PantherSoft Financials Receiving Job Aid

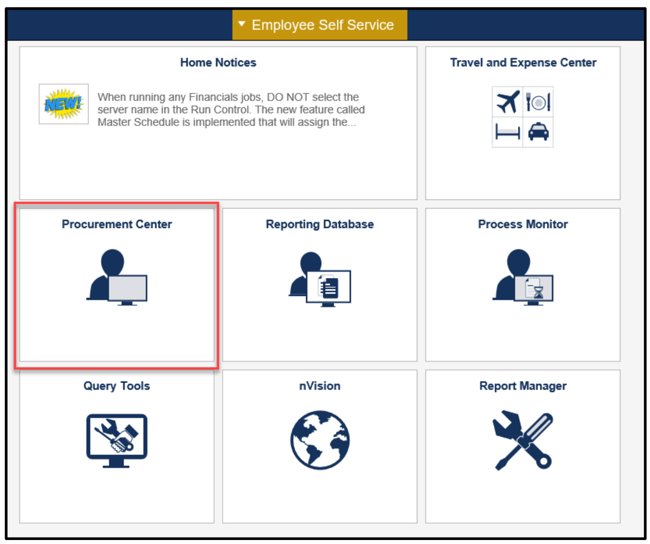
- The Super Receiver (Access Role 002) -

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.

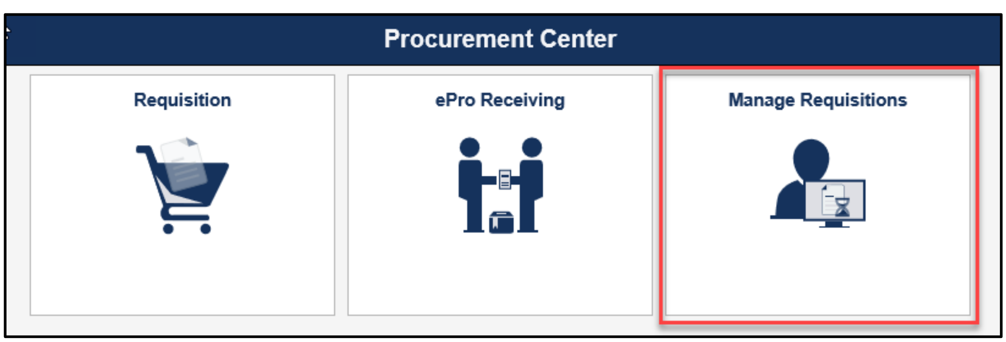
After the Receipt is created by a requester against a dispatched Purchase Order and an invoice is received by AP, a payment will be sent to the Supplier. If a Receipt is not entered and/or an invoice not received, the Supplier will not be paid – even if the goods/services were provided.

The following steps provide instructions on how the **Super Receiver** creates a Receipt for Requisitions created by themselves or others.

