

# State of Oklahoma

## COR151

Receiving Manual

Office of Management & Enterprise Services



**OKLAHOMA**

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## Document History

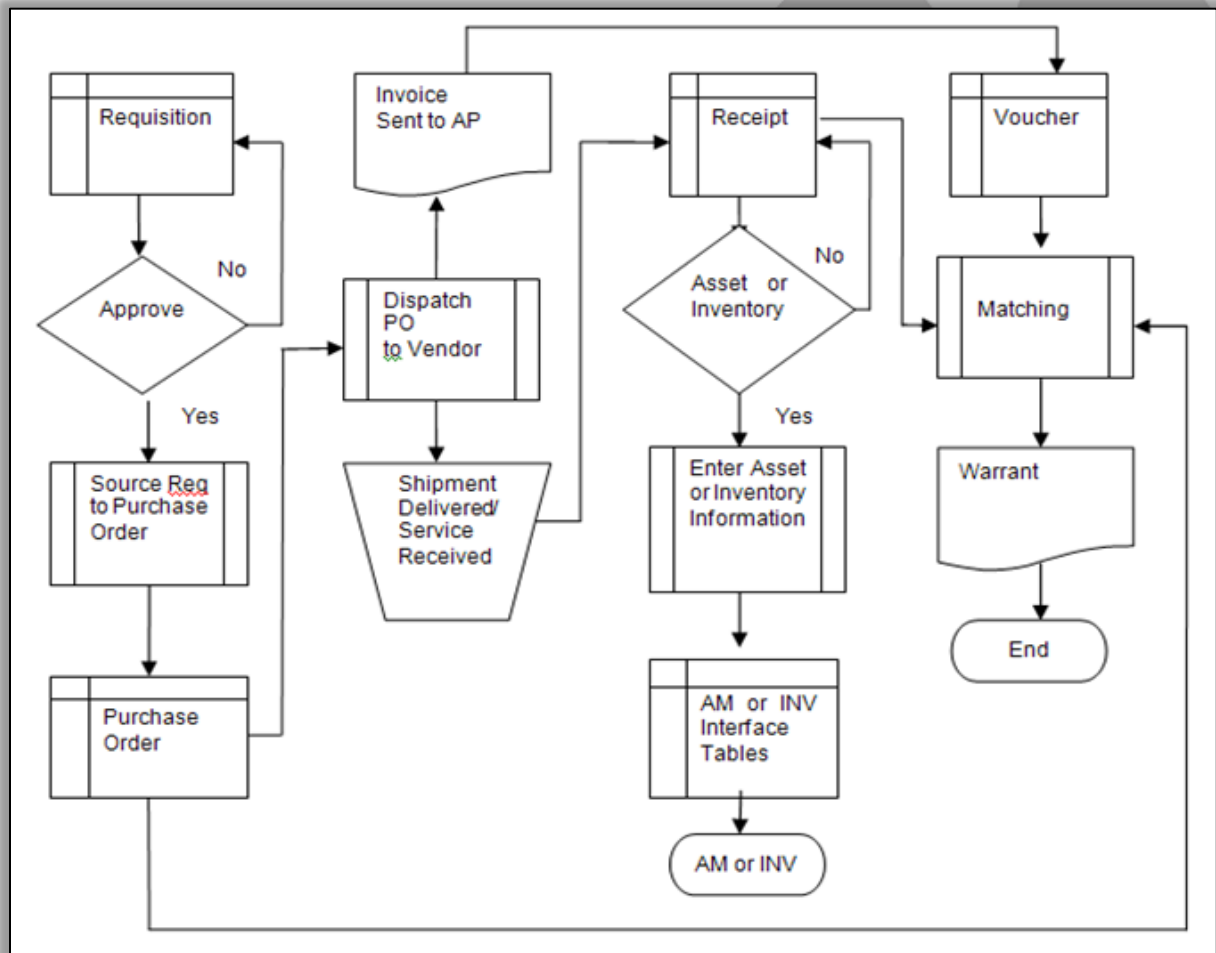
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1.0	03/17/2003	Initial Document
1.1	10/01/2007 9.0	Version Updated
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## Receiving Overview

The PeopleSoft Purchasing Receiving business process enables you to receive, inspect, return and put away goods. Receiving rules are defined in the business processes leading up to actual receipt. These processes include creating requisitions and purchase orders as illustrated in the simplified diagram of the procure-to-pay process.

## Procure To Pay Process



## **Procure-to-Pay**

Begin

Purchasing creates a requisition.

If the requisition is not approved, no further action.

If approved, the requisition is sourced to a purchase order.

The purchase order is dispatched to the supplier.

The supplier delivers the product or executes the service and sends an invoice.

The receiver creates a receipt for the product received or service executed.

If the receipt is an asset item, information is entered on the receipt and the data is integrated to the Asset module.

The payer creates a voucher to pay the invoice.

The matching process is run to ensure the PO, receipt, and voucher match.

A warrant is created to pay the supplier.

When services are executed or goods purchased arrive at the receiving locations, receive them using the PeopleSoft Purchasing Receiving component. Use the online Receiving page to receive, accept, and reject shipment quantities. You can receive full or partial shipments.

End



## Receiving with a Purchase Order

The PeopleSoft system enables receipts to be created for items or services received from Suppliers. It is the preferred method to acknowledge acceptance of goods or services and a good way to create documentation that is accessible online. One (full) or many (partial) receipts can be used to record shipments for a single PO. Receiving can be performed against a PO once it has been dispatched.

### Step 1 – Select PO to Receive Against

To retrieve a PO for receiving shipments, use the following navigation:

**Navigation:** *Purchasing > Receipts > Add/Update Receipts*

**Add a New Value** Tab will default.

**Business Unit** – Defaults to specific agency for each User.

**Receipt Number** – Defaults to NEXT. **DO NOT CHANGE.** The system will auto number each receipt.

**PO Receipt** – Leave the PO Receipt option checked when creating a receipt from a PO.

**Click** the Add button to take you to the Select Purchase Order page.



## Select Purchase Order Page

This page allows the User to define selection criteria for locating ordered items to be received.

