



# **ICE Business System**

## **Inventory - Stock Receipting**

(Version 1.1)

### **Learning Unit Guide**

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## I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

## II : Objectives

Receipt Stock received into the ICE Business System and create Supplier Invoices to be paid.

## III : Target Audience

Inventory controllers or administration staff responsible for receipting inventory.

## IV : Prerequisites

- Inventory Setup Activities
- Inventory Processing Activities
- Inventory Reporting Activities

**V : Scenarios**

**V.1 : Stock Receipting - Standard**



**Workflow**

<b>Workflow :</b>	<b>Stock Receipting - Standard</b>
<b>Scenario 1 :</b>	To receipt Stock received from the Purchase Order and create Supplier Invoices to be paid.

Inputs	Activities / Stages	Outcomes
	<p>1.1 Create an Invoice with Stock Receipting</p>	<ul style="list-style-type: none"> <li>The Invoice is ready to be entered.</li> </ul>
	<p>1.2 Enter Supplier Invoice Details</p>	<ul style="list-style-type: none"> <li>The details of the Supplier Invoice have been recorded.</li> </ul>
	<p>1.3 Enter Invoice Stock Lines</p>	<ul style="list-style-type: none"> <li>The Stock lines of the Invoice have been entered.</li> </ul>
	<p>1.4 Enter Non-Stock Invoice Lines</p>	<ul style="list-style-type: none"> <li>The Non-Stock lines of the Invoice have been entered.</li> </ul>
	<p>1.5 Update Invoice</p>	<ul style="list-style-type: none"> <li>The Invoice has been updated.</li> </ul>

**Scenario 1: Stock Receipting - Standard**

To receipt Stock received from the Purchase Order and create Supplier Invoices to be paid.



**1.1: Create an Invoice with Stock Receipting**

**Objectives:**

- Create a new Invoice with Stock Receipting for a Supplier.

**SLC Reference:**

- ICE Business Systems > Inventory > Processing Activities

**Work Instructions**

**Screen: ICE Main**

1. Access **Accounts Payable Invoices/Credits with Stock Receipting**.

Select menu path:  
**Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting.**  
 or  
 The **[AP Invoicing with Stock Receipting]** icon.

**Screen: Supplier Invoices with GST and Stock Receipting**

2. Insert a new **Supplier Invoice**.

Press **F9** or the **Green “+”** speed button to insert a new Invoice.

**Outcomes:**

- The Invoice is ready to be entered.

**Notes:**

- N/A

**1.2: Enter Supplier Invoice Details**

**Objectives:**

- Record the details of the Supplier Invoice.

**SLC Reference:**

- ICE Business Systems > Inventory > Processing Activities

**Work Instructions****Screen: Supplier Invoices with GST and Stock Receipting**

1. Enter the **Invoice Number** as it appears on the Supplier's Invoice.
2. Select the **Supplier** search arrow.

**Screen: Supplier Search**

3. Search for the **Supplier**, the Invoice was received from, by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

**Screen: Supplier Invoices with GST and Stock Receipting**

7. Select the **Invoice Type** of either GST or Sales Tax.
8. Select the **Date** as it appears on the Supplier's Invoice.
9. Enter any amounts on hold in the **Hold Amount** field.
10. Confirm the **Branch** for the Invoice and if required to be modified, select the **Branch** search arrow.

**Screen: Branch Search**

11. Search for the **Branch** by typing in any of the searchable fields.
12. Press **F12** to retrieve the search results.
13. Select the **Branch** required.
14. Press **OK** to select the **Branch** and close the Branch search.

**Screen: Supplier Invoices with GST and Stock Receipting**

15. Confirm the **Location** for the stock to be receipted to and if required to be modified, select the **Location** search arrow.

**Screen: Location Search**

16. Search for the **Location** by typing in any of the searchable fields.
17. Press **F12** to retrieve the search results.
18. Select the **Location** required.
19. Press **OK** to select the **Location** and close the Location search.

