RECEIVER REFERENCE GUIDE

Individual users who have been granted the role of Receiver in the FMS system will be able to process receivings against requisitions for specific requisitioners. All goods and services must be formally received within the FMS system in order to allow for processing of payment to the supplier.

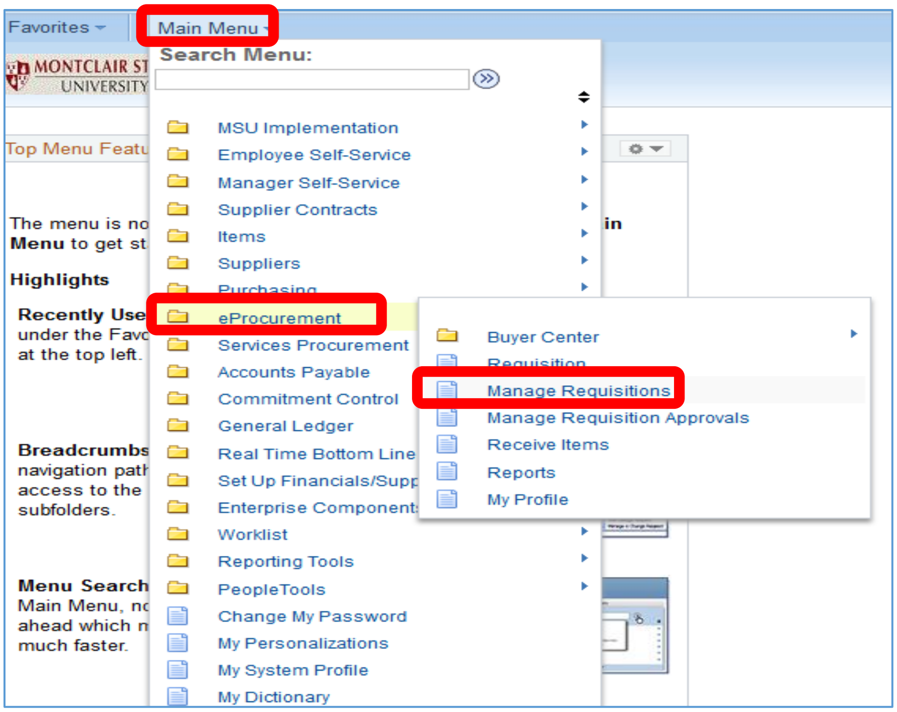
Receipts can be complete or partial, depending on the total amount received versus the total amount requested. There can be multiple receipts against a single requisition. It is important to receive accurate quantities within the system, and to perform partial receipts when appropriate so that payments to suppliers are accurate and timely.

Attachments, such as packing slips and delivery receipts, MUST be attached to the receivings for your goods and services. For Goods that have been received, a **packing slip or delivery document** should be attached to the Header Comments on the Receiving screen.
For Services that have been received, please complete the **Certification of Receipt of Services** template (located on the OneMontclair > Finance > Forms website) and attach it to the Header Comments area of the receiving screen.

NOTE – Do **NOT** attach any invoices to the Receiving screen in FMS. If a Requisitioner has received an invoice to be paid, it must be sent separately to the Accounts Payable department at invoices@montclair.edu.

When searching for a requisition that has not previously had any receipts posted against it, use **PO(s) Disbursed** in the *Request State* field of the *Manage Requisitions* screen. If a requisition has had previous receipts against it, use **Partially Received** in the *Request State* field of the *Manage Requisitions* screen.

