Creating Receipts

Concept

When shipments arrive from vendors, the items included in the shipment go through a receiving process. The receiving process involves recording the items delivered and comparing the shipment to what was originally ordered either through a purchase order or some other means.

MaineStreet Purchasing allows you to create one receipt that includes delivery of multiple purchase order items or many receipts that each include a partial delivery of items from one purchase order. You can also create receipts for deliveries for which you have no purchase order. The University of Maine creates receipts for purchase order-related deliveries only.
### Navigation

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<td>1.</td>
<td>From the Financials menu, click the <strong>Purchasing</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Receipts</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Add/Update Receipts</strong> link.</td>
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## Procedure

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<td>4.</td>
<td>On the <strong>Receiving Add a New Value</strong> page, verify that the <strong>PO Receipt</strong> box is checked.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add</strong> button to open the <strong>Select Purchase Order</strong> page.</td>
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</table>
5. Use the Select Purchase Order page to search for and retrieve purchase order schedules against which to create receipts.

The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document.

In the Search Criteria section of the page, your Business Unit should enter by default in the PO Unit field.

In this example, we will enter the Purchase Order # in the Order field as part of our search criteria.
6. Use the Days +/- Today field to enter a value to further restrict or expand the number of purchase order schedules that appear within the Start Date and End Date fields. This value is added or subtracted from the current date to calculate the start date and end date values. You may also enter the start date and end date. The system will select all schedules whose due date falls on or between the two dates.

In this example, we will not use these fields. Delete the value in the Days +/- Today field.

7. Delete the date entered in the Start Date field.

8. Delete the date entered in the End Date field.
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<td>9.</td>
<td>Place a checkmark in the <strong>Retrieve Open PO Schedules</strong> box to retrieve only purchase order schedules that haven't been fully received. If you do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven’t been fully received.</td>
</tr>
<tr>
<td>10.</td>
<td>In the <strong>Receipt Qty Options</strong> section of the page, select the <strong>PO Remaining Qty</strong> radio button to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received.</td>
</tr>
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</table>

**Note:**
- The **No Order Qty** option signifies that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities.
- The **Ordered Qty** option automatically makes the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity.
### Step 11

Click the **Search** button to display purchase order lines and schedules that match the entered criteria.

![Screenshot of the Select Purchase Order window](image)

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<td>11.</td>
<td>Click the <strong>Search</strong> button to display purchase order lines and schedules that match the entered criteria.</td>
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</table>
Step 12. After you click the **Search** button, the **Retrieved Rows** section appears on the page. All the purchase order lines and schedules that match the search criteria appear.

Place a checkmark in the **Sel** box adjacent to a purchase order line to select that line. You can select one or more lines, or check the **Select All** box to mark all lines.
13. Click the **OK** button to open the **Maintain Receipt - Receiving** page.
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<td>14.</td>
<td>Use the <strong>Maintain Receipt - Receiving</strong> page to create receipts for purchase order line items.</td>
</tr>
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On the **Maintain Receipts - Activities** page, use the **Receipt Qty** and **Recv UOM** fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received.

The **Accept Qty** field displays the quantity of items accepted.

**Note**: At this step in the process, unless additional details are desired by the Department, you can **Save** the Receipt.

If additional details are desired, continue through the remaining steps of this exercise.

Click the **Header Details** link to access the **Maintain Receipts - Header Details** page.
Step 15. Use this page to view and enter receipt header information. Click the **OK** button to return to the **Maintain Receipt - Receiving** page.
16. Click the Add Comments link to access the Maintain Receipts - Receipt Header Comments page.

Add Comments
Step 17. Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link will be displayed as **Edit Comments**. Click the link to add additional header level comments or to review existing ones.

Click the **OK** button to open the **Maintain Receipt - Receiving** page.
Step 18. Click the Activities link to open the Maintain Receipts - Activities page.
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<td>19.</td>
<td>Use this page to add or review activities associated with the receipt header. Click the <strong>OK</strong> button to return to the <strong>Maintain Receipt - Activities</strong> page.</td>
</tr>
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</table>
20. Click the Details icon on a line to open the Receipt Line Details page for that line.
21. Use this page to view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long page format.

Click the **Return** button to return to the **Maintain Receipts - Activities** page.
Step | Action
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22. | On the **Maintain Receipts - Activities** page, click the **Optional Input** tab.
23. Use this tab to enter or view information such as the following:
   • Invoice ID.
   • Packing slip ID.
   • Country of origin.
   • Whether the shipment is a replacement for a prior return.

   Click the Save button if you enter information on this page.

   For this example, click the Receipt Lines tab.

   [Receipt Lines tab]
Step 24. On the Maintain Receipts - Activities page, click the Save button.
Step | Action
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25. | Notice that the system generates a **Receipt ID** for the receipt you created.

Notice the **Receipt Status** has been updated. Possible status values are:

- Received (fully received)
- Canceled (canceled)

26. | **End of Procedure**