



Oracle 11i
Receiving

End User Training

Presented by



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Oracle 11i Receiving User Procedures

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Title:

Receiving – Receipt Transaction (Without Quality)

Description:

Receiving and receiving inspection are handled together in Oracle. Receipts can be setup on the purchase order to be direct delivery, standard receipt or inspection required. The difference is primarily in the number of transactions and control level.

Inspection Required requires three transactions. The first is a receipt transaction that places the material into Receiving. The second is an inspection transaction that accepts and/or rejects quantities of the receipt. The third is a delivery transaction that places the material on-hand in a location (sub inventory).

Standard Receipt only requires two transactions, a receipt and a delivery. It is used when the accept/reject information is not required on the system and where the time spent in either Receiving is significant or the delivery location is not known at time of receipt.

Direct Delivery is the simplest of the receipt routings. It only requires one transaction that automatically processes the receipt and delivery.

NOTE: This procedure addresses the first of the three transactions required for an 'Inspection Required' purchase order: the receipt transaction. It also applies to purchase orders that are 'Standard Receipt'.

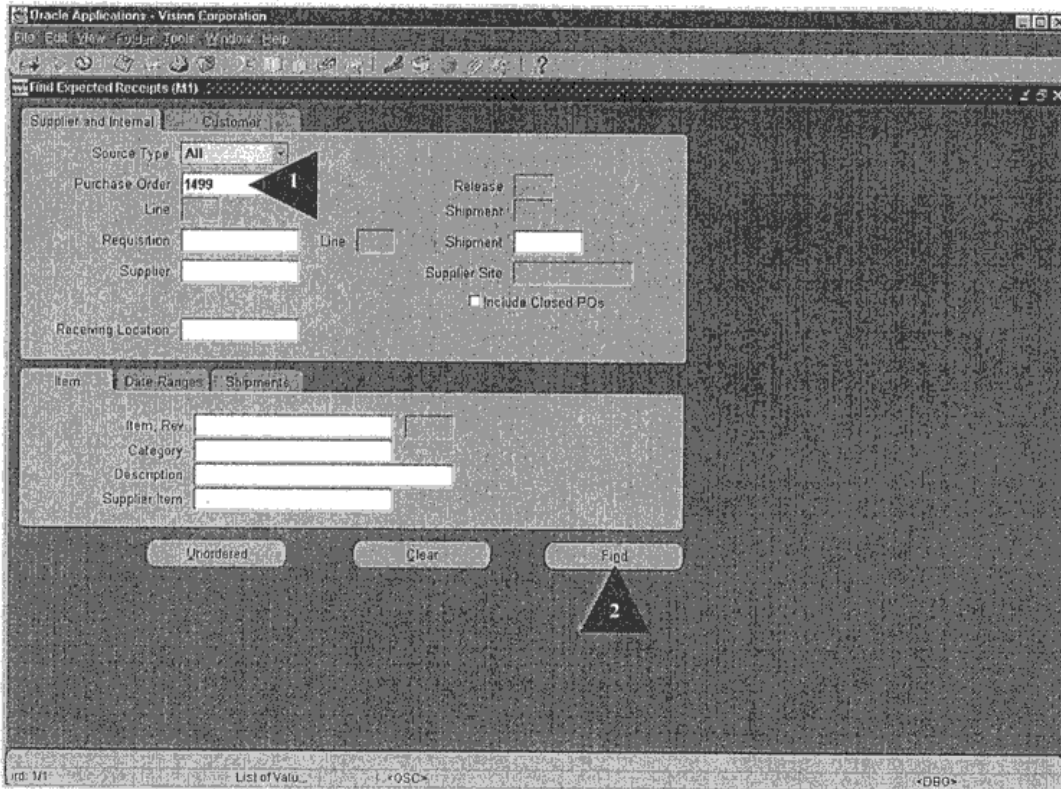
Oracle Prerequisites:

- *Purchase Order entered and approved (PO 'Standard Receipt' or Inspection Required')*

Menu Path

Transactions > Receiving > Receipts

Window Name:
Find Expected Receipts



A variety of search criteria can be used to locate and display the appropriate receiving information. For training purposes, let's search for receiving transactions by purchase order number:

- | Field Name | Description/Action |
|---------------------------|----------------------------------|
| 1. Purchase Order | Enter the appropriate PO number. |
| 2. Click on FIND . | |

Window Name:

Receipt Header

Oracle Applications - Vision Corporation

File Edit View F10 Help Tools Window Help

Receipt Header (41)

Receipt: Shipped Date: 30-JAN-2001

Shipment: Shipped Date:

Packing Slip: Waybill/Airbill: A465

Freight Carrier: Bill of Lading:

Containers: Received By: Smith, Mr. Jonathan

Supplier: Consolidated Supplies

Comments:

Order Type: Standard Order: 1499

Supplier: Consolidated Supplies Date Recd: 30-JAN-2001

Item Description: test part Hazard:

Destination: M1 Seattle UN Number:

Receiver Note: Routing: Inspection Required

Close Cascade Express Header

The “Receipt Header” window is used to enter any information that you wish to collect and attach to this goods receipt document. For training purposes, let’s enter a waybill number:

- | Field Name | Description/Action |
|--|--|
| 3. Waybill/Airbill | Enter the appropriate document number. |
| 4. Click on the CLOSE (X) button. | |

Window Name:

Receipts

Quantity	UOM	Destination Type	Item	Rev	Description	Location
<input checked="" type="checkbox"/> 200	Each	Receiving	123457	test part	M1-Seatd	
<input type="checkbox"/>	Each	Receiving	123548	test part	M1-Seatd	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Order Type: Standard
Supplier: Consolidated Supplies
Item Description: test part
Destination: M1-Seatd
Receiver Note:

Order: 1499
Date: 30 JAN 2001
Hazard:
UN Number:
Routine: Inspection Required

Buttons: Save, Cascade, Express, Header

All the PO lines that meet the criteria entered on the previous screen will appear.

Field Name Description/Action

5. Click on the item selection check box (to the left of the item to be received).

Note: the value in the "Routing" field for the first line indicates that Inspection is required.

6. **Quantity** Verify the quantity being received matches the PO quantity.

7. Click on (Save).

Note: since Receiving is not a subinventory, on-hand inquiries do not have visibility to the quantities there. Purchase orders and the MRP planning process do, however, have full visibility to quantities in Receiving.

Note: Return to the Navigator to inspect this PO or return to the header of this form to receive the next PO.



End of procedure