PReqs Receiving Guide

This guide demonstrates the process of receiving goods for the Receiver on PReq orders to an outside vendor. The receiver should be someone other than the initiator to ensure proper segregation of duties. The receiver should compare the received items with the original purchase request to ensure the correct item is received. Any damaged or incorrect items should be returned immediately for credit. Accounts Payable should be notified to ensure that the invoice is not paid until the correct or undamaged item is received.

Contents

Accessing Your Receipts

Sign In to

Employee Self Service
https://hris.uiowa.edu/portal/

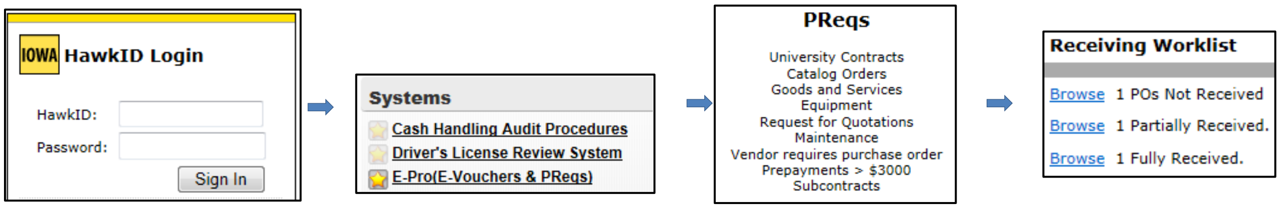
Go to the

ADMINISTRATION tab
>**Systems** box>

E-Pro(E-Vouchers & PReqs)

Continue by clicking **PReqs**

Go to the PReqs Home>
Receiving Worklist
Or by **Email**



PReqs Which Require Receiving

Recording receipt of items is required on ALL purchases. Proper receipt includes recording the date the items are received and who receives the items. In addition, the University requires electronic receipt in PReqs on the following items:

- An IACT of 6730, 6731 or 6740
- A PReq Total ≥ $10,000
- A PReq Total ≥ $5,000 and uses an IACT between 6200-6235
- A Blanket Order (starting with a B) with IACT between 6200-6235 or 6730, 6731 or 6740
- A Contract Orders (starting with a C) with an IACT between 6200-6235 or 6730, 6731 or 6740
- Blanket Order Vouchers that are ≥ $10,000
- Has Non-Inventory Items where Receiving is not already checked as “Required”

When one of these requirements listed above are met on a PReq, the Receiver has the three different ways to bring up the Requisition so that they can complete a PO Receipt; either through Email Notification, or on PReq Home Worklist, or by the Requisition Search Center.

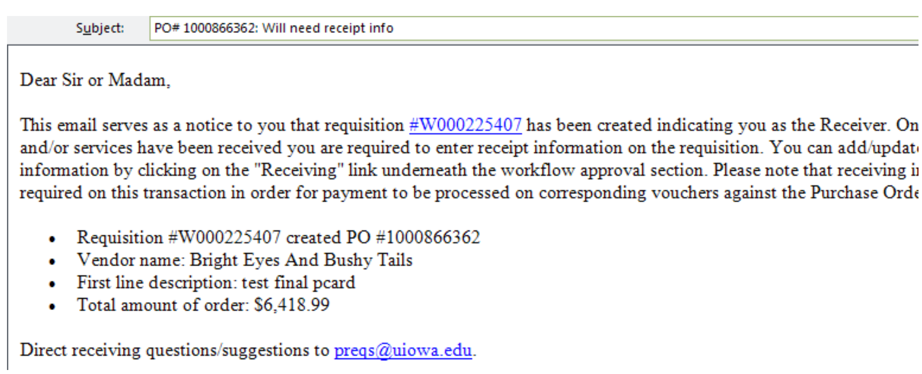
PReqs Receiving Email Notifications

An email will be sent to the designated Receiver indicating a need for a Receipt. When the goods are accepted, the Receiver is required to enter the Receipt information on the PReq and provide the equipment information when appropriate.

RECEIVING INFORMATION IS REQUIRED IN ORDER FOR THE PAYMENT TO BE PROCESSED ON CORRESPONDING VOUCHERS AGAINST THE PURCHASE ORDER.

