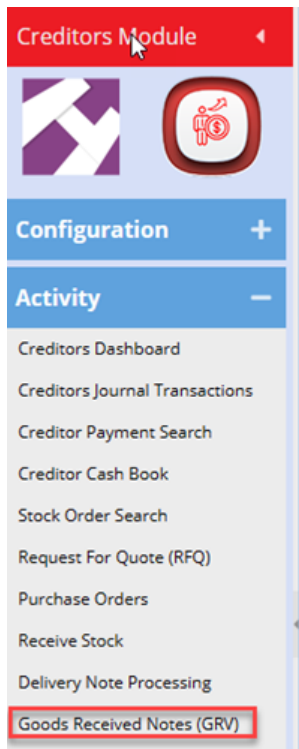


Goods Received Voucher (GRV) Process

Go to **Creditors Module > Activity**

Select Goods Received Note (GRV) menu item



The screenshot shows the 'Creditors Module' sidebar on the left. The 'Activity' section is expanded, showing a list of options. 'Goods Received Notes (GRV)' is highlighted with a red box. The main window displays the 'Goods Received Note Details' form with various search and data entry fields.

Goods Received Note Details

Search | Add | Edit | Clone | Cancel | Import Doc | Process | Process All | Import | Print

Basic Search | Custom Search | Expand

PO Number: [] Supplier: []
Description: [] Reference: []
Order Number: [] Status: Preparation
Date From: 2023-05-28 Date To: 2023-06-27

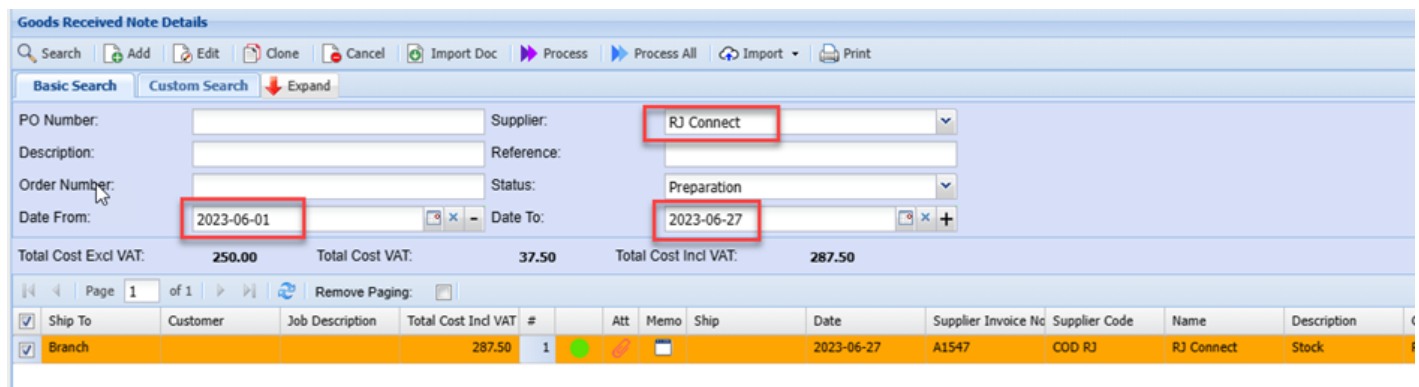
Total Cost Excl VAT: 0.00 Total Cost VAT: 0.00 Total Cost Incl VAT: 0.00

Page 0 of 0 Remove Paging: []

Ship To	Customer	Job Description	Total Cost Incl VAT	#	Att	Memo	Ship	Date	Supplier
---------	----------	-----------------	---------------------	---	-----	------	------	------	----------

Enter the Supplier Name and select the required Date Range

Click Search



The screenshot shows the 'Goods Received Note Details' form with search criteria entered. The 'Supplier' field is set to 'RJ Connect', 'Date From' is '2023-06-01', and 'Date To' is '2023-06-27'. The 'Search' button is highlighted. The results table shows one entry for 'RJ Connect' with a total cost of 287.50.

