8.1. Receiving goods (goods receipt function)

Entering goods received

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

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

Supplier	Search purchase	order					Store: Main warehouse	
Received date	19/01/2023	Tender reference				Goods re	eceived: 10	
Supplier reference	[Crea	ated by: mSupply Support	
	L					Modi	fied by:	
Comment				•		Entr	ry date: 19/01/2023	
						e order: 0		
Donor		Supplier Invoice: 0						
							Status: nw	
			General	Documents	Log			
+		+	-	-	—			
Add from purcha	se order Add	an un-ordered item D	elete line C	heck space	Print goods receipt			
Line Location	ltem code	item name		Batch	Exp date	Pack Size	Quan	
		DOLTH HIGHLY				1 00011 01010	12,01011	
		Real Property and the second					4,000	
		ing the least of					againt.	
		PAGE DECE					4	
		NATE DEST	-					
			-				- Car	
			-					
			-					
			-					
			-					
			•					
			-					

There is some read-only information at the top of the goods received note that cannot be edited:

- Store: The name of the store the goods received note belongs to.
- Goods received ID: This goods received note's number. The number is automatically incremented and assigned when the goods received note is first created and is **unique within a store**. Note that goods received notes in different stores could have the same number.
- 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 received note.
- *Entry date*: The date the goods received note was created.

- *Purchase order*: The number of the purchase order the goods on this goods received note were ordered on. It is a link and clicking on it will open the purchase order.
- *Supplier invoice*: The number of the supplier invoice produced from this goods received note. The number is filled in after the goods received note is finalised. Again, it is a link and clicking on it will open the supplier invoice.
- *Status*: The status of the goods received note:
 - $\circ\,$ nw = new, the goods received note is not complete yet and is still editable
 - $\circ\,$ fn = finalised, the goods received note is complete and is no longer editable

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

In the Supplier field (which displays *Search Purchase Order* when it first opens), enter the first few characters of the name of the supplier from whom the order has been received; to display all Purchase Orders awaited, enter @ in the Supplier field. (This has been done in the example shown below):

Supplier	Our Purchase order ID	Comment
PT Global Persada Farma	119	
EASTERN SURGICAL COMPANY	120	
	1	
Double-click a line to choose it		

From this screen select the entry which matches the order you have received either by double clicking on the entry, or by highlighting the entry and clicking on the *Use* button.

The New Goods Receipt window reappears with the supplier field and some other details completed.

At this point you should fill in the *Supplier reference* field (with the delivery note number, for example) and the *Comment* field (with any extra information you need to record about the delivery).

Next, you should click on the *Add from Purchase Order* button to add the items which have arrived to the goods received note. Clicking the button brings up the *Choose order lines...* window:

em code	item name	Quantity	Pack size	Remaining q	Requested delivery date
M0113	Amoxicillin, 500mg, tab	1000	1000	1000	01/06/2017
M0112	Amoxicillin, 250mg, tab	2000	1000	2000	01/06/2017
M0178	Co-trimoxazole, 480mg, tab	5000	100	5000	01/06/2017
rL0294	Sodium Chloride 0.9% solution (Saline) 1L	500	24	500	01/06/2017
		4			

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

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

In any case, when you have selected the items to receive, click on the Use button.

Occasionally goods may be received which were not ordered; when this occurs, click on the *Add an un-ordered item* button and select the item before proceeding.

Goods receipt line entry

You are now presented with the *Edit goods received line* window for the first item:

•						Edit item						
Item Amo	xicillin, 500mg,	tab			EM011	3						
Add line De	elete line Dup	Dicate line	Remaining	g quantity to	receive:	0	paci	ks of: 1000				
Quantity	Pack Size	Total guan	Batch	Expiry		Location			Comment			
1000	1000	1000000			—							
												_
1000	Total received	1000000										
Location De	tails											
Total ca	pacity	0		Volume per	pack	0 п	3					
Available		0		Space req		0	-					
Per ana pre	space	-		Weight Per			_					
						0 k	-					
				Total Line W	eight	N/A k	9					
Com	nment											
								Cancel		ок	ОК	& Next

