Receiving

This quick reference guide is designed to assist you in documenting the receipt of ordered goods and services. Receipts are meant to be created in ProcureAZ for each received shipment of goods or service deliverable provided. Completing Receipts enables accounting to perform a 3-way match between the PO, Receipt and Invoice to ensure that only received goods and services are paid for, and at the price specified on the order.

Receiving Overview

Creating Receipts in ProcureAZ allows users to:

- Document the receipt of goods and services
- Return goods and services
- Cancel ordered items.

Receipts are created by:

- Finding the corresponding Purchase Order (PO)
- Indicating the quantity or dollar amount of an item that has been received, returned or cancelled.

Completing Receipts enables accounting (AP) to perform a 3-way match between the PO, Receipt and Invoice to ensure:

- Payments are made only for the actual quantity of goods and services received
- The price specified on the invoice agrees with the price on the purchase order.

Basic ProcureAZ Receiving Rules

Receipts can be created against POs while a PO is in the following statuses:

- Sent
- Partial Receipt
- Complete Receipt

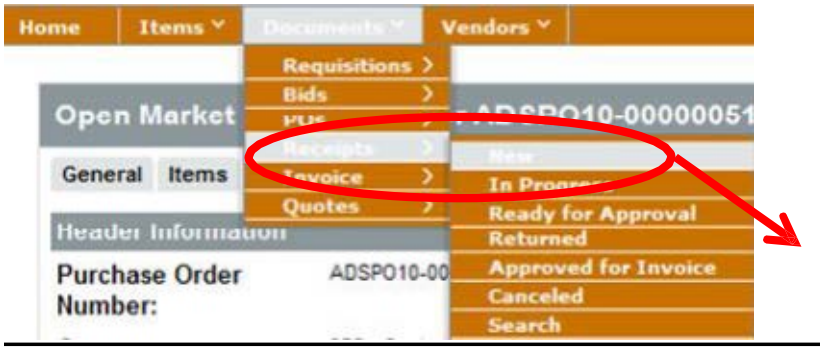
NOTE: If a PO has a *Change Order* in progress, <u>no receiving</u> can be performed for that PO..
NOTE: DA users can only receive for POs that have a *Location* that the user has rights to.

Creating a New Receipt

1) Find the Purchase Order - All receipts of an item start by finding the PO it was ordered on. Methods include:

- Performing an advanced search for a PO using the magnifying glass icon on the header bar.
- Selecting **Documents>Receipts>New** (see picture below) and searching for the PO**.**

