GENESIS
BY MRJ COUNSULTANTS

How To Guide | Basic Stock Receiving (GRV)

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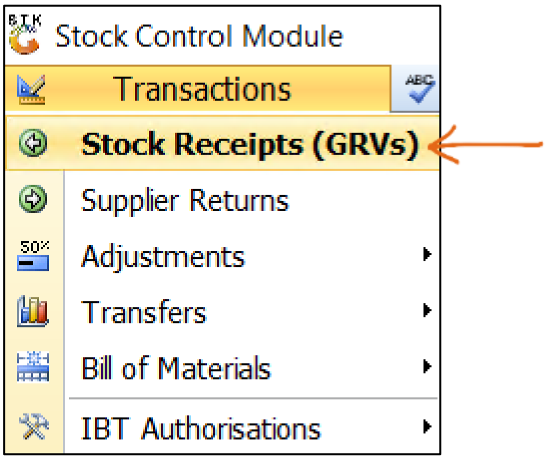
1. Open the **Genesis Menu**

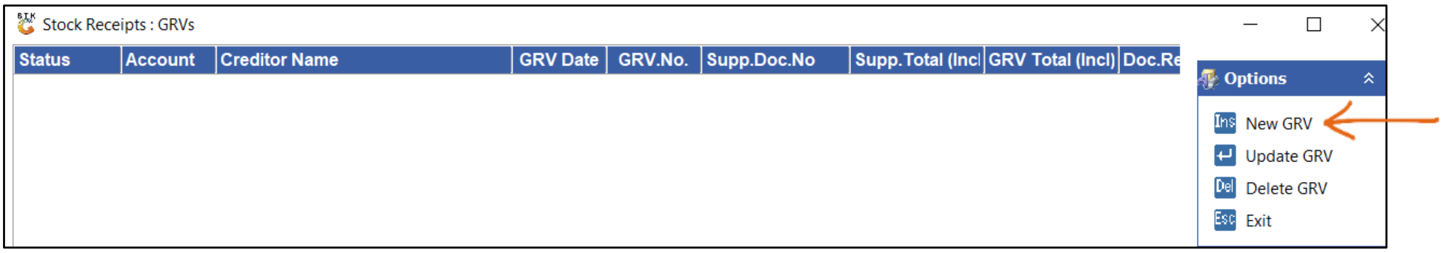
2. Type in the **User Code** and **Password:**

3. On the **Main Menu** open the **Stock Control** module

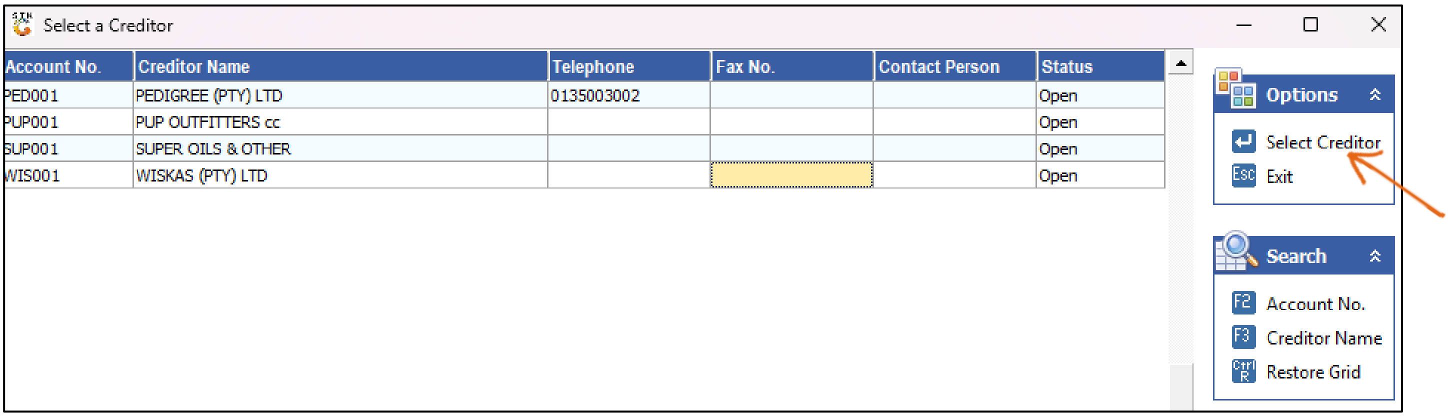
4. Once in **Stock Control Module** navigate to the **Transactions** tab, then click on Stock Receipts (GRVs)