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

- *Item*: the name of the item we're entering the information about. At the end of the field is the item's code.
- *Remaining quantity to receive*: the number of packs we're still waiting to receive from the supplier on the purchase order this goods receipt note is for. This is 0 on the screenshot because, by default, mSupply creates a line in the table which contains all the outstanding stock.
- *packs of*: the pack size (number of items in the packs) we're waiting to receive. So, the total number of individual pieces of this item we're waiting to receive is *Remaining quantity to receive x packs of*.
- table: contains all the lines of the item that we're receiving from the supplier. Click on any of the cells to edit them (they are all editable except the *Total quan* column because this is a calculated column and equal to *Quantity* x *Pack Size*). There will be a separate line in this table 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. enter the first few characters of the manufacturer's name and press the *Tab* key on the keyboard and select the 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* column. Click on it to select the expiry date from a date picker:

) 🔵 Bar	l	Expiry	date						
2017	2	018	201	9	2020				
2021	2	022	202	3	2024				
Month									
Jan		Fe	b						
Apr		Ma	ay		Jun				
Jul		Αι	ıg	Sep					
Oct		No	v	Dec					
	2017 2021 Jan Apr Jul	2017 2 2021 2 lonth Jan Apr Jul	ear 2017 2018 2021 2022 Ionth Jan Fe Apr Ma Jul Au	2017 2018 2019 2021 2022 202 Ionth Jan Feb Apr May Jul Aug	2017 2018 2019 2021 2022 2023 Ionth Feb Apr May Jul Aug	ear 2017 2018 2019 2020 2021 2022 2023 2024 Nonth Jan Feb Mar Apr May Jun Jul Aug Sep			

Click on a month and year in either order and mSupply enters the last day of that month in the expiry date column. You can manually edit the date (or manually enter it without using the 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 table. Will be set to 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 the table. Will be set to the item's default weight per pack if it has one, otherwise 0.
- *Total line weight*: the total weight of this line in the table (= *Weight per pack* x *Quantity* column figure for the line)
- *Total capacity*: the total volume the location for the selected line in the table has. 0 if the location is not set for the line or has no volume set.
- Available space: the available space in the location before putting this line in it.
- Space required: the volume this line requires (= Volume per pack x Quantity column figure for the line). So compare this with the Available space figure to see whether the line will fit in the location selected.
- *Comment*: Anything you want recorded for this line. Anything typed in here will appear in the *Comment* column in the table.

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

Last update: 2019/08/28 03:07	receiving_goods:goods_receipts https://docs.msupply.org.nz/receiving_goods:goods_receipts?rev=1566961657

						Edit item				
Item Amo	xicillin, 500mg,	tab		E	M011	3				
Add line D	elete line Dup	icate line								
Quantity	Pack Size	Total quan	Remain Batch	ing quantity to re Expiry	ceive	Location	packs of: 1	000 Comment		
1000	1000	1000000		30/11/2019						
1000	Total received	1000000								
I constinue De										_
Location De Total ca		0		Volume per p	ack	0 п	3			
Available		o		Space requ		0 n	-			
				Weight Per F		1 1				
				Total Line We	ight	1000 k	9			
Con	nment									
Notes										
Urgent - pr	ocess quickly						Note ha	as been actioned		
								Cancel	ĸ	OK & Next

Until the *Note has been actioned* checkbox is checked, lines for this item will appear in red on the overall goods receipt window (see below).

To add lines for new batches or locations, click on the *Add line* or *Duplicate line* line button - they both add a line, *Add line* adds a blank one, *Duplicate* copies the line currently selected in the table. No surprises but, to delete a selected line, you click on the *Delete line* button!

You can edit a row in the table by clicking on the various cells. It is best to click on the left-hand **Quantity** cell and adjust that one first. Then you can use the tab key to advance to the next cell in the row.

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

quantity	pack	batch	expiry
648	1000	b1234	30/6/18
324	1000	b1235	30/11/18

Let's say there are 12 packs in a box, and 27 boxes on a pallet, so you have 2 pallets of the first batch and one pallet of the second batch. You can only put one pallet in each location, so the first row will be split into two.

Enter the details into the first row as above.



If you are entering details for an item which has its "Expiry date required on receive" preference set (see here for details) and you do not enter an expiry date for any of the item's batches then, when you click on the *OK* or *OK* & *Next* buttons, you will be shown a warning message and you will not be able to close the window without entering an expiry date for each batch or deleting all the item's batches.

