# PeopleSoft Training Document

# Financials 9.2

# Receipting Goods and/or Services

| Functional Area | PeopleSoft Finance 9.2 |
|---|---|
| **Process Area** | Purchasing |
| **Processes covered in this document** | 1.1.1    Receipt by value or quantity<br>1.1.2    Receipt remaining quantity and/or value<br>1.1.3    Adding attachments to a receipt<br>1.1.4    Amend an Existing Receipt<br>1.1.5    Cancel a Receipt |
| **Process Map Reference** | Unitec Processes 9.2 |

# Contents

# Terminology

| Purchase Order | Is the PeopleSoft Purchase Order |
|---|---|
| Voucher | Refers to the invoice once it has been entered in the system |
| Receipt | Refers to the receipt process in the system |
| Dispatch | Refers to the PO dispatch process |

# Receipting

Receipting of purchase orders in PeopleSoft is an important part of the buyer's responsibility. Once the goods or services have been received by Unitec, the buyer needs to receipt them in PeopleSoft to allow for payment to the supplier.

The receipting process involves recording the items delivered and comparing the shipment against what was originally ordered on the purchase order. Only receipt goods or services after they have been received, and only if they are of approved quality.

If not all the order is received, you can partially receipt the goods or services. This allows for split delivery of an order.

If receipting is not done, the accounts department may process the invoice from the supplier but the matching process does not take place. This means that suppliers will not get paid and the transaction will appear on the Match Exception Report with the reason R500 – No Receipt.

There are two types of receipting that can occur – by amount, or by quantity, depending on the type of Purchase Order that has been created.

# Three Way Matching

Unitec uses a three way matching process between the:

**Voucher** – Invoice
**Purchase Order** and
**Receipt**.

If all these match as defined by the match rules (refer to Matching for Buyers Manual) and the invoice is due for payment, then payment is made to the supplier.
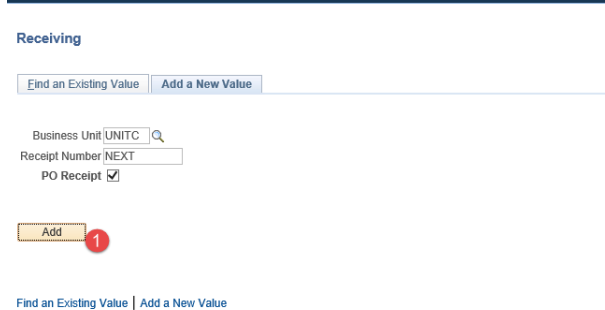
# Receipt by Quantity

## Objective

Goods were ordered by quantity, for example 10 boxes of paper.  You receipt the quantity of the order that has been received, either the complete order – in this case 10 - or if only a partial order, then just the number of boxes that have been delivered.  Later if the remainder of the order is delivered, you can create another receipt for that quantity.
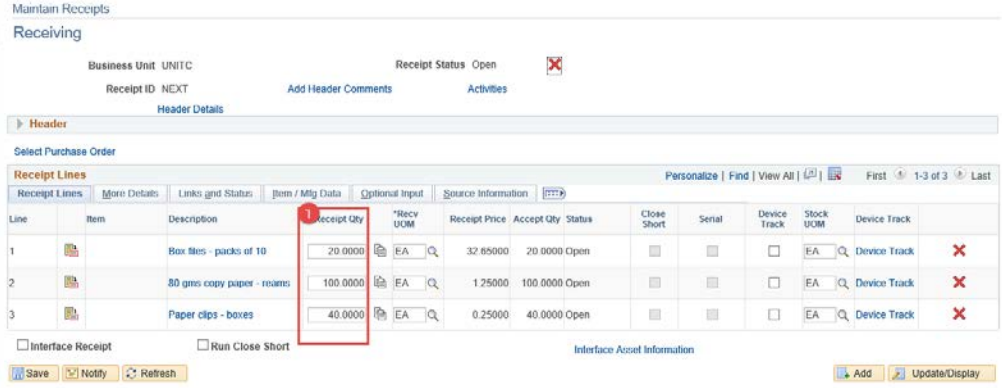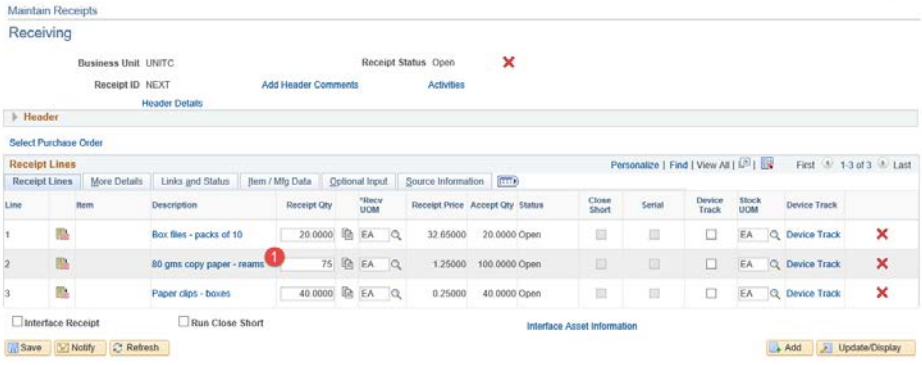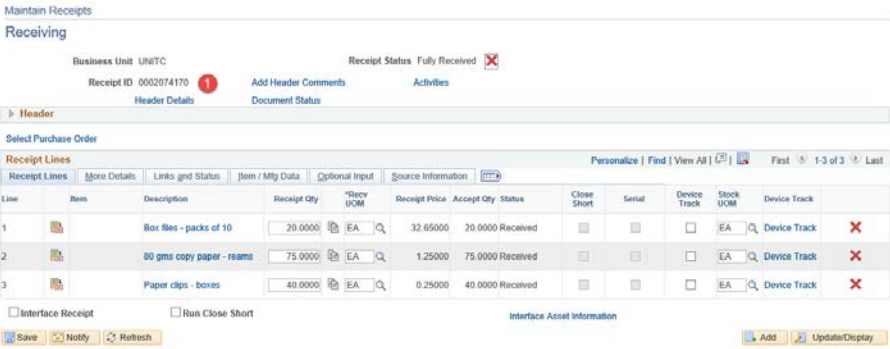
| | |
|---|---|
| Please note... | Even if all the items have been delivered, if any of them are not of the expected quality, or are damaged, then you do not receipt these goods, as you will be returning them to the supplier.<br><br>Only receipt items that are of good, undamaged quality, or services that have been delivered and are of good quality. |

