



How to Guide: Process a GRV

Aug 2020



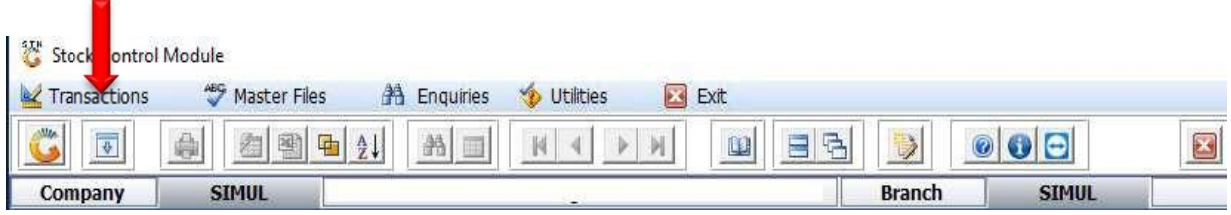
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How to Process a GRV (Goods Received Voucher)

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



3. Select **Transactions**.

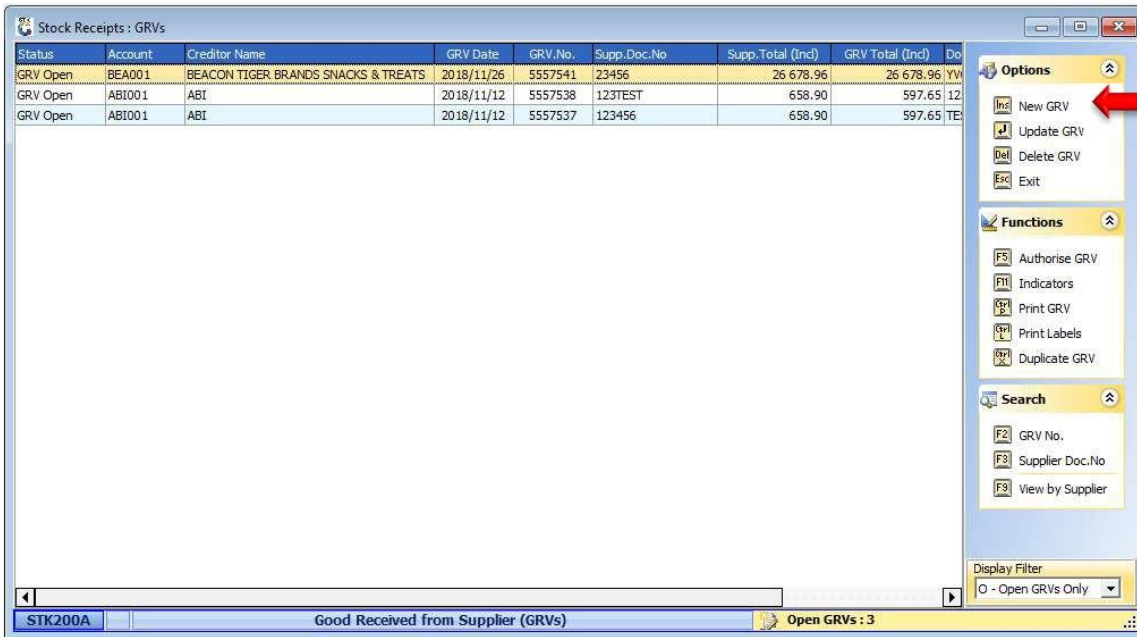


4. Select **Stock Receipts (GRVs)**

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.



