

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.

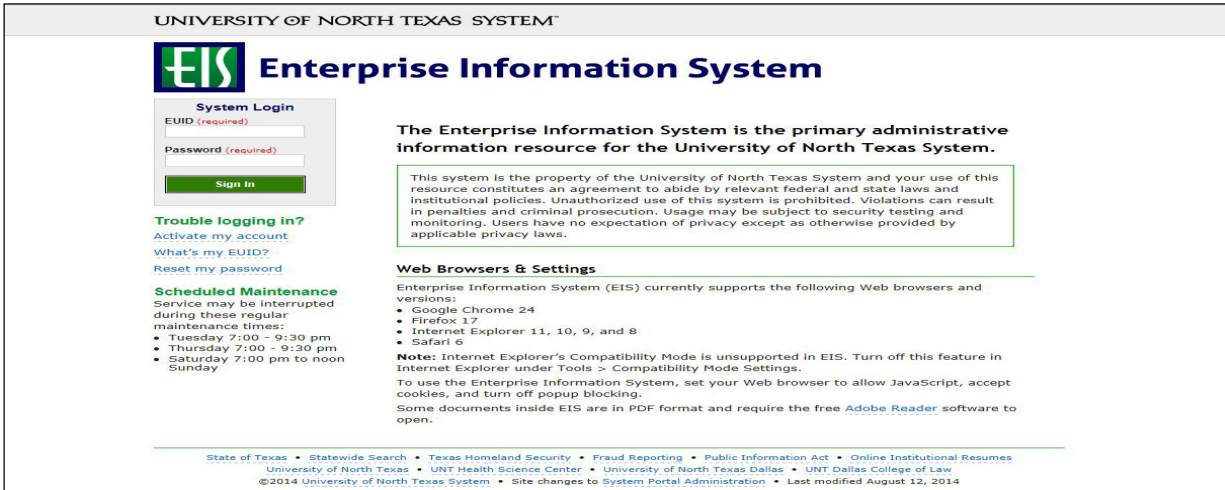
- UNT - Asset.management@unt.edu
- HSC - Property@unthsc.edu
- UNTD - UNTdreceiving@untdallas.edu

Helpful links:

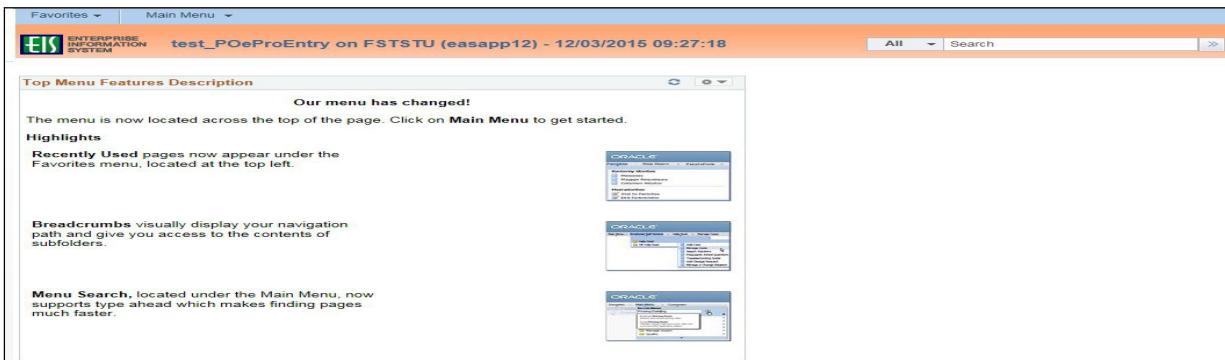
- Asset Classifications - Controlled vs. Capitalized
 - <https://assetmanagement.unt.edu/asset-classification>
- Procurement item types and corresponding D-Level Accounts and 5-digit accounts
 - <https://assetmanagement.unt.edu/category-codes>

Desktop Receiving Procedure:

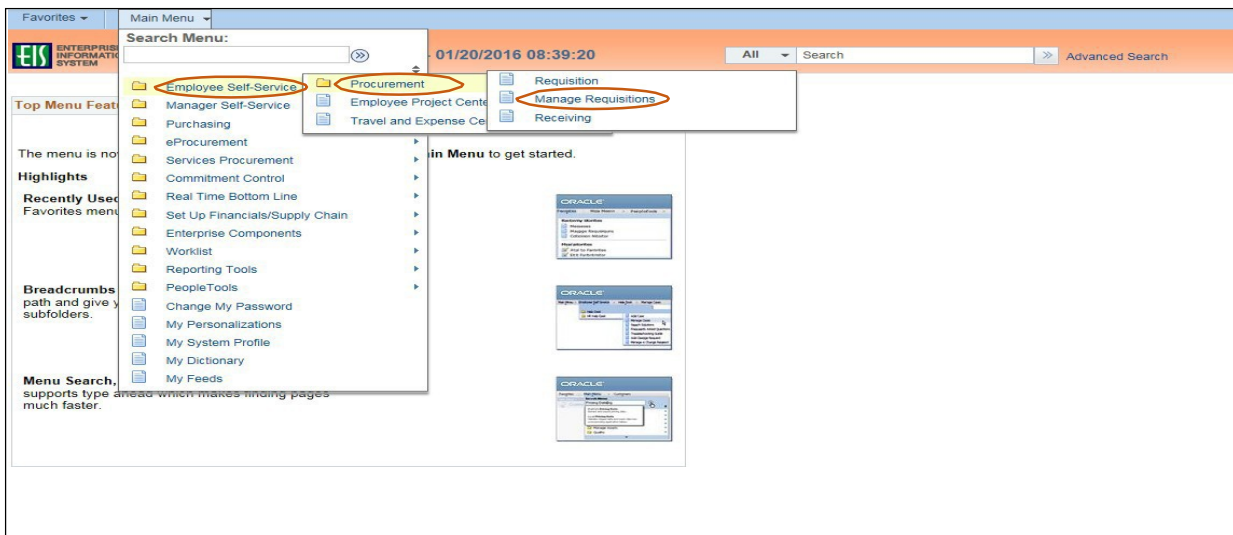
1. Enter **EUID** and **Password**
2. Select: **Sign In**



3. Select: **Main Menu**



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



- Select **PO(s) Dispatched** from the **Request State** dropdown menu
NOTE: Leave the **Date From** fields blank to expand your search.

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 09/17/2020 14:11:04 (d/b refreshed as of 04/27/2020 02:23pm)

Manage Requisitions

Search Requisitions

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

Business Unit: NT752 Requisition Name: _____
 Requisition ID: _____ Request State: All but Complete Budget Status: _____
 Date From: _____ Date To: 09/17/2020 PO ID: _____
 Requester: _____ Entered By: _____

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		
▶ 0000243117	trophies testing	NT752	09/17/2020	PO(s) Dispatched	Valid	40.00 USD	Receive	Go
▶ 0000243116	services blanket	NT752	09/16/2020	PO(s) Dispatched	Valid	1,000.00 USD	[Select Action]	Go
▶ 0000243115	goods blanket	NT752	09/16/2020	PO(s) Dispatched	Valid	500.00 USD	[Select Action]	Go

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.

- Select: **Search**

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Manage Requisitions

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Requisitions

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 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		
▶ 0000243117	trophies testing	NT752	09/17/2020	PO(s) Dispatched	Valid	40.00 USD	[Select Action]	Go
▶ 0000243116	services blanket	NT752	09/16/2020	PO(s) Dispatched	Valid	1,000.00 USD	[Select Action]	Go
▶ 0000243115	goods blanket	NT752	09/16/2020	PO(s) Dispatched	Valid	500.00 USD	[Select Action]	Go

- Review the list of requisitions to locate the appropriate record
- Select: **Receive** from the requisitions associated dropdown menu
- Select: **Go**

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

Receive Items

You have 1 line open for receiving for requisition trophies testing

Receive Selected and go to the Receive Form.