**Screen: Supplier Invoices with GST and Stock Receipting**

20. Select the **Terms** as it appears on the Supplier's Invoice.
21. The **Pay Date** will automatically be calculated, based on the Date of the Invoice entered and the Supplier's Terms selected.
22. Ensure the **Transaction Type** is **Invoice**.
23. Enter the Invoice total in the **Confirmation Total** field to reconcile with later.
24. Enter the **Delivery Date** of the stock.
25. If applicable, enter the **Delivery Docket Number**.
26. If applicable, enter a **Comment** regarding the Supplier Invoice.
27. Press **F10** or the **Green "✓"** speed button to save the transaction.



<b>Outcomes:</b>
<ul style="list-style-type: none"> <li>The details of the Supplier Invoice have been recorded.</li> </ul>
<b>Notes:</b>
<ul style="list-style-type: none"> <li>N/A</li> </ul>



### 1.3: Enter Invoice Stock Lines

<b>Objectives:</b>
<ul style="list-style-type: none"> <li>To record the Stock Items to be receipted.</li> </ul>
<b>SLC Reference:</b>
<ul style="list-style-type: none"> <li>ICE Business Systems &gt; Inventory &gt; Processing Activities</li> </ul>



#### Work Instructions

<b>Screen: Supplier Invoices with GST and Stock Receipting</b>
<ol style="list-style-type: none"> <li>Select the <b>Default Purchase Order Number</b> search arrow.</li> </ol>
<b>Screen: Purchase Order Search</b>
<ol style="list-style-type: none"> <li>Search for the <b>Purchase Order</b> by typing in any of the searchable fields.</li> <li>Press <b>F12</b> to retrieve the search results.</li> <li>Select the <b>Purchase Order</b> required.</li> <li>Press <b>OK</b> to select the <b>Purchase Order</b> and close the Purchase Order search.</li> </ol>
<b>Screen: Supplier Invoices with GST and Stock Receipting</b>
<ol style="list-style-type: none"> <li>Select the <b>Retrieve Order</b> button to match the stock against the order.</li> </ol> <p><b>Note:</b>  <i>The Purchase Order should not be retrieved here, if a barcode reader is to be used. Instead, the Order is to be retrieved on each line to ensure the barcodes are correctly attached to Product Items.</i></p>
<b>Screen: Purchase Order Search</b>
<ol style="list-style-type: none"> <li>Search for the <b>Purchase Order</b> by typing in any of the searchable fields.</li> <li>Press <b>F12</b> to retrieve the search results.</li> <li>Select the <b>Purchase Order</b> required.</li> <li>Press <b>OK</b> to select the <b>Purchase Order</b> and close the Purchase Order search.</li> </ol>
<b>Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)</b>
<ol style="list-style-type: none"> <li>If a Purchase Order was retrieved, locate the first Item to be receipted.</li> </ol> <p>Proceed to step 27 to continue.</p>



**Screen: Supplier Invoices with GST and Stock Receipting > Barcode Reader**

12. If using a barcode scanner, select **Barcode reader in use** and click in the **Barcode Entry** field.
13. **Scan** the item's barcode.

**Screen: Confirm**

14. If barcode unknown, select **'Yes'** to add barcode to Stock File.

**Screen: Create/Edit Product Barcodes**

15. Within the **Stock Code** box select the **search arrow**.

**Screen: Product Search**

16. Search for the **Product** to be receipted, by typing in any of the searchable fields.
17. Press **F12** to retrieve the search results.
18. Select the **Product** required.
19. Press **OK** to select the **Product** and close the Product search.

**Screen: Create/Edit Product Barcodes**

20. Select **OK** to save and close the Product Barcodes window.

**Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)**

21. **Scan** the item's barcode.
22. Within the **Order No** box select the **search arrow**.

**Screen: Order Search**

23. Search for the **Purchase Order**, by typing in any of the searchable fields.
24. Press **F12** to retrieve the search results.
25. Select the **Purchase Order** required.
26. Press **OK** to select the **Purchase Order** and close the Purchase Order search.

**Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)**

27. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
28. Enter a **Quantity**.
 

**Note:**  
*For serialised stock, a quantity cannot be entered, as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.*
29. Enter the invoiced amount exclusive of tax in the **Price** field.
30. If applicable, confirm the **Tax%** amount.

