




Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

All new procedures and processes should be checked in a 'Test' environment before being applied to the 'Live' business system. Note that fields marked  are mandatory and must have data entered. When commissioning a new module please note that the parameters will need to be set, and reference should be made to datasheet SYS101, System Manager – Module Parameter Settings

Purchase Order - Reversing Goods In

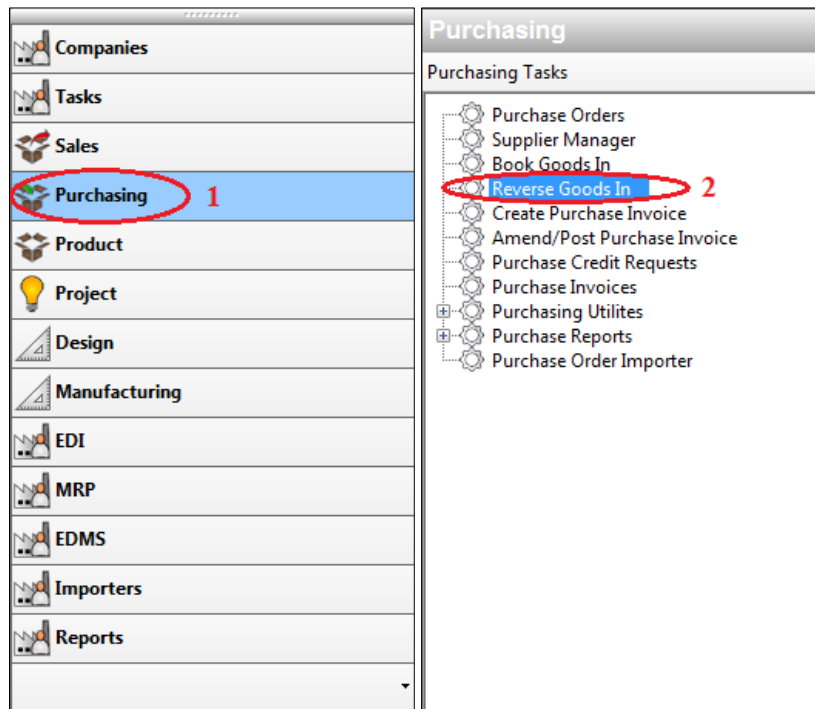
Contents

1. Reverse Goods In	2
2. Reverse Part Goods In	6

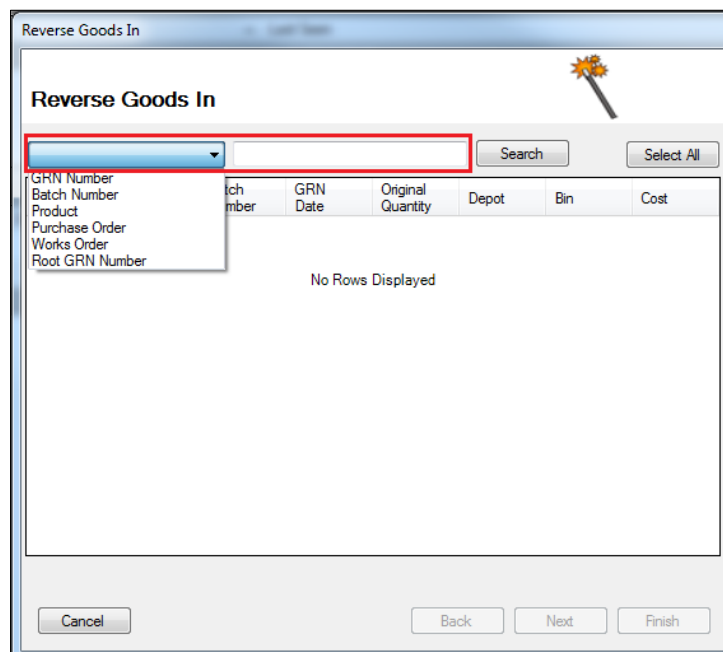
Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

1. Reverse Goods In

a.) To open the Reverse Goods In form, select the 'Purchasing' module then select the 'Reverse Goods In' option.



