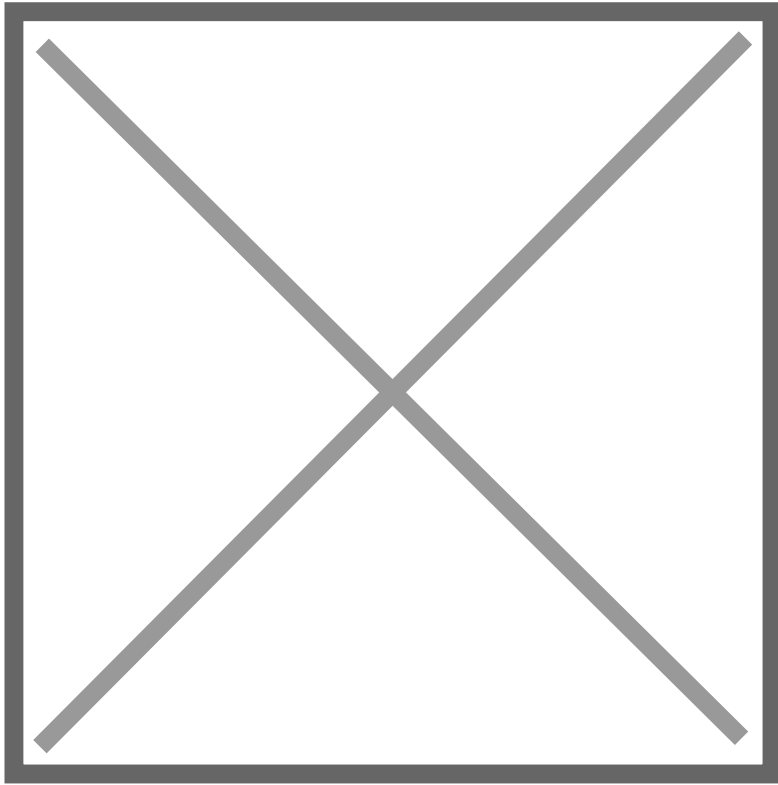
Receive stock to GRV

Once the items have been received, they can now be moved to either a delivery note route or GRV route

