How To Do Receiving
(For invoices on H-status with Hold Reason Code-PY)

Updated June 2020
Important Notes About the Receiving Option

- Hold Reason Code=PY; when the receiving is not done correctly on the first execution, the Invoice Status won't convert to "P" to release the payment hold. You’d verify via OPS or the Order Invoice Summary.
- Receiving must match by the exact amount or quantity invoiced, but not greater than amount or quantity ordered.
- Once the Receiving is activated, don't turn it on/off (via Chg Order actions) or you will have to manage multiple reconciliation procedures when it’s time to release encumbrances.
- If you need to activate the Receiving option after you have created the PO, be sure to do it before the first invoice payment is processed.
- When you "receive" for an invoice payment, always check the Order Invoice Summary first, to verify the amount or quantity invoiced. Don't "complete" the receiving amount in advance unless you're certain of the full amount or quantity invoiced.
- If this option was activated, it is crucial to reconcile the receiving balance before you release the encumbrance via Cancel or Chg Order action; always review the Order Summary to verify the Receiving balance.
From BruinBuy homepage, go to **All Ordrs** page
• Enter PO number in the **Order Number** field and click **Go**
• Click on PO number to review purchase order details
Click on **Order Invoice Summary** tab to view invoice on H & I
Click on the **Invoice Number** to view invoice details.
Click on **Invoice Detail** tab to view the amount invoiced.
- You’re going to “receive” $5612.53 against order line #4
- Click “Cancel” until the PO view closes and return to **Order Summary/Change Order** page
Select original PO and click on **Receiving** icon to continue.
3 Options for the Receiving page:
Receive – receives **partial** payment or quantity (whole)
Complete – receives **full** payment (Amount/Quantity Receive field will auto-fill)
Return – reverses the over-received amount or quantity

Select **Receive** from the drop list
Enter **5612.53** in **Amount Receive/Return** field and click **Submit**
Click **OK** to continue; click **Cancel** to exit Receiving page. Once Receiving has been completed, payment will automatically be released.
Review **Order Invoice Summary** to see the updated **Invoice Status** (it changes from H to P if receiving is done correctly); payment check will issue on the scheduled **Invoice Due Date**.
Use the “Return” Option to Reverse the Overage of Qty/Amt Received
When you over-received a line, it is necessary to “return” the overage:
1. Review the Order Summary to verify that Amt/Qty Received equals Amt/Qty Invoiced
2. Go to Receiving page to make the necessary correction
3. Select “return” from the drop list (do not enter a minus sign)
4. Enter the amount/quantity to return and click “Submit” to complete the process
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Supplier</th>
<th>Unit</th>
<th>Rec Document</th>
<th>Rec UOM</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUBAWARD FOR THE PROJECT TITLED: &quot;CONTROLLING BACTERIAL&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>THE FUNDING FOR THIS SUBAWARD IS DIVIDED INTO TWO LINES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FUNDING FOR ANY FUTURE BUDGET PERIOD IS CONTINGENT ON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CHANGE ORDER 01 ISSUED TO:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review **Order Summary** to verify that Amt/Qty Received = Amt/Qty Invoiced, respectively.

**Note:** PO will not zeroize if these columns are not reconciled; the change order actions will post.
References

• BruinBuy Help Desk
  Email: bruinbuy@finance.ucla.edu

• Purchasing inquiries
  Email: purchasing@finance.ucla.edu

• UCLA Purchasing Portal
  www.purchasing.ucla.edu

• For complete overview of BruinBuy online training, go to https://www.finance.ucla.edu/e-learning/bruinbuy-training for self-enrollment.