How to Guide:
Process a GRV

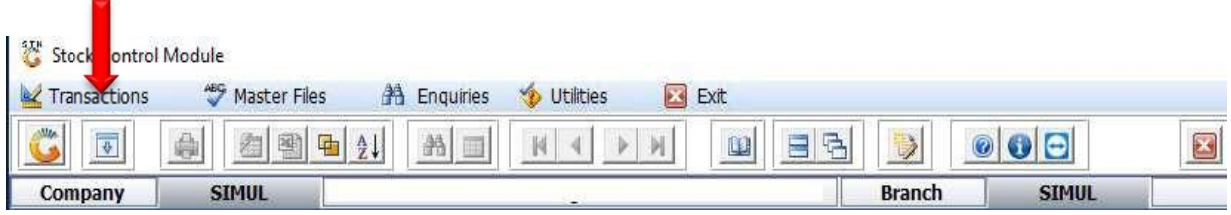*Aug 2020*

How to Process a GRV (Goods Received Voucher)

1. Log into Genesis Menu
2. Select **Stock Control** from the main menu
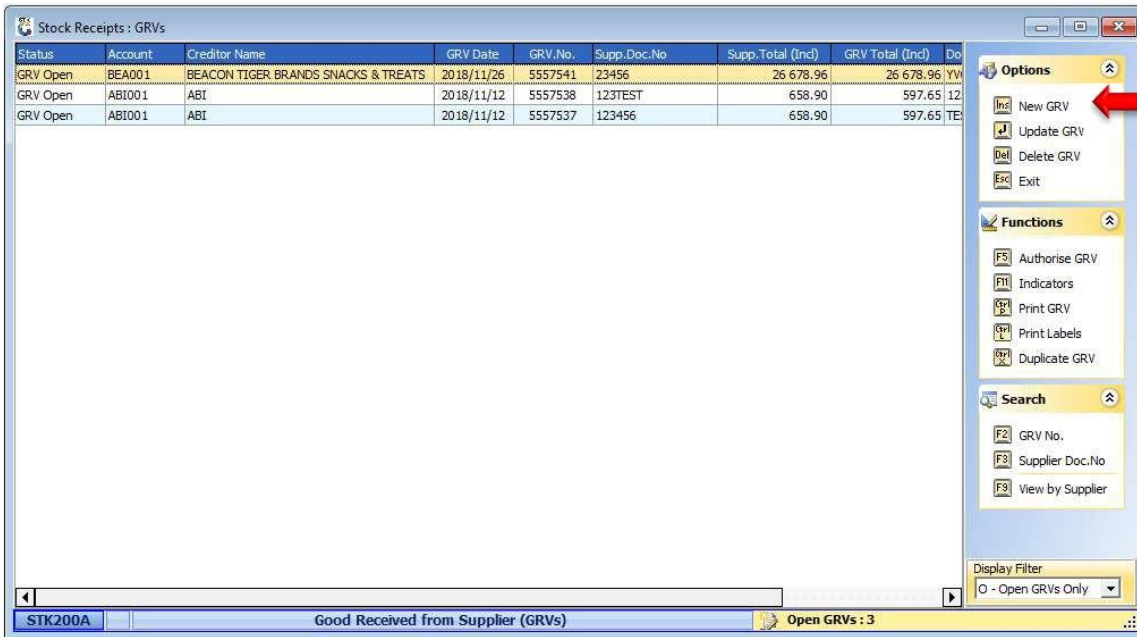

3. Select **Transactions**.

4. Select **Stock Receipts (GRVs)**
   It is important to note that you would not be able to complete the GRV unless all stock codes exist in the Stock Master.

5. Press the **Insert Button** on your keyboard or select **New GRV** from the righthand Option menu

6. Select the related **Supplier/Creditor** from the grid and press **Enter** on your keyboard or click on **Select Creditor** under the options menu.
You can use the search functions from the righthand side **Search** menu to find the applicable creditor.

