PeopleSoft Training

Managing Shipments 9.2

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Managing Shipments 9.2

Welcome to the PeopleSoft 9.2 Managing Shipments module! This module contains the tools needed to learn all the concepts and procedures involved in managing shipments.

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 inventory items.
3. Receive non-inventory items.
4. Understand the procedures for receipt of over shipments.
5. Cancel a non-inventory receipt line.
6. Cancel an inventory receipt line.
7. Reject (return) an item in PeopleSoft after it has been received (LSUNO only).

NOTE: Purchase Orders with the Receiving Required flag on the PO Line Details page checked, the item must 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 must not 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.

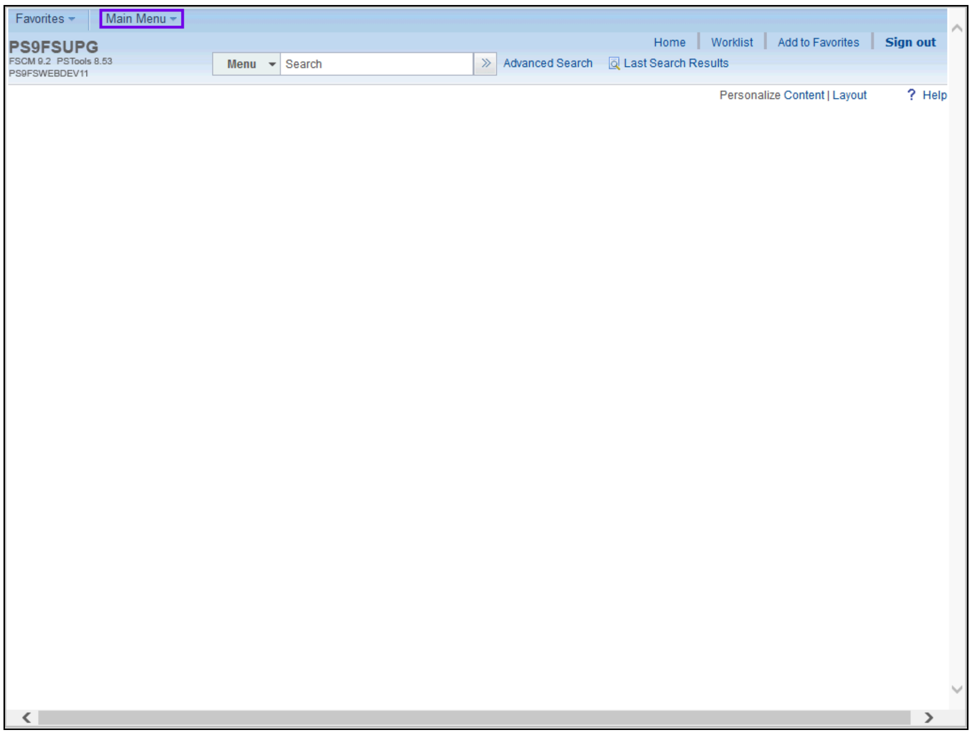
NOTE: The Business Unit ID(s) and PO number(s) provided in this manual are used for training purposes only. When working in Production, the Business Unit and PO number(s) entered will be applicable to the facility at which the end-user is employed.

Inquire on a Purchase Order to Determine if Receiving is Required

Procedure

In this topic you will learn how to **Inquire on a Purchase Order to Determine if Receiving is Required**.

NOTE: You <u>must</u> determine if an item (invoice) needs to be received in the PeopleSoft system in order for it to be processed for payment by Accounts Payable. Your goal is to determine if receiving is required for the Purchase Order associated with that item.

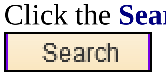


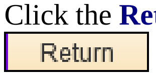
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Purchase Orders** menu. Purchase Orders
4.	Click the **Review PO Information** menu. Review PO Information
5.	Click the **Purchase Orders** menu. Purchase Orders

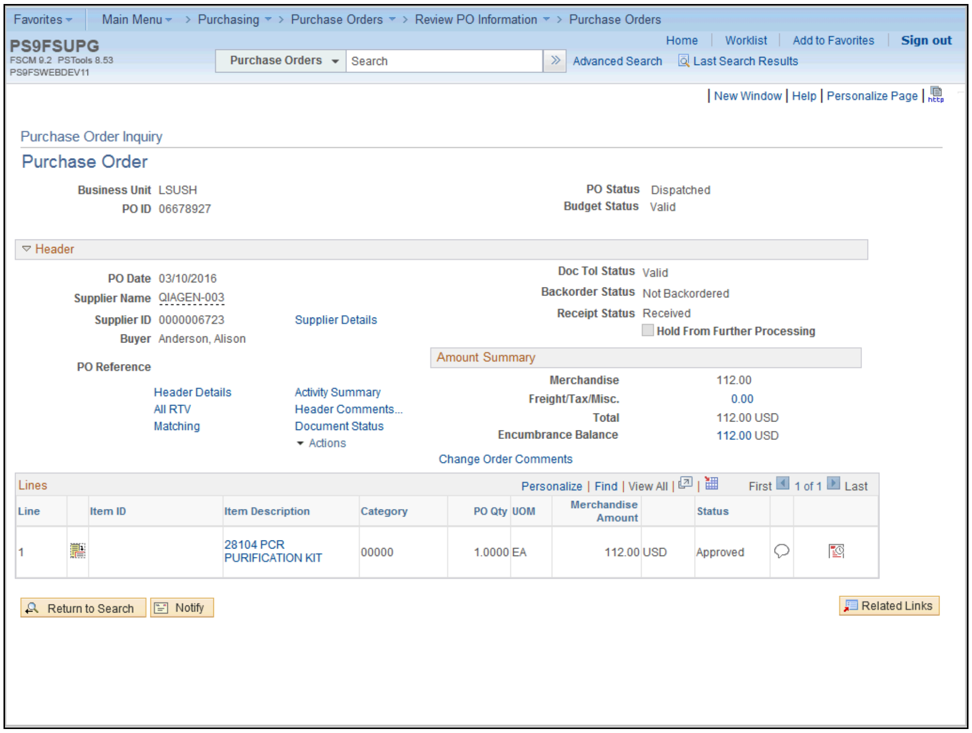
Step	Action
6.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If the Business Unit does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that your Business Unit defaults for future receipts. *See below for a list of Business Units.* Enter the desired information into the **Business Unit** field. Enter "**LSUSH**".

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
7.	Enter the desired information into the **PO ID** field. Enter "**06678927**".
8.	Click the **Search** button. 
9.	Click the **Line Details** button. 
10.	**Receiving Required** • Purchase Orders with the "Receiving Required" flag checked must be received in the PeopleSoft system in order for the invoice to be processed for payment by Accounts Payable. The “Receiving Required” flag will be checked on the Line Details page of the Purchase Order. • Purchase Orders with the "Receiving Required" flag unchecked on the Line Details page of the Purchase Order do not require receipt.

Step	Action
11.	The user should not await receipt of an invoice from Accounts Payable to enter the Receipt in PeopleSoft. The user may receive the item in PeopleSoft from the packing slip, bill of lading, etc. (if these documents are received with the item). However, if the user should receive the invoice (directly from the Supplier or from AP), the Receipt Number, generated by the PeopleSoft system, should be noted on the invoice and forwarded to Accounts Payable. At that point, the Purchase Order (generated by Purchasing), Voucher (generated by AP) and 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 Accounts Payable. If the information does not match, the department will be contacted by Accounts Payable. Accounts Payable will retain the invoice, once payment has been issued.
12.	***NOTE: 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
13.	This completes ***Inquire on a Purchase Order to Determine if Receiving is Required***. **End of Procedure.**

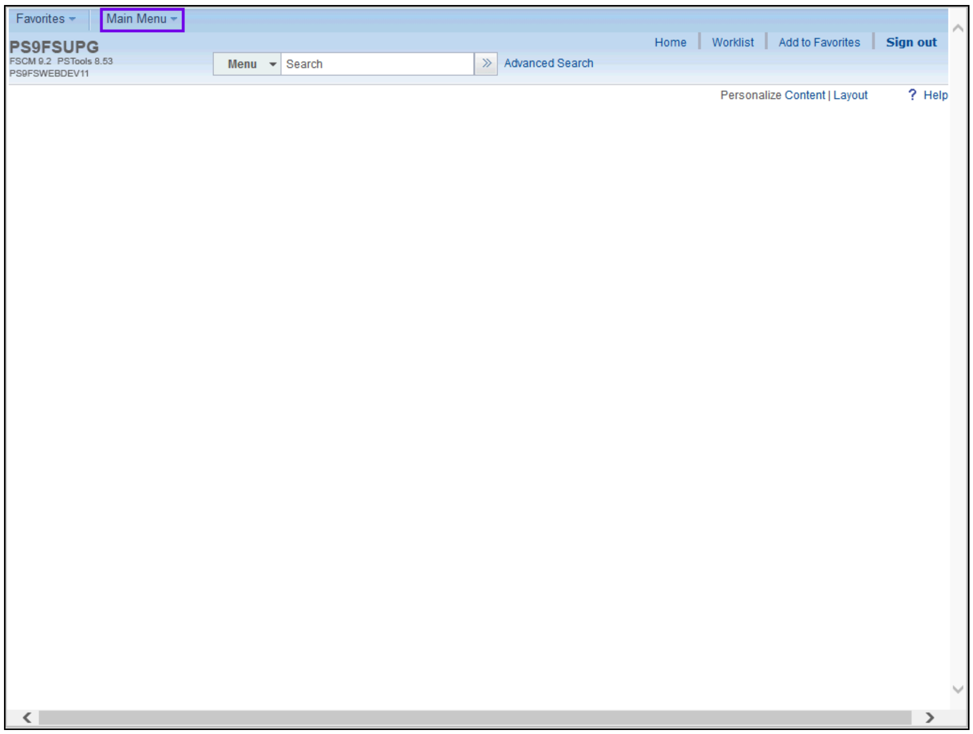
Receiving an Inventory Item

Enter a Receipt for an Inventory Item

Procedure

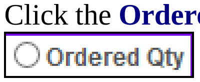
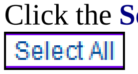
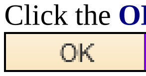
In this topic you will learn how to **Enter a Receipt for an Inventory Item.**

NOTE: This exercise ONLY applies to LAKMC.



Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts

Step	Action
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If the Business Unit does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that your Business Unit defaults for future receipts.
6.	Click the **Add** button. 
7.	Enter the desired information into the **ID** field. Enter "**00037168**".
8.	Click the **Search** button. 
9.	If you are unable to retrieve the Purchase Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO Lines.***
10.	There are two types of shipments: **Partial Shipments -** This is when the line items on a multiple line PO are received on different shipments, or the entire quantity is not received. **Complete Shipments -** This is when all of the line items, whether it is a single line item PO or a multiple line item PO, are received in one shipment.
11.	**Receipt Qty Options** If this is a Receipt for a **Partial Shipment:** **Check:** Retrieve Open PO Schedules and **Select:** No Order Qty
12.	**Receipt Qty Options** (continued) If this is a Receipt for a **Complete Shipment:** **Uncheck:** Retrieve Open PO Schedules and **Select:** Ordered Qty ***NOTE: It is not recommended that PO Remaining Qty be selected.***
13.	Occasionally, the user may attempt to receive more than the quantity listed on the PO (i.e., over shipments), or to 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). When preparing to enter a Receipt from an **Invoice, Packing Slip, Bill of Lading**, 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.

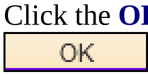
Step	Action
14.	If a PO Line is found to be an over shipment, the user **<u>should</u> <u>not</u>** receive the PO Line in question in PeopleSoft. The user **<u>must</u>** contact their Buyer via email or telephone for further assistance. ***See the "Receipt of Over-Shipment for an Inventory Item" topic for further details on handling over shipments.***
15.	The **Select All** link allows the user to select **all** of the PO lines at once, rather than checking each line received, one at a time. The **Clear All** link clears all lines checked.
16.	***NOTE: If this is a Partial Shipment in which most of the PO line items have been received on one shipment, you may opt to select all of the PO lines by clicking the Select All link. However, before proceeding to the next step, it is <u>imperative</u> that the user confirm that only the lines <u>actually</u> received from the supplier (and are not an over shipped item) are checked, as shown in this example. If the user enters a receipt for an item 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 does not have an Invoice.***
17.	Click the **Retrieve Open PO Schedules** option to uncheck it. 
18.	Click the **Ordered Qty** option. 
19.	Click the **Select All** link. 
20.	Click the **OK** button. 
21.	The **Maintain Receipts** page displays. ***NOTE: The current date will default into the Header Details page as the receipt date, but can be changed if needed. The user will enter the date that the item(s) is actually received - <u>not</u> the date it is being entered into the PeopleSoft system. Click the Header Details link, as shown in the steps that follow, to change the receipt date.***
22.	Users should receive the item 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). 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 from the Supplier.

Step	Action
23.	Verify that the **Interface Receipt** option is unchecked. If it is not unchecked, click the checkbox to de-select it. ***NOTE: This receipt process will be scheduled to run periodically throughout the day.***
24.	Click the **Header Details** link to adjust the Receipt Date if required. 
25.	Enter the desired information into the **Receipt Date** field. Enter "**040116**".

Receipt Date

Enter a date by one of the following methods:
1. To view the calendar and select the date, click the **Calendar** icon next to the **Receipt Date** field. Once you have selected the month and year (if necessary), click on the day to select it.

2. Enter the date (mm/dd/yy) – PeopleSoft requires that **6 digits** be entered, but the user **<u>does</u>** **<u>not</u>** have to type the slashes (e.g. 120115). The slashes will populate once the user presses the **Refresh** button or moves to another page (this includes actually navigating to another page or clicking the search button on another field on the same page, since searching on a field actually brings you to another page).

Step	Action
26.	**Bill of Lading Field** 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 he/she wishes to attach to the **Receipt** (e.g. Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. However, the number entered into the Bill of Lading field can be used to retrieve the Receipt entered into PeopleSoft, if needed. ***NOTE: The Packing Slip field is not used since it does not have a search feature (i.e. the Packing Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the PeopleSoft system).***
27.	Enter the desired information into the **Bill of Lading** field. Enter "**58641**".
28.	Click the **OK** button. 
29.	***NOTE: When receiving a Complete Shipment, the quantity will default into the Receipt Qty field. The user can override the quantity, if needed.***

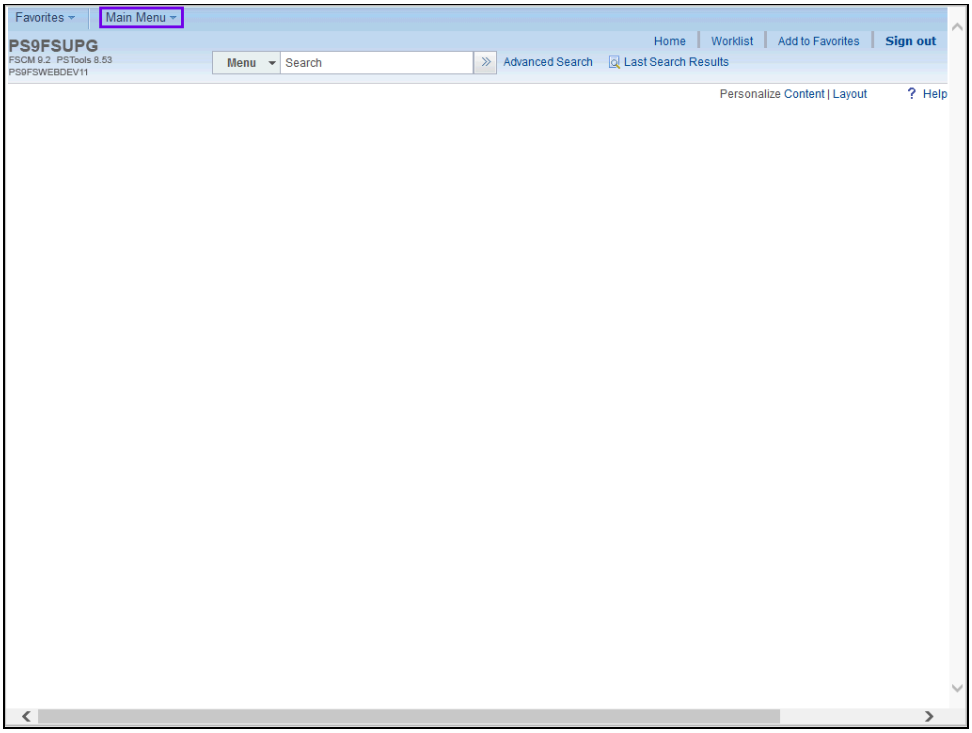
Step	Action
30.	***NOTE: If Pending displays in the Inv Status column, Save the Receipt. If Pending does not display in the Inv Status column, do not save the receipt. Contact your Purchasing Department so that corrections can be made to the Purchase Order.*** Click the **Pending** link. 
31.	***NOTE: View putaway quantity. 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.*** Click the **OK** button. 
32.	Repeat steps 31 and 32 for each line item to verify the Putaway Quantity for each line.
33.	Click the **Save** button. 
34.	The system has assigned a Receipt ID. You should record the Receipt Number at this time for future reference of this PO. Record your **Receipt Number:_____________**
35.	If you wish to add a new receipt, or find an existing receipt, click the **Add/Update Receipts** link in your breadcrumbs. Click the **Home** link. 
36.	This completes ***Enter a Receipt for an Inventory Item*****.** **End of Procedure.**

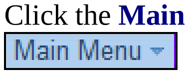
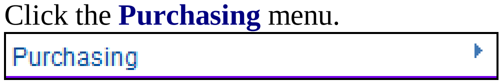
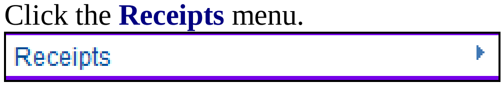
Receipt of Over-Shipment for an Inventory Item

Procedure

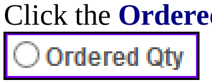
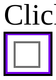
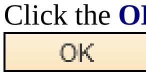
In this topic you will learn how to manage **Receipt of Over-Shipment for an Inventory Item.**

NOTE: This exercise <u>ONLY</u> applies to LAKMC.



Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Purchasing** menu. 
3.	Click the **Receipts** menu. 
4.	Click the **Add/Update Receipts** menu. 

Step	Action
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts.
6.	Click the **Add** button. 
7.	Enter the desired information into the **ID** field. Enter "**00037173**".
8.	Click the **Search** button. 
9.	If you are unable to retrieve the Purchase Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO Lines.***
10.	There are two types of shipments: **Partial Shipments -** This is when the line items on a multiple line PO are received on different shipments, or the entire quantity is not received. **Complete Shipments -** This is when all of the line items (whether it is a single line item PO or a multiple line item PO) are received on one shipment.
11.	**Receipt Qty Options** If this is a Receipt for a **Partial Shipment:** **Check:** Retrieve Open PO Schedules and **Select:** No Order Qty
12.	**Receipt Qty Options** (continued) If this is a Receipt for a **Complete Shipment:** **Uncheck:** Retrieve Open PO Schedules and **Select:** Ordered Qty ***NOTE: It is not recommended that PO Remaining Qty be selected.***
13.	Occasionally, the user may attempt to receive more than the quantity listed on the PO (i.e. over shipments) or to 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). When preparing to enter a Receipt from an Invoice, Packing Slip, Bill of Lading, 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.

Step	Action
14.	If a PO Line is found to be an over shipment, the user **<u>should</u>** **<u>not</u>** receive the PO Line in question in PeopleSoft. The user **<u>must</u>** contact their Buyer via email or telephone for further assistance. ***See the "Receipt of Over-Shipment for an Inventory Item" topic for further details on handling over shipments.***
15.	The **Select All** link allows the user to select **all** of the PO lines at once, rather than checking each line received, one at a time. The **Clear All** link clears all lines checked.
16.	***NOTE: If this is a Partial Shipment in which most of the PO line items have been received on one shipment, you may opt to select all of the PO lines, at one time, by clicking the Select All link. However, before proceeding to the next step, it is <u>imperative</u> that the user confirm that only the lines <u>actually</u> received from the supplier (and are not an over shipped item) are checked, as shown in this example. If the user enters a receipt for an item 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 does not have an Invoice.***
17.	Click the **Retrieve Open PO Schedules** option to uncheck it. 
18.	Click the **Ordered Qty** option. 
19.	Click the **Line 1 Sel** option. 
20.	Click the **OK** button. 
21.	The **Maintain Receipts** page displays. ***NOTE: The current date will default in the page, but can be changed, if required by clicking the Header Details link, as shown in the steps that follow. The user will enter the date that the item(s) is actually received - <u>not</u> the date it is being entered into the PeopleSoft system.***
22.	Users should receive the item 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). 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 from the Supplier.

