North Dakota University System

Receiving

Training Manual
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INTRODUCTION: RECEIVING OVERVIEW

The PeopleSoft Purchasing receiving business process enables you to receive, inspect, and return to vendor received goods. Receiving rules are defined in the business processes leading up to actual receipt. These processes include setting up items (not used by Higher Education) and creating requisitions and purchase orders.

When purchased goods arrive at your receiving locations, you receive them using the PeopleSoft Purchasing Receiving component. You can receive the following types of goods:

- Inventory items with or without associated POs (Not used by Higher Education)
- Non-inventory items with or without associated POs

The basic flow of the receiving business process for the North Dakota University System is as follows:

- Use the online Receiving page to receive, accept, and reject shipment quantities. You can receive full or partial shipments. You can use this page to receive items with associated POs or without associated POs.
- If inspections are performed as a separate business process in your organization, use the Inspection page to inspect the stock. In this case, the Insp Qty field on the Receiving page is unavailable for entry during the receiving transaction, and received stock is putaway to an inspection location where the inspection is performed.
- Use the Delivery component to view and enter delivery details about the receipt.
- Use the Return to Vendor - RTV page to create and enter details for an RTV.

NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the North Dakota University System.

NOTE: Throughout this training manual, you will be asked to click OK, Refresh, or Save while entering information. It is important to remember that clicking OK just accepts the information on a sub-page and returns you to the main page. It does not save the information if you exit the transaction. Only the Save button actually saves the information you have entered. Clicking Refresh updates the display to incorporate the information and defaults you have entered.
**RECEIVING WITH A PURCHASE ORDER**

In PeopleSoft Receiving, one (full) or many (partial) receipts can be used to record shipments for a single PO. Receiving can be performed against a PO once it has been dispatched.

Steps in receiving a shipment against a PO include:

1. Select the PO and PO schedules to receive against.
2. Enter the shipment quantities.
3. Reject items in a shipment that will not be accepted.
4. Complete Return to Vendor Information.

Not all of these actions are required for every PO receipt in the North Dakota University System, depending on the individual campus rules, items received, and the method of receiving.

**STEP 1 – SELECT PO TO RECEIVE AGAINST**

To retrieve a PO for receiving shipments, use the following navigation:

*Navigation: Purchasing > Shipments > Maintain Receipts*

![Received Purchase Orders](image)

“Add a New Value” tab will default.

**Business Unit** – Defaults to specific campus for each User.

**Receipt Number** – Defaults to NEXT. DO NOT CHANGE. The system will autonumber each receipt.

**PO Receipt** – Check the box for PO receipts.

Click **Add** to take you to the Pick Purchase Order page.
**Pick Purchase Order Page**

This page allows the User to define selection criteria for locating ordered items to be received.

- **PO ID** – Enter a specific PO ID if all items are being received from the same PO.

  The **PO Unit**, **Days +/-**, **Start and End Dates** and **Ship To** will default into the page based on the defaults set for the User. *(Please note that the PO Unit is required).* The user can enter criteria into the remaining fields to narrow the search or leave the fields blank to list all of the purchase orders associated with the Business Unit available for receiving between the specified start and end dates.

  The **No Order Qty** (no order quantity), **Ordered Qty** (ordered quantity), or **PO Remaining Qty** (purchase order remaining quantity) will be set based on the particular requirements of each campus. The value selected will determine the receipt quantity to be displayed. These fields specify quantities to transfer to the receipt.

  Click on **Search** to display the PO schedules available to receive against. Receiving with a PO is done by schedule, so if a single Line has multiple schedules, each schedule will appear on the Pick Purchase Order page.

**Selected Rows Tab**

- **Prior Rcpt Item** – Number of items that have been received already against this schedule.