**Select Purchase Order**

**Search Criteria**

<p>PO Unit <input style="width: 80%;" type="text" value="09000"/></p> <p>ID <input style="width: 80%;" type="text"/></p> <p>Line <input type="text"/> Schedule <input type="text"/></p> <p>Release <input type="text"/></p> <p>Item ID <input style="width: 80%;" type="text"/></p> <p>Ship To <input style="width: 80%;" type="text" value="09000"/></p> <p>Ship Via <input style="width: 80%;" type="text"/></p> <p><input checked="" type="checkbox"/> Retrieve Open PO Schedules</p>	<p>Days +/- Today <input style="width: 80%;" type="text" value="30"/></p> <p>Start Date <input style="width: 80%;" type="text" value="07/07/2024"/></p> <p>End Date <input style="width: 80%;" type="text" value="09/05/2024"/></p> <p>Supplier Name <input style="width: 80%;" type="text"/> <a href="#">Supplier Lookup</a></p> <p>Supplier Item ID <input style="width: 80%;" type="text"/></p> <p>Manufacturer ID <input style="width: 80%;" type="text"/></p> <p>Manufacturer's Item ID <input style="width: 80%;" type="text"/></p> <p>UPN ID <input style="width: 80%;" type="text"/></p>
--	--

**Receipt Qty Options**

No Order Qty     
  Ordered Qty     
  PO Remaining Qty

The **PO Unit**, **Days +/-Today**, **Start and End Dates** and **Ship To** will default into the page based on the defaults set for the User. (Please note that the PO Unit is required). The user can change the defaults and **enter** criteria into the remaining fields to narrow the search or leave the fields blank to list all of the purchase orders associated with the Business Unit available for receiving between the specified start and end dates.

**PO ID** – A specific PO ID can be entered if it is identified on the receiving documentation. If a **Ship To** value defaulted into the page, it must match the purchase order Ship To or the purchase order will not be retrieved. The **Ship To** can be changed or the field can be cleared.

**Receipt Qty Options** – The **No Order Qty** (no order quantity), **Ordered Qty** (ordered quantity), or **PO Remaining Qty** (purchase order remaining quantity) will be set based on the particular requirements of each State agency. **The PO Remaining Qty is recommended**, since it will display the PO remaining receipt quantity/amount. These options can be changed as long as the default is not blind receiving.

Click the Search button to display the PO schedules available to receive against. Receiving with a PO is done by schedule, so if a single Line has multiple schedules, each schedule will appear on the **Select Purchase Order** page.





## Selected Rows Tab

Purchase order lines/schedules display based on the search criteria. The receiver will need to locate the PO lines in the search results that match the service or contents of the shipment.

### Select Purchase Order

**Search Criteria**

PO Unit <input type="text" value="09000"/>	Days +/- Today <input type="text"/>
ID <input type="text" value="0909023184"/>	Start Date <input type="text"/>
Line <input type="text"/> Schedule <input type="text"/>	End Date <input type="text"/>
Release <input type="text"/>	Supplier Name <input type="text"/> <a href="#">Supplier Lookup</a>
Item ID <input type="text"/>	Supplier Item ID <input type="text"/>
Ship To <input type="text" value="09000"/>	Manufacturer ID <input type="text"/>
Ship Via <input type="text"/>	Manufacturer's Item ID <input type="text"/>
<input checked="" type="checkbox"/> Retrieve Open PO Schedules	UPN ID <input type="text"/>

**Receipt Qty Options**
 No Order Qty
 Ordered Qty
 PO Remaining Qty

**Retrieved Rows**

1-1 of 1

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	09000	0909023184	1	1		07/29/2024	5.0000		1000013634	OFFICE SUPPLIES: General desk/

Select All      Clear All

**Sel – Select** a check box to work with a particular line. Multiple schedules can be selected.

**Due Date** – Date which the shipment is due for this schedule.

**Description** – Description from the purchase order that receiver will use to match the PO lines to service or contents of shipment.

Click the OK button to transfer you to the Receiving page.

## Step 2 – Receive Shipment Quantities

Once you have selected the PO line(s) to receive, click OK to enter the Receiving Page.

### Maintain Receipts – Receiving Page

Maintain Receipts  
Receiving

Business Unit 09000      Receipt Status Open

Receipt ID NEXT      Header Comments/Attachments      Activities

Header  
Header Details

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

Receipt Lines

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	1000013634	OFFICE SUPPLIES: General desk/	5.0000	YR	10.00000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YR

Interface Receipt      Run Close Short      Interface Asset Information

Save      Notify      Refresh      Add      Update/Display

In the header information on the Receiving page, the following information is available.

**Receipt Status** – Displays the status of the receipt header. Values are:

- O – Open
- C – Closed
- M – Moved to destination
- R – Received
- H – Hold
- X – Canceled

The Red X in the upper right hand corner will - Cancels the entire receipt. **This action cannot be reversed.**

[Header Details](#) – Use to view and enter receipt header information including shipment information. This is the link that is used to access the Hold Receipts check box if a receipt needs to be held from further processing.

[Header Comments/Attachments](#) – Use to add header level comments that will be associated with this receiver ID. Once the comments are added, the link will be displayed as Edit Comments. Click the link to add additional header level comments or to review existing ones.

[Activities](#) – Use this page to add or review activities associated with the receipt header.

## Receipt Lines Tab

**Receipt Qty** – Edit the field to record the number of items received. In our example, the receipt quantity populated with the remaining quantity of 100 (see print screen on previous page) because the Receipt Qty Option was PO Remaining Qty. If the PO Remaining Qty exceeded 100 and only a partial amount was received, the received quantity would be changed to the actual quantity received.

**NOTE:** The Receipt Qty field will be filled in with the PO scheduled quantity if Ordered Qty is the Receipt Qty option, and with the remaining scheduled quantity from the PO if PO Remaining Qty is the Receipt Qty option. When receiving a partial shipment, change the quantity to the amount received. The Receipt Qty will be blank if the agency's default is blind receiving. Enter the amount you are actually receiving.

**Accept Qty** – The quantity of items accepted. This display field defaults as a calculated value (subtracts the rejected quantity from the receipt quantity). If received and accepted quantities exceed the quantity open for that schedule, the User will receive a warning message. Items may not be added to the receiving document if they do not already exist on the PO. These items must be added via change order.

**Status** – Displays the status of the receipt line. Initially, the status will be Open. Values are:

- O – Open schedule
- C – Closed schedule
- R – Received schedule
- H – Hold schedule
- X – Canceled schedule

Click on the **View Details** link to see the Source PO information.

