State of Oklahoma
COR151

Receiving Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

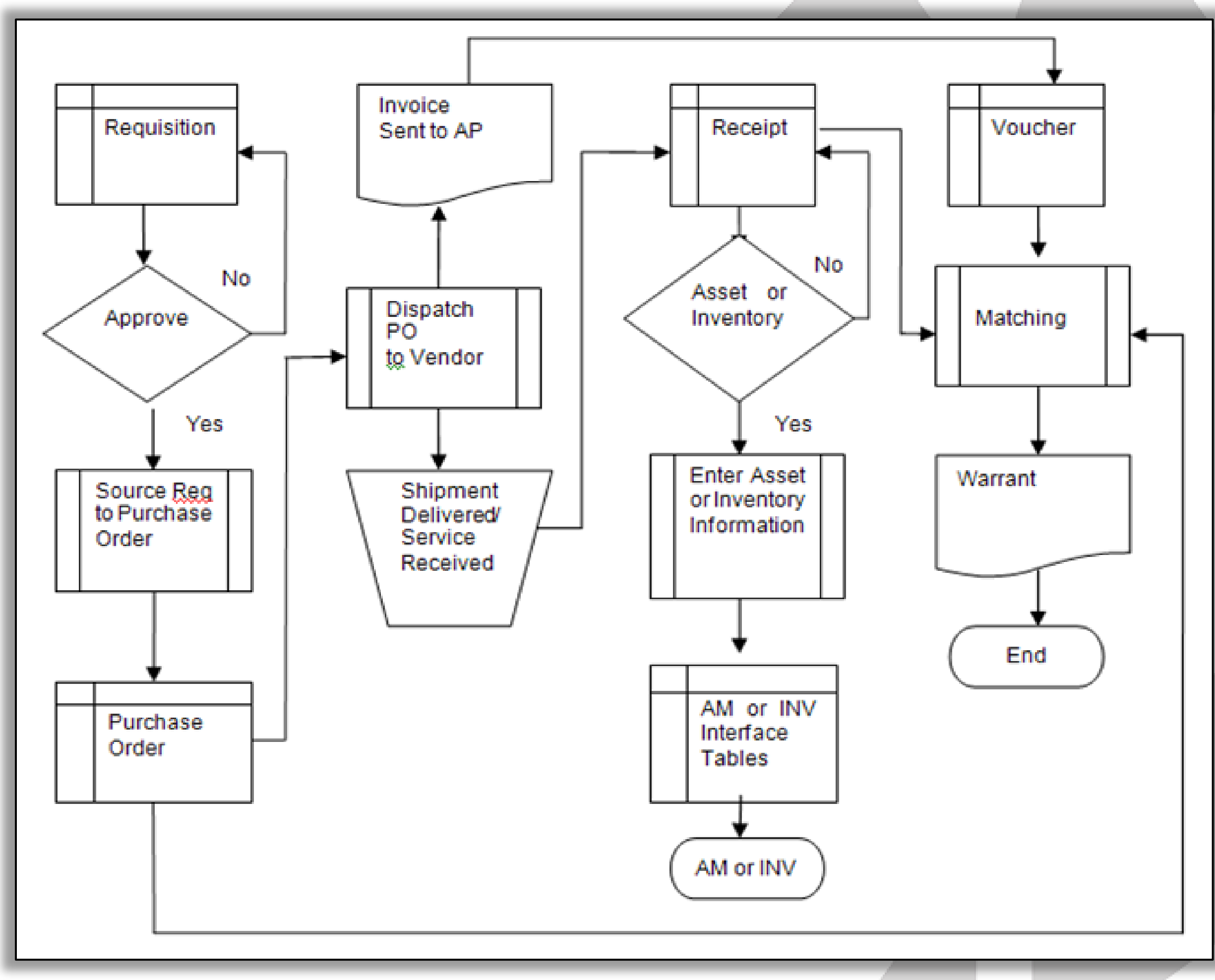
Document History

Document Revision	Date	Description
1.0	03/17/2003	Initial Document
1.1	10/01/2007 9.0	Version Updated
1.2	05/01/2011	ADA Compliance
1.3	01/26/2021	Logo Change
1.4	12/19/2024	Upgrade Update
1.5	03/20/2026	Image Update; Review

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



<u>Procure-to-Pay</u>

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.

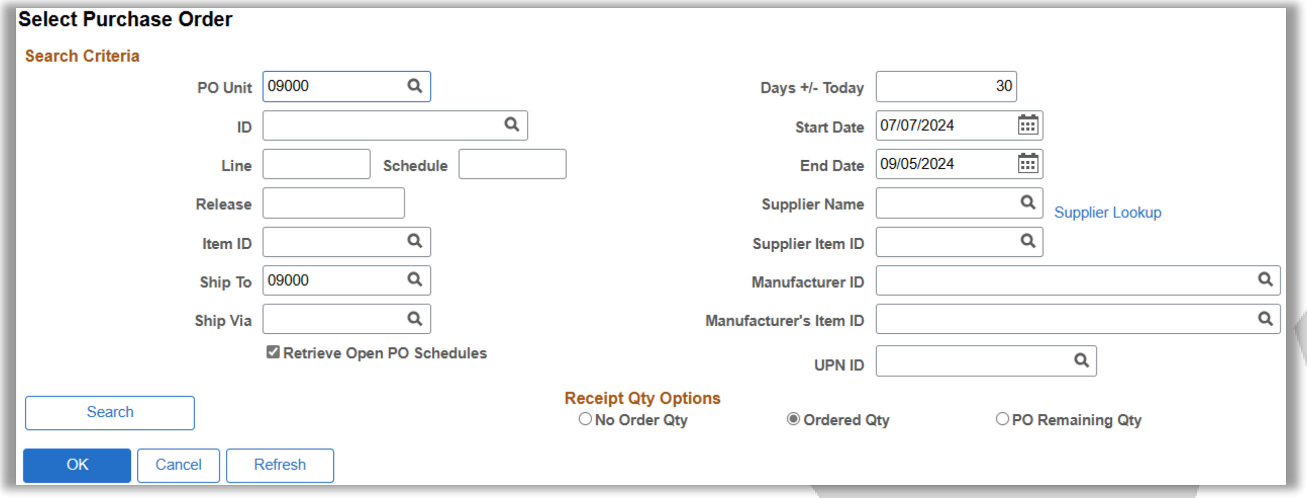
Receipt Number – Defaults to NEXT. **DO NOT CHANGE**. The system will auto number each receipt.

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.



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.

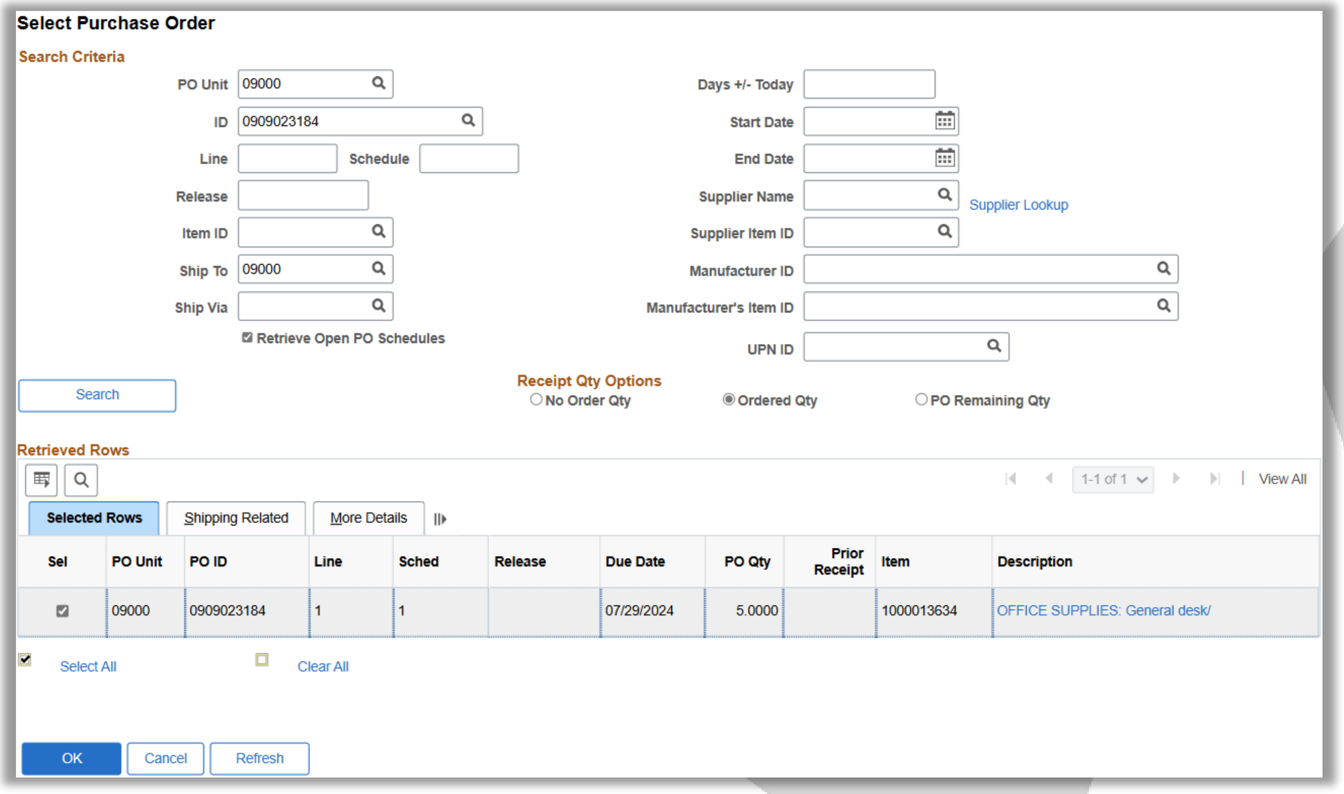
PO ID – A specific PO ID can be entered if it is identified on the receiving documentation. If a **Ship To** value defaulted into the page, it must match the purchase order Ship To or the purchase order will not be retrieved. The **Ship To** can be changed or the field can be cleared.

