
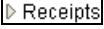





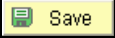


***e*UMB Financials Training**


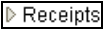




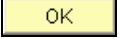
Receiving Goods and Services

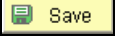
Receiving Goods (Rev 06/07)

1.	<p>We begin by navigating to the Receiving page.</p> <p>To start down the path to the Receiving page, click the Purchasing link.</p> 
2.	<p>In the Menu Panel, click the Receipts link.</p> <p>(In these UPK simulations we will do all our navigating from the Menu Panel.)</p> 
3.	<p>Click the Add/Update Receipts link.</p> 
4.	<p>If the appropriate Business Unit name does not appear automatically, then you must enter it into the Business Unit field. Receiving of goods and services will be done under Business Unit PUR01.</p> <p>(Purchase Orders created under PUR02 are related to Check Requests.)</p> <p>Enter</p>
5.	<p>Click the Add button.</p> 
6.	<p>For example, conducting a Search with only the Ship To field filled in will display a list of all PO's presently being shipped to that address code.</p> <p>Click the Search button.</p> 
7.	<p>Click the Sel (Selection) box(es) for the row(s) showing the Purchase Order item(s) you are ready to receive.</p> <p>Click the Selection box for Row 2.</p> 
8.	<p>Click the OK (Enter) button.</p> 
9.	<p>VERY IMPORTANT: Notice that the Receipt Quantity field defaults to the <u>total</u> number of units specified on the <u>Purchase Order</u>. If you (the Receiver) have physically received any amount <i>other</i> than this, <u>you must change this number to reflect the quantity actually received</u>.</p>
10.	<p>Enter the Receipt Qty, the Quantity that was actually, physically delivered from the vendor.</p> <p>Enter valid value e.g. "1".</p>


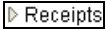

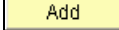
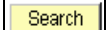

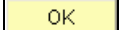
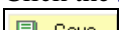
11.	Notice that, up until the moment when you click the Save button, the Receipt Status remains "Open." Click the Save button. 
12.	When you complete the Receiving process by clicking the Save button, the Receipt Status changes to "Received."
13.	You have successfully completed the process for Receiving Goods. End of Procedure.

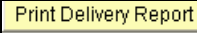
Receiving Services (Rev 06/07)

1.	<p>Here is a summary of the Receiving process for services in eUMB Financials:</p> <ol style="list-style-type: none"> 1. Accounts Payable receives an invoice from a vendor for Services performed. 2. Accounts Payable emails a scan of this invoice to the Department. 3. The Department Receiver goes into eUMB Financials, <i>Receives</i> the services item as described in this topic and then emails Accounts Payable that the Receipt has been entered and saved. 4. Accounts Payable looks for the Receipt in eUMB Financials. If they do not see it entered online into eUMB within 3 days, Accounts Payable will follow up with the responsible individual. <p>The Department Receiver will <u>not</u> need to sign and send any documentation back to AP. The receipt in the system will act as a sign-off for the invoice.</p>
2.	<p>Begin by navigating to the Receiving page.</p> <p>Click the Purchasing link.</p> 
3.	<p>Click the Receipts link.</p> 
4.	<p>Click the Add/Update Receipts link.</p> 
5.	<p>Click the Add button.</p> 
6.	<p>In the ID field, enter the Purchase Order number for the services you want to receive.</p> <p>For this example, enter</p>
7.	<p>Click the Search button.</p> 
8.	<p>Based on the given Purchase Order ID number and the Ship To address, the Search returns only one PO.</p> <p>Click in the Select (Sel) box to select Line 1 of that Purchase Order (even though there <i>is</i> only one line).</p> 
9.	<p>Click the OK button.</p> 

10.	<p>Notice that since this is a PO for Services rather than Goods, the Receipt Qty (Quantity) field is grayed out, and only the Price field is available for input.</p> <p>NOTE: Just as with receiving Goods, the <i>full</i> amount of the original Purchase Order defaults in and typically we have to change this to fit the actual <i>Receiving</i> circumstances.</p>
11.	<p>In this classroom example we are receiving \$10,000 worth of a contracted \$100,000 in maintenance services.</p> <p>Enter the desired information into the Price field. In this case, enter valid value e.g. "10000".</p>
12.	<p>Click the Save button.</p> 
13.	<p>The Receipt Status changes from "Open" to "Received."</p>
14.	<p>You have successfully completed the practice for Receiving Services.</p> <p>End of Procedure.</p>








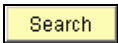
Warehouse A Process/Printing a Delivery Report (Rev 06/07)


