



Southern
Illinois University
Carbondale

DEPARTMENTAL

RECEIPT ENTRY

MADE SIMPLE

Contacts:

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Procurement Services: 453-5751

January, 2018

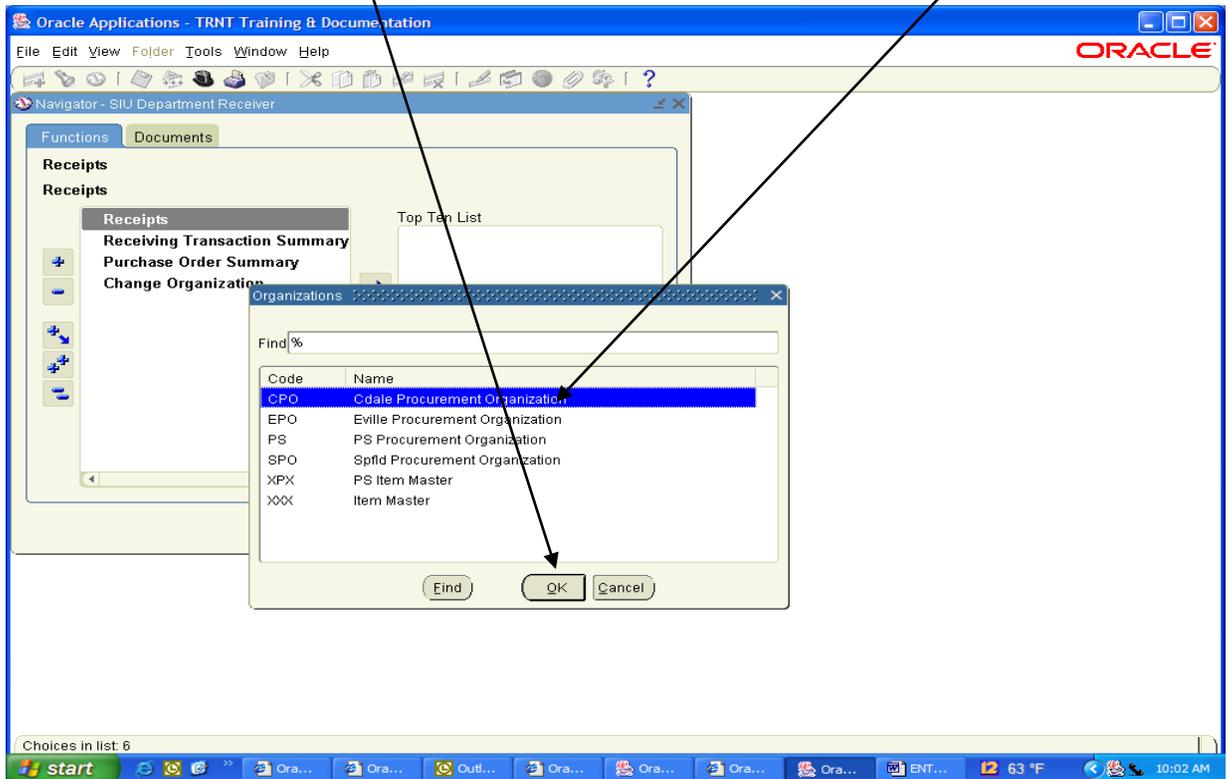
Table of Contents

ENTERING A DEPARTMENTAL RECEIPT 2

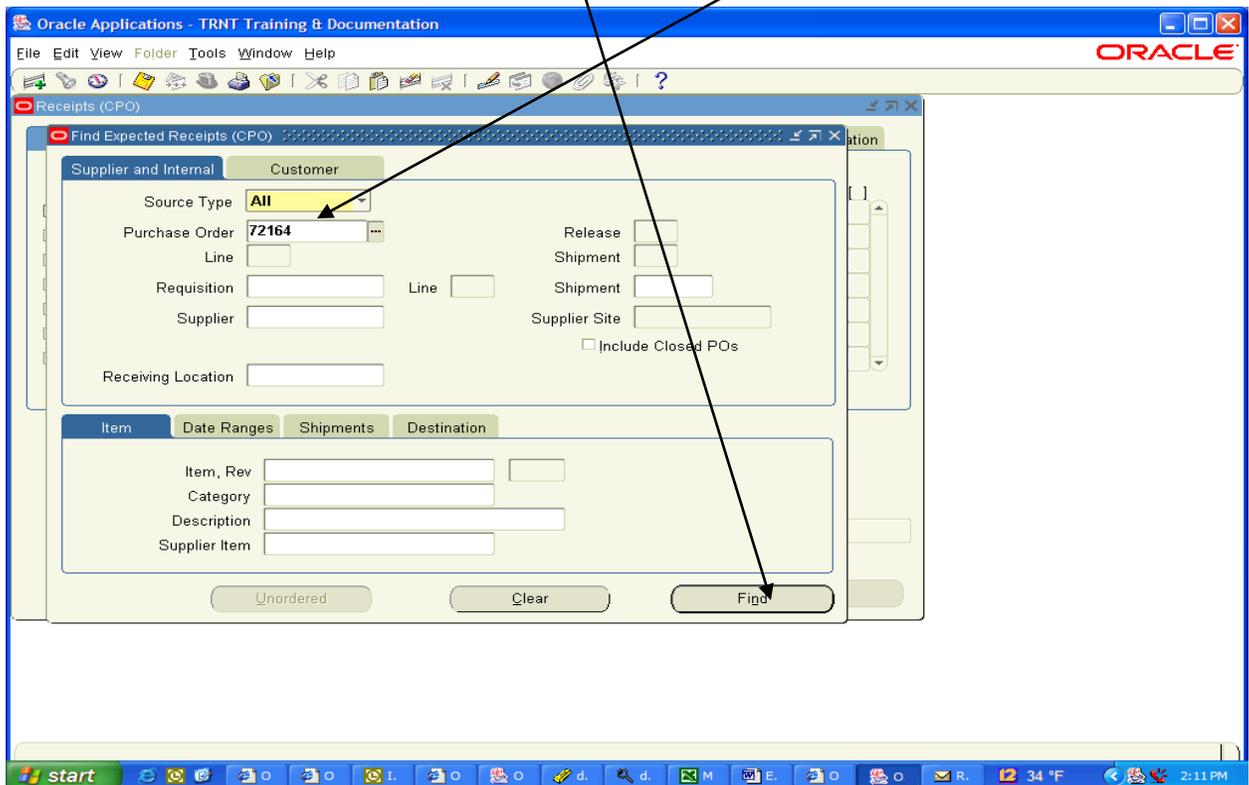
ENTERING A RECEIPT WITH MULTIPLE DISTRIBUTIONS..... 7

ENTERING A DEPARTMENTAL RECEIPT

1. Log into AIS and select the “SIU Department Receiver” Responsibility.
2. Highlight “Receipt” and click on “Open”.
3. An organizational window will appear. Highlight “CPO Cdale Procurement Organization” and click OK.



4. Within the "Find Expected Receipt" window, enter the purchase order number in the "Purchase Order" field and click FIND.



5. The Receipt Header window will appear.

The following fields are required to be filled in by the Departmental Receiver:

- Shipped Date: enter the date found on the packing slip.
- Freight Carrier: Using List of Values, highlight the applicable name of the freight carrier which delivered the merchandise.
- Containers: Enter the number of containers (not individual items) that were delivered.

The remaining fields (Shipment, Packing Slip, Waybill/Airbill, and Bill of Lading and Comments) are optional.

Oracle Applications - TRNT Training & Documentation

File Edit View Folder Tools Window Help

ORACLE

Receipts (CPO)

ReceiptHeader (CPO)

