

# How to Receipt Purchase Orders

## Receipting Goods and Services

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## 1 How to Receipt Goods and Services

This guide explains how to receipt a purchase order for Goods and Services.

Once you receive the goods or services relating to your purchase order (PO), you should receipt the PO on OneFinance so that the invoice can be paid. If the invoice details match the PO, it will automatically get paid and you won't see the invoice. Therefore, you should treat the receipting function as **authorising payment**.

This guide will show you how to receipt a PO prior to the invoice arriving to Accounts Payable and how to receipt a PO after an invoice has arrived with Accounts Payable.

Listed below is a list of the types of requisitions that can be created to purchase goods and services, and their related purchasing guides:

- [Buying from the Internal OneFinance Catalogue](#) – frequently purchased items held in the internal OneFinance catalogue.
- [Buying from the Web Catalogue](#) - Office Depot Purchases
- [Buying Ad Hoc Items](#)- goods and services which are not in the internal catalogue
- [Raising a Blanket Order](#) - for regularly delivered products or services
- [How to Approve or Reject a Requisition](#)

## 2 Receipting Goods

When you raise your purchase order, there will be a field that states 'Goods/Services'. If you select 'Goods', you will be prompted to enter a quantity. When it comes to receipting the purchase order, you will then only be able to receipt by quantity.

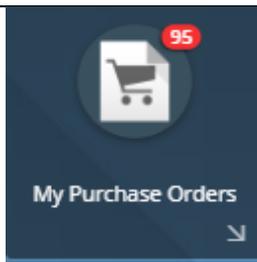
The below steps demonstrates how you would receipt a PO **prior** to the invoice arriving to Accounts Payable.

### 2.1 Getting Started

1. Login to OneFinance.
2. Go the **Purchasing** tab on the role's navigation bar at the bottom of the screen.



3. Select **My Purchase Orders** tile



A list of purchase orders you have raised will open.

4. Scroll down to the purchase order you want to receipt and select it.

Search

Orders Order Lines

95 records.

Company	Order Number	Created	Created By	Status	Amount	Ex	Lines
Arco Ltd	LV10000002   10036	04-Jul-2019	Daniel Bullimore	ON ORDER	GBP 32.15	26.79 (Ex)	1 LINE
Not Just Cleaning Ltd	LS10000156   10028	23-Jul-2019	Daniel Bullimore	ON ORDER	GBP 6.76	5.63 (Ex)	1 LINE
Not Just Cleaning Ltd	LS10000155   10028	23-Jul-2019	Daniel Bullimore	ON ORDER	GBP 22.88	19.07 (Ex)	1 LINE

5. Or you can search for the purchase order number in the search bar.

LV10000002

Orders Order Lines

1 record.

Arco Ltd	LV10000002   10036	04-Jul-2019	Daniel Bullimore	ON ORDER	GBP 32.15	26.79 (Ex)	1 LINE
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- A natural view of the requisition is displayed on the right, like the example shown.

## PURCHASE ORDER

ON ORDER

**Arco Ltd**  
 The Worx, Blundells Corner  
 Beverley Road  
 Kingston upon Hull, City of HU3 1XS

**Order** LV10000002

**Vendor** 10036

**Issued** 04-Jul-2019

**Required** 11-Jul-2019

**Currency** GBP

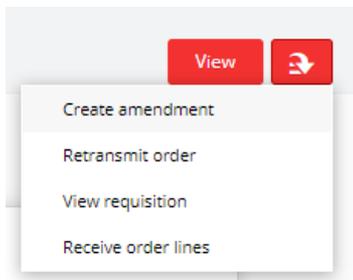
**Requisition User** Daniel Bullimore

**Attention** Customer Engagement Centre

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Spectrum Cardigan (unisex) B278370	1.00	26.79	0.00	0.00	0.00	0.00
<b>Total</b>		26.79		-		-

## 2.2 Receive Order Lines

6. Once you've selected the PO you want to receipt, select the  in the top right corner, followed by [Receive order lines](#)



## 2.3 Receive Goods

7. You will then be taken to the **Receive Goods** screen.

8. Select the quantity that you want to receipt. In this example, we have a quantity of 1, but you may have a higher quantity. You should receipt the quantity that you have received.

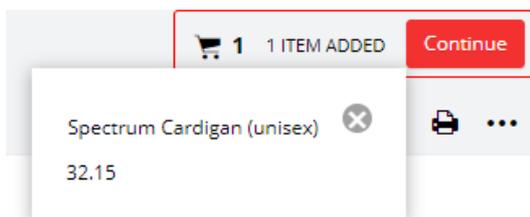


9. Click on the  button to place the item in the shopping cart. Please note that although it is in the shopping cart, the supplier is **not** notified about the receipt and nor is this an order.

The item is added to the shopping cart (top right corner of the screen), indicated like the example shown.



- To review the contents, click on the  and the items is displayed like the example shown

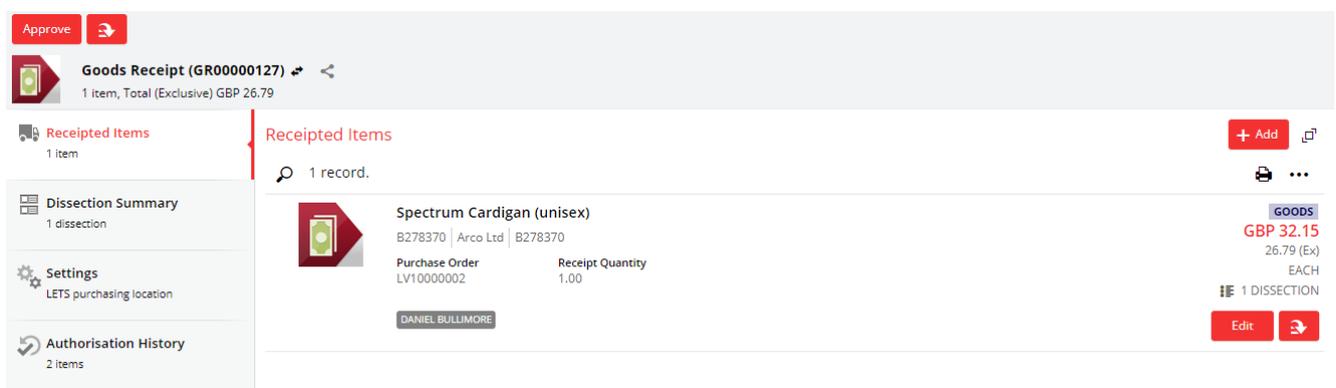


- You can also delete the item by selecting 
- Click the  again to hide what is in the cart

## 2.4 Approve

10. Click on the  button.

The item is added as line in the receipted items.



- The Goods Receipt number is displayed in the banner at the top left of the screen

Approve 


**Goods Receipt (GR00000127)** 

1 item, Total (Exclusive) GBP 26.79

- A natural view of the requisition is displayed on the right like the example shown.

GOODS RECEIPT

UNAPPROVED

<b>Goods Receipt</b>	GR00000127
Reference	Received on 23-Jul-2019
Issued	23-Jul-2019
Receipt Total	GBP 26.79
Receipt User	Daniel Bullimore

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Spectrum Cardigan (unisex) LV10000002 - B278370 - Arco Ltd	1.00	each	26.79	GBP 26.79
			<b>Total</b>	<b>26.79</b>

11. If all the details are correct, click Approve in the top left corner of the screen.

The Goods Receipt will then state: 'Workflow Complete', and the Goods have been receipted ready to match with an invoice.

