

We are currently updating our site; thank you for your patience.

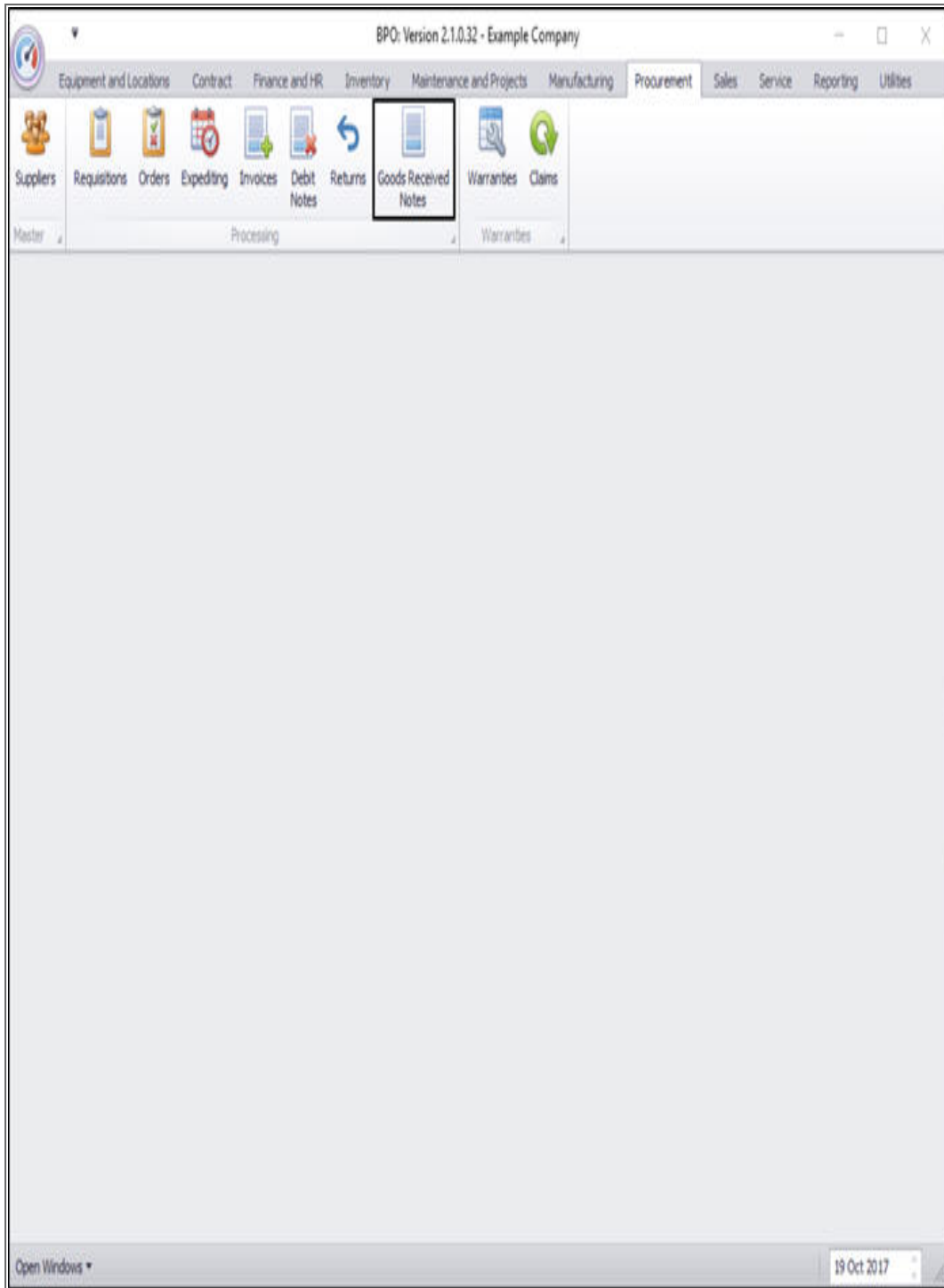
# PROCUREMENT

## GOODS RECEIVED NOTES – PRINT GRN

---

**Ribbon Access:** [Procurement](#) > [Goods Received Notes](#)

---



The **Goods Received Notes Listing** screen will be displayed.

