



GRNI

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GRNI

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What is GRNI?

Goods Received Note Invoicing is a feature of Autopart Ledgers, which allows the user to link Autopart documents to Ledgers documents.

Goods received notes are generally matched to purchase ledger invoices and returns notes (returns to supplier) are normally linked to purchase ledger credit notes.

By linking your Autopart documents to purchase invoices and credits, you can monitor and report on such things as: -

- 1) Pricing discrepancies – where the price on the Autopart document is different from the invoice price. Perhaps the supplier has overcharged or undercharged. Errors in the goods receiving process or the on file pricing may also be highlighted.
- 2) Credit notes not received for returned goods. The user can report on returns which have not yet been matched to credit notes.
- 3) Invoices may include goods not actually received.
- 4) Various other issues can be tracked using this process, which is often done manually by attaching paper invoices to GRN copies or similar.

What Does GRNI Do?

The system will keep track of the matching status of each GRN and Return.

N.B. For the purposes of this document, GRN will be used as a general term to cover GRNs and Returns Notes, but in most cases the same rules apply to both types of document.

Each GRN will have a value. The value of the GRN is known as the Original Value. When the GRN is matched to an invoice, some or all of its value will be classed as 'Matched' or 'Invoiced'.

- If the entire value of a GRN has been matched, it is then classed as Complete.

- If some, but not all of its value has been matched, it is classed as Partially Complete.
- If a GRN has not yet been matched at all, it is classed as Incomplete, for reporting purposes.

Examples

- 1) A GRN with an original value of £150 is matched to an invoice for £100. The GRN is now classed as partially complete (or partially matched) and has £50 outstanding. The remaining £50 can be matched to further invoices at a future time.
- 2) A Returns Note for £25 is matched to a credit note for £30. The full £25 of the returns note is matched, making it fully complete.

The Ledgers software can be used to report on the status of all GRNs and Returns.

The Matching Process

In order to match a GRN to an invoice, the user will use the Purchase Ledger Batch Invoice Entry screen when posting the invoice.

The Invoice Entry screen will then allow the user to Search for the relevant outstanding GRN(s).

Note: It is possible to match more than one GRN to an invoice and a GRN can also be matched to more than one invoice.

- In the Invoice Entry screen, complete the header details as normal and tab down to the GRN Number field.

Purchase Ledger Invoice Entry

Transaction Details		Transaction Total		
Account	ASL001	AUTO SUPPLIES LTD	Total Value	
Inv No	IN001	123A THE MEWS	117.50	
Date	30 Apr 09	WAREHAM LANE	Nett Value	
		TOXTETH	Vat Value	
		TX23 4DU	17.50	
GRN No		Payment details		
[Dropdown]		<input type="checkbox"/> Auto Payment		
		Ref [Text]		
Nominal detail entry				
Code	Description	Goods	Vat	Inc
13100	STOCK	100.00	1	N
Nom Code	Description	Goods	Vat	Vat Inc

Quit
 Help/1
 Ok/2
 Remove/3
 Cancel/4
 Search/5
 Memo/6
 Header/7

- Press Search/5.

SUPPLIER ADVICE NOTE ENQUIRY - 'INVOICE MODE'

Search Criteria
 Supplier Code Purchase Order Number GRN/Ret Note
 <ALT-D> to view supplier Advice Note Number
 Search Type AND OR
AUTO SUPPLIES LTD

Order Number	GRN No.	Advice No.	Org Value	OS Value	Inv Value	Branch	Variance

Values
 Inv / Credit
 Advice Note
 Rows

25/02/2010

This 'Matching Screen' will allow you to choose the GRN(s) to match against this invoice and the value of those GRNs you wish to match.

The Supplier Details are shown at the top. Further Supplier info can be seen by using the <Alt-D> buttons as indicated. When viewing the extra supplier details, a shortcut button is available to access the Supplier File Maintenance screen. Use <Alt-D> again once you have finished with the supplier details.

In the bottom-right corner, the values shown are: -

Inv / Credit: The goods value taken from the invoice entry screen.

Advice note: Keeps a running total of matching values entered in this screen.

Rows: Counts the rows on screen.

Choosing the GRNs

There are two ways to get the correct GRN into the matching screen.

- 1) Enter the details of the GRN into one (or more) of the boxes at the top of the screen and press Display/4. Note the option at the top of the screen for Search Types 'AND' and 'OR'.
 - i. Selecting OR means that you can enter, for example, an Order Number and an Advice Note number before pressing display and any GRNs matching either of these criteria will be added.