Click the Process button and select complete function in the drop down



On the document type drop down select - GRV



Enter the Supplier Invoice Number

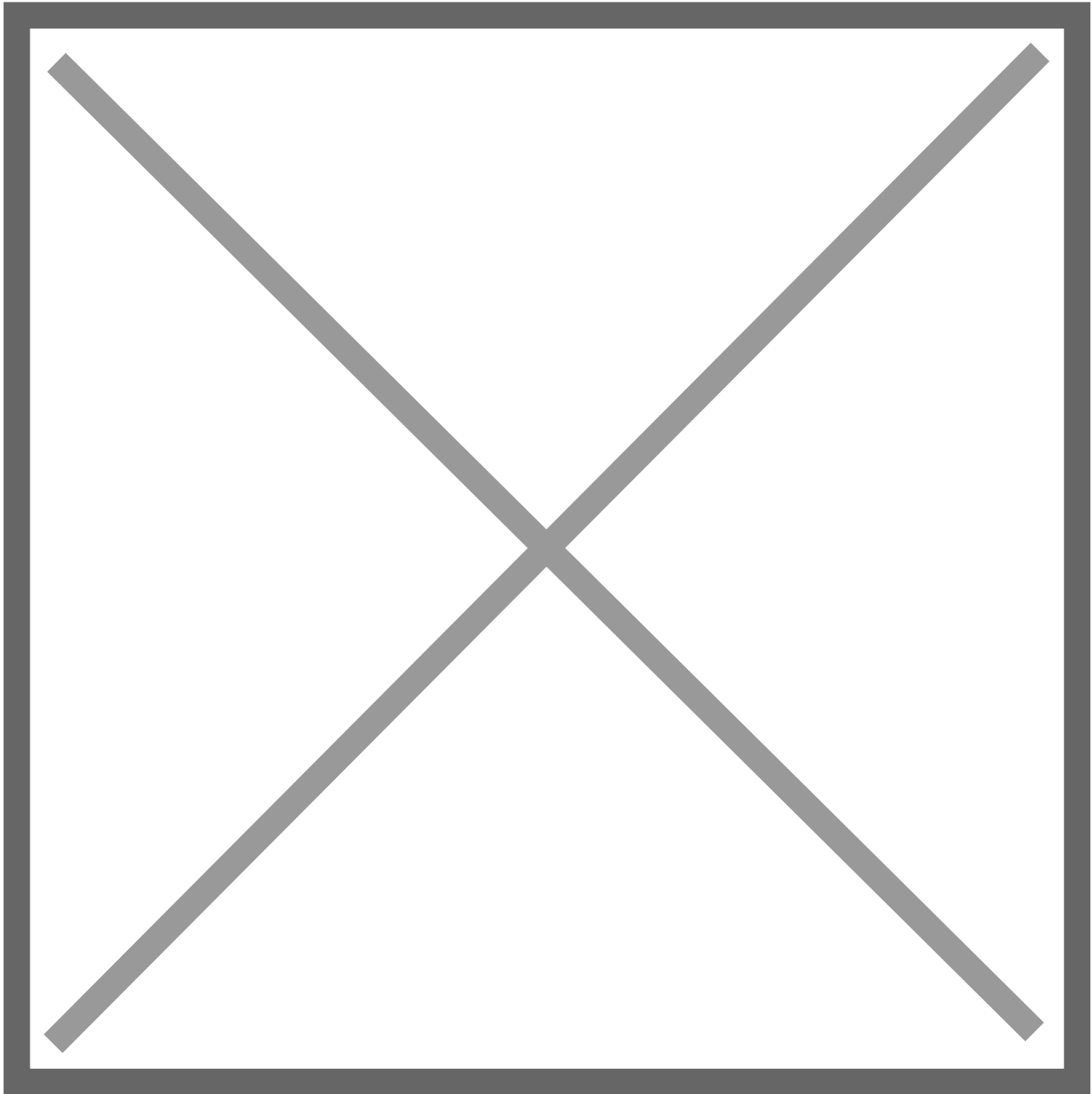
Click continue

The order now moves to Goods received (GRV).

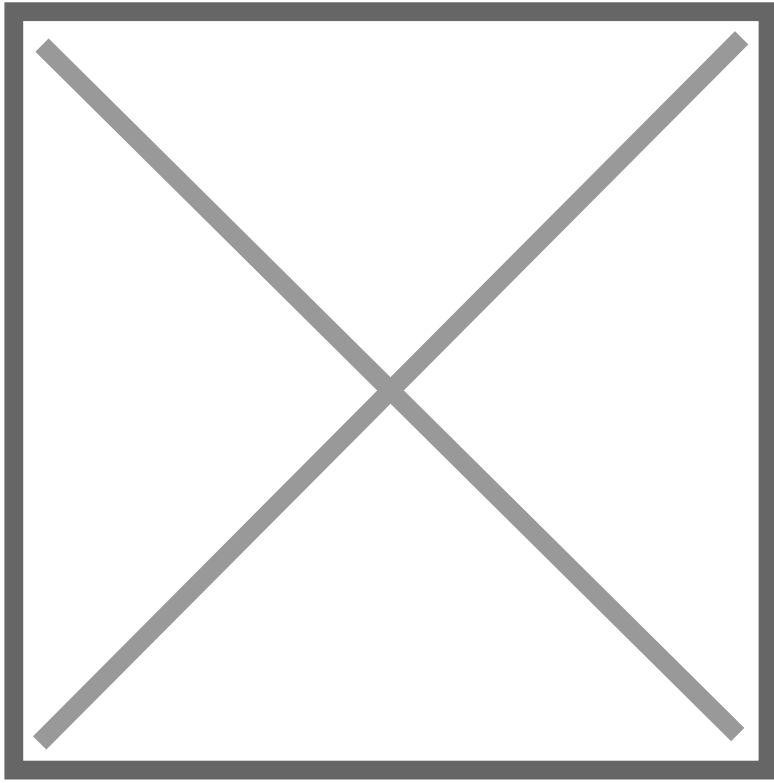
Receive Stock to Delivery Note

Once the items have been received they can now be moved to either a delivery note route or GRV route

