



Processing Receipts

Processing Receipts on Purchase Orders

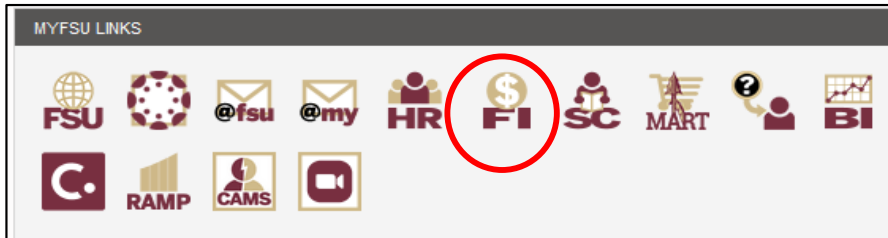


- When goods that were ordered using a Purchase Order (PO) are physically received in the department or contractual services ordered on a PO have been performed, you should go into OMNI Financials to process a receipt for the goods and/or services
- Since OMNI is our financial system, receipts are processed in OMNI to allow payments to be made from OMNI, even if the requisition was created in SpearMart.
- By processing a receipt in OMNI, you are certifying that all goods and/or services listed on the receipt are received and/or completed and the supplier is due payment for those items/lines
- You only want to process a receipt for the quantity of items shipped or lines for services performed, so FSU does not pay for items that FSU did not get or services not yet performed

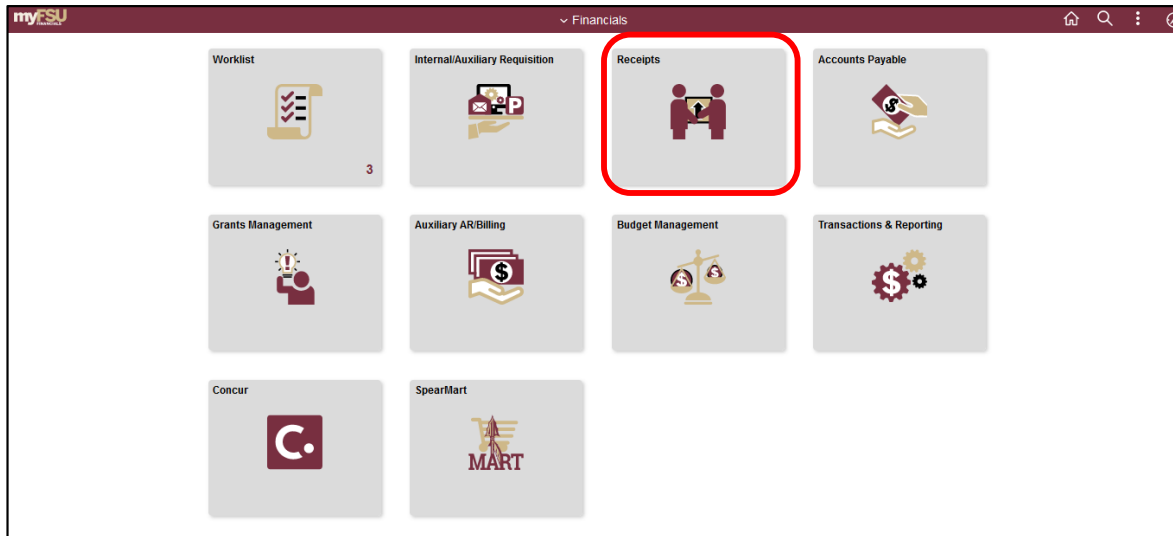
Steps to Process a Receipt on a Line Item PO



1. Access OMNI by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the Financials Icon (FI) under MyFSU Links:



2. Click on the Receipts Icon:





Steps to Process a Receipt on a Line Item PO

Click "Add"

The screenshot shows the 'Receiving' section of the ePro Receiving interface. On the left is a navigation menu with options: ePro Receiving, Purchase Orders, Activity Summary, and Query Viewer. The main area contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below the search bar are input fields for '*Business Unit' (FSU01), 'Receipt Number' (NEXT), and a checked 'PO Receipt' checkbox. A red box highlights the 'Add' button at the bottom left of the main area.

When the search page comes up, **remove** all information **except** the PO Unit (FSU01), and the ID (PO Number). Be sure the **Ship To** field, **Days +/- Today**, and **Start Date** fields are completely empty! Click Search.

