


Receiving via the Add/Update Receipts Page in EFS

The purpose of this job aid is to provide receivers visual instructions on how to receive goods and services via the “core” Purchasing module receiving pages in EFS (University’s financial system).

Navigate to: **Purchasing>Receipts>Add/Update Receipts**. Click <Add>.



Receiving




Business Unit: 
Receipt Number:
PO Receipt

Enter the PO ID number, then click <Search>.







Select Purchase Order

Search Criteria

PO Unit 
ID 

Line / Schedule /
Release
Item ID 
Ship To 
Ship Via 

Retrieve Open PO Schedules

Days +/- Today
Start Date 
End Date 
Supplier Name  [Supplier Lookup](#)
Supplier Item ID 
Manufacturer ID 
Manufacturer's Item ID 

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

All lines available to receive from this PO will appear. Place a checkbox in the line(s) to be received (if multiple lines need to be chosen, click <Select All>), then click <OK>.

Search Criteria

PO Unit Days +/- Today

ID Start Date

Line / Schedule / End Date

Release Supplier Name [Supplier Lookup](#)

Item ID Supplier Item ID

Ship To Manufacturer ID

Ship Via Manufacturer's Item ID

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	
<input checked="" type="checkbox"/>	UMN01	0000886606	1	1		06/30/2015	1.0000	13.0000		7/1/13-7/1/14 Arthur J. Gallag	

Select All Clear All

The **Maintain Receipts** page will appear. Verify the intended amount or quantity is selected (change if needed). Click <Save>.

Maintain Receipts

Receiving

Business Unit UMN01 Receipt Status Open

Receipt ID NEXT [Add Header Comments](#) [Activities](#)

Header Details

Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information						
Line	PO ID	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track	
1	0000886606	7/1/13-7/1/14 Arthur J. Gallag	1.0000	6065.93000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	<input checked="" type="checkbox"/>

Run Close Short [Interface Asset Information](#)

Once successfully saved, the page will display the receipt number (replaces "NEXT"), and the *Receipt Status* will be "fully received." *Note: since the Upgrade, the receipt will say fully received to indicate it has been successfully saved. This status may be misleading—it doesn't necessarily mean that the entire PO has been fully received.*

Receiving

Business Unit UMN01 Receipt Status Fully Received

Receipt ID 0000924611 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | | First 1 of 1 Last

Line	PO ID	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track	
1	0000886606	7/1/13-7/1/14 Arthur J. Gallag	1.0000	6065.93000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	

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Optional: header level comments and attachments may be added where appropriate. Click <Save> once they are added.

Receiving

Business Unit UMN01 Receipt Status Open

Receipt ID NEXT Add Header Comments Activities

Header Details

Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | | First 1 of 1 Last

Line	PO ID	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track	
1	0000886606	7/1/13-7/1/14 Arthur J. Gallag	1.0000	6065.93000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	

Run Close Short Interface Asset Information