Requisition Lines to Receive

Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
<input checked="" type="checkbox"/>	NT752	trophies testing	trophies	4	0	EA	USB 135		Office of the President	DENTONTROP-001	

Check All Clear All

- Select: **Receive Selected** and go to the Receive From
- Enter the **Received Date** by clicking the calendar icon and selecting the items received date
- 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

Receive Items

New Receipt

Business Unit NT752

Receipt Status Open

*Received Date 09/17/2020

Header Comments/Attachments Header Custom Fields Reject Shipment

Receipt Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		trophies	4.0000	EA	4.0000				N				Custom Fields	X

Save Receipt

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

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		blanket services	USD	100.00	1.0000	1.0000				N				Custom Fields	X

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

Business Unit SY769
Receipt Line 1
Receipt Status Open
Condition Good Fair Damaged

Comments
Find First 1 of 1 Last

Use Standard Comments Entered On: 01/20/2016 8:49:19AM

Show at Voucher

Associated Document

Attachment User/Date Time Attach View Delete

OK Cancel

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

Comments
Find First 1 of 1 Last

Use Standard Comments Entered On: 01/20/2016 8:49:19AM

Show at Voucher

Associated Document

Attachment User/Date Time Attach View Delete

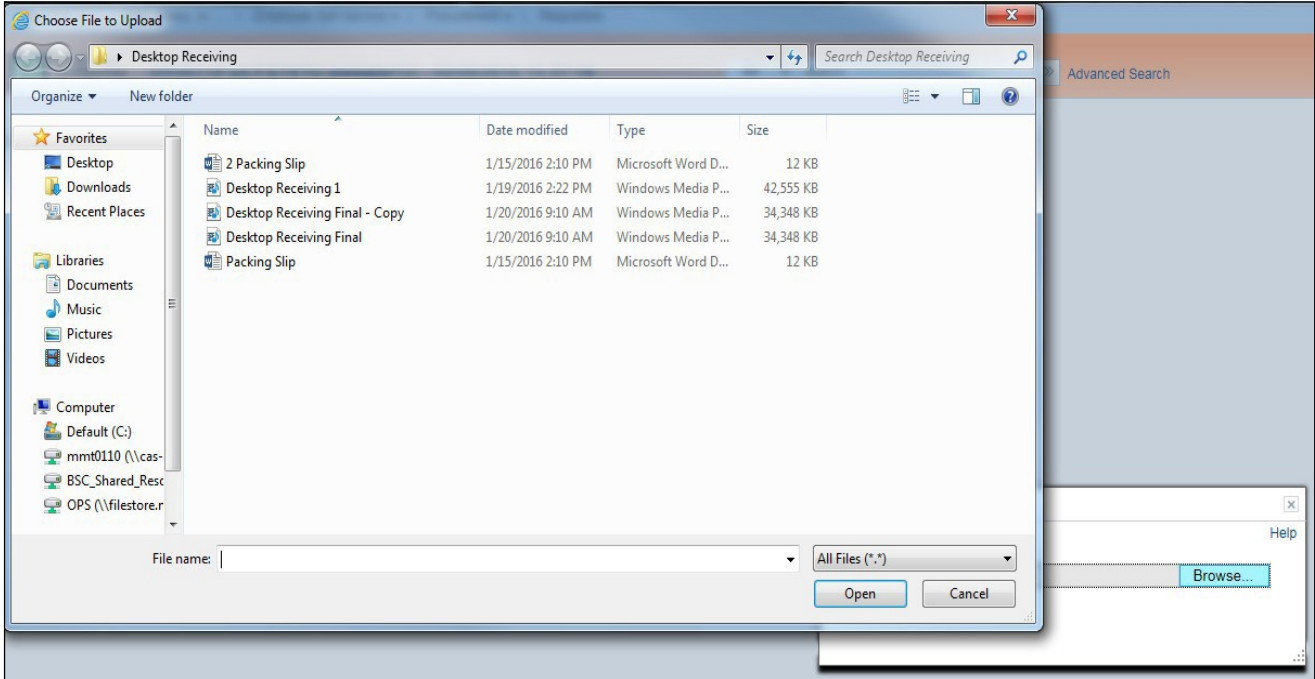
OK Cancel

File Attachment Help

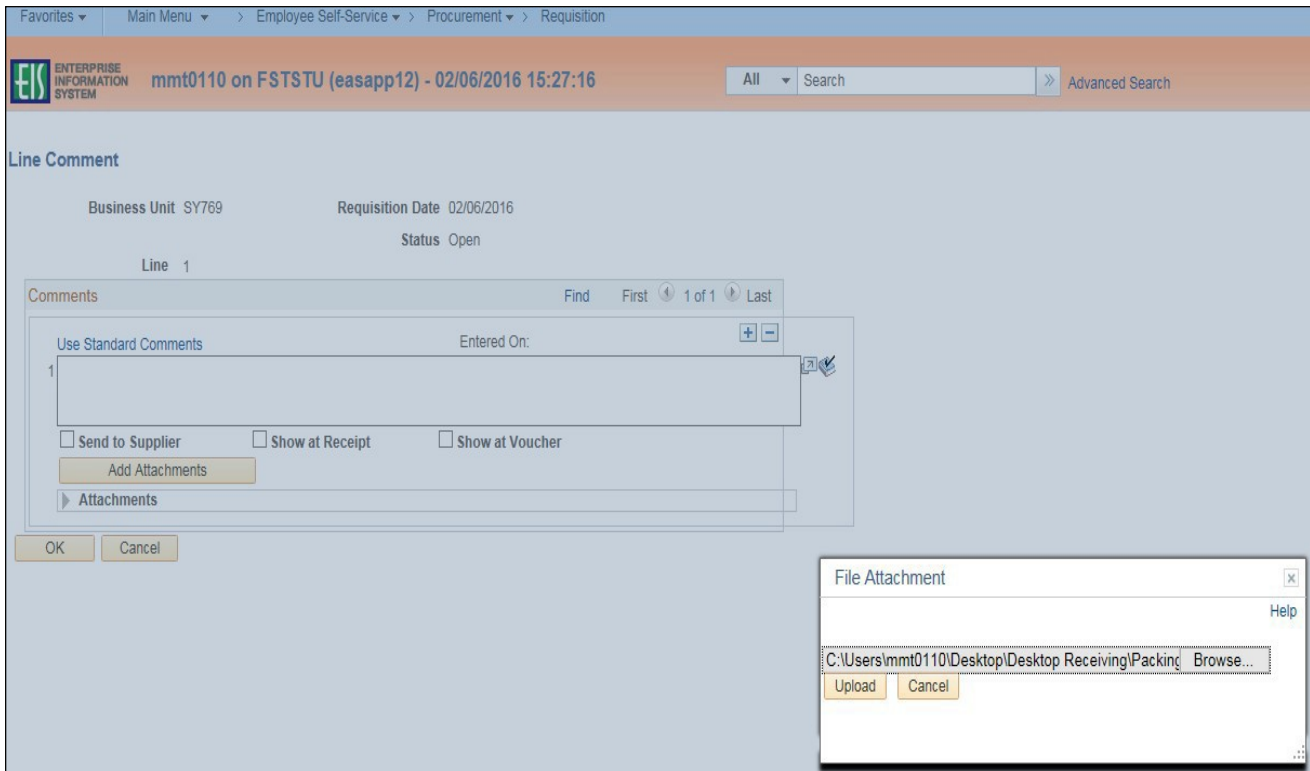
Browse...

