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Overview

This business process guide demonstrates how to enter a receipt, view additional information for a receipt line, and cancel a receipt line or a receipt for purchases made through a purchase order.

Receipts are required to be performed by the departmental end user¹ in Common Finance System (CFS) for purchase orders of itemized goods, printing orders, and Public Works. Commodity and service blanket purchase orders do not require a receipt to be entered in CFS; instead Accounts Payable only needs a written statement approving payment of the invoice from the departmental end user. Blanket purchase orders represent multiple purchases delivered over a period of time for a specific supplier (vendor).

Accounts Payable will notify the departmental end user to perform a receipt in CFS when the supplier's invoice is received by them.

Access to the Receipts Module

To access the Receipts module in CFS, complete the [System Access Request](#) form and return to CMS Security, Extended Zip 0042, or email to cmssecadm@sjsu.edu.

Training

Finance Support conducts the Receipts/Inspections class (Course # FIN902). The course is recommended for employees to complete. Enroll in a session in [SJSU@Work](#). For more information about training offered by Finance, see [Finance Courses](#).

¹ The department contact listed on the purchase order.

Section 1: Log into CFS

1. Go to [MySJSU](#) .
2. Click the **CFS** link to log in.

CSU The California State University page displays.

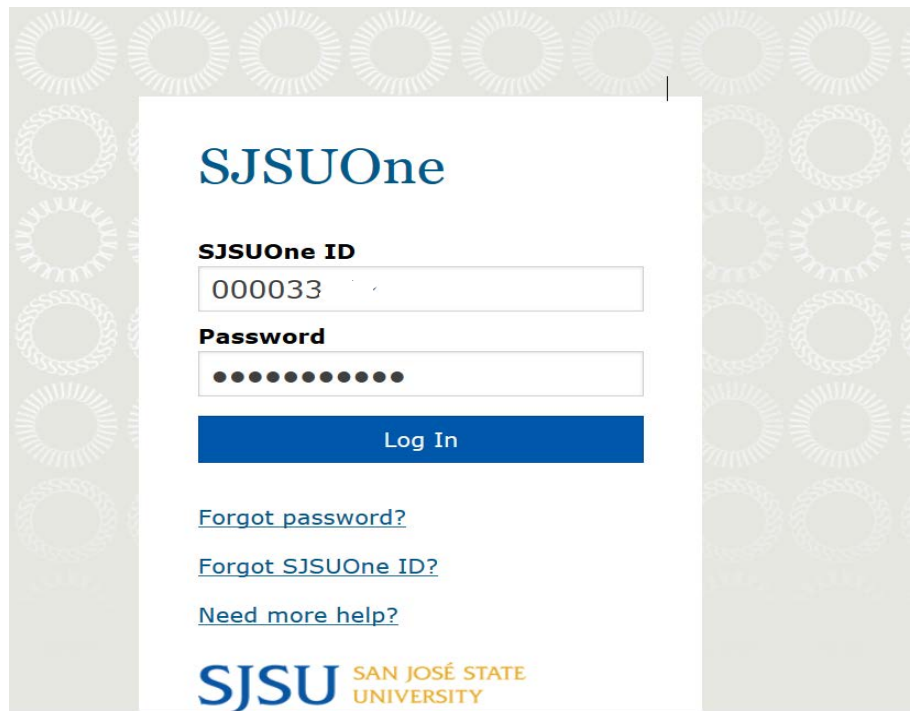
3. In the **Campus** field, select San Jose State University from the dropdown menu.

*Tip: Hit the **S** key five times to get to San Jose State.*

4. Click **Login**.

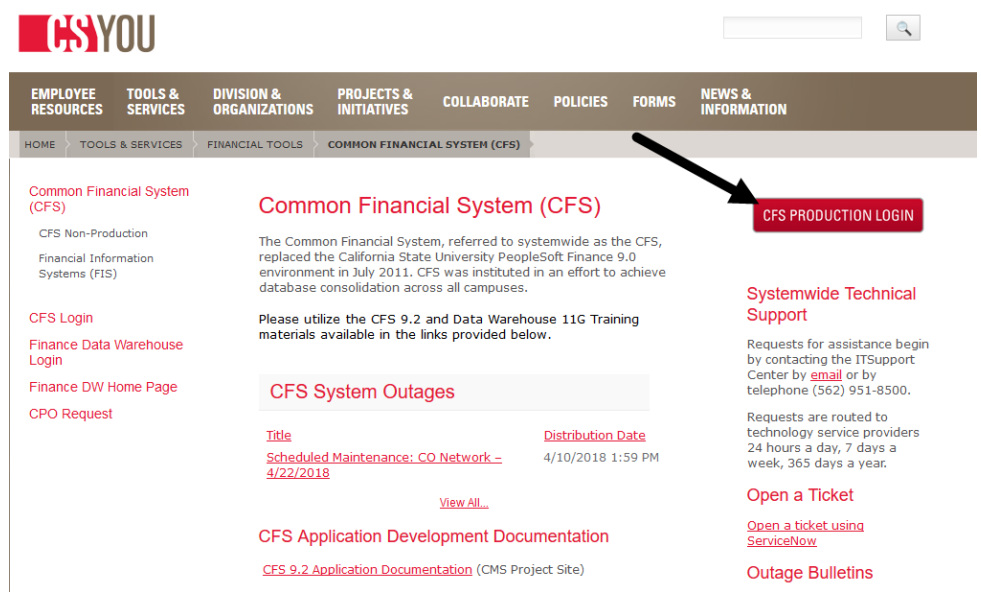
The SJSUOne login page displays.