The screenshot shows the 'Select Purchase Order' search criteria page. It features a grid of search fields: PO Unit (FSU01), ID (FS22029854), Line, Schedule, Release, Item ID, Ship To, Ship Via, Days +/- Today (30), Start Date, End Date, Supplier Name, Supplier Item ID, Manufacturer ID, Manufacturer's Item ID, and UPN ID. A 'Retrieve Open PO Schedules' checkbox is checked. At the bottom, there are 'Receipt Qty Options' with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty' (which is selected). A red box highlights the 'Search' button at the bottom left.

Steps to Process a Receipt on a Line Item PO



Retrieved Rows

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	FSU01	FS22029854	1	1		04/14/2022	1.0000			4TB Ultrastar 7200 rpm SATA 3
<input type="checkbox"/>	FSU01	FS22029854	2	1		04/14/2022	1.0000			SATA Docking Station SAECUBLB

Select All | Clear All

OK | Cancel | Refresh

Select boxes next to lines to be received
Click "Ok"

Maintain Receipts

Receiving

Business Unit FSU01 | Receipt Status Open

Receipt ID NEXT | Header Comments/Attachments | Activities

Header

Select Purchase Order | Print Delivery Report

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track
1		4TB Ultrastar 7200 rpm SATA 3	1.0000	EA	149.24000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		SATA Docking Station SAECUBLB	1.0000	EA	22.41000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interface Asset Information

Save | Notify | Refresh

Update quantities as needed to reflect the actual quantity or amount physically received and
Click "Save"

Steps to Process a Receipt on a Line Item PO



Maintain Receipts

Receiving

Business Unit: FSU01

Receipt ID 0001019627

Receipt Status: Fully Received

Header Comments/Attachments: Document Status

Activities

Header

Select Purchase Order

Print Delivery Report

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short
1		4TB Ultrastar 7200 rpm SATA 3	1.0000	EA	149.24000	1.0000	Received	<input type="checkbox"/>
2		SATA Docking Station SAECUBLB	1.0000	EA	22.41000	1.0000	Received	<input type="checkbox"/>

