UNIVERSITY OF PORTSMOUTH

e5

Goods Receipting

Version 5
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Contents

Receiving an order

Overview

Receipts are recorded on e5, once the items or values have been delivered, so that:

- An accurate record exists of the order's status and any receipts
- The University has a record of its creditors
- The invoice can then be matched to the receipt and paid by Finance
- The department will be able to consider the committed funds in their budgeting

There are two receipt screens:

- Receive Goods - for receiving goods (item order lines)
- Receive Services - for receiving services (value order lines)

Receive Goods / Receive Services

Location

- Menu
- Goods Receiving
- Receive Goods or Menu
- Goods Receiving
- Receive Services

Figure 1 - Goods Receive/Return List

The majority of fields on the Goods Receipt Note (GRN) Service Value Edit are identical to those on the Goods Receive/Return Edit screen. Where differences exist, this is detailed in the field chart.

Order Line	Item Description	Value	GRI	VAL on Order	VAL Already Received	VAL Outstanding	VAL Replace	
1	JQ return to Bath for NASMA meeting	0.00		44.00	0.00	44.00	0.00	

Figure 2 - GRN Service Value Edit

Field Chart

Field	Description
Order	Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated number E.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order
Receipt Date	Date and time these goods / services were received
Supplier	Unique number for the supplier providing the goods / services E.g. 000136 – Office Depot
Address	Supplier's address
Advice Note	Supplier's delivery note number / invoice number

Primary Details Tab

Field	Description
Order Line	Line number of this order line
Item Description	Description of the goods / service ordered
Received Qty or Value	For this delivery – Quantity received For this invoice – Value received
GRN Complete Flag	'Y' indicates that this partial delivery completes the deliveries for the order line
Receive Unit of Measure (only applies on Goods Receive/Return Edit screen)	Unit of Measure. Code used on Standard lines to indicate how the items are counted E.g. PALL – Pallet, BX12 – Box of 12
QTY on Order Or Val on Order	Total quantity of the item ordered on this order line Total value ordered on this order line

Field	Description
QTY Already Received Or Val Already Received	Quantity of the item previously received Value previously received
QTY Outstanding Or Val Outstanding	Quantity / Value outstanding
QTY / Val Replace	Not used during goods receiving
QTY / Val Already Replaced	Not used during goods receiving
QTY / Val Credit	Not used during goods receiving
QTY / Val Already Credited	Not used during goods receiving
Reject Code	Not used during goods receiving
Disposal Code	Not used during goods receiving
Location (site)	Code indicating the location to which the goods / services are to be delivered E.g. LIB1 – The University Library
Goods Receipt Number	Not used
Date Expected	Date the order was placed or the delivery is expected
Receipt Type	Code for the line type I.e. 0 – Standard, 2 – Value
Text Mnemonic	'Y' indicates that line text exists for the order line
Split Analysis Type	Split analysis code indicating if the cost of the order line has been split over more than one cost centre I.e. 1 – Percentage split, 2 – Quantity split, 3 – Value split
Receipt Status	Not used
Date Received	Date the goods / services were received
Time Received	Time the goods / services were received
Nominal	Nominal code for the line E.g. 4303A – Printing and Stationery Materials
Centre	Cost centre for the line E.g. 41011 – Technology Faculty stores

Field	Description
Update Date	Not used
Update Time	Not used
Update User	Not used
Creation Date	Not used

Process to Receive Goods / Services

1. Enter the order number to be receipted in the 'Fetch Order Line' selection window and use the Fetch button
2. For each line in turn, either:
    a. Enter the quantity delivered in the 'Received Qty' field or the value received in the 'Value' field OR
    b. Enter the delivery or invoice number in the 'Advice Note' field
3. Select update to save the changes to the receipt
4. The system will generate a GRN (goods receipt note) number for each line of the delivery. The invoice should be annotated with these numbers.

Points to ponder

Revising and cancelling orders and order lines

For guidance on revising and cancelling orders, see CDR04 Revisions manual.

Over receipting & item price discrepancies

Users must not enter a goods receipt for:

- a quantity greater than that outstanding on a standard order line plus 10%*
- a value receipt for a greater value than that outstanding on a value order plus 10%*
    o The amount over-receipted cannot exceed £10.

If more items are received than were ordered, outside of the 10% or £10 tolerance, and they are to be kept, the order must be revised to reflect the new quantity or value, see CDR04 Revisions manual.

Additionally, the Payments Department will query any invoice where the item price on the invoice is more than 10% higher than the item price originally entered on the order.

In such cases, if the discrepancy is greater than £10, the order should be revised prior to goods receipting to reflect the invoice price. This order will then require re-authorisation before it can be goods receipted.

Completing an order line

When entering a partial receipt, the 'GRN Complete Flag' field can be used, to indicate that no more deliveries are expected for the order line – even though the original quantity or value may not have been received.

Invoice supplier is different from the supplier

The Payments Department will not pay an invoice if the delivery or invoice is from a different supplier from the one with whom the order was placed.

The course of action will depend on the reason the suppliers are different:

1. Incorrectly recorded suppliers. Cancel the order and create a new order against the correct supplier.
2. If a Company, with which an order has been placed, changes its name whilst an order is being processed, the new supplier details are recorded in the Invoice Supplier Tab. This ensures the order remains linked to the invoice.