Select the Site and Status

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

The screenshot shows the 'Goods Received Notes Listing - BPO: Version 2.1.0.32 - Example Company' application window. A dropdown menu is open for the 'Site' field, showing the following options:

ID	Name
0	All Sites
1	Durban
2	Pretoria

The main data table below contains the following columns: fIdGRNNo, fIdStatus, fIdIssueReturn Type, fIdPOCode, fIdSite, fIdLastName, fIdEventDate, and fIdEventTime. The data rows are as follows:

fIdGRNNo	fIdStatus	fIdIssueReturn Type	fIdPOCode	fIdSite	fIdLastName	fIdEventDate	fIdEventTime
GR00000367	N	PROR	PO0000385	MIL001	Sarah Milder	05 Oct 2017	00:00:00
GR00000366	N	PROR	PO0000383	MIL001	Sarah Milder	05 Oct 2017	00:00:00
GR00000365	N	PROR	PO0000384	MIL001	Sarah Milder	05 Oct 2017	00:00:00
GR00000359	N	PROR	PO0000374	DUT001	Susan Du Toit	21 Jun 2017	00:00:00
GR00000354	N	PROR	PO0000369	DUT001	Susan Du Toit	14 Jun 2017	00:00:00
GR00000348	N	PROR	PO0000278	DUT001	Susan Du Toit	06 Jun 2017	00:00:00
GR00000347	N	PROR	PO0000340	DUT001	Susan Du Toit	06 Jun 2017	00:00:00
GR00000345	N	PROR	PO0000361	MUD001	Mark Mudderveld	30 May 2017	00:00:00
GR00000336	N	PROR	PO0000350	MUD001	Mark Mudderveld	22 May 2017	00:00:00
GR00000333	N	PROR	PO0000344	MUD001	Mark Mudderveld	19 May 2017	00:00:00
GR00000332	N	PROR	PO0000343	MUD001	Mark Mudderveld	19 May 2017	00:00:00
GR00000330	N	PROR	PO0000339	MUD001	Mark Mudderveld	19 May 2017	00:00:00
GR00000325	N	PROR	PO0000329	MUD001	Mark Mudderveld	18 May 2017	00:00:00
GR00000324	N	PROR	PO0000112	MUD001	Mark Mudderveld	18 May 2017	00:00:00
GR00000319	N	PROR	PO0000320	DUT001	Susan Du Toit	13 Apr 2017	11:19:40
GR00000318	N	PROR	PO0000319	DUT001	Susan Du Toit	13 Apr 2017	11:17:35
GR00000317	N	PROR	PO0000318	DUT001	Susan Du Toit	13 Apr 2017	11:14:03
GR00000316	N	PROR	PO0000312	DUT001	Susan Du Toit	13 Apr 2017	11:13:48
GR00000315	N	PROR	PO0000307	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	PO0000316	DUT001	Susan Du Toit	10 Apr 2017	15:25:41
GR00000310	N	PROR	PO0000299	DUT001	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**.

Goods Received Notes Listing - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Complete GRN | View GRN | Save Layout | Workspaces | **Print GRN** | Export | Durban | New | Refresh

