

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:

Supplier ID	Supplier Name	Order No	Trans No	Curr	Amount	Step
32469	EXPOTEL	1997655	660012345	GBP	99.50	GRN Task
If you are uns	ure how to proces	s the task pl	ease check the S	tep field	in bold in	the above tab
If you are uns the instructior If, however, yo Task Instructi	ure how to proces is on how to proc ou have any financ ons	is the task please the task.	ease check the S ating to this reque	tep field est, plea	in bold in	the above tab
If you are uns the instructior If, however, yo <u>Task Instructi</u> - Missing GRI	ure how to proces is on how to proc ou have any financ ons N (GRN Task); <u>htt</u>	s the task ple ess the task. ce queries rela <u>p://www.gla.a</u>	ease check the S ating to this reque ac.uk/t4/agresso/	tep field est, plea <u>iles/563</u>	in bold in ise contact	the above tab ct <u>finance-acc</u>
If you are uns the instructior If, however, yo <u>Task Instructi</u> - Missing GRI - Purchase Im	ure how to proces is on how to proce ou have any finance ons N (GRN Task); <u>htt</u> voice Approval (e.)	is the task pl ess the task. ce queries rela <u>p://www.gla.a</u> g. Inv Purch.C	ease check the S ating to this reque ac.uk/t4/agresso/i Off. Approval, Inv /	tep field est, plea iles/563/ Appr <£2	in bold in se contac / <u>GRN2.pdf</u> /5K, etc);	the above tat ct <u>finance-acc</u> f ; <u>http://www.c</u>

against the order. This will allow the user to enter the appropriate Goods Received Note on the order.

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

<u>Substitutes</u>

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. To access the task screen

Clicking on the task icon opens the task list preview where you can directly select a task.

・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・	Lesley The Court v 1 v 27 Search	
		~
	Your tasks	Ê
	GRN Task InvoiceNo: 201501-03 Costc: 30101000 SuppID: 32791 OrderNo: 1602210	^
	GRN Task InvoiceNo: 124480621 Costc: 30101000 SuppID: 15293 OrderNo: 1604211	
	GRN Task InvoiceNo: 15007 Costc: 30101000 SuppID: 33914	

Or choose to go to Go to Task management where all you will be able to view all yours sorted according to , type of task and importance, due date.

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



Order information	1	* Inv	oice								
Supplier name	PURIMEX		i q q P								
OrderNo	1592160										
ExtRef					PURIME	X		2.0			
Requested by	MMORTEN			DNA/RNA-	Oligos of hi	ahest qualit	v	004	14		
Order date	17/12/2014			Dr. Gerd Kotzorek	Auf dem Wildhagen	8 - 34393 Grebenstein					
Status	Ordered		pho	one: +49 5674 921 092 - 1ax: +49 5674	922 550 - email: info	@purimex.com - web: I	ittp://www.purime	x.com			
						[
* Workflow log			University of Glasgo	N		invoice					
06/02/2015 09:41	Catriona Syme		VAT Reg No.: GB 67	1 798 093		no.:			15007		
(CSYME1) - Distribut	ted	<u> </u>	Main Building East Quadrangle			date:		04.02	2.2015		
			G12 Glasgow			- e ⁿ 43 (ca. 5					
			United Kingdom			54 (C.)					
			your order from 17.1	2 2014 1502160 through Mr. N	orten					- 1	
			with our delivery and	sales conditions through pack	ng list no. 15006	from 04.02.2015					
		1	the following articles:			qua					
			item ArtNo de	scription		Grabie	t unit price	discounte	ext. price		
(Enter a comment)	>	<	1 200102 Sta	andard DNA coupling, 200 nmol sc	ale	130	0,70	20 %	72,80		
			2 602852 Am	ninolinker C6-2'-dT coupling, 200 n	mol scale	nvo!2	55,00	20 %	88,00		
			3 711352 Cy	3™ NHS coupling, 200 nmol scale		10. 1 Jale	60,00	20 %	48,00		
			4 711552 Cy	5™ NHS coupling, 200 nmol scale		super a ¹	60,00	20 %	48,00		
			5 102012 Do	uble HPLC purification DNA, 200 r	moi scale	1	20,00	20 %	16,00	~	
Action	Status Order lin	e Product	Product descrip	Quantity Unit	Amount	Currency	Receip	t date	Recei	pt No.	Exte
Receive goods T	o receive	5 TEL4	Freight, Carriag	1.00 Unit	75.00	EUR	04/06/201	.5			
	4				75.00						
Remove action Und	ło										
Approve Rejé	t Goods recei	pt Expor	t								
	N										
Check the	e action again	st the Or	<mark>der line:</mark>								
	Action	Statue	Order line								
Be	reive goods To m	ceive	2 =	Dession	0					4.46- 4	
a.			- FOI	Receive good	s - Good	is must d	e recei	ved a	gains	t the	
invoice											
	Action	≜ S	tatus Oro	der line							
<mark>,</mark> 🔲 М	atch to invoice	Receiv	ed		ch to in		ok mur	ot ha	matak	bod	

