Receiving Items in PeopleSoft - Fluid

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Receiving Items in PeopleSoft - Fluid

Receiving

Welcome to the PeopleSoft Receiving module! This module contains the tools needed to learn all the concepts and procedures involved in receiving items in PeopleSoft.

Goal

To have the skills and knowledge necessary to determine if a Purchase Order requires receipt in the PeopleSoft system prior to being processed for payment by Accounts Payable and to receive the Purchase Order in the PeopleSoft system.

Participant Objectives

At the end of this module, you will be able to:

1. Inquire on a Purchase Order (PO) to determine if a receipt must be entered.
2. Receive items.
3. Understand the procedures for receipt of over shipments.
4. Cancel a receipt line.
5. Reject (return) an item in PeopleSoft after it has been received (LSUNO only).
6. Receive inventory items.
7. Understand the procedures for receipt of over shipments for inventory items.
8. Cancel an inventory receipt line.

NOTE: Purchase Orders with the Receiving Required flag checked on the PO Line Details page checked <u>must</u> be received in the PeopleSoft system in order for the invoice to be processed for payment by Accounts Payable. Purchase Order lines with Receiving Required set as Do Not Receive <u>must</u> <u>not</u> be received in the PeopleSoft system, as this will cause problems with reconciling (i.e. closing) the Purchase Order.

The following will not be received in the PeopleSoft system:

1. Blanket Orders, Standing Orders or Release Orders (if set as **Do Not Receive**).
2. Maintenance Services (if set as **Do Not Receive**).
3. **HCSD** – CFMS Contracts (if set as **Do Not Receive**).
4. **LSUNO and LSUSH -** Direct Pay (Dues, fees, subscriptions, etc.)

The procedures in this guide must be performed in the PeopleSoft Production Database.

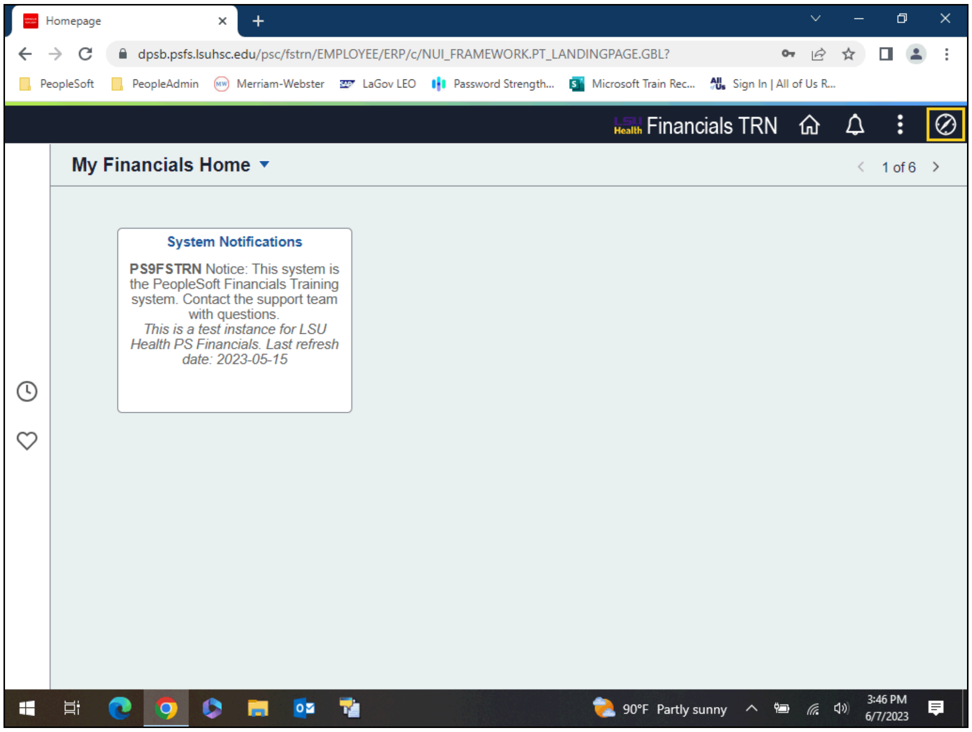
NOTE: The Business Unit ID(s) and PO number(s) provided in this manual are used for training purposes only. When working in Production, the Business Unit and PO number(s) entered will be applicable to the facility at which the end-user is employed.

Inquire on a Purchase Order to Determine if Receiving is Required

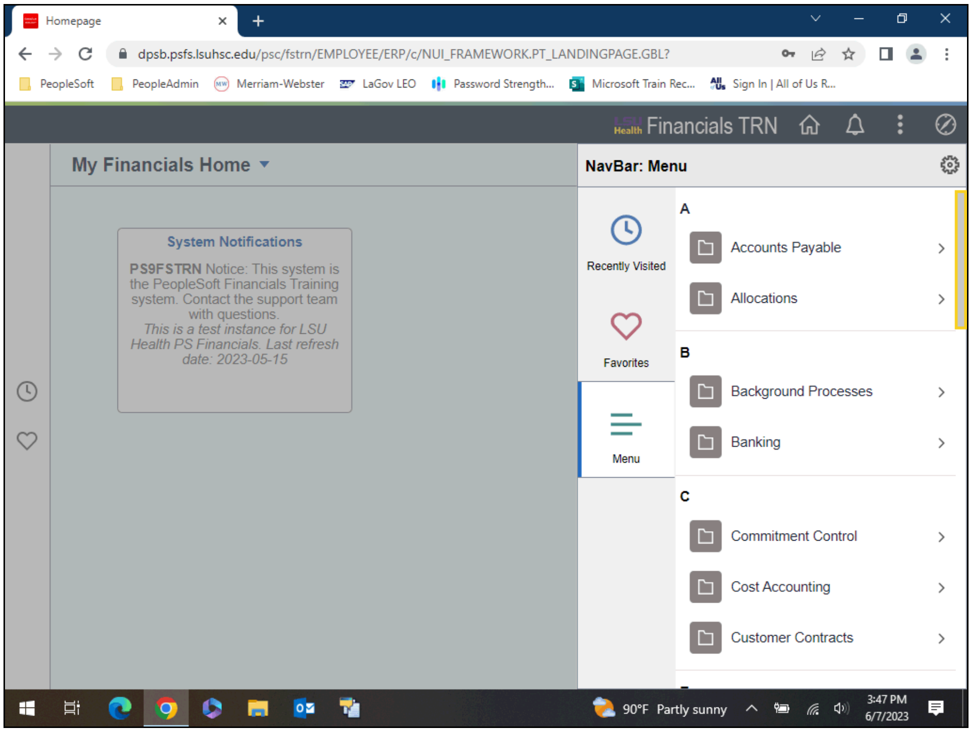
Topic Contents:

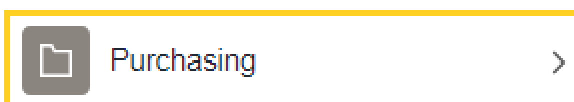
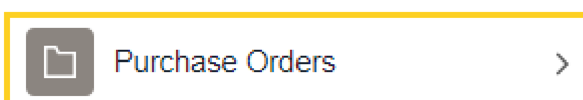
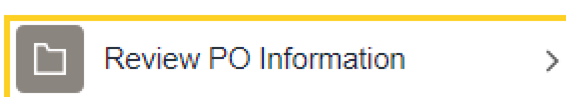
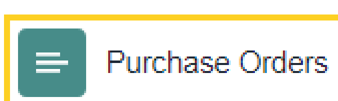
1. NavBar Menu navigation
   a. Purchasing > Purchase Orders > Review PO Information > Purchase Orders
2. Enter BU and PO #
3. Line Details
   a. Scroll down to Receiving Required field
      1) Required - must enter receipt into PeopleSoft
      2) Do Not - do not enter receipt in PeopleSoft
   b. Do not wait for invoice to receive items in system
      1) Receive from packing slip, bill of lading, etc.
      2) If invoice is included, note receipt number on it
   c. PO, Receipt, and Voucher must match to be paid by AP
4. Special Note on Receiving Required Notifications

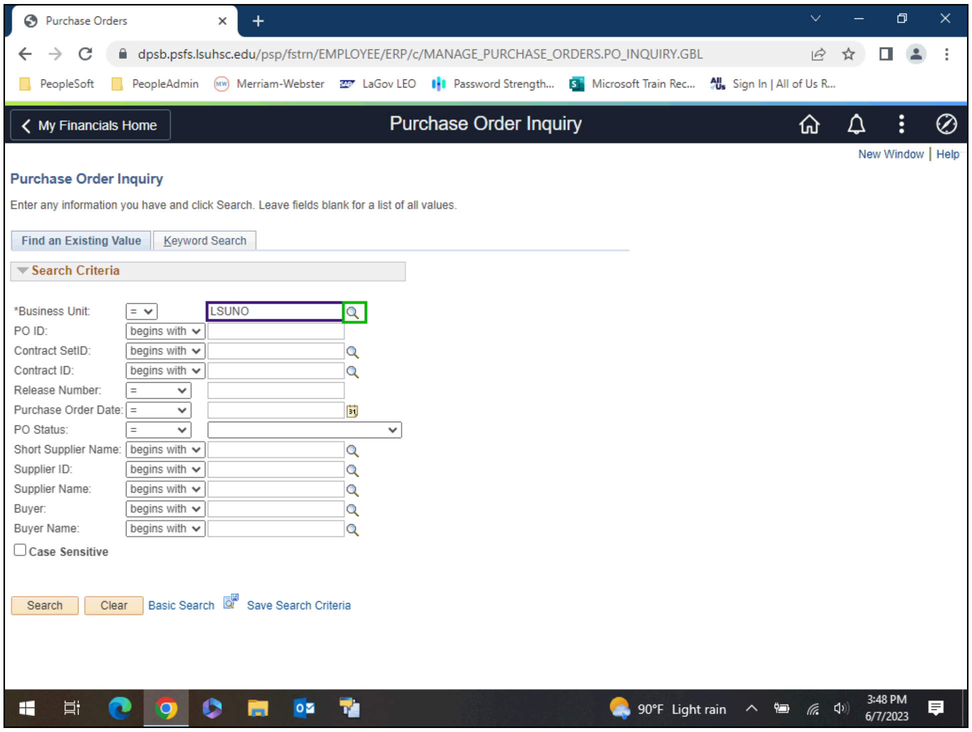
Step	Action
1.	**Notes** The Purchasing tile on the LSU Health Financials homepage does **not** have a navigation collection for the task required to receive items into PeopleSoft. Users **must** navigate using the **NavBar Menu** to perform the exercises in this manual.
2.	**Receiving Required** Users **must** check the **Purchase Order (PO)** to determine whether an item is to be received into PeopleSoft. Those items designated as Receiving Required must be received in the system in order for the **invoice** to be **processed** for payment by Accounts Payable. The **Line Details** page for each item on the PO has a **"Receiving Required"** field. The item **must** be **received** in the system if **"Required"** displays next to the Receiving Required field. The item will **not** be **received** if "**Do Not"** displays next to the Receiving Required field.



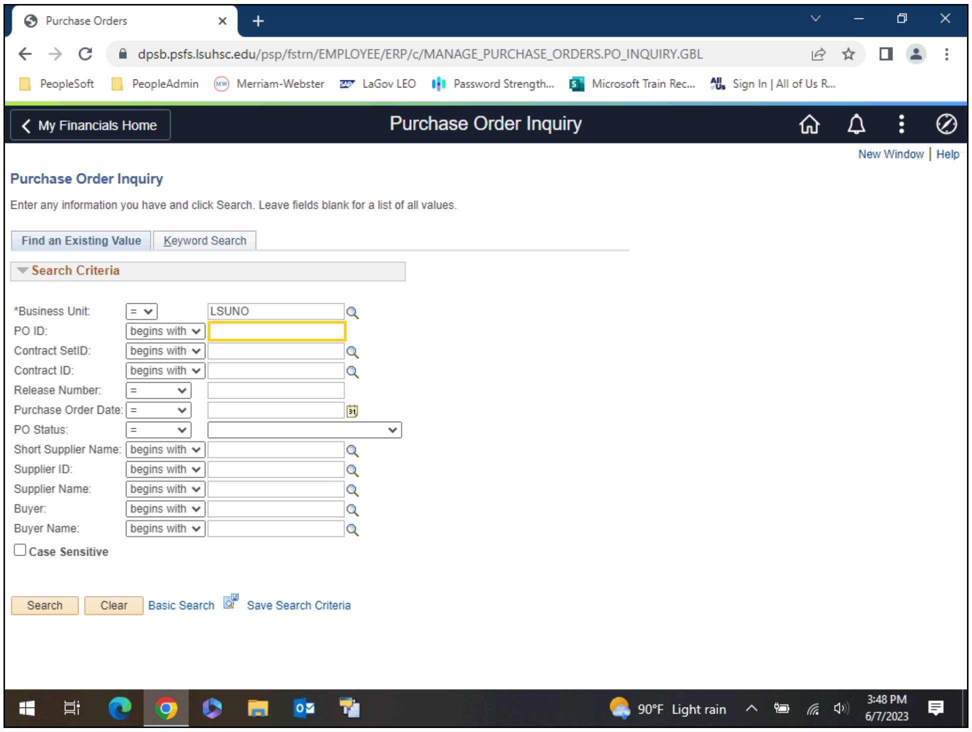
Step	Action
3.	Click the **NavBar** button. 
4.	Click the **Menu** button. 

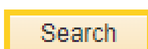


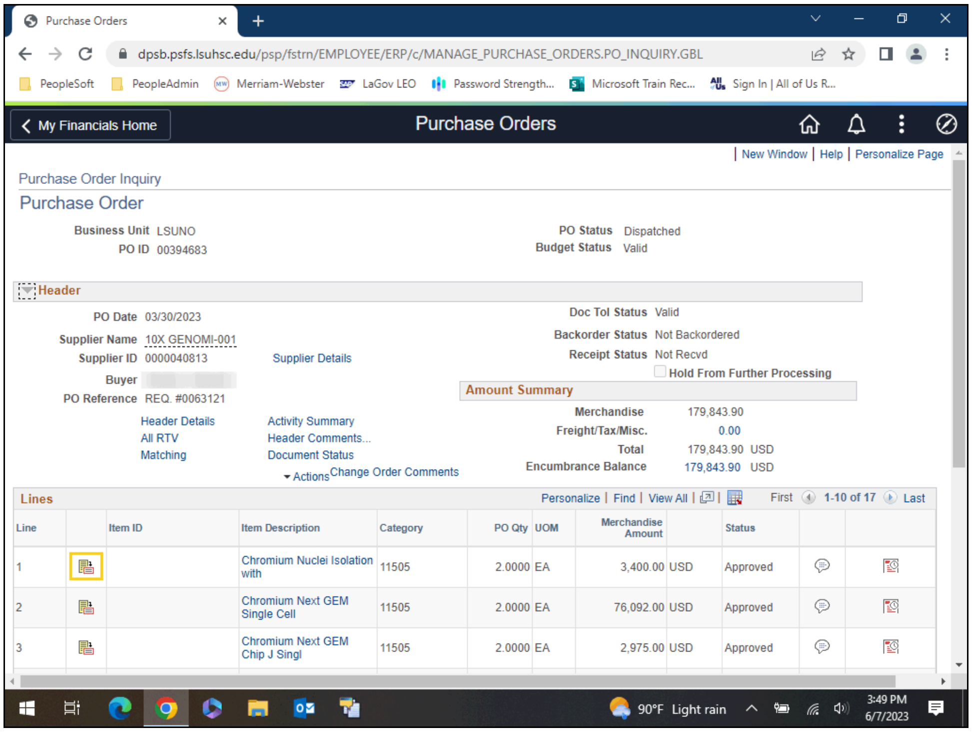
Step	Action
5.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
6.	Click the **Purchase Orders** button. 
7.	Click the **Purchase Orders** button. 
8.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
9.	Click the **Review PO Information** button. 
10.	Click the **Purchase Orders** button. 



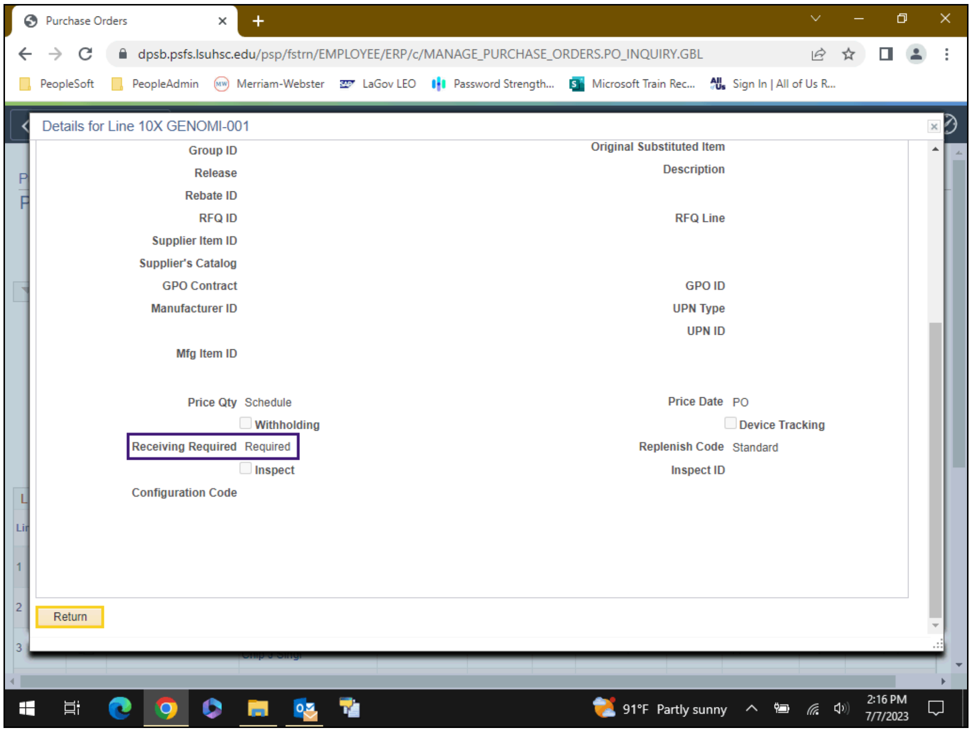
Step	Action
11.	The **Business Unit** should default into the Business Unit field. If it does not, enter it directly into the field or search for it using the **Look up Business Unit** button. Then contact your **Purchasing SuperUser** to ensure that your Business Unit defaults for future receipts. ***NOTE: The following is a list of the Business Units that may be entered into the Business Unit field, depending on the facility at which the end-user is employed.*** **HCSD:** LSU Health Hospitals **LAKMC:** Lallie A. Kemp Medical Center **LSUNO:** LSU Health - New Orleans **LSUSH:** LSU Health - Shreveport

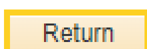


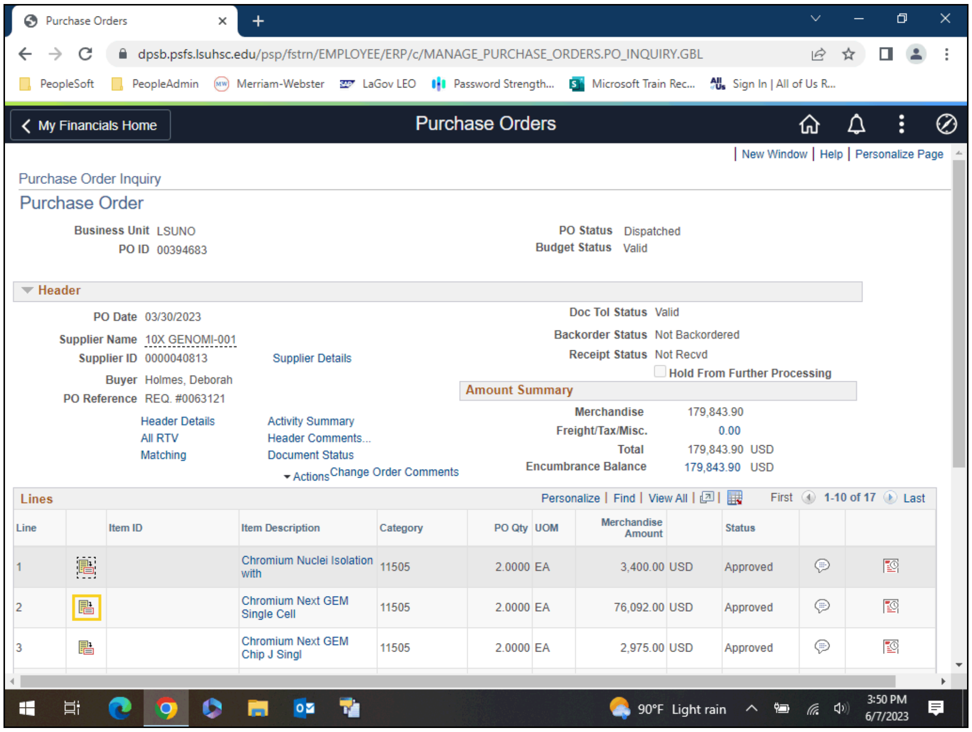
Step	Action
12.	Enter the desired information into the **PO ID:** field. Enter "**00394683**".
13.	Click the **Search** button. 

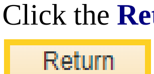


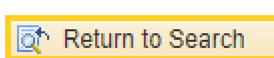
Step	Action
14.	Users will check **Line Details** for **each line item** to determine if the item needs to be received in the system. ***Do not just check one or two items.*** Depending on what is being ordered, you could have **multiple** items that will be **received** and **multiple** items that will **not** be **received**. Click the **Line Details** button. 
15.	Click the **Down** scrollbar. 



Step	Action
16.	The information to the right of **Receiving Required** indicates that receiving is required for this PO, therefore a receipt **will be** entered for this PO. If **Do Not** is displayed next to Receiving Required, then a receipt **will not** be entered for this PO. Click the **Return** button. 



Step	Action
17.	Select the **Lines Details** button for **Line 2**. Click the **Line Details** button. 
18.	Click the **Down** scrollbar. 
19.	Once again, the **Receiving Required** field is displaying **Required** indicating this item will be received in the PeopleSoft system. You will continue to check the **Line Details** for the remaining line items until all items have been checked for **'Receiving Required'**. Click the **Return** button. 

