Creating a Cost Receipt

Cost receipts are created against STANDING Orders only. Standing orders are usually single line items for a ‘lot’ of materials from a specific supplier or a ‘job’ for construction or services.

1. Pull up the purchase order that you want to post receiving against and click the ‘Purchase Order’ tab.

2. Locate the PO Clauses in the ‘General Information’ section. If there is a Standing Order Clause on the purchase order, you must Create a Cost Receipt. (If no Standing Order clause, follow the Create a Quantity Receipt instructions.)
NOTE: IF THERE ARE SEVERAL CLAUSES ATTACHED TO THE PURCHASE ORDER, YOU MAY HAVE TO CLICK ‘VIEW ALL CLAUSES’ TO SEE THE COMPLETE LIST OF CLAUSES.

If there is no Standing Order Clause, use the ‘Creating a Quantity Receipt’ instructions. If there is a Standing clause, continue with these instructions for Creating a Cost Receipt.

3. From the drop down menu on the right hand side of the screen, choose the “Create Cost Receipt” menu option and then click the “Go” button.

4. In the Header Information section, **type the packing slip number** in the “Packing Slip No.” box. Packing slip is required, so you must enter something. (If you don’t have a Packing Slip No., simply enter your initials.) You will see the line items from your order below in the Receipt Summary section. The receipt is automatically populated with the PO information, and defaults with the amount(s) to be received.

   NOTE: The receipt name will default to today’s date and your username and a sequence number. You can change this to something more appropriate, if you wish. Carrier, Tracking No., RMA, Attachments and Notes are
all optional. For optimal record keeping, you may choose to attach a copy of the invoice or packing list to the receiving document for later retrieval and/or auditing purposes.

5. If you are not going to receive all items on your purchase order, you must remove the unwanted items from the receipt. Select the items you DO NOT want to receive against by checking the select box. Choose the Remove Selected Items from the “For Selected Lines” drop box. Click Go.

Place a check in the checkbox in line with the item you want to remove from the receiving...

...and then with ‘Remove Selected Item’s selected, click Go.

Or simply click the ‘Remove Line’ button in line with the item you want to remove from the receiving.

Enter the amount to be received in the cost text box. (This is generally the amount of a receipt or invoice provided by the contractor/service provider.) Keep the default action as Cost Received, which indicates the invoice/service was received. Add notes, if applicable. Click the Save button.
NOTE: YOU CANNOT RECEIVE MORE THAN THE REMAINING AMOUNT ON THE ORDER. You must do a change order asking for an increase in the dollar amount. If the order is complete and a balance remains, you must request a change order to reduce or liquidate the remaining amount. Failure to do so will result in the continued encumbrance of the remaining funds.

**Cost Cancelled** would only be used if you had accidentally entered a receipt and wish to remove it. Cancellation of the standing order or service must be done through the change order/cancellation procedure.
6. Click either one of the **Complete** buttons at the top or bottom of the screen.

The Receipt Number displays on the screen.