



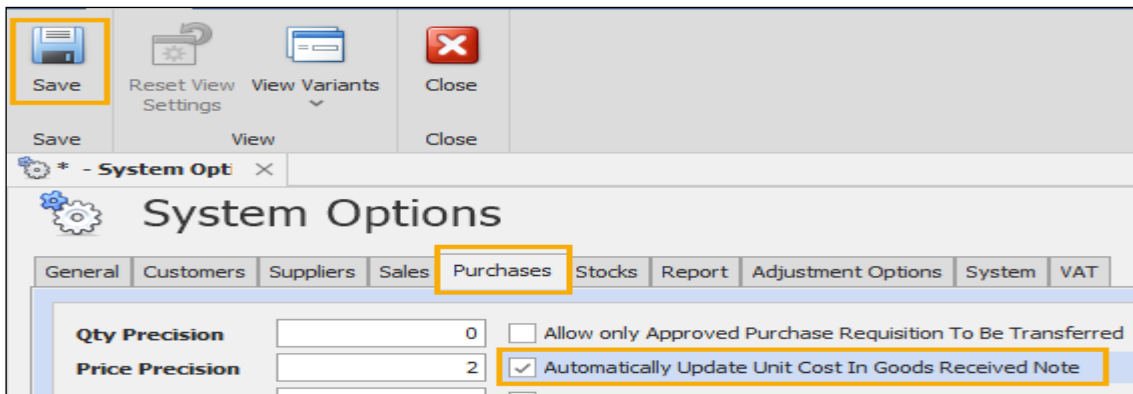
## How to Automatically Update the Unit Cost in Goods Received Notes

### Overview:

There are instances where the unit cost in Goods Received Notes is blank or incorrect because the user(s) recording received goods is restricted from viewing/editing the unit cost. The other user recording Purchase Invoices who is allowed to view/edit the unit cost shall correct the unit cost upon transfer and the system can automatically update the unit cost in the Goods Received Notes.

### Procedure:

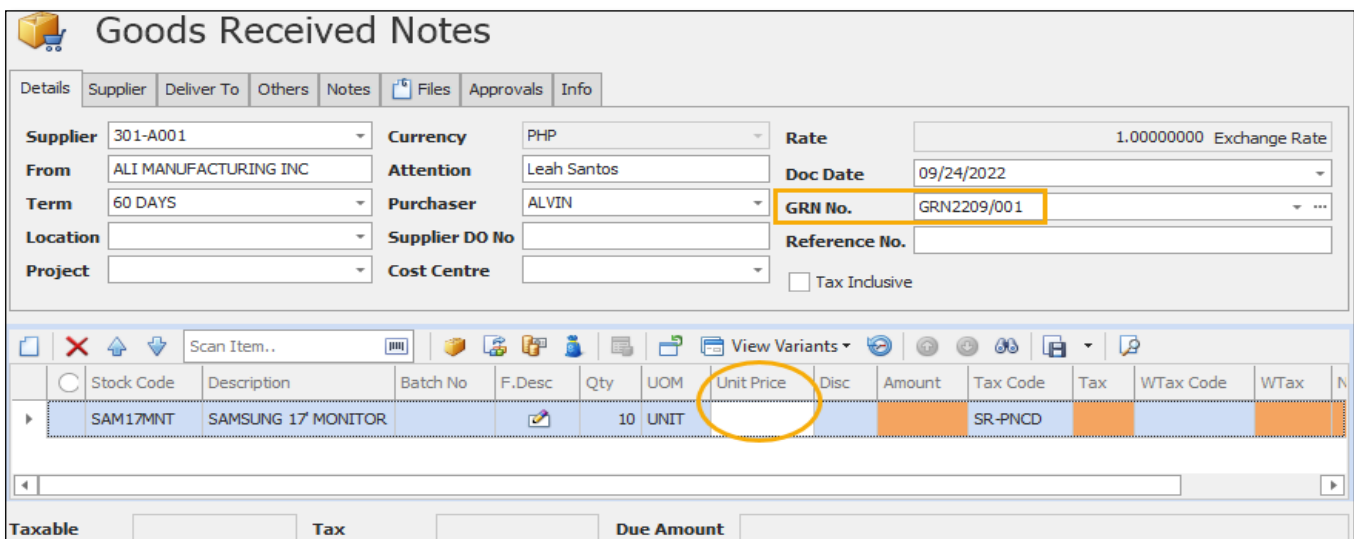
1. Navigate to **Maintenance > System Options > Purchases Tab**.
2. Tick 'Automatically Update Unit Cost in Goods Received Note' and **Save**.



