

Goods Receipt

When products from suppliers arrive at the warehouse, the goods receipt function can be used to record the transaction.

To create a new goods receipt:

Inventory > Goods receipt > New

(1) The system will default to today as the Goods receipt date. Users have the option to change the date.

(2) Select the warehouse for receiving goods.

(3) Input the vendor code.

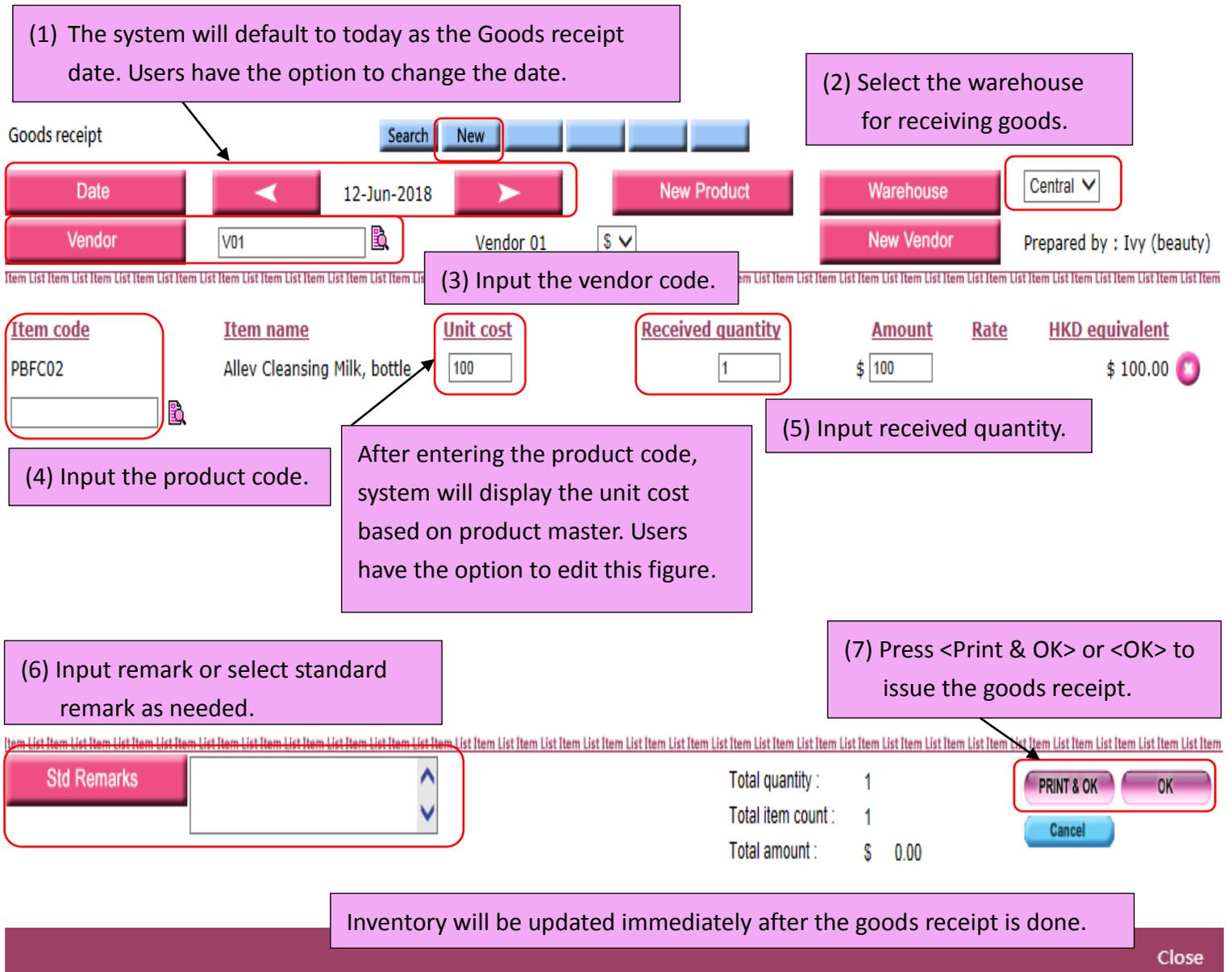
(4) Input the product code.