5. Select **New GRV** under Options menu on your right to start the GRV.



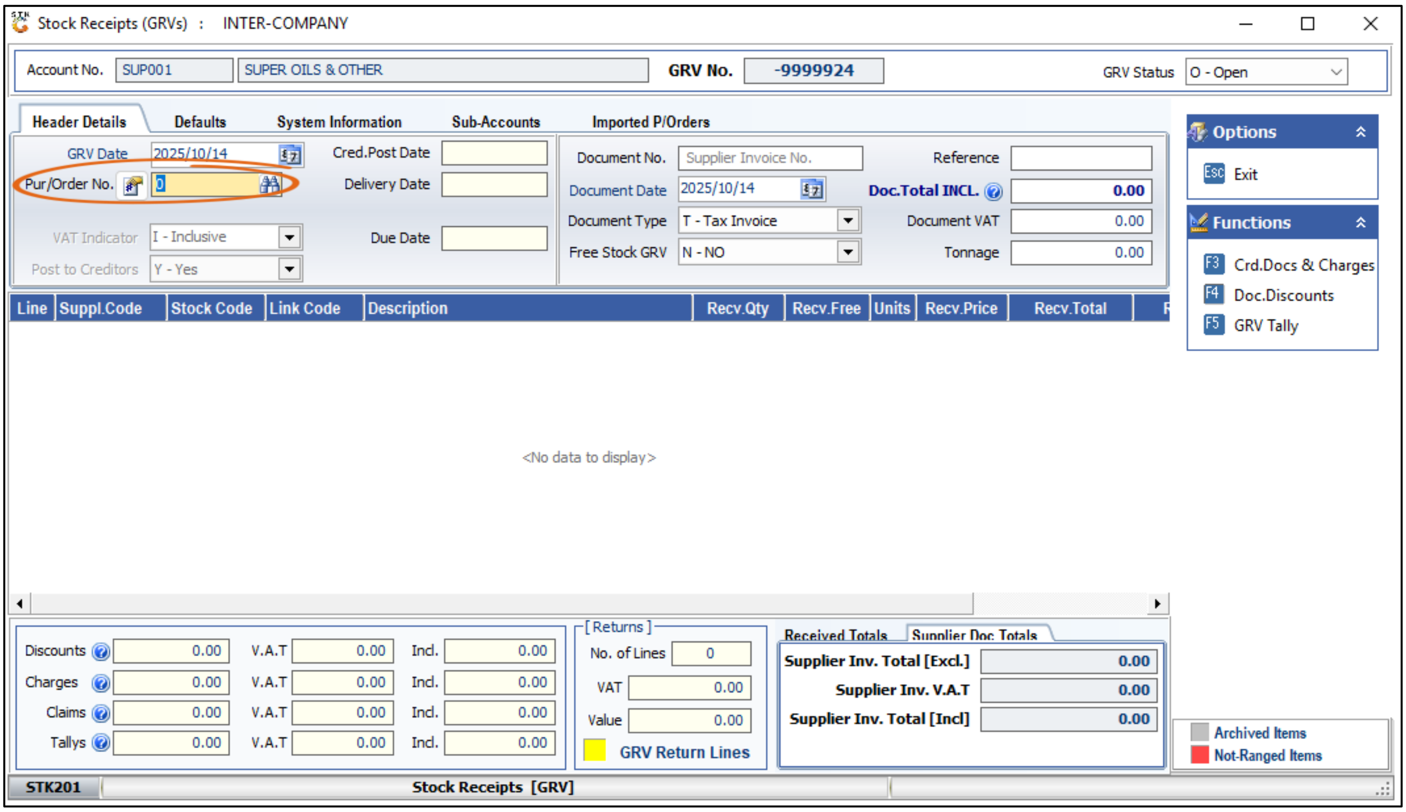
6. Select the applicable **Creditor's name** or **Account No** for the GRV.

