Southern Illinois University Carbondale

DEPARTMENTAL

RECEIPT ENTRY

MADE SIMPLE

Contacts:

Nancy Odle
Debbie Abell

Procurement Services: 453-5751
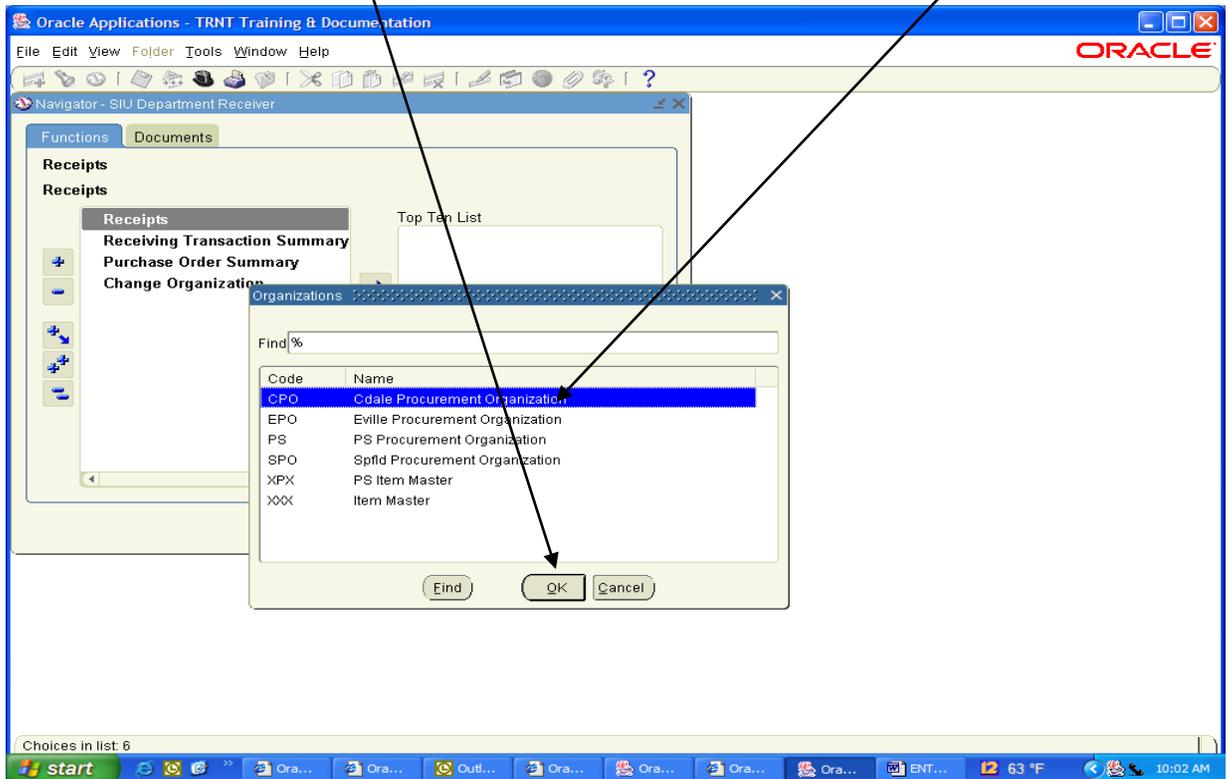
January, 2018

