



## How to Guide: Process a GRV

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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

Status	Account	Creditor Name	GRV Date	GRV No.	Supp.Doc.No	Supp.Total (Incl)	GRV Total (Incl)	Do
GRV Open	BEA001	BEACON TIGER BRANDS SNACKS & TREATS	2018/11/26	5557541	23456	26 678.96	26 678.96	YV
GRV Open	ABI001	ABI	2018/11/12	5557538	123TEST	658.90	597.65	12
GRV Open	ABI001	ABI	2018/11/12	5557537	123456	658.90	597.65	TE

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.

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
JAM001	(DO NOT USE) JAMIROX JOHANNESBURG MARKET			
SAY	(DO NOT USE)STARKE AYRES (PTY) LTD	011 748 3550		021 534 3231
1CC001	1ST CHOICE CASH AND CARRY	0147364800	0147362080	
3MS001	3M S.A	011		DEFAULT
IAH001	A I HEALTHCARE			
ASW001	A&S WHOLESALERS			
AJN001	A.J.NORTH (PTY) LTD			
JVI001	A.J.VERMAAK			
A2Z001	A2Z TRUCKS (PTY) LTD			
AAF001	AA FORKLIFT TRAINING CENTRE CC	082 0817 4189		KOKETSO
AAD001	AADIL PLASTICS	0126668909	0126667585	
ABF001	AB FRESH	011 613 6524	011 613 6524	
ABC001	ABC SWEETS WAREHOUSE			DEFAULT
ABI001	ABI	0123778160	0123797155	DEFAULT
ABL001	ABSA BANK LIMITED			
ABA001	ABSA CASH SOLUTIONS - DO NOT USE			
ABS001	ABSOLUTE CIGARETTES			
ABU001	ABU BROS MARABASTAD			
ABN001	ABUNDANCE IN NATURE			
ABV001	ABV BRANDS (PTY) LTD			
ACA001	ACACHI TECHNOLOGIES CC	011794 2010	011795 2289	DEFAULT
ACC001	ACCANTIA	0114552004		DEFAULT
ACE001	ACE CREDITORS			DEFAULT
ACS001	ACSP (ATLEHO CLEANING SERV)	0791676676		
ACT001	ACTUM CLEANING			
ADM001	ADAMS SPICES			

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

Stock Receipts (GRVs)

Account No. B014 BABYLONSTOREN PTY LTD GRV Number 11000857 GRV Status

Header Details Defaults System Information Sub-Accounts

GRV Date 20/11/09 Post Date  
Order Number 0 Delivery Date  
VAT Indicator Due Date  
Post to Creditors Y - Yes

Document No. Supplier Invoice No. Reference  
Document Date 20/11/09 Doc.Total INCL 0.00  
Document Type T - Tax Invoice Document VAT 0.00  
Free Stock GRV N - NO Tonnage 0.00

Options  
Save  
Park GRV  
Exit

Functions  
Split Cred.Totals  
Doc.Charges  
Doc.Discounts  
GRV Tally

Line Stock Code Stock Code Link Code Description Recv Qty Recv Free Units Recv Price Recv Total

<No data to display>

Discounts 0.00 V.A.T 0.00 Ind. 0.00  
Charges 0.00 V.A.T 0.00 Ind. 0.00  
Claims 0.00 V.A.T 0.00 Ind. 0.00  
Tallies 0.00 V.A.T 0.00 Ind. 0.00

Returns  
No. of Lines 0  
VAT 0.00  
Value 0.00  
GRV Return Lines

Received Totals Supplier Doc.Totals  
Supplier Inv. Total [Excl.] 0.00  
Supplier Inv. V.A.T 0.00  
Supplier Inv. Total [Incl] 0.00

Archived Items  
Not-Range Items

STK201 Stock Receipts [GRV]

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.