1. After signing into the system, navigate to the *Manage Requisitions* screen via **Main Menu > eProcurement > Manage Requisitions**.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General Ledger
Real Time Bottom Line
Set Up Financials/Supp
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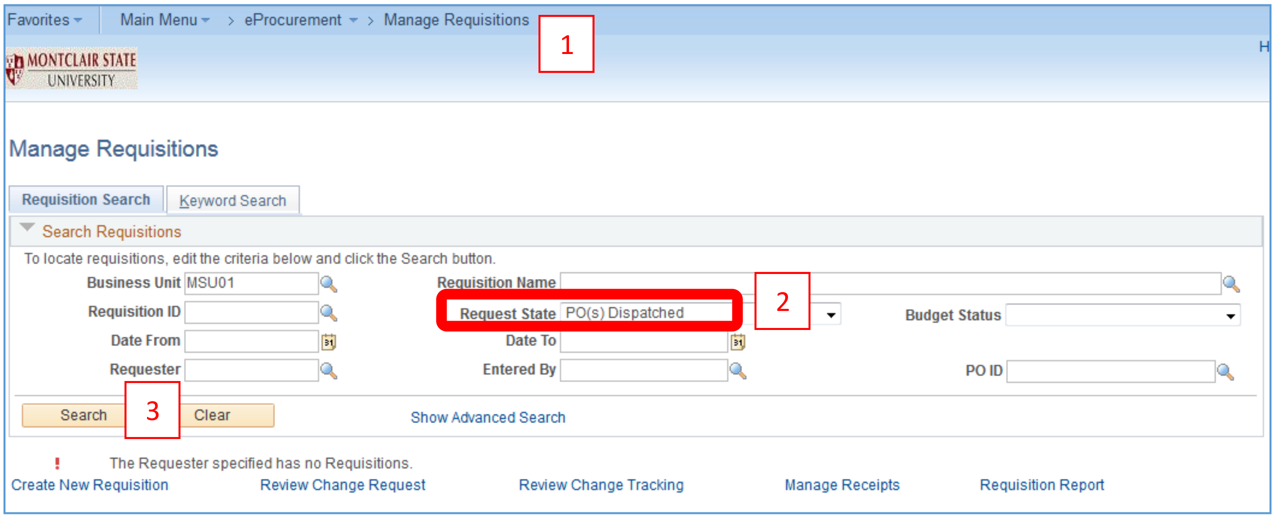
2. In the *Search Requisitions* section, click the **Clear** button and then set the *Request State* to **PO(s) Dispatched** for an initial receiving or to **Partially Received** for subsequent receipts.
3. Click the **Search** button.


Favorites
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Requisition Search
Keyword Search
Search Requisitions
2
Budget Status
PO ID
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Clear
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Create New Requisition
Review Change Request
Review Change Tracking
Manage Receipts
Requisition Report

Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

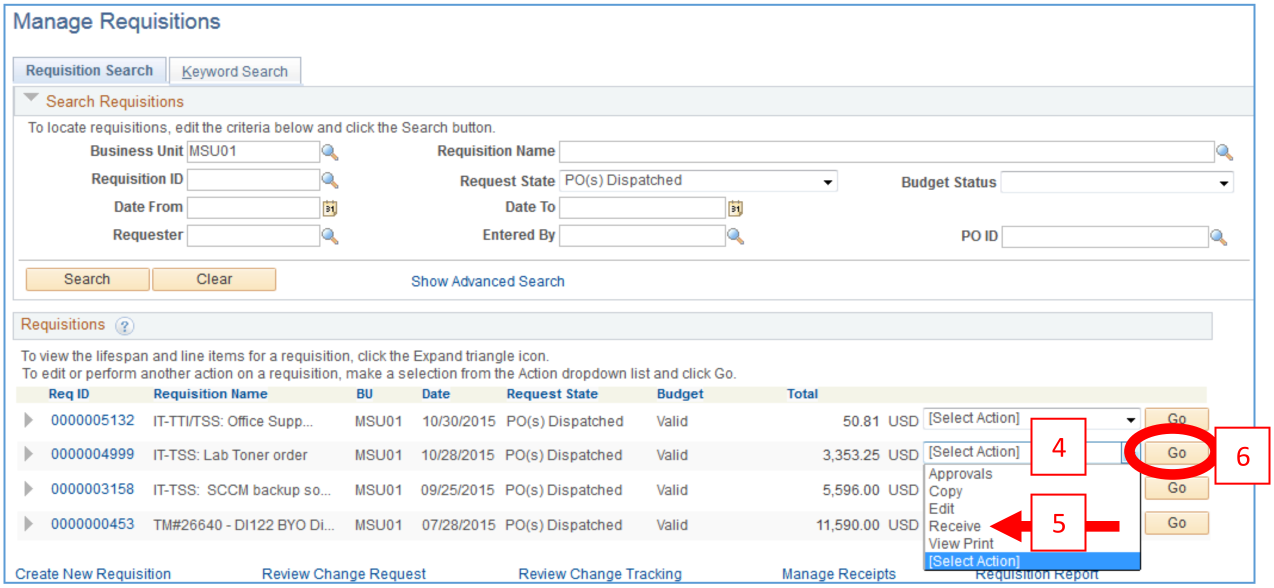
Business Unit MSU01

Request State PO(s) Dispatched

The Requester specified has no Requisitions.

A list of all of the requisitions meeting the search criteria will display.

4. Locate the target requisition from the list, and click the **Select Action** drop-down on the corresponding line.
5. Select **Receive** from the list of options.
6. Click the **Go** button to open the *Requisition Lines to Receive* screen.