# Table of Contents

1

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 "CPO Cdale 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.
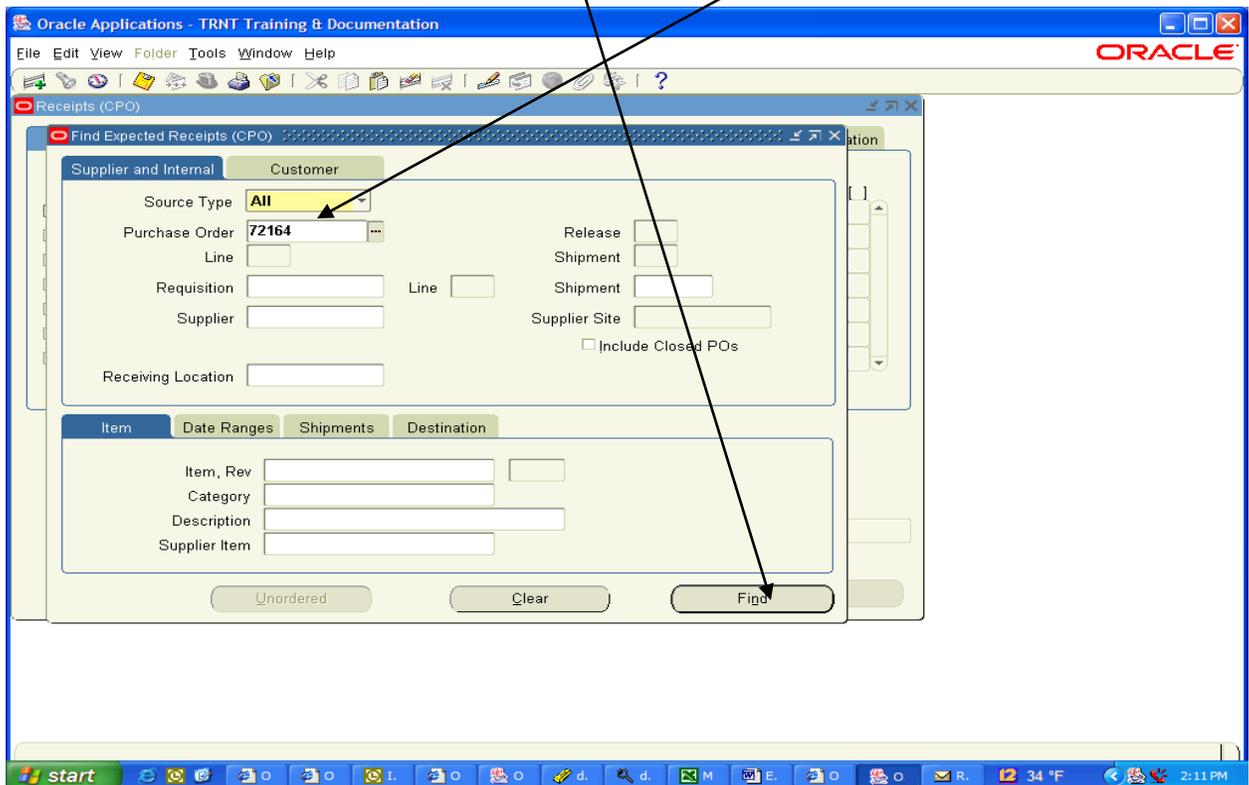
5. The Receipt Header window will appear.

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

   ➢ 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.

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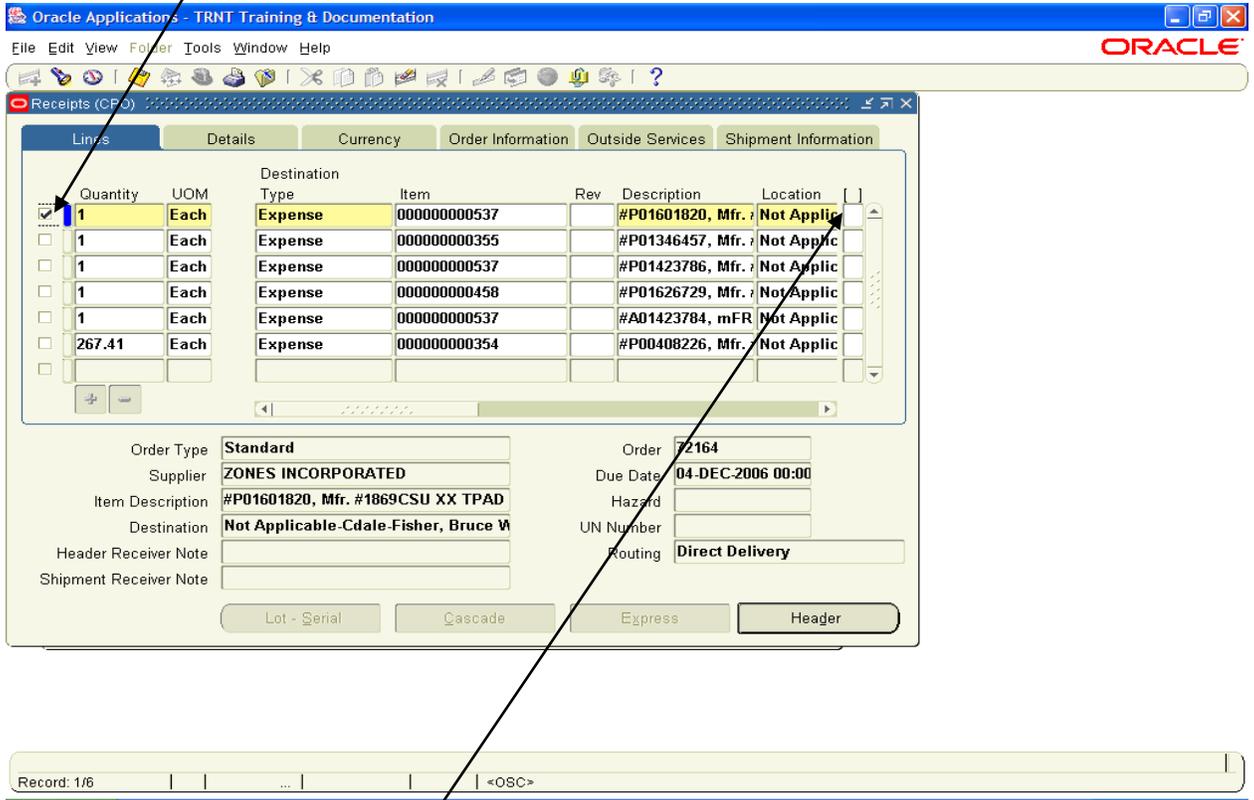
9. Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.

