

# Receiving Guide

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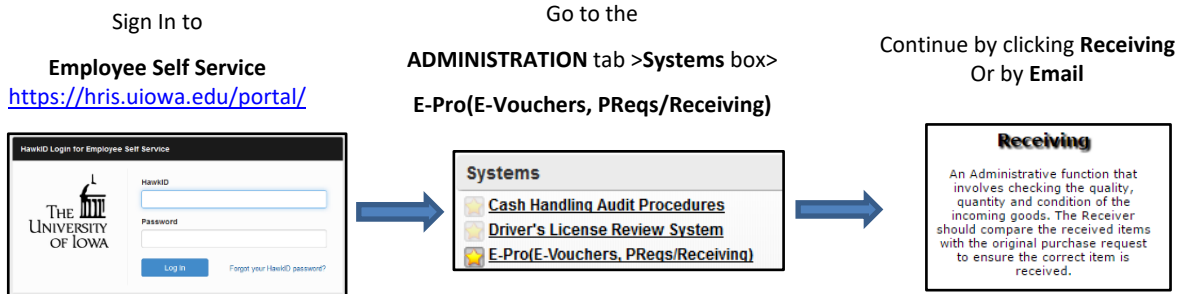
This guide demonstrates the process of receiving goods for the Receiver on requisition orders to an outside vendor. The receiver should be someone other than the initiator to ensure proper segregation of duties. The receiver should compare the received items with the original purchase request to ensure the correct item is received. Any damaged or incorrect items should be returned immediately for credit. Accounts Payable should be notified to ensure that the invoice is not paid until the correct or undamaged item is received.

## Contents

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- Accessing Your Receipts ..... 1
- Requisitions Which Require Receiving ..... 1
- Establishing Primary and Secondary Receivers ..... 1
- Receiving Email Notifications ..... 2
  - Receiver Email..... 2
  - AP/PO Voucher Email – Initial..... 2
  - AP/PO Voucher Email – Follow-up..... 3
- Req Search Center ..... 4
- Receiving Search Center ..... 4
- Receiving Worklist ..... 5
- Entering Receiving Information..... 6
  - Receiving by Quantity ..... 6
  - Receiving by Amount ..... 9
    - No Valid Lines..... 9
    - Negative Lines ..... 10
  - Receiving on Freight..... 10
- Receiving Attachments ..... 10
- Save as Draft ..... 10
- Cancel Receipts ..... 11
- AP-PO Voucher Email ..... 15
  - AP-PO – PO Report..... 16
  - AP-PO – Receipt Status Report ..... 17

## Accessing Your Receipts



## Requisitions Which Require Receiving

Recording receipt of items is required on ALL purchases. Proper receipt includes recording the date the items are received and who receives the items. In addition, the University requires electronic receipt on the following items:

- An IACT of 6230, 6231, 6730, 6731 or 6740
- A PReq Total ≥ \$25,000
- A PReq Total ≥ \$10,000 and uses an IACT between 6200-6235
- A Blanket Order (starting with a B) with IACT between 6200-6235 or 6730, 6731 or 6740
- A Contract Orders (starting with a C) with an IACT between 6200-6235 or 6730, 6731 or 6740
- Blanket Order Vouchers that are ≥ \$25,000
- Has Non-Inventory Items where Receiving is not already checked as “Required”
- Subagreement Orders

When one of these requirements listed above are met on a requisition, the Receiver has four different ways to bring up the requisition so that they can complete a PO Receipt; either from One Stop e-Procurement, through Email Notification, from the PReq Home Worklist, or by the Requisition Search Center.

## Establishing Primary and Secondary Receivers

The primary and secondary receivers that are selected on a requisition will be able to receive on that requisition and will receive separate emails with a link to the requisition after the purchase order is assigned.

The initiator/requester will “Add Selected” available receivers to the requisition when it is created. The primary receiver will need to be selected using the radio button. Anyone not marked primary will be a secondary receiver. You can add multiple secondary receivers from the list of available receivers.

The requester on the requisition is now able to update primary and secondary receivers after workflow complete. The requester can bring up the requisition in e-Pro and be able to designate a different primary receiver by changing the radio button, remove receivers by pressing the red X or add any receiver from their available receiver list. Make sure to press the “Save” button at the bottom of the requisition.

If you need to make a change to the list of available receivers (add/remove) please send an email to: [preqs@uiowa.edu](mailto:preqs@uiowa.edu). If adding new receivers, please provide the full name and HawkID of the receiver to add.

### Receiver Information

Receivers [add](#)

Primary	Name	Hawk ID	Phone	Email	Department	Location	Remove
<input checked="" type="radio"/>	Housel, Karen L	khousel	319/335-0409	<a href="mailto:karen-housel@uiowa.edu">karen-housel@uiowa.edu</a>	ACCOUNTS PAYABLE & TRAVEL	202 PCO	
<input type="radio"/>	Hyche, Denise A	dhyche	319/335-3816	<a href="mailto:denise-hyche@uiowa.edu">denise-hyche@uiowa.edu</a>	ACCOUNTS PAYABLE & TRAVEL	202 PCO	

#### Available Receivers

Adam, Michael J  
Davis, Doralee G  
Kinney, Joshua  
O'Brien, Benjamin T  
Singleman, Kevin H

Add Selected

## Receiving Email Notifications

When receiving is required an email will be sent to the designated primary Receiver indicating a need for a Receipt. In addition, a separate email will be sent to the designated secondary Receiver(s). The secondary Receiver is not required to receive, but they can fulfill this role if the primary Receiver is unable to complete receipt.

When the goods are accepted, the primary Receiver is required to enter the Receipt information and provide the equipment information when appropriate.

**RECEIVING INFORMATION IS REQUIRED IN ORDER FOR THE PAYMENT TO BE PROCESSED ON CORRESPONDING VOUCHERS AGAINST THE PURCHASE ORDER.**

### Receiver Email

The primary and secondary Receiver's that are selected on the requisition will receive separate emails with a link to the requisition after the PO number is assigned. This email is just letting you know a requisition has been created with you as the Receiver.

