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 <u>only</u> 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 <u>Receipt</u> tab on Purchase Order

Accounts	PO/Reference No. AB0827095 Ship To Bill To		Details	
Contracts	General Information	ø v		Completed
C Orders	Status Summary Revisions Confirmations Shipments Change Requests Invoices Comments Al	ttachments 3	History	
📜 Shop	Purchase Order • Summus - VWR • AB0827095 Revision 0		∃ ⊛ 🖶	1 of 1 Result
A Home	TOT HEAS ANN INTERNATIONAL UNITERSITY	All 🔻	Search (Alt+Q)	a, 50.00 USD 💆

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

	Shop	Purchase Order • Summus - VWR • AB0827095 Revision 0											
	Orders		Status	Summary	Revisions	1	Confirmations 1	Shipments	Change Requests	Receipts	Invoices	Comments	Attachments 3
5	Contracts												
×	Accounts	Records tound: 0											
ш	Payable		There are no receipts for this PO.										

D. Click on create a cost receipt.

AB	0903021: Cre	ate Receipt							×
	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	\checkmark
1	-	_	FirstNet Unlimited Data Device. DIR-TELE- CTSA-002-Monthly Recurring Charges.1. 956-482-60572. 956-482-6070 3. 956-482-6107 4. 956-482-6117 4. 956-482-6114 5. 956-612-6816 7. 956-612-6816 7. 956-612-6802330 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	\checkmark
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	~



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

Receipt Name	2024-04-12 422002808 01	Carrier	Other v
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	4/12/2024	Flexible Text Field	
Packing Slip No.		Optional Receipt Text	
Supplier Name Received by	AT&T TEXAS Cristina Calderon (16-Texas A&M International University)	Flexible Drop Down	~
Receipt Address	v	Attachments	Add
	Attn: Yezmin Salazar Information Technology c/o Central Receiving Room KL 255 5201 University Blvd Laredo, TX 78041 United States	Notes	1000 characters remaining

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	FirstNet Unlimited Data Device. DIR-TELE-CTS: Recurring Charges 1. 956-482-60572, 956-482 956-482-6107 4. 956-482-6114 5. 956-482-616 956-612-6802§30 per device; §210 per month1	A-002-Monthly -6070 3. i66. 956-612-6816 7. Ferm: 04/24 - 04/25	NA	2,520.00		Cost Received 🗸	i		
^	PO Business Unit	16-Texas A&M Internatio	nal University (16)						
	Contract No.	no value							
	Line Item Type	no value							
	Optional Receipt Text								
	Attachments	Add							
	Notes			1.					
		ruuu characters remaining							

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

2	Estimated Recurring Charges		NA	400.00	USD	Cost Received	~	
^	ITEM DETAILS							\mathbf{A}
	PO Business Unit	16-Texas A&M Internation	al University (16)					
	Contract No.	no value						
	Line Item Type	no value						
	Optional Receipt Text							
	Attachments	Add						
	Notes							
			/	6				
		1000 characters remaining						

H. Once the Cost Receipt Document is finalized, click <u>Complete</u>.

Quantity Receipt • 39088	507				= +	Save Updates	Complete 👻
Summary Comments	Attachments History						1
Receipt Name	2023-07-10 618000916 01	Carrier	Other	~	Details	Draft	