Financial Services Training Guide

PeopleSoft (9.1): Receipting Purchase Orders for Receipting Officers
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1 Receipting goods or services against a purchase order

The Vendor Invoices are now being sent direct to Financial Services by the Vendor. Once a delivery docket is received the goods can be Receipted. In the case where there is no Delivery Docket a pagelet will display in PeopleSoft home page notifying you of Receipts outstanding. When receipting an invoice, receipt one invoice at a time (one receipt number per invoice), ensuring the invoice matches the order.

- a) From the Main Menu, click Purchasing.
- b) Click Receipts.
- c) Click Add/Update Receipts.
- d) Confirm or enter Business Unit number (ensure you are on the Add a New Value tab. The current tab is highlighted blue).
- e) Leave the Receipt Number: as NEXT (to start with your Business Unit number and records in numerical order).
- f) Click Add.

- g) The Select Purchase Order screen will display. Enter Purchase Order number to be receipted in the ID: field.
- h) Click Search.

**NOTE:** Only purchase orders with a status of Dispatched are available for selection. Confirm by reviewing the purchase order and if not dispatched, contact the Purchasing Officer. If OK is clicked instead of Search nothing will be retrieved.
i) The retrieved rows will display. Tick the box from the Sel column to select the Purchase Order ID/lines to receipt or click on the Select All hyperlink.

j) Click OK.

k) The Receiving screen will be displayed. Confirm the Vendor details by clicking on the Header Details hyperlink. Once confirmed, click OK or Cancel to return to the Receiving screen.

l) Receipt the quantity of goods or services that have been received in the Receipt Qty column and confirm the Receipt Price (these should be as per the invoice). If there are items on the invoice that are not displaying to receipt or there is a price discrepancy, do not receipt, contact the Purchasing Officer as this will need to be discussed with the vendor or the purchase order amended. Once corrected, then receipt.

m) Click Save.

n) A Receipt ID will be allocated.

- To view the PO ID relating to the receipt click on the Source Information tab under Receipt Lines header.
• To view the ChartFields (Account Code/Project Grant), click on the Links and Status tab. Click the Distributions icon.

Click the ChartField Information tab to view the Account Code and Project number.

• To enter the invoice number being receipted, click on the Optional Input tab and enter the number into the Invoice Number field.
2 Find existing receipt numbers
   a) From the Main Menu, click Purchasing.
   b) Click Receipts.
   c) Click Add/Update Receipts.
   d) Confirm or enter Business Unit number (ensure you are on the Find an Existing Value tab. The current tab is highlighted blue).
   e) Enter Receipt Number.
   f) Click Search.

   g) The Maintain Receipts, Receiving screen will display.
3 Cancel a receipt

Purchase orders that have a voucher or payment processed against them cannot be cancelled. The voucher may be cancelled (by Data Management) if it hasn’t been paid and then the receipt can be cancelled. It is good practice to check the Document Status of the purchase order first to ensure there have been no vouchers or payments processed against the purchase order.

   a) Refer to Content 3, Find Existing Receipt Numbers, Steps a – h.
   b) From the Maintain Receipts, Receiving screen click on the Cancel Receipt icon to cancel the entire receipt. Or to cancel a line only, click on the Cancel icon next to the line to be cancelled.
   c) Click Save.

   d) A message will display ‘Cancelling Receipt cannot be reversed. Do you wish to continue?’ Click Yes.

   e) The Maintain Receipts, Receiving screen will display. The Receipt Status will now display Canceled.

NOTE: If the receipt was for a partial delivery it is necessary to backorder the items that were on the cancelled receipt if they are still required.
4 Part receipt
A part receipt is where only part of an order is received and the balance of the items will be received at a later date.

a) Refer to Content 1, Receipting Goods or Services against a Purchase Order, Steps a – h.
b) The retrieved rows will display. Tick the box from the Sel column to select the Purchase Order ID/ Line to receipt or click on the Select All hyperlink.
c) Click OK.

d) The Maintain Receipts, Receiving screen will be displayed. Confirm the Vendor details by clicking on the Header Details hyperlink. Once confirmed, click OK or Cancel to return to the Maintain Receipts, Receiving screen.

e) Receipt the quantity of the goods or services that have been received in the Receipt Qty column and confirm the Receipt Price (these should be as per the invoice). If there are items on the invoice that are not displaying to receipt or there is a price discrepancy, do not receipt, contact the Purchasing Officer as this will need to be discussed with the vendor or the purchase order amended. Once corrected, then receipt.

f) Click Save.
g) A Receipt ID will be allocated.

