



Version	9.0
Document Generation Date	2/16/2009
Last Changed by	System Office
Status	Final

Creating Receipts

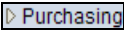
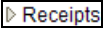
Concept

When shipments arrive from vendors, the items included in the shipment go through a receiving process. The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered either through a purchase order or some other means.

MaineStreet Purchasing allows you to create one receipt that includes delivery of multiple purchase order items or many receipts that each include a partial delivery of items from one purchase order. You can also create receipts for deliveries for which you have no purchase order. **The University of Maine creates receipts for purchase order-related deliveries only.**

Navigation



Step	Action
1.	From the Financials menu, click the Purchasing link. 
2.	Click the Receipts link. 
3.	Click the Add/Update Receipts link.

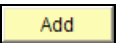
Procedure

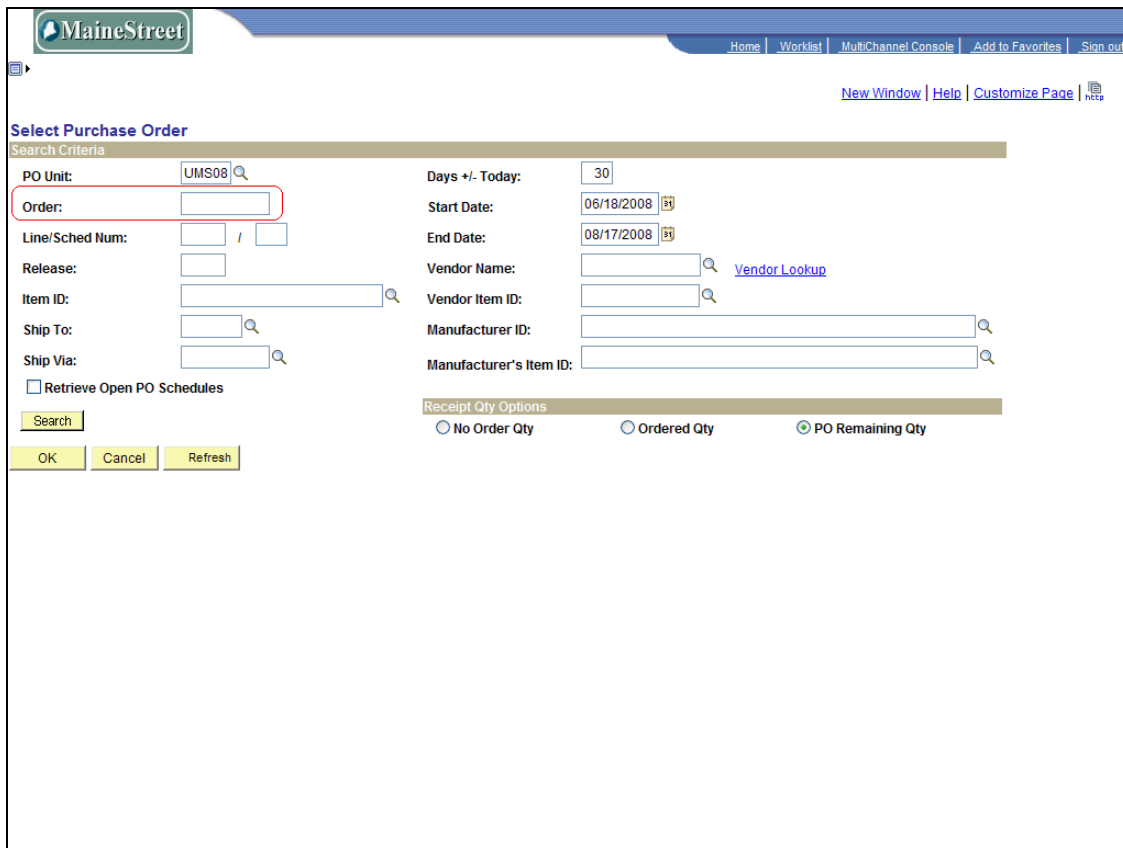


The screenshot shows the 'Receiving' section of the MaineStreet application. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, the 'Receiving' header is visible, followed by two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields and controls:

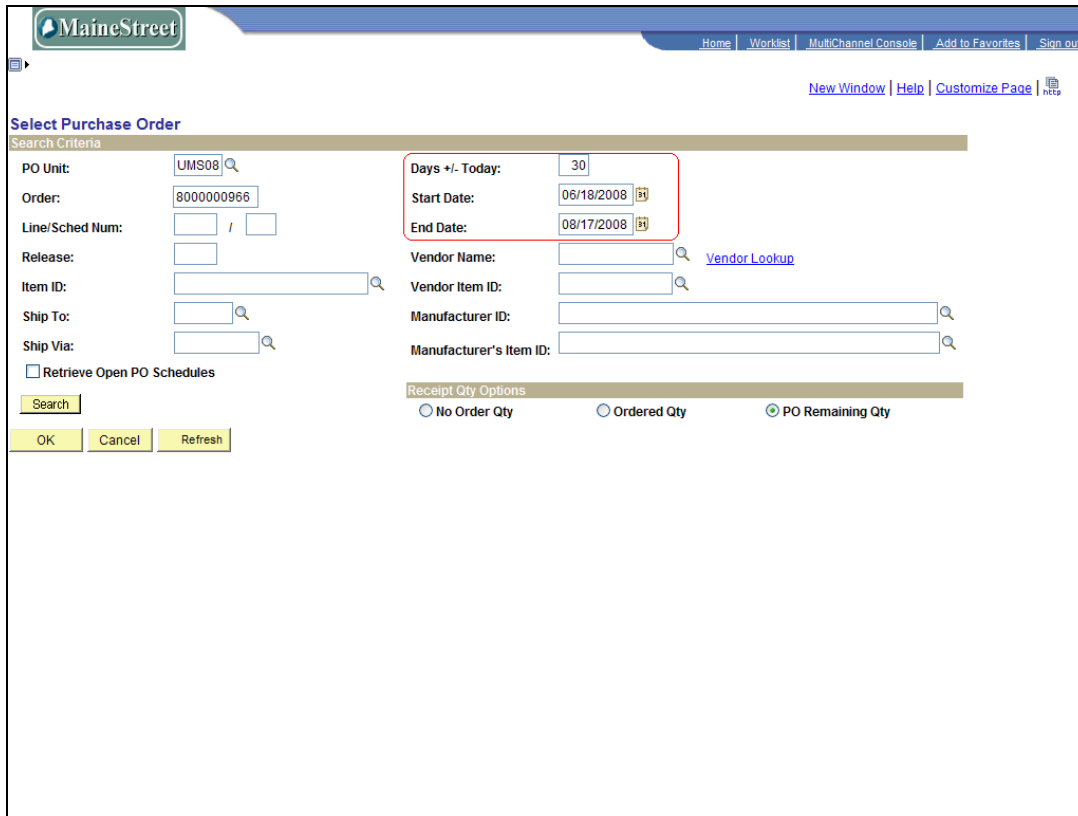
- Business Unit:** A text box containing 'UMS08' with a search icon to its right.
- Receipt Number:** A text box containing 'NEXT'.
- PO Receipt:** A checkbox that is checked.
- Add:** A yellow button.

At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Step	Action
4.	<p>On the Receiving <i>Add a New Value</i> page, verify that the PO Receipt box is checked.</p> <p>Click the Add button to open the Select Purchase Order page.</p> 



Step	Action
5.	<p>Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts.</p> <p>The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document.</p> <p>In the <i>Search Criteria</i> section of the page, your Business Unit should enter by default in the PO Unit field.</p> <p>In this example, we will enter the Purchase Order # in the Order field as part of our search criteria.</p>



Select Purchase Order

Search Criteria

PO Unit:

Order:

Line/Sched Num: /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

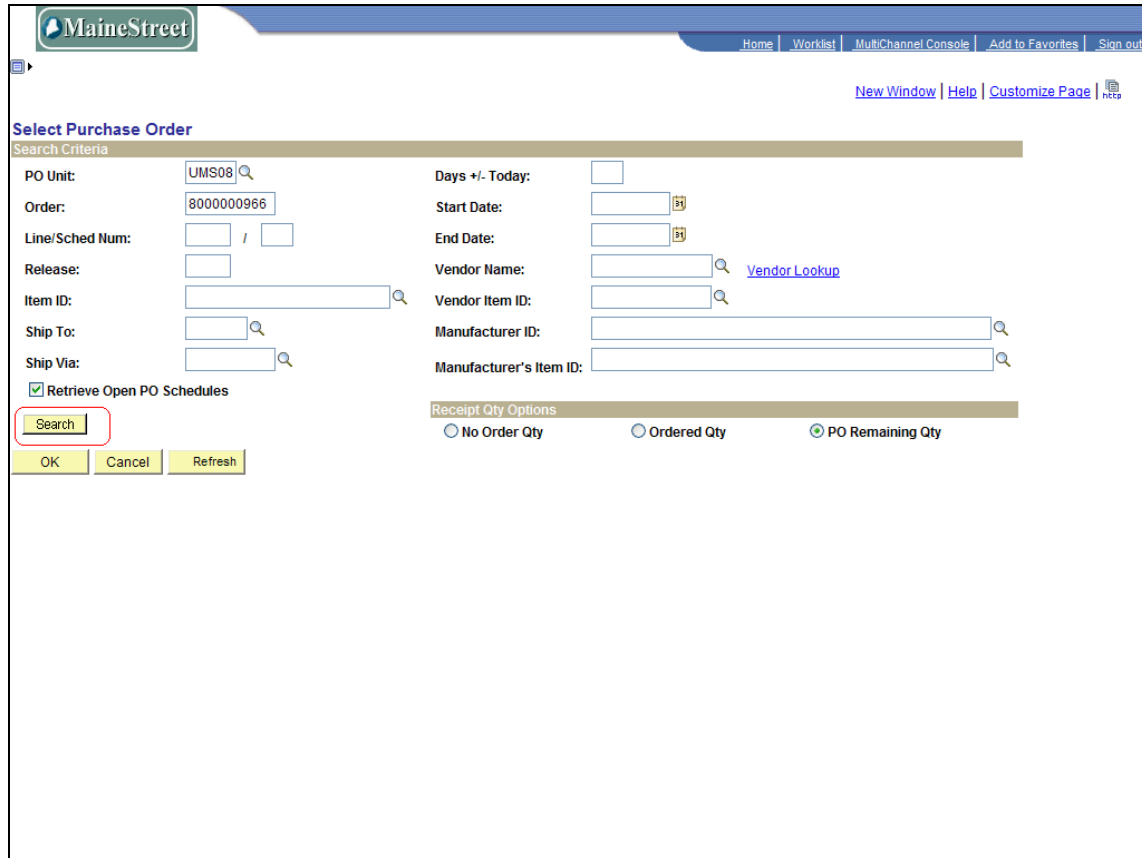
Manufacturer's Item ID:

Receipt Qty Options


No Order Qty Ordered Qty PO Remaining Qty

Step	Action
6.	Use the Days +/- Today field to enter a value to further restrict or expand the number of purchase order schedules that appear within the Start Date and End Date fields. This value is added or subtracted from the current date to calculate the start date and end date values. You may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates. In this example, we will not use these fields. Delete the value in the Days +/- Today field.
7.	Delete the date entered in the Start Date field.
8.	Delete the date entered in the End Date field.

Step	Action
9.	Place a checkmark in the <i>Retrieve Open PO Schedules</i> box to retrieve only purchase order schedules that haven't been fully received. If you do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received. <input type="checkbox"/> Retrieve Open PO Schedules
10.	In the <i>Receipt Qty Options</i> section of the page, select the <i>PO Remaining Qty</i> radio button to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received. Note: - The <i>No Order Qty</i> option signifies that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities. - The <i>Ordered Qty</i> option automatically makes the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity. <input checked="" type="radio"/> PO Remaining Qty




MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Select Purchase Order


Search Criteria


PO Unit: 


Order:

Line/Sched Num: /

Release:

Item ID: 


Ship To: 


Ship Via: 


Retrieve Open PO Schedules


Search


Days +/- Today:


Start Date: 

End Date: 

Vendor Name:  [Vendor Lookup](#)

Vendor Item ID: 

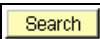
Manufacturer ID: 

Manufacturer's Item ID: 

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

OK Cancel Refresh

Step	Action
11.	Click the Search button to display purchase order lines and schedules that match the entered criteria. 