Interface Asset Information

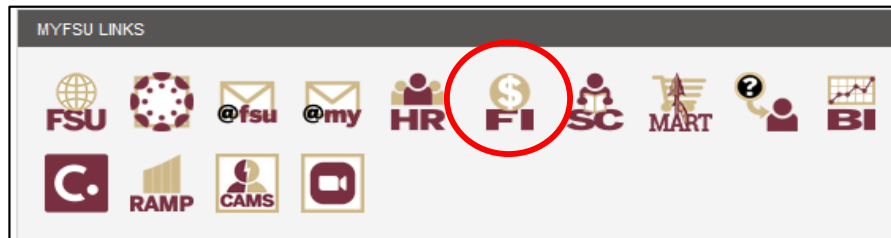
Save | Notify | Refresh

Receipt Number is located here after receipt is saved

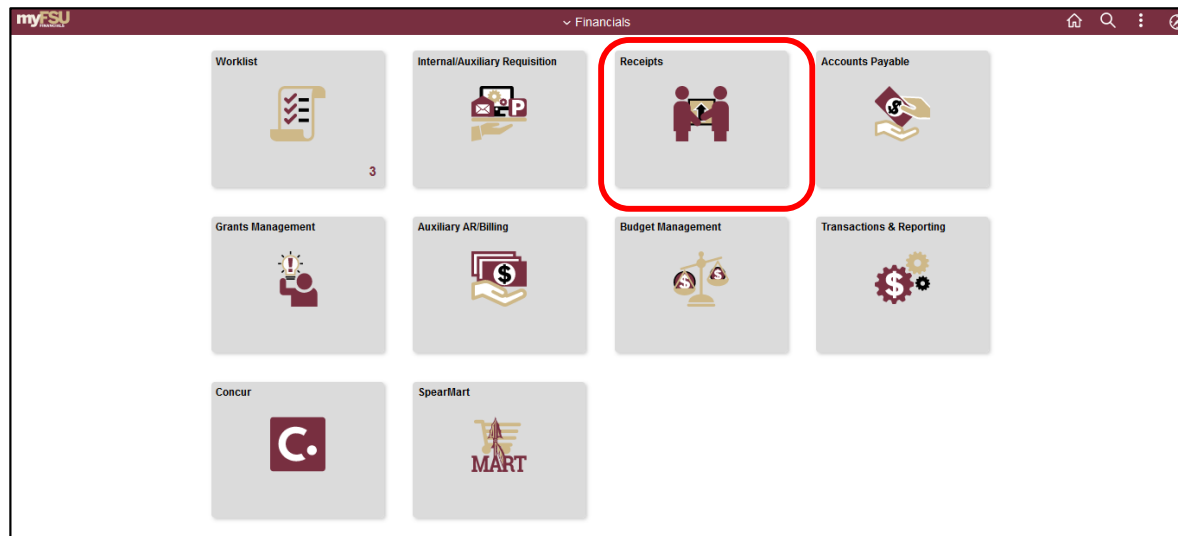


Steps to Process a Receipt on a Blanket PO

1. Access OMNI by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the Financials Icon (FI) under MyFSU Links:



2. Click on the Receipts Icon:





Steps to Process a Receipt on a Blanket PO

Click "Add"

The screenshot shows the 'Receiving' section of the ePro Receiving system. On the left is a navigation menu with options: ePro Receiving, Purchase Orders, Activity Summary, and Query Viewer. The main area is titled 'Receiving' and contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for '*Business Unit' (FSU01), 'Receipt Number' (NEXT), and a checked 'PO Receipt' checkbox. A red box highlights the 'Add' button at the bottom left of the main area.

When the search page comes up, **remove** all information **except** the PO Unit (FSU01), and the ID (PO Number). Be sure the **Ship To** field, **Days +/- Today**, and **Start Date** fields are completely empty! Click Search.

The screenshot shows the 'Select Purchase Order' search criteria page. It features a 'Search Criteria' section with various input fields: PO Unit (FSU01), ID (FS22029813), Line, Schedule, Release, Item ID, Ship To, and Ship Via. There are also date fields for 'Days +/- Today' (30), 'Start Date' (03/02/2022), and 'End Date' (05/01/2022). Other fields include 'Supplier Name', 'Supplier Item ID', 'Manufacturer ID', 'Manufacturer's Item ID', and 'UPN ID'. A 'Retrieve Open PO Schedules' checkbox is checked. At the bottom, there are 'Receipt Qty Options' with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty'. A red box highlights the 'Search' button at the bottom left.



Retrieved Rows

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	FSU01	FS22029813	1	1		08/30/2022	1.0000			Provide the requested product
<input type="checkbox"/>	FSU01	FS22029813	2	1		08/30/2022	1.0000			3% Contgy Fee

Select All Clear All

OK Cancel Refresh

Select box/boxes next to lines to be received
Click "Ok"

Maintain Receipts

Receiving

Business Unit FSU01 Receipt Status Open

Receipt ID NEXT Header Comments/Attachments Activities

Header

Select Purchase Order Print Delivery Report

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short
1		Provide the requested product	1.0000	100000.0000	1.0000	Open	<input type="checkbox"/>
2		3% Contgy Fee	1.0000	5929.88000	1.0000	Open	<input type="checkbox"/>

Interface Asset Information

Save Notify Refresh

The total amount on the PO will come up.



Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Open

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order **Print Delivery Report**

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short
1		Provide the requested product	1.0000	150.00	1.0000	Open	<input type="checkbox"/>
2		3% Contgy Fee	1.0000	5929.88000	1.0000	Open	<input type="checkbox"/>

Interface Asset Information

Save Notify Refresh

Update the quantity to match the receipt/invoice you are receiving against. In this example, we are receiving 150. Click "Save" and your receipt ID will come up.

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Fully Received

Receipt ID 0001019726 Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order **Print Delivery Report**

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short
1		Provide the requested product	1.0000	150.00000	1.0000	Received	<input type="checkbox"/>
2		3% Contgy Fee	1.0000	5929.88000	1.0000	Received	<input type="checkbox"/>

