# 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	e order					Store:	Main warehouse	
Received date	19/01/2023	Tender reference				Goods re	eceived: 1	0	
Supplier reference						Cre	ated by: m	Supply Support	
				-		Mod	ified by:		
Comment						Ent	try date: 1	9/01/2023	
							se order: 0		
Donor						Supplier	Invoice: 0		
			_				Status: n	w	
			Genera	Documents	Log				
+		+	-		<b></b>				
Add from purcha	se order Ad	d an un-ordered item	Delete line (	Check space	Print goods receipt				
Line Location	Item code	item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	item code	item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	ltem nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	ltem nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	ltem nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	ltem nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	ltem nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	
Line Location	Item code	Item nan	ne	Batch	Exp date	Pack Size		Quan	

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):

T Global Persada Farma 119 ASTERN SURGICAL COMPANY 120
EASTERN SURGICAL COMPANY 120

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
EM0113	Amoxicillin, 500mg, tab	1000	1000	1000	01/06/2017
EM0112	Amoxicillin, 250mg, tab	2000	1000	2000	01/06/2017
EM0178	Co-trimoxazole, 480mg, tab	5000	100	5000	01/06/2017
TL0294	Sodium Chloride 0.9% solution (Saline) 1L	500	24	500	01/06/2017
	Total shown:	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	quantity to	receive: 0 packs of: 1000						
Quantity	Pack Size	Total guan	Batch	Expiry		Location		Comme	nt		
1000	1000	1000000									
1000	Total received	1000000									
							-				
Location De	tails										
Total ca	pacity	0		Volume per	pack	0 п	13				
Available		0		Space rec		0					
				Weight Per		0 k	-				
				Total Line W		N/A k					
				Total Line w	reight	N/A K	g				
Com	nment										
								Cancel	ок	OK & 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:

-	iear	1	Expiry	date						
	2017	2	018	201	9	2020				
	2021 2		022	202	3	2024				
Month										
	Jan		Fe	b	Mar Jun Sep Dec					
	Apr		Ma	ay						
	Jul		Αι	ıg						
	Oct		No	v						

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:

						Edit item				
Item Amo	xicillin, 500mg,	, tab		E	M011	13				
Add line D		<b>1</b>								
Remaining quantity to receive: 0 packs of: 1000										
Quantity 1000	Pack Size 1000	Total quan 1000000		Expiry 30/11/2019	[773]	Location		Comment		
1000	1000	100000	ch.	50/11/2015						
1000	Total received	1000000								
Location De	tails									
Total ca	pacity	0		Volume per p	ack	0	n3			
Available	space	0		Space requi	ired	0 1	n3			
				Weight Per F	ack	1	g			
				Total Line We	ight	1000	g			
Con	nment									
Notes										
Urgent - pr	ocess quickly						Note	has been actioned		
								Cancel O	к	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 Amoxic	Ilin, 500mg,	tab		E	M01	13				
•	-	1								
ld line Delet	e line Dup	licate line	Remain	ing quantity to re	ceive	: 28	packs o	f: 1000		
uantity	ack Size	Total quan	Batch	Expiry		Location			Comment	
324	1000	324000	b1234	30/06/2018		A.01.B2				
324	1000	324000		30/06/2018		A.01.D2				
324	1000	324000	b1234	30/06/2018		A.01.E1				
972 Tot	al received	972000			_					
ocation Detail	s									
Total capac	ity	4 m3		Volume per p	ack	0 п	13			
Available spa	ice	4 m3		Space requi	ired	0 п	3			
				Weight Per P		1 k				
				Total Line Wei	ight	324 k	9			
Comme	ent									

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**

2024/05/22 13:19

約 Ne	w goods rea	eipt				- • •		
	Supplier	South Austral Pty Ltd			Store: General	Ψ.		
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:	y: Status: nw			
	-	<u>-</u>	*	-		<b></b>		
Add f	rom purchas	e order Add an un-ordered item	Delete line	Check	space Print go	ods 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		6	OK & Next	Delete	OK		
						H.		