Receiver Email

The Receiver that is selected on the PReq will receive an email with a link to the PReq after the PO number is assigned. This email is just letting you know a requisition has been created with you as the Receiver



Subject: PO# 1000866362: Will need receipt info

Dear Sir or Madam,

This email serves as a notice to you that requisition #W000225407 has been created indicating you as the Receiver. On and/or services have been received you are required to enter receipt information on the requisition. You can add/updat information by clicking on the "Receiving" link underneath the workflow approval section. Please note that receiving i required on this transaction in order for payment to be processed on corresponding vouchers against the Purchase Ord

- Requisition #W000225407 created PO #1000866362
- Vendor name: Bright Eyes And Bushy Tails
- First line description: test final pcard
- Total amount of order: $6,418.99

Direct receiving questions/suggestions to preqs@uiowa.edu.

AP/PO Voucher Email

Receivers will also get an email when the voucher is created for payment with links to the Voucher to view the Invoice and a link to the PReq to enter Receipt. It's important to review the **Vchr Gross Amt, Recv Reqd,** and **PO Receipt** fields.

AP-PO Receiving Email

This email serves as a notice to you that the following **vouchers were created on Thursday, December 29, 2011**, listing you as the Receiver. If the Purchase Order indicates that Receiving is Required (Y), then receiving information is required on the requisition in order for payment to be processed on corresponding vouchers against the Purchase Order.

Voucher	Vchr Gross Amt	PO	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date		
81306716	1001.600	1000950646	Y	PO Partially Received	34555821-1	Robert Half International Incorporated	12/30/11	View voucher	View PReq
			275-05-0311-52353-50508525-6235-000-00000-00-0000						
81306717	1001.600	1000950644	Y	PO Partially Received	34555821-2	Robert Half International Incorporated	12/30/11	View voucher	View PReq
			050-05-0311-23000-00000000-6203-000-00000-60-0000						
81306715	200.320	1000950645	Y	PO Partially Received	34555821	Robert Half International Incorporated	12/30/11	View voucher	View PReq
			050-05-0311-23000-00000000-6203-000-00000-60-0000						
View ALL vouchers | View ALL scanned invoices									

The hyper link "View voucher" will take you directly to an on-line voucher report. Within 3-4 business days of receiving this email, an image of the corresponding invoice will be viewable from the voucher report site by clicking on the invoice number.

The hyper link "View PReq" will take you directly to the Self Service login page. Log in to the PREQS system and navigate to the PReq(s) listed above so you can approve, receive or update Asset Management information.

If you have any feedback on this feature please send your comments or suggestions to acntpay@uiowa.edu.

Receiving Worklist

The Receiving Worklist will show Receivers the POs that are assigned to them only that needs to be received. These are listed on the PReqs Home page and sorted by Purchase Orders that are not received, partially received and fully received receipts assigned to your HawkID.

Receiving Worklist

Browse 21 POs Not Received

Browse 21 Partially Received.

Browse 19 Fully Received.

Click the Browse link to view the Receipt Center which displays a list of Purchasing Orders that require a Receipt. Click the column headings to sort and click the Req ID # to take you directly to the Receiving page.

Receipt Center

Req #	End User	PO ID	PO Date	PO Type	PO Status	Vendor Name	Req Amt	Description
W000546073	Chris Leichty	1001234353	2014-02-26	Regular Order	Dispatched	Wilson Ophthalmic Corporation	$ 0.24	OCuSoft Lid Scrub
W000546079	Cami Jones	1001234367	2014-03-10	Regular Order	Approved	Fisher Scientific Company	$ 15,000.00	Test

PReqs Search Center

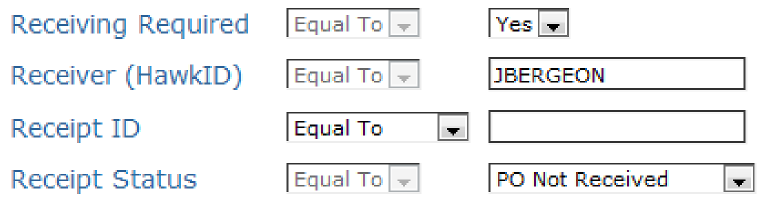
Receivers may also use the search center to enter certain criteria to find PReqs to be received.

