

Receipts

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This Job Aid covers the process of creating purchase order receipts and partial purchase order receipts in the ONEPeralta system.

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Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: 'User ID' and 'Password'. A red box highlights these two fields, with a yellow circle containing the number '2' next to it. Below the input fields is a 'Select a Language' dropdown menu with 'English' selected. At the bottom, there is a green 'Sign In' button, which is also highlighted with a red box and a yellow circle containing the number '3'. Below the 'Sign In' button, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Set Trace Flags'.



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

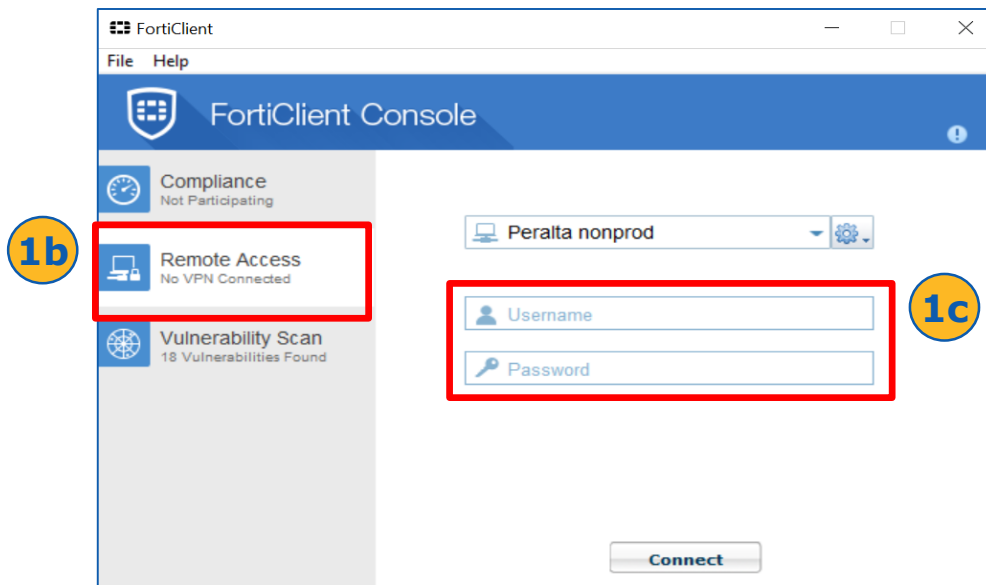
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



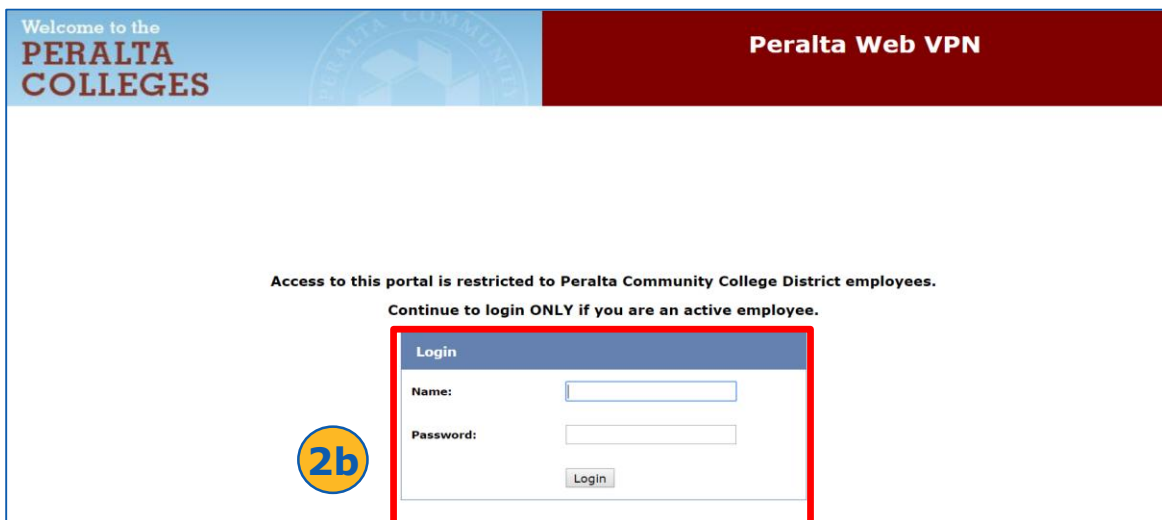
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

Login

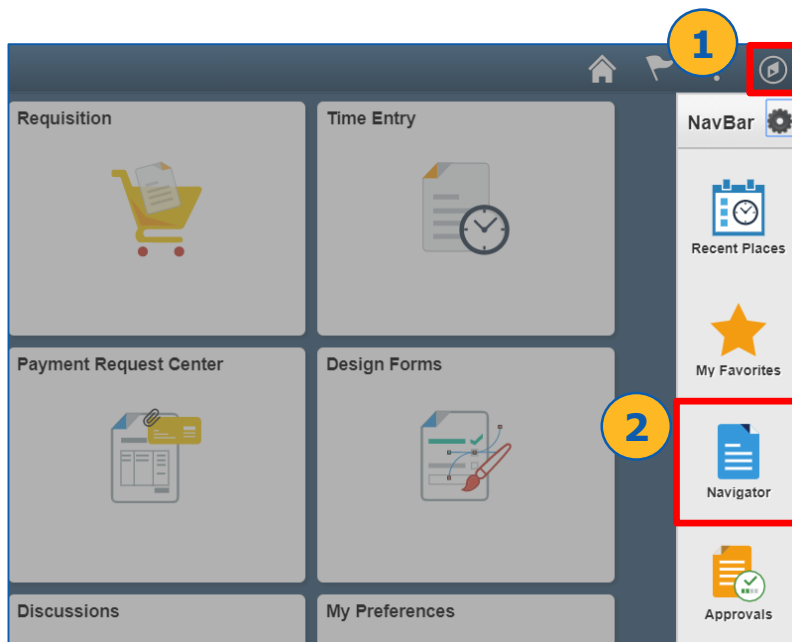
Creation

Create Purchase Order Receipt

In the upgraded ONEPeralta system, purchase order receipts are completed online when the full shipment of a goods has been received, or when a service has been fully delivered.

All Warehouse

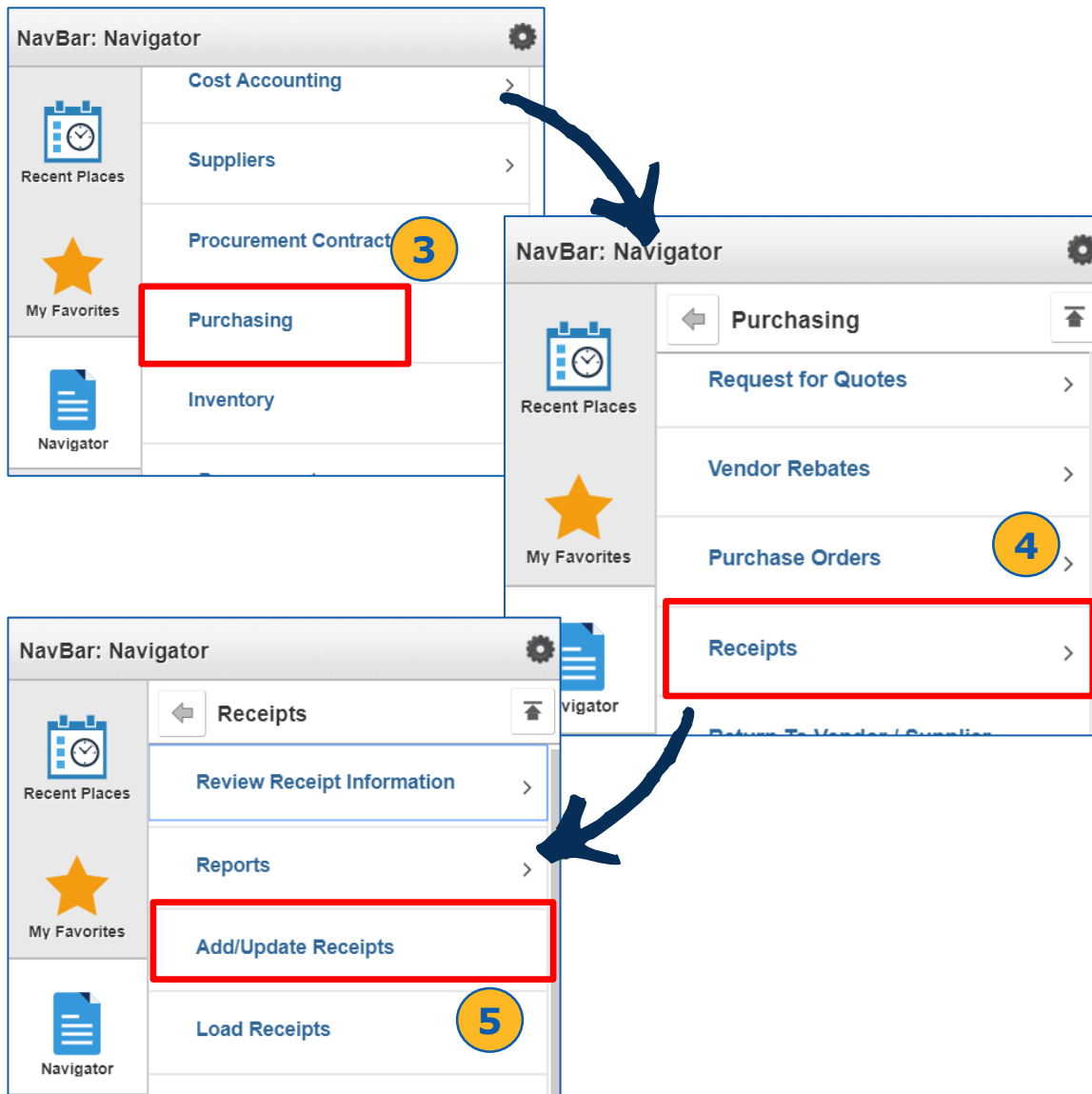
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Create Purchase Order Receipt (cont'd)

