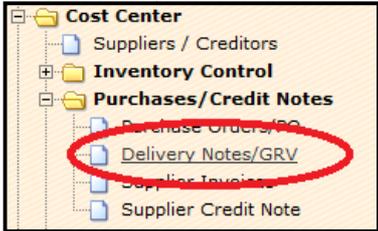# CAPTURING DELIVERY NOTES / GRV'S:

- *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.

STEPS TO FOLLOW	VISUAL REFERENCE
1. Open SPACEbiz back office and navigate to COST CENTRE.	
2. Click on PURCHASES / CREDIT NOTES.	
3. Select DELIVERY NOTES / GRV.	
4. GOODS RECEIVED VOUCHER screen will open. Click on CREATE NEW DOCUMENT.	
5. CREATE NEW DELIVERY NOTE screen will open.	

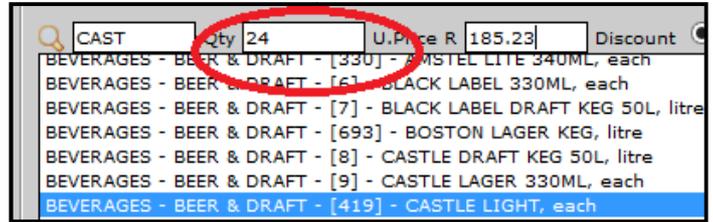|		
6.	Click on CREATE.	**For Date 19/09/2015** Added to the invoice line discount as separa Used to help you balance your entry towards These values can be updated later as well. (Create)
7.	A blank GOODS RECEIVED VOUCHER (GRV) screen will open.	Goods Received Voucher — Inv. Date: No date yet. GRV Number: NO/GRV1075/666 Code / Description / Qty / Unit / U. Price / Total / VAT / Discount Totals: Items / Value R 0.00 / Discount R 0.00 / Nett R 0.00 / VAT R 0.00 / Gross Incl R 0.00 Select type of Item: Cost of Sales ▾ Price is a total ☐ Price Includes Vat ☐ M/plier 1 Qty 1 U.Price 0.79 Discount ⦿ R ☐ % VATTABLE ? ☑ BEVERAGES - BAR SNACKS - [1] - BEEF BILTONG SLICED CHILLIE, each BEVERAGES - BAR SNACKS - [346] - BEEF CHILLI STICKS, each BEVERAGES - BAR SNACKS - [344] - BEEF DRYWORS STICKS, each BEVERAGES - BAR SNACKS - [345] - BEEF SNAP STICKS, each BEVERAGES - BAR SNACKS - [412] - LEMON , each BEVERAGES - BAR SNACKS - [3] - PEANUTS & RAISINS, each Commands: add data / cancel / refresh / Print Document / Attach Hard Copy / Update Inv & Date
8.	*ALL __COST OF SALES ITEMS ON__ INVOICE TO BE CAPTURED AS EXPLAINED HENCEFORTH IN STEP 9 – 17. REFER TO OTHER EXPENSES BELOW FOR CAPTURING OF BUDGETED EXPENSES (CLEANING MATERIALS, CONSUMABLES ETC.)*	
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 type of Item: Cost of Sales ▾ Price is a total ☐ Price 🔍 CASTLE Qty 1 U.Price R 23.81 Discount ⦿ 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
10.	Select INVENTORY ITEM as displayed on invoice.	Select type of Item: Cost of Sales ▾ Price is a total ☐ Price Inclu 🔍 CASTLE Qty 1 U.Price R 23.81 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 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 - [419] - CASTLE LIGHT
11.	Check unit in which inventory item should be captured.	BEVERAGES - BEER & DRAFT - [6] - BLACK 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 - [419] - CASTLE LIGHT, each

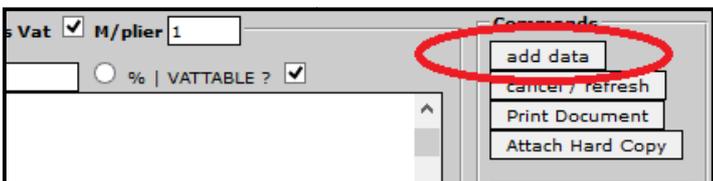| 12.	In QTY block add amount of goods received. In this case, 1 case of CASTLE LIGHT beers have been received. QTY should reflect as 24 (amount of bottles in 1 case) as units are measured in "EACH". *Check, double-check and re-check UNITS!* *1 x case = 24 units.* *1 x case wine = 6 / 12 units* *1 x 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!*	
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.	
14.	Check if inventory item on invoice is VAT inclusive. If VAT is included in price, tick PRICE INCLUDES VAT box.	
15.	Click on ADD DATA.	
16.	Inventory item will appear in yellow block of GOODS RECEIVED VOUCHER screen.	

