Creating a Goods Receipt

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1 Creating a Goods Receipt

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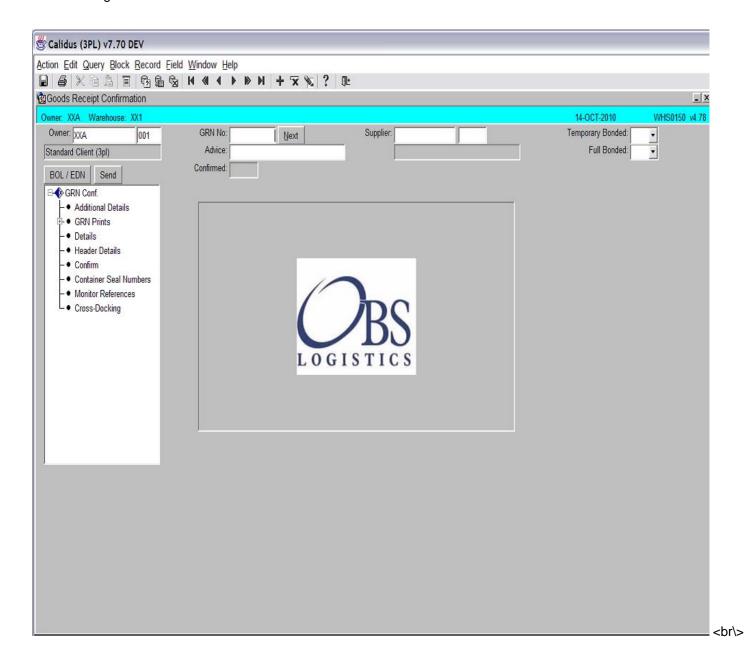
1.1 Goods In - Goods Receipt Confirmation

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The Goods Receipt Confirmation screen is used to create the stock within the warehouse. The screen retrieves the data from a previously created Goods Received Advice.

The following section covers how to receive in stock.

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Upon entering the screen, you will notice that the screen is in ?Query Mode? and the cursor in the GRN No. field.

Note: GRA and GRN are the same thing.

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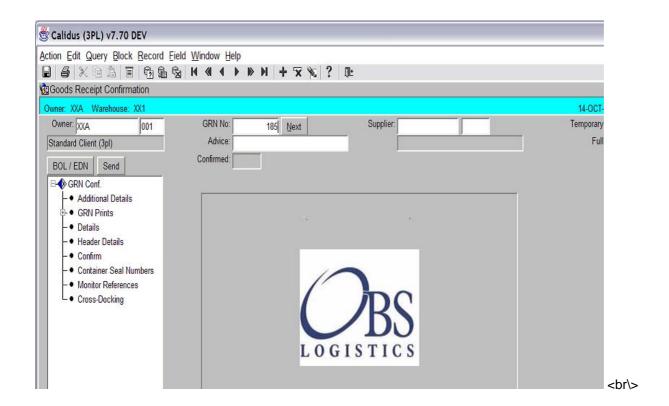
In the GRN No. field.

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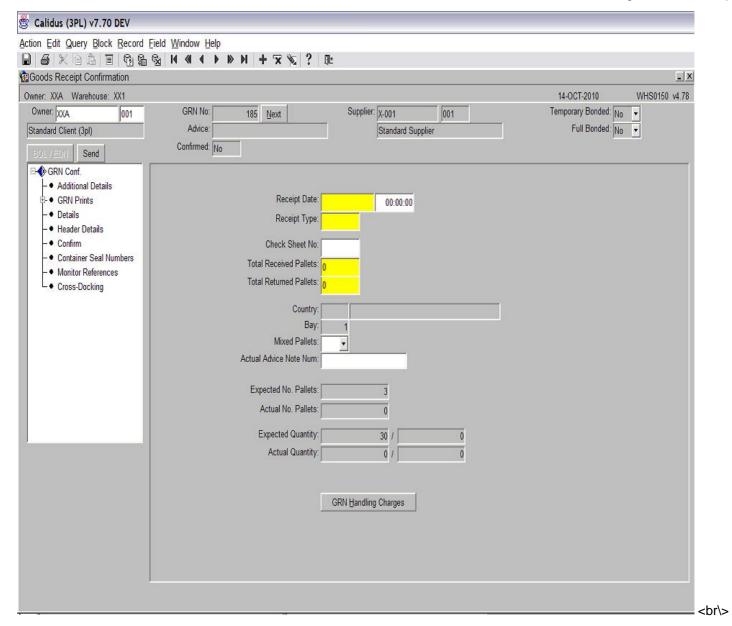
To start the receipt process, enter the GRN number you wish to receive against and press the ?Execute Query? icon.