Subject: PO # 1001732850 Will Need Receipt Info

This email serves as a notice to you that requisition [W000923652](#) has been created indicating you as the Receiver. Once your goods and/or services have been invoiced, you will receive an email with a link to receive your goods and/or services.

- **Requisition:** [W000923652](#) created PO # [1001732850](#)
- **Vendor name:** Halyard Health Inc
- **First line description:** Tube Gastrostomy 20F
- **Business Justification:** Patient Care
- **Total amount of order:** \$8,592.80

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

### AP/PO Voucher Email – Initial

When receiving is required the Primary and secondary Receivers will get separate emails when the voucher is created for payment. The emails will include links to the Voucher to view the Invoice and a link to Enter Receipt. It's important to review the **Voucher Gross Amount**, **Recv Reqd**, and **PO Receipt** fields.

#### Primary Receiver example

This email serves as notice to you that the following vouchers were created listing you as the **Primary** Receiver. If the Purchase Order indicates that Receiving is Required, then receiving information is required in order for payment to be processed on vouchers against Purchase Orders.

Receipt of voucher and approval of this payment certifies the following:

- All expenses are proper and in accordance with the terms and conditions of the Purchase Order agreement
- As of the date of Receiving this voucher, the vendor has performed all obligations as required
- All necessary reports have been received, reviewed and retained

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82556981	04/17/2017	\$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	<a href="#">Enter Receipt</a>
050-05-031000000-50649100-6070-000-00000-60-0000									
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>									

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

#### Secondary Receiver example – the table lists the primary receiver for your information.

This email serves as notice to you that the following vouchers were created listing you as the **Secondary** Receiver. If the Purchase Order indicates that Receiving is Required, then receiving information is required in order for payment to be processed on vouchers against Purchase Orders.

Receipt of voucher and approval of this payment certifies the following:

- All expenses are proper and in accordance with the terms and conditions of the Purchase Order agreement
- As of the date of Receiving this voucher, the vendor has performed all obligations as required
- All necessary reports have been received, reviewed and retained

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	Primary Receiver	
82556981	04/17/2017	\$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Karen Houseil	<a href="#">Enter Receipt</a>
050-05-031000000-50649100-6070-000-00000-60-0000										
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>										

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

## AP/PO Voucher Email – Follow-up

The Receiving application will generate follow-up emails to the primary and secondary receivers when receiving is required and receipts are needed.

### Primary Follow-up Example

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the **Primary** Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu) or click on the Enter Receipt link to add a comment to the voucher.

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82556981	04/17/2017	\$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	<a href="#">Enter Receipt</a>
050-05-031000000-50649100-6070-000-00000-60-0000									
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>									

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

### Secondary Follow-up Example – the table lists the primary receiver for your information.

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the **Secondary** Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu) or click on the Enter Receipt link to add a comment to the voucher.

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	Primary Receiver	
82556981	04/17/2017	\$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Karen Housel	<a href="#">Enter Receipt</a>
050-05-031000000-50649100-6070-000-00000-60-0000										
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>										

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

## Req Search Center

Receivers may use the search center to enter certain criteria to find requisitions to be received.

On the sidebar, click **Req Search Center**.



The Receiver can search for receipts by HawkID, Receipt ID, and/or Status. Receipt IDs are assigned when items are received and saved. Entering a date or range will narrow your results.

At the bottom of the Search page are four receipt search fields.

Receiving Required	Equal To	Yes
Receiver (HawkID)	Equal To	JBERGEON
Receipt ID	Equal To	
Receipt Status	Equal To	PO Not Received

There is a Yes/No for Receiving Required, or type the Receiver (by HawkID), or Receipt ID.

...and/or select the preferred **Status**. Click **Search**.

The statuses to use are: PO Not Received, PO Partially Received, and Fully Received.

When the requisition is displayed, click on the **Receiving** button underneath the workflow approval section.

Approval History (most recent first)

[Email Approvers](#)

Seq#	Approved	Approver	Title	Approval	Routing	Stat	Comments	COI
2	05/23/2011	JAYNE KEISER	Purchasing Agent II	Required	//PRC2	Y		
1	05/23/2011	CHRISTINE LEICHTY	Program Associate II	Permitted	05/0310/PReqs -testing	Y		
0	initiator	CHRISTINE LEICHTY		Required	//	Y		

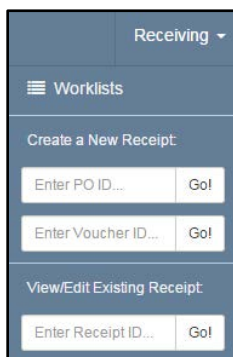
Key to Stat Column: (Y)Approved, (N)Not Approved, (R)Requested Returned, (V)Voided

As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose; for the University's benefit, and; not for the personal benefit of any person.

## Receiving Search Center

Receivers may use the search center found in the Receiving application to find orders and receipt information.

Users may search by "PO ID", "Voucher ID" or "Receipt ID".



## Receiving Worklist

The main navigation page has four main tabs: Purchase Orders, Vouchers, Draft Receipts and Receipt History.

- The Purchase Orders worklist view contains all orders that have you listed as the receiver.
- The Vouchers worklist view contains all orders that have you listed as the receiver.
- The Draft Receipts worklist view contains all receipts saved as draft.
- The Receipt History worklist view contains all receipts that once existed in your receiving worklist.

As a default, when you first log into the Receiving application you will notice that your worklist shows the Voucher worklist view, and the drop-down list filter is set to Match Exceptions.

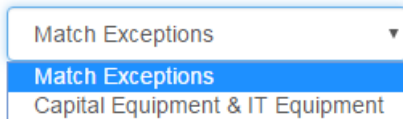
- You will want to first create receipts for vouchers that are marked as Match Exceptions.

