

# ORGANIZATION OF AMERICAN STATES



## OASES DESKTOP PROCEDURE

### PURCHASING MODULE

## ENTERING AND VIEWING RECEIPTS FOR THE SECRETARIAT FOR CONFERENCES AND MEETINGS

APRIL 2003

Secretariat for Management  
Department of Procurement Management Services  
Department of Management Analysis, Planning and Support Services  
Management Analysis, Training and Support Team

# Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

## I – ENTERING RECEIPTS

Figure-1 Navigator Screen – Receipts

### Receipts Option

After signing on to OASES the following screen will appear. Highlight the “Receipts” option and double-click or click on the “Open” button.

1

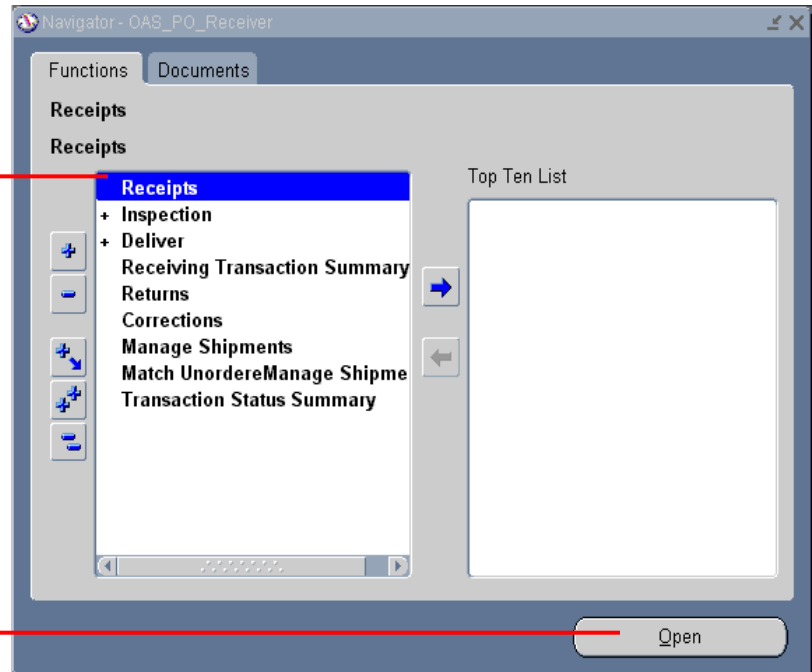
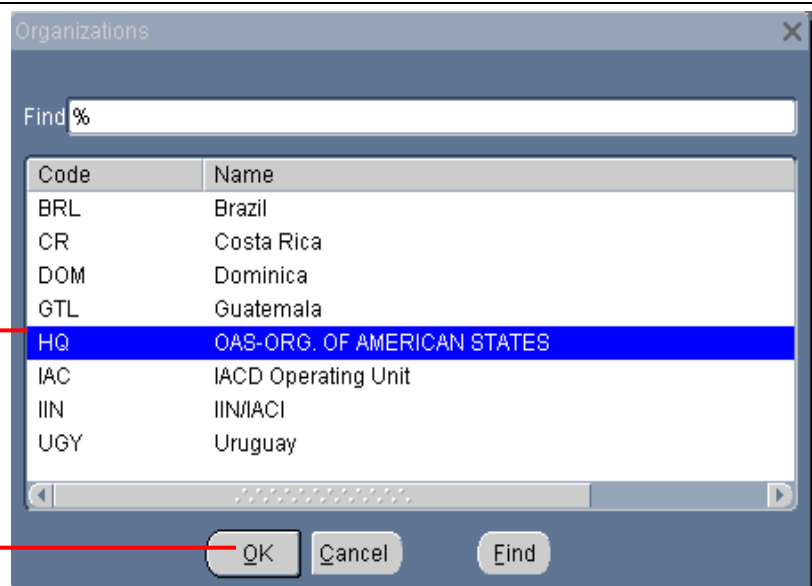


