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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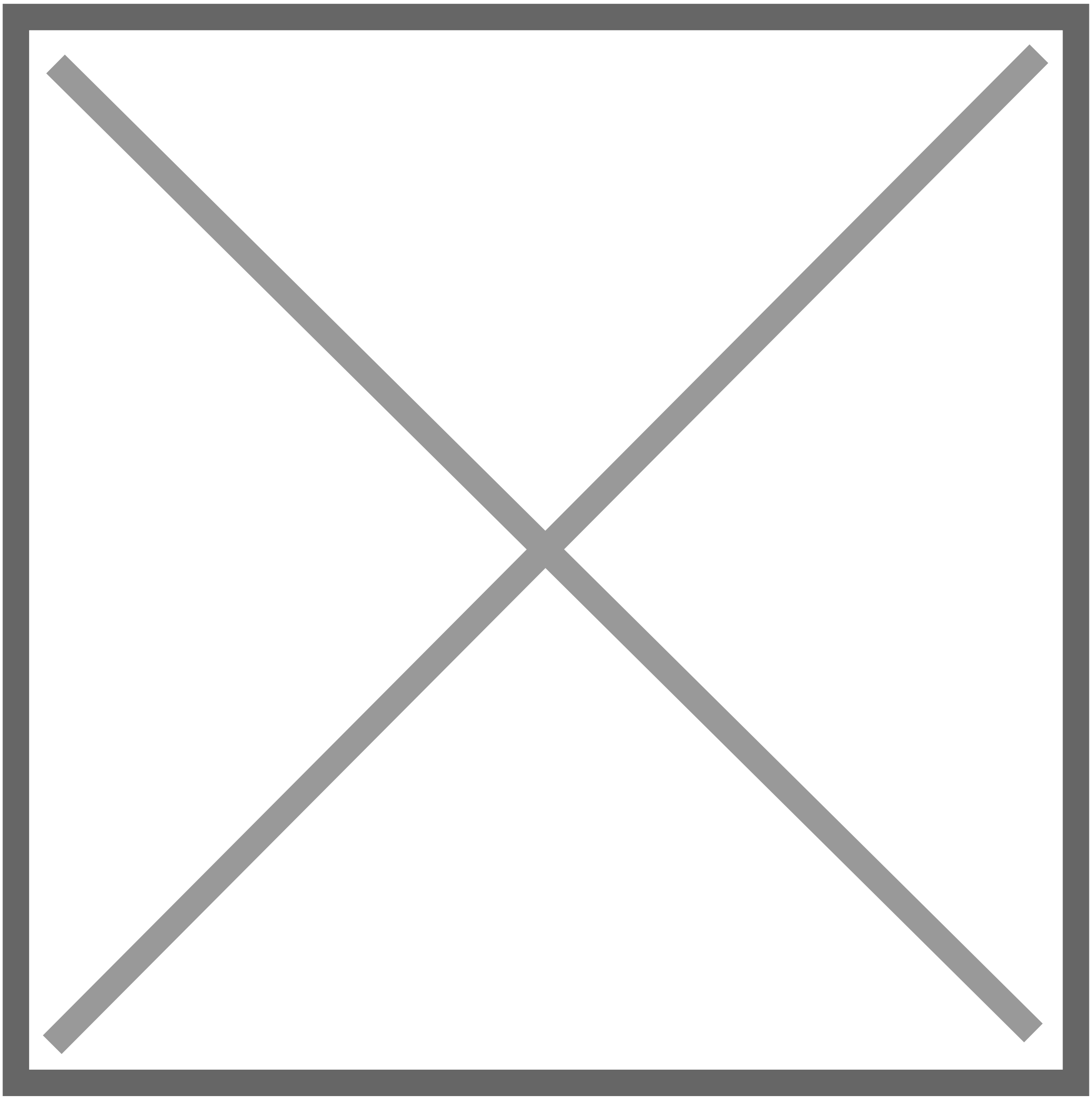
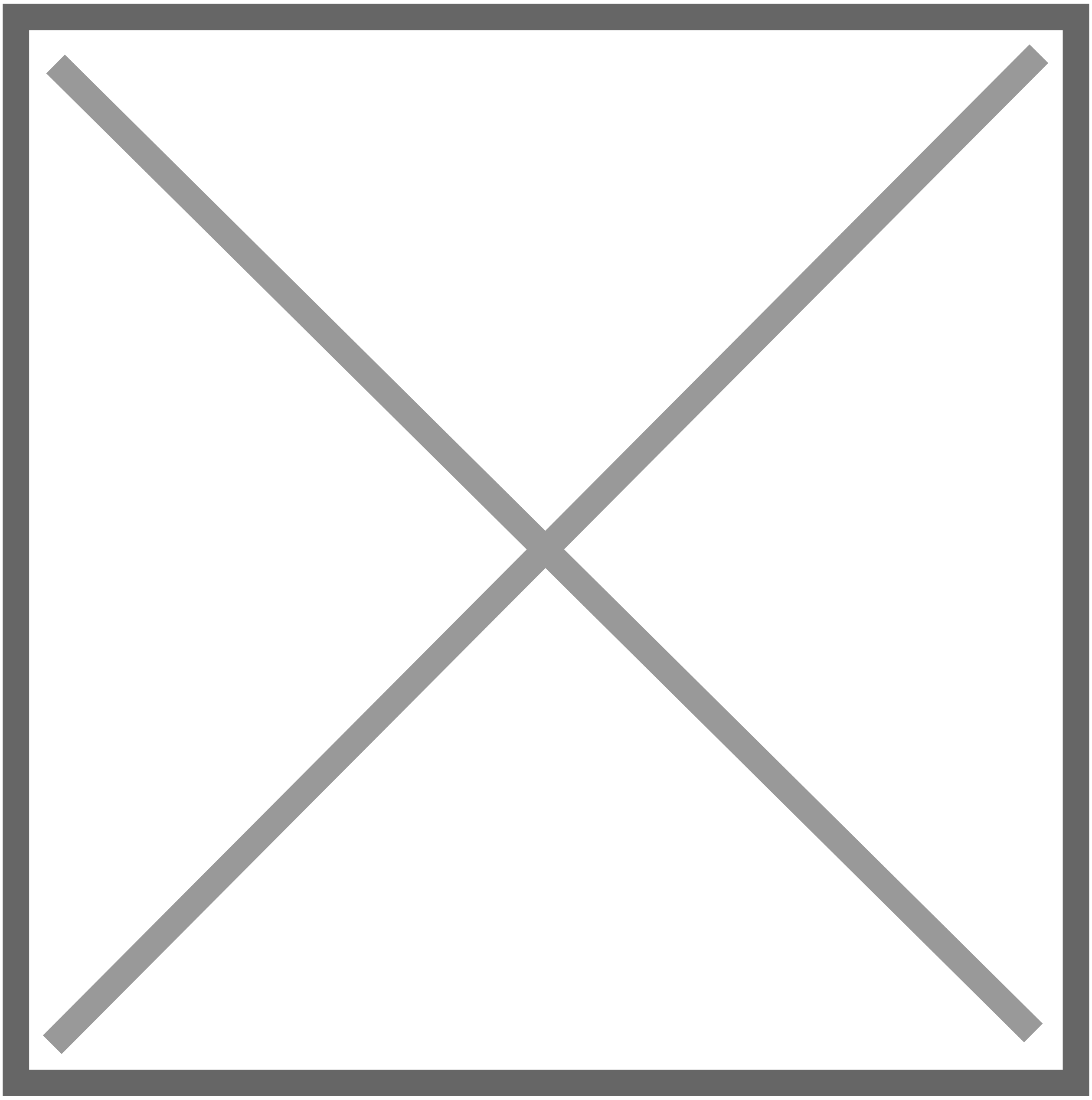
Receive All