The screenshot shows the ePro Receiving Worklist interface. At the top, there are navigation tabs: Purchase Orders (11), Vouchers (78), Draft Receipts (3), and Receipt History (127). The Vouchers tab is selected. Below the tabs, there is an 'Inbox Filter' dropdown set to 'Match Exceptions' and an 'Inbox Search' field. The main content area is titled 'Voucher View' and displays a table of vouchers. The table has columns for Voucher #, PO ID, Vendor, Age, Sched Pay Date, Voucher Amt, and Action. Three vouchers are listed:

Voucher #	PO ID	Vendor	Age	Sched Pay Date	Voucher Amt	Action
82557069	1001732850	Halyard Health Inc	39 days	04/24/2017	\$1,231.20	Receive
82557073	1001732867	Dave Long Protective Prod Incorporated	39 days	04/24/2017	\$13,125.52	Receive
82557077	1001732864	Temple University	39 days	04/24/2017	\$3,401.00	Receive

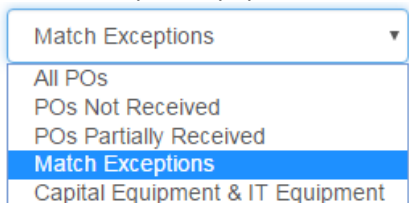
The Vouchers tab contains two drop-down list filters to help narrow results:

- “Match Exceptions” - filter contains all vouchers that have a match status exception.
- “Capital Equipment & IT Equipment” - filter contains all vouchers that have IACT 6730, 6731 and 6740.



The Purchase Orders tab contains five drop-down list filters to help narrow results:

- “All POs” - filter contains all orders not received or partially received.
- “POs Not Received” - filter contains all orders not received where receiving is required.
- “POs Partially Received” - filter contains all orders partially received where receiving is required.
- “Match Exceptions” - filter contains all orders that have a match status exception.
- “Capital Equipment & IT Equipment” - filter contains all orders that have IACT 6730, 6731 and 6740.



# Entering Receiving Information

## Receiving by Quantity

This is an example of the Receiving page to enter a quantity which has not been received.

- If you try and enter a receipt in which you are the initiator or requester, you will not be able to receive.

Receiving Purchase Order  
1001694742

Match Exceptions | Previously Entered

Purchase Order: 1001694742 Vendor ID: 0000846307 Total PO Amount: \$7,653.59  
Purchase Req: W000895638 Vendor Name: Solaire Medical Invoiced Amount: \$0.00  
Requester: CLEICHTY PO Status: Approved Remaining: \$7,653.59  
Receiver: MJADAM Receipt Status: PO Not Received  
Recv Required: Yes Receive By: Quantity Only

Receipt Number: NEW Status: DRAFT  
Apply To Lines | Receive By Line

UOM	Qty	Unit Price	Total Amount	Vndr Item ID	UI Item ID
EA	1	\$6,674.17	\$6,674.17		

Select:  Date Received: Qty To Be Received: 1 Qty Rejected: 0 Reject Reason: Invoice/Voucher/Packing Slip: Comments:

Serial #: Model #: Location: SFCH 42400-A Custodian: Custodian Name:

Review Receipt | Cancel Receipt | Save as Draft | Submit

When a requisition has multiple line items, each line must be received.

Select **“Apply To Lines”** when an order has multiple lines and you want to enter the same information by line.

**Note:** if you want to use the **“Apply to Selected Lines”** feature, you will need to select the checkbox on each line before you select **“Apply To Lines”**. You do not have to select the check box on each line if you are going to use the **“Apply to All Lines”** feature.

Apply To Lines | Receive By Line

Select:

1. Check the box for the information you wish to apply.
2. Enter the information.
3. Select either **“Apply to Selected Lines”** or **“Apply to All Lines”**.

Apply To All/Selected Lines

Date Received:  04/17/2017 Invoice/Voucher/Packing Slip:

Serial #:

Model #:

Location:  Custodian:

Apply To Comments:

Apply to Selected Lines | Apply to All Lines



Select **“Receive By Line”** when an order has multiple lines and you can only enter receipt information for some of the lines but not all of the lines. (Example: Submit a receipt for line 2 only).

Receipt Number: NEW | Status: DRAFT

Buttons: Apply To Lines, **Receive By Line**, Search Lines

Line	Received	Remaining	Description	UOM	Qty	Unit Price	Total Amount	Vndr Item ID	UI Item ID
1	0	1	S4100SC Evolve, Scope Cabinet, Stainless Steel, S4100SC Evolve, Scope Cabinet, Stainless Steel	EA	1	\$6,674.17	\$6,674.17		
2	0	1	Single, Fan Unit w/ Hepa Filter	EA	1	\$420.42	\$420.42		

Form fields for each line include: Date Received, Qty To Be Received, Qty Rejected, Reject Reason, Invoice/Voucher/Packing Slip, Comments, Serial #, Model #, Location, Custodian, Custodian Name.

Buttons at bottom: Review Receipt, Cancel Receipt, Save as Draft, **Submit**

1. Select the checkbox for the line(s) to receive.
2. Select **“Receive”** to return to the draft receipt and complete.

Receipt Number: NEW | Status: DRAFT

Buttons: Receive All Lines, Remaining Only, **Receive**, Search Lines

Line	Received	Remaining	Description	UOM	Qty	Unit Price	Total Amount	Vndr Item ID	UI Item ID
1	<input type="checkbox"/>	1	S4100SC Evolve, Scope Cabinet, Stainless Steel, S4100SC Evolve, Scope Cabinet, Stainless Steel	EA	1	\$6,674.17	\$6,674.17		
2	<input checked="" type="checkbox"/>	1	Single, Fan Unit w/ Hepa Filter	EA	1	\$420.42	\$420.42		

For each line item:

1. Enter the **Date Received** for the goods/services that were received and/or rejected.
2. Confirm the **Qty To Be Received**.
3. If any quantity is rejected, confirm the **Qty Rejected** and confirm the **Reject Reason**.
4. Add the **Invoice/Voucher/Packing Slip** information. It is helpful to put the voucher number referenced from your email.
5. Add any pertinent line **Comments**.
6. IACT’s 6730/6731/6740 will require you to fill in the Assets fields: **Serial #** and **Model #**.
  - a. Note: **Location** and **Custodian** will be populated from the requisition.
  - b. You will receive an error if any of these four fields are not filled in.