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.



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.

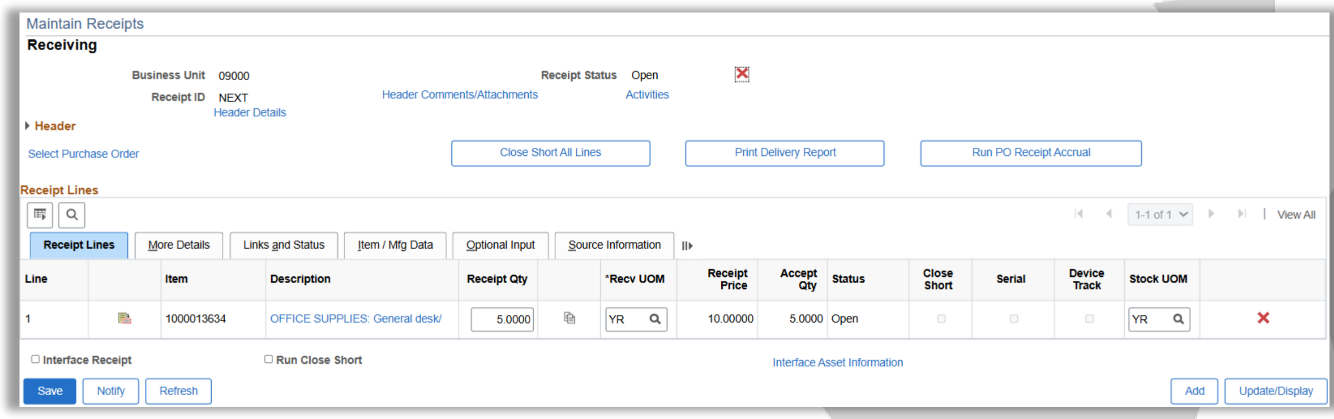
Description – Description from the purchase order that receiver will use to match the PO lines to service or contents of shipment.

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



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**.

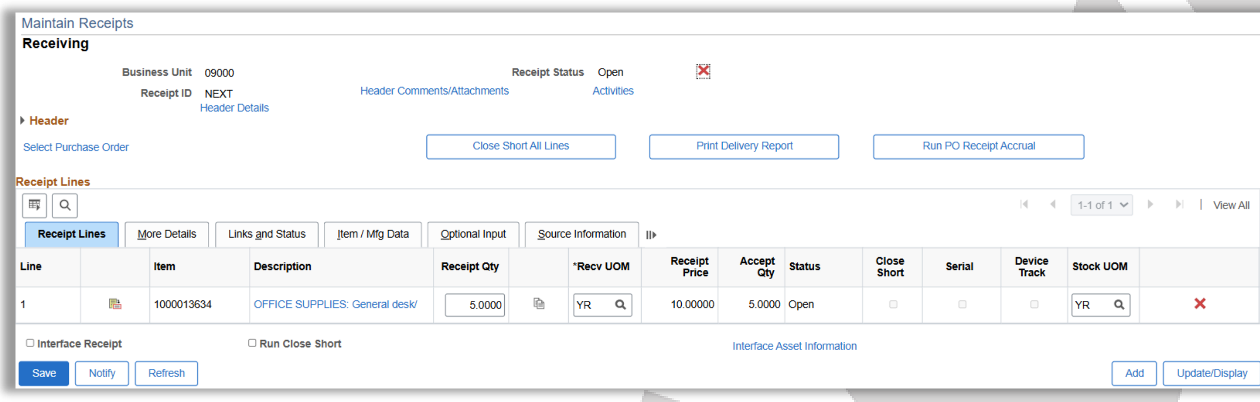
Header Details – Use to view and enter receipt header information including shipment information. This is the link that is used to access the Hold Receipts check box if a receipt needs to be held from further processing.

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

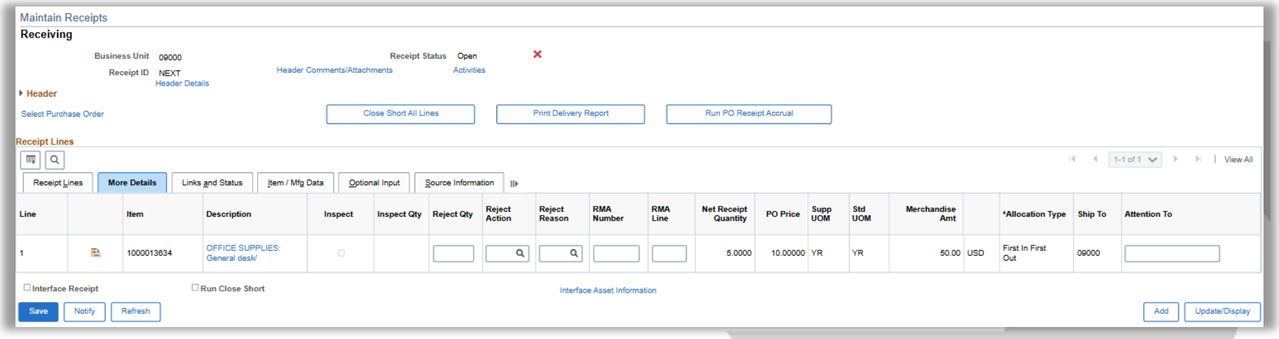
Click on the **View Details** link to see the Source PO information.

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.



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:

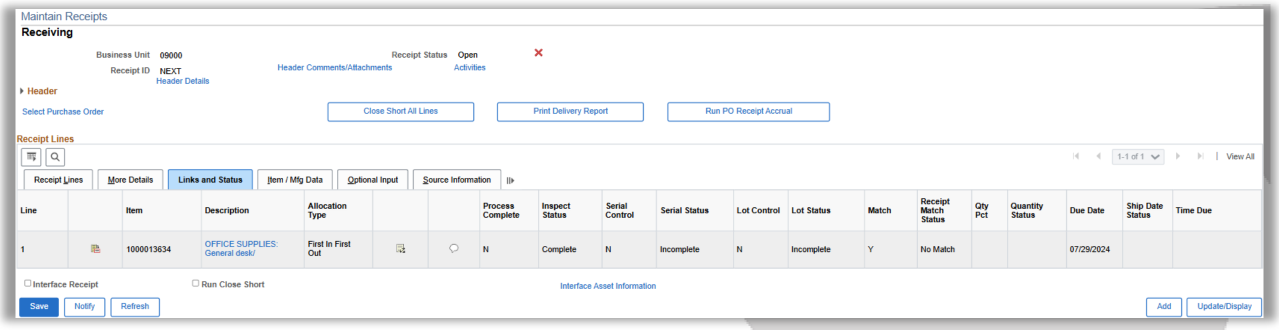
FIFO (first-in-first-out) – Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order.
Prorate – The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase 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.

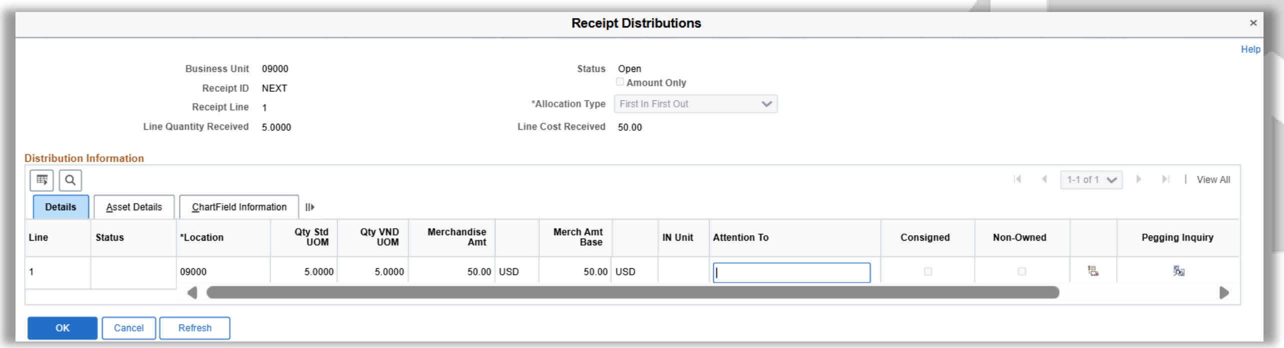


FIFO (first-in-first-out): Allocations to the receipt distributions are fulfilled based on the sequence in which they are added to the purchase order schedule. For example, if the first distribution line has not been totally fulfilled, the received quantity remaining is allocated to distribution line 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.