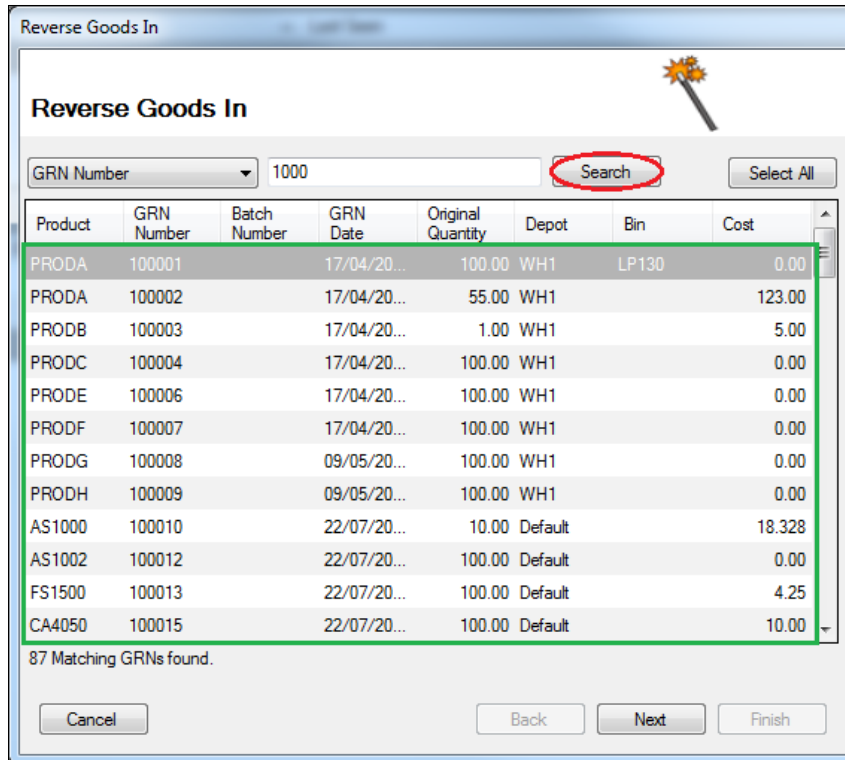
b.) This will open the Reverse Goods In Form, enter the search filter values.



GRN Number	Batch Number	Product	Purchase Order	Works Order	Root GRN Number	GRN Date	Original Quantity	Depot	Bin	Cost
No Rows Displayed										

Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

- c.) Once finished entering the search values, select 'Search'. This will then display the filtered GRNs on the grid.



