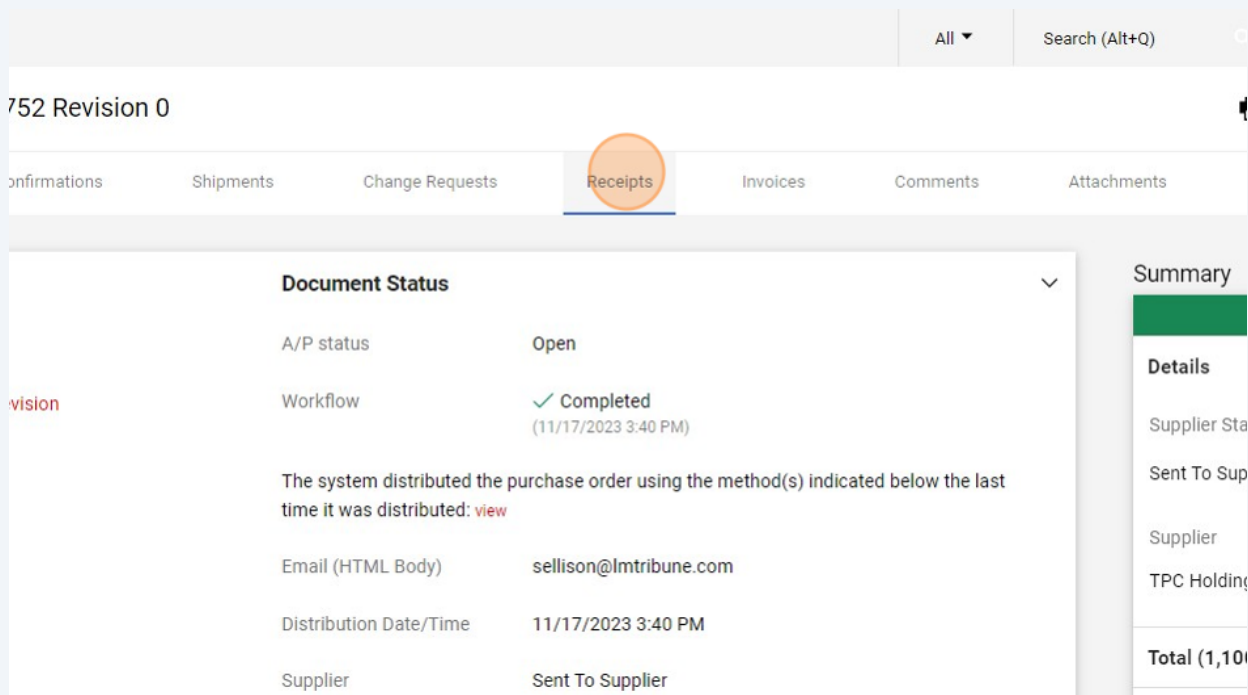


Creating Receipts 2

Sometimes you've entered a PO using estimated pricing. Sometimes you will not receive all items on a PO. Follow these steps to indicate that you've received an item and expect the invoices to differ from the PO prices, and to alert AP that all items will not be received.

1 Click "Receipts"



The screenshot shows a software interface for managing purchase orders. At the top, there is a search bar with a dropdown menu set to 'All' and a search icon. Below the search bar, the purchase order number '752 Revision 0' is displayed. A navigation bar contains several tabs: 'Confirmations', 'Shipments', 'Change Requests', 'Receipts', 'Invoices', 'Comments', and 'Attachments'. The 'Receipts' tab is highlighted with a blue underline and a red circle. Below the navigation bar, the 'Document Status' section is expanded, showing the following information:

A/P status	Open
Workflow	✓ Completed (11/17/2023 3:40 PM)
The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Email (HTML Body)	sellison@lmtribune.com
Distribution Date/Time	11/17/2023 3:40 PM
Supplier	Sent To Supplier

On the right side of the interface, there is a 'Summary' section with a green header. Below it, a 'Details' section is visible, showing a list of items with columns for 'Supplier Sta', 'Sent To Sup', 'Supplier', and 'TPC Holding'. At the bottom of the details section, a 'Total (1,10)' is displayed.

