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

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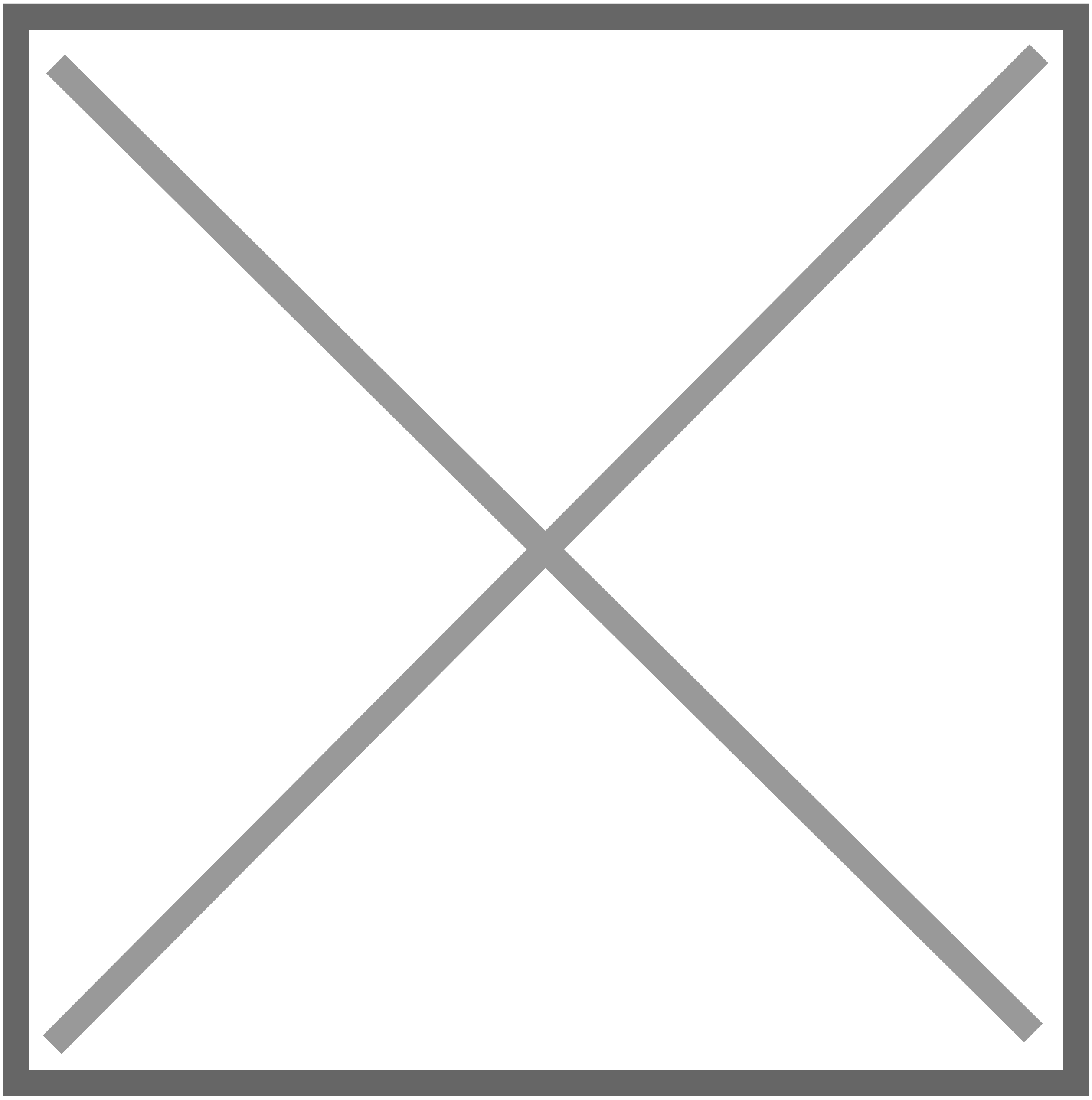
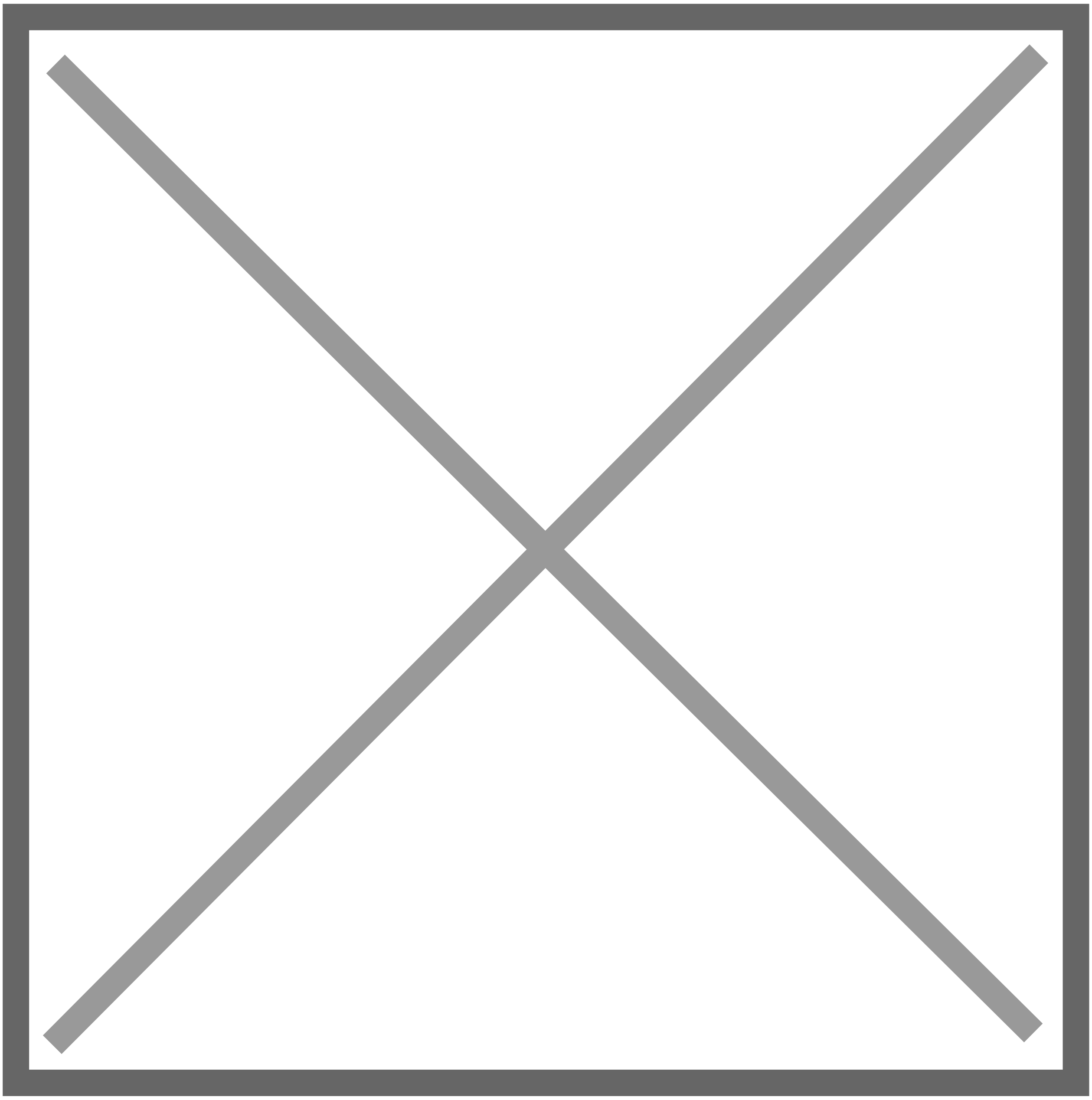
Receive All

