

## Administrator Tasks: Missing Goods Receipt

Tasks can be found in the top right corner of the screen:



When you click on the Tick, a list of outstanding tasks will be displayed. This example shows the user has three tasks to action.

A Missing Goods Receipt task will be generated if Finance enter an invoice onto U4ERP and match it against a Purchase Order that has not been Goods Received.

A Missing Goods Receipt task will show as **Missing Goods Receipt OrderNo:XXXXXX Trans No: XXXXXXXX** Missing Goods Receipt OrderNo: 8021175 TransNo: 29062972

Click on the task to view

**Missing goods receipt**

Please confirm the goods receipt proposal or click Goods receipt in the tools menu to amend the receipt.

**Order information**

Supplier name: Bootle Glass Company Ltd  
OrderNo: 8021175  
Requested by: DPHILL  
Order date: 6/25/2021

**Workflow log**

6/29/2021 2:18 PM Kara Grivost (KGRIVO) - Distributed

[Enter a comment]

**Invoice**

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	PG. 8021175 Supply & Fit 1 no. 7mm Pyro 145 x 1495	28.60	28.60	20.00	5.72

Bank: Co-Operative Bank  
Sort Code: 08-92-50  
Account No: 70048209

Retention of Title - All goods remain the property Of  
Bootle Glass Ltd. until paid in full

Total Net Amount	£	28.60
Carriage Net	£	0.00
Total Tax Amount	£	5.72
Invoice Total	£	34.32

Action	Order line	Product	Product description	Quantity	Amount	Currency	Receipt date
<input type="checkbox"/> Receive goods	1	GLASS	7mm Pyroguard 145 x 1495mm	1.00	28.60	GBP	8/19/2021
Σ					28.60		

Receive goods | Goods receipt | Export

All the lines from the order, with the quantities that have been matched to the associated invoice, will be displayed. If all the items on those lines have been received, click the **Receive Goods** button.

If you have **not received the items** displayed, **do not click on Receive Goods or Goods Receipt**. Exit the screen and complete the task at such time as the goods have been received. If there is a query with the items, please inform Finance.

If you wish to goods receive other lines on the order, at the same time as the items shown on the Receive Goods screen, click on the Goods Receipt button. This will take you to the Goods receipt screen, enter the **Qty. received** for each line and click on **Save** when done. You will be returned to the original screen. Click on **receive goods** to complete the task.