Receiving Guide

This guide demonstrates the process of receiving goods for the Receiver on requisition orders to an outside vendor. The receiver should be someone other than the initiator to ensure proper segregation of duties. The receiver should compare the received items with the original purchase request to ensure the correct item is received. Any damaged or incorrect items should be returned immediately for credit. Accounts Payable should be notified to ensure that the invoice is not paid until the correct or undamaged item is received.

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Accessing Your Receipts

Sign In to Employee Self Service
https://hris.uiowa.edu/portal/

Go to the ADMINISTRATION tab > Systems box > E-Pro (E-Vouchers, PReqs/Receiving)

Continue by clicking Receiving
Or by Email

Requisitions Which Require Receiving

Recording receipt of items is required on ALL purchases. Proper receipt includes recording the date the items are received and who receives the items. In addition, the University requires electronic receipt on the following items:

- An IACT of 6730, 6731 or 6740
- A PReq Total $25,000
- A PReq Total ≥ $10,000 and uses an IACT between 6200-6235
- A Blanket Order (starting with a B) with IACT between 6200-6235 or 6730, 6731 or 6740
- A Contract Orders (starting with a C) with an IACT between 6200-6235 or 6730, 6731 or 6740
- Blanket Order Vouchers that are ≥ $25,000
- Has Non-Inventory Items where Receiving is not already checked as “Required”

When one of these requirements listed above are met on a requisition, the Receiver has four different ways to bring up the requisition so that they can complete a PO Receipt; either from One Stop e-Procurement, through Email Notification, from the PReq Home Worklist, or by the Requisition Search Center.

Establishing Primary and Secondary Receivers

The primary and secondary receivers that are selected on a requisition will be able to receive on that requisition and will receive separate emails with a link to the requisition after the purchase order is assigned.

The initiator/requester will “Add Selected” available receivers to the requisition when it is created. The primary receiver will need to be selected using the radio button. Anyone not marked primary will be a secondary receiver. You can add multiple secondary receivers from the list of available receivers.

**New August 2017:** The requester on the requisition is now able to update primary and secondary receivers after workflow complete. The requester can bring up the requisition in e-Pro and be able to designate a different primary receiver by changing the radio button, remove receivers by pressing the red X or add any receiver from their available receiver list. Make sure to press the “Save” button at the bottom of the requisition.

If you need to make a change to the list of available receivers (add/remove) please send an email to: prereqs@uiowa.edu. If adding new receivers, please provide the full name and HawkID of the receiver to add.

Receiver Information

<table>
<thead>
<tr>
<th>Receiver</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Department</th>
<th>Location</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housek</td>
<td>Karen L</td>
<td>319-335-0409</td>
<td><a href="mailto:karen-housek@uiowa.edu">karen-housek@uiowa.edu</a></td>
<td>Accounts Payable &amp; Travel</td>
<td>202 PO</td>
<td></td>
</tr>
<tr>
<td>Hache</td>
<td>Denise A</td>
<td>319-335-3016</td>
<td><a href="mailto:denise-hache@uiowa.edu">denise-hache@uiowa.edu</a></td>
<td>Accounts Payable &amp; Travel</td>
<td>202 PO</td>
<td></td>
</tr>
</tbody>
</table>

Available Receivers

- Adam, Michael J
- Davis, Darlene G
- Kinney, Joshua
- O'Brien, Benjamin T
- Singleman, Kevin H

<- Add Selected
Receiving Email Notifications
When receiving is required an email will be sent to the designated primary Receiver indicating a need for a Receipt. In addition, a separate email will be sent to the designated secondary Receiver(s). The secondary Receiver is not required to receive, but they can fulfill this role if the primary Receiver is unable to complete receipt.

When the goods are accepted, the primary Receiver is required to enter the Receipt information and provide the equipment information when appropriate.

RECEIVING INFORMATION IS REQUIRED IN ORDER FOR THE PAYMENT TO BE PROCESSED ON CORRESPONDING VOUCHERS AGAINST THE PURCHASE ORDER.

Receiver Email
The primary and secondary Receiver’s that are selected on the requisition will receive separate emails with a link to the requisition after the PO number is assigned. This email is just letting you know a requisition has been created with you as the Receiver.

AP/PO Voucher Email – Initial
When receiving is required the Primary and secondary Receivers will get separate emails when the voucher is created for payment. The emails will include links to the Voucher to view the Invoice and a link to Enter Receipt. It’s important to review the Voucher Gross Amount, Recv Req'd, and PO Receipt fields.

