

Knowledge Base



Receiving Goods

Once you have raised a purchase order (refer to [Create Purchase Orders](#) for more information) you can receive the goods into the system as the next step of the purchasing process. This will bring the stock onto the system, taking into account any reservations that were established as part of the purchase order creation (i.e. should the stock be reserved for job(s), or will it be allocated to available stock).

Note: You can receive goods in several parts for the one purchase order. So if you receive only part of the stock in one delivery this workflow is supported in Gojee.

To get started, navigate to the [Reports > Purchase Orders](#) page:



1. Filter the list onto the "All".
2. Search for the purchase order from the list.
3. Click on the actions button and select "Receive Goods"

Tip: if you don't know the purchase order number, you can also use the search bar to search for one of the item codes on the purchase order, or the supplier, or job number.

You will be presented with the goods receipt page:

Reports > Purchase Orders > Create Goods Receipt Feedback

Create Good Receipt

Delivery Docket No. # Automated Consumption ☒

Supplier: Local Hardware Date PO Raised: 28/09/2023 Estimated Delivery Date: 30/09/2023 PO Reference: 00004

Item Code	Name	Order Qty	Unit	Order Unit Price	Part Serial Number	Received Qty	Received Price	Amount	Bin / Location
IS001	Ceiling Fan	2	Each	-	<input type="text"/> <input type="text"/> <input type="text"/>	2	108.0000	\$216.00	WH1 - Pst...
IS002	Arlec WW Tri Colour Dimmable LED Downlights	3	Each	-		3	3.0000	\$9.00	WH1 - Pst...
IS004	Call Out Fee	4	Each	-		4	100.0000	\$400.00	WH1 - Pst...

+ Add a new line

Receive Goods Cancel

Total Received Price: \$625.00
Total Ordered Price: \$0.00
Order Price Variation: \$625.00
(Tax Excluded)

The numbered items in the image above are described below:

1. Delivery Docket No: enter the reference number for this delivery.
2. Automated Consumption: this will default to the setting chosen in the [organisation settings](#) page. If this tick box is checked the goods received will be consumed onto the job automatically. If this box is not checked, the goods will be received into stock with a reservation for the job attached. In this case, the [records consumable](#) process will need to be completed manually for the items placed into stock.
3. Serial No: if the item being received is a tracked per instance item, you will need to enter the serial number(s) for the items being received. This can be done individually, or as a batch. Refer to the image below to receive items as a batch:

Reports > Purchase Orders > Create Goods Receipt Feedback

Create Good Receipt

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+ Add a new line

Receive Goods Cancel

Total Received Price: \$625.00
Total Ordered Price: \$0.00
Order Price Variation: \$625.00
(Tax Excluded)

4. Received Quantity: Enter the quantity of each item being received in this delivery.
5. Received Price: This will default to the price from the purchase order. This field is editable if the supplier has indicated a change in price.
6. Bin/Location: Select the location from dropdown for each item as to where it will be stored. You can do this individually for each row, or you can click on the green button to choose one location for all items being received.
7. Add new line: If the delivery docket has an item not originally on the purchase order, you can add this onto goods receipt at this point. **Note:** items received in this way will have no reservations to jobs, and will be received into stock only. If you want the item to be reserved for a job, you can either reserve the item for the job after receiving the goods manually, or you can go back and edit the purchase order prior to receiving the goods.
8. Receive Goods: Hit this button once all the information is entered and the system will record the receipt of the items.

Once complete, your stock levels will be updated and a journal transaction will be pushed through to Xero to recognise the value of the inventory assets on hand.

View Goods Receipts

Navigate to the [Goods Receipt list](#) to see a list of all the goods receipts created in Gojee.

Reports > Goods Receipts Feedback

Goods Receipts

Delivery Docket No.	Total	PO Ref	Xero PO Ref	Job	Customer	Supplier	Date Received	Received By	Item Code List
345	\$5,920.00	Stock Purchase Order	PO-0011	-		Bayside Club	11 Apr 2024, 16:31	Paul C	IS012...
32423	\$216.00	Stock Purchase Order • J00001	PO-0016	-		Local Hardware	11 Apr 2024, 16:29	Paul C	IS001
23423	\$836.00	Stock Purchase Order • J00004	PO-0021	-		Local Hardware	11 Apr 2024, 16:28	Paul C	IS001...
234	\$117.00	Stock Purchase Order • J00004	PO-0022	-		Party Hire	11 Apr 2024, 16:27	Paul C	ISM-P
243	\$3,000.00	J00001	PO-0019	-		MCO Cleaning Services	11 Apr 2024, 14:03	Paul C	IS010
2343	\$800.00	J00001	PO-0020	-		ABC Furniture	11 Apr 2024, 14:02	Paul C	IS004
3242	\$3,000.00	J00001	PO-0018	-		Bayside Club	11 Apr 2024, 14:02	Paul C	IS017
4343	\$432.00	Stock Purchase Order • J00003 AIRCON	PO-0017	-		Local Hardware	11 Apr 2024, 12:43	Paul C	IS001
DOCKET-NO-D1CE450D4A	\$4,608.00	Stock Purchase Order • J00002 - PO-NO-31B5eECC	PO-0009	-		Local Hardware	10 Apr 2024, 11:08	Paul C	IS003
DOCKET-NO-3C8693387F	\$127.00	Stock Purchase Order • J00001 - PO-NO-7063FEE3	PO-0008	-		Building Supplies Limited	10 Apr 2024, 11:07	Paul C	IS001...

If you click on the goods receipts, you can edit the details of what was received, where it was received, and serial numbers of received goods. It will update items that are in stock.

Reports > Goods Receipts > Docket - 32423 Feedback

Note: if any items from this goods receipt have been consumed onto jobs, we recommend that you return those item to stock prior to editing the received price or quantity, and then consume them back onto the job once the edits are complete.
The system can only adjust the items that are in stock, and wont update job costs if this process is not followed.

Edit Goods Receipt

Delivery Docket No.

Supplier
Local Hardware

Date
04/11/2024

Received Date
04/11/2024

PO Reference
Stock Purchase Order + ...

Item Code	Name	Order Qty	Order Unit Price	Part Serial Number	Received Qty	Received Price	Amount	Bin / Location
IS001	Ceiling Fan	2	10800	<div><div>Per Instance</div><div>Batch</div><div><div>F29348</div><div>F29374</div></div></div>	2	108.0000	\$216.00	WH1 - ...

+ Add a new line

Total

Total

Order Price Variation:

(Tax Exclusive)

216.00

216.00

\$0.00

Save

Void

Cancel & Exit

Voiding a goods receipt removes the items from stock, and can only be done if there is enough stock remaining.

Next: [Raise Supplier Bills](#).