Indiana Department of Administration
Procurement Division

PeopleSoft eProcurement

Issuing Receipts for Purchase Orders

Version 18.11-07

Table of Contents

Financials Procedure Overview 3

Issuing a Receipt for a Purchase Order without Asset lines 5

Menu Navigation 5

Cancelling a Receipt 9

Issuing a Receipt for a Purchase Order with Asset lines 10

Issuing a Receipt for an Amount Only Purchase Order line 14

Issuing a Receipt for a Purchase Order line with multiple distributions (chartfields) 16

Document Status 19

Best Practice 20

Frequently Asked Questions 20

What should I do if I can't pull up the PO to issue a receipt? 20

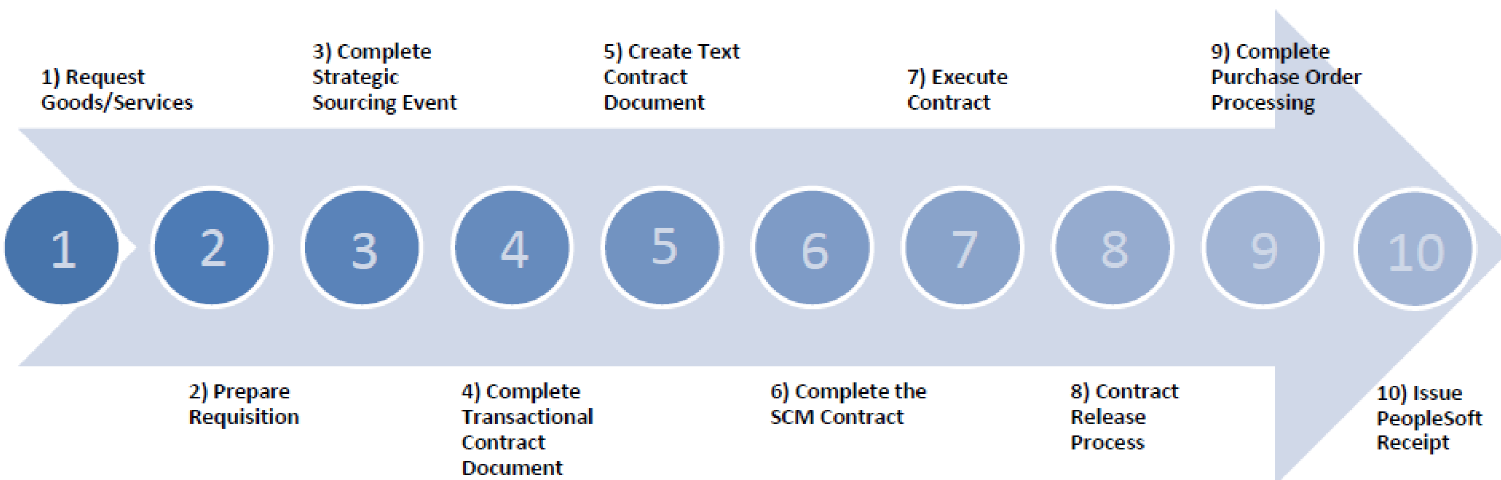
What if a PO needs to be changed to Amount Only before I issue a receipt? 20

What if a PO line has been marked as an asset and has the "Pending" link when it should not? Or what if a PO line does not have the "Pending" link when it should? 20

What should you do if you need to over receive (received too many goods and want to keep and pay for them)? 20

What needs to happen if your shipment is short and you won't be receiving additional goods/services? 20

Financials Procedure Overview
Purchase that does require solicitation and an SCM contract



Financials Procedure Overview
Purchase that does not require solicitation and no contract is required

Financials Procedure Overview
Outright Purchase that requires solicitation and no contract is required

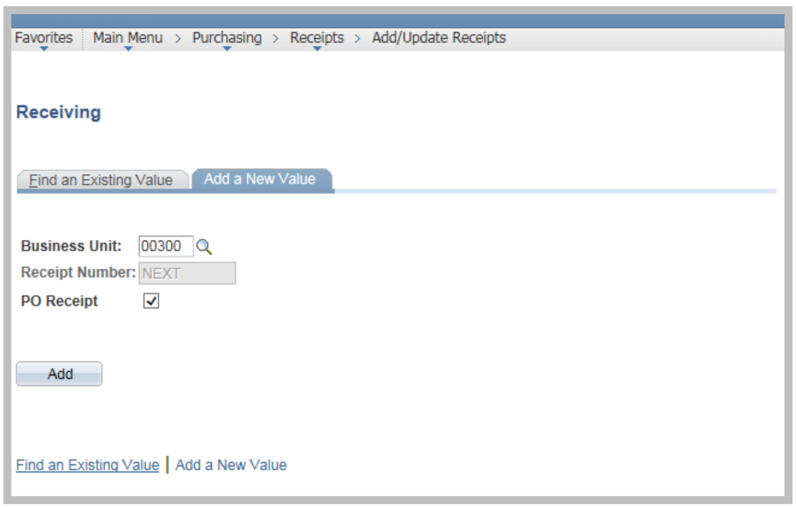
In order to issue a receipt the status must indicate “PO Dispatched” or “Partially Received” when viewing through Manage Requisitions. If not, the user should contact the Buyer listed on the Purchase Order who may need to run the Dispatch process or make an adjustment.

