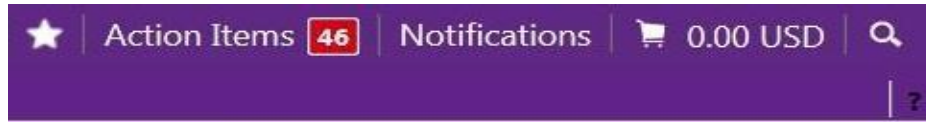


How to add a Cost Receipt or Quantity Receipt

1. Log-in to PAW Place and click on the magnifying glass in the upper right hand corner.



2. Search for the Purchase Order Number that requires a receipt by selecting "Purchase Order" from the drop down menu. Type the Purchase Order number in the empty field and click on the magnifying glass or hit enter.



3. From the Available Actions drop-down menu:
 - Choose "Create Quantity Receipt" OR "Create Cost Receipt" and then click "Go".
 - Note: Cost receipt is used when the purchase order is a drawing account or it's flagged to receive multiple/progress payments.



4. This will bring you to the receipt screen where you can enter the necessary information including the quantity received or the cost you are approving for each line item on the order.

Header Information
?

Receipt Name 2016-01-08 Delivery	Receipt Create Date 1/8/2016 8:54:46 AM	Source: Manual
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Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	1/8/2016 <small>mm/dd/yyyy</small>		Brady Industries	Marie Deamer

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ⚠ No addresses defined in profile. </div> <p>Weber State University - Ogden Campus Receiving and Distribution Services Rm 113 3730 Skyline Parkway DEPT 3605 Ogden, UT 84408-3605 United States</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Carrier</td> <td style="width: 50%;">DELIVERY Other</td> </tr> <tr> <td>Tracking No.</td> <td></td> </tr> <tr> <td>Flexible Text Field</td> <td></td> </tr> <tr> <td>Flexible Text Field 2</td> <td></td> </tr> <tr> <td>Flexible Drop Down</td> <td></td> </tr> <tr> <td>Attachments</td> <td>Attach/Link</td> </tr> <tr> <td>Notes (1,000 Chars. Max)</td> <td></td> </tr> </table>	Carrier	DELIVERY Other	Tracking No.		Flexible Text Field		Flexible Text Field 2		Flexible Drop Down		Attachments	Attach/Link	Notes (1,000 Chars. Max)	
Carrier	DELIVERY Other														
Tracking No.															
Flexible Text Field															
Flexible Text Field 2															
Flexible Drop Down															
Attachments	Attach/Link														
Notes (1,000 Chars. Max)															

- The receipt will default to the quantity or cost that is left on the purchase order. If you need to enter a receipt for a partial delivery or cost you will edit the quantity or cost column below.

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0051946	1	Paper Towels C-FOLD HAND TOWELS white; (not Multi fold) Georgia Pacific no. 20241; 2400 per case	44021	10202758 10423721 10599030	10		Received	Remove Line Receive & Return

- If you only received part of your order and need to remove a line that is not associated with the receipt you can remove it two different ways. Either by selecting the box next to the line and clicking “Go” next to “Remove Selected Items” or by simply clicking “Remove Line” under the Action column.

For Selected Lines: Remove Selected Items **Go**

Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
10		Received	Remove Line Receive & Return	<input checked="" type="checkbox"/>


For Selected Lines: Remove Selected Items **Go**

Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
10		Received	Remove Line Receive & Return	<input type="checkbox"/>

- After making the necessary adjustments and changing the quantities or cost, click on “Save Updates” located at either the top or bottom of the receipt page. If the updates save successfully click on “Complete” to finish your receipt.

Delete **Add PO** **Save Updates** **Complete**

- After you have completed the receipt process you will receive a confirmation similar to the one below. The receipt process is now complete!

Receipt No . 11455721  has been created for the following PO No(s):

- PO/Reference No. P0052220 

For questions and help completing a receipt: Please contact Accounts Payable at ext. 6017. You can also email accountspayable@weber.edu.