Click on the **Copy Quantity Down** button to copy the Receipt Qty value on the selected line to all Receipt Qty fields below.

Click on the Red X on the right of the receipt line to cancel the selected receipt line. This action cannot be reversed.



## More Details Tab

The More Details Tab is used to record rejected quantities and provide reject reasons and codes. See Step 4 – Reject Items in a Shipment for additional information on rejecting delivered items.

The screenshot displays the 'Maintain Receipts' application window. At the top, it shows 'Business Unit 00000', 'Receipt ID NEXT', and 'Receipt Status Open'. Below this is a 'Header' section with tabs for 'Header Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', and 'Source Information'. The 'More Details' tab is currently selected. A table below shows receipt lines with columns for Line, Item, Description, Inspect, Inspect Qty, Reject Qty, Reject Action, Reject Reason, RMA Number, RMA Line, Net Receipt Quantity, PO Price, Supp UOM, Std UOM, Merchandise Amt, \*Allocation Type, Ship To, and Attention To. The first line (Line 1) has Item 1000013634, Description 'OFFICE SUPPLIES: General Desk', and an Allocation Type of 'First In First Out'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

**Allocation Type** – The method selected is used when the receipt quantity is less than the quantity ordered. The allocation type determines the quantities and amounts that will populate the voucher distribution lines from the purchase order distribution lines when the receipt is copied to the voucher. The default is FIFO. Values are:

**FIFO** (first-in-first-out) – Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order.

**Prorate** – The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule's distribution amount.

**Specify** – The user will specify the quantity received for each distribution line.

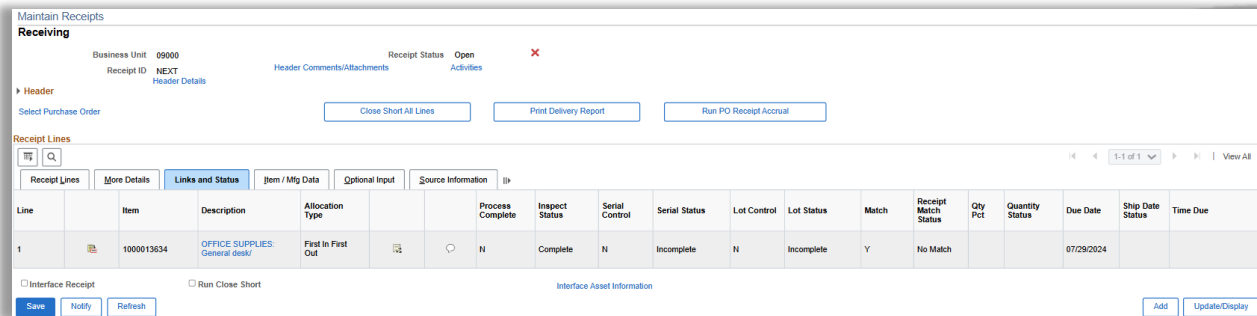
The allocation type can be changed through the **Links and Status** Tab.

**Ship To** – Identifies the location to which the supplier delivered the product.



## Links and Status Tab

The Links and Status Tab displays several statuses, allows receipt line comments to be added using the message icon. Click the Distribution Line icon to access the Receipt Distribution Line page where the Allocation Type can be changed.

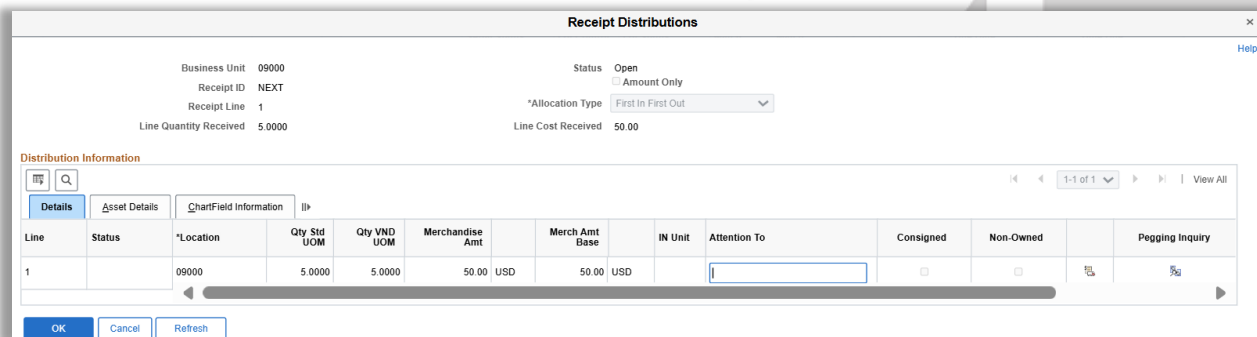


**FIFO (first-in-first-out):** Allocations to the receipt distributions are fulfilled based on the sequence in which they are added to the purchase order schedule. For example, if the first distribution line has not been totally fulfilled, the received quantity remaining is allocated to distribution line 1. Only the quantity and amount from the first distribution line will have an amount and quantity populated in the voucher, but all subsequent purchase order distribution lines from this schedule will copy from the receipt to the voucher so the payer can correct the voucher if the expenditure should have been allocated using another allocation type.

**Prorate:** Allocation to the receipt amount is across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule’s distribution amount. In the example, the expenditure has been allocated to all purchase order distribution lines for this schedule. These are the quantities and amounts that will copy from the receipt to the voucher.

**Specify:** The user will specify the quantity received for each distribution line. When this value is selected, the Qty Std UOM or the Amount field becomes available for entry, depending on whether the transaction line is received by quantity or amount.

**Click** the Distribution link to access the Receipt Distributions page.



# Optional Input Tab

The option to put a receipt line on hold is found on the Optional Input Tab.

Maintain Receipts  
**Receiving**  
 Business Unit 09000 Receipt Status Open  
 Receipt ID NEXT Header Details

Header  
 Select Purchase Order

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines  
 1-1 of 1 View All

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status	Custom Fields
1	1000013634	OFFICE SUPPLIES: General desk	BBENN06	<input type="checkbox"/>						Multiple Pros	NA	Ignored	Custom Fields

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

Once the information has been entered, **click** Save button. Note the Receipt ID.

