
End User Training Resource Guide

Course Code: SCM 203

Course Title: Record Receipt of Goods and Services

Updated 04-10-2025

Guide Overview

Guide Description

This course provides a comprehensive review of the Receiving processes.

This guide consists of the following modules:

- Module 1: Course Introduction
- Module 2: Record Receipt of Goods and Services
- Module 3: Course Summary

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Module 1: Introduction

Topics

This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process

Module 1: Introduction

Learning Objectives

At the conclusion of this course, participants will be able to:

- Describe the receiving goods and services process
- Define key terms used in the receiving goods and services process
- Understand receivers role in the creation and maintenance of goods and services receipts
- Create receipts for Purchase Order goods and services

Module 1: Introduction

Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and

Responsibilities

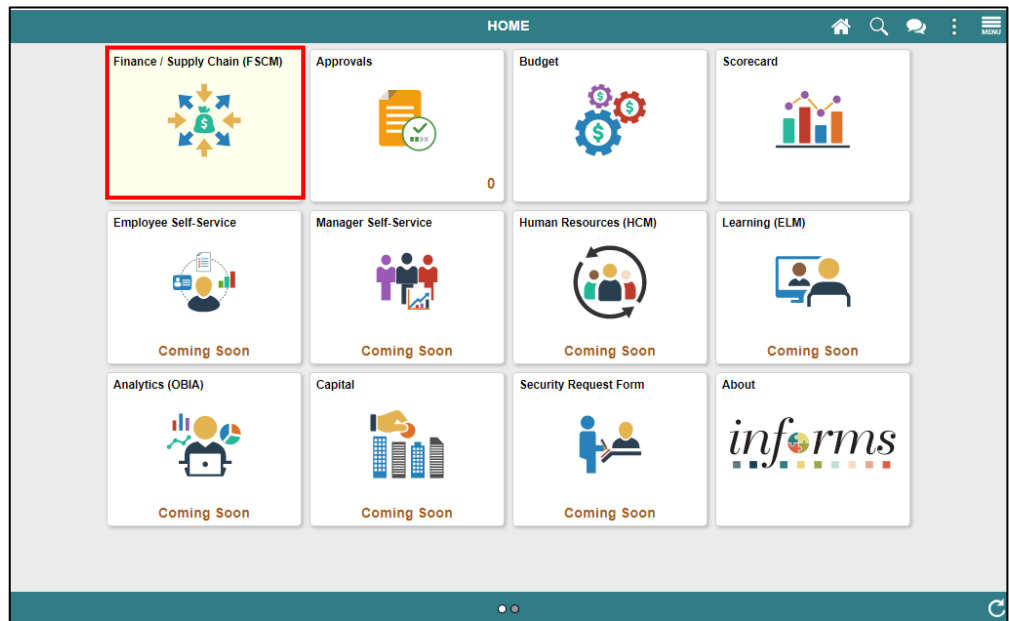
- **Department Receiving Processor:** The Department Receiving Processor is a role assigned to staff responsible for the receipt of goods and services.
- **Department Buyer:** The Department Buyer has the ability to create and update Purchase Orders (PO), Change Orders - enter PO or source a PO from requisition, or change orders and dispatch.

Module 1: Introduction

Navigation

Below are the steps to navigate to the Add/Update Receipts menu, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select **Supply Chain Operations**.



3. Select **Buyer**.



Module 1: Introduction

Purpose and Benefits

The INFORMS Supply Chain Management (SCM) provides the ability to manage the lifecycle of capital projects and the procurement of goods and services. The modules provide the functionality to request, solicit, contract, procure, receive, and pay for goods and services.

The content highlighted in this reference training guide is part of the Procurement module - within Supply Chain Management (SCM). This procurement module effectively streamlines purchasing processes while ensuring compliance with procurement policies.

The INFORMS Procurement modules provide the ability to manage the lifecycle of goods and services. The modules in INFORMS Procurement provide the functionality to create and manage:

- Purchase Requisitions
- Sourcing Events
- Supplier Contracts
- Purchase Orders
- Receipts

