

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.

Creditors Module > **Receive Stock Search**

Search: Part-Full Receive Screen

Basic Search | Scan Search | Custom Search

PO Number: Supplier:
Date From: 2023-03-29 Date To: 2023-06-27
Description: Reference:
Status: All Job Number:

Overdue Items: 51 Today Items: 1 Next 7 Days: 0 Arrived On Site: 0

Orders Waiting | Received Scan | Arrived On Site | Delivery Schedule | Items Due

#	Att	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	JO84949	PO421328	STE001	abdrew@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect			2023-06-27		PO421347	COO RJ		Ordered		Stock

Select the Receive Stock Menu Item

Receive Stock Search

Search: Part-Full Receive Screen

Basic Search | Scan Search | Custom Search

PO Number: Supplier:
Date From: 2023-06-25 Date To: 2023-06-27
Description: Reference:
Status: All Job Number:

Overdue Items: 51 Today Items: 0 Next 7 Days: 0 Arrived On Site: 0

Orders Waiting | Received Scan | Arrived On Site | Delivery Schedule | Items Due

#	Att	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	JO84949	PO421328	STE001	abdrew@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect	2023-06-27		2023-06-27		PO421347	COO RJ		Ordered		Stock

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

Receive Stock Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan

PO Number: PO421347 PO Status: Ordered

Supplier: COD RJ Description: Stock

Supplier Name: RJ Connect Reference: Pretoria

Received Date: Currency: Rand S... Exchange Rate: 1

PO Date: 2023-06-27 Long Description:

Ship To: Branch Arrived At Site:

Save Close Print View Stock Req Receive Stock Receive All

Items

Page 1 of 1 Confirm Qty Confirm All Confirm Scan Show All Lines: Displaying 1 - 1 of 1

#	Image	Stock Type	Code	Description	Order Qty	Received Qty	Delivery Date	Day	Balance Qty	Processed Q
1		Stock	MAN	Mango	50		2023-06-27	Tue	50	

Footer

Comments:

% Received: 0.00 Total Received Qty: 0.00

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

Receive Stock Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan Save Close Print View Stock Req Receive Stock Receive All

PO Number: PO421347 PO Status: Ordered
Supplier: COD RJ Description: Stock
Supplier Name: RJ Connect Reference: Drotoria
Received Date: PO Date: 2023-06-27
Ship To: Branch

Items

#	Image	Stock Type	Code
1		Stock	MAN

Page 1 of 1

Serial Numbers Import S/N

Stock Item: MAN - Mango
Ordered Qty: 50
Unprocessed Balance: 50
Total Received Qty: 0
Received Qty: 50
UOM: 0

Save & Next Save & Close Close

Full Lines: Displaying 1 - 1 of 1

Day	Balance Qty	Processed
Tue	50	

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 Detail

Attachments Memo Create Reminder View PO Delivery Date Print item Print All Follow Up

Basic Address Shipping Docs Custom Fields Scan

PO Number: PO421347 PO Status: Ordered

Supplier: COD RJ Description: Stock

Supplier Name: RJ Connect Reference: Pretoria

Received Date: 2023-06-27 Currency: Rand S... Exchange Rate: 1

PO Date: 2023-06-27 Long Description:

Ship To: Branch Arrived At Site:

Save Close Print View Stock Req Receive Stock Receive All

Items

Page 0 of 0 Confirm Qty Confirm All Confirm Scan Show All Lines: No data to display

#	Image	Stock Type	Code	Description	Order Qty	Received Qty	Delivery Date	Day	Balance Qty	Processed C
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Footer

Comments:

% Received: 100.00 Total Received Qty: 50.00

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

Receive Stock Search

Search Part-Full Receive Screen Receive All Shortcut Barcode Scan View PO Complete Print

Basic Search Scan Search Custom Search

PO Number: Date From: 2023-06-25 Date To: 2023-06-27

Description: Reference: Status: All Job Number:

Overdue Items 51 Today Items 0 Next 7 Days 0 Arrived On Site 0

Orders Waiting Received Scan Arrived On Site Delivery Schedule Items Due

Page 1 of 1 Remove Paging: Follow up Email Revert to PO Close PO Print PO Barcode

#	Alt	Memo	Status	Ship	Supplier	Received Date	Progress	PO Date	Job Number	PO Number	Code	Contact Email	Status	Contact No.	Description
1					Absolute Hosting			2023-06-06		PO421339	ABSOL1094		Ordered		
2					Steel Supplier			2023-05-13	3084949	PO421328	STE001	abdrew@iafrica...	Ordered	330-987-987	PO to Job
3					RJ Connect	2023-06-27		2023-06-27		PO421347	COD RJ		Ordered		Stock

On the document type drop down select - GRV

Supplier: RJ Connect

Document Type: Goods Received Note

Action:

Supplier Invoice No: A1547

Notify User:

Partially Complete: ☐

PO as Order Number: ☐

Print Receive Document: ☐

Keep PO Date: ☐

Continue Close

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>>>>](#)