

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

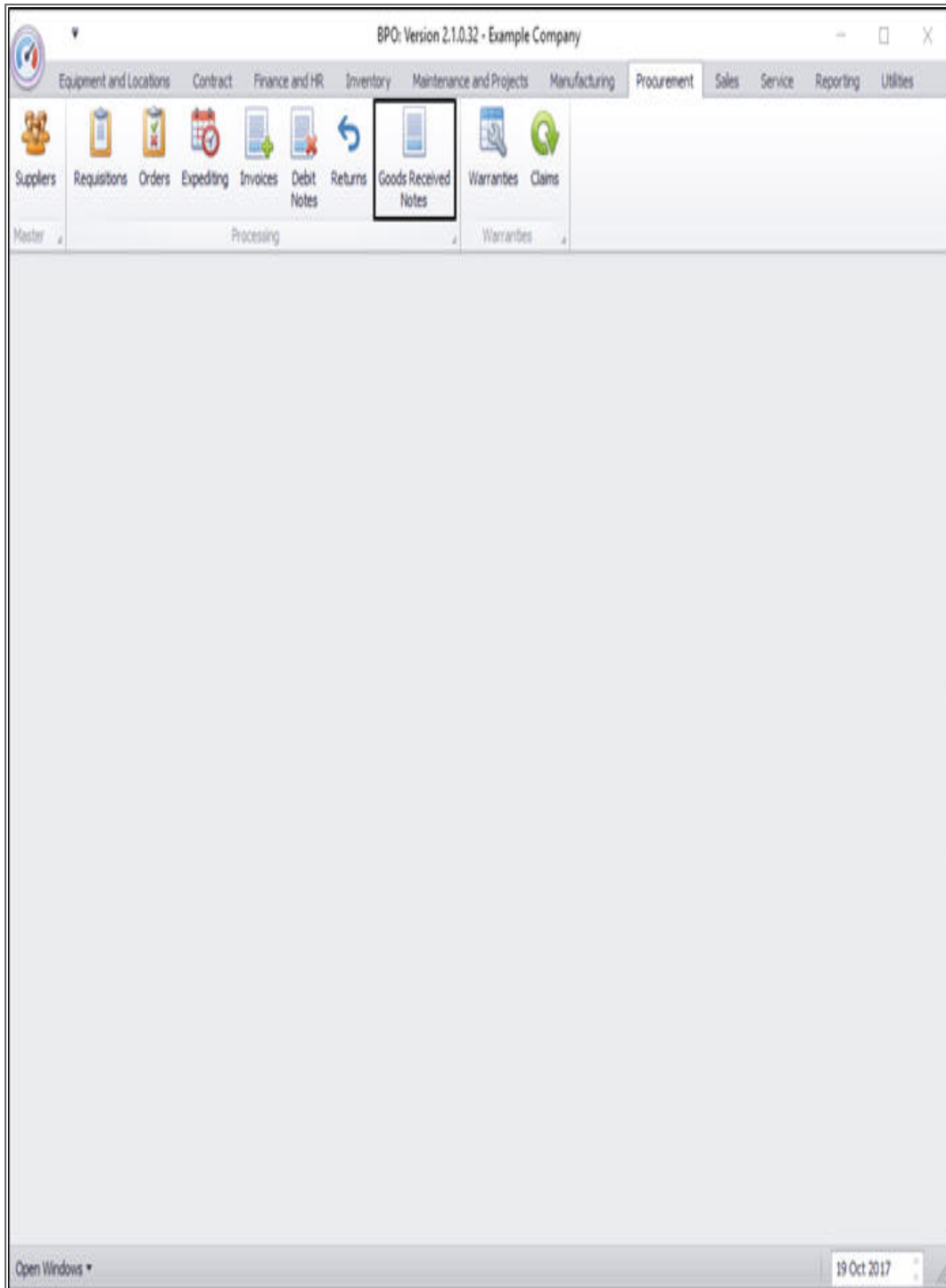
PROCUREMENT

COMPLETE GRN

To correctly complete a GRN, a [Supplier Invoice](#) should be raised and [approved](#).

The only time this **Complete a GRN** method should be used, is where there will not be a supplier invoice for the purchase.

