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

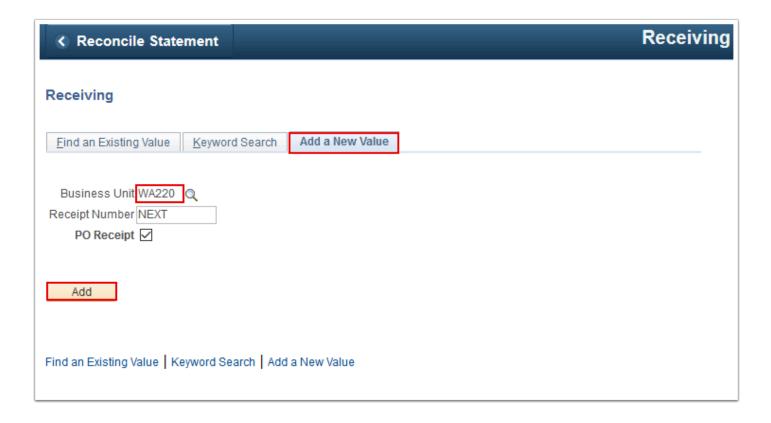
If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Add New PO Receipt

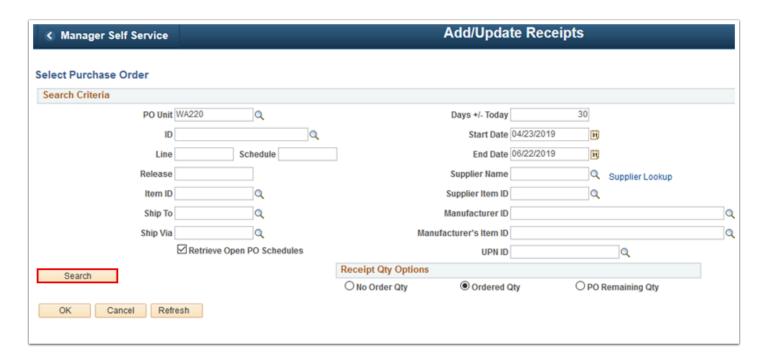
Navigation: NavBar > Navigator > Purchasing > Receipts > Add/Update Receipts

- 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.

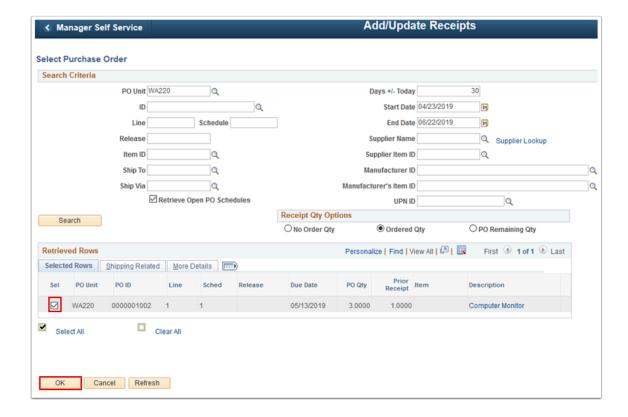
Select Add.



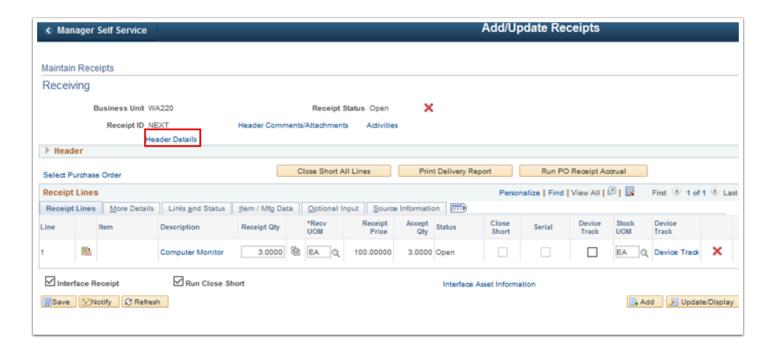
- 6. The Select Purchase Order page displays.
- 7. Enter search criteria to identify your purchase order.
- 8. Select Search.



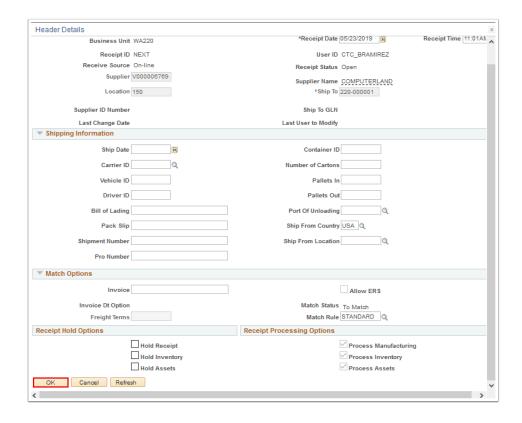
- 9. The **Retrieved Rows** section of the page populates.
- 10. Select the **Sel** checkbox for your purchase order.
- 11. Select OK.



