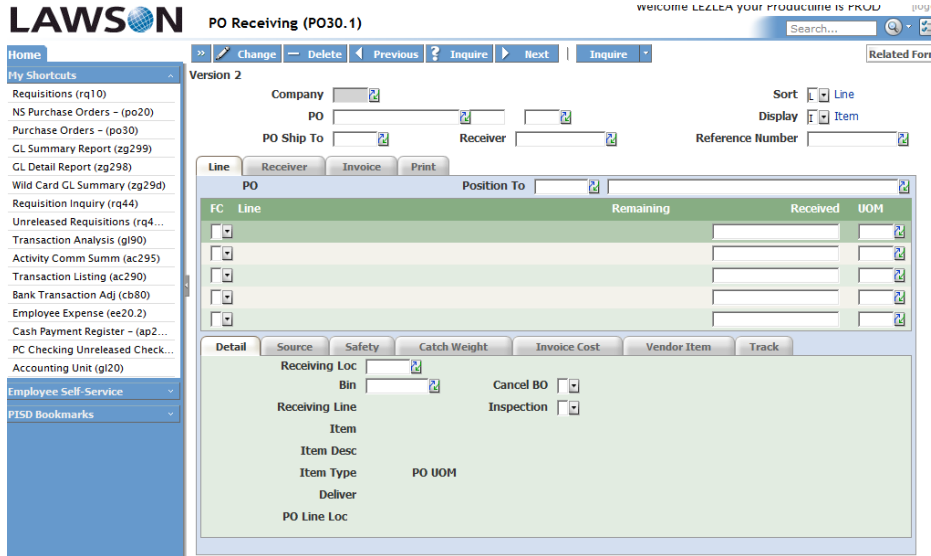


RECEIVING, RECEIVING ADJUSTMENTS AND CANCEL REMAINING (P030)

RECEIVING:

The P030 Receiving screen is used when a vendor forwards an invoice for payment in connection with a purchase order. The Accounting department will attach invoices to the P030 screen that can be viewed and printed. This screen is also used for blanket PO's.

Log into Lawson and go to the P030 screen.

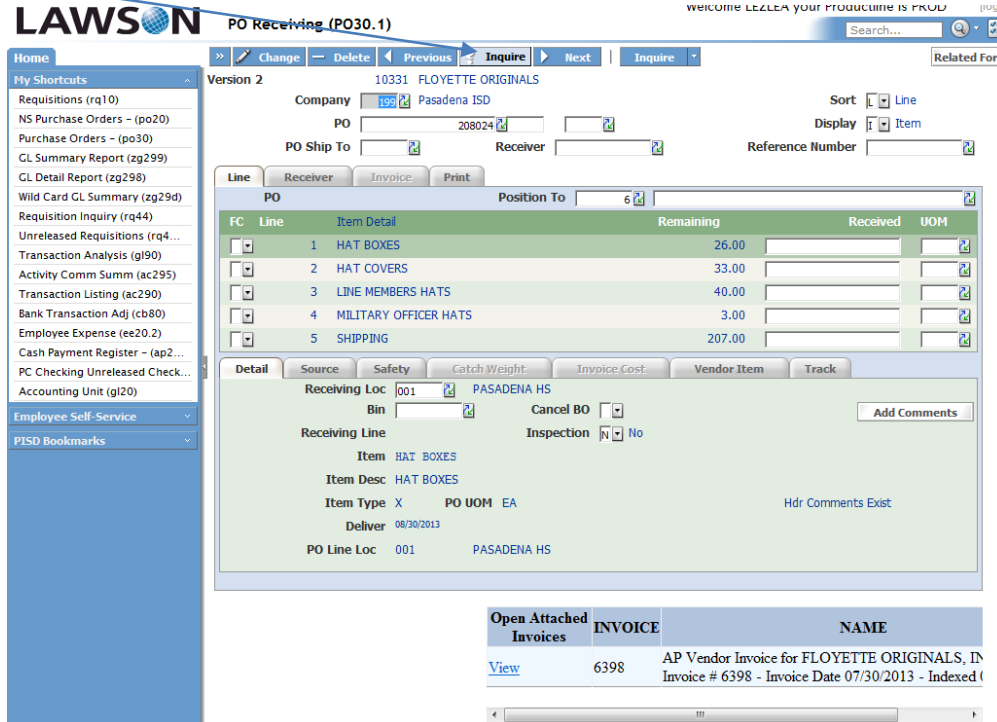


Company – Enter 199.