Maintain Receipts  
**Receiving**  
 Business Unit 09000 Receipt Status Fully Received  
 Receipt ID 000002228 Header Details

Header  
 Select Purchase Order

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines  
 1-1 of 1 View All

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM
1	1000013634	OFFICE SUPPLIES: General desk	5.0000	YR	10.00000	5.0000	Received		<input type="checkbox"/>			YR

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

## Step 3 – Receive “Amount Only” PO

In some cases, receipt quantities for goods or services may be difficult to calculate. Such items can be received by amount rather than quantity.

### Source Information Tab

When the Amount Only check box is selected on the associated PO, the quantity field for the transaction is set to 1 and made unavailable for entry. The Source Information Tab for the purchase order schedule selected in the example illustrates that this PO is set to match by “Amount Only”. It also displays the purchase order amount.

The screenshot displays the 'Maintain Receipts' interface. At the top, it shows 'Business Unit 09000', 'Receipt ID NEXT', and 'Receipt Status Open'. Below this is a 'Header' section with buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The main area is titled 'Receipt Lines' and features a tabbed interface with 'Source Information' selected. A table below shows one line item with the following details:

Line	Item	Description	PO Unit	PO ID	Line	Schedule	Original Substituted Item	Description	PO Amount	Amount Only	Dist by	PO Type
1	1000013634	OFFICE SUPPLIES General desk	09000	0909023168	1	1			3.00	Y	amt	

At the bottom of the interface, there are checkboxes for 'Interface Receipt' and 'Run Close Short', along with buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



## Receipt Lines Tab

For amount-only transaction lines, the Receipt price box is open to edit the amount received.

In our example, the receipt price is populated with the remaining dollar amount because the PO Remaining QTY option was selected on the Select Purchase Order page. If this is a partial receipt, change the received price to the actual dollar amount of the expenditure.

Maintain Receipts

**Receiving**

Business Unit 09000      Receipt Status Open

Receipt ID NEXT      Header Comments/Attachments      Activities

Header

Select Purchase Order

Close Short All Lines      Print Delivery Report      Run PO Receipt Accrual

Receipt Lines

1-1 of 1 | View All

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track
1	1000013634	OFFICE SUPPLIES: General desk/	1.0000	3.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interface Receipt      Run Close Short      Interface Asset Information

Save      Notify      Refresh      Add      Update/Display

The steps to allocate the cost and create the receipt are the same as those explained in **Step 2 – Receive Shipment Quantities**.

---

**NOTE:** Amount Only transactions cannot be used for an asset-related transaction. Assets must be purchased with a Quantity PO.

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## Step 4 – Reject Items in a Shipment

If items in a shipment are damaged, shipped incorrectly, or refused, this information can be recorded on the More Details Tab of the Receiving page before the Receipt is saved.

**Navigation:** *Purchasing>Receipts>Add/Update Receipts*

In the example, receipt quantities are entered for the selected PO lines. All items, including reject items, are included in the Receipt Qty.

Note that the Receipt Qty and Accept Qty values are the same before the rejected items are recorded on the More Details Tab.

Maintain Receipts  
**Receiving**  
 Business Unit 09000 Receipt Status Open  
 Receipt ID NEXT Header Comments/Attachments Activities  
 Header Details  
 Header  
 Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual  
 Receipt Lines  
 Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information  

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	1000013634	OFFICE SUPPLIES: General desk/	3.0000	EA	20.00000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YR

 Interface Receipt Run Close Short Interface Asset Information  
 Save Notify Refresh Add Update/Display

**Click on the More Details Tab on the Receiving page.**



## More Details Tab

Use the More Details Tab to record rejected quantities and provide reject reasons and code.

**Maintain Receipts**  
**Receiving**  
 Business Unit 09000 Receipt Status Open  
 Receipt ID NEXT Header Comments/Attachments Activities

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

Receipt Lines  
 1:1 of 1 View All

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Supp UCM	Std UCM	Merchandise Amt	Allocation Type	Ship To	Attention To
1	1000013634	OFFICE SUPPLIES: General desk	<input type="checkbox"/>		1,000	C	DAM	9999999		2,000	20,000.00	EA	YR	40.00 USD	First In First Out	09015	

Interface Receipt Run Close Short Interface Asset Information  
 Save Notify Refresh Add Update/Display

**Reject Qty** – Enter the quantity of items rejected.

**Reject Action** – Select the Action for the rejects.

**Reject Reason** – Select the reason for the rejection.

**RMA Number** – Enter the Return Merchandise Amount (RMA) number ID if provided by the supplier, otherwise leave blank.

**RMA Line** – Enter the RMA line number if provided by the supplier, otherwise leave blank.

**Net Receipt Quantity** - Displays the net number of items received (Actual quantity received minus the quantity rejected).

Click the Save button.



# Receipt Lines Tab

Note where the Receipt and Accept Qty's differ. This display field defaults as a calculated value (subtracts the rejected quantity from the receipt quantity). Only Accept Qty's will copy from the receipt onto the voucher.

Maintain Receipts

**Receiving**

Business Unit 09000      Receipt Status Open ✖  
 Receipt ID NEXT      Header Comments/Attachments      Activities

Header Details

Header

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

Receipt Lines

1-1 of 1      View All

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	1000013634	OFFICE SUPPLIES: General desk/	3.0000	EA	20.00000	2.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YR

Interface Receipt       Run Close Short      Interface Asset Information

Save      Notify      Refresh      Add      Update/Display

## Asset Receiving

If a Purchase Order Distribution Line specifies an Asset Profile ID, the Receipt is identified as an asset purchase and provides an Asset Management Information page to record physical data, including serial ID, tag ID, custodian, etc. The receipt passes the information to Asset Management so the asset can be added with its Physical Information.

### Step 1 – Select PO to Receive Against

To retrieve an asset PO for receiving shipments, use the following navigation:

**Navigation:** *Purchasing > Receipts > Add/Update Receipts*

Add a New Value” Tab will default.

**Business Unit** – Defaults to specific agency for each User.

**Receipt Number** – Defaults to NEXT. **DO NOT CHANGE.** The system will auto number each receipt.

**PO Receipt** – Leave the PO Receipt option checked when creating a receipt from a PO.

**Click** the Add button to view the Select Purchase Order page.



## Select Purchase Order Page

This page allows the User to define selection criteria for locating ordered items to be received.