(5) Input received quantity.

(6) Input remark or select standard remark as needed.

(7) Press <Print & OK> or <OK> to issue the goods receipt.

Inventory will be updated immediately after the goods receipt is done.



Item code	Item name	Unit cost	Received quantity	Amount	Rate	HKD equivalent
PBFC02	Allev Cleansing Milk, bottle	100	1	\$ 100		\$ 100.00

Total quantity :	1
Total item count :	1
Total amount :	\$ 0.00



To view goods receipt:
 Inventory > Goods receipt > Search

Goods receipt

Goods receipt search	
Goods receipt no	<input type="text"/> to <input type="text"/>
Date	From <input type="text" value="1"/> / <input type="text" value="Jun"/> / <input type="text" value="2018"/> to <input type="text" value="30"/> / <input type="text" value="Jun"/> / <input type="text" value="2018"/> or <input type="text" value="Quick select"/>
Warehouse	<input type="text" value="All"/> <input type="text" value="Central"/> <input type="text" value="Office"/> <input type="text" value="TST"/>
Product	From <input type="text"/> to <input type="text"/> or <input type="text"/>
Status	<input type="text" value="Prepared"/>
Sorted By	<input type="text" value="Date"/>

Input the search criteria and press <Submit> to view the goods receipt.

A list of goods receipts will be displayed.
 Press the goods receipt to view the details.

1 Goods receipt count

Goods receipt list					
Goods receipt no	Date	Warehouse	Vendor	Prepared by	Status
IGR-00024	12-Jun-2018	Central	Vendor 01 (V01)	Ivy (beauty)	Prepared

Goods receipt

Date : 12-Jun-2018 Warehouse : Central Goods receipt no : IGR-00024 (Prepared)
 Vendor : Vendor 01 (V01) Prepared by : Ivy (beauty) 12-Jun-2018 14:45:10 Last updated : Ivy (beauty) 12-Jun-2018 14:45:10

Item code	Item name	Unit cost	Received quantity	Amount	Rate	HKD equivalent
PBFC02	Allev Cleansing Milk, bottle, bottle (100ml)	\$100.0000	1	\$100.00	1/1	\$ 100.00

Only authorized users can view the unit cost on the receipt.

Remark :

Total quantity : 1
 Item count : 1
 Total amount : \$ 100.00

User with access rights can edit or void the goods receipt.



To view goods receipt record:

Inventory > Value inquiry > Inventory transaction value inquiry

Inventory transaction value inquiry	
Product	<input type="text"/>
Period	From 1 / Jun / 2018 To 12 / Jun / 2018 Quick select
Warehouse	<ul style="list-style-type: none"> All Central Office TST Stock in transit
Type	<ul style="list-style-type: none"> All (Not include transfer in and transfer out) Goods receipt Sales Adjustment Consumption Transfer in Backorder collection Transfer out Stock take Exchange return Repack
Costing method	Weighted Average

Input search criteria and press <Submit> to view the record.

Inventory transaction value inquiry						
Code:	PBFC02	Name:	Allev Cleansing Milk, bottle			
UOM:	bottle (100ml)	Product category:	Skin Product			
Warehouse:	All	Description:				
Period:	1-Jun-2018 - 30-Jun-2018	Transaction Type:	All			
Date	Warehouse	Document	Type	bottle (100ml)	Unit cost	Value
			Balance b/f	1	\$ 100.00	\$ 100.00
12-Jun-2018	Central	IGR-00024	Goods receipt	1	\$ 100.00	\$ 100.00
30-Jun-2018			Balance c/f	2	\$ 100.00	\$ 200.00

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The record can be printed and exported in excel format.