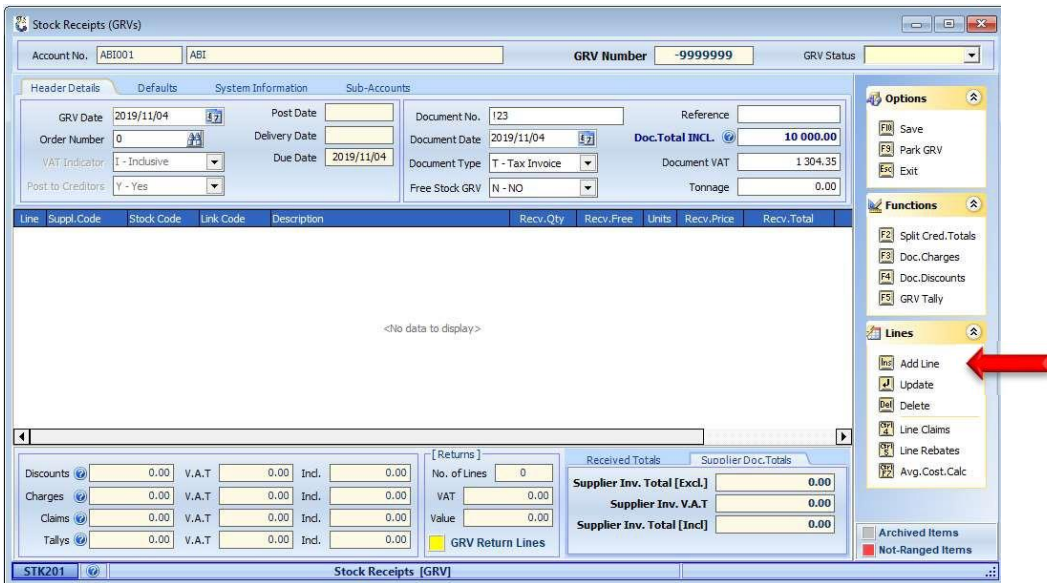
7. The following information in **Bold** must be completed on the screen. **Please use enter to move from one field to another. This will ensure that the information is updated.**
- **GTV Date** = The field will display the current date of your workstation. Amend if so required.
 - Order Number = If 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

The screenshot displays the 'Stock Receipts (GRVs)' window. The 'Header Details' section is circled in red and contains the following fields:

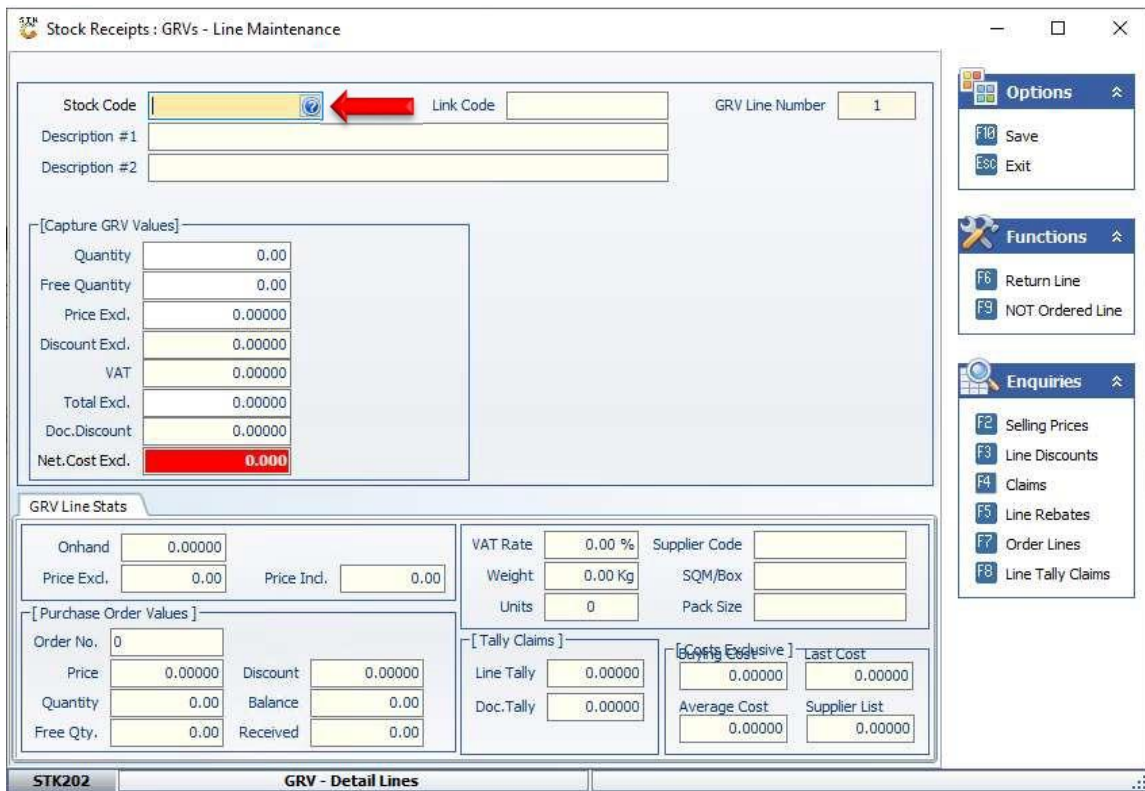
- Account No.: B014
- Supplier: BABYLONSTOREN PTY LTD
- GRV Number: 11000857
- GRV Status: (dropdown)
- GRV Date: 2020/11/09
- Order Number: 0
- VAT Indicator: (dropdown)
- Post to Creditors: Y - Yes
- Document No.: (empty)
- Supplier Invoice No.: (empty)
- Document Date: 2020/11/09
- Document Type: T - Tax Invoice
- Free Stock GRV: N - NO
- Reference: (empty)
- Doc.Total INCL: 0.00
- Document VAT: 0.00
- Tonnage: 0.00