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

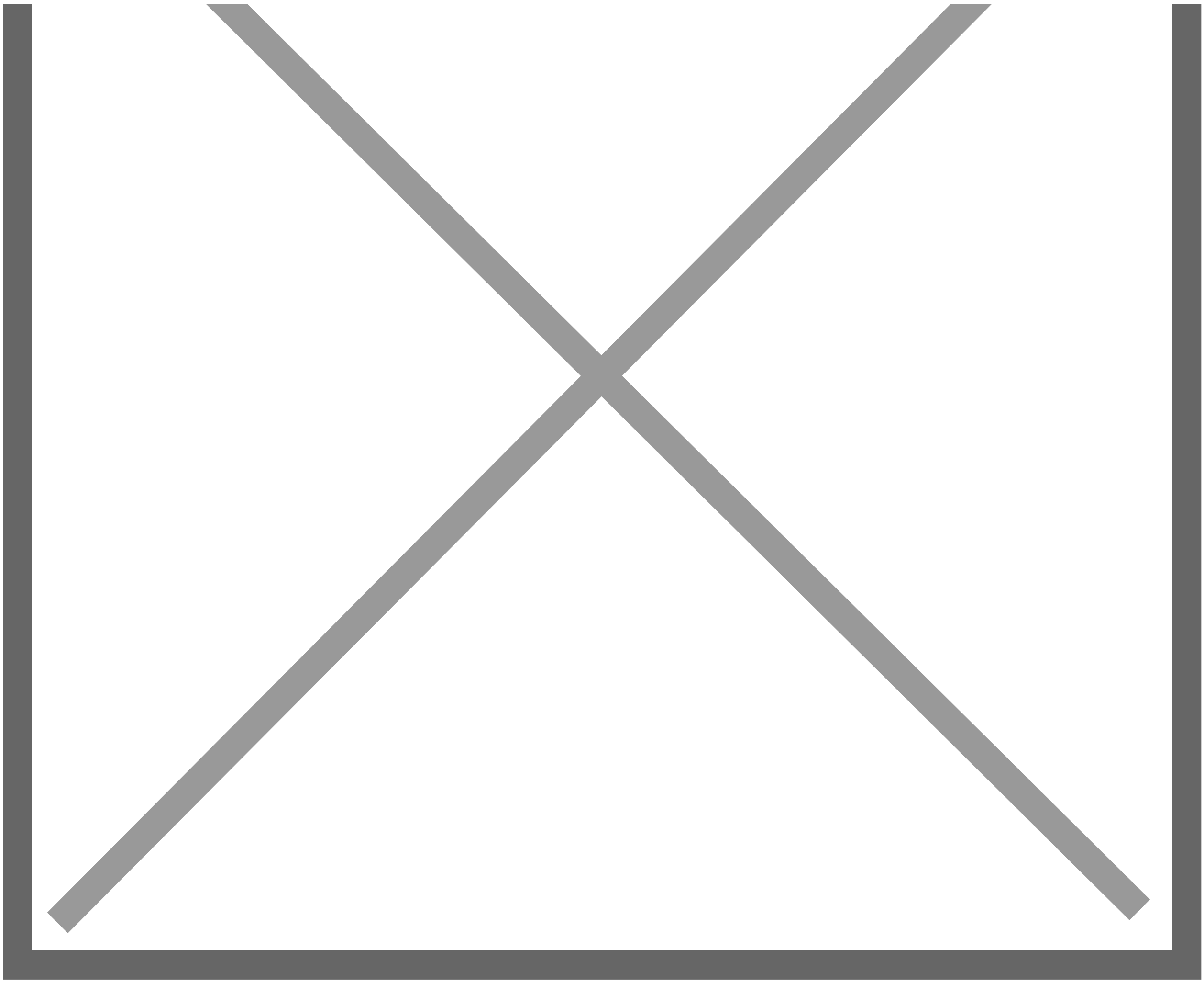
Check the date range that the purchase order was done

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

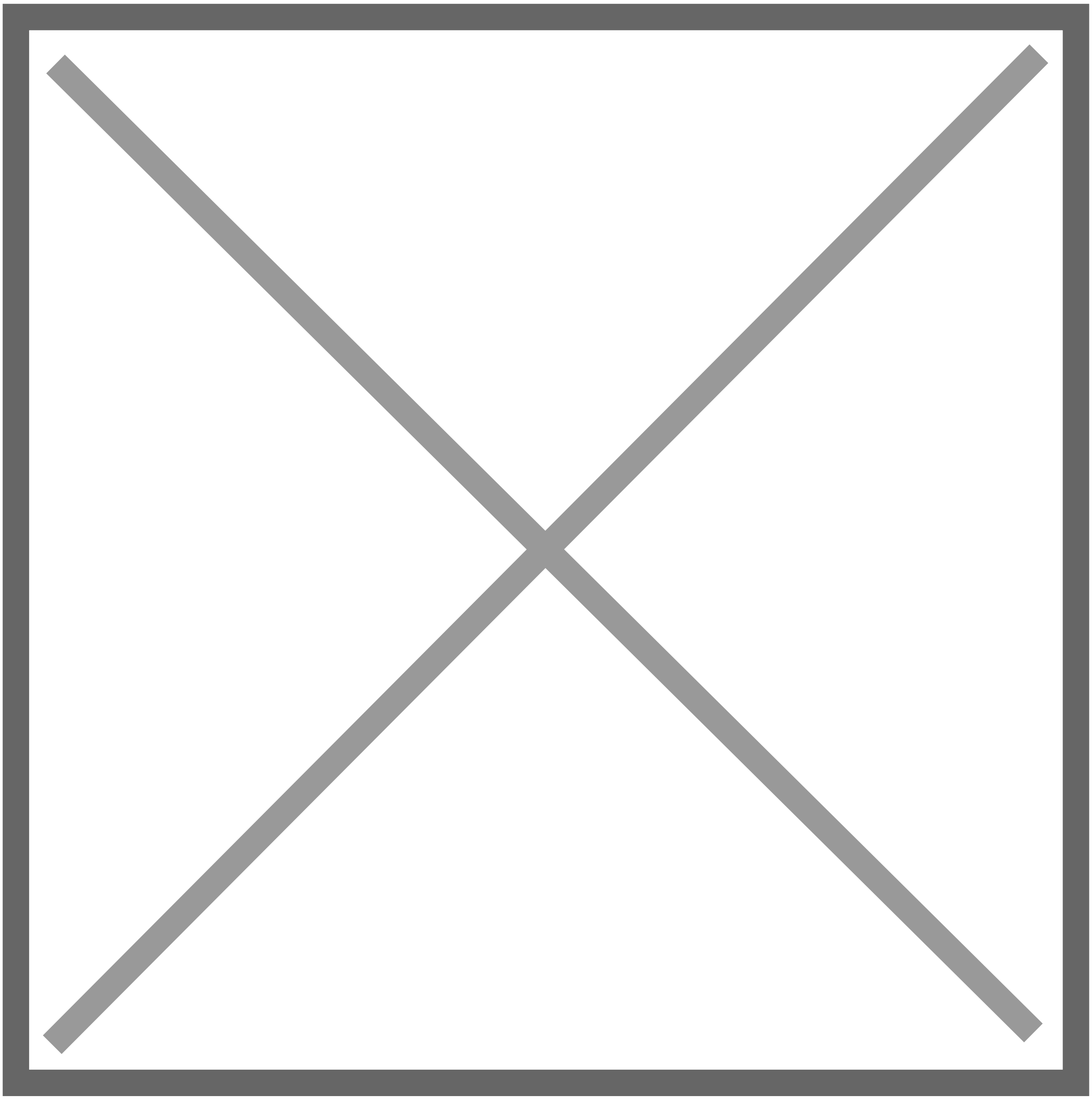


If you are sure that you physically received all the correct items and quantities, you can click on the “Receive All” button.

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



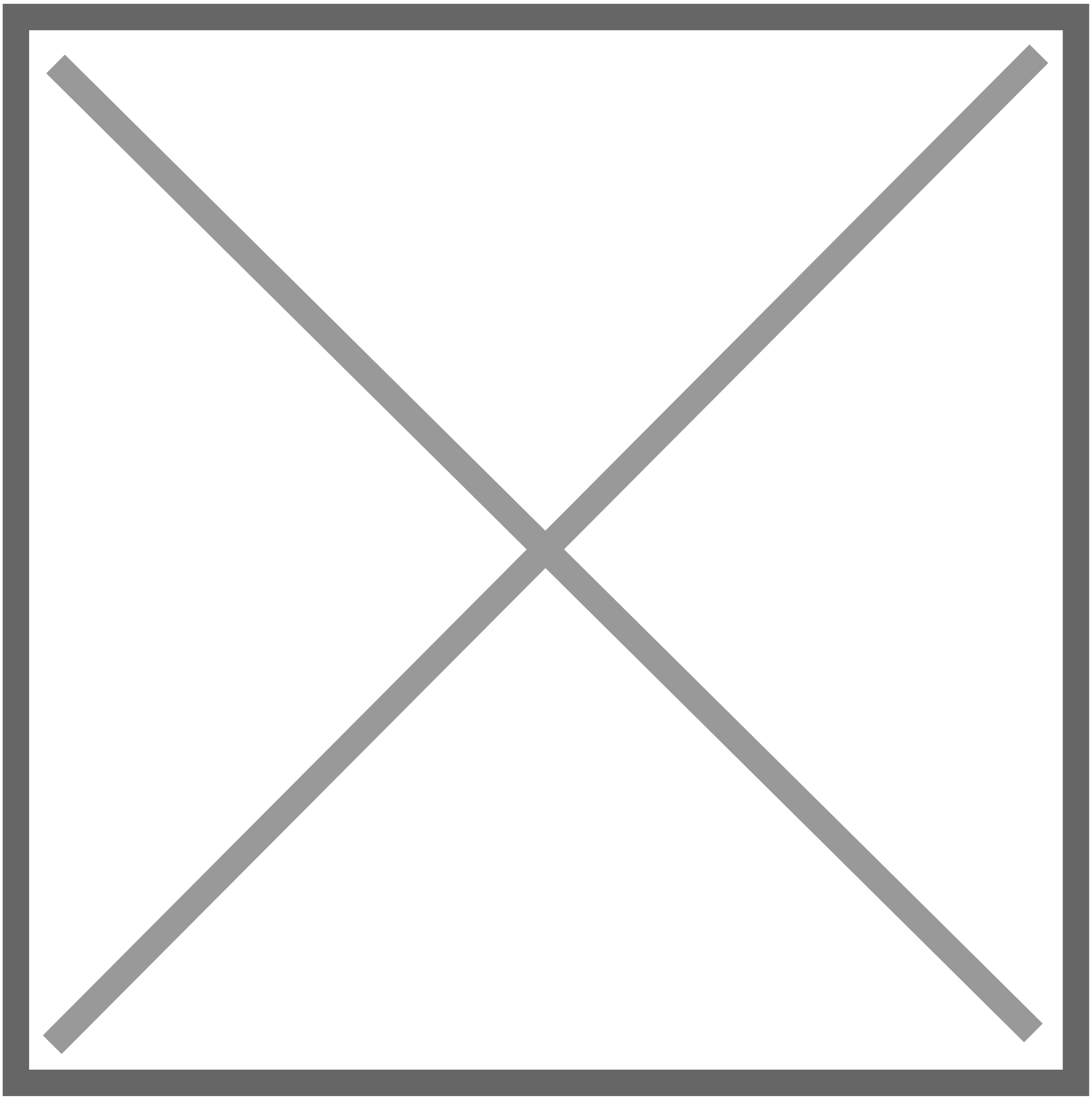
Enter the Actual quantity received of the item.

