



# Business Process Document

## PS FIN Purchasing: Creating Receipts

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Creating Receipts_BUSPROC.doc
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<b>Last Changed by</b>	
<b>Status</b>	

### Creating Receipts

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

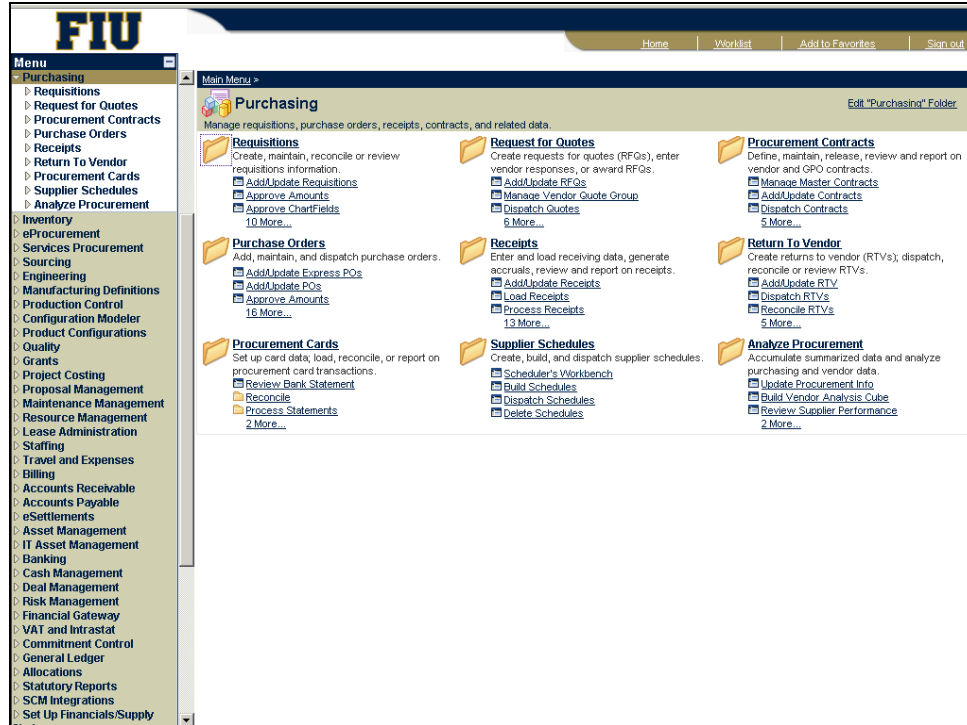
### Procedure



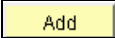
In this topic you have placed a purchase order for several items. You have received these items from the vendor. Your goal is to create a receipt for the item in PantherSoft Purchasing.

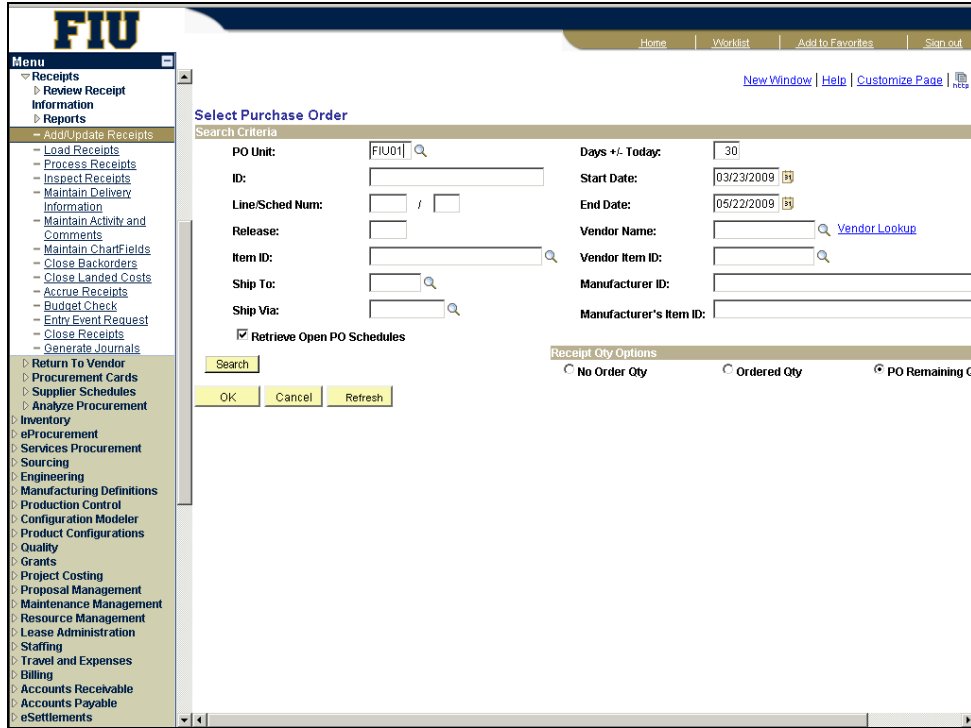
You will be creating two receipts; one for items received by quantity, and another for items received by amount.




