

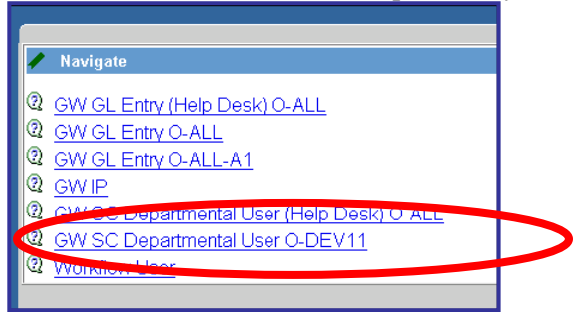
Receipt Processes for Goods or Services Quick Reference Guide

Receiving Fundamentals

- Not all Purchase Order (PO) **Lines** require receipt verification; generally, only purchase orders whose total exceed \$2,500 will require receipt verification in Oracle.
- Receipt verification in Oracle authorizes payment of the associated invoice.
- **Do not receive goods before the supplier delivers the goods.**
- **Do not receive services before the supplier submits a finalized invoice.**
- When a PO line requires receipt verification the invoice is placed on hold pending receipt in Oracle and an automated email notice is sent to the Requester.

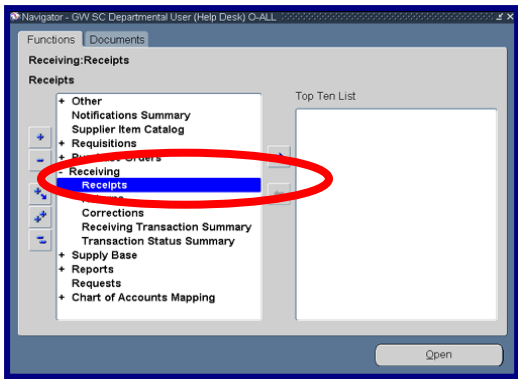
Receipt Processes

Step 1. Log in to EAS and choose the **GW SC Departmental User O-XXX** responsibility.

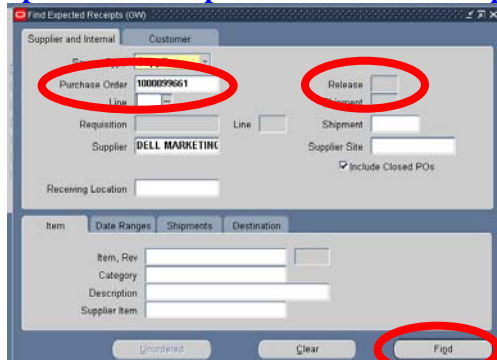


Receiving Goods or Services

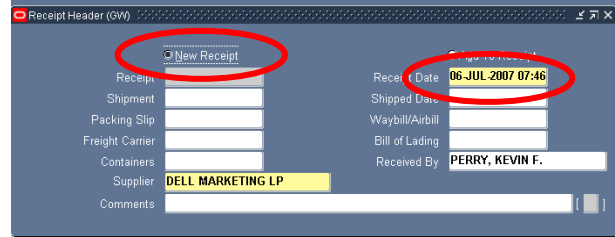
Step 2. Navigate to **Receipts** form by pressing the following links: **Receiving > Receipts**.



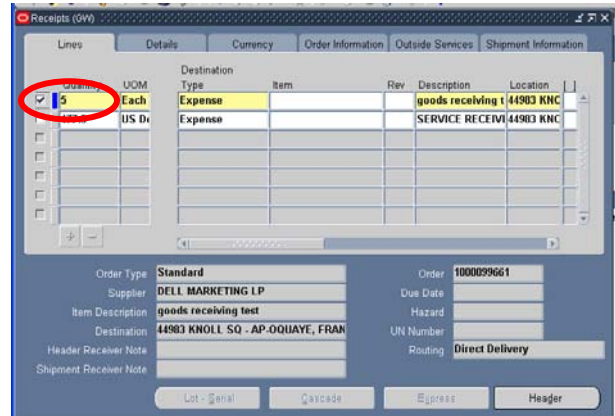
Step 3. Enter the PO number (and Release if PO is a Blanket Purchase Order), other fields are optional but recommended press the Find button. **Two (2) forms will open the "Receipt Header" and "Receipts" forms.**



