## 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 | GRN Task |

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

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

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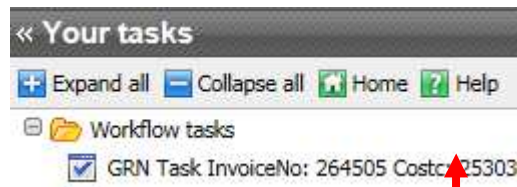
Substitutes
There is the option to enter a substitute for the GRN alert emails users should ensure that when on annual leave that their outlook is set up to divert emails to another person

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

1. From the Menu Select  My tasks
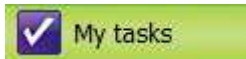
This will show any tasks that are pending:



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



3. Check the action against the Order line:



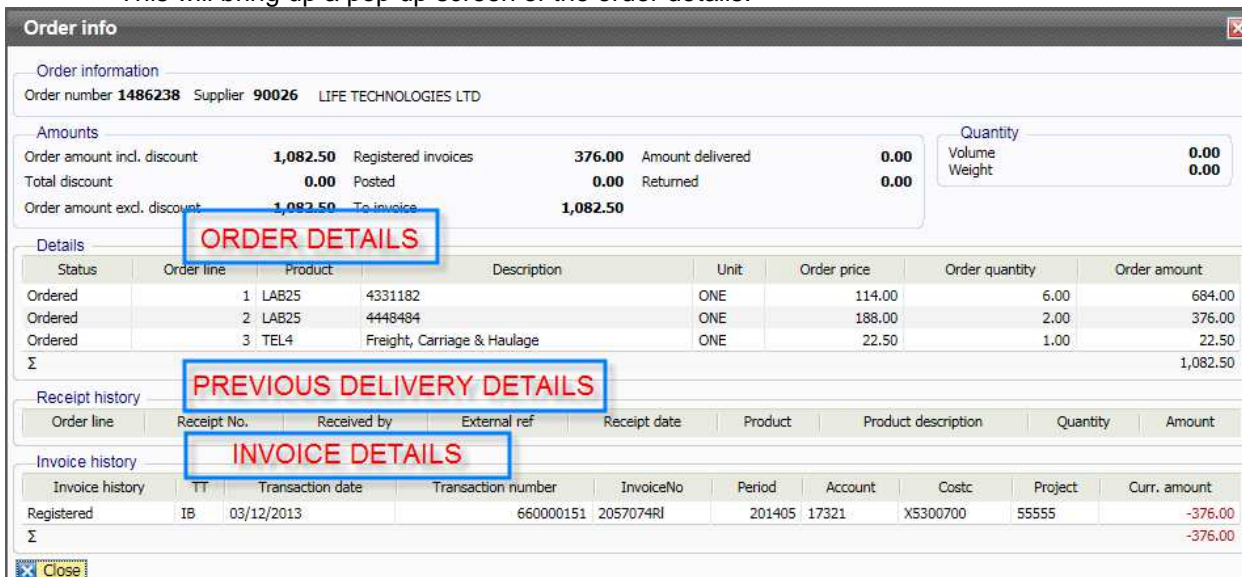   a. For Receive goods - Goods must be received against the invoice



   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:



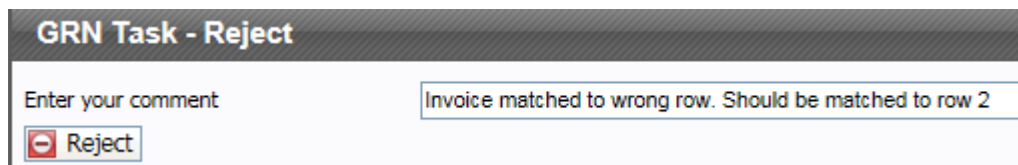This will bring up a pop up screen of the order details:



**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 

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 [icon] and save to a required location on the users PC. This option also allows the user to Print the invoice.

- A print preview [icon] can be viewed clicking on the icon.

- Click on [icon] or [icon] 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 [icon]

- [◄] 1/4 [►] This allows you to view the different pages of the scanned invoice.