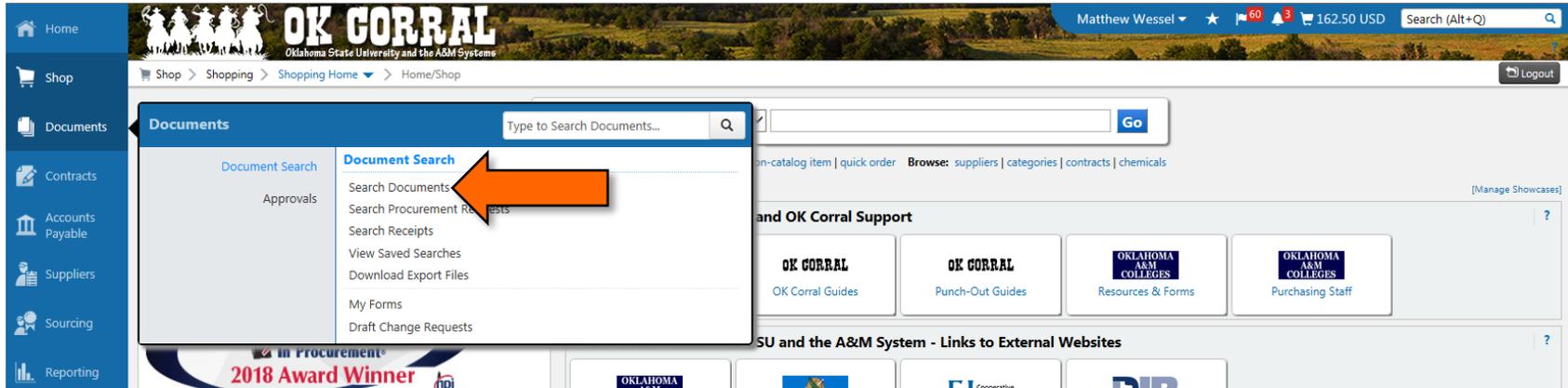
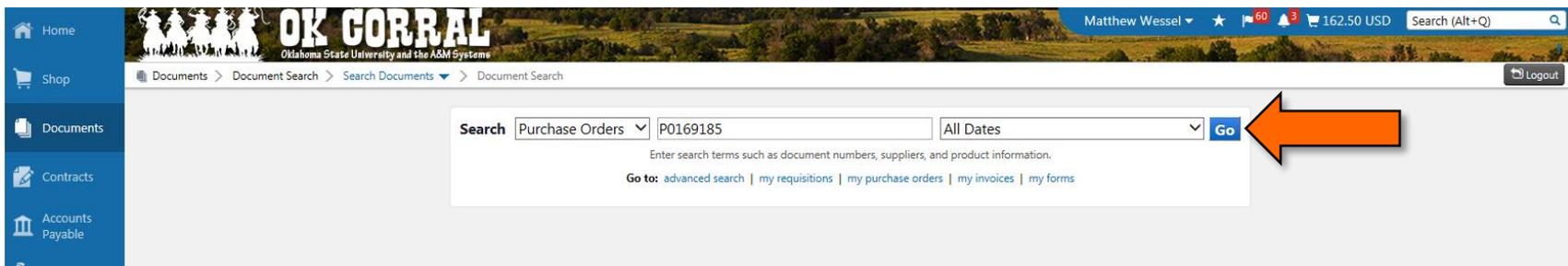


## Creating a Receipt

1. Open the purchase order in OK Corral.
  - a) On the right hand side of the screen click on the stack of papers (Documents) and pick Search Documents.



- b) Enter the PO number and click Go.



c) Click on the PO number to open the PO.