Requisition Search
Keyword Search
Search Requisitions
Requisition Name
Budget Status
PO ID
Search
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Show Advanced Search
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Approvals
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Edit
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View Print
[Select Action]
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Review Change Tracking
Manage Receipts
Requisition Report

Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

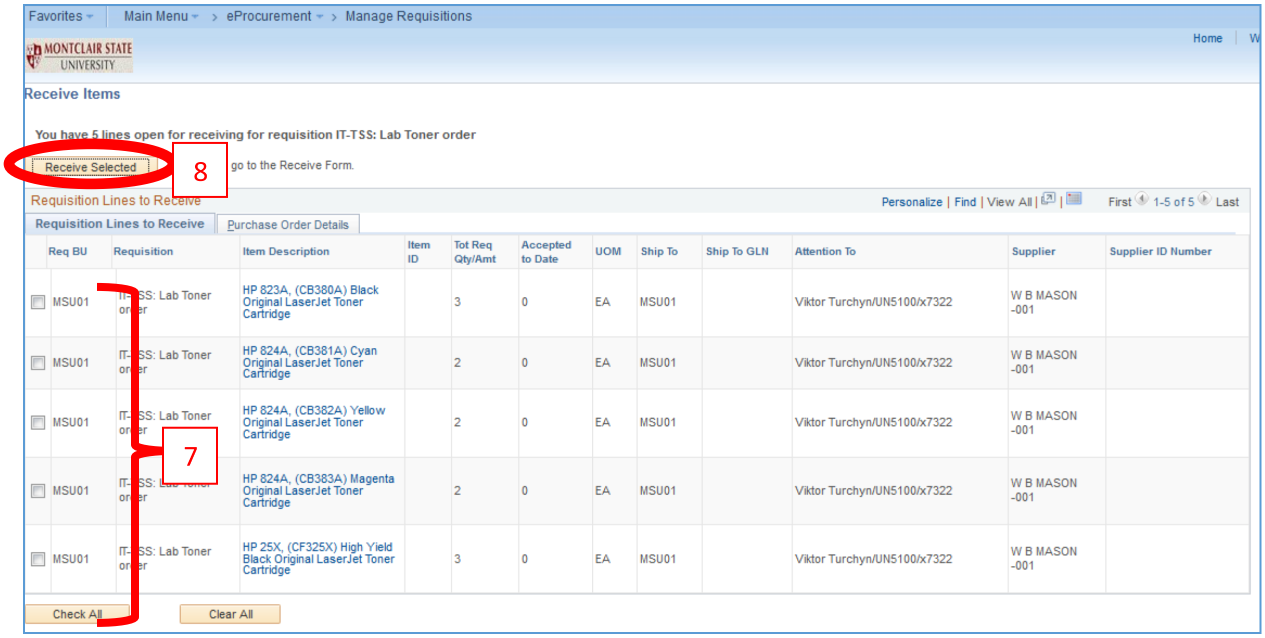
Business Unit MSU01

Request State PO(s) Dispatched

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000005132	IT-TTI/TSS: Office Supp...	MSU01	10/30/2015	PO(s) Dispatched	Valid	50.81	USD	[Select Action]
0000004999	IT-TSS: Lab Toner order	MSU01	10/28/2015	PO(s) Dispatched	Valid	3,353.25	USD	[Select Action]
0000003158	IT-TSS: SCCM backup so...	MSU01	09/25/2015	PO(s) Dispatched	Valid	5,596.00	USD	
0000000453	TM#26640 - DI122 BYO Di...	MSU01	07/28/2015	PO(s) Dispatched	Valid	11,590.00	USD	

7. Select the individual line(s) to be received by placing a checkmark to the left of the specific line(s). To receive all lines at once, click the **Check All** button in the bottom left corner of the screen.
8. Click the **Receive Selected** button at the top of the list.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Personalize | Find | View All
First 1-5 of 5 Last
Requisition Lines to Receive
Purchase Order Details
7
Check All
Clear All

Receive Items

You have 5 lines open for receiving for requisition IT-TSS: Lab Toner order

go to the Receive Form.

Requisition Lines to Receive

	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
☐	MSU01	IT-TSS: Lab Toner order	HP 823A, (CB380A) Black Original LaserJet Toner Cartridge		3	0	EA	MSU01		Viktor Turchyn/UN5100/x7322	W B MASON -001	
☐	MSU01	IT-TSS: Lab Toner order	HP 824A, (CB381A) Cyan Original LaserJet Toner Cartridge		2	0	EA	MSU01		Viktor Turchyn/UN5100/x7322	W B MASON -001	
☐	MSU01	IT-TSS: Lab Toner order	HP 824A, (CB382A) Yellow Original LaserJet Toner Cartridge		2	0	EA	MSU01		Viktor Turchyn/UN5100/x7322	W B MASON -001	
☐	MSU01	IT-TSS: Lab Toner order	HP 824A, (CB383A) Magenta Original LaserJet Toner Cartridge		2	0	EA	MSU01		Viktor Turchyn/UN5100/x7322	W B MASON -001	
☐	MSU01	IT-TSS: Lab Toner order	HP 25X, (CF325X) High Yield Black Original LaserJet Toner Cartridge		3	0	EA	MSU01		Viktor Turchyn/UN5100/x7322	W B MASON -001	

