

## 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

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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

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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, no receiving can be performed for that PO..

**NOTE:** DA users can only receive for POs that have a *Location* that the user has rights to.

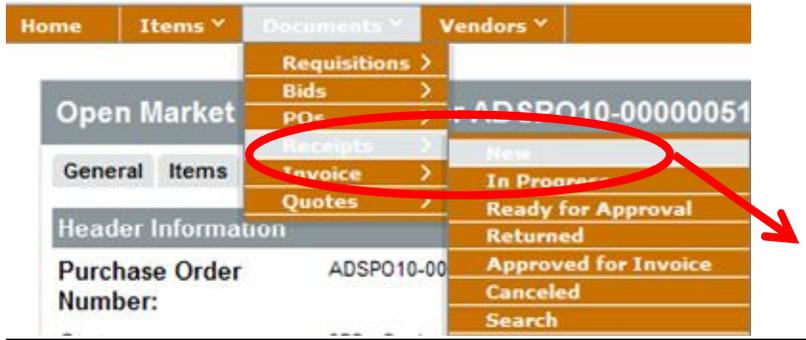
### Creating a New Receipt

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**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.

Fiscal Year  Item Description

NIGP Class

NIGP Item

Commodity Code   Stock Item Number

Find It  Clear

**Open Market Results**

*i* You will not be able to select a purchase order if you are not authorized to enter new receipts against that purchase order.

Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc	Purc
<input type="radio"/>	<a href="#">ADES11-003092</a>	09/22/2010	Test Desc	ADES/ADES	Don t
<input type="radio"/>	<a href="#">ADES11-003103</a>	09/23/2010	Computer Supplies	ADES/ADES	Don t

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### Completing the Receipt

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

## Receiving

New Receipt - Purchase Order # ADES11-003092

**General** Items Attachments Notes Summary [Back to PO](#)

Receipt Number: PO Number: [ADES11-003092](#) Receipt Status: 5CI - In Progress  
PO Status: 3PS - Sent  
Receipt Description:  Alternate ID:   
Department:  Location:   
Receipt Owner:

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### 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

**New Receipt - Purchase Order # AD040504-A3-4-A7:12**

**General** | Items | Attachments | Notes | Summary | [Back to PO](#)

Receipt Number: \_\_\_\_\_ Receipt Status: 5CI - In Progress  
 PO Number: [AD040504-A3-4-A7:12](#) PO Status: 3PS - Sent  
 Receipt Description:  Alternate ID:   
 Department: ADSPO - State Procurement Office  
 Location: ADSPO - State Procurement Office  
 Receipt Owner: Harris, Chris

## 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.

**Receipt # 0000074 (In Progress) - Purchase Order # AD040504-A3-4-A7:12**

**General** | **Items** | Attachments | Notes | Summary | [Back to PO](#)

PO Item #	Item Description									Actions
	Receipt Method	Catalog Price/Unit Cost	UOM	Ordered Quantity/Dollars	Received Quantity/Dollars Receipt Total(PO Receipts Total)	Returned Quantity/Dollars Receipt Total(PO Receipts Total)	Canceled Quantity Receipt Total(PO Receipts Total)	Net Received Quantity/Dollars Receipt Total (PO Receipts Total)	Remaining Quantity/Dollars	
1	#10 OSDS 20 WW Plain, Virgin Executive Style (Envelopes, Plain and Printed (Statewide))									
	Quantity	\$14.8833	Thousand	3.0	Received Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Qty: 0.0(0.0) 0.0(0.0)	0.0(0.0)	3.0	<input type="button" value="Add Receiving"/> <input type="button" value="Cancel Item"/>

**Receive All Defaults**  
 Receipt Date: 07/14/2010 10:55:14 AM

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

# 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**

Receipt # 0000077 (In Progress) - Purchase Order # ADSP010-000148:20

General **Items** Attachments Notes Summary [Back to PO](#)

PO Item #: 1 Receipt Item #: 1 PO Item Status: 3PS - Sent  
 Receipt Method: Quantity Date Received: (MM/DD/YYYY HH:MM:SS AM or PM) 08/17/2010 11:37:02 PM Received By: Chris Harris  
 PO Item Description: At-A-Glance 2010 Executive Monthly Desk Pad, 22" x 17"

PO Item Receiving Summary

Unit Cost	UOM	Ordered Quantity Receipt Total(PO Receipts Total)	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
\$9.68	EA - Each	4.0	Received Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	0.0(0.0)	4.0

Receipt Item Receiving/Return Details

Receipt Type	Quantity	Comment (max 250 characters) Required for Receipt Type Return
Receiving	0.0	
Return	0.0	

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Save & Continue Save & Exit Reset Cancel & Exit

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**.

