Goods Receipt

Module Guide: Goods Receipt Note

Module Location

Inventory > Goods Receipt

Module Objective

The **Goods Receipt** module is the primary transactional module used to record the physical receipt of goods from suppliers (vendors). This process is almost always based on a Purchase Order (PO) that has been created previously. Recording a receipt here will automatically increase the stock quantity in the system and become the trigger for the finance team to process the payment of the supplier's invoice.

1. Main View (Goods Receipt List)

The main page of this module displays a list of all goods receipt documents or Goods Receipt Notes (GRNs) that have been created.

View Explanation

- **View**: This page is a history of all goods receipt activities. You can see the **Receipt Number**, the related **Purchase Order Number**, the **Supplier**, and the **Approval Status**.
- **Filters**: You can search for a specific document by number, a date range, or **Item/Service Category** (e.g., RAW MATERIAL).

Button Functions

- **[New]** or **[New Direct]**: The primary button to start the process of recording a new goods receipt.

2. Steps to Record a Goods Receipt

Step 1: Create a New Document

From the Main View, click the **[New]** or **[New Direct]** button to open the goods receipt form.

Step 2: Select the Purchase Order (PO)

On the form that appears, the first step is to find and select the **Purchase Order (PO) Number** that corresponds to the arriving goods. After you select the PO, the system will automatically load the supplier details and the list of expected items.

Step 3: Verify and Input the Received Quantity (Important!)

1. Perform a physical count of the goods you have just received from the shipment.

2. In the item detail table, enter the quantity from your physical count into the input column (in the example, this column is named 'Type now'). This allows you to record if there is a partial shipment (the quantity received is less than the quantity ordered).

Step 4: Record Shipping Details

Fill in relevant logistics details such as **Vehicle Number** and **Driver's Name**.

Step 5: Confirm the Receipt

After all data is filled in, click the **[Confirm]** button. This action will finalize the receipt and officially increase the stock quantity of that item in your warehouse.

Tips & Important Notes

- This module is the crucial bridge between the **Purchasing, Inventory, and Accounts Payable (AP)** modules.
- An accurate recording of the goods receipt here is an **absolute prerequisite** before the Finance team can validate and pay the Supplier's invoice.
- This is a very important daily work module for the **Receiving Warehouse** team.

Revision #1
Created 15 October 2025 09:27:15 by Sayu
Updated 15 October 2025 09:29:34 by Sayu