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.

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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 update information by clicking on the "Receiving" link underneath the workflow approval section. Please note that receiving is required on this transaction in order for payment to be processed on corresponding vouchers against the Purchase Order:

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

Direct receiving questions/suggestions to pr@uiowa.edu

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PReqs Receiving Guide
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 Req, 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.

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Vchr Gross Amt</th>
<th>PO</th>
<th>Recv Req</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>81206716</td>
<td>1001.600</td>
<td>1009550645</td>
<td>Y</td>
<td>PO Partially Received</td>
<td>34555821-1</td>
<td>Robert Half International Inc.</td>
<td>12/20/11</td>
</tr>
<tr>
<td>81206717</td>
<td>1001.600</td>
<td>1009550646</td>
<td>Y</td>
<td>PO Partially Received</td>
<td>34555821-2</td>
<td>Robert Half International Inc.</td>
<td>12/20/11</td>
</tr>
<tr>
<td>81206718</td>
<td>200.320</td>
<td>1009550647</td>
<td>Y</td>
<td>PO Partially Received</td>
<td>34555821</td>
<td>Robert Half International Inc.</td>
<td>12/20/11</td>
</tr>
</tbody>
</table>

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 visible 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.

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.

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.

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.

Entering Receiving Information

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

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>Qty</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>1.0</td>
<td>Each</td>
<td>43230000~Software</td>
<td>$ 25000.00</td>
</tr>
</tbody>
</table>

![Receiving Info:](image)

**Total Remaining:** 1

Comments are added by clicking on the dialog bubble 🎨

![Add/Edit Receipt Comment:](image)

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:](image)

**Received Date:** 10/15/2014  
**Receiver Name:** jbergen  
**Receipt ID:** 1000147670  
**Date Entered:** 11/19/2014 10:06 AM  
**Qty Received:** 1.0  
**Qty Rejected:** 0.0  
**Rejected Reason:**  
**Invoice/Voucher/Packing Slip:** 811564789

A Receipt ID is assigned.

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>Qty</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>7.0</td>
<td>Each</td>
<td>99990002</td>
<td>$ 1950.00</td>
<td>$ 13,650.00</td>
</tr>
</tbody>
</table>

![Receiving Info:](image)

**Total Remaining:** 2  
**Total Received:** 5

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:](image)

**Received Date:** 05/09/2013  
**Receiver Name:** delhiyy  
**Receipt ID:** 1000075497  
**Date Entered:**  
**Qty Received:** 2.0  
**Qty Rejected:** 0.0  
**Rejected Reason:**  
**Invoice/Voucher/Packing Slip:** 8546541

**Received Date:** 05/08/2013  
**Receiver Name:** jbergen  
**Receipt ID:** 1000075464  
**Date Entered:**  
**Qty Received:** 10.0  
**Qty Rejected:** 0.0  
**Rejected Reason:**  
**Invoice/Voucher/Packing Slip:** 8546541

**Received Date:** 2013 - April (1)

**Received Date:** 2013 - May (2)

Receipts will group by month/year for easier viewing.
If you try and enter a receipt in which you are the initiator 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”.

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>Qty</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>1.0</td>
<td>Each</td>
<td>81102300</td>
<td>$12000.00</td>
</tr>
</tbody>
</table>

Services for training on new software

**Receiving Info:**

Total Remaining: $6249.50

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.

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>Qty</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1.0</td>
<td>Each</td>
<td>81102300</td>
<td>$12000.00</td>
<td>$12000.00</td>
</tr>
</tbody>
</table>

Services for training on new software

**Receiving Info:**

Total Remaining: $5994.50

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:

<table>
<thead>
<tr>
<th>#</th>
<th>Act</th>
<th>Qty</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>X</td>
<td>1.0</td>
<td>Each</td>
<td>42299000</td>
<td>$-500.00</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Act</th>
<th>File Name</th>
<th>File Type</th>
<th>Attach Date</th>
<th>Attachment Type</th>
<th>Send to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>liuowaDoc.docx</td>
<td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td>
<td>06/16/2011 10:59AM</td>
<td>Packing List</td>
<td>No</td>
</tr>
</tbody>
</table>

**AP-PO Voucher Email**

When the voucher is created for payment, the Requester/Initiator will receive an 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:

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Vchr Gross Amt</th>
<th>PO</th>
<th>Recv Req</th>
<th>PO Receipt Status</th>
<th>Invoice</th>
<th>Vendor</th>
<th>Sch. Pay Date</th>
<th>View voucher</th>
<th>View PReq</th>
</tr>
</thead>
<tbody>
<tr>
<td>81087439</td>
<td>624.000</td>
<td>1000820298</td>
<td>Y</td>
<td>PO Partially Received</td>
<td>L202140</td>
<td>Sedona Staffing Services</td>
<td>12/17/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

050-05-0310-00000-50649100-6203-000-00000-60-00000

View ALL vouchers | View ALL scanned invoices
```

The hyperlink “View voucher” will take you directly to an online 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 Req**, and **PO Receipt** fields.

```
View ALL vouchers | View ALL scanned invoices
```
The Receiver clicks on **View PReq** (may need to sign into PReqs).

![Invoice Table]

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

**Workflow History**

**Workflow Information:**

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Approved</th>
<th>Approver</th>
<th>Title</th>
<th>Approval</th>
<th>Routing</th>
<th>Stat</th>
<th>Comments</th>
<th>COI</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>11/17/2010</td>
<td>JENNIFER JARK</td>
<td>Purchasing Agent IV</td>
<td>Permitted</td>
<td>//PRC1</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/17/2010</td>
<td>CHANDRA WOINO</td>
<td>Purchasing Agent 1</td>
<td>Required</td>
<td>//PRC27</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>11/17/2010</td>
<td>JULIE BERGEON</td>
<td>Program Associate 1</td>
<td>Permitted</td>
<td>05/0310/PReqs_test1</td>
<td>Y</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>initiator</td>
<td>LINDA CREED</td>
<td>Required</td>
<td></td>
<td>/ /</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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(s) for a valid business purpose; for the University’s benefit, and not for the personal benefit of any person.

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

![Workflow Steps]

**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 PeopleSoft.

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”.

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.
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.

## AP/PO PeopleSoft Web Applications

- **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 the application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.
- **Purchase Order Report**: Use the application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.
- **Receipt Status**: Use the application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PR#.

Click on Receipt Status and enter your criteria.

A list displays:

## Receipt details for Purchase Orders by Receiver ceider

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Receiver HawkID</th>
<th>PO#</th>
<th>PO# Date</th>
<th>PO# Status</th>
<th>PO# Received Date</th>
<th>PO# Amount Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMPLESBY</td>
<td></td>
<td></td>
<td>01234567</td>
<td>01/01/2023</td>
<td>01/01/2023</td>
<td></td>
</tr>
<tr>
<td>HUMPLESBY</td>
<td></td>
<td></td>
<td>01234567</td>
<td>01/01/2023</td>
<td>01/01/2023</td>
<td></td>
</tr>
<tr>
<td>HUMPLESBY</td>
<td></td>
<td></td>
<td>01234567</td>
<td>01/01/2023</td>
<td>01/01/2023</td>
<td></td>
</tr>
</tbody>
</table>