SOP #: 4.2.3.6	Area: Procurement/Payables
Title: Managing Desktop Receiving	Effective Date: 11-18-2020
Version #: 3.0	Revision Date: 11-18-2020
Approval Date: 11-18-2020 slp0292	Review Date: 11-18-2020

Managing Desktop Receiving

Desktop Receiving functionality is a formal method for documenting acceptance of goods/services from Suppliers directly at the user's desktop through Managed Requisitions.

Desktop Receiving functionality replaces the necessity to email the Department for invoice payment approval and allows Accounts Payables to efficiently process payment to the supplier through PeopleSoft's three-way matching processes.

Before acknowledging receipt of goods/services, the user should complete a review of the services provided, items in shipment, contents of Packing Slip accompanying the shipment or contents of the Shopping Cart and orders that originated the Purchase.

When Desktop Receiving should NOT be used:

- Goods have NOT been received in the Department
- Goods classified as Capital or Controlled Assets. Such items include but are not limited to: desktops, laptops, vehicles or televisions. Controlled and capital assets are flagged for inspection to ensure they are tagged and tracked by Asset Management.

NOTE: A user can only receive items they created. If the user who created the Requisition is not available to create a receiver, contact campus Property/Asset Management.

Please submit receiving requests (i.e. Capital or Controlled Items received in the Department) to campus Asset Management mailbox along with the shipment's packing list and PO number.

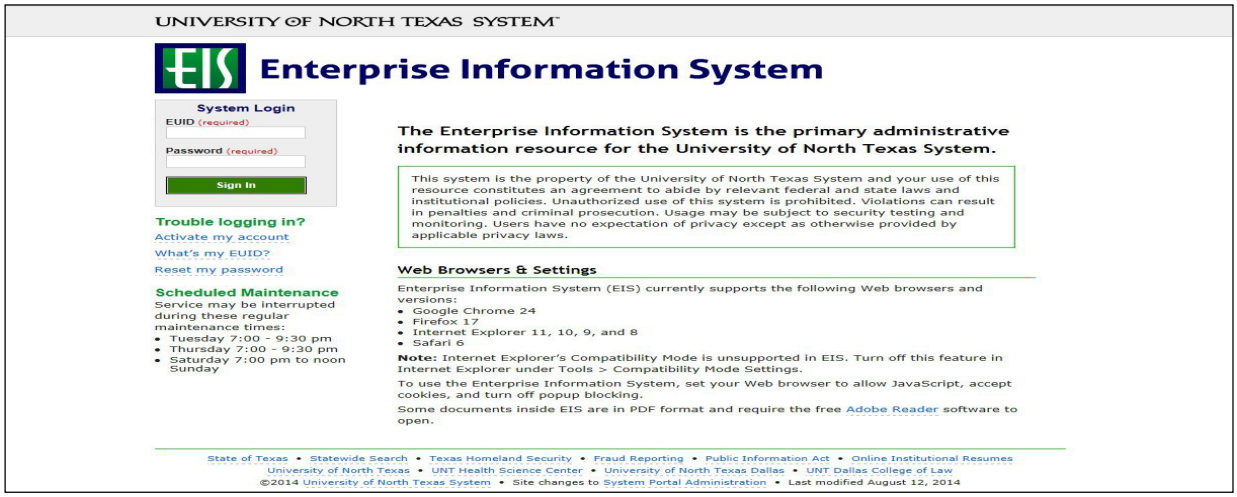
- UNT - *Asset.management@unt.edu*
- HSC - *Property@unthsc.edu*
- UNTD - *UNTDreceiving@untdallas.edu*

Helpful links:

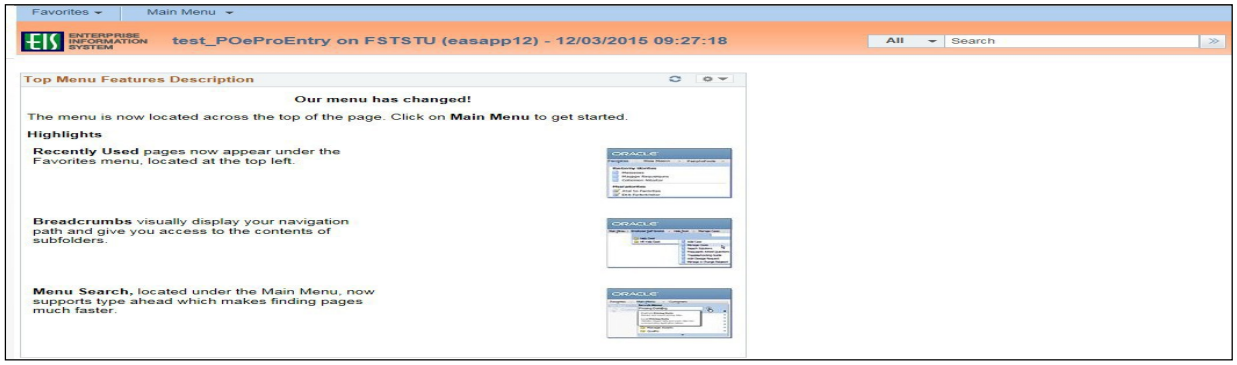
- Asset Classifications - Controlled vs. Capitalized
  - *https://assetmanagement.unt.edu/asset-classification*
- Procurement item types and corresponding D-Level Accounts and 5-digit accounts
  - *https://assetmanagement.unt.edu/category-codes*