Click the Process button and select complete function in the drop down



On the document type drop down select - Delivery Note



Enter the Delivery Number

Click continue

The order now moves to Delivery

Receive Stock

Creditors Module > Activity> Receive Stock

The Receive Stock process is the procedure to properly inspect all incoming ordered goods in the system.

Once your Purchase Order has been Ordered, the next step is to receive the items and that process is done in the receive stock menu item.

Huge ERP allows to receive all ordered items at once or Partially receive items.

The below menu shows a user how to receive all items.

#	Att	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	3084949	PO421328	STE001	abdraw@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect			2023-06-27		PO421347	COO RJ		Ordered		Stock

Select the Receive Stock Menu Item

#	Att	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	3084949	PO421328	STE001	abdraw@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect	2023-06-27		2023-06-27		PO421347	COO RJ		Ordered		Stock

The search criteria allows to search by Entering the name of the Supplier or Supplier account code and Press enter (You need only enter the first few letters of the name)

Click on the required Supplier from the drop-down list

Check the date range that the purchase order was done

Click Search.

If you know the Purchase Order Number, you can enter the number and click search as well

Double Click on the required Purchase Order Line

The receive stock window will open up

Receive Stock Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan

PO Number: PO421347 PO Status: Ordered

Supplier: COD RJ Description: Stock

Supplier Name: RJ Connect Reference: Pretoria

Received Date: Currency: Rand S... Exchange Rate: 1

PO Date: 2023-06-27 Long Description:

Ship To: Branch Arrived At Site:

Save Close Print View Stock Req Receive Stock Receive All

Items

Page 1 of 1 Confirm Qty Confirm All Confirm Scan Show All Lines: Displaying 1 - 1 of 1

#	Image	Stock Type	Code	Description	Order Qty	Received Qty	Delivery Date	Day	Balance Qty	Processed Qty
1		Stock	MAN	Mango	50		2023-06-27	Tue	50	

Footer

Comments: % Received: 0.00 Total Received Qty: 0.00

If you are sure that you physically received all the correct items and quantities, you can click on the “Receive All” button.

This saves you time from having to receive each item individually. (in the case where you have ordered several items).

Alternatively, click the Receive Stock button

Enter the quantity of the respective item received

Receive Stock Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan Save Close Print View Stock Req Receive Stock Receive All

PO Number: PO421347 PO Status: Ordered
Supplier: COD RJ Description: Stock
Supplier Name: RJ Connect Reference: Drotoria
Received Date: PO Date: 2023-06-27
Ship To: Branch

Items

#	Image	Stock Type	Code
1		Stock	MAN

Page 1 of 1

Serial Numbers Import S/N

Stock Item: MAN - Mango
Ordered Qty: 50
Unprocessed Balance: 50
Total Received Qty: 0
Received Qty: 50
UOM: 0

Save & Next Save & Close Close

Full Lines: Displaying 1 - 1 of 1

Day	Balance Qty	Processed
Tue	50	

Enter the Actual quantity received of the item.

Click Save and close.

Or Save and Next (if there are more than one item)

The window below shows you at the bottom how much quantity of this Purchase order items was received you can then close the window.