Issuing a Receipt for a Purchase Order without Asset lines

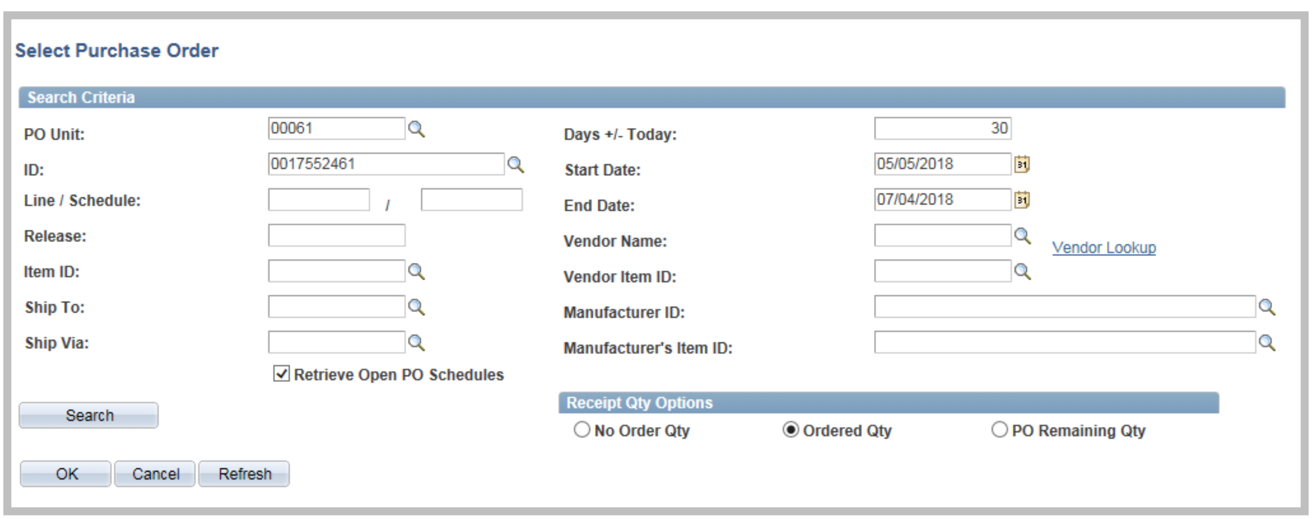
Menu Navigation

Purchasing >> Receipts >> Add/Update Receipts

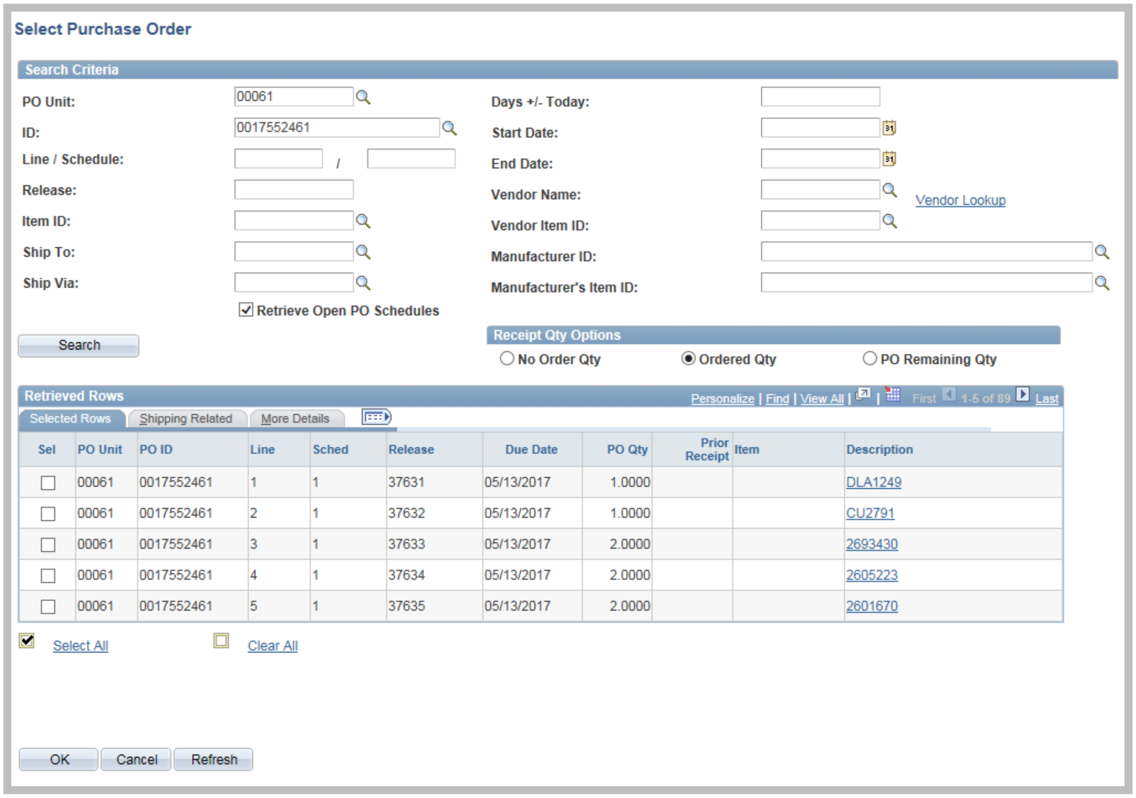
On the **Add a New Value** tab



The user can change the Business Unit (if necessary) and click **Add**.



The user must enter or select the 10 digit Purchase Order (PO) number in the field labeled ID and click **Search** to retrieve the PO lines.



Select Purchase Order

Search Criteria

PO Unit: 00061

ID: 0017552461

Line / Schedule: /

Release:

Item ID:

Ship To:

Ship Via:

Days +/- Today:

Start Date:

End Date:

Vendor Name: Vendor Lookup

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

☑ Retrieve Open PO Schedules

Search

Receipt Qty Options

○ No Order Qty ◉ Ordered Qty ○ PO Remaining Qty

Retrieved Rows — Personalize | Find | View All | First 1-5 of 89 Last

Selected Rows | Shipping Related | More Details

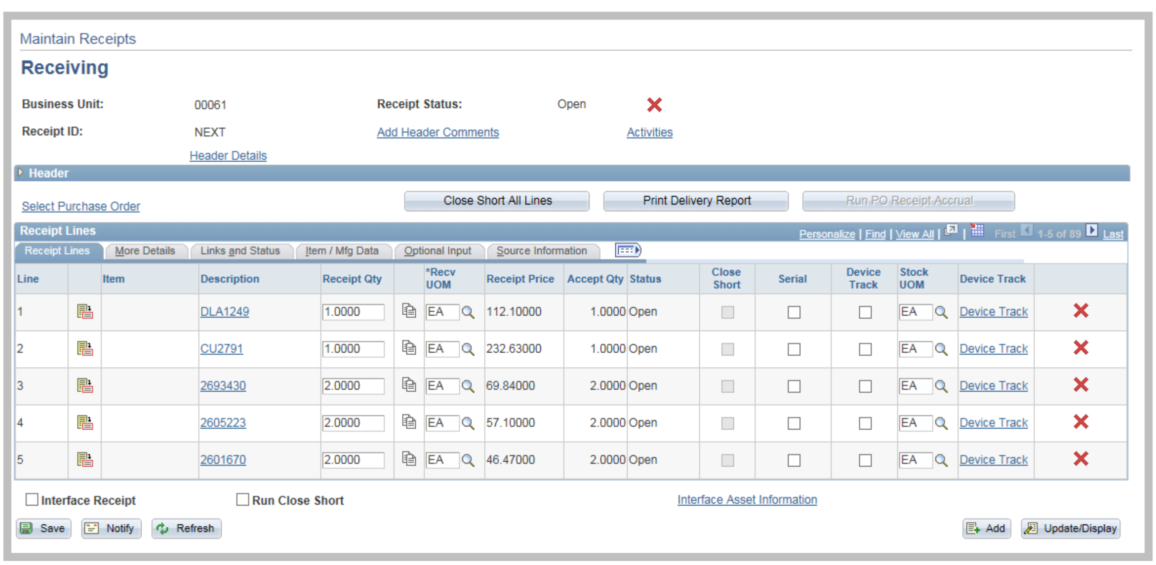
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	00061	0017552461	1	1	37631	05/13/2017	1.0000			DLA1249
☐	00061	0017552461	2	1	37632	05/13/2017	1.0000			CU2791
☐	00061	0017552461	3	1	37633	05/13/2017	2.0000			2693430
☐	00061	0017552461	4	1	37634	05/13/2017	2.0000			2605223
☐	00061	0017552461	5	1	37635	05/13/2017	2.0000			2601670

☑ Select All ☐ Clear All

OK Cancel Refresh

To display all of the available lines on the Purchase Order the user should click the View All link in the Retrieved Rows banner (if activated).

The user must select the lines to receive by selecting the checkbox under the column titled “Sel” or click the “Select All” link to select all of the lines and click **OK**.