Desktop Receiving Procedure:

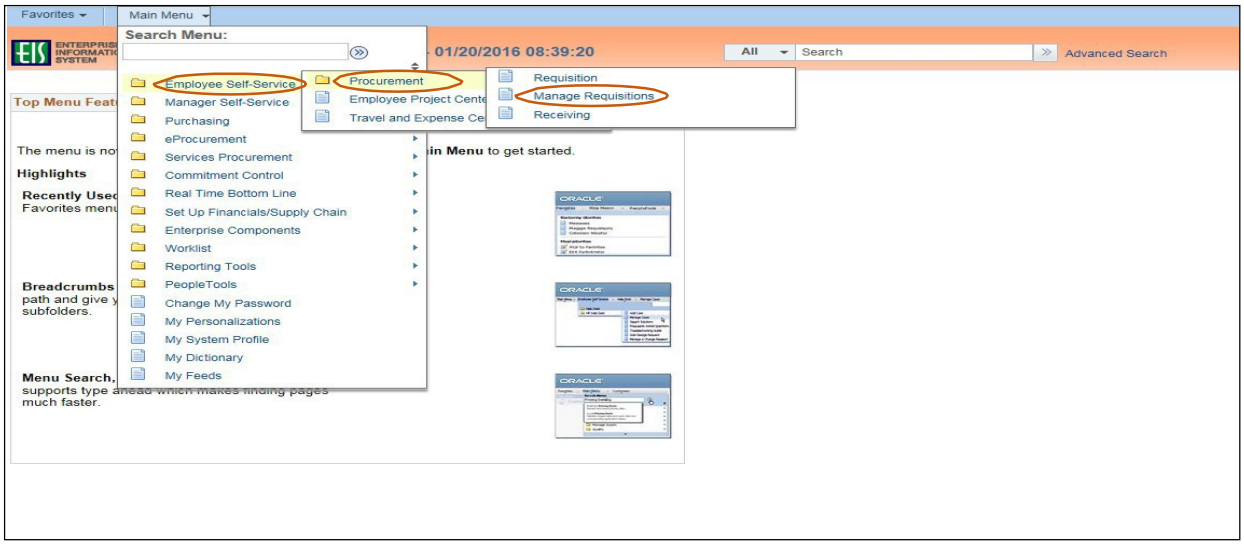
1. Enter **EUID** and **Password**
2. Select: **Sign In**