Figure-2 Find Screen – Organization

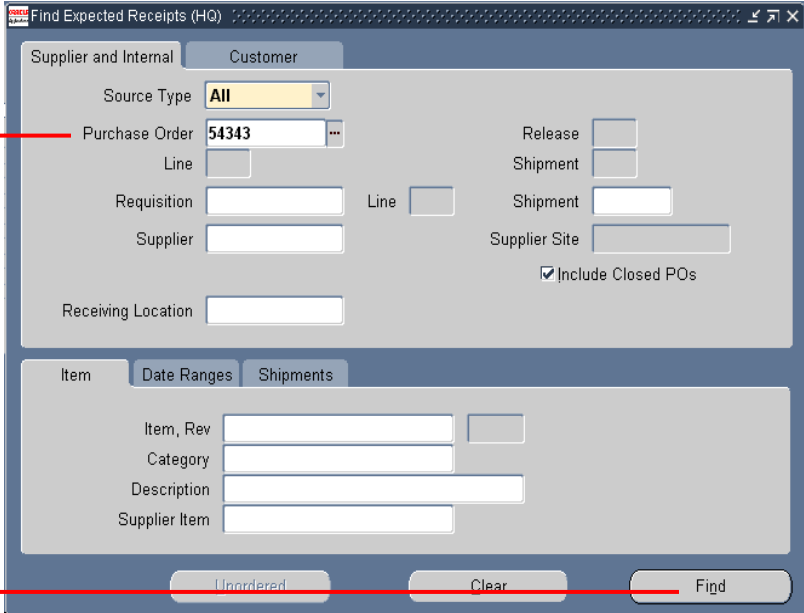
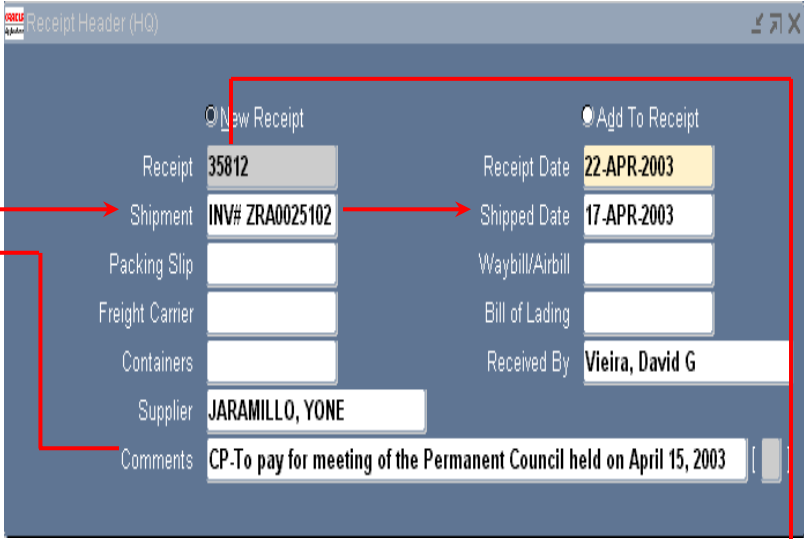
### Organization

Choose the Headquarters (“HQ”) organization for Secretariat for Conferences and Meetings Receipts. Double-Click or Click on the “OK” button.

