

Creating a Receipt

1. From the summary screen of your purchase order, click the 3 dots, “...”, in the top right hand corner of the screen. Choose “Create Cost Receipt” from the available actions drop down menu that appears.

OK CORRAL

Purchase Order • Newegg • P1230876 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts 1 Invoices 1 Comments 1 Attachments History

General Information	Shipping Information	Billing/Payment
PO/Reference No. P1230876	Ship To	Bill To
Internal PO Ref #: 3066940	Attn: KYLE W JOHNSON Room/Big 100 Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT OK State Univ STUDENT UNION STILLWATER, OK 74078 United States	Oklahoma State University University Accounting 405-744-5865 Email: kyle.johnson@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States
Revision No. 0	ShipTo Address Code OSU154	BillTo Address Code 1001
Priority Normal	Delivery Options	Billing Options
Supplier Name Newegg	Expedite <input checked="" type="checkbox"/>	Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) 2020
Address 17560 Rowland St City of Industry, California 91748-1114 United States	Ship Via Best Carrier-Best Way	Payment Terms 0, Net 7
Phone +1 800-390-1119	Requested Delivery Date no value	F.O.B. Destination
Purchase Order Date 2/25/2020		
Total 28.22		
Requisition Number 2902132 view print		
Employee Family Owned Business <input checked="" type="checkbox"/>		

Details

Supplier Status
Cost To Sell
Supplier
Newegg

Total (28.22 USD)

Subtotal	28.22
Shipping	0.00
Handling	0.00
Total	28.22

Related Documents

Requisition: 2902132
Invoice: I2000263

Dropdown menu options:

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Credit Memo
- Create Cost Receipt
- Create Invoice
- Print Fax Version
- Send Test PO

- a) There is a 'create quantity receipt' or 'create cost receipt' either one is fine.
 - i) A quantity receipt is used more for goods while a cost receipt is used more for services.
 - ii) Once a receipt has been created on a PO that same receipting method (cost or quantity) should be used for future receipt on that PO.

3. Once you have entered the amounts and removed any lines that you don't want to receipt, in the upper right corner click "Save Updates" and then click "Complete". This will finish the receipt and give you a link back to the PO.

OK CORRAL

Cost Receipt • 470120

Summary

Comments

Attachments

History

Receipt Name

2021-11-11 wesselm 02

Carrier

Other

Receipt No

To Be Assigned

Tracking No.

Receipt Date

11/11/2021

Flexible Text Field

Packing Slip No.

Flexible Text Field 2

Supplier Name

Newegg

Flexible Drop Down

Received by

Matthew Wessel

Attachments

Add

Receipt Address

No addresses defined in profile.

Attn: KYLE W JOHNSON
Room/Blg 100
Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT
OK State Univ
STUDENT UNION
STILLWATER, OK 74078
United States

Notes

Line Details

PO • P1230876

Line

Item

Catalog No.

Cost

Status

1

Western Digital Blue WD2500AAKX 250GB 7200 RPM 16MB Cache SATA 6.0Gb/s 3.5" Internal Hard Drive Bare Drive

9SIV0AHAB13291

22.00

Cost Received

ITEM DETAILS

Contract No.

no value

0.00 USD

Save Updates

Complete

Details

Creation Date

11/11/2021 1:38:02 PM

Source

Manual

Supplier

Newegg

Received by

Matthew Wessel

Total (28.22 USD)

Subtotal

28.22

Related Documents

Purchase Order: P1230876