

# **MANUAL PENGGUNA**

## **(USER MANUAL)**

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**JABATAN BENDAHARI**

## **GOODS RECEIVE NOTE (GRN)**

**UPSI (ISO)/BEN/P02/MP05**

**PINDAAN: 01**

**TARIKH: 1 JANUARI 2022**

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومي قاتديتقن سلطان ادرس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</p>	<p>Muka surat : 1/9</p>
		<p>Tarikh : 1 JANUARI 2022</p>
	<p>UPSI(ISO)/BEN/P02/MP05</p>	<p>Pindaan : 01</p>
		<p>Keluaran : A</p>

# 1. ACCESS MENU

## 1.1 Access Cost Centre Entry Level

The application is grouped under Role menu and labeled as **Cost Centre Entry Level**. The menu is located on the top-right of your screen. See **Figure 1.1.1**.



Figure 1.1.1 – Access Menu Cost Centre Entry Level

The system will be displayed option menu for Purchasing. See **figure 1.1.2**.

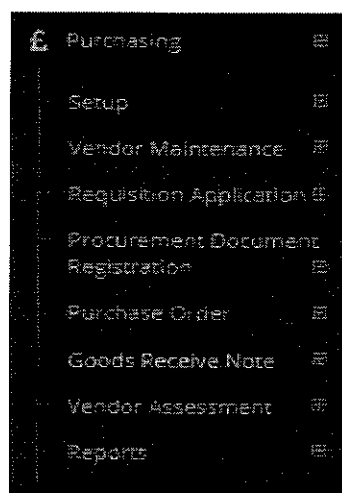

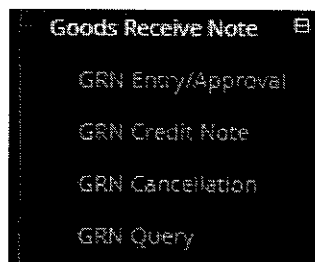


Figure 1.1.2 – Option Menu for Purchasing

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپن یونیورسٹی کتدریہ یگان سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b>	<b>Muka surat : 2/9</b>
		<b>Tarikh : 1 JANUARI 2022</b>
	<b>UPSI(ISO)/BEN/P02/MP05</b>	<b>Pindaan : 01</b>
		<b>Keluaran : A</b>

Click on **Goods Receive Note** menu and the system will be displayed a list of screen for Goods Receive Note. See **figure 1.1.3**.

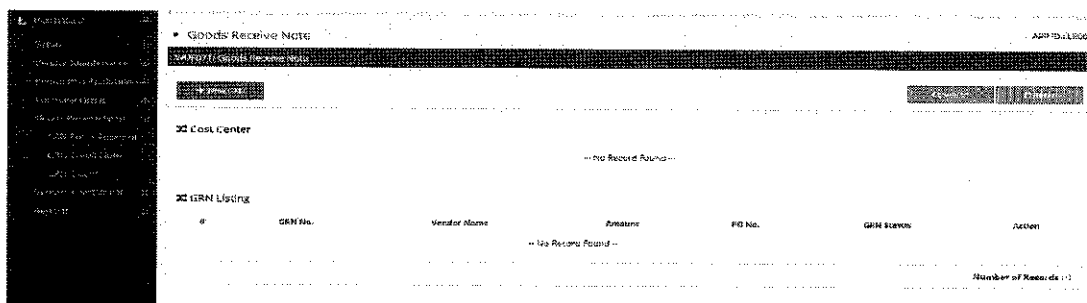


**Figure 1.1.3 – Option Menu for Others Registration**


## 2. GOODS RECEIVE NOTE (GRN)

### 2.1 Goods Receive Note (GRN)


The purpose of this screen is to search, view, insert, update, and delete Goods Receive Note. Also provides the asset registration process.