- ii. Selecting AND means that the GRNs returned must match both the Order Number and the Advice Note number entered, using the example above.
- 2) Click Search/5 with or without entering any details in the search boxes. This will take you to the GRN (or Returns) Enquiry screen, where the documents can be selected.

Goods Received Enquiry

Search Criteria

GRN No.

GRN Date

Advice No.

Order No. **APP019002**

Order Date

Operator

Supplier **ASL001**

Part

Goods Received Notes matching Search Criteria

GRN No.	Supplier Code	Supplier Name	Date	Unmatched
APG00253	ASL001	AUTO SUPPLIES LTD	27 Oct 2005	0.00
APG00254	ASL001	AUTO SUPPLIES LTD	27 Oct 2005	57.80
APG00261	ASL001	AUTO SUPPLIES LTD	27 Oct 2005	0.00
APG00263	ASL001	AUTO SUPPLIES LTD	27 Oct 2005	23.40
APG00275	ASL001	AUTO SUPPLIES LTD	31 Oct 2005	862.60
APG00296	ASL001	AUTO SUPPLIES LTD	01 Nov 2005	61.60
APG00315	ASL001	AUTO SUPPLIES LTD	02 Nov 2005	394.00
APG00339	ASL001	AUTO SUPPLIES LTD	03 Nov 2005	684.00
APG00362	ASL001	AUTO SUPPLIES LTD	07 Nov 2005	62.50

Sort by GRN Number
 Sort by Supplier Code
 Sort by Date

GRN Details

GRN No. **APG00362**

GRN Date **07 Nov 2005**

Advice No. **APG00362**

Order No. **APP019002**

Order Date **26 Oct 2005**

Branch **OFFICE**

Operator **LAG**

LN	Part	Description	Qty Received	Cost Each	Total Cost
7	AS11490/XL	XL SPECIAL KIT	50	1.2500	62.5000

Total Goods:
 Total Core:

Supplier **ASL001**

Branch **All branches** GRNI Select **Un Matched GRN's**

If details (such as Order Number) were entered in the matching screen prior to searching, the search will be narrowed down to match the criteria. Otherwise, all unmatched GRNs will be shown.

The *GRNI Select* field can be changed to show *All GRNs*, *Partially Matched GRNs*, or the default *Unmatched GRNs*. Press <return> to refresh the display.

The Branch can also be changed in the same way.

All other available criteria can be used to narrow the search as necessary.









Once you have located the GRN or GRNs you need to match, highlight each one by double-clicking on them or by clicking on them and pressing <return>.

Click OK/2 to go back to the matching screen with these GRNs.

SUPPLIER ADVISE NOTE ENQUIRY - 'INVOICE MODE'

Search Criteria
 Supplier Code Purchase Order Number GRN/Ret Note
 <ALT-D> to view supplier Advice Note Number
 Search Type AND OR **AUTO SUPPLIES LTD**

Order Number	GRN No.	Advice No.	Org Value	OS Value	Inv Value	Branch	Variance
APP019002	APG00263	APG00263	23.40	23.40	23.40	OFFICE	
APP019002	APG00296	APG00296	61.60	61.60	61.60	OFFICE	
APP019002	APG00339	APG00339	684.00	684.00	684.00	OFFICE	

       
 Quit Help/1 Update/2 Cancel/3 Display/4 Search/5 Print/6 Rem/7

Values
 Inv / Credit **100.00**
 Advice Note **769.00**
 Rows **3**

25/02/2010

Matching the Correct Values

From here, you can amend the Inv Value against each GRN. Leave the value as it is if the GRN is to be fully matched. Reduce the value if further invoices are expected for the goods on this note.

The Advice Note total will update with any changes.

SUPPLIER ADVICE NOTE ENQUIRY - 'INVOICE MODE'

Search Criteria
 Supplier Code: Purchase Order Number: GRN/Ret Note:
 <ALT-D> to view supplier Advice Note Number:
 Search Type: AND OR **AUTO SUPPLIES LTD**

Order Number	GRN No.	Advice No.	Org Value	OS Value	Inv Value	Branch	Variance
APP019002	APG00263	APG00263	23.40	23.40	23.40	OFFICE	
APP019002	APG00296	APG00296	61.60	61.60	61.60	OFFICE	
APP019002	APG00339	APG00339	684.00	684.00	15.00	OFFICE	

Quit Help/1 Update/2 Cancel/3 Display/4 Search/5 Print/6 Rem/7

Values
 Inv / Credit: **100.00**
 Advice Note: **100.00**
 Rows: **3**

25/02/2010

Click Update/2 to return to the Invoice Entry screen with these GRN values.