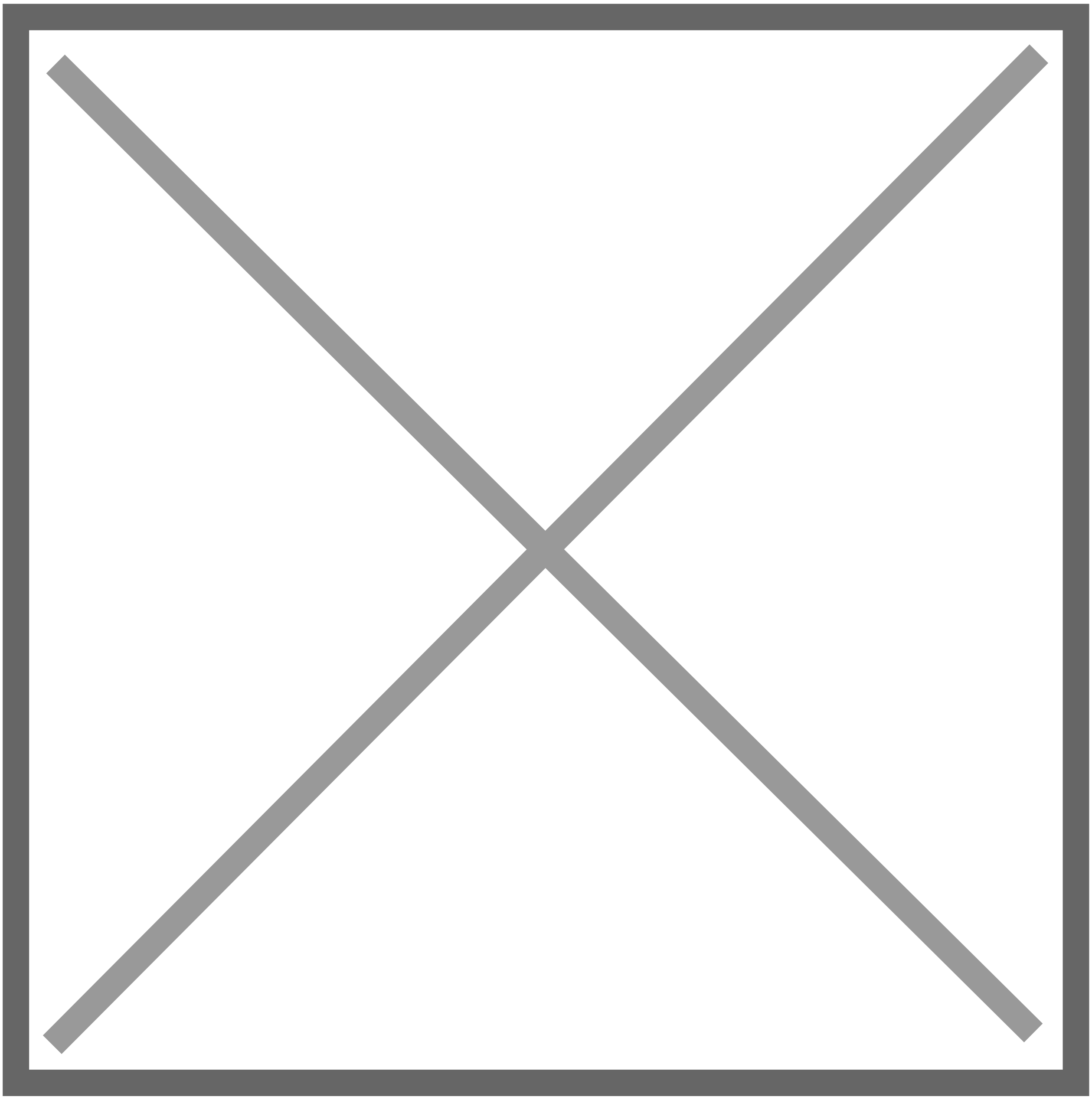
Click Save and close.

