

Creating a Receipt

1. From the summary screen of your purchase order, click the down arrow, “▼”, next to the purchase order number in the top left hand corner of the screen. Choose “Create Cost Receipt” from the available actions drop down menu that appears.


The screenshot shows the 'OK CORRAL' purchase order summary screen for PO P1230876 Revision 0. A dropdown menu is open from the PO number, listing several actions. Two orange arrows point to the 'Create Cost Receipt' option and the PO number dropdown arrow. The screen is divided into several sections: General Information, Billing/Payment, and a Completed summary table.

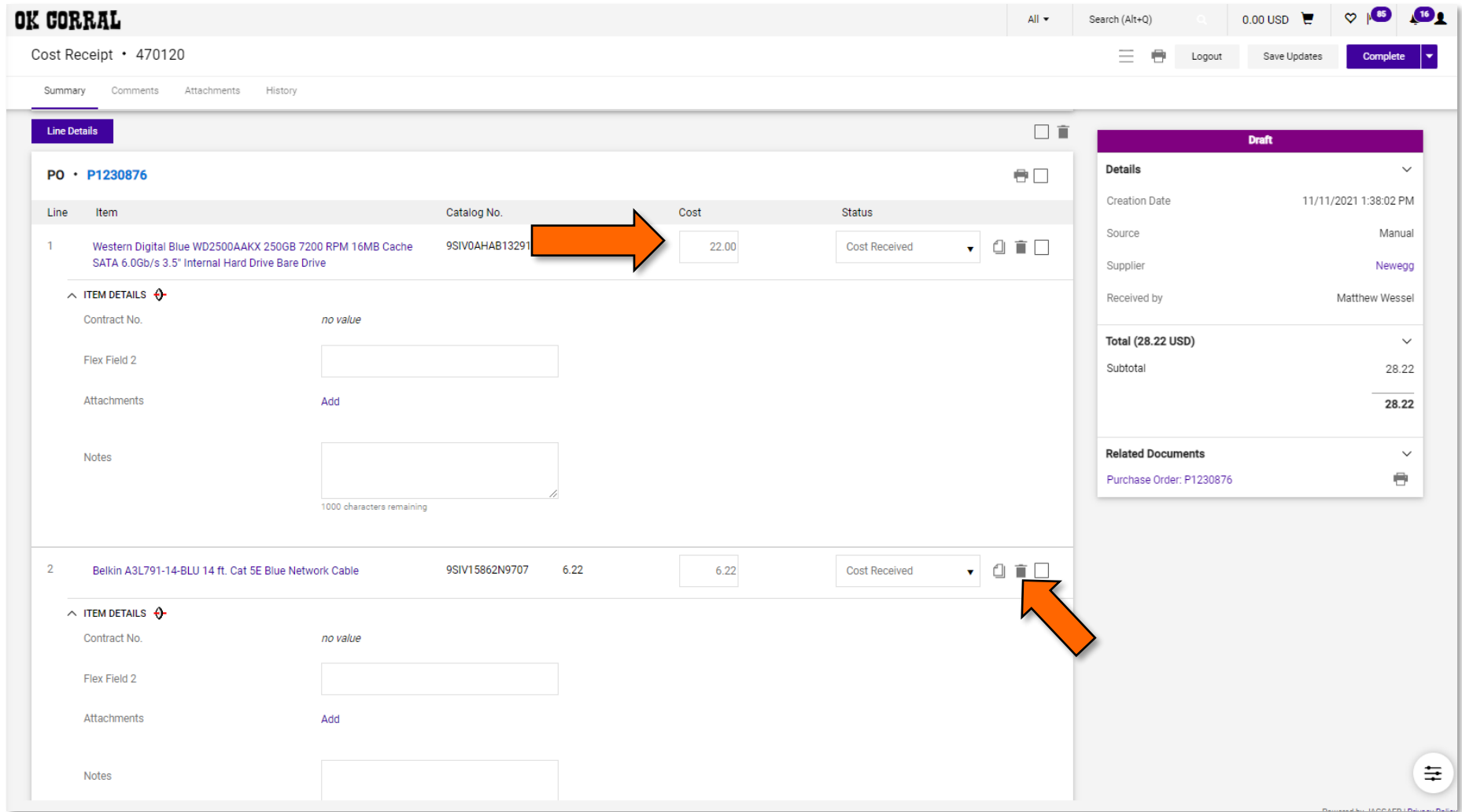
General Information	
PO/Reference No.	P1230876
Internal PO Ref #:	3066940
Revision No.	0
Priority	Normal
Supplier Name	Newegg
Address	17560 Rowland St City of Industry, California 91748-1114 United States
Phone	+1 800-390-1119
Purchase Order Date	2/25/2020

Billing/Payment	
Bill To	
Oklahoma State University University Accounting 405-744-5865 Email: kyle.johnson@okstate.edu 304 Whitehurst Stillwater, OK 74078 United States	
BillTo Address Code	1001
Billing Options	
Fiscal Year (Prior)	20

Completed	
Details	
Supplier Status Sent To Supplier	
Supplier Newegg	
Total (28.22 USD)	
Subtotal	28.22
Shipping	0.00
Handling	0.00
	28.22

- 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 receipts on that PO.

2. Make the receipt for each line of the PO that has been received and remove any lines that have not been received using the  button.
- a) OK Corral will automatically fill in each line for the full amount on the PO. If everything has been received you won't have to change anything, but you will have to make the necessary adjustments.



OK CORRAL

Cost Receipt • 470120

Summary Comments Attachments History

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
2	Belkin A3L791-14-BLU 14 ft. Cat 5E Blue Network Cable	9SIV15862N9707	6.22	Cost Received

ITEM DETAILS

Contract No. no value

Flex Field 2

Attachments Add

Notes

1000 characters remaining

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

28.22

Related Documents

Purchase Order: P1230876

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.:

Supplier Name: Newegg
Received by: Matthew Wessel
Flexible Drop Down:

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

Attachments: Add

Notes: 1000 characters remaining

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

Save Updates **Complete**

Draft

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
28.22

Related Documents

Purchase Order: P1230876