The screenshot shows the 'Select Purchase Order' interface. It includes a 'Search Criteria' section with various input fields: PO Unit (80000), ID (8009016687), Line, Schedule, Release, Item ID, Ship To, Ship Via, Days +/- Today, Start Date, End Date, Supplier Name, Supplier Item ID, Manufacturer ID, Manufacturer's Item ID, and UPN ID. There are also 'Receipt Qty Options' for No Order Qty, Ordered Qty (selected), and PO Remaining Qty. A 'Search' button is present. Below the search criteria is a 'Retrieved Rows' section with a table and navigation controls.

Selected Rows	Shipping Related	More Details	>							
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	80000	8009016687	1	1	678	04/22/2024	15.0000			DELL LATITUDE 7440

At the bottom of the table, there are 'Select All' and 'Clear All' options. Below the table are 'OK', 'Cancel', and 'Refresh' buttons.

The **PO Unit**, **Days +/-Today**, **Start and End Dates** and **Ship To** will default into the page based on the defaults set for the User. (Please note that the PO Unit is required). The user can change the defaults and **enter** criteria into the remaining fields to narrow the search or leave the fields blank to list all of the purchase orders associated with the Business Unit available for receiving between the specified start and end dates. In this example, the Short Supplier Name was used to narrow the search.

**PO ID** – A specific PO ID can be entered if it is identified on the receiving documentation. If a Ship To value defaulted into the page, it must match the purchase order Ship To or the purchase order will not be retrieved. The Ship To can be changed or the field can be cleared.

**Receipt Qty Options** – The **No Order Qty** (no order quantity), **Ordered Qty** (ordered quantity), or **PO Remaining Qty** (purchase order remaining quantity) will be set based on the particular requirements of each State agency. **The PO Remaining Qty is recommended** since it will display the PO remaining receipt quantity/amount. These options can be changed as long as the default is not blind receiving.

**Click the Search button to display the PO schedules available to receive against.** Receiving with a PO is done by schedule, so if a single Line has multiple schedules, each schedule will appear on the Select Purchase Order page.

**Selected Rows Tab** – Purchase order lines/schedules display based on the search criteria. The receiver will need to locate the PO lines in the search results that match the service or contents of the shipment. **Click** the radio button in the **Sel** column to select the row. **Click** the Ok button.



## Step 2 – Receive Asset Shipment

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Business Unit 80000', 'Receipt ID NEXT', and 'Receipt Status Open'. Below this, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The main section is titled 'Receipt Lines' and contains a table with the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		DELL LATITUDE 7440	15.0000	EA	1400.00000	15.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

At the bottom of the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. There are also checkboxes for 'Interface Receipt' and 'Run Close Short'.

**Receipt Qty** – Once you have selected the PO line(s) to receive, **enter** the quantity received.

**Serial** – Identifies if the receipt line is serial controlled, meaning the item will require a serial ID to be entered at the time of receipt. If you are receiving an asset and the serial box is not checked, you can select it. The advantage of a serial controlled receipt line is that it separates multiple Items on one line and will **require you** to enter a Serial ID in the receipt for it to move to Asset Management.

**AM Status** – Column designates whether the receipt line is an asset-related line. The status values are:

- Moved – The receipt line has been interfaced to PeopleSoft Asset Management.
- N/A (**not applicable**) – The AM Status will **not be displayed** because it is not asset-related.
- Pending – The receipt line is an asset item that has not been moved to the assets staging area and is pending interface with PeopleSoft Asset Management.

**Click** the [Pending](#) link in the AM Status column to access the Asset Management Information for the Line.



## Step 3A – Scenario #1 – Single Funded Assets

The receipt line associated with the Asset Management Information for Line page is identified under Maintain Receipts. Use this page to enter the asset physical information to be sent to PeopleSoft Asset Management.

**Asset Management Information for Line 1**

Business Unit: 80000      Status: Open      DELL LATITUDE 7440  
 Receipt ID: NEXT      Item:  
 Receipt Line: 1      Standard UOM: EA

Next Asset ID

**Distribution Information**

Distribution Line: 1      Capitalize: Non Cap  
 Business Unit: 80000      CAP Sequence:  
 Profile ID: HARDWARE01      Employee ID:  
 CAP #:  
 Cost Type:  
 Distributed Quantity: 15,000  
 Merchandise Amount: 21000.00

**Apply to Details**

Select Action: Assign Tag Ids      Multiplier: 1  
 Enter Starting Number: HARDWARE01      \*Start Row: 1  
 Overwrite existing numbers      Apply

**Asset Details**

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	80000	Open	15,000			NEXT			HARDWARE01

PO Comment

Line:

OK    Cancel    Refresh

## Distribution Information

**Distribution Line** – The PO distribution line associated with the PO line and schedule selected. When only one distribution line is associated with a receipt line, the asset is single funded.

**Profile ID** – The Profile ID defaults onto the Distribution Line based on the Item ID selected on the Purchase Order Line and **cannot be overridden on the receipt**.

**NOTE:** If the Profile ID appears to be incorrect, exit the receipt without saving it and ask the CPO to change the Profile ID on the PO.

**Cost Type** – This field should populate with a ‘C’ for ACFRc assets (assets with a unit price greater than or equal to \$25,000.00.)

**Capitalize** – The value should be ‘Non Cap’. Assets will be capitalized from the Accounts Payable voucher.

**Distributed Quantity** – The quantity on the PO distribution line.

**Merchandise Amt** – The cost on the PO distribution line.



## Asset Information Tab

**Dist Seq** – Distribution sequence number associated with the selected asset. These numbers are assigned to detail rows on the asset. These values can be greater than 1 if multiple serial IDs or tag numbers exist.

**Quantity** – If the item does not require serialization, then one row is generated with a quantity equal to the distribution quantity. If the item being received requires serialization, the number of rows generated is equal to the distribution quantity converted to the standard unit of measure.

**Tag Number** – **Enter** the asset tag number for asset row. The system checks the tag number that you entered on the receipt to make sure it is not already assigned to an asset. If the tag number has already been assigned to another asset the system gives a warning message.

**Serial ID** – This field is available for entry only when the Serial option is selected for the selected line on the Maintain Receipts - Receiving page. **Enter** the Serial ID for the distribution sequence if the field is available.

