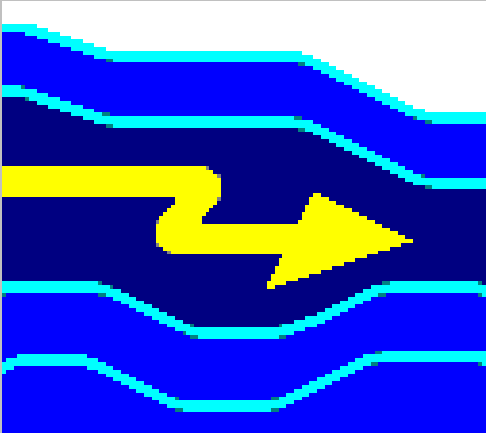


# SMARTStream<sup>®</sup> Receipt Entry



**Table of Contents**

Record Keeping and Balancing Report Requirements..... 03

Entry Procedures ..... 04

Additional Search Criteria ..... 06

Receipt Maintenance ..... 07

Receipt Inquiry ..... 10

Index ..... 11

## Record keeping Requirements

- Copies of receivers must be maintained in departmental files.
- Record retention: three (3) years.

## Balancing Reports

**Note:** All reports should be run the day following your entry.

1. Run Receiver Balancing Report. (Enter date in following format: 020199)
2. Create a calculator tape totaling a 'hash total' on quantity received.
3. Compare the tape total with that of the report.
4. If hash totals do not agree, compare the receipts to the report and make correct entries once error(s) are found.
5. All discrepancies and their resolutions must be annotated on the Balancing Report.
6. The reconciliation report must be signed and dated (with the date the reconciliation was completed) by the employee performing the reconciliation and filed in the department.

## Receipt- Introduction

Receipts for standard purchases less than \$1500.00 (including tax but not freight) DO NOT need to be entered into SmartStream by departments. These will be entered by Systems Accounting. **ONLY ENTER RECEIPTS FOR PURCHASES OVER \$1500- MUSC and \$2500- MUHA!**

### *How do I handle receipts for fixed assets?*

Receipts for fixed assets OVER \$5,000 are entered by the Department of Physical Asset Management. Receipts for fixed assets UNDER \$5,000 are entered by your department.

Send an E-mail to your Department's Fixed Asset Liaison or to Mitzi Fetner and advise them when you receive a fixed asset. They will tag the item. If the item is OVER \$5,000, they will have you sign off on the receipt and they will enter the receipt. If the item is UNDER \$5,000, you do not have to wait for it to be tagged to enter into SmartStream.

No item can be received into SmartStream until a scheduled receipt exists. A scheduled receipt is created when the Purchase Order is entered into the SmartStream system.

If the receipt is not retrieved it indicates that either the purchase order has not been entered or that all items have already been received.

**Receipt**


Attached Req.

Incomplete Receipt


Order	Line	Due Date	Item	Receipt Qty	UOM	Verified	Receipt	Receipt Date	Packing Slip	Qty to Put-Av Disposition
BF996414A13	1	05/17/1999		1	EA	<input checked="" type="checkbox"/>				0
BF996414A13	4	05/17/1999		1	EA	<input type="checkbox"/>				0
BF996414A13	5	05/17/1999		2	EA	<input type="checkbox"/>				0

**Entry Procedures for Receipts**

From your Browser : Open the Receipt activity.


- Site MUSC or MUHA
- Order Type Defaults to Purchase Order. Tab to next field
- Order Enter the Purchase Order number.
- Click on the Search button 
- Click on the 'Verified' option box to select the lines you want to receive.

**NOTE: Select/Deselect All Lines**


To select or deselect all lines click on the SelectAll/Deselect All  button or select Select/Deselect from the Actions menu.

To select most of the lines: SELECT ALL and clear the Verified option box by clicking on those lines that you don't want to receive.

Entry Note: You can edit the size and order of columns to create a personalized entry screen. This will be automatically saved when you exit SmartStream. If you want to reset to the default screen select EDIT: RESET GRID SETTINGS

- **Receipt Quantity:** Enter a different quantity only if it differs from what was ordered or is still remaining.
- **Receive Date:** Enter date received if it is different than today's date.
- **Packing Slip field:** Enter today's date (MMDDYY) and your user ID with no spaces or slashes (i.e. 083199USERID). *If you are receiving multiple lines, you can highlight the packing slip field, copy and paste it.*
- Click on the Save button  after all lines have been updated.