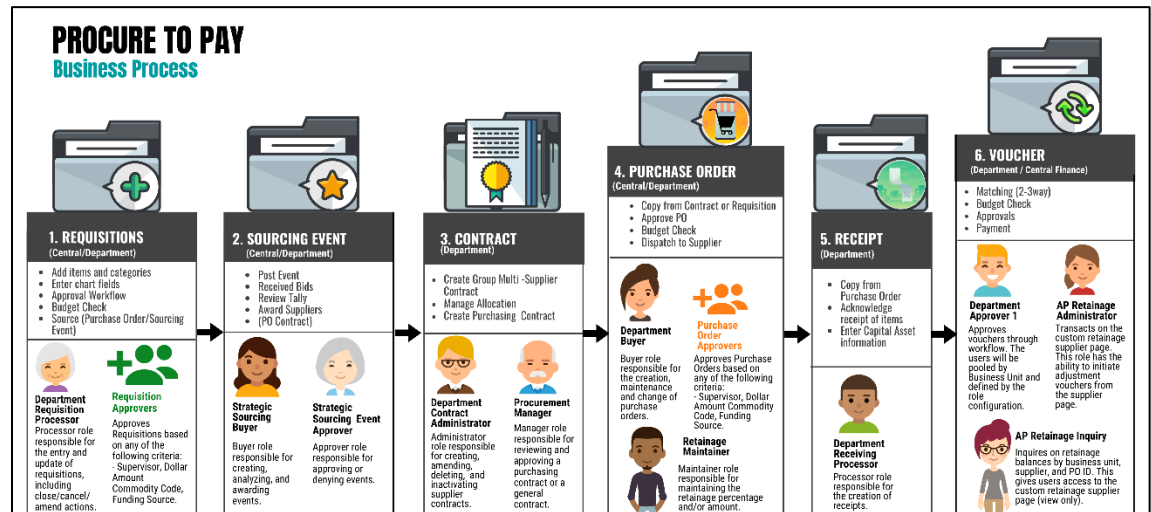
The focus of this training course will be the last of the Procurement Modules: Receipts

The purpose and benefits of the Record Receipt of Goods and Services business process include:

- Integration of Capital and Non-Capital Assets information through the Asset Management module
- One part of the 3-Way Match Process
- Purchase Order
- Receipt
- Voucher
- One system of record for receipts

Module 1: Introduction

The End-to-End Business Process



Module 1: Introduction

Module 1: The following key concepts were covered in this module:

Introduction Summary

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process

Module 2: Record Receipt of Goods and Services

Lessons

This module includes the following lesson:

- Record Receipt of Goods and Services

Lesson 1: Record Receipt of Goods and Services

Lesson 1: Overview

At the conclusion of this lesson, users will be able to:

- Receive and Record Receipts

Lesson 1: Record Receipt of Goods and Services

Lesson 1: Introduction

A Purchase Order must be created and dispatched to a supplier identifying the need to purchase goods/services before a receipt can be entered.

Once the goods are shipped or services are rendered, the Department Receiving Processor, usually the Requestor initiates the receiving process:

1. When users receive a good or service, they will create a receipt for that item. To do this, users must select the Purchase Order (PO) from which they are receiving the item.
2. Since users are receiving the item users will need to denote if users are going to accept the item or reject it. Users can also accept or reject partial orders.
3. **Users should make sure that users review any comments on the PO Receipt line.**
These may contain special instructions on receiving and distribution of the items based on information entered on the requisition that carries to the PO. The comment icon will appear shaded if there is a comment to review.
4. When receiving assets, receivers will need to add additional information to the receipt.
5. Once all information is entered users save the receipt.
6. After saving the receipt, if the items received are inventory or asset items, an INFORMS job will run to move them to their respective modules.
7. (Optional) After the Purchase Order, Receipt, and Voucher have been created users will run the Matching business process. Matching will be covered in the FIN 212 - Accounts Payable: Department Approvals course.

Lesson 1: Record Receipt of Goods and Services

Lesson 1: Introduction

It is required that departments receive all goods in INFORMS for good record keeping, reporting, and tracking of purchases. In addition, creating receipts supports invoice processing by confirming that items have been taken into possession or services rendered, signifying that the invoice is eligible to be paid. The following are important items to consider in the receiving process.

- Correct tracking of goods/services, along with the date received, is needed to confirm that what was ordered was actually received. The date of receipt of goods/services along with the invoice receipt date drives the payment date to the supplier
- Delivery of requested goods or services marks a transition in the Procure-to-Pay process from a purchasing activity to a payables activity
- Purchasing information for items that are received that are related to the purchase of an asset will be integrated with the Asset Management module