Process | Format | Print | Current

Stock GRNs | Non Stock GRNs

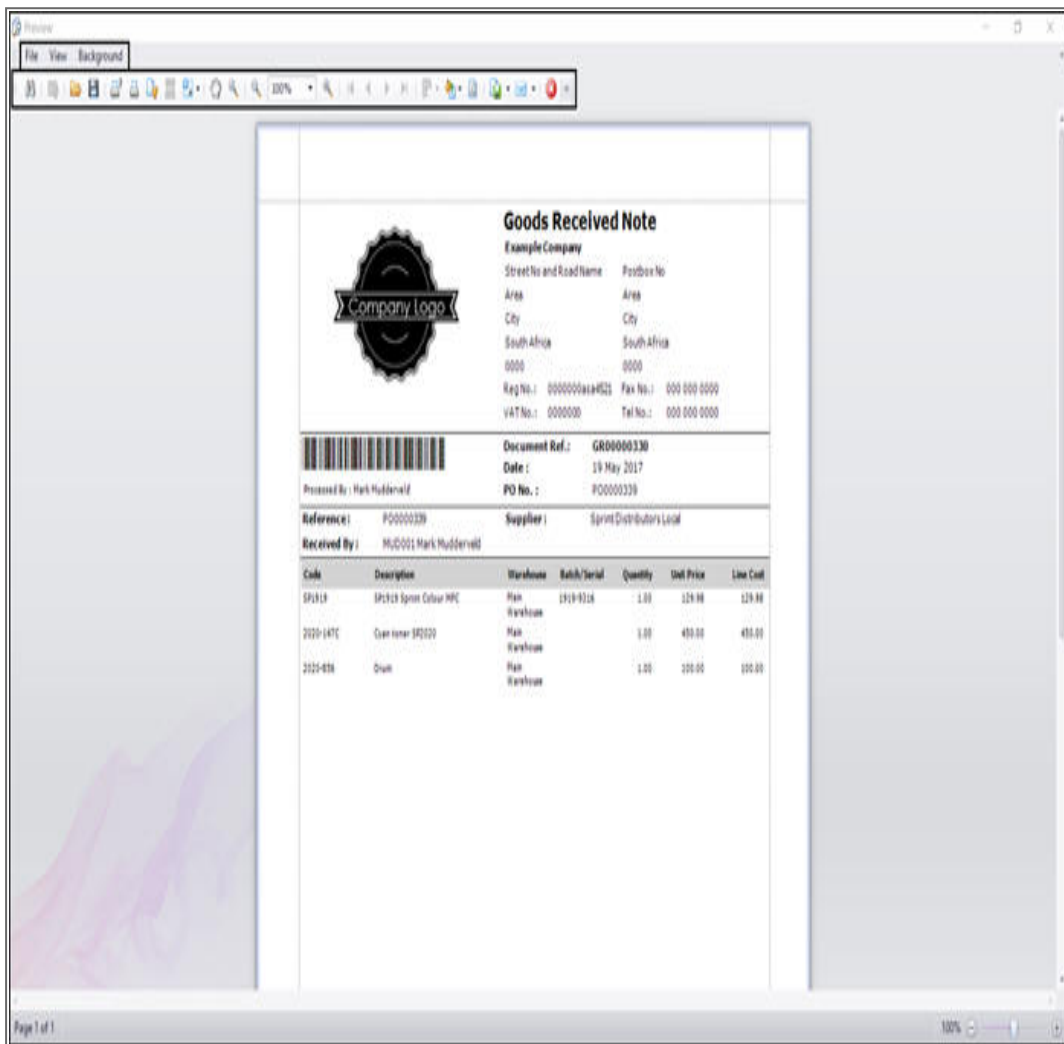
Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueReturn Type	fdPOCode	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR00000367	N	PROR	PO0000385	MIL001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000366	N	PROR	PO0000383	MIL001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000365	N	PROR	PO0000384	MIL001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000359	N	PROR	PO0000374	DUT001	Susan	Du Toit	21 Jun 2017	00:00:00
GR00000354	N	PROR	PO0000369	DUT001	Susan	Du Toit	14 Jun 2017	00:00:00
GR00000348	N	PROR	PO0000278	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000347	N	PROR	PO0000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000345	N	PROR	PO0000361	MUD001	Mark	Mudderveld	30 May 2017	00:00:00
GR00000336	N	PROR	PO0000350	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000333	N	PROR	PO0000344	MUD001	Mark	Mudderveld	19 May 2017	00:00:00
GR00000332	N	PROR	PO0000343	MUD001	Mark	Mudderveld	19 May 2017	00:00:00
GR00000330	N	PROR	PO0000339	MUD001	Mark	Mudderveld	19 May 2017	00:00:00
GR00000325	N	PROR	PO0000329	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000324	N	PROR	PO0000112	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000319	N	PROR	PO0000320	DUT001	Susan	Du Toit	13 Apr 2017	11:19:40
GR00000318	N	PROR	PO0000319	DUT001	Susan	Du Toit	13 Apr 2017	11:17:35
GR00000317	N	PROR	PO0000318	DUT001	Susan	Du Toit	13 Apr 2017	11:14:03
GR00000316	N	PROR	PO0000312	DUT001	Susan	Du Toit	13 Apr 2017	11:13:48
GR00000315	N	PROR	PO0000307	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	PO0000316	DUT001	Susan	Du Toit	10 Apr 2017	15:25:41
GR00000310	N	PROR	PO0000299	DUT001	Susan	Du Toit	16 Mar 2017	15:43:16

Open Windows | 19 Oct 2017

## 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.



MNU.055.001