Receiving and Inquiries

Large Venue Demo II

11/20/2014
Agenda

• Receiving
  – Receiving by Quantity on Receiving Items page demo
  – Receiving by Amount on Receiving Items page demo
  – Receiving by Amount on Manage Requisitions page demo
  – Closing receipt process
  – Canceling a receipt demo

• Inquiries
  – PO Inquiry
  – Payment Inquiry

• Q & A
Receiving Guidelines

• Enter one receipt per invoice
  – 10 invoices = 10 receipts
• If you name requisitions, make them unique for each req
  – Distinct names make receiving easier
• If you’re receiving queue has lots of reqs or POs, use the **Find** button to search by req or PO number or name
• **Campus Receiving** (best way)
  – Shows **Receive Items** page
  – Can see all reqs on which you’re the requester or originator
  – Only way to receive if an Amount-only req was received earlier using Manage Requisitions

• **Manage Requisitions**
  – Use if you’re not the requester or originator
Receiving from Menu Paths

- **Receive Items page** (best way)
  - Main Menu > Finance Menu > eProcurement > Receive Items

- **Manage Reqs page**
  - Main Menu > Finance Menu > eProcurement > Manage Requisitions
To close a receipt without receiving the full amount:

- E-mail Procurement to request the close
- Provide the receipt number, or the req/PO number
Cancelling a Receipt Overview

- You can change a receipt if it hasn’t been vouchered (invoiced)
- You can cancel a receipt if it hasn’t been voucher matched
- You’ll get an error message if the receipt cannot be changed or cancelled
To cancel a receipt:

- Go to the **Manage Requisitions** page (FS Workcenter > EPRO/PO > Manage Requisitions)

- Search for the req or PO you want to cancel the receipt for:

![Manage Requisitions](image)
Click the arrow by the requisition to show the lifespan:
Click on the **Receiving** icon:
Click on the **Details** icon:

Click the **Cancel Line** icon or change the quantity on lines as needed:
Click **Yes** if you clicked a Cancel Line icon:

![Message window with options Yes and No]

Click the **Save Receipt** button:
PO Inquiry – Total Balance Left

- To see the total balance left on a PO:

1. Navigate to the Purchase Orders section.
2. Select the appropriate criteria to search for specific POs.
3. Click the Search button to view the total balance left.
- **Encumbrance Balance** = Amount not vouchered (invoiced):

![PO Inquiry - Total Balance Left (cont.)](image-url)
To see the balance of lines left on a PO:

1. Click on the "Activity Summary" button in the Purchase Order Inquiry screen.
• To see the balance of lines left on a PO:
PO Inquiry – Line Balance Left (Cont.)

- To see the balance of lines left on a PO: