

Receiving and Inquiries

Large Venue Demo II

11/20/2014

Connect
CAROLINA



- 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

- 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

Receive Items

You have 21 lines open for receiving

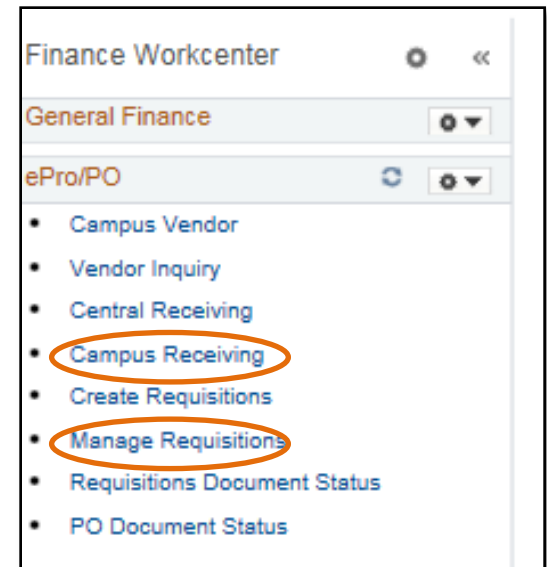
[Receive Selected](#) and go to the Receive Form.

Requisition Lines to Receive Personalize | **Find** | View All |  |  | First 1

Requisition Lines to Receive		Purchase Order Details								
Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Attention To	Vendor	
<input type="checkbox"/>	UNCCH	1000000473	laser printer	3	0	EA	Qty	000_150	Allyson Harris	IBM CORPOR-00
<input type="checkbox"/>	UNCCH	1000000600	Receive Partial Req 15.0	20	0	EA	Qty	000_150	Allyson Harris	STAPLESBUS-00

- **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



- **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

- 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:

The screenshot shows the 'Manage Requisitions' search interface. It includes a search bar with the text 'To locate requisitions, edit the criteria below and click the Search button.' Below this are several search criteria fields: 'Business Unit' (UNCCH), 'Requisition ID' (1000010239), 'Request Status' (Received), 'Budget Status', 'Date From', 'Date To' (11/19/2014), 'Requester', 'Entered By', and 'PO ID'. At the bottom are 'Search' and 'Clear' buttons. Two orange circles with numbers '1' and '2' are overlaid on the image. Circle '1' is positioned over the 'Requisition ID' field, and circle '2' is positioned over the 'Search' button.



Field	Value
Business Unit	UNCCH
Requisition ID	1000010239
Request Status	Received
Budget Status	
Date From	
Date To	11/19/2014
Requester	
Entered By	
PO ID	

Click the arrow by the requisition to show the lifespan:

Requisitions 

To view the lifespan and line items for a requisition, click the Expand triangle icon: 

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
 1000010239	GlaxoSmithKline Flu 14-15	UNCCH	11/10/2014	Received	Valid	15,431.83 USD	<input type="text" value="<Select Action>"/>  <input type="button" value="Go"/>










Click on the **Receiving** icon:

Requisitions ?





To view the lifespan and line items for a requisition, click the Expand triangle icon:
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
1000010239	GlaxoSmithKline Flu 14-15	UNCCH	11/10/2014	Received	Valid	15,431.83 USD	<Select Action> <input type="button" value="Go"/>

Requester: Catherine Swinney Entered By: Catherine Swinney Priority: Medium
 Pre-Encumbrance Balance: 0.00 USD

 Requisition
  Approvals
  Inventory
  Purchase Orders
  Change Request
  **Receiving**
 Returns
  Invoice
  Payment

Request Lifespan:

Line Information Personalize | Find |   First  1-4 of 4  Last

Line	Description	Status	Price	Quantity	UOM	Vendor
1	FLULAVAL EQUADRIVALENT MULTI...	Received	137.30000	USD 120.0000	PK	GLAXOSMITHKLINE
2	FEDERAL EXCISE TAX OF \$0.75 ...	Received	0.75000	USD 1,200.0000	EA	GLAXOSMITHKLINE
3	LIMITED TIME DISCOUNT PER IN...	Received	-329.52000	USD 1.0000	EA	GLAXOSMITHKLINE
4	FLU DELIVERY GUARANTEE DISCO...	Received	-1614.65000	USD 1.0000	EA	GLAXOSMITHKLINE