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

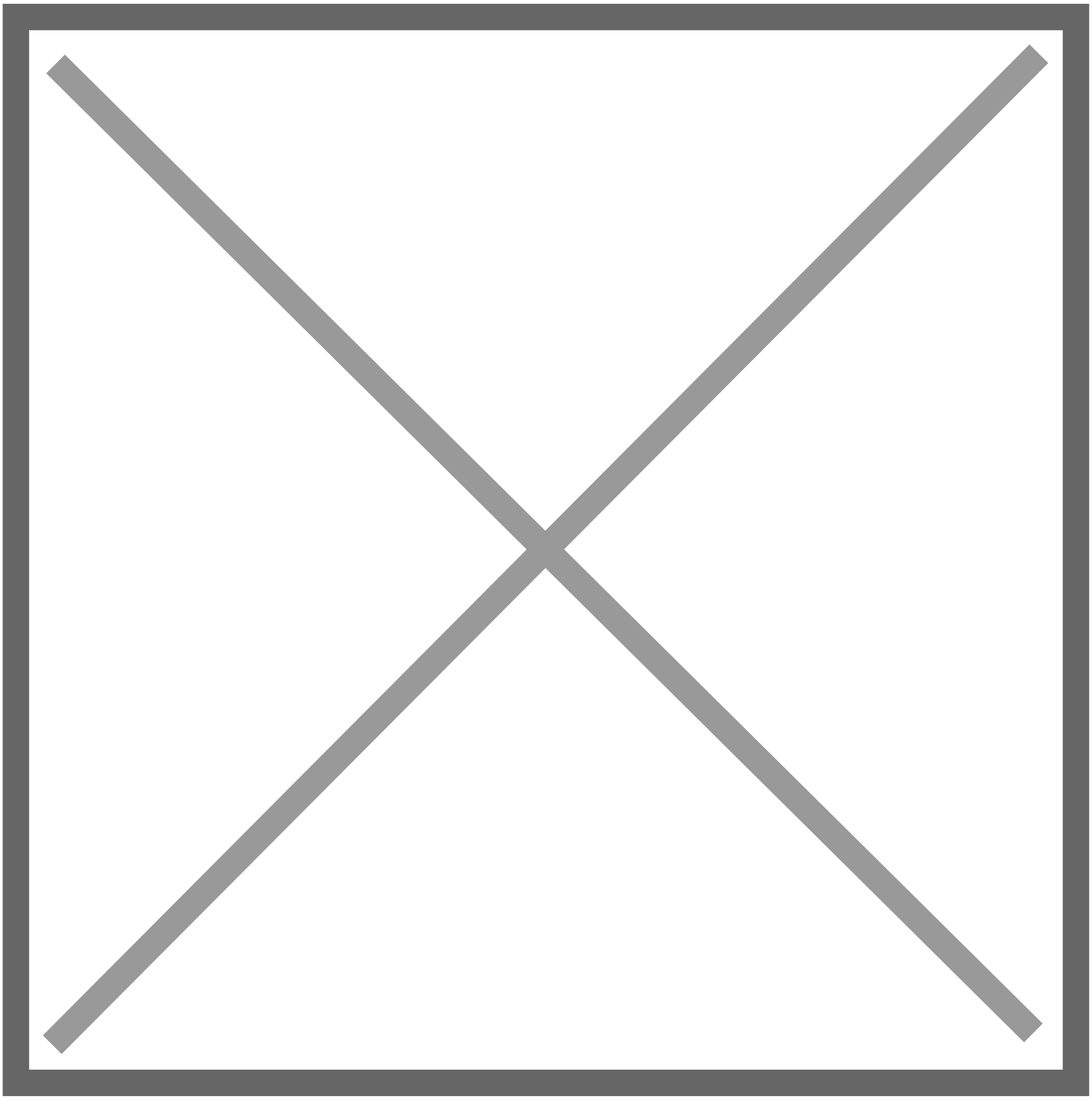




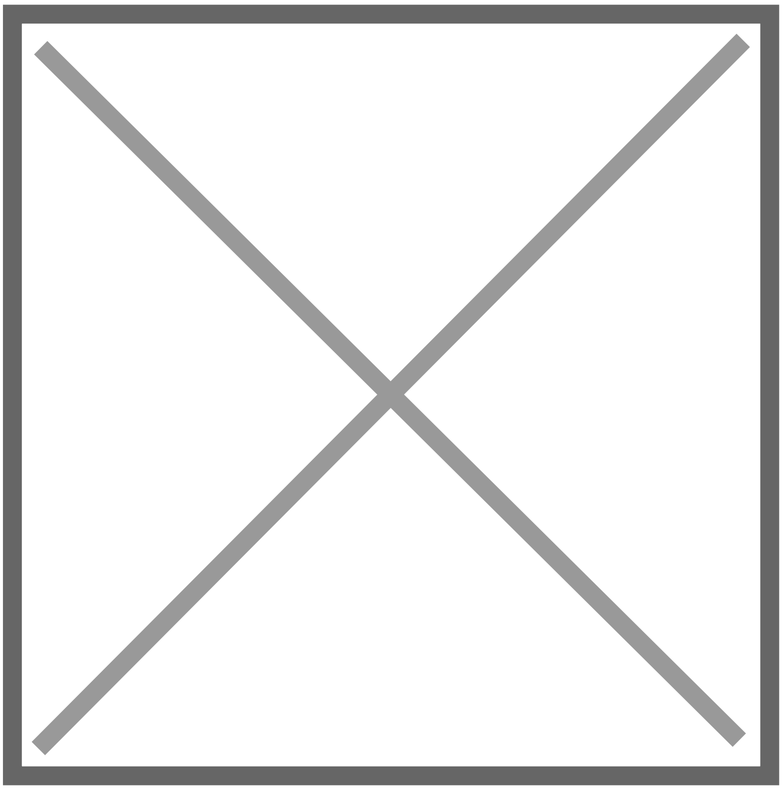
Receive stock to GRV

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

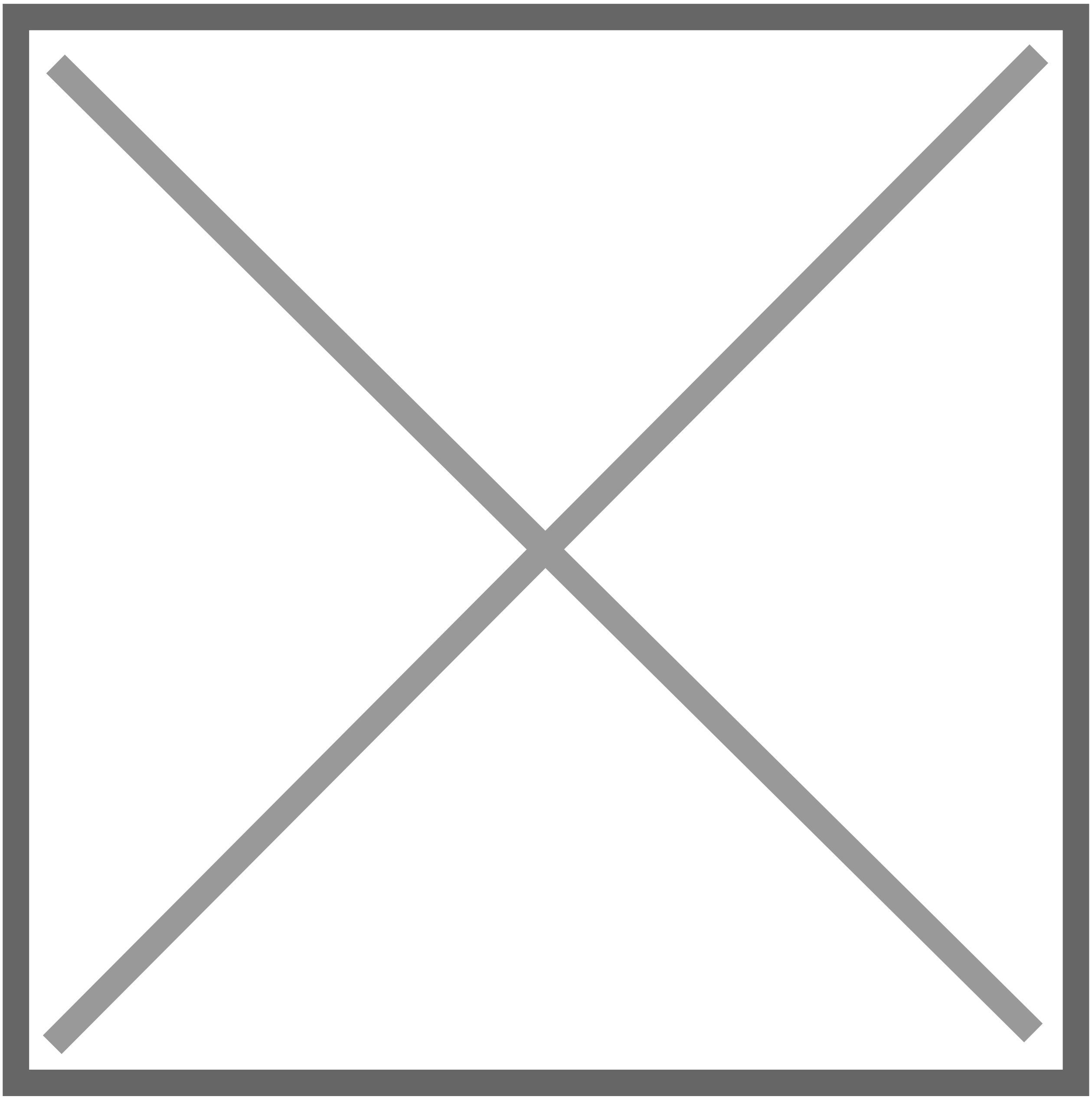
Click continue

The order now moves to Goods received (GRV).

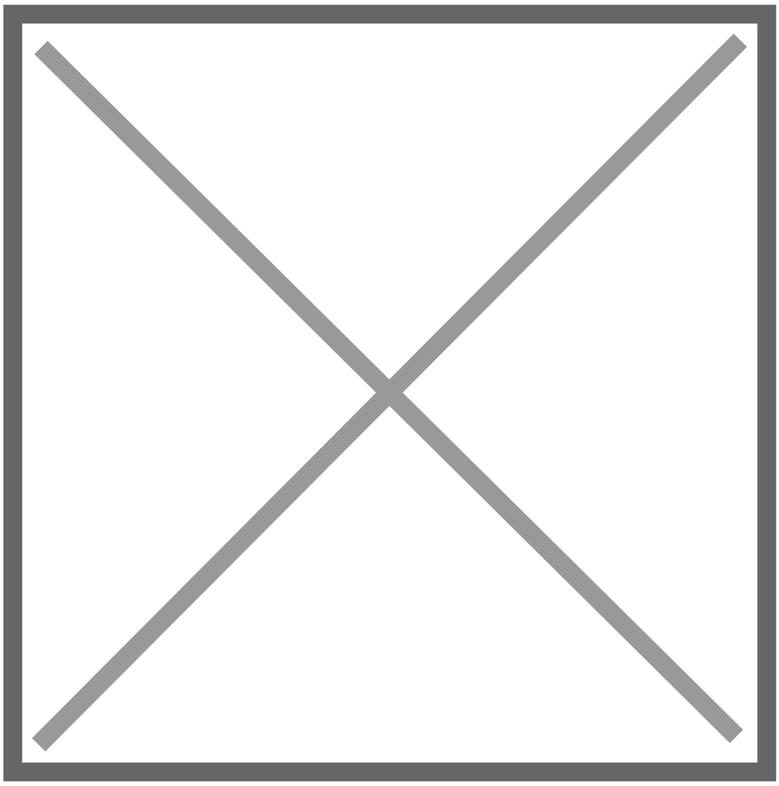
Receive Stock to Delivery Note

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

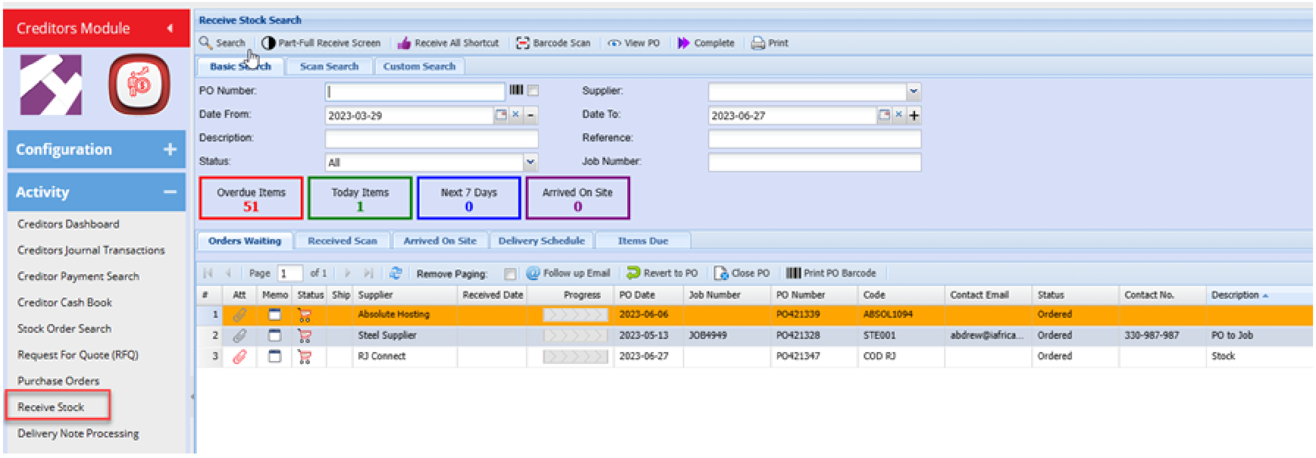
The Receive Stock process is the procedure to properly inspect all incoming ordered goods in the system.

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.