Purchase Ledger Invoice Entry

Transaction Details

Account: **ASL001** **AUTO SUPPLIES LTD**
 Inv No: **IN001** **123A THE MEWS**
WAREHAM LANE
TOXTETH
 Date: **30 Apr 09**
TX23 4DU

Transaction Total

Total Value: **117.50**
 Nett Value:
 Vat Value: **17.50**

Payment details

Auto Payment
 Ref:

GRN No: **APG00263**

Nominal

Code	Goods	Vat	Inc
13100	STOCK	100.00	1 N

Nom Code	Description	Goods	Vat	Vat Inc

Quit
 Help/1
 Ok/2
 Remove/3
 Cancel/4
 Search/5
 Memo/6
 Header/7

You will be able to view the list of GRNs by clicking on the GRN No box, as shown above.

Amend and tab through the Nominal Details as normal and OK the invoice to accept the entered values.

Purchase Ledger Invoice Enquiry

Transaction Details		Transaction Total		
Account	ASL001	AUTO SUPPLIES LTD	Total Value	117.50
Inv No	IN001	123A THE MEWS	Nett Value	100.00
		WAREHAM LANE	Vat Value	17.50
		TOXTETH		
Date	30/04/09			
		TX23 4DU		
GRN No		APG00263	100.00	
				Ref
Payment details				
<input type="checkbox"/> Auto Payment				
Nominal detail entry				
Code	Description	Goods	Vat	Inc
13100	STOCK	0.00	1	N
Nom Code	Description	Goods	Vat	Vat Inc
13100	STOCK	100.00	1	N

Quit

The GRNs are listed, just as they were in the Invoice Entry screen.

GRNI Reporting

A screen in Ledgers is used to report on the matching status of GRNs. The screen is entitled, 'Purchase Ledger Goods Recv/Supplier Returns Enquiry'.

Purchase Ledger Goods Recv/Supplier Return Enquiry

Selection Criteria

Doc Type: **Goods Receive Notes** Select: **By Document** Start Number:

Show Trans: **All** Include History: End Number:

Branch: **<All>** Include Zero Balances: Search Text: Exclude IBT's:

Sort by: **Document** **Ascending** Top: **<All>**

Document	Date	Supplier name	Org Value	Curr Value	Inv/Crn Ref	Posted Value	Matched	Unmatched	Info
APG00002	04 Oct 05	AUTO SUPPLIES LTD	220.00	0.0000		0.00	0.0000	220.0000	
APG00003	04 Oct 05	AUTO SUPPLIES LTD	3.15	0.0000		0.00	0.0000	3.1500	
APG00004	05 Oct 05	AUTO SUPPLIES LTD	362.88	0.0000		0.00	0.0000	362.8800	
APG00005	05 Oct 05	AUTO SUPPLIES LTD	137.00	0.0000		0.00	0.0000	137.0000	
APG00006	05 Oct 05	AUTO SUPPLIES LTD	70.00	0.0000		0.00	0.0000	70.0000	
APG00007	05 Oct 05	AUTO SUPPLIES LTD	58.20	0.0000		0.00	0.0000	58.2000	
APG00008	05 Oct 05	GEOFF SMITH BEARINGS	55.20	0.0000		0.00	0.0000	55.2000	
APG00009	05 Oct 05	BOND SPARES	894.00	0.0000		0.00	0.0000	894.0000	
APG00010	05 Oct 05	AUTO SUPPLIES LTD	424.50	0.0000		0.00	0.0000	424.5000	
APG00011	05 Oct 05	AUTO SUPPLIES LTD	69.80	0.0000		0.00	0.0000	69.8000	
APG00012	05 Oct 05	AUTO SUPPLIES LTD	262.20	0.0000		0.00	0.0000	262.2000	
APG00013	05 Oct 05	AUTO SUPPLIES LTD	24.90	0.0000		0.00	0.0000	24.9000	
APG00014	05 Oct 05	AUTO SUPPLIES LTD	69.80	0.0000		0.00	0.0000	69.8000	
APG00015	05 Oct 05	ZONDA FIRE GRAPHICS	55.89	0.0000		0.00	0.0000	55.8900	
APG00016	05 Oct 05	AUTO SUPPLIES LTD	138.75	0.0000		0.00	0.0000	138.7500	
APG00017	06 Oct 05	AUTO SUPPLIES LTD	28.30	0.0000		0.00	0.0000	28.3000	
APG00018	06 Oct 05	AUTO SUPPLIES LTD	55.50	0.0000		0.00	0.0000	55.5000	
APG00019	06 Oct 05	AUTO SUPPLIES LTD	247.80	0.0000		0.00	0.0000	247.8000	
APG00020	06 Oct 05	AUTO SUPPLIES LTD	175.00	0.0000		0.00	0.0000	175.0000	
APG00021	06 Oct 05	AUTO SUPPLIES LTD	39.40	0.0000		0.00	0.0000	39.4000	
APG00022	06 Oct 05	AUTO SUPPLIES LTD	181.20	0.0000		0.00	0.0000	181.2000	
APG00023	06 Oct 05	AUTO SUPPLIES LTD	73.10	0.0000		0.00	0.0000	73.1000	
APG00024	06 Oct 05	AUTO SUPPLIES LTD	63.40	0.0000		0.00	0.0000	63.4000	
APG00025	06 Oct 05	AUTO SUPPLIES LTD	176.70	0.0000		0.00	0.0000	176.7000	

