



Indiana Department of Administration  
Procurement Division

**PeopleSoft eProcurement**

# **Issuing Receipts for Purchase Orders**

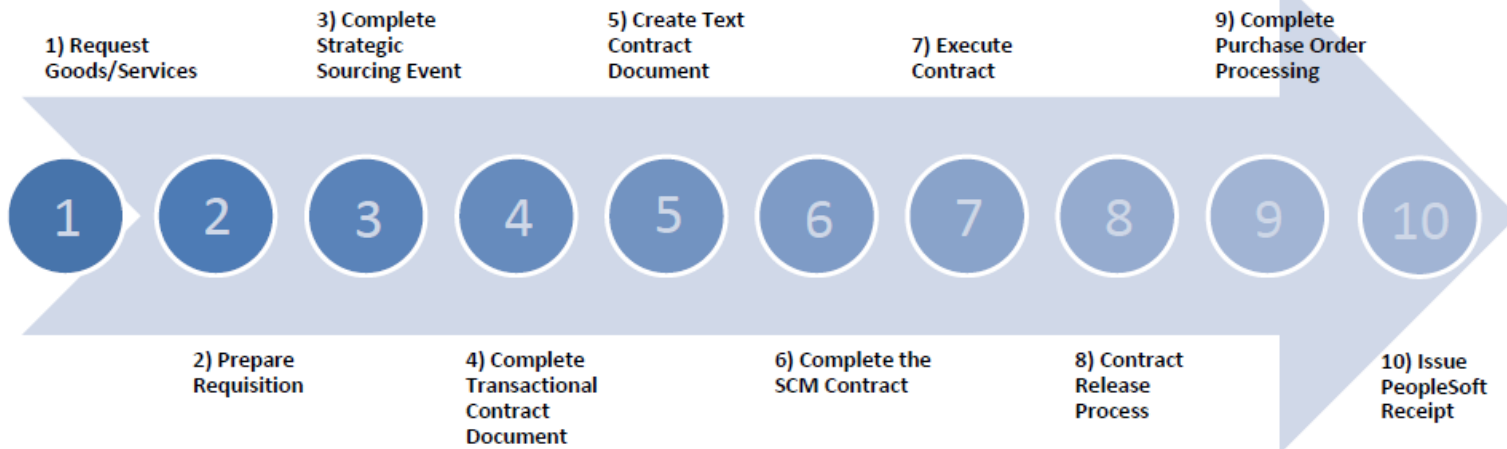
Version 18.11-07

## 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



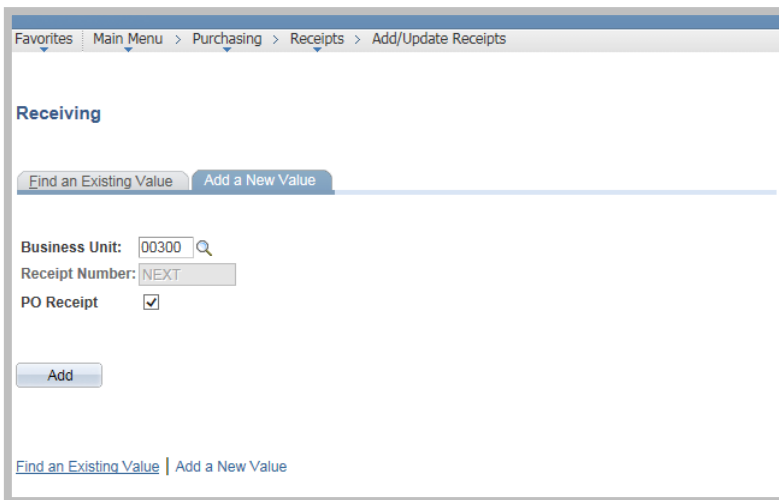
In order to issue a receipt the status must indicate “PO Dispatched” or “Partially Received” when viewing through Manage Requisitions. If not, the user should contact the Buyer listed on the Purchase Order who may need to run the Dispatch process or make an adjustment.