Create a blank goods receipt  Workflow complete


**Goods Receipt (GR00000127)** 

1 item, Total (Exclusive) GBP 26.79

## 2.5 Purchase Order Status

If you repeat steps 1 – 5 to find the PO you just receipted, you will notice that the status has changed to **FULLY RECEIVED**

LV10000002

Orders Order Lines

1 record.

**Arco Ltd**  
LV10000002 | 10036 | Created 04-Jul-2019 by Daniel Bullimore

**FULLY RECEIVED**  
**GBP 32.15**  
26.79 (Ex)  
1 LINE

Receipt Amount (Inclusive)	32.15	Invoice Amount (Inclusive)	0.00
----------------------------	-------	----------------------------	------

PO status' include:

- **On Order** – where the PO has been generated and you are awaiting delivery of the Goods or Service
- **Partially Received** – where you have received part of the order but not all of it, so you have receipted the part you've received (e.g. 3 out of 5 milk cartons)
- **Partially Invoiced** – Where you have receipted part of the order and matched it with an invoice.
- **Fully Received** – where you have received all the PO.
- **Fully Invoices** – where the PO has matched with an invoice and its waiting to be paid.
- **Complete** – where the PO has matched with an invoice and it has been paid.

### 3 Receiving Services

When you raise your purchase order, there will be a field that states 'Goods/Services'. If you select 'Services', the quantity field will disappear, and you will only have to enter the total cost of the services. When it comes to receipting the purchase order you will then only be able to receipt by the amount.

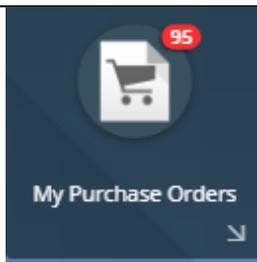
The below steps demonstrates how you would receipt a PO **prior** to the invoice arriving to Accounts Payable.

#### 3.1 Getting Started

1. Login to OneFinance.
2. Go the **Purchasing** tab on the role's navigation bar at the bottom of the screen.



3. Select **My Purchase Orders** tile



A list of purchase orders you have already raised will open.

4. Scroll down to the purchase order you want to receipt and select it.

Search

Orders Order Lines

95 records.

Supplier	Order Number	Created	Created By	Status	Amount	Excluded	Lines
Arco Ltd	LV10000002	10036	Created 04-Jul-2019 by Daniel Bullimore	ON ORDER	GBP 32.15	26.79 (Ex)	1 LINE
Not Just Cleaning Ltd	LS10000156	10028	Created 23-Jul-2019 by Daniel Bullimore	ON ORDER	GBP 6.76	5.63 (Ex)	1 LINE
Not Just Cleaning Ltd	LS10000155	10028	Created 23-Jul-2019 by Daniel Bullimore	ON ORDER	GBP 22.88	19.07 (Ex)	1 LINE

5. Or you can search for the purchase order number in the search bar.

LS10000159

Orders Order Lines

1 record.

Supplier	Order Number	Created	Created By	Status	Amount	Excluded	Lines
Clarendon Training Limited	LS10000159	10019	Created 24-Jul-2019 by Daniel Bullimore	ON ORDER	GBP 1,200.00	1,000.00 (Ex)	1 LINE

- A natural view of the requisition is displayed on the right, like the example shown.

PURCHASE ORDER

ON ORDER

Clarendon Training Limited  
18 Brackenwood  
Chichester GU29 0FB

Order LS10000159

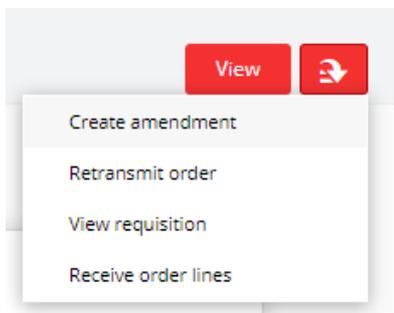
Vendor 10019  
Issued 24-Jul-2019  
Required 07-Aug-2019  
Currency GBP  
Requisition User Daniel Bullimore

Attention Carl Keeling

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Health & Safety Training	-	1,000.00	-	0.00	-	0.00
<b>Total</b>		<b>1,000.00</b>				

### 3.2 Receive Order Lines

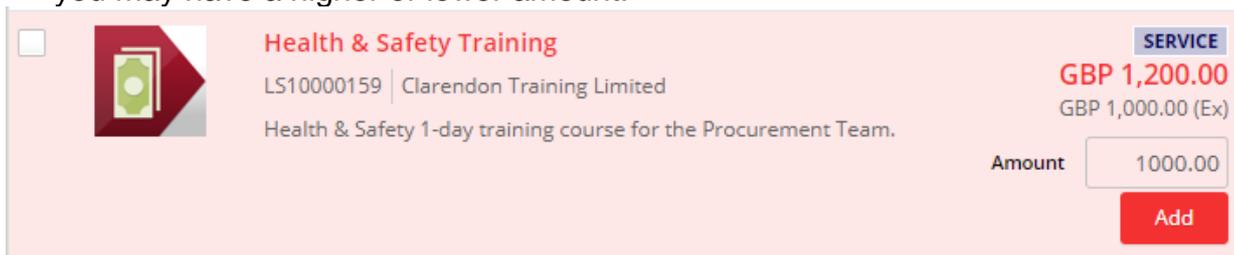
6. Once you've selected the PO you want to receipt, select the  in the top right corner, followed by [Receive order lines](#)



### 3.3 Receive Goods

7. You will then be taken to the **Receive Goods** screen.

8. Select the amount that you want to receipt. In this example, we have an amount of £1000, but you may have a higher or lower amount.

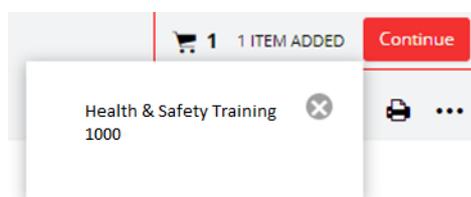


9. Click on the  button to place the item in the shopping cart. Please note that although it is in the shopping cart, the supplier is **not** notified about the receipt and nor is this an order.

The item is added to the shopping cart (top right corner of the screen), indicated like the example shown.