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			
terre de constantes							
Item Axsym Probe							
🛨 💻	<b>*</b>						
Add line Delete line D	uplicate line	Remainin	ng quantity to re	eceive: 1	packs of:	1	
Quantity Pack size	Total quan	Batch	Expiry	Manufacturer		Location	
1	1 1	ABC123	31/05/2018		Main-8-8-1		
1 Total received	1 1						
Location details							
Total capacity	800 1		Volume per p	pack 0	.003 m3		
Available space	797 1		Space requ	ired	31		
					Cancel	OK	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	
	Supplier	Search purc	hase order					Store:	Dawei NAP sub-de	
Received date 09/02/16 Tender reference Goods rec										
Supp	lier reference								ated by : Sussol	
									fified by : try date : 09/02/16	
	Donor								se order : 0	
								Supplier	Invoice : 0	
	•		•		-	6	-		Status : nw	
dd fro	m purchase o	rder Add	an un-ordered item	Delete line	Check space	e Print goo	ds receipt			
Line	Location		Item name	Bato	h E	kp date	Pack Size	Quan	Authorised	
										-
	Authorisation	comment:								
Fin	aliza						OK & Next	Delete	еОК	
m	anze						on a mont	Deleti		

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:

ods	
most recent goods received, or:	
✓ equals ✓	
Cancel OK	
	equais v

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:

South Austral Pty Ltd     fn     887     407     10287     04/02/1     04/02/1       South Austral Pty Ltd     fn     888     413     10288     04/02/1     04/02/1       South Austral Pty Ltd     fn     888     413     10288     04/02/1     04/02/1       South Austral Pty Ltd     fn     890     371     10211     16/02/11     16/02/11       Anspec Pty Ltd     fn     891     398     149162     16/02/11     16/02/11     16/02/11       Sustainable Solutions (NZ) Ltd     fn     893     406     503908     16/02/11     16/02/11     16/02/11       Multichem Exports Ltd     fn     893     406     503908     16/02/11     16/02/11     16/02/11       South Austral Pty Ltd     fn     893     371     10211     17/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/11     21/02/11 <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>🛨 🔍</th>								🛨 🔍
South Austral Pty Ltd     fn     886     379     10244     27/01/1     27/01/1       South Austral Pty Ltd     fn     887     407     10287     04/02/11     04/02/11       South Austral Pty Ltd     fn     888     413     10288     04/02/11     04/02/11       South Austral Pty Ltd     fn     888     413     10288     04/02/11     04/02/11       South Austral Pty Ltd     fn     890     371     10211     16/02/11     16/02/11       South Austral Pty Ltd     fn     891     398     149162     16/02/11     16/02/11       South Austral Pty Ltd     fn     892     339     16/02/11     16/02/11     16/02/11       Sustainable Solutions (NZ) Ltd     fn     893     406     503908     16/02/11     16/02/11     16/02/11       Multichem Exports Ltd     fn     893     406     503908     16/02/11     16/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11     16/02/11     1								New Find
South Austral Pty Ltd     fn     887     407     10287     04/02/1     04/02/1       South Austral Pty Ltd     fn     888     413     10288     04/02/1     04/02/1     04/02/1       South Austral Pty Ltd     fn     888     413     10288     04/02/1     04/02/1       South Austral Pty Ltd     fn     890     371     10211     16/02/1     16/02/1       Anspec Pty Ltd     fn     891     398     149162     16/02/1     16/02/1     16/02/1       Sustainable Solutions (NZ) Ltd     fn     893     406     503908     16/02/1     16/02/1       Multichem Exports Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     894     421     10314     16/02/1     16/02/1       Anspec Pty Ltd     fn </td <td></td> <td>Received date</td> <td>Entry date</td> <td>Supplier ref</td> <td>Purchase o</td> <td>Goods ID</td> <td>Status</td> <td>Supplier</td>		Received date	Entry date	Supplier ref	Purchase o	Goods ID	Status	Supplier
South Austral Pty Ltd     fn     888     413     10288     04/02/1     04/02/1       South Austral Pty Ltd     fn     890     371     10211     16/02/1     16/02/1       Anspec Pty Ltd     fn     891     398     149162     16/02/1     16/02/1       Sustainable Solutions (NZ) Ltd     fn     892     339     16/02/1     16/02/1       Multichem Exports Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     893     406     503908     16/02/1     16/02/1       Multichem Exports Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     893     401     10314     16/02/1     16/02/1       South Austral Pty Ltd     fn     895     371     10211     17/02/1     16/02/1       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     898     398     149163     <	27/01/11		27/01/11	10244	379		fn	outh Austral Pty Ltd
South Austral Pty Ltd     fn     890     371     10211     16/02/1     16/02/1       Anspec Pty Ltd     fn     891     398     149162     16/02/11     16/02/11     16/02/11       Sustainable Solutions (NZ) Ltd     fn     892     339     16/02/11     16/02/11     16/02/11       Multichem Exports Ltd     fn     893     406     503908     16/02/11     16/02/11       South Austral Pty Ltd     fn     893     402     10314     16/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     898     398     149163     21/02/11     21/02/11     21/02/11       An	04/02/11		04/02/11	10287	407	887	fn	outh Austral Pty Ltd
Anspec Pty Ltd     fn     891     398     149162     16/02/1     16/02/1       Sustainable Solutions (NZ) Ltd     fn     892     339     16/02/1     16/02/1     16/02/1       Multichem Exports Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     894     421     10314     16/02/1     16/02/1       South Austral Pty Ltd     fn     895     371     10211     17/02/1     17/02/1       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     898     398     149163     21/02/11     21/02/1       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     990     420     21/02/11	04/02/11		04/02/11	10288	413	888	fn	outh Austral Pty Ltd
Sustainable Solutions (NZ) Ltd     fn     892     339     16/02/1     16/02/1       Multichem Exports Ltd     fn     893     406     503908     16/02/1     16/02/1       South Austral Pty Ltd     fn     894     421     10314     16/02/1     16/02/1       South Austral Pty Ltd     fn     895     371     10211     17/02/1     16/02/1       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     898     398     149163     21/02/11     21/02/1       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     899     381     149163     21/02/11     21/02/1       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/1     21/02/1       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/1     21/02/1	16/02/11		16/02/11	10211	371	890	fn	outh Austral Pty Ltd
Multichem Exports Ltd     fn     893     406     503908     16/02/11     16/02/11       South Austral Pty Ltd     fn     894     421     10314     16/02/11     16/02/11       South Austral Pty Ltd     fn     895     371     10211     17/02/11     16/02/11       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     899     381     149162     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     21/02/11       Anspec Pty Ltd     fn     901     422     21/02/11     21/02/11     21/02/11	16/02/11		16/02/11	149162	398	891	fn	Inspec Pty Ltd
South Austral Pty Ltd     fn     894     421     10314     16/02/1     16/02/1       South Austral Pty Ltd     fn     895     371     10211     17/02/1     17/02/1       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     898     398     149163     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/11     21/02/11	16/02/11		16/02/11		339	892	fn	sustainable Solutions (NZ) Ltd
South Austral Pty Ltd     fn     895     371     10211     17/02/1     17/02/1       Anspec Pty Ltd     fn     897     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     898     398     149163     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     901     422     21/02/11     21/02/11     21/02/11	16/02/11		16/02/11	503908	406	893	fn	Aultichem Exports Ltd
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     21/02/11       Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     900     420     21/02/11     21/02/11     21/02/11       Anspec Pty Ltd     fn     901     422     21/02/11     21/02/11     21/02/11	16/02/11		16/02/11	10314	421	894	fn	outh Austral Pty Ltd
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     900     420     21/02/11     21/02/11	17/02/11		17/02/11	10211	371	895	fn	outh Austral Pty Ltd
Anspec Pty Ltd     fn     899     381     149162     21/02/11     21/02/1       Anspec Pty Ltd     fn     900     420     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	21/02/11		21/02/11	149162	381	897	fn	Anspec Pty Ltd
Anspec Pty Ltd     fn     900     420     21/02/11     21/02/11       Anspec Pty Ltd     fn     901     422     21/02/11     21/02/11	21/02/11		21/02/11	149163	398	898	fn	Inspec Pty Ltd
Anspec Pty Ltd fn 901 422 21/02/11 21/02/1	21/02/11		21/02/11	149162	381	899	fn	Anspec Pty Ltd
	21/02/11		21/02/11		420	900	fn	Anspec Pty Ltd
South Austral Pty Ltd nw 903 32 09/05/11 09/05/1	21/02/11		21/02/11		422	901	fn	Anspec Pty Ltd
Image: state in the state	09/05/11		09/05/11		32	903	nw	outh Austral Pty Ltd
Image: Sector								
Image: second								

