Receiving: Creating PO Receipts

Revised 10/16/2023
Creating PO Receipts

There are two different types of Receipts you can create in UDX:

Quantity Receipts for UDS (Standard) Purchase Orders (Slide 2)
Cost Receipts for UDB (Blanket) Purchase Orders (Slide 16)

- Receipts in UDX verify that goods were received, or services were performed.
- UDX Receipts are not required for payment to suppliers.
- You may be required to use the Receipts feature for documentation based on the funding source of your purchase (e.g., sponsored research).
- Your department may also require that you use Receipts in UDX for documentation.
- You can create a Receipt on any open (or soft closed) purchase order within your UDX access.
Receipts for UDS (Standard) Purchase Orders

UDS (Standard) purchase orders are quantity-based.

When creating a Receipt for a catalog or non-catalog purchase order beginning with UDS, you will need to create a Quantity Receipt.
To create a receipt, you can navigate to the **Receipts** tab of your purchase order and **click the + icon**.
<table>
<thead>
<tr>
<th>Item Type</th>
<th>Net Qty Received</th>
<th>Catalog No</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>BP28185000</td>
<td>CS</td>
<td>440.70</td>
<td>1</td>
<td>440.70</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>BP26185000</td>
<td>CS</td>
<td>177.23</td>
<td>1</td>
<td>177.23</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>22367030</td>
<td>PK</td>
<td>256.49</td>
<td>4</td>
<td>1,025.96</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>22367031</td>
<td>PK</td>
<td>444.41</td>
<td>4</td>
<td>1,777.64</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>22367029</td>
<td>CS</td>
<td>706.03</td>
<td>1</td>
<td>706.03</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td>ION7740005</td>
<td>EA</td>
<td>65.78</td>
<td>4</td>
<td>263.12</td>
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<tr>
<td>None</td>
<td></td>
<td>14387069</td>
<td>CS</td>
<td>169.84</td>
<td>4</td>
<td>679.36</td>
</tr>
</tbody>
</table>

Click Create Quantity Receipt.
Alternate path to create a Receipt:
From the homepage, you can navigate to Accounts Payable>Receipts>Create New Receipt
UDX will default to the Quantity Receipt type in the pop-up window. This is the correct type of receipt to create for UDS purchase orders. Click the Magnifying Glass icon to search for and select your PO number. Click Create.
Once you have created your Receipt:
Complete the fields with the information from your packing slip/shipping document.
Your business unit may have specific instructions for the Receipt Name or Notes fields.
Click the **Add** link in the Attachment section to upload your packing slip/shipping document. Click **Save Changes**.
Scroll down to the Line Items section.
Lines that you have not yet created Receipts for will show by default.
Click the Trash Can icon to remove any line not included in this shipment.
If you received partial amounts, you can adjust the quantities.
If your purchase order has many lines but you only received a few in this shipment, it is most efficient to:

1. Click the box in the Line Items header to **Select All** lines.
2. Then, **de-select** the lines you received in this shipment.
3. Click the **Trash Can icon** in the Line Items header to remove the remaining checked lines that you have not yet received.

The **number** in the Line Items header will show how many lines you are removing from your Receipt.
You cannot remove all lines because a Receipt must contain at least one line item. If you accidentally remove lines you wanted on the Receipt, you can select Add PO from the Actions menu.
All available purchase orders will be shown.
You can Search and Filter as needed to locate your PO.
**Click the + sign** to select your PO.
Previously removed lines will be added back to your Receipt.
When all of the items you received in your shipment are displayed on your Receipt, and the Total in the Summary sidebar matches your documentation, click **Complete**.
The confirmation page includes links to your Receipt purchase order and has an option to create a new receipt.
Once the Receiving step is completed, the Receipts tab of the purchase order lists the Receipt(s) as well as which lines/quantities have been received.

<table>
<thead>
<tr>
<th>No.</th>
<th>Receipt Date</th>
<th>Receipt Type</th>
<th>Cost Amount</th>
<th>Received by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/28/2023</td>
<td>Quantity</td>
<td></td>
<td>Requester, Rachel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Qty/UOM</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MOLECULAR BIOLOGY GRADE ETHANO</td>
<td>BP2818500</td>
<td>440.70 USD</td>
<td>1 CS</td>
<td>440.70 USD</td>
</tr>
<tr>
<td>3</td>
<td>KINGFISHER 96 KF PLATE 48/PK</td>
<td>22387030</td>
<td>256.49 USD</td>
<td>4 PK</td>
<td>1,025.96 USD</td>
</tr>
<tr>
<td>4</td>
<td>DEEPWELL 96 PLATE PS V 50/PK</td>
<td>22387021</td>
<td>444.41 USD</td>
<td>4 PK</td>
<td>1,777.64 USD</td>
</tr>
</tbody>
</table>
Receipts for UDB (Blanket) Purchase Orders

UDB (Blanket) purchase orders are amount-based.

When creating a Receipt for a catalog or non-catalog purchase order beginning with UDS, you will need to create a Cost Receipt.

• UDB POs should always have a line quantity of 1 and then a dollar amount that receives multiple invoices against it, ultimately counting the dollar amount down to zero.

• Examples of UDB POs are: consultant services or standing orders with suppliers for a fiscal year, such as dairy delivery for UDairy Creamery locations.
On the **Receipts** tab of your purchase order and click on the **+ icon**.
Click **Create Cost Receipt**.
Alternate path to create a Receipt:
From the homepage, you can navigate to **Accounts Payable>Receipts>Create New Receipt**
For UDB purchase orders, you must choose **Cost Receipt**. This is not the default option, so be sure to select it from the Type menu.

Click the **Magnifying Glass icon** to search for and select your PO number.

Click **Create**.
Once you have created your Receipt:

Complete the fields with the information from your packing slip/shipping document.

Your business unit may have specific instructions for the Receipt Name or Notes fields.
Click the **Add** link in the Attachment section to upload your packing slip/shipping document.

Click **Save Changes.**
Scroll down to the Line Items section and enter the dollar amount of the Receipt in the **Cost** field.

You can click the **Trash Can icon** to remove any lines that should not be included on this Receipt.
When you have entered all information, click **Complete**.
The confirmation page includes links to your Receipt and your purchase order and has an option to create a new receipt.
Once the Receiving step is completed, the Receipts tab on the purchase order lists the Receipts as well as the total amount received against the purchase order.
Troubleshooting

• Every UDX User can create Receipts, but only for purchase orders within their UDX access.

• Receipts can be created against soft-closed purchase orders (within 15 days of the final invoice being paid) but not closed purchase orders.

• Be sure to create Receipts as soon as possible, as purchase orders move to a closed status 15 days after the last invoice is paid.

• Attachments, such as packing slips, are required for every Receipt. If a packing slip is not available, please consult with your unit regarding an appropriate substitute attachment.

• For the most thorough documentation, Receipts should also be created if items were returned or cancelled. Packing slips will not be available to attach in those instances.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Understanding Access in UD Exchange
• The PO Type Override (POTO) Box