Receiving Transaction Summary: Finding Receiving Transactions

- As you work through the Unit for Department Receivers, you will notice that it provides much of the same information found in other learning cycles.

- However, once you become more familiar with the Department Receiver responsibility, you will realize that using the "Find Receiving Transaction" window can be an efficient way to locate receiving transaction information.

- The Find Receiving Transaction window gives you alternate ways to search for receiving transactions. This learning cycle addresses the most important ones.

Finding Receiving Transactions

- Begin by selecting the '**Receiving Transaction Summary**' function from the Department Receiver Navigator window.

- The **Organizations** window may display, if this is your initial logon. If you've been working in AIS, then it may not appear.
    – If you haven't already done so, select the appropriate Procurement Organization that received the goods/services.
    – Click **OK**.

- The **Find Receiving Transactions** window appears.
    – This form is used to enter search criteria and find specific information for a receipt.

Options for Locating Receipts

- Oracle offers several options for locating receipts using this window.

- The **Receipts** field is the most effective search criteria, when you are looking for a specific receipt.
    – Enter the number in the field and click the "Find" button to locate a single receiving transaction.
      Note: You should be able to find the Receipt number written on the documentation for the delivery.

- When searching for multiple receipt transactions related to a specific PO, you can use the **Purchase Order**, **Release**, **Line**, and **Shipment** fields.
    – Entering only the PO Number will return all receipts associated with the purchase order.
    – To limit the search for a Planned Purchase Order number, you can enter a specific Release number to return all receipts for the specific release.
    – To limit the search for a Standard Purchase Order number, add information about the specific line and or shipment.

- When you want to see receiving information for a specific Supplier, you can enter the name in the **Supplier** field.
    – This search criteria is more effective, when you enter a specific site for the supplier and information from the Tabbed Regions.

- The **Tabbed Regions** are located at the bottom of the Find Receiving Transactions window.
    – You can use combinations of the fields on any of the tabs to help fine-tune your search.
    – Searches that are based on a Supplier's name are more effective, when they are combined with criteria in this area of the window.

- The **Results Region** will help you to further define your search.
    – When you need to know how the receipt was shipped, select the radio button for **Headers** to open the **Receipt Headers Summary** window.
    – But, if you want to see the quantities and locations of the receipts, select **Transactions** to open the **Receipt Transactions Summary** window.

REMINDER: Keep in mind that the Receipt number is the "most effective" search criteria, when looking for a single and specific receipt.

Search by Purchase Order

- To perform a search using the Purchase Order **Number**, enter it directly into the field and press "Tab".
  – The **Source Type** and **Supplier** fields will populate with information from the PO; the **Line** field becomes enabled (not grayed out).
  – When the PO number is entered for a Planned Purchase Order, you will be able to enter the specific Release number in the Release field.
    - To enable the Release number, you must "Tab" to or "click" in the field.
  – To make the search *even* more specific, the "Line" of the Purchase Order can also be entered.
    - You can use the LOV in the Line field to help identify the line for which you are searching. The LOV will provide the line numbers and the descriptions of the items purchased on each line.
  – Populating the "Line" field enables the **Shipment** field; in the "**Item**" tabbed region, the **Item, Rev** field is also populated.
  – You can use the Shipment field to enter the shipment number specific to your **Ship-to-Location** for the designated "Line."
    - Click on the LOV indicator for the Shipment field; the **Purchase Order Shipments** window displays.
    - Enter **%** (wildcard) in the **Find** field; click **Find** to see all shipments.
    - Select the appropriate Shipment and click **OK**.

- After populating one or more of the above fields, click the **Find** button to start the search and open the **Receiving Header Summary** window.

Search by Supplier

- When the Receipt number or Purchase Order number are not known, searching by **Supplier** and **Supplier site** is an alternate search technique that may be used to find receiving transactions.
  – This is also a good method for reviewing all the receipts for a supplier.
  – TIP: When using the Supplier fields, enter a few characters of the Supplier's name to filter the list. The Supplier LOV is very large.

- Enter a portion of the supplier's name in the Supplier field and press '**TAB**' to display a shortened LOV.
  – This will prevent searching through the entire Supplier list in the database.

- A shortened Suppliers list is displayed.
  – The Suppliers are not listed in alphabetical order. For the most part, they are listed in ascending order by Supplier number (Code).
  – Highlight the needed supplier's name; click **OK**.

- The Find Receiving Transactions window re-appears.
  – The Source Type field has defaulted to "Supplier".
  – The "Supplier" chosen is now displayed in the Supplier field.
  – The "Results" section defaults to "Headers".

- Click '**Find**' to execute the search; the **Receipt Headers Summary** window displays.

Search by Date Ranges

- We'll open the Find Receiving Transactions window by selecting the menu path:
  – Edit > Clear > Form.

- The Find Receiving Transactions window re-appears.
  – Notice that the previous "Supplier" search criteria has been cleared from the form.
  – When you open this window using the Find icon on the toolbar or by using the menu path: View > Find, the search criteria you previously entered will display.

- A search based on **Transaction Date Ranges** is performed using fields from the **Transaction Details** tabbed region located at the bottom of the Find Receiving Transactions window.
  – The **Item** Tabbed Region is displayed by default.
  – To display search fields for the other regions, you'll need to click the appropriate tab.

- Begin by clicking the '**Transaction Details**' tab.

- The Transaction Details region displays the **Transaction Dates** fields.
  - The beginning date automatically defaults to the current date.
  - To change the date, click on the LOV indicator to open the Calendar and make the necessary changes.
    - Or, just type the date in the field in Oracle Date Format (DD-MMM-YYYY) and press "Tab".
  - The second date field will populate with the beginning date, just entered.
  - Change the date in the second field using the LOV or by manually entering the date.
    - Populating the date fields automatically advances to the Shipments tab.

- When both date fields are populated, click '**Find**' to start the search and display the **Receipt Headers Summary** window with receipts matching the date range, specified for the search.

Additional Searches

- You may want to perform more than one search for receiving transactions, once you begin working in AIS.

- To return to the Find Receiving Transactions window from the Receipt Headers Summary window, you can:
  - Click the **View** menu and select **Find…**
    - The Find Receiving Transactions window re-appears; click "**Clear**" to erase any previous search criteria.
  - Or, use the following menu path: **Edit > Clear > Form**.
    - The Find Receiving Transactions window re-appears.
    - The previous search criteria are automatically cleared from the form.

Receipt Headers Summary

- If the default "Headers" is accepted, when executing a search from the Find Receiving Transactions window, the **Receipt Headers Summary** window will display.

- The Receipt Headers Summary window displays all the receipt headers, matching the search criteria entered.
  - From this window, you can review the information in the header or select a receipt and click the **Transactions** button to review the details on the receipt.
  - Remember to use the **Horizontal** and/or **Vertical Scroll Bars** to view more fields or additional receipts that are not visible in the default format of the window.

- When viewing is complete, click the **Close Form** icon on the Toolbar to close the Receipt Headers Summary window and all other windows associated with it.