NOTE: As the order was partially receipted a backorder needs to be processed.
5 Create backorder

Purchase orders that are part receipted must have the remaining items placed on back order. After the part receipt has been entered the backorder is then processed. Blanket Purchase Orders must always be back ordered after Receipting.

a) From the Main Menu, click Purchasing.
b) Click Purchase Orders.
c) Click Create Backorders.
d) Confirm or enter Business Unit number.
e) Enter PO ID: of the order to have items backordered.
f) Click Search.

g) The Create Backorders screen will display. From the header Default Options, tick the Apply Backorder to Open Quantity field and enter the expected delivery date in the Backorder Due Date field.

h) Click the Select All hyperlink.
i) Click Get Received/Matched Quantity.
j) Click Apply Backorder & Save.
NOTE: This will split the line into 2 so that items received on line one can be paid whilst the remaining items will be processed on a separate invoice at a later date (in this example only, as multiple part receipts and backorders can be entered). Refer to the Due Date as this is the date entered in the Backorder Due Date: field which is the expected delivery date.

Create Backorders

<table>
<thead>
<tr>
<th>Line Schedule</th>
<th>Item ID</th>
<th>Item Description</th>
<th>Due Date</th>
<th>PO Qty</th>
<th>Backorder Qty</th>
<th>Backordered Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td>Computer</td>
<td>15/12/2014</td>
<td>1,0000 EA</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td>Computer</td>
<td>10/01/2010</td>
<td>1,0000 EA</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

k) To view if a backorder has been entered review the purchase order (refer Purchase Order Inquiry). From the Purchase Order Inquiry screen, click on the Schedule icon next to the line that was recently backordered against. The last Schedule is the line item that was backordered (and balance available for receipting in future). Refer to the Due Date field.
6 Purchase order inquiry
   a) From the Main Menu, click Purchasing.
   b) Click Purchase Orders.
   c) Click Review PO Information.
   d) Click Purchase Orders.
   e) Confirm or enter Business Unit number.
   f) Enter PO ID:
   g) Click Search.

   h) From the Purchase Order Inquiry page, click on the Document Status hyperlink.
This will display the Document Status screen which lists all activity on the purchase order. Refer to the Document Type column within the Documents tab which will indicate (if processed):

- Receipt - receipted goods processed against the purchase order (Refer to the Doc ID column for the receipt number, this is a hyperlink which can be clicked on for receipting information).
- Vouchers - invoices processed (Refer to the Doc ID column for the voucher number, this is a hyperlink which can be clicked on for the invoice/scheduled due date information).
- Payment - invoice payments processed (Refer to the Doc ID column for the payment reference number, this is a hyperlink which can be clicked on to view the payment information).
7 Blanket orders

Blanket orders are an example where goods will always be part received. These orders are used when items are purchased from the same vendor on a regular basis over a set period of time, e.g. cleaning or newspapers. When the purchase order is created, it is entered with a quantity of the total estimated value to be spent with the vendor over a period of time with the price being $1, e.g. PO Qty: 500, Price: $1 for an estimated $500 for the period. Blanket orders are entered this way as when a receipt is entered you can only receipt against quantity.

As each invoice arrives throughout the period required, receipt the value of the invoice (exclusive of GST) in the quantity field (the price will be $1). The remaining purchase order total must be placed on backorder until the next invoice is received (refer Create Backorder).

a) From the Main Menu, click Purchasing.
b) Click Receipts.
c) Click Add/Update Receipts.
d) Confirm or enter Business Unit number (ensure you are on the Add a New Value tab. The current tab is highlighted blue).
e) Leave the Receipt Number: as NEXT (to start with your Business Unit number and records in numerical order).
f) Click Add.

g) The Select Purchase Order screen will display. Enter Purchase Order ID: of the order to be receipted.
h) Click Search.
NOTE: Only purchase orders with a status of Dispatched are available for selection. Confirm by reviewing the purchase order and if not dispatched, contact the Purchasing Officer. If OK is clicked instead of Search nothing will be retrieved.

i) The retrieved rows will display. Tick the box from the Sel column to select the purchase order ID to receipt or click on the Select All hyperlink.

j) Click OK.

k) The Maintain Receipts, Receiving screen will be displayed. Confirm the Vendor details by clicking on the Header Details hyperlink. Once confirmed, click OK or Cancel to return to the Maintain Receipts, Receiving screen.

l) Receipt the value of the invoice (exclusive of GST) in the Receipt Qty field (note the Receipt Price is $1). E.g. if the invoice received is for $220 (inclusive of GST), receipt 200 in the Receipt Qty field.

m) Click Save.

n) A Receipt ID will be allocated.

