Creating a Cost Receipt

Cost receipts are created against STANDING Orders only

1. Click on the purchase order that you want to receive and click the ‘Status’ tab. Notice the Receiving Status in the bottom right-hand section of the screen. It will either be “none” or “partially received” if your PO needs to be received.

2. Click the “Purchase Order” tab to see if this is a standing order.
3. From the drop-down menu on the right-hand side of the screen, choose the "Create Cost Receipt" option and click the blue "Go" button.

4. In the **Header Information** section:
   a. The receipt name will default to today's date and your username and a sequence number. You can change this name to something more meaningful (for example, April Lease payment) if you wish.
   b. Enter the receipt date as the date the items arrived on campus.
   c. Enter the packing slip number if known (not required) in the "Packing Slip No." box.
   d. Line items from your order are in the Line Details section. The receipt is automatically populated with the PO information, including the remaining dollar amount to be received.
   e. All other fields are optional.
   f. For record keeping, you may choose to attach a copy of the invoice or packing slip to the receipt for reference or add any notes needed for this order.

**NOTE:** Invoices and notes attached here will NOT be processed by Accounts Payable.
5. If your standing purchase order has more than one line and you only want to receive on one of the lines, remove the unwanted lines from the receipt using one of these methods: 
   * Place a check in the checkbox beside the line you want to remove from the receipt, select ‘Remove Selected Items’, and click ‘Go’. 
   Or 
   * Click the 'Remove Line' button on the line you want to remove from the receipt.

6. This leaves the receipt with only the lines you wish to receive. Type in the dollar amount to be received and click “Complete”

7. **NOTE:** If you need to receive more than the amount remaining on your PO create a new PO or submit a change order requesting an increase in the dollar amount. If the order is complete and a balance remains, send a request to Purchasing to close the PO by adding a comment *and an email recipient* on the PO Comment Tab or by submitting a change order request to close.