**Figure 2.1.1 – Goods Receive Note – Main Page**

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپن یونیورسٹی سلطان ایدرس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b></p>	<p>Muka surat : 3/9</p>
		<p>Tarikh : 1 JANUARI 2022</p>
	<p><b>UPS(ISO)/BEN/P02/MP05</b></p>	<p>Pindaan : 01</p>
		<p>Keluaran : A</p>

## 2.2 Search Existing GRN

1. Click  button
2. Select cost center. GRN number is an option.

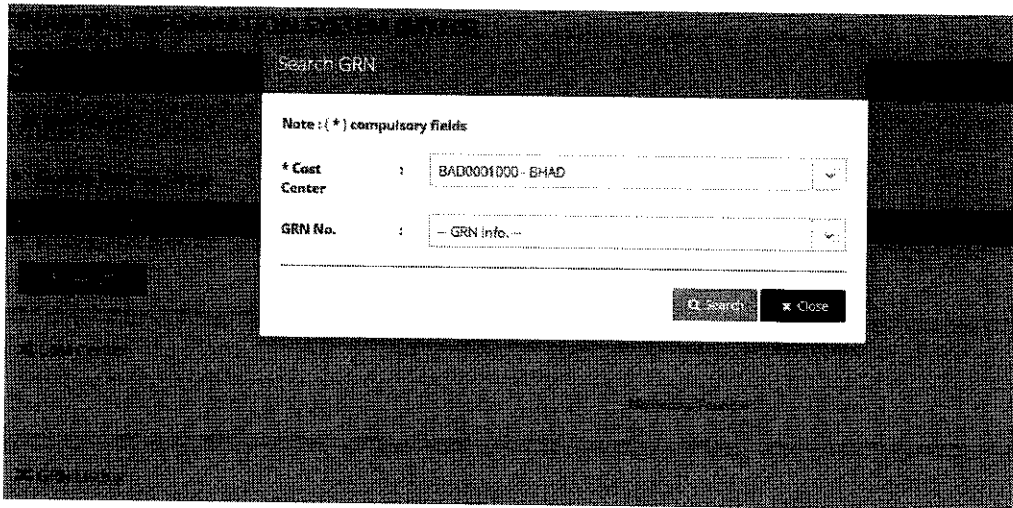
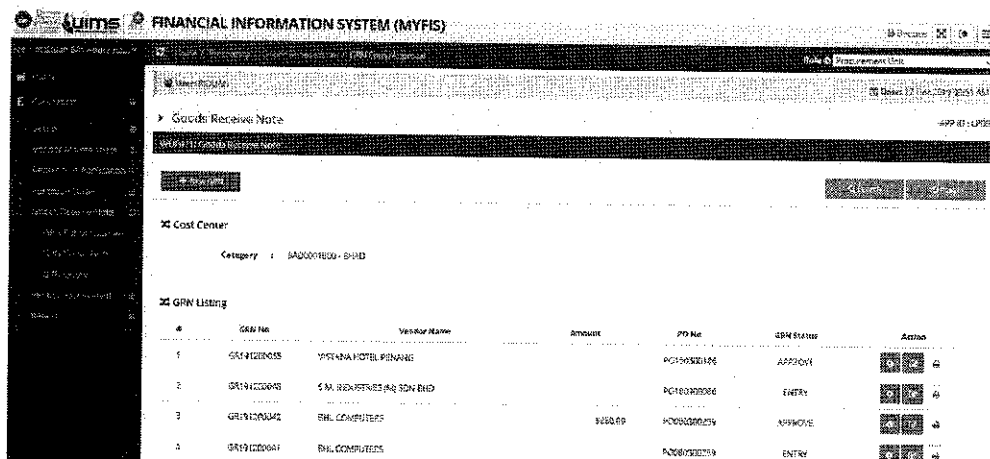


Figure 2.2.1 – Search GRN



**GRN Listing**










#	GRN No.	Vendor Name	Amount	PO No.	GRN Status	Actions
1	GR191220055	YIPKANA HOTEL PINANG		PO190000106	APPROVE	 
2	GR191220045	S M. WENJENESIAH SON BHD		PO190000086	ENTRY	 
3	GR191220042	EML COMPUTERS	9350.00	PO190000079	APPROVE	 
4	GR191220041	EML COMPUTERS		PO190000079	ENTRY	 

Figure 2.2.2 –Search GRN Result

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپنرسیتی قندیدیتقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b>	Muka surat : 4/9
		Tarikh : 1 JANUARI 2022
	<b>UPS(ISO)/BEN/P02/MP05</b>	Pindaan : 01
		Keluaran : A