Reverse Goods In

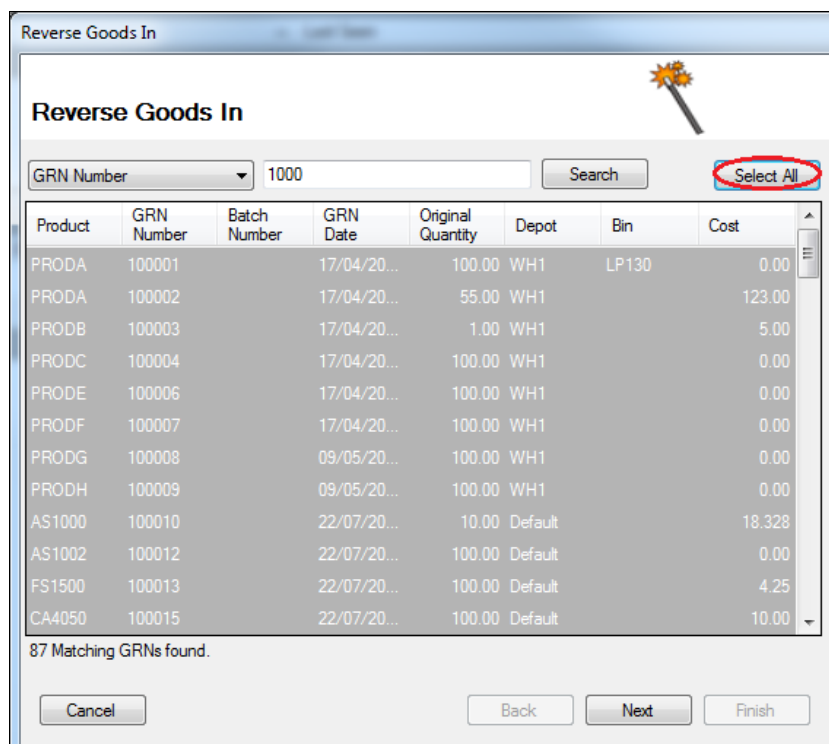
GRN Number: 1000 Search Select All

Product	GRN Number	Batch Number	GRN Date	Original Quantity	Depot	Bin	Cost
PRODA	100001		17/04/20...	100.00	WH1	LP130	0.00
PRODA	100002		17/04/20...	55.00	WH1		123.00
PRODB	100003		17/04/20...	1.00	WH1		5.00
PRODC	100004		17/04/20...	100.00	WH1		0.00
PRODE	100006		17/04/20...	100.00	WH1		0.00
PRODF	100007		17/04/20...	100.00	WH1		0.00
PRODG	100008		09/05/20...	100.00	WH1		0.00
PRODH	100009		09/05/20...	100.00	WH1		0.00
AS1000	100010		22/07/20...	10.00	Default		18.328
AS1002	100012		22/07/20...	100.00	Default		0.00
FS1500	100013		22/07/20...	100.00	Default		4.25
CA4050	100015		22/07/20...	100.00	Default		10.00

87 Matching GRNs found.

Cancel Back Next Finish

- d.) The 'Select All' button will select every GRN shown on the grid.



Reverse Goods In

GRN Number: 1000 Search Select All

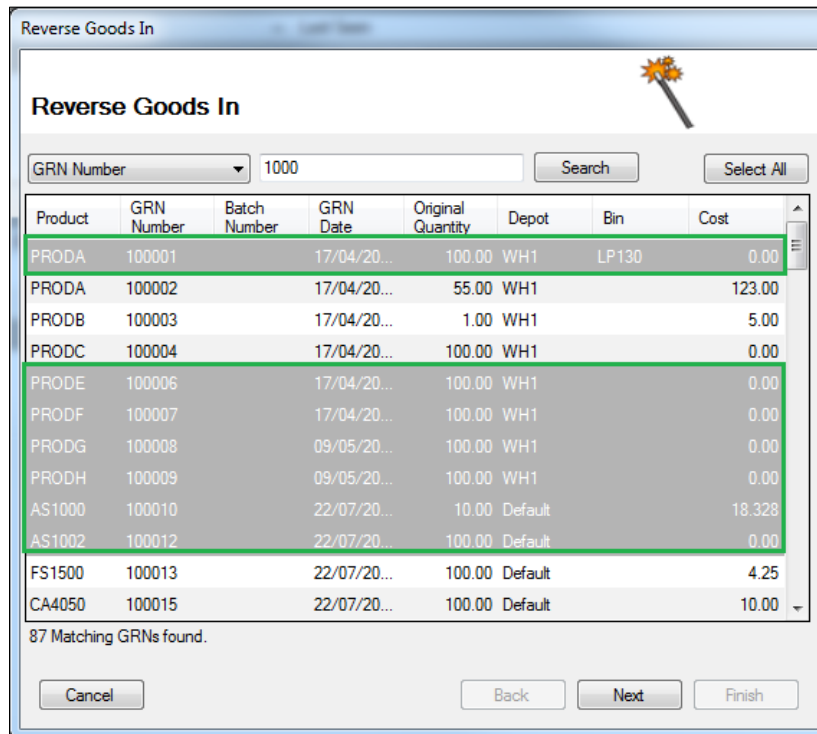
Product	GRN Number	Batch Number	GRN Date	Original Quantity	Depot	Bin	Cost
PRODA	100001		17/04/20...	100.00	WH1	LP130	0.00
PRODA	100002		17/04/20...	55.00	WH1		123.00
PRODB	100003		17/04/20...	1.00	WH1		5.00
PRODC	100004		17/04/20...	100.00	WH1		0.00
PRODE	100006		17/04/20...	100.00	WH1		0.00
PRODF	100007		17/04/20...	100.00	WH1		0.00
PRODG	100008		09/05/20...	100.00	WH1		0.00
PRODH	100009		09/05/20...	100.00	WH1		0.00
AS1000	100010		22/07/20...	10.00	Default		18.328
AS1002	100012		22/07/20...	100.00	Default		0.00
FS1500	100013		22/07/20...	100.00	Default		4.25
CA4050	100015		22/07/20...	100.00	Default		10.00

87 Matching GRNs found.

Cancel Back Next Finish

Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

e.) The GRNs can also be selected individually.
(Note: By holding ctrl you can select multiple GRNs.)