NOTE: As the order was partially receipted a backorder needs to be processed (Refer Create Backorder)
8 Other Techniques

8.1. How to add an Attachment to a Receipt?

a) Retrieve the receipt the attachment is to be added to from the Maintain Receipts, Receipting screen, and click on the Add Header Comments hyperlink.

b) The Receipt Header Comments screen will display. Under the header Associated Document, click Attach.

c) A File Attachment message will display. Click Browse and locate saved quote/supporting documentation. Click Upload to attach the invoice/relevant supporting documentation to the receipt.

d) The Receipt Header Comments screen will display. The attachment is now able to be viewed or deleted (to delete, click Delete, OK to the message and Save the receipt).
e) Click OK to return to the Maintain Receipts, Receiving screen.

**NOTE:** Multiple attachments can be added by clicking on the Add a New Row icon, under the Comments header.
8.2. Interpreting Payment Information Correctly for Vendor Queries

a) From the Main Menu, click Accounts Payable.
b) Click Vouchers.
c) Click Add/Update.
d) Click Regular Entry.
e) Click on the tab Find an Existing Value (current tab is highlighted in blue).
f) In the Business Unit: field confirm or enter business unit number.
g) In the Invoice Number: field enter invoice number in full (or as an alternate, complete the Voucher ID: or Vendor ID: fields if known). If searching for an N Form, enter the N Form number in full, eg. N021453.
h) In the Voucher Style field click on the drop down box where Regular Voucher is displayed and select the blank field.
i) Click Search. Results will be displayed.

From the results displayed, refer to the 3 tabs: Summary, Invoice Information and Payments.

- **Summary**: displays invoice information (date, number, amount), vendor information, when the invoice was processed in PeopleSoft (refer to Created: date). Payment terms are also displayed, refer Pay Terms:.
- **Invoice Information**: attachments (invoice authorisation, invoice, N Form and supporting documentation etc.) can be viewed by clicking on the Attachments hyperlink. Invoice details are listed under the header Invoice Lines with Account Code and Project Grant information displayed under the header Distribution Lines and the tab GL Chart.
- **Payments**: Refer to the Scheduled Due: field under the header Payment Information for the date the invoice is due to be paid as per the payment terms from the invoice date. Refer to the Method: field under the header Payment Options as to how this vendor is to be paid (EFT, WIR or Check).
If forwarding instructions are requested on an N Form (cheque to be returned to business unit, call when cheque is available etc.) the message will be displayed in the Message: field under the header Payment Options. Also under Payment Options is the field Handling: this must be IN (internal), if Handling: is NH (no handling) with a message the cheque has been mailed directly from Westpac to the vendors address.

If the invoice has been paid refer to the Payment Date: and Reference: fields under the header Scheduled Payment.

NOTE: When are payments made? Domestic Invoices are paid weekly on a Thursday by EFT (electronic funds transfer) and cheques are paid fortnightly.
Foreign invoices are paid weekly on a Wednesday by Telegraphic Transfer and Bank Draft (cheque).

Payment method of WIRE (WIR) is Cheque. Payment method of EFT is electronic funds transfer.
For Foreign Invoices payment method of Check (CHK or System Check) is bank draft. If the payment method is Check with a message of TELEGRAPHIC TRANSFER it is a foreign payment paid to the vendor’s bank account by Telegraphic Transfer, if no message a bank draft was issued.
8.3. Personalising Screens within PeopleSoft

a) Within the Lines/Schedules or Distribution screens of a purchase order, click Personalize (scroll screen to the right if needed).

![Personaising Screens within PeopleSoft](image)

b) The Personalize Column and Sort Order screen will display. Click on the name of the column to hide and tick Hidden. To sort the order of the columns, use the up and down arrow keys. Click OK to save changes (scroll screen down if needed). To retrieve columns, repeat the step clicking on the name of the hidden column and tick Hidden to un-hide.

![Personaising Column and Sort Order](image)

**NOTE:** Alternatively within the screens, hover over the column name and drag and drop to sort the order of the columns.
8.4. Adding a favourite

a) Navigate to the frequently used navigation. E.g. From the Main Menu, Purchasing > Purchase Orders > Add/Update POs.
b) On the Menu Bar, click Favorites.
c) Click Add to Favorites.

d) An Add to Favourites message will display. Name the Favourite (meaningful description). Click OK.

e) A message will display indicating ‘The favourite has been saved’. Click OK.

f) Navigate to Favourites on the menu bar to view saved favourites.

