

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 not</u> be received in the PeopleSoft system, as this will cause problems with reconciling (i.e. closing) the Purchase Order.

The following <u>will not</u> 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 <u>must</u> 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 <u>only</u>. 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 <u>not</u> have a navigation collection for the task required to receive items into PeopleSoft. Users <u>must</u> 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 <u>must</u> be <u>received</u> in the system if "Required" displays next to the Receiving Required field. The item will <u>not</u> be <u>received</u> if " Do Not " displays next to the Receiving Required field.



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3.	Click the NavBar button.
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4.	Click the Menu button.
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6.	Click the Purchase Orders button.								
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8.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.								
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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. <i>NOTE: The following is a list of the Business Units that may be entered into the</i>
	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

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

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

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

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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.
	Return

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</approver>
	Purchase Order ### for Requisition ### has been vouchered but not yet received. Select the following link to receive the PO: <link po="" receipt="" to=""/>
	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 <i>Inquire on a Purchase Order to Determine if Receiving is Required</i> . 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 <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 partial shipment for PO 00392840 . The shipment will contain:
	50 cases of Instant Cold Packs6 cases of Hand Sanitizer



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

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

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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:
	<i>Check: Retrieve Open PO Schedules</i> - make this selection to only retrieve POs that have not been fully received
	<i>Select: No Order Qty</i> - signifies that the receiver must enter the actual quantity received

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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, <u>prior</u> 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 <u>not</u> receive the PO line in question. You <u>must</u> 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.
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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. Header Details
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 <u>actually received</u> by the department, <u>not</u> the date you are <u>entering</u> 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 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 <i>Enter a Receipt for a Partial Shipment</i> . 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.
	\otimes
4.	Click the Menu button.
	Menu
5.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
6.	Click the Purchasing menu.
	Purchasing >
7.	Click in the Receipts field.
	☐ Receipts >

Step	Action
8.	Click the Add/Update Receipts button.
	Add/Update Receipts
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.
	Add
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 and have 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 <u>must first</u> 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 <u>not</u> receive the PO line in PeopleSoft. The user <u>must</u> 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. Header Details
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 <u>actually received</u> in the department, <u>not</u> 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. <u>Do not</u> enter it into the Pack Slip field, since it does <u>not</u> 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.
	<i>NOTE: Verify that the Interface Receipt option is <u>unchecked</u>. This receipt process will run several times during the day.</i>
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 <i>Enter a Receipt for a Complete Shipment</i> . 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 <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 partial shipment for PO 00392840 . The shipment will contain:
	125 cases of Instant Cold Packs



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

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.

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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. <i>NOTE: If you are unable to retrieve the PO lines, the PO may not yet be</i>
	dispatched. Contact Purchasing for assistance. Search

Step	Action
12.	Click the Down scrollbar.

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Step	Action
13.	<i>NOTE:</i> When you receive a Partial Shipment of items, the following options must be selected:
	<i>Check: Retrieve Open PO Schedules</i> - 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, <u>prior</u> 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 <u>not</u> receive the PO line in question. You <u>must</u> 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

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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. Header Details
21.	The current date defaults on the Header Details page. <i>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.</i>
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 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
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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.

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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.

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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 <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 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 <u>delay</u> 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.
	OK
35.	Click the My Financials Home button.
	K My Financials Home

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Step	Action
36.	NOTE: You <u>do not</u> want to Save the Receipt for an over shipment of an item.
	Click the No button.
	NO
37.	This completes <i>Receipt of Over Shipment of Items</i> . 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.
	Menu
4.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
5.	Click the Purchasing menu.
	Purchasing >
6.	Click the Receipts menu.
	C Receipts >
7.	Click the Add/Update Receipts button.
	Add/Update Receipts

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Receiving		Ne	w Window	/ Help
Eind an Existing Value Keyword Search Add a New Value *Business Unit LSUNO Q *Receipt Number: NEXT PO Receipt				
Add				
Find an Existing Value Keyword Search Add a New Value				
# 単 つ い な	<u>(k. 1</u>		0:50 AM 16/2023	Þ