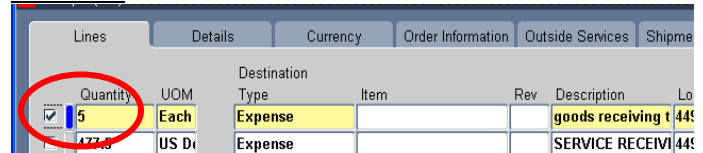
Step 4. Receipt Header: "New Receipt", Receipt Date, your name and Supplier will load by default. Change the "Receipt Date" if appropriate. Other fields are optional. **Close this form (Receipt Header) to see the Receipts form.** Visit the EAS website for "Add to Receipt" how to information.



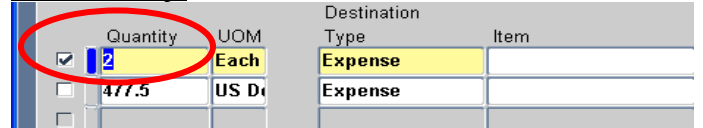
Step 5. Receipts: The PO quantity **available** for receipt will default into the Quantity field. Click the small white box to the left of the line to be received.



Step 6a. Goods: Enter the quantity delivered. Example: 5 ordered 2 delivered, enter 2 in the Quantity field. Available



Actual Receipt



Step 6b. Services: Enter dollar amount invoiced upon invoice acceptance. Example: 477.50 available for receipt but invoice is for \$191.00 with the balance to be invoiced and paid in later increments.

Available

Quantity	UOM	Destination Type	Item	Rev	Description	Location
477.5	US Di	Expense			SERVICE RECEIV	44983 KNC

Actual Receipt

Quantity	UOM	Destination Type	Item	Rev	Description	Location
191	US Di	Expense			SERVICE RECEIV	44983 KNC

Step 7. SAVE your work and Press the Header button at the bottom of the form to view the Receipt number.

The vendor can be paid for the products and/or services received. Other fields are optional or will default with the expected value.

The screenshot shows the 'Receipts (GW)' form with the 'Save' button circled in red at the top left. At the bottom right, the 'Header' button is also circled in red. The form displays a table with two rows: one for 'goods receiving t' with quantity 2 and UOM 'Each', and another for 'SERVICE RECEIV' with quantity 477.5 and UOM 'US Di'.

After the receipt is saved the Receipt number is displayed on the Receipt Header.

The screenshot shows the 'Receipt Header (GW)' form. The 'Receipt' field contains the number '34562', which is circled in red. Other fields include 'Receipt Date' (30 JUN-2007 00:00), 'Supplier' (DELL MARKETING LP), and 'Received By' (PERRY, KEVIN F.).

Normal Receipt Complete

Receipts with Split Distributions

As the requestor who created the requisition you know which distributions the PO Lines are charged however review the PO to verify the distributions. Then follow Steps 1 through 5 and proceed to Step 6c.

Receipts with Split Distributions (cont.)

Step 6c. Split Distribution: The “Receipts” form will have a blue “+” sign between the UOM and Distribution Type fields and at the bottom of the lines tab. All other fields appear as in Step 6a & b.

The screenshot shows the 'Receipts (GW)' form with a blue '+' sign between the UOM 'PACK' and Distribution Type 'Multiple' in the first row. At the bottom left, a '+' button is circled in red. The table shows two rows: one for 'Multiple' with quantity 2 and UOM 'PACK', and another for 'Expense' with quantity 477.5 and UOM 'US Di'.

1. Receive Complete: To receive all available goods or services click the white box in front of the Quantity field, do not adjust the quantity. Proceed to Step 7c.

The screenshot shows the 'Receipts (GW)' form with the 'Receiving' distribution type selected in the first row. The quantity is 2 and the UOM is 'PACK'.