3. Select: **Main Menu**

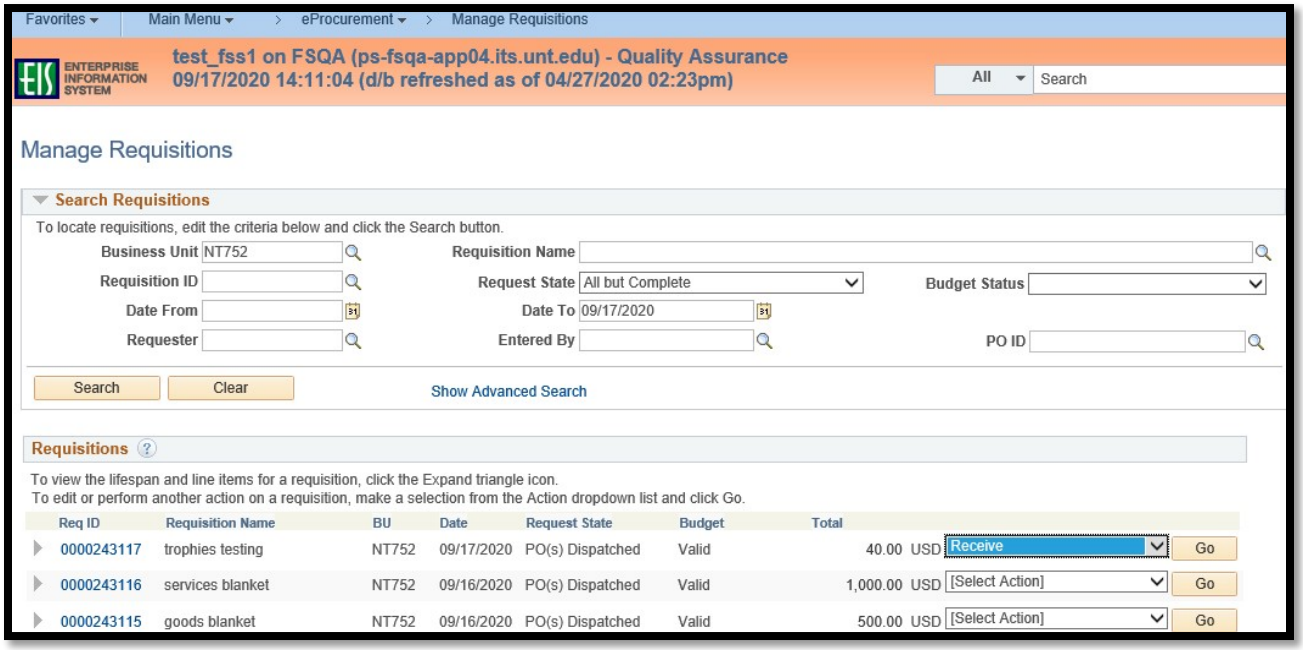


4. Navigate to **Manage Requisitions** by selecting *Employee Self-Service>Procurement> Manage Requisitions*



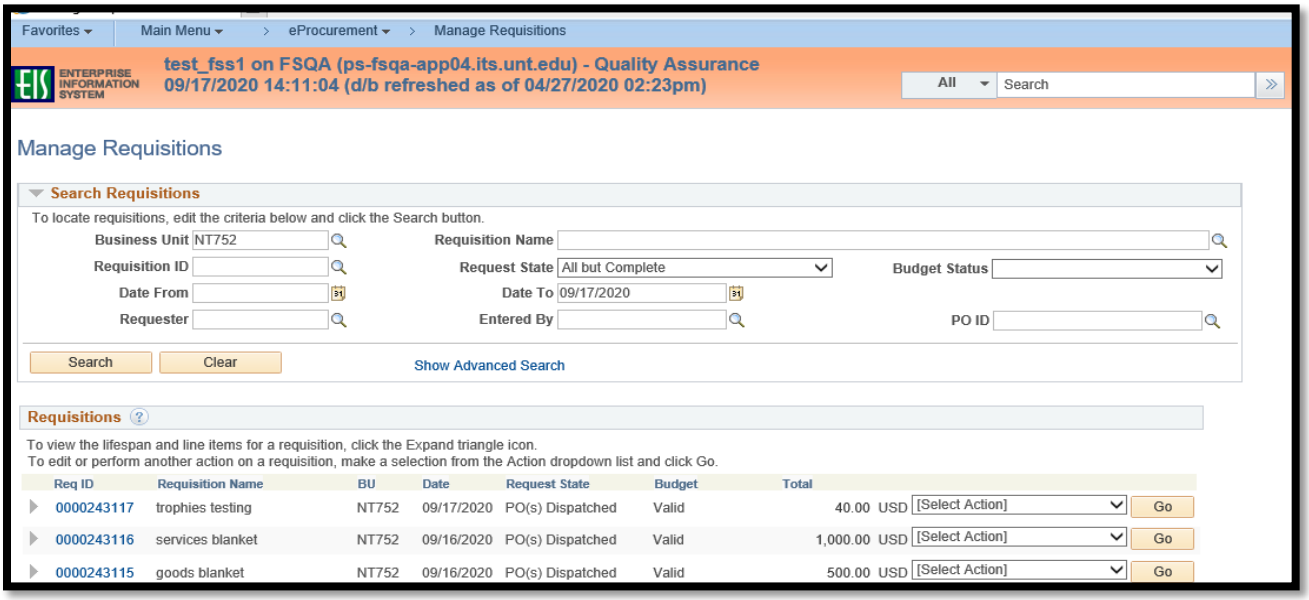
5. Select **PO(s) Dispatched** from the **Request State** dropdown menu

   NOTE: Leave the **Date From** fields blank to expand your search.



You should only be able to receive via Desktop Receiving, if the status of the purchase order is PO Dispatch, PO Partially Received or PO Partially Completed.