Step	Action
1.	Click the <b>Purchasing</b> link. <b>Purchasing</b>



Step	Action
2.	Click the <b>Receipts</b> link. 
3.	Click the <b>Add/Update Receipts</b> link. 
4.	Click the <b>Add</b> button. 
5.	Use the Select Purchase order page to search for and retrieve purchase order schedules against which to create receipts.  The search functionality of this page enables you to perform a broad or narrow search based on a variety of search criteria. You can use one or all of the available fields. After the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document.



Step	Action
6.	Select the '30' entry in the ' <b>Days +/- Today:</b> ' field and delete it by pressing <b>[Backspace]</b> .
7.	Select the '03/23/2009' entry in the ' <b>Start Date</b> ' field and delete it by pressing <b>[Backspace]</b> .
8.	Select the '05/22/2009' entry in the ' <b>End Date</b> ' field and delete it by pressing <b>[Backspace]</b> .
9.	Click the <b>Look up Vendor (Alt+5)</b> graphic. 



**Look Up Vendor**

SetID: FIU01

Vendor ID:

Short Vendor Name:



[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

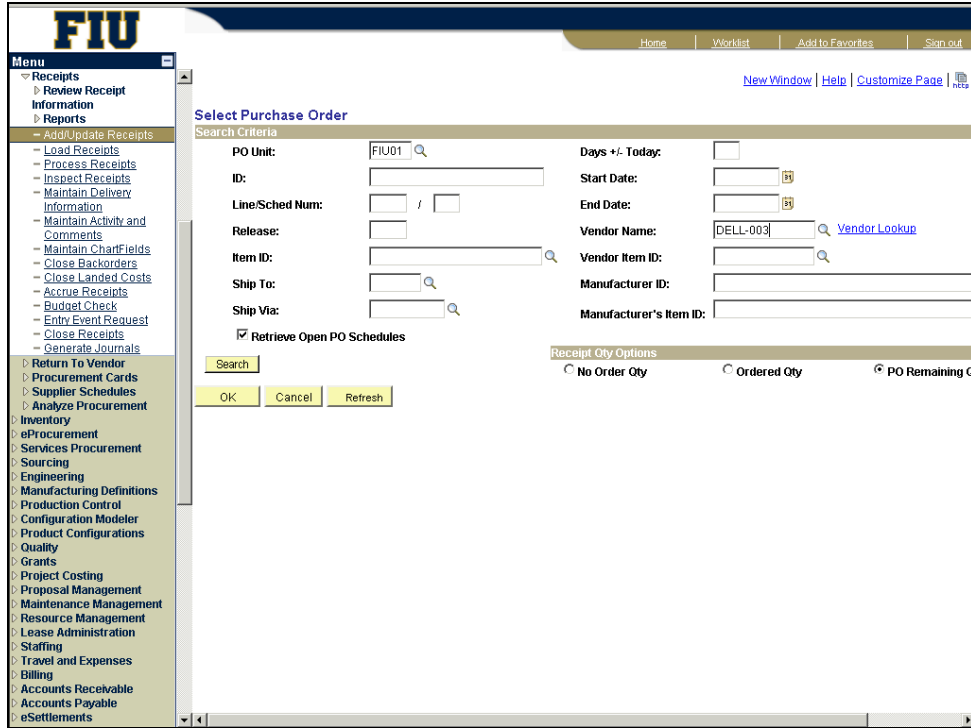
**Search Results**


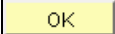
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.


[View All](#) First 1-100 of 300

Vendor ID	Short Vendor Name	Vendor Name 1	Vendor Name 2	Our Customer Number	Old Vendor ID
000000003	12THAVENUE-001	12TH AVENUE GRAPHICS	(blank)	(blank)	5919502
000000007	2002FFCECC-001	2002 FFCEC CONVENTION FUND	(blank)	(blank)	5902249
000000011	2GENTERPRI-001	2G ENTERPRISES	(blank)	(blank)	9425231
000000013	4SOUND-001	4 SOUND	(blank)	(blank)	6511480
000000014	4IMPRINT-001	4IMPRINT INC	(blank)	(blank)	3918371
000000015	50STATESEC-001	50 STATE SECURITY SERVICE INC	(blank)	(blank)	5913544
000000017	7871INC-001	7871 INC	(blank)	(blank)	6509220
000000018	90MINUTECO-001	90 MINUTE COURIER INC	(blank)	(blank)	6502382
000000021	A1BILLIARD-001	A 1 BILLIARD SERVICES INC	(blank)	(blank)	5919214
000000022	ACONEMAINTE-001	A 1 MAINTENANCE SERVICES	(blank)	(blank)	6500576
000000024	AAMERSEPTI-001	A AMERICAN SEPTIC AND PLUMBING INC	(blank)	(blank)	6509809
000000026	ABBULKMAIL-001	A AND B BULK MAILERS INC	(blank)	(blank)	5921551
000000041	ALEONINTER-001	A LEON INTERIORS MANUFACTURES	(blank)	(blank)	5918848
000000042	AMLEONARD-001	A M LEONARD INC	(blank)	(blank)	3105586
000000044	ANUNEZCON-001	A NUNEZ CONTRACTOR	(blank)	(blank)	8900025
000000047	AZSTATEWID-001	A TO Z STATEWIDE PLUMBING INC	(blank)	(blank)	5925885
000000051	A1ATRANSPO-001	A1A TRANSPORTATION INC	(blank)	(blank)	6506616
000000054	AAFLAGBAN-001	AAA FLAG AND BANNER MANUFACTURING CO	(blank)	(blank)	9529210
000000065	ABCSCHOOL-001	ABC SCHOOL SUPPLY INC	(blank)	(blank)	5806102
000000066	ABCOFFICE-001	ABC OFFICE DBA	AMERICAN BINDING COMPANY	(blank)	8704475
000000068	ABLESANITA-001	ABLE SANITATION INC	A DIVISION OF UNITED SITE SERVICES	(blank)	5912316
000000071	ABRAHAMAN-001	ABRAHAM ANTENNA SERVICE	(blank)	(blank)	5917519

