

PO 13: Create a partial receipt for PTP-PO-001 Created on 2/26/2018

PO 13: Create a partial receipt for PTP-PO-001

Procedure

This User Guide outlines the steps required to create a partial receipt for PTP-PO-001.



Step	Action
1.	Click the Navigator button.
	=

😑 🕅 University@Windsor		â ±	r 👥 🔒 🙆	USER4. TEST Docto
Navigator				
Sales	General Accounting	My Workforce	About Me	Tools
Activities	🔃 General Accounting Dashboard	韋 Data Exchange	🛉 Career Development	<u>/</u>
Collections	I Journals	Document Records	蓒 Career Planning	:
Contract Management	Reriod Close	👜 Mass Updates	Boals	۵.
	Intercompany Accounting	😓 Workforce Structures	👫 Skills and Qualifications	°o I
	Transactions	🔐 New Person	Personal Information	🕮 (
Revenue	Reconciliation	🧞 Person Management	🗿 Web Clock	*
Pagaiwahlan	Budgetary Control	Workforce Modeling	C Expenses	<u>ت</u> ا
Receivables	2 Budgetary Control	Absence Administration	My Account	88 :
Accounts Receivable	Cash Management	Profiles	Procurement	E I
Revenue	Cash Balances	🚽 Career Development	🔃 Procurement Dashboard	÷
Eunds Canture	Bank Statements and Reconcili	Goals	Purchase Requisitions	
C (2	Fined Accests	Performance	Purchasing	T
Losting		Talent Review	My Receipts	<u>pu</u> (
Receipt Accounting	Asset Inquiry	Succession Plans	Catalogs	± '
Payables	jon Assertinguity	Payroll	Suppliers	
🔝 Payables Dashboard	Financial Reporting Center	Accounting Distribution	Directory	- 14
	Customer Data Management	Expenses	🚠 Directory	
ayments	📸 Parties	Auditing	Resource Directory	
Projects	🛃 Data Import	Benefits Administration	Social	
🔃 Project Hierarchy Dashboard	Duplicate Identification	🎇 Plan Configuration		
nt Project Financial Management	Duplicate Resolution	My Team	Collaboration Messaging	
Project Management	🛎 Data Cleansing	Talent Review	r Getting Started	~
<				>
ittps://efhc-test.fs.ca2.oraclecloud.com/h	omePage/faces/FuseWelcome?fnd=;;;;falsFD	H=768&_afrMFC=8&_afrMFCI=0&_af	frMFM=0&_afrMFR=96&_afrMFG=08	x_afrMFS=0&_afrMFO

Step	Action
2.	Click the My Receipts link.
	My Receipts
	🚍 👹 University Windsor 🕋 🛧 🌪 🎾 🚱 🕢 USER4, TEST Doctor 🕶
	Procurement Purchase Purchasing My Receipts Catalogs Suppliers Dashboard Requisitions
	Receive Items
	Advanced Saved Search Items Due in Last 7 Days
	** Requester USER4, TEST
	** Entered By Requisitioning BU
	Search Reset Save
	Search Results
	View v Format v JB III Freeze II Detach w Wrap Receive
	Requisitioning Requisition Line Item Description Supplier Need-by Date Quantity UOM Curr
	Columns Hidden 2
Step	Action
3.	Click the Items Due drop-down button. Select the appropriate option from the drop-down list.



Step 4.

Procurement Purchase Purchasing Dashboard Requisitions	A K K K	12 🕏 🤣 USER4, TEST D Suppliers	octor v
Receive Items	Advanced Saved Sev	arch Items Due in Last 7 Days 🗸	Ξ
Requisition	Requisitioning BU Last 60 days Last 30 days Last 30 days Last 3 days Last 3 days Yesterday Today	▼ Search Reset Save	
Search Results View ▼ Format ▼ 第 Freeze ☐ Detach ↓ Wrap Receive Requisitioning BU Requisition Line Item Description No search conducted. No search conducted. No search conducted.	Next 3 days Next 7 days Any time Supplier Need-by Date	Ordered Quantity UOM Curr	
Columns Hidden 2			
Action Click the Requisitioning BU drop-d the drop-down list.	lown button. Se	elect the appro	priate option from
Action Click the Requisitioning BU drop-o the drop-down list.	down button. Se	elect the appro	priate option from
Action Click the Requisitioning BU drop-of the drop-down list.	down button. Se	elect the appro	priate option from
Action Click the Requisitioning BU drop-or the drop-down list.	Hown button. Se	elect the appro	priate option from