NOTE: To remove any favourites that are no longer required, click on Favourites from the Menu bar and click Edit Favourites. Locate the favourite and click Delete. Click OK to confirm the deletion and click Save.
### 9. Reports to run for purchasing/receipting

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>PeopleSoft Navigation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Orders</td>
<td>UWA Reports&gt; Purchasing&gt; Open Purchase Order Listing</td>
<td>List open orders - by PG, Account, Vendor, Buyer or PO.</td>
</tr>
<tr>
<td>Outstanding Encumbrance</td>
<td>UWA Reports&gt; GL Transaction Reports&gt;Outstanding Encumbrance</td>
<td>Detail of encumbrance by PG – Detail or Summary.</td>
</tr>
<tr>
<td>PO Detail Listings (by buyer, PO Date or Vendor)</td>
<td>Purchasing &gt; Purchase Orders &gt; Reports &gt; Detail Listings</td>
<td>Create a purchase order detail listing by PO date, vendor, and buyer.</td>
</tr>
<tr>
<td>Expediting</td>
<td>Purchasing&gt; Purchase Orders&gt;Reports&gt;Expediting</td>
<td>Create the Expediting report by buyer, vendor, and due date.</td>
</tr>
<tr>
<td>PO Listings (by buyer, PO Date, Status or vendor)</td>
<td>Purchasing &gt; Purchase Orders &gt; Reports &gt; Listings</td>
<td>Create a purchase order listing by PO date, vendor, buyer, and status.</td>
</tr>
<tr>
<td>Status Listings</td>
<td>Purchasing &gt; Purchase Orders &gt; Reports &gt; Status Listings</td>
<td>Run the Order Status By Vendor and Order Status by Item reports.</td>
</tr>
<tr>
<td>Activity Summary</td>
<td>Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Activity Summary</td>
<td>View receiving, invoicing, and matching activities for selected purchase orders.</td>
</tr>
<tr>
<td>Backorder reporting</td>
<td>Purchasing &gt; Purchase Orders &gt; Reports &gt; Backorder Status</td>
<td>Keep a track of backorders.</td>
</tr>
<tr>
<td>Enquire on Purchase Orders</td>
<td>Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Purchase Orders</td>
<td>View purchase order information.</td>
</tr>
<tr>
<td>PO Schedule Listing by buyer, PO Date or vendor</td>
<td>Purchasing &gt; Purchase Orders &gt; Reports &gt; Schedule Listings</td>
<td>Create a PO schedule listing by PO date, vendor buyer.</td>
</tr>
<tr>
<td>Receiver account detail report</td>
<td>Purchasing &gt; Receipts &gt; Reports &gt; Receipt Delivery</td>
<td>View receipt detail by account.</td>
</tr>
<tr>
<td>Receiver ship to detail report</td>
<td>Purchasing &gt; Receipts &gt; Reports &gt; Receipt Delivery</td>
<td>View receipt detail by ship to.</td>
</tr>
<tr>
<td>Receiver summary report</td>
<td>Purchasing &gt; Receipts &gt; Reports &gt; Receipt Delivery</td>
<td>View receipt summary.</td>
</tr>
<tr>
<td>Receipt delivery report</td>
<td>Purchasing &gt; Receipts &gt; Reports &gt; Receipt Delivery</td>
<td>View receipt detail.</td>
</tr>
</tbody>
</table>
10 Training and development

PeopleSoft workshop materials are available on the Financial Services website, located under the relevant header, Professional Development (E.g. Accounts payable/Professional Development).

Frequently asked questions and answers can be found by using askUWA FAQs. (http://staff.ask.uwa.edu.au/). If the answer you are seeking is not available within an askUWA FAQ please click on the "Ask a Question" button and one of our Client Service team members will get back to you with an answer to your query.

10.2. PeopleSoft Help – User Productivity Kit (UPK)
The User Productivity Kit or UPK is a web-based training tool. It’s an interactive learning environment that portrays a simulated PeopleSoft environment. You learn by performing the task yourself and the UPK provides instructions as you go. It’s like working on the real system with the added feature of being guided through the tasks. A table of contents is used to display all the available training topics.

When logged into PeopleSoft, click the Hyperlink, Help (top right hand corner), click OnDemand, then Search for the topic required e.g. Vendor. Click on the mode required being See It, Try It, Know It and Do It and follow the directions.

10.3. OSDS
Various workshops are available for further PeopleSoft training. For a full listing of workshops and to enrol, log onto the Human Resources website, www.hr.uwa.edu.au/development.

If you have any questions regarding the workshops, contact Client Services on 6488 8777 or raise an incident/Ask a Question by using askUWA, http://staff.ask.uwa.edu.au/app/ask/list.