

Step-by-Step Guide

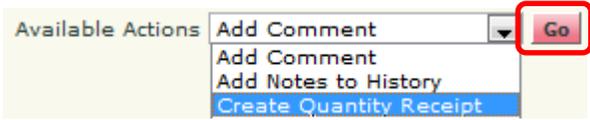
Creating Receipts for Goods and Services

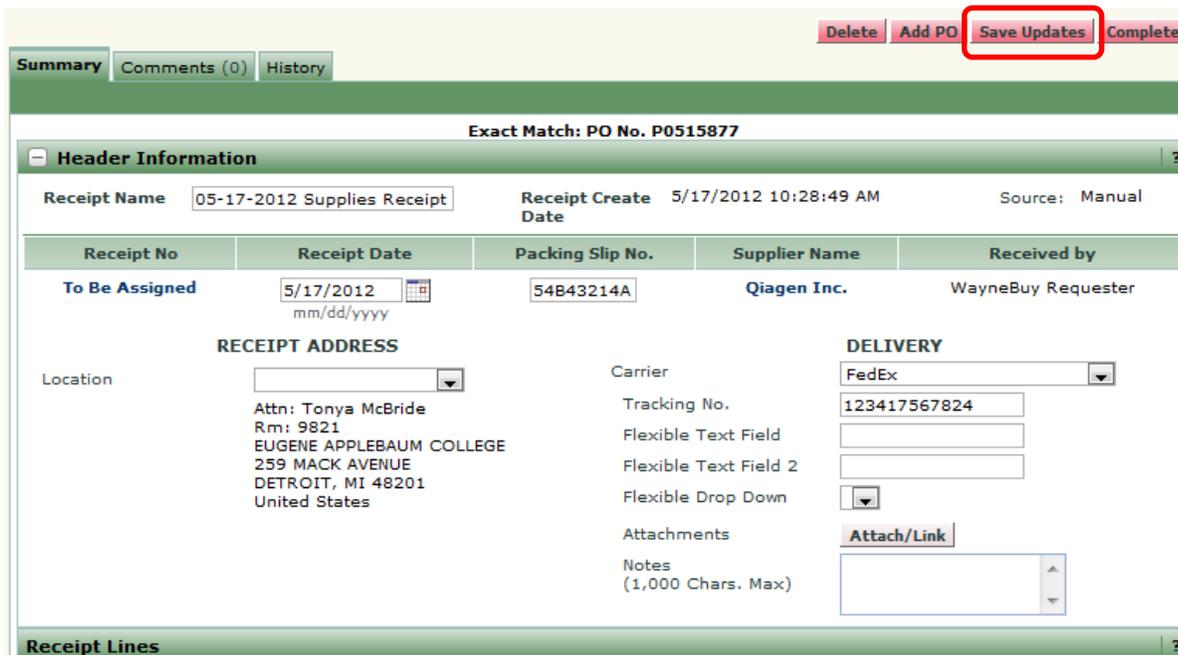


In This Guide

- ✓ Initiate a receipt for goods or services
- ✓ View past receipts
- ✓ Determining an order receiving status

Procedure

1. Navigate to the purchase order requiring receipt of goods or services. *Reference the [Performing a Document Search](#) job aide for detailed instructions on how to search for a purchase order.*
2. From the **Available Actions** drop down box, select the **Create Quantity Receipt** option, and click on the **Go** icon.
3. The receiving screen is displayed. A name for the receipt is automatically defaulted in the **Receipt Name** field. If desired, provide a more meaningful description of the receipt transaction.
4. If your department's business process requires packing slip information be captured at the time of receipt, enter the information in the **Packing Slip No.** field.
5. If desired, provide information for the remaining optional fields on the receipt header such as **Carrier** or **Tracking Number**.
6. Once your updates are complete, you can record your progress by selecting the **Save Updates** icon.



Summary | Comments (0) | History

Exact Match: PO No. P0515877

Receipt Name: 05-17-2012 Supplies Receipt | Receipt Create Date: 5/17/2012 10:28:49 AM | Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	5/17/2012 <small>mm/dd/yyyy</small>	54B43214A	Qiagen Inc.	WayneBuy Requester

RECEIPT ADDRESS

Location: [Dropdown]

Attn: Tonya McBride
Rm: 9821
EUGENE APPLEBAUM COLLEGE
259 MACK AVENUE
DETROIT, MI 48201
United States

DELIVERY

Carrier: FedEx [Dropdown]

Tracking No.: 123417567824

Flexible Text Field: [Input]

Flexible Text Field 2: [Input]

Flexible Drop Down: [Dropdown]

Attachments: Attach/Link

Notes (1,000 Chars. Max): [Text Area]

Receipt Lines

7. From the **Receipt Lines** section of the screen, indicate the quantity of goods or services received for each of the purchase order line items. Select the **Complete** icon.

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0515877	1	Blood & Cell Culture DNA Mini Kit (25)	13323	1 EA		1		Received	Remove Line Receive & Return	<input type="checkbox"/>
P0515877	2	QIAamp Viral RNA Mini Kit (50)	52904	1 EA		0		Received	Remove Line Receive & Return	<input type="checkbox"/>
P0515877	3	QIAamp Viral RNA Mini Kit (250)	52906	1 EA		0		Received	Remove Line Receive & Return	<input type="checkbox"/>

Delete Add PO Save Updates **Complete**



WayneBuy will automatically display the quantity of goods or services available for receiving. For example, if you ordered 10 items and this is the first receipt, 10 will be defaulted in the **Quantity field. If you ordered 10 and had previously received 3 items, 7 would be defaulted in the **Quantity** field.**



If you received a partial shipment or fulfillment of the goods/services associated with the purchase order, you can either indicate the receipt of "0" on the applicable lines or select the **Remove Line icon.**

You have successfully completed a receipt.