

myFinance User Guide

Create a goods receipt for an asset

040-11-05

The following topic will demonstrate how to create a Goods Receipt for the purchase of an Asset.

Learning Objectives

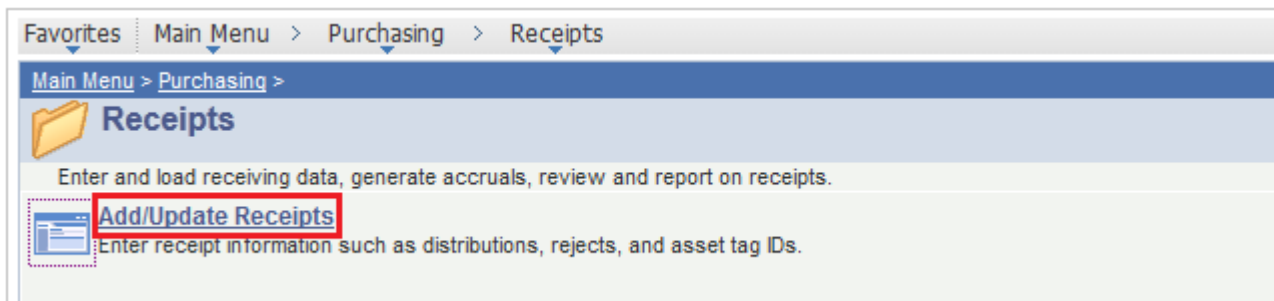
Upon completion of this lesson, learners will be able to:

- Select items on a purchase order to receive
- Record the asset Serial Number
- Create a receipt for items

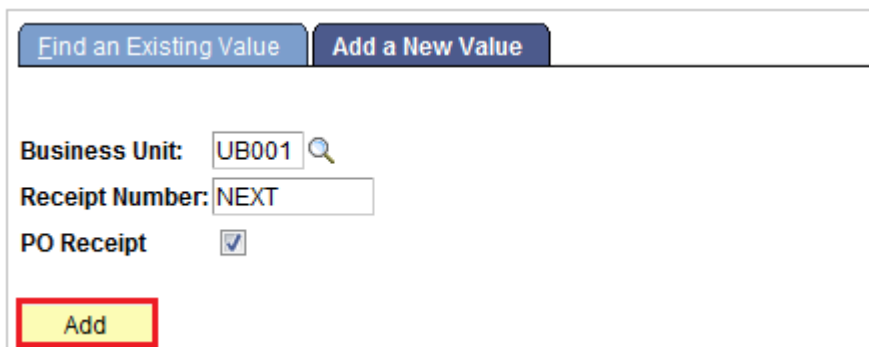
Procedure

*Hint: Ensure you have obtained the **Purchase Order number** from the **Manage Requisitions** page.*

1. In the **Menu**, click the **Purchasing** link.
2. Click the **Receipts** link.
3. Click the **Add/Update Receipts** link.



4. Click the **Add** button.



The screenshot shows a form with two tabs at the top: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are three input fields: 'Business Unit' with the value 'UB001' and a search icon; 'Receipt Number' with the value 'NEXT'; and 'PO Receipt' with a checked checkbox. At the bottom left of the form, there is a yellow button labeled 'Add' which is highlighted with a red rectangular box.

5. Enter the **Purchase Order number** into the **ID** field.

- Review the default **Start Date** and **End Date**, and remove if necessary.
- Click the **Search** button.

Search Criteria

PO Unit: UB001

ID:

Line/Sched Num: /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Search

Days +/- Today: 30

Start Date: 08/01/2012

End Date: 08/03/2012

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

- The available lines for your purchase order will be displayed under the **Retrieved Rows** heading. Tick the checkbox (in the **Sel** column) next to the item you wish to include on the receipt.
- Click the **OK** button.

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

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UB001	0000026905	1	1		06/02/2012	1.0000		Test Asset Item	Test Asset Item

[Select All](#) [Clear All](#)

OK **Cancel** **Refresh**

- The **Receiving** page will be displayed. Check the **Receipt Qty** and amend if necessary.
- Click the **Serial** option.
- Click the **Pending** link.

Maintain Receipts

Receiving

Business Unit: UB001 Receipt Status: Open ✘

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

[Header Details](#)

▶ Header

[Select Purchase Order](#)

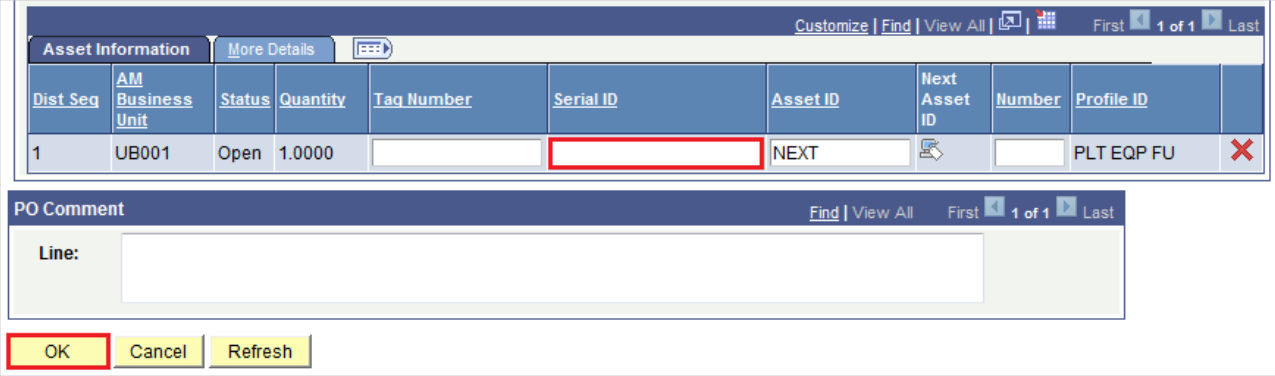
Receipt Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Test Asset Item	7000.00000	1.0000	EA <input type="text"/>	1.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA <input type="text"/>	Pending	Device Track ✘

Interface Receipt [Interface Asset Information](#)

- The serial number is sometimes physically located on the asset, or on the accompanying paperwork.

- 14. Enter the serial number into the **Serial ID** field.
- 15. Click the **OK** button.



Asset Information									
Dist Seq	AM Business Unit	Status	Quantity	Taq Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	UB001	Open	1.0000			NEXT			PLT EQP FU

PO Comment

Line:

OK Cancel Refresh

- 16. Click the **Save** button.
- 17. The system will allocate a **Receipt ID** number.

Please write this number on the invoice (if you have one) before sending it to Finance.

End of procedure.