10. Click on the Receipt DFF and enter an "R" and TAB. Click OK.

5
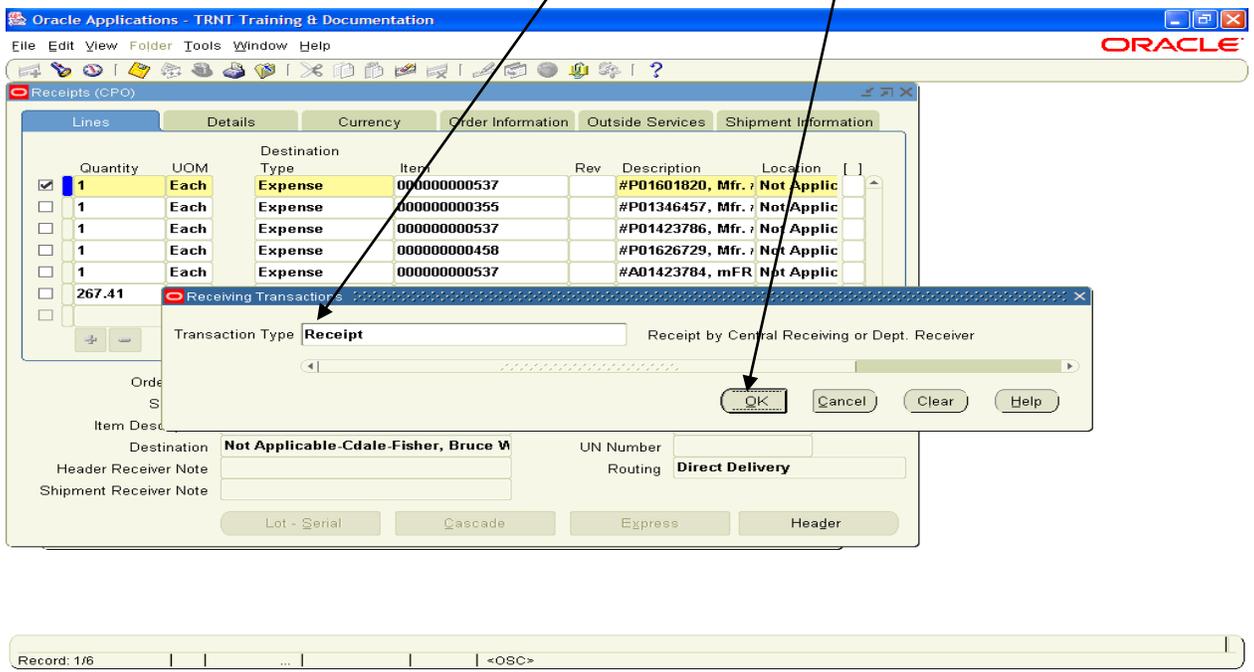
11. The Receipts window will return.   Save the entered information in one of the following methods:

    A. Click on the yellow SAVE button on the Tool Bar.
                    - or -
    B. Choose File from the menu, then choose SAVE.