5. Enter your **SJSUOne ID** and **Password**.
6. Click **Log In** button.



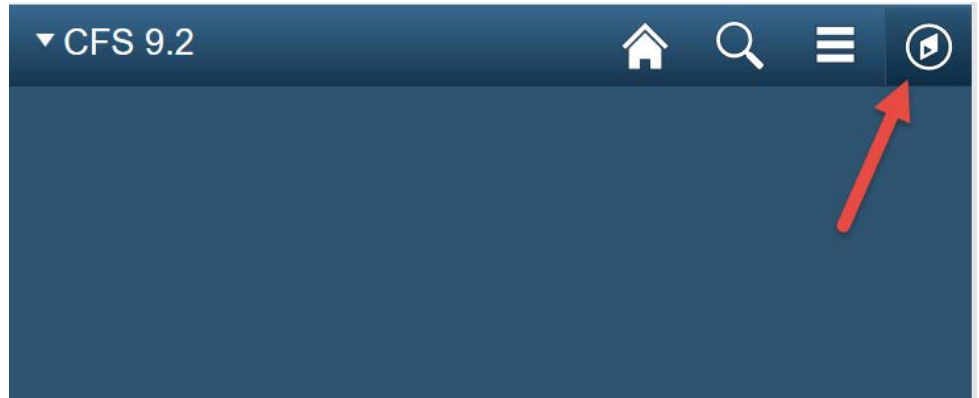
CSYou page displays.

7. Click **CFS Production Login**.



Section 2: Create a Receipt

1. From the CFS 9.2 (Oracle) homepage, click the **NavBar** icon.



NavBar menu displays.

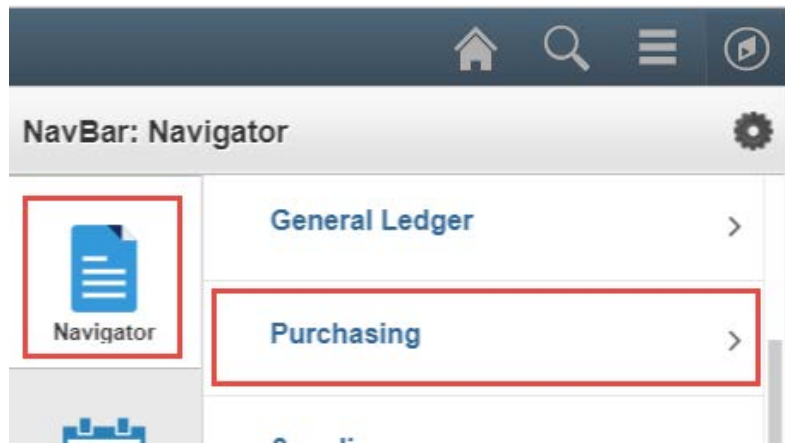
The instructions will go through using the **Navigator** tile to navigate to a module. For instructions on using the Recent Places and My Favorite tiles, refer to [Navigation Basics guide](#).



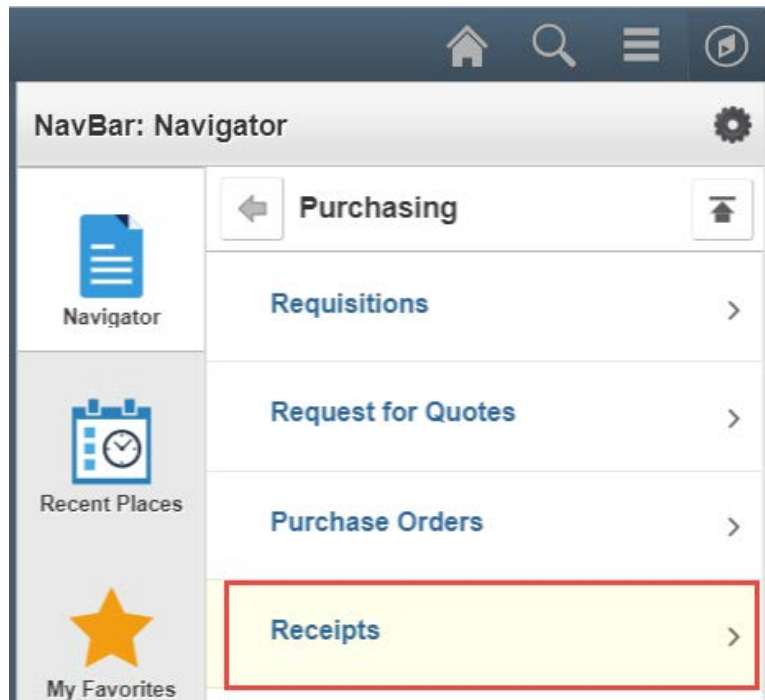
2. Click on the **Navigator** tile.



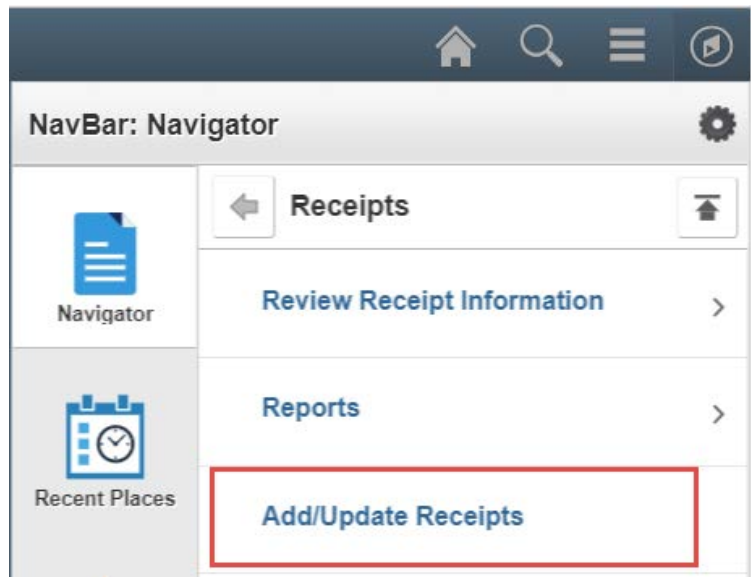
3. From the Navigator menu, select **Purchasing** module.