Step	Action
20.	***NOTE: The user should <u>not</u> wait for an invoice to enter the receipt in PeopleSoft. Items can be received using the packing slip, bill of lading, etc., if these documents are included in the packaging. However, if you should receive an invoice, either from the Supplier or from Accounts Payable (AP), the generated receipt number should be noted on the invoice and forwarded to AP.*** ***The PO (generated by Purchasing), Voucher (generated by AP), and the Receipt (generated by the department/Receiving in PeopleSoft) are matched with the invoice. If the information contained in these three documents match, payment will be issued by AP. If the information does <u>not</u> match, the department will be contacted by AP. The invoice will be retained by AP once payment is issued.***
21.	**Special Note on Receiving Required Notifications** In PeopleSoft Financials, a scheduled process reviews invoices to determine which invoices have been approved and which are still pending. Included in the scheduled process is a segment that identifies POs that have an invoice/voucher created in the system, and has one or more items on the PO marked as Receiving Required, but no receipt exists for the item. The process sends an email from Michele Gonzales to the PO Voucher Approver for that department indicating there is an issue. From: Michele Gonzales Sent: Wednesday, May 7, 2023 5:11 AM To: <APPROVER> Subject: Receipt Notification Purchase Order ### for Requisition ### has been vouchered but not yet received. Select the following link to receive the PO: <LINK TO PO RECEIPT> In order to resolve this issue, the Approver should contact the Buyer to determine if Receiving Required is necessary for the PO. If **<u>not</u>**, then the Buyer will mark it **as 'Do Not'**. If it is **required**, the Approver and the Buyer will work together to provide the necessary paperwork to Receiving.
22.	Click the **Down** scrollbar.
23.	The **Receiving Required** check is complete and all line items **<u>must</u>** be **received** in the system. Click the **Return to Search** button. 
24.	This completes ***Inquire on a Purchase Order to Determine if Receiving is Required***. **End of Procedure.**

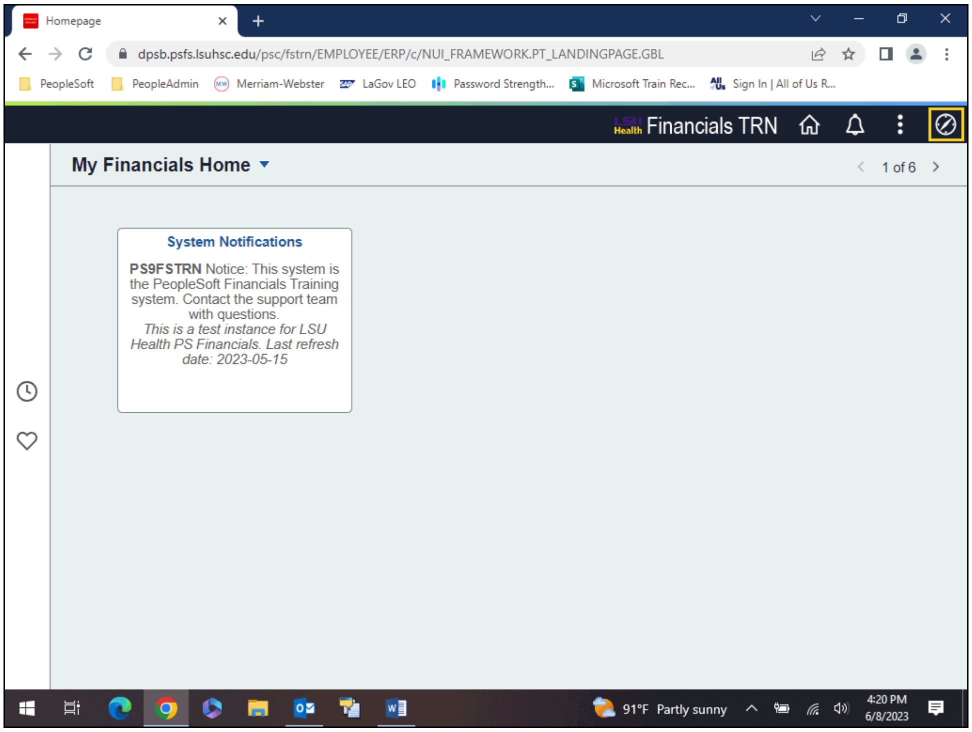
Receiving Items in PeopleSoft

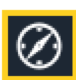
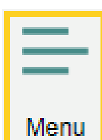
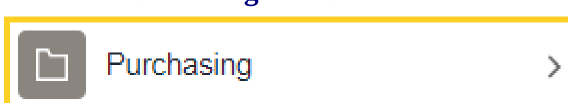
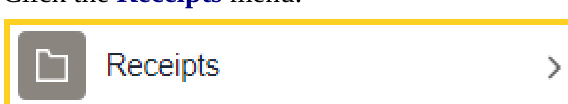
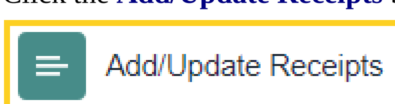
Enter a Receipt for a Partial Shipment

Topic Contents:

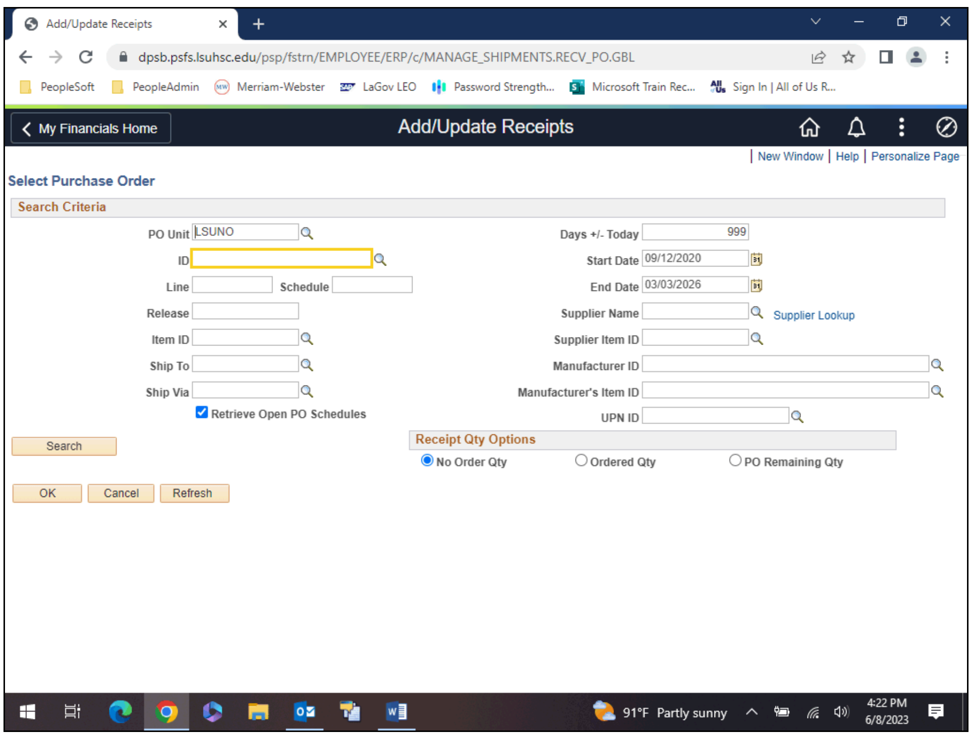
1. Two types of shipments
  a. Partial shipment
  b. Complete shipment
2. Navigate to Add/Update Receipts through the NavBar Menu
3. Receive **partial** shipment
  a. Check: Retrieve Open PO Schedules
  b. Select: No Order Qty
4. Over Shipments should not be received in PeopleSoft
  a. Call or email Buyer if over shipment is received from supplier
5. Only receive item(s) actually received from supplier. If you enter receipt for item((s) not received:
  a. Tying up portion of Department's budget
  b. At end of Fiscal Year, you are accountable for any items received but do not have an invoice
6. Select lines to receive
7. Enter Header Details
  a. Date item((s) received from supplier
  b. Bill of Lading, Packing Slip, etc. number entered in Bill of Lading field
8. Enter Receipt Qty for each item(s)
9. Verify Interface Receipt is unchecked
10. Save and note Receipt Number

Step	Action
1.	There are **two types** of shipments that can be received in PeopleSoft: **1. Partial Shipment -** This is when the line items on a multiple line PO are received in different shipments, or the entire quantity is **not** received for either a single line or multi-line PO. **2. Complete Shipments -** This is when all of the line items - whether it is a single line or multi-line PO - are received in one shipment.
2.	**Scenario** In this exercise, users will enter a **partial** shipment for **PO 00392840**. The shipment will contain: **50 cases** of Instant Cold Packs **6 cases** of Hand Sanitizer

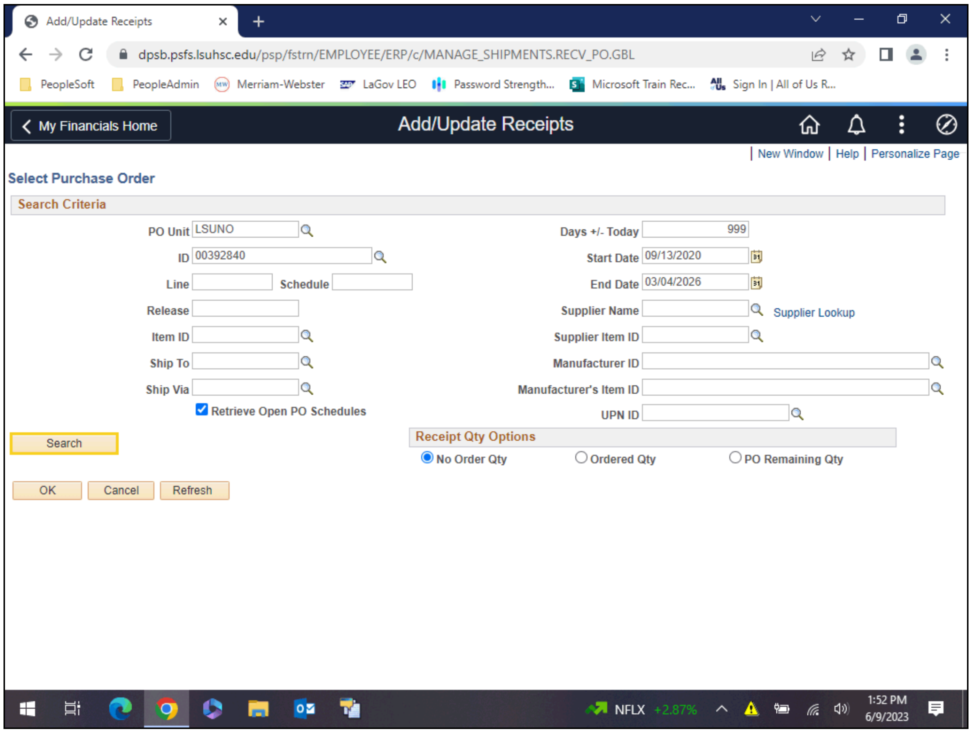


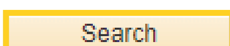
Step	Action
3.	Click the **NavBar** button. 
4.	Click the **Menu** button. 
5.	Click the **Down** scrollbar.
6.	Click the **Purchasing** menu. 
7.	Click the **Receipts** menu. 
8.	Click the **Add/Update Receipts** button. 

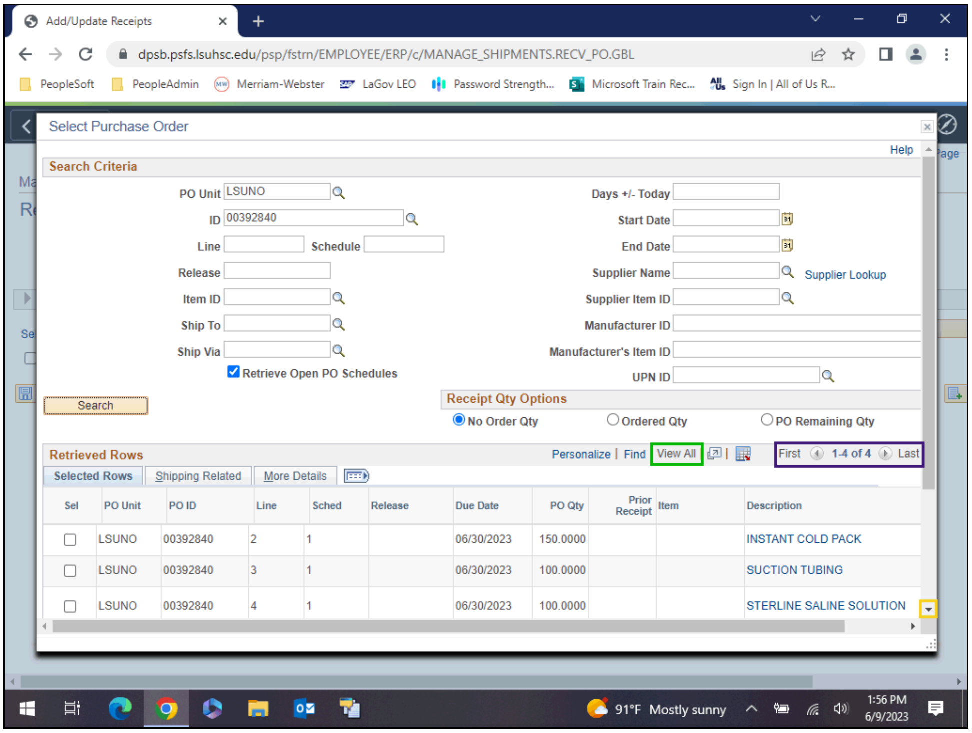
Step	Action
9.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted.
10.	Click the **Add** button. 



Step	Action
11.	Enter the desired information into the **ID** field. Enter "**00392840**".

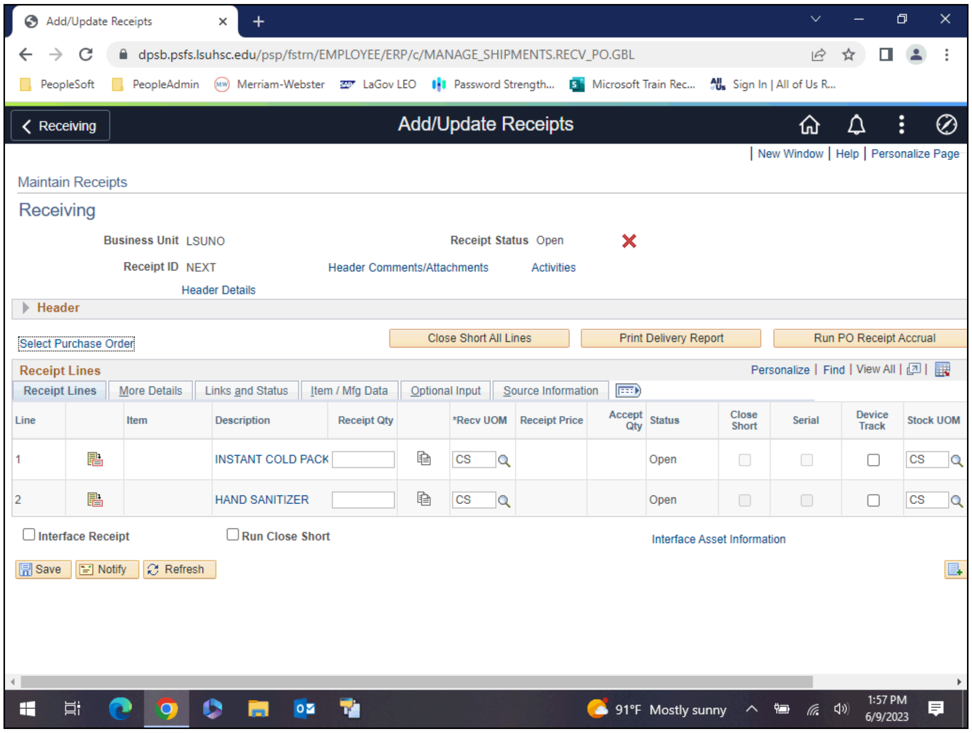


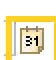
Step	Action
12.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO limes, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 
13.	***NOTE: When you receive a Partial Shipment of items, the following options must be selected:*** ***Check: Retrieve Open PO Schedules*** **-** make this selection to only retrieve POs that have not been fully received ***Select: No Order Qty*** **-** signifies that the receiver must enter the actual quantity received



Step	Action
14.	In this example you are viewing 1-4 of 4 lines, and all lines are visible in the panel. If more lines are retrieved than can be viewed in the panel, select the **View All** link to view all lines. Click the **Down** scrollbar. 
15.	A **partial shipment** of items will be received. The items received in the shipment are: **50 cases of Instant Cold Packs** **6 cases of Hand Sanitizer** You will select the lines associated with these items. There are no items for the other two lines of PO included in the shipment.

Step	Action
16.	When preparing to enter a **Receipt** from an Invoice, Bill of Lading, Packing Slip, etc., the user must first review the **PO Qty** and the **Prior Receipt** fields for each line you will be receiving items for, **prior** to attempting to receive the items in PeopleSoft. If you find that you have received **more items than ordered** for a line item in a shipment, you **will not** receive the PO line in question. You **must** contact your **Buyer** via email or telephone for further assistance. ***See the 'Receipt of Over Shipment for Items' topic for additional information on over shipments.***
17.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
18.	Click the **Line 2 - Instant Cold Pack** option. ***NOTE: The Select All link may be clicked to select all of the PO lines at once, rather than checking each line received one at a time. The Clear All box can be checked to uncheck all previously selected lines.*** 
19.	Click the **Line 5 - Hand Sanitizer** option. 
20.	Click the **OK** button. 



Step	Action
21.	The **Maintain Receipts** page displays. In the top section of the page, the following fields will default as shown: **Business Unit** = LSUNO **Receipt ID** = NEXT **Receipt Status** = Open
22.	You will **first** enter information on the **Header Details** page before entering Receipt Qty for the items received. Click in the **Header Details** field. 
23.	Users should receive the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the **Supplier** usually **mails** the **invoice** on the same date the item is shipped. The user should receive the item in PeopleSoft from the packing slip, bill of lading, etc. (if any of these documents are received with the item(s)). The user should **not await** receipt of the **invoice** to enter the receipt in the system. if any other documents listed above are received with the item from the Supplier.
24.	The current date defaults on the Header Details page. The user will enter the date that the item(s) was **actually received** by the department, **not** the date you are **entering** into the system unless it is the same day. Click the **Calendar Receipt Date** button. 

Step	Action
25.	Click the **7th** button. 
26.	Users should **receive** the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the Supplier usually mails the invoice on the same date the item(s) shipped. Item(s) will be **received** from the **bill of lading, packing slip,** etc. (if any of these documents are received with the item(s)). The user **<u>should</u>** **<u>not</u>** await receipt of the **invoice** to enter the Receipt in PeopleSoft, if any of the other documents listed above are received with the item(s) from the supplier.
27.	**Bill of Lading** The **Bill of Lading** field is a **free-form text** field. Therefore, it may contain numbers and/or letters. The user may enter any number that s/he wishes to attach to the Receipt (e.g., Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. The number entered into the Bill of Lading field **can** be used to **retrieve** the **Receipt** if needed. ***NOTE: The Pack Slip field is not used since it does not have a search feature (i.e., the Pack Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the system).***
28.	Enter the desired information into the **Bill of Lading** field. Enter "**MI854169**".
29.	Click the **Down** scrollbar. 
30.	Click the **OK** button. 
31.	Enter the number of cases of Instant Cold Packs received. In this example, you will receive **50 cases**. Enter the desired information into the **Line 1 Receipt Qty** field. Enter "**50**".
32.	Enter the number of cases of Hand Sanitizer received. In this example, you will receive **6 cases**. Enter the desired information into the **Line 2 Receipt Qty** field. Enter "**6**".
33.	Verify that the Interface Receipt box is unchecked. If it is checked, click the checkbox to de-select it. ***NOTE: The receipt process is scheduled to run periodically throughout the day.***
34.	Click the **Save** button. ***NOTE: To receive additional line item(s) on the PO, repeat the steps 31 - 33.*** 

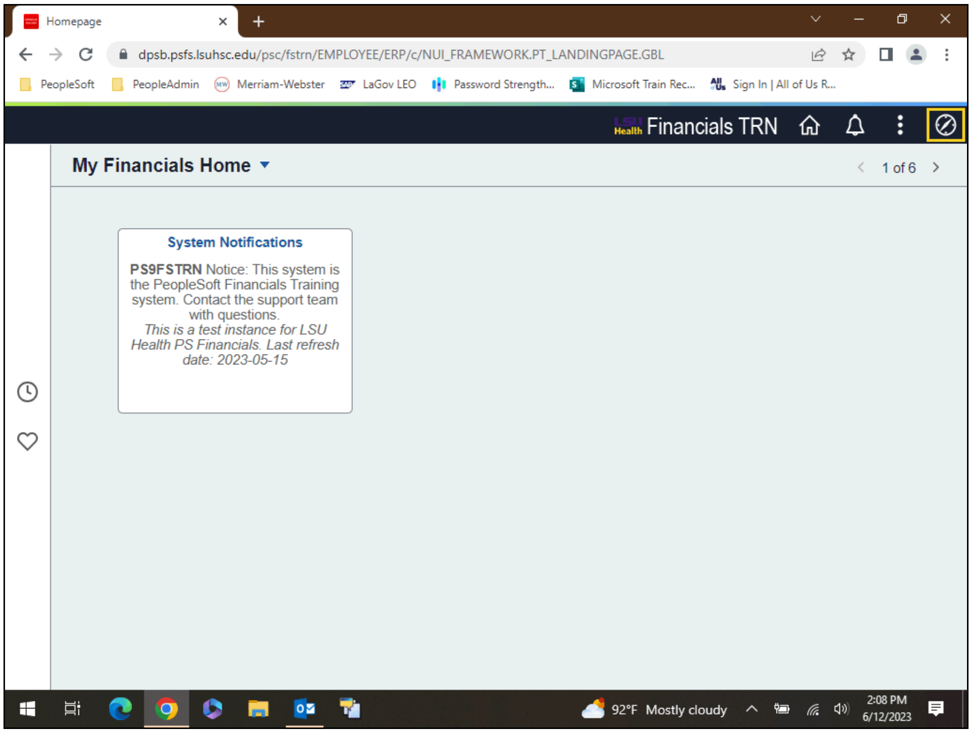
Step	Action
35.	The system has assigned a **Receipt ID** number. You should **record** the Receipt number at this time for future reference of this PO. Record your **Receipt Number**: _______________
36.	This completes ***Enter a Receipt for a Partial Shipment***. **End of Procedure.**

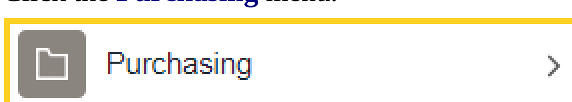
Enter a Receipt for a Complete Shipment

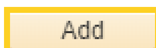
Topic Contents:

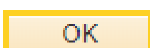
1. Two types of shipments:
  a. Partial
  b. Complete
2. Navigate to Add/Update Receipts using NavBar Menu
3. Receive **complete** shipment
  a. Uncheck: Retrieve Open PO Schedules
  b. Select: Ordered Qty
4. Over Shipments should not be received in PeopleSoft
  a. Call or email Buyer if over shipment is received from supplier
5. Only receive item(s) actually received from supplier. If you enter receipt for item((s) not received:
  a. Tying up portion of Department's budget
  b. At end of Fiscal Year, you are accountable for any items received but do not have an invoice
6. Select line(s) to receive
7. Enter Header Details
  a. Date item((s) received from supplier
  b. Bill of Lading, Packing Slip, etc. number entered in Bill of Lading field
8. Verify Receipt Qty is same as PO Qty
9. Verify Interface Receipt is unchecked
10. Save and note Receipt Number

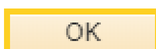
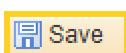
Step	Action
1.	There are **two types** of shipments that can be received in PeopleSoft: **1. Partial Shipment** - This is when the line items on a multiple line PO are received in different shipments, or the entire quantity is **<u>not</u>** received for either a single line or multi-line PO. **2. Complete Shipments** - This is when all of the line items - whether it is a single line or multi-line PO - are received in one shipment.
2.	**Scenario** In this exercise, users will enter a **complete** shipment for **PO 00392548**. The shipment will contain: **500 bottles** of Coleman Fuel Propane



Step	Action
3.	Click the **NavBar** button. 
4.	Click the **Menu** button. 
5.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
6.	Click the **Purchasing** menu. 
7.	Click in the **Receipts** field. 

Step	Action
8.	Click the **Add/Update Receipts** button. 
9.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted. Click the **Add** button. 
10.	Enter the desired information into the **ID** field. Enter "**00392548**".
11.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO lines, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 
12.	In this example you are receiving a **complete** shipment of **500 Coleman Fuel Propane bottles**. When you receive a **Complete Shipment** of items, the following options must be selected: **Uncheck: Retrieve Open PO Schedules** - retrieve POs that **<u>have</u> <u>and</u> <u>have</u> <u>not</u>** been fully received in the system **Select: Ordered Qty** - automatically makes the received quantity the PO quantity ***NOTE: It is <u>not</u> recommended that PO Remaining Qty be selected.***
13.	Deselect Retrieve Open PO Schedule. Uncheck the **Retrieve Open PO Schedules** option. 
14.	Click the **Ordered Qty** option. 