Serial # [ ] Model # [ ] Location [ ] Custodian [ ]

Serial Number must be provided | Model Number must be provided | Location must be provided | Custodian must be provided

7. **Submit** to create the receipt.
  - a. The system keeps a running total of quantities or amounts received. This line has a quantity of 8. On 4/17/17, 5 were received but 3 damaged, so only 3 will remain after this receipt is submitted.

Receipt Number: NEW | Status: DRAFT

Buttons: Apply To Lines, Receive By Line, Search Lines

Line	Received	Remaining	Description	UOM	Qty	Unit Price	Total Amount	Vndr Item ID	UI Item ID
1	0	8	Establish purchase order based on quote # SMS-0208-1750-MAL, dated 2/8/2017 Keyless Staff Storage Lockers with Keypad Entry, (15" W X 20" D X 72" H)	EA	8	\$529.03	\$4,232.24		

Form fields for line 1: Date Received: 04/17/2017, Qty To Be Received: 5, Qty Rejected: 3, Reject Reason: Damage, Invoice/Voucher/Packing Slip: 82494820, Comments: Received 8 but 3 were damaged.

Buttons at bottom: Review Receipt, Cancel Receipt, Save as Draft, **Submit**



8. If the Date Received is the same as the Date Entered, the receiver will receive a message and checkbox on the **Review Receipt Summary** stating:
  - a. "Receiving date is today for at least one line. The receipt date should be the actual date the goods/services were received. Check here to confirm that these goods/services were received today."
  - b. Select the checkbox, and then choose **"Yes, the receipt information is correct"**.

**Review Receipt Summary**

1 Received 8 Remaining

Establish purchase order based on quote # SMS-0208-1750-MAL, dated 2/8/2017 Keyless Staff Storage Lockers with Keypad Entry, (15" W X 20" D X 72" H)

UOM	Qty	Unit Price	Total Amount	Vndr Itm ID	UI Item ID
EA	8	\$529.03	\$4,232.24		

Date Received: 04/17/2017 | Qty To Be Received: 5 | Qty Rejected: 3 | Reject Reason: DAMAGE | Invoice/Voucher/Packing Slip: 82494820 | Comments: Received 8 but 3 were damaged.

Receiving date is today for at least one line. The receipt date should be the actual date the goods/services were received. Check here to confirm that these goods/services were received today.

By clicking "Submit" confirms receipt of the goods and/or services and approval of this payment. This certifies the following:

- All expenses are proper and in accordance with the terms and conditions of the Purchase Order agreement.
- As of the date of Receiving this voucher, the vendor has performed all obligations as required.
- All necessary reports have been received, reviewed and retained.

[Yes, the receipt information is correct.](#) [No, I need to edit the receipt information.](#)

9. Receipt Confirmation Screen. A *Receipt Submitted Successfully!* message is displayed in green.
  - a. Select **"Return to Purchase Order"** or **"Return to Receiving Worklist"**.

Receipt Submitted Successfully!

[Return to Purchase Order 1001694736](#) [Return to Receiving Worklist](#)

Receipt Number: 2000000760 | Status: SUBMITTED | Entered By: MJADAM | Date Entered: 04/17/2017 11:04 AM

1	Date Received	Qty To Be Received	Qty Rejected	Reject Reason	Invoice/Voucher/Packing Slip	Comments
	04/17/2017	5	3	DAMAGE	82494820	Received 8 but 3 were damaged.

10. Submitted receipts can be viewed in your **Receipt History** worklist.

**My Receiving Worklist** | [Purchase Orders 4](#) | [Vouchers 3](#) | [Draft Receipts 3](#) | [Receipt History 52](#)

11. Select **"View Receipt"** to view receipt details.

**My Receiving Worklist** | [Purchase Orders 4](#) | [Vouchers 3](#) | [Draft Receipts 3](#) | [Receipt History 52](#) | [Launch Help Tour](#)

**History View**  
Displaying My Receipt History

Search Inbox Results  
Search by Vendor, Requester, Receiv

Showing 1 - 52 of 52

Receipt #	PO #	Voucher #	PReq #	Vendor	Date Entered	Status	Action
2000000760	1001694736		W000895631	Southwest Solutions Group Inc	04/17/2017	PROCESSED	<a href="#">View Receipt</a>

## Receiving by Amount

Instead of quantity, items may be received by “Amount”. Requisitions  $\geq$ \$10K with IACT’s 6200-6235, 6730/6731/6740, or Blanket Orders (beginning B or C) you will see “Amount To Be Received”.

Receiving Purchase Order  
1001694737

Launch Help Tour

Match Exceptions 1 | Previously Entered

Purchase Order: 1001694737 Vendor ID: 0000121624 Total PO Amount: \$28,500.00  
Purchase Req: W000895632 Vendor Name: Shoemaker And Haaland Professional Invoiced Amount: \$28,500.00  
Requester: CLEICHTY PO Status: Dispatched Remaining: \$0.00  
Receiver: MJADAM Receipt Status: PO Not Received  
Recv Required: Yes Receive By: Amount Only

Receipt Number: NEW Status: DRAFT

Apply To Lines | Receive By Line

Comments | Attachments

Search Lines...

1 \$0.00 Received \$28,500.00 Remaining

0694101-Parking Lots and Ramps-2017 Surface Parking Lot Maintenance. Design services contract per agreement approved and signed 02/03/17 by David W Kleff University Business Manager. Fee.

UOM	Qty	Unit Price	Total Amount	Vndr Itm ID	UI Item ID
EA	1	\$28,500.00	\$28,500.00		

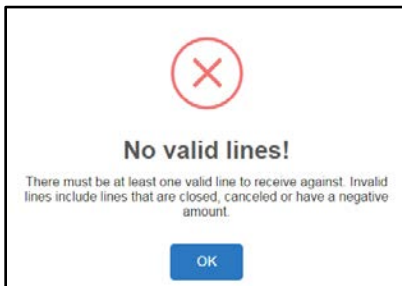
Select Date Received Amount To Be Received Invoice/Voucher/Packing Slip Comments

\$ 0.00

Review Receipt | Cancel Receipt | Save as Draft | Submit

## No Valid Lines

“No valid lines!” message will be displayed when there are no valid lines to receive against. This message occurs when all Purchase Order lines are closed, canceled or have a negative amount. You will not be able to enter any quantities or amounts. To view invalid lines, select “OK” and then select “Receive by Line”.



