PO.020.230 – ADDING AND UPDATING RECEIPTS

Purpose	• To add a receipt. • To update a receipt. • To cancel a receipt.
Description	When shipments arrive from suppliers, the items included in the shipment go through a receiving process. The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered, either through a Purchase Order or some other means. PeopleSoft allows users to create one receipt for multiple Purchase Order items, many receipts for one Purchase Order (one receipt for different item on the PO), and receipts which have no Purchase Order.
Security Role	**BOR_PO_RECEIVING**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to add a receipt from a Purchase Order.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Receipts** link.
5.	Click the **Add/Update Receipts** link. The system navigates to the Receiving page and defaults to the Add a New Value tab.
6.	Verify the system defaults the correct business unit in the **Business Unit** field.
7.	Verify the system populates the word 'NEXT' in the **Receipt Number** field.
8.	Verify the **PO Receipt** check box is checked.
9.	Click the **Add** button. The system navigates to the Select Purchase Order page.
10.	Enter or search for eligible purchase orders in the **ID** field.
11.	Enter additional criteria as necessary to narrow search results. Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts. The search functionality of this page enables users to perform a broad or narrow search based on a variety of search criteria. Users can use one or all of the available fields to narrow results: • Days +/- Today: Use the **Days +/- Today** field to enter a value to further restrict or expand the number of purchase order schedules that appear within the start date and end date values. This value is added or subtracted from the current date to calculate the start date and end date values. The default value appears from the User Preferences - Procurement: Receiver Setup page. Users may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates. • Start Date: purchase order creation date? • End Date: purchase order creation date? • Supplier Name • Ship To:

Step	Action
12.	Select the **Retrieve Open PO Schedules** check box to retrieve only purchase order schedules that have not been fully received. ***Note****: If users do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received.*
13.	The **Receipt Qty Options** section determines the receipt quantity to appear. These fields specify quantities to transfer to the receipt. Accessibility to these fields is determined by the user's blind receipt authorization set on the User Preferences - Procurement: Receiver Setup page. Users can select from one of these options to narrow search results: • **No Order Qty: i**f selected, this option does not transfer order quantities from the purchase order to the receipt and the receiver must manually enter the quantity received. This option requires a live count of the items prior to receiving them in the system. • **Ordered Qty:** automatically makes the received quantity the same as the purchase order quantity. This option changes the purchase order quantity regardless of any prior receipt quantity. • **PO Remaining Qty**: displays the difference between the quantity ordered and the quantity received.
14.	Click the **Search** button to display purchase order lines with schedules that match the search criteria in the Retrieved Rows box. ***Note****: Users may need to adjust the search criteria to get the purchase order lines to appear in the search results.*
15.	Click the **Sel** check box next to any and/or all purchase order lines qqqa2qto pull them into the receipt. ***Note****: Receipts can be created for a single purchase order line, multiple purchase order lines, and/or an entire purchase order.*
16.	Click the **OK** button.
17.	Verify the **Receipt Status** is 'Open.'

Step	Action
18.	If needed, users can enter the following information by clicking the **Header Details** link: • Receipt Date • Ship Date • Match Rule • Invoice • Hold Receipt
19.	If needed, users can add comments and/or attachments by clicking the **Header Comments/Attachments** link. ***Note****: Once comments are added, the link will be displayed as Edit Comments. Click the link to add additional header level comments or to review existing ones.*
20.	Click the **Activities** link to add or review activities associated with the receipt header.
21.	On the Receipt Lines tab, users can update the following information: • **Receipt Qty** • **Recv UOM** fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received. • **Receipt Price** ***Note****: When users enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity.*
22.	Select the **More Details** tab to enter or view information such as the following: • Inspect Quantity • Reject Quantity • Reject Action • Reject Reason • RMA Number • RMA Line • Attention To • Whether inspection is required. • The quantity and action for item rejects. • RMA information. • The received quantity less the quantity of items rejected and returned. • The allocation type for the receipt. • The Ship To location.