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

Order: Start Date:

Line/Sched Num: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options


No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | Find | View All | First 1-3 of 3 | Last

Selected Rows [Shipping Related](#) [More Details](#)

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UMS08	8000000963	1	1		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	1	2		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	2	1		07/15/2008	10.0000			LINE 2

Select All Clear All

Step	Action
12.	<p>After you click the Search button, the Retrieved Rows section appears on the page. All the purchase order lines and schedules that match the search criteria appear.</p> <p>Place a checkmark in the Sel box adjacent to a purchase order line to select that line. You can select one or more lines, or check the Select All box to mark all lines.</p> 

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

Order: Start Date:

Line/Sched Num: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Selected Rows [Shipping Related](#) [More Details](#)

Customize | Find | View All | First 1-3 of 3 Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UMS08	8000000963	1	1		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	1	2		07/15/2008	10.0000			LINE 1
<input checked="" type="checkbox"/>	UMS08	8000000963	2	1		07/15/2008	10.0000			LINE 2

[Select All](#) [Clear All](#)

Step	Action
13.	Click the OK button to open the Maintain Receipt - Receiving page.

OK

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Select Purchase Order

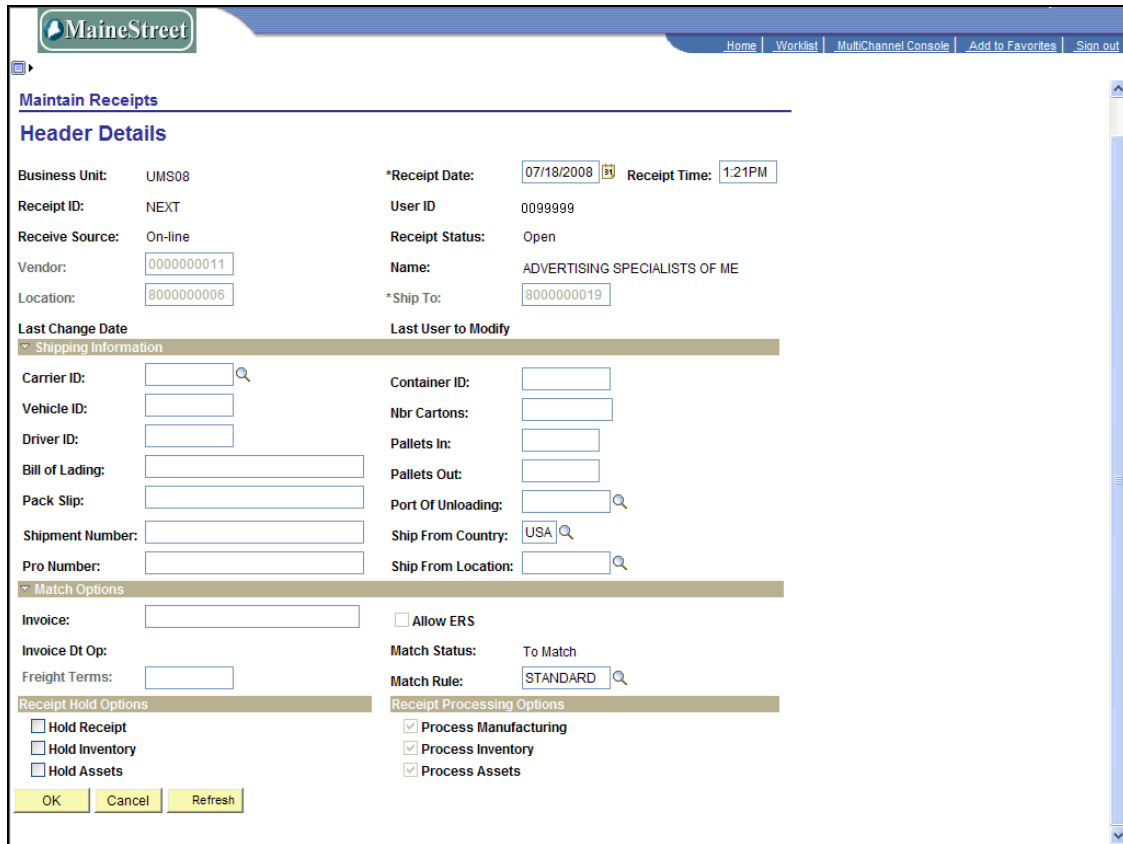
Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open			EA	Device Track ✘
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open			EA	Device Track ✘
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open			EA	Device Track ✘