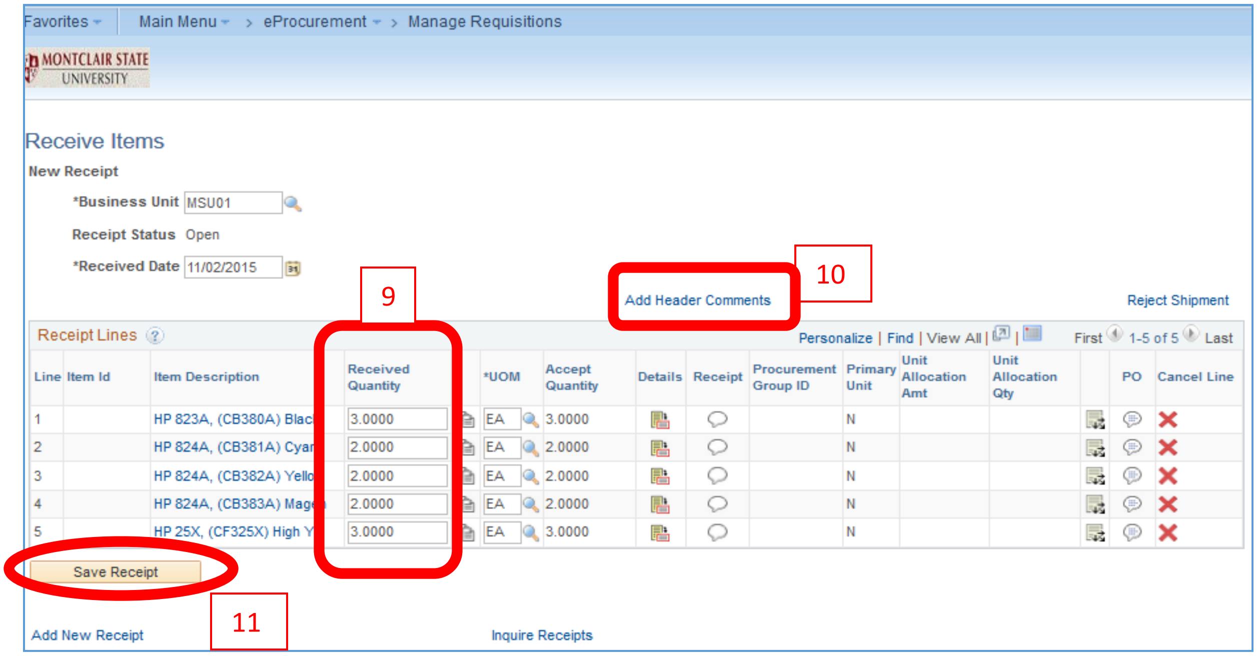
The *Receive Items* screen displays.

9. Review each line and enter the amount received for each item in the **Received Quantity** column.

NOTE: If the actual amount received for each line item is less than the total amount ordered, enter the actual amount received, this is known as a partial receipt.

10. Click the “Add Header Comments” link at the top of the Receipt Lines to attach your packing slip or delivery document to the receiving.

11. Click the **Save Receipt** button to add this receipt into the system.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10
Reject Shipment
Personalize | Find | View All
First 1-5 of 5 Last
Save Receipt
11
Add New Receipt
Inquire Receipts

Receive Items

New Receipt

*Business Unit MSU01

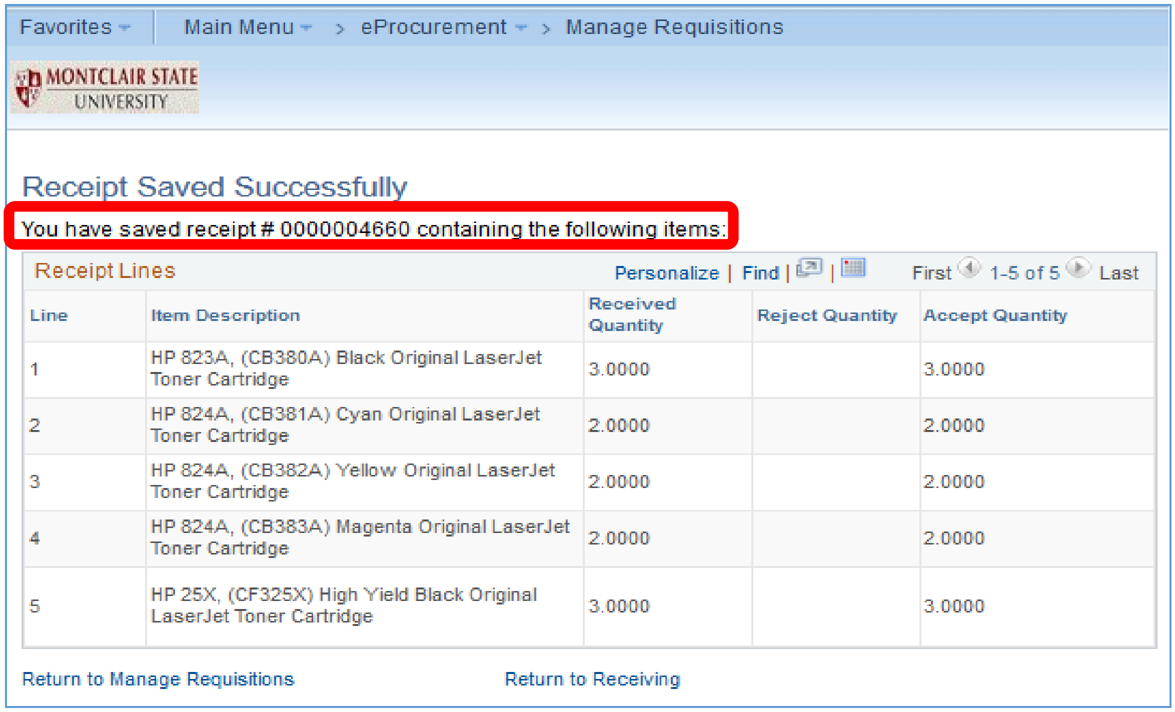
Receipt Status Open

*Received Date 11/02/2015

Receipt Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty		PO	Cancel Line
1		HP 823A, (CB380A) Blac	3.0000	EA	3.0000				N					✕
2		HP 824A, (CB381A) Cyar	2.0000	EA	2.0000				N					✕
3		HP 824A, (CB382A) Yello	2.0000	EA	2.0000				N					✕
4		HP 824A, (CB383A) Mage	2.0000	EA	2.0000				N					✕
5		HP 25X, (CF325X) High Y	3.0000	EA	3.0000				N					✕

The *Receipt Saved Successfully* screen displays and lists the specific receiving number for this record in the system.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Receipt Saved Successfully

You have saved receipt # 0000004660 containing the following items:

Receipt Lines

Personalize | Find
First 1-5 of 5 Last

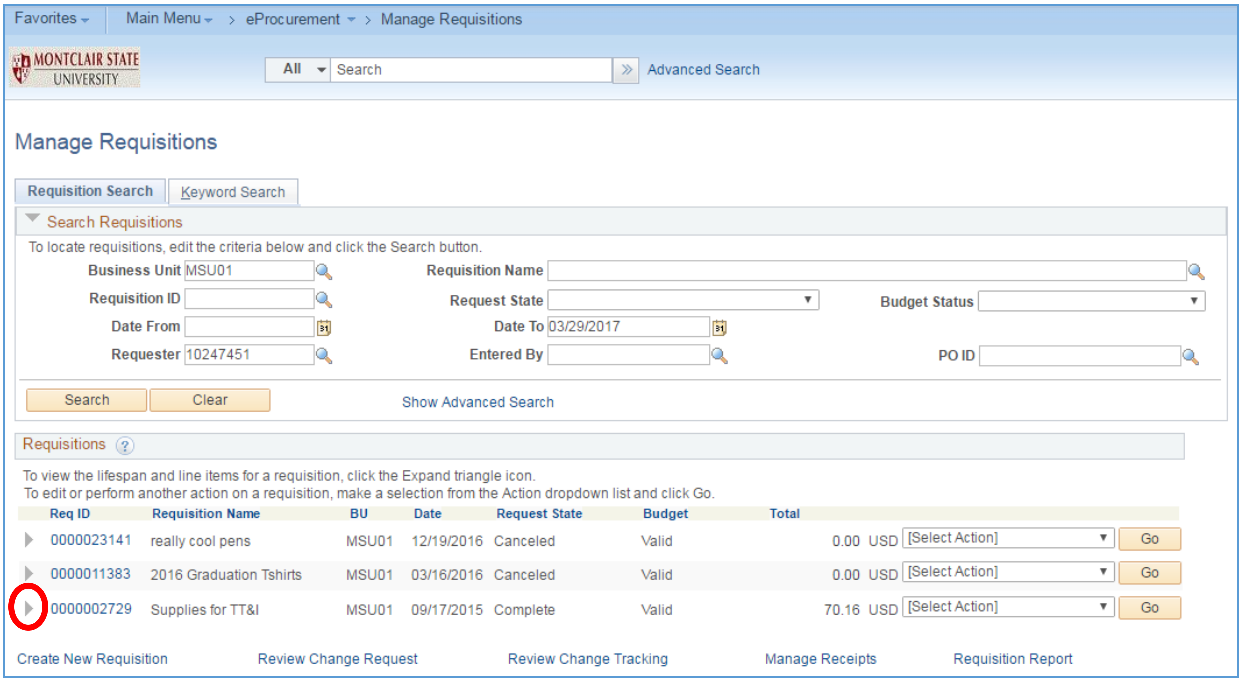
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	HP 823A, (CB380A) Black Original LaserJet Toner Cartridge	3.0000		3.0000
2	HP 824A, (CB381A) Cyan Original LaserJet Toner Cartridge	2.0000		2.0000
3	HP 824A, (CB382A) Yellow Original LaserJet Toner Cartridge	2.0000		2.0000
4	HP 824A, (CB383A) Magenta Original LaserJet Toner Cartridge	2.0000		2.0000
5	HP 25X, (CF325X) High Yield Black Original LaserJet Toner Cartridge	3.0000		3.0000

