

# Receiving Goods into Warehouse

To receive customer provided goods into Trooper's Warehouse, you may do so via the Stock Entry function in SMURPS. Stock Entry lets you record Item movement between Warehouses. Stock Entry Material Receipt allows you to bring in stock into the system's warehouse

**Prerequisites:** Before creating a Stock Entry transaction, ensure the **Item**, **Warehouse**, **Project**, **Customer** and **Employee** are created.

## Create New Stock Entry

**Document Path:** Stock > Stock Transactions > Stock Entry

1. Go to Stock Entry List View and click **Add Stock Entry**

The screenshot shows the 'Stock Entry' list view. At the top, there is a search bar and a 'Help' button. Below the search bar, there are navigation options: 'List View', a refresh icon, and an 'Actions' dropdown menu. The 'Add Stock Entry' button is highlighted with an orange box. The main table displays a list of stock entries with columns for ID, Stock Entry Type, Status, Purpose, Default Source Warehouse, Default Target Warehouse, and Created On. The table contains several rows of data, including 'Material Issue', 'Material Transfer', and 'Material Receipt' entries.

ID	Stock Entry Type	Status	Purpose	Default Source War	Default Target War	Created On
SE00000048	Material Issue	Cancelled	Material Is...			2 M
SE00000047	Material Transfer	Submitted	Material Tr...			2 M
SE00000046	Material Receipt	Submitted	Material Re...			2 M
SE00000045	Material Receipt	Submitted	Material Re...			2 M
SE00000044	Material Receipt	Submitted	Material Re...			3 M
SE00000043	Material Receipt	Submitted	Material Re...			3 M
SE00000042	Material Transfer	Submitted	Material Tr...			4 M

2. In the Stock Entry, choose the following

**Note:** Fields with a red asterisk indicates that it is Mandatory

- Series: Defaulted to SE.#####
- Stock Entry Type: Material Receipt

- The purpose is if the material is being received (Incoming Material). The Items will be added to the Warehouse set under Target Warehouse field
- Posting Date: Set to current date
- Posting Time: Set to current time
- Edit Posting Date and Time: To edit the Posting Date and Time, tick this checkbox
- Project ID: Select Project Incoming Materials are brought for
  - This is optional
- Customer ID: Select Customer Incoming Materials are brought for
  - This is optional
- Employee ID: Select Employee ID that is in charge of bringing in the Incoming Materials
  - This is optional

The screenshot shows the 'New Stock Entry' form with the following fields and values:

Field	Value
Series *	SE.#####
Posting Date	05-07-2024
Stock Entry Type *	Material Receipt
Posting Time	08:18:46
Project ID	FDP-00001
Customer ID	FDP
Employee ID	HR-EMP-00003
Project Name	Foodpanda
Customer Name	FDP
Employee Name	Ryan

- Default Target Warehouse: If all Items are being brought into the same Warehouse (Storage Location), you may use the Default Target Warehouse field. When selecting this, it will auto-select the Target Warehouse in the Items table. If Items are bring brought into **different** Warehouses, you may select them in the Target Warehouse in the Item table
- Scan Barcode: You may select the Items to be brought in, by Scanning The Item Code QR Code

**Note:** Item's Item Code must be maintained in the Item's Barcode field

- Item Code: Items that are brought in can be selected in the Item Code field in the Items table
- Qty: Enter the quantity received. If Items are scanned via Scan Barcode, the Qty will adjust accordingly as per the no. of scans. However, the Qty can be adjusted manually as well
- Add Row: To add more line items in the Items table.

**Default Warehouse** ^

Default Target Warehouse

Sets 'Target Warehouse' in each row of the items table.

Target Warehouse Address

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Scan Barcode

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**Items**

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Stock U...	
<input type="checkbox"/>	1		Sub Store 1 - TRP	• BE001: Orange Juice	120	RM 0.00	
<input type="checkbox"/>	2	Source Warehouse	20B - TRP	BE002	12.000	2.00	

- To delete rows, check the checkbox on the left and a **Delete** button will appear. Click on the button to delete the row

**Items**

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Stock U...	
<input checked="" type="checkbox"/>	1		Sub Store 1 - TRP	• BE001: Orange Juice	120	RM 0.00	
<input type="checkbox"/>	2	Source Warehouse	20B - TRP	BE002	12.000	2.00	
<input checked="" type="checkbox"/>	3		Sub Store 1 - TRP		0.000	RM 0.00	

- Remarks: You have an option of adding in Remarks in the Stock Entry as well. Go to the **Other Info** Tab to find the Remarks field