Lesson 1: Record Receipt of Goods and Services

Lesson 1: Introduction

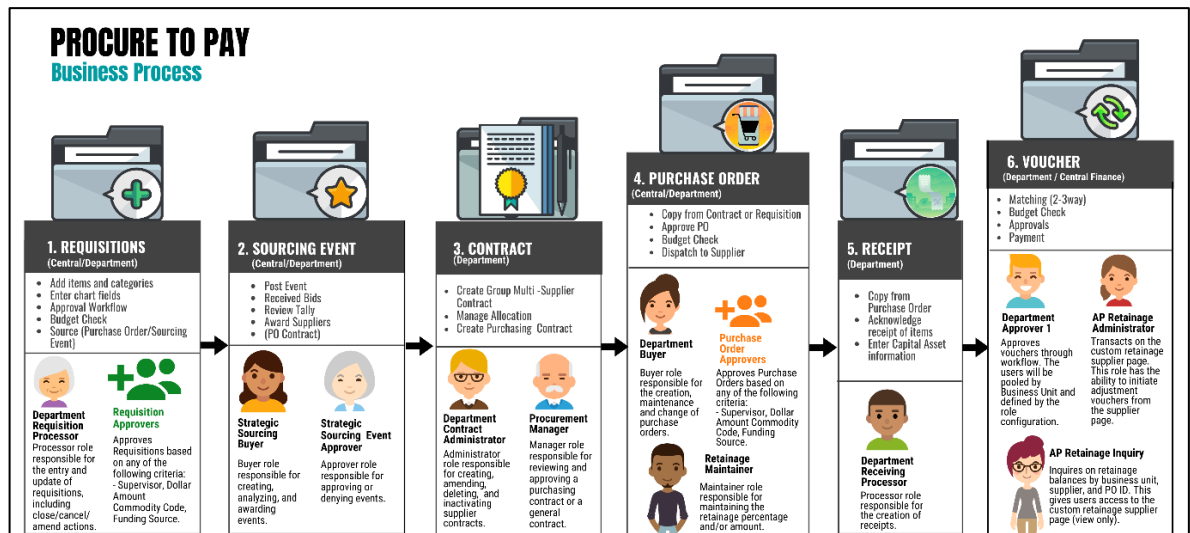
When goods have been received and/or services rendered, a receipt is created in INFORMS and users can review the status of the receipt in INFORMS.

The main Receipt Statuses in INFORMS are:

- **Closed** (PO has been fully received and the receipt is considered complete)
- **Hold** (Receipt is placed on hold to prevent it from being further processed)
- **Moved** (Asset/inventory item moved to destination)
- **Open** (Receipt has been saved without accepting/rejecting quantities)
- **Fully Received** (Receipt has been completed and saved for the received quantity)
- **Canceled** (Receipt will not be used to record receipt of goods/services)

Lesson 1: Record Receipt of Goods and Services

The End-to-End Business Process



Lesson 1: Record Receipt of Goods and Services

Key Terms The following key terms are used in this Lesson:



Term	Definition
Accepted Quantity	The accepted quantity is calculated by taking receipt quantity minus rejected quantity. The accepted quantity is the amount of good eligible for payment. If you do not reject any of the shipment, the receipt quantity and the accepted quantity will be the same.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, and Receipt prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
PO Receipt	A receipt created in INFORMS that is associated to a Purchase Order.
Packing Slip Number	The field entered on the receipt line that is used to match a receipt to a voucher for payment.
Receipt	A term used for the receipt of an item. The receipt includes the quantity of items received, their condition, and related information. Receipts are created for all POs except professional services and construction POs, unless the PO is designated as an 'Amount Only' PO whereby dollar amounts are received.
Receipt Hold	This field is used to prevent a receipt from further processing. A hold will need to be released before a receipt is eligible for payment.
Receipt Quantity	This field is used to enter the total number of goods received in a shipment.
Rejected Quantity	This field is used to enter any damage goods or any good not deemed to be acceptable.

Lesson 1: Record Receipt of Goods and Services

Lecture 1: How to Receive and Record Receipts

This lesson will review how to receive and record receipts. Receiving a service is handled in the same way as receiving a good is handled.

Once users have logged into INFORMS, users will navigate through the following tiles:

1. Finance / Supply Chain (FSCM)



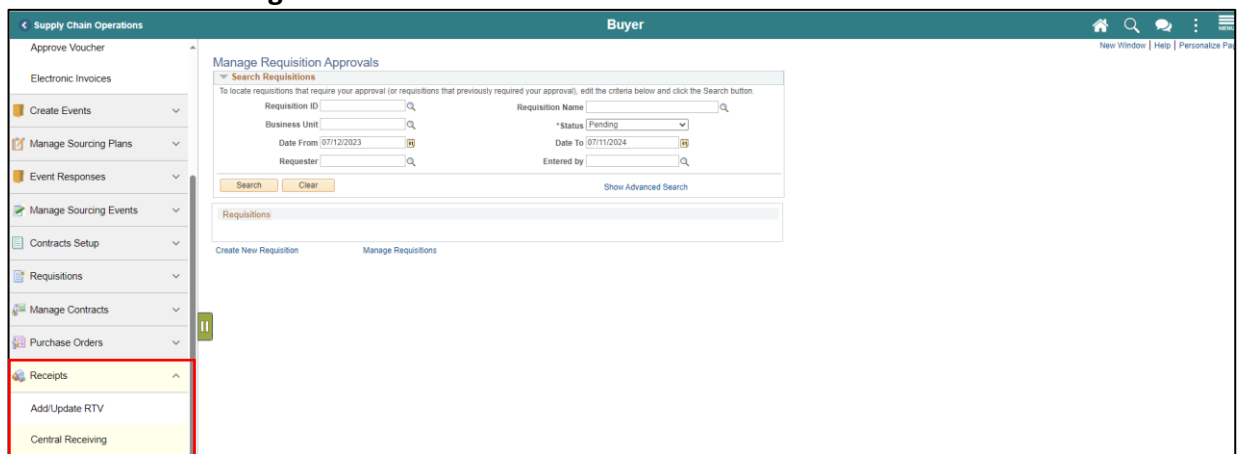
2. Supply Chain Operations



3. Buyer



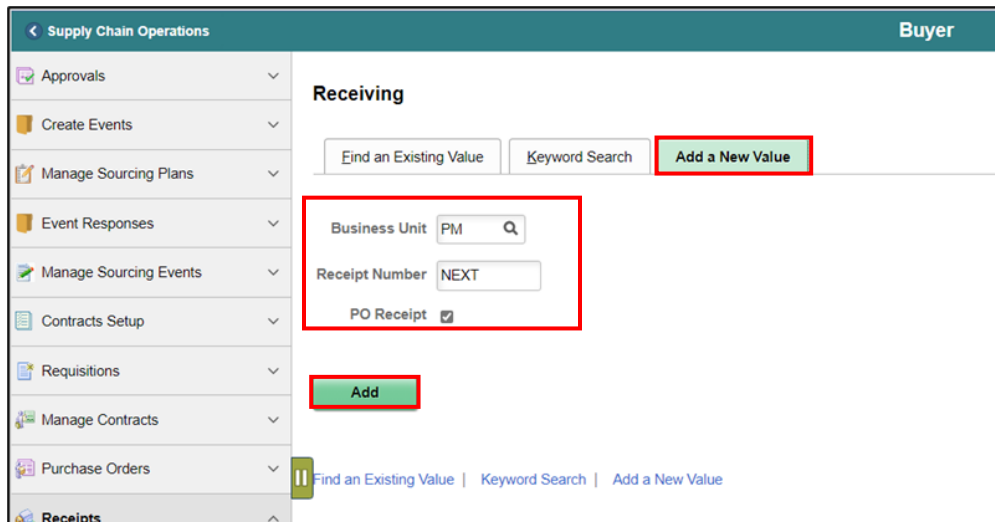
4. Central Receiving



Lesson 1: Record Receipt of Goods and Services

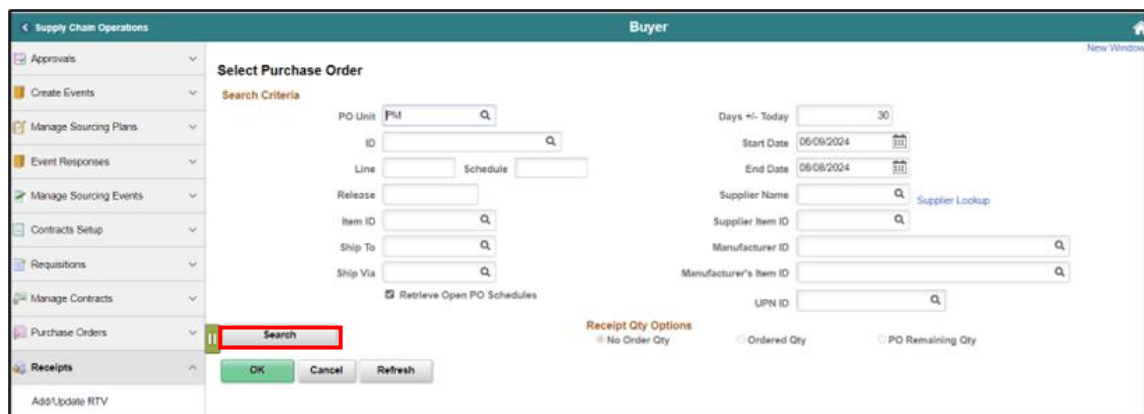
Lecture 1: How to Receive and Record Receipts

5. Select the **Add a New Value** tab.
6. Enter the **Business Unit** and check the **PO Receipt** checkbox. **Receipt Number** will default to **NEXT** to allow INFORMS to auto number each receipt upon save. Finally, select the **Add** button.



The screenshot shows the 'Receiving' form in the 'Supply Chain Operations' module. The 'Add a New Value' tab is selected. The 'Business Unit' is set to 'PM', 'Receipt Number' is 'NEXT', and the 'PO Receipt' checkbox is checked. The 'Add' button is highlighted.

7. Use any of the Search Criteria fields to identify Purchase Order you wish to create a Receipt for, then select **Search**.