Click on the **Details** icon:

Manage Receipts

Find a Receipt

Show Status: Received/Open Requisition Name: Search Clear

Receipts Personalize Find View All First 1 of 1 Last

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status	
GlaxoSmithKline Flu 14-15	4000001588	11/12/2014	Y15SAG0048	1322.0000	Received	  

5

Click the **Cancel Line** icon or change the quantity on lines as needed:

Receive Items

Receipt No: 4000001588

















*Business Unit: JNCCH

Receipt Status: Fully Received

*Received Date: 11/12/2014

Add Header Comments Reject Shipment

Receipt Lines Personalize Find View All First 1-4 of 4 Last

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		FLULAVAL EQUADRIVALE	<input type="text" value="120.0000"/>	PK	120.0000				
2		FEDERAL EXCISE TAX O	<input type="text" value="1200.0000"/>	EA	1200.0000				
3		LIMITED TIME DISCOUN	<input type="text" value="1.0000"/>	EA	1.0000				
4		FLU DELIVERY GUARANT	<input type="text" value="1.0000"/>	EA	1.0000				

Save Receipt

6 **6**

Click **Yes** if you clicked a Cancel Line icon:

Message

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

7

Click the **Save Receipt** button:

Receive Items

Receipt No: 4000001588

*Business Unit:

Receipt Status: Fully Received

*Received Date:

[Add Header Comments](#) [Reject Shipment](#)

Receipt Lines									
Personalize Find View All									
First 1-4 of 4 Last									
Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		FLULAVAL EQUADRIVALE	<input type="text" value="110.0000"/>	PK	110.0000				
2		FEDERAL EXCISE TAX O	<input type="text" value="1200.0000"/>	EA	1200.0000				
3		LIMITED TIME DISCOUN	<input type="text" value="1.0000"/>	EA	1.0000				
4		FLU DELIVERY GUARANT		EA					

8

- To see the total balance left on a PO:

1

Favorites ▾ Main Menu ▾ > Finance Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Review PO Information ▾ > Purchase Orders

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit: = ▾ UNCCCH

PO ID: begins with ▾ 2000005900

Contract SetID: begins with ▾

Contract ID: begins with ▾

Release Number: = ▾

Purchase Order Date: = ▾

PO Status: = ▾

Short Vendor Name: begins with ▾

Vendor ID: begins with ▾

Vendor Name: begins with ▾

Buyer: begins with ▾

Buyer Name: begins with ▾

Case Sensitive

3 Search Clear Basic Search Save Search Criteria

- **Encumbrance Balance** = Amount not vouchered (invoiced):

Purchase Order Inquiry

Purchase Order

Business Unit: UNCCH PO Status: Dispatched
 PO ID: 2000005900 Budget Status: Valid

▼ Header

PO Date: 10/30/2014
 Vendor Name: QS/1_DATA_-001 Backorder Status: Not Backordered
 Vendor ID: 0000032111 Vendor Details Receipt Status: Partial
 Buyer: Bob Hold From Further Processing
 Myers
 PO Reference: From Req ID - 1000006347

Header Details All RTV Document Status
 Header Comments... Matching
 Change Order Activity Summary

Amount Summary

Merchandise:	7,006.00
Freight/Tax/Misc.:	0.00
Total:	7,006.00 USD
Encumbrance Balance:	6,531.00 USD

4

Lines

Personalize | Find | View All | First 1-10 of 10 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		PRICE UPDATES	UNC00058	3.0000	EA	450.00 USD	Approved
2		DRUG IMAGES/IMPRINTS	UNC00058	3.0000	EA	180.00 USD	Approved
3		CLINICAL UPDATES	UNC00058	3.0000	EA	570.00 USD	Approved
4		WEBRX HOST	UNC00058	1.0000	YR	475.00 USD	Approved
5		NX SOFTWARE MAINTENANCE	UNC00058	1.0000	YR	2,760.00 USD	Approved
6		FAMILY CARE	UNC00058	1.0000	YR	150.00 USD	Approved

