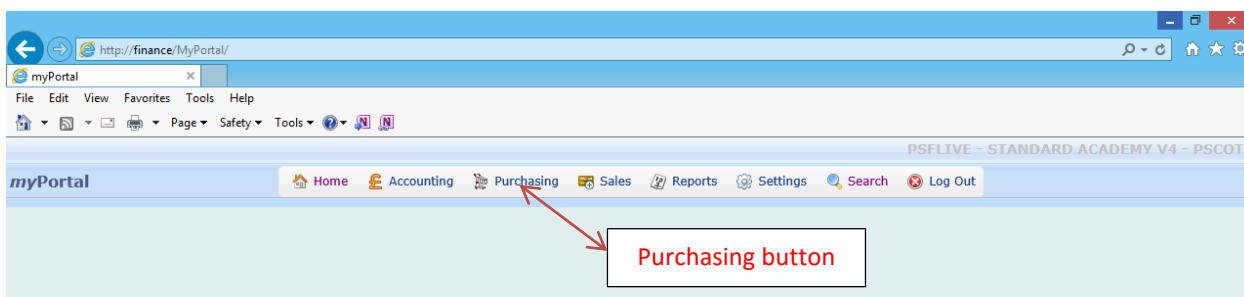


## 4b. Purchasing

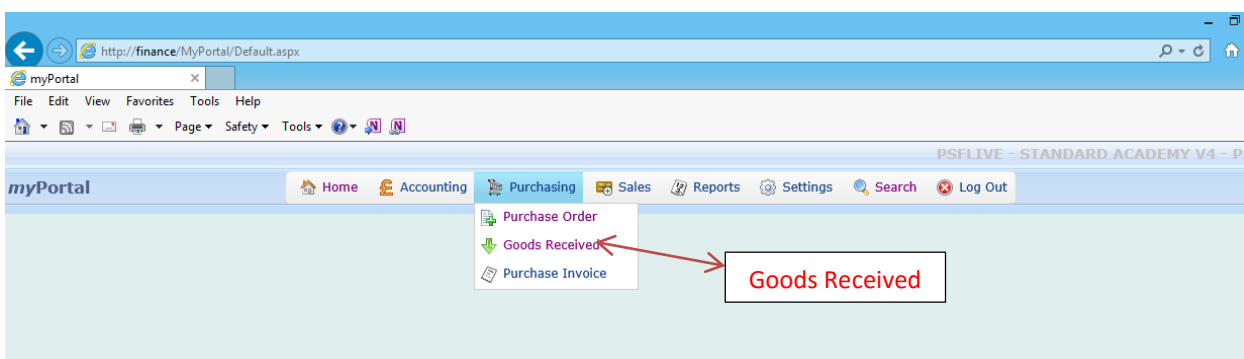
### How to Produce a Goods Received Note



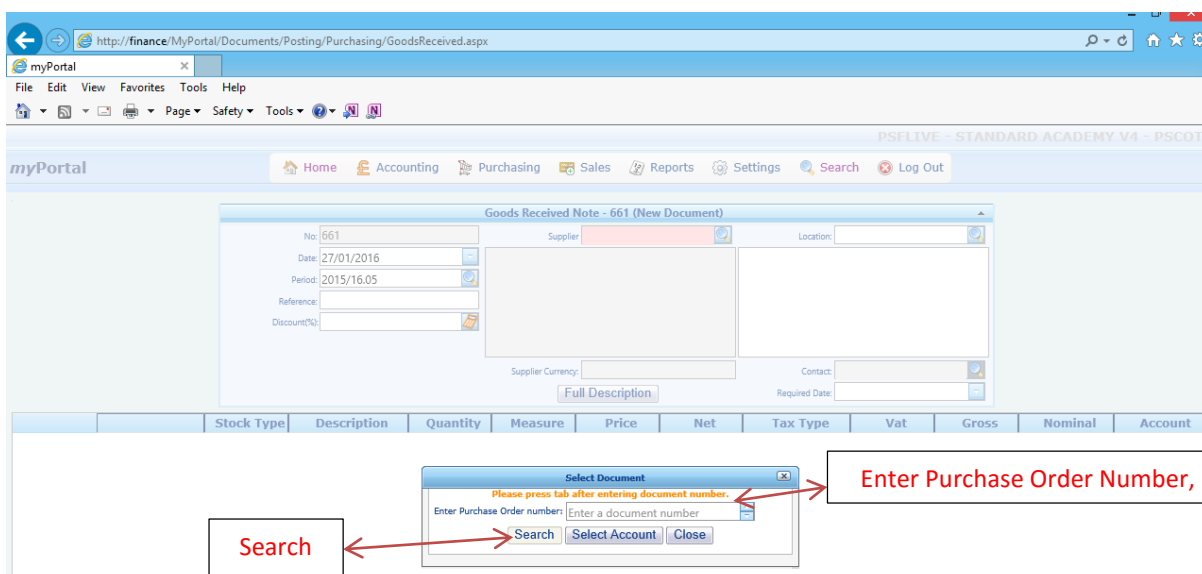
#### How to produce a Goods Received Note