Location management when receiving goods.

If the items you are receiving have had a location and volume entered when the Purchase Order was created, these will be transferred to the goods receipt. If you want to edit these details you can do so by double-clicking a line and either changing the volume or the location.

You can then choose a different location by entering it in the location field, or enter the start of a location code and press **tab** to get a list of matching locations.

When you get to the location column, we type m then press tab. you are shown the location choosing window with locations that match "m"

(Q, m		Show as		New location		
Code.		Description	Location type	Vol Used	Vol Avail v	
Main-8-8-1	Main 8-8-1			0	0.8	
Main-4-3-1	Main-4-3-1			0	0.8	
Main-4-4-1	Main-4-4-1			0	0.8	
Main -5-1-3	м			0	0	
main-12-4-3	main			0	0	
Main-13-4-4	main			0	0	
Main-11-4-1	main			0	0	
Main-14-1-2	main			0	0	
Mian-3-8-3	main			0	0	
Main-3-9-4	main			0	0	
Main-4-11-2	main			0	0	
Main-5-3-2	main			0	0	
Main-5-5-3	main			0	0	
Main-6-10-3	main			0	0	
Main 0 2 0	main			0	0	
	Item Axs	ym Probe				

Note we have then clicked the **Show empty** radio button, as we are putting away a whole pallet, and pallets only go in empty locations. The **Show available** radio button shows locations that have enough spare capacity to take the volume of the line we are receiving. We then double-click on the location to choose.

If the item you are receiving has a default location set for it, this will have already been filled in when the line was added to the purchase order. Default locations should be set if the same item is always put in the same place, otherwise leave it blank. In the current example we've assumed it has **not** been set for each item.

Now we have entered all details for the line, we can click on the row to highlight it, then click the **Duplicate line** button to create another row the same without entering all the details again - you

then only need to click on the location column on the newly duplicated row, and you can edit the location to find another empty location for the second pallet.

Once done, you can duplicate the row again, and this time you have to change the batch (to b1235), expiry (to 30/11/18) and location.

Then your window should look like this:

em Amoxi	cillin, 500mg,	tab		E	M01	13					
• (-	\$ 77									
ld line Del	ete line Dup	licate line	Remain	ing quantity to re	ceive	: 28	pi	acks of: 1000			
Juantity	Pack Size	Total quan	Batch	Expiry		Location			Comme	ent	
324	1000	324000	b1234	30/06/2018		A.01.82					
324	1000	324000		30/06/2018		A.01.D2					
324	1000	324000	b1234	30/06/2018		A.01.E1					
					_						
072 7	had a second second	072000									
972 10	otal received	972000									
ocation Deta	ails										
Total capa	acity	4 m3		Volume per p	ack	0	m3				
Available s	pace	4 m3		Space requi	ired	0	m3				
				Weight Per P		1					
				Total Line Wei		324	-				
_				rotar tine we	ignt	324	ĸġ				
Comr	nent										

Note that the bottom row of the table shows you the total number of packs and total quantity being received.

If all the details are correct click **OK** (or **OK & Next** if you selected more items to be added from the purchase order) or click **Cancel** if you want to abandon this entry. You will be taken back to the window showing the overall goods receipt, this time including the lines you've just entered:

Review overall Goods Receipt

2024/04/29 15:38

🌆 Ne	w goods rec	eipt				- • •		
	Supplier	South Austral Pty Ltd			Store: General	T		
Re	ceived date	09/05/11	Purchase orde	r: 32	Goods received ID: 903			
Suppli	er reference		Created b	y: Sussol	Entry date	: 09/05/11		
	Period 01/01/11 - 31/12/11		Modified b	y:	Status	: nw		
	-	-	*	<u>_</u>	•	<u>چ</u>		
Add f	rom purchas	e order Add an un-ordered item	Delete line	Check	space Print g	oods receipt		
Line	Location	Item name	Batch	Exp date	Pack Size	Quan ^		
1		Water for injection 100mls bottle			1	0		
2		Procaine Benzylpenicillin 1MU vial			50	0		
						_		
						_		
						Ŧ		
E F	inalize		E	OK & Next	Delete	ОК		

All the items you've selected have been added to the goods receipt The quantity is set to the total remaining to be received for that item.