Step	Action				
8. Your Business Unit should default into the Business Unit field when we Production. If it does not, enter it or select it by clicking the Look up Bu button to the right of the Business Unit field. Then contact Purchasing 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.				
	Add				
10.	Enter the desired information into the ID field. Enter "00392840".				
11.					
	NOTE: If you are unable to retrieve the PO limes, the PO may not yet be dispatched. Contact Purchasing for assistance.				
	Search				

Step	Action
12.	<i>NOTE:</i> When you receive a Partial Shipment of items, the following options must be selected:
	<i>Check: Retrieve Open PO Schedules</i> - make this selection to only retrieve POs that have not been fully received
	<i>Select: No Order Qty</i> - 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, <u>prior</u> 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.
	Header Details
20.	Enter the date the item(s) were actually received in the department, <u>not</u> 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.
	More Details
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.
	C Return for Credit
31.	Click the Look up Reject Reason button.
	Q

Step	Action
32.	NOTE: Wrong Goods or Services is the option used for over shipments.
	Click the Wrong Goods or Service link.
	WRG Wrong Goods or Service
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.
	Save
35.	Click the Receipt Lines tab.
	Receipt Lines
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.
	My Financials Home
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 line1) 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.
	\oslash
2.	Click the Menu button.
	Menu
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the Purchasing menu.
	Purchasing >
5.	Click the Receipts menu.
	C Receipts >

Step	Action
6.	Click the Add/Update Receipts button.
	Add/Update Receipts
7.	Click the Find an Existing Value tab.
	Find an Existing Value
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. Search
14.	NOTE: The Receipt Status = Fully Received.
	A receipt line can only be cancelled if Accounts Payable (AP) has <u>not paid</u> for the line. A message will display advising you the line has been matched . If a line <u>can</u> be cancelled , a message will display advising you that canceling a row <u>cannot</u> be reversed . Lines on a receipt should <u>not</u> be cancelled without <u>first</u> 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 <u>cannot</u> be reversed.
	Click the Yes button.
	Yes
18.	Notice the Status for Line 2 has changed from Received to Cancelled and the Accept Qty and Receipt Qty has been cleared .
	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.
	R Save
20.	This completes <i>Canceling a Receipt Line</i> . End of Procedure.
	End of Flocedule.

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.
	\odot
2.	Click the Menu button.
	Menu
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the Purchasing menu.
	Purchasing >
5.	Click the Receipts menu.
	Receipts >
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.
	Review Receipt Information >
8.	Click the Receipts button.
	E Receipts
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.
	Search
14.	The Receipts Inquiry displays. This page provides information such as <i>Receipt No.</i> , <i>Source</i> , <i>and Receipt Status</i> .
	The Receipt Lines section provides information such as <i>Description</i> , <i>Price</i> , <i>Receiving Quantity</i> , <i>Receiving UOM</i> , <i>Comments</i> , and <i>Reject Quantity</i> .
	Click the More Line Data tab.
	More Line Data
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.
	Optional Input

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

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

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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.
	Receipts by Location

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Step	Action
27.	This functionality provides a list of Receipts for a specific <i>Location</i> , <i>Receipt Number and/or Date Range</i> .
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.
	OK

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Notify						Total Cost					

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

Receipts by Location	× +			v –	٥	х
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Step	Action
32.	The Quantity and Amount tab displays the <i>Received Date</i> , <i>Distribution Quantity</i> , <i>and Standard Unit of Measure (UOM)</i> . Click the Receipts button.
	Receipts
33.	Click the Document Status link. Document Status
34.	View the Receipt DOC Status page. On the Documents tab, information such as <i>Status, Document Type, Short Supplier Name, and Associated Documents Status Inquiry</i> 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; and/or
	Payment Accounting Entries page.

