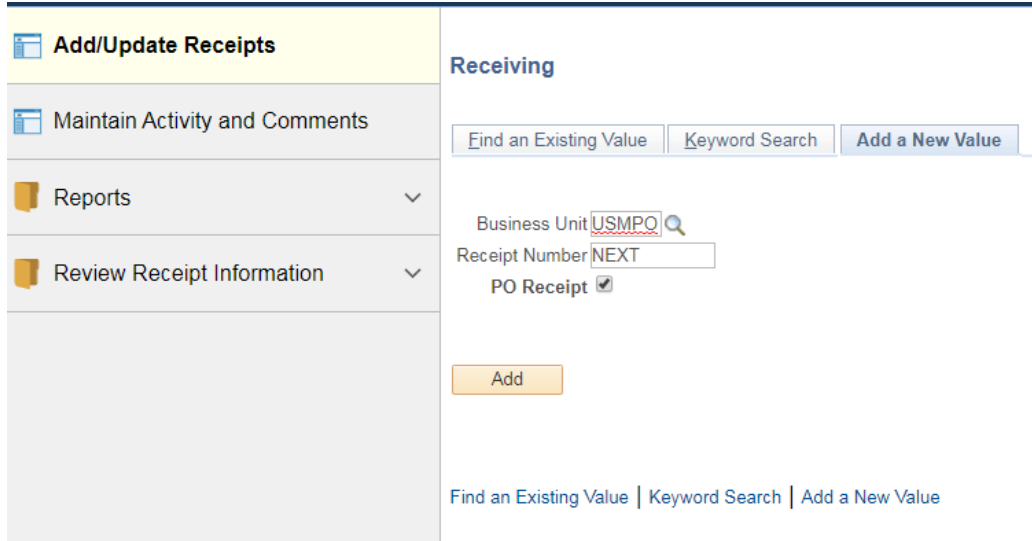Below are the steps on how to enter a receipt in SOARFIN:

From the Home screen select the Receipts tile:
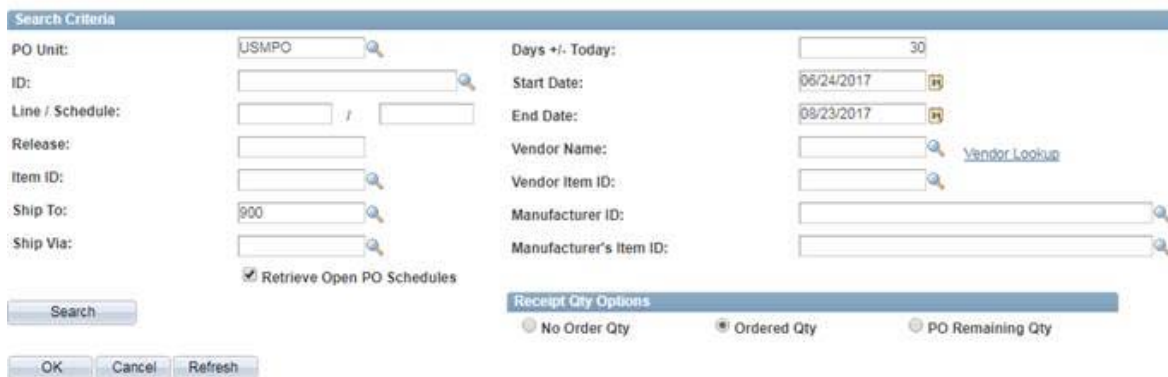

Add/Update Receipts (the screen will look like this):

Next, make sure the correct business unit is entered and click Add.

Enter the correct PO Unit/Business Unit and the PO number in the field ID. Do not enter anything else as it will hinder results. Click Search.

Select Purchase Order

Search Criteria

PO Unit:	USMPO	Days +/- Today:	
ID:	0001091883	Start Date:	
Line / Schedule:	/	End Date:	
Release:		Vendor Name:	Vendor Lookup
Item ID:		Vendor Item ID:	
Ship To:	900	Manufacturer ID:	
Ship Via:		Manufacturer's Item ID:	

☑ Retrieve Open PO Schedules

Search

Receipt Qty Options
- ○ No Order Qty
- ● Ordered Qty
- ○ PO Remaining Qty

Retrieved Rows

Personalize | Find | View All | First 1-2 of 2 Last

Selected Rows | Shipping Related | More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	USMPO	0001091883	1	1		07/07/2017	9.0000			5000- Heavy Cotton 100% Cotton
☐	USMPO	0001091883	2	1		07/07/2017	1.0000			5000- Heavy Cotton 100% Cotton

☑ Select All   ☐ Clear All

OK   **Cancel**   **Refresh**

Check the boxes of the purchase order you want to receive or click Select All to view all lines of the purchase order. Click Ok.

Maintain Receipts

Receiving

Business Unit:	USMPO	Receipt Status:	Open	✗
Receipt ID:	NEXT	Add Header Comments	Activities	
	Header Details			

Header

Select Purchase Order   **Close Short All Lines**   **Print Delivery Report**   **Run PO Receipt Accrual**

Receipt Lines

Personalize | Find | View All | First 1-2 of 2 Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1	🖼	5000- Heavy Cotton 100% Cotton	9.0000	EA	16.50000	9.0000	Open	☐	☐	☐	EA	Device Track	✗
2	🖼	5000- Heavy Cotton 100% Cotton	1.0000	EA	18.00000	1.0000	Open	☐	☐	☐	EA	Device Track	✗

☐ Interface Receipt   ☐ Run Close Short

Save   **Notify**   **Refresh**   **Add**   **Update/Display**

Verify the quantities received are correct and click Save. The receipt ID will then populate at the top of the document.

Congratulations you have entered the receipt ☺