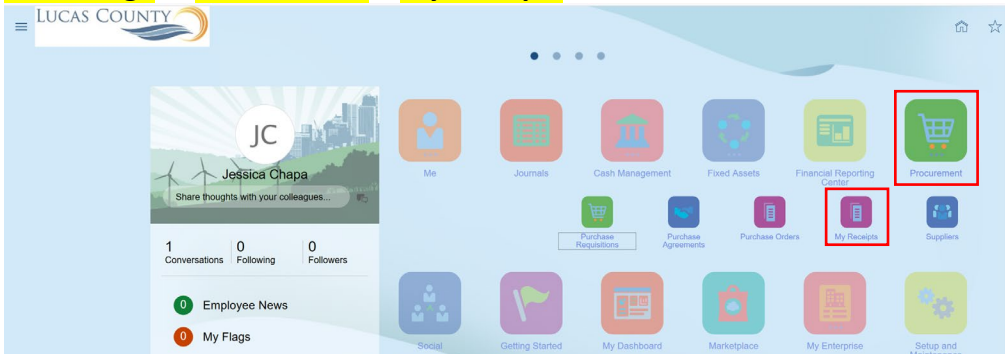
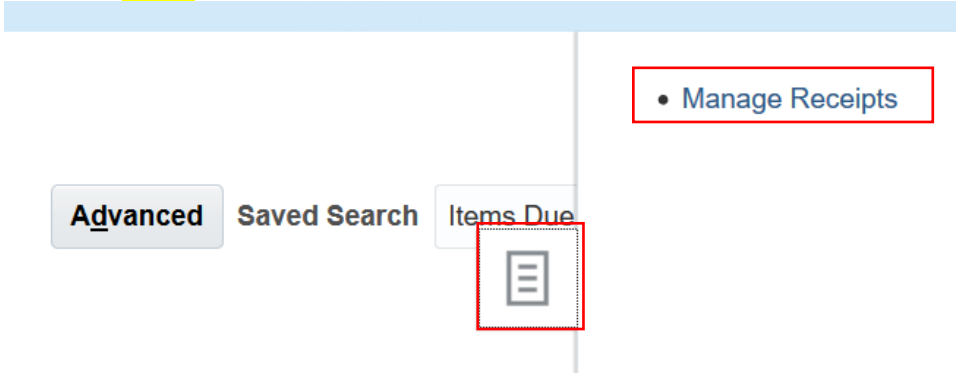
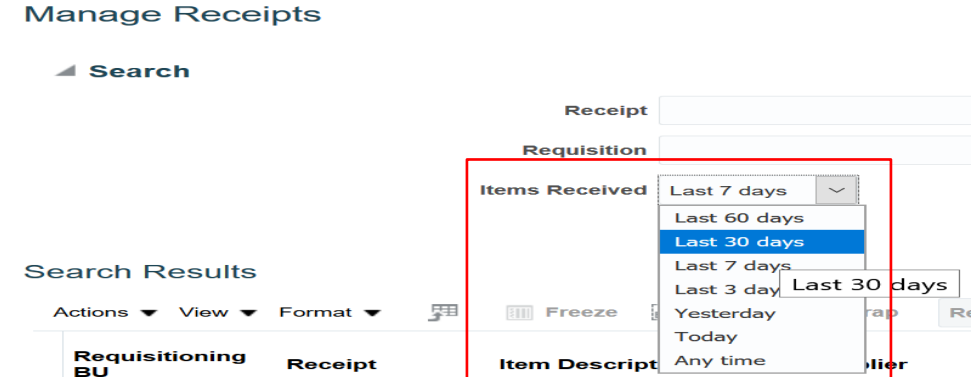
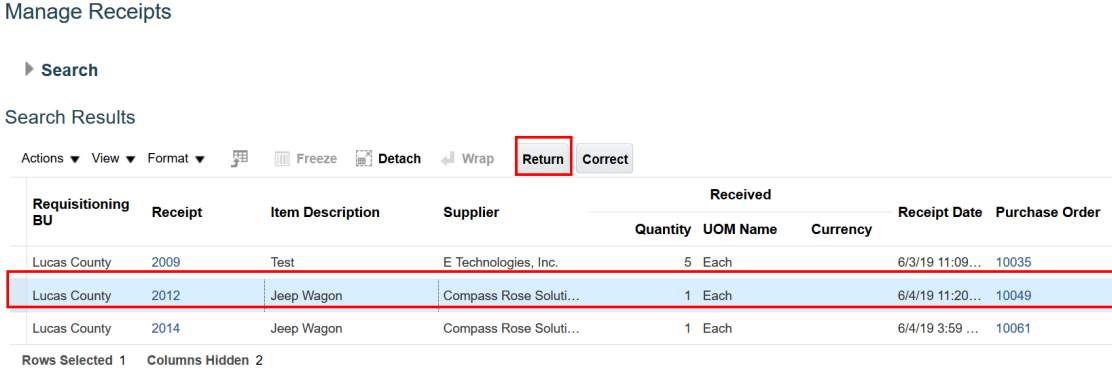
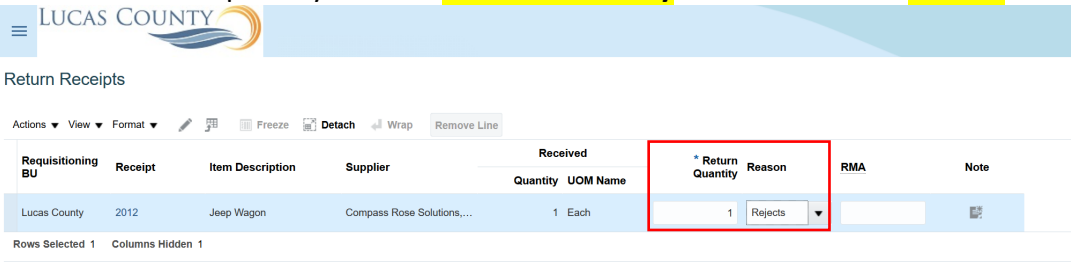


