Receiving

Receiving Reports **are** important and required on certain purchases. Purchases using these codes cannot process payment without a receiving report. Entering a receipt is **required** for orders funded with **State or Federal Funds** or **Capital and Control Assets or purchases more than $4,999.99** (excluding Amount Only items)

Listed are Fund Codes, Account Codes and Descriptions that will require a receipt. *Note this is a partial list of Codes. For additional Account Codes use link Account Codes*

Example: State Fund codes: 21xx (Any fund code starting with 21)

Example: Fund Codes: 5100-5499 (Federal, state, local and private grants, contracts and agreements)

Capitalized Purchases

86110	$5,000 or more	Furniture & Equipment
86120	$5,000 or more	Computer Equipment
88210	$100,000 or more	Computer Software
86115	$5,000 or more	Telecommunication Equipment
86401	$5,000 or more	All Artwork, Collections, Museum Artifacts
86201	$5,000 or more	Motor Vehicles: Passenger Cars
86202	$5,000 or more Vehicle (UAV): Drones	Motor Vehicles: Truck, Van, Bus, Unmanned Aerial

Controlled Purchases

63161	Any Amount	Hand Guns, Rifles, Shotguns

63162	$500-$4,999.99	Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs, Projectors, Unmanned Aerial Vehicle (UAV): Drones
63163	$500-$4,999.99	Desktop/Laptop Computers, Tablets and Smartphones
63004	Any Amount	Food for Research
63005	Any Amount	Chemicals & Gases
63203	Any Amount	Animals

Example: Controlled items: ($500 to $4,999.99) Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs, Projectors, Unmanned Aerial Vehicle (UAV): Drones, Desktop/Laptop Computers, Tablets and Smartphones

Accounting Codes   Document Actions ▾ | History | 🖨 | ?

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	PC Business Unit	Project-Activity	Project2	Project3	edit
63163 Computer Equip Controlled								no value	no value	no value	

🔲 Accounting Codes Values vary by line.

Lines   Add Non-Catalog Item | Selected Line Item Actions ▾

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1 ✓	Quote #10359988. Dell Latitude 5500. All details included on attached quote. 🔗 more info...	1387305	EA	1,288.59	1 EA	1,288.59 USD	☐

Accounting Codes (same as header)

edit

Example: Controlled items (at any cost): Guns (handguns, rifles, automatic weapons, shotguns), Artwork, Specified Lasers, Encryption Technology, Sensors, Propulsion Systems, Infectious Agents, Food for Research, Toxins, Chemicals & Gases, Animals and Certain Materials for the Manufacture of Controlled Goods

Accounting Codes   Document Actions ▾ | History | 🖨 | ?

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	PC Business Unit	Project-Activity	Project2	Project3	edit
63005 Chemicals & Gases											

To receive select "Create Quantity Receipt" from "Document Actions"

Status

Document Actions ▼   History   🖨   ?

Add Comment	
Add Notes to History	
Cancel PO	
Finalize Revision	
Create Quantity Receipt	
Print Fax Version	
Close PO	
Add Non-Catalog Item	
Resend to Supplier	

General Information

PO/Reference No.	PO00■■■■
Revision No.	1
Supplier Name	HIED INC HUB more info...
Purchase Order Date	1/16/2020
Total	2,341.73
Owner Name	
Owner Phone	
Owner Email	
Requisition Number	

Receipt Create Date	**1/23/2020 2:36:59 PM**
Source	**Manual**

Delete Add PO Save Updates Complete

Summary Comments (0) History

?

Exact Match: PO No. PO0077793

□ **Header Information**   ?

Receipt Name   Requester

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	1/23/2020 📅 mm/dd/yyyy		**HIED INC**	Elizabeth Raymond

RECEIPT ADDRESS   **DELIVERY**

Location   [▼]
The University of Texas at San Antonio
One UTSA Circle
Central Receiving
San Antonio, TX 78249
United States

Carrier
Tracking No.
Attachments   Attach/Link
Notes
(1,000 Chars. Max)

Other [▼] [   ]
[   ]

Receipt Lines   ?

Line Details

?

Show Receipt Details   For Selected Lines: [Remove Selected Items ▼] Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	□
PO0077793 🖨	1	Per Quote #10359496: Dell OptiPlex 7470 AIO MLK computer.	1781881	1 EA		1		Received ▼	Remove Line / Receive & Return	□

Delete Add PO Save Updates **Complete**

Complete Receiving Report by clicking "Complete"

For Partial Receiving: Check item not received. Click "Go" (Remove Selected Items)

Summary | Comments (0) | History

?

Exact Match: PO No. PO0077937

☐ **Header Information** ?

Receipt Name   Requester

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	1/23/2020 mm/dd/yyyy		HIED INC	Elizabeth Raymond

RECEIPT ADDRESS   **DELIVERY**

Location

The University of Texas at San Antonio
One UTSA Circle
Central Receiving
San Antonio, TX 78249
United States

Carrier   Other
Tracking No.
Attachments   Attach/Link
Notes
(1,000 Chars. Max)

Receipt Lines ?

Line Details

?

Show Receipt Details   For Selected Lines: Remove Selected Items ▾ Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	☐
PO0077937	1	1781208Dell OptiPlex 3070 Micro		2 EA		2		Received ▾	Remove Line / Receive & Return	☑
PO0077937	2	1758015Dell Dell 23 Monitor – P2319HAdvanced Exchange Service, 5 Years		3 EA		3		Received ▾	Remove Line / Receive & Return	☐

Summary | Comments (0) | History

?

☐ **Header Information** ?

Receipt Name   Requester

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	1/23/20 mm/dd/yyyy		HIED INC	Elizabeth Raymond

RECEIPT ADDRESS   **DELIVERY**

Location

The University of Texas at San Antonio
One UTSA Circle
Central Receiving
San Antonio, TX 78249
United States

Carrier   Other
Tracking No.
Attachments   Attach/Link
Notes
(1,000 Chars. Max)

Receipt Lines ?

Line Details

?

Show Receipt Details   For Selected Lines: Remove Selected Items ▾ Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	☐
PO0077937	2	1758015Dell Dell 23 Monitor – P2319HAdvanced Exchange Service, 5 Years		3 EA		3		Received ▾	Remove Line / Receive & Return	☐

Complete Receiving Report by clicking "Complete"