GRN1: Goods Received Notes (GRN)

In Agresso, for all Purchase orders it is necessary to record receipt of the goods. If the Goods Received Note is not done, invoices when allocated against a Purchase order cannot be paid. The Goods Received Note (GRN) also drives the accrual process.

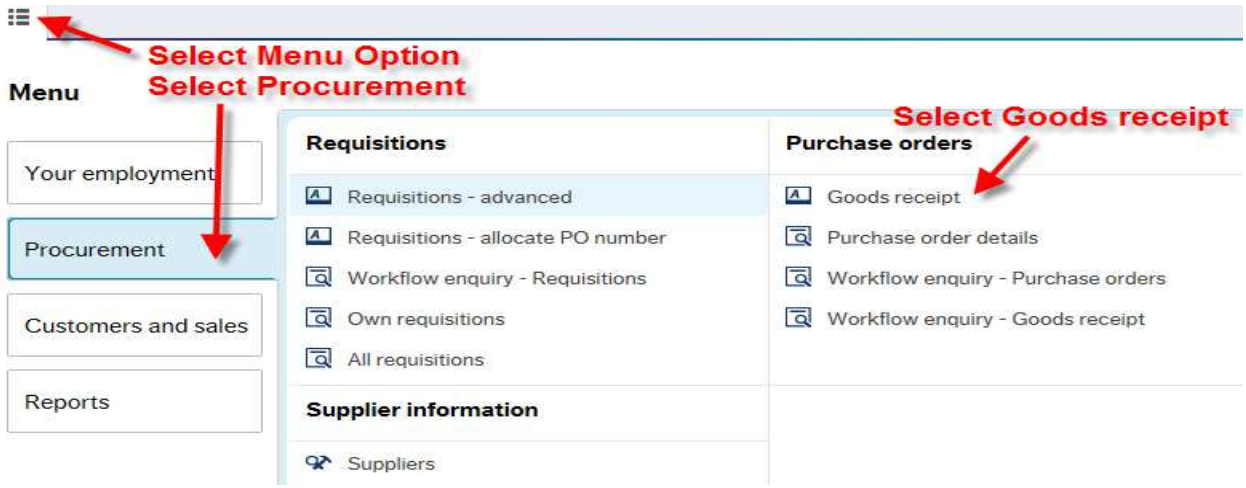
If a Goods Received Note task is received please enter the Goods Received via the task

Receipt of goods over and above the original ordered amount will be expected not to receive them as part of University policy.

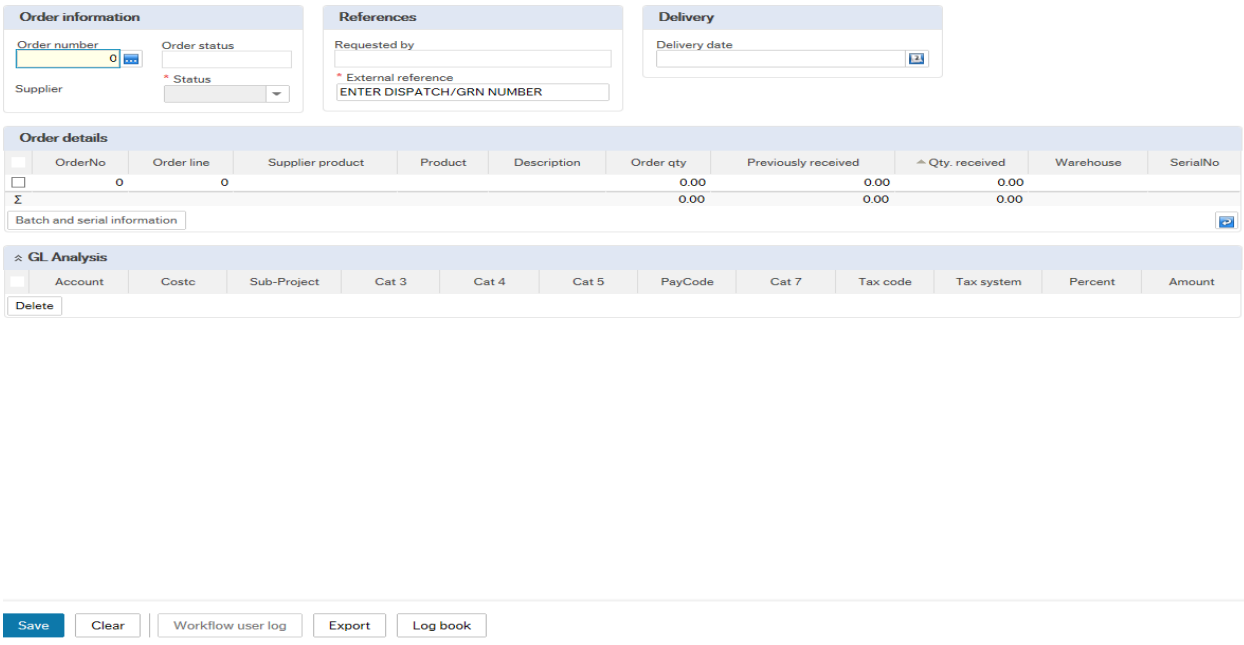
There also may be times on Agresso when it is necessary to unreceive goods that have previously been processed. See section GRN1.2 below.

