



SYSPRO - AFRICA

TRAINING GUIDE

GRN RECEIPT

Company Name
Company Address

DIETRICH VOIGT MIA (Pty) Ltd
PathCare Business Centre
Neels Bothma Street
N1 City
7460

Version Date: 06 March 2024

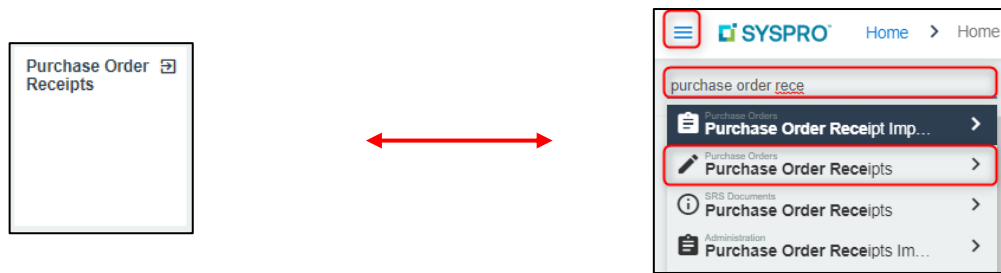


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Receipting Purchase Order

Open the Hamburger Menu and search for Purchase Order Receipts or use the Tile.



Loading a Purchase Order to Receipt

The screenshot shows the SYSPRO interface for "Purchase Order Receipts". The search bar at the top left contains the purchase order number "000000208" (marked with a red circle 1). The main area is divided into a left-hand information panel and a right-hand table. The table has columns for "Stock code", "Description", "Warehouse", "Quantity o/s", "Uom", and "Line". The first row is selected, and a context menu is open over it, with "Receipt Line" selected (marked with a red circle 4). The menu options "Receipt Order" and "Receipt Line" are also highlighted with red circles 2 and 3 respectively. The information panel on the left shows details for purchase order "000000208" from "Roche Diagnostics (Pty) Ltd", including order type, terms, and dates.

1. Select the Purchase Order
2. Select to Receipt the Whole order or,
3. Select to Receipt per line, or
4. Select on the line using the pencil and then click Receipt Line

Receipting a Purchase Order Line

The screenshot shows the 'Purchase Order Receipt' form. The form is divided into two main sections. The left section contains fields for receipt details, and the right section contains ledger and non-merchandise details. Red boxes and numbers 1-8 highlight specific fields:

- 1: Receipt quantity (5)
- 2: Cost basis (Purchase price)
- 3: Receipt Asset Serial *
- 4: Supplier's delivery note
- 5: Notation
- 6: Lot
- 7: Bins/Lots (Edit)
- 8: Save button

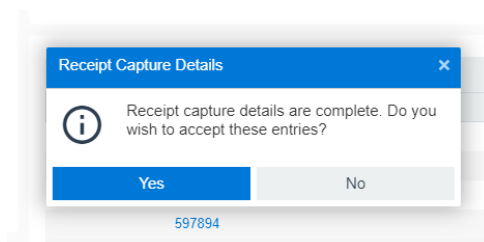
Field	Value
Receipt quantity	5
Receipt qty uom	EACH
Cost basis	Purchase price
Receipt Asset Serial *	
Receipt cost	40.00000
Cost uom	EACH
GRN	
GRN source	1
Bin location	1035
Supplier's delivery note	
Notation	
Lot	
Bins/Lots	Edit
Multiple entries	Select
Reference	
Ledger code	20-1035-7010
Debit ledger	Ref Lab - Warehouse-GRN Suspense
Reject code	
Job	
Issue direct to job	<input type="checkbox"/>
Capture additional lot names	<input type="checkbox"/>
Use single ABC type elements	<input type="checkbox"/>
Apply cost multiplier	<input type="checkbox"/>
Cost multiplier	1.000000
Enter non-merchandise cost	<input type="checkbox"/>
Non-merchandise cost	0.00
Non-merchandise distribution	Edit

1. Select the receipt quantity.
2. Leave the Cost Basis as purchase price.
3. With Asset Type requisitions – serial number field to be filled in (this is a mandatory field). If there's no serial number, **NA** needs to be filled in.
4. Fill in Supplier's delivery note if working from one.
5. Insert a notation if required.
6. If this is a traceable item and the lot already exists:
 - a. Select the Lot from the Browse.
7. If this is a traceable item but the lot does not yet exist:
 - a. Click on the **Edit** hyperlink to create the lot. (Please refer to section "Using Edit to create a New Lot Number").
8. Click Save.