Step	Action
23.	Verify that the **Interface Receipt** option is unchecked. If it is not unchecked, click the checkbox to de-select it. ***NOTE: This receipt process will be scheduled to run periodically throughout the day.***
24.	Click the **Header Details** link to adjust the Receipt Date is required. Header Details
25.	Click the **Choose a date button** to change the Receipt Date.

Receipt Date

Enter a date by one of the following methods:
1. To view the calendar and select the date, click the **Calendar** icon next to the **Receipt Date** field. Once you have selected the month and year (if necessary), click on the day to select it.

2. Enter the date (mm/dd/yy) – PeopleSoft requires that **6 digits** be entered, but the user **does** **not** have to type the slashes (e.g. 120115). The slashes will populate once the user presses the **Refresh** button or moves to another page (this includes actually navigating to another page or clicking the search button on another field on the same page, since searching on a field actually brings you to another page).

Step	Action
26.	Click the date the items were physically received. Click the desired date. 1
27.	**Bill of Lading Field** 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 he/she wishes to attach to the **Receipt** (e.g. Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. However, the number entered into the Bill of Lading field can be used to retrieve the Receipt entered into PeopleSoft, if needed. ***NOTE: The Packing Slip field is not used since it does not have a search feature (i.e. the Packing Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the PeopleSoft system).***
28.	Enter the desired information into the **Bill of Lading** field. Enter "**337425**".

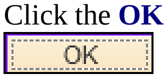
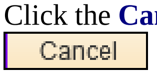
Step	Action
29.	Click the **OK** button. 
30.	***NOTE: When receiving a Complete Shipment, the quantity will default into the Receipt Qty field. The user can override the quantity, if needed.*** Enter the desired information into the **Receipt Qty** field. Enter "**60**".
31.	Click the **Save** button. 
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). ***NOTE: When there is an over shipment, if possible, the item(s) should be returned. See the "Reject (Return) an Item in PeopleSoft" topic for detailed instructions on how to reject (return) an item in PeopleSoft.***
33.	If the over-shipped item is **needed,** the user should refer to the information provided below to determine how to proceed with receiving the over-shipped item into the PeopleSoft system. Under Louisiana State Law, the user **may accept** up to **10% over** the total cost of the PO, without the necessity of re-bidding the item. However, a **Change Order** **must** be issued by Purchasing **before** the over-shipped item is received into PeopleSoft.
34.	If the overage is **not** **above** the 10% acceptable limit, **the warning message will not be displayed.** Even if the warning message does not display due to overage being under the 10% acceptable limit, **and** the user is able to receive the over-shipped item in 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.***

Procedure for Accepting an Over-Shipment of an Inventory Item

The following **Procedure** will be used for any over-shipped item that the user intends to accept.

For POs $1,000.00 and under only:
If the overage does **not** cause the **<u>total</u>** order to go above $1,000.00 (including shipping, handling and any other relevant charges), the user may **accept** the overage **after** completing the following steps.
1. Contact the Buyer via e-mail or telephone to **request** the Buyer issue a **Change Order.**
2. Once the **Change Order** has been issued, the user may **Receive** the item in PeopleSoft.
3. If the user is **Receiving** multiple PO Line items, the over-shipped item(s) should be bypassed until the **Change Order** has been issued.

For All Other POs:
1. The user must contact the Buyer via e-mail or telephone to request the Buyer issue a **Change Order**. The **Buyer** will review the over-shipment and determine whether **acceptance** of it would violate the ***Louisiana State Procurement Code***. If it does not violate the ***Procurement Code***, a **Change Order** will be issued.
2. Once the **Change Order** has been issued, the user may **Receive** the item in PeopleSoft.
3. If the user is **Receiving** multiple PO Line items, the over-shipped item(s) should be bypassed until the **Change Order** has been issued.

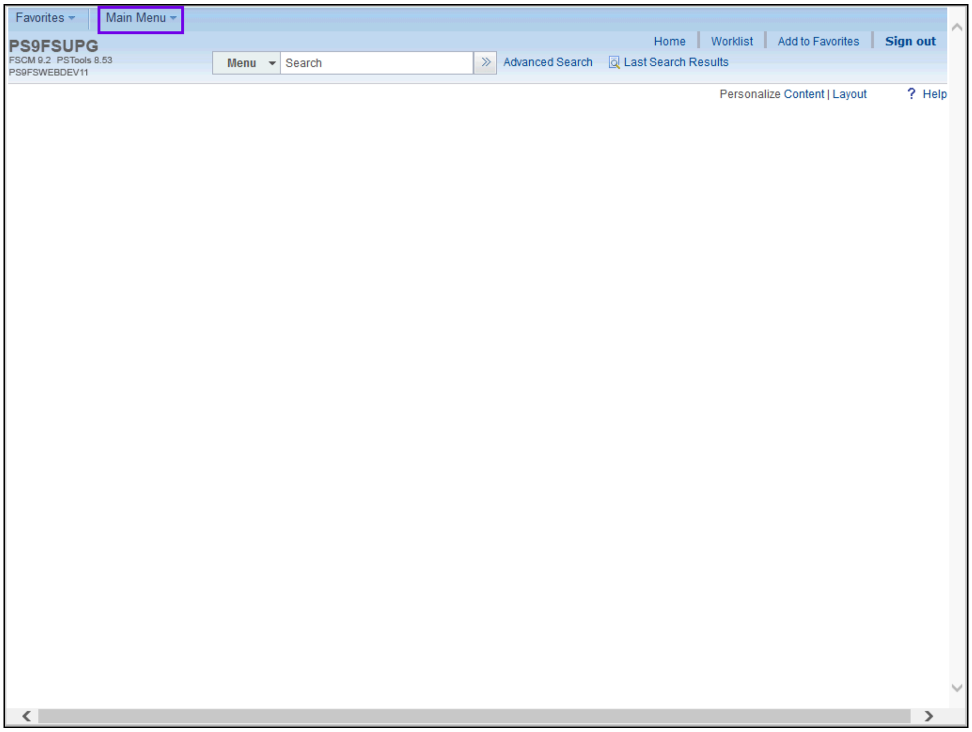
Step	Action
35.	Click the **OK** button. 
36.	***NOTE: When Receiving an Inventory item as an over-shipment, you <u>do</u> <u>not</u> want to Save the Receipt.*** Click the **Home** link. 
37.	The above message displays. The **Cancel** button allows you to continue to navigate out of the page **<u>without</u>** **<u>saving</u>** the Receipt. Click the **Cancel** button. 
38.	This completes ***Receipt of Over-Shipment for an Inventory Item*.** **End of Procedure.**

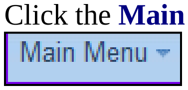
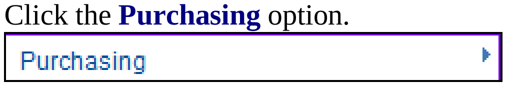
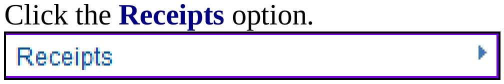
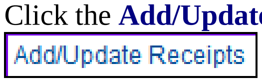
Receiving a Non-Inventory Item

Enter a Partial Shipment Receipt for Non-Inventory Items

Procedure

In this topic you will learn how to **Enter a Partial Shipment Receipt for Non-Inventory Items.**



Step	Action
1.	Click the **Main Menu** button. 
2.	From the **Main Menu** link: Click the **Purchasing** option. 
3.	Click the **Receipts** option. 
4.	Click the **Add/Update Receipts** option. 

Step	Action
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts. *See below for a list of Business Units.*

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
6.	Click the **Add** button. Add
7.	Enter the desired information into the **ID** field. Enter "**00163537**".
8.	Click the **Search** button to view the item(s) associated with the PO. If you are unable to retrieve the **Purchasing Order** lines, the **Purchase Order** may not yet be dispatched. Contact Purchasing for assistance, if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO lines, if applicable.*** Search
9.	If you are unable to retrieve the Purchase Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO Lines.***
10.	There are two types of shipments: **Partial Shipments -** This is when the line items on a multiple line PO are received on different shipments, or the entire quantity is not received. **Complete Shipments -** This is when all of the line items (whether it is a single line item PO or a multiple line item PO) are received on one shipment.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Receipt Qty Option

If this is a Receipt for a Partial Shipment:
Check: Retrieve Open PO Schedules and
Select: No Order Qty</td></tr>
<tr><td>12.</td><td>Receipt Qty Option (continued)

If this is a Receipt for a Complete Shipment:
Uncheck: Retrieve Open PO Schedules and
Select: Ordered Qty

NOTE: It is not recommended that PO Remaining Qty be selected.</td></tr>
<tr><td>13.</td><td>In this example, you will receive a Partial Shipment. Therefore, you will adjust the Receipt Options as shown in the steps that follows.</td></tr>
<tr><td>14.</td><td>Occasionally, the user may attempt to receive more than the quantity listed on the PO (i.e., over shipments) or to 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).

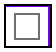
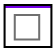
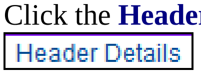
When preparing to enter a Receipt from an Invoice, Packing Slip, Bill of Lading, etc., the user <u>must</u> first view the PO Qty and the Prior Receipt quantity for each PO Line before attempting to receive the PO Line in PeopleSoft. This <u>will</u> prevent the user from inadvertently receiving an over shipment.</td></tr>
<tr><td>15.</td><td>If a PO Line is found to be an over shipment, the user <u>should</u> <u>not</u> receive the PO Line in question in PeopleSoft. The user <u>must</u> contact their Buyer via email or telephone for further assistance.

See the "Receipt of Over Shipment for a Non-Inventory Item" topic for further details on handling over shipments.</td></tr>
<tr><td>16.</td><td>Clicking the Select All link allows the user to select all of the PO lines at once, rather than checking each line received, one at a time.

