7.02. Goods receipts

Entering goods received

If the receiving store is receiving goods from another virtual store on the supply system, in response to an Internal Requisition (Purchase Order), the Goods Receipt will be created automatically - refer to Receiving the goods (requesting store). Open this automatically created Goods Receipt. Do not create a new Goods Receipt!

Choose // Supplier > New goods received// and this window appears:



There is some read-only information at the top of the goods received n

- Store: The name of the store the goods received note belongs to.
- Goods received: This goods received note's number. The number is au incremented and assigned when the goods received note is first cr a store. Note that goods received notes in different stores could hav
- Created by: The name of the user who created the goods received note
- Modified by: The name of the user who last modified the goods receive
- Entry date: The date the goods received note was created.
- Purchase order: The number of the purchase order the goods on this goo ordered on. It is a link and clicking on it will open the purchase o
- Supplier invoice: The number of the supplier invoice produced from this The number is filled in after the goods received note is finalised. A on it will open the supplier invoice.
- Status: The status of the goods received note:
  - nw = new, the goods received note is not complete yet and is s
  - fn = finalised, the goods received note is complete and is no lo

If you have goods receipt authorisation settings in Store Preferences will be an extra column - see the Authorising items on goods received notes section below for more details.

Selecting the Purchase Order

In the Supplier field (which displays // Search Purchase Order// when it first few characters of the name of the supplier from whom the order has be Purchase Orders awaiting, enter @ in the Supplier field. (This has been done in the below):



- Supplier column: The name of the supplier the purchase order was se
- PO reference column: The value entered in the Reference field on the purchase order.
- Tender reference column: The reference to the tender this purchase ord

only have a value if this purchase order came from a tender.
- Our PO ID column: The number of the purchase order in mSupply.
- Comment column: The value entered in the Comment field on the purchase order.

If there are a lot of purchase order in the list you can shorten the list by typing into the Search field. The list will then only show purchase orders for suppliers that contains what you typed.

From this screen select the entry which matches the purchase order for the stock, either by double clicking on the entry, or by highlighting it and using the enter button.

The New Goods Received window reappears with the supplier field and some other

Filling in general details

At this point you should fill in the:

- Supplier reference field with, for example, the delivery note number
- Comment field with any extra information you need to record about the

Adding items from the purchase order

Next, you should click on the Add from Purchase Order button to add the items which have been the goods received note. Clicking the button brings up the window below:



This window displays the goods on the Purchase Order, and you may enter separately (click on a single item), the entire order (click on an item then keyboard, or Cmd+A on a Mac) or something in between (use Ctrl+click to add/remove them to/from the selection and/or Shift+click to select a range) details of the items received!

If you're trying to find a particular item in a long list you can also type the code into the search box at the top and the list will be filtered to show only code starting with what you have typed.

mSupply does allow you to create a Goods Receipt for stock for which you have already received all of the ordered stock, that is, Remaining (outstanding) quantity = 0).

In any case, when you have selected the items you want to receive, click on the

Adding un-ordered items

Occasionally goods may be received which were not ordered, when this
un-ordered item button and select the item before proceeding. There is a us
set to prevent users being able to use this button (see the for details)

25.25. Managing users

Goods receipt line entry

The lines you have selected are added to the goods received note and



No information about the batches or number of packs that have been d
You can set the Qu column (number of packs) to the number remaining to be
the appropriate lines (Click with Shift and Control and Ctrl+a all work
Apply suggested remaining button quantity

To enter the batch and quantity information for each line, double-click
the Edit goods received window will open, populated with the ßrst item:



Let's have a look around the window and see what information is being

- Item: the name of the item we're entering the information about. At
  item's code.
- Remaining quantity: the number of packs we're still waiting to rec
  supplier on the purchase order this goods receipt note is for. This
  because, by default, mSupply creates a line in the table which con
  stock.
- packs: the pack size (number of items in the packs) we're waiting
  number of individual pieces of this item we're waiting to receive is
  receive packs. of
- table: contains all the lines of the item that we're receiving from t
  the cells to edit them (they are all editable except the Total quantity because this is a
  calculated column and equal to Quantity Pack Size). There will be a separate line in
  for each batch or location (and manufacturer if the preference to record manufacturer is turned
  on - entering a manufacturer is the same as entering a location i.e
  characters of the manufacturer's name and press the Take your mouse keyboard and sele
  manufacturer you want from the list displayed or click on the New button to create a new
  manufacturer).
- Expiry date picker: this is in the column just to the right of the Expiry date. Click on it to
  select the expiry date from a date picker:



  Click on a month and year in either order and mSupply enters the
  expiry date column. You can manually edit the date (or manually e
  picker) if you don't want the last day of the month.
- Volume per pack: the volume per pack for the line currently selected in
  the item's default volume per pack if it has one, otherwise 0.
- Weight per pack: the weight per pack for the line currently selected in t
  the item's default weight per pack if it has one, otherwise 0.