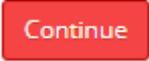


- To review the contents, click on the  and the items is displayed like the example shown

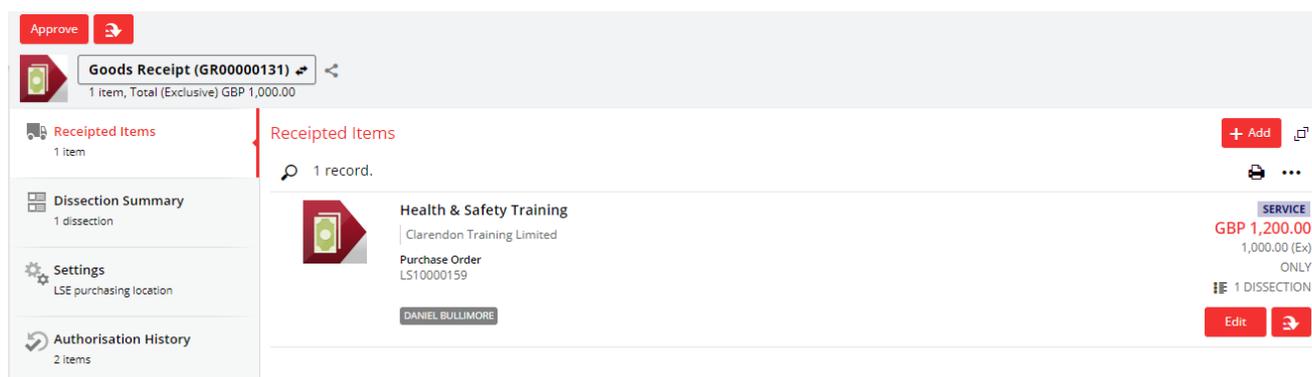


- You can also delete the item by selecting 
- Click the  again to hide what is in the cart

### 3.4 Approve

10. Click on the  button.

The item is added as line in the receipted items.



- The Goods Receipt number is displayed in the banner at the top left of the screen

Approve 


**Goods Receipt (GR00000131)** 

1 item, Total (Exclusive) GBP 1,000.00

- A natural view of the requisition is displayed on the right like the example shown.

## GOODS RECEIPT

**UNAPPROVED**

**Goods Receipt** GR00000131  
**Reference** Received on 24-Jul-2019  
**Issued** 24-Jul-2019  
**Receipt Total** GBP 1,000.00  
**Receipt User** Daniel Bullimore

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Health & Safety Training LS10000159 - Clarendon Training Limited	-	only	1,000.00	GBP 1,000.00
			<b>Total</b>	<b>1,000.00</b>

11. If all the details are correct, click Approve in the top left corner of the screen.

The Goods Receipt will then state: 'Workflow Complete', and the Goods have been receipted ready to match with an invoice.

Create a blank goods receipt  Workflow complete


**Goods Receipt (GR00000127)** 

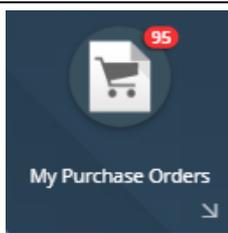
1 item, Total (Exclusive) GBP 26.79

### 3.5 Purchase Order Status

12. Go the **Purchasing** tab on the role's navigation bar at the bottom of the screen.



13. Select **My Purchase Orders** tile



A list of purchase orders you have already raised will open.

If you repeat steps 1 – 5 to find the PO you just receipted, you will notice that the status has changed to **FULLY RECEIVED**

The screenshot shows a search bar with the PO number LS10000159. Below it, there are tabs for 'Orders' and 'Order Lines'. A filter icon and '1 record.' are visible. The main record is for 'Clarendon Training Limited' with PO number LS10000159 and ID 10019, created on 24-Jul-2019 by Daniel Bullimore. The status is 'FULLY RECEIVED'. The receipt amount is GBP 1,200.00 and the invoice amount is 0.00. The net amount is 1,000.00 (Ex) and it consists of 1 line item.

PO status' include:

- **On Order** – where the PO has been generated and you are awaiting delivery of the Goods or Service
- **Partially Received** – where you have received part of the order but not all of it, so you have receipted the part you've received (e.g. 3 out of 5 milk cartons)
- **Partially Invoiced** – Where you have receipted part of the order and matched it with an invoice.
- **Fully Received** – where you have received all the PO.
- **Fully Invoices** – where the PO has matched with an invoice and its waiting to be paid.
- **Complete** – where the PO has matched with an invoice and it has been paid.

## 4 Receipting Goods/Services After the Invoice Has Arrived

You may forget to receipt your PO before the invoice arrives in OneFinance. If this happens, you will receive an email from OneFinance that states: *Purchase Order match could not be performed as Goods Receipts are unable to be invoiced for the identified Purchase Order.*

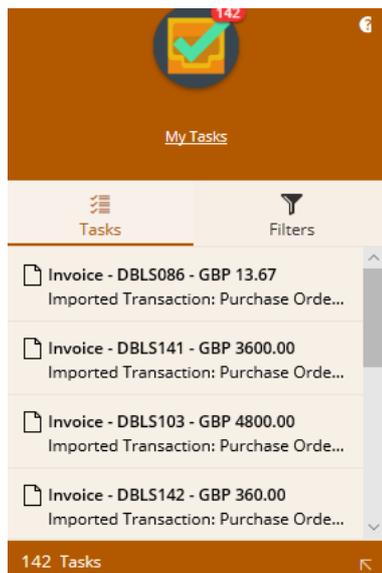
The below steps demonstrate how you would receipt a PO **after** the invoice has arrived to Accounts Payable.