Clicking the Clear All link clears all lines checked.</td></tr>
<tr><td>17.</td><td>NOTE: If this is a Partial Shipment in which most of the PO line items have been received on one shipment, you may opt to select all of the PO lines, at one time, by clicking the <u>Select All</u> link. However, in this case, before proceeding to the next step, it is imperative that the user confirm that only the lines actually received from the supplier (and are not an over shipped item) are checked, as shown in this example. If the user enters a receipt for an item in PeopleSoft without actually receiving the item from the supplier, the following will occur:

1. You will be typing 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 does not have an Invoice.</td></tr>
</table>

Step	Action
18.	Click the **Line 1 Sel** option. 
19.	Click the **Line 3 Sel** option. 
20.	Click the **OK** button. 
21.	The **Maintain Receipts** page displays. ***NOTE: The current date will default in the page, but can be changed, if required by clicking the Header Details link, as shown in the steps that follow. The user will enter the date that the item(s) is actually received - <u>not</u> the date it is being entered into the PeopleSoft system.***
22.	Users should receive the item 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). 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 from the Supplier.
23.	Verify that the **Interface Receipt** option is unchecked. If it is not unchecked, click the checkbox to de-select it. ***NOTE: This receipt process will be scheduled to run periodically throughout the day.***
24.	Click the **Header Details** link. 
25.	Click the **Choose a date** button. 
26.	Click the desired date. 
27.	**Bill of Lading Field** 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 he/she wishes to attach to the **Receipt** (e.g. Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. However, the number entered into the Bill of Lading field can be used to retrieve the Receipt entered into PeopleSoft, if needed. ***NOTE: The Packing Slip field is not used since it does not have a search feature (i.e. the Packing Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the PeopleSoft system).***
28.	Enter the desired information into the **Bill of Lading** field. Enter "**566421**".

Step	Action
29.	Click the **OK** button. 
30.	***NOTE: When receiving a Complete Shipment, the quantity will default into the Receipt Qty field. The user could override the quantity if needed.*** Enter the desired information into the **Receipt Qty** field. Enter "**2**".
31.	Enter the desired information into the **Receipt Qty** field. Enter "**1**".
32.	Click the **Save** button to save the receipt. ***NOTE: To receive additional line item(s) on the PO, repeat the previous step.*** 
33.	The system has assigned a Receipt ID. You should record the Receipt Number at this time for future reference of this PO. Record your **Receipt Number**: _______________
34.	If you wish to add a new receipt, or find an existing receipt, click the **Add/Update Receipts** link in your breadcrumbs. Click the **Home** link. 
35.	This completes ***Enter a Partial Shipment Receipt for Non-Inventory Items.*** **End of Procedure.**

Enter a Complete Shipment Receipt for Non-Inventory Items

Procedure

In this topic you will learn how to **Enter a Complete Shipment Receipt for Non-Inventory Items.**

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts. *See below for a list of Business Units.*

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
6.	Click the **Add** button. Add
7.	Enter the desired information into the **ID** field. Enter "**06678751**".

Step	Action
8.	Click the **Search** button. ***NOTE: If you are unable to retrieve the Purchasing Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance, if this occurs.*** ***NOTE: Click View All or use the scroll area to view additional PO lines.*** Search
9.	If you are unable to retrieve the Purchase Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO Lines.***
10.	There are two types of shipments: **Partial Shipments -** This is when the line items on a multiple line PO are received on different shipments, or the entire quantity is not received. **Complete Shipments -** This is when all of the line items, whether it is a single line item PO or a multiple line item PO, are received on one shipment.
11.	**Receipt Qty Options** If this is a Receipt for a **Partial Shipment:** **Check:** Retrieve Open PO Schedules and **Select:** No Order Qty
12.	**Receipt Qty Options** (continued) If this is a Receipt for a **Complete Shipment:** **Uncheck:** Retrieve Open PO Schedules and **Select:** Ordered Qty ***NOTE: It is not recommended that PO Remaining Qty be selected.***
13.	In this example, you will receive a **Complete Shipment.** Therefore, you will adjust the **Receipt Options** as shown in the steps that follows.
14.	Click the **Retrieve Open PO Schedules** option to de-select it. ☑ Retrieve Open PO Schedules
15.	Click the **Ordered Qty** option. ◯ Ordered Qty
16.	Occasionally, the user may attempt to receive more than the quantity listed on the PO (i.e., over shipments) or to 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). When preparing to enter a Receipt from an Invoice, Packing Slip, Bill of Lading, etc., the user **<u>must</u>** first view the **PO Qty** and the **Prior Receipt** quantity for each PO Line before attempting to receive the PO Line in PeopleSoft. This **<u>will</u>** prevent the user from inadvertently receiving an over shipment.

Step	Action
17.	If a PO Line is found to be an over shipment, the user **<u>should</u>** **<u>not</u>** receive the PO Line in question in PeopleSoft. The user **<u>must</u>** contact their Buyer via email or telephone for further assistance. ***See the "Receipt of Over Shipment for a Non-Inventory Item" topic for further details on handling over shipments.***
18.	The **Select All** link allows the user to select **all** of the PO lines at once, rather than checking each line received one at a time. The **Clear All** link clears all lines checked.
19.	***NOTE: If this is a Partial Shipment in which most of the PO line items have been received on one shipment, you may opt to select all of the PO lines by clicking the Select All link. However, before proceeding to the next step, it is imperative that the user confirm that only the lines actually received from the supplier that and are not an over shipped item are checked. If the user enters a receipt for an item in PeopleSoft without actually receiving the item from the supplier, the following will occur:*** ***1. You will be typing 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 does not have an Invoice.***
20.	Click the **Select All** link. Select All
21.	Click the **OK** button. OK
22.	The **Maintain Receipts** page displays. ***NOTE: The current date will default in the page, but can be changed, if required by clicking the Header Details link. The user will enter the date that the item(s) is actually received - <u>not</u> the date it is being entered into the PeopleSoft system.***
23.	Users should receive the item 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). 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 from the Supplier.
24.	Verify that the **Interface Receipt** option is unchecked. If it is not unchecked, click the checkbox to de-select it. ***NOTE: This receipt process will be scheduled to run periodically throughout the day.***
25.	Click the **Header Details** link to adjust the Receipt data. Header Details

Step	Action
26.	Enter the desired information into the **Receipt Date** field. Enter "**040116**".

> **Receipt Date**
>
> Enter a date by one of the following methods:
> 1. To view the calendar and select the date, click the **Calendar** icon next to the **Receipt Date** field. Once you have selected the month and year (if necessary), click on the day to select it.
>
> 2. Enter the date (mm/dd/yy) – PeopleSoft requires that **6 digits** be entered, but the user **does** **not** have to type the slashes (e.g. 120115). The slashes will populate once the user presses the **Refresh** button or moves to another page (this includes actually navigating to another page or clicking the search button on another field on the same page, since searching on a field actually brings you to another page).

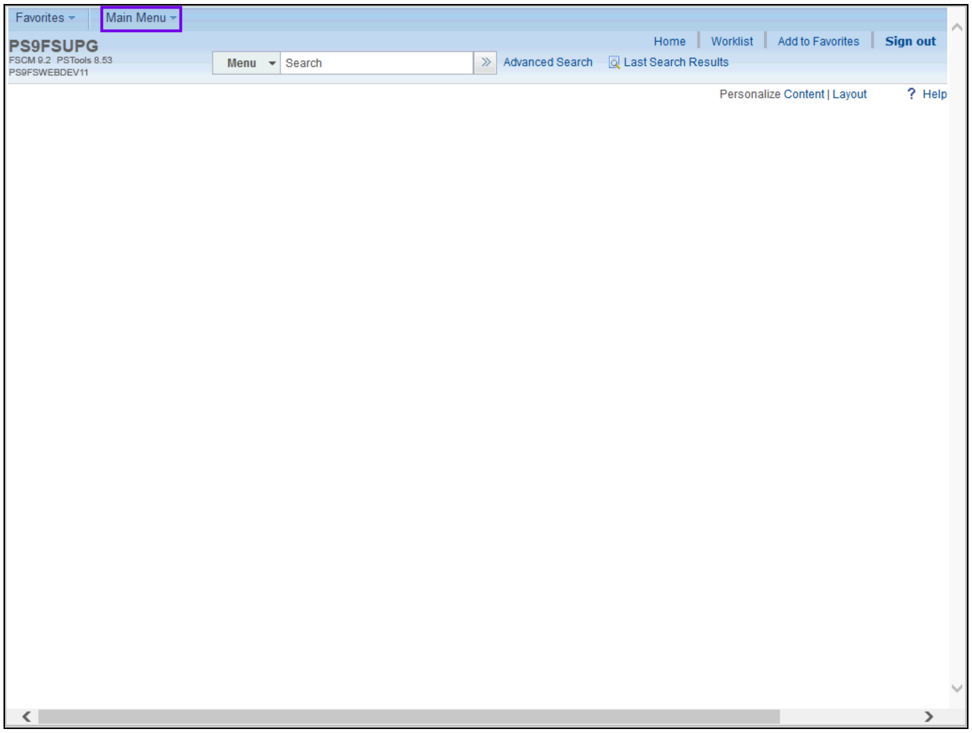
Step	Action
27.	**Bill of Lading Field** The Bill of Lading field is a free-form text field. Therefore, it may contain numbers and/or letters. The user may enter any number that he/she wishes to attach to the **Receipt** (e.g. Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. However, the number entered into the Bill of Lading field can be used to retrieve the Receipt entered into PeopleSoft, if needed. ***NOTE: The Packing Slip field is not used since it does not have a search feature (i.e. the Packing Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the PeopleSoft system).***
28.	Enter the desired information into the **Bill of Lading** field. Enter "**12125**".
29.	Click the **OK** button. OK
30.	Click the **Save** button to save the receipt. ***NOTE: To receive additional line item(s) on the PO, repeat the previous step.*** Save
31.	The system has assigned a Receipt ID. You should record the Receipt Number at this time for future reference of this PO. Record your **Receipt Number**: _______________

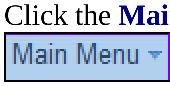
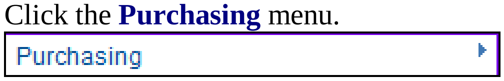
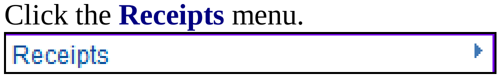
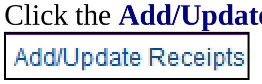
Step	Action
32.	To add another receipt, or to search for an existing receipt, click the Add/Update Receipts link in your breadcrumbs at the top of the page. Click the **Home** link. 
33.	This completes ***Enter a Complete Shipment Receipt for Non-Inventory Items.*** **End of Procedure.**

Receipt of Over-Shipment for a Non-Inventory Item

Procedure

In this topic you will learn how to manage ***Receipt of Over-Shipment for a Non-Inventory Item.***



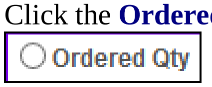
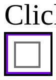
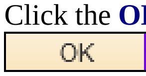
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Purchasing** menu. 
3.	Click the **Receipts** menu. 
4.	Click the **Add/Update Receipts** menu. 

