



# **GOODS RECEIPTING USING AGRESSO**

## **TABLE OF CONTENTS**

Accessing the Goods Receipting Screen	P2 – 3
Creating the GRN Receipt	P4 – 7
Additional GRN Receipts & Closing Lines	P8 – 9
Cancelling a GRN Receipt	P10





## Accessing the Goods Receipting Screen

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

_				
Procurement	>>	Requisitions - standard (01)		
Expand all E Collaps		🗄 🔚 Save 🗖 Clear 🧀 Open 🎁 Doci	uments 🛛 🔍 Log book 🛛 🚖 Add t	to shortcuts 💽
		Requisition entry		
Goods receip				
	히	Requisition number	0	
	S S			
		Delivery date	25/09/2016	2
		Period	201512	
		SupplierID		
		Fixed supplier		
		Cost centre (CC)		
		Contract	NO	
		Deliv.addr.	Stepping Hill Hospital	
			Receipts & Distribution Centro (Old Linen Services Building)	e
			Via Bramhall Moor Lane Stock	port
	1	Delivery attention		
=				
		- Requisition details		
		# Product Descrip	tion Unit SupplierI	D Deliver
		1 *	- *	22/09/201
/ / /		Add Delete Copy row	Park 🔀 Close 🔛 Search produ	ucts 🔛 Search
		GE Analysis		
		Product text		
Stockport NHS				
Refresh 💋 Log off				
My tasks				
Reports				
		✓ Workflow log (row 0)		
Procurement				
Information pa				
🛃 Options				





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

Procurement	60	oas recei	pt (U1)											
Expand all 📄 Collapse all 🚺 Hom		Save 🔲 Clea	ar <i> ि</i> Oper	n 🍈 Documen	its 🔎 Work	(flow user log 🔎 Serial	No 🔍 Log book	A	dd to shortcuts 🛽	Help				
<ul> <li>Requisitioning</li> <li>Purchase orders</li> <li>Goods receipt</li> </ul>	G	Order infor	mation —		1			Fxt	ernal ref					
_	GOOAS FECEIPT (U1) Save Clear  Clear  Open  Conternation OrderNo Delivery date Requested by Order details Order details Order ine Product Description Σ Goods received  Rest cancel Other Conternation Conternatio					2	Sup	plier						
	Re	GOOGS FECEIPT (U1)         Image: Save       Clear Product Description         Order Information       OrderNo         Delivery date       Requested by         Order details       Order line         Order line       Product Description         Σ       Image: Save Cool of the same cool of t						Ord	er status					
		Order detai	ls											
		Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
	Σ				0.00	0.00	0.00							
		Goods receiv	ed 🔽 Res	t cancelled										
		Workflow I	og (row 0)											
		QOORS       receipt (U1)         Save       Clear         Order information       Order No         Order No       Delivery date         Requested by       Order details         Order line       Product       Description         Image: Coorder line       Product       Description         Image: Second				Please select a row ir	the correspondin	g table i	to populate this se	ction				
													-	
											Agresso Busir	ness World	1PO006	STSTEM 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-:

G	oods rece	eipt (01)	)												
	Save 🔲 Cle	ear 🖂 Op	pen 🍈 Docu	ments   🔎	Workflow user log 🍃	🕯 SerialNo 🔍 I	.og bod	ok 🛛 🚖 Add to s	hortcuts 🕐 H	elp					
(	An existi	ng item l	nas been loa	aded.											
	Order info	rmation -													
1	OrderNo     300048257     External ref       Delivery date     22/09/2016     Supplier														
1	Delivery date     22/09/2016     Supplier     AIRFLOW MEASUREMENTS LTD       Requested by     Liz Griffiths     Order status     Ordered														
•	Requested by			Liz Grif	fiths			Order stat	tus		Ordered				
	Order deta	ails													
	Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo		
[	1	REQ	Scotch	1.00	0.00	0.00	each		-						
	2	REQ	Gin	1.00	0.00	0.00	each								
	3	REQ	Beer	13.00	0.00	0.00	each								
	4	REQ	Carriage	1.00	0.00	0.00	each								
	Σ			16.00	0.00	0.00									
	Goods recei	ved 🗹 F	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.

