



## 6 How to view Open Goods receipts

Dashboard - Yanfeng Portal - F X +  
https://portal.yanfeng.flowis.com

# Yanfeng Portal - Flowis

Quick search

- Dashboards
- Contacts
- General
- Invoice process flow

ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices
- Remittance advices
- Purchase orders
- Open goods receipts**
- Account details

REPORTED ISSUES

- Reported Issues

## Dashboard

Welcome to Supplier Portal developed by SoftPoint

Submit invoice   Remittance advices   Invoices   Purchase orders   **Open goods receipts**

Learn more   Learn more   Learn more   Learn more   Learn more

### Invoices overview

24  
chart total

### Purchase orders overview

2023-03

To display **Goods receipts** you can click on the icon on the dashboard or tab on the left.

goods receipts - Yanfeng x +

://portal.yanfeng.flowis.com/c/supplier\_portal\_open\_goods\_receipts

## Open goods receipts

STAGING ? [bell icon] SP

Supplier: select option [checkbox] [checkbox]

Purchase order: select option [checkbox] [checkbox]

PO line item: [checkbox] [checkbox] [menu icon]

Receiver: [checkbox] [checkbox] [menu icon]

Packing Slip: [checkbox] [checkbox] [menu icon]

Quantity: Quantity from [checkbox] Quantity to [checkbox]

Unit price: Unit price from [checkbox] Unit price to [checkbox]

Total amount: Total amount from [checkbox] Total amount to [checkbox]

Open amount: Open amount from [checkbox] Open amount to [checkbox]

[Search] [Clear] [Clear and refresh]

selected [Customize] [Download] 7 items | 1 p

| Supplier   | Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|--|----------------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922862 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |

/ items | 1 page </>

Once you choose one of the options, you'll see the **complete list of your Goods receipts and their details.**

# Open goods receipts

Supplier: select option [checkbox] [checkbox]

Purchase order: select option [checkbox] [checkbox]

PO line item: [checkbox] [checkbox] [menu]

Receiver: [checkbox] [checkbox] [menu]

Packing Slip: [checkbox] [checkbox] [menu]

Quantity: Quantity from [input] Quantity to [input] [checkbox]

Unit price: Unit price from [input] Unit price to [input] [checkbox]

Total amount: Total amount from [input] Total amount to [input] [checkbox]

Open amount: Open amount from [input] Open amount to [input] [checkbox]

[Search] [Clear] [Clear and refresh]

selected ▾ [Customize] [Download] 7 items | 1 page

| <input type="checkbox"/> | Supplier                        | Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|--------------------------|---------------------------------|----------------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922862 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| <input type="checkbox"/> | 123456 - My Company Ltd. Co. KG | PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |

7 items | 1 page </>

Fields in the upper section can be used to **filter the displayed list.**

The list of your items contains multiple columns with information.

ds receipts - Yanfeng x +

/portal.yanfeng.flowis.com/c/supplier\_portal\_open\_goods\_receipts

### Open goods receipts

STAGING ? 🔔

Supplier: select option  
Purchase order: select option  
PO line item:   
Receiver:   
Packing Slip:   
Quantity: Quantity from, Quantity to  
Unit price: Unit price from, Unit price to  
Total amount: Total amount from, Total amount to  
Open amount: Open amount from, Open amount to

🔍 Search Clear Clear and refresh

selected Customize Download

| Supplier                        | Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|---------------------------------|----------------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| 123456 - My Company Ltd. Co. KG | PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922862 |
| 123456 - My Company Ltd. Co. KG | PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| 123456 - My Company Ltd. Co. KG | PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| 123456 - My Company Ltd. Co. KG | PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| 123456 - My Company Ltd. Co. KG | PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| 123456 - My Company Ltd. Co. KG | PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| 123456 - My Company Ltd. Co. KG | PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |

7 items | 1 page

Purchase order

PO line item

select option [input] [input]

[input] [input] [input]

Packing Slip

Quantity

[input] [input] [input]

Quantity from [input] Quantity to [input]

Total amount

Open amount

Total amount from [input] Total amount to [input]

Open amount from [input] Open amount to [input]

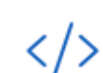
Clear

Clear and refresh

Customize [gear icon] Download [download icon]

7 items | 1 page

| Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|----------------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922862 |
| PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |



If you want to change the order of the columns or to add or remove some, click on the "Customize" button.

### Custom columns order



Check / Uncheck all



Supplier



Purchase order



PO line item



Receiver



Packing Slip



Quantity



Unit price



Total amount



Open amount



Ruby eval + ERB component

Save

Close

| Supplier                    | Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount |
|-----------------------------|----------------|--------------|----------|--------------|----------|------------|--------------|
| 56 - My Company Ltd. Co. KG | PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     |
| 56 - My Company Ltd. Co. KG | PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     |
| 56 - My Company Ltd. Co. KG | PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       |
| 56 - My Company Ltd. Co. KG | PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       |

Add or remove columns by marking checkboxes and moving them with arrows on the left.