Step	Action
15.	When preparing to enter a Receipt from an Invoice, Bill of Lading, Packing Slip, etc., the user **must** **first** view the **PO Qty** and the **Prior Receipt** quantity for each PO line before attempting to receive the PO line in PeopleSoft. This will **prevent** the user from inadvertently **receiving** an **over shipment**. If the PO line **is** found to be an **over shipment**, the user **should** **not** receive the PO line in PeopleSoft. The user **must** contact their **Buyer** via email or telephone for further assistance. ***See the 'Receipt of Over Shipment of an Item(s)' topic for further details on handling over shipments.***
16.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
17.	Click the **Coleman Fuel Propane** option. 
18.	Click the **OK** button. 
19.	The **Maintain Receipts** page displays. In the top section of the page, the following fields will default as shown: **Business Unit** = LSUNO **Receipt ID** = NEXT **Receipt Status** = Open
20.	Click the **Header Details** link. 
21.	Users should receive the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the **Supplier** usually **mails** the **invoice** on the same date the item is shipped. The user should receive the item in PeopleSoft from the packing slip, bill of lading, etc. (if any of these documents are received with the item(s)). The user should **not** **await** receipt of the **invoice** to enter the receipt in the system. if any other documents listed above are received with the item from the Supplier.
22.	Enter the date the item(s) were **actually** **received** in the department, **not** the date you are **entering** the item(s) into the system unless it is the same day. Enter the desired information into the **Receipt Date** field. Enter "**060923**".

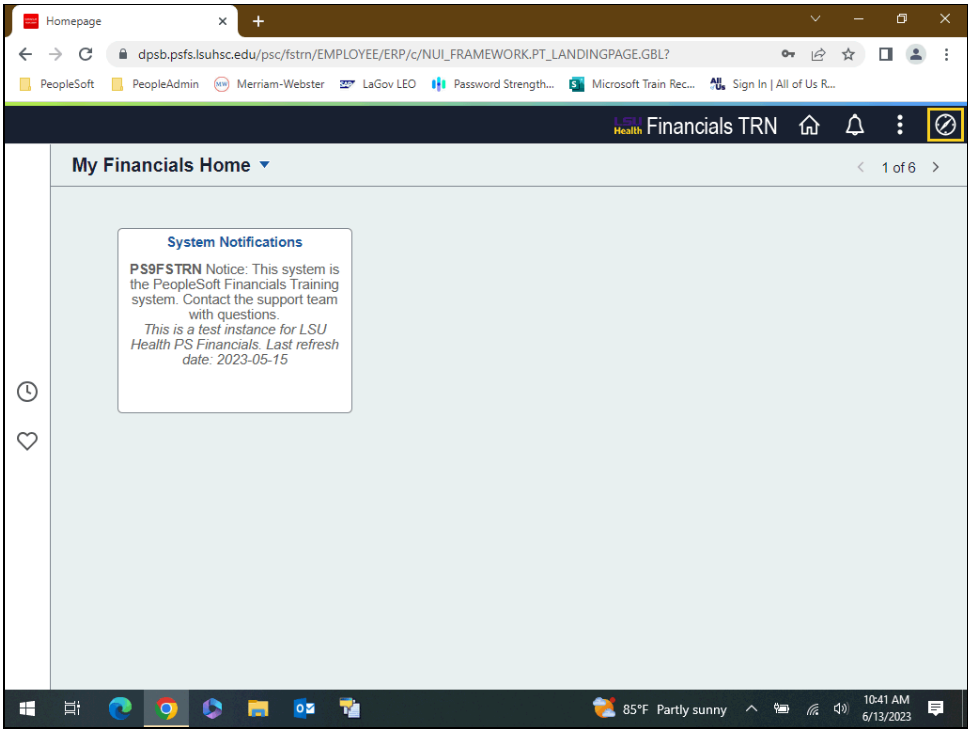
Step	Action
23.	**Bill of Lading** The **Bill of Lading** field is a **free-form text** field. Therefore, it may contain numbers and/or letters. The user may enter any number that s/he wishes to attach to the Receipt (e.g., Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. The number entered into the Bill of Lading field **can** be used to **retrieve** the **Receipt** if needed. ***NOTE: The Pack Slip field is not used since it does not have a search feature (i.e., the Pack Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the system).***
24.	Enter the Bill of Lading number, Packing Slip number, etc. into the Bill of Lading field. **Do not** enter it into the **Pack Slip** field, since it does **not** have **search** capabilities. Enter the desired information into the **Bill of Lading** field. Enter "**6112554**".
25.	Click the **Down** scrollbar.
26.	Click the **OK** button. 
27.	By selecting **Ordered Qty**, the system defaulted the **PO quantity** into the **Receipt Qty**. The user may override the quantity, if needed. ***NOTE: Verify that the Interface Receipt option is unchecked. This receipt process will run several times during the day.***
28.	Click the **Save** button. 
29.	The system has assigned a **Receipt ID** number. You should **record** the Receipt number at this time for future reference of this PO. Record your **Receipt Number**: _______________
30.	This completes ***Enter a Receipt for a Complete Shipment***. **End of Procedure.**

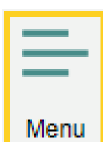
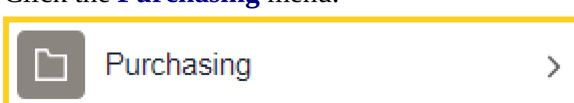
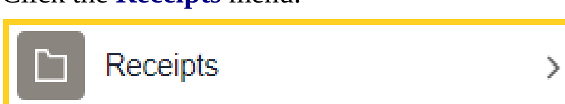
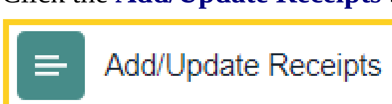
Receipt of Over Shipment of an Item(s)

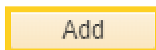
Topic Contents:

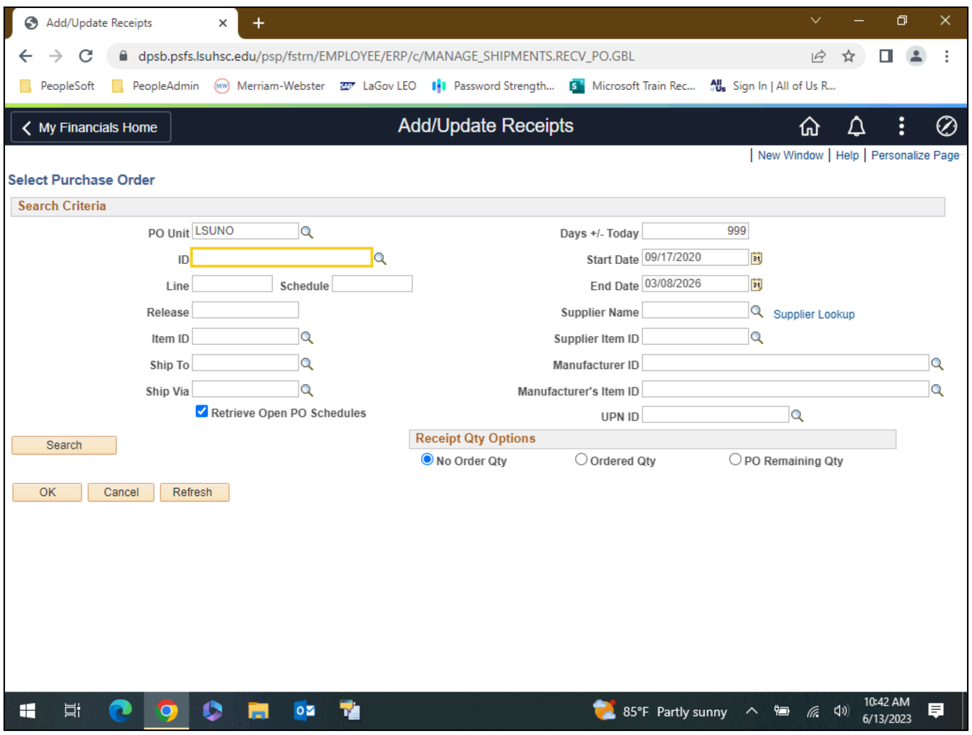
1. Two types of shipments
  a. Partial shipment
  b. Complete shipment
2. Navigate to Add/Update Receipts through the NavBar Menu
3. Receive partial shipment
  a. Check: Retrieve Open PO Schedules
  b. Select: No Order Qty
4. Select line(s) to receive
5. Enter quantity received for each item
  a. Include over shipment in quantity for Instant Cold Packs
6. Warning message displays stating over 10% of cost
  a. Do not SAVE over shipment of items
  b. Contact your Buyer for further assistance

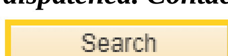
Step	Action
1.	There are **two types** of shipments that can be received in PeopleSoft: **1. Partial Shipment** - This is when the line items on a multiple line PO are received in different shipments, or the entire quantity is **not** received for either a single line or multi-line PO. **2. Complete Shipments** - This is when all of the line items - whether it is a single line or multi-line PO - are received in one shipment.
2.	**Scenario** In this exercise, users will enter a **partial** shipment for **PO 00392840**. The shipment will contain: **125 cases** of Instant Cold Packs



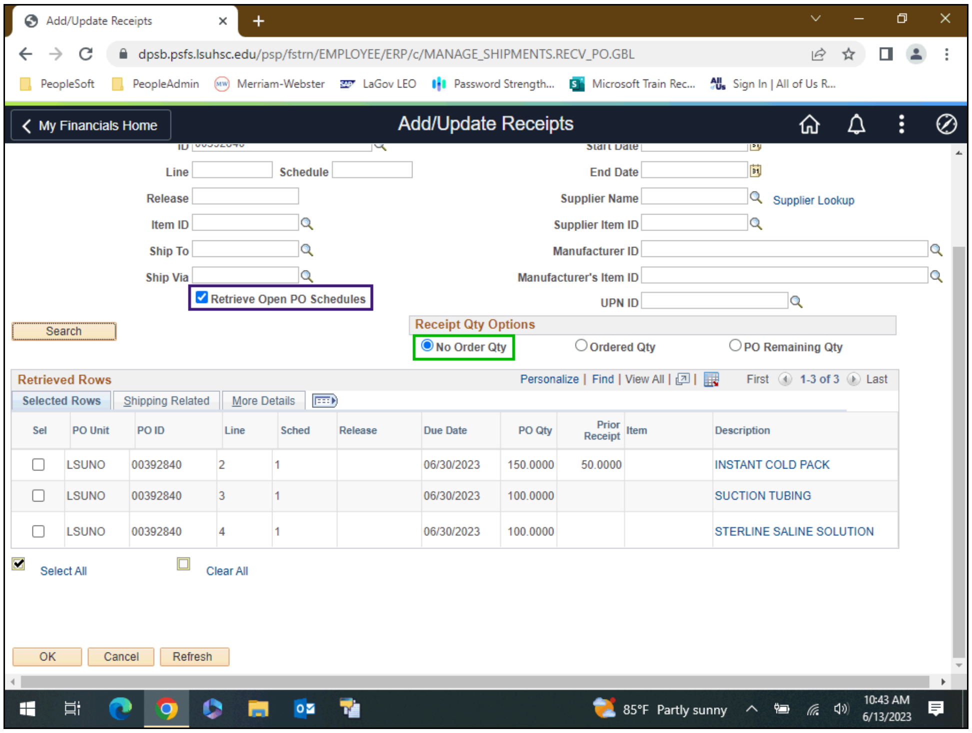
Step	Action
3.	Click the **NavBar** button. 
4.	Click the **Menu** button. 
5.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
6.	Click the **Purchasing** menu. 
7.	Click the **Receipts** menu. 
8.	Click the **Add/Update Receipts** button. 

Step	Action
9.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted. Click the **Add** button. 

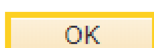


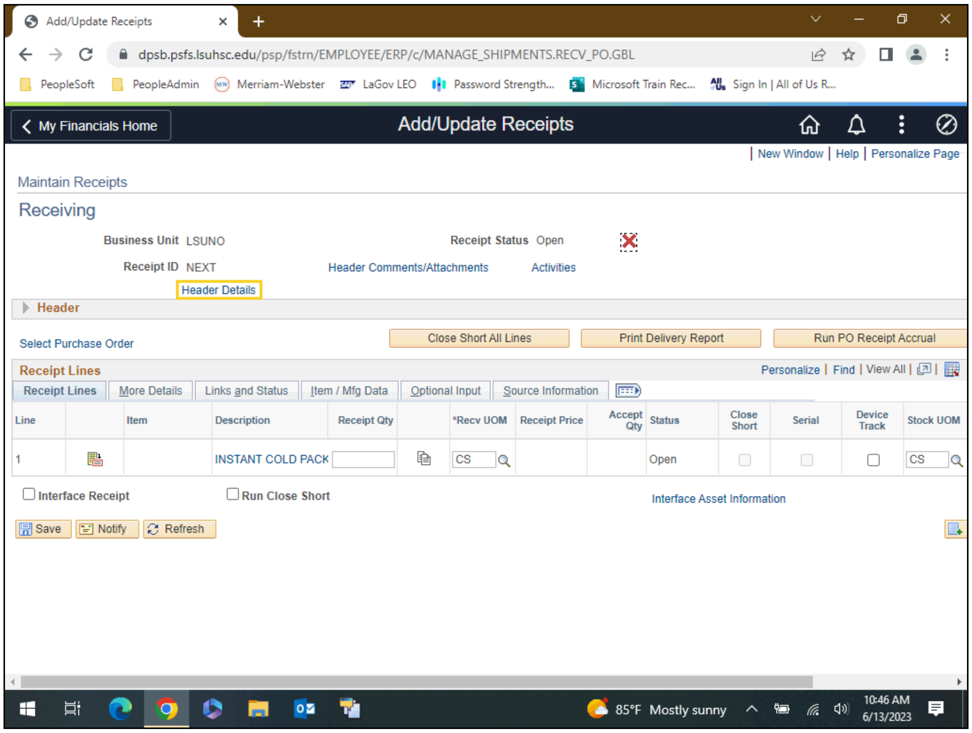
Step	Action
10.	Enter the desired information into the **ID** field. Enter "**00392840**".
11.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO lines, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 

Step	Action
12.	Click the **Down** scrollbar.

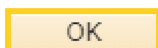


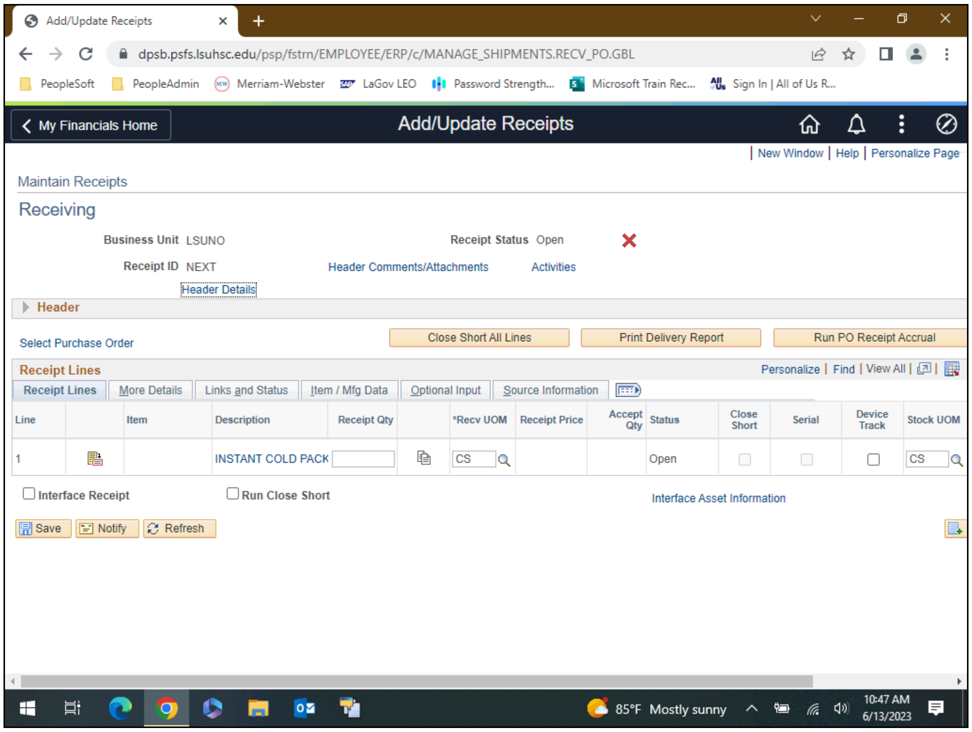
Step	Action
13.	***NOTE: When you receive a Partial Shipment of items, the following options must be selected:*** ***Check: Retrieve Open PO Schedules* -** make this selection to only retrieve POs that have not been fully received ***Select: No Order Qty* -** signifies that the receiver must enter the actual quantity received
14.	A **partial shipment** of items will be received. The items received in the shipment are: **125 cases of Instant Cold Packs** You will select the line associated with these items. There are no items for the other two lines of PO included in the shipment.

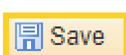
Step	Action
15.	When preparing to enter a **Receipt** from an Invoice, Bill of Lading, Packing Slip, etc., the user must first review the **PO Qty** and the **Prior Receipt** fields for each line you will be receiving items for, **prior** to attempting to receive the items in PeopleSoft. If you find that you have received **more items than ordered** for a line item in a shipment, you **will not** receive the PO line in question. You **must** contact your **Buyer** via email or telephone for further assistance. ***See the 'Receipt of Over Shipment of an Item(s)' topic for additional information on over shipments.***
16.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
17.	Click the **Line 1 Instant Cold Pack** option. ***NOTE: The Select All link may be clicked to select all of the PO lines at once, rather than checking each line received one at a time. The Clear All box can be checked to uncheck all previously selected lines.*** 
18.	Click the **OK** button. 
19.	The **Maintain Receipts** page displays. In the top section of the page, the following fields will default as shown: **Business Unit** = LSUNO **Receipt ID** = NEXT **Receipt Status** = Open

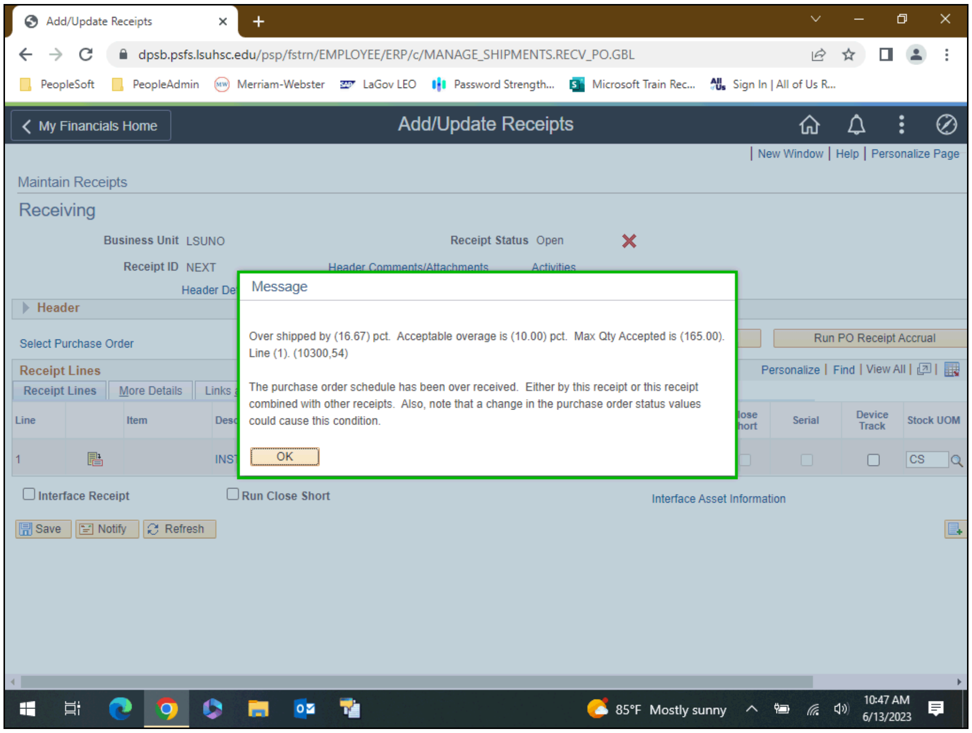


Step	Action
20.	You will **first** enter information on the **Header Details** page before entering Receipt Qty for the items received. Click in the **Header Details** field. 
21.	The current date defaults on the Header Details page. ***The user will enter the date that the item(s) is actually received by the department, <u>not</u> the date it is being entered into the PeopleSoft system.***
22.	Enter the desired information into the **Receipt Date** field. Enter "**06122023**".
23.	Users should **receive** the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the Supplier usually mails the invoice on the same date the item(s) shipped. Item(s) will be **received** from the **bill of lading, packing slip,** etc. (if any of these documents are received with the item(s)). The user **<u>should</u>** **<u>not</u>** await receipt of the **invoice** to enter the Receipt in PeopleSoft, if any of the other documents listed above are received with the item(s) from the supplier.

Step	Action
24.	**Bill of Lading** The **Bill of Lading** field is a **free-form text** field. Therefore, it may contain numbers and/or letters. The user may enter any number that s/he wishes to attach to the Receipt (e.g., Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. The number entered into the Bill of Lading field **can** be used to **retrieve** the **Receipt** if needed. ***NOTE: The Pack Slip field is not used since it does not have a search feature (i.e., the Pack Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the system).***
25.	Enter the desired information into the **Bill of Lading** field. Enter "**MI85637**".
26.	Click the **Down** scrollbar. 
27.	Click the **OK** button. 

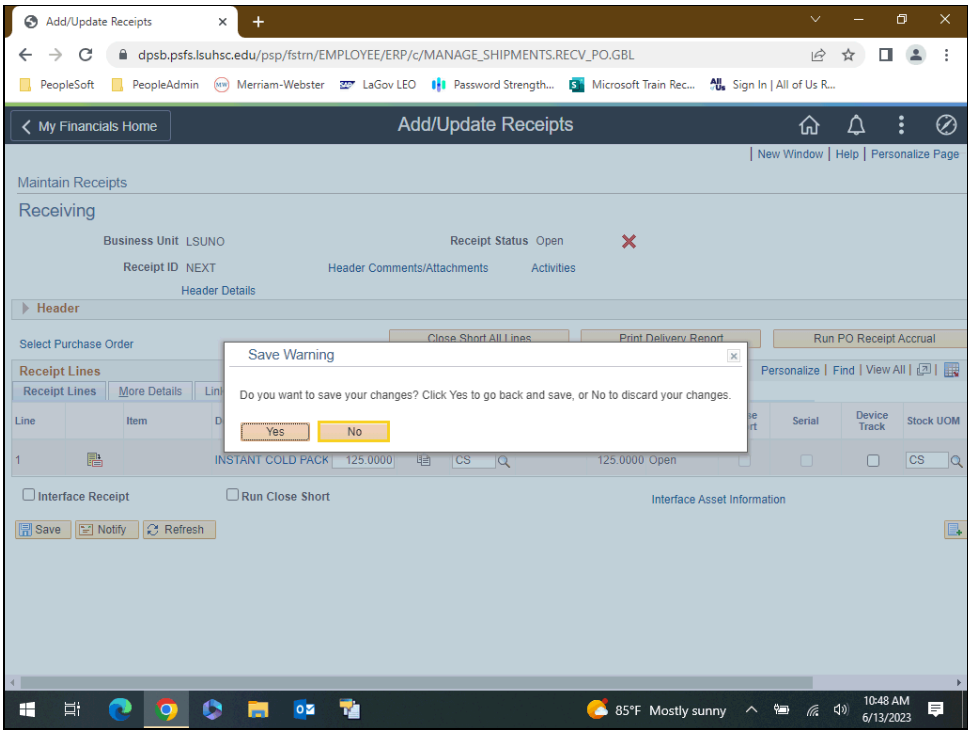


Step	Action
28.	Enter the number of cases of Instant Cold Packs received. In this example, you will receive **125 cases**. Enter the desired information into the **Receipt Qty** field. Enter "**125**".
29.	Verify that the **Interface Receipt** box is unchecked. If it is checked, click the checkbox to de-select it. ***NOTE: The receipt process is scheduled to run periodically throughout the day.***
30.	Click the **Save** button. 