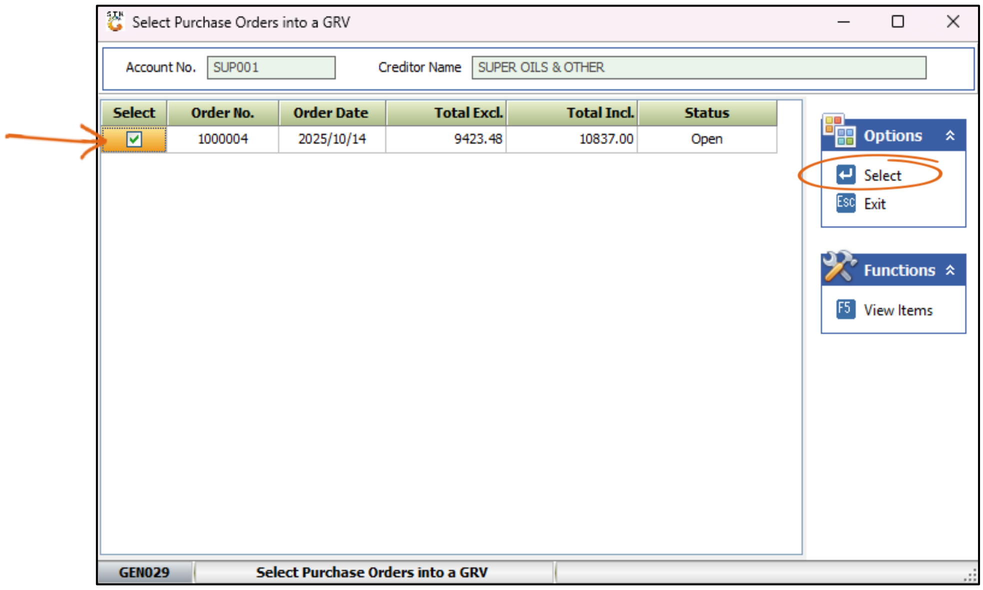


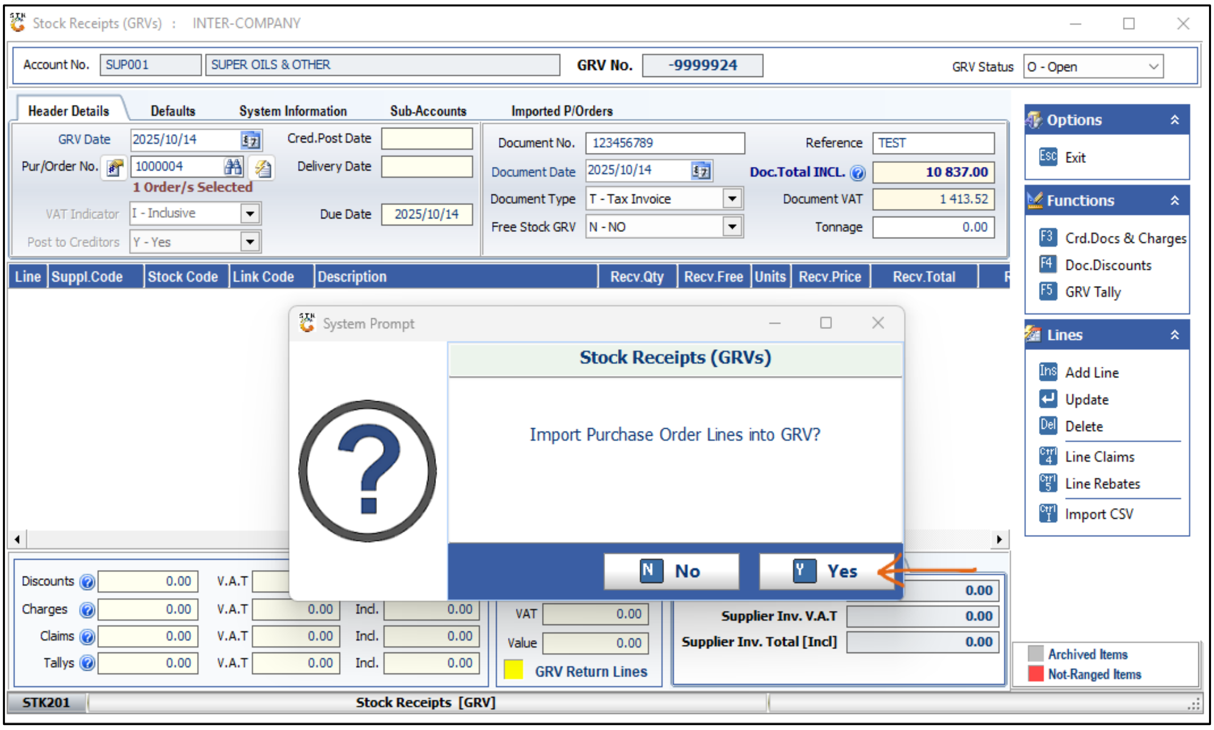
7. The **GRV screen** will appear – The GRV can be captured in 2 ways, you can import a Purchase Order into the GRV or manually capture the GRV lines.
   In the GRV screen type in all the necessary information that you have on your creditor invoice – **GRV Date / PurOrder No (If applicable) / Document No / Document date / Reference / Doc total INCL**