7. The following information in **Bold** must be completed on the screen. **Please use enter to move from one field to another. This will ensure that the information is updated.**

    - **GTV Date** = The field will display the current date of your workstation. Amend if so required.
    - Order Number = If you have done a Purchase order you can link it to the grv , if not leave it blank
    - **Document number** = Capture the supplier invoice/document number.
    - **Document date** = The field will display the current date of your workstation. Amend to the date of the supplier invoice/document.
    - Reference = Capture a reference that you want to allocate to the GRV or leave blank.
    - ***Doc. Total INCL =** Capture the total inclusive amount of the supplier invoice/document.
    - ***Document VAT =** Capture the VAT amount indicated on the supplier invoice/document
      *The system uses these totals to calculate against detailed lines captured to ensure accuracy

8. The **Lines** menu will appear at the bottom right-hand side of the screen. Press **Insert** on your keyboard or click on **Add Line** in the Lines menu.
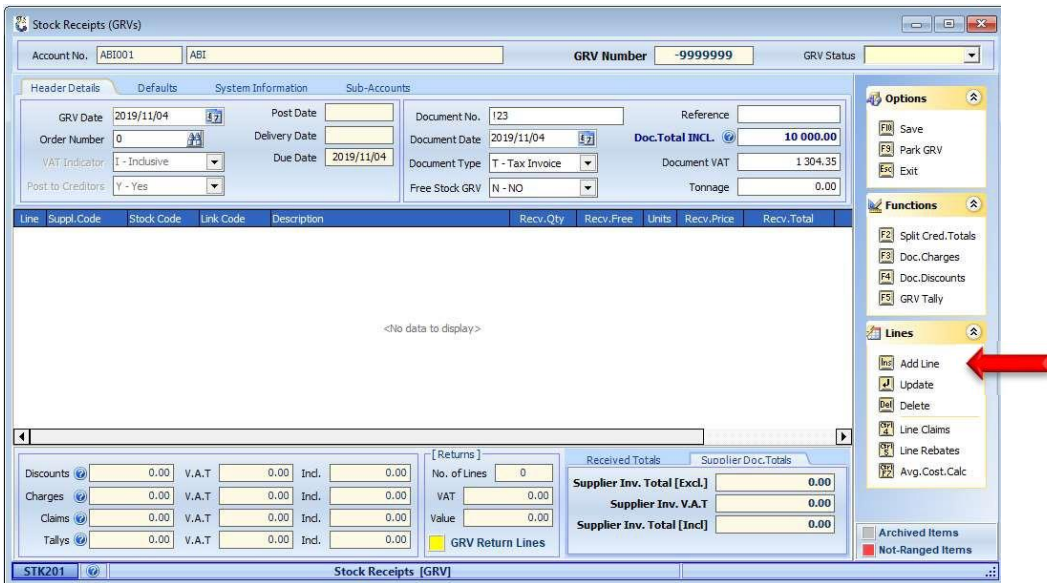
9. Capture the Stock Code and press **Enter** on your keyboard. You can also use the **?** button next to **Stock Code** to select the stock item from the stock Master.
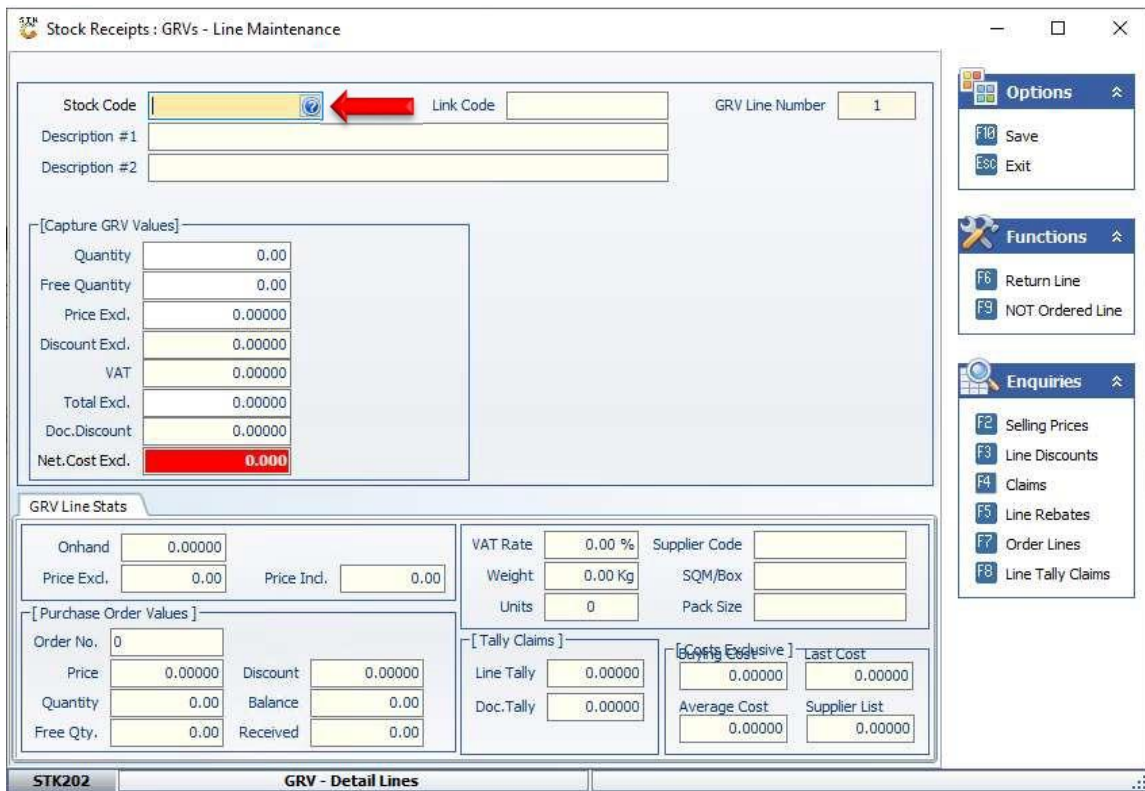
10. If the stock Item is linked, the following screen will be displayed. Select the appropriate item from the grid and press **Enter** on your keyboard or click on **Select Item** from the Options menu.
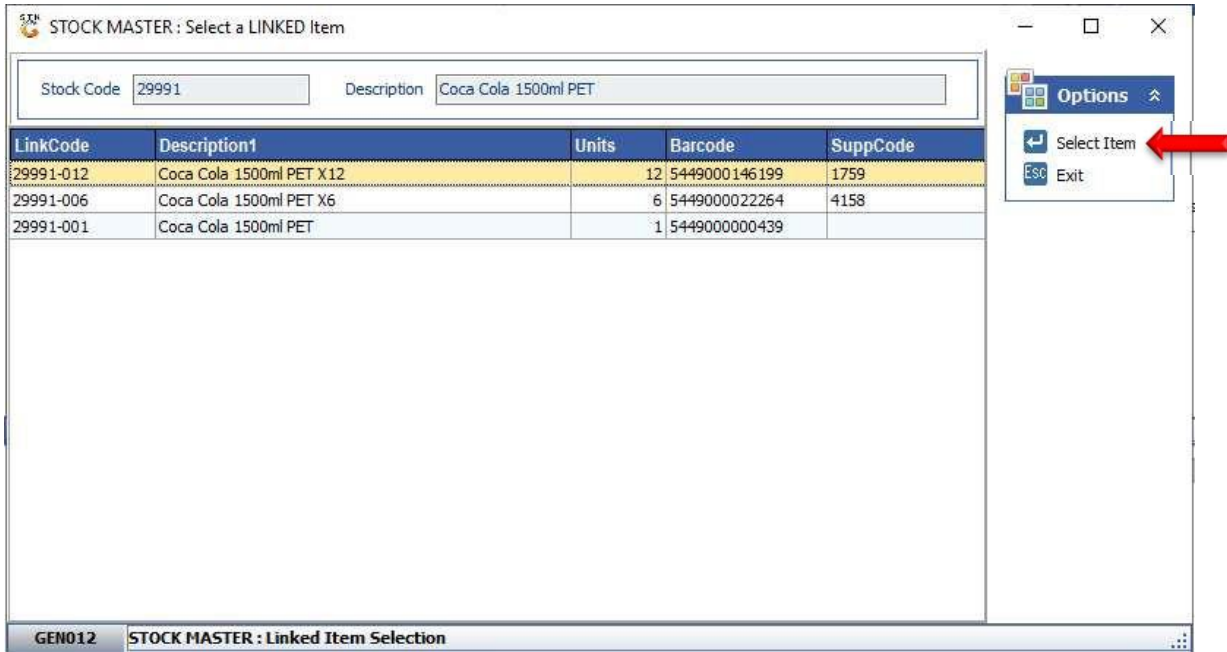
11. Capture each field required and press **Enter** on your keyboard. E.g. **Quantity** etc. Amend the **Price Excl** if the Price displayed are not the same than the price on the Supplier Invoice. Continue pressing **Enter** through the fields until the stock items is added to the grid.