On the sidebar, click **Req Search Center.**

PReqs
Create Req
Req Search Center

The Receiver can search for receipts by HawkID, Receipt ID, and/or Status. Receipt IDs are assigned when items are received and saved. Entering a date or range will narrow your results.

At the bottom of the Search page are four receipt search fields.



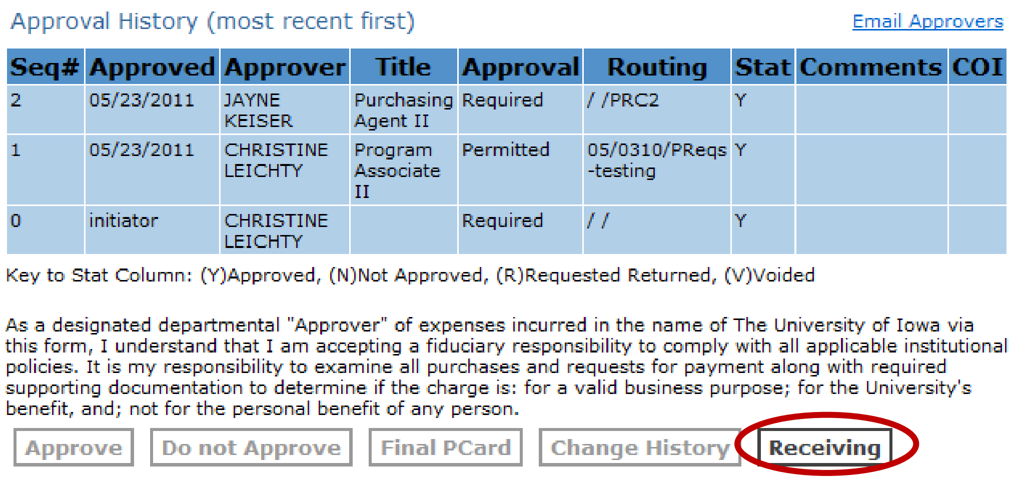
Receiving Required	Equal To	Yes
Receiver (HawkID)	Equal To	JBERGEON
Receipt ID	Equal To	
Receipt Status	Equal To	PO Not Received

There is a Yes/No for Receiving Required, or type the Receiver (by HawkID), or Receipt ID.

…and/or select the preferred **Status.** Click **Search**.

The statuses to use are: PO Not Received, PO Partially Received, and Fully Received.

When the Req is displayed, click on the **Receiving** button underneath the workflow approval section.



Approval History (most recent first) Email Approvers

Seq#	Approved	Approver	Title	Approval	Routing	Stat	Comments	COI
2	05/23/2011	JAYNE KEISER	Purchasing Agent II	Required	/ /PRC2	Y		
1	05/23/2011	CHRISTINE LEICHTY	Program Associate II	Permitted	05/0310/PReqs -testing	Y		
0	initiator	CHRISTINE LEICHTY		Required	/ /	Y		

Key to Stat Column: (Y)Approved, (N)Not Approved, (R)Requested Returned, (V)Voided

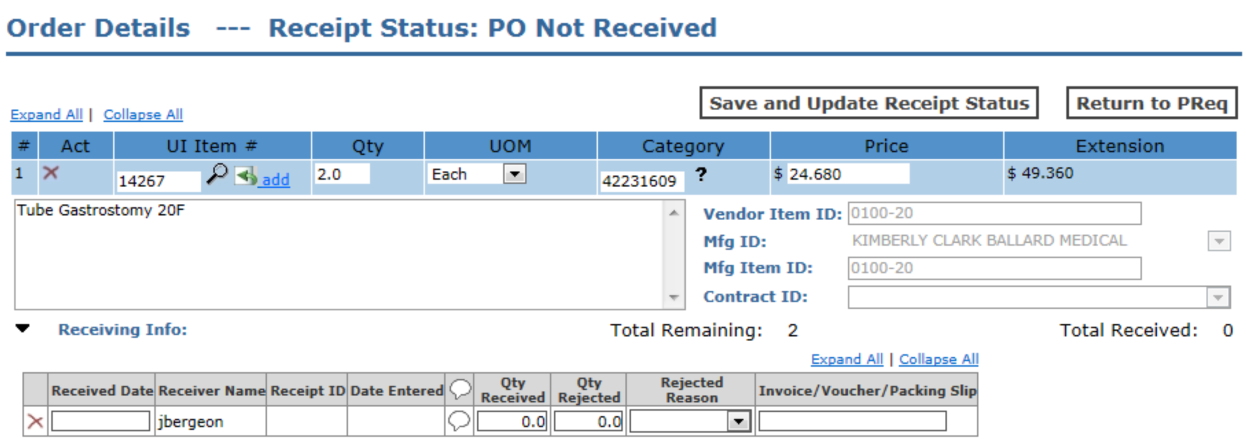
As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose; for the University's benefit, and; not for the personal benefit of any person.