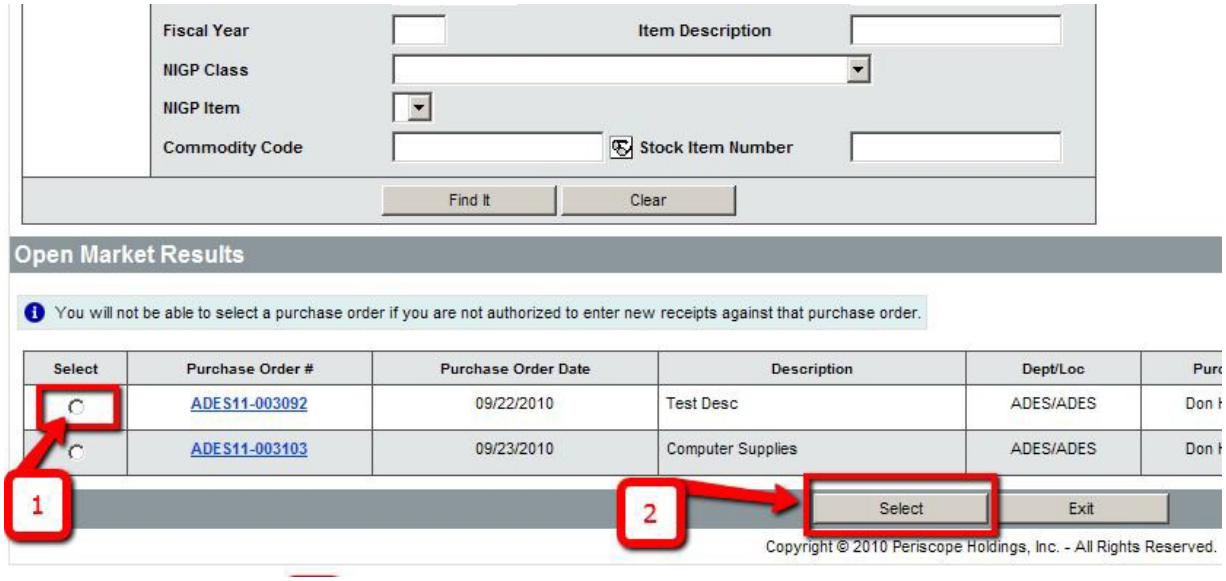
Receiving



2) Create the Receipt document – A Receipt can be created for a Purchase Order by

- Selecting the ***Create Receipt*** button in the ***Receipt Information*** section on the PO.

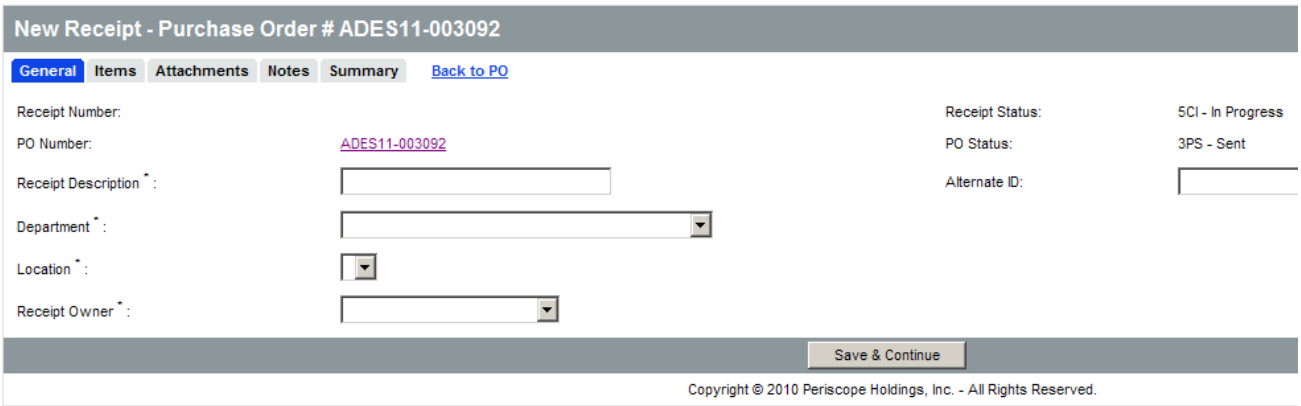
- Selecting the PO from the ***Results*** after using **Documents>Receipts>New** to search for the PO**.**



Completing the Receipt

Once created, a New Receipt document will display on its General tab.

Receiving



Good things to remember when completing the receipt document.

- Like all ProcureAZ documents, start with the ***General*** tab.
- It is good idea to use the tabs from left to right.
- Add the required data on each tab and any additional information desired.
- Select ***Save & Continue*** on each tab.
- On the final tab, the ***Summary*** tab, you can review the entire document.

General Tab – Required Information

On the first tab on the left, the ***General*** tab, the required fields are

- **Receipt Description**
- **Department** and **Location**
- **Receipt Owner**

Of these items, only ***Receipt Description*** will be blank upon creating a new Receipt.