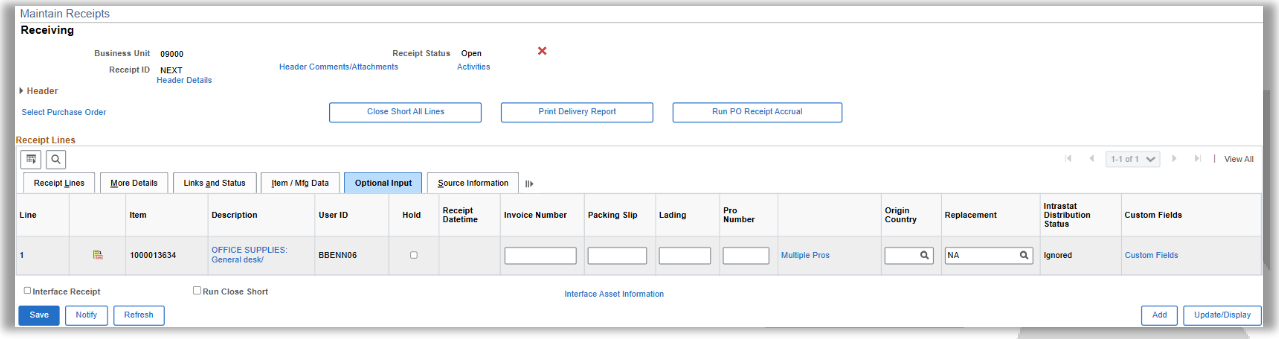
Specify: The user will specify the quantity received for each distribution line. When this value is selected, the Qty Std UOM or the Amount field becomes available for entry, depending on whether the transaction line is received by quantity or amount.

Click the Distribution link to access the Receipt Distributions page.

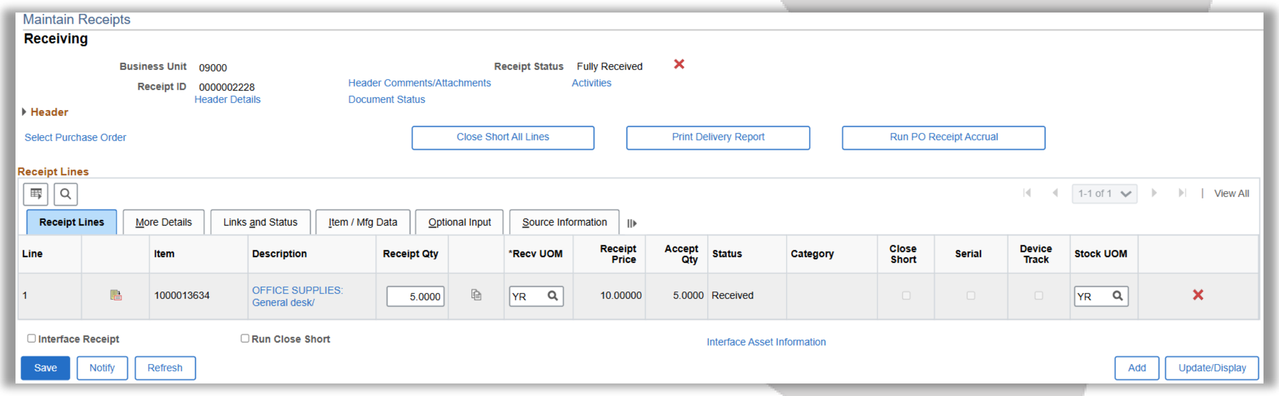


Optional Input Tab

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



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

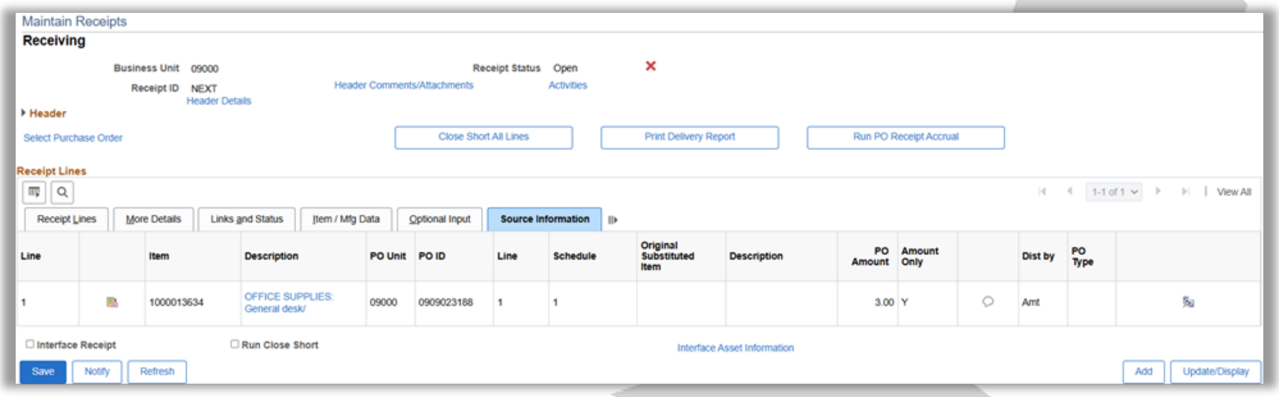


Step 3 – Receive "Amount Only" PO

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

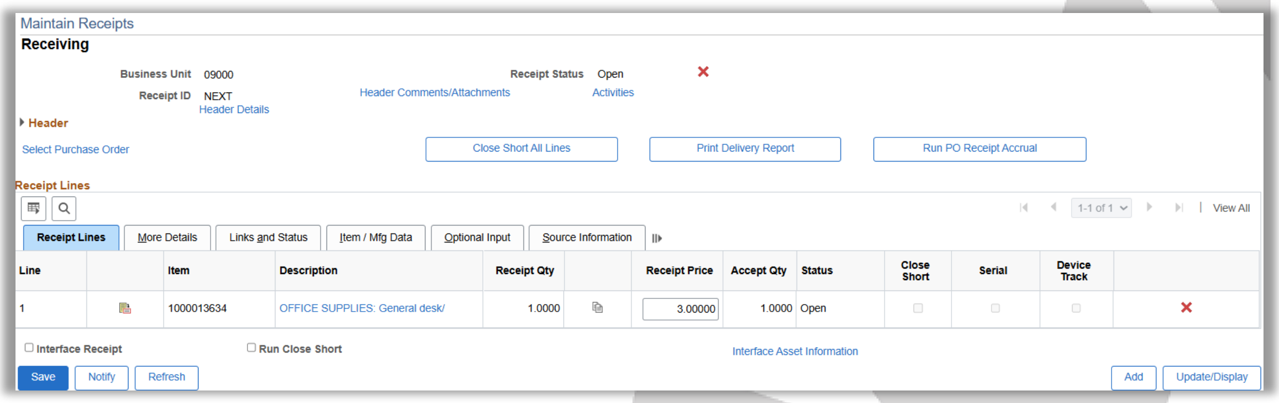
When the Amount Only check box is selected on the associated PO, the quantity field for the transaction is set to 1 and made unavailable for entry. The Source Information Tab for the purchase order schedule selected in the example illustrates that this PO is set to match by "Amount Only". It also displays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



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.



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.

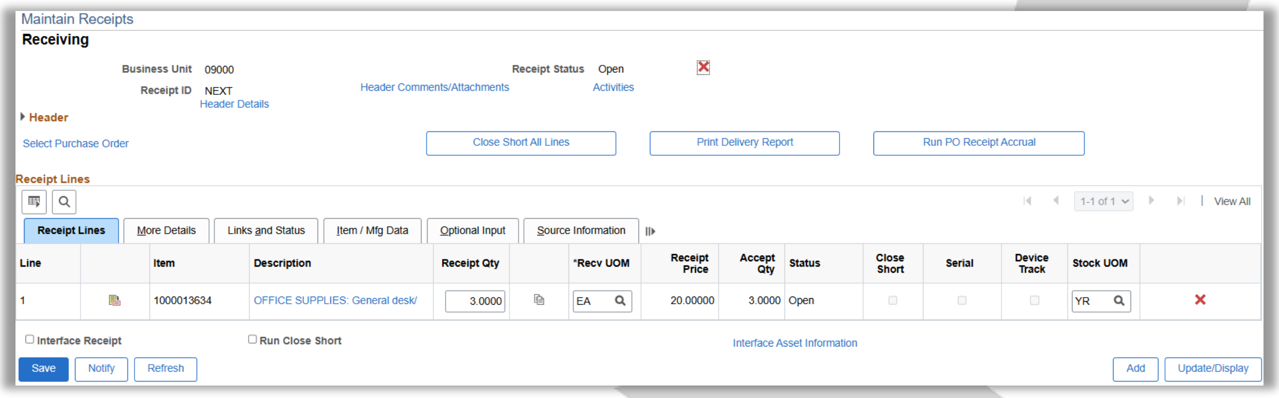
Step 4 – Reject Items in a Shipment

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.

