Miami-Dade County



End User Training Resource Guide

Course Code: SCM 203 Course Title: Record Receipt of Goods and Services

Updated 04-10-2025



Guide Overview

Guide This course provides a comprehensive review of the Receiving processes.

Description This guide consists of the following modules:

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

End-User Training Resource Guide – SCM 203: Record Receipt of Goods and Service

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

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	Module 1: Introduction
Audience: Roles and Responsibilities	The following roles are associated with this course and will play a part in conducting the
	related business processes for the County:
	 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.

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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.

C HOME	F	inance / Supply Chain (FSCM)	1	Q	:	MENU
	Supply Chain Operations					
	```					

3. Select Buyer.

Finance / Supply Chain (FSCM)	Supply Chair	n Operations	*	Q	:	MENU
Approvais	Buyer					
•	♣					



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



The End-to-End Business Process





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

Introduction

Learning Objectives

Summary

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: At the conclusion of this lesson, users will be able to:
- Receive and Record Receipts

Lesson 1: 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: 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: 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)

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Lesson 1: Record Receipt of Goods and Services





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

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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.



Lecture 1: How to 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.

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

and Record

Receipts 1. Finance / Supply Chain (FSCM)



2. Supply Chain Operations

< HOME	Finance / Supply Chain (FSCM)													
s	Supply Chain Operations	Supplier Administration	Grants Management	Customer Contracts										

3. Buyer

C Finance / Supply Chain (FSCM)		Supply Chain Operations		ሰ ር	2	
	Buyer	Contract / Sourcing WorkCenter	Buyer WorkCenter			
	♣	2	4			

4. Central Receiving

C Supply Chain Operations				Buyer	
Approve Voucher					
Electronic Invoices		Search Requisitions To locate requisitions that require up	or one of the termination of terminatio	nreviewaly required your annoval) add the criteria he	inv and click the Search button
Create Events	~	Requisition ID		Requisition Name Astatue Pending	
Manage Sourcing Plans	~	Date From 07/12	2023	Date To 07/11/2024	iii
Event Responses	~	Search Clear	q	Entered by Show Adva	nced Search
Manage Sourcing Events	~	Requisitions			
Contracts Setup	~	Create New Requisition	Manage Requisitions		
Requisitions	~				
Manage Contracts	~	m			
🐖 Purchase Orders	~				
🚳 Receipts	^				
Add/Update RTV					
Central Receiving					



- Lecture 1: 5. Select the Add a New Value tab.
 - 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.
- Record Receipts

How to

Receive

and

C Supply Chain Operations			Buyer
Approvals	Receiving		
Create Events	,		
Manage Sourcing Plans	Eind an Existing Value	Add a New Value	
Event Responses	Business Unit PM	Q	
Manage Sourcing Events	Receipt Number NEXT		
Contracts Setup	PO Receipt		
Requisitions	Add		
Manage Contracts	/		
Purchase Orders	Find an Existing Value	Keyword Search Add a New Value	
keceipts			

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

K Supply Chain Operations					Buyer					1
Approvals	~	Select Purchase Order								New Window
Create Events	÷	Search Criteria								
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D on the protect of the p		ID		Q,	Start Date	06/09/2024	Î			
Event Responses	~	Line	Sched	ule	End Date	06/08/2024	ŝ			
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C Purchase Orders	Ŷ	II Search			Receipt Qty Options ® No Order Qty Ordered	Gty	O PO R	temaining Qty		
🤹 Receipts	0	OK Cancel F	Refresh							
Add/Update RTV										

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.

C Supply Chain Operations							Buyer						*	Q.	2 1	
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Buyer WorkCenter		ОК	Cancel	Refresh												

Lecture 1: How to Receive and Record Receipts

9. 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.

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Contracts Setup	÷	Receipt Lines													14.14	3.5 of 1
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😂 Receipts	~	C Interface Re	celpt	C Run Close S	hert						Interface A	used Information				