6. Select: **Search**



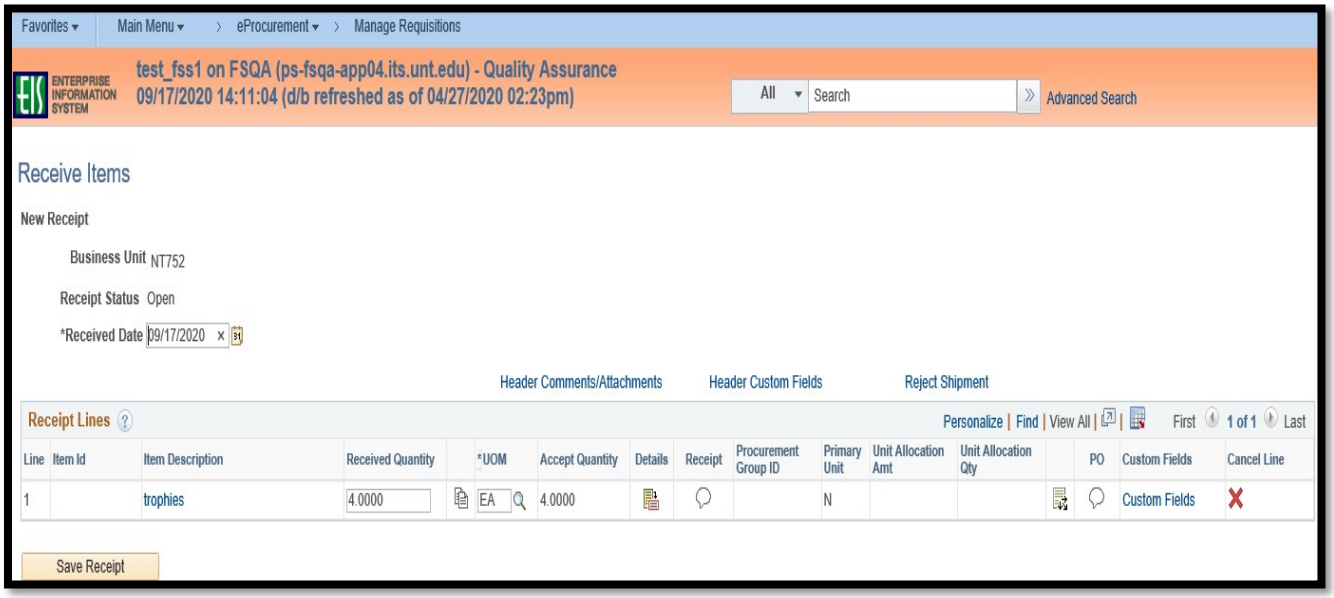
7. Review the list of requisitions to locate the appropriate record
8. Select: **Receive** from the requisitions associated dropdown menu
9. Select: **Go**

10. Check the appropriate boxes for the items you have received
    NOTE: To select the boxes of all of the listed items, click **Check All**

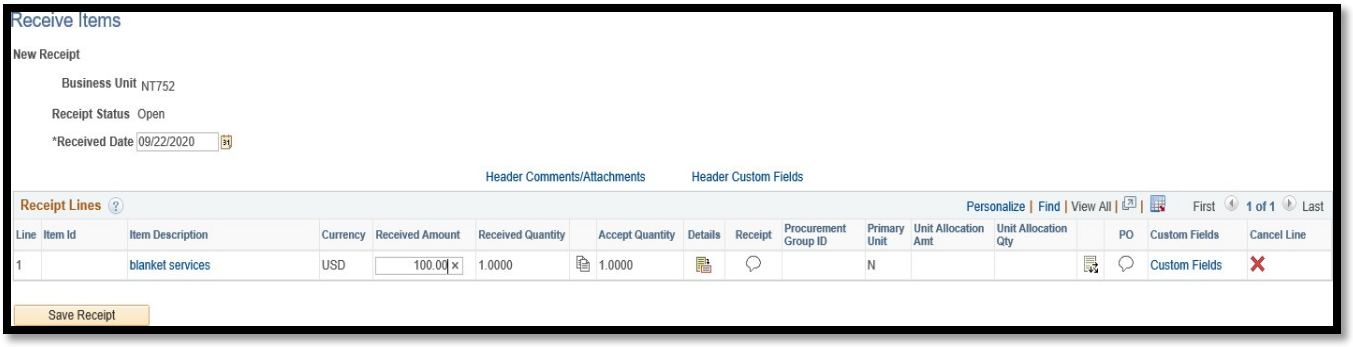
11. Select: **Receive Selected** and go to the Receive From
12. Enter the **Received Date** by clicking the calendar icon and selecting the items received date
13. Determine if you need to receive by **Quantity (13a) or Amount(13b)**

REMINDER: Do NOT complete a desktop receiver for Asset, Controlled or Capitalized items, Contact the campus Asset Manager

*13a. If receiving by quantity, enter the **quantity** of items received in **Received Quantity** field*

