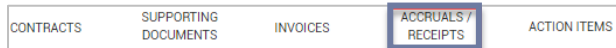



GOODS RECEIPT

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

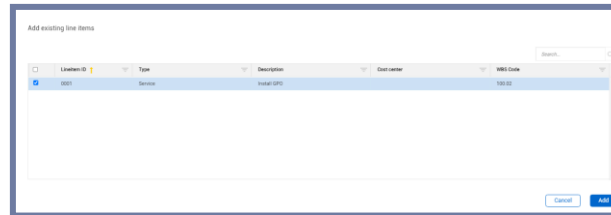
*Posting date
09.07.2021

Cancel Save

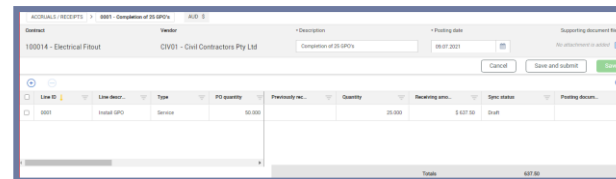
NOTE: Accrual varies from a Receipt typically to account for services/material completed but not yet invoiced. This can do an Accrual/Journal Entry in the ERP to allow for costs. See Contract - Accruals

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
100,000.000

*UoM
Lump Su

*Unit price
\$ 1.00

*Per
1 LUM..

Hint: type 'abc'

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

Supporting document file/link

No attachment is added

COMPLETE GOODS RECEIPT

- Press the Save & Submit button.

Cancel

Save and submit

Save

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.



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