Goods Received Note Details

Search | Add | Edit | Clone | Cancel | Import Doc | Process | Process All | Import | Print

Basic Search | Custom Search | Expand

PO Number: [] Supplier: RJ Connect
Description: [] Reference: []
Order Number: [] Status: Preparation
Date From: 2023-06-01 Date To: 2023-06-27

Total Cost Excl VAT: 250.00 Total Cost VAT: 37.50 Total Cost Incl VAT: 287.50

Page 1 of 1 Remove Paging: []

Ship To	Customer	Job Description	Total Cost Incl VAT	#	Att	Memo	Ship	Date	Supplier Invoice No	Supplier Code	Name	Description
Branch			287.50	1				2023-06-27	A1547	COD RJ	RJ Connect	Stock

You can Double Click the Line or Click the Edit button in which case the GRV will open and you can then verify any details.

Typically, there would be no need to make any changes at this stage.

The Supplier invoice should now be attached to the GRV:

Click on the Attachments Icon

Goods Received Note Details

Search

Add

Edit

Clone

Cancel

Import Doc

Process

Process All

Import

Print

Basic Search

Custom Search

Expand

PO Number:

Supplier:

RJ Connect

Description:

Reference:

Order Number:

Status:

Preparation

Date From:

2023-06-01

Date To:

2023-06-27

Total Cost Excl VAT:

250.00

Total Cost VAT:

37.50

Total Cost Incl VAT:

287.50

Page 1 of 1

Remove Paging:

#	Att	Memo	Date	Supplier Invoice No	Supplier Code	Name	Description	Ref. No.	Currency	Total Cost Excl VAT	Total Cost VAT	Tot
1			2023-06-27	A1547	COD RJ	RJ Connect	Stock	Pretoria	Rand South Africa	250.00	37.50	

As shown in prior manuals, you can upload the document from a folder on your PC or you can Drag &Drop the document.

Manage Goods Received Note Attachments

Attachments / Links

Attachments

Linkit

Upload

Drag & Drop

Edit

View

Delete

Email Self

Download

Download All

Allow Email

View Attach

Page 0 of 0

Remove Paging:

No data to display

#	Name	Description	Email	Type	Uploaded
1		hgrp inv sample	Yes	Image	2023-06-27 13:35:12

Enter a Name and description for the document.

The document will be uploaded.

You can click once on the attachment line in the grid and then click View button to view the document attached.

Click Close Button

Manage Goods Received Note Attachments

Attachments / Links

Attachments **Linkit**

Upload
 Drag & Drop
 Edit
 View
 Delete
 Email Self
 Download
 Download All
 Allow Email
 View Attach

Page 0 of 0
 Remove Paging:

#	Name	Description	Email	Type	Uploaded
1	hgrp inv sample		Yes	Image	2023-06-27 13:35:12

No data to display

Once you are satisfied that the entry is correct and all supporting documents attached, you can now process the GRV

To do this, highlight the transaction on the grid and click the Process button

Goods Received Note Details

Search
 Add
 Edit
 Clone
 Cancel
 Import Doc
 Process
 Process All
 Import
 Print

Basic Search Custom Search Expand

PO Number:
 Supplier: RJ Connect
 Description:
 Reference:
 Order Number:
 Status: Preparation
 Date From: 2023-06-01
 Date To: 2023-06-27

Total Cost Excl VAT: 250.00
 Total Cost VAT: 37.50
 Total Cost Incl VAT: 287.50

#	Att	Memo	Date	Supplier Invoice No	Supplier Code	Name	Description	Ref. No.	Currency	Total Cost Excl VAT	Total Cost VAT	Total Cost Incl VAT	Purchase Order N
1			2023-06-27	A1547	COD RJ	RJ Connect	Stock	Pretoria		250.00	37.50	287.50	PO421347

Click Yes on the Pop up message

The GRV will then Print to screen.

You can then print if needed. This is not necessary as all documents are stored on the system and can be retrieved at any time.

Print

Email

Email To Self

Close

Copy



Supplier Invoice

Supplier:

RJ Connect

Address:

5 Trig St, West Park, Pretoria

Phone: 013-443-2794

Email: otsile@hugesoftware.co.za

Web: www.webaccounting.co.za

GST No: 122-321-123

Doc No: GRV391293

Date: 27/06/2023

Terms:
Order No : Pretoria

Description: Stock

<u>Code</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>	<u>Price</u>	<u>Sub Total</u>
MAN	Mango	50.00		5.00	250.00

Importation Split:

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Supplier No</u>	<u>Total Ex GST</u>	<u>GST</u>	<u>Total Inc GST</u>
-------------	-------------	--------------------	--------------------	---------------------	------------	----------------------

Currency:	Rand South Africa
Sub Total:	250.00
Discount: 0.00 %	0.00
Excluding GST:	250.00
Shipping Cost:	0.00
GST:	37.50
TOTAL:	287.50

The Goods Received Voucher (GRV) is now processed, which updates the Stock control account, Stock Quantities and the Supplier Account.

