


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.

Account Status  News Alert **Orders**

Logon ID: MMJBO
 Name: BRUIN, JOE
 Organization: BruinBuy

Open Shopping Carts: 3
 Suspended Transactions: 0
 Open Queue Items: 0
 Open H & I: 0

BruinBuy How To Documents
 BruinBuy User Guide

Create Pending **Actions**

From Favorite Items

- From Templates
- Quick Quotes

Actions

Status, Fax, Change Order, Receiving and Cancel Order

- All Orders
- My Orders
- BruinBuy Orders
- Existing Shopping Carts

Suppliers Status

- Catalogs updated since 9/17/2011: 3
- Catalog supplier count: 43
- Sku count: 3,664,590
- Supplier Site Count: 4

Suppliers & Catalogs

- New Vendor Setup Request
- Vendor Lookup
- Catalog Update Info.
- Catalog Summary
- Catalog Suppliers
- Supplier News

Queries & Reports

- Queries
- Web reports
- Orders
- Vendors/Invoices
- Cup Impact

My Account

- Profile / Ship To
- Default Values
- Favorite FAUs
- Favorite Items
- My Orders
- Expedited Mail Shipping
- Address Book
- ShipTo Request / Change

System Administration

- General
- Unit of Measure
- Base Agreement
- UNSPSC / Object Code
- Control Entity
- Admin News
- Custom Form Editor
- Cup Review
- FTP Files
- PCard Admin
- System Usage
- Attachments
- POCR Admin

From BruinBuy homepage, go to **All Ordrs** page



Order Summary / Change Order

Order Summary

order number filter by vendor

0125GNA5530

- Enter PO number in the **Order Number** field and click **Go**
- Click on PO number to review purchase order details

Order Number

Go

Selected Order Num

Information

Displaying: 1-1 / 1

Edit Chg Order Receiving Copy R Chg Print Fax Cancel Delete P Template File Note Labels Attachments OPS Review

Order Num	PAN Subject	VCK - Vendor Name	Posted	Requester	Status	Order Amount	Create Date	Auth Date
0125GNA5530	UNIV OF WASHINGTON SUB_PARSEK	006238004 - UNIVERSITY OF WASHINGTON	MMARO	GERARD WONG	Y	100000.00	9/22/2010	11/1/2010

Displaying: 1-1 / 1

Order Header

ORD

Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Dist	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Reqstn Header	Reqstn Detail	Reqstn Distribution			Reqstn Posting	

Vendor Number: [006238004](#) Order Number: [0125GNA55300](#) Combine Chgord : Y

Click on **Order Invoice Summary** tab to view invoice on H & I

Vendor: 006238004 UNIVERSITY OF WASHINGTON GRANT & CONTRACT ACCOUNTING 12455 COLLECTIONS DR CHICAGO IL 60693	Order Date: 2011-06-29
	Order Status: Y
	Order Total: \$100,000.00
	Next Change Order: 3
PAN Subject: UNIV OF WASHINGTON SUB_PARSEK	Requestor: GERARD WONG 310-794-7684
Create Date: 2011-06-29	Post Date: 2011-06-29
Prepared By: MMARO RICO, ALEX	Posted By: MMARO RICO, ALEX
Deliver To / Ship To: E	Origin: PAC
	Transmit Method:
	Requisition Number: 0125RNA54400 0
Department Contact: MALYO 310-825-2361 YANG, LEE	Agreement Number:
	Expire Date:
Department contact division (during order placement) 1131	Department Contact's current Division 1131
Fund Override:	Required Date: 2010-09-21
	Promise Date: 2010-09-21

Order Invoice Summary

ORD

Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Dist	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Reqstn Header	Reqstn Detail	Reqstn Distribution			Reqstn Posting	

Vendor Number: [006238004](#)

Order Number: [0125GNA55300](#)

Disp recent Chgord : Y

[Back](#) [Cancel](#)

Invoice Num	Vendor Num	Invoice Date	Invoice Amt	Invoice Status
GCX149823	006238004	2010-10-29	\$31,182.85	C
GCX150355	006238004	2010-11-10	\$3,016.04	C
GCX151895	006238004	2010-12-10	\$3,016.04	C
GCX153622	006238004	2011-01-10	\$3,016.04	C
GCX155353	006238004	2011-02-10	\$3,016.04	C
GCX157187	006238004	2011-03-10	\$3,016.04	C
GCX158973	006238004	2011-04-11	\$2,977.38	C
GCX162506	006238004	2011-06-10	\$1,441.94	C
GCX164293	006238004	2011-07-11	\$3,288.70	C
GCX166130				C
GCX167840				H

Click on the **Invoice Number** to view invoice details



Invoice Header

INV

Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Distribution	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Reqstn Header	Reqstn Detail	Reqstn Distribution			Reqstn Posting	

Vendor Number: [006238004](#)
 Invoice Number: [GCX167840](#)