4. From the Purchasing module, select **Receipts**.



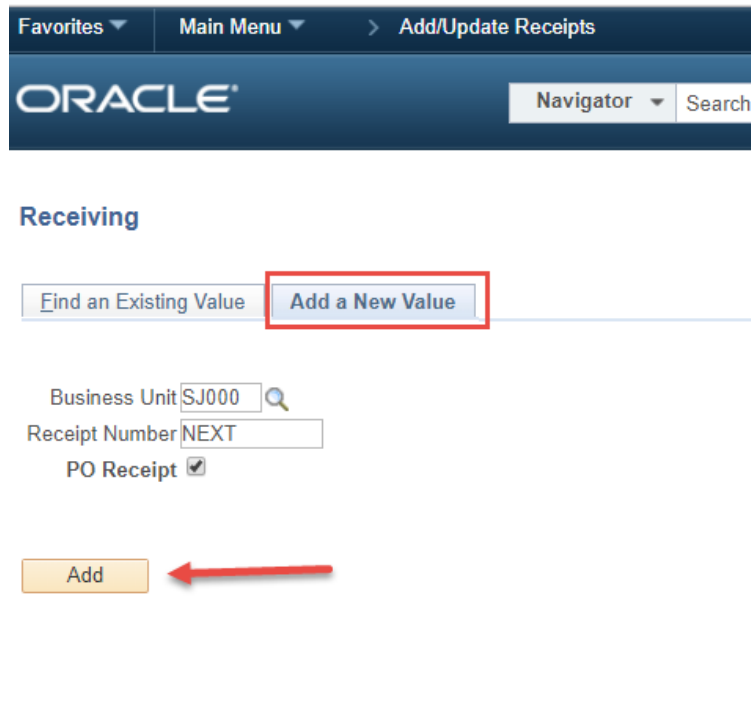
5. From Receipts, select **Add/Update Receipts**.



The Receiving – Add a New Value page displays.

6. Click the **Add** button.

***Note:** Do not change any of the fields. The Receipt Number will be assigned once the Receipt has been saved.*



7. The **Select the Purchase Order** page displays.

The screenshot shows the 'Select Purchase Order' page with the following fields and options:

- Search Criteria:**
 - PO Unit: SJ000
 - ID: (empty)
 - Line / Schedule: /
 - Release: (empty)
 - Item ID: (empty)
 - Ship To: 048-RCVNG
 - Ship Via: (empty)
 - Retrieve Open PO Schedules
- Days +/- Today:** 60
- Start Date:** 03/22/2018
- End Date:** 07/20/2018
- Supplier Name:** (empty)
- Supplier Item ID:** (empty)
- Manufacturer ID:** (empty)
- Manufacturer's Item ID:** (empty)

Receipt Qty Options:

- No Order Qty
- Ordered Qty
- PO Remaining Qty

Buttons: Search, OK, Cancel, Refresh.

8. Enter the 10-digit Purchase Order number in the **ID** field.

9. Click **Search** button.

This screenshot shows the same 'Select Purchase Order' page as above, but with the following changes:

- The **ID** field now contains the value '30000' and is highlighted with a red rectangular box.
- A red arrow points to the **Search** button.

Buttons: Search, OK, Cancel, Refresh.

The Purchase Order lines display.

Note: Only the lines that are open to receive against will display.

- 10. Select the lines you are receiving against by clicking the **Sel** checkbox (left-hand side) for each line or check **Select All** box for all lines.
- 11. Once you have selected the desired lines, click the **OK** button.

Select Purchase Order

Search Criteria

PO Unit SJ000

ID 30000

Line / Schedule /

Release

Item ID

Ship To 048-RCVNG

Ship Via

Retrieve Open PO Schedules

Man

Search

Receipt Qty Options

No Order Qty

Retrieved Rows

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty
<input type="checkbox"/>	SJ000	3000028004	1	1		05/09/2018	1.000
<input type="checkbox"/>	SJ000	3000028004	2	1		05/09/2018	1.000
<input type="checkbox"/>	SJ000	3000028004	3	1		05/09/2018	1.000

Select All Clear All

OK Cancel Refresh

Maintain Receipts Receiving displays.

- 12. Enter the quantity received in the **Receipt Qty** field.

Note: If the actual Received Qty is different than the default quantity, erase the default quantity and enter the correct quantity.

- 13. Click the **Save** button.

Maintain Receipts

Receiving

Business Unit SJ000 Receipt Status Open

Receipt ID NEXT Add Header Comments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		CUSTOM UPPER CABINETS 15â D	1.0000	EA	1125.00000	1.0000	Open
2		CUSTOM STORAGE CABINET 24â D	1.0000	EA	1395.00000	1.0000	Open
3		DELIVERY AND INSTALL	1.0000	EA	875.00000	1.0000	Open

Interface Receipt Run Close Short Interface Asset I

Save Notify Refresh

A message confirming changes were saved displays.

Note: You will only receive this message if it's a partial receipt.

14. Click the **OK** button.

Message

Receipt, 0000137337, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 14317248). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

OK

A Receipt ID number is assigned.

Maintain Receipts

Receiving

Business Unit SJ000

Receipt Status Fully Received ✖

Receipt ID 0000137337

Add Header Comments

Activities

Header Details

Document Status

Header

Select Purchase Order

Close Short All Lines

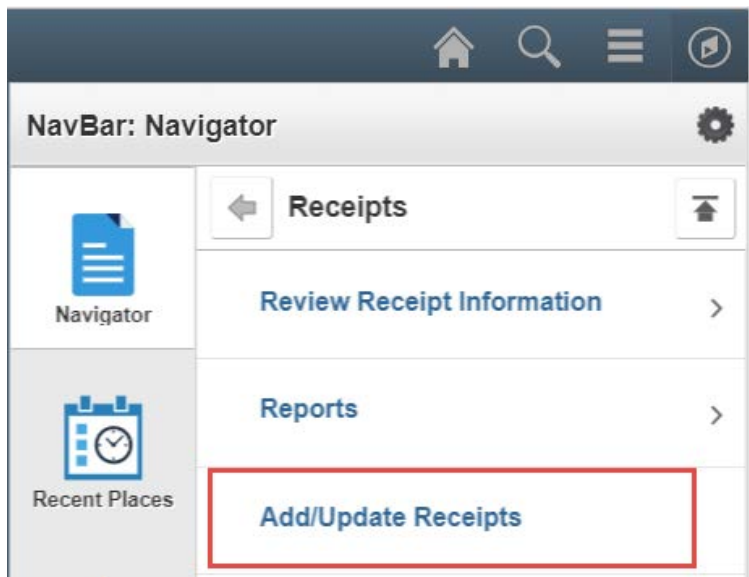
Print De

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
1		CUSTOM UPPER CABINETS 15â□□ D	1.0000	EA	1125.00000	1.0000
2		CUSTOM STORAGE CABINET 24â□□ D	1.0000	EA	1395.00000	1.0000
3		DELIVERY AND INSTALL	1.0000	EA	875.00000	1.0000

This is an optional step. Record the invoice number and/or packing slip number.