---

**NOTE:** If the receipt line is serial controlled, but there is no Serial ID, the field can be populated with the tag number. If a Serial ID is not available at the time of receipt, enter a value that will alert the agency Asset Manager that this ID must be obtained and entered correctly in Asset Management after the physical information is passed to Asset Management.

---

**Asset ID** – The default value is ‘NEXT’ allowing the system to assign the next asset ID. **Do not override.**

The plus button will allow additional distribution sequence numbers to be added. In this example, the receipt line could not be serialized because the Item ID was not specified as serialized. The quantity field for each row must be changed to 1.





## Apply to Details

Use the "Apply to Details" options to populate similar Tag or Serial IDs quickly when there are multiple distribution sequence rows.

**Asset Management Information for Line 1**

Business Unit 80000 Status Open  
 Receipt ID NEXT Item DELL LATITUDE 7440  
 Receipt Line 1 Standard UOM EA  
 Next Asset ID

**Distribution Information**

Distribution Line 1 Capitalize Non Cap  
 Business Unit 80000 CAP Sequence  
 Profile ID HARDWARE01 Employee ID  
 CAP # Distributed Quantity 15,000  
 Cost Type Merchandise Amount 21000.00

**Apply to Details**

Select Action Assign Tag IDs  
 Enter Starting Number HARDWARE01  
 Overwrite existing numbers  
 Multiplier 1  
 \*Start Row 1  
 Apply

**Asset Details**

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	80000	Open	15,000	HARDWARE01		NEXT			HARDWARE01

PO Comment

Line:

OK Cancel Refresh

**Assign Tag IDs and Assign Serial IDs** – If the receipt line is serial controlled, both the Asset Serial IDs and Assign Tag IDs options are available. If the receipt line is not serial controlled, only the ‘Assign Tag IDs’ is available.

**Enter Starting Number** – If you assign serial IDs, this represents the starting serial ID, which is assigned to the first detail row and is indicated by the Start Row field. If you assign tag IDs, this represents the starting tag ID, which is assigned to the first detail row and is indicated by the Start Row field.

**Start Row** – This is a required field and automatically changes to a value of 1. Indicate the detail row to use as the starting point for assigning values that are determined by the starting number and multiplier.

**Overwrite existing numbers** – Select to override existing values in the detail grid rows for either the tag ID or serial ID, depending on which action is selected (Assign Tag IDs or Assign Serial IDs).

**Click Apply** button to assign the tag ID (or serial ID) values to the detail rows in the grid based on the starting number and the start row values.

Note the Quantity, Tag Number and Asset ID fields on the **Asset Information Tab** after clicking Apply.



## More Details Tab

The More Details Tab holds additional Asset Physical Information.

**Asset Management Information for Line 1**

Business Unit 80000      Status Open      Item DELL LATITUDE 7440  
 Receipt ID NEXT      Standard UOM EA  
 Receipt Line 1

Next Asset ID

**Distribution Information**

Distribution Line 1      Capitalize Non Cap  
 Business Unit 80000      CAP Sequence  
 Profile ID HARDWARE01      Employee ID  
 CAP #      Distributed Quantity 15,000  
 Cost Type      Merchandise Amount 21000.00

**Apply to Details**

Select Action Assign Tag Ids  
 Enter Starting Number HARDWARE01  
 Overwrite existing numbers

Multiplier 1  
 \*Start Row 1  
 Apply

**Asset Details**

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1		80024				N

**PO Comment**

Line:

OK Cancel Refresh

**VIN** – Enter the VIN if applicable. The VIN number will be available if the Asset Type defaulted from the Profile ID is set to allow this value to be stored on the Asset. This field is available for distribution sequence lines added by clicking the plus button.

**Custodian** – Enter the custodian’s name in the format of Last,First with no spaces.

**Location** – Enter the Agency’s internal location where the Asset will be located. Use the prompt feature to look-up all valid locations values for the agency.

**Mfg ID** – Mfg ID can be assigned at time of receipt as part of the Asset Physical information. If the manufacturer is not pre-defined, submit a help desk case to request it be added.

**Model** – Enter the model’s information.

Click the OK button to return to the Maintain Receipts page.



## Interface Receipt

**Interface Receipt Box** – Executes a Receiver Interface Push batch process to move the receipt to Asset Management in real time when saving the Receipt if the Interface Receipt box is checked on the Receiving page. The box default can be to check the box automatically based on the user preference setup.

Maintain Receipts  
**Receiving**  
 Business Unit 80000 Receipt Status Open  
 Receipt ID NEXT Header Comments/Attachments Activities  
 Header  
 Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual  
 Receipt Lines  
 Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information  

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1	DELL LATITUDE 7440		15.0000	EA	1400.00000	15.00000	Open				EA	Pending	Device Track

 Interface Receipt Run Close Short Interface Asset Information  
 Save Notify Refresh Add Update/Display

Click the Save Button– Upon **clicking** the following message displays and identifies the receipt number, the receipt integration RECV\_02 process, and the process instance number of the job.

Receipt, 0000000070, is saved and Job, RECV\_02, has been scheduled for process (Process Instance = 29240046). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

OK

Click the OK button.



## Step 3B – Scenario #2 – Split Funded Asset

The Asset Management Information for Line page accommodates split-funded purchase orders. An asset may be funded by multiple classes or it may be shared among departments or operating units. The Use One Asset ID feature assigns one asset ID to all the PO distribution lines associated with the receipt line and retains the split-funding in Asset Management.

If the receipt line is serial controlled, the system verifies the following for the selected receipt line:

- **The sum of interface record quantities for any given serial ID is 1.**
- **Only one asset ID is assigned to any given serial ID on the receipt line.**
- **Only one tag number is assigned to any given serial ID on the receipt line.**

In this example, a single asset has been split-funded .50 Quantity to each of two Programs, shown below.

The screenshot shows a window titled "Receipt Distributions" with the following details:

- Business Unit: 18500
- Receipt ID: NEXT
- Receipt Line: 1
- Line Quantity Received: 1.0000
- Status: Open
- Allocation Type: First In First Out
- Line Cost Received: 4036.87

The "Distribution Information" section contains a table with the following data:

Line	Status	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project	Activity
1		18500	541120		1000	22000	8840140	24		E0201			
2		18500	541120		1000	22000	8840140	24		E0203			

**NOTE:** If more than one asset is on a PO line and it has split funding, you can use schedules to separate the quantities, within the schedule. Each line will have its own distribution for the chartfields.