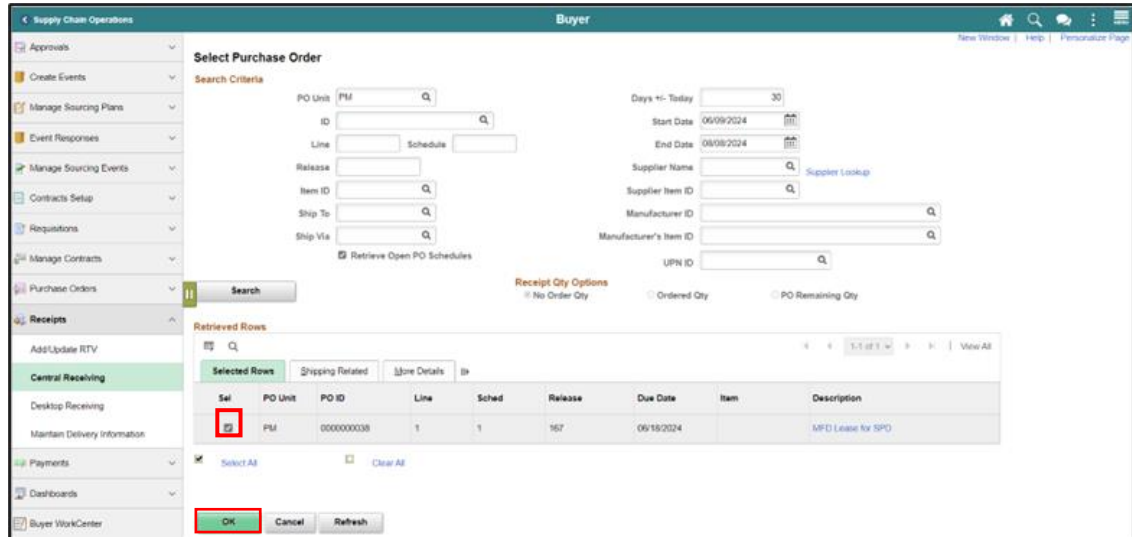


The screenshot shows the 'Select Purchase Order' form in the 'Supply Chain Operations' module. The 'Search' button is highlighted. The form includes various search criteria fields such as PO Unit, ID, Line, Release, Item ID, Ship To, Ship Via, Days to Today, Start Date, End Date, Supplier Name, Supplier Item ID, Manufacturer ID, Manufacturer's Item ID, and UPN ID. The 'Search' button is highlighted.

Lesson 1: Record Receipt of Goods and Services

Lecture 1: How to Receive and Record Receipts

8. Select the **Purchase Order** associated with a **PO Line** from the Search Results by checking the **SEL** checkbox and select the **OK** button. This will copy all of the pre-existing PO information to the Receipt to help reduce the number of times users are required to enter data.



Buyer

Select Purchase Order

Search Criteria

PO Unit: PM

ID:

Line: Schedule:

Release:

Item ID:

Ship To:

Ship Via:

☒ Retrieve Open PO Schedules

Days to Today: 30

Start Date: 09/09/2024

End Date: 09/09/2024

Supplier Name:

Supplier Item ID:

Manufacturer ID:

Manufacturer's Item ID:

UPN ID:

Receipt Qty Options

☒ No Order Qty ☐ Ordered Qty ☐ PO Remaining Qty

Retrieved Rows

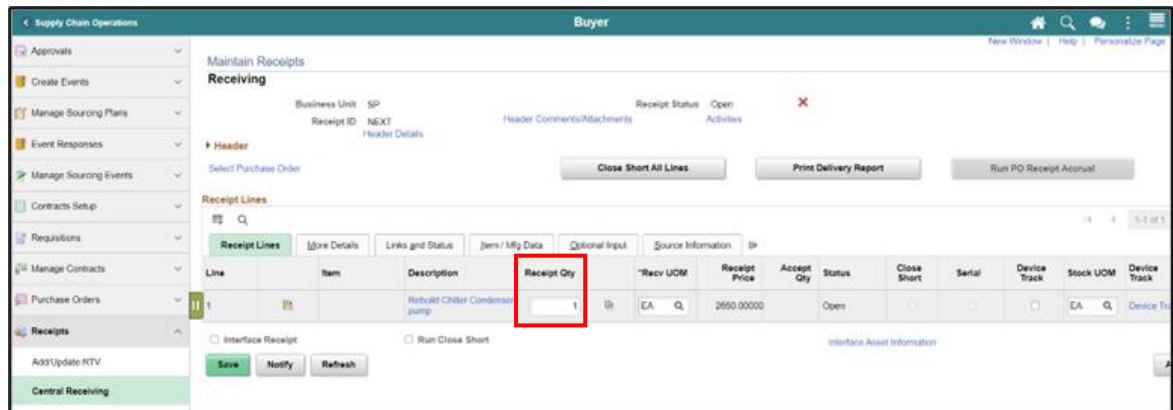
SEL	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
<input checked="" type="checkbox"/>	PM	0000000038	1	1	167	09/18/2024		MFD Lease for SPD

OK **Cancel** **Refresh**

Lesson 1: Record Receipt of Goods and Services

Lecture 1: How to Receive and Record Receipts

- Review the information copied for this receipt (**Supplier ID, Items, Description, etc.**). Then update either the **Receipt Qty** or **Receipt Price** depending on whether you are receiving goods or services. A receipt for goods is a PO that is quantity based, POs for services will reflect a dollar amount to be received as POs for services are flagged as **Amount Only**, signifying the total cost of the service.