Return to Manage Requisitions
Return to Receiving

Cancel a Receipt

A receipt may need to be canceled for a variety of reasons. One reason is the purchase order must be canceled, but to do so, the receiving must be reversed BEFORE the purchase order can be canceled.

1. From the *Manage Requisition* search results, expand the arrow of the targeted requisition to view the Lifecycle.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All
Search
Advanced Search

Manage Requisitions

Requisition Search
Keyword Search
Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit MSU01
Requisition Name
Requisition ID
Request State
Budget Status
Date From
Date To 03/29/2017
Requester 10247451
Entered By
PO ID

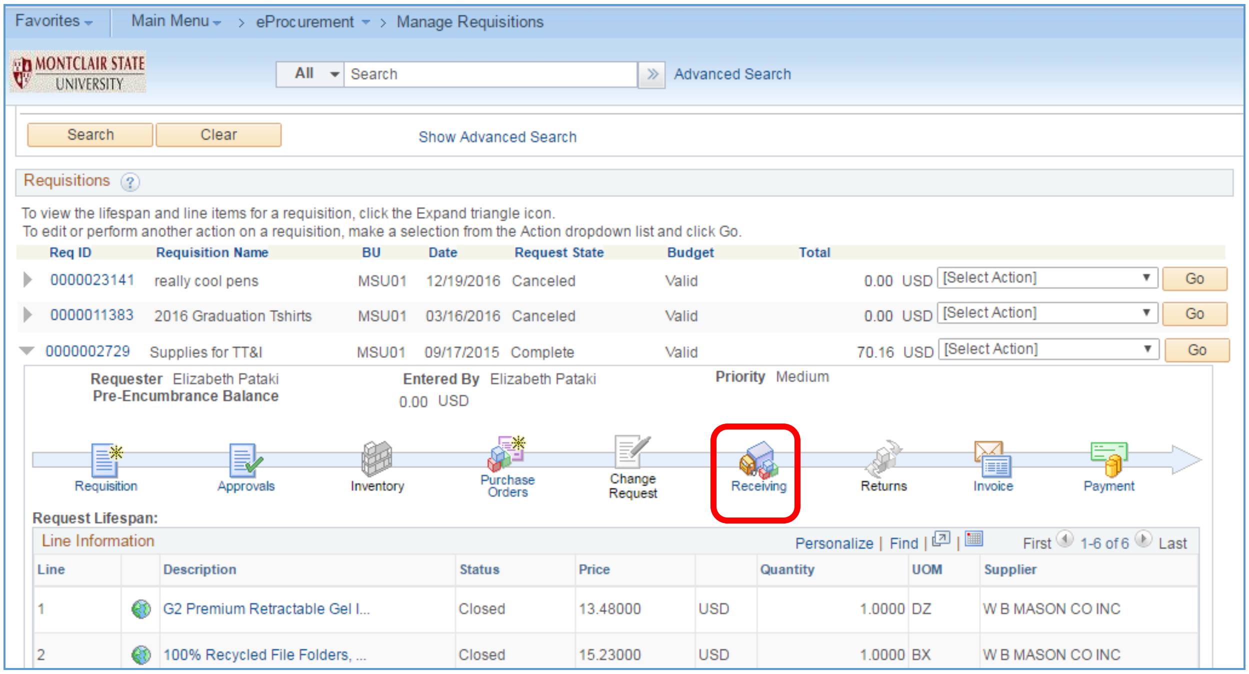
Search
Clear
Show Advanced Search
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000023141	really cool pens	MSU01	12/19/2016	Canceled	Valid	0.00 USD	[Select Action]	Go
0000011383	2016 Graduation Tshirts	MSU01	03/16/2016	Canceled	Valid	0.00 USD	[Select Action]	Go
0000002729	Supplies for TT&I	MSU01	09/17/2015	Complete	Valid	70.16 USD	[Select Action]	Go