12. Should the following message appear, press **Y** on your keyboard or click on the **Yes** button.
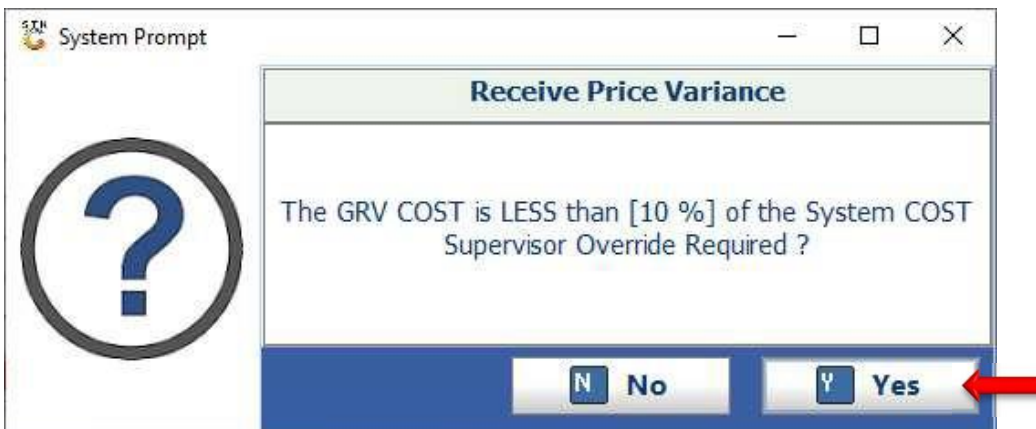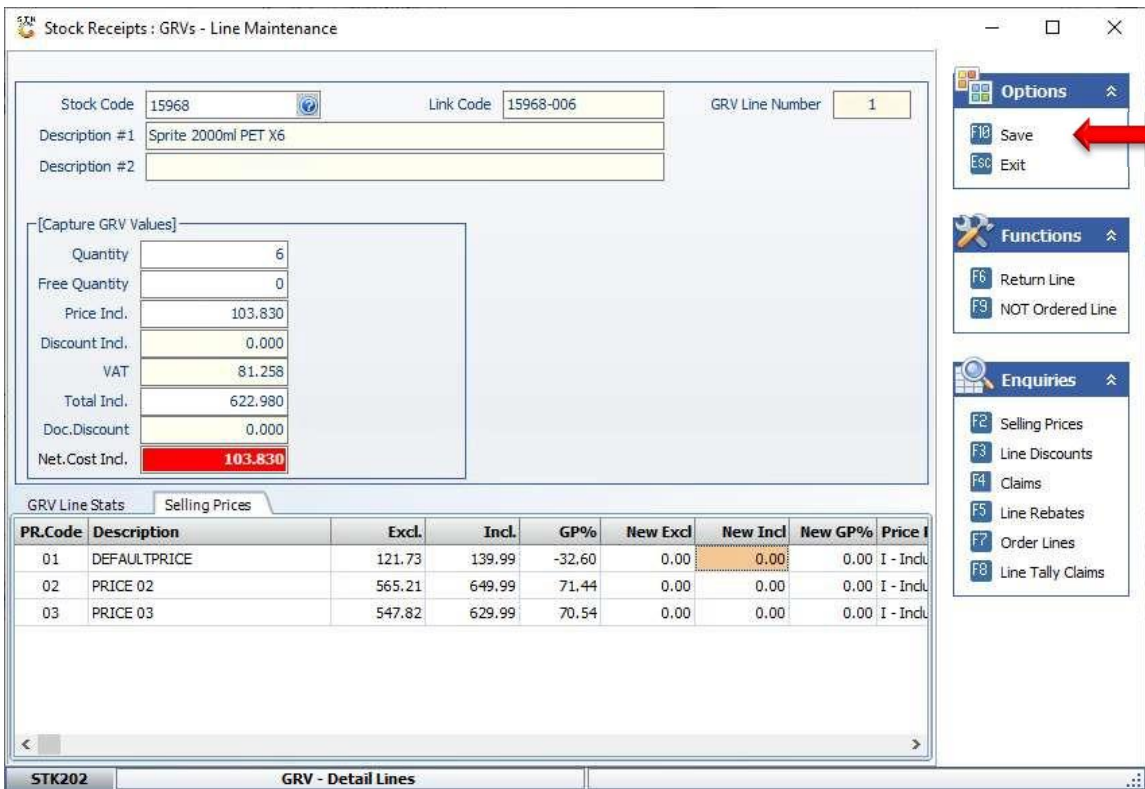
13. Capture Supervisor Code and Password and press **F10** on the keyboard or click on the **Proceed** button.
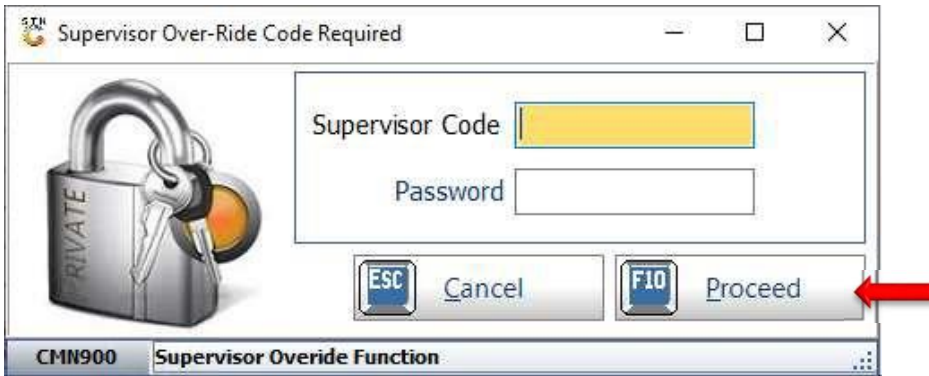
14. You may amend the selling price/s by capturing either the **New Inclusive** or **New Exclusive** values.
15. Press **F10** on your keyboard or click on **Save** under the Options Menu

