

## **Receipts: Entering Receipts with Multiple Distributions**

## Overview

In previous learning cycles, you learned how to find an expected Receipt, and enter that Receipt against a Standard Purchase Order. You would follow those same steps when you enter a Receipt against a Release for a Planned Purchase Order. This learning cycle will give a brief review of what you just learned, as well as demonstrate how to enter a Receipt that has 'multiple distributions'.

- Since this learning cycle provides additional information for entering receipts with multiple distributions, we are not going to repeat the steps of completing the Receipts Header window.
- After entering the Header information we advanced to the Lines region on the Receipts window. The next step is to enter the line information for the goods received.

|                |                       | Current                  | cy Order Information |        | Out | side Sei | vices Ship  | Shipment Information |          |  |
|----------------|-----------------------|--------------------------|----------------------|--------|-----|----------|-------------|----------------------|----------|--|
| Quantity UC    | Dest<br>DM Type       | ination                  | Item                 |        | Rev | Descri   | ption       | Location             | Ц        |  |
| 80 Ea          | ch (+) Multi          | ple                      | 000000001            | 264    |     | (multi-  | acct) Funds |                      | <u> </u> |  |
|                |                       |                          | <u> </u>             |        |     |          |             |                      |          |  |
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| Order Tv       | Order Type Standard   |                          |                      |        |     | Order    | 62130       |                      |          |  |
| ilaguZ         | ier HERFF JO          | HERFF JONES INCORPORATED |                      |        |     | e Date   |             |                      |          |  |
| ltem Descripti | ion (multi-ac         | renta                    | 1                    | Hazard |     |          |             |                      |          |  |
| Destinati      | Destination -Multiple |                          |                      |        |     |          | [           |                      |          |  |
|                | ader Receiver Note    |                          |                      |        |     |          |             | ana an               |          |  |

## **Receipt Lines**

- All the shipments that meet your search criteria will display in this Receipts window.
  - Notice the small BLUE PLUS SIGN (+) between the UOM and the Destination Type columns.
  - The + also shows at the bottom of the Quantity column.
- The BLUE PLUS SIGN (+) means this Receipt has multiple distributions.
  - You can double-click either of the small BLUE PLUS (+) signs to display the multiple distributions.



• Notice that now there are now two more rows displayed and the plus signs have turned to minus signs.

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|-------|--|-----------------------------------|------------------|-----------|--------------------------|---------------|---------------------|--------------|---------------------|------------------------------|--------------------|--------------------------|-------|
| Lines |  | Details                           |                  | I]        | Currency                 |               | Order Information ( |              | Outside Services Sh |                              | ipment Information |                          |       |
|       |  | Quantity<br><b>80</b>             | UOM<br>Each      | -         | Destin<br>Type<br>Multip | ation<br>le   | ltem<br>00000       | 00001264     | Rev                 | Description<br>(multi-acct)  | Funds              | Location                 |       |
|       |  | 80                                | Each             |           | Exp                      | Expense       |                     | 000000001264 |                     | (multi-acct) Funds           |                    | Med Instru<br>Med Instru |       |
|       |  |                                   |                  |           |                          | 51136         |                     | 10001204     |                     |                              |                    |                          |       |
|       |  |                                   |                  |           |                          |               |                     |              |                     |                              |                    |                          |       |
|       |  |                                   |                  |           |                          |               |                     |              |                     |                              |                    |                          |       |
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- The first line tells us there is a Quantity of 80 to be received on this Distribution.
- Look at the bottom line; the Quantity is 0.
  - Someone has already entered this part of the "Distribution".
  - To find out how many items were in this Distribution, you will have to look at the Receiving Transaction Summary. (That will be covered in the in the next module.)
- Look at the middle Line; the Quantity is 80. This is the Line containing the items we received and is the **Distribution** we need to enter.
- Click the checkbox, next to the line corresponding to the Distribution of the item(s) we received.
- Next, verify that the number in the Quantity field is the amount actually received.
  - IMPORTANT: "Quantity" can be the actual NUMBER of items received, or it can be the DOLLAR AMOUNT for a receipt against a Release or a Purchase Order for 'services'.
- Enter the actual number received in the Quantity field if the number in the field is not correct.
- Next, verify the Location, which is the actual location where the items were received.
  - Remember--it must be a 'delivery location'--having an actual Room #.
  - Navigate to the Location field:
    - If the field is blank, enter the appropriate location.
    - If incorrect, delete it and enter the correct information.
- The last step to entering Receipt Line information is to populate the DFF; click in the [], located at the far right of the line.
- From this point, complete the Receipt, as demonstrated in the previous learning cycle.