Purchase Questions

Question 1

PO19195 – we received in 1,000 kg of the coil but it should be 955 and mark the PO as complete.

PO19200 – we received in 2,000 of the SCR/045/10/WAF-PL-1 in error when the PO was delivery noted as goods received. Need to revert this line item and leave the PO as partial complete.

Answer 1

In both instances, if we assume that they both went the delivery note route.

Then accounts clerk will need to complete the delivery note to a GRV as if you received the stock (this is because the stock has already been received, accounted for and ledger accounts updated)

Then do a stock return (Purchase credit) for the difference.

If the stock touched and updated a job, then the difference needs to be taken off the job.

This can be done in two ways.

Method One

1.Remove the stock off the job by managing a negative amount (this brings the stock back on shelf and out of the job)

2.Create a stock return note (purchase credit) for the difference of the stock to take it out of the warehouse and credit the supplier

3.Create another purchase order for the difference if it was received in error and still needs to be received.

Method two

1.Create a stock request – Orange sheet – stock back to supplier and off the job

2.This step will remove the stock off the job and create a stock return note (purchase Credit)

3.Create another purchase order for the difference if it was received in error and still needs to be received.

If the stock went via a GRV first and not via the delivery note.

It means that stock is not on the job or received yet.

GRV can be adjusted to the supplier invoice and then received.

This will update the stock on the job and the supplier is correct values.

Create another purchase order for the difference if it was received in error and still needs to be received

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