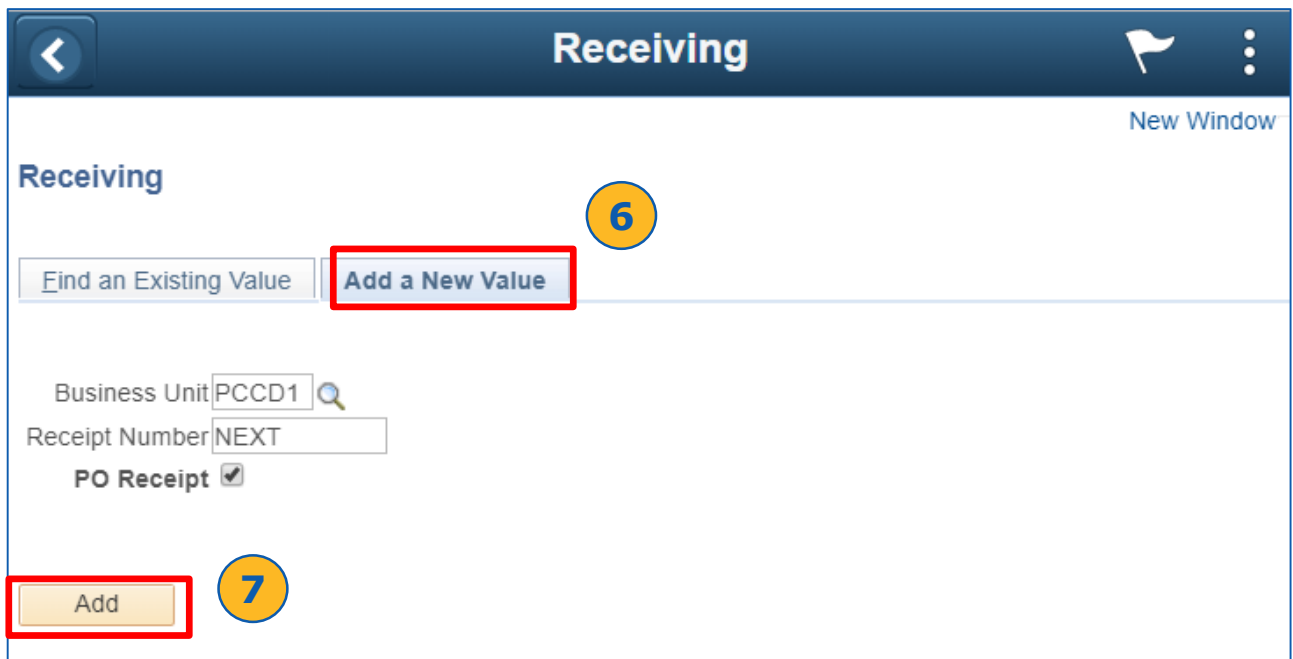
3. Click > **Purchasing**
4. Click > **Receipts**
5. Click > **Add/Update Receipts**



Creation

Create Purchase Order Receipt (cont'd)

6. Click > **Add a New Value**
7. Click > **Add**



The screenshot shows the 'Receiving' application interface. At the top, there is a dark blue header with a back arrow, the title 'Receiving', a flag icon, and a three-dot menu icon. Below the header, the word 'Receiving' is displayed in blue. To the right of the title, there is a 'New Window' button. The main content area contains two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 6. Below these buttons are input fields for 'Business Unit' (containing 'PCCD1'), 'Receipt Number' (containing 'NEXT'), and a checked checkbox for 'PO Receipt'. At the bottom left, there is an 'Add' button highlighted with a red box and a yellow circle containing the number 7.



Do not edit the Business Unit and Receipt Number fields! The ID "NEXT" indicates a new receipt.

Creation

Create Purchase Order Receipt (cont'd)

8. Enter > Purchase Order **ID**
9. Click > **Search**
10. Click > **Select All** to select all **Purchase Order Lines**
11. Click > **OK**

Select Purchase Order

Search Criteria

PO Unit: PCCD1 8

ID: 3000111998

Days +/- Today: _____

Start Date: _____

End Date: _____

Supplier Name: _____ Supplier Lookup

Supplier Item ID: _____

Manufacturer ID: _____

Manufacturer's Item ID: _____

Line / Schedule: _____ / _____

Release: _____

Item ID: _____

Ship To: _____

Ship Via: _____

Retrieve Open PO Schedules

Search

9

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize | Find | View All | First 1-5 of 6 Last

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"/>	PCCD1	3000111998	1	1		03/21/2018	1.0000	1.0000		Microsoft Surface Pro -12.3"
<input type="checkbox"/>	PCCD1	3000111998	2	1		03/21/2018	1.0000	1.0000		MS Surface Arc Mouse - Black M
<input type="checkbox"/>	PCCD1	3000111998	3	1		03/21/2018	1.0000	1.0000		Case Logic Laptop, Chromebook
<input type="checkbox"/>	PCCD1	3000111998	4	1		03/21/2018	1.0000	1.0000		Microsoft Surface Pen - stylus
<input type="checkbox"/>	PCCD1	3000111998	5	1		03/21/2018	1.0000	1.0000		Microsoft Surface Pro Type Cov

Select All 10 Clear All

OK

11

Cancel Refresh

Creation

Create Purchase Order Receipt (cont'd)

12. If this is an asset-based purchase order, click > **Pending** under **AM Status**
13. Complete > **Asset Details**
14. Click > **+** to add additional assets received
15. Click > **OK**

Maintain Receipts

Receiving

Business Unit PCCD1 Receipt Status Open

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

▶ Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | **12** 1-5 of 6 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Microsoft Surface Pro -12.3"	1.0000	EA	1839.12000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
2		MS Surface Arc Mouse - Black M	1.0000	EA	76.60000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Asset Management Information for Line 1

Business Unit PCCD1 Status Open

Receipt ID NEXT Item Microsoft Surface Pro -12.3"

Receipt Line 1 Standard UOM EA

Distribution Information Find | View All First 1 of 1 Last

Distribution Line 1 Capitalize Non Cap

Business Unit PCCD1 CAP Sequence

Profile ID CMPER Employee ID

CAP # Distributed Quantity 1.0000

Cost Type Merchandise Amount 1839.12

Apply to Details

Select Action Assign Tag Ids Multiplier 1

Enter Starting Number *Start Row 1

Overwrite existing numbers

Asset Details Personalize | Find | View All | First of 1 Last

Asset Information More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	PCCD1	Open	1.0000			NEXT			CMPER

PO Comment Find | View All First Last

Line: **15**

Creation

16. Click > **Save**

17. Click > **OK**

Maintain Receipts

Receiving

Business Unit PCCD1 Receipt Status Open

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1-5 of 6 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Microsoft Surface Pro -12.3"	1.0000	EA	1839.12000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
2		MS Surface Arc Mouse - Black M	1.0000	EA	76.60000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
3		Case Logic Laptop, Chromebook	1.0000	EA	19.47000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
4		Microsoft Surface Pen stylus	1.0000	EA	76.64000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
5		Microsoft Surface Pro Type Cov	1.0000	EA	99.70000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Re... Run Close Short Interface Asset Information

16

Message

Receipt, 5000000004, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 1571405). (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.

 17



Once the **Receipt Number** has been assigned, no edits can be made to the receipt until the integration process has been completed.

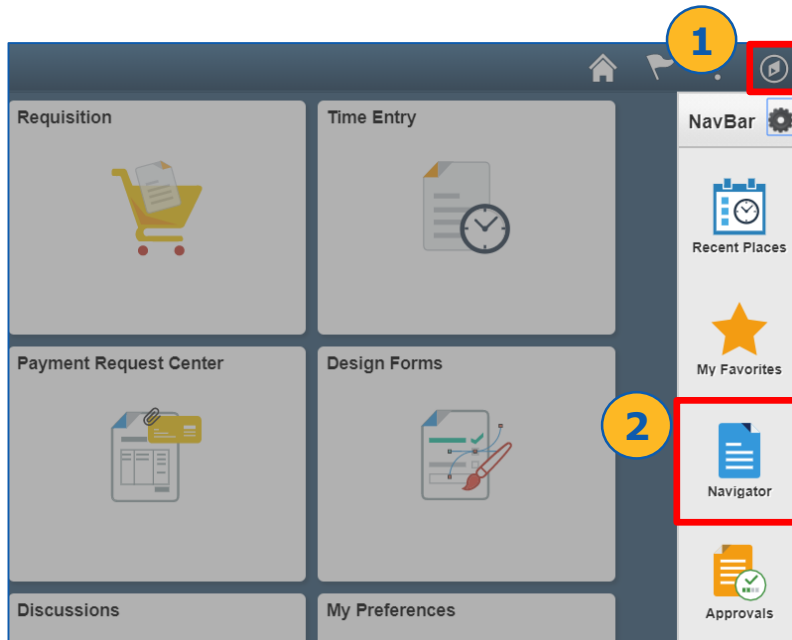
Creation

Create Partial Purchase Order Receipt

In the upgraded ONEPeralta system, partial purchase order receipts are completed online when a shipment of goods or a service has been delivered in part. The purchase order has not been fully received.

