

Purchasing - Managing Shipments
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Introduction

Receiving provides a method for documenting acceptance of goods from vendors. This includes receiving goods purchased with or without a Purchase Order. The best way to trace all incoming goods is to document them through the use of receipts.

Managing Shipments

This lesson covers the basic process of creating a receipt in PeopleSoft. Creating a receipt involves entering search parameters for the Purchase Orders you want to create receipts for, and then entering the necessary information on the Receiving page to create the receipts.

This lesson begins with the basic process of entering receipts, and then demonstrates how to create a receipt for an asset and how to update ChartField information on an existing receipt. The process for creating receipts for assets and non-assets is almost identical except that assets require a Serial ID.

Lesson Objectives:

Upon completion of this lesson, you will be able to:

- Enter a receipt.
- Update ChartField information on an existing receipt.

PO.020.230 - Adding & Updating Receipts

When shipments arrive from vendors, the items included in the shipment go through a receiving process. The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered, either through a Purchase Order or some other means.

PeopleSoft allows you to create one receipt for multiple Purchase Order items, many receipts for one Purchase Order (one receipt for different item on the PO), and receipts which have no Purchase Order.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Explain the options for entering receipts in terms of receipts to Purchase Orders.
- Explain the options for marking the quantity received.
- Add a receipt.

Procedure

In the following scenario, you will learn how to create receipts against outstanding Purchase Orders. Receipts can be created for lines on a single purchase order or for multiple purchase orders.

In this example, the quantity received will equal the quantity ordered.

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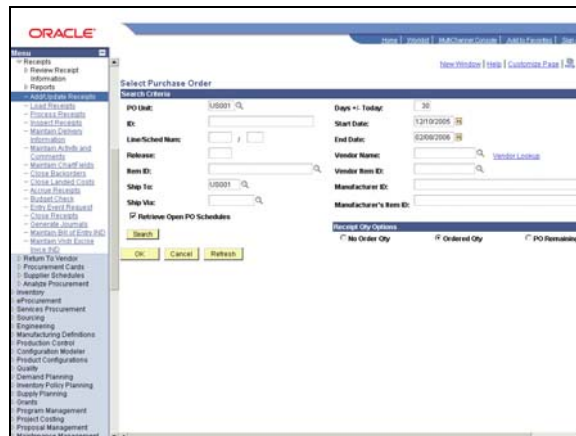
| Step | Action |
|------|---|
| 1. | Click the Purchasing link. Purchasing |









| Step | Action |
|------|---|
| 2. | Click the Add/Update Receipts link. Add/Update Receipts |
| 3. | Select the PO Receipt check box. |



| Step | Action |
|------|--|
| 4. | Click the Add button.  |
| 5. | Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts. |
| 6. | The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document. |
| 7. | Select the Retrieve Open PO Schedules check box to retrieve only purchase order schedules that haven't been fully received. If you do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received. |