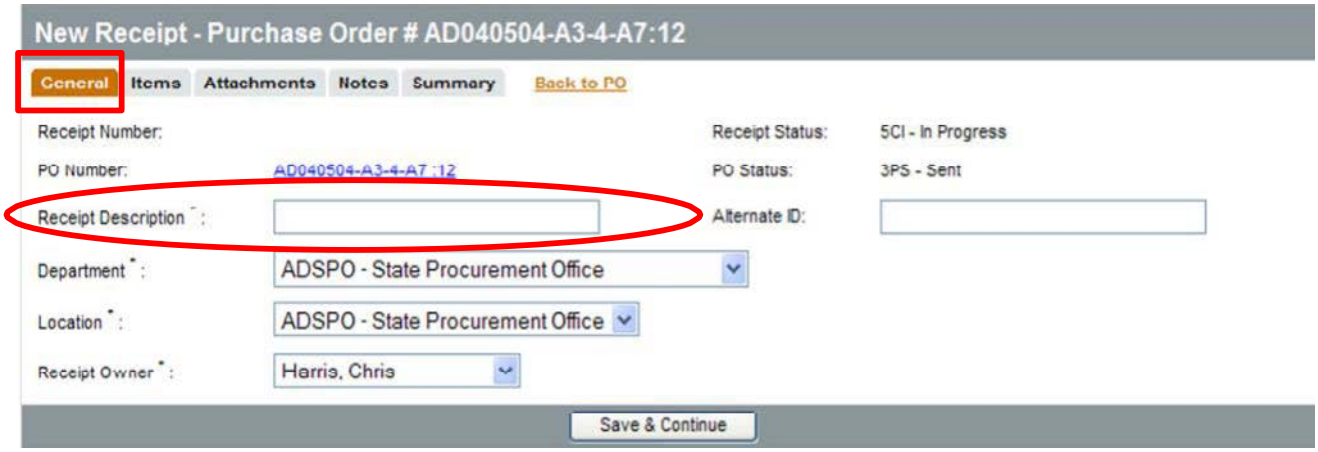
The ***Department*** and ***Location*** will carry over from the PO.

The **Receipt Owner** will be set to the creator of the Receipt, but can be set to any user with receiving rights for this PO.

Upon completing these fields, select **Save & Continue** before moving to the next tab.

You are now ready to document the received, returned and cancelled items on the PO. Proceed to the Items tab.

Receiving



Items Tab - Add Receiving Quantities & Amounts

On the Items tab of the Receipt, each Item on the PO will be listed, along with pricing and receiving information.

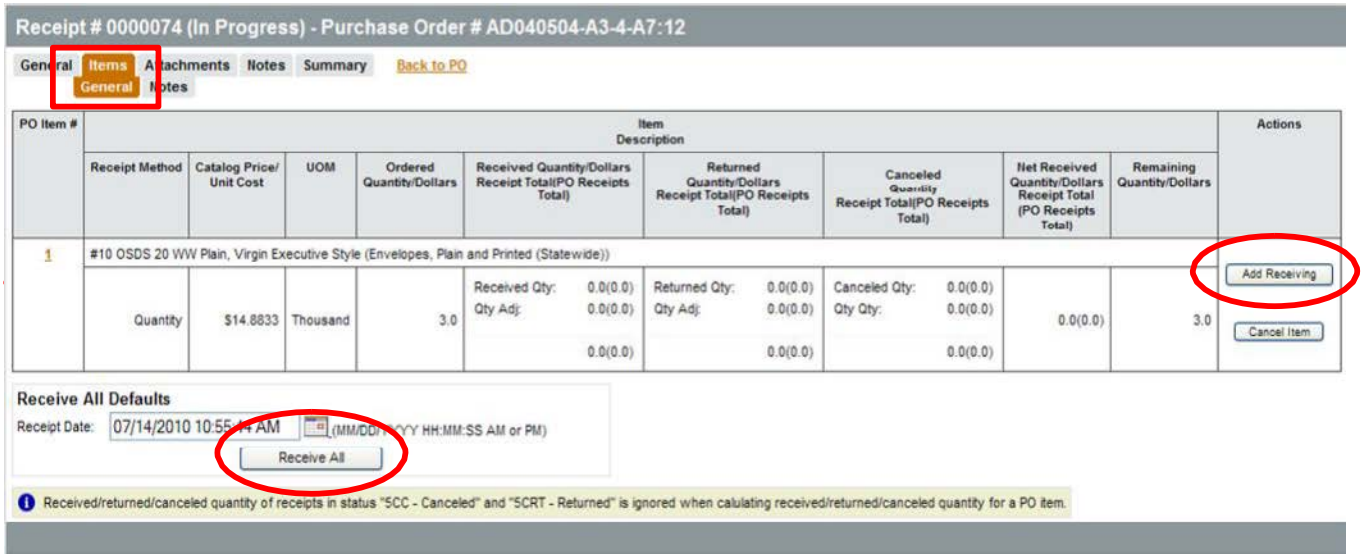
The most important columns of information to consider for each item before receiving are the

- **Receipt Method**
- **Remaining Quantity/Dollar.**

The ***Receipt Method*** indicates whether, when receiving, you will indicate the total quantity of the Item that was received, or if you will indicate the dollar amount that has been charged by the vendor.