| | |
|---|---|
| Please note... | Only Purchase Orders with the status "dispatched" can be receipted.   If your search does not retrieve any rows, check if the PO status is "dispatched". |

You do this for each item on the original purchase order.

| STEP | RECEIPT THE ORDER – BY QUANTITY |
|---|---|
| Path | Buyer WorkCentre > Add/Update Receipts |
| Add a New Value<br><br>1.   Click Add | **Receiving**<br><br>Find an Existing Value \| **Add a New Value**<br><br>Business Unit UNITC<br>Receipt Number NEXT<br>PO Receipt ☑<br><br>Add ①<br><br>Find an Existing Value \| Add a New Value |

| STEP | RECEIPT THE ORDER – BY QUANTITY |
|------|--------------------------------|

| | |
|---|---|
| You can configure which quantity or amount is copied from the PO into the receipt lines.<br><br>We recommend that you keep the default - **PO Remaining Qty** Option. This will only copy across what has not previously been receipted. |  |
| 1. Search for the Purchase Order Number<br>2. Click **Search**<br><br>3. Select only the row or rows to receipt<br><br>4. Click **OK** |  |

| | |
|---|---|
|  | If you don't know the PO you can also search by supplier and date |

| STEP | RECEIPT THE ORDER – BY QUANTITY |
|---|---|
| When you click OK you are taken to a screen that shows the receipt lines.<br><br>1.  Receipt Qty column shows the total available for receipting. The white background indicates that it is editable. |  |
| 1.  Enter the quantity of goods received<br><br>In this example, you only received 75 of item 2. The other two items were received in full.<br><br>2.  Click  |  |
| 1.  A receipt ID is generated |  |
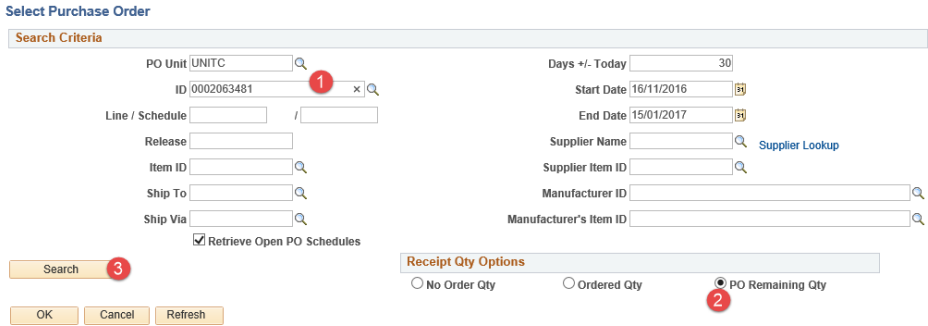
In this example, you have receipted 75 items of a total of 100 that were ordered on line 2, leaving 25 still to be supplied and receipted.
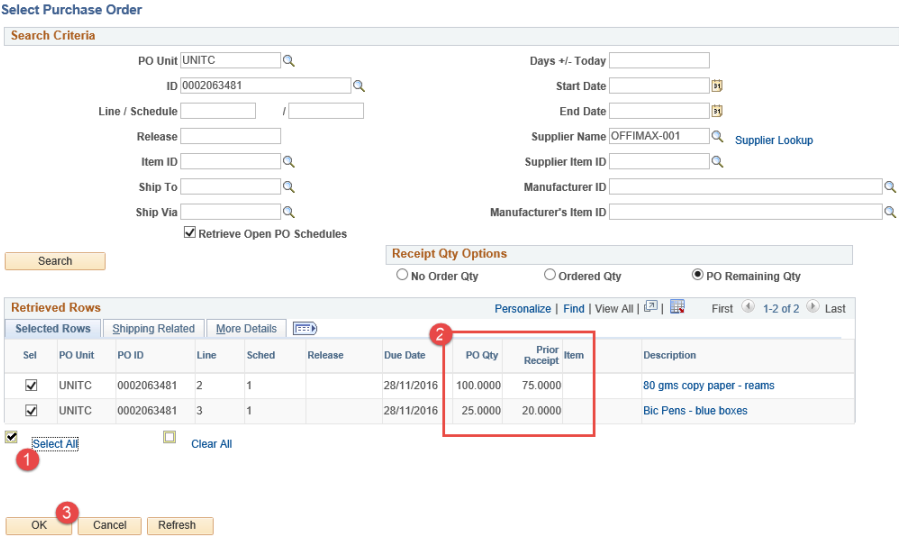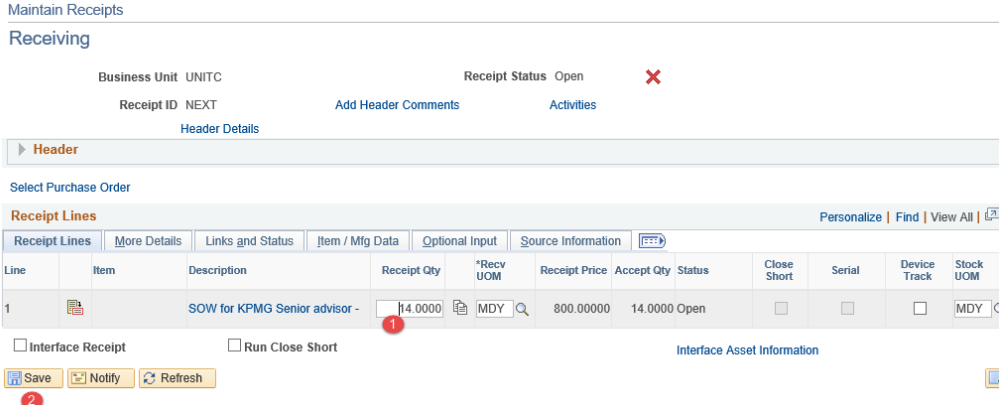
# Receipt Remaining Quantity

## Objective

To understand how to receipt goods, where some of the items have been previously receipted.  For example, some items delivered one week, the remaining items delivered two weeks later.

<table>
<tr><td rowspan="4">Please note...</td><td colspan="2"><strong>Receipt Quantity Options</strong></td></tr>
<tr><td>PO Remaining Quantity</td><td>This option is the default, and is the recommended view.<br><br>Shows the <strong>remaining</strong> quantity to be delivered/receipted.</td></tr>
<tr><td>Ordered Quantity</td><td>This view will show the total amount ordered. Does not take into account any part delivery that may have happened. By selecting this option, there is a danger you could over-receipt.</td></tr>
<tr><td>No Order Quantity</td><td>Doesn't show any quantity.</td></tr>
</table>

<table>
<tr><td><strong>STEP</strong></td><td><strong>RECEIPT REMAINING QUANTITY</strong></td></tr>
<tr><td>Path</td><td>Buyer WorkCenter > Add/Update Receipts</td></tr>
<tr><td>
1. Enter PO ID

