



**CAYMAN ISLANDS
GOVERNMENT**

**IRIS PO 505:
INTERMEDIATE TO IRIS PURCHASE ORDERS**

INSTRUCTOR: INGRID POWELL

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COURSE OUTLINE

Course Objective:

- To understand how receive transactions against purchase orders and if necessary how to return items to supplier.

Audience:

- All users with PO Receiver access

Prerequisites

- Be a Government Employee
- IRIS 101 IRIS Introduction/Navigation Course
- IRIS PO101 Purchasing Beginners

Topics Covered:

- Receiving Purchase Orders
- View Receiving Transaction Summary
- Return Item to Supplier

Multiple Choice Mini Test

- This will be an opportunity for the attendee to evaluate the skills learned in this course and assess if their objectives have been met.

Next Recommended Course:

- PO 909 Purchasing Advanced is the next course recommended

1. RECEIPTS

Purchasing provides with features you need to satisfy your receipt, inspection, transfer and delivery needs. You should be able to:

1. Use routing controls at organization, supplier, items or order level to enforce material movement through receiving. For example, you can require inspection form some items and dock-to-stock receipt for others.
2. You can record transfers of inventory items from receiving and inspection to inventory or to the shop floor. You can also record transfers of items to different locations in the receiving and inspection area. For example, you might need to move refrigerated items from the receiving dock into a cold storage area while you are waiting to inspect them. Purchasing lets you record these types of transfers in the same window you use to deliver to stock or expense
3. Track the quantity and destination of internally delivered items. You know exactly what items you receive and where to deliver them within your organization.
4. View receipts details. You should be able to view all the details of your receipt, including matching purchase order and shipment information
5. Record returns to suppliers. You can return items that are damaged on receipt or that fail your inspection process
6. Receive services, inventory, expense, and outside processing items using one screen. You acknowledge receipt of services by receiving amounts of the service, generally related to receipt of an invoice. You receive inventory items to expense or asset sub inventories, you receive expense items to the requestor, and you receive outside processing to the shop floor (designated operations in your manufacturing process).
7. Specify invoice matching controls. You can specify two-, three-, and four-way matching on a purchase order line. Purchasing uses your receiving and inspection information to ensure that you only accept and pay for the items you order. Choose three-way matching if you want to receive items before you allow payment. Choose four-way matching if you require inspection and acceptance of receipts before authorizing payment

1.1 RECEIVING TRANSACTIONS (PURCHASE ORDERS)

In order to receive purchase orders you must have the PO Receiver User Type (also known as responsibility).

CFO Receiver User Types have access to multiple organizations so you must ensure to select the correct one.

Note: Destination type is Expense **DO NOT** change to Receive otherwise your expense account will not be affected when transferring to GL.

Below are the steps to receipt purchase orders.

- Step 1. Navigator – Receiving → Receipts
- Step 2. Enter Purchase Order number
- Step 3. Choose Find
- Step 4. Minimize Receipt Header window or click on the screen behind

Receipt Header (CS1)

