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What is receiving?

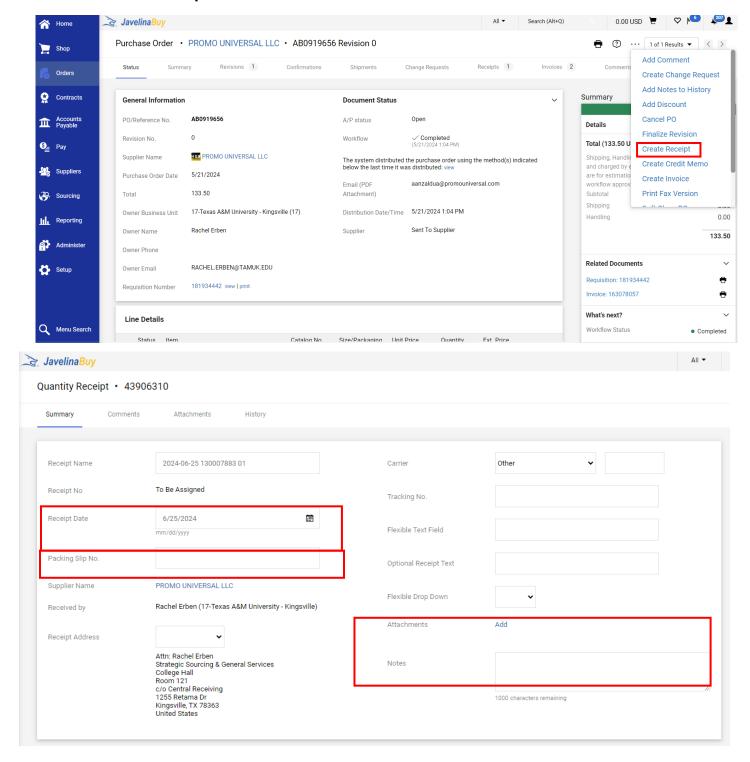
- Receiving is how the department acknowledges that the goods/ services have been received
- Receiving is how the department provides the date that the goods/ services were received
- Receiving also provides the approval to release the payment for payment for matching items

When should receiving be completed?

- Receiving should ONLY be completed when the goods/ services have actually been received
- o 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

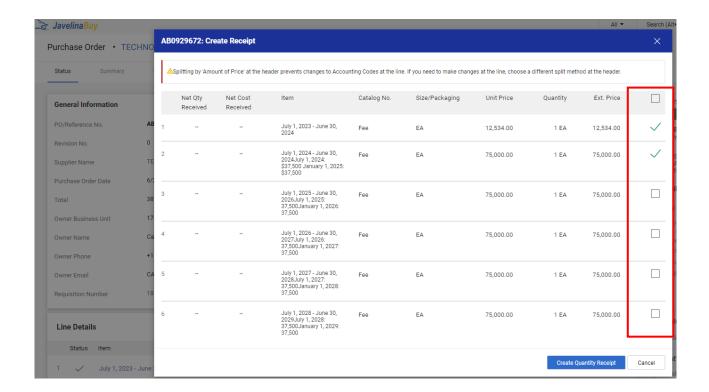
How to Receive Entire Purchase Order

- 1. Open the purchase order
- Select Create Receipt and ensure all line items are check marked, then select Create Quantity Receipt
- 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 any notes that the accounting team should be aware of on that order
- 6. Select Complete



How to Partially Receive Items on a Purchase Order

- 1. Open the purchase order
- 2. Select Create Receipt
- 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



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
- Verify/adjust the quantity being returned and select Retuned from the dropdown
- 7. In the line item, under the **Status** section, change to **Returned** and state the **Returned For** the reason
- 8. Select Complete