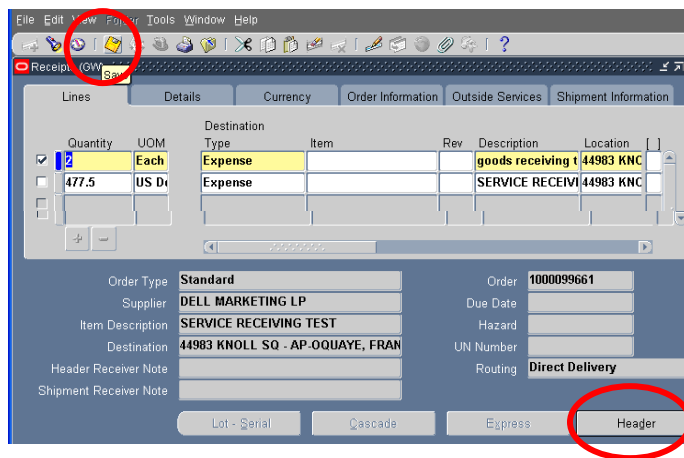
2. Partial Receipt:
 - i) Press the blue “+” sign to view the distributions and quantities available for receipt against each distribution.

The screenshot shows the 'Receipts (GW)' form with three rows: 'Multiple' (quantity 2, UOM 'PACK'), 'Expense' (quantity 1.5, UOM 'PACK'), and 'Expense' (quantity .5, UOM 'PACK').

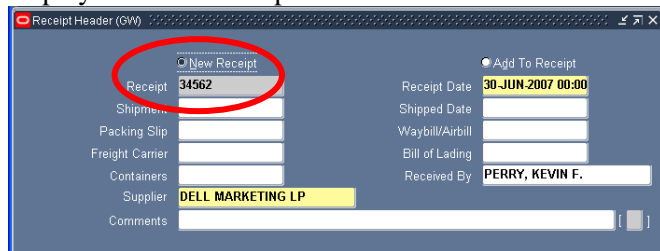
- ii) Check the white box beside the line to be received. Enter the quantity received in the appropriate lines. In this instance, 2 were ordered and 1 was delivered, therefore 1 will be received. The 1 received will be split between the two distribution.

The screenshot shows the 'Receipts (GW)' form with three rows. The first row 'Multiple' (quantity 2, UOM 'PACK') has a checked box. The second row 'Expense' (quantity .5, UOM 'PACK') has a checked box. The third row 'Expense' (quantity .5, UOM 'PACK') has a checked box.

Step 7c. SAVE your work and Press the Header button at the bottom of the form to view the Receipt number. The vendor can be paid for the products and/or services received
The other fields are optional or will default with the expected value. To record additional receipts against a PO repeat Step 6c.2.



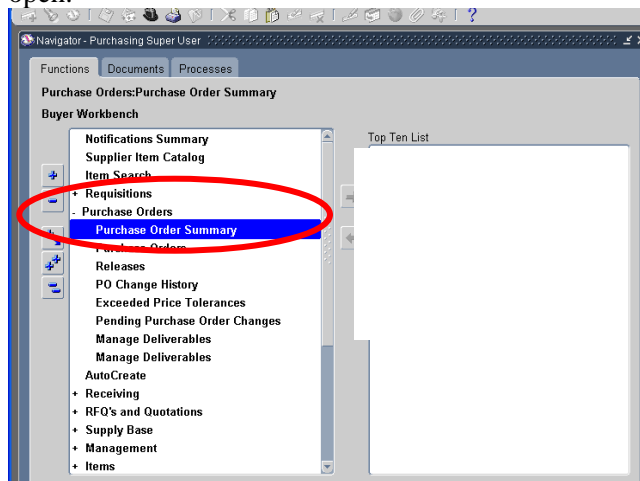
After the receipt is saved the Receipt number is displayed on the Receipt Header.