Maintain Receipts

Receiving

Business Unit: 00061 Receipt Status: Open

Receipt ID: NEXT Add Header Comments Activities

Header Details

Header

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

Receipt Lines — Personalize | Find | View All | First 1-5 of 89 Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1			DLA1249	1.0000		EA	112.10000	1.0000	Open	☐	☐	☐	EA	Device Track
2			CU2791	1.0000		EA	232.63000	1.0000	Open	☐	☐	☐	EA	Device Track
3			2693430	2.0000		EA	69.84000	2.0000	Open	☐	☐	☐	EA	Device Track
4			2605223	2.0000		EA	57.10000	2.0000	Open	☐	☐	☐	EA	Device Track
5			2601670	2.0000		EA	46.47000	2.0000	Open	☐	☐	☐	EA	Device Track

☐ Interface Receipt ☐ Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

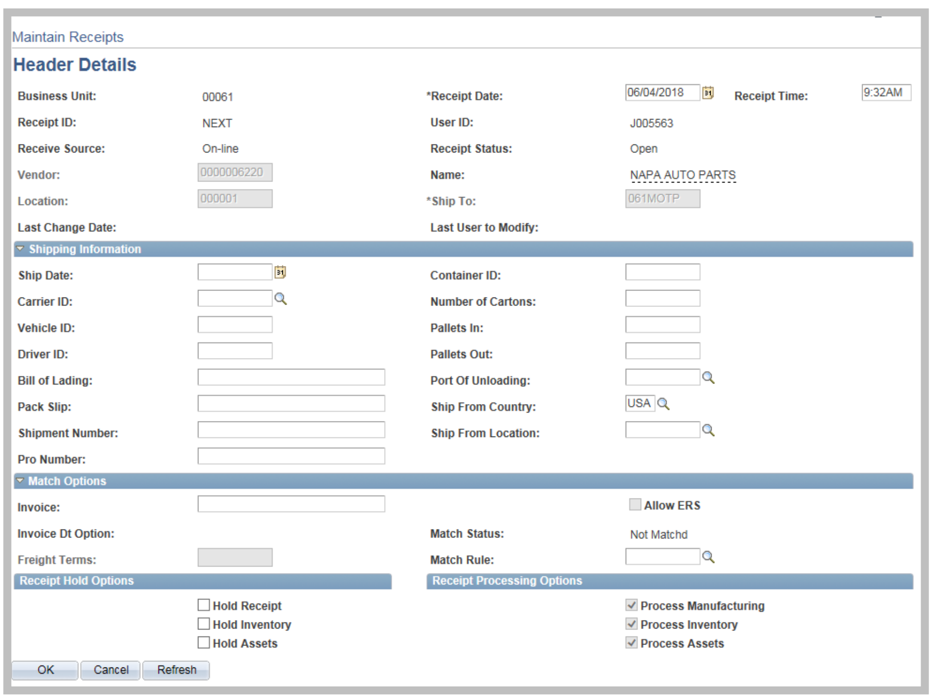
The Receipt Qty (Quantity) will default as the entire quantity requested on each of the lines. There are some agencies who issue receipts through the blind receiving method where the field is empty and a value must be entered. The user should make any necessary changes to the Receipt Qty (quantity) to process a partial delivery. The next time a receipt needs to be issued, each line will show a number in the Prior Receipt column showing the entire quantity previously received.

The user can add Header Comments to the Receipt by clicking on the “Add Header Comments” link (just below Receipt Status).

The user can also complete information on all of the other tabs by clicking on each one separately and completing the fields. The user can view all tabs at once by clicking the Expand All icon to the right of Source Information.

The user should click on the Serial checkbox on each necessary line to allow the entry of Serial/Manufacturer ID numbers.

The user must click the “Header Details” link to access the Header Details page.



Maintain Receipts

Header Details

Business Unit:	00061	*Receipt Date:	06/04/2018	Receipt Time:	9:32AM
Receipt ID:	NEXT	User ID:	J005563		
Receive Source:	On-line	Receipt Status:	Open		
Vendor:	0000006220	Name:	NAPA AUTO PARTS		
Location:	000001	*Ship To:	061MOTP		
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:	Not Matchd
Freight Terms:		Match Rule:	

Receipt Hold Options: Hold Receipt, Hold Inventory, Hold Assets

Receipt Processing Options: Process Manufacturing, Process Inventory, Process Assets

OK Cancel Refresh

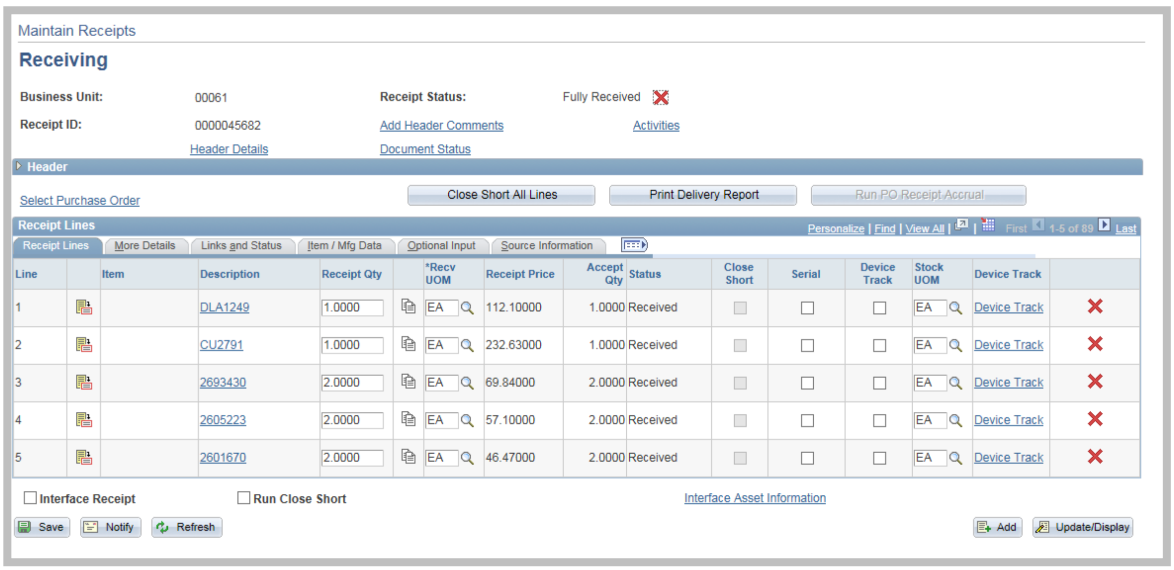
The Receipt Date and Receipt Time will automatically default as the date and time the receipt was started. **Documenting the correct Receipt Date is crucial.**

The user must verify/adjust the **Receipt Date** for:

- Products/goods/consumables as the date the items were physically received
- Equipment as the date the equipment was physically received
- Service as the last day of service or last day of month billed

The Invoice Date (entered by Accounts Payable on the voucher) impacts when payment is sent to the vendor. The latter of the invoice date and receipt date impacts when interest is applied on late payments.

The user can enter the Receipt Date in mm/dd/yyyy format or select the date from the calendar icon to the right of the field. When the user is finished he/she must click **OK** to return to the Maintain Receipts page.