## 4.1 Getting Started

1. Login to OneFinance.
2. Go the **Home** tab on the role's navigation bar at the bottom of the screen.

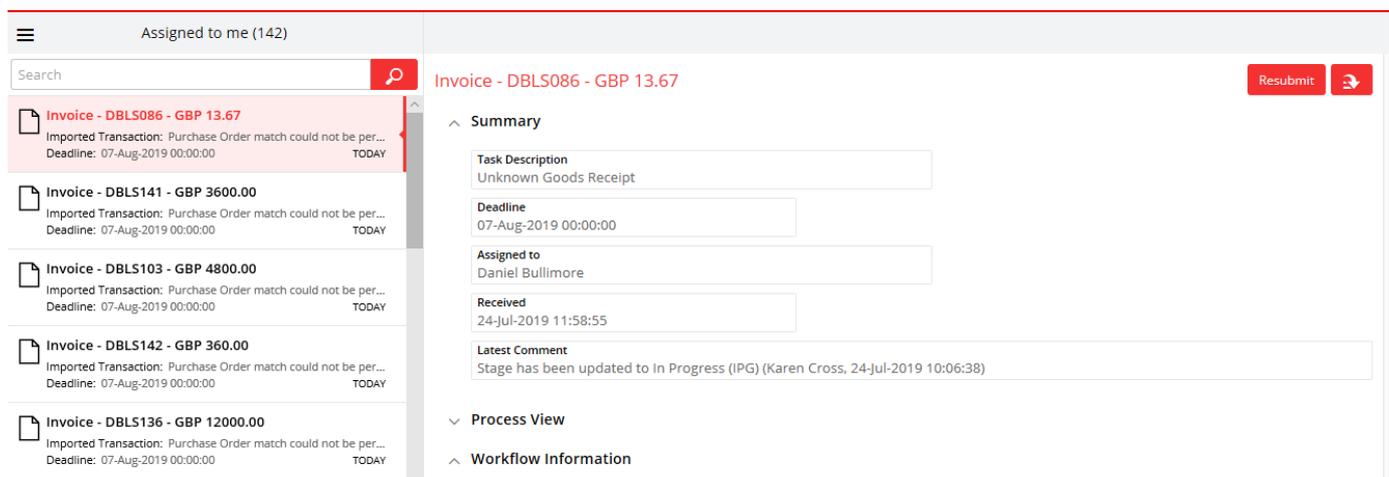


3. Select **My Tasks** tile



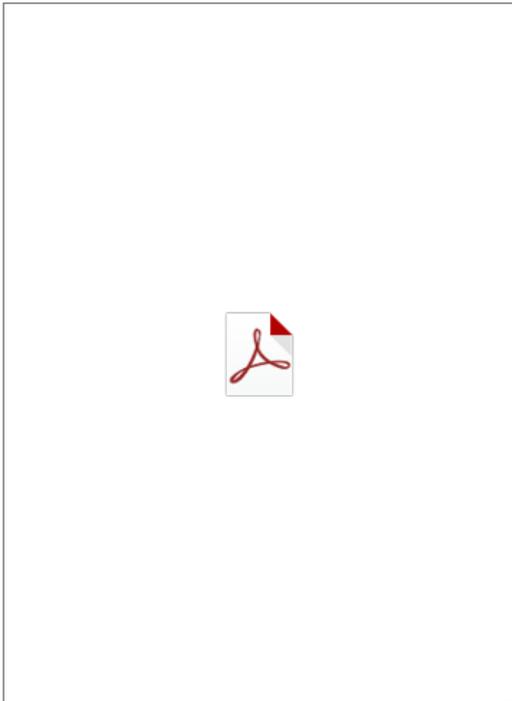
A list of tasks you need to action will come up.

4. Select the invoice you want to match with your PO.



- A natural view of the Unknown Goods Receipt is displayed on the right, like the example shown.

### Imported Transaction



### UNKNOWN GOODS RECEIPT

*Held processing*

#### Processing Stage

Imported	✓
Classified	✓
Matched	X
Complete	-

#### Received Details

Reference	DBLS086
Title	Invoice
Supplier	OFFICE DEPOT UK LTD 673478594
Order Ref.	LS10000086
Total	GBP 13.67

#### System Details

Format	AP PO Invoice
Supplier	P1   10072 OFFICE DEPOT UK LTD
Date	04-Jul-2019
Due Date	03-Aug-2019
Order	LS10000086
Document	-
Processing Group	19ACTGB
Ledger Code	P1

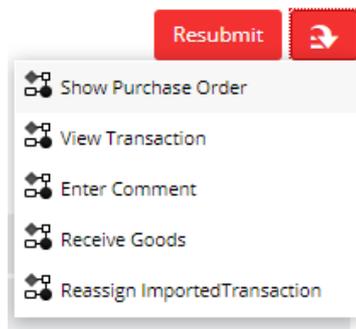
### Processing Messages

Purchase Order match could not be performed as Goods Receipts are unable to be invoiced for the identified Purchase Order.

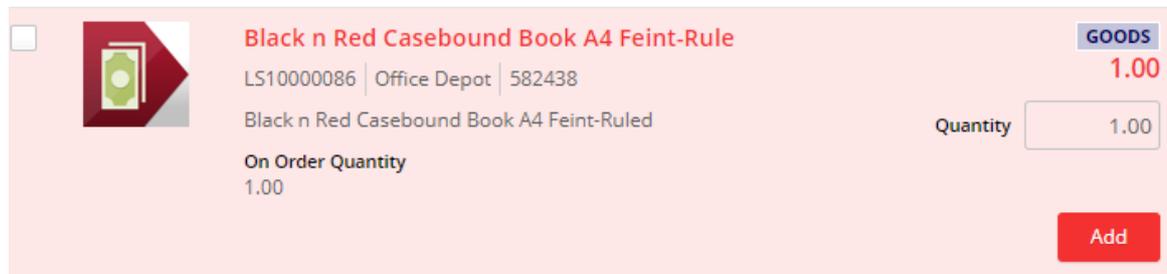
Processing Rules: Accounts Payable Processing Rules (F1.DAT.AP.DEFAULT)  
0000927.csv | Import Date: 24/07/2019 10:06:03

## 4.2 Receive Goods

5. Once you've selected the invoice you want to receipt your PO against, select the  in the top right corner, followed by  Receive Goods



- You will then be taken to the **Receive Goods** screen.
- Select the quantity (for a Goods PO) or amount (for a Services PO) that you want to receipt. In this example, we have a quantity of 1.

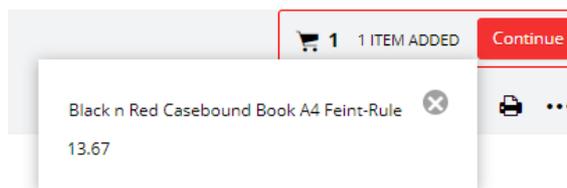


- Click on the **Add** button to place the item in the shopping cart. Please note that although it is in the shopping cart, the supplier is **not** notified about the receipt and nor is this an order.

The item is added to the shopping cart (top right corner of the screen), indicated like the example shown.



- To review the contents, click on the  and the items is displayed like the example shown

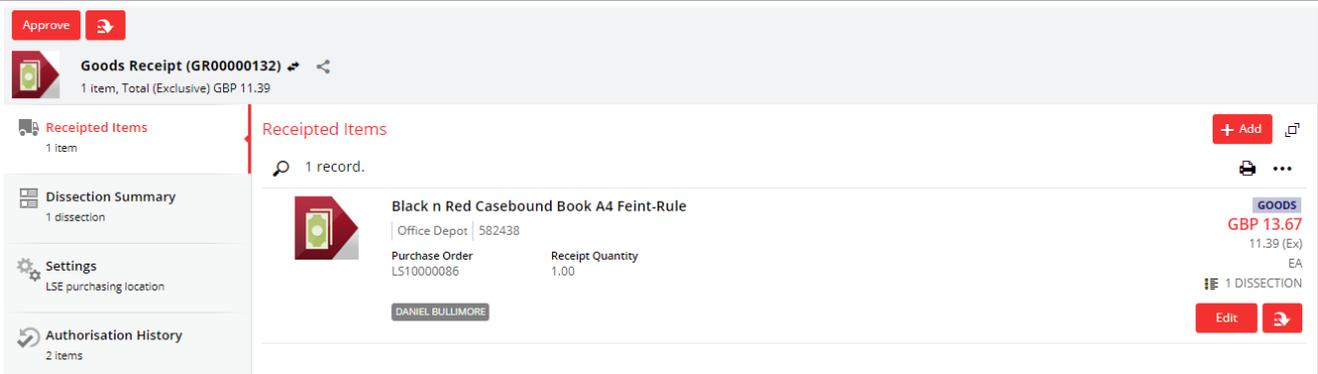


- You can also delete the item by selecting 
- Click the  again to hide what is in the cart

### 4.3 Approve

- Click on the **Continue** button.

The item is added as line in the receipted items.



- The Goods Receipt number is displayed in the banner at the top left of the screen



- A natural view of the requisition is displayed on the right like the example shown.

GOODS RECEIPT

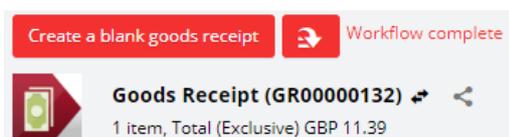
UNAPPROVED

**Goods Receipt** GR00000132  
**Reference** Received on 24-Jul-2019  
**Issued** 24-Jul-2019  
**Receipt Total** GBP 11.39  
**Receipt User** Daniel Bullimore

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Black n Red Casebound Book A4 Feint-Rule LS10000086 - 582438 - Office Depot	1.00	ea	11.39	GBP 11.39
<b>Total</b>				11.39

10. If all the details are correct, click **Approve** in the top left corner of the screen.

The Goods Receipt will then state: 'Workflow Complete', and the Goods have been receipted ready to match with an invoice.