GRN1.1: Entering Goods Received Note

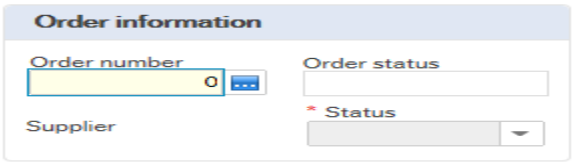
1. From the Menu Select



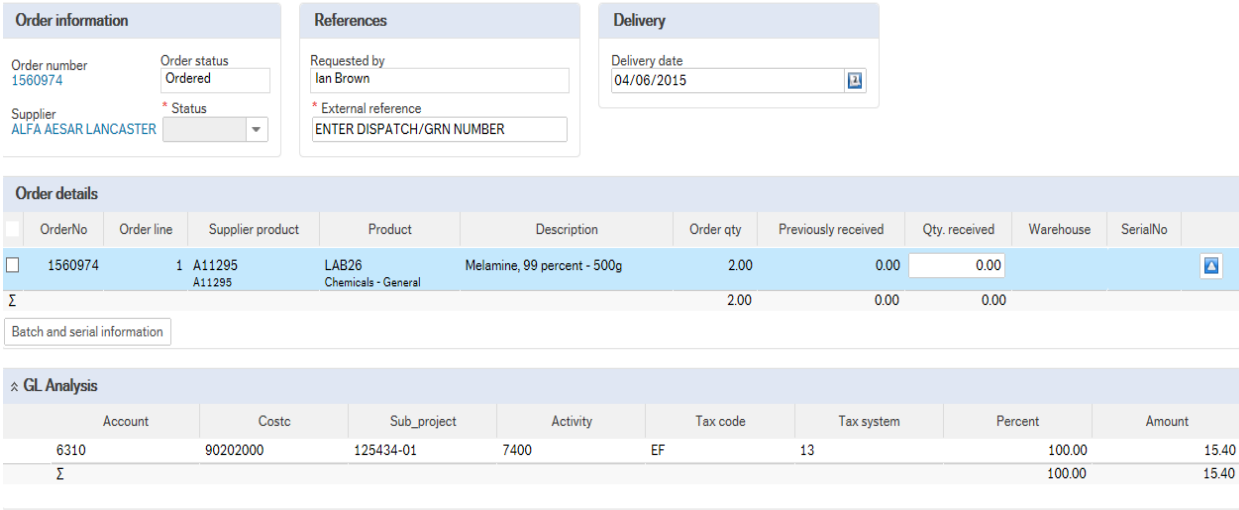
The following screen will appear:



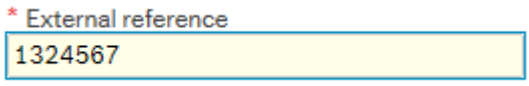
2. Order Number Enter the order number for the Goods Received Note



The details of the order will appear on the screen and the relevant order lines.