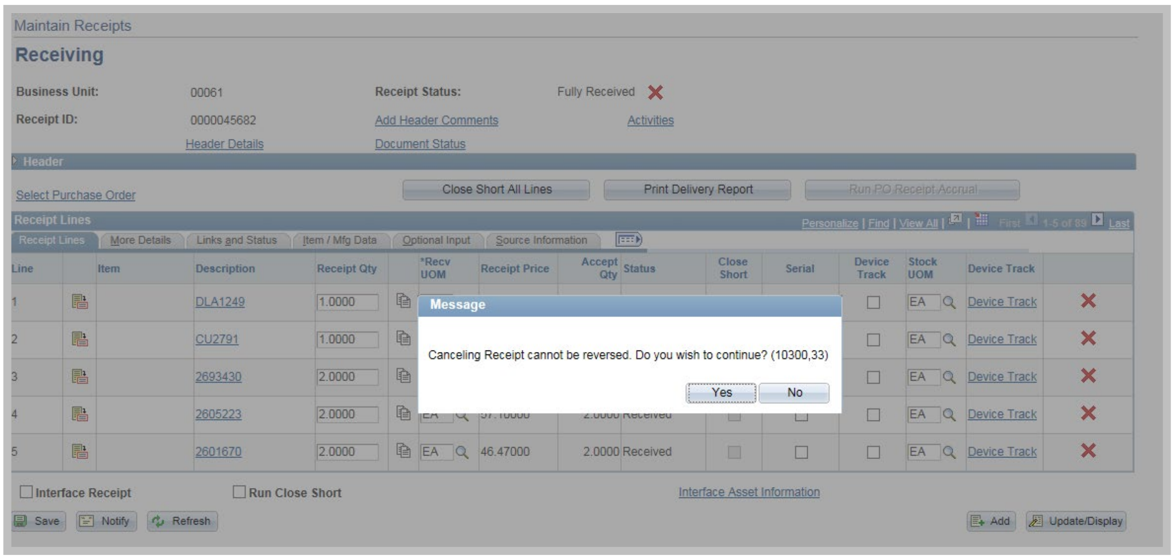


When all of the actions have been completed the user must click **Save**. The Receipt ID will turn from “Next” to a 10 digit system generated number. The user should write the Receipt ID number on the Purchase Order (PO) paperwork per the agency’s Accounts Payable instructions.

Cancelling a Receipt

If a receipt was issued and it needs to be immediately cancelled, the user can click on the red **X** to the right of the Receipt Status.

When the message stating "Canceling Receipt cannot be reversed. Do you wish to continue?" is returned, the user must click Yes. The Receipt Status will change from "Received" to "Canceled". The user will be able to issue a receipt for the PO in the future.



To cancel a receipt at a later time the user can access the receipt through ***Purchasing >> Receipts >> Add/Update Receipts*** through the Find an Existing Value tab. The user must enter or select the Business Unit, the Receipt Number (or any of the available search criteria), click Search and follow the steps above.

Issuing a Receipt for a Purchase Order with Asset lines

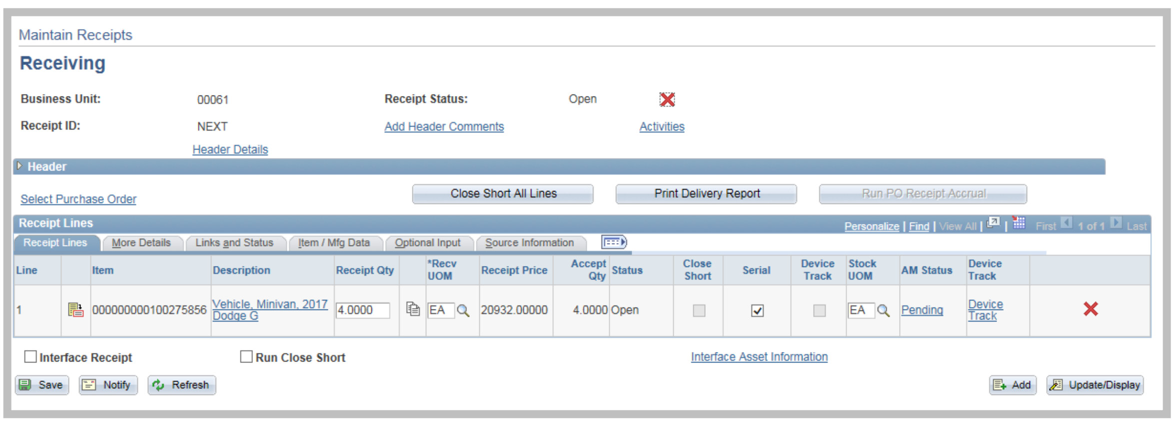
The user should follow the same steps to: Add a New Value, select the Purchase Order (PO), select the PO lines, adjust the Receipt Quantity, add Header Comments if needed, and complete the other tabs if desired.

The user will see under the column heading AM Status a “**Pending**” link on each line that is an asset.

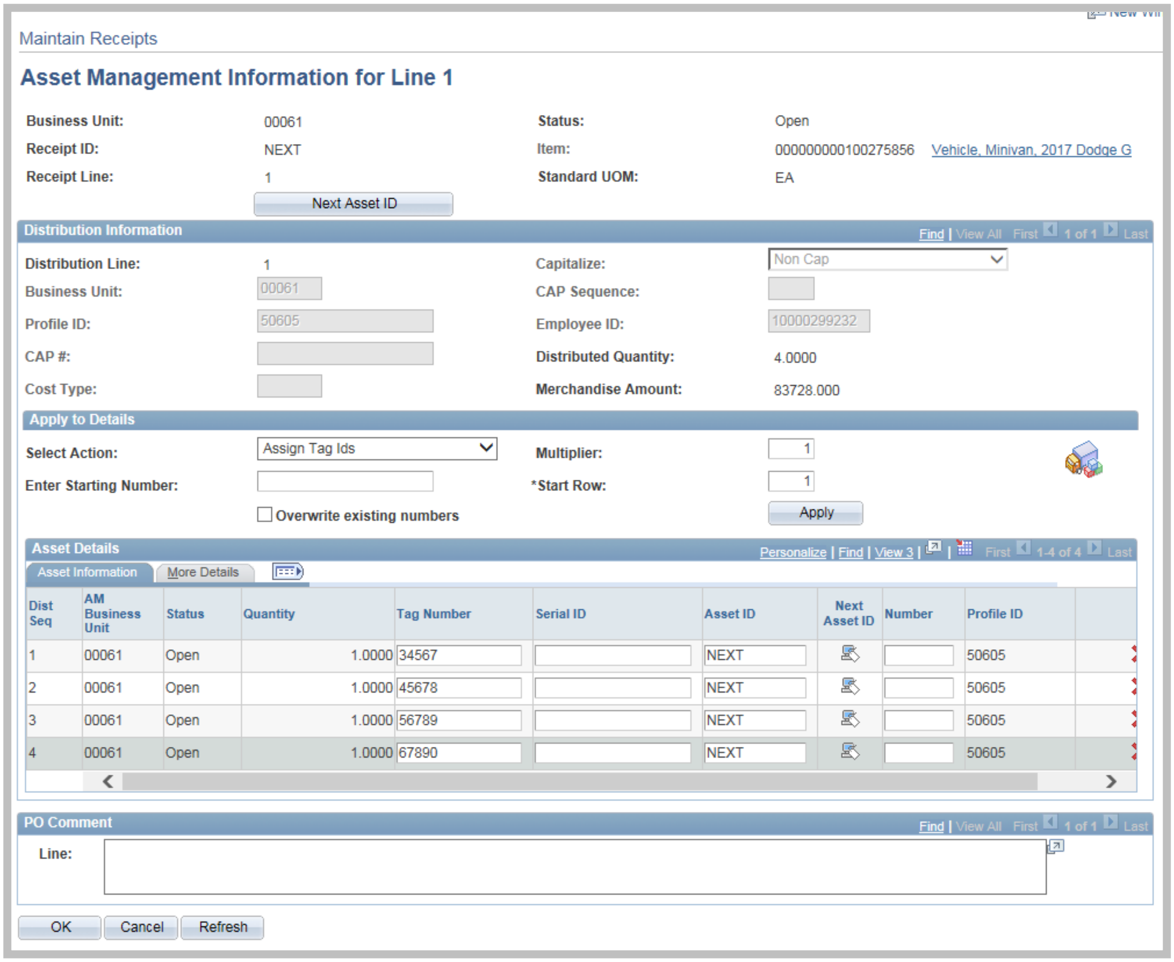
Simply stated – an asset to the State is a single line item over $500 with an expected life of a year or more.