12. 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.
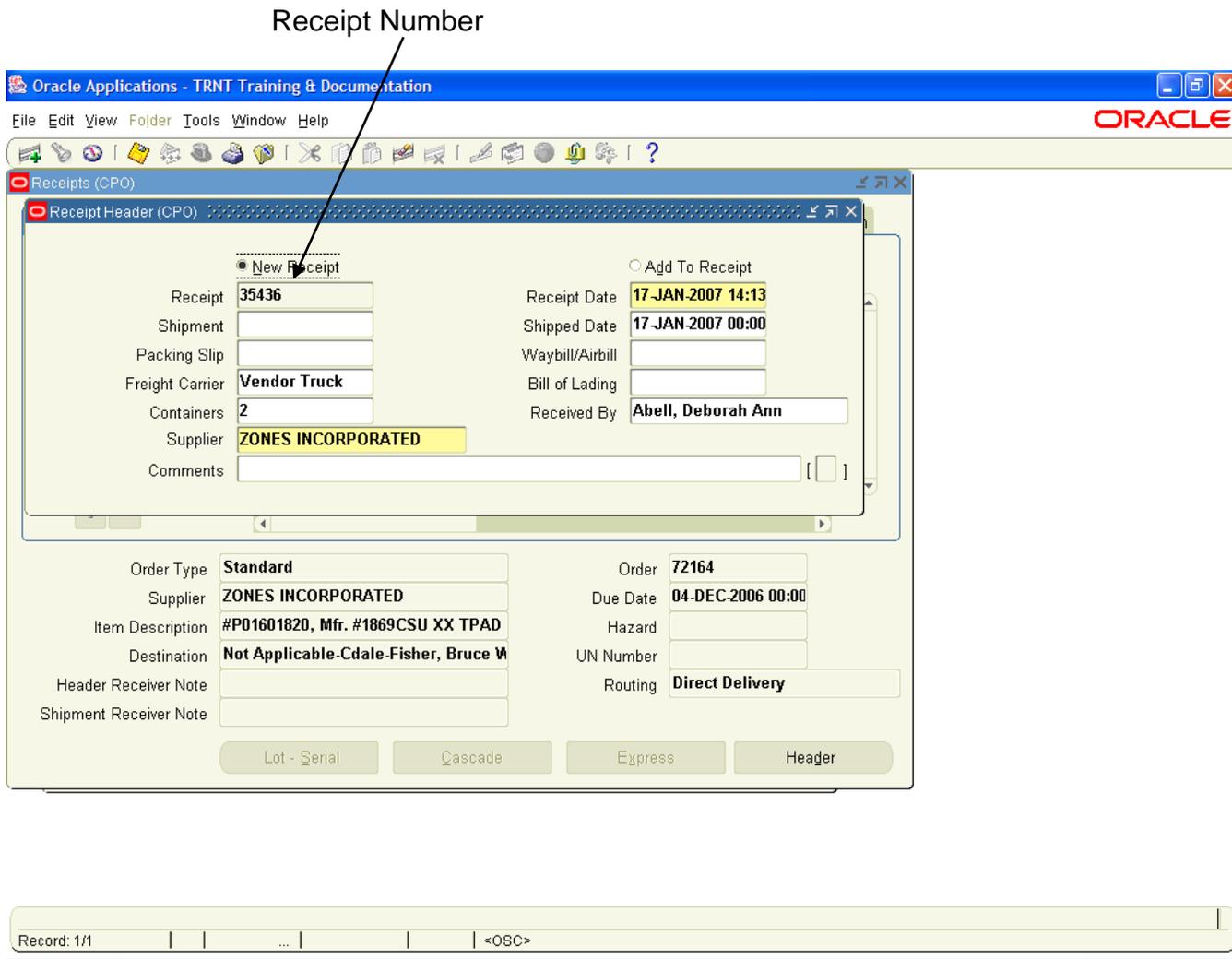
Receipt Number

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

14. If you received an invoice from the Vendor, notate the purchase order number on it and forward it to Accounts Payable for payment.