**Note: Save Incomplete**

You can save a receipt incomplete by clicking on the SAVE INCOMPLETE  button or select Save Incomplete from the Actions Menu.

When you save incomplete a TO DO task is added to your TO DO Activity List to remind you to complete the receipt.

### Other Methods for Searching for Receipts

If you want to search based on criteria other than the PO # you can enter some or all of the following:

- Vendor
- Vendor Location Defaults based on Vendor selected.
- Vendor Item Not Used
- Item Not Used
- Click on the Search button 



### Additional Search Criteria

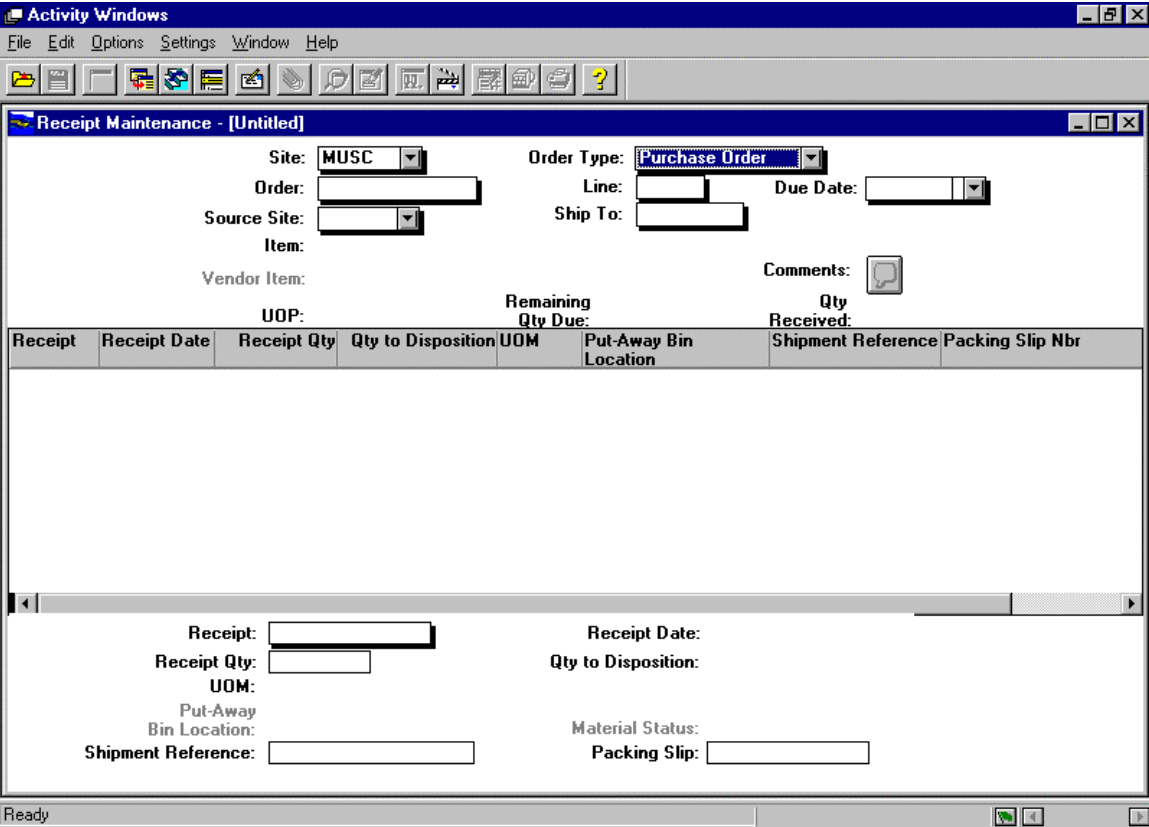
By clicking on this button you can search for receipts using criteria other than the Purchase Order Number such as your 'Requester ID'.

**NOTE:**

Be aware that if your search criteria are too broad, you will probably be presented with a lengthy period of hourglassing.

# RECEIPT MAINTENANCE

If values are entered incorrectly or material is received against the wrong scheduled receipt, the receipt can be reversed to its initial state using the Receipt Maintenance activity



### From the Browser:

- Open the Receipt Maintenance activity.
- Click on the Open button or File, Open.