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. A dropdown menu is open for the 'Site' field, showing the following options:

ID	Name
0	All Sites
1	Durban
2	Pretoria

The 'Durban' option is highlighted. Below the dropdown, a table of Goods Received Notes (GRNs) is displayed. The table has the following columns: fdGRNNo, fdStatus, fdIssueRe..., fdPOCode, fdName, fdLastName, fdEventDate, and fdEventTime.

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode	fdName	fdLastName	fdEventDate	fdEventTime
GR00000040	N	PROR	PO0000041	SHA001	Belinda	Shaman	07 May 2014 14:16:31
GR00000041	N	PROR	PO0000042	SHA001	Belinda	Shaman	07 May 2014 15:43:28
GR00000059	N	PROR	PO0000061	SHA001	Belinda	Shaman	26 Jun 2014 13:25:51
GR00000060	N	PROR	PO0000057	SHA001	Belinda	Shaman	26 Jun 2014 13:26:04
GR00000084	N	PROR	PO0000085	SHA001	Belinda	Shaman	04 Jul 2014 11:04:21
GR00000094	N	PROR	PO0000097	SHA001	Belinda	Shaman	21 Jul 2014 14:26:46
GR00000095	N	PROR	PO0000098	SHA001	Belinda	Shaman	24 Jul 2014 09:13:11
GR00000110	N	PROR	PO0000123	SHA001	Belinda	Shaman	05 Aug 2014 15:45:16
GR00000113	N	PROR	PO0000126	SHA001	Belinda	Shaman	13 Aug 2014 14:36:54
GR00000121	N	PROR	PO0000135	DUT001	Susan	Du Toit	23 Sep 2014 14:21:21
GR00000125	N	PROR	PO0000120	DUT001	Susan	Du Toit	26 Sep 2014 08:57:06
GR00000102	N	PROR	PO0000106	SHA001	Belinda	Shaman	05 Aug 2014 12:12:15
GR00000103	N	PROR	PO0000107	SHA001	Belinda	Shaman	05 Aug 2014 12:22:15
GR00000104	N	PROR	PO0000108	SHA001	Belinda	Shaman	05 Aug 2014 12:25:54
GR00000105	N	PROR	PO0000109	SHA001	Belinda	Shaman	05 Aug 2014 12:39:21
GR00000106	N	PROR	PO0000109	SHA001	Belinda	Shaman	05 Aug 2014 12:41:46
GR00000107	N	PROR	PO0000110	SHA001	Belinda	Shaman	05 Aug 2014 13:19:57
GR00000108	N	PROR	PO0000110	SHA001	Belinda	Shaman	05 Aug 2014 13:26:50
GR00000109	N	PROR	PO0000111	SHA001	Belinda	Shaman	05 Aug 2014 13:41:20
GR00000131	N	PROR	PO0000144	DUT001	Susan	Du Toit	26 Sep 2014 11:29:36
GR00000136	N	PROR	PO0000149	DUT001	Susan	Du Toit	29 Sep 2014 13:38:16
GR00000137	N	PROR	PO0000130	DUT001	Susan	Du Toit	29 Sep 2014 13:43:00

- Select the **Status**.
 - This should be set to **New**.

Goods Received Notes Listing - BPO: Version 2.1.0.64 - Example Company

Process: Complete GRN, View GRN, Save Layout, Workspaces, Print GRN, Export, Durban, Refresh