2. PO Remaining Qty is the default selection

3. Click

   Search
</td><td>

</td></tr>
</table>

| STEP | RECEIPT REMAINING QUANTITY |
|---|---|
| 1. Select the line or lines to receipt – Use **Select All** to select all lines<br><br>2. **Note** the PO Qty and the Prior Receipt columns<br><br>3. Click<br><br>OK |  |
| 1. Check the total Receipt Qty –<br><br>Enter the total number to be receipted, if different from the total remaining.<br><br>2. Click<br><br>Save |  |
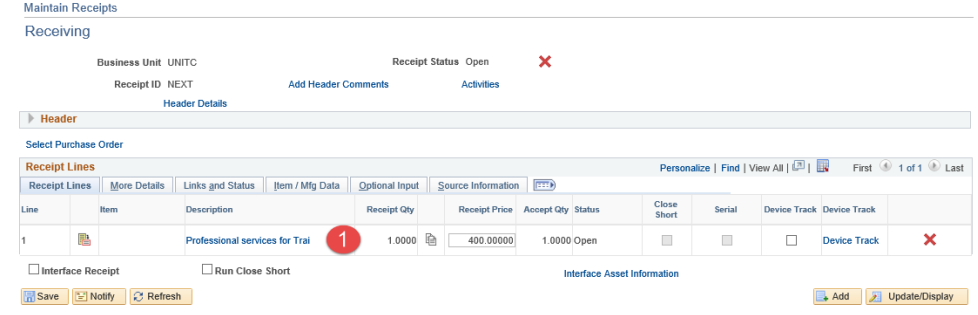
# Receipt Value Purchase Order

## Objective
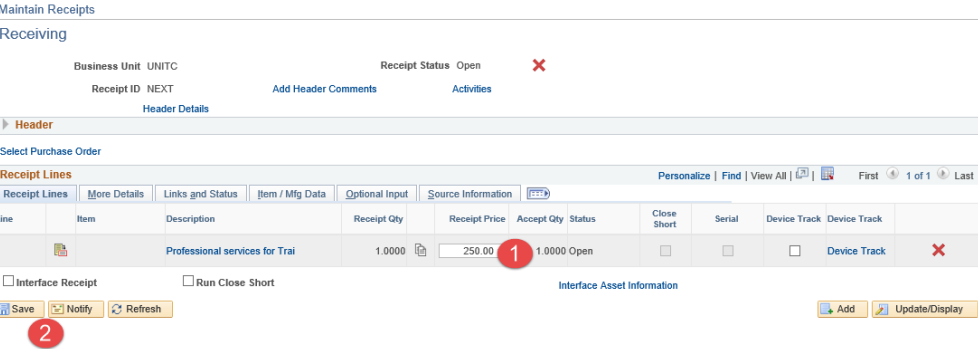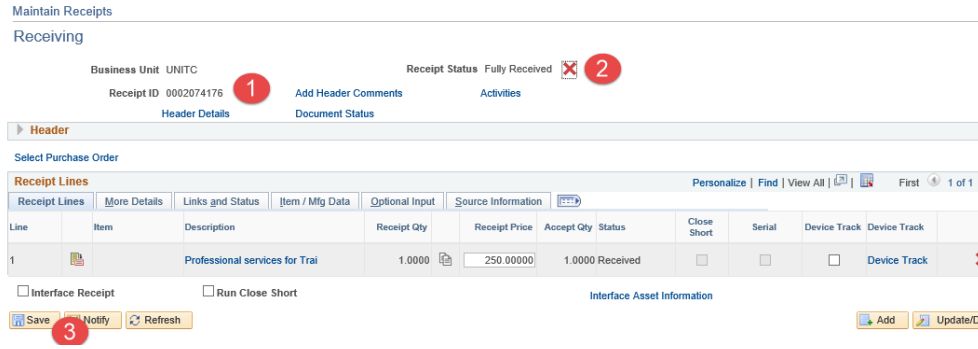
A PO was raised for a dollar value, and needs to be receipted for the value of the services delivered.

| STEP | RECEIPT VALUE AND QUANTITY |
|---|---|
| Path | Buyer WorkCentre > Add/Update Receipts |
| 1. Click <br><br> Add |  |
| 1. Select either by PO ID, or by Date Range <br><br> 2. Click <br><br> Search <br><br> 3. Select the rows to receipt <br><br> 4. Click <br><br> OK |  |

| STEP | RECEIPT VALUE AND QUANTITY |
|---|---|
| In this example the purchase order was for services to the value of $400.00 |  |

| | |
|---|---|
| Please note... | White background in the amount field indicates that the field can be edited. |

| | |
|---|---|
| Please note... | You receipt amount orders by a dollar value for the value of the work that has been delivered. |

| STEP | RECEIPT VALUE AND QUANTITY |
|---|---|
| 1. Receipt the value of the work for the contract completed so far, $250.00<br><br>2. Click Save |  |
| 1. A receipt ID has been generated<br><br>2. Receipt Status = Fully Received (This does *not* mean that the PO is fully receipted)<br><br>3. Click Save |  |