Step	Action
5.	Click the Search button.
	Search

Columns Hidden 2



University# Wind:				â	* 🕅 🎾	•	? USEF	R4, TEST D	Doctor •
		Æ				1994			
	Procurement Dashboard	Purcha Requisiti	se Purchasing ons	My Receipts	Catalogs	Suppliers			
			_						_
eceive Items								_	Ξ
Search				Adv	anced Saved Search	Items Du	e in Last 7 Da	ays 🗸	
earch Results									
View 🔻 Format 🔻	ቻ 🔟 Free	eze 🔐 Detach	Wrap Receive						
Requisitioning	Denvisitien	1	Ham Description	Gunnling	Need by Date		Ordered		
BU	Requisition	Line	Item Description	Supplier	Need-by Date	Quantity	UOM	Curr	
UW BU	REQ0000237	1	Testing	CANADIAN COL	23-Jan-2018	1	EA		
UW BU	REQ0000325	1	Telco Equipment	UNIVERSITY O	24-Jan-2018	10	EA		
UW BU	REQ0000326	1	Foreign Services	UNIVERSITY O	24-Jan-2018	1,000		USD	
UW BU	REQ0000478	1	Service by amount	DELL CANADA I	29-Jan-2018	10,000		CAD	
<	Columns Hid	dan 2						>	
	Columnis Hiu	uen 2							
/efhc-test.scm.ca2.or	aclecloud.com/log	istics/faces/FndOv	erview?fnd=;;;;falMFDH=7688	_afrMFC=88(_afrMFCI=)	0&_afrMFM=0&_afrMFR	=968c_afrMF	G=0&_afrMF	S=08c_afrN	VFO=0#

Step	Action
6.	Click the Left Selection Area to select the appropriate Purchase Order.
	Search Results View ▼ Format ▼ 第 III Freeze III Detach 4 Wrap Receive
	Ordered
	Item Description Supplier Need-by Date Purchase Order Shipment Quantity UOM Currency
	Testing CANADIAN COL 23-Jan-2018 1 EA UW1000087
	Telco Equipment UNIVERSITY 0 24-Jan-2018 10 EA UW1000095
	Foreign Services UNIVERSITY 0 24-Jan-2018 1,000 USD UW1000096
	Service by amount DELL CANADA I 29-Jan-2018 10,000 CAD UW1000116
	Rows Selected 1 Columns Hidden 2
Step	Action
7	Click the Receive button
	Receive



	Procurement Purchase Purchasing My Receipts Catalogs Suppliers
	Create Receipts Actions v View v Format v PB Freeze Image: Detach view Vrap Remove Line Show Receipt Quantity
	Requisition Item Description Receipt * Transaction Date Packing Slip R B * Quantity Example format: Example format:
	RECO000478 Service by amount 10000 #### 23-Jan-20 to U
	Action
р	Action
	Click in the Quantity field. Press [Delete] to clear the value. Enter the re
	value in the Quantity field.
	value in the Quantity field. ≡ ♥ unversity Windowr
	value in the Quantity field.

Step	Action
9.	Click the Submit button.
	Sub <u>m</u> it



😑 Ŵ University#Wind			1	* * *) 12	🔂 🕜 USER	
						121	
		Purchase Purchasing					
	Dasnboard	Requisitions					
Create Receipt	s					Sub <u>m</u> it	<u>Cancel</u>
Actions v View v	Format 👻 🖋 🎵	🔲 Freeze 📓 Detach 📣	Wrap Remove Line	Show Receipt	Quantity		
Requisition	Item Description	Receip	t	* Transaction	Wayhill	Packing Sli	R
nequisition	tom Description	* Quantity UOM	Currency	Date		r doning on	r В
REQ0000478	Service by amount	100	CAD	23-Jan-20 💼			U
<		- Confirmat	tion				>
Rows Selected	1 Columns Hidden	6 You created the fo	bllowing receipt numbers	: 73.			
				OK			

Step	Action					
10.	Click the OK button.					
	0 <u>K</u>					
	_					
	= 🐯 University a Windsor	Â	* 🕅 🎾 😚	? USER4, TEST Doctor		
	Procurement Purchase Dashboard Requisition	e Purchasing My Receipts	Catalogs Suppliers			
	Paceiva Items					
	 Search 	Ad	vanced Saved Search Items Due	e in Last 7 Days 🗸		
	Search Results					
	View Format	Wrap Receive				
	Requisitioning Requisition	Item Description Supplier	Need by Date	Ordered		
	BU Requisition Line	Rein Description Supplier	Quantity	UOM Curr		
	UW BU REQ0000237 1	Testing CANADIAN COL	. 23-Jan-2018 1	EA		
	UW BU REQ0000326 1	Foreign Services UNIVERSITY 0	24-Jan-2018 1,000	USD		
	UW BU REQ0000478 1	Service by amount DELL CANADA I	. 29-Jan-2018 10,000	CAD		
	Rows Selected 1 Columns Hidden 2			>		
	l					
Step	Action					
11.	End of Procedure.					