

U4 ERP Register Goods Receipt

Guide for Users

Version 1.0



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Good receipting is used to register the goods/services received in relation to the purchase order raised and must be in line with the delivery e.g., two deliveries for one order will require two separate goods receipting tasks.

You should check that the goods/services have been received before goods receipting. All goods must be receipted before invoices are sent for payment. Invoices cannot be paid until the good receipting has been registered.

You cannot goods receipting terminated/finished purchase orders. Never fully goods receipt an order you haven't fully received.

Goods Receipting

On Unit4 ERP Web, go to *Procurement - Purchase Orders – Goods Received* and open *Goods Receipt*.

In the Order number field, enter the "Order No" and press *Tab* to load. If you don't know the order number, press the three dots button to open value lookup. You can search for your purchase orders but entering your username into the 'Requested by' field (your username is what you enter when you log in minus the initial 'f').

Order num.	Supplier/Customer	Supplier/Customer (T)	External reference	Responsible	Requested by	Accountable	Order date	Delivery date
10012802	173043	AGILYX EMEA LIMITED	30178001	WEB	ACRS55		22/11/2023	06/11/2023
10012803	52265	COMPUTACENTER UK LTD	30176668	WEB	ACRS55		22/11/2023	17/11/2023
10012630	58476	LAWAT CONSULTING LTD T/A	30178354	WEB	ACRS55		18/12/2023	15/12/2023

When you purchase order, if you would like, you may change the delivery date to the actual delivery date or you can leave it as the current date.

Quantity Based Goods Receipting

Do not fully goods receipt if you have not received the whole order.

If all units on a line have been received, tick the box on the left side of the order line and press simply press the goods received button.

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
<input type="checkbox"/>	1 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Planners	5.00	50.00	0.00	0.00	UN	10.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Pens	3.00	7.50	0.00	3.00	UN	2.50	<input type="checkbox"/>
<input type="checkbox"/>	3 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Pencils	1.00	3.00	0.00	0.00	UN	3.00	<input type="checkbox"/>
					Σ	9.00		0.00	3.00		

If

you've only received part of the units on a line and you are expecting to receive the rest, enter the number of units you have received manually.

If you've only received part of the units on a line and you are not going to receive the rest of the units, enter the number of units you have received manually and the tick the box under the Rest Cancelled column.

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
<input type="checkbox"/>	1 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Planners	5.00	50.00	0.00	1.00	UN	10.00	<input type="checkbox"/>
<input type="checkbox"/>	2 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Pens	3.00	7.50	0.00	2.00	UN	2.50	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3 ADMIN&OFFEQ	Administrative & Office Equipment	ADMIN&OFFEQ	Pencils	1.00	3.00	0.00	1.00	UN	3.00	<input type="checkbox"/>
					Σ	9.00		0.00	4.00		

When you have finished goods receipting an order, press save and the system will provide you with a goods receipt number, this will need to be presented to P2P when they pay the invoice.

Value Based Goods Receipting

Do not fully goods receipt if you have not received the whole order.

If the full amount of the line has been received, tick the box on the left side of the order line and simply press the goods received button.

Order details												
<input type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
<input checked="" type="checkbox"/>	1	AUDITFEEVB	Audit Fee Value Based	AUDITFEEVB	Audit Fee Value Ba...	1.00	125.00	0.00	1.00	UN	125.00	<input type="checkbox"/>
<input type="checkbox"/>	2	AUDITFEEVB	Audit Fee Value Based	AUDITFEEVB	Audit Fee Value Ba...	1.00	30.00	0.00	1.00	UN	0.00	<input type="checkbox"/>
Σ						2.00		0.00	2.00			

If you've only received part of the good/service of a line and you are expecting to receive the rest, enter the amount of goods/service received in the Unit Price field.

If you've only received part of the goods/services of a line and you are not expecting to receive the rest, enter the amount of goods/services received in the unit price field and tick the box in the rest cancelled column of that row.

Order details												
<input type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
<input checked="" type="checkbox"/>	1	AUDITFEEVB	Audit Fee Value Based	AUDITFEEVB	Audit Fee Value Ba...	1.00	125.00	0.00	1.00	UN	125.00	<input type="checkbox"/>
<input type="checkbox"/>	2	AUDITFEEVB	Audit Fee Value Based	AUDITFEEVB	Audit Fee Value Ba...	1.00	30.00	0.00	1.00	UN	25.00	<input checked="" type="checkbox"/>
Σ						2.00		0.00	2.00			

Only receipt up to the value ordered, **DO NOT** over receipt a value based order. If the rows ordered come to more than what was ordered on the initial order, just fully goods receipt. When the invoice is paid, it will enter workflow and be closed appropriately.

When you have finished goods receipting an order, press save and the system will provide you with a goods receipt number, this will need to be presented to P2P when they pay the invoice.

Goods Receipting A Value Based Purchase Order Relating To Multiple Invoices

Within the authority we use agency staff services, day nurseries etc which send in weekly or monthly invoices. Instead of raising individual purchase orders e.g for each month, a single purchase order can be raised with the value of the service for a specific period of time.