There are times when an item will not meet those qualifications, but the agency wishes to track it as an asset through PeopleSoft and it will be set up as such.

If the user thinks something came through or has not come through as an asset by mistake, then he/she should contact the Buyer listed on the PO.



The user must click the “Pending” link on the asset line for the Asset Management Information page to appear. <u>The following actions must be completed for each asset line.</u>



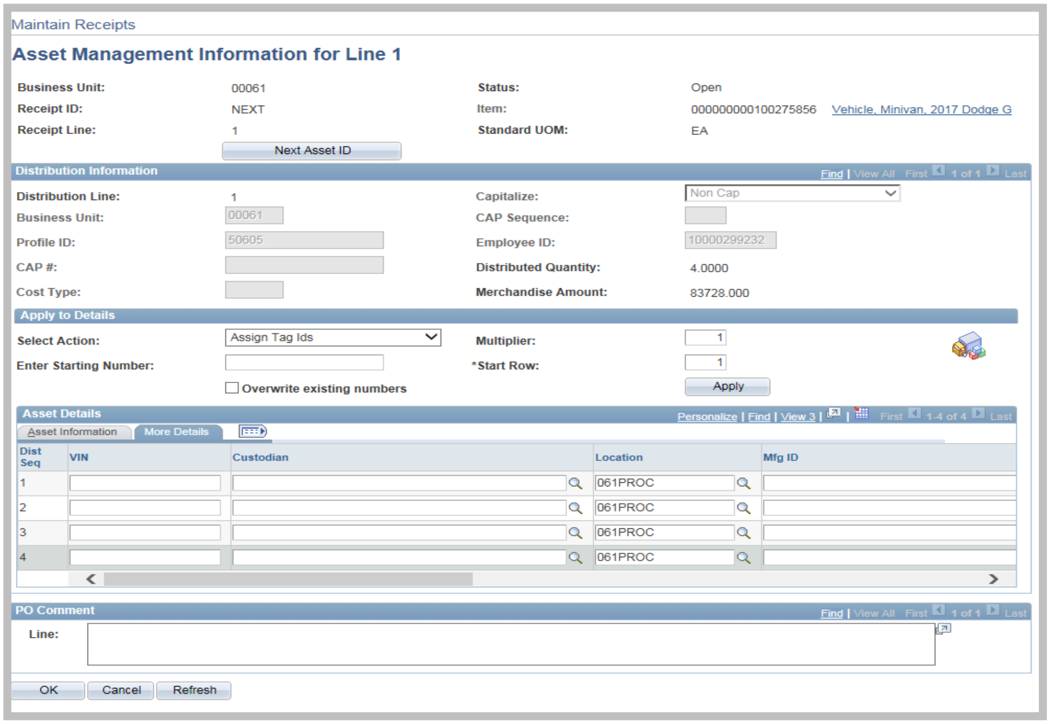
In the example, line number 1 has a quantity of four. The user must complete the unique **Tag Number** (Asset Tag Number) for each line and complete the **Serial ID** (number) if the fields are active and the items have a serial number.

If there are multiple items that have sequential tag numbers, then the user can enter the first asset tag number in the field labeled “Enter Starting Number”, leave the Multiplier as 1, the Start Row as 1 and click Apply. This will auto populate the tag numbers in sequential order.

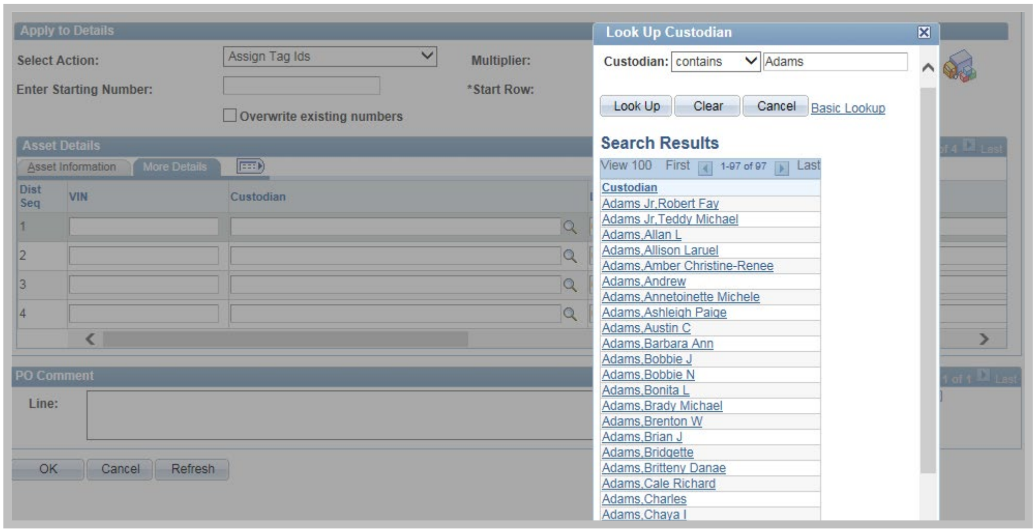
Duplicate tag numbers cannot be issued/entered on the Receipt. On asset items with options on separate lines of the Purchase Order (like vehicles), IDOA recommends that the user enter the same tag number (Commission number) on each line and put a different letter behind each one. For example: the Commission number on a new Ford F150 will be 12345. It has options for an extended cab which would be 12345a, a short bed which would be 12345b and AM/FM radio with CD player which would be 12345c.

The user can change the dropdown to “serial ID” and repeat the process if the field is activated and the serial numbers are sequential.

The user must click on the **More Details** tab (to the right of Asset Information) or all tabs can be opened by clicking the expand icon to the right of the More Details tab.

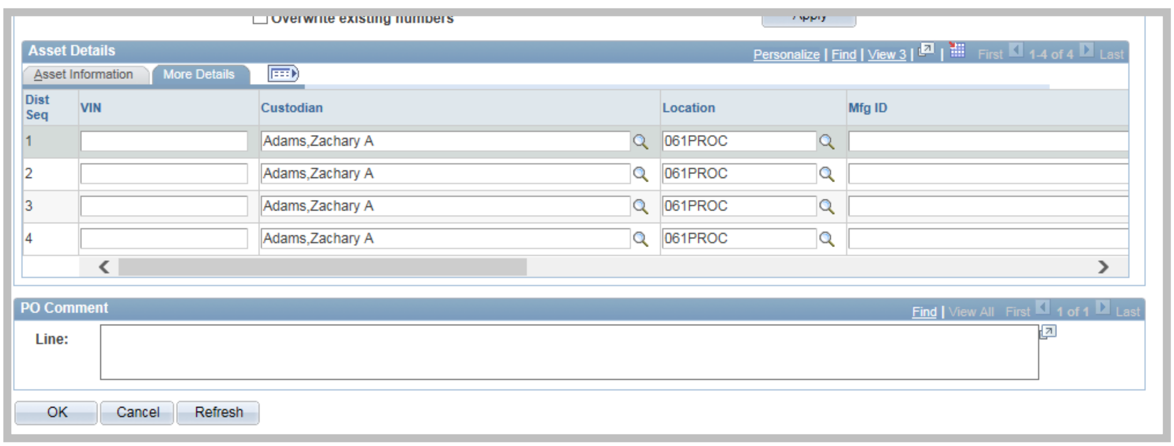


The user must enter or select a Custodian who is the person primarily responsible for the item for each asset line. All agency personnel currently in PeopleSoft Financials should be available for entry/selection. To activate the Look Up feature, the user must click on the magnifying glass to the right of the Custodian field.