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You will now be presented with a new screen.





The yellow fields are mandatory and must be filled in. Using the tab button in the fields will make the default value be entered.

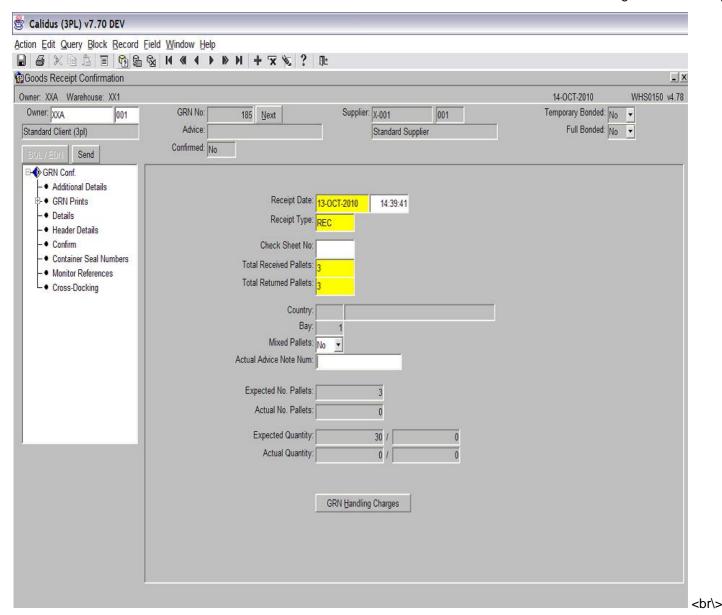
ert.>

Receipt Date - Default value is today?s date.

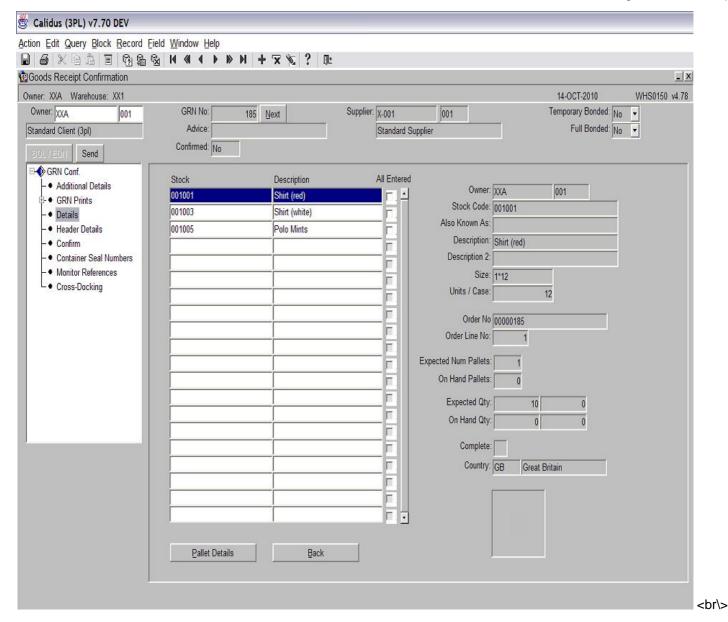
Receipt Type - Default value is ?REC?. The user can manually enter ?RET? if the stock being entered is from a return.