0	Goo	ods rece	ipt (01)											
1	H S	ave 🔲 Cle	ar <i> ि</i> op	en 🎁 Docu	ments   🔎	Workflow user log 🍃	🕯 SerialNo 🔍 I	.og boo	ok │ 쓹 Add to s	hortcuts 🕐 He	elp			
	_	Order info	rmation -											
	Orc	lerNo			300048	257			External r	ef				
	Del	OrderNo Delivery date Requested by Order details			22/09/	2016	2		Supplier			AIRFLOW N	<b>IEASUREMENT</b>	'S LTD
	Red	Delivery date Requested by Order details Order line   Product   Descript			Liz Grif	fiths			Order stat	tus		Ordered		
	_	Order deta	ils —											
$\geq$		Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
	7	1	REQ	Scotch	1.00	0.00	0.00	each		•				
	7	Orderwo       Delivery date       Requested by       Order details       ✓     Order line       Product     Descrip       ✓     1     REQ       Scotch     ✓     2       ✓     3     REQ       Beer     3     REQ			1.00	0.00	0.00	each						
	7	Save     Clear     Open     Image: Solution       Order information     OrderNo       Delivery date       Requested by       Order details       ✓     Order details       ✓     Order line     Product       Ø     1     REQ     Scotch       ✓     2     REQ     Gin       ✓     3     REQ     Beer       ✓     4     REQ     Carriags       ∑     5     ✓     Goods received			13.00	0.00	0.00	each						
	7	4	REQ	Carriage	1.00	0.00	0.00	each						
	Σ				16.00	0.00	0.00							
	1	Goods recei	ved 🔽 R	est 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*).

Ģ	00	oas rece	ipt (U1)											
i (	S	ave 🔲 Cle	ar 📂 Op	oen 🎁 Docu	ments   🔎	Workflow user log   🖉	🕯 SerialNo 🔍 I	Log bo	ok   🚖 Add to s	hortcuts 👰 H	elp			
ľ		Order info	rmation -											
	Orc	lerNo			300048	257			External r	ef				
	Del	ivery date			22/09/	2016	2		Supplier			AIRFLOW N	<b>IEASUREMENTS</b>	LTD
	Delivery date     22/09/2016     Supplier     AIRFLOW MEASUREMENTS LTD       Requested by     Liz Griffiths     Order status     Ordered													
12		Order deta	ile											
		Order line	Product	Description	Order qty	Previously received	Qty. received	Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
	1	1	REQ	Scotch	1.00	0.00	0.00	each		-				
		2	REQ	Gin	1.00	0.00	0.00	each						
		3	REQ	Beer	13.00	0.00	0.00	each						
		4	REQ	Carriage	1.00	0.00	0.00	each						
	Σ				16.00	0.00	0.00							
	~	Goods recei	ved 🔽 R	Rest cancelled	]									





### **Creating the GRN**

 $\geq$ 

Once happy with Line Selection you <u>Select Save</u> 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	recei	pt (01)											
📙 Save	🗌 Clea	r <i> ि</i> Oper	n 🎁 Documer	nts 🛛 🔎 Worl	(flow user log 🛛 🔎 Serial	No 🔍 Log book	🚖 A	dd to shortcuts 🤅	Nelp 🕄				
💽 Disp	patch n	o: 20019	3183										
Orde	er inforr	mation											
OrderNo				0			Ext	ernal ref					
Delivery	date					2	Sup	plier					
Request	ed by												
0.1		-											
	er detall Ier line	Product	Description	Order atv	Previously received	Obv. received	Unit	Pest cancelled	Peason code	Warebouse	Location	Batch	SerialNo
	er inte	Product	Description	Order quy	Previously received	Qty. received	Onic	Rest concelled	Reason code	warenouse	Location	battar	Jenaido
2				0.00	0.00	0.00							
Good	s receiv	ed 🔽 Res	t cancelled										
- wor	KIIOW IC	g (row u)			Please select a row in	the correspondin	g table	to populate this se	ction				
L													
										Agresso Rusi	and World	TROOOS	EVETEM 01