The user can type the employee's last name in the Custodian field and click **Look Up**. The user must click on the desired employee's name for it to be populated in the **Custodian** field. If there is more than a quantity of one on the line, it will auto populate the Custodian on all the rows on that line by using this method.

Alternately, the user can also enter the Custodian name in the field using the Last Name,First Name format (no space between).



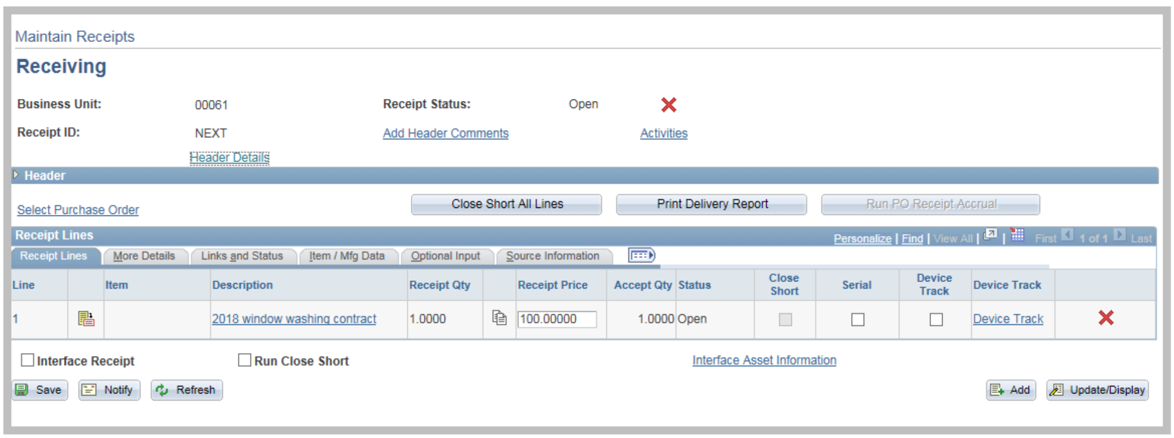
The Location will automatically populate from the ship to information on the Requisition/Purchase Order (PO). The user can change it (if necessary) to reflect the location where the item will be used.

The user should click on the Asset Information tab and after all information has been verified/completed for the line(s), then he/she must click **OK** to return to the main panel. The user must complete the Header Details date (the date the goods or equipment was physically received) and click **Save** to complete the process.

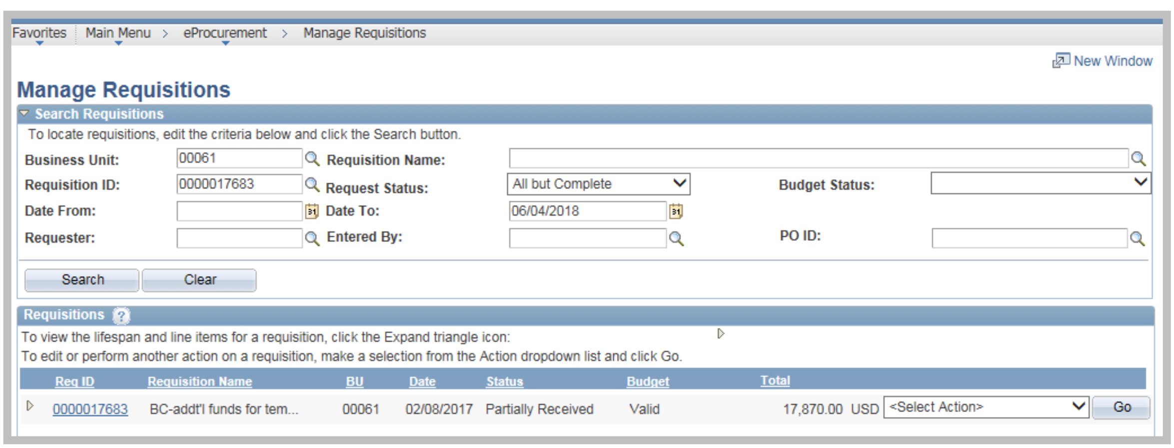
Issuing a Receipt for an Amount Only Purchase Order line

The user should follow the same steps to: Add a New Value, select the Purchase Order (PO), select the PO lines, add Header Comments if needed, and complete the other tabs if desired.

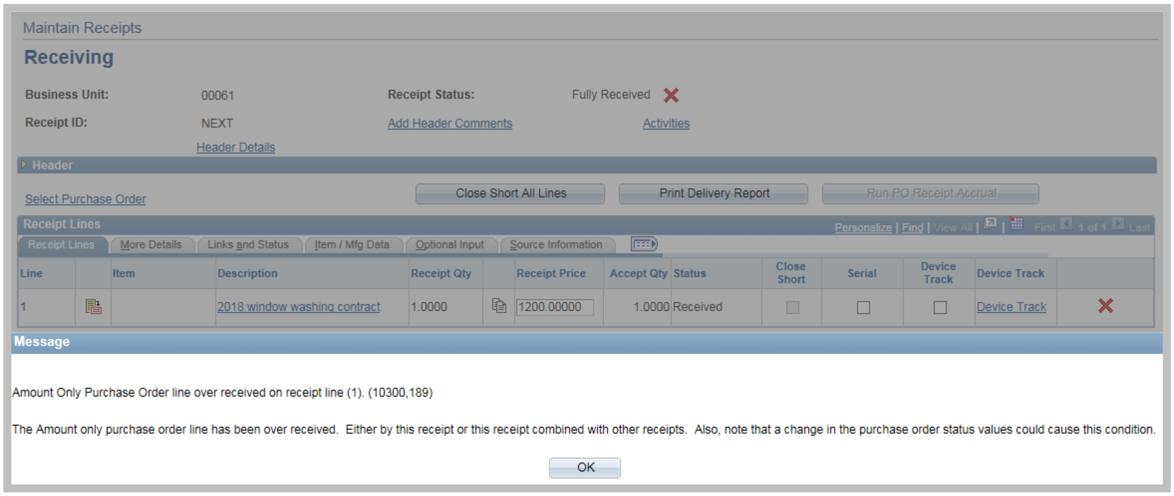
The user will notice under the column “Receipt Price” an active field on each line that is set up as Amount Only (typically for services). The user must enter the dollar amount of the complete or partial delivery in the field(s). The user must complete the Header Details date (typically the last day of service or last day of month billed) and click **Save** to complete the process.



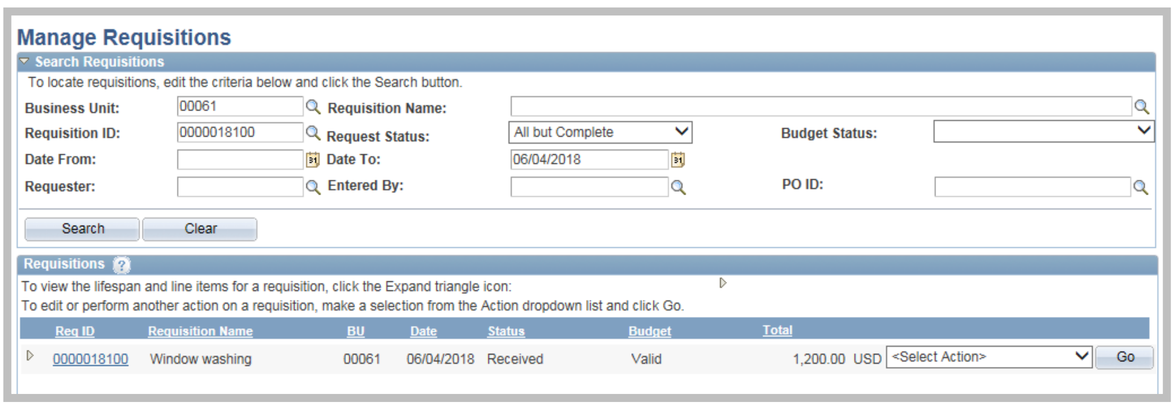
If the receipt price entered was less than the total dollar amount of the PO, at ***eProcurement >> Manage Requisitions*** the status will display “Partially Received”.