Double click on each item in turn and the window allowing you to enter quantities, pack, batch numbers, expiry dates.

Red line in the Goods Receipt?

If you see lines show up in red on the Goods Receipt that means that you have set a note that must be actioned for that line on the Purchase Order (see Notes section of Editing Purchase Order lines for details).

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

The right hand side of the window shows you the shelf location, total capacity and available space for a particular item in a particular shelf location. You are also shown the volume or space required for a particular item. The small "refresh" icon the right inserts the default location for the items.

00			Edit it	tem			
Item Axsym Probe							
	1						
Add line Delete line Du	uplicate line	Remainin	ig quantity to re	eceive: 1	packs of	: 1	
Quantity Pack size	Total quan	Batch	Expiry	Manufacturer		Location	
1 1	1 1	ABC123	31/05/2018		Main-8-8-1		
1 Total received	1						
Leasting details							
Location details							
Total capacity	800 1		Volume per p	pack 0	.003 m3		
Available space	797 1		Space requ	ired	31		
				E	Cancel	ОК	OK & Next

The volume of the shelf location is now reduced to reflect the space consumed by our newly added stock item.

After entering the details for each item, you can click on *OK* & *next* to proceed to editing the next item.

Finalising Goods Received

The next step in receiving your goods into mSupply is to create a supplier invoice (that is where you will enter pricing information if you need to). This is done automatically for you when you finalise the goods receipt.

When you have entered all the goods you have received onto the Goods Receipt note, you finalise it by checking the *Finalise* box in the bottom left hand corner of the window and clicking on the *OK* button. Only do this when you are sure the Goods receipt note is an accurate record of what you have received and contains all the information you want in it because finalised means finalised and you won't be able to change it afterwards (just like everywhere else in mSupply!).

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

Your goods are not yet entered into stock in mSupply - that only happens when the supplier invoice is **confirmed**. The initial status of this automatically created supplier invoice is controlled by the "When finalising a Goods Receipt" store preference - see here for details.

If you have the store preferences set to force **supplier invoice** authorisation, you will not be able to confirm supplier invoices (and therefore bring items into stock) until they have been authorised. See 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:

New	goods recei	pt									- 8	2
	Supplier	Search purch	hase order						Store:	Dav	wei NAP sub-de	
R	eceived date	09/02/16	Tender reference						Goods re	ceive	d ID: 1	
Suppl	ier reference										d by : Sussol	
											d by : date : 09/02/16	
	Donor										rder: 0	
									Supplie		oice: O	
	-		-		P		6	1		Sta	atus : nw	
dd fro	m purchase o	rder Add	an un-ordered item	Delete line	Check	k space	Print good	s receipt		_		
Line	Location		Item name	Ba	tch	Exp da	ate	Pack Size	Quan		Authorised	-
	Authorisation	comment:										_
							_	OK & Next	Dele	_	ОК	_

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

Viewing existing Goods Receipts

Choose Supplier > Show goods received...

A standard mSupply find window is shown:

ind	
Show	most recent goods received, or:
Received ID 🗸 🗸	equals 🗸
Complex Find	Cancel OK

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

🛨 🔍							
New Find							
Supplier	Status	Goods ID	Purchase o		Entry date	Received date	ľ
South Austral Pty Ltd	fn	886	212	10244	27/01/11	27/01/11	
South Austral Pty Ltd	fn	887		10287	04/02/11	04/02/11	
South Austral Pty Ltd	fn	888		10288	04/02/11	04/02/11	
South Austral Pty Ltd	fn	890		10211	16/02/11	16/02/11	
Anspec Pty Ltd	fn	891		149162	16/02/11	16/02/11	
Sustainable Solutions (NZ) Ltd	fn	892			16/02/11	16/02/11	
Multichem Exports Ltd	fn	893		503908	16/02/11	16/02/11	
South Austral Pty Ltd	fn	894		10314	16/02/11	16/02/11	
South Austral Pty Ltd	fn	895	371	10211	17/02/11	17/02/11	
Anspec Pty Ltd	fn	897	381	149162	21/02/11	21/02/11	
Anspec Pty Ltd	fn	898	398	149163	21/02/11	21/02/11	
Anspec Pty Ltd	fn	899	381	149162	21/02/11	21/02/11	
Anspec Pty Ltd	fn	900	420		21/02/11	21/02/11	
Anspec Pty Ltd	fn	901	422		21/02/11	21/02/11	
South Austral Pty Ltd	nw	903	32		09/05/11	09/05/11	

New button: Creates a new goods received note

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

Viewing a related Purchase Order or Supplier invoice

Accessing the related Purchase Order when the *Edit goods received* window is open is achieved by clicking on the blue "Purchase Order" on the right side.