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Show A Associated	Event	g Procurement		se Rec		ns Vou	chers Payn			First 🛞	1-2 of 2
Show A	Event	g Procurement		se Rec			chers Payn	nents	کا 💽 در این) 1-2 of 2
Show A	Li Document	ig Procurement Contracts	Orders	ise Rec (1)	reipts Return		Personalize	Find View All Go To Document	_) 1-2 of 2

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

					PO Acco	ounting) Entries	s		ۍ ۲	ነ ረ	7 :	6
										New Window	v Help	Personalize	Pag
PO Accour	ting Entri	es											
	Bus	iness Unit LS	UNO										
		From PO 00	392567						To PO	00392567			
		PO Status							T- 511 M	_			
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ACCO	anding Line vi	ew option vie	W DOUT						Ledger Grou	DETAIL			
Accounting E							Per	rsonalize	Find View All 🔄	First	 1-3 	of 3 🚯 Las	t
Details <u>C</u> h	artFields												
Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund	Dept	
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0392567	D	0000023750		PO_POENC	C		1	1 1	545700		113	1229000	
0392567	D	0000023750		PO_POENC	c)	2	1 1	545700		113	1229000	
										•			F
							Tota	I Encumbr	ance Balance	3,000.00) USD		

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.
	ふ
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.
	\oslash
3.	Click the Menu button.
	Menu
4.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
5.	Click the Purchasing menu.
	Purchasing >
6.	Click the Receipts menu.
	C Receipts >

Step	Action					
7.	Click the Add/Update Receipts button.					
	Add/Update Receipts					
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.					
7.	Add					

Add/Update Receipts	× +					٥	
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My Financials Home	А	dd/Update Rece	ipts	ŵ	۵	:	\oslash
				New Window	Help	Personaliz	
Select Purchase Order							
Search Criteria							
PO Unit	AKMC Q		Days +/- Today	999			
ID	Q		Start Date 09/26/2020) 31			
Line	Schedule]	End Date 03/17/2026) II			
Release			Supplier Name	Q Supplier L	ookup		
Item ID	٩		Supplier Item ID	Q			
Ship To	Q		Manufacturer ID				Q
Ship Via	Q	Manu	ifacturer's Item ID				Q
Z	Retrieve Open PO Schedules		UPN ID	٩			
Search		Receipt Qty Options					
		No Order Qty	Ordered Qty	O PO Remaining	Qty		
OK Cancel Refres	h						
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					6/	22/2023	.

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. <i>NOTE:</i> If you are unable to retrieve the PO limes, the PO may not yet be dispatched. Contact Purchasing for assistance. Search
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 <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.
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 <u>have and have 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.

		Line		Schedule					I Date	31				
								Supplier	Name	Q	Supplier Loo	kup		
	It	em ID		Q				Supplier It	em ID	٩	2.222.001.000			
	SI	nip To		Q				Manufactu	rer ID					0
	Sh	ip Via	-	Q			Manuf	acturer's It	em ID					C
			Retrieve	Open PO Sche				U	PN ID		Q			
Search)					Receipt Qty		0.0	lered Qty	0.000	temaining Qt			
Sel PO ID		O Unit	Line	Sched	Release	Due Date•	PO Qty	Prior Receipt	Item	Description		202700	0	
0005	1 0200	AKMC	3	1		05/31/2023	3.0000	Receipt	120698	VACUTAINER		1262700	c	
0005	0280 L	AKMC	4	1		05/31/2023	8.0000		121415	SAF-T HOLDE	R W/FEMALI	E L .CAT	#9	
0005	0280 L	AKMC	1	1		05/31/2023	20.0000		115270	NEEDLE BLD	SAMP 21GX	1 22040)61	
0005	1280 1	AKMC	2	1		05/31/2023	4.0000		115312	URINANALYSI	S SPECIMEN	J #8714	1	

Step	Action					
15.	In this example, you will enter a complete shipment., so <u>deselect</u> the Retrieve Ope 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 <u>not</u> receive the PO line in PeopleSoft. The user <u>must</u> 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.
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Step	Action
21.	Click the Header Details link.
	Header Details

Add/Update Receipts	× +			~	-	٥	×
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Header Details							×
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Business Unit	LSUNO	*Receipt Date	06/22/2023	Receip	t Time	4:39PM	
Receipt ID		User ID	KOCONN				
Receive Source		Receipt Status	Open				
	000000955		FISHER SCIENTIFIC	COMPANY, LLC			
Location	000000001	*Ship To	LKWHS				
Supplier ID Number		Ship To GLN					
Last Change Date		Last User to Modify					. 1
Shipping Information							
Ship Date))	Container IE					
Carrier ID	Q	Number of Cartons	•				1
Vehicle ID		Pallets Ir					1
Driver ID		Pallets Out	t				
Bill of Lading		Port Of Unloading	٩				
Pack Slip		Ship From Country	USA Q				
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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 <u>actually received</u> in the department, <u>not</u> 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.