| State | Control |

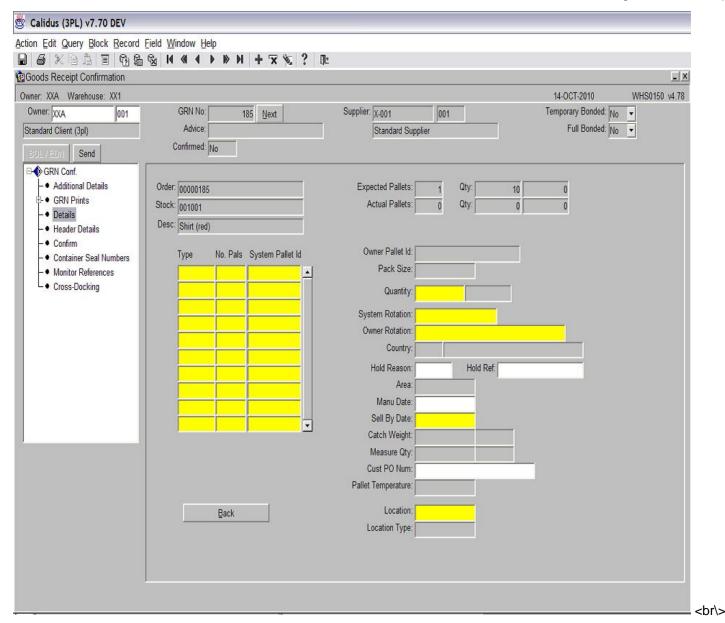












Details to enter -

Type - This is the pallet type that the product is being brought in on. If you tab though the field the stock will be brought in the default pallet type that has been set up against the product code in stock maintenance.

| Stock | Sto

No. Pals - This is the number of pallets that you are receiving of the stock.

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Quantity - This is the quantity to be received. If you tab across this field then the default quantity for the number of pallets entered will be applied.

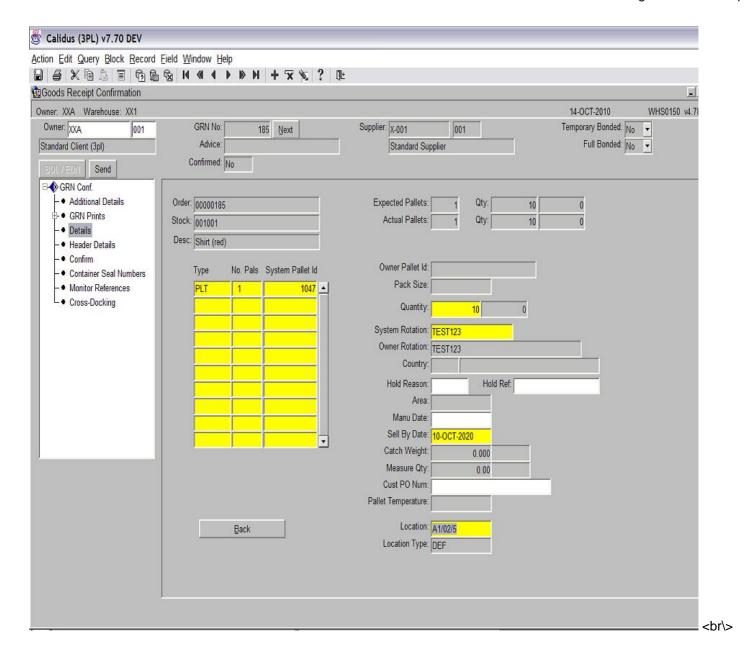
 - April 1988 - April 2019 - April

System Rotation - This option can be switched off. If a rotation is required then this is where it is entered.