Generally, commodities are set to a "Quantity" **Receipt Method**, while services are set to "Dollars".

The **Remaining Quantity/Dollars** indicates the remaining quantity or dollar total for the Item that has not yet been received. You will not be able to receive more than this total.



Receiving

If all ordered goods/services have been delivered, click the **Receive All** button along the bottom of the Items tab.

This will refresh the current screen with the updated receiving information for each Item, and remove or change the other receiving options available.

If **Receive All** is selected, the only receiving option going forward is to process an ***adjustment*** to change the receipt.

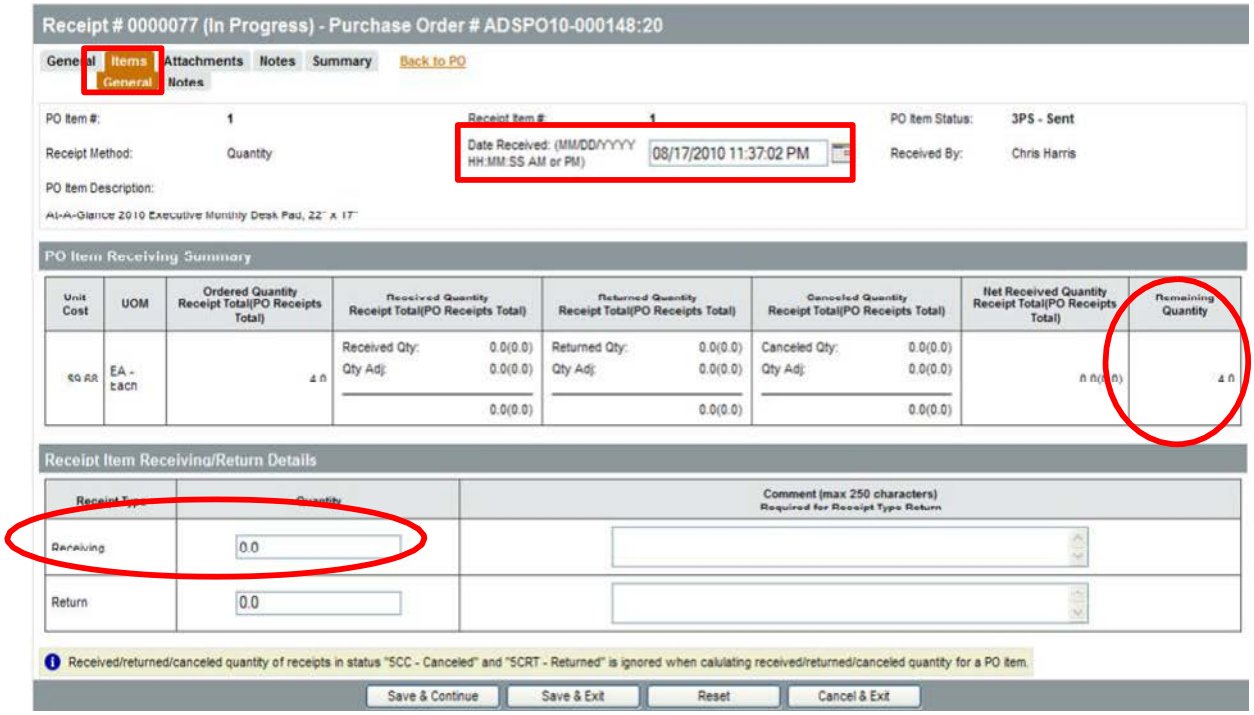
If only a portion of the ordered goods and services have been received or you need to indicate the return of delivered Items, you'll need to select **Add Receiving** for each line Item that has been delivered to indicate how much of the Item has been received and/or returned.

Upon selecting **Add Receiving** next to an Item on the Receipt Items tab, the detail screen for that Item will appear.

This screen displays all detail from the Items tab about the Item, including how much of the Item has been Received, Returned and Canceled.