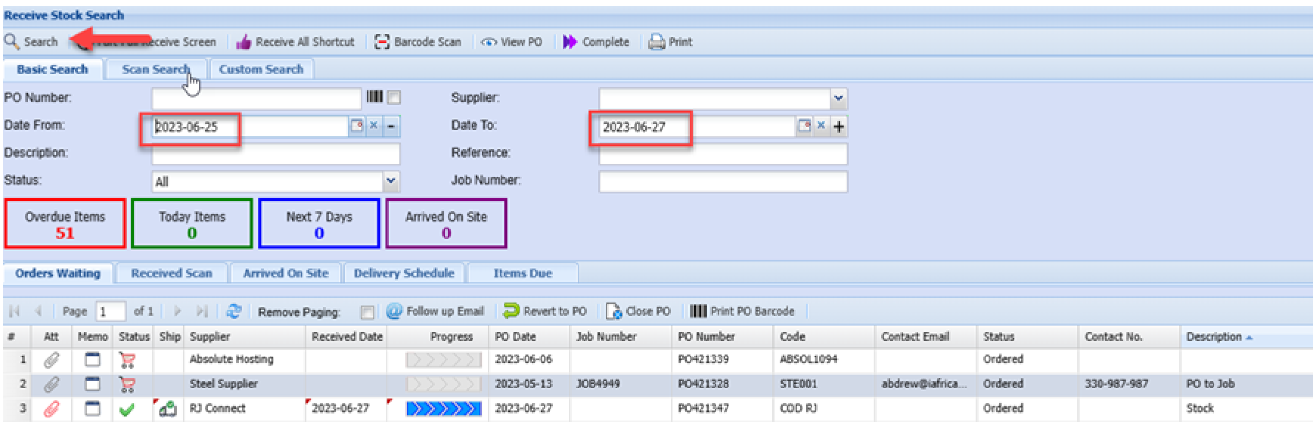
Huge ERP allows to receive all ordered items at once or

Partially receive items.

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



Select the Receive Stock Menu Item



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Click Search.

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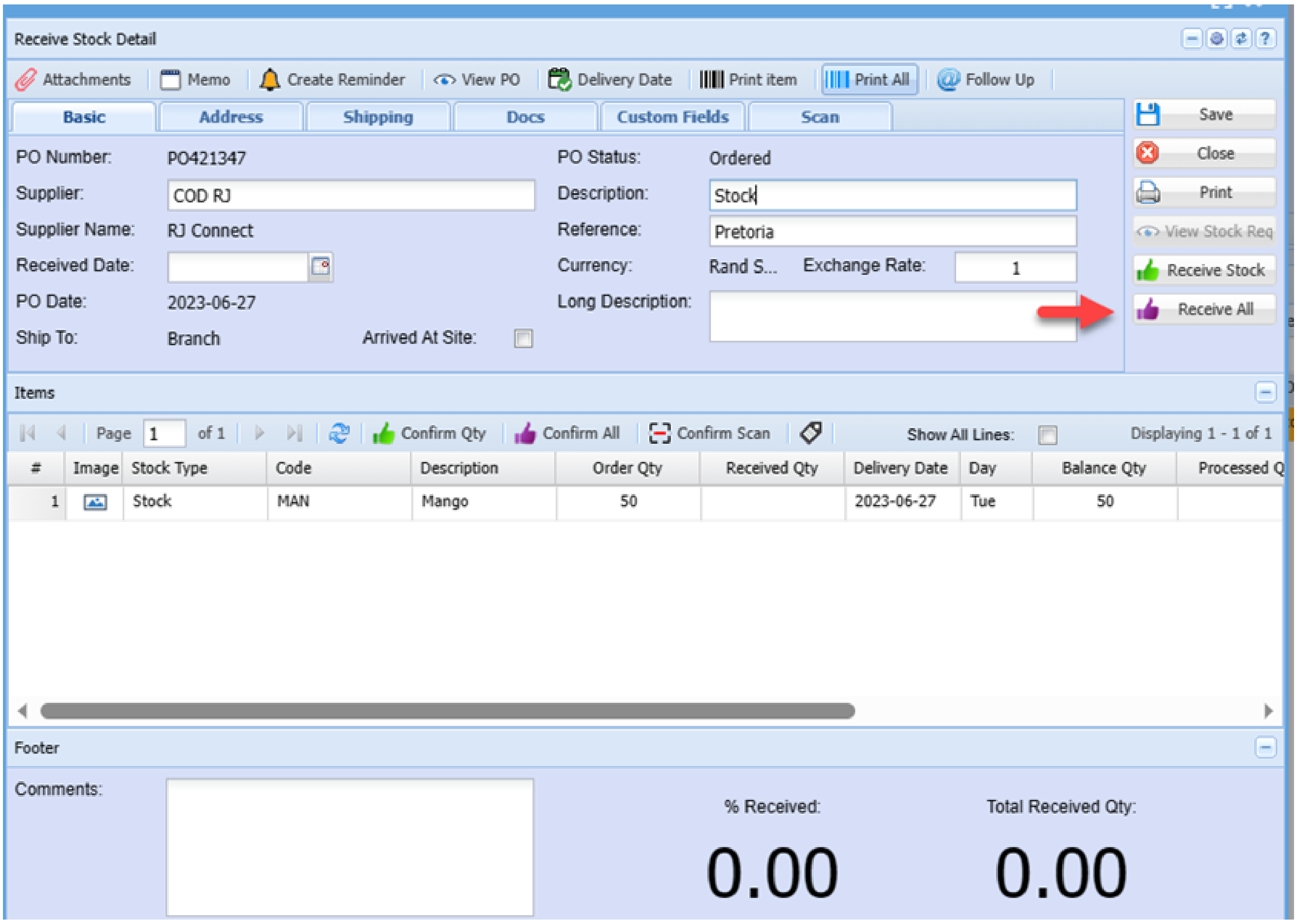
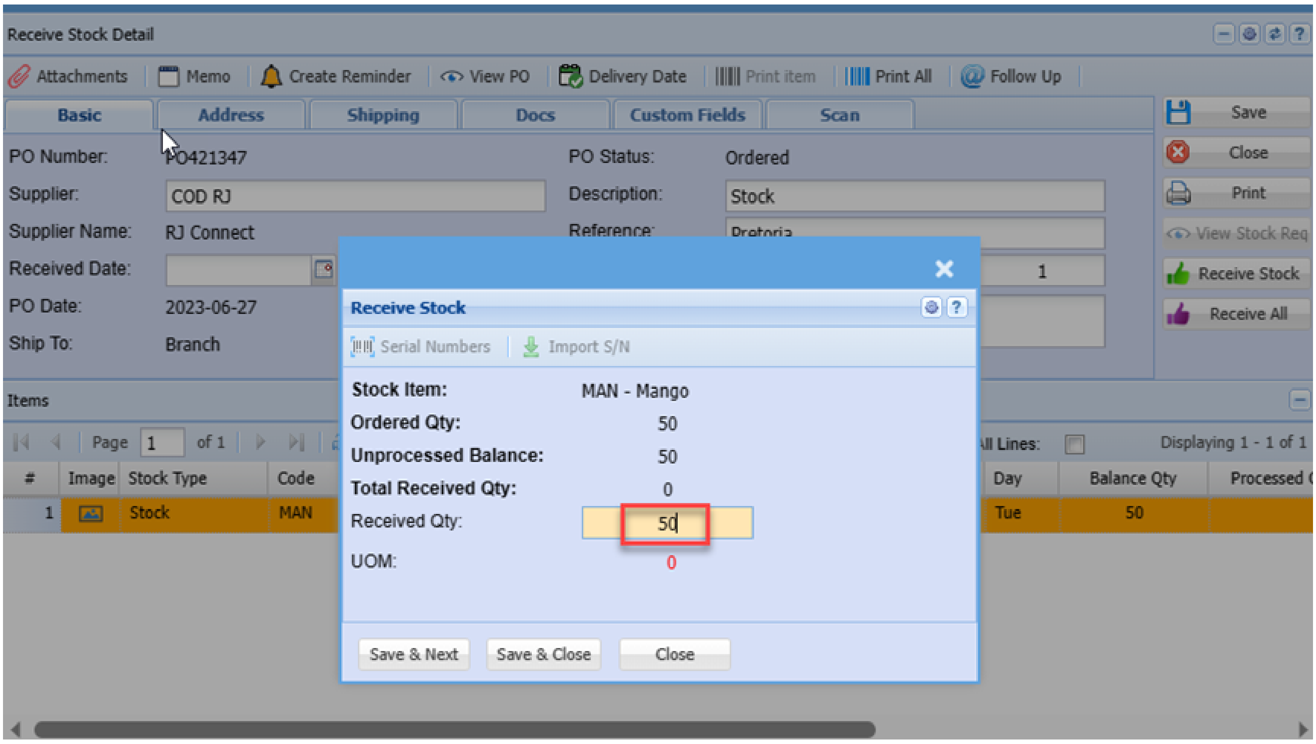


If you are sure that you physically received all the correct items and quantities, you can click on the “Receive All” button.