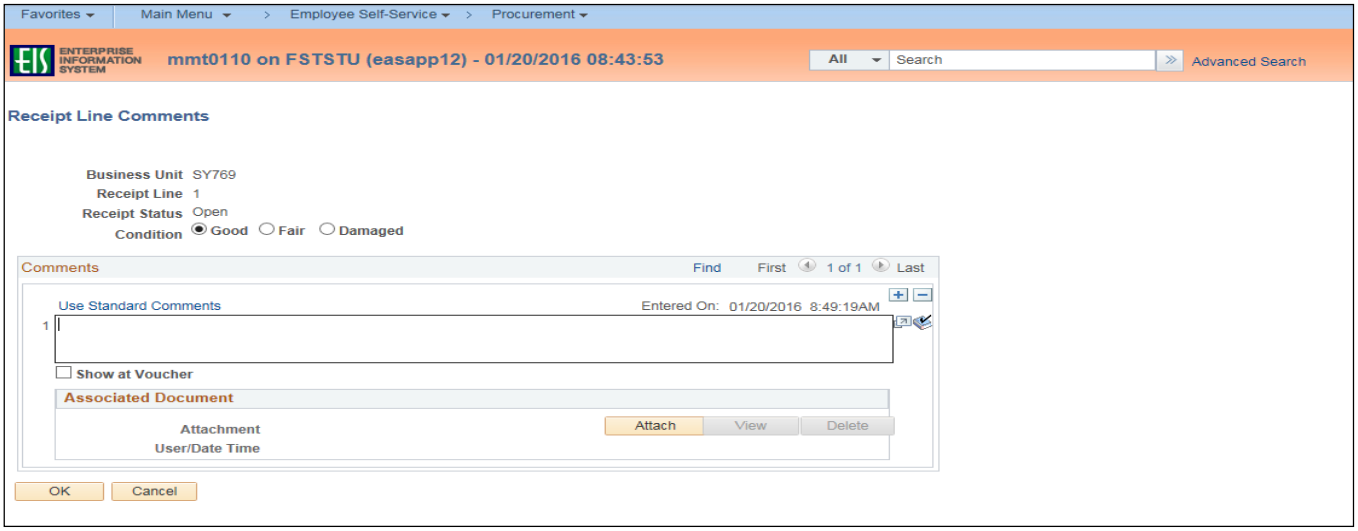


*13b. If receiving by **amount,** enter the **approved amount** the vendor is to be paid in **Received Amount** field*

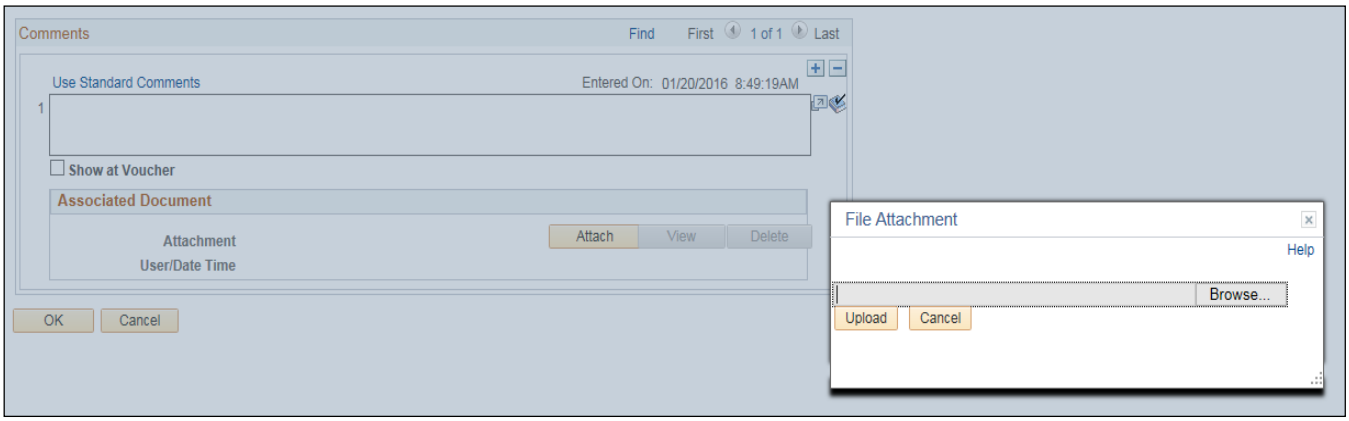


14. Select the Comment icon located under the Receipt header
15. Select: **Good**, **Fair**, or **Damaged** next to **Condition** based on the condition of the item received