## Maintain Receipts

The Maintain Receipts page reflects the receipt quantity on the PO schedule. Always **click** the **Pending** link in the AM status column to access the Asset Management Information for Line page and view the distribution information.

**Maintain Receipts**  
**Receiving**

Business Unit 1850      Receipt Status Open ✘  
 Receipt ID NEXT      Header Comments/Attachments      Activities

Header  
 Select Purchase Order                 

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		S# BJK06 Mobile Precision 76	1.0000	EA	4036.87000	1.0000	Open		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track <span style="color: red;">✘</span>

Interface Receipt       Run Close Short      Interface Asset Information

# Distribution Information

Click the [View All](#) link to display all Distribution Information.

**Asset Management Information for Line 1**
Help

Business Unit 18500  
 Receipt ID NEXT  
 Receipt Line 1

Status Open  
 Item S# BJ6X06 Mobile Precision 76  
 Standard UOM EA

Distribution Information
1-2 of 2
View 1

Distribution Line 1  
 Business Unit 18500  
 Profile ID HARDWARE01  
 CAP #  
 Cost Type

Capitalize Non Cap  
 CAP Sequence  
 Employee ID  
 Distributed Quantity 0.5000  
 Merchandise Amount 2018.43

**Apply to Details**

Select Action Assign Tag Ids  
 Enter Starting Number  
 Overwrite existing numbers

Multiplier 1  
 \*Start Row 1

Asset Details
1-1 of 1
View All

Asset Information
More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	18500	Open	0.5000			NEXT			HARDWARE01	✖	+

Distribution Information
1-1 of 1
View All

Distribution Line 2  
 Business Unit 18500  
 Profile ID HARDWARE01  
 CAP #  
 Cost Type

Capitalize Non Cap  
 CAP Sequence  
 Employee ID  
 Distributed Quantity 0.5000  
 Merchandise Amount 2018.44

**Apply to Details**

Select Action Assign Tag Ids  
 Enter Starting Number  
 Overwrite existing numbers

Multiplier 1  
 \*Start Row 1

Asset Details
1-1 of 1
View All

Asset Information
More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	18500	Open	0.5000			NEXT			HARDWARE01	✖	+

PO Comment
1 of 1
View All

Line:

**Distribution Line** – The PO distribution line associated with the PO line and schedule selected. When more than one distribution line is associated with a receipt line, the asset is split funded.

**Profile ID** – The Profile ID defaults onto the Distribution Line based on the Item ID selected on the Purchase Order Line and **cannot be overridden** on the receipt.

---

**NOTE:** If the Profile ID appears to be incorrect, exit the receipt without saving it and ask the CPO to change the Profile ID on the PO.

---

**Cost Type** – This field should populate with a ‘C’ for ACFR assets (assets with a unit price greater than or equal to \$25,000.00.)

**Capitalize** – The value should be ‘Non Cap’. Assets will be capitalized from the Accounts Payable voucher.

**Distributed Quantity** – The quantity on the PO distribution line.

**Merchandise Amt** – The cost on the PO distribution line.



## Asset Information Tab

The screenshot shows the 'Asset Details' form with the 'Asset Information' tab selected. The table below shows one row with the following data:

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	18500	Open	0.5000			NEXT			HARDWARE01

Below the table, the 'Apply to Details' section is visible, showing a dropdown menu set to 'Assign Tag Ids' and an 'Apply' button.

**Dist Seq** – Distribution sequence number associated with the selected asset. These numbers are assigned to detail rows on the asset. The value will be 1 for each of the distribution lines associated with a split funded assets on the PO line and schedule selected.

**Quantity** – If the item is split funded, then the sum of the amounts on the Distribution Sequence rows must equal 1.

**Tag Number** – **Enter** the same asset tag number on each Distribution Sequence row. The system checks the tag number that you entered on the receipt to make sure it is not already assigned to an asset. If the tag number has already been assigned to another asset the system gives a warning message.

---

**NOTE:** The same tag number must be entered on all Distribution Sequence rows in order for all the rows to be assigned the same Asset ID. If one of the tag numbers is omitted, the Asset does not interface properly to Asset Management.

---

**Serial ID** – This field is available for entry only when the Serial option is selected for the selected line on the Maintain Receipts - Receiving page. **Enter** the Serial ID for the distribution sequence.

---

**NOTE:** The same serial ID must be entered on all Distribution Sequence rows in order for all the rows to be assigned the same Asset ID. If the receipt line is serial controlled, but there is no Serial ID, the field can be populated with the tag number. If a Serial ID is not available at the time of receipt, **enter** a value that will alert the agency Asset Manager that this ID must be obtained and entered correctly in Asset Management after the physical information is passed to Asset Management.

---





**Asset ID** – The default value is ‘NEXT’ allowing the system to assign the next asset ID. **Do not override.**

**Click** the Use One Asset ID button at the top of Asset Management Information page to combine split asset distribution lines into a single asset ID when the receipt is interfaced to Asset Management.

The screenshot displays the 'Asset Management Information for Line 1' window. At the top, it shows receipt information: Business Unit 18500, Receipt ID NEXT, Receipt Line 1, Status Open, Item SIF BJ6X06 Mobile Precision 76, and Standard UOM EA. There are two buttons: 'Next Asset ID' and 'Use One Asset ID'. Below this is the 'Distribution Information' section for two lines. Line 1 has Distribution Line 1, Business Unit 18500, Profile ID HARDWARE01, CAP #, Cost Type, Capitalize Non Cap, CAP Sequence, Employee ID, Distributed Quantity 0.5000, and Merchandise Amount 2018.43. Line 2 has similar information with a Merchandise Amount of 2018.44. Each line has an 'Apply to Details' section with a 'Select Action' dropdown (set to 'Assign Tag Ids'), an 'Enter Starting Number' field, a 'Multiplier' field (set to 1), and a '\*Start Row' field (set to 1). Below the distribution info is an 'Asset Details' table. The table has columns: Dist Seq, AM Business Unit, Status, Quantity, Tag Number, Serial ID, Asset ID, Next Asset ID, Number, Profile ID, and a red 'X' icon. The first row shows Dist Seq 1, AM Business Unit 18500, Status Open, Quantity 0.5000, Asset ID NEXT, Next Asset ID (with a refresh icon), Number 1, and Profile ID HARDWARE01. At the bottom is a 'PO Comment' section with a text area and 'OK', 'Cancel', and 'Refresh' buttons.