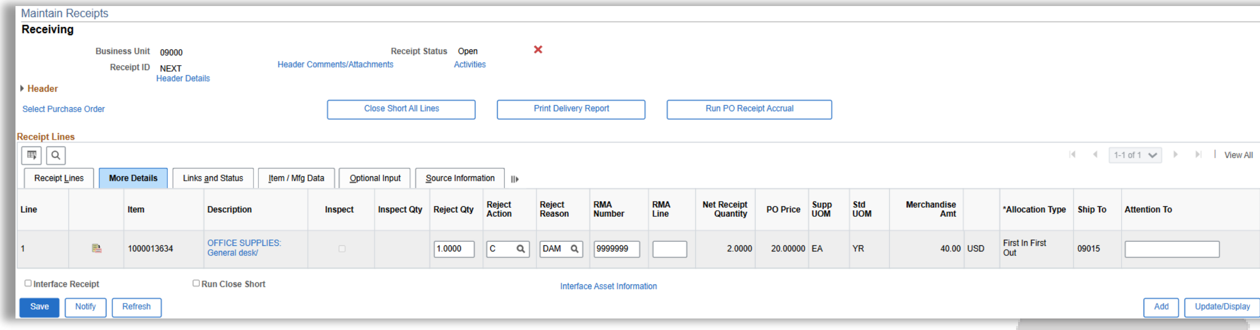
Note that the Receipt Qty and Accept Qty values are the same before the rejected items are recorded on the More Details Tab.



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.



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.

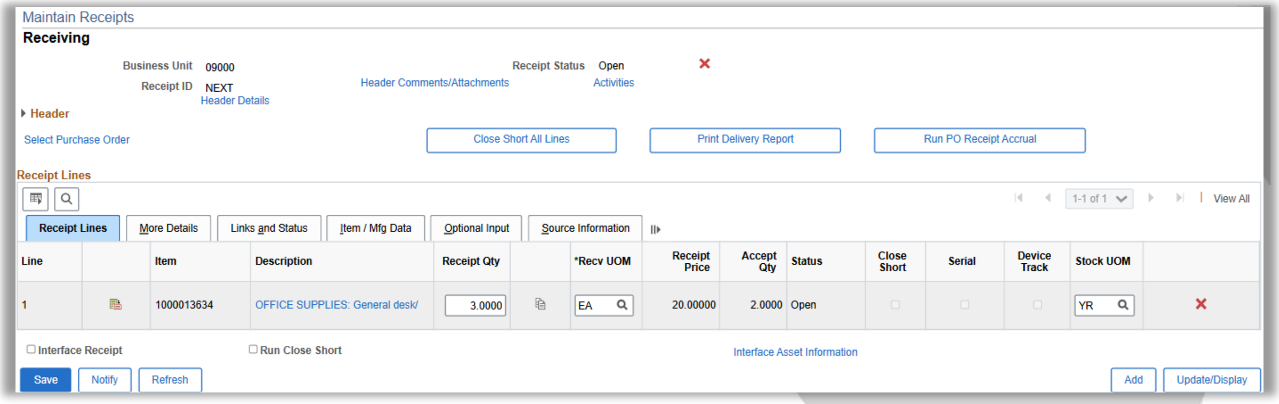
RMA Line – Enter the RMA line number if provided by the supplier, otherwise leave blank.

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.



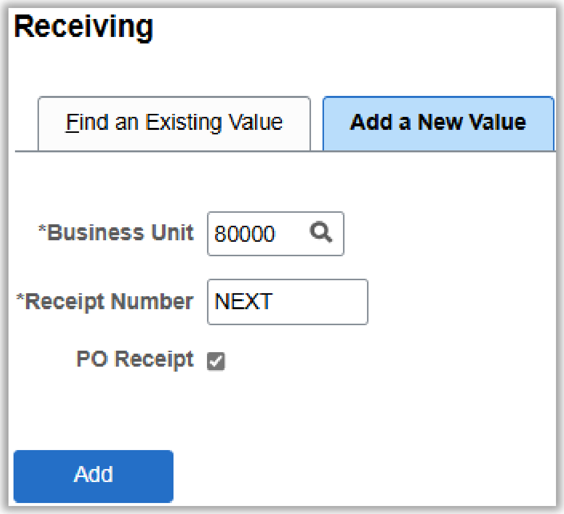
Asset Receiving

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.

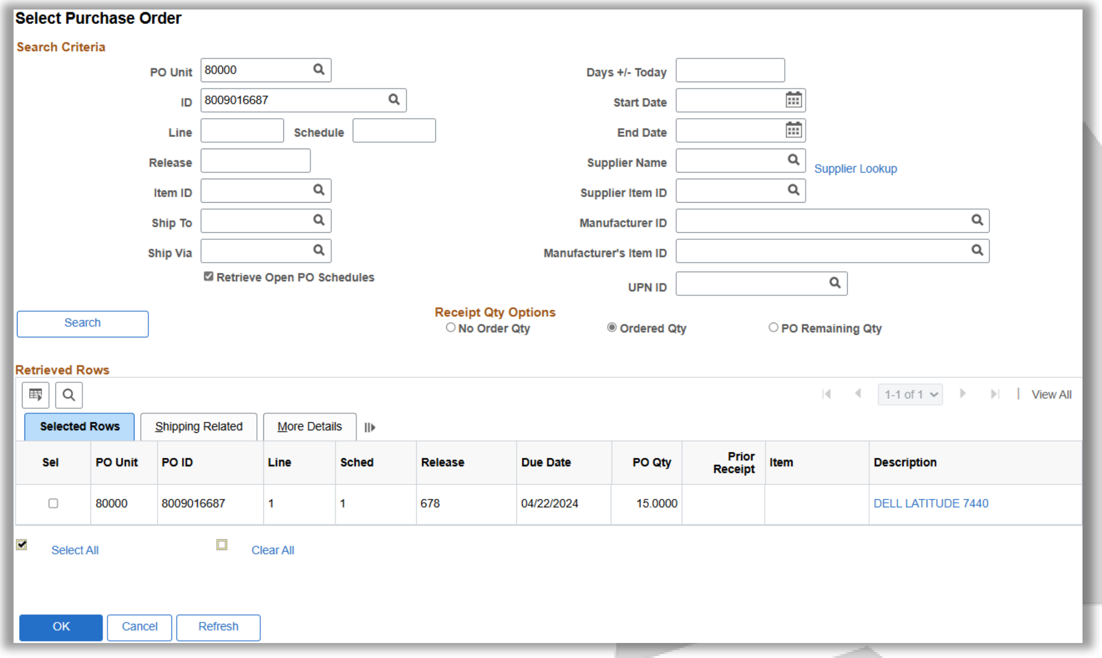
Receipt Number – Defaults to NEXT. **DO NOT CHANGE**. The system will auto number each receipt.

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 **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**.**

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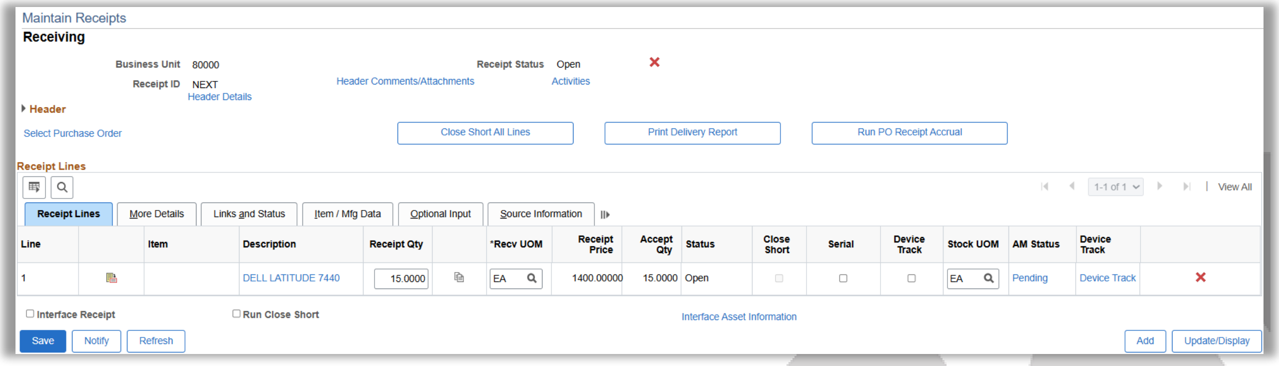
Step 2 – Receive Asset Shipment



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.

