

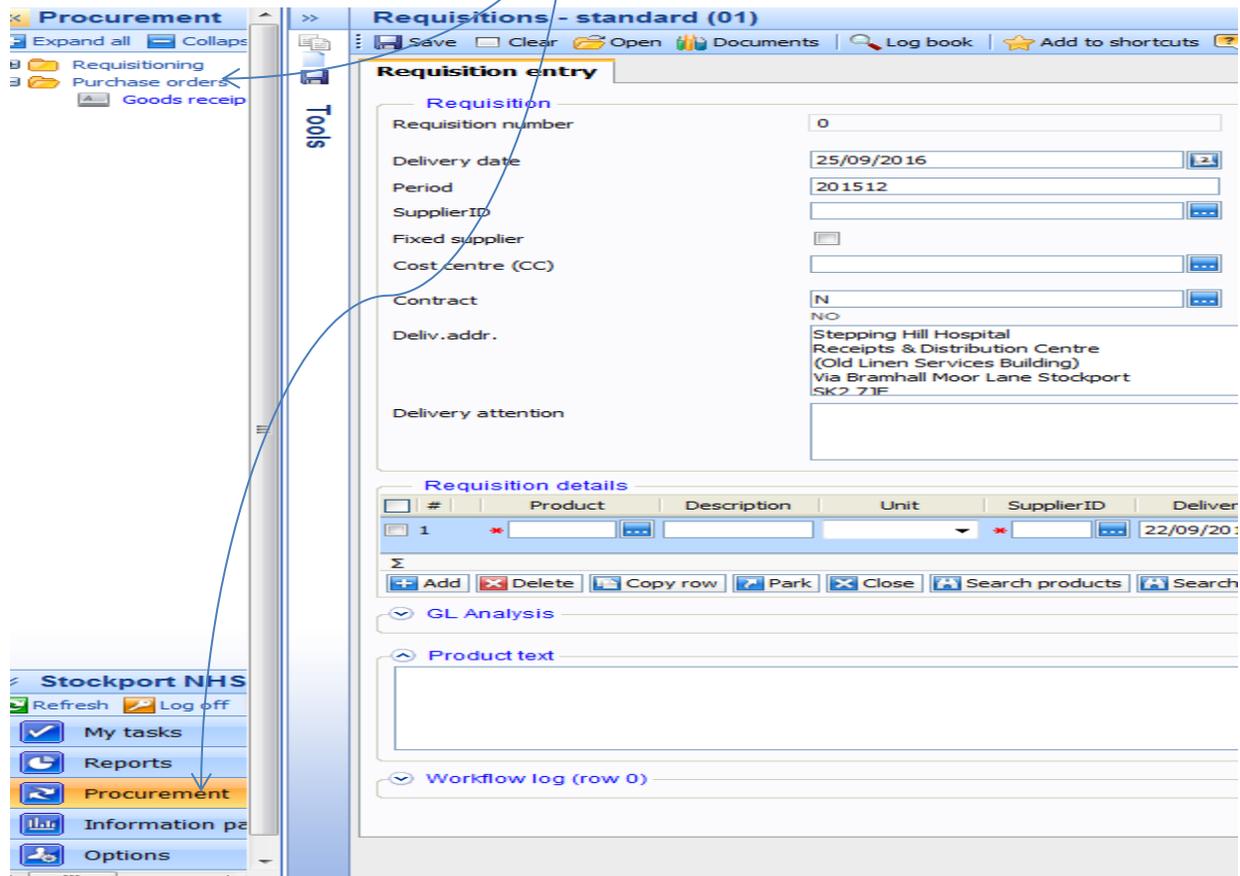
# **GOODS RECEIPTING USING AGRESSO**

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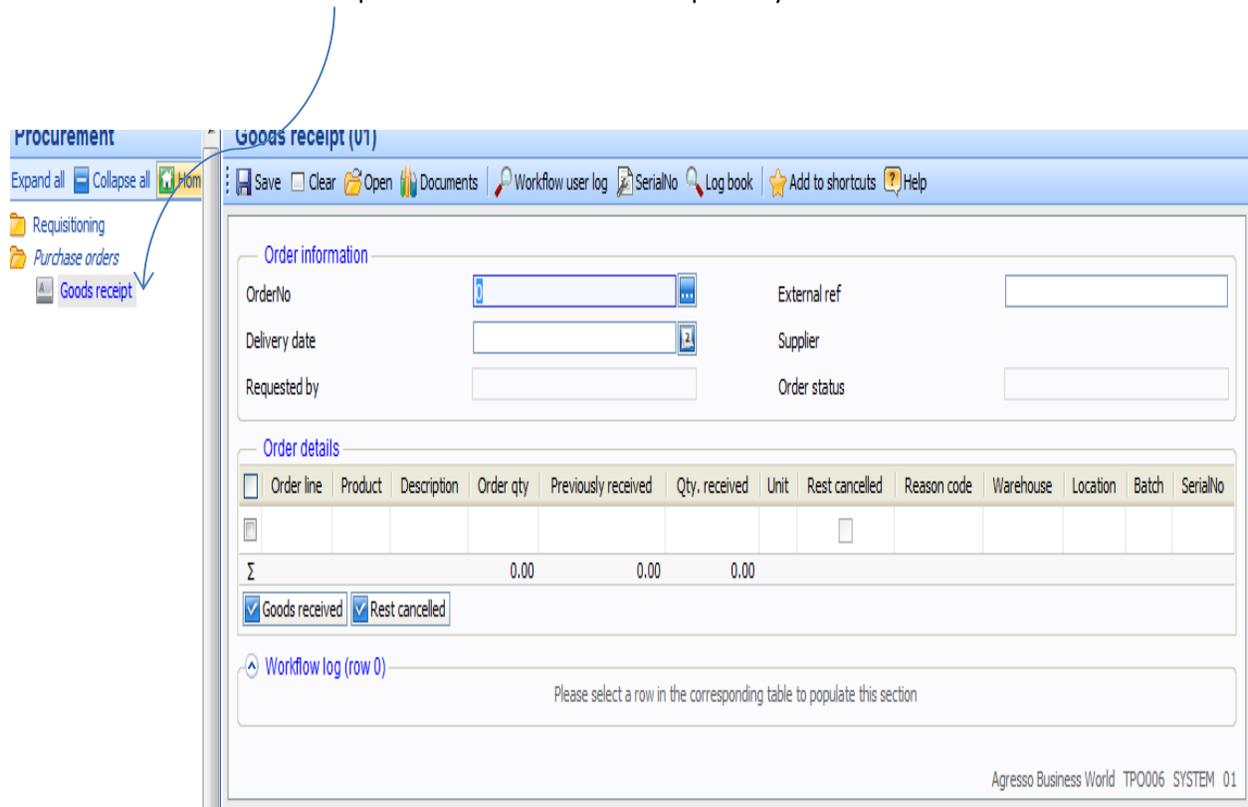
## Accessing the Goods Receiving Screen

From the Bottom Left of the Page Select Procurement and then Purchase orders to access the goods receipt icon as below:-



