**Purchasing Document Created 21/02/2019**

**How to Produce a Goods Received Note Version 6.1**

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

**Step 2.** Search for the **Supplier** the **Purchase Order** was placed with

**Step 3.** Then Select the **Supplier** you want to raise a **Goods Receive Note** for.

**Step 4.** Enter the **Purchase Order Number**

 **Step 5.** Select the lines to be **Goods Received.**

 **Step 6.** Change any quantities that need changing on the **Goods Received Note**

 **Step 7. Review** Order Details and **Post Document**

 **Step 8.** **Goods Received Note complete**

**Step 1.** Select **Goods Received**. To do this hover over the Purchasing button;



Purchasing button

This dropdown box will appear, then click on Goods Received;



Goods Received

**Step 2.** Search for the **Supplier** the **Purchase Order** was placed with.

 This **Select Document** box will appear. Click on Select Account to be taken to a **Search Supplier** screen;



Select Account

 The **Search Supplier** screen will appear automatically, as shown below;

Entering “YPO” in the Supplier box and pressing the spyglass ![C:\Users\p.scott\AppData\Local\Microsoft\Windows\INetCache\IE\T3EY17EM\spiglass[1].png]() , will bring up all suppliers with a **Supplier Account Code** starting with YPO.



Enter YPO in Supplier then select the spygalss![C:\Users\p.scott\AppData\Local\Microsoft\Windows\INetCache\IE\T3EY17EM\spiglass[1].png]()

**Step 3.** ThenPress Select against the **Supplier** you want to raise a **Goods Receive Note** for;



Then Select the correct Supplier account

This will bring up all the order lines that have been authorised against the **Supplier** you want to raise a **Goods Receive Note** for. Shown below here;

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**Step 4.** Enter the Purchase Order Numberyou want to **Goods Receive** items / services for.

You can either select the lines you wish to Goods Receive from this screen by putting a tick next to all the items / services you want to **Goods Receive,** then selecting finished.

Or you can enter the **Purchase Order Number** you want to **Goods Receive** items / services for, which will then bring up a list of the items on the **Purchase Order Number** only**.**

Here I have entered the **Purchase Order Number** 9576in theDoc Num boxand pressed the spyglass ![C:\Users\p.scott\AppData\Local\Microsoft\Windows\INetCache\IE\T3EY17EM\spiglass[1].png](), to bring up the 4 lines of **Purchase Order Number** 9576 which have not yet been **Goods Received**;



Enter the Purchase Order Number and press the spyglass![C:\Users\p.scott\AppData\Local\Microsoft\Windows\INetCache\IE\T3EY17EM\spiglass[1].png]()

**Step 5.** Select the lines to be **Goods Received.**

Either tick the box above to select all the items off the **Purchase Order,** then press finished to enter a **Goods Received**

Or select the individual lines which need to be **Goods Received,** then press finished to enter a **Goods Received Note**;

**Important:**

**If only part of the order has been received only select those items.**



After Selecting items click Finished to enter the Goods Received note

Tick this box to select all items on the Purchase Order

Select individual items to GRN part of the Purchase Order

**Step 6.** Change any quantities that need changing on the **Goods Received Note**

This **Purchase Order** has different quantities of items on each of the lines. If some of the items on a line have not been received yet, the quantity can be reduced here;

**Important:**

**If the full quantity of the items have not been received make sure the quantity is reduced, so we don’t pay for goods we haven’t received.**



Reduce quantities for any items not received yet

**Step 7. Review** the Order Details.

Refer any discrepancies (for example: price of items or unexpected postage charges) directly with the Supplier.

Or if you are happy with the quantities received and prices select Post Document to finish the **Goods Received Note;**



Post Document

**Step 8.** The **Goods Received Note** is now complete. Select New Document to **Goods Receive** other **Purchase Orders;**



Select New Document to