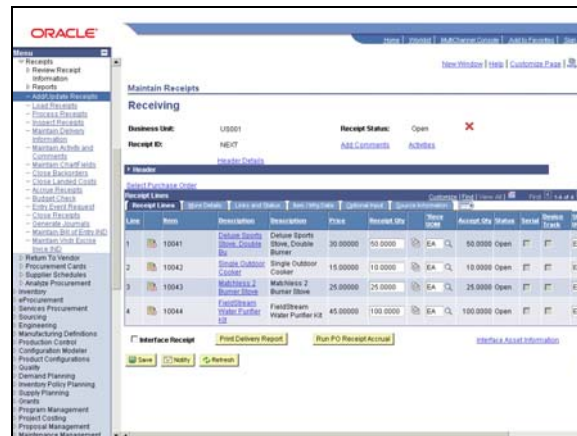
| Step | Action |
|------|---|
| 8. | <p>Use the Days +/- Today field to enter a value to further restrict or expand the number of purchase order schedules that appear within the start date and end date values.</p> <p>This value is added or subtracted from the current date to calculate the start date and end date values. The default value appears from the User Preferences - Procurement: Receiver Setup page. You may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates.</p> <p>In this example, you will not use these fields; however, individuals can specify this criteria to limit results returned. Click in the Days +/- Today field.</p> <div style="border: 1px solid black; width: 30px; text-align: center; margin-left: 10px;">30</div> |
| 9. | Press [Delete] to clear the Days +/- Today field. |
| 10. | Click in the Start Date field. <div style="border: 1px solid black; width: 60px; text-align: center; margin-left: 10px;">12/10/2005</div> |
| 11. | Press [Delete] . |
| 12. | Click in the End Date field. <div style="border: 1px solid black; width: 60px; text-align: center; margin-left: 10px;">02/08/2006</div> |
| 13. | Press [Delete] . |
| 14. | <p>The Receipt Qty Options section determines the receipt quantity to appear. These fields specify quantities to transfer to the receipt. Accessibility to these fields is determined by the user's blind receipt authorization set on the User Preferences - Procurement: Receiver Setup page.</p> <ul style="list-style-type: none"> - The No Order Qty option signifies that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities. - The Ordered Qty option automatically makes the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity. - The PO Remaining Qty option displays the difference between the quantity ordered and the quantity received. |
| 15. | <p>In this scenario, the Ordered Qty option is selected, which automatically makes the received quantity the purchase order quantity.</p> <p>This selection changes the purchase order quantity regardless of any prior receipt quantity.</p> |


| Step | Action |
|------|--|
| 16. | <p>Click the Search button to display purchase order lines and schedules that match the entered criteria in the Retrieved Rows group box.</p> <p>Click the Search button.</p>  |
| 17. | In the Retrieved Rows group box, all the purchase order lines and schedules that match the search criteria appear. |
| 18. | <p>Click the check box next to a purchase order line to work with a particular line.</p> <p>Click the Sel checkbox.</p>  |
| 19. | <p>Click the Sel checkbox.</p>  |
| 20. | <p>Click the Sel checkbox.</p>  |
| 21. | <p>Click the Sel checkbox.</p>  |
| 22. | <p>Click the OK button.</p>  |
| 23. | USG will not use the Run PO Receipt Accrual functionality. This button will be grayed out in production environments. |
| 24. | Click the Header Details link to access the Maintain Receipts - Header Details page. Use this page to view and enter receipt header information. |
| 25. | Click the Add Comments link to access the Maintain Receipts - Receipt Header Comments page. Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link will be displayed as Edit Comments . Click the link to add additional header level comments or to review existing ones. |
| 26. | Click the Activities link to access the Maintain Receipts - Activities page. Use this page to add or review activities associated with the receipt header. |
| 27. | Receipt lines display in the Receipt Lines group box for the purchase order lines selected on the Select Purchase Order page. |
| 28. | <p>Click the Details button to access the Receipt Line Details for Line page, where you can view details about the receipt.</p> <p>This page formats the information you see here and on the subsequent tabs in a single long page format.</p> |
| 29. | When you are receiving against a purchase order, the item selected and its description will be displayed. |
| 30. | When an item is received against the purchase order, the item's purchase order price is displayed. |

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| Step | Action |
|------|---|
| 31. | Use the Receipt Qty and Recv UOM fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received. When you enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity. |
| 32. | The Accept Qty field displays the quantity of items accepted. |
| 33. | The Status field displays the status of the receipt line. <ul style="list-style-type: none"> • Closed (closed schedule) • Hold (hold schedule) • Open (open schedule) • Received (received schedule) • Canceled (canceled schedule) |
| 34. | Select the More Details tab to enter or view information such as the following: <ul style="list-style-type: none"> • Whether inspection is required. • The quantity and action for item rejects. • RMA information. • The received quantity less the quantity of items rejected and returned. • The allocation type for the receipt. • The Ship To location. |
| 35. | Select the Optional Input tab to enter or view information such as the following: <ul style="list-style-type: none"> • Setting a receipt line to Hold status. • Invoice ID. • Packing slip ID. • Progressive number. • Country of origin. • Whether the shipment is a replacement for a prior return. |
| 36. | Click the Print Delivery Report button to save the currently entered receipt information and initiate the Receipt Delivery report process (POY5030) in the same business event. |