Step	Action
31.	A **message** displays when the user attempts to: **1.** Receive more than the quantity listed on the PO line and the over shipment is in **excess** of Louisiana State acceptable **overage of 10%** 2. Receive the item **more than** once (e.g., if a partial shipment of the item was previously entered and the receiver attempts to enter more than the remaining balance).
32.	If the over shipment is **needed**, the user should **refer** to the **information** provided **below** to determine how to proceed with receiving the over shipped item into PeopleSoft. Under Louisiana State law, the user **may accept** up to **10% over** the total cost of the item, without re-bidding the item. However, a **Change Order** **must** be issued by Purchasing **prior** to the over shipped item being **received** into PeopleSoft.
33.	***NOTE: If the overage is below the 10% limit, the warning message will not display. Even if the warning message does not display due to the overage being under the 10% limit, and the user is able to receive the over shipment into PeopleSoft, Accounts Payable will have problems matching and paying the invoice until further action is taken. This will cause a delay in the payment of the Invoice.*** ***Therefore, the user must not attempt to receive any over shipment in PeopleSoft, prior to contacting his/her Buyer for further assistance.***

Step	Action
34.	Click the **OK** button. 
35.	Click the **My Financials Home** button. 



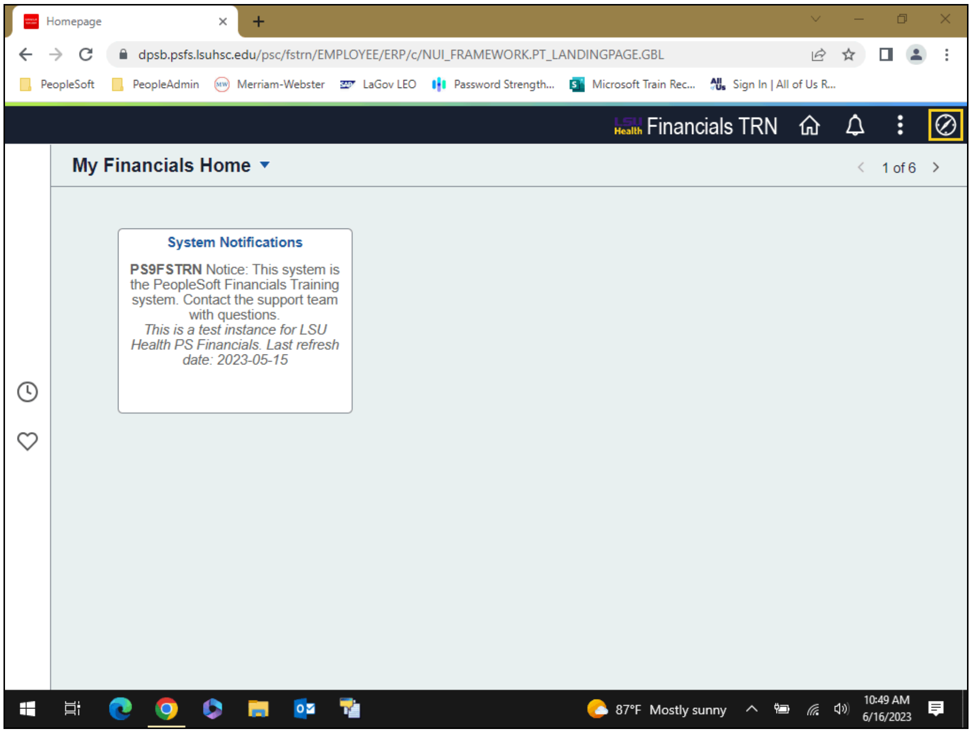
Step	Action
36.	***NOTE: You <u>do</u> <u>not</u> want to Save the Receipt for an over shipment of an item.*** Click the **No** button. 
37.	This completes ***Receipt of Over Shipment of Items***. **End of Procedure.**

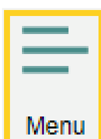
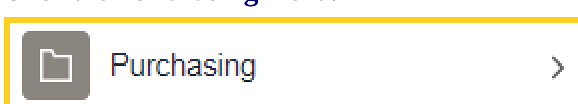
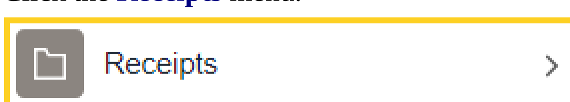
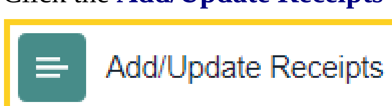
Reject (Return) Item

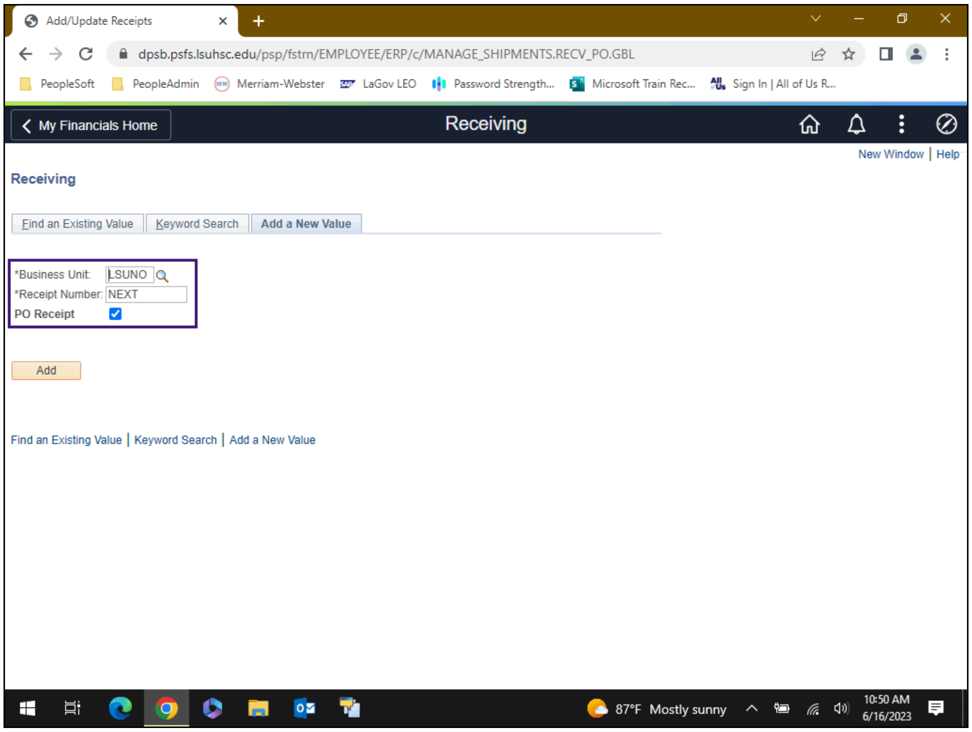
Topic Contents:

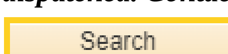
1. Navigate to Add/Update Receipts through the NavBar Menu
2. Two types of shipments
  a. Partial shipment
  b. Complete shipment
3. Receive partial shipment
  a. Check: Retrieve Open PO Schedules
  b. Select: No Order Qty
4. Only receive item(s) actually received from supplier. If you enter receipt for item(s) not received:
  a. Tying up portion of Department's budget
  b. At end of Fiscal Year, you are accountable for any items received but do not have an invoice
5. Select lines to receive
6. Enter Header Details
  a. Date item(s) received from supplier
  b. Bill of Lading, Packing Slip, etc. number entered in Bill of Lading field
7. Enter Receipt Qty for each item(s)
  a. Include over shipment number in Receipt Qty for Instant Cold Pack
8. Verify Interface Receipt is unchecked
9. Select More Details tab
  a. Enter Reject Qty, Reject Action, Reject Reason, and RMA Number (if needed)
10. Save and note Receipt Number
11. Return to Receipt Lines tab
12. View Accept Qty for Instant Cold Pack

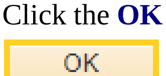
Step	Action
1.	**Scenario** In this exercise, users will enter a **partial** shipment for **PO 00392840**. The shipment will contain: **125 cases** of Instant Cold Pack **100 cases** of Suction Tubing **100 cases** of Sterline Saline Solution ***The Instant Cold Pack has an over shipment of 25 cases which will be returned for Credit.***

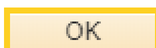


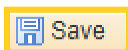
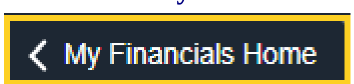
Step	Action
2.	Click the **NavBar** button. 
3.	Click the **Menu** button. 
4.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
5.	Click the **Purchasing** menu. 
6.	Click the **Receipts** menu. 
7.	Click the **Add/Update Receipts** button. 



Step	Action
8.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted.
9.	Click the **Add** button. 
10.	Enter the desired information into the **ID** field. Enter "**00392840**".
11.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO limes, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 

Step	Action
12.	***NOTE: When you receive a Partial Shipment of items, the following options must be selected:*** ***Check: Retrieve Open PO Schedules*** **-** make this selection to only retrieve POs that have not been fully received ***Select: No Order Qty*** **-** signifies that the receiver must enter the actual quantity received
13.	A **partial shipment** of items will be received. The items received in the shipment are: **125 cases of Instant Cold Packs** **100 cases of Suction Tubing** **100 cases of Sterline Saline Solution**
14.	When preparing to enter a **Receipt** from an Invoice, Bill of Lading, Packing Slip, etc., the user must first review the **PO Qty** and the **Prior Receipt** fields for each line you will be receiving items for, **prior** to attempting to receive the items in PeopleSoft. In this example, an **over shipment** of **25 cases** of Instant Cold Packs has been received by the department. After talking with the Buyer, it was determined that the **over shipment** would be **returned** for **Credit**. ***See the 'Receipt of Over Shipment of an Item(s)' topic for additional information on over shipments.***
15.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
16.	Click the **Select All** link. 
17.	Click the **OK** button. 
18.	The **Maintain Receipts** page displays. In the top section of the page, the following fields will default as shown: **Business Unit** = LSUNO **Receipt ID** = NEXT **Receipt Status** = Open

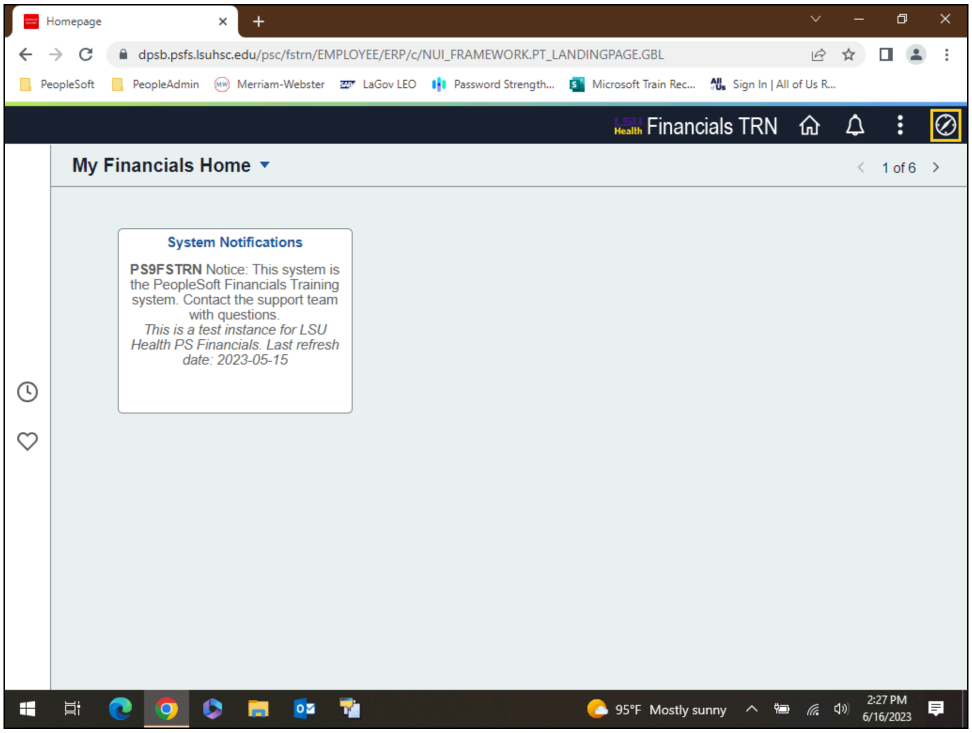
Step	Action
19.	Click the **Header Details** link. 
20.	Enter the **date** the item(s) were **actually received** in the department, **not** the date you are **entering** them into PeopleSoft. Enter the desired information into the **Receipt Date** field. Enter "**061523**".
21.	Enter the Bill of Lading number, Packing Slip number, etc. into the Bill of Lading field. **Do not** enter it into the **Pack Slip** field, since it does **not** have **search** capabilities. Enter the desired information into the **Bill of Lading** field. Enter "**MI859647**".
22.	Click the **Down** scrollbar.
23.	Click the **OK** button. 
24.	***You will include the over shipment of cases in the Receipt Qty for Instant Cold Pack.*** Enter the desired information into the **Line 1 Receipt Qty** field. Enter "**125**".
25.	Enter the desired information into the **Line 2 Receipt Qty** field. Enter "**100**".
26.	Enter the desired information into the **Line 3 Receipt Qty** field. Enter "**100**".
27.	Your return information will be entered on the **More Details** tab. Click the **More Details** tab. 
28.	The **Instant Cold Pack** is the only item you have for **return**, so you will only enter information on Line 1. Enter the desired information into the **Reject Qty** field. Enter "**25**".
29.	Click the **Look up Reject Action** button. 
30.	Click the **Return for Credit** link. 
31.	Click the **Look up Reject Reason** button. 

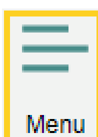
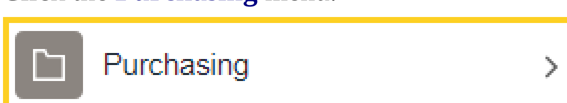
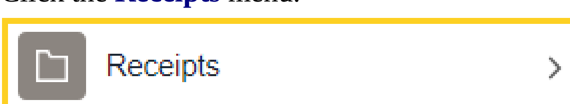
Step	Action
32.	***NOTE: Wrong Goods or Services is the option used for over shipments.*** Click the **Wrong Goods or Service** link. 
33.	The **RMA Number** is the **return authorization number** given to you from the supplier if needed. Enter the desired information into the **RMA Number** field. Enter "**MI253641**".
34.	Click the **Save** button. 
35.	Click the **Receipt Lines** tab. 
36.	Your **Accept Qty** is **100 cases**, with a **reject quantity of 25 cases** for Instant Cold Pack. Lines 2 and 3 each have 100 cases which fulfills the orders totals for each line item. Click in the **My Financials Home** field. 
37.	**End of Procedure.**

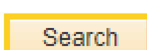
Canceling a Receipt Line

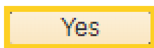
Topic Contents:

1. Navigate to Add/Update Receipts through the NavBar Menu
2. Select Find an Existing Value tab
  a. BU will default
  b. Search by:
    1) Receipt (ID) Number
    2) Bill of Lading
    3) PO (ID) Number
    4) User ID
  c. Other search options not recommended for use
3. Receipt Status = Fully Received
  a. Receipt does not have to be Fully Received in order to cancel a line
4. Cancel a Line
  a. Cannot be cancelled if AP has matched/paid for the line
    1) Message displays advising row cannot be cancelled
  b. Can be cancelled if not matched/paid
5. Select appropriate line red "X"
  a. Message displays advising cancel cannot be reversed
6. Line Status changes to Cancelled
  a. Receipt Qty and Accept Qty are removed
7. Save receipt



Step	Action
1.	Click the **NavBar** button. 
2.	Click the **Menu** button. 
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the **Purchasing** menu. 
5.	Click the **Receipts** menu. 

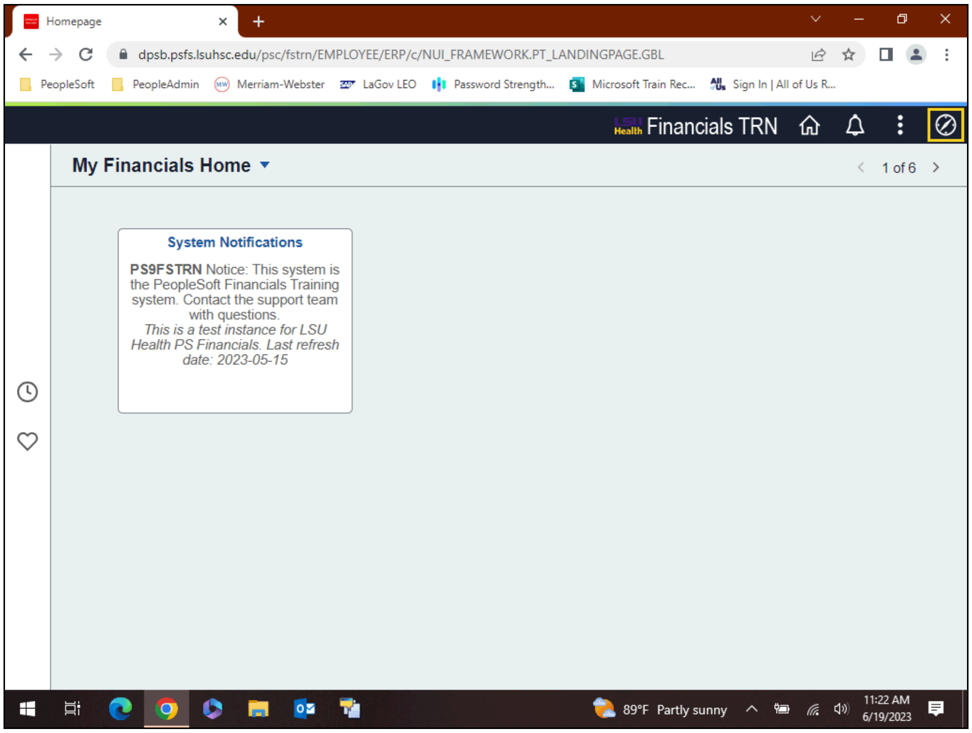
Step	Action
6.	Click the **Add/Update Receipts** button. 
7.	Click the **Find an Existing Value** tab. 
8.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipt tasks.
9.	You have a number of options from which to choose to search for a receipt. It is recommended that you use one of the following options: • **Receipt (ID) Number** – Is generated after entering and saving the receipt. When working in Production, it is the number you record after entering a Receipt. ***See the "Entering a Receipt" topics for details on obtaining a Receipt Number.*** • **Bill of Lading** – The number entered in the Bill of Lading field when creating a Receipt. • **PO (ID) Number** – The PO number for the items being ordered. • **User ID** – User's PeopleSoft ID
10.	***CAUTION: Searching only by Ship To Location, Supplier ID, or Received Date could result in a long run time and a large list of receipts retrieved.***
11.	**Scenario** The receipt number generated in the last exercise will be used in this exercise: **017286**. In this exercise, you will cancel **Line 2 Suction Tubing** on the receipt due to a miscount of received items.
12.	Enter the desired information into the **Receipt Number:** field. Enter "**017286**".
13.	Click the **Search** button. 
14.	***NOTE: The Receipt Status = Fully Received.*** A receipt line can **only** be **cancelled** if **Accounts Payable** (AP) has **not** **paid** for the line. A **message** will display advising you the line has been **matched**. If a line **can** be **cancelled**, a **message** will display advising you that **canceling** a row **cannot** be **reversed**. Lines on a receipt should **not** be **cancelled** without **first** speaking with your **Buyer**.

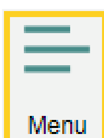
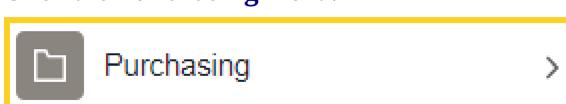
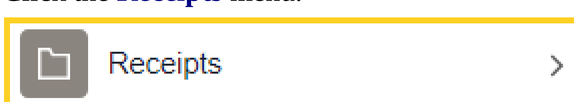
Step	Action
15.	Click the **Right** scrollbar. 
16.	Click the **Line 2 Cancel** button. 
17.	A message displays advising canceling an item cannot be reversed. Click the **Yes** button. 
18.	Notice the **Status** for Line 2 has changed from Received to **Cancelled** and the **Accept Qty** and **Receipt Qty** has been **cleared**. Click the **Left** scrollbar.
19.	Changes made to the receipt must be saved. Click the **Save** button. 
20.	This completes ***Canceling a Receipt Line***. **End of Procedure.**

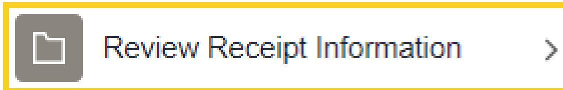
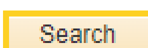
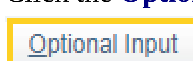
Inquire on Receipts

Topic Contents:

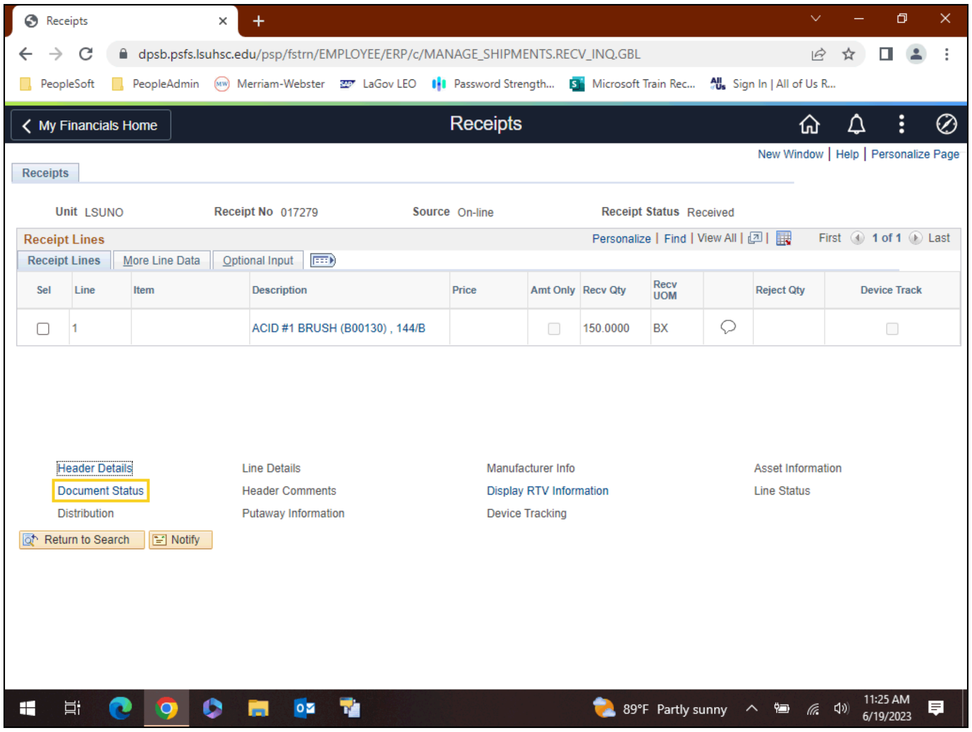
1. Navigate to Receipts through the NavBar Menu
2. Using Search criteria
3. Receipts Inquiry page displays
  a. Inquiry tabs
    1) Receipt Lines
    2) More Line Data
    3) Optional Input
  b. Header Details link
    1) Recv Date
    2) Bill of Lading number
  c. Document Status link **-** can view following pages if available:
    1) Receipt Inquiry
    2) Requisition Inquiry
    3) PO Inquiry
    4) Voucher Inquiry
    5) Payment Inquiry
4. Navigate to Receipt by Location via NavBar Menu
  a. Receipt Inquiry Selection Criteria
  b. Receipt by Location page with 2 tabs
    1) Receipt by Location
    2) Quantity and Amount
  c. Document Status page fields
  d. Accounting Entries pages for various Inquiry pages
    1) Must have security access to view Accounting Entries



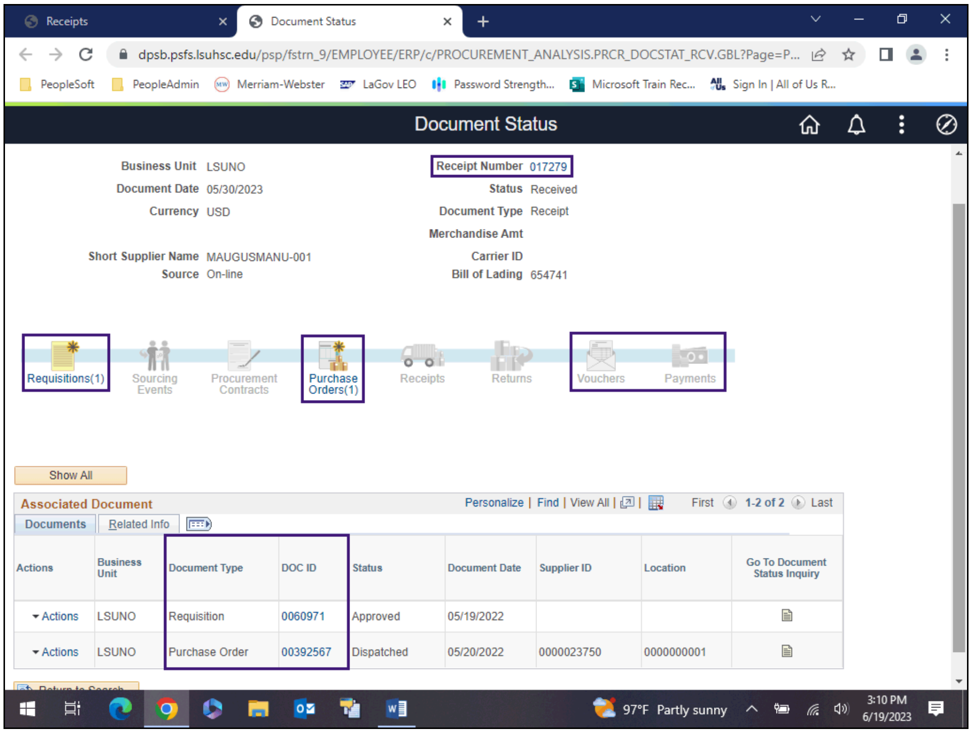
Step	Action
1.	Click the **NavBar** button. 
2.	Click the **Menu** button. 
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the **Purchasing** menu. 
5.	Click the **Receipts** menu. 
6.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.

