

PROCUREMENT

GOODS RECEIVED NOTES - PRINT GRN

Ribbon Access: *Procurement* > *Goods Received Notes*

Help v2.5.0.14 - Pg 1 - Printed: 25/06/2024



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9	Equipment and I	locations	Contract	Finance	and HR	Inventory	Maintena	nce and Projects	Manu	facturing	Procurement	Sales	Service	Reporting	Utilities	
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Open Win	dows *													19 Oct :	2017	1

The Goods Received Notes Listing screen will be displayed.

Select the Site and Status



- Select the *Site*.
 - In this image *Durban* has been selected.

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GR00000347	N	PROR	PO0000340		DUT001	Susan	Du Toit	05 Jun 2017	00:00:00	
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GR00000336	N	PROR	PO0000350		MUD001	Mark	Mudderveld	22 May 2017	00:00:00	
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GR00000314	N	PROR	PO0000317		001001	Susan	Du Tolt	12 Apr 2017	13:41:50	
GR00000312	N	PROR	PO0000316		DUT001	Susan	Du Tolt	10 Apr 2017	15:25:41	
GR00000310	N	PROR	PO0000299		DU1001	Susan	Du Toit	16 Mar 2017	15:43:16	



SELECT GRN TO PRINT

- Select the *row* of the *GRN* that you wish to *print*.
- Click on *Print GRN*.



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GR00000317	N	PROR	PO0000318	DUT001	Susan	Du Toit	13 Apr 2017	11:14:03
GR00000316	N	PROR	P00000312	DUT001	Susan	Du Toit	13 Apr 2017	11:13:48
GR00000315	N	PROR	P00000307	DUT001	Susan	Du Toit	12 Apr 2017	13:42:47
GR00000314	N	PROR	PO0000317	DUT001	Susan	Du Toit	12 Apr 2017	13:41:50
GR00000312	N	PROR	P00000316	DUT001	Susan	Du Toit	10 Apr 2017	15:25:41
GR00000310	N	PROR	P00000299	DUT001	Susan	Du Toit	16 Mar 2017	15:43:16



REPORT PREVIEW

- The *Report Preview* screen will be displayed.
 - In this screen you can View, Print, Export or Email the Goods Received Note.
- Close the Report Preview screen when done.

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