

PantherSoft Financials Receiving Job Aid

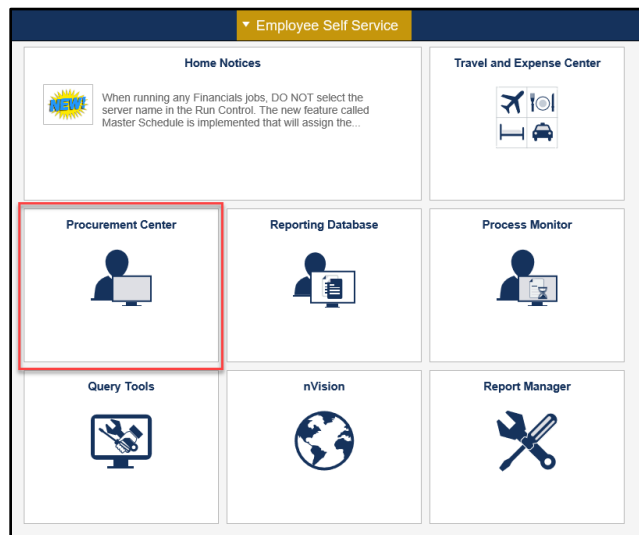
- The Super Receiver (Access Role 002) -

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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- Click the [Manage Receipts](#) link at the bottom of the **Manage Requisitions** page.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request State: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

[Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000200244	DrYannis/Megan/Val/ Tech...	FIU01	05/07/2018	PO(s) Dispatched	Valid	2,531.00 USD	[Select A] <input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

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.

- Click the [Add New Receipt](#) link at the bottom of the **Manage Receipts** page.

Manage Receipts

Find a Receipt

Business Unit: Show Status:

Received Date: To Date:

Receipt Number: Requisition Name:

PO Business Unit: PO Number:

Receipts

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status
Bill C/Float On Corpn.i	0000436459	10/08/2018	0000182001	1.0000	Moved

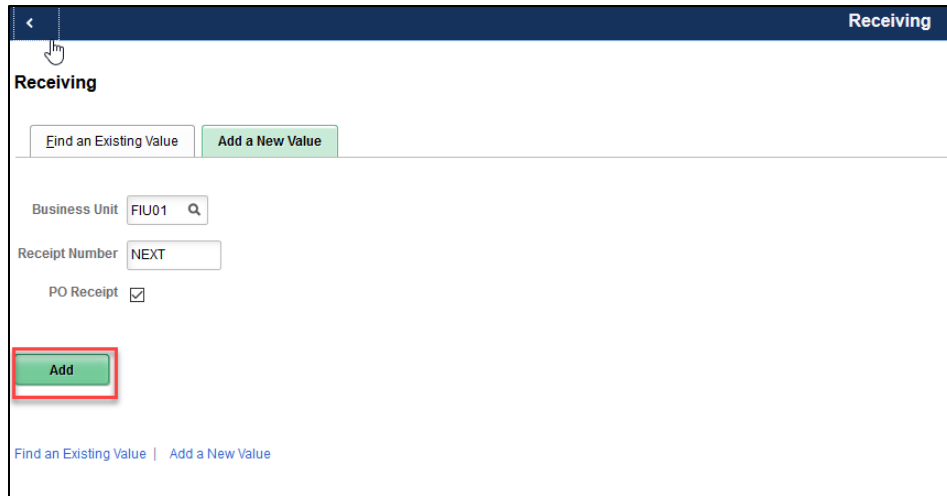
[Return to Manage Requisitions](#) [Add New Receipt](#) [Manage Return To Supplier](#)



