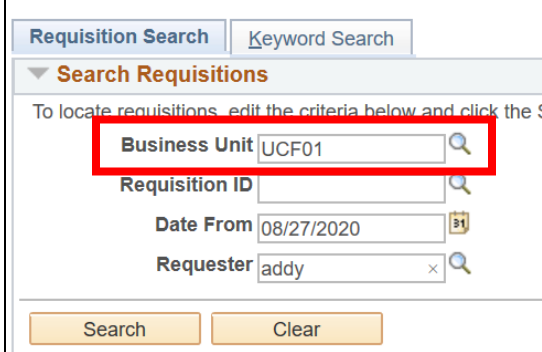**ADDY NOTES**   **UCF Financials**

Receiving in UCF Financials

This Addy Note explains how the following UCF Financials users should receive in the system requisitions they are authorized for:

- Authorized requesters entering receipts for requisitions that they created.
- Requesters entering receipts for other authorized requesters.
- Authorized approvers entering receipts for requisitions created for their department/ship to locations.
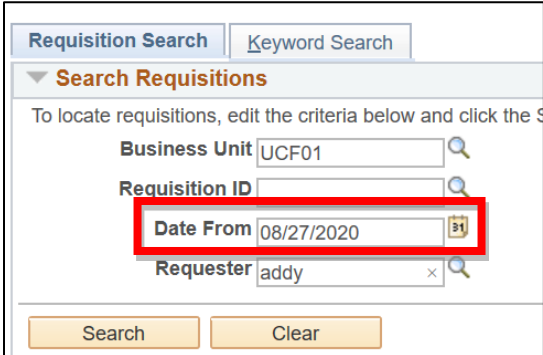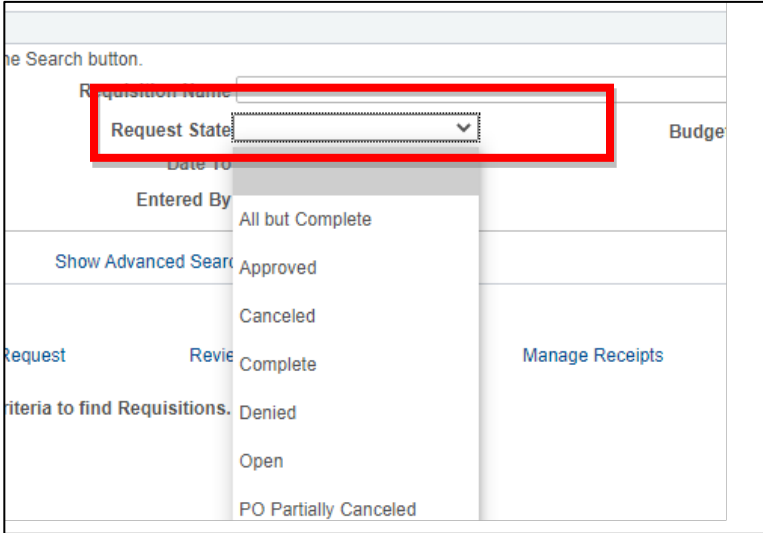
If you attempt to enter a receipt for a requisition from the previous fiscal year with a status of **Complete**, you will receive a message stating the requisition has been fully received and is awaiting the purchase order reconciliation process. For detailed instructions on how to receive in this situation, see the Addy Note: Receiving on Rolled-over Purchase Orders.

Step	Action
1.	**Navigate to**: **Main Menu > eProcurement > Manage Requisitions.** This will take you to the Manage Requisition search menu to locate the requisition that contains the items you will be receiving. UCF Financials Favorites ▾ | Main Menu ▾ | > Manage Requisitions
2.	Enter **UCF01** or **RFD01** in the **Business Unit** field if it did not default. Requisition Search | Keyword Search ▼ Search Requisitions To locate requisitions, edit the criteria below and click the S Business Unit UCF01 Requisition ID Date From 08/27/2020 Requester addy Search | Clear
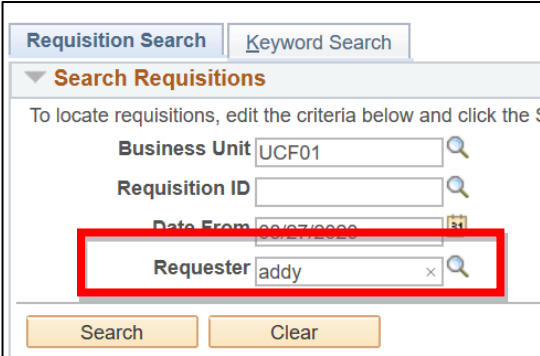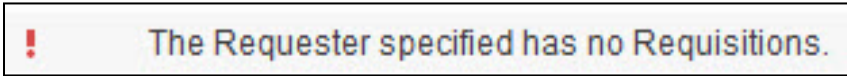
Step	Action
3.	Delete the **Date From** field.
4.	Change the **Request State** to a blank field.

