

Purchasing / Accounts Payable

Receiving (RCV)

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| Document Summary | |
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| Date | 2016/11/24 |
| Time | 12:00 AM |
| Template | Verbose |

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| Lesson Objectives | |
|  | On completion of this lesson you should be able to:   * Navigate to receiving. * Enter the received quantity, date of receiving and the delivery note. * Generate a receiving e-doc. |

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| Lesson Scenario | |
|  | * You are a KFS user and an initiator of your department. One of your key roles in the department is to do receiving for the goods you purchased. * For this lesson, use your staff member number and log into the KFS system. |

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| Lesson Prerequisites | |
|  | * You need to be a NWU staff member that is registered on KFS as a user. |

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2. Lesson Summary

## Main Menu

**KFS navigation:** **Main Menu >** **Transactions** **>** **Purchasing/Account Payable >** **Receiving**

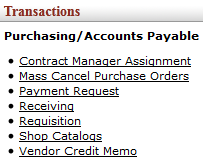


Figure 1

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| 1. | Select **Receiving** from the **Purchasing/Accounts Payable** submenu group in the **Transactions submenu** on the **Main Menu** tab. |

1. **Document Layout**

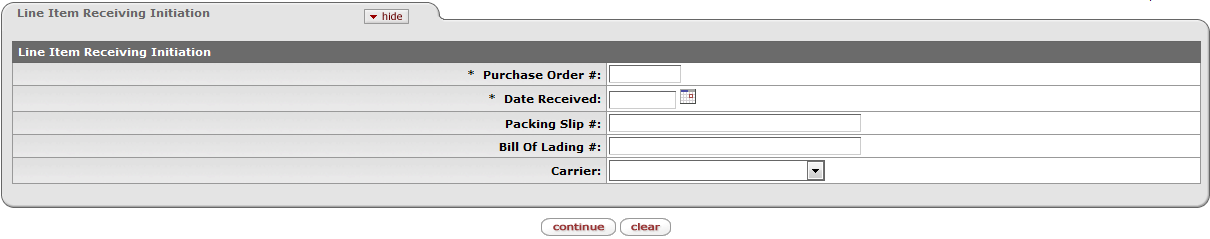


Figure 2

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| 1. | **Purchase Order #:** Type the Purchase order number in this field. |
| 2. | **Date Received:** Type or select cal date for the receiving of the items. |
| 3. | **Packing Slip #:** Type the required invoice number in this field, when available. |
| 4. | Click on buttonsmall_continue |

**2.1 Items Tab**

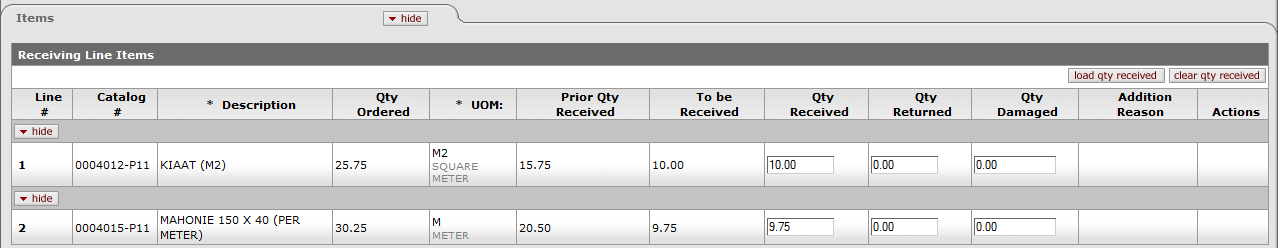


Figure 3

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| 1. | Enter the |
| 2. | Click on buttonsmall_submit and buttonsmall_reload to make sure that the status is “**Final**”. |



Figure 4

* The document number is used for the receiving number and the process is completed.
* After completing the receiving process, certain changes can be made to the quantity.

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| 1. | Click on **buttonsmall_correction** to correct the quantity on the document. |



Figure 5

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| 1. | Type the reason for the change and click on **buttonsmall_Yes** |

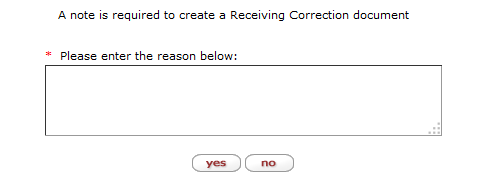


Figure 6

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| 1. | Make changes to the quantity. |

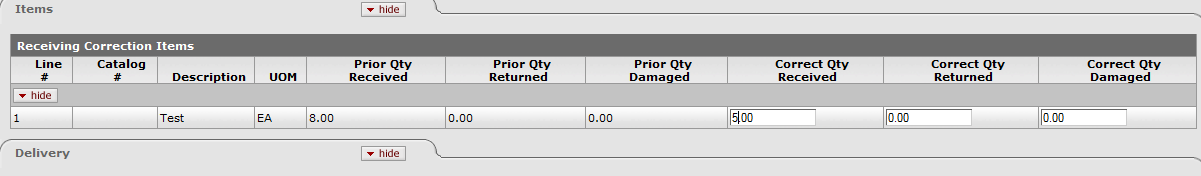


Figure 7

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| 1. | Click on **buttonsmall_submit** and then on **buttonsmall_reload** | |
| 2. | You will receive a new document / receipt number. | |
| **Lesson Summary** | | | |
|  | | Having completed this lesson you should be able to:   * Do receiving the items you have purchased; * Do corrections on the receiving quantity. | |