

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



Select Menu Option
Select Procurement
Select Goods receipt

Menu

Your employment

Procurement

Customers and sales

Reports

Requisitions

- Requisitions - advanced
- Requisitions - allocate PO number
- Workflow enquiry - Requisitions
- Own requisitions
- All requisitions

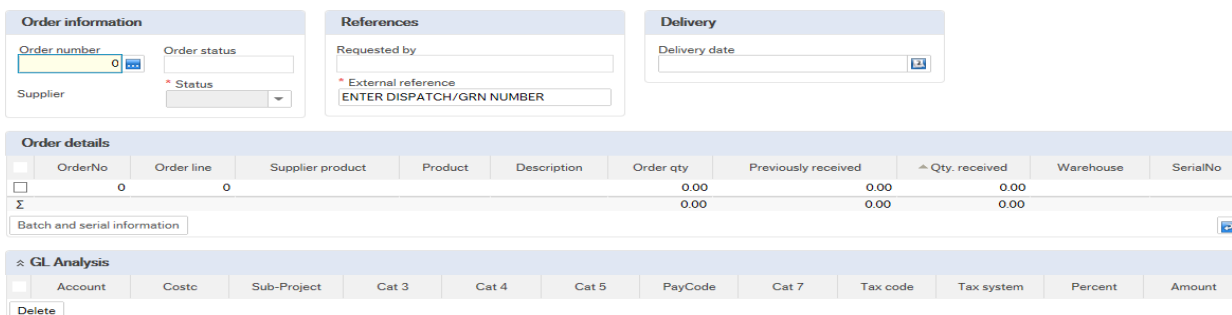
Supplier information

- Suppliers

Purchase orders

- Goods receipt
- Purchase order details
- Workflow enquiry - Purchase orders
- Workflow enquiry - Goods receipt

The following screen will appear:



Order information

Order number: 0

Order status:

Supplier:

* Status:

References

Requested by:

* External reference: ENTER DISPATCH/GRN NUMBER

Delivery

Delivery date:

Order details

OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received	Warehouse	SerialNo
0	0				0.00	0.00	0.00		
Σ					0.00	0.00	0.00		

Batch and serial information

GL Analysis

Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	PayCode	Cat 7	Tax code	Tax system	Percent	Amount
Delete											

2. Order Number

Enter the order number for the Goods Received Note

Order information

Order number:

Order status:

Supplier:

* Status:

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

Order information

Order number: 1560974
Order status: Ordered
Supplier: ALFA AESAR LANCASTER
* Status:

References

Requested by: Ian Brown
* External reference: ENTER DISPATCH/GRN NUMBER

Delivery

Delivery date: 04/06/2015

Order details

OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received	Warehouse	SerialNo
1560974	1	A11295 A11295	LAB26 Chemicals - General	Melamine, 99 percent - 500g	2.00	0.00	0.00		
Σ					2.00	0.00	0.00		

Batch and serial information

GL Analysis

Account	Costo	Sub_project	Activity	Tax code	Tax system	Percent	Amount
6310	90202000	125434-01	7400	EF	13	100.00	15.40
Σ						100.00	15.40

3. External Reference

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

* External reference

1324567

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

Delivery date
04/06/2015

5. Qty Received

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

Order information

Order number: 1560974
Order status: Ordered
Supplier: ALFA AESAR LANCASTER
* Status:

References

Requested by: Ian Brown
* External reference: 1324567

Delivery

Delivery date: 04/06/2015

Order details

OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received
1560974	1	A11295 A11295	LAB26 Chemicals - General	Melamine, 99 percent - 500g	2.00	0.00	2.00
Σ					2.00	0.00	2.00

