

GRV with Importation Split from Purchase Order (Generic)

GRV with Importation Split from Purchase Order

Once you receive stock from a supplier and added all the serial numbers as required, you now need to GRV the stock in.

Go to the Goods Received Note tab under activity: Double click on the PO you are bringing in. To add the costs of freight to your landing costs you need to add the freight amount at the bottom of the Footer section, as per the screen below, or you can add this as a separate Creditors Shipping line item when you do the importation split.

The screenshot shows the 'Goods Received Note' form. A red box highlights the 'Date' field with the text 'double check your date'. The 'Date' is set to '2024-07-30'. The 'Due Date' is also '2024-07-30'. The 'Items' table lists three products: Product A, Product B, and Product C. The 'Footer' section has a 'Shipping Cost' field set to '0'. A red box highlights the 'Shipping Cost' field with the text 'Add your freight amount here'. Another red box highlights the 'Incl VAT' field in the 'Selling' summary with the text 'Once you have added freight, check that your total amount is the same as your invoice'. The 'Incl VAT' is set to '200.0000'.

#	Seq No	Image	Stock Type	Code	Unit Cost	Additional Unit Cost	Total Unit Cost	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Description	Quantity	Job
1	1		Stock	PROD1	3.0000	1.2900	4.2900	60.0000		60.0000	Product A	20...	
2	2		Stock	PROD2	2.0000	0.8600	2.8600	60.0000		60.0000	Product B	30...	
3	3		Stock	PROD3	2.0000	0.8600	2.8600	80.0000		80.0000	Product C	40...	

Selling	
Sub Total:	200.0000
Less Discount:	0
Excl VAT:	200.0000
Shipping Cost:	0.0000
VAT:	0.0000
Incl VAT:	200.0000

Once all the items have been captured, you can proceed to capture the Shipping invoice:

Click Importation Split Button found at the Top right of the Goods Received Note (GRV)

Goods Received Note

Attachments Memo Create Reminder Update Recurring Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields

GRV Number: Preparation Description: Product A, B & C

Supplier: COA Reference: Product A, B & C

Supplier Name: Creditors new Supplier Invoice No: Product A, B & C

Date: 2024-07-30 Order Number: 123654

Due Date: 2024-07-30 Currency View: Document Currency

Job: Exchange Rate: 1 NZ Dollar

Save Close Print Process T & C Importation Spl Manual Import

Then click the Add Button

Goods Received Note Details

Search Add Edit Import Docs Process Process All Clone / Cancel Import Print

Basic Search Custom Search Expand

PO Number: Description: Order Number: Date From: 2024-06-30

Total Cost Excl VAT: 0.00 Total

Page 0 of 0 Remove

Att Memo Ship De

Goods Received Note

Importation Split

Add Edit Delete Close

GRV Creditor: ACC002

Supplier Name: Allied Suppliers USA

Keep VAT: ☐

Amount Ex VAT: 0.0000 VAT Amount: 0.0000 Total Cost Inc VAT: 0.0000

Page 0 of 0 Remove Paging: No data to display

#	Name	Description	Date	Supplier Inv No	Reference	Vat Type	Amount Ex VAT	VAT Amount	Total Cost Inc VAT
No data to display									

Shipping Vat: 03 P1 GST:15

Payment Comment:

Shipping Cost: 350.0000

VAT: 105.0000

Incl VAT: 805.0000

On this screen you are going to enter the details on the Shipping or Cartage company Invoice

Select the shipping Company in the Creditor field

Enter the invoice number (invoice number of the shipping company)

Enter a Reference

Enter the Order number

Enter the Description: The description could be the line-item description on the shipping invoice, if you are capturing each line individually.

OR you could capture all the Non-Vatable Line Items as a single line and the al the Vatable Lines items as another line

Goods Received Note

Attachments

Basic

GRV Number:

Supplier:

Supplier Name:

Date:

Due Date:

Job:

Items

#	Seq No
1	1
2	2
3	3

Footer

Discount Perc:

Creditors Status:

Shipping Cost:

Importation Split

GRV Creditor:

Supplier Name:

Keep VAT:

Amount Ex VAT:

Amount Inc VAT:

Insert Line

Date: 2024-07-30

Creditor: FEDEX01 - FedEx Express New Zealand

Supplier Invoice No: 159753

Reference: Freight

Order Number: 123654

Short Description: Custom Duty

Description:

Amount Ex VAT: 0.00

Amount Inc VAT: 50.00

VAT Type: 10 NZ Customs C

VAT Amount: 50.00

1. GST on importation - GST type (no.10) add the GST@ VAT Amount and click tab - **SAVE AND NEW** as this will keep all the information for next step

Save and New Save and Close Close

Goods Received Note

Importation Split

Add Edit Delete

GRV Creditor:

Supplier Name:

Keep VAT: ☐

Amount Ex VAT: 20.0

Page 1 of 1

#	Name	Description
1	FedEx Express...	Customs Duty
2	FedEx Express...	Customs Duty

Insert Line

Date: 2024-07-30

Creditor: FEDEX01 - FedEx Express New Zealand

Supplier Invoice No: 123654

Reference: freight

Order Number:

Short Description: Customs Duty

Description:

Amount Ex VAT: 20 VAT Type: 04 Purchase Inv

Amount Inc VAT: 23 VAT Amount: 3

2. ITF Fee AMOUNT here GST Type (No.4) - click save and close

Save and New Save and Close Close

VAT Amount	Total Cost Inc VAT
50.0000	50.0000
3.0000	23.0000

Displaying 1 - 2 of 2

Once you have added your lines you can look back at the GRV Note and you will see the additional cost added to the landing cost of each stock item.