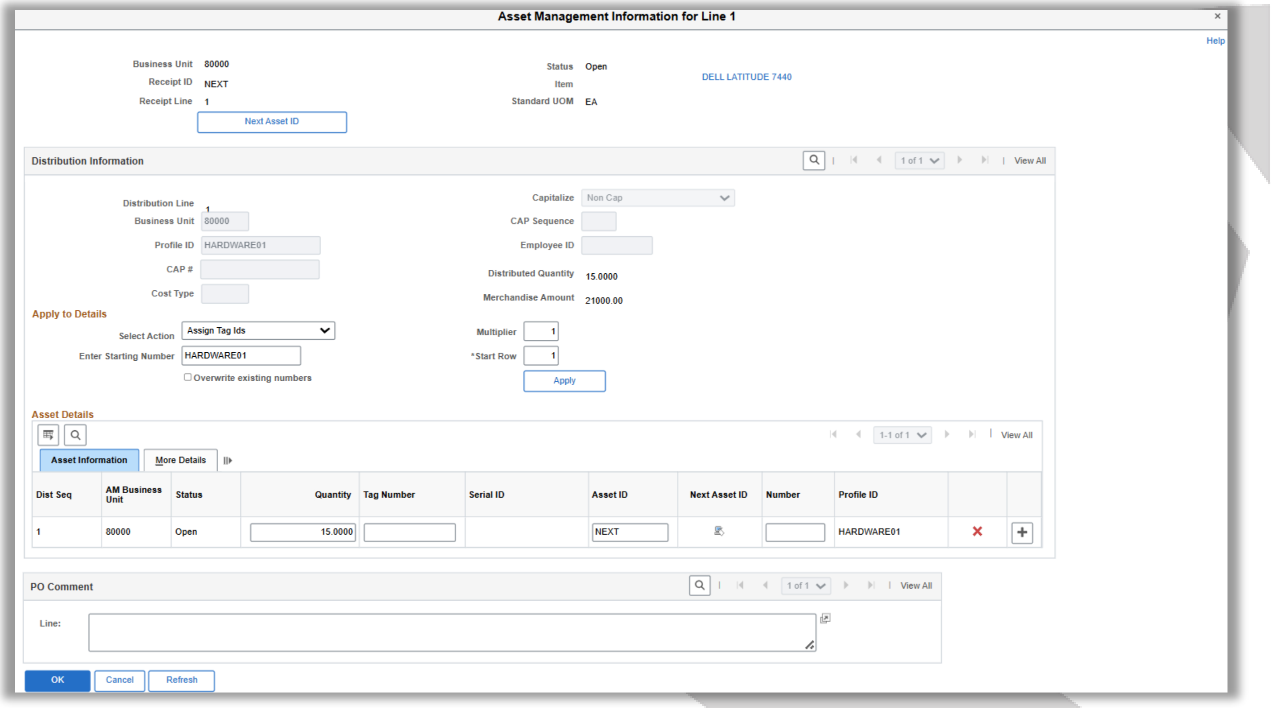
AM Status – Column designates whether the receipt line is an asset-related line. The status values are:

- 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.



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.

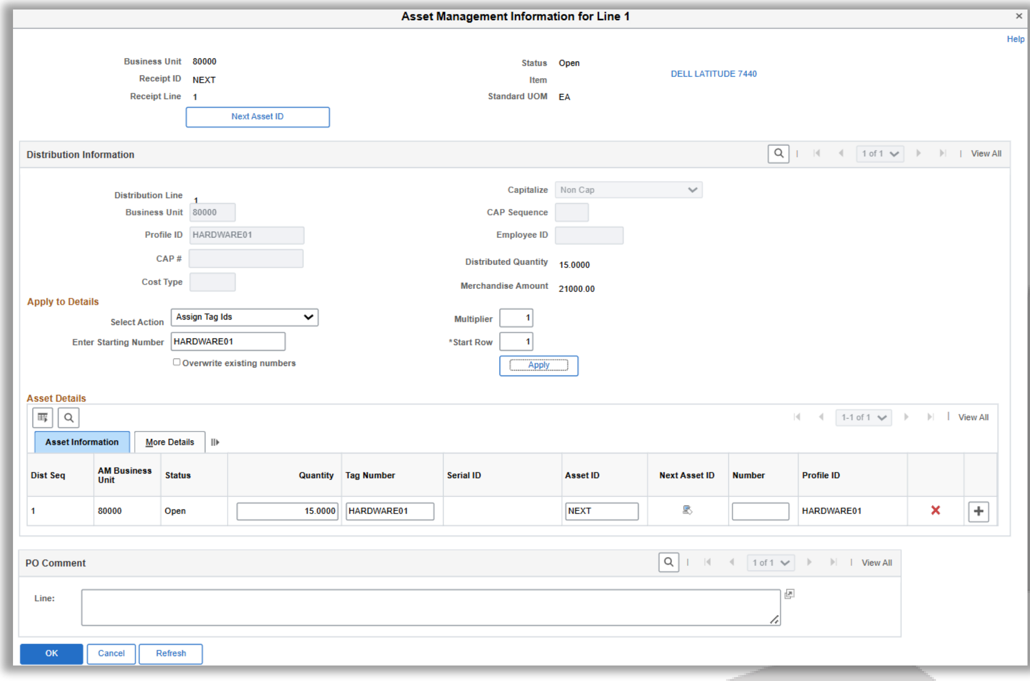
NOTE: If the receipt line is serial controlled, but there is no Serial ID, the field can be populated with the tag number. If a Serial ID is not available at the time of receipt, enter a value that will alert the agency Asset Manager that this ID must be obtained and entered correctly in Asset Management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



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.

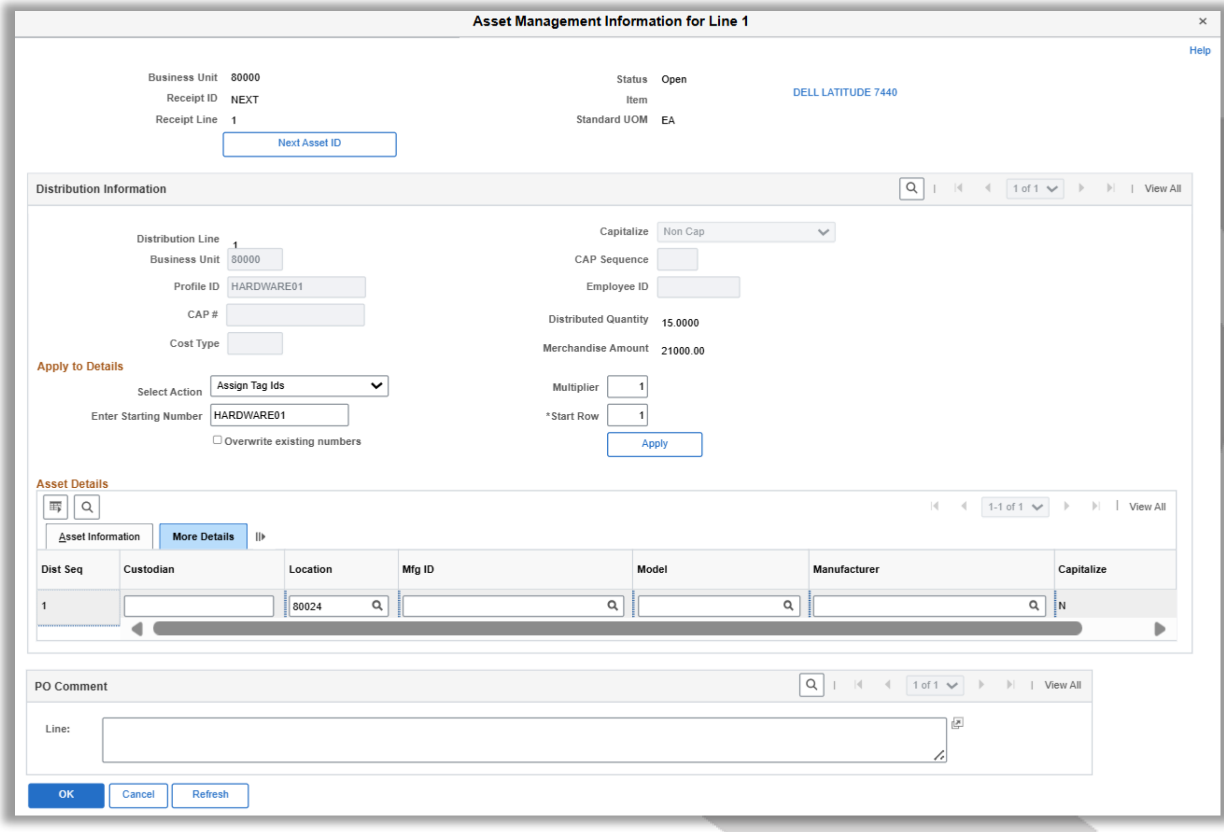
Overwrite existing numbers – Select to override existing values in the detail grid rows for either the tag ID or serial ID, depending on which action is selected (Assign Tag IDs or Assign Serial IDs).

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.



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.

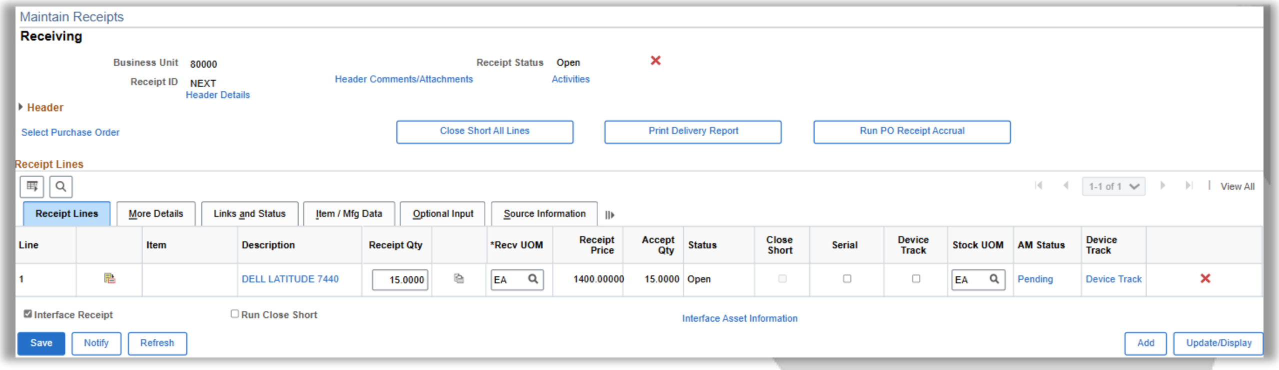
Mfg ID – Mfg ID can be assigned at time of receipt as part of the Asset Physical information. If the manufacturer is not pre-defined, submit a help desk case to request it be added.

