2025/08/11 12:18



Training Handout: receiving stock - goods receipt

7.02. Goods receipts

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 (requesting 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	E GHSC-PSM Haiti War
Rec	eived date	17/09/2024	Tender reference			Goods received	i: 807
Supplier	r reference					Created by	: mSupply Support
	Comment		(Modified by	r.
	Comment		(1		Entry date	2: 17/09/2024
						Purchase orde	-
	Donor					Supplier Invoice	
			(Farm		1	Status	: nw
			Gene	ral Documents	Log		
	+		· -			<u>s</u>	
Add fr	rom purchas	e order Add	an un-ordered item Delete line	Check space	Print goods receipt	Apply suggested remain quantity	ning
Line	Location	Item code	ltem name	Batch	Exp date	Pack Size	Quan
£1116		Incerni Corore	IVEITI DATIFE	Detcri	EXp unite	Pack Size	1 Colored T
Cinc	Location	item cour	item name	batch	Exp date	Pack Size	quait
Ciric	Location	item coor	Netti narine	batch	CAP UNIT	Pack Size	Quan
Cirie	Location .	Rein Code	NUTH PARTY	Daten		PACK SIZE	Count 1
Cirit			NUCTI PARTINE	DetCI	CAP Unite	Pack Size	Sguant)
			ILETH FAILURE	DetCI		PACK SIZE	Leven .
			ILETH FAILURE	Dater			Leven .
			ILETH FAILURE	Dater			
				Delter			

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.

Selecting the Purchase Order

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):

				G Type here to search	
				- Type Hard to demon	
Supplier	PO Reference	Tender reference	Our PO ID	Comment	
MCOT Insuff. Decision	50172572		4		
BROD Installe Decemen	50172572		5		
MACON INSIGN DULLES	50171054		6		

- **Supplier** column: The name of the supplier the purchase order was sent to.
- **PO reference** column: The value entered in the **Reference** field on the purchase order.
- **Tender reference** column: The reference to the tender this purchase order came from. Will only have a value if this purchase order came from a tender.
- **Our PO ID** column: The number of the purchase order in mSupply.
- **Comment** column: The value entered in the **Comment** field on the purchase order.

If there are a lot of purchase orders in the list you can shorten it by typing something in the *Type here to search* field. The list will then only show purchase orders for suppliers that have a name which contains what you typed.

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

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

Filling in general details

At this point you should fill in the:

- Supplier reference field with, for example, the delivery note number
- Comment field with any extra information you need to record about the delivery

Adding items from the purchase order

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:

tem 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.

mSupply does allow you to create a Goods Receipt for stock for which you have already received all of the ordered stock, that is, Remaining (outstanding) quantity = 0).

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

Adding un-ordered items

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. There is a user permission that can be set to prevent users being able to use this button (see the 25.25. Managing users page for details)

Goods receipt line entry

The lines you have selected are added to the goods received note and you will see them in the table but with no batch, expiry date, location or quantities:

	Supplier	Abbott Diagnos	tics Korea, Inc.				Sto	re: GHSC-PSM Haiti War
Red	eived date	17/09/2024	Tender referenc	e			Goods receive	d: 807
Supplie	r reference						Created b	vy: mSupply Support
							Modified b	ay:
	Comment						Entry da	te: 17/09/2024
							Purchase ord	er: 703
	Donor						Supplier Invoid	:e: 0
							Statu	15: MW
				General	Documents	Log		
	+		.		-		2	
Add f	rom purcha	se order Ad	d an un-ordered item	Delete line Cl	heck space	Print goods receipt	Apply suggested rema quantity	ining
Line	Location	Item code	ltem n	ame	Batch	Exp date	Pack Size	Quan
1		10476Z0B73	(COVID-19) Transp	, 50 Each [Citotest	1		50	0
2		108697GFATM	Abacavir 60mg, dispe	ersible, 60 tabs			1	0
		102159	Abacavir 300mg, 60 t	tabe			60	
3		102133	Abacavii Soonig, oo i	aus			60	0
3		102133	Abacavii Sooniy, oo t	405			60	0
3		102133	Abacavii Sooniy, oo i	abs			60	0
3		102133	Abacavii Sooniy, oo t				60	0
3		102133	Abacavii Sooniy, oo i	aU3			60	0
3			Abacavii Soonig, oo				60	0
3		102133	Abacavii Soonig, oo i				60	0
3			Abacavii Soonig, oo i	403			60	0
3			Abacavii Soonig, oo i	403			60	0
3			Abacavii Soonig, oo i	.403				0
3			Abacavii Soonig, oo i					0
3			Abacavii Soonig, oo i					0

No information about the batches or number of packs that have been delivered has yet been entered. You can set the *Quan* column (number of packs) to the number remaining to be delivered by selecting the appropriate lines (Click with Shift and Control and Ctrl+a all work as usual) and clicking on the **Apply suggested remaining quantity** button.