New Receipt Add To Receipt

Receipt

Receipt Date **17-JAN-2007 14:13**

Shipment

Shipped Date **17-JAN-2007 00:00**

Packing Slip

Waybill/Airbill

Freight Carrier **Vendor Truck**

Bill of Lading

Containers **2**

Received By **Abell, Deborah Ann**

Supplier **ZONES INCORPORATED**

Comments

Order Type **Standard**

Order **72164**

Supplier **ZONES INCORPORATED**

Due Date **04-DEC-2006 00:00**

Item Description **#P01601820, Mfr. #1869CSU XX TPAD**

Hazard

Destination **Not Applicable-Cdale-Fisher, Bruce W**

UN Number

Header Receiver Note

Routing **Direct Delivery**

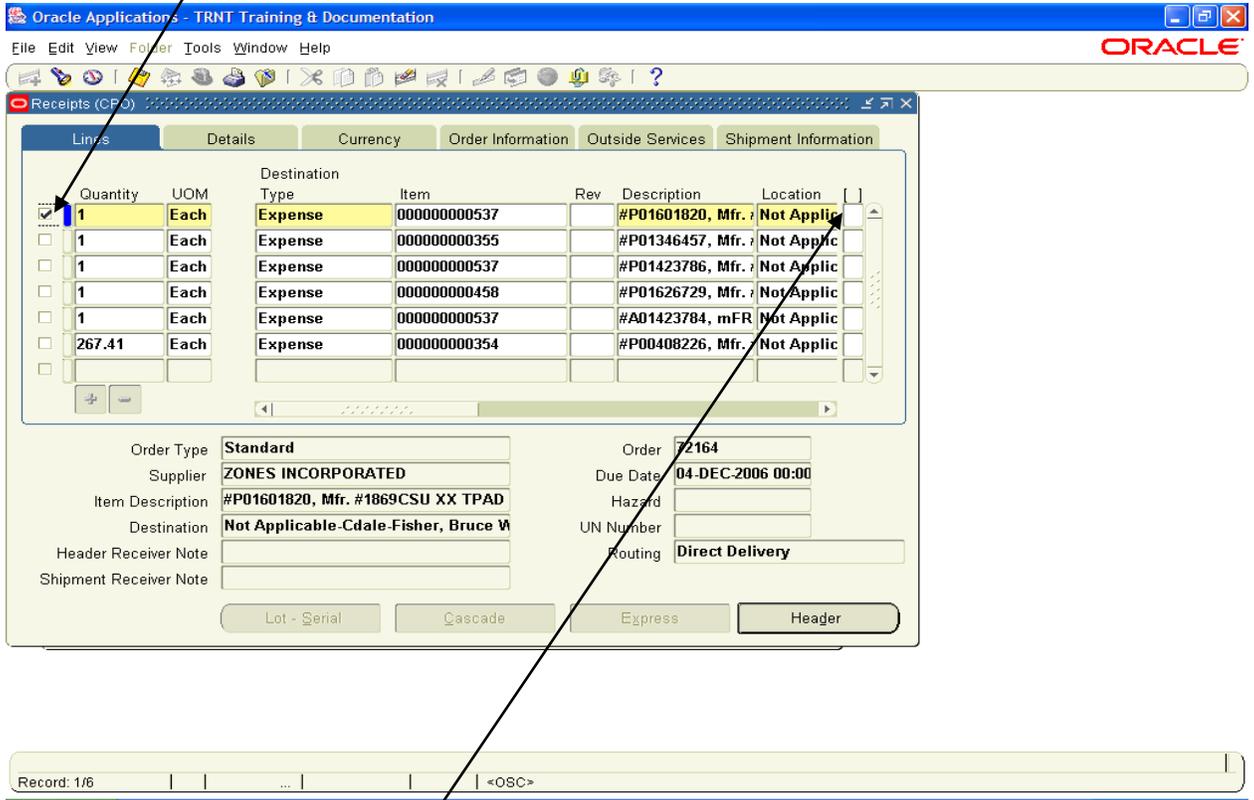
Shipment Receiver Note

Lot - Serial Cascade Express Header

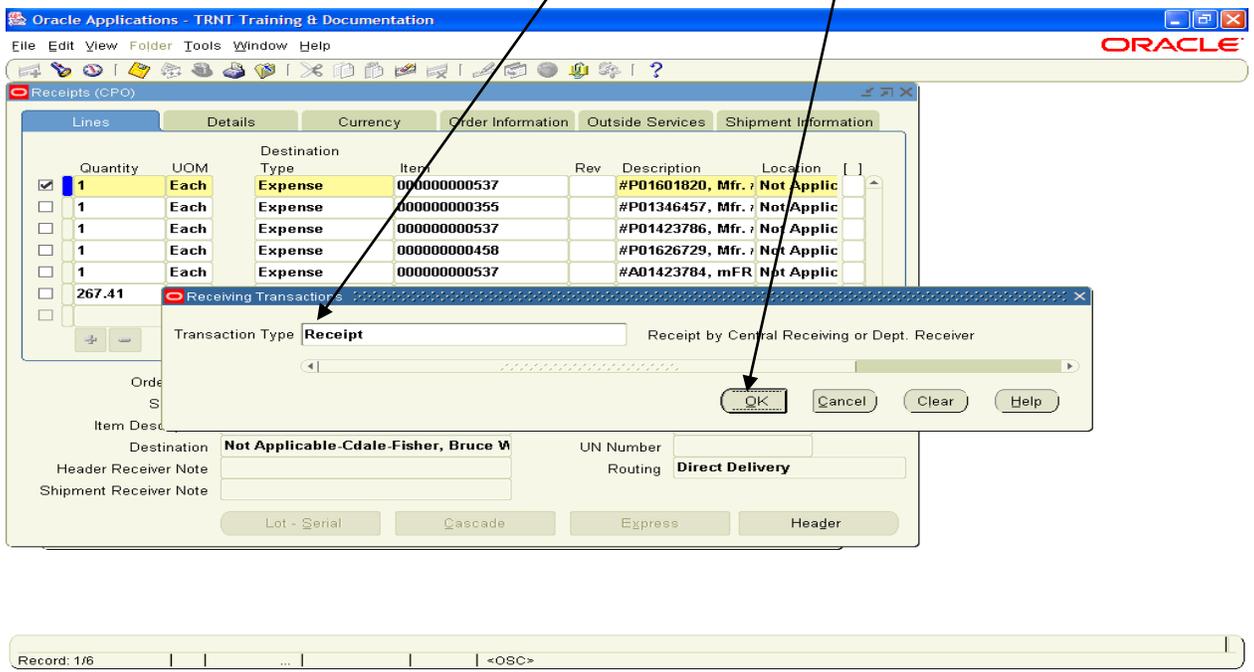
Record: 1/1 | ... | <OSC>

6. Tab through the Received By and the Supplier fields to accept the defaults. However, the "Received By" field can be changed to the name of the individual who actually received the merchandise.
7. Hit Tab (or minimize the Receipt Header window). This will bring up the Receipts Window.

