

Goods Receipts

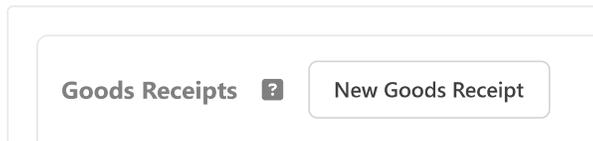
The **Goods Receipts** tab in Manager.io enables businesses to efficiently handle the arrival of purchased goods from suppliers. This feature enhances inventory management by allowing you to log and account for goods at the moment they arrive, rather than waiting until a purchase invoice is generated. Recording goods receipts improves the accuracy of real-time inventory status reports.



Creating a New Goods Receipt

To create a new goods receipt:

1. Navigate to the **Goods Receipts** tab.
2. Click on the **New Goods Receipt** button.



Understanding the Goods Receipts Tab

The **Goods Receipts** tab features several columns that provide important information about the received goods:

Date

- **Description:** The date when the goods were received.

Reference

- **Description:** A unique reference number for the goods receipt.

Order Number

- **Description:** The purchase order reference number associated with the goods receipt.

Invoice Number

- **Description:** The reference number of a purchase invoice linked to the goods receipt.

Supplier

- **Description:** The name of the supplier from whom the goods were received.

Inventory Location

- **Description:** The name of the inventory location where the goods are stored.

Description

- **Description:** Notes or documentation related to the goods received.

Qty Received

- **Description:** The quantity of goods received.

By accurately filling out each of these fields, you ensure that your inventory records are up-to-date and that your business operations run smoothly.