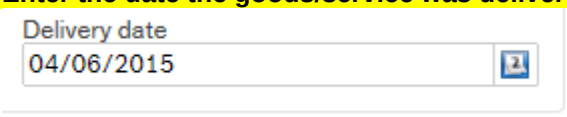


3. External Reference Enter the Goods received note number, Consignment Number, packing slip number, etc.

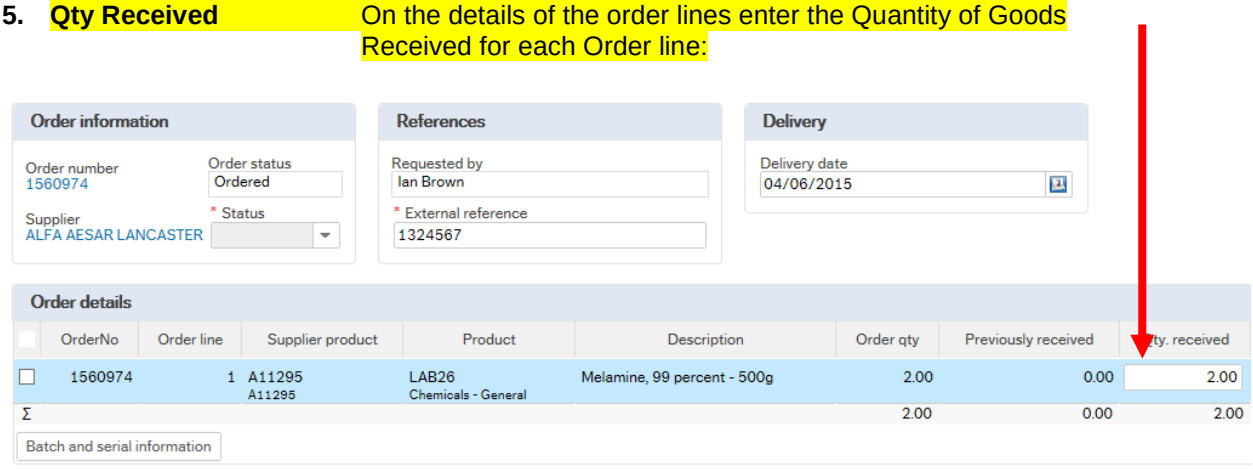


If no number exists, enter NO GRN to indicate that there was no Good Received Note number, Consignment number, packing slip number

