Receiving Training
Table of Contents

Processing Receipts
- Receipt processed through eProcurement Manage Requisitions.......3
- Receipt processed through eProcurement Receive Items..............9
- Receipt processed through Purchasing Receive Items...............17
- Cancelling a receipt through eProcurement............................24
Processing a Receipt through ePro Manage Requisitions

- Go to myFSU>Financials>eProcurement>Manage Requisition
• Click Manage Requisitions
• To search for the requisition to receive on, remove the date in the Date From field
• Click “Search”
• When the list comes up, select the requisition you need to receive on.
• Click the arrow to the left of the Req ID, then click the Purchase Order Icon.
• Copy that number so you can enter it in the next step.
Once you have the PO number you want to receive against, click “Return to Manage Requisitions” to go back to the main Manage Requisition Screen.

Select the order you need to process the receipt for and click the down arrow next to the “Select Action” box.

Click “Receive” and then click “Go”.

On the next screen, click “Add”.
• Enter your PO number in the ID field and remove any other information except the PO Unit in the search screen, then click “Search”.
• Select the lines that need to be received by clicking the box to the left of each line or “Select All”.
• Click “OK”.

- Retrieve Open PO Schedules
- Receipt Qty Options: No Order Qty, Ordered Qty, PO Remaining Qty
• Make any changes to the quantity as needed. (Ex: if you physically received only 1 of line item #1, then change the quantity to “1” before saving—see example).

• Do not process a receipt for items or services you have not received (you are certifying receipt of items/services when processing a receipt in OMNI).

• When all changes are made, click “Save Receipt”.
• If any changes to quantities were made, you will see the top message. Click “Ok” if the quantity is correct. Click “cancel” if not correct and then fix.
• When satisfied with the quantities, click “Ok” to save the receipt.
• You will get the receipt number and can see the amounts received on the confirmation.
Process a Receipt through ePro Receive Items

- Log in to myFSU>Financials>eProcurement >Receive Items
Select “Add New Receipt” (blue link) at the top left.
• Select Add to add a new receipt.
• You must know your PO number. (To see how to get the PO number, see slide 5)
• Enter your PO number in the ID field and remove the other information except the PO Unit and then click search.

• Select the lines that need to be received by clicking the box to the left of each line.

• Click “OK”.

- Make any changes to the quantity as needed. (Ex: if you physically received only 1 of line item #1, then change the quantity to “1” before saving-see example).
- Do not process a receipt for items or services you have not received (you are certifying receipt of items/services when processing a receipt in OMNI).
- When all changes are made, click “Save Receipt”.
Process a Receipt on a Blanket PO through Receive Items

- A list of all PO lines eligible for a receipt will come up to select from.
- Click the box to the left of the line you want to process a receipt against, then click “Receive Selected”.
- The line will come up for you to process.
This example is a blanket PO. Update the Received Quantity with the amount on the invoice to be paid.

Click “Ok” when this message comes up.
• The confirmation receipt number will come up with the quantity you entered.
• You can write this receipt number on the invoice.
Process a Receipt through Purchasing Receive Items

Go to myFSU>Purchasing>Receipts>Add/Update Receipts
• Select Add to add a new receipt.
• You must know your PO number (to see how to get the PO number, see slide 5).
• Enter your PO number in the ID field and remove the other information except the PO Unit and then click search.

• Select the lines that need to be received by clicking the box to the left of each line.
• Click “OK”.
• Make any changes to the quantity as needed. (Ex: if you physically received only 1 of line item #1, then change the quantity to “1” before saving-see example).

• Do not process a receipt for items or services you have not received (you are certifying receipt of items/services when processing a receipt in OMNI).

• When all changes are made, click “Save Receipt”.
- A list of all PO lines eligible for a receipt will come up to select from.
- Click the box to the left of the line you want to process a receipt against, then click “Receive Selected”.
- The line will come up for you to process.
This example is a blanket PO. Update the Received Quantity with the amount on the invoice to be paid.

Click “Ok” when this message comes up.
• The confirmation receipt # will come up with the quantity you entered.
• You can write this receipt number on the invoice.
Cancelling a Receipt through eProcurement

- Log in to myFSU>Financials>eProcurement>Manage Requisitions
• Remove the date in the “Date From” field to get all requisitions to come up.
• Click “Search”
• To open the order you need to cancel the receipt for, click the arrow to the left of the line to open the box.
• Click the “Receiving” icon.
• Click Search to get a list of all receipts that are eligible to be cancelled (cannot cancel once payment has been made).
• Click the red “X” to cancel the receipt.
The system will pull up the receipt lines and ask if you are sure you want to cancel this receipt.

- Click “Yes” to cancel.
- Once completed, the order is now showing up in “Dispatched” status in Manage Requisitions again.