Approve | Do not Approve | Final PCard | Change History | Receiving

Entering Receiving Information

Receiving by Quantity

This is an example of the Receiving page to enter a quantity which has not been received.



Order Details --- Receipt Status: PO Not Received

Expand All | Collapse All   Save and Update Receipt Status   Return to PReq

#	Act	UI Item #	Qty	UOM	Category	Price	Extension
1		14267 add	2.0	Each	42231609 ?	$ 24.680	$ 49.360

Tube Gastrostomy 20F

Vendor Item ID: 0100-20
Mfg ID: KIMBERLY CLARK BALLARD MEDICAL
Mfg Item ID: 0100-20
Contract ID:

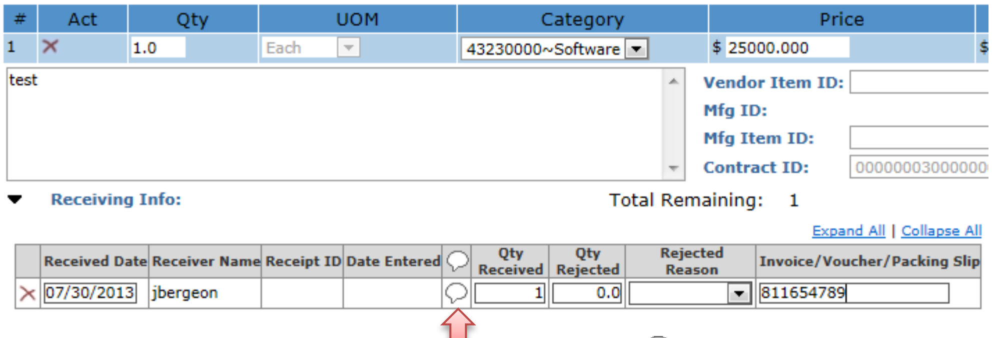
Receiving Info: Total Remaining: 2 Total Received: 0

Expand All | Collapse All

	Received Date	Receiver Name	Receipt ID	Date Entered		Qty Received	Qty Rejected	Rejected Reason	Invoice/Voucher/Packing Slip
		jbergeon				0.0	0.0		

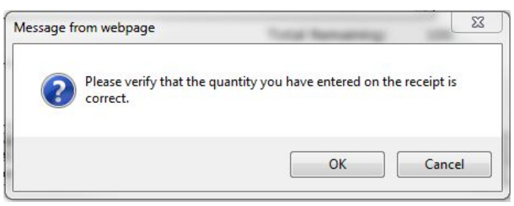
Enter the date and quantity the goods/services were received and the and/or rejected. Indicate the reason if any are rejected. If the Received Date is the same as the Date Entered, the receiver will receive a message asking, "Are you sure these goods/services were received today? The receipt date should be the actual date the goods/services were received."

Add the **Invoice/Voucher/Packing Slip** number and any pertinent comments. It is helpful to put the voucher number referenced from your email.



Comments are added by clicking on the dialog bubble

The bubble will fill with dots if it contains a content.

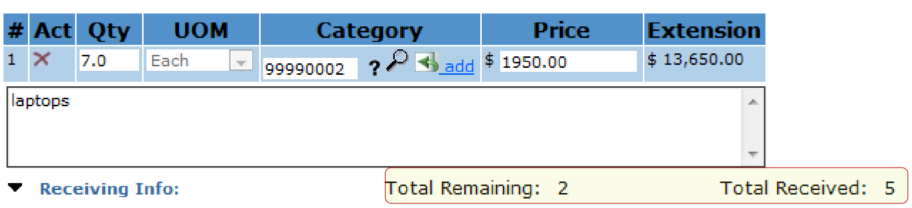


When the PReq has multiple line items, each line must be received.