<u>7.1 Option 1: Import Purchase Order</u>

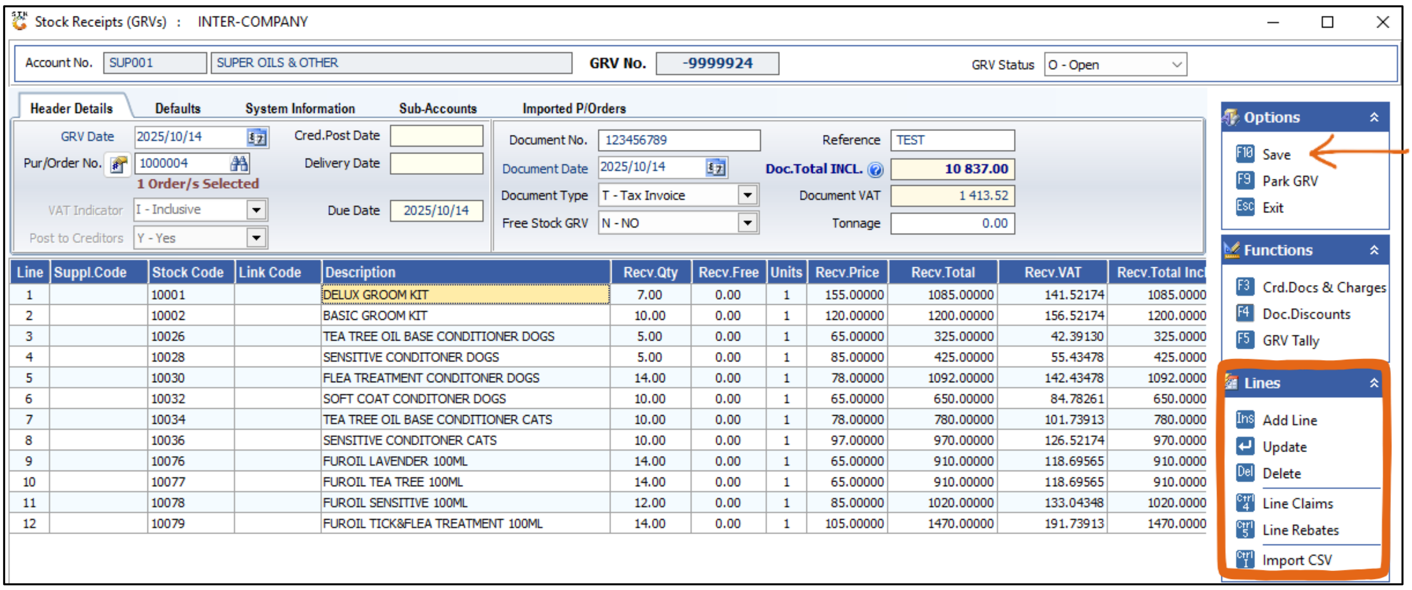
a. You can Import the Purchase order by clicking on the "binoculars", selecting the relevant Purchase Order for this GRV and ticking the box for the PO to import