Using Edit to Create a New Lot Number

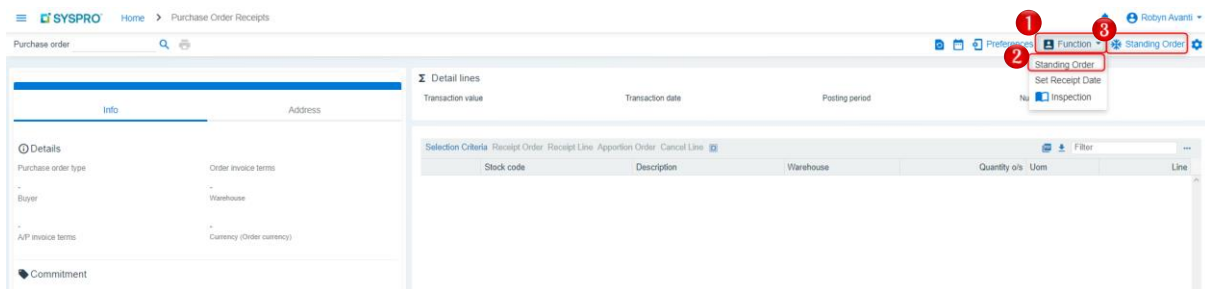
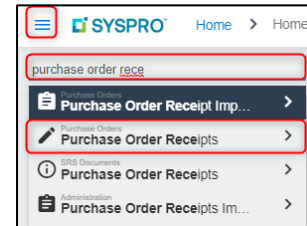
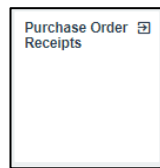
The screenshot shows the 'Lots, Bins and Serial Allocation' window. On the left, there is a form with the following fields: Bin location (2001), Lot (597894), Expiry date* (31/12/2024), Serial number, and Quantity (250.000000). Below the form is a checkbox for 'Capture into inspection' which is checked, and an 'Add to list' button. On the right, there is a summary section showing '2001 Warehouse' with '0.000000 Unallocated quantity' and '2000454 Stock code' with '0.000000 Unallocated inspection quantity'. Below this is a table with columns: Bin location, Lot, Concession, Serial, Location, Expiry date, Quantity, and Inspec. The table shows three rows for bin location 2001: Lot 156486 (Quantity 50.000000), Lot 595985 (Quantity 200.000000), and Lot 597894 (Quantity 250.000000). The total quantity is 500.00. At the top right, there are 'Save', 'Cancel', and a settings icon.

1. Enter the lot number.
2. Capture the Expiry date.
3. Enter the quantity applicable against the lot number.
4. Click Add to list.
 - a. Multiple lots can be captured on this screen, simply repeat the process from step 1 until the full quantity has been allocated.
5. Review how many traceable items are still unallocated – this needs to be 0.
6. Review the captured lots for this receipt.
7. Click Save, or a pop up will say the allocation is complete, do you want to accept the entries. Click Yes.

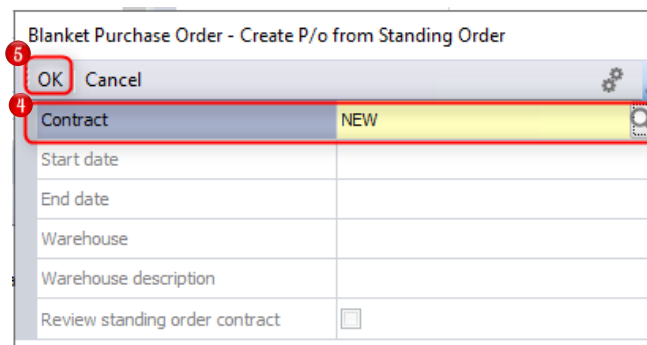


Receipting a Standing Order

Open the Hamburger Menu and search for Purchase Order Receipts or use the Tile.



1. Select Function
2. Select Standing Order
3. Alternatively select the Standing Order button



4. Select the Standing Order Contract.
5. Click OK.
6. Follow the **Receipting a Purchase Order Line** section above to receipt the stock in.

Reports

Report Name	Report Description	Report Location
GRN Audit Trail	Generate a list of all GRNs extracted from purchase order receipts since the last time this program was run	Purchase Orders >> GRN System >> Reports
GRN Invoice Variance	Generate a detailed or summary report of all matched GRN's in stock sequence, showing the difference between the sum of the matched GRN's and the actual value of the invoice posted	Purchase Orders >> GRN System >> Reports
GRN Price Variance	Generate a report of either standard cost price variances or non-matched invoice variances for matched GRN's in stock code sequence	Purchase Orders >> GRN System >> Reports
GRN Trial Balance	Print information about all GRN's held in the suspense file	Purchase Orders >> GRN System >> Reports
Purchase Order Print	Produce purchase order documents in batch mode.	Purchase Orders >> Reports
Purchase Orders by Stock Code	Generate a list of outstanding purchase order lines, in stock code sequence, based on the selection criteria provided.	Purchase Orders >> Reports
Purchase Orders by Supplier	Generate a list of merchandise lines, in supplier number sequence, that are still to be delivered by the supplier.	Purchase Orders >> Reports
Blanket Purchase Order Contract Report	Generate a list of blanket purchase order contracts	Purchase Orders >> Blanket Purchase Orders >> Reports
Contract Print	Generate blanket purchase order contract documents	Purchase Orders >> Blanket Purchase Orders >> Reports
Inventory Document Print	Produce supporting documentation in batch mode for inventory transactions	Inventory >> Transaction Processing
AP Contract Price List	Generate a list of all supplier/stock code cross reference information	Purchase Orders >> Supplier-Stock Code Cross Reference >> Reports
AP List of Suppliers	Generate a report of suppliers currently defined	Purchase Orders >> Reports

Queries

Query Name	Query Description	Query Location
Purchase Order Query	View details of purchase orders (including cancelled and completed orders) that have not yet been purged	Purchase Orders
Inventory Query	View static details of stock items, as well as any transactions that have been processed against them	Inventory
Blanket Purchase Order History Query	View all the history against each merchandise line for a contract, with ordered and receipted totals for each scheduled date	Purchase Orders >> Blanket Purchase Orders
Blanket Purchase Order Query	View details of blanket purchase order contracts	Purchase Orders >> Blanket Purchase Orders
