

General Information

| Task | Process Information |
|---|--|
| <p align="center">Receiving Against a Department-Specific Blanket Purchase Order</p> | <p>A receipt is created in the Purchasing module for all goods/services ordered and received against a Blanket Purchase Order.</p> |

Related Documents

The document(s) listed below are supporting materials for this process. These materials are posted on Courtnet – under the GEARS link.

- PO220 Purchasing Goods & Services – Course Manual

GEARS Navigation

Review Blanket Purchase Order (if necessary). Department-Specific Blanket Purchase Orders have been created to reflect the entire value of the Blanket Purchase Order. As you order and receive against the Blanket Purchase Order, you will create individual Receipt transactions to represent that order.

The Purchase Order number will be '00000XXXXX', where the 'XXXXX' represent the AOC PO Number. All Blanket Purchase Orders also reference a Blanket Purchase Order Contract, which are numbered as 'BPO-00000XXXXX', where the 'XXXXX' represent the AOC PO Number.

Main Menu > Purchasing > Purchase Orders > Add/Update POs

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order
Purchase Order

Business Unit: MDJUD PO Status: Dispatched
 PO ID: 0000033901 Budget Status: Valid
 Copy From: Hold From Further Processing

Header

*PO Date: 07/01/2013 Vendor Search
 *Vendor: THOMPSONME-001 Vendor Details
 *Vendor ID: 0000009146 THOMPSON MEDIA GROUP LLC
 *Buyer: KEVIN JONES JONES KEVIN
 PO Reference: BPO - Subscriptions

Doc Tot Status: Valid
 Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 4,598.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 4,598.00 USD
 Encumbrance: 4,598.00 USD
 Balance:

Add Items From: Catalog Item Search

Select Lines To Display
 Line: To: Retrieve

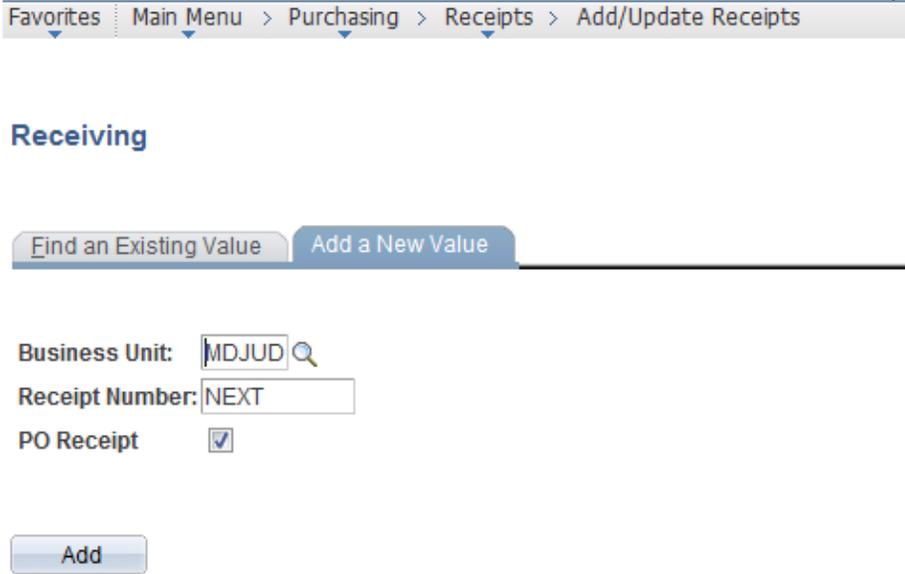
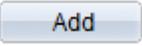
| Line | Item | Description | PO Qty | UOM | Category | Price | Merchandise Amount | Status |
|------|------|---|--------|-----|----------|-------------|--------------------|----------|
| 1 | | BPO - Continuation of Subscriptions & New Titles - 7/1/13*6/30/14 | 1.0000 | AMT | PUBL_SQ | 4,598.00000 | 4,598.00 | Approved |

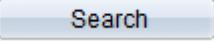
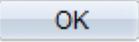
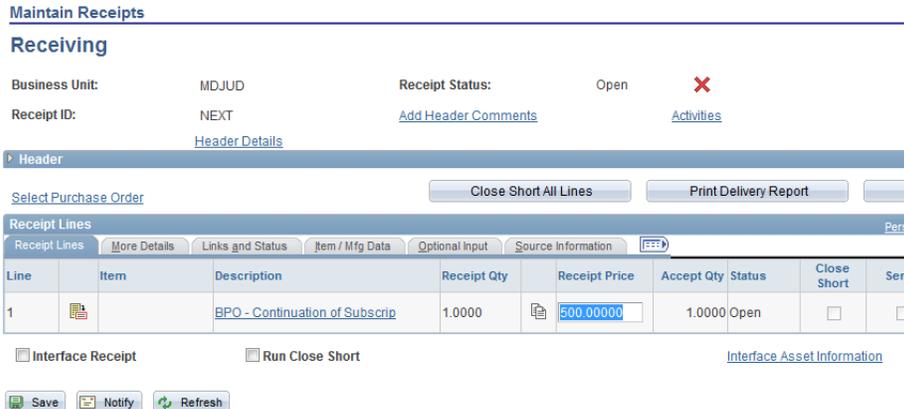
If you have already or do not need to review the Blanket Purchase Order, you will move forward with the creation of the Receipt Transaction.