Stock Receipts (GRVs)

Account No. ABI001 ABI GRV Number -9999999 GRV Status

Header Details Defaults System Information Sub-Accounts

GRV Date 2019/11/04 Post Date Document No. 123 Reference Doc.Total INCL. 10 000.00

Order Number 0 Delivery Date Document Date 2019/11/04 Document Type T - Tax Invoice Document VAT 1 304.35

VAT Indicator I - Inclusive Due Date 2019/11/04 Free Stock GRV N - NO Tonnage 0.00

Post to Creditors Y - Yes

Line Suppl.Code Stock Code Link Code Description Recv.Qty Recv.Free Units Recv.Price Recv.Total

<No data to display>

Options: Save, Park GRV, Exit

Functions: Split Cred.Totals, Doc.Charges, Doc.Discounts, GRV Tally

Lines: Add Line, Update, Delete, Line Claims, Line Rebates, Avg.Cost.Calc

Discounts 0.00 V.A.T 0.00 Ind. 0.00 Charges 0.00 V.A.T 0.00 Ind. 0.00 Claims 0.00 V.A.T 0.00 Ind. 0.00 Tallys 0.00 V.A.T 0.00 Ind. 0.00

[Returns] No. of Lines 0 VAT 0.00 Value 0.00

Received Totals Supplier Doc.Totals

Supplier Inv. Total [Excl.] 0.00 Supplier Inv. V.A.T 0.00 Supplier Inv. Total [Incl.] 0.00

GRV Return Lines

STK201 Stock Receipts [GRV]

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.

Stock Receipts : GRVs - Line Maintenance

Stock Code Link Code GRV Line Number 1

Description #1 Description #2

[Capture GRV Values]

Quantity 0.00 Free Quantity 0.00 Price Excl. 0.00000 Discount Excl. 0.00000 VAT 0.00000 Total Excl. 0.00000 Doc.Discount 0.00000 Net.Cost Excl. 0.000

GRV Line Stats

Onhand 0.00000 Price Excl. 0.00 Price Incl. 0.00 VAT Rate 0.00 % Supplier Code Weight 0.00 Kg SQM/Box Units 0 Pack Size

[Purchase Order Values]

Order No. 0 Price 0.00000 Discount 0.00000 Quantity 0.00 Balance 0.00 Free Qty. 0.00 Received 0.00

[Tally Claims]

Line Tally 0.00000 Doc.Tally 0.00000

[Costs Exclusive]