The screenshot displays the Agresso software interface. On the left, a navigation menu is visible with the following items: 'Stockport NHS', 'Refresh', 'Log off', 'My tasks', 'Reports', 'Procurement' (highlighted in orange), 'Information page', and 'Options'. The main window title is 'Requisitions - standard (01)'. Below the title bar, there are menu options: 'Save', 'Clear', 'Open', 'Documents', 'Log book', and 'Add to shortcuts'. The main content area is titled 'Requisition entry' and contains a form with the following fields: 'Requisition number' (0), 'Delivery date' (25/09/2016), 'Period' (201512), 'SupplierID', 'Fixed supplier', 'Cost centre (CC)', 'Contract' (N), and 'Deliv. addr.' (Stepping Hill Hospital, Receipts & Distribution Centre (Old Linen Services Building), Via Bramhall Moor Lane Stockport SK2 71F). Below the form is a table titled 'Requisition details' with columns: '#', 'Product', 'Description', 'Unit', 'SupplierID', and 'Deliver'. The table contains one row with the value '1' in the '#' column and '22/09/2016' in the 'Deliver' column. Below the table are buttons for 'Add', 'Delete', 'Copy row', 'Park', 'Close', 'Search products', and 'Search'. At the bottom of the main area, there are sections for 'GL Analysis', 'Product text', and 'Workflow log (row 0)'. Blue arrows point from the text above to the 'Procurement' menu item and the 'Purchase orders' icon in the left sidebar.

Double Click into Goods receipt to access the Goods receipt entry screen as below:-



**Procurement** | **Goods receipt (v1)**

Expand all | Collapse all | Home | Save | Clear | Open | Documents | Workflow user log | SerialNo | Log book | Add to shortcuts | Help

- Requisitioning
- Purchase orders
- Goods receipt**

**Order information**

OrderNo:  External ref:   
 Delivery date:  Supplier:   
 Requested by:  Order status:

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
							<input type="checkbox"/>					
<b>Σ</b>			0.00	0.00	0.00							

Goods received  Rest cancelled

**Workflow log (row 0)**

Please select a row in the corresponding table to populate this section

Agrosso Business World TPO006 SYSTEM 01

## Creating the GRN Receipt

**\*\*\* NEVER INPUT A GOODS RECEIPT FOR A CALL OFF ORDER\*\*\***

**All CALL OFF Receipting needs to be completed by the Trusts Creditor Payments Officers.**

**If you are in doubt whether or not the order is a CALL OFF , please query with our Creditor Payments Department.**

**All CALL OFF Orders should easily be identifiable by either -:**

**a/ The Product Code is CALL**

**b/ The Order qty field will be a value rather than a quantity. You are likely to see very high values in this field that should alert you.**

## Order Information Section

Input the Purchase Order Number into the field OrderNo and TAB or click out of the field to show:-

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

An existing item has been loaded.

**Order information**

OrderNo: 300048257 External ref:

Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD

Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
<input type="checkbox"/>	1 REQ	Scotch	1.00	0.00	0.00	each	<input type="checkbox"/>					<input checked="" type="checkbox"/>
<input type="checkbox"/>	2 REQ	Gin	1.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	3 REQ	Beer	13.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	4 REQ	Carriage	1.00	0.00	0.00	each	<input type="checkbox"/>					
Σ			16.00	0.00	0.00							

Goods received  Rest cancelled

***The Order Number, Delivery Date, Supplier Name, Requisitioner and all the Purchase Order Lines will be presented.***

You should complete the following fields:-

**External ref:** You should input the Delivery Note Number from your Goods Received Note.

**Delivery date:** This should be the date on the Suppliers Delivery Note. The default date will be today's date that should be overwritten.

## Order details Section

If all Lines on the Order require receipting select the Tick Box next to Order Line & all the PO Lines will be selected.

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

<input checked="" type="checkbox"/>	Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
<input checked="" type="checkbox"/>	1	REQ	Scotch	1.00	0.00	0.00	each	<input type="checkbox"/>					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	REQ	Gin	1.00	0.00	0.00	each	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	3	REQ	Beer	13.00	0.00	0.00	each	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	4	REQ	Carriage	1.00	0.00	0.00	each	<input type="checkbox"/>					
				Σ	16.00	0.00	0.00						

Goods received  Rest cancelled

If all lines are **NOT** to be receipted then you need to select the lines individually. In the Example below we are only selecting line 1.

Once Line (s) are Selected you must then input the Quantity to be received by entering the value into the Qty. received Box (*not done in this example*).

