

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
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District Pamphlet
No. 37-1-4

3 December 1997

Financial Administration
RECEIVING REPORTS

1. **Purpose.** To prescribe policy guidance related to the processing of receiving reports.
2. **Applicability.** This guidance applies to all individuals in the Savannah District who process receiving reports in CEFMS.

3. **Reference.**

DFAS-IN 37-1, Chapter 20, Section III, 18 Sept. 1995

4. **Receiving Agents Responsibilities.**

- a. Receiving Agents will verify the supplies and services received by performing a physical count and/or inspecting the supplies/services to ensure that procurement documents specifications are met. Receiving agents are responsible for what they receive. A receiving agent should never sign for something he/she has not received.

- b. Prepare the receiving report immediately, if possible, but not later than 5 days from the date supplies and/or services are received. The invoice is not needed.

- c. Certify that the supplies and services conform with the procurement order.

5. Procedures for Preparation of Receiving Reports in CEFMS:

a. From the Main Menu (Screen **1.2**), select the following menu option for **Contractual Receiving Reports**:

- (1) **3 - Financial Management Functions** (Screen **1.60**)
- (2) **5 - Financial Management** (Screen **1.4**)
- (3) **6 - Expenditures/Disbursements** (Screen **1.16**)
- (4) **3 - Receiving Report Create/Update** (Screen **2.42**)

b. From the Main Menu (Screen **1.2**), select the following menu option for **Miscellaneous Receiving Reports**:

- (1) **3 Financial Management Functions** (Screen **1.60**)
- (2) **5 Financial Management** (Screen **1.4**)
- (3) **4 Request for Goods and Services** (Screen **1.6**)
- (4) **3 Create Purchase Requests** (Screen **1.6.3**)
- (5) **7 Other Miscellaneous Purchase** (Screen **1.6c**)
- (6) **12 Misc. Purchase Receiving Report** (Screen **2.42**)

(a) Press **F9**, then **F4** to get the Obligation List Screen, **4.51D**.

(b) Press **F2**, enter the obligation number, then **F3** to list the obligation.

(c) Press enter, this will bring back the receiving report create/update screen, **2.42**, with the information for the selected obligation filled in:

Obligation Number: The number assigned to the subject purchase order.

Delivery Order Number: The specific order number under an umbrella delivery order. This applies to contracts.

Description: A description of the work on the specific Purchase Order.

Number of Line Items: Automatically populated with the number of line items on the obligation number selected.

Receivers Name, Title, Address, and Phone No.: Name of employee logged on the system (assuming he/she meets the criteria to receive goods for the organization on that purchase order).

Receiving RPT Number: This field is automatically populated by the system, with the sequentially numbered Receiving Report of partial payment.

Reference Number: Any of the following can be entered: the vendors internal reference number, shipping document number, invoice number, or the service period.

Goods and Services Received Date: This date is automatically populated with the current date when the obligation data is pulled from the F4 screen. It should be changed to the date goods and services were received, but cannot be a date prior to the date when the purchase order was obligated.

Acceptance Date: The system populates this with the current date at the same time the "Goods and Services Received Date" is populated. It should be changed to the actual acceptance date.

Period - This shows the calendar year and the month this transaction will be posted to the general ledgers

Construction Acceptance Date: When the purchase order was obligated, a screen was filled showing the number of days for Constructive Acceptance (currently defaults

to 7 days in accordance with the Prompt Pay Act). Thus, when the Goods and Services Received Date is entered, the system adds 7 days to this date and populates the constructive acceptance date.

Note: Constructive Acceptance is not a substitute for accepting goods and services. Constructive Acceptance is used only for the purpose of determining the payment due date.

(d) Press **F4** to obtain list of Obligation Line Items (Screen 4.99A). This should be a list of all line items. Enter these line items one at a time. Press **Enter** to populate the selected Line Item on Screen 2.42.

Line Item Number through Amount Ordered:

These fields correspond with the line items, description, quantity ordered and amount ordered on the obligation screen.

Qty Recd This Rpt: This is the quantity being received at this point. This can be all or part of the quantity ordered. If the unit of measure is **Job** or **Lump Sum**, the quantity will be blank. If the actual unit price is lower than the unit price obligated, you should receive the full obligated amount and invoice for the actual amount. CEFMS will pay the lower of the two and will automatically deobligate the balance.

Qty Recd All Rpt: This is a cumulative total of the quantity received, which is calculated by the system. (The obligation quantity or amount cannot be exceeded).

Amount Recd This Rpt: If a **quantity** is ordered, the field will populate automatically with the unit price times the quantity. If **Job** or **Lump Sum**, enter the dollar amount received.

Amount Recd All Rpts: Cumulative amount received is calculated by the system.

(e) Press **End** to commit and save. If you have multiple line items to receive, you will press **End** after each line and then press **F9** to pull up the next line item.

(f) When Screen 2.42 is saved, after receiving the total quantity and amount, the **Final Receipt** field is populated with a **"Y"**. Accounts payable, general ledger effects and updates to the cost accounts will be processed when the Receiving Report is committed.

(g) Do a **"print screen"** for utility bills and attach a copy to the bill.

(h) For quarterly billings, do not prepare a receiving report until the end of the quarter. The system considers the date the receiving report is prepared as the received date. If the billing is not received until the end of the quarter, a month or two later, the payment is considered late and interest is calculated from that date.

(i) During the obligation process, an organization was designated to receive for a specific purchase order. Any employee in this organization can receive for the goods and services, but the employee must be designated as a receiver in the access control table of the data manager tables.

/s/

GRANT M. SMITH
COL, EN
Commanding

DISTRIBUTION: F
CESAS-IM-PR (5)
CESAS-IM-PL (1)