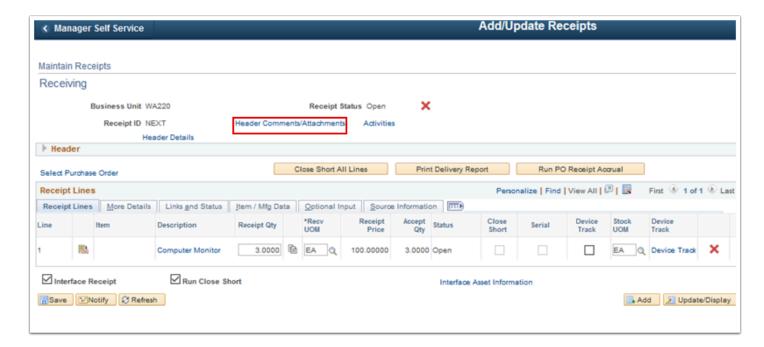
- 12. The Maintain Receipts Receiving page displays.
- 13. Select Header Details.



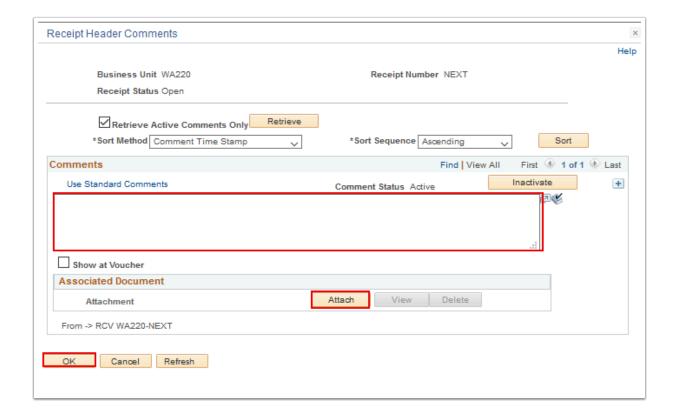
- 14. The **Header Details** page displays. The required header details fields will be filled out automatically if you are creating a PO Receipt, which is what this QRG is guiding you to do. Entering all other fields are optional. Use this page to view and enter receipt header information.
- 15. Select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



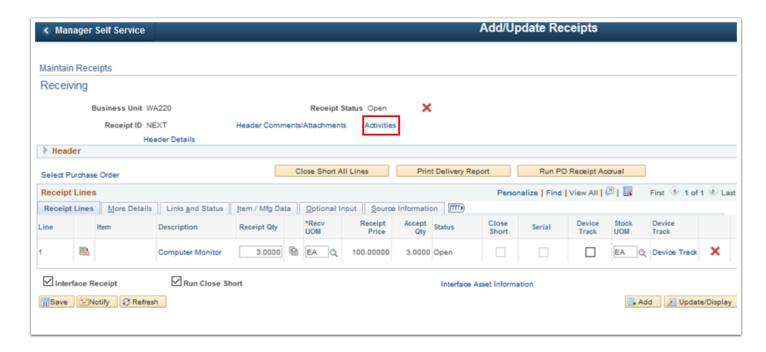
- 16. The Header Details page disappears.
- 17. Optionally, select the **Header Comments/Attachments** link.



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

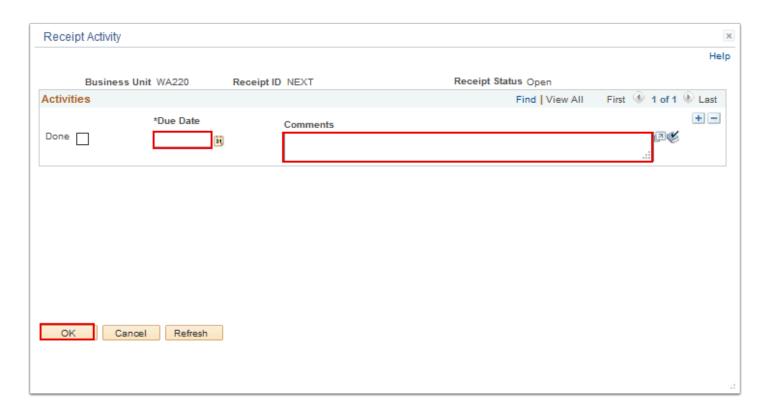


- 21. The Receipt Header Comments page disappears.
- 22. Optionally, select the Activities link.



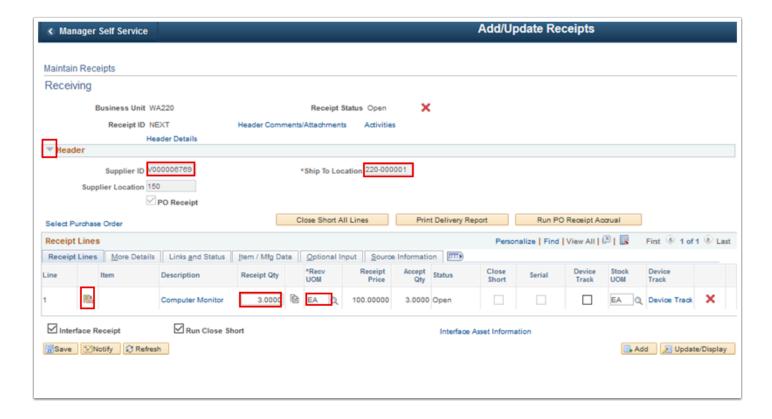
- 23. The **Receipt Activity** page displays.
- 24. Use this page to add or review activities associated with the receipt header, including **Due Date** and **Comments**. (This is an optional step). This is used to track activities/tasks that may be associated with the receipt. This also works as a reminder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

