# How to create receipt

Catalog and Non-catalog requisitions need to have receipts created. Blanket and Payment Requests do not.

Creating a Receipt from a Purchase Order
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. This task explores how to create full and partial receipts from a single purchase order.
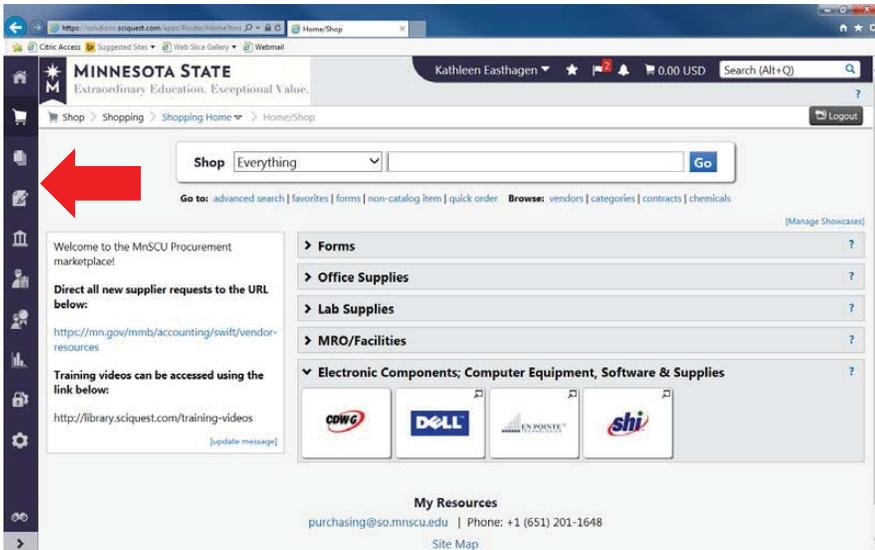
Go to the search page

