



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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7. 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 (highlighted)

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

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 ✘

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

Save Notify Refresh Add Update/Display

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

9. Click **“OK”**.

Header Details

Business Unit: FIU01 *Receipt Date: 04/25/2016 (highlighted) 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 Rule: STANDARD

Match Options

Invoice: Allow ERS

Invoice DT Option: Match Status: To Match

Freight Terms: Match Rule: STANDARD

Receipt Hold Options

Hold Receipt Process Manufacturing

Hold Inventory Process Inventory

Hold Assets Process Assets

OK (highlighted) Cancel Refresh



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- 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.

- Click **“Save”** button.

The screenshot shows the 'Add/Update Receipts' interface. The 'Receipt Status' is 'Open'. The 'Receipt Lines' table has one line with 'Receipt Qty' 1.0000 and 'Receipt Price' 19268.75000. The 'Save' button is visible at the bottom left.

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

You have received and now have a receipt #.

- 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 message dialog box contains 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." The 'OK' button is highlighted in red.

The screenshot shows the 'Add/Update Receipts' interface after the receipt is saved. The 'Receipt Status' is now 'Fully Received'. The 'Receipt Lines' table shows the 'Status' as 'Received'.

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