New Receipt Add To Receipt

Receipt

Shipment

Packing Slip

Freight Carrier

Containers

Supplier **A L THOMPSON'S HOME DEP**

Comments

Receipt Date **26-OCT-2007 14**

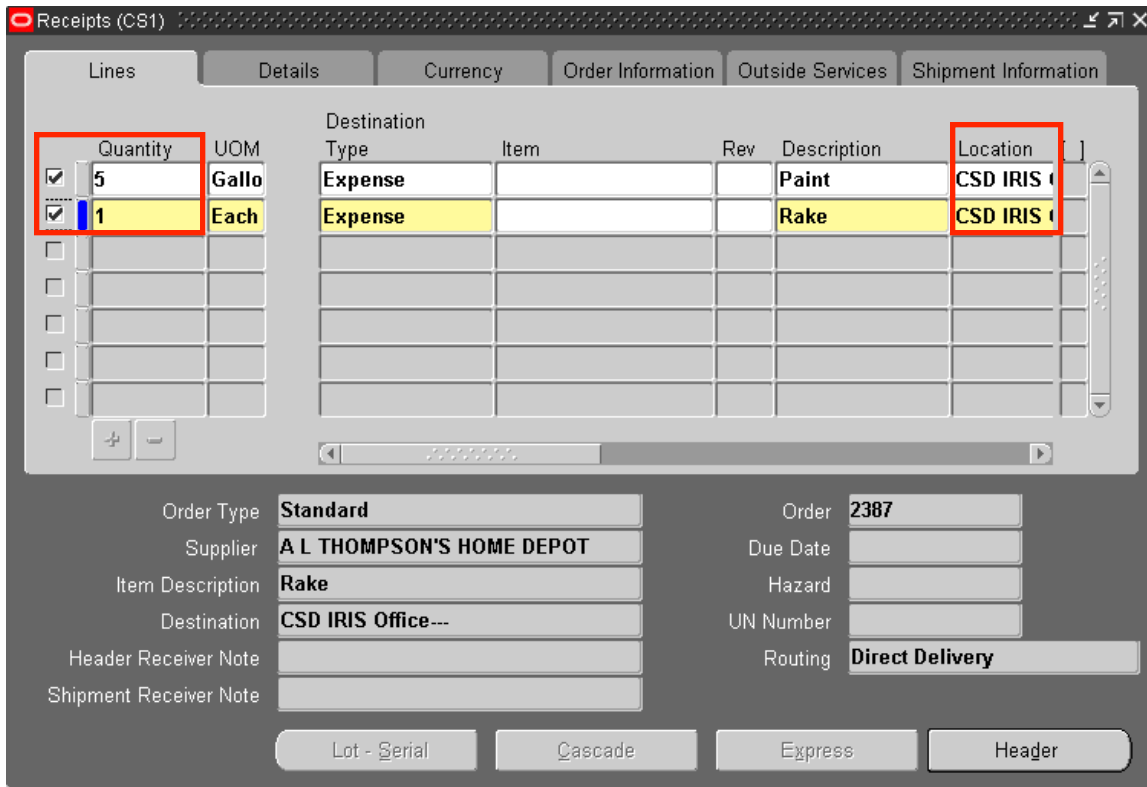
Shipped Date

Waybill/Airbill

Bill of Lading

Received By **Powell, Ingrid Elizabeth**

- Step 5. Select line (checkbox must be ticked)
- Step 6. Enter quantity received (if differs from amount defaulted)
- Step 7. Enter location (will default if Deliver to was entered at the PO creation stage)
- Step 8. Save your work



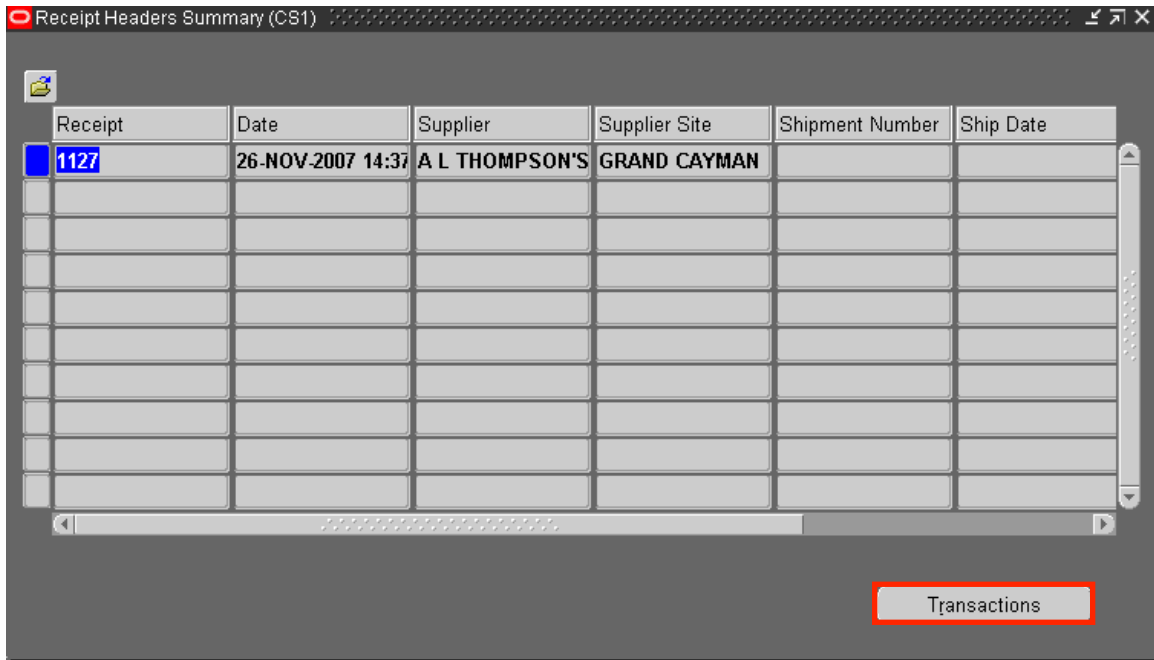
Note: When a purchase order is received the **Expense account** (PO charge account) will be debited and the **AP Accrual Account (20160)** is credited. These entries will occur when Create Accounting has been completed which is scheduled to run every day.

