

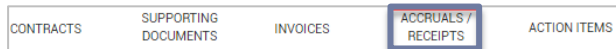
QUICK GUIDE

GOODS RECEIPT



CREATE GOODS RECEIPT

- The Goods receipts function can be used for Material supply to capture delivery dockets or completion of Services Contracts. To create a Goods Receipt go to the Contract List then select the tab Accruals & Receipts



- Press the **+** icon to create a new record. Select "Receipt" and enter the description, select the contract and enter the posting date. Press **Save**

Add new item

Type
 Accrual Receipt

*Description
 Completion of 25 GPO's

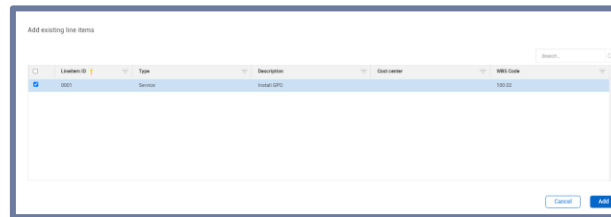
*Contract
 100014 - Electrical Fitout / CIV01 - Civil Contractors Pty Ltd
Hint: type a contract ID/Vendor ID or Description

*Posting date
 09.07.2021

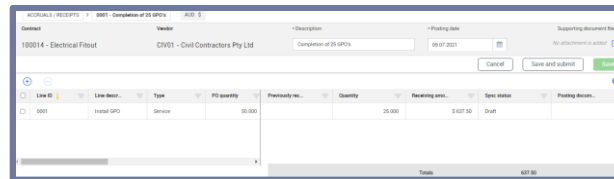
NOTE: Accrual varies from a Receipt typically to account for services/material completed but not yet invoiced. This can do an Accrual/Journal Entry in the ERP to allow for costs. See Contract - Accruals

ENTERING GOODS RECEIPT

- Press the **+** icon to add the relevant contract lines for this Receipt



- Update the Quantity for each item received

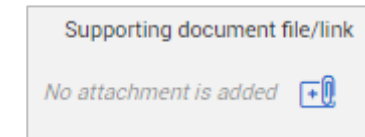


NOTE: If a Lump Sum item the contract should be created using the Qty representing the total dollar amount at a Unit Rate of \$1. Alternatively, when entering a Goods Receipt the receipt would need to be in a percentage of 1.

Quantity & pricing			
*Quantity	*UoM	*Unit price	*Per
100,000.000	Lump Su	\$ 1.00	1 LUM.
<small>Hint: type 'abc'</small>			
Pricing		Value \$	
Net price			\$ 100,000.00
Tax amount			\$ 0.00
Gross amount			\$ 100,000.00

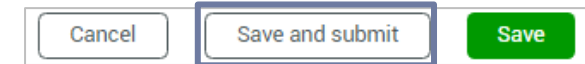
ATTACHING SUPPORTING DOCUMENT

- Select **+** the to attach a scanned copy of the Delivery Docket or Claim



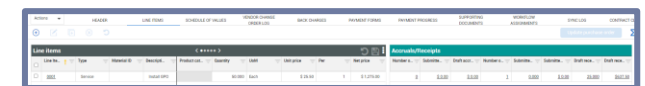
COMPLETE GOODS RECEIPT

- Press the Save & Submit button



REVIEWING GOODS RECEIPTS

- In the Contract got to the **Line Items** tab and set the view to **Accruals/Receipts**. The view will now display the total Goods Receipts and Accruals against each line item. The Qty field will allow drill through to see each receipt posted.



Receipts						
ID	Description	Status	Quantity (in ordered units)	Amount	Posting date	Created by
0001	Completion of 25	Draft	25.00 Each	\$ 637.50	09.07.2021	Brenton Crid...