11. The task will then disappear from the **My Tasks** tile and you will receive an email to say the invoice has been accepted.

## 4.4 Purchase Order Status

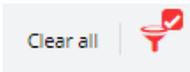
12. Go to the **Purchasing** tab on the role's navigation bar at the bottom of the screen.



13. Select **My Purchase Orders** tile



A list of purchase orders you have already raised will open.

14. Un-filter the search by selecting  (top left of the screen) followed by 

15. You can then search for the purchase order number you just matched in the search bar. You will notice that the status has changed to **COMPLETE**



PO status' include:

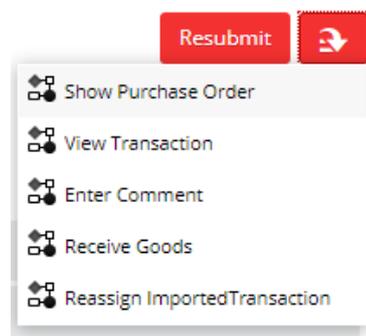
- **On Order** – where the PO has been generated and you are awaiting delivery of the Goods or Service
- **Partially Received** – where you have received part of the order but not all of it, so you have receipted the part you've received (e.g. 3 out of 5 milk cartons)
- **Partially Invoiced** – Where you have receipted part of the order and matched it with an invoice.
- **Fully Received** – where you have received all the PO.
- **Fully Invoices** – where the PO has matched with an invoice and its waiting to be paid.
- **Complete** – where the PO has matched with an invoice and it has been paid.

## 4.5 Other Actions Available

### 4.6 Resubmit

16.1 Repeat actions 1 – 4.

16.2 Once you've selected the invoice select  in the top right corner

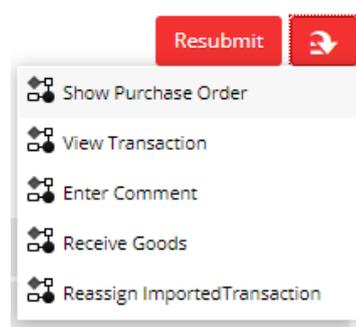


- You may choose the Resubmit button if you amend a purchase order to the value of the invoice. Once the budget approver has approved the order amendment and you receipt the PO, you can Resubmit the task for matching.

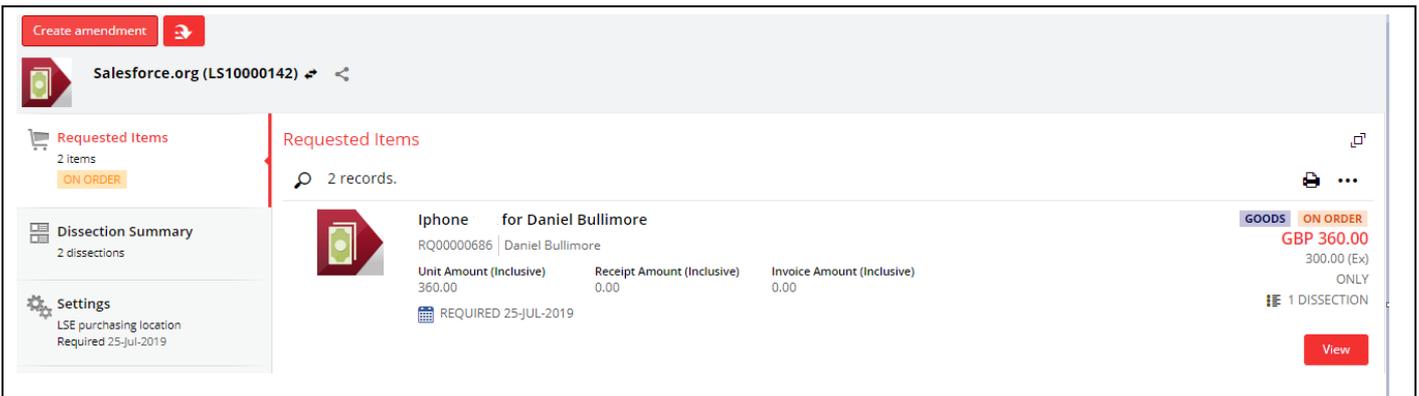
### 4.7 Show Purchase Order

17.1. Repeat actions 1 – 4.

17.2. Once you've selected the invoice you want to receipt your PO against, select the  in the top right corner, followed by  Show Purchase Order



17.3 The **Purchase Order** screen opens and you are able to view the purchase order that the invoice relates to.



- A natural view of the Purchase Order is displayed on the right, like the example shown.

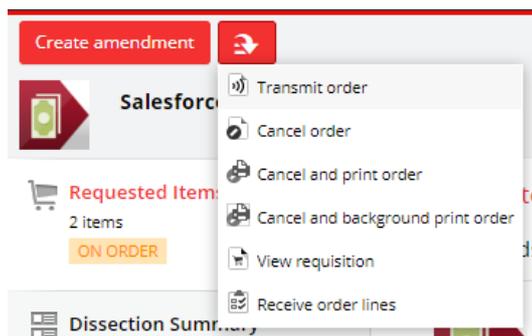
## PURCHASE ORDER

ON ORDER

<b>Salesforce.org</b> 100 New Bridge Street City of London City of London London EC4V 6JA	<b>Order</b> LS10000142
<b>Attention</b> Foundation Billing	<b>Vendor</b> 10010
	<b>Issued</b> 18-Jul-2019
	<b>Required</b> 25-Jul-2019
	<b>Currency</b> GBP
	<b>Requisition User</b> Daniel Bullimore

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Iphone for Daniel Bullimore	1.00	300.00	0.00	0.00	0.00	0.00

