

# All About Receiving

## FREQUENTLY ASKED QUESTIONS (FAQ)

- [Am I responsible to enter Receipts on PeopleSoft?](#)

*If you take delivery of goods from a vendor, you may be required to enter the receipt on PeopleSoft. If you certify performance of services, you will need to enter a receipt on PeopleSoft. **To get the whole picture, take a look at the flowchart at the end of this FAQ. It explains exactly when you are required to enter Receipts.***

- [Will the Goods & Services Stamp continue to be used after July 01?](#)

*The stamp will still be used, at least for a period of several months. After that, we will evaluate whether it adds value to the receiving process, and whether some departments find it useful for their own processes. We may make it optional at that point. For now, keep using the Goods & Services Stamp on blanket PO invoices you are approving for payment, but **be sure to enter a PeopleSoft Receipt as well, and then write the Receipt ID you generated, on the stamp.** Using the stamp alone will not enable Accounts Payable to process your invoice for payment.*

- Will Central Receiving enter Receipts for everything they get?

*Central Receiving does not open boxes to inspect or count items. They depend on the packing slip that was provided by the vendor, to assess what was shipped. In most cases, the packing slip is sufficient to permit entry of an accurate PeopleSoft Receipt for goods.*

*In some cases, however, the packing slip does not match the PO lines, or does not provide enough detail to be used. When this happens, Central Receiving cannot input an accurate PeopleSoft Receipt. A stamp will be applied to the Delivery Ticket notifying you that no PeopleSoft Receipt could be entered. **In these cases, it is your department's responsibility to enter the PeopleSoft Receipt, after opening the boxes and determining the contents of the shipment.***

- Can anyone enter a Receipt on PeopleSoft?

*No. You have to be authorized to enter Receipts. Authority is granted by submitting an Access Request Form and follows the same separation of duties that exists now. PeopleSoft restricts which users may enter a receipt on any given Purchase Order. This is necessary to achieve proper separation of duties in the procurement process.*

- *If you were the Requester on the Requisition related to the Purchase Order, you cannot receive the goods or services.*
- *If you approved the Requisition related to the Purchase Order, you cannot receive the goods or services.*
- *If you entered the Requisition related to the goods or services, you cannot receive the goods or services.*

- How do I record the date the goods were delivered, if I am entering the PeopleSoft Receipt on a subsequent date?

***It is very important to record the actual date of delivery, because UMBC is a state agency subject to the Prompt Payment Laws of Maryland. We are required to submit this data on payment transactions for the State of Maryland.***

*PeopleSoft assumes that you are entering the Receipt on the same day that you took delivery of the goods, or on the same date that the vendor finished providing services. If this is not correct, you need to enter the actual date of delivery or completion by clicking the [Header Details Link](#) on the Receipts page. The Header Details page has a field for the date of receipt. See the sample screens below.*

Receiving Main Page. Navigation to this page is:  
PURCHASING – SHIPMENTS – MAINTAIN RECEIPTS – ADD. (Select your PO)

The screenshot shows the 'Receiving' page in PeopleSoft. At the top, it displays 'Business Unit: UMBC1', 'Receipt No: NEXT', and 'Receipt Status: Open'. Below this, there are buttons for 'Receive On-line', 'Cancel Receipt', and 'Cancel Link'. A 'Source:' field is set to 'On-line'. The main section is titled 'Receipt Lines' and contains a table with the following data:

Sel	Line Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	DT Details	Inspect
<input checked="" type="checkbox"/>	1	Office Supplies	154.89	1.0000	1.0000	○		<input type="checkbox"/>	<a href="#">DT Details</a>	<input type="checkbox"/>

At the bottom of the page, there are several links: 'Select Purchase Order', 'Header Details' (circled in red), 'PO Header Comments', 'PO Ship To Comments', 'Insert non PO line', 'Receipt Details', and 'PO Line Comment'. A black arrow points to the 'Header Details' link.

Clicking the Header Details Link shown above will take you into this new page:

The screenshot shows the 'Header Details' page. It displays the following information:

- Unit: UMBC1
- Receipt No: NEXT
- Source: On-line
- Recv Date: 08/15/2003 (with a calendar icon)
- Receipt Time: 6:11PM
- PO Receipt:
- Receipt Status: Open

A black arrow points to the 'Recv Date' field. To the right of the screenshot, there is a text box that says: "Click the calendar icon to change the date".

- How do I reject goods that were shipped to me?