## Receiving

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 can't change the entered receipt or return totals except by creating an adjustment.

### 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.

Receipt # 0000078 (In Progress) - Purchase Order # ADSPO10-000221:1

General **Items** Attachments Notes Summary [Back to PO](#)

General Notes

PO Item #	Receipt Method	Catalog Price/ Unit Cost	UOM	Ordered Quantity/Dollars	Received Quantity/Dollars Receipt Total[PO Receipts Total]	Returned Quantity/Dollars Receipt Total[PO Receipts Total]	Canceled Quantity Receipt Total[PO Receipts Total]	Net Received Quantity/Dollars Receipt Total (PO Receipts Total)	Remaining Quantity/Dollars	Actions
1					Received Qty: 5.0(5.0) Qty Adj: 0.0(0.0) 5.0(5.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0) 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Qty: 0.0(0.0) 0.0(0.0)	5.0(5.0)		<input type="button" value="Add Receiving"/> <input type="button" value="Cancel Item"/> <input type="button" value="Add Adjustment"/> <input type="button" value="View Item History"/>
<p>Barber Chairs - 2 arms, heavy-duty hydraulic, black, treated leather, chrome base. Should be boltable to floor.</p> <p>Quantity \$3,210.00 EA - Each 7.0</p>										

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO 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

Receipt # 0000079 (In Progress) - Purchase Order # ADSP010-0000049:9

General **Items** Attachments Notes Summary [Back to PO](#)

PO Item #: 2 Receipt Item #: 1 PO Item Status: 3PS - Sent  
 Receipt Method: Quantity  
 PO Item Description: Marcal "At Home & In The Office" 2-ply Paper Towel, 15/Ct

**PO Item Receiving Summary**

Unit Cost	UOM	Ordered Quantity Receipt Total(PO Receipts Total)	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
\$11.28	CT	4.0	Received Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	Returned Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	Canceled Qty: 0.0(0.0) Qty Adj: 0.0(0.0)	0.0(0.0)	4.0

**Receipt Item Cancel Details**

Receipt Type	Quantity Canceled	Comment (max 250 characters) *
Cancel	4.0	

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Save & Continue Save & Exit Reset Cancel & Exit

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

Receipt # 0000076 (In Progress) - Purchase Order # ADSP010-000173:1

General **Items** Attachments Notes Summary [Back to PO](#)

PO Item #: 1 Receipt Item #: 1 PO Item Status: 3PCR - Complete Receipt  
 Receipt Method: Quantity  
 PO Item Description: Laptop computer, 4GHz RAM, at least 100 GB of hard drive space, 2G processor, windows 7

PO Item Receiving Summary [View Item History](#)

Unit Cost	UOM	Ordered Quantity Receipt Total(PO Receipts Total)	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
\$1,900.00	EA - Each	1.0	Received Qty: 0.0(1.0) Qty Adj: 0.0(0.0) 0.0(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)	0.0(1.0)	0.0

Receipt Item Receiving/Return/Cancel Adjustment Details

Receipt Type	Quantity Adjustment	Comment (max 250 characters)*
Receiving Adjustment	<input type="text" value="0.0"/>	<input type="text"/>
Return Adjustment	<input type="text" value="0.0"/>	<input type="text"/>
Cancel Adjustment	<input type="text" value="0.0"/>	<input type="text"/>

Received/returned/canceled quantity of receipts in status "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO Item.

Save & Continue Save & Exit Reset Cancel & Exit

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 require 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 don't require action on your part, but ...
- **Red** errors require 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 # ADSP010-000205:4

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

**Header Information**

Receipt Number: 0000080 Receipt Status: SCI - In Progress Receipt Description: test  
 PO Number: ADSP010-000205:4 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 "SCC - Canceled" and "SCRT - Returned" is ignored when calculating received/returned/canceled quantity for a PO item.

Submit for Approval Cancel Receipt