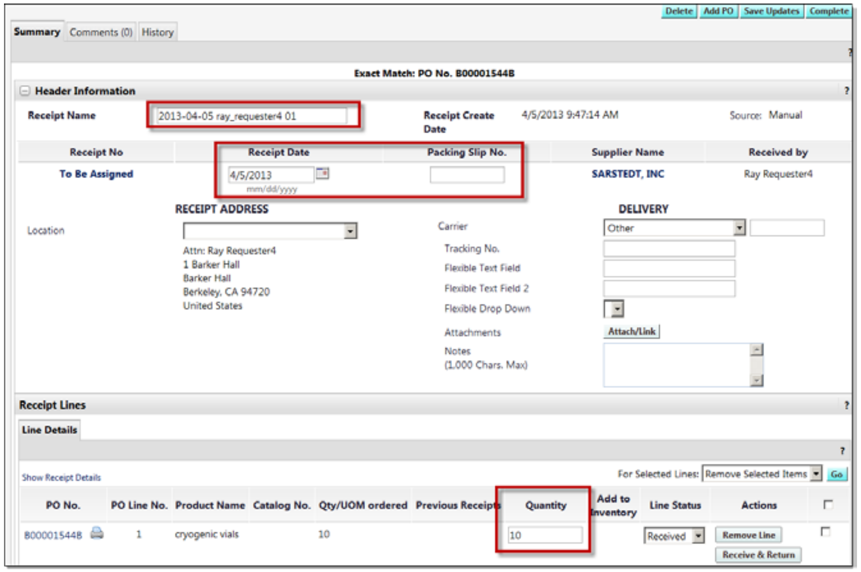
About Receiving

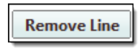
- Confirming physical receipt of goods, or having documentation that services were rendered, is <u>required</u> for audit purposes.
- In BearBuy there is optional receiving for recordkeeping purposes.
  - ✓ Receiving is open to <u>all BearBuy Roles</u>, including the Shopper.
  - ✓ Entering receipts 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 <u>once the PO is closed</u>.
- *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 Document Search via to Documents > Document Search > Search Documents.
2. Locate the purchase order.
3. Click the PO number to open the purchase order.
4. Go to Available Actions then select Create Quantity Receipt or Create Cost Receipt.
   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.
5. Click the Go button.
6. 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).



7. 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.

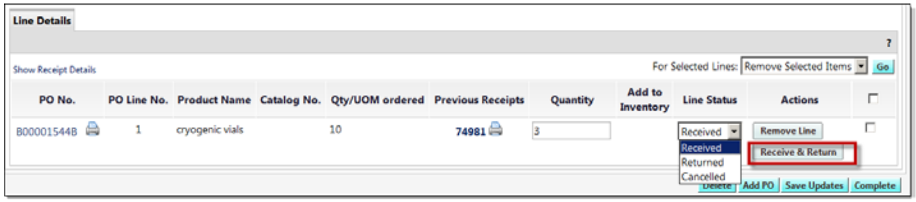


8. When done, click the Save Updates button, and then click the Complete button.
9. A confirmation page will display with the Receipt and PO numbers.

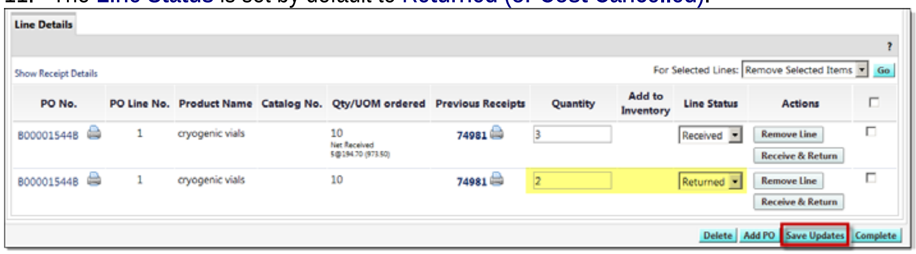
Enter a Receipt and a Return

- 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 Document Search via Documents > Document Search > Search Documents Locate the purchase order.
2. Click the PO number to open the purchase order.
3. Go to Available Actions and select Create Quantity Receipt (or Create Cost Receipt).
4. Click the Go button.
5. Enter a unique Receipt Name (if needed).
6. Then enter the Packing Slip No. and attach a scan of the packing slip (if needed).
7. In the Line Details section, find the PO line for which you are entering the receipt.
8. Enter the Quantity (or Amount) to be received.
9. From the Line Details dropdown, select Received (or Cost Received), then click the Receive & Return (or Receive/Cancel) button.



10. 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.
11. The Line Status is set by default to Returned (or Cost Cancelled).

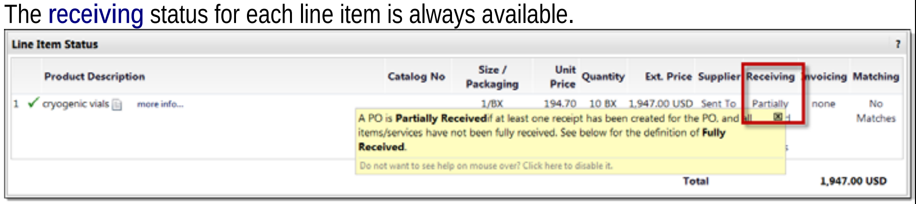


12. Change the Quantity (or Amount) to be returned if it's different from the system-defaulted value.
13. Scroll down and click Remove Line for any PO items not involved on this receipt.
14. When done, click the Save Updates button, and then click the Complete button.
15. A confirmation page will display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

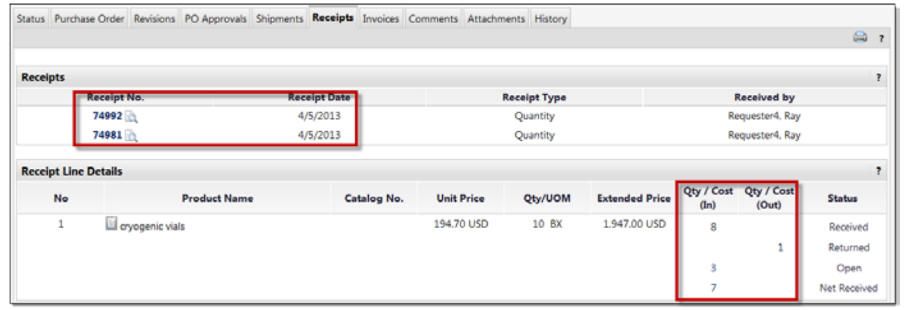
View Existing Receipts

- Receipts are always linked to the PO.

1. Navigate to Document Search via Documents > Document Search > Search Documents.
2. Locate the purchase order.
3. Click the PO number to open the purchase order.
4. The receiving status for each line item is always available.



5. Click the Receipts tab.
   - The Receipts section lists all completed receipts.
   - The Receipt Line Details lists all PO Line items, and the Quantity received (*in the Qty / Cost (In)* column) so far.



6. To view a specific Receipt, click the Receipt No. link in the Receipt section.
7. Click the Status or Purchase Orders tabs to go back to the main PO pages.

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 Document Search via Documents > Document Search > Search Documents Locate the purchase order.
2. Click the PO number to open the purchase order.
3. Click the Receipts tab.
4. Open the receipt you would like to edit.
5. 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.
6. A box pops up asking Are you sure you want to reopen this receipt? Click the OK button.
7. 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.