

Quick Reference Guide

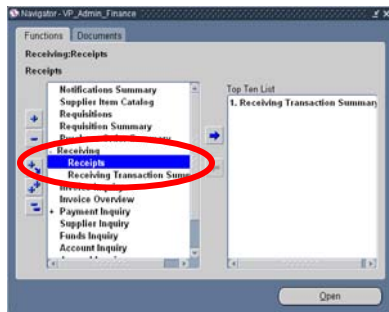
Receiving Supplies/Services

UNI e-Business Suite

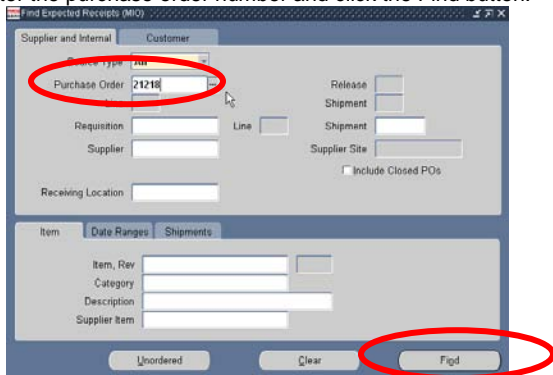
ENTERING RECEIPTS

Receiving is one part of the three-way match before an invoice is paid. Merchandise should be inspected as much as possible before receiving. If electronic receiving has been completed and an item is discovered to be defective, report the PO # to the Purchasing department. Purchasing will initiate a hold on the invoice until a replacement can be obtained. Departments are responsible for contacting suppliers regarding defective merchandise.

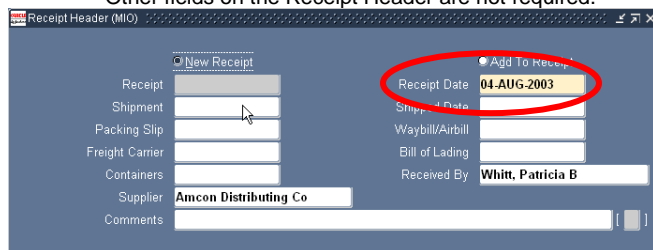
- 1) Login to UNI e-Business and click on your FIN responsibility.
- 2) Click on Receiving and then Receipts.



- 3) Enter the purchase order number and click the Find button.

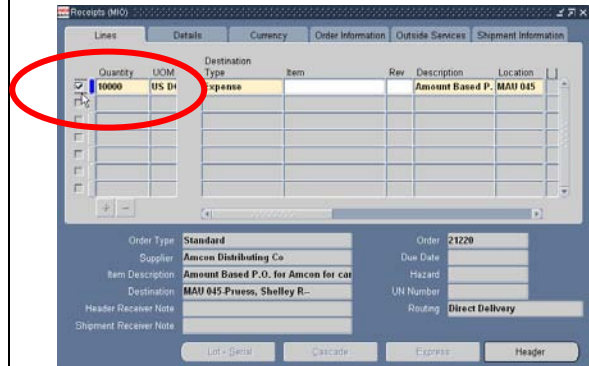


- 4) The Receipt Header form will appear.
 - Receipt Date is defaulted to the current date. Change date to reflect the actual date supplies were received.
 - Other fields on the Receipt Header are not required.

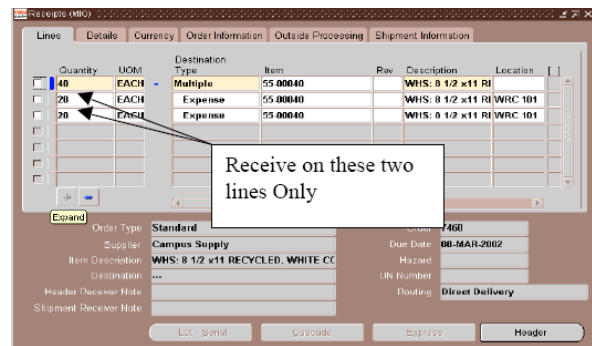
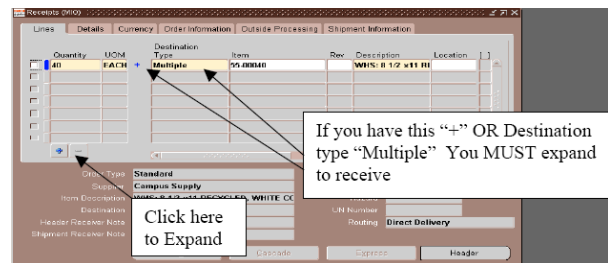


- 5) Close the Receipt Header form.

- 6) Review the Receipts form carefully to ensure it is your order. *Security does not prevent anyone from "Receiving" another department's order.*
- 7) Click in the Receipts window in the small box to the far left of the line where your purchase is located. A check mark will appear.



- 8) Review the quantity field. Change the quantity to match the quantity received (e.g. quantity ordered 5, but only received 4, change to 4).
- 9) If the item received was charged to multiple distributions (accounts), receiving must be completed on each distribution. Click on the "+" to expand the line and receive on the lines that appear below.



- 10) SAVE