Goods Receipt Note Inbox

Module Guide: Goods Receipt Note Inbox (GRN Inbox)

Module Location

Inventory > Goods Receipt > Goods Receipt Note Inbox

Module Objective

The **Goods Receipt Note Inbox** module serves as the approval center for all **Goods Receipt Note (GRN)** documents that have been submitted. This is a crucial control step where a manager (e.g., a Warehouse Head or Quality Control) must review and approve the goods received from a supplier before the stock is officially added to the inventory and before the finance team proceeds with the payment process.

1. Main View (Receipt Document List)

The main page of this module is an "inbox" that displays all goods receipt documents requiring your action.

View Explanation

This page provides a summary of all receipt documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Goods Receipt Number**, a **Date** range, or **Item/Service Category**.

- **Document List**: The table below will display all documents awaiting action, with columns such as the **Goods Receipt Number**, the related **Purchase Order Number**, the **Supplier** , and the **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Goods Receipt Note Inbox** module to see the list of receipts that require approval.

Step 2: Review the Receipt Details

Click on one of the rows in the table to open the detail view of the receipt document. In the detail page, you can check the conformity of the received goods (type and quantity) with the original Purchase Order (PO) document.

Step 3: Provide Approval

After you review the receipt details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Goods Receipt Note (GRN) is created and confirmed by a warehouse staff.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.

4. After approval, the **stock is officially increased** in the system, and the **Finance (AP) team gets the "green light"** to proceed with the payment of the supplier's invoice.

Tips & Important Notes

- The approval process here is the final verification that the received goods match the order, in terms of type, quantity, and quality (if a QC process is in place).
- This step is key to ensuring the company **only pays for goods that have actually been properly received**.
- This module is typically accessed by the **Receiving Warehouse Head or a Quality Assurance (QA) manager**.

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