In the event that a Purchase order relates to non-stock items, then the respective General Ledger Accounts as setup on the Custom Items setup will replace the stock control account.

Alternatively, the administrator could set the system to prompt for Posting:

This feature allows the user to select the GL account to be posted to for transactions.

Eg: in the case of a custom item, let's say Telephone expense:

When you process the GRV, the below screen can be triggered which allows you to select the required contra GL account

Prompt For Post

Filter: Select / Unselect All: ☐

Page 1 of 1

#	Debit	Debit Account	Debit Account Code	Debit Amnt	Credit Account	Credit Amnt	VAT Account
1	☒	Cost of Sales/Purchases - Gene...	5-2850	11.50	Trade Suppliers	10.00	GST Control

Debit: Debit:
Credit: Credit:
VAT: VAT:
Total:

Select the require contra GL account

1	Tick the Box to edit the respective line
2	Select the required GL Account
3	Click Saves Changes to Grid
4	Click Save
5	Click Continue

Prompt For Post

Filter: Select / Unselect All: ☐

Page 1 of 1

#	Debit	Debit Account	Debit Account Code	Debit Amnt	Credit Account	Credit Amnt	VAT Account	Tax Amnt
1	☒	Cost of Sales/Purchases - Gene...	5-2850	11.50	Trade Suppliers	10.00	GST Control	1.50

1

Debit: 2

Credit: ? Split

VAT: ? Split

3 4 5

Save Changes To Grid Save Continue Cancel

Debit:
Credit:
VAT:
Total:

Processing GRV from Delivery Note

With the receive stock process we mentioned that stock could be received via the Delivery note option.

If this option is selected at receive stock, then the entry will be found under the delivery note Processing Menu item and not the Goods Received Note Menu

Creditors Module

Configuration

Activity

Creditors Dashboard

Creditors Journal Transactions

Creditor Payment Search

Creditor Cash Book

Stock Order Search

Request For Quote (RFQ)

Purchase Orders

Receive Stock

Delivery Note Processing

Goods Received Notes (GRV)

Stock Return Notes

Delivery Note Processing

Search

Edit

Cancel

Process

Print

Print PO

Basic Search

Custom Search

Expand

PO Number:

Delivery Note No:

Description:

Reference:

Supplier:

Date From:

2023-06-13

Date To:

2023-06-27

Page 0 of 0

Remove Paging:

#	Att	Dispute	Ship	Date Delivered	GRV Date	DN Number	Code	Supplier Name	PO Num
---	-----	---------	------	----------------	----------	-----------	------	---------------	--------

Search for the required PO (Delivery note entry)

Double click or click the edit button to open the transaction

Enter the Supplier Invoice number

Click Save and Process

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

Delivery Note

Standard Details Shipping Docs

PO Number: PO421316 Short Description: test

Supplier: 1082 - Test Supplier Reference:

Date Delivered: 2023-04-17 GRV Date: 2023-04-17

Delivery Note No: 1231231231 Supplier Invoice No: 14589

Job No: Currency: 1 Rand South Africa

Save Close Print Process

Items

Page 1 of 1

Check	Stock Coc	Stock Des	Type	Job Numl	QTY Rece	Unit Cost	Cost Ex V	Cost VAT	Cost Inc VAT	Job Type	Update supplier cost	Query
1	04-04...	Driver...	Stock		1	100.00	100.00	15.00	115.00			

Displaying 1 - 1 of 1

Footer

Creditor Status: Ship To: Branch Payment Comment: Dispute Doc:

	Cost
Sub Total:	100.00
Less Discount:	0.00
Excl VAT:	100.00
VAT:	15.00
Inc VAT:	115.00

This then processes the Delivery note and the GRV

Revision #5

Created 22 August 2023 06:00:01 by Paige

Updated 23 January 2024 22:50:51 by Paige