

# Material Receipt

- Window introduction
- Tabs
  - Material receipt header
  - Material receipt line
  - Receipt line>confirmation
  - Receipt>attributes
  - Receipt line>Matched pos
  - Material receipt line matched invoices
- Document Actions
  - Validation
  - Action
- Process
  - Generate Invoice from Receipt
- Videos
- Reports
- Preceding and Succeeding Window
  - Material Receipt Connected Window

# Window introduction

## **Overview:**

This window is used for two types of material receiving purpose

1. With the reference of the Purchase order
2. Without any reference (Direct receipt )

A partial receipt quantity also available in this window

## **Business Case:**

Fabrication Industries once raise the Purchase order from the purchasing department for the product. Store department to take the material receipt purchase order against

# Tabs

# Material receipt header

## Critical Fields:

1. **Business Partner:** We can select existing Customer/vendor here and this field used to maintain customer/vendor who sale the Quotation & to buy the product.
2. **Partner location:** This field is update automatically ,based on business partner selection, and also update location manually
3. **Warehouse:** Product storage purpose ,Select a warehouse were the final product are stored.
4. **Movement Date:** It is Movement Date for receipt line items of material receipt which reflects on Prints of reports.
5. **Account Date:** It is Accounting Date which reflects on Prints of reports.
6. **Freight Cost Rule:** Method for charging flight

6.1 Calculated: We can calculate the freight cost

6.2 Fix price: Fixed the freight cost

6.3 Included in Price: Already included in the product price list

7.QC required: If Qc is enabled for the product mentioned in material receipt lines then this check box will be ticked automatically if we complete the material receipt document.

8.QC completed : This check box will be ticked if QC inspection is completed against the concern material receipt.

---

## **Critical & onetime setup fields:**

1.Organization: This Field is used to select the organization

2.Target Document Type: This Field is used to select the type of the document that you are going to process

---

## **Non-Critical Fields:**

1.Order Reference: Notes, Document, and Important Information for this Order.

2.Description: Used to describe specifics about a purchase document or any other note, information, or data, for example.

3.User/Contact: He is the contact person in that particular vendor side.

4.Priority: According to importance we can set priority for that Purchase order (High, Low, Medium, Minor, Urgent).

5.Company agent: This field is used for sales representative updating purposes, the regard will

display from the employee master  
when the sales representative field is checked.

6.Box Count: This is field is for Number of boxes.

7.Qty Per Box: This is field is for Quantity or number of units per Box.

8.Transporter Name: This field is for Transporter name or delivery person.

9.Tracking No: This field is for Shipment Tracking number.

10.Drop Shipment: This is Check box which enables Other fields like 10.1,10.2,10.3 used incase of Drop shipment Which entails shipping goods directly from your vendor to your customer without holding the items as inventory in your warehouses.

10.1.Drop Shipment Location

10.2.Drop Shipment Contact

10.3.Drop Shipment Business Partner

11.Project- If this order is processed against a project user can tag the project for tracking.

