



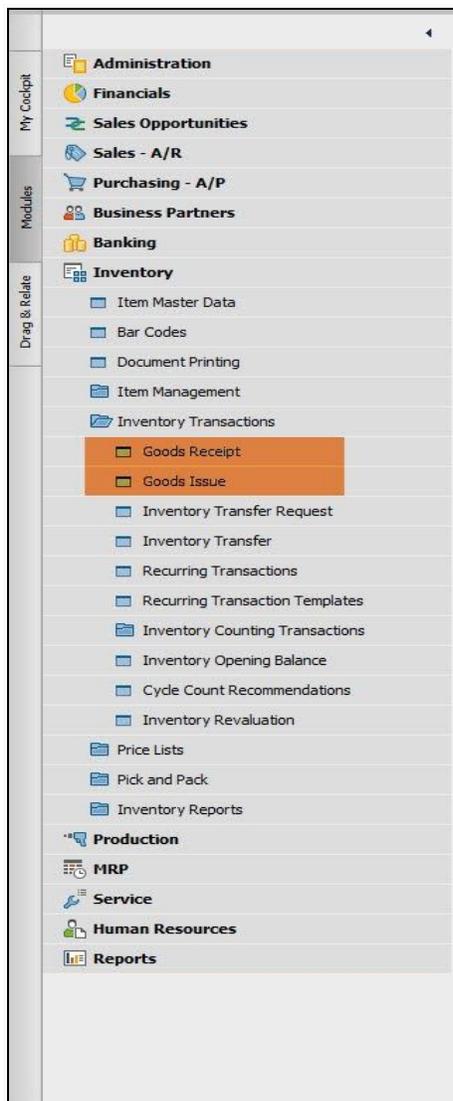
Quick Start: Goods Receipt and Goods Issue

Summary

This is used when you need to issue or receive a good into your inventory but *not tie it to a marketing document such as an invoice or delivery document*. An example of when we would use this is if we erroneously enter the wrong quantity number in the A/R invoice but have already added the document.

Step-by-step guide

1. Choose either a Goods Receipt (if you need to bring in inventory) or Goods Issue (If you need to remove inventory)





2. Fill in the columns such as Item No., Quantity, and Unit Price (in the Goods Issue, you have a Total Amount instead of Unit Price)

Goods Receipt

Number: 8659 Series: Primary Posting Date: 10/13/2014
Price List: Last Purchase Price Document Date: 10/13/2014
Ref. 2

Contents Attachments

#	Item No.	Item Description	Quantity	UoM Name	Whse	Unit Price	Item Cost
1	RM1	OBeer Malt	1	lbs	A1	\$ 73.00000	
2							

Remarks:

Journal Remark: Goods Receipt

Goods Issue

Number: 8586 Series: Primary Posting Date: 10/13/2014
Price List: Last Purchase Price Document Date: 10/13/2014
Ref. 2

Contents Attachments

#	Item No.	Item Description	Quantity	In Stock	UoM Name	Whse	Inventor...
1	RM1	OBeer Malt	1	50	lbs	A1	S0065-01
2							

Remarks:

Journal Remark: Goods Issue



3. Fill in the optional data such as Remarks and Ref. 2 and then click Add

You Item Master Data should now reflect the new changes.

NOTE: You can choose \$0.00 for the cost if you want the system to reevaluate the item cost based upon the price already associated with in-stock quantity.

Reversing a Goods Receipt and a Goods Issue

If a good receipt or a goods issue needs to be reversed, simply right click and choose reverse

The screenshot shows the 'Goods Issue' window with the following details:

- Number: 10012, Series: Primary, Posting Date: 02/07/2014
- Related Doc.: (empty), Document Date: 02/07/2014
- Price List: Last Purchase Price, Ref. 2: (empty)

The main table has the following content:

#	Item No.	Item Description	UoM Code
1	RMY7001	Yeast	Manual

A context menu is open over the first row, with the 'Reverse' option highlighted in yellow. Other menu items include Duplicate, New Activity, Journal Entry, Inventory Posting List, Related Activities, and Batch Number Transactions Report.

At the bottom, there is a 'Remarks' field, a 'Journal Remark' dropdown set to 'Goods Issue', and 'OK' and 'Cancel' buttons.



The following alert will pop up for which the answer is yes

Goods Issue

Number: 10012 Series: Primary Posting Date: 02/07/2014
Related Doc.: Document Date: 02/07/2014
Price List: Last Purchase Price Ref. 2

System Message

Create reversing Goods Receipt for this transaction?

Yes No

Remarks

Journal Remark: Goods Issue

OK Cancel

This will create the reversal Goods Receipt if reversing a Goods issues and the reversal Goods Issue if reversing a Goods Receipt

Goods Receipt

Number: 12116 Series: Primary Posting Date: 02/07/2014
Related Doc.: 10012 Document Date: 02/07/2014
Price List: Last Purchase Price Ref. 2

Contents Attachments

#	Item No.	Item Description	Quantity	Unit Price	Total	In...
1	RMY7001	Yeast	4	\$ 62.2400	\$ 248.96	510
					\$ 248.96	

Remarks: Reversal of Goods Issue: 10012

Journal Remark: Reversal of Goods Issue: 10012

OK Cancel