GRN>Returns: **239545.42**
P/Ledger Postings: **886.00**
Matched Value: **435.00**

Quit Help/1 Display/2 Print/3 Enquiry/4 Match/5 Hold/6 Clear/7

Lines: **557**

Use the criteria at the top of the screen to narrow down your report and view the document(s) you are interested in.

The Show Trans box can be used to view documents in each of the various states of matching: -

- All – shows all documents.
- Complete – Shows completed (fully matched) documents only.
- Partial Complete – Shows documents which have been matched but not fully matched.
- Incomplete – Shows documents which have not yet been matched in any way.
- Cleared with Diffs – will show documents which have been partially matched and then cleared using the 'Action=Clear' option.

Setting it Up

GRNI should be set up by MAM Software only.

The following settings are needed: -

- Param LEDGERS!CONTROL to include GRNI.
- Param GRN.LISTBOX must be set to 1.
- TPLParam PP49 to include GRNI.

- Tick box in Pledger params, Trans Inv/Crn tab must be ticked to show the 'Goods Received Note Prompt'.
- Also in pledger params, in the Batch options, make sure the batch screen is enabled for Invoices and Credits.
- The basic b805inv.vts spec should be added as follows:-

B805INV.vts

15

Order Number~GRN No.~Advice No.~Org Value~OS Value~Inv Value~Branch~~~
 13~13~13~10~10~10~8~~
 0~0~0~1~1~1~1~2~2
 RHPORDER~RHDOCUMENT~RHCORDER~RHGOODS~RHGOODS~RHGOODS~RHBRANCH~~~~~
 ~~~0.00~0.00~0.00  
 ~~~~1~~~1~1

[SETTINGS]

Heading=Supplier Advice Note Enquiry - 'Invoice Mode'
 Searchboxes=1~1~1
 Buttons=1~1~1~1~1~1~1~1
 DefaultSearch=2
 Order=ORDER BY RHEADS.DOCUMENT
 Level=Document
 FullValueOnly=False
 ShowDone=True
 IncSurcharge=True
 ConfirmQuit=True

[COLUMNS]

Document=2
 OrgValue=4
 OSValue=5
 OSQuantity=5
 Result=6
 Total=6
 Branch=7
 Prefix=8
 Seqno=13
 OrgQuantity=8
 OrgPrice=4
 OrgResult=5

[SETTINGS HELP]

'Searchboxes=1~1~1 - Enables the search boxes for PO Number, GRN/Retn Note and Advice Number.

'Buttons=1~1~1~1~1~1~1~1 - Enables the buttons for Quit(always appears),Help,Update,Cancel,Display,Search,Print and Remove.

'DefaultSearch=2 - Determines which search box is highlighted when you enter the matching screen; 0=Advice, 1=PO number, 2=GRN/Ret Note.

'Order=ORDER BY RHEADS.DOCUMENT - Will control the sort order of the GRNs in the matching screen. Only uses this if you update, then return to the matching screen a second time. More useful in B805enq.vts for enquiries.

'Level=Document - This is used in all cases where header level GRN matching is to be done.

'FullValueOnly=False - Will allow the Inv Value to be changed (reduced) in the matching screen.

'ShowDone=True - Will show msg, "Document " <DocNumber> " has already been reconciled."

'IncSurcharge=True - Will include surcharge value of GRNs when matching.

'ConfirmQuit=True - Asks if you really want to quit the matching screen in case you meant to update or cancel.