Click **Save and Update Receipt Status** once all lines you want to receive are entered. A pop-up window will ask you to verify if quantity is correct.

Received Date	Receiver Name	Receipt ID	Date Entered		Qty Received	Qty Rejected	Rejected Reason	Invoice/Voucher/Packing Slip
2014 - October (1)								
10/15/2014	jbergeon	1000147670	11/19/2014 10:06 AM		1.0	0.0		81568699

A Receipt ID is assigned.



The system keeps a running total of quantities or amounts received. This line as a quantity of 7. On 5/16/11, Receipt # 1000026783, 5 were received but 2 damaged, so only 3 remain. On 6/16/11, Receipt # 1000026784 another 2 were received, resulting in 5 total received.

Just click the + if you need to add another receipt or the ✕ to delete the line before you save.

Received Date	Receiver Name	Receipt ID	Date Entered		Qty Received	Qty Rejected	Rejected Reason	Invoice/Voucher/Packing Slip
2013 - May (2)								
05/09/2013	cleichty	1000075497			2.0	0.0		
05/08/2013	jbergeon	1000075464			10.0	0.0		8546541
2013 - April (1)								

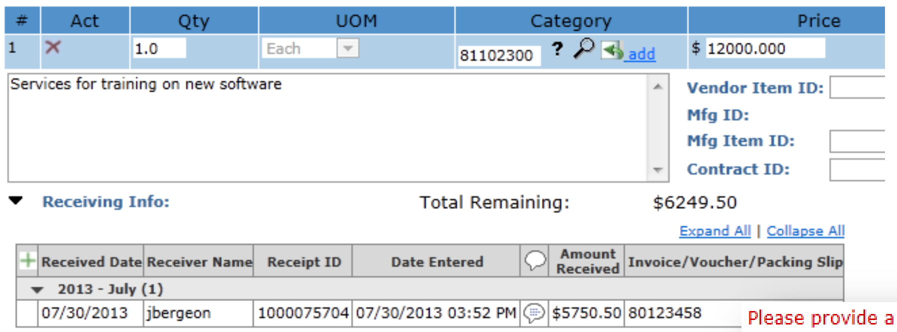
Receipts will group by month/year for easier viewing.

If you try and enter a receipt in which you are the initator or requester, you will receive this message:

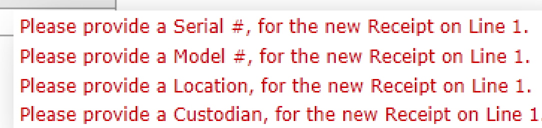
- You are not authorized to enter receipts on this transaction. Someone other than the Initiator or Requestor must enter receipts.

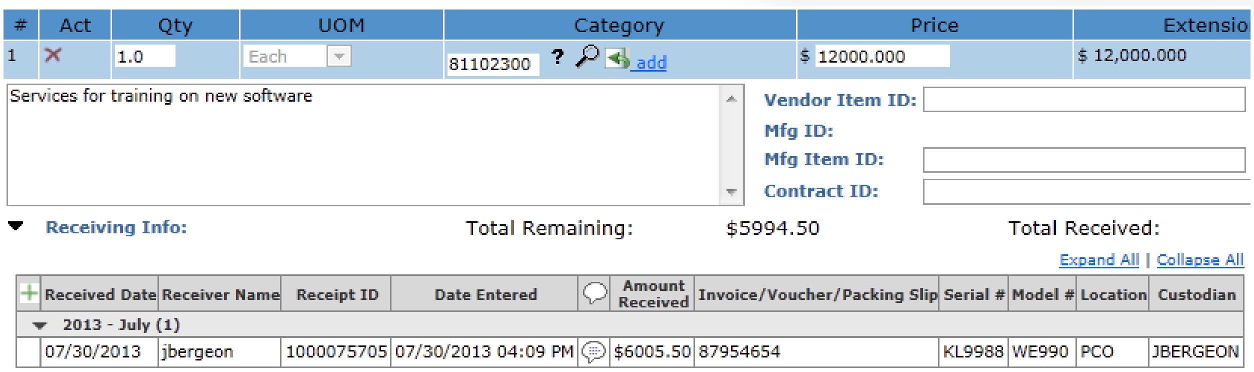
Receiving by Amount

Instead of quantity, items may be received by “Amount”. PReqs ≥$5K with IACT’s 6200-6235, 6730/6740, or Blanket Orders (beginning B or C) you will see the $ and “Amount Received”.



