

Goods Receipt Process Explanation

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Contents

1 Goods Receipt Process Explanation.....	1
1.1 How the Goods Receipt Process Works.....	1
1.2 Goods Receipt Advice Header (WHS0110).....	1
1.3 Goods Receipt Advice Details.....	1
1.4 Goods Receipt Advice Pallets.....	2

1 Goods Receipt Process Explanation

1.1 How the Goods Receipt Process Works

In order to complete a goods receipt, a ?Pre Advice? must be created, this can be done either via EDI or manually. This enables the user to create a list of expected products and quantities to be received. This can be done in advance of the goods arriving at the warehouse.

Once this advice is entered, a unique ?GRN No.? is created by the system. This unique number is then used throughout the remaining process.

The user then uses the ?Receipt Confirmation? screen to confirm the actual quantities received. The stock is automatically held by the system once confirmation has taken place.

The final step, ?Putaway Confirmation? releases the stock, enabling it to be ordered or amended. The user can also enter check digits here if the warehouse requires it.

1.2 Goods Receipt Advice Header (WHS0110)

This is where the expected goods to be received is maintained. This can be completed far in advance of the actual physical receipt. The pre advice can be entered manually or via the EDI process. The EDI flow will be covered in a separate document.

The GRN (Goods Receipt Note) number generated in this screen will then be used as the unique number to process the goods through the rest of the receipt cycle.

Once in entry mode, the user can tab through each field. The Goods Receipt/Return field will default to Non Purchase Order. Note: the Purchase Ordering option will be covered by the Purchase Order User Guide. This will allow the user to enter a standard receipt. The user should always ensure an Advice reference has been entered.

Once all the header details have been entered, and the user has tabbed past the MAWB No. field, an additional screen will appear prompting the user for the specific stock code information.

Field Information:

The owner code will automatically default into this field. This can be amended if the user is set-up to enter multiple owner values. The Goods Receipt/Return field will default to Receipt. This will allow the user to enter a standard receipt. The supplier code will default to the value set up against Supplier Code in Owner Maintenance or can be selected from the available List of Values. The advice field is used as a unique reference for this GRN. It can be searched at a later date to find the system generated GRN no. The number used in this field is normally the advice note number on the receipt documentation. The Container, Instructions, HAWB and MAWB fields will appear on the GRN note if populated. The Invoice No. will only appear on the Invoice documentation. The Cancel GRN button will set the GRN to status ?C? and no amendments to the GRN can then be made. Note the Cancel Option is only possible before Confirmation. The Print button will only be enabled if GRN note is required and the pre advice details have been saved.

1.3 Goods Receipt Advice Details

This screen (Non Pos) is used to enter the stock codes and quantities to be received. The information box shown below will display each time the user tabs past the quantity field. It displays the expected number of pallet to be received. The system works this out based on the stock code information set up in stock codes maintenance. This set-up can be seen in the Stock Set-up User Guide.



There is also an additional information box that may be seen once the user has entered the stock code. This box would warn the user that the product has no dedicated pick face. This simply means that a default location for receipt has not yet been set-up against the product.

Field Information:

The owner code will default to the owner of the GRN and sub code 001 will automatically be populated. The stock code must have been previously set up in stock code maintenance. The Expected field prompts you for the number of cases to be received. The box following this will only be activated if the product is set to two units of measure. The pallets field will default to the pre defined number of pallets as set up in stock maintenance or can be entered manually. The remaining fields, CW, Temp, S/L, Unit Price and Inv. Received fields are all information boxes to show the user what settings have been made against the GRN. Note, these additional settings will be included in the Goods Receipt Super User Training Guide. A ?Send? button appears if the warehouse is set to receive via RF

1.4 Goods Receipt Advice Pallets

If required, pallet details for the expected stock can be entered at pre advice. Once entered, this information will automatically default at receipt confirmation.

Field Information:

Pall Type: Enter the pallet type to be received or field will be populated with the default pallet type set against the product in Stock Maintenance. Cust Pallet Id: This is the customer's reference for this pallet. Expected Quantity: Enter the quantity in cases and/or units of stock expected for the pallet. Rotation No: Enter the rotational information for the expected stock. Sell By Date: Enter the sell-by-date of the stock being received. Manu Date: Enter the date the stock was manufactured. Rsn Code: If you wish to put the line of stock on hold, enter a reason code in this field. Owners Rotation: Enter the rotational information for the expected stock. This is normally the customer's batch number. Catch Wgt: If a manual weight is to be entered for the pallet, enter it here. UOM: To be entered if the product is received with a different Unit of Measure.