## Closed line example

Receipt Number: NEW Status: DRAFT

Receive All Lines | Remaining Only

View Receipt Lines

Search Lines...

1 0 1

**CLOSED** Received Remaining

Design ads for placement in Hancher playbills (invoice #16248)

UOM	Qty	Unit Price	Total Amount	Vndr Itm ID	UI Item ID
EA	1	\$110.00	\$110.00		

Can't receive against CLOSED line

1 0 1

**CLOSED** Received Remaining

Design ads for Iowa River Landing flu campaign (invoice #16253)

UOM	Qty	Unit Price	Total Amount	Vndr Itm ID	UI Item ID
EA	1	\$220.00	\$220.00		

## Canceled line example

Receipt Number: NEW Status: DRAFT

Receive All Lines | Remaining Only

View Receipt Lines

Search Lines...

1 0 1

**CANCELED** Received Remaining

Lab maintenance repair - knives

UOM	Qty	Unit Price	Total Amount	Vndr Itm ID	UI Item ID
EA	1	\$4,535.00	\$4,535.00		

## Negative Lines

Negative lines will not require you to enter any quantities or amounts.

The screenshot shows a receipt interface with a 'NEW' status and 'DRAFT' status. It features a 'Receive' button and a 'Search Lines...' field. The main table displays 'Ordering supplies for the kitchen' with columns for UOM, Qty, Unit Price, Total Amount, Vndr Item ID, and UI Item ID. A line item shows 3 units at \$1,500.00 each, totaling \$4,500.00. Below this, a 'Discount' section shows 1 unit at -\$10.00 each, totaling -\$10.00. A warning message states 'Can't receive against NEGATIVE line'.

## Receiving on Freight

Only receive on freight if it has its own line item. **Do not add it with the good or service.**

## Receiving Attachments

If you'd like to upload an attachment to the receipt, select "Attachments".

The screenshot shows the receipt interface with the 'Attachments' button highlighted by a red arrow. The interface includes a 'Comments' button, 'Apply To Lines' dropdown, 'Receive By Line' button, and a 'Search Lines...' field.

Select "Choose File" and then select "Upload File" and attach to the receipt.

The screenshot shows the 'Receipt Attachments' dialog box. It displays 'No attachments found for this receipt...'. Below this, there are two buttons: 'Choose File' and 'Upload File'. A red arrow points to the 'Choose File' button, and another red arrow points to the 'Upload File' button.

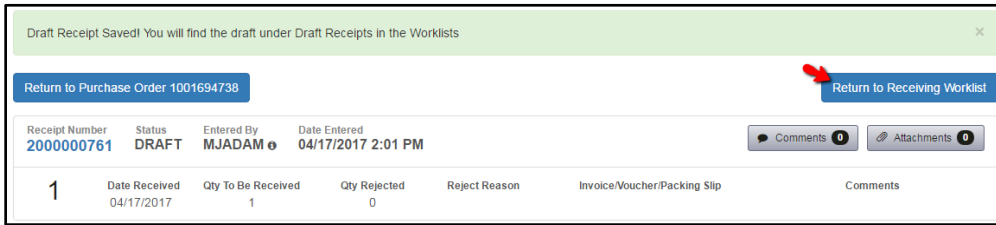
File Name	Attach Date	Action
Packing List.pdf	04/17/2017	

## Save as Draft

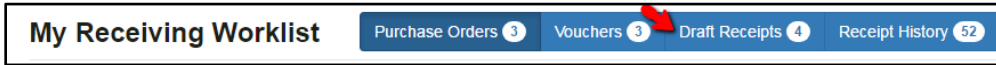
When entering the receipt, you can select "Save as Draft". This action will create a receipt ID and save the draft receipt.

The screenshot shows the 'Receiving Purchase Order' interface for order 1001694738. It displays purchase order details, including the vendor name 'SystemWorks LLC' and total amount '\$19,925.00'. The receipt status is 'DRAFT'. At the bottom, there are buttons for 'Review Receipt', 'Cancel Receipt', 'Save as Draft' (highlighted with a red arrow), and 'Submit'.

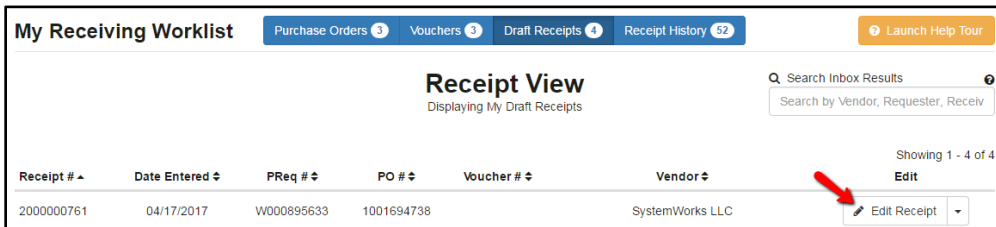
Receipt Confirmation Screen. A *Draft Receipt Saved!* message is displayed in green. Select **“Return to Receiving Worklist”**.



Select **“Draft Receipts”**.



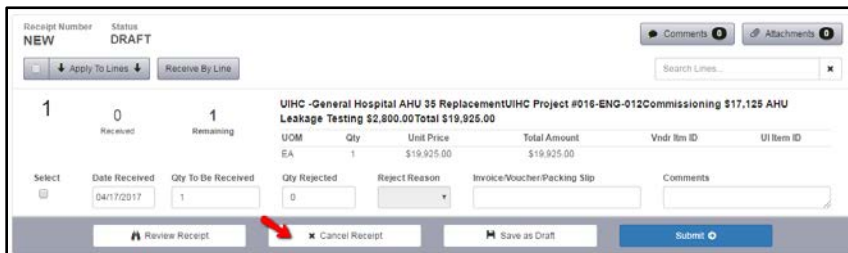
To resume the draft receipt, select **“Edit Receipt”**.



