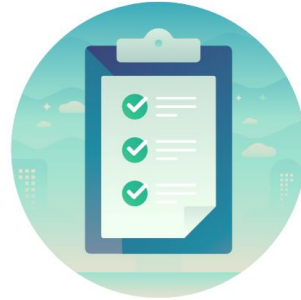# Course ID: SCM 203
Course: Record Receipt of Goods and Services
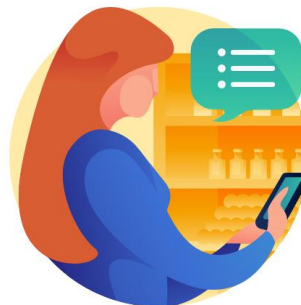
Ground Rules

Be on time

Attendance

Turn off your cell phones when in class

Take breaks as needed

Participate actively in class; refrain from email and internet use

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive review of the Record Receipt of Goods and Service processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Record Receipt of Goods and Service • Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s), are required to complete this course before being granted related system access: • Department Receiving Processor • Department Buyer

Course Overview

Prerequisites	Participants are required to complete the following End-User Training courses before starting this course: • ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting, and Online Help • SCM 101 – Supply Chain Management Fundamentals
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 2.5 hours.

Course Outline

Content
Module 1: Course Introduction
Module 2: Record Receipt of Goods and Service
• Lesson 1: Record Receipt of Goods and Service
o Lecture 1: How to Receive and Record Receipts
o Lecture 2: Partial Receipts, Rejecting Quantities, and RTV
Module 3: Course Summary

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Course Learning Objectives
Associated Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
How the Business Process fits into INFORMS and other modules

Course Administration and Logistics

 To receive credit for completing this course, you must record your attendance at the beginning <u>and</u> end of class

 Actively participate in class

 Ask questions; this is your time to learn

 Please turn off your cell phones and refrain from checking email and the Internet while in class

 Take Breaks at scheduled times

 Be back from Breaks on time

MIAMI-DADE COUNTY

Learning Objectives

- Describe the receiving goods and services process

- Define key terms used in the receiving goods and services process

- Understand your role in the creation and maintenance of goods and services receipts

- Create receipts for Purchase Order goods / services, and assets

- Create a Return to Vendor / Supplier (RTV) Transaction

- Inspect a purchase using INFORMS

Roles and Responsibilities

The roles and responsibilities associated with Record Receipt of Goods and Services include:

Role	Responsibilities
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
Department Receiving Processor	The Department Receiving Processor is a role assigned to staff responsible for the receipt of goods and services.

Navigation

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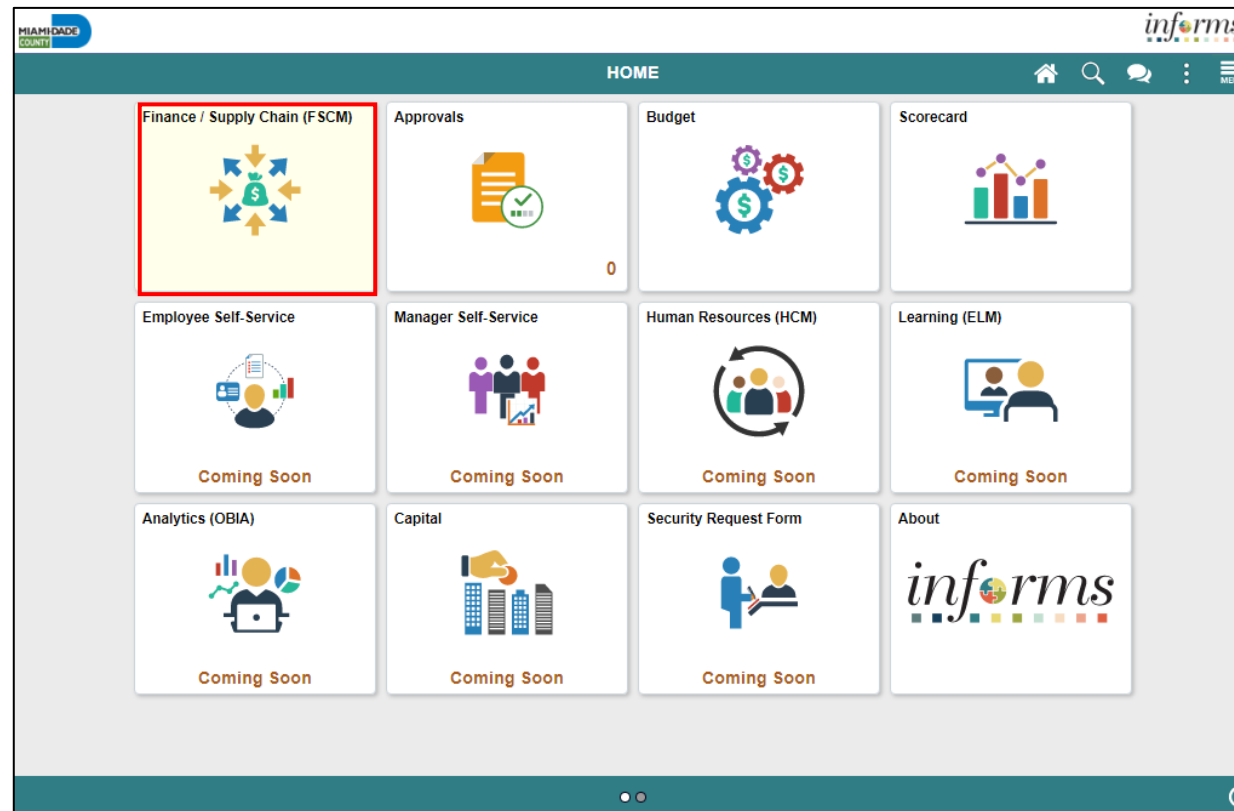
Navigation