Create New Requisition
Review Change Request
Review Change Tracking
Manage Receipts
Requisition Report

2. Click the **Receiving** icon to display the line item(s) for this request.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Receiving
Returns
Invoice
Payment
Personalize | Find
First 1-6 of 6 Last

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total			
0000023141	really cool pens	MSU01	12/19/2016	Canceled	Valid	0.00	USD	[Select Action]	Go
0000011383	2016 Graduation Tshirts	MSU01	03/16/2016	Canceled	Valid	0.00	USD	[Select Action]	Go
0000002729	Supplies for TT&I	MSU01	09/17/2015	Complete	Valid	70.16	USD	[Select Action]	Go

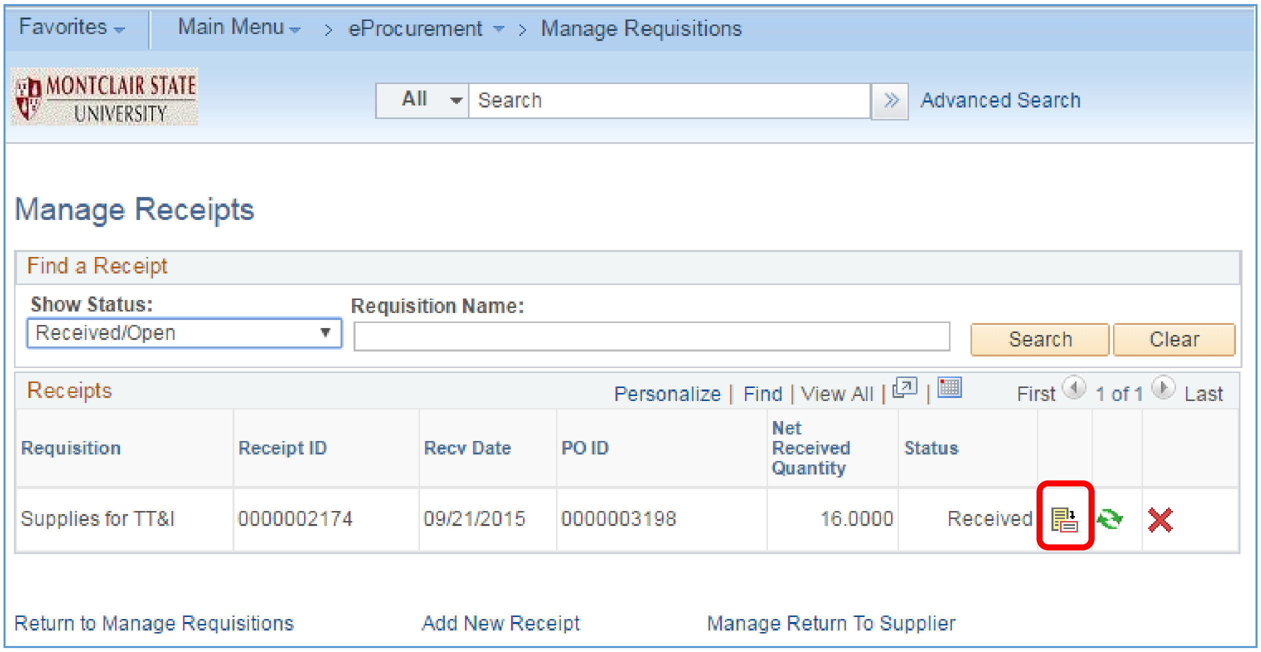
Requester Elizabeth Pataki
Pre-Encumbrance Balance 0.00 USD
Entered By Elizabeth Pataki
Priority Medium

Request Lifespan:

Line Information

Line		Description	Status	Price		Quantity	UOM	Supplier
1		G2 Premium Retractable Gel I...	Closed	13.48000	USD	1.0000	DZ	W B MASON CO INC
2		100% Recycled File Folders, ...	Closed	15.23000	USD	1.0000	BX	W B MASON CO INC

3. The *Manage Receipts* screen displays. Click the **Details** icon for the selected requisition, to open up line detail information.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First 1 of 1 Last
Return to Manage Requisitions
Add New Receipt
Manage Return To Supplier