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Central Receiving																

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ceipts														
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	Header Detail	5												
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Item		Description		Receipt Qty		Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track		
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Lecture 1: How to Receive and Record Receipts 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.

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	E	usiness Unit IT Receipt ID NE	XT	Header Comme	nts/Attachments	Receipt	Status Open Activities	×						
Header		Heo	der Deteils											
elect Purc	chase Ord	er			Close Short	t All Lines		Print Delivery	Report	Run P(D Receip	x Accrual		
eceipt Lir	nes											10.14	1-1 of 1	> > View All
Receipt	Lines	More Details	Links and Status	jtem / Mfg Data	Optional Input	Sou	rce Information							
Line		Item	Description	PO Unit	PO ID	Line	Schedule	Original Substituted Item	Description	Amount Only	1	Dist by	РО Туре	
	-		Retainage Test	п	000000007	1	1			Y	0	Amt	General	54
1														

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.

			Asset Management Information for Line 1			
Business	Unit PR		Status Open			
Receip	t ID NEXT		Item	Item Test 1		
Receipt	Line 1		Standard UOM EA			
	Next Asset	ID				
istribution Information					Q I (4 4 1of1	▶ 1 View All
			Capitalize Capitalize	V		
Business Unit	in line		CAP Sequence			
Drefile ID	100000		Employee D			
Profile ID	105MEEQP04		Employee ID			
CAP #			Distributed Quantity 1.0000			
Cost Type			Merchandise Amount 5901.00			
pply to Details						
Select Action	Assign Tag Ids	~	Multiplier 1			
Enter Starting Number			*Start Row 1			
	Overwrite existing numb	ers	Apply			

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



- Lecture 1: 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.

How to Receive and Record Receipts

	Maintain I Receivin	Receip g	ts											New Window	r Help	Personalize Page	8
	Header	В	usiness Unit Receipt ID	PR 0000000047 Header Details	Header Commer Document Statu	nts/Attachments s	Receipt Status	Fully Receive Activities	d X								
,	Select Purch	ase Orde	r			Close S	hort All Lines		Print Delin	very Report		Run PO	Receipt Acor	ual			
	피 Q Receipt I	Lines	More Details	s Links and Status	Item / Mfg Data	Optional Inp	ut Source Inform	ation III+					4	∢ 1-2	of 2 🗸 🗎	⊨ View All	1
Ш	Line		Item	Description	Receipt Qty	"Rec UOM	V Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track		
	1	н.		Compressor: High Pressure, All	1.0000	B EA	Q, 500.00000	1.0000	Received	02543				EA Q	Device Trac	k 🗙	

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 Stat	tus									
	Busines	ss Unit PR	۶			R	eceipt Number	000000047		
	Documer	nt Date 07	/22/2020				Status	Received		
	Cu	urrency US	SD			D	ocument Type	Receipt		
						Mei	chandise Amt	500.00		
	Short Supplier	er Name Al	R COMPRE-00	01			Carrier ID			
	1	Source Or	n-line				Bill of Lading			
			-							
* 9	11 🛃	·	t ()	0		0.				
and a start a start a second s										
Requisitions So E	ourcing Procurem events Contracts	s(1) Orde	hase Rec rs(1)	ceipts Retu	ms Vouchers(2)	Payments				
Show All ssociated Docum Grouperts	Producem Contracts	eent Purd s(1) Orde	hase Rec rs(1)	eepts Retu	ms Vouchers(2)	Payments		4	< 1-4 of	f 4 💟 🕨 🕅 View A
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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.

Lecture 2:There will be other scenarios in which users will have the ability to partially receivePartialquantities or amounts and reject quantities received when creating receipts.

ReceiptsIn the case where a partial shipment is received, users will create a receipt using the sameandsteps in Lecture 1 but would enter the Receipt Qty or Receipt Amount less than the totalRejectingPurchase Order Quantity or Amount.

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



• Receive and Record Receipts





Guide The Guide Summary module covers three topics:

- Summary
- Guide Content Summary
- Additional Training and Job Aids
- Course Evaluation





Objectives 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



Additional Other training materials, related to this topic, include:

• SCM 202 – Manage and Record Purchase Orders

Training and Job Aids

Job Aids

• N/A

For additional information, be sure to visit:

• Miamidade.gov/informs

The following key terms are used in this course:

Key Terms

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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.
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Rejected Quantity	This field is used to enter any damage goods or any good not deemed to be acceptable.

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