Step	Action
10.	Enter the desired information into the <b>Short Vendor Name:</b> field. Enter "%dell".  This will search for any vendors that include the 'Dell' name.
11.	Click the <b>Look Up</b> button. 
12.	Click the <b>DELL-003</b> link. 



Step	Action
13.	Click the <b>Search</b> graphic to find any vendors with the name 'Dell-003'. 
14.	Click the <b>Select Checkbox</b> for the item you wish to create a receipt for. <input type="checkbox"/>
15.	Click the <b>OK</b> button. 



**FIU**

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**Menu**

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  - Accounts Payable
  - eSettlements

**Maintain Receipts**

**Receiving**

Business Unit: FIU01      Receipt Status: Open

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

Receipt Lines      [More Details](#)      [Links and Status](#)      [Item / Mtg Data](#)      [Optional Input](#)      [Source Information](#)      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		CP550SL 550 VA UPS (A8513680)	31.45000	25.0000	EA	25.0000	Open		<input type="checkbox"/>	EA	<input type="checkbox"/>

Interface Receipt      [Interface Asset Information](#)







                

Step	Action
16.	<p>Enter the desired information into the <b>Receipt Qty</b> field. Enter "<b>15.0000</b>" which is less than the initial Purchase Order request of "<b>25.0000</b>".</p> <p>For this Purchase order, only received <b>15</b> of the <b>25</b> items ordered were received. It is important that the <b>Receipt Qty</b> field accurately reflects that amount that was actually received, and not the amount on the Purchase order.</p>
17.	<p>Click the <b>More Details</b> link.</p> <p><a href="#">More Details</a></p>
18.	<p>Click the <b>Optional Input</b> link.</p> <p><a href="#">Optional Input</a></p>
19.	<p>Click the <b>Receipt Lines</b> link.</p> <p><a href="#">Receipt Lines</a></p>
20.	<p>Click the <b>Save</b> button.</p> <p><input type="button" value="Save"/></p>
21.	<p>Click the <b>Home</b> link.</p> <p><a href="#">Home</a></p> <p>Notice that the <b>Receipt Status</b> has changed to 'Received', and a <b>Receipt ID</b> has been generated.</p>

# Business Process Document

## PS FIN Purchasing: Creating Receipts



Step	Action
22.	<p>The first receipt that we completed only dealt with Quantity received. However, some Purchase Orders will require you to deal with Amount received instead. This following receipt will allow you to familiarize yourself with receipts that deal in Amount</p> <p>The steps to search and create the receipt are the same as before, so we'll jump into a receipt form already populated in the <b>Maintaining Receipts</b> page.</p>
23.	<p>Enter the desired information into the <b>Price</b> field. Enter "<b>4000.00</b>", which is less than the initial Purchase Order request of "<b>6398.2200</b>".</p> <p>Sometimes the amount paid is less than the Purchase Order requests. It is important to make sure that the actual amount paid is reflected under the <b>Price</b> field.</p>
24.	<p>Click the <b>Horizontal</b> button of the scrollbar.</p> 
25.	<p>Click the <b>Horizontal</b> button of the scrollbar.</p> 
26.	<p>Click the <b>Optional Input</b> link.</p> 
27.	<p>Click the <b>Receipt Lines</b> link.</p> 
28.	<p>Click the <b>Save</b> button.</p> 
29.	<p>Click the <b>Home</b> link.</p> <p>Notice that the <b>Receipt Status</b> has changed to 'Received', and a <b>Receipt ID</b> has been generated.</p> 
30.	<p>Congratulations. You have successfully Created a Receipt in PantherSoft Purchasing.</p> <p><b>End of Procedure.</b></p>