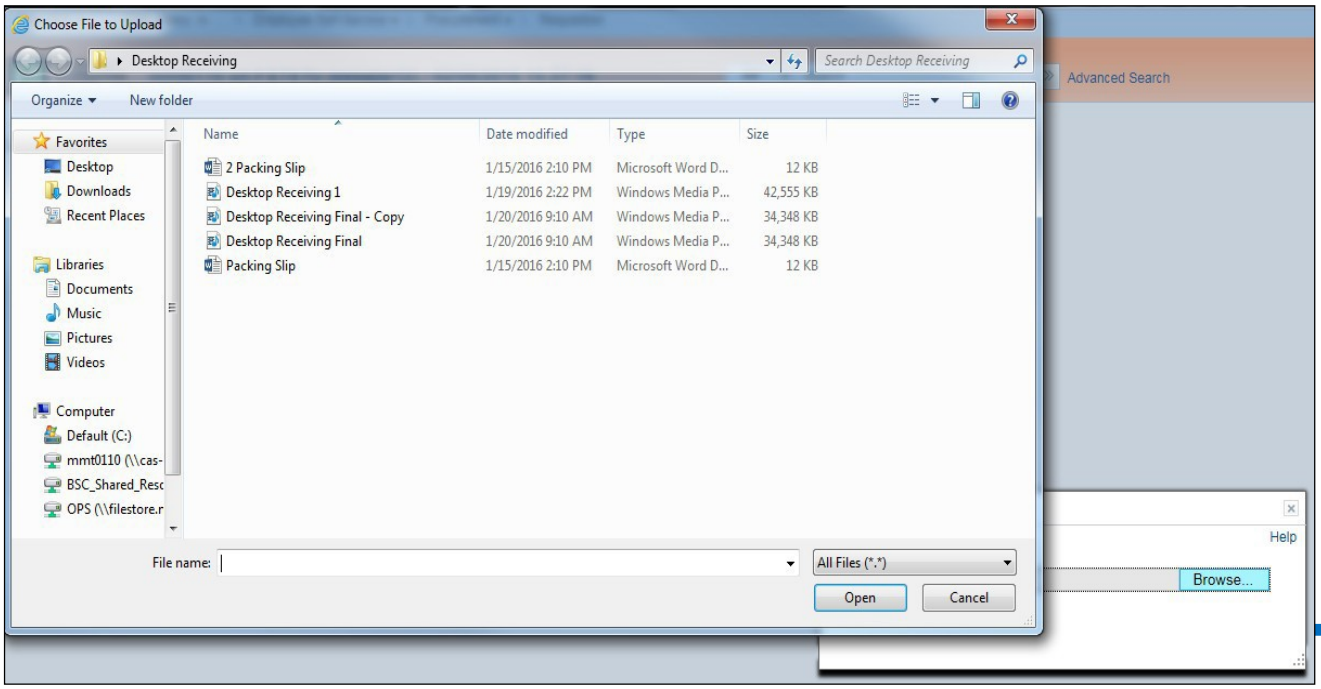
    NOTE: Contact the vendor if there are issues with the condition of the item(s)
16. Enter comments in the **Use Standard Comments** field, as needed



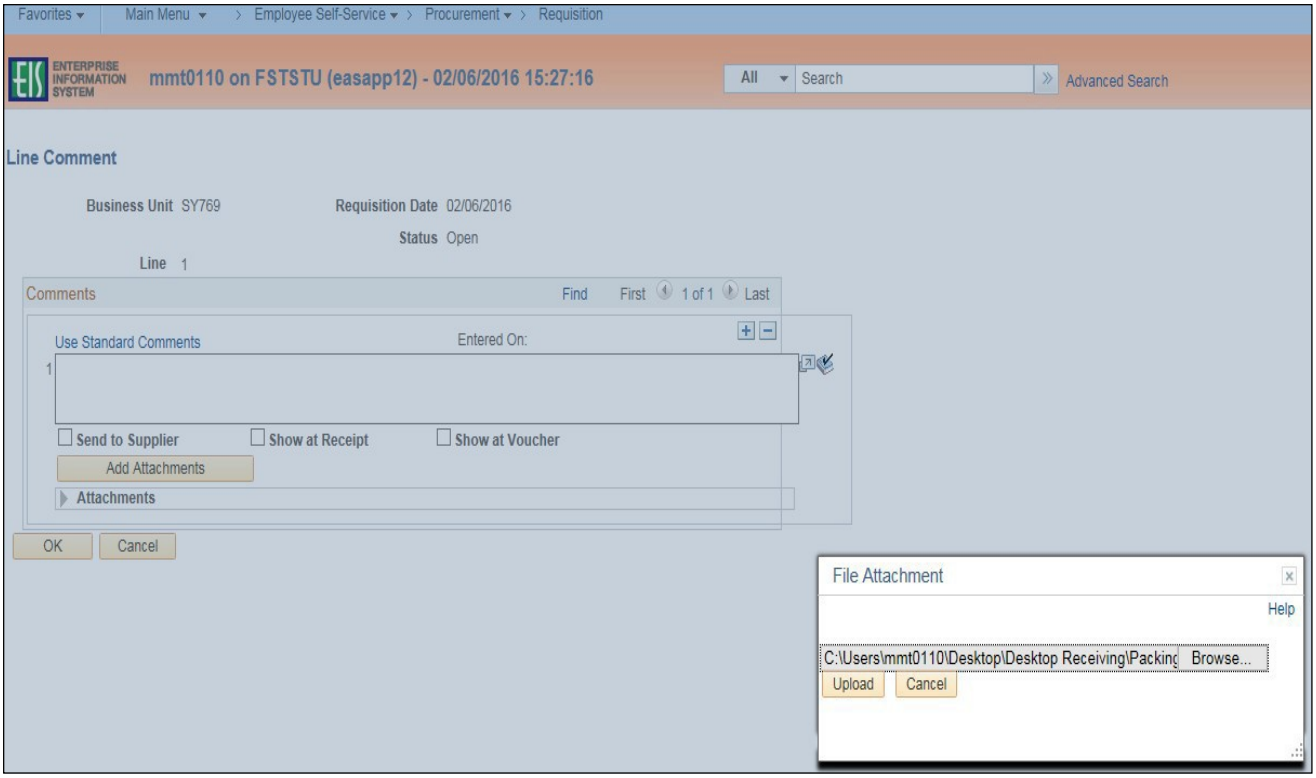
17. Select: **Attach** to attach associated documentation, such as a copy of the packing slip
18. Select: **Browse** in the **File Attachment** box