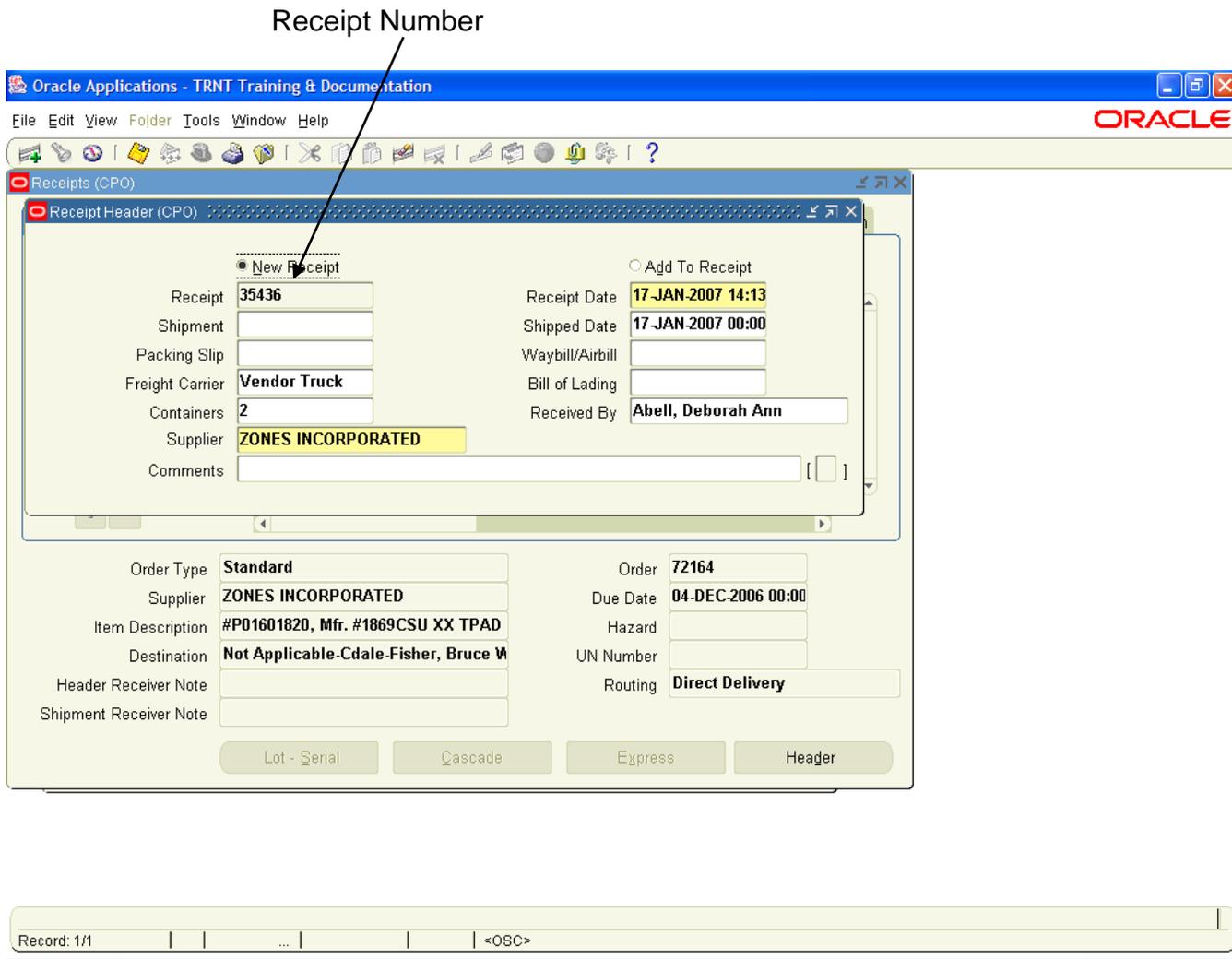
- Click in the check box next to the line corresponding to the item(s) you received.



- Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.
- Click on the Receipt DFF and enter an "R" and TAB. Click OK.



11. The Receipts window will return. Save the entered information in one of the following methods:
 - A. Click on the yellow SAVE button on the Tool Bar.
 - or -
 - B. Choose File from the menu, then choose SAVE.
12. The system automatically assigns a receipt number. To view the assigned Receipt Number, click on the "Header" button in the lower right hand corner of the screen.



13. To exit the Receipt screen, choose File → Close Form.
14. If you received an invoice from the Vendor, notate the purchase order number on it and forward it to Accounts Payable for payment.

ENTERING A RECEIPT WITH MULTIPLE DISTRIBUTIONS

After querying the Purchase Order through the “Find Expected Receipts” window (Path = Receipts → Select Organization → Find Expected Receipts), the Receipt Header window will appear.

Enter in the required information in the following fields:

- Shipped Date: enter the date found on the packing slip.
- Freight Carrier: Using List of Values, highlight the applicable name of the freight carrier which delivered the merchandise.
- Containers: Enter the number of containers (not individual items) that were delivered.

The remaining fields (Shipment, Packing Slip, Waybill/Airbill, and Bill of Lading and Comments) are optional.

