



## Toolbox: Creating a Receipt Quick Guide



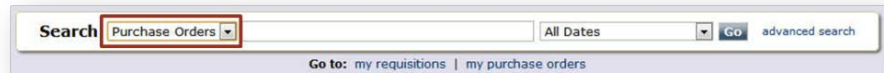
The act of receiving in Deacon Depot is the indication to Accounts Payable that it is okay to pay the supplier for the goods that have been received. As a Deacon Depot user, you can receive on any order that you can see. It is important, however to carefully follow the steps below to ensure that an order is not over-received.

Keep in mind that sometimes, over-receiving is correct and necessary. For example:

- A supplier sends you more items than you ordered and you decide to keep the extras items.

In this case, the quantity receipt created would truly be an over-receipt. If that is not the case, however, follow the steps below to view the Settlement Status and then create receipts as appropriate:

Use Document Search (found under the 3 stacked papers icon) to locate the PO for which you need to create a receipt. When the Document search screen displays, use the drop-down to select the Purchase Order document type.



When your search results populate, locate the Purchase Order for which you need to create a receipt. Remember to only receive on PO's that begin with the letter "P".

Showing 1 - 20 of 1063 results

All Dates

Results per page: 20 | Sort by: Best match | Page 1 of 54 | Create Quantity Receipt | Go

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ P0015380	18th Judicial District Bar	12/16/2013 1:55 PM	1070986	Natalie Hill - Sys Admin	Sent	Partially Received	19,500.00 USD
✓ P0015378	Storr Office Environments	12/13/2013 3:23 PM	1070414	Natalie Hill - Sys Admin	Sent	-	97,820.73 USD
✓ P0015377	Storr Office Environments	12/13/2013 1:57 PM	1070400	Natalie Hill - Sys Admin	Sent	-	472.50 USD
✓ P0015376	18th Judicial District Bar	12/13/2013 1:57 PM	1070400	Natalie Hill - Sys Admin	Sent	-	60.00 USD
✓ P0015374	Storr Office Environments	12/12/2013 2:38 PM	1069941	Natalie Hill - Sys Admin	Sent	-	97,488.48 USD
✓ P0015373	Office Depot	12/4/2013 10:21 AM	1055216	Ruby Requisitioner	Sent	-	67.96 USD
✓ P0015366	Graybar Electric Company	12/4/2013 10:21 AM	1055216	Ruby Requisitioner	-	-	345.88 USD
✓ P0015367	Brushy Mountain	12/4/2013 10:21 AM	1055216	Ruby Requisitioner	Sent	-	30.00 USD

**Before** clicking on the PO to open it, take a moment to review the **Settlement Status** column. This column will indicate any receipts, returns or invoices that have already been matched to the PO.

Options that can be listed in the Settlement Status column include:

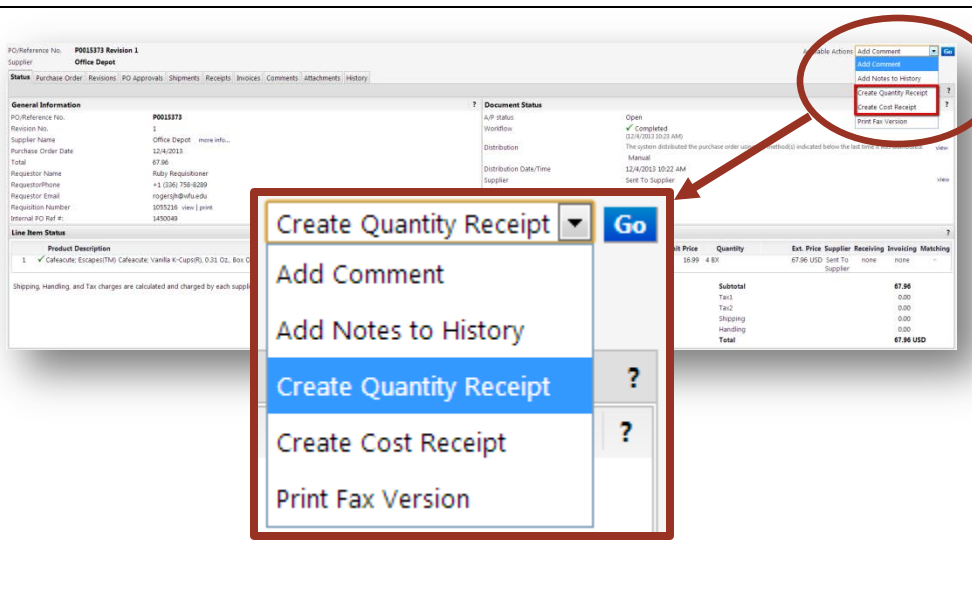
- **A dash:** No receipts or invoices have been entered for the PO.
- **Partially Received:** A receipt has been created for a portion of the items on the PO. When the PO is opened and the "Create Quantity Receipt" option is selected, the receipt will populate with only the items that still need to be received.
- **With Returns:** A receipt has been created that indicates some of the items need to be returned.
- **Fully Received:** All items on the PO have been received.
- **Over-Received:** More items have been received than were ordered on the PO.
- **Partially Invoiced:** An invoice has been matched to a portion of the items on the PO.
- **Fully Invoiced:** An invoice has been matched to all of the items on the PO.

