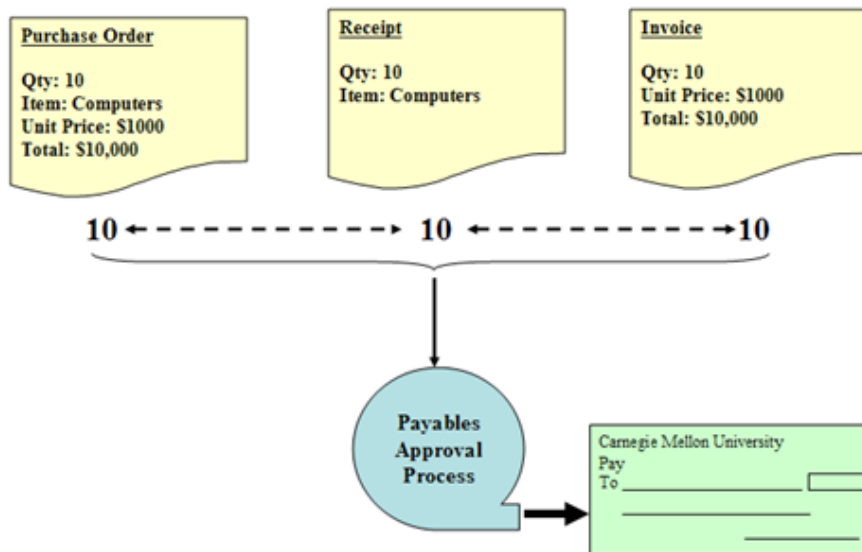


Creating Receipts

When creating a purchase order, Oracle automatically defaults all purchase orders to a three-way match. This means when an invoice is received from the supplier and entered into the system by Accounts Payable (AP), it must be matched to a purchase order and a receipt. A **receipt** acknowledges that you have received the goods or services represented by the invoice. The process is depicted below:

3-Way Match

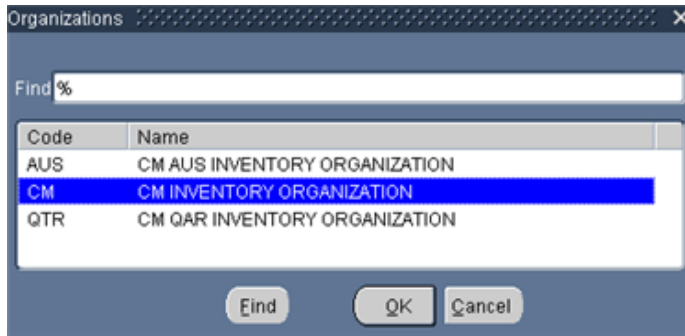


In this “best case” example, a purchase order was created for 10 computers. Ten computers were received. The invoice included charges for 10 computers. Once the match is made the payment process can begin.

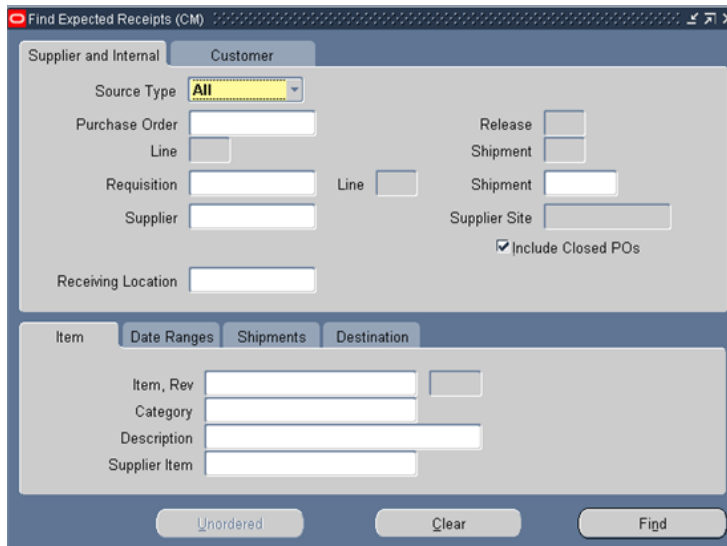
System alerts are sent to the buyer (creator of PO) if an invoice is entered but can’t be matched at 100%. **Failing to enter receipts in a timely manner will hold payment to the supplier.**

To create a receipt, follow these steps:

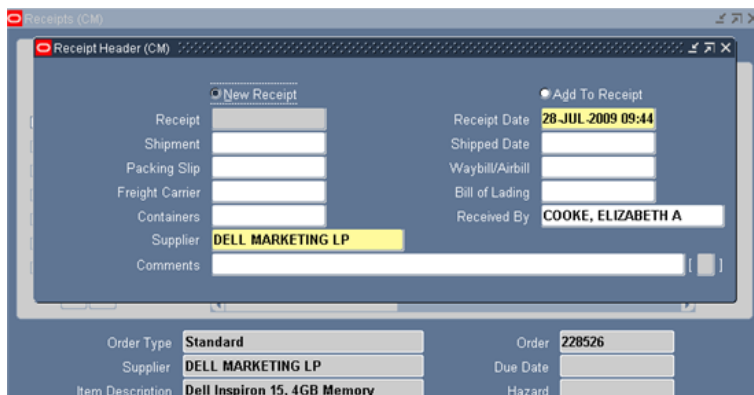
1. In a POREQ Buyer and Approver responsibility (ex. USA POREQ Buyer and Approver), navigate to **Receiving>Receipts**.
2. When opening the ‘Receipts’ window, an **Organizations** form opens. The purchase was entered into the USA Set of Books so highlight the CM Inventory Organization.




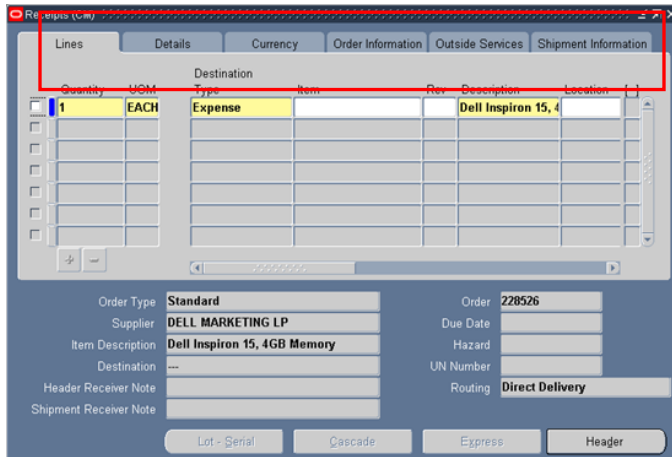
3. Click on the **OK** button. The **Find Expected Receipts** form opens.



4. Typically, you will be entering receipts for a specific purchase order. Enter your Purchase Order number in the **Purchase Order** field and click on the **Find** button. The **Receipt Header** form displays with summary information for the receipt. You have the option to enter additional information in the fields provided in the Header.



- Close the Receipt Header by clicking on the  at the upper right hand corner. The **Receipts** form now shows with all shipments that meet the search criteria.



- There are “tabbed regions” containing various data about the receipt. On opening, the form defaults to the lines tab, however, click on the Order Information tab.

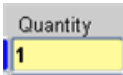


- This tab lists the PO #, PO Line and Shipment. This tab becomes important when the purchase order contains multiple lines/shipments/distributions. On the bottom of the form is information about the purchase such as the PO#, Supplier, Due Date and so on.

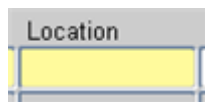
- Select the Line you want to create a receipt for by clicking into the tiny white box next to the line.

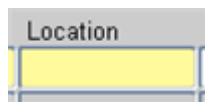


If the box is not checked a receipt will not be created.

- The Quantity  field displays the quantity due for shipment. The quantity can be changed if you are recording a partial receipt or an over-receipt. Once this line is fully received the quantity will be zero. For this example, we will not be changing the quantity.

- Click on the Line tab.



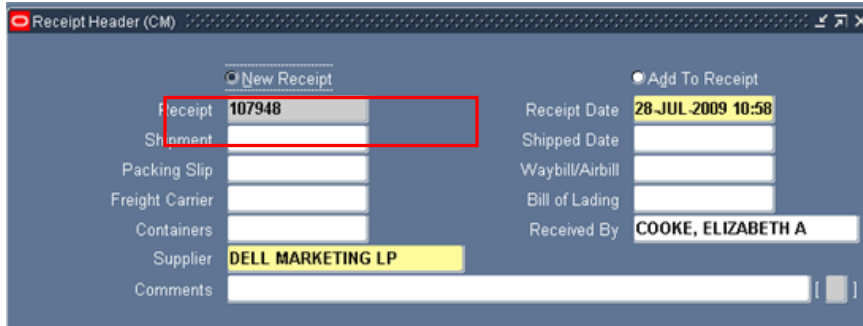
- The  field is required. Enter the appropriate location for the receipt. The Destination field at the bottom of the form is now populated.

- Click on the Details tab.



- a. On this tab, you have the option to enter information such as the Packing Slip Number and any comments. You can decide what type of information, if any, you wish to retain.

13. Save your work. Click on the  button on the bottom of the form.



New Receipt		Add To Receipt	
Receipt	107948	Receipt Date	28-JUL-2009 10:58
Shipment		Shipped Date	
Packing Slip		Waybill/Airbill	
Freight Carrier		Bill of Lading	
Containers		Received By	COOKE, ELIZABETH A
Supplier	DELL MARKETING LP		
Comments			

14. When the header reappears you will see the system has generated a receipt number.