



How to Receive Goods and Services in Colleague Self-Service

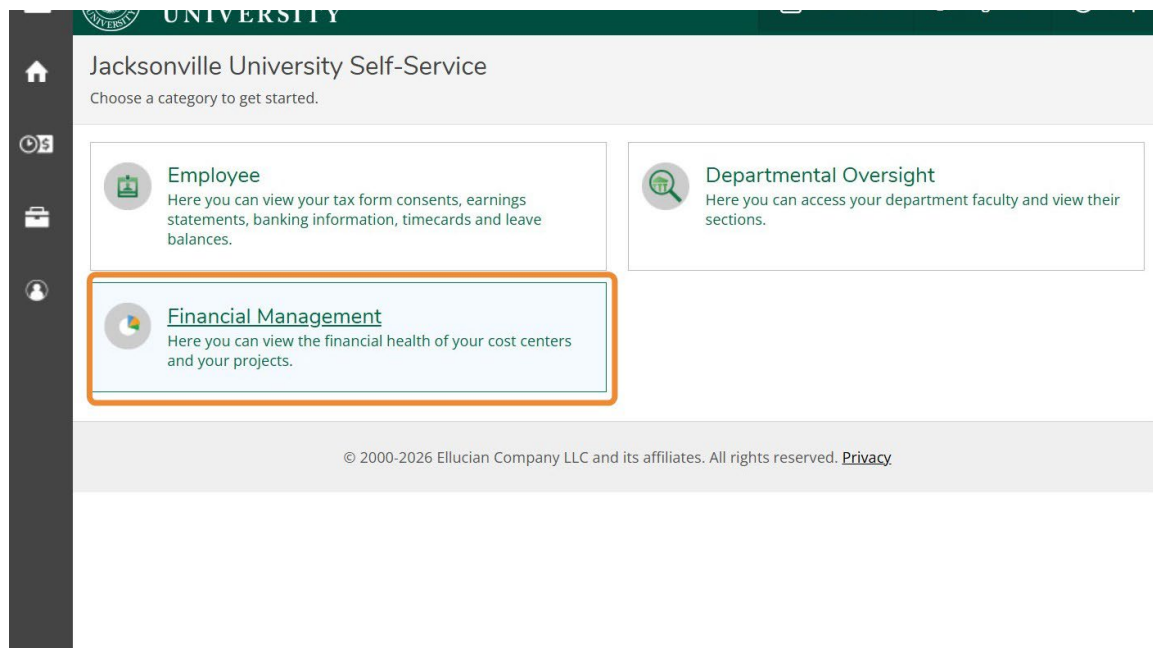
Learn how to record receipt of purchased goods or confirm rendering of services through the Colleague Self-Service portal. This guide provides a step-by-step walkthrough to ensure your receipts are recorded correctly and efficiently.

1. When goods are received or services are provided by a vendor, in accordance with the PO in place, department requesters must complete a receipt in Colleague Self Service. Complete receipts within 5 business days of receiving goods/services (for services, this is from the end of the "service period," such as the end of the month or the end of a project/repair).

For most POs, you don't need to wait to receive an invoice to complete a receipt.

For advance payments, like software subscriptions or licenses, complete the receipt once the PO is issued, then send the invoice to accountspayable@ju.edu for payment.

2. Go to the Colleague Self-Service portal at <https://jvile-ss.colleague.elluciancloud.com/Student>, then click "Financial Management."





3. Select the "Receive Goods and Services" tile.

The screenshot shows the 'Financial Management Overview' dashboard. It features a sidebar with navigation icons and a main content area with several tiles. The 'Receive Goods and Services' tile is highlighted with an orange border. The tiles include:

- Approve Documents**: Here you can approve a list of financial documents.
- Budget to Actuals**: Here you can view the financial health of your cost centers.
- Finance Query**: Here you can query your financial data.
- Receive Goods and Services**: Here you can receive or reject purchase order line items.
- Budget Development**: Here you can create and maintain your budget.
- Procurement**: Here you can create and maintain your procurement documents.

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4. You can search using your vendor or click the "Purchase Order Number" dropdown.

