
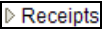

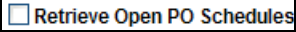
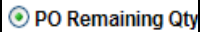


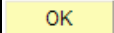

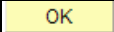

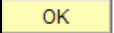

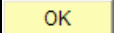







Creating Receipts

1.	<p>From the Financials menu, click the Purchasing link.</p> 
2.	<p>Click the Receipts link.</p> 
3.	<p>Click the Add/Update Receipts link.</p>
4.	<p>On the Receiving Add a New Value page, verify that the PO Receipt box is checked.</p> <p>Click the Add button to open the Select Purchase Order page.</p> 
5.	<p>Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts.</p>
6.	<p>Use the Days +/- Today field to enter a value to further restrict or expand the number of purchase order schedules that appear within the Start Date and End Date fields. This value is added or subtracted from the current date to calculate the start date and end date values. You may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates.</p>
7.	<p>Place a checkmark in the Retrieve Open PO Schedules box to retrieve only purchase order schedules that haven't been fully received. If you do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received.</p> 
8.	<p>In the Receipt Qty Options section of the page, select the PO Remaining Qty radio button to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received.</p> <p>Note:</p> <ul style="list-style-type: none"> - The No Order Qty option signifies that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities. - The Ordered Qty option automatically makes the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity. 
9.	<p>Click the Search button to display purchase order lines and schedules that match the entered criteria.</p> 

10.	<p>Place a checkmark in the <i>Sel</i> box adjacent to a purchase order line to select that line. You can select one or more lines, or check the Select All box to mark all lines.</p> 
11.	<p>Click the OK button to open the Maintain Receipt - Receiving page.</p> 
12.	<p>Use the Maintain Receipt - Receiving page to create receipts for purchase order line items.</p> <p>On the Maintain Receipts - Activities page, use the <i>Receipt Qty</i> and <i>Recv UOM</i> fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received.</p> <p>The <i>Accept Qty</i> field displays the quantity of items accepted.</p> <p>Note: At this step in the process, unless additional details are desired by the Department, you can Save the Receipt.</p> <p>If additional details are desired, continue through the remaining steps of this exercise.</p> <p>Click the Header Details link to access the Maintain Receipts - Header Details page.</p> 
13.	<p>Use this page to view and enter receipt header information.</p> <p>Click the OK button to return to the Maintain Receipt - Receiving page.</p> 
14.	<p>Click the Add Comments link to access the Maintain Receipts - Receipt Header Comments page.</p> 
15.	<p>Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link will be displayed as Edit Comments. Click the link to add additional header level comments or to review existing ones.</p> <p>Click the OK button to open the Maintain Receipt - Receiving page.</p> 
16.	<p>Click the Activities link to open the Maintain Receipts - Activities page.</p> 
17.	<p>Use this page to add or review activities associated with the receipt header.</p> <p>Click the OK button to return to the Maintain Receipt - Activities page.</p> 
18.	<p>Click the Details icon on a line to open the Receipt Line Details page for that line.</p> 

19.	<p>Use this page to view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long page format.</p> <p>Click the Return button to return to the Maintain Receipts - Activities page.</p> 
20.	<p>On the Maintain Receipts - Activities page, click the Optional Input tab.</p> 
21.	<p>Use this tab to enter or view information such as the following:</p> <ul style="list-style-type: none"> • Invoice ID. • Packing slip ID. • Country of origin. • Whether the shipment is a replacement for a prior return. <p>Click the Save button if you enter information on this page.</p> <p>For this example, click the Receipt Lines tab.</p> 
22.	<p>On the Maintain Receipts - Activities page, click the Save button.</p> 
23.	<p>Notice that the system generates a Receipt ID for the receipt you created.</p> <p>Notice the Receipt Status has been updated. Possible status values are:</p> <ul style="list-style-type: none"> • Received (fully received) • Canceled (canceled)
24.	<p>End of Procedure.</p>