**Number** – Upon using the Use One Asset ID functionality, the system combines split asset distribution lines into a single asset ID by assigning a value of 1 to the Seq Nbr (sequence number) field on each of the receipt asset row for each distribution row of the receipt line that appears.

## More Details

**Enter** the additional physical information in the More Details Tab (see the prior chapter).

**Click** the OK button to return to the Maintain Receipts page.

Review that Interface Receipt Box button to verify it is checked and **click** Save.

Receipt, 0000004240, is saved and Job, RECV\_02, has been scheduled for process (Process Instance = 29240052). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

OK



## Physical Transaction Interfaced into Asset Management

The Asset IDs are assigned to each distribution row at the time the receipt is interfaced to Asset Management. The ChartField distribution will be retained in Asset Management.

**Navigation:** *Asset Management > Send/Receive Information > Approve Physical Information > Review A*

Interface ID 10011082
Line Num 1

PI ID
MC Defn ID

---

Physical A Information
1 of 1 | View All

Unit: 18500

Asset ID: 00000003792

Description: SI# BJ6X08 Mobile Precision 78

Short Desc: SI# BJ6X08

Tag Number: TAG-01

Serial ID:

Voucher ID:

Invoice:

Invoice Date:

PO No.: 1859018934

Receipt No.: 0000004240

Procurement Group ID:  Seq

Primary Unit: N

Item ID:

Linear Asset

Auto Approval Status

Load Type: Non-Financial Add

Load Status: Pending

System Source: PO Online Entry Panel

Profile ID: HARDWARE01

Threshold ID:

Location: 18500

Area ID:

Empl ID:

Custodian:

Parent ID:

Project:

Quantity: 0.5000 USD

Amount: 2,018.44

VAT Inv: 0.00

Sales Tax: 0.00

Use Tax: 0.00

Freight: 0.00

Misc Chrg: 0.00

Total Amount: 2,018.440

Detailed Description

SI# BJ6X08 Mobile Precision 7880

222 characters remaining

Save
Return to Search
Previous in List
Next in List
Notify



## Step 4 – Review Receipt after the Receiver Interface Push

To review the receipt information after the Receiver Interface Push, follow the navigation below.

**Navigation:** *Purchasing > Receipts > Review Receipt Information > View Receipt Information*

To narrow your search, **enter** a combination of search criteria including Receipt Number, PO Number, Receipt Status, etc.

**Receiving**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Business Unit =

Receipt Number begins with

Bill of Lading begins with

PO Business Unit =

Item ID begins with

User ID begins with

PO Number begins with

Ship To Location begins with

Supplier ID begins with

Received Date =

Receipt Status =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Click the Search button to retrieve the receipt information.

**Receipts**

Unit 18500      Receipt No 000004240      Source On-line      Receipt Status Moved

**Receipt Lines**

1-1 of 1 | View All

Receipt Lines	More Line Data	Optional Input								
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track	
<input type="checkbox"/>	1		SI# BJ6X06 Mobile Precision 76	4,036.87000	<input type="checkbox"/>	1.0000	EA	<input type="text"/>	<input type="checkbox"/>	

[Header Details](#)      [Line Details](#)      [Manufacturer Info](#)      [Asset Information](#)  
[Document Status](#)      [Header Comments](#)      [Display RTV Information](#)      [Line Status](#)  
[Distribution](#)      [Putaway Information](#)      [Device Tracking](#)

The Receipt Status is “Moved” indicating the receipt has been interfaced to Asset Management.  
Receipt Status – Displays the status of the Receipt. The values are:

- O - Open
- C - Closed
- R - Received
- H - Hold
- X - Canceled
- M - Moved to Destination
- C - Closed
- N - PO Not Received

**Recv Qty** – The actual quantity received.

**Reject Qty** – The quantity rejected.

**Sel** – Selecting a receipt line activates hyperlinks at bottom of page to view additional information related to the selected receipt line.



## Canceling Receipts

If you need to cancel a receipt or cancel a line on a receipt after it has been entered and saved, you must first **select** the Receipt Number.

**Navigation:** *Purchasing > Receipts > Add/Update Receipts > Find an Existing Value*

**Receiving**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

\*Business Unit =

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

Case Sensitive

**Business Unit** – Defaults to specific agency for each User.

**Receipt Number** – **Enter** the receipt number that you wish to cancel. If you leave the field blank, a list of receipts will be available when you **click** on the Search button.

**Click** on the Search button to transfer you to the Receiving page.



## Receiving Page

Click on the Red X at the header level to cancel the entire receipt. Click the Red X at the line level to cancel a line on the receipt. In the example, the receipt is canceled at the header level since there is only one receipt line.

Maintain Receipts  
Receiving

Business Unit 18500 Receipt Status Moved to Destination **X**  
 Receipt ID 000004240 Header Comments/Attachments Activities  
 Header Details Document Status

Header  
 Select Purchase Order

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		SIF_BJEX06 Mobile Precision 76	1.0000	EA	4036.87000	1.0000	Received	43211503	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Moved	Device Track <b>X</b>

Interface Receipt  Run Close Short

This cancel action cannot be reversed. You will receive the following message:

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

Click on Yes if you wish to cancel the receipt. Confirm **Interface Report** button is checked and **click** on the Save button.

Receipt, 000004240, is saved and Job, RECV\_02, has been scheduled for process (Process Instance = 29240058). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

Receipt Status of receipts canceled at the header level changes to Canceled at the Header and Line levels.

Maintain Receipts  
Receiving

Business Unit 18500 Receipt Status Canceled **X**  
 Receipt ID 000004240 Header Comments/Attachments Activities  
 Header Details Document Status

Header  
 Select Purchase Order

Receipt Lines

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status
1		SIF_BJEX06 Mobile Precision 76		EA	4036.87000		Canceled	43211503	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Moved

Interface Receipt  Run Close Short

**NOTE:** When receipt line(s) are cancelled but at least one receipt line has a Received Status, the Receipt Status remains Received, but the Status of the canceled lines will change to Canceled.