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

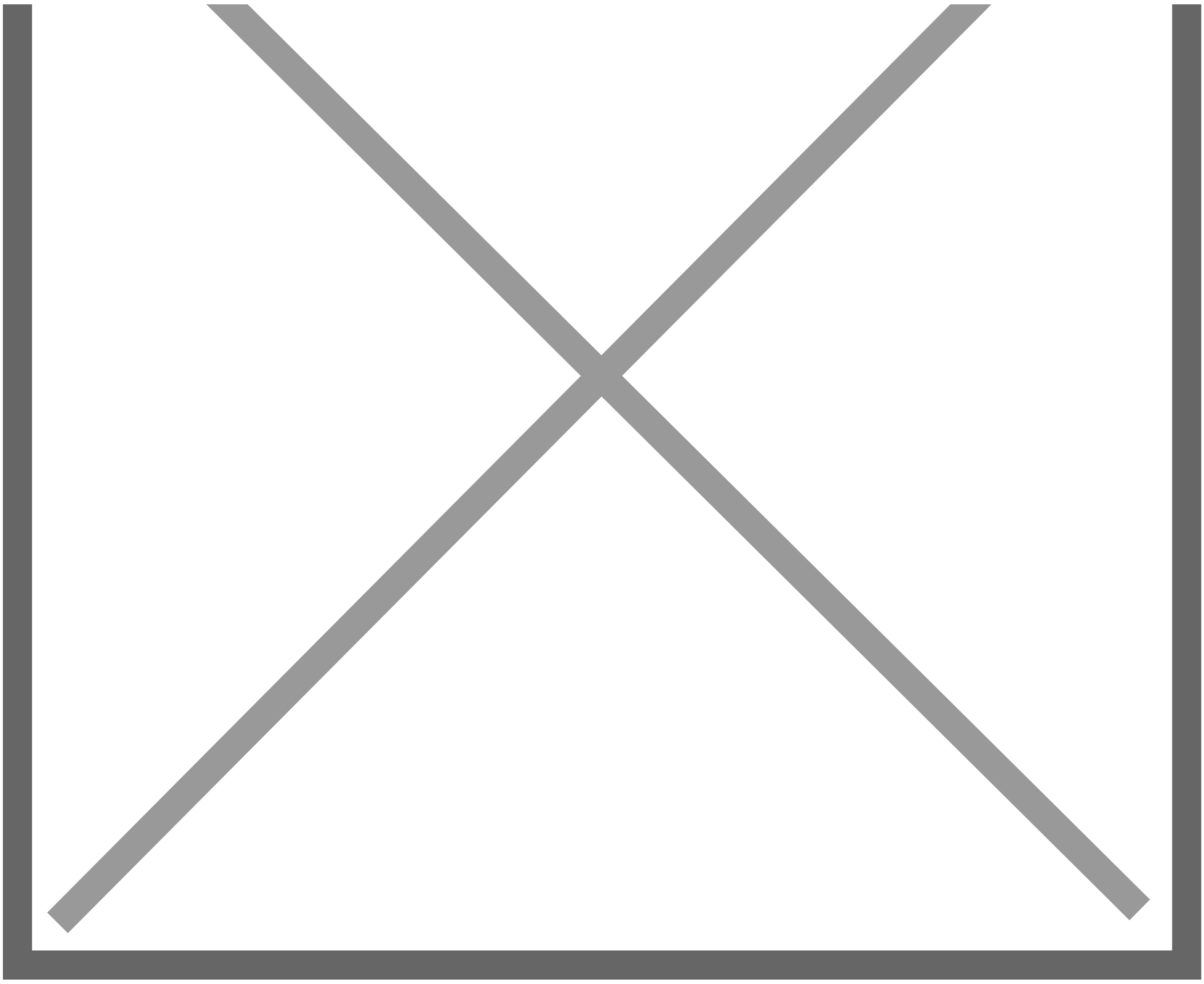
Check the date range that the purchase order was done