Interface Asset Information

Save Notify Refresh

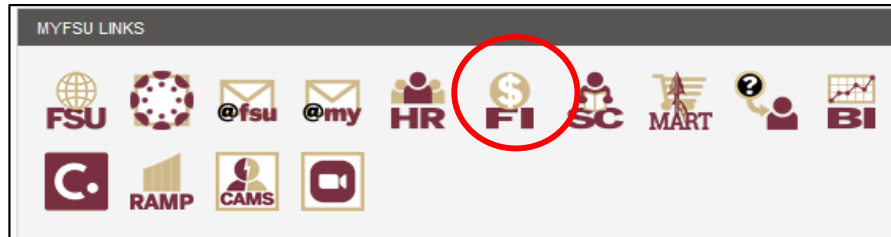


Steps to Cancel a Receipt in OMNI

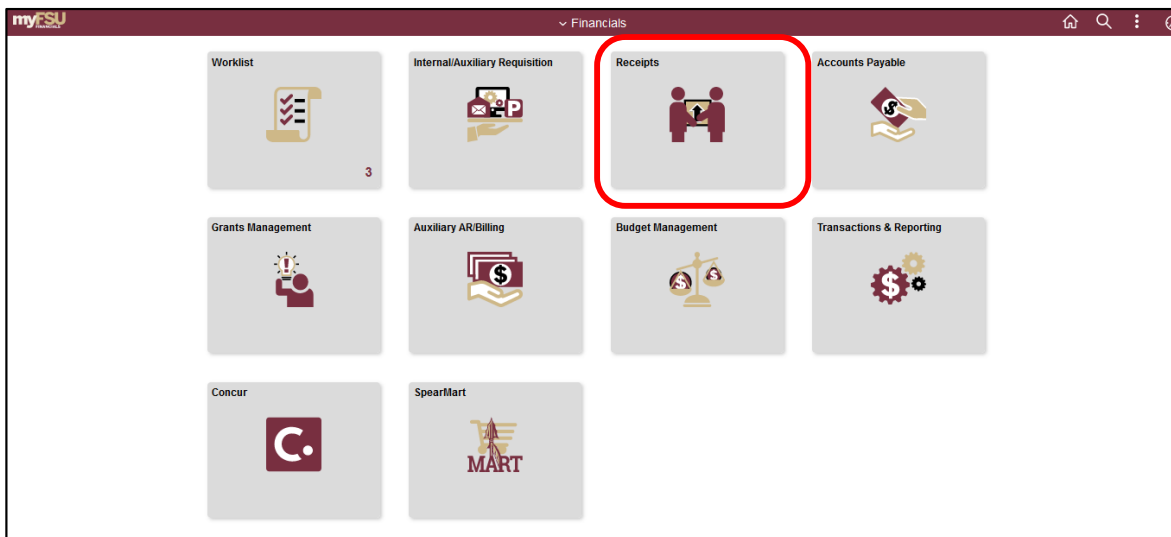
Sometimes it is necessary to cancel a receipt to allow a change request or if an item was returned to the supplier, etc.

NOTE: You cannot cancel a receipt if a payment was already made using that receipt.

1. Access OMNI by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the Financials Icon (FI) under MyFSU Links:



2. Click on the Receipts Icon:





Steps to Cancel a Receipt in OMNI

Click the “Find an Existing Value” tab.

Then enter the PO number or the Receipt number in the appropriate fields, then click “Search”

The screenshot shows the 'Receiving' section of the OMNI system. On the left is a navigation menu with 'ePro Receiving', 'Purchase Orders', 'Activity Summary', and 'Query Viewer'. The main area is titled 'Receiving' and contains two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs are input fields for '*Business Unit' (FSU01), 'Receipt Number' (NEXT), and a checked 'PO Receipt' option. An 'Add' button is visible at the bottom. At the very bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

This is a detailed view of the 'Receiving' search criteria form. It includes the following fields and options:

- Find an Existing Value** / **Add a New Value** tabs
- Search Criteria** section with a dropdown arrow
- *Business Unit: = [v] FSU01 [Q]
- Receipt Number: begins with [v] [] [Q]
- Bill of Lading: begins with [v] [] [Q]
- PO Business Unit: begins with [v] [] [Q]
- Item ID: begins with [v] [] [Q]
- PO Number: begins with [v] FS22029854 [Q] (highlighted with a red box)
- Ship To Location: begins with [v] [] [Q]
- Shipment Number: begins with [v] [] [Q]
- Supplier ID: begins with [v] [] [Q]
- Received Date: = [v] [] [calendar icon]
- Receipt Status: = [v] [] [v]
- User ID: begins with [v] [] [Q]
- Case Sensitive
- Search** / **Clear** buttons (the Search button is highlighted with a red box)
- Basic Search [] Save Search Criteria []