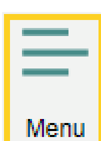
Step	Action
7.	Click the **Review Receipt Information** menu. 
8.	Click the **Receipts** button. 
9.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future tasks.
10.	You have a number of options from which to choose to search for a receipt. It is recommended that you use one of the following options: • **Receipt (ID) Number** – Is generated after entering and saving the receipt. When working in Production, it is the number you record after entering a Receipt. ***See the "Entering a Receipt" topics for details on obtaining a Receipt Number.*** • **Bill of Lading** – The number entered in the Bill of Lading field when creating a Receipt. • **PO (ID) Number** – The PO number for the items being ordered.
11.	***CAUTION: Searching only by Ship To Location, Supplier ID, or Received Date could result in a long run time and a large list of receipts retrieved.***
12.	Enter the desired information into the **Receipt Number:** field. Enter "**017279**".
13.	Click the **Search** button. 
14.	The **Receipts Inquiry** displays. This page provides information such as *Receipt No., Source, and Receipt Status*. The **Receipt Lines** section provides information such as *Description, Price, Receiving Quantity, Receiving UOM, Comments, and Reject Quantity*. Click the **More Line Data** tab. 
15.	The **More Line Data** tab provides information such as *Accept Quantity, Net Recv, Supplier UOM, Status, and Ship To Location*. Click the **Optional Input** tab. 

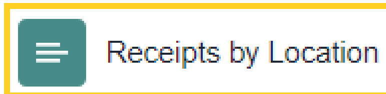
Step	Action
16.	The **Optional Input** tab provides information on *Reject Reason, Reject Action, and RMA Number* if an item return takes place. Click the **Receipt Lines** tab. 
17.	Click the **Header Details** link. 
18.	Click the **Up** scrollbar.
19.	View the **Header Details** panel which includes the *Supplier Information, Receiving Information, Ship To Location, and the Bill of Lading number*. Click the **Down** scrollbar. 
20.	Click the **Return** button. 

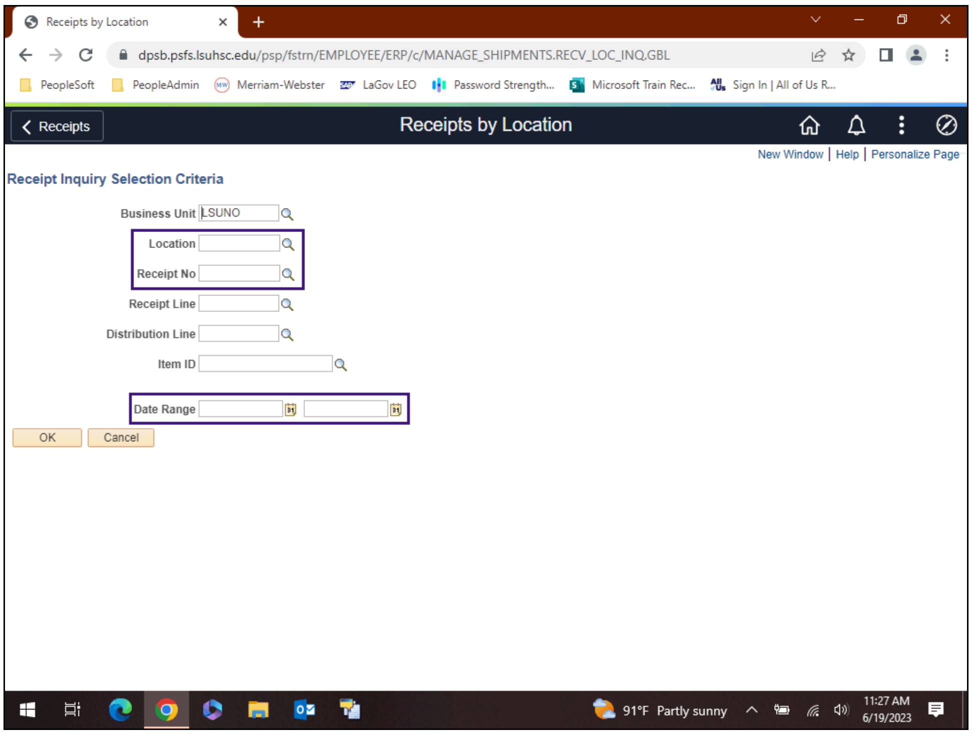


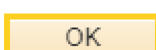
Step	Action
21.	Click the **Document Status** link. ***NOTE: This will open a new tab/window.*** 

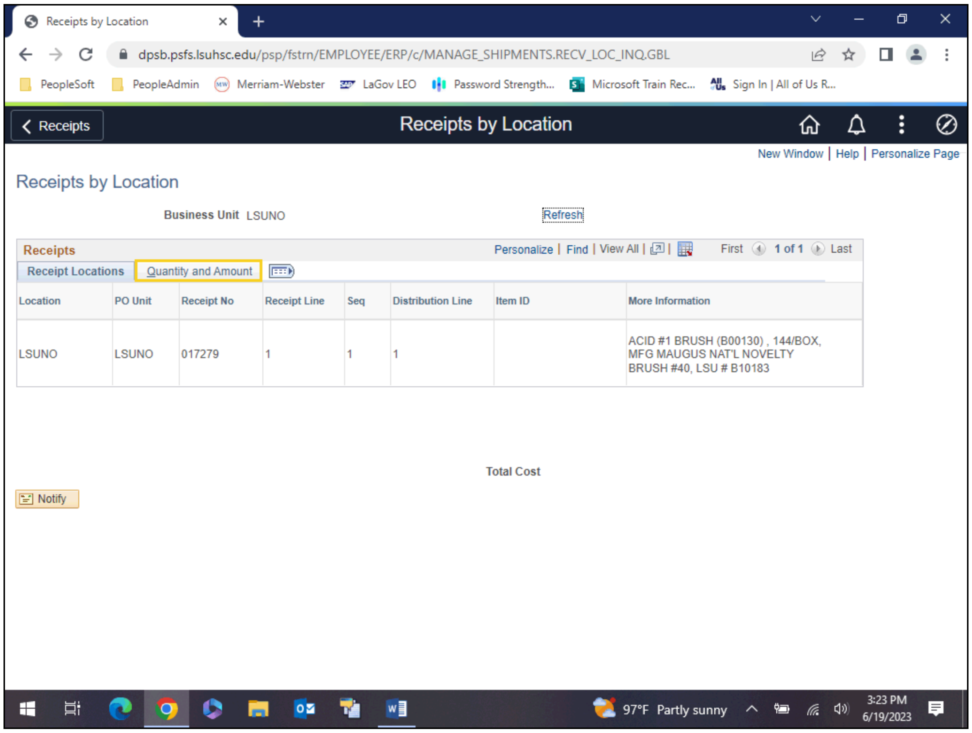


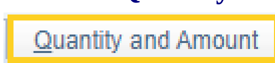
Step	Action
22.	From the **Document Status** page, you may view: • The **Receipt Inquiry** page for this receipt; • The **Inquiry** pages of the **Requisition, PO, Vouchers, and/or Payments** associated with the Receipt.
23.	***NOTE: In this example, there are no associated vouchers or payments. However, for other receipt documents you may only view the Voucher and Payment pages if you have the security access required.*** Click the **Document Status Close Tab** button. 
24.	Click the **NavBar** button. 
25.	Click the **Menu** button. 

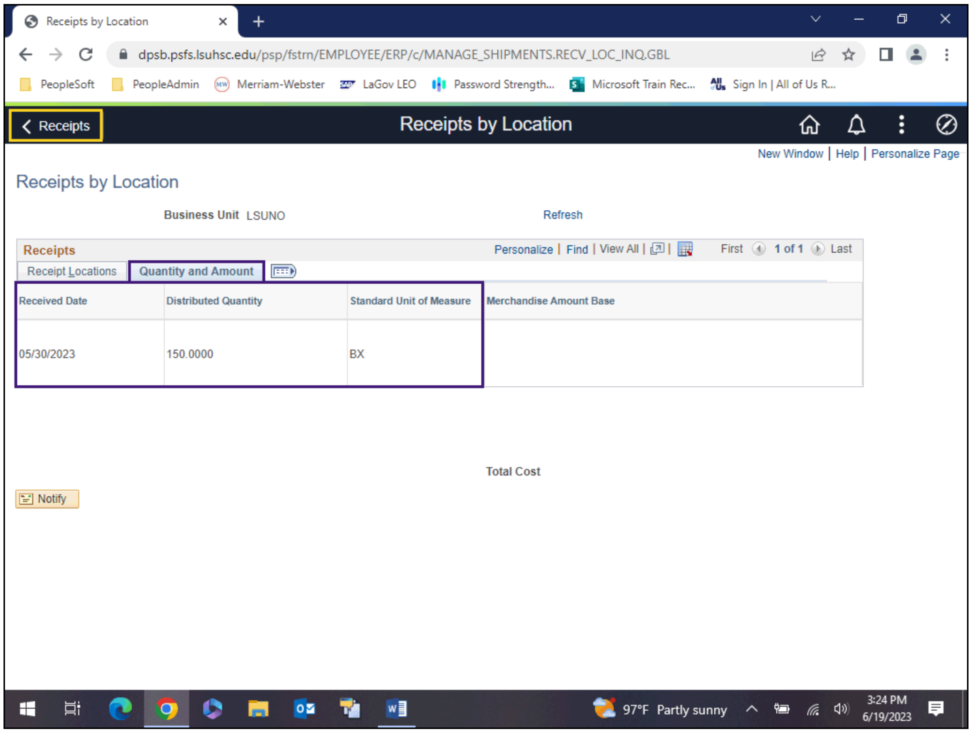
Step	Action
26.	Click the **Receipts by Location** button. ***NOTE: The Receipts Location option is found on the Review Receipt Information menu.*** 



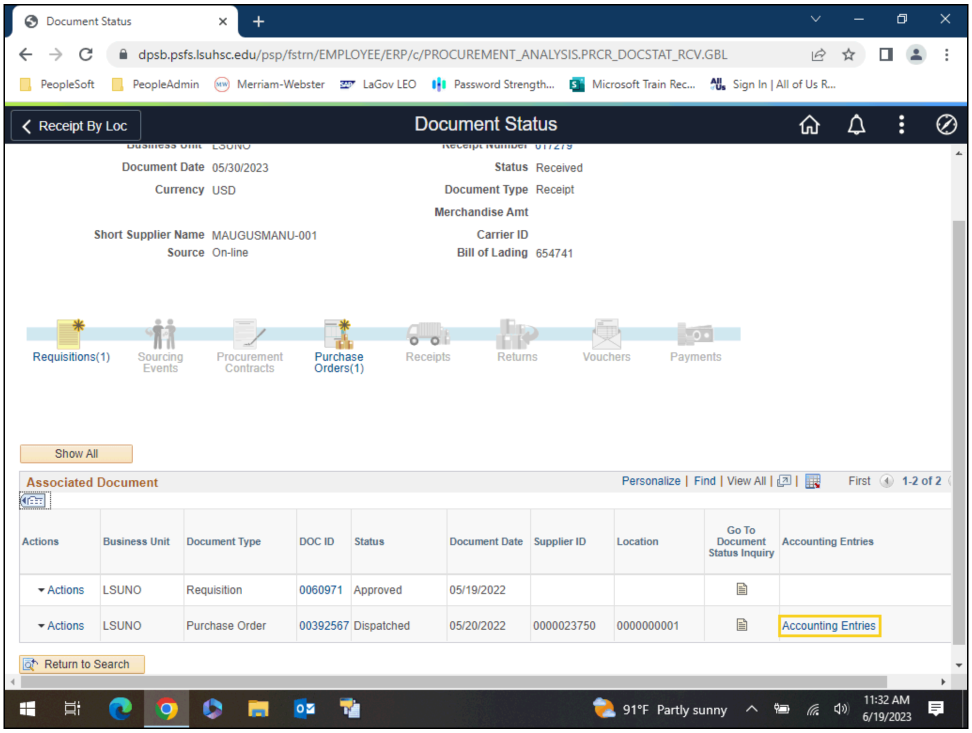
Step	Action
27.	This functionality provides a list of Receipts for a specific *Location, Receipt Number and/or Date Range*.
28.	In this example, you will specify the date range of 05/01/23 thru 05/31/23. Enter the desired information into the **Date Range** field. Enter "**050123**".
29.	Enter the desired information into the field. Enter "**053123**".
30.	Click the **OK** button. 



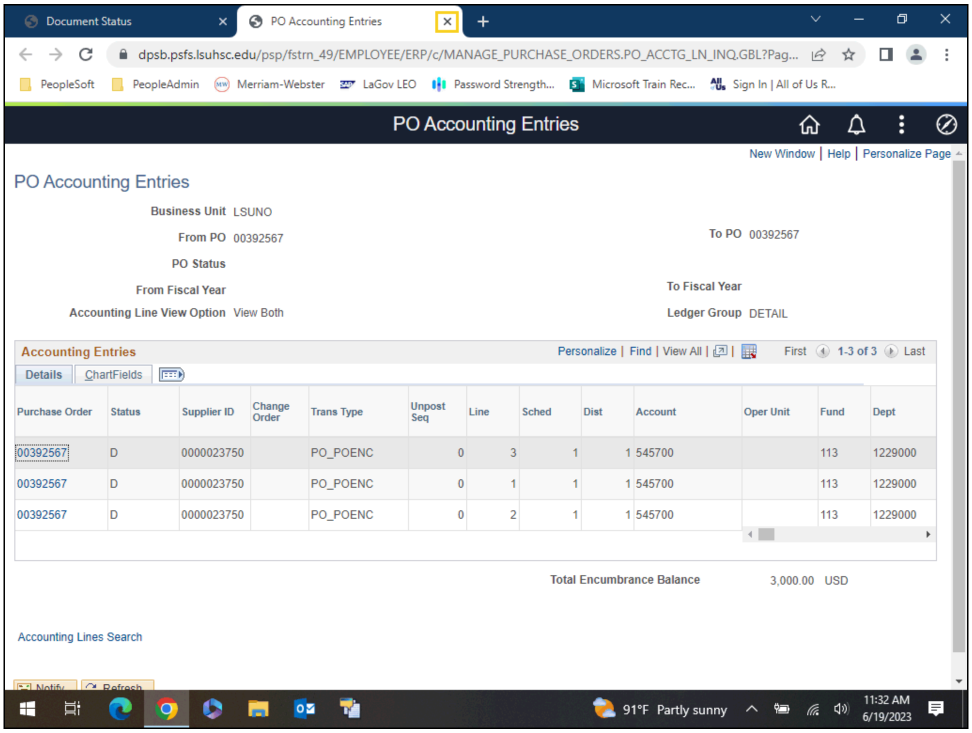
Step	Action
31.	In this example, one receipt was returned. The **Receipt Locations** tab displays *Receipt No., Receipt Line, Distribution Line, and More Information*. Click the **Quantity and Amount** tab. 



Step	Action
32.	The **Quantity and Amount** tab displays the *Received Date, Distribution Quantity, and Standard Unit of Measure (UOM).* Click the **Receipts** button. 
33.	Click the **Document Status** link. 
34.	View the Receipt DOC Status page. On the Documents tab, information such as *Status, Document Type, Short Supplier Name, and Associated Documents Status Inquiry* pages display.
35.	Click the **Show all columns** button. 
36.	When working in **Production**, you may have several **Accounting Entries** pages from which to choose. The pages that may be accessed by selecting available Accounting Entries include: • **Requisition Accounting Entries page;** • **PO Accounting Entries page;** • **Voucher Accounting Entries page; and/or** • **Payment Accounting Entries page**.



Step	Action
37.	In this example, you will select the **Accounting Entries** for the **PO**. ***NOTE: This action will open a new tab/window.*** Click the **Accounting Entries** link. Accounting Entries



Step	Action
38.	The **PO Accounting Entries** page displays. Chartstring information is provided on this page Click the **PO Accounting Entries Close Tab** tab. 
39.	Click the **Home** button. 
40.	This completes ***Inquire on Receipts***. **End of Procedure.**

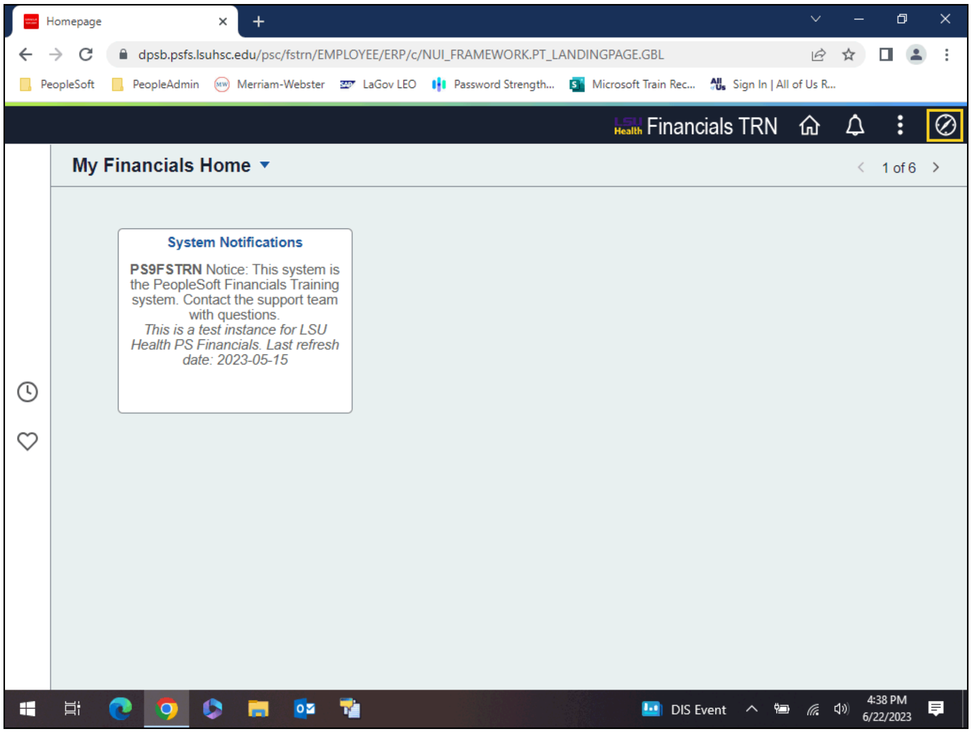
Receiving Inventory Items in PeopleSoft

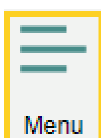
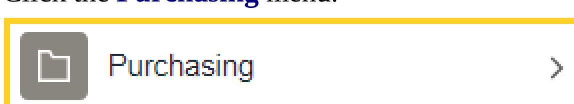
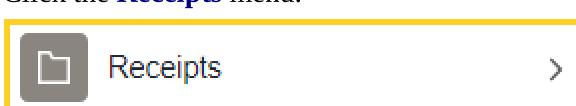
Enter a Receipt for an Inventory Item

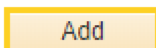
Topic Contents:

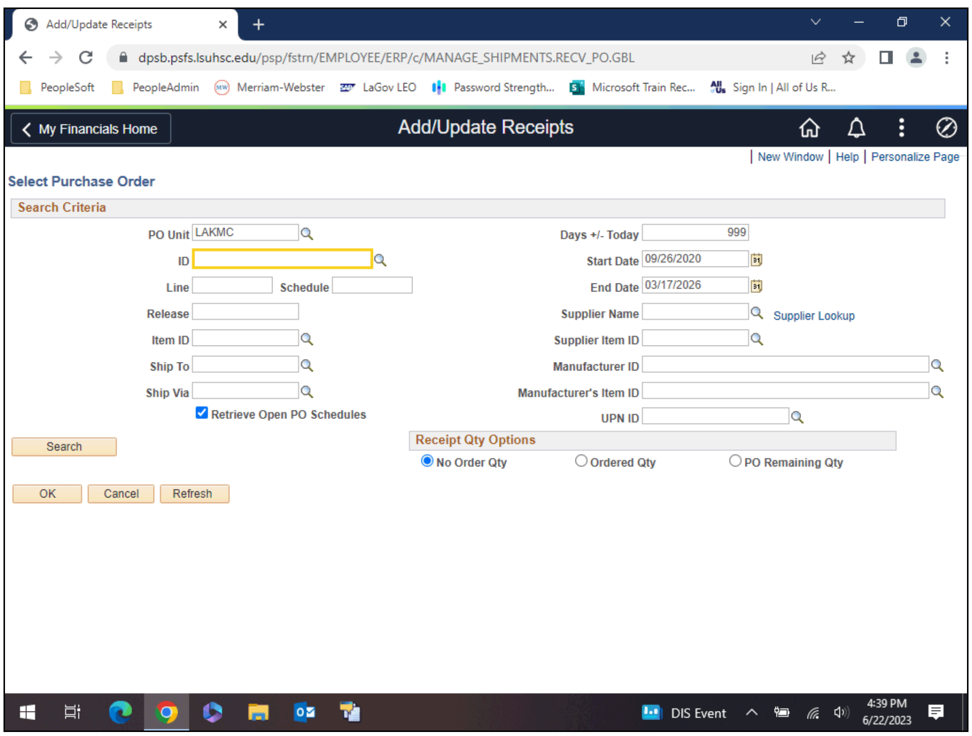
1. Navigate to Add/Update Receipts using NavBar Menu
2. Two types of shipments:
  a. Partial
  b. Complete
3. Receive complete shipment
  a. Uncheck: Retrieve Open PO Schedules
  b. Select: Ordered Qty
4. Over Shipments should not be received in PeopleSoft
  a. Call or email Buyer if over shipment is received from supplier
5. Only receive item(s) actually received from supplier. If you enter receipt for item((s) not received:
  a. Tying up portion of Department's budget
  b. At end of Fiscal Year, you are accountable for any items received but do not have an invoice
6. Select line(s) to receive
7. Enter Header Details
  a. Date item((s) received from supplier
  b. Bill of Lading, Packing Slip, etc. number entered in Bill of Lading field
8. Verify Receipt Qty is same as Putaway Qty
  a. Check Receipt Qty on Details page to view Recv UOM and Std UOM
  b. Verify Putaway Qty using Pending link in INV Status column
  c. If Putaway Qty is incorrect, do not save and open Help Desk ticket
9. Verify Interface Receipt is unchecked
10. Save and note Receipt Number

Step	Action
1.	**Scenario** In this exercise you will enter a receipt for inventory items. Users will enter a complete shipment for **PO 00050280**. The shipment will contain: **20 PKG** Needle BLD Samp 21GX1 22040061 **4 CS** Urinalysis Specimen #87141 **3 PKG** Vacutainer Hemo PPT #362788, C **8 PKG** Saf-T Holder w/ Female L, CAT#9

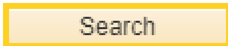


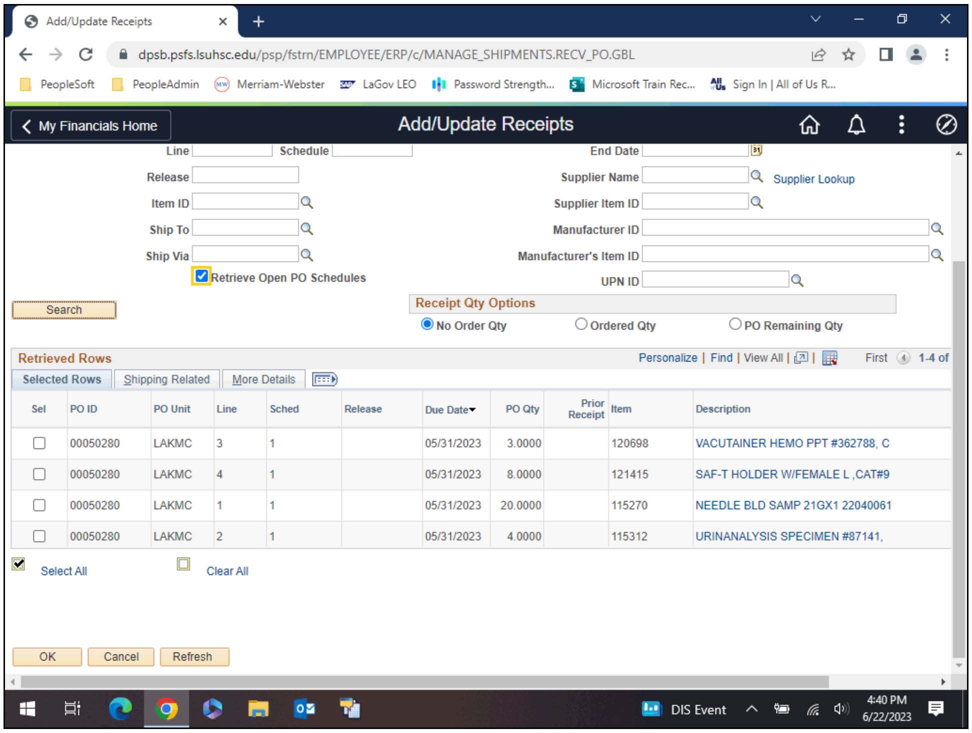
Step	Action
2.	Click the **NavBar** button. 
3.	Click the **Menu** button. 
4.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
5.	Click the **Purchasing** menu. 
6.	Click the **Receipts** menu. 