*If you receive damaged or incorrect goods, or overshipments, you may wish to reject them. PeopleSoft will NOT issue RMA numbers. This process will be handled in the same manner as it is today; that is, immediately advise the appropriate buyer in Procurement. However, you can use PeopleSoft to alert Accounts Payable that you do not wish to pay for goods that were received. You can accept part of the shipment and reject part of it, or you can reject all of it. The PeopleSoft matching process will only use “accepted” quantities of goods to authorize payment. See the sample screens that follow.*

Main Receiving Page. Enter the total quantity you received. The accepted quantity will be the same at this point.

Receipt Lines	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	DT Details	Inspect
1	5.0000	EA	5.0000				EA	DT Details	

Click the “Reject and Inspect” Tab. On that page, enter the Rejected quantity, an action and a reason. You can also enter an RMA number for reference only. Note that the “Net Recv” field shows the number of items you did NOT reject.

Reject and Inspect	Reject Qty	Reject Action	Reject Reason	RMA Number	Net Recv	Vndr UOM	Recv Alloc	Ship To
1	2.0000	R	001		3.0000	EA	FIFC	WHSE

Return to the “Receipt Lines” Tab. The Accepted Quantity will now be the amount you did not reject.

Sel	Line Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Stock Track	UOM	DT Details	Inspect
<input checked="" type="checkbox"/>	1	Office Chair #20-BH	5.0000	EA	3.0000	O		<input type="checkbox"/>	EA	<a href="#">DT Details</a>	<input type="checkbox"/>

- Will Accounts Payable send me a copy of every invoice?

*No. As with the current process, invoice copies are only sent to departments when necessary. Examples would be:*

- *Invoices for services that need to be reviewed before they can be paid.*
- *Invoices for goods that are ordered and billed against a blanket PO, where the PO only gives a general description of the types of goods that can be ordered.*

*All other invoices are compared to the Purchase Order lines and the Receipt lines and paid without additional departmental reviews, unless the price has increased more than our tolerance rules permit. PeopleSoft performs a detailed matching process on all invoices against Purchase Orders before they are paid.*

- What is a blanket Purchase Order and how do I receive against one?

*A blanket order is a Purchase Order that is valid for a specified period of time and authorizes multiple orders during that time*

*period, as long as the total dollars on the PO are not exceeded. Blanket POs limit the types of goods or services that can be ordered, and may also limit the order amounts. Most Blanket orders are issued by one department for their own use, but some Blanket orders cover the entire campus, like FedEx, AJ Stationers, etc.*

*Because blanket POs generate multiple invoices for various dollar amounts over their life, it is more effective to receive IN DOLLARS with blanket orders. Specific quantities of goods are not specified on the order, so it is impossible to receive a “quantity” of goods or services. You should enter a receipt for the total dollar amount of the invoice you are approving, unless you wish to pay a lesser amount.*

*Some blanket orders are issued for campus-wide use. It is not necessary to enter PeopleSoft receipts for deliveries against some of these orders. *If the vendor provides us with a signed packing slip to document each invoice submitted for payment, then we do not need a PeopleSoft Receipt.**

*Currently, we have 3 vendors who provide this documentation:*

- AJ Stationers*
- Ridge Printing*
- Rudolph’s Office & Computer Supply*

*Other Campus-wide blanket orders will require a PeopleSoft Receipt to be entered for each invoice paid. **FedEx** falls into this category, as the invoices are sent directly to your department for expense coding and approval.*

- **How will Accounts Payable know which PeopleSoft Receipt goes with a specific invoice?**

*Anytime you receive an invoice copy from Accounts Payable for approval, you should apply the Goods & Services Stamp as usual, but you will also need to **write the PeopleSoft Receipt ID that you created, on the invoice copy.** When you return the invoice copy to Accounts Payable, they will use that information to link the invoice and the Receipt on PeopleSoft. Your invoices may be returned to you if the Receipt ID is not shown.*

*On regular Purchase Orders, Receipts will be linked to invoices based on the PO lines that you received. Vendors bill by PO line in most cases. The PeopleSoft matching process makes this comparison.*

- **What will happen if I don't enter a PeopleSoft Receipt when I am responsible to do so?**

*The invoice related to the shipment cannot be paid. Accounts Payable will inquire on invoices that are aging due to lack of receipt. UMBC might incur a delayed payment at the State of Maryland which will affect our agency late rate. Each agency head is responsible for their agency's late rate.*

- **Who do I call if I have other questions related to PeopleSoft Receiving procedures?**

*If your training script does not provide the answers you need, and this FAQ did not contain the information, you can contact Accounts Payable for further clarification on specific situations that may arise.*

*For general information regarding receiving policies at UMBC, contact the Procurement Department.*

**RECEIVING IN PEOPLESOFT: How and when to enter a Receipt.**

