Training Document – How to Record the Receipt of Stock with a Shipment

In this lesson you will learn about using the Accredo system.

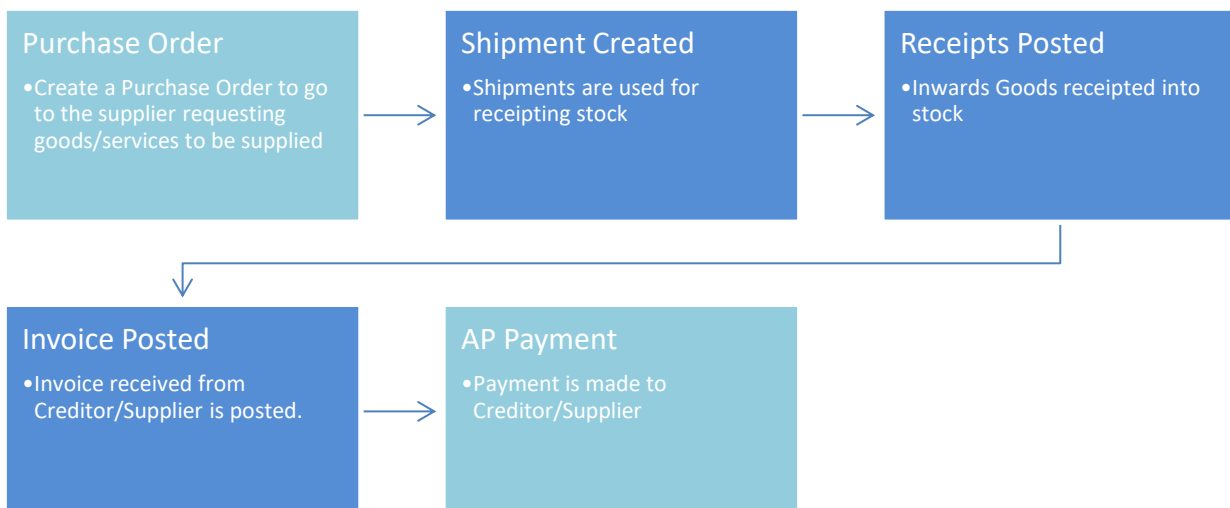After completing this lesson, you will be able to:

- Record the receipt of stock with a Shipment.

Contents

Purchase Order to Invoice Process

Process flow

Purchase Order	Shipment Created	Receipts Posted
•Create a Purchase Order to go to the supplier requesting goods/services to be supplied	•Shipments are used for receipting stock	•Inwards Goods receipted into stock

Invoice Posted	AP Payment
•Invoice received from Creditor/Supplier is posted.	•Payment is made to Creditor/Supplier

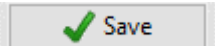Last updated 10 April 2017

Shipments

Using Shipments

Shipments are used when receiving stock. There are two parts to a shipment: Receiving and Invoicing. When goods are received the Receipt and Lines tabs are updated and receipts posted to Inventory Control. When the Invoice is received the Invoice, Lines and Additional Costs tabs are updated and the invoice is posted to Accounts Payable.
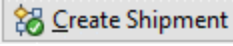
Creating Shipments

A shipment (receipting stock and updating creditor invoices) can be generated from the Accounts Payable module or alternatively, from a Purchase Order)

To create a shipment without a Purchase Order:

- **Tasks / Accounts Payable / Enter Shipments:**
- Select Shipment (This will create a creditor invoice and an associated batch of inventory receipts), Invoice Only (This will create a creditor invoice only allowing receipt to be carried out at a later stage), or Receipt only, this will create a batch of inventory receipts.
- Select Creditor.
- Enter the appropriate details in the Invoice tab.
    - o **Important:** Enter the invoice number here when received.
    - o **Note:** The Gross amount in the Invoice tab must be equal to the invoice gross (shown at the bottom of the page) in order to save the shipment.
- Enter the delivery number in the reference field of the receipt tab when goods are received.
- Use the Lines tab to enter the shipment detail.
    - o **Note:** Use the Zoom button (Ctrl + F12) 📷 to view each shipment line in a form.
    - o **Additional Cost:** Any additional costs such as freight, customs clearance fees, etc. These costs are added to the Unit Cost for the purpose of calculating the latest cost for inventory (See the later section on Additional Costs).
    - o **Unit Sell:** The selling price for the Job Costing transaction.
    - o **Ext Sell:** The extended selling price for the Job Costing transaction, calculated as Quantity x Unit Sell
- Save (F9). ✔ Save
- **Note:**
    - o To post receipt transactions to inventory click 'Post Receipts'
        - ▪ This will update your Stock/Inventory counts.
    - o To post invoice transactions to Accounts Payable click 'Post Invoice'
        - ▪ This will update your Accounts Payable.

- **Open the Purchase Order that needs to be receipted or invoiced:**
    - See *"Reviewing Purchase Orders"* above.
- Click the 'Create Shipment' button at the bottom of the Purchase Order screen.

    🔧 Create Shipment
- Select Shipment.
- Most details will be filled from the purchase order, fill out the other details as required.
- Save (F9).   ✔ Save
- **Note:**
    - To post receipt transactions to inventory click 'Post Receipts'
        - This will update your Stock/Inventory counts.
    - To post invoice transactions to Accounts Payable click 'Post Invoice'
        - This will update your Accounts Payable.
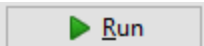
Reviewing Shipments

As you may not receive the goods and invoice at the same time you may need to post one part of the Shipment (Invoice or Receipt) and come back to it later.

- **Maintain / Accounts Payable / Shipment List:**
- Use the filters to narrow down the list.
- Double click a Shipment to open it, or select from the list and use the Open Details button (F12). 📋

Shipment Status Report

This will produce a report which lists shipments entered.

- **Reports / Accounts Payable / Shipment Reports / Shipment Status:**
- Use the filters to narrow the Shipments to be reported on.
    - The Creditor selections can be used to limit the report to certain suppliers.
    - The check box selections allow you to select particular types of documents, and specific post and print statuses.
    - **Invoice Post Status and Receipt Post Status:** You may select any combination of Unposted, Posted and deleted for both the invoice and receipt status.
    - **Current / History:** A Shipment is current if it is not deleted and not processed (the opposite stands for historic invoices).
    - **Period:** Allows you to narrow down the shipments based on their dates.
- Click Run (F9).   ▶ Run

Contact

For further information or for assistance with Accredo please do get in touch with us.

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