Steps to Cancel a Receipt in OMNI

1. Click the red "X" at the right
2. Answer "Yes" to the question that pops up
3. Once done, the receipt is cancelled

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Fully Received **X**

Receipt ID 0001019759 Header Comments/Attachments Activities
Header Details Document Status

► Header
Select Purchase Order [Print Delivery Report](#)

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		4TB Ultrastar 7200 rpm SATA 3	1.0000	EA	149.24000	1.0000	Received	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
2		SATA Docking Station SAECUUBL	1.0000	EA	22.41000	1.0000	Received	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X

Interface Asset Information

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

[Yes](#) [No](#)

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status **Canceled**

Receipt ID 0001019759 Header Comments/Attachments Activities
Header Details Document Status

► Header
Select Purchase Order [Print Delivery Report](#)

Receipt Lines

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1		4TB Ultrastar 7200 rpm SATA 3		EA	149.24000		Canceled	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	
2		SATA Docking Station SAECUUBL		EA	22.41000		Canceled	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	

Interface Asset Information

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Cancel a line on a Receipt in OMNI



If the PO has several lines and you only want to cancel one item, just click the “X” to the right of that item. If you want the entire receipt cancelled, click the red “X” at the top. This example shows the cancellation of line #2 only

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Fully Received **X**

Receipt ID 0001019759 Header Comments/Attachments Activities

Header Details Document Status

Select Purchase Order Print Delivery Report

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		4TB Ultrastar 7200 rpm SATA 3	1.0000	EA	149.24000	1.0000	Received	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
2		SATA Docking Station SAECUBLE	1.0000	EA	22.41000	1.0000	Received	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X

Interface Asset Information

Save Return to Search Notify Refresh Add Update/Display

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

Yes No

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Fully Received **X**

Receipt ID 0001019772 Header Comments/Attachments Activities

Header Details Document Status

Select Purchase Order Print Delivery Report

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		4TB Ultrastar 7200 rpm SATA 3	1.0000	EA	149.24000	1.0000	Received	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
2		SATA Docking Station SAECUBLE	1.0000	EA	22.41000	1.0000	Cancelled	43201800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	

Interface Asset Information

Save Return to Search Notify Refresh Add Update/Display

Make sure to click “Save” when done

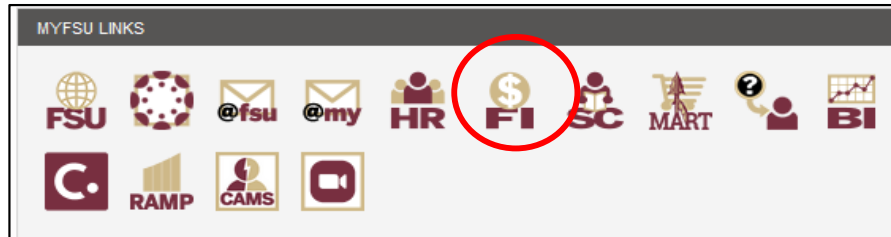


Reviewing Receipts in OMNI

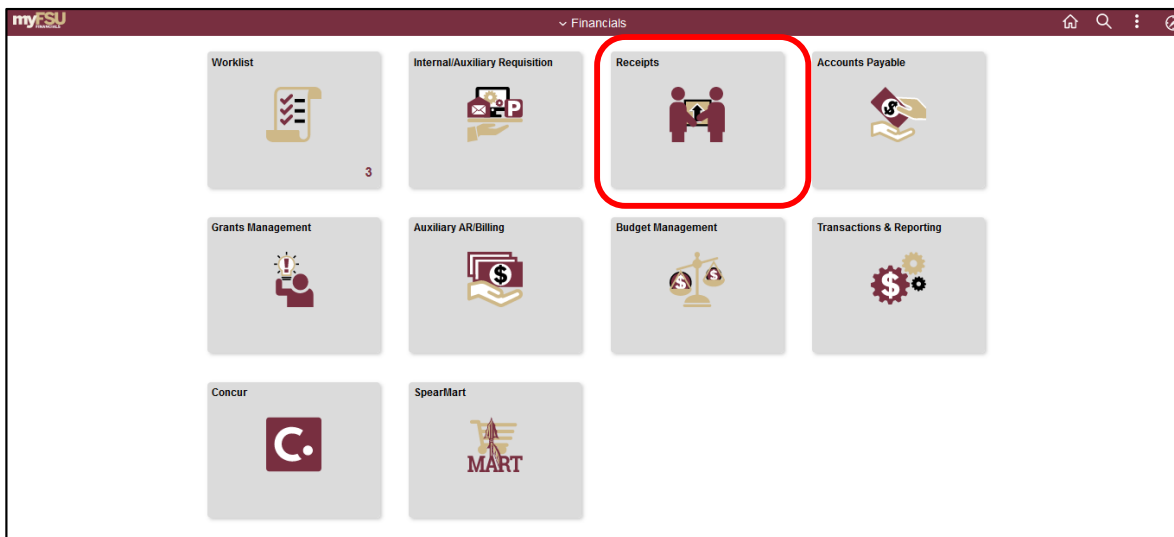
Sometimes it is necessary to review existing receipts to ensure something has been received on properly.

