

## 9.2 Add New PO Receipt

**Purpose:** Use this document to create a new receipt in ctcLink.

**Audience:** Purchasing staff

❗ You must have at least one of these local college managed security roles:

- ZZ Receipt Entry

You must also set these User Preference Definitions:

- [User Preferences: Receipt Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

### Add New PO Receipt

**Navigation:** NavBar > Navigator > Purchasing > Receipts > Add/Update Receipts

1. The **Receiving** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Business Unit**.
4. Allow **Receipt Number** to default to "NEXT", unless there is a compelling reason to do otherwise. The system will assign a unique receipt number later.
5. Select **Add**.

Reconcile Statement
Receiving

Receiving

Find an Existing Value
Keyword Search
Add a New Value

Business Unit
WA220
Receipt Number
NEXT
PO Receipt
☒

Add

Find an Existing Value
Keyword Search
Add a New Value

6. The **Select Purchase Order** page displays.
7. Enter search criteria to identify your purchase order.
8. Select **Search**.

Manager Self Service
Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit
WA220
ID
Line
Schedule
Release
Item ID
Ship To
Ship Via
☒ Retrieve Open PO Schedules

Days +/- Today
30
Start Date
04/23/2019
End Date
06/22/2019
Supplier Name
Supplier Item ID
Manufacturer ID
Manufacturer's Item ID
UPN ID

Search

Receipt Qty Options
☐ No Order Qty
☒ Ordered Qty
☐ PO Remaining Qty

OK
Cancel
Refresh

9. The **Retrieved Rows** section of the page populates.
10. Select the **Sel** checkbox for your purchase order.
11. Select **OK**.

**< Manager Self Service Add/Update Receipts**

**Select Purchase Order**

**Search Criteria**

PO Unit  Days +/- Today   
 ID  Start Date   
 Line  Schedule  End Date   
 Release  Supplier Name  [Supplier Lookup](#)  
 Item ID  Supplier Item ID   
 Ship To  Manufacturer ID   
 Ship Via  Manufacturer's Item ID   
☒ Retrieve Open PO Schedules UPN ID

**Receipt Qty Options**  
☐ No Order Qty ☒ Ordered Qty ☐ PO Remaining Qty

**Retrieved Rows** Personalize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	
<input checked="" type="checkbox"/>	WA220	0000001002	1	1		05/13/2019	3.0000	1.0000	Computer Monitor		

☒ Select All ☐ Clear All

12. The **Maintain Receipts Receiving** page displays.
13. Select **Header Details**.

**< Manager Self Service Add/Update Receipts**

**Maintain Receipts Receiving**

Business Unit WA220 Receipt Status Open X

Receipt ID NEXT Header Comments/Attachments Activities

**Header Details**

**Select Purchase Order**

**Receipt Lines** Personalize | Find | View All | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		Computer Monitor	3.0000	EA	100.00000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	<span style="color: red;">X</span>

☒ Interface Receipt ☒ Run Close Short [Interface Asset Information](#)

14. The **Header Details** page displays. The required header details fields will be filled out automatically if you are creating a PO Receipt, which is what this QRG is guiding you to do. Entering all other fields are optional. Use this page to view and enter receipt header information.
15. Select **OK**.

Header Details

Business Unit WA220 \*Receipt Date 05/23/2019 Receipt Time 11:01AM

Receipt ID NEXT User ID CTC\_BRAMIREZ

Receive Source On-line Receipt Status Open

Supplier V000008789 Supplier Name COMPUTERLAND

Location 150 \*Ship To 220-000001

Supplier ID Number Ship To GLN

Last Change Date Last User to Modify

Shipping Information

Ship Date Container ID

Carrier ID Number of Cartons

Vehicle ID Pallets In

Driver ID Pallets Out

Bill of Lading Port Of Unloading

Pack Slip Ship From Country USA

Shipment Number Ship From Location

Pro Number

Match Options

Invoice Allow ERS

Invoice Dt Option Match Status To Match

Freight Terms Match Rule STANDARD

Receipt Hold Options

Hold Receipt

Hold Inventory

Hold Assets

Receipt Processing Options

Process Manufacturing

Process Inventory

Process Assets

OK Cancel Refresh

16. The Header Details page disappears.
17. Optionally, select the **Header Comments/Attachments** link.

Manager Self Service Add/Update Receipts

Maintain Receipts

Receiving

Business Unit WA220 Receipt Status Open

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Computer Monitor	3.0000	EA	100.00000	3.0000	Open				EA	Device Track

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

18. The **Receipt Header Comments** page displays.
19. You may enter comments and attach your documents here.
20. Select **OK**.

Receipt Header Comments

Business Unit WA220 Receipt Number NEXT  
Receipt Status Open

☒ Retrieve Active Comments Only

\*Sort Method  \*Sort Sequence

**Comments** Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active

☐ Show at Voucher

**Associated Document**

Attachment	Attach	View	Delete
From -> RCV WA220-NEXT			

21. The Receipt Header Comments page disappears.
22. Optionally, select the **Activities** link.

< Manager Self Service Add/Update Receipts

Maintain Receipts

Receiving

Business Unit WA220 Receipt Status Open ☒  
Receipt ID NEXT Header Comments/Attachments **Activities**

Header Details

Select Purchase Order

**Receipt Lines** Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Computer Monitor	3.0000	EA	100.00000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track <input checked="" type="checkbox"/>

☒ Interface Receipt ☒ Run Close Short Interface Asset Information

23. The **Receipt Activity** page displays.
24. Use this page to add or review activities associated with the receipt header, including **Due Date** and **Comments**. (This is an optional step). This is used to track activities/tasks that may be associated with the receipt. This also works as a reminder to carry out activities (depending on your college business process) that should be carried out once the goods are received.