Interface Receipt

Save Notify Refresh Add Update/Display

Step	Action
14.	<p>Use the Maintain Receipt - Receiving page to create receipts for purchase order line items.</p> <p>On the Maintain Receipts - Activities page, use the Receipt Qty and Recv UOM fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received.</p> <p>The Accept Qty field displays the quantity of items accepted.</p> <p>Note: At this step in the process, unless additional details are desired by the Department, you can Save the Receipt.</p> <p>If additional details are desired, continue through the remaining steps of this exercise.</p> <p>Click the Header Details link to access the Maintain Receipts - Header Details page.</p> <p>Header Details</p>



Maintain Receipts

Header Details

Business Unit: UMS08 *Receipt Date: 07/18/2008 Receipt Time: 1:21PM

Receipt ID: NEXT User ID: 0099999

Receive Source: On-line Receipt Status: Open

Vendor: 0000000011 Name: ADVERTISING SPECIALISTS OF ME

Location: 8000000006 *Ship To: 8000000019

Last Change Date: Last User to Modify:

Shipping Information

Carrier ID: Container ID: Nbr Cartons: Pallets In: Pallets Out: Port Of Unloading: Ship From Country: USA Ship From Location:

Vehicle ID: Driver ID: Bill of Lading: Pack Slip: Shipment Number: Pro Number:

Match Options

Invoice: Allow ERS Match Status: To Match Match Rule: STANDARD

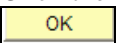
Invoice Dt Op: Freight Terms: **Receipt Hold Options** **Receipt Processing Options**

Hold Receipt Process Manufacturing

Hold Inventory Process Inventory

Hold Assets Process Assets

OK Cancel Refresh

Step	Action
15.	<p>Use this page to view and enter receipt header information.</p> <p>Click the OK button to return to the Maintain Receipt - Receiving page.</p> <p></p>

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First | 1-3 of 3 | Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.00000	EA	10.00000	Open			EA	Device Track ✘
2		CHAIRS	10.00000	10.00000	EA	10.00000	Open			EA	Device Track ✘
3		LIGHTS	5.00000	10.00000	EA	10.00000	Open			EA	Device Track ✘

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Main Content

Step	Action
16.	Click the Add Comments link to access the Maintain Receipts - Receipt Header Comments page. Add Comments



Process Document Financials 9.0: Creating Receipts

MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Maintain Receipts

Receipt Header Comments

Business Unit: UMS08 Receipt Nbr: NEXT
Receipt Status: Open

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments Find | View All First Last

[Copy Standard Comments](#) Comment Status: Active

Shown at Voucher

Associated Document	
Attachment	<input type="button" value="Attach"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

From -> RCV UMS08-NEXT

Step	Action
17.	<p>Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link will be displayed as Edit Comments. Click the link to add additional header level comments or to review existing ones.</p> <p>Click the OK button to open the Maintain Receipt - Receiving page.</p> <p><input type="button" value="OK"/></p>

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Maintain Receipts

Receiving

Business Unit: UMS08 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘
2		CHAIRS	10.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘
3		LIGHTS	5.00000	10.00000	EA	10.00000	Open		<input type="checkbox"/>	EA	Device Track ✘

Interface Receipt

Save Notify Refresh Add Update/Display

Step	Action
18.	Click the Activities link to open the Maintain Receipts - Activities page. Activities



Process Document Financials 9.0: Creating Receipts

MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | HELP

Maintain Receipts

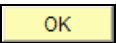
Activities

Business Unit: UMS08 Receipt ID: NEXT Receipt Status: Open

Activities Find | View All First 1 of 1 Last

Done	*Due Date	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Step	Action
19.	Use this page to add or review activities associated with the receipt header. Click the OK button to return to the Maintain Receipt - Activities page. 