Last Cost 0.00000 Average Cost 0.00000 Supplier List 0.00000

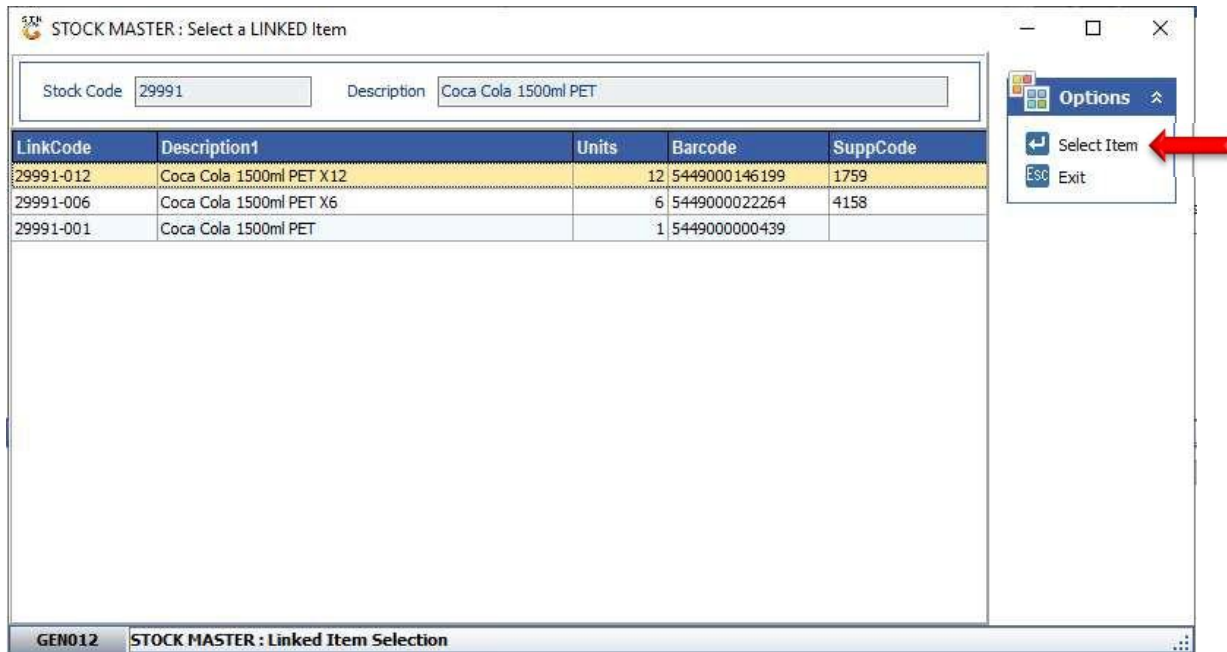
Options: Save, Exit

Functions: Return Line, NOT Ordered Line

Enquiries: Selling Prices, Line Discounts, Claims, Line Rebates, Order Lines, Line Tally Claims

STK202 GRV - Detail Lines

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.



STOCK MASTER : Select a LINKED Item

Stock Code: 29991 Description: Coca Cola 1500ml PET

LinkCode	Description1	Units	Barcode	SuppCode
29991-012	Coca Cola 1500ml PET X12	12	5449000146199	1759
29991-006	Coca Cola 1500ml PET X6	6	5449000022264	4158
29991-001	Coca Cola 1500ml PET	1	5449000000439	

Options menu:

- Select Item
- Exit

GEN012 STOCK MASTER : Linked Item Selection



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.

Stock Receipts : GRVs - Line Maintenance

Stock Code: 29991 Link Code: 29991-006 GRV Line Number: 1

Description #1: Coca Cola 1500ml PET X6

Description #2:

[Capture GRV Values]

Quantity	3
Free Quantity	0
Price Excl.	55.200
Discount Excl.	0.000
VAT	0.000
Total Excl.	0.000
Doc. Discount	0.000
Net.Cost Excl.	0.000

GRV Line Stats

Onhand	120
Price Excl.	83.40
Price Ind.	95.94
VAT Rate	15.00 %
Weight	2.00 Kg
Units	6
Supplier Code	4158
SQM/Box	0
Pack Size	1X6X1.5LT

[Purchase Order Values]

Order No.	0
Price	0.00000
Quantity	0.00
Free Qty.	0.00
Discount	0.00000
Balance	0.00
Received	0.00

[Tally Claims]

Line Tally	0.00
Doc. Tally	0.00

[Costs Exclusive]

Buying Cost	44.76000
Average Cost	64.980
Last Cost	55.200
Supplier List	12.12330

Options: Save, Exit

Functions: Return Line, NOT Ordered Line

Enquiries: Selling Prices, Line Discounts, Claims, Line Rebates, Order Lines, Line Tally Claims

STK202 GRV - Detail Lines

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

System Prompt

**Receive Price Variance**

The GRV COST is LESS than [10 %] of the System COST  
Supervisor Override Required ?

N No Y Yes

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

Supervisor Over-Ride Code Required

Supervisor Code

Password

Cancel Proceed

CMN900 Supervisor Override Function

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

Stock Receipts : GRVs - Line Maintenance

Stock Code: 15968 Link Code: 15968-006 GRV Line Number: 1

Description #1: Sprite 2000ml PET X6

Description #2:

[Capture GRV Values]

Quantity: 6

Free Quantity: 0

Price Ind.: 103.830

Discount Ind.: 0.000

VAT: 81.258

Total Ind.: 622.980

Doc. Discount: 0.000

Net.Cost Ind.: 103.830

GRV Line Stats Selling Prices

PR.Code	Description	Excl.	Incl.	GP%	New Excl	New Incl	New GP%	Price I
01	DEFAULTPRICE	121.73	139.99	-32.60	0.00	0.00	0.00	I - Inclu
02	PRICE 02	565.21	649.99	71.44	0.00	0.00	0.00	I - Inclu
03	PRICE 03	547.82	629.99	70.54	0.00	0.00	0.00	I - Inclu

