

## Receipts: Entering Receipts

### Overview

The recording of the "Receipt" of goods and services against a specific Purchase Order is determined based on the match type selected, when the Purchase Order is created.

Department Receivers, entering receipts for the purchase of goods or services, must be familiar with various details regarding the receipt. They are also required to follow steps in a defined sequence while entering the receipt. The details you will need to be aware of and the steps you will need to follow are demonstrated in this Learning Cycle.

### When

- The first step for Department Receivers and one they must be very clear on is... "WHEN" to enter a Receipt into AIS.
- First, some background...
  - When a Purchase Order (PO) is entered into AIS by a Purchasing Buyer:
    - AIS automatically assigns a PO number
    - A Purchasing Buyer determines the Match Type
    - Match Type is either a 2-way match or 3-way match
    - Receipt Routing is designated.
    - The Purchasing Buyer notifies the Department of the PO Number, Match Type and Receipt Routing.
- Only Receipts that are designated with a Direct Delivery Receipt Routing need to be entered by a Department Receiver.
  - The receipt entry is required.
- The Department must notify its Department Receiver of the PO Number and to watch for the delivery. The Department Receiver will need this information in order to enter the Receipt upon delivery of the goods or services.

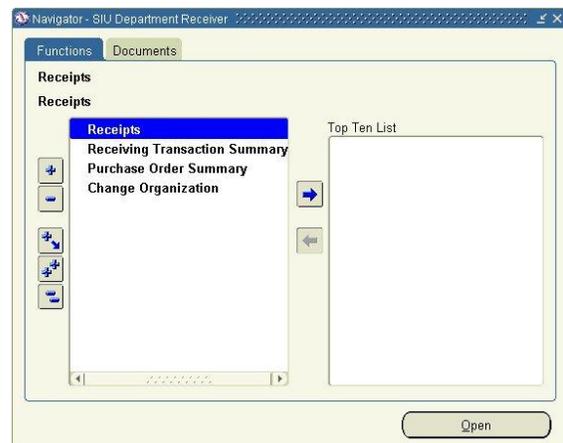
### How ..... By Whom?

- How the recording of the receipt is performed and by whom depends upon the type of receipt.
- This determination is made based on the following guidelines:

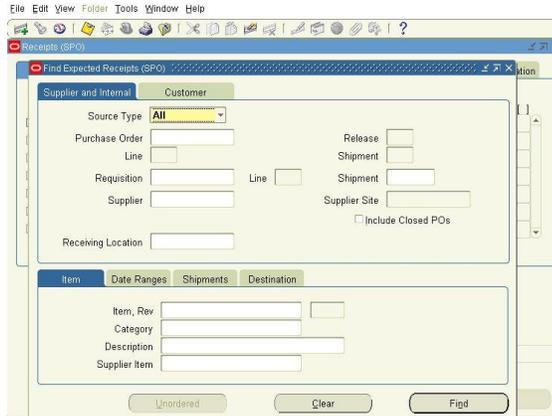
MATCH TYPE	RECEIPT ROUTING	REQUIRES:
2-way Match	Standard or Direct	PO + INV
3-way Match	Standard	PO + INV + Receipt entered by Central Rec.
3-way Match	Direct	PO + INV + Receipt entered by Dept Receiver

### Entering the Receipt

- To demonstrate how to enter a receipt, we will begin at the Oracle Applications Navigator.

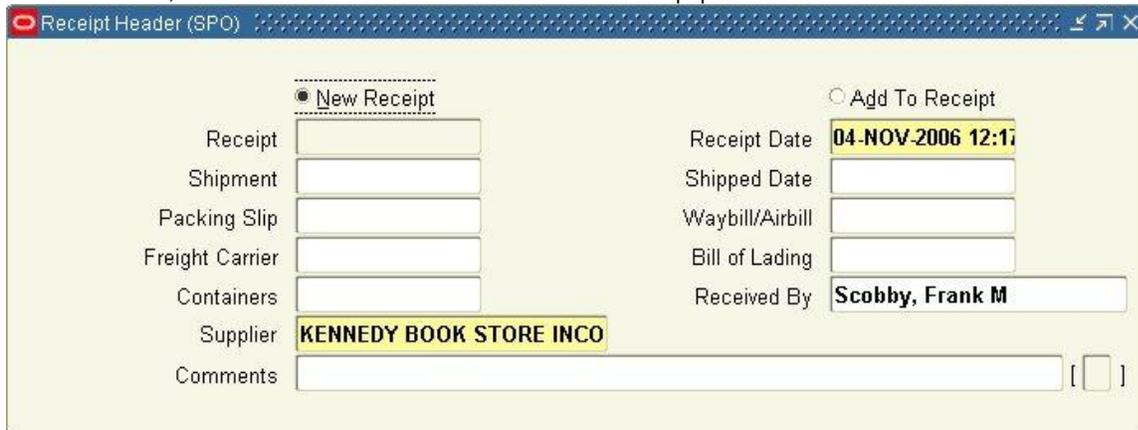


- The **Find Expected Receipts** window opens.
- We'll enter the Purchase **Order #** (71029) to bring up the specific PO.
  - Remember – you'll have a different PO #.
- Click **Find** or press **Enter** on your keyboard to execute the query.