**Note:**  
*For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.*

31. Confirm the **Total** amount to the amount on the Supplier's Invoice.

**Note:**

*For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered.  
If the rounding differs to the Supplier's Invoice, overtype the tax amount to balance the Total.*

32. Within the **BAS** box select the **search arrow**.

**Screen: BAS Code Search**

33. Select the **BAS Code** the Supplier's item relates to.

34. Press **OK** to select the **BAS code** and close the BAS code search.

**Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)**

35. The GL Account field will default to the Stock on Hand account listed in the Item's GL Set Code.

36. Press **F10** to save the line.

**Screen: Confirm**

37. If **Price** differs from Inventory Master file, select whether this **Price** is to be added.

**Screen: Affiliate Code**

38. If prompted, enter the Suppliers own **Affiliate Code** to be used on future Purchase Orders for this Supplier.

**Screen: Confirm (Serialised Stock)**

39. If a serialised item, select **Yes** to confirm this is a normal stock receipt.

**Screen: Stock Location (Serialised Stock)**

40. Enter or scan the **Serial Numbers**.

41. Press **OK** to close the Stock Location screen.

**Screen: Supplier Invoices with GST and Stock Receipting (Non-stock)**

42. If applicable, repeat steps 11 – 41 to record all items supplied

**Outcomes:**

- *The Stock lines of the Invoice have been entered.*

**Notes:**

- *N/A*



**1.4: Enter Non-Stock Invoice Lines**

**Objectives:**

- *To record the non-stock Items to be Invoiced.*

**SLC Reference:**

- *ICE Business Systems > Inventory > Processing Activities*



### Work Instructions

#### Screen: Supplier Invoices with GST and Stock Receipting (Non-stock)

1. If applicable, add non-stock items by selecting the next available **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. No Product is required.
4. Enter a **Description** describing the details of the item Invoiced.
5. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
6. Enter a **Quantity** of **1**.
7. Enter the invoiced amount exclusive of tax in the **Price** field.
8. If applicable, confirm the **Tax%** amount.
9. Confirm the **Total** amount to the amount on the Supplier's Invoice.

**Note:**

*If the rounding differs to the Supplier's Invoice, overwrite the tax amount to balance the Total.*

10. Within the **BAS** box select the **search arrow**.

#### Screen: BAS Code Search

11. Select the **BAS Code** the Supplier's item relates to.
12. Press **OK** to select the **BAS code** and close the BAS code search.

#### Screen: Supplier Invoices with GST and Stock Receipting (Non-Stock)

13. Within the GL Account box select the **search arrow**.

#### Screen: GL Account Search

14. Search for the **GL Account**, the Supplier item is to be posted to, by typing in any of the searchable fields.
15. Press **F12** to retrieve the search results.
16. Select the **GL Account** required.
17. Press **OK** to select the **GL account** and close the GL account search.

#### Screen: Supplier Invoices with GST and Stock Receipting

18. Press **F10** to save the line.
19. If applicable, repeat steps 1 – 18 to record all non-stock items supplied.

#### Outcomes:

- *The Non-Stock lines of the Invoice have been entered.*

#### Notes:

- *N/A*





### 1.5: Update Invoice

**Objectives:**

- To update the Invoice to the General Ledger.

**SLC Reference:**

- ICE Business Systems > Inventory > Processing Activities

**Work Instructions**

**Screen: GL Transactions**

1. Select the **Update Status** of **Ready to Update (complete)**.
1. Update the Invoice by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update a range of Invoices (With Stock Receipting)**.

**Screen: Print Preview**

4. **Review** the Checklist.
5. If required select the **Print** icon.

**Note:**

*Either the Checklist or Audit Trail are required to be printed, as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.*

6. Select the **Close** button to proceed with the update.

**Screen: Confirm**

7. After reviewing the Checklist, if no further changes are required, select the **Yes** button to continue with the update.
- If changes are required, select the **No** button to not continue with the update.