- |                |  |
|----------------|--|
| <b>Step 1.</b> | <b>Select Goods Received</b>           |
| <b>Step 2.</b> | <b>Enter the Purchase Order Number</b> |
| <b>Step 3.</b> | <b>Select the Goods Received</b>       |
| <b>Step 4.</b> | <b>Review Order Details</b>            |
| <b>Step 5.</b> | <b>Post Document</b>                   |
| <b>Step 6.</b> | <b>View Document</b>                   |
| <b>Step 7.</b> | <b>Goods Received Note complete</b>    |

#### **Step 1. Select Goods Received**



#### **Step 2. Enter the Purchase Order number, press Tab, then press search;**



### Step 3. Select the Goods Received

Goods Received Validation Summary (Items: 1)

Goods Received Note - 629 (New Document)

Doc Num: 854  
Stock Code:  
Description:

	Source	Description	Quantity	Price	Total	Lead Time
1	PORD 854 [100007025]	110787 - Rey A4 white copier	5.00	13.95	69.75	0

Tick the box of each item received

Select Finished

Select All Clear All Skip Finished

### Step 4. Review the Order Details.

- i. Refer any discrepancies (quantity received and price) directly with the Supplier.

Goods Received Note - 629 (New Document)

No: 629  
Date: 27/01/2016  
Period: 2015/16.04  
Reference: Finance Office  
Discount%:

Supplier: YPO001PRFEBO  
Location: EBO  
EBOR Academy Trust  
West End  
Strensall  
YORK  
YO32 5UH  
Contact: Pete Scott 01904 553404  
Required Date: 12/02/2016

	Stock Type	Description	Quantity	Measure	Price	Net	Tax Type	Vat	Gross	Nominal	Account
1		110787 - Rey A4 white copier	5.00	Cases	13.95	69.75	X - Outside the Scope	0.00	69.75	EBO4020	SCH001
						69.75	S	0.00	69.75		

Budget Review Budget Check Post Document Save Draft Cancel

## Step 5. Post Document

Goods Received Note - 629 (New Document)

No: 629    Supplier: YPO001PRFEBO    Location: EBO

Date: 27/01/2016    YPO    EBOR Academy Trust  
 41 Industrial Park  
 WAKEFIELD  
 West Yorkshire  
 WF2 0XE

Period: 2015/16.04  
 Reference: Finance Office  
 Discount%:

Supplier Currency:    Contact: Pete Scott 01904 553404  
 Required Date: 12/02/2016

	Stock Type	Description	Quantity	Measure	Price	Net	Tax Type	Vat	Gross	Nominal	Account
1		110787 - Rey A4 white copier	5.00	Cases	13.95	69.75	X - Outside the Scope	0.00	69.75	EBO4020	SCH001
						69.75	S	0.00	69.75		

Budget Review    Budget Check    **Post Document**    Save Draft    Cancel

## Step 6. View Document

Goods Received Note - 629 (New Document)

No: 629    Supplier: YPO001PRFEBO    Location: EBO

Date: 27/01/2016    YPO    EBOR Academy Trust  
 41 Industrial Park  
 WAKEFIELD  
 West Yorkshire  
 WF2 0XE

Period: 2015/16.04  
 Reference: Finance Office  
 Discount%:

Supplier Currency:    Contact: Pete Scott 01904 553404  
 Required Date: 12/02/2016

	Stock Type	Description	Quantity	Measure	Price	Net	Tax Type	Vat	Gross	Nominal	Account
1		110787 - Rey A4 white copier	5.00	Cases	13.95	69.75	X - Outside the Scope	0.00	69.75	EBO4020	SCH001
						69.75	S	0.00	69.75		

Budget Review    Budget Check    Post Document    Save Draft    Cancel

**Document Posting Complete**

✓ Posted GRN #629 OK

View Document    New Document

## Step 7. Good Received Note Complete

http://finance/MyPortal/Documents/Search/ShowDocument/ShowDocumentPurchase.aspx?dn=672&dt=GRN

myPortal

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PSFLIVE - STANDARD ACADEMY V4 - PSCOTT

myPortal Home Accounting Purchasing Sales Reports Settings Search Log Out

Purchasing (Read-Only): Goods Received Note 672

Company: PSFLIVE\MAIN  
 Date: 27 January 2016  
 Period: January 2016  
 Input On: 27 January 2016 at 14:26  
 Last Changed By: TMORTON  
 Nominal: HRS9500 - Purchase Ledger Control  
 Supplier: BEN001PRFHRS - Ben Johnson Limited  
 Location: HRS - Haxby Road Primary Academy  
 Status: GRN  
 Document Auth Status: DOCUMENT CREATED

Document Attachments Document Events Reports

	Ref	Stock Type	Description	Quantity	Measure	Price	Net	Vat	Gross	Nominal	Account	Source	Auth User
1	1000007203		A3 & A4 paper	1.00		1.00	1.00	0.20	1.20	HRS4025	SCH001	PORD #858	COMPLETED
							1.00	0.20	1.20				

1

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