IACT’s 6730/6740 will require you to fill in the Assets fields: Serial #, Model #, Location, and Custodian. You will receive an error if these fields are not filled in.



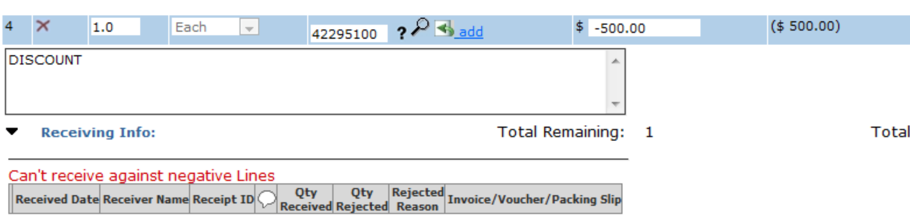


The Receipt Status will change after the process runs.

Line Items --- Receipt Status: PO Partially Received

Negative Lines

Negative lines will not require you to enter any quantities or amounts:



Receiving on Freight

Only receive on freight if it has its own line item. **Do not add it with the good or service.**

Receiving Attachments

If you'd like to upload the Packing List, just browse for the file and click **Upload Attachment**. Be sure to save to apply changes. It is not possible to send documents back to the Vendor at this time. You may view the attached file on the PReqs main page or on the Receiving page.

Attachments

Act	File Name	File Type	Attach Date	Attachment Type	Send to Vendor
✕	UiowaDoc.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	06/16/2011 10:59AM	Packing List	No

Browse... **Upload Attachment**

AP-PO Voucher Email

When the voucher is created for payment, the Requester/Initiator will receive and email.

From: acntpay@uiowa.edu [mailto:acntpay@uiowa.edu]
Sent: Wednesday, December 01, 2010 10:02 AM
To: Schneider, Cindy A
Subject: New vouchers for CEIDER on 11/30/2010

AP-PO VOUCHER EMAIL

This email serves as a notice to you that the following **vouchers were created on Tuesday, November 30, 2010** for **CEIDER:**

Voucher	Vchr Gross Amt	PO	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date		
81087439	624.000	1000820298	Y	PO Partially Received	L202140	Sedona Staffing Services	12/17/10	View voucher	View PReq
			050-05-0310-00000-50649100-6203-000-00000-60-0000						
View ALL vouchers | View ALL scanned invoices									

The hyper link "View voucher" will take you directly to an on-line voucher report. Within 3-4 business days of receiving this email, an image of the corresponding invoice will be viewable from the voucher report site by clicking on the invoice number.

It's important to review the **Vchr Gross Amt, Recv Reqd,** and **PO Receipt** fields.

Voucher	Vchr Gross Amt	PO	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date		
81087439	624.000	1000820298	Y	PO Partially Received	L202140	Sedona Staffing Services	12/17/10	View voucher	View PReq
			050-05-0310-00000-50649100-6203-000-00000-60-0000						
View ALL vouchers | View ALL scanned invoices									

The Receiver clicks on **View PReq** (may need to sign into PReqs).

Invoice	Vendor	Sch. Pay Date		
L202140	Sedona Staffing Services	12/17/10	View voucher	View PReq

…then click on the **Receiving** button.

Workflow History

Workflow Information:

Approval History (most recent first) Email Approvers

Seq#	Approved	Approver	Title	Approval	Routing	Stat	Comments	COI
3	11/17/2010	JENNIFER JARK	Purchasing Agent IV	Permitted	/ /PRC1	Y		
2	11/17/2010	CHANDRA WOJNO	Purchasing Agent I	Required	/ /PRC27	Y		
1	11/17/2010	JULIE BERGEON	Program Associate I	Permitted	05/0310/PReqs_testing	Y		
0	initiator	LINDA CREED		Required	/ /	Y		No

Key to Stat Column: (Y)Approved, (N)Not Approved, (R)Requested Returned, (V)Voided

As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose; for the University's benefit, and; not for the personal benefit of any person.