Step	Action
7.	Click the **Add/Update Receipts** button. 
8.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted.
9.	Click the **Add** button. 



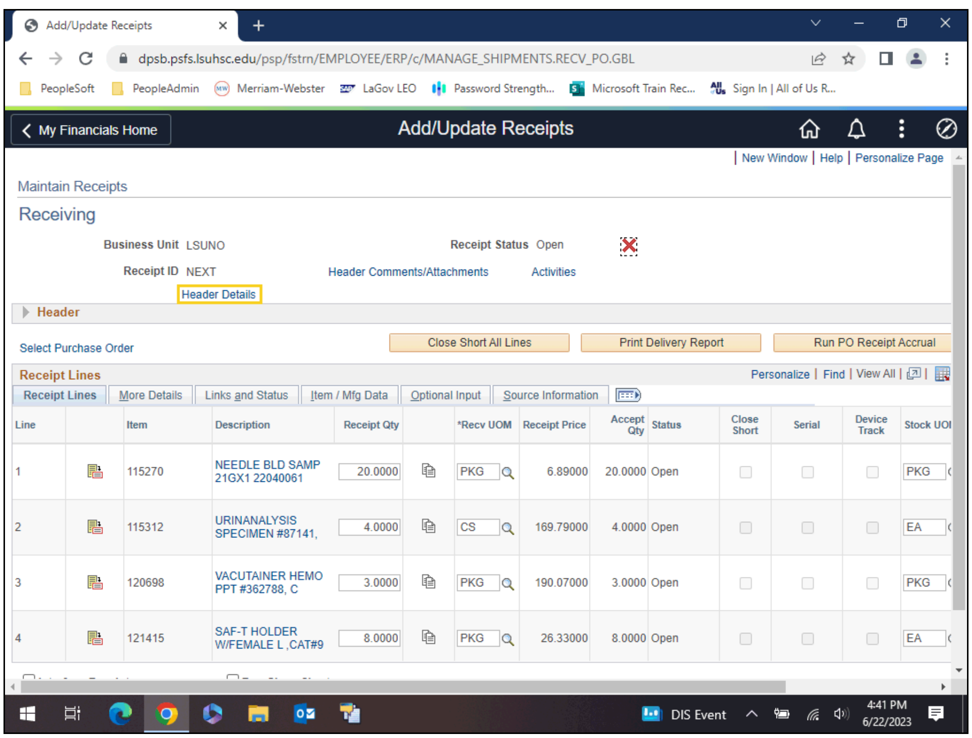
Step	Action
10.	Enter the desired information into the **ID** field. Enter "**00050280**".

Step	Action
11.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO limes, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 
12.	Click the **Down** scrollbar.
13.	There are **two types** of shipments that can be received in PeopleSoft: **1. Partial Shipment** - This is when the line items on a multiple line PO are received in different shipments, or the entire quantity is **not** received for either a single line or multi-line PO. **2. Complete Shipments** - This is when all of the line items - whether it is a single line or multi-line PO - are received in one shipment.
14.	In this example you are receiving a **complete** shipment of **all items**. When you receive a **Complete Shipment** of items, the following options must be selected: **Uncheck: Retrieve Open PO Schedules** - retrieve POs that **have and have not** been fully received in the system **Select: Ordered Qty** - automatically makes the received quantity the PO quantity ***NOTE: It is not recommended that PO Remaining Qty be selected.***

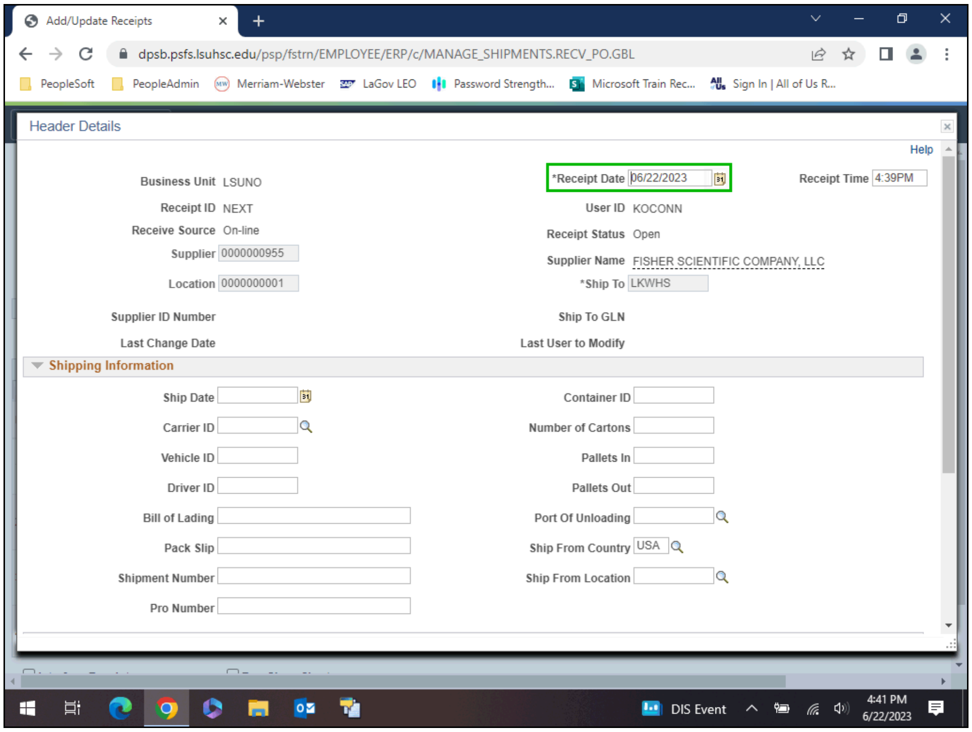


Step	Action
15.	In this example, you will enter a complete shipment., so **deselect** the **Retrieve Open PO Schedules** option. Uncheck the **Retrieve Open PO Schedules** option.
16.	Click the **Ordered Qty** option.
17.	When preparing to enter a Receipt from an Invoice, Bill of Lading, Packing Slip, etc., the user **must first** view the **PO Qty** and the **Prior Receipt** quantity for each PO line before attempting to receive the PO line in PeopleSoft. This will **prevent** the user from inadvertently **receiving** an **over shipment**. If the PO line **is** found to be an **over shipment**, the user **should not** receive the PO line in PeopleSoft. The user **must** contact their **Buyer** via email or telephone for further assistance. ***See the 'Receipt of Over Shipment of an Item(s)' topic for further details on handling over shipments.***

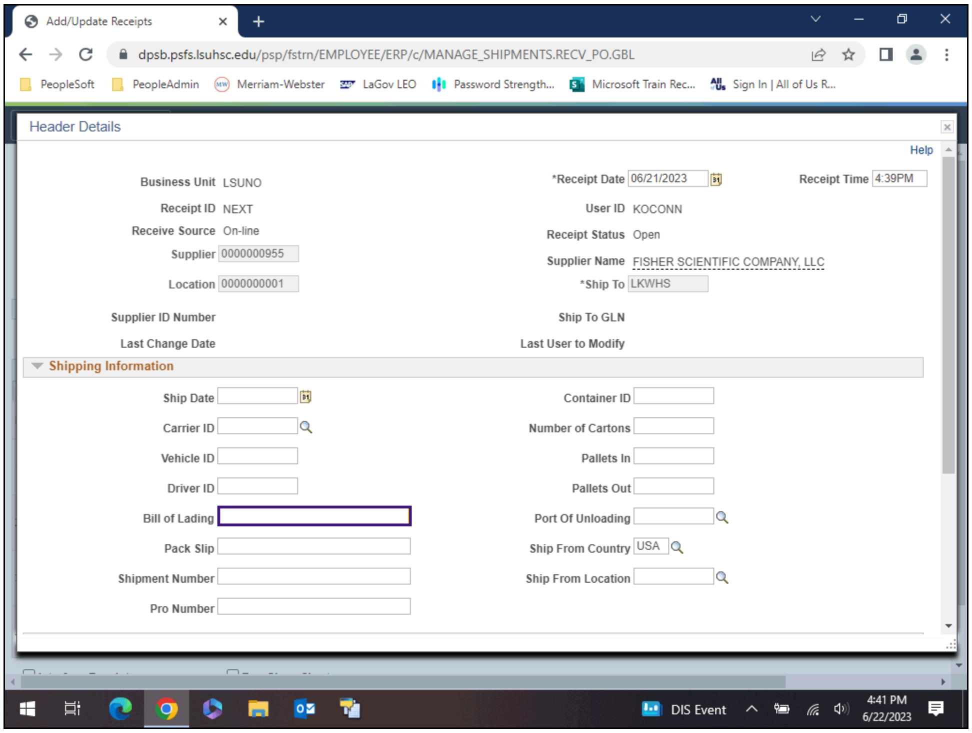
Step	Action
18.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
19.	In this example, you are receiving a complete shipment, so <u>**all**</u> line items will be checked. Click in the **Select All** field. Select All
20.	Click the **OK** button. OK

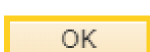


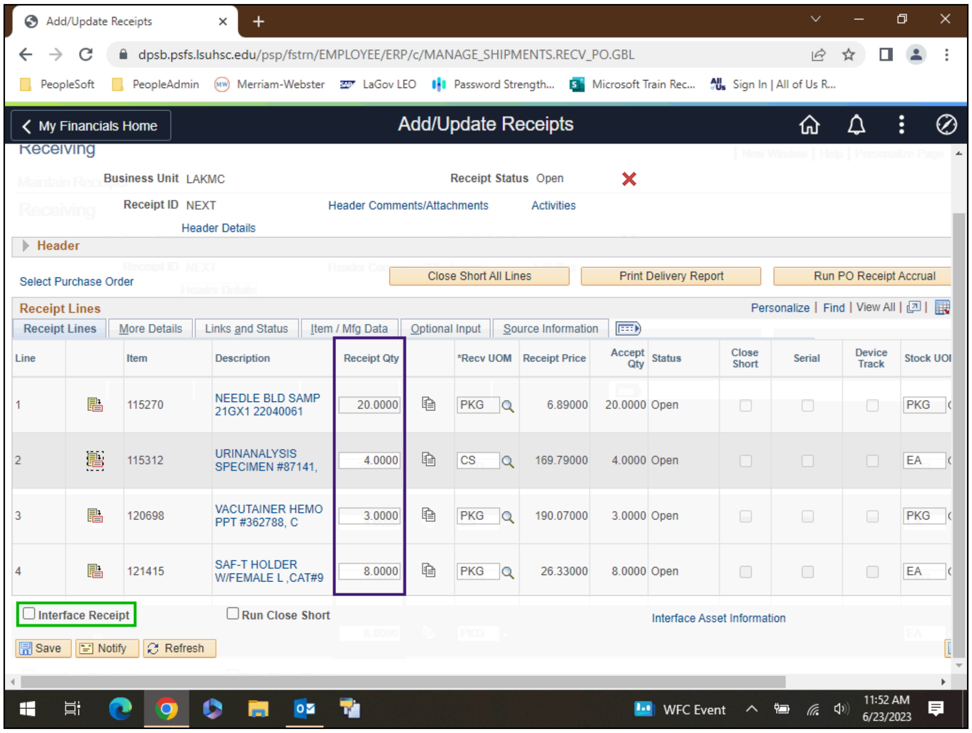
Step	Action
21.	Click the **Header Details** link. Header Details



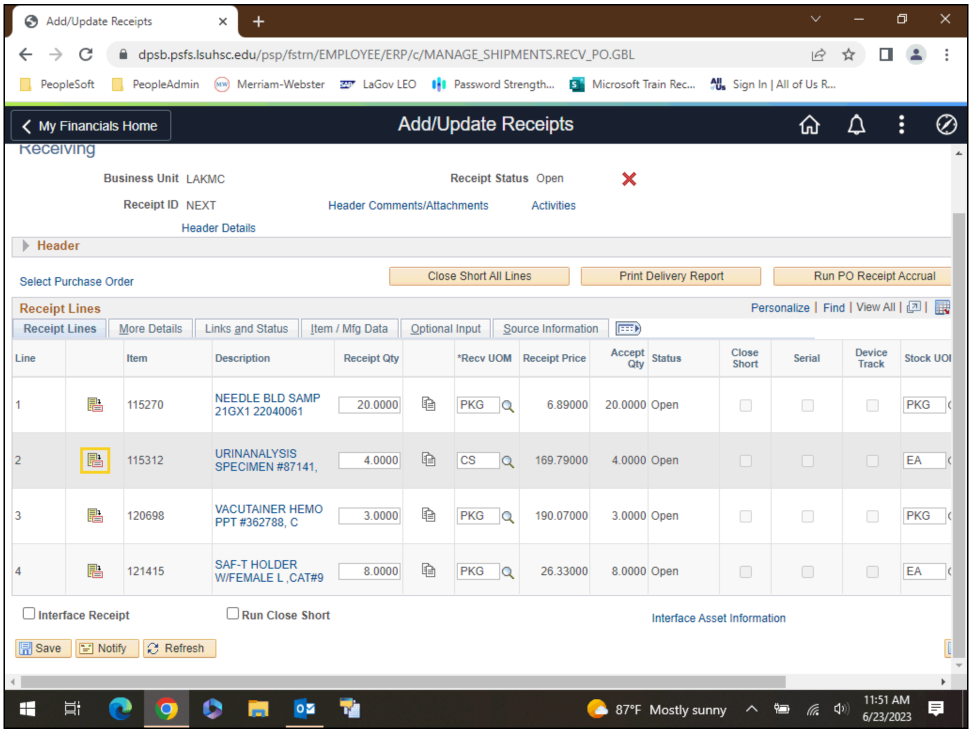
Step	Action
22.	Users should receive the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the **Supplier** usually **mails** the **invoice** on the same date the item is shipped. The user should receive the item in PeopleSoft from the packing slip, bill of lading, etc. (if any of these documents are received with the item(s)). The user should **not await** receipt of the **invoice** to enter the receipt in the system. if any other documents listed above are received with the item from the Supplier.
23.	Enter the date the item(s) was **actually received** in the department, **not** the date you are **entering** the item(s) into the system unless it is the same day. Click the **Calendar Receipt Date** button. 
24.	Click the **21st** button. 



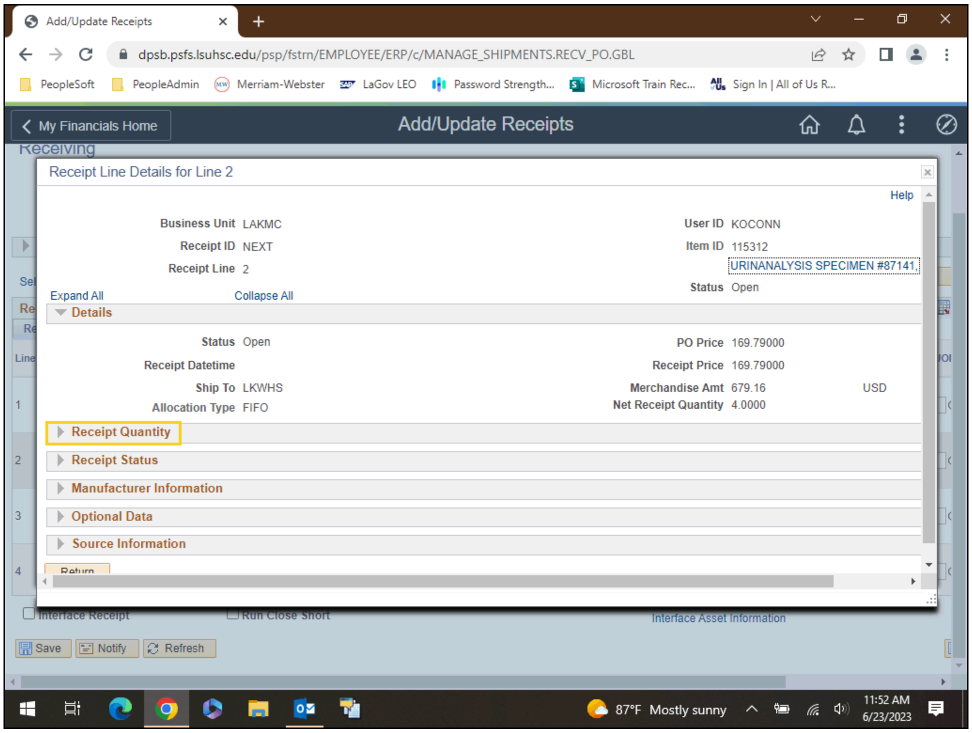
Step	Action
25.	**Bill of Lading** The **Bill of Lading** field is a **free-form text** field. Therefore, it may contain numbers and/or letters. The user may enter any number that s/he wishes to attach to the Receipt (e.g., Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. The number entered into the Bill of Lading field **can** be used to **retrieve** the **Receipt** if needed. ***NOTE: The Pack Slip field is not used since it does not have a search feature (i.e., the Pack Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the system).***
26.	Enter the desired information into the **Bill of Lading** field. Enter "**753159**".
27.	Click the **Down** scrollbar. 
28.	Click the **OK** button. 



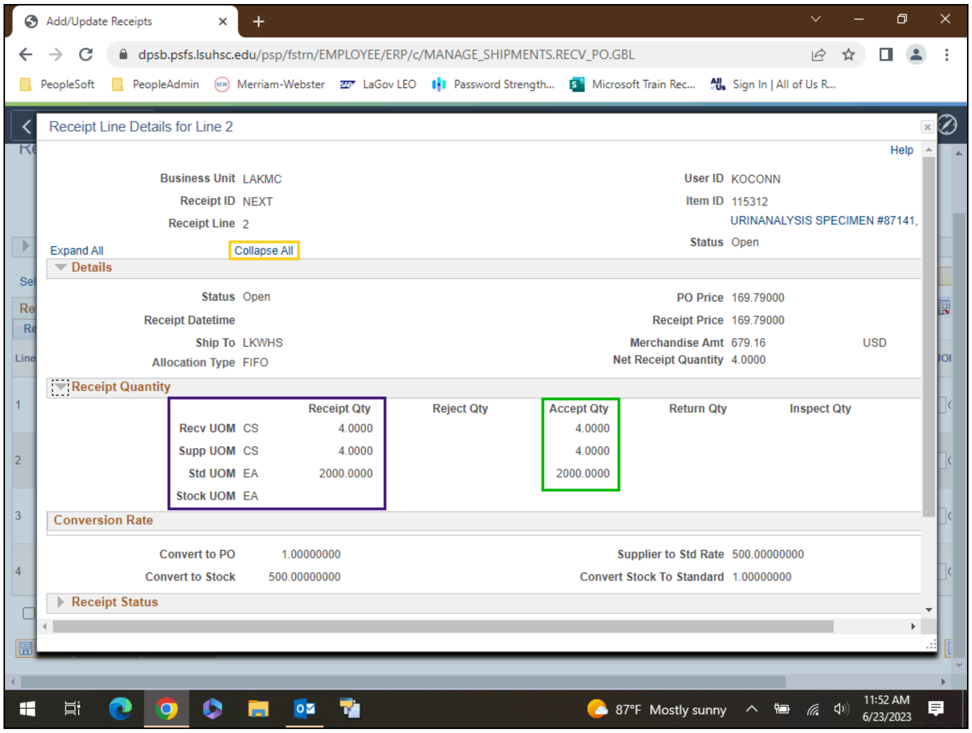
Step	Action
29.	By selecting **Ordered Qty**, the system defaulted the **PO quantity** into the **Receipt Qty**. The user may override the quantity if needed. ***NOTE: Verify that the Interface Receipt option is <u>unchecked</u>. This receipt process will run several times during the day.***
30.	There are **two quantity types** used when entering inventory items into the system: • **Receipt Quantity** – the total item quantity received from a supplier • **Putaway Quantity** – the total item quantity to be added to stock quantities **Receipt Quantity** can be viewed in the **Receipt Qty** column. The **Putaway Quantity** can be viewed on the line **Details** page or on the **Inventory Putaway Information** page for each line.
31.	Occasionally, the user may find the Receipt Qty and the Putaway Quantity **<u>do not</u>** appear to **<u>match</u>**. For example, Line 2 Urinalysis Specimen #8741 has a Receipt Qty of 4 cases. The Putaway Quantity for this item is 2,000. So how do you reconcile this discrepancy?



