

ERP Job Aid

RI Enterprise Resource Planning



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Create Receipt

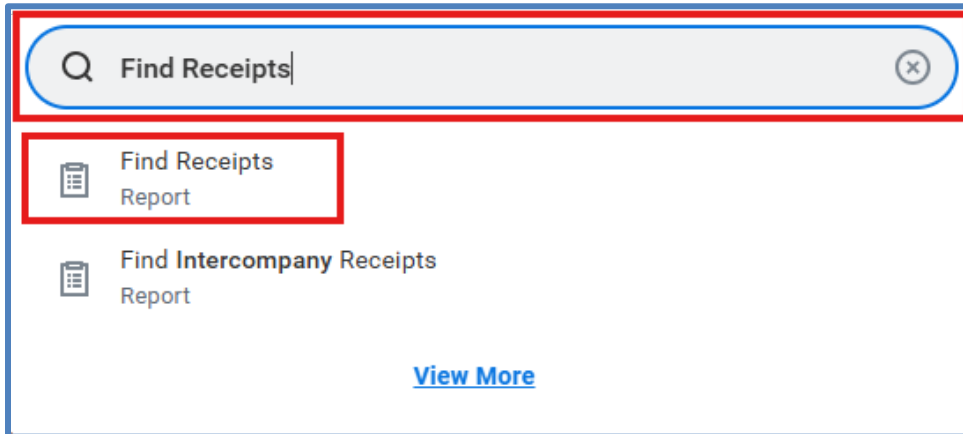
1. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
2. Under Organization, select Requisitions
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)
3. Select the Ordered icon and then select the Purchase Order Number.
4. Using the related actions button next to the Purchase Order Number, hover over Receipt and select Create.
5. To **Fully Receive**, check the **Fully Receive** checkbox.
6. Select **OK**.
7. Review the **Goods Lines or Service Lines** by selecting an item from the left panel.
8. Once ready to create a **Receipt**, select **Submit**.

Create Receipt Adjustment

1. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
2. Under Organization, select Requisitions
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)
3. Select the Ordered icon and then select the Purchase Order Number.
4. Right click on the PO number and select copy text.
5. In ERP system search bar, type in *Create Receipt Adjustment* and then select the **Create Receipt Adjustment** task.
6. To select a **Receipt to Adjust**, select the menu icon, select **Receipt by PO**, and then paste your PO number.
7. Select **OK**.
8. Review the **Line Information**.
9. From the left panel, select a **Goods Line** item or a **Service Line** item, and then make an adjustment.
10. Once an adjustment is made, select **Submit**.

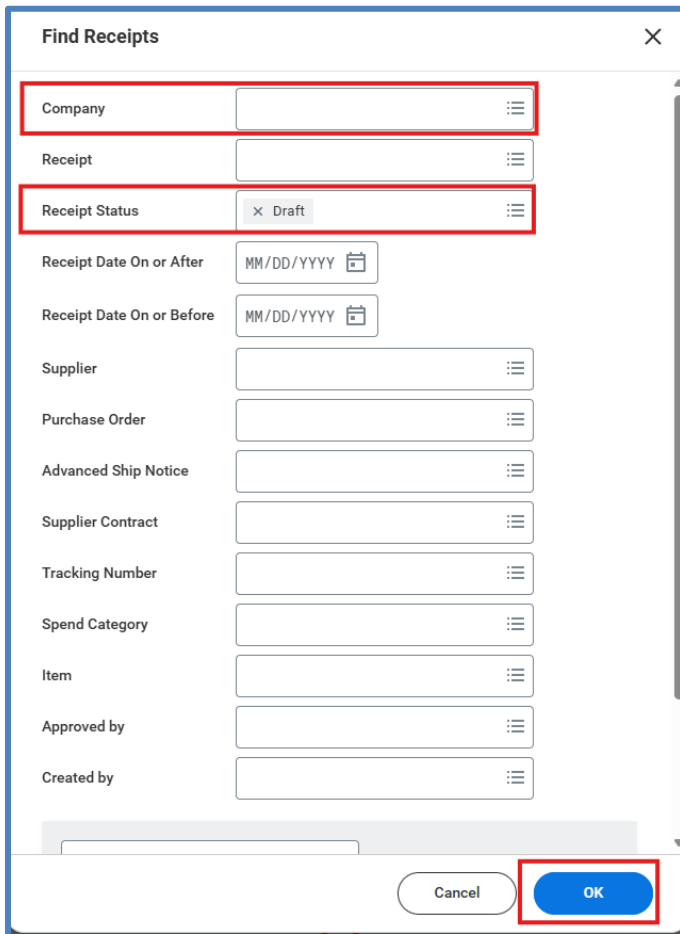
Managing Draft Receipts

1. In the ERP system search bar, type in **Find Receipts** and select the report.



The screenshot shows the ERP search bar with the text 'Find Receipts' entered. Below the search bar, two report options are listed: 'Find Receipts Report' and 'Find Intercompany Receipts Report'. The 'Find Receipts Report' option is highlighted with a red box. A 'View More' link is visible at the bottom right of the search results.

2. Enter Company name and change the **Receipt Status** field to **Draft**. Select **OK**.



The screenshot shows the 'Find Receipts' dialog box. The 'Company' field is highlighted with a red box. The 'Receipt Status' field is set to 'Draft' and is also highlighted with a red box. The 'OK' button at the bottom right is highlighted with a red box. The dialog box includes fields for Company, Receipt, Receipt Status, Receipt Date On or After, Receipt Date On or Before, Supplier, Purchase Order, Advanced Ship Notice, Supplier Contract, Tracking Number, Spend Category, Item, Approved by, and Created by.

3. Select the related actions (...) next to the receipt you want to cancel.
4. Hover over Receipt and select **Cancel**.
(**Note:** Only receipts in draft status can be cancelled.)