For Step 3:

Requisition Search | Keyword Search

▼ **Search Requisitions**

To locate requisitions, edit the criteria below and click the S

Business Unit UCF01

Requisition ID

Date From 08/27/2020

Requester addy ×

Search | Clear

For Step 4:

he Search button.

Requisition Name

Request State | Budge

Date To

Entered By

All but Complete

Show Advanced Searc | Approved

Canceled

Request | Revie | Complete | Manage Receipts

riteria to find Requisitions. | Denied

Open

PO Partially Canceled

Step	Action
5.	Enter the **Requisition ID** or **PO number, if known**. ![Requisition ID and PO ID fields] The (PO) number may be found on the packing slip and then entered in the **PO ID** field. PO ID
6.	Users may only receive items in UCF Financials for which they are the original requestor or if they have been included as a designated alternate receiver. If you are receiving on a requisition for which you are not the original requester, enter the original requester's name in the requester field. You can enter the original requester's name by typing the information directly in the field or using the look-up icon. **Requisition Search** | Keyword Search Search Requisitions To locate requisitions, edit the criteria below and click the S Business Unit UCF01 Requisition ID Date From Requester addy Search Clear **Note**: If you are not an authorized requester (PRC) and/or approver (PRA) for the requisition, you will receive an error notification like the following message: ! The Requester specified has no Requisitions.

Step	Action
7.	Review the remaining fields in the search menu and enter, modify, or delete any other search criteria to ensure the requisition/PO with the items that are to be received will be included in the search results. **Manage Requisitions** **Requisition Search** Keyword Search ▼ Search Requisitions To locate requisitions, edit the criteria below and click the Search button. **Business Unit** UCF01 **Requisition Name** **Requisition ID** **Request State** All but Complete **Date From** 08/27/2020 **Date To** 09/03/2020 **Requester** addy **Entered By** Search Clear Show Advanced Search
8.	Click **Search**.
9.	Select the **Receive Order** option from the **Select Action** drop-down list for the requisition you want to receive.
10.	Click **Go**.
11.	Select the appropriate check box (or boxes) for the for the requisition line(s) you want to receive.
12.	Click **Receive Selected**.
13.	Verify the **Received Date** is for today.

Step	Action
14.	If the requisition was created by amount, enter the amount that was received for each requisition line in the **Received Amount** field for that line.
	If the requisition was created by quantity, enter the quantity received for each requisition line in the **Received Quantity** field for that line.
	If receiving corresponds to an invoice, the received amount should match the invoice, minus freight.
	If a credit memo is issued, follow the instructions below:
	• If the PO is **amount only**, receive the amount as a negative amount for a credit memo. For example, a credit memo for $100.00 is entered as -100.00 in the receipt amount.
	• For a **credit memo** that represents a whole quantity, receive the amount as a negative whole quantity for a credit memo. For example, a PO that has a quantity of 4 for $400.00 and a credit memo for $100, receipt quantity -1. **Note: It is not advised to receive a credit memo for less than one whole unit, such as .75 quantity**.
	• If the supplier issued a credit memo and the PO for goods ordered **has been partially received**, create a net receipt (what is left to be vouchered minus the credit memo).
	o Quantity: PO quantity 5 that has 2 already vouchered, leaving 3; credit memo represents quantity 1, then receive only 2.
	o Amount Only: PO amount $100.00 and $25.00 was already vouchered, leaving $75.00; credit memo for $10.00, then receive $65.00
	• Do not receive a credit memo that comes in after the PO has already been fully received and vouchered or for a quantity PO when the credit memo represents a percentage of the amount and not a whole quantity. In both circumstances, Accounts Payable (AP) will need to pay the invoice non-PO.
	Note: If you need further assistance, please contact the Financials Service Desk or the AP processor assigned to the supplier.

Step	Action
15.	Verify the **UOM** and update if necessary.
16.	Click the **Receipt Comments** icon.
17.	Select the appropriate radio button to describe the condition of the goods you received.
18.	Enter the appropriate **Comments**.
19.	Click **OK**.
20.	Enter comments on any remaining lines.
21.	Click **Save Receipt**.