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.
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.

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.

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.
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.

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

2. Click the Receiving icon to display the line item(s) for this request.
3. The *Manage Receipts* screen displays. Click the *Details* icon for the selected requisition, to open up line detail information.

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.

Click to add receipt comments for the entire request

Receipt Comment icon for each corresponding line item

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