Goods Receipts

Goods Receipts can go through the following phases and corresponding status:

1. **Prepared** - the goods receipt is in preparation, goods can be added, amended or deleted, the whole document can be deleted
2. **Stocks** - all goods and coresponding received quantities have been entered and approved. Further entry or amending is not possible. The whole document can be voided. In the list of Goods Receipts these documents are shown in green.
3. **Purchase** - All data in reference to the purchase value of the goods (purchase price, rebates, related expenses etc.) have been entered and approved. In the list of Goods Receipts these documents are shown in blue.
4. **Sales** - sales prices of all the goods have been entered and approved. In the list of Goods Receipts these documents are shown in black.
5. **Void** - the Goods Receipt has been voided. In the list of Goods Receipts these documents are shown in red.

Actual stocks are updated **after approving** the **sales** phase or **voiding** the goods receipt.

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