	Supplier	PHARMACEUTICAL LTD				Store: War	ehouse St	
F	Received date	23/10/14 Tender reference				Goods received ID :	224	
Supp	lier reference					Created by :	-	
	Period	1/07/2014 - 30/06/2015 🗸 🗸				Modified by :		
	Donor	Enville.	_			Purchase order :	e: 23/10/14	
	Donor					Supplier Invoice :		
					_	Status :		
				6	-			
				Print goo	ids receipt			
ine.	Location	tem name	Batch	Exp date	Pack Size	Quan		Γ
1		Endotracheal Tube No. 7	1314565304	31/05/2018	10			2 /
2		Endotracheal Tube No. 7 Endotracheal Tube No. 7.5	1319330342x 1316227304	31/07/2018 30/06/2018	10		2	
3		Endotracheal Tube No. 7.5	1316227304	30/06/2018	10		10	
								1
l Fin	alize				OK & Next		ОК	
					on a next		UN	

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

The Cor		.og Mone		Confirm Period 1/0 ategory No Donor	date : 23/10/ date : 23/10/ 17/2014 - 30/0 ne	2014	Goo	Colour Colour Status : cn Status : cn ods receive D : 224 hase Order D : 33 Entered by :	Black
L Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extensi	on
1 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Endotracheal Tube No. 7 Endotracheal Tube No. 7 Endotracheal Tube No. 7.5	2	10	1314565 1319330 1316227	31/05/2018 31/07/2018 30/06/2018	0.00	0.00	:	0.00 ^ 0.00 284,000.00
S Hold Finaliz	Export batch: 0	.00				OK & Next	Delete	Subtotal: 0 % tax: Total: OK	284,000.00 0.00 284,000.00

If you have turned on any of the custom stock fields in store preferences they will be displayed as columns (between the Batch and Expiry columns) in the list of items and the information you entered for these fields when the stock was received will be shown in the appropriate cells. If you double-click on one of the supplier invoice lines to edit it (assuming they are editable!), you will see the custom fields and be able to enter information into them.

Outstanding Purchase Order lines

Outstanding PO lines are those which you are still waiting to be delivered from the supplier (also known as your pipeline stock). These will only be updated when a Goods Receipt is finalised. You can view them by either:

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

Viewing and editing supplier invoices created via Goods Receipts

Curren	icy rate	AUD	•		oreign cu	plier subtot rrency charg rency charge	ge 🗌	1400 0 1400		Local charges	0	
ine	Item I	Name	Qty	Pack	Batch	Expiry	Price	Exte	Price	Price exten	*	
1 Lat	oel Print	er (TLP 2844	2	1								
-												
							_					
											-	
(•	
	. 🐔	Other ch	arges							Subtotal		
•		ltem(s):								0 % tax:	- 1	
		Amount:			0.0	0				Total:	- L	

Supplier invoices created via goods receipts differ slightly from standard supplier invoices.

The Price tab

Here, you can add in any extra currency related charges

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

Here's an example of how mSupply will do this with a currency "YXB" whose rate is YXB 7 = USD 1

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 added to each line to account for this
- The YXB1400 is equivalent to USD200 in local charges, so 10% must be added.
- 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 current exchange rate in the

Last update: 2019/08/28 03:07

Currency rate field . Note that currencies must first be entered using the menu item *Special>Currencies*. See 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 invoice value of each item on the invoice; this is done automatically

MoneyWorks tab

If you are using the MoneyWorks accounting software (which is highly recommended), clicking on this tab allows you to export the invoice details to MoneyWorks. Elsewhere in this guide instructions on setting up mSupply to work with Moneyworks are to be found. See Moneyworks.

Previous: 8.1. Receiving Goods - a supplier invoice | | Next: 8.4. New supplier credit



Last update: 2019/08/28 03:07