Batch and serial information

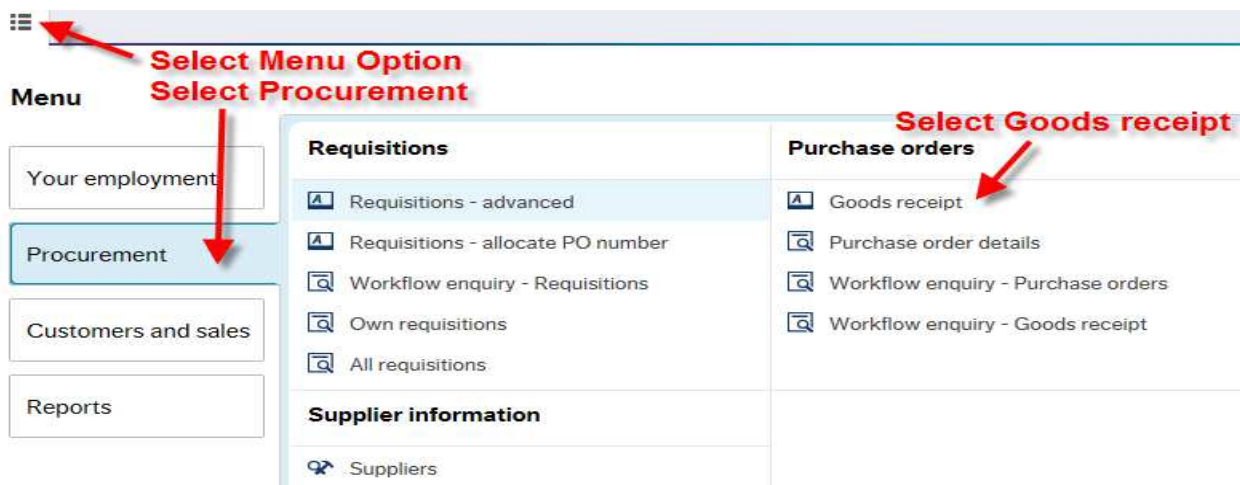
6. Select the **Save** button to Save your changes.

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

✓ Receipt no: 30000763969

GRN1.2: Unreceiving Goods

7. From the Menu Select



The screenshot shows the navigation path from the main menu to the 'Goods receipt' option. Red arrows and text labels indicate the steps: 'Select Menu Option' points to the 'Menu' icon, 'Select Procurement' points to the 'Procurement' button, and 'Select Goods receipt' points to the 'Goods receipt' option under 'Purchase orders'.

The following screen will appear:

Order information		References		Delivery	
Order number	Order status	Requested by		Delivery date	
Supplier	Status	* External reference			
		ENTER DISPATCH/GRN NUMBER			

Order details									
OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received	Warehouse	SerialNo
0	0				0.00	0.00	0.00		
Σ					0.00	0.00	0.00		

GL Analysis											
Account	Costc	Sub-Project	Cat 3	Cat 4	Cat 5	PayCode	Cat 7	Tax code	Tax system	Percent	Amount
Delete											

Save Clear Workflow user log Export Log book

8. Order Number

Enter the order number for the Goods Received Note

Order information

Order number Order status

Supplier * Status

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

Order information

Order number 1560974 Order status Ordered

Supplier ALFA AESAR LANCASTER * Status

References

Requested by Ian Brown

* External reference ENTER DISPATCH/GRN NUMBER

Delivery

Delivery date 04/06/2015

Order details

OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received
1560974	1	A11295	LAB26	Melamine, 99 percent - 500g	2.00	2.00	0.00
		A11295	Chemicals - General				
Σ					2.00	2.00	0.00

Batch and serial information

GL Analysis

Account	Costc	Sub_project	Activity	Tax code	Tax system	Pe
6310	90202000	125434-01	7400	EF	13	
Σ						

9. External Reference

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

* External reference

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

Delivery date

5. Qty Received

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

Order information

Order number 1560974 Order status Ordered

Supplier ALFA AESAR LANCASTER * Status

References

Requested by Ian Brown

* External reference ENTER DISPATCH/GRN NUMBER

Delivery

Delivery date 04/06/2015

Order details

OrderNo	Order line	Supplier product	Product	Description	Order qty	Previously received	Qty. received	Warehouse	SerialNo
1560974	1	A11295	LAB26	Melamine, 99 percent - 500g	2.00	2.00	-2.00		
		A11295	Chemicals - General						
Σ					2.00	2.00	-2.00		

Batch and serial information

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

✓ Receipt no: 30000763969