With the dropdown menu at "Purchase Orders", either enter the PO number in center box or click on the "My Purchase Orders" link:
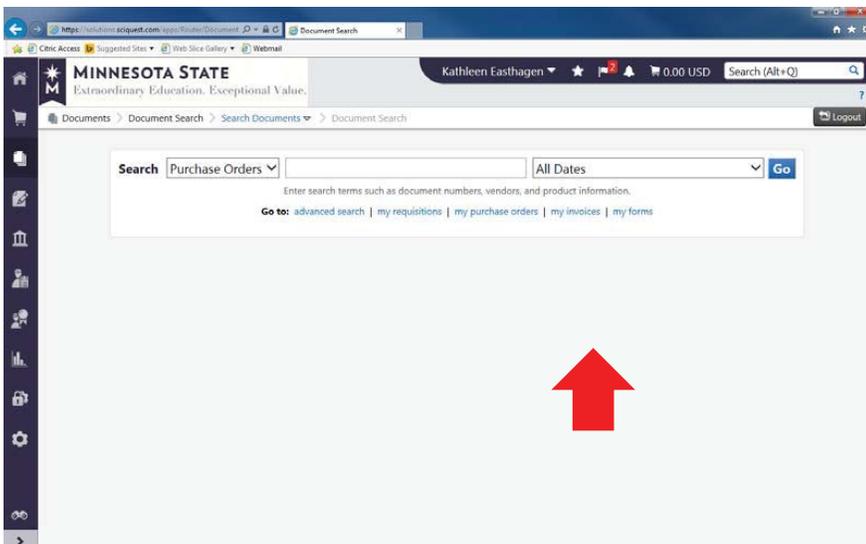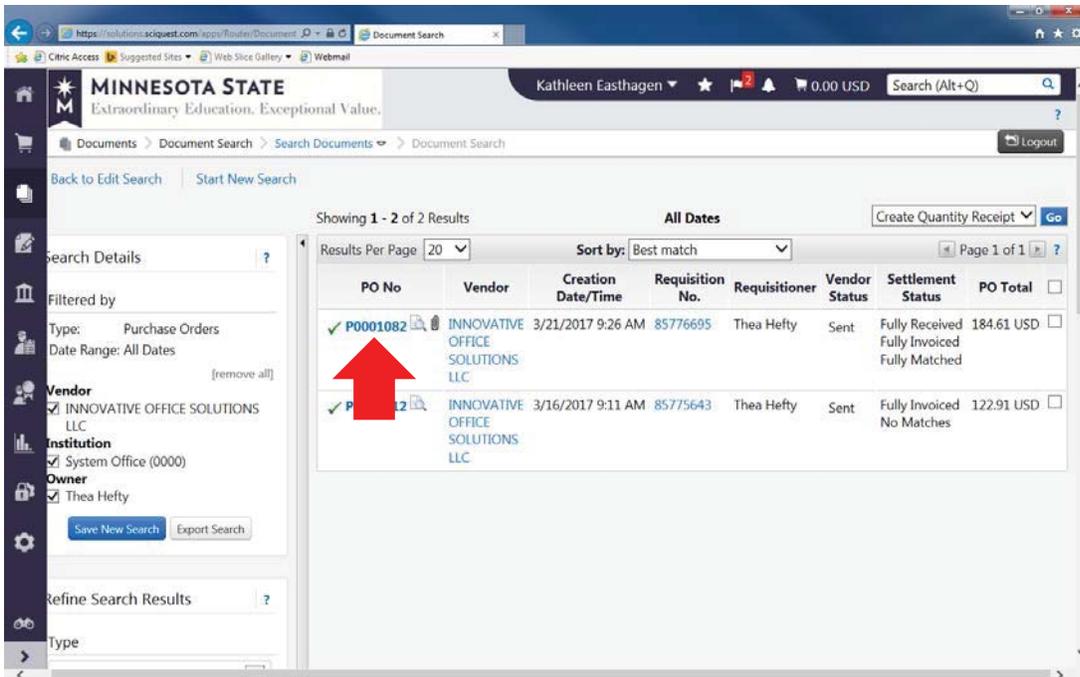
Depending on which method you used to search, you will either see a list of Purchase Orders that you created or the Purchase Order number you searched for. Click on the PO number. This will bring you into the PO: n
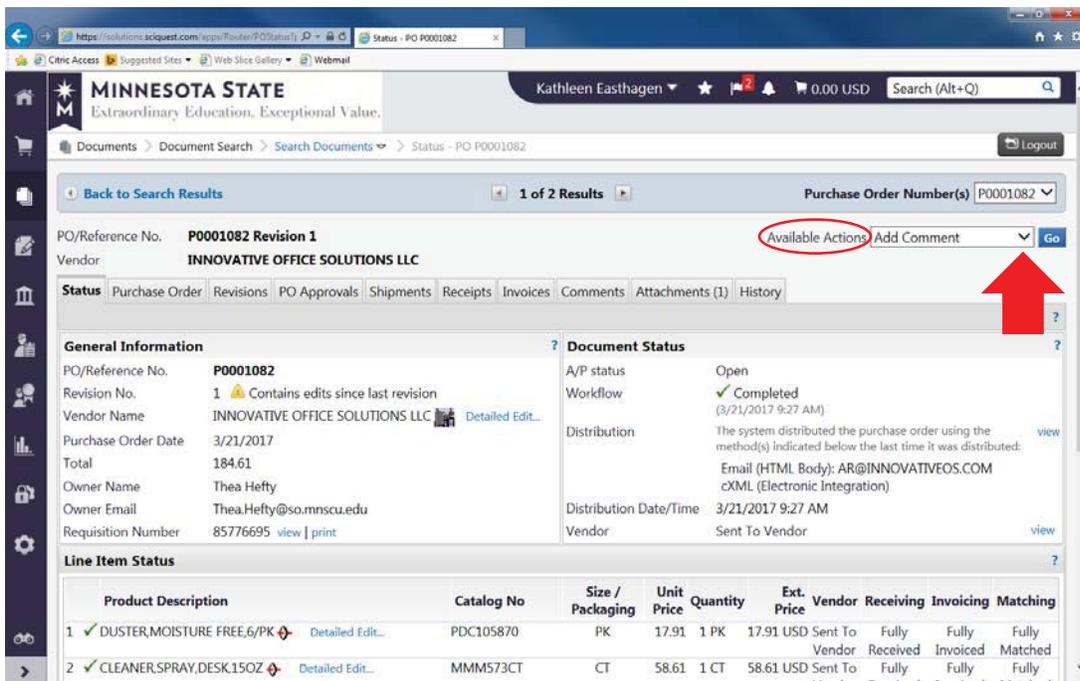
Select the dropdown menu next to Available Actions.