Primary Receiver example

Secondary Receiver example – the table lists the primary receiver for your information.
**AP/PO Voucher Email – Follow-up**

The Receiving application will generate follow-up emails to the primary and secondary receivers when receiving is required and receipts are needed.

**Primary Follow-up Example**

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the Primary Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact ap-receiving@uoregon.edu or click on the Enter Receipt link to add a comment to the voucher.

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Created Date</th>
<th>Voucher Gross Amount</th>
<th>PO #</th>
<th>Recq Reqd</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>82556981</td>
<td>04/17/2017</td>
<td>$8,592.80</td>
<td>1001732850</td>
<td>Yes</td>
<td>PO Not Received</td>
<td>VCHR_1001732850</td>
<td>Halyed Health Inc</td>
<td>05/04/2017</td>
<td>Enter Receipt</td>
</tr>
</tbody>
</table>

Secondary Follow-up Example – the table lists the primary receiver for your information.

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the Secondary Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact ap-receiving@uoregon.edu or click on the Enter Receipt link to add a comment to the voucher.

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Created Date</th>
<th>Voucher Gross Amount</th>
<th>PO #</th>
<th>Recq Reqd</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>Primary Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>82556981</td>
<td>04/17/2017</td>
<td>$8,592.80</td>
<td>1001732850</td>
<td>Yes</td>
<td>PO Not Received</td>
<td>VCHR_1001732850</td>
<td>Halyed Health Inc</td>
<td>05/04/2017</td>
<td>Karen Housel Enter Receipt</td>
</tr>
</tbody>
</table>

Direct receiving questions/suggestions to ap-receiving@uoregon.edu.
**Req Search Center**

Receivers may use the search center to enter certain criteria to find requisitions to be received.

On the sidebar, click **Req Search Center**.

The Receiver can search for receipts by HawkID, Receipt ID, and/or Status. Receipt IDs are assigned when items are received and saved. Entering a date or range will narrow your results.

At the bottom of the Search page are four receipt search fields:

- **Receiving Required**: Equal To \(\downarrow\) Yes
- **Receiver (HawkID)**: Equal To \(\downarrow\) JBERGEON
- **Receipt ID**: Equal To \(\downarrow\)
- **Receipt Status**: Equal To \(\downarrow\) PO Not Received

There is a Yes/No for Receiving Required, or type the Receiver (by HawkID), or Receipt ID. 
...and/or select the preferred **Status**. Click **Search**.

The statuses to use are: PO Not Received, PO Partially Received, and Fully Received.

When the requisition is displayed, click on the **Receiving** button underneath the workflow approval section.

**Receiving Search Center**

Receivers may use the search center found in the Receiving application to find orders and receipt information. Users may search by “PO ID”, “Voucher ID” or “Receipt ID”.

As a designated departmental “Approver” of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose, for the University’s benefit, and not for the personal benefit of any person.
Receiving Worklist

The main navigation page has four main tabs: Purchase Orders, Vouchers, Draft Receipts and Receipt History.

- The Purchase Orders worklist view contains all orders that have you listed as the receiver.
- The Vouchers worklist view contains all orders that have you listed as the receiver.
- The Draft Receipts worklist view contains all receipts saved as draft.
- The Receipt History worklist view contains all receipts that once existed in your receiving worklist.

As a default, when you first log into the Receiving application you will notice that your worklist shows the Voucher worklist view, and the drop-down list filter is set to Match Exceptions.

- You will want to first create receipts for vouchers that are marked as Match Exceptions.

The Vouchers tab contains two drop-down list filters to help narrow results:

- “Match Exceptions” - filter contains all vouchers that have a match status exception.
- “Capital Equipment & IT Equipment” - filter contains all vouchers that have IACT 6730, 6731 and 6740.

The Purchase Orders tab contains five drop-down list filters to help narrow results:

- “All POs” - filter contains all orders not received or partially received.
- “POs Not Received” - filter contains all orders not received where receiving is required.
- “POs Partially Received” - filter contains all orders partially received where receiving is required.
- “Match Exceptions” - filter contains all orders that have a match status exception.
- “Capital Equipment & IT Equipment” - filter contains all orders that have IACT 6730, 6731 and 6740.
Entering Receiving Information

Receiving by Quantity
This is an example of the Receiving page to enter a quantity which has not been received.

- If you try and enter a receipt in which you are the initiator or requester, you will not be able to receive.

When a requisition has multiple line items, each line must be received.

Select “Apply To Lines” when an order has multiple lines and you want to enter the same information by line.