All Warehouse

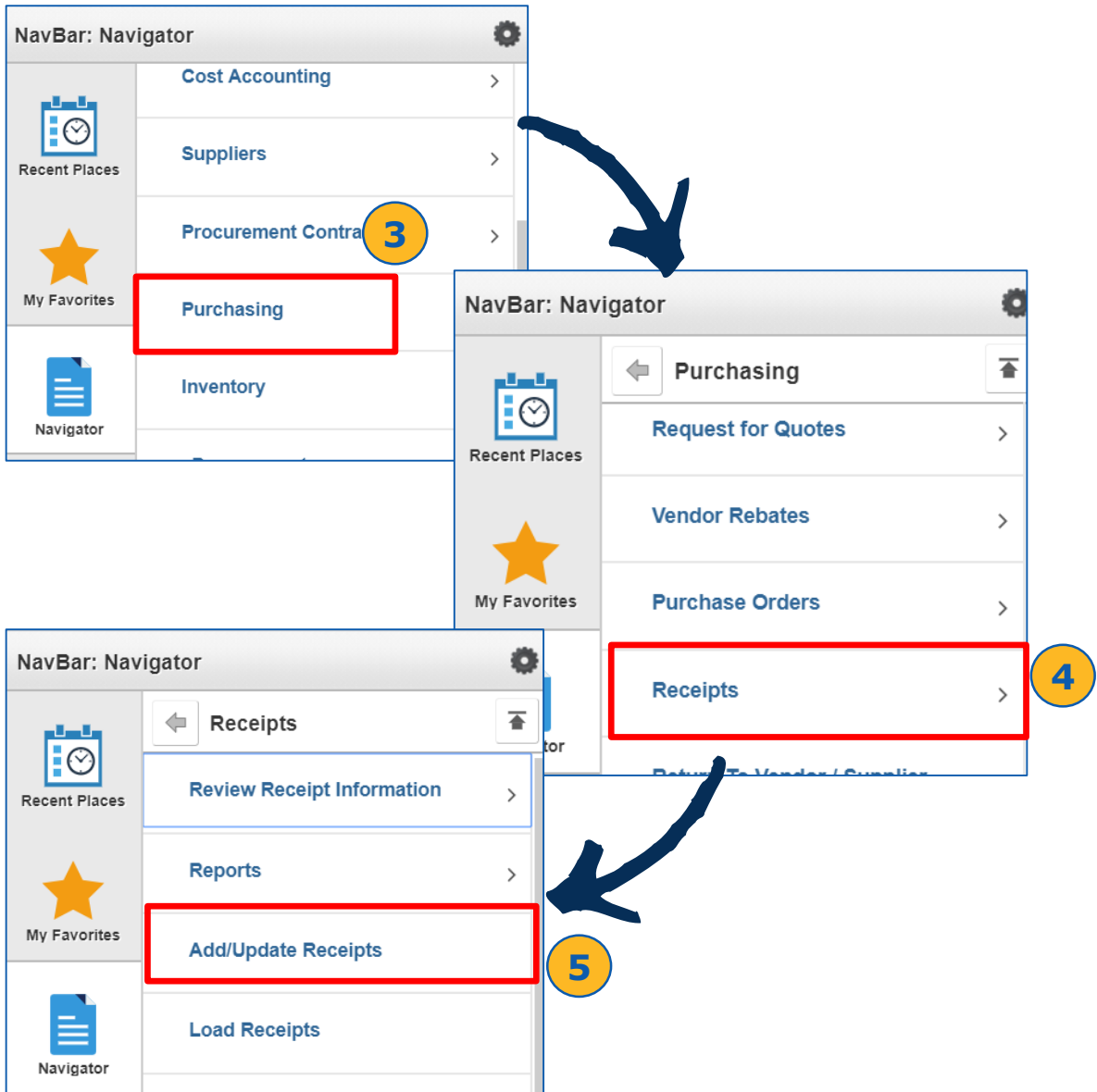
1. Click > **NavBar** icon
2. Click > **Navigator**



Creation

Create Partial Purchase Order Receipt (cont'd)

3. Click > **Purchasing**
4. Click > **Receipts**
5. Click > **Add/Update Receipts**



The image displays three sequential screenshots of the 'NavBar: Navigator' interface, illustrating the navigation steps:

- Top Screenshot:** Shows the main navigation menu. The 'Purchasing' option is highlighted with a red box and a yellow circle containing the number '3'. A blue arrow points from this option to the middle screenshot.
- Middle Screenshot:** Shows the 'Purchasing' sub-menu. The 'Receipts' option is highlighted with a red box and a yellow circle containing the number '4'. A blue arrow points from this option to the bottom screenshot.
- Bottom Screenshot:** Shows the 'Receipts' sub-menu. The 'Add/Update Receipts' option is highlighted with a red box and a yellow circle containing the number '5'.

Creation

Create Partial Purchase Order Receipt (cont'd)

6. Click > **Add a New Value**
7. Click > **Add**



Receiving

New Window

Receiving

Find an Existing Value Add a New Value

Business Unit PCCD1

Receipt Number NEXT

PO Receipt

Add

Creation

Create Partial Purchase Order Receipt (cont'd)

8. Enter > Purchase Order **ID**
9. Click > **Search**
10. Select > **Purchase Order Line(s)** to be received for purchase
11. Click > **OK**

Add/Update Receipts

Employee Self Service | New Window | Personalize Page

Select Purchase Order

Search Criteria

PO Unit: PCCD1 **8**

ID: 3000111556

Line / Schedule: /

Release:

Item ID:

Ship To: WAREHOUSE

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Supplier Name: Supplier Lookup

Supplier Item ID:

Manufacturer ID:

Manufacturer's Item ID:

9

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Personalize | Find | View All | First

Selected Rows	Shipping Related	More Details								
Sel	Receipt	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>		3000111556	1	1		03/07/2018	1.0000			187021 Brown Kraft Clasp Envel
<input checked="" type="checkbox"/>	CCD1	3000111556	2	1		03/07/2018	3.0000			163865 Notepad
<input type="checkbox"/>	CCD1	3000111556	3	1		03/07/2018	1.0000			704404 Post-it Notes
<input type="checkbox"/>	CCD1	3000111556	4	1		03/07/2018	4.0000			1671406 Clipboard
<input type="checkbox"/>	CCD1	3000111556	5	1		03/07/2018	3.0000			219244 Ballpoint Pens

Select All Clear All

11

Creation

Create Partial Purchase Order Receipt (cont'd)

12. Click > **Save**

13. Click > **OK**

Employee Self Service **Add/Update Receipts** New Window | Personalize Page

Maintain Receipts

Receiving

Business Unit: PCCD1 Receipt Status: Open ✘

Receipt ID: NEXT Header Comments/Attachments Activities

Header Details

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

Receipt Lines Personalize | Find | View All | First 1-5 of 12 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1	187021	Brown Kraft Clasp Envel	1.0000	EA	6.23000	1.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✘
2	163865	Notepad	3.0000	EA	4.32000	3.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✘
3	704404	Post-it Notes	1.0000	EA	22.60000	1.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✘
4	1671406	Clipboard	4.0000	EA	0.90000	4.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✘
5	219244	Ballpoint Pens	3.0000	EA	4.35000	3.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✘

Int pt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display



Message

Receipt, 5000000004, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 1571405). (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

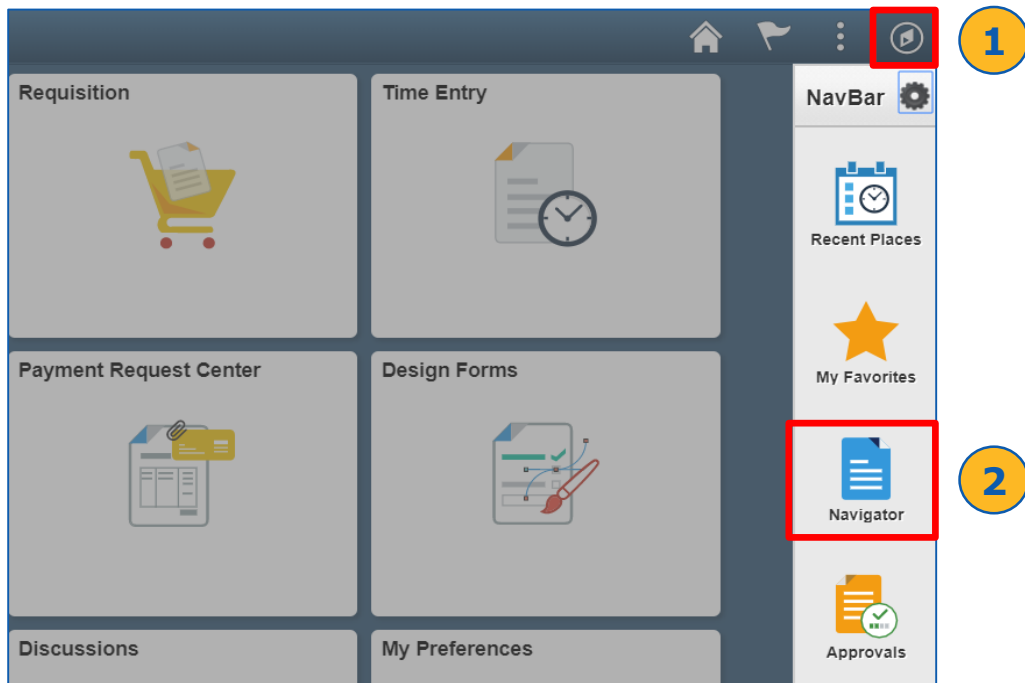
Review

Review Receipt Information

In the upgraded ONEPeralta system, you are able to run inquiries to view receipt information, and maintain this information if edits are required.

