

How to record partial delivery from Supplier

Overview:

With partial delivery, you will receive your complete order in two (or more) different delivery dates. **Goods Receive Notes** also allows you to record items that your Supplier has partially delivered to you.

Procedure:

1. In Goods Receive Notes, click on the Partial Transfer button and select the document to transfer from (e.g. *Purchase Order*).

File	Home	Edit Ta	sk Ir	nfo Viev	v Tools	Inquiry	Maintenance									
New	Transfe	Partial Transfer	Save	Save and Close	Save and New	Preview and New ~	Print And New ~	Audit Trail	Print Barcode	Online F Help	Reset View Settings	 View Variants ~ Print ~ Preview ~ 	 Previous Record Next Record Search 	Close		
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🤹 * - 6	* - Goods R Purchase Order															
Details	Goods Received Notes Details Supplier Deliver To Others Notes Info															
Supp	lier 3	01-A001			Currency	Currency PHP					Rate 1.00000000 Exchan					
From	4	ALI MANUFACTURING INC			Attention	Attention Leah Santos				Doc Dat	te 1	12/07/2021				
Term	6	60 DAYS -			Purchaser	chaser ALVIN ~			*	GRN No. GRN2112/001						
Loca	tion		Supplier DO No							Referen	nce No.					
Proje	ject v Tax Indusive															

2. In the Partial Transfer window, tick the items partially received and input their corresponding quantity under the 'Transfer Qty' column and click OK.

Goods Received Notes																	
Detai	ls S	upplier [Delive	r To Others	2	👷 * - Partial Transfer Purchase Order – 🗆 🗙											
Sup	plier	301-A00	01	_	(Doc (Code From		Doc Code To								Exchange Rate
From	n	ALI MAN	NUFA	CTURING INC	1	Date	From		▼ Date To ▼								
Terr	m	60 DAYS	60 DAYS Transfer Items													· ···	
Loca	ation					5	-	View Variants	- 🕜 🕘	• •	2						
Proj	Project						Transfer	Date	Transfer Qty	UOM	Balance	Stock	Description	UOM	Qty		
	Scar	n Item		ш			\checkmark	12/01/2021	5	UNIT	5.00	SAM17MNT	SAMSUNG 17' MONITOR	UNIT		10	
	Os	Stock Code	2	Description		0	 Image: A start of the start of	12/01/2021	5	UNIT	5.00	SAMKEY	SAMSUNG KEYBOARD PS 2	UNIT		10	
•							× P02112	2/002									A
								12/02/2021			100.00	VERBATIM	VERBATIM DISKETTES	PCS		100	
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Taxat	Taxable OK Cancel Inquiry																
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Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



3. The selected items are now transferred to the Goods Receive Notes document. Click Save.

Image: Construction of the state of the												
Goods Received Notes Details Supplier Deliver To Others Notes												
Supplier 301-A001 ~	Currency	PHP	Ŧ	Rate	1.00000000 Exchange F							
From ALI MANUFACTURING INC	Attention	Leah Santos		Doc Date	12/07/2021 -							
Term 60 DAYS -	Purchaser	ALVIN	GRN No. GRN2112/			/001						
Location	Supplier DO No	DLV2112/011		Reference No.								
Project -				Tax Inclusive								
📋 Scan Item 🔳 🗙 🖗 🖨	🕼 🕼 🥥	• •	View Variants •	o 🗿 🚳	🖬 - 😡							
C Stock Code Description	F.Desc Qty	UOM Unit Price	Disc Amount	Tax Code	Tax WTax	Code WTax	Net					
SAM17MNT SAMSUNG 17' MONITOR	2 5	UNIT 4,500.00	22,500.	00 SR-PNCD	2,700.00		25,200.00					
SAMKEY SAMSUNG KEYBOARD PS 2	2 5	UNIT 350.00	1,750.	00 SR-PNCD	210.00		1,960.00					
Taxable 24,250.00 Tax	2,	910.00 Due Amou	Int					27,160.00				

4. Upon receiving the remaining items on the next delivery, create a new Goods Receive Note and repeat steps 1 to 3. In the sample image below, all remaining items are received and no more balance.

🙀 Goods Received Notes													
Details Supplier Deliver To Others 🖾 * - Partial Transfer Purchase Order – 🗆 X													
Supplier 301-A001	Doc Code From Doc Code To								1.00000000 Excha	ange Rate			
From ALI MANUFACTURING INC	Date	e From				• Dat	e To			Ŧ		Ŧ	
Term 60 DAYS	erm 60 DAYS Transfer Items												
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Project		Transfer	Date	Transfer Qty	UOM	Balance	Stock	Description	UOM	Qty			
		~ P021	12/001										
Scan Item		\checkmark	12/01/2	5	UNIT		SAM17	SAMSUNG 17 MONITOR	UNIT	10			
C Stock Code Description	•		12/01/2	5	UNIT		SAMKEY	SAMSUNG KEYBOARD	UNIT	10	Net		
•		× P021	12/002									A	
			12/02/2			100.00	VERBAT	VERBATIM DISKETTES	PCS	100			
												-	
Taxable	Taxable OK Cancel Inquiry												

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To view the list of outstanding and/or partially received items, generate the 'Outstanding Purchase Order' report by navigating to *Reports > Purchase Reports > Reports > Outstanding Purchase Order*.

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File		All Reports		Tools	Inquiry	Main	itenar	nce	
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	0	Customer Reports	•						
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Navi	1	Purchase Reports	•	🥟 Mast	er Reports	•	- T		
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Purc	0	VAT Reports	•	🧭 Repo	orts	•	1	Purchase Register	
-	0	W/Tax	•	Options In	auirv			Outstanding Purchase Requisition	- I
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	0	Graph Reports	•	Filt	er More	Sel		Outstanding Goods Received Note	

Sample report below. It shows the Total Qty, Received Qty, and Outstanding Qty.

С	Outstanding Purchase Order											
Op	Options Inquiry											
3	🔁 🗟 💾 🖶 View Variants 🔻 🚳 🚳 🕞 🖌 😥											
	Document Date 🔹 🔺	Stock Code	Stock Name	Qty	Unit Price	Net Amount	Tax Amount	Rcv Qty	Rcv Doc #	Rcv Date	Outstanding Qty	
	× P02112/001 30			·				<u></u>				
	12/01/2021	SAMKEY	SAMSUNG KEYBOARD PS 2	10	350.00	3,500.00	375.00	5	GRN2112/001	12/07/2021	5	5
	12/01/2021	SAM17MNT	SAMSUNG 17 MONITOR	10	4,500.00	45,000.00	4,821.43	5	GRN2112/001	12/07/2021	5	5
•	Y PO2112/002 301-A001 - ALI MANUFACTURING INC											
	12/02/2021 VERBATIM VERBATIM DISKETTES				70.50	7,050.00	755.36				100	0



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <u>https://support.qne.com.ph</u>

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