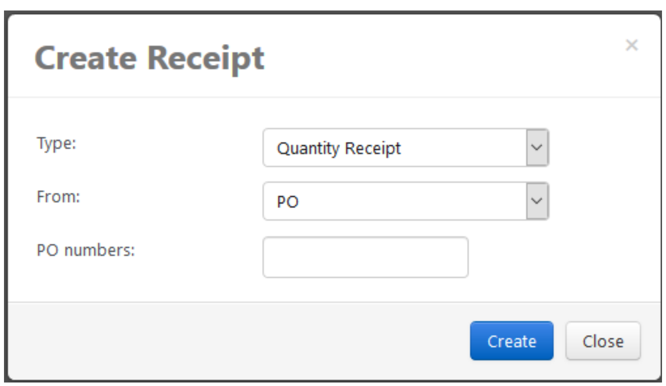
Receiving Quick Reference

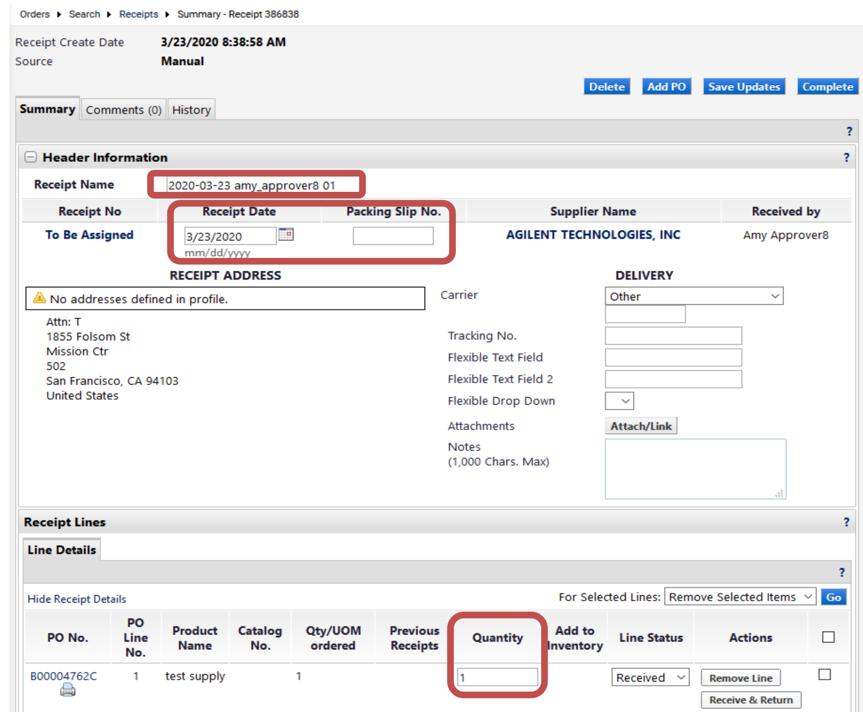
About Receiving

- Confirming physical receipt of goods, or having documentation that services were rendered, is required for audit purposes.
- In BearBuy there is optional receiving for recordkeeping purposes.
  - ✓ Receiving is open to all BearBuy Roles, including the Shopper.
  - ✓ Entering receipts will not affect invoice matching or timely payment.
  - ✓ Departments can attach a scanned image of Packing Slip to the PO.
  - ✓ Receipts cannot be attached or cancelled once the PO is closed.
- *Shoppers* can view receipts against their Purchase Orders. *Requesters* and *Approvers* can view all receipts and run Document Search queries on Receipts.

Enter a Receipt

1. Navigate to Accounts Payable via to Accounts Payable > Receipts > Create New Receipt…
2. Box will appear for Receipt information.
3. Select the Receipt Type for either Quantity Receipt or Cost Receipt.
4. Select PO on the drop down menu for From.
5. Enter the PO number in the PO numbers field.
   a. Note: receipts cannot be entered once the PO is closed.
   b. Quantity Receipts are for POs that have distinct quantities, such as orders placed using catalogs or the Non-Catalog Form.
   c. Cost Receipts are for entering receipts by the amount rather than quantities. Amount-only POs can only be received using Cost Receipts.
6. Click the Create button.
7. Each receipt receives a unique Receipt Name (can be changed). Enter the Receipt Date. Enter the Packing Slip No. and attach the scanned packing slip (if needed). Enter the received Quantity (or Amount for Cost Receipts).





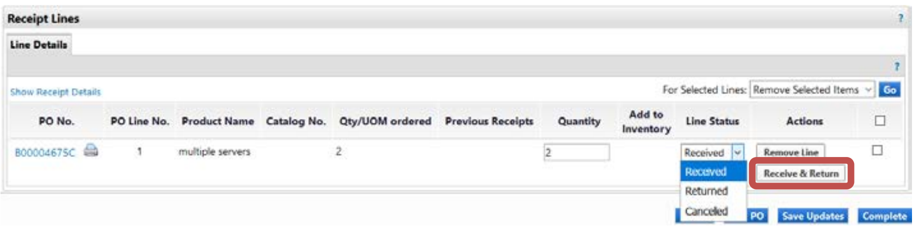
8. Any PO line items for which you will not be entering a receipt should be deleted from the receipt by clicking the Remove Line button. **Remove Line**
9. When done, click the Save Updates button, and then click the Complete button.
10. A confirmation page will display with the Receipt and PO numbers.

Enter a Receipt and a Return

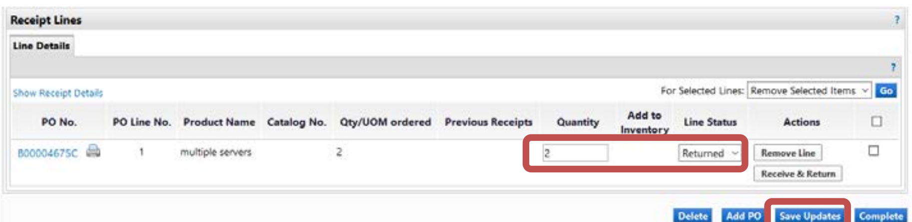
- Entering a return is similar to a receipt; however, the action at the line detail level is to mark the Line Status as Returned.

1. Navigate to Accounts Payable via to Accounts Payable > Receipts > Create New Receipt…
2. Box will appear for receipt information.
3. Select the Receipt Type for either Quantity Receipt or Cost Receipt.
4. Select PO on the drop down menu for From.
5. Enter the PO number in the PO numbers field.
6. Click the Create button.
7. Enter a unique Receipt Name (if needed).
8. Then enter the Packing Slip No. and attach a scan of the packing slip (if needed).
9. In the Line Details section, find the PO line for which you are entering the receipt.
10. Enter the Quantity (or Amount) to be received.

11. From the Line Details dropdown, select Received (or Cost Received), then click the Receive & Return (or Receive/Cancel) button.



12. When the Receive & Return (or Receive/Cancel) button is clicked, another line for the item is added to the receipt. This line represents the quantity (or amount) to be returned.
13. The Line Status is set by default to Returned (or Cost Cancelled).

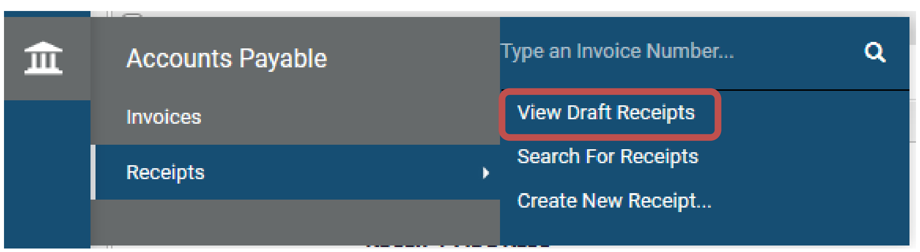


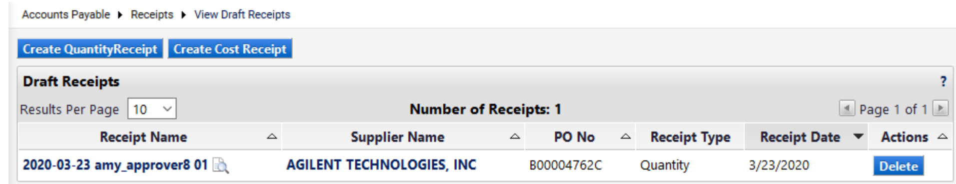
14. Change the Quantity (or Amount) to be returned if it's different from the system-defaulted value.
15. Scroll down and click Remove Line for any PO items not involved on this receipt.
16. When done, click the Save Updates button, and then click the Complete button.
17. A confirmation page will display noting the Receipt and PO numbers.

View Draft Receipts

- Receipts are always linked to the PO.

1. Navigate to Accounts Payable via to Accounts Payable > Receipts > View Draft Receipts



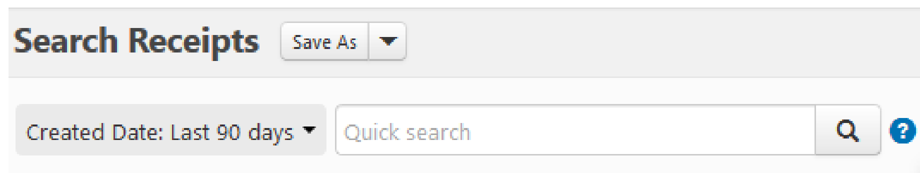


2. Select the Receipt Draft that you want to complete.
   - Note that you can also delete a draft receipt by clicking on the Delete button.

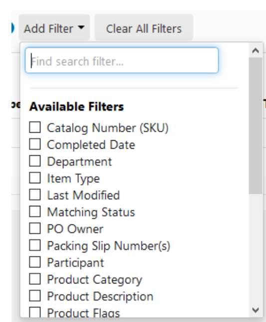
Search for Existing Receipts

1. Navigate to Receipts via Accounts Payable > Receipts > Search for Receipts

- By default, a list of all receipts submitted by the user displays on the page. Filter options display above the list.
- You have the following search options:
  - Perform a Quick Search - You can perform a quick search of the documents by entering a value in the field and selecting the search icon. Matching documents are returned in the search results.



  - Add Filters for an Advanced Search - Use the filter options to perform a more specific search.
    - Click the Add Filter button. A list of available filters displays.
      Note: These filter options are the same options that displays on the current Advanced Search page for the document type.

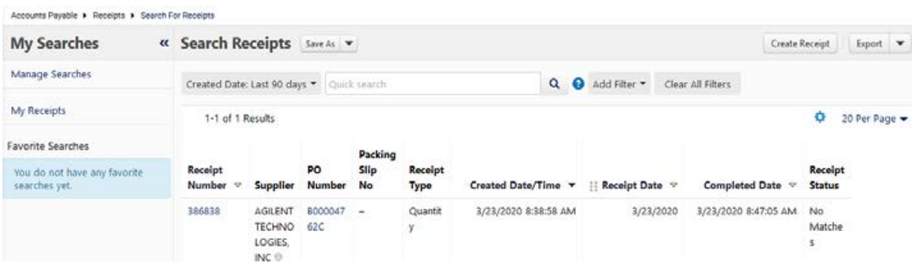


You can search for a specific filter by entering a value in the field. The list of filters will be refined and only matching filters display.

- Click the checkbox for the appropriate filter.
- Configuration options display.
- For example, if you choose Supplier, an overlay displays where you can select the appropriate supplier.

Important: When there are many options, such as in the supplier example, a list of "suggested" values displays with the configuration overlay. To choose a value that is not in Suggested list, enter a value in the search field.

- When you have made the appropriate configurations to the filter, select the Apply button. The search results are refined to reflect the filter. The filter displays above the search results. Click the x to remove the filter.
- Repeat the steps above to add additional filters.
- Click the Search icon .
- Search results display below the search bar.



Re-Open or Delete a Receipt

- Completed receipts can only be edited and deleted if there are no vouchers applied to the Purchase Order.
- Once the Purchase Order is invoiced, the receipts cannot be modified.
- If receipts cannot be modified, add a comment to the Comments tab of the PO detailing any corrections to the receipts.

1. Navigate to Receipts via Accounts Payable > Receipts > Search for Receipts.
2. Open the receipt you would like to edit.
3. Click the Reopen Receipt button in the upper right hand of the page
   a. If you do not see this button, this means your PO has been invoiced and receipts cannot be modified.
   b. A box pops up asking Are you sure you want to reopen this receipt? Click the OK button.
4. Enter a comment in the Reopen Receipt Reason window that appears. The receipt will not reopen without a comment. Click the Reopen Receipt button.
   a. The receipt can now be edited. Save the Updates and Complete the receipt.
   b. To delete your receipt, click the Delete button.