# Receipt the Remaining Value

A Purchase Order is raised for the total value of the work to be carried out.   A contract is usually invoiced on a monthly basis, for the value of the work carried out for the previous month, with multiple – often monthly - receipts over the entire life of the PO. The remaining value will reduce after each receipt.
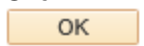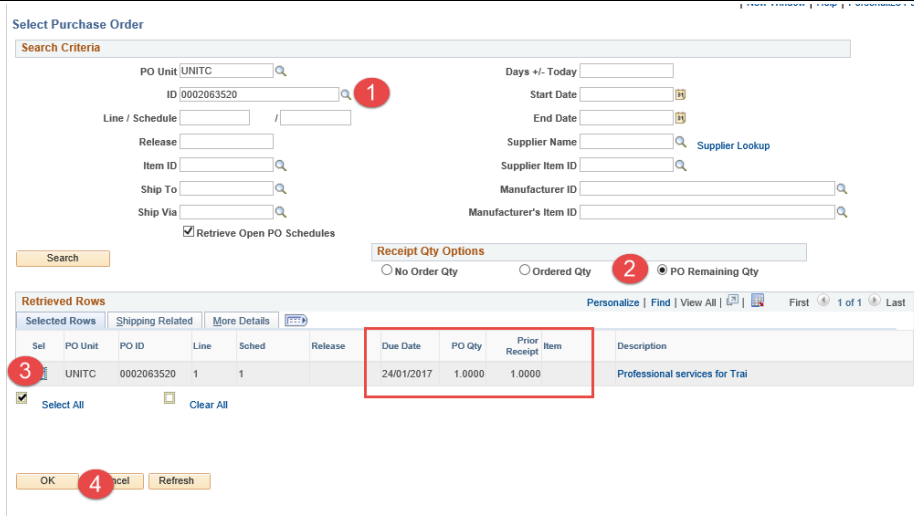
This also applies for a contractor who is contracted for a specific number of hours, that may spread over several months.

## Objective

Receipt a remaining value on a dollar value purchase order.

In the example above, a Purchase Order had been raised for $400.  A receipt for $250 was processed.

The work has been finished and the remaining $150.00 needs to be receipted in PeopleSoft.

| STEP | RECEIPT THE REMAINING VALUE |
|---|---|
| Path | Buyer WorkCenter > Add/Update Receipts |
| 1.  Search for the PO<br><br>2.  Default PO Remaining Qty is selected<br><br>Click **Search**<br><br>3.  Select the Rows to be receipted<br><br>4.  Click **OK** | <br><br>Note the Prior Receipt column indicates that there has been a prior receipt for this PO |