2 Click the +

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below the navigation bar is a search bar showing '1 of 53 Results'. The main content area has tabs for 'Requests', 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. A 'Create Receipt' button is highlighted with an orange circle and a tooltip. To the right, a 'Summary' panel is visible, showing a 'Completed' status and a 'Total (1,100.00 USD)'.

Size/Packaging	Unit Price	Quantity	Ext. Price	
EA	275.00	4 EA	1,100.00	✓

Supplier Status
Sent To Supplier
Supplier
TPC Holdings Inc
Total (1,100.00 USD)

3 Click "Create Quantity Receipt"

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and notification icons. Below the navigation bar is a search bar showing '1 of 53 Results'. A dialog box is open, displaying a table of items and a 'Create Quantity Receipt' button highlighted with an orange circle. The background shows a 'Summary' panel with a 'Completed' status and a 'Total (1,100.00 USD)'.

Size/Packaging	Unit Price	Quantity	Ext. Price	
EA	275.00	4 EA	1,100.00	✓

Supplier Status
Sent To Supplier
Supplier
TPC Holdings Inc
Total (1,100.00 USD)

4 Note: you can change the quantity to indicate that how many items were received.

Catalog No.	Quantity	Status
4 EA	<input type="text" value="4"/>	Received

Contract No. -

Line Item Type -

Attachments [Add](#)

Notes

1000 characters remaining

5 Enter a comment here to indicate that the price is different from the PO price. Ex: "OK to pay @ 75.00 ea."

0 • [PJT00752](#)

Item	Catalog No.	Quantity	Status
Ad for something	4 EA	<input type="text" value="2"/>	Received

ITEM DETAILS

Contract No. -

Line Item Type -

Attachments [Add](#)

Notes

1000 characters remaining

6 Click "Complete"

Summary

Draft

Details

Creation Date 11/17/2023 4:06:38 PM

Source Manual

Supplier **TPC Holdings Inc**

Received by Diana Higgins

Total (1,100.00 USD)

7 When you're ready to receive part or all of the remaining balance, repeat the steps.

Summary

Completed

Details

Supplier Status

Sent To Supplier

Supplier **TPC Holdings Inc**

Total (1,100.00 USD)

Unit Price	Qty/UOM	Extended Price
275.00 USD	4 EA	1,100.00 USD

8

Click "Create Quantity Receipt." Note that this preview still shows all 4; this is not a problem because when you get to the next you will not be able to re-receive the 2 done previously.

The screenshot shows a purchase order summary for 'Higgins, Diana' with a total of 1,100.00 USD. A modal dialog box is open, displaying a table with the following data:

o.	Size/Packaging	Unit Price	Quantity	Ext. Price	
	EA	275.00	4 EA	1,100.00	✓

At the bottom of the dialog, there are two buttons: 'Create Quantity Receipt' (highlighted with an orange circle) and 'Cancel'. The background shows a 'Completed' status bar and a table with columns 'Unit Price', 'Qty/UOM', and 'Extended Price'.

9

Type in this field to alert AP that the price is different.

The screenshot shows a purchase order line item for 'Ad for something' with a quantity of 4 EA. A text input field next to the quantity is set to '2'. Below the item details, there is a 'Notes' section with a text area (highlighted with an orange circle) and a '1000 characters remaining' indicator.

PO • **PJT00752**

Line	Item	Catalog No.	Quantity	
1	Ad for something		4 EA	<input type="text" value="2"/> Recei

ITEM DETAILS

- Contract No. - Previous Receipts
- Line Item Type -
- Attachments [Add](#)
- Notes 1000 characters remaining

10

You can again modify the quantity field. In this example, we are not going to receive the 4th item; add a note to alert AP that the PO can be closed after paying for this item. Ex: "OK to pay @ 100.00. Please close PO after paying; we are only running 3 ads."

PJT00752

Item	Catalog No.	Quantity	Status
Ad for something		4 EA	Received

ITEM DETAILS

Contract No. - Previous Receipts 601355

Line Item Type -

Attachments [Add](#)

Notes
1000 characters remaining

11

Click "Complete"

All Search (Alt+Q) 0.00 USD 3 6

Save Updates **Complete**

Complete:

Summary →

Draft

Details ↓

Creation Date 11/17/2023 4:08:28 PM

Source Manual

Supplier **TPC Holdings Inc**

Received by Diana Higgins

Total (550.00 USD) >

Quantity Status

1 Received