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

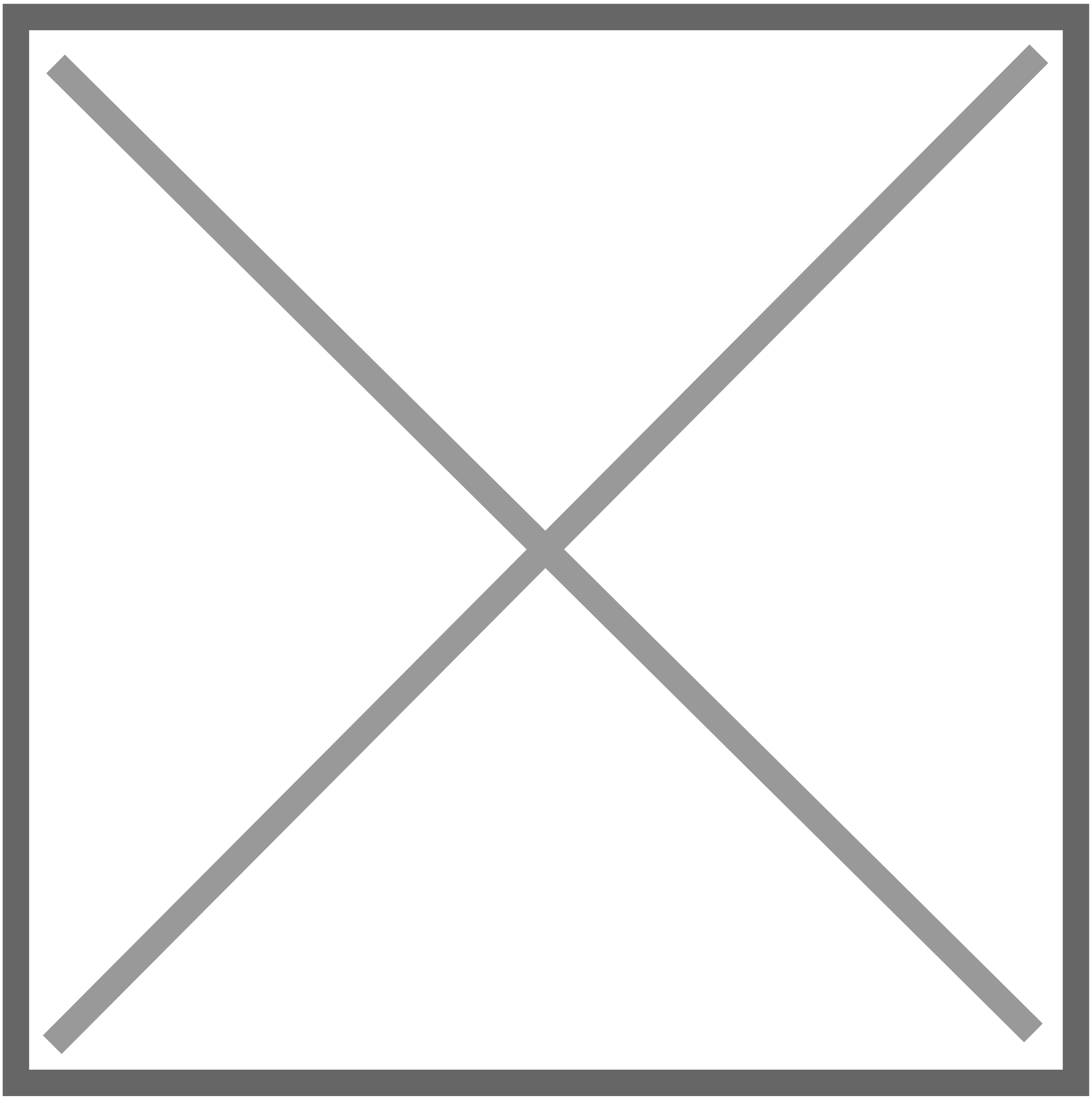


If you are sure that you physically received all the correct items and quantities, you