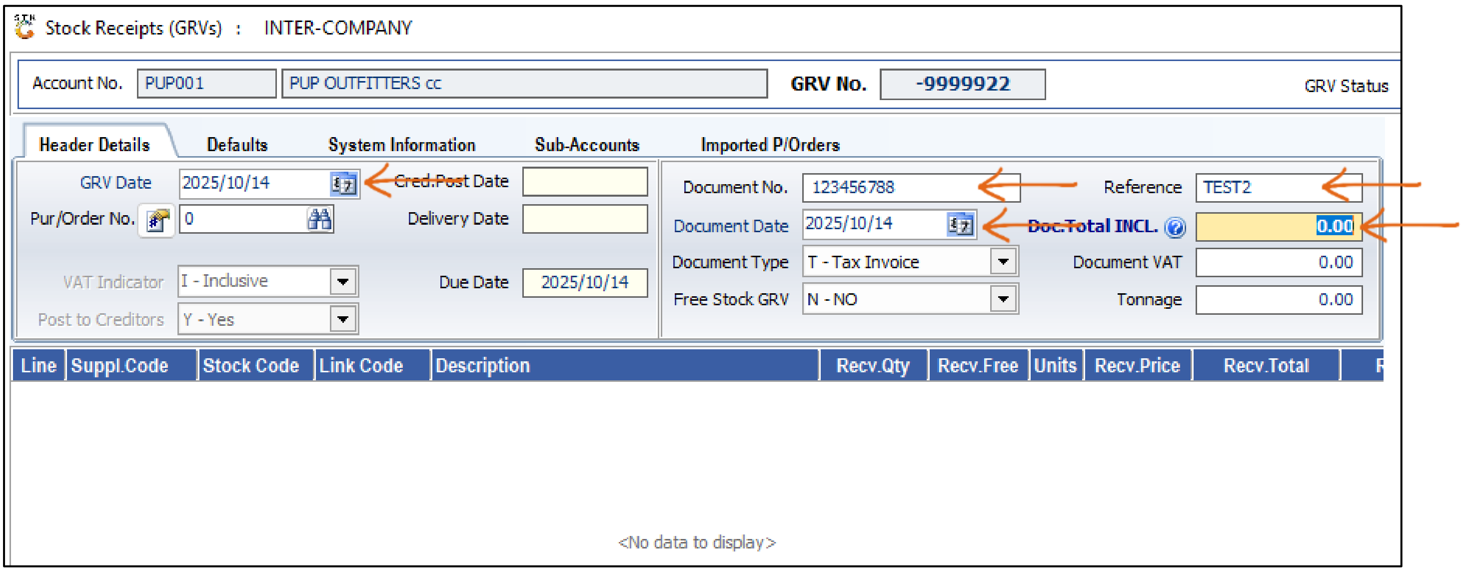


b. After importing the Purchase Order into the GRV, you can nou double check your imported lines to ensure the values imported matches the values on the supplier invoice and these lines can be amended if needed.

