SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

DEPARTMENTAL

RECEIPT ENTRY

MADE SIMPLE

Contact:
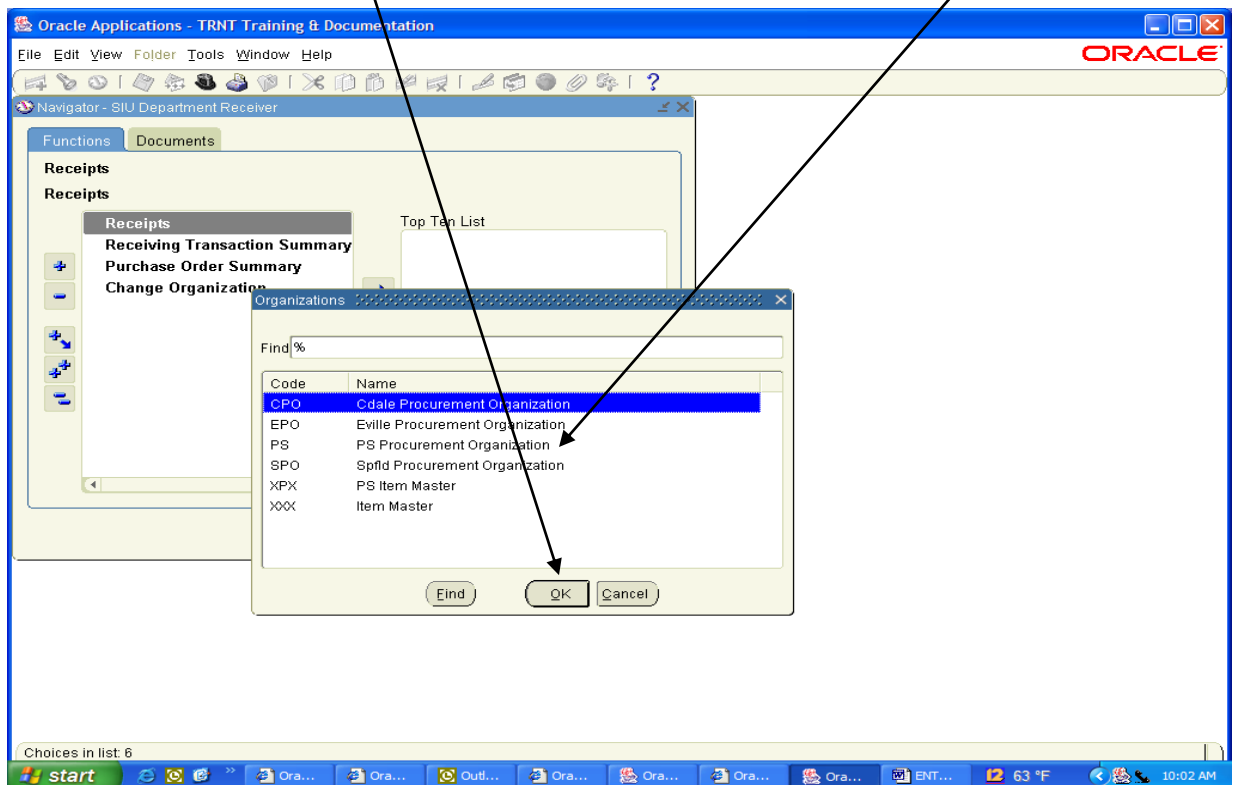
Scott Ettling
618- 650-3378

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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 "EPO Evlle 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.
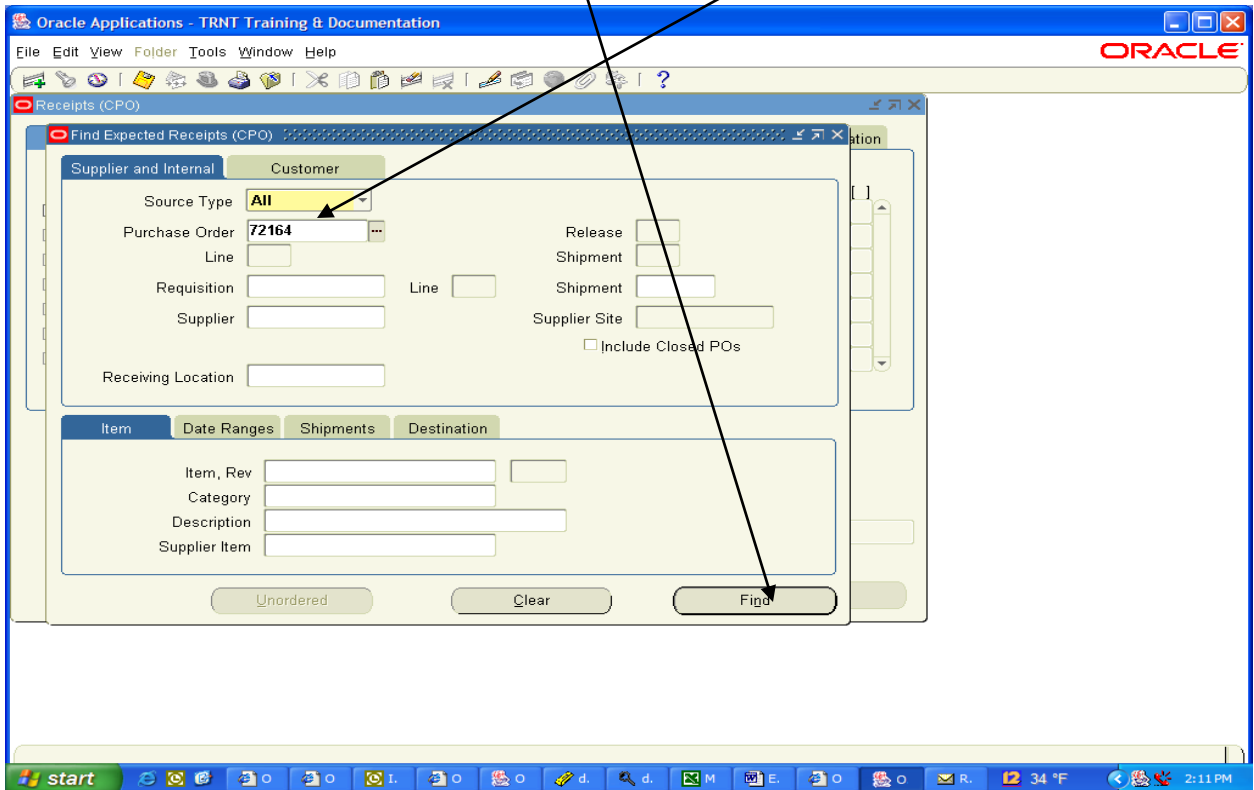
5. The Receipt Header window will appear.

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

    ➤ Receipt Date: Defaults to the current date. However, this date can be changed to the actual date the shipment was received as long as that date is in the current month (or open General Ledger period). If the actual receipt date was prior to the current month, then leave receipt date as default and enter the actual date in the comments field.

    ➤ 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 shipping containers (not individual items) that were delivered.

    The remaining fields (Shipment, Packing Slip, Waybill/Airbill, and Bill of Lading and Comments (280 free form field)) are optional.

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.