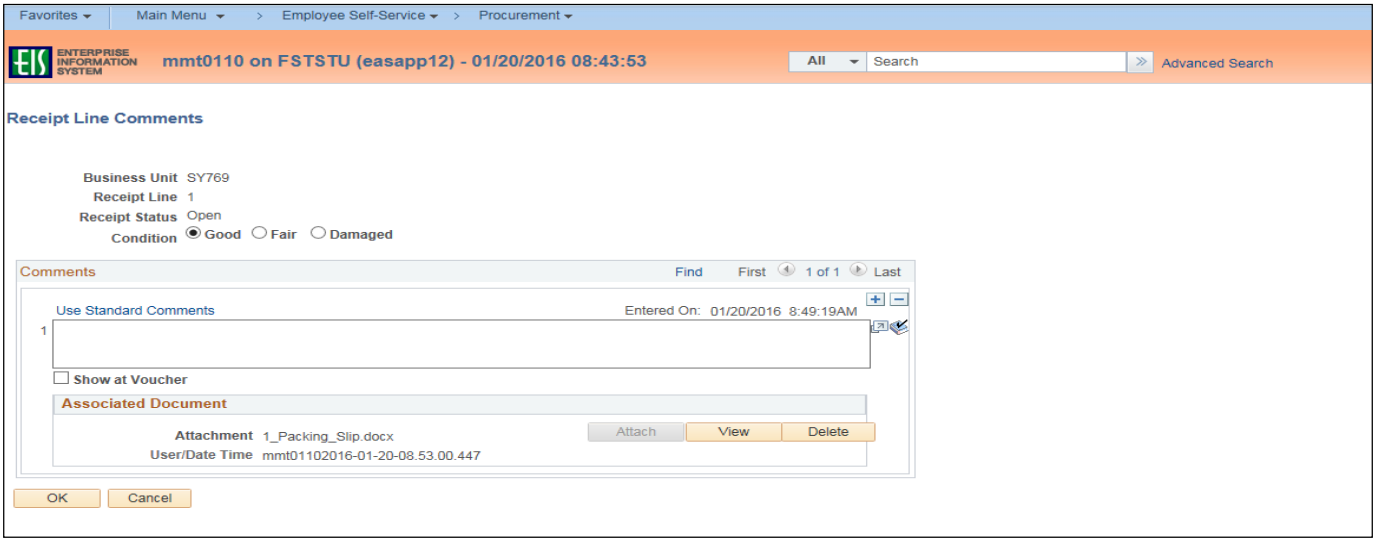
19. Select file to upload from browser window
20. Select: **Open**



21. Select: **Upload** in **File Attachment** box



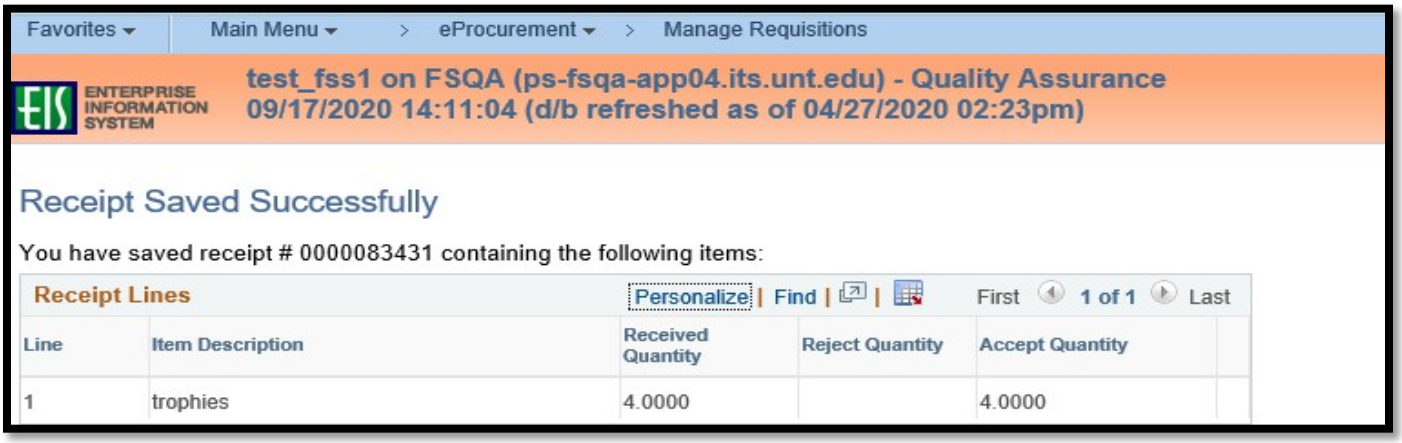
22. Confirm file was uploaded by verifying file is showing in the **Associated Document** section
23. Select: **OK**