2. Select **Supply Chain Operations**

3. Select the **Buyer**
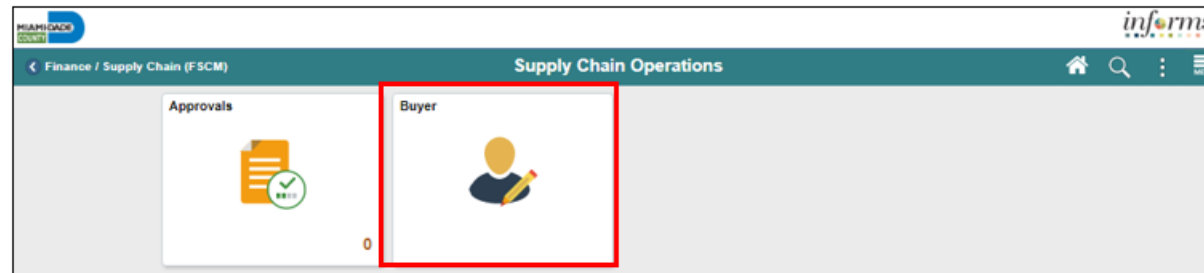
Key Changes to the Business Process

- One system of record for receipts
- Access can be granted in various ways depending on the business need (i.e. centralized or decentralized)
- Integrations with Asset Management (Physical attributes)
    - Tag Number
    - Serial ID
    - Asset ID
    - Profile ID
    - Custodian
    - Location
    - Manufacturer ID
    - Model

Key Changes to the Business Process

- PO Invoices will require a Receipt transaction
  - Goods transaction – Attachment is always required
  - Services transaction– Attachment requirement is based on AP's current policy
- Matching Options
  - 3Way (Purchaser Order, Receipt, Voucher)
  - 4Way (Purchaser Order, Receipt, Voucher, Inspection)

The End-to-End Business Process

PROCURE TO PAY
Business Process

1. REQUISITIONS
(Central/Department)

- Add items and categories
- Enter chart fields
- Approval Workflow
- Budget Check
- Source (Purchase Order/Sourcing Event)

Department Requisition Processor
Processor role responsible for the entry and update of requisitions, including close/cancel/amend actions.

Requisition Approvers
Approves Requisitions based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

2. SOURCING EVENT
(Central/Department)

- Post Event
- Received Bids
- Review Tally
- Award Suppliers
- (PO Contract)

Strategic Sourcing Buyer
Buyer role responsible for creating, analyzing, and awarding events.

Strategic Sourcing Event Approver
Approver role responsible for approving or denying events.

3. CONTRACT
(Department)

- Create Group Multi-Supplier Contract
- Manage Allocation
- Create Purchasing Contract

Department Contract Administrator
Administrator role responsible for creating, amending, deleting, and inactivating supplier contracts.

