

Step-by-Step Guide

Creating Quantity Receipts



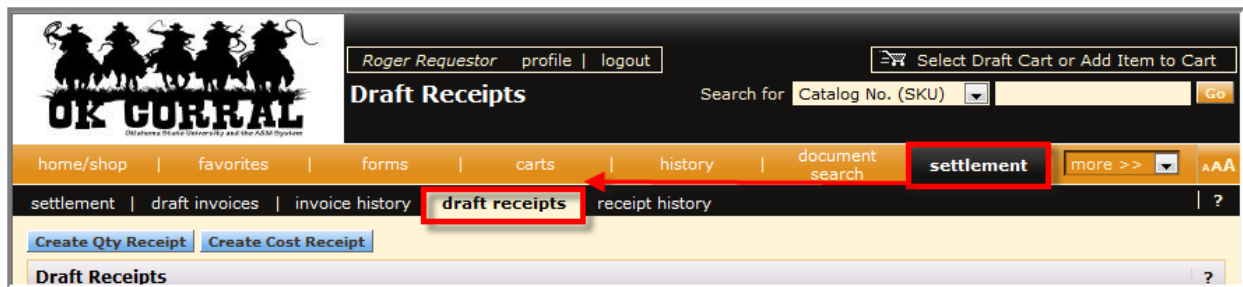
In This Guide

- ✓ Navigating to receipt history
- ✓ Alternate navigation to search for PO numbers
- ✓ Creating receipts

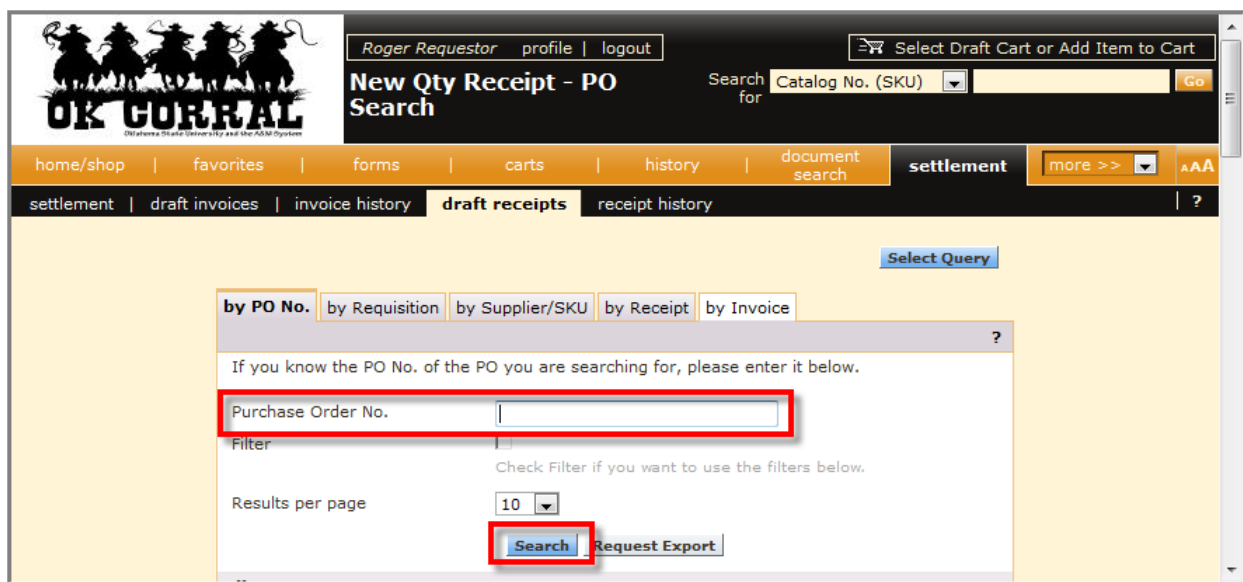
This guide demonstrates how to create quantity receipts for purchase orders.

Procedure

1. To create a receipt, navigate to receipt history by selecting **settlement** ⇒ **draft receipts** from the navigation bar.
2. Click the **Create Qty Receipt** button.



3. On the **by PO No.** tab, enter the 7 digit **Purchase Order No.** and click the **Search** button. If you don't know the purchase order number, follow the alternate navigation in the next step. Otherwise proceed to step 4.



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Alternate Navigation: If you do not know the PO number, you can search on the **document search** ⇒ **my purchase order** page.

- When you locate the PO number, either open the PO or click the select box associated with the PO number.
- Select **Create QTY Receipt** from the dropdown and click the **Go** button.

The screenshot shows the 'document search' page with the following details:

- Search for: Catalog No. (SKU)
- Go to: my requisitions, **my purchase orders**, my invoices
- Showing 1 - 3 of 3 results, Last 90 days (9/23/2011 - 12/21/2011)
- Results per page: 20, Sort by: Best match, Page 1 of 1
- Table with columns: PO No, Supplier, Creation Date/Time, Requisition No., Requisitioner, Supplier Status, Settlement Status, PO Total, and a select box.
- Search Terms: My Purchase Orders Search, Owner: Roger Requestor, Filtered By: Type: Purchase Orders, Date Range: Last 90 days.

- 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).

The screenshot shows the 'New Qty Receipt' form with the following details:

- Exact Match: PO No. E000167
- Header Information section with fields: Receipt Name (2011-12-10 roger_requestor 01), Receipt Create Date (12/10/2011 9:13:57 PM), Receipt No (To Be Assigned), Receipt Date (12/10/2011), Packing Slip No. (empty), Supplier Name (Henry Schein Inc.), Received by (Roger Requestor).
- RECEIPT ADDRESS section with fields: Location, Attn: Matt Wessel, Room, Dept: AAD0330 - PURCHASING, OK State Univ, BOONE PICKENS STADIUM, STILLWATER, OK 74078, United States.
- DELIVERY section with fields: Carrier, Tracking No., Flexible Text Field 2, Attachments, Notes (1,000 Chars. Max).
- Buttons: Delete, Add PO, Save Updates, Complete, Attach/Link.

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5. Navigate to the **Line Details** section.
6. Confirm or update the **Quantity**.
 - ▲ The Quantity field displays the PO remaining quantity. To receive more or less of an item than indicated on the PO, update the Quantity field.
7. Click the **Complete** button.
 - ▲ The **Save Updates** button will create a *draft* receipt.

The screenshot shows the 'Receipt Lines' window with the 'Line Details' tab selected. A table lists two receipt lines. A red arrow points to the 'Quantity' field in the first row. At the bottom, the 'Complete' button is highlighted with a red box.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
E000167	1	Kinesio Gold Tape Black 2"x5.5yd 6r/Bx	6000827	10 BX		10		Received	Remove Line Receive & Return	<input type="checkbox"/>
E000167	2	Tape Kinesiology Black 2"x16.4' 6/Ca	3640159	10 CA		10		Received	Remove Line Receive & Return	<input type="checkbox"/>

Buttons at the bottom: Delete, Add PO, Save Updates, Complete

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

The screenshot shows the OK Corral website interface. A confirmation message states: 'Receipt No. 47990 has been created for the following PO No(s): PO/Reference No. E000167'. The receipt number '47990' is highlighted with a red box.

You have successfully created a quantity receipt.

Note: In some cases, a vendor might send multiple shipments to fulfill one PO. For example, an item could be on backorder, or a large order might be shipped in multiple boxes which could be separated during shipping. ► Because of this, it is possible to perform receiving more than once on a given PO.