Manage Receipts

Find a Receipt

Show Status: Received/Open
Requisition Name:

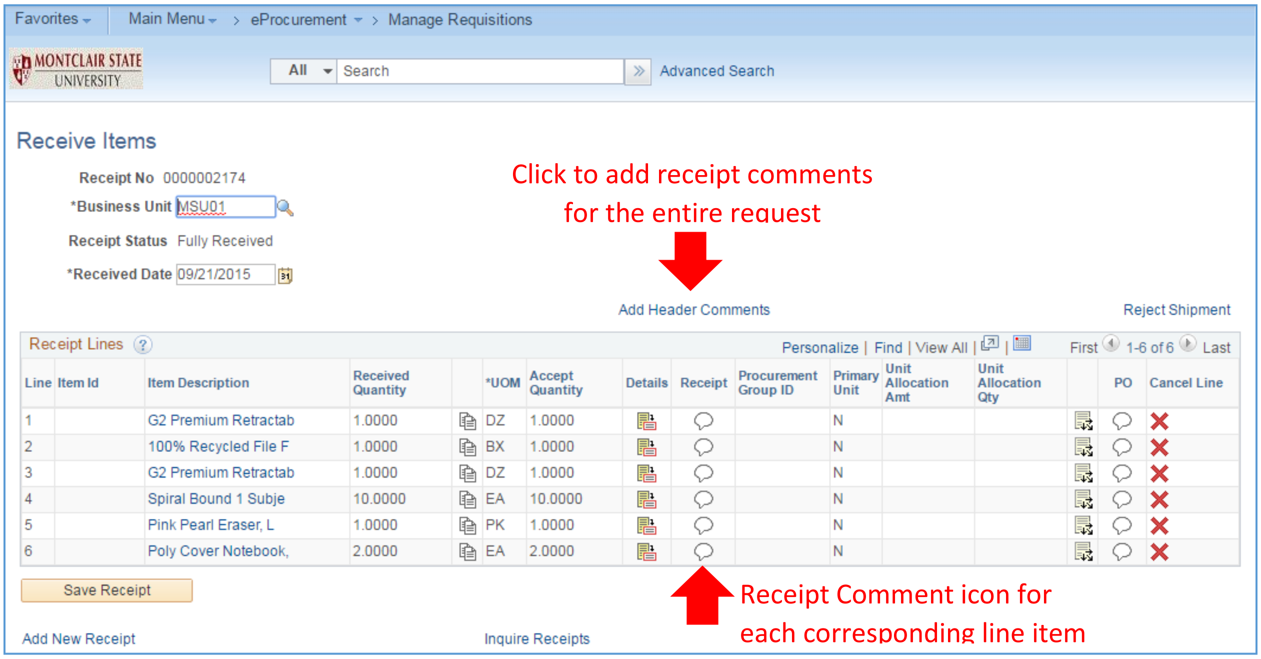
Receipts

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status
Supplies for TT&I	0000002174	09/21/2015	0000003198	16.0000	Received

4. To cancel the receiving for a specific line(s), click the **Receipt Comments** icon, on the *Receive Items* screen, to add comments to a specific line, and click the red **X**(s) to cancel receipts of specific line(s).

   To cancel the receiving for the entire request, click the **Add Header Comments** link to add comments to the entire request, and click the red **X**(s) to cancel receipts of specific line(s).

NOTE - Comments should reflect the reason for the cancelation of the receipt, and include any available supporting documentation.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MONTCLAIR STATE UNIVERSITY
All
Search
Advanced Search

Receive Items

Receipt No 0000002174
***Business Unit** MSU01
Receipt Status Fully Received
***Received Date** 09/21/2015

Click to add receipt comments for the entire request

Add Header Comments

Reject Shipment

Receipt Lines

Personalize | Find | View All | First 1-6 of 6 Last

Line	Item Id	Item Description	Received Quantity		*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty		PO	Cancel Line
1		G2 Premium Retractab	1.0000		DZ	1.0000				N					✕
2		100% Recycled File F	1.0000		BX	1.0000				N					✕
3		G2 Premium Retractab	1.0000		DZ	1.0000				N					✕
4		Spiral Bound 1 Subje	10.0000		EA	10.0000				N					✕
5		Pink Pearl Eraser, L	1.0000		PK	1.0000				N					✕
6		Poly Cover Notebook,	2.0000		EA	2.0000				N					✕

Save Receipt

Receipt Comment icon for each corresponding line item

Add New Receipt

Inquire Receipts

Now that the Receiving has been canceled, the Purchase Order can be canceled.