8. Supplier name defaults from the purchase order being received.

9. Click in the check box next to the line corresponding to the item(s) you received.
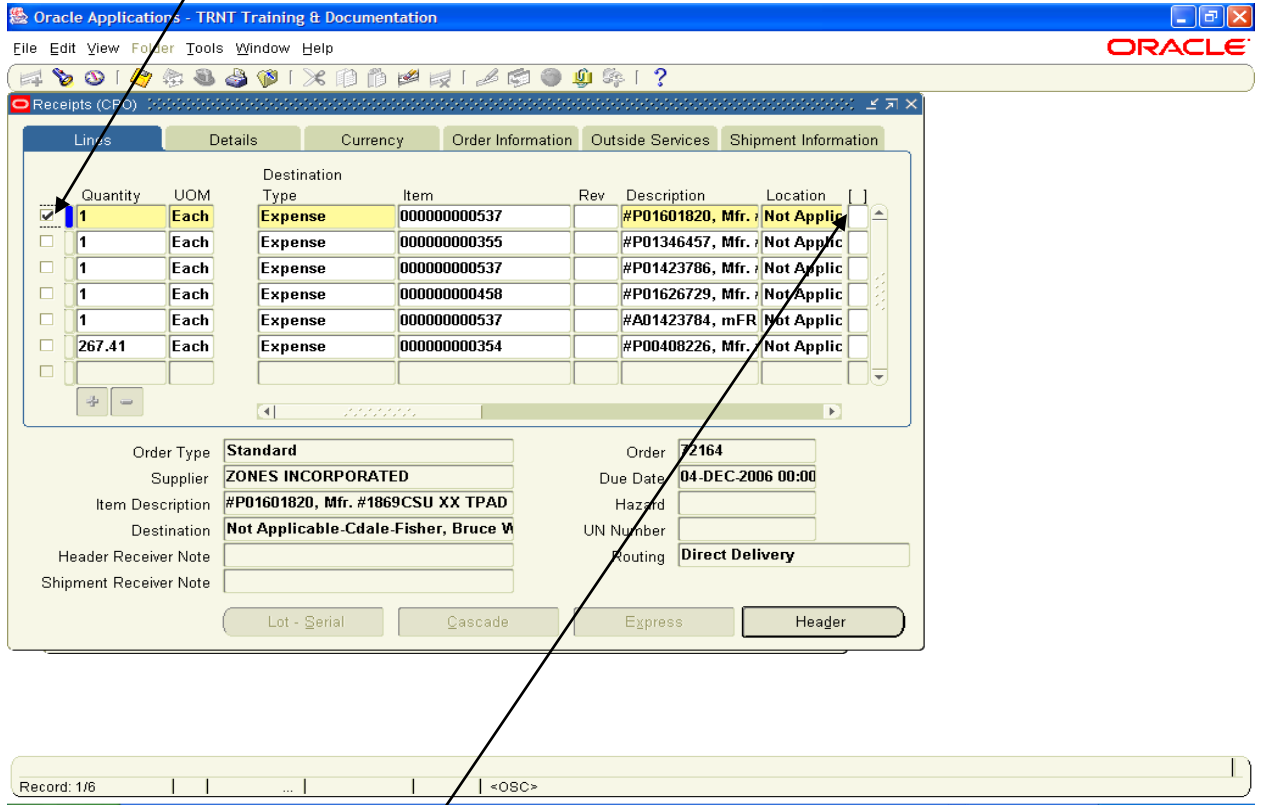
10. Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.