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leader Details		Hei
Business Unit	LSUNO	*Receipt Date 06/21/2023 5 Receipt Time 4:39PM
Receipt ID		User ID KOCONN
Receive Source	On-line	Receipt Status Open
Supplier	000000955	Supplier Name FISHER SCIENTIFIC COMPANY, LLC
Location	000000001	*Ship To LKWHS
Supplier ID Number		Ship To GLN
Last Change Date		Last User to Modify
Shipping Information		
Ship Date	B	Container ID
Carrier ID	Q	Number of Cartons
Vehicle ID		Pallets In
Driver ID		Pallets Out
Bill of Lading		Port Of Unloading
Pack Slip		Ship From Country USA Q
Shipment Number		Ship From Location
Pro Number		

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.

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	Financial	s Home		ŀ	Add/L	Jpdate Re	eceipts				ស	Д	: (
Mainta	0	isiness Unit L	AKMC			Receipt State	us Open	×					
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▶ Hea	ader	н	eader Details										
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	ot Lines	luci								Pers	onalize Fir	nd View Al	121
Receip	ot Lines	More Details	Links and Status	/ Mfg Data	Option:	al Input So	urce Informatio	n 📼					
ine		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock U
		115270	NEEDLE BLD SAMP 21GX1 22040061	20.0000	Ŵ	PKG Q	6.89000	20.0000	Open				PKG
		115312	URINANALYSIS SPECIMEN #87141,	4.0000	Þ	cs q	169.79000	4.0000	Open				EA
			VACUTAINER HEMO PPT #362788, C	3.0000	Þ	PKG Q	190.07000	3.0000	Open				PKG
		120698	FF1 #302700, C										
		120698	SAF-T HOLDER W/FEMALE L ,CAT#9	8.0000	Â	PKG Q	26.33000	8.0000	Open				EA

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 unchecked. 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?

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ine		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Short	Serial	Track	Stock UO
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	₽ ¹	115312	URINANALYSIS SPECIMEN #87141,	4.0000	Þ	CS Q	169.79000	4.0000	Open				EA
	I	120698	VACUTAINER HEMO PPT #362788, C	3.0000	ħ	PKG Q	190.07000	3.0000	Open				PKG
	1	121415	SAF-T HOLDER W/FEMALE L ,CAT#9	8.0000	Þ	PKG Q	26.33000	8.0000	Open				EA
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Step	Action										
32.	Click the Line 2 Details button.										
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	My Financi	als Home		Ad	ld/Update Recei	ots		ŵ	¢	:	\oslash
R	Receipt	Line Details for Li	ne 2								×
										Help	<u>^</u>
		Business	s Unit LAKMC			User	ID KOCONN				
			ipt ID NEXT			Item	ID 115312		CIMEN	#97141	
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Re	💌 Detai		o on op o o r m								
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Step	Action
33.	Click the Expand Receipt Quantity button. Receipt Quantity

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1	Receipt Line Details for Line 2										ר
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	Business Unit	LAKMC				User ID	KOCONN				
	Receipt ID	NEXT				Item ID	115312				
	Receipt Line	2					URINANALY	SIS SPE	CIMEN	#87141	
▶	Expand All	Collapse All				Status	Open				
Sel	▼ Details										
Re	Status	Open				PO Price	169.79000				
Re	Receipt Datetime			Receipt Price							
Line	Ship To Allocation Type			chandise Amt ceipt Quantity			US	D	IO		
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2	Supp UOM		4.0000		4.0000						
	Std UOM		0.000		2000.0000						
3	Stock UOM	EA									
	Conversion Rate										
4	Convert to PO	1.0000000				er to Std Rate		00			
•	Convert to Stock	500.0000000	D		Convert Stock	k To Standard	1.00000000				
	Receipt Status										
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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 <i>500 items per case times 4</i> <i>cases is 2,000 items</i> . So at first the quantities do not appear to match, but in actuality they do. Click the Collapse All link. Collapse All
35.	Click the Return button.
36.	How to look up the Putaway Quantity for each line will now be demonstrated. Click the Right scrollbar.

