



iProc receipting by email: Receipt up to full amount

iProc Requisitioner | Oracle Financials

This guide is intended to show iProc Requisitioners how to create receipts up to a full amount by email for their requisitions that have been raised in the iProcurement (iProc) part of the Oracle Financials system.

If you have been billed for goods/services and received an Oracle notification for this, you will need to receipt up to the amount invoiced to generate a goods receipt to match the quantity invoiced.

If there are additional items/funds on the purchase order which have not yet been invoiced this action will ensure that only the total of the invoice is receipted to allow payment. Should any subsequent invoices be processed you will receive a new notification requesting receipt of outstanding goods/services.

To create a receipt by email up to the full amount you will need to:

1. Open the **email notification** you have received regarding the receipt and click **Reply**.
2. Click **Receipt Up To Amount Invoiced**. An e-mail will be generated confirming that a receipt up to the value of the invoice is to be generated to match to the purchase order.
Do not amend any of the other contents of the e-mail.
3. Click **Send**. The e-mail will now direct the receipt back into the Oracle workflow. The receipt may be viewed via Oracle Financials.