Procurement Manager
Manager role responsible for reviewing and approving a purchasing contract or a general contract.

4. PURCHASE ORDER
(Central/Department)

- Copy from Contract or Requisition
- Approve PO
- Budget Check
- Dispatch to Supplier

Department Buyer
Buyer role responsible for the creation, maintenance and change of purchase orders.

Purchase Order Approvers
Approves Purchase Orders based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

Retainage Maintainer
Maintainer role responsible for maintaining the retainage percentage and/or amount.

5. RECEIPT
(Department)

- Copy from Purchase Order
- Acknowledge receipt of items
- Enter Capital Asset information

Department Receiving Processor
Processor role responsible for the creation of receipts.

6. VOUCHER
(Department / Central Finance)

- Matching (2-3way)
- Budget Check
- Approvals
- Payment

Department Approver 1
Approves vouchers through workflow. The users will be pooled by Business Unit and defined by the role configuration.

AP Retainage Administrator
Transacts on the custom retainage supplier page. This role has the ability to initiate adjustment vouchers from the supplier page.

AP Retainage Inquiry
Inquires on retainage balances by business unit, supplier, and PO ID. This gives users access to the custom retainage supplier page (view only).
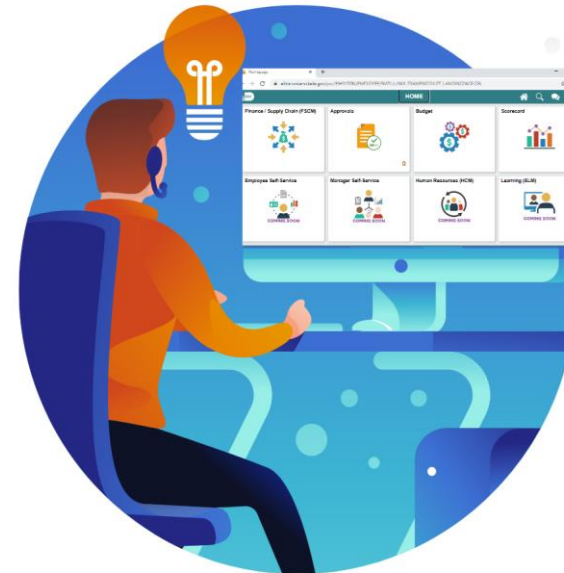
MIAMI-DADE COUNTY

Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course.

Training Activities

Training Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics Matters
Course Learning Objectives
Associated Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
How the Business Process fits into INFORMS and other modules