11. Click on the Receipt DFF and enter an "R" and TAB. Click OK.
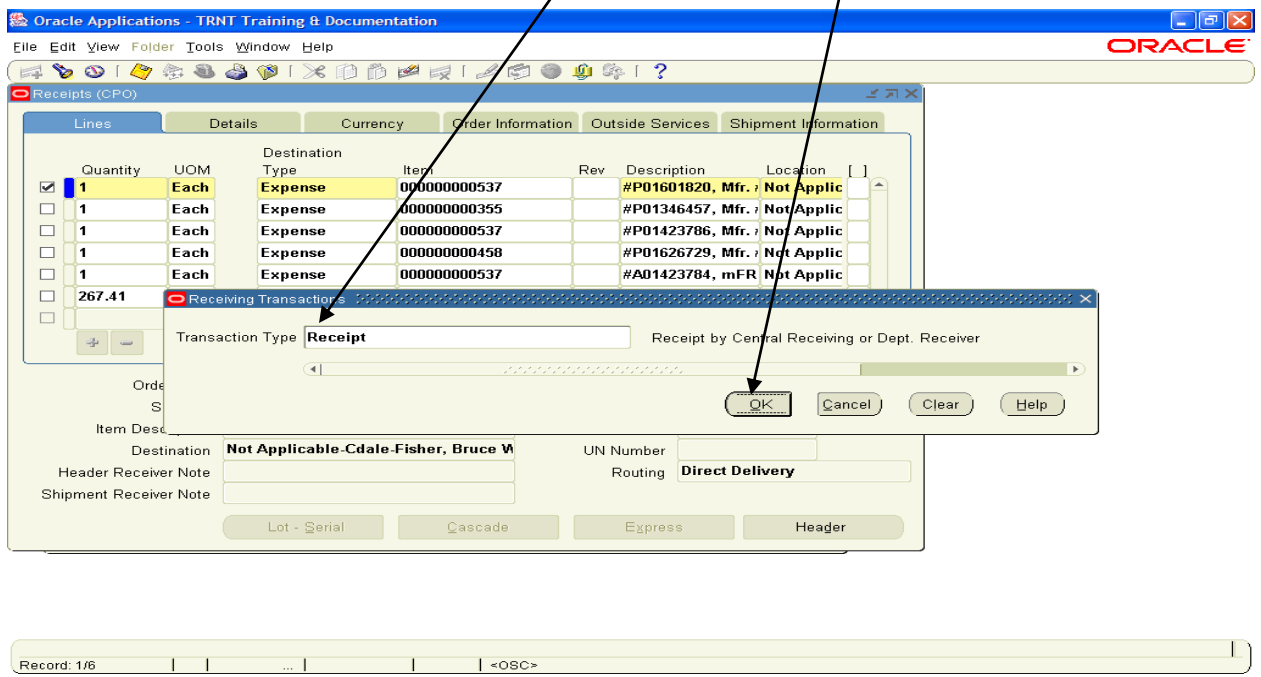
12. If the actual quantity received is greater than what was on the purchase order and you want to return the extra quantity, change the quantity to the larger quantity and contact Expediting that the extra quantity is to be returned to the vendor.

13. If the actual quantity received is greater than what was on the purchase order and you want to keep the extra quantity, stop working on the receipt and contact the buyer via a Purchase Order Revision form increasing the quantity. The buyer will then modify the order to the correct amount and then you will be able to enter the receiving information.

14. If the actual quantity received is less than what was on the purchase order and the balance is on back order from the vendor, change the quantity to the smaller quantity. The balance will stay on the order as "due" and ready to be received at a later date.

15. If the actual quantity received is less than what was on the purchase order and you are not expecting the balance of the order, enter the receipt with the smaller quantity and contact the buyer via a Purchase Order Revision form decreasing the quantity.

16. 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.

17. 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.

Receipt Number

18. To exit the Receipt screen, choose File → Close Form.

19. 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:

> ➤ Receipt Date: Defaults to the current date. However, this date can be changed to the actual date the shipment was received as long as that date is in the current month (or open General Ledger period). If the actual receipt date was prior to the current month, then leave receipt date as default and enter the actual date in the comments field.

> ➤ 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.