Approve | Do not Approve | Final PCard | Change History | Receiving

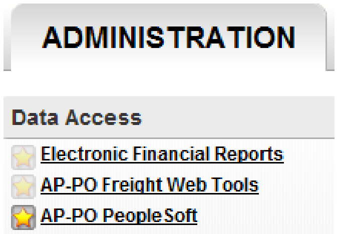
Follow the previous instructions for receipt of goods. Save and Update Receipt Status.

Save and Update Receipt Status | Return to PReq

ALWAYS REMEMBER TO CLICK "SAVE AND UPDATE RECEIPT STATUS"!

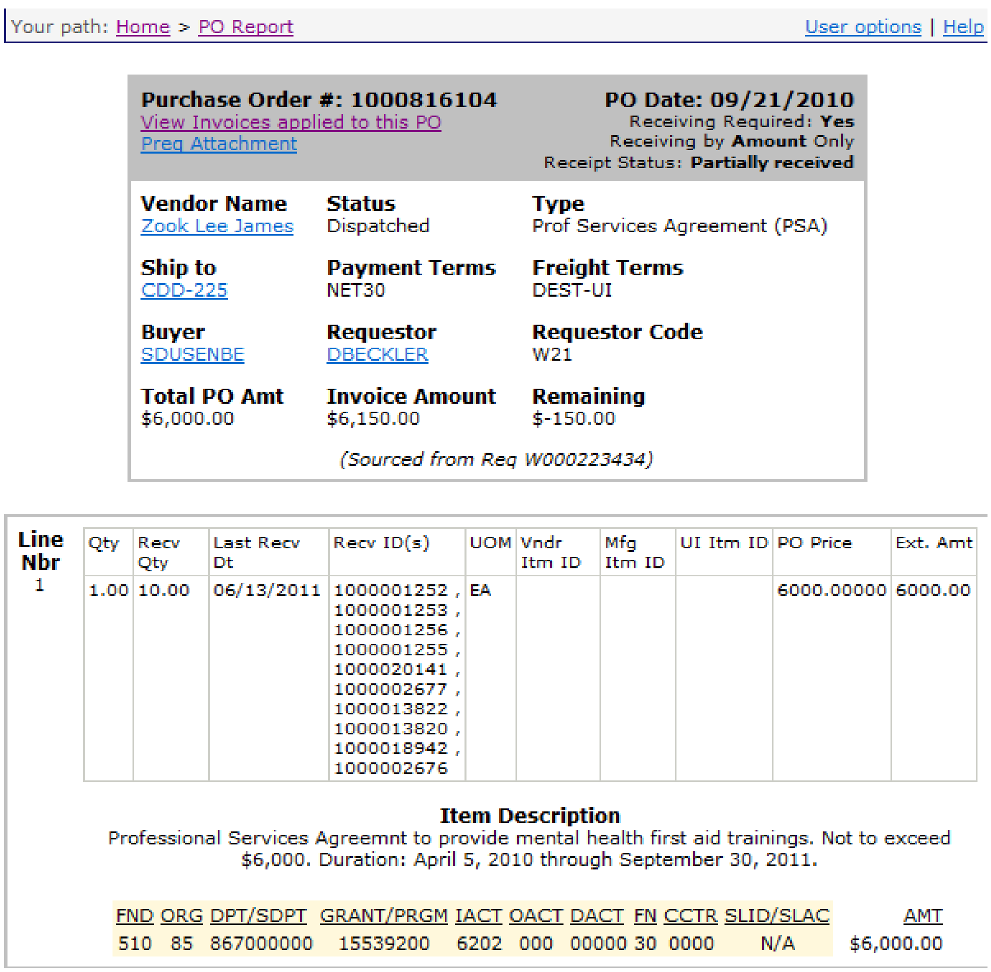
AP-PO – PO Report

You can access a great deal of information about the PO, Voucher, and Payments in from the queries in AP/PO. Under the Administration Tab in Self Service, click **AP-PO People Soft.**



Click on **Purchase Order Report** and enter the PO number.