All Warehouse Staff

1. Click > **NavBar** icon
2. Click > **Navigator**



Review

Review Receipt Information (cont'd)

3. Click > **Purchasing** > **Receipts** > **Review Receipt Information** > **Receipts**

The image illustrates the navigation path through the system's menu structure. It consists of four overlapping screenshots of the 'NavBar: Navigator' interface:

- First Screenshot:** Shows the main menu with 'Purchasing' highlighted by a red box. A blue arrow points from a circled '3' to this menu.
- Second Screenshot:** Shows the 'Purchasing' sub-menu with 'Receipts' highlighted by a red box. A blue arrow points from the 'Receipts' item in the first screenshot to this one.
- Third Screenshot:** Shows the 'Receipts' sub-menu with 'Review Receipt Information' highlighted by a red box. A blue arrow points from the 'Receipts' item in the second screenshot to this one.
- Fourth Screenshot:** Shows the 'Review Receipt Information' sub-menu with 'Receipts' highlighted by a red box. A blue arrow points from the 'Review Receipt Information' item in the third screenshot to this one.

Review

Review Receipt Information (cont'd)

4. Select > **Business Unit: PCCD1**
5. Enter > **Receipt Number**
6. Click > **Search**

Receiving

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ PCCD1 **4**

Receipt Number begins with ▼ **5**

Bill of Lading begins with ▼

PO Business Unit = ▼

Item ID begins with ▼

User ID begins with ▼

PO Number begins with ▼

Ship To Location begins with ▼

Supplier ID begins with ▼

Received Date = ▼

Receipt Status = ▼ ▼

Case Sensitive

[Basic Search](#) **6**

Review

Review Receipt Information (cont'd)

7. Review > **Receipt Lines** tab
8. Click > **Description** hyperlinks for more details
9. Click > **Grid Action Menu** icon to download to Excel and print (optional)

Receipts
New W

PCCD1
Receipt No 4000038666
Source On-line
Receipt Status Received

9
Receipt Lines

7
Core Line Data

8
Description

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input type="checkbox"/>	1	Item# 110614, Main Filter - HE	945.00000	<input type="checkbox"/>	1.0000	EA	🗨	<input type="checkbox"/>
<input type="checkbox"/>	2	Item# 111099, Pre- Filter-Laby	335.00000	<input type="checkbox"/>	4.0000	EA	🗨	<input type="checkbox"/>
<input type="checkbox"/>	3	Shipping & handling	315.00000	<input type="checkbox"/>	1.0000	EA	🗨	<input type="checkbox"/>

[Header Details](#)
[Document Status](#)
[Distribution](#)

[Line Details](#)
[Header Comments](#)
[Putaway Information](#)

[Manufacturer Info](#)
[Display RTV Information](#)
[Device Tracking](#)

[Asset Information](#)
[Line Status](#)

Return to Search
Previous in List
Next in List
Notify

Review

Review Receipt Information (cont'd)

10. Click > **More Line Data** tab to review the detailed receipt information

11. Click > **Optional Input** tab to view the User ID and RTV information

Receipts

Unit PCCD1 Receipt No 4000038666 Source On-line Receipt Status Received

Receipt Lines

10

Receipt Lines **More Line Data** Optional Input

Sel	Insp Qty	Accept Qty	Net Recv	Supplier UOM	Status	Ship To	Due Date	Supplier Item ID	GTIN
<input type="checkbox"/>	1	1.0000	1.0000	EA	R	WAREHOUSE	04/05/2018		
<input type="checkbox"/>	2	4.0000	4.0000	EA	R	WAREHOUSE	04/05/2018		
<input type="checkbox"/>	3	1.0000	1.0000	EA	R	EXEMPT	04/05/2018		

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Inform](#)
[Document Status](#) [Header Comments](#) [Display RTV Information](#) [Line Status](#)
[Distribution](#) [Putaway Information](#) [Device Tracking](#)

Receipts

Unit PCCD1 Receipt No 4000038666 Source On-line Receipt Status Received

Receipt Lines

11

Receipt Lines More Line Data **Optional Input**

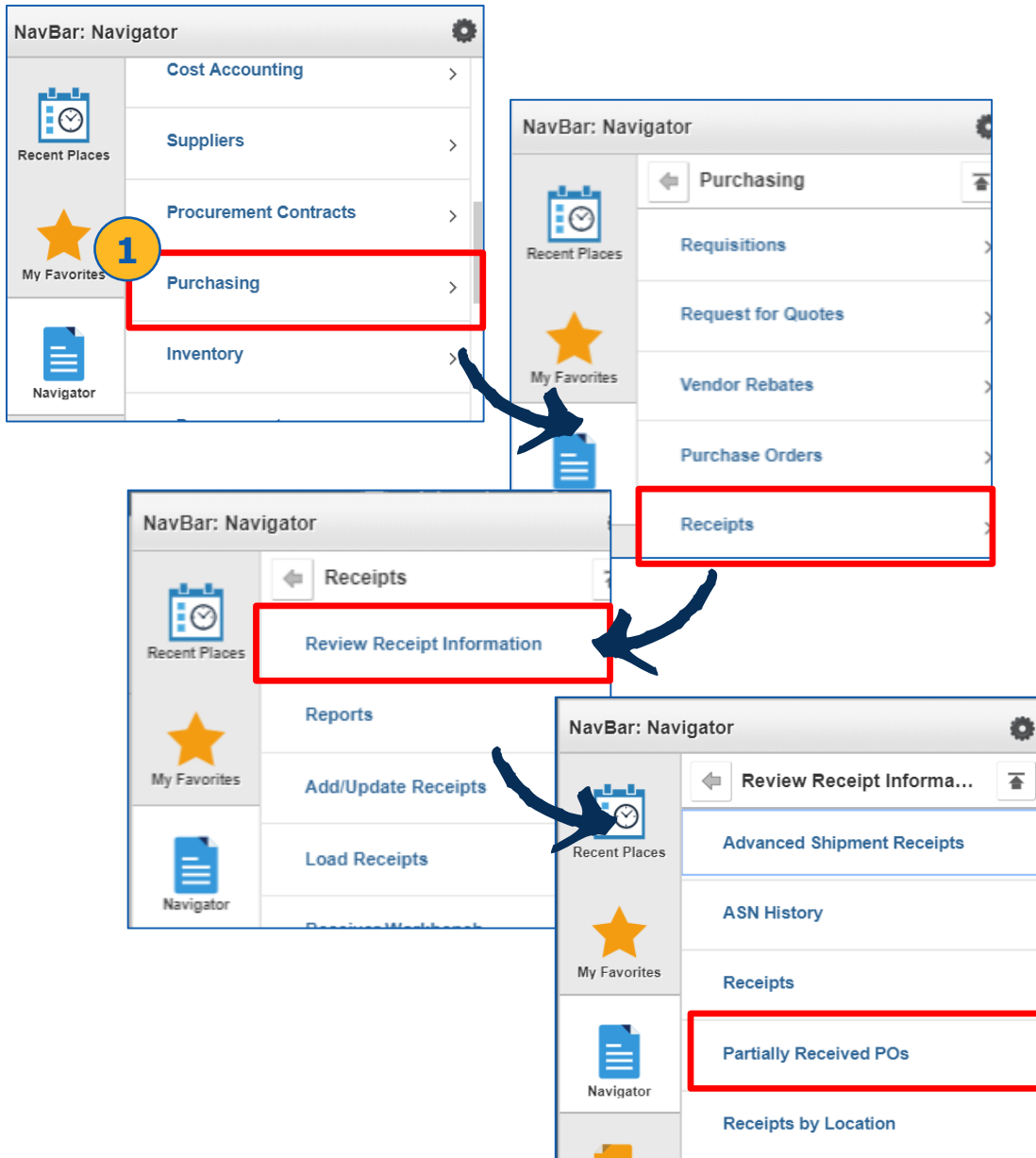
Sel	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number
<input type="checkbox"/>	1	JAYKENDRIX						
<input type="checkbox"/>	2	JAYKENDRIX						
<input type="checkbox"/>	3	JAYKENDRIX						

[Header Details](#) [Line Details](#) [Manufacturer Info](#) [Asset Information](#)
[Document Status](#) [Header Comments](#) [Display RTV Information](#) [Line Status](#)
[Distribution](#) [Putaway Information](#) [Device Tracking](#)

Review

Inquiry for Partial Receipts

1. Click > **Purchasing** > **Receipts** > **Review Receipt Information** > **Partially Received POs**



Review

Inquiry for Partial Receipts (cont'd)