1.2 VIEW RECEIVING TRANSACTION SUMMARY

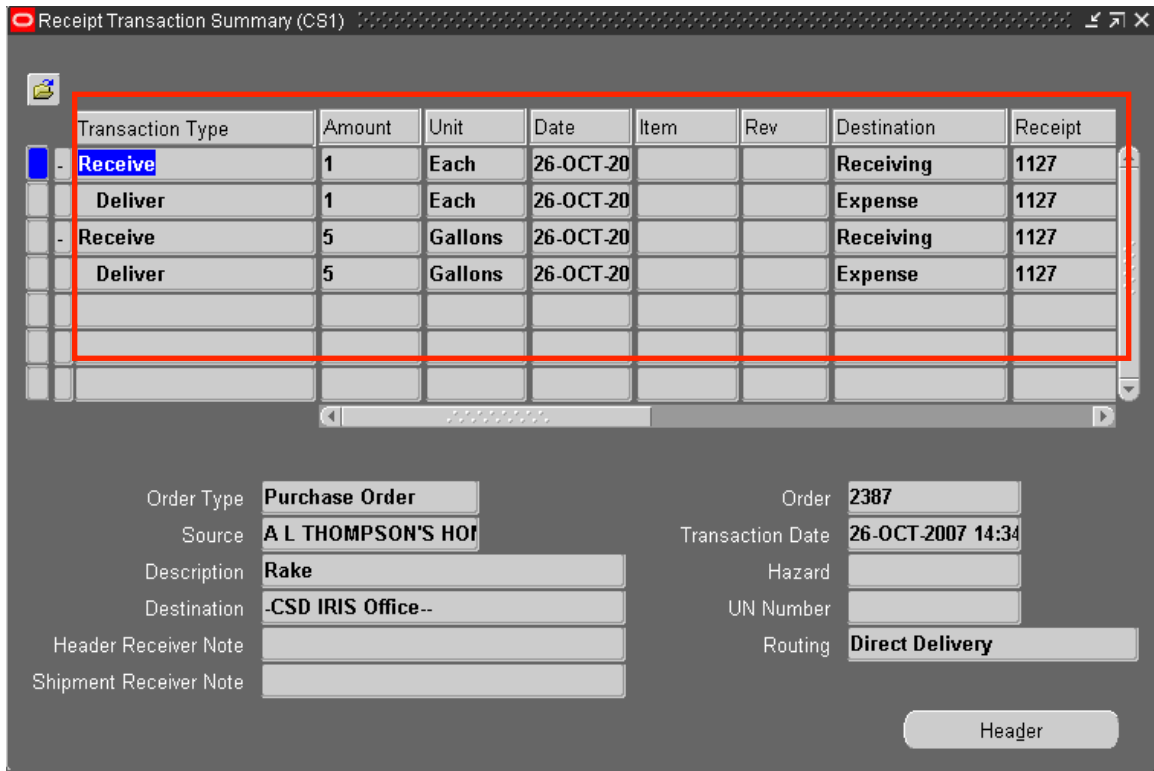
Use this feature to verify the amount was received correctly. This can also be used to view details such as the receipt header and order information.

Below are the steps to see the receiving transaction summary:

- Step 1. Navigator - Receiving → Receiving Transaction Summary
- Step 2. Enter Purchase Order Number (or any other criteria for PO number unknown)
- Step 3. Choose Find
- Step 4. Choose Transaction to drill down.



Step 5. All receiving transactions for the receipt on the current line are now displayed including the transaction type, Date etc.



2. RETURNS

Purchasing allows you to perform returns to suppliers and returns to customers in the Receiving Returns window.

Use the Receiving Returns window to return delivered items to receiving and to return received or delivered externally sourced items to the supplier if the purchase order has neither been cancelled nor final closed.

2.1 RETURN ITEM TO SUPPLIER

Items may need to be returned to supplier if the item was received damaged or was sent by mistake.

To Return Items to Supplier:

- Step 1. Navigator – Receiving → Returns
- Step 2. Enter Purchase Order Number
- Step 3. Choose Find
- Step 4. Enter Quantity being return)
 - a. If full amount is to be returned, scroll across to see parent qty
- Step 5. Choose Supplier from List of Values for the Return To field
- Step 6. Save work

Quantity	UOM	Return To	Supplier/Customer/Location	RMA Number	Item
5	Gallo	Supplier	A L THOMPSON'S HOME		
	Each				

Receipt: 1127 Order: 2387
Supplier: A L THOMPSON'S HOME DEPOT Parent Type: Deliver
Description: Paint Routing: Direct Delivery
Destination: -CSD IRIS Office-- Current Location: CSD IRIS Office
Header Receiver Note: Hazard Class: Lot - Serial

Step 7. Repeat Steps 4 thru 6 for purchase orders with multiple lines that need to be returned.