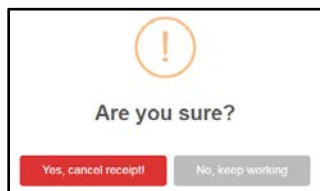
## Cancel Receipts

Users will be able to cancel receipts in the Receiving application. There are three ways for a user to cancel a receipt.

1. Select **“Cancel Receipt”** while entering draft information. This will cancel all lines on the draft receipt.



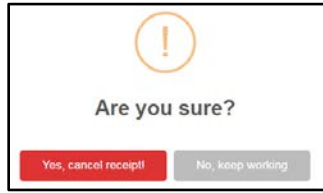
- a. Select **“Yes, cancel receipt!”** to cancel or select **“No, keep working”** to return to the draft receipt.



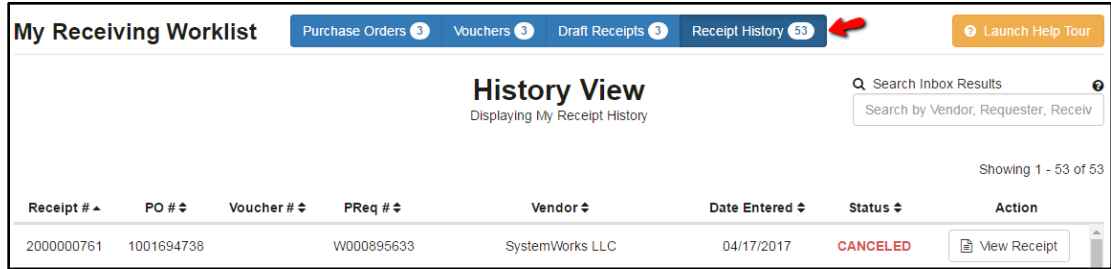
2. Receipts found in the **“Draft Receipts”** worklist that were previously **“Saved as Draft”** can be canceled.



- a. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the draft receipt.

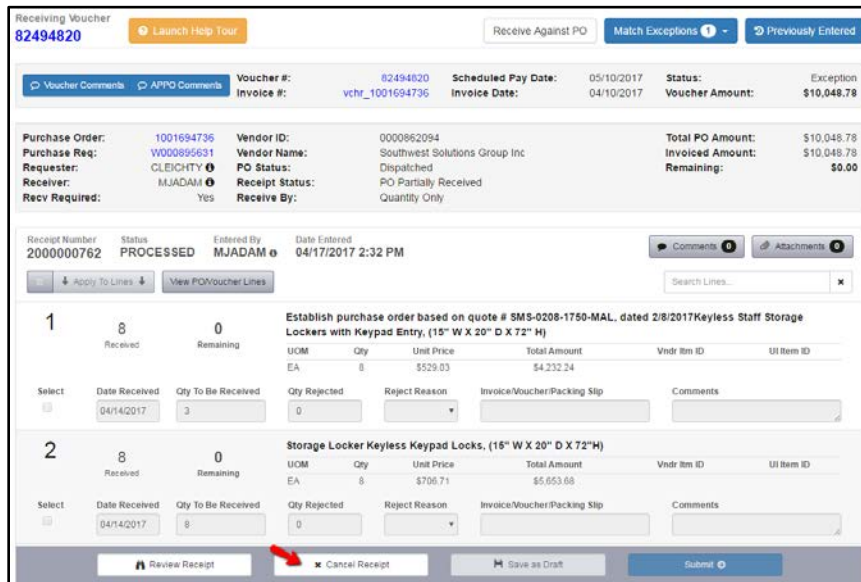


- b. If you selected to cancel the receipt. The receipt will move from the “Draft Receipts” to the “Receipt History” worklist. The receipt status will show “Canceled”.

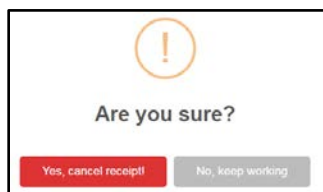


- 3. Receipts found in the “Receipt History” tab can be canceled. However, if a voucher’s receipt status is matched the receipt cannot be canceled.

- a. It is very important to note, that if a receipt contains multiple lines all receipt lines will be canceled if the user selects “Cancel Receipt”.



- b. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the processed receipt.



- c. If you selected to cancel the receipt. The receipt status will show **“Canceled”**.

The screenshot shows the 'My Receiving Worklist' interface. At the top, there are tabs for 'Purchase Orders 2', 'Vouchers 2', 'Draft Receipts 3', and 'Receipt History 54'. A 'Launch Help Tour' button is in the top right. The main heading is 'History View' with the subtitle 'Displaying My Receipt History'. A search bar is present with the text 'Search by Vendor, Requester, Receiv'. Below this, it says 'Showing 1 - 54 of 54'. A table lists receipt details:

Receipt #	PO #	Voucher #	PReq #	Vendor	Date Entered	Status	Action
2000000762	1001694736	82494820	W000895631	Southwest Solutions Group Inc	04/17/2017	CANCELED	View Receipt

- d. When you view the canceled receipt, all receipt lines show canceled.