Module 2: Record Receipt of Goods and Services

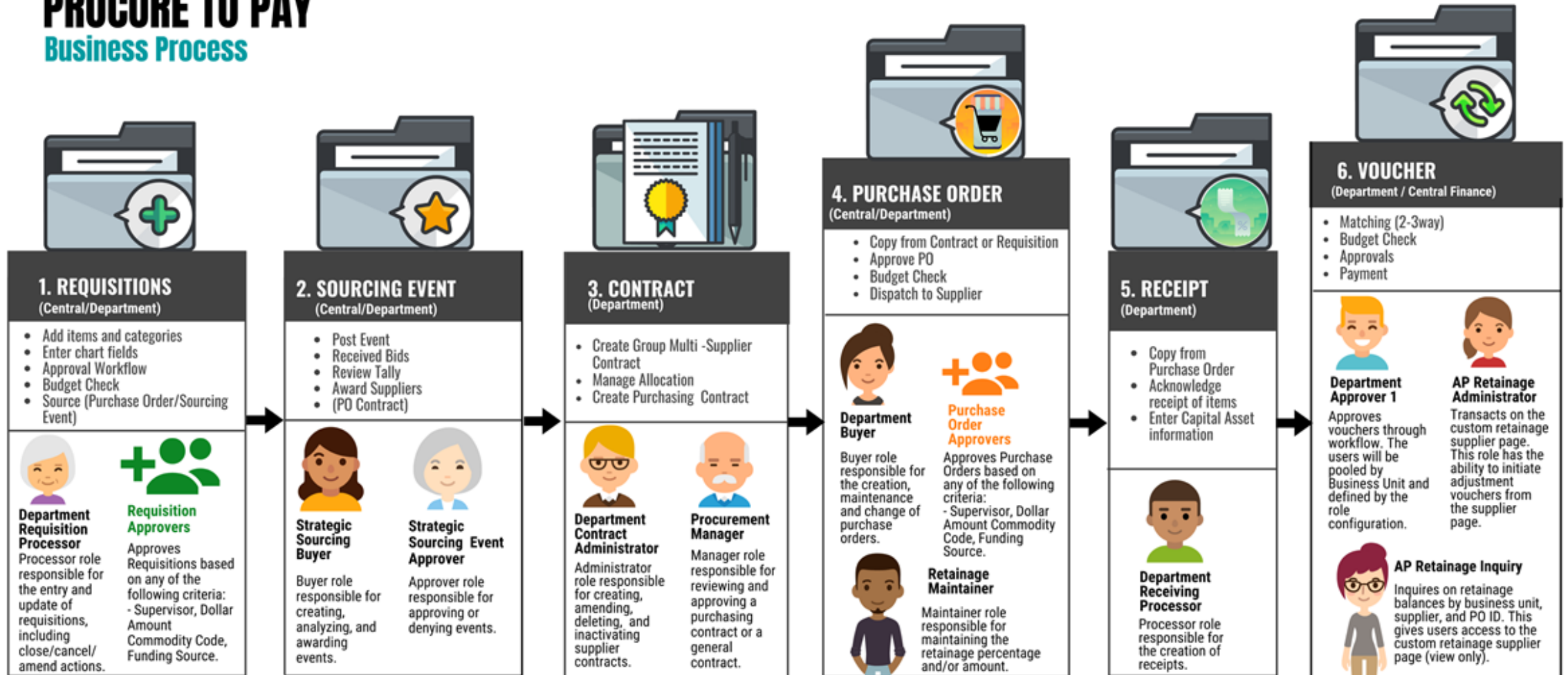| Module Topics |
|---|
| Module Introduction |
| Lesson 1: Record Receipt of Goods and Services |

Lesson 1: Record Receipt of Goods and Services

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

- Receive and Record Receipts

Lesson 1: Business Process Overview

PROCURE TO PAY
Business Process

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(Central/Department)

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Lesson 1: Key Terms

Term	Definition
PO Receipt	A receipt created in INFORMS that is associated to a Purchase Order.
Packing Slip Number	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

Lesson 1: Key Terms

Term	Definition
Rejected Quantity	This field is used to enter any damage goods or any good not deemed to be acceptable
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.
Packing Slip Number	Field entered on the receipt line that is used to match a receipt to a voucher for payment

Lecture 1: How to Receive and Record Receipts

- 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.

- Navigate to: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Buyer > Receipts > Central Receiving**

Lecture 2: Partial Receipts, Rejecting Quantities, and RTV

- When a partial shipment is received, users will enter the Receipt Qty or Receipt Amount less than the total Purchase Order Quantity or Amount

- When a shipment quantity is rejected, users enter the Rejected Quantity, Reject Action and Reject Reason on the More Details tab

- When a Supplier has incorrectly shipped either the wrong items or too many quantities of an item on a PO, users will create a Return to Vendor (RTV) receipt

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Lecture 2: Partial Receipts, Rejecting Quantities, and RTV

- Navigate to: **Finance / Supply Chain (FSCM) > Purchasing > Return to Vendor/Supplier**

Lesson 1: Activities and Exercises

Module 2: Record Receipt of Goods and Services Summary

Module Topics
Module Introduction
Lesson 1: Record Receipt of Goods and Services

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

Users now should be able to:

- Be able to describe the receiving goods and services process

- Define key terms used in the receiving goods and services process

- Understand your role in the creation and maintenance of goods and services receipts

- Be able to create receipts for Purchase Order goods / services, and assets

- Be able to create a Return to Vendor / Supplier (RTV) Transaction

- Inspect a purchase using INFORMS

Additional Training and Job Aids

User Productivity Kits (UPKs)

- Record Receipts

- Cancel Receipts

- Partial Receiving

- Return to Vendor (RTV)

For additional information, be sure to visit:

- Miamidade.gov/informs

Congratulations on successfully completing the *Record Receipt of Goods and Services* course!

SCM 203 – Record Receipt of Goods and Service