## Issuing a Receipt for a Purchase Order without Asset lines

### Menu Navigation

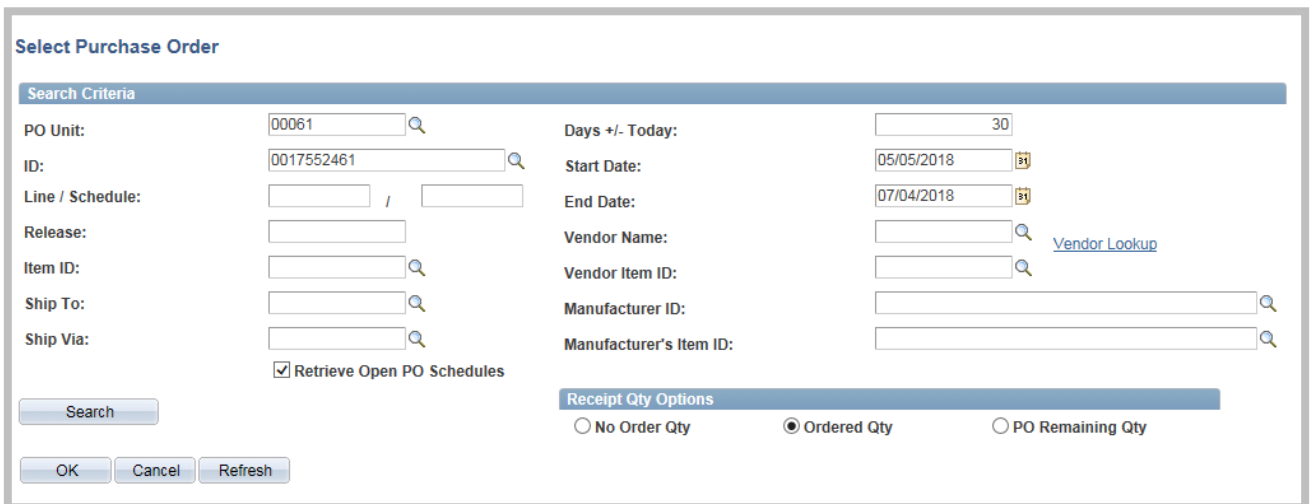
**Purchasing >> Receipts >> Add/Update Receipts**

On the **Add a New Value** tab



The screenshot shows the 'Add/Update Receipts' interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts'. Below this, the 'Receiving' section is visible. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. The form includes the following fields: 'Business Unit' with the value '00300', 'Receipt Number' with the value 'NEXT', and a 'PO Receipt' checkbox which is checked. An 'Add' button is located below these fields. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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



The screenshot shows the 'Select Purchase Order' interface. It features a 'Search Criteria' section with the following fields: 'PO Unit' (00061), 'ID' (0017552461), 'Line / Schedule' (empty), 'Release' (empty), 'Item ID' (empty), 'Ship To' (empty), 'Ship Via' (empty), 'Days +/- Today' (30), 'Start Date' (05/05/2018), 'End Date' (07/04/2018), 'Vendor Name' (empty), 'Vendor Item ID' (empty), 'Manufacturer ID' (empty), and 'Manufacturer's Item ID' (empty). There is a 'Retrieve Open PO Schedules' checkbox which is checked. A 'Search' button is located below the search criteria. To the right of the search criteria, there is a 'Receipt Qty Options' section with three radio buttons: 'No Order Qty', 'Ordered Qty' (selected), and 'PO Remaining Qty'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

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:

ID:

Line / Schedule:  /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name:   [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