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



GRN2-Goods Received Task
Agresso 57
Version 1.0
Updated – Aug 2019

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

n
PURIMEX
1592.00
MMORTEN
17/12/2014
Ordered

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

92160 Supplier												
	33914 PUR	IMEX										
									0			
									Quantity			
l. discount	973.90	Registered invo	pices	517.05 Amou	unt delivered		500.4	5	Volume			0.00
-1 -F	0.00	Posted		0.00 Retur	med		0.0	0	Weight			0.00
cl. discount	973.90	I o invoice		973.90								
			Order	Details - F	Prices ar	e bef	ore VAT					
Order line	Product		Description		Unit	Ord	ler price	Or	der quantity		Order a	amount
1	LAB85	MM Hairpin 8	SQ2X	(ONE		528.80			1.00		528.80
2	LAB85	5'TXT		(INF		229.12			1.00		229.12
4	LAB85	GXG			ONE		253.12			1.00		253.12
5	TEL4	Freight, Carri	age & Haulage	C	ONE		75.00			1.00		75.00
												1,226.04
			Deviate	and here in	na Duis			-				
/			Registe	ered invoid	es - Pric	ces ar	e after va					
Receipt No	. Re	eceived by	External ref	Receipt dat	e P	roduct	Produc	t descrip	tion	Quan	tity	Amount
1 300007	59901 Catriona	Syme	15006	05/02/2015	LAB8	5	Nucleotides				1.00	395.69
2 300007	59901 Catriona	Syme	15006	05/02/2015	LAB8	5	Nucleotides				1.00	104.76
												500.45
			Paid	Invoices	- Prices	are a	fter VAT					
r			i uiu	111101000	1 11000	uro u						
y TT	Transaction	n date	Transaction number	InvoiceN	lo Peri	od	Account	Costc	Su	b-Project	Cu	r. amount
IB	04/02/2015		660085	396 15007	20	1507 17	321 X53	00700	15555	5-01		-683.80
												-683.80
ails are co note and g invoice ha	rrect sele generate is been r	ect appro a GRN natched	Appr ove Number aga to the wron	ove . T ainst the g order li	⁻ his will Purcha ne, or,	auto se O sent	omatically rder. to you in	v ent erro	er the	good Ise se	s rece lect	bived
	A discount cl discount Order line 1 2 3 4 5 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 7 8 7 7 8 7 7 8 7 7 7 8 7 7 7 8 7 7 7 8 7 7 7 7 7 7 7 7 7 7 7 7 7	L discount 973.90 0.00	A discount 973.90 Registered invo 0.00 Posted 973.90 To invoice Order line Product 1 LA885 MM Hairpin 8 2 LA885 TS3WJ1-2 3 LA885 STXT 4 LA885 GXG 5 TEL4 Freight Carri Receipt No. Received by 1 30000759901 Catriona Syme 2 30000759901 Catriona Syme 2 30000759901 Catriona Syme 1 B 04/02/2015 A DABA S STAT A DABA S S STAT A DABA S STAT A DABA S S STAT A DABAS S STAT A DABA S S S S S S S S S S S S S S S S S S	L discount 973.90 Registered invoices 0.00 Posted 973.90 To invoice Order line Product Description 1 LAB85 MM Hairpin & SQ2X 2 LAB85 TS3W1-2 3 LAB85 GXG 5 TEL4 Freight, Carriage & Haulage Receipt No. Received by External ref 3 30000759901 Catriona Syme 15006 2 30000759901 Catriona Syme 15006 2 30000759901 Catriona Syme 15006 Paid y TT Transaction date Transaction number 18 04/02/2015 660085 Appr atils are correct select approve note and generate a GRN Number aga invoice has been matched to the wron Reject	L discount 973.90 Registered invoices 517.05 Amou 0.00 Posted 0.00 Returned el discount 973.90 To invoice 973.90 Corder Details - F Order Ine Product Description 1 LAB85 MM Hairpin & SQ2X C 2 LAB85 TSW1-2 C 3 LAB85 STXT C 4 LAB85 GXG C 5 TEL4 Freight, Carriage & Haulage C Receipt No. Received by External ref Receipt dat 1 30000759901 Catriona Syme 15006 05/02/2015 2 30000759901 Catriona Syme 15006 05/02/2015 Catriona Syme 15006 Catriona Syme 15007 Catriona Syme 15006 Catriona Syme 15	1. discount 973.90 Registered invoices 517.05 Amount delivered 0.00 