GRNNo	Status	IssueReturnType	POCode	EmployeeNumber	FirstName	LastName	EventDate	EventTime
GR0000022	N	PROR	PO0000024	SHA001	Belinda	Sharman	14 Apr 2014	13:04:33
GR0000040	N	PROR	PO0000041	SHA001	Belinda	Sharman	07 May 2014	14:16:32
GR0000041	N	PROR	PO0000042	SHA001	Belinda	Sharman	07 May 2014	15:43:28
GR0000059	N	PROR	PO0000061	SHA001	Belinda	Sharman	26 Jun 2014	13:25:53
GR0000060	N	PROR	PO0000057	SHA001	Belinda	Sharman	26 Jun 2014	13:26:04
GR0000084	N	PROR	PO0000085	SHA001	Belinda	Sharman	04 Jul 2014	11:04:22
GR0000094	N	PROR	PO0000097	SHA001	Belinda	Sharman	21 Jul 2014	14:26:49
GR0000095	N	PROR	PO0000098	SHA001	Belinda	Sharman	24 Jul 2014	09:13:13
GR0000102	N	PROR	PO0000106	SHA001	Belinda	Sharman	05 Aug 2014	12:12:19
GR0000103	N	PROR	PO0000107	SHA001	Belinda	Sharman	05 Aug 2014	12:22:19
GR0000104	N	PROR	PO0000108	SHA001	Belinda	Sharman	05 Aug 2014	12:25:54
GR0000105	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:39:21
GR0000106	N	PROR	PO0000109	SHA001	Belinda	Sharman	05 Aug 2014	12:41:48
GR0000107	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:19:57
GR0000108	N	PROR	PO0000110	SHA001	Belinda	Sharman	05 Aug 2014	13:26:50
GR0000109	N	PROR	PO0000111	SHA001	Belinda	Sharman	05 Aug 2014	13:41:20
GR0000110	N	PROR	PO0000123	SHA001	Belinda	Sharman	05 Aug 2014	15:45:18
GR0000113	N	PROR	PO0000126	SHA001	Belinda	Sharman	13 Aug 2014	14:36:54
GR0000121	N	PROR	PO0000135	DUT001	Bianca	Du Toit	23 Sep 2014	14:21:22
GR0000125	N	PROR	PO0000120	DUT001	Bianca	Du Toit	26 Sep 2014	08:57:06
GR0000131	N	PROR	PO0000144	DUT001	Bianca	Du Toit	26 Sep 2014	11:29:36
GR0000136	N	PROR	PO0000149	DUT001	Bianca	Du Toit	29 Sep 2014	13:38:18
GR0000137	N	PROR	PO0000130	DUT001	Bianca	Du Toit	29 Sep 2014	13:43:00
GR0000138	N	PROR	PO0000150	DUT001	Bianca	Du Toit	29 Oct 2014	14:41:41
GR0000139	N	PROR	PO0000119	DUT001	Bianca	Du Toit	29 Oct 2014	16:33:18
GR0000140	N	PROR	PO0000151	DUT001	Bianca	Du Toit	06 Nov 2014	11:10:11
GR0000141	N	PROR	PO0000152	DUT001	Bianca	Du Toit	11 Nov 2014	15:48:20
GR0000142	N	PROR	PO0000154	DUT001	Bianca	Du Toit	11 Nov 2014	16:06:11
GR0000143	N	PROR	PO0000155	DUT001	Bianca	Du Toit	11 Nov 2014	16:26:29
GR0000144	N	PROR	PO0000156	DUT001	Bianca	Du Toit	11 Nov 2014	16:43:08
GR0000146	N	PROR	PO0000103	DUT001	Bianca	Du Toit	18 Nov 2014	08:48:38
GR0000147	N	PROR	PO0000153	DUT001	Bianca	Du Toit	18 Nov 2014	08:49:38
GR0000148	N	PROR	PO0000158	DUT001	Bianca	Du Toit	26 Nov 2014	13:05:14
GR0000149	N	PROR	PO0000159	DUT001	Bianca	Du Toit	26 Nov 2014	13:08:57
GR0000150	N	PROR	PO0000160	DUT001	Bianca	Du Toit	07 Jan 2015	10:35:07

SELECT GRN TO COMPLETE

- Select the **row** of the **GRN** you wish to **complete**.
- Click on **Complete 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 GRN Durban New Refresh

Process Format Print Current

Stock GRNs Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR00000367	N	PROR	PO0000385	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000366	N	PROR	PO0000383	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000365	N	PROR	PO0000384	ML001	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
GR00000308	N	PROR	PO0000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08

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GRN INVOICE QUERY

- A **GRN Processing** message box will pop up asking;
 - **Is this GRN, Reference: [] fully invoiced?**
- Click on **Yes**.

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 GRN | Durban | New | Refresh

Process | Format | Print | Current

Stock GRNs | Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR00000367	N	PROR	PO0000385	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000366	N	PROR	PO0000383	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000365	N	PROR	PO0000384	ML001	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				Mark	Mudderveld	30 May 2017	00:00:00
GR00000336	N				Mark	Mudderveld	22 May 2017	00:00:00
GR00000333	N				Mark	Mudderveld	19 May 2017	00:00:00
GR00000332	N				Mark	Mudderveld	19 May 2017	00:00:00
GR00000330	N				Mark	Mudderveld	19 May 2017	00:00:00
GR00000325	N				Mark	Mudderveld	18 May 2017	00:00:00
GR00000324	N				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
GR00000308	N	PROR	PO0000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08

GRN Processing

Is this GRN, Reference : GR00000347 fully invoiced?

