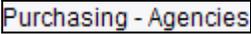
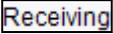


Entering Receipts by PO Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Receiving link. 
4.	Click the Enter Receipts by PO link. 
5.	Narrow search for the Purchase Order using the field in the header or and the Query by Example (QBE) line. If goods are received, but Purchase Order information is not included with goods, query on the Supplier number or the Ship To number.
6.	Enter the Purchase Order number to receive against into the Order Number field.
7.	Enter the Document Type into the Doc Type field to the right of the Order Number field.
8.	Click the Find button. 
9.	Click on the Radio button of a row in the grid containing the Purchase Order to receive against. 
10.	Click the Select button. 
11.	Review the following fields: o G/L Date – G/L Date must be in the same month that the receipt batch is posted. o Receipt Date - Used for Vendor Performance Reporting. - Enter the date that the service or commodity is actually received. <i>Note:</i> Changes to Dates in Header must be made before clicking into the grid.

Step	Action
12.	<p>Rec Opt - Receiving Option</p> <p>Used to indicate if an order is complete or if the receipt is a partial receipt and additional items against this line are expected to come in at a later time.</p> <p>Options are</p> <ul style="list-style-type: none"> o 1 = Receive Purchase Order line – complete or partial o [blank] = Ignore Purchase Order line. Other lines on the PO will be received. o 4 = Receive into Multiple Locations (Used only for Stock Items) o 7 = Receive and Close Purchase Order line; this is used when the Quantity received is less than the quantity ordered and the PO line is considered complete. o 9 = Cancel Purchase Order Line – PO line will not be received. This updates the Purchase Order line to a cancelled (980-999) status.
13.	<p>If you do not want to receive against specific lines, remove the "1" in the Rec Opt field in the grid.</p> <p>Repeat as necessary.</p>
14.	<p>Decision: How do I want to Receive against this Purchase Order:</p> <ul style="list-style-type: none"> • Receive a Partial Order, Partial Line Go to step 15 on page 2 • Receive a Partial Order Go to step 26 on page 3 • Cancel a Line that will NOT be Received Against Go to step 31 on page 3 • Receive in Full Go to step 35 on page 4
15.	<p>Clear the Rec Opt "1" from any line that is to be ignored</p>
16.	<p>Click the Quantity field to enter Quantity received.</p> <div style="border: 1px solid gray; width: 100px; height: 15px; margin-top: 5px;"></div>
17.	<p>Note: Rec Opt remains "1" for a Partial Order - Partial Line receipt.</p> <p>Enter the Quantity of units to receive into the appropriate Quantity field.</p>
18.	<p>Click the OK button.</p> 
19.	<p>To refresh the grid after receiving against a Purchase Order, click the Find button.</p> 
20.	<p>Note: The row with the Quantity Open on the partially receipted line decreased by the amount received.</p>

Step	Action
21.	<p>Decision: I want to:</p> <ul style="list-style-type: none"> • Complete Receipt Process Go to step 22 on page 3 • Continue Receipt Process Go to step 14 on page 2
22.	<p>If entire quantity is received, the lines previously received do not appear. If partial quantity is received, the line will indicate quantity still open to receive in the open quantity field.</p> <p>The system assigns a receipt document number, document type OV and a batch number for further reference of this activity.</p>
23.	<p>Receipt Document & Previous Batch</p> <p>The system assigns a receipt document number, document type OV and a batch number for further reference of this activity.</p> <p><i>Note:</i> Receipt batch <u>must</u> be posted.</p>
24.	<p>Click the Close button.</p> 
25.	<p>End of Procedure. Remaining steps apply to other paths.</p>
26.	<p>Clear the Rec Opt "1" from any line that is to be ignored</p>
27.	<p>Click the Quantity field to enter Quantity received.</p> <input data-bbox="354 1138 548 1171" type="text"/>
28.	<p><i>Note:</i> Rec Opt remains "1" for a Partial Order - Partial Line receipt.</p> <p>Enter the Quantity of units to receive into the appropriate Quantity field.</p>
29.	<p>Click the OK button.</p> 
30.	<p>To refresh the grid after receiving against a Purchase Order, click the Find button.</p>  <p>Go to step 21 on page 3</p>
31.	<p>Clear the Rec Opt "1" from any line that is to be ignored</p>
32.	<p>Enter a valid value e.g. "9" into the Rec Opt field to indicate the line will not be received against.</p> <p>This will change the Purchase Order line to a cancelled (980-999) status.</p>
33.	<p>Click the OK button.</p> 

Step	Action
34.	To refresh the grid after receiving against a Purchase Order, click the Find button.  Go to step 21 on page 3
35.	Clear the Rec Opt "1" from any line that is to be ignored
36.	Click the Quantity field to enter Quantity received. 
37.	<p><i>Note:</i> Rec Opt remains "1" for a Partial Order - Partial Line receipt.</p> Enter the Quantity of units to receive into the appropriate Quantity field. Repeat process as necessary until all lines are received.
38.	Click the OK button. 
39.	To refresh the grid after receiving against a Purchase Order, click the Find button.  Go to step 21 on page 3