NOTE: After viewing receipts, you cannot cancel a receipt if a payment was already made using that receipt.

1. Access OMNI by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the Financials Icon (FI) under MyFSU Links:



2. Click on the Receipts Icon:





Reviewing Receipts in OMNI

Click the “Find an Existing Value” tab.

Then enter the PO number or the Receipt number in the appropriate fields, then click “Search”

The screenshot shows the 'Receiving' section of the OMNI system. On the left is a navigation menu with 'ePro Receiving' selected. The main area has two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs are input fields for '*Business Unit' (FSU01), 'Receipt Number' (NEXT), and a checked 'PO Receipt' checkbox. An 'Add' button is at the bottom. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

This is a detailed view of the search criteria form. It starts with the title 'Receiving' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under 'Search Criteria', there are several fields: '*Business Unit' (FSU01), 'Receipt Number' (begins with), 'Bill of Lading' (begins with), 'PO Business Unit' (begins with), 'Item ID' (begins with), 'PO Number' (begins with, containing 'FS23000261' and highlighted with a red box), 'Ship To Location' (begins with), 'Shipment Number' (begins with), 'Supplier ID' (begins with), 'Received Date' (with a calendar icon), 'Receipt Status' (with a dropdown arrow), and 'User ID' (begins with). At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. A 'Case Sensitive' checkbox is also present.



Reviewing Receipts in OMNI

All existing receipts associated with the PO will appear. Important fields to note when reviewing: Receipt Number, Received Date, Price Per Receipt, and the User ID of the individual that created the receipt. You can review additional receipt information by clicking on the receipt number.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Price Per Receipt	Receipt Status	User ID
FSU01	0001049372	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	09/06/2022	250	Received	KLE09C
FSU01	0001048224	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/31/2022	82.96	Received	KLE09C
FSU01	0001046458	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/23/2022	6.19	Received	KLE09C
FSU01	0001044439	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/11/2022	190.55	Received	KLE09C
FSU01	0001044437	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/11/2022	6.43	Received	KLE09C
FSU01	0001043425	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/05/2022	19.72	Received	KLE09C
FSU01	0001042637	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	08/02/2022	250	Received	KLE09C
FSU01	0001039584	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	07/14/2022	1133.02	Received	KLE09C
FSU01	0001038765	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	07/11/2022	250	Received	KLE09C
FSU01	0001038136	(blank)	FSU01	(blank)	FS23000261	Y	On-line	SPBC	(blank)	0000066694	ALLEGIANCE FUNDRAISING LLC	07/07/2022	6473.75	Received	KLE09C

In this instance, we will click on Receipt # 0001049372



Reviewing Receipts in OMNI

Receipt # 0001049372 is shown below. This screen shows the line number, receipt quantity, receipt price, etc. You can click “Next in List” or “Return to Search” to view additional receipts.

Maintain Receipts
Receiving

Business Unit FSU01 Receipt Status Fully Received ✖
Receipt ID 0001049372 Header Comments/Attachments Activities
Header Details Document Status

► Header
Select Purchase Order [Print Delivery Report](#)

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	
1		TV Membership directories and	1.0000	125.00000	1.0000	Received	55101509	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖
2		FM Membership directories and	1.0000	125.00000	1.0000	Received	55101509	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	✖

Interface Asset Information

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)