Click Close

Receive Stock Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan

PO Number: PO421347 PO Status: Ordered

Supplier: COD RJ Description: Stock

Supplier Name: RJ Connect Reference: Pretoria

Received Date: 2023-06-27 Currency: Rand S... Exchange Rate: 1

PO Date: 2023-06-27 Long Description:

Ship To: Branch Arrived At Site:

Save Close Print View Stock Req Receive Stock Receive All

Items

Page 0 of 0 Confirm Qty Confirm All Confirm Scan Show All Lines: No data to display

#	Image	Stock Type	Code	Description	Order Qty	Received Qty	Delivery Date	Day	Balance Qty	Processed C
---	-------	------------	------	-------------	-----------	--------------	---------------	-----	-------------	-------------

Footer

Comments:

% Received: 100.00 Total Received Qty: 50.00

Complete Receive Stock process to GRV

Once the items have been received, the transaction can now be moved to either a delivery note route or GRV route

Select the required PO (Receive stock) from the grid and click the Complete Button

Click the Process button and select complete function in the drop down

Receive Stock Search

Search Part-Full Receive Screen Receive All Shortcut Barcode Scan View PO Complete Print

Basic Search Scan Search Custom Search

PO Number: Date From: 2023-06-25 Date To: 2023-06-27

Description: Reference: Status: All Job Number:

Overdue Items 51 Today Items 0 Next 7 Days 0 Arrived On Site 0

Orders Waiting Received Scan Arrived On Site Delivery Schedule Items Due

Page 1 of 1 Remove Paging: Follow up Email Revert to PO Close PO Print PO Barcode

#	Alt	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	3084949	PO421328	STE001	abdrew@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect	2023-06-27		2023-06-27		PO421347	COD RJ		Ordered		Stock

On the document type drop down select - GRV

Supplier: RJ Connect

Document Type: Goods Received Note

Action:

Supplier Invoice No: A1547

Notify User:

Partially Complete: ☐

PO as Order Number: ☐

Print Receive Document: ☐

Keep PO Date: ☐

Continue Close

Enter the Supplier Invoice Number

Click continue

The entry now moves to Goods received (GRV).

Note: At this point even though the stock has been physically received, the system will not show the stock available until the GRV is Processed.

If you receive the stock via a Delivery note or wish the stock to be available immediately, even though the GRV is not processed, then you need to select the “Delivery Note” option from the document type drop down on the above screen.

To complete the procurement cycle, you need to process the Goods Received Voucher (GRV) process.

Refer to GRV processing Manual>>>>

Email send on receive stock

This will only work with Stock Receive lines that are linked to a Job.

Any item that is flagged for sending an email to a customer based on the job number

Setup of items flagged for Receive stock emailing

Inventory Module > Configuration > Extra Details

Enable the stock item to allow an email to be sent to the customer of the job line.

- Double click on the item to open and under the **Extra Details** tab, tick the "**Send Receive Stock Email**" box
- Click "Save"

The screenshot shows the 'Edit Inventory Item' window with the 'Extra Details' tab selected. The 'Send Receive Stock Email' checkbox is highlighted with a red box. The window contains various fields for inventory management, including dimensions, wastage, and labeling options.

Edit Inventory Item

Inventory Detail

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: 00-1000 Description: African Daisy Seed

General Details More Details **Extra Details** Pricing Levels Properties Comment / Replace Custom Fields

Width: Height: Length:

Cut Length: 1 Task Hide Line: Invoice Value Summary:

Wastage Item: Wastage Item Quantity: Length: Weight: Width: Height: Ratio: Other:

Label: African Daisy Seed 18 Print WHS Label:

VSDC Item Type: Project: Origin Country: Division: VSDC Packing Unit: Shelf Life: - Days

Weight per Unit: 0 Weight Ratio:

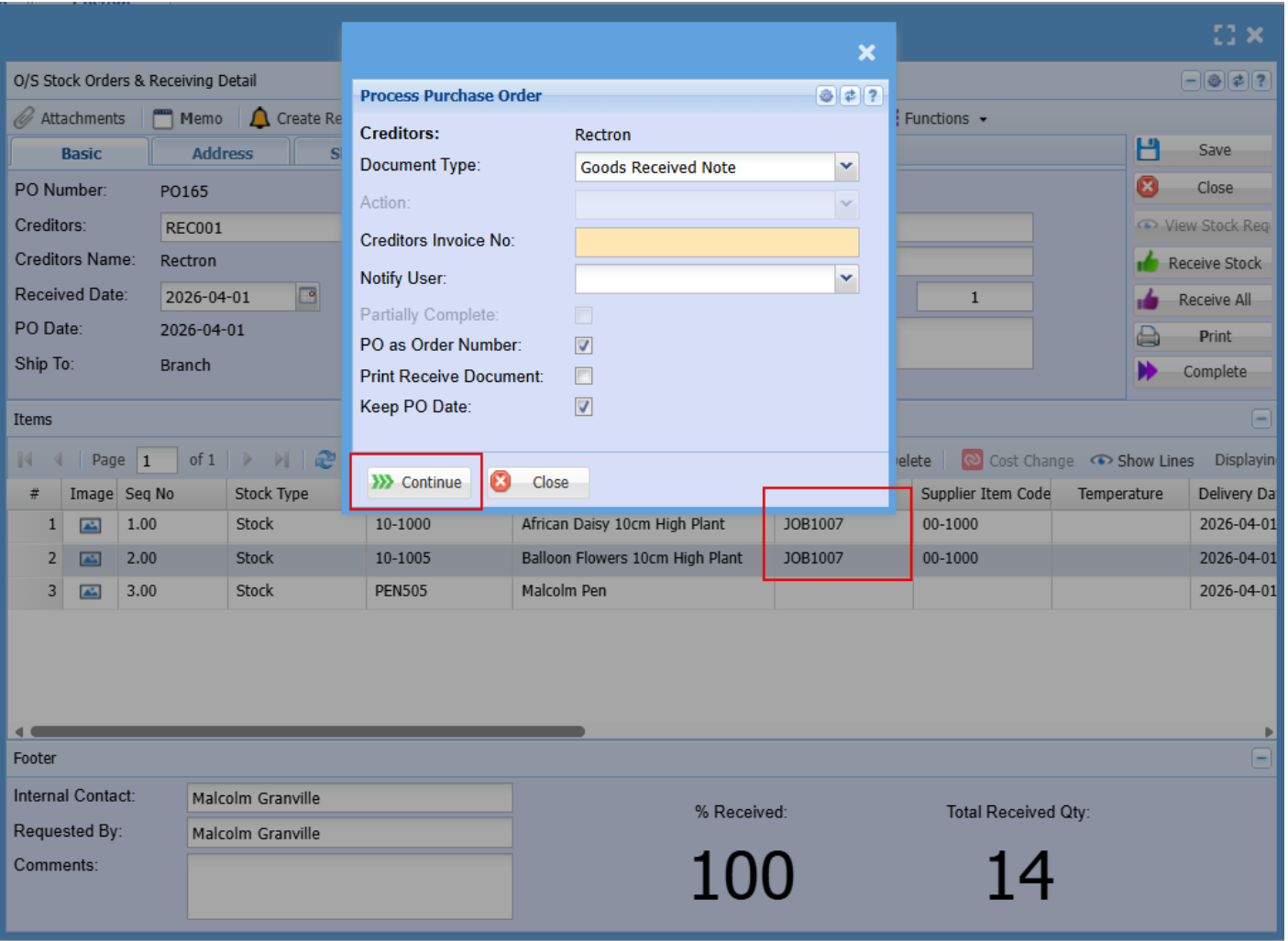
Send Receive Stock Email:

Save & New Save & Close Save Close Recalculate Item

On complete of receive stock, an email will be sent to the customer notifying them that stock has been received.

Only the items with job numbers will be sent.

The customer will receive one email with information on the items received that were flagged for Receive stock email.