PO – Enter the PO number. If the PO is a blanket, the 'BL' indicator should be typed in the second unnamed field after PO.



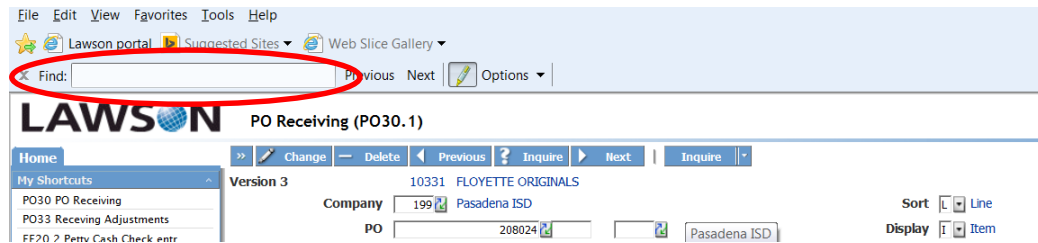
Click on **INQUIRE**.



You will find all invoices that have been received by Accounting near the bottom of the screen for you to review. Click on View to view and print the invoice. On occasion, campuses/departments receive invoices directly. Please forward those to Accounts Payable for payment.

Lawson will change the order of your lines when it creates a PO depending on what you enter in the "Item" field on RQ10. It will either put them in alpha or numeric order, so please match your items and not your lines. Please verify the items billed and the cost on the invoice making sure everything matches your order before receiving on the line items.

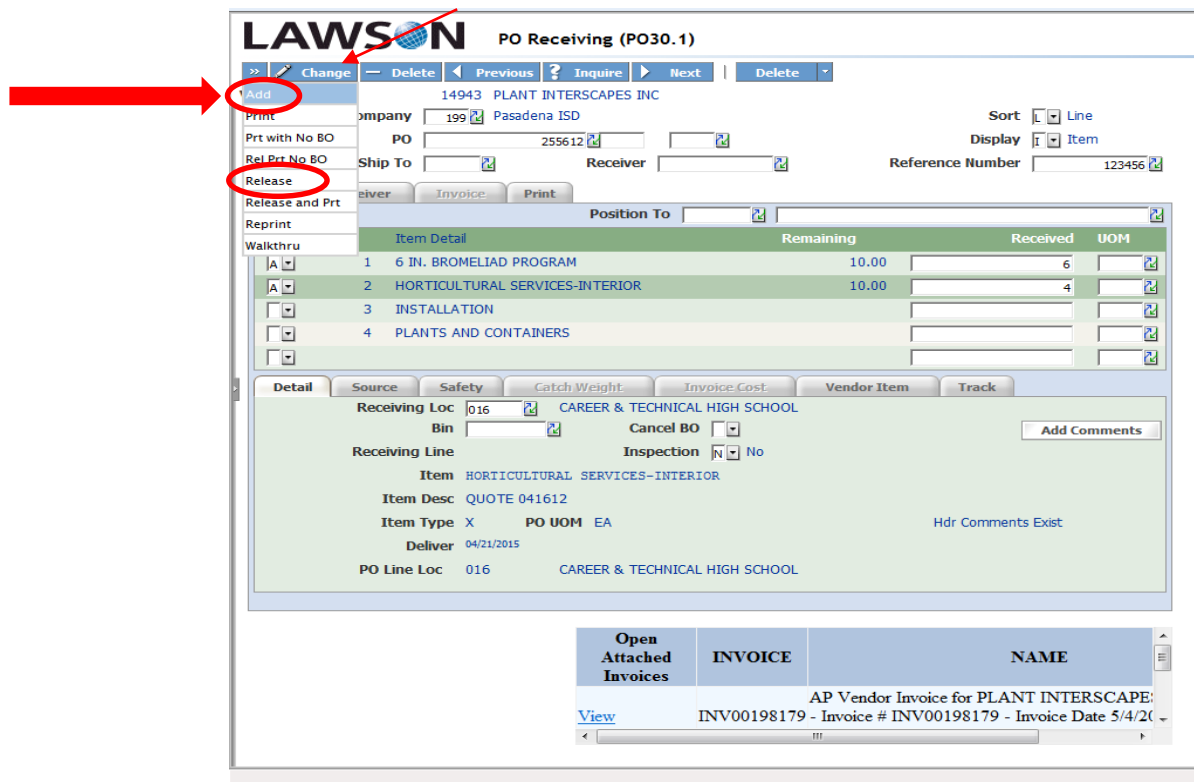
(HINT: Click on CTRL F and a Find box will appear above the word "LAWSON". You can type in the invoice number you are looking for and it will locate it in all the invoices that are uploaded at the bottom of the screen)