16. Continue to **Add Lines** until all stock items received from the supplier have been captured. Ensure that the **Doc.Total INCL** correspond to the **Received Totals** at the right-hand bottom of the screen.
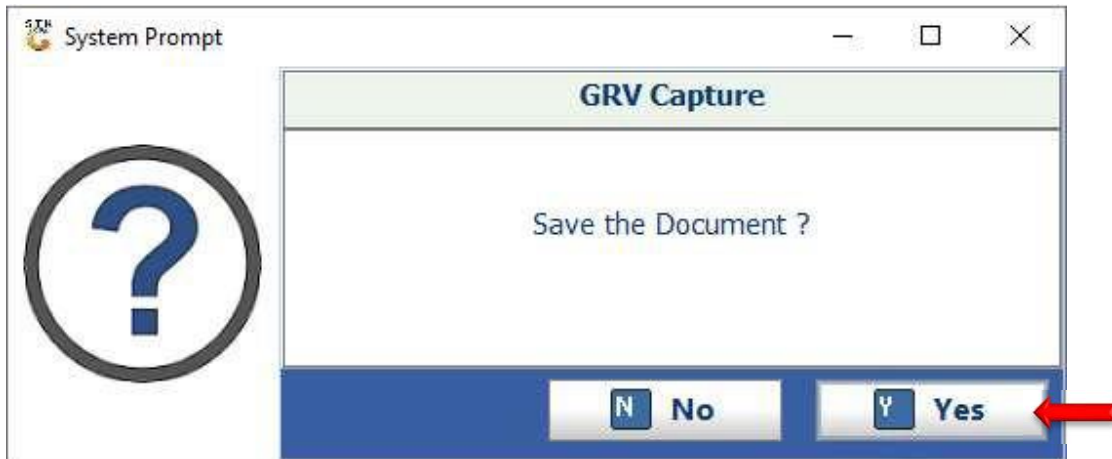