can click on the “Receive All” button.

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



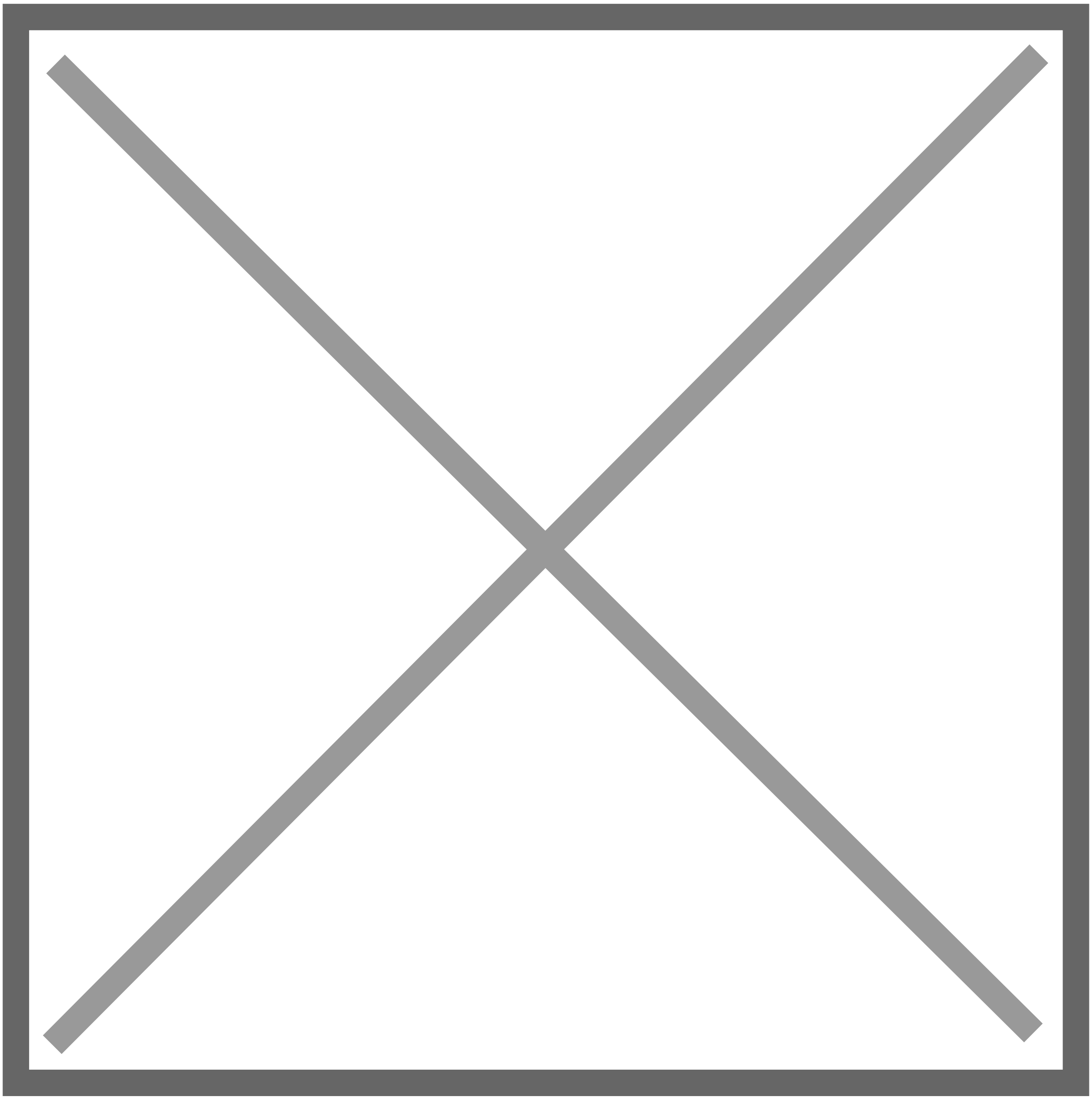
Enter the Actual quantity received of the item.