| Step | Action |
|------|--|
| 37. | Click the Save button.  |
| 38. | Notice that the system generates a Receipt ID for the receipt you created. |
| 39. | Notice the Receipt Status has been updated. Values are: <ul style="list-style-type: none"> • Closed (closed receipt) • Hold (hold receipt) • Moved (moved to destination) • Open (open) • Received (fully received) • Canceled (canceled) |
| 40. | Click the Cancel Receipt button to cancel the entire receipt. Canceling the transaction cannot be reversed. |
| 41. | Congratulations. You have just completed the Adding/Updating Receipts topic. Below is a summary of the key concepts of this topic. The three options for indicating the quantity received are: <ol style="list-style-type: none"> 1. No Order Qty – the Receiver must enter the actual quantity received. They copy function is not enabled when this option is selected. 2. Order Qty – Makes the received quantity equal to the Purchase Order quantity. This changes the Purchase Order quantity. 3. No Remaining Qty – Displays the quantity remaining instead of the quantity received. <p>Once created, receipts can be canceled, but the cancel action cannot be reversed. Once a receipt has been successfully saved, the Receipt Status is Received. Prior to saving, the Receipt Status is Open.</p> End of Procedure. |

PO.020.300 - Maintaining Receipt ChartFields

This topic demonstrates how to make a change to ChartFields on an existing receipt. While it is uncommon for the receiving department to change distribution information copied directly from a Purchase Order, it is allowed within PeopleSoft functionality if a change is necessary. Changing receipt ChartFields should be done prior to processing and closing receipts.

Topic Objective:

Upon completion of this topic, you will be able to:

- Revise the ChartFields on a receipt.


Procedure

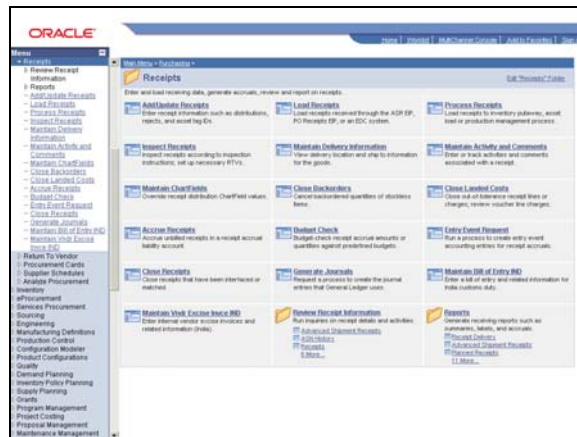
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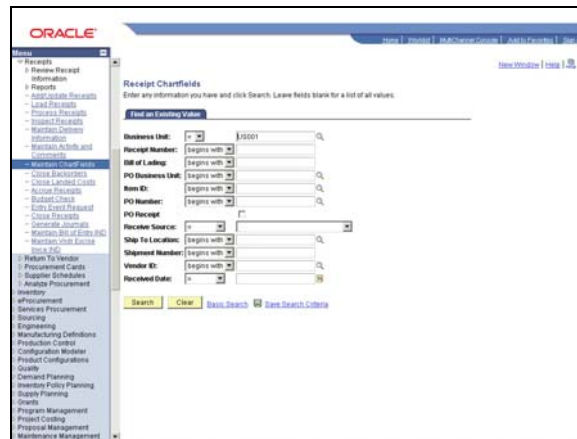
In the following scenario, you will revise the ChartFields on an existing receipt, #0000000034, by adding a Fund.