3. Click  to view GRN detail (read only).

4. Click  to edit/approve GRN

### 2.3 Add New GRN

1. Click on 

2. Fill in all compulsory fields and click 

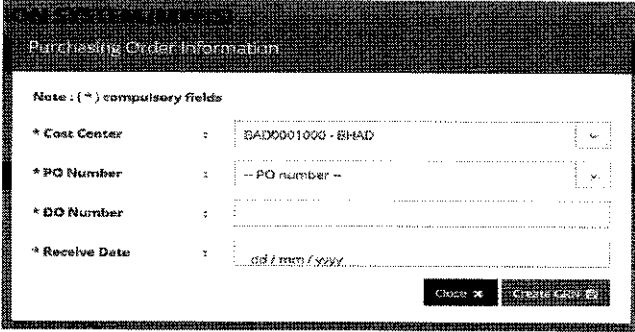


Figure 2.3.1 – Add new GRN

GOODS RECEIVE NOTE


Goods Receive Note Detail Information

GRN No	08214400204	PO No	PO21059002
Cost Center	07004000 - Pusat IKT	Status	OPEN
By	PA, ADO, R	Enter Date	20210814 0:02:41.443197
Approved by		Approve Date	
Cancel No		Cancel Date	
Delivery Date	18-01-2021	Expected Delivery Date	18-01-2021
Delivery Term	EOM/45	Changed At	
Discount Rate	0	DO Receive Date	20210118
DO No	18071		

Auto Delivery To Sign


Print GRN

Details





Order Line No	Product Description	Object Code	Order Qty	Receive Qty	Reject Qty	Receive Amt	Action
1	DAWA KONTAK MESIN	01987440410102001000-B20128-02	100	100	0	8.100.00	

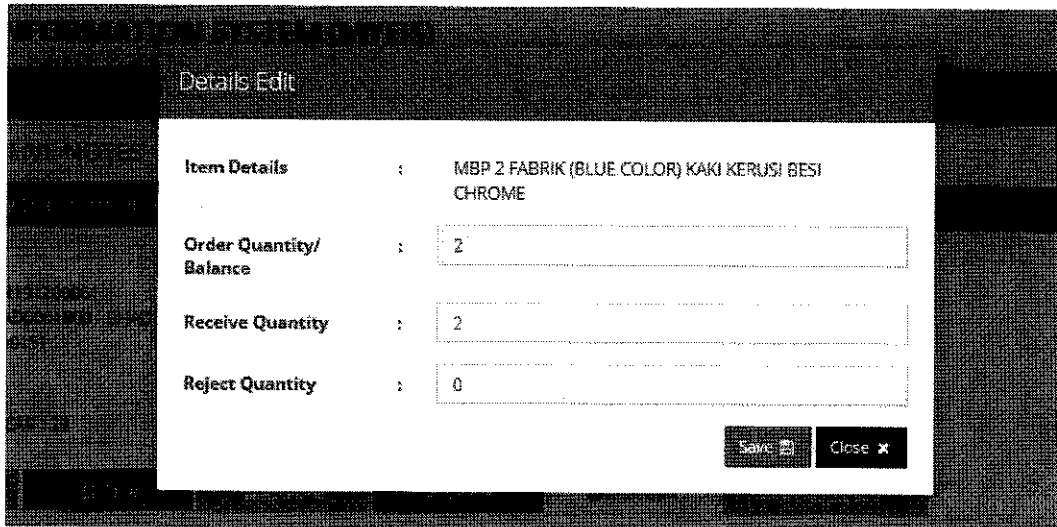
8.100.00

Figure 2.3.2 – New GRN Detail

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپنوسیتی قندیدین سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b>	<b>Muka surat : 5/9</b>
		<b>Tarikh : 1 JANUARI 2022</b>
	<b>UPSI(ISO)/BEN/P02/MP05</b>	<b>Pindaan : 01</b>
		<b>Keluaran : A</b>

## 2.4 Edit GRN Details

1. Click  to delete the record by line.
2. Click  Get PO Detail to retrieve PO raw record.
3. Click  to edit item receive quantity.
4. Click  to edit receive amount. *Only for single order quantity.*



Details Edit

Item Details : IMBR 2 FABRIK (BLUE COLOR) KAKI KERUSI BESI CHROME


Order Quantity/ Balance : 2

Receive Quantity : 2

Reject Quantity : 0

Save Close

Figure 2.4.1 – Edit item receive quantity

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومي سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b></p>	<p>Muka surat : 6/9</p>
		<p>Tarikh : 1 JANUARI 2022</p>
		<p>Pindaan : 01</p>
	<p>UPSII(SO)/BEN/P02/MP05</p>	<p>Keluaran : A</p>