25. Select OK.

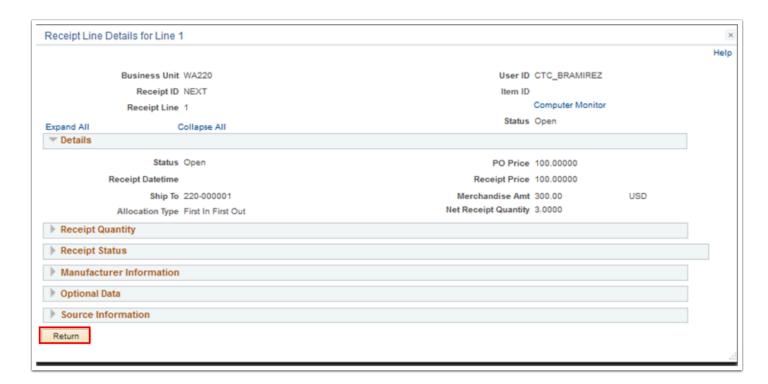


- 26. The **Receipt Activity** page disappears. Select the **arrow** to expand the Header section.
- 27. Enter **Supplier ID** and **Ship To Location**. This will default from PO selected.
- 28. Enter **Receipt Qty** and **Recv UOM** in the Receipts Lines tab. Use the Receipt Qty and Recv UOM fields 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.

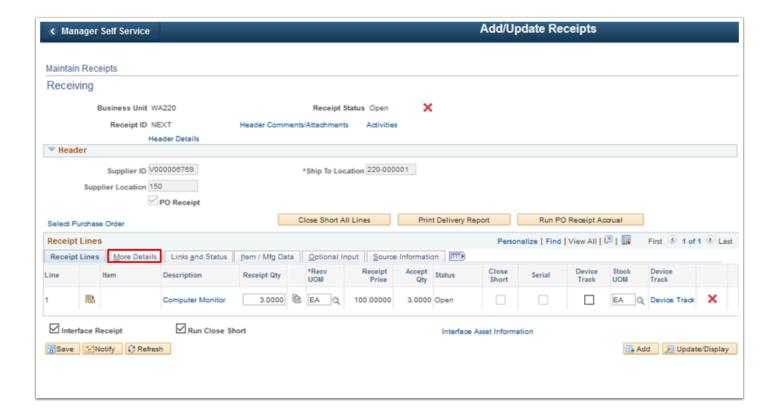
30. Select the **Details** link.



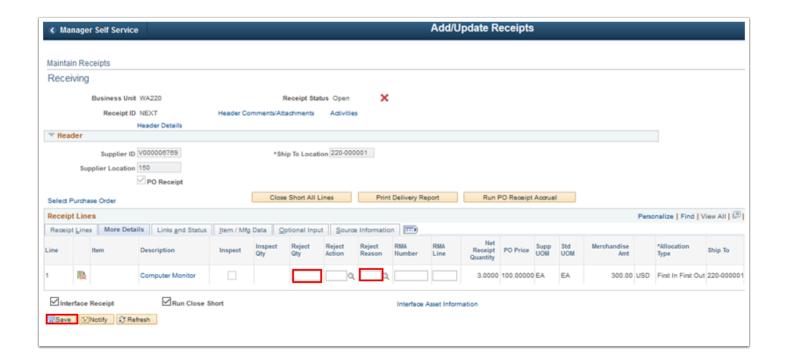
- 31. The **Receipt Line Details** page displays. This page formats the information that you see here and on the subsequent tabs in a single long page format.
- 32. Select Return.



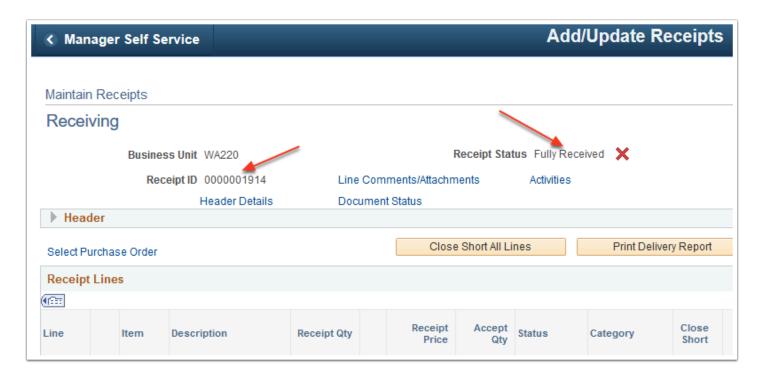
- 33. The **Receipt Line Details** page disappears.
- 34. Select the More Details tab.



- 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**.



- 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)



41. Process complete.