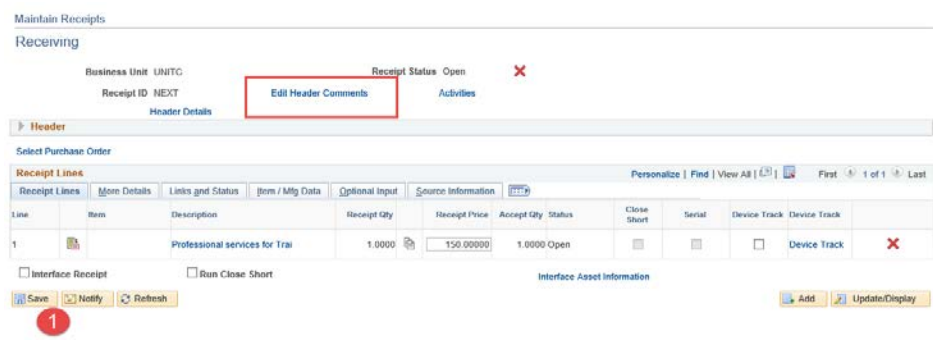| STEP | RECEIPT THE REMAINING VALUE |
|---|---|
| 1. Receipt price = remaining $150.00<br><br>If this is the final invoice for $150.00,<br>Don't do anything<br><br>Or<br><br>Enter the value of the invoice to receipt.<br><br>2. Click<br>💾 Save | Maintain Receipts<br>Receiving<br><br>Business Unit UNITC        Receipt Status Open ✗<br>Receipt ID NEXT       Add Header Comments    Activities<br>Header Details<br>▶ Header<br><br>Select Purchase Order<br><br>Receipt Lines            Personalize \| Find \| View All \| 🖼 🖾   First ◀ 1 of 1 ▶ Last<br><br>Receipt Lines \| More Details \| Links and Status \| Item / Mfg Data \| Optional Input \| Source