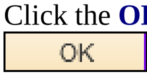
Step	Action
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts. *See below for a list of Business Units.*

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
6.	Click the **Add** button. Add
7.	Enter the desired information into the **ID** field. Enter "**06678635**".
8.	Click the **Search** button. Search
9.	If you are unable to retrieve the Purchase Order lines, the Purchase Order may not yet be dispatched. Contact Purchasing for assistance if this occurs. ***NOTE: You may click View All or use the scroll area to view additional PO Lines.***
10.	There are two types of shipments: **Partial Shipments -** This is when the line items on a multiple line PO are received on different shipments or the entire quantity is not received. **Complete Shipments -** This is when all of the line items (whether it is a single line item PO or a multiple line item PO) are received on one shipment.
11.	**Receipt Qty Options** If this is a Receipt for a **Partial Shipment:** **Check:** Retrieve Open PO Schedules and **Select:** No Order Qty

Step	Action
12.	**Receipt Qty Options** (continued) If this is a Receipt for a **Complete Shipment:** **Uncheck:** Retrieve Open PO Schedules and **Select:** Ordered Qty ***NOTE: It is not recommended that PO Remaining Qty be selected.***
13.	Occasionally, the user may attempt to receive more than the quantity listed on the PO (i.e. over shipments) or to 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). When preparing to enter a Receipt from an Invoice, Packing Slip, Bill of Lading, 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.
14.	***NOTE: If a PO Line is found to be an over shipment, the user should not receive the PO Line in question in PeopleSoft. The user must contact their Buyer via email or telephone for further assistance.***
15.	The **Select All** link allows the user to select **all** of the PO lines at once, rather than checking each line received one at a time. The **Clear All** link clears all lines checked.
16.	***NOTE: If this is a Partial Shipment in which most of the PO line items have been received on one shipment, you may opt to select all of the PO lines, at one time, by clicking the Select All link. However, before proceeding to the next step, it is imperative that the user confirm that only the lines actually received from the supplier (and are not an over shipped item) are checked, as shown in this example. If the user enters a receipt for an item 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 does not have an Invoice.***
17.	Click the **Retrieve Open PO Schedules** option to de-select it. 
18.	Click the **Ordered Qty** option. 
19.	Click the **Line 1 Sel** option. 
20.	Click the **OK** button. 

Step	Action
21.	The **Maintain Receipts** page displays. ***NOTE: The current date will default in the page, but can be changed, if required by clicking the Header Details link. The user will enter the date that the item(s) is actually received - <u>not</u> the date it is being entered into the PeopleSoft system.***
22.	Users should receive the item 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). 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 from the Supplier.
23.	Verify that the **Interface Receipt** option is unchecked. If it is not unchecked, click the checkbox to de-select it. ***NOTE: This receipt process will be scheduled to run periodically throughout the day.***
24.	Click the **Header Details** link to adjust the Receipt date. 
25.	Enter the desired information into the **Receipt Date** field. Enter "**040116**".
26.	**Bill of Lading Field** 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 he/she wishes to attach to the **Receipt** (e.g. Bill of Lading number or Packing Slip number, etc.) into the Bill of Lading field. However, the number entered into the Bill of Lading field can be used to retrieve the Receipt entered into PeopleSoft, if needed. ***NOTE: The Packing Slip field is not used since it does not have a search feature (i.e. the Packing Slip field will not appear in the Search page when attempting to retrieve Receipts entered into the PeopleSoft system).***
27.	Enter the desired information into the **Bill of Lading** field. Enter "**654889**".
28.	Click the **OK** button. 
29.	Enter the desired information into the **Receipt Qty** field. Enter "**5**".
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). ***NOTE: When there is an over shipment, if possible, the item(s) should be returned. See the "Reject (Return) an Item in PeopleSoft" topic for detailed instructions on how to reject (return) an item in PeopleSoft.***
32.	If the over-shipped item 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 the PeopleSoft system. Under Louisiana State Law, the user **may accept** up to **10% over** the total cost of the PO, without the necessity of re-bidding the item. However, a **Change Order** **<u>must</u>** be issued by Purchasing **<u>before</u>** the over-shipped item is received into PeopleSoft.
33.	If the overage is **<u>not</u>** **<u>above</u>** the 10% acceptable limit, **the warning message will not be displayed.** Even if the warning message does not display due to overage being under the 10% acceptable limit, **<u>and</u>** the user is able to receive the over-shipped item in 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 <u>must not</u> attempt to receive any over-shipment in PeopleSoft, prior to contacting his/her Buyer for further assistance.***

Procedure for Accepting an Over-Shipment of an Inventory Item

The following **Procedure** will be used for any over-shipped item that the user intends to accept.

For POs $1,000.00 and under only:
If the overage does **not** cause the **total** order to go above $1,000.00 (including shipping, handling and any other relevant charges), the user may **accept** the overage **after** completing the following steps.
1. Contact the Buyer via e-mail or telephone to **request** the Buyer issue a **Change Order.**
2. Once the **Change Order** has been issued, the user may **Receive** the item in PeopleSoft.
3. If the user is **Receiving** multiple PO Line items, the over-shipped item(s) should be bypassed until the **Change Order** has been issued.

For All Other POs:
1. The user must contact the Buyer via e-mail or telephone to request the Buyer issue a **Change Order**. The **Buyer** will review the over-shipment and determine whether **acceptance** of it would violate the ***Louisiana State Procurement Code***. If it does not violate the ***Procurement Code***, a **Change Order** will be issued.
2. Once the **Change Order** has been issued, the user may **Receive** the item in PeopleSoft.
3. If the user is **Receiving** multiple PO Line items, the over-shipped item(s) should be bypassed until the **Change Order** has been issued.

Step	Action
34.	Click the **OK** button. OK
35.	***NOTE: When Receiving an Inventory item as an over-shipment, you do not want to Save the Receipt.*** Click the **Home** link. Home
36.	The **Cancel** button allows you to continue to navigate out of the page without saving the Receipt. Click the **Cancel** button. Cancel
37.	This completes ***Receipt of Over-Shipment for a Non-Inventory Item*****.** **End of Procedure.**

Canceling a Receipt Line

Canceling an Inventory Receipt Line

Procedure

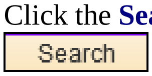
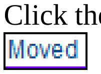
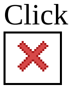
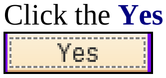
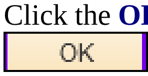
In this topic you learn how to **Cancel an Inventory Receipt Line.**

NOTE: This exercise ONLY applies to LAKMC.

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If the Business Unit does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. 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 should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

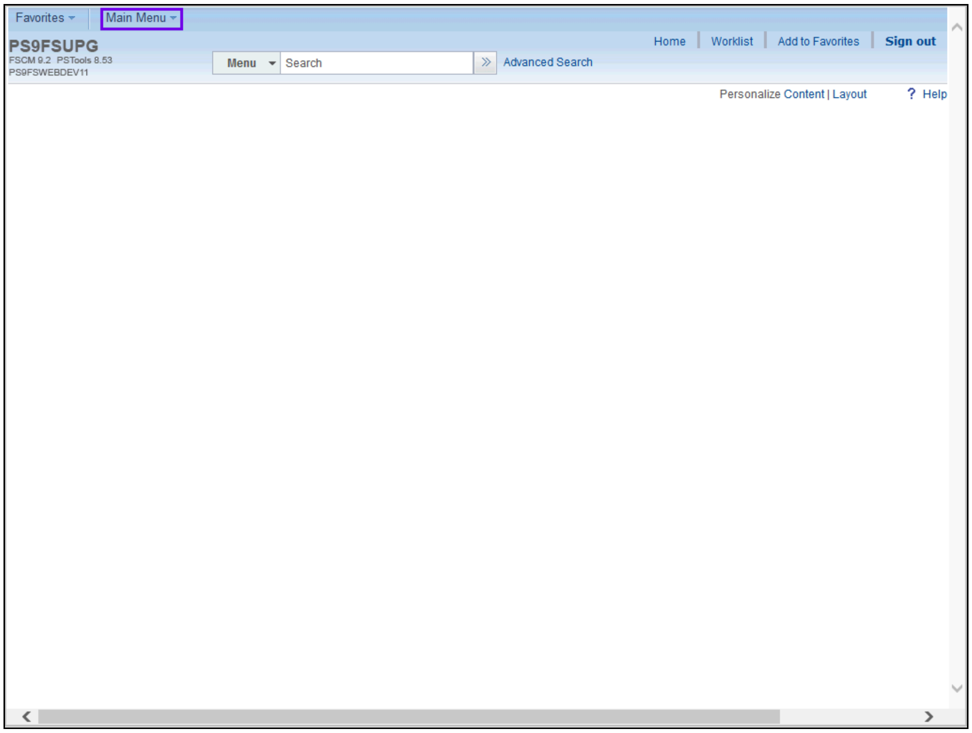
Step	Action
7.	You may enter or select one of the following search criteria to retrieve the Receipt: • **Receipt (ID) Number -** The Receipt Number is generated after entering and saving the receipt. When working in Production, this is the number that you will record after entering a Receipt. See ***"Entering a Receipt for an Inventory Item" and "Entering a Receipt for a Non-Inventory Item" topics for details on obtaining a Receipt Number***. • **Bill of Lading:** The number entered in the Bill of Lading field when you entered the Receipt; or • **PO (ID) Number**
8.	***Caution: Searching only by Ship To Location, Supplier ID, or Received Date could result in a large list of receipts that takes a long time to run.***
9.	Enter the desired information into the **Receipt Number** field. Enter "**037305**".
10.	Click the **Search** button. 
11.	Notice that the **Receipt Status = Moved to Destination**. Click the **Moved** link. 
12.	***NOTE: The Status = Received and the Putaway Status = Moved.***
13.	Click the **Line 1 Cancel Row** button. 
14.	If the line **can** be canceled, a message will display advising that canceling a row cannot be reversed. If the line has been paid by Account Payable and **cannot** be canceled, a message will display advising that the line has been matched.
15.	Click the **Yes** button. 
16.	A message advising that the item has been interfaced to Inventory will display. Click the **Yes** button. 
17.	***NOTE: The Status = Canceled and the Putaway Status = Cancelled.***
18.	Click the **OK** button. 
19.	Click the **Left** button of the scrollbar. 
20.	Click the **Save** button. 

