



# 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:

The screenshot displays the UNIT4 Agresso software interface. At the top, the header reads 'UNIT4 Agresso'. Below this is a 'Menu' section with a 'Procurement' sub-menu highlighted. The main content area is divided into three columns: 'Requisitions', 'Purchase orders', and 'Supplier information'. The 'Purchase orders' column contains a list of options, with 'Goods receipt' highlighted in blue. Other options in this column include 'Purchase order', 'Purchase order printout', 'Order amendment/confirmation', 'Goods return', 'Purchase order details', 'Workflow enquiry - Purchase orders', 'Workflow user log - Purchase orders', 'Order confirmation enquiry', 'Workflow enquiry - Order confirmation', 'Workflow user log - Order confirmation', 'Workflow enquiry - Goods receipt', 'Workflow user log - Goods receipt', 'Workflow enquiry - Missing goods recei...', and 'Workflow user log - Missing goods recei...'. The 'Supplier information' column contains a single option: 'Suppliers'.

Requisitions	Purchase orders	Supplier information
<ul style="list-style-type: none"><li>Requisitions - standard</li><li>Workflow enquiry - Requisitions</li><li>Workflow user log - Requisitions</li><li>Own requisitions</li></ul>	<ul style="list-style-type: none"><li>Purchase order</li><li>Purchase order printout</li><li>Order amendment/confirmation</li><li><b>Goods receipt</b></li><li>Goods return</li><li>Purchase order details</li><li>Workflow enquiry - Purchase orders</li><li>Workflow user log - Purchase orders</li><li>Order confirmation enquiry</li><li>Workflow enquiry - Order confirmation</li><li>Workflow user log - Order confirmation</li><li>Workflow enquiry - Goods receipt</li><li>Workflow user log - Goods receipt</li><li>Workflow enquiry - Missing goods recei...</li><li>Workflow user log - Missing goods recei...</li></ul>	<ul style="list-style-type: none"><li>Suppliers</li></ul>

# Goods Receipt

Once open the Goods Receipt task should look as follows:

UNIT4 Agresso
Goods receipt X

**Order information**

Order number  Order status

Supplier

**References**

Requested by

External reference

Invoice number

**Order details**

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
0			0.00	0.00	0.00	0.00		0.00	<input type="checkbox"/>
Σ			0.00		0.00	0.00			

**GL Analysis**

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Tax code	Tax system	Percent	Amount
<input type="button" value="Delete"/>											

# Goods Receipt

Enter the Purchase Order (PO) number to display the information related to the order:

**UNIT4 Agresso**

Goods receipt X

**Order information**

Order number: 20030317  
Order status: Ordered  
Supplier: SIGMA-ALDRICH COMPANY LTD

**References**

Requested by: Daniel Robert Steward  
External reference:  
Invoice number:

**Order details**

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
1	LK001 LAB-Consumables	LAB-Consumables	1.00	18.90	0.00	1.00	EA	18.90	<input type="checkbox"/>
2	LK001	LAB-Consumables	1.00	40.20	0.00	1.00	EA	40.20	<input type="checkbox"/>
3	QD001	MAIL-Delivery and Carriage	1.00	15.00	0.00	1.00	EA	15.00	<input type="checkbox"/>
<b>Σ</b>			3.00		0.00	3.00			

Set received to zero | Rest cancelled | Batch and serial information

**GL Analysis**

Account	Costc	Project	Workord	Product	Tax code	Tax system	Percent	Amount
4075	650A	G1023	G1023-01	LK001	PS	PR	100.00	18.90
<b>Σ</b>							100.00	18.90

Save | Clear | Workflow user log | Export | Log book

# 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).

If you have ordered a quantity of 5 for one item and have been made aware that you are not going to receive the full order you should change the value in 'Qty. received' to the correct quantity and then tick the box in the 'Rest cancelled' column. If you have a quantity of 1 that you know you are not going to receive adjust the value in the 'Qty. received' column to 0 then tick the rest cancelled box.

On this occasion we have received the first item and been charged for the delivery.

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.

Please be aware that the purpose of the Goods Receipt is to confirm the quantity you received not the value. Agresso has another process to deal with any difference in value with the PO and the invoice.

# Goods Receipt

If you receive another delivery for the order you have placed, Agresso will look as follows:

**UNIT4 Agresso**

Goods receipt X

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**Order information**

Order number: 20030317      Order status: **Ordered**

Supplier: SIGMA-ALDRICH COMPANY LTD

**References**

Requested by: Daniel Robert Steward

External reference:

Invoice number:

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**Order details**

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
1	LK001 LAB-Consumables	LAB-Consumables	1.00	18.90	1.00	0.00	EA	18.90	<input type="checkbox"/>
2	LK001	LAB-Consumables	1.00	40.20	0.00	1.00	EA	40.20	<input type="checkbox"/>
3	QD001	MAIL-Delivery and Carriage	1.00	15.00	1.00	0.00	EA	15.00	<input type="checkbox"/>
<b>Σ</b>			3.00		2.00	1.00			

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**GL Analysis**

Account	Costo	Project	Workord	Product	Tax code	Tax system	Percent	Amount
4075	650A	G1023	G1023-01	LK001	PS	PR	100.00	18.90
<b>Σ</b>							100.00	18.90

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# Goods Receipt

Again the 'Qty. received' column will automatically be populated with the outstanding quantity left on the order you placed.

You can now see that the amounts that have previously received in the 'Qty. received' have been populated in the 'Previously received' column.

On this occasion we have received the second item and been charged for delivery, if your order only had one delivery charge you can still receipt additional quantity against the order line.

The order detail before saving should look like this:

Order details											
<input type="checkbox"/>	Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	
<input type="checkbox"/>	1	LK001	LAB-Consumables	1.00	18.90	1.00	0.00	EA	18.90	<input type="checkbox"/>	
<input type="checkbox"/>	2	LK001	LAB-Consumables	1.00	40.20	0.00	1.00	EA	40.20	<input type="checkbox"/>	
<input type="checkbox"/>	3	QD001 MAIL-Delivery and Carriage	MAIL-Delivery and Carriage	1.00	15.00	1.00	<input type="text" value="1.00"/>	EA	15.00	<input type="checkbox"/>	
Σ				3.00		2.00	2.00				

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.

# Goods Receipt

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

✓ Receipt no: 40031334

You can go back in to check that details, which should now look like:

UNIT4 Agresso

Goods receipt x

**Order information**

Order number: 20030317  
Supplier: SIGMA-ALDRICH COMPANY LTD

Order status: **Ordered**

**References**

Requested by: Daniel Robert Steward

External reference:

Invoice number:

**Order details**

Order line	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled
1	LK001	LAB-Consumables	1.00	18.90	1.00	0.00	EA	18.90	<input type="checkbox"/>
2	LK001	LAB-Consumables	1.00	40.20	1.00	0.00	EA	40.20	<input type="checkbox"/>
3	QD001	MAIL-Delivery and Carriage	1.00	15.00	2.00	0.00	EA	15.00	<input type="checkbox"/>
Σ			3.00		4.00	0.00			

**GL Analysis**

Account	Costo	Project	Workord	Product	Tax code	Tax system	Percent	Amount	
4075	650A	G1023	G1023-01	LK001	PS	PR	100.00	18.90	
Σ								100.00	18.90

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.