---

## **Zoom conditions:**

1.Business partner

2.Goods inward / outward

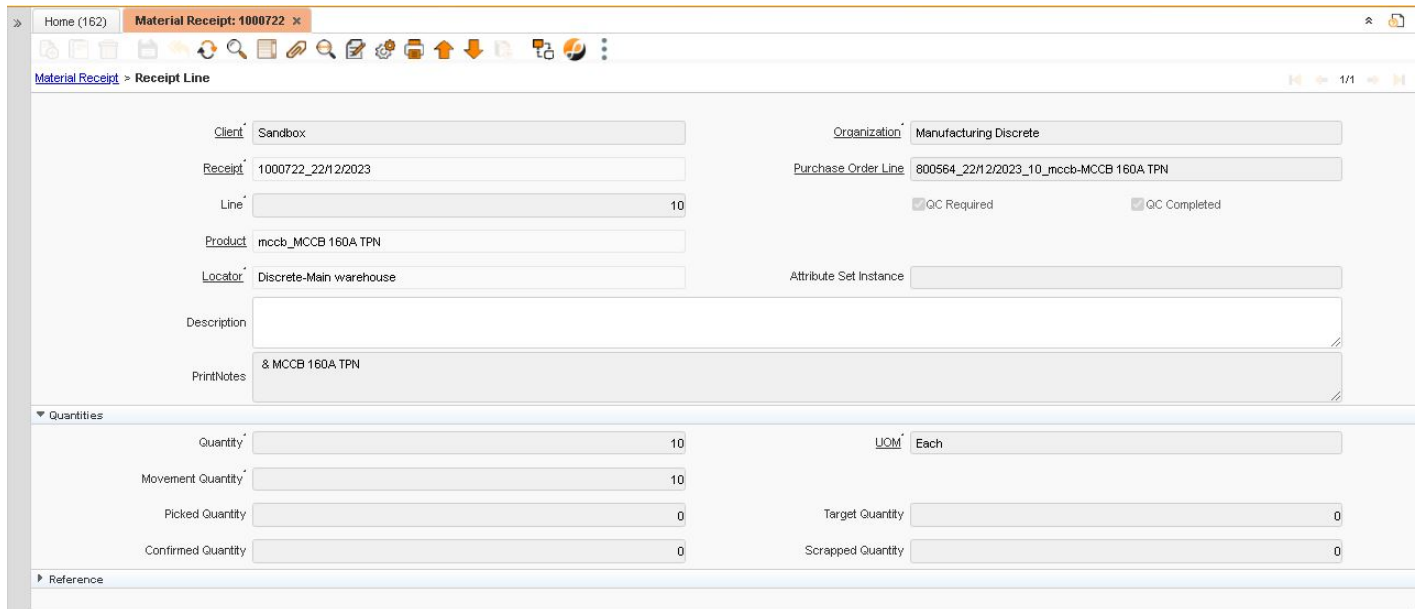
3.Quality inspection

4.Invoice vendor

---

## **Customization:**

# Material receipt line



The screenshot shows a software interface for a 'Material Receipt' form. The title bar indicates 'Material Receipt: 1000722'. The form is divided into several sections:

- Client:** Sandbox
- Organization:** Manufacturing Discrete
- Receipt:** 1000722\_22/1 2/2023
- Purchase Order Line:** 800564\_22/1 2/2023\_10\_mccb-MCCB 160A TPN
- Line:** 10
- QC Required:** ☒ QC Required
- QC Completed:** ☒ QC Completed
- Product:** mccb\_MCCB 160A TPN
- Locator:** Discrete-Main warehouse
- Attribute Set Instance:** (empty)
- Description:** (empty)
- PrintNotes:** & MCCB 160A TPN

The **Quantities** section is expanded, showing the following fields:

- Quantity:** 10
- UOM:** Each
- Movement Quantity:** 10
- Picked Quantity:** 0
- Target Quantity:** 0
- Confirmed Quantity:** 0
- Scrapped Quantity:** 0

At the bottom, there is a **Reference** section which is currently empty.

## Critical Fields:

- Product** : To select the product type is item, you can select the multiple product in this line item
- Quantity** : Enter the received quantity against the Material receipt.
- Locator**- The Locator indicates where in a Warehouse a product is located.
- UOM**: The record will populate from product and we can change the UOM manually, if uom conversion for the product.
- QC required**: If Qc is enabled for the product mentioned in material receipt lines then this check box will be ticked automatically if we complete the material receipt document.
- QC completed** : This check box will be ticked if QC inspection (Single/Bulk) is completed against the concern material receipt.If inspection found not ok then NCR document should be completed.

