

CAPTURING DELIVERY NOTES / GRV'S:

- Capture Inventory items and Other Expense values on SPACEbiz
- Must be entered accurately and finalized before an Actual Stock Take can be entered
- Budget with expense categories must be configured to capture Other Expenses.

WHAT'S THE DIFFERENCE?	
COST OF SALE ITEMS	OTHER EXPENSES
COST OF SALE items refer to all items purchased for production and retail purposes (food ingredients, alcohol, cigarettes etc.) In other words, goods purchased that will have a DIRECT impact on generating TURNOVER.	OTHER EXPENSES refer to all other items / services purchased, which do not have a DIRECT impact on production and retail (consumables, maintenance expenses, crockery, cutlery, salries etc). In other words goods purchased that will not DIRECTLY generate TURNOVER, but remain an expense to the company.



version 7

	<u>STEPS TO FOLLOW</u>	VISUAL REFERENCE
1.	Open SPACEbiz back office and navigate to COST CENTRE.	Cost Center Sunnliers / Oreditors Control Purchases/Credit Notes Transfer/Produce Corder Planing Stock Take
2.	Click on PURCHASES / CREDIT NOTES.	Cost Center Suppliers / Creditors Covemory Control Purchases/Credit Notes Credit Notes Credit Notes Covemory Control Covemory Covem
3.	Select DELIVERY NOTES / GRV.	Cost Center Suppliers / Creditors Inventory Control Purchases/Credit Notes Purchases Orders/PO Delivery Notes/GRV Supplier Credit Note
4.	GOODS RECEIVED VOUCHER screen will open. Click on CREATE NEW DOCUMENT.	Goods Received Voucher Lookup Document Create New Document
5.	CREATE NEW DELIVERY NOTE screen will open.	Create a new GRV (Delivery Note) For Date 19/09/2015 Total Discount R O Added to the invoice line discount as separate Per Invoice Discount. Invoice Total R O Used to help you balance your entry towards this total These values can be updated later as well. Create

SPACEbiz Operating Procedures – Capturing delivery Notes/GRV's for Cost of Sale items Page 2 © WT Space Solutions (Pty)Ltd 2016

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6.	Click on CREATE.	For Date 19/09/2015 Added to the invoice line discount as separa Used to help you balance your entry towards These values can be undated later as well. Create
7.	A blank GOODS RECEIVED VOUCHER (GRV) screen will open.	Coole Received Voucher Inv. Date He date yet. CRV Number H0/CRV1073/667 Coole Description Ory Unit U Price Total Voi Description Ory Unit U Price Total Voi Description Ory Ory Unit U Price Total Voi Description Ory Or
8.	ALL <u>COST OF SALES ITEMS ON</u> INVOICE TO BE REFER TO OTHER EXPENSES BELOW FOR CAPTUR CONSUMABLES ETC.)	CAPTURED AS EXPLAINED HENCEFORTH IN STEP 9 – 17. RING OF BUDGETED EXPENSES (CLEANING MATERIALS,
9.	Type name of inventory item in SEARCH block. **Press on right arrow key on computer keyboard to scroll through each inventory item associated with name in SEARCH block. Eg. Castle / Castle Lite / Castle milk stout etc.	Select tr. filtem: Cost of Sales Price is a total Price CASTLE Qty 1 U.Price R 23.81 Discount EVERAGES - BEEF & DRAFT - [330] - AMSTEL LITE 340ML, each BEVERAGES - BEER & DRAFT - [6] - BLACK LABEL 330ML, each BEVERAGES - BEER & DRAFT - [7] - BLACK LABEL DRAFT KEG 50L, litre
10.	Select INVENTORY ITEM as displayed on invoice.	Select type of item: Cost of Sales V Price is a total Price is a total CASTLE Qty [1 U.Price R 23.81 Discount Image: R BEVERAGES - BEER & DRAFT - [33U] - AMSTEL LITE 34UML, each BEVERAGES - BEER & DRAFT - [6] - BLACK LABEL 330ML, each BEVERAGES - BEER & DRAFT - [7] - BLACK LABEL DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre
11.	Check unit in which inventory item should be captured.	BEVERAGES - BEER & DRAFT - [7] - BLACK LABEL DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [693] - BOSTON LAGER KEG, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [9] - CASTLE LAGER 32000 each BEVERAGES - BEER & DRAFT - [419] - CASTLE LIGHT each