Tab through the Received By and the Supplier fields to accept the defaults. However, the “Received By” field can be changed to the name of the individual who actually received the merchandise.

Oracle Applications - TRNT Training & Documentation

File Edit View Folder Tools Window Help

Receipts (CPO)

Receipt Header (CPO)

New Receipt Add To Receipt

Receipt

Shipment

Packing Slip

Freight Carrier **Vendor Truck**

Containers **8**

Supplier **KENNEDY BOOK STORE INCO**

Comments

Receipt Date **18-JAN-2007 13:28**

Shipped Date **17-JAN-2007 00:00**

Waybill/Airbill

Bill of Lading

Received By **Abell, Deborah Ann**

Order Type **Standard**

Supplier **KENNEDY BOOK STORE INCORPORA**

Item Description **Precision 690 to include items listed c**

Destination **-Multiple--**

Header Receiver Note

Shipment Receiver Note

Order **72009**

Due Date **27-NOV-2006 00:00**

Hazard

UN Number

Routing **Direct Delivery**

Lot - Serial Cascade Express Header

ORACLE

start

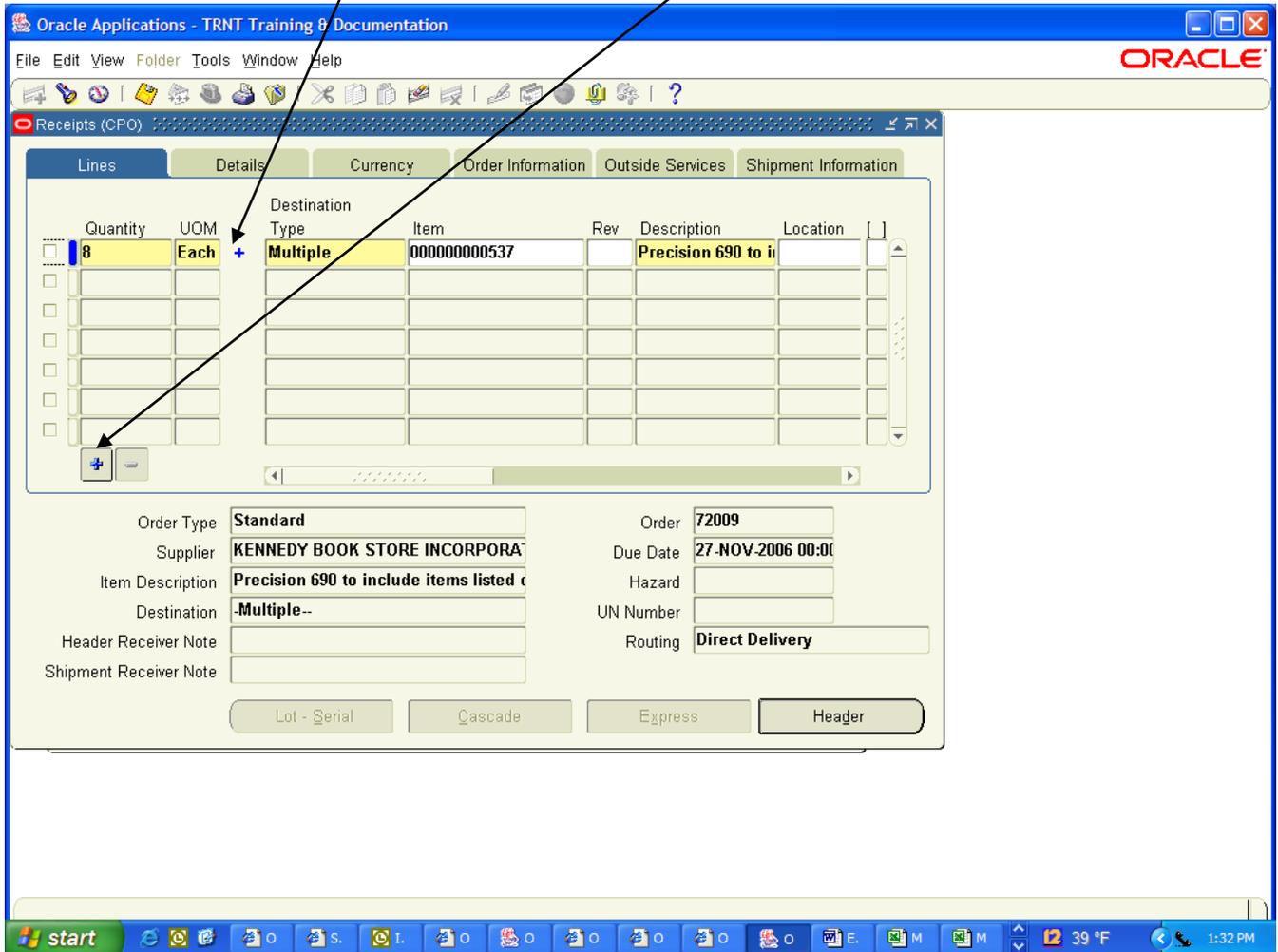
39 °F 1:29 PM

Hit Tab (or minimize the Receipt Header window). This will bring up the Receipts Window.