This shows the PO is "Receiving Required", by "Amount", and the status of "Partially received".



Your path: Home > PO Report — User options | Help

Purchase Order #: 1000816104 — **PO Date: 09/21/2010**
View Invoices applied to this PO
Preq Attachment
Receiving Required: **Yes**
Receiving by **Amount** Only
Receipt Status: **Partially received**

Vendor Name	**Status**	**Type**
Zook Lee James	Dispatched	Prof Services Agreement (PSA)
Ship to	**Payment Terms**	**Freight Terms**
CDD-225	NET30	DEST-UI
Buyer	**Requestor**	**Requestor Code**
SDUSENBE	DBECKLER	W21
Total PO Amt	**Invoice Amount**	**Remaining**
$6,000.00	$6,150.00	$-150.00

(Sourced from Req W000223434)

Line Nbr	Qty	Recv Qty	Last Recv Dt	Recv ID(s)	UOM	Vndr Itm ID	Mfg Itm ID	UI Itm ID	PO Price	Ext. Amt
1	1.00	10.00	06/13/2011	1000001252 , 1000001253 , 1000001256 , 1000001255 , 1000020141 , 1000002677 , 1000013822 , 1000013820 , 1000018942 , 1000002676	EA				6000.00000	6000.00

Item Description
Professional Services Agreemnt to provide mental health first aid trainings. Not to exceed $6,000. Duration: April 5, 2010 through September 30, 2011.

FND	ORG	DPT/SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	SLID/SLAC	AMT
510	85	867000000	15539200	6202	000	00000	30	0000	N/A	$6,000.00

Since there is a negative **Remaining**, the PO should be reviewed by the department and Purchasing Agent. Money may need to be added for vouchers to pay.

Click **View Invoices applied to this PO.**

Invoices applied to a purchase order: 1000816104

Status		Vendor		PO Date	
Dispatched		ZOOK LEE J		09/21/2010	
Invoice	**Invoice Dt.**	**Voucher**	**Schd. Pay Dt.**	**Status**	**Amount**
65000/052111	05/21/2011	81188550	06/15/2011	Open	$650.00
65000/051111	05/11/2011	81182577	06/10/2011	Open	$650.00
65000/030811	03/08/2011	81151702	04/07/2011	Paid	$650.00
60000/013111	01/31/2011	81151701	04/01/2011	Paid	$600.00
60000/090110	09/01/2010	81045753	10/01/2010	Paid	$600.00
60000/090110-1	09/01/2010	81057145	10/27/2010	Paid	$600.00
60000/090110-2	09/01/2010	81057146	10/27/2010	Paid	$600.00
60000/080910	08/09/2010	81045754	09/28/2010	Paid	$600.00
60000/080510	08/05/2010	81045756	09/28/2010	Paid	$600.00
60000/080310	08/03/2010	81045755	09/28/2010	Paid	$600.00

Invoices not on hold: **$6,150.00**

Invoices on hold: **$0.00**

Total Invoices: **$6,150.00**

Two vouchers below are open, awaiting payment. Click the voucher link for the Voucher Report or Paid to see the details of the payment.

AP-PO – Receipt Status Report

Under the Administration Tab in Self Service, click AP-PO People Soft.

ADMINISTRATION

Data Access

- Electronic Financial Reports
- AP-PO Freight Web Tools
- AP-PO PeopleSoft

AP/PO PeopleSoft Web Applications

Your path: Home

Vendor Search:
Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

Contract Search:
Use this application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.

Purchase Order Report:
Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

Receipt Status:
Use this application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PReq#.

Click on Receipt Status and enter your criteria.

Receipt search

Search by: Requestor HawkID

Requestor HawkID
Receiver HawkID
Purchase Order Number
PReq Number

Requestor

Purchase O

mm/dd/yyyy

(optional)

Search Receipts by Requestor HawkID

A list displays:

Receipt details for Purchase Orders by Receiver ceider

Requestor	Receipt Status	PReq#	PO Dt	PO#	Received Dt	Receipt#	Receiver	Amt Only
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	12/13/2013	1000109028	ceider	Yes
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	11/26/2013	1000107150	ceider	Yes
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	10/31/2013	1000104155	ceider	Yes