The 'Returns' section shows a table with columns for Discounts, Charges, Claims, and Tallys, each with sub-columns for V.A.T and Ind. values, all currently at 0.00. The 'Received Totals' section shows 'Supplier Inv. Total [Excl.]', 'Supplier Inv. V.A.T', and 'Supplier Inv. Total [Incl]' all at 0.00.

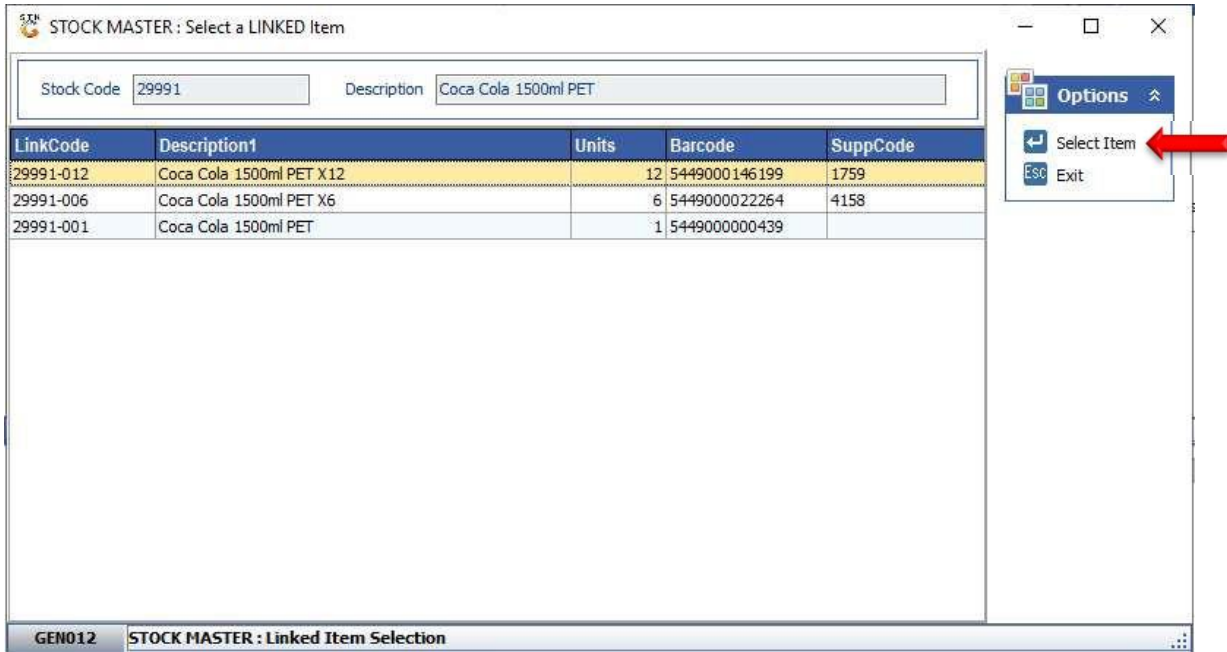
8. The **Lines** menu will appear at the bottom right-hand side of the screen. Press **Insert** on your keyboard or click on **Add Line** in the Lines menu.



