

Entering Receipts by PO
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

Table of Contents

Entering Receipts by PO	1
Entering Receipts by PO Overview	1
Entering Receipts by PO Lesson.....	1

Entering Receipts by PO

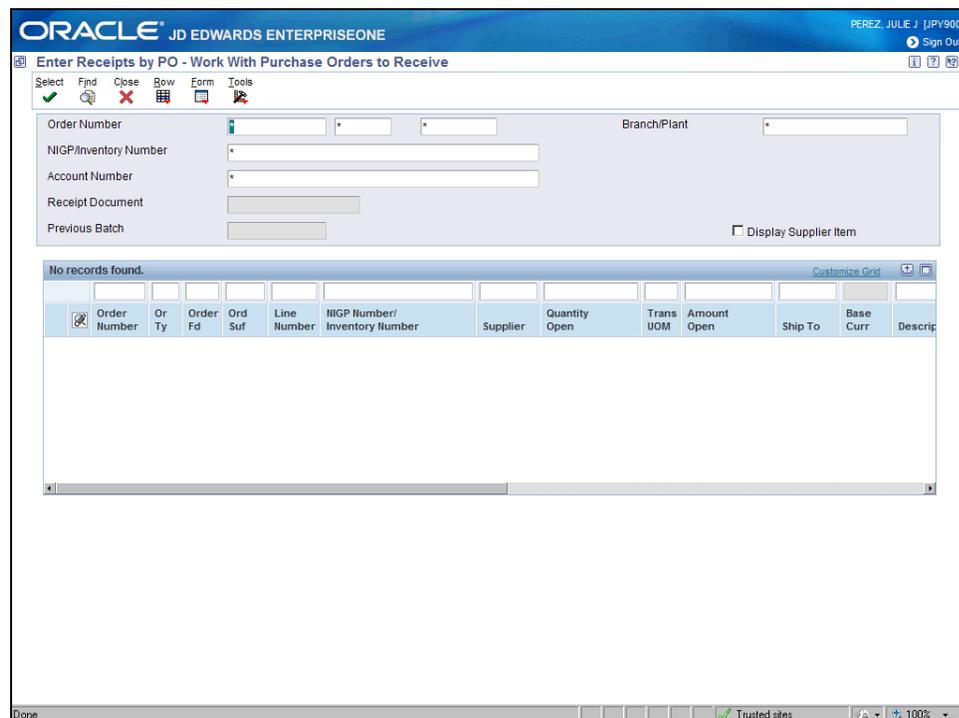
Entering Receipts by PO Overview

Enter receiving information into the system. Using the PO for an order, the user is able to receive items into the system. Entering receipts will create a receipt batch (O Type) that must be posted prior to processing Voucher Match with PO in Accounts Payable.

Entering Receipts by PO Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Receiving link. Receiving
4.	Click the Enter Receipts by PO link. Enter Receipts by PO



Training Guide

Entering Receipts by PO



Step	Action
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. 

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Enter Receipts by PO - Purchase Order Receipts

Receipt

Order Number: 303289 OP: 56650 G/L Date: 03/18/2010
 Supplier: 503605 DELL MARKETING LP - PO'S - ASA Receipt Date: 03/18/2010
 Batch Number: 2087363 Receipt Document:

Records 1 - 8 Customize Grid

<input type="checkbox"/>	Rec Opt	WIP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Am
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLACK & WHITE		EA	65.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PURPLE		EA	27.5000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	ORANGE		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	YELLOW		EA	30.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	GREEN		EA	15.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLUE		EA	100.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	RED		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PINK		EA	20.0000	EA	

Done Trusted sites 100%

Step	Action
11.	<p>Review the following fields:</p> <ul style="list-style-type: none"> o G/L Date – G/L Date must be in the same month that the receipt batch is posted. o Receipt Date <ul style="list-style-type: none"> - Used for Vendor Performance Reporting. - Enter the date that the service or commodity is actually received. <p><i>Note:</i> Changes to Dates in Header must be made before clicking into the grid.</p>
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 4 • Receive a Partial Order Go to step 26 on page 7 • Cancel a Line that will NOT be Received Against Go to step 31 on page 8 • Receive in Full Go to step 35 on page 9

