

## GRN2: Goods Received Notes Workflow Task – Purchasing Officers

The purpose of this section is to introduce the user what to do when they receive an email asking the Purchasing Officer to enter the Goods Received Note. **The Goods Received Note must be done via the Task**

When an invoice is registered it cannot be matched to a purchase order because the Goods Received note has not been processed. In these circumstances an email will be sent to the relevant Purchase Officer to process the Goods Received Note Workflow Task.

Email example:

Hello,

You have the following new workflow tasks as there are purchase invoices received which cannot be processed:

Supplier ID	Supplier Name	Order No	Trans No	Curr	Amount	Step
32469	EXPOTEL	1997655	660012345	GBP	99.50	<b>GRN Task</b>

Agresso can be accessed by the following [Agresso](#) link.

If you are unsure how to process the task please check the Step field in bold in the above table and use the links below which will take you to the instructions on how to process the task.

If, however, you have any finance queries relating to this request, please contact [finance-accountspayable@glasgow.ac.uk](mailto:finance-accountspayable@glasgow.ac.uk)

### Task Instructions

- Missing GRN (GRN Task); <http://www.gla.ac.uk/t4/agresso/files/563/GRN2.pdf>
- Purchase Invoice Approval (e.g. Inv Purch. Off. Approval, Inv Appr <£25K, etc.); <http://www.gla.ac.uk/t4/agresso/files/563/WEBAPP3.pdf>
- Sundry Supplier Invoice Approval (Sundry Purch Off Appr, Sundry Fin Appr); <http://www.gla.ac.uk/t4/agresso/files/563/WEBAPP3.pdf>

If you have any problems using Agresso, please contact [finsup@glasgow.ac.uk](mailto:finsup@glasgow.ac.uk)

Please note there is no need to reply to this email.

The task will contain an image of the Invoice to allow the user to know what invoice has been received against the order. This will allow the user to enter the appropriate Good received note on the order.

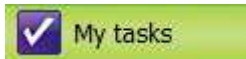
When the GRN has been completed and saved Agresso this will automatically remove the task and the Invoice can then be processed.

### Substitutes

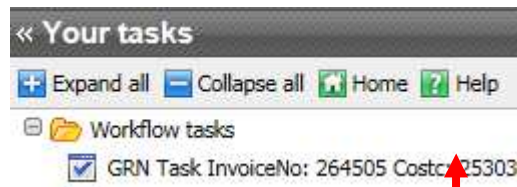
There is the option to enter a substitute for the GRN alert emails users should ensure that when on annual leave that their outlook is set up to divert emails to another person

## GRN2.1: Entering Goods Received Note Via the Task

1. From the Menu Select



This will show any tasks that are pending:



2. Select the required task from the task list and the following screen will appear:

Missing goods receipt (P1)

Documents Goods receipt Add to shortcuts Your shortcuts

Help Home Icons and navigation keys UNIT4ideas

Sort by [v] [v] Ascending

TransactionNo: 660000151  
OrderNo: 1486238  
Supplier: LIFE TECHNOLOGIES LTD

Test system - Live Data from 2nd December 2013

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

Order information  
Supplier name: LIFE TECHNOLOGIES LTD  
OrderNo: 1486238  
ExtRef: CKOH-TAN 4573 R337 J  
Requested by: NLARKIN  
Order date: 22/11/2013  
Status: Ordered

Workflow log  
08/04/2014 15:37 Angela Duffy -  
Ledgers Section - Finance Office  
(ADUFFY) - Distributed

(Enter a comment)

Invoice

life technologies  
Life Technologies Limited  
3 Fountain Drive  
Inchinnan Business Park  
Paisley PA4 9RF, UNITED KINGDOM

T: 0044141 814 6100  
F: 0044141 814 6260  
E: ukorders@litech.com  
VAT Registration Number: GB 263394741

INVOICE ORIGINAL  
Invoice Number: 2057074 RI  
Date: 03/12/2013  
Order Number: 2579499 SO  
Order Date: 22/11/2013  
Customer Contract/BPA Number:

Ship To 68625102  
UNIV OF GLASGOW  
FACULTY OF VETERINARY MEDICINE  
LEVEL 1 HENRY WELLCOME BLDG  
GARROUSE ESTATE 464 BEARDSDEN RD  
Celine Koh-Tan  
GLASGOW G61 1QH  
UNITED KINGDOM

Bill To 10001302  
UNIV OF GLASGOW  
FINANCE OFFICE  
MAIN BUILDING  
UNIVERSITY AVENUE  
Finance Officer  
GLASGOW G12 8QQ  
UNITED KINGDOM

Cust Tax ID

Customer Service Representative	Customer Purchase Order Number	Blanket Order Number	Release Number
GES	1486238		

Shipped	Quantity	List Price	Unit Price	Extended Price
3.000	4448484	TAGMAN GENE EX ASSAYS MTO 10	1	188.00
		B03210913_g1		
		Small		
4.000	4448484	TAGMAN GENE EX ASSAYS MTO 10	1	188.00
		B03218082_g1		
		Small		