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



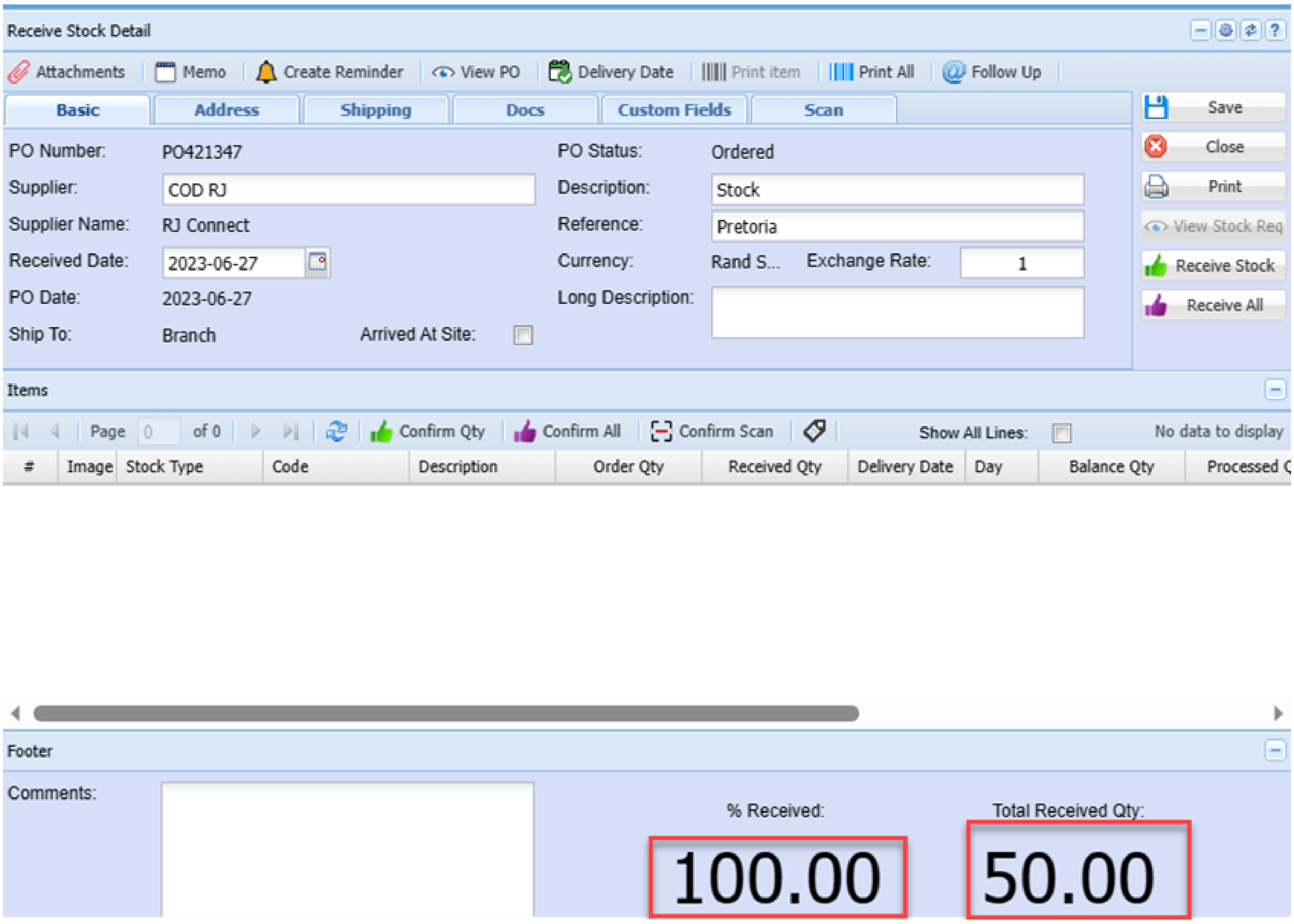
Enter the Actual quantity received of the item.

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

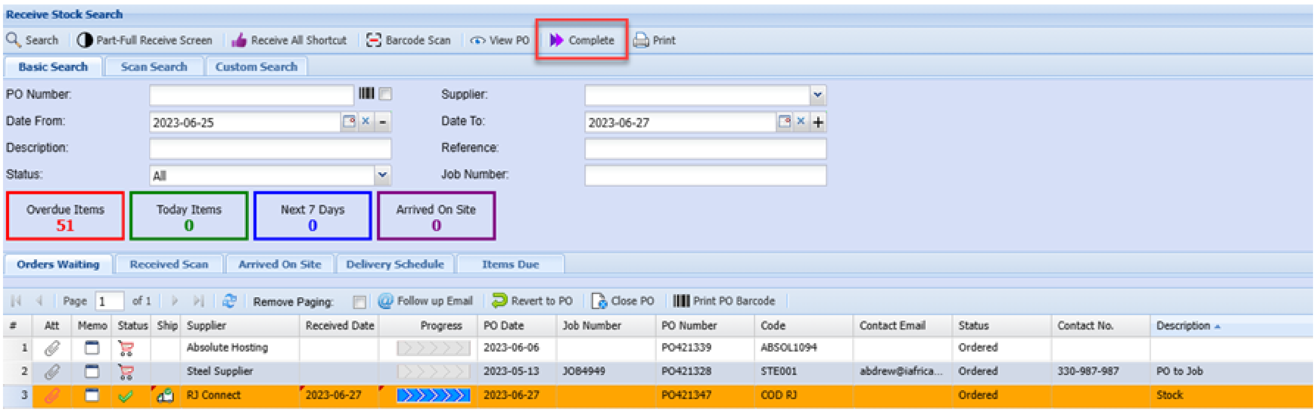


Complete Receive Stock process to GRV

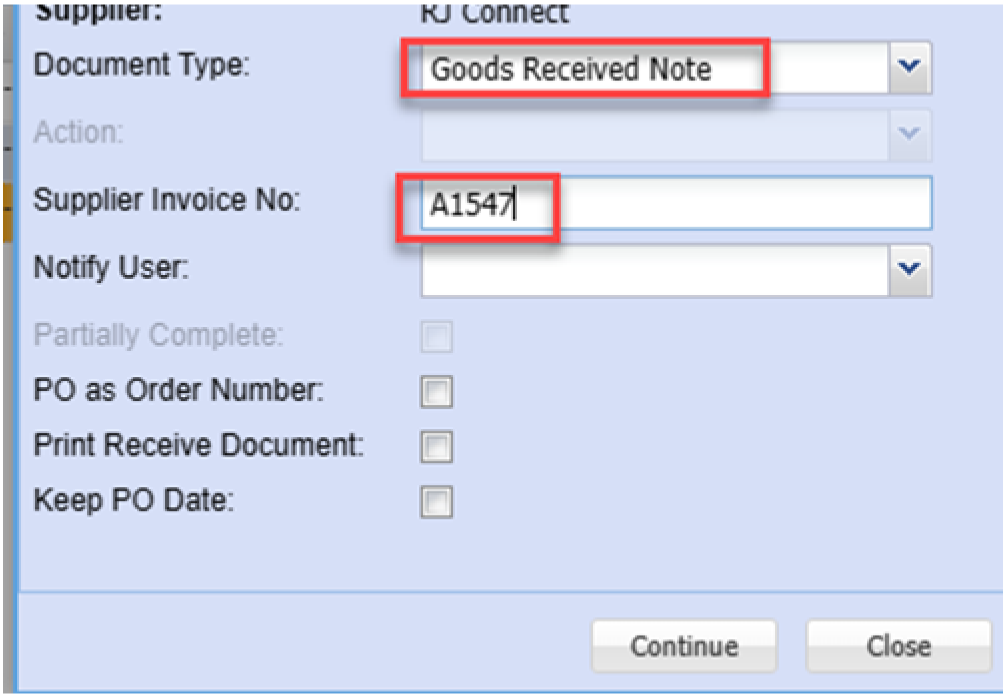
Once the items have been received, the transaction can now be moved to either a delivery note route or GRV route

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



On the document type drop down select - GRV



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.

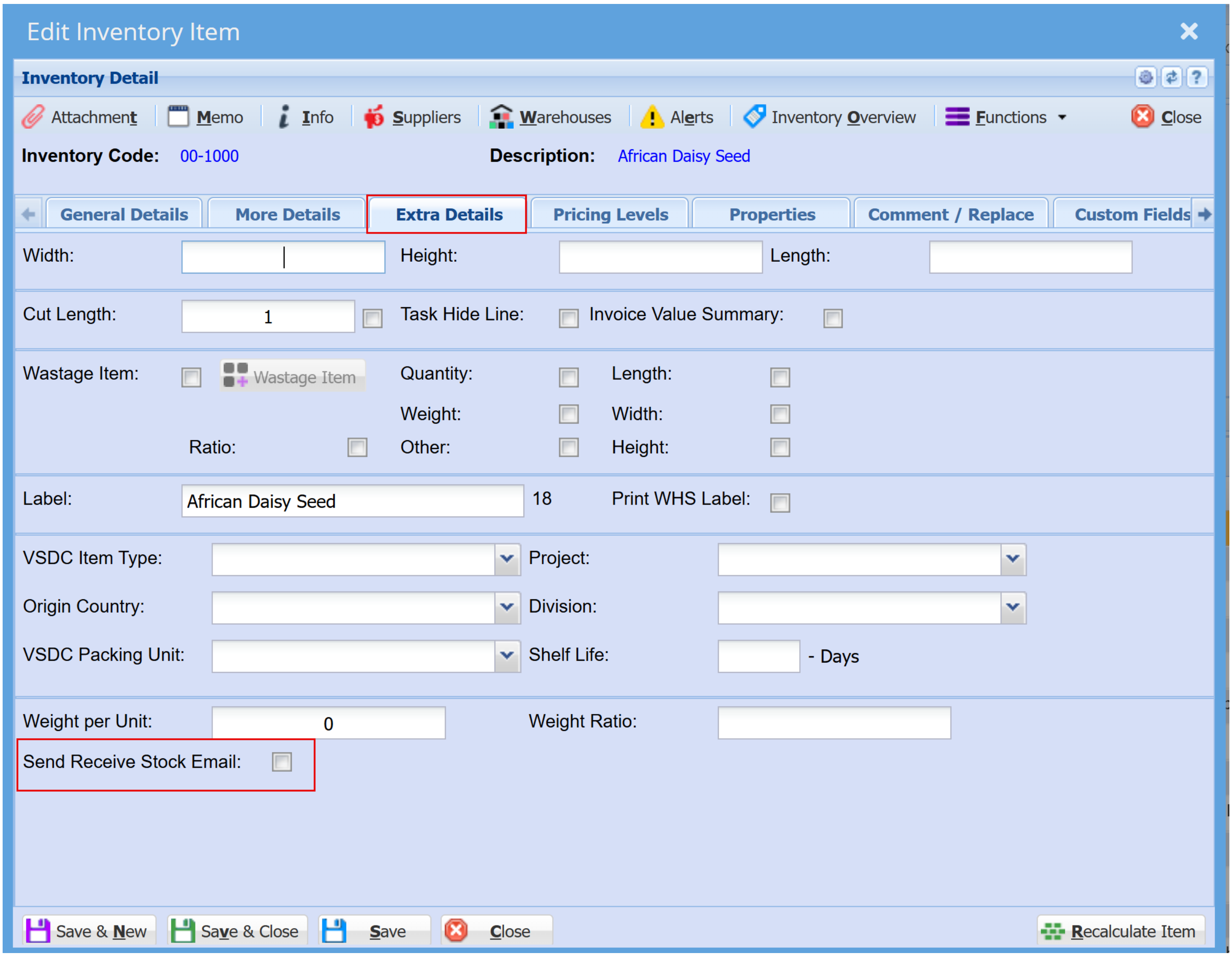
Any item that is flagged for sending an email to a customer based on the job number

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.