Model – Enter the model's information.

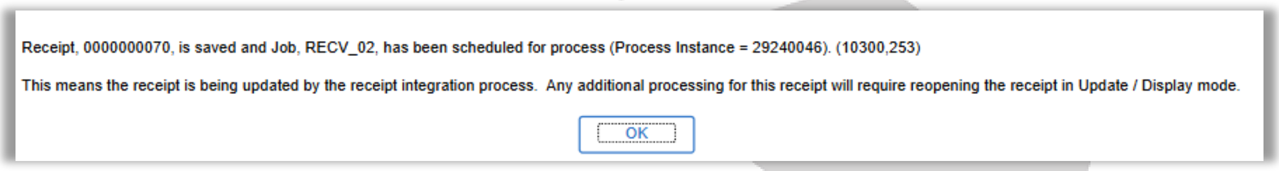
Click the OK button to return to the Maintain Receipts page.

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.



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.



Click the OK button.

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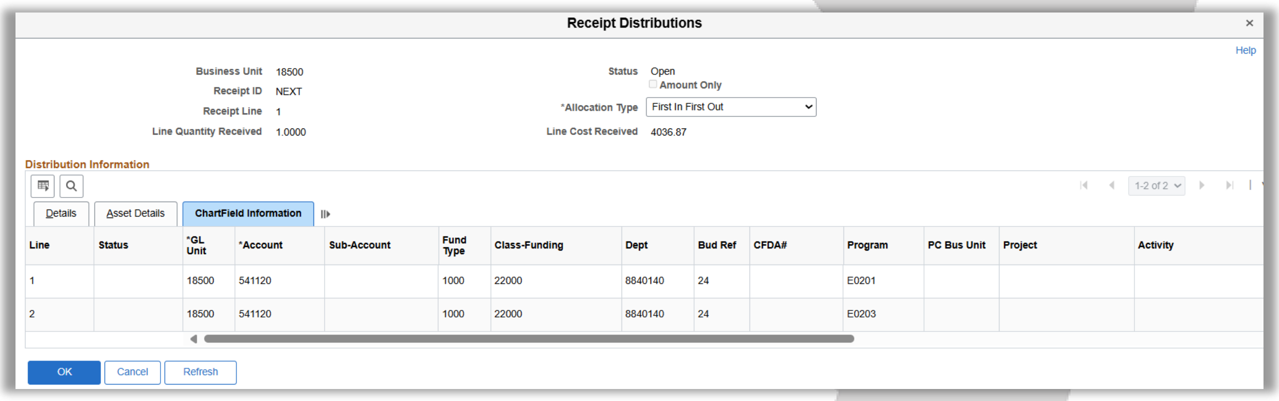
Step 3B – Scenario #2 – Split Funded Asset

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.


Receipt Distributions

Help

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

Distribution Information

1-2 of 2

Details | Asset Details | ChartField Information

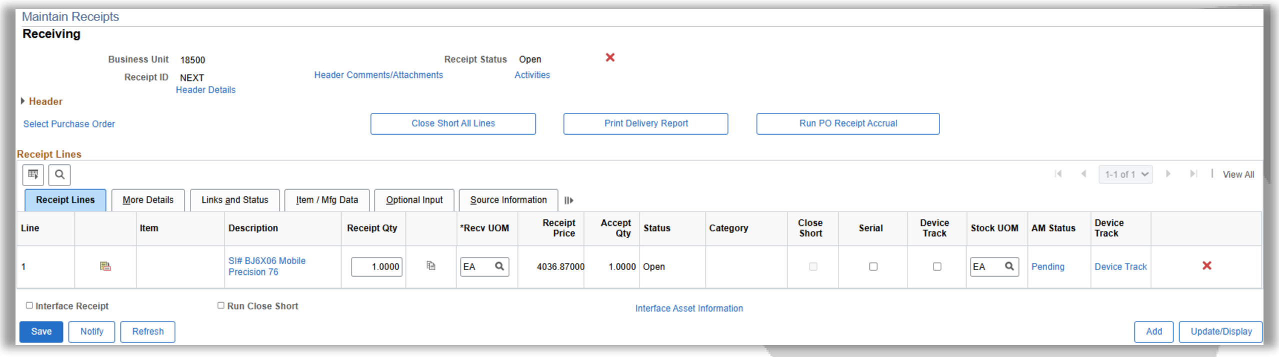
Line	Status	*GL Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Bus Unit	Project	Activity
1		18500	541120		1000	22000	8840140	24		E0201			
2		18500	541120		1000	22000	8840140	24		E0203			

OK | Cancel | Refresh

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.

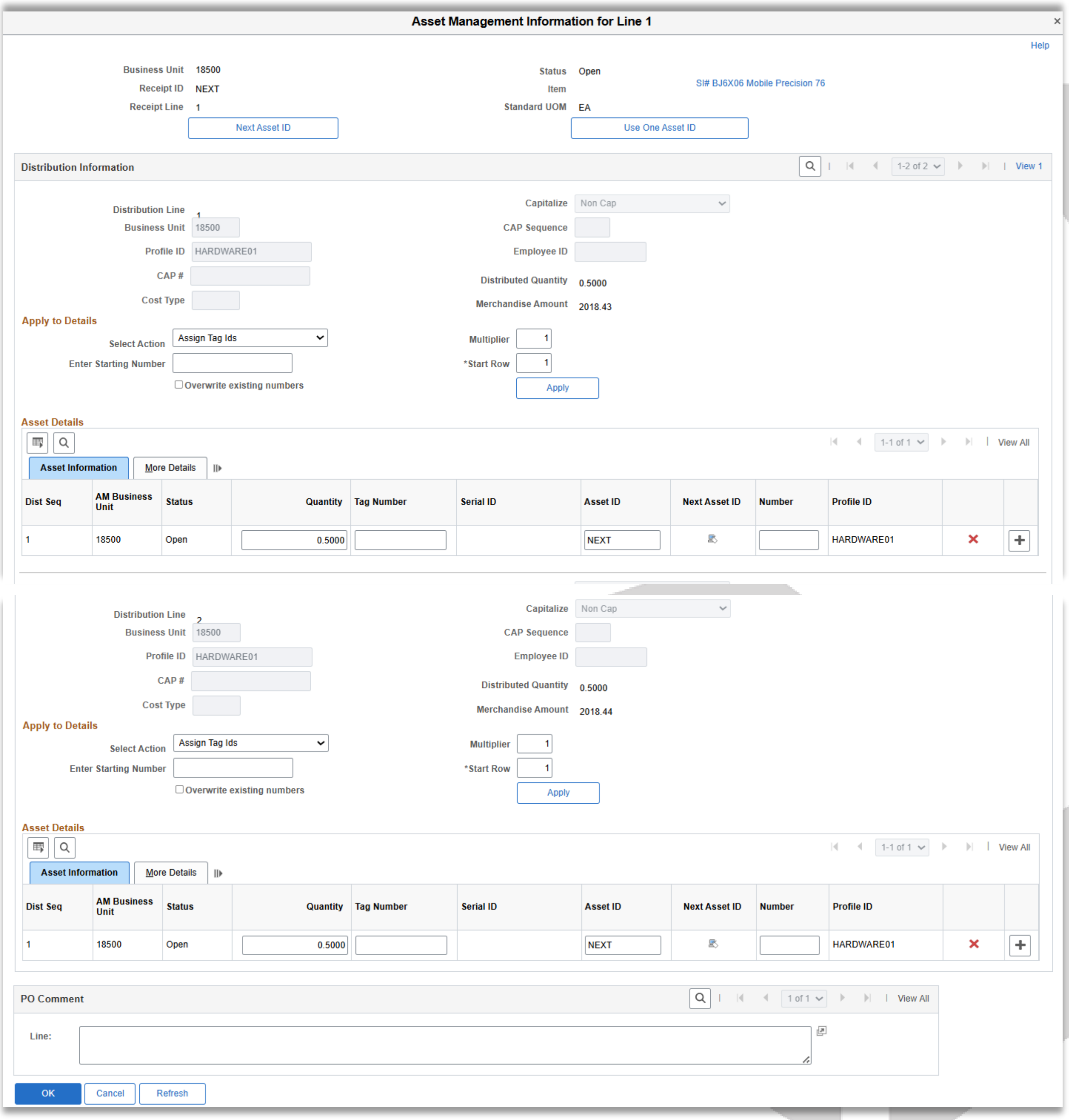
Maintain Receipts

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.



Distribution Information

Click the View All link to display all Distribution Information.



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.

