bishopbuy

RECEIPTS

A receipt is an indication that either goods or services have been received, returned, or cancelled. In most cases, there will be a 1:1 relationship between a purchase order and a receipt. This is the case when all of the goods requested are received in an order. Occasionally, you may have multiple receipts for a single purchase order when some of the items requested are on backorder or came later.

CREATING A RECEIPT

1. Click the [Document Search] tab followed by the [my purchase orders] link to view your recent purchase orders.
2. Open the purchase order by clicking the PO number.
3. From the Available Actions drop-down box, select [Create Quantity Receipt ▼] and then click [Go].
4. The receipt will be automatically populated with the PO information, including the remaining number of items to be received.
5. The default action is Received, which indicates the item/service was received. Other available options are Returned or Cancelled.
6. Add any additional information required by the organization, such as Packing Slip Number, Carrier, Tracking Information, Attachments, or other Notes.
7. Click [Show Receipt Details] to view line level details. Make any necessary updates.
8. Click [Save Updates] to save changes or [Complete] when the receipt is finished.

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.

CREATING A RECEIPT WITH RETURN(S)

A receipt can be used to indicate that an item(s) will NOT be received or have been returned to the vendor. For example, if the supplier indicates that an item was discontinued, you may want to cancel the item. If an item was received damaged, you can also indicate this through a receipt. Returned and cancelled receipts are indicated in the system by negative quantity or cost.

1. Click the [Document Search] tab followed by the [my purchase orders] link to view your recent purchase orders.
2. Open the purchase order by clicking the PO number.
3. From the Available Actions drop-down box, select [Create Quantity Receipt ▼] and then click [Go].
4. The receipt will be automatically populated with the PO information, including the remaining number of items to be received.
5. Enter the number of items that were cancelled or returned in the Quantity field.
6. In the Action drop-down box, select the appropriate option: [Cancelled ▼] or [Returned ▼].
7. Add any additional information required by the organization, such as Packing Slip Number, Carrier, Tracking Information, Attachments, or other Notes.
8. Click [Save Updates] to save changes or [Complete] when the receipt is finished. The Receipt Number displays on the screen.