	Spacebiz Enterprise Business Mana	gement version 7
12.	In QTY block add amount of goods received. In this case, 1 case of CASTLE LIGHT beers have been received. QTY should reflect as 24 (amount of bottles in 1 case) as units are measured in "EACH". <i>Check, double-check and re-check UNITS!</i> 1 x case = 24 units. 1 x case wine = 6 / 12 units 1 x 750ml bottle = 30 units. 1 x keg = 30 / 50 l Weight = kg / g Volume = l / ml Units = each / measured quantity. Incorrect units will result in inaccurate stock control!	CAST Qty 24 U.Pree R 185.23 Discount BEVERAGES - BEER & DRAFT - [330] - MSTEL LITE 340ML, each BEVERAGES - BEER & DRAFT - [6] - GLACK LABEL 330ML, each BEVERAGES - BEER & DRAFT - [7] - BLACK LABEL DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [693] - BOSTON LAGER KEG, litre BEVERAGES - BEER & DRAFT - [8] - CASTLE DRAFT KEG 50L, litre BEVERAGES - BEER & DRAFT - [9] - CASTLE LAGER 330ML, each BEVERAGES - BEER & DRAFT - [9] - CASTLE LIGHT, each
13.	Check invoice for unit price. If unit price is displayed as a total (eg. Price of entire CASE of Castle Light and not price for individual items (unit price per bottle in case), tick PRICE IS A TOTAL box.	Select type of Item: Cost of Sales Price is a total Price Includes Vat CAST Qty 24 U.Price R 185.23 Discount R BEVERAGES - BEER & DRAFT - [330] - AMSTEL LITE 340ML, each BEVERAGES - BEER & DRAFT - [6] - BLACK LABEL 330ML, each BEVERAGES - BEER & DRAFT - [7] - BLACK LABEL DRAFT KEG 50L, litre
14.	Check if inventory item on invoice is VAT inclusive. If VAT is included in price, tick PRICE INCLUDES VAT box.	of Item: Cost of Sales Price is a total Price Includes Vat price Includes Vat pric
15.	Click on ADD DATA.	s Vat ♥ M/plier 1
16.	Inventory item will appear in yellow block of GOODS RECEIVED VOUCHER screen.	Description Oty Unit U. Price Total VAT Discount BEER & DRAFT - CASTLE LIGHT 24 each R6.77 R 162.48 14 % R0.00 : 24 Items Value R 162.48 Discount R 0.00 Nett R 162.48 VAT R 22.75 Gross Incl R 185.23

SPACEbiz Operating Procedures – Capturing delivery Notes/GRV's for Cost of Sale itemsPage 4© WT Space Solutions (Pty)Ltd 2016

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17.	Follow STEP 9-16 until all inventory items on invoice have been added.	Image: Sector box Inv. Date: Ho date yet. GRV Number: MO/GRV1075/666, Code Description Oty Unit U. Price Total VAT Description 419 BEER & DRAFT - CASTLE LIGHT 24 each R6.77 R 19.248 14 % R0.00 × 134 WHITE SPIRITS - SMIRNOFF 1818 30 each R 2.73 R 81.90 14 % R0.00 × Totals: 54 Items Value R 244.38 Discount R 0.00 Nett R 244.38 VAT R 34.21 Gross Incl R 278.60
18.	ALL OTHER EXPENSES ITEMS ON INVOICE TO BE 27.	CAPTURED AS EXPLAINED HENCEFORTH IN STEPS 19 -
19.	Select OTHER EXPENSES from SELECT TYPE OF	Iect type of Item: Cost of Sales Price is a to Qtv Cost of Sales Dis Qtv Cost of Sales Dis VERAGES - BAP on Tixed Assets Dis VERAGES - BAP on Tixed Assets SLICED C VERAGES - BAP on Tixed Assets Dis VERAGES - BAP SN Other Expences VERAGES - BAR SNACKS [344] - PEEF DATWORS STICKS, VERAGES - BAR SNACKS - [345] - BEEF SNAP STICKS, e VERAGES - BAR SNACKS - [345] - BEEF SNAP STICKS, e
20.	OTHER EXPENSES window will appear.	Select type of Item: Other Expences V Price is a total Price Includes Vat M/plier Description: Qty: Price: R Discount R Vehicle Reg Nr Vehicle Reg Nr Indometer (km) Indometer (km) Expense Category: 2015 / 2014 BAR KITCHEN Quick Finds Image: Reg Nort OF HOUSE Other FIXED COSTS / EXPENSES VATTABLE ? Image: Reg Nort OF HOUSE Image: Reg Nort OF HOUSE
21.	Select relevant Expense category from FIXED COST / EXPENSES list.	FIXED COCTO / EXCENCES CONSUMABLES BAR KITCHEN FRONT OF HOUSE Other FIXED COSTS / EXPENSES IT EXPENSES
22.	Enter description of expense in DESCRIPTION block.	Select type of Item: Other Expences V Description: ice Qty: 10 Vehicle Keg III V Driver Expense Category: V V

SPACEbiz Operating Procedures – Capturing delivery Notes/GRV's for Cost of Sale items Page 5