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ P0015373	Office Depot	12/4/2013 10:21 AM	1055216	Ruby Requisitioner	Sent	-	67.96 USD
✓ P0015368	Office Depot	12/4/2013 10:21 AM	1066412	Request 4 Requisitioner	Sent	Over-Received	67.96 USD
✓ P0015359	Office Depot	12/2/2013 10:38 AM	1065236	Natalie Hill - Sys Admin	Sent	Fully Received Fully Invoiced	48.08 USD
✓ P0014957	Office Depot	11/11/2013 5:28 PM	1057621	Randy Requisitioner	Sent	Fully Received	23.55 USD
✓ P0014952	Office Depot	10/29/2013 11:21 AM	1052090	Natalie Hill - Sys Admin	Sent	Fully Received Partially Invoiced	20.07 USD
✓ P0014947	Office Depot	10/25/2013 10:51 AM	1048521	Natalie Hill - Sys Admin	Sent	With Returns With Credits	379.99 USD
✓ P0014248	Office Depot	10/21/2013 1:45 PM	1026766	Jennifer Rogers	Sent	Fully Received	23.64 USD
						Partially Received With Returns	

After reviewing the Settlement status, create any necessary receipt documentation by clicking the PO number to open it.

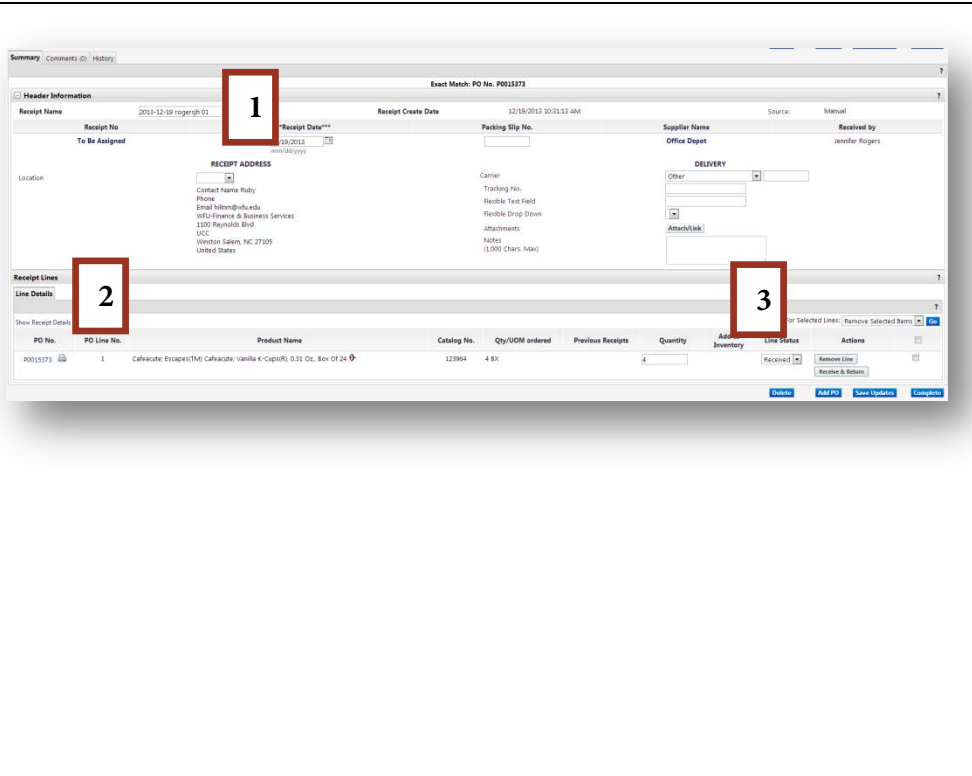
From the Available Actions drop-down, select “Create Quantity Receipt” or “Create Cost Receipt”, and then click “Go”.

