

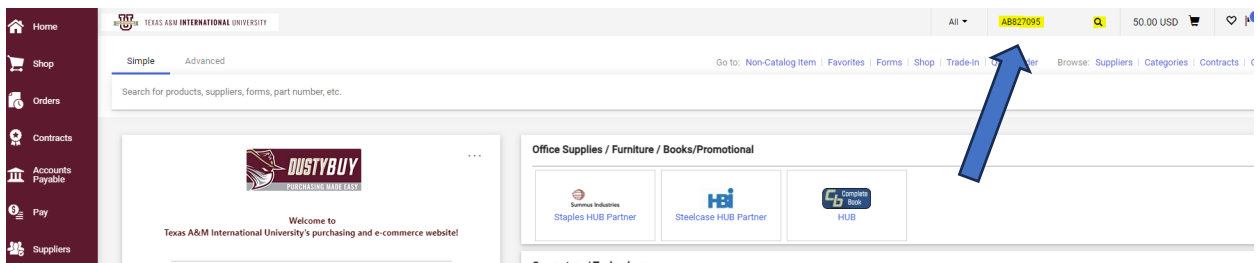
## How to Create a Receiving Document (Cost Receipt)

### 1. What is a Receiving Document?

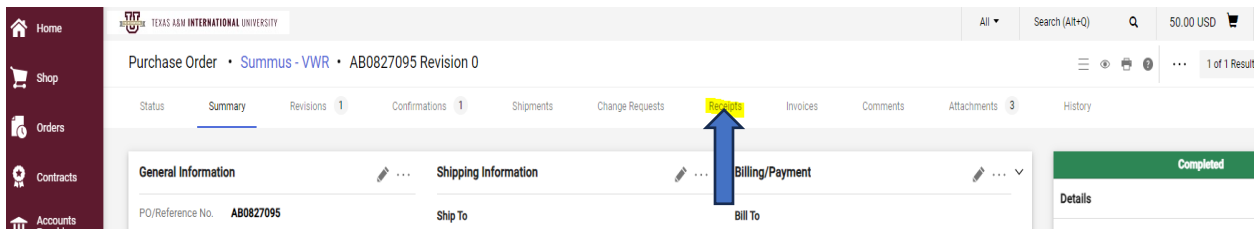
- A. Receiving is how the department acknowledges that goods/services have been received.
- B. Receiving is how the department provides the date the goods/services were received.
- C. Receiving also provides the approval to release the payment.
- D. Receiving should **only** be completed when the goods/services have been received.

### 2. Create a **Cost Receipt**

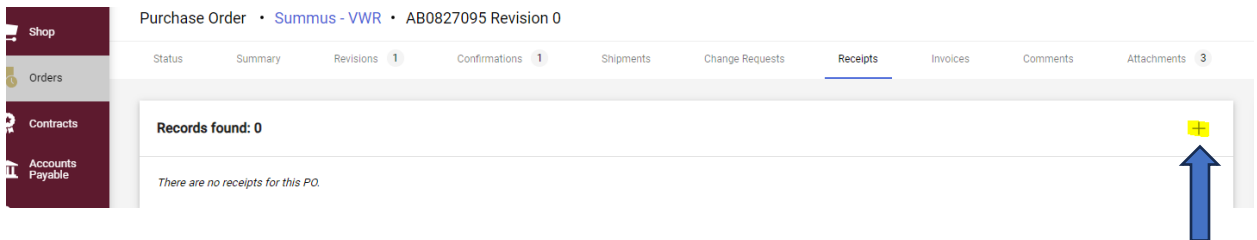
- A. Search for the Purchase Order for which you wish to create a cost receipt document.



- B. Click the **Receipt** tab on Purchase Order



- C. Click on the cross to create a cost receipt.



D. Click on create a cost receipt.

AB0903021: Create Receipt
✕

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	✓	
1	-	-	FirstNet Unlimited Data Device. DIR-TELE-CTSA-002-Monthly Recurring Charges.1. 956-482-60572. 956-482-6070 3. 956-482-6107 4. 956-482-6114 5. 956-482-61666. 956-612-6816 7. 956-612-6802\$30 per device; \$210 per monthTerm: 04/24 - 04/25	NA	EA	2,520.00	1 EA	2,520.00	✓
2	-	-	Estimated Recurring Charges	NA	EA	400.00	1 EA	400.00	✓
3	-	-	DIR-TELE-CTSA-002-One Time Charges. 6238D Netgear Nighthawk M6 Pro 5G. Device upgrade for the following lines:1. 956-482-60572. 956-482-60703. 956-482-61074. 956-482-6114 5. 956-482-6166	NA	EA	1,249.95	1 EA	1,249.95	✓

Create Cost Receipt
Cancel



E. Add the order's Receipt Name, Date, and any Notes needed with this receipt.

<b>Receipt Name</b>	<input type="text" value="2024-04-12 422002808 01"/>	Carrier	Other <span style="font-size: small;">▼</span> <input type="text"/>
Receipt No	To Be Assigned	Tracking No.	<input type="text"/>
<b>Receipt Date</b>	<input type="text" value="4/12/2024"/> <span style="font-size: x-small;">mm/dd/yyyy</span>	Flexible Text Field	<input type="text"/>
Packing Slip No.	<input type="text"/>	Optional Receipt Text	<input type="text"/>
Supplier Name	AT&T TEXAS	Flexible Drop Down	<span style="background-color: #ccc; padding: 2px 5px;">▼</span>
Received by	Cristina Calderon (16-Texas A&M International University)	Attachments	<a href="#">Add</a>
Receipt Address	<span style="background-color: #ccc; padding: 2px 5px;">▼</span> Attn: Yezmin Salazar Information Technology c/o Central Receiving Room KL 255 5201 University Blvd Laredo, TX 78041 United States	<b>Notes</b>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>1000 characters remaining</small>

F. Include the cost of each line item that you have received. The receipt total should match the amount being invoiced.

PO • AB0903021

Line	Item	Catalog No.	Cost Ordered	Cost	Status
1	<a href="#">FirstNet Unlimited Data Device. DIR-TELE-CTSA-002-Monthly Recurring Charges.1. 956-482-60572. 956-482-6070 3. 956-482-6107 4. 956-482-6114 5. 956-482-61666. 956-612-6816 7. 956-612-6802\$30 per device; \$210 per monthTerm: 04/24 - 04/25</a>	NA	2,520.00	<input type="text" value=""/> USD	Cost Received

ITEM DETAILS

PO Business Unit: 16-Texas A&M International University (16)

Contract No.: no value


Line Item Type: no value

Optional Receipt Text:

Attachments: [Add](#)

Notes:

1000 characters remaining



G. Any line items that have not been received need to be removed.

2	<a href="#">Estimated Recurring Charges</a>	NA	400.00	<input type="text" value=""/> USD	Cost Received	<input type="checkbox"/>
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ITEM DETAILS

PO Business Unit: 16-Texas A&M International University (16)

Contract No.: no value


Line Item Type: no value

Optional Receipt Text:

Attachments: [Add](#)

Notes:

1000 characters remaining



H. Once the Cost Receipt Document is finalized, click **Complete**.

Quantity Receipt • 39088507

Save Updates **Complete**

Summary | Comments | Attachments | History

Receipt Name:  Carrier:

**Draft**