If the user tries to save another receipt for a partial delivery in a dollar amount higher than the amount left on the PO, then he/she will receive the message shown below. The Buyer who issued the PO will need to update it so a receipt can be issued in the proper amount.



Once total amount on the Purchase Order has been received, Manage Requisitions will display the status as "Received".



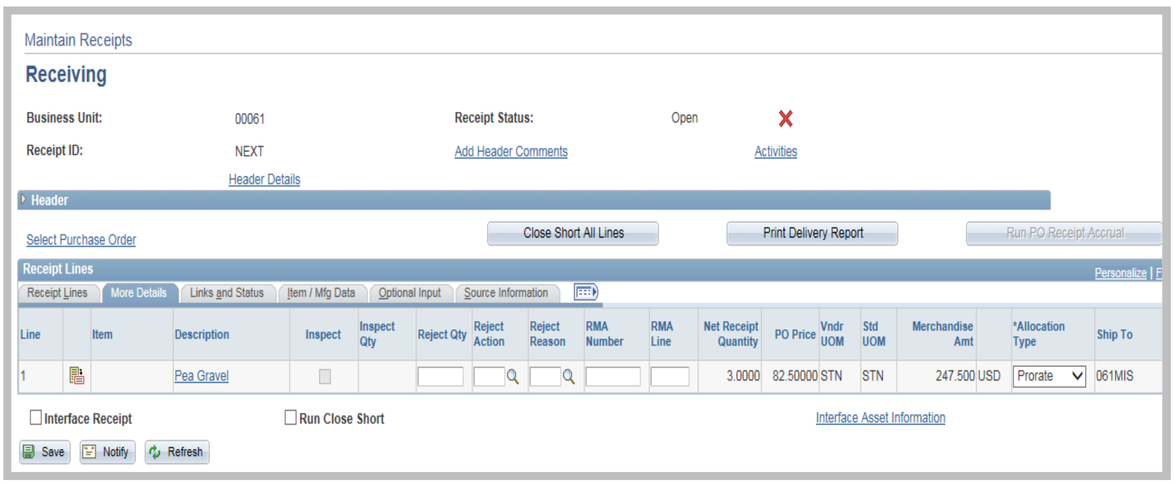
Issuing a Receipt for a Purchase Order line with multiple distributions (chartfields)

The user should follow the same steps to: Add a New Value, select the Purchase Order (PO), select the PO lines, adjust the Receipt Quantity/Dollar Amount, add Header Comments if needed, address any pending links for assets and complete the other tabs if desired.

If the user has been notified that a receipt needs to be issued against certain distribution lines (usually multiple chartfields set up by the Buyer) on certain lines, then he/she **must** adhere to the following instructions **each time a new receipt is issued so that funds are used accordingly.**

NOTE: Most Business Units have a default **Allocation Type of Prorate**.

The user should click on the More Details tab (or the show all columns icon to view all the tabs at once) and change Allocation Type dropdown menu as needed according to the information below:



- <u>**The receiving Allocation Type *Prorate***</u> will allocate the receipt amount across the distribution lines based on what percentage the PO distribution amount has been defined. Typically, this type of allocation is used when the Receipt amount/quantity is the same from month-to-month.

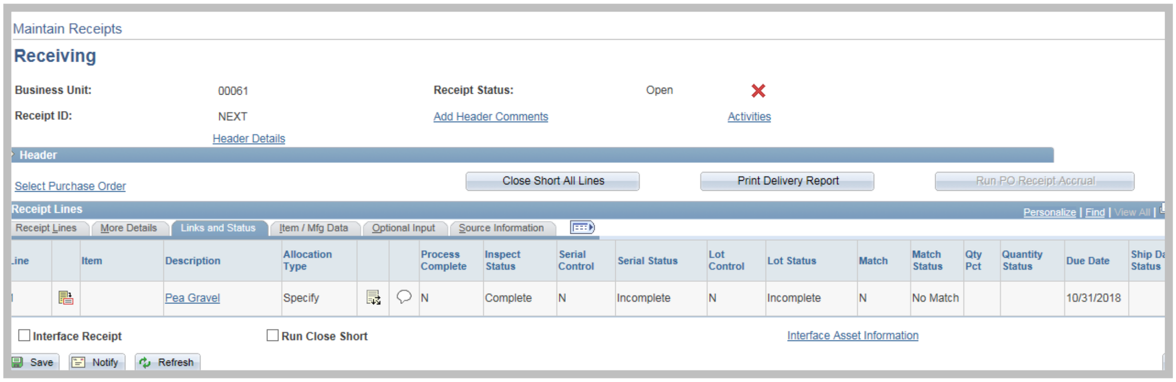
- <u>**The receiving Allocation Type *First In First Out***</u> will ensure funds are taken from each distribution line in the order shown on the receipt lines. Typically, this type of allocation is used when the PO has been set up to split the cost equally by quarter, fiscal year, etc.

- <u>**The receiving Allocation Type *Specify***</u> will ensure funds are taken from the distribution line chosen by the user as shown in the screens below.

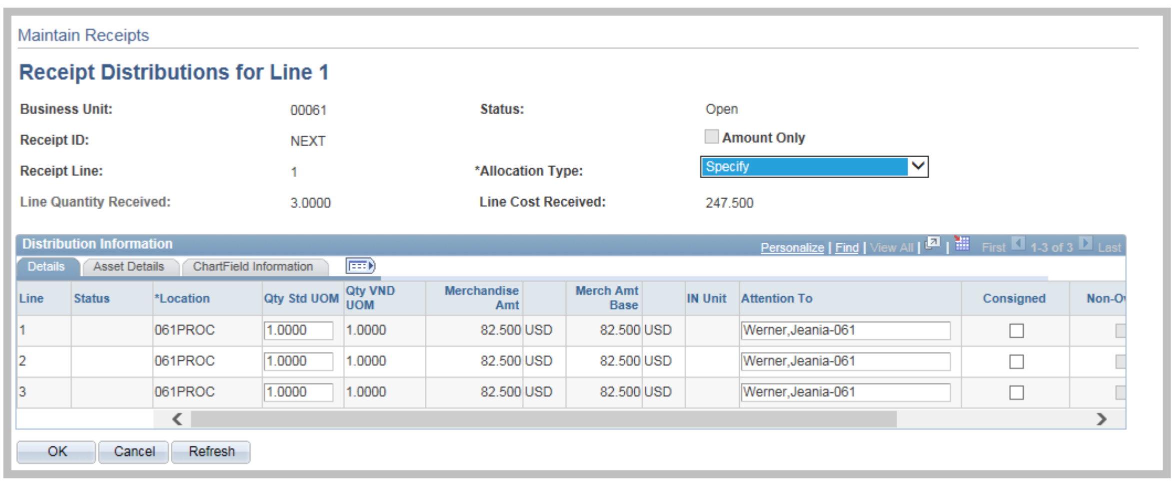
Typically, this type of allocation is used when the PO has been set up to spread the cost among different Funds, Departments, Projects, etc.