Note: if you want to use the “Apply to Selected Lines” feature, you will need to select the checkbox on each line before you select “Apply To Lines”. You do not have to select the check box on each line if you are going to use the “Apply to All Lines” feature.

1. Check the box for the information you wish to apply.
2. Enter the information.
3. Select either “Apply to Selected Lines” or “Apply to All Lines”.
Select “Receive By Line” when an order has multiple lines and you can only enter receipt information for some of the lines but not all of the lines. (Example: Submit a receipt for line 2 only).

1. Select the checkbox for the line(s) to receive.
2. Select “Receive” to return to the draft receipt and complete.

For each line item:

1. Enter the Date Received for the goods/services that were received and/or rejected.
2. Confirm the Qty To Be Received.
3. If any quantity is rejected, confirm the Qty Rejected and confirm the Reject Reason.
4. Add the Invoice/Voucher/Packing Slip information. It is helpful to put the voucher number referenced from your email.
5. Add any pertinent line Comments.
6. IACT’s 6730/6731/6740 will require you to fill in the Assets fields: Serial # and Model #.
   a. Note: Location and Custodian will be populated from the requisition.
   b. You will receive an error if any of these four fields are not filled in.

7. Submit to create the receipt.
   a. The system keeps a running total of quantities or amounts received. This line has a quantity of 8. On 4/17/17, 5 were received but 3 damaged, so only 3 will remain after this receipt is submitted.
8. If the Date Received is the same as the Date Entered, the receiver will receive a message and checkbox on the **Review Receipt Summary** stating:
   a. "Receiving date is today for at least one line. The receipt date should be the actual date the goods/services were received. Check here to confirm that these goods/services were received today."
   b. Select the checkbox, and then choose **“Yes, the receipt information is correct”**.

9. Receipt Confirmation Screen. A **Receipt Submitted Successfully!** message is displayed in green.
   a. Select **“Return to Purchase Order”** or **“Return to Receiving Worklist”**.

10. Submitted receipts can be viewed in your **Receipt History** worklist.

11. Select **“View Receipt”** to view receipt details.
Receiving by Amount
Instead of quantity, items may be received by “Amount”. Requisitions ≥$10K with IACT’s 6200-6235, 6730/6731/6740, or Blanket Orders (beginning B or C) you will see “Amount To Be Received”.

No Valid Lines
“No valid lines!” message will be displayed when there are no valid lines to receive against. This message occurs when all Purchase Order lines are closed, canceled or have a negative amount. You will not be able to enter any quantities or amounts. To view invalid lines, select “OK” and then select “Receive by Line”.

Closed line example

Canceled line example
**Negative Lines**
Negative lines will not require you to enter any quantities or amounts.

**Receiving on Freight**
Only receive on freight if it has its own line item. **Do not add it with the good or service.**

**Receiving Attachments**
If you’d like to upload an attachment to the receipt, select “Attachments”.

Select “Choose File” and then select “Upload File” and attach to the receipt.

**Save as Draft**
When entering the receipt, you can select “Save as Draft”. This action will create a receipt ID and save the draft receipt.
Receipt Confirmation Screen. A Draft Receipt Saved! message is displayed in green. Select “Return to Receiving Worklist”.

Select “Draft Receipts”.

To resume the draft receipt, select “Edit Receipt”.

Cancel Receipts
Users will be able to cancel receipts in the Receiving application. There are three ways for a user to cancel a receipt.

1. Select “Cancel Receipt” while entering draft information. This will cancel all lines on the draft receipt.
   a. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the draft receipt.

2. Receipts found in the “Draft Receipts” worklist that were previously “Saved as Draft” can be canceled.
a. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the draft receipt.

![Image of Are you sure? dialog box]

b. If you selected to cancel the receipt. The receipt will move from the “Draft Receipts” to the “Receipt History” worklist. The receipt status will show “Canceled”.

![Image of My Receiving Worklist]

3. Receipts found in the “Receipt History” tab can be canceled. However, if a voucher’s receipt status is matched the receipt cannot be canceled.
   a. It is very important to note, that if a receipt contains multiple lines all receipt lines will be canceled if the user selects “Cancel Receipt”.

![Image of Receipt History with Cancel Receipt option highlighted]

b. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the processed receipt.
c. If you selected to cancel the receipt. The receipt status will show “Canceled”.