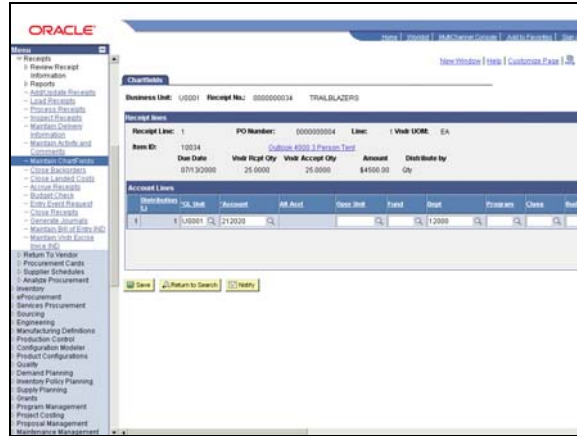
| Step | Action |
|------|---|
| 1. | Click the Purchasing link.  |
| 2. | Click the Receipts link. |




| Step | Action |
|------|---|
| 3. | Click the Maintain ChartFields link.  instructions; set up need     |



| Step | Action |
|------|---|
| 4. | Click in the Receipt Number field. <input type="text"/> |
| 5. | Enter " 000000034 " in the Receipt Number field. |
| 6. | Click the Search button. <input type="button" value="Search"/> |
| 7. | Use the ChartFields page to modify ChartField values for receipt distribution lines. |
| 8. | You can click the Item Description link to enter and view descriptions for a specific item. The item description link is composed of the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page. |
| 9. | The Vndr Rcpt Qty and Vndr Accept Qty fields display the received and accepted quantities expressed in the vendor UOM. |



| Step | Action |
|------|--|
| 10. | You can modify the ChartField values. Click in the Fund field. <input type="text"/> |
| 11. | Enter " F000 " in the Fund field. |
| 12. | Click the horizontal scrollbar. |
| 13. | Click the horizontal scrollbar. |
| 14. | Click the Save button.  |
| 15. | <p>Congratulations. You have just completed the Maintaining Receipt ChartFields topic. Below is the key concepts of this topic:</p> <ul style="list-style-type: none"> - It is uncommon for the Receiving Department to change the accounting information on a receipt copied from a PO. However, it is possible within PeopleSoft functionality. - Changing receipt ChartFields should be done prior to processing and closing receipts. <p>End of Procedure.</p> |

Managing Shipments - Review Questions

These are review questions for the lesson you just completed: **Managing Shipments**.

When completing the review questions, please note the following:

- Select the most correct answer from the options provided.
- Select your answer by clicking directly on your choice; clicking anywhere else but the correct answer will result in a wrong answer.
- You must answer the questions in order.
- If you have selected the correct answer, you will move on to the next question.
- If you have selected an incorrect answer, you will be prompted to try again.

- There is no official scoring of review questions; however, you will see a summary of your results at the end of the review questions.

Procedure

The following are Lesson Review Questions for **Managing Shipments**.

Please keep the following in mind when completing the review questions:

- Questions are not scored.
- To select an answer, click directly on your choice; clicking anywhere but the correct answer will register as an incorrect choice.
- Completing the review questions will help prepare you for the end of chapter quiz.

1. How are receipts created in terms of associating a receipt to a Purchase Order?

- a. Receipts are made without Purchase Orders.
- b. One receipt is made for more than one Purchase Order Item.
- c. Many receipts are created for a single Purchase Order (each receipt is associated with a specific item on the PO).
- d. All of the above
- e. Both B & C

| Step | Action |
|------|---|
| 1. | Click the object object. Select the correct answer by clicking directly on it. |
| 2. | Click the object object. Select the correct answer by clicking directly on it. |
| 3. | Click the object object. Select the correct answer by clicking directly on it. |
| 4. | Click the object object. Select the correct answer by clicking directly on it. |
| 5. | Click the object object. Select the correct answer by clicking directly on it. <div style="border: 1px solid black; background-color: #ffffcc; display: inline-block; padding: 5px; margin-top: 10px;">a. True</div> |

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| Step | Action |
|------|--|
| 6. | This completes this lesson's review questions. End of Procedure. |