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.
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.

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: -

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**

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.

If “batching” is ON, then you will have to capture a Batch Number. If not, then only the “Grv / Deliv No” field has to be satisfied. This is usually the Supplier’s Delivery Note number.

After this, you may choose PROCESS to complete the GRV step for this Order Item.

Hint: The Transaction Date and Period may be amended from what the system defaults, but this is usually not necessary. (See the User Manual for “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.
The system has now automatically generated the underlying financial Transactions to reflect the event in the Purchasing and related Financial systems.

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

A 'short delivery' means that only some of the Order Quantity has arrived, and the rest will probably be delivered later. Therefore, the Order Quantity as indicated MUST be reduced.

In our example, note that the Order Quantity = 7, but we will change the Quantity (as Received) to 3, and we after we choose PROCESS, we will see that a Quantity of 4 will remain 'On Order' whereas a Quantity of 3 will show as 'Received'.
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 its previous state. Thereafter the Order Item may be processed correctly. (See the User Manual for Goods Return Processing.)