One Council
Quick Reference Guide

City of Kwinana

GOODS RECEIPTS
Monitor your Goods Receipts on a Purchase Order

Need help? Ask for your friendly Change Champion
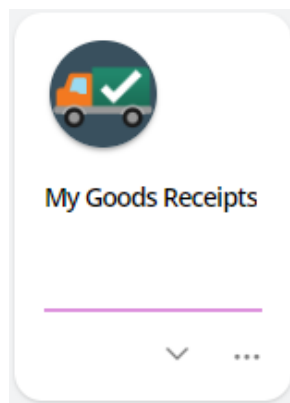
Overview

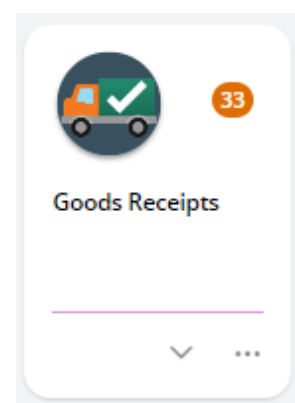To view Goods Receipts on Purchase Orders.

To view the status of your Goods Receipts, use the filters function.
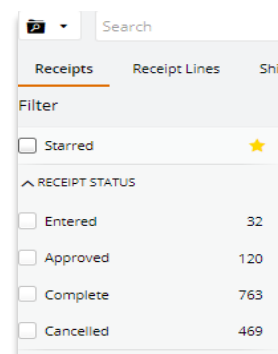

Launch Goods Receipts

① Launch function:
- **My Goods Receipts** or **Goods Receipts** (if the order was raised by someone else)
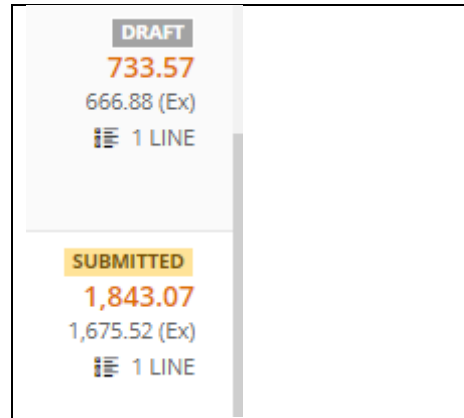
My Goods Receipts   or   Goods Receipts

② Use the search and filter capabilities to locate goods receipts:
- Clear the **filter**
- Select the status of the Goods Receipt you wish to view
  - o Entered (Submitted, draft, rejected)
  - o Approved
  - o Complete
  - o Cancelled

Search

Receipts   Receipt Lines   Ship

Filter

☐ Starred   ⭐

⌄ RECEIPT STATUS

☐ Entered   32
☐ Approved   120
☐ Complete   763
☐ Cancelled   469

COK-OC-00560 v1.0

③ **Entered or Submitted**

Goods Receipts returned in this status require further action to complete the Goods Receipt.

If the Goods Receipt is in Submitted or Draft then you will need to Approve it.

| DRAFT |
| 733.57 |
| 666.88 (Ex) |
| ⊫ 1 LINE |

| SUBMITTED |
| 1,843.07 |
| 1,675.52 (Ex) |
| ⊫ 1 LINE |

④ **Entered or Submitted**

- **Click on** the Goods Receipt to action
- Select **View**
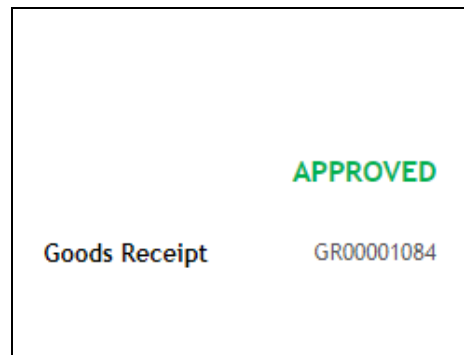- Review and click **Approve**

View

Approve

⑤ **Goods Receipt status**

Goods Receipt changes from Unapproved to Approved

UNAPPROVED

Goods Receipt   GR00001084
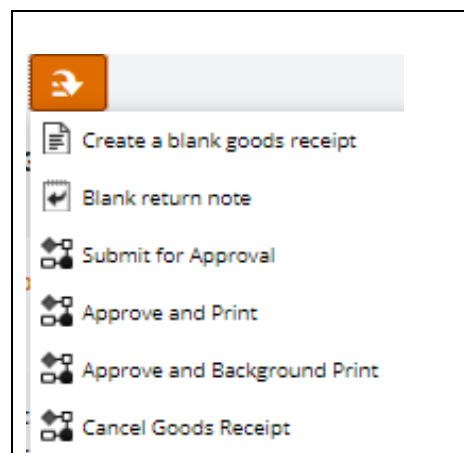
APPROVED

Goods Receipt   GR00001084

⑥ **Cancel Goods Receipt**

If the Goods Receipt is no longer required

- **Click on** the Goods Receipt to action
- Select **View**
- Click on the **action**
- Click on **Cancel Goods Receipt**
- Add a comment
- Click Ok

- Create a blank goods receipt
- Blank return note
- Submit for Approval
- Approve and Print
- Approve and Background Print
- Cancel Goods Receipt

⑦ **Goods Receipt status**
Goods Receipt changes to Cancelled

CANCELLED

Goods Receipt   GR00001084