2. Enter > **Buyer**
3. Complete > **PO Date From** and **PO Date To**
4. Click > **Search**

< Receipt Delivery
Partially Received POs

Partially Received POs

Q 2

Business Unit From Q

Business Unit To Q

PO Date From Q 3

PO Date To Q

Search 4

Partially Received POs

☰ Q
1-2 of 451
▶▶ | View 100

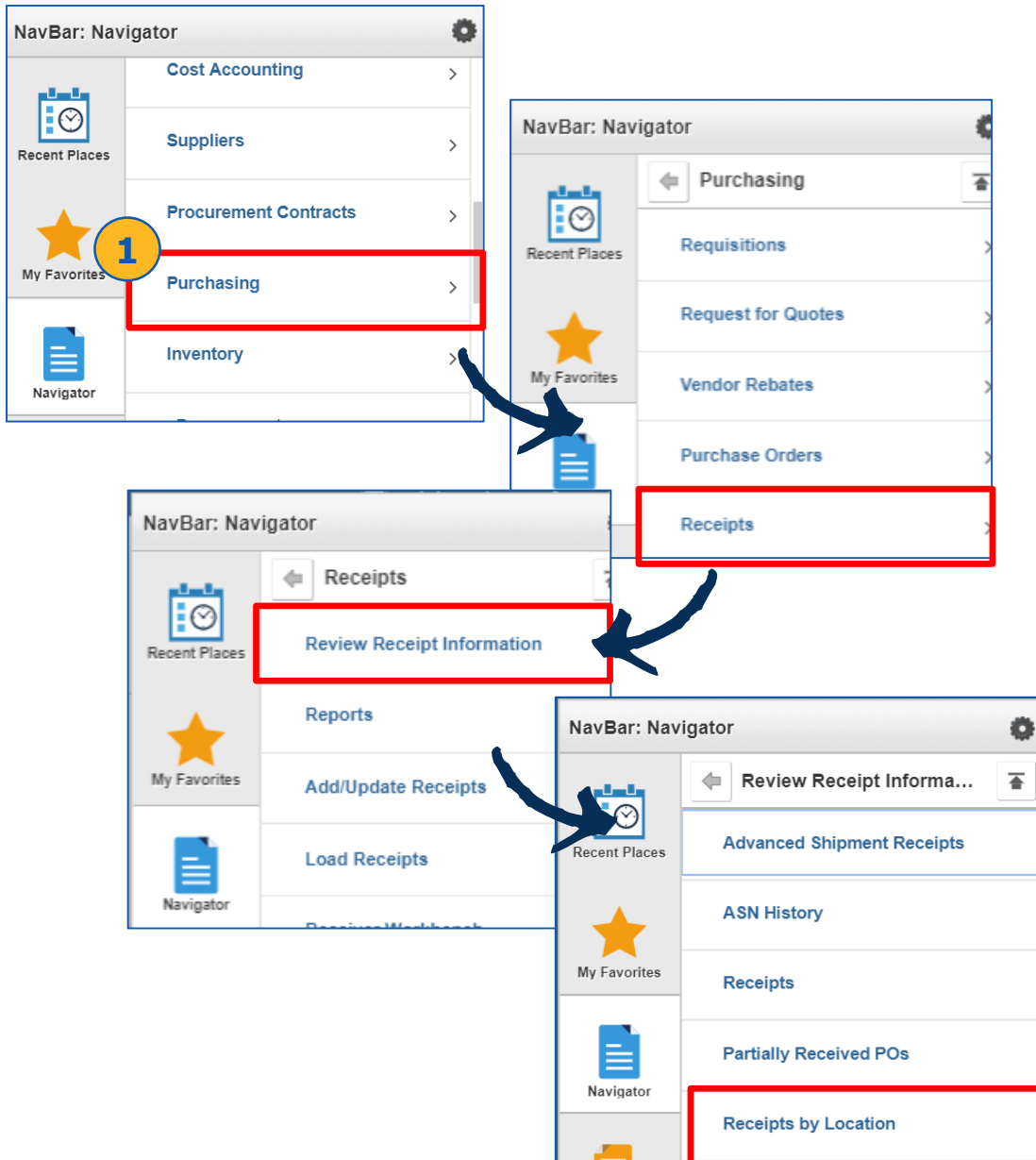
PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
PCCD1	3000111446	03/06/2018		1.0000		5,916.190	
PCCD1	3000111447	03/06/2018		42.0000		59,313.380	

Notify

Review

Inquiry for Receipts by Location

1. Click > **Purchasing** > **Receipts** > **Review Receipt Information** > **Receipts by Location**



Review

Inquiry for Receipts by Location (cont'd)

2. Enter > **Selection Criteria**
3. Click > **OK**

<
Partially Received POs

Receipt Inquiry Selection Criteria

Business Unit

Q

Location

Q

Receipt No

Q

Receipt Line

Q

Distribution Line

Q

Item ID

Q

Date Range

📅

📅

OK

Cancel

2

3

Receipts by Location

Business Unit PCCD1 Refresh

Receipts

🔍
1-5 of 28807
View 100

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
2	PCCD1	4000000027	1	1	1		Toilet Tiss
2	PCCD1	4000000027	2	1	1		Toilet Tiss Jr Roll
2	PCCD1	4000000031	1	1	1		Liners 40x48 Black
2	PCCD1	4000000045	1	1	1		WD 400BB West.dig 40GB eide 7200 RPM hard drive
2	PCCD1	4000000047	1	1	1		Paper Towels

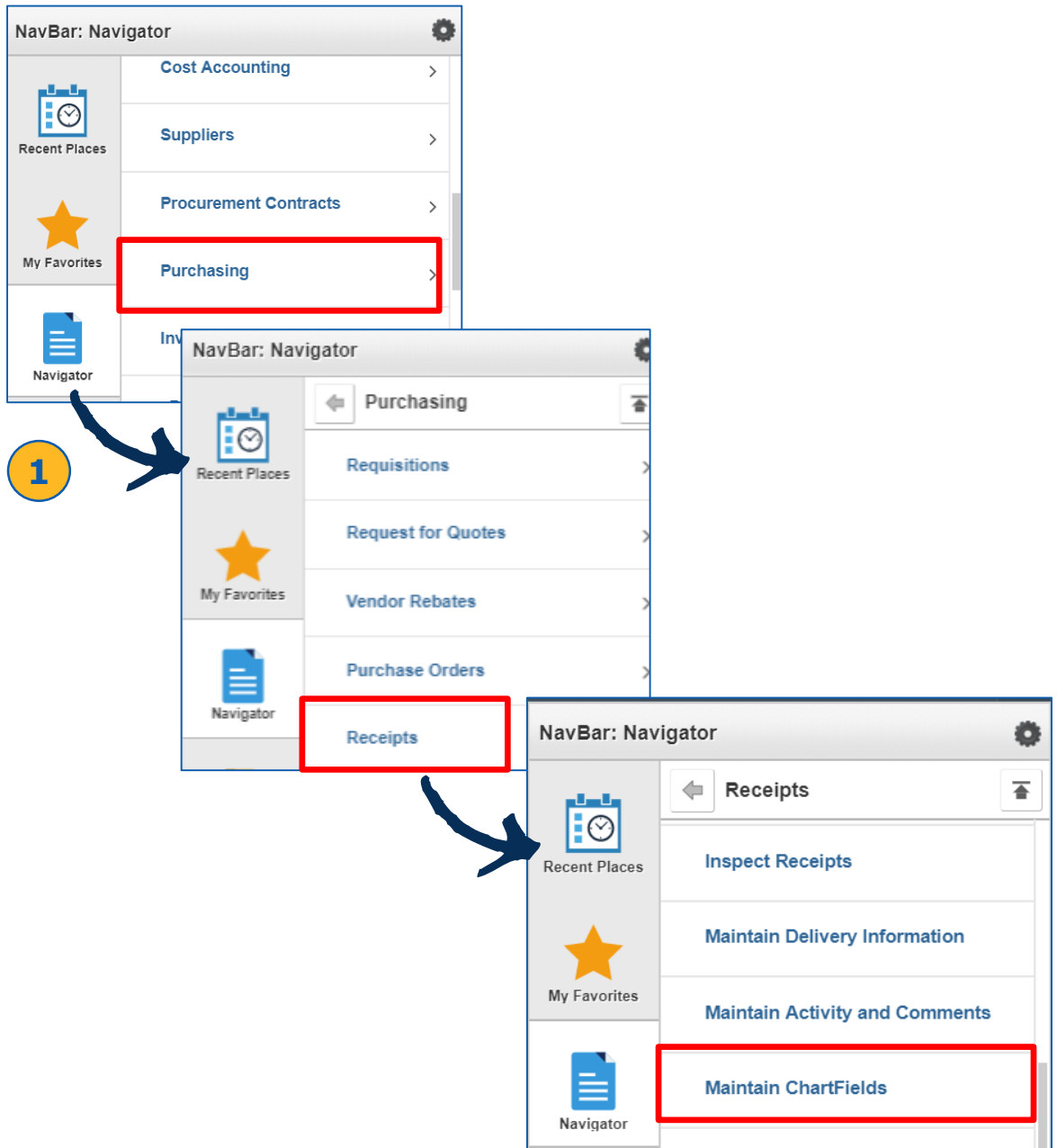
Total Cost
11370113.9300

Notify

Review

Maintain ChartFields

1. Click > **Purchasing** > **Receipts** > **Maintain ChartFields**



Review

Maintain ChartFields

2. Enter > **Search Criteria** to narrow search results
3. Click > **Search** and select desired receipt from the results

Receipt Chartfields

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

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

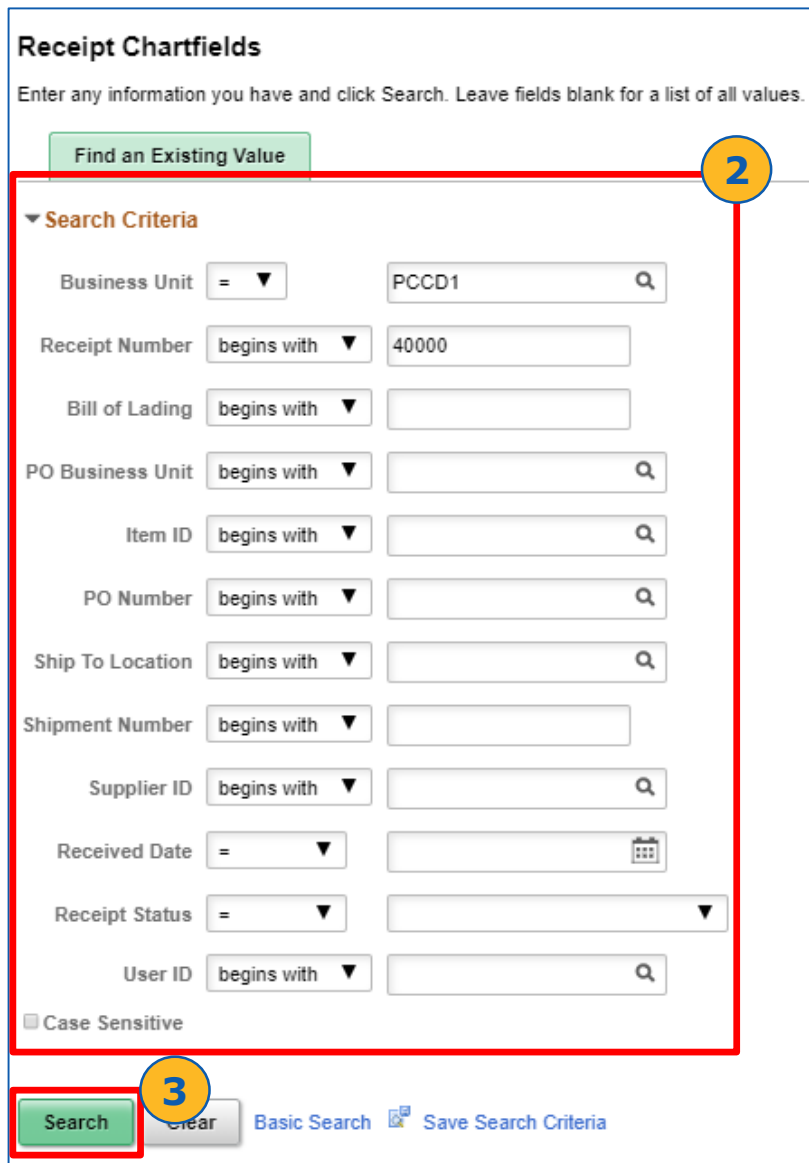
Received Date =

Receipt Status =

User ID begins with

Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)



