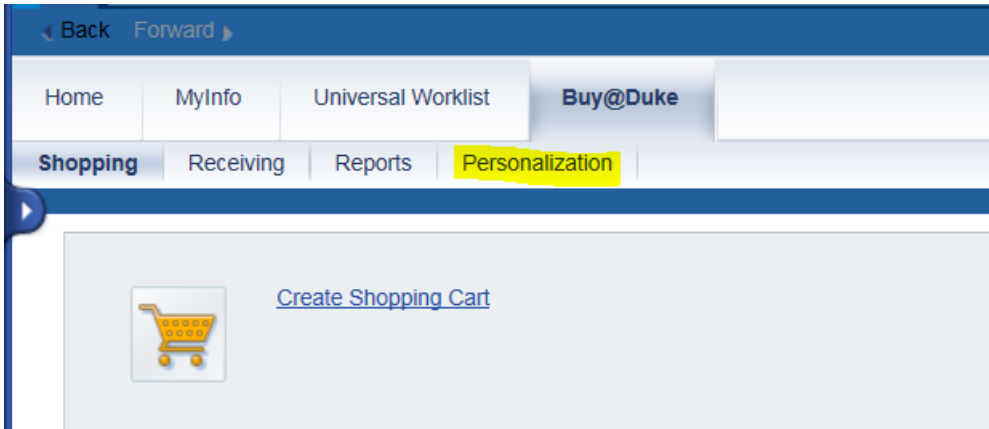


For Buy@Duke users in departments that utilize Goods Receipt the default attribute setting should be for Non-Valuated Goods Receipt unless your business office has specified the use of Valuated Goods Receipt. With Valuated Goods Receipt the accounting entry to the department's cost object occurs when Goods Receipt is completed. With Non-Valuated Goods Receipt the accounting entry to the department's cost object occurs when the invoice is posted in SAP.

Some Buy@Duke users have mistakenly set their default Goods Receipt attribute to Valuated Goods Receipt instead of Non-Valuated Goods Receipt. If you have determined that your default Goods Receipt attribute is set incorrectly, follow the instructions below to change the setting.

Under the Buy@Duke tab select **Personalization**



Click **Edit** and make sure the appropriate Form of Address is entered. Changes cannot be saved if the Form of Address is blank.

A screenshot of a 'Display Document' form. The title 'Display Document:' is in bold. Below the title is a yellow 'Edit' button with a pencil icon. The form displays employee information: 'Employee ID 50130662' and 'Name Mr. ID118 TRAINEE'. A section titled 'Personal Data' is expanded with a downward arrow. It contains three input fields: 'Form of Address:' with 'Mr.' selected, 'Last Name:' with 'TRAINEE', and 'First Name:' with 'ID118'. At the bottom of this section are two buttons: 'Position' (highlighted in blue) and 'User Account'.

From the Attribute selection menu choose Goods Receipt Flag (Valuated Goods Receipt setting).

The screenshot shows the 'Organizational Assignment' section of a software interface. It includes fields for 'Department' (6064100710) and 'Position' (TRAIN_118). A dropdown menu is open, listing various attributes. 'Goods Receipt Flag' is highlighted in blue. Other visible attributes include 'Delivery Days*', 'Flag: Forward Work Item*', 'G/L Account*', 'Goods Recipient*', 'Material Group*', 'Non Valued GR Flag', 'Plant*', 'Room Number*', and 'Team Shopping Cart'.

If there is an **X** in the Value field select **Reset To Default** to remove.

This screenshot shows the 'Attributes for User ZA SMT18' section. The 'Attribute' dropdown is set to 'Goods Receipt Flag'. To its right is a yellow 'Reset To Default' button. Below, the 'Default Value' field is empty, and the 'Value' field contains an 'X'. A copy icon is visible next to the value field.

Next, from the Attribute selection menu choose Non Valued GR Flag (Non-Valuated Goods Receipt setting).

The screenshot shows the 'Department Address' section. A dropdown menu is open, listing attributes. 'Non Valued GR Flag' is highlighted in blue. Other visible attributes include 'Goods Recipient*', 'Material Group*', and 'Plant*'. Below the menu, the 'Attribute' dropdown is set to 'Non Valued GR Flag' and a 'Reset To Default' button is visible. The 'Default Value' and 'Value' fields are shown at the bottom.

Enter an **X** in the Value field and click **Save** to complete the change.

Edit Document:

| |

Employee ID 50130662 Name Mr. ID118 TRAINEE

Department: 50084028; Biology E-Mail:

Position: 30000118; BUY@DUKE TRAINING POSITION 118

Functional Assignment

Department Head Of:

Purchasing Group: 00000000 ;

Department Address

Street/ House Number:

Postal Code/ City:

Country:

Attributes for User ZASMT18

Attribute:

Default Value: Val

Value:

Orders placed after the change is made will now default to Non-Valuated Goods Receipt instead of Valuated Goods Receipt.