

Post Receipt Batches – Processed by Agency

Overview

When an end user receives against a Purchase Order(s), NIS automatically creates receiving documents, OV document types, and batches the receipts. The agency must post its Receipt Batch.

When an order is received, NIS creates the first accounting transactions and makes them available to post to the general ledger. A typical entry for a receipt will be a debit to the account being charged (for inventory this is an inventory account) and a credit to an account reserved for 'Received not Vouchered'.

This work instruction shows how to Post a Receipt Batch.

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 > Batch Processing > Receipt Processing > Post Receipt Entries by Batch, or

Inventory > Inventory Purchasing - Agencies > Batch Processing > Receipt Processing > Post Receipt Entries by Batch

Steps

Post a Receipt Batch

Start this instruction from the Review G/L Receipts Journal – Work with Batches window.

PeopleSoft® Sign Out

Post Receipt Entries by Batch - Work With Batches 1 2 3

Select Find Close Form Row Tools

Batch Number / Type: PO/CONTRACT ENTRIES

Unposted Batches Posted Batches All Batches Pending

No records fetched. Customize Grid

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
No records fetched.							

1. Enter the Batch Number that you are going to Post.
- From this selection, the system will default in "O" for PO/Contract Entries and select "Unposted Batches".
2. Click **Find**.

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Batch Number / Type: PO/CONTRACT ENTRIES

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Records 1 - 1 Customize Grid

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input type="checkbox"/>	O	601679	02/09/2006	A	APPROVED	1-	7,896.00- NISSMERRIT

3. All Unposted Batches appear in the grid.
4. Select the batches that you want to post. They should be in an "A" Approved status.
5. Click **Row, Post by Batch**. The Printer Selection Screen appears.
6. Click **OK**. You will return to the menu.
7. Report R09801 will be submitted to Post the selected batch(es).
- If desired, view the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions in the System Basics Training Manual. Choose the Job Details to view (R09801_...) once the Description is "Done".
8. Once report has run, you can view the posted batch(es) by selecting "Posted Batches" and Clicking **Find**.

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Post Receipt Entries by Batch - Work With Batches

Batch Number / Type: [] 0 PO/CONTRACT ENTRIES

Unposted Batches Posted Batches All Batches Pending

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input type="checkbox"/>	0	601927	03/03/2006	D	POSTED	1-	500.00- NISLMILLER
<input type="checkbox"/>	0	601468	01/06/2006	D	POSTED	1-	500.00- NISMERRIT
<input type="checkbox"/>	0	601432	12/30/2005	D	POSTED	1-	1,000,000.00- NISMERRIT
<input type="checkbox"/>	0	601315	12/14/2005	D	POSTED	1-	337.00- NISAARCHUL
<input type="checkbox"/>	0	601314	12/14/2005	D	POSTED	1-	1,685.00- NISAARCHUL
<input type="checkbox"/>	0	601274	12/13/2005	D	POSTED	1-	500.00- NISMERRIT
<input type="checkbox"/>	0	601067	11/22/2005	D	POSTED	1-	378.45- UATDPOPPER
<input type="checkbox"/>	0	601063	11/22/2005	D	POSTED	1-	378.45- UATDPOPPER
<input type="checkbox"/>	0	601062	11/22/2005	D	POSTED	1-	800.00- UATKSEVERI

 The selected batch(es) status description will change to posted after a period of time.