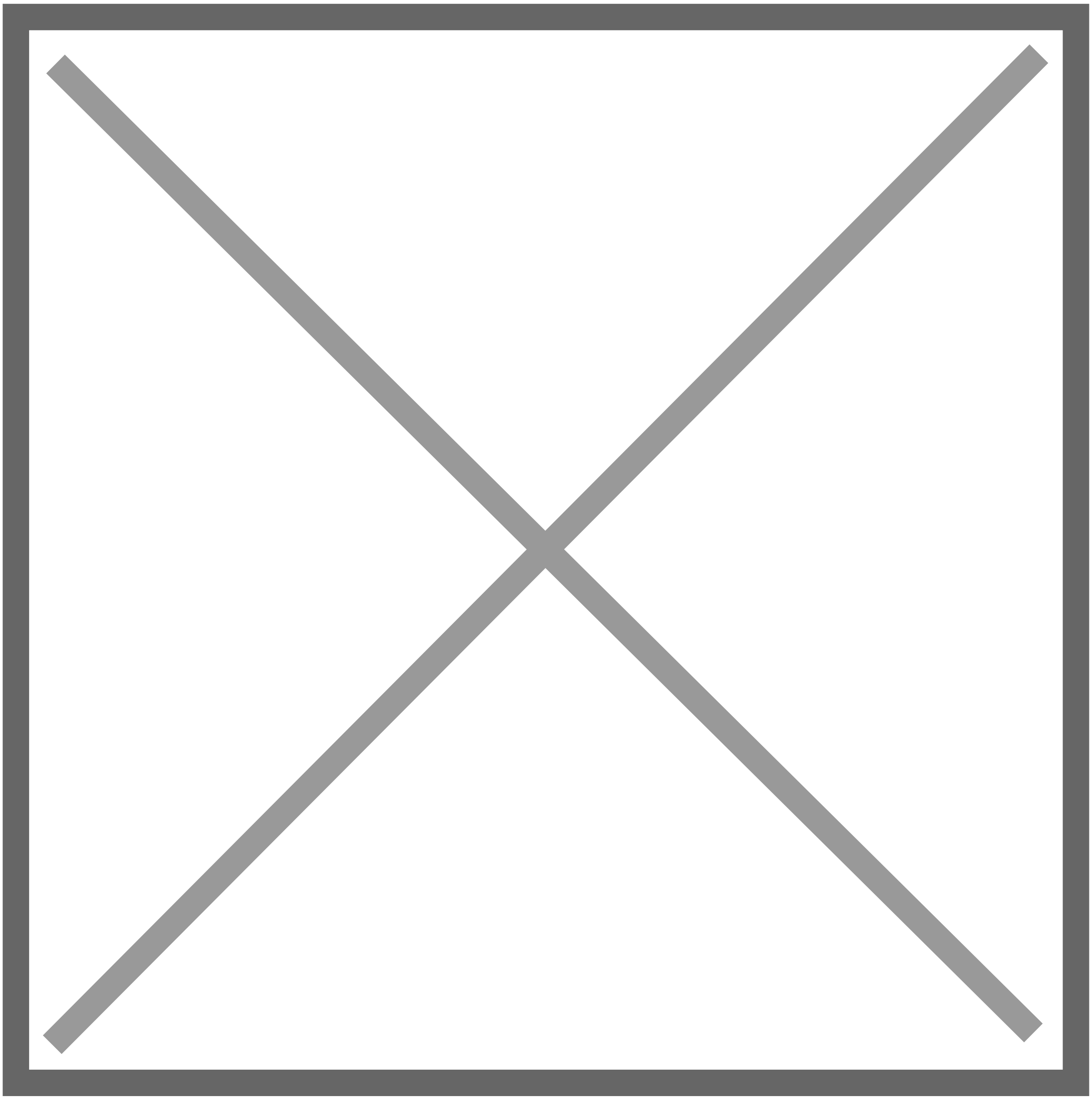
Click Save and close.

