

# One Council

## Quick Reference Guide

# SUPPLY CHAIN

## Goods Receipting/Attaching Invoice to be Paid

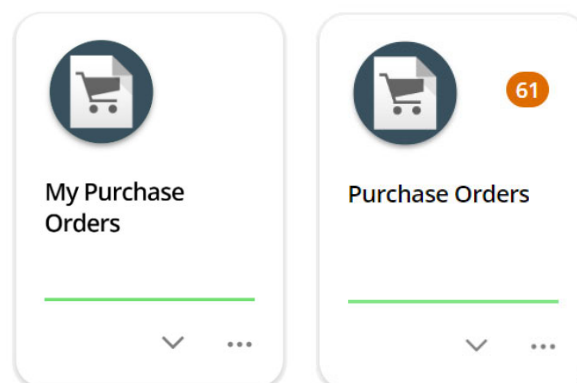
### Overview

Once goods or services have been received, receipt the order lines against the purchase order.

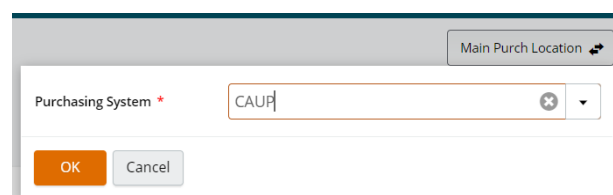
Finance will finalise the purchase order once there is a three-way match, this includes the purchase order, the goods receipt and the supplier's invoice.

### Select the Item/s to Goods Receipt

- ① Launch function:
  - Enterprise Search: **My Purchase Orders** or
  - Select the **My Purchase Orders** function tile or
  - Select the **Purchase Orders** tile if someone else created the PO



- ② **Purchasing System:** <select CAUP from the drop-down> (if launching My Purchase Orders for the first time)
  - Select **OK**



Purchase Orders cannot be generated without a requisition. Therefore, My Purchases will show no orders if you have not completed a requisition.

③ Find the required purchase order to receive the goods or services for:

- Use the filters as required e.g. Filter by Requisition User
- Select the purchase order and click **View**

The screenshot shows the 'Purchase Orders' page in the Enterprise search system. A list of 61 records is displayed, with the following items visible:

- AAA Windscreens & Tinting** (PO0000086) | 10368 | Created 10-Jun-2022 by Penny Curtis | **ON ORDER** | 500.00 | 454.55 (Ex) | 1 LINE
- Bunnings Building Supplies** (PO0000085) | 10400 | Created 10-Jun-2022 by Jill Plant | **ON ORDER** | 200.00 | 181.82 (Ex) | 1 LINE
- LD Total** (PO0000084) | 10731 | Created 10-Jun-2022 by Penny Curtis | **ON ORDER** | 1,410.75 | 1,282.50 (Ex) | 3 LINES
- Alex Krsnik** (PO0000083) | 11148 | Created 10-Jun-2022 by Joseph Girod | **ON ORDER** | 17,406.19 | 15,823.81 (Ex) | 1 LINE
- Advanced Traffic Management (WA) Pty Ltd** (PO0000082) | 10374 | Created 10-Jun-2022 by Paul Kher | **AMENDMENT IN PROGRESS** | 1,500.00

The detailed view for 'AAA Windscreens & Tinting' shows:

- PURCHASE ORDER** (ON ORDER)
- Order: PO0000086
- Vendor: 10368
- Issued: 10-Jun-2022
- Required: 10-Jun-2022
- Requisition User: Penny Curtis
- Attention: BUS - AAA Windscreens & Tinting
- Additional Details: 538 Dixon Road, ROCKINGHAM WA 6168

Description	Ordered Qty	Amount (Inclusive)	Received Qty	Amount (Inclusive)	Invoiced Qty	Amount (Inclusive)
Windscreen tint	1.00	500.00	0.00	0.00	0.00	0.00
<b>Total</b>		500.00		-		-

Receipt the goods/services against the Purchase Order

① Click on the drop-down arrow and select **Receive order lines**

The screenshot shows the 'Purchase Order' page for 'LD Total (PO0000084)'. The 'Requested Items' section shows 3 records:

- Bole Mulching - 600x600x100 Enviro Mulch** (RQ00000185) | Penny Curtis | **GOODS FULLY RECEIVED** | 41.25 | 37.50 (Ex) | EACH | 1 DISSECTION
- Bole Mulching 600x600x100 CPB mulch** (RQ00000185) | Penny Curtis | **GOODS ON ORDER** | 49.50 | 45.00 (Ex) | EACH | 1 DISSECTION
- Enviro Mulch - 10m3** (RQ00000185) | Penny Curtis | **GOODS ON ORDER** | 1,320.00 | 1,200.00 (Ex) | EACH | 1 DISSECTION


A dropdown menu is open over the 'Requested Items' section, showing the following options:

- Transmit order
- Cancel order
- Cancel and print order
- Cancel and background print order
- View requisition
- Receive order lines** (highlighted)

- ② If the item has been received in full:
  - a) Tick the **check box** or for a partial receipt
  - b) Enter the quantity received in the **Quantity** box.