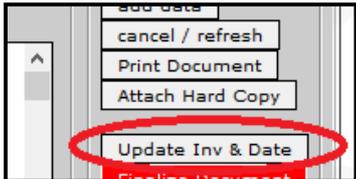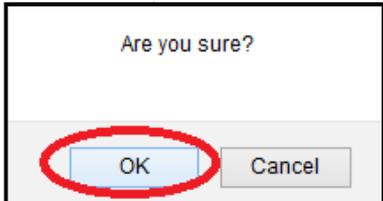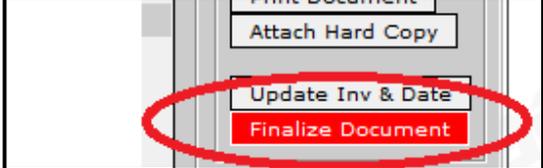|		
17.	Follow STEP 9-16 until all inventory items on invoice have been added.	
18.	***ALL OTHER EXPENSES ITEMS ON INVOICE TO BE CAPTURED AS EXPLAINED HENCEFORTH IN STEPS 19 – 27.***	
19.	Select OTHER EXPENSES from SELECT TYPE OF ITEM list.	
20.	OTHER EXPENSES window will appear.	
21.	Select relevant Expense category from FIXED COST / EXPENSES list.	
22.	Enter description of expense in DESCRIPTION block.	
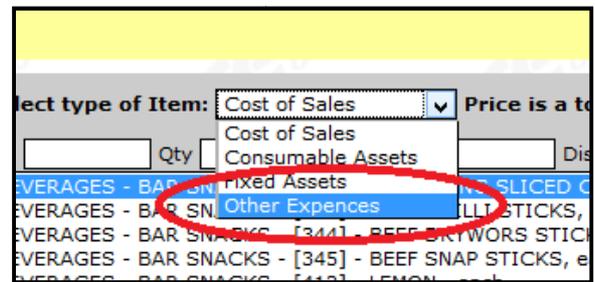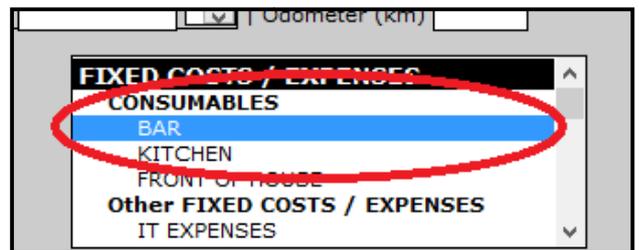
23.	Enter quantity of item purchased in QTY block. *For items purchased which cannot be quantified (eg. Maintenance) enter "1" in QTY block.*	Qty: 10 Price: R Driver Odo
24.	Enter amount paid toward expense in PRICE block.	Price: R 200 Discount Odometer (km) OSTS / EXPENSES MABLES
25.	Check invoice for unit price. If unit price is displayed as a total, tick PRICE IS A TOTAL box.	Price is a total ✔ Pric 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 ✔ M/plier scount ● R ○ %
27.	Click on ADD DATA.	s Vat ✔ M/plier 1 ○ %	VATTABLE ? ✔ Commands add data cancel / refresh Print Document Attach Hard Copy
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.	add data cancel / refresh Print Document Attach Hard Copy Update Inv & Date
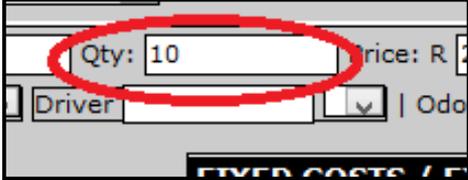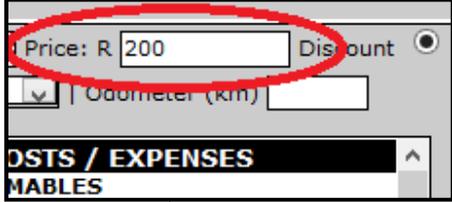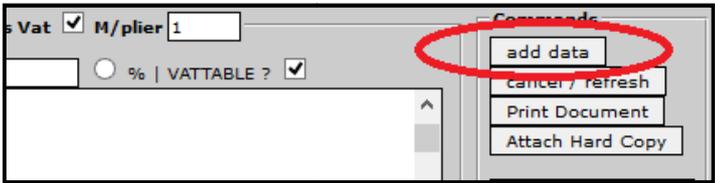
30.	CREATE / UPDATE SUPPLIER INVOICE screen will open.	Create/Update Supplier Invoice Note. This can not be un-done. Supplier for this invoice: AFFIRMATIVE COMPUTERS (33) Date of the invoice: 20/09/2015 Supplier Invoice Number: Update
31.	Select relevant supplier from SUPPLIER FOR THIS INVOICE list.	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 BILTONG (15) PALMANS FOODS (9) PENINSULA BEVERAGES (6) PEST INVADERS (44) PICK N PAY (41) RICH MEATS (31) SAUL'S GRILL (1) SAULS STOCK CORRECTION (47) SECURITY/BOUNCERS (36) SG LIQUORS (28)
32.	Select date on which invoice was received in DATE OF THE INVOICE block.	Date of the invoice: 20/09/2015 Supplier Invoice Numbe <September> < 2015 > M T W T F S S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 Today
33.	Enter invoice number in SUPPLIER INVOICE NUMBER block.	plier for this invoice: SG LIQUORS (28) Date of the invoice: 19/09/2015 Supplier Invoice Number: 123456 Update

34.	If all information displayed (supplier name; invoice date; invoice number) corresponds with information on invoice, click UPDATE.	
35.	ARE YOU SURE pop-up will appear. Select OK to continue.	
36.	Supplier invoice screen, reflecting all captured inventory items, will appear.	
37.	Once inventory items, quantities, units and totals have been double checked and are 100% correct, click on FINALIZE DOCUMENT.	
38.	FINALIZE GRV / SUPPLIER INVOICE DOCUMENT screen will open.	
39.	If absolutely certain that invoice has been captured 100% correctly, click on YES.	
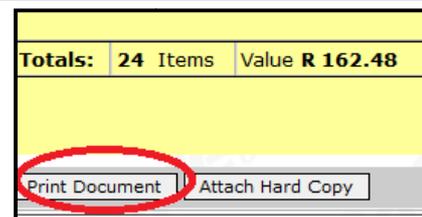
40.	Finalized SUPPLIER INVOICE screen will appear.	
41.	Click on PRINT DOCUMENT and staple to invoice.	
42.	Repeat STEPS 2-39 for ALL invoices.	