It also allows you to indicate

- **Item-specific *Date Received***
- ***Quantity or Dollar Amount Received***
- ***Quantity or Dollar Amount Returned***



To document the receipt or return of a certain Quantity or Dollar amount (based on the Receipt Method field), enter that amount into the **Quantity** or **Dollar** column next to the "Receiving" **Receipt Type**.

Note that you will not be able to indicate an amount greater than in the **Remaining Quantity** or **Remaining Dollar** field. If desired, you can type in a comment regarding the receipt in the **Comment** field. Note that for returns, you must provide a comment.

Once you are done, select ***Save & Exit*** to return to the Items tab.

PLEASE NOTE: Upon clicking save, you <u>can't change</u> the entered receipt or return totals except by creating an <u>adjustment</u>.

Item Tab – Additional Receiving Options

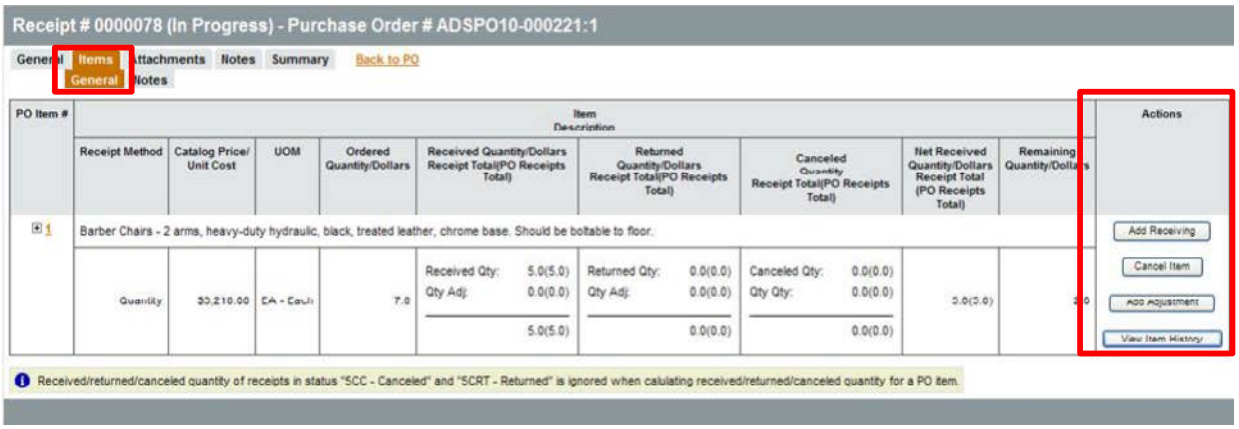
After having entered receiving for an Item, note that the options in the **Actions** column on the ***Items*** tab have changed.

If a line is still open, meaning a remaining quantity or dollar amount has yet to be received, the **Add Receiving** button will still appear, allowing you to receive and/or return some total of the Item.

The **Cancel Item** button continues to appear, allowing you to cancel some total of the Item.

An **Add Adjustment** button now appears, enabling you to adjust the currently received, returned or cancelled amount of the Item.

Lastly, a **View Item History** button appears, which produces a pop-up displaying the entire receipt history of the Item.