17.4 Select  (top left of the screen) followed by  Receive order lines

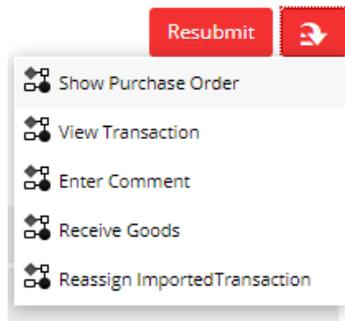


17.5 Repeat steps 6 – 15.

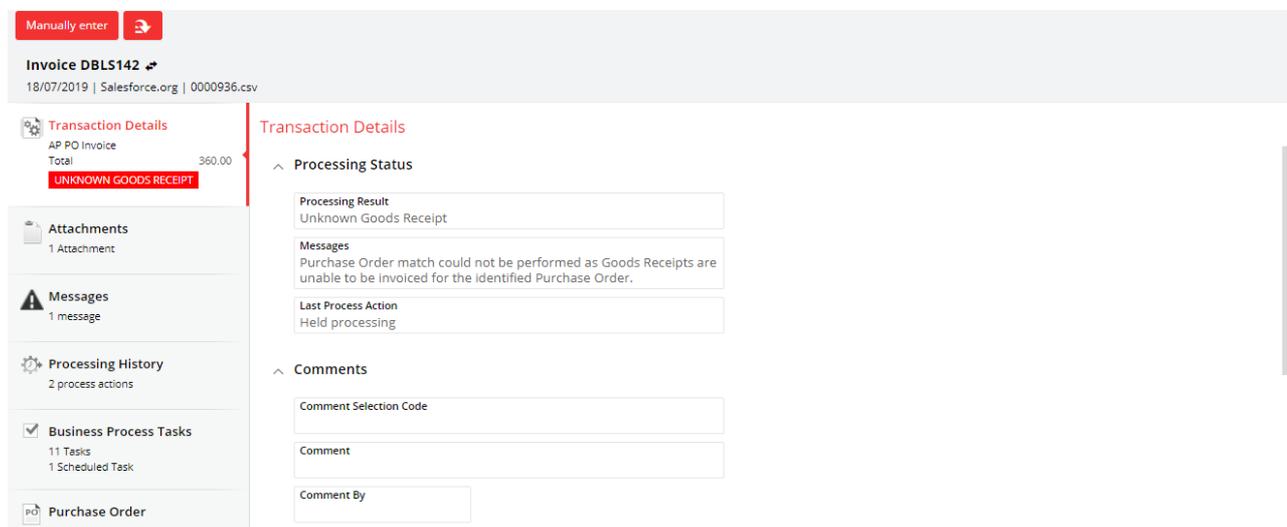
## 4.8 View Transaction

18.1 Repeat steps 1 – 4.

18.2 Once you've selected the invoice you want to receipt your PO against, select the  in the top right corner, followed by  View Transaction



### 18.3 The Imported Transaction Details screen opens and you are able to view the Transaction Details



- A natural view of the invoice is displayed on the right, like the example shown.

# INVOICE

**INVOICE NUMBER: DBLS142**

**ON ORDER**

Salesforce.org  
 100 New Bridge Street  
 City of London  
 City of London  
 London EC4V 6JA

Attention Foundation Billing

**Order** LS10000142  
**Vendor** 10010  
**Issued** 18-Jul-2019  
**Required** 25-Jul-2019  
**Currency** GBP  
**Requisition User** Daniel Bullimore

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Iphone for Daniel Bullimore	1.00	300.00	0.00	0.00	0.00	0.00

EXCLUSIVE AMOUNT £300.00  
 VAT AMOUNT £ 60.00  
**TOTAL INCLUSIVE: £ 360.00**

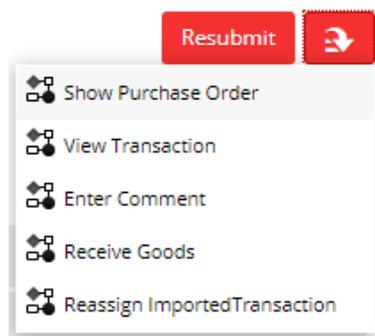
18.4 Select  (top left of the screen) which will take you back to **My Tasks**

18.5 Repeat steps 5 – 15.

## 4.8 Enter Comment

19.1 Repeat steps 1 – 4.

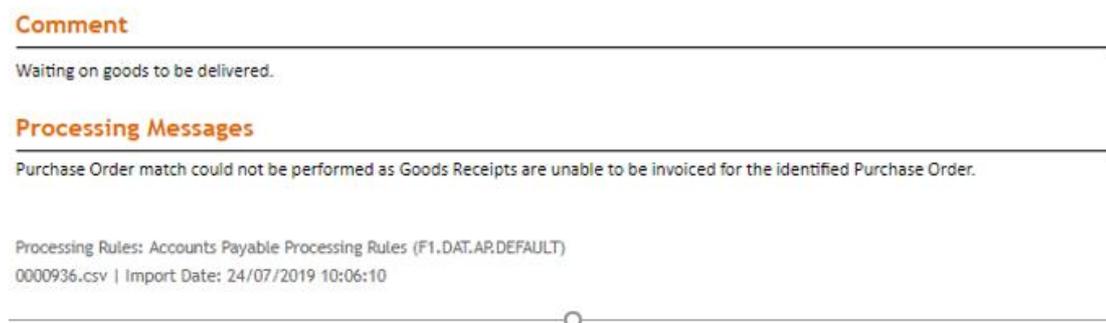
19.2 Once you've selected the invoice you want to receipt your PO against, select the  in the top right corner, followed by  **Enter Comment**



**19.3** The **Enter Comment** screen will appear, and you can add a comment. Once you've added your comment, select 



**19.4** The comment then appears at the bottom in the natural view (right side of the screen).

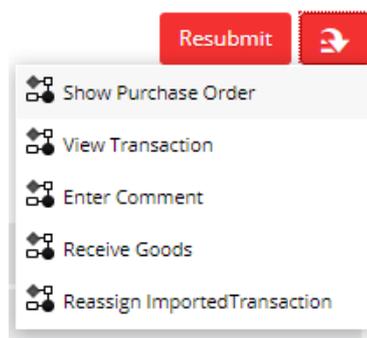


You may add a comment if you are waiting for the Goods/Services to arrive, or if you have returned the Goods and you are awaiting the Credit Note.

## 4.10 Reassign Imported Transaction

**20.1** Repeat steps 1 – 4.

**20.2** Once you've selected the invoice you want to receipt your PO against, select the  in the top right corner, followed by  **Reassign ImportedTransaction**



**20.3** The **Reassign Imported Transaction** screen will open, and you can type in the person you want to receipt the PO on your behalf and add a comment. Then click 



← Invoice - DBLS142 - GBP 360.00

Reassign ImportedTransaction Cancel Save

^ Assignment

User \*  
BULLIMOD (Daniel Bullimore)

Comments  
Please receipt if the order has arrived. Thank you/

## 5 Receipting Blanket Purchase Orders

When you raise a blanket purchase order, you should always select 'Services' in the Goods/Services field (please see guide [Raising a Blanket Order](#)). This is important because when you receive an invoice to match with the PO, you will be able to receipt the PO based on the amount of the invoice, rather than the quantity which can be more limiting when it comes to receipting.

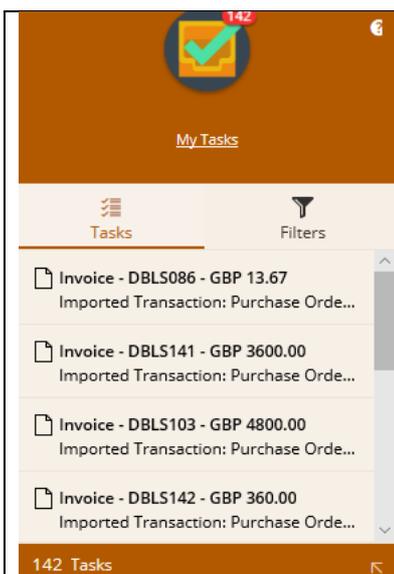
The majority of blanket orders you will receipt **after** the invoice has arrived as you need to know how much to receipt from the total value for the year.