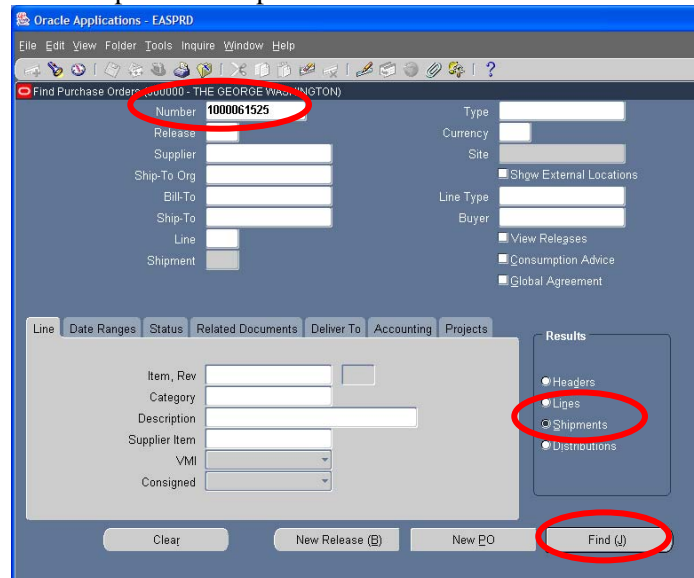
Split Distribution Receipt Complete

Viewing Receipts

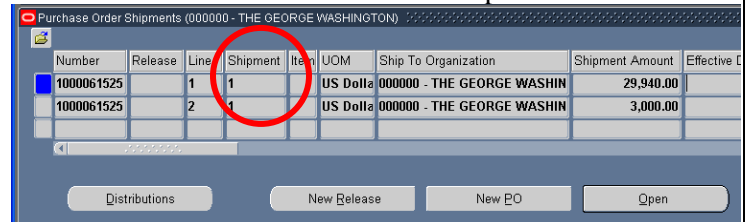
Step 1. Navigate to Purchase Order Summary, Purchase Orders > Purchase Order Summary and double click to open.



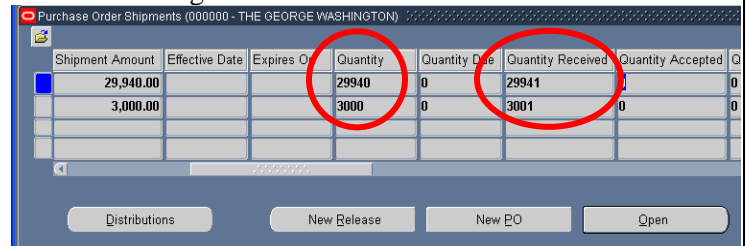
Step 2. Enter the PO in the Number field then under Results click Shipments and press Find.



Step 3. The Purchase Order Shipments form opens and displays shipments for the PO. Scroll to the right to see Quantity, Quantity Due and Quantity Received fields. Example: Line 1 Quantity (ordered) = 29940 but Quantity Received = 29941 as a keying error. The same is true for Line 2. Correct PO receipts to prevent encumbrance issues. See next section for how to correct receipts.



Scroll to the Right to see other fields.

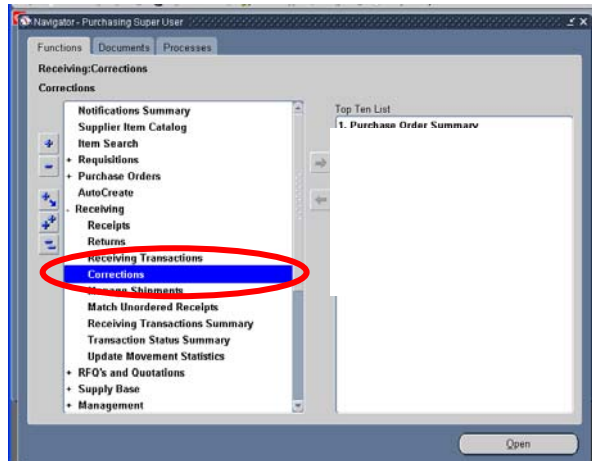


If you need to correct a shipment record the PO number and Release number if Blanket Purchase Order for use later. Other fields that are useful when correcting a shipment are the Line number and Shipment number.

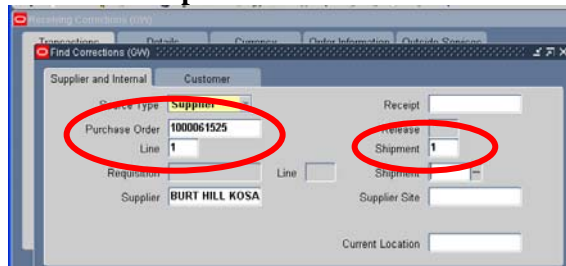
Note: Contact Supply Chain – Accounts Payable for assistance if the supplier has received payment because of a receipt error.