Review

Maintain ChartFields (cont'd)

4. Review > **ChartField** information

Maintain ChartFields

Business Unit PCCD1 Receipt No. 4000038958 STAPLES BUSINESS ADVANTAGE

Receipt lines 1 of 2

Receipt Line 1 PO Number 3000113955 Line 1 Supp UOM EA
 Item ID [Item# 273307 Champion Sports S](#)

Due Date 05/15/2018 Supplier Receipt Qty 1.0000 Merchandise Amt 14.49
 Distribute By Qty Supplier Accept Qty 1.0000

Account Lines 1-1 of 1

Account Lines ||>

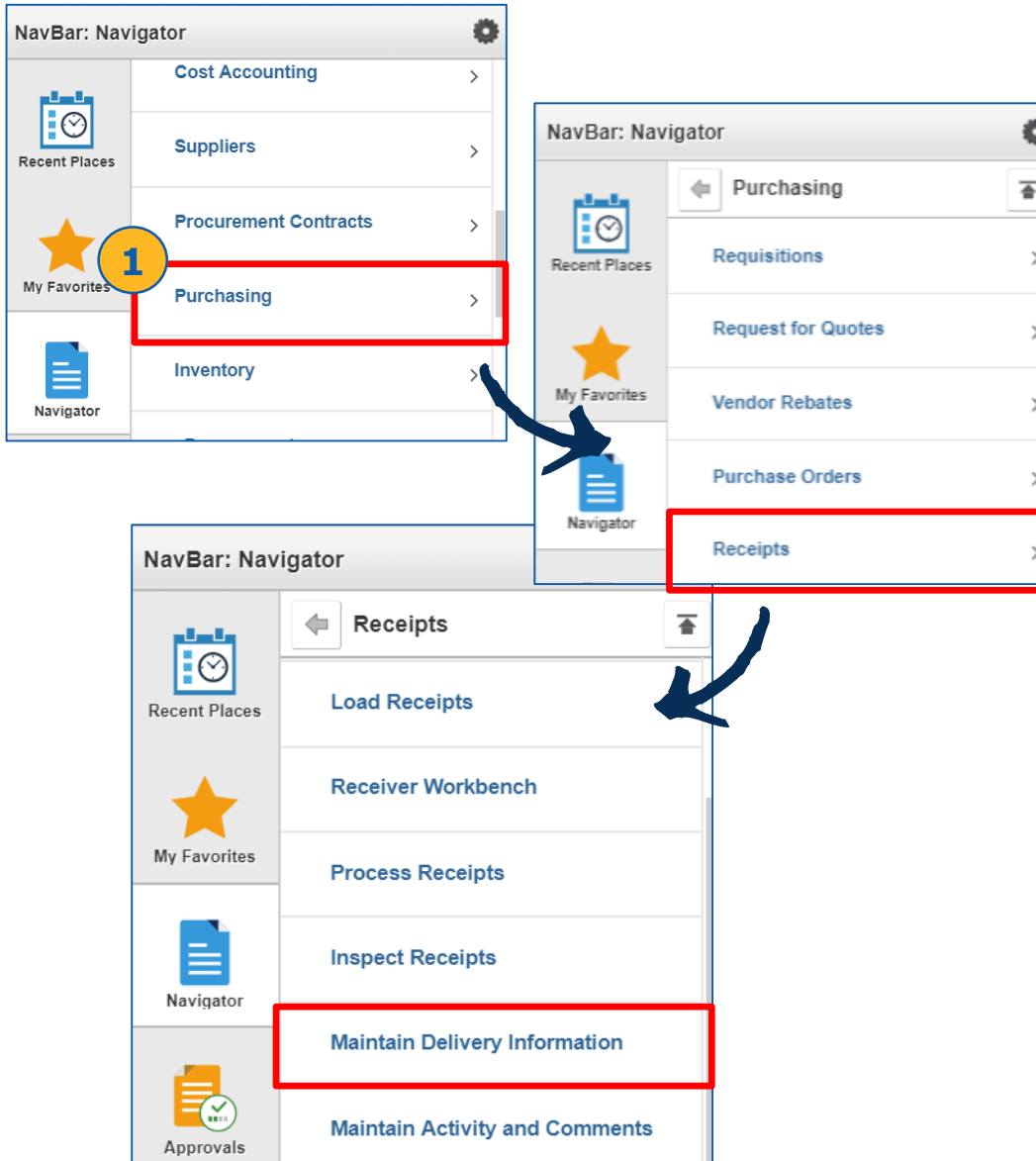
Distribution Line	*GL Unit	Location	Fund	Cost Ctr	*Object Code	Program	Activity Suffix	Project	Accounting Line	Fund Affil	Merchand
1	PCCD	6	10	653	4304	1	601200	6201	00		14.49

4

Review

Maintain Delivery Information

1. Click > **Purchasing** > **Receipts** > **Maintain Delivery Information**



Review

Maintain Delivery Information (cont'd)

2. Enter > **Search Criteria**
3. Click > **Search**

Receipt By Loc

Delivery

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Receipt Number begins with

Bill of Lading begins with

PO Business Unit =

Item ID begins with

Origin begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Requester begins with

Case Sensitive

[Basic Search](#)

2

3

Review

Maintain Delivery Information (cont'd)

5. Delivery information is displayed, including the **Date**, **Delivered To**, **Requester**, and **Address** information
6. Click > **Location Comments**

← Delivery Inquiry
Delivery

Unit PCCD1
Receipt No 4000038914
Ship To WAREHOUSE

Delivery Location
Location Comments
Ship To Comments

Receipt lines 1 of 3 | View All

Line	1	Item ID	item-Microsoft Sculpt Ergonomi	Supplier Accept Qty	1.0000 EA
		Due Date	04/16/2018	Ship To	WAREHOUSE

Delivery Information 1 of 1 | View All

Delivered

Date

Delivered Time

Delivered To **CARRIE A BURDICK (2)**

Deliverer

Requester **Carrie A Burdick**

Location 1 **District Office Bill To**

Address 1 **Accounts Payable**
 Address 2 **333 East 8th Street**
 Address 3
 Address 4
 City **Oakland**
 County
 Postal Code **94606** State **CA**

Attention To
 Delivery Cart ID
 Distribution Line **1**
 Distribution Qty **1.0000**
 Building #
 Floor #
 Telephone
 Extension
 Fax

Delivery Feedback

240 characters remaining

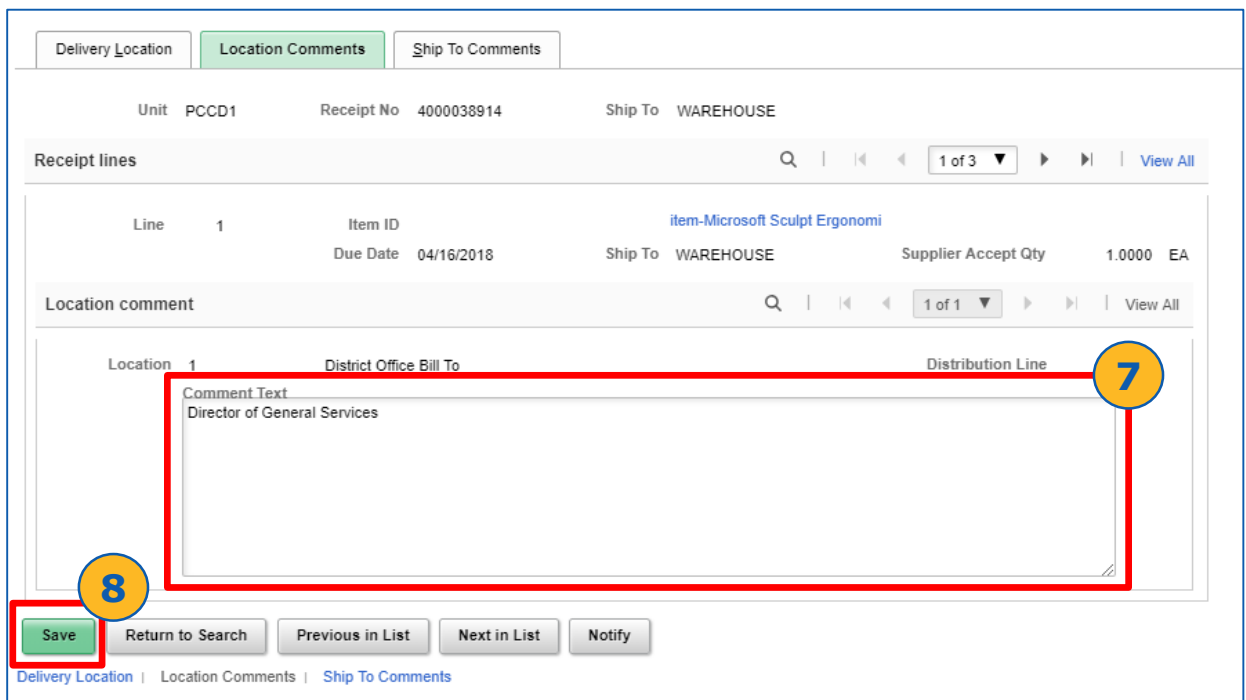
Save
Return to Search
in List
Next in List
Notify

