# RECEIVING

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The online receiving process will be a department’s authorization to pay. USF policy requires the goods or services to be inspected prior to recording the receipt, and therefore, the receipt implies acceptance.

This manual describes the steps executed to generate, modify and review an online Receipt.

- Receipts should be created as soon as the goods or services have been deemed correct and acceptable. Consideration should be given to the vendor’s legal right to payment.
- Packing Slips should be obtained and kept by the department for receipt of goods. Some companies provide reports for services but the departments should note other services as they occur if such reporting does not exist.
- Chartfields are copied from a Purchase Order at the time a receipt is created. Should the chartfield require a change, the receipt must be canceled and re-entered. A receipt with a voucher attached cannot be canceled until the voucher is disassociated by Accounts Payable.

**The Importance of Receipt Dates**

The receipt date of goods and services determines the appropriate accounting period. It’s just a few keystrokes but critical to maintaining accurate records for reporting.

*What is the “receipt date”?*

For merchandise, the receipt date is the date the goods are physically received at your unit.

For services, the receipt date is the date the service was satisfactorily completed. That may not always be easy to tell, because some service providers will date an invoice long after the service is done. For accounting, we need to use the date service was completed, not the date it was billed.

*The receipt date is not:*

The invoice date or the date the invoice arrives at your unit.

The date the user creates the electronic receipt in FAST.

*Where do I enter the receipt date?*

The receipt date is entered into the “receipt date” field on the Receipt Header Details page. After the detail lines are entered, click on the “Header Details” link. The Receipt Header Details page will open. The “receipt date” field is at the upper right hand side. Please update the date before clicking on “ok” and saving. (The “receipt time” is not used at USF and does not need to be changed.) Don’t worry, if you forget to enter the date, you will now receive an error message directing you to the header page where you can enter the correct date.

Separate receipts should be entered for goods/services received in different months, even if only one invoice is generated by the vendor.

You can also change a receipt date by navigating to Purchasing – Receipts – Add/Update Receipt – Find Existing Value, and entering the receipt number. Receipts should always be entered promptly, but the receipt date can be back-dated as far as 60 days.
CREATE A RECEIPT

**STEP 1** Navigate to the Add/Update page

1.1 Navigate Purchasing – Receipts – Add/Update Receipts: Add a New Value

![Image of Add/Update Receipts page]

1.2 The Business Unit should default in. If not, select the same business unit as the purchase order you are receiving on.

1.3 Click the Add button

![Image of Select Purchase Order page]

**STEP 2** Select Purchase Order and PO Lines to be received

The Start and End date are automatically set for the previous and following month. The box to the left of “Retrieve Open PO Schedules” should be checked.

2.1 Enter the Purchase Order number being received in the ID field under the PO Business Unit.

2.2 Click the Search button. All open lines of the Purchase Order will be displayed.

2.3 Select only those lines being received by clicking in the radial box to the left of the PO lines. The ‘Select All’ and ‘Clear All’ links can be used to check all boxes or uncheck all boxes.
2.4 Click OK

STEP 3 Enter the Actual Receipt Date

3.1 Click on the Header Details link

3.2 Enter the date the goods were received or services were completed. Although receipts should be entered immediately after acceptance of goods/services, the receipt may be backdated up to 60 days.

3.3 Click OK
4.1 The first line is for monthly fees of $25 and is a quantity based line. Change the receipt quantity to the number of units being paid. Here, the unit is a month.

4.2 The second line is an amount only line with unknown fees as they are charged. The price, not the quantity, is available for change. Change the amount to reflect the invoiced amount being paid.

4.3 Click Save and a receipt number will be assigned.
PRINT THE RECEIPT

Due to the number of steps required to process a Crystal report of the receipt, most users use the Screen Print feature of their computer to print a copy of the Receipt on this page.

If the Crystal report is needed, follow the steps below.

**Step 1** Click the 'Print Delivery Report' button

The system will redirect to the Process Monitor page

**Step 2** Allow System to Process Request

Periodically click the 'Refresh' button until the Run Status reads 'Success' and the Distribution Status reads 'Posted' (not just 'Posting')
Step 3  Navigate to Detail
Click on the ‘RECV_DEL’ Process Name

Step 4  Navigate to Process Detail
Click on the ‘…POY5030-Success’ link

Step 5  Navigate to View Log/Trace
Click on the ‘View/Log Trace’ link

Step 6  View Adobe
Click the ‘POY5030…PDF’ link
Step 7  **Print**

Use the print feature on the Adobe file to print the document

Step 8  **Screen Print**

Realize that using ‘Screen Print’ is much easier than running a Crystal Report
MODIFY THE RECEIPT

At times the receipt needs to be changed. This could be due to:

- a keystroke error
- a problem with a service or item that occurs after receipt
- the wrong Purchase Order or PO Line being received
- the need to resolve a difference between the receipt and the payment
- a needed change to the chartfield

A receipt that has a final payment against it cannot be modified.