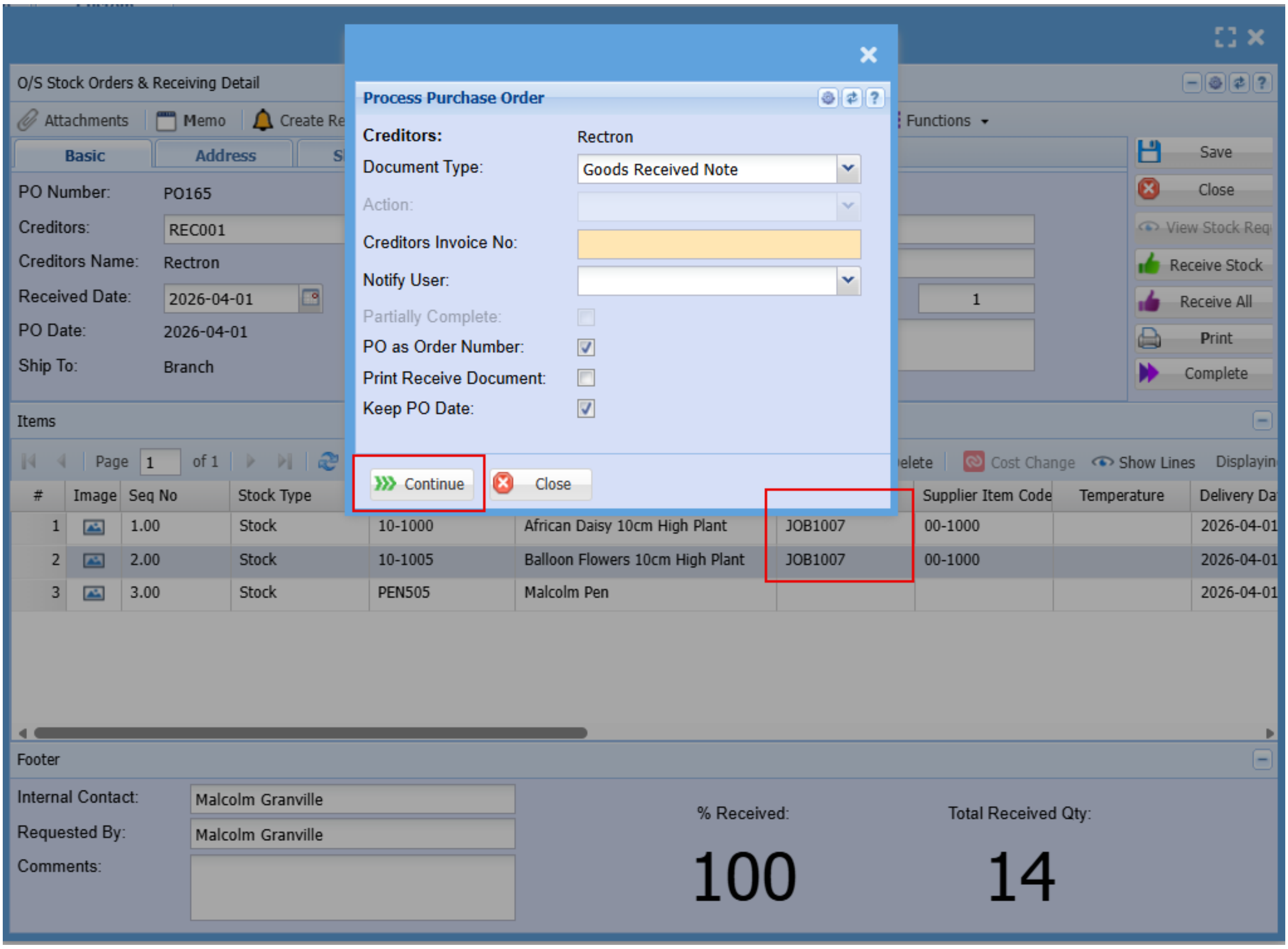
- Double click on the item to open and under the **Extra Details** tab, tick the "**Send Receive Stock Email**" box
- Click "Save"



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.

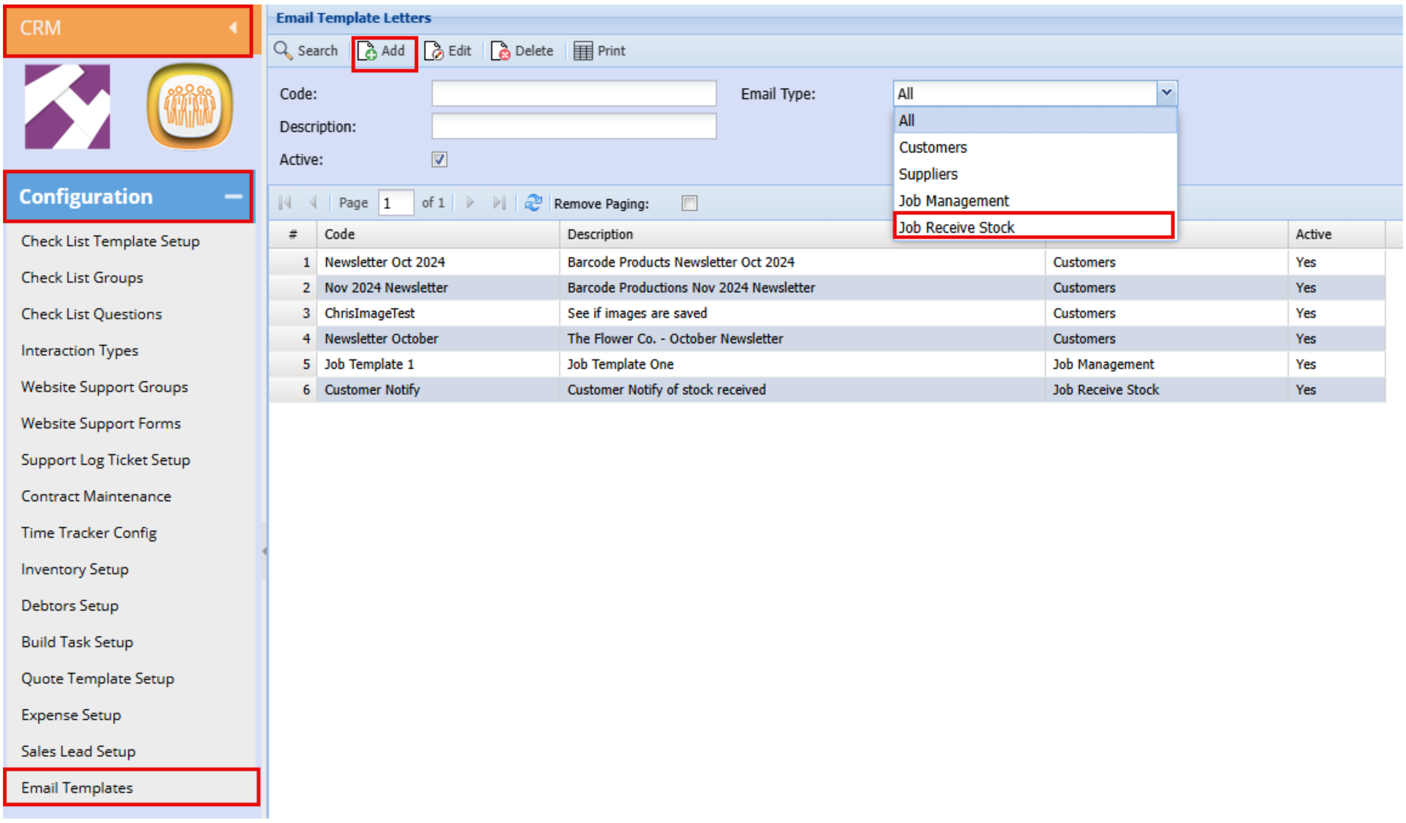
The customer will receive one email with information on the items received that were flagged for Receive stock email.