- Total line weight: the total weight of this line in the tab (Weight = Quantity column figure for the line)
- Total capacity: the total volume the location for the selected line in the location is not set for the line or has no volume set.
- Available space: the available space in the location before putting this
- Space required: the volume this line requires (Volume = Quantity column figure for the line). So compare this with the Space Available to see whether the line will location selected.
- Comment: Anything you want recorded for this line. Anything typed in Comment column in the table.

If you have set a note for this item on the purchase order (see Note section in Editing Purchase Order Lines) then an extra Note section will appear at the bottom of the windo



Until the Note has been checked, the box is checked, lines for this item will app overall goods receipt window (see below).

To add lines for new batches or locations, click on the Add line button - they b add a line, and adds a blank one, and copies the line currently selected in the surprises but, to delete a selected line, you click on the Delete button!

You can edit a row in the table by clicking on the various cells. It is b Quantity cell and adjust that one first. Then you can use the tab key to a the row.

Let's take the following example for amoxycillin 500mg caps.

quantity	pack	batch	expiry
648	1000	b1234	40/06/18
324	1000	b1235	50/11/18

Let's say there are 12 packs in a box, and 27 boxes on a pallet, so yo and one pallet of the second batch. You can only put one pallet in eac be split into two.

Enter the details into the first row as above.

1. If you are entering details for an item which has its Expiry date re set (see here for details) and you do not enter an expiry date for any of th you click on the OK & Next buttons, you will be shown a warning message ar able to close the window without entering an expiry date for each batc batches.

2. If you receive more than was ordered on the purchase order, OK & when y Next buttons an alert message will appear asking you to confirm the rec

Location management when receiving goods

If the items you are receiving have had a location and volume entered
created, these will be transferred to the goods receipt. If you want to
by double-clicking a line and either changing the volume or the locatio

You can then choose a different location by entering it in the location
location code and to get a list of matching locations.

When you get to the location column press tab. you are shown the loca
window with locations that match m



Note we have then clicked the Show empty radio button, as we are putting away a wh
pallets only go in empty locations. The Show available radio button shows locations that
enough spare capacity to take the volume of the line we are receiving.
location to choose.

If the item you are receiving has a default location set for it, this will
the line was added to the purchase order. Default locations should be
put in the same place, otherwise leave it blank. In the current example
been set for each item.

Now we have entered all details for the line, we can click on the row t
Duplicate line button to create another row the same without entering all t
then only need to click on the location column on the newly duplicated
location to find another empty location for the second pallet.

Once done, you can duplicate the row again, and this time you have to
expiry (to 30/11/18) and location.

Then your window should look like this:



Note that the bottom row of the table shows you the total number of pa
received.

If all the details are correct & click OK (Next & Next) you selected more items to be add
purchase order) or click Cancel if you want to abandon this entry. You will be tak
window showing the overall goods receipt, this time including the lines

Review overall goods receipt



All the items you've selected have been added to the goods receipt. T
remaining to be received for that item.

Double click on each item in turn and the window allowing you to ente
numbers, expiry dates.

Red line in the Goods Receipt?

If you see lines show up in red on the Goods Receipt that means that
that must be actioned for that line on the Purchase Order (see Notes s
Editing Purchase Orders for details).

Once you have actioned the note, the lines will return to their 'normal

The right hand side of the window shows you the shelf location, total
a particular item in a particular shelf location. You are also shown the
particular item. The small refresh icon the right inserts the default l



The volume of the shelf location is now reduced to reß ect the space c
stock item.

After entering the details for each item, you can click on // OK & next
item.

Finalising goods received

The next step in receiving your goods into mSupply is to create a supp
will enter pricing information if you need to). This is done automatical
goods receipt.

When you have entered all the goods you have received onto the Good
by checking the Finalise box in the bottom left hand corner of the window and c
button. Only do this when you are sure the Goods receipt note is an a
received and contains all the information you want in it because ß nali
won't be able to change it afterwards (just like everywhere else in mS

Finalising a Goods Receipt will update the received (and outstanding)
for any goods receipt lines which came from a Purchase Order.

Your goods are not yet entered into stock in mSupply - that only happ
conß rmed. The initial status of this automatically created supplier invoic
ß nalising a Goods Receipt store preferences see here for details.

If you have the store preference supplier invoice authorisation, you will not be
conß rm supplier invoices (and therefore bring items into stock) until t
here for details.