Yes No

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- A second message box will pop you informing you that;
 - **The GRN, Reference: [] has been completed.**

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 GRN | Durban | New | Refresh

Process | Format | Print | Current

Stock GRNs | Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode	fdEmployeeNumber	fdFirstName	fdLastName	fdEventDate	fdEventTime
GR00000367	N	PROR	PO0000385	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000366	N	PROR	PO0000383	ML001	Sarah	Milder	05 Oct 2017	00:00:00
GR00000365	N	PROR	PO0000384	ML001	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			dderveld	30 May 2017	00:00:00
GR00000336	N	PROR	PO0000350			dderveld	22 May 2017	00:00:00
GR00000333	N	PROR	PO0000344			dderveld	19 May 2017	00:00:00
GR00000332	N	PROR	PO0000343			dderveld	19 May 2017	00:00:00
GR00000330	N	PROR	PO0000339			dderveld	19 May 2017	00:00:00
GR00000325	N	PROR	PO0000329			dderveld	18 May 2017	00:00:00
GR00000324	N	PROR	PO0000112			dderveld	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
GR00000308	N	PROR	PO0000309	DUT001	Susan	Du Toit	16 Mar 2017	11:36:08

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The GRN, Reference: GR00000347 has been completed

OK

VIEW COMPLETED GRN

- You can now view the **completed** GRN in the **Goods Received Notes Listing** screen where the Status is set to **Completed**.

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 GRN

Durban Completed Refresh

Process Format Print

Stock GRNs Non Stock GRNs

Drag a column header here to group by that column

fdGRNNo	fdStatus	fdIssueRe...	fdPOCode		fdName	fdLastTime	fdEventDate	fdEventTime
GR00000369	M	PROR	PO0000388			Mider	07 Oct 2017	16:42:00
GR00000368	M	PROR	PO0000387	ML001	Sarah	Mider	07 Oct 2017	16:40:37
GR00000364	M	PROR	PO0000382	ML001	Sarah	Mider	29 Sep 2017	09:33:31
GR00000363	M	PROR	PO0000381	ML001	Sarah	Mider	29 Sep 2017	09:24:37
GR00000362	M	PROR	PO0000380	ML001	Sarah	Mider	29 Sep 2017	09:23:00
GR00000361	M	PROR	PO0000379	ML001	Sarah	Mider	28 Sep 2017	13:11:20
GR00000360	M	PROR	PO0000375	DUT001	Susan	Du Toit	21 Jun 2017	15:11:55
GR00000358	M	PROR	PO0000373	SHA001	Belinda	Sharman	20 Jun 2017	15:43:15
GR00000355	M	PROR	PO0000370	MUD001	Mark	Mudderveld	15 Jun 2017	00:00:00
GR00000352	M	PROR	PO0000366	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000350	M	PROR	PO0000364	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000349	M	PROR	PO0000172	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000347	M	PROR	PO0000340	DUT001	Susan	Du Toit	06 Jun 2017	00:00:00
GR00000346	M	PROR	PO0000362	MUD001	Mark	Mudderveld	30 May 2017	00:00:00
GR00000338	M	PROR	PO0000352	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000337	M	PROR	PO0000351	MUD001	Mark	Mudderveld	22 May 2017	00:00:00
GR00000335	M	PROR	PO0000349	DUT001	Susan	Du Toit	22 May 2017	12:49:51
GR00000334	M	PROR	PO0000348	MUD001	Mark	Mudderveld	22 May 2017	09:49:11
GR00000329	M	PROR	PO0000337	MUD001	Mark	Mudderveld	19 May 2017	00:00:00
GR00000328	M	PROR	PO0000334	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000327	M	PROR	PO0000333	MUD001	Mark	Mudderveld	18 May 2017	00:00:00
GR00000326	M	PROR	PO0000330	MUD001	Mark	Mudderveld	18 May 2017	00:00:00

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