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:

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 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.

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. To access the task screen

    ✓ 1 Clicking on the task icon opens the task list preview where you can directly select a task.
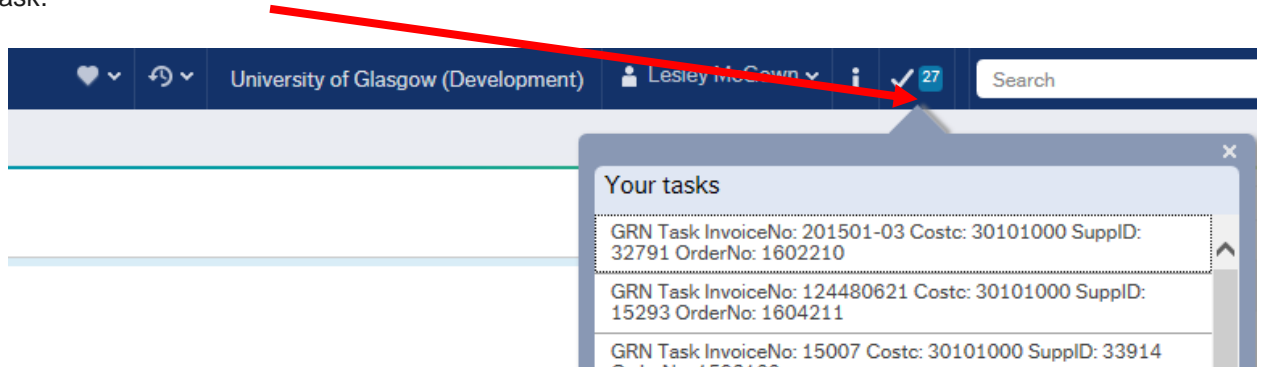
Or choose to go to Go to Task management where all you will be able to view all yours sorted according to , type of task and importance, due date.

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

ⓘ Please confirm the goods receipt proposal or click Goods receipt in the tools menu to amend the receipt.

Order information

Supplier name	PURIMEX
OrderNo	1592160
ExtRef	
Requested by	MMORTEN
Order date	17/12/2014
Status	Ordered

⌃ Workflow log

06/02/2015 09:41 Catriona Syme
(CSYME1) - Distributed

[Enter a comment]   ✕

⌃ Invoice

PURIMEX
DNA/RNA-Oligos of highest quality
Dr. Gerd Kotzorek · Auf dem Wildhagen 8 · 34393 Grebenstein
phone: +49 5674 921 092 · fax: +49 5674 922 550 · email: info@purimex.com · web: http://www.purimex.com

33914

University of Glasgow
Finance Office
VAT Reg No.: GB 671 798 093
Main Building
East Quadrangle
G12 Glasgow
United Kingdom

invoice
no.: 15007
date: 04.02.2015

your order from **17.12.2014 1592160** through **Mr. Morten**
with our delivery and sales conditions through packing list no. **15006** from **04.02.2015**
the following articles:

item	ArtNo	description	amount	unit price	discount	ext. price
1	200102	Standard DNA coupling, 200 nmol scale	130	0,70	20 %	72,80
2	602852	Aminolinker C6-2'-dT coupling, 200 nmol scale	2	55,00	20 %	88,00
3	711352	Cy3™ NHS coupling, 200 nmol scale	1	60,00	20 %	48,00
4	711552	Cy5™ NHS coupling, 200 nmol scale	1	60,00	20 %	48,00
5	102012	Double HPLC purification DNA, 200 nmol scale	1	20,00	20 %	16,00

	Action	Status	Order line	Product	Product descrip...	Quantity	Unit	Amount	Currency	Receipt date	Receipt No.	Exte
☐	Receive goods	To receive	5	TEL4	Freight, Carriag...	1.00	Unit	75.00	EUR	04/06/2015		
Σ								75.00				

Remove action   Undo

Approve   Reject   Goods receipt   Export

3.   Check the action against the Order line:

☐	Action	▲ Status	Order line
a. ☐	Receive goods	To receive	2

For Receive goods - Goods must be received against the invoice

☐	Action	▲ Status	Order line
b. ☐	Match to invoice	Received	1

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 the correct order line in step 3.

University of Glasgow

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

Order information

Supplier name	PURIMEX
OrderNo	1592160
ExtRef	
Requested by	MMORTEN
Order date	17/12/2014
Status	Ordered

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

Order information

Order number 1592160   Supplier 33914   PURIMEX

Amounts

Order amount incl. discount	973.90	Registered invoices	517.05	Amount delivered	500.45	
Total discount	0.00	Posted	0.00	Returned	0.00	
Order amount excl. discount	973.90	To invoice	973.90			

Quantity

Volume	0.00
Weight	0.00

Details — **Order Details - Prices are before VAT**

Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	LAB85	MM Hairpin & SQ2X	ONE	528.80	1.00	528.80
Ordered	2	LAB85	TS3WJ1-2	ONE	140.00	1.00	140.00
Ordered	3	5'TXT	5'TXT	ONE	229.12	1.00	229.12
Ordered	4	LAB85	GXG	ONE	253.12	1.00	253.12
Ordered	5	TEL4	Freight, Carriage & Haulage	ONE	75.00	1.00	75.00
Σ							1,226.04

Receipt history — **Registered Invoices - Prices are after VAT**

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description	Quantity	Amount
1	30000759901	Catriona Syme	15006	05/02/2015	LAB85	Nucleotides	1.00	395.69
2	30000759901	Catriona Syme	15006	05/02/2015	LAB85	Nucleotides	1.00	104.76
Σ								500.45

Invoice history — **Paid Invoices - Prices are after VAT**

Invoice history	TT	Transaction date	Transaction number	InvoiceNo	Period	Account	Costc	Sub-Project	Curr. amount
Registered	IB	04/02/2015	660085396	15007	201507	17321	X5300700	155555-01	-683.80
Σ									-683.80

5. If details are correct select approve **[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

[Reject]

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.

- 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 🔍 or 🔍 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 ↻

- ◀ 1/4 ▶ This allows you to view the different pages of the scanned invoice.