Buyer

Maintain Receipts

Receiving

Business Unit: SP
Receipt ID: NEXT
Header Comments/Attachments
Receipt Status: Open
Activities

Header

Select Purchase Order

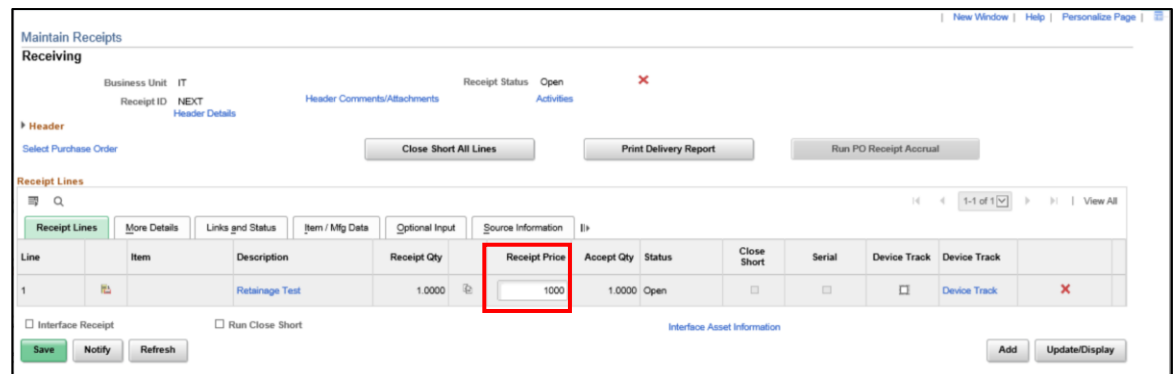
Close Short All Lines | Print Delivery Report | Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Refract Chiller Condenser pump	1	EA	2650.00000		Open				EA	Device Track

Interface Receipt | Run Close Short | Interface Asset Information

Save | Notify | Refresh



Buyer

Maintain Receipts

Receiving

Business Unit: IT
Receipt ID: NEXT
Header Comments/Attachments
Receipt Status: Open
Activities

Header

Select Purchase Order

Close Short All Lines | Print Delivery Report | Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track
1		Retainage Test	1.0000	1000	1.0000	Open				Device Track