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Entering Receipts by PO

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Enter Receipts by PO - Purchase Order Receipts

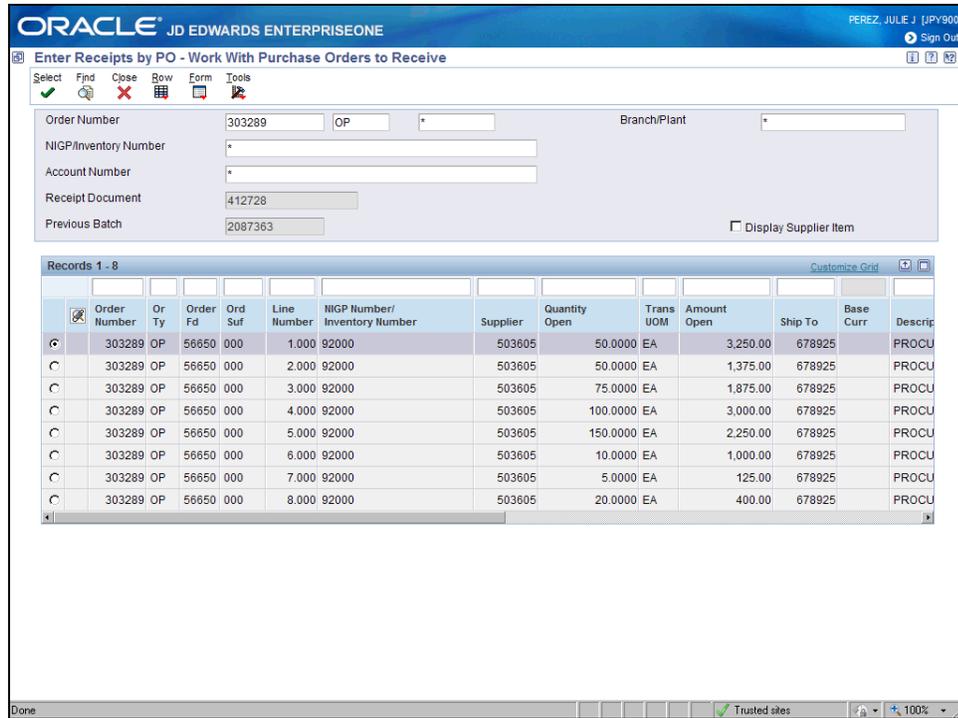
Receipt

Order Number: 303289 OP: 56650 G/L Date: 03/18/2010
 Supplier: 503605 DELL MARKETING LP - PO'S - ASA Receipt Date: 03/18/2010
 Batch Number: 2087363 Receipt Document:

Records 1 - 8

<input type="checkbox"/>	Rec Opt	MIIGP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Am
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLACK & WHITE		EA	65.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PURPLE		EA	27.5000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	ORANGE		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	YELLOW		EA	30.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	GREEN		EA	15.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLUE		EA	100.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	RED		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PINK		EA	20.0000	EA	