Information<br><br>| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |<br>|---|---|---|---|---|---|---|---|---|---|---|<br>| 1 | | Professional services for Trai | 1.0000 | 150.00000 | 0000 | Open | ☐ | ☐ | ☐ | Device Track ✗ |<br><br>☐ Interface Receipt    ☐ Run Close Short    Interface Asset Information<br><br>💾 Save  📧 Notify  🔄 Refresh           🔜 Add  🔖 Update/Display |
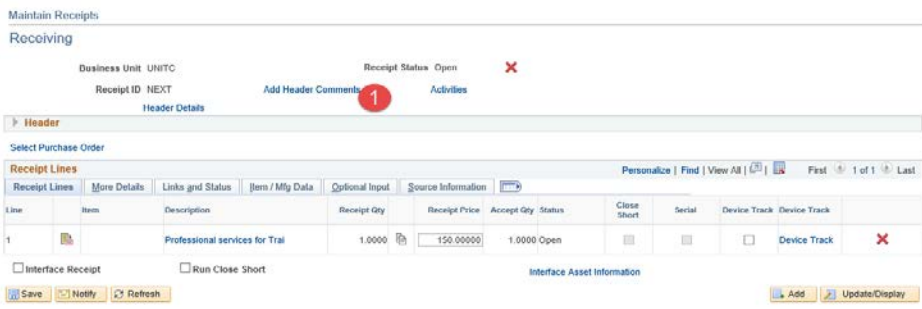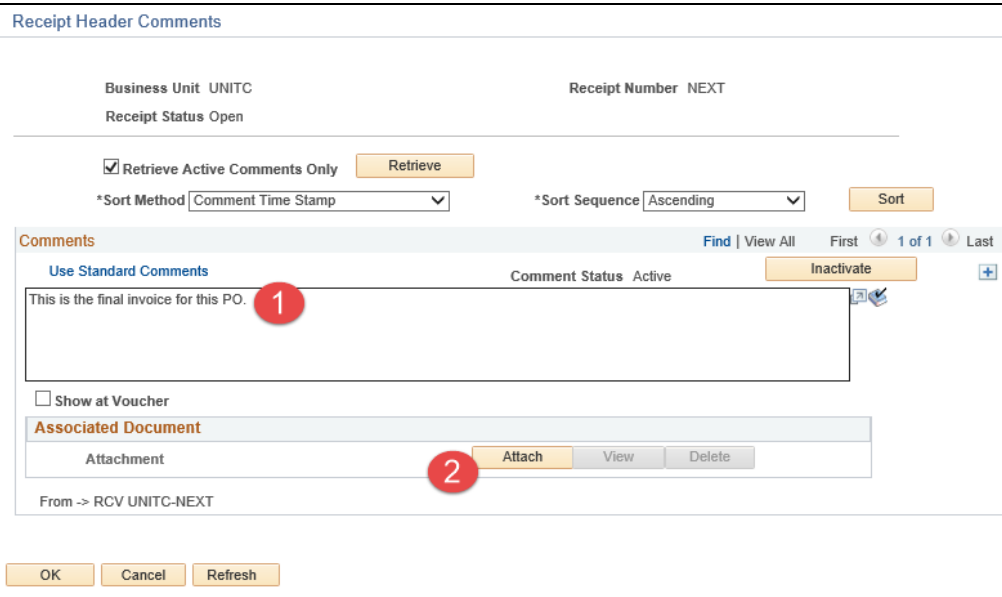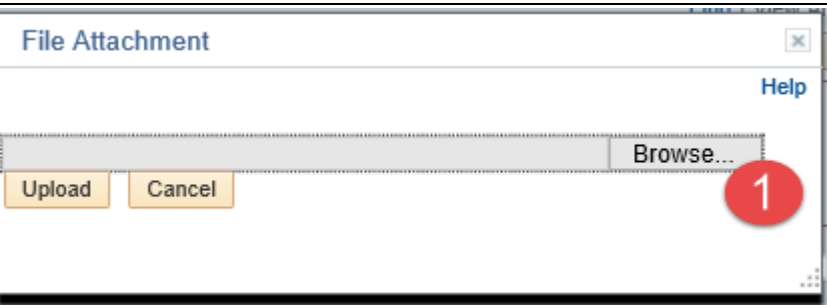
# Adding Comments and Attachments to Receipts
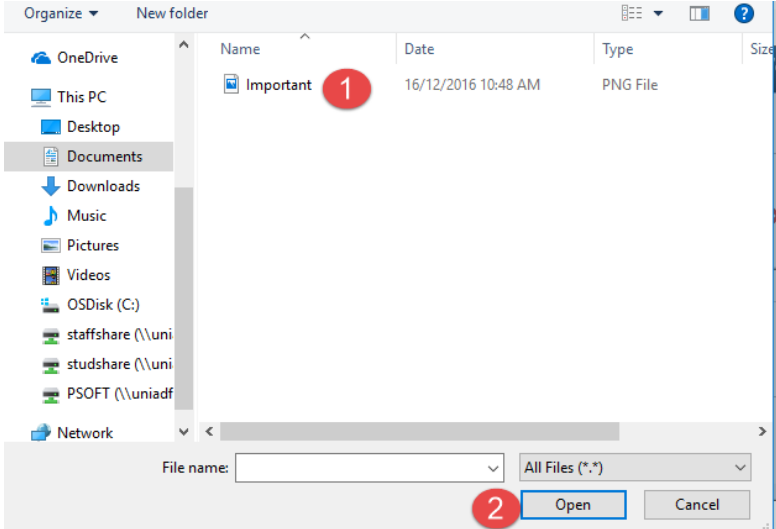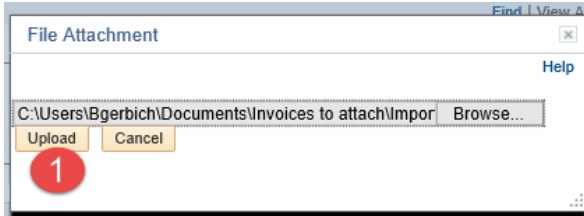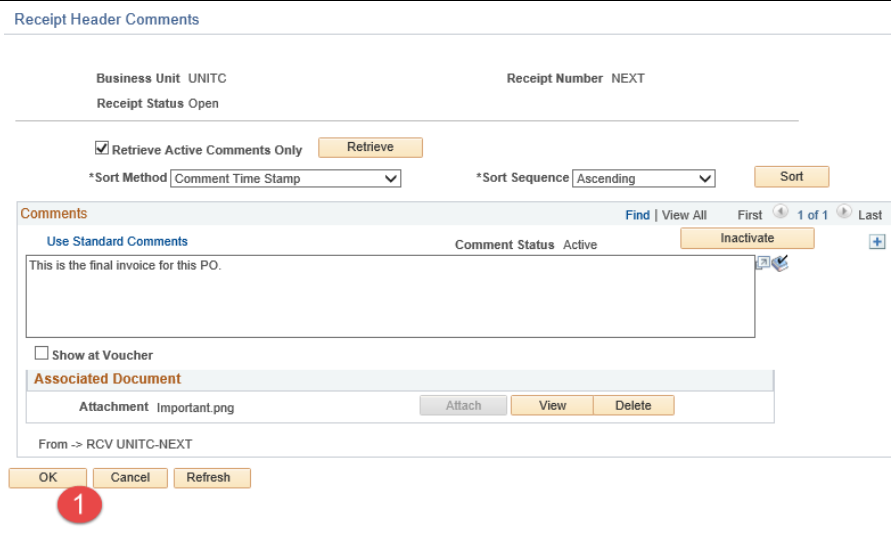
There may be occasions where you need to attach documents or comments to a receipt.