Posted 0.00 Returned et. discount 973.90 To invoice 973.90 Order Details - Prices an Order Ine Product Description Unit 1 LAB85 TSW11-2 ONE 3 LAB85 TSW12-2 ONE 4 LAB85 GXG ONE 5 TEL4 Freight, Carriage & Haulage ONE Registered Invoices - Prices Receipt No. Received by External ref Receipt date P 3 O0000759901 Catriona Syme 15006 05/02/2015 LAB8 3 Output Disolog 05/02/2015 LAB8 3 Output Transaction number InvoiceNo Peri 3 Output Transaction date Transaction number InvoiceNo Peri 3 Output Transaction date Transaction number InvoiceNo Peri 4 Disprove This will	A discount 973.90 Registered invoices 517.05 Amount delivered 0.00 Posted 0.00 Returned et discount 973.90 To invoice 973.90 Order Details - Prices are beform Order line Product Description Unit Order 1 LAB85 MM Hairpin & SQ2X ONE ONE ONE 2 LAB85 TS3WJ1-2 ONE ONE ONE 3 LAB85 5TXT ONE ONE ONE 4 LAB85 GXG ONE ONE ONE Registered Invoices - Prices are one 2 30000759901 Catrione Syme 15006 05/02/2015 LAB85 Opticatione Syme 15006 05/02/2015 LAB85 Paid Invoices - Prices are a y T Transaction date Transaction number InvoiceNo Period alls are correct select approve . . This will autor note and generate a GRN Number against the Purchase O invoice has been matched to the wrong order line, or, s	A discount 973.90 Registered invoices 517.05 Amount delivered 500.4 0.00 Posted 0.00 Returned 0.00 et discount 973.90 To invoice 973.90 Returned 0.00 Order Details - Prices are before VAT Order price 1 LA85 57.05 Amount delivered 0.00 1 LA85 MM Hairpin & SQ2X ONE 528.80 2.04 2.04 2 LA85 57.71 ONE 229.12 4.00 2.14 2.04	A discount 973.90 Registered invoices 517.05 Amount delivered 500.45 0.00 Posted 973.90 To invoice 973.90 0.00 Order Details - Prices are before VAT 0.01 1 LAB85 MM Hairpin & SQ2X ONE 528.80 2 LAB85 STAT ONE 140.00 3 LAB85 STAT ONE 229.12 4 LAB85 GXG ONE 253.12 5 TEL4 Freight, Carriage & Haulage ONE 75.00 Paide Invoices - Prices are after VAT Receipt No. Received by External ref Receipt date Product Product description Audit Invoices - Prices are after VAT V Received by External ref Receipt date Product Product description Supported 30000759901 Carione Syme 15006 05/02/2015 LAB85 Nucleotides Audit Invoices - Prices are after VAT y T Transaction number InvoiceNo Period Acc	L discount 973.90 Registered invoices 517.05 Arrount delivered 500.45 0.00 Posted 973.90 To invoice 973.90 Returned 0.00 Returned 0.00 Corder Ine 973.90 To invoice 100.00 T	Understand 973.90 Registered invoices 517.05 Amount delivered 500.45 000 Vulne Vulne et. discount 973.90 To invoice 973.90 Returned 0.00 Vulne Vulne	Utility Operated S17.05 Amount delivered S00.45 1. discount 973.90 To invoice 973.90 Returned S00.45 Order Details - Prices are before VAT Order quantity Order of the states of the statestate of the states of the statestate of the states of

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.

GRN Task - Reject	
Enter your comment	Invoice matched to the wrong row
Reject	



GRN2.2: Viewing Scanned Invoice

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

DNA/RNA Dr. Gerd Kotzor phone: +49 5674 921 092 - 1ax: +49 56	PURIMEX A-Oligos of highest quality rek - Auf dem Wildhagen 8 - 34393 Grebenstein 374 922 550 - email: info@purimex.com - web: http://www.	33914 purimex.com	
	- 1.2.37		
University of Glasgow	invoice		

- 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 so or so 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
- I/4 D This allows you to view the different pages of the scanned invoice.