

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.

PO Receipt Lines

PO Ln: 1 Item: GOODS dog toys

Receipt Ln: 1 Part Security: N/A

Receipt Details | Rejections | PO Line Details | PO Line Notes

Quantities (PO U/M)		Locations		Quantities (Inventory U/M)	
PO U/M	EA	Receipt Location		Inv U/M	
Received Qty	50	Acceptance Location		Received Qty	
Accepted Qty	0	Amounts		Accepted Qty	
Order Qty	100	Received Amt	1,000.00	Open Qty	
Total PO Line Recvd Qty	100	Accepted Amt	0.00	Inv Abbrev	
Open Qty	0	Open Amt	0.00	Warehouse	

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

- Enter the quantity received in the Received Qty field
- If the item received does not require QC inspection, enter the quantity accepted in the Accepted Qty field. This step applies to Goods and Services, whereas Parts require the QC inspection process. 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 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.

- Click  to save the record.
- Click  to exit.

Manage Purchase Order Receipts (with Rejections)

For items that do not require QC inspection, quantities may be rejected at the time of receipt. The following procedure details the process for rejecting items.

PO Receipt Lines

PO Ln: 1 Item: 70000102 Paint Spray Can GLOSS CLEAR

Receipt Ln: 1 Part Security: Unrestricted

Part Status: Released

Receipt Details | Rejections | PO Line Details | PO Line Notes



Quantities (PO U/M)		Locations		Quantities (Inventory U/M)	
PO U/M	EA	Receipt Location	INCOMING	Inv U/M	EA
Received Qty	20	Acceptance Location		Received Qty	20
Accepted Qty	0	Amounts		Accepted Qty	
Order Qty	50	Received Amt	83.00	Open Qty	30
Total PO Line Recvd Qty	20	Accepted Amt	0.00	Inv Abbrev	GBRM
Open Qty	30	Open Amt	124.50	Warehouse	GBW

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

Receipt Details Tab

- Enter the received quantity in the Received Qty field.
- Enter the quantity accepted in the Accepted Qty field.




Rejections Tab

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.

Manage Quality Control Inspections

Use this screen to enter Quality Control (QC) inspection results for a purchase order receipt. For AUI/NRAO, QC inspections are required for any Parts receipts. After completing the receipt step, the PO receiver will need to communicate to the acceptance person that this step is ready. You can also enter quantities accepted and quantities placed in Material Review Board (MRB). There can be multiple rejections per receipt line, each with different reasons or dispositions. You must use this screen if the receipt line has not been fully accepted or rejected and the **QC Insp Req'd** field is **Y** (Yes) for the PO line. This screen updates purchase order and inventory information. Receipts and QC Inspections are not allowed for blanket and subcontract purchase orders.

To Accept all Items:

1. Enter the PO receipt ID from the original receipt transaction in the PO Receipt field.
2. The Insp Date can be back-dated if necessary
3. Click the  button to load all receipt lines.
4. In the Accepted Qty field, enter the accepted quantity. In this case, it is the same as the received quantity.
5. In the Inspected Qty field, enter the quantity actually inspected. This represents a sample of the received quantity. Filling in this field is optional.
6. Click  to save the record.
7. Click  to exit.

To Reject Items in QC Inspection:

Browse Applications > Materials > Receiving > Receiving > Manage Quality Control Inspections

Warehouse: FCWHSE Inspection ID: PO Receipt*: POR0000834 Insp Date*: 03/01/2022 Trans Currency: USD

PO Information: PO: N02P000004 Release: 0 Change Order: 0 Vendor: AJAX Buyer: NSBUYER02 Organization: 10.10.2.3 Subcontract:

Defaults: Inspector: MJ001 Rejection Location: HOLD MRB Location: MRB Insp Report ID:

Packing Slip: PS-9987 Autoload

Notes

PO Header Documents

PO Ln*: 1 Receipt Ln*: 1 Item: 401120-1 Transponder, Model 6159-1; Encryption technology - Restrictd

Part Security: Unrestricted Delivery Schedule Exists: Due Date: 03/01/2022

QC Inspection Details Rejections PO Line Details Inspection Line Notes

Inspection Report ID: Inspector: MJ001 Acceptance Quality Level:

Quantities (PO U/M): PO U/M: EA Received Qty: 2 Accepted Qty: 1 MRB Qty: 0 Inspected Qty: 2 Undispositioned Qty: 2

Quantities (Inventory U/M): Inventory U/M: EA Received Qty: 2 Accepted Qty: 1 MRB Qty: 0 Inspected Qty: 0 Undispositioned Qty: 2

Location Details: Incoming Inspection Location: RECEIVING Acceptance Location: STOCK MRB Location: Inspection Type: Inv Abbreviation: 10500R

Rejection Info Serial/Lot Info Fixed Assets Account Distribution PO Line Text PO Line Documents Part Documents Back Orders Delivery Schedule

1. In the Accepted Qty field, enter the actual quantity from the PO receipt that is to be accepted.
2. Enter the inspected quantity in the Inspected Qty field.
3. Click the Rejection Info sub task to enter the rejection information for the rejected quantity.





Rejection Info New Copy Delete Form Query

Inspection ID: PO Receipt: POR0000834 PO: N02P000004 Release: 0 Trans Currency: USD

PO Line: 1 Receipt Line: 1 Item: 401120-1 Description: Transponder, Model 6159-1; Encryption technology - Restrictd

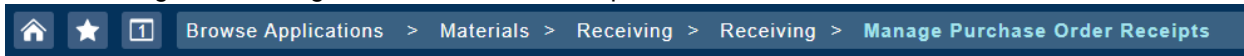
Rejection Reason	Disposition *	Order/Pmt Disposition *	Location	Scrap Reason	Rejected Qty (Inventory U/M)
1	Return to Vendo	Repair/Replac			1

Close

4. Click  to add a new line to the Rejection Info sub task.
5. Enter the rejected quantity in the Rejected Qty (PO U/M) field.
6. Select a valid rejection reason code.
7. Select one of the following dispositions:
 - Return to Vendor
 - Hold
 - Scrap
 - Use As-Is
 - Rework
8. If Return to Vendor was selected in the Disposition field, select a Order/Pmt Disposition. The options are:
 - Repair/Replace
 - Credit Due
 - Pay Anyway
9. If a disposition of Scrap was selected, enter a scrap reason code.
10. Click  to close this sub task.
11. Click  to save the record.
12. Click  to exit the application.

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		Amounts	Accepted Qty
Order Qty	3		Received Amt	0.00
Total PO Line Recvd Qty	0		Accepted Amt	0.00
Open Qty	3		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
 - b. Delete the entire Receipt
5. Finally, Save and Continue. The Quantity will return back to the PO and restart the process.
6. For QC Inspections, the Acceptance Quantity must be changed and saved in Manage Quality Control Inspections before the Received Quantity can be changed and saved in Manage Purchase Order Receipts.