**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
<input type="checkbox"/>	00061	0017552461	1	1	37631	05/13/2017	1.0000			DLA1249
<input type="checkbox"/>	00061	0017552461	2	1	37632	05/13/2017	1.0000			CU2791
<input type="checkbox"/>	00061	0017552461	3	1	37633	05/13/2017	2.0000			2693430
<input type="checkbox"/>	00061	0017552461	4	1	37634	05/13/2017	2.0000			2605223
<input type="checkbox"/>	00061	0017552461	5	1	37635	05/13/2017	2.0000			2601670

[Select All](#)  [Clear All](#)

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](#)

**Receipt Lines** Personalize | Find | View All |  | First 1-6 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 <input type="button" value="Q"/>	112.10000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="button" value="Q"/>	Device Track	✘
2		CU2791	1.0000	EA <input type="button" value="Q"/>	232.63000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="button" value="Q"/>	Device Track	✘
3		2693430	2.0000	EA <input type="button" value="Q"/>	69.84000	2.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="button" value="Q"/>	Device Track	✘
4		2605223	2.0000	EA <input type="button" value="Q"/>	57.10000	2.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="button" value="Q"/>	Device Track	✘
5		2601670	2.0000	EA <input type="button" value="Q"/>	46.47000	2.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="button" value="Q"/>	Device Track	✘

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

**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.

The screenshot displays the 'Header Details' section of the 'Maintain Receipts' application. It is organized into several sections:

- Business Unit:** 00061
- Receipt ID:** NEXT
- Receive Source:** On-line
- Vendor:** 0000006220
- Location:** 000001
- \*Receipt Date:** 06/04/2018
- Receipt Time:** 9:32AM
- User ID:** J005563
- Receipt Status:** Open
- Name:** NAPA AUTO PARTS
- \*Ship To:** 061MOTP
- Last Change Date:**
- Last User to Modify:**

Below these are expandable sections:

- Shipping Information:** Includes fields for Ship Date, Carrier ID, Vehicle ID, Driver ID, Bill of Lading, Pack Slip, Shipment Number, Pro Number, Container ID, Number of Cartons, Pallets In, Pallets Out, Port of Unloading, Ship From Country (USA), and Ship From Location.
- Match Options:** Includes Invoice, Invoice Dt Option, Freight Terms, Match Status (Not Matchd), and Match Rule.
- Receipt Hold Options:** Includes checkboxes for Hold Receipt, Hold Inventory, and Hold Assets.
- Receipt Processing Options:** Includes checked checkboxes for Process Manufacturing, Process Inventory, and Process Assets.

At the bottom, there are buttons for OK, Cancel, and 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.

Maintain Receipts

**Receiving**

Business Unit: 00061      Receipt Status: Fully Received ✖

Receipt ID: 0000045682      [Add Header Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

---

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

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		DLA1249	1.0000	EA	112.10000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Device Track</a>	✖
2		CU2791	1.0000	EA	232.63000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Device Track</a>	✖
3		2693430	2.0000	EA	69.84000	2.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Device Track</a>	✖
4		2605223	2.0000	EA	57.10000	2.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Device Track</a>	✖
5		2601670	2.0000	EA	46.47000	2.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Device Track</a>	✖

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

Save    Notify    Refresh      Add    Update/Display

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.



## Canceling 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.

The screenshot displays the 'Maintain Receipts' interface. At the top, the 'Receiving' section shows 'Business Unit: 00061' and 'Receipt Status: Fully Received' with a red 'X' icon. Below this, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Actual'. The main area is a table of 'Receipt Lines' with columns for Line, Item, Description, Receipt Qty, \*Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, Stock UOM, and Device Track. A dialog box titled 'Message' is overlaid on the table, containing the text 'Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)' and 'Yes' and 'No' buttons. The table shows five lines, with the last one (Line 5) having a status of 'Received' and a red 'X' icon in the Device Track column.

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	Device Track
2		CU2791	1.0000								EA	Device Track
3		2693430	2.0000								EA	Device Track
4		2605223	2.0000								EA	Device Track
5		2601670	2.0000	EA	46.47000	2.0000	Received				EA	Device Track

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.