Step	Action
23.	Select the **Links and Status** tab to update the following information: • Distribution/ChartField Information • Add Receipt Line Comments
24.	Select the **Optional Input** tab to enter or view information such as the following: • Hold checkbox: selecting this puts the receipt on Hold. • Invoice Number: • Packing Slip • Lading • Progressive Number • Replacement: this would indicate the shipment is a replacement for a prior return.
25.	Select the **Source Information** tab to review information generated from the purchase order.
26.	Click the **Print Delivery Report** button to save the currently entered receipt information and initiate the Receipt Delivery report process (POY5030) in the same business event.
27.	Click the **Save** button.
28.	Verify that the system generates a **Receipt ID**.
29.	Verify the **Receipt Status** is changed to 'Fully Received.'

Below are step by step instructions on how to modify a receipt after it has been created.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Add/Update Receipts** link.
5.	Select the **Find and Existing Value** tab**.**
6.	Enter the business unit in the **Business Unit** field.
7.	Enter or search for the receipt in the **Receipt Number** field.

Step	Action
8.	The receipt header will be in one of the following statuses: • Received (fully received) • Hold (hold receipt) • Canceled (canceled) • Closed (closed receipt)
9.	If needed, users can change the following information by clicking the **Header Details** link: • Receipt Date • Ship Date • Hold Receipt
10.	If needed, users can add or update comments and attachments by clicking the **Header Comments/Attachments** link. ***Note***: *if comments already exist at the Receipt Header, this link will say Edit Comments*.
11.	If needed, users can update the Due Date by clicking the **Activities** link.
12.	If needed, users can navigate to the Receipt Lines and update the following: • Receipt Quantity • Receiving Unit of Measurement (UOM)
13.	Click the More Details tab to update the following information: • Inspect Quantity • Reject Quantity • Reject Action • Reject Reason • Attention To
14.	Clcik the Optional Input tab to update the following information: • Invoice Number • Packing Slip • Lading • Pro Number
15.	Click the **OK** button.
16.	USG will not use the Run PO Receipt Accrual functionality. This button will be grayed out in production environments.
17.	The **Accept Qty** field displays the quantity of items accepted.

Step	Action
18.	The Receipt **Status** field displays the status of the receipt line. • Received (received schedule) • Hold (hold schedule) • Canceled (canceled schedule) • Closed (closed schedule)
19.	Select the **More Details** tab to enter or view information such as the following: • Whether inspection is required. • The quantity and action for item rejects. • RMA information. • The received quantity less the quantity of items rejected and returned. • The allocation type for the receipt. • The Ship To location.
20.	Select the **Optional Input** tab to enter or view information such as the following: • Setting a receipt line to Hold status. • Invoice ID. • Packing slip ID. • Progressive number. • Country of origin. • Whether the shipment is a replacement for a prior return.
21.	Click the **Print Delivery Report** button to save the currently entered receipt information and initiate the Receipt Delivery report process (POY5030) in the same business event.
22.	Click the **Save** button.
23.	Notice that the system generates a Receipt ID for the receipt you created.
24.	Notice the Receipt Status has been updated. Values are: • Closed (closed receipt) • Hold (hold receipt) • Moved (moved to destination) • Open (open) • Received (fully received) • Canceled (canceled)

Below are step by step instructions on how to cancel a receipt and/or receipt lines.

***Note**: Canceling the receipt and/or receipt lines cannot be reversed.*

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Add/Update Receipts** link.
5.	Select the **Find and Existing Value** tab**.**
6.	Enter the business unit in the **Business Unit** field.
7.	Enter or search for the receipt in the **Receipt Number** field.
8.	Users can either cancel an entire receipt or cancel a receipt line(s). • To cancel an entire receipt, click the Cancel icon ('X') at the receipt header. • To cancel a receipt line(s), navigate to the right of the receipt line detail and click the Cancel icon next to the line.
9.	Click the **Save** button.