![Image of My Receiving Worklist](image)

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>PO #</th>
<th>Voucher #</th>
<th>PReq #</th>
<th>Vendor</th>
<th>Date Entered</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000000762</td>
<td>1061694736</td>
<td>82494820</td>
<td>W009956131</td>
<td>Southwest Solutions Group Inc</td>
<td>04/17/2017</td>
<td>CANCELED</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

![Image of Canceled Receipt](image)

d. When you view the canceled receipt, all receipt lines show canceled.
4. If you do not need to cancel all receipt lines, you will need to contact the AP-Receiving team. Please send an email to ap-receiving@uiowa.edu with a description of the issue, receipt number, purchase order number and the line number(s) that you want canceled.
   
   a. It is very important to note, that if you have the AP-Receiving team cancel an individual line you will not be able to cancel the receipt in the receiving application. The cancel button will be grayed out on the receipt.
**AP-PO Voucher Email**

When the voucher is created for payment, the Requester/Initiator will receive and email.

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**From:** apontpay@uconn.edu | [mailto:apontpay@uconn.edu]
**Sent:** Monday, April 17, 2017 10:56 AM
**To:** Louchty, Christine; <christine.louchty@uconn.edu>

**Subject:** New vouchers created for clechty on 03/23/2017

Christine,  

This email serves as a notice to you that the following vouchers were created for CLECHTY:

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Created Date</th>
<th>Voucher Gross Amount</th>
<th>PO #</th>
<th>Recv Reqd</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>View Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>82494783</td>
<td>03/23/2017</td>
<td>$12,000.00</td>
<td>1001694506</td>
<td>No</td>
<td>PO Partially Received</td>
<td>vch_1001694506</td>
<td>Pigott Incorporated Office Pavilion</td>
<td>03/23/2017</td>
<td><img src="#" alt="View Receipt" /></td>
</tr>
</tbody>
</table>

Direct receiving questions/suggestions to ap-receiving@uconn.edu.

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It’s important to review the **Voucher Gross Amount**, **Recv Reqd**, and **PO Receipt** fields.

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Created Date</th>
<th>Voucher Gross Amount</th>
<th>PO #</th>
<th>Recv Reqd</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>View Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>82494783</td>
<td>03/23/2017</td>
<td>$12,000.00</td>
<td>1001694506</td>
<td>No</td>
<td>PO Partially Received</td>
<td>vch_1001694506</td>
<td>Pigott Incorporated Office Pavilion</td>
<td>03/23/2017</td>
<td><img src="#" alt="View Receipt" /></td>
</tr>
</tbody>
</table>

The Requester/Initiator clicks on **View Receipt** (may need to sign into Preqs).

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>View Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pigott Incorporated Office Pavilion</td>
<td>03/23/2017</td>
<td><img src="#" alt="View Receipt" /></td>
</tr>
</tbody>
</table>
AP-PO – PO Report

You can access a great deal of information about the PO, Voucher, and Payments in from the queries in AP/PO. Under the Administration Tab in Self Service, click **AP-PO People Soft.**

Click on **Purchase Order Report** and enter the PO number.

This shows the PO is “Receiving Required”, by “Amount”, and the status of “Partially received”.

Since there is a negative Remaining, the PO should be reviewed by the department and Purchasing Agent. Money may need to be added for vouchers to pay.

Click **View Invoices applied to this PO.**
Two vouchers below are open, awaiting payment. Click the voucher link for the Voucher Report or Paid to see the details of the payment.

### AP-PO – Receipt Status Report
Under the Administration Tab in Self Service, click AP-PO PeopleSoft.

#### AP/PO PeopleSoft Web Applications

- **Vendor Search:**
  - Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

- **Contract Search:**
  - Use the application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.

- **Purchase Order Report:**
  - Use the application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

- **Receipt Status:**
  - Use the application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PReq.

#### Receipt search

- **Search by:**
  - Requisition HawkID
  - Requestor HawkID

- **Purchase Order Number:**
  - [PReq Number](#)

- **Date:**
  - mm/dd/yyyy

  **Search Receipts by Requestor HawkID**

A list displays:

#### Receipt details for Purchase Orders by Receiver order

- **Requester**
  - HUMPLBSY

- **PO#**
  - 0000662764
  - 0000662764
  - 0000662764

- **PO Date**
  - 03/14/2013
  - 03/14/2013
  - 03/14/2013

- **PO#**
  - CD00570839
  - CD00570839
  - CD00570839

- **Received Date**
  - 12/13/2013
  - 11/06/2013
  - 10/31/2013

- **Received Amount**
  - Yes
  - Yes
  - Yes

- **HawkID**
  - 1000100205
  - 1000107150
  - 1000104155

- **Receiver**
  - HUMPLBSY
  - HUMPLBSY
  - HUMPLBSY

- **Order Only**
  - Yes
  - Yes
  - Yes