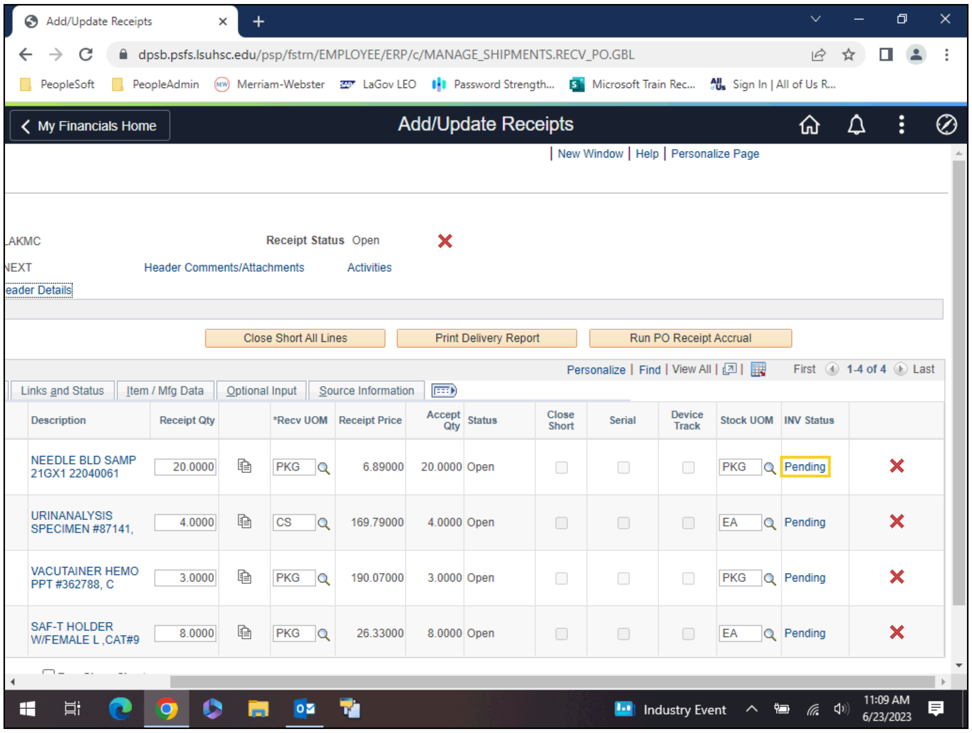
Step	Action
32.	Click the **Line 2 Details** button. 



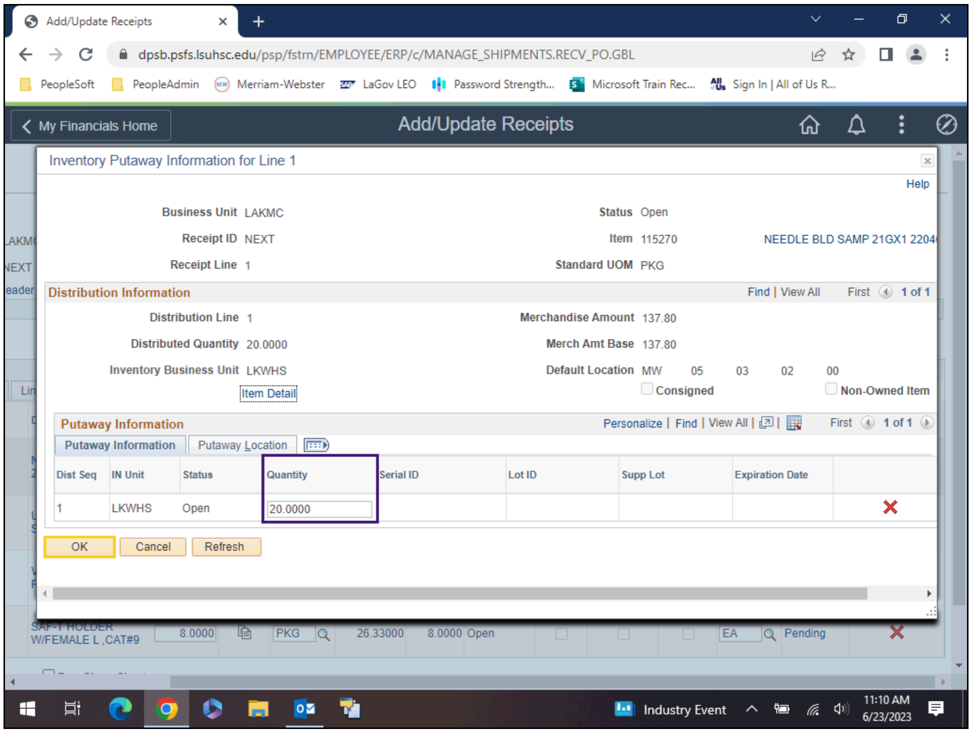
Step	Action
33.	Click the **Expand Receipt Quantity** button. 

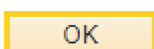
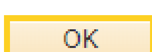


Step	Action
34.	Notice that the **Recv UOM = CS** and the **Receipt Qty = 4**. However, The **Std UOM = Each** and the **Receipt Qty = 2,000**. Also, the **Convert to PO = 1** and the **Convert to Stock = 500**. So this information tells us there are ***500 items per case times 4 cases is 2,000 items***. So at first the quantities do not appear to match, but in actuality they do. Click the **Collapse All** link. 
35.	Click the **Return** button. 
36.	How to look up the Putaway Quantity for each line will now be demonstrated. Click the **Right** scrollbar.

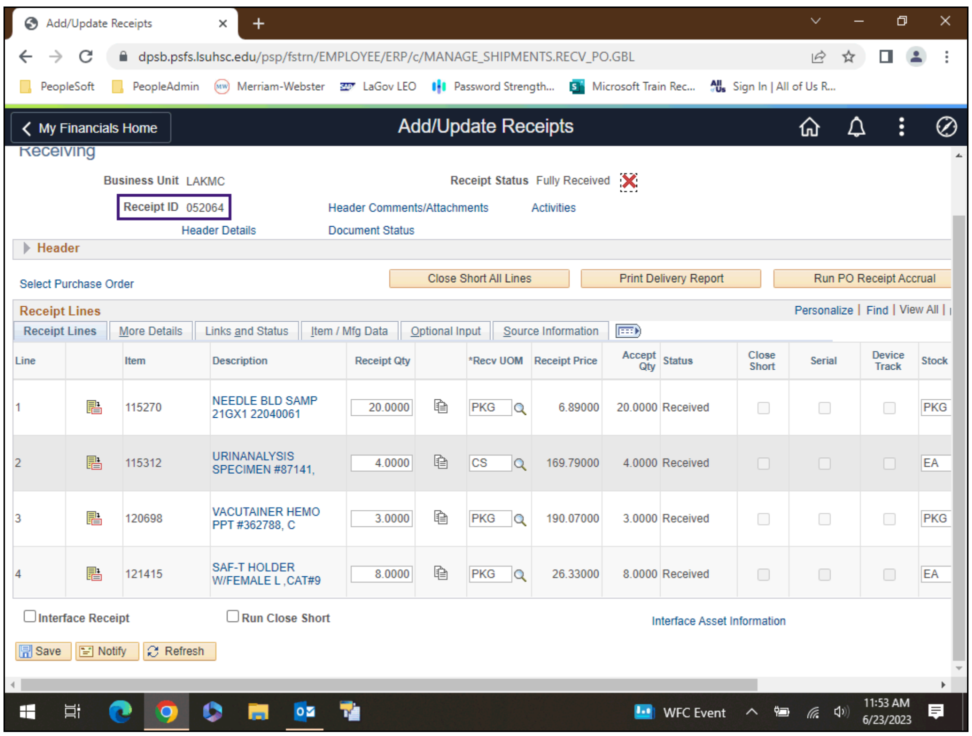


Step	Action
37.	***NOTE: If Pending displays in the INV Status column, save the Receipt. If Pending does not display in the INV Status column, do not save the receipt. Contact Purchasing so that corrections can be made to the PO.*** Click the **Line 1 Pending** link. Pending



Step	Action
38.	***NOTE: View the Putaway Quantity in the Quantity column. If this quantity is not correct, do not save the receipt. Open a Help Desk ticket stating the PO number, line number, and item number requiring research and correction.*** In this example, the Putaway Quantity is 20 cases. Click the **OK** button. 
39.	Click the **Line 2 Pending** link. 
40.	***NOTE: View the Putaway Quantity in the Quantity column. If this quantity is not correct, do not save the receipt. Open a Help Desk ticket stating the PO number, line number, and item number requiring research and correction.*** In this example, the quantity is the total number of **items** received rather than the number of **cases**. Click the **OK** button. 

Step	Action
41.	Repeat steps **33 and 34** to verify the Putaway Quantity for **each line**. For **<u>training purposes only</u>**, verification of lines 3 and 4 will not be demonstrated. However, the Putaway Quantity for each is verified
42.	Click the **Left** scrollbar.
43.	Click the **Save** button. 



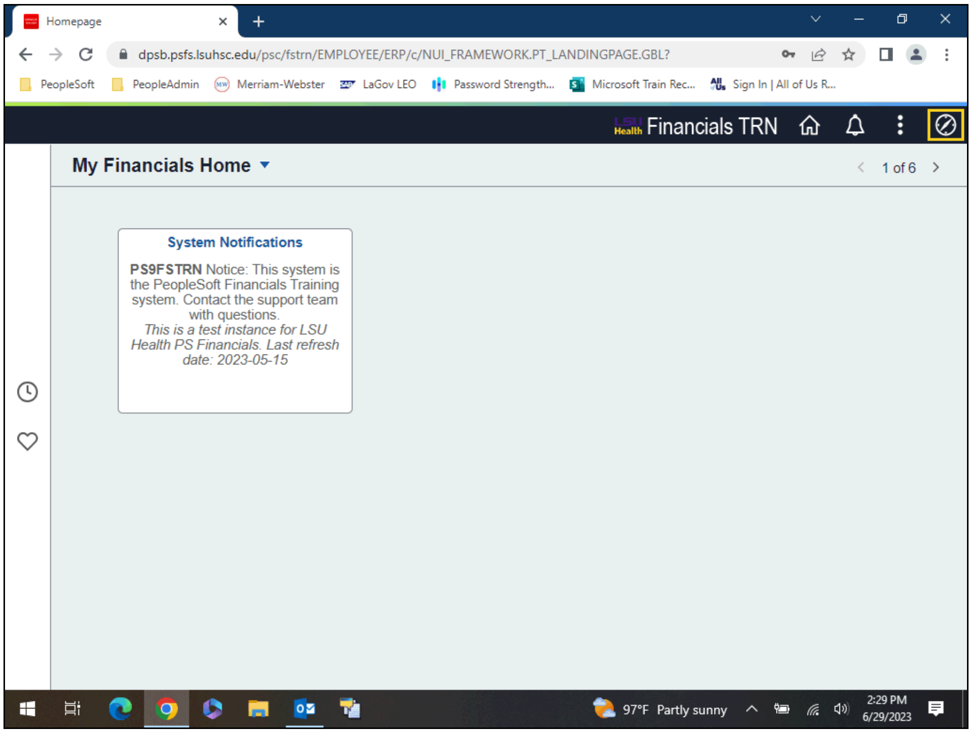
Step	Action
44.	The system has assigned a **Receipt ID**. You should record the Receipt ID at this time for future reference.
45.	This completes ***Enter a Receipt for an Inventory Item***. **End of Procedure.**

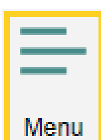
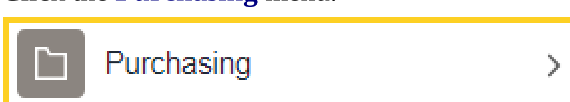
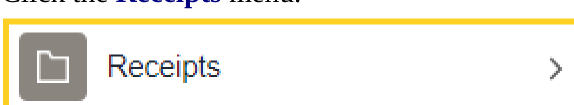
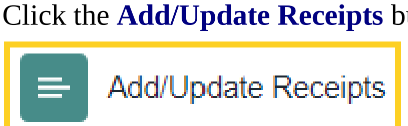
Receipt of Over shipment for an Inventory Item

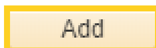
Topic Contents:

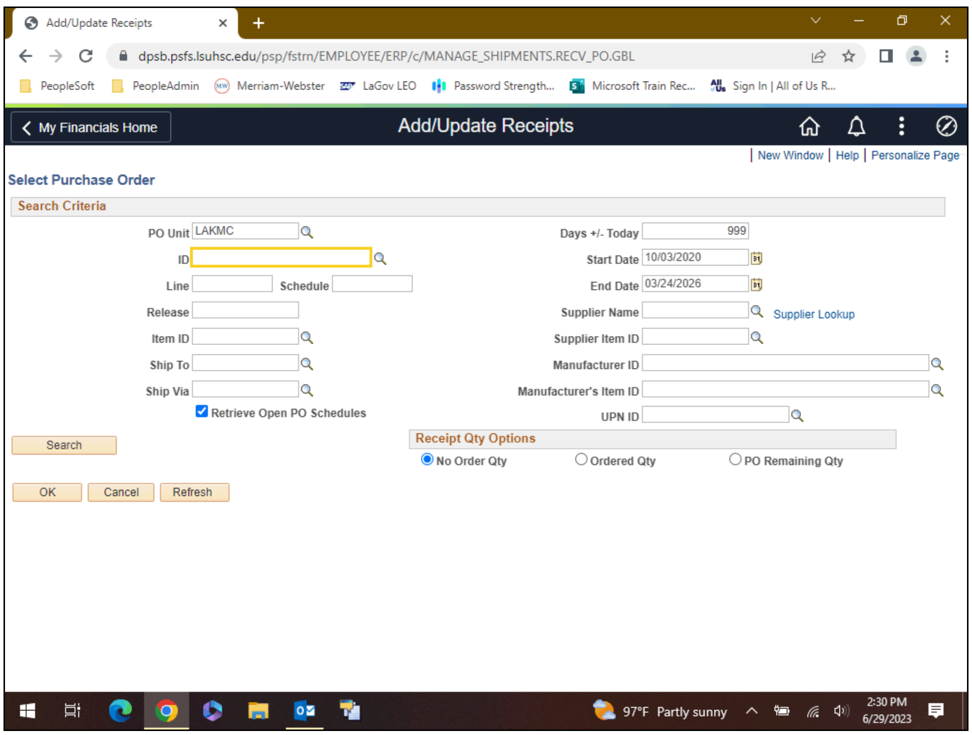
1. Two types of shipments
  a. Partial shipment
  b. Complete shipment
2. Navigate to Add/Update Receipts through the NavBar Menu
3. Receive complete shipment
  a. Uncheck: Retrieve Open PO Schedules
  b. Select: Order Qty
4. Select line(s) to receive
5. Enter quantity received for each item
  a. Include over shipment in quantity for Envelope Letterhead w/ Window
6. Warning message displays stating over 10% of cost
  a. **Do not SAVE over shipment of items**
  b. Contact your Buyer for further assistance

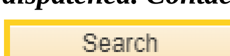
Step	Action
1.	There are **two types** of shipments that can be received in PeopleSoft: **1. Partial Shipment** - This is when the line items on a multiple line PO are received in different shipments, or the entire quantity is **not** received for either a single line or multi-line PO. **2. Complete Shipments** - This is when all of the line items - whether it is a single line or multi-line PO - are received in one shipment.
2.	**Scenario** In this exercise, users will enter a **complete** shipment for **PO 00050258**. The shipment will contain: **35 boxes** of Envelop Letterhead w/ Window



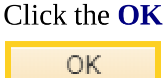
Step	Action
3.	Click the **NavBar** button. 
4.	Click the **Menu** button. 
5.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
6.	Click the **Purchasing** menu. 
7.	Click the **Receipts** menu. 
8.	Click the **Add/Update Receipts** button. 

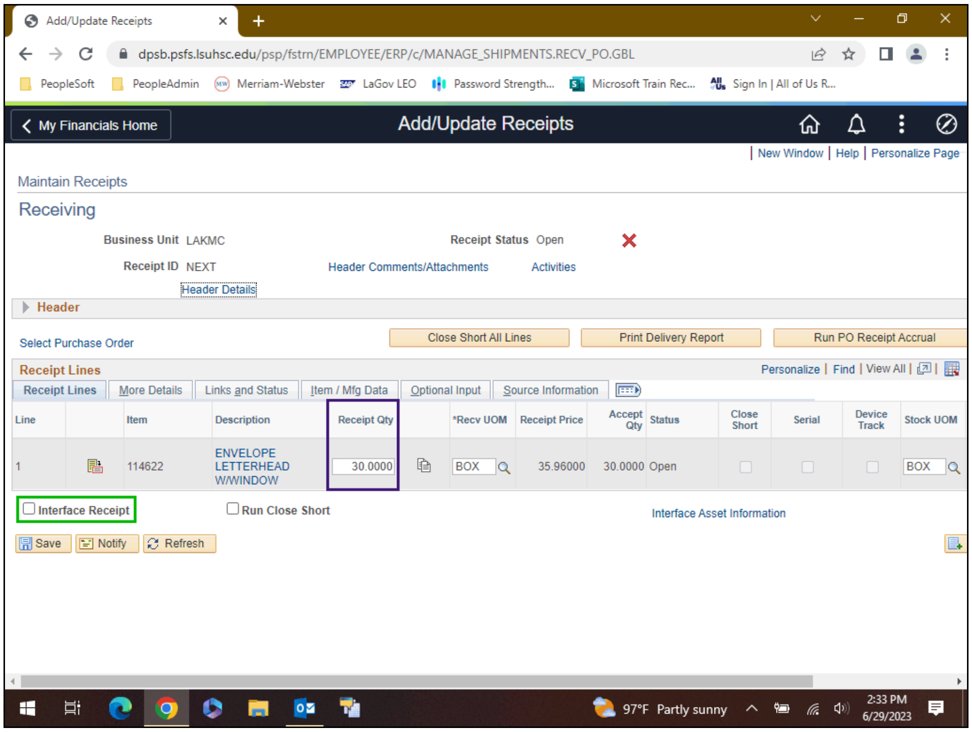
Step	Action
9.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipts. The **Receipt Number** should default as **NEXT** and will remain as defaulted. The **PO Receipt** box should default as checked and will remain as defaulted. Click the **Add** button. 

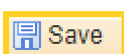


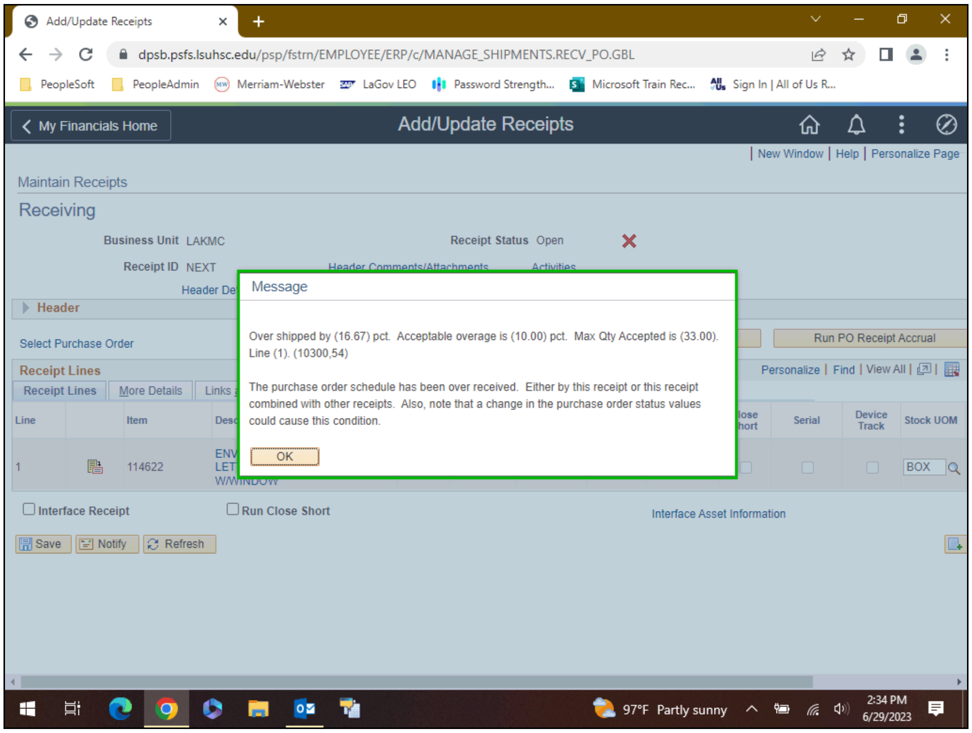
Step	Action
10.	Enter the desired information into the **ID** field. Enter "**00050258**".
11.	Click the **Search** button to view the line item(s) associated with the PO. ***NOTE: If you are unable to retrieve the PO lines, the PO may not yet be dispatched. Contact Purchasing for assistance.*** 

Step	Action
12.	In this example you are receiving a **complete** shipment of **35 boxes of Envelop Letterhead w/ Window**. When you receive a **Complete Shipment** of items, the following options must be selected: **Uncheck: Retrieve Open PO Schedules** - retrieve POs that **have and have not** been fully received in the system **Select: Ordered Qty** - automatically makes the received quantity the PO quantity ***NOTE: It is not recommended that PO Remaining Qty be selected.***
13.	Uncheck the **Retrieve Open PO Schedules** option. 
14.	Click the **Ordered Qty** option. 
15.	When preparing to enter a Receipt from an Invoice, Bill of Lading, Packing Slip, etc., the user **must first** view the **PO Qty** and the **Prior Receipt** quantity for each PO line before attempting to receive the PO line in PeopleSoft. This will **prevent** the user from inadvertently **receiving** an **over shipment**. If the PO line **is** found to be an **over shipment**, the user **should not** receive the PO line in PeopleSoft. The user **must** contact their **Buyer** via email or telephone for further assistance. ***See the 'Receipt of Over Shipment of an Item(s)' topic for further details on handling over shipments.***
16.	***NOTE: It is imperative the user confirms that only the items actually received from the supplier - and are not an over shipment - are checked. If the user enters a receipt for an items in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be tying up a portion of your department's budget; and*** ***2. At the end of the Fiscal Year, you will be accountable for any items received in PeopleSoft during the year which do not have an invoice.***
17.	Click the **Line 1 Envelope Letterhead w/ Window** option. 
18.	Click the **OK** button. 

Step	Action
19.	The **Maintain Receipts** page displays. In the top section of the page, the following fields will default as shown: **Business Unit** = LSUNO **Receipt ID** = NEXT **Receipt Status** = Open
20.	You will **first** enter information on the **Header Details** page before entering Receipt Qty for the items received. Click in the **Header Details** field. 
21.	Users should receive the item(s) in PeopleSoft **upon receipt**, or as soon as possible, since the **Supplier** usually **mails** the **invoice** on the same date the item is shipped. The user should receive the item in PeopleSoft from the packing slip, bill of lading, etc. (if any of these documents are received with the item(s)). The user should **not** **await** receipt of the **invoice** to enter the receipt in the system. if any other documents listed above are received with the item from the Supplier.
22.	Click the **Calendar Receipt Date** button. 
23.	Click the desired date. 
24.	**Bill of Lading** The **Bill of Lading** field is a **free-form text** field. Therefore, it may contain numbers and/or letters. The user may enter any number that s/he wishes to attach to the Receipt (e.g., Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. The number entered into the Bill of Lading field **can** be used to **retrieve** the **Receipt** if needed. ***NOTE: The Pack Slip field is not used since it does not have a search feature (i.e., the Pack Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the system).***
25.	Enter the Bill of Lading number, Packing Slip number, etc. into the Bill of Lading field. **Do** **not** enter it into the **Pack Slip** field, since it does **not** have **search** capabilities. Enter the desired information into the **Bill of Lading** field. Enter "**654456**".
26.	Click the **Down** scrollbar. 
27.	Click the **OK** button. 



Step	Action
28.	By selecting **Ordered Qty**, the system defaulted the **PO quantity** into the **Receipt Qty**. The user may override the quantity, if needed. ***NOTE: Verify that the Interface Receipt option is <u>unchecked</u>. This receipt process will run several times during the day.***
29.	Enter the desired information into the **Receipt Qty** field. Enter "**35**".
30.	Verify that the Interface Receipt box is unchecked. If it is checked, click the checkbox to de-select it. ***NOTE: The receipt process is scheduled to run periodically throughout the day.***
31.	Click the **Save** button. 



