

Step-by-Step Guide

Creating Cost Receipts



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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 mouse cursor.

- 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 search results page for 'my purchase orders'. The 'document search' button is highlighted. The search results table shows three results, with the first one (PO E000317) having a checked checkbox and a 'Create Cost Receipt' button next to it.

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. Daigger & Co.	11/28/2011 4:50 PM	672514	Roger Requestor	Sent	Receipt-Required No Matches	100.00 USD
✓ E000147	A. Daigger & 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**:
 - 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).

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.

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

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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.