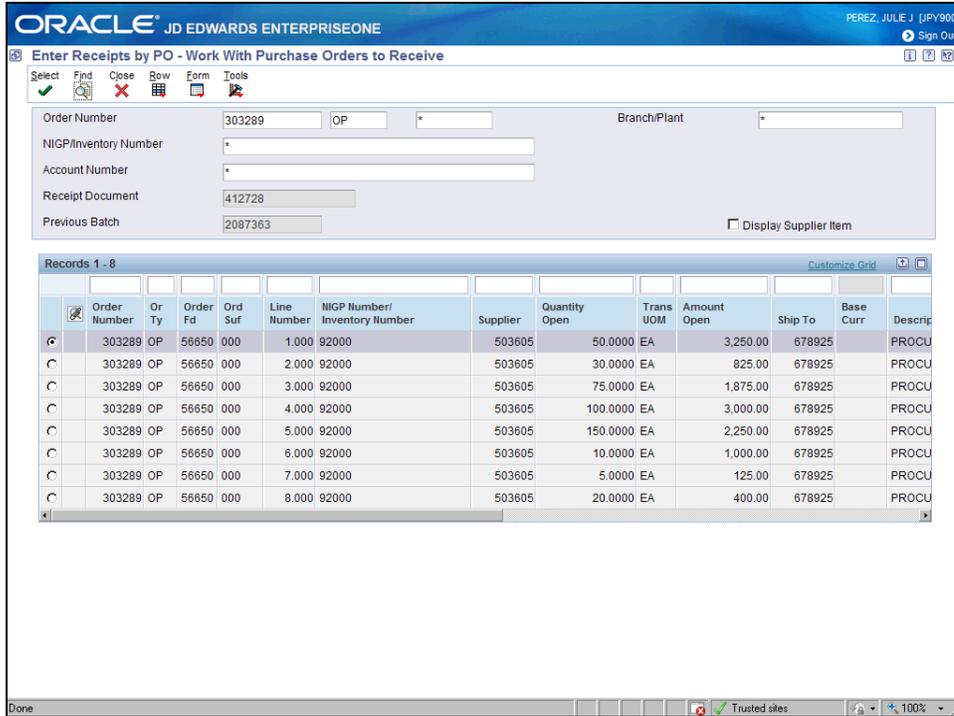
Step	Action
15.	Clear the Rec Opt "1" from any line that is to be ignored
16.	Click the Quantity field to enter Quantity received. <input type="text"/>
17.	<i>Note:</i> Rec Opt remains "1" for a Partial Order - Partial Line receipt. Enter the Quantity of units to receive into the appropriate Quantity field.
18.	Click the OK button. <input type="button" value="OK"/>



Step	Action
19.	To refresh the grid after receiving against a Purchase Order, click the Find button. 
20.	Note: The row with the Quantity Open on the partially receipted line decreased by the amount received.
21.	Decision: I want to: <ul style="list-style-type: none"> • Complete Receipt Process Go to step 22 on page 6 • Continue Receipt Process Go to step 14 on page 3

Training Guide

Entering Receipts by PO



Step	Action
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>

Step	Action
26.	Clear the Rec Opt "1" from any line that is to be ignored
27.	Click the Quantity field to enter Quantity received. <input type="text"/>
28.	Note: Rec Opt remains "1" for a Partial Order - Partial Line receipt. Enter the Quantity of units to receive into the appropriate Quantity field.
29.	Click the OK button. 
30.	To refresh the grid after receiving against a Purchase Order, click the Find button.  Go to step 21 on page 5

Training Guide

Entering Receipts by PO

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Enter Receipts by PO - Purchase Order Receipts

Receipt

Order Number: 303289 OP: 56650 G/L Date: 03/18/2010
 Supplier: 503605 DELL MARKETING LP - PO'S - ASA Receipt Date: 03/18/2010
 Batch Number: 2087365 Receipt Document:

Records 1 - 5

<input type="checkbox"/>	Rec Opt	MIGP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Am
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLACK & WHITE		EA	65.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PURPLE		EA	27.5000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLUE		EA	100.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	RED		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PINK		EA	20.0000	EA	

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Step	Action
31.	Clear the Rec Opt "1" from any line that is to be ignored

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Enter Receipts by PO - Purchase Order Receipts