To enter the batch and quantity information for each line, double-click on the first line in the table and the *Edit goods received line* window will open, populated with the first item:

• •						Edit item		
•	cicillin, 500mg,	tab	Remaining qu		M011			packs of: 1000
Quantity	Pack Size	Total guan	Batch	Expiry		Location		Comment
1000	1000	1000000						
1000	Total received	1000000			_			
Location Det	tails							
Total cap	pacity	0	v	olume per p	ack	0	m3	3
Available s	space	0		Space requi	ired	0		
			1	Weight Per P	ack	0	kg	g
			Тс	otal Line Wei	ight	N/A	kg	g
Com	ment							
								Cancel OK 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). If there are any of the first 4 custom fields described on the 16.01. General
 preferences page turned on then columns for them will be displayed after the expiry date picker
 column and you can enter values for each one there.
- 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	2019		2020	
	2021	2	022	202	3	2024	
N	lonth						
	Jan		Feb			Mar	
	Apr		Ma	ay		Jun	
	Jul		Αι	ıg		Sep	
	Oct		No	ov		Dec	

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				
tem Amoxic	cillin, 500mg,	tab		E	M0113					
dd line Dele	ete line Dup	icate line	Remaini	ng quantity to re	ceive:	0	packs of:	1000		
Quantity	Pack Size	Total guan	Batch	Expiry		Location		Comme	nt	
1000	1000	1000000	ert	30/11/2019						
1000 To	tal received	1000000			_					
location Deta	ils									
Total capa	city	0		Volume per p	ack	0	m3			
Available sp	Dace	0		Space requ	ired	0	m3			
				Weight Per P	ack	1	kg			
				Total Line We	ight	1000	kg			
Comm	nent									
Notes										
	ess quickly						Note	has been actioned		
irgent – proc										
irgent – proc										

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	30/06/18
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.



1. 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.



2. If you receive more than was ordered on the purchase order, when you click on the **OK** or **OK & Next** buttons an alert message will appear asking you to confirm the receipt.

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.	1	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 Axsyr	m 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:

tem Amox	icillin, 500mg,	tab		t	M01	13					
dd line Del	lete line Dup	licate line	Remain	ing quantity to re	ceive	2: 28	packs of: 1000)			
Juantity	Pack Size	Total guan	Batch	Expiry		Location			Comment	:	
324	1000	324000	b1234	30/06/2018		A.01.82					
324	1000	324000	b1234	30/06/2018		A.01.D2					
324	1000	324000	b1234	30/06/2018		A.01.E1					
					_						
972 T	otal received	972000									
972	otal received	972000									
location Det	ails										
Total cap	acity	4 m3		Volume per p	ack	0 m3	l.				
Available s	pace	4 m3		Space requi	ired	0 m3	1				
				Weight Per P							
				Total Line We		324 kg					
C				rotar cirie we	igint	524 kg					
Comr	ment										

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

2025/08/11 12:18

🏖 Ne	w goods rec	eipt				
	Supplier	South Austral Pty Ltd			Store: General	~
Re	ceived date	09/05/11	Purchase order	r: 32	Goods received ID	; 903
Suppli	er reference		Created by	y: Sussol	Entry date	: 09/05/11
	Period	01/01/11 - 31/12/11	Modified b	у:	Status	: nw
	*	*	*	-	-	<u>الج</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
						-
🗐 F	inalize			OK & Next	Delete	ОК
						14

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 i	tem			
Item Axsym Probe							
•							
	plicate line	Remainin	g quantity to re	eceive: 1	packs o	f: 1	
Quantity Pack size	Total guan	Batch	Expiry	Manufacturer		Location	
1 1		ABC123	31/05/2018		Main-8-8-1		
1 Total received	1						
Location details							
Total capacity	800 1		Volume per p	pack 0.	003 m3		
Available space	797 1		Space requ	uired	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.





If the *Items received on a purchase order must be within a minimum expiry date* preference is turned on (see the 6.01. Ordering stock from suppliers page for details) then, when finalising a goods received note, a check is made to see whether any of the lines have an expiry date that is before the date set on the purchase order. If they do then you will be shown a message telling you which lines have too short an expiry date and you will not be able to finalise the goods received note until the expiry date is changed or the line is removed from the goods received note.

