# Receiving

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What is receiving?
- Receiving is how the department acknowledges that the goods/services have been received
- Receiving is how the department provides the date that the goods/services were received
- Receiving also provides the approval to release the payment for payment for matching items

When should receiving be completed?
- Receiving should ONLY be completed when the goods/services have actually been received
  - Invoices will not match for payment until the receiving has been completed

When should a Cost Receipt be done?
- Cost receiving should ONLY be used when billing will be for percentage completed
  - Example: A lab is being renovated and the total cost is $100,000 but the vendor will invoice each month for the percentage that is completed
- Cost receiving should NOT be done when the quantity ordered is greater than 1

Why would I cancel an item?
- Cancel receipts should ONLY be completed when you will never be invoiced for the item
- Cancel receipts cancel the item from the order
- Cancel receipts release the encumbrance
- Cancel receipts CANNOT be undone
How to Receive Entire Purchase Order

1. Open the purchase order
2. Select Create Quantity Receipt and click Go
3. Enter the actual goods received date in the Receipt Date field
4. Optional Enter the invoice/packing slip number in the Packing Slip No. field
5. Select Complete
How to Partially Receive Items on a Purchase Order

1. Open the purchase order
2. Select **Create Quantity Receipt** and click Go
3. Remove the items that you have NOT received
4. Enter the actual goods received date in the **Receipt Date** field
5. **Optional** Enter the invoice/packing slip number in the **Packing Slip No.** field
6. Verify/adjust the quantity that you have received
7. Select **Complete**

**Note:** If you need to remove multiple items you can select those items and then “remove selected items” and Go instead of removing each item individually.
<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No</th>
<th>Product Name</th>
<th>Catalog No</th>
<th>Qty/UOM ordered</th>
<th>Previous Receipts</th>
<th>Quantity</th>
<th>Add to Inventory</th>
<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>KTO001245</td>
<td>1</td>
<td>Pentel O.S.V. PT Retractable Liquid Gel Pen, Medium Point</td>
<td>805411</td>
<td>1 DZ</td>
<td>190979 190980 190981 190982</td>
<td>3</td>
<td></td>
<td></td>
<td>Received 190979</td>
</tr>
<tr>
<td>KTO001245</td>
<td>2</td>
<td>Pentel O.S.V. RT Retractable Liquid Gel Pen, Medium Point</td>
<td>651807</td>
<td>1 DZ</td>
<td>190979 190980 190981 190982</td>
<td>3</td>
<td></td>
<td></td>
<td>Received 190979</td>
</tr>
</tbody>
</table>
How to Return Items

1. Open the purchase order
2. Select **Create Quantity Receipt** and click Go
3. Remove the items that you have NOT returned
4. Enter the actual goods received date in the **Receipt Date** field
5. **Optional** Enter the invoice/packing slip number in the **Packing Slip No.** field
6. Verify/adjust the quantity being returned and select Returned from the drop down
7. Select Save Updates
8. After you save then the **Returned For** section will appear and you need to select the reason for the return (required). You can add additional notes if needed
9. Select Complete
### Receipt Lines

#### Line Details

<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Qty/UOM ordered</th>
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<th>Quantity</th>
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<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>XT0003245</td>
<td>1</td>
<td>Pental R.S.V.P. RT Retractable Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Black Ink, 12/Bk.</td>
<td>808401</td>
<td>1 DZVN</td>
<td>109970</td>
<td>1</td>
<td>0000</td>
<td>Received</td>
<td>Remove Line</td>
</tr>
<tr>
<td>XT0003245</td>
<td>2</td>
<td>Pental R.S.V.P. RT Retractable Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Blue Ink, 12/Bk.</td>
<td>807882</td>
<td>1 DZVN</td>
<td>109970</td>
<td>1</td>
<td>0000</td>
<td>Received</td>
<td>Remove Line</td>
</tr>
<tr>
<td>XT0003245</td>
<td>3</td>
<td>Pental EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Bk.</td>
<td>601807</td>
<td>3 DZVN</td>
<td>109970</td>
<td>1</td>
<td>0000</td>
<td>Received</td>
<td>Remove Line</td>
</tr>
</tbody>
</table>

### Header Information

#### Receipt Details

- **Receipt Name**: [Redacted]
- **Receipt Create Date**: 12/18/18 1:29:32 PM
- **Source**: Manual
- **To Be Assigned**: 12/18/16
- **Picking Slip No.**: [Redacted]

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<td>3 DZVN</td>
<td>109970</td>
<td>1</td>
<td>0000</td>
<td>Returned</td>
<td>Remove Line</td>
</tr>
</tbody>
</table>

**Note:** The image contains red boxes highlighting various sections of the receipt lines and header information for demonstration purposes. The actual content is obscured by these boxes.
How to Cancel Items from the Purchase Order

1. Open the purchase order
2. Select **Create Quantity Receipt** and click Go
3. Remove the items that you do NOT want cancelled
4. Enter the actual goods received date in the **Receipt Date** field
5. **Optional** Enter the invoice/packing slip number in the **Packing Slip No.** field
6. **Optional** Enter Notes or Comments explaining why the items are being cancelled
7. Verify/adjust the quantity that you are cancelling and select Cancelled from the drop down
8. Select **Complete**
How to Create Cost Receipt

1. Open the purchase order
2. Select **Create Cost Receipt** and click Go
3. Enter the actual goods received date in the **Receipt Date** field
4. **Optional** Enter the invoice/packing slip number in the **Packing Slip No.** field
5. **Optional** Enter Notes or Comments if needed
6. Verify/adjust the **AMOUNT** that you are approving for payment
7. Select **Complete**