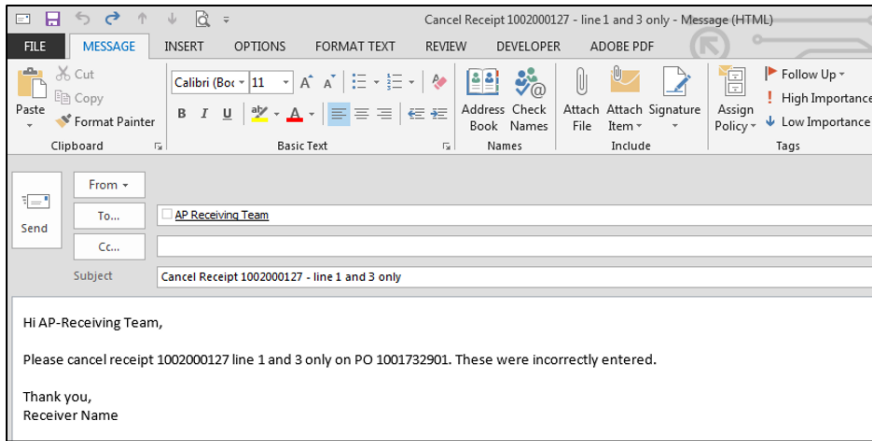
The screenshot shows the detail view of a canceled receipt. At the top, it displays: Receipt Number 2000000762, Status CANCEL\_IN\_PS, Entered By MJADAM, and Date Entered 04/17/2017 2:32 PM. There are buttons for 'Comments' and 'Attachments'. Below this are 'Apply To Lines' and 'View PO/Voucher Lines' buttons, and a 'Search Lines...' input field. The receipt is divided into two sections:

**Line 1:** Status CANCELED. Summary: 1 CANCELED, 5 Received, 3 Remaining. Description: Establish purchase order based on quote # SMS-0208-1750-MAL, dated 2/8/2017 Keyless Staff Storage Lockers with Keypad Entry, (15" W X 20" D X 72" H). Table: UOM Qty Unit Price Total Amount Vndr Itm ID UI Item ID. EA 8 \$529.03 \$4,232.24. Fields: Select, Date Received (04/14/2017), Qty To Be Received (0), Qty Rejected (0), Reject Reason, Invoice/Voucher/Packing Slip, Comments.

**Line 2:** Status CANCELED. Summary: 2 CANCELED, 0 Received, 8 Remaining. Description: Storage Locker Keyless Keypad Locks, (15" W X 20" D X 72" H). Table: UOM Qty Unit Price Total Amount Vndr Itm ID UI Item ID. EA 8 \$706.71 \$5,653.68. Fields: Select, Date Received (04/14/2017), Qty To Be Received (0), Qty Rejected (0), Reject Reason, Invoice/Voucher/Packing Slip, Comments.

At the bottom, there are buttons: Review Receipt, Cancel Receipt, Save as Draft, and Submit.

4. If you do not need to cancel all receipt lines, you will need to contact the AP-Receiving team. Please send an email to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu) with a description of the issue, receipt number, purchase order number and the line number(s) that you want canceled.
  - a. It is very important to note, that if you have the AP-Receiving team cancel an individual line you will not be able to cancel the receipt in the receiving application. The cancel button will be grayed out on the receipt.



ePro Receiving Admin PReqs Michael

Receiving Purchase Order **1001732901** [Launch Help Tour](#) [Match Exceptions 0](#) [Previously Entered](#)

<b>Purchase Order:</b> 1001732901	<b>Vendor ID:</b> 0000118224	<b>Total PO Amount:</b> \$25,000.46
<b>Purchase Req:</b> W000923728	<b>Vendor Name:</b> Office Depot Inc	<b>Invoiced Amount:</b> \$25,000.46
<b>Requester:</b> CLEICHTY	<b>PO Status:</b> Dispatched	<b>Remaining:</b> \$0.00
<b>Receiver:</b> MJADAM	<b>Recv Status:</b> Fully Received	
<b>Recv Required:</b> Yes	<b>Receive By:</b> Quantity Only	

Receipt # 1002000127 Status PROCESSED Entered By MJADAM Date Entered 05/01/2017 8:52 AM [Comments 1](#) [Attachments 0](#)

[Apply To Lines](#) [View PO/Voucher Lines](#)

Line #	Status	Qty Received	Qty Remaining	Description	UOM	Qty	Unit Price	Total Amount	Vndr Item ID	UI Item ID
1	CANCELED	40	0	Lenovo(R) Ideacentre 300 Desktop PC, Intel(R) Core(TM) i5, 12GB Memory, 1TB Hard Drive, Windows(R) 10	EA	39	\$629.61	\$24,554.79	321451	
2		5	0	HP W2072a/W2082a 20 LED-Backlit LCD Monitor, Black	EA	1	\$119.99	\$119.99	303379	
3	CANCELED	4	0	HP Pavilion 27xi 27 Widescreen HD IPS LED-Backlit Monitor, C4D27AA#ABA	EA	1	\$265.99	\$265.99	414964	

[Review Receipt](#) [Cancel Receipt](#) [Save as Draft](#) [Submit](#)



## AP-PO Voucher Email

When the voucher is created for payment, the Requester/Initiator will receive an email.

From: [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu) [mailto:[acntpay@uiowa.edu](mailto:acntpay@uiowa.edu)]  
 Sent: Monday, April 17, 2017 10:56 AM  
 To: Leichty, Christine L <[chris-leichty@uiowa.edu](mailto:chris-leichty@uiowa.edu)>  
 Subject: New vouchers created for cleichty on 03/23/2017

Christine,

This email serves as a notice to you that the following vouchers were created for **CLEICHTY**:

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82494783	03/23/2017	\$12,000.00	1001694506	No	PO Partially Received	vchr_1001694506	Pigott Incorporated Office Pavilion	03/23/2017	<a href="#">View Receipt</a>
050-05-031000000-50649100-6081-000-00000-60-0000									
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>									

Direct receiving questions/suggestions to [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu).

It's important to review the **Voucher Gross Amount**, **Recv Reqd**, and **PO Receipt** fields.

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82494783	03/23/2017	\$12,000.00	1001694506	No	PO Partially Received	vchr_1001694506	Pigott Incorporated Office Pavilion	03/23/2017	<a href="#">View Receipt</a>
050-05-031000000-50649100-6081-000-00000-60-0000									
<a href="#">View ALL Vouchers</a>   <a href="#">View ALL Scanned Invoices</a>									

The Requester/Initiator clicks on **View Receipt** (may need to sign into Preqs).