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**

Goods receipt (01)									
🔚 Save 🗆 Clear 🔗 Open 🎁	Documents   🔎 Workflor	w user log 🔎 SerialNo 🤇	Log bo	ok   쓹 Add to s	hortcuts 🕐 H	elp			
An existing item has be	en loaded.								
Order information									
OrderNo	300048257			External r	ef				
Goods receipt (01)         Save □ Clear          Open          Workflow user log         SerialNo         Log book         Add to shortcuts         PHelp           Image: Save □ Clear         Image: Save □ Clear         Order long         Image: Save □ Clear         Add to shortcuts         Image: Help           Image: Save □ Clear									
Goods receipt (01)         Image: Save Clear Properties       Workflow user log Previously Cleg book Previously Previo									
Goods receipt (01)         Image: Save Clear information         Order information         OrderNo       300048257         Delivery date       22/09/2016         Requested by       Liz Griffiths         Order details       Order status         Order details       Order of the product Description Order qty Previously received Qty. received Unit Rest cancelled Reason code Warehouse Location Batch Serial         1       REQ         3       REQ         4       REQ         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       REQ         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         1       16.00         10.00       1.00 </td <td></td>									
Order details			• 1			L	I		1
Order line Product Descr	iption   Order qty   Previou	isly received   Qty. receive	ed   Unit	Rest cancelled	Reason code	Warehouse	Location	Batch	SerialNo
Goods receipt (01)         Save       Clear        Open        Documents       ✓ Workflow user log       SerialNo       Log book       Add to shortcuts       Thelp         Image: Save       Clear        Order information       Image: Save information       Image: Save information       Image: Save information       Image: Save information         Order information       0rder information       Image: Save information       Image: Save information       Image: Save information         Order Vo       300048257       External ref       Image: Save information       Image: Save information         Delivery date       22/09/2016       Image: Save information       Image: Save information       Image: Save information         Order details       Order details       Order status       Ordered       Image: Save information         Order line       Product       Description       Order qty       Previously received       Qty. received       Unit       Rest cancelled       Reason code       Warehouse       Location       Batch       SerialNo         Image: Corder line       Product       Description       Order qty       Previously received       Qty. received       Warehouse       Location       Batch       SerialNo         Image: Corder line       Product       Description       O									
Goods receipt (01)         Save       Clear									
Goods receipt (01)         Save       Clear       Provide Colspan="2">Open Workflow user log       SerialNo       Log book       Add to shortcuts       Prep         Image: Save       Clear       Provide Colspan="2">Open Workflow user log       SerialNo       Log book       Add to shortcuts       Prep<         Image: Save       Clear       Colspan="2">Open Workflow user log       SerialNo       Add to shortcuts       Prep<         Image: Save       Clear       Colspan="2">Order information         Order Information       300048257       External ref       Image: Save       AIRFLOW MEASUREMENTS LTD         Delivery date       22/09/2016       Supplier       AIRFLOW MEASUREMENTS LTD         Requested by       Liz Griffiths       Order status       Ordered         Order details       Order of the Product Description Order qty Previously received Qty, received Unit Rest canceled Reason code       Warehouse       Location       Batch       SerialNo         Image: Crede Grift       1.00       0.00       0.00       each       Image: Crede Grift       Image: C									
4 REQ Carria	ge 1.00	0.00 0.	00 each						
Σ	16.00	1.00 0.	00						
Goods received Rest car	ncelled								

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

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 $\checkmark$ in the Right Hand Side Boxes under the column Rest cancelled will close the order line.