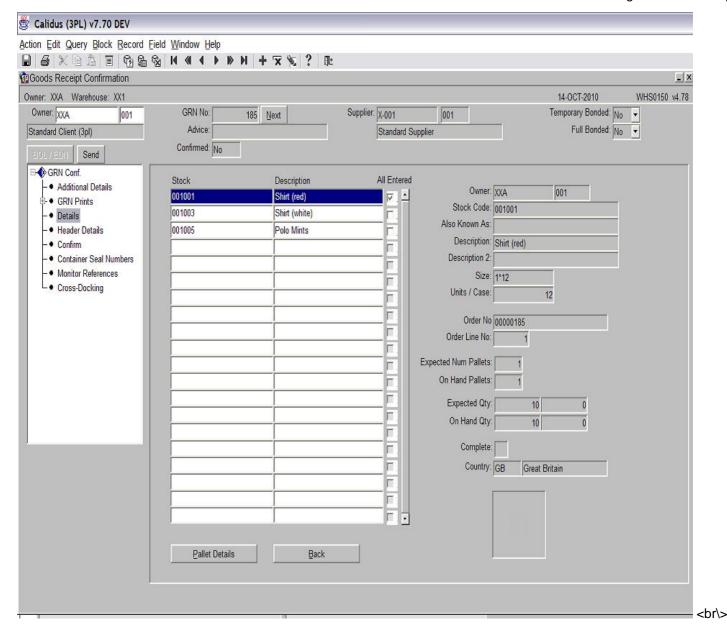
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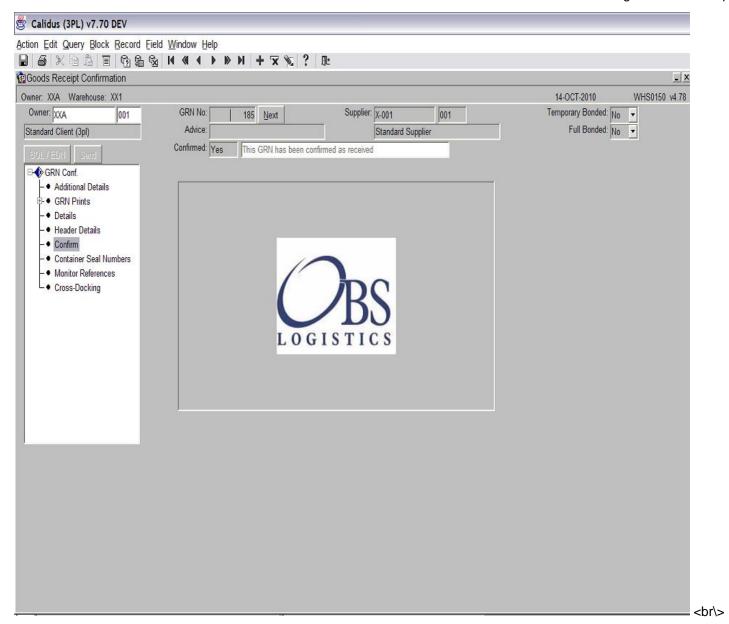
You will now see that the product you just received is showing as ?All Entered? with the check box filled in (see screen shot above).

You can now receive all the remaining products using the processes previously described.

You can now see that the status of the GRN is now ?Confirmed? (see screen show below).

The stock will now be on the system but on hold. A putaway confirmation must be carried out in order to release the stock for use. This is done in a separate Putaway Confirmed screen.
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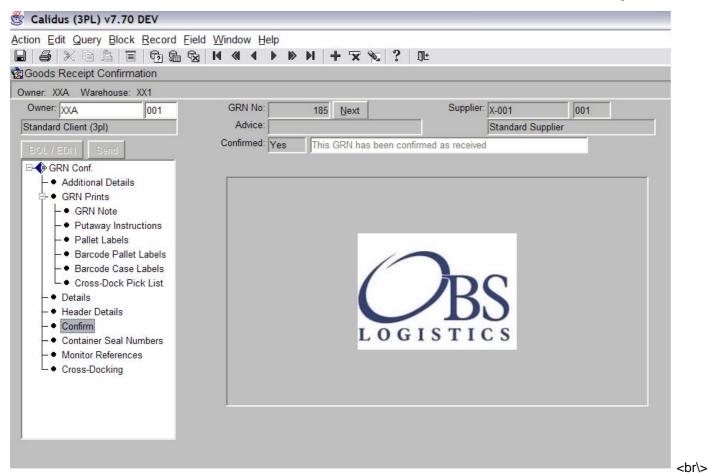




It is now possible to produce various prints related to the GRN (see screen shot below)

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The most common print outs being Pallet Labels and Putaway Instructions.

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2 Document History

Version	Date	Status	Reason	Initials
Version 1	08/11/2010	Released		LBW

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