Reverse Goods In

Reverse Goods In

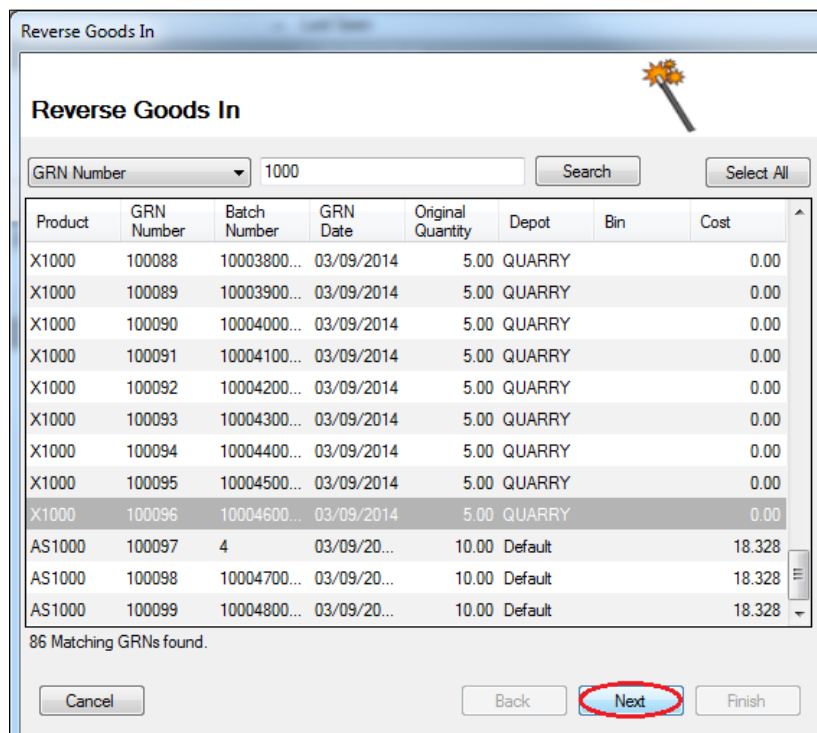
GRN Number: 1000 Search Select All

Product	GRN Number	Batch Number	GRN Date	Original Quantity	Depot	Bin	Cost
PRODA	100001		17/04/20...	100.00	WH1	LP130	0.00
PRODA	100002		17/04/20...	55.00	WH1		123.00
PRODB	100003		17/04/20...	1.00	WH1		5.00
PRODC	100004		17/04/20...	100.00	WH1		0.00
PRODE	100006		17/04/20...	100.00	WH1		0.00
PRODF	100007		17/04/20...	100.00	WH1		0.00
PRODG	100008		09/05/20...	100.00	WH1		0.00
PRODH	100009		09/05/20...	100.00	WH1		0.00
AS1000	100010		22/07/20...	10.00	Default		18.328
AS1002	100012		22/07/20...	100.00	Default		0.00
FS1500	100013		22/07/20...	100.00	Default		4.25
CA4050	100015		22/07/20...	100.00	Default		10.00

87 Matching GRNs found.

Cancel Back Next Finish

f.) Once complete, select 'Next'.



Reverse Goods In

Reverse Goods In

GRN Number: 1000 Search Select All

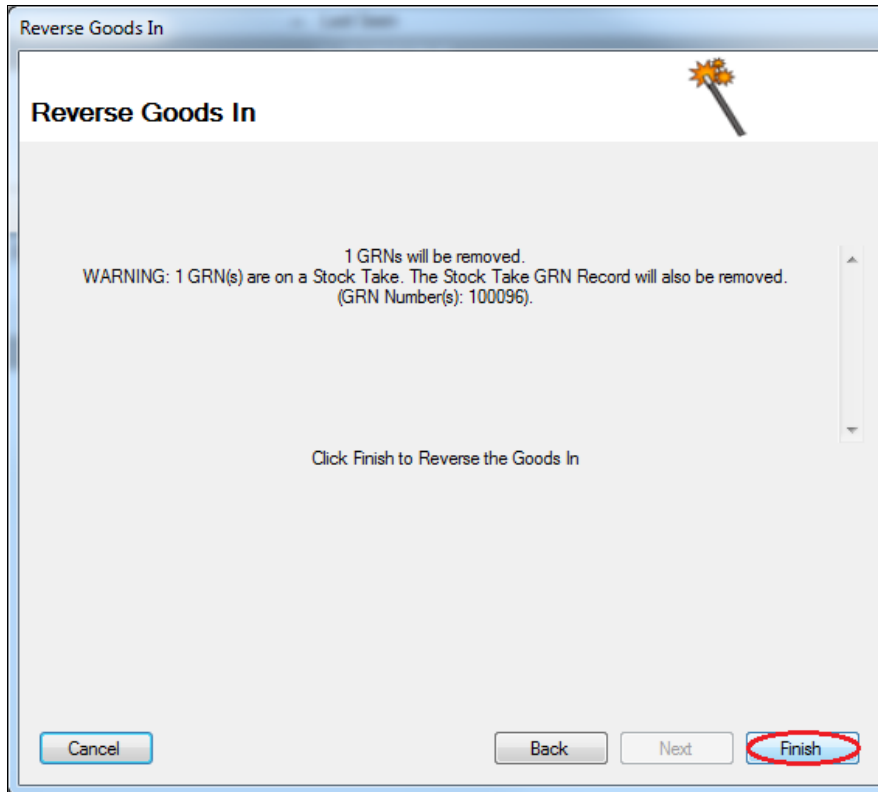
Product	GRN Number	Batch Number	GRN Date	Original Quantity	Depot	Bin	Cost
X1000	100088	10003800...	03/09/2014	5.00	QUARRY		0.00
X1000	100089	10003900...	03/09/2014	5.00	QUARRY		0.00
X1000	100090	10004000...	03/09/2014	5.00	QUARRY		0.00
X1000	100091	10004100...	03/09/2014	5.00	QUARRY		0.00
X1000	100092	10004200...	03/09/2014	5.00	QUARRY		0.00
X1000	100093	10004300...	03/09/2014	5.00	QUARRY		0.00
X1000	100094	10004400...	03/09/2014	5.00	QUARRY		0.00
X1000	100095	10004500...	03/09/2014	5.00	QUARRY		0.00
X1000	100096	10004600...	03/09/2014	5.00	QUARRY		0.00
AS1000	100097	4	03/09/20...	10.00	Default		18.328
AS1000	100098	10004700...	03/09/20...	10.00	Default		18.328
AS1000	100099	10004800...	03/09/20...	10.00	Default		18.328