Delivery Location
Location Comments
Ship To Comments

Review

Maintain Delivery Information (cont'd)

7. Review > **Comment Text** for additional information
8. Click > **Save** to close



Delivery Location | **Location Comments** | Ship To Comments

Unit PCCD1 Receipt No 4000038914 Ship To WAREHOUSE

Receipt lines 1 of 3 View All

Line	Item ID	Due Date	Ship To	Supplier Accept Qty
1	item-Microsoft Sculpt Ergonomi	04/16/2018	WAREHOUSE	1.0000 EA

Location comment 1 of 1 View All

Location	District Office Bill To	Distribution Line
1		

Comment Text
Director of General Services

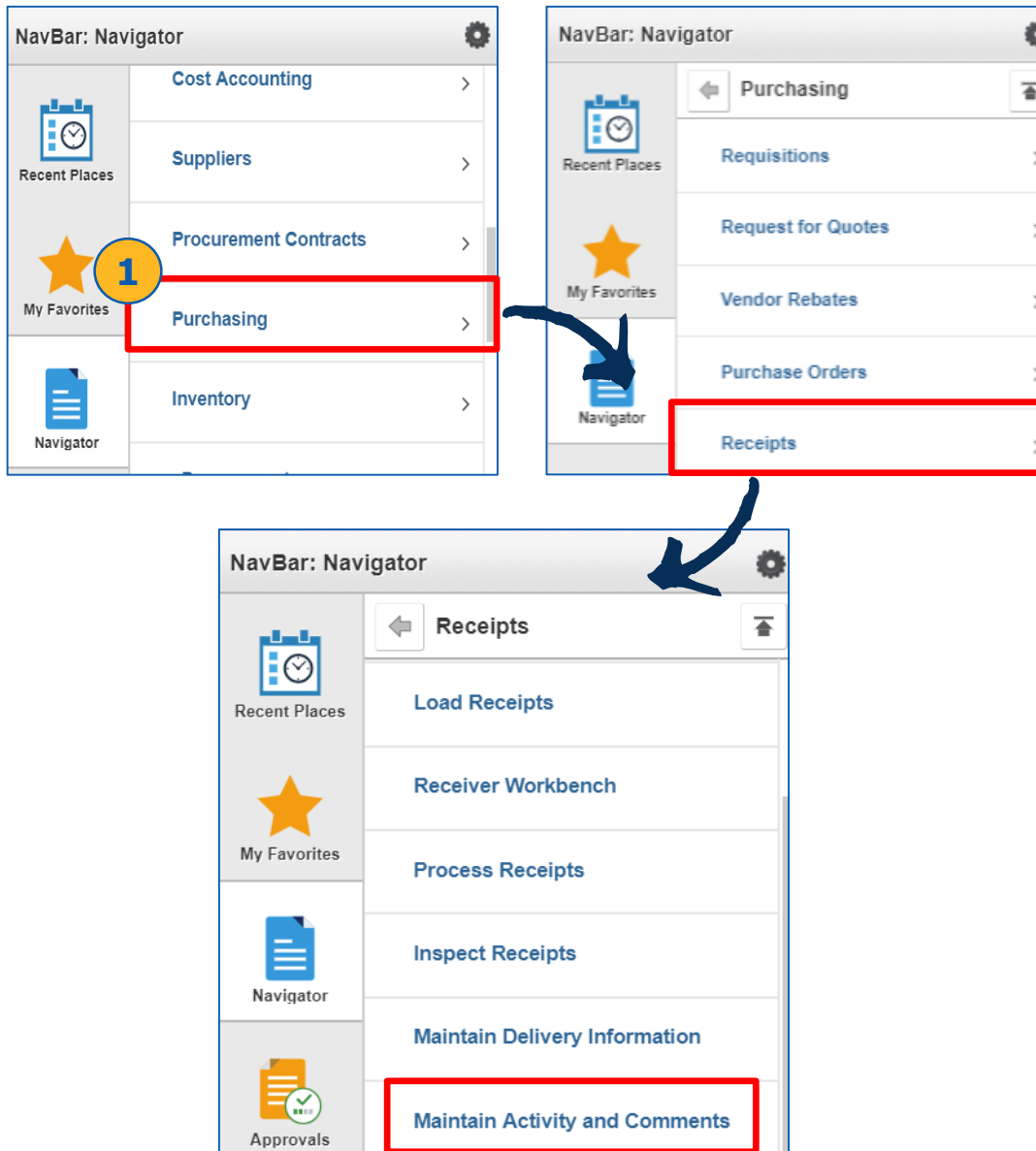
8 Save Return to Search Previous in List Next in List Notify

[Delivery Location](#) | [Location Comments](#) | [Ship To Comments](#)

Review

Maintain Activity and Comments

1. Click > **Purchasing** > **Receipts** > **Maintain Activity and Comments**



Review

Maintain Activity and Comments (cont'd)

2. Enter > **Business Unit: PCCD1**, and **Receipt Number**
3. Click > **Search**
4. Review > **Comments**

Receipt Activity and Comment

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

[Find an Existing Value](#)

Search Criteria

Business Unit = PCCD1

Receipt Number begins with 4000038966

Bill of Lading begins with

PO Business Unit =

Item ID begins with

Origin begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Search Clear Basic Search Save Search Criteria

Maintain Activity and Comments

Business Unit PCCD1 Receipt No 4000038966 Receipt Status Received

Activities

Done

*Due Date 06/12/2018

Comments

These supplies are planned to be delivered tomorrow to the Central Warehouse and then will be delivered to the campus the following day.

Header Comment Receipt Line Line Comment

Save Return to Search Previous in List Next in List Notify

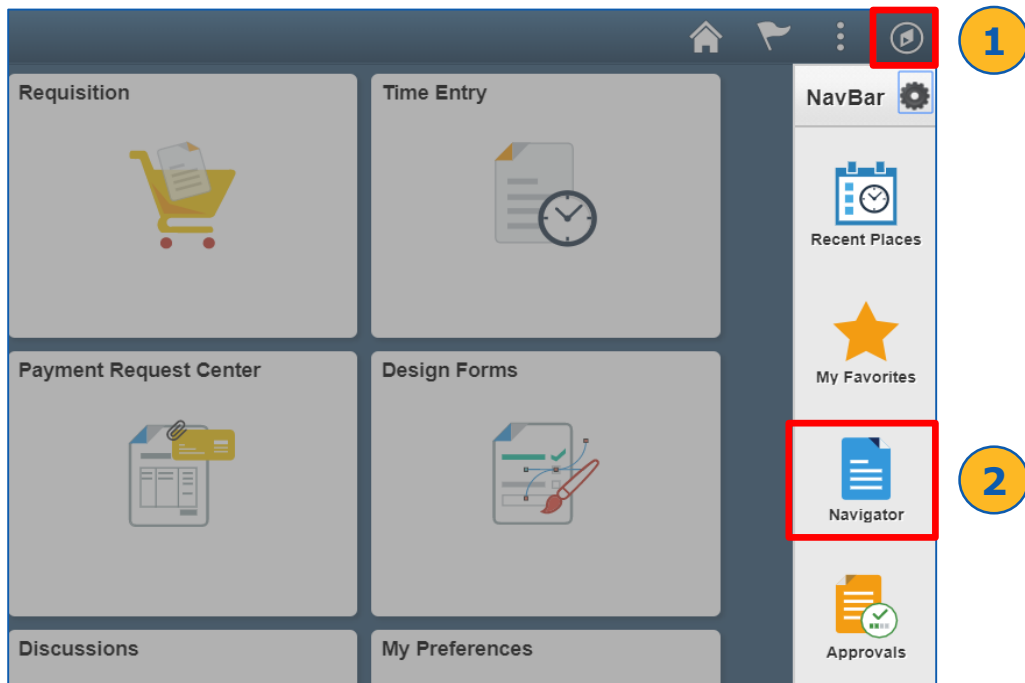
Reports

Navigation

You are able to run various reports to generate information for receipts that fall under your specified criteria.