Stock > Stock Entry > New Stock Entry

Search or type a command (Ctrl + G) | Help | A

**New Stock Entry** - Not Saved

Create | Get Items From | ... | Save

Details | Additional Costs | **Other Info**

Printing Settings

More Information

Is Opening  
No

Remarks  
Handle with care

### 3. Save Stock Entry by clicking on **Save**

Stock > Stock Entry > New Stock Entry

Search or type a command (Ctrl + G) | Help | A

**New Stock Entry** - Not Saved

Create | Get Items From | ... | **Save**

Details | Additional Costs | Other Info

Series \*  
SE.#####

Posting Date  
05-07-2024

Edit Posting Date and Time

Stock Entry Type \*  
Material Receipt

Posting Time  
08:18:46

Project ID  
FDP-00001

Customer ID  
FDP

Employee ID  
HR-EMP-00003

Project Name  
Foodpanda

Customer Name  
FDP

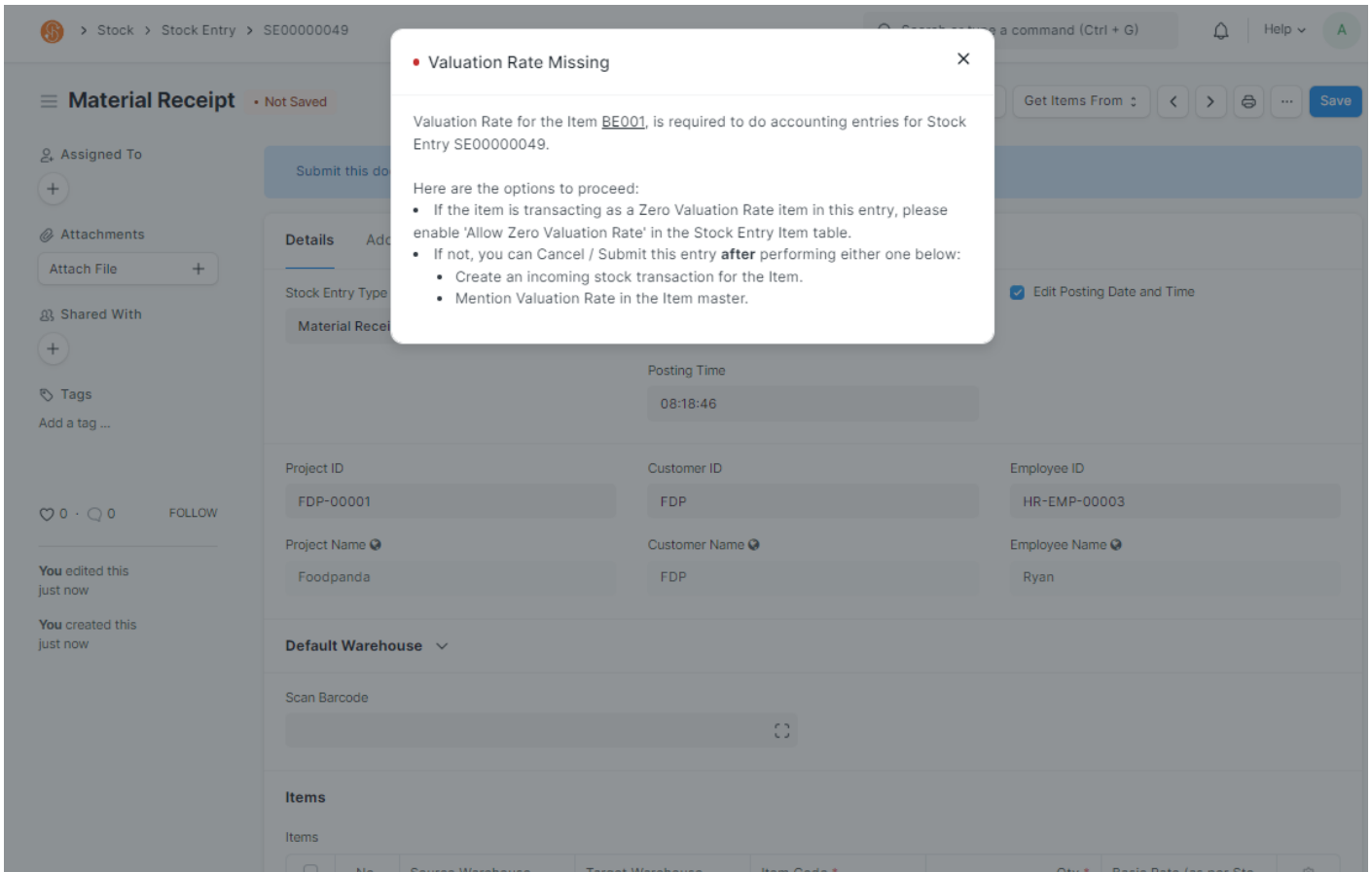
Employee Name  
Ryan

Default Warehouse

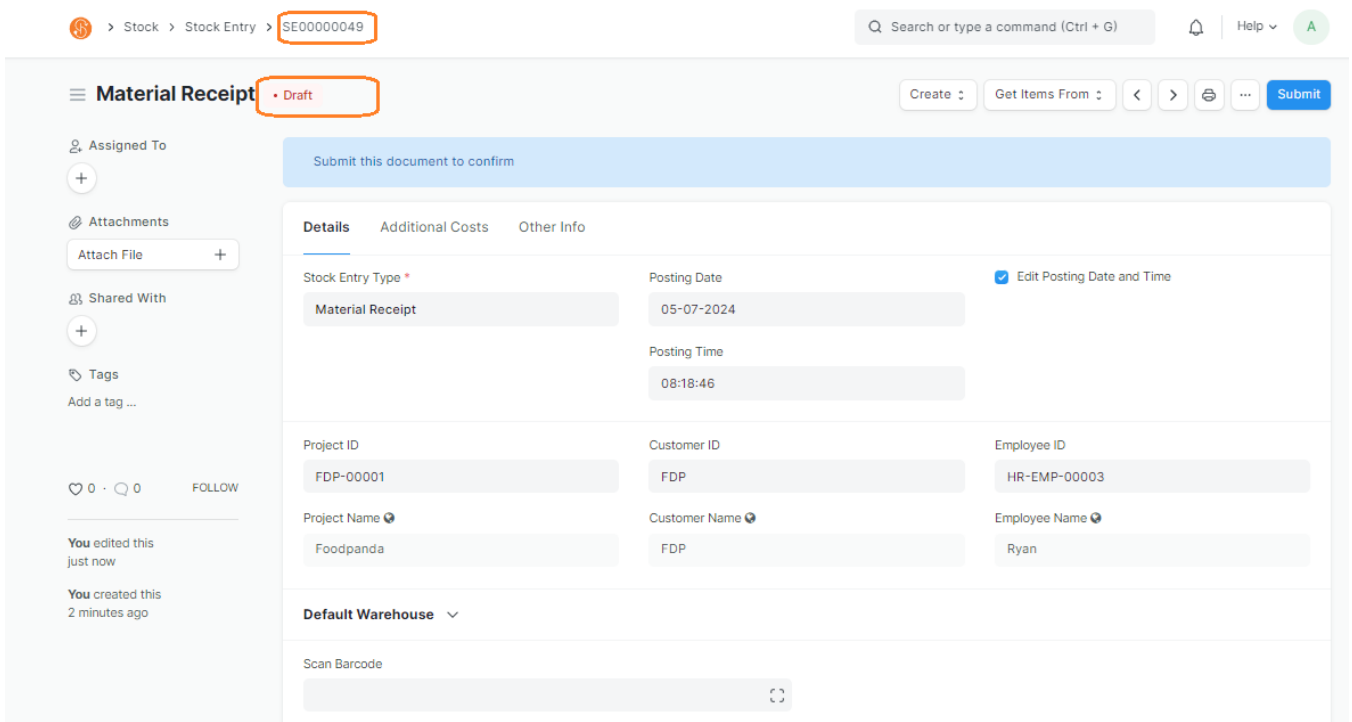
Default Target Warehouse  
Sub Store 1 - TRP

Sets 'Target Warehouse' in each row of the items table.

- If upon Save and a **Valuation Rate Missing Error** appears, it is indicating that the Item received does not have a Valuation Rate (Item Cost). To by-pass this error, you may either
  - Enter the Item's Valuation Rate in the **Basic Rate** field in the Items Table
  - Tick **Allow Zero Valuation Rate** checkbox in the Items Table. However this indicates that the item has Zero Valuation Rate



- If Stock Entry is successfully saved, the Stock Entry status will be changed to **Draft** and Stock Entry Document ID is created



