

GRV posting detail per line on GL

When Processing Goods received notes (GRVs) the document header description is used by default as the transaction description on the general ledger.

Goods Received Note

Attachments Memo Create Reminder Update Recurring Functions Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields

GRV Number: Preparation Description: Header description

Supplier: OL Test Reference: Header ref

Supplier Name: OL TEST Supplier Invoice No: 78

Supplier Invoice Date: 2026-07-29 Order Number:

Due Date: 2026-08-28 30 Days From Invoice Currency View: Document Currency

Job: Exchange Rate: 1 Rand South Africa

Items

Page 1 of 1

Paging Add Edit Delete

Displaying 1 - 2 of 2

#	Seq No	Image	Stock Type	Code	Description	Quantity	Label	Unit Cost	Total Unit Cost
1	1		Custom	1466	Insurance - Office	1.0000		2,000.0000	2,000.0000
2	0		Custom	6-5800	Telephone - Office line	1.0000		500.0000	500.0000

Should you prefer the line item description to be used as the GL transaction description, then you will need to activate the:

Detail per line on GL tick box

Click the Extras Tab

tick the Detail per line on GL box

Goods Received Note

Attachments Memo Create Reminder Update Recurring Functions Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields

PO Job No: Long Description:

Track It:

GRV To Job: ☒ Print Custom Fields: ☒

PO No: View PO

Detail per line on GL: ☒ This Tick will use the line item description on the General ledger account analysis

Push to Xero

Save Close Print Process T & C Importation Spl Manual Importa

Items

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#	Seq No	Image	Stock Type	Code	Description	Quantity	Label	Unit Cost	Total Unit Cost
1	1		Custom	1466	Insurance - Office	1.0000		2,000.0000	2,000.0000
2	0		Custom	6-5800	Telephone - Offcie line	1.0000		500.0000	500.0000

This will then show the line description on the GL accounts.

Related Transactions

Transaction Detail Print Grid Print T Acct. Close

Transaction List View T Accounts

Page 1 of 1 Remove Paging: ☐ Displaying 1 - 4 of 4

Name	Reference	Description	Document Reference	Debit
Trade Suppliers	GRV391616	Goods Received Note GRV391616	Header ref	
Insurance	GRV391616	Goods Received Note GRV391616	Insurance - Office	2,000.00
Telephone	GRV391616	Goods Received Note GRV391616	Telephone - Offcie line	500.00
GST Control	GRV391616	Goods Received Note GRV391616	Header ref	375.00

Print Email Copy

GL Transaction Report (No1)
Dev HSOF & Co

Report Date: 2026-07-29 07:44:54
For Period: 2026-04-01 – 2026-07-31

No.	Date	Source Doc	Reference	Description	Division	Region	Debit	Credit	Balance
6-5800 : Telephone									
1	2026-07-29	GRV391616	Telephone - Offcie line	Opening Balance: Header description Closing Balance:	Expenses		500.00	--	500.0 500.0

Revision #3

Created 21 July 2023 10:37:58 by Paige

Updated 29 July 2026 05:48:26 by Imraan