Order Number: [0125GNA55300](#)

Click on Invoice Detail tab to view the amount invoiced

Vendor		2011-09-09
U		H
G		2011-10-07
12		D
CR		

Authorize Date:	2011-10-06	Batch Nbr/seq:	812187	17
Acct Eff. Date:	2011-10-06	Batch Date:	2011-10-06	
Reference Nbr:		EN:	Date Paid:	

Inv. Gross Amount:	\$5,612.53	Term Code: 99	
Sales Tax Amount:	\$0.00	MANUAL OVR	
Discount Pending:	\$0.00	Retn Pending:	\$0.00
Discount Taken:	\$0.00	Retn Taken:	\$0.00
Balance Due:	\$5,612.53	Retn Due:	\$0.00
Inv. Amt. Paid:	\$0.00	Partial Payment:	

Adjustment Code:	Income Reportable/Code:	N	E
	Hold Cycle:	0	
Check Dist Code: A ZIP CODE SORT - NO ATTACHMENT	Hold Reason: PY	DO RECIVNG	

Invoice Detail

INV

Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Distribution	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Reqstn Header	Reqstn Detail	Reqstn Distribution			Reqstn Posting	

Vendor Number: [006238004](#)
Invoice Number: [GCX167840](#)

Order Number: [0125GNA55300](#)

[Back](#) [Cancel](#)

Invoice Line#: 4 Line Code: SVS UOM:

Order Line#: 4 Line Code: SUP UOM:

Qty	Unit Price	Line Amt	Description	TaxCd	Tax Rate
0.0000	0.0	\$5,612.53	CHANGE ORDER 01 ISSUED TO:	E	0.000

Tax Amt	Dist Amt	Dist Pct	Spread	PO SRC	EN Indicator	AP	UC Property	Vendor Num
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- 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

Order Summary / Change Order

order number filter by vendor number from create date (m/d/yyyy) to create date (m/d/yyyy) filter by auth id sort by

Displaying: 1-1 / 1

Selected Order Num	Actions											Information				
0125GNA55300																

	Order Num	PAN Subject	VCK - Vendor Name	Posted	Requester	Status	Order Amount	Create Date	Auth Date
	0125GNA55300	UNIV OF WASHINGTON SUB_PARSEK	006238004 - UNIVERSITY OF WASHINGTON	MMARO	GERARD WONG	Y	100000.00	9/22/2010	11/1/2010

Displaying: 1-1 / 1

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

Receiving Receiving History Receiving Items

Submit Cancel

PO Number	VCK Number	Vendor Name
0125GNA55300	006238004	UNIVERSITY OF WASHINGTON

Start from line: Go

Displaying: 1-4 / 4

Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1	<input type="text"/>					0.00	\$.00	\$25,000.00	10/11/2011	Open	
Description		Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments					
SUBAWARD FOR THE PROJECT TITLED: "CONTROLLING BACTERIAL			.00								
2	<input type="text"/>					0.00	-\$2,292.33	\$24,686.00	10/11/2011	Open	
Description		Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments					
THE FUNDING FOR THIS SUBAWARD IS DIVIDED INTO TWO LINE			.00								
3	<input type="text"/>					0.00	\$1.00	\$1.00	10/11/2011	Open	
Description		Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments					
FUNDING FOR ANY FUTURE BUDGET PERIOD IS CONTINGENT ON			.00								
4	<input type="text"/>					0.00	\$41,998.75	\$50,313.00	10/11/2011	Open	
Description		Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments					
CHA											

Displaying: 1-4 / 4

Select **Receive** from the drop list

Receiving

Receiving History

Receiving Items

Submit Cancel

PO Number	VCK Number	Vendor Name
0125GNA55300	006238004	UNIVERSITY OF WASHINGTON

Start from line: Go

Displaying: 1-4 / 4



Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1						0.00	\$0.00	\$25,000.00	10/11/2011	Open	
Description		Supplier Part Num		Unit Price	Rec Document	Rec UOM	Comments				
SUBAWARD FOR THE PROJECT TITLED: "CONTROLLING BACTERIAL				.00							
2						0.00	-\$2,292.33	\$24,686.00	10/11/2011	Open	
Description		Supplier Part Num		Unit Price	Rec Document	Rec UOM	Comments				
FUNDING FOR ANY FUTURE BUDGET PERIOD IS CONTINGENT ON				.00							
4	Receive					5,612.53	\$41,908.75	\$50,313.00	10/11/2011	Open	
Description		Supplier Part Num		Unit Price	Rec Document	Rec UOM	Comments				
CHANGE ORDER 01 ISSUED TO:				.00							