When issuing the receipt through the Allocation Type of **Specify**:

The user should click on the Links and Status tab (or the show all columns icon to view all the tabs at once).

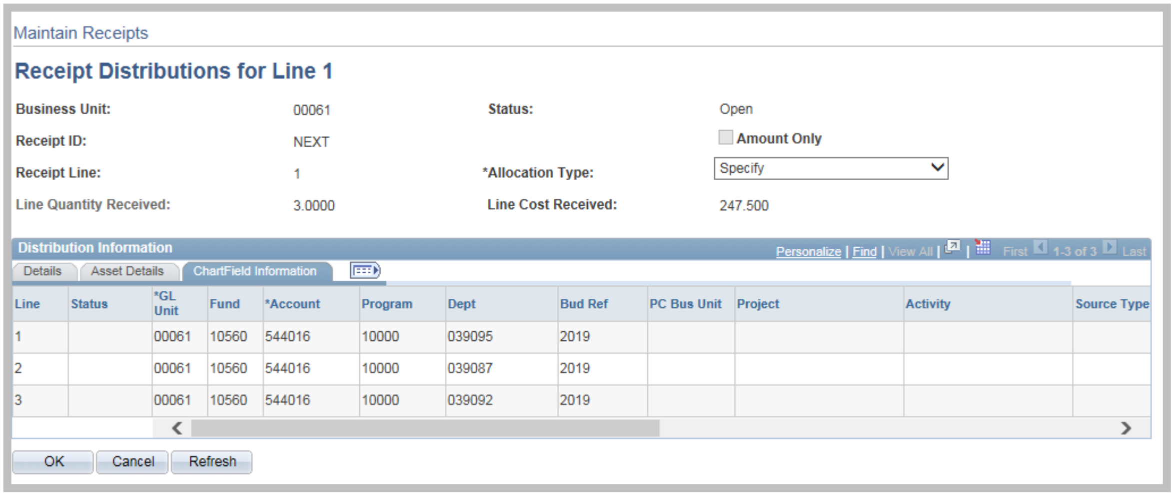


The user must click on the distributions icon  to display the distribution lines related to that Purchase Order (PO) line as shown below.

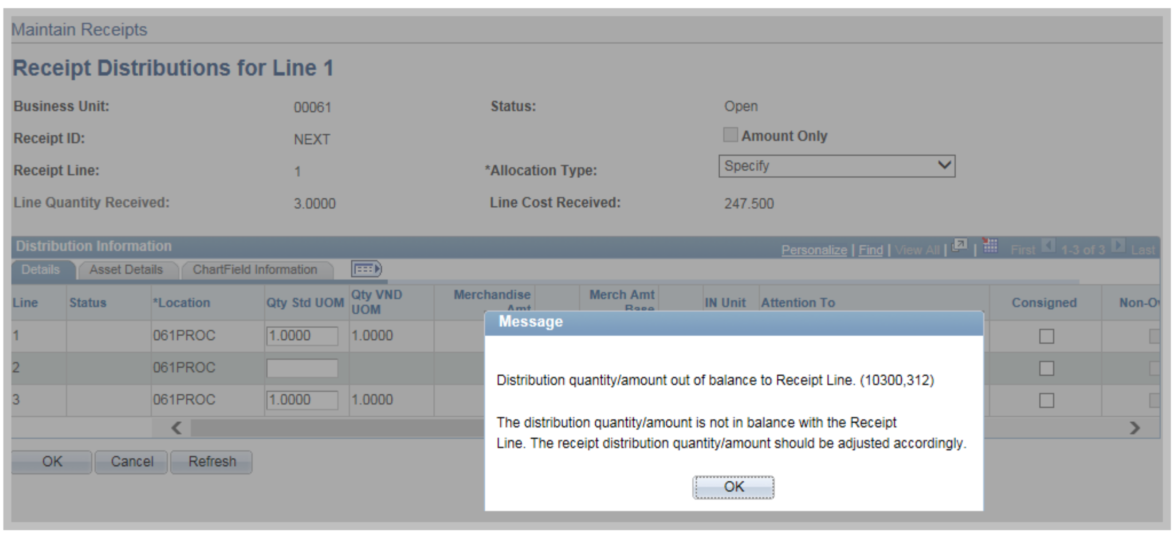


If the user has been given the distribution line number(s) to receive against, then he/she will be able to complete the quantities/dollar amounts for the appropriate line(s).

If the user has not been told which distribution line numbers to receive against, then he/she can click on the Chartfield Information tab to open the following page which will display the information for each distribution line. The user will then return to the Details tab to complete the quantities/dollar amounts for the appropriate line(s).



Once the user has entered the quantity/dollar amount information against the appropriate distribution line(s) and clicks **OK**, he/she may receive the following message.



The user must click **OK** to the message and click **OK** on the Receipt Distributions page to return to the main panel to complete the Header Details as appropriate and click **Save** to complete the process.

Document Status

Document Status

Business Unit:	00061	**Req ID:**	0000019824
Document Date:	10/22/2018	**Status:**	Approved
Currency:	USD	**Document Type:**	Requisition
Requester:	Werner,Jeania-061	**Merchandise Amt:**	247.500
		Budget Status:	Valid

Associated Document Personalize | Find | View All | First 1-3 of 3 Last

Documents | Related Info

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
00061	Purchase Order	0020000420	Dispatched	10/22/2018	0000004551	REMIT001	
00061	Receipt	0000053691	Received	10/22/2018	0000004551	REMIT001	
00061	Receipt	0000053692	Received	10/22/2018	0000004551	REMIT001	

Return to Search

The PeopleSoft Document Status pages are very helpful in monitoring the activities against a Requisitions, Purchase Orders or Receipts and can include Requisitions, Purchase Orders, Contracts, Receipts, and Accounts Payable activities. They can be found at the following navigations:

- ***Purchasing >> Requisitions >> Review Requisition Information >> Document Status***
- ***Purchasing >> Purchase Orders >> Review PO Information >> Document Status***
- ***Purchasing >> Receipts >> Review Receipt Information >> Document Status***

The example above displays a Purchase Order that has been fully received. The user can click on the icon to the far right of the line to display the dollar amount on each receipt.

Best Practice

There should be one receipt issued per packing slip/shipment received.

It seems that sometimes an agency might receive two separate shipments from a particular vendor, but they enter them on one receipt. Then, because the shipments were billed separately, Accounts Payable creates two vouchers against the one receipt which causes a problem.

This might help the Asset Management personnel as well. Chances are most groups are already doing this, but maybe it will help cut down on people receiving the entire Purchase Order (PO) amount and creating multiple vouchers against the same receipt, which does cause a problem for PO Rollover.

Frequently Asked Questions

What should I do if I can't pull up the PO to issue a receipt?

A receipt can only be issued against a PO that is in “PO Dispatched” or “Partially Received” status – the user should contact the Buyer listed on the PO for updating.

What if a PO needs to be changed to Amount Only before I issue a receipt?

It should go back to the Buyer who issued the PO for updating.

What if a PO line has been marked as an asset and has the “Pending” link when it should not? Or what if a PO line does not have the “Pending” link when it should?

It should go back to the Buyer who issued the PO for updating.

What should you do if you need to over receive (received too many goods and want to keep and pay for them)?

For proper reporting it should go back to the Buyer to add an additional quantity/dollar amount or another line to the PO.

What needs to happen if your shipment is short and you won't be receiving additional goods/services?

Simply issue the receipt for the quantity/amount physically received and the agency Accounts Payable personnel or Buyer should be able to close out the balance remaining on the PO.