15. Return to **Add/Update Receipts**.



Receiving page displays.

16. Go to **Find an Existing Value**.

17. Enter the 10-digit **Receipt Number**

or

The purchase order number in **PO Number** field.

18. Click the **Search** button.

Maintain Receipts Receiving displays.

19. Click the **Optional Input** tab.

20. Enter the **Invoice Number** and/or the **Packing Slip** number.

21. Click the **Save** button.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all value

Find an Existing Value Add a New Value

Search Criteria

Business Unit = SJ000

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Maintain Receipts

Receiving

Business Unit SJ000 Receipt Status Fully Received X

Receipt ID 0000137337 Add Header Comments Activities

Header Details Document Status

Header


Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information		
Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip
1		CUSTOM UPPER CABINETS 15a□□ D	80000033242	<input type="checkbox"/>	05/21/2018 5:00PM	<input type="text"/>	<input type="text"/>
2		CUSTOM STORAGE CABINET 24a□□ D	80000033242	<input type="checkbox"/>	05/21/2018 5:00PM	<input type="text"/>	<input type="text"/>
3		DELIVERY AND INSTALL	80000033242	<input type="checkbox"/>	05/21/2018 5:00PM	<input type="text"/>	<input type="text"/>

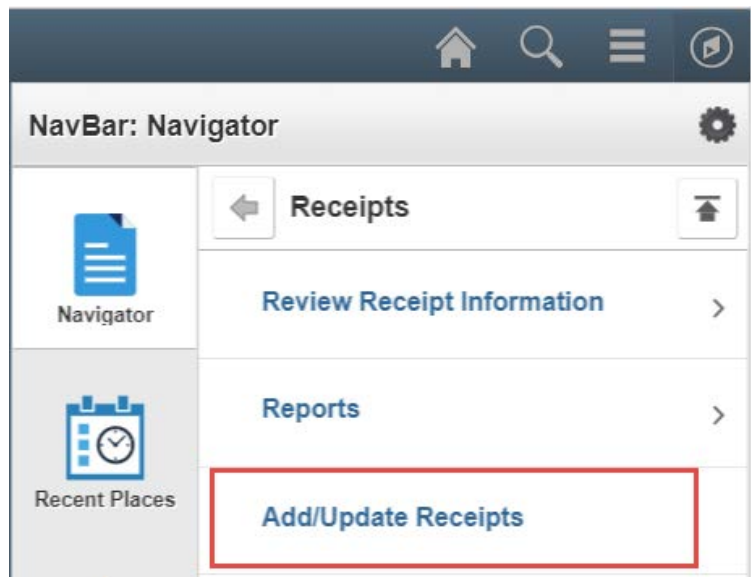
Interface Receipt Run Close Short Interface Asset Inf

Save Return to Search Notify Refresh



Section 3: Correct an Existing Receipt

1. In Receipts, select **Add/Update Receipts**.



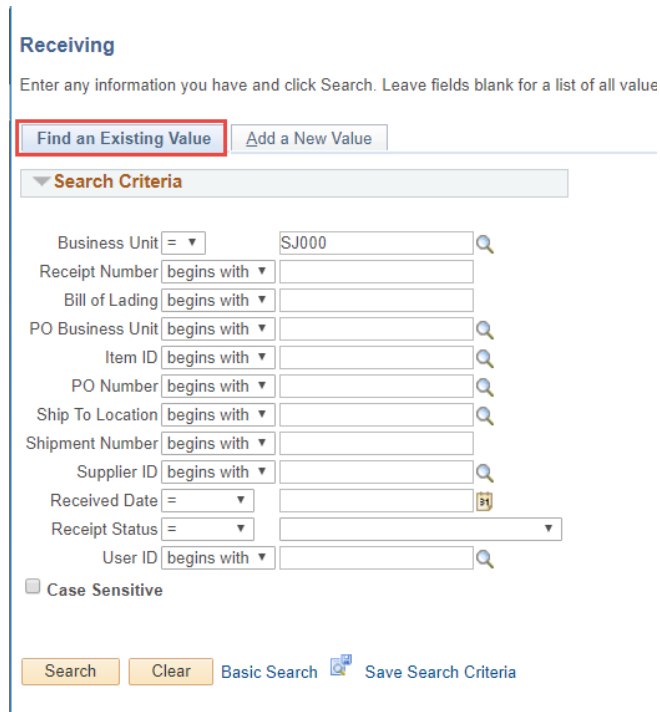
Receiving page displays.

2. Go to **Find an Existing Value**.
3. Enter the 10-digit **Receipt Number**

or

The purchase order number in **PO Number** field.

4. Click the **Search** button.

A screenshot of the 'Receiving' search page. The page title is 'Receiving'. Below the title is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all value'. There are two buttons: 'Find an Existing Value' (highlighted with a red border) and 'Add a New Value'. Below the buttons is a 'Search Criteria' section with a dropdown arrow. It contains several search fields: 'Business Unit' (dropdown menu, value 'SJ000'), 'Receipt Number' (dropdown menu 'begins with', empty text box), 'Bill of Lading' (dropdown menu 'begins with', empty text box), 'PO Business Unit' (dropdown menu 'begins with', empty text box), 'Item ID' (dropdown menu 'begins with', empty text box), 'PO Number' (dropdown menu 'begins with', empty text box), 'Ship To Location' (dropdown menu 'begins with', empty text box), 'Shipment Number' (dropdown menu 'begins with', empty text box), 'Supplier ID' (dropdown menu 'begins with', empty text box), 'Received Date' (dropdown menu '=', empty text box), 'Receipt Status' (dropdown menu '=', empty text box), and 'User ID' (dropdown menu 'begins with', empty text box). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Maintain Receipts Receiving displays.

Note: If you enter the PO number with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

5. Change the quantity by erasing the old quantity and typing in the new quantity.

*Note: If the line has been matched to a voucher by Accounts Payable, the **Received Qty** field will be inaccessible.*

If the line has been inspected, the received quantity cannot be less than inspected quantity. In this case, the inspected quantity needs to be changed first.