### 5.1 Getting Started

1. Login to OneFinance.
2. Go the **Home** tab on the role's navigation bar at the bottom of the screen.

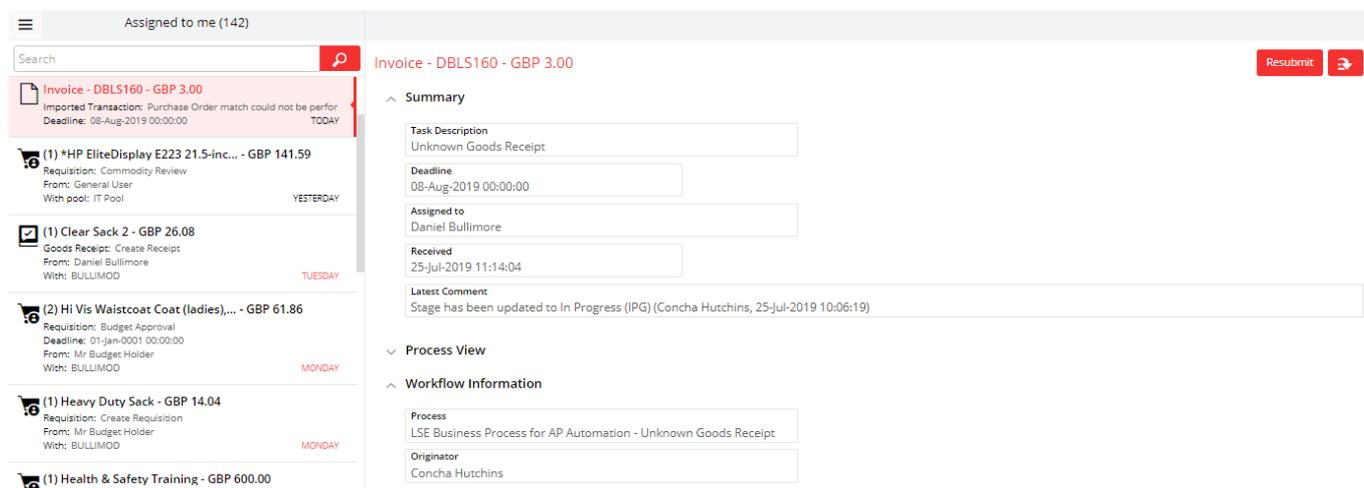


3. Select **My Tasks** tile



A list of tasks you need to action will come up.

#### 4. Select the invoice you want to match with your PO.



- A natural view of the Unknown Goods Receipt is displayed on the right, like the example shown.

### Imported Transaction



### UNKNOWN GOODS RECEIPT

*Held processing*

#### Processing Stage

Imported	✓
Classified	✓
Matched	X
Complete	-

#### Received Details

Reference	DBLS160
Title	Invoice
Supplier	Jones Bros 303 2959 18
Order Ref.	LS10000160
Total	GBP 3.00

#### System Details

Format	AP PO Invoice
Supplier	P1   10018 Jones Bros
Date	24-Jul-2019
Due Date	23-Aug-2019
Order	LS10000160
Document	-
Processing Group	19ACTGB
Ledger Code	P1

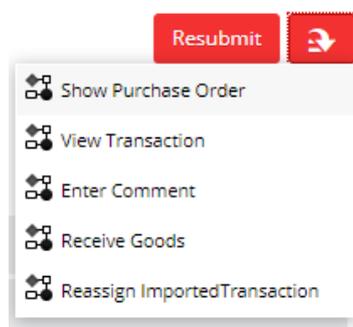
#### Processing Messages

Purchase Order match could not be performed as Goods Receipts are unable to be invoiced for the identified Purchase Order.

Processing Rules: Accounts Payable Processing Rules (F1.DAT.AP.DEFAULT)  
0000950.csv | Import Date: 25/07/2019 10:05:31

## 5.2 View Transaction

5. Select the  in the top right corner, followed by  View Transaction



6. The **Imported Transaction Details** screen opens and you are able to view the Transaction Details

Manually enter

**Invoice DBLS160**

24/07/2019 | Jones Bros | 0000950.csv

**Transaction Details**

AP PO Invoice  
Total 3.00

UNKNOWN GOODS RECEIPT

**Attachments**  
1 Attachment

**Messages**  
1 message

**Processing History**  
2 process actions

**Business Process Tasks**  
6 Tasks  
1 Scheduled Task

**Transaction Details**

Processing Status

Processing Result  
Unknown Goods Receipt

Messages  
Purchase Order match could not be performed as Goods Receipts are unable to be invoiced for the identified Purchase Order.

Last Process Action  
Held processing

Comments

Comment Selection Code

Comment

Comment By

7. A natural view of the invoice is displayed on the right, like the example shown.

# INVOICE

**INVOICE NO. DBLS160**

**ON ORDER**

Jones Bros  
18 Blount Street  
Tower Hamlets  
London E14 7RL

Order LS10000160  
Vendor 10018  
Issued 24-Jul-2019  
Expiry date 31-Jul-2020  
Currency GBP  
Requisition User Daniel Bullimore

Attention

Description	Ordered		Received		Invoiced	
	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)	Qty	Amount (Exclusive)
Milk for the year	-	366.00	-	0.00	-	0.00

EXCLUSIVE AMOUNT £2.50

VAT AMOUNT £ 0.50

**TOTAL INCLUSIVE: £ 3.00**

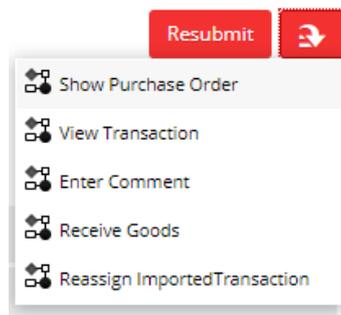
8. Take note of the **VAT Exclusive** amount on the invoice as this is the amount you will have to receipt on your blanket PO.

9. Select  (top left of the screen) which will take you back to **My Tasks**.

### 5.3 Receive Goods

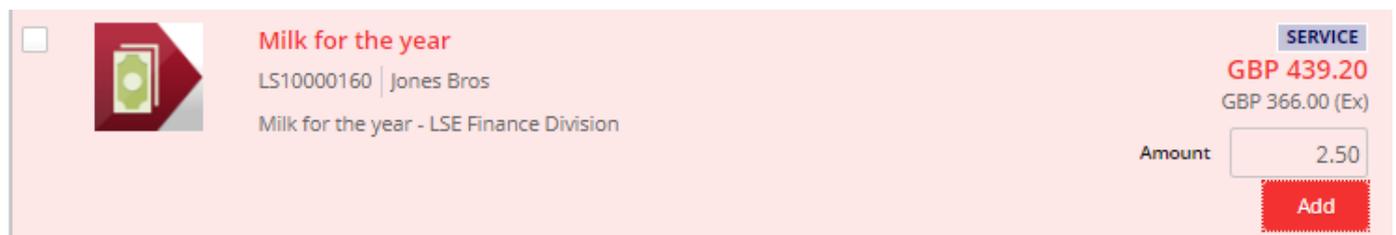
10. Re-select the invoice you want to receipt against.