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

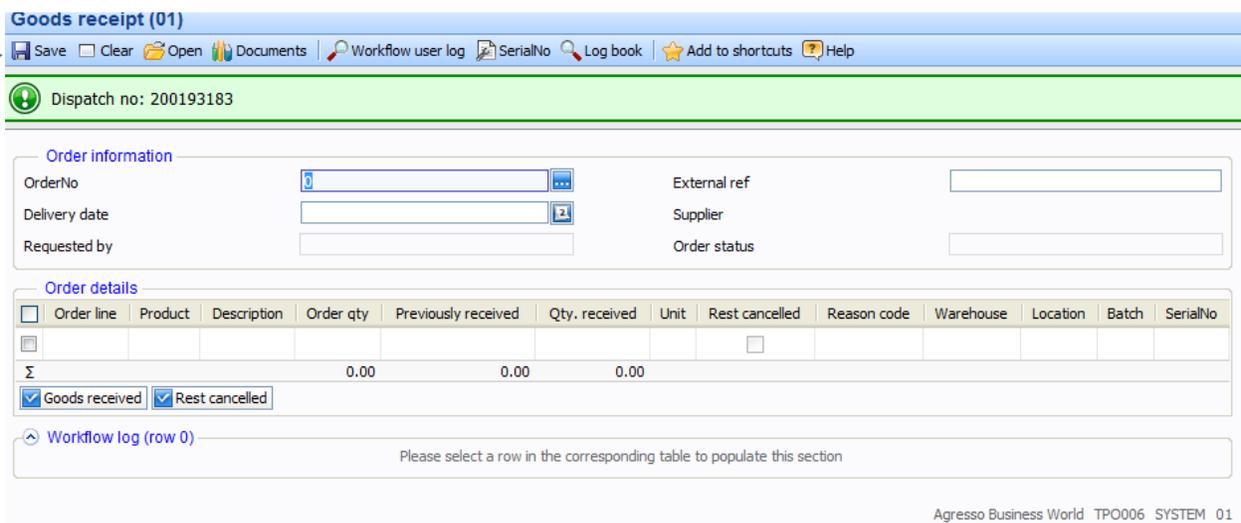
<input type="checkbox"/>	Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
<input checked="" type="checkbox"/>	1	REQ	Scotch	1.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	2	REQ	Gin	1.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	3	REQ	Beer	13.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	4	REQ	Carriage	1.00	0.00	0.00	each	<input type="checkbox"/>					
				Σ	16.00	0.00	0.00						

Goods received  Rest cancelled

## Creating the GRN

Once happy with Line Selection you Select Save to finish and you will be presented with a Dispatch No.

This should be written onto your Supplier Delivery Note and filed securely for possible auditing at a later date.



**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

Dispatch no: 200193183

**Order information**

OrderNo  External ref

Delivery date  Supplier

Requested by  Order status

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
							<input type="checkbox"/>					
Σ			0.00	0.00	0.00							

Goods received  Rest cancelled

**Workflow log (row 0)** Please select a row in the corresponding table to populate this section

Agresso Business World TPO006 SYSTEM 01

### Carriage (Postage)

**If there is a Carriage Line in the Purchase Order you must receipt it.**

**It is unlikely that Carriage(Postage) will be detailed on a Suppliers Delivery Note.**

**Unless the Carriage(Postage) Line is receipted the related invoice cannot be paid**

## Creating GRN for Other Po Lines Not previously receipted & Closing PO Lines

Re-entering the same PO number you will be presented with:-

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

An existing item has been loaded.

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
<input type="checkbox"/>	1 REQ	Scotch	1.00	1.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	2 REQ	Gin	1.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	3 REQ	Beer	13.00	0.00	0.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	4 REQ	Carriage	1.00	0.00	0.00	each	<input type="checkbox"/>					
Σ			16.00	1.00	0.00							

Goods received  Rest cancelled

You can see that Line 1 has been receipted, leaving Lines 2 to 4 to GRN.