Close



To view goods receipt report:
 Inventory > Report > Goods receipt report

Goods receipt report

GR Number : To

PO Number : To

Date : From -- / -- / To -- / -- / --Quick Select--

Warehouse :
 Central
 Office
 TST

Vendor :
 Beauty Limited (01)
 HKB2B Limited (HKB2BLimit)

Product category :
 A
 Body product

Brand :
 Brand A
 Brand B

Division :
 Body
 Eye

Product Code From To Or

Invoiced :

Sorted By :

Sorted By :

Sorted By :

Input search criteria
 and press <Submit> to view the report.

HKB2B training system
Goods receipt report

Print On : 12-Jun-2018
 Prepared by : beauty
 Page : Page 1 of 1 pages

Date : From 12-Jun-2018 to 12-Jun-2018
 Warehouse : All
 Category : All
 Product code : All - All

Goods receipt no : All
 Vendor : All
 Division : All

Purchase order no : All
 Brand : All

Date	Warehouse	Vendor	Goods receipt no	Product code	Purchase order no	Received quantity	Outstanding quantity	Unit cost	Amount	Rate	HKD equivalent
12-Jun-2018	Central	Vendor 01	IGR-00024	PBFC02		1	0	\$100.00	\$100.00	1.0000	\$100.00
						1	0				\$100.00

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The report can be printed and exported in excel format.

Close

To setup Goods receipt function:

Inventory > Setup > Good receipt setup

Goods receipt setup

Display product cost Yes

Tick=At product master, product master report and goods receipt, display product cost to all users
 Not tick=At product master, product master report and goods receipt, only display product cost to authorised users

The system will display product cost by default.

- If the box is not checked, system will not display product cost except to authorized users (excluding stock value enquiry and inventory report).
- When these group of unauthorized users create goods receipt, the system uses the unit cost that based on product master to receive the goods.
- Of course, we can grant the right to individual users to view the product cost.

To release view product cost access right for individual user:

Staff > Staff > Select shop > Select staff (User) > Edit

Staff authority

Allow edit past shift [Only for Staff > Staff > Leave / Rest days]

Allow view and edit product cost Yes

Tick <Yes> so the staff can view the unit cost.

Setup Inventory value inquiry and Inventory report access right:

Staff > Setup > User access group > Select group

User group rights

First access level : Inventory

Second access level	Third access level	Fourth access level	
<input type="checkbox"/> Stock Value Enquiry <input type="button" value="Select"/>	<input type="checkbox"/> Stock Value Enquiry	<input type="checkbox"/> List	<input type="checkbox"/> Admin <input type="button" value="Select"/>
		<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Granted
		<input type="checkbox"/> Excel	<input checked="" type="checkbox"/> Granted

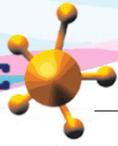
Check the box to grant the right of user group to access stock value enquiry.

User group rights

First access level : Report

Second access level	Third access level	Fourth access level	
<input type="checkbox"/> Inventory <input type="button" value="Select"/>	<input type="checkbox"/> Inventory Report	<input type="checkbox"/> Inventory Report	<input type="checkbox"/> Admin <input type="button" value="Select"/>
<input type="checkbox"/> Report footer <input type="button" value="Select"/>	<input type="checkbox"/> Action	<input type="checkbox"/> View	<input checked="" type="checkbox"/> Granted
		<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Granted
		<input type="checkbox"/> Excel	<input checked="" type="checkbox"/> Granted

Check the box to grant the right of user group to access inventory report.



To setup goods receipt standard remarks:
Master > General settings > Remarks > New

General settings

Config Payment **Remarks** Analysis

New remark

Type

- Booking
- Cashier
- Exchange return
- Swap
- Backorder
- Settlement
- Goods receipt**
- Transfer in
- Transfer out
- Adjustment
- Consumption
- Stock take
- Shop request
- Repack
- Finish booking
- Progress sheet
- Item remark
- Attendance remark

(1) Select the type of goods receipt.

Remark

(Maximum 4000 characters)

(2) Input remark.

(3) Press <Submit> to save the remark.

Submit **Reset** **Cancel**