Step	Action
21.	***NOTE: The Receipt Status = Canceled.***
22.	Click the **Home** link. 
23.	This completes ***Canceling an Inventory Receipt Line.*** **End of Procedure.**

Canceling a Non-Inventory Receipt Line

Procedure

In this topic you will learn how to **Cancel a Non-Inventory Receipt Line.**

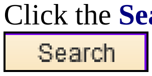
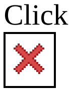


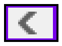
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts
5.	Click the **Find an Existing Value** tab. Find an Existing Value

Step	Action
6.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If the Business Unit does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that your Business Unit defaults for future receipts. *See below for a list of Business Units.*

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
7.	You may enter or select one of the following search criteria to retrieve the Receipt: • **Receipt (ID) Number -** The Receipt Number is generated after entering and saving the receipt. When working in Production, this is the number that you will record after entering a Receipt. See ***"Entering a Receipt for an Inventory Item" and "Entering a Receipt for a Non-Inventory Item" topics for details on obtaining a Receipt Number***. • **Bill of Lading:** The number entered in the Bill of Lading field when you entered the Receipt; or • **PO (ID) Number**
8.	***Caution: Searching only by Ship To Location, Supplier ID, or Received Date could result in a large list of receipts that takes a long time to run.***
9.	Enter the desired information into the **Receipt Number** field. Enter "**0236900**".
10.	Click the **Search** button. 
11.	***NOTE: The Receipt Status = Fully Received.***
12.	Click the **Line 1 Cancel** button. 
13.	If the line **can** be canceled, a message will display advising that canceling a row cannot be reversed. If the line has been paid by Account Payable and **cannot** be canceled, a message will display advising that the line has been matched.

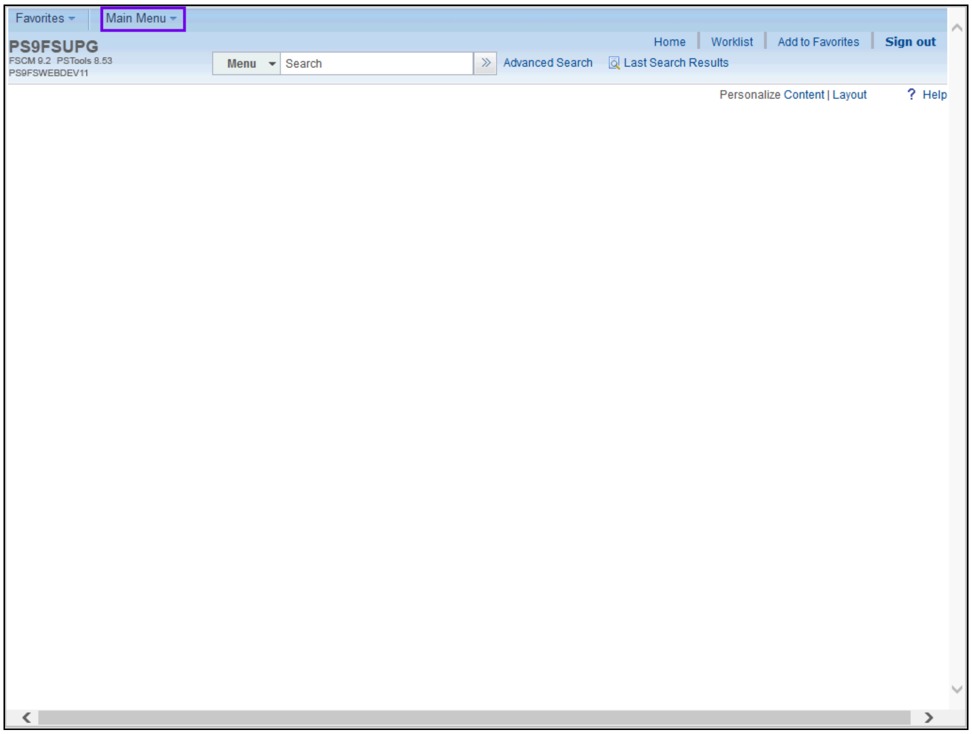
Step	Action
14.	Click the **Yes** button. 
15.	Click the **Left** button of the scrollbar. 
16.	Click the **Save** button. 
17.	***NOTE: The Receipt Line Status = Canceled.*** Click the **Home** link. 
18.	This completes ***Canceling a Non-Inventory Receipt Line***. **End of Procedure.**

Reject (Return) an Item in PeopleSoft

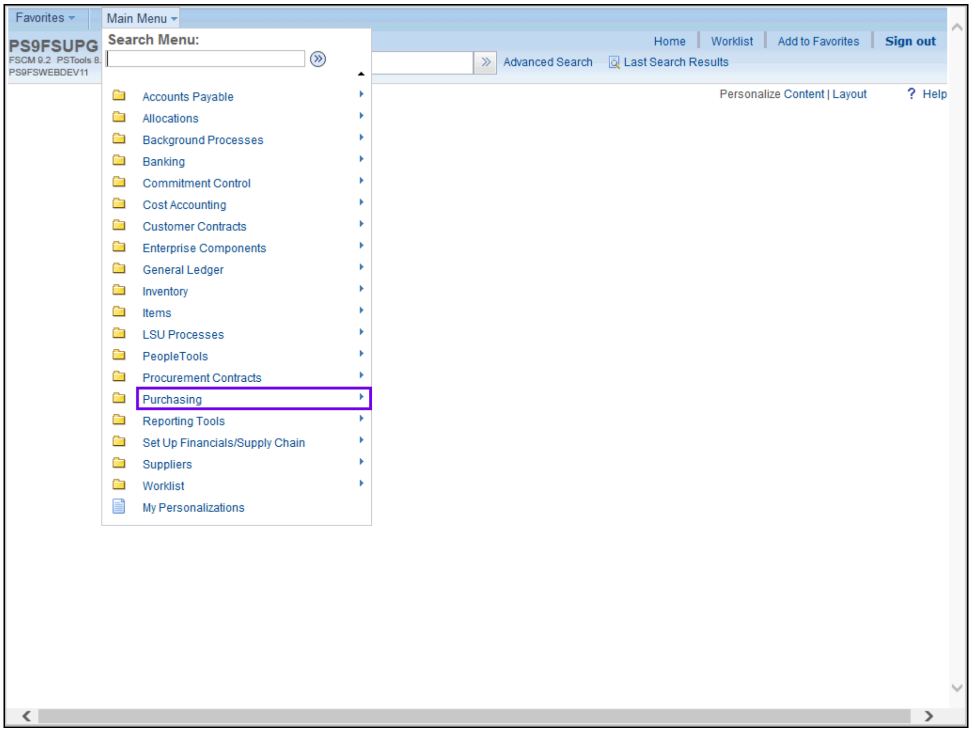
Procedure

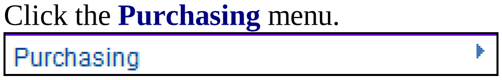
In this topic you will learn how to **Reject (Return) an Item in PeopleSoft.**

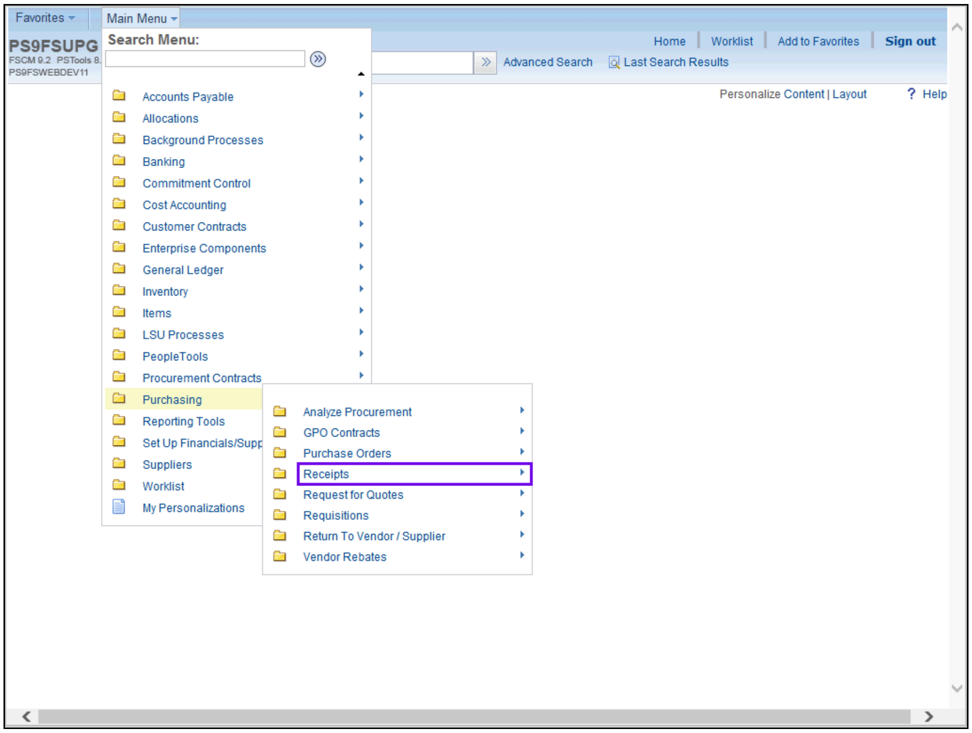
NOTE: When an item is returned, the supplier must be notified. The way that each Business Unit approaches this may vary. Therefore, the user should check his/her Business Unit's policy and procedures for returning goods to a supplier.



Step	Action
1.	Click the **Main Menu** button. 



Step	Action
2.	Click the **Purchasing** menu. 