Action	Status	Order line	Product	Product description	Quantity	Unit	Amount	Currency	Receipt date	Receipt No.	External ref	Received by
<input checked="" type="checkbox"/> Receive goods	To receive	2	LAB25	4448484	2.00	Unit	376.00	GBP	26/04/2014			
							Σ	376.00				

Remove action Undo

3. Check the action against the Order line:

Action	Status	Order line
<input checked="" type="checkbox"/> Receive goods	To receive	2

a. For **Receive goods** - Goods must be received against the invoice

Action	Status	Order line
<input checked="" type="checkbox"/> Match to invoice	Received	1

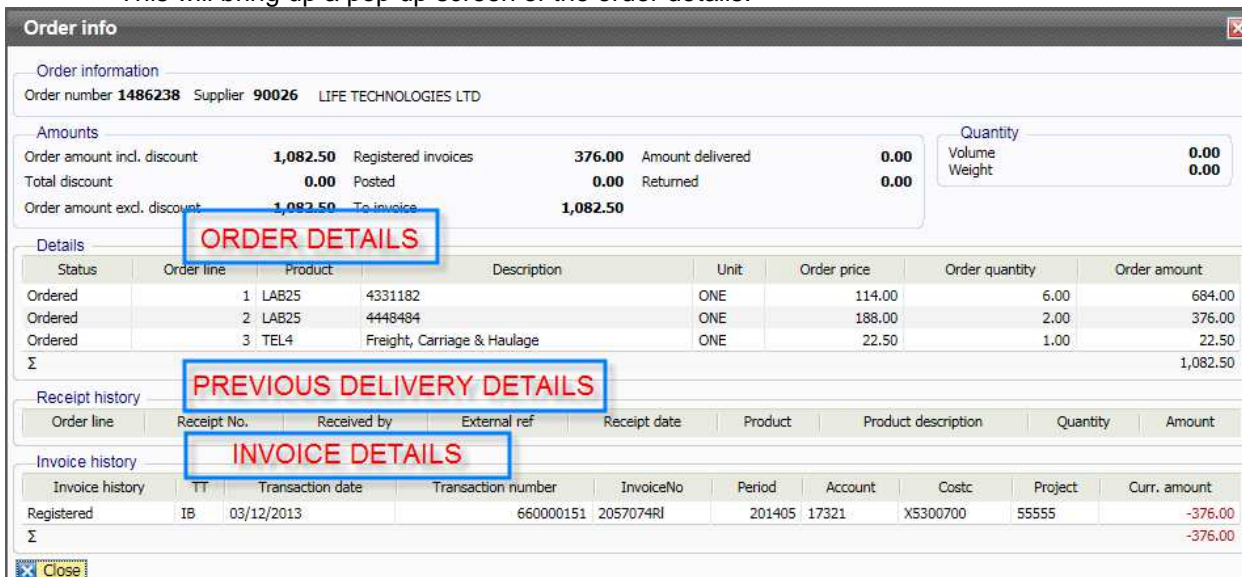
b. For **Match to invoice** - Task must be matched against the invoice as the goods received note has been entered out with the task.

4. Check the invoice image to ensure the details on the invoice have been received and matched to correct order line in step 3.


If required the order details can be viewed by clicking on the order number within the screen:



This will bring up a pop up screen of the order details:

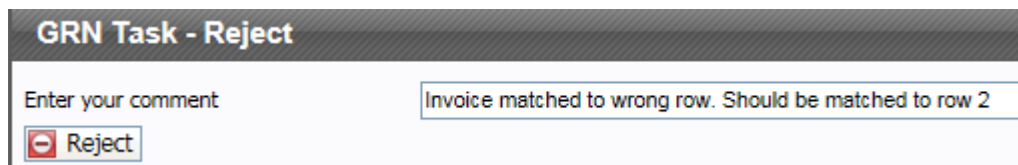


Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	LAB25	4331182	ONE	114.00	6.00	684.00
Ordered	2	LAB25	4448484	ONE	188.00	2.00	376.00
Ordered	3	TEL4	Freight, Carriage & Haulage	ONE	22.50	1.00	22.50
Σ							1,082.50

5. If details are correct select approve . This will automatically enter the goods received note and generate a GRN Number against the Purchase Order.

6. If the invoice has been matched to the wrong order line, or, sent to you in error please select  Reject








A comment must be entered in the workflow for any rejected task. Please enter the row the invoice should be matched again, or, if it has been sent to you in error.



## GRN2.2: Viewing Scanned Invoice

If required the user can also view the scanned registered invoice within the task.



- The user can save the invoice using the  and save to a required location on the users PC. This option also allows the user to Print the invoice.
- A print preview  can be viewed clicking on the icon.
- Click on  or  icons to make the invoice size larger or smaller. To view the invoice better click the image within the task. This will open the scanned registered invoice in a new screen where the user can view it.
- To rotate the image click on 
-  1/4  This allows you to view the different pages of the scanned invoice.