Reversing Receipts by PO with Receipt Routing

Overview

A previously received Stock Item(s) that has been entered into Receipt Routing can be reversed only after the Stock Item(s) has been disposition back into the first operation of INSP (In Inspection). You can only disposition Stock Items on a Purchase Order if they have not been vouchered and matched by Accounting. If a Purchase Order has been vouchered, it must be backed out of Accounting before it may be disposition or moved back to INSP.

The disposition process creates the Reverse Receipt O Batch as well as an OV Document that must be posted.

When the Reverse Receipt process (below) is finalized to open back up the Purchase Order and the Stock Item(s) was enter through the Receipt Route Process, a pseudo Receipt Batch Number (O Batch) and an OV Document is created – Do Not Post the pseudo batch.

If the Stock Item(s) were not routed through Receipt Routing then the Reverse 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 > Open Receipts by Supplier - Reverse

Inventory > Purchasing – CSI > Receive Purchases > Receipt Stock Purchases > Open Receipts by Supplier - Reverse

Steps

Reverse Receipts

Start this instruction from the Open Receipts by Supplier - Reverse – Work With Purchase Receipts window.

1. Enter the following information:

    *   **Order Number** – receiving number assigned by the system.

    *   **Document type** (second field in the Order. Number line) – ZP or ZG

    *   Other optional fields as required by your agency

2. Click **Find**. The Work with Purchase Receipts window appears.

🖉 The Order Number and Order Type is Bolded – this represents the stock item(s) have Purchasing Inspection (PINS) Receipt Route.

3. Choose the Order Numbers/Line Number(s) you want to reverse.

4. Click **Row**, **Reverse Receipt**.

5. A "**Y**" appears in the Rev column for the item selected.

    Clicking **Row**, **Cancel Reversal** will remove the "Y".

6. Click **Close**. The Open Receipts by Supplier - Reverse – Reversal Verification window appears.

7. Click **OK**.

    If the stock items are received into receipt routing, the batch created is a pseudo batch – DO NOT POST.

    If the stock items are **not** received into receipt routing – POST THE BATCH.

    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.