Step	Action
3.	Click the **Receipts** menu. Receipts
4.	Click the **Add/Update Receipts** menu. Add/Update Receipts
5.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts. *See below for a list of Business Units.*

> ***NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.***
>
> **AMCNO:** Academic Medical Center of New Orleans
> **LAKMC:** Lallie A. Kemp Medical Center
> **LSUNO:** Louisiana State University New Orleans
> **LSUSH:** Louisiana State University Shreveport

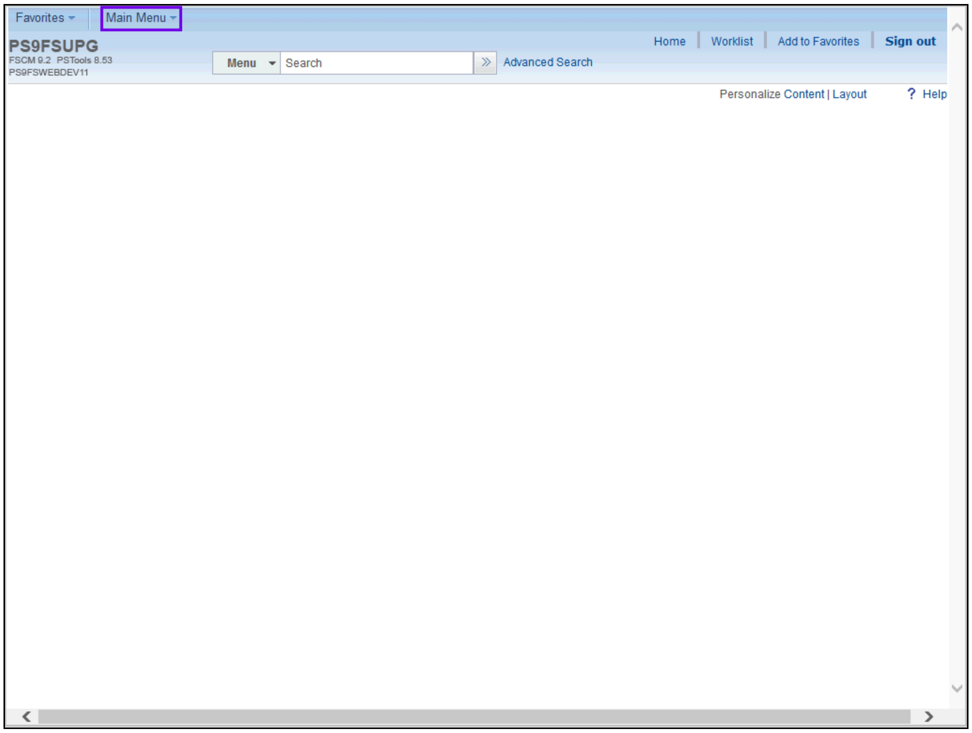
Step	Action
6.	Click the **Add** button. Add
7.	In this example, you will reject a damaged received item for credit. A single line, single item purchase order is used for demonstration purposes.
8.	Enter the desired information into the **ID** field. Enter "**06678666**".
9.	Click the **Retrieve Open PO Schedules** option to de-select it. ☑ Retrieve Open PO Schedules
10.	Click the **Ordered Qty** option. ○ Ordered Qty
11.	Click the **Search** button. Search
12.	Click the **Line 1 Sel** option. ☐
13.	Click the **OK** button. OK
14.	Click the **More Details** tab. More Details
15.	Enter the desired information into the **Reject Qty** field. Enter "**1**".
16.	Click the **Look up Reject Action** button.
17.	Click the **Return for Credit** link. C Return for Credit
18.	Click the **Look up Reject Reason** button.

Step	Action
19.	Click the **Damaged Goods** link. ***NOTE: If this is an over shipment that you are returning, select WRG - Wrong Goods or Service.*** 
20.	If the supplier has provided an **RMA Number**, you may enter it in the **RMA Number** field.
21.	Click the **Save** button. 
22.	Click the **Home** link. 
23.	This completes ***Reject (Return) an Item in PeopleSoft.*** **End of Procedure.**

Inquire on Receipts

Procedure

In this topic you will learn how to **Inquire on Receipts**.

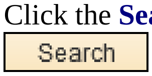


Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Receipts** menu. Receipts
4.	Click the **Review Receipt Information** menu. Review Receipt Information
5.	Click the **Receipts** menu. Receipts

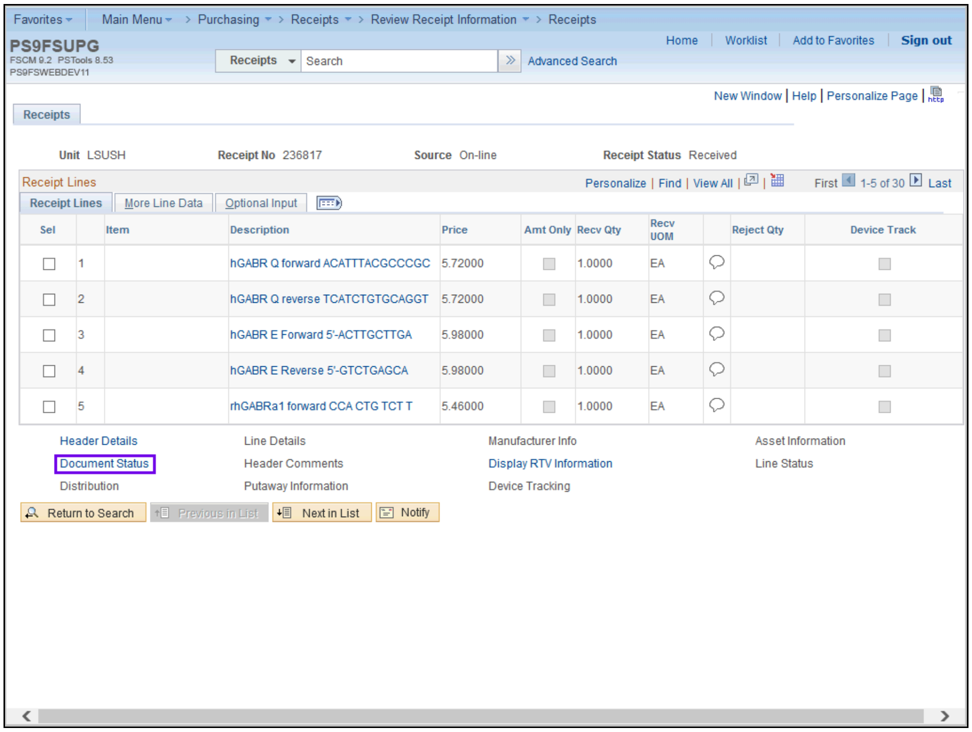
Step	Action
6.	**Business Unit** Your Business Unit should default into the Business Unit field when working in Production. If it does not default, enter it or select it by clicking the **Lookup Business Unit** button to the right of the Business Unit field. Then contact your Purchasing Superuser to ensure that the Business Unit defaults into this field for future receipts. *See below for a list of Business Units.*

NOTE: The following is a list of the Business Units that should be entered into the Business Unit field, depending on the facility at which the end-user is employed.

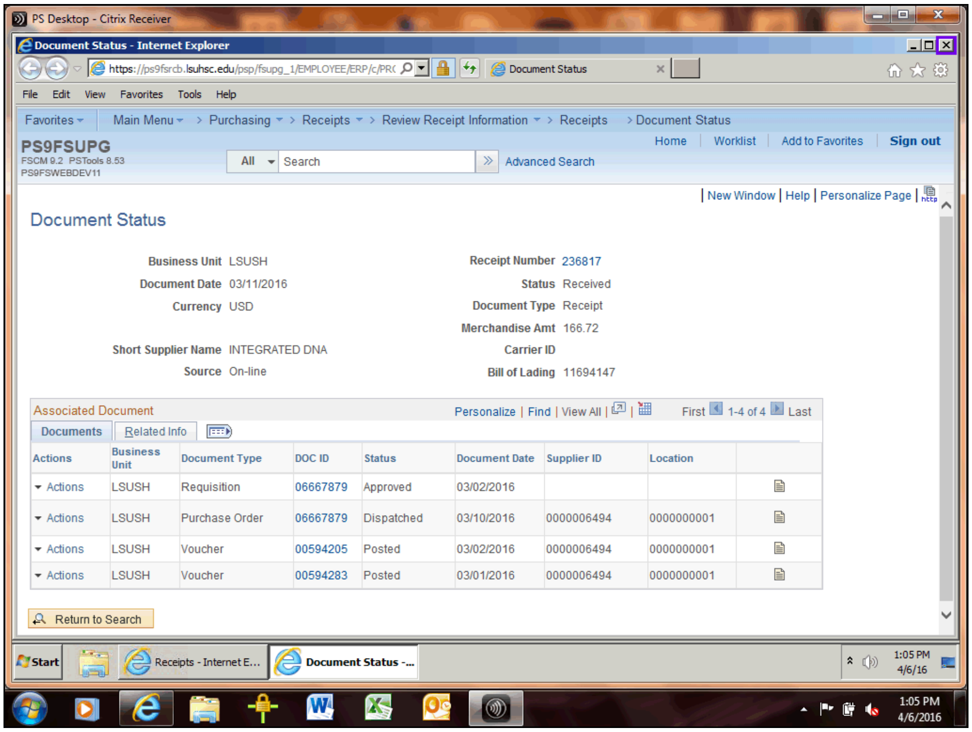
AMCNO: Academic Medical Center of New Orleans
LAKMC: Lallie A. Kemp Medical Center
LSUNO: Louisiana State University New Orleans
LSUSH: Louisiana State University Shreveport

Step	Action
7.	You may enter or select one of the following search criteria to retrieve the Receipt: • **Receipt (ID) Number -** The Receipt Number is generated after entering and saving the receipt. When working in Production, this is the number that you will record after entering a Receipt. See ***"Entering a Receipt for an Inventory Item" and "Entering a Receipt for a Non-Inventory Item" topics for details on obtaining a Receipt Number***. • **Bill of Lading:** The number entered in the Bill of Lading field when you entered the Receipt; or • **PO (ID) Number**
8.	***Caution: Searching only by Ship To Location, Supplier ID, or Received Date could result in a large list of receipts that takes a long time to run.***
9.	Enter the desired information into the **Receipt Number** field. Enter "**236817**".
10.	Click the **Search** button. 
11.	***NOTE: The menu option breadcrumbs are displayed across the top of the page. You will use these to navigate later in the exercise.***

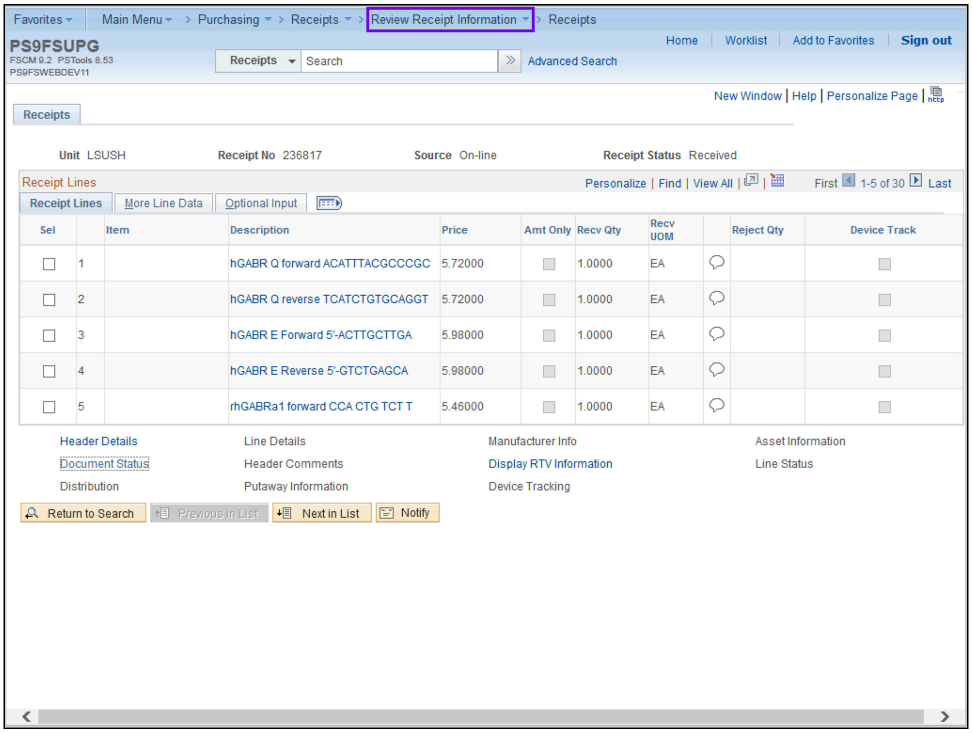
Step	Action
12.	View the **Receipts Inquiry** page. This page displays information such as *Receipt No., Source, and Receipt Status.* The **Receipt Lines** section provides the *Description, Price, Receiving Quantity, Receiving UOM, Comments, and Reject Quantity.*
13.	Click the **More Line Data** tab. More Line Data
14.	View the **More Line Data** page. This page provides additional information regarding the Receipt such as, *Accept Quantity, Net Recv, Supplier UOM, Status, and Ship To location.*
15.	Click the **Optional Input** tab. Optional Input
16.	View the **Optional Input** page to view the *User ID* of the person who entered the receipt and the *Invoice Number*.
17.	Click the **Receipt Lines** tab. Receipt Lines
18.	Click the **Header Details** link to view additional supplier and shipping information. Header Details
19.	The Header Details page displays *Supplier information, Receiving information, Ship To location, the Bill of Lading number, and Packing Slip number*. Click the **Return** button. Return



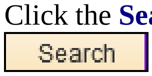
Step	Action
20.	Click the **Document Status** link to view the receipt document status. ***NOTE: This action will open a new window.*** Document Status
21.	The Document Status page displays. From the Document Status page you may view: • The Receipt Inquiry page of this document; • The Inquiry pages of the Requisition, PO, Vouchers and/or Payments that are associated with the Receipt. ***NOTE: You may only view the Vouchers and Payments if you have access to these pages.***



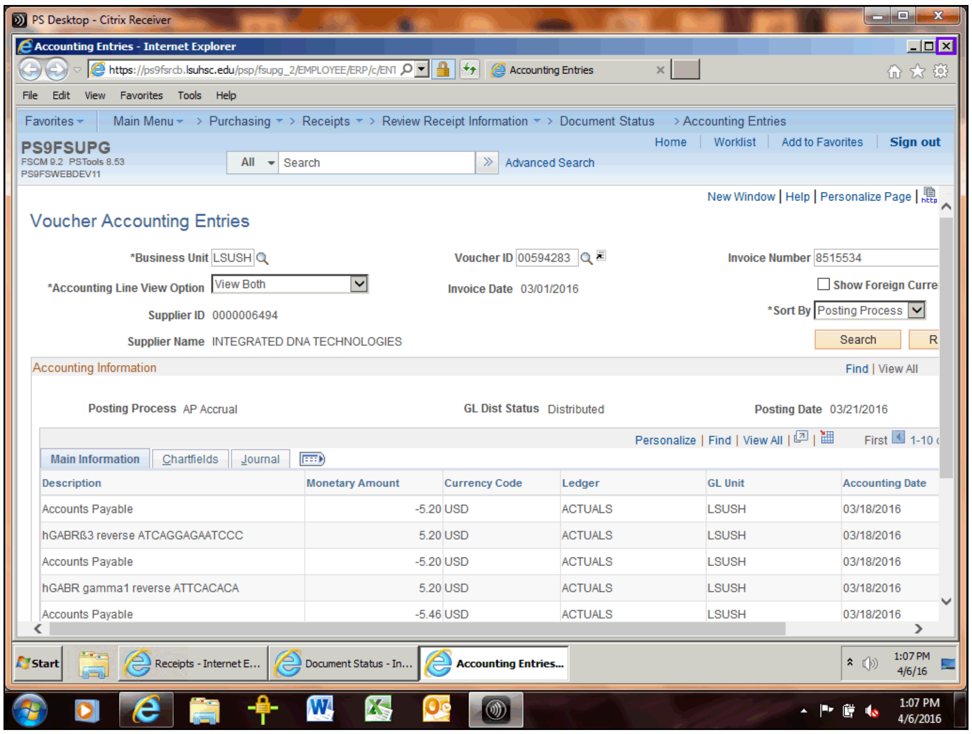
Step	Action
22.	Click the **Close** button.



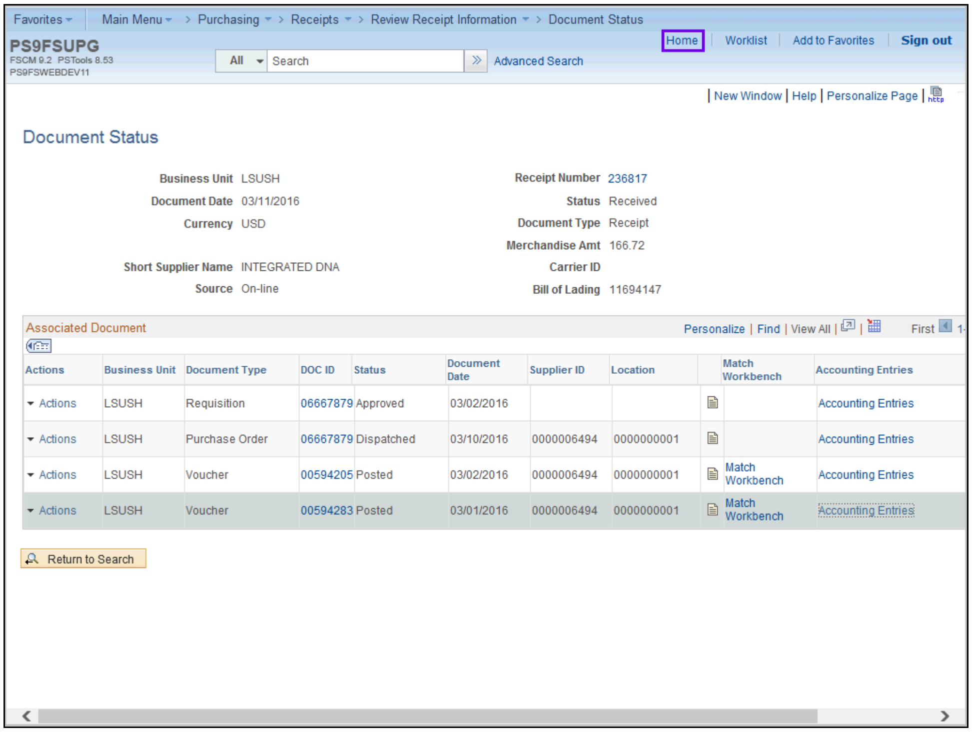
Step	Action
23.	Click the **Review Receipt Information** button. Review Receipt Information
24.	Click the **Receipts by Location** menu. ***NOTE: This functionality will provide a list of Receipts for a specific location and/or department.*** Receipts by Location
25.	Enter the desired information into the **Location** field. Enter "**LSUSH**". ***NOTE: When working in Production, the Location will be the facility at which the end-user is employed.***
26.	Click the **OK** button. OK
27.	View the **Receipt By Location** page. This page provides a listing of receipts for a specific location.
28.	Click the **Review Receipt Information** button. Review Receipt Information
29.	Click the **Document Status** menu. Document Status

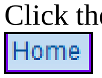
Step	Action
30.	You may enter or select one of the following search criteria to retrieve the Receipt: • **Receipt (ID) Number:** The Receipt Number is generated after entering and saving the receipt. When working in Production, this is the number that you will record after entering a Receipt. ***See "Entering a Receipt for an Inventory Item" and "Entering a Receipt for a Non-Inventory Item" topics for details on obtaining a Receipt Number***. • **Bill of Lading:** The number entered in the Bill of Lading field when you entered the Receipt; or • **User ID**
31.	***Caution: Searching only by Received Date, Receive Source, Receipt Status, Ship To Location, Supplier ID, or Short Supplier Name could result in a large list of receipts that takes a long time to run.***
32.	Enter the desired information into the **Receipt Number** field. Enter "**236817**".
33.	Click the **Search** button. 
34.	View the **Receipt DOC Status** page. This page displays information such as ***Status, Supplier Short Name, Amount*** *and associated documents.* ***NOTE: From the Document Status page you may view:*** ***• The Inquiry page of this document (in this example you may view the Receiver Inquiry page);*** ***• The Inquiry pages of the Requisition Lines, PO, Vouchers and/or Payments associated with the Receipt.*** ***NOTE: You may only view the Vouchers and Payments if you have access to these pages.***
35.	Click the **Show all columns** button. 
36.	When working in Production, you may have several **Accounting Entries** from which to choose. The pages that may be accessed by selecting available **Accounting Entries** include: • **Requisition Accounting Entries** page; • **PO Acctg Ln Lookup (PO Accounting Line Lookup)** page; • **Voucher Accounting Entries** page; • **Payment Accounting Entries** page;

Step	Action
37.	The entry selected as the example for this exercise will display the *Voucher Accounting Entries* page for *Voucher #00594283*. Click the **Accounting Entries** link. ***NOTE: This action opens a new window.*** Accounting Entries



Step	Action
38.	The Voucher Accounting Entries page displays. Click the **Close** button. 



Step	Action
39.	Click the **Home** link. 
40.	This completes ***Inquire on Receipts.*** **End of Procedure.**