

## Entering Receipts by PO

### Overview

Enter receiving information into NIS. Using the PO for an order, the user is able to receive items into NIS. Entering receipts will create a receipt batch (O Type) that must be posted prior to processing Voucher Match with PO in Accounts Payable. To post a receipt batch, follow the work instructions to [Post Receipt Batches - Processed by Agency](#).

This work instruction shows how to [Enter Receipts by PO](#).

### 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 Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Procurement or Inventory.

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

Purchasing – Agencies > Receiving > Enter Receipts by PO, or

Inventory > Inventory Purchasing - Agencies > Receive Stock Purchases > Enter Receipts by PO (Order Type)

## Steps

### Enter Receipts by PO

Start this instruction from the Enter Receipts by PO – Work with Purchase Orders to Receive window.

- Enter the criteria for information you want to view in the appropriate field(s), including:
  - Order Number – can use an asterisk " \* " if you wish to look up all orders with a given document type.
  - Or Ty, Order type – Ex: **OP, O9, OG, OU, O6 ZO, ZP. and ZG**
  - Inventory number – optional
  - Account Number – optional
  - Use QBE to query Supplier Number or Ship To
- Click **Find**.

- Choose the Order Number you want to receive against, if not defaulted.
- Click **Select**. The Enter Receipts by PO – Purchase Order Receipts window appears.

PeopleSoft

Enter Receipts by PO - Purchase Order Receipts

Receipt

Order Number: 46323    OP: 22710    G/L Date: 03/03/2006

Supplier: 500277    LATSCHS INC - PURCHASE ORDERS    Receipt Date: 03/03/2006

Batch Number: 601927    Receipt Document:

Records 1 - 1

Rec Opt	2nd Item Number	Quantity	Trans UOM	Secondary Quantity	Sec UOM	Unit Cost	Purch UOM	Amount	Description
1	60088		EA		EA	500.0000	EA	1,000.00	Typewriter

5. Review the following fields:

- G/L Date – G/L Date must be in the same month that the receipt batch is posted.
- Receipt Date – This date will be used for Vender Performance Reporting. Please be sure to enter the date that the service or commodity is actually received.

 If you wish to change either of the above fields, it must be done before clicking into the grid lines below. Once you click into the grid lines, the fields will grey out and you will not be able to change the information.

6. 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:
  - . (blank) Ignore Purchase Order line. If you need to receive against some of the lines on a Purchase Order, but not all the lines, you need to indicate this option on the lines you are choosing not to receive.
  - 1 Receive Purchase Order (if receipt is partial, balance to be received will remain open). The entire quantity/amount will be received unless the quantity or amount is changed by the user to allow a partial receipt.
  - 4 Receive into Multiple Locations (Do Not Use – Stock Items only)
  - 7 Receive and Close Purchase Order
  - 9 Cancel Purchase Order Line

7. Enter the **quantity received** in the Quantity field.

8. Click **OK**. The Work with Purchase Orders to Receive window appears.

9. Click **Find**. 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.

 NIS assigns a receipt document number, document type OV and a batch number for further reference of this activity.

- 
- Remember that the receipt batch must be posted.
10. Record the Receipt Doc Number and Batch Number.
  11. Click **Close**.