Options

Save Exit

Functions

Return Line NOT Ordered Line

Enquiries

Selling Prices Line Discounts Claims Line Rebates Order Lines Line Tally Claims

STK202 GRV - Detail Lines



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. The 'Header Details' tab is active. The 'GRV Date' is 2020/11/10, 'Post Date' is empty, 'Document No.' is 1, 'Reference' is empty, 'Document Date' is 2020/11/10, 'Doc.Total INCL' is 622.98, 'Document Type' is T - Tax Invoice, 'Document VAT' is 81.26, 'Free Stock GRV' is N - NO, and 'Tonnage' is 0.00. The 'GRV Number' is 11000059 and 'GRV Status' is empty. The 'Options' menu is open, showing 'Save', 'Park GRV', and 'Exit'. The 'Functions' menu is also open, showing 'Split Cred.Totals', 'Doc.Charges', 'Doc.Discounts', and 'GRV Tally'. The 'Lines' menu is open, showing 'Add Line', 'Update', 'Delete', 'Line Claims', 'Line Rebates', 'Avg.Cost.Calc', and 'Import CSV'. The 'Received Totals' section shows 'Supplier Inv. Total [Excl.]' as 541.72, 'Supplier Inv. V.A.T' as 81.26, and 'Supplier Inv. Total [Incl]' as 622.98. The 'GRV Return Lines' section shows 'No. of Lines' as 0, 'VAT' as 0.00, and 'Value' as 0.00. The 'GRV' status is 'GRV'.

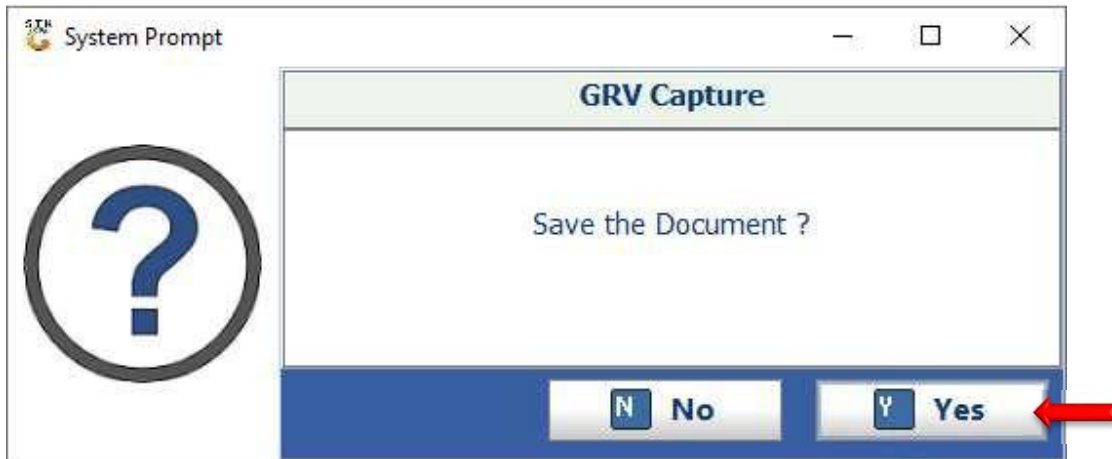
Line	Suppl.Code	Stock Code	Link Code	Description	Recv.Qty	Recv.Free	Units	Recv.Price	Recv.Total
1	5177	15968	15968-006	Sprite 2000ml PET X6	6	0	6	103.830	622.980