**Screen: Print**

8. If a copy of the Audit Trail is required, select the **Print** button.

**Note:**

*If a copy of the Audit Trail is not required, select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.*

**Screen: Supplier Invoices with GST and Stock Receipting**

9. Select the **OK** button to close the Window.



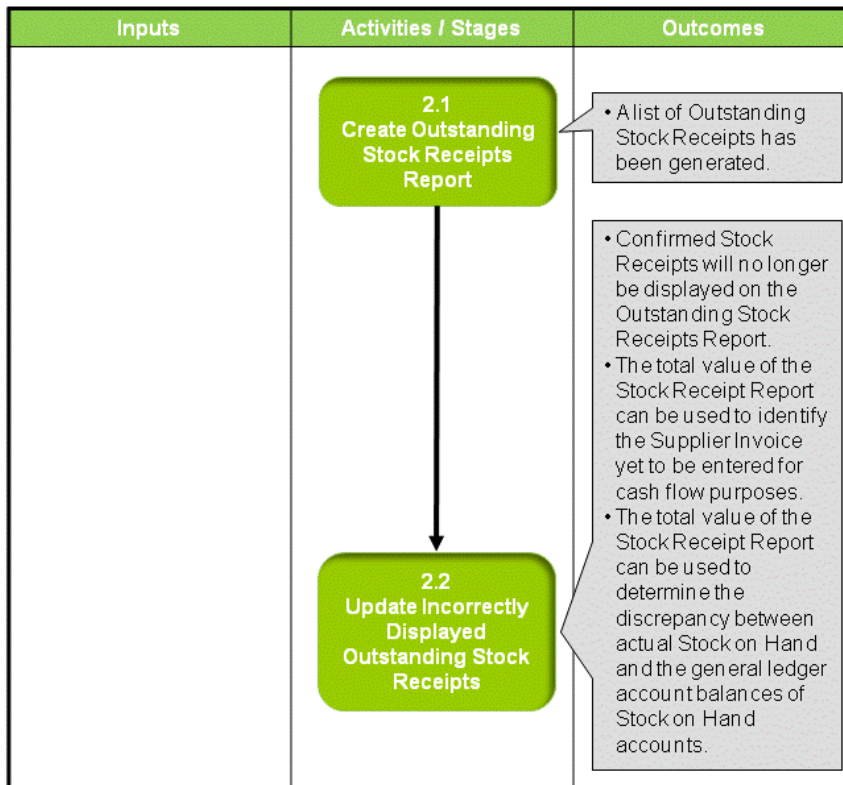
<b>Outcomes:</b>
<ul style="list-style-type: none"><li><i>The Invoice has been updated.</i></li></ul>
<b>Notes:</b>
<ul style="list-style-type: none"><li><i>N/A</i></li></ul>

## V.2 : Outstanding Stock Receipts Report



### Workflow

<b>Workflow :</b>	<b>Outstanding Stock Receipts Report</b>
<b>Scenario 2:</b>	<p>Stock not received through Accounts Payable Invoice with Stock Receipting but rather the "Stock In" functionality with the Operations menu, is required to be manually retrieved with in Accounts Payable Invoice/Credits Only.</p> <p>If Stock has been received, but the receipt has not been retrieved then the Stock on Hand general ledger accounts have not been updated causing a discrepancy between the physical Stock on Hand and the accounting total of Stock on Hand with in the Balance Sheet of the ICE Business System.</p> <p>Stock Receipts that have not been manually retrieved are displayed on the Outstanding Stock Receipts Report to manage this.</p>



**Scenario 2: Outstanding Stock Receipts Report**

Stock not receipted through Accounts Payable Invoice with Stock Receipting but rather the “Stock In” functionality with the Operations menu, is required to be manually retrieved within Accounts Payable Invoice/Credits Only.

If Stock has been received, but the receipt has not been retrieved then the Stock on Hand general ledger accounts have not been updated causing a discrepancy between the physical Stock on Hand and the accounting total of Stock on Hand within the Balance Sheet of the ICE Business System.

Stock Receipts that have not been manually retrieved are displayed on the Outstanding Stock Receipts Report to manage this.