The screenshot shows the 'Receive Goods' interface. At the top, there is a navigation bar with 'Enterprise search' and 'Receive Goods'. Below this, a search bar contains '?Purchase Order Is equal to PO00000084'. A shopping cart icon shows '0 ITEMS ADDED' and a 'Continue' button. A filter sidebar on the left shows 'PURCHASE ORDER' with 'PO00000084' selected, 'REQUISITION' with 'RQ00000185' selected, 'ORDER TYPE' with 'Standard Order' selected, 'SUPPLIER' with 'LD Total' selected, 'ORDER REFERENCE' with an empty field, 'RECEIPT STATUS' with 'Not Started' selected, and 'DUE' with 'Today' and 'Tomorrow' selected. The main area shows three items:

Item Name	PO	LD	On Order Qty	Shipment Qty	Quantity	Unit Price	Unit	Action
Bole Mulching - 600x600x100 Enviro Mulch	PO00000084	100036	1.00	0.00	1	1.00	EACH	Add
Bole Mulching 600x600x100 CPB mulch	PO00000084	100035	1.00	0.00	1	1.00	EACH	Add
Enviro Mulch - 10m3	PO00000084	100032	1.00	0.00	1	1.00	EACH	Add

 For Services, enter the value of the amount you are receiving.

- ③ Click **Add** and the item is added to the shopping trolley

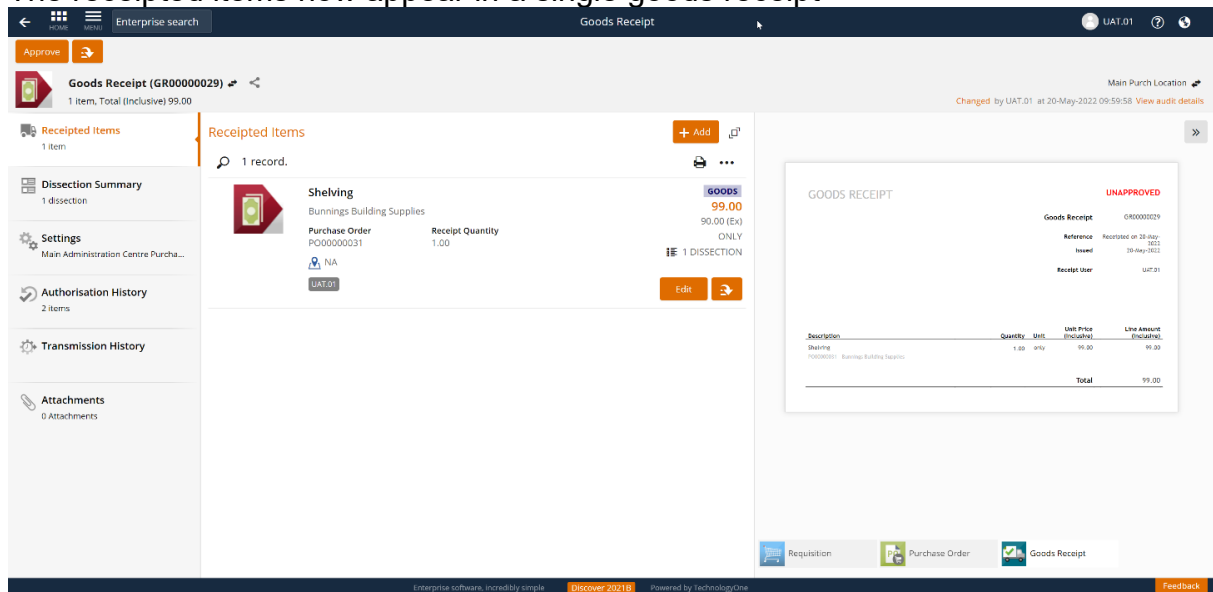


- ④ Click **Continue**

The screenshot shows the shopping cart after one item has been added. The cart icon shows '1' and the text '1 ITEM ADDED'. A 'Continue' button is visible to the right. The background is a light gray color.

## Review the Goods Receipt and add the invoice to be paid as an attachment.

- ① The receipted items now appear in a single goods receipt



- ② The goods receipt date and time will default to today's date  
If the date needs to change, select the **Settings** menu and edit the date

- ③ To add an attachment
- Select the **Attachments** menu
  - **Upload the invoice** you are goods receipting and any other attachments you wish to attach like delivery notes.

- ④ After reviewing the goods receipt select **Approve**



Once the goods receipt has been approved, the receipt is ready to be matched to the invoice by Accounts Payable. (You are no longer required to email Accounts Payable as you have attached the invoice to your goods receipt).