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



2. Click on **Manage Requisitions**.



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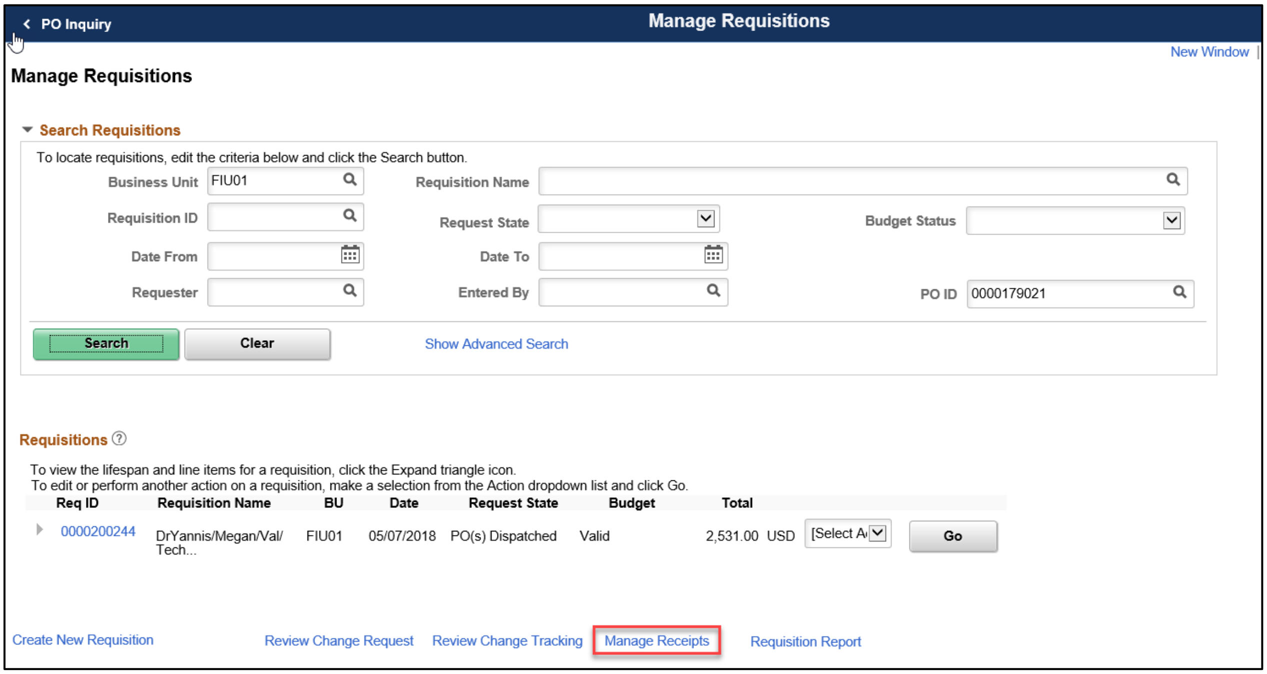
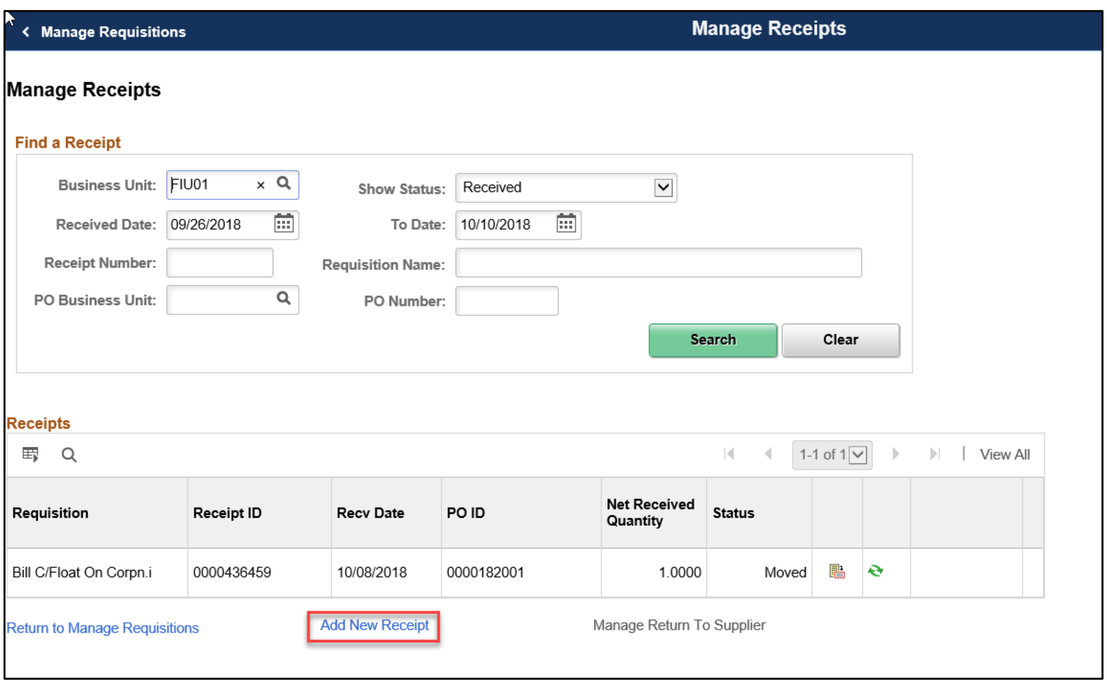
3. Click the Manage Receipts link at the bottom of the **Manage Requisitions** page.