Interface Receipt | Run Close Short | Interface Asset Information

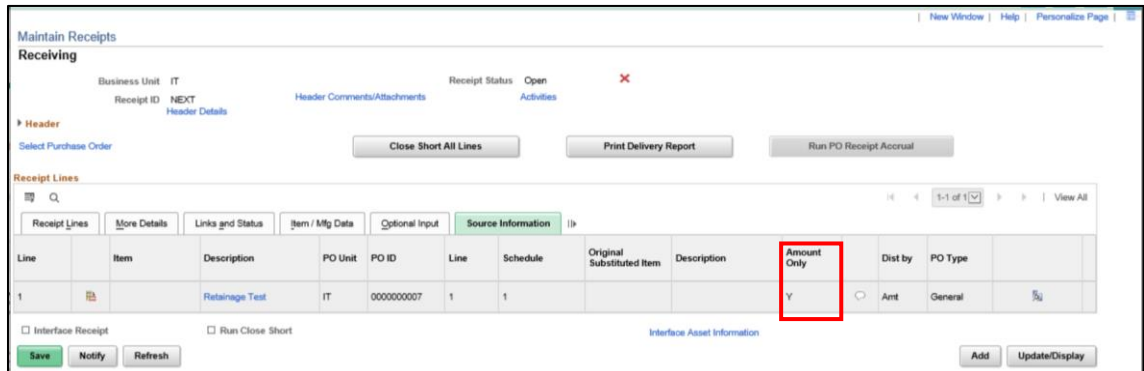
Save | Notify | Refresh

Add | Update/Display

Lesson 1: Record Receipt of Goods and Services

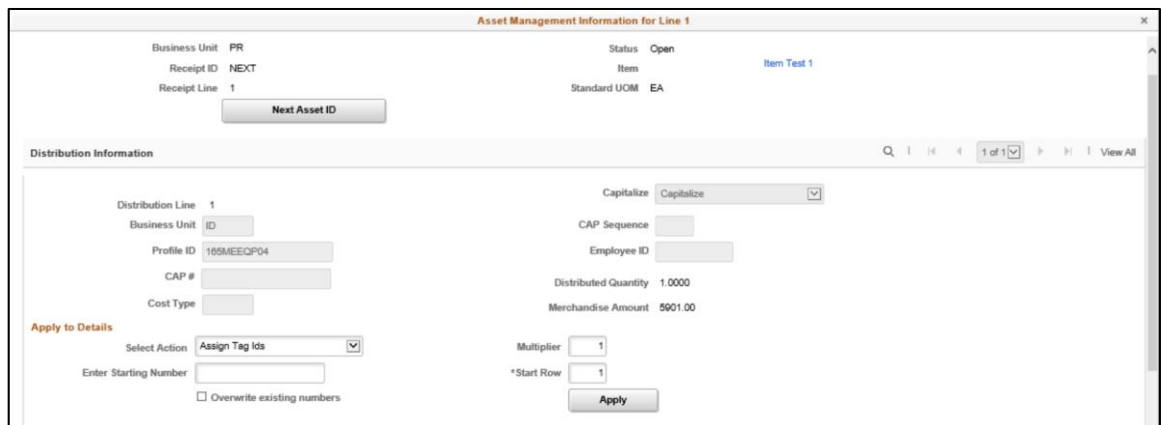
Lecture 1: How to Receive and Record Receipts

10. View the **Source Information** tab to view the **Amount Only** field. The field value will be “Y” if the PO line is flagged as Amount Only.



The screenshot shows the 'Maintain Receipts' window with the 'Receiving' tab selected. Under 'Receipt Lines', the 'Source Information' sub-tab is active. A table lists receipt lines, with the first line (Line 1) having a value 'Y' in the 'Amount Only' column, which is highlighted by a red rectangle. Other fields like 'Business Unit', 'Receipt ID', and 'Receipt Status' are visible at the top.

11. Additionally, if the Receipt is being created for an Item ID associated with Asset Management, the known **Tag Number** and **Serial ID** values will need to be validated by selecting the **Links and Status** tab. Users will also need to ensure the **Packing Slip** value is entered within the **Optional Input** tab. These values will interface to INFORMS Asset Management upon saving the Receipt.



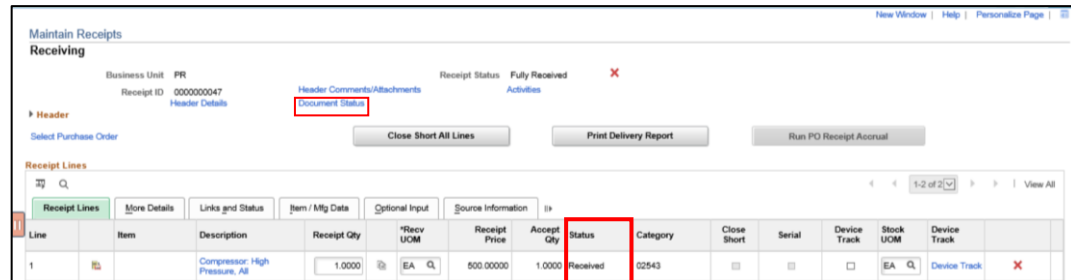
The screenshot displays the 'Asset Management Information for Line 1' window. It contains several input fields for asset management details, including 'Distribution Line', 'Business Unit', 'Profile ID', 'CAP #', 'Cost Type', 'Capitalize', 'CAP Sequence', 'Employee ID', 'Distributed Quantity', and 'Merchandise Amount'. There are also sections for 'Apply to Details' and 'Multiplier'.

After users review, the details, and enter the **Qty** or **Amount**, select the **Save** button to generate a **Receipt ID**.

Lesson 1: Record Receipt of Goods and Services

Lecture 1: How to Receive and Record Receipts

12. Users **Receipt Status** will update to **Received**.
13. To verify that the entire PO has been received, select the **Document Status** link above the Receipt Header.



Maintain Receipts
Receiving

Business Unit: PR
Receipt ID: 000000047
Header Comments/Attachments: [Document Status](#)
Receipt Status: Fully Received
Activities: [Activities](#)