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

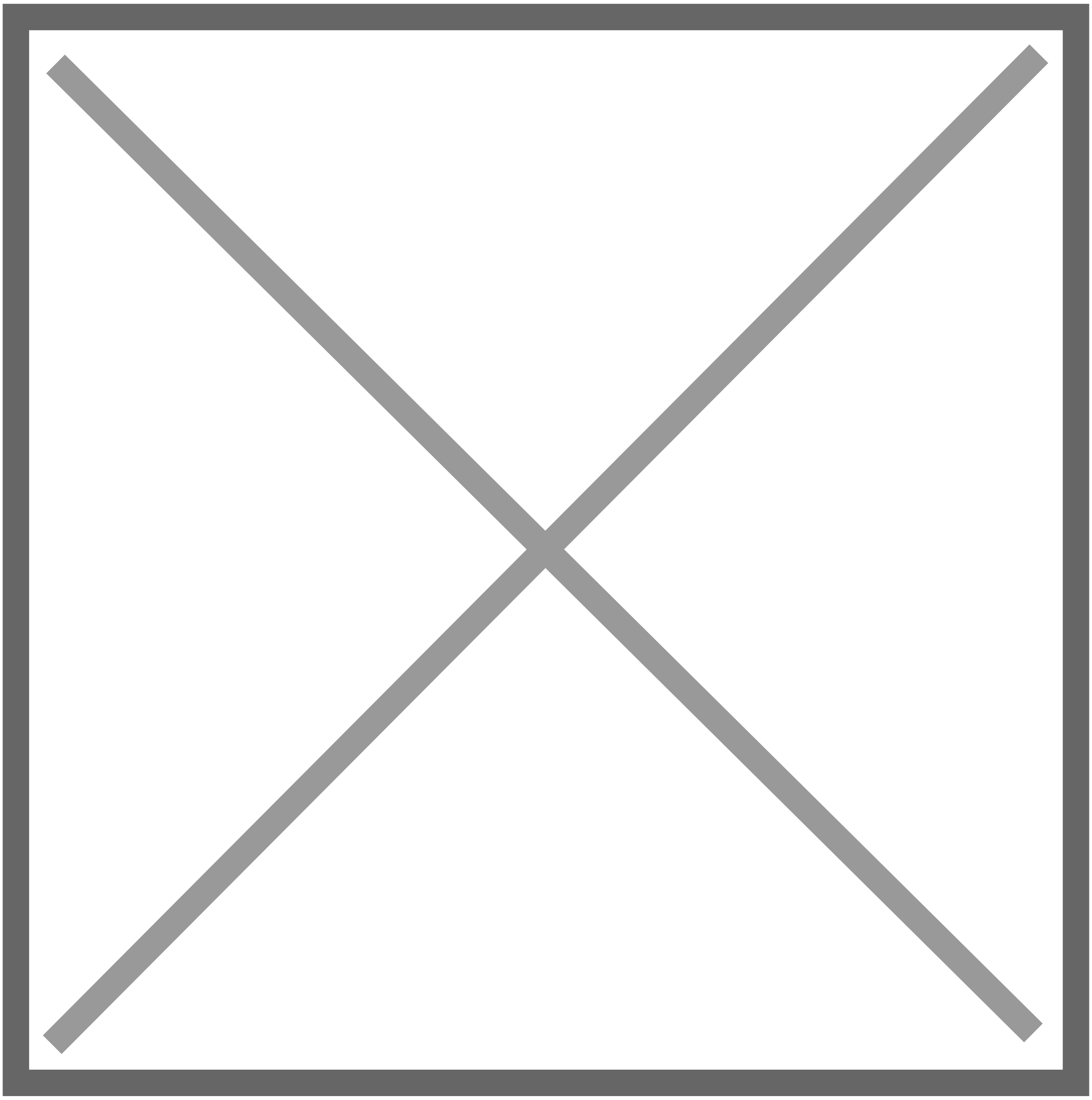




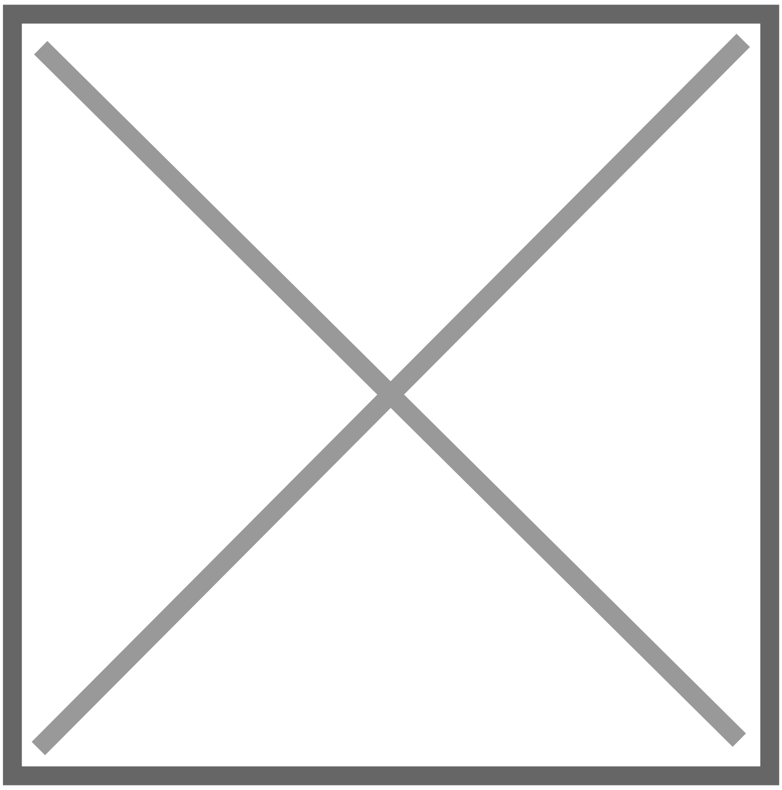
Receive stock to GRV

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

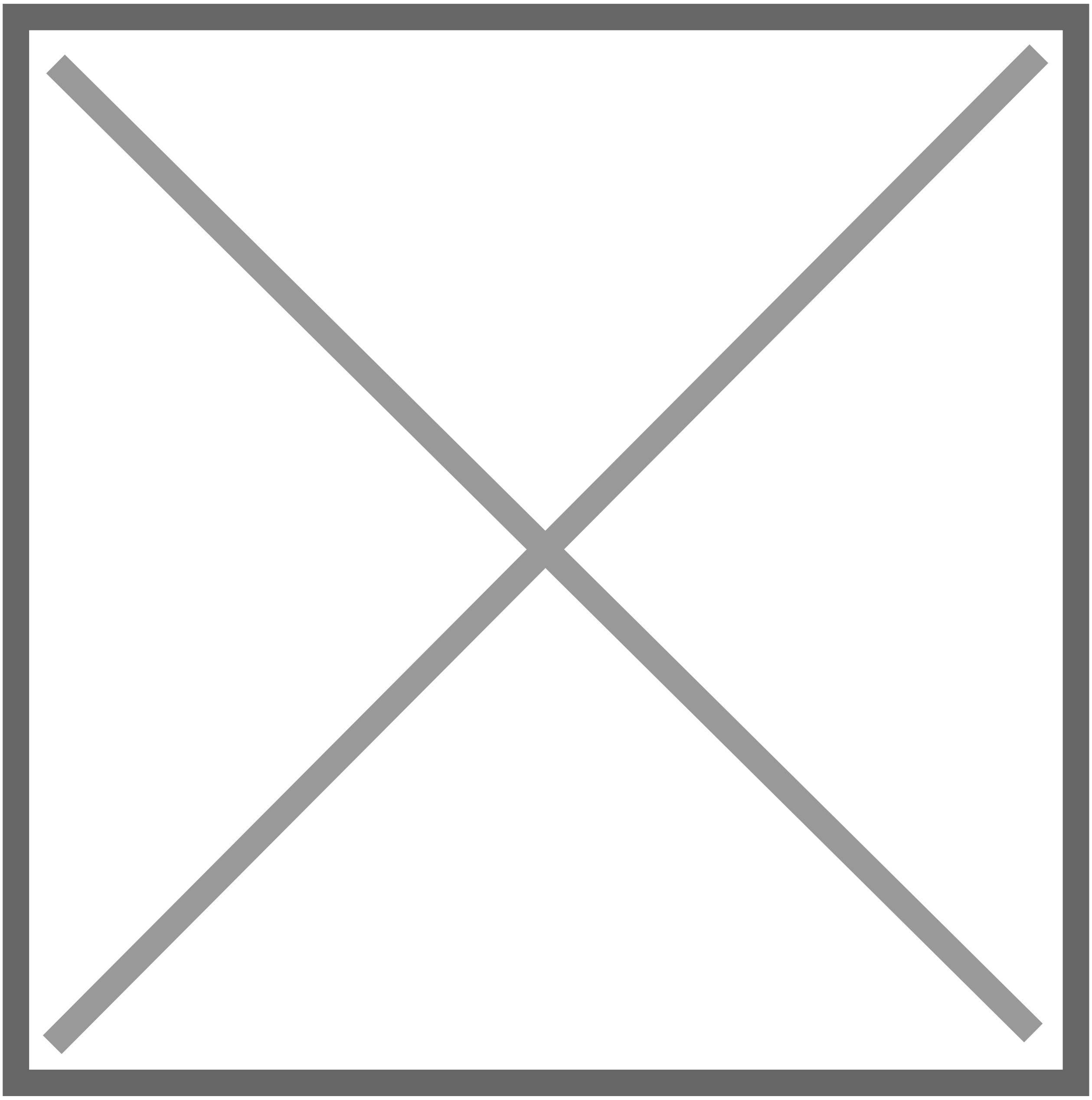