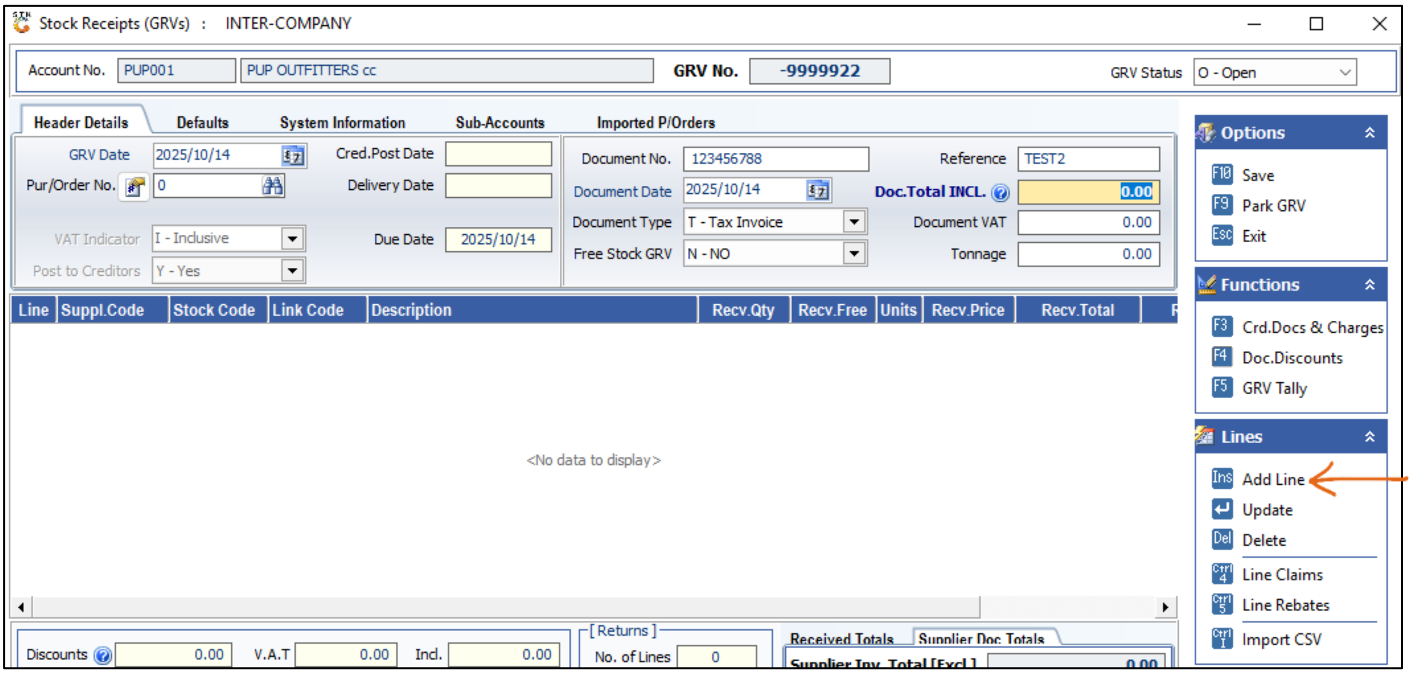


7.2 Option 2: Manually Capture GRV Lines

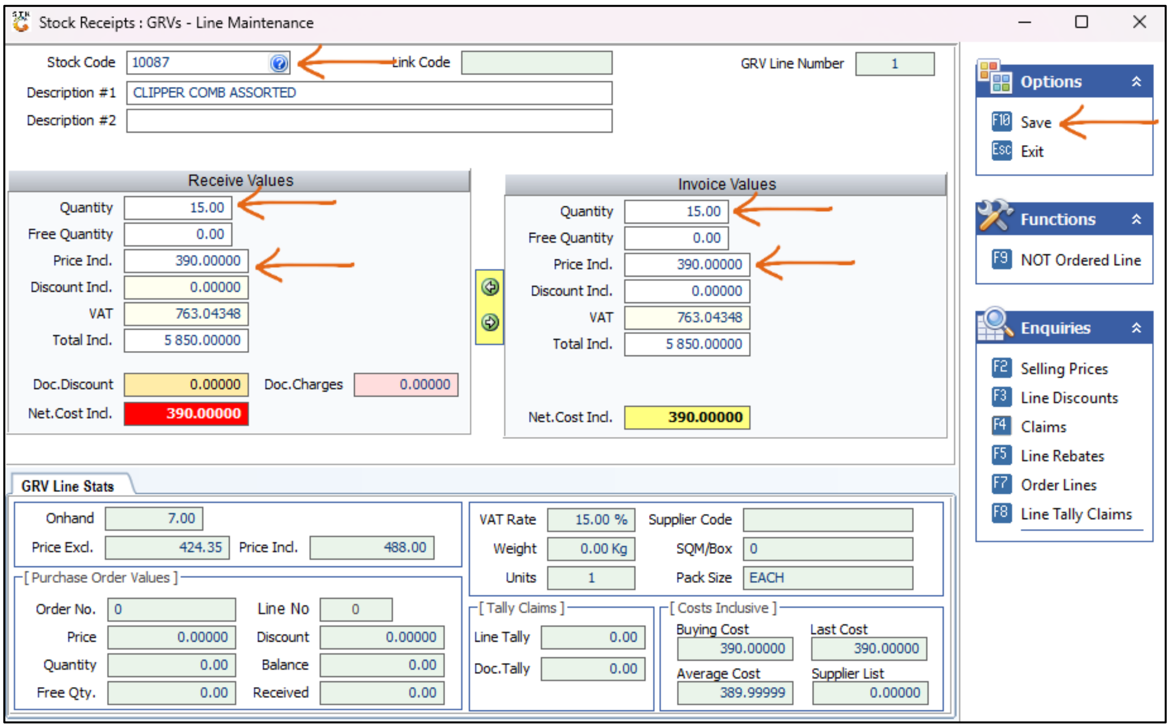
a. If you are not importing a Purchase Order into your GRV, then you can follow the instructions from Step 7 at the start and in the GRV screen type in all the