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

The screenshot shows the 'Stock Receipts (GRVs)' window with the 'Options' menu open. A red arrow points to the 'Save' button (F10). The 'GRV Date' is 2020/11/10, 'Post Date' is empty, 'Document No.' is 1, 'Reference' is empty, 'Document Date' is 2020/11/10, 'Doc.Total INCL' is 622.98, 'Document Type' is T - Tax Invoice, 'Document VAT' is 81.26, 'Free Stock GRV' is N - NO, and 'Tonnage' is 0.00. The 'GRV Number' is 11000059 and 'GRV Status' is empty. The 'Options' menu is open, showing 'Save', 'Park GRV', and 'Exit'. The 'Functions' menu is also open, showing 'Split Cred.Totals', 'Doc.Charges', 'Doc.Discounts', and 'GRV Tally'. The 'Lines' menu is open, showing 'Add Line', 'Update', 'Delete', 'Line Claims', 'Line Rebates', 'Avg.Cost.Calc', and 'Import CSV'. The 'Received Totals' section shows 'Supplier Inv. Total [Excl.]' as 541.72, 'Supplier Inv. V.A.T' as 81.26, and 'Supplier Inv. Total [Incl]' as 622.98. The 'GRV Return Lines' section shows 'No. of Lines' as 0, 'VAT' as 0.00, and 'Value' as 0.00. The 'GRV' status is 'GRV'.

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

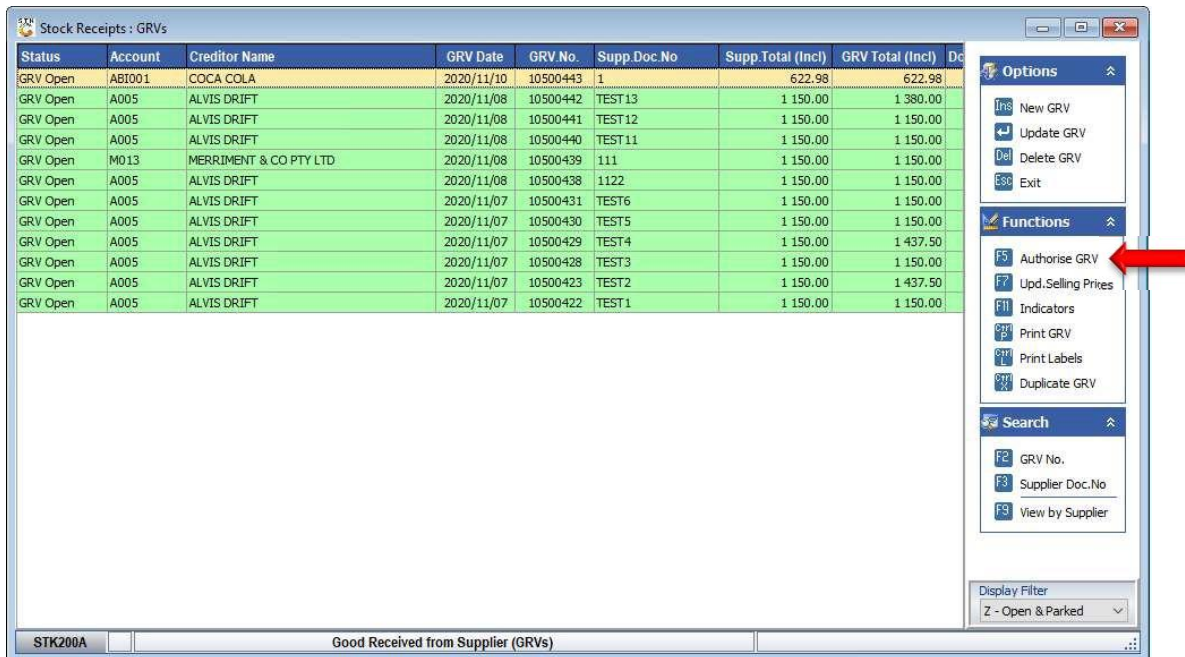
18. Press **Y** on your keyboard or click on the **Yes** button. If you do not want to save the GRV, press **N** on your keyboard or click on the **No** button.



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 😊