This document outlines the steps required to enter and adjust a receipt. Receipts can be entered as soon as goods have been delivered or services provided. The Requestor and Shopper will receive a notification in B2P when a receipt is required.

There are two types of receipts depending upon how the purchase order was created:
- **Quantity Receipt**: for POs created by Quantity
- **Cost Receipt**: for POs that were created as a Standing Amount-Based PO

### How to navigate to the receiving screen (for both types of receipts)

**OPTION 1:** Open the Purchase Order you want to receive against. Go to the **Document Actions** menu and select the option to Create Quantity Receipt or Create Cost Receipt.

**OPTION 2:** Click Create New Receipt in the Quick Links section on the B2P Homepage to search for a PO. Be sure to select the quantity or cost receipt type. Enter the PO number and click Create.

1. Once inside the receipt, you will see a **Header Information** section with optional fields including receipt name, packing slip number, tracking number, internal attachments, and comments. Use these as needed or determined by your local business process.

2. Scroll to **Receipt Lines → Line Details** tab to adjust the quantity or cost (amount).

The next steps will depend on if you are processing a Quantity Receipt or a Cost Receipt.

### How to input a Quantity Receipt

Note: Lines will pre-populate with the quantity to receive. You need to update each line before completing the receipt.

1. Complete the steps outlined in **How to navigate to the receiving screen** section.

2. Confirm the **Line Status** is set to Received and enter the **Quantity** that was delivered.

   If you did not receive any items in a particular line, click **Remove Line** to remove it from the receipt. To remove multiple lines: check the checkboxes on the right, select **Remove Selected Items** from the dropdown, and click Go. Note: the line(s) will remain in the PO for you to receive on in future.

3. Once you have updated or removed each line as appropriate, click **Complete**.

4. A success message will appear with options to access the newly created receipt or the original PO.

5. The **Receipts** tab in the PO’s left-hand menu contains details of all the line items, the quantities received, and those open for receipt.
Receiving and Returning/Adjusting

How to input a Cost Receipt

You can do a cost receipt against POs that were set up as a Standing Amount-Based PO. Note: Lines will pre-populate with the balance to receive.

1. Complete the steps outlined in How to navigate to the receiving screen section.
2. Confirm the Line Status is set to Cost Received and enter the amount in the Cost field.

If you did not receive any items in a particular line, click Remove Line to remove it from the receipt. To remove multiple lines: check the checkboxes on the right, select Remove Selected Items from the dropdown, and click Go. Note: the line(s) will remain in the PO for you to receive on in future.

3. Once you have updated or removed each line as appropriate, click Complete.
4. A success message will appear with options to access the newly created receipt or the original PO.
5. You can view receipts when inside the PO by navigating to the Receipts section in the left-hand menu. There you can see all line items in the PO, as well as the dollar amount that has been received vs the amount still open for receipt.

How to Return an item (adjusting Quantity Receipts)

1. Complete the steps outlined in How to navigate to the receiving screen section.
2. If you are attempting to record a return of items, confirm the Line Status is set to Returned and enter the Quantity you want to return. Select a reason from the Returned for drop-down and click Complete.

3. You can view receipts when inside the PO by navigating to the Receipts section in the left-hand menu. There you can see all previous receipts. It also shows, per line item, any quantities that were received, returned, and still open for receipt.

How to adjust a Cost Receipt

In a case where a PO was over-received by mistake, a new receipt can be created for the negative dollar amount to properly reflect the correct amount still available. The steps would be the same as outlined under the How to input a Cost Receipt section in this guide.

General considerations when Receiving:
• You are not required to record receipt on orders of goods or services under $2500
• You cannot receive against a closed PO
• Items flagged for a two-way match do not require a receipt (they are effectively closed)