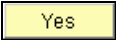

1.	Click the Purchasing link. 
2.	Click the Receipts link. 
3.	Click the Add/Update Receipts link. 
4.	Click the Add button. 
5.	As noted earlier, when a Requisitioner enters a requisition, the Ship To ID and the Location ID will default to the preferences saved for the indicated Requester in an eUMB set-up table. A Departmental Requisitioner could then override the Ship To ID if the shipment should be delivered to Warehouse A. When a Warehouse A Receiver opens the Select Purchase Order page, the Ship To: location defaults to the Warehouse A location code.
6.	In this scenario we want to receive against Purchase Order #0000000572. Enter into the ID field id value e.g. " 0000000572 ".
7.	Click the Search button. 
8.	The Warehouse A Receiver, just like any other Receiver, only "Receives" into eUMB the particular item(s) and quantity that have physically been delivered to her/him. In this case click the Sel (Select) option for Line 1, UMB Letterhead paper. 
9.	Click the OK (Enter) button. 
10.	Remember that the Receipt Quantity field defaults to the <u>total</u> number of units specified on the <u>Purchase Order</u> . If the Receiver is receiving any amount <i>other</i> than this, <u>the number must be changed to reflect the quantity <i>actually</i> received.</u>
11.	Enter the quantity <i>actually received</i> into the Receipt Qty field. The Unit of Measure (UOM) in this case is "Boxes." Enter a valid value e.g. " 10 ".
12.	Click the Save button. 

<p>13.</p>	<p>Warehouse A Receivers make use of the <i>Print Delivery Report</i> function provided here in order to create a paper record of the delivery they make to the UMB campus. If at any time you as a Departmental Receiver would like to print out a physical Delivery Report in order to have a paper record of a delivery for some purpose of your own, here's where and how you can do that.</p> <p>Click the Print Delivery Report button.</p> 
<p>14.</p>	<p>While the actual report is processing you will see an intermediate page similar to this. After a few seconds the word "Queued" will change to "Success" and then the actual report will appear.</p> <p>NOTE:</p> <p>1. Be certain that you do <u>not</u> have a pop-up blocker active on your computer or the report will not appear!</p> <p>2. In addition, in order to see the report you must have the free Adobe Acrobat Reader software installed on your computer. (This is a simple and safe procedure, but might require the intervention of your local PC technical support person if you do not have the right to install software of any kind on your office computer.)</p>
<p>15.</p>	<p>Here's an example of a Delivery Report. 10 boxes of UMB letterhead have been received by a Warehouse A Receiver. Notice the lines on the bottom where the Warehouse A person who delivers the goods would ask the Department Receiver to "sign off" on this delivery.</p>

<p>16.</p>	<p>In summary, the business process for Warehouse A receipts is as follows:</p> <ol style="list-style-type: none"> 1. The Warehouse A Receiver physically receives the goods from the vendor. 2. The Warehouse A Receiver follows the “Receiving Process for Goods in eUMB” procedure described in a previous topic. 3. Once the Receipt has been saved, the Warehouse A Receiver clicks on the “Print Delivery Report” button; this will create the <i>Receiving Report</i>. 4. The Warehouse A Receiver prints the report and attaches it to the goods. 5. Warehouse A delivers the goods to the Requester at the internal location that is printed on the Receiving Report; the Attention To: field on the report contains the Requester’s name. 6. Once the UMB Departmental Requester/Receiver receives the goods from Warehouse A, the Receiver signs the Receiving Report and this document is returned to Warehouse A where it is placed on file. A photocopy can be kept in the Requester's department if desired. <p>NOTE: In the Warehouse A receiving scenario the Departmental Receiver (who may also be the Requester--or not) does NOT enter the receipt online into eUMB. The Warehouse A Receiver has already done this. For the Departmental Receiver this is a paper transaction—simply signing the Receiving Report and returning it to Warehouse A. If any items need to be rejected at this point, that will be handled by the Procurement Office as an eUMB Return to Vendor transaction.</p>
<p>17.</p>	<p>You have now successfully completed the Receiving process for Warehouse A. End of Procedure.</p>

Canceling a Receipt (Rev 06/07)