## Receipt Header

- The Receipt Header window displays. The Receipts window will be displayed in the background.
- Remember - the acronym for the procurement organization you are working in will also display in the title bar of the window.
- You will begin entering the receipt information on the "Receipt Header" window. You are not required to populate all the fields; this demonstration will show the fields that must be populated.



- **New Receipt** - The radio button for New Receipt is checked by default. Accept the default receipt type.
  - The **Add To Receipt** is not used by SIU. It does not provide as clear an audit trail as the 'New Receipt'.
- The **Receipt Date** field defaults with today's date.
- In AIS, you should always record the receipt of goods as the same day you receive it. The date entered into this field should be the date you received the goods.
- You will find the **Shipped Date** on the Supplier's Packing List that comes with the shipment. This date should be entered in the "Shipped Date" field. You may type the date using Oracle's date format or use Oracle's calendar feature to enter the date. This is a required field.
- A **Packing Slip** probably came with the goods received.
- The Packing Slip number should be recorded for future reference.
  - Completing fields where there is 'known' information, is very important for the history of a transaction.
- Click in the Packing Slip field and enter the Packing Slip number.
- The next field, to populate is **Freight Carrier**; it is important to record the Freight Carrier that shipped/ delivered the goods to you.
- Place your cursor in this field.

- This field has an LOV from which to select a Freight Carrier.
  - Enter a few characters for the Freight Carrier you want and press 'Tab'.
- This displays a Freight Carriers window with a list of those carries beginning with the letters you entered.
- Arrow down or click on the applicable choice.
- With your choice highlighted, click OK.
- The Freight Carrier field is populated with your selection.
- **Containers** is the next data entry field on the Receipt Header window to be entered.
- Completing the Containers field with the number of containers received records very important transaction information and is a 'required' field.
- Enter the number of containers we received and press "Tab" to advance the cursor.
- Pressing Tab after populating the Containers field advances the cursor to the **Received By** field. This field requires no manual input.
  - The Received By field defaults to the name of the person entering the electronic receipt of the goods.
- Tabbing once more advances the cursor to the Supplier field.
  - No data entry is required for this field, either. The Supplier field defaults from the original purchase order.
- Click in the **Comments** field.
- The Comments field is 'free-form' and can be used to record any information specific to the receipt.
  - Enter any applicable comments in this field. An example of a comment is to note that a portion of the shipment is on backorder.
- The **Receipt Header** is now complete.
- Press **Enter** on the keyboard to move on to the **Receipt** window
- The next step is to enter the shipment **Line** information for the goods received. Notice it is the active Tab.

## Receipt Lines

The screenshot shows the 'Receipts (SPO)' window with a table of receipt lines and a summary section below.

Quantity	UOM	Destination Type	Item	Rev	Description	Location
3	Each	Expense	00000001733		Orange, Model N	NW Annex
3	Each	Expense	00000001733		Black, Model NTT	NW Annex
3	Each	Expense	00000001733		Red, Model NTT	NW Annex
3	Each	Expense	00000001733		Tan, Model NTT	NW Annex
3	Each	Expense	00000001733		Yellow, Model NT	NW Annex
3	Each	Expense	00000001733		Brown, Model NT	NW Annex
3	Each	Expense	00000001733		Chrome, Model N	NW Annex

Summary Section:

Order Type	Standard	Order	71029
Supplier	KENNEDY BOOK STORE INCORPORA	Due Date	20-OCT-2006 00:00
Item Description	Orange, Model NTT Dell Computer S	Hazard	
Destination	NW Annex A 120---	UN Number	
Header Receiver Note		Routing	Direct Delivery
Shipment Receiver Note			

Buttons: Lot - Serial, Cascade, Express, Header

To demonstrate, we will enter receipt information using the first shipment line on the Receipts window below. In Production, you will have to locate and select the appropriate line. If you were to receive the entire shipment at one time, you would have to enter all of the lines that correspond to the shipment.



### Very Important:

The Receipt Lines Checkbox (circled in red here) MUST be checked.

If you do not check this box, the system will not show the goods as received, even though a Receipt number will be generated and the header information will remain when you save your work.

- Click the checkbox next to the line corresponding to the item you are receiving, **first** thing.
- A **Note** window might open when you click the checkbox, if you are receiving within 30 days early or late of the Date Promised on the purchase order.
  - For example, if the date promised is 01-Jul-2006 and you are receiving on 31-Jul-2006, a **Caution** window will open.
  - Or, if you are receiving on 01-Aug-2006 and the date promised is 01-Sep-2006, the window will also launch.
- This is just an informational note; click **OK** to proceed and close the window, no further action is needed.
- A check will appear in the checkbox for the chosen line.

### Important

If there is a blue plus (+) sign in between the UOM and the Destination Type fields, this signifies that there are multiple distributions to receive against. Entering receipts for Multiple Distributions will be explained in the next Learning Cycle.