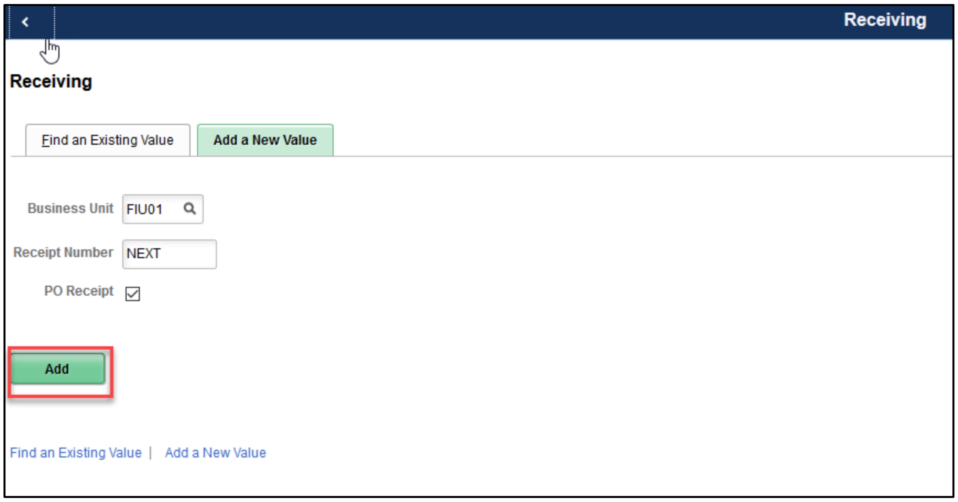


NOTE: The PO Number is needed before entering a Receipt. It can be obtained by clicking the Purchase Order graphic in the Requisition Lifespan on the **Manage Requisitions** page.

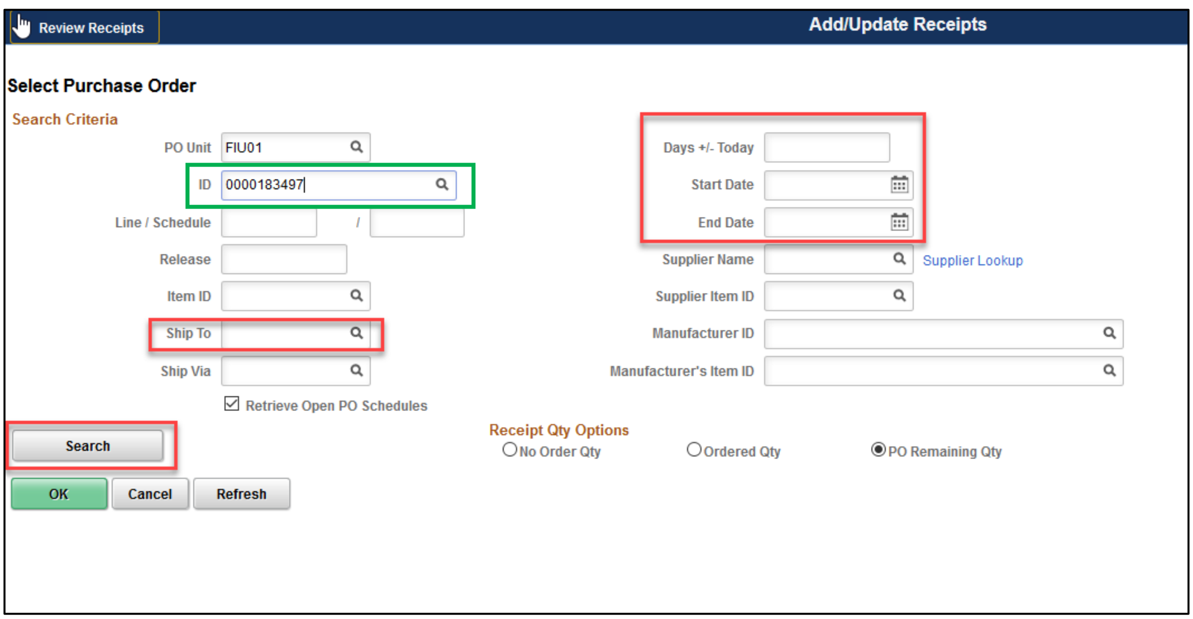
4. Click the Add New Receipt link at the bottom of the **Manage Receipts** page.



