

iProc receipting: Create a receipt

iProc Requisitioner | Oracle Financials

This guide is intended to show iProc Requisitioners how to create receipts for their requisitions in the iProcurement (iProc) part of the Oracle Financials system.

Once a requisition has been approved and converted into a purchase order (or sent to the supplier automatically if it is an eMarketplace requisition), it will appear in your iProc *Receiving* list ready for you to receipt.

You should only create the receipt when the goods or services have been physically received and checked. It is important that you only receipt the amount that you have actually received, as over receipting will lead to early/over payments to the supplier.



In order for invoices to be paid by the Central Accounts Payable team, Requisitioners need to confirm that the goods and services that they have ordered have been received. Failure to receive goods or services in iProcurement will delay the payment process as Central Accounts Payable can only fully match invoices which have been received on the system. Payment delays can damage the relationship with the supplier so it is vital that you review your receipts on a daily basis.

If you have a requisition and you believe the goods should have been delivered by now but either you have not received the goods or you have not been notified that the University has received them, contact the requester and the supplier to trace the goods.

It is critical that call-off orders are receipted in a timely fashion as a missed receipt will be incredibly difficult to track at a later date.

To create a receipt in iProc you will need to:

1. Click the **Receiving** tab from within iProc. This screen will display some of the requisitions ready to be received, but this is not the complete list.
2. Once the requisition has been turned into a purchase order, you might see it displayed in the **Requisitions to Receipt** section. If this is the case, you can use the **Receive** icon and skip to step 3. If you do not see the requisition you wish to receipt listed on the screen, click on **Receive Items** from either the top of the screen, or from the right side of the screen. The *Receive Items: Select Items* screen appears and shows a list of requisitions ready to be receipted will be displayed. If you can't see the requisition, use the search fields at the top of the screen (remember to use the Oracle wildcard **%** when searching), or try changing the **Items Due** drop-down field to a suitable option eg *Any Tme*.

3. Once you have found the requisition you wish to receipt, check the details of each line you are receipting. Then on the left of the screen, select the line/s to receipt.
4. Enter the number of units received in the **Receipt Quantity** field for each line you have selected on this receipt. This will default to the total number ordered.
If you are **receipting part of the requisition**, be sure to amend the *Receipt Quantity* to the amount that you have physically received.
When receipting **services**, amend the *Receipt Quantity* to the **net amount shown on the invoice**. You should only receipt the full amount if you have actually received the full amount, as over receipting will lead to early/over payment to the supplier.
5. Click **Next**. The *Receive Items: Enter Receipt Information* screen appears.
6. Today's date defaults in as the **Receipt Date**. Amend this if necessary by entering the date or use the **calendar** icon to select the date.
7. Type any **Receipt Comments** as appropriate.
8. Type in the **Packing Slip** (delivery note) reference, which should be received with the goods. If not, use your own coding system for the packing slip.
9. Click **Next**. The *Receive Items: Review and Submit* screen will appear.
10. Review the receipt details (including receipt date, comments and receipt quantity) and click **Submit**.
11. You'll receive a **Confirmation** message that the receipt has been created and given a receipt number. The receipt is now complete.

If you have created a receipt in iProc for part of the requisition, the remaining items on the requisition will keep the requisition outstanding and waiting to be fully receipted or cancelled.

If you no longer require the items on the requisition you should contact your Operational Buyer for advice.