

Inquiring on Receipts

Overview

NIS provides an audit trail for documents within the Procurement module. It is possible to track a document to view details about it.

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

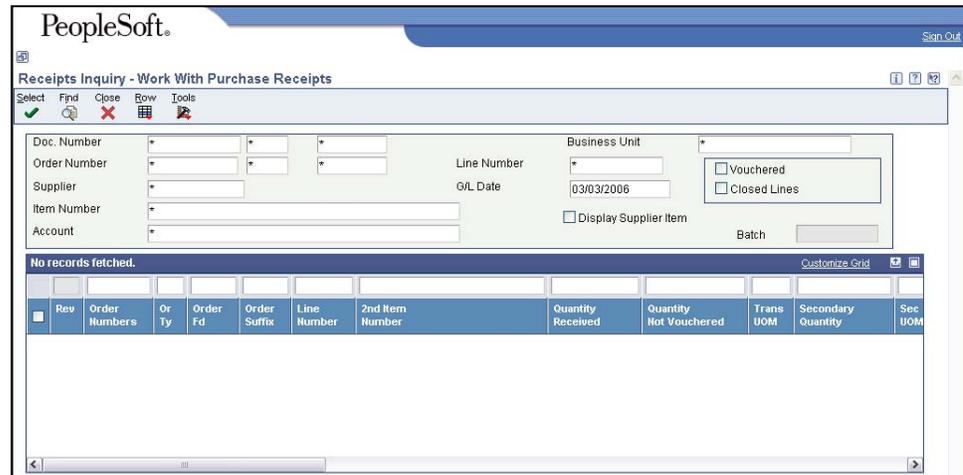
Click Roles, Procurement.

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

Purchasing – Agencies > Inquiries & Reports > Purchasing Inquiries > Receipts Inquiry

Steps

Start this instruction from the Receipts Inquiry – Work with Purchase Receipts window.



1. Complete one or more of the following:
 - Order Number – Type the purchase order number.
 - Order Type (second block of Order Number line) – Type the purchase order type.
 - Supplier – Type the supplier's Address Book number.

- Item Number – Type the item number.
-  By changing your query, it is possible to view receipts by Supplier, Branch / Plant, etc.
2. Click **Find** to display a list of receipts.



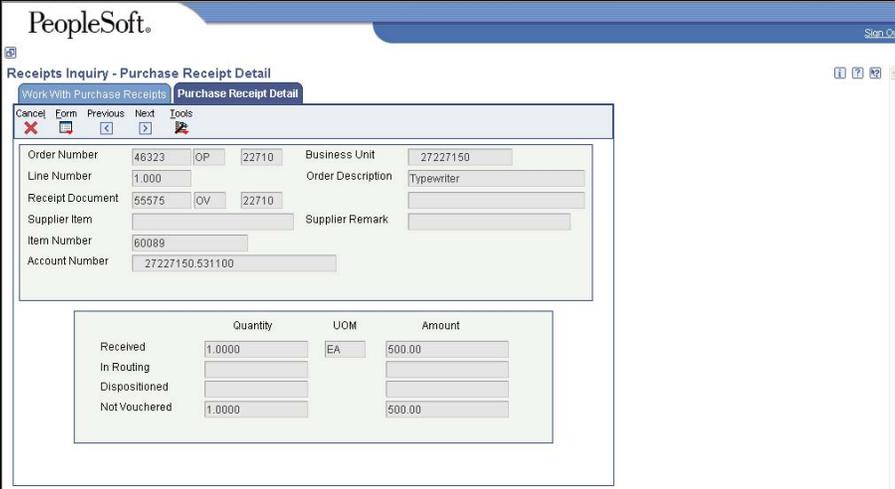
PeopleSoft. Receipts Inquiry - Work With Purchase Receipts

Doc. Number * * * * Business Unit *
 Order Number 46323 * * * * Line Number *
 Supplier * * * * G/L Date 03/03/2006
 Item Number * * * * Vouchered
 Account * * * * Closed Lines
 Display Supplier Item Batch

Records 1 - 2

Rev	Order Numbers	Or Ty	Order Fd	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouchered	Trans UOM	Secondary Quantity	Sec UOM
	46323	OP	22710	000	1.000	60089	1.0000	1.0000	EA	1.0000	EA
TOTAL											

3. Choose the **Order Number** to review.
4. Click **Row, Detail Information** to display the Receipts Inquiry – Purchase Receipt Detail window.



PeopleSoft. Receipts Inquiry - Purchase Receipt Detail

Order Number 46323 OP 22710 Business Unit 27227150
 Line Number 1.000 Order Description Typewriter
 Receipt Document 55575 OV 22710
 Supplier Item * * * * Supplier Remark * * * *
 Item Number 60089
 Account Number 27227150.531100

	Quantity	UOM	Amount
Received	1.0000	EA	500.00
In Routing			
Dispositioned			
Not Vouchered	1.0000		500.00

5. Review receipt information for the purchase order.
6. Click **Form, Address Numbers** to display the Receipts Inquiry – Address Numbers window.



PeopleSoft. Receipts Inquiry - Address Numbers

Supplier	500277	LATSCHS INC - PURCHASE ORDERS
Ship To	558552	ROADS LINCOLN CENTRAL COMPLEX
Buyer Number	1117504	MILLER, LINDSEY
Invoice To	250227	ROADS LINCOLN CENTRAL COMPLEX
Ordered By	1117504	MILLER, LINDSEY
Received By	1117504	MILLER, LINDSEY

7. Click **Cancel**.

8. Click **Cancel**.

 To review multiple receipts for a single purchase order, repeat steps 4 - 6.

9. Click **Close**.