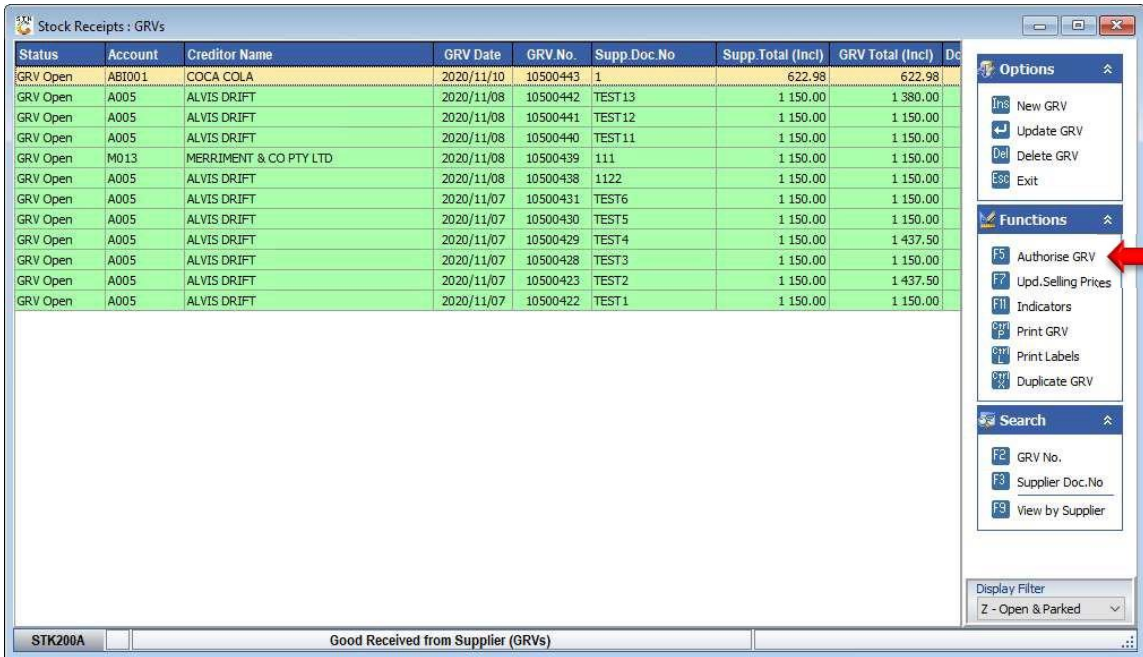17. Press **F10** on your keyboard or click on **Save** under the Options Menu

18. Press **Y** on your keyboard or click on the **Yes** button. If you do not want to save the GRV, press **N** on your keyboard or click on the **No** button.

19. Press **Enter** on your keyboard or click on the **Close** button.

20. Select the GRV from the grid and press **F5** on your keyboard or click on **Authorise GRV** under the Function Menu. Once the GRV is authorised, the stock and creditors will be updated.

21. Press **Y** on your keyboard or click on the **Yes** button. If you do not want to authorise the GRV, press **N** on your keyboard or click on the **No** button

22. Press **Enter** on your keyboard or click on the **Close** button

And that concludes the User Guide 🤗