## **Critical & onetime setup fields:**

---

### **Non-Critical Fields:**

- 1.Description: Used to describe specifics about a purchase document or any other note, information, or data, for example.
  - 2.Print Note: Used to describe specifics about a purchase document or any other note, information, or data, for example.
  - 3.Project: If this order is processed against a project user can tag the project for tracking.
  - 4.Project task: Actual project task in a project.
  - 5.Project Phase: Phase of project.
  - 6.Campaign: Type of planning made during Phase of project.
  - 7.Activity: Activity carried out during Phase of project.
- 

### **Serial number/Lot number (ASI):**

In this Field we can set Attribute instance for this product & we will generate serial number in material receipt line for each quantity or total quantity

---

### **Zoom conditions:**



---

## **Customization:**

1) ASI Search Option in Process Button, Its help to select multiple serial numbers (From - To) and it will populate concurrent serial numbers in Attribute Tab.

2) ASI Scan option in process Button, its help to scan multiple serial numbers and it will populate concurrent serial numbers in Attribute tab

Tabs

# Receipt line>confirmation

Material Receipt > Receipt Line > Confirmations▼

0/0

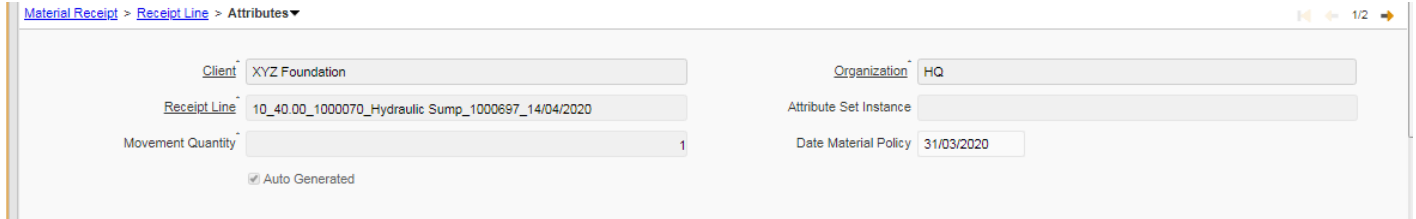
Data requested

Client		Organization	
Receipt Line			
Ship/Receipt Confirmation		Ship/Receipt Confirmation Line	
Confirmation No			
Target Quantity		Confirmed Quantity	
Difference		Scrapped Quantity	
Description			

Once the user completes the Receipt lines, Confirmations Details will appear automatically.

Tabs

# Receipt>attributes



The screenshot shows the 'Attributes' tab of a 'Material Receipt' in SAP. The breadcrumb navigation at the top left reads 'Material Receipt > Receipt Line > Attributes'. The form contains several input fields: 'Client' is set to 'XYZ Foundation'; 'Organization' is set to 'HQ'; 'Receipt Line' is set to '10\_40.00\_1000070\_Hydraulic Sump\_1000697\_14/04/2020'; 'Movement Quantity' is set to '1'; 'Attribute Set Instance' is empty; and 'Date Material Policy' is set to '31/03/2020'. There is also a checkbox labeled 'Auto Generated' which is checked.

Client	XYZ Foundation	Organization	HQ
Receipt Line	10_40.00_1000070_Hydraulic Sump_1000697_14/04/2020		
Movement Quantity	1	Attribute Set Instance	
		Date Material Policy	31/03/2020
<input checked="" type="checkbox"/> Auto Generated			

Once the user completes the Receipt lines, Attribute Details through Attribute set instance will appear automatically.