Locate the line which corresponds to the item(s) you received.

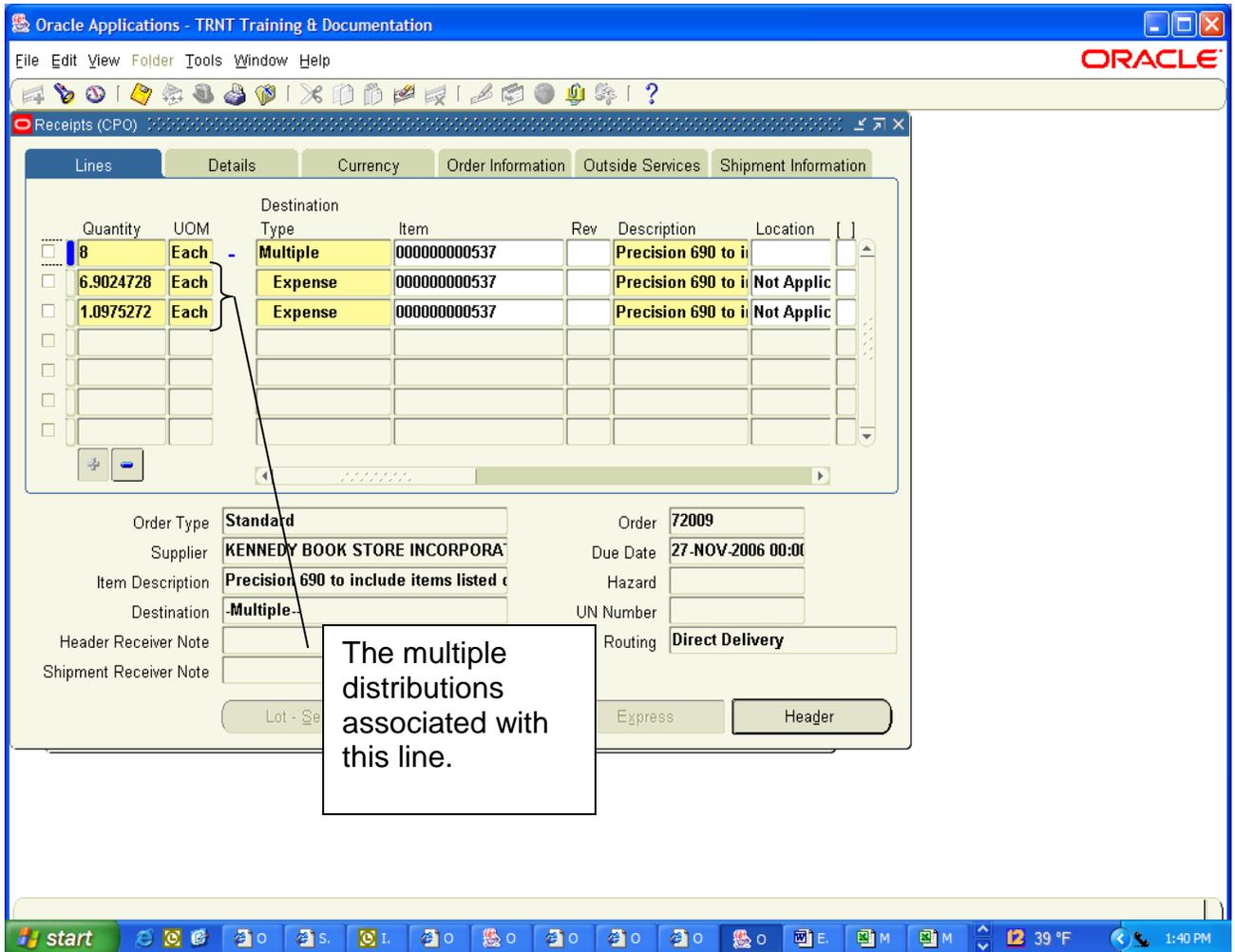
Notice the small **blue plus sign (+)**, between the UOM (Unit of Measure) column and the Destination Type column.

A small **blue plus sign (+)** also appears at the bottom of the Quantity Column.



A small **blue plus sign (+)** indicates that the Receipt has multiple distributions (meaning more than one account is being charged for this particular purchase).

Click on either of the small **blue plus signs (+)**. This will display the multiple distributions associated with the Receipt line.