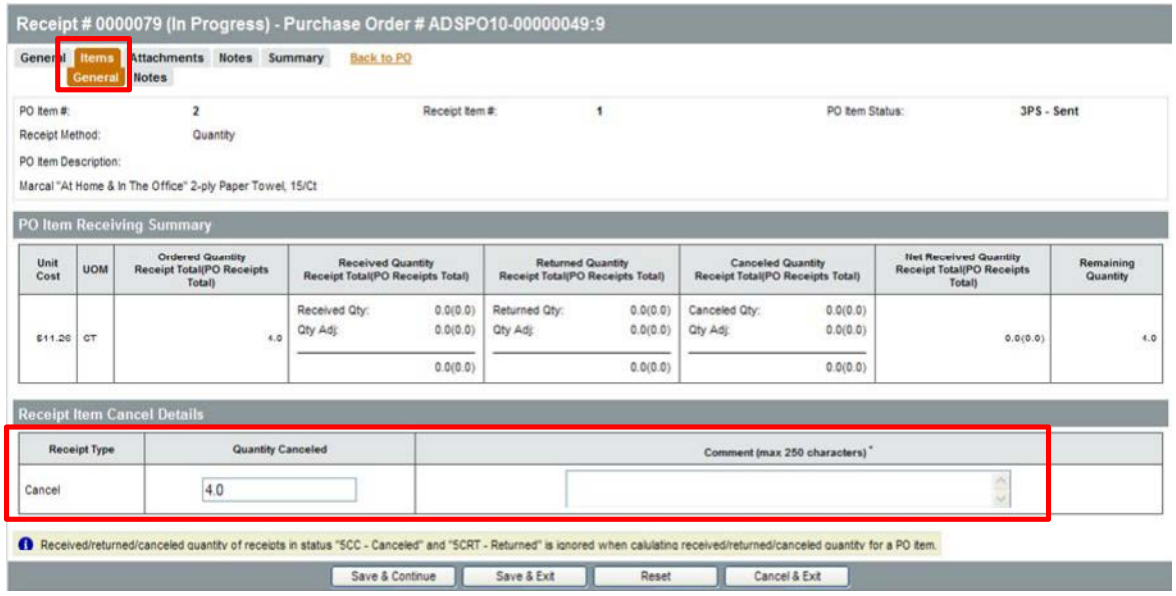
Item Tab – Cancelling Items

Canceling some quantity or dollar amount of an Item is done to indicate that some amount of the Item is no longer needed.

If your Receipt includes a cancellation, upon approval of the Receipt, a ***Change Order*** will automatically be created for the associated PO, canceling the same amount of the Item that was cancelled on the Receipt.

Upon selecting the ***Cancel Item*** button next to an Item, you will be taken to a screen that looks similar to the screen that displayed upon selecting ***Add Receiving***.

Receiving



The details about the Item appear; including the current received, returned and cancelled amounts of the Item and the **Remaining Quantity** or **Dollar Amount**.

However, the bottom section on this screen supports the cancellation of all or some part of the Item. Simply enter in the desired amount in the **Quantity** or **Dollar Amount Cancelled** column and provide the required **Comment** explaining the reason for the cancellation.

Once complete, select **Save & Exit** along the bottom of the screen to return to the Items tab.