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.

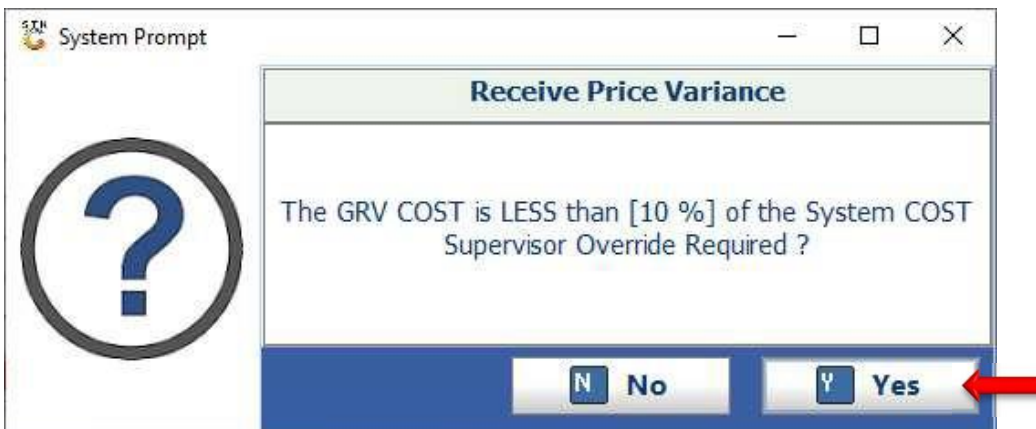


10. If the stock Item is linked, the following screen will be displayed. Select the appropriate item from the grid and press **Enter** on your keyboard or click on **Select Item** from the Options menu.

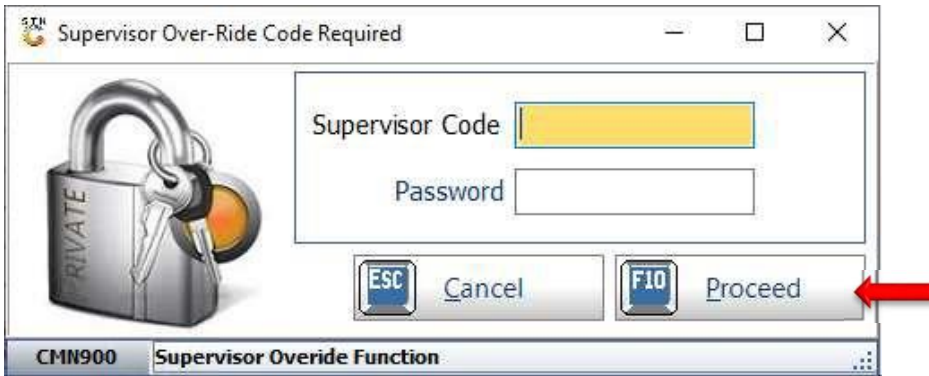


11. Capture each field required and press **Enter** on your keyboard. E.g. **Quantity** etc. Amend the **Price Excl** if the Price displayed are not the same than the price on the Supplier Invoice. Continue pressing **Enter** through the fields until the stock items is added to the grid.