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

Purchase Order Inquiry

Purchase Order

Business Unit: UNCCH PO ID: 2000005900 PO Status: Dispatched Budget Status: Valid

▼ Header

PO Date: 10/30/2014 Vendor Name: QS/1 DATA -001 Vendor ID: 0000032111 Buyer: Bob Myers PO Reference: From Req ID - 1000006347

Backorder Status: Not Backordered Receipt Status: Partial Hold From Further Processing

Amount Summary

Merchandise: 7,006.00 Freight/Tax/Misc.: 0.00 Total: 7,006.00 USD Encumbrance Balance: 6,531.00 USD

Header Details All RTV Document Status Matching Activity Summary **1**

Change Order

Lines Personalize | Find | View All | First 1-10 of 10 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		PRICE UPDATES	UNC00058	3.0000	EA	450.00 USD	Approved
2		DRUG IMAGES/IMPRINTS	UNC00058	3.0000	EA	180.00 USD	Approved
3		CLINICAL UPDATES	UNC00058	3.0000	EA	570.00 USD	Approved
4		WEBRX HOST	UNC00058	1.0000	YR	475.00 USD	Approved
5		NX SOFTWARE MAINTENANCE	UNC00058	1.0000	YR	2,760.00 USD	Approved
6		FAMILY CARE	UNC00058	1.0000	YR	150.00 USD	Approved

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

Activity Summary

Business Unit: UNCCH PO Status: Dispatched
 Purchase Order: 2000005900 Vendor: QS/1 DATA SYSTEMS
 Merchandise Amount: 7,006.00 USD
 Merchandise Receipt: 625.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 475.00 USD
 Merchandise Matched: 475.00 USD

Lines Personalize | Find | View All | First 1-10 of 10

Details | Receipt | **Invoice** | Matched | RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		PRICE UPDATES	EA	3.0000	450.000	USD	<input type="checkbox"/>
2		DRUG IMAGES/IMPRINTS	EA	3.0000	180.000	USD	<input type="checkbox"/>
3		CLINICAL UPDATES	EA	3.0000	570.000	USD	<input type="checkbox"/>
4		WEBRX HOST	YR	1.0000	475.000	USD	<input type="checkbox"/>
5		NX SOFTWARE MAINTENANCE	YR	1.0000	2,760.000	USD	<input type="checkbox"/>

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

Activity Summary

Business Unit: UNCCH PO Status: Dispatched
 Purchase Order: 2000005900 Vendor: QS/1 DATA SYSTEMS

Merchandise Amount: 7,008.00 USD
 Merchandise Receipt: 625.00 USD
 Merchandise Returned: 0.00 USD
 Merchandise Invoice: 475.00 USD
 Merchandise Matched: 475.00 USD

Lines Personalize | Find | View All | **3**

Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency Code	Un-invoiced Quantity	Un-invoiced Amount	Curren
1		PRICE UPDATES	EA	0.0000	<input type="checkbox"/>	0.000	USD	3.0000	450.000	USD
2		DRUG IMAGES/IMPRINTS	EA	0.0000	<input type="checkbox"/>	0.000	USD	3.0000	180.000	USD
3		CLINICAL UPDATES	EA	0.0000	<input type="checkbox"/>	0.000	USD	3.0000	570.000	USD
4		WEBRX HOST	YR	1.0000	<input type="checkbox"/>	475.000	USD	0.0000	0.000	USD
5		NX SOFTWARE MAINTENANCE	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	2,760.000	USD
6		FAMILY CARE	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	150.000	USD
7		NEW REFILL SCRIPT	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	300.000	USD
8		HL7 REAL TIME INTERFACE	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	1,000.000	USD
9		HL7 ADT INTERFACE	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	850.000	USD
10		EX SOFTWARE MAINTENANCE	YR	0.0000	<input type="checkbox"/>	0.000	USD	1.0000	271.000	USD