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#)

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track

Interface Receipt

Save Notify Refresh

Add Update/Display

Step	Action
20.	Click the <i>Details</i> icon on a line to open the Receipt Line Details page for that line.



Process Document Financials 9.0: Creating Receipts


The screenshot shows a web application interface for 'Maintain Receipts'. The page title is 'Receipt Line Details for Line 1'. The main content area displays the following information:

Business Unit:	UMS08	User ID:	0099999
Receipt ID:	NEXT	Item:	LINE 1
Receipt Line:	1	Status:	Open

Below this information are two links: [Expand All](#) and [Collapse All](#). A 'Details' section is expanded, showing:

Status:	Open	Price:	10.00000
Receipt Datetime:		Amount:	100.00 USD
Ship To:	8000000019	Net Receipt Quantity:	10.0000
Allocation Type:	FIFO		

Below the details are several expandable sections: Receipt Quantity, Receipt Status, Manufacturer Information, Optional Data, and Source Information. At the bottom of the page is a yellow 'Return' button.

Step	Action
21.	<p>Use this page to view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long page format.</p> <p>Click the <i>Return</i> button to return to the Maintain Receipts - Activities page.</p> 

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open ✖

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First | 1-3 of 3 | Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✖
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✖
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track ✖

Interface Receipt

Save Notify Refresh Add Update/Display

Step	Action
22.	On the Maintain Receipts - Activities page, click the <i>Optional Input</i> tab. Optional Input



Process Document Financials 9.0: Creating Receipts

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open ✖

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

Select Purchase Order

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1		DESKS	0099999	<input type="checkbox"/>						Q NA	Q	Ignore
2		CHAIRS	0099999	<input type="checkbox"/>						Q NA	Q	Ignore
3		LIGHTS	0099999	<input type="checkbox"/>						Q NA	Q	Ignore

Interface Receipt

Save Notify Refresh Add

Step	Action
23.	<p>Use this tab to enter or view information such as the following:</p> <ul style="list-style-type: none"> • Invoice ID. • Packing slip ID. • Country of origin. • Whether the shipment is a replacement for a prior return. <p>Click the Save button if you enter information on this page.</p> <p>For this example, click the Receipt Lines tab.</p> <p>Receipt Lines</p>

Process Document

Financials 9.0: Creating Receipts



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Open

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First | 1-3 of 3 | Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track
2		CHAIRS	10.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track
3		LIGHTS	5.00000	10.0000	EA	10.0000	Open		<input type="checkbox"/>	EA	Device Track

Interface Receipt

Step	Action
24.	On the Maintain Receipts - Activities page, click the <i>Save</i> button.

Maintain Receipts

Activities

Business Unit: UMS08 Receipt Status: Received ✖

Receipt ID: 8000001000 Add Comments Activities

[Header Details](#) [Document Status](#)

Header

Select Purchase Order

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		DESKS	10.00000	10.00000	EA	10.00000	Received		<input type="checkbox"/>	EA	Device Track ✖
2		CHAIRS	10.00000	10.00000	EA	10.00000	Received		<input type="checkbox"/>	EA	Device Track ✖
3		LIGHTS	5.00000	10.00000	EA	10.00000	Received		<input type="checkbox"/>	EA	Device Track ✖

Interface Receipt

Save Notify Refresh Add Update/Display

Step	Action
25.	<p>Notice that the system generates a Receipt ID for the receipt you created.</p> <p>Notice the Receipt Status has been updated. Possible status values are:</p> <ul style="list-style-type: none"> • Received (fully received) • Canceled (canceled)
26.	End of Procedure.