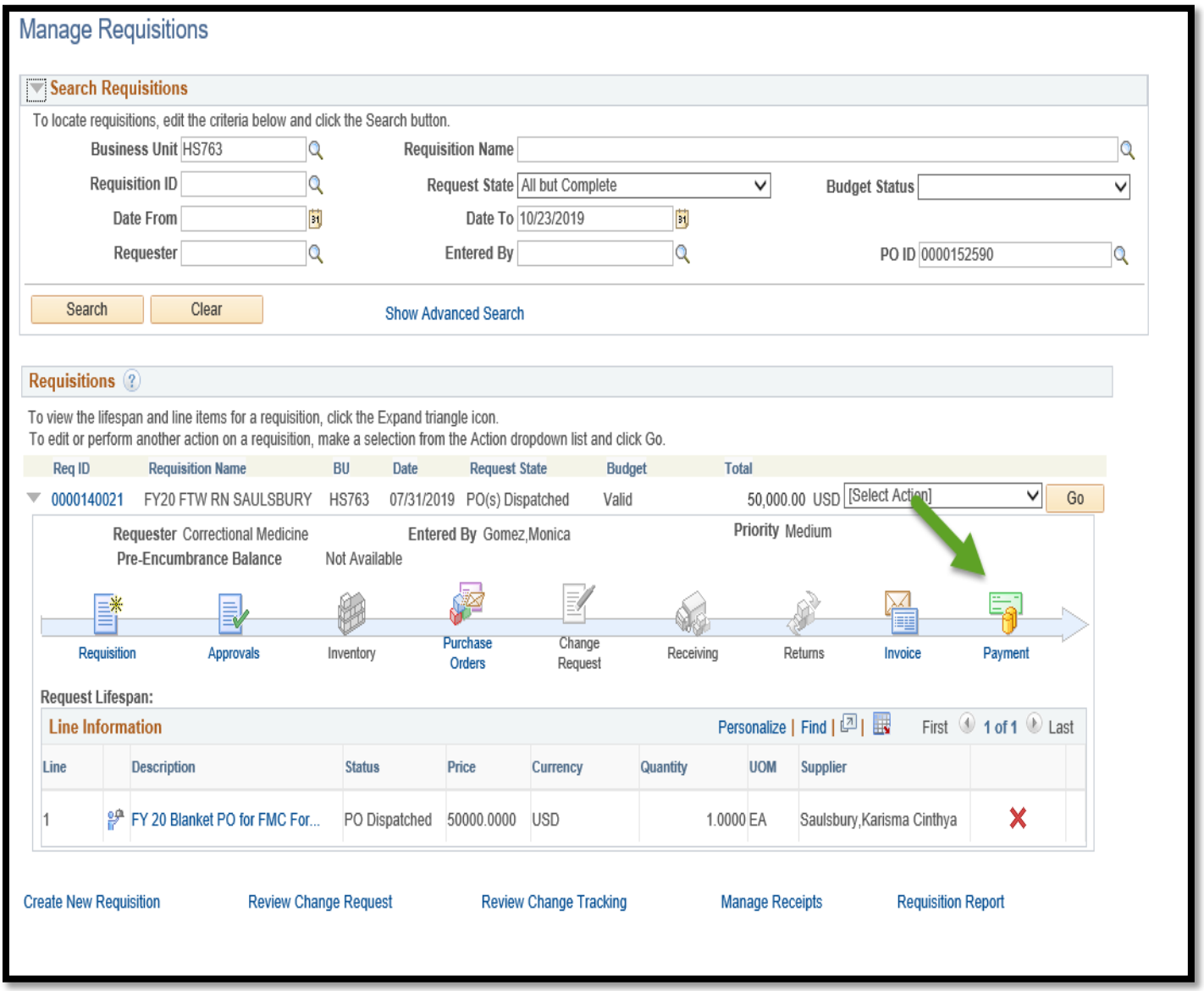
NOTE: Marks will appear on the **Comment** icon indicating either a note or file attachment has been added

24. Repeat steps 14-24 for each line item per Packing List
25. Select: **Save Receipt**

NOTE: The **Receipt Saved Successfully** screen will open once receipt has been completed successfully



Managed Requisitions can also be used to view the workflow statuses of the Requisition/Purchase Order through to Supplier Payment

Once a workflow icon changes from black/white to colored (like the invoice icon in the example below) a hyperlink is active and the information can be viewed by selecting the icon.

In this example, the Supplier payment has been issued to the Supplier and the payment information can be viewed by selecting the Payment icon. Payment icon is colored indicating that the hyperlink is active and will take the user directly to the invoice payment information.