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1	000000000100275856	Vehicle, Minivan, 2017 Dodge G	4.0000	EA	20932.00000	4.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	<a href="#">Pending</a>	<a href="#">Device Track</a> 

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

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)

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

Maintain Receipts

### Asset Management Information for Line 1

Business Unit: 00061 Status: Open  
 Receipt ID: NEXT Item: 000000000100275856 Vehicle\_Minivan\_2017\_Dodge\_G  
 Receipt Line: 1 Standard UOM: EA  
 Next Asset ID

**Distribution Information** Find | View All First 4 of 1 Last

Distribution Line: 1 Capitalize: Non Cap  
 Business Unit: 00061 CAP Sequence:  
 Profile ID: 50605 Employee ID: 10000299232  
 CAP #:  
 Cost Type: Distributed Quantity: 4.0000  
 Merchandise Amount: 83728.000

**Apply to Details**

Select Action: Assign Tag Ids Multiplier: 1  
 Enter Starting Number: \*Start Row: 1  
 Overwrite existing numbers Apply

**Asset Details** Personalize | Find | View 3 First 1-4 of 4 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	00061	Open	1.0000	34567		NEXT			50605
2	00061	Open	1.0000	45678		NEXT			50605
3	00061	Open	1.0000	56789		NEXT			50605
4	00061	Open	1.0000	67890		NEXT			50605

**PO Comment** Find | View All First 4 of 1 Last

Line:

OK Cancel Refresh

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.

Maintain Receipts

### Asset Management Information for Line 1

Business Unit: 00061      Status: Open  
 Receipt ID: NEXT      Item: 00000000100275856 [Vehicle, Minivan, 2017 Dodge G](#)  
 Receipt Line: 1      Standard UOM: EA


---

**Distribution Information** Find | View All | First | 1 of 1 | Last

Distribution Line: 1      Capitalize: Non Cap  
 Business Unit: 00061      CAP Sequence:  
 Profile ID: 50605      Employee ID: 10000290232  
 CAP #:      Distributed Quantity: 4.0000  
 Cost Type:      Merchandise Amount: 83728.000

---

**Apply to Details**

Select Action:       Multiplier: 1  
 Enter Starting Number:      \*Start Row: 1   
 Overwrite existing numbers     

---

**Asset Details** Personalize | Find | View 3 | First | 1-4 of 4 | Last

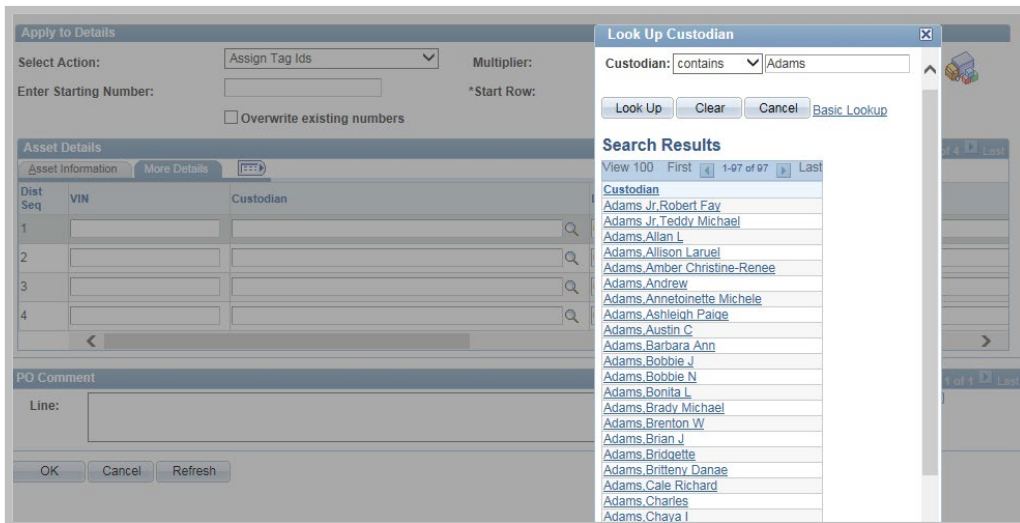
Dist Seq	VIN	Custodian	Location	Mfg ID
1			061PROC	
2			061PROC	
3			061PROC	
4			061PROC	