**2.1: Create Outstanding Stock Receipts Report**

<b>Objectives:</b>
<ul style="list-style-type: none"> <li>Outline how to generate an Outstanding Stock Receipts Report.</li> </ul>
<b>SLC Reference:</b>
<ul style="list-style-type: none"> <li>ICE Business Systems &gt; Inventory &gt; Reporting Activities</li> </ul>

**Work Instructions**

<b>Screen: ICE Main</b>
<ol style="list-style-type: none"> <li>Access <b>Outstanding Stock Receipts Report</b>.  Select menu path: <b>Reports &gt; Inventory Reports &gt; Outstanding Stock Receipts</b></li> </ol>
<b>Screen: Outstanding Receipt Report</b>
<ol style="list-style-type: none"> <li>Select the <b>Date Range</b> required.</li> <li>Select the <b>Docket Numbers</b> required.</li> <li>Select the <b>Suppliers</b> required.</li> <li>Select <b>Preview</b>.</li> </ol>
<b>Off Screen</b>
<ol style="list-style-type: none"> <li>Review the outstanding Stock Receipts for each Supplier.</li> <li>Note which Stock Receipts are outstanding, locate the Invoice and enter within Accounts Payable Invoice.</li> <li>Note which Stock Receipts are no longer outstanding and are appearing incorrectly.</li> </ol>



<b>Outcomes:</b>
<ul style="list-style-type: none"> <li>A list of Outstanding Stock Receipts has been generated.</li> </ul>
<b>Notes:</b>
<ul style="list-style-type: none"> <li>N/A</li> </ul>



## 2.2: Update Incorrectly Displayed Outstanding Stock Receipts

<b>Objectives:</b>
<ul style="list-style-type: none"> <li>Confirm Stock Receipts that are currently incorrectly displaying as Outstanding on the Outstanding Stock Receipts Report.</li> </ul>
<b>SLC Reference:</b>
<ul style="list-style-type: none"> <li>ICE Business Systems &gt; Inventory &gt; Processing Activities</li> </ul>



### Work Instructions

<b>Screen: ICE Main</b>
<ol style="list-style-type: none"> <li>Access <b>Stock In</b>.  Select menu path: <b>Operations &gt; Inventory &gt; Transactions &gt; Stock In</b></li> </ol>
<b>Screen: Enter Goods Received &gt; Browse tab</b>
<ol style="list-style-type: none"> <li>Locate the <b>Outstanding Stock Receipt</b> requiring modification.</li> <li>Select the <b>Stock Receipt</b>.</li> <li>Select the <b>Details</b> tab.</li> </ol>
<b>Screen: Enter Goods Received &gt; Details tab</b>
<ol style="list-style-type: none"> <li>Modify the Stock Receipt to <b>Confirmed</b>.</li> <li>Press <b>F10, Apply</b> or the <b>Yellow "✓"</b> speed button to save the changes.</li> </ol>



<b>Outcomes:</b>
<ul style="list-style-type: none"> <li>Confirmed Stock Receipts will no longer be displayed on the Outstanding Stock Receipts Report.</li> <li>The total value of the Stock Receipt Report can be used to identify the Supplier Invoice yet to be entered for cash flow purposes.</li> <li>The total value of the Stock Receipt Report can be used to determine the discrepancy between actual Stock on Hand and the general ledger account balances of Stock on Hand accounts.</li> </ul>
<b>Notes:</b>
<ul style="list-style-type: none"> <li>N/A</li> </ul>



### V.3 : Correcting Incorrect Stock Receipts



#### Workflow

<b>Workflow :</b>	<b>Correct Incorrect Stock Receipts</b>
<b>Scenario 3:</b>	Stock has been receipted at an incorrect price and is required to be corrected. As the receipted Stock value is used to post to the Stock on Hand account and when sold, to the nominated Cost of Sales account it is important that any incorrect value is corrected.