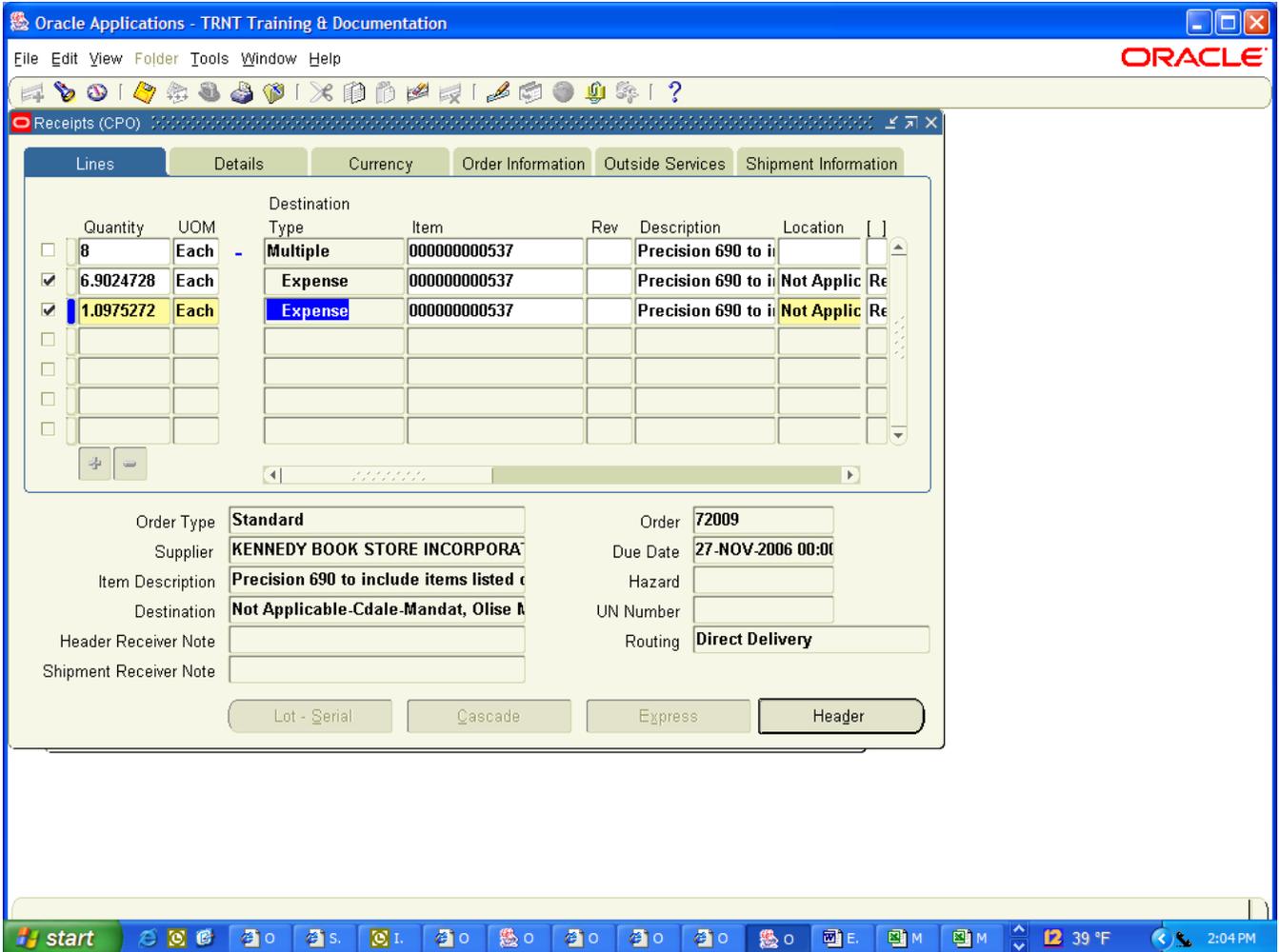
Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.

In the example above, the first line of the quantity field indicates that a total of eight (8) Precision 690 computers are to be received. Of this total of eight (8), 6.9024728 is charged against Distribution Line 1 and 1.0975272 is charged against Distribution Line 2. Notice that the total of Distribution Line 1 and Distribution Line 2 equals 8.

If all eight (8) Precision 690 computers have been received:

- Click in the check box next to the 6.9024728 in the Quantity Column (second line).
- Click on the Receipt Description Flexfield (DFF) and enter a "R" and TAB.
- Click OK.
- Click in the check box next to the 1.0975272 in the Quantity Column (third line).
- Click on the Receipt Description Flexfield (DFF) and enter an "R" and TAB.
- Click OK. The Receipts window will return.
- SAVE the entered information.

Example of an entered Receipt with Multiple Distributions (all of the ordered product was received):



Using the same example, let's assume that only six (6) of the eight (8) Precision 690 computers were received:

Entry of the actual quantity received on each individual Distribution Line will be based on the percentages of each Distribution Line to the total Quantity Ordered.