---

**PO Comment** Find | View All | First | 1 of 1 | Last

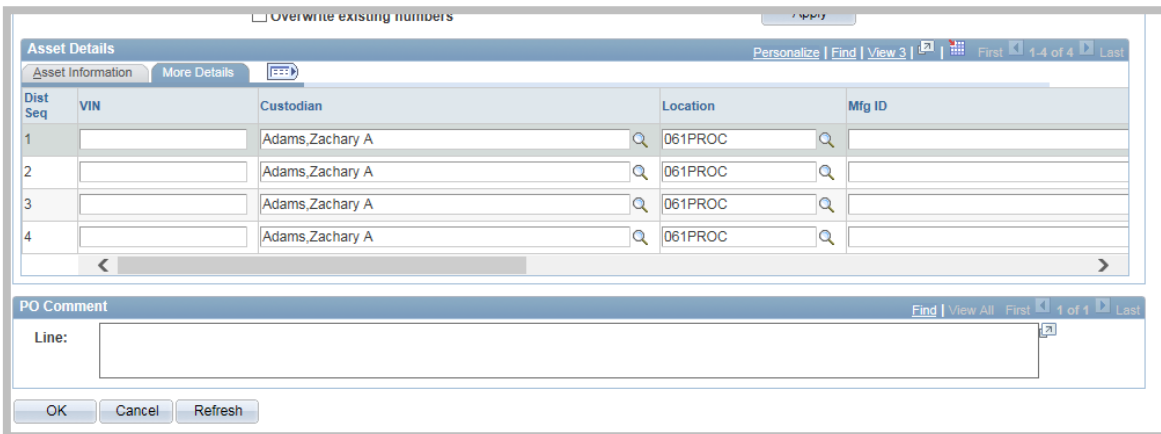
Line:

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.

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Receiving' with 'Business Unit: 00061' and 'Receipt Status: Open'. Below this, there are buttons for 'Add Header Comments' and 'Activities'. The main section is titled 'Header' and contains a table with one line item:

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track
1		2018 window washing contract	1.0000	100.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track

Below the table, there are buttons for 'Save', 'Notify', and 'Refresh'. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

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”.

The screenshot shows the 'Manage Requisitions' interface. It includes a search section with the following criteria:

- Business Unit: 00061
- Requisition ID: 0000017683
- Date From: [empty]
- Date To: 06/04/2018
- Requester: [empty]
- Entered By: [empty]
- Request Status: All but Complete
- Budget Status: [empty]
- PO ID: [empty]

Below the search section, there is a table of requisitions:

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000017683	BC-add'l funds for tem...	00061	02/08/2017	Partially Received	Valid	17,870.00 USD

At the bottom right of the table, there is a dropdown menu for actions and a 'Go' button.

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.

Maintain Receipts

### Receiving

Business Unit: 00061      Receipt Status: Fully Received ✘

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

Receipt Lines    More Details    Links and Status    Item / Mfg Data    Optional Input    Source Information    [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		2018 window washing contract	1.0000	1200.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track <span style="color: red;">✘</span>

---

Message

Amount Only Purchase Order line over received on receipt line (1). (10300,189)

The Amount only purchase order line has been over received. Either by this receipt or this receipt combined with other receipts. Also, note that a change in the purchase order status values could cause this condition.

