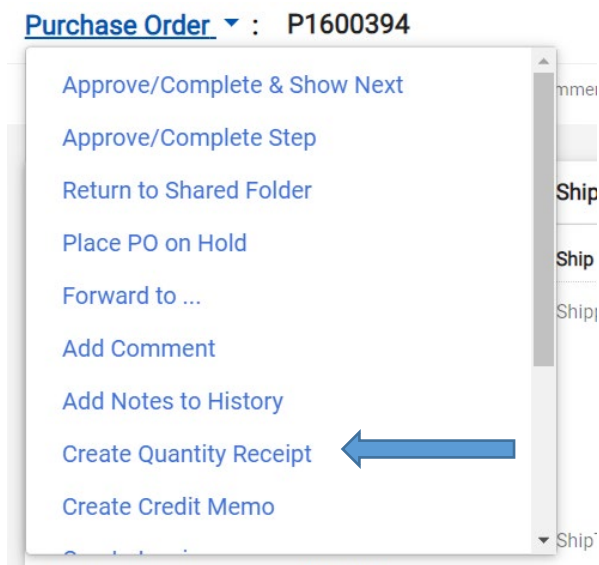


# CREATING A RECEIPT FROM A PURCHASE ORDER

For items that are not delivered through Central Receiving and for services that are rendered, you will need to go in and create a receipt. Remember that when you create a receipt, you are attesting to the fact the item is here or that the service has been rendered.

## STEP-BY-STEP

1. Access the PO that is associated with the goods or services being received. It is associated with your requisition.
2. Open the purchase order by selecting the **PO number**.
3. From the **Purchase Order** drop-down box, select **Create Quantity Receipt**.



4. The receipt will be automatically populated with the PO information, including the remaining number of items to be received.

- Add any additional information, such as **Receipt Date** (date the items were received/services were completed), **Packing Slip number** (if applicable), or **Notes**.

SLCCBuy Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 391110

Receipt Create Date: 4/28/2020 4:47:32 PM  
Source: Manual

Exact Match: PO No. P1600394

Header Information

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	4/28/2020 mm/dd/yyyy		Ward's Natural Science	Martha Wilding

RECEIPT ADDRESS

Location: Attn: Brandon Thomas, Bldg/Rm: 2675 S 900 W, Central Receiving, Salt Lake City, UT 84119, United States

DELIVERY

Carrier: Tracking No. 1, Tracking No. 2, Tracking No. 3, Attachments, Notes (1,000 Chars. Max)

Receipt Lines

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P1600394	1	test		1 EA	180340	0		Received	Remove Line, Receive & Return

- Review the line level data. Enter the quantity received in the **Quantity** field for each line.

SLCCBuy Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 391110

Exact Match: PO No. P1600394

Header Information

Receipt No	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	4/28/2020 mm/dd/yyyy		Ward's Natural Science	Martha Wilding

RECEIPT ADDRESS

Location: Attn: Brandon Thomas, Bldg/Rm: 2675 S 900 W, Central Receiving, Salt Lake City, UT 84119, United States

DELIVERY

Carrier: Tracking No. 1, Tracking No. 2, Tracking No. 3, Attachments, Notes (1,000 Chars. Max)

Receipt Lines

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P1600394	1	test		1 EA	180340	0		Received	Remove Line, Receive & Return

- a. To remove a line from the receipt, click the **Remove Line** button for the item.

The screenshot shows the SLCCBuy interface for receipt management. The header information includes Receipt Name: 2020-04-28 MWilding 01, Receipt Date: 4/28/2020, Vendor Name: Ward's Natural Science, and Received by: Martha Wilding. The Receipt Lines table is as follows:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P1600394	1	test		1 EA	180340	0		Received	Remove Line, Receive & Return

A blue arrow points to the 'Remove Line' button in the Actions column of the first row.

- b. To **Return an Item** enter the quantity as a **Negative Number (Example: -1)** and select **Returned** from the **Line Status** dropdown.

The screenshot shows the SLCCBuy interface for receipt management. The header information is the same as in the previous screenshot. The Receipt Lines table is updated as follows:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P1600394	1	test		1 EA	180340	-1		Returned	Remove Line, Receive & Return

Two blue arrows point to the 'Quantity' field (containing -1) and the 'Line Status' dropdown (set to Returned).

7. Click **Complete**.

Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 391110

Exact Match: PO No. P1600394

Header Information

Receipt Name: 2020-04-28 MWilding 01

Receipt No.	Receipt Date	Packing Slip No.	Vendor Name	Received by
To Be Assigned	4/28/2020 mm/dd/yyyy		Ward's Natural Science	Martha Wilding

RECEIPT ADDRESS

Location: Attn: Brandon Thomas  
Bldg/Rm: 2675 S 900 W  
Central Receiving  
Salt Lake City, UT 84119  
United States

DELIVERY

Carrier: Other

Tracking No. 1  
Tracking No. 2  
Tracking No. 3

Attachments  
Notes (1,000 Chars. Max)

Receipt Lines

Line Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P1600394	1	test		1 EA	180340	-1		Returned	Remove Line Receive & Return

For Selected Lines: Remove Selected Items Go

Delete Add PO Save Updates Complete

8. The **Receipt Number** displays on the screen. Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and the receipt complete date, which indicates when the receipt was entered in the system.

Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 391110

Create Qty Receipt

Receipt No. 391110 has been created for the following PO No(s):

- PO/Reference No. P1600394

9. **Use a Cost Receipt for Standing Orders.** When entering cost receipts, you will enter the amount authorized to pay rather than the quantity received.