In the Example below we are Receipting Line 2, Line 3 with 10 out of the 13 Qty Listed and we are saying that Line 4 is never going to be delivered. Save to Create GRN.

**The ✓ in the Left Hand Side Boxes will Receipt Selected Lines.**

**The ✓ in the Right Hand Side Boxes under the column Rest cancelled will close the order line.**

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
<input type="checkbox"/>	1 REQ	Scotch	1.00	1.00	0.00	each	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	2 REQ	Gin	1.00	0.00	1.00	each	<input type="checkbox"/>					
<input checked="" type="checkbox"/>	3 REQ	Beer	13.00	0.00	10.00	each	<input type="checkbox"/>					
<input type="checkbox"/>	4 REQ	Carriage	1.00	0.00	0.00	each	<input checked="" type="checkbox"/>					
Σ			16.00	1.00	11.00							

Goods received  Rest cancelled

Going back into the Order again, we see the only Line available to Receipt is Line 3 for a Qty of 3 and Line 4 has Order qty of 0.

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
1	REQ	Scotch	1.00	1.00	0.00	each	<input type="checkbox"/>					
2	REQ	Gin	1.00	1.00	0.00	each	<input type="checkbox"/>					
3	REQ	Beer	13.00	10.00	0.00	each	<input type="checkbox"/>					
4	REQ	Carriage	0.00	0.00	0.00	each	<input type="checkbox"/>					
Σ			15.00	12.00	0.00							

Goods received  Rest cancelled

You are **NOT** permitted to over receipt and will be presented with an error message if you attempt to do so. In our Example we are attempting to receipt Qty 45 in Line 3 -:

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

List of validation errors:

Tab	Section	Field	Error
	Order details	Qty. received	Delivered number line 3 exceeded by 55

[Hide this list.](#)

**Order information**

OrderNo: 300048257 External ref:   
 Delivery date: 22/09/2016 Supplier: AIRFLOW MEASUREMENTS LTD  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

**Red rows contain errors. Please edit and correct them.**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
1	REQ	Scotch	1.00	1.00	0.00	each	<input type="checkbox"/>					
2	REQ	Gin	1.00	1.00	0.00	each	<input type="checkbox"/>					
3	REQ	Beer	13.00	10.00	45.00	each	<input type="checkbox"/>					
					Delivered number line 3 exceeded by 55							
4	REQ	Carriage	0.00	0.00	0.00	each	<input type="checkbox"/>					
Σ			15.00	12.00	45.00							

Goods received  Rest cancelled

## Cancellation of a GRN Receipt

If for whatever reason you need to cancel a receipt. E.g. Error in processing or the goods have been returned to the Supplier you do so by simply inputting a negative value.

Simply input the Qty to be reversed into the Qty.received field and Save.

**E.g. Below we are returning the Qty.received of 1 that has been receipted.**

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

**Order information**

OrderNo: 300048260 External ref:   
 Delivery date: 23/09/2016 Supplier: AINTREE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
1	REQ	676766766	1.00	1.00	-1.00	each	<input type="checkbox"/>					
Σ			1.00	1.00	-1.00							

Goods received  Rest cancelled

Saving this will issue a new GRN number and the Purchase Order will revert back to its original state, with no qty receipted, as below.

**Goods receipt (01)**

Save Clear Open Documents Workflow user log SerialNo Log book Add to shortcuts Help

 An existing item has been loaded.

**Order information**

OrderNo: 300048260 External ref:   
 Delivery date: 23/09/2016 Supplier: AINTREE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST  
 Requested by: Liz Griffiths Order status: Ordered

**Order details**

Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
1	REQ	676766766	1.00	0.00	0.00	each	<input type="checkbox"/>					
Σ			1.00	0.00	0.00							

Goods received  Rest cancelled