	My Financials Hom	e			A	.dd/Up	date Re	•	Vindow Hel	p Persona	lize Page	ŵ	↓ : (
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1	inks and Status Item	/ Mfg Data	Optiona	l Input So	urce Informatio	n (===)		Pers	ionalize Fin	nd View All	0	First 🕚	1-4 of 4 🛞 Last
	Description	Receipt Qty	-		Receipt Price	Accept	Status	Close Short	Serial	Device Track	Stock UOM	INV Status	
	NEEDLE BLD SAMP 21GX1 22040061	20.0000	ĥ	PKG Q	6.89000	20.0000	Open				PKG Q	Pending	×
	URINANALYSIS SPECIMEN #87141,	4.0000		cs q	169.79000	4.0000	Open				EA	Pending	×
	VACUTAINER HEMO	3.0000	ĥ	PKG Q	190.07000	3.0000	Open				PKG Q	Pending	×
	PPT #362788, C												×

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

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ſ	Inventory	Putaway I	nformation fo	r Line 1								×
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		В	usiness Unit L	AKMC			Statu	s Open				
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	1	LKWHS	Open	20.0000							×	
S F W	OK ∢ FEMALE L ,		Refresh 8.0000	PKG Q	26.33000 8.0000	Open			EA Q Pendin	g	×	•

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.
	ок
39.	Click the Line 2 Pending link.
	Pending
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 <u>items</u> received rather than the number of <u>cases</u> .
	Click the OK button.
	ок

Step	Action
41.	Repeat steps 33 and 34 to verify the Putaway Quantity for each line.
	For <u>training purposes</u> only, 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.
	Rave Save

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Kece	eiving	usiness Unit	AKMC		Re	ceipt Status	Fully Receive	1 🔀					
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	pt Lines	nder							· ·		Personalize	Find Vi	ew All
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		115270	NEEDLE BLD SAMP 21GX1 22040061	20.0000	þ	PKG Q	6.89000	20.0000	Received				PKG
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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 <i>Enter a Receipt for an Inventory Item</i> . 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 <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 00050258 . The shipment will contain:
	35 boxes of Envelop Letterhead w/ Window



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

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.

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	Start Date 10/03/202		
Line Schedule	End Date 03/24/2020		
Release	Supplier Name	Supplier Lookup	
Item ID	Supplier Item ID	Q	
Ship To	Manufacturer ID		Q
Ship Via Q Retrieve Open PO Schedules	Manufacturer's Item ID		Q
Retrieve Open PO Schedules	UPN ID	Q	
Search	No Order Qty Ordered Qty	O PO Remaining Qty	
OK Cancel Refresh			
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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.
	Search

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 <u>have and have 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.	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 <u>must first</u> 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 <u>not</u> receive the PO line in PeopleSoft. The user <u>must</u> contact their Buyer via email or telephone for for the provide the p
	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.
	Header Details
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.
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Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stoc	k UON
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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.
	R Save

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combined with other receipts	Also, note that a change in the purchase order status	values	ose Social	Device		
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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 prior to the over shipped item being received into PeopleSoft.
34.	NOTE: If the overage is below the 10% limit, the warning message <u>will not 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,</u> prior to contacting his/her Buyer for further assistance.

Action
Click the OK button.
OK
Click in the My Financials Home field.
K My Financials Home
NOTE: You <u>do not</u> want to Save the Receipt for an over shipment of an item.
Click the No button.
No
This completes <i>Receipt of Over Shipment for an Inventory Item</i> . 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.
	Menu
3.	Press the left mouse button over the scrollbar and drag the mouse to the desired location.
4.	Click the Purchasing menu.
	Purchasing >
5.	Click the Receipts menu.
	C Receipts >

Step	Action
6.	Click the Add/Update Receipts button.
	Add/Update Receipts
7.	Click the Find an Existing Value tab. <u>Find an Existing Value</u>
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. Search

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		120698	PPT #362788, C	8.0000	ĥ	PKG	26.33000	8.0000 Receiv	red 47599		

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

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

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

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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.

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

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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.
	🔚 Save
24.	Click the Receiving button.
	Receiving
25.	This completes <i>Cancel an Inventory Receipt Line</i> . End of Procedure.