

# PantherSoft Financials Receiving Job Aid

## - The Casual Receiver (Access Role 002A) -

A Receipt must be created in PantherSoft Financials immediately following the delivery of goods/services. This acknowledges that what was requested via a dispatched Purchase Order was fulfilled by the Supplier. The Receipt is independent of the Supplier's Invoice, which they should send directly to Accounts Payable (AP) per instructions on the Purchase Order.

After the Receipt is created by a requester against a dispatched Purchase Order and an invoice is received by AP, a payment will be sent to the Supplier. If a Receipt is not entered and/or an invoice not received, the Supplier will not be paid – even if the goods/services were provided.

The following steps provide instructions on how the **Casual Receiver** creates a Receipt for Requisitions created only by themselves.

1. Navigate to **Main Menu > eProcurement > Manage Requisitions**
2. Select the **“Receive”** Action from the drop down menu on the desired requisition to be received, then click the **Go** button.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FIU01, Requisition Name: [ ], Requisition ID: [ ], Request State: All but Complete, Budget Status: [ ], Date From: [ ], Date To: [ ], Requester: 1189515, Entered By: [ ], PO ID: [ ]

Search Clear Show Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	[Select Action]	Go
0000196449	0000196449	FIU01	02/23/2018	PO(s) Dispatched	Valid	1,170.00 USD	[Select Action]	Go

Requester: Belton, Doreatha S, Entered By: Belton, Doreatha S, Priority: High, Pre-Encumbrance Balance: 0.00 USD

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Supplier	
1	Roller Shades 3% with Casset...	PO Dispatched	195.00000	6.0000	EA	SOUTH KENDALL INTERIORS INC	X

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report



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3. Select the checkbox for the Requisition Lines(s) to be received, then click the **Receive Selected** button.

Receive Items

You have 1 line open for receiving for requisition 0000196449

**Receive Selected** and go to the Receive Form.

Requisition Lines to Receive

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input type="checkbox"/>	FIU01	0000196449	Roller Shades 3% with Cassettes/Color: White Pearl/Installed		6	0	EA	0023000411		Belton,Doreatha S	SOUTHKEND-001

Check All Clear All

[Inquire Receipts](#)

4. Enter a date into the **Received Date** field. The Received Date field should always be populated with the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. This is a mandatory field.

Receive Items

New Receipt

\*Business Unit

Receipt Status Open

**\*Received Date**

[Reject Shipment](#)

Receipt Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		Roller Shades 3% with C	6.0000	EA	6.0000				N				X

Save Receipt

[Add New Receipt](#) [Inquire Receipts](#)



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5. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Quantity** or the **Receipt Price** field (this depends on whether the requisition line was setup to be received by quantity or amount).

The screenshot shows the 'Receive Items' form in PantherSoft Financials. The 'New Receipt' section includes fields for Business Unit (FIU01), Receipt Status (Open), and Received Date (02/15/2018). Below this is a table of Receipt Lines. The first line is highlighted, and the 'Received Quantity' field is red-bordered and contains the value '4'. The 'Save Receipt' button is visible below the table.

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		Roller Shades 3% with C	4	EA	6.0000				N				

6. Click the **Save Receipt** button.

The screenshot shows the same 'Receive Items' form as above. The 'Save Receipt' button is now highlighted with a red border, indicating it should be clicked. The 'Received Quantity' field still contains the value '4'.

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		Roller Shades 3% with C	4	EA	6.0000				N				



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7. A receipt confirmation page will display that includes the Receipt # and the quantity or amount that was received.

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Manage Requisitions](#)

### Receipt Saved Successfully

You have saved receipt # 0000414294 containing the following items:

Receipt Lines				
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Roller Shades 3% with Cassettes/ Color: White Pearl/ Installed	4.0000		4.0000

[Return to Manage Requisitions](#)                      [Return to Receiving](#)

