

# Receipting the purchase of an asset (goods receipting)

When you purchase an asset for your department/faculty, you must record the receipt of the goods in Themis to ensure they are added to the University's Asset Register. Goods that are not receipted may incur a *Quantity Received Hold* from Accounts Payable or on the asset invoice.

## Receipting goods

- 1 Navigate to **Document Production: Goods Receipting > Receipts**.

The Find Expected Receipts screen will display.

- 2 Enter your Purchase Order number and click the **Find** button.

The Receipts Header screen will display.

- 3 Enter receipt details, as appropriate.

Field	Action	Comment
Shipment	Enter the shipment details, if appropriate.	This field is optional.
Packing Slip	It is recommended you enter the Supplier Invoice number.	
Containers	Enter the number of containers received, if appropriate.	This field is optional.
Supplier	This field will default from the purchase order.	
Receipt Date	This field will default to "today".	
Shipped Date	Enter the date the goods were shipped.	This field is optional.
Received By	This field will default to your username, but may be changed if appropriate.	
Comments	Enter any appropriate comments regarding the shipment.	

- 4 Click on the Receipts screen behind the Header screen.

- 5 Tick the checkbox on the left-hand side of the screen, for each item you are receiving.  
If the quantity indicates a purchase of more than 1 asset (as in the example below) you must **adjust the quantity to 1**.

	Quantity	UOM	Destination Type	Item	Rev	Description	Location	[ ]
<input checked="" type="checkbox"/>	4	Each	Multiple			test assets		
<input type="checkbox"/>								

**Note:** to ensure separate serial numbers are reported when each asset is uploaded to the Assets Register you must receipt each individual asset separately.

- 6 Enter your department number in the Location field.  
7 Click on the **Descriptive Flex Field [ ]** located on the far-right of the row.  
The Receiving Transactions screen will display.

- 8 Complete the receiving details and click **OK**.

**Note:** you should complete as much information as possible, as the details entered in this screen will be transferred to the Asset Register.

Field	Action	Comment
Category	Enter the asset category or select from the LOV.	
Campus	Select the campus location of the asset from the LOV.	
Building	Select the Building location of the asset from the LOV.	
Room	Enter the room number of the asset.	
Bar Code Number	Enter the barcode number of the asset.	
Serial Number	Enter the serial number of the asset.	
Manufacturer	Enter the manufacturer details of the asset, if available.	
Model	Enter the model details of the asset, if available.	
Assigned To	Select the staff member to which the asset is assigned, from the LOV.	<b>Note:</b> scroll to the right of the screen to view the LOV button.

- 9 Click on **Save** in the Tool bar to ensure the individual asset has been receipted.

- 10 If you are receipting multiple assets repeat the process for each asset.

**Note:** the original ordered quantity will be reduced by the previously received item (e.g.: first goods receipt was quantity of 4, the second goods receipt will be a quantity of 3).

**Important note:** you will not receive an Asset Number at completion of the goods receipt entry. This will only be allocated following successful three-way matching and completion of the fortnightly major assets posting process which occurs in Financial Operations. Refer to the *Confirming the receipt of a purchase order* reference card for instructions on checking whether an asset has been receipted in Themis.