

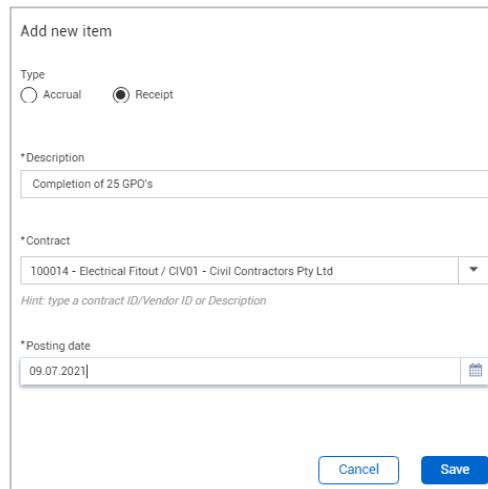
GOODS RECEIPT

CREATE GOODS RECEIPT

1. 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



2. Press the  icon to create a new record. Select “Receipt” and enter the description, select the contract and enter the posting date. Press **Save**



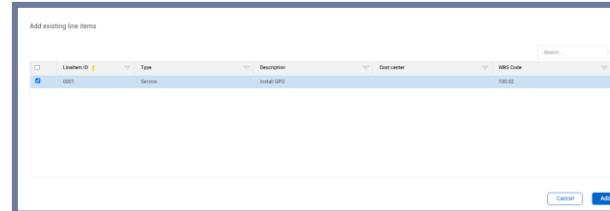
The dialog shows the following fields:

- Type: Receipt
- Description: Completion of 25 GPO's
- Contract: 100014 - Electrical Fitout / CIV01 - Civil Contractors Pty Ltd
- Posting date: 09.07.2021
- Buttons: Cancel, Save

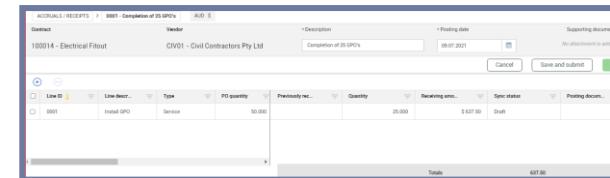
NOTE: Accrual varies from a Receipt typically to account for services/material completed but not yet invoiced. This can do an Accrual/Journal Entry in the ERP to allow for costs. See Contract - Accruals

ENTERING GOODS RECEIPT

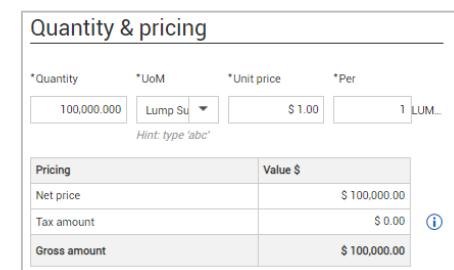
1. Press the  icon to add the relevant contract lines for this Receipt



2. 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.



The section shows:

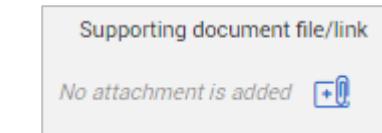
Quantity	UoM	Unit price	Per
100.000.000	Lump Su	\$ 1.00	1 LUM...

Below this is a table for Pricing:

Pricing	Value \$
Net price	\$ 100,000.00
Tax amount	\$ 0.00
Gross amount	\$ 100,000.00

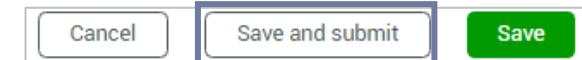
ATTACHING SUPPORTING DOCUMENT

1. Select  the to attach a scanned copy of the



COMPLETE GOODS RECEIPT

1. Press the Save & Submit button.



REVIEWING GOODS RECEIPTS

1. 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.

