

Entering Receipts by PO with Receipt Routing

Overview

Enter receiving information into NIS. Using the PO for an order, the user is able to receive items into Receipt Routing.

When a receipt is created and the Stock Items enter the Receipt Route Process, a pseudo Receipt Batch Number (O Batch) is created as well as an OV Document – Do Not Post the pseudo batch. The posting batch (O Batch) is created after the line/purchase order has been moved into the STK Operation.

If the Stock Items do not route through Receipt Routing, the Receipt Batch (O Batch) must be posted.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Inventory. (Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Inventory > Inventory Purchasing – Statewide > Receive Purchases > Receipt Stock Purchases > Enter Receipts by PO (ZP) or Enter Receipts by PO (ZG)

Inventory > Purchasing – CSI > Receive Purchases > Receipt Stock Purchases > Enter Receipts by PO (ZP) or Enter Receipts by PO (ZG)

Steps

Enter Receipts by PO

Start this instruction from the Enter Receipts by PO (ZP or ZG)– Work With Purchase Orders to Receive window.

1. Enter the criteria for information you want to view in the appropriate field(s), including:
 - **Order Number** –use an asterisk "*" to view as all orders with a given document type.
 - **Order type** – defaults to ZP but can be overridden
2. Click **Find**.

3. Choose the Order Number to receive against, if not defaulted.
4. Click **Select**. The Enter Receipts by PO (ZP or ZG) – Purchase Order Receipts window appears.

PeopleSoft

Enter Receipts by PO (ZP) - Purchase Order Receipts

OK Cancel Form Row Tools

Receipt

Order Number1 112817 ZP 52510 G/L Date 04/25/2007
 Supplier 506785 FURNITURE WORLD Receipt Date 04/25/2007
 Batch Number 991832 Receipt Document

Records 1 - 3 Customize Grid

<input type="checkbox"/>	Rec Opt	2nd Item Number	Quantity	Trans UOM	Secondary Quantity	Sec UOM	Unit Cost	Purch UOM	Amount	Description
<input type="checkbox"/>	1	42506-TR-CP-105		EA		EA	7.0000	EA	700.00	BASE FOR INDIANA EXE
<input type="checkbox"/>	1	56515-TR-CP-145		EA		EA	5.0000	EA	500.00	FOAM BACK FOR INDIAN
<input type="checkbox"/>	1	56515-TR-CP-144		EA		EA	5.0000	EA	500.00	FOAM SEAT FOR INDIAN

5. Enter the Receiving Option into the **Rec Opt** field for each line.
 - Rec Opt, receiving option, allows receiver to indicate if the order has been completed or if the receipt is a partial receipt and additional items against this line are expected to come in at a later time.
 - Rec Opt defaults to "1".
 - Options are:
 - 1 Receive Purchase Order (if receipt is partial, balance to be received will remain open)
 - 4 Receive into Multiple Locations (Do Not Use – Stock Items only)
 - 7 Receive and Close Purchase Order
 - 9 Cancel Purchase Order Line
6. Enter the **quantity** in the Quantity field.
 -  If receiving only a partial order (all lines on the PO are being received against), change the Rec Opt to a blank field.
 -  If receiving a partial order against a particular line, the Amount field must be cleared in order for the system to recalculate extended total for the quantity of items received.
 -  When receiving a stock item into receipt routing, the count moved into stock (from INSP and/or MRB) must equal the original receipt. If these do not equal you must move the stock back to "INSP" (Inspection Operation) and Reverse Receipt the Purchase Order.
7. Click **OK**. The Work with Purchase Orders to Receive window appears.
8. Click **Find**. The lines previously received do not appear.
9. Click **Close**.
 -  If the stock items are received into receipt routing, the batch created is a pseudo batch – DO NOT POST THE BATCH.
 -  If the stock items are not received into receipt routing – POST THE BATCH.