6. Click the **Save** button.

Maintain Receipts
Receiving

Business Unit SJ000 Receipt Status Fully Received ✖

Receipt ID 0000137337 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO](#)

Receipt Lines Personalize | Find

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial
1		CUSTOM UPPER CABINETS 15â D	1.0000	EA	1125.00000	1.0000	Received	42500	<input type="checkbox"/>	<input type="checkbox"/>
2		CUSTOM STORAGE CABINET 24â D	1.0000	EA	1395.00000	1.0000	Received	42500	<input type="checkbox"/>	<input type="checkbox"/>
3		DELIVERY AND INSTALL	1.0000	EA	875.00000	1.0000	Received	96230	<input type="checkbox"/>	<input type="checkbox"/>

Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Maintain Receipts
Receiving

Business Unit SJ000 Receipt Status Fully Received ✖

Receipt ID 0000137337 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO](#)

Receipt Lines Personalize | Find

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial
1		CUSTOM UPPER CABINETS 15â D	1.0000	EA	1125.00000	1.0000	Received	42500	<input type="checkbox"/>	<input type="checkbox"/>
2		CUSTOM STORAGE CABINET 24â D	1.0000	EA	1395.00000	1.0000	Received	42500	<input type="checkbox"/>	<input type="checkbox"/>
3		DELIVERY AND INSTALL	1.0000	EA	875.00000	1.0000	Received	96230	<input type="checkbox"/>	<input type="checkbox"/>

Interface Receipt Run Close Short [Interface Asset Information](#)

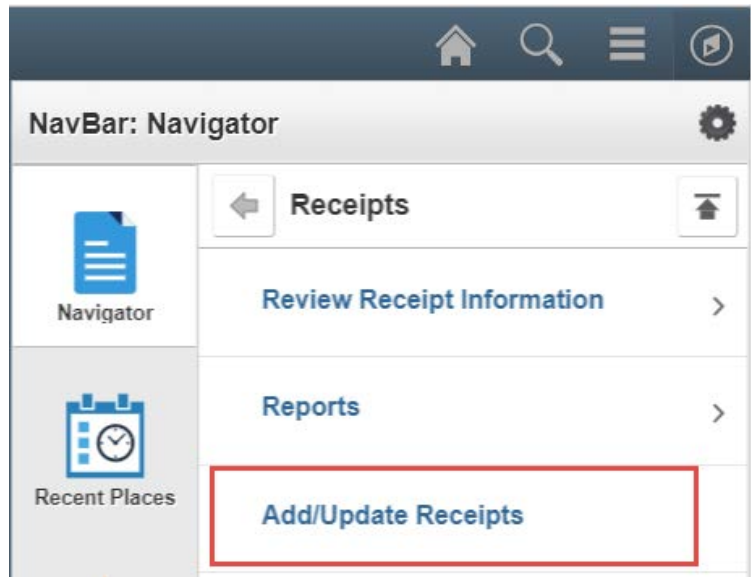
[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Section 4: Cancel a Receipt Line

A receipt line can be canceled provided that it has not been matched to a voucher by Accounts Payable.

If the line has been inspected, the received quantity cannot be less than inspected quantity. In this case, the inspected quantity needs to be changed first.

1. In Receipts, select **Add/Update Receipts**.



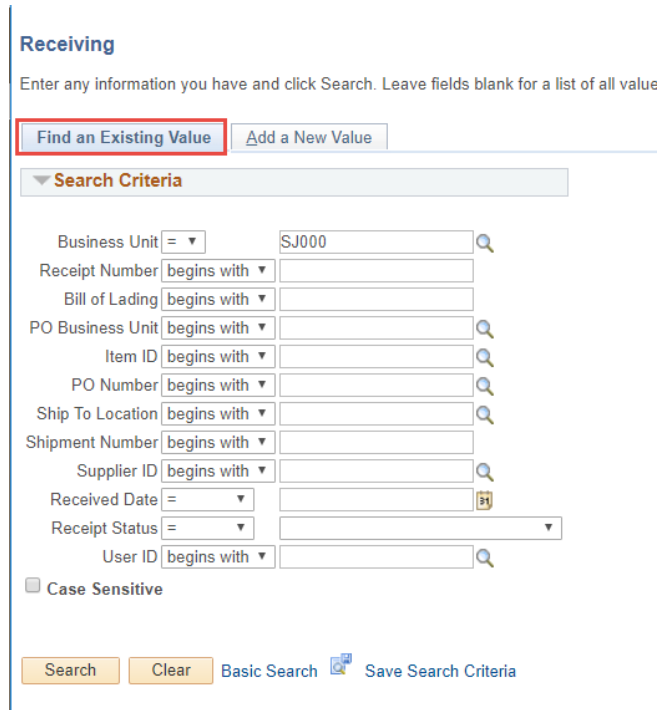
Receiving page displays.

2. Go to **Find an Existing Value**.
3. Enter the 10-digit **Receipt Number**

or

The purchase order number in **PO Number** field.

4. Click the **Search** button.

A screenshot of a 'Receiving' search page. The title is 'Receiving'. Below the title is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all value'. There are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown arrow. It contains several search fields: 'Business Unit' (with a dropdown set to '=' and a text box containing 'SJ000'), 'Receipt Number' (with a dropdown set to 'begins with'), 'Bill of Lading' (with a dropdown set to 'begins with'), 'PO Business Unit' (with a dropdown set to 'begins with'), 'Item ID' (with a dropdown set to 'begins with'), 'PO Number' (with a dropdown set to 'begins with'), 'Ship To Location' (with a dropdown set to 'begins with'), 'Shipment Number' (with a dropdown set to 'begins with'), 'Supplier ID' (with a dropdown set to 'begins with'), 'Received Date' (with a dropdown set to '=' and a calendar icon), 'Receipt Status' (with a dropdown set to '='), and 'User ID' (with a dropdown set to 'begins with'). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Maintain Receipts Receiving displays.

Note: If you enter the PO number with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

To cancel a Receipt Line:

5. Click the **X** in the far right column of the line you wish to cancel.

A warning message displays.