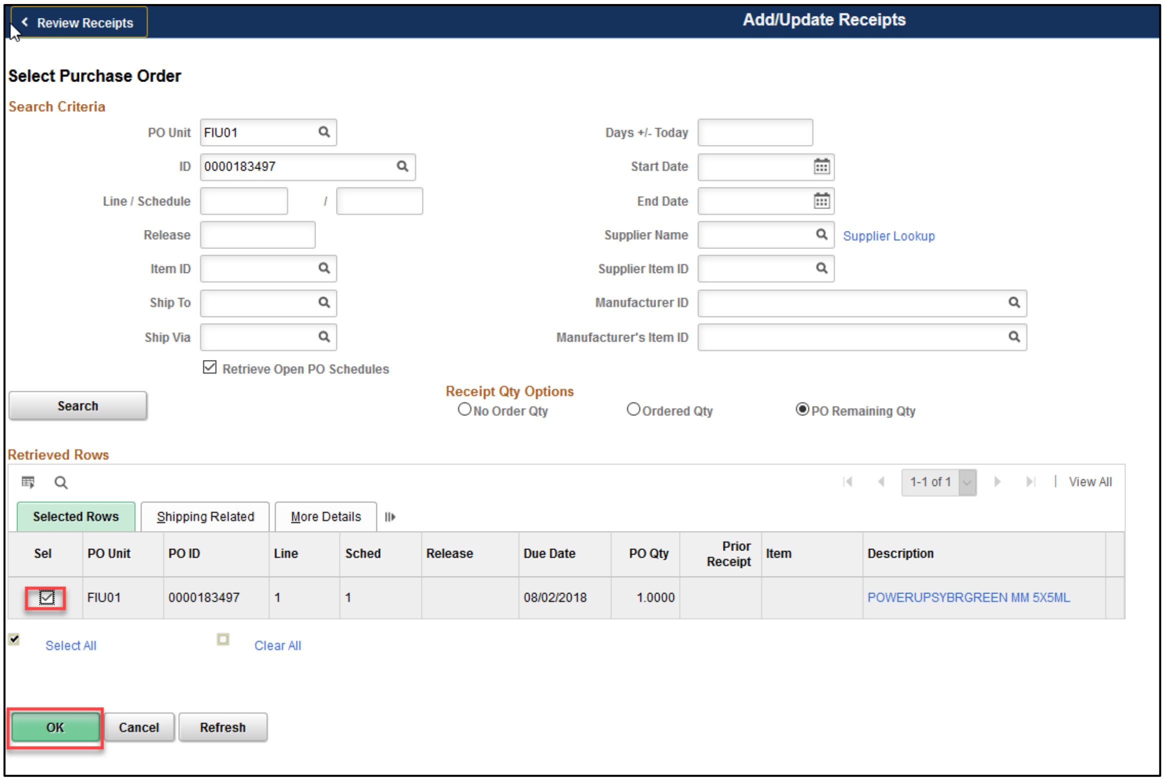
5. Click the **Add** button on the **Receiving** page**, Add a New Value** tab.



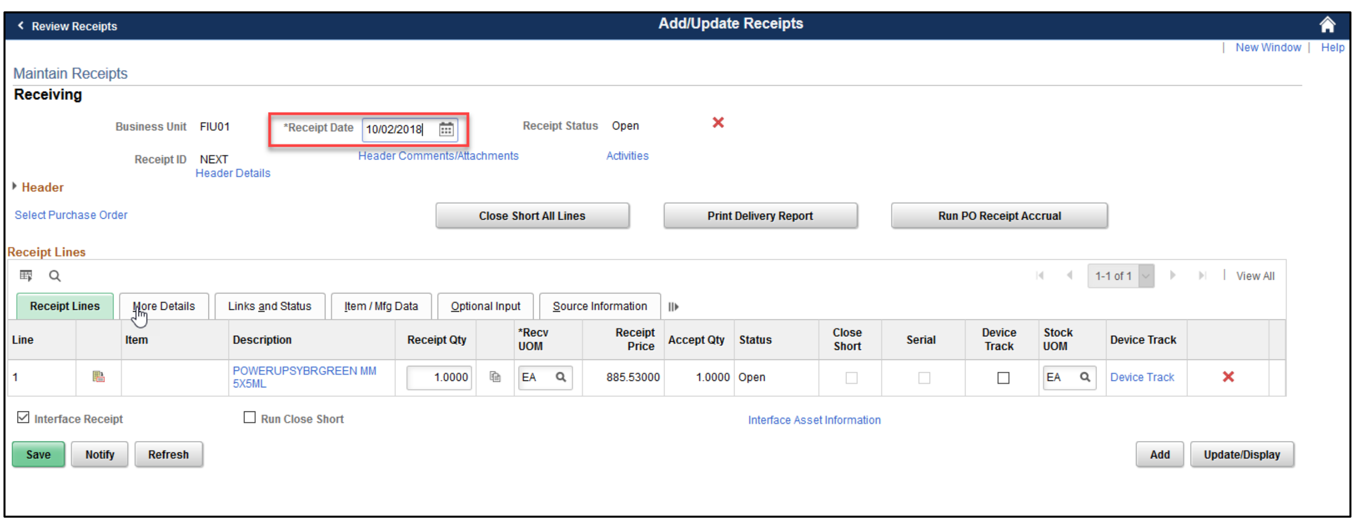
6. Within the **Search Criteria** enter the PO Number in the **ID** field. Remove all information in the **Days +/-, Start Date, End Date**, and **Ship To** fields, then click the **Search** button.