Inputs	Activities / Stages	Outcomes
	<p><b>3.1 Determine Quantity Sold &amp; Cost of Sales Account</b></p>	<ul style="list-style-type: none"> <li>• The quantity of Items sold with an incorrect cost price has been determined.</li> <li>• The cost of sale GL account for the Inventory Item has been determined.</li> </ul>
	<p><b>3.2 Correcting Stock Receipt Not Updated</b></p>	<ul style="list-style-type: none"> <li>• The unsold Stock has now been receipted at the correct price.</li> <li>• An entry has been made to the Cost of Sales GL account to correct the variance.</li> </ul>
	<p><b>3.3 Correcting Stock Receipt that is Updated</b></p>	<ul style="list-style-type: none"> <li>• The unsold Stock has now been receipted at the correct price.</li> <li>• An entry has been made to the Cost of Sales GL account to correct the variance.</li> <li>• The adjustment will now be added to the Suppliers outstanding balance.</li> </ul>

**Scenario 3: Correct Incorrect Stock Receipts**

Stock has been receipted at an incorrect price and is required to be corrected. As the receipted Stock value is used to post to the Stock on Hand account and when sold, to the nominated Cost of Sales account it is important that any incorrect value is corrected.



**3.1: Determine Quantity Sold & Cost of Sales Account**

**Objectives:**

- Determine the quantity of Stock items sold at the incorrect price and the Cost of Sales GL Account for the item.

**SLC Reference:**

- ICE Business Systems > Inventory > Setup Activities

**Work Instructions**

**Screen: ICE Main**

1. Access **Inventory Master File**.

Select menu path:  
**Admin > Inventory**

**Screen: Inventory Items Master File > Browse tab**

2. Search for the **Item** receipted at the incorrect price, by typing in any of the searchable fields.
3. Press **F12** to retrieve the search results.
4. Select the **Browse** tab.
5. Locate and select the **Item**.
6. Select the **Enquiry** tab.

**Screen: Inventory Items Master File > Enquiry tab**

7. Ensure the **On Hand** tab is selected.
8. Double click on the Location the stock was receipted into.

**Screen: Inventory Transaction Details**

9. Locate the incorrect stock receipt.
10. Note the **Qty Used**.
11. Select **Done** to close the window.

**Screen: Inventory Items Master File > Details tab**

12. Select the **Details** tab.
13. Note the **Account Set Code** for the Item.
14. Select **OK** to close the window.

**Screen: GL Set Codes > Browse tab**

15. Access **GL Set Codes**.

Select menu path:

**Admin > Setup > Accounting > GL Set Codes.**

16. Search for **GL Set Code** noted in step 13, by typing in any of the searchable fields.

17. Press **F12** to retrieve the search results.

18. Select the **Browse** tab.

19. Locate and select the **GL Set Code**.

20. Select the **Details** tab.

**Screen: GL Set Codes > Details tab**

21. Select the **Code Browse** tab.

**Screen: GL Set Codes > Details tab > Code Browse tab**

22. Locate and select the **Branch** the stock receipt was for.

23. Select the **Code Details** tab.

**Screen: GL Set Codes > Details tab > Code Details tab**

24. Note the **Cost of Inv Items** account.

25. Select **OK** to close the window.



**Outcomes:**

- *The quantity of Items sold with an incorrect cost price has been determined.*
- *The cost of sale GL account for the Inventory Item has been determined.*

**Notes:**

- *N/A*



**3.2: Correcting Stock Receipt Not Updated**

**Objectives:**

- *Correct stock receipted with an incorrect price that has since been sold but the Accounts Payable Invoice is not yet updated.*

**SLC Reference:**

- *ICE Business Systems > Inventory > Processing Activities*



### Work Instructions

#### Screen: ICE Main

1. Access **Accounts Payable Invoices/Credits with Stock Receipting**

Select menu path:

**Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting**

or

The [**AP Invoicing with Stock Receipting**] icon.

#### Screen: Supplier Invoices with GST and Stock Receipting > Browse tab

2. Select the **Browse** tab.
3. Locate and select the **Supplier Invoice**.
4. Select the **Details** tab.

#### Screen: Supplier Invoices with GST and Stock Receipting > Details tab

5. Locate and select the **Stock item** with the incorrect stock price.
6. If the quantity sold (determined in 3.1) at the incorrect value is less than the quantity received, modify the **Quantity** to the quantity sold.
7. Press **F10** to save the line.
8. Press **F9** to insert a new line.
9. No Product is required.
10. Enter a **Description** describing the details of the item received incorrectly.
11. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
12. Enter the **Quantity** of items sold with the incorrect price.