---

Tabs

# Receipt line>Matched pos

Material Receipt > Receipt Line > Matched POs


Client	XYZ Foundation	Organization	HQ
Receipt Line	10_40.00_1000070_Hydraulic Sump_1000697_14/04/2020		
Document No	1000675	Transaction Date	14/04/2020
Purchase Order Line	800749_08/04/2020_10_1000070_Hydraulic Sump	Invoice Line	
Product	1000070_Hydraulic Sump	Attribute Set Instance	
Quantity	40		
<div>Posted</div>			

Note: If purchase order document number against (through Create lines from)material receipt documentation is complete, purchase order details ( line item,qty)is update automatically

Tabs

# Material receipt line matched invoices

[Material Receipt](#) > [Receipt Line](#) > Matched Invoices▼ 1/1

<u>Client</u>	XYZ Foundation	<u>Organization</u>	XYZ Offsite
<u>Receipt Line</u>	10_1.00_WIP003_Work In Progress 003_1000627_30/09/2019	<u>Transaction Date</u>	30/09/2019
<u>Document No</u>	1000102	<u>Invoice Line</u>	sd001_30/09/2019_1180.00_10_1000.00
<u>Product</u>	WIP003_Work In Progress 003	<u>Attribute Set Instance</u>	
<u>Quantity</u>	1		
 Posted			

Note:once material receipt document number against vendor invoice documentation is complete, matched invoice details tab updated automatically.

# Document Actions

# Validation

## **Save:**

System will check the all mandatory fields

---

## **Delete:**

System will delete the order and its history details

---

## **Document action prepare:**

System will check the period details and master data's checking

---

## **Document action complete:**

- 1.System will complete the document and keep the order ready for processing in material receipt
  - 2.Once document action is complete ,all fields are update in read only
- 

## **Document action void/reverse correct actual:**

Void- system will reverse all the transaction data's and related document status to Void

---

## **Document action close:**

System will check whether all the activity for the document is completed and change the Document status to close.





# Action

The screenshot shows the SAP Material Receipt form with the 'Receipt .. Create lines from' dialog box open. The dialog box contains the following fields and options:

- Business Partner:** A dropdown menu with a person icon.
- Locator:** A dropdown menu with a flag icon, currently showing 'XYZ Main Locator'.
- Only from same warehouse:** A checked checkbox.
- UPC/EAN:** A text input field.
- Purchase Order:** A dropdown menu.
- Invoice:** A dropdown menu.

The background form shows the following data:

- Client:** XYZ Founde
- Purchase Order:** 800544\_21/0
- Document No:** 1000678
- Description:**
- Document Type:** MM Receipt
- Movement Date:** 16/03/2020
- Business Partner:** Infotech Indi
- User/Contact:**
- Warehouse:** XYZ Main w
- Freight Cost Rule:** Fix price
- Drop Ship:** ☐
- Reference:**
- Project:**
- Status:**

## Verify:

Not applicable

## Create lines from:

1) Business Partner: We can select existing customer here and this field used to maintain the customer

2. Purchase order : This field used for business partner against purchase order details filtering purpose

3) Invoice: This field used for business partner against invoice details filtering purpose

---

## **Copy from/lines:**


Not applicable

---

**<custom actions>**

# Process

# Generate Invoice from Receipt



**Generate Invoice from Receipt**

Create and process Invoice from this receipt. The receipt should be correct and completed. Generate Invoice from Receipt will create an invoice based on the selected receipt and match the invoice to that receipt. You can set the document number only if the invoice document type allows to set the document number manually.

Price List |

Invoice Document No

☐ Run as Job

Saved Parameters

Generate Invoice from Receipt will create an invoice based on the selected receipt and match the invoice to that receipt. You can set the document number only if the invoice document type allows to set the document number manually.

---

# Videos

# Reports

S.NO	Report type	Report Name	Report Purpose
1	Menu Report	Material receipt Detail	1)This report is used to track Material receipt quantity against purchase order document. 2) Used to track how much quantity inwards within particular date.
2	Menu Report	Purchase order summary report	1)This report is used to track how much quantity inwards against purchase order quantity with document number. 2)Used to track pending quantity yet received from vendor with Value.

# Preceding and Succeeding Window



# Material Receipt Connected Window

## **Preceding Window**

Purchase Order :- [Purchase Order](#)

GIN To Material Receipt :- [GIN To Material Receipt](#)

---

## **Succeeding Window**

Invoice (Vendor) :- [Invoice \(Vendor\)](#)