Goods Received Note

Attachments Memo Create Reminder Update Recurring Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields

GRV Number: Preparation Description: Product A, B & C

Supplier: ACC002 Reference: Product A, B & C

Supplier Name: Supplier Invoice No: Product A, B & C

Date: 2024-07-30 Order Number: 123654

Due Date: 2024-07-30 Currency View: Document Currency

Job: Exchange Rate: 13 US Dollar

Items

Page 1 of 1

#	Seq No	Image	Stock Type	Code	Unit Cost	Additional Unit Cost	Total Unit Cost	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc VAT	Description
1	1		Stock	PROD1	3.0000	3.0200	6.0200	60.0000		60.0000	Product A
2	2		Stock	PROD2	2.0000	2.0200	4.0200	60.0000		60.0000	Product B
3	3		Stock	PROD3	2.0000	2.0200	4.0200	80.0000		80.0000	Product C

Before processing the GRV we would recommend updating the Exchange rate to reflect what it was the day payment was made to the supplier, this will save you having to do another entry later to offset the difference.

Goods Received Note

AttachmentsMemoCreate ReminderUpdate RecurringShip To: Branch

Basic

Address

Extras

Shipping

Docs

Custom Fields

GRV Number:

Supplier:

Supplier Name:

Date:

Due Date:

Job:

Preparation:

Description:

Reference:

Supplier Invoice No:

Order Number:

Currency View:

Exchange Rate:

ACC002

Product A, B & C

Product A, B & C

Product A, B & C

123654

Document Currency

13US Dollar

Save

Close

Print

Process

T & C

Importation Sp

Manual Imports

Amount paid on the day divided by the invoice amount

Items

Page 1 of 1

FilingAddEditDeleteImport

Total Cost VATTotal Cost Inc VATDescriptionQuantJobUOMLine DiscountVAT Type PercWarehouse NameDebtorSupplier Item CodeLine Note

1	1	Stock	PROD1	3.0000	0.0200	3.0200	60.0000	60.0000	Product A	20...				Master Warehouse			
2	2	Stock	PROD2	2.0000	0.0200	2.0200	60.0000	60.0000	Product B	30...				Master Warehouse			
3	3	Stock	PROD3	2.0000	0.0200	2.0200	80.0000	80.0000	Product C	40...				Master Warehouse			

Displaying 1 - 3 of 3

Footer

Discount Perc:0Amt:0Clear Discount

Creditors Status:

Shipping Cost:0

Shipping VAT:03 PI GST:15

Payment Comment:

Selling

Sub Total:200.0000

Less Discount:0

Excl VAT:200.0000

Shipping Cost:0.0000

VAT:0.0000

Incl VAT:200.0000

At this stage you should be able to process your invoice as long as the amount on the supplier invoice and the system are the same.

Goods Received Note

Attachments

Memo

Create Reminder

Update Recurring

Ship To: Branch

Basic

Address

Extras

Shipping

Docs

Custom Fields

GRV Number:

Preparation

Description:

Product A, B & C

Supplier:

ACC002

Reference:

Product A, B & C

Supplier Name:

Supplier Invoice No:

Product A, B & C

Date:

2024-07-30

Order Number:

123654

Due Date:

2024-07-30

Currency View:

Document Currency

Job:

Exchange Rate:

13

US Dollar

Save

Close

Print

Process

T & C

Importation Spl

Manual Import

Items

Page 1 of 1

Paging

Add

Edit

Delete

Import

Displaying 1 - 3 of 3

#	Seq No	Image	Stock Type	Code	Unit Cost	Additional Unit Cost	Total Unit Cost	Total Cost Ex VAT	Total Cost VAT	Total Cost Inc
1	1		Stock	PROD1	3.0000	3.0200	6.0200	60.0000		66.0200
2	2		Stock	PROD2	2.0000	2.0200	4.0200	60.0000		64.0200
3	3		Stock	PROD3	2.0000	2.0200	4.0200	80.0000		84.0200

Discount Perc:

0

Amt:

0

Clear Discount

Creditors Status:

Shipping Cost:

200

Shipping VAT:

03 PI GST:15

Payment Comment:

Selling

Sub Total:

200.0000

Less Discount:

0

Excl VAT:

200.0000

Shipping Cost:

200.0000

VAT:

30.0000

Incl VAT:

430.0000

At this stage your total should match the invoice from the supplier

Revision #3

Created 30 July 2024 02:02:35 by Pamela

Updated 30 July 2024 03:48:40 by Pamela