Creating Cost Receipts



In This Guide

✓ Creating cost receipts
✓ Alternate navigation to select for PO numbers

This guide demonstrates how to create cost receipts for purchase orders.

Procedure

- 1. To create a receipt, navigate to **document search** \Rightarrow **my purchase order** page.
- 2. When you locate the PO number, you have two choices:
 - a. Open the purchase order by clicking on the purchase order number and select **Create Cost Receipt** from the **Available Actions** dropdown and click the **Go** button.

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home/shop favorites forms carts history document settlement more >> 🗨 🗚								
search exports		? 🖵						
PO/Reference No. E000322 Revision 0 Supplier AACC Status Purchase Order Revisions PO Approvals Shipments Receipts Summary Accounting Codes Hide header Create Create Cost Create Invoice Create Credit Memo								
General Information	? Shipping Information	? Billin Print Fax Version						
PO/Reference No. E000322 Revision No. 0 Priority Normal Supplier Name AACC Address PO BOX 75263 BALTIMORE, MD 212755263 US	Ship To Attn: Roger Requestor Room Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT Adair Cnty Ext Office 220 W Division St Crthse Baseme Stilwell, OK 74960	Bill To Connors State College Accounts Payable 918-463-6329 Rt 1 Box 1000 Warner, OK 74469 nt United States						

b. Or, click the select checkbox ☑ associated with the PO number and select **Create Cost Receipt** from the **Available Actions** dropdown and click the **Go** button.

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Save Search Export Results		¥ E000147 A	A. Daigger & Co.	11/28/2011 4:50 PM	672511	Roger Requestor	Sent	A Receipt-Required No Matches	100.00 USD 🗆



- 3. On the **draft receipts** page enter the **Header Information**:
 - a. Enter a unique **Receipt Name** (if needed).
 - b. Enter the **Packing Slip No.** and attach a scan of the packing slip for records purposes (if needed).

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settlement draft invoice	es torms car	ts history	search settlem	ent more >>					
Summary Comments (0)) History		Delete Add PO	Save Updates Complete					
- Header Information	Exact	t Match: PO No. E0001	67	2					
Receipt Name	Receipt Name 2011-12-10 roger_requestor 01 Receipt Create 12/10/2011 9:13:57 PM Date								
Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by					
To Be Assigned	12/10/2011		Henry Schein Inc.	Roger Requestor					
R	ECEIPT ADDRESS		DELIVERY						
Location	•	Carrier	Other						
	Attn: Matt Wessel Room Dept AAD0330 - PURCHASING OK State Univ BOONE PICKENS STADIUM STILLWATER, OK 74078 United States	Tracking No Flexible Tex Attachment Notes (1,000 Cha	s. Attach/Link						

- 4. Navigate to the Line Details section.
- 5. Confirm or update the **Cost**.

The Cost field displays the PO remaining cost. To receive an amount greater or less than the PO Cost, update the **Cost** field.

6. Click the **Complete** button.

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The **Save Updates** button will create a *draft* receipt.

Receipt Lir	nes									?
Line Details										
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Show Receipt	t Details						For Sele	cted Lines: Re	move Selected Items	Go
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Cost	Add to Inventory	Line Status	Actions	
E000318	1	Panasonic PT- 6300US DLP Projector	123-456	1 EA		5,000.00		Received 💌	Remove Line Receive & Return	
								Delete Add	PO Save Updates	Complete



- 7. The **Receipt No.** displays.
 - If you need a printed copy of your receipt for your records, click the printer icon.

	Roger Requestor profile Receipt No.47990	logout Search for Catal	글귞 Select Draft Carl og No. (SKU) 💽	t or Add Item to Cart
home/shop favorites		history docu sea	arch settlement	more >> 🔽 🗚
settlement draft invoices invoic	ce history draft receipts	receipt history		2 ≘
Create Qty Receipt Create Cost Re Receipt No . 47990 has been creater • PO/Reference No. E000167	ated for the following PO No(s)):		

You have successfully created a cost receipt.

Note: In some cases, a vendor might send multiple invoices to fulfill one PO. For example, a service could be performed monthly, or an installation service might be invoiced in segments and each segment could be invoiced separately. ► Because of this, it is possible to perform receiving more than once on a given PO.