For Distribution Line 1: $6.9024728 / 8 = .8628091$

For Distribution Line 2: $1.0975272 / 8 = .1371909$

Since only six (6) units were received, the Receipt would be entered as follows:

A. Click in the check box next to the 6.9024728 in the Quantity Column. Change the amount in the Quantity Column to: 5.1768546

(Calculated by multiplying 6 by .8628091)

B. Click on the Receipt Description Flexfield (DFF) and enter an "R" and TAB.

C. Click OK.

D. Click in the check box next to the 1.0975272 in the Quantity Column. Change the amount in the Quantity Column to: .8231454

(Calculated by multiplying 6 by .1371909)

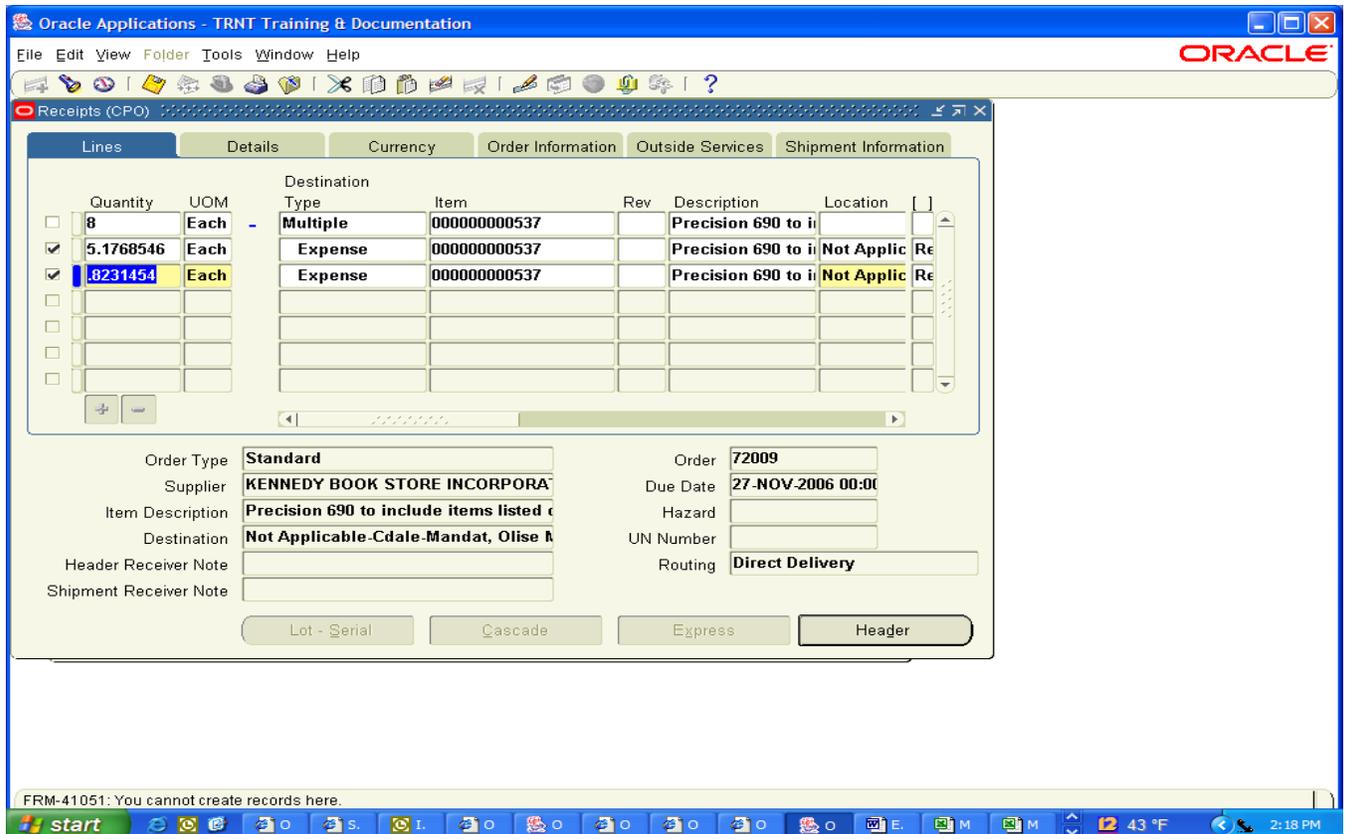
E. Click on the Receipt Description Flexfield (DFF) and enter an "R" and TAB.

F. Click OK. The Receipts window will return.

G. SAVE the entered information.

NOTE: As a double check of your calculations, add the amounts entered as received in the Quantity fields. This should equal the total number of units received. ($5.1768546 + .8231454 = 6$)

Example of an entered Receipt with Multiple Distributions (partial receipt of ordered product):



Quantity	UOM	Destination Type	Item	Rev	Description	Location
8	Each	Multiple	00000000537		Precision 690 to i	
5.1768546	Each	Expense	00000000537		Precision 690 to i	Not Applic Re
.8231454	Each	Expense	00000000537		Precision 690 to i	Not Applic Re

Order Type: Standard
Supplier: KENNEDY BOOK STORE INCORPORA
Item Description: Precision 690 to include items listed c
Destination: Not Applicable-Cdale-Mandat, Olise A
Header Receiver Note:
Shipment Receiver Note:

Order: 72009
Due Date: 27-NOV-2006 00:00
Hazard:
UN Number:
Routing: Direct Delivery

FRM-41051: You cannot create records here.