

IES Purchasing: GRV Processing

IES Purchasing: Goods Received (GRV) Processing

Purpose

The purpose of this Document is to explain how to process Goods Received on Purchase Orders.

Summary of Order Types

CP = Central Purchasing ASO = Automated Stock Orders DDP = Delegated Direct Purchasing MOD = Manufacture On Demand

Introduction

GRV = Goods Received Voucher, and GRV Processing comprise the 'Goods Received' events.

Source Document

Source Documents are primary input to Purchase Order processing. The source document for GRV processing is typically either the Delivery Note as received from the Supplier, or the Event Status Print for GRV processing (see the User Manual for Purchasing Event Status Prints).

Where to Process

GRV Processing is part of what is referred to as Purchase Order Events, and the Purchase Order Events are all processed from the visual Event Screens, where the entire status of a Purchase Order is visible on a single screen.



From the main Purchasing options, choose "Order Event Processing" and then choose the appropriate option for the Order type, i.e. Standard CP/ASO, Indent CP/ASO (pre-paid Orders), or DDP Order Processing. MOD Orders must be processed from the MOD Sheets in Manufacture.

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<u>1</u> Order Detail	<u>2</u> Events	1		
POI]	
	P	urchase	e Order	Events

The system will open the appropriate screen according to the option selected, and at "PO Number" you must either type the Order Number to process, or use the lookup to select the correct Order.

lass on prost	Code	Deacc	Unit.	Frine	Quantity	Actual +	ON ORDER
1 3008412	r/1	OLYMPUS CAMEDIA	48.	10_00	3.00	1	
2 0150019	tr/2	olympus stylus	41	5.00	7,00	-	ORV (Price Adj / Cano
							Supplements
						-	Landed Costs:
						and the second sec	
Bre Loui pa Cr	Code	Dente	Dnit	Piane	Quantity	Artual •	RECEIVED
Bre land on 1 m	Code	Dezer	Dnit	71111	Quantity	Artual •	RECEIVED

Any Purchase Order Events may be processed on this screen, but this document is about Goods Received processing specifically, and as such we will only discuss the GRV events.

The GRV event may be processed on any or all Order Items currently showing in the "On Order" section. To activate a GRV event, you can either dbl-click on an item in this section, or choose the "GRV / Price Adj / Cancel" function. The system responds as follows: -

Se	lect just 1
1	Item Full Delivery
2	Item Short Delivery
3	Item Surplus Delivery
4	Item Price Adjustment
5	Item Cancellation
6	Auto Grv All Order Items

Options 1, 2, 3 and 6 are all GRV events. Option 6 will facilitate GRV processing of all Order Items in 1 step (if you have access to this function on your Profile), whereas options 1, 2 and 3 are used for processing 1 Order Item at a time.



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We start with option 1: Item Full Delivery

se	elect 1 It	tem, please						
1	3008412	c/l	OLYMPUS	CAMEDIA	MASTER	. PRO	4.2	
2	0150019	c/2	OLYMPUS	STYLUS	ZOOM 10	5 QD	KIT	
9	elect AU	Show Full Line	Cancel	1.1	ок			2

The next step is to select the Item to Receive. Bearing in mind that 'Full Delivery' means that the exact Quantity that is shown as On Order for the selected Item will be processed as Received.

Full Delivery [3] ((ENG))			If "batching" is ON,
		1.1		then you will have to
Action	Full Item Del	ivery		Capture a Batch
Trans Date	16/04/20	006		only the "Gry / Deliy
Period	68 [Jun 2005	5]		No" field has to be
Batch				satisfied. This is
Order Number	CP3000			usually the Supplier's
Grv / Deliv No	CP3000			Delivery Note
Order ttem	3008412			number.
ttem Code	c/1			After this, you may
Description	OLYMPUS CAMED	IA MASTER PRO	1 4.2	choose PROCESS to
Unit	ea			complete the GRV
Price		10.00		Item
Quantity	3.00			
Actual	.	Currency		Hint: The Transaction
	30.00	Local	×	Date and Period may be amended from what the system
Store	Main Store			usually not necessary. (See the User Manual for
	Quit		Process	"Period Control on PO's."

Once you choose PROCESS, you will visually see the Order Item disappearing from the "On Order" section, and appearing in the "Received" section of the Order.



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>>> On Order	Code	Descr	Unit	Price	Quantity	Actual
0150019	c/2	OLYMPUS STYLUS	ea	5.00	7.00	
Pre Add Ins Ed	Det					1
>>> Received	Code	Descr	Unit	Price	Quantity	Actual
					-	

The system has now automatically generated the underlying financial Transactions to reflect the event in the Purchasing and related Financial systems.

Under Delivery [3]	((ENG))		
0 243 X8783			A 'short delivery' means
Action	Short Deliver	Y	Order Quantity has
Trans Date	16/04/20	106	arrived, and the rest wi
Period	68 [Jun 2005	;]	probably be delivered
Batch			later. Therefore, the
Order Number	CP3000		indicated MUST be
Grv / Deliv No			reduced.
Order Item	0150019		
Item Code	c/2		
Description	OLYMPUS STYLU	S ZOOM 105 QD KIT	that the Order Quantity
Unit	ea		= 7, but we will change
Price	1	5.00	the Quantity (as
Quantity	7.00		Received) to 3, and we
Actual	10 A	Currency	
1	35.00	Local	that a Quantity of 4 will
Store	Main Store		remain 'On Order' whereas a Quantity of 2 will show as 'Received'.
	Quit	Process	

The next option we look at is option 2: Item Short Delivery



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	>>> On Order	Code	Descr	Unit	Price	Quantity	Actu
1	0150019	c/2	OLYMPUS STYLUS	ea	5.00	4.00	-
2	3008412	c/1	OLYMPUS CAMEDIA	ea	10.00	3.00	
						4	
ex I	Pre Add Ins Ed	Del					
 ex I	Pre Add Ins Ed	Del Code	Descr	Unit	Price	Quantity	Actu

And now we consider option **3: Item Surplus Delivery**

This event is similar to the previous option (short delivery), except that in this case we MUST increase the Quantity, because the Supplier has delivered MORE than was ordered.

Note though that in most cases Users are not allowed to process Surplus Deliveries (i.e. it is often inhibited on the User Profiles), and in this case the excess Goods will simply be physically returned to the Supplier.

Option 6: Auto GRV

With this option, the User is prompted for the GRV (Delivery Note) number, and that is all that is required. Once this has been specified, you will simply see all Items in the 'On Order' section move straight to 'Received'.

Note that with this option, you are not prompted for Period, Date or Quantity, or to select an Item or some Items. The system will simply use today's Date, the current active Period, and will select all Items still on Order, and process a full delivery in each case.

Corrections

If a mistake is made with a GRV processing event, then the way to correct it is to process a Goods Return event, which will return the Order Item to 'On Order' in it's previous state. Thereafter the Order Item may be processed correctly. (See the User Manual for Goods Return Processing.)

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