6

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:

> ➢ 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.
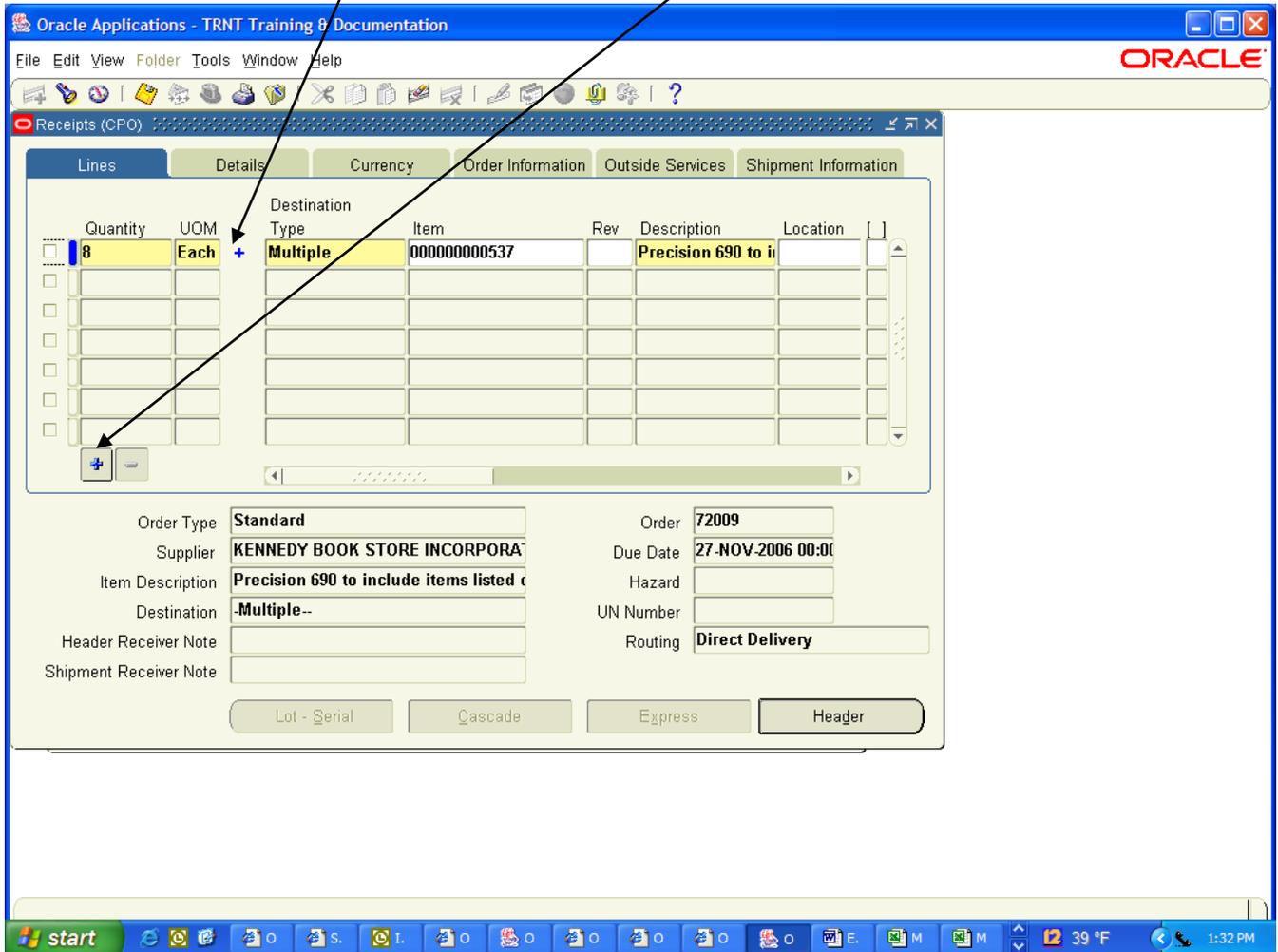
Hit Tab (or minimize the Receipt Header window). This will bring up the Receipts Window.

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).

