## 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.

🕋 Home	OK GORR Oktober State University and the AS	AL M Systems		the state of the	Matthew Wessel 👻 🛧	• 🍺 🎒 🏓 162.50 USD	Search (Alt+Q) Q
📜 Shop	È Shop > Shopping > Shopping Home ▼ > Home/Sh	юр					🔁 Logout
Documents	Documents	Type to Search Documents Q	-		Go		
🔂 Contracts	Document Search Approvals	sh	on-catalog item   quick order	Browse: suppliers   categories	contracts   chemicals		[Manage Showcases]
Accounts Payable	Search Procureme Search Receipts	Int Recess	and OK Corral Suppo	?			
Suppliers	View Saved Search Download Export	Files	OK CORRAL	OK CORRAL Punch-Out Guides	OKLAHOMA A&M COLLEGES Resources & Forms	OKLAHOMA A&M COLLEGES Purchasing Staff	
Sourcing	My Forms Draft Change Requ	uests	SU and the A&M Sys	tem - Links to External \	Websites		?
Reporting	2018 Award Winner	Di OKLAHOMA		Concertive			

**b)** Enter the PO number and click Go.



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

😭 Home		K GOR	<b>BAL</b> the A&M Systems	Contraction of the		The second	Matth	new Wessel 👻 ★ 🍺	60 🥂 🗄 💘 162.50 USD 🛛 Se	arch (Alt+Q) Q
📜 Shop	Documents > Document Searc	ch > Search Docum	ents							🔁 Logout
<b>4</b> .	< Back to Edit Search Start	t New Search								
Documents			Showing <b>1</b> - <b>1</b> of 1 Results				All Dates		Cr	eate Cost Receipt 🖌 🔽 🖌
💋 Contracts	Search Details	?	Results Per Page 20 V			Sort by: Best n	natch 🗸			🔳 Page 1 of 1 🕨 📍
			PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
Accounts	Search Terms		✓ P0169185		12/11/2018 11:27 AM	2491907	Matthew Wessel	Sent	Receipt-Required	121.60 USD
— Payable	Keyword								No Matches	
Suppliers	P0169185		•							
Seurcina	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.

😭 Home			The second	Matthew Wessel 👻 ★	🔎 🕼 📜 162.50 USD Search (Alt+Q) 🔍					
📜 Shop	Documents > Document Sea	rch > Search Documents  > Status - PO P0169185			D Logout					
Documents	< Back to Results	1 of 1 Results 👻 < 🗲								
	PO/Reference No. P016918	5 Revision 0			Available Actions Add Comment Go					
Contracts	Supplier Airgas Inc									
-	Status Purchase Order Revisions PO Approvals Shipments Change Requests Receipts Invoices Comments Attachments History									
Accounts										
Payable	General Information		? Document Sta	tus	Create Cost Receipt ?					
Suppliers	PO/Reference No.	P0169185	A/P status	Open	Create Invoice Print Fax Version					
	Revision No.	0	Workflow	✓ Completed	Send Test PO					
🙀 Sourcing	Supplier Name Airgas Inc more info			(12/11/2018 11:32 AM)	Close PO					
	Purchase Order Date	12/11/2018	Distribution	I he system distributed the purchas was distributed:	se order using the method(s) indicated below the last time it view					
	Total	121.60		cXML (Electronic Integration)						
Reporting	Owner Name	Matthew Wessel		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 Ma	tch: PO No. P0169185					
Header Inform	nation					?					
Receipt Name	019-07-09 wes	selm 01	Receipt 7/9/ Create Date	2019 4:25:25 P	M Source: Ma	anual					
Receipt No	R	eceipt Date	Packing Slip No.	Supplier N	ame Received b	עי					
To Be Assigned	ssigned 7/9/2019 III /		Airgas I	nc Matthew We	ssel						
	RECEIPT AD	DRESS		DELI	VERY						
Location	Attn: Matthew Wessel		Carrier	Othe	r						
	Dept 100	408 - Purchasing	Flexible Toxt Fi	ald							
	OK State Univ		Elexible Text Fie	ald 2							
	STILLWA	TER, OK 74078	Flexible Drop Down								
	United States		Attachments	Atta	ch/Link						
			Notes (1,000 Chars. M	lax)		$\sim$					
Receipt Lines											
Line Details											
Show Receipt Details									For Selected Lin	es: Remove Selected	d Items 🗸 🔽 Go
PO No.	PO Line No.		Product Name		Catalog No.	Qty/Cost Ordered	Previous Recents	Cost	Line Status	Actions	
P0169185 🖨	1	Industrial Oxygen, Si	ize 200 Cylinder, CGA-540	<del>0</del> 🔶	OX 200	52.45		52.45	Cost Received 🗸	Remove Line	
								/		Receive/Cancel	
P0169185 🖨	2	RNTFRR-OX 200: As	sociated Cylinder Usage C	harge 어	RNTFRR-OX 200	69.15		69.15	Cost Received 🗸	Remove Line	
										Receive/Cancel	
									Delete	Add PO Save Upd	ates Complet

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.

👚 Home		OK COR	RAF	No. of Carlos	The second	Ser and State				Matthew Wessel 🔻 ★	= <mark>60 ↓3</mark> (= 162.50 USD Se	aarch (Alt+Q) Q
<b>S</b>	Documents > Documents	Oklahoma State University a	ind the A&M Systems					and the second and	Window alter :	Alathan and the	100 C	Discut
💻 Shop	Upper pocuments y bocume	nc search y search nece	ipus 🔹 🌶 New Cost Necelpt							Dete		dates Complete
Documents	Summary Comments (0	)) History								Jose Jose Jose Jose Jose Jose Jose Jose		
🧭 Contracts	🗆 Haadar Informati				2	Exa	ct Match: PO No. P0169185					
Accounts	Beceint Name 2019	07.09.wassalas.01	Receipt 7/9/	/2019 4:25:25 PM	source: Manual							
- Payable	Necept Name 2015	-07-05 Wesselm 01	Create Date		Source, manual							
Suppliers	Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by							
🙀 Sourcing	To Be Assigned	7/9/2019 mm/dd/yyyy		Airgas Inc	Matthew Wessel							
	RE	CEIPT ADDRESS	Garrier	DELIVERY								
Reporting	Location	Attn: Matthew Wessel	Curren	Other								
Administer		Room/Big 123 Dept 100408 - Purchas	Tracking No.									
		OK State Univ	Flexible Text Fie	eld 2								
후 Setup		STILLWATER, OK 7407	8 Flexible Drop D	Down 🗸								
		United States	Attachments	Attach/Link								
			Notes (1,000 Chars. M	/lax)	0							
	Receipt Lines											?
	Line Details											7
	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	
	P0169185 🖨	1	Industrial Oxygen, Size 200 Cylir	nder, CGA-540 🕀 🔶		OX 200	52.45		52.45	Cost Received	♥ Remove Line	
											Receive/Cancel	
	P0169185 🖨	2	RNTFRR-OX 200: Associated Cyl	linder Usage Charge 🕈		RNTFRR-OX 200	69.15		69.15	Cost Received	Remove Line     Receive/Cancel	
	<u></u>									Dele	te Save Up	dates Complete