Click continue

The order now moves to Goods received (GRV).

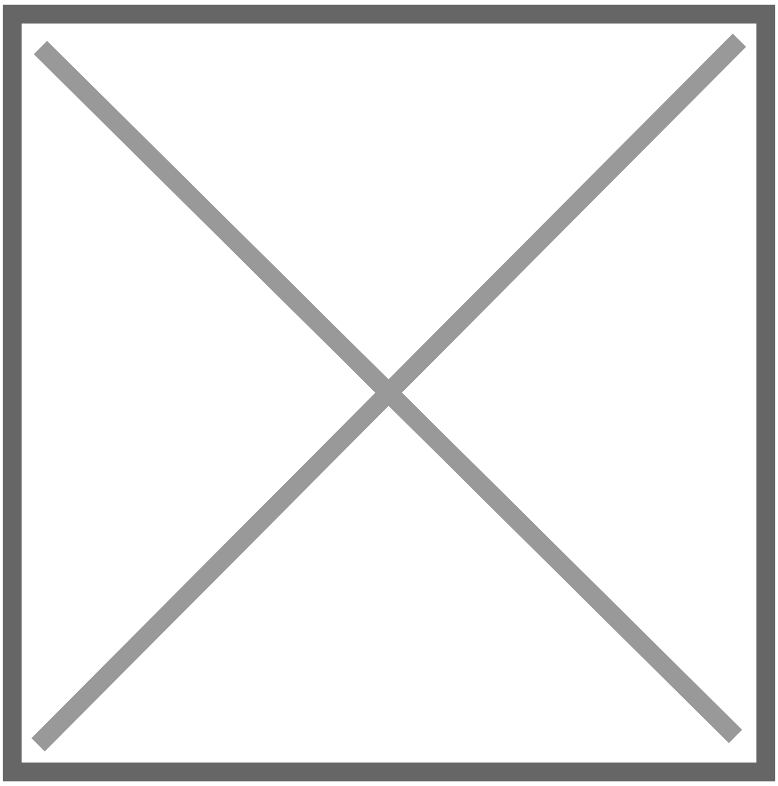
Receive Stock to Delivery Note

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

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