6. Click the **Yes** button.

7. Click the **Save** button at bottom of page

Maintain Receipts
Receiving

Business Unit: SJ000 Receipt Status: Fully Received **X**

Receipt ID: 0000137296 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information Personalize | Find | View All | First 1-5 of 5 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Pop Sockets	250.0000	EA	4.50000	250.0000	Received	96610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<input type="checkbox"/> X
2		T Shirts -	31.0000	EA	10.15000	31.0000	Received	96610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<input type="checkbox"/> X

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information Personalize | Find | View All | First 1-5 of 5 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Pop Sockets	250.0000	EA	4.50000	250.0000	Received	96610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<input type="checkbox"/> X
2		T Shirts -	31.0000	EA	10.15000	31.0000	Received	96610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	<input type="checkbox"/> X

Message

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

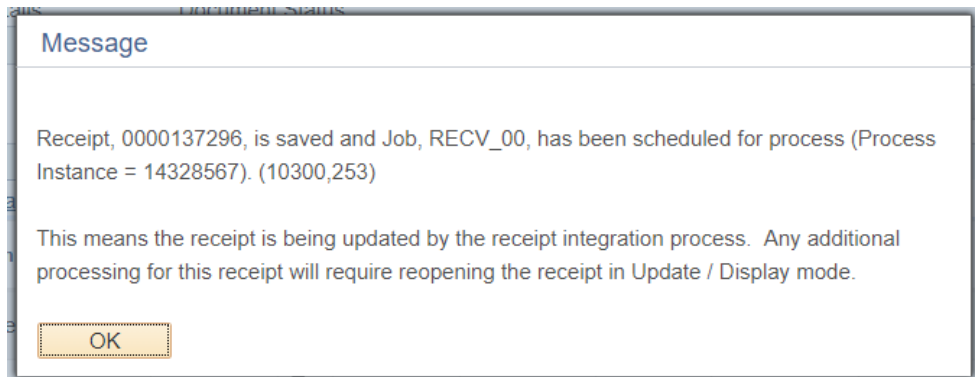
Yes No

Interface Receipt Run Close Short

Save Return to Search Previous in List Next in List

A message confirming changes were saved displays.

8. Click the **OK** button.



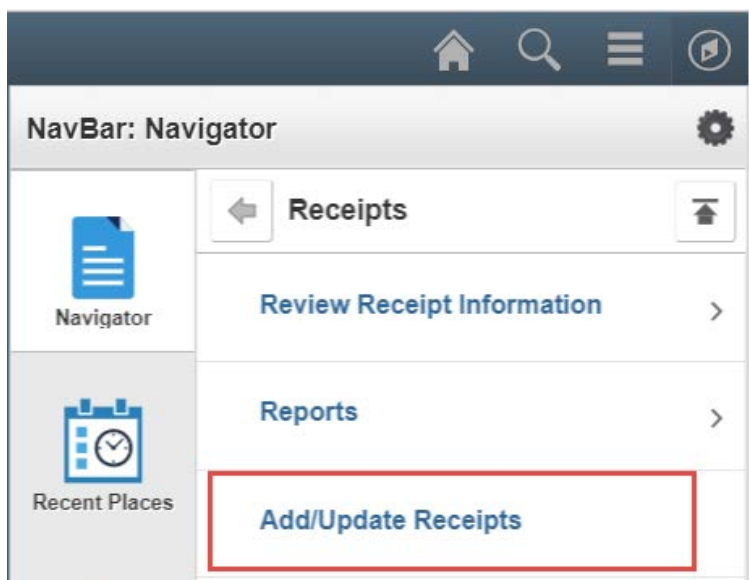
The Status for the line changes from Received to Canceled.

Receipt Lines										
Line	Item	Description	Receipt Qty	*Rev UOM	Receipt Price	Accept Qty	Status	Category	Close	
1		Pop Sockets		EA	4.50000		Canceled	96610		
2		T Shirts -	31.0000	EA	10.15000	31.0000	Received	96610		

Section 5: Cancel an Entire Receipt

A receipt can be canceled provided that it has not been matched to a voucher by Accounts Payable.

1. In Receipts, select **Add/Update Receipts**.



Receiving page displays.

- Go to **Find an Existing Value**.
- Enter the 10-digit **Receipt Number**

or

The purchase order number in **PO Number** field.

- Click the **Search** button.

Maintain Receipts Receiving displays.

Note: If you enter the PO number with multiple receipts entered, then a list of results will display. Click on the desired line Receipt number hyperlink.

To cancel an entire Receipt:

- Click the **X** at the receipt header.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all value

Find an Existing Value Add a New Value

Search Criteria

Business Unit = SJ000

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Maintain Receipts

Receiving

Business Unit SJ000 Receipt Status Fully Received X

Receipt ID 0000137259 Add Header Comments Activities

Header Details Document Status

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	Category	Close Short	Serial	Device Track	Stock UOM	Device Track
1	REGOLA	single free table	1.0000	EA	463.32000	1.0000	Received	42500			EA		X
2	SIENNA	modular lounge, univer	1.0000	EA	1484.34000	1.0000	Received	42500			EA		X

Maintain Receipts

Receiving

Business Unit SJ000 Receipt Status Fully Received X

Receipt ID 0000137259 Add Header Comments Activities

Header Details Document Status

Header

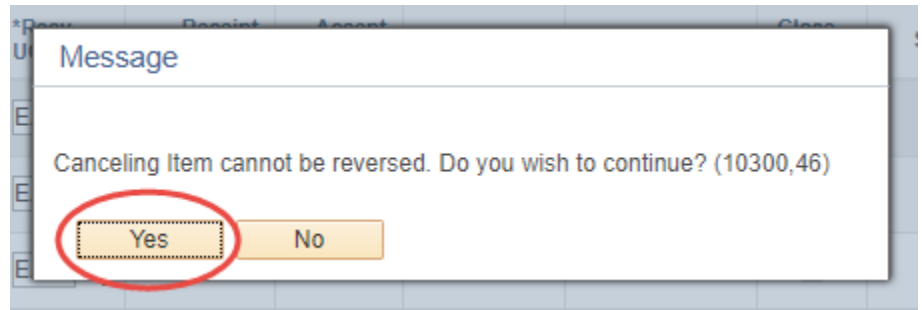
Select Purchase Order Close Short All Lines Print Delivery Report