4. Submit Stock Entry once all information is confirmed

Stock > Stock Entry > SE00000049

Search or type a command (Ctrl + G) | Help | A

**Material Receipt** • Draft

Create | Get Items From | < | > | ... | **Submit**

Submit this document to confirm

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 · 0 FOLLOW

You edited this just now

You created this 3 minutes ago

**Details** Additional Costs Other Info

Stock Entry Type \* Material Receipt Posting Date 05-07-2024  Edit Posting Date and Time

Posting Time 08:18:46

Project ID FDP-00001 Customer ID FDP Employee ID HR-EMP-00003

Project Name Foodpanda Customer Name FDP Employee Name Ryan

Default Warehouse

Scan Barcode

Items

5. Once Stock Entry is submitted, the Stock Entry status will be changed to **Submitted**

6. **View > Stock Ledger** to view the stock movement in the Targeted Warehouse

Stock > Stock Entry > SE00000049

Search or type a command (Ctrl + G) | Help | A

**Material Receipt** • Submitted

View | < | > | ... | Cancel

**Stock Ledger**

Accounting Ledger

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 · 0 FOLLOW

You edited this just now

**Details** Additional Costs Other Info

Stock Entry Type \* Material Receipt Posting Date 05-07-2024

Posting Time 08:18:46

Project ID FDP-00001 Customer ID FDP Employee ID HR-EMP-00003

Project Name Foodpanda Customer Name FDP Employee Name Ryan

Default Warehouse

Revision #5

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