necessary information that you have on your creditor invoice – **GRV Date / Document No / Document date / Reference / Doc total INCL**



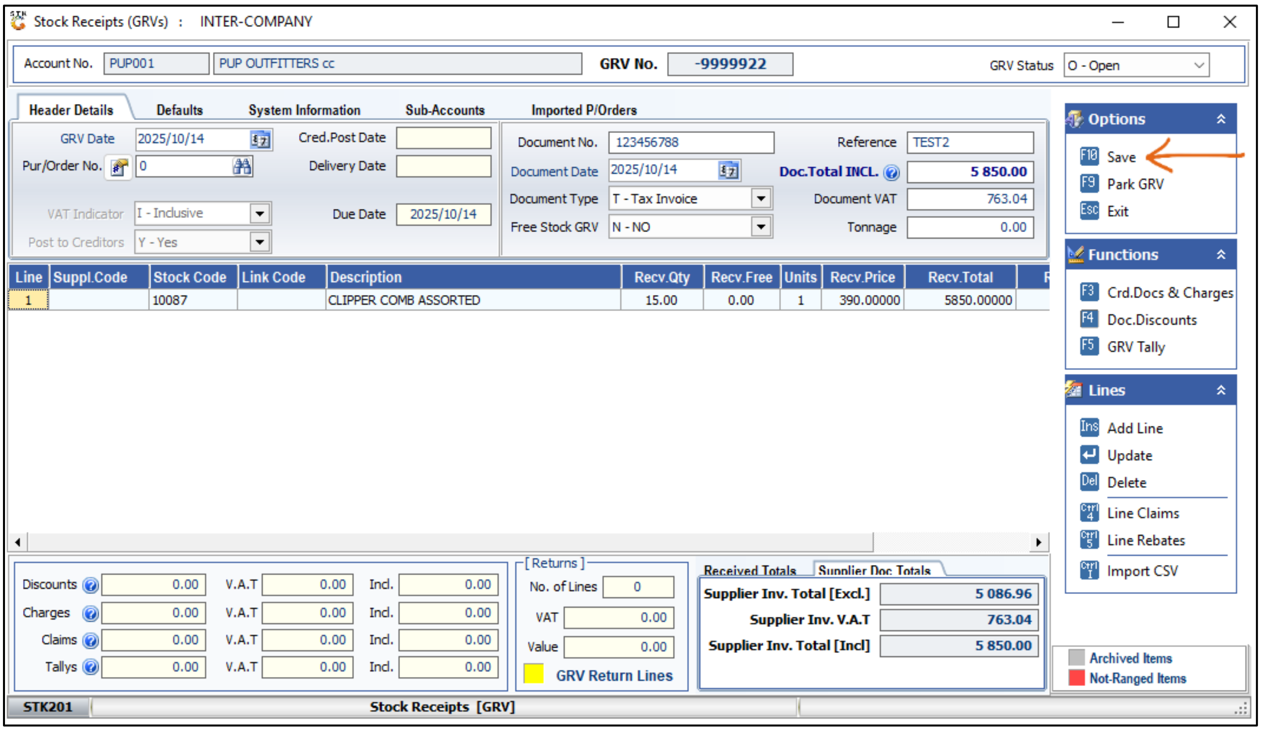
b. Once the Header information has been completed, click on the option Add Line to add a stock item into the GRV.