Showing 1 - 1 of 1 Results

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ P0169185		12/11/2018 11:27 AM	2491907	Matthew Wessel	Sent	Receipt-Required No Matches	121.60 USD

Search Details

Search Terms

Keyword: P0169185

Filtered by

Type: Purchase Orders

2. From the available actions drop down menu in the upper right corner of the screen pick create receipt and click go.

PO/Reference No. P0169185 Revision 0

Supplier Airgas Inc

Status: Purchase Order, Revisions, PO Approvals, Shipments, Change Requests, Receipts, Invoices, Comments, Attachments, History

Available Actions: Add Comment, Create Change Request, Add Notes to History, Cancel PO, Finalize Revision, Create Credit Memo, Create Cost Receipt, Create Invoice, Print Fax Version, Send Test PO, Close PO

General Information

PO/Reference No.	P0169185
Revision No.	0
Supplier Name	Airgas Inc <a href="#">more info...</a>
Purchase Order Date	12/11/2018
Total	121.60
Owner Name	Matthew Wessel

Document Status

A/P status	Open
Workflow	✓ Completed (12/11/2018 11:32 AM)
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration) Manual

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 receipt on that PO.

3. Make the receipt for each line of the PO that has been received and remove any lines that have not been received.
  - 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, if not you will have to make the necessary adjustments.

Exact Match: PO No. P0169185

**Header Information**

Receipt Name: 2019-07-09 wesselm 01      Receipt Create Date: 7/9/2019 4:25:25 PM      Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	7/9/2019 <small>mm/dd/yyyy</small>		Airgas Inc	Matthew Wessel

**RECEIPT ADDRESS**

Location:       Carrier:

Attn: Matthew Wessel  
Room/Blg 123  
Dept 100408 - Purchasing  
OK State Univ  
1224 N BOOMER RD  
STILLWATER, OK 74078  
United States

**DELIVERY**

Other

Tracking No.

Flexible Text Field

Flexible Text Field 2

Flexible Drop Down

Attachments

Notes (1,000 Chars. Max)

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**Receipt Lines**

Line Details

Show Receipt Details      For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions	<input type="checkbox"/>
P0169185	1	Industrial Oxygen, Size 200 Cylinder, CGA-540	OX 200	52.45		52.45	Cost Received	Remove Line Receive/Cancel	<input type="checkbox"/>
P0169185	2	RNTFRR-OX 200: Associated Cylinder Usage Charge	RNTFRR-OX 200	69.15		69.15	Cost Received	Remove Line Receive/Cancel	

4. Once you have entered the amounts and removed any lines that you don't want to receipt, in the upper right corner or lower right corner click 'save updates' and then click 'complete'. This will finish the receipt and give you a link back to the PO.

The screenshot displays the 'New Cost Receipt' interface in the OK CORRAL system. The top navigation bar includes 'Home', 'Shop', 'Documents', 'Contracts', 'Accounts Payable', 'Suppliers', 'Sourcing', 'Reporting', 'Administer', and 'Setup'. The user is logged in as Matthew Wessel. The breadcrumb trail is 'Documents > Document Search > Search Receipts > New Cost Receipt'. The main content area is titled 'Exact Match: PO No. P0169185' and contains a 'Header Information' section with fields for Receipt Name, Receipt Create Date, and Source. Below this is a table with columns for Receipt No, Receipt Date, Packing Slip No, Supplier Name, and Received by. The 'Receipt Address' and 'DELIVERY' sections contain various input fields. The 'Receipt Lines' section features a table with columns for PO No., PO Line No., Product Name, Catalog No., Qty/Cost Ordered, Previous Receipts, Cost, Line Status, and Actions. The table lists two lines: Line 1 for Industrial Oxygen and Line 2 for an associated cylinder usage charge. In the top right corner, there are buttons for 'Delete', 'Save Updates', and 'Complete'. In the bottom right corner, there are also buttons for 'Delete', 'Save Updates', and 'Complete'. Orange arrows point to the 'Save Updates' and 'Complete' buttons in both locations.

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	7/9/2019		Airgas Inc	Matthew Wessel

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
P0169185	1	Industrial Oxygen, Size 200 Cylinder, CGA-540	OX 200	52.45		52.45	Cost Received	Remove Line Receive/Cancel
P0169185	2	RNTFRR-OX 200: Associated Cylinder Usage Charge	RNTFRR-OX 200	69.15		69.15	Cost Received	Remove Line Receive/Cancel