Vendor	Sch. Pay Date	
Pigott Incorporated Office Pavilion	03/23/2017	<a href="#">View Receipt</a>

## AP-PO – PO Report

You can access a great deal of information about the PO, Voucher, and Payments in from the queries in AP/PO. Under the Administration Tab in Self Service, click **AP-PO People Soft**.

### ADMINISTRATION

#### Data Access

- [Electronic Financial Reports](#)
- [AP-PO Freight Web Tools](#)
- [AP-PO PeopleSoft](#)

Click on **Purchase Order Report** and enter the PO number.

### AP/PO PeopleSoft Web Applications

Your path: [Home](#)

[User options](#) | [Help](#)

#### Vendor Search:

Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

#### Purchase Order Report:

Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

Data entry is currently entering:  
Non-PO voucher and invoices  
received on: **06/13/2011**

PO invoices received on:  
**06/13/2011**

As of 5/18/09, all "Complete".

This shows the PO is "Receiving Required", by "Amount", and the status of "Partially received".

Your path: [Home](#) > [PO Report](#)

[User options](#) | [Help](#)

<b>Purchase Order #: 1000816104</b>		<b>PO Date: 09/21/2010</b>	
<a href="#">View Invoices applied to this PO</a>		Receiving Required: <b>Yes</b>	
<a href="#">Preq Attachment</a>		Receiving by <b>Amount Only</b>	
Receipt Status: <b>Partially received</b>			
<b>Vendor Name</b>	<b>Status</b>	<b>Type</b>	
<a href="#">Zook Lee James</a>	Dispatched	Prof Services Agreement (PSA)	
<b>Ship to</b>	<b>Payment Terms</b>	<b>Freight Terms</b>	
<a href="#">CDD-225</a>	NET30	DEST-UI	
<b>Buyer</b>	<b>Requestor</b>	<b>Requestor Code</b>	
<a href="#">SDUSENBE</a>	<a href="#">DBECKLER</a>	W21	
<b>Total PO Amt</b>	<b>Invoice Amount</b>	<b>Remaining</b>	
\$6,000.00	\$6,150.00	\$-150.00	
(Sourced from Req W000223434)			

Since there is a negative **Remaining**, the PO should be reviewed by the department and Purchasing Agent. Money may need to be added for vouchers to pay.

Click **View Invoices applied to this PO**.

Line Nbr	Qty	Recv Qty	Last Recv Dt	Recv ID(s)	UOM	Vndr Itm ID	Mfg Itm ID	UI Itm ID	PO Price	Ext. Amt
1	1.00	10.00	06/13/2011	1000001252 , 1000001253 , 1000001256 , 1000001255 , 1000020141 , 1000002677 , 1000013822 , 1000013820 , 1000018942 , 1000002676	EA				6000.00000	6000.00
<b>Item Description</b>										
Professional Services Agreement to provide mental health first aid trainings. Not to exceed \$6,000. Duration: April 5, 2010 through September 30, 2011.										
										<b>AMT</b>
FND ORG DPT/SDPT GRANT/PRGM IACT OACT DACT FN CCTR SLID/SLAC										
510 85 867000000 15539200 6202 000 00000 30 0000 N/A										\$6,000.00

**Invoices applied to a purchase order: 1000816104**

Status		Vendor		PO Date	
Dispatched		ZOOK LEE J		09/21/2010	
Invoice	Invoice Dt.	Voucher	Schd. Pay Dt.	Status	Amount
65000/052111	05/21/2011	<a href="#">81188550</a>	06/15/2011	Open	\$650.00
65000/051111	05/11/2011	<a href="#">81182577</a>	06/10/2011	Open	\$650.00
65000/030811	03/08/2011	<a href="#">81151702</a>	04/07/2011	Paid	\$650.00
60000/013111	01/31/2011	<a href="#">81151701</a>	04/01/2011	Paid	\$600.00
60000/090110	09/01/2010	<a href="#">81045753</a>	10/01/2010	Paid	\$600.00
60000/090110-1	09/01/2010	<a href="#">81057145</a>	10/27/2010	Paid	\$600.00
60000/090110-2	09/01/2010	<a href="#">81057146</a>	10/27/2010	Paid	\$600.00
60000/080910	08/09/2010	<a href="#">81045754</a>	09/28/2010	Paid	\$600.00
60000/080510	08/05/2010	<a href="#">81045756</a>	09/28/2010	Paid	\$600.00
60000/080310	08/03/2010	<a href="#">81045755</a>	09/28/2010	Paid	\$600.00

Invoices not on hold: **\$6,150.00**

Invoices on hold: **\$0.00**

Total Invoices: **\$6,150.00**

Two vouchers below are open, awaiting payment. Click the voucher link for the Voucher Report or Paid to see the details of the payment.

## AP-PO – Receipt Status Report

Under the Administration Tab in Self Service, click AP-PO People Soft.

**ADMINISTRATION**

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**Data Access**

- [Electronic Financial Reports](#)
- [AP-PO Freight Web Tools](#)
- [AP-PO PeopleSoft](#)

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**AP/PO PeopleSoft Web Applications**

Your path: [Home](#)

**Vendor Search:**  
Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

**Contract Search:**  
Use this application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.

**Purchase Order Report:**  
Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

**Receipt Status:**  
Use this application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PReq#.

Click on Receipt Status and enter your criteria.

**Receipt search**

Search by:

Requestor:

Purchase Order:  mm/dd/yyyy

A list displays:

Receipt details for Purchase Orders by Receiver ceider

Requestor	Receipt Status	PReq#	PO Dt	PO#	Received Dt	Receipt#	Receiver	Amt Only
HUMPLEBY	PO Partially Received	<a href="#">W000462764</a>	03/14/2013	C000570839	12/13/2013	1000109028	ceider	Yes
HUMPLEBY	PO Partially Received	<a href="#">W000462764</a>	03/14/2013	C000570839	11/26/2013	1000107150	ceider	Yes
HUMPLEBY	PO Partially Received	<a href="#">W000462764</a>	03/14/2013	C000570839	10/31/2013	1000104155	ceider	Yes