## 2.5 Asset/Inventory Registration

1. Click **Asset Registration** to register new asset or update registered asset.

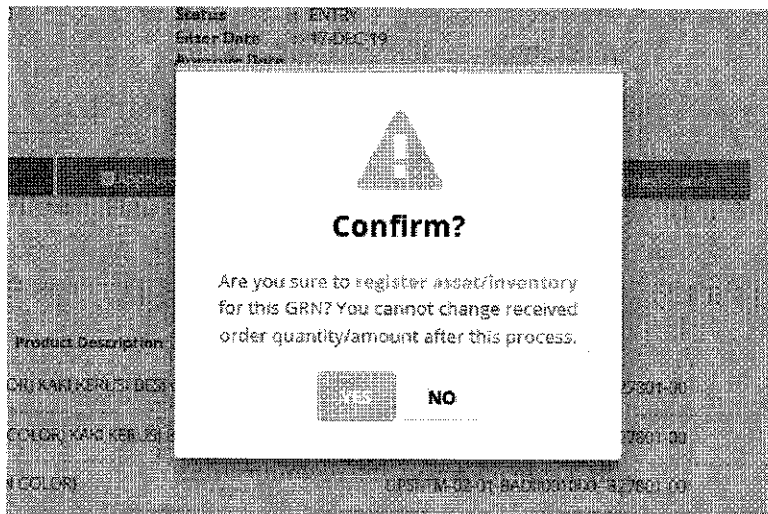
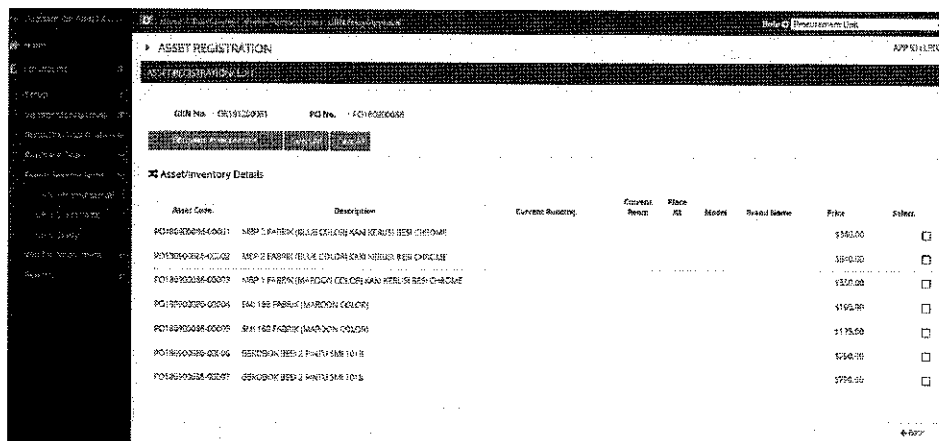