7. Select the checkbox next to the line(s) to be received and click the **OK** button.



8. Enter a date into the **Receipt 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. <u>This is a mandatory field.</u>



NOTE: The Receipt Date <u>must be</u> within 60 days from the current date.

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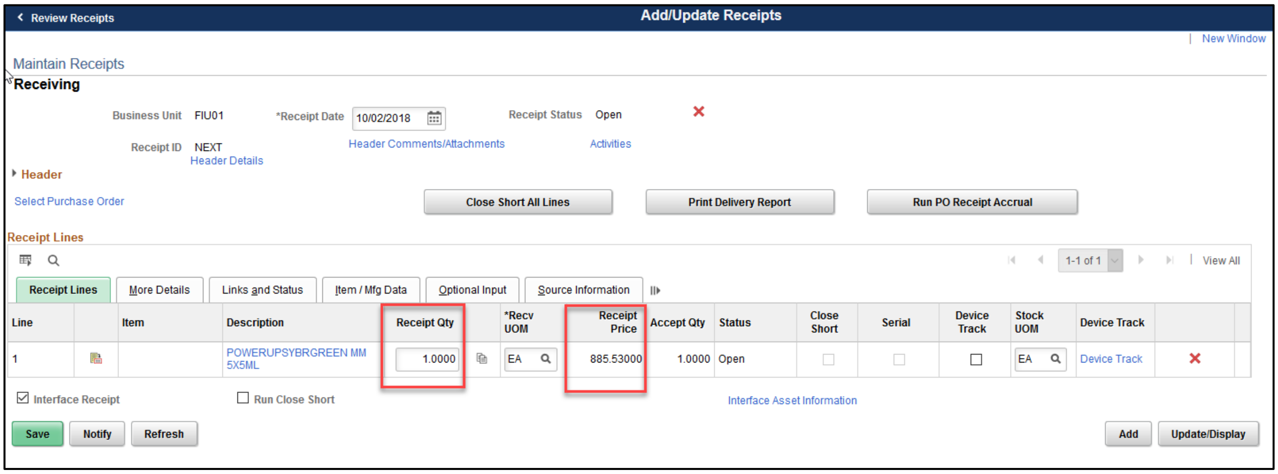
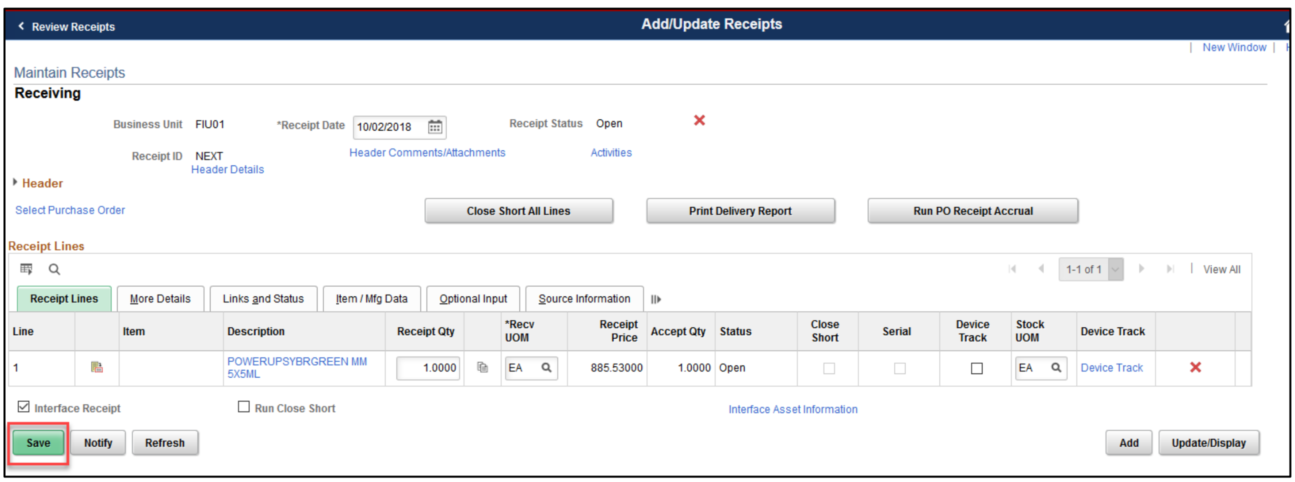
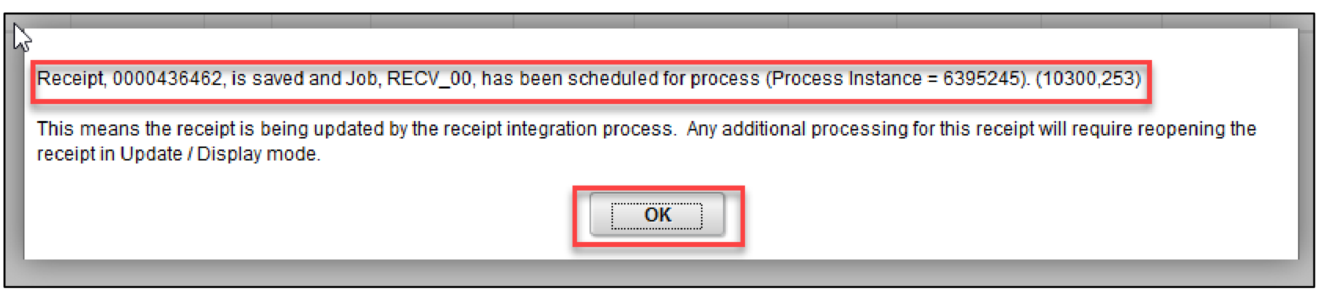
9. Enter/Confirm the quantity or amount of the goods/services that are being received in either the Receipt Qty or Receipt Price field (this depends on whether the requisition was setup to be received by quantity or amount).