Create Returns to Receipts

Audience: Requesters, Receivers

Purpose: This job aid will assist you with creating returns from goods received.

Step	Action
1	<p>Log into Oracle Home Page -> Procurement > My Receipts</p> 
2	Click the My Receipts icon.
3	<p>Click the Tasks icon.</p> 
4	Click the Manage Receipts link.
5	Click the dropdown arrow to view list of values in Items Received list.
6	<p>For this example, click the Last 30 days value from the list.</p> <p>Manage Receipts</p> <p>Search</p> <p>Receipt</p> <p>Requisition</p> <p>Items Received</p> <p>Search Results</p> <p>Actions View Format</p> <p>Requisitioning BU Receipt</p> <p>Item Description</p> 

7	Click the Search button.																																							
8	<p>Select a row to be returned and click the Return button.</p>  <p>Manage Receipts</p> <p>► Search</p> <p>Search Results</p> <p>Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Return Correct</p> <table border="1"> <thead> <tr> <th rowspan="2">Requisitioning BU</th> <th rowspan="2">Receipt</th> <th rowspan="2">Item Description</th> <th rowspan="2">Supplier</th> <th colspan="3">Received</th> <th rowspan="2">Receipt Date</th> <th rowspan="2">Purchase Order</th> </tr> <tr> <th>Quantity</th> <th>UOM Name</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Lucas County</td> <td>2009</td> <td>Test</td> <td>E Technologies, Inc.</td> <td>5</td> <td>Each</td> <td></td> <td>6/3/19 11:09...</td> <td>10035</td> </tr> <tr style="background-color: #e6f2ff;"> <td>Lucas County</td> <td>2012</td> <td>Jeep Wagon</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>6/4/19 11:20...</td> <td>10049</td> </tr> <tr> <td>Lucas County</td> <td>2014</td> <td>Jeep Wagon</td> <td>Compass Rose Soluti...</td> <td>1</td> <td>Each</td> <td></td> <td>6/4/19 3:59 ...</td> <td>10061</td> </tr> </tbody> </table> <p>Rows Selected 1 Columns Hidden 2</p>	Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Quantity	UOM Name	Currency	Lucas County	2009	Test	E Technologies, Inc.	5	Each		6/3/19 11:09...	10035	Lucas County	2012	Jeep Wagon	Compass Rose Soluti...	1	Each		6/4/19 11:20...	10049	Lucas County	2014	Jeep Wagon	Compass Rose Soluti...	1	Each		6/4/19 3:59 ...	10061
Requisitioning BU	Receipt					Item Description	Supplier	Received			Receipt Date	Purchase Order																												
		Quantity	UOM Name	Currency																																				
Lucas County	2009	Test	E Technologies, Inc.	5	Each		6/3/19 11:09...	10035																																
Lucas County	2012	Jeep Wagon	Compass Rose Soluti...	1	Each		6/4/19 11:20...	10049																																
Lucas County	2014	Jeep Wagon	Compass Rose Soluti...	1	Each		6/4/19 3:59 ...	10061																																
9	Click in the *Return Quantity field.																																							
10	<p>Enter the return quantity into the *Return Quantity field and select a Reason.</p>  <p>Return Receipts</p> <p>Actions ▼ View ▼ Format ▼ Freeze Detach Wrap Remove Line</p> <table border="1"> <thead> <tr> <th rowspan="2">Requisitioning BU</th> <th rowspan="2">Receipt</th> <th rowspan="2">Item Description</th> <th rowspan="2">Supplier</th> <th colspan="2">Received</th> <th rowspan="2">* Return Quantity</th> <th rowspan="2">Reason</th> <th rowspan="2">RMA</th> <th rowspan="2">Note</th> </tr> <tr> <th>Quantity</th> <th>UOM Name</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>Lucas County</td> <td>2012</td> <td>Jeep Wagon</td> <td>Compass Rose Solutions,...</td> <td>1</td> <td>Each</td> <td>1</td> <td>Rejects</td> <td></td> <td></td> </tr> </tbody> </table> <p>Rows Selected 1 Columns Hidden 1</p>	Requisitioning BU	Receipt	Item Description	Supplier	Received		* Return Quantity	Reason	RMA	Note	Quantity	UOM Name	Lucas County	2012	Jeep Wagon	Compass Rose Solutions,...	1	Each	1	Rejects																			
Requisitioning BU	Receipt					Item Description	Supplier					Received		* Return Quantity	Reason	RMA	Note																							
		Quantity	UOM Name																																					
Lucas County	2012	Jeep Wagon	Compass Rose Solutions,...	1	Each	1	Rejects																																	
11	Click the Submit button.																																							
12	Click the OK button.																																							