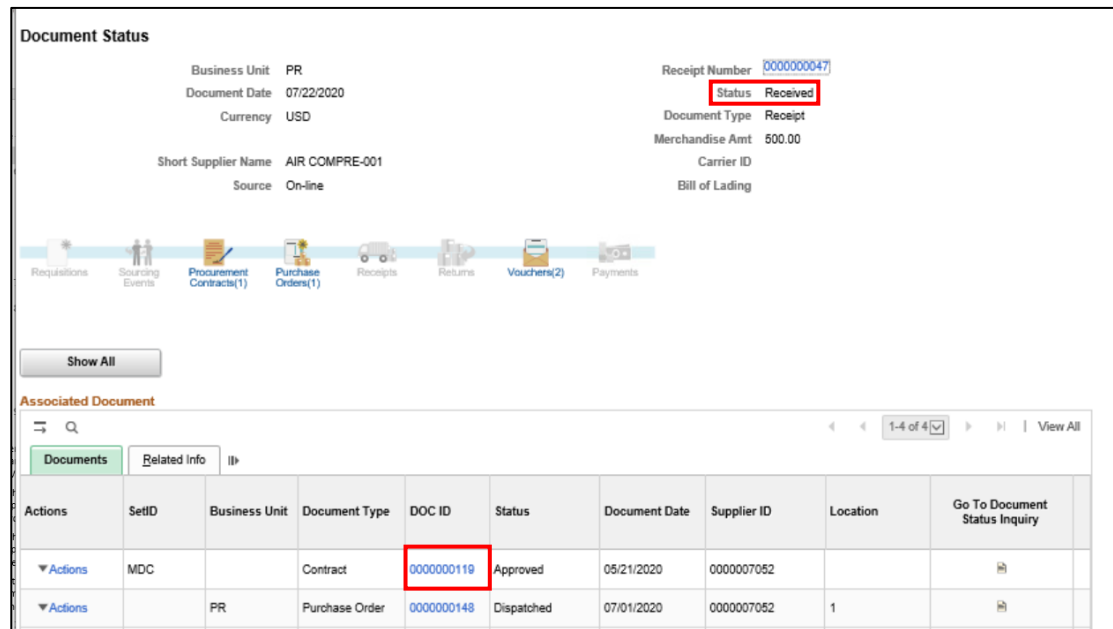
Select Purchase Order

Close Short All Lines | Print Delivery Report | Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Compressor: High Pressure, All	1.0000	EA	500.00000	1.0000	Received	02543				EA	Device Track

14. This opens a new window and lists the documentation users can review. Review the PO attached to this receipt. Users can click the **Doc ID** associated with the Purchase Order line in the Associated Document section. This will open the PO in a new window. Notice the PO indicated the Receipt Status as **Received**.



Document Status

Business Unit: PR
Document Date: 07/22/2020
Currency: USD
Short Supplier Name: AIR COMPRE-001
Source: On-line

Receipt Number: 000000047
Status: **Received**
Document Type: Receipt
Merchandise Amt: 500.00
Carrier ID:
Bill of Lading:

Requisitions | Sourcing Events | Procurement Contracts(1) | Purchase Orders(1) | Receipts | Returns | Vouchers(2) | Payments

Show All

Associated Document

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions	MDC		Contract	0000000119	Approved	05/21/2020	0000007052		Go To Document Status Inquiry
▼ Actions		PR	Purchase Order	0000000148	Dispatched	07/01/2020	0000007052	1	Go To Document Status Inquiry

NOTE: Partial receipts for services can be created in the same manner as partial receipts for goods. Users will enter the partial amount being received versus the partial quantity.

Lesson 1: Record Receipt of Goods and Services

Lecture 2: Partial Receipts and Rejecting Quantities

There will be other scenarios in which users will have the ability to partially receive quantities or amounts and reject quantities received when creating receipts.

In the case where a partial shipment is received, users will create a receipt using the same steps in Lecture 1 but would enter the Receipt Qty or Receipt Amount less than the total Purchase Order Quantity or Amount.

In the case where a shipment quantity is rejected, users will create a receipt using the same steps in Lecture 1, but on the More Details tab, users would enter the Rejected Quantity, Reject Action and Reject Reason.

Lesson 1: Lesson Summary

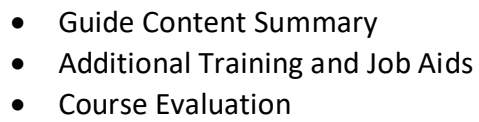
Lesson Summary



Now that users have completed the Record Receipt of Goods and Services lesson, you should be able to:

- Receive and Record Receipts

Guide Summary



Module 3: Guide Summary

Objectives Achieved



You have completed the Record Receipt of Goods and Services course. You now should be able to:

- Describe the receiving goods and services process
- Define key terms used in the receiving goods and services process
- Understand users role in the creation and maintenance of goods and services receipts
- Create receipts for Purchase Order goods/services, and assets

Module 3: Guide Summary

Additional Training and Job Aids

Other training materials, related to this topic, include:

- SCM 202 – Manage and Record Purchase Orders

Job Aids

- N/A

For additional information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Guide Summary

Key Terms



The following key terms are used in this course:

Term	Definition
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Packing Slip Number	The field entered on the receipt line that is used to match a receipt to a voucher for payment.
Receipt	A term used for the receipt of an item. The receipt includes the quantity of items received, their condition, and related information. Receipts are created for all POs except professional services and construction POs, unless the PO is designated as an 'Amount Only' PO whereby dollar amounts are received.
Receipt Hold	This field is used to prevent a receipt from further processing. A hold will need to be released before a receipt is eligible for payment.
Receipt Quantity	This field is used to enter the total number of goods received in a shipment.
Rejected Quantity	This field is used to enter any damage goods or any good not deemed to be acceptable.