

# RECEIVING GOODS IN ORACLE

Receiving

Receipt

SU Staffordshire University

The screen will show at ALL in the “source type” box, <tab> to move on. The background colour will show yellow, indicating the process is underway.

At blank box showing order number, select the order number or use drop down menu as a prompt, using the % sign for assistance.

Select FIND.

Select “new receipt”.

Close box, using small x box at top right hand corner of the receipt header box, NOT main box.

A list of all order lines will appear, with the cursor showing against line 1. Select any lines to be receipted with a tick. Enter the relevant quantity in the column shown.

Click SAVE on top tool bar.

Select HEADER and the receipt number allocated will show in the new drop down box. Make a note, if required, and close boxes.

The screen will return to the lead in menu at RECEIPTS, ready for the next action.

## TO ENQUIRE ON A RECEIPT ALREADY MADE

Receiving

Receiving Transaction summary

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Choose order number or receipt number, then click on FIND. This will give details on the order, receipts already made or other transactions.