Quantity receipts are for tangible goods and cost receipts are typically reserved for services. In most cases, quantity receipt is preferred.



1. Be sure that the receipt date listed is the date that the items arrived at your desk.
2. The line items will be automatically populated with the PO information, including the remaining number of items to be received.
3. The default Line Status is “Received”, which indicates the item/service was received.

Add any additional information such as Packing Slip, Carrier, Tracking or Notes, if necessary for your department.



Review & update the line level data as necessary to indicate the actual quantity received.

TIP: For POs with a large number of line items where only some of the items have come in, click the “Remove Line” button to take any items off of the current receipt that have not yet shipped. Click “Save Updates”, and then “Complete”.

As remaining items arrive, you can create additional receipts on this same PO.

Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and the receipt complete date, which indicates when the receipt was entered in the system.

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0015373	1	Cafeauote: Escapes(TM) Cafeauote: Vanilla K-Cups(R), 0.31 Oz., Box Of 24	12964	4 BX				Received	Remove Line

Line Status	Actions
Received ▼	Remove Line Receive & Return

DEACON DEPOT

Orders & Documents > Document Search > Search Documents > Receipt No.85488

Create Qty Receipt Create Cost Receipt

Receipt No. 85488 has been created for the following PO No(s):

- PO/Reference No. P0015373

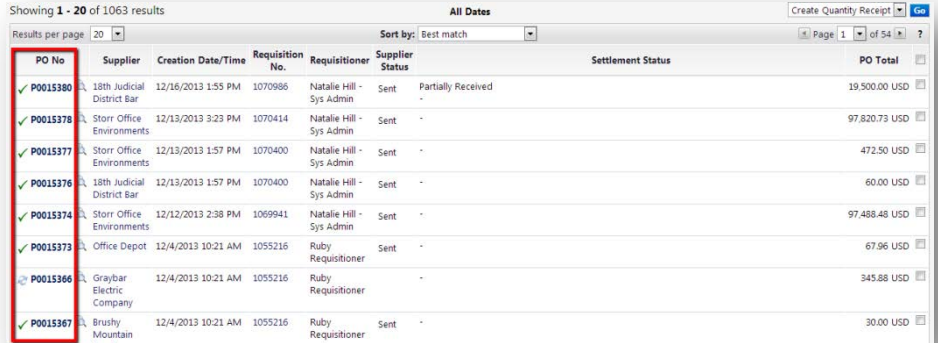
## Creating a Return Receipt

In Deacon Depot, a receipt can also be used to indicate items that need to be returned for some reason. Returned receipts are indicated in the system by quantity or negative cost.

To create a receipt for an item that was returned or received, then returned:

Access the PO that is associated with the goods or services being received through Document Search.

Click the PO number to open it.