Email template

The email template is found in CRM, Configuration setup called Email templates

The type if Receive stock job email

CRM

Configuration

- Check List Template Setup
- Check List Groups
- Check List Questions
- Interaction Types
- Website Support Groups
- Website Support Forms
- Support Log Ticket Setup
- Contract Maintenance
- Time Tracker Config
- Inventory Setup
- Debtors Setup
- Build Task Setup
- Quote Template Setup
- Expense Setup
- Sales Lead Setup
- Email Templates

Email Template Letters

Search

Add

Edit

Delete

Print

Code:

Description:

Active: ☒

Email Type:

All

All

Customers

Suppliers

Job Management

Job Receive Stock

Page 1 of 1

Remove Paging: ☐

#	Code	Description	Type	Active
1	Newsletter Oct 2024	Barcode Products Newsletter Oct 2024	Customers	Yes
2	Nov 2024 Newsletter	Barcode Productions Nov 2024 Newsletter	Customers	Yes
3	ChrisImageTest	See if images are saved	Customers	Yes
4	Newsletter October	The Flower Co. - October Newsletter	Customers	Yes
5	Job Template 1	Job Template One	Job Management	Yes
6	Customer Notify	Customer Notify of stock received	Job Receive Stock	Yes

New type for Receive Stock Job line email

Email Template Letters

Search

Add

Edit

Delete

Print

Code:

Description:

Active: ☒

Email Type:

All

Page 1 of 1

Remove Paging: ☐

#	Code	Description	Type	Active
1	Newsletter Oct 2024	Barcode Products Newsletter Oct 2024	Customers	Yes
2	Nov 2024 Newsletter	Barcode Productions Nov 2024 Newsletter	Customers	Yes
3	ChrisImageTest	See if images are saved	Customers	Yes
4	Newsletter October	The Flower Co. - October Newsletter	Customers	Yes
5	Job Template 1	Job Template One	Job Management	Yes
6	Customer Notify	Customer Notify of stock received	Job Receive Stock	Yes

Setup default email template for system

This dropdown will only look at types: Receive Stock Job Line

System Configurati... <



Administration —

Company Profiles

Defaults

Financial Periods Setup

Backups

Multicurrency

Multilingual

Custom Fields

Reference Values

Custom Period Setup

Imports

Emailing Schedule Setup

Export Schedule

General +

General Ledger Lin... +

Security +

Reports +

System Defaults

Save Please Note: Remember to save your default setting before leaving this window.

System Defaults General Ledger Debtors Creditors Inventory Webatar Asset

Default Item:

Doc Import Supplier:

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type:

Print Type: Detail

Creditor Payments Defaults.

GL Bank Account:

CashBook Type:

Creditor Cash Book Export Format.

Export Bank Format:

Set PO to update supplier cost when authorized

Update Supplier Cost On Authorized: ☐

Activate warning for PO with no Job No

Activate Warning: ☐

Collect Button Text

Address Line 1: To be Collected

Address Line 2:

Shipping Supplier

Shipping Supplier:

PO Receive Stock Line Email Template

Stock Receive Email Template: Customer Notify of stock received

Email will go to two people

1. Default contact person of Job
2. Job Manager

Manage Job

Search

Memo

Attachments

Create Reminder

Info

Workflow

Ready For Invoice

Functions

View Doc

Print Doc

Print

Print Reports

Save

Close

JOB1007 Started ABC Company Days to Completion: -1575

Header

All Job Lines

Stock

Service

Custom

Tasks

Basic

Filter

Functions

Date Details

Address

Shipping / Link

Progress

Custom

Address Type:Physical

Address 1:111 Moorhouse street

Address 2:Christchurch

Address 3:Canterbury

Address 4:New Zealand

Postal Code:8001

Contact Person:John Doe - 021 456 8523View

Contact No:022 123 4569

Division:Executive Division

Region:Auckland

Invoice Group:Commercial

Project:

Manage

Sales Docs

Purchase Docs

Scheduling

Work Flow

Resources

Reminders

Vehicle Assign

Job Team

Alerts

Team:Team 1

Use Team only:

Job Manager:Peter Smit

Job Capturer:Malcolm Granville

Acct. Manager:

Billing Dept.:

Available

Selected

Page 1 of 1

Displaying 1 - 32 of 32

User Name	Prefix
Acck Support	ACCK
Andrew Robbie	AR
Asset Management	AM
Barcode Count	BR
Charlotte Lockhart	

Page 1 of 1

Displaying 1 - 3 of 3

User Name	Prefix
Chris Stone	CS
Craig B	CB
Faheema Granville	