

Agresso – Goods Receipt



Goods Receipt

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:




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 Own requisitions	

Goods Receipt

Once open the Goods Receipt task should look as follows:

Goods receipt X

Order information

Order number: 631779
Order status: Ordered
Supplier: GALWAY STATIONERY SUPPLIES LTD

References

Requested by: ~~XXXXXXXXXX~~
External reference: REQ 27619-ML

Delivery

Delivery date: 03/12/2015
Delivery time: 00:00

Order details

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price
1	FURN99	FURN - Other / General	FURN99	FURN - Other / General	1.00	330.00	0.00	0.00	EA	330.00
Σ					1.00		0.00	0.00		

Buttons: Add, Set received to zero, Goods received, Delete, Batch and serial information

Additional delivery information

Additional product information

Ref: Insight/DERI, 305
~~XXXXXXXXXXXXXXXXXX~~
LG3
~~(XXXXXXXXXXXX)~~

GL Analysis

Account	Subacc	Emppo	Budacc	Tax code	Tax system	Percent	Amount
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Buttons: Save, Clear, Workflow user log, Export, Log book, About M+, FAQ for Agresso

Goods Receipt

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).

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

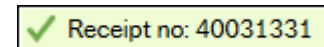


If you have made an error and are not happy with the changes click



and start again.

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



Which confirms you have completed the Goods Receipt process.

Goods Receipt

Please be aware that the purpose of the
Goods Receipt is to confirm the quantity you
received not the value.

Goods Receipt

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.