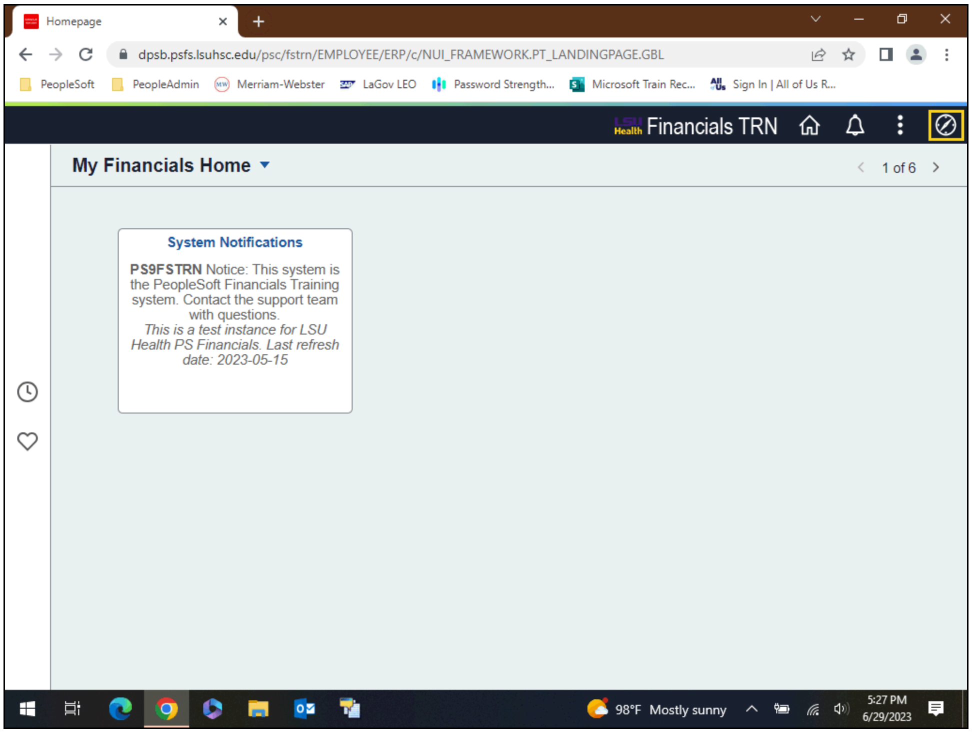
Step	Action
32.	A **message** displays when the user attempts to: **1.** Receive more than the quantity listed on the PO line and the over shipment is in **excess** of Louisiana State acceptable **overage of 10%** 2. Receive the item **more than** once (e.g., if a partial shipment of the item was previously entered and the receiver attempts to enter more than the remaining balance).
33.	If the over shipment is **<u>needed</u>**, the user should **refer** to the **information** provided **below** to determine how to proceed with receiving the over shipped item into PeopleSoft. Under Louisiana State law, the user **may accept** up to **10% over** the total cost of the item, without re-bidding the item. However, a **Change Order** **<u>must</u>** be issued by Purchasing **<u>prior</u>** to the over shipped item being **received** into PeopleSoft.
34.	***NOTE: If the overage is below the 10% limit, the warning message <u>will</u> <u>not</u> <u>display</u>. Even if the warning message does not display due to the overage being under the 10% limit, <u>and</u> the user is able to receive the over shipment into PeopleSoft, Accounts Payable will have problems matching and paying the invoice until further action is taken. This will cause a <u>delay</u> in the payment of the Invoice.*** ***<u>Therefore, the user must not attempt to receive any over shipment in PeopleSoft, prior to contacting his/her Buyer for further assistance.</u>***

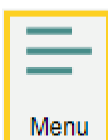
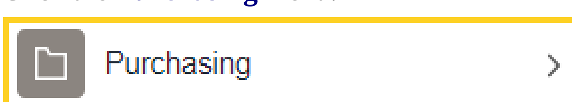
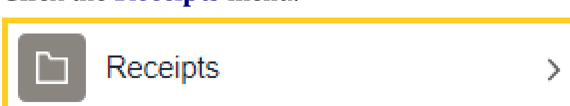
Step	Action
35.	Click the **OK** button. 
36.	Click in the **My Financials Home** field. 
37.	***NOTE: You <u>do</u> <u>not</u> want to Save the Receipt for an over shipment of an item.*** Click the **No** button. 
38.	This completes ***Receipt of Over Shipment for an Inventory Item***. **End of Procedure.**

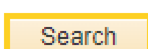
Cancel an Inventory Receipt Line

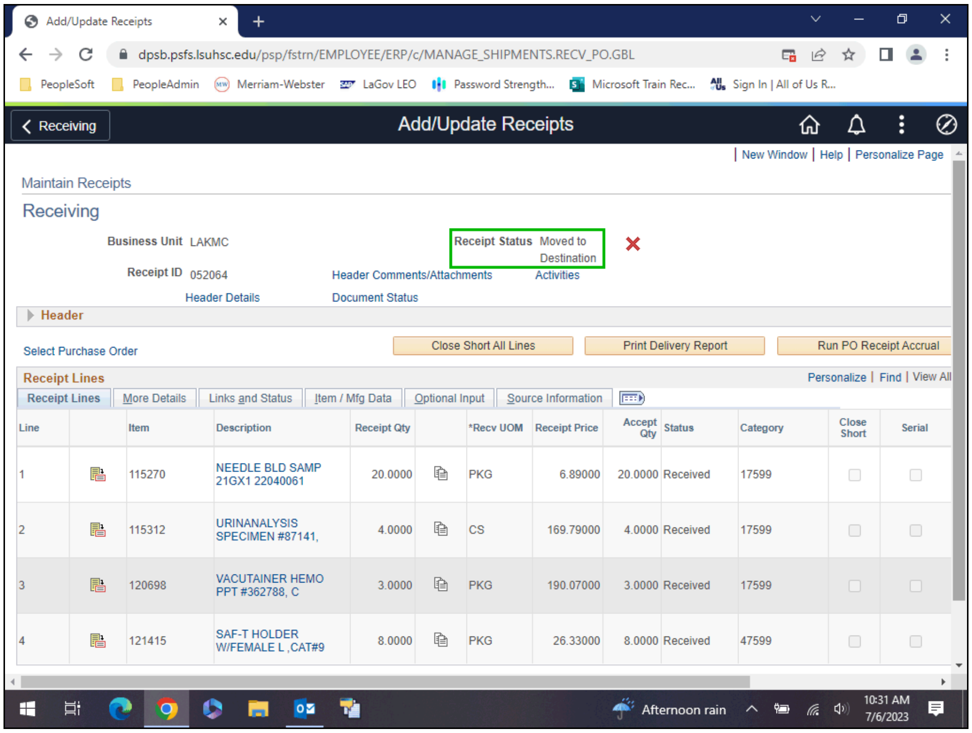
Topic Contents:

1. Navigate to Add/Update Receipts through the NavBar Menu
2. Select Find an Existing Value tab
  a. BU will default
  b. Search by:
    1) Receipt (ID) Number
    2) Bill of Lading
    3) PO (ID) Number
    4) User ID
  c. Other search options not recommended for use
3. Receipt Status = Moved to Destination
  a. Receipt does not have to be Moved to Destination in order to cancel a line
4. Cancel a Line
  a. Cannot be cancelled if AP has matched/paid for the line
    1) Message displays advising row cannot be cancelled
  b. Can be cancelled if not matched/paid
5. Select appropriate line red "X"
  a. Message displays advising cancel cannot be reversed
  b. Message displays that inventory will be automatically updated
6. Line Status changes to Cancelled
  a. Receipt Qty and Accept Qty are removed
7. Save receipt

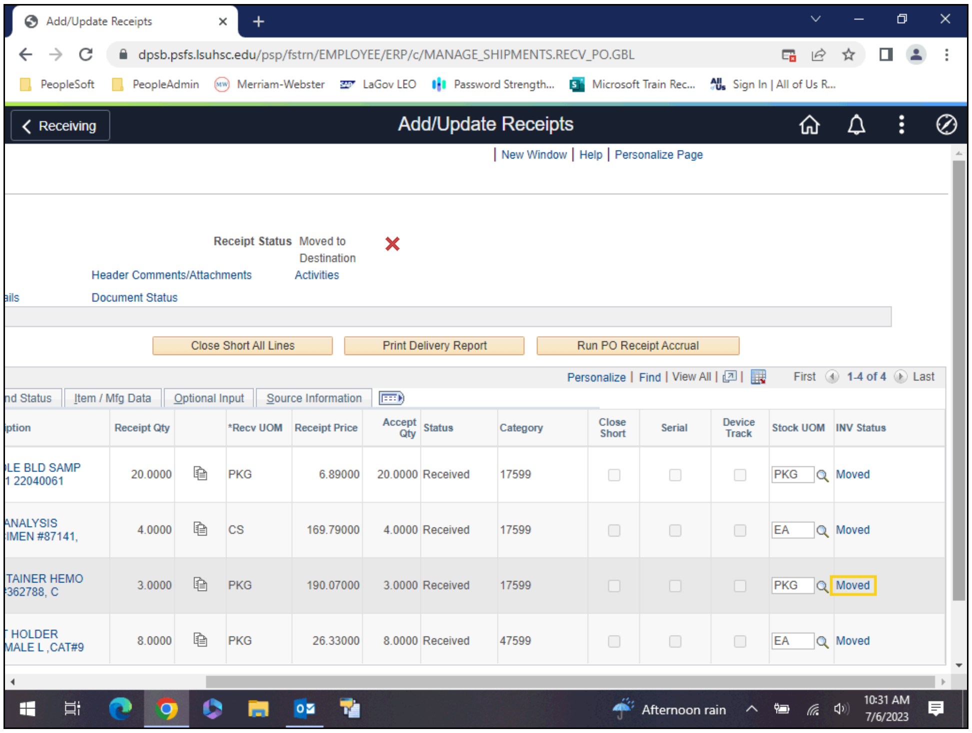


Step	Action
1.	Click the **NavBar** button. 
2.	Click the **Menu** button. 
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the **Purchasing** menu. 
5.	Click the **Receipts** menu. 

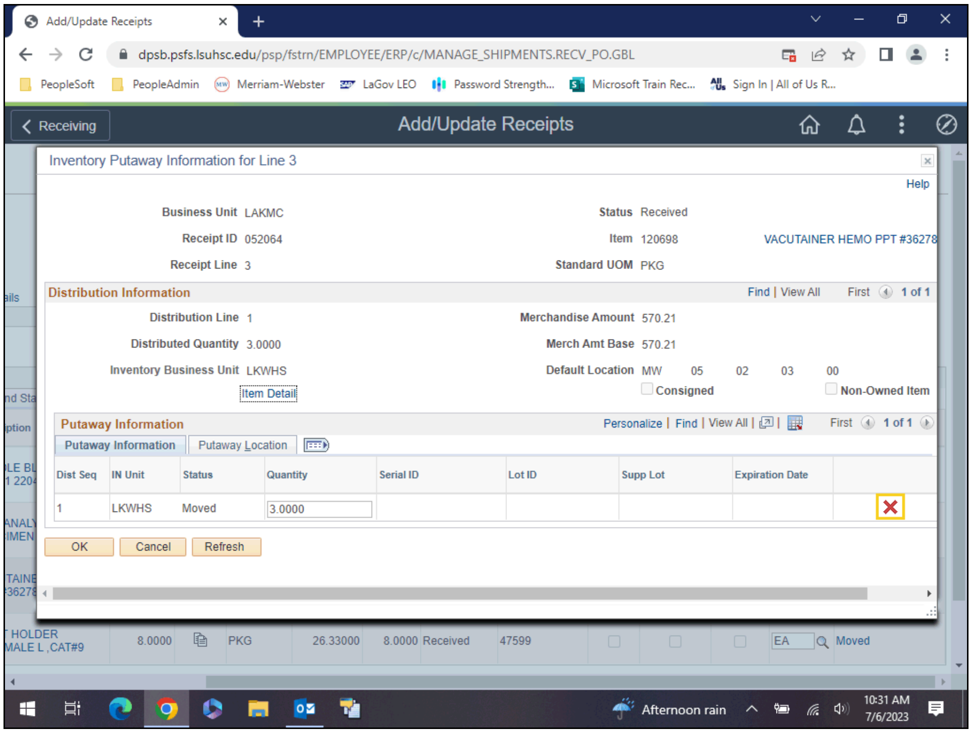
Step	Action
6.	Click the **Add/Update Receipts** button. 
7.	Click the **Find an Existing Value** tab. 
8.	Your **Business Unit** should **default** into the Business Unit field when working in Production. If it does not, enter it or select it by clicking the **Look up Business Unit** button to the right of the Business Unit field. Then **contact Purchasing** to ensure that your Business Unit defaults for future receipt tasks.
9.	You have a number of options from which to choose to search for a receipt. It is recommended that you use one of the following options: • **Receipt (ID) Number** – Is generated after entering and saving the receipt. When working in Production, it is the number you record after entering a Receipt. ***See the "Entering a Receipt" topics for details on obtaining a Receipt Number.*** • **Bill of Lading** – The number entered in the Bill of Lading field when creating a Receipt. • **PO (ID) Number** – The PO number for the items being ordered. • **User ID** – User's PeopleSoft ID
10.	***CAUTION: Searching only by Ship To Location, Supplier ID, or Received Date could result in a long run time and a large list of receipts retrieved.***
11.	**Scenario** The receipt number generated in the last exercise will be used in this exercise: **052064**. In this exercise, you will cancel **Line 3 Vacutainer Hemo PPT #362788, C** on the receipt due to receiving the wrong items.
12.	Enter the desired information into the **Receipt Number:** field. Enter "**052064**".
13.	Click the **Search** button. 

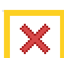


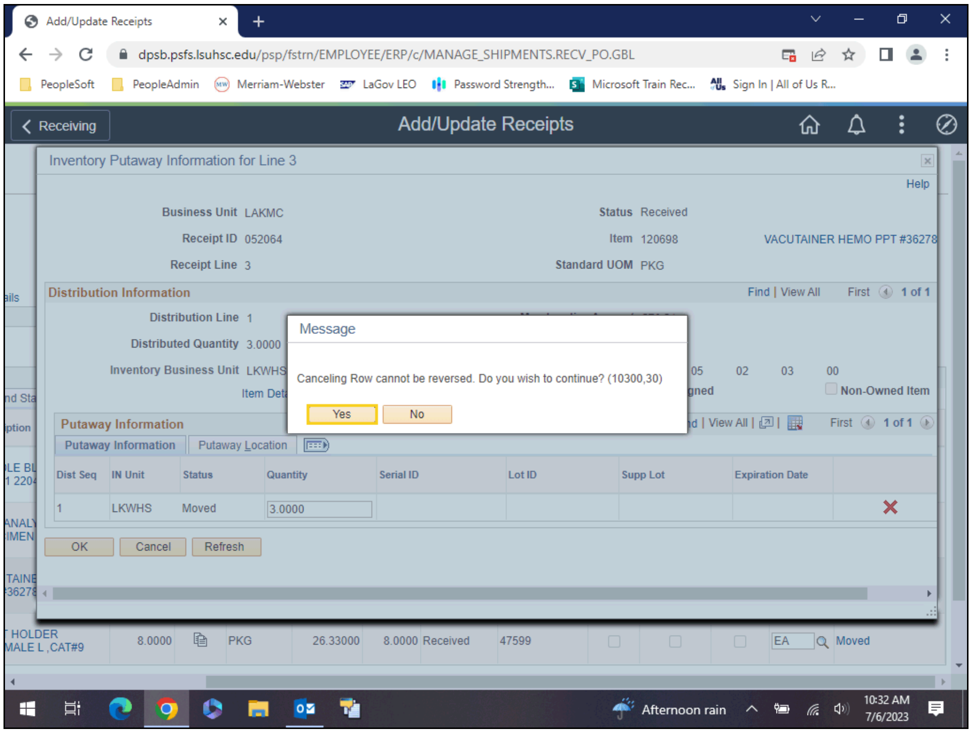
Step	Action
14.	***NOTE: The Receipt Status = Moved to Destination.*** A receipt line can **only** be **cancelled** if **Accounts Payable** (AP) has **not** **paid** for the line. A **message** will display advising you the line has been **matched**. If a line **can** be **cancelled**, a **message** will display advising you that **canceling** a row **cannot** be **reversed**. Lines on a receipt should **not** be **cancelled** without **first** speaking with your **Buyer**.
15.	Click the **Right** scrollbar.

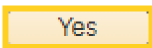


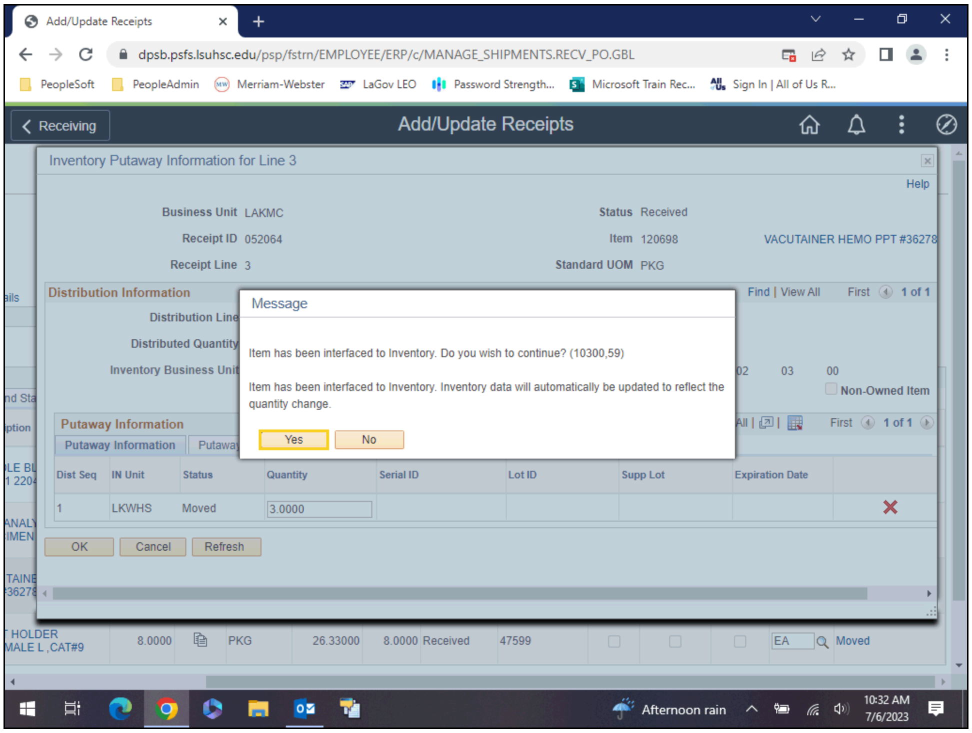
Step	Action
16.	You will cancel **Line 3 Vacutainer Hemo PPT #362788, C**. Click the **Line 3 Moved** link. 

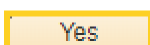


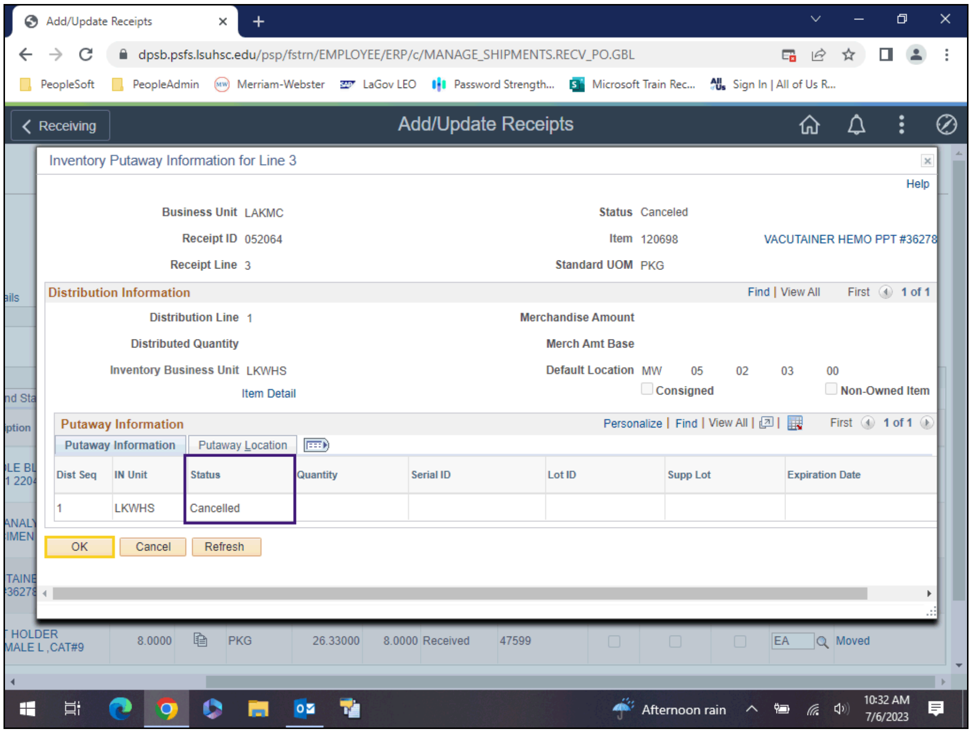
Step	Action
17.	Click the **Cancel Row** button. 



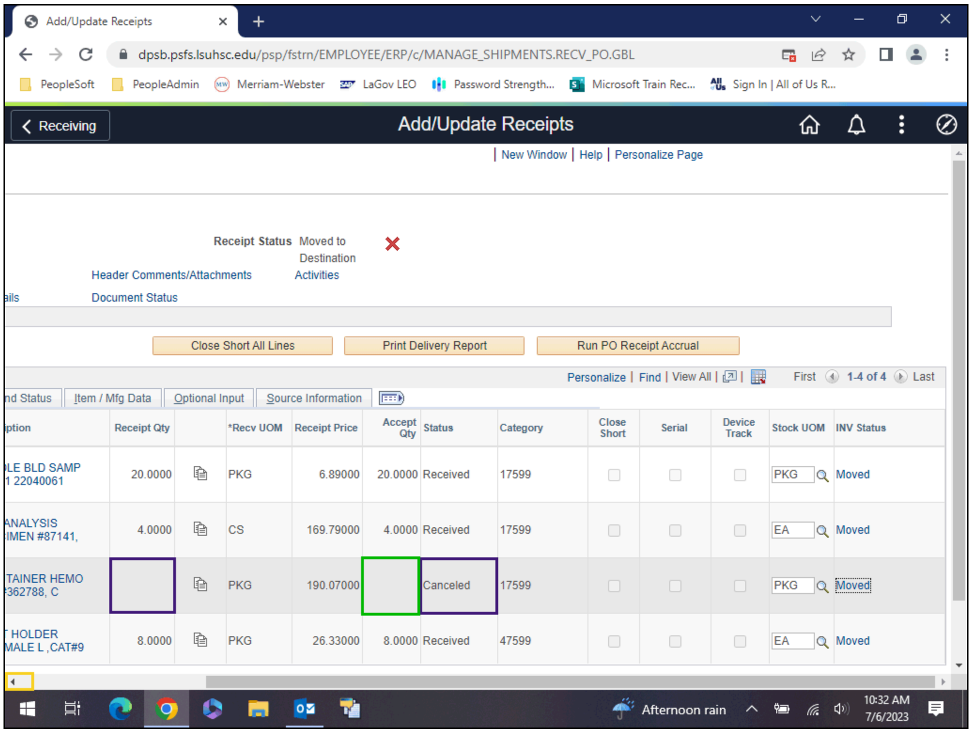
Step	Action
18.	A message displays advising canceling an item cannot be reversed. Click the **Yes** button. 

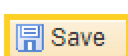
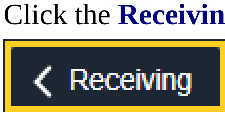


Step	Action
19.	A message displays stating that the inventory data will automatically be updated to reflect the cancellation of the items. Click the **Yes** button. 



Step	Action
20.	The **Status** column has a value of **'Cancelled'**. Click the **OK** button. 



Step	Action
21.	Notice the **Status** for Line 3 has changed from Received to **Cancelled** and the **Accept Qty** and **Receipt Qty** has been **cleared**. Click the **Left** scrollbar.
22.	Click the **Down** scrollbar box.
23.	Changes made to the receipt must be saved. Click the **Save** button. 
24.	Click the **Receiving** button. 
25.	This completes ***Cancel an Inventory Receipt Line***. **End of Procedure.**