### Quantity & Location Field

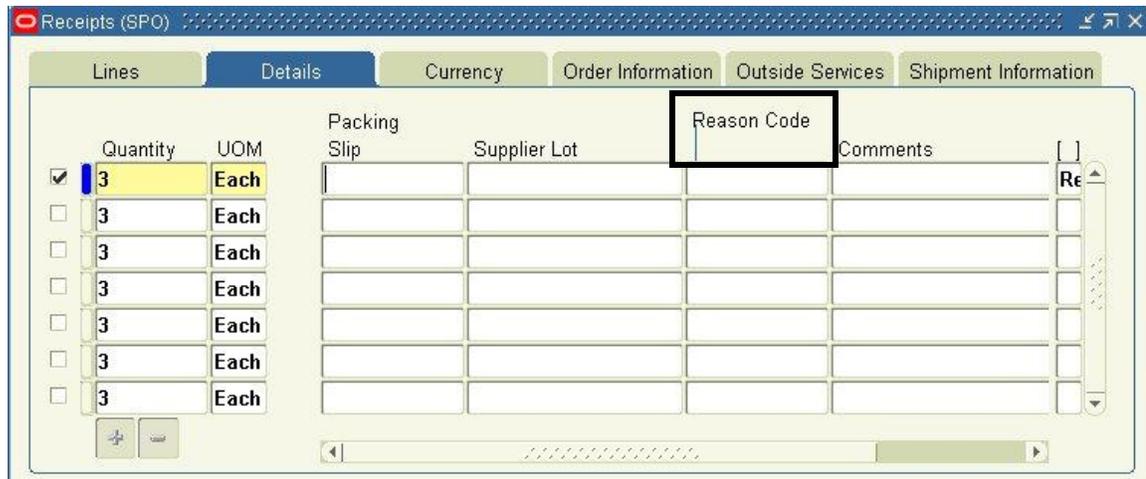
- Verify that the number in the Quantity field is the amount actually received.
  - If it is not correct, change the field contents to the correct Quantity.
- Place your cursor in the Location field; verify the Location.
  - The contents of this field identify the actual location where the items were received.
  - You may want to use the Editor window to view all of the contents for this field.
  - If incorrect, delete and enter the correct location. If blank, enter the Location using the LOV.

### Line Descriptive Flexfield

- After verifying the Quantity and Location field contents, the next step is to populate the Line Descriptive Flexfield (DFF). The DFF must be completed.
- Open the DFF by clicking in the field indicated by the brackets [ ].
- The Receiving Transactions window displays (it's a pop-up window).
- **Transaction Type** is the only field on the Receiving Transaction window.
  - Use the Transaction Type LOV to populate the field.
  - From the Transaction Type LOV, select **Receipt** and click **Ok**.  
**ALWAYS** select 'Receipt' from the list of values.
- The Receiving Transactions window re-appears with the Transaction Type field populated.
- Click **OK** to complete the entry and return to the Receipts window.

### Details Region

- Sometimes, it is necessary to record the condition of the items received.
- Use the **Details** Tabbed Region of the Receipts window by clicking on the Details tab to access the region.
- The Details region is displayed, as shown below.



- If needed, use the **Reason Code** field to enter the condition of the items received.
- Place the cursor in the Reason Code field.
  - The Reason Code field contains a List of Values that describes possible conditions of the items received.
  - Click the LOV indicator in the 'Reason Code' field.
  - A list of **Transaction Reasons** is displayed.
- You'll need to scroll through the list and select the appropriate Reason Code, and then click OK to populate the Reason Code field with your selection.
- If the appropriate reason is NOT in the list, click 'Cancel' to return to the Receipts window.
- If the appropriate Reason Code is not found on the list of values, the **Comments** field can be used to record the necessary information.
- Click in the Comments field to activate it.
  - The window will shift, showing the entire width of the field.
  - The Comments field is free-form.
  - If needed, you could now enter the reason describing the condition of the items received into this field.

- After entering the Reason Code or other applicable text in the Comments field, data entry for the Details region is complete.
- Return to the Lines region by clicking on the Lines tab.
- The Header and Lines regions for this receipt are now complete.

### **Saving Your Work**

- The next step is to **SAVE** your work.
- Save the receipt by clicking the **Save** icon on the Toolbar.
- Verify the transactions saved by viewing the Message Line at the bottom of the window:
  - FRM -40400: Transaction complete: 2 records applied and saved.
  - This statement tells us the transactions saved, successfully.
- The system automatically assigns a Receipt Number, when the receipt transaction is saved.
- The Receipt Number is displayed on the Receipt Header window.
- Return to the Receipt Header window by clicking the **Header** button.
- The Receipt field is now populated with the Receipt Number from your transaction.
  - It is a good idea to record the Receipt Number for future reference.
- This completes the entry of the receipt.
- To close and return to the Navigator, select the File menu and **Close Form**.
  - You can also use the Close Form icon on the Toolbar.