86 Matching GRNs found.

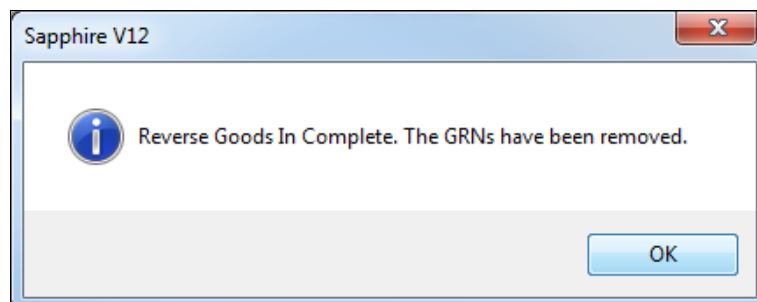
Cancel Back Next Finish

Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

g.) This will then display details of the GRNs being reversed. Once complete, select 'Finish'.
(Note: GRNs that have issues made cannot be reversed.)



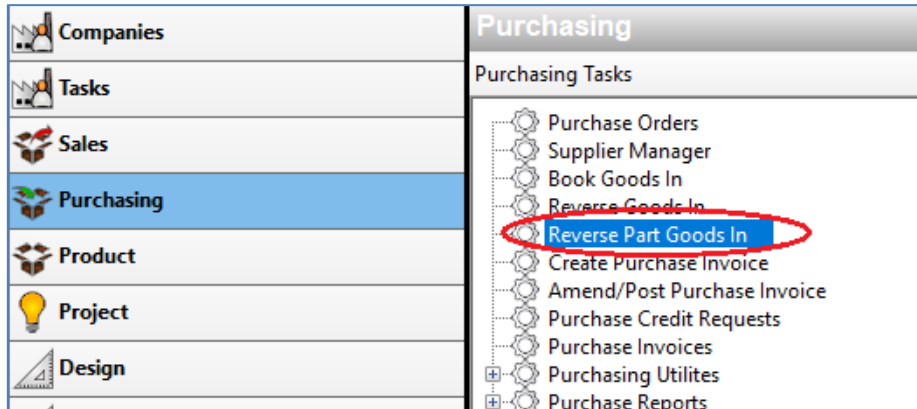
h.) This will open a message box, confirming the GRNs having been reversed. Select 'OK'.