This could be for example because you want to attach an invoice or other document, or you want to record why you changed a receipt.

## Objective
To add comments and/or attachments to the receipt record in PeopleSoft.

| STEP | ADD COMMENTS OR ATTACHMENTS TO RECEIPT |
|---|---|
| Path | Purchasing WorkCentre > Add/Update Receipts |
| In the Receipt 1. Click Add Header Comments |  |
| 1. Enter your comments<br><br>To attach a document<br><br>2. Click Attach |  |
| 1. Click Browse |  |

| Step | Add Comments or Attachments to Receipt |
|---|---|
| Navigate to the location of the saved document<br><br>1. Select the file<br>2. Click Open |  |
| 1. Click Upload |  |
| 1. Click OK |  |
| The Header Comments, has been updated to **Edit Header Comments**<br><br>1. Click Save |  |

# Making Changes to Existing Receipts

There may be occasions when you will be required to amend an existing receipt.

This could be because you discover that the supplier split the order over several invoices, because the amount or quantity receipted are incorrect, or because you need to resolve a match exception.

There are 3 actions that can be taken:
**Amend a receipt**
**Cancel a receipt line from a multi line receipt**
**Cancel the entire receipt**

| | |
|---|---|
| Please note... | If a receipt has already been matched to an invoice you will NOT be able to cancel the receipt or receipt line or reduce the receipted amount or quantity below what has been matched. You will receive an error message if you attempt this. |

## Objective

You may have receipted an item in error, or receipted the incorrect amount.

## Alter the Receipt Amount

| STEP | ALTER THE RECEIPT AMOUNT |
|---|---|
| Path | Purchasing WorkCentre > Add/Update Receipt |
| 1. Enter PO number<br>2. Click Search | **Receiving**<br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br><br>**Find an Existing Value** \| Add a New Value<br><br>▼ Search Criteria<br><br>Business Unit = ∨ UNITC 🔍<br>Receipt Number begins with ∨<br>Bill of Lading begins with ∨<br>PO Business Unit begins with ∨ 🔍<br>Item ID begins with ∨ 🔍<br>PO Number begins with ∨ 0002063520 🔍 ①<br>Ship To Location begins with ∨ 🔍<br>Shipment Number begins with ∨<br>Supplier ID begins with ∨ 🔍<br>Received Date = ∨ 📅<br>Receipt Status = ∨<br>User ID begins with ∨ 🔍<br>☐ Case Sensitive<br><br>Search ② Clear \| Basic Search 🖻 Save Search Criteria |