Once you are done, go to the button and **save it as your personal view.**

Purchase order

select option

PO line item

Packing Slip

Quantity

Total amount

Open amount

Total amount from

Total amount to

Open amount from

Open amount to

Clear

Clear and refresh

Customize

Download

7 items | 1 page

| Order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|-------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| 1     |              | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922802 |
| 1     |              | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| 1     |              | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| 1     |              | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| 1     |              | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| 1     |              | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| 1     |              | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |

7 items | 1 page



If you'd like to **download** the list of Goods receipts, you can **click on the "Download" button.**



Purchase order

PO line item

select option

Packing Slip

Quantity

Quantity from Quantity to

Total amount

Open amount

Total amount from Total amount to

Open amount from Open amount to

Clear

Clear and refresh

Search

| Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount |
|----------------|--------------|----------|--------------|----------|------------|--------------|
| PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     |
| PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     |
| PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       |
| PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       |
| PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       |
| PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       |
| PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    |

Customize Download

- Download XLSX (Fast)
- Download XLSX v2
- Download CSV (Excel-compatible)
- Download CSV (standard)

If you'll click on the **dropdown button**, you can **choose the format**, in which your data will be downloaded.

### Open goods receipts

Supplier:

Purchase order:

PO line item:

Receiver:

Packing Slip:

Quantity:

Unit price:

Total amount:

Open amount:

selected   7 items | 1 page

| Supplier   | Purchase order | PO line item | Receiver | Packing Slip | Quantity | Unit price | Total amount | Open amount | ID         |
|--|----------------|--------------|----------|--------------|----------|------------|--------------|-------------|------------|
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO890          | 1            | RC890    |              | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922862 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO7890         | 1            | RC7890   | 7890         | 1,00     | 2 000,00   | 2 000,00     | 2 000,00    | 1385922861 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO234567       | 1            | RC234567 | 234567       | 1,00     | 250,00     | 250,00       | 250,00      | 1385879975 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO345678       | 1            | RC345678 | 345678       | 1,00     | 150,00     | 150,00       | 0,00        | 1385879976 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO987654       | 1            | RC987654 | 987654       | 1,00     | 700,00     | 700,00       | 700,00      | 1385879977 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO123456       | 1            | RC123456 | 123456       | 1,00     | 500,00     | 500,00       | 0,00        | 1385879974 |
| <input type="checkbox"/> 123456 - My Company Ltd. Co. KG | PO56789        | 1            | RC56789  | 56789        | 1,00     | 150,00     | 40 000,00    | 36 000,00   | 1385922863 |

To display details and preview some **specific Goods receipts**, simply **click on the item, which you'd like to inspect**, and the system will open a single view screen for you.

## Open goods receipts - #1385922862

### Goods receipt details

|                |                                 |
|----------------|---------------------------------|
| Supplier       | 123456 - My Company Ltd. Co. KG |
| Purchase order | PO890                           |
| PO line item   | 1                               |
| Receiver       | RC890                           |
| Packing Slip   |                                 |
| Quantity       | 1,00                            |
| Unit price     | 2 000,00                        |
| Total amount   | 2 000,00                        |
| Open amount    | 2 000,00                        |

### Technical details

|            |                  |
|------------|------------------|
| Created at | 2023-03-15 16:35 |
| Creator    |                  |
| Updated at | 2023-04-03 10:27 |
| Updater    |                  |

In this single-view screen, you can **see the details of the Goods receipt and some technical details.**



At SoftPoint we also address **other key finance processes** such as:



## General ledger

- **Fixed assets:** fixed assets register, multiple books (e.g. GAAP, statutory, tax, etc.), different depreciation methods, and handling of acquisitions, disposals, and transfers.
- **Intercompany:** submission of exchange requests, routing, and approval, simultaneous posting to various ERP systems, reconciliation of intercompany balances, and payment approval.
- **Account reconciliations:** reconciliation cover sheets and balance explanations, auto-reconciliations, routing and approval, and integration with accounting software.
- **Lease accounting:** IFRS 16 requirements, lease obligations, and calculation of BS / PL balances.
- **Manual journals:** routing & approval, and automated recurring journals.
- **GL reporting**

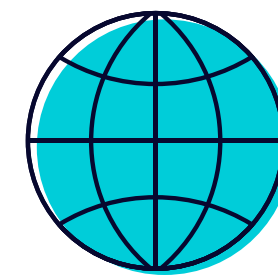


## Accounts receivable

- **Cash application:** matching customer payments with open items, automated breakdown of payments with remittances, and routing of discrepancies to relevant business owners.
- **Billing:** processing of billing requests and automated billing.
- **Business teams:** the resolution of discrepancies, submission of billing requests, and cash-flow forecasting.
- **AR reporting.**

# softpoint.

If you want to know more about **Flowis**  
and our solutions, **visit our website**  
or **contact us via email**.



[www.softpoint.tech](http://www.softpoint.tech)



[info@softpoint.sk](mailto:info@softpoint.sk)