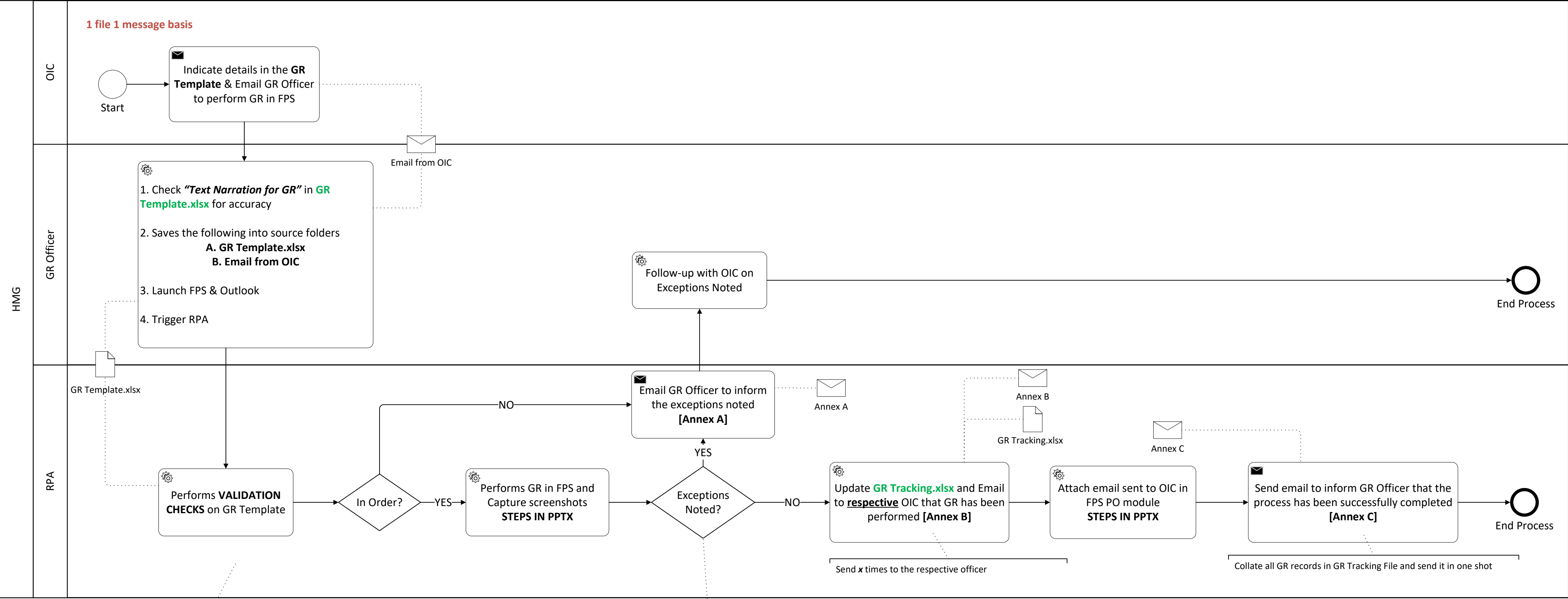


Reference – Good Receipts Workflow Overview



- The following fields **cannot be blank**:
- Requested by
  - Section
  - Purchase Order No.
  - Document Date
  - For each GR item, if *PO line item no.* is **filled**, the **following fields cannot be blank**:
    - PO line description
    - GR Quantity
    - GR Amount (Before GST)
    - GR Text Narration

**Documents to be attached in Annex**

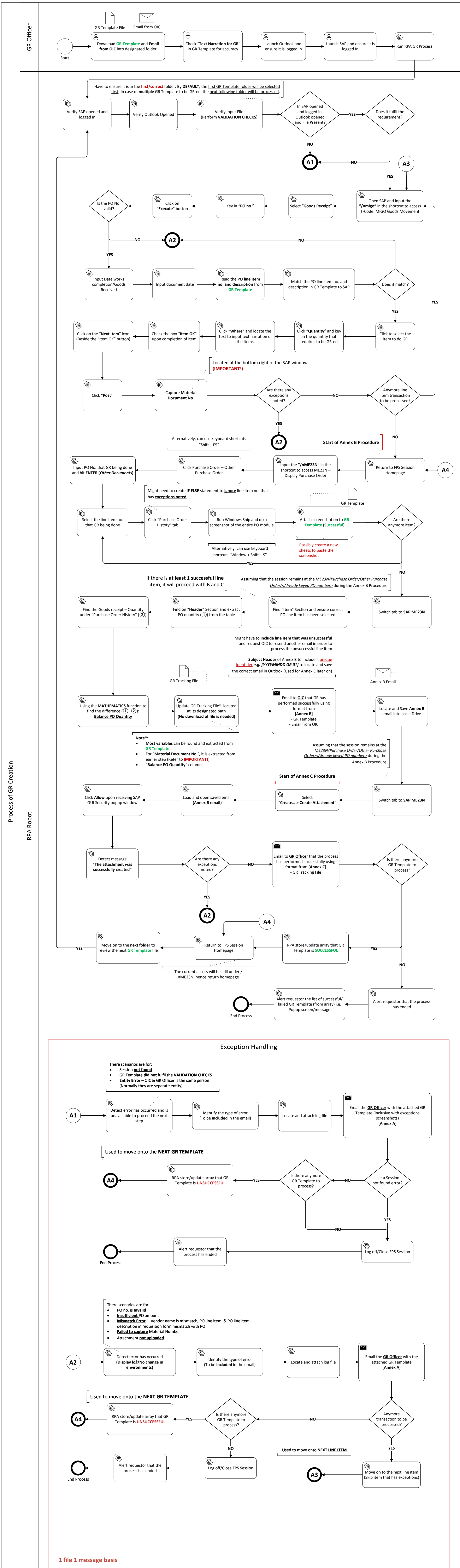
- **A** – GR Template.xlsx
- **B** – **UPDATED** GR Template.xlsx (With GR done screenshots), Email from OIC (Screenshot of Request)
- **C** – GR Tracking.xlsx, Screenshot of Annex B email

**Exception Scenarios:**

1. **Missing info in GR Template** – Refer to VALIDATION CHECKS
2. **Invalid PO\*\*** – The PO listed does not exist/is incorrect
3. **Insufficient PO amount\*\*** – Err msg: “FPS PO quantity for GR is insufficient to perform GR. Please follow-up to amend the PO before re-performing GR.”
4. **Mismatch Error (2 possible scenarios)** – Vendor name is mismatch, PO line item. & PO line item description in requisition form mismatch with PO
5. **FPS Session not found**
6. **Windows Error (2 possible scenarios)** – Window block, Window not found
7. **Attachment not uploaded**
8. **Entity Error** – OIC & GR Officer is the same person (Normally they are separate entity)

**\*\*To attach screenshot error**

RPA GR Process Workflow Ver 1.5 (FINALIZED)



!!! Important !!! | Self Note

- Use windowHandler or Windows Properties function to switch and detect the correct corresponding window
- Reduce the use of CLICKS in RPA, instead use DETECTION whenever possible

- Some areas using file and saving SPECIFIC EMAIL needs to have Detect Object
- Saving emails using File > Save As > Downloads and RENAME if the original email is too long and unable to save
- Might need to create a SET variable to remember the file name of certain attachments
- Ensure windowHandler maximise/close wherever possible.
- RPA needs to identify the correct folder/subfolder and the correct file (Usage for looping and moving to the next folder upon completion)