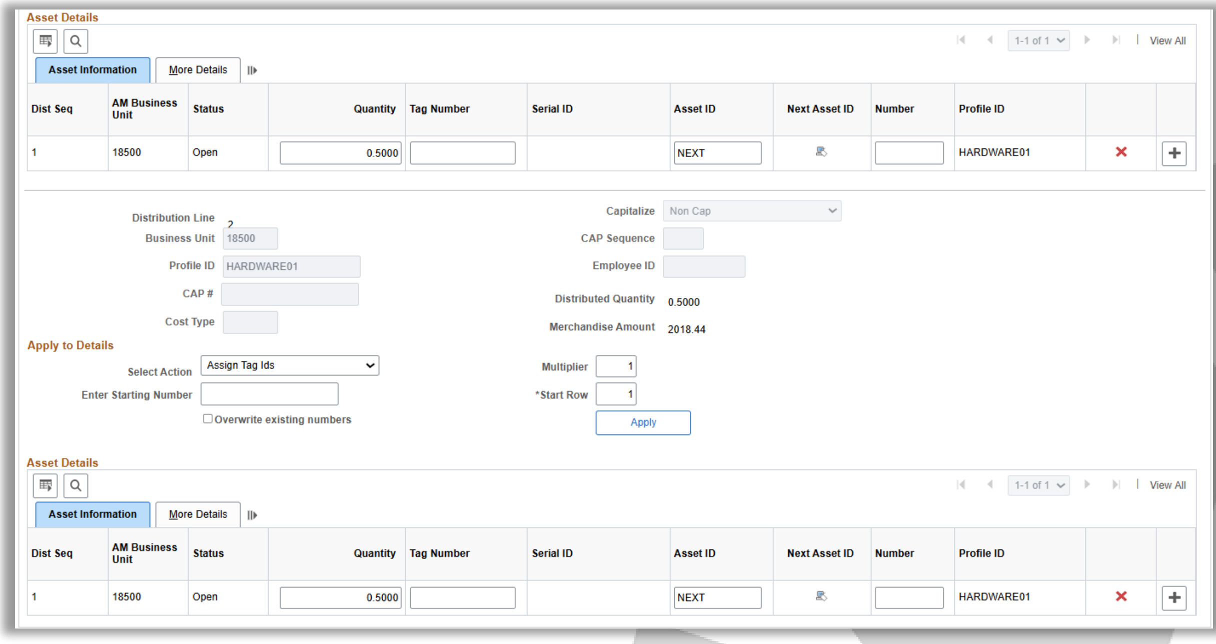
Cost Type – This field should populate with a 'C' for ACFR assets (assets with a unit price greater than or equal to $25,000.00.)

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



Asset Details

Asset Information | More Details

1-1 of 1 | View All

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 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
Apply

Asset Details

Asset Information | More Details

1-1 of 1 | View All

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

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.

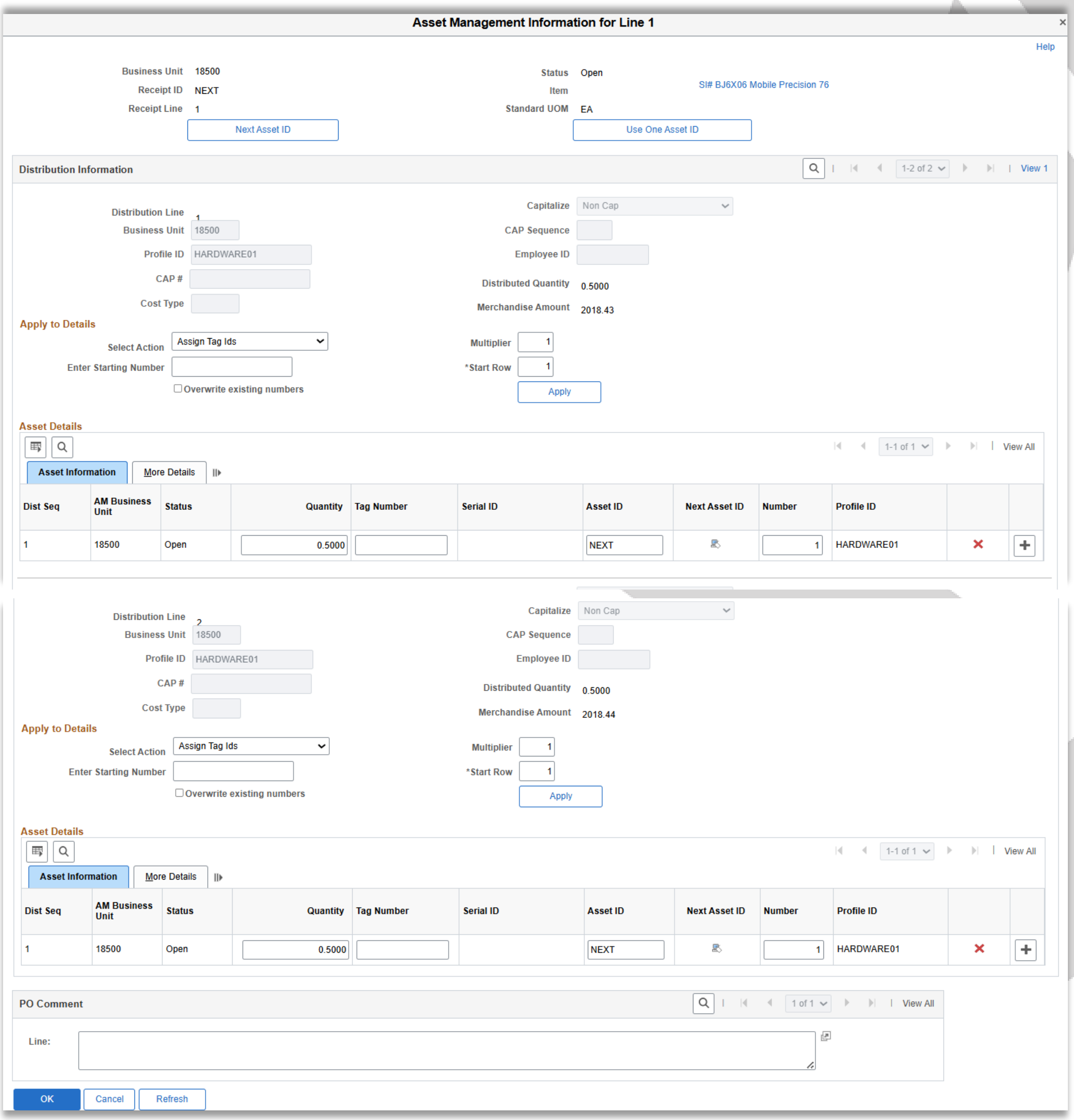
NOTE: The same tag number must be entered on all Distribution Sequence rows in order for all the rows to be assigned the same Asset ID. If one of the tag numbers is omitted, the Asset does not interface properly to Asset Management.

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.



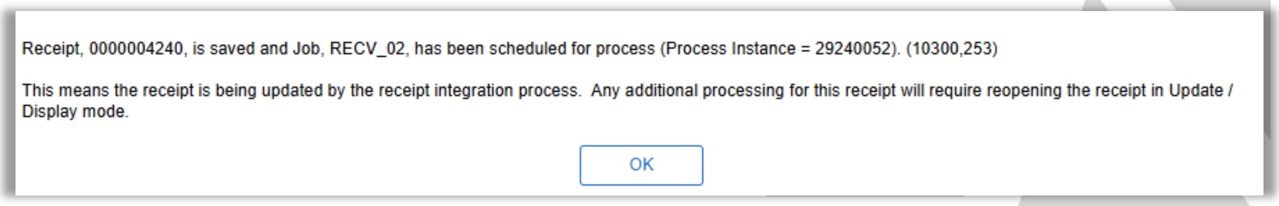
Number – Upon using the Use One Asset ID functionality, the system combines split asset distribution lines into a single asset ID by assigning a value of 1 to the Seq Nbr (sequence number) field on each of the receipt asset row for each distribution row of the receipt line that appears.

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.

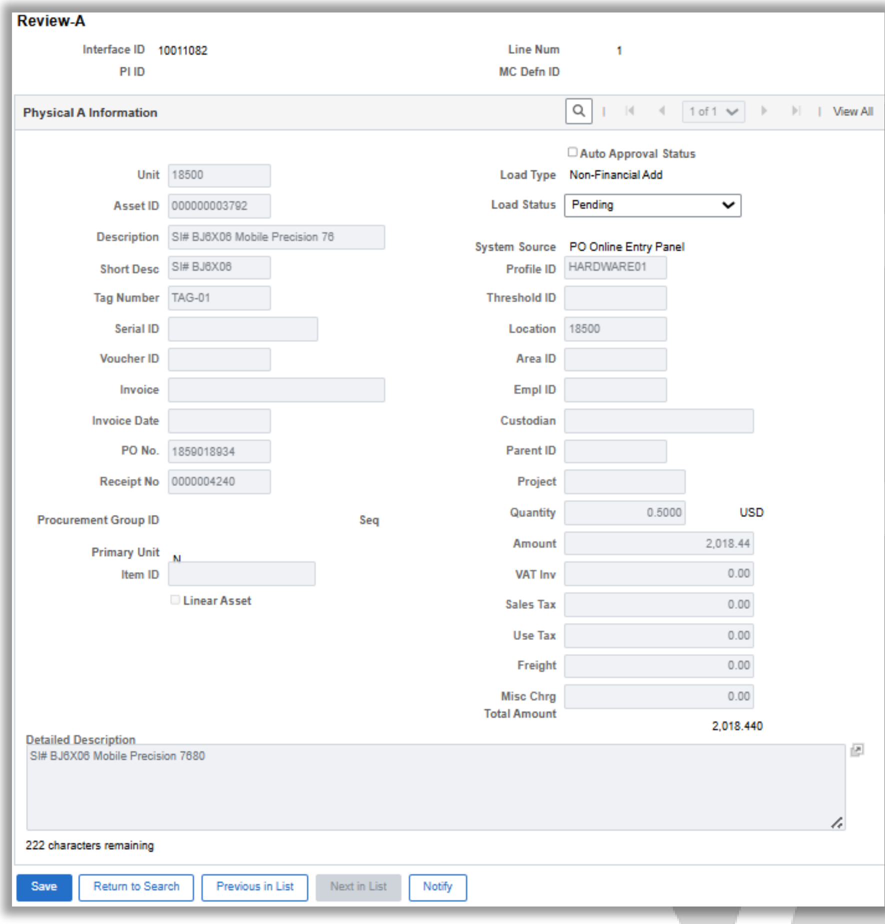
Review that Interface Receipt Box button to verify it is checked and **click** Save.