**Note:**

*The quantity will need to be entered as a negative value if the incorrect amount was more than the correct amount.*

13. Enter the discrepancy amount exclusive of tax in the **Price** field.
14. If applicable, confirm the discrepancy **Tax%** amount.
15. Within the **BAS** box select the **search arrow**.

#### Screen: BAS Code Search

16. Select the **BAS Code** used on the incorrectly priced Item.
17. Press **OK** to select the **BAS code** and close the BAS code search.

#### Screen: Supplier Invoices with GST and Stock Receipting

18. Within the GL Account box select the **search arrow**.

#### Screen: GL Account Search

19. Search for the **Cost of Sale GL Account**, this Item posts to (determined in 3.1), by typing in any of the searchable fields.



20. Press **F12** to retrieve the search results.
21. Select the **GL Account** required.
22. Press **OK** to select the **GL Account** and close the GL account search.

**Screen: Supplier Invoices with GST and Stock Receipting**

23. Press **F10** to save the line.
24. If the quantity sold (determined in 3.1) at the incorrect value is less than the quantity received add another line to receipt the remaining unsold quantity at the correct price by completing the standard stock receipting process.
25. Select the **Update Status of Ready to Update (complete)**.
26. **Update** the Supplier Invoice.

**Outcomes:**

- *The unsold Stock has now been receipted at the correct price.*
- *An entry has been made to the Cost of Sales GL account to correct the variance.*

**Notes:**

- *N/A*



**3.3: Correcting Stock Receipt that is Updated**

**Objectives:**

- *Correct a stock receipt with an incorrect price that has since been sold and the Accounts Payable Invoice is updated*

**Note:**

*If stock was receipted at an incorrect amount the Accounts Payable Invoice updated would have an incorrect total and the Suppliers balance would need to be corrected*

**SLC Reference:**

- *ICE Business Systems > Inventory > Processing Activities*

**Work Instructions**



**Screen: ICE Main**

1. Access **Accounts Payable Invoices/Credits with Stock Receipting**  
  
Select menu path:  
**Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting**  
or  
The **[AP Invoicing with Stock Receipting]** icon.

## Screen: Supplier Invoices with GST and Stock Receipting

2. Insert a new **Supplier Invoice**.  
Press **F9** or the **Green “+”** speed button to insert a new Invoice.
3. Enter a reference as the **Invoice Number** to indicate an adjustment.
4. Select the **Supplier** search arrow.

## Screen: Supplier Search

5. Search for the **Supplier** by typing in any of the searchable fields.
6. Press **F12** to retrieve the search results.
7. Select the **Supplier** required.
8. Press **OK** to select the **Supplier** and close the Supplier search.

## Screen: Supplier Invoices with GST and Stock Receipting

9. Select the **Invoice Type** of either GST or Sales Tax.
10. Select the **Date** as it appeared on the Supplier's original Invoice.
11. Enter any amounts on hold in the **Hold Amount** field.
12. Confirm the **Branch** for the Invoice and if required to be modified, select the **Branch** search arrow.

## Screen: Branch Search

13. Search for the **Branch** by typing in any of the searchable fields.
14. Press **F12** to retrieve the search results.
15. Select the **Branch** required.
16. Press **OK** to select the **Branch** and close the Branch search.

## Screen: Supplier Invoices with GST and Stock Receipting

17. Confirm the **Location** for the stock to be adjusted to and if required to be modified, select the **Location** search arrow.

## Screen: Location Search

18. Search for the **Location** by typing in any of the searchable fields.
19. Press **F12** to retrieve the search results.
20. Select the **Location** required.
21. Press **OK** to select the **Location** and close the Location search.

## Screen: Supplier Invoices with GST and Stock Receipting

22. Select the **Terms** as it appeared on the original Supplier's Invoice.
23. The **Pay Date** will automatically be calculated based on the Date of the Invoice entered and the Supplier's Terms selected.
24. Ensure the **Transaction Type** is **Invoice**.
25. Enter the Adjustment total in the **Confirmation Total** field to reconcile with later.
26. Enter a **Comment** regarding the Adjustment.
27. Press **F10** or the **Green “✓”** speed button to save the transaction.
28. Click in the **Description** field to place the cursor there.
29. Press **F9** to insert a new line.