Figure 2.5.1 – Asset Register confirmation

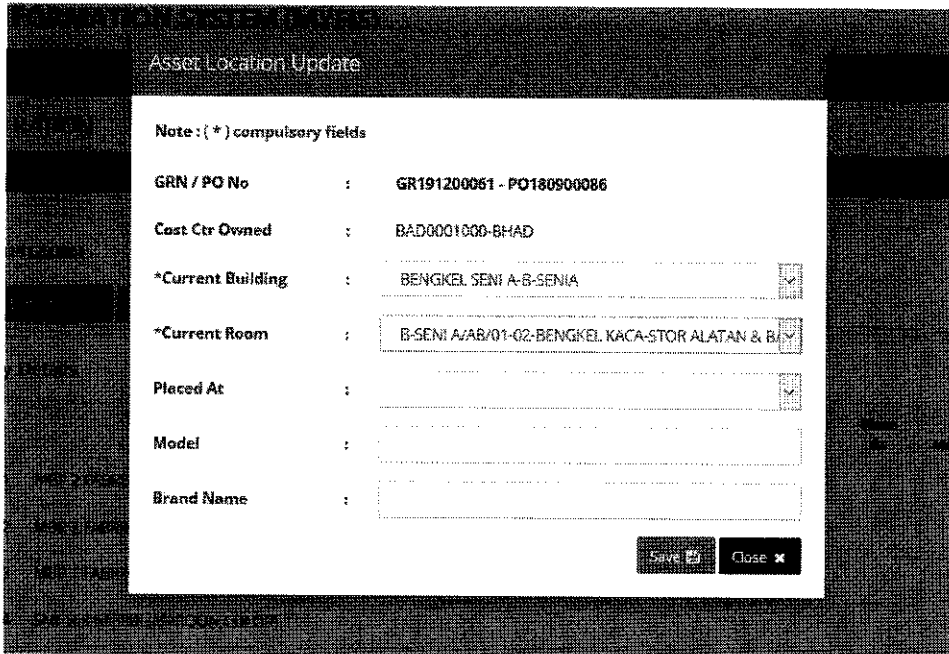


Asset Code	Description	Current Quantity	Grains	Price	Model	Brand Name	Price	Status
PO18020014-0001	SEP 2 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0002	SEP 2 ENPRE (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0003	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0004	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0005	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0006	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0007	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0008	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0009	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>
PO18020014-0010	SEP 11 PATEK (BULU COLORE KAN BEKUS) BEH CHOCOL						1362.00	<input type="checkbox"/>

Figure 2.5.2 –Registered Asset Listing

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتونومي انتيديقن سلطان ادرس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b>	Muka surat : 7/9
		Tarikh : 1 JANUARI 2022
	<b>UPSI(ISO)/BEN/P02/MP05</b>	Pindaan : 01
		Keluaran : A

2. Select record, click  to update asset location. Fill in all the compulsory fields.



Asset Location Update

Note : ( \* ) compulsory fields

GRN / PO No : GR191200061 - PO180900086

Cost Ctr Owned : BAD0001000-BHAD

\*Current Building : BENGKEL SENI A-B-SENIA

\*Current Room : B-SENIA A/AB/01-02-BENGKEL KACA-STOR ALATAN & B...

Placed At :

Model :


Brand Name :

Save Close

Figure 2.5.3 – Asset Location update

3. Click  and  to return previous page.



 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS سولطان ادریس پندیدین سولطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<b>MANUAL PENGGUNA GOODS RECEIVE NOTE (GRN)</b>	Muka surat : 8/9
		Tarikh : 1 JANUARI 2022
	<b>UPSII(SO)/BEN/P02/MP05</b>	Pindaan : 01
		Keluaran : A

## 2.6

### Late Delivery Charge

- Click on **Late Delivery Charge** button to calculate. This button is *INACTIVE* for the 'KERJA' procurement.

▶ GOODS RECEIVE NOTE

Goods Receive Note Edit/Information

GRN No	: GR118699224	PO No.	: PO210600002
Cost Center	: ICT0001000 - Pusat ICT	Status	: ENTRY
Enter by	: FIN_ADMIN	Enter Date	: 2021-06-24 10:02:21.444267
Approve by	:	Approve Date	:
Cancel by	:	Cancel Date	:
Delivery Date	: 13-06-2021	Extended Delivery Date	: 13-06-2021
Delivery Term	: 5 (Days)	Charged Amt	:
Charged Rate	: %	BO Receive Date	: 23/06/2021
DO No	: TEST2		

Details

Order Line No.	Product Description	Glaccet Code	Order Qty
1	DANAI KOKOF M509	UPSII-TM-01-01-ICT0001000---828192-08	100

Figure 2.6.1 – Late Delivery Charge

- Click on **Late Delivery Charge** button to calculate. Calculated amount will be appear.

▶ GOODS RECEIVE NOTE

Goods Receive Note Edit/Information

GRN No	: GR210600024	PO No.	: PO210600002
Cost Center	: ICT0001000 - Pusat ICT	Status	: ENTRY
Enter by	: FIN_ADMIN	Enter Date	: 2021-06-24 10:02:21.444267
Approve by	:	Approve Date	:
Cancel by	:	Cancel Date	:
Delivery Date	: 14-06-2021	Extended Delivery Date	: 13-06-2021
Delivery Term	: 5 (Days)	Charged Amt	: \$ 5.00
Charged Rate	: 2.5 %	BO Receive Date	: 23/06/2021
DO No	: TEST2		

Figure 2.6.2 – Late Delivery Charge Result