Click on either of the small blue plus signs (**+**). This will display the multiple distributions associated with the Receipt line.
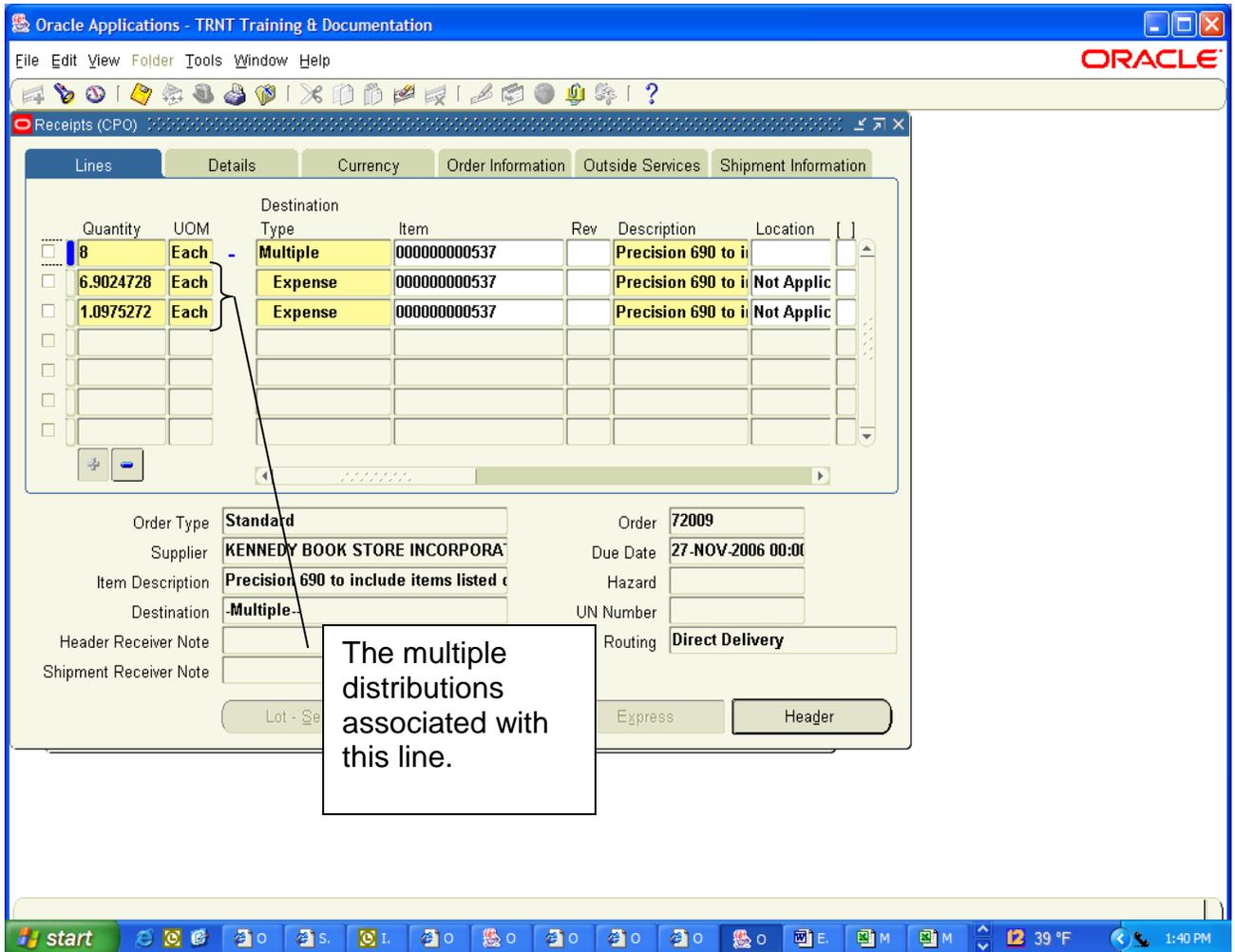

Verify that the number in the quantity field is the amount actually received. If necessary, change the quantity to the actual amount received.

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.

