



Job Aid to assist with Receiving through Year End

How to Receive Items

1. Navigate : **Main Menu>eProcurement>Receive Items**
 - a. Note: **if using Main Menu>Purchasing>Receipts>Add/Update Receipts** navigation, begin with step 4.
2. Click [Add New Receipt](#)

Manage Receipts

Search Criteria

Received Date From: 05/24/2017 To: 06/23/2017 Show Status: Received//Open

Business Unit: FIU01 Receipt ID: PO Unit: PO ID: Ship To:

Search Clear

[Add New Receipt](#) Process Receipts Inspection Review ASN Receipt Manage Return To Supplier

Your Search returns more than 300 receipts, please modify the search criteria to limit your search.

3. Should default to Add a New Value
4. Click **Add**.

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Receiving

Find an Existing Value Add a New Value

Business Unit: FIU01

Receipt Number: NEXT

PO Receipt

Add

Find an Existing Value | Add a New Value



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5. Select Purchase Order screen displays. On this screen you can use the search parameters to refine your search to your PO.

It is recommended to clear all fields. Assure that **“PO Remaining Qty”** is selected. Enter the **PO ID** and click **“Search”** button.

Favorites Main Menu > eProcurement > Manage Requisitions > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: FIU01
ID: 0000142370
Days +/- Today: 30
Start Date: [calendar icon]
End Date: [calendar icon]
Supplier Name: [lookup icon] Supplier Lookup
Supplier Item ID: [lookup icon]
Manufacturer ID: [lookup icon]
Manufacturer's Item ID: [lookup icon]

Line / Schedule: /
Release: [lookup icon]
Item ID: [lookup icon]
Ship To: [lookup icon]
Ship Via: [lookup icon]
 Retrieve Open PO Schedules

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Search
OK Cancel Refresh

The lines on the PO will display at the bottom of the screen.

6. Select the line(s) to be received and click **“OK”**.

Favorites Main Menu > eProcurement > Receive Items > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: FIU01
ID: 0000142370
Days +/- Today: [calendar icon]
Start Date: [calendar icon]
End Date: [calendar icon]
Supplier Name: [lookup icon] Supplier Lookup
Supplier Item ID: [lookup icon]
Manufacturer ID: [lookup icon]
Manufacturer's Item ID: [lookup icon]

Line / Schedule: /
Release: [lookup icon]
Item ID: [lookup icon]
Ship To: [lookup icon]
Ship Via: [lookup icon]
 Retrieve Open PO Schedules

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows
Personalize | End | View All | First 1-3 of 3 | Last

| Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description |
|-------------------------------------|---------|------------|------|-------|---------|------------|--------|---------------|------|--------------------------------|
| <input type="checkbox"/> | FIU01 | 0000142370 | 2 | 1 | | 12/31/2016 | 1.0000 | | | SBDC Sub-contract |
| <input type="checkbox"/> | FIU01 | 0000142370 | 3 | 1 | | 12/31/2016 | 1.0000 | | | SBDC Sub-Contractor Expense Re |
| <input checked="" type="checkbox"/> | FIU01 | 0000142370 | 1 | 1 | | 12/31/2016 | 1.0000 | 1.0000 | | SBDC at FIU Sub-contract no. 8 |

Select All Clear All

OK Cancel Refresh



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- Click on the **Header Details** link to enter the date. (**mandatory**)

Favorites | Main Menu > eProcurement > Receive Items > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit FIU01 Receipt Status Open ✘

Receipt ID NEXT [Add Header Comments](#) [Activities](#)

Header Details

Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track | |
|------|------|--------------------------------|-------------|---------------|------------|--------|--------------------------|--------------------------|--------------------------|--------------|------------------------------------|
| 1 | | SBDC at FIU Sub-contract no. 8 | 1.0000 | 19268.75000 | 1.0000 | Open | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Device Track | ✘ |

Interface Receipt Run Close Short [Interface Asset Information](#)

- Change the **“Receipt Date”** to the **actual date** that the good(s) or service was delivered/rendered.

- Click **“OK”**.

Header Details

Business Unit FIU01 *Receipt Date 04/25/2016 Receipt Time 3:53PM

Receipt ID NEXT User ID TRNAM01

Receive Source On-line Receipt Status Open

Supplier 0000036407 Supplier Name FLORIDA FIDELITY GROUP, INC.

Location MIAMISHORE *Ship To FDBS1100L1

Supplier ID Number Ship To GLN

Last Change Date Last User to Modify

Shipping Information

Ship Date Container ID

Carrier ID Number of Cartons

Vehicle ID Pallets In

Driver ID Pallets Out

Bill of Lading Port of Unloading

Pack Slip Ship From Country USA

Shipment Number Ship From Location

Pro Number

Match Options

Invoice Allow ERS

Invoice Dt Option Match Status To Match

Freight Terms Match Rule STANDARD

Receipt Hold Options **Receipt Processing Options**

Hold Receipt Process Manufacturing

Hold Inventory Process Inventory

Hold Assets Process Assets



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10. Enter the cost of goods/services delivered or rendered in the **Receipt Price** field if the line(s) were set to be received by amount (this option applies to all Blanket POs).

If the line(s) were set up to receive by Quantity, enter the quantity of goods delivered in the **Receipt Qty** field.

11. Click **“Save”** button.

The screenshot shows the 'Add/Update Receipts' interface. At the top, the breadcrumb trail is 'Favorites > Main Menu > eProcurement > Receive Items > Add/Update Receipts'. Below this, the 'Maintain Receipts' section is titled 'Receiving'. The 'Business Unit' is FIU01 and the 'Receipt Status' is 'Open' with a red 'X' icon. The 'Receipt ID' is 'NEXT'. There are buttons for 'Add Header Comments' and 'Activities'. A 'Header' section contains a 'Select Purchase Order' dropdown and buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The 'Receipt Lines' section has tabs for 'Receipt Lines', 'More Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', and 'Source Information'. A table below shows one receipt line with the following data:

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |
|------|------|--------------------------------|-------------|---------------|------------|--------|--------------------------|--------|--------------------------|--------------|
| 1 | | SBDC at FIU Sub-contract no. 8 | 1.0000 | 19268.75000 | 1.0000 | Open | <input type="checkbox"/> | | <input type="checkbox"/> | Device Track |

At the bottom, there are checkboxes for 'Interface Receipt' and 'Run Close Short', and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

You have received and now have a receipt #.

12. Click **“OK”**.

If you receive all the lines on the Purchase Order your status will say **“Fully Received”**. **“Partially Received”** indicates only a portion of the PO was received.

The screenshot shows a 'Message' box with the following text:

Receipt, 0000332853, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 5100267). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

An 'OK' button is highlighted with a red box.

The screenshot shows the 'Add/Update Receipts' interface after the receipt has been processed. The 'Receipt Status' is now 'Fully Received' with a red 'X' icon. The 'Receipt ID' is '0000332853'. The 'Receipt Lines' table now shows the following data:

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |
|------|------|--------------------------------|-------------|---------------|------------|----------|--------------------------|--------|--------------------------|--------------|
| 1 | | SBDC at FIU Sub-contract no. 8 | 1.0000 | 10000.00000 | 1.0000 | Received | <input type="checkbox"/> | | <input type="checkbox"/> | Device Track |

The 'Save' button is highlighted with a red box.