For example an agency worker working for 3 months. The value of the purchase order would be the cost for the 3 months. The agency would send in a invoice for eg April. This invoice can be goods receipted for the cost of April but there would be a balance of the next two months still on the purchase order which you would goods receipt with each monthly invoice until the value of the purchase order was finished.

When goods receipting using the above option, to keep the purchase open, when goods receipting ONLY SAVE.

Only receipt up to the value ordered, **DO NOT** over receipt a value based order.

Example

Purchase Order value = £1000

Invoice 1 = £500 (£500 is receipted)

Invoice 2 = £400 (£400 is receipted)

Final invoice = £150 (only receipt the £100 to close the PO. This invoice will go through workflow for checking/ approval). £150 will be paid to the supplier.

Finding A Goods Receipt Number

Go to *Reports Menu – Global Reports - CCC Reports - A General Reports – Purchasing* and open *Delivery Status Enquiry* (You may also use the search bar to find the enquiry)

Enter the purchase order number and it will populate all the goods receiving numbers relating to the order.

Selection criteria

OrderNo like

Company like

Results

Search

#	User	Product	RegNo	Text	OrderNo	Ap/Ar ID	Deliv.date	NT	External ref	Amount delivered	Curr. amount
1	ACR555	ADMIN&OFFEQ	20315032	Administrative & Office Equipme...	10012328	47170	13/02/2024	40	30156807	5.00	5.00
2	ACR555	ADMIN&OFFEQ	20315031	Administrative & Office Equipme...	10012328	47170	14/02/2024	40	30156807	50.00	50.00
3	ACR555	ADMIN&OFFEQ	20315031	Administrative & Office Equipme...	10012328	47170	14/02/2024	40	30156807	3.00	3.00
Σ										58.00	58.00

Outstanding Purchase Orders and Remaining Balances

Go to *Reports Menu – Global Reports - CCC Reports - A General Reports – Purchasing* and open *Outstanding Orders by Cost Centre* (You may also use the search bar to find the enquiry)

Enter relevant periods in the search criteria. You can also enter the relevant budget codes before pressing search. All outstanding open purchase orders under that criteria will be shown and you can check how much has been posted against the purchase order and what balance is remaining.

Selection criteria

Requested by like

Period between and

CostC like

Status like

Company like

Results

Search

#	NT	OrderNo	SupplD	Status	Curr. amount	Posted	Outstanding	Prod. grp	Product	Account	CostC	Job Code	Service	Order date
1	40	10012189	38790	O	1,700.00	0.00	1,700.00	P0039	ADMIN&OFFEQ	4948	8261		420	06/07/2022
2	40	10012272	47170	O	4.30	0.00	4.30	P0039	ADMIN&OFFEQ	4948	8261		420	21/10/2022
3	40	10012272	47170	O	0.77	0.00	0.77	P0039	ADMIN&OFFEQ	4948	8261		420	21/10/2022
4	40	10012272	47170	O	1.54	0.00	1.54	P0039	ADMIN&OFFEQ	4948	8261		420	21/10/2022
5	40	10012273	12035	O	3.75	0.00	3.75	P0039	ADMIN&OFFEQ	4948	8261		420	09/11/2022
6	40	10012275	12035	O	3.75	0.00	3.75	P0039	ADMIN&OFFEQ	4948	8261		420	10/11/2022
7	40	10012277	3941	O	1,000.00	0.00	1,000.00	P0039	ADMIN&OFFEQ	4948	8261		420	10/11/2022
8	40	10012277	3941	O	500.00	0.00	500.00	P0039	ADMIN&OFFEQ	4948	8261		420	10/11/2022
9	40	10012281	47170	O	25.00	0.00	25.00	P0039	ADMIN&OFFEQ	4948	8261		420	10/11/2022
10	40	10012200	12640	O	10.00	0.00	10.00	P0039	ADMIN&OFFEQ	4948	8261		420	10/11/2022

Goods Receipting Complete and Invoices Paid but Order is still Outstanding

Sometimes the supplier’s price will have changed, for example a PO raised for £1000 but the invoice received is for £995.00, or goods are out of stock . The balance will keep the purchase order open so to close the purchase order, go to goods receipt screen and press Rest Cancelled which should close the purchase order.

Goods receipt

Order information

Order number Order status

Supplier

References

Requested by

Delivery

Delivery date

Delivery time

Workflow log (row 1)

(Enter a comment)

Order details

<input type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty received	Unit	Unit price	Rest cancelled	Warehouse	Location
<input type="checkbox"/>	1	RENTSGEN	Rents General	RENTSGEN	Rents General	1.00	724.64	0.00	0.00	UN	724.64	<input type="checkbox"/>		
Σ						1.00		0.00	0.00					

Fully Goods Receipted Purchase Order Accidentally Which You Needs To Remain Open
Please contact CR Finance P2P **immediately** so they are aware that they need to keep the purchase order open for further goods receipting.

Closing a Purchase Order No Longer Required

To close a purchase order email CR Finance Systems and quote the purchase order number, supplier, costs so they can identify the PO and the reason why you require it to be closed.

Please ensure that all invoices have been **PAID** against the purchase order before you request it be closed. Goods receipting is not the last step. Please see our Requisition guide for more information.

Queries

Goods Receipting queries – [CR Finance P2P](#)

Closing a Purchase Order – [CR Finance Systems](#)