9

Example of an entered Receipt with Multiple Distributions (all of the ordered product was received):
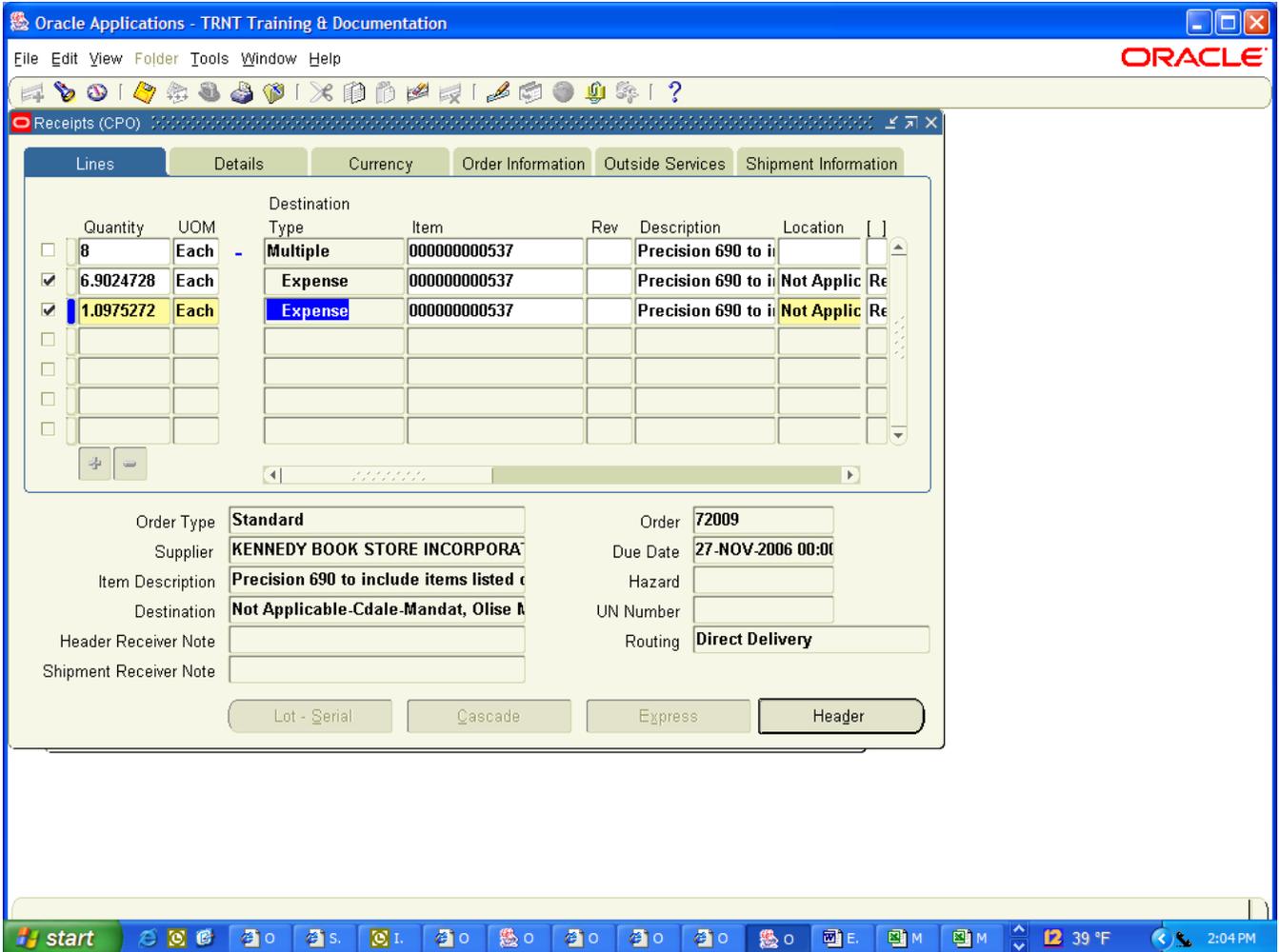
Using the same example, let's assume that only six (6) of the eight (8) Precision 690 computers were received:

> Entry of the actual quantity received on each individual Distribution Line will be based on the percentages of each Distribution Line to the total Quantity Ordered.
>> For Distribution Line 1: 6.9024728 / 8 = .8628091
>> For Distribution Line 2: 1.0975272 / 8 = .1371909