Correcting Existing Receipts

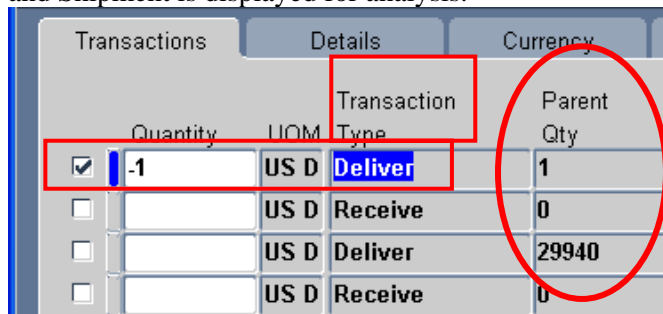
Step 1. Navigate to Receipt Corrections, Receiving > Corrections and double click.



Step 2. Two forms will open, one on top of the other. Find Corrections form with the Receiving Corrections form behind. Enter the PO, Line and Shipment numbers and press Find.



Step 3. The Receiving Correction form for this PO, Line and Shipment is displayed for analysis.



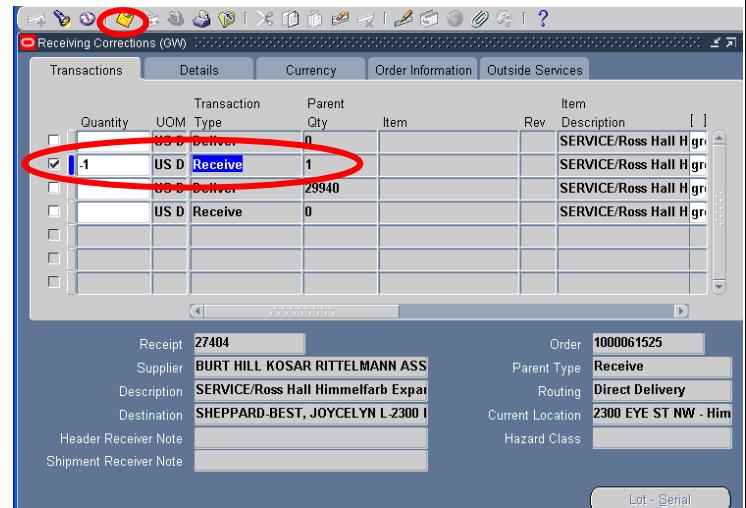
The "Parent Qty" field shows deliveries for this PO line. Two Deliveries were recorded for this shipment, quantity =1 and a quantity = 29940. Enter the quantity to be corrected as a negative number in the "Quantity" field with the "Transaction Type" of "Deliver" and press the save icon.

Step 4. Close the Receiving Corrections and Find Corrections forms.

Step 5. Reopen the Corrections forms as in Step 1.

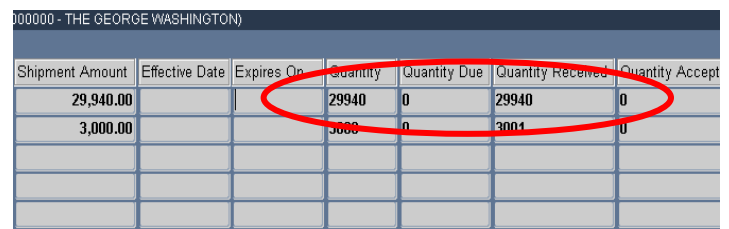
Step 6. Repeat Step 2.

Step 7. The Quantity has now moved from Transaction Type "Deliver" to Transaction Type "Receive". Enter the quantity to be corrected as a negative number in the Quantity field under Transaction Type of "Receive" and press the save icon.



Step 8. Close the Receiving Corrections form.

Step 9. Verify receipt correction was successful by re-querying the PO shipments as outlined in View Receipts Steps 1, 2 and 3. The Quantity and Quantity Received should equal the desired numbers. In this instance, they are equal.



Shipment Amount	Effective Date	Expires On	Quantity	Quantity Due	Quantity Received	Quantity Accept
29,940.00			29940	0	29940	0
3,000.00			3000	0	3001	0

Receipt Correction is Complete

Additional information regarding Receiving Goods and Services in Oracle is available on the EAS website under Training & Support, Documentation.

Other Topics Covered:

- Returns to Vendor
- Performing A Receipt Inquiry
- Reviewing Receiving Transactions