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

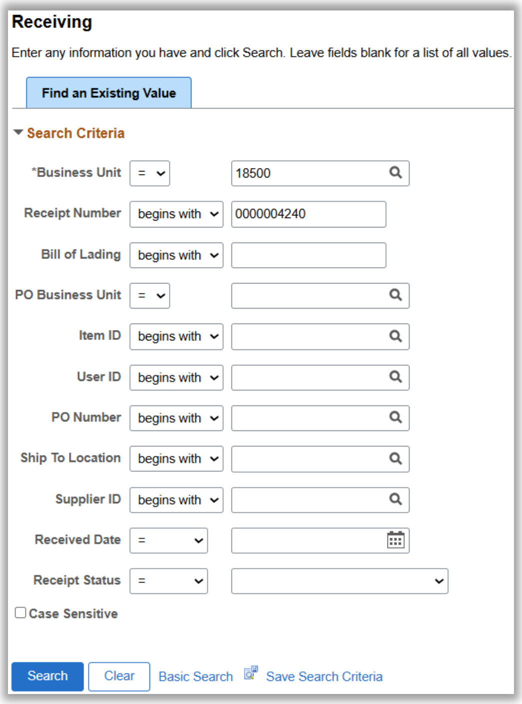


Step 4 – Review Receipt after the Receiver Interface Push

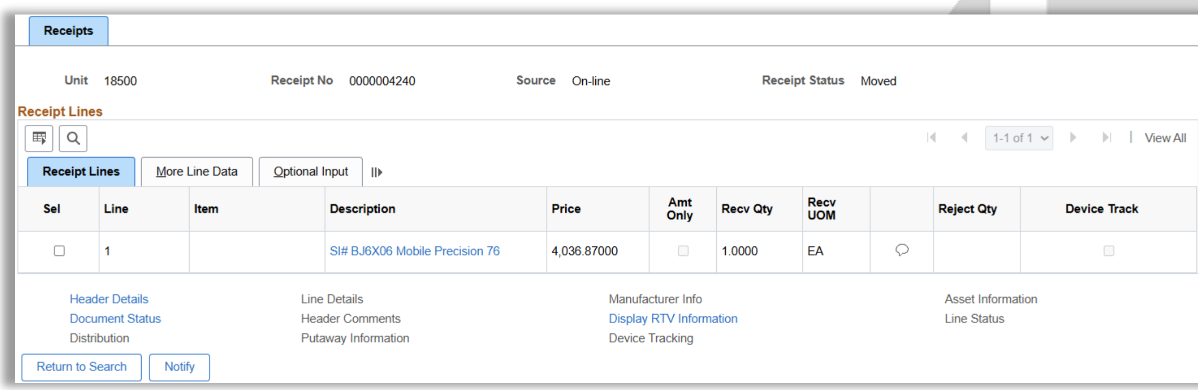
To review the receipt information after the Receiver Interface Push, follow the navigation below.

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.



Click the Search button to retreive the receipt information.



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.

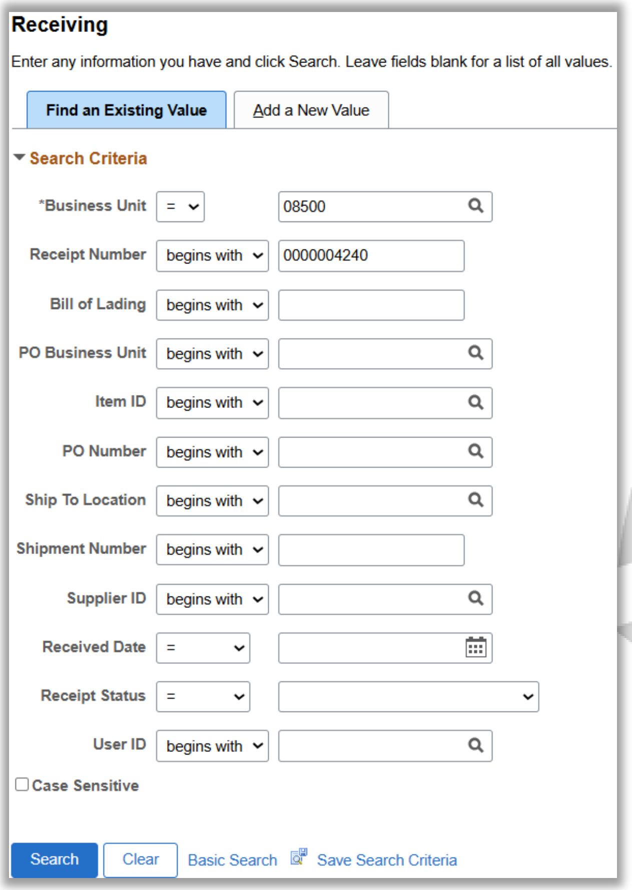
Reject Qty – The quantity rejected.

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



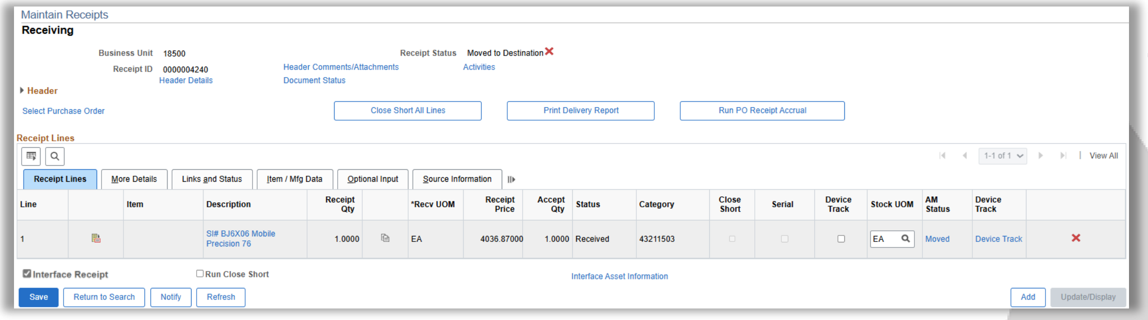
Business Unit – Defaults to specific agency for each User.

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.

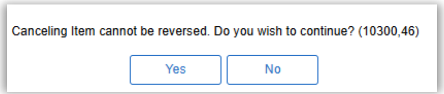
Click on the Search button to transfer you to the Receiving page.

Receiving Page

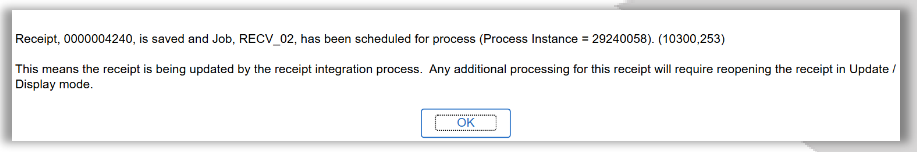
Click on the Red X at the header level to cancel the entire receipt. **Click** the Red X at the line level to cancel a line on the receipt. In the example, the receipt is canceled at the header level since there is only one receipt line.



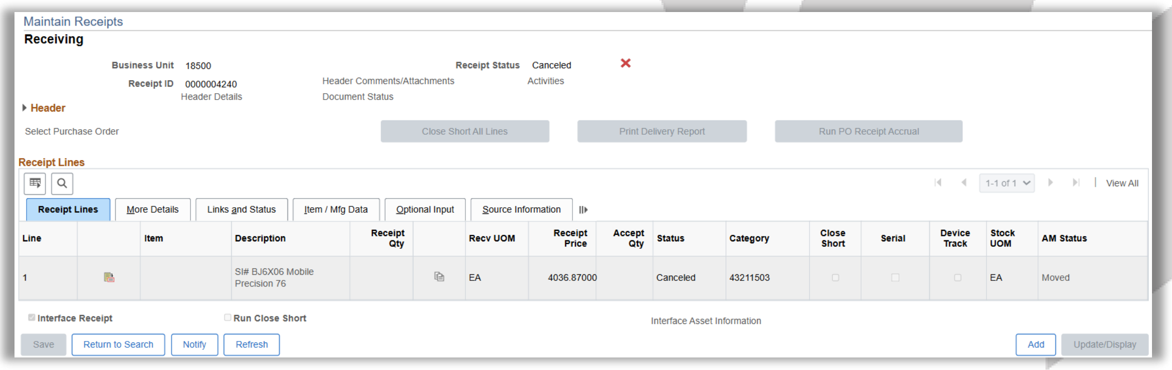
This cancel action cannot be reversed. You will receive the following message:



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



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



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.