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category
1	REGOLA	single free table	1.0000	EA	463.32000	1.0000	Received	42500
2	SIENNA	modular lounge, univer	1.0000	EA	1484.34000	1.0000	Received	42500

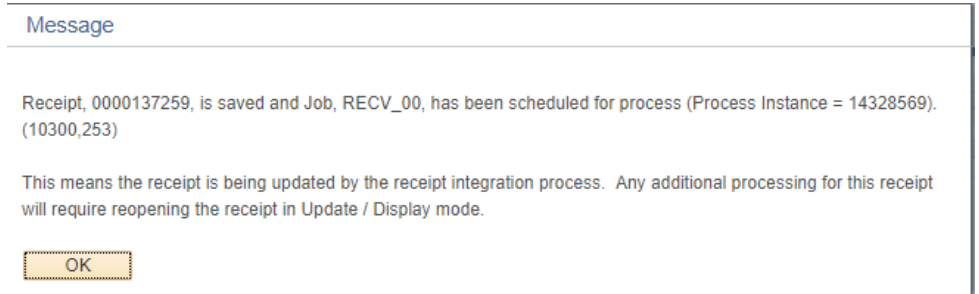
A warning message displays.

6. Click the **Yes** button.

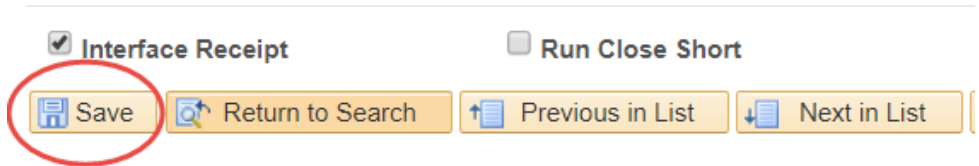


A message confirming changes were saved displays.

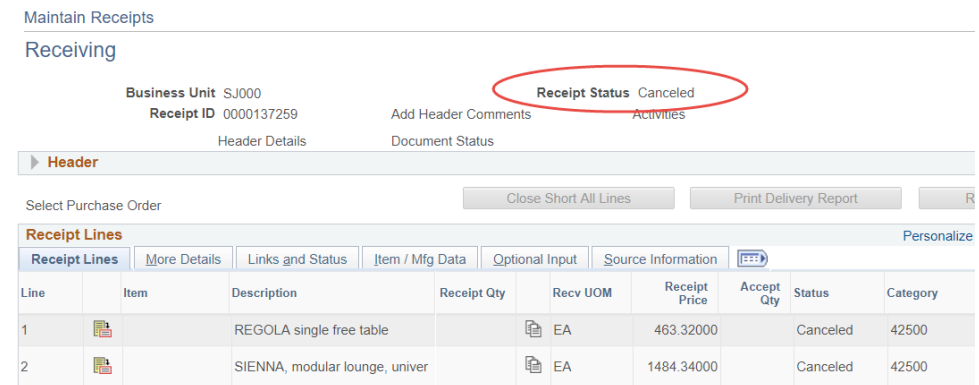
7. Click the **OK** button.



8. Click the Save button at bottom of page

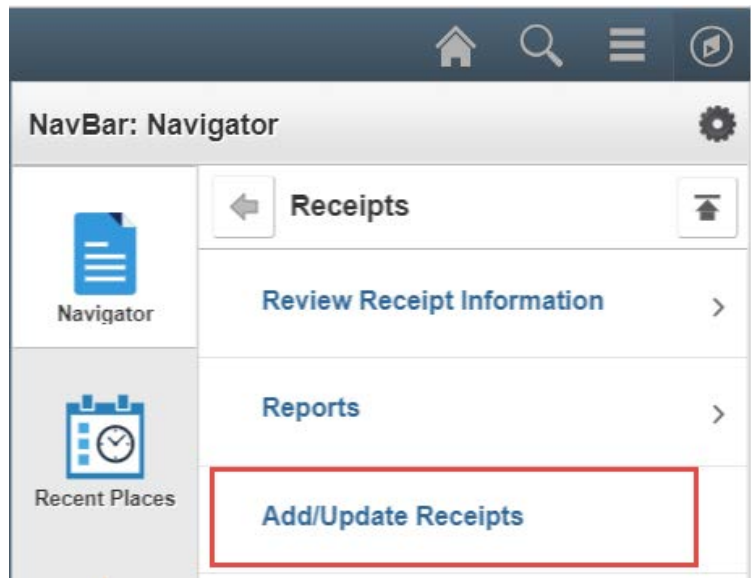


The Status for the receipt header changes from Fully Received to Canceled.



Section 6: View Line Details

1. In Receipts, select **Add/Update Receipts**.



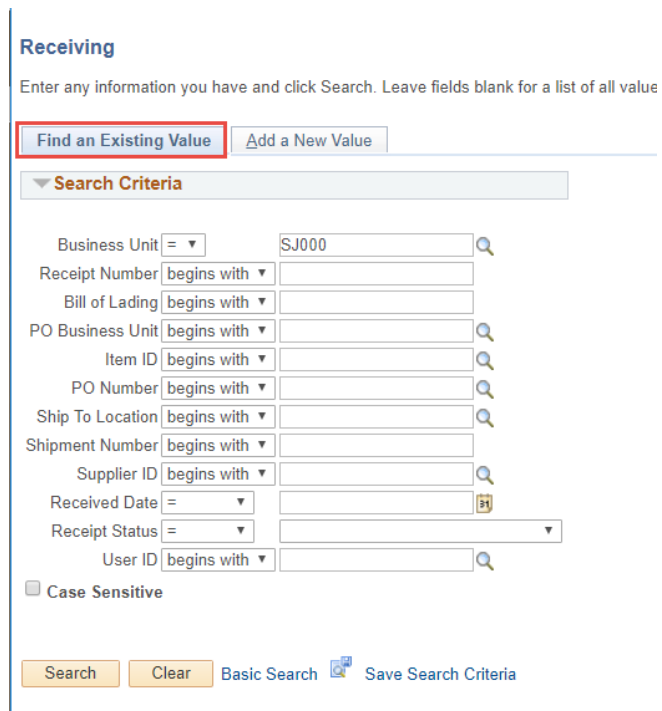
Receiving page displays.