Receipt

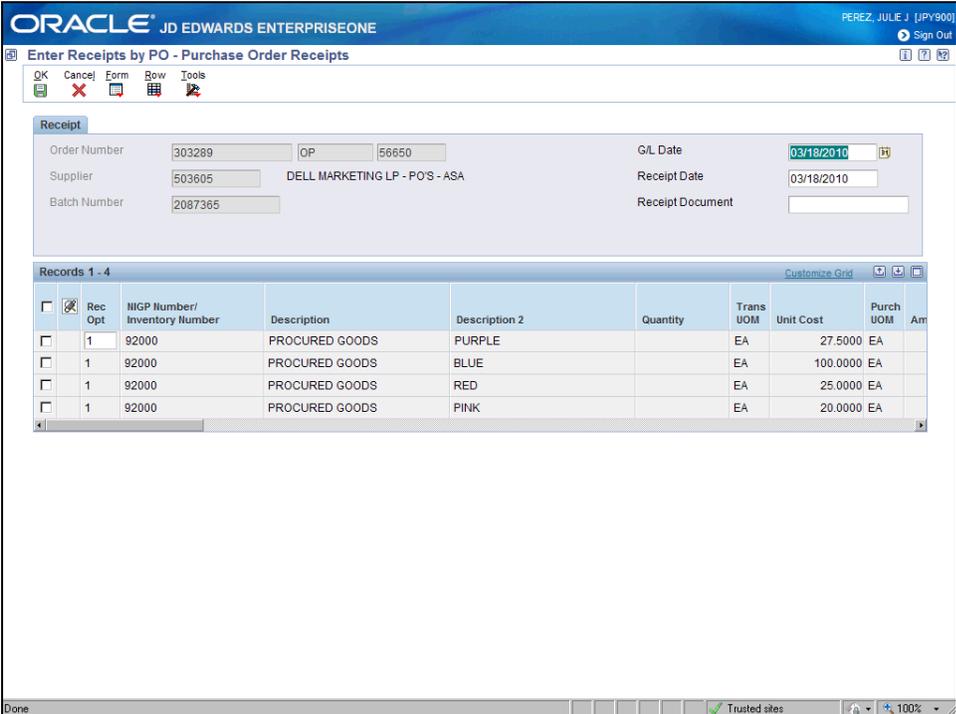
Order Number: 303289 OP: 56650 G/L Date: 03/18/2010
 Supplier: 503605 DELL MARKETING LP - PO'S - ASA Receipt Date: 03/18/2010
 Batch Number: 2087365 Receipt Document:

Records 1 - 5

<input type="checkbox"/>	Rec Opt	MIGP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Am
<input type="checkbox"/>		92000	PROCURED GOODS	BLACK & WHITE		EA	65.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PURPLE		EA	27.5000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	BLUE		EA	100.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	RED		EA	25.0000	EA	
<input type="checkbox"/>	1	92000	PROCURED GOODS	PINK		EA	20.0000	EA	

Done Trusted sites 100%

Step	Action
32.	Enter "9" into the Rec Opt field to indicate the line will not be received against. This will change the Purchase Order line to a cancelled (980-999) status.
33.	Click the OK button. 
34.	To refresh the grid after receiving against a Purchase Order, click the Find button.  Go to step 21 on page 5



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Enter Receipts by PO - Purchase Order Receipts

Receipt

Order Number: 303289 OP: 56650 G/L Date: 03/18/2010
 Supplier: 503605 DELL MARKETING LP - PO'S - ASA Receipt Date: 03/18/2010
 Batch Number: 2087365 Receipt Document:

Records 1 - 4

Rec Opt	MIIGP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Am
1	92000	PROCURED GOODS	PURPLE		EA	27.5000	EA	
1	92000	PROCURED GOODS	BLUE		EA	100.0000	EA	
1	92000	PROCURED GOODS	RED		EA	25.0000	EA	
1	92000	PROCURED GOODS	PINK		EA	20.0000	EA	

Step	Action
35.	Clear the Rec Opt "1" from any line that is to be ignored
36.	Click the Quantity field to enter Quantity received. 
37.	Note: Rec Opt remains "1" for a Partial Order - Partial Line receipt. 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. 

Training Guide

Entering Receipts by PO

Step	Action
39.	To refresh the grid after receiving against a Purchase Order, click the Find button.  Go to step 21 on page 5