



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Receiving Purchase Orders

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Receiving Purchase Orders

Navigation

Dashboard: Purchasing; **Tile:** Receiving

To add a new/received purchase order (PO):

1. Navigate to the **Add/Update Receipts** page.
2. Select **Add a New Value** under the *Receiving* section.

3. Enter the PO number to receive against in either the ID or TX SMARTBUY PO ID field. Users can access the search function in either field.

Note: Verify that the SHIP TO field is blank if the agency has multiple SHIP TO values.

4. Select **Search**.
The total number of lines for the PO displays.

- Locate the PO line(s) to receive.

The number of total lines available on the PO versus how many are displayed in the upper right area of the *Retrieved Rows* section.

Note: View specific lines by selecting the desired checkbox(es) in the **SEL** column.
 –or–
 View all lines on a single page by selecting **Select All** below the **SEL** column.



- Select individual lines by selecting the checkbox on the left of each individual PO unit.

–or–

Select all the lines by choosing **Select All** under all the PO units.



- Select **OK**.

The *Receiving* page displays.

- Select the **Header Details** hyperlink under the **RECEIPT ID** field to verify the details



- Adjust the **RECEIPT DATE** (if necessary) by entering the actual day the goods were received or services were performed.



10. Select **OK**.
11. Change the RECEIPT QUANTITY or RECEIPT PRICE (if necessary) in order to match the actual quantity/amount received or the invoice.

Receipt Lines								Person
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	
1		P-Card Walter 10/03 \$80.00	1.0000	EA	80.00000	1.0000	Open	
2		P-Card Walter 10/03 \$119.40	1.0000	EA	119.40000	1.0000	Open	
3		Widget - Amount Only Line	1.0000		200.00000	1.0000	Open	

Run Close Short Interface Asset Information

Save Notify Refresh

Important: Do not over-receive.

12. Select **Save**.
13. Select **OK** to acknowledge the confirmation message.

Message

Receipt, 0000003574, is saved and Job, RECV_00, has been scheduled for process (Process Instance = 1376750). (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

The Receipt ID is now created.

On the *Maintain Receipts* page, the RECEIPT STATUS shows *Fully Received* (depicting the quantity or amount to receive for this one receipt), even if only a partial quantity or amount is received on the PO.

Maintain Receipts

Receiving

Business Unit 00000000 Receipt Status Fully Received X

Receipt ID 0000003574 Add Header Comments Activities

Note: After immediately saving the receipt, the RECEIPT DATE field is grayed out on the *Header Details* page. If the RECEIPT DATE needs to be changed, refresh the *Receipt* page (or repeat steps 4-13).

Revision History

Date	Description of Change	Changed By
Dec. 9, 2024	Initial release.	J. Goodman