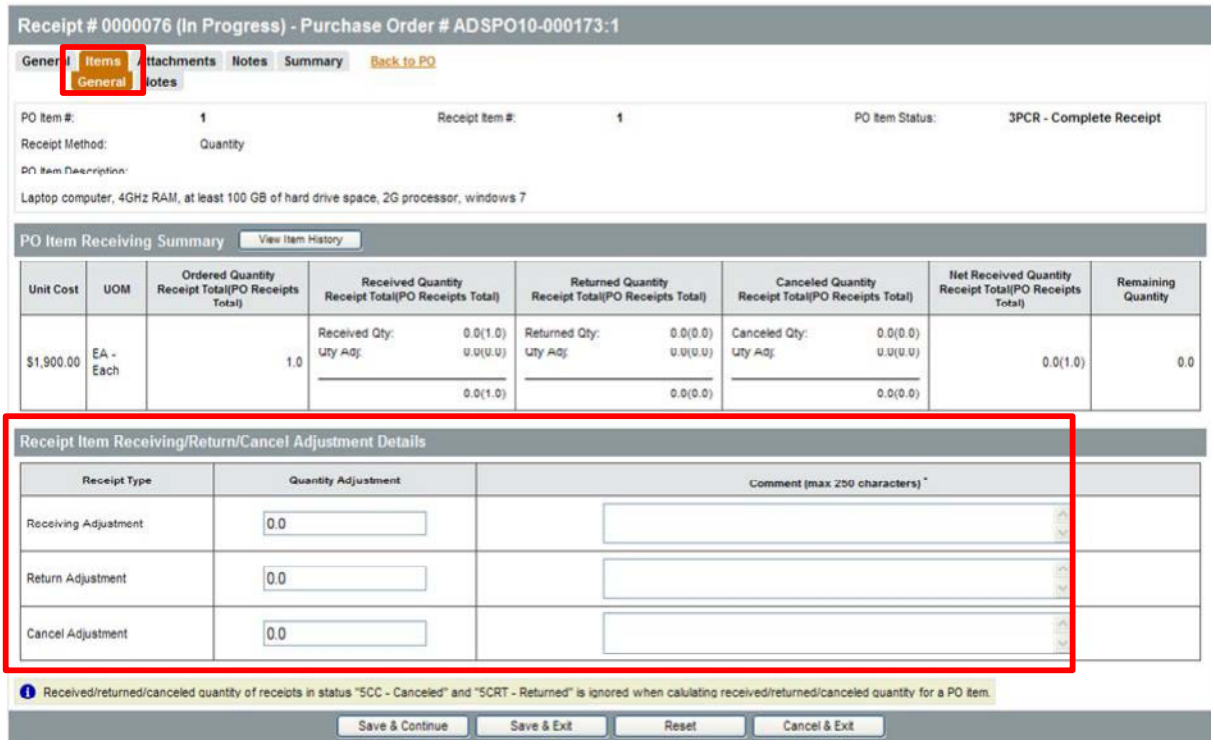
Item Tab - Add Adjustment

Adjustments enable you to correct any errors that may have been made during the receiving process by allowing you to increase and decrease the amount of the Item that has been indicated as received, returned or cancelled.

Upon selecting the **Add Adjustment** button next to an Item, you will be taken to a screen that looks similar to the screen that displayed upon selecting **Add Receiving**.

The details about the Item appear; including the current received, returned and cancelled amounts of the Item and the **Remaining Quantity** or **Dollar Amount**. However, the bottom section on this screen supports the documentation of receiving, return and cancellation adjustments.

Receiving



To INCREASE the total amount of the Item that has been received, returned or cancelled, enter a POSITIVE number into the **Quantity** or **Dollar Adjustment** column.

> For instance, if three of the Item have been marked received, but four were actually received, input "1.0" into the **Quantity Adjustment** field next to the "Receive Adjustment" **Receipt Type**.

To DECREASE the total amount of the Item that has been received, returned or cancelled, enter a NEGATIVE number into the **Quantity** or **Dollar Adjustment** column.

> For instance, if you've indicated that four of the Item were returned, but actually only two were returned, enter 2.0 into the **Quantity Adjustment** field next to the "Return Adjustment" **Receipt Type**.

PLEASE NOTE: All adjustments <u>require</u> a **Comment** explaining the adjustment.

Once complete, select **Save & Exit** along the bottom of the screen to return to the ***Items*** tab.

Receipt Approval

Once you have completed each of the necessary tabs and are ready to submit the Receipt, you'll first want to review all of the information you've entered on the ***Summary*** tab.

If there are any issues with the information you've provided, validation warnings and/or errors will display along the top of the Summary tab.

