

PantherSoft Financials Receiving Job Aid

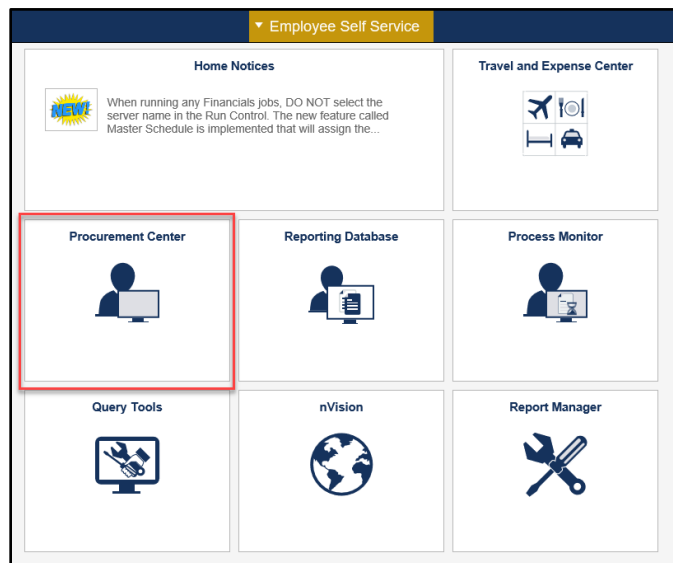
- The Casual Receiver (Access Role 002A) -

A Receipt must be created in PantherSoft Financials immediately following the delivery of goods/services. This acknowledges that what was requested via a dispatched Purchase Order was fulfilled by the Supplier. The Receipt is independent of the Supplier's Invoice, which they should send directly to Accounts Payable (AP) per instructions on the Purchase Order.

After the Receipt is created by a requester against a dispatched Purchase Order and an invoice is received by AP, a payment will be sent to the Supplier. If a Receipt is not entered and/or an invoice not received, the Supplier will not be paid – even if the goods/services were provided.

The following steps provide instructions on how the **Casual Receiver** creates a Receipt for Requisitions created only by themselves.

1. From the **Employee Self Service** homepage, click the **Procurement Center** Tile.



2. Click the **ePro Receiving** Tile.



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3. The **Search Criteria** page will appear. Enter the Purchase Order ID or Requisition ID and click **Search**. Alternatively, just click **Search** (only open lines to receive will appear).

Search Criteria
(Leave Blank For All Pending Receipts)

PO Business Unit FIU01

Purchase Order ID

Business Unit

Requisition ID

Item ID

Supplier ID

Supplier Item ID

Manufacturing Item ID

Ship To Location

NOTE: Purchase Order ID's can be obtained through the **Manage Requisition** Tile. Click on the Purchase Order graphic in the Requisition Lifespan to get the ID.

4. Select the checkbox next to the lines that are open to receive. Click **Receive selected**.

Receive selected

Search Result

Select All

PO Details	Supplier Name	Item ID	Description
<input type="checkbox"/> FIU01 / 0000147360 / 1 / 1	DELL		SH#B1LR05 OptiPlex 7440 AIO
<input type="checkbox"/> FIU01 / 0000190201 / 1 / 1	KFORCE INC		IT Consulting: VR-AR Unity Dev

5. Enter the date that the good/service was actually received in the **Received Date** field. The Receipt Date must be the date the product was physically received or when the service was rendered – not the date that the receiving entry is made. This is a mandatory field.

Start Over Review Receipt Details

New Receipt - Edit

Business Unit FIU01

*Received Date

Supplier Name KFORCE INC

Receipt Lines

Line	Item Id	Description	Received Amount	Currency Code	Receipt Quantity	Accepted Quantity	Cancel Line	Details
1		IT Consulting: VR-AR Unity Dev	50000.00000	USD	1 Each	1 Each	Cancel Line	

NOTE: The Receipt Date must be within 60 days from the current date.



Office of the Controller
Financial Systems and Support Services
305-348-7200 (7-7200)
controller@fiu.edu
<http://finance.fiu.edu/controller>

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6. Enter/Confirm the quantity or amount of the goods/services that are being received in either the **Received Amount** or **Received Quantity** field (this depends on whether the requisition was setup to be received by quantity or amount). Click **Review Receipt Details**.

Receive Items

Start Over Review Receipt Details

New Receipt - Edit

Business Unit FIU01

*Received Date 01/21/2019

Supplier Name KFORCE INC

Receipt Lines

Line	Item Id	Description	Received Amount	Currency Code	Received Quantity	Unit of Measure	Accepted Quantity	Cancel Line	Details
1		IT Consulting: VR-AR Unity Dev	49000.00000	USD	1.0000	Each	1 Each	Cancel Line	>

7. Review information on the receipt. Once complete, click **Submit**. Users also have the option to **Start Over** or go back and **Edit Receipt**.

Receive Items

Start Over Edit Receipt Submit

New Receipt - Review

Business Unit FIU01

Received Date 01/21/2019

Supplier Name KFORCE INC

Receipt Lines

Line	Item Id	Description	Received Amount	Currency Code	Receipt Quantity	Accepted Quantity
1		IT Consulting: VR-AR Unity Dev	2500.00000	USD	1 Each	1 Each

8. A confirmation screen appears with a Receipt ID number.

Receive Items

Create New Receipt

Receipt

Business Unit FIU01

Receipt ID 0000451054

Received Date 01/22/2019

Receipt Status Fully Received

Supplier ID 0000024122

Line Details

Line 1

Item Description IT Consulting: VR-AR Unity Dev

Status Received

Received Amount 3000.00000

Currency Code USD



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