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:

🏩 Nev	v goods recei	pt					[
	Supplier	Search purchase orde	۲ .			Store:	Dawei N/	AP sub-de 🗸	
F	Received date	09/02/16 Tende	er reference			Goods re	ceived ID :	1	
Supp	olier reference						reated by :		
							odified by : intry date :		
	Donor						ase order :		
						Suppli	er Invoice :	0	
	•	•		-			Status :	nw	
Add fro	om purchase o		, <u> </u>			eipt	_		
						-			ł
Line	Location	tem nam	e E	atch E	op date Pa	ck Size Quan		Authorised	I
								0	I
									I
									I
									I
									I
									I
									I
									I
									I
								¥	
	Authorisation	comment:							
Fir	nalize				OK	& Next Del	ete	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:

Find received go	ods	~
Find		
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	Supplier ref	Entry date	Received date	
South Austral Pty Ltd	fn	886		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	413	10288	04/02/11	04/02/11	
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	
Sustainable Solutions (NZ) Ltd	fn	892	339		16/02/11	16/02/11	
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	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.

20	Edit	goods receiv	ve					- • •
		Supplier	PHARMACEUTICAL LTD	-			Store: Card Ware	house St 🗸
	R	eceived date					Goods received ID : 2	224
s	uppl	ier reference					Created by :	-
		Period	1/07/2014 - 30/06/2015 🗸 🗸				Modified by : Entry date : 2	
		Donor	Enville.	7			Purchase order : 3	
							Supplier Invoice :	750
						-	Status : f	fn
					Print on	ods receipt		
						-		
	ne	Location	Item name	Batch	Exp date	Pack Size	Quan	
	1		Endotracheal Tube No. 7 Endotracheal Tube No. 7	1314565304 1319330342x	31/05/2018 31/07/2018	10		2 ^
	3		Endotracheal Tube No. 7.5	1316227304	30/06/2018	10		10
								_
								~
	Fina	alize			[OK & Next		ок
								.d

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

New line		Log Money		Confirm Period 1/0 ategory No Donor	date : 23/10/ date : 23/10/ 07/2014 - 30/0 ne	2014	Good	Colour toice number : 750 Status : cn ds receive D : 224 ase Order D : 33 Entered by : Store:	Black Warehouse S
L Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extensi	on
2	Endotracheal Tube No. 7 Endotracheal Tube No. 7 Endotracheal Tube No. 7.5	2 2 10	10	1314565 1319330 1316227	31/05/2018 31/07/2018 30/06/2018		0.00	:	0.00 0 000 000 000 000 000 000 000 000
S T		0.00						Subtotal: 0 % tax: Total:	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

Other tabs on a goods received note

All the functionality described above has been on the General tab. There are others!

Documents tab

The Documents tab on a requisition enables you to save documents and other files relating to the goods received note. The tab looks like this:

Subbue	Search purchase ord	ler			Store:	Main warehouse	
Received date	19/01/2023	Tender reference			Goods received:	10	
upplier reference					Created by:	mSupply Support	
					Modified by:		
Comment			1		Entry date:	19/01/2023	
					Purchase order:	0	
Donor					Supplier Invoice:	0	
					Status:	nw	
			General Docum	nents Log			
		*					
pload document	Delete document	Download documen	t		Show	Show all	0
	File name		Created by	Created on	Saved on	Version no	_

The table shows you all the files currently uploaded to this goods received note.

- **Upload document button:** Click this to upload a document to the goods received note. This will open a window enabling you to search for and select the file on your computer. After you've selected it, click on the **Open** button to upload it. If you upload a file with the same name as one already uploaded, mSupply will upload it as a new version of the already uploaded file.
- **Delete document button:** Select a file in the table by clicking on it and click this button to remove it from the goods received note.
- **Download document button:** When you click on this button you are presented with two options:
 - **Download:** this will download the file to a location you select on your computer.
 - Download and open: this will download the file to a location you select on your computer and then attempt to open it using the default application on your computer for that file type. If there is no application associated with the file type on your computer then mSupply will tell you that the file could not be opened.

Log tab

The log tab displays all the log entries that have been made regarding this goods received note. All log entries are stored in the mSupply log (see the 25.19. The system log page for details) and this tab will display all the log entries in there which were made for this goods received note.

Viewing and editing supplier invoices created via goods receipts

A supplier invoice will be created automatically once the Goods Received note is finalised.

	rency /	AUD	•		oreign cu	plier subtot rrency charg rency charge	ge 🗌	1400 0 1400		Local charges	0	
Line	Item I	lame	Qty	Pack	Batch	Expiry	Price	Exte	Price	Price exten	*	
1	Label Printe	er (TLP 2844	2	1								
											_	
											-	
4												
		Other chi	arces						_			
5	🛯 🔁									Subtotal	1	
		Item(s):				_				0 % tax:	- 1	10
		Amount:			0.0	0				Total:		1.000

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

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	350	3,500
Paracetamol 500mg tabs	300	5	1,500	2,100	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	437.5	4,375
Paracetamol 500mg tabs	300	5	1500	2,625	13,125

Currency and currency rate

Select the supplier currency from this drop-down box, and enter the current exchange rate in the *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: 7.01. Receiving goods (supplier invoices) || Next: 7.03. Editing pack sizes

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