A receipt that has vouchers against it cannot be modified below the total quantity or cost of vouchers.

Increase or Decrease a Receipt Quantity or Amount

Step 1  Navigate to the Add/Update Receipt page:

Purchasing – Receipts – Add/Update Receipts: Find Existing Value

Step 2  Find Receipt in Question

Enter the Receipt number

Click the Search button

Step 3  Using Other Search Criteria

The Purchase Order Business Unit and Purchase Order number can be used as search criteria. This will result in a list of all receipts on the PO
Click on the receipt to be modified or click on the first receipt and use the ‘Next in List’ and link ‘Previous in List’ to display each receipt in turn.

**Step 4** Modify Receipt Quantity and/or Receipt Price

If the quantity or price fields are open, simply click in the space and increase or decrease the numbers.

In the example below, the invoice was for 2 months and the taxes were $8.15 so the receipt was changed accordingly.
Step 5: Save

Click the Save button

Cancel a Receipt Line

FOLLOW STEPS 1 THROUGH 3 IN ABOVE SECTION “Increase or Decrease a Receipt Quantity or Amount”

STEP 4: Cancel a line

Click the red “X” to the right of the line to be canceled.

STEP 5: Confirmation

The following dialog box will appear:
Click the Yes button

**STEP 6** Save

The line is updated to a Status of ‘Canceled’

Click the Save button

**Cancel a Full Receipt**

FOLLOW STEPS 1 THROUGH 3 IN ABOVE SECTION “Increase or Decrease a Receipt Quantity or Amount”

**STEP 4** Cancel Entire Receipt

Click the big, red ‘X’ at the top of the receipt

**STEP 5** Confirm

The following dialog box appears
Click the Yes button

STEP 6  Save

Click the Save button

Error Message

If an active voucher has been entered, the system will not allow the receipt to be canceled

Contact Accounts Payable to delete the voucher and cancel payment if necessary.

If payment has already been made, credit from the vendor must be obtained by the department or a journal transfer must be done to correct the expense on the budget.

STEP 1  Click OK
RE情单 INFORMATION

Step 1 Navigate to the Add/Update Receipt page:
Purchasing – Receipts – Add/Update Receipts: Find Existing Value

Step 2 Find Receipt in Question
Enter the Receipt number
Click the Search button

Step 3 Using Other Search Criteria

The Purchase Order Business Unit and Purchase Order number can be used as search criteria. This will result in a list of all receipts on the PO. The Vendor may also be used as well as the Receiver name
STEP 4  Elements of Receipt

Receipt Lines Tab

4.1 Click on the receipt to be modified or click on the first receipt and use the ‘Next in List’ and link ‘Previous in List’ to display each receipt in turn.

4.2 The receipt shows basic details of the item received including description, quantity, unit of measure, price and Item Category

4.3 Asset Management (AM) Status: An AM Status of 'Moved' means the item has been entered into the Asset Management system for inventory and reporting purposes. Otherwise the status reads 'Received.'

4.4 The Crystal Report of the receipt can be run

4.5 Do not click the Close Short or Run PO Accrual buttons. These processes are not in use at the current time.

More Details Tab

Displays 'Ship to' and 'Attention To' data.
Links and Status Tab

Displays Matching information and a link to the Receipt Line Distribution

Item/Mfg Data

Holds no relevant data

Optional Input Tab

Displays receiver and the date the receipt was entered.

USF Computer Store invoice information will also appear after orders are delivered. This information is entered by Computer Store staff ONLY.

Source Information Tab

Displays the PO Business Unit, PO Number and whether PO line was Amount Only (Y) or Quantity (N – not amount only)
Receipt Links

On any tab the links to other information is available

Header Details

Displays receipt date entered, receipt status, last user to modify and when

Click the OK button to return
Add/Edit Header Comments

Click Add/Edit Header Comments link to view or enter Receipt Header Comments Click OK or Cancel to return

Document Status

Click Document Status link to view purchase orders, requisitions and vouchers related to the receipt in another window. Links are active to view other document information

Close Window when finished
RECEIVING  Fast 9.1  Purchasing Services

Information can be also reviewed on the following pages

REVIEW RECEIPT INFORMATION

Navigate: Purchasing – Receipts – Review Receipt Information - Receipts

Click on the SEL radial button to see information pertaining to each line of the receipt
MANTAIN ACTIVITY AND COMMENTS

Navigate: Purchasing – Receipts – Maintain Activity and Comments

NOTE – Chartfields cannot be changed on a receipt. The receipt must be canceled and a Purchase Order Change request sent to Purchasing for review and approval to change the chartfields on the Purchase Order.

Once paid, expense chartfields cannot be changed.