Select "Create Quantity Receipt", then click on the "Go" button.

Select the date the product was received (physically arrived on campus).

Input the Packing Slip Number, Carrier, and tracking number, if available.

Add a scan of the packing slip and/or email confirmation of receipt if received.

Make any notes, if necessary.

Scroll down to the line items:

Adjust quantities received and remove any lines that are NOT included in the packing slip you've attached. You only want to accept those items that appear on the packing slip. When only those items on the packing slip are left on your screen, then click "Save Updates". Then click "Complete".

If you have additional packing slips for this order, repeating the above steps as many times as needed until the entire order has been received.

Creating a Receipt with a Return or Cancellation

A receipt can also be used to indicate that an item or items will NOT be received (canceled) 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 as damaged, you can also indicate this through a receipt.
Returned receipts or receipt items can be generated from a Quantity receipt only. To indicate items as Returned:
•   In a Quantity receipt, enter the value to return in the Quantity field.
•   Select Returned in the Line Status drop-down.
•   Optionally, select a Returned For reason, and an RMA No. (return authorization number).

Canceled receipts or items can be generated from a Quantity or a Cost receipt. Returned and canceled receipts are indicated in the system by a negative quantity or cost. To indicate items as Cancelled:
•   In a Quantity receipt, enter the value to return in the Quantity field. In a Cost receipt, enter the value to return in the Cost field.
•   Select Cancelled (or Cost Cancelled) in the Line Status drop-down.

Reopen and Delete a Receipt

When a receipt is created by a user, a mistake can be made by entering the wrong quantity or the wrong dollar amount. A receipt can even be created against the wrong PO. Users may reopen and delete receipts. The Reopen completed receipts permission is required.

When reopening a receipt, the user will be forced to enter a comment on the receipt as to why they are reopening the receipt. That comment gets recorded in the receipt history and will be viewable to any administrator who wants to see why the receipt was reopened. After entering a comment to indicate why you are reopening the receipt, the receipt will be in draft mode again. With the receipt being in draft mode, the user is allowed to make edits or delete the receipt completely. Note: Some receipts are not eligible to be reopened (a message will display if you are not allowed to reopen a receipt for any reason).

STEP-BY-STEP

1. Open the receipt. This can be accomplished a number of ways including clicking on the Receipt number after the receipt is created, by searching for receipts, or by accessing the receipt from an associated document (PR/PO/Invoice).
2. Select the Summary tab.
3. Click the Reopen Receipt button in the upper right-hand corner.
4. A confirmation message displays asking if you want to reopen the receipt. Click OK.
5. An Add Comment pop-up displays.
a. Select if you want users associated with the document to receive an email notification about the reopened receipt. You can also add email recipients to receive a notification.
b. Enter a reason for reopening the receipt, up to 1000 characters.
c. Click Reopen Receipt button.
6. The page refreshes with the receipt in draft status. The Summary tab may be edited. You can select to Add PO or make any Line Details updates.
7. Click Save Updates and Complete when you are finished making changes.

Delete a Receipt

1. Reopen the receipt as described above.
2. Click the Delete button.
3. A confirmation message displays asking if you want to delete the receipt. Click OK.
4. The receipt is deleted and you are returned to the View Draft Receipts page.

Invoices

After you have received your items in Marketplace, it is time to forward the invoice to Account Payable to actually make the payment for the goods or services.

Scan and forward that invoice document to accountspayable@winona.edu   Your invoice should match what you have received exactly. If there is a discrepancy, please include a note explaining the situation.