25. Select **OK**.

Receipt Activity

Business Unit WA220      Receipt ID NEXT      Receipt Status Open

Activities      Find | View All      First 1 of 1 Last

Done ☐      \*Due Date       Comments

OK      Cancel      Refresh

26. The **Receipt Activity** page disappears. Select the **arrow** to expand the Header section.
27. Enter **Supplier ID** and **Ship To Location**. This will default from PO selected.
28. Enter **Receipt Qty** and **Recv UOM** in the Receipts Lines tab. Use the Receipt Qty and Recv UOM fields to enter the quantity delivered and the UOM in which it was received. When you enter the receipt quantity for a line, the system calculates the Accept Qty value by subtracting the rejected quantity from the receipt quantity.
29. The **Accept Qty** field displays the quantity of items accepted. When you enter a Receipt Qty value for a line, the system calculates the accepted quantity by subtracting the rejected quantity from the receipt quantity.
30. Select the **Details** link.

**< Manager Self Service** **Add/Update Receipts**

Maintain Receipts

Receiving

Business Unit WA220 Receipt Status Open **X**

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

**Header**

Supplier ID 0000006789 \* Ship To Location 220-000001

Supplier Location 150

☒ PO Receipt

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

**Receipt Lines** Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Computer Monitor	3.0000	EA	100.00000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track <b>X</b>

☒ Interface Receipt ☒ Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

31. The **Receipt Line Details** page displays. This page formats the information that you see here and on the subsequent tabs in a single long page format.
32. Select **Return**.

**Receipt Line Details for Line 1** **Help**

Business Unit WA220 User ID CTC\_BRAMIREZ

Receipt ID NEXT Item ID

Receipt Line 1 Computer Monitor

Expand All Collapse All Status Open

**Details**

Status Open PO Price 100.00000

Receipt Datetime Receipt Price 100.00000

Ship To 220-000001 Merchandise Amt 300.00 USD

Allocation Type First In First Out Net Receipt Quantity 3.0000

Receipt Quantity

Receipt Status

Manufacturer Information

Optional Data

Source Information

**Return**

33. The **Receipt Line Details** page disappears.
34. Select the **More Details** tab.

Manager Self Service
Add/Update Receipts

Maintain Receipts

Receiving

Business Unit WA220
Receipt Status Open

Receipt ID NEXT
Header Comments/Attachments
Activities

Header Details

Header

Supplier ID V000006789
\* Ship To Location 220-000001

Supplier Location 150
☒ PO Receipt

Select Purchase Order
Close Short All Lines
Print Delivery Report
Run PO Receipt Accrual

Receipt Lines
Personalize | Find | View All | First 1 of 1 Last

Receipt Lines
More Details
Links and Status
Item / Mfg Data
Optional Input
Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Computer Monitor	3.0000	EA	100.00000	3.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track

☒ Interface Receipt
☒ Run Close Short
Interface Asset Information

Save
Notify
Refresh
Add
Update/Display

35. The **More Details** tab displays. Use it to enter or view information such as:
  - Whether inspection is required (checkbox inspect and enter inspect Qty)
  - The quantity and action for item rejects.
  - RMA information.
  - The received quantity less the quantity of items rejected and returned.
  - The allocation type for the receipt.
  - The Ship To location.
36. Enter **Reject Qty** and **Reject Reason** (optional).
37. Select **Save**.



**Manager Self Service** **Add/Update Receipts**

Maintain Receipts

Receiving

Business Unit WA220 Receipt Status Open **X**

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Supplier ID V000006769 \*Ship To Location 220-000001

Supplier Location 150

☒ PO Receipt

Select Purchase Order

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize Find View All (2)

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Supp UOM	Std UOM	Merchandise Amt	*Allocation Type	Ship To
1		Computer Monitor	<input type="checkbox"/>							3.0000	100.00000	EA	EA	300.00 USD	First In First Out	220-000001

☒ Interface Receipt ☒ Run Close Short

Interface Asset Information

Save Notify Refresh

38. The system displays a message that the receipt is being updated. If you carry out additional processing, you need to reopen the receipt in the Update mode. Select the OK button
39. Notice that the system generates a receipt ID for the receipt that you created.
40. Notice that the Receipt Status has been updated. Values are:
- Closed (closed receipt)
  - Hold (hold receipt)
  - Moved (moved to destination)
  - Open (open)
  - Received (fully received)
  - Canceled (canceled)

**Manager Self Service** **Add/Update Receipts**

Maintain Receipts

Receiving

Business Unit WA220 Receipt Status Fully Received **X**

Receipt ID 0000001914 Line Comments/Attachments Activities

Header Details Document Status

Header

Select Purchase Order

Close Short All Lines Print Delivery Report

Receipt Lines

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short
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41. Process complete.