Upload Cancel

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**

Business Unit SY769
 Receipt Line 1
 Receipt Status Open
 Condition Good Fair Damaged

Comments Find First 1 of 1 Last

1 Use Standard Comments Entered On: 01/20/2016 8:49:19AM

Show at Voucher

Associated Document

Attachment 1_Packing_Slip.docx Attach View Delete

User/Date Time mmt01102016-01-20-08.53.00.447

OK Cancel

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

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Receipt Saved Successfully

You have saved receipt # 0000083431 containing the following items:

Receipt Lines				
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	trophies	4.0000		4.0000

Receipt Saved Successfully

You have saved receipt # 0000083432 containing the following items:

Receipt Lines					
Line	Item Description	Received Amount	Received Quantity	Reject Quantity	Accept Quantity
1	blanket services	100.0000	1.0000		1.0000

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.

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	
0000140021	FY20 FTW RN SAULSBURY	HS763	07/31/2019	PO(s) Dispatched	Valid	50,000.00 USD	[Select Action] <input type="button" value="Go"/>

Requester Correctional Medicine Entered By Gomez,Monica Priority Medium
Pre-Encumbrance Balance Not Available

Request Lifespan:

Line Information Personalize | Find | First 1 of 1 Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	FY 20 Blanket PO for FMC For...	PO Dispatched	50000.0000	USD		1.0000 EA	Saulsbury,Karisma Cinthya X

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