

Agresso – Goods Receipt



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A Goods Receipt should be performed on Agresso when you have received the goods or service you have ordered from a supplier, a prompt to complete this should be a Delivery Note which should be provided upon Delivery (services provided do not tend to submit a Delivery Note)

The Goods Receipt can be found	UNIT4 Agresso			
	·=			
	Menu			
		Requisitions	Purchase orders	Supplier information
	Procurement	Requisitions - standard	Purchase order	♀ Suppliers
		Workflow enquiry - Requisitions	Purchase order printout	
		Workflow user log - Requisitions	✤ Order amendment/confirmation	
		Own requisitions	Goods receipt	
			Goods return	
			Q Purchase order details	
			Workflow enquiry - Purchase orders	
			Workflow user log - Purchase orders	
			Order confirmation enquiry	
			Workflow enquiry - Order confirmation	
			Workflow user log - Order confirmation	
			Workflow enquiry - Goods receipt	
			Workflow user log - Goods receipt	
			Workflow enquiry - Missing goods recei	
			Workflow user log - Missing goods rece	





Once open the Goods Receipt task should look as follows:

-	×										
Order information	n		References								
Order number	Order status		Requested by								
Supplier			External reference	2							
			Invoice number								
Ordor dataila											
Order line	Product	Description	Order qty	Ordered	d amount	Previously rece	eived	Qty. received	Unit	Unit price	Rest cancelle
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			0.00				0.00	0.00			
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	Cat 1	Cat 2	Cot 2	0-4							
Account	Cati	Gali	Cato	Cat 4	Cat 5	Cat 6	Cat 7	Tax code	Tax system	n Percent	Amou
Account	USU I	Care	Call	Lat +	Cat 5	Cat 6	Cat 7	Tax code	Tax system	n Percent	Amou





Enter the Purchase Order (PO) number to display the information related to the order:

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Now that you have the PO information on screen the 'Qty. received' column will automatically be populated with the outstanding quantity left on the order you placed, you can adjust the quantity received for each item on the delivery by changing the values in this column.

On occasion you may not receive the full order you placed in one delivery, if you have not received an item please make sure you amend the value to zero (0).

If you have ordered a quantity of 5 for one item and have been made aware that you are not going to receive the full order you should change the value in 'Qty. received' to the correct quantity and then tick the box in the 'Rest cancelled' column. If you have a quantity of 1 that you know you are not going to receive adjust the value in the 'Qty. received' column to 0 then tick the rest cancelled box.

On this occasion we have received the first item and been charged for the delivery.

Once you are happy with the changes you have made please click

If you have made an error and are not happy with the changes click

Once you have saved you should see the following at the top of the screen:

Which confirms you have completed the Goods Receipt process.



Save

Receipt no: 40031331





<u>Please be aware that the purpose of the</u> <u>Goods Receipt is to confirm the quantity you</u> <u>received not the value. Agresso has another</u> <u>process to deal with any difference in value</u> <u>with the PO and the invoice.</u>





If you receive another delivery for the order you have placed, Agresso will look as follows:

Order information References Order status 20030317 Order status Daniel Robert Steward Supplier SIGMA-ALDRICH COMPANY LTD Conder defails Crder details Product Order line Product Order line Product Order status Order qty Order details 1.00 1. LK001 LAB-Consumables 1.00 1.00 2. LK001 LAB-Consumables	elled
Order information References Order number 20030317 Order status Order details External reference Invoice number Invoice number Order details External reference Invoice number Order details Invoice number Invoice number Invoice number Invoi	elled
Order status 2003017 Order status Ordered Requested by Daniel Robert Steward External reference Supplier Supp	elled
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GL Analysis	
Account Costo Project Workord Product Tax code Tax system Percent	Amount
075 650A G1023 G1023-01 LK001 PS PR 100.00	1
100.00	1



Again the 'Qty. received' column will automatically be populated with the outstanding quantity left on the order you placed.

You can now see that the amounts that have previously receipted in the 'Qty. received' have been populated in the 'Previously received' column.

On this occasion we have received the second item and been charged for delivery, if your order only had one delivery charge you can still receipt additional quantity against the order line.

The order detail before saving should look like this:

0	rder details											
	Order line	Produc	t D	escription	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	
	1	LK001	LAB-Consum:	ables	1.00	18.90	1.00	0.00	EA	18.90		
	2	LK001	LAB-Consum:	ables	1.00	40.20	0.00	1.00	EA	40.20		
	3	QD001 MAIL-Delivery and Car	MAIL-Delivery	and Carriage	1.00	15.00	1.00	1.00	EA	15.00		
Σ					3.00		2.00	2.00				
Se	t received to z	ero Rest cancelled	Batch and serial information	n								

Once you are happy with the changes you have made please click



If you have made an error and are not happy with the changes click





Once you have saved you should see the following at the top of the screen:

Receipt no: 40031334

You can go back in to check that details, which should now look like:

	ods receipt	×								
Orde	r information	I.	References							
Order r 20030 Supplie	aumber 317	Order Orde	status Requested by Daniel Robert External refer	t Steward ence						
Sidility			Invoice numbe	er						
Orde	r details									
0	rder line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit Unit price	Rest cancelled	
	1 LK	001	LAB-Consumables	1.00	18.90	1.00	0.00 EA	18.90		Į
	2 LK	001	LAB-Consumables	1.00	40.20	1.00	0.00 EA	40.20		
	3 QE	0001	MAIL-Delivery and Carriag	e 1.00	15.00	2.00	0.00 EA	15.00		
Σ				3.00		4.00	0.00			
4	Account	Costc	Project	Workord	Product	Tax code	Tax system	Percent	Am	ount
4075		650A	G1023	G1023-01	LK001	PS	PR	10	0.00	
Σ								10	0.00	





It is important that a Goods Receipt is processed as when an invoice is entered onto Agresso we match the invoice with a PO. If the Goods Receipt is not processed the invoice will not be paid.