> 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: 5.1768546

>> (Calculated by multiplying 6 by .8628091)

>> B. Click on the Receipt Description Flexfield (DFF) and enter an "R" and TAB.
>> C. Click OK.
>> D. Click in the check box next to the 1.0975272 in the Quantity Column. Change the amount in the Quantity Column to: .8231454

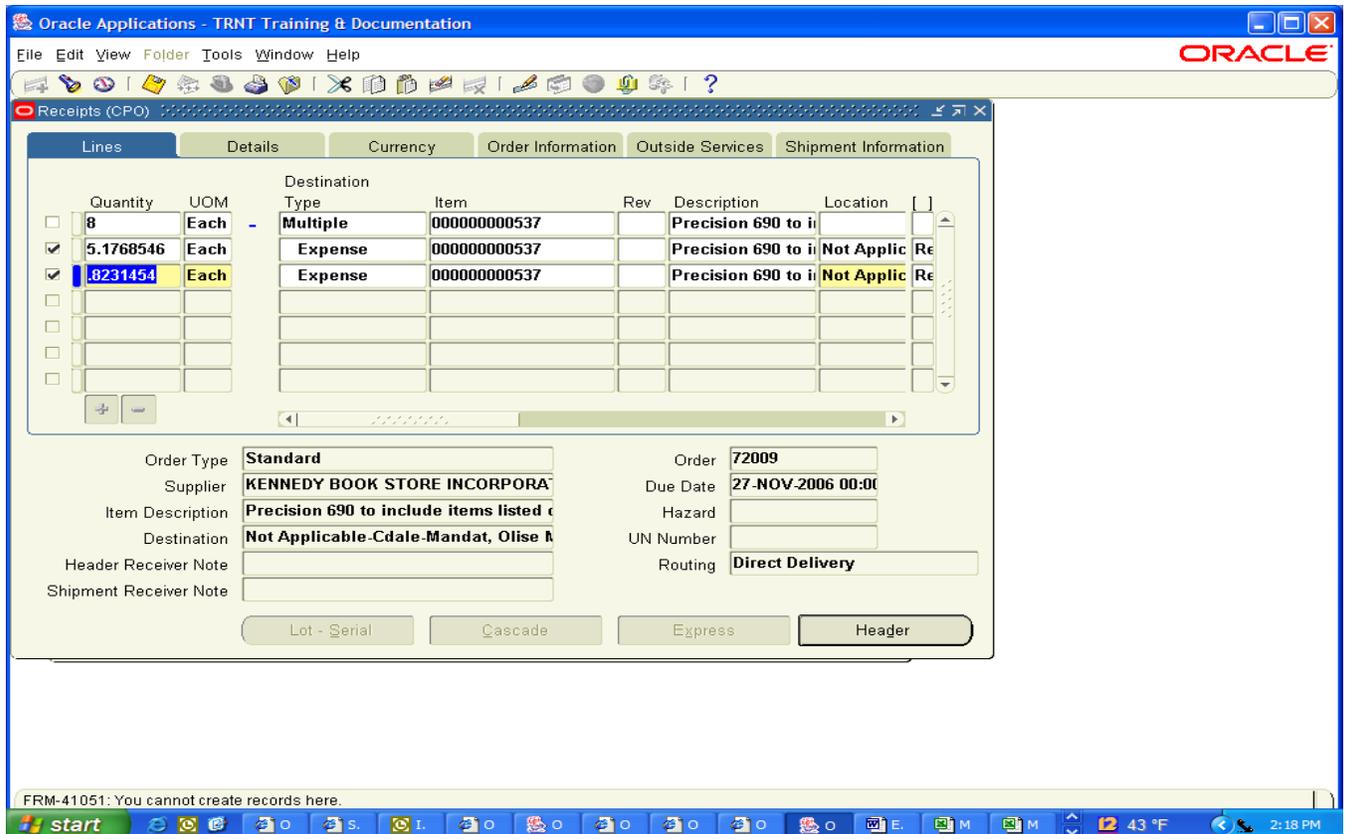>> (Calculated by multiplying 6 by .1371909)

>> 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.

>>> NOTE: As a double check of your calculations, add the amounts entered as received in the Quantity fields. This should equal the total number of units received. (5.1768546 + .8231454 = 6)

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