2. Go to **Find an Existing Value**.
3. Enter the 10-digit **Receipt Number**

or

The purchase order number
in **PO Number** field.

4. Click the **Search** button.

A screenshot of the "Receiving" search page. The page title is "Receiving" and it includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all value". There are two buttons: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below these is a "Search Criteria" section with a dropdown arrow. The search criteria include: Business Unit (dropdown menu, value: SJ000), Receipt Number (dropdown menu: begins with), Bill of Lading (dropdown menu: begins with), PO Business Unit (dropdown menu: begins with), Item ID (dropdown menu: begins with), PO Number (dropdown menu: begins with), Ship To Location (dropdown menu: begins with), Shipment Number (dropdown menu: begins with), Supplier ID (dropdown menu: begins with), Received Date (dropdown menu: =), Receipt Status (dropdown menu: =), and User ID (dropdown menu: begins with). There is a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

Maintain Receipts Receiving displays.

5. Click the  **Details** icon.

The Receipt Line Details displays.

Note: In this section you can find the User ID of the person who received it.

6. Click the **Expand All** link.


The details under each section display.

7. Click the **Collapse All** link.

Only the section titles display.

Maintain Receipts

Receiving

Business Unit SJ000 Receipt Status Fully Received 



Receipt ID 0000137253 Add Header Comments Activities

Header Details Document Status

▶ **Header**

Select Purchase Order Close Short All Lines Print Delivery Rep

Receipt Lines



Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		6 pack ni-mh 1500mAh/connect	1.0000	EA 	40.00000	1.0000	Received

Receipt Line Details for Line 1

Business Unit SJ000

Receipt ID 0000137253

Receipt Line 1

▶ **Details**

▶ **Receipt Quantity**

▶ **Receipt Status**

▶ **Manufacturer Information**

▶ **Optional Data**

▶ **Source Information**

Return

8. Click the arrow next to **Details**.

Expand All Collapse All

- ▶ **Details**
- ▶ **Receipt Quantity**
- ▶ **Receipt Status**
- ▶ **Manufacturer Information**
- ▶ **Optional Data**
- ▶ **Source Information**

The **Details** section displays.

Note: This section shows the receipt date and time.

9. To collapse this section, click the arrow next to **Details**.

Receipt Line Details for Line 1

Business Unit SJ000
Receipt ID 0000137253
Receipt Line 1

Expand All Collapse All

▼ **Details**

Status Received

Receipt Datetime 05/02/2018 1:12PM

Ship To 048-RCVNG

Allocation Type First In First Out

10. Click the arrow next to **Receipt Quantity**.

Receipt Line Details for Line 1

Business Unit SJ000
Receipt ID 0000137253
Receipt Line 1

Expand All Collapse All

- ▶ **Details**
- ▶ **Receipt Quantity**
- ▶ **Receipt Status**

The Receipt Quantity section displays.

Note: This section shows the Receipt quantity and Inspected quantity (if applicable).

11. To collapse this section, click the arrow next to **Receipt Quantity**.

12. Click the arrow next to **Receipt Status**.

The Receipt Status section displays.

Note: This section shows if an inspection is needed.

13. Click the arrow next to **Optional Data**.

Receipt Quantity						
		Receipt Qty	Reject Qty	Accept Qty	Return Qty	Inspect Qty
Recv UOM	EA	1.0000		1.0000		
Supp UOM	EA	1.0000		1.0000		
Std UOM	EA	1.0000		1.0000		
Stock UOM	EA					

Conversion Rate			
Convert to PO	1.00000000	Supplier to Std Rate	1.00000000
Convert to Stock	1.00000000	Convert Stock To Standard	1.00000000

Expand All

Collapse All

▶ Details

▶ Receipt Quantity

▶ Receipt Status

Receipt Status				
Assets Applicable	N	N/A	Intrastat Distribution Status	Ignored
Inventory	N	N/A	MFG Applicable	N N/A
Serial Control	N	Complete	Inspection	N Complete
Process Complete	N		Lot Control	N Complete
Ship Date Status	Passes Date Check		Due Date	04/13/2018
Quantity Status	Passes Quantity Check		Ship Days	0
Matching	Y		Ship Qty Pct	0.00
Receipt Match Status	No Match			

Expand All

Collapse All

▶ Details

▶ Receipt Quantity

▶ Receipt Status

▶ Manufacturer Information

▶ Optional Data

▶ Source Information

The Optional Data section displays.

Note: This section shows the hold status, invoice, and packing slip information, if they were inputted.

14. To collapse this section, click the arrow next to **Optional Data**.

15. Click the arrow next to **Source Information**.

Optional Data		
Hold	N	Bill of Lading
Replacement	Not Applicable	Pro Number
Origin Country		Invoice ID
		Packing Slip

Expand All

Collapse All

- ▶ Details
- ▶ Receipt Quantity
- ▶ Receipt Status
- ▶ Manufacturer Information
- ▶ Optional Data
- ▶ **Source Information**

The Source Information section displays.

Note: This section shows the PO line information (i.e. PO number, PO line number, quantity, amount, and etc.)

Source Information			
PO Unit	SJ000	Original PO Amount	40.00
PO ID	3000027714	PO Type	Regular Order
PO Line	1		
PO Schedule	1		
Amount Only	N		
Distribute By	Qty		
PO Quantity	1.0000	PO Merchandise Amount	40.000
Total Qty Received	1.0000	Total Received Amount	40.000
Total Open PO Qty		Total Open PO Amount	
Procurement Group ID		Unit Allocation Qty	
	<input type="checkbox"/> Primary Unit	Unit Allocation Amt	

References

- **Finance Courses**
<http://www.sjsu.edu/finance/financeconnect/training/training/>
- **MySJSU**
<http://my.sjsu.edu/>
- **Navigation Basics**
http://www.sjsu.edu/finance/docs/tut_cfs_basic_navigation.pdf

Forms

- **System Access Request**
<http://its.sjsu.edu/docs/security/System%20Access%20Request.pdf>

Contact

If you have any questions, please contact Finance Support by email: financeconnect@sjsu.edu or phone: 4-1558.