

## Goods Received Notes (GRN)

Once a Purchase Order has been completed the information sits in the system until the goods / service is received. Once this has happened and you have an invoice it is time to complete a GRN. The GRN has information relating to what has been received, how much and when. On completion of the GRN a copy is sent to payments, with the invoice, for payment.

You can find Goods Received Notes in Efinancials:

### Devolved User Menu Receipting Against Purchase Order GRN Entry

## Goods Received Note Entry

### The Main Tab [see image 1]

- 1) **Type.** This field is either OG (Goods receipt) or OR (Goods returns). OG will be to produce a GRN when an invoice arrives and OR will be to return goods to supplier (or cancel an order already received).
- 2) **Order Number.** This is where you type in the number of the purchase order you are trying to receive items from.
- 3) **GRN Description.** It is good practice to input some detail regarding what was received to help when looking back over the GRN in the future.
- 4) **Supplier.** This auto fills in with information from the Purchase Order.
- 5) **Delivery note.** If there is a reference on a delivery note / invoice it can be put in here.
- 6) **Apply.** Pressing Apply will save the information on the Main page and produce a GRN number.
- 7) **Lines.** This Tab takes you to the next screen where information about what you have received is entered.

### The Lines Tab [see image 2]

- 8) **Quantity.** In this space you put the quantity of items you have received. This is not necessarily the same as the amount expected. It is possible to create as many GRNs as you wish as long as the total is the same as on the order. In some situations it may be necessary to create more than one GRN should you the items on your order arrive at different times.
- 9) **OK.** Once you are happy that you have completed the GRN lines press OK.
- 10) **Main.** You now go to the Main tab.
- 11) **Confirm.** Press confirm to complete the GRN.
- 12) **Print.** Pressing the print button will print the GRN for you. All that is now required is to attach the Invoice to the GRN you have printed and send it to Payments for paying.

[image 1]

GRN Entry - [pops009]

Main Lines Addresses

Type: OG POP GOODS RECEIPT GRN no: 85456 Status: Entered

PO no: FD01250

Supplier: VRG001 VRG

GRN Description: 2 FERRY TICKETS

Delivery note: 12345

Receiver: HB6 Hugh Barron

Query on: Exclude Fully Received

Printing: Document Internal Del note Shelf stacking

Date: Transaction 03-NOV-03 Created 03-NOV-03 Amended 03-NOV-03

Close Apply Confirm Print Global match Help

[image 2]

GRN Entry - [pops009]

Main Lines Addresses

Type: OG POP GOODS RECEIPT GRN no: 85456 Status: Entered

PO no: FD01250 1 Product: TF001 STAFF RAIL TRAVEL Supplier:

Original order in: Quantities Ordered: 2.00 Received: For receipt: 2.00

Budget	Quantity	UOM	Value Del.	Storage bin	QA	Orig.	IDA	Insp.	Authr	Text	S/B
B10U	2.00	EA	70.00			HB6		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OK Cancel Apply Line text Stock Serial Under rec Match all Help