[OK](#)

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

### Manage Requisitions

Search Requisitions

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

Business Unit:     Requisition Name:

Requisition ID:     Request Status:     Budget Status:

Date From:     Date To:

Requester:     Entered By:     PO ID:

[Search](#)    [Clear](#)

---

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	Status	Budget	Total	
▶ <a href="#">0000018100</a>	Window washing	00061	06/04/2018	Received	Valid	1,200.00 USD	<Select Action> <input type="button" value="Go"/>

## 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:

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Vndr UOM	Std UOM	Merchandise Amt	*Allocation Type	Ship To
1		Pea Gravel	<input type="checkbox"/>							3.0000	82.50000	STN	STN	247.500 USD	Prorate	061MIS

- **The receiving Allocation Type Prorate** 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.
- **The receiving Allocation Type First In First Out** 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.
- **The receiving Allocation Type Specify** 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).

Maintain Receipts

**Receiving**

Business Unit: 00061      Receipt Status: Open

Receipt ID: NEXT      Add Header Comments      Activities

Header


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

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

Line	Item	Description	Allocation Type	Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status	Match	Match Status	Qty Pct	Quantity Status	Due Date	Ship Dt Status
		Pea Gravel	Specify	N	Complete	N	Incomplete	N	Incomplete	N	No Match			10/31/2018	

Interface Receipt      Run Close Short      Interface Asset Information

Save      Notify      Refresh

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

Maintain Receipts

**Receipt Distributions for Line 1**

Business Unit: 00061      Status: Open

Receipt ID: NEXT      Amount Only

Receipt Line: 1      \*Allocation Type: Specify

Line Quantity Received: 3.0000      Line Cost Received: 247.500

Distribution Information      Personalize | Find | View All | First | 1-3 of 3 | Last

Details      Asset Details      ChartField Information

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned	Non-O
1		061PROC	1.0000	1.0000	82.500 USD	82.500 USD		Werner,Jeania-061	<input type="checkbox"/>	<input type="checkbox"/>
2		061PROC	1.0000	1.0000	82.500 USD	82.500 USD		Werner,Jeania-061	<input type="checkbox"/>	<input type="checkbox"/>
3		061PROC	1.0000	1.0000	82.500 USD	82.500 USD		Werner,Jeania-061	<input type="checkbox"/>	<input type="checkbox"/>

OK      Cancel      Refresh

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).

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Distribution Information      Personalize | Find | View All | First | 1-3 of 3 | Last

Details   Asset Details   ChartField Information   **FEED**

Line	Status	*GL Unit	Fund	*Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity	Source Type
1		00061	10560	544016	10000	039095	2019				
2		00061	10560	544016	10000	039087	2019				
3		00061	10560	544016	10000	039092	2019				

OK   Cancel   Refresh

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.

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Distribution Information      Personalize | Find | View All | First | 1-3 of 3 | Last

Details   Asset Details   ChartField Information   **FEED**

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Rate	IN Unit	Attention To	Consigned	Non-O
1		061PROC	1.0000	1.0000					<input type="checkbox"/>	<input type="checkbox"/>
2		061PROC							<input type="checkbox"/>	<input type="checkbox"/>
3		061PROC	1.0000	1.0000					<input type="checkbox"/>	<input type="checkbox"/>

**Message**

Distribution quantity/amount out of balance to Receipt Line. (10300,312)

The distribution quantity/amount is not in balance with the Receipt Line. The receipt distribution quantity/amount should be adjusted accordingly.

OK

OK   Cancel   Refresh

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:	<a href="#">0000019824</a>
Document Date:	10/22/2018	Status:	Approved
Currency:	USD	Document Type:	Requisition
Requester:	Werner, Jearnia-061	Merchandise Amt:	247.500
		Budget Status:	Valid

Associated Document							Personalize	Find	View All	First	1-3 of 3	Last
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location						
00061	Purchase Order	<a href="#">0020000420</a>	Dispatched	10/22/2018	0000004551	REMIT001						
00061	Receipt	<a href="#">0000053691</a>	Received	10/22/2018	0000004551	REMIT001						
00061	Receipt	<a href="#">0000053692</a>	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

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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

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**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.