

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.

PO/Reference No. **P0035609 Revision 3 (Closed)** Available Actions: Add Comment

Supplier **Brill Neumann Associates Inc**

Status Purchase Order Revisions PO Approvals Shipments Receipts Comments (5) Attachments (1) History

General Information				Document Status			
PO/Reference No.	P0035609	A/P status	Closed	Workflow	✓ Completed (6/20/2016 9:14 AM)	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Fax: +1 617-753-9330
Revision No.	3	Distribution Date/Time	6/20/2016 9:14 AM	Supplier	Sent To Supplier ⚠ one or more lines cancelled		
Supplier Name	Brill Neumann Associates Inc more info...						
Purchase Order Date	6/20/2016						
Total	20,000.00						
Requestor Name	Michael Logan						
RequestorPhone	+1 336-334-4104						
Requestor Email	mfllogan@uncg.edu						
Requisition Number	75935221 view print						

Line Item Status								
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Matching
1 ✓ Professional Search Services - Chief Human Resource Officer Change Order No. 01 to decrease from \$60,000 to \$20,000. more info...	1	EA	20,000.00	1 EA	20,000.00 USD	Sent To Supplier	Fully Received	Do not Match
2 ⚠ Estimated Reimbursable expenses per Contract more info...	1	EA	16,000.00	1 EA	16,000.00 USD	Cancelled	none	Do not Match

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The **Subtotal** **20,000.00**

2. Click the "Purchase Order" tab to see if this is a standing order.

Status **Purchase Order** Revisions PO Approvals Shipments Receipts Comments (5)

Summary General Information Accounting Codes Taxes/S&H

Hide header

General Information	
PO/Reference No.	P0035609
Revision No.	3
Priority	Normal
Supplier Name	Brill Neumann Associates Inc more info...
Address	607 Boylston St Boston, MA 02116-3604 US
Phone	+1 617-753-1800
Supplier Fax No.	+1 617-753-9330
Purchase Order Date	6/20/2016
Total	20,000.00
Requisition Number	75935221 view print
Vendor Type	V - Service Service
Order Type	Other Contract Other Contract
Standing PO in Banner	<input checked="" type="checkbox"/>
Confirming Order	<input checked="" type="checkbox"/>
PO Clauses	***IMPORTANT*** BILLING INFORMATION STANDING STANDING
view all clauses - (2)	
Contact Information	
Requestor Name	Michael Logan
RequestorPhone	+1 336-334-4104
Requestor Email	mfllogan@uncg.edu

[View/edit by line item...](#)

- 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.

Documents > Document Search > Search Documents > Status - PO P0044029 Logout

PO/Reference No. **P0044029 Revision 2** Available Actions

Supplier **Cashwell Appliance Parts Inc**

Status

General Information	Document Status
PO/Reference No. P0044029	A/P status Open
Revision No. 2	Workflow Completed (5/22/2018 11:16 AM)
Supplier Name Cashwell Appliance Parts Inc more info...	Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Fax: +1 910-323-5067
Purchase Order Date 5/22/2018	Distribution Date/Time 6/13/2018 2:23 PM
Total 2,500.00	Supplier Sent To Supplier
Requestor Name Susan Bean	
RequestorPhone +1 336-334-5636	
Requestor Email srbean@uncg.edu	
Requisition Number 103572078 view print	

- In the **Header Information** section:
 - 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.
 - Enter the receipt date as the date the items arrived on campus
 - Enter the packing slip number if known (not required) in the "Packing Slip No." box.
 - 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.
 - All other fields are optional.
 - 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.

Exact Match: PO No. P0044029

Header Information

Receipt Name Receipt Create Date 7/5/2018 12:42:01 PM Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	<input type="text" value="7/5/2018"/>	<input type="text"/>	Cashwell Appliance Parts Inc	Laura Kist

RECEIPT ADDRESS

Location Carrier

Contact Name STEPHEN GLIDEWELL
Phone +1 336-334-5636
Email srbean@uncg.edu
UNCG-Housing & Residence Life
105 Gray Dr
022 Strong Bldg Basement
Greensboro, NC 27412
United States

Tracking No.
RMA
Attachments
Notes (1,000 Chars. Max)

Receipt Lines

Line Details

Show Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
P0044029	1	Blanket Order for supplies from 01/01/2018 through 06/30/2018. Change Order No. 01 to increase from \$1,000 to \$2,500.	n/a	2,500.00		<input type="text" value="2,500.00"/>	Cost Received	<input type="button" value="Remove Line"/>

utions.sciaquest.com/aops/Router/Home?tmstmp=1530778338960

- 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.

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

Exact Match: PO No. P0044029

Header Information

Receipt Name: 2018-07-05 LJKIST 02 Receipt Create Date: 7/5/2018 12:42:01 PM Source: Manual

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	7/5/2018 <small>mm/dd/yyyy</small>		Cashwell Appliance Parts Inc	Laura Kist

RECEIPT ADDRESS

Location:

Contact Name: STEPHEN GLIDEWELL
 Phone: +1 336-334-5636
 Email: srbean@uncg.edu
 UNCG-Housing & Residence Life
 106 Gray Dr
 022 Strong Bldg Basement
 Greensboro, NC 27412
 United States

DELIVERY

Carrier:

Tracking No.:

RMA:

Attachments:

Notes:

(1,000 Chars. Max)

Receipt Lines

Line Details

For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions
P0044029	1	Blanket Order for supplies from 01/01/2018 through 06/30/2018. Change Order No. 01 to increase from \$1,000 to \$2,500.	n/a	2,500.00		1,000.00	Cost Received	Remove Line

- 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.