11. Select the  in the top right corner, followed by  Receive Goods



12. You will then be taken to the **Receive Goods** screen.

13. In the Amount field, type the **VAT Exclusive** amount that was on the invoice in Step 8. In this example, the VAT Exclusive amount was £2.50

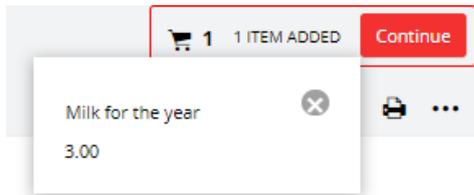


14. Click on the  button to place the item in the shopping cart. Please note that although it is in the shopping cart, the supplier is **not** notified about the receipt and nor is this an order.

The item is added to the shopping cart (top right corner of the screen), indicated like the example shown.

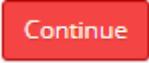


• To review the contents, click on the  and the items is displayed like the example shown

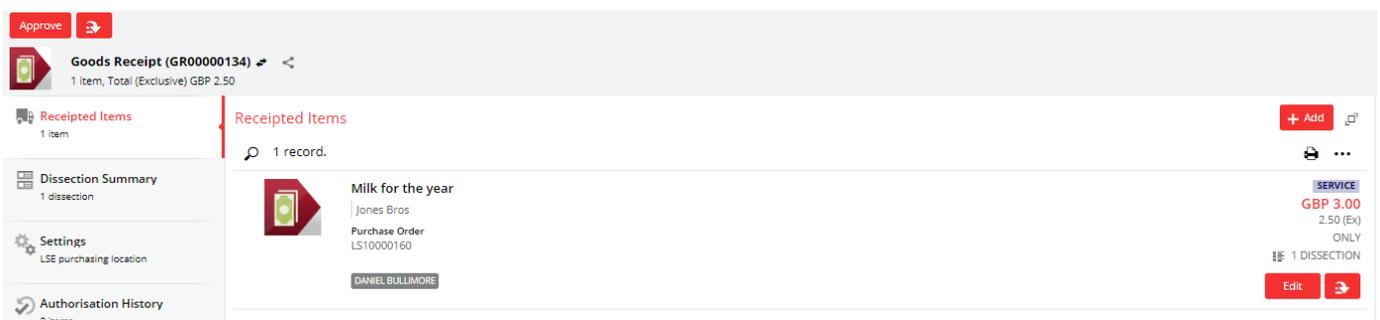


- You can also delete the item by selecting 
- Click the  again to hide what is in the cart

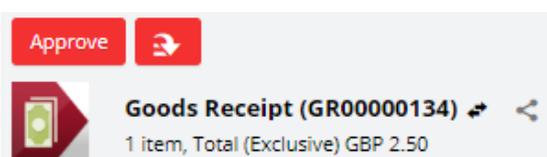
## 5.4 Approve

15. Click on the  button.

The item is added as line in the receipted items.



- The Goods Receipt number is displayed in the banner at the top left of the screen



- A natural view of the requisition is displayed on the right, like the example shown.

GOODS RECEIPT

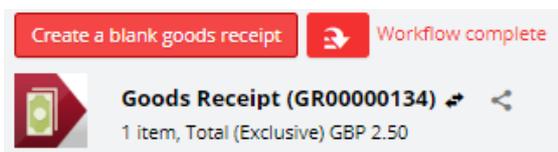
UNAPPROVED

Goods Receipt GR00000134  
 Reference Received on 25-Jul-2019  
 Issued 25-Jul-2019  
 Receipt Total GBP 2.50  
 Receipt User Daniel Bullimore

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Milk for the year LS10000160 - Jones Bros	-	only	2.50	GBP 2.50
<b>Total</b>				<b>2.50</b>

16. If all the details are correct, click **Approve** in the top left corner of the screen.

The Goods Receipt will then state: 'Workflow Complete', and the order has been receipted and the invoice matched.



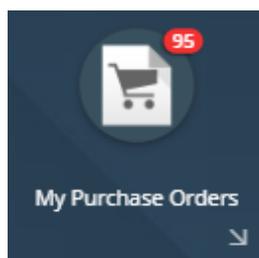
17. The task will then disappear from the **My Tasks** tile and you will receive an email to say the invoice has been accepted.

### 5.5 Purchase Order Status

18. Go to the **Purchasing** tab on the role's navigation bar at the bottom of the screen.



19. Select **My Purchase Orders** tile



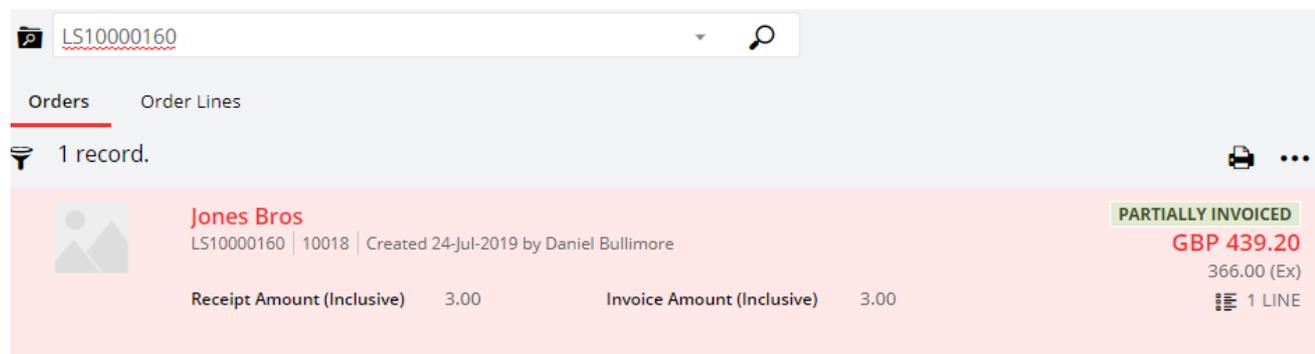
A list of purchase orders you have already raised will open.

20. Un-filter the search by selecting  (top left of the screen) followed by

Clear all 

21. You can then search for the purchase order number you just matched in the search bar. You will notice that the status has changed to **PARTIALLY INVOICED**

- Your blanket PO will remain this status until either:
  - The PO expires (based on the expiry date you inputted when you raised it)
  - OR
  - You have receipted and matched the total amount.



The screenshot shows a search bar with the value 'LS10000160'. Below it, there are tabs for 'Orders' and 'Order Lines'. A filter icon is visible on the left, and a '1 record.' indicator is present. The main content area displays a purchase order for 'Jones Bros' with the following details:

- Reference: LS10000160 | 10018 | Created 24-Jul-2019 by Daniel Bullimore
- Status: **PARTIALLY INVOICED**
- Total Amount: **GBP 439.20**
- Subtotal: 366.00 (Ex)
- Line Count: 1 LINE

At the bottom of the order card, there is a summary table:

Receipt Amount (Inclusive)	Invoice Amount (Inclusive)
3.00	3.00

PO status' include:

- On Order** – where the PO has been generated and you are awaiting delivery of the Goods or Service
- Partially Received** – where you have received part of the order but not all of it, so you have receipted the part you've received (e.g. 3 out of 5 milk cartons)
- Partially Invoiced** – Where you have receipted part of the order and matched it with an invoice.
- Fully Received** – where you have received all the PO.
- Fully Invoices** – where the PO has matched with an invoice and its waiting to be paid.
- Complete** – where the PO has matched with an invoice and it has been paid.