30. No **Product** is required.
31. Enter a **Description** describing the details of the item received incorrectly.
32. Confirm the **Period** is applicable for the date of the original Supplier's Invoice.
33. Enter the **Quantity** of items sold with the incorrect price.

**Note:**

*The quantity will need to be entered as a negative value if the incorrect amount was more than the correct amount.*

34. Enter the discrepancy amount exclusive of tax in the **Price** field.
35. If applicable, confirm the discrepancy **Tax%** amount.
36. Within the **BAS** box select the **search arrow**.

**Screen: BAS Code Search**

37. Select the **BAS Code** used on the incorrectly priced Item.
38. Press **OK** to select the **BAS code** and close the BAS code search.

**Screen: Supplier Invoices with GST and Stock Receipting**

39. Within the **GL Account** box select the **search arrow**.

**Screen: GL Account Search**

40. Search for the **Cost of Sale GL Account** this Item posts to (determined in 3.1), by typing in any of the searchable fields.
41. Press **F12** to retrieve the search results.
42. Select the **GL Account** required.
43. Press **OK** to select the **GL Account** and close the GL account search.

**Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)**

44. Press **F10** to save the line.
45. If the quantity sold (determined in 3.1) at the incorrect value is less than the quantity received, press **F9** to add another line.
46. Select the **Product** search arrow, to reverse the remaining unsold quantity at the incorrect price.

**Screen: Product Search**

47. Search for the **Product** to be receipted by typing in any of the searchable fields.
48. Press **F12** to retrieve the search results.
49. Select the **Product** required.
50. Press **OK** to select the **Product** and close the Product search.

**Screen: Supplier Invoices with GST and Stock Receipting**

51. Confirm the **Period** is applicable for the date of the Supplier's Invoice.

52. Enter a negative **Quantity** for the remaining unsold stock.

**Note:**

*For serialised stock, a quantity cannot be entered as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.*

53. Enter the incorrectly receipted amount exclusive of tax in the **Price** field.

54. If applicable, confirm the **Tax%** amount.

**Note:**

*For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.*

55. Confirm the **Total** amount to the amount on the Supplier's Invoice.

**Note:**

*For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered. If the rounding differs to the Supplier's Invoice, overtype the tax amount to balance the Total.*

56. Within the **BAS** box select the **search arrow**.

**Screen: BAS Code Search**

57. Select the **BAS Code** the Supplier's item relates to.

58. Press **OK** to select the **BAS Code** and close the BAS code search.

**Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)**

59. The **GL Account** field will default to the Stock on Hand account listed in the Item's GL Set Code.

60. Press **F10** to save the line.

**Screen: Confirm (Serialised Stock)**

61. If a serialised item, select **No**, to confirm this is not a normal stock receipt.

**Screen: Stock Location (Serialised Stock)**

62. Press **F9**, to enter **Serial Numbers** to be removed.

63. Select the **Serial Number** search button.

**Screen: Select Product Serial No (Serialised Stock)**

64. Select the **Serial Number** to be removed.

65. Press **OK** to close the screen.

**Screen: Stock Location (Serialised Stock)**

66. If multiple Serial Numbers repeat steps 62 – 65.

67. Press **F10** to save the Serial Number.

68. Select **OK** to close the screen.

**Screen: Supplier Invoices with GST and Stock Receipting**

69. If the quantity sold (determined in 3.1) at the incorrect value is less than the quantity receipted, add another line to receipt the remaining unsold quantity at the correct price, by completing the standard stock





receiving process.

70. Select the **Update Status** of **Ready to Update (complete)**.

71. **Update** the Supplier Invoice/Credit.

#### Outcomes:

- *The unsold Stock has now been receipted at the correct price.*
- *An entry has been made to the Cost of Sales GL account to correct the variance.*
- *The adjustment will now be added to the Suppliers outstanding balance.*

#### Notes:

- *N/A*