  Click on the **Details** link to view additional information about the purchase order schedule.
### Purchase Order Schedule

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Quantity</td>
<td>120.000</td>
</tr>
<tr>
<td>Purchase Order Price</td>
<td>120.000</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>0000000006</td>
</tr>
<tr>
<td>Purchase Order Date</td>
<td>02/25/2003</td>
</tr>
<tr>
<td>Ship To Location</td>
<td>11022</td>
</tr>
<tr>
<td>Prior Receipt Qty</td>
<td>0.0000</td>
</tr>
<tr>
<td>PO Merchandise Amount</td>
<td>120.000</td>
</tr>
<tr>
<td>Category</td>
<td>COMMON</td>
</tr>
<tr>
<td>Original Promise Date</td>
<td>006521</td>
</tr>
<tr>
<td>Qty Rcvd Tolerance %</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**PO Quantity** – Quantity ordered on the PO for this schedule.

**PO Price** – Unit price of the item.

**PO Merchandise Amount** – Amount of the merchandise on the selected PO schedule.

**Prior Receipt Quantity** – Quantity previously received for this schedule.

**Qty Rcvd Tol %** - The tolerance percentage if tolerance is activated for the receipt of this item.

Click **Return** to go back to the Pick Purchase Order page.

On the Pick Purchase Order page, select a check box to work with a particular line. Multiple schedules can be selected. Press **OK**. This will transfer you to the Receiving page.
**STEP 2 - RECEIVE SHIPMENT QUANTITIES**

Once you have selected the PO line to receive, you will enter the receiving information.

**RECEIVING PAGE**

In the header information on the Receiving page, the following information is available.

**Receipt Status** – Displays the status of the receipt header. Values are:
- Open
- C – Closed
- R – Received
- H – Hold
- X – Canceled

- Cancels the entire receipt. This action cannot be reversed.
- Cancels the selected receipt line. This action cannot be reversed.

- To copy the Receipt Qty value on the selected line to all Receipt Qty fields below click on the Copy quantity down button.

**Receipt Lines Tab**

**Receipt Qty / Recv UOM** – The quantity delivered and the UOM in which it was received. The receipt quantity will defaults with the full amount. If this is a partial receipt, change the received quantity to the actual quantity received.

---

**NOTE:** The campus set up will be to view the Ordered Qty, and the Receipt Qty will be filled in with the PO scheduled quantity.
Accept Qty – The quantity of items accepted. This field defaults as a calculated value (subtracts the rejected quantity from the receipt quantity). This field is display only.

If received and accepted quantities exceed the quantity open for that schedule, the User will receive a warning message that can be overridden by the User. Items may not be added to the receiving document if they do not already exist on the PO. These items must either be added via change order or vouchered directly in Accounts Payable.

Status – Displays the status of the receipt line. Initially, the status will be O – Open. Values:
- O – Open schedule
- C – Closed schedule
- R – Received schedule
- H – Hold schedule
- X – Canceled schedule

To review information on the PO itself, the following hyperlinks are available at the bottom of the page:

PO Header Comments – Displays all the PO Header Comments that were designated for viewing by the receiver,

PO Line Comment – Displays any PO Line Comments that were designated on the PO for viewing by the receiver.

PO Ship To Comments – Displays any PO Ship To Comments that were designated on the PO for viewing by the receiver.

To review information on the Purchase Order itself, click on the Document Status Inquiry link under ...more....

The Receipt Document Status page will be visible.
**Receipt Document Status Page**

<table>
<thead>
<tr>
<th>Receipt Doc Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver Unit: 11060</td>
</tr>
<tr>
<td>Document Date: 03/03/2003</td>
</tr>
<tr>
<td>Currency: USD</td>
</tr>
<tr>
<td>Shipper Vender Name: BROWN, R.</td>
</tr>
<tr>
<td>Bill of Lading:</td>
</tr>
</tbody>
</table>

**Associated Documents**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>DOC ID</th>
<th>Document Type</th>
<th>Document Date</th>
<th>Vendor ID</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11060</td>
<td>000000002</td>
<td>PO</td>
<td>Displaced</td>
<td>03/05/2003</td>
<td>0000000006</td>
</tr>
</tbody>
</table>

**DOC ID** – This is the PO ID number. Press the hyperlink to go to the PO Inquiry pages.

**Reject and Inspect Tab**

Used to record rejected quantities and provide reject reasons and code. Also used to record inspections of items that require physical inspection. See Steps 3 and 4 below for additional information on rejecting delivered items.