The screenshot shows the 'System Options' window with the 'Purchases' tab selected. The 'Automatically Update Unit Cost In Goods Received Note' checkbox is checked. The 'Save' button is highlighted in the top toolbar.

### Application:


1. In the sample Goods Received Note (GRN2209/001) below, the unit cost is blank.



The screenshot shows the 'Goods Received Notes' form. The 'GRN No.' field is highlighted with a yellow box, showing 'GRN2209/001'. The 'Unit Price' field in the table below is also highlighted with a yellow circle, showing a blank value.

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	N
SAM17MNT	SAMSUNG 17" MONITOR			10	UNIT				SR-PNCD				

In Stock Inquiry, there's also no Cost Price for the GRN2209/001.

 **Stock Inquiry**

^ Filters

**Stock** SAM17MNT **SAMSUNG 17" MONITOR**

**Stk Sub-Code**


**Date From** 09/01/2022 **To** 09/24/2022

**Location** -- ALL -- ☐ Include GST ☐ Include Stock Transfer ☐ Use Stock Transfer Cost(WA Only)

Ledger Costing QtyInfo Location Qty

Date	Transaction Code	Description	In	Out	Balance	Cost Price	Price (Exc L. Cost)	Sell Price
		BALANCE B/F						
09/24/2022	GRN2209/001	ALI MANUFACTURING INC	10		10			

- Transfer the GRN2209/001 to Purchase Invoice, enter the unit cost/price, and save.

 **Purchase Invoices**

Details Supplier Deliver To Others Notes Files Approvals Info

**Supplier** 301-A001 **Currency** PHP **Rate** 1.00000000 Exchange Rate

**From** ALI MANUFACTURING INC **Attention** Leah Santos **Doc Date** 09/26/2022

**Term** 60 DAYS **Purchaser** ALVIN **Invoice No.** BIL 2209/001


**Location** **Supplier DO No.** **Supplier Inv No.** BIL 2209/001

**Project** **Cost Centre** ☐ Deferred VAT ☐ Tax Inclusive

Scan Item.. View Variants

Stock Code	Description	Qty	From GRN	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
SAM17MNT	SAMSUNG 17" MONITOR	10	GRN2209/001	UNIT	4,500.00		45,000.00	SR-PNCD	5,400.00			50,400.00

3. Open the GRN2209/001 or perform Stock Inquiry again, the unit cost/price is updated automatically.

 **Stock Inquiry**

Filters

Stock: SAM17MNT **SAMSUNG 17' MONITOR**


Stk Sub-Code:

Date From: 09/01/2022 To: 09/26/2022

Location: -- ALL -- ☐ Include GST ☐ Include Stock Transfer ☐ Use Stock Transfer C

Ledger Costing QtyInfo Location Qty

Date	Transaction Code	Description	In	Out	Balance	Cost Price	Net Amount
		BALANCE B/F					
09/24/2022	GRN2209/001	ALI MANUFACTURING INC	10		10	4,500.00	50,400.00

 **Goods Received Notes (Transferred)**

Details Supplier Deliver To Others Notes Files Approvals Info












Supplier: 301-A001 Currency: PHP Rate: 1.00000000 Exchange Rate

From: ALI MANUFACTURING INC Attention: Leah Santos Doc Date: 09/24/2022

Term: 60 DAYS Purchaser: ALVIN GRN No.: GRN2209/001

Location: Supplier DO No: Reference No:

Project: Cost Centre: ☐ Tax Inclusive

Scan Item..           

Stock Code	Description	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
SAM17MNT	SAMSUNG 17' MONITOR	10	UNIT	4,500.00		45,000.00	SR-PNCD	5,400.00			50,400.00

Taxable: 45,000.00 Tax: 5,400.00 Due Amount: 50,400.00



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