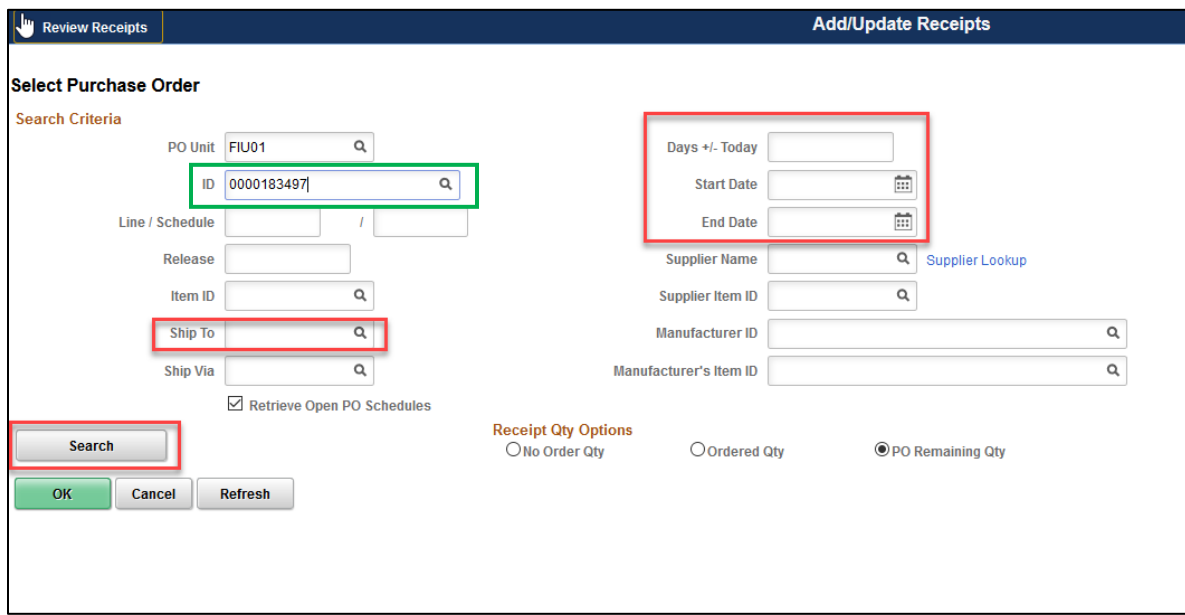
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5. Click the **Add** button on the **Receiving** page, **Add a New Value** tab.



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.



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

Review Receipts Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: FIU01
 ID: 0000183497
 Line / Schedule: /
 Release:
 Item ID:
 Ship To:
 Ship Via:
 Retrieve Open PO Schedules

Days +/- Today:
 Start Date:
 End Date:
 Supplier Name: Supplier Lookup
 Supplier Item ID:
 Manufacturer ID:
 Manufacturer's Item ID:

Receipt Qty Options
 No Order Qty
 Ordered Qty
 PO Remaining Qty

Retrieved Rows

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	FIU01	0000183497	1	1		08/02/2018	1.0000			POWERUPSYBGRGREEN MM 5X5ML

Select All Clear All

OK Cancel Refresh

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. This is a mandatory field.

Review Receipts Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: FIU01
 *Receipt Date: 10/02/2018
 Receipt Status: Open

Receipt ID: NEXT
 Header Comments/Attachments
 Activities

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		POWERUPSYBGRGREEN MM 5X5ML	1.0000	EA	885.53000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track

Interface Receipt Run Close Short

Save Notify Refresh Add Update/Display

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



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- 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).

The screenshot shows the 'Add/Update Receipts' interface. The 'Receipt Lines' table contains the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		POWERUPSYBRGREEN MM 5X5ML	1.0000	EA	885.53000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track

- Click the **Save** button.

The screenshot shows the same 'Add/Update Receipts' interface as above, but the 'Save' button at the bottom left is now highlighted with a red box, indicating it has been clicked.

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

The notification message reads: "Receipt, 0000436462, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 6395245). (10300,253)". Below the message is an "OK" button, which is highlighted with a red box.



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

Review Receipts Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: FIU01 Receipt Date: 10/02/2018 Receipt Status: Fully Received

Receipt ID: 0000436462

Header Comments/Attachments: Document Status

Buttons: Close Short All Lines, Print Delivery Report, Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		POWERUPSBYRGBREEN MM 5X5ML	1.0000	EA	885.53000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track

Buttons: Save, Notify, Refresh, Add, Update/Display

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

PO Inquiry Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FIU01 Requisition Name: []

Requisition ID: [] Request State: [] Budget Status: []

Date From: [] Date To: []

Requester: [] Entered By: [] PO ID: 0000183497

Buttons: Search, Clear, Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000205274	FISHER/Dr. Serbus	FIU01	08/02/2018	Received	Valid	885.53 USD

Requester: Fortlong, Maria E Entered By: Fortlong, Maria E Priority: Medium

Pre-Encumbrance Balance: 0.00 USD

Request Lifecycle: Requisition, Approvals, Inventory, Purchase Orders, Change Request, **Receiving**, Returns, Invoice, Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	POWERUPSBYRGBREEN MM 5X5ML	Received	885.5300	USD	1.0000	EA	FISHER SCIENTIFIC COMPANY LLC

Buttons: Create New Requisition, Review Change Request, Review Change Tracking, Manage Receipts, Requisition Report