Enter **5612.53** in **Amount Receive/Return** field and click **Submit**

Displaying: 1-4 / 4



Receiving

Receiving History

Receiving Items

Submit Cancel

PO Number	VCK Number	Vendor Name
0125GNA55300	006238004	UNIVERSITY OF WASHINGTON

Start from line: Go

Displaying: 1-4 / 4

Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1						0.00	\$.00	\$25,000.00	10/12/2011	Open	
Description				Supplier	Unit	Rec Document	Rec UOM	Comments			
SUBAWARD FOR THE PROJECT TITLED: "CONTROLLING BACTERI											
2						-\$2,292.33	\$24,686.00	\$24,686.00	10/12/2011	Open	
Description								Comments			
THE FUNDING FOR THIS SUBAWARD IS DIVIDED INTO TWO LINE											
3						\$1.00	\$1.00	\$1.00	10/12/2011	Open	
Description				Supplier	Unit	Rec Document	Rec UOM	Comments			

Receiving Request Submitted.

OK

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**.

Order Invoice Summary							ORD
Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Dist	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Reqstn Header	Reqstn Detail	Reqstn Distribution			Reqstn Posting	
Vendor Number:	006238004	Order Number:	0125GNA55300	Disp recent Chgord : Y		<input type="button" value="Back"/>	<input type="button" value="Cancel"/>
Invoice Num	Vendor Num	Invoice Date	Invoice Amt	Invoice Status			
GCX149823	006238004	2010-10-29	\$31,182.85	C			
GCX150355	006238004	2010-11-10	\$3,016.04	C			
GCX151895	006238004	2010-12-10	\$3,016.04	C			
GCX153622	006238004	2011-01-10	\$3,016.04	C			
GCX155353	006238004	2011-02-10	\$3,016.04	C			
GCX157187	006238004	2011-03-10	\$3,016.04	C			
GCX158973	006238004	2011-04-11	\$2,977.38	C			
GCX162506	006238004	2011-06-10	\$1,441.94	C			
GCX164293	006238004	2011-07-11	\$3,288.70	C			
GCX166130	006238004	2011-08-10	\$4,119.18	C			
GCX167840	006238004	2011-09-09	\$5,612.53	P			

**Use the “Return” Option to Reverse
the Overage of Qty/Amt Received**

Receiving

Receiving History

Receiving Items

Submit Cancel

PO Number	VCK Number	Vendor Name
0125GNA55300	006238004	UNIVERSITY OF WASHINGTON

Start from line: Go

Displaying: 1-4 / 4



Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1	<input type="text"/>					0.00	\$0.00	\$25,000.00	10/12/2011	Open	
	Description			Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments			
	SUBAWARD FOR THE PROJECT TITLED: "CONTROLLING BACTERIAL				.00						
2	Return					2,292.33	\$0.00	\$24,686.00	10/12/2011	Open	
	Description			Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments			
	THE	THIS SUBAWARD IS DIVIDED INTO TWO LINE				.00					

- Receive
- Return
- Complete

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

Receiving

Receiving History

Receiving Items

Submit Cancel

PO Number	VCK Number	Vendor Name
0125GNA55300	006238004	UNIVERSITY OF WASHINGTON

Start from line: Go

Displaying: 1-4 / 4



Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1						0.00	\$.00	\$25,000.00	10/12/2011	Open	
Description				Supplier	Unit	Rec Document	Rec UOM	Comments			
								<input type="text"/>			
2							\$.00	\$24,686.00	10/12/2011	Open	
Description								Comments			
								<input type="text"/>			
3							\$1.00	\$1.00	10/12/2011	Open	
Description				Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments			
					.00			<input type="text"/>			
4						0.00	\$36,296.22	\$50,313.00	10/12/2011	Open	
Description				Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments			
					.00			<input type="text"/>			

Receiving Request Submitted.

Displaying: 1-4 / 4



Order Summary

ORD

Order Summary	Order Header	Order Lines	Order Distribution	Order Receipt	Order One Time Payee	Order Posting	Order Invoice Summary
	Invoice Header	Invoice Detail	Invoice Dist	Mismatch	Invoice One Time Payee	Invoice Posting	Invoice Payment
	Regstn Header	Regstn Detail	Regstn Distribution			Regstn Posting	

Vendor Number: [006238004](#)

Order Number: [0125GNA55300](#)

Disp recent Chgord : Y

Back

Cancel

Line Num	Line Type	Qty Ordered	Qty Invoiced	Qty Received	Amt Ordered	Amt Invoiced	Amt Received
1	SVS	0.0000	0.0000	0.0000	\$25,000.00	\$25,000.00	\$25,000.00
2	SVS	0.0000	0.0000	0.0000	\$24,686.00	\$24,686.00	\$24,686.00
3	SVS	0.0000	0.0000	0.0000	\$1.00	\$0.00	\$0.00
4	SVS	0.0000	0.0000	0.0000	50313.00	\$14,016.78	\$14,016.78
5	COM	0.0000	0.0000	0.0000	0.00	\$0.00	\$0.00

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.