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 Received date lier reference Period Donor	23/10/14 Tender reference				Store: War Goods received D : Created by : Modified by : Entry date : Purchase order :	23/10/14	
					ds receipt	Supplier Invoice : Status :	750	
ine	Location	ttem name	Batch	Exp date	Pack Size	Quan		Ī
1		Endotracheal Tube No. 7	1314565304	31/05/2018	10			1
2 3		Endotracheal Tube No. 7 Endotracheal Tube No. 7.5	1319330342x 1316227304	31/07/2018 30/06/2018	10 10		2 10	
Ein	alize				OK & Next	-	ок	

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

Supplie	rinvoice									
	ame PHARMACEUTICAL LTD			Entry	date : 23/10/	2014		Colour	Black	
			Entry date : 23/10/2014 Confirm date : 23/10/2014							
Their							Ir	Status : cn		
Comr	ment goods received ID : 224	-		Period 1/0	)7/2014 - 30/0	6/20 🗸				
+			C	ategory No	ne	~		ods receive ID : 224 hase Order ID : 33		
				_			Purc	Entered by :		
New Inc	e Delete line			Donor				-	Warehouse Sto	
General	Summary by Item Summary by Batch Price	Log Mone	yWor	ks				Store.	Warehouse Sta	
L Lo	. Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extensi	on	
1	Endotracheal Tube No. 7	2	_	1314565	31/05/2018		0.00		0.00 ^	
2	Endotracheal Tube No. 7	2		1319330	31/07/2018		0.00		0.00	
3	Endotracheal Tube No. 7.5	10	10	1316227	30/06/2018	28,400.00	28,400.00	2	284,000.00	
									$\vee$	
<									>	
	Other charges									
SI	f 🖌 Item(s):							Subtotal:	284,000.00	
	Amount:	0.00						0 % tax:	0.00	
								Total:	284,000.00	
Hold	Export batch: 0									
 Finalize						OK & Next	Delete	OK OK		

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		AUD	•		reign cu	plier subtoti rrency charg rency charge	je 📃	1400 0 1400		Local charges	0	
line	Item I	lame	Qty	Pack	Batch	Expiry	Price	Exte	Price	Price exten	*	
1 Lab	el Printe	er (TLP 2844	2	1			_					
_												
											-	
<											•	
		Other ch	arnes									
2 🗷	1	oulei ui	arges							Subtotal	- F	
		Item(s):				_				0 % tax:	- 1	100
		Amount:			0.0	0				Total:	- L	
Hold											-	

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

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*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.

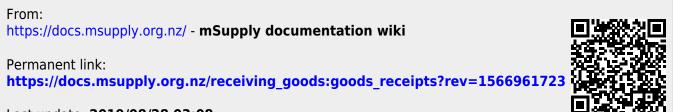
### Application of charges

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. Receiving Goods | | Next: 8.2. Receiving goods (goods receipt function)



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