The screenshot shows a software window titled "File Open For Receipt Maintenance". At the top, there are three input fields: "Field", "Operator", and "Value (Case Sensitive)", each with a dropdown arrow. To the right of these fields are buttons for "Add", "Delete", "Clear", and "Search". Below the input fields, search criteria are displayed: "Site is equal to MUSC", "Order Type is equal to Purchase Order", and "Order starts with BF996414A13". A table below shows the search results with columns: Order, Order Line, Due to Dock Date, Source Site, Ship to Code, and It. The table contains one row: Order BF996414A13, Order Line 1, Due to Dock Date 5/17/1999, Source Site MUSC, Ship to Code EH337. At the bottom right of the table area, it says "Rows Retrieved: 1". At the very bottom of the window are buttons for "OK", "Cancel", "More", "Select All", "Print", "Copy", and "Help".

Order	Order Line	Due to Dock Date	Source Site	Ship to Code	It
BF996414A13	1	5/17/1999	MUSC	EH337	

- Enter Search Criteria  
Order starts with PO#####
- Click on the **Search** button.
- Use one of the following methods to select the row(s) you wish to review:
  - Single row Double click
  - All rows Select All
  - Consecutive rows <Shift> click
  - Non-consecutive rows <Control> click
- Click **OK**. (Unless you double clicked a single row.)

## Receipt Maintenance Window

Activity Windows

File Edit Options Settings Window Help

Receipt Maintenance - MUSC, Purchase Order, BF996414A13, 1, 5/17/1999, MUSC, EH337, I005719

Site: MUSC Order Type: Purchase Order  
 Order: BF996414A13 Line: 1 Due Date: 5/17/1999  
 Source Site: MUSC Ship To: EH337  
 Item: 711220 ANTI A BIOCLONE  
 Vendor Item: Comments:

UOP: Each Remaining Qty Due: 0 Qty Received: 12

Receipt	Receipt Date	Receipt Qty	Qty to Disposition	UOM	Put-Away Bin Location	Shipment Reference	Packing Slip Nbr
I005719	8/26/1999	12	0	Each	B031203	082699ADELSONM	

Receipt: I005719 Receipt Date: 8/26/1999  
 Receipt Qty: 0 Qty to Disposition: 0  
 UOM: Each  
 Put-Away Bin Location: Material Status:  
 Shipment Reference: B031203 Packing Slip: 082699ADELSONM

Ready 1 of 1

Start Microsoft Word - RECEIPT... SmartStream Activity Windows 4:39 PM

List Area

## Reverse Receipt or Change Quantity

Even if you select multiple rows the Receipt Maintenance window will only display one row at a time.

- Highlight the row in the list area by single clicking on it. Notice the fields which can be changed are displayed at the bottom of the screen:
- **To Reverse Receipt:** Change the quantity to zero and SAVE. The system will ask you "Are you sure you want to reverse this receipt?" **Click OK**
- or
- **To Change a Receipt:** Change the quantity to the correct quantity, and modify the Packing Slip field date to today's date. SAVE. The system will ask you "Are you sure you want to reverse this receipt?": **Click OK**

**NOTE:** To display additional selected order lines, click on the blue scrolling arrows on the bottom right side of the window.

## Receipt Inquiry

You can inquire on a processed receipt by accessing the Receipt Inquiry activity.

Activity Windows

File Edit Options Settings Window Help

Receipt Inquiry - [Untitled]

Site: **MUSC** Receipt:

Item:

Vendor Item:

Receipt Information	
Status:	
Date Received:	
Shipment Information	Receipt Quantities
Shipment Reference:	Qty Received:
Carrier:	Qty Accepted:
Packing Slip:	Qty Rejected:
Bill of Lading:	Qty to Disposition:
	Qty Returned:
	UOM:

Ready

- From the Browser: Open the **Receipt Inquiry** activity
- Click the Open button or select File, Open.
- Enter Search Criteria:  
Order ID                      Contains                      POxxxxxx
- Click the **SEARCH** button
- Select the Line(s) you wish to review.

**INDEX**

<b>A</b>		<b>P</b>	
Additional Search Criteria .....	6	Packing Slip field .....	5
<b>B</b>		<b>R</b>	
Balancing Reports .....	3	Receipt Inquiry:.....	10
<b>C</b>		RECEIPT MAINTENANCE .....	7
Change a Receipt .....	9	Recordkeeping Requirements.....	3
<b>E</b>		RESET GRID SETTINGS .....	5
Entry Procedures.....	4	Reverse Receipt.....	9
<b>I</b>		<b>S</b>	
Introduction .....	4	Save Incomplete .....	5
		Search button.....	4, 6
		Searching for Receipts .....	6
		Select/Deselect All Lines .....	5
		<b>V</b>	
		Verified' option box .....	4