12. Should the following message appear, press **Y** on your keyboard or click on the **Yes** button.

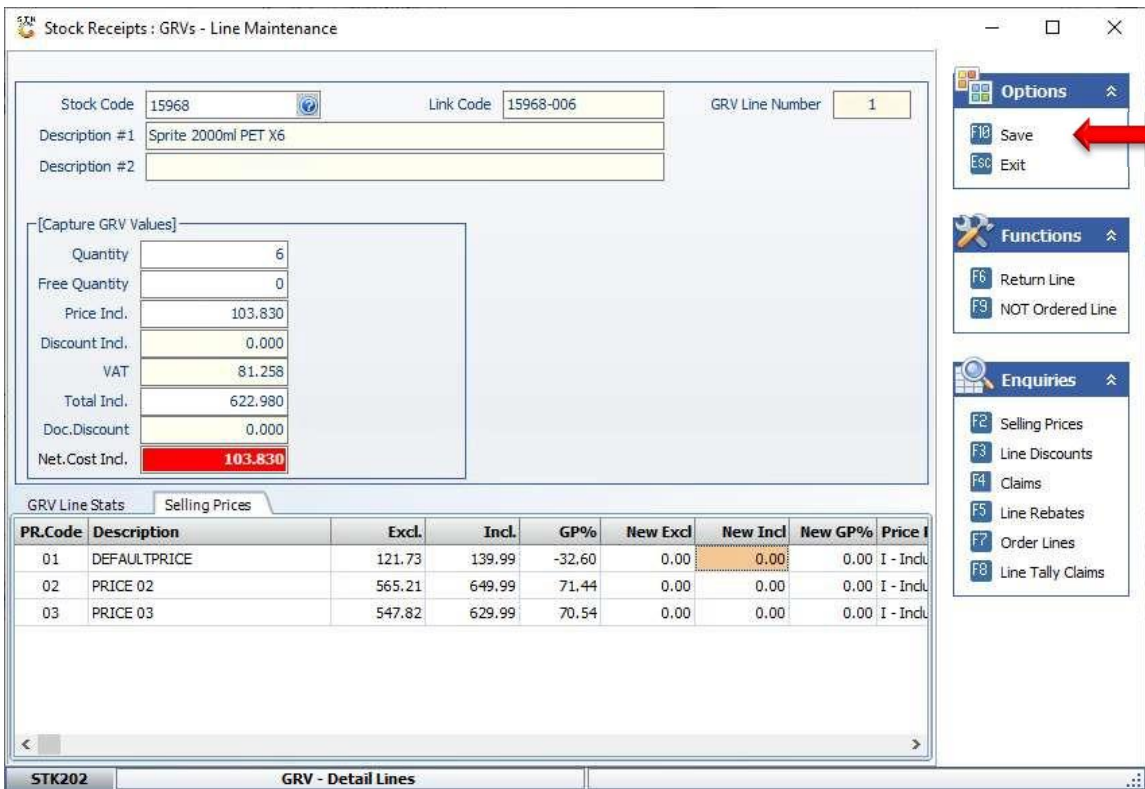


13. Capture Supervisor Code and Password and press **F10** on the keyboard or click on the **Proceed** button.



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.

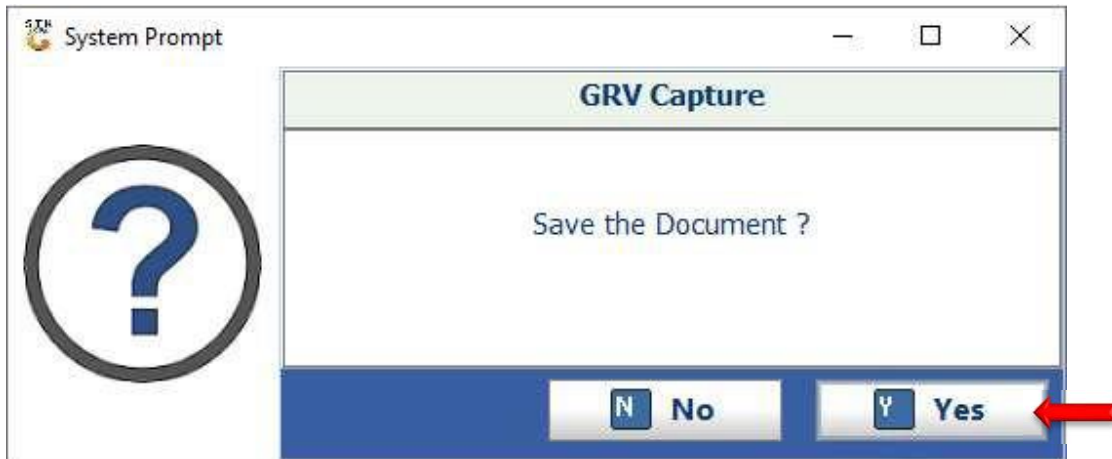
The screenshot shows the 'Stock Receipts (GRVs)' window for account 'ABI001' and supplier 'COCA COLA'. The GRV Number is 11000059. The 'Doc.Total INCL' is 622.98. The 'Received Totals' section shows 'Supplier Inv. Total [Incl]' as 622.98. The 'Supplier Inv. Total [Excl.]' is 541.72 and 'Supplier Inv. V.A.T' is 81.26. The table below shows one line item:

| Line | Suppl.Code | Stock Code | Link Code | Description | Recv.Qty | Recv.Free | Units | Recv.Price | Recv.Total |
|------|------------|------------|-----------|----------------------|----------|-----------|-------|------------|------------|
| 1 | 5177 | 15968 | 15968-006 | Sprite 2000ml PET X6 | 6 | 0 | 6 | 103.830 | 622.980 |

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

This screenshot is identical to the previous one, but a red arrow points to the 'Save' button in the 'Options' menu on the right side of the window.

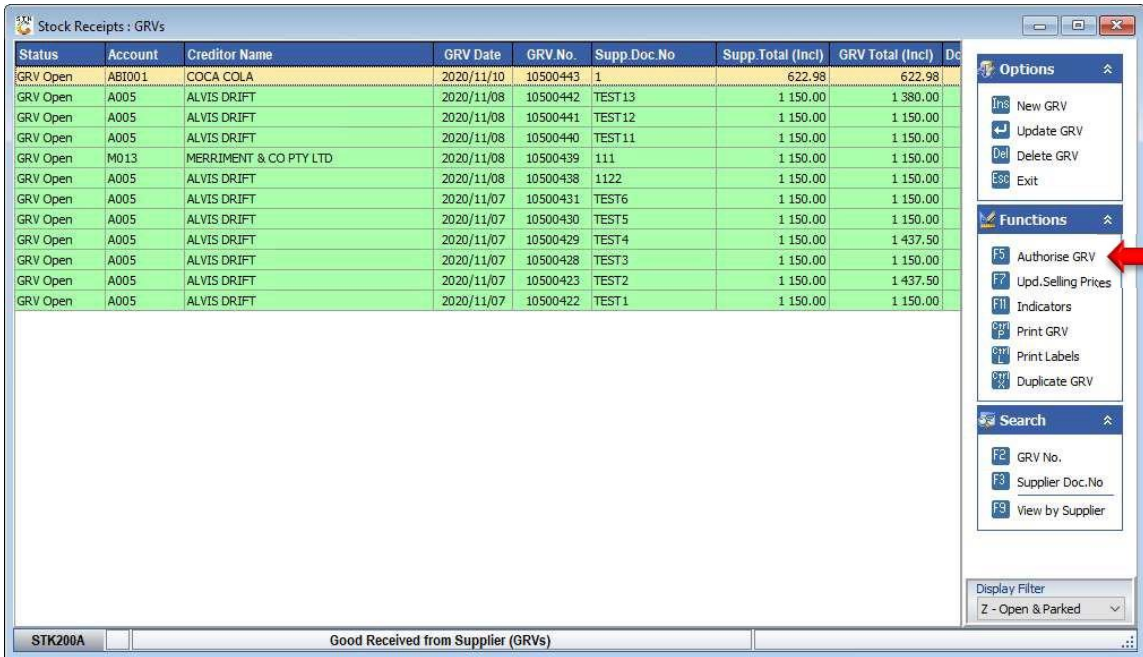
18. Press **Y** on your keyboard or click on the **Yes** button. If you do not want to save the GRV, press **N** on your keyboard or click on the **No** button.



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 😊