1.	<p>Begin by navigating to the Receiving page.</p> <p>Click the Purchasing link.</p> 
2.	<p>Click the Receipts link.</p> 
3.	<p>Click the Add/Update Receipts link.</p> 
4.	<p>In this case, we are not creating a new Receipt, we are searching for one that is already in the system.</p> <p>Click the Find an Existing Value tab.</p> 
5.	<p>The value PUR01 will probably default into the Business Unit field. If it does not, you can type it in or select it from the Lookup table.</p>
6.	<p>Click the Receipt Number field. The best way to locate the Receipt that you wish to cancel is to enter its number here. But since there is no Lookup icon, if you do not have Receipt Number, you can skip this field.</p>
7.	<p>Your Ship To Location code will most likely default in as well.</p>
8.	<p>If you don't have the Receipt Number you can look up the Receipt you had previously created by using whatever information you have--for example the Ship To Location plus the Received Date.</p> <p>Click on the arrow for the Received Date drop-down list.</p> 
9.	<p>From the Received Date: drop-down list select the "greater than" symbol.</p>
10.	<p>Click the Date Lookup (Alt+5) button.</p> 
11.	<p>The calendar appears with the current date highlighted (in this case, 7/22/07).</p> <p>Click the desired date (in this case 7/20/07).</p> 
12.	<p>Click the Search button.</p> 
13.	<p>One or more receipts matching your selection criteria will display. (In this case, receipts created <i>after</i> 7/20/2007.)</p>

14.	<p>Clicking on the red X next to the Receipt Status field towards the upper right corner of the page cancels the whole Receipt document displayed.</p> <p>If a specific row or rows on the Receipt should be canceled and not the whole thing, you would click on the red X at the end of the individual row or rows.</p>
15.	<p>In this case, click the Cancel Receipt button.</p> 
16.	<p>A warning will display stating that once done this action cannot be un-done. If you are sure, click the Yes button.</p> 
17.	<p>Lastly, click the Save button.</p> 
18.	<p>You have now successfully completed the process for canceling a receipt.</p> <p>End of Procedure.</p>

Rejecting Items--the Return to Vendor Process (Rev 06/07)

1.	<p>The Departmental Receiver cannot actually reject items on the Receiving page. As explained in the <i>Receiving Goods</i> topic, when items come in, the Receiver searches out and displays the appropriate Purchase Order online via the Receiving page, and fills in the number of items (defined in terms of <i>Unit of Measure</i>) actually received. This is the limit of his or her authority.</p> <p>If quantity received is less than quantity ordered, the Receiver will be able to receive against the same Purchase Order when the rest of the shipment--or a replacement for a damaged item--comes in.</p>
2.	<p>You as a Department Receiver should enter a receipt into eUMB for all items that have been physically delivered to you in satisfactory condition and that you are accepting. If any items are damaged or the vendor sent wrong items, you should notify the Buyer in the Procurement Office via email that there are goods that need to be returned.</p> <p>The <i>Buyer</i> will enter a Return to Vendor (RTV) transaction into the system. Departmental Receivers do not have access to the <i>Return to Vendor</i> function in eUMB Financials.</p>
3.	<p>You have successfully completed the topic on Rejecting Items, facilitating the Return to Vendor process. End of Procedure.</p>

“Quirks” in the System / Lessons Learned in Actual Practice

In Receiving Goods and Services through eUMB Financials as in most areas of life, there are differences between theory and reality. Issues relating to the receipt of goods and services from Purchase Orders (PO's) that were *converted* into eUMB Financials from FAS have been one big source of such discrepancies. Since the system went live on March 1, 2006, people who do the day-to-day work of receiving goods and services have been reporting—to the Help Desk and to others involved with supporting the system—the various unanticipated displays and/or reactions they have encountered while trying to work with the eUMB Financials system.

FYI, here is a summary of the differences we have learned about so far that sometimes cause grief for Receivers during this intermediate period when they (/you) are dealing with goods or services from Converted PO's—but also sometimes with goods and services from PO's that were issued directly in eUMB Financials:

1. Converted Purchase Order numbers start with CONV instead of all zeroes.
2. Converted Purchase Orders for goods must be received in terms of **dollars** (that is, the same as PO's for *services*) even though Receiving of goods is typically done in terms of *Receipt Quantity* of a particular **Unit Of Measure**. *
3. When Searching for the Purchase Order against which to Receive goods, it is best if the user blanks out the Start Date and End Date that default in on the “Select Purchase Order” page. These tend to be wrong in relation to goods from Converted PO's, and in any case are a subtle source of problems from time to time.
4. **Most Important:** The “Ship To” location ID that defaults in to the Select Purchase Order page for a converted Purchase Order is the address of the Financial Services office, rather than that of the departmental Receiver! If this is not changed to the Receiver's home “Ship To” location ID, of course a *Search* will not display the Purchase Order that the Receiver is looking for in order to Receive the goods that have arrived at her/his location!

* **Despite the general rule that goods are received in terms of *quantity* and services are received in terms of *dollars*, you can and should Receive in whatever terms an item appears. For example, say that the original Purchase Order was for ten computers at a total of \$12,000 and you are receiving a shipment of one of them, but the *Unit Of Measure* field is grayed-out. Simply “do the math” and receive the one unit in the **dollars** field as “\$1200” – one tenth (1/10) of the original order.**