_															
(	Goo	ods rece	ipt (01)												
	S	ave 📃 Cle	ar <i> ि</i> 0p	oen 🎁 Docu	ments 🛛 🔎	Workflow user log	🕯 SerialNo 🔍 I	.og bod	ok 🛛 🔶 Add to s	hortcuts 🍳 H	elp				
		Order info	rmation -												
	Ord	lerNo			300048	257			External r	ef					
	Del	ivery date			22/09/	2016	2		Supplier			AIRFLOW N	IEASUREMENTS	S LTD	
	Order No     Excernance       Delivery date     22/09/2016       Requested by     Liz Griffiths       Order details         Order details         Order line     Product       Description     Order qty       Previously received     Qty. received       Unit     Rest cancelled       Reason code     Warehouse       Location     Batch														
Ľ		Delivery date     22/09/2016     Supplier     AIRFLOW MEASUREMENTS LTD       Requested by     Liz Griffiths     Order status     Ordered													
L (		equested by Liz Griffiths Order status Ordered													
	Delivery use     ZZ/05/2010     Supplier       Requested by     Liz Griffiths     Order status       Order details       Order line     Product     Description       Order qty     Previously received     Qty, received       Unit     Rest cancelled     Reason code       Warehouse     Location     Batch														
		1	REQ	Scotch	1.00	1.00	0.00	each							
	7	2	REQ	Gin	1.00	0.00	1.00	each							
	V	3	REQ	Beer	13.00	0.00	10.00	each							
		4	REQ	Carriage	1.00	0.00	0.00	each		•					
Ľ	Σ				16.00	1.00	11.00								
	~	Goods recei	ved 🔽 R	est 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.

Goo	oods receipt (01)													
S	ave 🔲 Cle	ar <i> ि</i> Op	en 🎁 Docur	ments   🔎	Workflow user log   🖉	🖞 SerialNo 🔍 I	.og bo	ok 🛛 🚖 Add to s	hortcuts 🕐 He	elp				
	Orderinfe	rmation												
Ord	lerNo	innauon –		300048	257			External r	ef					
Deli	ivery date			22/09/	2016	2		Supplier			AIRFLOW M	EASUREMENT	S LTD	
Red	uested by			Liz Grif	fiths			Order sta	tus		Ordered			
	Ordor data	ile												
	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							
	2	REQ	Gin	1.00	1.00	0.00	each							
	3	REQ	Beer	13.00	10.00	0.00	each		•					
	4	REQ	Carriage	0.00	0.00	0.00	each							_
Σ				15.00	12.00	0.00								
~	Goods recei	ved 🔽 R	est 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)														
🔒 S	ave 🔲 Cle	ar <i> ि</i> p	oen 🍈 Docu	ments   🔎	Workflow user log 🔓	🕯 SerialNo 🔍 I	Log bo	ok 🛛 🚖 Add to s	hortcuts 🕐 He	elp				
List o	ofvalidation	errors:												
Tal	b	Section			Field		Error	•						
		Order deta	ails		Qty. received		Delive	red number line 3	exceeded by 5	5				
Hide	this list													
Thuc	unanac.													
	Order info	rmation -												_
Ore	derNo			300048	257			External r	ef					
De	livery date			22/09/	2016	2		Supplier			AIRFLOW N	MEASUREMENT	IS LTD	
Re	quested by			Liz Grit	fiths			Order sta	tus		Ordered			
ø R	Red rows	contai	n errors.	Please e	dit and correct	them.								
	Order deta	ails		1 - • •	1 - · · · · ·	I		I					1	
	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							
	2	REQ	Gin	1.00	1.00	0.00	each							
	3	REQ	Beer	13.00	10.00	45.00	each		-					$\checkmark$
						Delivered number line 3 exceeded by 55								
	4	REQ	Carriage	0.00	0.00	0.00	each							
Σ				15.00	12.00	45.00								
$\checkmark$	Goods rece	ved 🔽 R	lest 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 🍈 Docu	ments 🛛 🔎	Workflow user log 🔓	🖉 SerialNo 🔍	Log bo	ok   🚖 Add to s	shortcuts 💌 H	lelp				
Ordeninformation											
Order Information	300048260										
OrderNo	5000-10200			Extern	nairet						
Delivery date	23/09/201	6	2	Suppli	er		AINTREE UNIV	ERSITY HOSPI	TALS NHS FOU	JNDATION TR	UST
Requested by	Liz Griffiths	5		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		-					
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								
In 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	ו 🔳	-				
Σ	1.00 0.00	0.00						
Goods received Rest cancelle	d							