

Selected Screens

Add Receipt Screen

The screenshot shows a web browser window displaying a 'Purchase Order' form. A callout box points to the 'Receiving # P00001' field with the text 'The PO is Displayed'. Another callout box points to the 'Add New Receipt' button with the text 'Add new receipt'. The form includes fields for 'Purchase Order', 'Supplier', 'Order To', 'Contact', and 'Vendor'. Below the form, there are 'Add New Receipt' and 'Cancel' buttons.

Detail Screen

The screenshot shows a 'Detail Screen' with a table of receipt items. Callouts include 'Make Comments' pointing to a text input field, 'Make Choice Receive All or Some' pointing to radio buttons labeled 'ALL' and 'Some', and 'Submit' pointing to a button at the bottom. The table has columns for 'Line', 'Description', 'Unit', 'Quantity', and 'Amount'. The 'ALL' radio button is selected.

Training

Go to the Material & Disbursement Services

Training

page to get further information on

Web Receiving.

www.unc.edu/mds/training/

The screenshot shows the homepage of the Material & Disbursement Services website. It features a navigation menu with links for 'Home', 'About Us', 'Contact Us', 'FAQ', 'Purchasing Services', 'Travel Services', 'Asset Management', 'Materials Management & Distribution (MMD)', and 'Finance Training'. The main content area displays 'Purchasing Services' and 'Finance Training' sections.



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

M&DS

How To

WEB

RECEIVING

Asset Management - Disbursement Services
Materials Management & Distribution (MMD)
Purchasing Services - P-Card - Surplus Property
Travel Services

Material & Disbursement Services
at UNC-Chapel Hill
104 Airport Drive
CB#1100
Chapel Hill, NC 27599

www.unc.edu/finance/mds/

Why Web Receiving?



Web Receiving is used to let the accounting systems know that goods or services which have been ordered have been delivered and accepted. The system has to acknowledge three items before payment can be authorized. Each of the three items must match.

The Three Way Match

Number of Items Ordered
=
Number of Items Received
=
Number of Items Invoiced

*Dollar amount invoiced equals dollar amount of Purchase Order.

Steps To Receive

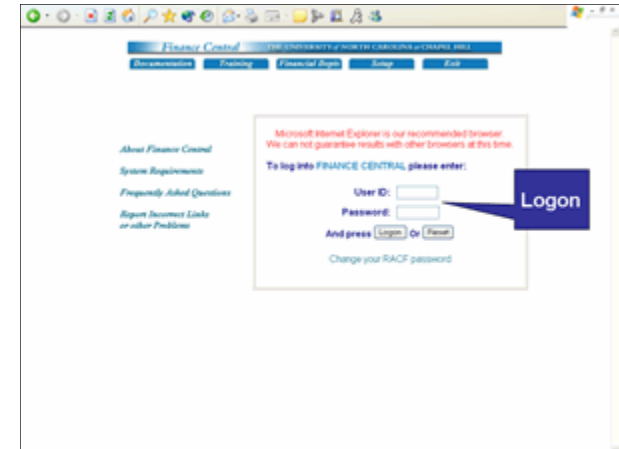
1. Logon to Finance Central
2. Click on Menu item "In Box"
3. Click on "Start" tab
4. Select "Purchasing" from the pull down menu.
5. Click "Start"
6. Type the PO number in the "receiving" box and "Submit"
7. At the receiving screen select "Add New Receipt"
8. Add New Receipt screen:
 - ... Key in Date and Department
 - ... Choose to either check the "Receive All Outstanding" box or key in number received for each line item

Click "Submit"

Receiving is now done! Once there is a three way match the system will pay the invoice.

Selected Screens

Finance Central Logon



Enter PO Number Screen