	Spacebiz Enterprise Business Mana	gement version 7
23.	Enter quantity of item purchased in QTY block. For items purchased which cannot be quantified (eg. Maintenance) enter "1" in QTY block.	Qty: 10
24.	Enter amount paid toward expense in PRICE block.	Price: R 200 Dis ount Odometer (km) DSTS / EXPENSES MABLES
25.	Check invoice for unit price. If unit price is displayed as a total, tick PRICE IS A TOTAL box.	Price is a total Price Includes Vat
26.	Check if item on invoice is VAT inclusive. If VAT is included in price entered, tick PRICE INCLUDES VAT box.	Price Includes Vat ▶/plier scount R
27.	Click on ADD DATA.	s Vat ♥ M/plier 1
28.	If all inventory items have been entered CORRECTLY, total in GROSS INCL block should correspond with total on invoice. Total may vary with a few cents due to rounding off.	34.21 Gross Incl R 278.60
29.	If GROSS INCL total corresponds with invoice total, click on UPDATE INV AND DATE.	cancel / refresh Print Document Attach Hard Copy Update Inv & Date
SDACE biz Operating Procedures - Capturing delivery Notes /CDW's for Cost of Sole items Page 6		

	Spacebiz Enterprise Business Manage	ement version 7
30.	CREATE / UPDATE SUPPLIER INVOICE screen will open.	Create/Update Supplier Invoice Note. This can not be un-done. Supplier for this invoice: AFFIRMATIVE COMPUTERS (33) V Date of the invoice: 20/09/2015 C Supplier Invoice Number: Update
31.	Select relevant supplier from SUPPLIER FOR THIS INVOICE list.	Supplier for this invoice: SG LIQUORS (28) I CONVENIENT STORE (34) Date of the invoice IGLOO ICE (8) J&B ENTERPRISES (39) Supplier Invoice Nu JP & S STATIONERS (51) LASER CHEMICALS (7) LAVA SPIRITS (17) MAKRO (12) MC CHEESE (35) MR PACKAGING (14) NAMEEZ DISTRIBUTORS (18) OUBAAS BLITONG (15) PALMANS FOODS (9) PENTNSULA BEVERAGES (6) PEST INVADERS (44) PICK N PAY (41) RICH MEATS (31) SAUL'S GRILL (1) SAUL'S GRILL (1) SAUL'S STOCK CORRECTION (47) FORMATI7 BOOMCERS (50) Y
32.	Select date on which invoice was received in DATE OF THE INVOICE block.	Date of the invoice: 20/09/2015
33.	Enter invoice number in SUPPLIER INVOICE NUMBER block.	plier for this invoice: SG LIQUORS (28) V Date of the invoice: 19/09/2015 Supplier Invoice Number: 123456 Update

	Spacebiz Enterprise Business Mana	gement version 7
34.	If all information displayed (supplier name; invoice date; invoice number) corresponds with information on invoice, click UPDATE.	Supplier for this invoice: SG LIQUORS (28)
35.	ARE YOU SURE pop-up will appear. Select OK to continue.	Are you sure? OK Cancel
36.	Supplier invoice screen, reflecting all captured inventory items, will appear.	Plier Invoice Trv. Date: 2013-09-19 Inv. Number: 123436, SC LIQUORS Description Qty Unit U. Price Total VAT Discount BEER & DRAFT - CASTLE LIGHT 24 each R6.77 R16248 14 % R0.00 × WHITE SPIRITS - SMIRNOFF 1818 30 each R2.73 R 81.90 14 % R0.00 × 54 Items Value R 244.38 Discount R 0.00 Nett R 244.38 VAT R 34.21 Gross Incl R 278.60
37.	Once inventory items, quantities, units and totals have been double checked and are 100% correct, click on FINALIZE DOCUMENT.	Attach Hard Copy Update Inv & Date Finalize Document
38.	FINALIZE GRV / SUPPLIER INVOICE DOCUMENT screen will open.	Finalize GRV / Supplier Invoice document You are about to finalize this document and no further editing will be allowed. Are you sure ? YES / NO
39.	If absolutely certain that invoice has been captured 100% correctly, click on YES.	Are you sure ?

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40.	Finalized SUPPLIER INVOICE screen will appear.	Supplier Invoice Inv. Date: 2015-09-19 Inv. Number: 123456, SG LIQUORS Code Description Qty Unit U. Price Total VATNONVAT Discount cite BEERS - CASTLE LITE 24 each R6.77 R 162.48 14 % R0.00 Totals: 24 Items Value R 162.48 Discount R 0.00 Nett R 162.48 VAT R 22.75 Gross Incl R 185.23 Print Document Attach Hard Copy Ended to the construction of the constructi
41.	Click on PRINT DOCUMENT and staple to invoice.	Totals: 24 Items Value R 162.48 Print Document Attach Hard Copy
42.	Repeat STEPS 2-39 for ALL invoices.	