Creating PO Receipts
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Based on department requirements, Requesters will receive notifications to create receipts acknowledging successful delivery of goods or services.

- Supplier invoices **will not** be paid until the required receiving is completed*
- Receipts can **only be modified on the day created**; receipts are locked from changes after the export to PeopleSoft each night.
- If a change is required after the receipt has been created, a **net entry** must be entered to back out the original receipt.
  - Example: An original receipt was created for the receiving of 5 units; however, only 4 units were delivered. In this case a **new receipt** should be created for a quantity of negative 1 (-1).

* - except catalog orders, charged to central card at shipment
1. UD Exchange will generate an email & system notification whenever a Voucher requires a Receipt to be created.

2. Clicking on the notification will open the PO for access to the Create Receipt action.
From the **Available Action** dropdown menu, select **Create Quantity Receipt** and click the **Go** button.
A receipt will be created with all lines defaulted from the PO.
1. Enter the **Quantity** received
2. Change the **Line Status** if line item is Returned or Cancelled (defaults to Received)
3. **Remove Line** item if not received

<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Qty/UOM ordered</th>
<th>Previous Receipts</th>
<th>Quantity</th>
<th>Add to Inventory</th>
<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UD50000695</td>
<td>1</td>
<td>Replacement parts</td>
<td>10 EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Received</td>
<td>Remove Line</td>
</tr>
<tr>
<td>UD50000695</td>
<td>2</td>
<td>Clips</td>
<td>4 EA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Returned</td>
<td>Remove Line</td>
</tr>
</tbody>
</table>

**Actions**
- Remove Line
- Remove & Return
- Received
- Receive & Return
1. Enter **Tracking Number** (Optional)
2. Up to three (3) **Attachments** (Optional) can be added to the Receipt for export to PeopleSoft. These can be relevant documents received with the shipment, or pictures of damaged pieces, for example
3. Enter receiving **Notes** (Optional)
4. Click **Complete** to complete receipt creation
1. From the Receipts tab, the newly created receipt will appear
2. The Net Received amount will be displayed
3. The Status column will reflect the currently receiving status of each line item
Once a receipt has been exported to PeopleSoft, it cannot be changed.

In this example, if only 4 items were received instead of 5, a **new receipt** needs to be created and a **net entry** must be posted.

1. A **Note** is entered to explain the change
2. One fewer item was received, so the **net entry** in the **Quantity** field is -1
3. Select **Complete** when finished
1. From the **Receipts** tab, the second receipt will appear
2. The **Net Received** amount will be displayed (now 4, instead of 5)
3. The **Status** column will reflect the currently receiving status of each line item
Receipts against Blanket Orders (beginning with UDB) are handled differently.

- Blanket orders generally have a quantity of 1 and then have multiple invoices against that item/quantity.
- The Multi-Invoice/Payment box must be checked, otherwise once any amount is entered against that quantity, the line is closed and cannot be invoiced again.
- Therefore, Receipts against these multi-invoice/payment lines must be not quantity-based, but cost-based.
In this instance, choosing Create Quantity Receipt results in a warning message asking the user to create a cost receipt.
For a UDB purchase order, choose **Create Cost Receipt.**
A receipt will be created with the full amount available defaulted from the PO.

1. Enter the amount received/authorized in **Cost**
2. Provide other information on the receipt as desired/needed, such as **Receipt Name**, **Receipt Date**, etc., select **Complete** when finished.
3. Any **Previous Receipts** will be linked.
Other ways to access receipts

There is no need to wait for an invoice to create a receipt. From the Accounts Payable Menu choose Receipts>Create New Receipt.

You may also see your draft receipts and search for receipts. Your access to receipts is defined in your Profile; you may be limited to only those created by others in your department.
Resources

Procurement Services
procurement@udel.edu