SIU Southern Illinois University CARBONDALE

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.

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.
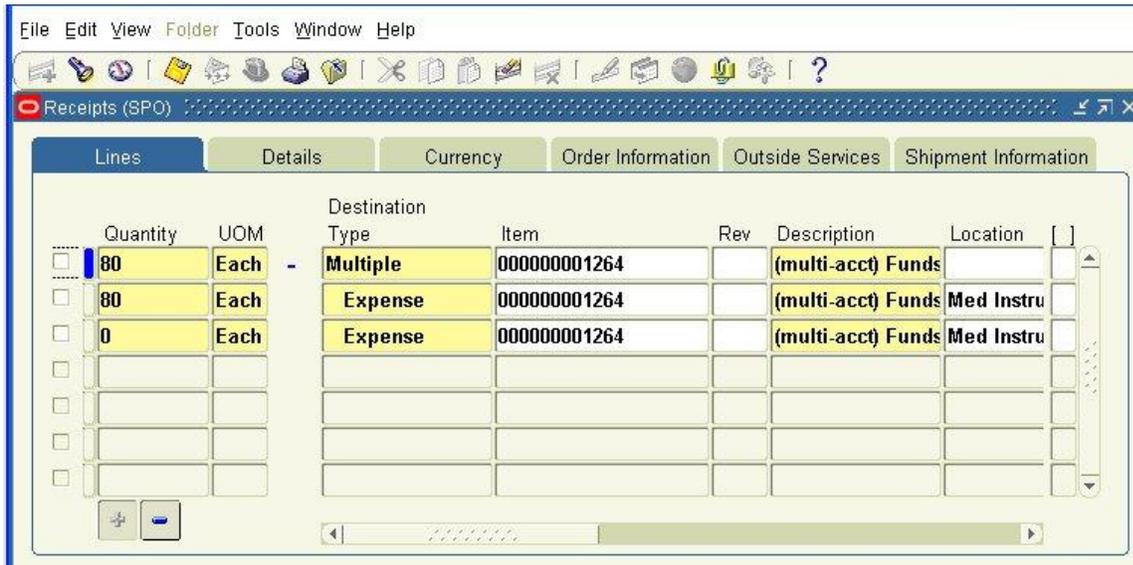
- The first line tells us there is a Quantity of 80 to be received on this Distribution.

- 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.