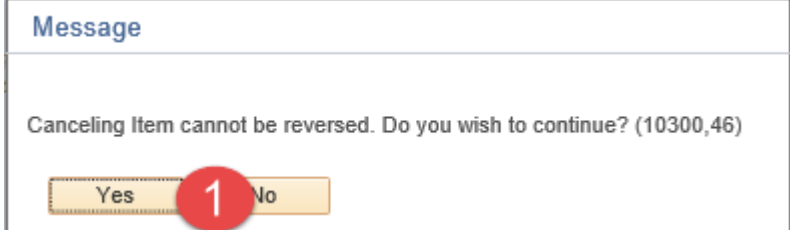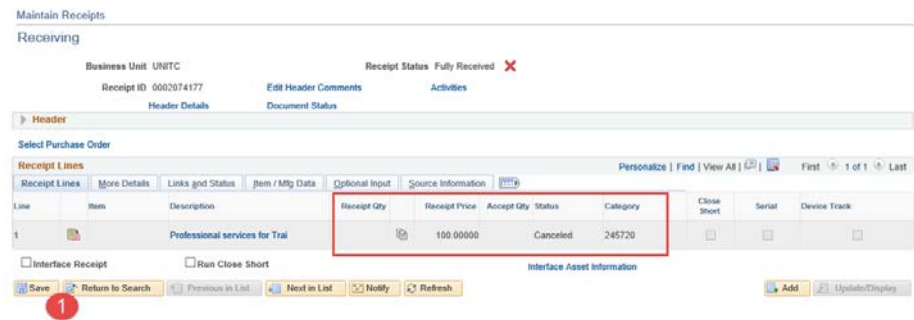| STEP | ALTER THE RECEIPT AMOUNT |
|---|---|
| 1. Select the row to amend, or delete |  |
| To change the value of the receipt,<br>1. Select the field and enter the correct information<br>2. Click **Save** |  |

## Alter the Receipted Quantity

| STEP | ALTER THE RECEIPTED QUANTITY |
|---|---|
| Path | Purchasing WorkCentre > Add/Update Receipt |
| Search for and open the receipt in PeopleSoft<br><br>1. Edit the Receipt Qty<br>2. Click **Save** |  |

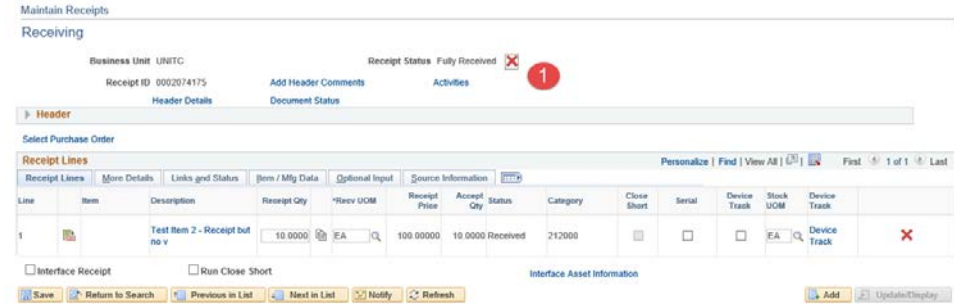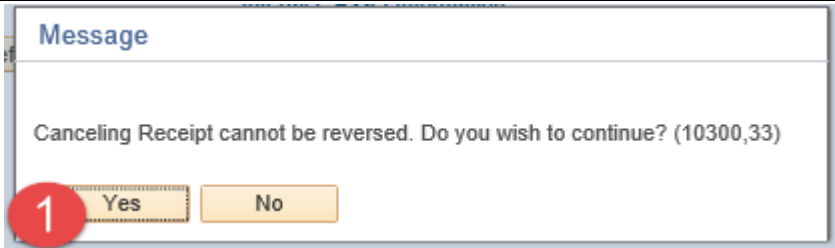| | If the Quantity field is greyed out, you are unable to make changes.<br><br>Please contact AP to see if the voucher can be disassociated from the receipt. |
|---|---|
| Please note... | |

## Delete a Receipted Row

A row of a PO has been receipted in error.  You need to delete it.

| STEP | DELETE A RECEIPTED ROW |
|---|---|
| To delete the receipted row,<br>1. Click Delete at the end of the row |  |
| Confirm the deletion<br>1. Click Yes |  |
| Note line is now cancelled<br><br>1. Click Save |  |

## Cancel a Receipt

| STEP | CANCEL A RECEIPT |
|---|---|
| Path | Purchasing WorkCentre > Add/Update Receipt |
| Search for and open the receipt in PeopleSoft<br><br>1. Click the<br><br>❌ |  |
| 1. Click Yes |  |
| Status is now Cancelled<br><br>1. Click<br><br>💾 Save |  |