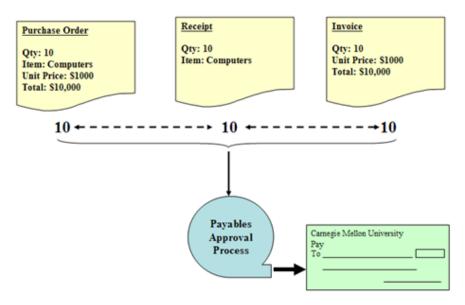
Creating Receipts

When creating a purchase order, Oracle automatically defaults all purchase orders to a threeway 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.

Organization	s	×
Find <mark>%</mark>		
Code	Name	
AUS	CM AUS INVENTORY ORGANIZATION	
CM	CM INVENTORY ORGANIZATION	
QTR	CM QAR INVENTORY ORGANIZATION	
	Find QK Cancel	

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

Find Expected Receipts (0)	ом) разражается (мо			888888888888888888888 🗹 🛪 🗙
Supplier and Internal	Customer			
Source Type	All			
Purchase Order			Release	
Line			Shipment	
Requisition		Line	Shipment	
Supplier			Supplier Site	
			🔽 Incl	ude Closed POs
Receiving Location				
Item Date Ra	nges Shipments	Destination		
ltem, Re Categor				
Descriptio				
Supplier Iter				
	Unordered		<u>C</u> lear	Find

4. Typically, you will be entering receipts for a specific purchase order. Enter your



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.

	New Receipt		Add To Receipt
Receipt		Receipt Date	28-JUL-2009 09:44
		Shipped Date	
Packing Slip		Waybill/Airbill	
Freight Carrier		Bill of Lading	
		Received By	COOKE, ELIZABETH A
Supplier	DELL MARKETING LP		
			l 🔤

5. 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.

CRE relipis (Cm)		********	******								000 E A	×
Lines	De	etails	Currenc	:y	Order Info	ormation	Out	side Ser	vices Sh	ipment Inf	formation	
		Destin	ation									
Quantity	NON	Туро		tem			Rev	Descri	stion	Locatio	• Ll -	1
[]	EACH	Expen	50					Dell In	spiron 15,	4		
* -		(1			_						D	
						_	_	_	_	_		
	r Type	Standard							228526			
	pplier	DELL MAR	KETING LP									
		Dell Inspire	on 15, 4GB	Memo	ry							
									Direct De	livery		
			20101		0			-				
		Lot -	serial		<u>C</u> ascade			Expres	8	He	ader)

6. 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.

Linns	Det		Current	Ordenladar		0	- Carting	Chinese the
Lines	Deta	ans	Currency	Order Informa	tion	Outsid	e Services	Shipment Inform
					Rel		Shipmen	t
Quantity	UOM	Order	Туре	Number		Line	P	roject
	EACH	Stand		228526	0			

- 7. 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.
- 8. 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.**

- 9. 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.
- 10. Click on the Line tab.



Quantity

- 11. The **Hermiterian** field is required. Enter the appropriate location for the receipt. The Destination field at the bottom of the form is now populated.
- 12. Click on the Details tab.

¢	Receipts (CM) 🚟		*********	000000000000000000000000000000000000000		000000000000000000000000000000000000000
I	Lines	Details	Currency	Order Information	Outside Services	Shipment Informa
I		Pack	ina	Rea	ason Code	
I	Quantity	UOM Slip	Supplier	Lot	Comm	ents
	1	EACH				

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	Header	button on the bot	tom of the form.
CReceipt Header (CM)	**********************	000000000000000000000000000000000000000	9999999999999999999999999999999999999	4
	New Receipt		■Add To Receipt	
Fleceipt	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			j (🛄) -	

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