10. Click the **Save** button.



11. A notification message will appear, providing the Receipt ID. Click the **OK** button.



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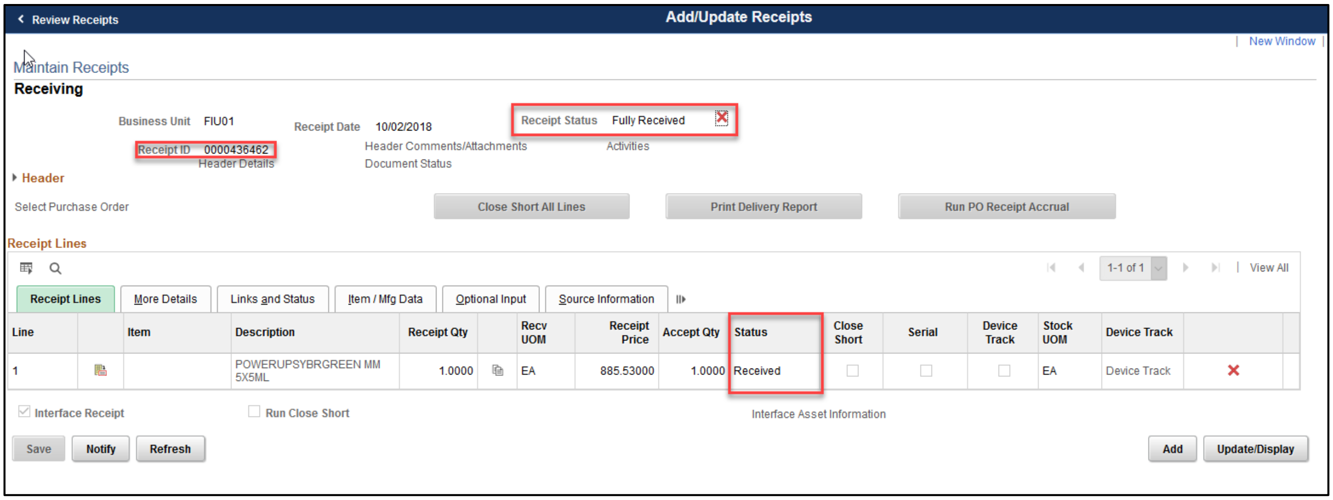
12. Confirm the Receipt was successfully created by identifying the **Receipt ID**, **Receipt Status**, and **Receipt Lines Status** fields.



13. When a receipt is created, the Receiving icon lights up on the Manage Requisitions page.