c. Type in the Stock code or search for the stock item using the blue question mark, add in the Quantity, Cost price and enter through the lines to complete adding in the Stock item. This step can be repeated to ensure all items are added into the GRV.

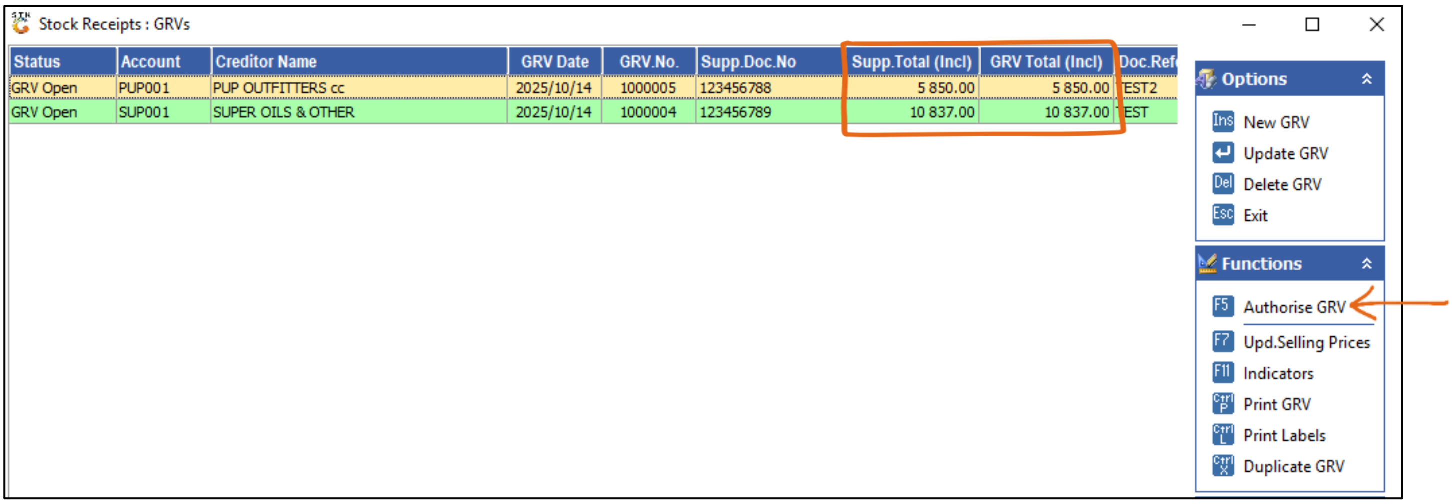


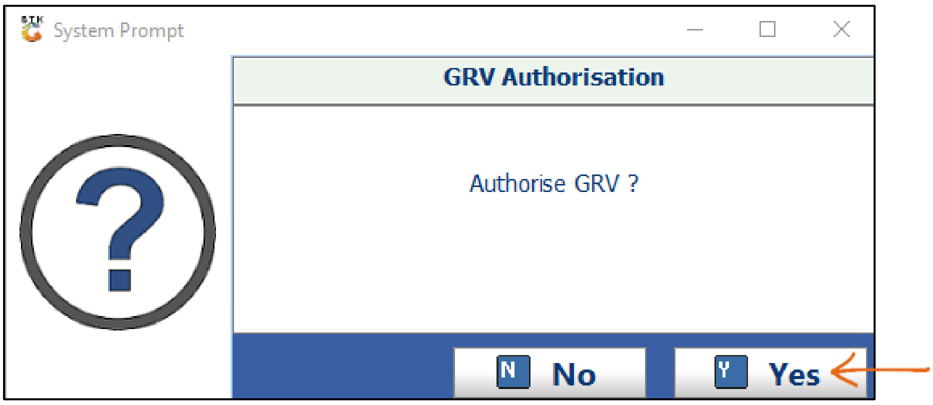
8. Once all lines have been checked/captured on your GRV, you can save your GRV.



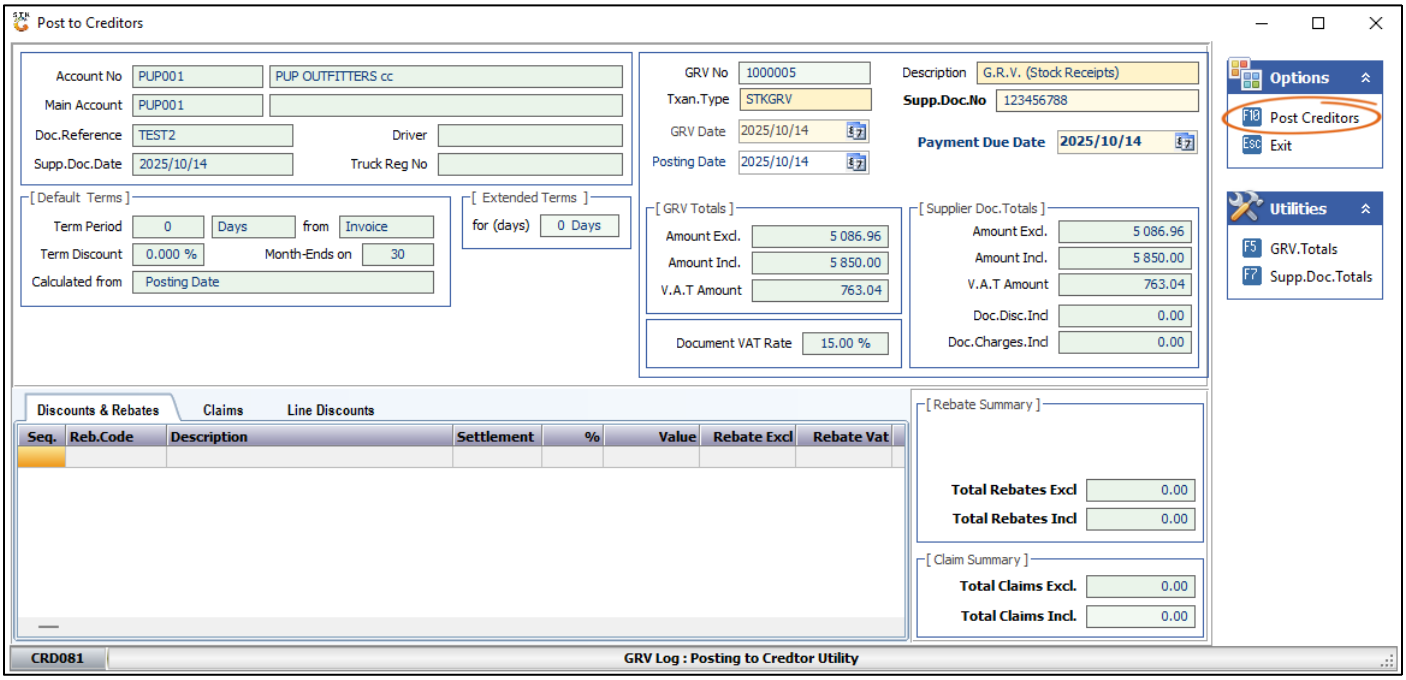
Note: *A GRV can also be "Parked" using the F9 – Park GRV function, this can be used for when the GRV lines have not been completely captured but needs to be "saved" onto the system to be completed later.*

9. Please ensure that your **Doc.Total INCL** and **Supplier Inv. Total [Incl]** are the same, once this is confirmed you can proceed with Authorizing the GRV.





10. Once the Authorization of the GRV has been confirmed, the Post to Creditors screen should open. On this screen you can confirm the posting values, dates and other information and then click on the F10 – Post Creditor option to post the GRV to the Creditor account.



This concludes the How to Guide for Basic Stock Receiving (GRV)