4. Delivery date **Enter the date the goods/service was delivered**



5. Qty Received On the details of the order lines enter the Quantity of Goods Received for each Order line:

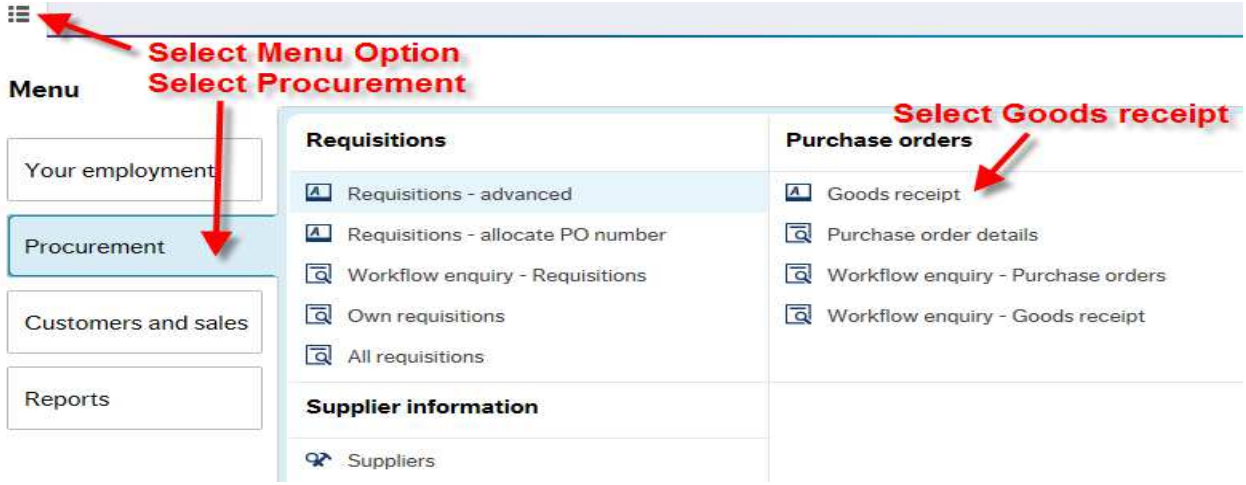


6. **Select the** Save **button to Save your changes.**

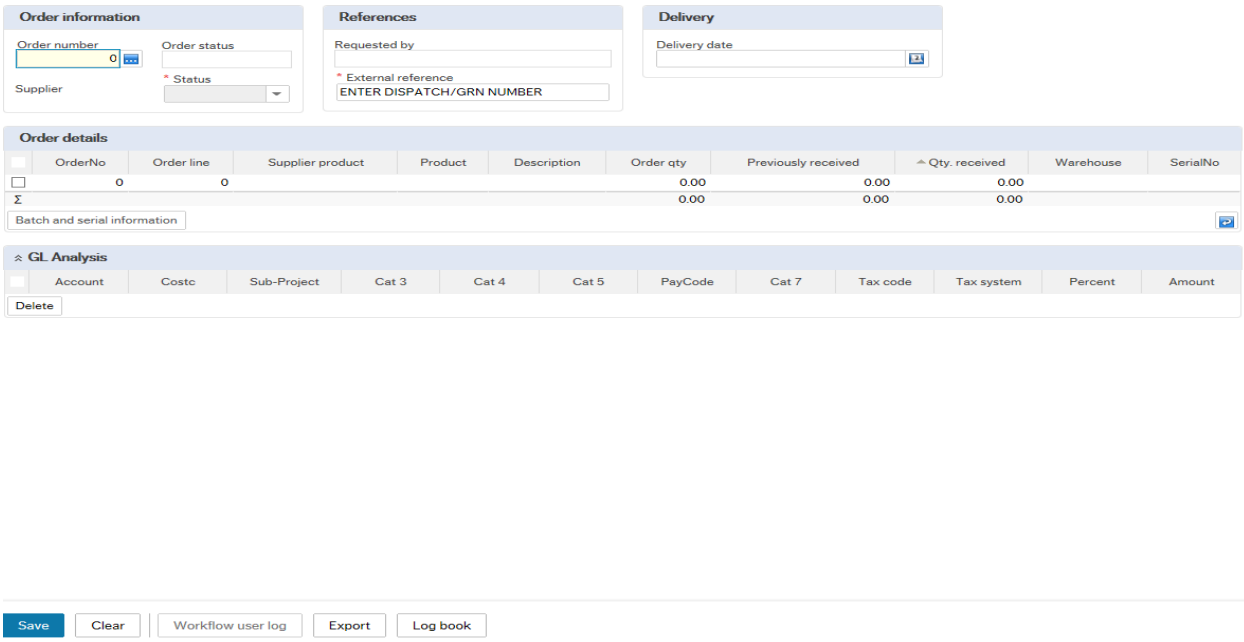
A Receipt number will appear at the top of the screen confirming your Goods Received Note Entry