Items and services not on the order

Items and services which appear on an invoice but do not exist on the original order (and have, therefore, not been receipted) will not be paid by the Payments Department. If delivered, the order will need to be revised to include the additional line(s) before they can be received.

Carriage

The payments team will add a line for carriage that is not mentioned on the order up to the value of £25. This will be posted to the carriage nominal code so that these lines can be easily identified on financial reports.

Goods / Service Receipt Screens Macro Buttons

Macro Button	Description
Prompt	Not used on this screen
Update	Save the goods / service receipt
S/A	Opens split analysis screen
Order Text	Opens order text screen, see CDR06 Split Analysis manual
Cancel	Returns to e5 Hierarchical Menu without saving goods receipt

Enquiry - Receipt List by Order

The Receipt List by Order screen can be used to enquire on the date which specific components of an order were received. The screen will only display the components which have been receipted, i.e. not any lines / partial lines which are still awaiting delivery.

Navigation options to access the Receipt List by Order screen

Navigation

- Order List screen
- Right click
- Display
- Goods Receipts

OR

- Order List screen
- Menu bar
- Display
- Goods Receipts

OR

- Order Line List screen
- Right click
- Display
- Goods Receipts

OR

- Order Line List screen
- Menu bar
- Display
- Goods Receipts

Figure 3 - Receipt List by Order

Primary Details Tab

Field	Description
Receipt	System generated GRN (Goods Receipt Note) number for this delivery
Type	Delivery type E.g. Receipt – Goods Receipt, Val Receipt – Value Receipt
Status	Status of invoice See Points to Ponder
Date Received	Date goods receipt / value receipt was entered onto COA e52
Order Reference	Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated number E.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order
Line	Order line number to which this receipt relates
Supplier	Unique number for the supplier providing the goods / services E.g. 000136 – Office Depot
Item	Not used

Field	Description
Item Description	Description of the item / service ordered
Quantity Advised	Not used
Advised Quantity UOM - Standard lines	Unit of Measure. Code used on Standard lines indicating how the items are counted/measured E.g. PALL – Pallet, BX12 – Box of 12
Advised Quantity UOM - Value line	Not used
Received Quantity or Value	Quantity / value received in this delivery
Received UOM	Not used
Rejected Quantity or Value	Not used
Rejected Quantity UOM	Not used
Credited Quantity or Value	Not used
Invoice Quantity or Value Held	A value in this field denotes that an invoice has been matched against this receipt however it has been held by the payments department.
Invoice Quantity or Value Outstanding	Not used
Invoice Quantity or Value	Quantity / value invoiced
Performance Monitor	Not used
Accept User	Not used
Delivery	Not used
Location	Code indicating the location to which the goods / services were delivered
Supplier Lot	Not used
Advice Note	Supplier's delivery note number / invoice number
Stock Type	Not used
Store	Not used
Bin	Not used
Create User	User id of the originator who created the receipt

Points to Ponder

GRN statuses

Status codes give an indication of the stage an order has reached in the purchase order cycle, see CDR04 Revisions manual for further information.

The GRN status codes relate specifically to the status of the associated invoice, e.g.

GRN Status	Explanation	Related Order Line Status
Complete	indicates that an invoice line has been matched to this goods receipt	Complete
Outstanding	indicates that no invoice has been matched to this goods receipt	Await Invoice
Matched	indicates that an invoice has partially matched against this goods receipt but a value remains outstanding against it	Await Invoice/Await Delivery

Macro Buttons and Navigation from Receipt List by Order

Field	Description
Return	Returns to the previous screen
Ins GRN	Not used
Ins Return	Not used
Release	Not used
Order Enq	Not used
Order Summary	Opens the Order Summary screen, see CDR01 Introduction and Navigation manual

Processing Credit Notes and Returns

Supplier credit notes must be entered onto e5 to enable them to be processed by the Payments Department.

Two different situations can be processed using the same screens:

- the supplier provides a credit note but will be re-supplying the goods / service and re-invoicing the University, e.g. Faulty goods have been supplied which are being returned. Replacements for this order line are expected which will be re-invoiced by the supplier
- the supplier provides a credit note and no further invoices are expected relating to it, e.g. an item was ordered in error and the supplier has agreed to accept a return for the item

Credit Notes

Location

- Menu
- Goods Receiving
- Return Goods or Menu
- Goods Receiving
- Return Services

Process to Record a Credit Note

1. Enter the order number to which the credit note applies in the 'Fetch New Order Line' selection window and use the Fetch button
2. For each line in turn, either:
    a. Enter the quantity / value credited which is to be re-supplied in the 'QTY Replace' or the 'VAL Replace' fields OR
    b. Enter the quantity / value credited which will not be re-supplied in the 'QTY Credit' or the 'VAL Credit' fields
3. Enter the reason code in 'Reason' and 'NA' in 'Disposal' (a list of reason codes can be retrieved by using the Prompt button)
4. Enter the credit note number in the 'Advice Note' field
5. Select Update to save the changes to the credit note
6. The system will generate a GRN (goods receipt note) number for each line being credited

Points to Ponder

Items delivered in error

If an item delivered in error and invoiced by the supplier is not being kept by the University, it will not need to be processed on COA e52 so long as the invoice and subsequent credit note 'cancel each other out'.

e.g. an order is placed for 'week to view' diaries. The supplier accidentally supplies 'day to view' diaries instead. When informed of the error, the supplier issues a credit note for the diaries. Neither the invoice nor the credit note will need to be entered onto COA e52.