

Manage Purchase Order Receipts

The receiving clerk at each site should use this screen to enter receipt information about items received against an existing purchase order (PO). The Buyers will send POs to each Ship ID delivery location when the POs are placed, but please contact the Buyers with any questions about deliveries that can't be easily identified with those POs. The procedure below represents a typical receipt without any rejections.

Materials→Receiving→Receiving→Manage Purchase Order Receipts

1. If this is an inventory receipt, select a warehouse (GBW or SOW). If this is a receipt for a subcontract PO, leave the warehouse field blank. For any other type of receipt, select OTH.
2. The PO Receipt ID field will be auto-populated after the receipt is saved, so leave it blank for now.
3. Select the transaction date. This transaction can be back-dated if required.
4. Select the traveler type, or leave as is. This determines the format for the traveler report that may be printed after the receipt is saved. The choices are By Receipt or By Line.
5. If the receiver is setup as an employee, Material Handler will fill in automatically. If not, select a material handler from the look-up. This is to identify who entered the receipt, not necessarily who reviews and accepts the received quantities.
6. Enter the purchase order number – purchase order lines to be received must be in Open status.
7. Enter a packing slip number, if required.
8. Click the **Autoload** button to load all of the purchase order lines, or at the line level, click **New** to add a PO line manually.

9. Enter the quantity received in the Received Qty field
10. Enter the quantity accepted in the Accepted Qty field.
11. Click Attach to attach any documentation acquired as the basis of your acceptance of the receipt, such as the email approval from the end user or a scan of a signed Purchase Order or other acceptance document, plus any other relevant documentation such as a packing slip. Each document to be attached in Costpoint should have its own unique file name. It should be named:

<your initials>.<MM-DD-YY>.<description>.<file type>

If you get an error message, DO NOT OVERRIDE the document. Instead, rename and attach with a new name.

12. Click  to save the record.
13. Click  to exit.

Manage Purchase Order Receipts (with Rejections)

Quantities may be rejected at the time of receipt. The following procedure details the process for rejecting items.

Receipt Details Tab

1. Enter the received quantity in the Received Qty field.
2. Enter the quantity accepted in the Accepted Qty field.

Rejections Tab

PO Receipt Lines



PO Ln * 1 Item GOODS safety masks
Receipt Ln 1 Part Security N/A Part Status Delivery Schedule Exists

Receipt Details **Rejections** PO Line Details PO Line Notes

Rejected Qty (PO U/M) 75
Rejected Qty (Inv U/M) 0
Rejection Location
Rejected Amt 375.00

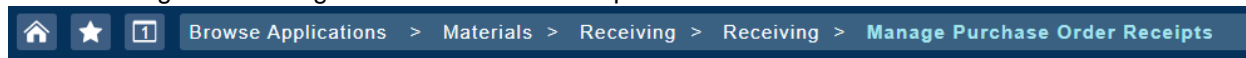
Rejection Reason
Disposition RTV
Order/Payment Disposition Repair/Replace
RMA Number

PO Line Documents PO Line Accounts Serial/Lot Info Fixed Assets Part Documents Back Orders Delivery Schedule PO Reservations

1. Enter the quantity rejected in the Rejected Qty field.
2. Select a Rejection Reason
3. Select a Disposition. The options are:
 - RTV – Return to Vendor
 - Use As-Is
 - On-Hold – rejected items are placed on hold in an on hold-type location.
 - Scrap – Rejected items are destroyed. Inventory parts are removed from inventory.
 - Rework – Rejected items are repaired/modified on-site to correct the problem. Inventory parts remain in inventory.
4. Select an Order/Payment disposition – the options are:
 - Credit Due – The vendor credits the amount owed by the rejected amount.
 - Pay – the company pays for the items anyway.
 - Repair/Replace – the vendor repairs or replaces the item. The purchase order line remains open, pending eventual receipt of the replacement item.
5. Click  to save the record.
6. Click  to close.

How to Reverse Purchase Order Receipts

1. Navigate to Manage Purchase Order Receipts.



2. Query the PO Receipt ID that you are looking to reverse.

Browse Applications > Materials > Receiving > Receiving > Manage Purchase Order Receipts

New Copy Delete Attach 13 of 13 Existing Table Query

Identification
Warehouse PO Receipt ID PO30019 Date* 01/29/2024 Traveler* By Line Material Handler* 487

PO Information
PO* PO30019 Rise 0 Change PO 0 Type Purchase Order Trans Currency USD Vendor PEI Genesis Inc
Buyer 00007 Hamika, Jason Organization A.OP.SC

Receiving Information
Packing Slip No PO30019 Default Receiving Location
Offsite Receiver Default Rejection Location

Notes

Total Received Amt 366.43 Save Receipt Lines with Zero Received Qty/Amt **Autoload**

PO Ln* 1 Item DR50300000 M85049/49-2S8W
Receipt Ln 1 Delivery Schedule Exists

Receipt Details	Rejections	PO Line Details	Locations	Quantities (Inventory U/M)
Quantities (PO U/M)				
PO U/M	EA		Receipt Location	Inv U/M
Received Qty	3		Acceptance Location	Received Qty
Accepted Qty	3			Accepted Qty
Order Qty	3		Amounts	Open Qty
Total PO Line Recvd Qty	3		Received Amt	38.40
Open Qty	0		Accepted Amt	38.40
			Open Amt	0.00
			Inv Abbrev	
			Warehouse	

Auto-Receive
Auto-Accept

PO Line Documents PO Line Accounts Serial/Lot Info Fixed Assets Part Documents Back Orders Delivery Schedule

3. Select the record you want to reverse and change the Received/Accepted Qty to the Order Qty (Example: I want to reverse line 1, so I will change the qty from 3 back to 0).

New Copy Delete 1 of 6 Existing Table Query

PO Ln* 1 Item DR50300000 M85049/49-2S8W
Receipt Ln 1 Delivery Schedule Exists

Receipt Details	Rejections	PO Line Details	Locations	Quantities (Inventory U/M)
Quantities (PO U/M)				
PO U/M	EA		Receipt Location	Inv U/M
Received Qty	0		Acceptance Location	Received Qty
Accepted Qty	0			Accepted Qty
Order Qty	3		Amounts	Open Qty
Total PO Line Recvd Qty	0		Received Amt	0.00
Open Qty	3		Accepted Amt	0.00
			Open Amt	38.40
			Inv Abbrev	
			Warehouse	

Auto-Receive
Auto-Accept

PO Line Documents PO Line Accounts Serial/Lot Info Fixed Assets Part Documents Back Orders Delivery Schedule

4. If you need to reverse the entire quantity and fully zero out a PO receipt, either:
 - a. Click "Save Receipt Lines with Zero Received Qty/Amt" before updating; or
 - b. Delete the entire Receipt
5. Finally, Save and Continue. The Quantity will return back to the PO and restart the process.