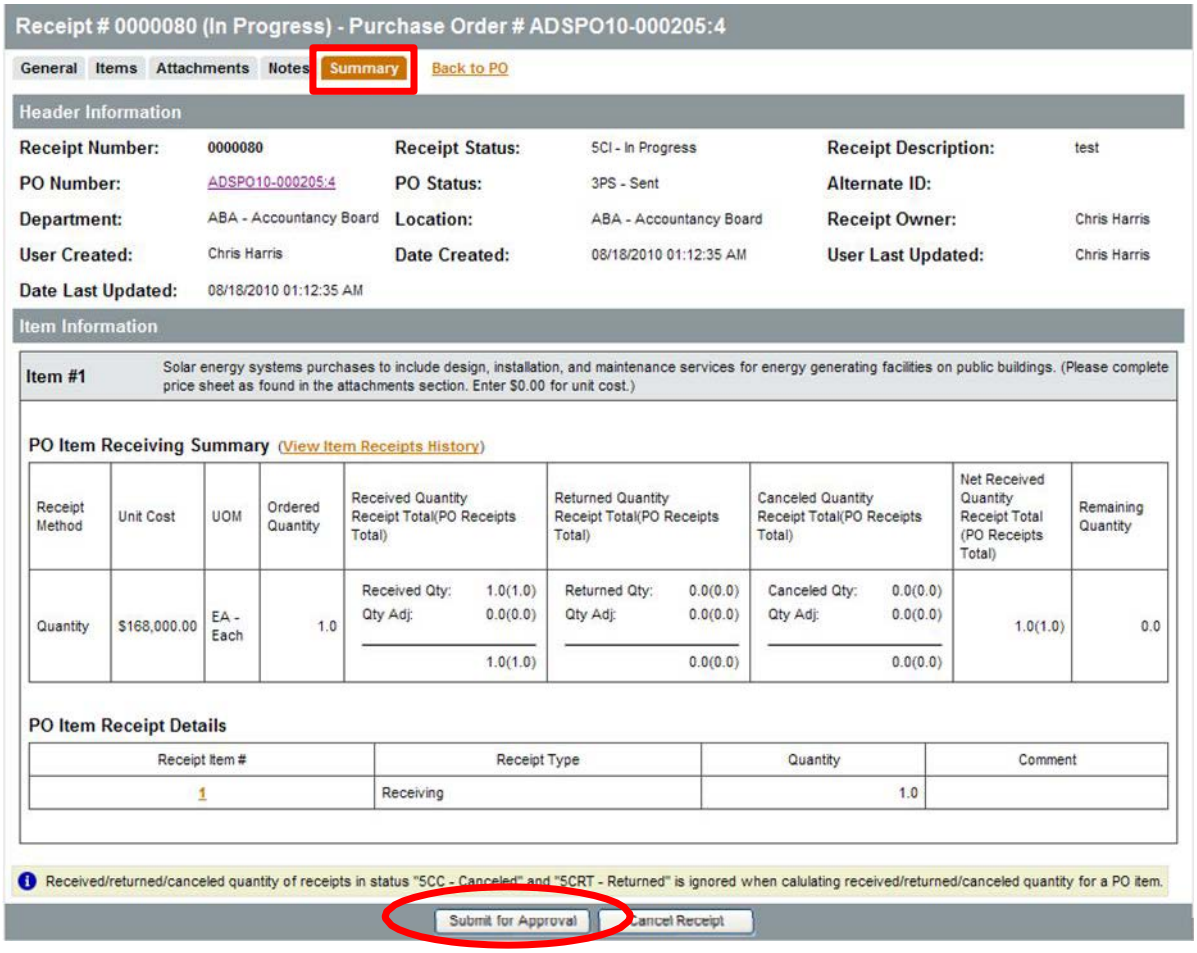
- Yellow warnings <u>don't</u> require action on your part, but …
- **Red** errors <u>require</u> that you fix the issue before you are allowed to submit the Receipt.

Receiving

Once you have corrected any issues, you must submit your Receipt document for approval.

Clicking the ***Submit for Approval*** button on the bottom of the ***Summary*** tab will trigger approval of the Receipt document.

PLEASE NOTE: Not all agencies require approvals for Receipts. If no approvals are required the document will be complete.



Receipt # 0000080 (In Progress) - Purchase Order # ADSPO10-000205:4

General | Items | Attachments | Notes | Summary | Back to PO

Header Information

Receipt Number:	0000080	Receipt Status:	5CI - In Progress	Receipt Description:	test
PO Number:	ADSPO10-000205:4	PO Status:	3PS - Sent	Alternate ID:	
Department:	ABA - Accountancy Board	Location:	ABA - Accountancy Board	Receipt Owner:	Chris Harris
User Created:	Chris Harris	Date Created:	08/18/2010 01:12:35 AM	User Last Updated:	Chris Harris
Date Last Updated:	08/18/2010 01:12:35 AM				

Item Information

Item #1 — Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities on public buildings. (Please complete price sheet as found in the attachments section. Enter $0.00 for unit cost.)

PO Item Receiving Summary (View Item Receipts History)

Receipt Method	Unit Cost	UOM	Ordered Quantity	Received Quantity Receipt Total(PO Receipts Total)	Returned Quantity Receipt Total(PO Receipts Total)	Canceled Quantity Receipt Total(PO Receipts Total)	Net Received Quantity Receipt Total (PO Receipts Total)	Remaining Quantity
Quantity	$168,000.00	EA - Each	1.0	Received Qty: 1.0(1.0) Qty Adj: 0.0(0.0) 1.0(1.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	1.0(1.0)	0.0

PO Item Receipt Details

Receipt Item #	Receipt Type	Quantity	Comment
1	Receiving	1.0	

Received/returned/canceled quantity of receipts in status "5CC - Canceled" and "5CRT - Returned" is ignored when calulating received/returned/canceled quantity for a PO item.

Submit for Approval | Cancel Receipt