2



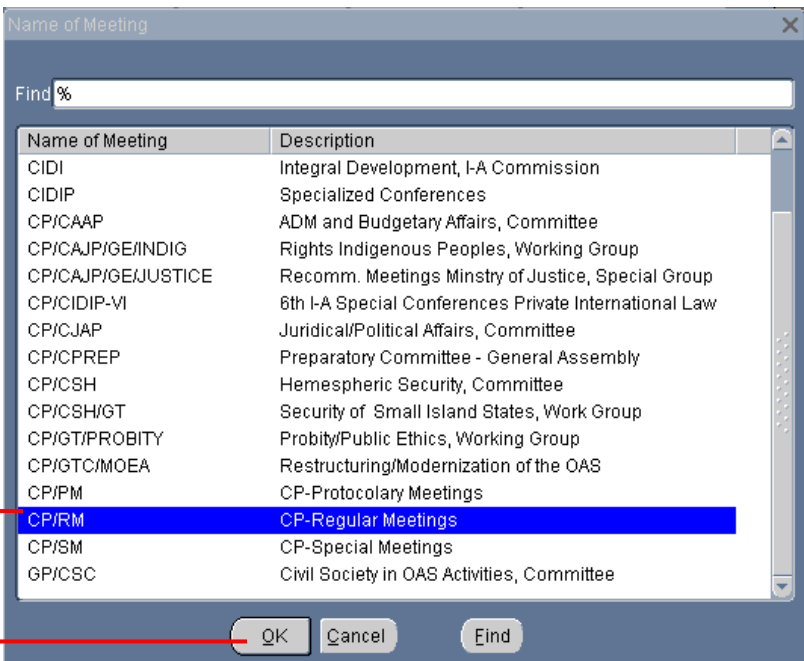
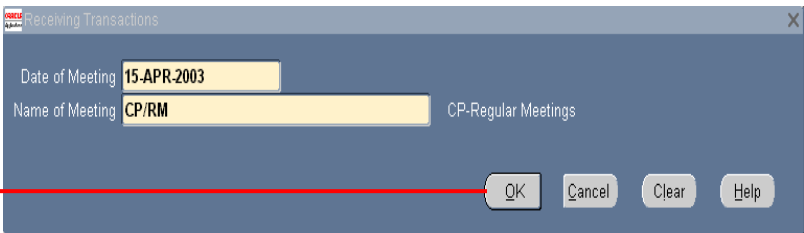
## Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

<p><b>PO Number Field</b></p> <p>Enter the criteria to search for the purchase order. Usually the purchase order number used in the "Purchase Order" field. Then Click on the "Find" button.</p>	<p style="text-align: center;"><b>Figure-3 Find Screen – Receipts</b></p> 
<p><b>Shipment and Shipped Date</b></p> <p>Enter the Invoice number in the shipment field and the Invoice date in the Shipped date. (Before the invoice number always enter "INV#").</p>	<p style="text-align: center;"><b>Figure-4 Receipt Form – Header</b></p> 
<p><b>Comments Field</b></p> <p>Enter in the "Comments" field the reason for payment. (e.g. meeting and date always starting with the Governing Body acronym).</p>	<p><b>Save/Receipt Number</b></p> <p>Click on the diskette icon and save the receipt header. Please enter the receipt number on the invoice.</p>

## Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

	<b>Figure-5</b>	<b>Receipt Screen</b>
<b>Quantity Field</b> <p>The PO line (s) information will appear on your receipt form. The “Quantity” field will show the available balance.</p>	<b>7</b>	
<b>Check Mark Box</b> <p>Click on the box on the very left-hand side of the line that you wish to make a receipt.</p>	<b>8</b>	
	<b>Figure-6</b>	<b>Receipt Screen and Descriptive Flexfield Screen</b>
<b>Quantity Field</b> <p>Click on the “Quantity” field that you have checked and change the original amount for the amount of the receipt.</p>	<b>9</b>	
<b>Descriptive Flexfield</b> <p>Click on the descriptive flexfield at the extreme right side of the screen “[]” of the checked line to enter the meeting name and date for the receipt.</p>	<b>10</b>	
<b>Meeting Date</b> <p>The date has to be entered manually using the Oracle date format because calendar will not appear for a flexfield.</p>	<b>11</b>	

## Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

<p><b>Meeting Name</b></p> <p>Use the List of Values to assign the name of the meeting for the receipt. Then click on the “OK” button.</p> <p><u>Observation:</u> A receipt cannot be entered for multiple meetings. There must be only one receipt per meeting.</p>	<p><b>Figure-7 List of Values Screen – Meeting Names</b></p>  <p>The screenshot shows a dialog box titled 'Name of Meeting'. It has a 'Find %' search bar at the top. Below it is a table with two columns: 'Name of Meeting' and 'Description'. The table contains the following data:</p> <table border="1"> <thead> <tr> <th>Name of Meeting</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>CIDI</td><td>Integral Development, I-A Commission</td></tr> <tr><td>CIDIP</td><td>Specialized Conferences</td></tr> <tr><td>CP/CAAP</td><td>ADM and Budgetary Affairs, Committee</td></tr> <tr><td>CP/CAJP/GE/INDIG</td><td>Rights Indigenous Peoples, Working Group</td></tr> <tr><td>CP/CAJP/GE/JUSTICE</td><td>Recomm. Meetings Minstry of Justice, Special Group</td></tr> <tr><td>CP/CIDIP-VI</td><td>6th I-A Special Conferences Private International Law</td></tr> <tr><td>CP/CJAP</td><td>Juridical/Political Affairs, Committee</td></tr> <tr><td>CP/CPREP</td><td>Preparatory Committee - General Assembly</td></tr> <tr><td>CP/CSH</td><td>Hemespheric Security, Committee</td></tr> <tr><td>CP/CSH/GT</td><td>Security of Small Island States, Work Group</td></tr> <tr><td>CP/GT/PROBITY</td><td>Probity/Public Ethics, Working Group</td></tr> <tr><td>CP/GTC/MOEA</td><td>Restructuring/Modernization of the OAS</td></tr> <tr><td>CP/PM</td><td>CP-Protocolary Meetings</td></tr> <tr><td><b>CP/RM</b></td><td><b>CP-Regular Meetings</b></td></tr> <tr><td>CP/SM</td><td>CP-Special Meetings</td></tr> <tr><td>GP/CSC</td><td>Civil Society in OAS Activities, Committee</td></tr> </tbody> </table> <p>At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Find'. A red line connects the 'Meeting Name' text in the left column to the 'CP/RM' row in the table.</p>	Name of Meeting	Description	CIDI	Integral Development, I-A Commission	CIDIP	Specialized Conferences	CP/CAAP	ADM and Budgetary Affairs, Committee	CP/CAJP/GE/INDIG	Rights Indigenous Peoples, Working Group	CP/CAJP/GE/JUSTICE	Recomm. Meetings Minstry of Justice, Special Group	CP/CIDIP-VI	6th I-A Special Conferences Private International Law	CP/CJAP	Juridical/Political Affairs, Committee	CP/CPREP	Preparatory Committee - General Assembly	CP/CSH	Hemespheric Security, Committee	CP/CSH/GT	Security of Small Island States, Work Group	CP/GT/PROBITY	Probity/Public Ethics, Working Group	CP/GTC/MOEA	Restructuring/Modernization of the OAS	CP/PM	CP-Protocolary Meetings	<b>CP/RM</b>	<b>CP-Regular Meetings</b>	CP/SM	CP-Special Meetings	GP/CSC	Civil Society in OAS Activities, Committee
Name of Meeting	Description																																		
CIDI	Integral Development, I-A Commission																																		
CIDIP	Specialized Conferences																																		
CP/CAAP	ADM and Budgetary Affairs, Committee																																		
CP/CAJP/GE/INDIG	Rights Indigenous Peoples, Working Group																																		
CP/CAJP/GE/JUSTICE	Recomm. Meetings Minstry of Justice, Special Group																																		
CP/CIDIP-VI	6th I-A Special Conferences Private International Law																																		
CP/CJAP	Juridical/Political Affairs, Committee																																		
CP/CPREP	Preparatory Committee - General Assembly																																		
CP/CSH	Hemespheric Security, Committee																																		
CP/CSH/GT	Security of Small Island States, Work Group																																		
CP/GT/PROBITY	Probity/Public Ethics, Working Group																																		
CP/GTC/MOEA	Restructuring/Modernization of the OAS																																		
CP/PM	CP-Protocolary Meetings																																		
<b>CP/RM</b>	<b>CP-Regular Meetings</b>																																		
CP/SM	CP-Special Meetings																																		
GP/CSC	Civil Society in OAS Activities, Committee																																		
<p><b>OK Button</b></p> <p>Click on the “OK” button after the descriptive flexfield screen has been filled out.</p>	<p><b>Figure-8 Descriptive Flexfield Screen</b></p>  <p>The screenshot shows a dialog box titled 'Receiving Transactions'. It has two input fields: 'Date of Meeting' with the value '15-APR-2003' and 'Name of Meeting' with the value 'CP/RM'. To the right of the 'Name of Meeting' field, the text 'CP-Regular Meetings' is displayed. At the bottom of the dialog box are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. A red line connects the 'OK Button' text in the left column to the 'OK' button in the dialog box.</p>																																		

# Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

<p><b>Save and Close Window</b></p> <p>Save your work by clicking on the diskette icon on the tool bar or by pressing the F10 key.</p> <p>Close the window by clicking on the "X" on the top right corner of the screen.</p> <p><u>Observation</u></p> <p>The receipt has been concluded and the invoice may be sent to the Department of Financial Services for payment.</p>	<p><b>Figure-9 Receipt Form</b></p>
---	-------------------------------------

## II – VIEWING RECEIPTS

<p><b>Receiving Transaction Summary Option</b></p> <p>Return to the Navigator Screen and select the "Receiving Transaction Summary" option to view your receipt transaction. Double-click the option or click on the "Open" button.</p>	<p><b>Figure-10 Navigator Screen – Receipts</b></p>
---	---

## Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

**Figure-11 Find Receipt Transaction Screen**

**2**

**Receipt Field**

Enter the criteria to search for the receipt. Usually the receipt number used in the “Receipt” field. Then Click on the “Find” button.

**Figure-12 Receipt Transaction Summary Screen**

**3**

**Transactions Button**

The receipt summary line will appear (Scroll to the right to see other fields).

Click on the “Transactions” Button to see the details of the Receipt.

## Entering and Viewing Receipts for the Secretariat for Conferences and Meetings

<p><b>Receipt Lines</b></p> <p>The receipt lines appear for viewing.</p>	<p><b>Figure-13      Receipt Detail Summary Screen</b></p> <div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">Receipt Transaction Summary (HQ)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Transaction Type</th> <th>Quantity</th> <th>UOM</th> <th>Date</th> <th>Item</th> <th>Rev</th> <th>Destination</th> <th>Receipt</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Receive</td> <td>505.25</td> <td>SERV</td> <td>22-APR</td> <td></td> <td></td> <td>Receiving</td> <td>35812</td> <td>Supplier</td> </tr> <tr> <td>Deliver</td> <td>505.25</td> <td>SERV</td> <td>22-APR</td> <td></td> <td></td> <td>Expense</td> <td>35812</td> <td>Supplier</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> Order Type: <b>Purchase Order</b>  Source: <b>JARAMILLO, YONE</b>  Item Description: <b>CP-Yearly PO for Control Operator Se</b>  Destination: <b>Idrovo, Rodrigo-HEADQUARTERS--</b>  Receiver Note: <input type="text"/> </div> <div> Order: <b>54343</b>  Transaction Date: <b>22-APR-2003</b>  Hazard: <input type="text"/>  UN Number: <input type="text"/>  Routing: <b>Direct Delivery</b> </div> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Header"/> </div> </div> </div>	Transaction Type	Quantity	UOM	Date	Item	Rev	Destination	Receipt	Source	Receive	505.25	SERV	22-APR			Receiving	35812	Supplier	Deliver	505.25	SERV	22-APR			Expense	35812	Supplier																																																						
Transaction Type	Quantity	UOM	Date	Item	Rev	Destination	Receipt	Source																																																																										
Receive	505.25	SERV	22-APR			Receiving	35812	Supplier																																																																										
Deliver	505.25	SERV	22-APR			Expense	35812	Supplier																																																																										