GRN1.2: Unreceiving Goods

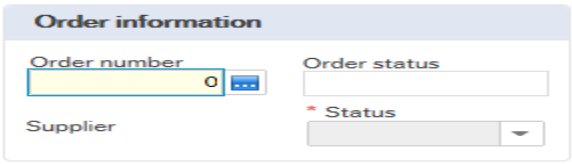
7. From the Menu Select



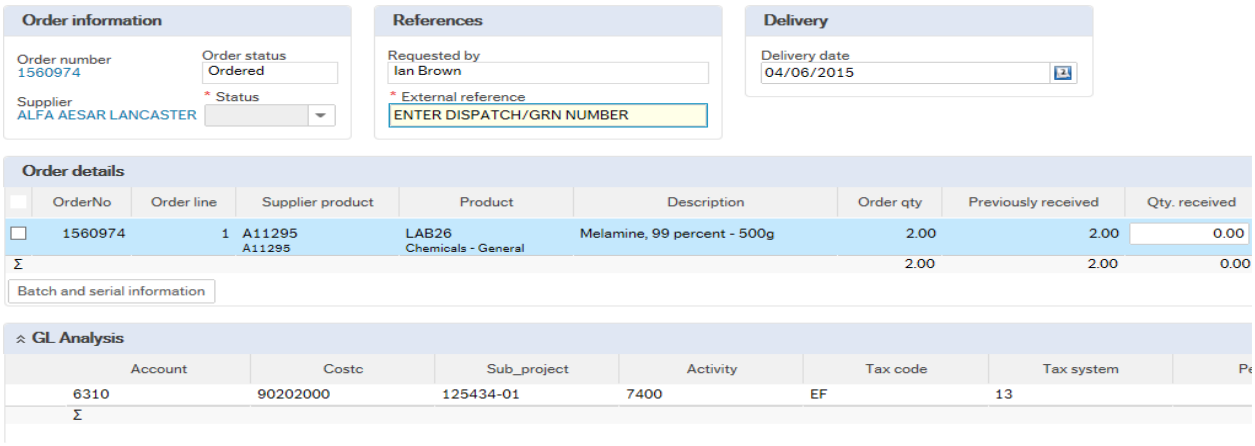
The following screen will appear:



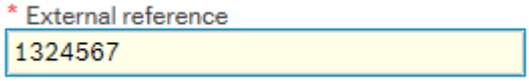
8. Order Number Enter the order number for the Goods Received Note



The details of the order will appear on the screen and the relevant order lines.



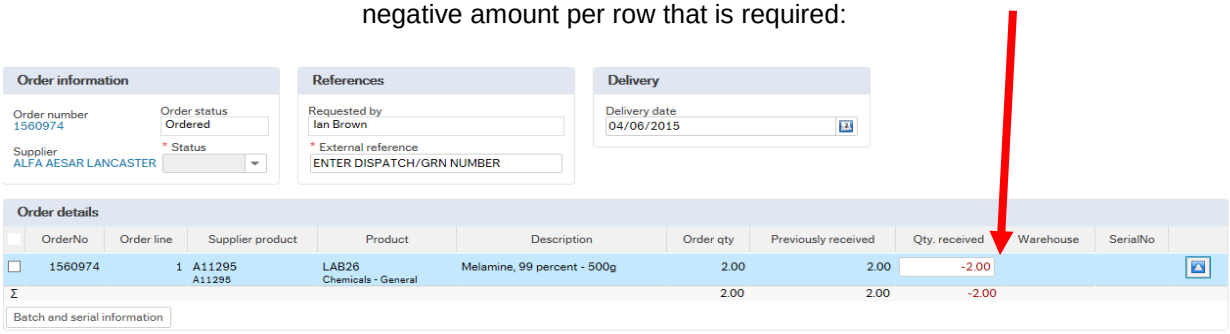
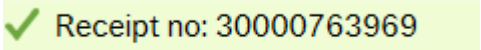
9. External Reference Enter the Goods received note number, Consignment Number, packing slip number, etc.



If no number exists, enter NO GRN to indicate that there was no Good Received Note number, Consignment number, packing slip number

Delivery date Enter the date the goods/service was delivered

5. Qty Received On the details of the order lines enter the quantity to unreceive as a negative amount per row that is required:



6. Select the Save **button to Save your changes.** A Receipt number will appear at the top of the screen confirming your Goods Received Note Entry