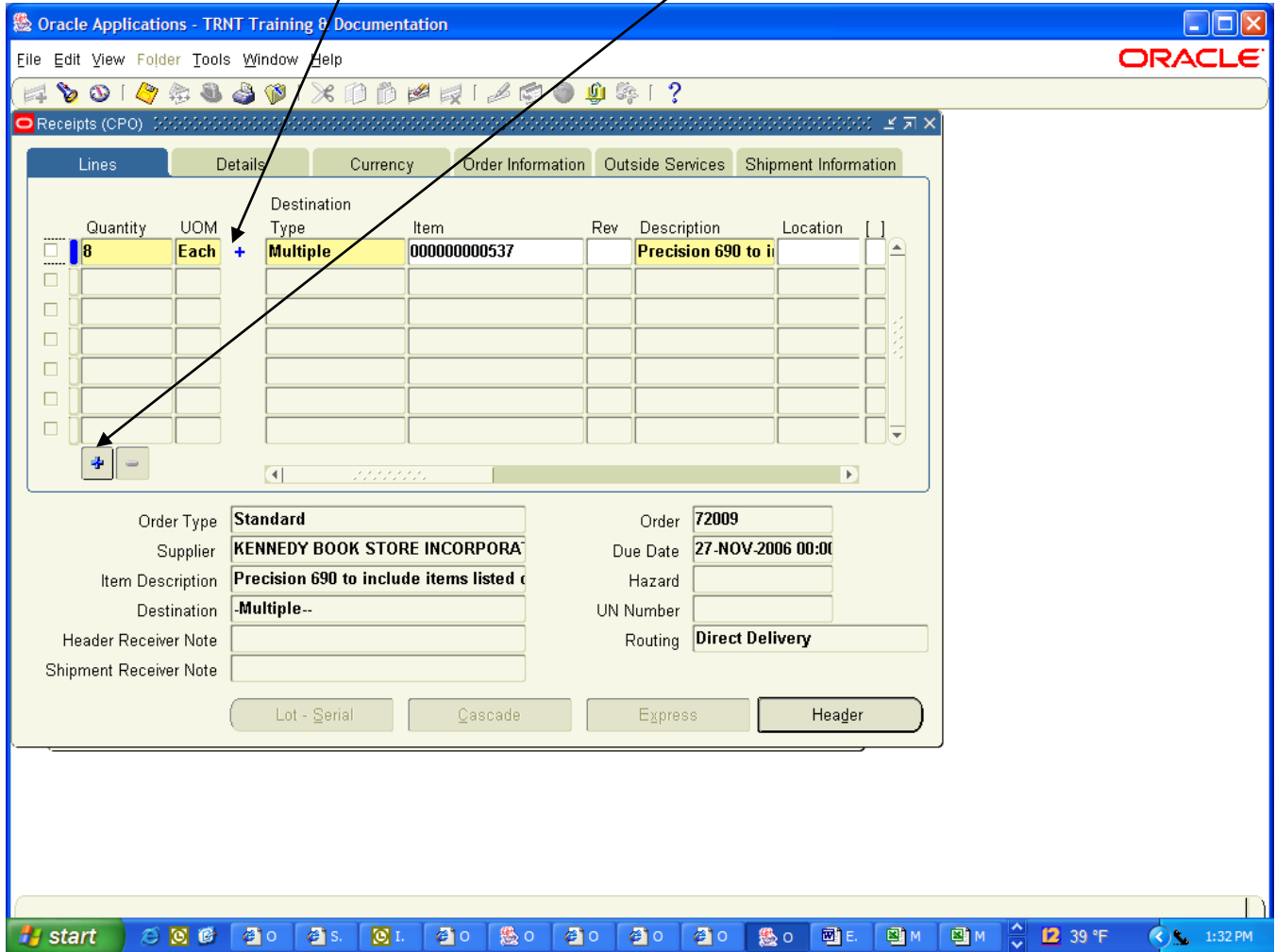M:\PURCHASING WEB PAGES\receipts.doc
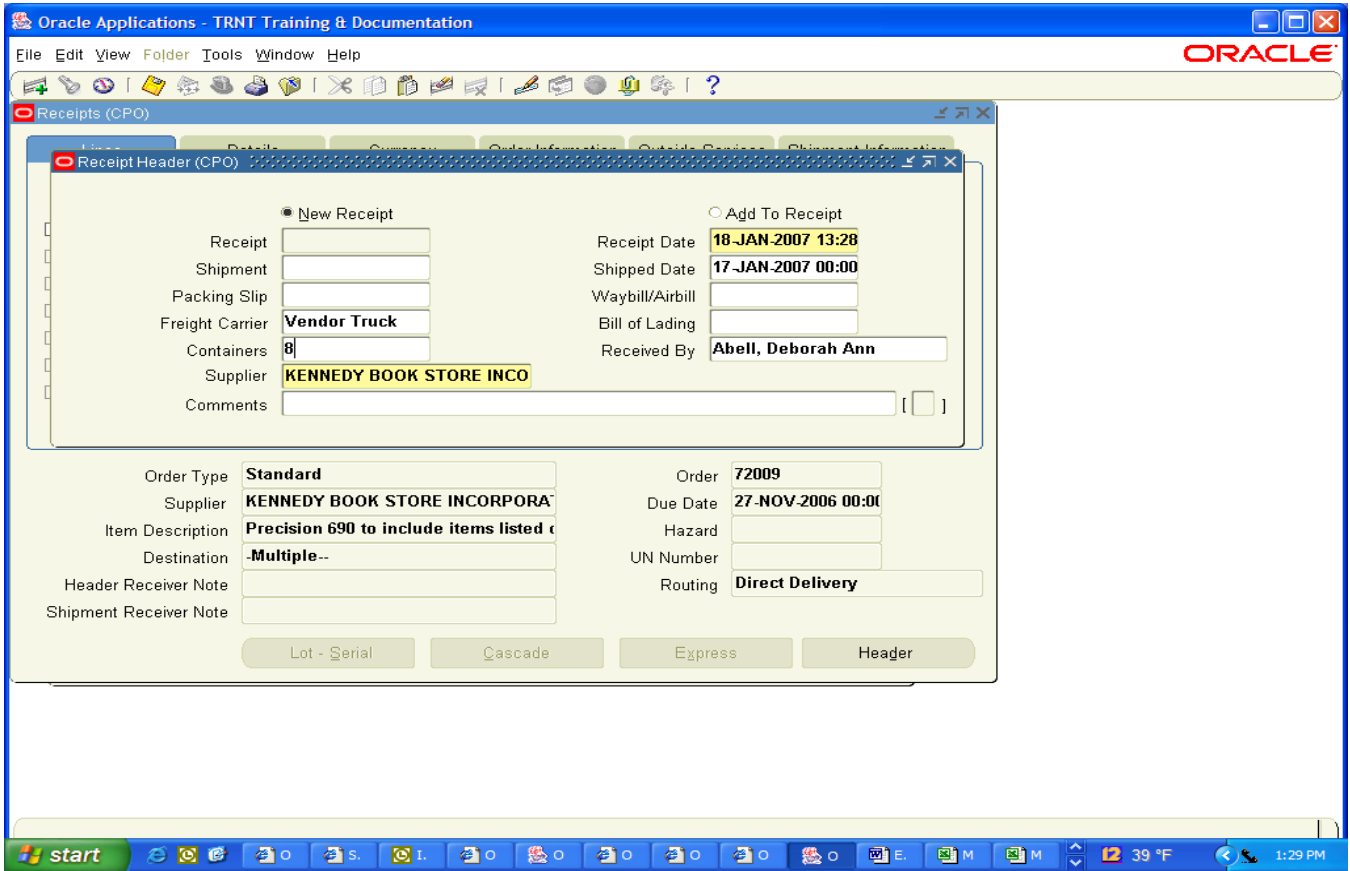
Hit Tab (or minimize the Receipt Header window). This will bring up the Receipts Window.

