

Suppliers — Qty to receive

The **Suppliers — Qty to receive** screen allows you to see a list of inventory items that are pending receipt from a specific supplier.

Accessing the Qty to Receive Screen

To access the **Suppliers — Qty to receive** screen, go to the **Suppliers** tab.



Then, click the figure under the **Qty to receive** column for the desired supplier.

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"Note: If you do not see the Qty to receive column, you will need to enable it using the [Edit columns](#) function. See [Edit columns](#) for more information."

Creating Goods Receipts

Copying inventory items with non-zero quantities to a new goods receipt is easier than creating a goods receipt from scratch:

1. **Select** the inventory items with quantities other than zero.
2. Click the **New Goods Receipt** button to copy them to a new goods receipt.

You can also create multiple goods receipts at once for many suppliers, which is useful when you want to clear the **Qty to receive** figures across all suppliers and inventory items.

By default, the screen will show **Qty to receive** figures for a specific supplier. To show **Qty to receive** figures for all suppliers:

1. Remove the supplier filter by clicking on the **X** button next to their name.
2. Continue as normal:

- **Select** the inventory items with quantities other than zero.
- Click the **New Goods Receipt** button to copy them to a new goods receipt.

Screen Columns

The screen contains the following columns:

Supplier

Name of the supplier.

Inventory Item

Name of the inventory item.

Qty to Receive

Balance indicates how much quantity is to be received from the supplier based on purchase invoices, debit notes, and past goods receipts.