Main Menu > Purchasing > Receipts > Add/Update Receipts

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

| STEP | ACTION | DETAILS |
|------------------|--|--|
| <p>1.</p> | <p>Select the Add a New Value tab and accept the system defaults.</p> | <p>Create your receipt by giving using the NEXT Receipt Number and ensuring that the PO Receipt Checkbox is selected.</p>  |
| <p>2.</p> | <p>Click the  button.</p> | |

| <p>3.</p> | <p>On the Select Purchase Order screen, use the available selection criteria to search for your Blanket Purchase Order number. If you know the number you can enter it in the ID field.</p> |  <p>Select Purchase Order</p> <p>Search Criteria</p> <p>PO Unit: MDJUD Days +/- Today: 30</p> <p>ID: 0000033901 Start Date: 06/24/2013</p> <p>Line / Schedule: / End Date: 08/23/2013</p> <p>Release: Vendor Name: Vendor Lookup</p> <p>Item ID: Vendor Item ID:</p> <p>Ship To: Manufacturer ID:</p> <p>Ship Via: Manufacturer's Item ID:</p> <p><input checked="" type="checkbox"/> Retrieve Open PO Schedules</p> <p>Receipt Qty Options</p> <p><input type="radio"/> No Order Qty <input checked="" type="radio"/> Ordered Qty <input type="radio"/> PO Remaining Qty</p> <p>OK Cancel Refresh</p> <p> You can search for the PO ID or other selection criteria field by selecting the magnifying glass next to the field.</p> | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|---|-------------|---------------|-------------|-------------|--------------------------|---------------|----------|--------------------------------|---------------|------|-------------|-------------------------------------|--------|------------|--------|------|--------------------------|------------|--------|--|--|--------------------------------|
| <p>4.</p> | <p>Click the  button.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5.</p> | <p>Once the available Blanket Purchase Order lines are retrieved, select the line(s) that you are receiving.</p> | <p>Select the appropriate PO lines using the Checkbox in the Sel column.</p>  <p>Retrieved Rows</p> <p>Selected Rows Shipping Related More Details [FFF]</p> <table border="1"> <thead> <tr> <th>Sel</th> <th>PO Unit</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Release</th> <th>Due Date</th> <th>PO Qty</th> <th>Prior Receipt</th> <th>Item</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>MDJUD</td> <td>0000033901</td> <td>1</td> <td>1</td> <td>1</td> <td>07/24/2013</td> <td>1.0000</td> <td></td> <td></td> <td>BPO - Continuation of Subscrip</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>OK Cancel Refresh</p> | Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description | <input checked="" type="checkbox"/> | MDJUD | 0000033901 | 1 | 1 | 1 | 07/24/2013 | 1.0000 | | | BPO - Continuation of Subscrip |
| Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | MDJUD | 0000033901 | 1 | 1 | 1 | 07/24/2013 | 1.0000 | | | BPO - Continuation of Subscrip | | | | | | | | | | | | | | |
| <p>6.</p> | <p>Click the  button.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7.</p> | <p>Place your cursor in the Receipt Price field and enter the amount of the order/receipt against the Blanket Purchase Order.</p> |  <p>Maintain Receipts</p> <p>Receiving</p> <p>Business Unit: MDJUD Receipt Status: Open ✖</p> <p>Receipt ID: NEXT Add Header Comments Activities</p> <p>Header Details</p> <p>Header</p> <p>Select Purchase Order Close Short All Lines Print Delivery Report</p> <p>Receipt Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Receipt Qty</th> <th>Receipt Price</th> <th>Accept Qty</th> <th>Status</th> <th>Close Short</th> <th>Series</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>BPO - Continuation of Subscrip</td> <td>1.0000</td> <td>500.00000</td> <td>1.0000</td> <td>Open</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt <input type="checkbox"/> Run Close Short Interface Asset Information</p> <p>Save Notify Refresh</p> | Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Series | 1 | | BPO - Continuation of Subscrip | 1.0000 | 500.00000 | 1.0000 | Open | <input type="checkbox"/> | | | | | |
| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Series | | | | | | | | | | | | | | | | |
| 1 | | BPO - Continuation of Subscrip | 1.0000 | 500.00000 | 1.0000 | Open | <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| <p>8.</p> | <p>Click on the Add Header Comment Hyperlink on the screen</p> | <p>Update the comments to include a description of the specific order/receipt against the Blanket Purchase Order. Select the 'Show at Voucher' checkbox.</p> | | | | | | | | | | | | | | | | | | | | | | |

Maintain Receipts

Receipt Header Comments

Business Unit: MDJUD Receipt Number: NE

Receipt Status: Open

Retrieve Active Comments Only

*Sort Method: *Sort Sequence:

Comments

[Use Standard Comments](#) Comment Status: Active

Purchase of YYYY Periodical for 07/1/13 to 06/30/13.

Show at Voucher

Associated Document

Attachment:

From -> RCV MDJUD-NEXT

9. Click the button.

10. Click the button.

Once you save your Receipt transaction, a receipt number will be generated. This receipt is now available for invoicing and payment.

Maintain Receipts

Receiving

Business Unit: MDJUD Receipt Status: Fully Received

Receipt ID: 0000000030 [Edit Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

[Select Purchase Order](#)

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

| Line | Item | Description | Receipt Qty | Receipt Price | Accept Qty | Status | Close Short | Serial | Device Track | Device Track |
|------|------|-------------------------------|-------------|---------------|------------|----------|--------------------------|--------------------------|--------------------------|------------------------------|
| 1 | | BPO - Continuation of Subscri | 1.0000 | 500.00000 | 1.0000 | Received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Device Track |

Interface Receipt Run Close Short [Interface Asset Information](#)

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.