



ADDY NOTES



Receiving on Rolled-over Purchase Orders

If you attempt to enter a receipt for a requisition with a status of complete from the previous fiscal year and receive a message saying the requisition has been fully received and is awaiting the purchase order (PO) reconciliation process, follow the steps in this Addy Note to complete the receiving.

Step	Action																																								
1.	Navigate to: Main Menu > eProcurement > Manage Requisitions.																																								
2.	Click the Manage Receipts link near the bottom of the page. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1"> <tr> <td>▶ 0000385473</td> <td>Test</td> <td>UCF01</td> <td>08/22/2016</td> <td>Open</td> <td>Valid</td> <td>150.00</td> <td>USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>▶ 0000385433</td> <td>Test2</td> <td>UCF01</td> <td>08/16/2016</td> <td>Open</td> <td>Valid</td> <td>150.00</td> <td>USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>▶ 0000385432</td> <td>Test</td> <td>UCF01</td> <td>08/16/2016</td> <td>Open</td> <td>Valid</td> <td>150.00</td> <td>USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>▶ 0000385430</td> <td>Test2</td> <td>UCF01</td> <td>08/15/2016</td> <td>Approved</td> <td>Valid</td> <td>550.00</td> <td>USD</td> <td>[Select Action]</td> <td>Go</td> </tr> </table> <p> Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report </p> </div>	▶ 0000385473	Test	UCF01	08/22/2016	Open	Valid	150.00	USD	[Select Action]	Go	▶ 0000385433	Test2	UCF01	08/16/2016	Open	Valid	150.00	USD	[Select Action]	Go	▶ 0000385432	Test	UCF01	08/16/2016	Open	Valid	150.00	USD	[Select Action]	Go	▶ 0000385430	Test2	UCF01	08/15/2016	Approved	Valid	550.00	USD	[Select Action]	Go
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3.	From the Manage Receipts page that displays, click the Add New Receipt link. <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p> Return to Manage Requisitions Add New Receipt Manage Return To Supplier </p> </div>																																								
4.	From the list of your requisitions that were closed as part of the year-end PO rollover that are awaiting receiving, select the check box for the requisition for which you need to enter the receipt. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Requisition Lines to Receive</p> <table border="1"> <thead> <tr> <th>Req BU</th> <th>Requisition</th> <th>Item Description</th> <th>Item ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>UCF01</td> <td>Computer Displays</td> <td>ACER XR341CK</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UCF01</td> <td>Displays Second Order</td> <td>ACER XR341CK</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UCF01</td> <td>Displays Second Order</td> <td>ACER B326HK</td> </tr> </tbody> </table> </div>	Req BU	Requisition	Item Description	Item ID	<input checked="" type="checkbox"/>	UCF01	Computer Displays	ACER XR341CK	<input type="checkbox"/>	UCF01	Displays Second Order	ACER XR341CK	<input type="checkbox"/>	UCF01	Displays Second Order	ACER B326HK																								
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5.	<p>Click the Receive Selected button near the top of the page.</p> <div data-bbox="305 571 786 747" style="border: 1px solid black; padding: 5px;"> <p>Receive Items</p> <p>You have 4 lines open for receiving</p> <p>Receive Selected and go to the Receive Form.</p> </div>																																
6.	<p>The system displays the Received Amount or Received Quantity fields, depending how the original requisition was created.</p> <p>If the requisition was created by amount (the default), enter the amount that was received for each requisition line in the Received Amount field for that line.</p> <div data-bbox="305 942 1130 1094" style="border: 1px solid black; padding: 5px;"> <p>Receipt Lines ?</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item Id</th> <th>Item Description</th> <th>Currency</th> <th>Received Amount</th> <th>Received Quantity</th> <th>Accept Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACER B326HK</td> <td>USD</td> <td>937.99000</td> <td>1.0000</td> <td>1.0000</td> </tr> </tbody> </table> </div> <p>If the requisition was created by quantity, enter the quantity received for each requisition line in the Received Quantity field for that line.</p> <div data-bbox="305 1234 1268 1390" style="border: 1px solid black; padding: 5px;"> <p>Receipt Lines ? Personalize</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item Id</th> <th>Item Description</th> <th>Received Quantity</th> <th>*UOM</th> <th>Accept Quantity</th> <th>Details</th> <th>Receipt</th> <th>Procurement Group ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACER XR341CK</td> <td>1.0000</td> <td>EA</td> <td>1.0000</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Be sure to enter only the amount or the quantity actually received as in the following examples:</p> <ul style="list-style-type: none"> • If the item was ordered with an amount of \$22.00 on the requisition but only \$15.00 was received, change the Received Amount field to 15.00000. • If the quantity ordered on the requisition was three items but only two items were received, change the amount in the Received Quantity field to 2.0000. 	Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	1		ACER B326HK	USD	937.99000	1.0000	1.0000	Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	1		ACER XR341CK	1.0000	EA	1.0000			
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7.	<p>Click the Receipt line comments icon  to add any needed comments.</p>																																



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8.	Finish by clicking Save Receipt . <div data-bbox="305 575 886 835" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Receipt Lines ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 15%;">Item Id</th> <th style="width: 40%;">Item Description</th> <th style="width: 10%;">Currency</th> <th style="width: 30%;">Received Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACER B326HK</td> <td>USD</td> <td style="text-align: right;">937.99000</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> Save Receipt </p> </div>	Line	Item Id	Item Description	Currency	Received Amount	1		ACER B326HK	USD	937.99000
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