**Optional Input Tab**

Used to put a receipt on hold.
Hold – Puts the receipt line on hold when selected.

**Due Date** – Defaults from the PO. This is the date that the product/goods are needed to be in the requestor’s hands.

**Replacement** – Indicates that a shipment is a replacement for a prior return.

Once the information has been entered, press **Save**. Note the Receipt number.
**STEP 3 – REJECT ITEMS IN A SHIPMENT**

If items in a shipment are damaged, shipped incorrectly, or refused, this information should be recorded on the Reject and Inspect Tab of the Receiving page.

If you are rejecting items at the time the receiving information is being entered, go to the Reject and Inspect Tab on the Receiving page before you save the Receipt.

If you need to reject items in a shipment after the receipt has been entered and saved, you must first select the Receipt # and then access the Reject and Inspect Tab.

*Navigation: Purchasing > Shipments > Maintain Receipts*

Click on “Find an Existing Value”.

- **Business Unit** – Defaults to the specific Campus for each User.
  - **Receipt Number** – Enter the Receipt Number if you know it. If not, leave the field blank.
  - Click **Search** to find the receipt and click on the receipt number.
  - Select the item to return. Click on the **Reject and Inspect Tab** on the Receiving page.

**Reject and Inspect Tab**

Used to record rejected quantities and provide reject reasons and code.
Reject Qty – Enter the quantity of items rejected.

Reject Action – Select the Action for the rejects. Available options are: C (return for credit) or R (return for replacement).

Reject Reason – Select the reason for the rejection.

RMA Number – Enter the RMA number ID if provided by the vendor, otherwise leave blank.

RMA Line – Enter the RMA line number if provided by the vendor, otherwise leave blank.

Net Recv - Displays the net number of items received (Actual quantity received minus the quantity rejected).

Press Save.
STEP 4 – RETURN TO VENDOR

If items in a shipment are damaged, shipped incorrectly, or refused, this information should be recorded on the Reject and Inspect Tab of the Receiving page. The items that will be returned to the vendor must then be recorded in the Return to Vendor pages.

**Navigation:** Purchasing > Return to Vendor > Maintain Return to Vendor

```
Return To Vendor

Business Unit: 11000
Return To Vendor ID: NEXT
```

“Add a New Value” tab will default.

**Business Unit** – Defaults to the User’s Business Unit.

**Return to Vendor ID** – Defaults to NEXT. DO NOT CHANGE. The system will autonumber the RTVs.

Press **Add**.

**RTV PAGE**
If the Return to Vendor information was entered on the receiving pages, click on the Select Receipt hyperlink at the bottom of the RTV page. If it was not entered on the receiving pages, enter the information on this page.

Enter the PO ID, Receipt Nbr or Item ID. Press Search.

Select the item you wish to return to the vendor and press OK to return to the RTV page.
Vendor Short Name / Vendor ID – Defaults from the PO or Receipt.

Buyer – Defaults from the PO or Receipt.

Action – Enter the appropriate action code – Credit, Exchange, or Replace

Disposition – Select either Ship or Destroy.

Reason – Enter the reason for the return.

RMA Number – Enter the RMA (Return Authorization Number) number ID if provided by the vendor, otherwise leave blank.

RMA Line – Enter the RMA line number if provided by the vendor, otherwise leave blank.

Item – Enter the Item ID for the item you are returning to the vendor, if applicable. There won’t be an Item ID for POs entered with a description only. (Not used by Higher Education)

Click on the RTV Details link. You will be transferred to the Distribution Details page where you will enter the information on the items being returned.
**DISTRIBUTION DETAILS PAGE**

**Distribution Details**

- **Return Qty**: Enter the quantity being returned.
- **Req Date**: Defaults to the current date.
- **Ship Qty** and **Ship Date**: Enter the quantity being shipped back to the vendor and the ship date.
- **Status**: Defaults to Open. Once the RTV has been saved with a ship date, the status changes to Shipped.