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).

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Click on either of the small blue plus signs (+). This will display the multiple distributions associated with the Receipt line.
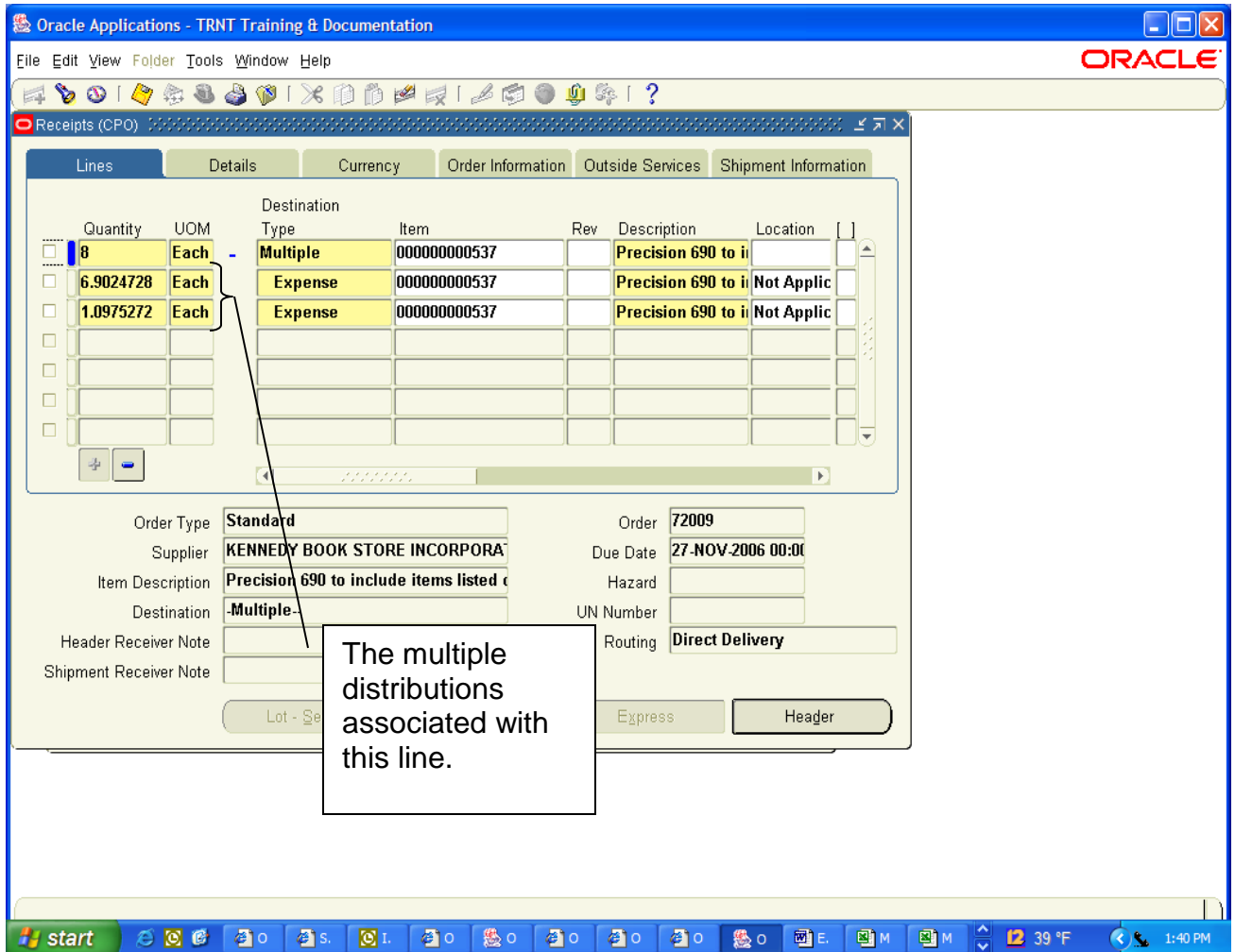
Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.

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:

    A. Click in the check box next to the 6.9024728 in the Quantity Column (second line).
    B. Click on the Receipt Description Flexfield (DFF) and enter a "R" and TAB.
    C. Click OK.
    D. Click in the check box next to the 1.0975272 in the Quantity Column (third line).
    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.

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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:

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: 6

B. Click on the Receipt Description Flexfield (DFF) and enter an "R" and TAB.
C. Click OK.
D. SAVE the entered information.

NOTE: The balance of 2 will be received on the second distribution.

NOTE: Orders with multiple distributions and quantities greater than 1 will **NOT** be split by percentages but only **WHOLE** quantities. Orders with multiple distributions and quantity of 1 will be split only by simple percentages.

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