The screenshot shows the 'Procurement Receiving' page. It features a sidebar with navigation icons and a main content area. The 'Purchase Order Number' dropdown menu is highlighted with an orange circle. The page includes the following elements:

- Vendor**: A search box with the text 'Vendor Lookup' and a magnifying glass icon.
- Purchase Order Number**: A dropdown menu with the text 'None' and a downward arrow icon.
- The following apply to all lines received**: A section with two dropdown menus: 'Packing Slip' and 'Arrived Via'.
- Table**: A table with the following columns: Vendor/ Document, Item, Quantity, Qty Accepted, and MSD.



5. The "Packing Slip" and "Arrived Via" fields are unnecessary. Leave these fields blank.

The screenshot shows the 'Procurement Receiving' page in the Jacksonville University system. The user is logged in as 'ksmith124'. The page has a sidebar with navigation icons and a main content area. The main content area has a breadcrumb trail: 'Daily Work > Financial Management > Receive Goods and Services'. Below this is a section titled 'Receive Goods and Services'. It contains a form with two rows of filters: 'Vendor' and 'Purchase Order Number'. The 'Vendor' field has a 'Vendor Lookup' button and a search icon. The 'Purchase Order Number' field has a dropdown menu with 'None' selected. Below these is a section titled 'The following apply to all lines received'. It contains two fields: 'Packing Slip' and 'Arrived Via'. The 'Packing Slip' field is empty, and the 'Arrived Via' field has a dropdown menu with 'None' selected. These two fields are highlighted with a red box. Below the filters is a table with the following columns: 'Vendor/ Document', 'Item', 'Quantity', 'Qty Accepted', and 'MSD'.

6. Only POs with remaining quantities to receive, where you are listed as the Initiator, will appear. Select the relevant PO.

The screenshot shows the same 'Procurement Receiving' page as before, but with the 'Purchase Order Number' dropdown menu open. The dropdown menu shows a list of POs: 'None', 'None', 'P0039888', and 'P0040032'. The PO 'P0039888' is highlighted with an orange oval. The 'Packing Slip' field is still empty. The table at the bottom is the same as in the previous screenshot.



7. Enter the quantity of goods received or services rendered in the "Qty Accepted" field, based on how you set up your quantities on your requisition. You can receive all lines, only one, or any combination, depending on what was delivered (goods or services) to the University.

For example, the sample PO was set up with the number of hours as the quantity and the hourly rate as the price. If it was setup as a total job, with a quantity of 1 at a price of the entire est. price, I could only receive one single time.

Vendor Lookup

The following apply to all lines received
Packing Slip Arrived Via

Quantity:
The original quantity ordered minus all quantity previously received.

Vendor/ Document	Item	Quantity	Qty Accepted	MSDS Rcvd	Reject/ Return
Robert Ferrilli LLC (0554696) P0039888	Colleague Consulting Scvs	1,140.000	21	☐	📄
Robert Ferrilli LLC (0554696) P0039888	Change order to add 10	5.000		☐	📄

☐ Accept All

8. If you have received the entire remainder of the PO, you can quickly receive all the remaining quantity by checking the "Accept All" box.

es received
Arrived Via

☒ Accept All

	Item	Quantity	Qty Accepted	MSDS Rcvd	Reject/ Return
26)	Colleague Consulting Scvs	1,140.000	1140.000	☐	📄
26)	Change order to add 10	5.000	5.000	☐	📄



9. Once you've entered all the quantity that has been received, click "Submit".



es received

Arrived Via

☐ Accept All

	Item	Quantity	Qty Accepted	MSDS Rcvd	Reject/ Return
	Colleague Consulting Scvs	1,140.000	21	<input data-bbox="1157 556 1182 577" type="checkbox"/>	
	Change order to add 10	5.000	4	<input data-bbox="1157 634 1182 655" type="checkbox"/>	

10. Once you have completed the receipt, if you have the vendor's invoice submit it to accounts payable@ju.edu for payment. The vendor can also send the invoice directly to AP.

JU pays invoices on NET30 terms, which means that we pay invoices 30 days from receipt of the invoice or from receipt of the goods/services, whichever is later. **Your invoice will be paid on the last bi-weekly check run before the invoice due date.**