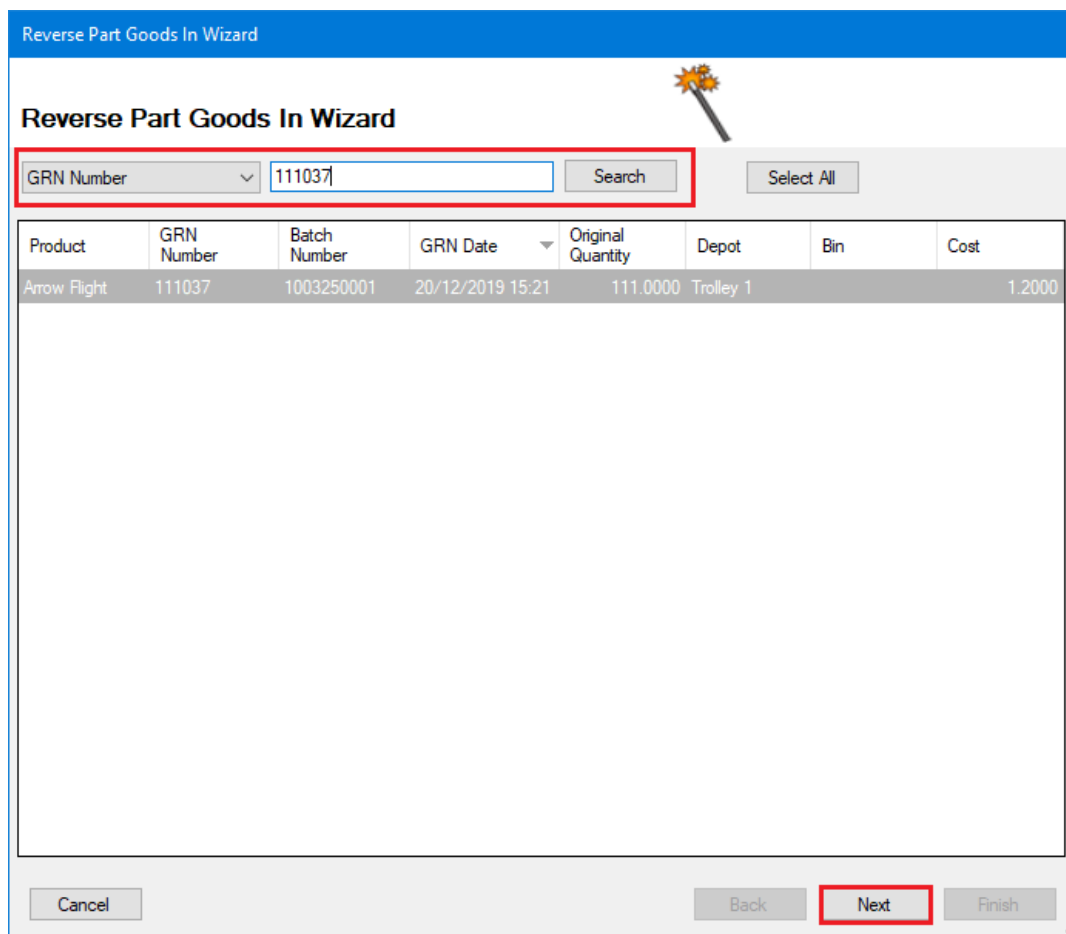
Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

2. Reverse Part Goods In

- a) To Reverse Part Goods In, first select the Purchasing Module, then double-click Reverse Part Goods In.



- b) Use the search function to find the correct GRN which will be Part Reversed, then select Next.



Reverse Part Goods In Wizard

Reverse Part Goods In Wizard

GRN Number: 111037 Search Select All

Product	GRN Number	Batch Number	GRN Date	Original Quantity	Depot	Bin	Cost
Arrow Flight	111037	1003250001	20/12/2019 15:21	111.0000	Trolley 1		1.2000

Cancel Back Next Finish

Datasheet Number & Version	POP116 Ver2
Based on Software Build No.	12.6.1.12182
Function	Reversing GRNs
Module(s)	Purchasing
Datasheet Name	Purchase Order – Reversing Goods In

- c) Double-click the Quantity To Reverse field to edit the amount that will be Part Reversed, then select Finished.

(Note: A GRN can only be Part Reversed equal to the remaining current quantity that has not been allocated or issued.)

Reverse Part Goods In Wizard

Reverse Part Goods In Wizard

Selected GRNs

Product	GRN Number	Batch Number	GRN Date	Depot	Bin	Cost	Original Quantity	Current Quantity	Allocated	Issued	Quantity To Reverse
Arrow Fl...	111037	100325...	20/12/2...	Trolley 1		1.2000	111.0000	111.0000	0.0000	0.0000	10.0000

Buttons: Cancel, Back, Next, Finish

- d) The following confirmation window will appear, select OK to dismiss.

Sapphire V12

i Reverse Part Goods In Complete. The GRNs have been reversed.

OK