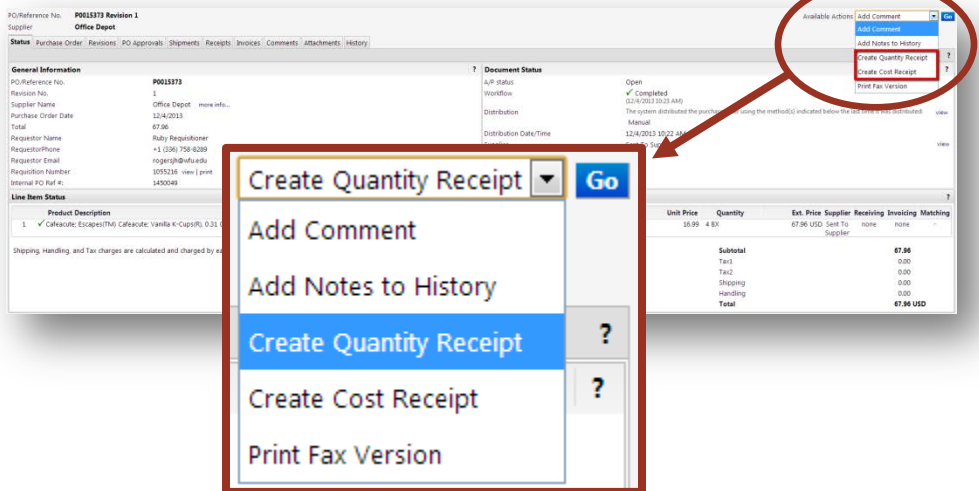


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PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
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From the Available Actions drop-down, select “Create Quantity Receipt” or “Create Cost Receipt”, and then click “Go”.

Quantity receipts are for tangible goods and cost receipts are typically reserved for services. In most cases, quantity receipt is preferred.



PO-Reference No: PO015373 Revision 1  
Supplier: Office Depot

Status: Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments | Attachments | History

General Information: PO Reference No: PO015373, Revision No: 1, Supplier Name: Office Depot, Purchase Order Date: 12/4/2013, Total: 67.96, Requester Name: Ruby Requisitioner, Requester Phone: +1 (336) 758-8289, Requester Email: rogersr@wfu.edu, Requisition Number: 1055216, Internal PO Ref #: 1450048

Document Status: Open, A.P. Status: WorkFlow, A.P. Status: Completed (02/09/2013 10:23 AM), Distribution: Manual, Distribution Date/Time: 12/4/2013 10:22 AM

Available Actions: Add Comment, Add Notes to History, **Create Quantity Receipt**, Create Cost Receipt, Print Fax Version

Create Quantity Receipt Go

Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
16.99	4 BX	67.96 USD	Supplier	none	none	-
Subtotal						67.96
Tax1						0.00
Tax2						0.00
Shipping						0.00
Handling						0.00
Total						67.96 USD

1. Be sure that the receipt date listed is the date that the items arrived at your desk.
2. The line items will be automatically populated with the PO information, including the remaining number of items to be received.
3. The default Line Status is “Received”, which indicates the item/service was received.

Add any additional information such as Packing Slip, Carrier, Tracking or Notes, if necessary for your department.

Review the line level data. If an item needs to be returned, click the “Receive and return” button. The line will be copied so that one line indicates the quantity received and the next line indicates the quantity being returned.

NOTE: On the line for received items, the total number of items that arrived in the box should be entered.

Click “Save Updates”, then “Complete”. The Receipt Number displays on the screen.

Once a receipt is created, the receipt date is saved, which indicates the date the goods were actually received and in this case returned. It also saves the receipt complete date, which indicates when the receipt was entered in the system.

When returns are indicated on a receipt, Accounts Payable will make a partial payment for the items that were received and not returned. You will still need to take the next step and let the supplier know that you have items that need to be returned and arrange for pickup.

It is also possible to create a return for an item that you have previously received. To do this, follow the steps to create a return receipt. When reviewing the line details, remember that the quantity & line status default to the number of items left to receive. Since you have previously received these items, you will do the following:

1. Change the quantity from 0 to the number that you are returning.
2. In the line status drop-down, select Returned.

Click Save Updates & Complete to complete the return process in Deacon Depot. Remember to contact the supplier to let them know that you have items that need to be returned and arrange for pickup.