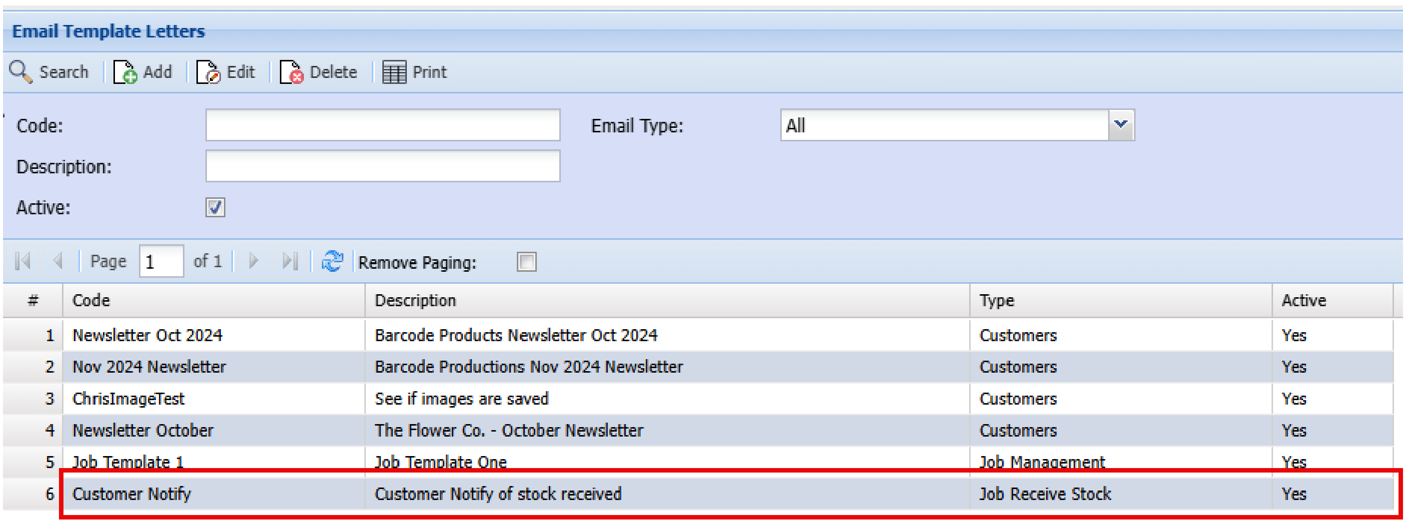
Email template

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

The type if Receive stock job email

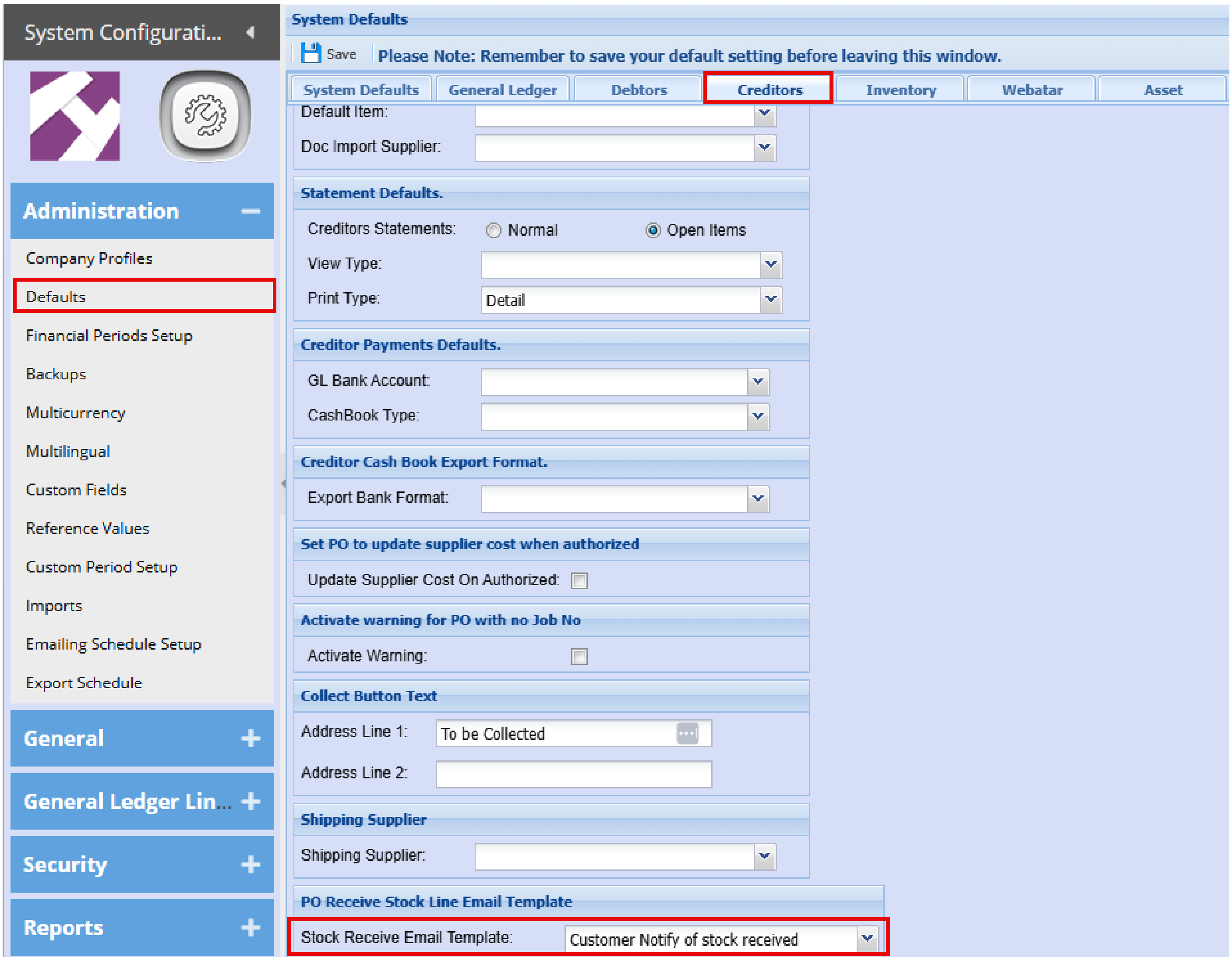


New type for Receive Stock Job line email



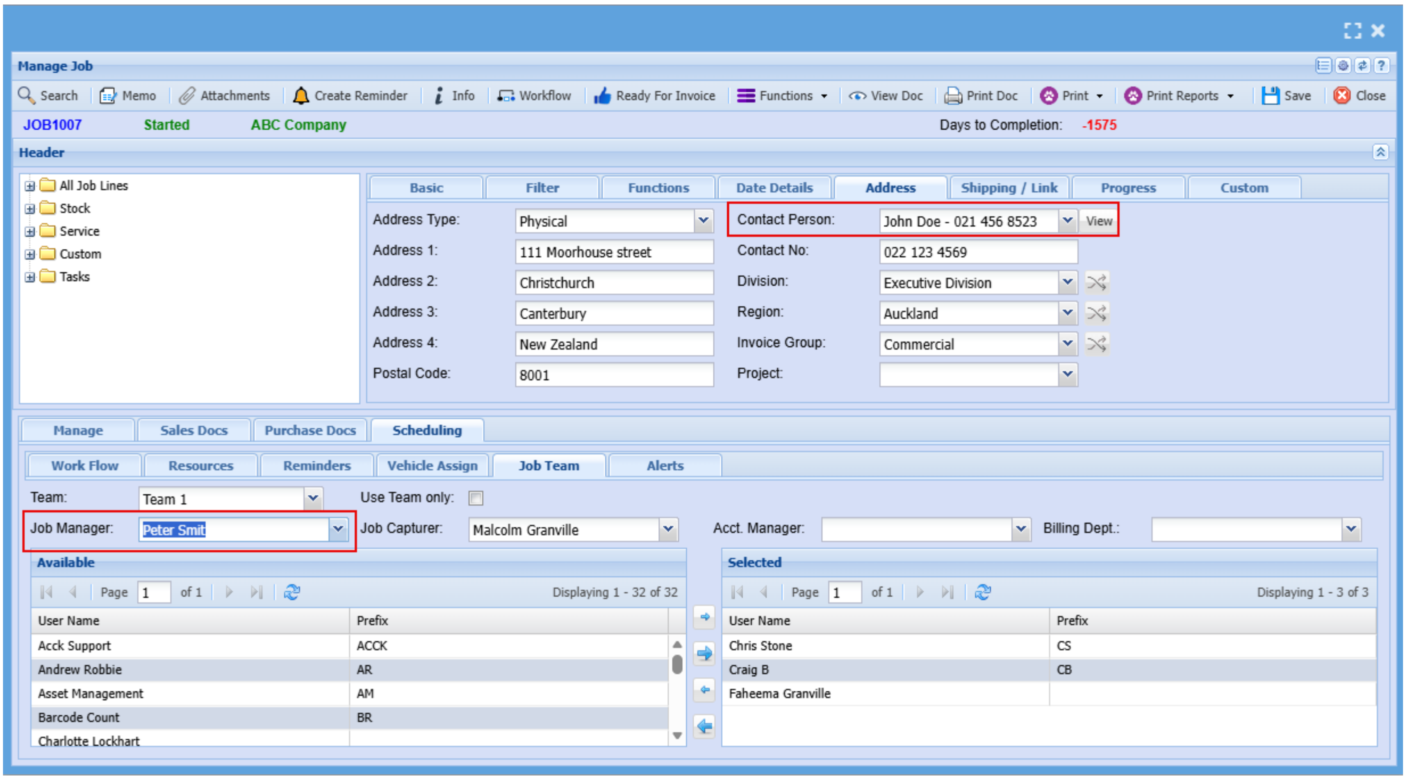
Setup default email template for system

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



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 8523
View
Contact No:
022 123 4569
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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.:
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of 1
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User Name
Prefix
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ACCK
Andrew Robbie
AR
Asset Management
AM
Barcode Count
BR
Charlotte Lockhart
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User Name
Prefix
Chris Stone
CS
Craig B
CB
Faheema Granville