Authorising items on goods received notes

When you have goods received note authorisation turned on in Store Preferences, you will see an extra Authorised column on your goods received note:



The column will contain a checkbox for each batch you add to the good authorised then check its box in the column. As the Authorised column users with the Can authorise goods received permission can check these boxes). You can enter any notes on authorisation in the Authorisation comment box at the bottom. When you finalise your g note only the batches which have been authorised will be put on the automatically cr supplier invoice. In this way you have a complete record of what was r and what was sub-standard.

Viewing existing goods receipts

Choose Supplier > Show goods received&

A standard mSupply find window is shown:



Click the OK button to view the last 15 goods receipts, or enter a value to choose the field you are searching for in the left-hand drop-down list lower text box this filter only will be used and the top one - number of will be ignored). This window then opens to show the goods received r selections:



New button Creates a new goods received note

Find button Opens the search filter window again, allowing you to make a received notes.

Viewing a related purchase order or supplier invoice

Accessing the related Purchase Order when the // Edit goods received clicking on the blue Purchase Order on the right side.



Similarly, if you want to see the linked Supplier Invoice then click on



If you have turned on any of the custom stock fields in store preferences will be displayed as columns (between the Batch and Expiry columns) in the l information you entered for these fields when the stock was received w appropriate cells. If you double-click on one of the supplier invoice li they are editable!), you will see the custom fields and be able to ente them.

Outstanding purchase order lines

Outstanding PO lines are those which you are still waiting to be delive known as your pipeline stock). These will only be updated when a Goo view them by either:

- Clicking on Show outstanding PO lines on the Navigator's Supplier
- From the Supplier > Show outstanding PO lines menu item

Other tabs on a goods received note

All the functionality described above has been on the General tab. There are others!

Documents tab

The Documents tab on a requisition enables you to save documents an goods received note. The tab looks like this:



The table shows you all the files currently uploaded to this goods rece

- Upload document button: Click this to upload a document to the goods re will open a window enabling you to search for and select the file o selected it, click on the Open button to upload it. If you upload a file with th one already uploaded, mSupply will upload it as a new version of t
- Delete document button: Select a file in the table by clicking on it and cl remove it from the goods received note.
- Download document button: When you click on this button you are presen options:
  - Download: this will download the file to a location you select on y
  - Download and open: this will download the file to a location you sel computer and then attempt to open it using the default applica that file type. If there is no application associated with the file then mSupply will tell you that the file could not be opened.

Log tab

The log tab displays all the log entries that have been made regarding
log entries are stored in the mSupply log (see the log for details) and th
will display all the log entries in there which were made for this goods

25.19. The system log

Viewing and editing supplier invoices created via goods rec

A supplier invoice will be created automatically under the Goods Received note. is ß nalised

Supplier invoices created via goods receipts diß er slightly from standa

Price tab

Here, you can add in any extra currency related charges

1. in the supplier's currency in the Extra Foreign Currency charge, and
2. in your local currency in the Local charges and mSupply will automatically c updated invoice price.

Here's an example of how mSupply will do this with a currency YXB w

Item	Foreign Price	Quantity	Foreign Currency Price Extension	Local Price	Local price Extension
Amoxycillin 250mg tabs	50	10	500	70	3,500
Paracetamol 500mg tabs	300	5	1,500	35	10,500

Now we add USD300 of freight charges and YXB1400 of import duties:

- The total USD value of the order is USD2000, so 15% must be adde this
- The YXB1400 is equivalent to USD200 in local charges, so 10% mu
- Therefore a total of 25% is added.

Item	Foreign Price	Quantity	Foreign Currency Price Extension	Local Price	Local price Extension
Amoxycillin 250mg tabs	50	10	500	87.5	4,375
Paracetamol 500mg tabs	300	5	1500	43.75	13,125

Currency and currency rate

Select the supplier currency from this drop-down box, and enter the cu
Currency rate // ß eld// . // Note that currencies must ß rst be entered u
Special>Currencies // Se Currencies...

Extra foreign currency charges

In the supplier's currency, enter any extra charges from the supplier.

Local charges

Enter any local charges, in your local currency.

Application of charges

mSupply distributes any extra charges proportionally according to the
the invoice; this is done automatically

MoneyWorks tab

If you are using the MoneyWorks accounting software (which is highly
tab allows you to export the invoice details to MoneyWorks. Elsewhere
setting up mSupply to work with Moneyworks are to be found. See Moneyworks

// Previous 7.01. Receiving goods (supplier invoice) Next 7.03. Editing pack sizes //

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Last update: 2024/10/18 12:04