

# Step-by-Step Guide

## Creating Cost Receipts



### In This Guide

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- ✓ 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** ⇒ **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.

The screenshot shows the 'Summary - PO E000322' page. The 'Available Actions' dropdown menu is open, showing options: Add Comment, Add Comment, Add Notes to History, Create Quantity Receipt, **Create Cost Receipt**, Create Invoice, Create Credit Memo, and Print Fax Version. The 'Create Cost Receipt' option is highlighted with a red box.

- 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.

The screenshot shows the 'document search' page. The 'my purchase orders' link is highlighted with a red box. The 'Create Cost Receipt' button is also highlighted with a red box. The table below shows the search results for purchase orders.

| PO No     | Supplier         | Creation Date/Time | Requisition No. | Requisitioner   | Supplier Status | Settlement Status           | PO Total   |
|-----------|------------------|--------------------|-----------------|-----------------|-----------------|-----------------------------|------------|
| ✓ E000317 | AACC             | 12/21/2011 5:50 PM | 682366          | Roger Requestor | Sent            | Receipt-Required No Matches | 100.00 USD |
| ✓ E000148 | A. Daigler & Co. | 11/28/2011 4:50 PM | 672514          | Roger Requestor | Sent            | Receipt-Required No Matches | 100.00 USD |
| ✓ E000147 | A. Daigler & Co. | 11/28/2011 4:50 PM | 672511          | Roger Requestor | Sent            | Receipt-Required No Matches | 100.00 USD |

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3. On the **draft receipts** page enter the **Header Information**:

- Enter a unique **Receipt Name** (if needed).
- Enter the **Packing Slip No.** and attach a scan of the packing slip for records purposes (if needed).

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.

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

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7. The **Receipt No.** displays.

▲ If you need a printed copy of your receipt for your records, click the printer icon.



*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.