All Warehouse Staff

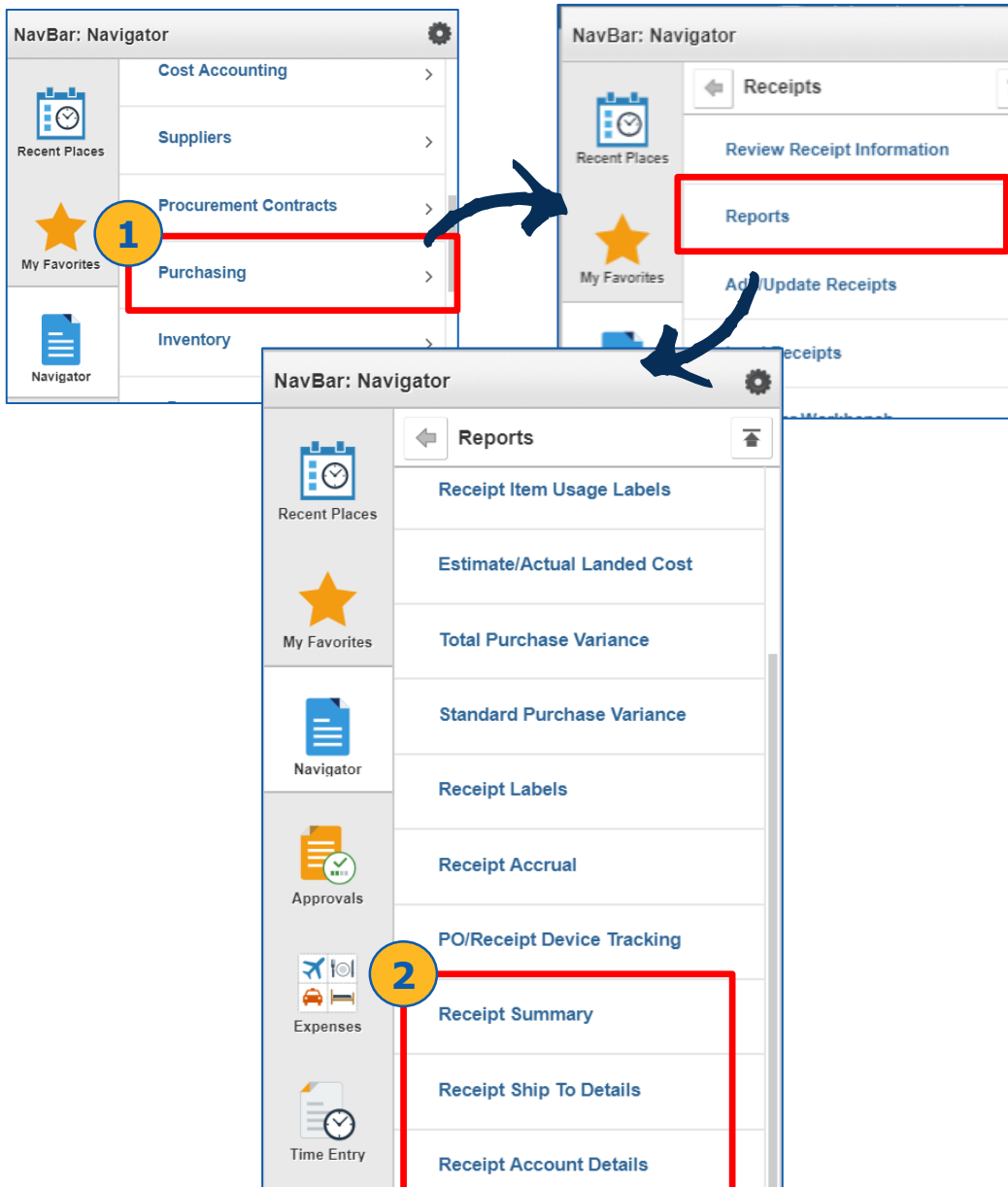
1. Click > **NavBar** icon
2. Click > **Navigator**



Reports

Navigation (cont'd)

2. Click > **Purchasing** > **Receipts** > **Reports**
3. Select > **Receipt Summary**, **Receipt Ship To Details**, or **Receiver Account Details**



Reports

Navigation (cont'd)

4. Enter > **Run Control ID** (or set up a new **Run Control ID** under **Add a New Value** to specify criteria*)
5. Click > **Search**
6. The report that you selected will generate according to the saved search criteria associated with your Run Control ID.



The screenshot shows a web interface for 'Receipt By Loc'. At the top, there is a navigation bar with a back arrow and the text 'Receipt By Loc'. Below this is a section titled 'Receipt Shipto Detail' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted in green) and 'Add a New Value'. Underneath is a 'Search Criteria' section with a dropdown arrow. A red box highlights the 'Run Control ID' field, which has a 'begins with' dropdown and an empty text input field. Below this is a 'Case Sensitive' checkbox. At the bottom, a red box highlights the 'Search' button (highlighted in green), next to a 'Clear' button. To the right of these buttons are links for 'Basic Search' and 'Save Search Criteria'.



Every user can enter their own **Run Control ID** under the **Add a New Value** tab to save search criteria for future searches. Once you create an ID, it will be available under the **Find an Existing Value** tab for future transactions.

Reports

Receiver Account Detail

ORACLE

Report ID: POX5020
 User ID: FUNC_2
 Run Control: Receipt_Reports

PeopleSoft Purchasing
RECEIVER ACCOUNT DETAIL REPORT

Page No. 1
 Run Date 6/6/2018
 Run Time 13:33:11 PM

Receiver Dates Included: 05/01/2018 Thru: 06/05/2018
 Business Unit: PCCD1

Receiver ID	Rcv Status	Match Status	Supplier Name	Line	Sched Line	Distrib Line	Ship To	Item Description	GL BU	Account	Dept	Product	Accepted Qty	Merchandise Amt
[REDACTED]	Received	To Match	[REDACTED]	1	1	1	21	Spring Festival Tabling Fees	PCCD1	5106	242		1	1500
								<u>Operating Unit</u>						
								<u>Class Fld</u>						
								<u>Program Code</u>						
								<u>Budget Ref</u>						
								<u>Affiliate</u>						
								<u>Affiliate IntraI</u>						
[REDACTED]	Received	Matched	[REDACTED]	1	1	1	21	Art & Wine Tabling Fee	PCCD1	5106	242		1	2500
								<u>Operating Unit</u>						
								<u>Class Fld</u>						
								<u>Program Code</u>						
								<u>Budget Ref</u>						
								<u>Affiliate</u>						
								<u>Affiliate IntraI</u>						
[REDACTED]	Received	Matched	[REDACTED]	1	1	1	2	Quote #2477285, dtd 4/9/2018	PCCD1	4304	243		1	309.6
								<u>Operating Unit</u>						
								<u>Class Fld</u>						
								<u>Program Code</u>						
								<u>Budget Ref</u>						
								<u>Affiliate</u>						
								<u>Affiliate IntraI</u>						
[REDACTED]	Received	Partially	[REDACTED]	1	1	1	WAREH OUSE	Round Nail Clipper w/Bottle Opener Keyring	PCCD1	4302	642		250	337.5
								<u>Operating Unit</u>						
								<u>Class Fld</u>						
								<u>Program Code</u>						
								<u>Budget Ref</u>						
								<u>Affiliate</u>						
								<u>Affiliate IntraI</u>						

Reports

Receiver Ship To Detail

ORACLE

Report ID: POX5010
 User ID: FUNC_2
 Run Control: Receipt_Reports

PeopleSoft Purchasing
 RECEIVER SHIPTO DETAIL REPORT

Page No. 1
 Run Date 6/6/2018
 Run Time 13:31:10 PM

Receiver Dates Included: 05/01/2018 Thru: 06/05/2018
 Business Unit: PCCD1

Receipt Date	Receiver ID	Supplier Name	Item ID/Description	Schd	Due Date	Ship To	UOM	Received Qty	Accepted Qty	Rejected Qty	Returned Qty	Merchandise Amount
05/01/2018	[REDACTED]	[REDACTED]	Spring Festival Tabling Fees	1	03/05/2018	21	EA	1	1	0	0	1500
05/01/2018	[REDACTED]	[REDACTED]	Art & Wine Tabling Fee	1	03/05/2018	21	EA	1	1	0	0	2500
05/01/2018	[REDACTED]	[REDACTED]	Quote #2477285, dtd 4/9/2018	1	04/10/2018	2	EA	1	1	0	0	309.6
	[REDACTED]	[REDACTED]	Shipping and Handling Fees	1	04/10/2018	21	EA	1	1	0	0	26.63
05/01/2018	[REDACTED]	[REDACTED]	Round Nail Clipper w/Bottle Opener Keyring	1	03/09/2018	WAREHOU SE	EA	250	250	0	0	337.5
	[REDACTED]	[REDACTED]	Setup Charge	1	03/09/2018	WAREHOU SE	EA	1	1	0	0	50
	[REDACTED]	[REDACTED]	Shipping	1	03/09/2018	EXEMPT	EA	1	1	0	0	28
	[REDACTED]	[REDACTED]	Set Up Charge	1	03/09/2018	WAREHOU SE	EA	1	1	0	0	45
	[REDACTED]	[REDACTED]	Shipping	1	03/09/2018	EXEMPT	EA	1	1	0	0	55.27

Reports

Receiver Summary

ORACLE

Report ID: POX5001
 User ID: FUNC_2
 Run Control: Receipt_Reports

PeopleSoft Purchasing
RECEIVER SUMMARY REPORT

Page No. 1
 Run Date 6/6/2018
 Run Time 13:28:07 PM

Receiver Dates Included: 05/01/2018 Thru: 06/05/2018
 Business Unit: PCCD1

Ship To	Receiver ID	Rcv Date	Supplier ID	Supplier Name	Rcv Status	Match Status	Bill Of Lading	Carrier ID	Hold Asset	Hold Inventory
1	4000038412	05/01/2018			Received	To Match			N	N
	4000038509	05/04/2018			Received	To Match			N	N
	4000038527	05/07/2018			Received	To Match			N	N
	4000038744	05/21/2018			Received	To Match			N	N
	4000038901	05/27/2018			Received	To Match			N	N
2	4000038390	05/01/2018			Received	Matched			N	N
	4000038485	05/03/2018			Received	To Match			N	N
	4000038497	05/03/2018			Received	Matched			N	N
	4000038518	05/07/2018			Received	To Match			N	N
	4000038579	05/09/2018			Received	Matched			N	N
	4000038581	05/09/2018			Received	Matched			N	N
	4000038604	05/11/2018			Received	To Match			N	N
	4000038714	05/15/2018			Received	Matched			N	N
	4000038720	05/15/2018			Received	Matched			N	N
	4000038756	05/22/2018			Received	Matched			N	N
	4000038788	05/23/2018			Received	Matched			N	N
	4000038829	05/24/2018			Received	Matched			N	N