Creating a Receipt

A receipt is a “document” that records a shipment or receipt of services. Navigate: Purchasing > Shipments > Maintain Receipts

You get a choice of searching for an existing receipt or adding a new one. Click the tab and .

Note the “PO Receipt” checkbox. This should always have a check in it.

You will get a page where you can search for purchase orders that correspond to the shipment.
As usual with a search, fill in whatever data you can such as a date range, and click **Search**. You can use the calendar buttons to select dates:

Here is a search that resulted in a large number of hits:

Normally a shipment will not combine items from more than one purchase order, but it is possible. Also, note that a shipment can be incomplete so that only some items from the purchase order are included. Thus for the receipt you select by purchase order **line**, rather than by the whole purchase order.
Note that some receiving has already been done for some of these lines. For example, out of the original order for 5 Macintosh computers, 2 have already been received.

You need to locate the PO lines in the search results list that match the contents of the shipment.

Click the **Details** link on a line for more information:

![Purchase Order Schedule](image1)

Locate the lines that correspond to the items in the shipment and put a check in the select box for each of those lines:

![Retrieved Rows](image2)

Click **OK**.
This creates a new receipt as shown in the next image. Note that the Receipt Number is still “NEXT.” When you save the receipt, this value will be changed to a 10-digit ID starting with the Business Unit number.

The example receipt below shows one line. You could use the Select Purchase Order link to return to the PO selection process and add more lines to your receipt.

You must edit the “Receipt Qty” field to match the number of this item in the shipment. The system will automatically fill that field with the quantity remaining to be received. But that may not be correct.

We are not using Inspections and Return to Vendor (RTV) options in the Financial system. You will continue to handle returns as you have in the past. If any items in a shipment are not acceptable, simply don’t count them in the “Receipt Qty” number.

Use the PO Header Comments, PO Line Comments, and PO Ship To Comments links to view any comments that were in the original requisition. These comments may contain important special handling or delivery instructions.

The “…More…” pull-down menu contains a couple of useful informational tools. Select a line in your requisition (in our example there is only one line), and pull down the More menu:
Document Status Inquiry is very useful, and is detailed in the Requisitions and Receiving Reference Manual.

Select “Line Detail Information” in the More menu:

Notice here that the PO Type is specified (using a code – RO means regular order), as well as other information such as the PO number, which line and schedule in that PO and so on.
If you need to “hold” a receipt – let’s say you don’t have time to finish recording all the contents of the shipment – you can put a hold on a line and that will hold the entire receipt. Click the Receipt Defaults link at the bottom of the Receipt page:

As with a requisition, holding a receipt prevents it from further processing until the hold is removed.

Save your receipt! The receipt will be assigned a 10-digit ID beginning with the Business Unit number. After saving, unless you have a “hold” on the receipt, you cannot make changes to the receipt. Its Status has changed from Open to Received. You can, however, cancel the receipt:

Amount Only Receipts

You can receive by dollar amount rather than by quantity - for example, if the receipt is for services. The receipt in this situation would correspond to a purchase order with the “Amount Only” box checked.

To verify amount only status, on the Receiving page, select that line and in the More… menu, select Line Status Information:
The Line Status page shows that the purchase order is amount only:

In the receipt, fill in the dollar amount for the receipt. The Received Quantity is one.