Press **Refresh** to refresh the screen with the amount. Press **OK** to return to the RTV page.

Press **Save**. Note the **RTV ID** and the **Status**.
RTV Inquiry Page

To inquire on the status of RTV shipments, navigate to the RTV Inquiry Page.

**Navigation:** Purchasing > Return to Vendor > Review RTVs (Find Existing Value Page)

![RTV Inquiry Page screenshot]

**Status** – The status will be *Open* if no shipping quantity and date was entered on the RTV Distribution Details page. If the shipping information was entered, the status will be *Shipped*.

**RTV Lines Tab**

- **Action** – Indicates the action requested for the item returned to the vendor. The available values are: *Credit, Exchange, or Replace*.

- **Disposition** – Indicates whether the item was shipped back to the vendor or destroyed. The available values are: *Ship or Destroy*.

- **Reason Code** – Indicates the reason for the return.

- **RMA Number** and **RMA Line** – Indicates the RMA number and line, if provided by the vendor.

- **Ship Via** – Defaults to COMMON.

- **Item ID** – The Item ID for the material returned to the vendor. (Not used by Higher Education)

If more than one item has been returned, select ✓ the item you wish to view and click on the **Return Quantities Tab**.
Return Quantities Tab

The information on the **Item Description**, **Status**, **Ship Qty**, **Returned Qty**, **UOM**, **Price**, and **Amount** is displayed.

Click on the **Source Information** Tab.

Source Information Tab

Information on the **PO** and **Receipt No** for the Item is displayed.
CANCELING RECEIPTS

If you need to cancel a receipt or cancel a line on a receipt after it has been entered and saved, you must first select the Receipt #.

**Navigation:** Purchasing > Shipments > Maintain Receipts

Click on “Find an Existing Value”.

Business Unit – Defaults to specific campus for each User.

**Receipt Number** – Enter the receipt number that you wish to cancel. If you leave the field blank, a list of receipts will be available when you press on the search button.

Click **Search**. If you entered the Receipt Number in the selection criteria, you will be transferred directly to the Receiving Page. If you left the Receipt Number blank, a list of available receipts will appear. Double click on the receipt that you wish to cancel.
If a line on a receipt needs to be canceled, select the line(s) ✓ and press Cancel Line. This action cannot be reversed. You will receive the following message:

Canceling item cannot be reversed. Do you wish to continue? (10:301, 42)

Click Yes.

Note that the overall Receipt Status remains Received but the Status of the line you canceled has changed to X – Canceled.

Press Save.
If the entire receipt needs to be canceled, press **Cancel Receipt**. This action cannot be reversed. You will receive the following message:

![Message Box]

Click **Yes**.

Note that the overall **Receipt Status** has changed to **Canceled** and the Status of all lines has changed to **X – Canceled**.

Press **Save**.
**REVIEWING RECEIPT INFORMATION**

To review receipt information, follow the navigation below.

*Navigation: Purchasing > Shipments > Review Shipment Information > Receipts*

To narrow your search, your Business Unit will default, enter Receipt Number, PO number, if known. Also, enter the Receipt Status of the items that you are looking to retrieve.

Press **Search** to retrieve the items.
Double click on the item you wish to review. You will be transferred to the Receipts Page.

**Receipts Page**

**Receipt Status** – Displays the current status of the Receipt. The values are:
- Open
- C – Closed
- R – Received
- H – Hold
- X – Canceled

**Recv Qty** – The actual quantity received.

**Reject Qty** – The quantity rejected.

**More Line Data Tab**

**Line Status** – Displays the current status of the line. The values are:
- Open schedule
- C – Closed schedule
- R – Received schedule
- H – Hold schedule
- X – Canceled schedule