To receive on the invoice complete the following fields:

FC Field Box – Enter an "A" for Add

Received – Enter the quantity of items that are on the invoice and that you agree for payment to be processed by Accounts Payable. **Process a separate receiver for each invoice**



Click the drop down box in the top left hand side as shown above and click on Add. This will generate a Receiver number for you to record on your invoice or receipt. If you have more items to receive than what is shown on the first screen and you have a Receiver number assigned, hit page down to find those items. You will follow the instructions above except click the CHANGE tab instead of ADD because you already have a Receiver number assigned. After you have received on all the items you approve for payment, click on the drop down box in the top left side and click RELEASE.

RECEIVING ADJUSTMENTS

If the Accounting department notifies the campus or department that a receiving adjustment must be made or a mistake has been made after a receiver has been completed on an invoice, go to the PO30 screen.

Company – Enter 199.

PO – Enter the PO number. If the PO is a blanket, the 'BL' indicator should be typed in the second unnamed field after PO.

PO

Receiver – Enter the receiver number that was noted previously on your invoice.

Click on **INQUIRE**.

At the top right side of the screen, click on RELATED FORMS and select Receiving Adjustment (PO33.1).

In the FC field of the line that needs to be changed, enter an 'A' or select ADD from the drop down menu.

In the ADJUST QTY field, enter the number that will adjust the quantity to the correct quantity. For example, if the current quantity is 10 and it should be 8 then type 2- (the negative sign AFTER the number) to adjust the quantity to 8. Or if it is a Blanket PO then make the adjustment in Dollar amounts. For example, if the current quantity is 150.25 and it should be 100.25 then type in 50.00-

On the top blue menu bar, click the double arrow at the left side and click ADD. This will assign an adjustment document number.

Click on RELEASE.

CANCEL REMAINING ON A PURCHASE ORDER
(CLOSING THE PO)

Before canceling remaining on a PO please make sure all uploaded invoices have receivers. Never cancel a line item before checking with the vendor to see why you have not received your item. Please call the vendor first.

Go to the PO30 screen (Receiving Screen)

Company – Enter 199.

PO – Enter the PO number. If the PO is a blanket, the ‘BL’ indicator should be typed in the second unnamed field after PO.



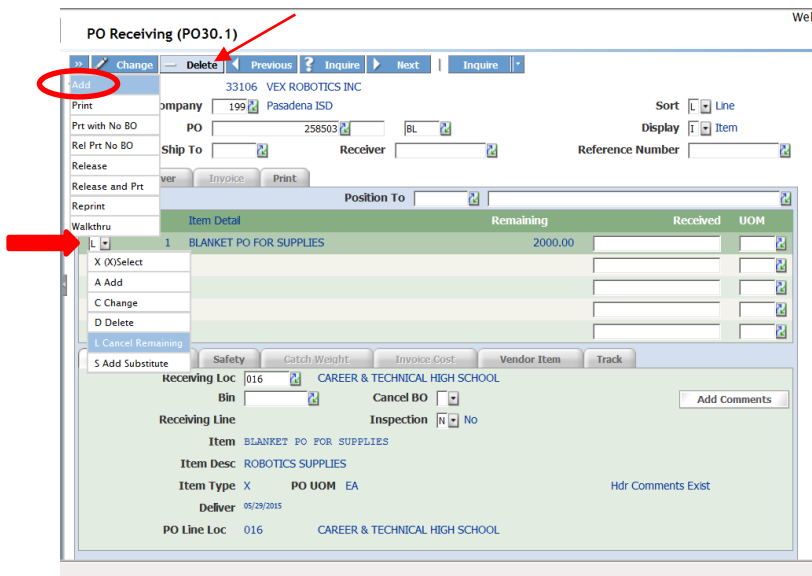
Click – INQUIRE

On any lines that still have items “REMAINING” – click on the “drop down” arrow on the FC Box and Select “CANCEL REMAINING” (this should place an “L” in the FC Box)

Click the “ADD” button at the top of the screen (this will generate your Receiver Number)

Now click the “DELETE” button at the top of the screen to delete this receiver number.

You only delete a Receiver if you are “CANCELING REMAINING” on a PO



To make sure your PO has closed, please drill on your PO#. Click on the PO Lines box. All lines in the “Closed” column should say “Yes”. If there are any that say “No” the PO will not close. Please call Accounts Payable for help

